

CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE
Finance/ Policy, Personnel, & Appointments/Justice & Social Services Agenda
County of Champaign, Urbana, Illinois
Tuesday, May 14, 2019 – 6:30 p.m.

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

<u>Agenda Items</u>	<u>Page</u>
I. <u>Call To Order</u>	
II. <u>Roll Call</u>	
III. <u>Approval of Agenda/Addenda</u>	
IV. <u>Approval of Minutes</u>	
A. April 9, 2019	1-5
V. <u>Public Participation</u>	
VI. <u>Communications</u>	
VII. <u>Finance</u>	
A. <u>New Business</u>	
1. Champaign County Economic Development Corporation Presentation (Information Only)	
2. Budget Amendments/Transfers	
a. Budget Amendment 19-00028	6-9
Fund 075 Regional Planning Commission / Dept. 618 CC Regional Environment Framework	
Increased Appropriations: \$80,000	
Increased Revenue: \$80,000	
Reason: State Planning Grant through IDOT to Develop a Regional Environmental Framework	
Creating a Centralized Resource for CUUATS Staff to Consistently Manage Ecological, Social and	
Cultural Resources in the Region.	
3. Treasurer	
a. Monthly Report – March 2019 – Reports are available on the Treasurer’s Webpage at:	
http://www.co.champaign.il.us/treasurer/Reports.php	
4. Auditor	
a. Monthly Report – April 2019 – Reports are available on the Auditor’s Webpage at:	
http://www.co.champaign.il.us/Auditor/countyboardreports.php	
b. Resolution Authorizing Interfund Loans from Fund Reserves to Other Funds	10
5. Circuit Clerk & Circuit Court	
a. Criminal & Traffic Assessment Act (Information Only)	11-12
6. County Executive	
a. Resolution Adopting Champaign County Financial Policies	13-19
b. Resolution Authorizing the FY2020 Budget Process	20-23
c. Request for Letter of Support Regarding Application for Extension of Village of Rantoul TIF	24-26
District No. 1	
d. FY2019 General Corporate Fund Budget Projection & Budget Change Reports (to be distributed)	

- B. Other Business
- C. Chair's Report
- D. Designation of Items to be Placed on the Consent Agenda

VIII. Justice & Social Services

- A. New Business:
 - 1. Reentry Program Quarterly Report – January 1, 2019-March 31, 2019 27-33
 - 2. 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>
 - Animal Control – March 2019
 - Emergency Management Agency – April 2019
 - Head Start – April 2019
 - Public Defender – March 2019
 - Probation & Court Services – March 2019 & 1st Quarter Statistical Reports
 - Veterans' Assistance Commission – March 2019
 - 3. Emergency Management Agency 34-64
 - a. Request Approval of Application for Renewal, & If Awarded Acceptance of the Illinois Emergency Management Agency Hazardous Materials Emergency Preparedness (HMEP) Grant, October 1, 2019-September 20, 2022

- B. Other Business
- C. Chair's Report
- D. Designation of Items for Consent Agenda

IX. Policy, Personnel, & Appointments

- A. New Business
 - 1. Appointments/Reappointments (*italicized name indicates incumbent*)
 - County Executive's Appointments:
 - a. Board of Review – 1 (D) Position – Term 6/1/2019-5/31/2022 65
 - *Paul Sailor (D)* 66-67
 - b. Farmland Assessment Review Committee – 1 Position - Term 6/1/2019-5/31/2023 68
 - *Steve Moser*
 - c. Urbana-Champaign Sanitary District Board – 1 (D) Position - Term 6/1/2019-5/31/2022 69-70
 - *Jennifer Putman (D)*
 - d. Dewey Community Public Water District Board – 1 Position - Term 6/1/2019-5/31/2024 71
 - *David Hudson*
 - e. Penfield Water District Board – 2 Positions – Term 6/1/2019-5/31/2024 72-73
 - *Elizabeth Cropper*
 - *Dick Willfong*

Committee of the Whole Agenda
Finance; Policy, Personnel, & Appointments; Justice & Social Services
May 14, 2019
Page 3

- f. Sangamon Valley Public Water District Board – 1 Position – 6/1/2019-5/31/2024 74
 - Robert Guthrie - Letter of Resignation (Information Only)

- g. Yearsley Cemetery Association – 1 Unexpired Term Ending 6/30/2023 75
 - Mary Lakey

- 2. County Clerk 76
 - a. April 2019 Report

- 3. County Executive
 - a. Monthly HR Report – April 2019 77-79
 - b. Request Approval of Champaign County Policies: 80
 - i. Drug Use Policy 81
 - ii. Information Technology Policy 82-97
 - iii. Travel Policy (Final Policy Included After Mark-up Version) 98-114

B. Other Business

C. Chair’s Report

- 1. Appointments Expiring June 30, 2019: (Information Only)
 - Stearns Cemetery Board
 - Forest Preserve District Board
 - County Board of Health
 - Developmental Disabilities Board

D. 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 the Office of the County Executive, 217-384-3776, as soon as possible but no later than 48 hours before the scheduled meeting.

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

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**Finance; Policy, Personnel, & Appointments; Justice & Social Services
Tuesday, April 9, 2019
Lyle Shields Meeting Room**

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MEMBERS PRESENT: John Clifford, Lorraine Cowart, Jodi Eisenmann, Aaron Esry, Stephanie Fortado, Jim Goss, Stan Harper, Mike Ingram, Tanisha King-Taylor, Jim McGuire, Kyle Patterson, Jon Rector, Giraldo Rosales, Chris Stohr, Stephen Summers, Leah Taylor, James Tinsley, Eric Thorsland, Pranjali Vachaspati, Jodi Wolken, Charles Young

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24

MEMBERS ABSENT: Brad Clemmons

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OTHERS PRESENT: Lynn Canfield, (Director of MHB/DDB), Brandi Granse (RPC Early Childhood Division Director), Isak Griffiths (Deputy Director of Administration), Darlene Kloeppel (County Executive), Tami Ogden (Deputy Director of Finance), Kay Rhodes (Administrative Assistant), Dalitso Sulamoyo (CEO-Regional Planning Commission)

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35

CALL TO ORDER

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Chair Rosales called the meeting to order at 6:31 p.m.

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ROLL CALL

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47

Rhodes called the roll. Clifford, Cowart, Eisenmann, Esry, Fortado, Goss, Harper, Ingram, King-Taylor, McGuire, Patterson, Rector, Rosales, Stohr, Summers, Taylor, Thorsland, Tinsley, Vachaspati, Wolken, and Young were present at the time of roll call, establishing the presence of a quorum.

APPROVAL OF AGENDA/ADDENDA

Goss removed item IX-A4a from the agenda. The presentation for the Five-Year Financial Forecast would be at the County Board meeting. **MOTION** by King-Taylor to approve the Agenda as amended; seconded by Esry. **Motion carried with unanimous support.**

APPROVAL OF MINUTES

MOTION by Vachaspati to approve the March 12, 2019 Committee of the Whole minutes; seconded by Rector. **Motion carried with unanimous support.**

PUBLIC PARTICIPATION

There was no public participation.

48 **COMMUNICATIONS**

49
50 Stohr congratulated fellow board member Tanisha King-Taylor on receiving her PhD.
51

52 **JUSTICE & SOCIAL SERVICES**

53 Community Coalition Presentation

54
55 Tracy Parsons, Community Relations Manager for the City of Champaign gave a brief
56 presentation on the Champaign County Community Coalition. The Community Coalition is a
57 collaborative initiative involving governmental partners, park districts, education, law
58 enforcement, mental health, community organizations, and individual community members
59 working together to address and solve community problems of mutual concern. The vision for the
60 coalition is to provide a network of organizations and stakeholders that improve the lives of youth
61 and their families resulting in youth who are empowered and safe, to promote effective law
62 enforcement and positive police-community relations, and to support greater knowledge/use of
63 the resources available. The priorities for 2019 focus in the areas of police/community relations,
64 community engagement, youth development, community violence, and mutual advocacy.
65

66 Monthly Reports

67
68 The monthly reports were received and placed on file.
69

70 Other Business

71
72 There was no other business.
73

74 Chair's Report

75
76 There was no Chair's report.
77

78 **POLICY, PERSONNEL, & APPOINTMENTS**

79 Appointments/Reappointments

80
81 **MOTION** by Rector to recommend County Board approval of resolutions appointing
82 each trustee to their respective fire protection district boards, term 5/1/2019-4/30/2022; seconded
83 by King-Taylor. **Motion carried with unanimous support.**
84

85 **MOTION** by Vachaspati to recommend County Board approval of a resolution
86 appointing James Wood to the Sadorus Fire Protection District Board for an unexpired term
87 ending 4/30/2021; seconded by Ingram. **Motion carried with unanimous support.**
88

89 **MOTION** by Ingram to recommend County Board approval of a resolution appointing
90 Brian Emkes to the Kerr & Compromise Drainage District Board for an unexpired term ending
91 8/31/2021; seconded by Vachaspati. **Motion carried with unanimous support.**
92

93 **MOTION** by Stohr to recommend County Board approval of a resolution appointing
94 Joseph Burke to the Lower Big Slough Drainage District Board for an unexpired term ending
95 8/31/2021; seconded by Esry. **Motion carried with unanimous support.**
96

97 **MOTION** by Thorsland to recommend County Board approval of a resolution appointing
98 Wayne Cox to the Owl Creek Drainage District Board for an unexpired term ending 8/31/2019;
99 seconded by Ingram. Discussion followed. **Motion carried with unanimous support.**
100

101 Sheriff

102
103 **MOTION** by King-Taylor to recommend County Board approval of a resolution
104 approving the proclamation designating the week of May 5, 2019 as National Correctional Officer
105 Week; seconded by Stohr. McGuire read the resolution aloud for public information. **Motion**
106 **carried with unanimous support.**
107

108 **MOTION** by Summers to recommend County Board approval of a resolution approving
109 the proclamation designating the week of May 12, 2019 as National Police Week; seconded by
110 Tinsley. Rector read the resolution aloud for public information. **Motion carried with**
111 **unanimous support.**
112

113 County Clerk

114 Report

115
116 The March 2019 report was received and placed on file.
117

118 County Executive

119 Report

120
121 The March 2019 HR report was received and placed on file.
122

123 Other Business

124
125 Goss noted that the location of two polling places had been changed without prior
126 authorization from the County Board. Goss requested that elected officials attend meetings.
127 Cowart explained that a fire occurred at one of the locations after the County Board meeting and
128 the polling place was moved across the street. Goss was not aware of any issues regarding the
129 other location.
130

131 Chair's Report

132
133 Young noted that appointment terms would expire May 31, 2019 for the Farmland
134 Assessment Committee, Urbana-Champaign Sanitary District, various water districts and the
135 Board of Review.
136

137 Designation of Items to be Placed on the Consent Agenda

138
139 Items A1a-e, A2a-b were designated for the Consent Agenda.

140 **FINANCE**

141 **Budget Amendments/Transfers**

142
143 **MOTION** by Summers to recommend County Board approval of a resolution authorizing
144 **Budget Amendment 19-00017** for \$250,000 for Fund 090 Mental Health / Dept. 053 Mental
145 Health Board with increased appropriations of \$250,000 and no matching revenue to pay off
146 CILA mortgage per Mental Health Board authorization on 2/20/2019; seconded by Fortado.
147 **Motion carried with unanimous support.**

148
149 **MOTION** by Ingram to recommend County Board approval of a resolution authorizing
150 **Budget Amendment 19-00018** for Fund 101 MHB/DDB CILA Facilities / Dept. 054 CILA
151 Project with increased appropriations of \$350,000 and increased revenue of \$250,000 to pay off
152 remaining CILA mortgage per joint authorization by CCMHB/CCDDB; seconded by Stohr.
153 **Motion carried with unanimous support.**

154
155 **MOTION** by King-Taylor to recommend County Board approval of a resolution
156 authorizing **Budget Amendment 19-00019** for Fund 476 Self-funded Insurance / Dept. 118
157 Property/Liability Insurance with increased appropriations of \$410,204 and no matching revenue
158 to cover insurance premium for two-year claim extended reporting coverage for liability
159 protection for the nursing home; seconded by Fortado. **Motion carried with unanimous**
160 **support.**

161
162 **MOTION** by Tinsley to recommend County Board approval of a resolution authorizing
163 **Budget Amendment 19-00024** for Fund 104 Early Childhood / Dept. 604 Early Head Start
164 Expansion-Even Year with increased appropriations of \$1,580,980 and increased revenue of
165 \$2,571,230 to accommodate new federal funding for Early Head Start Expansion Program;
166 seconded by King-Taylor.

167
168 Brandi Granse, RPC Early Childhood Division Director, explained that the Early Head
169 Start Expansion grant would support the addition of 10 new center-based classrooms for 80
170 children from birth to age three enrolled in full day (10 hour) programming for 2,280 hours/year.
171 Full day classrooms serve low-income families in which parents are working or in school. Ten
172 home-based enrollments will be focused on pregnant women/teens receiving expectant mother
173 home visiting and socialization services. The budget includes start-up funding for facility
174 renovation including classroom and office furnishings and supplies, playground equipment, and
175 operational funding for ongoing service provision including required staff training and
176 development. The operational budget will support hiring approximately 40 staff including
177 teachers, teacher aides, family advocates, cooks, and site managers.

178
179 **Motion carried with unanimous support.**

180
181 **MOTION** by Tinsley to recommend County Board approval of a resolution authorizing
182 **Budget Amendment 19-00025** for Fund 104 Early Childhood / Dept. 604 Early Head Start
183 Expansion-Even Year with increased appropriations of \$990,250 from Fund Balance, total
184 revenue listed in Budget Amendment 19-00024 for Early Head Start Expansion Program;
185 seconded by Thorsland. **Motion carried with unanimous support.**

186

187 Treasurer

188 Monthly Report

189

190 The Treasurer's report for February 2019 were received and placed on file.

191

192 Auditor

193 Monthly Report

194

195 The Auditor's March 2019 report was received and placed on file.

196

197 County Executive

198

199 The Five-Year Financial Forecast for General Corporate and Public Safety Sales Tax
200 Funds was moved to the County Board meeting.

