

**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE**

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

County of Champaign, Urbana, Illinois

Thursday, November 10, 2016 – 6:30 p.m.

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

Agenda Items

Page #

I. Call To Order

II. Roll Call

III. Approval of Agenda/Addenda

IV. Approval of Minutes

A. October 13, 2016

1-6

V. Public Participation

VI. Communications

VII. Justice & Social Services

A. Monthly Reports – All reports are available on each department’s webpage through the department reports page at: <http://www.co.champaign.il.us/CountyBoard/Reports.php>

1. Animal Control – September 2016
2. Emergency Management Agency – September 2016 & October 2016
3. Head Start – October 2016
4. Probation & Court Services – September 2016 & 3rd Quarter Statistical Report
5. Public Defender – September 2016
6. Veterans’ Assistance Commission – September 2016

B. Other Business

C. Chair’s Report

VIII. Policy, Personnel, & Appointments

A. Appointments/Reappointments (*Italics Indicate Incumbent*)

1. Animal Control Administrator – 1 Position - Term 12/1/2016-11/30/2018 7-8
 - *Stephanie Joos*
2. Public Aid Appeals Committee – 1-R, 1D-alt Positions – Terms 12/1/2016-11/30/2018 9-12
 - *James Rusk (R)*
 - *Michelle Mayol (D) (alt)*
3. Nursing Home Board of Directors – 2 Positions – Terms 12/1/2016-11/30/2018 13-17
 - *Debra Busey*
 - *Mary Fraser Hodson*
4. Zoning Board of Appeals – 1 Position – Term 12/1/2016-11/30/2021 18-19
 - *Jim Randol*
5. Union Drainage District #3 for South Homer and Sidney – 1 Unexpired Term Ending 8/31/2017 20-22
 - Resignation of Robert Lee (*Information Only*)
 - Drainage District Attorney Recommendation (*Information Only*)
 - Applicant:
 - Linda Lee Drozt

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<u>Agenda Items</u>	<u>Page #</u>
6. <u>Broadlands-Longview Fire Protection District – 1 Unexpired Term Ending 4/30/2019</u> Resignation of James Jones (<i>Information Only</i>) Applicants: <ul style="list-style-type: none">• Clayton Coulter• Shawn Walker• Bruce Block	23-26
7. <u>Prairie Creek Drainage District – 1 Unexpired Term Ending 8/31/2019</u> Resignation of Arlen Buhr (<i>Information Only</i>) <ul style="list-style-type: none">• Michael Buhr	27-28
B. <u>County Clerk</u>	
1. October 2016 Report	29
C. <u>Probation & Court Services</u>	
1. Request for Review and Evaluation of Court Services Drug Court Specialist Position by the Job Content Evaluation Committee	30
D. <u>County Administrator</u>	
1. Administrative Services Monthly Report – October 2016	31-33
2. Interim Report on Review of Responsible Bidder and Supplier Diversity Policies	34-56
3. County Board Calendar of Meetings for FY2017	57-59
4. 2017 Holiday Calendar (<i>Information Only</i>)	60
5. Job Content Evaluation Committee Recommendation for Supervisor of Assessments Sales Analyst/Office Manager and Appraiser/Analyst Positions	61-69
E. <u>Other Business</u>	
F. <u>Chair’s Report</u>	
1. Approval of Resolution Appointing County Administrator as Representative to Champaign County Economic Development Corporation	70
G. <u>Designation of Items to be Placed on the Consent Agenda</u>	
IX. <u>Finance</u>	
A. <u>Treasurer</u>	
1. Monthly Report – October 2016 – Reports are available on the Treasurer’s Webpage at: http://www.co.champaign.il.us/treasurer/Reports.php	
2. Resolution Authorizing the Cancellation of the Appropriate Certificate of Purchase on a Mobile Home, Permanent Parcel 29-050-0008	71-73
B. <u>Auditor</u>	
1. Monthly Report – October 2016 – Reports are available on the Auditor’s Webpage at: http://www.co.champaign.il.us/Auditor/countyboardreports.php	
C. <u>Nursing Home</u>	
1. Monthly Financial Report (<i>to be distributed</i>)	
2. 2017 Charges for Services at the Champaign County Nursing Home	74-75
D. <u>Budget Amendments/Transfers</u>	
1. Budget Transfer 16-00011 Fund/Dept. 619 Tax Sale Automation/026 County Treasurer	76

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Agenda Items

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Total Amount: \$5,000
Reason: Funds Transfer to Cover Expense of New Chief Deputy Training for December 2016

- | | | |
|----|--|----|
| 2. | Budget Amendment 16-00048
Fund/Dept. 476 Self-funded Insurance/118 Property/Liability Insurance
Increased Appropriations: \$13,809
Increased Revenue: \$13,809
Reason: To Receive Funds from Pekin Insurance for Totaled Sheriff's Office Vehicle | 77 |
| 3. | Budget Amendment 16-00049
Fund/Dept. 621 St. Attorney Drug Forfeitures/041 St. Attorney
Increased Appropriations: \$7,500
Increased Revenue: None: from Fund Balance
Reason: Increase in Appropriations for Conferences & Training. Appropriations will come from Fund Balance | 78 |
| 4. | Budget Amendment 16-00050
Fund/Dept. 080 General Corporate/072 ADA Compliance
Increased Appropriations: \$173,000
Increased Revenue: None: from Fund Balance
Reason: Architect and Construction Contracts for ADA Interior Compliance at Brookens and the Courthouse | 79 |
| 5. | Budget Amendment 16-00051
Fund/Dept. 080 General Corporate/036 Public Defender
Increased Appropriations: \$69,232
Increased Revenue: None: from Fund Balance
Reason: Amendment Needed to Cover Benefit Payout of Twenty Year Employee Randall B. Rosenbaum | 80 |

E. County Administrator

- | | | |
|----|--|---------|
| 1. | FY2016 General Corporate Fund Projection Report <i>(to be distributed)</i> | |
| 2. | FY2016 General Corporate Fund Budget Change Report <i>(to be distributed)</i> | |
| 3. | Job Content Evaluation Committee Recommendation for Supervisor of Assessments Sales Analyst/Office Manager and Appraiser/Analyst Positions | 61-69 |
| 4. | Revised FY2017 Annual Tax Levy Ordinance: | 81-82 |
| | a. Option A | 83-86 |
| | b. Option B | 87-90 |
| 5. | Revised FY2017 Annual Budget & Appropriation Ordinance <i>(Discussion Only)</i> | |
| 6. | Issuance of Tax Anticipation Warrants for the Nursing Home | 91-104 |
| 7. | Unemployment Insurance Proposal | 105-107 |

G. Other Business

H. Chair's Report

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

X. Other Business

XI. Adjournment

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

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

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**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE MINUTES**

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**Finance; Policy, Personnel, & Appointments; Justice & Social Services
Thursday, October 13, 2016
Lyle Shields Meeting Room**

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MEMBERS PRESENT: Christopher Alix, Jack Anderson, Astrid Berkson, Lorraine Cowart, Aaron Esry, Shana Harrison, Josh Hartke, Matt Hiser, John Jay, Diane Michaels, Max Mitchell, Patti Petrie, James Quisenberry, Giraldo Rosales, Rachael Schwartz, C. Pius Weibel

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MEMBERS ABSENT: Lloyd Carter, Stan Harper, Gary Maxwell, Jim McGuire, Jon Rector, Jon Schroeder

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OTHERS PRESENT: Paula Bates (Supervisor of Assessments), Katie Blakeman (Circuit Clerk), Debbie Heiser (County Insurance Specialist), Tami Ogden (Deputy Administrator of Finance), Kay Rhodes (County Board Administrative Assistant), Molly Rollings (Dimond Brothers Insurance) Rick Snider (County Administrator)

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CALL TO ORDER

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

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ROLL CALL

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

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39

APPROVAL OF AGENDA/ADDENDA

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MOTION by Rosales to approve the Agenda/Addenda; seconded by Quisenberry. Alix removed Finance Item E3 – Recommendations for Employee Health Insurance & Related Benefit Plans; as well as Non-Bargaining Employee Health Insurance Contributions. **Motion carried with unanimous support.**

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APPROVAL OF MINUTES

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OMNIBUS MOTION by Alix to approve the minutes of September 13, 2016 and September 29, 2016; seconded by Rosales. **Motion carried with unanimous support.**

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55

OMNIBUS MOTION by Mitchell to approve the Legislative Budget Hearing minutes of August 22, 2016; August 23, 2016; and August 24, 2016; seconded by Esry. **Motion carried with unanimous support.**

48 **PUBLIC PARTICIPATION**

49
50 Amy Foster spoke briefly about the proposed employee health insurance changes. She was
51 concerned that switching insurance carriers would be more costly to employees than keeping the
52 current carrier without any large advantages.

53
54 **COMMUNICATIONS**

55
56 Snider made a brief statement regarding the selection health insurance for County
57 employees. He explained that the Labor/Management Health Insurance Committee had worked
58 extensively over the last two months resulting in two insurance carrier finalists. However, each
59 carrier has different plans and the comparison of benefits has been difficult. The LMHIC hopes to
60 bring forth a recommendation to the County Board meeting next week.

61
62 **JUSTICE & SOCIAL SERVICES**

63 **Monthly Reports**

64
65 All reports were received and placed on file.

66
67 **Other Business**

68
69 There was no other business.

70
71 **Chair's Report**

72
73 There was no Chair's report.

74
75 **FINANCE**

76 **Treasurer**

77
78 The Treasurer's September 2016 report was received and placed on file.

79
80 **Auditor**

81
82 The Auditor's September 2016 report was received and placed on file.

83
84 **Nursing Home Monthly Report**

85
86 Alix noted that the monthly financial report was unavailable and that it would be available
87 by the County Board meeting. He asked committee members if they had any other items they would
88 like to discuss regarding the nursing home.

89
90 Weibel was dismayed upon learning about a recent letter to the Governor from the County
91 Board Chair regarding the state of the nursing home. He felt that the County Board members should
92 have been consulted prior to this communication. He also felt that the letter would be ignored
93 because the Governor is of a different political party than the County Board Chair. He added that
94 neither the Governor or the General Assembly care about social services. Weibel was also

Committee of the Whole

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

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95 concerned that the letter would have a negative impact on the pool of potential nursing home
96 residents as well as the pool of job-seekers.

97
98 Berkson stated that over the last six-years that she had been a County Board member the
99 potential closing of the nursing home had been a topic of discussion; it had been in the newspaper
100 and on the radio and each time the discussion has been discouraged because of the negative impact
101 it could have on the nursing home. Berkson said that the letter to Governor simply stated the worst
102 case scenario if relief from the State of Illinois was not received soon.

103
104 Anderson agreed that this type of publicity could have a negative effect on the nursing
105 home's future census and current/future employees. However, he felt that Petrie's communication
106 was honest allowing the public to make more informed decisions.

107
108 Quisenberry did not agree with the language in the letter and regretted that the rest of the
109 County Board was not consulted or involved in the decision to send the letter or its contents.

110
111 Hartke agreed with comments of Weibel and Quisenberry. He felt the letter was hyper-
112 dramatic and could only have a detrimental effect on the nursing home operations. He added that
113 he knew of several members of the board who had met with local legislators regarding the situation
114 at the nursing home. Hartke had personally met with Carol Ammons and Scott Bennett this past
115 week on this particular issue.

116
117 Jay felt that the County Board needed to face the facts regarding the financial situation at
118 the nursing home. The situation is serious and the public has a right to know about it.

119
120 Weibel agreed with everyone's comments, but felt that any communication should have
121 come from the County Board as a whole.

122
123 Petrie clarified that her communication to the Governor did not state that the nursing home
124 would close next year. She simply pointed out the dire financial situation and that the closing could
125 be an end result. She added that the situation is serious and she was glad to know that Ms. Ammons
126 and Mr. Bennett were working on a solution.

127
128 Hiser agreed with earlier statements against the letter to the Governor concluding that it
129 would probably do more harm to the nursing home than good. Quisenberry felt that the Chair of the
130 Nursing Home Board of Directors should have been consulted as well.

131 Budget Amendments/Transfers

132
133 **MOTION** by Hartke to recommend County Board approval of a resolution authorizing
134 **Budget Transfer 16-00010** for Fund/Dept. 080 General Corporate/075 General County – 023
135 Recorder, 026 Treasurer, 140 Correctional Center, 042 Coroner, 031 Circuit Court with a total
136 transfer of \$32,404 to move money to correct budgets to pay for increase in salaries due to
137 settlement of AFSCME contracts; seconded by Berkson. **Motion carried with unanimous**
138 **support.**

139
140

Committee of the Whole

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141 MOTION by Michaels to recommend County Board approval of a resolution authorizing
142 **Budget Amendment 16-00044** for Fund/Dept. 679 Children's Advocacy Center/179 Children's
143 Advocacy Center with increased appropriations of \$6,750 and matching revenue due to extra dollars
144 granted by DCFS beginning the is grant year, which started July 1, 2016; seconded by Cowart.
145 **Motion carried with unanimous support.**
146

147 MOTION by Esry to recommend County Board approval of a resolution authorizing
148 **Budget Amendment 16-00046** for Fund/Dept. 630 Circuit Clerk Operation & Administration; 671
149 Court Document Storage/030 Circuit Clerk with increased appropriations of \$71,000 with no
150 matching revenue, from fund balance to cover additional expenses for the redesign of the Circuit
151 Clerk's website and addition of new public access program from JANO; seconded by Berkson.
152 **Motion carried with unanimous support.**
153

154 MOTION by Anderson to recommend County Board approval of a resolution authorizing
155 **Budget Amendment 16-00047** for Fund/Dept. 080 General Corporate/127 Veterans' Assistance
156 Commission with increased appropriations of \$3,000 to pay for Veterans' Memorial repair through
157 a restricted total donation of \$4,237 designated only for repairs to the monument; seconded by Jay.
158 **Motion carried with unanimous support.**
159

160 County Administrator
161 General Corporate Fund Reports
162 FY2017 Tentative Budget
163

164 Snider said there was a significant improvement in revenue from last month. This also
165 reflects the recent loan to the nursing home. Ogden stated that the budget change report reflected
166 the additions since last month of the Kronos time clock expenditure; additional real estate
167 expenditure/revenue due to increased activity; and the receipt of the payment for the Ameren
168 transmission line as per the Illinois Rivers Project.
169

170 Alix asked for an update on the nursing home replacement boilers. Snider explained that the
171 project is complete and the new boilers are in place. FY2016 General Corporate Fund Budget
172 Projection and Budget change reports were received and placed on file.
173

174 MOTION by Hartke to receive and place on file the FY2017 Tentative Budget; seconded
175 by Berkson. **Motion carried with unanimous support.**
176

177 Other Business
178

179 There was no other business.
180

181 Chair's Report
182

183 There was no Chair's report.
184

185 Designation of Items for the Consent Agenda
186

187 Items D1-4; E4 were designated for the Consent Agenda.

188 **POLICY, PERSONNEL, & APPOINTMENTS**

189 **Supervisor of Assessments**

190

191 **MOTION** by Harrison to approve the review and evaluation of the Supervisor of
192 Assessments positions of Sales Analyst/Office Manager and Appraiser/Analyst by the Job Content
193 Evaluation Committee; seconded by Berkson.

194

195 Bates explained that in an effort to train personnel in vital duties of the office and prepare
196 for the necessity of field personnel to assist in reassessments in the future, she proposed a
197 reorganization of the office duties. Bates stated that the Chief Deputy position had been vacant for
198 some time and she would like to combine those duties and responsibilities into the current positions
199 of Sales Analyst/Office Manager and Appraiser/Analyst for improved more efficient operations and
200 potential cost savings. **Motion carried with unanimous support.**

201

202 **County Clerk**

203

204 September 2016 report was received and placed on file.

205

206 **County Administrator**

207 Monthly HR Report

208 County Property, Liability, & Worker's Compensation Policies

209

210 September 2016 report received and placed on file.

211

212 **MOTION** by Esry to recommend County Board approval of a resolution authorizing the
213 County property, liability, and worker's compensation policies for December 1, 2016-November
214 30, 2017; seconded by Rosales.

215

216 Weibel asked why the nursing home had pollution control insurance. Rollings explained
217 that this was due to the mold issue that occurred when the nursing home was built. She stated that
218 this insurance has 3rd party coverage so that if any of the residents experience an illness that can be
219 linked to mold exposure, the County is covered. **Motion carried with unanimous support.**

220

221 **Other Business**

222

223 There was no other business.

224

225 **Chair's Report**

226

227 Quisenberry noted that he would bring a resolution to the committee for consideration in
228 November regarding the appointment of the County Administrator to the Economic Development
229 Corporation as the County Board liaison instead of a County Board member.

230

231 **Designation of Items to be Placed on the Consent Agenda**

232

233 Item C2 was designated for the Consent Agenda.

234

235 **OTHER BUSINESS**

236

237 There was no other business.

238

239 **ADJOURNMENT**

240

241 **MOTION** by Alix to adjourn; seconded by Rosales. **Motion carried with unanimous**
242 **support.**

243

244 The meeting adjourned at 7:20 p.m.

245

246 Respectfully submitted,

247

248

249 Kay Rhodes,

250 Administrative Assistant

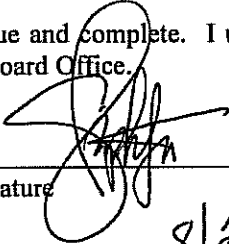
251 *Please note the minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*

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

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes No If no, please explain:

The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.



Signature

8/25/16

Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
PLEASE TYPE OR PRINT IN BLACK INK

NAME: James A Rusk

ADDRESS: 607 E Sangamon Rantoul IL 61866

Street City State Zip Code

EMAIL: rantoultownship1@aol.com **PHONE:** 217 621-4137 217 893-9350

Check Box to Have Email Address Redacted on Public Documents

PARTY AFFILIATION: (Please check one) Democrat Republican Other, please explain:

NAME OF APPOINTMENT BODY OR BOARD: Public Aid Appeal Board

BEGINNING DATE OF TERM: ~~10/20/2018~~ 12/1/16 **ENDING DATE:** ~~10/19/2019~~ 11/30/18

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

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

Rantoul Township supervisor, Public Appeal Board 4 terms, general assistance cases at Rantoul Township

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?

Fair and honest decisions in respect to client being interviewed.

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

I have handled appeal cases at Rantoul Township and am familiar with the general assistance rules.

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

Only if it would be from my township

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes No If no, please explain:

Not available during winter months. November 15 through April 15

The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.

Signature

10/20/2016

Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
PLEASE TYPE OR PRINT IN BLACK INK

NAME: Michelle L. Mayol

ADDRESS: 2406 N. Skyline Dr, Urbana, IL. 61802
Street City State Zip Code

EMAIL: Michelle.township@gmail.com PHONE: 217-369-2872
 Check Box to Have Email Address Redacted on Public Documents

PARTY AFFILIATION: (Please check one) Democrat Republican Other, please explain:

NAME OF APPOINTMENT BODY OR BOARD: Champaign County Public Aid Appeals Committee

BEGINNING DATE OF TERM: 11/30/2017 ENDING DATE: 11/30/18
12/1/14

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

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

I have worked @ Cunningham Township for 20+ years. I have been the Township Supervisor for 3+ years. Since May 20, 2013. I am very familiar with the General Assistance Rules, regulations + program.

