

## CHAMPAIGN COUNTY BOARD

### COMMITTEE OF THE WHOLE

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

County of Champaign, Urbana, Illinois

Tuesday, May 15, 2018 – 6:30 p.m.

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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. April 10, 2018 1-7
- V. Public Participation**
- VI. Communications**
- VII. Justice & Social Services**
- A. Champaign County Recognized as Innovator County by the Stepping Up Initiative (information only) 8-9
- B. Sheriff 10
1. Request Approval of Application for, and If Awarded, Acceptance of Category 3 JMHCP Grant
- C. 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. Emergency Management Agency – April 2018
2. Head Start – April 2018
3. Probation & Court Services – March 2018 and 1<sup>st</sup> Quarter Statistical Report
4. Public Defender – March 2018
5. Veterans’ Assistance Commission – March 2018
- D. Other Business
- E. Chair’s Report
- F. Designation of Items to be Placed on the consent Agenda
- VIII. Policy, Personnel, & Appointments**
- A. Appointments/Reappointments (*\*italicized name indicates incumbent*)
1. Board of Review-2 Positions (1D/1R), Term June 1, 2018-May 31, 2020 11-14
- *Elizabeth Burgener-Patton (D)*
  - *Robert (Zebo) Zebe (R)*
2. Penfield Water District-2 Positions, Term June 1, 2018 – May 31, 2023 15-16
- *Robert Kettner*
  - *Randall Zindars*
3. Sangamon Valley Public Water District – 2 Positions, Term June 1, 2018 – May 31, 2023 17-18
- *Robert Buchanan*
  - *Michael Melton*

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- 4. Dewey Community Public Water District – 2 Positions, Term June 1, 2018-May 31, 2023 19-20
  - *Karen Hughey*
  - *William Roller*
- 5. Urbana-Champaign Sanitary District 1Position (R), Term June 1, 2018-May 31, 2021 21-22
  - *Jerry Lyke*
- B. County Clerk 23
  - 1. April 2018 Report
- C. County Administrator 24-26
  - 1. Administrative Services Monthly Report – April 2018
- D. Other Business
  - 1. Appointment of Stan Harper as Chair of the County Facilities Committee
  - 2. Appointment of Shana Crews as Vice-Chair of the County Facilities Committee
- E. Chair’s Report
  - 1. County Board Appointments Expiring June 30, 2018: *(Information Only)*  
Various Cemetery Boards/Associations; Forest Preserve District; Board of Health; and the Developmental Disabilities Board
- F. Designation of Items to be Placed on the Consent Agenda

**IX. Finance**

- A. Budget Amendments/Transfers 27
  - Memorandum Concerning Budget Amendments Related to Property Tax Revenue – Items 1-8
  - 1. Budget Amendment 18-00013 28  
Fund 076 Tort Immunity Tax / Dept. 075 General County  
Appropriations: None  
Decreased Revenue: -\$48,450  
Reason: Remove Budgeted Property Tax Revenue Associated with Levying to Capture New Growth in a Potential Hospital Property Tax Case Ruling. A Ruling has not Occurred, and the County will not Receive the Additional Property Tax Revenue.
  - 2. Budget Amendment 18-00014 29  
Fund 080 General Corporate / Dept. 075 General County  
Appropriations: None  
Decreased Revenue: -\$474,119  
Reason: Remove Budgeted Property Tax Revenue Associated with Levying to Capture New Growth in a Potential Hospital Property Tax Case Ruling. A Ruling has not Occurred, and the County will not Receive the Additional Property Tax Revenue.
  - 3. Budget Amendment 18-00015 30  
Fund 089 County Public Health / Dept 049 Board of Health  
Decreased Appropriations: -\$33,641  
Decreased Revenue; -\$33,641  
Reason: Remove Budgeted Property Tax Revenue, and Related Budgeted Expenditure, Associated with Levying to Capture new Growth in a Potential Hospital Property Tax Case Ruling. A Ruling has not Occurred, and the County will not Receive the Additional Property Tax Revenue.

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4. Budget Amendment 18-00016 31  
Fund 083 County Highway / Dept. 060 Highway  
Decreased Appropriations: -\$74,465  
Decreased Revenue: -\$74,465  
Reason: Remove Budgeted Property Tax Revenue, and Related Budgeted Expenditure, Associated with Levying to Capture new Growth in a Potential Hospital Property Tax Case Ruling. A Ruling has not Occurred, and the County will not Receive the Additional Property Tax Revenue.
  
5. Budget Amendment 18-00017 32  
Fund 084 County Bridge / Dept. 060 Highway  
Appropriations: None  
Decreased Revenue: -\$37,352  
Reason: Remove Budgeted Property Tax Revenue, and Related Budgeted Expenditure, Associated with Levying to Capture new Growth in a Potential Hospital Property Tax Case Ruling. A Ruling has not Occurred, and the County will not Receive the Additional Property Tax Revenue.
  
6. Budget Amendment 18-00022 33  
Fund 090 Mental Health / Dept. 053 Mental Health Board  
Decreased Appropriations: -\$138,315  
Decreased Revenue: -\$138,315  
Reason: Remove Budgeted Property Tax Revenue, and Related Budgeted Expenditure, Associated with Levying to Capture new Growth in a Potential Hospital Property Tax Case Ruling. A Ruling has not Occurred, and the County will not Receive the Additional Property Tax Revenue.
  
7. Budget Amendment 18-00023 34  
Fund 108 Developmental Disability / Dept. 050 Developmental Disability Board  
Decreased Appropriations: -\$115,402  
Decreased Revenue: -\$115,402  
Reason: Remove Budgeted Property Tax Revenue, and Related Budgeted Expenditure, Associated with Levying to Capture new Growth in a Potential Hospital Property Tax Case Ruling. A Ruling has not Occurred, and the County will not Receive the Additional Property Tax Revenue.
  
8. Budget Amendment 18-00024 35  
Fund 081 Nursing Home / Dept. 410 Administrative  
Decreased Appropriations: -\$37,829  
Decreased Revenue: -\$37,829  
Reason: Remove Budgeted Property Tax Revenue, and Related Budgeted Expenditure, Associated with Levying to Capture new Growth in a Potential Hospital Property Tax Case Ruling. A Ruling has not Occurred, and the County will not Receive the Additional Property Tax Revenue.
  
9. Budget Amendment 18-00021 36-39  
Fund 614 Recorder's Automation / Dept. 023 Recorder  
Increased Appropriations: \$6,700  
Increased Revenue: None: from Fund Balance  
Reason: to Pay for Temporary Workers for a Special Digitization Project

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10. Budget Amendment 18-00025 40-41  
Fund 080 General Corporate / Dept. 028 Information Technology  
Increased Appropriations: \$19,893  
Increased Revenue: None: from Fund Balance  
Reason: Funds Needed to Cover Unexpected Purchase of Sophos Antivirus Software to Clean-up the Virus Outbreak at the Courthouse, Sheriff's Office and Adult Detention Center.
  
11. Budget Amendment 18-00026 42  
Fund 080 General Corporate / Dept. 040 Sheriff  
Increased Appropriations: \$11,025  
Increased Revenue: \$11,025  
Reason: Funds Received this FY for Totaled Squad Car (#19) to be Placed back into Automobile/Vehicle Line Item to Allow for Replacement
  
12. Budget Amendment 18-00027 43-44  
Fund 630 Circuit Clerk Operation & Administration / Dept. 030 Circuit Clerk  
Increased Appropriations: \$115,424  
Increased Revenue: None: from Fund Balance  
Reason: Transfer of Salary Lines from 613 Court Automation to 630 Clerk Operations to Cover 2018 Salary of Court Technology Specialist
  
13. Budget Amendment 18-00028 45  
Fund 633 St. Attorney Records Automation / Dept. 041 State's Attorney  
Increased Appropriations: \$5,000  
Increased Revenue: None: from Fund Balance  
Reason: to Pay for Data Importation and Document Management Subscriptions. Subscription is for the Carle Property Tax Case.
  
14. Budget Transfer 18-00004 46  
Fund 080 General Corporate / Dept. 075 General County  
Amount: \$101,000  
Reason: to Transfer the Funds to Pay the Nursing Home MSN Settlement Obligation
  
- B. Treasurer
  1. Monthly Report – April 2018 – Reports are available on the Treasurer's Webpage at: <http://www.co.champaign.il.us/treasurer/Reports.php>
  2. General Corporate Fund Cash Flow Report Presentation
  3. Resolution Authorizing the Execution of a Deed of Conveyance of the County's Interest or Cancellation of the Appropriate Certificate of Purchase on Real Estate, Permanent Parcel 14-03-36-305-013 47
  
- C. Auditor
  1. Monthly Report – April 2018 – Reports are available on the Auditor's Webpage at: <http://www.co.champaign.il.us/Auditor/countyboardreports.php>
  
- D. Nursing Home & County Administration
  1. April Cash Flow Report 48-53
  2. Financial Statement Summary Report 54-56
  3. Nursing Home Cash Flow Management Recommendation 57
  
- E. County Administrator
  1. FY2018 General Corporate Fund Budget Projection & Budget Change Reports (to be distributed)
  2. Resolution Adopting Champaign County Financial Policies 58-63

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- 3. Resolution Authorizing the FY2019 Budget Process
  - a. Option A 64-66
  - b. Option B 67-69
  
- F. Other Business
  
- G. Chair's Report
  
- H. Designation of Items to be Placed on the Consent Agenda
  
- X. Other Business**
  - A. Approval of April 10, 2018 Closed Session Minutes
  - B. Demonstration of the Parcel Sliver Detector GIS On-Line Application
  
- XI. Adjournment**

**All meetings are at Brookens Administrative Center – 1776 E Washington Street in Urbana – unless otherwise noted. To enter Brookens after 4:30 p.m., enter at the north (rear) entrance located off Lierman Avenue. Champaign County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities. Please contact Administrative Services, 217-384-3776, as soon as possible but no later than 48 hours before the scheduled meeting.**

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

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4 **Finance; Policy, Personnel, & Appointments; Justice & Social Services**  
5 **Tuesday, April 10, 2018**  
6 **Lyle Shields Meeting Room**

7 **MEMBERS PRESENT:** Jack Anderson, Brad Clemmons, John Clifford, Lorraine Cowart,  
8 Aaron Esry, Stephanie Fortado, Jim Goss, Stan Harper, Josh  
9 Hartke, Robert King, Brooks Marsh, Jim McGuire, Kyle Patterson,  
10 Patti Petrie, Jon Rector, Giraldo Rosales, Chris Stohr, Stephen  
11 Summers, James Tinsley, C. Pius Weibel  
12

13 **MEMBERS ABSENT:** Shana Crews, Max Mitchell  
14

15 **OTHERS PRESENT:** Van Anderson (Temporary Special Projects Administrator), Jeff  
16 Blue (County Engineer), John Farney (Treasurer), Gordy Hulten  
17 (County Clerk), Barb Mann (State's Attorney Civil Division)  
18 Diane Michaels (Auditor), Tami Ogden (Deputy County  
19 Administrator/Finance), Julia Reitz (State's Attorney), Kay Rhodes  
20 (Administrative Assistant)  
21

22 **CALL TO ORDER**  
23

24 Weibel called the meeting to order at 6:31 p.m.  
25

26 **ROLL CALL**  
27

28 Rhodes called the roll. Anderson, Clifford, Cowart, Esry, Fortado, Goss, Harper, Hartke,  
29 King, Marsh, McGuire, Patterson, Petrie, Rector, Rosales, Stohr, Summers, Tinsley, and Weibel  
30 were present at the time of roll call, establishing the presence of a quorum.  
31

32 **APPROVAL OF AGENDA/ADDENDA**  
33

34 **MOTION** by Rosales to approve the Agenda/Addenda as amended moving the Closed  
35 Session to Finance portion of agenda; seconded by Patterson. **Motion carried with unanimous**  
36 **support.**  
37

38 **APPROVAL OF MINUTES**  
39

40 **MOTION** by Esry to approve the minutes of the March 13, 2018 Committee of the Whole  
41 meeting; seconded by Rosales. **Motion carried with unanimous support.**  
42

43 **PUBLIC PARTICIPATION**  
44

45 There was no public participation.  
46

47 **COMMUNICATIONS**

48  
49 There were no communications from the committee members.  
50

51 **JUSTICE & SOCIAL SERVICES**

52 RJTF-Community Engagement Recommendation

53  
54 **MOTION** by Cowart to recommend County Board approval of a resolution to facilitate  
55 the collection of racial/ethnicity data within the County Criminal Justice system, cooperate with  
56 other local government entities in sharing data, and utilizing compatible software so that data can  
57 be used in a community-wide data portal; seconded by Hartke. Discussion followed concerning  
58 any foreseen costs related to the collection of data, participation of other municipalities within the  
59 County and specific language and/or direction to the necessary County departments. **Motion**  
60 **carried.**

61  
62 Monthly Reports

63  
64 The monthly reports were received and placed on file.  
65

66 Other Business

67  
68 There was no other business.  
69

70 Chair's Report

71  
72 There was no Chair's report.  
73

74 Designation of Items for Consent Agenda

75  
76 There were no items designated for the consent agenda.  
77

78 **POLICY, PERSONNEL, & APPOINTMENTS**

79 Appointments/Reappointments

80  
81 **MOTION** by Weibel to reappoint the following incumbents to their respective Fire  
82 Protection Districts, Term 5/1/2018-4/30/2021: Broadlands-Longview – David Bosch; Eastern  
83 Prairie – Steve Lemke; Edge-Scott – Linda Barcus; Ivesdale – John Flavin; Ludlow – Patrick  
84 Quinlan; Ogden-Royal – Tyler Wright; Pesotum – Chris Hausman; Philo – Michael McHenry;  
85 Sadorus – Richard Jobe; Sangamon Valley – Douglas Enos; Scott – Paul Berbaum; St. Joseph-  
86 Stanton – Richard Denhart; Thomasboro – Michael Tittle; Tolono – Dennis Davis; and Windsor  
87 Park – David Dupre; seconded by Esry. **Motion carried with unanimous support.**

88  
89 **MOTION** by Weibel to appoint Gerald Reifsteck to the Fountain Head Drainage District  
90 Board for an unexpired term ending 8/31/2018; seconded by Goss. **Motion carried with**  
91 **unanimous support.**  
92

93           **MOTION** by Weibel to appoint Elizabeth Cropper to the Penfield Water District Board  
94 for an unexpired term ending 5/31/2019; seconded by Anderson. **Motion carried with**  
95 **unanimous support.**

96  
97 Sheriff  
98 Proclamations  
99

100           **MOTION** by Rector to recommend that the County Board authorize a resolution  
101 approving a proclamation designating the week of May 6, 2018 as National Correctional Officer  
102 Week; seconded by King. **Motion carried with unanimous support.**

103  
104           **MOTION** by McGuire to recommend that the County Board authorize a resolution  
105 approving a proclamation designating the week of May 13, 2018 as National Police Week;  
106 seconded by Harper. **Motion carried with unanimous support.**

107  
108 County Clerk Report

109  
110           The March 2018 report was received and placed on file.

111  
112 County Administrator  
113 Report

114           The March 2018 HR Report was received and placed on file.

115  
116 Other Business

117  
118           There was no other business.

119  
120 Chair's Report

121  
122           Rosales noted that appointments expiring May 31, 2018 included various water districts,  
123 Urbana-Champaign Sanitary District, and the Board of Review.

124  
125 Designation of Items to be Placed on the Consent Agenda

126  
127           Items A1-3; and B1-2 were designated for the Consent Agenda.

128  
129 **FINANCE**

130 Budget Amendments/Transfers

131  
132           **MOTION** by Esry to recommend County Board approval of a resolution authorizing  
133 **Budget Amendment 18-00010** for Fund 080 General Corporate-Dept. 077 Zoning &  
134 Enforcement with increased appropriations of \$8,100 with no matching revenue to re-encumber  
135 funds approved in 2017 for demolition of 504 S. Dodson Dr., Urbana; seconded by Goss. **Motion**  
136 **carried with unanimous support.**

137  
138           Clemmons entered the meeting at 6:53 p.m.