201

202 Other Business

203

204 There was no other business.

205

206 Chair's Report

207

208 Goss thanked Deb Busey, Van Anderson and County staff for their work regarding the
209 sale of the Champaign County Nursing Home.

210

211 Designation of Items for the Consent Agenda

212

213 Items A1a-e were designated for the Consent Agenda.

214

215 **OTHER BUSINESS**

216

217 There was no other business.

218

219 **ADJOURNMENT**

220

221 Chair Rosales adjourned the meeting at 7:50 p.m.

222

223 Respectfully submitted,

224

225 Kay Rhodes,

226 Administrative Assistant

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



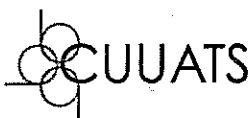
CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

Memorandum

To: Champaign County Committee of the Whole
From: Rita Morocoima-Black, RPC Planning and Community Development Director
Date: 05-06-19
Re: Request for Budget Amendment

Background: The staff at the Champaign-Urbana Urbanized Area Transportation Study (CUUATS) has long included environmental considerations as an important part of their planning process. In 2017, CUUATS staff completed the Curtis Road Corridor Study, which sought to review the potential impacts of improvements on ecological, cultural and historical resources. As staff progressed with this work, they quickly realized that impacts to these resources and efforts to mitigate them could not be confined within the study area limits; that a larger, regional understanding of these resources was required. Therefore, in order to address this concern, CUUATS staff applied for a State Planning Grant through the Illinois Department of Transportation (IDOT) to develop a regional environmental framework (REF), creating a centralized resource for CUUATS staff and helping to more consistently manage ecological, social and cultural resources in the region.

Using the Federal Highway Administration's (FHWA) Eco-Logical approach for addressing natural resource identification, avoidance, and mitigation, staff will be able to create a more comprehensive and systematic approach for considering ecological resources during the planning process. Through the additional consideration of regional cultural and historical resources, CUUATS staff will also be able to assist member agencies with initial preparation of data for the FHWA National Environmental Planning Act (NEPA) project development and review process, helping to accelerate project delivery and contribute to comprehensive and consistent consideration of environmental assets.



Champaign County Urbanized Area Transportation Study
A program of the Champaign County RPC
1776 E. Washington St. Urbana, IL 61802
P 217.328.3313 F 217.328.2426
TTY 217.384.3862 CCRPC.ORG

people.possibilities.



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

The estimated cost of this project is \$79,543.99. One hundred percent of the funding is provided by IDOT State Planning Funds. The duration of this project is twenty-four months starting on May 1, 2019 and ending April 30, 2021.



Champaign County Urbanized Area Transportation Study
A program of the Champaign County RPC

1776 E. Washington St. Urbana, IL 61802
P 217.328.3313 F 217.328.2426
TTY 217.384.3862 CCRPC.ORG

people.possibilities.

FUND 075 REGIONAL PLANNING COMM DEPARTMENT 618 CC REGIONAL ENVIRNMNT FWK

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	80,000	80,000

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	80,000	80,000

EXPLANATION: SEE ATTACHED.

DATE SUBMITTED:

5/2/19

AUTHORIZED SIGNATURE

** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
075-618-511.03 REG. FULL-TIME EMPLOYEES	0	0	70,000	70,000
075-618-511.05 TEMP. SALARIES & WAGES	0	0	5,000	5,000
075-618-533.07 PROFESSIONAL SERVICES	0	0	3,000	3,000
075-618-533.12 JOB-REQUIRED TRAVEL EXP	0	0	500	500
075-618-533.29 COMPUTER/INFO TCH SERVICES	0	0	1,000	1,000
075-618-533.85 PHOTOCOPY SERVICES	0	0	500	500
TOTALS	0	0	80,000	80,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
075-618-334.56 IL ST METRO PLANNING FUND	0	0	80,000	80,000
TOTALS	0	0	80,000	80,000

RESOLUTION NO.

AUTHORIZING INTERFUND LOANS FROM FUND RESERVES TO OTHER FUNDS

WHEREAS, The Champaign County Board has created, maintained and administered fund reserves within individual funds for operations, capital and debt service purposes; and

WHEREAS, the County Board may make interfund loans available to any Fund from other Fund(s) as available and unrestricted to cover temporary fund balance shortfalls of accounting periods should the need arise. It has been determined that at the end of the Fiscal Year, certain funds of Champaign County will on occasion require the transfer of monies into said fund(s) in order cover these temporary fund balance shortfalls.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County, that the County Auditor is hereby authorized and directed to make the following interfund loans in the amount needed to cover these temporary fund balance shortfalls.

TO: Fund 076 Tort Immunity	\$ 489,850.00
FROM: Fund 476 Self-Funded Insurance	\$ 489,850.00
TO: Fund 110 Workforce Development	\$ 375,899.00
FROM: Fund 075 Regional Planning Commission	\$ 375,899.00
TO: Fund 675 Victim Advocacy Grant – ICJIA	\$ 38,516.00
FROM: Fund 080 General Corporate	\$ 38,516.00

Further, the County Auditor is directed to make the necessary entries to effect this change. Said loans are to be repaid at the earliest possible time sufficient funds are available to effect partial to full reimbursement. In no case shall any reimbursement take longer than the current fiscal year.

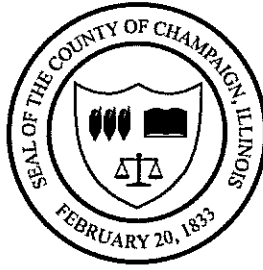
PRESENTED, ADOPTED, APPROVED AND RECORDED this 23rd day of May 2019.

Giraldo Rosales, Chair
Champaign County Board

Recorded
& Attest: _____
Aaron Ammons, County Clerk
And ex-officio Clerk of the Champaign
County Board
Date: _____

Approved: _____
Darlene A. Kloeppel, County Executive
Date: _____

Katie M. Blakeman
Clerk of the Circuit Court



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

CHAMPAIGN COUNTY
OFFICE OF THE CIRCUIT CLERK

MEMORANDUM

TO: Jim Goss, Chair – Finance, Stephanie Fortado, Vice Chair - Finance & Members of the Champaign County Board Committee of the Whole

FROM: Katie Blakeman, Clerk of the Circuit Court, Champaign County

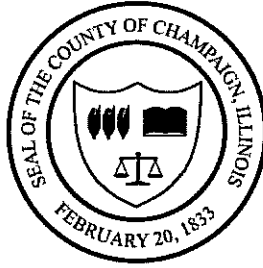
DATE: May 10, 2019

RE: Criminal and Traffic Assessment Act

The **Access to Justice Act** (705 ILCS 95/1 *et seq.*) was enacted in 2013 with the goal of improving meaningful access to legal information, resources and assistance for all litigants, regardless of their income or circumstances. The Act established the **Statutory Court Fee Task Force**, a bipartisan, multi-cameral coalition of stakeholders convened to study the current system of fees, fines and other court costs (collectively, "assessments") imposed upon civil and criminal litigants. The Task Force was charged with proposing recommendations to the Supreme Court and the General Assembly to simplify the imposition, collection and distribution of these assessments while making them more transparent, affordable, and fair. After many months of study, the Task Force released its Report and Recommendations in 2016, which adopted five core principles:

- 1. Courts should be substantially funded from general government revenue sources. Court users may be required to pay reasonable assessments to offset a portion of the cost of the courts borne by the public-at-large.*
- 2. The amount of assessments should not impede access to the courts and should be waived, to the extent possible, for indigent litigants and the working poor.*
- 3. Assessments should be simple, easy to understand, and uniform to the extent possible.*
- 4. Assessments should be directly related to the operation of the court system. Assessments imposed for a particular purpose should be limited to the types of court proceedings that are related to that purpose. Monies raised by assessments intended for a specific purpose should be used only for that purpose.*

Katie M. Blakeman
Clerk of the Circuit Court



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

CHAMPAIGN COUNTY
OFFICE OF THE CIRCUIT CLERK

5. The General Assembly should periodically review all assessments to determine if they should be adjusted or repealed.

In response to the Task Force's recommendations, the General Assembly enacted Public Act 100-0987, known as the **Criminal and Traffic Assessment Act**, which streamlines the current statutory fee provisions into a framework of fee schedules.

Effective July 1, 2019, Section 27.1b of the **Clerks of Courts Act**, 705 ILCS 105/27.1b, sets out the fees to be charged in all counties in the State of Illinois by the Clerks of the Circuit Court for the filing of pleadings and for other services provided by the Clerks in civil cases. Section 27.1b of the **Clerks of Courts Act** creates four schedules for civil filing fees, three schedules for civil appearance fees, and establishes various other fees that Clerks of the Circuit Court are authorized to assess in civil cases, all of which are generally classified as "not to exceed" amounts, and provides that, unless otherwise specified, the amount of the fees shall be determined by ordinance or resolution of the county board and remitted to the county treasurer to be used for purposes related to the operation of the court system in the county.

The **Criminal and Traffic Assessment Act** also sets out minimum fines to be levied and assessments to be charged in criminal and traffic cases by the Clerks of the Circuit Court in all counties in the State of Illinois. Sections 15-5 through 15-65 of the **Criminal and Traffic Assessment Act** establish thirteen (13) assessment schedules for various criminal, traffic, conservation and non-traffic offenses, and for each schedule the County's portion of the assessment is specifically listed. However, the distribution of the County's portion to court operations may be codified by County Board ordinance or resolution.

The distribution of the County's portion is the item courthouse department heads wish to discuss at the Champaign County Committee of the Whole meeting on May 14, 2019.

Thank you, and should you have any questions prior to the meeting, please call or email me.

Sincerely,

Katie M. Blakeman
Clerk of the Circuit Court
Champaign County
217-384-3725
kblakeman@co.champaign.il.us

RESOLUTION NO. 2019-

RESOLUTION ADOPTING THE CHAMPAIGN COUNTY FINANCIAL POLICIES

WHEREAS, the Champaign County Board adopted its Financial Policies with Resolution No. 2018-173 on May 24, 2018; and

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

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

BE IT FURTHER RESOLVED by the County Board of Champaign County that Resolution No. 2018-173 is hereby rescinded.

PRESENTED, ADOPTED, APPROVED by the County Board this 23rd day of May, A.D. 2019.

Giraldo Rosales, Chair
Champaign County Board

Recorded
& Attest: _____
Aaron Ammons, County Clerk
and ex-officio Clerk of the
Champaign County Board
Date: _____

Approved: _____
Darlene A. Kloeppel, County Executive
Date: _____



Champaign County Financial Policies

Introduction

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

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

Budgeting Policies

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

miscellaneous, or general county purposes, but no part of the amounts so appropriated shall be used for purposes for which other appropriations are made in the budget unless a transfer of funds is authorized by a 2/3rd majority vote (15) of the County Board.

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

Revenue Policies

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

Fund Policies

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

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

Financial Reserves and Surplus

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

Capital Asset Management and Replacement

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

Debt Management

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

Accounting, Auditing and Investment

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

Purchasing and Encumbrances

1. An encumbrance system is maintained to account for commitments resulting from purchase orders and contracts. Every effort will be made to ensure that these commitments will not extend from one fiscal year to the next. Any emergency encumbrances, which do extend into the next fiscal year, shall be subject to appropriation in the next year's budget. Encumbrances at year - end do not constitute expenditures or liabilities in the financial statements for budgeting purposes.
2. All items with an expected value of \$30,000 or more must be competitively bid with exceptions for professional services (other than engineering, architectural or land surveying services [which will follow Quality Based Selection \(QBS\) requirements established in 50 ICLS 510](#)). Additional competitive bid requirements may apply by statute or as a condition of using funds from an outside source.
3. All purchases over the respective limit of \$30,000, which require the use of either formal bids or requests for proposals, must be approved by the full Champaign County Board.
4. The Champaign County Purchasing Policy Ordinances Number 897 and 902, establish the procedures to be followed in all purchasing activities.

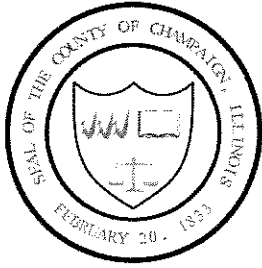
Risk Management

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

Salary Administration

1. The County Personnel Policy, ~~adopted by Ordinance Number 960~~, includes Salary Administration Guidelines.
2. The County ~~Administrator~~ [Executive](#) is responsible for computing salaries and fringe benefits costs for all departments.

3. **Increases for non-bargaining employees will be established by the Finance Committee at the beginning of the budget cycle and forwarded to the County Board for inclusion in the annual budget.**



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloeppel, County Executive

MEMORANDUM

TO: COUNTY OFFICIALS & COUNTY BOARD MEMBERS
FROM: DARLENE A. KLOEPEL, COUNTY EXECUTIVE
DATE: MAY 14, 2019
RE: 2020 COUNTY BUDGET PROCESS

The County Executive form of government provides for the Executive to prepare the annual county budget for board approval. Setting expectations up front about the budget process will offer some clarity going forward as we set up new procedures that will facilitate the successful completion of the steps required by statute for the county to have a final balanced budget by November 2019.

Working backward from November, and using similar steps from previous years, a proposal for the 2020 budget cycle is attached. The steps outlined specify timeframes for completion of each activity and offer opportunities for required public input, input from all elected officials and appointed department heads, and time for review and possible incorporation of revisions to the proposed budget by the County Board prior to approval in November.

Working on this year's budget will be both exciting and challenging, and in an effort for transparency, I would also like to share some of my considerations for preparing the budget:

- Is the county meeting its fiduciary obligation to the public?
- Is the county meeting its statutory obligations to the public?
- Will the investment of resources being proposed lead us closer to our strategic planning goals (which will be drafted in June)?
- What level of service can the public expect for this level of budget support?
- How will the proposed investment impact other priorities of the county?
- Is this the best time to put resources in the proposed program/service/asset?
- Will this be a one-time or recurring expense? Have we built in maintenance/upgrades?