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?

I believe the role is to be knowledgeable of the General Assistance Program + to apply the rules + regulations to each individual appeal. I will carry out the responsibilities by applying my knowledge of the General Assistance Program to each individual appeal.

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

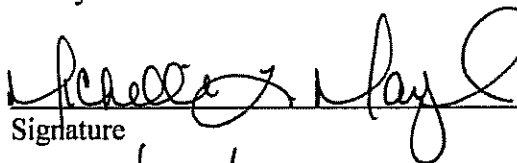
Cummenghani Township has been before the Public Aid Appeals Committee + presided cases upon appeal. I am very familiar with the operation, process + staff.

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

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes No If no, please explain:

The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.


Signature

09/06/2010
Date

**APPLICATION FOR APPOINTMENT TO THE CHAMPAIGN COUNTY NURSING
HOME BOARD OF DIRECTORS**

1. Name: Debra Busey
Date of Application: August 31, 2016
Address: 4605 Stonebridge Drive, Champaign, IL 61822
PH: 217-778-4471
E-Mail: dbusey@comcast.net

2. Board Experience:
Served as Parliamentarian, President-Elect and President on the Board of the Champaign-Urbana Junior League from 1993-1996. The Junior League is an organization focused on fundraising for philanthropic programs and initiatives within the community.
Served as Treasurer-Elect, Treasurer, and Member at Large on the Cunningham Children's Home Board and Cunningham Children's Home Foundation Board from 2004-2012. The Cunningham Children's Home Board provides operational oversight and funding for the Cunningham Children's Home - a United Methodist Women's owned entity providing care and education for children placed there - primarily through the Illinois Department of Children and Family Services.
Served as Member of the St. Matthew's Catholic Church Stewardship Council from 2007-2012. The focus of the Council was to build a stronger foundation of stewardship within the membership of the church.
Served as Member of the METCAD Policy Council from 2009-2016. METCAD is a joint venture of six local governments to provide 911 services throughout Champaign County.
Served as Member of the GIS Consortium from 2002-2016. The GIS Consortium is a joint venture of seven local governments providing consolidated GIS mapping services to all member agencies and other entities contracting for those services.
Served as Member of the Chancellor's Airport Advisory Task Force 2013-2015. The Task developed and completed a report to the Chancellor on the Willard Airport operation and potential options for its sustainability in the future.
Currently serving as Member of the Champaign Public Library Board of Trustees – having been appointed to a 3-year term from July 2016 – June 2019.

3. One major accomplishment while serving as President of the Junior League was the idea and concept for a new fundraising event - Festival of Trees - was introduced and vetted by the Board and membership of the Junior League. The first Festival was held the next year, and has been a successful community fundraiser for the last 20 years.

4. Bachelor's in English from the University of Illinois, Urbana-Champaign.

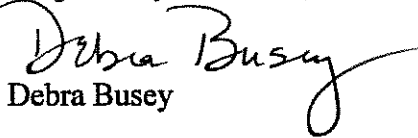
5. I served as the County Administrator of Champaign County for eighteen years – from 1998 – 2016 – having retired from that position in 2016 after a 40-year career with Champaign County. My professional expertise has been in administration and

working with first a 27-member elected county board, and more recently a 22-member elected county board. My overall responsibilities included working with 16 elected officials and department heads with operations that encompassed an overall annual budget of \$125 million, and a total workforce of over 1,000 employees.

6. My work as County Administrator included primary responsibility for the development and oversight of the County's annual budget, and responsibility and oversight for HR policies, functions and day-to-day operations.
7. My hobbies include reading, riding bikes, walking, exercise and travel. My community service and philanthropic involvement are substantially described in Number 2 above. Now that I am retired, I am interested in finding new opportunities and ways in which I can provide service to the Champaign-Urbana community.
8. I have been involved with the Champaign County Nursing Home throughout my career as County Administrator. I am currently serving on the Nursing Home Board – for just the past two months as I was appointed to complete an unexpired term. I am seeking reappointment for a full 2-year term as I feel I can bring knowledge to the Nursing Home Board of the institutional history of the Nursing Home, as well as perspective on how the Nursing Home has evolved - especially over the last 8-10 years. The Nursing Home is facing very challenging issues at this time - both financially and operationally. My hope is to work with the Nursing Home Board to identify a sustainability plan that will deliver excellent quality services to the residents who are served there every day.
9. Conflict of Interest Questionnaire-attached.

Thank you for your consideration of my Application for Appointment.

Respectfully submitted,


Debra Busey

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: Debra L. Busby
TITLE: Member - Advisory Board

Date: 8-31-2016

APPLICATION FOR APPOINTMENT TO THE BOARD OF DIRECTORS OF CCNH

Date: September 1, 2016

Name and contact information: Mary Fraser Hodson
2011 O Donnell Dr
Champaign, IL 61821
217-493-6957

Previous related experience: IL Dept. of Public Aid Long Term Care Caseworker, IL Dept. of Public Aid Long Term Care Survey Team, Human Resources Director of Champaign County Nursing Home, HR Chair for Cunningham Children's Home Board, President of Champaign County Nursing Home Auxiliary and prior service on the Board of Directors of CCNH.

Achievements: I have served on the CCNH Board of Directors since 2012. I lead the Thursday morning sing-a-longs at the nursing home. The VP of the Auxiliary and I run the CCNH shop for residents called "The Busy Bee". With the proceeds, we fund resident activities and purchase equipment for the nursing home. Our most recent project has been refurnishing the CCNH "Family Dining Room". I believe that my experience in the facility gives me insights that are beneficial to the Board of Directors.

Education: BA, Northern IL University

Employment: Retired from the County of Champaign, where I served 17 years as HRD for CCNH and 9 years as HRD for the Regional Planning Commission. During that time, I was a member of various professional groups.

Community Service: In addition to serving on the CCNH Auxiliary, I have been a Rotarian since 1992. I served as President of my club in 2003-2004 and have served on a number of club and district committees since then. I am currently Program Committee Chair for CU Sunrise Rotary, a Shelter Box Representative and an Assistant District Governor for the Mattoon/Charleston area. I volunteer for WILL as an Illinois Radio Reader and as a Book Mentor. I am a member of the American Legion Auxiliary and the VFW Auxiliary in my hometown. I have served as the secretary of the 825th Tank Destroyer Battalion Association and my husband and I remain in close contact with the surviving members.

Reasons for serving: I believe in the mission of CCNH. As a Long Term Care Surveyor for the State of Illinois, I observed that government or church supported long term care facilities were able to offer the highest quality of care to residents. I have always been impressed with the CCNH staff and their care for the residents and I find my volunteer service at CCNH to be very rewarding.

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: Mary Frances Hodson Date: 8.30.16

TITLE: Board of Directors CCNH

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: JIM RANDOL

ADDRESS: 114 E, CENTER ST. P.O. B. 123 SEYMOUR IL 61895
Street City State Zip Code

EMAIL: Jimrandol114@aol.com PHONE: 217-377-4261

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: ZBA 11/30/21

BEGINNING DATE OF TERM: 12-1-16 ENDING DATE: ~~11-30-16~~

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

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

CURRENTLY SERVE ON ZBA BOARD, SEYMOUR UNITED METHODIST TRUSTEE AND AD COUNCIL, CHAIR OF THE SEYMOUR WATER DIST. AN HAVE SERVED ON THAT BOARD FOR 20YR. BOARD OF DIRECTOR FOR SEYMOUR FIRE CORPORATION.

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?

TO HEAR CASES REQUESTING VARIANCE TO SAID PROPERTY AND THEN JUSTIFY OR NOT JUSTIFY THE REQUESTED CHANGE ACCORDING TO CURRENT ZONING ORDINANCE.

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

HAVE NO KNOWLEDGE OF THESE ISSUES IN RELATION TO A ZBA POSITION

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

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes No If no, please explain:

The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.

James W. Randal
Signature

9-23-16
Date

TO WHOM IT MAY CONCERN:

I, ROBERT K. LEE, Commissioner of Union Drainage District #3 of South Homer & Sidney, do hereby resign as Commissioner of said Drainage District. I suggest that my daughter, LINDA LEE DROZT be appointed to take my place if at all possible.

Date: 3-23-2016


ROBERT K. LEE

LAW OFFICE
OF
MIDDLETON, CRAVER & KELLER
P. O. BOX 905
Urbana, Illinois 61803-0905

H. FRANK MIDDLETON (1922-2008)
NOLAN C. CRAVER, JR. (1955-2011 Retired)
ROBERT O. KELLER

210 NORTH BROADWAY
P. O. BOX 905
URBANA, ILLINOIS 61803-0905
217 367-1131
FAX 217 367-9630
Kellerlaw210@gmail.com

October 5, 2016

Champaign County Board
Brookens Administrative Center
1776 E. Washington Street
Urbana, IL 61802

RE: Appointment to Union Drainage District No. 3 of South Homer and Sidney

To Whom It May Concern:

Enclosed please find Robert K. Lee's resignation as drainage commissioner for Union Drainage District No. 3 of the Town of South Homer and Sidney as well as an Appointment Request Form from his daughter, Linda Lee Drozt.

To my knowledge, no other person has come forward seeking appointment, and I believe that Ms. Lee Drozt is an excellent and qualified candidate for appointment as commissioner of Union Drainage District No. 3 of the Town of South Homer and Sidney, and it would be in the county's best interests to waive the requirement that she be a landowner in the district.

If you have any questions about this matter, please feel free to contact Hannah Wince at 217-832-3701.

Very truly yours,

MIDDLETON, CRAVER & KELLER

By


Robert O. Keller

ROK:hew
Enclosures

cc: Linda Lee Drozt
Robert K. Lee

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Linda Lee Drozt

ADDRESS: 508 S. Lincoln Philo IL 61864
Street City State Zip Code

EMAIL: _____ PHONE: 217-621-0047

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Union Drainage District No. 3 of South Homer & Sidney

BEGINNING DATE OF TERM: as soon as possible ENDING DATE: 8/31/2017

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

1. Do you own land within the drainage district? Yes No

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

I rent farm ground in the district and have farmed it for nine years. Before that, I grew up in the district and farmed with my father.

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

I am aware of the drainage ditch, the other commissioners, and the meetings. I have attended farm bureau meetings on both the technical aspects of maintenance, and the procedure of levying landowners, and making improvements.

4. Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.

—

Linda Lee Drozt
Signature

Date: Sept 29 2016

James Jones
406 N Daisy Lane
Danville, IL 61852

September 8, 2016

County Board Chair Pattsy Petrie
Brookens Administrative Center
1776 East Washington Street
Urbana, Illinois 61802-4581

Dear Chair Petrie,

I am notifying you and the Honorable County Board, that I have relocated effective immediately and must resign as a trustee of the Broadlands-Longview Fire Protection District.

I appreciate the appointment and over the 3 years I feel I am leaving the district in a better place than when I got there. I appreciate the time you made for me when I had questions or concerns and I honestly enjoyed our sideline conversations.

My only regret was not being able to mend the lifelong resentment between the two towns fire stations. They are currently (and always have been) dysfunctional, refusing to train together and the resentment is evident even at calls. The district really needs some serious leadership, and some direct control from an outside administrator might be just what's needed. I have briefly spoke with you and representative Harper about this.

I wish the district all the luck in the world and will be assisting the Longview side as a consultant and will continue to train and assist them.

I thank you and the board in entrusting the position of trustee to me, and allowing me to make a difference in the district, I honestly enjoyed most of it.

Sincerely



James Jones

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Clayton Coulter

ADDRESS: 187 County Road 2100E Longview IL 61852
Street City State Zip Code

EMAIL: clayton.daci@yahoo.com PHONE: 217-621-4391

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Broadlands Longview Fire Protection District

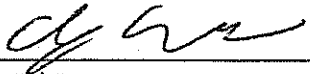
BEGINNING DATE OF TERM: Unexpired Term ENDING DATE: 04/31/19

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

1. What experience and background do you have which you believe qualifies you for this appointment?
I've been on the Homer FD and the Longview FD for over 10 years, I understand the working operations of the Fire Protection District. I also run a family farm so I understand how important it is to forecast and manage a budget.

2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?
I understand the Levy and appropriation operations of the district as well as FOIA and budgets.

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


Signature
09/22/16
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Shawn Walker

ADDRESS: 407 W. Diller St. Broadlands IL 61816
Street City State Zip Code

EMAIL: _____ PHONE: 217-649-9311

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Broadlands-longview fire Protection District

BEGINNING DATE OF TERM: currently ENDING DATE: 4-30-2019

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

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

I was a member of the fire Dept for 19 years and worked closely with current and past member of the trustees, I have a good understanding of how our department is laid out and what works and what doesn't. I believe I would be very beneficial to the District.

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

I have a working knowledge of the district considering I was a member-firefighter for 19 years, I know the budget and taxing district very well. I worked with the design and lay out of our new stations and current trucks.

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

Shawn Walker
Signature

10-18-2016
Date

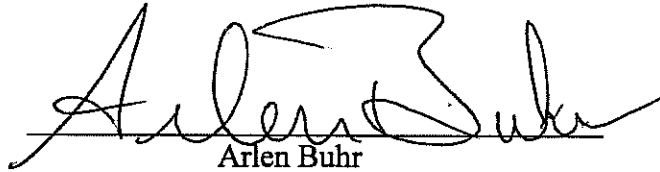
IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT
CHAMPAIGN COUNTY, ILLINOIS

In the matter of UNION DRAINAGE)
DISTRICT OF PRAIRIE CREEK,)
in the County of Champaign and)
State of Illinois) No. 97-MC-42

RESIGNATION OF COMMISSIONER

I, Arlen Buhr, Commissioner of the above district, do hereby resign my
Commission, effective immediately.

Dated this 29 day of July, 2016.


Arlen Buhr

Prepared by:
James D. Cottrell of
JAMES D. COTTRELL LAW OFFICE, P.C.
505 W. University Ave
Champaign, Illinois 61820
Telephone: (217) 693-4905
Facsimile: (217) 693-4931

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Michael Buhr

ADDRESS: 2342 County Road 3300 N Gifford IL 61847
Street City State Zip Code

EMAIL: _____ PHONE: 217-202-8727

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Prairie Creek Drainage District

BEGINNING DATE OF TERM: 9/01/2016 ENDING DATE: 8/31/2019

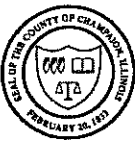
The Champaign County Board appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO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

1. Do you own land within the drainage district? Yes No
2. What experience and background do you have which you believe qualifies you for this appointment?
I am a landowner in this district and familiar with drainage matters, lands and drainage.
3. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?
My father was a drainage commissioner who has informed me of the operations, staffing and fees. Being a landowner, I am familiar with the property holding and taxes.
4. Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.



Signature

Date: 10-12-15



Gordy Hulten
Champaign County Clerk
Champaign County, Illinois

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

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

COUNTY CLERK
MONTHLY REPORT
OCTOBER
2016

Liquor Licenses & Permits	-
Civil Union Licenses	0.00
Marriage License	5,460.00
Interests	30.76
State Reimbursements	-
Vital Clerk Fees	20,114.20
Tax Clerk Fees	7,182.20
Refunds of Overpayments	<u>37.50</u>
TOTAL	32,824.66
Additional Clerk Fees	1,296.00

CHAMPAIGN COUNTY PROBATION AND COURT SERVICES

Joseph J. Gordon
Director

Probation Services
Courthouse
101 E. Main
Urbana, IL 61801
Phone: (217) 384-3753
Fax: (217) 384-1264

Detention Services
400 S. Art Bartell Road
Urbana, IL 61802
Phone: (217) 384-3780
Fax: (217) 384-8617

To: James Quisenberry, Deputy Chair of Policy, Personnel and Appointments

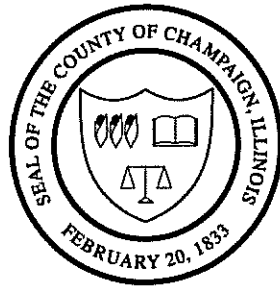
From: Joseph J. Gordon, Director 

Date: November 1, 2016

Re: Position review request by Job Content Evaluation Committee (JCEC)

Since the position of the Drug Court Specialist was last reviewed in 2004, the duties and responsibilities of this position have increased significantly. The Drug Court Specialist supervises approximately 60 Drug Court participants and approximately 150 adults sentenced to First Offender Probation, or Second Chance Probation. In addition to the supervision of offenders, the Drug Court Specialist completes the drug testing for all adult/juvenile offenders serving a sentence of court supervision or probation. Utilizing the lab in our office, each year the Drug Court Specialist tests and accounts for approximately 3000 samples (2015 statistic).

Accordingly, in my opinion, the increased responsibilities for the Drug Court Specialist warrants a review by the Job Content Evaluation Committee. To that end, I respectfully request that members of this committee approve a review of this position by the JCEC.