139



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140 **MOTION** by Cowart to recommend County Board approval of a resolution authorizing  
141 **Budget Amendment 18-00012** for Fund 083 County Highway – Dept. 060 Highway with  
142 increased appropriations of \$900,000 and no matching revenue for CH 25 road improvements;  
143 seconded by Clifford. Blue noted that the Highway Department had received funds from Ameren  
144 Illinois for damages to county highways, including CH 25. **Motion carried with unanimous**  
145 **support.**

146  
147 Fortado noted that no action was necessary at this time for Finance item A-3, concerning  
148 funds to offset a nursing home shortfall.

149  
150 Board of Review  
151 Annual Report

152  
153 The report was received and placed on file.

154  
155 Treasurer  
156 Monthly Report

157  
158 The Treasurer's March 2018 monthly report was received and placed on file.

159  
160 General Corporate Fund Cash Flow Projection Presentation

161  
162 Farney explained that the General Corporate Fund had approximately \$437,000 at the  
163 beginning of March 2018. There were three (3) payrolls in March, totaling just over \$2.5 million.  
164 The County received a loan of \$1 million from the Public Safety Sales Tax (PSST) Fund. Total  
165 revenue received for March, including the loan from Public Safety Sales Tax Fund, was just over  
166 \$4 million. The projected ending cash balance for April is -\$439,172. However, the County still  
167 has a remaining PSST loan balance authority of \$500,000. The receipt of real estate property tax  
168 payments will begin in May.

169  
170 Farney stated that the revolving loan to the nursing home was necessary on March 28,  
171 2018 for \$115,000 to cover payroll. It was repaid the next day. However, there is a remaining  
172 balance of outstanding loans to the nursing home totaling over \$1.3 million.

173  
174 Tax Sale Resolutions

175  
176 **MOTION** by Esry to recommend County Board approval of a resolution authorizing the  
177 County Board Chair to assign Mobile Home Tax Sale Certificate of Purchase, permanent parcel  
178 30-056-0105; seconded by Goss. **Motion carried with unanimous support.**

179  
180 **MOTION** by Summers to recommend County Board approval of a resolution authorizing  
181 disbursement of funds on defaulted contract for Mobile Home Tax Sale, permanent parcel 15-  
182 025-0736; seconded by King. **Motion carried with unanimous support.**

183  
184 **MOTION** by Anderson to recommend County Board approval of a resolution authorizing  
185 disbursement of funds on defaulted contract for Real Estate Tax Sale, permanent parcel 21-34-  
186 333-430-013; seconded by Goss. **Motion carried with unanimous support.**

## Committee of the Whole

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187 **MOTION** by Esry to recommend County Board approval of a resolution authorizing the  
188 County Board Chair to assign Mobile Home Tax Sale Certificate of Purchase, permanent parcel  
189 30-059-0004; seconded by Anderson. **Motion carried with unanimous support.**

190

### 191 Auditor

192 Monthly Report

193

194 The Auditor's March 2018 report was received and placed on file. Michaels noted that the  
195 County Board would see a large list of vouchers on the Purchases Not Following Purchasing  
196 Policy Report because large majorities of the payments are for nursing home bills from FY2016  
197 and FY2017.

198

### 199 County Administrator

200 Five-Year Financial Forecast

201

202 Ogden presented the Five-Year Financial Forecast to the committee. Hard copies of the  
203 complete Forecast were distributed at the meeting. The Forecast focuses on the General and  
204 Public Safety Sales Tax funds and provides a context for future financial decisions and direction  
205 as the County begins the FY2019 budget process. The Forecast does not take in to consideration,  
206 either the continued operation, or disposition, of the Champaign County Nursing Home.

207

208 In June 2017, Moody's Investors Services affirmed the County's Aa2 rating and assigned  
209 a negative rating outlook. Moody's stated that continued financial support of the Champaign  
210 County Nursing Home was expected to weaken the County's General Fund balance and would  
211 place downward pressure on its rating. Strengths identified are a large and diverse tax base and  
212 modest debt burden. Challenges identified include enterprise risk associated with ownership of  
213 the nursing home, anticipated draws on county reserves, and moderate exposure to the state for  
214 governmental and enterprise operating revenues.

215

216 The Illinois Department of Revenue (IDOR) is using an official figure of a 2.1% increase  
217 in the Consumer Price Index (CPI) for levy calculations under the Property Tax Extension  
218 Limitation Law (PTELL). Unemployment rates continue to fall with Champaign County  
219 mirroring the U.S. rate in December 2017 of 3.9%, and Illinois at a much higher 4.7%.

220

221 The County faces many of the same financial pressures identified in previous years: 1)  
222 State of Illinois, 2) Federal Tax Reform, 3) Declining Fees and Fines revenue, 4) Champaign  
223 County Nursing Home, 5) Infrastructure Needs, 6) Technology Needs, 7) Health Insurance Costs,  
224 8) Hospital Property Tax Exemption Case, and 9) Annexations.

225

226 The County has limited control over the majority of its revenue sources, which poses a  
227 significant challenge for the County's General Fund when the cost of services, commodities and  
228 personnel expenditures continue to rise.

229

230 Department Heads and Elected Officials have continuously been willing to defer capital  
231 needs and technology upgrades, restrain commodities and services spending, and use special  
232 revenue funds for personnel expenditures and transfers to supplement the General Fund revenues.  
233 The County's Labor/Management Health Insurance Committee (LMHIC) has worked diligently

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234 to negotiate more affordable increases in health insurance premiums. Through labor negotiations,  
235 employees are paying a higher percentage of their health insurance costs. Without continued  
236 efforts to balance the General Fund budget, a structural deficit emerges as forecasted expenditure  
237 growth exceeds revenue growth.  
238

239 Almost 50% of the Public Safety Sales Tax (PSST) revenue is allocated for debt service  
240 payments. PSST funds also provide funding for 1) Programs: YAC, Re-Entry, and Specialty  
241 Courts and Jail Classification Personnel; 2) Justice System Technology: Jail Management and  
242 Partial Courts Technology Software Maintenance; and public safety items scheduled for  
243 replacement in Capital Asset Replacement Fund; 3) public safety facilities utilities and  
244 maintenance.  
245

246 There is a significant need to replace and upgrade the technology that supports the  
247 County's public safety offices, including ERP software, Sheriff's Office business software, and  
248 jail management software. An upgrade of the Tyler/New Word Jail Management software is  
249 imminent, as support for the current version will be dropped in the near future and there is no  
250 support for the Graphical User Interface used by our current software version. Quotes for the  
251 upgrading the Tyler/New Word software are being obtained. This will also require an update to  
252 the JANO Interface.  
253

254 Other technology systems that will need replaced in the upcoming fiscal years are the Law  
255 Enforcement Records Management System and METCAD dispatch software, which will be done  
256 in conjunction with other local entities. Additionally, for several years the County has been unable  
257 to reserve funding for public safety equipment scheduled for replacement in the Capital Asset  
258 Replacement Fund.  
259

260 The Facilities Condition Assessment Report prepared by Bailey Edward in November  
261 2015, assigned a "poor" Facility Condition Index (FCI) to the Adult Detention Center, Sheriff's  
262 Office/Correctional Center, Correctional Center garage and Emergency Management Agency  
263 garage. A "fair" FCI was assigned to the Emergency Operation Center, Juvenile Detention Center  
264 and Coroner's Office. Some of the most costly public safety facility maintenance needs  
265 recommended in the next few fiscal years include replacement of roofs, boilers and chillers,  
266 security systems, generators and control systems.  
267

268 The Champaign County Facilities Action Plan summarizes countywide deferred  
269 maintenance needs including public safety facility needs; however, the downtown Sheriff's  
270 facilities were not included in the plan. Per the County's arrangement with the Department of  
271 Justice, the County will resume discussions regarding its plan for the downtown Sheriff's facilities  
272 in July 2018. The ADA required improvements are estimated to cost \$175,000 and have not been  
273 completed at these facilities. If the County continues to operate the downtown Sheriff's facilities,  
274 architectural estimates for maintenance costs within the next five years total \$2.9 million. Five to  
275 twenty-five year maintenance cost estimates total \$8.8 million.  
276

### 277 Other Business

278  
279 There was no other business.  
280

281 Chair's Report

282

283           There was no Chair's report.

284

285 Designation of Items for the Consent Agenda

286

287           Items A1-2; C3-6; were designated for the Consent Agenda.

288

289 **OTHER BUSINESS**

290 Closed Session

291

292           **MOTION** by Patterson to enter into Closed Session pursuant to 5 ILCS 120/2 (c) 11 to  
293 consider litigation, which is probable or imminent against Champaign County. He further moved  
294 that the following individuals remain present: Van Anderson, Temporary Special Projects  
295 Administrator; Tami Ogden, Deputy Administrator of Finance; John Farney, Treasurer; Diane  
296 Michaels, Auditor; Barb Mann, Chief Deputy of State's Attorney Civil Division; Julia Reitz,  
297 State's Attorney; and Kay Rhodes, Recording Secretary; seconded by King. **Motion carried**  
298 **unanimously with a roll call vote 20-0.** Anderson, Clemmons, Clifford, Cowart, Esry, Fortado,  
299 Goss, Harper, Hartke, King, Marsh, McGuire, Patterson, Petrie, Rector, Rosales, Stohr, Summers,  
300 Tinsley and Weibel voted in favor of the motion.

301

302           The committee entered into Closed Session at 6:57 p.m. The committee resumed Open  
303 Session at 7:25 p.m. Hartke did not return to Open Session.

304

305 **ADJOURNMENT**

306

307           Chair Weibel adjourned the meeting at 8:41 p.m.

308

309 Respectfully submitted,

310

311 Kay Rhodes,

312 Administrative Assistant

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

# Six Questions Case Studies



**Stepping Up** is a national initiative to reduce the number of people with mental illnesses in jails. In January 2017, the Stepping Up partners released *Reducing the Number of People with Mental Illnesses in Jail: Six Questions County Leaders Need to Ask (Six Questions)*, a report outlining a framework for counties to assess their existing efforts to reduce the number of people with mental illnesses in jails. With the release of the report, the initiative hosted a series of webinars and network calls to outline some of the key strategies within the report and feature counties that have been working through the *Six Questions* process. The Stepping Up *Six Questions* Case Studies serve as a quick reference to the counties highlighted in this series. More information on the *Six Questions* and the webinar recording featuring this county are available on the **Stepping Up Resources Toolkit**.



## Question 2

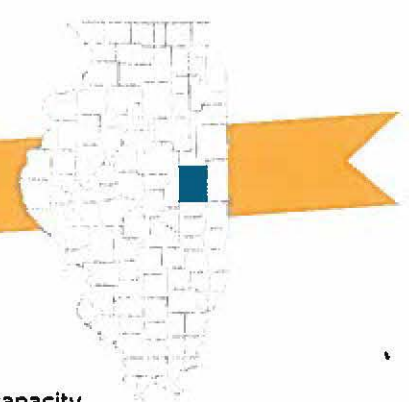
### *Do We Conduct Timely Screening and Assessments?*

Counties should have a clear and accurate process for identifying people with mental illnesses coming into the jail. This requires conducting a screening for symptoms of mental illness on every person booked into jail, as well as for other behavioral health needs such as substance use disorders. Jails should also screen individuals for pretrial and criminogenic risks to help determine release and supervision strategies. People who screen positive for symptoms of mental illness should be referred to a follow-up clinical assessment by a licensed mental health professional. Ideally, these clinical assessment results will be recorded in a database or spreadsheet that can be queried. Having accurate information on individuals' risk and needs will assist with referrals to mental health treatment while they are in the jail and connections to services when they are released. Having the ability to store and query this information using system-wide definitions of mental illness and serious mental illness will assist with county planning efforts.

## QUESTION 2 IN ACTION

### CHAMPAIGN COUNTY, ILL.

POPULATION: 201,081



In 2012, Champaign County was faced with jail capacity issues, and a task force made up of behavioral health treatment providers, representatives from the Sheriff's Office and community stakeholders prepared recommendations to the County Board on better responding to the needs of individuals with mental illnesses to reduce jail bookings, length of stay and recidivism. The County Board also commissioned a study from the Institute for Law and Policy Planning to develop recommendations to address this challenge. The task force and consultants suggested bringing community mental health workers into the jail and to enroll people in health benefits while in jail.

The sheriff agreed to allow community behavioral health providers into the jail to conduct mental health assessments and engage people with mental illnesses to start establishing relationships that would allow for a smoother transition from jail to the community. At the time, jail clinicians were also identifying people with mental illnesses through review of jail rosters and comparing them to health records and corrections staff were referring individuals for mental health assessments based on observed behavior. The sheriff and the county mental health board also started a process to enroll eligible individuals in the jail in Medicaid. But despite these advancements, the county still lacked a systematic way of identifying people with mental illnesses who were coming into the jail.

In 2015, Champaign County received a Justice and Mental Health Collaboration Program grant from the U.S. Department of Justice's Bureau of Justice Assistance, which helped the county prioritize the development of a new screening and assessment process for people with mental illnesses and/or co-occurring substance use disorders coming into the jail.

Now, correctional staff screen every person booked into the jail for symptoms of serious mental illness using the Brief Jail Mental Health Screen and for substance use disorders using the Texas Christian University Drug Screen. Those who screen positive for symptoms of one or both disorders are referred to on-site clinicians who conduct a secondary screen that includes trauma, eligibility for programming and health care enrollment. Clinicians use motivational interviewing techniques to try to engage the individual and determine if he or she meets criteria for a full assessment. Those who are deemed eligible receive a full clinical assessment from a licensed clinician in the jail or in the community, depending on when they are released.

The two screening tools were selected based on their compatibility with the existing intake process to reduce the impact on corrections staff and community providers working in the jail. While the screens were initially completed on paper, results of the screens are now stored in a database that makes it easier to collect and analyze information. The county is working on using this screening data to provide a proxy baseline prevalence number for people with mental illnesses in the jails that will allow county leaders to track progress against the Stepping Up four key measures (reducing bookings, shortening length of stay, increasing connections to treatment and reducing recidivism). County leaders anticipate that being able to document progress will lead to additional support for their efforts to reduce the number of people with mental illnesses in their jail.

**Douglas County, Kan., was also highlighted on this webinar. An updated case study on its screening and assessment process is available on the Stepping Up Toolkit.**

Stepping Up is a national initiative to reduce the number of people with mental illnesses in jails and is the result of a partnership between the National Association of Counties, The Council of State Governments Justice Center and the American Psychiatric Association Foundation. For more information, visit [www.stepuptogether.org](http://www.stepuptogether.org).



**Justice Center**  
THE COUNCIL OF STATE GOVERNMENTS





## SHERIFF DAN WALSH CHAMPAIGN COUNTY SHERIFF'S OFFICE

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204 E. Main Street  
Urbana, Illinois 61801-2702  
(217) 384-1204

TO: Robert King, Chairman Justice and Social Services Committee of the Whole  
FROM: Chief Deputy Allen E Jones  
DATE: May 9, 2018  
SUBJ: Justice & Mental Health Collaboration Program

The Department of Justice has begun accepting applications for the FY2018 Justice and Mental Health Collaboration Program (JMHCP) Grant. If consent is given by the County Board, staff would apply for funds to implement a program in Champaign County under Category 3 of the program, Implementation and Expansion Competition.

From October 2015 to September 2017, Champaign County engaged in a collaborative process to identify systemic gaps and plan for the development of resources for persons with mental illness or co-occurring mental health and substance use disorders who come into contact with law enforcement and the county jail. A comprehensive sequential intercept mapping process was conducted to identify system strengths, resources, and gaps. Recommendations include:

1. Implementation of risk-needs-responsivity screening at the earliest point possible to inform decisions throughout the system.
2. Enhancement of initial law enforcement response with provision of a co-responder model
3. Improve system data to inform the development of diversion resources such as a community behavioral health assessment center.

