

## CHAMPAIGN COUNTY BOARD

### COMMITTEE OF THE WHOLE

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

County of Champaign, Urbana, Illinois

Tuesday, June 12, 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. May 15, 2018 1-10
- V. Public Participation**
- VI. Communications**
- VII. Justice & Social Services**
- A. Approval of Agreement with Rosecrance for Annual Renewal of Re-Entry Program Funding (to be distributed)
- B. Monthly Reports – All reports are available on each department’s webpage through the department reports page at: <http://www.co.champaign.il.us/CountyBoard/Reports.php>
1. Animal Control – March 2018
  2. Emergency Management Agency – May 2018
  3. Head Start – May 2018
  4. Probation & Court Services – April 2018
  5. Public Defender – March & April 2018
  6. Veterans’ Assistance Commission – March 2018
- C. Other Business
- D. Chair’s Report
- E. Designation of Items to be Placed on the Consent Agenda
- VIII. Policy, Personnel, & Appointments**
- A. Appointments/Reappointments (*\*italicized name indicates incumbent*)
1. Bailey Memorial Cemetery Association-1 Position, Term 7/1/2018 – 6/30/2024 11
    - *Brenda Dismon*
  2. Craw Cemetery Association-4 Positions, Term 7/1/2018 – 6/30/2024 12-16
    - *Debbie Bialeschki*
    - *James Gady*
    - *Carolyn Gonzalez*
    - *James Reifsteck*
  3. East Lawn Memorial Burial Park Association – 1 Position, Term 7/1/2018 – 6/30/2024 17
    - *M. Jean Mannin*
  4. Locust Grove Cemetery Association – 2 Positions, Term 7/1/2018 – 6/30/2024 18-19
    - *Robert Grove*
    - *Francis Lafenhagen*

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**Agenda Items**

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|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>5. Mount Olive Cemetery Association – 2 Positions, Term 7/1/2018 – 6/30/2024           <ul style="list-style-type: none"> <li>• Tami Fruhling-Voges</li> <li>• Paul Routh</li> </ul> </li> <li>6. Yearsley Cemetery Association – 2 Positions, Term 7/1/2018 – 6/30/2024           <ul style="list-style-type: none"> <li>• David Waters</li> <li>• Kyle Windler</li> </ul> </li> <li>7. Forest Preserve District Board – 1 Position, Term 7/1/2018 – 6/30/2023           <ul style="list-style-type: none"> <li>• Sarah Livesay</li> </ul> </li> <li>8. County Board of Health – 2 Positions, Term 7/1/2018 – 6/30/2021           <ul style="list-style-type: none"> <li>• Robert Holloway</li> <li>• Dorothy Vura-Weis</li> <li>• Dr. Krista Jones</li> </ul> </li> <li>9. Developmental Disabilities Board – 2 Positions, Term 7/1/2018 – 6/30/2021           <ul style="list-style-type: none"> <li>• William Gingold</li> <li>• Gail Kennedy</li> <li>• Vick Niswander</li> <li>• Jane Webber</li> </ul> </li> <li>10. Rural Transit Advisory Group – 1 Unexpired Term Ending 12/31/2018           <ul style="list-style-type: none"> <li>• Tawanna Nickens</li> </ul> </li> </ul> | <p>20-21</p> <p>22-23</p> <p>24-25</p> <p>26-50</p> <p>51-59</p> <p>60-62</p> |
| <ul style="list-style-type: none"> <li>B. County Clerk           <ul style="list-style-type: none"> <li>1. May 2018 Report</li> </ul> </li> <li>C. County Administrator           <ul style="list-style-type: none"> <li>1. Administrative Services Monthly Report – May 2018</li> </ul> </li> <li>D. Other Business           <ul style="list-style-type: none"> <li>1. Resolution Placing the Question of Elimination of the Elected Office of Recorder in Champaign County on November 2018 Election Ballot</li> </ul> </li> <li>E. Chair’s Report           <ul style="list-style-type: none"> <li>1. County Board Appointment Expiring July 31, 2018: <i>(Information Only)</i> <ul style="list-style-type: none"> <li>• Housing Authority of Champaign County</li> </ul> </li> </ul> </li> <li>F. Designation of Items to be Placed on the Consent Agenda</li> </ul>   | <p>63</p> <p>64-66</p> <p>67-70</p>   |
| <p><b>IX. Finance</b></p> <ul style="list-style-type: none"> <li>A. Budget Amendments/Transfers           <ul style="list-style-type: none"> <li>1. Budget Amendment 18-00031               <ul style="list-style-type: none"> <li>Fund 075 Regional Planning Commission / Dept. 834 Perm Support Housing-Physical Disabilities</li> <li>Increased Appropriations: \$26,000</li> <li>Increased Revenue: \$26,000</li> <li>Reason: to Accommodate New US HUD Grant to Provide Funding to Develop and Subsidize Rental Housing with the Availability of Supportive Services for Very Low and Extremely Low-Income Adults with Disabilities</li> </ul> </li> </ul> </li> </ul>  | <p>71</p>   |

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**Agenda Items**

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- 2. Budget Amendment 18-00032 72-73  
Fund 075 Regional Planning Commission / Dept. 843 Emergency Shelter Families II  
Increased Appropriations: \$65,000  
Increased Revenue: \$65,000  
Reason: to Accommodate Alternating Grant Award Periods for the United Way of Champaign County. Grant to Provide Staffing, Case Management Services, and Overnight Accommodations for Eligible Champaign County Homeless Families at the Shelter Located at 302 E. Park Street, Champaign
  
- B. Treasurer
  - 1. Monthly Report – May 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 Cancellation of the Appropriate Certificate of Purchase on a Mobile Home, Permanent Parcel No. 30-056-0018 74
  
- C. Auditor
  - 1. Monthly Report – May 2018 – Reports are available on the Auditor’s Webpage at:  
<http://www.co.champaign.il.us/Auditor/boardreports.php>
  
- D. County Clerk
  - 1. Request Approval of Illinois State Board of Elections Voter Registration State Grant 2018 Acceptance Agreement 75-76
  
- E. Nursing Home & County Administration
  - 1. May Cash Flow Report (to be distributed)
  - 2. Financial Statement Summary Report (to be distributed)
  
- F. County Administrator
  - 1. FY2018 General Corporate Fund Budget Projection & Budget Change Reports (to be distributed)
  - 2. Non-Bargaining Employee Salary & Health Insurance Recommendations for FY 2019 77-78
  
- G. Other Business
  
- H. Chair’s Report
  
- I. Designation of Items to be Placed on the Consent Agenda
  
- X. Other Business**
  
- XI. Adjournment**

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

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

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4 **Finance; Policy, Personnel, & Appointments; Justice & Social Services**  
5 **Tuesday, May 15, 2018**  
6 **Lyle Shields Meeting Room**

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

12  
13 **MEMBERS ABSENT:** Robert King, Max Mitchell

14  
15 **OTHERS PRESENT:** Dana Brenner (Facilities Director), Deb Busey (Interim County  
16 Administrator), John Farney (Treasurer), Gordy Hulten (County  
17 Clerk), Diane Michaels (Auditor), Tami Ogden (Deputy County  
18 Administrator/Finance), Julia Reitz (State's Attorney), Andy  
19 Rhodes (Information Technology Director), Kay Rhodes  
20 (Administrative Assistant), Mark Shelden (Recorder of Deeds)

21  
22 **CALL TO ORDER**

23  
24 Weibel called the meeting to order at 6:35 p.m.

25  
26 **ROLL CALL**

27  
28 Rhodes called the roll. Anderson, Clemmons, Clifford, Crews, Cowart, Esry, Fortado,  
29 Goss, Harper, Marsh, McGuire, Patterson, Petrie, Rector, Rosales, Stohr, Summers, Tinsley, and  
30 Weibel 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; seconded by Esry. **Motion**  
35 **carried with unanimous support.**

36  
37 **APPROVAL OF MINUTES**

38  
39 **MOTION** by Petrie to approve the minutes of the April 10, 2018 Committee of the Whole  
40 meeting; seconded by Goss. **Motion carried with unanimous support.**

41  
42 **PUBLIC PARTICIPATION**

43  
44 Brent Frye, a County employee, supported the sale of the nursing home and encouraged  
45 County Board members to do the same because continued financial support of the nursing home  
46 would negatively affect County employees and mandated services.  
47

## Committee of the Whole

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

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48 Jennifer Putman spoke in favor of the reappointment of Jerry Lyke to the Urbana-  
49 Champaign Sanitary District Board of Trustees. Putman, also a member of the Urbana &  
50 Champaign Sanitary District Board of Trustees, was concerned about the amount of compensation  
51 (\$6,000 per year) for each member. It is at the highest allowable amount for this board. She felt  
52 that the compensation was out-of-line with that of other similar boards. Putman informed the  
53 committee that in the past, she had proposed a reduction to the compensation for trustees, but the  
54 motion failed for lack of a second. Putman was also concerned about the public's access to direct  
55 contact information for the trustees.  
56

57 Steph Corum, an employee of the Champaign County Public Defender's office,  
58 encouraged the County Board to sell the nursing home. She pointed out that there were nine (9)  
59 employees of the Public Defender's office seated behind her and they were concerned about the  
60 future survival of their department as well as other County departments if the nursing home is not  
61 sold. Corum explained that the Public Defender attorneys already have full caseloads and she  
62 estimated that if the Youth Assessment Center (YAC) were to close, there would be 50-75 more  
63 youth per year moving through the court system who would normally be deferred. This, coupled  
64 with the loss of 1-2 attorneys would have a direct effect on the time allotted to those in need of  
65 Public Defender services.  
66

67 Lisa Benson, RPC Community Services Director discussed the positive outcomes that the  
68 YAC provides for the youth of Champaign County and the community. Since 2014, the YAC has  
69 received over 500 referrals annually, completed over 300 individual intakes annually, and  
70 supported over 300 youth and families annually to address behavioral issues, including acts of  
71 delinquency. At least 90% of youth served from 2015 to 2017 did not have a juvenile court  
72 adjudication following the YAC intervention. The YAC offers an opportunity to achieve  
73 increased balance in our community with the use of restorative justice practices, connecting youth  
74 with the tools they need. She urged the committee to consider the full impact of the decisions they  
75 will make soon.  
76

77 Kip Pope encouraged the committee to sell the nursing home because it would allow the  
78 nursing home to move forward under new ownership, giving the nursing home a chance to recover  
79 and realize its potential. The nursing home has struggled for the last ten (10) years and keeping  
80 the nursing home would not alleviate its operational issues.  
81

82 Lindsey Yanchus, Assistant Public Defender said that if the County did not sell the  
83 nursing home it was her understanding that her office would lose either two (2) attorney positions  
84 or one (1) attorney and one (1) investigator position. If an attorney must perform his/her own  
85 investigation work, then they have to take another attorney with them for safety reasons and for  
86 court testimony. This results in two attorneys who are unable to meet with clients because they  
87 are out of the office performing investigative work on another case. Additionally, the loss of  
88 attorneys would increase individual caseloads that are already close to the maximum considered  
89 acceptable by the American Bar Association. Increased caseloads have a direct effect on the  
90 amount of time attorneys can allot to clients, which may cause clients to spend more time in the  
91 County Jail.  
92

## **Committee of the Whole**

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93 Belden Fields was concerned about the practices of the corporation that has placed an  
94 offer for purchase of the nursing home. He was also concerned that this corporation may sell the  
95 nursing home.  
96

97 Scott Tapley, a former member of the County Board supported the sale of the nursing  
98 home stating that while almost everyone would probably like to see the County keep the nursing  
99 home, it is just not financially feasible.  
100

101 Cathy Emanuel, member of the Nursing Home Board of Directors, said that there were  
102 questions raised about the bidder. She urged the committee to pause the sale process for 90-days.  
103

104 Edra Scofield was concerned about the bidder's business practices and requested that the  
105 nursing home sale process be placed on pause to make sure this bidder is right for the community.  
106

107 Claudia Lennhoff, Executive Director of the Champaign County Health Care Consumers  
108 (CCHCC) eluded to concerns about the bidder. She explained that these concerns had not been  
109 brought forth during the committee bid evaluation process. She said their research on the current  
110 bidder was on the CCHCC website. She asked that the committee pause the sale process because  
111 there were concerns about the current bidder. She stated that there were other promising  
112 developments for the nursing home, but time was needed to see what they could produce.  
113

114 Additionally, Lennhoff stated that CCHCC had concerns about the pricing of the nursing  
115 home as listed by the brokerage firm Marcus & Millichap. She said that the \$11 million price  
116 would not be enough to cover the debt of the nursing home. She said that the County Board did  
117 not perform its due diligence. She urged the County Board to pause the process and hire an  
118 independent specialist to conduct a valuation and situational assessment of the Champaign  
119 County Nursing Home. It should be someone who specializes in long-term care valuations.  
120

121 Mary Hodson, a former employee of the Champaign County Nursing Home and a member  
122 of the Nursing Home Board of Directors said she had concerns about the current bidder's business  
123 practices and she was concerned that the direct care staff at the nursing home would be reduced  
124 affecting residents care.  
125

126 Dottie Vura-Weis, a retired family physician, said she was very familiar with the  
127 County's finances. Vura-Weis discussed her concerns about the current bidder for the nursing  
128 home and asked that the committee delay the sale process.  
129

### **COMMUNICATIONS**

130  
131  
132 Rector thanked the Illinois Marathon group, including Jayne DeLuce of Visit Champaign  
133 County for their efforts in this year's event. Fortado congratulated Tinsley on his graduation  
134 earning a degree in Political Science.  
135

### **JUSTICE & SOCIAL SERVICES**

#### **Stepping-Up Initiative**

137  
138

## Committee of the Whole

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139           McGuire noted that Champaign County had been recognized by the Stepping-Up Initiative  
140 for the creation of a task force made up of behavioral health treatment providers, representatives  
141 of the Sheriff's office and community stakeholders who prepared recommendations to the County  
142 Board on better responding to the needs of individuals with mental illnesses to reduce jail  
143 bookings, length of stay and recidivism.

144

145 Justice & Mental Health Collaboration Program Grant Application

146

147           **MOTION** by Esry to recommend County Board approval of a resolution authorizing the  
148 application, and if awarded, acceptance of Category 3 Justice & Mental Health Collaboration  
149 Program Grant; seconded by Petrie. **Motion carried with unanimous support.**

150

151 Monthly Reports

152

153           The monthly reports were received and placed on file.

154

155 Other Business

156

157           There was no other business.

158

159 Chair's Report

160

161           There was no Chair's report.

162

163 Designation of Items for Consent Agenda

164

165           Item B1 was designated for the Consent Agenda.

166

167 **POLICY, PERSONNEL, & APPOINTMENTS**

168 Appointments/Reappointments

169

170           **MOTION** by Weibel to appoint Elizabeth Burgenor-Patton and Robert Zebe to the Board  
171 of Review, Terms 6/1/2018-5/31/2020; seconded by Petrie. **Motion carried with unanimous**  
172 **support.**

173

174           **MOTION** by Weibel to appoint Robert Kettner and Randall Zindars to the Penfield Water  
175 District Board, Terms 6/1/2018-5/31/2023; seconded by Harper. **Motion carried with**  
176 **unanimous support.**

177

178           **MOTION** by Weibel to appoint Robert Buchanan and Michael Melton to the Sangamon  
179 Valley Public Water District Board, Terms 6/1/2018-5/31/2023; seconded by Goss. **Motion**  
180 **carried with unanimous support.**

181

182           **MOTION** by Weibel to appoint Karen Hughey and William Roller Jr. to the Dewey  
183 Community Public Water District Board, Terms 6/1/2018-5/31/2023; seconded by Esry. **Motion**  
184 **carried with unanimous support.**

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185 **MOTION** by Weibel to appoint Jerry Lyke to the Urbana-Champaign Sanitary District  
186 Board, Term 6/1/2018-5/31/2021; seconded by Patterson. Fortado voiced concerns over the  
187 amount of compensation that the trustees receive as noted in public participation by Ms. Putman.  
188 Petrie discussed concerns about the transparency of the sanitary district meetings because the  
189 meetings take place at 10:00 a.m. on Thursday mornings and are not recorded or aired for the  
190 public. Additionally, Petrie stated that all communications from the public are filtered through  
191 the sanitary district office to the trustees. Petrie had also discussed the compensation level with  
192 Mr. Lyke and he had no plans to place it on their agenda for discussion. Petrie would also like to  
193 see the number of appointed trustees expanded. Discussion followed. **Motion carried with**  
194 **unanimous support.** Petrie requested that the item be withheld from the consent agenda.