OFFICE OF THE
COUNTY ADMINISTRATOR

MONTHLY HR REPORT
OCTOBER 2016

VACANT POSITIONS LISTING

FUND	DEPT	POSITION TITLE	HOURLY RATE	REG HRS	REGULAR SALARY	FY 2016 HRS	FY 2016 SALARY
80	16	Administrative Assistant	\$15.57	1950	\$30,361.50	1957.5	\$30,478.28
80	22	Sr Election Spec	\$17.16	1950	\$33,462.00	1957.5	\$33,590.70
80	25	Chief Deputy SofA	\$22.05	1950	\$42,997.50	1957.5	\$43,162.88
80	30	Sr Legal Clerk	\$14.52	1950	\$28,314.00	1957.5	\$28,422.90
80	40	Clerk	\$12.88	1950	\$25,116.00	1957.5	\$25,212.60
80	41	PT Legal Secretary	\$14.52	780	\$11,325.60	783	\$11,369.16
80	71	Bldg & Grnds Manager	\$25.19	2080	\$52,395.20	2088	\$52,596.72
80	71	Maintenance Worker	\$14.52	2080	\$30,201.60	2088	\$30,317.76
80	140	Clerk	\$12.88	1950	\$25,116.00	1957.5	\$25,212.60
80	140	Correctional Officer	\$19.52	2080	\$40,601.60	2088	\$40,757.76
80	140	Correctional Officer	\$19.52	2080	\$40,601.60	2088	\$40,757.76
80	140	Correctional Officer	\$19.52	2080	\$40,601.60	2088	\$40,757.76
80	140	Court Security Officer	\$18.15	2080	\$37,752.00	2088	\$37,897.20
83	60	Senior Engineer	\$25.19	2080	\$52,395.20	2088	\$52,596.72
91	248	PT Kennel Worker	\$12.88	1040	\$13,395.20	1044	\$13,446.72
92	74	Law Librarian	\$17.16	1040	\$17,846.40	1044	\$17,915.04
-- TOTAL --					\$522,483.00		\$524,492.55

UNEMPLOYMENT REPORT

Notice of Claims received – 1

Nursing Home – 1

Benefit Determination Received – 4

Nursing Home – denied – 2

Nursing Home- approved – 2

PAYROLL REPORT

OCTOBER PAYROLL INFORMATION

Pay Group	10/14/2016		10/28/2016	
	EE's Paid	Total Payroll \$\$	EE's Paid	Total Payroll \$\$
General Corp	501	\$932,314.75	510	\$960,457.57
Nursing Home	220	\$255,303.23	216	\$252,483.47
RPC/Head Start	232	\$277,829.39	236	\$278,130.97
Total	953	\$1,465,447.37	962	\$1,491,072.01

HEALTH INSURANCE/BENEFITS REPORT

Total Number of Employees Enrolled: 694

General County Union:

Single 199; EE+spouse 22; EE+child(ren) 74; Family 30; waived 52

Nursing Home Union:

Single 49; EE+spouse 7; EE+child(ren) 5; Family 1; waived 14

Non-bargaining employees:

Single 105; EE+spouse 39; EE+child(ren) 42; Family 11; waived 44

Life Insurance Premium paid by County: \$1,793.34

Health Insurance Premium paid by County: \$265,162.94

Health Reimbursement Account contribution paid by County: \$104,640.00

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

October 2016: .88% average over the last 12 months

October 2016: 5 out of 567 Employees left Champaign County: 4 resignations, 1 retirement

WORKERS' COMPENSATION REPORT

Entire County Report	October 2016	October 2015
New Claims	7	10
Closed	6	13
Open Claims	24	29
Year To Date Total (On-going # of claims filed)	77	78

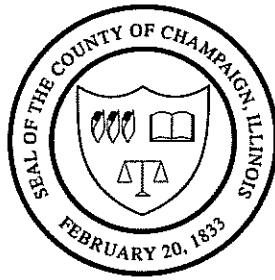
EEO REPORT

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

Oct 2016 Monthly EEO Report General County Only	Victim Witness Advocate_SAO	Correctional Officer Sheriff	
Total Applicants	54	142	196
Male	7	84	91
Female	46	56	102
Undisclosed	1	2	3
Hispanic or Latino	3	5	8
White	33	89	122
Black or African-American	14	33	47
Native Hawaiian or Other Pacific Islander	0	1	1
Asian	0	2	2
American Indian or Alaska Native	0	0	0
Two or more races	1	4	5
Undisclosed	3	8	11
Veteran Status	0	22	22

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

Agendas Posted	15	Meetings Staffed	9	Minutes Posted	12
Appointments Posted	5	Notification of Appointment	1	Contracts Posted	0
Calendars Posted	5	Resolutions Prepared	14	Ordinances Prepared	1



OFFICE OF THE
COUNTY ADMINISTRATOR

1 November 2016

MEMORANDUM

TO: Mr. James Quisenberry, Deputy Chair-Policy, Personnel, and Appointments; and
Ms. Patsi Petrie, County Board Chair; and
Honorable Members of the Champaign County Board

FR: Rick Snider, County Administrator

RE: Review of Procurement Policy, Responsible Bidder Requirements, and Diversity

Per the request of the Policy, Personnel, and Appointments Committee, my staff has undertaken research and review of the County's procurement policy and responsible bidder ordinance. County ordinances may require update in accordance with current statutes and practice regarding responsible bidder requirements. In addition, given the possibility of large construction and infrastructure projects on the horizon for Champaign County, it may be desirable to adopt procurement practices encouraging diversity in the county's vendor pool to expand participation opportunities for local women-owned, minority, disabled, and veteran-owned business enterprises.

NARRATIVE

This is an interim report on responsible bidder requirements, diversity and outreach relative to County procurement. Special thanks to Tammy Asplund and to County Board member Giraldo Rosales for assistance with research and recommendations.

Responsible Bidder

The goal of responsible bidder statutes is to ensure that government suppliers meet legal and financial qualifications to do business. By implementing basic requirements, these statutes theoretically will lead to delivery of improved products and services for the public sector and will establish a "level playing field" for all companies serving the government market.

County Ordinance No. 666, adopted in 2002, sets forth procurement policy for compliance with responsible bidder requirements. A review of the ordinance indicates that it appears to be in concordance with current statutes. ResponsibleBidding.com, a labor-affiliated advocacy web site,

has published a model ordinance for Illinois municipalities. It follows the same basic format as the state statute with two additional clauses:

(a) All contractors and sub-contractors are required to turn in certified payrolls as specified in Illinois Public Act 94-0515, and follow all provisions of the Employee Classification Act, 820 ILCS 185/1 et seq.

(b) All bidders must provide three (3) projects of a similar nature as being performed in the immediate past five (5) years with the name, address and telephone number of the contact person having knowledge of the project along with three (3) references (name, address, and telephone number) with knowledge of the integrity and business practices of the contractor.

These provisions will be submitted for review by the State's Attorney to determine if revisions are required for either county policies or ordinances. Otherwise, Staff does not foresee other required revisions at this time.

Diversity and Outreach

It is a responsibility of County government to strive for fairness and equity in County business practices. Along with responsible bidder provisions, appropriate equal opportunity practices in procurement help protect government against challenges to contract decisions based upon claims of an unfair competitive environment. These practices also promote supplier adoption of affirmative action programs that ultimately impact employment opportunities throughout the community.

In the past, the County Board has explored but not implemented a pre-qualification program for vendors (see attachment). There is no current program maintained by the County for contract compliance. Other entities in Champaign County have adopted policies addressing this issue to varying degrees. For example, the University of Illinois has a very aggressive supplier diversity program that incorporates specific vendor goals. Other entities have taken a more deliberate approach, such as the City of Champaign with its focus on improving up-front procurement processes and outreach to achieve results.

One of the concerns in implementing diversity programs is that all necessitate dedicated resources to administer and enforce the program requirements. The County is not in a position presently to initiate a comprehensive program; however, it might consider taking intermediate actions that would improve vendor opportunities and position it to implement a program in the future. Some of these actions include:

- Utilizing existing resources such as the State of Illinois vendor certification portal to qualify eligible vendors (Business Enterprise Program and Veterans Business Program);
- Engaging in outreach activities such as seminars for prospective vendors on doing business with the County; and
- Reviewing requirements and reducing or eliminating those that create significant obstacles that either are not necessary to fulfill a statutory requirement or have limited value.

Summary of Local Organization Supplier Diversity Programs (compiled by Tammy Asplund)

Entity	Current Program	Comments
University of Illinois	<p>Supplier Diversity Program, overseen by the Office of Procurement Diversity</p> <p>Requires certification through the State (BEP & VBP)</p> <p>Diversity goals</p> <ul style="list-style-type: none"> • 20% of annual expenditures to businesses owned by minority, female & persons with disabilities • 3% of annual expenditures to businesses owned by veterans 	<p>State Portal has a searchable vendor directory; There is no fee for businesses to register.</p> <p>The site recognizes other certifications (IDOT, WBDC, CTA, etc.)</p> <p>Currently only 13 business in Champaign County registered on state portal (see attachment). Diversity goals are difficult to administer and to enforce; U of I has resources dedicated to this specific program. (There are 3 contacts listed on the website; all with "supplier diversity" titles)</p>
City of Urbana	<p>EEO Contract Compliance Program, administered by the Human Relations Commission</p> <ul style="list-style-type: none"> • Contractors (construction trades & services) threshold is \$25,000 annually • Vendors (goods & non-construction services) threshold is \$30,000 annually • No set diversity goals 	<p>Requires dedicated resources to administer and maintain this program. There is a pre-qualification process (via the website) in place. Focus is on the front-end; encouraging diverse businesses to bid. City is currently reviewing purchasing policy and determining whether they will pursue setting specific diversity goals.</p>
City of Champaign	<p>Certification Program, administered by the Community Relations Office</p> <ul style="list-style-type: none"> • Contractors/vendors threshold is \$17,500 annually • No set diversity goals • Resolution created to address specific projects (Bristol Park Demolition Policy 2014) 	<p>Requires dedicated resources to administer and maintain this program. Focus is on the front-end; removing barriers and encouraging diverse businesses to bid.</p> <p>Key barriers identified: Lack of bonding, insurance and financial capacity for large projects; Lack of experience (due to age/size of organization)</p>

Few organizations have chosen to implement specific diversity goals. The reason for this is likely rooted in the legal requirement to establish that actual harm has been done through discriminatory practices. This requires a significant effort to research and collect data on the issue. One possible path is the initiation of a disparity study to identify extant impacts of suspected discriminatory practices and quantify them. For example, the study must identify enterprises falling under the protected classes with both the capacity and interest to supply the products and services that the County has requested, and that have bid but have not received a reasonably expected proportionate share of contracts or purchases. Additionally, any remedies for harm identified by a disparity study must be carefully and narrowly constructed in order to meet the requirements of strict scrutiny of federal judicial review. These concerns must be satisfactorily addressed before an entity can

proceed with the specification of goals to correct past inequities. Disparity studies can be quite costly when considering the expense of hiring consultants to perform the study and the subsequent costs to implement goals, enforce policies, and evaluate progress. In our region, only the University of Illinois has set specific diversity goals for procurement; neither of the cities of Champaign or Urbana have done so.

If the County were to pursue this objective, it might make sense to seek out one or more partners for collaboration and cost-sharing. An intergovernmental agreement to share ongoing support resources might also be a possibility to reduce expenditures. Furthermore, there is no reason to “reinvent the wheel” if we can leverage work already completed that is applicable to our situation. The City of Champaign has studied this topic extensively; we have attached a copy of a City Council memo as it has an excellent discussion of the issues involved and the direction in which they are proceeding.

RECOMMENDATIONS

Based upon the work done thus far, Staff recommends:

1. Completing County review of responsible bidder statutes to confirm compliance with current law;
2. Developing educational resources for prospective bidders to understand procedures for doing business with the County, and publishing these through the County web site;
3. Contacting existing businesses on the State portal to determine what commodities they are capable of providing and including them on notices for future bids and requests for proposal issued by the County; and
4. Maintaining a regular dialogue with other local entities on the topic of supplier diversity to monitor developments and to look for opportunities for collaboration.

ATTACHMENT 1

Illinois procurement statutes offer a definition for "responsible bidder" and a list of requirements relative to construction contracts. They are, to wit:

(30 ILCS 500/1-15.80)

Sec. 1-15.80. Responsible bidder, potential contractor, or offeror. "Responsible bidder, potential contractor, or offeror" means a person who has the capability in all respects to perform fully the contract requirements and the integrity and reliability that will assure good faith performance. A responsible bidder or offeror shall not include a business or other entity that does not exist as a legal entity at the time a bid or offer is submitted for a State contract.

(Source: P.A. 98-1076, eff. 1-1-15.)

(30 ILCS 500/30-22)

Sec. 30-22. Construction contracts; responsible bidder requirements. To be considered a responsible bidder on a construction contract for purposes of this Code, a bidder must comply with all of the following requirements and must present satisfactory evidence of that compliance to the appropriate construction agency:

(1) The bidder must comply with all applicable laws concerning the bidder's entitlement to conduct business in Illinois.

(2) The bidder must comply with all applicable provisions of the Prevailing Wage Act.

(3) The bidder must comply with Subchapter VI ("Equal Employment Opportunities") of Chapter 21 of Title 42 of the United States Code (42 U.S.C. 2000e and following) and with Federal Executive Order No. 11246 as amended by Executive Order No. 11375.

(4) The bidder must have a valid Federal Employer Identification Number or, if an individual, a valid Social Security Number.

(5) The bidder must have a valid certificate of insurance showing the following coverages: general liability, professional liability, product liability, workers' compensation, completed operations, hazardous occupation, and automobile.

(6) The bidder and all bidder's subcontractors must participate in applicable apprenticeship and training programs approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training.

(7) For contracts with the Illinois Power Agency, the Director of the Illinois Power Agency may establish additional requirements for responsible bidders. These additional requirements, if established, shall be set forth together with the other criteria contained in the invitation for bids, and shall appear in the appropriate volume of the Illinois Procurement Bulletin.

(8) The bidder must certify that the bidder will maintain an Illinois office as the primary place of employment for persons employed in the construction authorized by the contract.

The provisions of this Section shall not apply to federally funded construction projects if such application would jeopardize the receipt or use of federal funds in support of such a project.

(Source: P.A. 97-369, eff. 8-15-11; 98-1076, eff. 1-1-15.)

Certified Directory

As of 9/9/2016 9:58:36 AM

Results filtered by search parameters (see below)

The information provided in this file is not to be used for unsolicited advertising, spam, or any other unauthorized use.

Company Name	DBA Name	Owner First	Owner Last	City	Certification Type	Ethnicity	Gender
Anointing Hands Services		Kwanesha	Aker	champaign	WMBE	African American	Female
Bautista Electric Enterprises Inc		Gustavo	Bautista	Chicago	MBE	Hispanic	Male
CARTER-BANE SHARIE	SC-B Consulting, Inc.	Sharie	Carter-Bane	Champaign	WBE	Caucasian	Female
CENTRAL ILLINOIS HSS, INC		Phyllis	Favero	Savoy	WBE	Caucasian	Female
Commercial Floor Covering, Inc.	TSI Commercial Floor Covering, Inc.	Marci L.	Smith	Champaign	WBE	Caucasian	Female
Davis & Davis General Construction and Concrete, Inc.		LeAntwone	Davis	Champaign	MBE	African American	Male
Franklynn, Inc.	Chemical Maintenance	Betsy	Parks	Champaign	WBE	Caucasian	Female
HH Office Inc	Rogards Office Plus	Tonya	Horn	Champaign	WBE	Caucasian	Female
HOLLAND HOME REMODELING INC		CORA	HOLLAND	CHAMPAIGN	WMBE	African American	Female
J-Peks Inc		CINDY	SOMER	Savoy	WBE	Caucasian	Female
Prairie Restorations, Inc.		DEBRA	HEINZ	Tolono	WBE	Caucasian	Female
Stocks Business Furniture Incorporated		Marguerite	McGuire	Champaign	WBE	Caucasian	Female
VEYA Inc.		Patrick	Thompson	Champaign	MBE	African American	Male

Generated from the B2Gnow System.

Certifications	Minority Business Enterprise (MBE) Persons with Disability Business Enterprise (PBE) Service Disabled Veteran Owned Small Business (SDVOSB) Sheltered Workshop (SWS) Veteran Owned Small Business (VOSB) Women Business Enterprise (WBE) Women/Minority Business Enterprise (WMBE)
County	Champaign

Chair's report cont.

apprenticeship program. The U of I has received a charter to move forward but Ms. Coleman is not at the point where she can share more information with us. He feels this is a good project that has support from all entities, his question is how much it will cost us and if we will receive any benefit.

Proposed Revisions to the County Purchasing Policy

Mr. Beckett stated that Helen Coleman spoke with the committee in February to explain how the University pre-qualifies contractors for construction projects under \$33,000. After her visit and the committee's discussion, he asked Joel Fletcher to see if we could revise our purchasing policy for construction and facilities maintenance.

Mr. Fletcher explained that this is still a work in progress, but it is clear that the University of Illinois's approach may not be cost effective for the County in terms of identifying all the projects once each year. The alternative approach we explored was opening up of the bid process for smaller contracts between \$5,000 and \$20,000. What he has developed here would be a bid process comparable to what we do for larger projects over \$20,000, we would also develop a preferred vendors list that people could opt into each year that would ensure they receive notice of the bid. There would be general criteria to be followed to be included on the list, but those vendors would be assured the County would open the process to anyone who wanted to submit a bid. He explained that how he has drafted this now we would be rewarding to the lowest bidder, which is not required by state statute.

Mr. Beckett stated he would like to change the phrase pre-qualified contractor to preferred vendors; the whole notion was to give us greater flexibility in dealing with people.

Mr. Inman stated currently the way we do business, we cannot mimic the University of Illinois. He believes this will have to work on a project to project basis but that the County could be where the University is within 3 years.

Mr. Beckett explained that at some interval during the year, we would ask contractors if they want to pre-qualify, if so, we would add their name to a list and on a project to project basis they would be notified and could submit a quote.

Committee consensus to include this item on the April agenda.

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Section LX Exceptions (G & H) amended 1/17/89 by Ordinance No. 330
Section LX Exceptions (I) amended 6/20/95 by Ordinance No. 499
Section LX amended 4/21/05 by Ordinance No. 744

*These never
implemented*

IX. MAINTENANCE OF THE PRE-QUALIFIED VENDOR LIST

- A. The County Purchasing Agent shall make available to the public at the Administrative Services Department, and on the County's Web Site, a pre-qualified vendor application.
- B. A vendor may apply to be added to the Pre-Qualified Vendor List at any time, but shall not be pre-qualified for thirty (30) days after their application. All pre-qualified vendor applications shall expire on January 1, and must be resubmitted each year.
- C. The pre-qualified vendor application shall require the vendor to certify:
 - 1. The goods or services the vendor has interest in providing.
 - 2. The vendor's address, and the name, address, and telephone number of at least two contact persons.
 - 3. The vendor has never been convicted of bid rigging (720 ILCS 5/33E-3) or bid rotating (720 ILCS 5/33 E-4).
 - 4. The vendor has never been convicted of providing false statements on vendor applications (720 ILCS 5/33E-14); bribery of an inspector employed by a contractor (720 ILCS 5/33E-8); provision or attempting to provide a kickback (720 ILCS 5/33E-7); or bribery (720 ILCS 5/33-1).
 - 5. The vendor is not otherwise legally barred from contracting with the county.
 - 6. That the vendor maintains workers compensation insurance for its employees; and
 - 7. That the vendor complies with the Prevailing Wage Act (820 ILCS 130/1, et seq.), if applicable.
- D. The application for the Pre-Qualified Vendor List shall have the list of those categories of goods and services the county anticipates purchasing from the Pre-Qualified Vendor List and shall also allow vendors to submit suggestions for additional categories of goods or services. Upon receipt of five (5) applications addressing the same goods or services not proposed by the County, the Purchasing Agent shall evaluate the category for addition to the Pre-Qualified Vendor List program.
- E. A vendor may be removed from the Pre-Qualified Vendor List if the Purchasing Agent determines that the vendor has failed to comply with the terms of a formal or informal bid document, has submitted materially false or misleading information on the application or in a formal or informal bid response, has failed to update information on the pre-qualified vendor application, has conspired with other

potential vendors not to bid, or to fix a bid price, or has performed unsatisfactory work.

Section X amended 2/21/2008 by Ordinance No. 825

X. CREDIT CARD POLICY

A credit card may be obtained by a County department for the efficient operation of the department in regard to charging and payment of business expenses including air fares, lodging, car rental, hotels, other ground transportation, meals, and other miscellaneous expenses that cannot be conveniently paid for by other means.

- A. Eligibility – Champaign County business credit cards may be issued to department heads, for allowable use by that department. Champaign County business credit cards are to be obtained by interested county departments and offices through the Office of the Champaign County Treasurer.
- B. Policy – Champaign County credit cards are issued for the convenience of department heads and their designees. Champaign County credit cards are for business related purchases only.
- C. Procedures
 1. Purchasing Limits – All Champaign County departments issued credit cards, are authorized to utilize Champaign County business credit cards for purchases of up to \$5,000 for travel arrangements in compliance with the Champaign County Travel Policy. Purchases of all other goods and/or services, up to \$5,000, that can be made more conveniently through the use of the credit card are also authorized if made in compliance with the Champaign County Purchasing Policy.
 2. Tax Exempt Status – Champaign County Department Heads are also required to ensure that vendors are made aware of and provided with Champaign County tax exemption information whenever applicable.
 3. Receipts - Receipts for all purchases made on Champaign County business credit cards are to be submitted to the Department Head or his/her designee as soon as practicable after the charge is made; and receipts for all purchases made on Champaign County business credit cards are to be submitted to the Auditor's Office with the monthly payment requisition for reconciliation with account statements.
 4. Examples of Allowable Use – Champaign County business credit cards may be used for, but not limited to the following:
 - a. Hotel expenses
 - b. Conference registration
 - c. Business meals



REPORT TO CITY COUNCIL

FROM: Dorothy Ann David, City Manager

DATE: February 7, 2014

SUBJECT: DISPARITY STUDY SS 2014 – 006

A. Introduction: This report is in response to City Council’s request to schedule a Study Session exploring the question of whether the City’s Minority and Women Business Development Program should include conducting a disparity study in its efforts to increase the number of minority and women-owned businesses participating in City contracts. Council feedback is sought.