As you can see, I'll be looking for both short- and long-term strategies to support the county's many obligations and vision for the future within funding and statutory constraints.

I look forward to working with other county officials and the Board on the 2020 County Budget.

RESOLUTION NO.

RESOLUTION ESTABLISHING THE BUDGET PROCESS for CHAMPAIGN COUNTY for FY2020

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

WHEREAS, per 55 ILCS 5/2-5008 the County Executive shall prepare and submit to the County Board for its approval the annual budget for the county;

WHEREAS, based on the forecasted receipt of both revenues and expenditures for FY2020, the Finance Committee recommends guidelines for its consideration of the FY2020 annual budget; and

NOW, THEREFORE, BE IT RESOLVED, by the County Board of Champaign County, Illinois, that the following guidelines are hereby adopted for the submission, review, preparation, and implementation of the FY2020 Budget:

Budget Calendar

The County's 2020 fiscal year begins on January 1 and ends on December 31.

June 12	County Executive provides <i>Budget Instruction and Training Seminar</i> for department budget preparers and sends <i>Instructions for Budget Submission</i> to outside agencies
July 12	FY2020 Department Budgets DUE to Deputy Director of Finance
July 15-26	Department Budget Reviews with County Executive
Aug. 1-9	County Executive confirms County tax revenues & other revenue estimates
Aug. 26-27	6:00pm each evening – Legislative Budget Hearings with County Officials before the County Board
Sept. 10	County Executive presents <i>FY2020 Budget Overview</i> to Finance Committee
Sept. 26	Special Finance Committee of the Whole Meeting for Public Comment on the Proposed FY2020 Budget and to provide revisions for the Tentative Budget
Oct. 15	<i>FY2020 Tentative Budget Recommendation</i> forwarded by Finance Committee to County Board
Oct. 24	County Board – receive & place on <i>File FY2020 Tentative Budget</i> ; County Board Truth in Taxation Public Hearing (<i>if required</i>)
Nov. 12	Finance Committee forwards <i>Final FY2020 Budget</i> to County Board for approval
Nov. 21	County Board approval of <i>Final FY2020 Budget & FY2020 Tax Levy Ordinance</i>

Form of the Budget

The County Executive's proposed budget shall be tied to the County's strategic planning priorities. The final budget shall be prepared in acknowledgement of the *Champaign County Board Financial Policies* and will include the following, showing specific amounts as required by statute:

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

Resolution No.

Property Tax Levy

The preparation of the property tax levy for FY2020 be calculated in accordance with the Property Tax Extension Limitation Law (PTELL).

General Corporate Fund

Total FY2020 non-personnel expenditures will be held flat against the Total Original FY2019 budget for non-personnel expenditures, with the exception of allowable increases based on competitively bid contracts or documented cost increases.

County Executive's Department Budget Guidance

Department budget requests shall be tied to department goals, objectives, and performance indicators that will lead to a final overall budget document that is tied to the County's strategic priorities.

Budget documents will include:

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

Non-General Corporate Fund Budget Requests

1. Presented within the County Board's definition of a balanced budget; and
2. Include revenues, expenditures, fund balance information, goal statements and an explanation for variances in ending fund balance; and
3. Document and analyze operations, and provide FY2020 strategic planning information including alignment with the County Board's Strategic Plan, and specific fund objectives and anticipated performance indicators.

General Corporate Fund Budget Requests

Total FY2020 non-personnel expenditures will be held flat against the Total Original FY2019 budget for non-personnel expenditures, with the exception of allowable increases based on competitively bid contracts or documented cost increases. Examples of documented increases are increases in the County's required contribution for joint ventures with other agencies such as METCAD and ARMS, and increases in rates for which the County has limited control such as water, utility and telephone services.

Requests for budget increases outside of these allowable exceptions must be submitted in separate documents and include:

1. A detailed explanation for the reason a budget increase is being requested; and
2. A detailed breakdown of the increase requested by budget line; and
3. Whether there are outside funding sources available to subsidize increased costs; and
4. Problems, issues, or concerns that might arise if the request is not able to be funded; and
5. Whether the request can be deferred to a future fiscal year, and if so, when.

Resolution No.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this ____ day of May A.D. 2019.

Giraldo Rosales, Chair
Champaign County Board

Recorded
& Attest: _____
Aaron Ammons, County Clerk
And ex-officio Clerk of the Champaign
County Board
Date: _____

Approved: _____
Darlene A. Kloeppel, County Executive
Date: _____



Village of Rantoul

Charles Smith
Mayor

333 S. Tanner Street
P.O. Box 38
Rantoul, IL 61866

Phone 217.892.6854
Fax 217.892.5501

April 29, 2019

Ms. Darlene A. Kloeppe, Executive Director
Champaign County
1776 E. Washington
Urbana, IL 61802

Dear Ms. Kloeppe:

Thank for attending the recent meeting at the Illinois Center for Transportation. I hope that you are excited as I am about the prospects for developing a leading-edge research and education center in Rantoul, anchored by the University of Illinois and the U.S. Army Corps of Engineers.

I am now writing to ask for your support in Rantoul's efforts to extend the life of its Tax Increment Finance (TIF) District No. 1, located on and around the former Chanute Air Force Base. Since the 1993 base closure, the Village has struggled to redevelop the property. However, the Village has recently changed its economic development strategy and is moving forward with a regional approach that includes and is open to all potential partners. The proposed "Century Innovation Center" will repurpose 1000+ acres for advanced research and education that will lift not only Rantoul but the entire Champaign County region. However, the true benefits of this center as new entities relocate to Rantoul will require some public investments in infrastructure that depend on the TIF extension.

In partnering with the University of Illinois, the economic engine for Champaign County and the state for over 150 years, we are donating up to 250 acres to the Illinois Center for Transportation to construct the Illinois Automated and Connected Track. This project will foster research and attract many private-sector organizations. In addition, we are in negotiations with the Corps of Engineers to establish an expansion campus on up to 150 acres, with ground breaking projected to occur before the end of 2019.

The Innovation Center is possible through the suitable land and surplus utility capacity that is available only in Rantoul. The Village and its neighbors stand to enjoy the fruits of this center, but it will require improvements to roadways and other public infrastructure supporting new facilities. The Village would like to extend its tax increment district's life to thirty-five years as is permissible for all other TIF districts in Illinois. Twelve additional years of increment, applying only to properties within the base TIF district, funds critically important updates.

I ask for your assistance by adopting a letter in support of our application. I have enclosed a sample letter but you are certainly free to write your own. Please return a copy of any letter to me to include in our files. I have also enclosed a brochure to give you a concise overview of the plan for the Innovation Center. Please contact me or our Village Administrator, Scott Eisenhower, if you have any questions or concerns about this matter. Thank you for your consideration.

Sincerely,

Charles Smith
Mayor, Village of Rantoul

April 2, 2019

The Honorable Scott Bennett
State Senator, District
311C State House
Springfield, IL 62706

The Honorable Mike Marron
State Representative, District 104
208-N Stratton Building
Springfield, IL 62706

Gentlemen:

On behalf of [entity name], I am writing to you in support of the extension of Village of Rantoul Tax Increment Finance District #1 from 23 years to 35 years.

The district was created in 1996 following the closure of Chanute Air Force Base. This loss of payroll, tourism, and local purchases created an enormous economic deficit for the entire area and weighs on the community to this day.

Recently, the Village has partnered with the University of Illinois through a pledge of up to 250 acres of former base property to be used for an advanced autonomous vehicle testing track envisioned by the Illinois Center for Transportation. The excellent utility infrastructure and buildable land available make Rantoul attractive for further development. In addition, the Village is partnering with the U.S. Army Corps of Engineers to create an expansion campus of up to 150 acres in Rantoul.

Funds from this TIF support infrastructure modernization and expansion, actions that will become necessary to sustain these and future projects. New businesses and jobs in Rantoul lift the prospects of the entire northern Champaign County region. We urge you to support this effort as well.

Thank you for your consideration.

Sincerely,

[board chair/head of governing body]

TIF Questions and Answers

WHAT IS A TIF?

A tax increment finance (TIF) district is an instrument to promote economic and community development that earmarks a portion of tax revenue to fund necessary improvements within that district.

In a TIF district, property values in the district are frozen at their current levels for a 23-year period and any additional revenue generated by a rise in property values is channeled into a special fund earmarked for infrastructure improvements and economic incentives in the district. It is intended to help property that would not see new growth "but for" the public investment. For 23 years the city keeps the difference between the frozen taxes and the new taxes generated by the development. This increment can be used to repay bonds or other eligible expenses. Cities can make one 12-year extension to the 23-year life span of a district.

DOES THIS TIF INCREASE MY TAXES?

No. Tax rates remain the same; however, growth in tax revenues above the frozen level are dedicated to the special fund.

HOW IS THE TIF MONEY SPENT?

Revenues in the special fund can only be used for eligible expenses as defined in the Illinois TIF statutes. Furthermore, the funds can only be used for projects that are within the geographic boundaries of the TIF district.

WHAT HAPPENS WHEN THE TIF EXPIRES?

The property values are no longer frozen and all current and future tax revenue is distributed to the various taxing bodies as it normally would. Unused funds remaining in the TIF special fund are also distributed to the taxing bodies.

WHY DOES RANTOUL NEED THIS EXTENSION?

Rantoul has used its TIF districts to foster development and improve infrastructure. This work has led to several projects, including one of the largest industrial buildings in Champaign County (Vista Outdoor), the Holiday Inn Express hotel, and the new Shields Auto Center housing a Ford and a Chrysler/Jeep/RAM dealership.

WHAT HAPPENS IF THE EXTENSION IS NOT APPROVED?

Without the TIF extension, any infrastructure improvements in the district will have to be funded through other means, most likely through an increase in property or sales taxes.

Reentry Program – 3rd Quarter Report
January 01, 2019 – March 31, 2019

This past quarter has seen a number of activities and changes to Rosecrance Central Illinois' (RCI) Reentry Program, which supports adults returning to Champaign County from incarceration and has been funded by the Champaign County Board since early 2014. Progress has been made, such as (1) new members have joined the reentry council organization and members list (2) existing members have re-joined the reentry council (3) a more concentrated effort to allow organizations to present crucial reentry programs and resources to the reentry council that can benefit certain populations and (4) collaboration with the Criminal Justice Reentry program focusing on individuals with Behavioral Health needs and establishing more uniform reporting among both programs. The following report details this information, as well as data, for this past year.

Activities

The Reentry Council has met 3 times during this quarter and totally 9 times this fiscal year (**July 01, 2018 – March 31, 2019**).

Reentry Program coordinator, Misty Teheran Bell has created a process to incorporate IDOC and Champaign County Jail data. In the past, the Reentry Program focused primarily on the IDOC population because it was not certain Reentry would continue to be funded and there was not a consistent person to send the report to or an established process to capture the necessary information.

In addition to the Reentry Program coordinator, Misty receiving the weekly release lists from IDOC Parole, he receives the release lists from Champaign County Jail of individuals that have been sentenced. Misty then meets with the RCI Criminal Justice Program bi-monthly to identify individuals that have been sentenced who completed the Brief Mental Health Jail Screening (BMHJS) and scored positive for a Behavioral Health need. Misty also reports to the Reentry council monthly all the Brief Mental Health Jail Screenings (BMHJS) and all individuals that truly scored positive for a behavioral health need which the Criminal Justice Program serves. Any individual on the sentencing list that did not test positive on the BMHJS Misty contacts through a mailing. If the individuals response the coordinator screens individuals to determine identified needs

- For persons with no behavioral health concern, who identify other needs, the coordinator creates a service plan to accomplish all needs identified and provides referral information to various community resources.
- For persons that need only a Substance Abuse Assessment, he/she will be referred to walk in hours at RCI's Walnut St, location to set an appointment; they are referred to RCI's Substance Abuse Services Clinical Coordinator. Walk in hours are on a first come first serve basis Monday(s) through Friday(s) 8:00am – 3:00pm.

- Persons who communicate a behavioral health (BH) concern (Mental Health, Counseling, Case Management, and/or Co-occurring Disorders) are asked to call (217) 398-8080 to schedule an appointment for further assessment and resource referral.
 - If a mental health treatment need is detected, individual will be linked to additional RCI case management services and, if needed, psychiatric services at Promise Healthcare. The individual will also be linked to the Reentry Program coordinator Misty Teheran Bell at (217) 402-2699. The coordinator will create a service plan and assist the individual with resources for identified needs.
 - If a substance abuse treatment need is detected, the individual will be given a time for an substance abuse assessment with staff and linked to the Reentry Program coordinator Misty Teheran Bell at (217) 402-2699 and additional RCI substance use treatment services. The coordinator will create a service plan and assist the individual with resources for identified needs.
 - If a BH need is not detected, the individual will be linked to the Reentry Program coordinator Misty Teheran Bell at (217) 402-2699 to create a service plan and assist the individual with resources for identified needs.

Identified needs and linkage data, to the extent possible, is collected and reported.

At the March 12, 2019 County Board meeting, the Board voted to extend the Reentry Program contract with Rosecrance for an additional year. As a result, Rosecrance will work with C-U Fresh Start and Champaign Collation, continue to collaborate with the Criminal Justice Program, provide robust reporting, maintain reentry case management services, formalize the Reentry Council via the execution of bylaws, election of a Chair, and formation of an executive committee, and continue to provide administrative support to the Council.

Program Changes

In order to have more integrated services at our Walnut facility we decide to have Substance Abuse walk-in assessments in one place. Once again for persons that need a Substance Abuse Assessment, he/she will be referred to walk in hours at RCI's Walnut St, location. For those wanting to set an appointment, they are referred to RCI's Substance Abuse Services Clinical Coordinator. Walk in hours are on a first come first serve basis Monday(s) through Friday(s) 8:00am – 3:00pm.