### 195 196 County Clerk

#### 197 Report

198 The April 2018 report was received and placed on file.

### 199 200 County Administrator

#### 201 Report

202 The April 2018 HR Report was received and placed on file.

### 203 204 Other Business

#### 205 County Facilities Committee Chairs

206  
207 **OMNIBUS MOTION** by Weibel to appoint Stan Harper as the Chair of the County  
208 Facilities Committee and Shana Crews as the Vice Chair of the County Facilities Committee;  
209 seconded by Petrie. **Motion carried with unanimous support.**

### 210 211 Chair's Report

212  
213 Rosales noted that appointments expiring June 30, 2018 included various cemetery  
214 boards/associations; Forest Preserve District Board; County Board of Health; and the  
215 Developmental Disabilities Board.

### 216 217 Designation of Items to be Placed on the Consent Agenda

218  
219 Items A1-4; and D1-2 were designated for the Consent Agenda.

### 220 221 FINANCE

#### 222 Budget Amendments/Transfers

223  
224 **OMNIBUS MOTION** by McGuire to recommend County Board approval of resolutions  
225 authorizing **Budget Amendments 18-00013, 18-00014, 18-00015, 18-00016, 18-00017, 18-**  
226 **00022, 18-00023 and 18-00024** for Tort Immunity, General Corporate, County Public Health,  
227 County Highway, County Bridge, Mental Health, Developmental Disabilities and Nursing Home  
228 Funds to remove revenue and appropriation from FY2018 budget related to hospital property tax  
229 exemption case; seconded by Summers. **Motion carried with unanimous support.**

230



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231 **MOTION** by Anderson to recommend County Board approval of a resolution authorizing  
232 **Budget Amendment 18-00021** for Fund 614 Recorder's Automation – Dept. 023 Recorder with  
233 increased appropriations of \$6,700 and no matching revenue to pay for temporary workers for a  
234 special digitization project; seconded by Stohr.  
235

236 Shelden explained that this project involves a Rantoul vendor to convert microfilm to TIF  
237 (Tagged Image File) files and then to use a temporary worker to go through the volume and group  
238 the images. Shelden would run some programs within SQL Server to make the images available  
239 to any user. The cost would be \$60-\$70 per volume. The Recorder's office would also work with  
240 Community Choices, a local organization, which receives some funding from the Developmental  
241 Disabilities Board, to identify temporary workers. The books and microfilm would be archived.  
242 **Motion carried with unanimous support.**  
243

244 **MOTION** by Goss to recommend County Board approval of a resolution authorizing  
245 Budget Amendment 18-00025 for Fund 080 General Corporate – Dept. 028 Information  
246 Technology with increased appropriations of \$19,893 and no matching revenue for an unexpected  
247 purchase of Sophos Antivirus Software to clean-up the virus outbreak at the Courthouse, Sheriff's  
248 office, and Adult Detention Center; seconded by Rector.  
249

250 Andy Rhodes, IT Director explained that in March 2018, the County experienced a  
251 widespread outbreak of the Emotet virus on several network segments at the Courthouse, Sheriff's  
252 Office and Adult Detention Facilities. Generally, this type of virus comes in through an email  
253 attachment and County IT identified the first infected computer at the Courthouse. Once the virus  
254 is on a corporate network it spreads through a network protocol called SMB. It is believed that an  
255 infected wireless device was then carried over to the "new" section of the Courthouse, infecting  
256 another segment of the network, which included the Sheriff's Office. The following weekend the  
257 Public Defender's office utilized an infected laptop at the Adult Detention Center to show video  
258 evidence to an incarcerated inmate. County IT was able to contain it to these three segments of  
259 the network. The County's existing antivirus solution, Microsoft System Center Endpoint  
260 Protection, was overwhelmed and proved incapable of completely remediating the virus.  
261

262 County IT consulted with the Illinois State Police, FBI, Department of Homeland Security  
263 and consultants from one of the County's current software vendors to determine the most  
264 efficacious course of action. The FBI and Multi-State Information Sharing and Analysis Center,  
265 a Division of Homeland Security, both advised that County IT should reload all the infected  
266 computers and create a separate network for them. Rhodes stated that he did not have the staff for  
267 this type of remediation.  
268

269 Instead, on Friday, March 30, 2018, County IT deployed a trial version of Sophos Intercept  
270 on a small, isolated network segment. By the end of the day on Saturday, April 1, 2018, that  
271 network segment was completely virus free and remained so for the next week. Rhodes said that  
272 based on the success of the trial, he arranged for the acquisition of Sophos Intercept for the entire  
273 County and it was deployed it in mid-April. By the end of April, the virus had been remediated  
274 and normal business operations resumed. **Motion carried with unanimous support.**  
275

276 **MOTION** by Esry to recommend County Board approval of a resolution authorizing  
277 **Budget Amendment 18-00026** for Fund 080 General Corporate – Dept. 040 Sheriff with

**Committee of the Whole**

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278 increased appropriations of \$11,025 reflecting funds received for totaled squad car replacement;  
279 seconded by Goss. **Motion carried with unanimous support.**

280  
281 **MOTION** by Anderson to recommend County Board approval of a resolution authorizing  
282 **Budget Amendment 18-00027** for Fund 630 Circuit Clerk Operation & Administration – Dept.  
283 030 Circuit Clerk with increased appropriations of \$115, 424 and no matching revenue to cover  
284 the 2018 salary of the Court Technology Specialist; seconded by Clifford. **Motion carried with**  
285 **unanimous support.**

286  
287 **MOTION** by Rector to recommend County Board approval of a resolution authorizing  
288 **Budget Amendment 18-00028** for Fund 633 St. Attorney Records Automation – Dept. 041  
289 State’s Attorney with increased appropriations of \$5,000 and no matching revenue to pay for data  
290 importation and document management subscriptions; seconded by Summers. **Motion carried**  
291 **with unanimous support.**

292  
293 **MOTION** by Anderson to recommend County Board approval of a resolution authorizing  
294 **Budget Transfer 18-00004** for Fund 080 General Corporate – Dept. 075 General County for  
295 \$101,000 to pay the Champaign County Nursing Home’s MSN settlement obligation; seconded  
296 by Cowart. **Motion carried with unanimous support.**

297  
298 Treasurer  
299 Monthly Report

300  
301 The Treasurer’s April 2018 monthly report was received and placed on file.

302  
303 General Corporate Fund Cash Flow Projection Presentation

304  
305 Farney said that the General Corporate Fund would not be in a good position for May  
306 2018 without the influx of the first the real estate tax distributions. He reminded the committee  
307 that the General Corporate Fund had already borrowed \$1 million from the Public Safety Sales  
308 Tax Fund and he could not predict if the remaining authorized loan funds (\$500,000) would be  
309 necessary. It did not appear that the nursing home would need a loan from the General Corporate  
310 Fund to subsidize payroll in May. The projected end of year balance for the General Corporate  
311 Fund is \$4.8 million.

312  
313 Tax Sale Resolution

314  
315 **MOTION** by Goss to recommend County Board approval of a resolution authorizing the  
316 execution of a Deed of Conveyance of the County’s interest or cancellation of the appropriate  
317 Certificate of Purchase on real estate, permanent parcel 14-03-36-305-013; seconded by  
318 Anderson. **Motion carried with unanimous support.**

319  
320 Auditor  
321 Monthly Report

322  
323 The Auditor’s April 2018 report was received and placed on file.

324

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325 Inter-fund Loan Resolution

326

327 **MOTION** by Esry to recommend County Board approval of a resolution authorizing  
328 inter-fund loans from fund reserves to other funds; seconded by Marsh. **Motion carried with**  
329 **unanimous support.**

330

331 Nursing Home & County Administration

332 April Cash Flow Report

333

334 Busey pointed out that the total expenditure outstanding as of April 30, 2018 was over  
335 \$4.1 million and stated that the outstanding obligations increase each month.

336

337 Cash Flow Recommendation

338

339 Busey explained that the resolution previously adopted did not allow Accounts Payable  
340 payments to be made in non-payroll weeks. This created a lack of flexibility in operations  
341 management for the Nursing Home. In order to correct this lack of flexibility, Busey  
342 recommended that the County Board adopt the recommended changes to the previously adopted  
343 language.

344

345 **MOTION** by Anderson to recommend County Board approval of a resolution authorizing  
346 the nursing home cash flow recommendation; seconded by Stohr. **Motion carried with**  
347 **unanimous support.**

348

349 County Administrator

350 FY2018 General Corporate Fund Projection and Budget Change Reports

351

352 Ogden stated that this was the first report for the FY2018 budget and it only reflects the  
353 actuals for the first quarter. The budget variance for property taxes is -\$545,269 and a significant  
354 portion of this is due to the decrease in projected revenue based on the on-going Carle Property  
355 Tax Case.

356

357 Ogden said there is a budget variance of \$75,727 under State Shared Revenue - 1% Sales  
358 Tax. In 2017, this revenue showed an 18% growth and in FY2018 a 7% growth in the first quarter.  
359 Ogden said State Shared Revenue - Income Tax was overstated at -\$148,836. Fees and Fines  
360 revenues continue to decline.

361

362 Ogden said that the expenditure report shows a budget variance of -\$283,520 under Fringe  
363 Benefits, which reflects an increase in the number of waivers for health insurance in FY2018. The  
364 Fund Balance projection as of December 31, 2018 is \$4,887,834 or 13.6%. Outstanding Nursing  
365 Home loans due in FY2018 total \$726,802. If the loans are not repaid, the Fund Balance will drop  
366 to \$4,161,032 or 11.4%.

367

368 Financial Policies

369

370 **MOTION** by Anderson to recommend County Board adoption of the Champaign County  
371 Financial Policies; seconded by Clifford. **Motion carried with unanimous support.**

372 Resolution Authorizing FY2019 Budget Process  
373 Option A & Option B

374  
375 Fortado explained that the committee would vote on Option A and Option B to move  
376 forward to the County Board without recommendation pending the outcome of the vote to sell the  
377 Champaign County Nursing Home.

378  
379 **MOTION** by Goss to forward FY2019 Budget Process Resolution Options A & B without  
380 recommendation to the County Board meeting; seconded by Esry.

381  
382 **MOTION** by Patterson to amend Option A, under the heading General Corporate Fund  
383 Budget Requests, additional language: *at least \$50,000 in new allocations for recommendations*  
384 *outlined by the Racial Justice Task Force*; seconded by Stohr. Discussion followed.

385  
386 **MOTION** by Petrie to amend Patterson's amendment to Option A with language stating  
387 that: *there is an amount set in the FY2019 Budget to implement recommendations made in the*  
388 *Racial Justice Task Force final report*; seconded by Marsh. Anderson and Stohr did not support  
389 the amendment because there should be a designated amount. Petrie withdrew her amendment.

390  
391 Busey clarified that if the proposed new allocation of funds were approved by the County  
392 Board for the FY2019 Budget, it was expected that department heads could then present ideas as  
393 to how this funding could be utilized to implement the Racial Justice Task Force final report  
394 recommendations. **Motion to Amend Option A carried with a roll call vote of 15-4.** Anderson,  
395 Clemmons, Clifford, Cowart, Crews, Fortado, Marsh, McGuire, Patterson, Petrie, Rosales, Stohr,  
396 Summers, Tinsley, and Weibel voted in favor of the amended motion. Esry, Goss, Harper, and  
397 Rector voted against it.

398  
399 **MOTION** by Patterson to amend Option B, removing items 3 and 4 under the heading  
400 General Corporate Fund Requests, and replacing with new language under number 3: *cuts to the*  
401 *budget equaling the payment of debt obligation for outstanding Nursing Home Accounts Payable*  
402 *and the operating subsidy from the General Fund to the Nursing Home, to be determined through*  
403 *the budgeting process*; seconded by Stohr. Discussion followed.

404  
405 **Motion to Amend Option B failed with a roll call vote of 8-11.** Cowart, Crews, Fortado,  
406 Patterson, Rosales, Stohr, Summers, and Tinsley voted in favor of the motion. Anderson,  
407 Clemmons, Clifford, Esry, Goss, Harper, Marsh, McGuire, Petrie, Rector, and Weibel voted  
408 against it.

409  
410 **Main Motion by Goss with Amendment to Option A approved by a unanimous voice**  
411 **vote.**

412  
413 Other Business

414  
415 There was no other business.

416  
417  
418

419 Chair's Report

420  
421 Fortado thanked the committee members for working with her as the new Deputy Chair  
422 of the Finance Committee. She added that as the County Board moves forward with the FY2019  
423 budget process she welcomed discussions with everyone.

424  
425 Designation of Items for the Consent Agenda

426  
427 Items A1-14; B3; C2; D3 & E2; were designated for the Consent Agenda.

428  
429 **OTHER BUSINESS**

430 Closed Session Minutes

431  
432 **MOTION** by Esry to approve the Closed Session minutes of April 10, 2018; seconded  
433 by Goss. **Motion carried with unanimous support.**

434  
435 Demonstration of GIS Application for Parcel Sliver Detection

436  
437 Weibel demonstrated the new Parcel Sliver Detector GIS on-line application.

438  
439 **ADJOURNMENT**

440  
441 Chair Weibel adjourned the meeting at 9:20 p.m.

442  
443 Respectfully submitted,

444  
445 Kay Rhodes,  
446 Administrative Assistant

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

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Brenda Disman

ADDRESS: 1005 Maplepark Dr. Champaign IL 61821  
Street State Zip Code

EMAIL: \_\_\_\_\_ PHONE: 217-649-3300

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Bailey Memorial Cemetery

BEGINNING DATE OF TERM: 7-1-2018 ENDING DATE: 6-30-2024

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 on the board for \_\_\_\_\_ years.  
And I also have lots of family buried  
out there. So have interest in it being  
kept up.

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

We keep up on all of these things  
at every meeting.

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:

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

Brenda Disman  
Signature

May 30, 2018  
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Debbie Bialeschki

ADDRESS: P.O. Box 78 Sadorus Ill. 61872  
Street City State Zip Code

EMAIL: stpaulsadorus@aol.com PHONE: 217 598-2981

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Craw Cemetery Board

BEGINNING DATE OF TERM: 7/1/18 ENDING DATE: 6/30/24

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 lived in Sadorus, Illinois for 50 years. My husband was on the Craw Cemetery Board for many years, until his health declined and then he passed away I was asked to take over and finish his last term. The Board President, at the time of my husband death, asked if I would consider being reappointed and I agreed.

*I have also, and am currently serving, on the Township Board for the Village of Sadorus.*

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

All that I need to know to serve as a Craw Cemetery Board member

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:

*Debbie Bialeschki*  
Signature Debbie Bialeschki  
May 31, 2018  
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: James Gady

ADDRESS: 528 CR 700N Sadorus IL 61872  
Street City State Zip Code

EMAIL: jjgady3@yahoo.com PHONE: 217-417-6474

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Craw Cemetery Trustee

BEGINNING DATE OF TERM: 7/1/18 ENDING DATE: 6/30/24

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 helped with the mowing & up keep of the Sadorus cemetery. My residence is approximately a 1/4 mi from Craw Cemetery & I have a good view from my house.