B. Recommended Action: The Administration recommends that Council direct staff to implement the race-neutral measures included in the City’s Minority and Women Business Development Program to increase participation of the minority and women-owned businesses in City contracts and to revisit the need for a disparity study in the future.

C. Prior Council Action:

- At the January 29, 2013 Study Session, staff reviewed the proposed Women and Minority Business Development Program. Council directed staff to move forward and finalize the proposed program.
- On August 20, 2013, Council circulated a petition requesting a Regular Study Session to explore whether a disparity study would increase the number of minority and women-owned businesses participating in City contracts.
- At the January 7, 2014 Regular Council Meeting, Council passed “A Resolution Adopting City Council Vision And Goals For The 2013 – 2015 City Council Term,” identifying the increase of minority and women-owned businesses opportunities as a strategic initiative.

D. Summary:

- The City remains committed to taking affirmative steps to ensure equity and fairness in our work environment, our business practices and our service delivery to the community. This commitment is illustrated through City Council goals and City policy.

- Preliminary work on the City of Champaign Minority and Women Business Development Program has begun.
- Council would like to determine if a disparity study could warrant implementation of a race based program that would increase the number of minority and women-owned businesses participating in City contracts.

E. Background:

1. City Commitment. The City of Champaign remains committed to taking affirmative steps to ensure equity and fairness in our work environment, our business practices and our service delivery to the community. This commitment extends to the City’s policy to encourage and require equal opportunity in employment for all persons and to promote full realization of equal employment opportunity through actions by contracting businesses with the City. This is even more important with the increasing diversity of our community shown in the 2010 census.

2. City Council Goal. City Council Goals adopted for 2013 – 2015 place an emphasis on assisting minority and women-owned businesses in gaining participation in City contracts and the overall economic development of the City. Corresponding goals and initiatives are: Goal 4 - Our City Promotes Economic Opportunity and Strategic Initiative 9 - Increase minority and women-owned business opportunities.

3. City’s Equal Opportunity in Purchasing Ordinance. This ordinance establishes standards and procedures by which contracting entities who perform under City contracts may comply with the City’s equal employment opportunity policy. Among other requirements, this ordinance compels contracting entities with the City to submit for approval their company’s Affirmative Action Plan. The Affirmative Action Plan sets out the actions the entity will take to ensure compliance with the ordinance.

4. Disadvantaged Business Enterprise (DBE) Program. The City has established a DBE program in accordance with U. S. Department of Transportation (DOT) regulations, 49 CFR Part 26.

The City of Champaign’s Disadvantaged Business Enterprise Program was designed to encourage and provide contracting opportunities to small businesses in the City of Champaign and surrounding counties. The groups that are typically considered eligible are minorities and women who own a business that is socially and economically disadvantaged and whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged.

The program elements are required by federal regulation and serve as a guideline for creating a level playing field so that disadvantaged businesses in our community will have a chance to participate and compete fairly in highway, airport and transit contracts that are federal and state funded.

To date, the City has not received direct funding from USDOT to activate the City's DBE program. All transportation projects are governed by the State DBE program.

5. Minority and Women Business Development Program Created in 2013. In January of 2013, an interdepartmental group comprised of representatives from the Community Relations Office, Public Works, Finance, Legal, Neighborhood Services, and Planning formed four committees to explore ways of assisting minority and women-owned businesses. The focus of these four areas include:

a. Construction. To increase the level of participation of minority and women-owned construction contractors by creating or identifying managerial/technical educational resources, simplifying the bidding and bonding process, and by possible incentivizing the collaboration between established contractors and those with less experience.

Initiatives

- Unbundling of projects
- Waiver of Bonding
- Simplifying the RFP and Bid process/Assist with Paperwork
- Changes to the EOPO
- Develop Incentive Program (Mentor/Protégé)
- Establish Process to Verify Women/Minority Contractor Status
- Develop Educational/ Training Program
- Purchase and Implement Tracking Software
- Outreach to Women/Minority Contractors

b. Small Business. To increase the level of participation of minority and women-owned businesses in the local economy by creating or identifying managerial/technical educational resources, leveraging City programs already in existence, and by facilitating the relationship between business owners and small business loan sources.

Initiatives

- Develop Workshops/Training Program
- Develop Small Business Loan Program
- Develop "How to Do Business with the City" Training
- Evaluate current Neighborhood Services Program
- Evaluate current Redevelopment Incentive Program
- Outreach to Small Businesses
- Consider reviving the Champaign County Economic Development Program
- Women/ Minority Business Incubator Program

c. Workforce Development. To work with employers to identify the skill-sets necessary to fill open positions that require either a high school or community college

education and then possibly partner with local educational institutions to provide training and/or internship opportunities.

Initiatives

- Create Partnerships with major Champaign Employers to increase available workforce
- Partner with Parkland College to increase available workforce
- Partner with local high schools to increase available workforce
- Partner with construction trade unions to increase available workforce
- Create internship program to increase available workforce

d. Finance. To work with banks and other organizations to identify funding for minority and women-owned businesses.

Initiatives

- Create Partnerships with banks and other funding sources
- Identify and share the requirements necessary to become eligible for funding
- Assist minority and women-owned businesses in preparing to apply for funding.

6. Progress made to date. The City has explored several race-neutral measures that after an initial assessment seem to assist minority and women-owned businesses in doing business with the City. These measures include offering job-shadowing, unbundling projects, and reducing bond requirements. In addition, the initial stages of the Minority and Women Business Development Program has begun and, with appropriate funding, promises to create more race-neutral initiatives that will assist in creating and developing more viable minority and women-owned businesses.

7. Initiative Focus for 2014. The main focus of the Minority and Women Business Development Program this year is to purchase an affirmative action tracking software to better ensure that our majority contractors are complying with the City's Equal Opportunity and Purchasing Ordinance. The Program also hopes to initiate a virtual small business incubator that will provide training and business development resources to small business owners. Finally, the Program intends to identify existing funding sources and potentially create a new funding source to help small business owners with various costs related to starting and running a small business.

8. Conducting a Disparity Study. In August of 2013, Council requested information on whether adding a disparity study as an element to the City's Minority and Women Business Program would help to increase the number of minority and women-owned businesses participating in City contracts.

a. What prompted interest in the City potentially conducting a disparity study?
The City has a commitment to improving the level of minority participation in City contracts as well as within the overall business development strategy of the City. Thus, citizen input and feedback toward that effort has been encouraged and often

received during the public comment section at numerous City Council meetings. On these various occasions, citizens have expressed concern that not enough effort was being made on the part of the City to increase minority businesses. In addition, citizens expressed concerns that not enough City contracts were being awarded to minority businesses. The majority of citizens providing feedback seemed to focus on the perception that black-owned businesses were somehow at a disadvantage within the City and that discrimination played a role, particularly in the awarding of construction/maintenance contracts. Many asserted that a disparity study would verify this perception.

b. What is the purpose of a disparity study? The purpose of a disparity study is to collect data in order to determine if minority and women-owned businesses are being under-utilized in providing goods and services to the City. If it is proven that minority and women-owned businesses are underutilized as a result of historical or present illegal discrimination, the City may be able to lawfully implement a race/gender-based program to alleviate the disparity. However, it should be noted that a disparity study with a finding considered favorable to minority businesses would only potentially help those minority businesses that actually provide goods and services that are contracted out by the City.

c. What evidence is needed to utilize a race/gender based program? Two types of evidence may be used. The first, a disparity index, would measure the percentage of minority and women bidders (ready, willing, and able to provide the product or service required) against the percentage of contract dollars awarded to minority and women bidders. The second is anecdotal evidence (i.e. telephone surveys, personal interviews, and focus groups) which corroborates statistically significant discrimination.

d. What must a governmental entity do or try to do before imposing race/gender based quotas? Before instituting a race/gender based program, the public entity must show evidence of past or current discrimination in the particular industry where the program is imposed and the harmful effects it has on a particular minority group in that locality. The public entity must also attempt to resolve any issues of racial/gender discrimination within an industry through race/gender-neutral measures before imposing a race/gender based program.

e. Has the City attempted to put race/gender neutral measures in place? The City has taken a number of steps to increase the participation of minority and women-owned businesses in City contracts including offering job-shadowing, unbundling projects, and reducing bond requirements. The initiation of the Minority and Women Business Development Program expanded upon these efforts by exploring additional initiatives but in a more comprehensive way. However, the City is really in the beginning stages of this effort. The creation and sustainability of minority and women-owned businesses is the goal of the Program. In essence, we are in the capacity building stage. Businesses must be created or assisted in developing the capacity required to successfully execute City contracts. Once this can be achieved, it

is logical that minority and women-owned business participation in City contracts will increase.

f. Is it likely that past or current discrimination against women and minorities in the awarding of City contracts can be established? The best evidence of discrimination in the awarding of City contracts would be data establishing underutilization of women and minority businesses based on the percentage of minority and women bidders (ready, willing, and able to provide the product or service required) compared to the percentage of contract dollars awarded them. Therefore, logic requires that there needs to be a quantifiable pool of women and minority businesses that bid on City contracts and were denied those contracts in numbers higher than statistically probable. So, for instance, to prove discrimination in the awarding of City contracts to black-owned businesses – the City must first identify a pool of black-owned business that were willing ready and able to provide goods and services to the City. Then, the City must show that these businesses competed for City contracts and failed to receive the contract in numbers that were statistically improbable. Ironically, the sole reason that the City would have difficulty establishing discrimination, is the exact reason the Minority and Women Business Development Program was created – to address the lack of minority and women-owned businesses in the community. It's highly unlikely that a disparity study conducted in a community with a very small pool of black businesses who also rarely compete for City contracts to find an underutilization of black businesses.

g. If discrimination could be established, what restrictions apply when implementing a justifiable race/gender based program? Even when a government entity shows statistically significant discrimination within a particular field, the entity must still ensure that any race/gender based program is narrowly tailored to pass strict scrutiny. To do so, it must discriminate against white men as little as possible. Essentially, a finding of discrimination would mean that the City either directly or indirectly discriminated against minority and women-owned businesses. And although a race/gender based program would be put in place to remedy the City's current or past discrimination, there is always the possibility that majority contractors who are currently voluntarily embracing the City's efforts to increase minority and women participation could feel that under the new program they are now at a disadvantage and relinquish their support.

h. What is the potential cost related to conducting a disparity study? Staff was unable to identify a comparable city in Illinois that has conducted a disparity study. However, the cost of conducting a disparity study outside of Illinois ranges from \$200,000 to \$550,000, depending on the size of the jurisdiction.¹ No funds related to a disparity study has been included in the current City budget. In fact, no dedicated

¹ Portsmouth, Virginia, Pop. 95,535 – 2013 Disparity Study cost \$200K, Disparity found.
Jacksonville, Florida, Pop. 813,518 – 2009 Disparity Study cost \$350K, Disparity found, Race-based program initiated but eliminated after lawsuit was filed.
Augusta, Georgia, Pop 194,343. – 2009 Disparity Study cost \$500K, Disparity found.
Minneapolis, Minnesota, Pop. 382,578 – 2010 Disparity Study cost \$550K, Disparity found.

funds have been set aside specifically for the Minority and Women Business Development Program. If Council decided to fund a disparity study, it could impact potential funding available for the Minority and Women Business Development Program. In addition, if a disparity study is conducted and discrimination is found, leading to the implementation of a race/gender based program, the City would have to conduct subsequent periodic disparity studies to determine if the disparity still exists.

i. Will conducting a disparity study lead to increased minority participation in City contracts? Probably not at this time. A disparity study is likely to conclude that given the low rate at which minority and women-owned businesses submit bids, the percentage of bids awarded to minority and women-owned businesses is appropriate. Therefore, a race/gender based program to improve the participation of minority and women-owned businesses in City contracts would not be viable as it could not meet the “strict scrutiny” standard in a court of law. It should also be noted that conducting a disparity study that did not reveal evidence of discrimination against minority and women-owned businesses could also frustrate the City’s efforts to encourage partnerships between majority and minority contractors.

j. What steps can be taken to increase minority participation in City contracts and in the economic fabric of the City as a whole? The City must move forward with the Minority and Women Business Development Program that contains race/gender neutral initiatives. Implementing the plan will take several years and assessing the impact of the Program on minority businesses will take just as long. However, a successful program may not only lead to the increase in minority and women-owned business with the capacity to fully compete for City contracts but also businesses that will meet the needs of our citizens.

E. Alternatives:

1. Do not authorize a disparity study at this time and continue to implement the race – neutral measures in the City’s Minority and Women Business Development Program to increase participation of the minority and women-owned businesses in City contracts.
2. Authorize staff to prepare a Request for Proposals to identify potential vendors who conduct disparity studies.

F. Discussion of Alternatives:

Alternative 2 would not authorize a disparity study but instead explore implementing meaningful race – neutral measures (i.e. Minority and Women Business Development Program) that could positively impact the participation of minority and women-owned businesses in City contracts.

a. Advantages

- Gives staff the opportunity to attempt to implement race-neutral measures and the time to assess the impact the measures have on minority and women participation in City contracts.

- Could potentially allow the creation of or growth of minority and women-owned businesses with the capacity to handle City projects.
- Implementing meaningful race-neutral measures will meet one of the legal precursors necessary in order to receive judicial approval to implement a race based program.
- Allows the City time to plan financially for the cost of the study should it be necessary in the future.

b. Disadvantages

- Precludes Council from having the statistical evidence necessary to know whether a disparity exists at this time.
- Could be viewed by some as evidence of the City's lack of effort to remedy perceived discrimination.

Alternative 2 would direct staff to prepare a Request for Proposals with the purpose of conducting a disparity study. Actions involving allocation of budget resources and staffing will require future review and approval by Council prior to implementation.

a. Advantages

- The disparity study would determine if, in fact, minority and women-owned businesses are currently under-utilized in their participation of City contracts.
- Evidence of a disparity could allow the City to implement a race based program to increase the participation of minority and women-owned businesses in providing goods and services to the City – helping to meet Goal 4 of City Council Goals.

b. Disadvantages

- The cost to conduct a disparity study could be substantial.
- If the City moves forward with a study at this time, it is likely that judicial approval would be denied on the basis that the City has not adequately attempted to remedy the discrimination through race – neutral means.
- Majority contractors who are now voluntarily embracing the City's efforts to increase minority and women participation in the economic fabric of the City may begin to feel they are at a disadvantage and relinquish their support.
- Documenting the lack of a disparity at this time could weaken voluntary participation in the City's efforts to encourage greater minority and female participation in City business.

G. Community Input: Over the years, staff has discussed minority and women participation in City contracts with City departments and has solicited other input from the Champaign County Black Chamber of Commerce, the National Association for the Advancement of Colored People (NAACP), the Champaign County Chamber of Commerce and the University of Illinois (University Office of Capital Programs and Real Estate Services). Staff continues to meet one-on-one with community members,

minority, majority and female-owned businesses that have a vested interest in this topic. Members of the public have voiced their opinions on this subject at numerous City Council meetings.

H. Budget Impact: Initial research indicates that the cost of conducting a disparity study could range from 200,000 to 550,000, depending on the size of the jurisdiction. If conducted and a race/gender based program is put in place, subsequent periodic disparity studies will be required to warrant continuance of the program.

Currently the City has budgeted no funding for a disparity study.

I. Staffing Impact: About 30 hours of staff time was required to conduct the legal research and to prepare the Report to Council. Potential future staff time related to conducting a disparity study could include approximately one week of time to prepare an RFP and one week of time to review RFP submissions. The typical disparity study takes 9 to 18 months to complete with staff spending a minimum of 5 hours a week overseeing the process and monitoring the contractor.

Prepared by:

Reviewed by:

Jason M. Hood
Community Relations Manager/
Compliance Officer

Fred Stavins
City Attorney

Attachment 1: Legal Research Memorandum

Attachment 2: Crosun: Summary of Guidance on Creating Race Based Programs

Attachment #1

LEGAL DEPARTMENT
City of Champaign
102 North Neil Street
Champaign IL 61820
(217) 403-8765
Fax (217) 403-8755
www.ci.champaign.il.us



LEGAL RESEARCH MEMORANDUM

TO: Fred Stavins, City Attorney
FROM: Leland Langston, Law Clerk
DATE: 10/7/2013
RE: Disparity Index Simplified

Questions Presented

1. Why does an entity need any study to begin with- why can't it just impose racial quotas for contracts based on the percentage of population- what constitutional principles and analysis are involved(spend some time on this)
2. What must a governmental entity do or try before imposing racially based quotas
3. What evidence is needed to utilize race based programs
4. What are the restrictions on using racial quotas, even when justified by the evidence of past discrimination
5. There are cases from Illinois decided by the 7th circuit or perhaps by a district court, I would like you to include briefs of them

Brief Answer

1. All racial classifications, imposed by whatever federal, state, or local governmental actor, must be analyzed by a reviewing court under strict scrutiny. Adarand Constructors, Inc. v. Pena, 515 U.S. 200, 227 (1995). "Such classifications are constitutional only if they are narrowly tailored measures that further compelling governmental interests." A program must be a narrowly tailored remedy for past discrimination, active or passive, by the governmental entity making the classification. City of Richmond v. J.A. Croson Co., 488 U.S. 469, 492 (1989). Finally, courts put "the burden on state actors to demonstrate that their race-based policies are justified." Gratz v. Bollinger, 539 U.S. 244, 270 (2003).

Therefore, for any minority participation or preference program, the City will have to justify a use of racial-classifications by demonstrating (1) that the program serves to further a compelling governmental interest — i.e., to serve a remedial purpose of correcting past discrimination (2) that the program is narrowly tailored to achieve that goal.

2. Before instituting racially based quotas or any such remedial programs, a public entity must find evidence that significant discrimination exists in the particular industry where the program is imposed. Other states and municipalities have successfully designed remedial programs that are able to withstand strict scrutiny. These remedial programs are often supported by statistical data and disparity studies that evidence past or current effects of discrimination, and are narrowly tailored to apply to minority groups harmed in that locality.
3. The most prominent evidence used by the government to utilize race based programs is disparity indices and anecdotal evidence. For instance, the Fourth Circuit requires both disparity indices and anecdotal evidence for a race based program to survive strict scrutiny. The Seventh Circuit allows both forms of evidence to be used to show significant discrimination.
4. The Seventh Circuit has held that in order for a remedial measure to be narrowly tailored, a racial quota must be “a plausible lower-bound estimate of a shortfall in minority representation’ that is caused by past discrimination.” Majeske v. City of Chicago, 218 F.3d 816, 820 (7th Cir. 2000). In other words, a racial quota must discriminate against whites as little as possible consistent with effective remediation in order for it to be narrowly tailored and constitutional. Id.