Misty Teheran assumed the position in December 2018 and began by retroactively compiling all the weekly Parole lists from March 12, 2018 to date. In January 2018 to December 2018 Champaign County Jail no longer shared the list of people sentenced and releasing to the community. A final decision regarding this development was reached March 2019, since that time, Misty Teheran has retroactivity reached out to make contact to all individuals sentenced and released from Champaign County Jail to the community from January 2019 to present and continues to regularly report referral and engagement data at the monthly reentry council

meeting. Misty was not able to compile Champaign County Jail data for the 2018 year but was able to retroactively compile lists from January 2019 to date.

Mailed letters to all third quarter sentenced individuals released from Champaign County Jail to the community totaled 47.

- 47 individuals were on Champaign County Jail sentencing report
- 12 individuals scored positive Brief Mental Health Jail Screening-Criminal Justice Reentry Program
- 35 individuals scored negative BMHJS and Misty sent Reentry letter and flyer to list March 30, 2019
 - 0 were returned to sender as of March 31, 2019
- 0 individual screenings completed as of March 31, 2019

The purpose in modifying the Program process was to address recidivism rates from IDOC and the Champaign County Jail to hopefully better analyze and evaluate the Reentry Program's impact in Champaign County.

The Year in Numbers

The chart on the following page indicates the number of people served by the program this quarter as well as their identified needs and linkage information released from IDOC. All third quarter sentenced individuals released from Champaign County Jail to the community will be compiled beginning April 2019 and will be reported in the fourth quarter report

Refer to page 4 for June 2014- March 2019 Identified Needs & Linkage Data

Reentry Program Identified Needs & Linkage Data

June 2014 – March 2019

Date	Parole RIs	Contacts	Screenings	Service Plans	Housing	Employment	Education	Medical	Benefits	BH	Transport
Jun '14 - Dec '14	63	156	110	43	17	35	11	16	31	24	8
Jan '15 - Dec '15	288	281	184	110	34	87	34	56	88	93	22
Jan '16 - Dec '16	220	215	172	92	39	62	14	33	71	79	24
Jan '17 - Dec '17	184	167	119	93	38	60	31	46	58	78	25
Jan '18 - Dec '18	43	57	57	57	13	29	12	28	25	41	7
Jan '19 - Feb '19	4	9	9	9	0	4	0	8	9	3	2
Mar '19	16	16	4	4	1	4	1	2	3	1	2
Total	20	25	13	13	1	8	1	10	12	4	4
Current Needs Totals	16	16	4	4	1	4	1	2	3	1	2
Current % Needs					25%	100%	25%	50%	75%	25%	50%
19 Combined % Needs					8%	62%	8%	77%	92%	31%	31%
'18/19 ID Needs Total	63	82	70	70	14	37	13	38	37	45	11
18/19 % Needs					20%	53%	19%	54%	53%	64%	16%
ID Needs Totals	818	901	655	408	142	281	103	189	285	319	90
% Needs of Engaged					35%	69%	25%	46%	70%	78%	22%
Previous Totals					33	136	34	97	209	222	46
Current Linkage Totals					0	3	1	2	3	1	2
Current Linkage %					0%	75%	100%	100%	100%	100%	100%
Combined Linkage %					23%	49%	34%	52%	74%	70%	53%

Annual identified needs and linkage information for individuals who received services from RCI's Reentry Program

Recidivism Data

Engaged Population

Recidivism data focuses on the first five yearly cohorts of the Reentry Program, as well as the fourth cohort which was truncated by changes made to the program’s format that eliminated case management services as of December 10, 2017 and the fifth cohort which was when Misty Teheran Bell assumed the Reentry Program coordinator responsibilities in December 2018.

During the time that Reentry Case Management Services were implemented at Rosecrance Central Illinois (June 1, 2014 – March 31, 2019), 360 service plans were completed. Seven of these were for duplicate participants, resulting in 353 unduplicated participants having engaged in the Reentry Case Management services.

The following information categorizes the variations of program engagement and recidivism data for those who chose to engage in reentry case management services.

Definitions

- *Recidivism* – A new judgment within three years of release
- *Service Plan* – A list of goals with numerous areas of support for which clients desire linkage or assistance obtaining (Areas of support include: state identification, housing, employment, education, medical coverage and care, benefits/entitlements, transportation, BH assessments & treatment)
- *Service Plan Completion Status* – The degree to which a client achieved his or her stated goals before discharging from the program *There are three completion statuses, for which definitions follow.
 - *Successful* – Met all goals of the service plan
 - *Partial Completion* – Met some goals of the service plan
 - *Unsuccessful* – Met no goals of the service plan
- *Success* – No new judgment within three years of release, and linkage to community resources and support

Overall Reentry Program Data (June 1, 2014 – May 31, 2019)											
360 Service Plans Completed/353 Unduplicated Reentry Clients											
Plan Status	Total Plans	Not Found in Co. Database	Recidivism	New Offense Type		New Offense Severity Compared to Offense History			Incarceration Type		
				CM	CF	Same	Less	More	IDOC	Jail	BOP
Successful	134	22	23	2	21	19	3	1	107	15	2
	37%		17%								
Partial	175	21	46	13	33	32	10	4	141	29	2
	49%		26%								
Unsuccessful	51	10	10	3	7	7	0	3	35	15	1
	14%		20%								
TOTALS	360	53	79	18	61	58	13	8	283	59	5
		15%	22%	23%	77%	73%	16%	10%	79%	16%	1%

Year 5 Cohort (June 1, 2018 – May 31, 2019) 30 Service Plans Completed										
Plan Status	Total Plans	Not Found In Co. Database	Recidivism	New Offense Type		New Offense Severity Compared to Offense History			Incarceration Type	
				CM	CF	Same	Less	More	IDOC	Jail
Successful	10	1	0	0	0	0	0	0	0	0
	33%		0%	(1 Pending Charges)						
Partial	19	1	0	0	0	0	0	0	15	1
	63%		0%	(5 Pending Charges)						
Unsuccessful	1	0	0	0	0	0	0	0	0	1
	3%		0%							
TOTALS	30	2	0	0	0	0	0	0	15	2
		7%	0%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	50%	7%

In addition to the individuals for whom recidivism has been calculated, as illustrated in the previous charts, recidivism data has been calculated for the 30 released individuals who have received the recently re-formatted Contact and Refer reentry services. This group has been released for a short period of time, between June 1, 2018 and March 31, 2019 and in the 3rd quarter 13 released individuals received reentry services. At this time, no one in the group has received a new judgment. However, 2 additional individuals have a pending charge in 3rd quarter resulting in 6 pending charges for the fifth year cohort. It is important to note the recidivism data for the engaged population is only from IDOC. The Reentry coordinator was not receiving any lists and was not able to compile Champaign County Jail data for the 2018 year but was able to retroactively compile lists from January 2019 to date. All third quarter sentenced individuals released from Champaign County Jail to the community will be compiled beginning April 2019 and will be reported in the fourth quarter report.

Non-Engaged Population

Since Reentry Services were implemented on June 1, 2014, a total of 1,067 (Engaged and Non-Engaged) unduplicated people have been contacted (42 duplicate contacts = 2,209 total contacts).

Reentry Coordinator, Misty Teheran Bell has decided to hold off reporting the recidivism data for the non-engaged population to analyze the collected 2019 Champaign County Jail data. Once again the purpose of this modification is to address recidivism rates from IDOC and the Champaign County Jail to hopefully better analyze and evaluate the Reentry Program’s impact in Champaign County.

Conclusion

A number of changes have occurred in Rosecrance Central Illinois' (RCI) Reentry Program this past quarter by the program coordinator with more collaboration, extensive detailed reporting enhancements, and improved program processes. With the anticipated conclusion of the County's reentry grant at the end of June, the reentry program coordinator made these changes to address the variance in recidivism rate related to engaged and non-engaged population as the end of the Program drew near.

At the March 12, 2019 County Board meeting, the Board voted to extend the Reentry Program contract with Rosecrance for an additional year. As a result, Rosecrance will continue reentry case management services, formalize the Reentry Council via the execution of bylaws, election of a Chair, and formation of an executive committee, and continue to provide administrative support to the Council.

It remains the view of the Reentry Council that more resources are needed in Champaign County to better support the successful transition of citizens returning here from incarceration. Previously housing options, were the most critical need faced, employment now is another rising need for the reentry population. With the more strict requirements to retrieve required identification for employment is becoming the next greatest obstacle and will require a very skilled case manager to navigate the rapidly evolving social systems.

As reentry case management is a vital component of success for all persons returning from incarceration, willing to engage in supportive services - particularly those with behavioral health needs, it is the hope of the Council that all supportive resources will become sustainable. On-going, reliable support for releasing individuals will offer the best opportunity to formerly-incarcerated people to establish productive lives that will serve the betterment of themselves, their families, and the Champaign County community.

**CHAMPAIGN COUNTY
APPLICATION FORM FOR
GRANT CONSIDERATION, ACCEPTANCE, RENEWAL/EXTENSION**

Department: Champaign County Sheriff's Office (Champaign Co EMA)
Grant Funding Agency: Illinois Emergency Management Agency (IEMA)
Amount of Grant: \$20,751.74
Begin/End Dates for Grant Period: Oct 1, 2019-Sep 20, 2022
Additional Staffing to be Provided by Grant: none
Application Deadline: April 30, 2019
Parent Committee Approval of Application: Justice
Is this a new grant, or renewal or extension of an existing grant? renewal
If renewal of existing grant, date grant was first obtained: 2012

Will the implementation of this grant have an effect of increased work loads for other departments? (i.e. increased caseloads, filings, etc.) Yes No

If yes, please summarize the anticipated impact:

Does the implementation of this grant require additional office space for your department that is not provided by the grant? Yes No

If yes, please summarize the anticipated space need:

Please check the following condition which applies to this grant application:

- The activity or service provided can be terminated in the event the grant revenues are discontinued.
- The activity should, or could be, assumed by County (or specific fund) general and recurring operating funds.

Departments are encouraged to seek additional sources or revenue to support the services prior to expiration of grant funding.

This Grant Application Form must be accompanied by a Financial Impact Statement. (See back of form)

All staff positions supported by these grant funds will exist only for the term award of grant, unless specific action is taken by the County Board to extend the position.

DATE: 4/26/19

SIGNED: 
Department Head

Application for & Acceptance of Grant Approval:

Approved by the JSS Committee: _____
Approved by County Board: _____

**HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP)
FFY 2019 GRANT PROGRAM APPLICATION
HARD MATCH**

Contact iema.grants@illinois.gov for programmatic and technical support.

Name of the Awarding State Agency:	Illinois Emergency Management Agency (IEMA)
Catalog of State Financial Assistance (CSFA) Number:	558-40-0441
CSFA Title:	Hazardous Materials Emergency Preparedness Planning Grant Program
CFDA Number:	20.703
CFDA Title:	Hazardous Materials Emergency Preparedness Planning Grant Program
Funding Opportunity Number:	n/a
Funding Opportunity Title:	Hazardous Materials Emergency Preparedness Planning Grant Program
Funding Opportunity Program Field:	HMEP
Competition Identification Number:	n/a
Competition Identification Title:	n/a
Grant Program Local Match Percentage:	20.00%
APPLICATION SUMMARY	
Subrecipient:	Champaign County
Project 100% Amount:	\$ 25,939.67
Required Minimum Match:	\$ 5,187.93
Maximum Allowable Federal Share:	\$ 20,751.74

SUBRECIPIENT INFORMATION

Subrecipient:		Champaign County			
Employer/Taxpayer Identification Number (EIN, TIN):		376006910			
Data Universal Number System (DUNS) Number:		961922478			
Cage Code:		5XNA5			
SAM Expiration Date:		03/13/2020	MM/DD/YYYY (Must be older than today)		
IEMA Region #:		7			
BUSINESS ADDRESS					
Street:		1776 E. Washington St.			
City:		Urbana			
State:		IL			
County:		Champaign			
ZIP+4:		618024581			
GRANT POINT OF CONTACT					
First Name:		John	Last Name:		Dwyer
Street Address:		1905 E. Main St.			
City:		Urbana			
County:	Champaign	State:	IL	ZIP:	61802
Email:	jdwyer@co.champaign.il.us	Phone:	(217) 384-3826		
CHIEF ELECTED OFFICIAL / ADMINISTRATOR					
First Name:		Darlene	Last Name:		Kloeppe
Title:		County Executive			
Street Address:		1776 East Washington St.			
City:		Urbana			
County:	Champaign	State:	IL	ZIP:	61802
Email:	dkloeppe@co.champaign.il.us	Phone:	(217) 384-3776		

BUDGET SUMMARY

BUDGET CATEGORY	TOTAL
1. Personnel (200.430)	\$ 20,158.82
2. Fringe Benefits (200.431)	\$ 3,443.25
3. Travel (200.474)	\$ 2,337.60
4. Equipment (200.439)	
5. Supplies (200.94)	
6. Contractual/Subawards (200.318 and .92)	
7. Consultant (200.459)	
8. Construction	\$ 0.00
9. Occupancy (200.465)	
10. Research and Development (200.87)	\$ 0.00
11. Telecommunications	
12. Training and Education (200.472)	\$ 0.00
13. Direct Administrative Costs (200.413)	\$ 0.00
14. Miscellaneous Costs	\$ 0.00
15. Grant Exclusive Line Item(s)	\$ 0.00
16. Total Direct Costs (add lines 1-15)	\$ 25,939.67
17. Total Indirect Costs (200.414)	
TOTAL PROJECT COSTS	\$ 25,939.67

PERSONNEL

Enter the number of people on GRANT PROGRAM staff for which reimbursement is being requested:	1
---	---

Enter the standard work week in hours for your organization; (STANDARD WORK WEEK means a 35-40 hour work week)	35.00
---	-------

LINE#	TITLE	NAME	GRANT PROGRAM % of Salary	Total Annual Salary from local government	Annual Salary for GRANT PROGRAM Only
1.	Deputy Coordinator	Bil James (Year 1)	10.00%	\$ 65,869.88	\$ 6,586.99
2.			0.00%		\$ 0.00
3.	Deputy Coordinator	Bil James (Year 2)	10.00%	\$ 67,187.28	\$ 6,718.73
4.			0.00%		\$ 0.00
5.	Deputy Coordinator	Bil James (Year 3)	10.00%	\$ 68,531.03	\$ 6,853.10
6.			0.00%		\$ 0.00
7.			0.00%		\$ 0.00
8.			0.00%		\$ 0.00
9.			0.00%		\$ 0.00
10.			0.00%		\$ 0.00
11.			0.00%		\$ 0.00
12.			0.00%		\$ 0.00
13.			0.00%		\$ 0.00
14.			0.00%		\$ 0.00

Continued on next page...