We propose to address these system needs, and build on existing strengths, by establishing a Behavioral Health Response Team available to the law enforcement entities in the County. In order to enhance linkages to existing community resources and provide appropriate clinical oversight, team members will be employees of Rosecrance Central Illinois, the largest provider of mental health and addictions treatment services in the County.

The grant amount will be up to \$750,00 with a project period of 36 months. There is a 20% match requirement, or up to \$150,000 in this proposal. The Champaign County Mental Health Board staff have been briefed and are developing a memorandum of support for consideration by the Champaign County Mental Health Board to provide the matching funds. Application for funding must be submitted by May 29, 2018.

We are asking for consent to begin the process of making the application. If for some reason matching funding were not available at the time of award, the County Board may elect to reject the grant if it so chooses. The Sheriff's Office will contract with a local professional to write the grant application and provide post-award administration services will be handled via the Sheriff's Office and County Administration. As with previous applications this will be a joint venture with Rosecrance Central Illinois. The cost for services will be written into the grant award. Given their expertise in providing the relevant services, this would be a suitable arrangement.

### REQUESTED ACTION

We request the Justice & Social Services Committee of the Whole authorize staff to begin application for the FY2018 Justice and Mental Health Collaboration Program grant of up to \$750,000 for Category 3 Funding, Implementation and Expansion.

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

**NAME:** Elizabeth Burgener-Patton  
**ADDRESS:** 1009 Forestview Dr Mahomet IL 61853  
Street City State Zip Code  
**PHONE:** 217-778-3240

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:** Board of Review

**BEGINNING DATE OF TERM:** 06/01/2018 **ENDING DATE:** 05/31/2020

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

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

I have been a residential appraiser for over 20 years, am a real estate broker and have been chair of the Board of Review for the past 6 years. I have also held management positions, have experience in training, customer service, planning, budgeting as well as product development and personnel management.

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

The Board of Review mission is to procure a full, fair, and impartial assessment of all property. We ensure that assessment decisions are fair, accurate and equitable, provide access through web site for forms, rules, information to the public, participate in public forums if needed to provide information and work with other offices to ensure tax cycle remains on schedule.



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

By statute, there are 3 Board of Review members each appointed for a two year term.

BOR members aid taxpayers in filing complaints, analyze evidence, view properties, perform comparative analysis, write decisions, hold hearings, process PTAB appeals, exempt requests, process destruction abatements, and perform special studies as needed.

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

Date

2/20/2018

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

NAME: Zebo Zebe  
ADDRESS: 910 Hartwell Dr. Apt. #3 Savoy IL 61874  
Street City State Zip Code  
EMAIL: zebozebe@gmail.com PHONE: 217-898-2378

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: Board of Review  
BEGINNING DATE OF TERM: 06/01/2018 ENDING DATE: 5/31/20

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

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

Outside of being a current member of the Champaign County Board of Review for the prior year, I am also a licensed associate real estate appraiser trainee and a licensed real estate broker. I obtained my appraisal licensure in February of 2015 and my broker license in August of 2015. Both licenses have provided experience in real estate valuation, reporting, and general real estate matters.

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 Board of Reviews' role is to establish a fair assessment of all property located in Champaign County. I envision carrying out this responsibility by reviewing tax payer assessment complaints, both residential and commercial, reviewing exception requests, and performing periodic equalizations.

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

Due to holding a position with the Board of Review, I have first hand knowledge of this  
body's operations.

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.

Zelo Zelo  
Signature

3-2-2018  
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: ROBERT KETTNER

ADDRESS: 327 EAST ST Peru IL 61861  
Street City State Zip Code

EMAIL: b.kettner@Combe.com PHONE: 217-202-1893

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Peru Water Dist

BEGINNING DATE OF TERM: June 1, 2018 ENDING DATE: May 31, 2023

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

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

I have been in maintenance for 30 yr

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

Extensive - Served on Water Board  
as Trustee since 1999

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:

Robert Kettner  
Signature

5/9/2018  
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Randall Zindars

ADDRESS: 308 E. Buscy Pentfield IL 61862  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: (217) 595-5409

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Pentfield Water Dist - Chairman/Trustee

BEGINNING DATE OF TERM: 06-01-18 ENDING DATE: 05-31-23

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

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

I have over 30 years experience as a plumber,  
I have working knowledge at installing water  
main, distribution lines, + meters. I volunteer  
my skills to the community

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

I have been Chairman of the Board for  
the past several years. I attend + <sup>conduct</sup> meetings  
Keep on top of all business + operations

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:

Randall Zindars  
Signature

4-8-18  
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Robert E. Buchanan

ADDRESS: 1711C Timberwolf Lane Mahomet IL 61853  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: 217-369-7360

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Sangamon Valley Public Water District

BEGINNING DATE OF TERM: June 1, 2018 ENDING DATE: May 31, 2023

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?

Forty-five years in retail grocery industry, twenty as Owner-Manager of family grocery business. Appointed to  
the SVPWD Board of Trustees in 1991. The District has experienced exceptional and constant growth in  
those twenty-six years. Planning for this continuing growth is important to me.

2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?  
We continually expand our boundaries to supply water and sewer for new subdivisions, and commercial

growth. Just completed a new six million dollar water treatment plant, with advanced softening ability and state  
of the art controls. The General Manager, staff and Board of Trustees prides itself in keeping our rates in the  
bottom half of all comparable water and sewer providers in Illinois.

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Robert E. Buchanan  
Signature

April 10, 2018  
Date

Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: MICHAEL C MELTON

ADDRESS: 1208 N MARY DR MAHOMET IL 61853  
Street City State Zip Code

EMAIL: MCMELOTON@HOTMAIL.COM PHONE: 217-586-2780

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: SANGAMON VALLEY PUBLIC WATER DIST.

BEGINNING DATE OF TERM: 06-01-2018 ENDING DATE: 06-01-2023

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

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

I HAVE SERVED ON THE SUPWD BOARD SINCE 1980 TO PRESENT AS A BOARD MEMBER, VICE PRESIDENT AND PRESIDENT. PRIOR TO MY APPOINTMENT I HAVE HELD A SENIOR MANAGERIAL POSITION AT MAHOMET SEYMOUR SCHOOLS AS A HIGH SCHOOL ADMINISTRATOR FROM 1974-94. RETIRING IN 1994.

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

SERVING THE SUPWD BOARD SINCE ALMOST ITS BEGINNING UNTIL PRESENT SERVING ITS GROWTH AND ADVANCEMENT TO THE CUSTOMERS OF SUPWD TO AN OUTSTANDING NON-TAKABLE ENTITY. THE GROWTH OF SUPWD IS FANTASTIC FOR THIS SMALL COMMUNITY.

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Michael C. Melton

Signature

2-26-18

Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Karen Aughey

ADDRESS: 102 E Second Dewey IL 61840  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: 217-841-2000

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Dewey Water Board

BEGINNING DATE OF TERM: June 01, 2018 ENDING DATE: May 31, 2023

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?

Vice President of Water Board  
Lived in Dewey for 40 years.

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

Very knowledgeable of the boards operations.

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Karen Sue Aughey  
Signature

3/05/18  
Date



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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: William C Roller Jr

ADDRESS: PO Box 42 #14 Second St Dewey IL 61840  
Street City State Zip Code

EMAIL: WillRollerJr@yahoo.com PHONE: 217-649-0495  
 Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Dewey Public Water District

BEGINNING DATE OF TERM: June 1<sup>st</sup> 2018 ENDING DATE: MAY 31<sup>st</sup> 2022

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?

Previous Board member & Board President  
Since approximately 2008

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

William C Roller  
Signature

2 March 2018  
Date

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

NAME: Jerry Lyke  
302 W. Hill Street Champaign IL 61820

ADDRESS: Street City State Zip Code  
jeromelyke@gmail.com (217) 493-2292

EMAIL: PHONE:  
 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: Urbana-Champaign Sanitary District

BEGINNING DATE OF TERM: 06/01/2018 ENDING DATE: 05/31/2021

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 been a Member of the Urbana-Champaign Sanitary District Board since June 1, 2006. I have been President of the Sanitary District Board since June 1, 2017. I have resided in Champaign since 1979 and have practiced law since 1982. Prior to serving on the Urbana-Champaign Sanitary District Board I served on the Champaign County Board, the Intergovernmental Solid Waste Disposal Association Board and the Champaign County Forest Preserve District Board. I believe this prior service gave me a background in local government operations, land use planning, environmental issues and intergovernmental cooperation, all of which have been useful to me in my Sanitary District Service. I believe the Sanitary District has been well run during the time of my service on the Board and would look forward to that continuing. I am aware of the challenges facing the Sanitary District over the next few years, such as the retirement of District managers and better treatment of nutrients.

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?  
I believe that the role of a Sanitary District Trustee is to make sure the District has excellent managers and to set policy for the District. The District needs to make sure it fully meets the sewage treatment needs of an ever growing community while meeting, or exceeding, all environment requirements. At the same time the District needs to make sure the fees and rates it charges are reasonable and are not too burdensome for rate payers or a drag on the local economy. I believe that with planning and the work of excellent employees the District has been able to achieve these goals. I believe Trustees need to be accessible to the public and that all activities of the District must be open and transparent. I believe that a Trustee needs to be able and willing to spend time on District matters far in excess of the time spent at Board meetings. I would expect to work respectfully and thoughtfully with other Board Members and staff, as I have before. Almost all decisions have been unanimous.

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

As a Board Member for almost twelve years I have a thorough knowledge of the Sanitary District's operations, including, but not limited to, property holdings, management, staff and fees (the District does not collect taxes, it receives money from rate payers and connection fees).

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

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

Yes  No  If no, please explain:

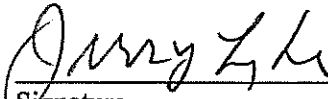
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The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.

  
Signature

4/4/10  
Date



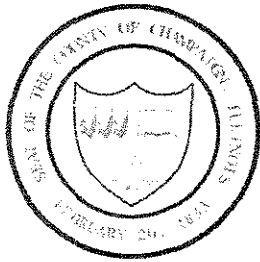
**Gordy Hulten**  
**Champaign County Clerk**  
Champaign County, Illinois

1776 East Washington Street  
Urbana, IL 61802  
Email: [mail@champaigncountyclerk.com](mailto:mail@champaigncountyclerk.com)  
Website: [www.champaigncountyclerk.com](http://www.champaigncountyclerk.com)

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

**COUNTY CLERK**  
**MONTHLY REPORT**  
**APRIL**  
**2018**

Liquor Licenses & Permits	0.00
Civil Union License	0.00
Marriage License	6,090.00
Interests	11.10
State Reimbursements	-
Vital Clerk Fees	23,848.50
Tax Clerk Fees	4,425.62
Refunds of Overpayments	<u>602.00</u>
<b>TOTAL</b>	<b>34,977.22</b>
Additional Clerk Fees	1,350.00



# CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

ADMINISTRATIVE, BUDGETING, PURCHASING & HUMAN RESOURCE  
MANAGEMENT SERVICES

Debra Busey, County Administrator

## MONTHLY HR REPORT APRIL 2018

### VACANT POSITIONS LISTING

FUND	DEPT	POSITION TITLE	HOURLY RATE	REG HRS	REGULAR SALARY	FY 2018 HRS	FY 2018 SALARY
80	16	Admin Assistant	\$15.57	1950	\$30,361.50	1957.5	\$30,478.28
80	20	Accountant	\$18.93	1950	\$36,913.50	1957.5	\$37,055.48
80	28	PC Appl Programmer	\$25.19	1950	\$49,120.50	1957.5	\$49,309.43
80	51	Court Services Officer	\$19.86	1950	\$38,727.00	1957.5	\$38,875.95
80	51	Court Services Officer	\$19.86	1950	\$38,727.00	1957.5	\$38,875.95
80	140	Clerk	\$13.70	1950	\$26,715.00	1957.5	\$26,817.75
80	140	Correctional Officer	\$19.81	2080	\$41,204.80	2088	\$41,363.28
80	140	Correctional Officer	\$19.81	2080	\$41,204.80	2088	\$41,363.28
80	140	Correctional Officer	\$19.81	2080	\$41,204.80	2088	\$41,363.28
80	140	Master Control Officer	\$15.57	2080	\$32,385.60	2088	\$32,510.16
80	140	PT Master Cntrl Ofcr	\$15.57	1040	\$16,192.80	1044	\$16,255.08
80	141	Asst State's Attorney	\$25.18	1950	\$49,101.00	1957.5	\$49,289.85
83	60	Highway Maint Wkr	\$25.97	2080	\$54,017.60	2088	\$54,225.36
-- TOTAL --						\$495,875.90	\$497,783.12

### UNEMPLOYMENT REPORT

Notice of Claims received – 3

Nursing Home – 2

State's Attorney - 1

Benefit Determinations received – 1

Nursing Home – 1 – approved (no charge for benefits against county)

### PAYROLL REPORT

APRIL PAYROLL  
INFORMATION

4/13/2018

4/27/2018

<u>Pay Group</u>	<u>EE's Paid</u>	<u>Total Payroll \$\$</u>	<u>EE's Paid</u>	<u>Total Payroll \$\$</u>
General Corp	514	\$968,074.32	515	\$967,388.66
Nursing Home	202	\$242,757.74	203	\$237,692.11
RPC/Head Start	229	\$311,314.42	237	\$308,740.56
Total	945	\$1,522,146.48	955	\$1,513,821.33

**HEALTH INSURANCE/BENEFITS REPORT**

Total Number of Employees Enrolled: 737

General County Union (includes AFSCME & FOP):

Single 201; EE+spouse 34; EE+child(ren) 70; Family 27; waived 56

Nursing Home Union:

Single 50; EE+spouse 6; EE+child(ren) 7; Family 2; waived 25

Non-bargaining employees:

Single 107; EE+spouse 36; EE+child(ren) 40; Family 11; waived 65

Life Insurance Premium paid by County: \$1,872.13

Health Insurance Premium paid by County: \$415,987.07

**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

April 2018: .34% average over the last 12 months

April 2018: 2 out of 587 Employees left Champaign County: 2 resignations

**WORKERS' COMPENSATION REPORT**

<u>Entire County Report</u>	<u>April 2018</u>	<u>April 2017</u>
New Claims	10	5
Closed	2	5
Open Claims	49	36
Year To Date Total (On-going # of claims filed)	36	31

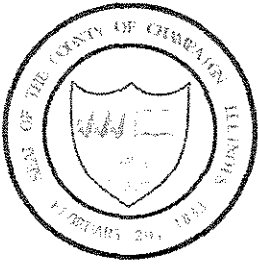
**EEO REPORT**

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

<b>Apr 2018 Monthly EEO Report General County Only</b>	<b>Accountant_Auditor</b>	
<b>Total Applicants</b>	<b>27</b>	<b>27</b>
<b>Male</b>	<b>4</b>	<b>4</b>
<b>Female</b>	<b>22</b>	<b>22</b>
<b>Undisclosed</b>	<b>1</b>	<b>1</b>
<b>Hispanic or Latino</b>	<b>1</b>	<b>1</b>
<b>White</b>	<b>20</b>	<b>20</b>
<b>Black or African-American</b>	<b>4</b>	<b>4</b>
<b>Native Hawaiian or Other Pacific Islander</b>	<b>0</b>	<b>0</b>
<b>Asian</b>	<b>2</b>	<b>2</b>
<b>American Indian or Alaska Native</b>	<b>0</b>	<b>0</b>
<b>Two or more races</b>	<b>0</b>	<b>0</b>
<b>Undisclosed</b>	<b>0</b>	<b>0</b>
<b>Veteran Status</b>	<b>0</b>	<b>0</b>

**ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT**

Agendas Posted	8	Meetings Staffed	6	Minutes Posted	6
Appointments Posted	23	Notification of Appointment	17	Contracts Posted	0
Calendars Posted	5	Resolutions Prepared	45	Ordinances Prepared	1



## **CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES**

1776 East Washington Street, Urbana, Illinois 61802-4581

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

### **MEMORANDUM**

#### **MEMORANDUM**

**To:** Stephanie Fortado, Deputy Chair – Finance; and  
Jim Goss, Assistant Deputy Chair – Finance; and  
Honorable Members of the Finance Committee of the Whole

**From:** Tami Ogden, Deputy County Administrator of Finance

**Date:** May 1, 2018

**Subject:** Budget Amendments related to Property Tax Levy Revenue

In November 2017, the County Board approved a property tax levy which allowed for additional levy growth based on the possibility of a ruling in the hospital property tax exemption case. The County's budget was also prepared to include additional revenue, and in some instances additional appropriation. In March 2017, the case was remanded back to the Circuit Court and as of April 2018, a ruling has not occurred; therefore, the county will not receive additional property tax revenue in FY2018.