Primary Sources

Statutes:

Cases:

Discussion

Why Does an Entity Need Any Study to Begin

Any governmental program that uses race-classification or race-conscious measures is subject to strict scrutiny. To satisfy strict scrutiny, the governmental program must: (1) serve a compelling governmental interest and (2) be narrowly tailored to achieving that end. This is the most exacting standard of constitutional review, and it is applied to all instances of racial classifications in order to “smoke out” illegitimate uses of race. Therefore, the City should anticipate that any program that considers, quantifies, or measures the minority participation of a contractor’s bid will be subjected to strict scrutiny review. Where consideration of a contractor’s commitment to meeting minority participation goals influences the outcome of a bidding process, strict scrutiny appears unavoidable. Currently, states and municipalities justify minority business or women business affirmative action programs based on a compelling interest in remedying past discrimination, an interest that is usually supported by studies that provide statistical and anecdotal evidence of continuing discrimination against certain groups in a particular

industry, e.g. construction, and function to require good-faith efforts by contractors to subcontract to designated businesses.

Disparity indices have been a way for public entities to prove that an affirmative action program is a compelling governmental interest when an index shows statistically significant discrimination within a field. For instance, in H.B. Rowe Co., Inc. v. Tippet and Concrete Works of Colorado, Inc. v. City & Cnty. of Denver federal appellate courts held that a program's minority participation goals were a compelling governmental interest because the defenses' disparity indices showed statistically significant discrimination against specific racial minorities. Proper and thorough disparity indices have been deemed a correct manner in establishing a compelling governmental interest for an affirmative action program by at least five federal circuit courts.

What must a governmental entity do or try before imposing racially based quotas

A government entity must acquire evidence, such as a disparity index or disparity study, that illustrates past or current racial discrimination within an industry in order to justify the imposition of a racially based quota. In Croson the Supreme Court held that such evidence is mandatory in order for a public entity's racially based quota to pass strict scrutiny and establish a compelling governmental interest for the remedial program. Race-conscious remedies can only be legislated in response to proven past discrimination by the affected governmental entity, and "racial balancing" untailored to specific and identified evidence of minority exclusion is unconstitutional.

The Supreme Court in Croson also held that a government entity should attempt to resolve any issue of racial discrimination within an industry through race-neutral measures before imposing racially based quotas. The Court mentions specific race-neutral measures that can be taken, stating that the "[s]implification of bidding procedures, relaxation of bonding requirements, and training and financial aid for disadvantaged entrepreneurs of all races would open the public contracting market to all those who have suffered the effects of past societal discrimination or neglect." City of Richmond v. J.A. Croson Co., 488 U.S. 469, 509-10 (1989).

What evidence is needed to utilize race based programs

The most prominent evidence used by the government to utilize race based programs are disparity indices and anecdotal evidence. For instance, the Fourth Circuit requires both disparity indices and anecdotal evidence for a race based program to survive strict scrutiny. The Seventh Circuit allows both forms of evidence to be used to show significant discrimination.

Disparity Index

The following is an explanation and definition of disparity index, along with an example, from Eng'g Contractors Ass'n of S. Florida Inc. v. Metro. Dade Cnty.:

In colloquial terms, a disparity index compares the amount of contract awards a group actually got to the amount we would have expected it to get based on that group's bidding activity and awardee success rate. More specifically, a disparity index measures the participation of a group in [a specific area] contracting dollars by dividing that group's contract dollar percentage by the related bidder or awardee percentage, and multiplying

that result by 100%. The closer the resulting index is to 100%, the greater the measured group's participation in the contracting dollars. For instance, if the BBEs [Black Business Enterprises] represented 10% of bidders, and were awarded 10% of contract dollars, the bidder disparity index would be:

$$(\text{Contract Dollar \%} \div \text{Bidder \%}) \times 100\% =$$

$$(10\% \div 10\%) \times 100\% =$$

$$1 \times 100\% = 100\% \text{ or "full participation"}$$

Similarly, if the BBEs represented 10% of awardees, but were awarded only 5% of contract dollars, the awardee disparity index would be:

$$(\text{Contract Dollar \%} \div \text{Awardee \%}) \times 100\% =$$

$$(5\% \div 10\%) \times 100\% =$$

$$5 \times 100\% = 50\% \text{ or "half participation" } \underline{\text{Eng'g Contractors Ass'n of S. Florida Inc. v. Metro. Dade Cnty., 122 F.3d 895, 913-14 (11th Cir. 1997)}}$$

Anecdotal Evidence

Some circuits require anecdotal evidence to corroborate statistically significant disparity indices. Other circuits allow, but do not require, anecdotal evidence to be used to supplement statistical evidence, such as a disparity index. The most popular forms of anecdotal evidence used to support a statistical showing of discrimination revolve around qualitative data, such as questionnaires. For instance, in H.B. Rowe Co., Inc. the State presented three sources of anecdotal evidence contained in the 2004 study: a telephone survey, personal interviews, and focus groups. The court held that the anecdotal evidence successfully corroborated statistically significant discrimination within North Carolina's construction industry because it showed "an informal 'good old boy' network of white contractors that discriminated against minority subcontractors." H.B. Rowe Co., Inc. v. Tippett, 615 F.3d 233, 248-49 (4th Cir. 2010).

What are the restrictions on using racial quotas, even when justified by the evidence of past discrimination

Even when a government entity shows statistically significant discrimination within a particular field, the entity must still ensure that any racial quota or remedial program is narrowly tailored to pass strict scrutiny. The Seventh Circuit has held that in order for a remedial measure to be narrowly tailored, a racial quota must be "a plausible lower-bound estimate of a shortfall in minority representation' that is caused by past discrimination." Majeske v. City of Chicago, 218 F.3d 816, 820 (7th Cir. 2000). In other words, a racial quota must discriminate against whites as little as possible consistent with effective remediation in order for it to be narrowly tailored and constitutional. Id.

**GUIDANCE FOR CREATING RACE-BASED PROGRAMS
SUMMARY**

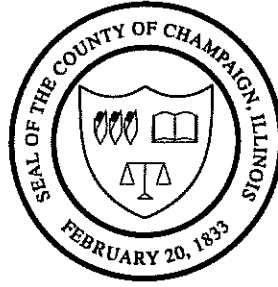
City of Richmond v. J.A. Croson Co:

- To be constitutionally sound, any race-based set aside must survive strict scrutiny for equal protection clause review.
- There must be a strong basis in evidence...that remedial action is necessary.
 - Evidence is typically gained through a disparity study. A disparity study determines whether there are more available minority and women owned contractors ready, willing, and able to conduct work on City contracts than are actually utilized.
- In the event a disparity study reveals a disparity, local governments should consider race-neutral methods of remedying the discrimination, prior to establishing race-based set aside programs.
- After considering race-neutral remedies, a local government may in the “extreme case” employ a “narrowly tailored” racial preference to “break down patterns of deliberate exclusion.” To be “narrowly tailored” a racial set-aside must benefit only racial groups that have been victims of identified discrimination.
 - The set-aside program should be flexible enough to allow for waivers when an MBE’s higher price is not attributable to past discrimination.

Patti Petrie PhD, FAICP
Chair

ppetrie@co.champaign.il.us

James Quisenberry
Vice-Chair



Brookens Administrative Center
1776 East Washington Street
Urbana, Illinois 61802
Phone (217) 384-3772
Fax (217) 384-3896

**Office of
County Board
Champaign County, Illinois**

**Champaign County Board
2017 Calendar of Meetings**

**ALL MEETINGS HELD IN THE LYLE SHIELDS MEETING ROOM,
Brookens Administrative Center, 1776 East Washington, Urbana, Illinois
Unless Otherwise Noted**

County Facilities Committee	January 3, 2017 @ 6:30 p.m.
Environment & Land Use Committee	January 5, 2017 @ 6:30 p.m.
Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appointments)	January 10, 2017 @ 6:30 p.m.
Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana	January 13, 2017 @ 9:00 a.m.
COUNTY BOARD	January 19, 2017 @ 6:30 p.m.
<i>County Board Study Session (Only If Required)</i>	<i>January 24, 2017 @ 6:00 p.m.</i>
County Facilities Committee	February 7, 2017 @ 6:30 p.m.
Environment & Land Use Committee	February 9, 2017 @ 6:30 p.m.
Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana	February 10, 2017 @ 9:00 a.m.
Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appointments)	February 14, 2017 @ 6:30 p.m.
COUNTY BOARD	February 23, 2017 @ 6:30 p.m.
<i>*County Board Study Session (Only If Required) – moved to Monday due to Consolidated Primary</i>	<i>*February 27, 2017 @ 6:00 p.m.</i>
County Facilities Committee	March 7, 2017 @ 6:30 p.m.
Environment & Land Use Committee	March 9, 2017 @ 6:30 p.m.
Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana	March 10, 2017 @ 9:00 a.m.
Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appointments)	March 14, 2017 @ 6:30 p.m.
COUNTY BOARD	March 23, 2017 @ 6:30 p.m.
<i>County Board Study Session (Only If Required)</i>	<i>March 28, 2017 @ 6:00 p.m.</i>
<i>*County Facilities Committee – moved to Monday due to Consolidated Election</i>	<i>*April 3, 2017 @ 6:30 p.m.</i>
Environment & Land Use Committee	April 6, 2017 @ 6:30 p.m.

Champaign County Board
2017 Proposed Calendar of Meetings
Page 2

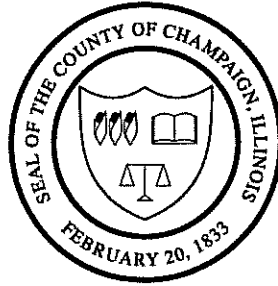
Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana	April 7, 2017 @ 9:00 a.m.
Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appointments)	April 11, 2017 @ 6:30 p.m.
COUNTY BOARD	April 20, 2017 @ 6:30 p.m.
<i>County Board Study Session (Only If Required)</i>	<i>April 25, 2017 @ 6:00 p.m.</i>
County Facilities Committee	May 2, 2017 @ 6:30 p.m.
Environment & Land Use Committee	May 4, 2017 @ 6:30 p.m.
Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana	May 5, 2017 @ 9:00 a.m.
Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appointments)	May 9, 2017 @ 6:30 p.m.
COUNTY BOARD	May 18, 2017 @ 6:30 p.m.
<i>County Board Study Session (Only If Required)</i>	<i>May 23, 2017 @ 6:00 p.m.</i>
County Facilities Committee	June 6, 2017 @ 6:30 p.m.
Environment & Land Use Committee	June 8, 2017 @ 6:30 p.m.
Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana	June 9, 2017 @ 9:00 a.m.
Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appointments)	June 13, 2017 @ 6:30 p.m.
COUNTY BOARD	June 22, 2017 @ 6:30 p.m.
<i>County Board Study Session (Only If Required)</i>	<i>June 27, 2017 @ 6:00 p.m.</i>
County Facilities Committee – <i>Regular meeting date is a holiday – moved to Wednesday</i>	July 5, 2017 @ 6:30 p.m.
Environment & Land Use Committee	July 6, 2017 @ 6:30 p.m.
Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana	July 7, 2017 @ 9:00 a.m.
Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appointments)	July 11, 2017 @ 6:30 p.m.
COUNTY BOARD	July 20, 2017 @ 6:30 p.m.
<i>County Board Study Session (Only If Required)</i>	<i>July 25, 2017 @ 6:00 p.m.</i>
County Facilities Committee	August 8, 2017 @ 6:30 p.m.
Environment & Land Use Committee	August 10, 2017 @ 6:30 p.m.
Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana	August 11, 2017 @ 9:00 a.m.
Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appointments)	August 15, 2017 @ 6:30 p.m.

COUNTY BOARD Legislative Budget Hearings – FY2018	August 24, 2017 @ 6:30 p.m. August 28, 29, 30 @ 6:00 p.m.
County Facilities Committee Environment & Land Use Committee Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appointments)	September 5, 2017 @ 6:30 p.m. September 7, 2017 @6:30 p.m. September 8, 2017 @ 9:00 a.m. September 12, 2017 @ 6:30 p.m.
COUNTY BOARD County Board Public Hearing on FY2018 Budget Special Finance Committee of the Whole – FY2018 Budget	September 21, 2017 @ 6:30 p.m. September 26, 2017 @ 6:00 p.m. September 28, 2017 @ 6:30 p.m.
County Facilities Committee Environment & Land Use Committee Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appointments)	October 3, 2017 @ 6:30 p.m. October 5, 2017 @6:30 p.m. October 6, 2017 @ 9:00 a.m. October 10, 2017 @ 6:30 p.m.
COUNTY BOARD County Board Study Session (Only If Required)	October 19, 2017 @ 6:30 p.m. October 24, 2017 @ 6:00 p.m.
County Facilities Committee Environment & Land Use Committee Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana – <i>*Regular meeting day is a holiday</i> Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appointments)	November 7, 2017 @ 6:30 p.m. November 9, 2017 @6:30 p.m. *November 3, 2017 @ 9:00 a.m. November 14, 2017 @ 6:30 p.m.
COUNTY BOARD – <i>*Regular meeting date is a holiday</i> County Board Study Session (Only If Required)	*November 21, 2017 @ 6:30 p.m. November 28, 2017 @ 6:00 p.m.
County Facilities Committee Environment & Land Use Committee Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appointments)	December 5, 2017 @ 6:30 p.m. December 7, 2017 @6:30 p.m. December 8, 2017 @ 9:00 a.m. December 12, 2017 @ 6:30 p.m.
COUNTY BOARD	December 21, 2017 @ 6:30 p.m.

Patti Petrie PhD, FAICP
Chair

ppetrie@co.champaign.il.us

James Quisenberry
Vice Chair

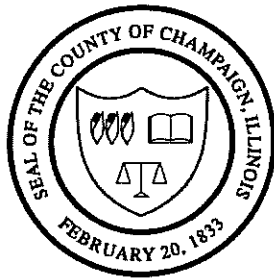


Brookens Administrative Center
1776 East Washington Street
Urbana, Illinois 61802
Phone (217) 384-3772
Fax (217) 384-3896

**Office of
County Board
Champaign County, Illinois**

2017 HOLIDAY CALENDAR

New Year's Day	Monday, January 2, 2017 - Observed
Martin Luther King Day	Monday, January 16, 2017
President's Day	Monday, February 20, 2017
Spring Day (Good Friday)	Friday, April 14, 2017
Memorial Day	Monday, May 29, 2017
Independence Day	Tuesday, July 4, 2017
Labor Day	Monday, September 4, 2017
Columbus Day	Monday, October 9, 2017
Veterans' Day	Friday, November 10, 2017 - Observed
Thanksgiving Day and Day After Thanksgiving Day	Thursday, November 23, 2017 & Friday, November 24, 2017
Christmas Eve Day	Monday, December 25, 2017 - Observed
Christmas Day	Tuesday, December 26, 2017 - Observed



OFFICE OF THE
COUNTY ADMINISTRATOR

4 November 2016

MEMORANDUM

TO: Mr. James Quisenberry, Deputy Chair-Policy, Personnel, and Appointments; and
Mr. Christopher Alix, Deputy Chair-Finance; and
Honorable Members of the Champaign County Board

FR: Rick Snider, County Administrator *Rick*

CC: Ms. Paula Bates, Supervisor of Assessments

RE: Recommendations – Evaluation of New Positions for the Supervisor of Assessments.

Pursuant to direction of the Policy, Personnel, and Appointments Committee on October 13, 2016, the Job Content Evaluation Committee has reviewed the request of the Supervisor of Assessments to reclassify two positions: Sales Analyst/Office Manager and Appraiser/Analyst.

NARRATIVE

The Committee met on November 1, 2016 to discuss the position analysis questionnaires and revised job descriptions submitted by Paula Bates, Supervisor of Assessments. Ms. Bates also appeared before the Committee to discuss the job positions and provide supplementary information. The position of Chief Deputy has been vacant in this office since November 2015. Upon joining the office in April 2016, Ms. Bates embarked on a review of the organization to determine an optimal approach for managing the tasks and duties.

In lieu of simply replacing the vacant Chief Deputy position, Ms. Bates has proposed a reorganization that will redistribute the duties of the position to two existing staff members, who would assume new roles as Assistant Deputies. If the proposal is approved, the change will result in elimination of one full-time employee headcount as well as salary and benefit savings exceeding \$54,000.

The Supervisor of Assessments Office has lean staffing. Ms. Bates has proposed the assignment of additional duties to two existing positions, reclassifying these both to assistant deputy positions. This change would also include increased cross-training of individuals to provide more robust coverage of office functions in the event of personnel absences due to leave or when personnel must perform field work. Cross-training increases flexibility for task assignment and ensures that there isn't a single point-of-failure for office operations, and furthers the mission of the Supervisor of Assessments.

In addition, each of the positions will assume some supervisory responsibilities. The Assistant Deputy/Sales Analyst will be the first-line supervisor for office clerical staff. The Assistant Deputy/Appraiser will be providing guidance to the township staff in accordance with direction from the Supervisor of Assessments.

Based upon the review of information provided, the Committee recommends the approval of the reclassification of the Sales Analyst/Office Manager position to Assistant Deputy/Sales Analyst and its corresponding revised job description with assignment to Grade Range "I". The Committee also recommends the approval of the reclassification of the Appraiser/Analyst position to Assistant Deputy/Appraiser and its corresponding revised job description with assignment to Grade Range "I". Grade assignment recommendations are in accordance with the job content analysis scoring system. Please see the enclosed job descriptions for each of these positions.

These are non-bargaining unit positions and as such will not require the negotiation and approval of an agreement with any bargaining unit.

REQUESTED ACTION FOR POLICY, PERSONNEL, AND APPOINTMENTS

The Policy, Personnel, and Appointments Committee recommends to the Finance Committee approval of the elimination of the Chief Deputy of Assessments position classified in Grade Range "I," and the reclassification of the Sales Analyst/Office Manager position in Grade Range "H" to the Assistant Deputy/Sales Analyst position classified in Grade Range "I," and the reclassification of the Appraiser/Analyst position in Grade Range "G" to the Assistant Deputy/Appraiser position in Grade Range "I."

REQUESTED ACTION FOR FINANCE

The Finance Committee recommends to the County Board approval of the elimination of the Chief Deputy of Assessments position classified in Grade Range "I," and the reclassification of the Sales Analyst/Office Manager position classified in Grade Range "H" to the Assistant Deputy/Sales Analyst position classified in Grade Range "I," and the reclassification of the Appraiser/Analyst position in Grade Range "G" to the Assistant Deputy/Appraiser position classified in Grade Range "I."

Thank you for your consideration of these recommendations.