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

None

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

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

Signature: James Gady  
Date: 4/9/2018



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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: CAROLYN D GONZALEZ

ADDRESS: 802 CR 500 EAST TOLONO IL 61888  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: (217) 493-4572

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: CRAW CEMETERY TRUSTEE

BEGINNING DATE OF TERM: JULY 1, 2018 ENDING DATE: JUNE 30, 2024

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?  
Have been trustee since March 2002.

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:

Carolyn D Gonzalez  
Signature  
May 30, 2018  
Date

**CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM**

**PLEASE TYPE OR PRINT IN BLACK INK**

James Reifsteck

**NAME:** \_\_\_\_\_  
763 CO RD 500N Sadorus IL 61872

**ADDRESS:** \_\_\_\_\_  
Street City State Zip Code  
reifsteckjim@gmail.com 217-598-2941

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

Check Box to Have Email Address Redacted on Public Documents  
Craw Cemetery Association

**NAME OF APPOINTMENT BODY OR BOARD:** \_\_\_\_\_

**BEGINNING DATE OF TERM:** July 1, 2018 **ENDING DATE:** June 30, 2024

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 served on the board for three terms.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?  
The role is to oversee the maintenance of the cemetery, providing of burial plots, and work with monument companies to properly install tombstones.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. What is your knowledge of the appointed body's operations, specifically property holdings and management, staff, taxes, fees?  
We have no tax revenues. Fees are collected for the sale of plots only. We have no staff.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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---

---

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

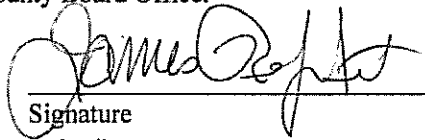
Yes  No  If no, please explain:

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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

April 20, 2018

Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: MARILYN JEAN MANNIN

ADDRESS: P.O. Bx 122 SAVOY, IL 61874.  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: (217) 621-1318

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: East Lawn

BEGINNING DATE OF TERM: JULY 1, 2018 ENDING DATE 6/30/24

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?  
HAVE BEEN ON BOARD PREVIOUSLY

2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?  
ALL INFORMATION NEEDED FROM PREVIOUS YEARS

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:

Marilyn Jean Mannin  
Signature

4/6/2018  
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Robert W. Grove

ADDRESS: 1470 Po Rd 1700N Urbana Ill 61802  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: 217 684-2286

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Locust Grove Cemetery

BEGINNING DATE OF TERM: 7/1/18 ENDING DATE: 6/30/24

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?  
Past board member

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

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 W. Grove  
Signature

4-7-18  
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Francis Lafenhagen

ADDRESS: 728 CR 1700E Philo IL 61864  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: 684-2820

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Locust Grove Cemetery

BEGINNING DATE OF TERM: 7/1/18 ENDING DATE: 6/30/24

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?

Live ~~life~~ in community all my life  
\_\_\_\_\_  
\_\_\_\_\_

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

little  
\_\_\_\_\_  
\_\_\_\_\_

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:

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

Francis Lafenhagen  
Signature

4-7-18  
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Tami Fruhling-Voges

ADDRESS: 407 N. 3rd St. St. Joseph IL. 61873  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: 217-621-7218

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Mt. Olive Cemetery Association

BEGINNING DATE OF TERM: 2018 ENDING DATE: 2024

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

1. What experience and background do you have which you believe qualifies you for this appointment?  
I've been the cemetery's secretary for over 20 yrs. (1995) I have managed the cemetery Records, burials, grounds keeping, etc. Working with board & giving them guidance on the daily activities of the cemetery.

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

I would like to complete Betty Logee's Appointment and be appointed with the new term that follows. Thanks!

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:

I'm training someone else for the management position. But want to stay involved with the oversight of the cemetery. I have family members buried there. And the future of the cemetery is very important to me.

Tami Fruhling-Voges  
Signature  
2/22/18  
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Paul Routh

ADDRESS: 808 E. Grand Ave. St. Joseph IL 61873  
Street City State Zip Code

EMAIL: p.routh@comcast.net PHONE: 217-282-6016  
 Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Mount Olive Cemetery Assn.

BEGINNING DATE OF TERM: July 2019 ENDING DATE: 6/30/24

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 on the cemetery board many years.

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

I have been on the cemetery board many years.

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:

Paul Routh  
Signature

7-15-18  
Date



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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: David Waters

ADDRESS: 1938 County Road <sup>1950 N</sup> Urbana IL 61802  
Street City State Zip Code

EMAIL: dwtrs55@yahoo.com PHONE: 217 202 3958

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Yoursley Cemetery

BEGINNING DATE OF TERM: 7/1/18 ENDING DATE: 6/30/24

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?  
Been on Board a Long time  
My family is buried there

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:

David Waters  
Signature

July 30 - 18  
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Kyle R. Windler

ADDRESS: 4913 N. Cottonwood Rd. Urbana IL 61802  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: 217-841-6889

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Yeazley Cemetery Association

BEGINNING DATE OF TERM: 7-1-18 ENDING DATE: 6-30-24

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'm a trustee now and have family buried there

2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?  
Don't have any

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:

Kyle R. Windler  
Signature

4-17-18  
Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Sarah Livesay
ADDRESS: 1803 Apple Tree Ct. Saint Joseph IL 61873
EMAIL: s.livesay@comcast.net PHONE: 217-469-0289

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Champaign County Forest Preserve District

BEGINNING DATE OF TERM: 07/01/2018 ENDING DATE: 06/30/2023

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, A CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

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

As I am now completing a five-year term on the CCFPD Board of Commissioners, I am acutely aware of the financial and strategic issues facing the District. Through my time with the District, I have served in the role as Secretary and (currently) Vice President. In these roles, I have become engrained in both the governance and procedures which can provide a level of sustained knowledge on the Board. In addition to these roles, I have worked within the District in a variety of roles as volunteer, staff and advisor since 1998. I am familiar with how the mission of the forest preserve is best exemplified throughout the county and in what roles the District can have the most impact. With a degree in Environmental Biology and over 20 years in a career of conservation administration, I believe that I am well-equipped through both education and experience to participate on the CCFPD Board of Directors.

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?

Commissioners set the strategic plan, vision, budget and policy for the District. Through my experience, I feel that I have a depth of understanding on the most critical needs or inconsistencies among District operations. I believe that I can offer valuable advice and vision for the future of the District through this experience. Through both my personal career and District career, I have become familiar with a variety of persons within the conservation and park/rec community of central Illinois. I believe these connections allow for an even greater support system of knowledge for the District.

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

Through my involvement as staff, volunteer and Commissioner, I am extremely aware of the land holdings of the District, along with all funds, budget (issues and current holdings). I am extremely familiar with all permanent staff at the District, events, outreach opportunities, etc. I believe it is important for Commissioners to become involved on a variety of levels, outside of the Board room. Through the budgeting process, I have become familiar with the levy procedure, along with the various revenue generating (and subsidies) in operation by the District. I have worked for the past 3 years as Commissioner as the nominated liaison also to the CCFPD Foundation Board, so I have become extremely familiar with our grants and fundraising arm of the District as well.

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

05/09/2018

Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Robert E Holloway
ADDRESS: 32 Lange Ave Savoy IL 61874
Street City State Zip Code
EMAIL: PHONE: 815-290-9791

[X] Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Champaign County Board of Health

BEGINNING DATE OF TERM: 7/1/18 ENDING DATE: 6/30/21

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

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

I am a 16 year EMS provider, a Nationally Registered Paramedic who was worked/lived in Champaign County since 2007. I am currently the Director for OSF Pro Ambulance. My educational background is in EMS, and Healthcare Administration. I earned my MHA from The George Washington University. Emergency Medical Services functions in three fields, Public Safety, Healthcare, and Public Health. On a daily basis, EMS is exposed to the consequences associated with the social determinants of health and are a primary source of access to healthcare services through 911 from underserved/underinsured persons.

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's function is to serve fiduciarly to the executors of the public health department. I envision giving insight from an individual EMS provider and as a 911 Ambulance service provider perspectives on issues before the board. Public Health has a large impact on our community, as well as on my services I provide to the public.

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

My understanding is that the CCBOH contracts public health services to CUPHD for residents in Champaign County.

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

04/27/2018

Date

# Robert E. Holloway

32 Lange Ave, Savoy, IL 61874 | C: 815.290.9791

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## PROFESSIONAL SUMMARY

I am a motivated, passionate Navy veteran and professional paramedic with 16 years in a clinical setting. I have experience in change management, process redesign, consensus building, and leading multidiscipline teams across nonlinear organizational structures. I am seeking dynamic challenges that incubate personal and professional growth while affecting lasting improvements within healthcare.

## EDUCATIONAL BACKGROUND

|   |                               |
|---|-------------------------------|
| <b>MHA: Healthcare Administration (Upsilon Phi Delta Honor Society)</b><br>The George Washington University | <b>2017</b><br>Washington, DC |
| <b>BBA: Business Administration</b><br>University of Illinois at Chicago                                    | <b>2014</b><br>Chicago, IL    |
| <b>AAS: EMS: Paramedic</b><br>Parkland College  | <b>2011</b><br>Champaign, IL  |

## PROFESSIONAL ORGANIZATIONS AND LICENSURE

- Mid-America Healthcare Executives Forum (ACHE)
- National EMS Management Association
- National Association of EMT's
- Managing Paramedic Officer
- Nationally Registered Paramedic
- Illinois Emergency Medical Technician-Paramedic
- Illinois Emergency Medical Technician Lead Instructor

## BOARDS AND COMMITTEES

|   |                     |
|---|---------------------|
| <b>Illinois State EMS Education Committee</b>   | <b>2014- 2018</b>   |
| <ul style="list-style-type: none"><li>• Provides guidance to Illinois Department of Public Health on EMS education standards.</li><li>• Provide recommendations to improve EMS continuing education standards, scope of practice, and curriculum.</li></ul>   |                     |
| <b>Parkland College EMS Advisory Board</b>  | <b>2014-Current</b> |
| <ul style="list-style-type: none"><li>• Advises program on development, implementation, and processes for the EMS education program's obtaining, and maintaining of CAAHEP accreditation.</li><li>• Provides fiduciary oversight to the EMS education program.</li></ul>  |                     |
| <b>American Legion Post 1492 (Officer Appointment: Adjutant)</b>  | <b>2014-2017</b>    |
| <ul style="list-style-type: none"><li>• Manages post records, correspondence, and outreach within the community.</li><li>• Responsible for membership, leading post to record 2015 membership year of 111% from 2014.</li><li>• Advises post on financial records, and donations in direct support of local veterans.</li></ul> |                     |
| <b>National EMS Management Association Publication Committee</b>  | <b>2016-Current</b> |
| <ul style="list-style-type: none"><li>• Contribute articles to national EMS trade publications, and NEMSMA newsletters</li></ul>  |                     |
| <b>National EMS Management Association Accreditation Committee</b>  | <b>2017-Current</b> |
| <ul style="list-style-type: none"><li>• Contribute to and write policies and procedures for NEMSMA'S Committee on Accreditation for the purpose of developing standards for EMS leadership education.</li><li>• Serve as a reviewer of EMS leader of accreditation applicants.</li></ul>  |                     |

## **PROFESSIONAL EXPERIENCE**

### **Director OSF PRO Ambulance**

**03/2018-Current**

#### **OSF Healthcare**

**Champaign, IL**

- Eleventh person nationally to achieve Managing Paramedic Officer credential through the American College of Paramedic Executives.
- Direct the strategic planning and marketing effort for PRO Ambulance Service.
- Department head for 20,000 call/yr ALS transport service in East Central Illinois, managing 75 direct and indirect reports.
- Maintains regulatory compliance and licensing standards, emergency preparedness for Heart of Mary Medical Center and Sacred Heart Medical Center.
- Fiscal responsibility for budget including capital, revenue, operating expenses, and cost containment.

### **Training Center Coordinator/EMS Educator**

**11/2014-3/2018**

#### **OSF Healthcare**

**Champaign, IL**

- Led implementation of two large projects in 2017, bringing PulsePoint Respond to Champaign County and launched Illinois's first EMS mobile simulation lab.
- Manage large American Heart Training Center which includes 250 instructors across 5 hospitals and issues 10,000 course completion cards per year.
- Lead multidisciplinary team of training center faculty standardizing quality of instruction and compliance with American Heart Association guidelines and policies.
- Developed new curricula for Emergency Medical Services System office, including four new educational programs.
- Organized, planned, and developed largest section of multidisciplinary cardiovascular risk reduction program reaching 600 underserved, at risk, and socioeconomically depressed community members.
- Optimized delivery of educational programs, leading to an increase of department revenue of 20% year over year.
- Redesigned training center systems and processes, integrating technology, and improving overall efficiency; saving time, man-hours, and improving customer satisfaction. Course card printing time reduced from average 4 weeks to less than 7 days.
- Lead instructor for EMT initial education course (maintain student records, grades, preparation, student evaluation/testing).
- Maintain departmental accounting records, including P&L reports, A/R, and departmental material expenses.
- Cultivate existing community relationships with responding agencies, conduct inspections, and facilitate continuing education.
- Participate in quality improvement program and quality assurance programs. Prepare statistical analysis of QI/QA metrics.

### **Paramedic/FTO**

**11/2007 to 11/2014**

#### **Presence Health**

**Champaign, IL**

- Lead technician on Advanced Life Support Ambulance responding on emergency and critical care requests for service across East Central Illinois.
- Experienced in advanced emergency care of cardiac, respiratory, medical, and trauma patients of all ages.
- Mentors entry level providers and students in culture of professionalism and dedication to patient advocacy.
- Experienced Instructor/Preceptor and part time faculty at Parkland College for EMS programs.

### **Director of Business Development**

**11/2010- 6/2012**

#### **Professional Tactical EMS Consulting, Inc.**

**Champaign, IL**

- Created and managed budget, reduced operating costs, as well as increased profit margin.
- Quadrupled consulting revenue in 2011, and set a record in revenue for 2012. Tripled market share, making PROTEC the market leader in Illinois for law enforcement tactical medical education.
- Negotiated new contracts for service creating Central Illinois's only medical team attached to an Explosive Ordinance Disposal Team.

### **Leading Petty Officer/Electronics Technician Second Class**

**6/2002 to 6/2007**

#### **United States Navy**

**Groton, CT**

- Conducted on-boarding of personnel, annual evaluations, disciplinary action, and assigned formal mentors.
- Managed division personnel, assigning work schedules and tasks, coordinated operational requirements, preventive and corrective maintenance of equipment.
- Led installation, operation, and repair of multi-million dollar Satellite Communications, Electronic Surveillance, and Periscope systems.
- Ensured division operated under budget without sacrificing quality, achieving highest scores of "excellent" on operational accreditations.
- Awards include: Submarine Warfare pin, Navy/Marine Corps Achievement Medal, several Admiral's letters of commendation and Commanding Officer's letters of commendation.



CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Dorothy E. Vura-Weis

ADDRESS: 2103 S. Mills Drive Urbana IL 61801  
Street City State Zip Code

EMAIL: dottievwe@yahoo.com PHONE: 217-344-2465 or 650-339-3180 (H)

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Board of Health

BEGINNING DATE OF TERM: July 1, 2018 ENDING DATE: June 30, 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 am a retired family physician and have provided comprehensive medical care to people of all ages. I also have a Master in Public Health and worked with the San Mateo Co, CA, Health Dept from 2003-2013, and dealt with public health responses to infectious diseases, bioterrorism, and programs on maternal-child health + chronic diseases

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

Board members provide a link to community concerns, general oversight of programs serving the county as a whole (especially outside the boundaries of C-UPHD), monitor and advise regarding budgetary issues, and are available for communication with Champaign Co Board

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

I have served on the Board of Health for the last 3 years and am familiar with many of the staff, the programs, the fee structure for environmental health services in the county and discussions on modifications, and the general budget.