The following budget amendments have been prepared to remove this revenue and appropriation from FY2018 budgets.

<b>Amendment</b>	<b>Budget</b>	<b>Decreased Revenue</b>	<b>Decreased Appropriation</b>
18-00013	Tort Immunity	-\$48,450	\$0
18-00014	General Corporate	-\$474,119	\$0
18-00015	County Public Health	-\$33,641	-\$33,641
18-00016	County Highway	-\$74,465	-\$74,465
18-00017	County Bridge	-\$37,352	\$0
18-00022	Mental Health	-\$138,315	-\$138,315
18-00023	Developmental Dis.	-\$115,402	-\$115,402
18-00024	Nursing Home	-\$37,829	-\$37,829



FUND 076 TORT IMMUNITY TAX FUND DEPARTMENT 075 GENERAL COUNTY

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
TOTALS	0	0	0	0

**INCREASED REVENUE BUDGET:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
076-075-311.16 CURR PROP TX-LIABILTY INS	1,670,884	1,670,884	1,622,434	-48,450
TOTALS	1,670,884	1,670,884	1,622,434	-48,450

**EXPLANATION:** REMOVE BUDGETED PROPERTY TAX REVENUE ASSOCIATED WITH LEVYING TO CAPTURE NEW GROWTH IN A POTENTIAL HOSPITAL PROPERTY TAX CASE RULING. A RULING HAS NOT OCCURRED, AND THE COUNTY WILL NOT RECEIVE THE ADDITIONAL PROPERTY TAX REVENUE.

DATE SUBMITTED: 4-16-18 AUTHORIZED SIGNATURE *Debra L. Busby* \*\* PLEASE SIGN IN BLUE INK \*\*

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

FUND 080 GENERAL CORPORATE

DEPARTMENT 075 GENERAL COUNTY

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
TOTALS	0	0	0	0

**INCREASED REVENUE BUDGET:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-075-311.10 CURR PROP TX-GENERAL CORP	11,549,743	11,549,743	11,075,624	-474,119
TOTALS	11,549,743	11,549,743	11,075,624	-474,119

**EXPLANATION:** REMOVE BUDGETED PROPERTY TAX REVENUE ASSOCIATED WITH LEVYING TO CAPTURE NEW GROWTH IN A POTENTIAL HOSPITAL PROPERTY TAX CASE RULING. A RULING HAS NOT OCCURRED, AND THE COUNTY WILL NOT RECEIVE THE ADDITIONAL PROPERTY TAX REVENUE.

DATE SUBMITTED: <b>4-13-18</b>	AUTHORIZED SIGNATURE <b>Debra L. Busby</b>	** PLEASE SIGN IN BLUE INK **
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APPROVED BY BUDGET & FINANCE COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_


FUND 089 COUNTY PUBLIC HEALTH FUND DEPARTMENT 049 BOARD OF HEALTH

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
089-049-533.07 PROFESSIONAL SERVICES	945,515	945,515	911,874	-33,641
TOTALS	945,515	945,515	911,874	-33,641

**INCREASED REVENUE BUDGET:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
089-049-311.30 CURR PROP TX-PUB HTH/CNTY	562,762	562,762	529,121	-33,641
TOTALS	562,762	562,762	529,121	-33,641

**EXPLANATION:** REMOVE BUDGETED PROPERTY TAX REVENUE, AND RELATED BUDGETED EXPENDITURE, ASSOCIATED WITH LEVYING TO CAPTURE NEW GROWTH IN A POTENTIAL HOSPITAL PROPERTY TAX CASE RULING. A RULING HAS NOT OCCURRED, AND THE COUNTY WILL NOT RECEIVE THE ADDITIONAL PROPERTY TAX REVENUE.

DATE SUBMITTED: <p style="text-align: center; font-size: 1.2em;">4-13-18</p>	AUTHORIZED SIGNATURE <span style="float: right;">** PLEASE SIGN IN BLUE INK **</span> <p style="text-align: center; font-size: 1.5em;"><i>Debra L. Busby</i></p>
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APPROVED BY BUDGET & FINANCE COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_


FUND 083 COUNTY HIGHWAY

DEPARTMENT 060 HIGHWAY

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
083-060-544.11 ROAD IMPROVEMENTS	739,465	739,465	665,000	-74,465
TOTALS	739,465	739,465	665,000	-74,465

**INCREASED REVENUE BUDGET:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
083-060-311.22 CURR PROP TX-CNTY HIGHWAY	2,568,058	2,568,058	2,493,593	-74,465
TOTALS	2,568,058	2,568,058	2,493,593	-74,465

**EXPLANATION:** REMOVE BUDGETED PROPERTY TAX REVENUE, AND RELATED BUDGETED EXPENDITURE, ASSOCIATED WITH LEVYING TO CAPTURE NEW GROWTH IN A POTENTIAL HOSPITAL PROPERTY TAX CASE RULING. A RULING HAS NOT OCCURRED, AND THE COUNTY WILL NOT RECEIVE THE ADDITIONAL PROPERTY TAX REVENUE.

DATE SUBMITTED: <b>4/5/18</b>	AUTHORIZED SIGNATURE 	** PLEASE SIGN IN BLUE INK **
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APPROVED BY BUDGET & FINANCE COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_


FUND 084 COUNTY BRIDGE

DEPARTMENT 060 HIGHWAY

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
TOTALS	0	0	0	0

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
084-060-311.23 CURR PROP TX-CNTY BRIDGE	1,288,145	1,288,145	1,250,793	-37,352
TOTALS	1,288,145	1,288,145	1,250,793	-37,352

EXPLANATION: REMOVE BUDGETED PROPERTY TAX REVENUE ASSOCIATED WITH LEVYING TO CAPTURE NEW GROWTH IN A POTENTIAL HOSPITAL PROPERTY TAX CASE RULING. A RULING HAS NOT OCCURRED, AND THE COUNTY WILL NOT RECEIVE THE ADDITIONAL PROPERTY TAX REVENUE.

DATE SUBMITTED: 4/5/18 AUTHORIZED SIGNATURE *JB* \*\* PLEASE SIGN IN BLUE INK \*\*

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


FUND 090 MENTAL HEALTH

DEPARTMENT 053 MENTAL HEALTH BOARD

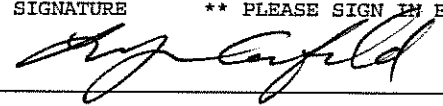
**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
090-053-533.92 CONTRIBUTIONS & GRANTS	4,085,559	4,085,559	3,947,244	-138,315
TOTALS	4,085,559	4,085,559	3,947,244	-138,315

**INCREASED REVENUE BUDGET:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
090-053-311.24 CURR PROP TX-MENTAL HLTH	4,794,340	4,794,340	4,656,025	-138,315
TOTALS	4,794,340	4,794,340	4,656,025	-138,315

**EXPLANATION:** REMOVE BUDGETED PROPERTY TAX REVENUE AND RELATED BUDGETED EXPENDITURE ASSOCIATED WITH LEVYING TO CAPTURE NEW GROWTH IN A POTENTIAL HOSPITAL PROPERTY TAX CASE RULING. A RULING HAS NOT OCCURED, AND THE COUNTY WILL NOT RECEIVE THE ADDITIONAL PROPERTY TAX REVENUE.

DATE SUBMITTED: <i>4/24/18</i>	AUTHORIZED SIGNATURE <b>** PLEASE SIGN IN BLUE INK **</b> 
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APPROVED BY BUDGET & FINANCE COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_


FUND 108 DEVLPMNTL DISABILITY FUND DEPARTMENT 050 DEVLMTNL DISABILITY BOARD

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
108-050-533.92 CONTRIBUTIONS & GRANTS	3,622,395	3,622,395	3,506,993	-115,402
TOTALS	3,622,395	3,622,395	3,506,993	-115,402

**INCREASED REVENUE BUDGET:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
108-050-311.19 CURR PROP TX-DISABILTY BD	4,000,110	4,000,110	3,884,708	-115,402
TOTALS	4,000,110	4,000,110	3,884,708	-115,402

**EXPLANATION:** REMOVED BUDGETED PROPERTY TAX REVENUE AND RELATED BUDGETED EXPENDITURE ASSOCIATED WITH LEVYING TO CAPTURE NEW GROWTH IN A POTENTIAL HOSPITAL PROPERTY TAX CASE RULING. A RULING HAS NOT OCCURED, AND THE COUNTY WILL NOT RECEIVE THE ADDITIONAL PROPERTY TAX REVENUE.

DATE SUBMITTED: <i>4/24/18</i>	AUTHORIZED SIGNATURE <b>** PLEASE SIGN IN BLUE INK **</b> <i>[Signature]</i>
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APPROVED BY BUDGET & FINANCE COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_


FUND 081 NURSING HOME

DEPARTMENT 410 ADMINISTRATIVE

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
081-410-567.01 DEPRECIATION EXPENSE	37,829	37,829	0	-37,829
TOTALS	37,829	37,829	0	-37,829

**INCREASED REVENUE BUDGET:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
081-410-311.32 CURR PROP TX-NURS HM OPER	1,304,606	1,304,606	1,266,777	-37,829
TOTALS	1,304,606	1,304,606	1,266,777	-37,829

**EXPLANATION:** REMOVE BUDGETED PROPERTY TAX REVENUE AND RELATED BUDGETED EXPENDITURE ASSOCIATED WITH LEVYING TO CAPTURE NEW GROWTH IN A POTENTIAL HOSPITAL PROPERTY TAX CASE RULING. A RULING HAS NOT OCCURED AND THE COUNTY WILL NOT RECEIVE THE ADDITIONAL PROPERTY TAX REVENUE

4-24-18

*Branda Littlejohn*

DATE SUBMITTED:

AUTHORIZED SIGNATURE

\*\* PLEASE SIGN IN BLUE INK \*\*

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:




FUND 614 RECORDER'S AUTOMATION FND DEPARTMENT 023 RECORDER

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
614-023-511.05 TEMP. SALARIES & WAGES	15,000	15,000	21,000	6,000
614-023-513.01 SOCIAL SECURITY-EMPLOYER	2,435	2,435	3,035	600
614-023-513.04 WORKERS' COMPENSATION INS	175	175	275	100
TOTALS	17,610	17,610	24,310	6,700

**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:** MONEY WILL COME OUT OF FUND BALANCE. THIS IS NEEDED TO PAY FOR TEMPORARY WORKERS FOR A SPECIAL DIGITIZATION PROJECT.

DATE SUBMITTED:

4-23-2018

AUTHORIZED SIGNATURE

\*\* PLEASE SIGN IN BLUE INK \*\*



APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:




# Mark Shelden

## Champaign County Recorder of Deeds

To: Members of the County Board  
From: Mark Shelden, County Recorder  
May 1, 2018

I am requesting a small budget amendment at the May meeting. I would like to provide some background.

The County Recorder's Automation fund has been established by state law to fund much of the technology that indexes and secures property records in Champaign County. Among the uses of the fund in the past has been bulk imaging of older records. For example, just prior to my taking office, Barb Frasca contracted with a company to create digital images of all of our plat books, although the next step of bringing those images into our recording software was done by me.

Counties have spent literally hundreds of thousands of dollars in conversion projects around the state. I have attached a quote I received from our software vendor for converting 1,417 books at a cost of \$562,000, approximately \$400 per book. There is a lot of value to these projects for the citizens, but the cost for our county is prohibitive.

Earlier this year I began to investigate other options. We have tested a new procedure and have been able to convert two volumes of deed record books to digital images and import them into our recording software.

The process involves using a Rantoul vendor to convert microfilm to tif files and then to use a temporary worker to go through the volume and group the images. Within the volume, some documents are a single page and some are multiple pages and it requires a person to look at it and evaluate it. The final steps involve me. I do some quality control on both of the above processes and use a utility from our software vendor to import images. I then run some programs within SQL Server to make the images available to any user.

The cost for doing this is down to \$60-\$70 per volume, which does not include any of my time. Obviously, the savings here are dramatic. Additionally, instead of sending money out of county, we are paying a company in Rantoul and also partnering with Community Choices, a local organization which receives some funding from the Developmental Disability Board, to identify temporary workers. The first such worker that we are using is outstanding.

This budget amendment seeks to an increase in our temporary worker line and benefits to fund the one current worker and then to bring in one or two others.

I believe that by December 31, 2019 we can bring all of the 991 Deed Record books into our recording software to be available to banks, title companies, and the general public. Because of the dramatic cost savings, this will also keep the fund balance in a position to continue to offset some of the costs of our office that were previously paid for out of the General Corp fund.

Brookens Administrative Center  
1776 E Washington  
Urbana, IL 61802

[www.co.champaign.il.us/recorderofdeeds/recorderofdeeds.php](http://www.co.champaign.il.us/recorderofdeeds/recorderofdeeds.php)  
217-384-3774

[RecorderOfDeeds@co.champaign.il.us](mailto:RecorderOfDeeds@co.champaign.il.us)

# Champaign County, IL

## Statement of Work

<b>Book Type</b>	<b>Range</b>	<b># of Books</b>
<b>Bound Books</b>		
Deed Volumes	A-Z, 1-274	300
Mortgage Volumes	1-336	336
<b>Mechanical Books</b>		
Deed Volumes	275-511	237
Deed Volumes - Photostat	512-965	454
Mortgage Volumes - Photostat	337-426	90
<b>**DRIVE SPACE REQUIRED**</b>		<b>860 GB / 0.86 TB</b>



### Estimated Investment Summary: Professional Services Rendered

In exchange for products and services outlined in this Professional Services Contract, Champaign County agrees to pay Fidlar Technologies the total amount due in the following payment schedule:

- ✓ **Scan, Capture, & Image Processing** **\$517,734.63**
  - **Includes Scanning, Image Cropping, Border Removal, Image Enhancements, & Grouping/Naming of Images**
- ✓ **Project Resource Management & Import** **\$45,074.00**

**TOTAL INVESTMENT** **\$562,808.87**

**\*Totals are based in 24-hour on-site access for scanning.**

**\*\*Total Investment is based on estimated quantities. Final invoice will reflect actual quantities.**

### Billing Milestones

1. 25% due upon signing of this Professional Services Contract agreement.  
\$ 140,702.22
2. 50% due upon scanning completion.  
\$ 281,404.43
3. Balance due upon completion of importing of documents/images (based on actual quantities of scanned and processed images), with prior approval by County Recorder if the total investment exceeds the estimate.  
\$ 140,702.22 (\*\*Estimated)

**\*\* Your final invoice will be charged based upon the final document count after grouping and naming. This charge may vary from the estimated count found during discovery.**

These payments are not "deferred payments" under section 3.10 and are subject to County's statutory claims procedure.