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM
JOB CONTENT EVALUATION COMMITTEE REPORT

Date of Request: October 13, 2016

RE-EVALUATION OF EXISTING POSITION

Department Requesting: Supervisor of Assessments
Position Title: Appraiser/Analyst
Current Job Points: 520
FLSA Status: Exempt
Current Salary Range: Grade G
*Ranges effective for FY2016
Minimum: \$17.16
Midpoint: \$21.45
Maximum: \$25.74

Job Evaluation Committee Recommendation: Reclassification/Position Placement

Re-Evaluated Job Points: 669
Recommended Title: Assistant Deputy/Appraiser
FLSA Status: Exempt
Recommended Salary Range: Grade I
*Ranges effective for FY2016
Minimum: \$22.05
Midpoint: \$27.56
Maximum: \$33.08

Date of Job Evaluation Committee Recommendation: November 1, 2016

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM
JOB CONTENT EVALUATION COMMITTEE REPORT

Date of Request: October 13, 2016

RE-EVALUATION OF EXISTING POSITION

Department Requesting: Supervisor of Assessments
Position Title: Sales Analyst/Office Manager
Current Job Points: 622
FLSA Status: Exempt
Current Salary Range: Grade H
*Ranges effective for FY2016 Minimum: \$18.93
Midpoint: \$23.66
Maximum: \$28.40

Job Evaluation Committee Recommendation: Reclassification/Position Placement

Re-Evaluated Job Points: 674
Recommended Title: Assistant Deputy/Sales Analyst
FLSA Status: Exempt
Recommended Salary Range: Grade I
*Ranges effective for FY2016 Minimum: \$22.05
Midpoint: \$27.56
Maximum: \$33.08

Date of Job Evaluation Committee Recommendation: November 1, 2016

Champaign County Job Description

Job Title: Assistant Deputy/Sales Analyst
Department: Supervisor of Assessments
Reports To: Supervisor of Assessments
FLSA Status: Exempt
Grade Range: I
Prepared Date: November 1, 2016

SUMMARY Assists the Supervisor of Assessments in carrying out administrative, fiscal and clerical functions of the department. Oversees the department in the Supervisor of Assessments's absence. Edits all sales declarations, performs sales ratio analysis and insures the completion of County Abstracts. Processes abstracts and other statistical assessment reports and coordinates and distributes work assignments to clerical staff.

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

Edits and researches statistical studies involving all County sales declarations. Responsible for coordinating and tracking of declarations for the "Real Estate Declaration" (RED) program.

Analyzes and performs sales ratio analysis for recommendations to township assessors, calculation of three-year median level of assessments by property class and township equalization factors.

Plans, assigns and reviews the work of the clerical staff responsible for maintaining tax maps, property record cards, exemptions, exemption certificates and current lists of property owners. Supervises divisions of property, combinations, new subdivisions, all tax map changes ensuring the accuracy of the system.

Works with a variety of software programs by entering data. Creates and generates statistical reports and studies on the computer and assists in area reassessments.

Responsible for semi-annual balance of 30 township assessment books to reflect all changes made by assessors and Board of Review.

Performs bookkeeping tasks for the department by monitoring inventory, ordering, preparing requisitions, approving invoices for payment and maintaining records of purchases. Deposits monies received for copies of records requested through Freedom of Information.

Responsible for the coordination of large mailings which includes exemption mailings, assessor notices and Board of Review notices. Prepares publication listings for area newspapers. Collects postage due from outside agencies.

Responsible for care and keeping of records by statute.

interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS Designation as a Certified Illinois Assessing Officer is desirable.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; reach with hands and arms; and talk; or hear. The employee is occasionally required to use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

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

Champaign County Job Description

Job Title: Assistant Deputy/Appraiser
Department: Supervisor of Assessments
Reports To: Supervisor of Assessments
FLSA Status: Exempt
Grade Range: I
Prepared Date: November 1, 2016

SUMMARY Assists the Supervisor of Assessments in carrying out administrative, fiscal and clerical functions of the department. Oversees the department in the absence of the Assistant Deputy/Sales Analyst and the Supervisor of Assessments's absence. Develops appraisals of residential and commercial properties utilizing complex property appraisal techniques and statistical analysis.

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

Develops appraisals utilizing complex property appraisal techniques and utilizes statistical analysis to promote uniformity of assessments throughout the County. Processes all CAMA work and projects. Prepares complex individual and mass appraisals to determine estimates of fair market property values. Uses data such as incorporating cost, market and income approaches to property valuation.

Determines uniformity of assessments by using the generation and integration of statistical studies.

Develops cost and remaining economic life tables from mass appraisals and statistical studies in the process of updating values in real property appraisal manuals for use by 18 township and multi-township assessors who are under administrative direction of the Supervisor of Assessments.

Reviews and develops appraisals using a variety of statistical data including economic life tables as a supplement to the Illinois Department of Revenue's Property Appraisal Manual. Utilizes Marshall and Swift in assessing complex commercial properties.

Assists the township and multi-township assessors with the Quadrennial viewing of all County property and the implementation of major reassessment projects. Assists in planning, coordinating and providing technical assistance to the assessment jurisdictions. Trains township assessors in the technical aspects of their duties.

Advises and assists township officials on the implementation of computer-assisted valuation record conversions. Maintains contact with township assessors in order to promote accurate, uniform assessments.

Prepares analyses of the market validity of assessment appeals and assists Board of Review

in researching problem assessments. Develops leasehold values at the request of the Board of Review.

Works with a variety of software programs by entering data. Creates and generates statistical reports and studies on the computer and assists in area reassessments.

Gathers data for and prepares County tentative and final abstract used as documentation for equalization.

Assists in developing and directing departmental policies and interprets decisions for subordinates. Prepares departmental payroll at the request of the Supervisor of Assessments.

Analyses and performs sales ratio analysis for recommendations to township assessors, calculation of three-year median level of assessments by property class and township equalization factors.

Assists in answering office correspondence, correcting tax bills through certificates of error, authorizing mapping changes, corrections, and assigning/deleting county tax numbers, identifying farmland soil types, updating farmland assessments, determines the proper land use and assigning of values.

Assists property owners to resolve complaints and answers questions regarding taxes and appraisal values.

SUPERVISORY RESPONSIBILITIES Supervises 5 to 7 employees in the absence of Assistant Deputy/Sales Analyst. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include assistance in interviewing, recommendations for hire, and training employees; planning, assigning and directing work; appraising performance; recommending rewarding and disciplining employees; addressing complaints and resolving problems.

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

EDUCATION and/or EXPERIENCE Bachelor's degree from a four-year college or university or equivalent; or three to five years of responsible administrative and supervisory experience in the assessment field. Should also have above average knowledge in assessment procedure and tax cycles, plus knowledge of the laws and regulations pertaining to property assessment.

LANGUAGE SKILLS Ability to read and interpret documents such as deeds, maps and policy and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of employees and to meet with the general public.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of

measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

REASONING ABILITY Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS Designation as a Certified Illinois Assessing Officer is desirable.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; reach with hands and arms; and talk; or hear. The employee is occasionally required to use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

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

RESOLUTION NO.

RESOLUTION APPOINTING COUNTY ADMINISTRATOR AS REPRESENTATIVE
TO CHAMPAIGN COUNTY ECONOMIC DEVELOPMENT CORPORATION

WHEREAS, the Champaign County Economic Development Corporation (CCEDC) plays a vital role in regional economic development and is chartered to engage effectively in attracting, retaining, and expanding business; to develop networking and education opportunities for its members; and to provide local policy development guidance; and

WHEREAS, Champaign County participates as a member of CCEDC with present representation provided by two Board members chosen from each of the majority and minority caucuses, to wit, Mr. James Quisenberry and Mr. Max Mitchell; and

WHEREAS, the CCEDC Board of Directors is comprised of persons who are the administrative heads or leadership of business and labor entities; and

WHEREAS, the Champaign County Administrator is charged with the implementation of County Board policies and as administrative head for the County directs activities of staff and facilitates access to resources of potential benefit to economic development; and

WHEREAS, as a participant in the governance of the CCEDC, the Champaign County Administrator may provide a sustained focus in the coordination of County activities related to economic development in furtherance of County Board objectives;

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County, Illinois that the Champaign County Administrator is hereby appointed as the duly authorized representative of the County Board to the Champaign County Economic Development Corporation.

PRESENTED, ADOPTED, APPROVED and RECORDED this 17th day of November, 2016.

Pattsi Petrie, Chair
Champaign County Board

Attest:

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

RESOLUTION



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

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

MH PARK: THE OAKS MHP
VIN: 23104366
YR/SQ FT: 1978 / 840

PERMANENT PARCEL NUMBER: 29-050-0008

RECEIVED
OCT 27 2016
C. C. TREAS. OFF.

As described in certificate(s): 75 sold on October 25, 2013

Commonly known as: 8 THE OAKS MHP

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, Ashley & Winfrey E Bickers, has paid \$1,433.25 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 \$867.13 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 \$867.13 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

SURRENDER

11-16-001

RES#	Account	Type	Account Name	Parcel#	Township	Total Collected	County Clerk	Auctioneer	Recorder/ Sec of State	Agent	Treasurer
11-16-001	75	SUR	ASHLEY & WINFREY E BICKERS	29-050-0008		1,433.25	51.00	0.00	0.00	515.12	867.13
Totals						\$1,433.25	\$51.00	\$0.00	\$0.00	\$515.12	\$867.13

_____	_____
_____	_____
_____	_____
_____	_____

Clerk Fees **\$51.00**
Recorder/Sec of State Fees **\$0.00**
Total to County \$918.13

Committee Members

INSTRUCTIONS FOR RESOLUTIONS

(Please keep this copy with packet until routing is complete)

Revised: June 2008

RECEIVED
OCT 27 2016
C. C. TREAS. OFF.

- 1) Agent mails to Committee for approval:
 - a) Original resolution with appropriate disbursement checks attached to each
 - b) Monthly Resolution List
 - c) Cover Resolution (1st time only)

- 2) Committee:
 - a) reviews resolutions and submits to full County Board
 - b) Cover Resolution & Resolution List are presented to County Board Members in their monthly packet

- 3) County Board:
 - a) **Dates each resolution with date of adoption or provides a copy of the Master Resolution which indicates the date of adoption.**
 - b) Chairman signs each resolution
 - c) County Clerk seals and attests each resolution
 - d) Retains Original of each resolution and copies each executed resolutions 2 times
 - e) Delivers to Treasurer the 2 copies with all checks

- 4) County Treasurer:
 - a) signs all checks
 - b) retains one copy of each resolution
 - c) retains Treasurer's check(s) for deposit
 - d) forwards Clerk's check (if any) to clerk
 - e) returns 1 copy of each resolution with Agent, Auctioneer & Recorder checks to:
(& if necessary any refund checks)

**County Delinquent Tax Agent
ATTN: RESOLUTIONS
P. O. Box 96
Edwardsville, IL 62025**

RESOLUTION NO. _____

RESOLUTION REGARDING CHARGES FOR SERVICES AT THE CHAMPAIGN COUNTY NURSING HOME

WHEREAS, the basic charge established January 1, 2016 is not adequate to cover increased costs of operation for Champaign County Nursing Home; and

WHEREAS, the Champaign County Nursing Home Operating Board has duly noted and studied the impact upon the services provided and has determined that to continue to maintain the services now provided the following rate structure be established:

Skilled Nursing Care - Units 1, 2, &3	\$203.00 per day
Dementia Care, Advanced	\$251.00 per day
Private Suite Premium	\$49.00 per day
Rehab Unit Private Room	\$252.00 per day
Nursing Home Transportation	\$39.00 + mileage @ \$0.52 per mile round trip
Adult Day Services	\$86.00 per day
Adult Day Services ½ Day	\$57.00 per day
Adult Day Transportation	\$12.00 each way

NOW, THEREFORE, BE IT RESOLVED that:

Section 1. All residents of Champaign County Nursing Home shall be charged the basic rate according to placement in the building and services received to become effective January 1, 2017.

Section 2. Third party payors will be billed for covered services with residents or their responsible party or/and their guardian being billed for the Medicare deductible and coinsurance. Separate charges shall be billed for all special therapy services provided.

Section 3. Separate charges shall be billed for Beauty and Barber Shop services provided.

Section 4. Separate charges shall be billed for medical and personal supplies as provided to the resident.

Section 5. The Champaign County Nursing Home Operating Board recommends that the Champaign County Board approve the rates.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 17th day of November 2016.

Patti Petrie, Chair
Champaign County Board

ATTEST:

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

REQUEST FOR BUDGET TRANSFER
NEEDING CHAMPAIGN COUNTY BOARD APPROVAL

BT NO. 16-00011

FUND 619 TAX SALE AUTOMATION FUND DEPARTMENT 026 COUNTY TREASURER

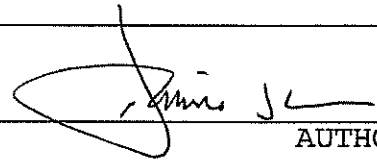
TO LINE ITEM:

FROM LINE ITEM:

NUMBER/TITLE	\$ AMOUNT	NUMBER/TITLE
619-026-511.03 REG. FULL-TIME EMPLOYEES	2,000.	619-026-522.44 EQUIPMENT LESS THAN \$5000
619-026-511.03 REG. FULL-TIME EMPLOYEES	2,000.	619-026-544.33 OFFICE EQUIPMENT & FURNIS
619-026-511.03 REG. FULL-TIME EMPLOYEES	1,000.	619-026-522.02 OFFICE SUPPLIES

EXPLANATION: FUNDS TRANSFER TO COVER EXPENSE OF NEW CHIEF DEPUTY TRAINING
 FOR DECEMBER 2016.

DATE SUBMITTED: 10-26-2016



AUTHORIZED SIGNATURE

APPROVED BY PARENT COMMITTEE:

DATE: _____

* PLEASE SIGN IN BLUE INK *

APPROVED BY BUDGET AND FINANCE COMMITTEE:

DATE: _____

FUND 476 SELF-FUNDED INSURANCE

DEPARTMENT 118 PROPERTY/LIABILITY INSUR

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
476-118-534.80 AUTO DAMAGE/LIAB CLAIMS	75,062	75,062	88,871	13,809
TOTALS	75,062	75,062	88,871	13,809

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
476-118-369.90 OTHER MISC. REVENUE	0	0	13,809	13,809
TOTALS	0	0	13,809	13,809

EXPLANATION: TO RECEIVE FUNDS FROM PEKIN INSURANCE FOR TOTALLED SHERIFF'S OFFICE VEHICLE

DATE SUBMITTED:

AUTHORIZED SIGNATURE

** PLEASE SIGN IN BLUE INK **



APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

FUND 621 STS ATTY DRUG FORFEITURES DEPARTMENT 041 STATES ATTORNEY

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
621-041-533.95 CONFERENCES & TRAINING	3,000	1,384	8,884	7,500
TOTALS	3,000	1,384	8,884	7,500

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

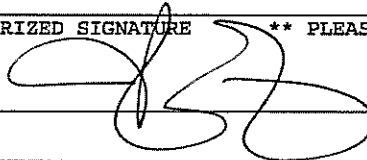
EXPLANATION: INCREASE IN APPROPRIATIONS FOR CONFERENCE & TRAINING.

APPROPRIATIONS WILL COME FROM FUND BALANCE

DATE SUBMITTED:

10.24.16

AUTHORIZED SIGNATURE



** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

FUND 080 GENERAL CORPORATE

DEPARTMENT 072 ADA COMPLIANCE

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-072-533.02 ARCHITECT SERVICES	45,000	67,615	98,015	30,400
080-072-544.20 COURTHOUSE CONST/IMPROVE	0	11	80,011	80,000
080-072-544.18 BROOKNS BLDG CONST/IMPROV	50,000	27,124	89,724	62,600
TOTALS	95,000	94,750	267,750	173,000

INCREASED REVENUE BUDGET:

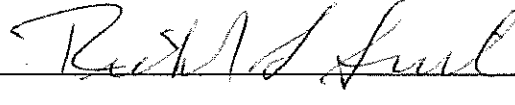
ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
None: from Fund Balance				
TOTALS	0	0	0	0

EXPLANATION: ARCHITECT AND CONSTRUCTION CONTRACTS FOR ADA INTERIOR COMPLIANCE AT BROOKENS AND THE COURTHOUSE.

DATE SUBMITTED:

AUTHORIZED SIGNATURE

** PLEASE SIGN IN BLUE INK **



APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

FUND 080 GENERAL CORPORATE

DEPARTMENT 036 PUBLIC DEFENDER

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-036-511.02 APPOINTED OFFICIAL SALARY	149,858	149,858	219,090	69,232
TOTALS	149,858	149,858	219,090	69,232

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

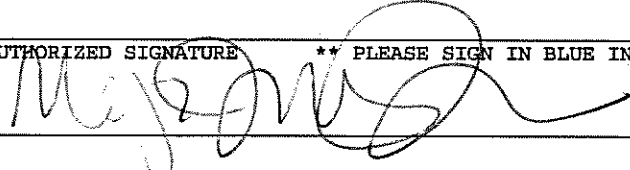
EXPLANATION: AMENDMENT NEEDED TO COVER BENEFIT PAYOUT OF TWENTY YEAR EMPLOYEE RANDALL B ROSENBAUM.

DATE SUBMITTED:

11-2-2016

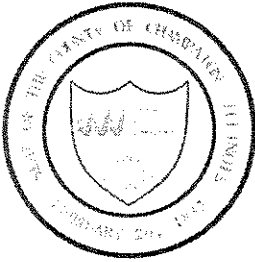
AUTHORIZED SIGNATURE

** PLEASE SIGN IN BLUE INK **



APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

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

MEMORANDUM

To: Chris Alix, Deputy Chair – Finance Committee of the Whole

From: Tami Ogden, Deputy County Administrator of Finance
Rick Snider, County Administrator

Re: FY2017 Property Tax Levy

Date: November 2, 2016

Background

On September 13, 2016, the estimated property tax levy for 2016 to be collected in 2017, was presented to the Finance Committee of the Whole. On October 20, 2016, the County Board adopted Resolution No. 9760 to receive and place on file the FY2017 Tentative Budget which included the FY2017 projected levy. The projected levy represented an increase of 2.9%.

Summary

Since the preparation of the initially estimated tax levy, several parcels were removed from a tax increment finance district (TIF) which allowed the County to treat the property as new construction in order to secure new growth revenue. Subsequently, the tax levy was recalculated and prepared for consideration by the County Board for its November meeting. The revised levy, Levy Option A, represents an increase of \$975,976, or 3.11%, over the RY2016 levy.

The County Board should also consider adopting a levy which would allow for additional levy growth based on the possibility that the Illinois Supreme Court will rule on the hospital tax exemption case prior to the date the Board of Review closes the books. The potential exists for a significant increase in the County's 2016 Equalized Assessed Valuation (EAV) based on a change in the exemption status of the hospital properties. The County Board has an opportunity to approve a tax levy that secures new growth revenue should the previously explained scenario occur. A revised levy, Levy Option B, has been prepared to secure potential new growth revenue and represents an increase of \$1,952,197, or 6.22%, over the RY2016 levy. A brief explanation of the case timeline follows.

The Attorney General and hospitals' briefs were completed in October, 2016. Appellate briefs are currently due November 23rd, with reply briefs due December 7th. Oral argument is likely in January or February 2017 with a decision at any point after that. We have no prediction as to when the Court will make a decision.

The table on the following page summarizes the differences in Levy Options A and B.

Options	RY2015 Extended Levy	Projected RY 2016 Levy	FY2017 Property Tax Increase	% Increase- Levy	RY15 Rate	Projected RY16 Rate	Decrease in Total Rate
Levy A	\$31,404,567	\$32,380,542	\$ 975,975	3.11%	0.8722	0.8602	-1.37%
Levy B	\$31,404,567	\$33,356,764	\$1,952,197	6.22%	0.8722	0.8602	-1.37%

Although the total increase reflected in Levy B (6.22%) is greater than Levy A (3.11%), the projected rate is the same in both levies. This means that the individual dollar rate per hundred dollars of assessed 2016 value is equal in both levies, and property owners will pay the same amount in property taxes under Levy Options A and B. Additionally, both levies represent a 1.37% decrease in the total rate; therefore, the individual dollar rate per hundred dollars of assessed value is lower in revenue year 2016 (payable in 2017) than it was in revenue year 2015 (payable in 2016).