PERSONNEL – Continued

LINE#	TITLE	NAME	GRANT PROGRAM % of Salary	Total Annual Salary from local government	Annual Salary for GRANT PROGRAM Only
15.			0.00%		\$ 0.00
16.			0.00%		\$ 0.00
17.			0.00%		
18.			0.00%		
19.			0.00%		
20.			0.00%		
21.			0.00%		
22.			0.00%		
23.			0.00%		
24.			0.00%		
25.			0.00%		
TOTAL SALARIES FOR GRANT PROGRAM WORK ONLY:					\$ 20,158.82

PERSONNEL – Continued

<p>Do any of the Grant Program employees listed on the previous page divide their work between this GRANT PROGRAM and another GRANT PROGRAM, department in the county, or municipal government?</p>	<p>Yes</p>
---	------------

If the answer is YES, list the job title, name, and department or grant worked for, percentage of time worked for other department or grant, and annual salary in that job in the follow section:

NON-GRANT PROGRAM OR OTHER DEPARTMENT WORK					
LINE#	TITLE	NAME	Name of "Other Department" or Grant	% OF TIME WORKED FOR "Other Department" OR GRANT	ANNUAL SALARY FOR WORK FROM "Other Department"
1.	Deputy Coordinator	Bill James	EMA	90.00%	\$ 65,869.88
2.				0.00%	
3.				0.00%	
4.				0.00%	
5.				0.00%	
6.				0.00%	
7.				0.00%	
8.				0.00%	
9.				0.00%	
10.				0.00%	
11.				0.00%	
12.				0.00%	
13.				0.00%	
14.				0.00%	
15.				0.00%	
16.				0.00%	
17.				0.00%	
18.				0.00%	
19.				0.00%	
20.				0.00%	
21.				0.00%	
22.				0.00%	
23.				0.00%	
24.				0.00%	
25.				0.00%	

FRINGE BENEFITS

Fringe Benefits Narrative:

Social Security and Medicare - 7.65%
 IMRF - 5.92%
 Worker's Compensation - 1.00%
 Unemployment - 2.41%
 Total of Gross Pay - 16.98%

Life Insurance - \$2.60
 Total Dollar amount per pay - \$2.60

LINE#	NAME	% of Gross Paycheck	Total Annual Salary	And or	Dollar Amount	Annual # of Pay Periods	A Gross Benefit Annual Total	B GRANT PROGRAM % of Salary	A X B
1.	Year 1	0.00%		And or			\$ 0.00	0.00%	\$ 0.00
2.	Bill James	16.98%	\$ 65,869.88	And or	\$ 2.60	26	\$ 11,252.31	10.00%	\$ 1,125.23
3.		0.00%		And or				0.00%	
4.	Year 2	0.00%		And or				0.00%	
5.	Bill James	16.98%	\$ 67,187.28	And or	\$ 2.60	26	\$ 11,476.00	10.00%	\$ 1,147.60
6.		0.00%		And or				0.00%	
7.	Year 3	0.00%		And or			\$ 0.00	0.00%	\$ 0.00
8.	Bill James	16.98%	\$ 68,531.03	And or	\$ 2.60	26	\$ 11,704.17	10.00%	\$ 1,170.42
9.		0.00%		And or			\$ 0.00	0.00%	\$ 0.00
10.		0.00%		And or			\$ 0.00	0.00%	\$ 0.00
11.		0.00%		And or				0.00%	
12.		0.00%		And or				0.00%	
13.		0.00%		And or				0.00%	
14.		0.00%		And or				0.00%	

Continued on next page...

FRINGE BENEFITS - Continued

LINE#	NAME	% of Gross Paycheck	Total Annual Salary	And or	Dollar Amount	Annual # of Pay Periods	A Gross Benefit Annual Total	B GRANT PROGRAM % of Salary	A X B
15.		0.00%		And or				0.00%	
16.		0.00%		And or				0.00%	
17.		0.00%		And or				0.00%	
18.		0.00%		And or				0.00%	
19.		0.00%		And or				0.00%	
20.		0.00%		And or				0.00%	
21.		0.00%		And or				0.00%	
22.		0.00%		And or				0.00%	
23.		0.00%		And or				0.00%	
24.		0.00%		And or				0.00%	
25.		0.00%		And or				0.00%	
TOTAL BENEFITS FOR GRANT PROGRAM WORK								\$ 3,443.25	

TRAVEL

Local Government Has No Travel Regulations - If this is the case, you will be covered by current state of Illinois travel regulations. State Travel Board site link	<input type="radio"/>
Local Government Has Travel Regulations - If this is the case, upload a current copy of your local travel regulations to your grant site. IEMA Grants Portal link Failure to do so will cause the application to be ineligible for travel reimbursement	<input checked="" type="radio"/>

If you chose Local Government Has Travel Regulations, complete the boxes below:	
Local Mileage (cents per mile)	\$ 0.58
Meals and/or per diem	\$ 55.00
Lodging Allowance	\$ 94.00

Is any of the travel requested out of the state of Illinois?	No

LINE #	TRAVEL ACTIVITY	AMOUNT
1.	LEPC Winnebago Conference Fee (Year 1) x 2	\$ 250.00
2.	LEPC Winnebago Conference Hotel x 2	\$ 319.20
3.	LEPC Winnebago Conference Per diem x 2	\$ 210.00
4.	LEPC Winnebago Conference Fee (Year 2) x 2	\$ 250.00
5.	LEPC Winnebago Conference Hotel x 2	\$ 319.20
6.	LEPC Winnebago Conference Per diem x 2	\$ 210.00
7.	LEPC Winnebago Conference Fee (Year 3) x 2	\$ 250.00
8.	LEPC Winnebago Conference Hotel x 2	\$ 319.20
9.	LEPC Winnebago Conference Per diem x 2	\$ 210.00
10.		\$ 0.00
11.		\$ 0.00
12.		\$ 0.00
13.		\$ 0.00
14.		\$ 0.00
15.		\$ 0.00
TOTAL TRAVEL EXPENSES:		\$ 2,337.60

EQUIPMENT

LINE #	AEL	DESCRIPTION	QTY	UNIT PRICE	TOTAL	EHP	NARRATIVE
1.						No	
2.						No	
3.						No	
4.						No	
5.						No	
6.						No	
7.						No	
8.						No	
9.						No	
10.						No	
11.						No	
12.						No	
13.						No	
14.						No	
15.						No	

Continued on next page...

EQUIPMENT - Continued

LINE #	AEL	DESCRIPTION	QTY	UNIT PRICE	TOTAL	EHP	NARRATIVE
16.						No	
17.						No	
18.						No	
19.						No	
20.						No	
21.						No	
22.						No	
23.						No	
24.						No	
25.						No	
26.						No	
27.						No	
28.						No	
29.						No	
30.						No	
31.						No	
32.						No	
33.						No	
34.						No	
35.						No	
36.						No	
37.						No	
38.						No	
39.						No	
40.						No	
41.						No	
42.						No	
43.						No	
44.						No	
45.						No	
Total Equipment							

SUPPLIES

LINE #	ITEM	QTY	COST PER ITEM	SUPPLIES COST
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Continued on next page...

SUPPLIES - continued

LINE #	ITEM #	QTY	COST PER ITEM	SUPPLIES COST
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
31.				
32.				
33.				
34.				
35.				
36.				
37.				
38.				
39.				
40.				
41.				
42.				
43.				
44.				
45.				
TOTAL SUPPLIES				

CONTRACTUAL / SUBAWARDS

LINE #	ITEM	CONTRACTUAL SERVICES
1.		\$ 0.00
2.		\$ 0.00
3.		\$ 0.00
4.		\$ 0.00
5.		\$ 0.00
6.		\$ 0.00
7.		\$ 0.00
8.		\$ 0.00
9.		\$ 0.00
10.		\$ 0.00
11.		\$ 0.00
12.		\$ 0.00
13.		\$ 0.00
14.		\$ 0.00
15.		\$ 0.00
16.		\$ 0.00
17.		\$ 0.00
18.		\$ 0.00
19.		\$ 0.00
20.		\$ 0.00
21.		\$ 0.00
22.		\$ 0.00
23.		\$ 0.00
24.		\$ 0.00
25.		\$ 0.00

Continued on next page...

Contractual / Subawards - continued

LINE #	ITEM	CONTRACTUAL SERVICES
26.		\$ 0.00
27.		\$ 0.00
28.		\$ 0.00
29.		\$ 0.00
30.		\$ 0.00
31.		\$ 0.00
32.		\$ 0.00
33.		\$ 0.00
34.		\$ 0.00
35.		\$ 0.00
36.		\$ 0.00
37.		\$ 0.00
38.		\$ 0.00
39.		\$ 0.00
40.		\$ 0.00
41.		\$ 0.00
42.		\$ 0.00
43.		\$ 0.00
44.		\$ 0.00
45.		\$ 0.00
46.		\$ 0.00
47.		\$ 0.00
48.		\$ 0.00
49.		\$ 0.00
50.		\$ 0.00
TOTAL CONTRACTUAL SERVICES		

CONSULTANT

Consultant Services (Fees): For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project.

LINE #	CONSULTANT SERVICES (FEES)	SERVICES PROVIDED	FEE	BASIS	QUANTITY	CONSULTANT SERVICES (FEE) COST
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						
TOTAL CONSULTANT SERVICES (FEES)						

Consultant - continued

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

Consultant- Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisitions Policy is used.

LINE #	CONSULTANT EXPENSES ITEMS	LOCATION	COST RATE	BASIS	QUANTITY	# OF TRIPS	CONSULTANT EXPENSES COST
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							
21.							
22.							
23.							
24.							
25.							
TOTAL CONSULTANT EXPENSES							

OCCUPANCY (Page 1)

This section of the application is for requesting reimbursement of rent, janitorial, maintenance, utility service charges, yard maintenance, and snow removal.

Read each section carefully, fill out information accurately, and provide all documentation as requested.

REIMBURSEMENT WILL BE BASED ON THE FOLLOWING FACTS		
Location of Property		
Owner of Property		
Total Square Footage of Area		

REIMBURSEMENT REQUEST FOR THE FOLLOWING COSTS OR SERVICES			
1.	Rent	Yearly Cost \$	\$ 0.00
Rent Includes: (Checkmark if applicable)			
<input type="checkbox"/>	Janitorial Services	<input type="checkbox"/>	Utilities
<input type="checkbox"/>	Yard	<input type="checkbox"/>	Snow

2.	Janitorial Maintenance	Yearly Cost \$	\$ 0.00
3.	Utilities	Yearly Cost \$	\$ 0.00
4.	Yard / Snow	Yearly Cost \$	\$ 0.00

OCCUPANCY COSTS	
-----------------	--

OCCUPANCY (Page 2)

REIMBURSEMENT WILL BE BASED ON THE FOLLOWING FACTS		
Location of Property		
Owner of Property		
Total Square Footage of Area		

REIMBURSEMENT REQUEST FOR THE FOLLOWING COSTS OR SERVICES			
1.	Rent	Yearly Cost \$	\$ 0.00

Rent Includes: (Checkmark if applicable)			
<input type="checkbox"/>	Janitorial Services	<input type="checkbox"/>	Utilities
<input type="checkbox"/>	Yard	<input type="checkbox"/>	Snow

2.	Janitorial Maintenance	Yearly Cost \$	\$ 0.00
3.	Utilities	Yearly Cost \$	\$ 0.00
4.	Yard / Snow	Yearly Cost \$	\$ 0.00

OCCUPANCY COSTS	
-----------------	--

TOTAL OCCUPANCY COSTS	
-----------------------	--

TELECOMMUNICATIONS

LINE #	TELECOMMUNICATION DESCRIPTION	QUANTITY	COST PER ITEM	TELECOM COST
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL TELECOMMUNICATIONS				

INDIRECT COSTS

Indirect Cost Rate Information

If your organization is requesting reimbursement for indirect costs on line 17 of the Budget Summary, please select one of the following options.

In order for your organization to be reimbursed for the Indirect Costs from the State of Illinois your organization must either:

- a. Have a negotiated federal Indirect Cost Rate; or
- b. Elect to use the de minimis rate of 10% modified for total direct costs (MTDC).

If no reimbursement is being requested please consult your program office regarding possible match requirements.