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.

Dorothy E. Lara-Meis  
Signature

4-6-2018  
Date

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

**NAME:** Dr. Krista Jones

**ADDRESS:** 104 West Third Street PO Box 25 Broadlands Illinois 61816  
Street City State Zip Code

**EMAIL:** kjones29@illinois.edu **PHONE:** 217-493-9222

**NAME OF APPOINTMENT BODY OR BOARD:** Champaign County Board of Health

**BEGINNING DATE OF TERM:** 7-1-2018 **ENDING DATE:** 6-30-2021

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?

My name is Dr. Krista Jones and I am a clinical instructor at the University of Illinois College of Nursing. I have been a public health nurse for 25 years and possess a Master's degree in Advanced Community Health Nursing as well as a Master's in Nursing Leadership and Administration. In addition, I possess a Doctorate in Nursing Practice with a focus in Community Health and am one of a very few nurses in the county board certified in population health practice. My attached CV demonstrates my extensive leadership and service to this community as a member of many councils and boards aimed at assuring a competent public health workforce and a clear plan for the development of population focused interventions to meet the needs of the citizens of Champaign County. I have served as a member of the Champaign County Board of Health since the Fall of 2011 and have held the office of President since June 2013.

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 board members are charged with the responsibility of protecting the public's health and safety while promoting the delivery of quality health care to all citizens within the jurisdiction. This responsibility includes assuring the effective and efficient management of all fiscal, material and human resources. I strongly believe that my wealth of experience and expertise in public health promotion, prevention and protection including fiscal and organizational management will continue to support and complement the abilities of other board members and strengthen the present leadership team. In my present role, I have been an active participant in the direction of health care delivery in this community and will fulfill any and all duties assigned with great vigilance to the utmost of my abilities.

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

I am familiar with the mission of the board of health and understand how services are provided through arrangements with the Champaign Urbana Public Health District. I am also aware of funding mechanisms through federal, state and local grants and the county Health Fund Levy. As a previous coordinator of maternal child health services at CUPHD, I was responsible for the dissemination of services through many of these grants. Therefore, I maintain a personal knowledge of the codes, policies and procedures that must be maintained to assure continuation of these funding sources.

4. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.)

Yes  No  If yes, please explain:

I am currently the Village Clerk for the Village of Broadlands. If serving in this role was deemed to be a conflict of interest for a Board of Health appointment, I would be willing to vacate the Village Clerk position.

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.

*Handwritten signature*

March 29, 2018  
Date

**Krista L. Jones, DNP, MSN, PHNA-BC, RN**  
**Curriculum Vitae**

University of Illinois at Chicago, Urbana Campus  
Department of Health Systems Science M/C 313  
625 S. Wright St., Suite 201  
Champaign, IL 61820  
Web: [http://www.uic.edu/nursing/facultypages/Krista\\_Jones.shtml](http://www.uic.edu/nursing/facultypages/Krista_Jones.shtml)

Telephone: (217) 244-5161  
Fax: (217) 244-0430  
Email: [kjones29@illinois.edu](mailto:kjones29@illinois.edu)

**EDUCATION**

- Aug 2011     **Doctorate in Nursing Practice**  
University of Illinois College of Nursing Urbana, IL
- May 2009     **Masters in Administrative Nursing and Leadership**  
University of Illinois College of Nursing Urbana, IL
- May 2008     **Teaching Certificate in Nursing Education**  
University of Illinois College of Nursing Urbana, IL
- May 2007     **Masters of Science in Advanced Community Health Nursing**  
University of Illinois College of Nursing Urbana, IL
- 2001-2004    **Coursework in Early Childhood Education**  
Parkland College, Champaign, IL
- May 1993     **Bachelors of Science in Nursing**  
Lakeview College of Nursing, Danville, IL

**CERTIFICATION**

- Nov 2017     **Advanced Public Health Nurse-Board Certified-American Nurses**  
Credentialing Center

**ACADEMIC POSITIONS**

- 8/2017-present   **Clinical Associate Professor, Department of Health Systems Sciences**  
**Urbana Regional Program, UIC College of Nursing Urbana Region**
- 5/2015-present   **Director, Urbana Regional Program**  
**UIC College of Nursing**
- Faculty, staff and student issues management
  - Budget and Human Resources administration
  - Graduate Entry Masters Program Development
  - Recruitment and enrollment strategy implementation
  - College-Clinical Practice Partnership Relations
  - Undergraduate and Graduate Program Management

- Assure compliance with agency clinical requirements
- Campus and Community relations

8/2012-9/2015 **Associate Director, Urbana Regional Program**

**UIC College of Nursing**

- Faculty, staff and student issues management
- Clinical relationships/Contract management
- Student engagement
- Assure compliance with agency clinical requirements
- Campus and Community relations
- Assistance to the Regional Director
- Chair of search committee for a new Admissions Counselor/Academic Advisor over Summer 2013

1/2012-8/2017 **Clinical Assistant Professor, Department of Health Systems Sciences  
Urbana Regional Program, UIC College of Nursing Urbana Region**

8/2007-1/2012 **Clinical Instructor, Department of Health Systems Sciences  
Urbana Regional Program, UIC College of Nursing Urbana Region**

**CLINICAL POSTIONS**

- 2004-2007 Pediatric Nurse  
Carle Clinic Pediatrics Department, Urbana, IL
- 1996-2000 Champaign Urbana Public Health District, Champaign, IL  
Maternal Child Health/Prenatal Coordinator
- 1994-1996 Champaign Urbana Public Health District, Champaign, IL  
Healthy Moms/Healthy Kids Case Manager
- 1993-1994 Planned Parenthood of East Central Illinois, Champaign, IL  
Prenatal Nurse

**HONORS AND AWARDS**

- Nov 2017 Sigma Theta Tau Alpha Lambda Chapter Nursing Recognition Award
- May 2016 Faculty Excellence Award for Teaching Excellence, UIC
- Nov 2015 Poster presentation at American Public Health Association Conference, Chicago, IL. Best Poster Award Winner
- April 2015 New Investigator Award, Midwest Nursing Research Society, Adolescent Health Research Interest Group
- April 2015 New Investigator Award, Midwest Nursing Research Society, Public Health Research Interest Group
- Oct 2014 Poster presentation at International Conference on HIV/AIDS, STD's and STI's, Las Vegas, NV. Best Poster Award Winner
- May 2014 Silver Circle Award Winner for Teaching Excellence, UIC

Dec 2013 Evidenced Based Practice Research Award, Carle Health Systems  
 Dec 2013 Poster presentation at Carle Evidenced Based Practice Research Conference, Urbana, IL. First Place Poster Award Winner.  
 March 2013 Evidenced Based Practice Award, Midwest Nursing Research Society, Public Health Research Interest Group  
 March 2013 Poster presentation at Midwest Nursing Research Society Conference, Chicago, IL. Second Place Poster Award Winner.  
 Dec 2012 Nurse Educator Fellow, Illinois Board of Higher Education  
 June 2011 Award of Merit, Illinois Public Health Association  
 May 2011 Silver Circle Award Winner for Teaching Excellence, UIC  
 May 2011 Dean's Award for Student Achievement in Practice, UIC  
 March 2011 Honorable Mention, MNRS Student Poster Presentation  
 April 2010 Outstanding Woman to Know in Central Illinois, Illini Media  
 Oct 2009 1 of Top 40 Business Professionals Under 40, Central Illinois Business Magazine  
 2007-present Recognized as Excellent Teacher by students, University of Illinois Urbana-Champaign  
 May 1997 Nurse Recognition Award, March of Dimes  
 2007-present Recognized as Excellent Teacher by students, University of Illinois Urbana-Champaign

## GRANTS

2015-2016 **Jones, K.** (Co-PI with Wolfe, S)  
 Funding: Peoria Medical Society Alliance  
*A Model to Expand Sexuality Education for Young People through the Innovative Use of Social Media*

- Amount: \$1,200

  
 2015-2016 Howard, C. (PI)  
 Funding: National Libraries of Medicine-Greater Midwest Region  
*Nursing Experts: Translating the Evidence Phase 2 (NExT2)*

- Amount: \$14,961
- Role: Co-Investigator

  
 2014-2016 **Jones, K.** (Co-PI with Sipsma, H)  
 Funding: Internal Research Support Program-UIC College of Nursing  
*Testing the Feasibility and Acceptability of a Text-Messaging Intervention to Promote Breastfeeding among Urban Adolescents*

- Amount: \$10,000
- Role: Co-Principal Investigator (PI left before study began)

  
 2014-2015 **Jones, K.** (PI)  
 Funding: Community Foundation of Central Illinois  
*A Model to Expand Sexuality Education for Young People through the Innovative Use of Social Media*

- Amount: \$7,220

- 2014-2015 **Jones, K.** (Co-PI with Sipsma, H.)  
 Funding: UIC CON, UIC Hospitals, Carle Foundation Hospital and Clinics (Urbana, IL) (Research Assistant funding Chancellor student grants)  
*Understanding Health Behaviors among Postpartum Adolescents and Young Women*
- Amount: \$1,500
- 2014-2015 Howard, C. (PI)  
 Funding: National Libraries of Medicine-Greater Midwest Region  
*Nursing Experts: Translating the Evidence (NEXT). Survey and Educational Presentations on EBP to Public Health Nurses across the State of Illinois*
- Amount: \$14,997
  - Role: Co-Investigator
- 2013-2014 Garrity, M.K. (PI)  
 Funding: Trent University Social Sciences and Human Resources Research Grant  
*Blogging as a Pedagogical Tool in Nursing Education*
- Amount: \$5,000
  - Role: Co-Investigator
- 2013 **Jones, K.** (PI)  
 Funding: Sigma Theta Tau International  
*Edith Anderson Leadership Grant*
- Amount: \$750
- 2012-2015 Sparbel, K. (PI)  
 Funding: Health Resources and Services Administration  
*Advancing Interprofessional Education and Clinical Expertise using Technology Initiatives in Advanced Nursing Practice*
- Amount: \$951,596 (5% effort as of 1/2014)
  - Role: Co-Investigator
- 2012-2013 **Jones, K.** (PI)  
 Funding: UIC Janet A. Deatrick Nursing Junior Faculty Research Fund  
*Adolescent Perceptions of Sexual Health Education Transmitted Via Social Media*
- Amount: \$2500

## **PUBLICATIONS**

**Senior author underlined**

\*Data Based

+Peer-Reviewed

~ Mentored Student as Author



- +Johnson, E., Jones, K., Eathington, P., Howard, C., Raszewski, R., & Twigg, N. (2017). *NExT: Creating an interdisciplinary alliance to diminish informational barriers for public health nursing. Health Information and Libraries, 34* (3): 236-246. doi: 10.1111/hir.12184
- +Sipsma, H., Jones, K., & Nickel, N. (2017). Hospital practices to promote breastfeeding: Does maternal age matter? *Birth, 44*(3):272-280. doi: 10.1111/birt.12284
- +Sipsma, H., Ruiz, E., Jones, K., & Kershaw, T. (2017). Effect of breastfeeding on postpartum depressive symptoms among young mothers. *Journal of Maternal-Fetal & Neonatal Medicine.* doi: <http://dx.doi.org/10.1080/14767058.2017.1319351>
- +Jones, K., Garrity, M. K., Vanderzwan, K., Epstein, I., & DeLaRocha, A. (2016). To blog or not to blog: What do nursing faculty think? *Journal of Nursing Education, 55*(12): 683-689. doi: 10.3928/01484834-20161114-04
- Jones, K. & Reese, C. (2016, October 17). Current nursing students hungry for knowledge, ready for challenge. *Decatur Herald and Review*. Retrieved from [http://herald-review.com/current-nursing-students-hungry-for-knowledge-ready-for-challenge/article\\_e01c776c-8a57-5961-8553-c5993df2b346.html](http://herald-review.com/current-nursing-students-hungry-for-knowledge-ready-for-challenge/article_e01c776c-8a57-5961-8553-c5993df2b346.html)
- +Sipsma, H., Callands, T., Desrosiers, A., Magriples, U., Jones, K., Albritton, T., & Kershaw, T. (2016). Exploring trajectories predictors of depressive symptoms among young couples during their transition to parenthood. *Maternal Child Health, 20* (11): 2372-2381. doi: 10.1007/s10995-016-2064-3
- +Bucholz, S., Yingling, C., Jones, K., & Tenfelde, S. (2015). DNP and PhD collaboration: Bringing together clinical and research expertise as pre-degree and post-degree scholars. *Nurse Educator, 40*(4):203-6. doi: 10.1097/NNE.0000000000000141
- +Sipsma, H., Jones, K., & Cole-Lewis, H. (2015). Breastfeeding among adolescent mothers: A systematic review of interventions from high-income countries. *Journal of Human Lactation, 31*(2): 221-229. (Includes Independent study module for lactation consultants pages 321-322). doi: 10.1177/0890334414561264
- Jones, K., & Baldwin, K. (2014). Adolescent perceptions of sexual health transmitted via social media. *Carle Selected Papers, 57* (1), 21-22.
- +Jones, K., Eathington, P., Baldwin, K., & Sipsma, H. (2014). The impact of health education transmitted via social media on adolescent risky sexual behavior: A systematic review of the literature. *Sexually Transmitted Diseases 41*(7), 413-419. doi: 10.1097/OLQ.0000000000000146
- +Garrity, M.K., Jones, K., Vanderzwan, K., Epstein, I., & DeLaRocha, A. (2014). Integrative review of blogging: Implications for nursing education. *J Nurs Educ, 53*(7), 395-401. doi: 10.3928/01484834-20140620-01

Trimmell, J., Rome, M., Jones, K., & Hicks, S. (2012). Community health needs assessment and community health plan for Vermilion County, Illinois. Retrieved from <http://vchd.org/wp-content/uploads/2012/03/IPLAN-Document-body-2012-final26.pdf>

+\*Jones, K., Baldwin, K., & Lewis, P. (2012). Potential influence of a social media intervention on risky sexual behavior. *Journal of Community Health Nursing*, 29 (2), 106-120.  
doi:10.1080/07370016.2012.670579

Schraeder, C., Shelton, P., Fahey, L., Jones, K., & Berger, C. (2011). Chapter 2: Overview. In Schraeder, C., & Shelton, P. (Eds.), *Comprehensive care coordination for chronically ill adults* (pp. 25-38) Ames, IA; Wiley-Blackwell Publishers

Jones, K. (2011). Effect of a social media intervention on chlamydia incidence: A UIC DNP project. *Urbana Regional Program News & Notes*, 2(1), 4.

### **PUBLICATIONS UNDER REVIEW**

Schultz, C., Krassa, T., Jones, K. (2018). *Evidence regarding pediatric practicums in school settings: An integrative review*. Manuscript submitted for publication.

Sipsma, H., Kair, L., Kornfeind, K., Blake, A., Jones, K., & Nickel, N. (2018). *Do hospital practices used to promote breastfeeding impact racial/ethnic disparities in breastfeeding*. Manuscript submitted for publication.

~Allender, E. & Jones, K. (2018). *Barriers to antiretroviral treatment among residents of Malawi: A review of the literature*. Manuscript submitted for publication.

~Larke, E., Jones, K., Hardy, E., Eathington, P., & Sipsma, H. (2017). *Improving sexual health assessments in primary care*. Manuscript submitted for publication.