Options and Outcomes

Levy Option A

- The County will levy for \$32,380,542 in 2016 to be collected in 2017. This represents an increase of \$975,975 over the 2015 extended levy.
- Because the increase is less than 5% there is no legal requirement to publish notice of the levy in the newspaper.
- The projected rate per \$100 of assessed value is 86 cents which means that a property owner with a \$150,000 home and a homestead exemption would pay approximately \$378 in county property taxes.

If the County Board adopts Levy A and the exemption status changes for the hospital properties prior to the date the Board of Review closes the books, the County will lose the opportunity to secure the new revenue growth through its tax levy which is estimated to be an additional \$976,000. The County will still receive the tax revenue it levied for, and due to the increase in EAV the total rate will decrease 4.46%. This means that property owners will pay less per \$100 of assessed value. The projected rate per \$100 of assessed value is 83 cents which means that a property owner with a \$150,000 home and a homestead exemption would pay approximately \$365 in county property taxes.

Levy Option B

- The County will levy for \$33,356,764 in 2016 to be collected in 2017. This represents an increase of \$1,952,197 over the 2015 extended levy.
- Because the increase is greater than 5% there is a legal requirement to publish notice of the levy in the newspaper within 15-days of the adoption of the levy.
- The projected rate per \$100 of assessed value is 86 cents which means that a property owner with a \$150,000 home and a homestead exemption would pay approximately \$378 in county property taxes.

If the County Board adopts Levy B and the exemption status changes for the hospital properties prior to the date the Board of Review closes the books the County will receive an estimated \$976,000 in additional property tax revenue. If there is no change in the hospital properties exemption status, the County Clerk will limit the total extension and the County will receive the property tax it is allowed under the PTELL calculation which will be similar to the amount reflected in Levy Option A.

ORDINANCE NO.
FY2017 ANNUAL TAX LEVY ORDINANCE
CHAMPAIGN COUNTY, ILLINOIS

WHEREAS, we the County Board of Champaign County, Illinois, have determined that for County purposes, it will be necessary to levy a tax in the total amount of \$32,380,542 on the real property and railroad property, in Champaign County, Illinois, for raising of monies for the several objects and purposes specified in the 2017 Annual Budget and Appropriation Ordinance,

NOW, THEREFORE, BE IT ORDAINED that there is hereby levied a tax in the amount of \$10,425,639 for the County General Corporate purposes;

- \$1,041,091 Circuit Court salaries and operating budget
- \$6,104,975 Correctional Center salaries and operating budget
- \$979,299 Public Defender’s Office salaries and operating budget
- \$2,300,274 Physical Plant salaries and operating budget

BE IT FURTHER ORDAINED that there is hereby levied a tax in the amount of \$1,554,123 for the purpose of purchasing insurance against any loss or liability which may be imposed upon the County, in accordance with 745 ILCS 10/9-107, said \$1,554,123 is exclusive of and in addition to those sums heretofore levied; and

- \$666,958 Levied for liability/property insurance claims/reserve
- \$578,219 Levied for Worker Compensation insurance claim/reserve
- \$295,000 Levied for unemployment insurance/claims reserve
- \$13,946 Levied to replenish the fund balance

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$2,386,955 as the County Highway Tax, as provided in the Illinois Highway Code, being for the purpose of improving, repairing, maintaining, constructing, and reconstructing highways in this county required to be repaired, maintained, and constructed by the County in accordance with 605 ILCS 5/5-601, said sum raised to be placed in a separate fund known as the County Highway Fund, which \$2,386,955 is exclusive of and in addition to those sums heretofore levied; and

- \$1,325,629 Levied for Highway Department employee salaries
- \$1,061,326 Levied for the Highway Department operating budget

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$1,197,195 as provided in the Illinois Highway Code, for the County Bridge Fund for expenditures payable from the County Bridge Fund and for the purpose of constructing and repairing bridges, culverts, drainage structures or grade separations, including approaches thereto, on public roads in the County, required to be so constructed and repaired by the County under the Illinois Highway Code, in accordance with 605 ILCS 5/5-602, said sum of \$1,197,195 being exclusive of and in addition to those sums heretofore levied; and

- \$1,197,195 Levied for bridges, culverts and engineering fees

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$4,453,501 for the purpose of providing community mental health facilities and services in Champaign County, pursuant to an election held November 7, 1972, authorizing a levy of a tax not to exceed 10 percent of the full assessed valuation, and amendments to the Community Mental Health Act, 405 ILCS 20/4, authorizing an increase to the maximum levy of tax not to exceed .15 percent of the full assessed valuation, said sum shall be placed into a special fund in the Champaign County Treasury to be designated as the "Community Mental Health Fund" and shall be used only for the purpose specified in the Illinois Compiled Statutes; said sum of \$4,453,501 is exclusive of and in addition to those sums heretofore levied; and

- \$410,558 Levied for Mental Health Board employee salaries
- \$3,742,943 Levied for Mental Health grants to service providers
- \$300,000 Levied for contract for professional services;

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$2,684,443 in accordance with an act entitled Illinois Municipal Retirement Fund Act, as amended, 40 ILCS 5/7-171, and being for the purpose of making county contributions to said Illinois Municipal Retirement Fund as required by law, said \$2,684,443 being exclusive of and in addition to those sums heretofore levied; and

- \$2,684,443 Levied for General Corporate Employer Retirement Costs;

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$1,655,757 for the purpose of participation in the Federal Social Security Insurance Program and Federal Medicare Program, in accordance with 40 ILCS 5/21-110 to 5/21-110.1, said \$1,655,757 is exclusive of and in addition to those sums heretofore levied; and

- \$1,655,757 Levied for General Corporate Employer Social Security and Medicare;

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$96,668 for the purpose of providing funds to pay expenses in the construction and maintenance of highways in the federal aid network or County highway network in accordance with 605 ILCS 5/5-603, and said sum of \$96,668 shall be placed in a separate fund known as the Matching Fund and is exclusive of and in addition to those sums heretofore levied; and

- \$96,668 Levied for road improvement match funds;

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$422,183 for the purpose of the County's share of the Cooperative Extension service programs, in accordance with 505 ILCS 45/8, said \$422,183 is exclusive of and in addition to those sums heretofore levied; and

- \$422,183 Levied for Cooperative Extension Education Programs;

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$1,133,989 for the purpose of the County Health Fund in accordance with 70 ILCS 905/15 and 55 ILCS 5/5-25010 to 5-25011, said \$1,133,989 shall be held in a separate fund known as the County Health Fund and is exclusive of and in addition to those sums heretofore levied; and

- \$529,152 Levied for public health services in Champaign County outside of Champaign-Urbana
- \$604,837 Levied for rebate to the Champaign-Urbana Public Health District;

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$1,212,067 for the purpose of the County Nursing Home Fund in accordance with 55 ILCS 5/5-21001, said \$1,212,067 shall be held in a separate fund known as the Champaign County Nursing Home Fund, and is exclusive of and in addition to those sums heretofore levied; and

\$1,212,067 Levied for Nursing Home employee salaries and fringe benefits;

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$1,440,575 for the purpose of paying the principal and interest due on Nursing Home Construction Bonds dated February 26, 2003, issued pursuant to County Board Resolution No. 4644 adopted February 6, 2003, said sum of \$1,440,575 is exclusive of and in addition to those sums heretofore levied; and

\$1,440,575 Levied for bond principal/interest payments;

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$3,717,447 for the purpose of providing facilities or services for the benefit of residents in Champaign County who are cognitively challenged or under a developmental disability and who are not eligible to participate in any such program conducted under Article 14 of the School Code, pursuant to an election held November 2, 2004, authorizing a levy of a tax not to exceed .10 percent of the full assessed valuation, said sum shall be placed into a special fund in the Champaign County Treasury to be designated as the "Fund for Persons With a Developmental Disability" and shall be used only for the purpose specified in 55 ILCS 105; said sum of \$3,717,447 is exclusive of and in addition to those sums heretofore levied; and

\$3,717,447 Levied for grants to service providers and professional services in administering grants;

BE IT FURTHER ORDAINED that the sums heretofore levied in the total amount of \$32,380,542 be raised by taxation upon property in this County and the County Clerk of Champaign County is hereby ordered to compute and extend upon the proper books of the County Collector for the said year, the sums heretofore levied for so much thereof as will not in the aggregate exceed the limit established by law on the assessed valuation as equalized for the year 2016.

PRESENTED, PASSED, APPROVED and RECORDED by the County Board of Champaign County, Illinois, at the recessed September, A.D. 2016 session.

Dated this 22nd day of November, A.D. 2016.

Patti Petrie, Chair
Champaign County Board

___ AYE ___ NAY ___ ABSENT

ATTEST:

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

**TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE**

I, the undersigned, hereby certify that I am the presiding officer of Champaign County, Illinois, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of Section 18-60 through 18-85 of the "Truth in Taxation" law.

Check One of the Choices Below

1) The taxing district published a notice in the newspaper and conducted a hearing meeting the requirements of the Truth in Taxation Law.

2) The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a notice and a hearing were not necessary.

3) The proposed aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.

4) The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

This certificate applies to the RY2016 levy.

Date _____

Presiding Officer _____

Patti Petrie, Chair
Champaign County Board

ORDINANCE NO.**FY2017 ANNUAL TAX LEVY ORDINANCE**
CHAMPAIGN COUNTY, ILLINOIS

WHEREAS, we the County Board of Champaign County, Illinois, have determined that for County purposes, it will be necessary to levy a tax in the total amount of \$33,356,764 on the real property and railroad property, in Champaign County, Illinois, for raising of monies for the several objects and purposes specified in the 2017 Annual Budget and Appropriation Ordinance,

NOW, THEREFORE, BE IT ORDAINED that there is hereby levied a tax in the amount of \$10,804,974 for the County General Corporate purposes;

\$1,041,091	Circuit Court salaries and operating budget
\$6,104,975	Correctional Center salaries and operating budget
\$979,299	Public Defender's Office salaries and operating budget
\$2,300,274	Physical Plant salaries and operating budget
\$379,335	State's Attorney salaries and operating budget

BE IT FURTHER ORDAINED that there is hereby levied a tax in the amount of \$1,603,235 for the purpose of purchasing insurance against any loss or liability which may be imposed upon the County, in accordance with 745 ILCS 10/9-107, said \$1,603,235 is exclusive of and in addition to those sums heretofore levied; and

\$666,958	Levied for liability/property insurance claims/reserve
\$578,219	Levied for Worker Compensation insurance claim/reserve
\$295,000	Levied for unemployment insurance/claims reserve
\$63,058	Levied to replenish the fund balance

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$2,536,433 as the County Highway Tax, as provided in the Illinois Highway Code, being for the purpose of improving, repairing, maintaining, constructing, and reconstructing highways in this county required to be repaired, maintained, and constructed by the County in accordance with 605 ILCS 5/5-601, said sum raised to be placed in a separate fund known as the County Highway Fund, which \$2,536,433 is exclusive of and in addition to those sums heretofore levied; and

\$1,325,629	Levied for Highway Department employee salaries
\$1,210,804	Levied for the Highway Department operating budget

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$1,235,028 as provided in the Illinois Highway Code, for the County Bridge Fund for expenditures payable from the County Bridge Fund and for the purpose of constructing and repairing bridges, culverts, drainage structures or grade separations, including approaches thereto, on public roads in the County, required to be so constructed and repaired by the County under the Illinois Highway Code, in accordance with 605 ILCS 5/5-602, said sum of \$1,235,028 being exclusive of and in addition to those sums heretofore levied; and

\$1,235,028	Levied for bridges, culverts and engineering fees
-------------	---

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$4,593,414 for the purpose of providing community mental health facilities and services in Champaign County, pursuant to an election held November 7, 1972, authorizing a levy of a tax not to exceed 10 percent of the full assessed valuation, and amendments to the Community Mental Health Act, 405 ILCS 20/4, authorizing an increase to the maximum levy of tax not to exceed .15 percent of the full assessed valuation, said sum shall be placed into a special fund in the Champaign County Treasury to be designated as the "Community Mental Health Fund" and shall be used only for the purpose specified in the Illinois Compiled Statutes; said sum of \$4,593,414 is exclusive of and in addition to those sums heretofore levied; and

- \$550,471 Levied for Mental Health Board employee salaries and fringes
- \$3,742,943 Levied for Mental Health grants to service providers
- \$300,000 Levied for contract for professional services;

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$2,684,443 in accordance with an act entitled Illinois Municipal Retirement Fund Act, as amended, 40 ILCS 5/7-171, and being for the purpose of making county contributions to said Illinois Municipal Retirement Fund as required by law, said \$2,684,443 being exclusive of and in addition to those sums heretofore levied; and

- \$2,684,443 Levied for General Corporate Employer Retirement Costs;

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$1,655,757 for the purpose of participation in the Federal Social Security Insurance Program and Federal Medicare Program, in accordance with 40 ILCS 5/21-110 to 5/21-110.1, said \$1,655,757 is exclusive of and in addition to those sums heretofore levied; and

- \$1,655,757 Levied for General Corporate Employer Social Security and Medicare;

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$99,723 for the purpose of providing funds to pay expenses in the construction and maintenance of highways in the federal aid network or County highway network in accordance with 605 ILCS 5/5-603, and said sum of \$99,723 shall be placed in a separate fund known as the Matching Fund and is exclusive of and in addition to those sums heretofore levied; and

- \$99,723 Levied for road improvement match funds;

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$422,183 for the purpose of the County's share of the Cooperative Extension service programs, in accordance with 505 ILCS 45/8, said \$422,183 is exclusive of and in addition to those sums heretofore levied; and

- \$422,183 Levied for Cooperative Extension Education Programs;

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$1,169,824 for the purpose of the County Health Fund in accordance with 70 ILCS 905/15 and 55 ILCS 5/5-25010 to 5-25011, said \$1,169,824 shall be held in a separate fund known as the County Health Fund and is exclusive of and in addition to those sums heretofore levied; and

- \$564,987 Levied for public health services in Champaign County outside of Champaign-Urbana
- \$604,837 Levied for rebate to the Champaign-Urbana Public Health District;

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$1,276,939 for the purpose of the County Nursing Home Fund in accordance with 55 ILCS 5/5-21001, said \$1,276,939 shall be held in a separate fund known as the Champaign County Nursing Home Fund, and is exclusive of and in addition to those sums heretofore levied; and

\$1,276,939 Levied for Nursing Home employee salaries and fringe benefits;

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$1,440,575 for the purpose of paying the principal and interest due on Nursing Home Construction Bonds dated February 26, 2003, issued pursuant to County Board Resolution No. 4644 adopted February 6, 2003, said sum of \$1,440,575 is exclusive of and in addition to those sums heretofore levied; and

\$1,440,575 Levied for bond principal/interest payments;

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$3,834,236 for the purpose of providing facilities or services for the benefit of residents in Champaign County who are cognitively challenged or under a developmental disability and who are not eligible to participate in any such program conducted under Article 14 of the School Code, pursuant to an election held November 2, 2004, authorizing a levy of a tax not to exceed .10 percent of the full assessed valuation, said sum shall be placed into a special fund in the Champaign County Treasury to be designated as the "Fund for Persons With a Developmental Disability" and shall be used only for the purpose specified in 55 ILCS 105; said sum of \$3,834,236 is exclusive of and in addition to those sums heretofore levied; and

\$3,834,236 Levied for grants to service providers and professional services in administering grants;

BE IT FURTHER ORDAINED that the sums heretofore levied in the total amount of \$33,356,764 be raised by taxation upon property in this County and the County Clerk of Champaign County is hereby ordered to compute and extend upon the proper books of the County Collector for the said year, the sums heretofore levied for so much thereof as will not in the aggregate exceed the limit established by law on the assessed valuation as equalized for the year 2016.

PRESENTED, PASSED, APPROVED and RECORDED by the County Board of Champaign County, Illinois, at the recessed September, A.D. 2016 session.

Dated this 22nd day of November, A.D. 2016.

Pattsi Petrie, Chair
Champaign County Board

___ AYE ___ NAY ___ ABSENT

ATTEST:

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

**TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE**

I, the undersigned, hereby certify that I am the presiding officer of Champaign County, Illinois, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of Section 18-60 through 18-85 of the "Truth in Taxation" law.

Check One of the Choices Below

1) The taxing district published a notice in the newspaper and conducted a hearing meeting the requirements of the Truth in Taxation Law.

2) The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a notice and a hearing were not necessary.

3) The proposed aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.

4) The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

This certificate applies to the RY2016 levy.

Date _____

Presiding Officer _____

Patti Petrie, Chair
Champaign County Board

MINUTES of a regular public meeting of the County Board of The County of Champaign, Illinois, held in the Lyle Shields Meeting Room, Brookens Administration Center, 1776 East Washington Street, Urbana, Illinois, in said County at 6:30 o'clock P.M., on the 17th day of November, 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 in view of the financial condition of the County and in particular, the Champaign County Nursing Home, the County would need to sell tax anticipation warrants and the County Board would consider the adoption of a resolution authorizing the issuance and the sale of said warrants.

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 NO. _____

RESOLUTION authorizing the issuance of \$1,021,757 Taxable 2016 Nursing Home Purposes Tax Anticipation Warrants in anticipation of the collection of taxes levied for the year 2016, by the County Board of The County of Champaign, Illinois, for Nursing Home Fund purposes, and the sale of said warrants to the purchaser thereof.

* * *

WHEREAS, there is insufficient money in the treasury of The County of Champaign, Illinois (the "*County*"), to defray the necessary expenses of the County and specifically, the County Nursing Home; and

WHEREAS, the County Board (the "*Board*") of the County deems it advisable, necessary and for the best interests of the County that funds be provided to meet the necessary expenses of the County and for that purpose, warrants be issued and drawn against and in anticipation of the collection of the taxes heretofore levied for Nursing Home Fund purposes by the County for the year 2016; and

WHEREAS, the Warrants and Jurors Certificates Act of the State of Illinois, as amended, authorizes the Board to issue such warrants up to the extent of 85% of the total amount of the taxes so levied, less actual collections thereof:

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. Definitions. For all purposes of this Resolution, except as otherwise expressly provided or unless the context otherwise requires, the terms defined in this Section shall have the meanings set forth below, and shall include the plural as well as the singular.

"*Act*" shall mean the Warrants and Jurors Certificates Act of the State of Illinois, as amended, the Counties Code of the State of Illinois, as amended, and the Local Government Debt Reform Act of the State of Illinois, as amended.

"*Board*" shall mean the County Board of the County.

"*Chairman*" shall mean the Chairman of the Board.

"*County Clerk*" shall mean the County Clerk of the County.

“County” shall mean The County of Champaign, Illinois.

“Resolution” shall mean this Resolution as adopted by the Board.

“Treasurer” shall mean the County Treasurer.

“Warrant Register” shall mean the books of the County kept by the Warrant Registrar to evidence the registration and transfer of the Warrants.

“Warrant Registrar” shall mean the Treasurer or a duly designated successor thereto.