SELECT ONLY ONE							
<input type="radio"/>	1. Our Organization receives direct Federal funding and currently has a Negotiated Indirect Cost Rate Agreement (NICRA) with our federal Cognizant Agency. A copy of this agreement will be provided to the State of Illinois' Indirect Cost Unit for review and documentation before reimbursement is allowed. This NICRA will be accepted by all State of Illinois agencies up to any statutory, rule-based or programmatic restrictions or limitations.						
<input type="radio"/>	2. Our Organization currently has a Negotiated Indirect Cost Rate Agreement (NICRA) with the State of Illinois that will be accepted by all State of Illinois agencies up to any statutory, rule-based or programmatic restrictions or limitations. Our Organization is required to submit a new Indirect Cost Rate Proposal to the Indirect Cost Unit within 6 months after the close of each fiscal year pursuant to 2 CFR 200, Appendix IV(C)(2)(c).						
<input type="radio"/>	3. Our Organization currently does not have a Negotiated Indirect Cost Rate Agreement (NICRA) with the State of Illinois. Our organization will submit our initial Indirect Cost Rate Proposal (ICRP) immediately after our Organization is advised that the State award will be made no later than 3 months after the effective date of the State award pursuant to 2 CFR 200 Appendix (C)(2)(b). The initial ICRP will be sent to the State of Illinois Indirect Cost unit.						
<input type="radio"/>	4. Our Organization has never received a Negotiated Indirect Cost Rate Agreement and elects to charge the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely pursuant to 2 CFR 200.414(C)(4)(f) and 200.68.						
<input type="radio"/>	5. For Restricted Rate Programs, our Organization is using a restricted indirect cost rate that: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td>is included as a "Special Indirect Cost Rate" in the NICRA, pursuant to 2 CFR 200 Appendix IV(5); or</td> </tr> <tr> <td></td> <td>Complies with other statutory policies.</td> </tr> <tr> <td>RATE %</td> <td></td> </tr> </table>		is included as a "Special Indirect Cost Rate" in the NICRA, pursuant to 2 CFR 200 Appendix IV(5); or		Complies with other statutory policies.	RATE %	
	is included as a "Special Indirect Cost Rate" in the NICRA, pursuant to 2 CFR 200 Appendix IV(5); or						
	Complies with other statutory policies.						
RATE %							
<input checked="" type="radio"/>	6. No reimbursement of Indirect Cost is being requested						
Basic Negotiated Indirect Cost Rate Information (Use only if option 1 or 2, above is selected.)							
Period Covered by NICRA:	From: <input style="width: 150px;" type="text"/> To: <input style="width: 150px;" type="text"/>						
Approving Federal or State Agency:	<input style="width: 500px;" type="text"/>						
Indirect Cost Rate:	0.00% The Distribution Base Is: <input style="width: 150px;" type="text"/>						

INDIRECT COSTS

Indirect Cost Table

Indirect costs are allowed only if the applicant has federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

LINE #	DESCRIPTION	BASE	RATE	INDIRECT COST
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
TOTAL INDIRECT COSTS				

PROGRAM NARRATIVE

Provide a brief description of the proposed activities that summarizes the use of the grant award. Please note that all grant activities must come from one of the three eligible grant programmatic categories. The eligible grant programmatic categories consist of:

1. Writing or Updating hazardous materials transportation plans
2. Exercising the hazardous materials transportation plans
3. Commodity Flow Studies.

During the FFY 19-22 HMEP grant performance period, Champaign County will update the HAZMAT transportation plans on an annual basis including all information gathered from hazard analysis, commodity flow studies, exercises, and actual incidents.

Champaign County will have a HMEP planner (Deputy Coordinator) that is dedicated to updating the plans, along with coordinating the HAZMAT transportation exercise.

Champaign County will conduct exercises along with partners in Douglas county that will be a train derailment simulation involving multiple hazardous materials. Champaign And Douglas counties will first conduct a table top exercise and if funding permits a functional or full scale exercise could also be conducted.

Also, Champaign County will partner with Douglas county on a commodity flow study that will be conducted using a company that specializes in commodity flow studies-Douglas County will be the primary county.

The results of exercises and commodity flow study will be shared with IEMA, as well as incorporated into the HAZMAT transportation plan updates.

Champaign County will also send the HMEP planner, and LEPC members to both the Winnebago LEPC workshop/exercise and the LEPC/SERC sessions at the IEMA training summit during the 3 year grant performance period.

All activities that will be conducted during the 3 year performance period are budgeted and listed in the categories above and will be completed by September 30, 2022.

FFATA

The "Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. The intent is to empower every American with the ability to hold the government accountable for each spending decision. The end result is to reduce wasteful spending in the government. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is www.USASpending.gov."

<p>Q1. In your business or organization's previous fiscal year, did your business or organization (including parent organization, all branches and affiliates worldwide) receive (1) 80% or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants and/or cooperative agreements and (2) \$25,000,000 or more in annual gross revenue from U.S. federal contracts, subcontracts, loans, grants, subgrants and/or cooperative agreements?</p> <p>If Yes, must answer Q2 below.</p> <p>If No, you are not required to provide data.</p>	No
<p>Q2. Does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Security Exchange Act of 1934 (5 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue code of 1986 (i.e., on IRS Form 990)?</p> <p>If No, you must provide the data. Please fill out the rest of this form.</p>	Yes
Please provide names and total compensation of the top five officials:	

\$ 0.00
\$ 0.00
\$ 0.00
\$ 0.00
\$ 0.00

Programmatic Risk Assessment Questionnaire

The purpose of this assessment is to evaluate the programmatic risk of the applicant. Limited program experience, protocols and internal control governing program delivery will increase an applicant's degree of risk but will not prohibit the applicant from becoming a grantee.

The programmatic risk assessment questionnaire includes 5 risk categories:

1. Quality of management systems
2. History of performance
3. Reports and findings from audits performed
4. Applicant's ability to effectively implement statutory, regulatory or other requirements
5. Agency and/or program-specific questions

Patterns or trends in programmatic risk will influence Grants Accountability and Transparency Act (GATA) training as well as the agency's monitoring plan. Appropriate support must be provided by Grants Accountability and Transparency Unit (GATU) and the agency to build grantee capacity.

Administering the Programmatic Risk Assessment

- A. The awarding agency adds program-specific references to questions in Sections 1-4, where applicable, and agency and/or grant-specific questions under section 5. The awarding agency is responsible to ensure the applicant understands that their responses are to be specific to the associated program.
- B. The programmatic risk assessment questionnaire is distributed to the applicant by the agency prior to an awarding decision.
- C. The applicant returns the completed questionnaire to the awarding agency following the agency's protocol.
- D. The agency communicates the applicable specific condition(s) through the Notice of State Award (NOSA) and Uniform Grant Agreement (UGA).

To comply with federal risk assessment requirements of 2 CFR 200.205, the state awarding agency must review the programmatic risk posed by applicants. Illinois utilizes this programmatic risk assessment questionnaire to comply with the federal requirement.

1. Quality of Management Systems

1.1 Do you have written policies and procedures that guide program delivery on the topics of:

a.	Program outcome tracking and reporting mechanisms	Yes
b.	Relevant documentation of services/goods delivered	Yes
c.	Staff management policies and procedures	Yes
d.	Standards of conduct re: selection, award, or administration of grants	Yes
e.	Real or perceived conflict of interest re: selection, award, or administration of grants	Yes
f.	Complaint/grievance resolution policies and procedures	Yes
g.	Safeguarding funds, property and other assets against loss from unauthorized use of disposition.	Yes
h.	Management of grant terms	Yes
i.	Written approval from funding agency when key personnel change	Yes
j.	Written approval from funding agency when program scope changes	Yes

1.2 Do you have internal controls that govern program delivery on the topics of:

a.	Quality assurance reporting	Yes
b.	Unit costs, expense analysis/management	Yes

1.3 How many years of experience does the project leader have managing the scope of services required under this program?

More than five years

1.4 Does the organization have a time and effort system to track program-specific work performed?

		Yes
a.	Does the system record all time worked, including time not charged to awards?	Yes
b.	Does the system include sign-off by the employee and supervisor?	Yes

1.5 Are program payments based on a rate or unit of service?

		Yes
a.	Does the organization have written procedures to ensure accurate invoicing?	Yes
b.	Does a second person sign-off on the invoice?	Yes

1.6 Does the program have match or related requirements?

		Yes
a.	Does the organization have written procedures for match reporting?	Yes
b.	Does a second person sign-off on match reporting?	No

1.7 Is the organization prepared to utilize periodic performance reports to communicate program outcomes?

Performance reports are an established part of grant management procedures.

2. History of Performance

2.1 How many years of experience does your organization have with grants of comparable scope and/or capacity?

More than five years

2.2 During your last two fiscal years, how frequently has the organization submitted project performance reports on time?

Always

2.3 Does your organization have performance measurements that tie to financial data?

Yes

2.4 Have there been any significant changes in your organization in the last fiscal year related to program delivery:

a.	Management / leadership personnel	No
b.	Reorganization or parent / subsidiary relationships	No
c.	Significant changes in programs grant funded	No
d.	Statutory or regulatory requirements imposed on your organization type	No

2.5 Will a sub-grantee/sub-recipient / sub-award be utilized to manage, administer or complete the project?

No

2.6 What responsibilities will the sub-grantee/sub-recipient/sub-award perform under this program?

a.	Participant eligibility determination	N/A
b.	Case management	N/A
c.	Performance reporting	N/A
d.	Financial reporting	N/A
e.	Invoicing	N/A
f.	Other	N/A

2.7 What percentage of grant funds does your organization anticipate passing to Sub-Grantees Sub-Recipients/Sub-Awards?

N/A

2.8 Does your organization have an implemented policy for Sub-Grantee/Sub-Recipient monitoring?

N/A
If YES, does it include:
N/A

3. Reports and findings from audits performed

- 3.1 During the last two fiscal years, has your organization been out of compliance with programmatic terms and conditions of awards?

No occurrences of non-compliance

- 3.2 Have corrective actions been implemented within the specified timeframe?

N/A

- 3.3 Have there been findings regarding conflict of interest within the last two fiscal years?

No

- 3.4 Has your organization ever been subject to specific conditions due to program issues?

No

4. Applicant's ability to effectively implement statutory, regulatory or other requirements

- 4.1 To what extent does your organization have policies to ensure programmatic expenses are reasonable, necessary and prudent (sensible)?

Policies are implemented and followed

- 4.2 To what extent does your organization have policies to ensure programmatic activities are allowable?

Policies are implemented and followed

- 4.3 Has the organization been out of compliance with any statutory, regulatory or other requirements of grant funding within the last two fiscal years?

No

5. Agency and/or Program-Specific Questions

5.1 Has your organization identified local matching requirements, and level of effort requirements related to program delivery?

	Yes
--	-----

5.2 Has your organization standardized local matching requirements tracking mechanism?

	Yes
--	-----

5.3 Has your organization attended grant compliance training? [LINK](#)

	Yes
--	-----

5.4 Is your organization familiar with the Grantee Compliance Enforcement System? [LINK](#)

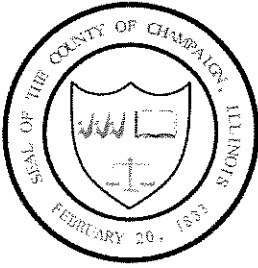
	Yes
--	-----

CERTIFICATION

By submitting this application, I certify to the best of my knowledge and belief that the information is true, complete and accurate and that any false, fictitious or fraudulent information or the omission of any material fact could result in the immediate termination of my grant award(s).

Executive Director Or Equivalent			
First Name:	Darlene	Last Name:	Kloeppel
Title	County Executive		
Email:	dkloeppel@co.champaign.il.us	Phone:	(217) 384-3776

Remittance Address			
Street:	1776 E. Washington St.		
City:	Urbana		
State	Illinois	Zip	61802



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloepfel, County Executive

MEMORANDUM

TO: County Board Members
FROM: Darlene Kloepfel, County Executive
DATE: May 14, 2019
RE: Recommended Board/Committee Appointments

Pursuant to the Executive's authority to make county appointments to governmental and community boards and committees with County Board approval and following an interview with all applicants received for open positions (*incumbents noted in italics*), I am recommending appointment of the following persons to fill vacancies on these boards and committees:

Board of Review (D) Term 6/1/2019-5/31/2022

- *Paul Sailor* (D) – reappointed

Farmland Assessment Review Committee – Term 6/1/2019-5/31/2023

- *Steve Moser* – reappointed

Urbana-Champaign Sanitary District (D) – Term 6/1/2019-5/31/2022

- *Jennifer Putman* (D) – reappointed

Public Water Districts – Terms 6/1/2019-5/31/2024

- Dewey Community Public Water District
David Hudson – reappointed
- Penfield Water District
Elizabeth Cropper – reappointed
Dick Willfong – reappointed
- Sangamon Valley Public Water District
No applications have been received.

Yearsley Cemetery Association – 1 Unexpired Term Ending 6/30/2023

- *Mary Lakey* - appointed

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

NAME: Paul J. Sallor

ADDRESS: 615 Crestview Dr. Champaign IL 61822

Street City State Zip Code

PHONE: 217-398-0100

EMAIL: _____

Check Box to Have Email Address Redacted on Public Documents

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

NAME OF APPOINTMENT BODY OR BOARD: Board of Review

BEGINNING DATE OF TERM: 06/01/2019 **ENDING DATE:** 05/31/2021

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

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

I have served on the Champaign County Board of Review since June 1, 2017. I have enjoyed many opportunities to assist community residents in arriving at the proper assessed value for their properties. My 20 plus years of experience in the real estate appraisal business has proven invaluable in this pursuit. More than 30 years of experience as a Realtor has helped me achieve an easy rapport with members of the public. Allowing appellants a platform and time to present their argument in a comfortable setting helps them to feel recognized, and their input respected. I have completed many continuing education courses in anti-discrimination and ethics, among other topics, over the course of my career. I take my position seriously as a public servant!

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

The Board of Review has several purposes. One is to evaluate and make recommendations for Exemption Requests. Exemptions are available for Owner Occupied Primary Residence, Rental Properties (with proper term and wording in lease agreement), Senior exemptions, Senior exemption freeze, Handicap exemption and others. The Board of Review is to identify properties which have not been taxed. Perhaps our most public responsibility is to meet with property owners to discuss and process their Assessment Complaints. Property owners (appellants) may submit Complaint forms between July 1st and September 10th of each year. As a Board of Review Member, I have met with many appellants, assisted in completing Complaint forms and advised best practices to proceed. My colleagues and I made decisions on over 1,500 complaints in 2018. I look forward to continuing to help residents of our community!