~Eathington, P., Jones, K., & Sipsma, H. (2017). *STD Knowledge increase in rural college students: It's all in the text*. Manuscript submitted for publication.

### **PUBLISHED ABSTRACTS**

Eathington, P., Baldwin, K., Jones, K., Ohlson, S., & Harris, N.M. (2013). Delivering sexually transmitted infection education via text messaging: An evidenced based project [Abstract]. *Western Journal of Nursing Research*, April 28, 2013, doi: 10.1177/0193945913487174

Jones, K. (2011). Effect of social media intervention on chlamydia incidence when compared to no formalized internet instruction [Abstract]. *Western Journal of Nursing Research*, 33 (8), 1114-1115. doi:10.1177/0193945911413677

## PRESENTATIONS

### National and International Oral/Podium Presentations

- 2018 Raszewski, R., Goben, A., Dewey Bergren, M., **Jones, K.**, Ryan, C., Steffen, A., & Vonderheid, S. (2018, May). *Identifying research data management in nursing doctoral programs*. **Podium Presentation** at Medical Library Association Annual Meeting, Atlanta, Ga.
- 2017 **Jones, K.** & Twigg, N. (2017, September). *Significance of an online evidenced based practice education module: Nursing experts translating the evidence (NExT)*. **Podium presentation** at Doctors of Nursing Practice Conference, New Orleans, La.
- 2017 **Jones, K.**, Twigg, N., Johnson, E., Howard, C., & Eathington, P. (2017, June). *Online evidenced based education modules for public health nurses: Nursing experts translating the evidence (NExT)*. **Podium presentation** at Association of Community Health Nurse Educators Conference, Baltimore, Maryland.
- 2017 Sipsma, H., **Jones, K.**, & Nickel, N. (2017, June). *Exploring differential implementation and effectiveness of hospital practices to promote breastfeeding by maternal body mass index*. **Poster presentation** at Annual Academy Health Conference, New Orleans, La.
- 2017 Sipsma, H., **Jones, K.**, & Nickel, N. (2017, June). *Differential implementation and effectiveness of hospital practices to promote breastfeeding by maternal race/ethnicity*. **Poster presentation** at Annual Academy Health Conference, New Orleans, La.
- 2016 **Jones, K.**, Twigg, N., Johnson, E., Howard, C., & Eathington, P. (2016, November). *Development of online evidenced based education modules: Nursing experts translating the evidence (NExT)*. **Podium presentation** at American Public Health Association Conference, Denver, Co.
- 2015 Twigg, N., **Jones, K.**, Eathington, P., & Johnson, E. (2015, November). *Evidence-based practice for public health nurses: Nursing experts translating the evidence*. **Oral Roundtable discussion** at American Public Health Association Conference, Chicago, IL.
- 2015 **Jones, K.**, Swider, S., Levin, P., Baldwin, K., & Fenton, C. (2015, June). *Addressing the future of PHN practice: A needs assessment of practice and faculty PHNs across Illinois*. **Podium presentation** at Association for Community Health Nurse Educator's Annual Institute, Denver, CO.
- 2015 Donald, P., Hannon, R., Swider, S., Levin, P., & **Jones, K.** (2015 May). *Developing a statewide PHN agenda: Academic-Practice partnerships in Illinois*. **Podium presentation** at Association of Public Health Nurses Conference, Manchester, NH.

- 2013 Eathington, P., Baldwin, K., & Jones, K. (2013, November). *Delivering sexually transmitted infection education via text messaging: An evidenced based project*. **Podium presentation** at American Public Health Association Conference, Boston, MA.
- 2013 Jones, K., & Baldwin, K. (2013, June). *Adolescent perceptions of sexual health education transmitted via social media*. **Podium presentation** at Association of Community Health Nurse Educator's Annual Institute, Raleigh, NC.
- 2012 Baldwin, K., Jones, K., O'Bryant, A., & Lyons, B. (2012, October). *Translating research into community interventions: The community sexually transmitted disease collaborative*. **Podium presentation** at American Public Health Association Conference, San Francisco, CA.
- 2012 Jones, K., Baldwin, K., & Lewis, P. (2012, June). *Potential influence of a social media intervention on risky sexual behavior and chlamydia influence*. **Podium presentation** at Association of Community Health Nurse Educator's Annual Institute, Portland, OR.

#### National and International Poster Presentations

- 2016 Johnson, E., Howard, C., Eathington, P., & Jones, K. (2016, May). *Comparing the effectiveness of public health nursing EBP in-person education to an online asynchronous tutorial*. **Poster presentation** at International Clinical Librarian Conference, Toronto, Canada.
- 2015 Sispma, H., Gilliam, M., & Jones, K. (2015, November). *Hospital practices to promote breastfeeding: Does maternal age matter?* **Poster presentation** at American Public Health Association Conference, Chicago, IL
- 2015 Sispma, H., Ruiz, E., Jones, K., & Kershaw, T. (2015, November). *Effect of breastfeeding on postpartum depression among adolescent mothers*. **Poster presentation** at American Public Health Association Conference, Chicago, IL. *Best Poster Award Winner*
- 2015 Jones, K. (2015, September). *Adolescent perceptions of sexual health education transmitted via social media*. **Poster presentation** at Doctors of Nursing Practice Conference, Seattle, WA.
- 2015 Lee, M., Jones, K., Bergren, M. & Bojan, K. (2015, July). *Development and pilot testing of a social media-based educational sexual health intervention*. **Poster presentation** at Sigma Theta Tau International Research Congress, San Juan, Puerto Rico.

- 2015 Johnson, E., Howard, C., Eathington, P, & Jones. K. (2015. May). *Creating an interprofessional alliance to diminish informational barriers for public health nurses*. **Poster presentation** to National Medical Library Association Conference, Austin, TX.
- 2014 Jones, K., & Baldwin, K. (2014, October). *Exploration of impact of health education transmitted via social media on adolescent risky sexual behavior*. **Invited Poster presentation** at International Conference on HIV/AIDS, STD's and STI's, Las Vegas, NV. **Best Poster Award Winner**
- 2013 Jones, K., & Baldwin, K. (2013, November). *Exploration of impact of health education transmitted via social media on adolescent risky sexual behavior*. **Poster presentation** at Sigma Theta Tau International Conference, Indianapolis, IN. **Grant Awardee**
- 2013 Sipsma, H., Desrosiers, A., Callands, T., Gordon, D., Jones, K., & Kershaw, T. (2013, November). *Mental health of young parents from pregnancy through 1 year postpartum*. **Poster presentation** at American Public Health Association Conference, Boston, MA.
- 2013 Pierre, N., Davis, J., Cassey, P., Ruppman, J. & Jones. K. (2013, June). *Teaching evidence-based strategies for 21st century practice*. **Poster presentation** at Association of Community Health Nurse Educator's Annual Institute, Raleigh, NC.
- 2013 Cassey, P., Davis, J., & Jones. K. (2013, April). *Bridging the evidence for population care*. **Poster presentation** at National Organization of Nurse Practitioner Faculties Conference, Pittsburgh, PA.

#### **Regional and Local Oral/Podium Presentations**

- 2015 Jones, K. & Baldwin, K. (2015, April). *The community STD collaborative: A community based partnership*. **Podium presentation** at Midwest Nursing Research Society Conference, Indianapolis, IN.
- 2015 Osborn, C., & Jones, K. (2015, March). *Sexually transmitted disease education for adolescents*. **Podium presentation** at Contemporary Issues in Adolescent Health Conference, Tarrytown, NY.
- 2014 Garrity, M. K., Jones, K., Vanderzwan, K., Esptein, I., & DeLaRocha, A. (2014, March). *Bloggng as a pedagogical tool in nursing education*. **Oral poster discussion** presented at Midwest Nursing Research Society Conference, St. Louis, MO.
- 2013 Jones, K. (2013, March). *DNP Student Forum*. **Invited Panelist**. Midwest Nursing Research Society Conference, Chicago, IL.

- 2012 **Jones, K., Baldwin, K., & Lewis, P.** (2012, April). *Effect of a social media intervention on risky sexual behavior and chlamydia incidence.* **Podium presentation** at Midwest Nursing Research Society Symposium, Dearborn, MI.
- 2012 **Jones, K., Baldwin, K., & Lewis, P.** (2012, January). *Effect of a social media intervention on risky sexual behavior and chlamydia incidence.* **Podium presentation** at Illinois Public Health Association Social Media Techniques in a Public Health World Conference, Springfield, IL.

### **Regional and Local Poster Presentations**

- 2017 Wainer, C. & **Jones, K.** (2017, April). *The influence of comprehensive versus abstinence only sexual education on sexually transmitted infections in adolescents.* **Poster presentation** at Midwest Nursing Research Society Conference, Minneapolis, MN.
- 2016 Larke, E., **Jones, K.,** Eathington, P., Hardy, E., & Sipsma, H. (2016, March). *Improving sexual health assessments in primary care.* **Poster presentation** at Midwest Nursing Research Society Conference, Indianapolis, IN.
- 2014 Salgado, M., Christensen, K., and **Jones, K.** (2014, April). *Behavioral factors and mammography utilization among Mexican women in the US.* **Poster presentation** at UIC School of Public Health Research Day, Chicago, IL.
- 2014 Lee, M., **Jones, K.,** Bergren, M. & Bojan, K. (2014, March). *An educational social media-based sexual health intervention: An evidence-based project.* **Poster presentation** at Midwest Nursing Research Society Conference, St. Louis, MO.
- 2013 **Jones, K., & Baldwin, K.** (2013, December). *Exploration of impact of health education transmitted via social media on adolescent risky sexual behavior.* **Poster presentation** at Carle Evidenced Based Practice Research Conference, Urbana, IL. **First Place Poster Award Winner.**
- 2013 Eathington, P., Baldwin, K., & **Jones, K.** (2013, April). *Delivering sexually transmitted infection education via text messaging: An evidenced based project.* **Poster presentation** at University of Illinois College of Medicine in Peoria Research Day, Peoria, IL.
- 2013 Dominquez, D., & **Jones, K.** (2013, April). *Breastfeeding education in incarcerated mothers.* **Poster presentation** at University of Illinois Undergraduate Research Symposium, Urbana, IL
- 2013 Eathington, P., Baldwin, K., & **Jones, K.** (2013, March). *Delivering sexually transmitted infection education via text messaging: An evidenced based project.* **Poster presentation** at Midwest Nursing Research Society Conference, Chicago, IL. **Second Place Poster Award Winner.**

## **MEDIA INTERVIEWS**

- 2016 University of Illinois College of Medicine at Urbana-Champaign Interprofessional Education in Team Based Care.  
<https://www.med.illinois.edu/articles/article.php?type=news&id=147>
- 2015 University of Illinois at Chicago College of Nursing Interprofessional Education Newsletter. Spring 2015. Poverty Simulation. Internal review.
- 2014 Featured in UIC News for receiving the 2014 UIC Silver Circle Award for Excellence in Teaching. <https://news.uic.edu/teaching-future-nurses-to-get-the-whole-story>

## **PROFESSIONAL SERVICE-EXTERNAL**

### **Board Memberships**

- 2013-present **President**, Champaign County Board of Health
- 2013-present Carle Foundation Hospital Nursing Research Advisory Board (Appointed)
- 2011-2013 Champaign County Board of Health-Member (Appointed)
- 2009-present Advisory Board, University of Illinois at Urbana-Champaign Special Populations
- 2007-present Advisory Board, Urbana School Health Center

### **Professional Memberships and Committees**

- 2017-present **Section Councilor**, American Public Health Association Public Health Nursing Section
- 2016-present Attendee, **State of Illinois Center for Nursing Advisory Board**
- 2014-present Member, Illinois Public Health Nurse/Academic Practice Partnership Workgroup
- 2014-present **Chair**, Peoria Community Sexually Transmitted Disease Collaborative (CSTDC)
- 2012-2015 Membership Committee (Appointed), Illinois Public Health Association
- 2012-2013 Awards Committee (Appointed), Illinois Public Health Association
- 2012-2013 Nominating Committee (Elected), Illinois Public Health Association

### **Association of Community Health Nurse Educators**

- 2015-2019 **Secretary (Elected)**
- 2013-2015 **Midwest Director (Elected)**
- 2012-2013 Communications Committee

### **Midwest Nursing Research Society**

- 2017-2018 **Chair (Elected)**, Public Health Research Interest Group
- 2015-2016 **Chair, (Elected)**, Adolescent Health Research Interest Group
- 2014-2015 **Chair-Elect**, Adolescent Health Research Interest Group
- 2013-2014 **Chair (Elected)**, Public Health Research Interest Group
- 2012-2013 **Chair-Elect of Public Health Research Interest Group**

### **Grant Reviews**

- 2015-2017 Midwest Nursing Research Society

**Manuscript Reviews**

2016 Pediatrics  
 2016 International Journal of Sexual Health  
 2015-2018 Public Health Nursing  
 2015-2018 SAGE Open Publications  
 2015-2018 Adolescent Health Medicine and Therapeutics  
 2014 Health Education Journal

**Abstract Reviews**

2012-2014 Social Media, Health, Medicine and Biomedical Research Conferences  
 2012-2018 ACHNE Annual Conferences  
 2013-2018 APHA Annual Conferences  
 2013-2018 MNRS Annual Conferences

**Peer Review**

July 2012 Autism Education Materials. University of Illinois Children’s Research Center.

**Professional Organization Memberships**

2013-present Healthy Teen Network  
 2008-present Sigma Theta Tau  
 2007-present American Public Health Association  
 2007-present Illinois Public Health Association  
 2007-present Association of Community Health Nurse Educators  
 2007-present Midwest Nursing Research Society

**Public and Community Service**

2009-present Illinois Health Information Exchange Council  
 2007-2011 Advancing Public Health Nurse Education Council  
 2006-2014 Champaign County (Illinois) Senior Wellness Task Force  
 2006-present Village Clerk, Village of Broadlands (Illinois)

**Consultations/University-Community Partnerships****Consultations**

| <u>YEAR</u> | <u>ORGANIZATION/FUNDER</u>              | <u>CONSULTATION FOCUS</u>           |
|-------------|---|-------------------------------------|
| 2014-2015   | Presence Covenant Medical Center        | Hospital Community Needs Assessment |
| 2013-2014   | Champaign-Urbana Public Health District | IPLAN (Local Needs Assessment       |



|           |  |  |
|-----------|--|--|
| 2012-2015 | Vermilion County Health Department and Provena United Samaritans Medical Center/IDPH We Chose Health Grant | Community Transformation to Improve Nutrition and Physical Activity in Vermilion County  |
| 2012-2015 | Champaign-Urbana Public Health District/IDPH We Chose Health Grant   | Obesity Strategies in school districts: The Catch Program. Development of workplace strategies to improve physical activity      |
| 2011-2015 | Champaign County Board of Health   | Disease Control, Physical and Environmental Health   |
| 2011-2012 | Vermilion County Health Department /UIC Institute of Healthcare Innovation                                 | IPLAN Assessment, Data Collection, and Analysis of key health indicators. Facilitate and Moderate Community Partnership Meetings |
| 2010-2011 | Champaign Urbana Public Health District  | IPLAN (Local Needs Assessment)   |

### University-Community Partnerships

| <u>YEAR</u>  | <u>ORGANIZATION/FUNDER</u>  | <u>PARTNERSHIP FOCUS</u>   |
|--------------|---|--|
| 2014-2015    | National Informatics PHN (public health nurse) Partnership                    | Develop case studies for student instruction using the Omaha System as a pedagogical tool for PHN assessment, evidenced-based interventions and evaluation |
| 2013-2016    | UIC/Rush-Public Health Nurse Workforce  | Identify academic and professional collaborative practice barriers. Planning Academic/Professional Practice Conference Fall 2016.                          |
| 2011-present | Peoria Community Sexually Transmitted Disease Collaborative Coalition (Chair) | Conducted literature review on use of social media intervention to address STD incidence in adolescents and young adults                                   |

|      |  |  |
|------|--|--|
| 2010 | Money Follows the Person/Federal Pilot Program | Developed Client and Caregiver Education Modules on Depression, Bipolar Disorder & Stress Management<br>Developed Care Management Training and Case Studies Tutorial for Training Coordinators |
|------|--|--|