FUND 080 GENERAL CORPORATE

DEPARTMENT 028 INFORMATION TECHNOLOGY

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-028-522.44 EQUIPMENT LESS THAN \$5000	20,000	23,500	43,393	19,893
TOTALS	20,000	23,500	43,393	19,893

**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:** FUNDS NEEDED TO COVER UNEXPECTED PURCHASE OF SOPHOS ANTIVIRUS SOFTWARE TO CLEAN UP THE VIRUS OUTBREAK AT THE COURTHOUSE, SHERIFF'S OFFICE AND ADULT DETENTION CENTER.

DATE SUBMITTED:

4/30/2018

AUTHORIZED SIGNATURE

*Andy Phares*

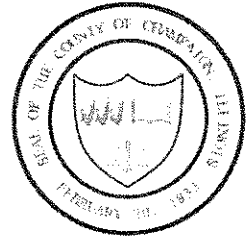
\*\* PLEASE SIGN IN BLUE INK \*\*

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:


# CHAMPAIGN COUNTY INFORMATION TECHNOLOGY SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581



**Andy Rhodes, Information Technology Director**

## MEMORANDUM

TO: Stephanie Fortado, Deputy Chair – Finance Committee of the Whole

FROM: Andy Rhodes, IT Director

RE: Budget Amendment to pay for additional antivirus software

DATE: May 10, 2018

County IT requests approval of a budget amendment in the amount of \$19,892.50 to pay for the acquisition of Sophos Intercept antivirus software, the purchase of which was necessary to remediate a virus that affected several hundred computers at the Courthouse, Sheriff's Office and Adult Detention Facilities.

### BACKGROUND:

In March, 2018, the County experienced a widespread outbreak of the Emotet virus on several network segments at the Courthouse, Sheriff's Office and Adult Detention Facilities. Emotet is not a new virus, and is typically propagated through emails that contain malicious links. The primary purpose of the virus is to steal online banking credentials. Once the virus is on a corporate network it spreads through a network protocol called SMB. The County's existing antivirus solution, Microsoft System Center Endpoint Protection, was overwhelmed and proved incapable of completely remediating the virus.

County IT consulted with the Illinois State Police, FBI, Department of Homeland Security and consultants from one of our software vendors to determine the most efficacious course of action.

On Friday, March 30, 2018, a trial version of Sophos Intercept was deployed on a small, isolated network segment. By the end of the day on Saturday, April 1, 2018, that network segment was completely virus free and remained so for the next week.

Based on the success of the trial, County IT arranged for the acquisition of Sophos Intercept for the entire County and deployed it in mid-April. By the end of April the virus had been remediated and normal business operations were resumed.

### REQUESTED ACTION:

***The Finance Committee of the Whole recommends approval of Budget Amendment # 18-00025 to reimburse the Information Technology Budget for the unexpected purchase of Sophos Intercept Antivirus Software.***

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

FUND 080 GENERAL CORPORATE

DEPARTMENT 040 SHERIFF

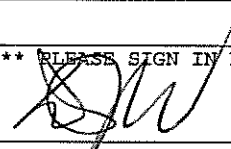
**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-040-544.30 AUTOMOBILES, VEHICLES	145,000	160,220	171,245	11,025
TOTALS	145,000	160,220	171,245	11,025

**INCREASED REVENUE BUDGET:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-040-369.90 OTHER MISC. REVENUE	9,650	24,870	35,895	11,025
TOTALS	9,650	24,870	35,895	11,025

**EXPLANATION:** FUNDS RECEIVED THIS FY FOR TOTALED SQUAD CAR (#19) TO BE PLACED BACK INTO AUTOMOBILE/VEHICLE LINE ITEM TO ALLOW FOR REPLACEMENT.

DATE SUBMITTED: <b>5-3-18</b>	AUTHORIZED SIGNATURE 	** PLEASE SIGN IN BLUE INK **
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APPROVED BY BUDGET & FINANCE COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_


FUND 630 CIR CLK OPERATION & ADMIN DEPARTMENT 030 CIRCUIT CLERK

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
630-030-511.03 REG. FULL-TIME EMPLOYERS	56,337	56,337	155,465	99,128
630-030-513.01 SOCIAL SECURITY-EMPLOYER	4,310	4,310	11,893	7,583
630-030-513.02 IMRF - EMPLOYER COST	4,642	4,642	12,810	8,168
630-030-513.04 WORKERS' COMPENSATION INS	310	310	855	545
TOTALS	65,599	65,599	181,023	115,424

**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:** TRANSFER OF SALARY LINES FROM 613 (COURT AUTOMATION) TO 630 (CLERK OPERATIONS) TO COVER 2018 SALARY OF COURT TECHNOLOGY SPECIALIST

DATE SUBMITTED:

*May 10, 2018*

AUTHORIZED SIGNATURE

*Brian D. Kelly*

\*\* PLEASE SIGN IN BLUE INK \*\*

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:




**Katie M. Blakeman**  
Clerk of the Circuit Court



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

**CHAMPAIGN COUNTY**  
**OFFICE OF THE CIRCUIT CLERK**

**MEMORANDUM**

**TO: Finance Chairperson and Members of the Champaign County Board  
Committee of the Whole**

**FROM: Katie Blakeman, Circuit Clerk of Champaign County**

**DATE: May 10, 2018**

**RE: REQUEST FOR BUDGET AMENDMENT**

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The Office of the Circuit Clerk is requesting a budget amendment to increase salary expenditures in for the Clerk Operations and Administration Fund (630-030). This will complete the move of the Court Technology Specialist from the Court Automation Fund (613-030) to the Clerk Operations and Administration Fund that was initiated last November.

Please do not hesitate to contact me, should you have any questions regarding this budget amendment.

Thank you,

Katie M. Blakeman  
Clerk of the Circuit Court  
Champaign County

REQUEST FOR BUDGET AMENDMENT

BA NO. 18-00028

FUND 633 STS ATTY RECORDS AUTOMATN 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
633-041-533.29 COMPUTER/INF TCH SERVICES	3,600	4,659	9,659	5,000
TOTALS	3,600	4,659	9,659	5,000

**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:** INCREASE IN APPROPRIATIONS TO PAY FOR DATA IMPORTATION AND DOCUMENT MANAGEMENT SUBSCRIPTIONS. SUBSCRIPTION IS FOR THE CARLE PROPERTY TAX CASE. INCREASE WILL COME FROM FUND BALANCE

DATE SUBMITTED:

5.10.18

AUTHORIZED SIGNATURE



\*\* PLEASE SIGN IN BLUE INK \*\*

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

REQUEST FOR BUDGET TRANSFER  
NEEDING CHAMPAIGN COUNTY BOARD APPROVAL

BT NO. 18-00004

FUND 080 GENERAL CORPORATE

DEPARTMENT 075 GENERAL COUNTY

TO LINE ITEM:

FROM LINE ITEM:

NUMBER/TITLE	\$ AMOUNT	NUMBER/TITLE
080-075-571.81 TO NURSING HOME FUND 081	101,000.	080-075-513.06 EMPLOYEE HEALTH/LIFE INS

EXPLANATION: TO TRANSFER THE FUNDS TO PAY THE NURSING HOME MSN SETTLEMENT OBLIGATION.

DATE SUBMITTED: 5-9-18

*Debra L. Bury*  
 \_\_\_\_\_  
 AUTHORIZED SIGNATURE

APPROVED BY PARENT COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_

\* PLEASE SIGN IN BLUE INK \*

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

RESOLUTION



WHEREAS, The County of Champaign, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

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

RECEIVED  
APR 18 2018  
C. C. TREAS. OFF.

LUDLOW TOWNSHIP

PERMANENT PARCEL NUMBER: 14-03-36-305-013

As described in certificate(s) : 0085 sold October 1998

and it appearing to the Budget & Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, Village of Rantoul, has bid \$648.00 for the County's interest, such bid having been presented to the Budget & Finance Committee at the same time it having been determined by the Budget & Finance Committee and the Agent for the County, that the County shall receive from such bid \$250.00 as a return for its certificate(s) of purchase. The County Clerk shall receive \$0.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive \$0.00 for his services and the Recorder of Deeds shall receive \$48.00 for recording. The Agent under his contract for services shall receive \$350.00. The total paid by purchaser is \$648.00.

WHEREAS, 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, be hereby authorized to execute a deed of conveyance of the County's interest or authorize the cancellation of the appropriate Certificate(s) of Purchase, as the case may be, on the above described real estate for the sum of \$250.00 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

SALE TO NEW OWNER

05-18-001

**NURSING HOME CASH FLOW REPORT  
APRIL 2018**

REVENUE	Current Month Receipts as of 4/30/2018	Current Month Projected on 4/1/2018	Current Month Balance as of 4/30/2018	Aging Receipts as of 4/30/2018	Aging Outstanding on 4/1/2018	Aging Balance as of 4/30/2018	Total Revenue Received for month	Total Revenue Outstanding as of 4/30/2018
Private Pay	\$250,401.85	\$251,766.75	\$1,364.90	\$76,780.22	\$2,584,082.71	\$2,507,302.49	\$327,182.07	\$2,508,667.39
Medicare A	\$46,165.58	\$73,048.35	\$26,882.77	\$30,286.76	\$161,995.53	\$131,708.77	\$76,452.34	\$158,591.54
Medicare B	\$4,358.24	\$7,748.04	\$3,389.80	\$1,155.74	\$70,798.51	\$69,642.77	\$5,513.98	\$73,032.57
Medicaid	\$219,868.99	\$257,216.17	\$37,347.18	\$86,528.88	\$772,542.95	\$686,014.07	\$306,397.87	\$723,361.25
Hospice	\$12,703.08	\$21,152.02	\$8,448.94	\$15,169.42	\$101,944.92	\$86,775.50	\$27,872.50	\$95,224.44
VA	\$0.00	\$6,820.00	\$6,820.00	\$8,710.00	\$286,490.22	\$277,780.22	\$8,710.00	\$284,600.22
Private Insurance	\$34,700.87	\$44,410.89	\$9,710.02	\$4,441.50	\$1,116,689.18	\$1,112,247.68	\$39,142.37	\$1,121,957.70
<b>TOTAL</b>	<b>\$568,198.61</b>	<b>\$662,162.22</b>	<b>\$93,963.61</b>	<b>\$223,072.52</b>	<b>\$5,094,544.02</b>	<b>\$4,871,471.50</b>	<b>\$791,271.13</b>	<b>\$4,965,435.11</b>

EXPENDITURE	Current Month Paid by 4/30/2018	Current Month Due from 4/1-4/30	Current Month Balance as of 4/30/2018	Aging AP Paid from 4/1-4/30	Aging AP Due on 4/1/2018	Current Month Balance as of 4/30/2018	Total Expenditure for month	Total Expenditure Outstanding as of 4/30/2018
Payroll	\$480,449.85	\$480,449.85	\$0.00	\$0.00	\$0.00	\$0.00	\$480,449.85	\$0.00
AP								
Payroll Taxes & Benefits	\$0.00	\$178,557.29	\$178,557.29	\$0.00	\$496,729.30	\$496,729.30	\$0.00	\$675,286.59
Outside Vendor AP	\$18,532.96	\$167,817.38	\$149,284.42	\$239,696.76	\$2,023,101.47	\$1,783,404.71	\$258,229.72	\$1,932,689.13
Outstanding County AP & Loans		\$1,360.83	\$1,360.83	\$0.00	\$1,547,573.31	\$1,547,573.31	\$0.00	\$1,548,934.14
<b>AP Total</b>	<b>\$18,532.96</b>	<b>\$347,735.50</b>	<b>\$329,202.54</b>	<b>\$239,696.76</b>	<b>\$4,067,404.08</b>	<b>\$3,827,707.32</b>	<b>\$258,229.72</b>	<b>\$4,156,909.86</b>
<b>TOTAL</b>	<b>\$498,982.81</b>	<b>\$828,185.35</b>	<b>\$329,202.54</b>	<b>\$239,696.76</b>	<b>\$4,067,404.08</b>	<b>\$3,827,707.32</b>	<b>\$738,679.57</b>	<b>\$4,156,909.86</b>

**Notes:**

Current Month Due AP Total + Aging AP Due AP Total = \$4,415,139.58 - ties to Nursing Home AP Summary for April  
 Total Expenditure Outstanding as of 2/28/2018 - \$3,758,692  
 Total Expenditure Outstanding as of 3/31/2018 - \$3,971,441.99

Private Pay current month Projected Revenue excludes Medicaid Pending in the amount of \$150,811 since it was not anticipated to be collected

**NURSING HOME APRIL AP PAYMENTS**

WARRANT	CHECK DATE	VENDOR	Current	Aging	Mandated by Agreement	MONTH TOTAL
573739	4/6/2018	Professional Medical			\$25,034.28	\$25,034.28
574579	4/12/2018	Aladdin Electric		\$12,865.06		\$12,865.06
574616	4/12/2018	Fitzsimmons Hospital Services	\$2,604.29	\$3,312.50		\$5,916.79
574617	4/12/2018	Fresh Cut Lawn Care		\$3,525.00		\$3,525.00
574655	4/12/2018	Perfection Bakeries Inc		\$194.50		\$194.50
574656	4/12/2018	Prairie Farms Dairy		\$753.32		\$753.32
574663	4/12/2018	Republic Services		\$2,177.04		\$2,177.04
A002590	4/12/2018	Specialized Medical Services Inc		\$1,615.15		\$1,615.15
574675	4/12/2018	Sysco Central Illinois Inc		\$15,666.35		\$15,666.35
574689	4/12/2018	Verizon Wireless	\$192.03			\$192.03
574740	4/20/2018	McCloud Services		\$1,728.07		\$1,728.07
A002594	4/20/2018	Ability Network Inc	\$460.95			\$460.95
574774	4/20/2018	Carle Medical Supply		\$496.50		\$496.50
574779	4/20/2018	Champaign-Urbana Public Health	\$85.00			\$85.00
574787	4/20/2018	Connor Company	\$1,006.72			\$1,006.72
574816	4/20/2018	I3 Broadband		\$50.28		\$50.28
574835	4/20/2018	Medline Industries Inc		\$12,384.19		\$12,384.19
574836	4/20/2018	Menards	\$352.98			\$352.98
574862	4/20/2018	Quality Limo & Taxi Inc		\$1,800.00		\$1,800.00
A002609	4/20/2018	Specialized Medical Services Inc		\$666.79		\$666.79
A002610	4/20/2018	Supplyworks		\$8,002.69		\$8,002.69
574873	4/20/2018	Sysco Central Illinois Inc		\$14,463.52		\$14,463.52
574875	4/20/2018	Televue	\$2,703.93			\$2,703.93
575120	4/30/2018	Health Pro			\$31,296.29	\$31,296.29
575134	4/30/2018	AFSCME Council 31	\$25.00			\$25.00
A002618	4/30/2018	Ability Network Inc		\$467.86		\$467.86
A002619	4/30/2018	Accelerated Care Plus Leasing	\$1,300.00	\$1,438.91		\$2,738.91
575147	4/30/2018	A T & T Centrex	\$233.82			\$233.82
575159	4/30/2018	Centers for Medicare & Medicaid			\$4,415.92	\$4,415.92
575163	4/30/2018	Champaign-Urbana Mass Transit	\$20.00			\$20.00
A002621	4/30/2018	Chemical Maintenance Inc		\$140.60		\$140.60
575172	4/30/2018	Computer Discount Warehouse		\$12,430.52		\$12,430.52
575173	4/30/2018	Direct Supply Equipment		\$969.46		\$969.46
575174	4/30/2018	Consolidated Communications	\$946.12			\$946.12
A002624	4/30/2018	Direct Supply Equipment		\$2,892.94		\$2,892.94
575190	4/30/2018	Farmer Bros		\$1,258.63		\$1,258.63
575194	4/30/2018	Federal Express Corporation	\$72.87			\$72.87
575209	4/30/2018	Healthdirect		\$18,140.69		\$18,140.69
A002625	4/30/2018	Hill-Rom Company Inc		\$310.00		\$310.00
575216	4/30/2018	Illinois Dept of Public Health			\$5,876.11	\$5,876.11
575221	4/30/2018	Interstate All Battery Center	\$211.00			\$211.00
A002626	4/30/2018	Kone Inc		\$601.20		\$601.20
A002627	4/30/2018	LB Medwaste Services Inc		\$219.64		\$219.64
575226	4/30/2018	Lifecycle Systems LLC		\$102.50		\$102.50
575229	4/30/2018	Manpower		\$840.00		\$840.00
A002631	4/30/2018	McCloud Services	\$153.36			\$153.36
575231	4/30/2018	McCormick Commercial Services		\$1,541.45		\$1,541.45
A002632	4/30/2018	Med-Pass Inc	\$129.38			\$129.38
575232	4/30/2018	Medline Industries Inc		\$4,012.62		\$4,012.62