“Warrants” shall mean the tax anticipation warrants of the County authorized to be issued under this Resolution.

Section 3. Authorization. Tax anticipation warrants of the County are hereby authorized to be issued, sold and delivered, pursuant to the provisions of the Act, to defray the necessary expenses of the County incurred for Nursing Home Fund purposes and drawn against and in anticipation of the collection of the taxes levied for the year 2016 for such purposes. The Warrants shall each be designated “Taxable 2016 Nursing Home Purposes Tax Anticipation Warrant”; shall be dated the date of their delivery and shall also bear the date of authentication; and shall become due September 29, 2017. The Warrants shall be in fully registered form and shall be of the denomination of \$1 each or authorized integral multiples thereof. The Warrants shall bear numbers assigned for (i) order of issuance and (ii) warrant registration. Each Warrant, upon initial issuance, shall be assigned an order-of-issuance number, from OI-1 and upwards, with each \$1 portion of a Warrant bearing an assigned order-of-issuance number. In addition, each Warrant upon initial issuance or upon transfer or exchange shall bear a registration number for each such Warrant authenticated. The Warrants shall bear interest at the rate of _____% per annum, and shall be for the purpose, shall bear the registration number and shall be in the aggregate principal amounts as follows:

PURPOSE	REGISTRATION NUMBER	AGGREGATE PRINCIPAL AMOUNT
Nursing Home	NH-1	\$1,021,757

The Warrants shall be in substantially the form attached hereto as *Exhibit A*.

Section 4. Interest; Payment Provisions. Each Warrant shall bear interest, payable only out of the taxes against which such Warrant is drawn, at the rate aforesaid (computed upon the basis of a 360-day year of twelve 30-day months) from the date thereof until paid, such interest being payable on the date of maturity of the Warrants. The principal of and interest on the Warrants shall be payable upon presentation in lawful money of the United States of America at the office of the Warrant Registrar in Urbana, Illinois. The Warrants shall be payable solely from such tax against which they are issued, which are hereby assigned and pledged to the payment of such Warrants. Such tax, when collected, shall be set apart and held for the payment of such Warrants. The Warrants shall show upon the face thereof the particular fund for which

they are issued, that they are payable in the numerical order of their issuance and that any Warrant shall be received by any collector of taxes in payment of the tax against which it is issued and the particular fund for which it is issued.

Section 4. Redemption. The Warrants shall be subject to redemption prior to maturity at the option of the County as a whole, or in part in integral multiples of \$1 as selected by the Warrant Registrar, on May 1, 2017, and on any date thereafter, at the redemption price of par plus accrued interest to the redemption date.

Section 5. Redemption Procedure. The County shall, at least five (5) days prior to the redemption date (unless a shorter time period shall be satisfactory to the Warrant Registrar) notify the Warrant Registrar of such redemption date. Unless waived by any holder of Warrants to be redeemed, notice of the call for any such redemption shall be given by the Warrant Registrar on behalf of the County by mailing by first class mail, emailing or faxing the redemption notice at least five (5) days prior to the date fixed for redemption to the registered owner of the Warrant or Warrants to be redeemed at the address shown on the Warrant Register or at such other address as is furnished in writing by such registered owner to the Warrant Registrar.

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

Notice of redemption having been given as aforesaid, the Warrants or portions of Warrants 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 Warrants or portions of Warrants shall cease to bear interest. Upon surrender of such Warrants for redemption in accordance with said notice, such Bonds shall be paid by the Warrant 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 Warrant, there shall be prepared for the registered holder a new Warrant or Warrants in the amount of the unpaid principal.

If any Warrant or portion of Warrant 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 Warrant or portion of Warrant so called for redemption. All Warrants which have been redeemed shall be cancelled and destroyed by the Warrant Registrar and shall not be reissued.

Section 6. Execution. The Warrants shall be signed by the manual or facsimile signatures of the Chairman and County Clerk and shall be registered, numbered, and countersigned by the manual or facsimile signature of the Treasurer, as they shall determine. In case any officer whose signature shall appear on any Warrant shall cease to be such officer before the delivery of such Warrant, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

All Warrants shall have thereon a certificate of authentication duly executed by the Warrant Registrar as authenticating agent of the County and showing the date of authentication. No Warrant 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 Warrant Registrar by manual signature, and such certificate of authentication upon any such Warrant shall be conclusive evidence that such Warrant has been authenticated and delivered under this Resolution. The certificate of authentication on any Warrant shall be deemed to have been executed by the Warrant Registrar if signed by an authorized officer of the Warrant Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Warrants issued hereunder.

Section 7. Registration of Warrants; Persons Treated as Owners. The County shall cause the Warrant Register to be kept at the office of the Warrant Registrar, which is hereby constituted and appointed the registrar of the County for the Warrants. The County is authorized to prepare, and the County or the Warrant Registrar or an agent of either shall keep custody of, multiple Warrant blanks for use in the transfer and exchange of Warrants.

Upon surrender for transfer of any Warrant at the office of the Warrant Registrar duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Warrant Registrar and duly executed by, the registered owner or his or her attorney duly authorized in writing, the County shall execute and the Warrant Registrar shall authenticate, date and deliver in the name of the transferee or transferees a new fully registered Warrant or Warrants of authorized denominations, for the same purposes and for a like aggregate principal amount and having assigned to such Warrant or Warrants the same order-of-issuance numbers (the "OI-1," and so on), one for each \$1 portion, assigned as requested by the initial registered owner or, if no request is made, by the Warrant Registrar, and subject only to the requirement that Warrants of a denomination greater than \$1 must bear consecutive order-of-issuance numbers. A new registration number shall be assigned to each such Warrant. Any fully registered Warrant or Warrants may be exchanged at said office of the Warrant Registrar for a like aggregate principal amount of Warrant or Warrants for the same purposes and of other authorized denominations. The execution by the County of any fully registered Warrant shall constitute full and due authorization of such Warrant, and the Warrant Registrar shall thereby be authorized to authenticate, date and deliver such Warrant; *provided, however*, the principal amount of outstanding Warrants authenticated by the Warrant Registrar for each purpose shall not exceed the authorized principal amount of Warrants for such purpose.

The person in whose name any Warrant 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 Warrant 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 Warrant to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Warrants, but the County or the Warrant 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

Warrants, except in the case of the issuance of a Warrant or Warrants for the unredeemed portion of a Warrant surrendered for redemption.

The Warrant Registrar shall not be required to transfer or exchange any Warrant during the period beginning at the close of business fifteen (15) days next preceding the maturity date of the Warrant, and ending on the maturity date of the Warrant, nor to transfer or exchange any Warrant after notice calling such Warrant for redemption has been mailed, nor during a period of five (5) days next preceding mailing of a notice of redemption of any Warrants.

Section 8. Sale of Warrants. The Warrants shall be executed by the officials of the County, as hereinabove provided, as soon as may be after this Resolution becomes effective, and shall be deposited with the Treasurer and, after due authentication by the Warrant Registrar, shall be delivered by said Treasurer to the purchaser thereof, namely, _____, _____, Illinois (the "*Purchaser*"), upon receipt of the purchase price for the Warrants, being par. The contract for the sale of the Warrants (the "*Purchase Contract*") is hereby determined to be in the best interests of the County and no person holding any office of the County, either by election or appointment, is in any manner financially interested directly in his or her own name or indirectly in the name of any other person, association, trust, or corporation, in the Purchase Contract.

The officers of the Board and the County 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 and the Warrants.

Section 9. Use of Proceeds; Property Tax Extension Limitation Law. The proceeds of the Warrants shall be used to provide funds for the payment of necessary expenses incurred for Nursing Home Fund purposes, and it is hereby certified that the Warrants constitute the only series of warrants or notes issued to provide funds for the payment of necessary expenses for such purposes for the year 2016 by the County pursuant to the provisions of the Act.

The County acknowledges that it is subject to the requirements of the Property Tax Extension Limitation Law of the State of Illinois, as amended (the "*Tax Limitation Law*"). If the County Clerk is required to reduce the County's aggregate extension (as defined in the Tax Limitation Law) for the year 2016 in accordance with the Tax Limitation Law, the County agrees that, in accordance with the Tax Limitation Law, it will direct the County Clerk to not reduce the 2016 extension for the Nursing Home Fund funds below the amount necessary to pay the principal of and interest on the Warrants.

Section 10. Tax Matters. 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 Warrants) if taking, permitting or omitting to take such action would cause the interest on the Warrants not to be included in the gross income of the recipients thereof for federal income tax purposes.

Section 11. List of Warrantholders. The Warrant Registrar shall maintain a list of the names and addresses of the holders of all Warrants and upon any transfer shall add the name and

address of the new Warrant holder and eliminate the name and address of the transferor Warrantholder.

Section 12. Duties of Warrant Registrar. If requested by the Warrant Registrar, the Chairman and the Treasurer are authorized to execute and the County Clerk is authorized to attest the Warrant Registrar's standard form of agreement between the County and the Warrant Registrar with respect to the obligations and duties of the Warrant Registrar. Notwithstanding the absence of any such agreement, the Warrant Registrar shall agree to the obligations and duties as follows:

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

(b) to maintain a list of Warrantholders 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 the Warrants as provided herein;

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

(e) to furnish the County a certificate of destruction with respect to the Warrants cancelled and destroyed; and

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

Section 13. Further Acts. All acts and doings of the officials of the County which are in conformity with the purposes and intent of this Resolution are hereby in all respects ratified, approved, and confirmed.

Section 14. Severability. The provisions of this Resolution are hereby declared to be severable; and if any section, phrase, or provision shall for any reason be declared to be invalid, such declaration shall not affect the validity of the remainder of the sections, phrases, or provisions.

Section 15. Repealer. All resolutions, orders, or parts thereof in conflict with the provisions of this Resolution are, to the extent of such conflict, hereby repealed.

Section 16. Effective Date. This Resolution shall be in full force and effect immediately upon its passage.

Adopted November 17, 2016.

Chairman, County Board

Attest:

County Clerk

EXHIBIT A

REGISTERED
NUMBER NH-1

REGISTERED
\$1,021,757

**UNITED STATES OF AMERICA
STATE OF ILLINOIS
THE COUNTY OF CHAMPAIGN
TAXABLE 2016 NURSING HOME PURPOSES
TAX ANTICIPATION WARRANT**

ORDER-OF-ISSUANCE NUMBERS O1-1 through
O1-1,021,757

See Reverse Side for
Additional Provisions

Interest Rate: _____ %

Maturity Date: September 29, 2017

Dated Date: December __, 2016

Registered Owner:

Principal Amount:

KNOW ALL PERSONS BY THESE PRESENTS, that The County of Champaign, Illinois (the "County"), hereby acknowledges itself to owe and for value received, promises to pay solely from the funds hereinafter described 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 Dated Date hereof at the Interest Rate per annum set forth above on the Maturity Date hereof, and until said Principal Amount is paid. The principal of and interest on this Warrant are payable upon presentation in lawful money of the United States of America at the office of the County Treasurer, Urbana, Illinois, as warrant registrar and paying agent (the "Warrant Registrar").

Reference is hereby made to the further provisions of this Warrant 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.

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 Warrant, did exist, have happened, been done and performed in regular and due form and time as required by law; that the total principal amount of the warrants issued for the payment of expenses for nursing home purposes for the year 2016, including the issue of which this Warrant is one, does not exceed eighty-five per cent (85%) of the tax levied for said purposes for the year 2016; and that the total amount of state aid anticipation certificates, general obligation notes and tax anticipation warrants of any kind of the County, issued under any of the laws of the State of Illinois applicable thereto, including the Act, outstanding for the fiscal year in which this Warrant is issued does not exceed 85% of the taxes levied for the year 2016.

This Warrant shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Warrant Registrar.

IN WITNESS WHEREOF, said The County of Champaign, Illinois, by its County Board, has caused this Warrant to be signed by the manual or duly authorized facsimile signatures of the Chairman of said Board and the County Clerk and to be registered, numbered, and countersigned by the manual or duly authorized facsimile signature of the County Treasurer, and has caused the seal of the County to be affixed hereto or printed hereon, all as of the Dated Date identified above.

[SEAL]

Chairman, County Board

County Clerk

Registered, Numbered, and Countersigned:

County Treasurer

Date of Authentication: _____, 20____

CERTIFICATE
OF
AUTHENTICATION

Warrant Registrar and Paying Agent:
County Treasurer,
The County of Champaign, Illinois

This Warrant is one of the Warrants described in the within mentioned Resolution and is one of the Taxable 2016 Nursing Home Purposes Tax Anticipation Warrants of The County of Champaign, Illinois.

COUNTY TREASURER, as Warrant Registrar

**THE COUNTY OF CHAMPAIGN, ILLINOIS
TAXABLE 2016 NURSING HOME PURPOSES
TAX ANTICIPATION WARRANT**

This Warrant is issued pursuant to the Warrant and Jurors Certificate Act of the State of Illinois, as amended, and the Local Government Debt Reform Act of the State of Illinois, as amended (the "*Act*"), to provide funds for the payment of necessary expenses of the County for nursing home purposes, and is authorized by a resolution duly adopted by the County Board of the County (the "*Resolution*"), and now in full force and effect. This Warrant is payable in the numerical order of its issuance solely from the tax against which it is issued and shall be received by any collector of taxes in payment of the tax against which it is issued.

The Warrants are subject to redemption prior to maturity at the option of the County as a whole, or in part in integral multiples of \$1 as selected by the Warrant Registrar, on May 1, 2017, and on any date thereafter, at the redemption price of par plus accrued interest to the redemption date.

Notice of any such redemption shall be sent not less than five (5) days prior to the date fixed for redemption to the registered owner of each Warrant to be redeemed at the address shown on the registration books of the County maintained by the Warrant Registrar or at such other address as is furnished in writing by such registered owner to the Warrant Registrar. When so called for redemption, this Warrant will cease to bear interest on the specified redemption date, provided funds for redemption are on deposit at the place of payment at that time, and shall not be deemed to be outstanding.

This Warrant is transferable by the Registered Owner hereof in person or by his or her attorney duly authorized in writing at the office of the Warrant Registrar in Urbana, Illinois, but only in the manner, subject to the limitations and upon payment of the charges provided in the authorizing Resolution, and upon surrender and cancellation of this Warrant. Upon such transfer a new Warrant or Warrants of authorized denominations and for the same purposes and aggregate principal amount will be issued to the transferee in exchange therefor.

The Warrants are issued in fully registered form of the denomination of \$1 each or authorized integral multiples thereof. This Warrant may be exchanged at the office of the Warrant Registrar for a like aggregate principal amount of other authorized denominations, upon the terms set forth in the Resolution. The Warrant Registrar shall not be required to transfer or exchange any Warrant during the period beginning at the close of business on the 15th day preceding any interest payment date on such Warrant and ending at the opening of business on such interest payment date, nor to transfer or exchange any Warrant after notice calling such Warrant for redemption has been mailed, nor during a period of five (5) days next preceding mailing of a notice of redemption of any Warrants.

The County and the Warrant 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 Warrant 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 Warrant and does hereby irrevocably constitute and appoint

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

Dated: _____

Signature guaranteed: _____

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

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 of Champaign, Illinois (the “*County*”), and that as such official I am the keeper of the records and files of the County Board thereof (the “*Board*”).

I do further certify that the foregoing is a full, true and complete transcript of that portion of the minutes of the meeting of the Board held on the 17th day of November, 2016, insofar as same relates to the adoption of Resolution No. _____ entitled:

RESOLUTION authorizing the issuance of \$1,021,757 Taxable 2016 Nursing Home Purposes Tax Anticipation Warrants in anticipation of the collection of taxes levied for the year 2016, by the County Board of The County of Champaign, Illinois, for Nursing Home Fund purposes, and the sale of said warrants to the purchaser thereof.

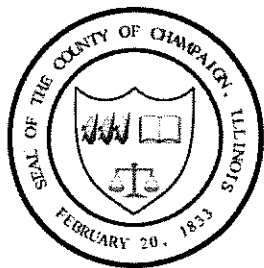
a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the County Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance 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 the County, this 17th day of November, 2016.

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

(SEAL)



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

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

Memorandum

To: Chris Alix, Deputy Chair-Finance Committee of the Whole
And MEMBERS of the CHAMPAIGN COUNTY BOARD

From: Rick Snider, County Administrator
Molly Rollings, Dimond Bros Insurance Agency
Debbie Heiser, Insurance Specialist

Date: 11/4/2016

Re: FY2017 Unemployment Insurance Proposal

Working through the County's Broker – Dimond Brothers Insurance Agency – the County has received a proposal for Unemployment Insurance from Illinois Counties Risk Management Trust (ICRMT).

This coverage would replace paying the quarterly unemployment tax to the Illinois Department of Employment Security. The County's unemployment rate would be based upon the claim history of other members of the Illinois Counties Risk Management Trust, instead of based upon the claim history of all employers in the State of Illinois.

The County's current 2016 unemployment tax rate is 3.15% of the first \$12,960 of wages earned (\$408.24/employee/month). The proposed ICRMT rate is 2.363% of the first \$12,960 of wages earned (\$306.24/employee/month). This is a 25% saving.

The County would pay the unemployment premium on a quarterly basis to ICRMT. When a former employee is approved for unemployment, the State of Illinois will send a bill to ICRMT for payment of benefits. The former employee will continue to receive unemployment benefits from the State of Illinois.

The features & benefits of this proposal are:

- Pre-separation assistance and legal council
- Review of tax rate for potential savings
- Handling of claims and auditing benefit charge statements
- Assisting with appeals as well as hearing preparation and representation

By electing to become a reimbursable employer, the State of Illinois requires an employer maintain this status for at least two calendar years.

RECOMMENDED ACTION:

Finance Committee of the Whole recommends to the County Board approval of unemployment insurance coverage through Illinois Counties Risk Management Trust for the period January 1, 2017 to December 31, 2017; premium rate of 2.363% of the first \$12,960 salary earned/employee/year – approximate annual cost of \$290,928.00.

Thank you for your consideration of this recommendation. We will be present at your meeting on November 10, 2016 if you have additional questions or concerns.

Resolution No.

RESOLUTION APPROVING UNEMPLOYMENT INSURANCE POLICY

WHEREAS, The Champaign County Board annually approves insurance policies for the County's various property, liability, and worker's compensation insurance needs for the ensuing fiscal year; and

WHEREAS, the Champaign County Administrative Services Department has, with the assistance of Dimond Brothers Insurance Agency, the County's insurance broker, received a quote for Unemployment Insurance through Illinois Counties Risk Management Trust, our current Liability Insurance Provider. The following recommendation is made for the County's Unemployment Insurance for the period January 1, 2017 to December 31, 2017.

- Unemployment Insurance through Illinois Counties Risk Management Trust at the rate of 2.363% of the first \$12,960 of wage earned (\$306.24/employee/year); approximate annual cost of \$290,928.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County, Illinois that the following insurance proposal is accepted and approved as the policy to cover Champaign County's unemployment claims for the period January 1, 2017 to December 31, 2017:

- Unemployment Insurance through Illinois Counties Risk Management Trust at the rate of 2.363% of the first \$12,960 earned; approximate annual cost of \$290,928.

PRESENTED, ADOPTED, APPROVED and RECORDED this 17th day of November, 2016.

Pattsi Petrie, Chair
Champaign County Board

Attest:

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