**PROFESSIONAL SERVICE- UNIVERSITY OF ILLINOIS AT CHICAGO**

**University**

2015-present UIC Faculty Senate member  
 2013-present UIC Collaborative for Excellence in Inter-professional Education  
 2011-present UIC Honors College Fellow

**College of Nursing**

2016-present Information Technology Council  
 2016-present Clinical Lab Coordinator Search Committee  
 2016-2017 Associate Dean for Academic Affairs Search Committee  
 2016-present Academic Programs and Evaluation Committee  
 2015-present Department Head and Regional Director Committees  
 2015-present Student Recruitment and Retention Committee  
 2014-present Nursing Service Plan Board  
 2014-present Administrative Council  
 2014-present Academic Operations Committee  
 2014-2015 Faculty Executive Committee  
 2013-present Inter-professional Education (IPE) Immersion (Chicago/Peoria) Committee  
 2013-2015 Commencement Committee  
 2013-2015 Diversity Strategic Planning Committee  
 2013-2014 DNP Curriculum Revision Committee  
 2012-2013 Graduate Admissions & Academic Standards Committee-**Chair**  
 2012-2013 DNP and Master Candidate Admission Interviewer  
 2011-2012 Graduate Admissions & Academic Standards Committee-Member  
 2008-2011 Undergraduate Curriculum Subcommittee-Urbana  
 2008-2010 Scholarship/Awards & Recruitment  
 2008-2010 Masters in Nursing (Generic) Curriculum Subcommittee

**Health Systems Science Department**

2013-2014 Appointment, Promotion and Tenure Committee  
 2013-2014 Dept. Head Search Committee  
 2013-2014 Clinical Peer Review  
 2011-2015 Advisory Committee

**Urbana Region/Program**

2011-2016 Advisory Council-**Chair**  
 2011-present Advanced Population Health Nurse (APHN) and MS/MPH Committee

**Students (e.g., student organizations)**

- 2009-present Faculty Advisor Student Council Organization-128 members
- 2008-present Student Leadership Mentor-Illinois Leadership Center
- 2008-present Faculty Advisor Student Nurses Association Organization-120 members

**TEACHING**

**Doctor of Nursing Practice Committees-Chair**

- 2017-2019 Abigail Hoekstra Health Literacy
- 2017- 2019 Marianne Kopmann Health Literacy
- 2016-2017 Kristen Hufford Breastfeeding Buddies
- 2015-2016 Emily Larke Improving sexual health assessments in primary care
- 2014-2015 Dorothy Kozakowski Use of evidenced based practice measures by sexual assault nurse examiners in Illinois
- 2013-2014 Monica Lee An educational social media-based sexual health intervention: An evidence-based project

**Doctor of Nursing Practice Committees-Committee Member**

- 2017-2019 Darrin Clutteur HPV Community Based Intervention
- 2016-2017 Barb Agbo DNP; Evaluation of cardiac nurse navigator program
- 2013-2015 Chastity Osborn (Capella University) Design of a tactile educational tool to decrease the incidence of STDs among rural adolescents
- 2013-2015 Ida Hess Diabetes foot self-care instructions via Facebook
- 2013-2015 Deb Lowrance Pregnancy weight gain: Can it be improved?
- 2013-2014 Jan Whitehead Proposal for Asymptomatic STI screening
- 2012-2013 Patricia Eathington Delivering sexually transmitted infection education via text messaging: An evidenced based project

**Masters Projects Chair**

- 2016-2017 Tessa Audo MSN; Food as Medicine Outreach Program
- 2016-2017 Min Jung Kim MSN; Needs Assessment of Homeless Population of Champaign County

### **Masters Projects Committee Member**

|           |                 |   |
|-----------|-----------------|---|
| 2013-2014 | Jiwon Oh        | Korean Health Literacy  |
| 2013-2014 | Melissa Salgado | Behavioral factors and mammography utilization among Mexican women: An integrative review |

### **Honors College Capstone Projects**

|           |                 |  |
|-----------|-----------------|--|
| 2015-2017 | Carolyn Wainer  | Comprehensive vs. abstinence only sexual health education  |
| 2015-2017 | Bridgette Lona  | STD Incidence  |
| 2015-2016 | Cesar Hernandez | Cesarean versus Vaginal Delivery Infection Rates   |
| 2011-2013 | Diana Dominquez | Breastfeeding education for incarcerated women and its influence on infant outcomes                            |
| 2009-2011 | Carolyn Moran   | Describing and diagnosing attention deficit disorder and the treatments and influences that affect the disease |
| 2008-2010 | Haley Filinison | Ethical implications of HPV vaccination  |
| 2008-2010 | Nadia Froehling | Champaign-Urbana community resources for women with rheumatoid arthritis                                       |

### **Visiting Scholars**

|           |  |
|-----------|--|
| 2015-2016 | Alice Ma-Visiting Chinese Scholar-UIC Global Health Leadership |
|-----------|--|

### **COURSES TAUGHT POST DNP DEGREE**

#### **Graduate Courses**

| <u>RUBRIC</u>          | <u>TITLE</u>   | <u>SEMESTERS</u>           |
|------------------------|--|----------------------------|
| NURS 406 &<br>NUPH 416 | Integrated Healthcare: Community                               | Spring 2018<br>Spring 2017 |
| NURS 542               | Health Promotion Theories and Population-Focused Interventions | Fall 2016<br>Fall 2015     |
| NUPR 520               | Clinical Synthesis Practicum for the Advanced Generalist Nurse | Fall 2017<br>Fall 2016     |
| NUPR 580               | Independent Study Practicum for Advanced Public Health Nursing | Spring 2015                |

|          |  |  |
|----------|--|--|
| NUSP 518 | Population Focused Nursing Interventions in Primary Care | Fall 2014<br>Fall 2013<br>Fall 2012              |
| NUPR 528 | Practicum in Population Focused Nursing Interventions    | Fall 2014<br>Fall 2013<br>Fall 2012<br>Fall 2011 |
| NUPR 513 | Internship in Advanced Nursing                           | Fall 2014  |
| NURS 562 | Synthesis Project Evaluation                             | Spring 2014                                      |
| NURS 561 | Synthesis Project Implementation                         | Fall 2013  |
| NUPR 584 | DNP Practicum I  | Spring 2012                                      |
| NUPR 585 | DNP Practicum II   | Spring 2012                                      |
| NURS 550 | Evidence Based Practice                                  | Spring 2012                                      |

**Undergraduate Courses**

| <u>RUBRIC</u> | <u>TITLE</u>  | <u>SEMESTERS</u>   |
|---------------|---|--|
| NURS 361      | Nursing Care of Populations                                   | Spring 201<br>Fall 2017<br>Spring 2017   |
| NURS 385      | Clinical Concepts and Processes in Population Focused Nursing | Spring/Fall 2016<br>Spring/Fall 2015<br>Spring/Fall 2014<br>Spring/Fall 2013<br>Spring/Fall 2012<br>Spring/Fall 2011 |
| NUEL 399      | Undergraduate Independent Study                               | Fall 2016  |

**CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM**

**PLEASE TYPE OR PRINT IN BLACK INK**

**NAME:** William Gingold

**ADDRESS:** 207 East McHenry Street, Urbana, IL 61801

**EMAIL:** williamgingold@gmail.com

**PHONE:** 217-337-4781

Check Box to Have Email Address Redacted on Public Documents

**NAME OF APPOINTMENT BODY OR BOARD:** CCDDDB

**BEGINNING DATE OF TERM:** July 1, 2018


**ENDING DATE:** June 30, 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 responses. **IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, A CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.**

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?
  - Extensive training, (includes a post-doctorate), and nearly 50 years' experience as a clinician, clinical psychologist, gerontologist, and rehabilitation professional (QDDP), health care executive and administrator, teacher/trainer at Colleges and Universities, researcher in mental health, developmental disabilities and geriatrics
  - Executive Director of a S.E. Regional Mental Health and Retardation Center
  - Executive Director/President, Developmental Services Center
  - Clinical faculty member, over three decades, with the Department of Family Medicine at the University of Illinois at Urbana-Champaign
  - Developed and implemented a broad array of services and training programs in mental health, developmental disabilities and geriatrics/gerontology
  - Served on a variety of Non-Profit Boards
  - Life-long advocate for persons with special needs
  
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?
  - Carry out the statutory responsibilities as defined for 377 CCDDDB. In addition to the specific duties, I would be willing to provide recommendations and guidance when deemed appropriate for improving services and outcomes.
  
3. What is your knowledge of the appointed body's operations, specifically property holdings and management, staff, taxes, fees?
  - Promote, advocate and support developmental disabilities programs and services using leveraged fiscal resources to respond to identified community needs consistent with assessed priorities and planning documents
  - Have limited familiarity with 377 Mental Health Board operations and current personnel. I am quite familiar with developmental disabilities, mental health, human services, and health and allied healthcare organizations and service providers at local and national levels.

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

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Gail Kennedy

ADDRESS: 7 O'Connor Ct. Champaign IL 61821  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: (217) 352-2780

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: C.Co. Developmental Disabilities Board

BEGINNING DATE OF TERM: 7/1/2018 ENDING DATE: June 30, 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?

In my 25+ years as a child neurologist (20+ yrs. @ Carle), I worked with children, young adults and families on all aspects of their lives - medical/emotional/educational/social - understanding their needs, as well as learning the strengths and weaknesses of the resources in our community.

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

evaluation of both current programs and service providers as well as those newly applying for county funds. We should strive to provide the best services possible, meeting as many community needs as we can, with the funds we have available.

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

My knowledge is fairly limited at this time, but I am very willing to learn. Now that I am in retirement, I have the time and the energy to do so.



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:

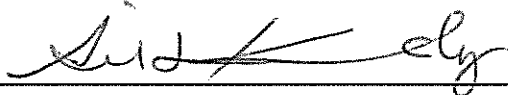
My husband and I have contributed to organizations receiving money from this board (DSC, Community Choices, etc) but I do not see this level of contribution as a conflict

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

5/17/2018  
Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Vicki Niswander

ADDRESS: 104 Woodcreek Ct. Mahomet IL 61853  
Street City State Zip Code

EMAIL PHONE: 217-778-1664

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: CCDDDB

BEGINNING DATE OF TERM: 07/01/2018 ENDING DATE: 06/30/2021

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 am the parent of an adult child with Down Syndrome who lives independently, works and has a full life. In the past, I've served as a member of the Illinois Council on Developmental Disabilities (ICDD), the Arc of Illinois, and founding member of Community Choices. I am a trainer of facilitators of person-centered planning. I am the Executive Director of the Illinois Association of Microboards and Cooperatives (IAMC), formerly funded by CCDDDB (2 years), by the state of Illinois (DDD) and by the ICDD.

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?

Of key importance is assuring that funds intended to serve people with developmental disabilities in Champaign County are being utilized in a responsible, productive and person-centered manner. I believe that board members need to be fully informed about best practices, legislation, and the impact of the projects funded. In addition, board members must fully prepare for meetings by reading and asking questions of staff prior to board meetings.

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

I am familiar with staff members and their positions and responsibilities. Currently, the CCDDDB and CCMHB share staff and work together regularly. The two boards currently own homes utilized as group homes in Champaign County. Funds distributed by the CCDDDB as grants come from a percentage of annual property taxes in Champaign County.

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?

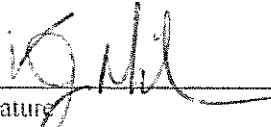
Yes  No  If no, please explain:

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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

05/09/2018

\_\_\_\_\_  
Date

VICKI J. NISWANDER

104 Woodcreek Court  
Mahomet, IL 61853

Phone (217) 778-1664



EXECUTIVE DIRECTOR, Illinois Association of Microboards and Cooperatives, Jan. 2009 – present.

INDEPENDENT EDUCATION CONSULTANT, June 2006 to Dec 2008.

PROJECT DIRECTOR, *Parent & Educator Partnership*, Feb 2005 to June 2006.

RESEARCH ASSISTANT, TEACHING ASSISTANT, *Dept. of Special Education, University of Illinois, Champaign, IL*, Aug 2002 to Jan 2005.

EDUCATION CONSULTANT, *Project CHOICES - Naperville, IL*, Oct. 1994 to Aug. 2002.

\*\*\*\*\*

EDUCATION

- M.Ed. in Special Education, University of Illinois, May 2004.
- B.S., *Music Education/Elementary Education*, Western Michigan University.

\*\*\*\*\*

OTHER EXPERIENCE

Board member of Prairie Air Inc. WEFT Community Radio (2010-current)  
 Board member of the Arc of Illinois (2008-2018)  
 Founding Board member (President), Community Choices (2007-2015)  
 Mahomet-Seymour Board of Education (2007-2015, vice-president 2013-2015)  
 Board member, Illinois Council on Developmental Disabilities (2002-2007)

PUBLICATIONS

Dymond, S., Renzaglia, A., Rosenstein, A., Chun, E., Banks, R., Niswander, V. & Gilson C. (2006). Using a participatory action research approach to create a universally designed inclusive high school science course: A case study. Research and Practice for Persons with Severe Disabilities 31(4) 293-308.

*From the Heart: Parents Speak to Professionals*, Absolute Video Productions, Portage, Michigan (September, 2004).

Bennett, T., Niswander, V., & DeLuca D., (1996). Visions of inclusion, The School Community Journal 6(1) 15-28.

*Roadmaps to Success: Tools that Build Inclusive Classrooms*, Absolute Video Productions, Portage, Michigan, 1993.

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Jane Webber
ADDRESS: 302 Calvin Street Savoy IL 61874
EMAIL: jwebber@metritech.com PHONE: 217-369-9657

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: CCDDB

BEGINNING DATE OF TERM: 7/1/2018 ENDING DATE: 6/30/21

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?
1) Involvement in the initial drive for the CCDDB Funding - I worked with a team organized by the Developmental Service Center (DSC) to assist in spreading the word about this new funding and the benefits to Champaign County for individuals with developmental disabilities and therefore have detailed knowledge of the initial purpose and continued focus of this board. 2) Parent of a child with Developmental Disabilities - I have firsthand knowledge of the various services that are available to a child with disabilities through the local organization, schools systems, etc. This parent insight brings benefit to CCDDB in the review of applications for support and services being offered to individuals with disabilities in Champaign County. 3) Previous board member of DSC in support of individuals with developmental disabilities for 19 years. This board experience provides a solid base for understanding the roles and responsibilities of a board member and insight to the ongoing financial struggles faced by organizations whose sole purpose is to serve individuals with developmental disabilities.

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 responsibilities of a board member for the CCDDB would include: 1)an understanding of the boards main goals, objectives, and operations; 2)review and understanding of the suggested funding priorities; 3) review funding applications and provide feedback and input anchored in the boards priorities and goals. My ability to carry out the responsibilities of a CCDDB member would include: 1) Research the Champaign County Board website to obtain information concerning CCDDB methods and operations. Attend monthly CCDDB meetings, which provide input on current board function and activities; 2) Review the allocation priorities and decision support criteria document created by the board staff as input to the allocation process; 3)Review submitted applications for CCDDB funds and provide feedback to the recommended priorities and goals of the board

3. What is your knowledge of the appointed body's operations, specifically property holdings and management, staff, taxes, fees?
Other than the initial understanding of the CCDDB creation and benefits to Champaign County, I have little knowledge of the appointed body's operations, staff, taxes and fees. When looking into applying for this board position, I did reach out to Lynn Canfield to provide some background. She was able to provide several links for information on the CCDDB. To date I have reviewed the Three Year Plan (2016-18), the Champaign County Developmental Disabilities Board Requirements and Guidelines for Allocation of Funds, 2017-18 CCDDB Schedule, and the PY2019 Allocation Priorities and Decision Support Criteria. This resource material provided substantial information on the roles and responsibilities and working principles of the CCDDB. I have also set up a meeting with Lynn to learn more about the staffing and to respond to questions I have in review of these materials.