**NURSING HOME APRIL AP PAYMENTS**

<b>WARRANT</b>	<b>CHECK DATE</b>	<b>VENDOR</b>	<b>Current</b>	<b>Aging</b>	<b>Mandated by Agreement</b>	<b>MONTH TOTAL</b>
575233	4/30/2018	Menards	\$446.19			\$446.19
575234	4/30/2018	Midwest Fiber Inc		\$486.00		\$486.00
575243	4/30/2018	PEL/VIP Medical Staffing		\$2,242.20		\$2,242.20
575245	4/30/2018	Perfection Bakeries Inc		\$825.84		\$825.84
575246	4/30/2018	Prairie Farms Dairy		\$869.70		\$869.70
575249	4/30/2018	Primelife Times		\$280.00		\$280.00
A002640	4/30/2018	Safeworks Illinois	\$70.00			\$70.00
A002642	4/30/2018	Specialized Medical Services Inc		\$380.01		\$380.01
575269	4/30/2018	Sysco Central Illinois Inc		\$3,942.38		\$3,942.38
575270	4/30/2018	Televue		\$2,974.33		\$2,974.33
575272	4/30/2018	Tess Oral Health	\$77.68			\$77.68
575274	4/30/2018	Triad Shredding Corp		\$290.00		\$290.00
575280	4/30/2018	Urbana & Champaign Sanitary Dist	\$1,455.47			\$1,455.47
A002646	4/30/2018	Uvanta of Central Illinois		\$30,822.04		\$30,822.04
575283	4/30/2018	Verizon Wireless	\$200.97			\$200.97
575293	4/30/2018	Visa Cardmember Services	\$4,708.01			\$4,708.01
575297	4/30/2018	Wal-Mart	\$349.11			\$349.11
575299	4/30/2018	Wex Bank	\$728.08			\$728.08
575303	4/30/2018	Xerox Corporation		\$4,893.68		\$4,893.68
<b>TOTAL A/P PAYMENTS FOR APRIL</b>			<b>\$18,532.96</b>	<b>\$173,074.16</b>	<b>\$66,622.60</b>	<b>\$258,229.72</b>

NURSING HOME AP SUMMARY - APRIL 2018

VENDOR	Older than Jan 2018	Feb-18	Mar-18	Apr-18	TOTAL
ABILITY NETWORK INC			\$ 474.78	\$ 460.95	\$ 935.73
ACCELERATED CARE PLUS LEASING INC			\$ 1,300.00	\$ 1,300.00	\$ 2,600.00
ACCURATE BIOMETRICS	\$703.00	\$ 185.00	\$ 45.00		\$ 933.00
AMEREN ILLINOIS	\$24,312.04	\$ 7,951.16	\$ 11,147.27	\$ 12,458.07	\$ 55,868.54
AMERICAN MEDICAL SUPPLY & SERVICE CO.				\$ 1,908.84	\$ 1,908.84
AMPRIDE COMMUNICATIONS	\$1,224.00		\$ 1,224.00		\$ 2,448.00
BENNETT ELECTRONIC SERVICE COMPANY, INC	\$326.70				\$ 326.70
CARLE FOUNDATION EMP DRUG SCREENS	\$3,521.00				\$ 3,521.00
CARLE FOUNDATION EMP PHYSICALS	\$3,400.00				\$ 3,400.00
CARLE FOUNDATION LAB CHARGES	\$1,766.34	\$ 886.40	\$ 601.13	\$ 263.05	\$ 3,516.92
CARLE FOUNDATION PATIENT PMTS	\$36,520.99	\$ 8,174.64	\$ 16,354.56	\$ 882.00	\$ 61,932.19
CARROT-TOP INDUSTRIES INC.		\$ 175.44			\$ 175.44
CHAMPAIGN COUNTY NURSING HOME-PETTY CASH			\$ 131.68	\$ 25.00	\$ 156.68
CHAMPAIGN SURGICENTER	\$3,602.27				\$ 3,602.27
CHEMICAL MAINTENANCE INC	\$57.00	\$ 361.30			\$ 418.30
CHRISTIE CLINIC-DOCTORS	\$17,200.00		\$ 1,800.00		\$ 19,000.00
CHRISTIE CLINIC-PATIENTS	\$2,262.23	\$ 33.67		\$ 7.32	\$ 2,303.22
COMMERCIAL BUILDERS, INC.			\$ -		\$ -
CONSOLIDATED COMMUNICATIONS				\$ 765.10	\$ 765.10
CONSTELLATION ENERGY SERVICES	\$70,842.21			\$ 8,322.24	\$ 79,164.45
CUMMINS CROSSPOINT	\$3,086.51				\$ 3,086.51
CYNTHIA CHOW & ASSOCIATES, LLC	\$2,805.46	\$ 1,638.73	\$ 1,696.73		\$ 6,140.92
DAVE & HARRY LOCKSMITHS, INC.			\$ 68.70		\$ 68.70
DAVIS-HOUK MECHANICAL INC.			\$ 459.90	\$ 342.79	\$ 802.69
DEAN'S SUPERIOR BLUEPRINT, INC.			\$ 18.75		\$ 18.75
DEX	\$2,122.13	\$ 57.26	\$ 58.05		\$ 2,237.44
DIAMOND RENTALS, INC.	\$1,032.00	\$ 258.00	\$ 258.00	\$ 258.00	\$ 1,806.00
DIMOND BROS. AGENCY, INC CHA		\$ -			\$ -
DIRECT SUPPLY EQUIPMENT			\$ 1,455.55		\$ 1,455.55
ECOLAB	\$757.40	\$ 404.95	\$ 1,663.21	\$ 608.69	\$ 3,434.25
ECOLAB FOOD SAFETY SPECIALTIES	\$1,450.50		\$ 431.34		\$ 1,881.84
ELSBO	\$1,558.83	\$ 422.76	\$ 496.86		\$ 2,478.45
ENTECH SERVICES, INC.	\$3,180.02		\$ 433.28	\$ 2,172.50	\$ 5,785.80
FARMER BROTHERS CO	\$1,270.56	\$ 1,200.13	\$ 1,026.57	\$ 1,410.76	\$ 4,908.02
FAVORITE HEALTHCARE STAFFING, INC.	\$15,284.41				\$ 15,284.41
FITZSIMMONS			\$ 2,074.50	\$ 1,238.00	\$ 3,312.50
FREEDOM FIRE PROTECTION	\$1,350.00				\$ 1,350.00
FRESH CUT LAWN CARE		\$ 5,675.00		\$ 1,325.00	\$ 7,000.00
GEYER FIRE PROTECTION, LLC	\$675.00	\$ 675.00	\$ 900.00		\$ 2,250.00
HD SUPPLY FACILITIES MAINTENANCE	\$2,554.60	\$ 1,388.19	\$ (254.42)		\$ 3,688.37
HEALTHDIRECT	\$117,770.53	\$ 10,503.36	\$ 13,018.83		\$ 141,292.72
HEALTHPRO	\$305,989.03		\$ 29,584.17	\$ 144.00	\$ 335,717.20
HENNELLY, JACOB, QUINLAN & ASSOC.	\$13,500.00				\$ 13,500.00
HFS/BUREAU OF FISCAL OPERATIONS	\$140,192.00	\$ 24,019.00	\$ 21,852.00	\$ 24,662.00	\$ 210,725.00
HIBU INC-WEST	\$137.90	\$ 137.90	\$ 393.91		\$ 669.71
HILL-ROM COMPANY, INC.	\$310.00	\$ 280.00	\$ 310.00	\$ 300.00	\$ 1,200.00
HORNING'S INC	\$6,322.00				\$ 6,322.00
I3 BROADBAND				\$ 290.00	\$ 290.00
ILLINI FIRE EQUIPMENT COMPANY			\$ 232.50	\$ 3.49	\$ 235.99
ILLINOIS AMERICAN WATER COMPANY	\$5,616.97	\$ 2,689.05	\$ 2,798.00		\$ 11,104.02
ILLINOIS COUNTIES RISK MANAGEMENT TRUST		\$ -	\$ -	\$ -	\$ -
ILLINOIS DEPARTMENT OF PUBLIC HEALTH		\$ -	\$ -	\$ -	\$ -
KONE, INC.		\$ 980.32	\$ 1,703.47		\$ 2,683.79
LB MEDWASTE SERVICES INC	\$988.32	\$ 254.50		\$ 169.67	\$ 1,412.49
LEADINGAGE ILLINOIS	\$16,664.35				\$ 16,664.35
LEV DIAGNOSTICS	\$100.00				\$ 100.00
LIFECYCLE SYSTEMS	\$205.00	\$ 102.50	\$ 102.50	\$ 102.50	\$ 512.50



NURSING HOME AP SUMMARY - APRIL 2018

VENDOR	Older than Jan 2018	Feb-18	Mar-18	Apr-18	TOTAL
LINCARE	\$2,677.62				\$ 2,677.62
MANPOWER			\$ 716.80	\$ 1,657.60	\$ 2,374.40
MCCLOUD SERVICES				\$ 733.20	\$ 733.20
MCCORMICK COMMERCIAL SERVICE	\$1,912.49	\$ 2,278.78	\$ 241.50		\$ 4,432.77
MCKESSON MEDICAL-SURGICAL	\$23,124.50	\$ 352.70	\$ 1,040.28		\$ 24,517.48
MEDICAL STAFFING NETWORK, INC.	\$180,740.30				\$ 180,740.30
MEDLINE INDUSTRIES INC	\$36,579.62	\$ 17,263.97	\$ 17,134.34	\$ 15,022.22	\$ 86,000.15
MENARDS	\$75.14			\$ 53.25	\$ 128.39
MESA LABS			\$ 98.95		\$ 98.95
MIDWEST FIBER, INC.			\$ 486.00		\$ 486.00
NEWS GAZETTE			\$ 866.31		\$ 866.31
OLIVER GROUP, THE	\$9,250.00				\$ 9,250.00
PEL/VIP MEDICAL STAFFING	\$4,438.03	\$ 1,750.45	\$ 1,685.76	\$ 1,386.66	\$ 9,260.90
Perfection Bakeries, Inc.	\$70.56	\$ 741.74	\$ 1,010.50	\$ 436.06	\$ 2,258.86
PINNACLE CONSULTING	\$1,620.00				\$ 1,620.00
POLSINELLI PC	\$21,069.42	\$ 13,736.25	\$ 18,743.09	\$ 16,083.50	\$ 69,632.26
PRAIRIE FARMS DAIRY, INC.	\$999.99	\$ 1,093.86	\$ 1,254.27	\$ 648.33	\$ 3,996.45
PRESENCE COVENANT MEDICAL CENTER	\$9,256.15		\$ 5,016.69		\$ 14,272.84
PRIMELIFE TIMES	\$280.00	\$ 330.00	\$ 675.00		\$ 1,285.00
QUALITY LIMO & TAXI INC.		\$ 1,745.00	\$ 1,360.00	\$ 1,120.00	\$ 4,225.00
RENTAL CITY		\$ 365.60			\$ 365.60
REPUBLIC SERVICES #729		\$ 2,280.71	\$ 2,078.60	\$ 2,078.18	\$ 6,437.49
RSM US LLP	\$89,949.55				\$ 89,949.55
SAK MANAGEMENT		\$ 67,045.22	\$ 55,167.17	\$ 48,681.83	\$ 170,894.22
Shearer, Jan			\$ 4,410.60		\$ 4,410.60
SHI INTERNATIONAL CORP				\$ 602.82	\$ 602.82
SMART CARE EQUIPMENT SOLUTIONS	\$352.45				\$ 352.45
SOCIALWORK CONSULTATION GROUP	\$1,254.00	\$ 660.00	\$ 594.00	\$ 660.00	\$ 3,168.00
SPECIALIZED MEDICAL SERVICES	\$2,169.10	\$ 2,071.37	\$ 2,125.29	\$ 2,089.24	\$ 8,455.00
STRICKLIN & ASSOCIATES	\$1,333.32				\$ 1,333.32
SUPPLYWORKS			\$ 2,389.01	\$ 1,520.31	\$ 3,909.32
SYSCO CENTRAL ILLINOIS	\$69,304.32	\$ 31,610.26	\$ 31,965.58	\$ 8,691.89	\$ 141,572.05
TELEVUE				\$ 2,839.13	\$ 2,839.13
TESS ORAL HEALTH		\$ 67.68	\$ -		\$ 67.68
THE GENTELL BUILDING		\$ 150.00			\$ 150.00
THOMPSON ELECTRONICS CO.	\$4,205.08	\$ 167.84	\$ 2,677.88	\$ 167.84	\$ 7,218.64
TOBIN & ASSOCIATES, INC	\$1,800.00				\$ 1,800.00
TRIAD SHREDDING CORP			\$ 360.00	\$ 145.00	\$ 505.00
UPCLOSE GRAPHICS, INC.			\$ 177.78		\$ 177.78
URBANA & CHAMPAIGN SANITARY DISTRICT	\$1,555.93	\$ 1,264.59	\$ 2.00	\$ 2,930.78	\$ 5,753.30
UVANTA PHARMACY OF CENTRAL ILLINOIS	\$265,991.19				\$ 265,991.19
VOHRA WOUND PHYSICIANS OF IL SC			\$ 160.41		\$ 160.41
WAL-MART COMMUNITY -NURSING HOME ACCOUNT	-\$2.97		\$ 9.87		\$ 6.90
WALZ SCALE				\$ 200.00	\$ 200.00
Wingler, Rita			\$ 2,695.60		\$ 2,695.60
XEROX CORPORATION				\$ 649.57	\$ 649.57
<b>TOTAL OUTSIDE VENDORS</b>	<b>\$1,540,667.09</b>	<b>\$213,430.28</b>	<b>\$269,004.10</b>	<b>\$167,817.38</b>	<b>\$2,190,918.85</b>
<b>CHAMPAIGN COUNTY GROUP</b>					
CHAMPAIGN COUNTY TREASURER	\$54,840.83				\$54,840.83
CHAMPAIGN COUNTY TREASURER - HWY	\$207.31		\$1,151.27	\$1,076.27	\$2,434.85
CHAMPAIGN COUNTY TREASURER - 080-071-341.39	\$13,771.54				\$13,771.54
CHAMPAIGN COUNTY TREASURER - Gen Corp	\$423,689.01	\$14,244.00			\$437,933.01
CHAMPAIGN COUNTY TREASURER - Health		\$56,498.20	\$55,722.14	\$58,138.84	\$170,359.18
CHAMPAIGN COUNTY TREASURER - IMRF	\$20,089.53	\$36,002.94	\$53,299.13	\$36,423.24	\$145,814.84
CHAMPAIGN COUNTY TREASURER - MAINTENANCE	\$50,961.16		\$8,700.44		\$59,661.60
CHAMPAIGN COUNTY TREASURER - NH				\$35.99	\$35.99
CHAMPAIGN COUNTY TREASURER - Post	\$2,733.66	\$266.94	\$235.38	\$248.57	\$3,484.55
CHAMPAIGN COUNTY TREASURER - SELF FUNDED INS	\$249,969.77				\$249,969.77
CHAMPAIGN COUNTY TREASURER - SS Fund	\$19,091.74	\$34,504.29	\$52,687.89	\$35,986.06	\$142,269.98