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

The Board of Review operates from an office in the Champaign County Brookens Administrative Center, 1776 E. Washington St., Urbana, IL. The Board of Review consists of three members, each with a specific roll. Zebo Zebe is our chair, Elizabeth Burgener-Patton is our OMA/FOIA officer and I am the Secretary. We all share many of our duties, which include viewing properties throughout the county, for which Complaints have been filed. The Board of Review has a direct affiliation with the Supervisor of Assessments. The Champaign County Supervisor of Assessments, Paula Bates, is the clerk of the Board of Review. Our offices interact seamlessly in many respects. The Board of Review has the duty of correcting assessed values, which would directly affect property tax amounts for property owners.

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
Fire, Cemetery, Water, & Farmland Assessment

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Steve Moser

ADDRESS: 1860 C.R. 1400W Urbana IL 61802
Street City State Zip Code

EMAIL: _____ PHONE: 217-369-7565

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Farm Land Ass. Committee

BEGINNING DATE OF TERM: May 31 2019-23 ENDING DATE: 2023

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

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

I have farmed in Champaign Co. for 50 years
I was a real estate Broker for 35 years in IL.
I was a bank farm manager for 10 years in Urbana

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

I have served on this committee for 8 years
and the county board for 20 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:

Steve Moser
Signature

3/19/19
Date

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

NAME: Jennifer Putman

ADDRESS: 402 W. Delaware Avenue Urbana IL 61801
Street City State Zip Code

EMAIL: jenny-p@sbcglobal.net PHONE: (217) 337-1148

Check Box to Have Email Address Redacted on Public Documents

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

NAME OF APPOINTMENT BODY OR BOARD: Urbana-Champaign Sanitary District

BEGINNING DATE OF TERM: June 1, 2019 ENDING DATE: May 31, 2022

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

The best qualification for continuing service with the District is the hands-on, practical knowledge gained over 8 years as Trustee. The District's team of chemists and biologists, engineers, and hydrologists helped me over the wastewater management learning curve with which I began service as Trustee in 2011. My degree in Urban Planning, 10 years as Certified Illinois Assessment Official, and 30 years as member of the Champaign County Board are further qualifications.

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 best trustees draw on their education, professional training, and unique life experiences in helping to set policy that will guide a public agency in fulfilling its mission. I see myself continuing to carry out this role in collaboration with fellow trustees, and as a colleague who has developed the greatest respect for the dedication, accomplishments, and judgment of the District's Executive Director, managers, and supervisors.

continues on next page

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

As Trustee with 8 years' experience, I am knowledgeable of the District's property holdings, management, staff, and fees. (I, myself, am an Urbana-Champaign Sanitary District customer - one who has chosen online bill payment as the preferred method for making U-CSD service payments.)

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.

Jennifer Putman
Signature

April 12, 2019
Date

2. Role of Trustee (continued)

Another responsibility I've accepted in my role as District Trustee is that of providing an aspect of accessibility to members of the public who (for whatever reason) may not feel comfortable raising their concerns with those regarded as "official" District staff. In being accessible to the public, Trustees can present an easy-to-approach "face" of the District.

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

Fire, Cemetery, Water, & Farmland Assessment

PLEASE TYPE OR PRINT IN BLACK INK

NAME: David Hudson

ADDRESS: 412 Railroad Dewey IL 61840
Street City State Zip Code

EMAIL: _____ PHONE: 217-979-9104

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: President of Dewey Water Board

BEGINNING DATE OF TERM: 6/1/19 ENDING DATE: 5/31/24

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 the dewey water board as President for over 5+ years

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

I know the ends & starts of the water plant operations and the monthly billing. I was a board member before I was president on the board.

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 intended to provide information.) Yes No If yes, please explain:

[Signature]
Signature

3-25-19
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Elizabeth Cropper

ADDRESS: 108 Walnut Street Pentfield IL 61862
Street City State Zip Code

EMAIL: algebraartist74@gmail.com PHONE: 217-474-9068

Check Box to Have Email Address Redacted on Public Documents

Pentfield Water District
Trustee

NAME OF APPOINTMENT BODY OR BOARD: _____

BEGINNING DATE OF TERM: 06-01-19 ENDING DATE: 05-31-2024

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 had experience reading water meters for the last year
since I have been in the position I am also a Human Resource
coordinator who works on payroll at my store so I constantly have
to ensure accurate information.

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

I would be reading water meters comparing usage of water
on the current quarter versus the previous quarter and letting
someone know if there is something unusual with the numbers.
This might indicate a broken meter or a pipe burst.

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:

Elizabeth Cropper
Signature

3/9/19
Date

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Richard A. Wilfong "Dick"

ADDRESS: 401 S East St Pennfield IL 61862
Street City State Zip Code

EMAIL: none PHONE: 617-495-0997

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Pennfield
Water - Trustee

BEGINNING DATE OF TERM: 05-01-19 ENDING DATE: 05-31-24

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 Board for a year. Reads water
meters, ^{Quarterly} assists with minor water
leaks + repairs.

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

none - Attends monthly meetings, Resident
of Pennfield for several 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:

Richard A. Wilfong
Signature

3/14/19
Date

2605 Appaloosa Lane
Mahomet, IL 61853

April 11, 2019

Darlene Kloeppe
County Executive
Office of the Champaign County Executive
1776 East Washington Street
Urbana, IL 61802

Dear Ms. Kloeppe:

This letter is to inform you that I wish to resign my position as a member of the Board of Directors of the Sangamon Valley Public Water District. I have enjoyed my responsibilities as a Board member and the relationships I developed with the other SVPWD Board members. Now I feel it's time for other members of the community to step up and participate in SVPWD matters.

Thank you for the opportunity to serve.

Sincerely,

Robert Guthrie

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Mary E. Lakey

ADDRESS: 4014 Clubhouse Drive, Champaign, Illinois 61822
Street City State Zip Code

EMAIL: _____ PHONE: 217-365-4556

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Yearsley Cemetery

BEGINNING DATE OF TERM: unexpired term ENDING DATE: 6/30/2023

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, CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

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

Decendant of Yearsley Family. Born and raised in Somer Township, Champaign, County

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

Considerable

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:

Mary E. Lakey
Signature

April 1, 2019
Date



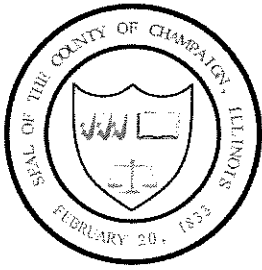
Aaron Ammons
Champaign County Clerk
Champaign County, Illinois

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

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

COUNTY CLERK
MONTHLY REPORT
APRIL
2019

Liquor Licenses & Permits	105.00
Civil Union License	0.00
Marriage License	4,130.00
Interests	23.10
State Reimbursements	-
Vital Clerk Fees	23,776.00
Tax Clerk Fees	5,691.29
Refunds of Overpayments	-
TOTAL	33,725.39
Additional Clerk Fees	1,312.00



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloeppel, County Executive

MONTHLY HR REPORT

April 2019

VACANT POSITIONS LISTING

*** Highlighted vacancies are new this month			HOURLY	REG	REGULAR	FY 2019	FY 2019
FUND	DEPT	JOB TITLE	RATE	HRS	SALARY	HRS	SALARY
80	16	Administrative Assistant	15.96	1950	\$31,122.00	1957.50	\$31,241.70
80	22	Director of Training	22.60	1950	\$44,070.00	1957.50	\$44,239.50
80	22	Technology Specialist	29.84	1950	\$58,188.00	1957.50	\$58,411.80
80	25	Tax Map Technician	17.91	1950	\$34,924.50	1957.50	\$35,058.83
80	28	PC Applications Programmer	32.28	1950	\$62,946.00	1957.50	\$63,188.10
80	30	LEGAL CLERK	14.04	1950	\$27,378.00	1957.50	\$27,483.30
80	30	SENIOR LEGAL CLERK	14.52	1950	\$28,314.00	1957.50	\$26,817.75
80	30	Trainer/Application Assistant	17.16	1950	\$33,462.00	1957.50	\$33,590.70
80	40	Deputy Sheriff--Patrol	24.27	2080	\$50,481.60	2088.00	\$50,675.76
80	40	Deputy Sheriff--Street Crime	32.62	2080	\$67,849.60	2088.00	\$68,110.56
80	41	ADMIN LEGAL SECRETARY (civil division)	17.50	1950	\$34,125.00	1957.50	\$37,192.50
80	41	Assistant State's Attorney	25.81	1950	\$50,329.50	1957.50	\$50,523.08
80	41	First Assistant State's Attorney	56.12	1566	\$87,883.92	1566.00	\$87,883.92
80	42	Deputy Coroner	18.22	2080	\$37,897.60	2088.00	\$38,043.36
80	140	Clerk	13.70	1950	\$26,715.00	1957.50	\$26,817.75
80	140	Clerk	14.36	1950	\$28,002.00	1957.50	\$28,109.70
80	140	Part-Time Master Control Officer	16.57	1040	\$17,232.80	1044.00	\$17,299.08
80	141	LEGAL SECRETARY	14.52	1950	\$28,314.00	1957.50	\$28,422.90
83	60	Highway Maintenance	28.22	2080	\$58,697.60	2088.00	\$58,923.36
630	30	Financial Manager	22.60	1950	\$44,070.00	1957.50	\$44,239.50
850	111	GIS Technician	19.93	1950	\$38,863.50	1957.50	\$39,012.98
-- TOTAL --						\$890,866.62	\$895,286.12

UNEMPLOYMENT REPORT

Notice of Claim
Nursing Home – 5
Head Start – 2

Benefit Determination Received
RPC – 1 – benefit denied

Notice of Appeal
County Clerk - 1

PAYROLL REPORT

APRIL PAYROLL
INFORMATION

4/12/2019

4/26/2019

<u>Pay Group</u>	<u>EE's Paid</u>	<u>Total Payroll \$\$</u>	<u>EE's Paid</u>	<u>Total Payroll \$\$</u>
General Corp	524	\$982,394.69	526	\$1,005,176.25
Nursing Home	179	\$401,353.36	1	\$619.20
RPC/Head Start	260	\$347,758.78	262	\$348,495.37
Total	963	\$1,731,506.83	789	\$1,354,290.82

HEALTH INSURANCE/BENEFITS REPORT

Total Number of Employees Enrolled: 659

General County Union (includes AFSCME & FOP):

Single 209; EE+spouse 30; EE+child(ren) 66; Family 19; waived 67

Non-bargaining employees:

Single 124; EE+spouse 36; EE+child(ren) 40; Family 11; waived 57

Life Insurance Premium paid by County: \$1,640.21

Health Insurance Premium paid by County: \$364,464.32

TURNOVER REPORT

Turnover is the rate at which an employer gains and loses employees. To get the best picture for turnover the calculations are based on rolling year averages.

General County

April 2019: 1.20% average over the last 12 months

April 2019: 7 out of 581 Employees left Champaign County: 6 resignations, 1 dismissal

WORKERS' COMPENSATION REPORT

<u>Entire County Report</u>	<u>April 2019</u>	<u>April 2018</u>
New Claims	5	10
Closed	3	2
Open Claims	34	49
2019 Year To Date Total	25	36

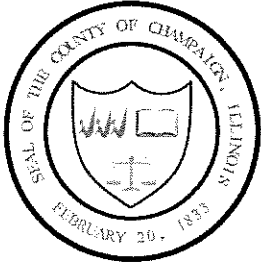
EEO REPORT

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

April 2019 Monthly EEO Report General County Only	Assistant State's Atty State's Attorney	Clerk Sheriff	Systems Administrator Information Technologies	Systems Upgrade PM Administrative Services	Tax Map Technician Assessments	Technician GIS	
Total Applicants	8	57	18	4	1	23	8
Male	5	9	15	2	1	13	45
Female	3	46	2	1		9	61
NonBinary			1	1		1	
Undisclosed		2					2
Hispanic or Latino	1	2	1	0	0	1	5
White	6	31	14	4	1	16	72
Black or African-American	1	16	2	0	0	1	20
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0
Asian	0	2	0	0	0	3	5
American Indian or Alaska Native	0	0	0	0	0	0	0
Two or more races	0	5	1	0	0	1	7
Undisclosed	0	1	0	0	0	1	2
Veteran Status	0	0	3	1	0	1	5

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

Agendas Posted	5	Meetings Staffed	2	Minutes Posted	1
Appointments Posted	1	Notification of Appointment	1	Contracts Posted	3
Calendars Posted	5	Resolutions Prepared	41	Ordinances Prepared	1



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloepfel, County Executive

MEMORANDUM

TO: County Board Members
FROM: Darlene Kloepfel, County Executive
DATE: May 14, 2019
RE: Recommended County Policy Changes

Periodically, county policies are reviewed and updated in order to remain current with laws and best practices that may have changed since the last update.

At the recommendation of our outside auditor, the County Auditor and Executive's Deputy for Administration developed and posted procedures for reporting fraud and abuse on the Auditor's web page at <http://www.co.champaign.il.us/Auditor/FraudAbuse.php>. Also new, our upgraded KRONOS payroll system offers a module that in future will allow employees to electronically sign off on policies as they read them for a paperless tracking.

Attached are the policies which the County Board has authorized for compliance by all county employees and County Board Members, because the county owns all county facilities and the county's information technology (IT) network to which these policies relate. Changes incorporate suggestions made by Department Heads and were reviewed by the Office of the State's Attorney.

County Internet Policy – This policy was updated by removing large signature pages for County Officials that simply noted these policies did not apply to various departments because they had different or more stringent policies in place (i.e., Sheriff's Office, Courts, etc.). What remains are policies that apply to all users of the county's internet. The other departments maintain additional policies within their departments that are applicable to their requirements.

County Drug Policy – This policy was updated by adding language to specifically address the use of cannabis on county property, because of recent changes in legalization of cannabis for medical purposes.

Travel Policy – This policy is inclusive of the County Board Member travel. It was updated to eliminate duplicative language and several examples and procedures that instead should appear in the County Auditor's annual procedural memo regarding changes to the *per diem* rates or where to charge certain items in the accounting system.

We are recommending these policy updates to the Board for approval.