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

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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.

*K. Jane Welber*  
\_\_\_\_\_  
Signature  
*5/17/18*  
\_\_\_\_\_  
Date

## Memorandum

**To:** Champaign County Committee of the Whole, Policy, Personnel & Appointments

**From:** Kristen Gisondi, CCRPC / Champaign County Program Compliance Oversight Monitor (PCOM)

**Date:** May 24, 2018

**Re:** Recommendation to Appoint Tawanna Nickens to the Rural Transit Advisory Group (RTAG)

**Background:** The Champaign County Rural Transit Advisory Group (RTAG), a subcommittee of the County Board, is responsible for oversight of the Champaign County Area Rural Transit System (C-CARTS). In addition to one member being a County Board liaison, the RTAG strives to have at least one member representing each of the following areas: older adults, individuals with disabilities, persons with low income, medical, education, and employment. Currently, all of these positions are filled, except the recently vacated employment representative seat.

Seamus Reilly, Vice President of Institutional Advancement, is leaving Parkland Community College for another opportunity. Mr. Reilly submitted his letter of resignation to the Champaign County Board Chair on May 15<sup>th</sup>, 2018. His most recent term spanned from 01/1/2017 to 12/31/2018. Ms. Nickens would serve the remainder of Reilly's term as employment representative, as dictated by the RTAG bylaws, and then request reappointment for a two-year term in January 2019.

Tawanna Nickens is the Assistant Dean of Adult Education & Workforce Development at Parkland Community College, and possesses over 20 years of experience working with adults in gaining education and resources for employment. Ms. Nickens worked on several Parkland Community College initiatives including Champaign-Urbana Cradle 2 Career and the Rantoul Tomorrow Planning Group, in addition to serving as president of the Illinois Adult & Continuing Educators' Association. Ms. Nickens recognizes transportation is an important element for employment, and her knowledge on current employment barriers would provide meaningful insight to the program. This will be her first term serving the Rural Transit Advisory Group.

**Staff Recommendation:** Approve appointment of Tawanna Nickens to the RTAG for the remainder of Seamus Reilly's term.

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Tawanna R. Nickens

ADDRESS: 1212 Cambridge Drive Rantoul IL 61866  
Street City State Zip Code

EMAIL: tnickens@parkland.edu PHONE: (217) 351-2390

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Rural Transportation Advisory Group

BEGINNING DATE OF TERM: \_\_\_\_\_ ENDING DATE: 12/31/2018

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

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

As the Assistant Dean of Adult Education & Workforce Development at Parkland College, I have over 20 years of experience assisting adults in accessing resources for employment. I've represented the college on several

workforce initiatives including: Champaign Urbana Cradle 2 Careers (CUC2C), and the Rantoul Tomorrow Planning Group. ~~I currently serve on an operators' team of the Illinois Worknet Center, and president of the Illinois Adult & Continuing Educators' Association (IACEA). Adult Education provides free programming and services to adults in rural communities through Title II of the Workforce Innovation and Opportunity Act (WIOA).~~ This connection will assist in increasing awareness of needs and services.

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 it is important to have passion for the cause that extends board service beyond scheduled meetings. Being committed to learning about needs and the resources available to assist is key to making informed decisions and advocating for the provision of services. I will carry out these responsibilities by learning more about RTAG services so that I can be attentive to the needs of adults accessing transportation assistance.

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

The Rural Transportation Advisory Group serves the Champaign County Area Rural Transit System (C-CARTS) program. C-CARTS operates through federal and state grant funds to meet the needs of rural county residents who lack reliable transportation. RTAG guides service delivery by assessing local needs and monitoring service provision.



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.

*Jawana R. Lester*  
Signature

May 15, 2018  
Date



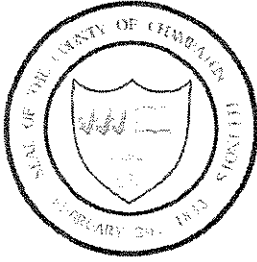
**Gordy Hulten**  
**Champaign County Clerk**  
Champaign County, Illinois

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**  
**MAY**  
**2018**

|                           |                  |
|---------------------------|------------------|
| Liquor Licenses & Permits | 40.00            |
| Civil Union License       | 0.00             |
| Marriage License          | 6,440.00         |
| Interests                 | 8.76             |
| State Reimbursements      | -                |
| Vital Clerk Fees          | 20,548.50        |
| Tax Clerk Fees            | 2,429.94         |
| Refunds of Overpayments   | -                |
| <b>TOTAL</b>              | <b>29,467.20</b> |
| Additional Clerk Fees     | 1,252.00         |



# 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 MAY 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          | 28   | PC Appl Programmer    | \$25.19     | 1950    | \$49,120.50    | 1957.5      | \$49,309.43    |
| 80          | 41   | Asst State's Attorney | \$25.18     | 1950    | \$49,101.00    | 1957.5      | \$49,289.85    |
| 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  | PT Master Cntrl Ofcr  | \$15.57     | 1040    | \$16,192.80    | 1044        | \$16,255.08    |
| 83          | 60   | Highway Maint Wkr     | \$25.97     | 2080    | \$54,017.60    | 2088        | \$54,225.36    |
| -- TOTAL -- |      |                       |             |         | \$349,122.80   |             | \$350,465.58   |

### UNEMPLOYMENT REPORT

Notice of Claims received – 4

Nursing Home – 4

Benefit Determinations received – 2

Nursing Home – 1 – denied

Head Start – 1 - denied

### PAYROLL REPORT

#### MAY PAYROLL INFORMATION

| Pay Group      | 5/11/2018  |                       | 5/25/2018  |                       |
|----------------|------------|-----------------------|------------|-----------------------|
|                | EE's Paid  | Total Payroll \$\$    | EE's Paid  | Total Payroll \$\$    |
| General Corp   | 515        | \$961,369.42          | 519        | \$981,155.42          |
| Nursing Home   | 207        | \$239,906.85          | 200        | \$231,313.63          |
| RPC/Head Start | 235        | \$307,419.64          | 233        | \$305,281.53          |
| <b>Total</b>   | <b>957</b> | <b>\$1,508,695.91</b> | <b>952</b> | <b>\$1,517,750.58</b> |

(217) 384-3776

[WWW.CO.CHAMPAIGN.IL.US](http://WWW.CO.CHAMPAIGN.IL.US)

(217) 384-3896 FAX

**HEALTH INSURANCE/BENEFITS REPORT**

Total Number of Employees Enrolled: 735

General County Union (includes AFSCME & FOP):

Single 204; EE+spouse 34; EE+child(ren) 69; Family 27; waived 58

Nursing Home Union:

Single 47; EE+spouse 6; EE+child(ren) 8; Family 2; waived 24

Non-bargaining employees:

Single 108; EE+spouse 36; EE+child(ren) 40; Family 11; waived 61

Life Insurance Premium paid by County: \$1,867.84

Health Insurance Premium paid by County: \$416,508.85

**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

May 2018: 1.18% average over the last 12 months

May 2018: 7 out of 591 Employees left Champaign County: 7 resignations

**WORKERS' COMPENSATION REPORT**

| Entire County Report                               | May<br>2018 | May<br>2017 |
|--|-------------|-------------|
| New Claims   | 9           | 11          |
| Closed   | 11          | 9           |
| Open Claims  | 47          | 38          |
| Year To Date Total<br>(On-going # of claims filed) | 45          | 42          |

**EEO REPORT**

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

| May 2018 Monthly EEO Report<br>General County Only | Administrative Legal<br>Secretary_SAO | Correctional<br>Officer_Sheriff | PT master Control<br>Officer_Sheriff |           |
|--|---------------------------------------|---------------------------------|--------------------------------------|-----------|
| <b>Total Applicants</b>                            | <b>68</b>                             | <b>22</b>                       | <b>13</b>                            | <b>13</b> |
| <b>Male</b>  | <b>1</b>                              | <b>13</b>                       | <b>5</b>                             | <b>5</b>  |
| <b>Female</b>                                      | <b>66</b>                             | <b>8</b>                        | <b>8</b>                             | <b>8</b>  |

|  |           |           |          |          |
|--|-----------|-----------|----------|----------|
| <b>Undisclosed</b>                               | <b>1</b>  | <b>1</b>  | <b>0</b> | <b>0</b> |
| <b>Hispanic or Latino</b>                        | <b>3</b>  | <b>1</b>  | <b>1</b> | <b>1</b> |
| <b>White</b>                                     | <b>47</b> | <b>13</b> | <b>6</b> | <b>6</b> |
| <b>Black or African-American</b>                 | <b>13</b> | <b>7</b>  | <b>4</b> | <b>4</b> |
| <b>Native Hawaiian or Other Pacific Islander</b> | <b>1</b>  | <b>0</b>  | <b>0</b> | <b>0</b> |
| <b>Asian</b>                                     | <b>1</b>  | <b>0</b>  | <b>0</b> | <b>0</b> |
| <b>American Indian or Alaska Native</b>          | <b>1</b>  | <b>0</b>  | <b>0</b> | <b>0</b> |
| <b>Two or more races</b>                         | <b>2</b>  | <b>0</b>  | <b>2</b> | <b>2</b> |
| <b>Undisclosed</b>                               | <b>0</b>  | <b>1</b>  | <b>0</b> | <b>0</b> |
| <b>Veteran Status</b>                            | <b>1</b>  | <b>5</b>  | <b>2</b> | <b>2</b> |

**ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT**

|                     |    |                             |    |                     |   |
|---------------------|----|-----------------------------|----|---------------------|---|
| Agendas Posted      | 10 | Meetings Staffed            | 8  | Minutes Posted      | 8 |
| Appointments Posted | 4  | Notification of Appointment | 17 | Contracts Posted    | 4 |
| Calendars Posted    | 5  | Resolutions Prepared        | 50 | Ordinances Prepared | 0 |

RESOLUTION No. \_\_\_\_\_

RESOLUTION PLACING THE QUESTION OF ELIMINATION OF THE ELECTED  
OFFICE OF RECORDER IN CHAMPAIGN COUNTY ON THE  
NOVEMBER 2018 ELECTION BALLOT

WHEREAS, the Illinois Constitution, Article VII, Section 4, states that the office of Recorder may be elected or appointed, and that the office of Recorder may be eliminated and the terms of office and manner of selection changed by law; and

WHEREAS, pursuant to 10 ILCS 5/28-7 any question regarding the elimination of the office of Recorder may be initiated by the Champaign County Board by resolution requesting the proposal for such action to the voters of the governmental unit at a regular election; and

WHEREAS, in many counties the duties of the office of the Recorder are combined with the duties of the County Clerk; and

WHEREAS, the Champaign County Board deems the question of whether the county Recorder functions shall continue to be performed by an elected official is a question best answered through public deliberation and the ultimate determination of the electors of Champaign County.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County that the following question be placed on the November 6, 2018 Regular Election ballot:

|   |            |  |
|---|------------|--|
| <i>Shall the Office of Recorder of Champaign County be eliminated and the functions and duties of that office be performed by the Champaign County Clerk, effective December 1, 2020?</i> | <i>Yes</i> |  |
|   | <i>No</i>  |  |

PRESENTED, PASSED, APPROVED and RECORDED this 21<sup>st</sup> day of June, A.D. 2018.

\_\_\_\_\_  
C. Pius Weibel, Chair  
Champaign County Board

ATTEST:

\_\_\_\_\_  
Gordy Hulten, County Clerk and  
Ex-officio Clerk of the County Board

## **ISSUES REPORT – MAINTAINING OR ELIMINATING THE OFFICE OF ELECTED RECORDER IN CHAMPAIGN COUNTY**

### **STATUTORY AUTHORITY:**

The Illinois Constitution – Article VII, Section 4(c) provides the following authority regarding elected county offices:

Each county shall elect a sheriff, county clerk and treasurer and may elect or appoint a coroner, recorder, assessor, auditor and such other officers as provided by law or by county ordinance. Except as changed pursuant to this Section, elected county officers shall be elected for terms of four years at general elections as provided by law. Any office may be created or eliminated and the terms of office and manner of selection changed by county-wide referendum. Offices other than sheriff, county clerk and treasurer may be eliminated and the terms of office and manner of selection changed by law. Offices other than sheriff, county clerk, treasurer, coroner, recorder, assessor and auditor may be eliminated and the terms of office and manner of selection changed by county ordinance.

The Illinois Compiled Statutes – 10 ILCS 5/28-7 – provides the process for implementing a recommendation under Illinois Constitution Article VII, Section 4(c):

Sec. 28-7. In any case in which Article VII or paragraph (a) of Section 5 of the Transition Schedule of the Constitution authorizes any action to be taken by or with respect to any unit of local government, as defined in Section 1 of Article VII of the Constitution, by or subject to approval by referendum, any such public question shall be initiated in accordance with this Section.

Any such public question may be initiated by the governing body of the unit of local government by resolution or by the filing with the clerk or secretary of the governmental unit of a petition signed by a number of qualified electors equal to or greater than at least 8% of the total votes cast for candidates for Governor in the preceding gubernatorial election, requesting the submission of the proposal for such action to the voters of the governmental unit at a regular election.

The Illinois Compiled Statutes – 55 ILCS 5/3 – provides the statutory authority for the office of Recorder, and also establishes that where there is not an elected Recorder, those duties are placed with the Office of the County Clerk:

Sec. 3-5001. County clerk as recorder; election of recorder. The county clerk in counties having a population of less than 60,000 inhabitants shall be the recorder in his county. In counties having a population of 60,000 or more inhabitants, there shall be elected a recorder, as provided by law, who shall hold his office until his successor is qualified. If the population of any county in which a recorder has been elected decreases to less than 60,000, the voters of that county shall continue to elect a recorder if the county board adopts a resolution to continue the office of an elected recorder.

## **ELECTED RECORDERS THROUGHOUT THE STATE OF ILLINOIS**

A total of 17 Illinois Counties, ranked in the listing below by population, operate with the elected Office of Recorder:

| <b>County</b> | <b>Population Ranking</b> | <b>Population</b> |
|---------------|---------------------------|-------------------|
| DuPage        | 2                         | 927,987           |
| Lake          | 3                         | 702,120           |
| Will          | 4                         | 682,518           |
| Kane          | 5                         | 522,487           |
| McHenry       | 6                         | 308,145           |
| Winnebago     | 7                         | 292,069           |
| St. Clair     | 8                         | 268,858           |
| Madison       | 9                         | 267,883           |
| Champaign     | 10                        | 203,276           |
| Sangamon      | 11                        | 199,271           |
| Peoria        | 12                        | 187,254           |
| Rock Island   | 14                        | 147,457           |
| Kankakee      | 17                        | 113,040           |
| LaSalle       | 18                        | 112,973           |
| Vermilion     | 21                        | 80,727            |
| Whiteside     | 25                        | 57,846            |
| Knox          | 29                        | 52,247            |

The following counties with a population of over 60,000 combine the functions of the elected office of Recorder with the County Clerk:

| <b>County</b> | <b>Population Ranking</b> | <b>Population</b> |
|---------------|---------------------------|-------------------|
| Cook          | 1                         | 5,231,351         |
| McLean        | 13                        | 172,281           |
| Tazewell      | 15                        | 135,949           |
| Kendall       | 16                        | 118,105           |
| Macon         | 19                        | 110,122           |
| DeKalb        | 20                        | 104,704           |
| Adams         | 22                        | 67,197            |
| Williamson    | 23                        | 66,674            |

The remaining 77 counties in Illinois, all with populations below 60,000, utilize the County Clerk/Recorder form of operation.