**NURSING HOME AP SUMMARY - APRIL 2018**

<b>VENDOR</b>	<b>Older than Jan 2018</b>	<b>Feb-18</b>	<b>Mar-18</b>	<b>Apr-18</b>	<b>TOTAL</b>
CHAMPAIGN COUNTY TREASURER - Workers Comp	\$156,590.39		\$12,243.05	\$19,032.58	\$187,866.02
CHAMPAIGN COUNTY TREASURER - Unemployment				\$28,976.57	\$28,976.57
CHAMPAIGN COUNTY TREASURER - Gen Corp Loans	\$726,802.00				\$726,802.00
<b>TOTAL CHAMPAIGN COUNTY TREASURER</b>	<b>\$1,718,746.94</b>	<b>\$141,516.37</b>	<b>\$184,039.30</b>	<b>\$179,918.12</b>	<b>\$2,224,220.73</b>
<b>TOTAL AP OUTSTANDING</b>	<b>\$3,259,414.03</b>	<b>\$354,946.65</b>	<b>\$453,043.40</b>	<b>\$347,735.50</b>	<b>\$4,415,139.58</b>

Champaign County Nursing Home  
Actual vs Budget Statement of Operations

03/31/18

1

Description	Actual	Budget	Variance	YTD Actual	YTD Budget	Variance
<b>Operating Income</b>						
Miscellaneous Revenue	100.00	150.00	(42.00)	1,090.42	450.00	640.42
Medicare A Revenue	130,592.35	147,327.50	(16,735.15)	439,640.00	414,489.00	25,152.00
Medicare B Revenue	9,526.78	18,500.00	(8,974.22)	31,014.75	55,500.00	(24,485.25)
Medicaid Revenue	381,610.73	480,261.67	(98,650.94)	1,073,719.41	1,369,305.35	(315,585.94)
Private Pay Revenue	335,047.54	253,966.08	81,080.66	1,066,663.41	737,773.20	328,890.21
Adult Day Care Revenue	11,006.02	15,000.00	(3,993.18)	33,076.68	45,000.00	(11,923.32)
<b>Total Income</b>	<b>667,991.22</b>	<b>915,206.05</b>	<b>(47,314.83)</b>	<b>2,645,204.67</b>	<b>2,642,516.55</b>	<b>2,688.12</b>
<b>Operating Expenses</b>						
Administration	297,336.44	292,736.12	(4,600.32)	791,882.54	862,766.01	70,884.27
Environmental Services	65,548.32	84,026.69	19,278.37	198,667.01	250,812.25	52,145.24
Laundry	12,453.66	12,140.60	(313.06)	45,904.98	35,541.25	(10,363.73)
Maintenance	27,397.02	27,016.52	(380.30)	83,637.60	79,679.40	(3,958.20)
Nursing Services	493,734.89	465,414.92	(28,319.96)	1,430,236.25	1,354,154.24	(76,081.91)
Activities	17,525.26	18,692.29	1,167.03	52,741.63	54,314.38	1,572.75
Social Services	20,501.02	19,179.10	(1,321.92)	63,806.03	55,693.03	(8,112.20)
Physical Therapy	16,949.68	20,000.00	3,050.32	52,589.03	60,000.00	7,410.97
Occupational Therapy	11,263.29	19,000.00	7,736.71	42,614.94	57,000.00	14,385.06
Speech Therapy	1,404.29	6,750.00	5,345.71	4,693.51	20,250.00	15,366.49
Respiratory Therapy	2,526.41	1,910.00	(616.41)	8,458.82	5,730.00	(2,728.82)
<b>Total This Department</b>	<b>3,930.70</b>	<b>8,660.00</b>	<b>4,729.30</b>	<b>13,342.33</b>	<b>25,980.00</b>	<b>12,537.67</b>
Food Services	114,196.50	94,921.49	(19,275.01)	345,870.43	275,289.09	(70,581.34)
Barber & Beauty	3,923.46	3,406.25	(517.21)	11,212.59	9,697.17	(1,315.42)
Adult Day Care	17,441.55	15,901.91	(1,539.64)	52,514.40	46,265.78	(6,228.62)
Alzheimers and Related Disorders	15,832.22	41,543.35	25,711.13	55,721.04	120,531.49	64,910.45
<b>Total Expenses</b>	<b>1,118,034.60</b>	<b>1,123,439.21</b>	<b>5,404.41</b>	<b>3,240,740.00</b>	<b>3,288,045.60</b>	<b>47,305.00</b>
<b>Net Operating Income</b>	<b>(250,143.58)</b>	<b>(208,233.16)</b>	<b>(41,910.42)</b>	<b>(595,536.13)</b>	<b>(645,529.24)</b>	<b>49,993.11</b>
<b>NonOperating Income</b>						
Local Taxes	105,565.00	105,555.00		316,695.00	316,695.00	
Miscellaneous NI Revenue	242.60	290.00	(47.40)	292.60	870.00	(577.40)
<b>Total NonOperating Income</b>	<b>105,807.60</b>	<b>105,855.00</b>	<b>(47.40)</b>	<b>316,987.60</b>	<b>317,565.00</b>	<b>(577.40)</b>
<b>Net Income (Loss)</b>	<b>(144,335.98)</b>	<b>(102,378.16)</b>	<b>(41,957.82)</b>	<b>(278,548.53)</b>	<b>(327,964.24)</b>	<b>49,415.71</b>

Champaign County Nursing Home  
 Census Summary Report  
 For Mar-18

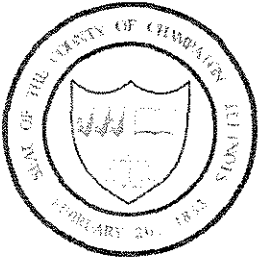
	Mar-18					YTD			
	Total Days	ADC	Incr/(Decr) to Pr Mth	Mix	Occupancy	Total Days	ADC	Mix	Occupancy
Medicare A	297	7.65	(2.68)	5.49%	3.15%	784	8.71	6.32%	3.58%
Medicaid	1,985	64.03	(11.65)	46.01%	25.35%	6,484	72.04	52.28%	29.65%
Medicaid Pending	1,313	42.35	14.07	30.44%	17.43%	2,943	32.70	23.73%	13.46%
Managed Care	-	-	(0.25)	0.00%	0.00%	15	0.17	0.12%	0.07%
Private Pay	749	24.16	1.73	17.26%	9.94%	2,033	22.59	16.39%	8.50%
Veterans	30	0.97	(0.99)	0.70%	0.40%	143	1.59	1.15%	0.65%
<b>Total</b>	<b>4,314</b>	<b>139.16</b>	<b>0.84</b>	<b>100.00%</b>	<b>57.27%</b>	<b>12,402</b>	<b>137.80</b>	<b>100.00%</b>	<b>56.71%</b>

Champaign County Nursing Home  
 Avg Daily Census Summary Report  
 For Mar-18

	<u>Jan-18</u>	<u>Feb-18</u>	<u>Mar-18</u>
<b>Actual:</b>	<b>ADC</b>	<b>ADC</b>	<b>ADC</b>
Medicare A	8.32	10.32	7.65
<i>var to budget</i>	1.32	2.32	(0.35)
Medicaid	76.77	75.68	64.03
<i>var to budget</i>	(18.23)	(20.32)	(31.97)
Medicaid Pending	27.03	28.29	42.35
<i>var to budget</i>	16.03	17.29	31.35
Managed Care	0.26	0.25	-
<i>var to budget</i>	(2.74)	(2.75)	(3.00)
Private Pay	21.16	22.43	24.16
<i>var to budget</i>	(1.84)	(0.57)	1.16
Veterans	2.42	1.36	0.97
<i>var to budget</i>	(2.58)	(3.64)	(4.03)
<b>Total</b>	<b>135.97</b>	<b>138.32</b>	<b>139.16</b>
<i>var to budget</i>	(8.03)	(7.68)	(6.84)

	<u>Jan-18</u>	<u>Feb-18</u>	<u>Mar-18</u>
<b>Budget:</b>	<b>ADC</b>	<b>ADC</b>	<b>ADC</b>
Medicare A	7.00	8.00	8.00
Medicaid	95.00	96.00	96.00
Medicaid Pending	11.00	11.00	11.00
Managed Care	3.00	3.00	3.00
Private Pay	23.00	23.00	23.00
Veterans	5.00	5.00	5.00
<b>Total</b>	<b>144.00</b>	<b>146.00</b>	<b>146.00</b>

<b>Varinace:</b>			
<b>Over/(Under)</b>	<b>(8.03)</b>	<b>(7.68)</b>	<b>(6.84)</b>



## CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE  
MANAGEMENT SERVICES

Debra Busey, County Administrator

### MEMORANDUM

**TO:** Stephanie Fortado, Deputy Chair of Finance and Members of the County Board

**FROM:** Deb Busey, Interim County Administrator

**DATE:** May 1, 2018

**RE:** Nursing Home Cash Flow Management Recommendation

**Issue:**

The County Board adopted Resolution No. 2018-70 on March 27, 2018 to address issues related to cash flow management for the Nursing Home. Based upon operational challenges that occurred in April with regard to cash flow and payment of vendors, it is recommended that an adjustment to the terms established in Resolution No. 2018-70 be adopted.

**Recommendation:**

The resolution as previously adopted did not allow Accounts Payable payments to be made in non-payroll weeks. This has created an issue of a lack of flexibility in operations management for the Nursing Home. To correct this lack of flexibility, it is recommended the County Board adopt the following change to the previously adopted language:

Accounts Payable for the Nursing Home will be processed only ~~in the weeks that payroll is issued, and~~ after the determination of *that there will be* adequate funds to cover *the next* payroll, ~~with all remaining additional funds available in that week will~~ *to* be applied to the Accounts Payable requisitions submitted by the Nursing Home as prioritized and agreed upon by SAK, the County Auditor and the County Administrator.

Thank you for your consideration of this issue.

**RESOLUTION NO.**

**RESOLUTION ADOPTING THE CHAMPAIGN COUNTY FINANCIAL POLICIES**

**WHEREAS**, the Champaign County Board has adopted its Financial Policies with Resolution No. 9963 on May 18, 2017; and

**WHEREAS**, the Champaign County Board has identified the need to review its Financial Policies as documented in the Attachment to this Resolution; and

**WHEREAS**, the Champaign County Board has determined that revisions to its Financial Policies are unnecessary;

**NOW, THEREFORE BE IT RESOLVED** by the County Board of Champaign County that the Financial Policies as documented in the Attachment to this Resolution are hereby approved; and

**BE IT FURTHER RESOLVED** by the County Board of Champaign County that Resolution No. 9963 is hereby rescinded.

**PRESENTED, ADOPTED, APPROVED and RECORDED** this 24<sup>th</sup> day of May, A.D. 2018.

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C. Pius Weibel, Chair  
Champaign County Board

ATTEST:

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



## Champaign County Financial Policies

### Introduction

Champaign County has several relevant financial policies in order to preserve and enhance its fiscal health, identify acceptable and unacceptable courses of action, and provide a standard to evaluate the government's fiscal performance. Besides the county's Financial Policies and Annual Budget Process Resolution, other policies that are central to a strategic, long-term approach to financial management are posted on the county website <http://www.co.champaign.il.us/HeaderMenu/generalinfo.php>.

- Purchasing Policy (including Capital Asset Management and Replacement)
- Grant Application/Approval Policy
- Personnel Policy (including Salary Administration Guidelines)
- Treasurer's Investment Policy <http://www.co.champaign.il.us/treasurer/PDFS/InvestmentPolicy.pdf>

### Budgeting Policies

1. The County's fiscal year is January 1 – December 31.
2. All County funds are appropriated in the "Official Budget," which is approved by the County Board. Appropriations are considered the maximum authorization to incur obligations and not a mandate to spend.
3. The County is committed to producing a balanced budget in a timely manner. The County will pay for current expenditures with current revenues, avoiding procedures that balance budgets by postponing needed expenditures, realizing future revenues early, or rolling over short-term debt. A budget is balanced when total appropriations do not exceed total revenues and appropriated fund balance within an individual fund.
4. The budgets for all governmental funds and proprietary funds are presented on a modified accrual basis.
5. The final Budget document must include:
  - a. A statement of financial information including prior year revenue and expenditure totals, and current and ensuing year revenue and expenditure projections; and
  - b. A statement of all moneys in the county treasury unexpended at the termination of the last fiscal year; and
  - c. A statement of all outstanding obligations or liabilities of the county incurred in any preceding fiscal year; and
  - d. Additional information required by state law.
6. The budget may be amended through a Budget Amendment or Budget Transfer which require a 2/3<sup>rd</sup> majority vote (15) of the County Board. Department heads may authorize transfers between non-personnel budget lines in their department budget as long as they do not exceed the total combined appropriation for non-personnel categories; and transfers between personnel lines as long as they do not exceed the total combined appropriation for personnel categories.
7. A General Corporate Fund contingency appropriation will be designated for emergency purchases during the fiscal year. The contingency appropriation goal is 1% of the total anticipated expenditure for the General Corporate Fund. No more than 5% of the total General Corporate Fund Appropriation may be appropriated to contingencies. Money appropriated for contingencies may be used for contingent, incidental, miscellaneous, or general county purposes, but no part of the amounts so appropriated shall be used for



purposes for which other appropriations are made in the budget unless a transfer of funds is authorized by a 2/3<sup>rd</sup> majority vote (15) of the County Board.

8. On an annual basis, the County will prepare a Financial Forecast to include expenditure projections for the current year and the next four (4) fiscal years.

## Revenue Policies

1. The County will strive to maintain diversified and stable revenue sources to shelter it from unforeseeable short-run fluctuations in any one revenue source.
2. The County will estimate its annual revenues by an objective, analytical process. On an annual basis, and in conjunction with expenditure projections, the County will prepare revenue projections for the current year and the next four (4) fiscal years. Each existing and potential revenue source will be re-examined annually.
3. The property tax rates for each levy shall be calculated in accordance with the Property Tax Extension Limitation Law (PTELL).
4. The County charges user fees for items and services, which benefit a specific user more than the general public. State law or an indirect cost study determine the parameters for user fees. The County shall review all fees assessed in its annual budget preparation process to determine the appropriate level of fees for services and recommend any proposed changes to the fees collected to be implemented in the ensuing budget year.
5. To the extent feasible, one-time revenues will be applied toward one-time expenditures and will not be used to finance ongoing programs. Ongoing revenues should be equal to or exceed ongoing expenditures.
6. The Champaign County Board supports efforts to pursue grant revenues to provide or enhance County mandated and non-mandated services and capital needs. Activities which are, or will be, recurring shall be initiated with grant funds only if one of the following conditions are met:
  - a. The activity or service can be terminated in the event the grant revenues are discontinued; or
  - b. The activity should, or could, be assumed by the County's General and recurring operating fund or another identified fund. Departments are encouraged to seek additional sources of revenue to support the services prior to expiration of grant funding. Grant approval shall be subject to the terms and conditions of County Ordinance Number 635, and Ordinance amendments 903 and 920.

## Fund Policies

1. The County's financial structure begins with funds. A fund is a self-balancing accounting entity with revenues and expenditures which are segregated for the purpose of carrying out specific programs in accordance with County policies and certain applicable State and Federal laws. Each fund has at least one Department Budget, which is a group of expenditures that provide for the accomplishment of a specific program or purpose.
2. A major fund is a budgeted fund where revenues or expenditures represent more than 10% of the total appropriated revenues or expenditures.
3. All county funds are included in the Annual Budget Document except the fiduciary funds described below.
  - a. Private Purpose Trust Funds in which the County Engineer acts in a trustee capacity on behalf of townships to use state funding to maintain township roads and township bridges, which resources are not available to support the County's own programs.
  - b. Agency Funds held in a custodial capacity for external individuals, organizations and governments for the purpose of reporting resources, such as property taxes and circuit court fees and fines.