## **RECENT CHANGES by COUNTIES**

Of the eight counties with population over 60,000 with combined functions of the elected office of Recorder and County Clerk, three have made that transition in recent years. In all three examples, the elimination of the position was to generate savings for the taxpayers while



continuing to provide the same levels of service through the consolidation of functions under the County Clerk. The three counties are:

|                 |                         |                                 |
|-----------------|-------------------------|---------------------------------|
| Tazewell County | Voters approved in 2011 | Elimination of position in 2012 |
| McLean County   | Voters approved in 2012 | Elimination of position in 2014 |
| Cook County     | Voters approved in 2016 | Elimination of position in 2020 |

**POTENTIAL OUTCOMES of ELIMINATION**

As reported to the Champaign County Board in 2015 when the Board last reviewed this issue, it is anticipated that Champaign County could also experience financial savings if the Recorder position is eliminated. The current staffing budget for the Recorder’s Office is 5.5 FTE positions. Based on the volume of business managed by the Recorder’s Office, the elimination of the elected Recorder would likely not change the need for the total number of FTE positions; however, the assignment of management responsibility to a position similar to that of the Chief Deputy Recorder, under the supervision of the County Clerk, could be achieved. The budgetary difference is then tied to the difference between the salary of the elected Recorder and that of a line staff position – anticipated to generate annual savings of approximately \$60,000.

The other potential benefit is in bringing the oversight of the clerical support positions of County Clerk and Recorder under the direction of one official. This creates the opportunity for cross training of all staff, resulting in the flexibility to move staff from one function to another depending on current demand.

The functions of the Office of Recorder are administrative. The elimination of the elected Recorder position and placing the administrative functions and responsibilities under the authority of the elected County Clerk is a responsible form of management that works in over 80% of the counties of the State of Illinois.

*Report originally prepared and submitted by Deb Busey, County Administrator, May 5, 2014 and updated August 5, 2015. Current version prepared and submitted by Deb Busey, Interim County Administrator, June 12, 2018.*

FUND 075 REGIONAL PLANNING COMM DEPARTMENT 834 PERM SUPPT HOUSNG-PHY DIS

INCREASED APPROPRIATIONS:

| ACCT. NUMBER & TITLE                     | BEGINNING BUDGET AS OF 12/1 | CURRENT BUDGET | BUDGET IF REQUEST IS APPROVED | INCREASE (DECREASE) REQUESTED |
|--|-----------------------------|----------------|-------------------------------|-------------------------------|
| 075-834-511.03 REG. FULL-TIME EMPLOYEES  | 0                           | 0              | 4,000                         | 4,000                         |
| 075-834-534.38 EMRGNCY SHELTER/UTILITIES | 0                           | 0              | 22,000                        | 22,000                        |
| TOTALS                                   | 0                           | 0              | 26,000                        | 26,000                        |

INCREASED REVENUE BUDGET:

| ACCT. NUMBER & TITLE                    | BEGINNING BUDGET AS OF 12/1 | CURRENT BUDGET | BUDGET IF REQUEST IS APPROVED | INCREASE (DECREASE) REQUESTED |
|---|-----------------------------|----------------|-------------------------------|-------------------------------|
| 075-834-331.88 HUD RAPID REHOUS/CC PROG | 0                           | 0              | 26,000                        | 26,000                        |
| TOTALS                                  | 0                           | 0              | 26,000                        | 26,000                        |

EXPLANATION: TO ACCOMMODATE NEW US HUD GRANT TO PROVIDE FUNDING TO DEVELOP AND SUBSIDIZE RENTAL HOUSING WITH THE AVAILABILITY OF SUPPORTIVE SERVICES FOR VERY LOW AND EXTREMELY LOW-INCOME ADULTS WITH DISABILITIES.

DATE SUBMITTED:

8-21-18

AUTHORIZED SIGNATURE

[Handwritten Signature]

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

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

FUND 075 REGIONAL PLANNING COMM DEPARTMENT 843 EMRGNCY SHELTR FAMILIESII

INCREASED APPROPRIATIONS:

| ACCT. NUMBER & TITLE | BEGINNING BUDGET AS OF 12/1 | CURRENT BUDGET | BUDGET IF REQUEST IS APPROVED | INCREASE (DECREASE) REQUESTED |
|----------------------|-----------------------------|----------------|-------------------------------|-------------------------------|
| See attached         |                             |                |                               |                               |
|                      |                             |                |                               |                               |
|                      |                             |                |                               |                               |
| TOTALS               | 0                           | 0              | 65,000                        | 65,000                        |

INCREASED REVENUE BUDGET:

| ACCT. NUMBER & TITLE | BEGINNING BUDGET AS OF 12/1 | CURRENT BUDGET | BUDGET IF REQUEST IS APPROVED | INCREASE (DECREASE) REQUESTED |
|----------------------|-----------------------------|----------------|-------------------------------|-------------------------------|
| See attached         |                             |                |                               |                               |
|                      |                             |                |                               |                               |
|                      |                             |                |                               |                               |
| TOTALS               | 0                           | 0              | 65,000                        | 65,000                        |

EXPLANATION: TO ACCOMMODATE ALTERNATING GRANT AWARD PERIODS FOR THE UNITED WAY OF CHAMPAIGN COUNTY GRANT TO PROVIDE STAFFING, CASE MANAGEMENT SERVICES, AND OVERNIGHT ACCOMMODATIONS FOR ELIGIBLE CHAMPAIGN COUNTY HOMELESS FAMILIES AT THE SHELTER LOCATED AT 302 EAST PARK STREET, CHAMPAIGN

DATE SUBMITTED:

5-21-18

AUTHORIZED SIGNATURE

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

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:



RESOLUTION



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

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

VIN: 01L21723  
1983 LIBERTY 1064 SqFt  
MH PARK: WoodsEdge Mobile Home Park

PERMANENT PARCEL NUMBER: 30-056-0018

RECEIVED  
JUN 06 2018  
C. C. TREAS. OFF.

As described in certificate(s): 109 sold on October 23, 2015

Commonly known as: 236 APPLE TREE DR

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

WHEREAS, April Burrows, has paid \$1,282.51 for the full amount of taxes involved and a request for surrender of the tax sale certificate has been presented to the Budget & Finance Committee and at the same time it having been determined that the County shall receive \$698.48 as a return for its Certificate(s) of Purchase. The County Clerk shall receive \$51.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account. The Agent under his contract for services shall receive \$533.03.

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, hereby authorizes the cancellation of the appropriate Certificate(s) of Purchase on the above described mobile home for the sum of \$698.48 to be paid to the Treasurer of Champaign County, Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this \_\_\_\_\_ day of \_\_\_\_\_,

ATTEST:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
COUNTY BOARD CHAIRMAN

SURRENDER

06-18-001



**Illinois State Board of Elections  
Voter Registration State Grant 2018  
Acceptance Agreement**



You are receiving a grant from the Illinois State Board of Elections (Grantor). Generally stated; the purpose of this grant is to assist in the maintenance and other costs associated with your voter registration system in order for it to communicate with the Centralized Statewide Voter Registration System as required by Title III Section 303 of the Help America Vote Act of 2002. Grantor will distribute the grant funds in a lump sum payment after receipt and review of all documented expenditures. It is important to note that only documented expenditures and/or obligations to expend are eligible for reimbursement. Your election jurisdiction, **Champaign County** (Grantee), is eligible to receive up to the amount of **\$100,000.00**. Grantor reserves the right, at its sole discretion, to reduce the grant amount for any reason, including but not limited to: a reduction of available appropriations and/or other funding reallocations determined by the Grantor. If your expenses exceed this amount and funding is available, you may be able to take advantage of a second reimbursement which may be sent in a second payment.

The Grantor and the Grantee both have responsibilities to spend the monies for the intended purposes and track expenditures not previously covered or reimbursed by the HAVA funded VR Grant or other grant monies. By accepting this grant, you agree to send copies of all documented expenditures and/or obligations to expend for audit purposes in accordance with generally accepted auditing standards.

Purchases made from this grant shall become the responsibility and property of the Grantee, and not the Grantor. All property control and custody responsibilities will be assumed by the Grantee. Likewise, the Grantee agrees that all future costs related to maintenance, repairs, and upgrades to equipment or property purchased with these grant funds shall be the sole responsibility of the Grantee, and not the Grantor. While future maintenance funds have been requested by the Grantor for this purpose, there are no guarantees as to the availability of said funding.

As a condition of receipt of this grant, the Grantee agrees to comply with the provisions of the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/) and the equal employment practices of the Illinois Human Rights Act (775 ILCS 5/2-105).

**THIS GRANT IS SUBJECT TO THE ILLINOIS GRANT FUNDS RECOVERY ACT (30 ILCS 705/1, et seq.). THEREFORE, ANY UNSPENT PORTION OF THE GRANT THAT REMAINS AFTER 30 DAYS MUST BE RETURNED WITH INTEREST TO THE STATE BOARD OF ELECTIONS IMMEDIATELY. ANY MISSPENT OR IMPROPERLY HELD GRANT FUNDS ARE SUBJECT TO RECOVERY BY THE STATE BOARD OF ELECTIONS.**

**Grantees that fail to pay their vendors for qualifying expenses within the 30-day time period as specified by the terms of this Agreement and underlying federal rule shall become liable to the Grantor for interest penalties for failing to meet the 30-day interval (unless the applicable grant amount, or any unused portion thereof, is returned to the State before the 30-day period has elapsed). An election authority failing to meet this 30-day requirement will be liable for interest at the rate applicable to the State's payments to its vendors under the terms of the State Prompt Payment Act (30ILCS 540). The interest calculation for this mandatory reimbursement is based on the historical interest rates earned by the State HAVA fund and paid by the State Treasurer during the specific time periods the money was improperly held by the local jurisdiction. The election authority assessed this interest penalty must remit the penalty amount to the Grantor within 30 days of receipt of notice from Grantor. Such interest payment shall be identified separately from any grant returns or other refunds.**

By signing this document, you certify that you agree to use the grant funds provided for the purposes articulated above and certify that you understand and agree to the record keeping and documentation requirements set forth above. **Further, you certify that you will return to the Grantor any of the unspent funds remaining within thirty days after receipt of such funds as noted above.** For purposes of this paragraph, the unspent funds shall be considered timely returned if it is actually received in either of the Grantor's offices (Chicago or Springfield) within 30 days of receipt or, if received beyond such 30-day period, the envelope containing the unspent funds is postmarked within

Voter Registration State Grant 2018  
Acceptance Agreement

such 30-day period. If the postmark on the envelope containing the unspent funds is missing or illegible, the return of the unspent funds will be considered timely if such envelope is received by the Grantor no later than 5 business days following the end of such 30-day period.

Any violations of this agreement may be reported to appropriate legal authorities for review and appropriate action.

Grantee:  
**Chairman of County Board or Board of Election  
Commissioners Authorized Agent**

**Election Authority Authorized Agent**

Signature \_\_\_\_\_

Signature Gordy Hulsten

Printed Name \_\_\_\_\_

Printed Name Gordy Hulsten

Date \_\_\_\_\_

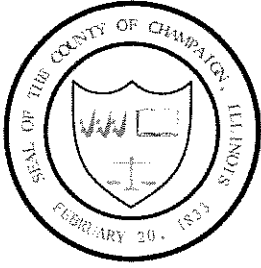
Date May 25, 2018

Grantor:  
**Illinois State Board of Elections**

Signature \_\_\_\_\_

Printed Name Steven S. Sandvoss, Executive Director

Date \_\_\_\_\_



## **CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES**

1776 East Washington Street, Urbana, Illinois 61802-4581

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

June 1, 2018

### **MEMORANDUM**

**TO:** Ms. Stephanie Fortado, Deputy Chair-Finance; and  
Mr. Jim Goss, Vice-Chair, Finance; and  
Honorable Members of the Finance Committee of the Whole

**FR:** Deb Busey, Interim County Administrator; and  
Tami Ogden, Deputy County Administrator of Finance

**RE:** Non-bargaining Employee Salary and Health Insurance Recommendations for FY2019

### **ISSUE**

In preparation for the FY2019 budget process, County Administration provides a recommendation to the Finance Committee of the Whole for non-bargaining employee salary increases and adjustments to the salary schedule. Historically, a recommendation is made later in the fiscal year for the health insurance premium plan contributions for the County's non-bargaining employees, excluding those employed by the Regional Planning Commission. This memorandum seeks to combine these recommendations for consideration by the Finance Committee of the Whole.

### **NARRATIVE**

Maintaining internal equity among employee groups is an essential goal for county government. For FOP contracts negotiated for FY2019, increases range from 1% to 2% not including increases for the wage scale steps in some FOP contracts. AFSCME contracts, which include a 2.5% increase in FY2018, will expire at the end of this year and will be negotiated in FY2019. To maintain equity between staff, and supervisors and managers, it is recommended that any adjustment for non-bargaining employees be set in a range corresponding to those for employees under negotiated agreements.

The Consumer Price Index (CPI), sometimes referred to as a cost-of-living measurement, increased by 2.1% in 2016, and in 2017. This movement places upward pressure on wages as consumers face increased costs for necessities and other goods and services. Salary ranges for non-bargaining employees have not been increased for two years. When vacancies occur, this poses a challenge for County departments attempting to attract and hire employees.

Just as wage parity among employee groups is important, equitable health insurance premium contribution rates among employee groups is also fundamental. In 2019, employees in FOP units will pay increased contributions towards single coverage health insurance premiums. The employee contribution increases from 12% to 14% of the single employee premium. With the exception of the County contribution of \$70/month, dependent plans are paid by employees. Contributions for AFSCME employees, presently 10%, will be determined during contract negotiations.



**FUNDING**

Non-bargaining employee compensation represents approximately 32% of total General Corporate Fund wages. Because of a noteworthy decrease in the County's IMRF rates, wage increases for non-bargaining employees will be offset by benefit savings projected to be \$171,000.

Taking into consideration available funding from benefit savings, increases in the cost of living, higher recommended employee contributions towards health insurance premiums, and maintaining employee equity, a 2.5% wage increase for non-bargaining employees is recommended in FY2019. An equivalent 2.5% increase in the salary ranges for non-bargaining employees is also advised. Based on the average compensation of General Fund non-bargaining employees, the effective wage increase is 2.1% when factoring in the increased contribution towards health insurance premiums.

| <i>Increase (FY2019)</i> | <i>General Fund Non-Bargaining Wages</i> | <i>Wage Increase Cost</i> |
|--------------------------|--|---------------------------|
| 2.00%                    | \$7,398,605                              | \$145,071                 |
| 2.25%                    | \$7,416,739                              | \$163,205                 |
| 2.50%                    | \$7,434,873                              | \$181,338                 |

**RECOMMENDED ACTION**

The Finance Committee of the Whole recommends to the County Board a 2.5% across the board wage increase for non-bargaining employees in FY2019, and an equivalent 2.5% increase to the salary ranges for non-bargaining employees effective January 1, 2019. The committee further recommends that non-bargaining employees, with the exception of the Regional Planning Commission, contribute 14% of the cost of the single plan premium for health insurance in FY2019; and that the County contribute \$70/month to the cost of dependent coverage, in addition to the contribution the County makes to the single plan premium for those employees who enroll in dependent coverage for FY2019.