4. Governmental funds account for traditional governmental operations that are financed through taxes and other fixed or restricted revenue sources.
  - a. The General Corporate Fund is available for any authorized purpose, and is used to account for all financial resources except those required to be accounted for in another fund. A summary is prepared which lists the amount of General Corporate Fund appropriation for all affected departments. The General Corporate Fund is a Major Fund.
  - b. Special Revenue Funds are used to account for the proceeds of specific sources that are legally restricted to expenditures for a specific purpose.
    - i. Included in the Special Revenue Funds are Debt Service Funds utilized to account for the payment of interest, principal and related costs on the County's general long-term debt. (In addition to Debt Service Funds, the County also has debt service budgets included in other funds as appropriation based on the purpose of the fund.)
    - ii. Also included in Special Revenue Funds are Capital Project Funds used to account for all expenditures and revenues associated with the acquisition, construction or maintenance of major facilities that are not financed through proprietary funds or funds being held for other governments.
  - c. Proprietary Funds account for certain "business-type" activities of governments that are operated so that costs incurred can be recovered by charging fees to the specific users of these services.
    - i. An enterprise fund is used to account for operations that are financed primarily by User charges. The Nursing Home Fund is the county's only enterprise fund.
    - ii. An Internal Service Fund is established to account for the financing of goods and services provided to the County and other agencies on a cost reimbursement basis. The activities of the Self-Funded Insurance Fund and Employee Health Insurance Fund are budgeted and appropriated through the use of Internal Service Funds.
5. A Fund Statement is presented for each fund, which summarizes past and projected financial activity for the fund as follows:
  - a. Revenues presented in line item detail within revenue categories; and
  - b. Expenditures presented in line item detail within major categories – e.g., personnel, commodities, services; and
  - c. Fund Balance including the actual or estimated funds remaining at the end of the fiscal year.

## Financial Reserves and Surplus

1. The fund balance for each fund shall be reviewed annually, and recommendations for financial reserves and a plan for the use of surplus funds shall be documented.
2. For cash flow purposes due to the timing of property tax revenues and fluctuations in the receipt of state shared revenues, and in order to allow flexibility to respond to unexpected circumstances, the minimum fund balance requirement for the General Corporate Fund is 45-days or 12.5% of operating expenditures. A plan will be developed to increase the fund balance in instances where an ending audited fund balance is below the 45-day minimum requirement. The fund balance target for the General Corporate Fund is two months or 16.7% of operating expenditures.
3. It is the intent of the County to use all surpluses generated to accomplish three goals: meet reserve policies, avoid future debt and reduce outstanding debt.

## Capital Asset Management and Replacement

1. The Capital Asset Replacement Plan includes a multi-year plan for vehicles, computers, technology, furnishings and office equipment. It will be updated for the General Corporate Fund departments during the annual budget process. Expenditures will be appropriately amortized and reserves for replacement will be estimated. If the county is unable to appropriate full funding for future reserves, this will be documented in Capital Asset Replacement budget. A five-year forecast for capital asset management and replacement will be developed and updated annually.
2. The Capital Asset Replacement Plan also includes a multi-year plan for the facilities owned and maintained by the County. The County will strive to maintain all assets at a level adequate to protect the County's capital interest and to minimize future maintenance and replacement costs.
3. The County will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted and included in the Capital Asset Replacement Fund plan.
4. The Deputy County Administrator of Finance will review all expenditures from the Capital Asset Replacement Fund and the County Administrator is authorized to approve all expenditures from the Capital Asset Replacement Fund in compliance with the multi-year plan and policies established by the County Board. No more than 3% of the equalized assessed value of property subject to taxation by the county may be accumulated in a separate fund for the purpose of making specified capital improvements.
5. The Auditor maintains a fixed asset inventory of furniture, equipment, buildings, and improvements with a value of greater than \$5,000 and a useful life of one year or more.

## Debt Management

1. When applicable, the County shall review its outstanding debt for the purpose of determining if the financial marketplace will afford the County the opportunity to refund an issue and lessen its debt service costs. In order to consider the possible refunding of an issue a Present Value savings of three percent over the life of the respective issue, at a minimum, must be attainable.
2. The County will confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues.
3. When the county finances capital projects by issuing bonds, it will pay back the bonds within a period not to exceed the estimated useful life of the project.
4. The County will strive to have the final maturity of general obligation bonds at, or below, thirty years.
5. Whenever possible, the County will use special assessment, revenue, or other self-supporting bonds instead of general obligation bonds, so those benefiting from the improvements will bear all or part of the cost of the project financed.
6. The County will not use long-term debt for current operations.
7. The County will maintain good communications with bond rating agencies regarding its financial condition. The County will follow a policy of full disclosure on every financial report and borrowing prospectus.

## Accounting, Auditing and Investment

1. The County follows Generally Accepted Accounting Principles (GAAP).
2. State statutes require an annual audit by independent certified public accountants. A comprehensive annual financial report shall be prepared to the standards set by the government finance Officers Association (GFOA).
3. The County uses an accounts receivable system to accrue revenues when they are available and measurable for governmental fund types. Departments should bill appropriate parties for amounts owed to Champaign County, review aging reports, complete follow-up information about the account, and monitor all accounts receivables.
4. The County Treasurer is responsible for investment of all Champaign County funds. With County Board approval, the Treasurer may make a short term loan of idle monies from one fund to another, subject to the following criteria:
  - a. Such loan does not conflict with any restrictions on use of the source fund; and
  - b. Such loan is to be repaid to the source fund within the current fiscal year.

## Purchasing and Encumbrances

1. An encumbrance system is maintained to account for commitments resulting from purchase orders and contracts. Every effort will be made to ensure that these commitments will not extend from one fiscal year to the next. Any emergency encumbrances, which do extend into the next fiscal year, shall be subject to appropriation in the next year's budget. Encumbrances at year - end do not constitute expenditures or liabilities in the financial statements for budgeting purposes.
2. All items with an expected value of \$30,000 or more must be competitively bid with exceptions for professional services (other than engineering, architectural or land surveying services). Additional competitive bid requirements may apply by statute or as a condition of using funds from an outside source.
3. All purchases over the respective limit of \$30,000, which require the use of either formal bids or requests for proposals, must be approved by the full Champaign County Board.
4. The Champaign County Purchasing Policy Ordinances Number 897 and 902, establish the procedures to be followed in all purchasing activities.

## Risk Management

1. In order to forecast expenditures for its self-funded insurance program for workers compensation and liability, the county hires an actuarial consulting firm to review loss history and recommend funding taking into consideration claims, fixed costs, fund reserves, and national trends.
2. The County strives to maintain the actuary recommended fund balance.

## Salary Administration

1. The County Personnel Policy, adopted by Ordinance Number 960, includes Salary Administration Guidelines.
2. The County Administrator is responsible for computing salaries and fringe benefits costs for all departments.
3. Increases for non-bargaining employees will be established by the Finance Committee at the beginning of the budget cycle and forwarded to the County Board for inclusion in the annual budget.

## RESOLUTION NO.

**RESOLUTION ESTABLISHING THE BUDGET PROCESS for CHAMPAIGN COUNTY for FY2019**

**WHEREAS**, the Champaign County Board determines it appropriate to establish a formal process for the compilation, presentation, approval and execution of the annual budget; and

**WHEREAS**, based on the anticipated receipt of revenues and expenditure appropriations for FY2018 and the need for careful study of both revenues and expenditures for FY2019, the Finance Committee recommends guidelines and policies for the process and development of the FY2019 annual budget;

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of Champaign County, Illinois, that the following guidelines are hereby adopted and shall be adhered to by County Administration and Champaign County departments in the submission, review, preparation, and implementation of the FY2019 Budget:

**FY2019 Fiscal Year and Budget Calendar**

The County's 2019 fiscal year begins on January 1 and ends on December 31.

June 13	Budget Instruction and Training Seminar for Department Budget Preparers and Instructions for Budget Submission sent to outside agencies
July 13	FY2019 Budgets DUE from Departments
July 16-27	Department Budget Reviews with County Administration
Aug. 1-10	Confirm Tax Revenues & Other Revenue Estimates
Aug. 27-28	6:00pm each evening – Legislative Budget Hearings before the County Board
Sept. 11	Report to Finance Committee FY2019 Budget Overview and Decision Points for Committee Direction
Sept. 27	Special Finance Committee of the Whole Meeting for Public Comment on the Proposed FY2019 Budget and to Provide Final Direction Regarding Tentative Budget
Oct. 9	FY2019 Tentative Budget Recommendation presented to Finance Committee to be forwarded to County Board
Oct. 18	County Board – Receive & Place on File FY2019 Tentative Budget Recommendation and County Board Truth in Taxation Public Hearing ( <i>if required</i> )
Nov. 13	Finance Committee approval of Final FY2019 Budget
Nov. 20	County Board approval of Final FY2019 Budget & FY2019 Tax Levy Ordinance

**Budget Development Process**

Department budget requests shall be performance-based and focused on goals, objectives, and performance indicators.

**Non-General Corporate Fund Budget Requests**

Non-General Corporate Fund Budgets are to be prepared as follows:

1. Presented within the County Board's definition of a balanced budget; and
2. Include revenues, expenditures, fund balance information, goal statements and an explanation for variances in ending fund balance; and

3. Document and analyze operations, and provide FY2019 strategic planning information including alignment with the County Board’s Strategic Plan, and specific fund objectives and anticipated performance indicators.

**General Corporate Fund Budget Requests**

The sale of the Champaign County Nursing Home in FY2018 will relieve the General Corporate Fund of \$282,270 in debt services payments in FY2019; thereby, reducing the forecasted revenue to expenditure deficit. Fiscal year 2019 non-personnel expenditures will be held flat against the FY2018 budget with the exception of allowable increases based on competitively bid contracts or documented cost increases.

Budget documents will include:

1. Department operation analysis and planning documentation; and
2. Alignment to the County Board Strategic Plan; and
3. Department objectives and performance indicators; and
4. An objective and analytic projection of revenues including any recommendations for fee increases or modifications to revenue structure; and
5. Expenditures (personnel expenditures will be completed by Administrative Services based on negotiated labor contracts and County Board direction for non-bargaining salary administration).

**Capital Asset Replacement Fund (CARF)**

Capital asset replacement programs have an impact on the General Fund and Public Safety Sales Tax Fund. Full funding for facilities and future reserve items in the Capital Asset Replacement fund has been unattainable since 2008 due to revenue shortfalls. The County Board directs administration to prepare the Capital Asset Replacement Fund utilizing all available General Fund and Public Safety Sales Fund revenues to prioritize the County’s technology and facility needs including:

1. Funding for Tax Cycle software; and
2. Upgrading Jail Management software; and
3. Priority facilities maintenance projects identified as directed by the Facilities Committee; and
4. Funding for CARF items scheduled for replacement in FY2019; and
5. An estimated calculation of full reserve funding required for future CARF replacement schedules; and
6. A forecast projecting funding required for CARF items scheduled for replacement in the subsequent four fiscal years.

**Contingency Appropriation**

The County Board directs that the FY2019 Contingency line item be appropriated at 0.5% of the total General Corporate Fund FY2019 appropriation.

**Property Tax Revenue**

The County Board directs the preparation of the property tax revenue for FY2019 be calculated in accordance with the Property Tax Extension Limitation Law (PTELL).

**Form of the Budget**

The final Budget document must include the following, showing specific amounts:

- Statement of financial information including prior year revenue and expenditure totals, and current year and ensuing year revenue and expenditure projections; and
- Statement of all moneys in the county treasury unexpended at the termination of the last fiscal year; and
- Statement of all outstanding obligations or liabilities of the county incurred in any preceding fiscal year; and
- Any additional information required by state law.

**Financial Policies**

The final Budget shall further be prepared in acknowledgement of the Champaign County Board Financial Policies.

**PRESENTED, ADOPTED, APPROVED, AND RECORDED** this \_\_\_\_ day of May A.D. 2018.

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C. Pius Weibel, Chair  
Champaign County Board

ATTEST:

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

## RESOLUTION NO.

**RESOLUTION ESTABLISHING THE BUDGET PROCESS for CHAMPAIGN COUNTY for FY2019**

**WHEREAS**, the Champaign County Board determines it appropriate to establish a formal process for the compilation, presentation, approval and execution of the annual budget; and

**WHEREAS**, based on the anticipated receipt of revenues and expenditure appropriations for FY2018 and the need for careful study of both revenues and expenditures for FY2019, the Finance Committee recommends guidelines and policies for the process and development of the FY2019 annual budget;

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of Champaign County, Illinois, that the following guidelines are hereby adopted and shall be adhered to by County Administration and Champaign County departments in the submission, review, preparation, and implementation of the FY2019 Budget:

**FY2019 Fiscal Year and Budget Calendar**

The County's 2019 fiscal year begins on January 1 and ends on December 31.

June 13	Budget Instruction and Training Seminar for Department Budget Preparers and Instructions for Budget Submission sent to outside agencies
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**Budget Development Process**

Department budget requests shall be performance-based and focused on goals, objectives, and performance indicators.

**Non-General Corporate Fund Budget Requests**

Non-General Corporate Fund Budgets are to be prepared as follows:

1. Presented within the County Board's definition of a balanced budget; and
2. Include revenues, expenditures, fund balance information, goal statements and an explanation for variances in ending fund balance; and



3. Document and analyze operations, and provide FY2019 strategic planning information including alignment with the County Board's Strategic Plan, and specific fund objectives and anticipated performance indicators.

In addition to the above, the County Board directs that Nursing Home Budgets be prepared with the elimination of funding and staffing for non-mandated services that do not achieve full cost recovery.

#### **General Corporate Fund Budget Requests**

The County Board directs that General Fund Budgets be prepared as follows:

1. With an appropriation to assume payment of the debt obligation for the outstanding Nursing Home accounts payable, approximately \$1.43 million per year, for a two-year period; and
2. An operating subsidy from the General Fund to the Nursing Home Fund, allowing for the continued operation of the home; and
3. Cuts to the following non-mandated services and programs
  - Youth Assessment Center, \$238,000; and
  - Re-Entry Program, \$100,000; and
4. An 8.2% cut from the General Fund personnel budget; and
5. Holding non-personnel expenditures flat against the FY2018 budget with the exception of allowable increases based on competitively bid contracts or documented cost increases.

Budget documents will include:

1. Department operation analysis and planning documentation; and
2. Alignment to the County Board Strategic Plan; and
3. Department objectives and performance indicators; and
4. An objective and analytic projection of revenues including any recommendations for fee increases or modifications to revenue structure; and
5. Expenditures (personnel expenditures will be completed by Administrative Services based on negotiated labor contracts and County Board direction for non-bargaining salary administration).

#### **Capital Asset Replacement Fund (CARF)**

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1. Funding for Tax Cycle software; and
2. Upgrading Jail Management software; and
3. Priority facilities maintenance projects identified as directed by the Facilities Committee; and
4. Funding for CARF items scheduled for replacement in FY2019; and
5. An estimated calculation of full reserve funding required for future CARF replacement schedules; and

- 6. A forecast projecting funding required for CARF items scheduled for replacement in the subsequent four fiscal years.

**Contingency Appropriation**

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**Form of the Budget**

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- Statement of all moneys in the county treasury unexpended at the termination of the last fiscal year; and
- Statement of all outstanding obligations or liabilities of the county incurred in any preceding fiscal year; and
- Any additional information required by state law.

**Financial Policies**

The final Budget shall further be prepared in acknowledgement of the Champaign County Board Financial Policies.

**PRESENTED, ADOPTED, APPROVED, AND RECORDED** this \_\_\_\_ day of May A.D. 2018.

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C. Pius Weibel, Chair  
Champaign County Board

ATTEST:

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