**** DRAFT ****

CHAPTER 10 – DRUG AND ALCOHOL FREE WORKPLACE

Champaign County is committed to programs that promote safety in the workplace, employee health and well-being and citizens' confidence. Employee involvement with drugs and alcohol can adversely affect job performance and employee morale, jeopardize employee safety, and undermine citizens' confidence.

The County's goal, therefore, and the purpose of this policy, is to establish and maintain a healthy and efficient workforce free from the effects of drug and alcohol abuse. Consistent with this goal and commitment, and in response to the requirements of the Drug-Free Workplace Act (30 ILCS 580/1-11), Champaign County has established this policy statement.

10-1 Prohibition of all illegal substances – The unlawful possession, consumption, use, dispensation, distribution, or manufacture of illegal substances by employees while conducting County work, or when on property that is owned, operated, leased by, or under the control of the County, is strictly prohibited.

10-2 Prohibition of being under the influence – The conducting of County work or being on property that is owned, operated, leased by, or under the control of the County while under the influence of alcohol, cannabis, illegal drugs, or any substances that adversely affect the employee's ability to safely perform job duties, is strictly prohibited.

10-3 Special CDL compliance requirement – All County employees who are required to have a Commercial Driver's License must comply with Federal Motor Carriers Safety Administration testing regulations found in 49 CFR parts 40 and 382.

10-4 Prescribed medications – This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medication's effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor. Medical documentation of restrictions or necessary safety precautions may be required.

10-5 Proactive intervention – The County encourages any employee who feels they may have a drug or alcohol problem to contact his or her immediate supervisor or the Insurance Specialist for assistance. The County will, at the employee's request, refer him or her to the employee's designated healthcare provider for information or professional assistance. All communications will be strictly confidential. Employees will not be subject to discipline for seeking such assistance prior to detection. However, this will not thereafter excuse violations of policies for which the employee is subject to discipline.

10-6 Conditions of employment – As a condition of employment, Champaign County requires that all employees: (1) acknowledge receipt of the Champaign County's Drug and Alcohol Policy; (2) agree to abide by the terms and conditions of this policy; and (3) agree to notify the Department Head of my department of any conviction for a violation of a criminal drug statute no later than five days after conviction. Also, as a condition of employment, Champaign County requires that all employees acknowledge that any employee who violates this policy will be required to enroll in a drug and alcohol counseling, rehabilitation, or assistance program in order to be considered for continued employment; documentation of successful completion of a required program may be required.

10-7 Progressive discipline not applicable – Any other disciplinary methods used by the County may not apply to violations of this drug and alcohol policy. If while in violation of this policy an employee harms County property or another person, Champaign County will take appropriate action against such employee, up to and including termination of employment. If Champaign County receives notice from an employee of a conviction of a violation of a criminal drug statute, Champaign County will take appropriate action against such employee, up to and including termination of employment. Any employee who violates this policy for a second time will be discharged.

ORDINANCE NO. 652

**AN ORDINANCE ESTABLISHING INFORMATION TECHNOLOGY RESOURCES
POLICY AND PROCEDURES**

Adopted by the Champaign County Board on May 21, 2002
Revised March 18, 2010
Revised February 20, 2014
Revised August 20, 2015
Revised _____, 2019

WHEREAS, the Champaign County Board deems it advisable to maintain the Champaign County Information Network for use by Champaign County Offices and Departments; and

WHEREAS, the Champaign County Board deems it advisable to establish a policy and procedures governing the use and development of the Champaign County Information Network;

NOW, THEREFORE, BE IT ORDAINED by the Champaign County Board, that the policy and procedures for the Champaign County Information Network are as follows:

Article I. Scope

Every user of Information Technology Resources (ITR) and the Champaign County Information Network (CCIN) will read, understand, and sign a consent form holding them responsible to abide by the policies and procedures outlined in this document.

This policy governs, without limitation, the following forms of communications: e-mail; internet access; use of the World Wide Web; and use of the intranet.

Article II. Definitions

1. **Champaign County Information Network (CCIN):** An in-house intranet ~~the that~~ serves the employees of Champaign County. An Intranet is not a site that is accessed by the general public.
2. **Copyright:** A form of legal protection that grants certain exclusive rights to the author of a program or the owner of the copyright.
3. **Data:** the words, numbers, and graphics that describe people, events, things and ideas.
4. **Downloading:** The process of transferring a copy of a file from a remote computer to another computer's disk drive.

5. **Elected official / Office:** Includes the Champaign County Auditor, Sheriff, State's Attorney, Coroner, Recorder, Treasurer, County Clerk, ~~and Circuit Clerk, and County Executive~~. Unless context requires otherwise, it includes the Presiding Judge (with respect to his authority over the Courts and Court Services) and any other department or office given statutory control over its own operations.
6. **Electronic Mail (E-Mail):** A typed message or image sent electronically from one user to another.
7. **E-Mail Attachment:** A file such as a document, worksheet, or graphic that travels through the e-mail system along with e-mail messages.
8. **Encryption:** To put into code or cipher or to scramble access codes to computerized information so as to prevent unauthorized access.
9. **Information Technology Resources (ITR):** Includes, but is not limited to computers, databases, software, servers, and the Champaign County Information Network (CCIN); files, folders, and documents; Internet access and web pages; and electronic mail including both Intranet and Internet.
10. **Internet:** A collection of local, regional, national, and international computer networks that are linked together to exchange data and distribute processing tasks.
11. **Intranet:** An infrastructure using Web technology that businesses use for internal communication.
12. **Network:** A group of connected computers that allow users to share information.
13. **Patent:** A grant made by a government that confers upon the creator of an invention the sole right to make, use, and sell that invention for a set period of time.
14. **Server:** A computer and software that make data available to other computers.
15. **Software License:** A legal contract that defines the ways in which you may use a computer program.
16. **Trademark:** A name, symbol, or other device identifying a product, officially registered and legally restricted to the use of the owner or manufacturer.
17. **Virus/malware:** A program designed to attach itself to a file, reproduce, and spread from one file to another, destroying data, displaying an irritating message, or otherwise disrupting or rendering a computer system useless.
18. **Use:** Includes, but is not limited to transmitting; uploading; downloading; cutting, pasting and copying; forwarding or retransmitting; attaching to e-mail messages; attaching to chat messages; posting in a public access area; printing; saving to disk or other storage medium; and sending by FAX.

Article III. General Conditions of Use

- A. **Applicability:** The conditions of this Article are applicable to all who use Information Technology Resources (ITR) and the Champaign County Information Network (CCIN)
- B. ~~Administrative Services~~Champaign County Information Technology Department (CCIT): ~~Administrative Services~~CCIT shall perform functions including the following:
1. Permitting Champaign County Employee's access to the mainframe computer menus, intranet, and Internet with passwords pursuant to Elected Official or Department Head approval.
 2. Programming for all Champaign County Departments and Elected Offices using Champaign County's mainframe computer, subject to criteria set forth by Elected Officials, the Presiding Judge, and in the case of County Departments within the jurisdiction of the ~~County Board~~, ~~Administrative Services~~County Executive, the County Executive.
 3. Establishing criteria for hardware and software vendors, subject to needs identified by Elected Officials, the Presiding Judge, and, in the case of County Departments within the jurisdiction of the ~~County Board~~, ~~Administrative Services~~County Executive, the County Executive. ~~Administrative Services~~CCIT may not deny a request to install specific hardware or software to be paid for by the Office or Department requesting it, but may require that it not be hooked up to the CCIN if it determines that its use on the CCIN would compromise the CCIN.
 4. Consultation with Department Heads, the Presiding Judge, and Elected Officials on ITR.
 5. Installation and removal of software, upon demand of Elected Officials, the Presiding Judge, and, in the case of County Departments within the jurisdiction of the ~~County Board~~, ~~Administrative Services~~County Executive, the County Executive.
 6. Backing up all information stored on Servers and AS/400s on a regular basis.
 7. Ensuring data storage practices comply with the Local Records Act (50 ILCS 50/205).
- C. **Autonomy of Elected Officials and Courts**
1. Nothing in this policy shall give ~~Administrative Services~~CCIT the authority to determine the ITR needs of any Elected Office or the Courts.

- a. Elected Officials and the Presiding Judge shall determine the ITR needs of their own offices, given the budget and operations of their offices, and ~~Administrative Services~~CCIT shall work with Elected Officials to implement the ITR resources which those Officers or the Presiding Judge determine are necessary;
 - b. If ~~Administrative Services~~CCIT determines an installation request of an Elected Official or the Presiding Judge would compromise the CCIN, ~~Administrative Services~~CCIT may require that the software or program be installed on a stand-alone computer, not hooked up to the CCIN.
2. Nothing in this policy shall subject any Elected Official or the Presiding Judge to any other policy referred to herein, unless that policy has already been specifically adopted by that Elected Official.
 3. No data on CCIN (other than public records) in the possession of any Elected Office or the Courts may be accessed through CCIN by ~~Administrative Services~~CCIT, the Courts, or any other Department or Office without the express and specific approval of the relevant Elected Official.
 4. Nothing contained in this policy limits the power of Elected Officials to adopt their own policies regarding use of CCIN or ITR.

D. Privacy and Monitoring

1. Champaign County respects the privacy of its employees. However, employee privacy does not extend to work related conduct or to use of ITR.
2. Employees are advised that, subject to approval of the relevant Elected Official or Presiding Judge (if applicable), Champaign County reserves the right to access, monitor, and disclose all Intranet and Internet e-mail, Internet usage and web sites visited, and any information stored on Champaign County computer systems at any time with or without notice to employees. Employees should recognize that Web Sites visited and the amount of time the Web Site was visited, will be logged and monitored for appropriate use.
3. Employees should recognize that electronic information might be used in disciplinary proceedings, may be referred to the Sheriff's Office or other government agencies for criminal investigation, may be subpoenaed for legal proceedings, and may be subject to Freedom of Information Act requests. Any disciplinary or corrective action taken with respect to misuse of LEADS will be reported in writing to the relevant LEADS administrator.
4. Employees should assume that any e-mail or Internet communication, whether business- related or personal, created, sent, received, or stored on the CCIN

might be read or heard by someone other than the intended recipient, including but not limited to the Department Head or Elected Official for the office in which the message was created.

5. Employees should recognize that e-mail messages deleted from the system might be retrieved from the computer's back-up system. Messages that were previously deleted can be recreated, printed out, or forwarded to someone else without the employee's knowledge.
6. Champaign County reserves the right to modify, delete, and disclose any information on their ITR with or without employees consent.

E. Discipline

1. Department Heads and Elected Officials are solely responsible for disciplinary actions, subject to any applicable collective bargaining agreements or policies.
2. Violations of the ITR Policy and Procedures may result in disciplinary action, up to, and including, dismissal from employment and, if applicable, possible criminal or civil penalties or other legal action.

F. Disclaimers of Liability

The Internet and Internet e-mail provide access to significant amounts of information, some of which contains offensive, sexually explicit materials or materials that are otherwise inappropriate or offensive. It is difficult to avoid contact with this material. Therefore, employees who access the Internet and Internet e-mail do so at their own risk. Champaign County will not be responsible for material viewed, downloaded, or received in e-mails by employees accessing the Internet.

Nothing in this policy is intended or should be construed as an agreement and or contract, express or implied.

G. Computer Access

1. Department Heads and Elected Officials will authorize which employees have access to the Champaign County computers, mainframe computer menus, CCIN, e-mail, and Internet access.
2. Department Heads and Elected Officials will determine the level of access to the CCIN, e-mail, internet, intranet, and mainframe menus to which employees will have access.
3. ~~Administrative Services~~ CCIT, Elected Officials, and Department Heads will determine which employees have ~~Internet~~ remote access to Champaign County Computer systems.

H. Passwords

1. Department Heads and Elected Officials will forward new employee requests for passwords for mainframe computer menus, CCIN, Internet access, and level of access permissions to Administrative Services.
- ~~2. Screensavers shall not be password protected, unless the Department Head, Elected Official, or Presiding Judge has been given the password.~~
2. Employees may be required to give passwords they use and/or have created or changed ~~give their password~~ to Administrative Services/CCIT or the Department Head or Elected Official in charge of their Department or Office. Otherwise, Employees should never share or reveal their password for access to CCIN, mainframe computer menus, e-mail, or Internet. Employees are advised that they are solely responsible for actions conducted under their password or with their user name. Do not let unauthorized individuals have access to or use Champaign County's e-mail, or access to the Internet through Champaign County's ITR.
3. Employees will sign off or log off the CCIN, the Internet, and county mainframe menu when not using them. Employees should sign off ~~or log off~~ or lock the computer when not in the physical presence of the computer to which they have access. Employees should recognize that signing off Champaign County mainframe menus (currently Selection 90) does not sign them off of the e-mail network or Internet Access.
4. Assignment or use of passwords for access does not create any right or expectation of privacy.
5. Whenever possible computer passwords should be a minimum of 8 characters long and should consist of at least one upper case letter, one lower case letter, and tow numbers. All user level passwords shall be changed a minimum of every six months or more frequently if required by internal departmental policy.
6. At or before termination, employees are required to surrender all ITR passwords in their use or possession to CCIT, their supervisor, Department Head, Elected Official, or Presiding Judge; employees shall not change any passwords after surrendering them prior to termination.

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Commented [AR2]: This is no longer relevant, some departments want screensavers to lock after a certain period of inactivity and some don't want them locked at all.

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I. Email Encryption

1. Any email which contains protected information; such as HIPAA data, personal identification data, juvenile data, and or information restricted under Criminal Justice Information System (CJIS) requirements, should be encrypted by using [ENCRYPT] in the subject line.

I.J. Law Enforcement Agency Data Systems (LEADS) Requirements

1. The Illinois State Police, LEADS requires users to follow established criteria in order to access the LEADS system. These criteria are incorporated herein by reference, and are applicable to those Departments and Offices which use the LEADS system, ~~unless those Department Heads or Elected Officials state otherwise in their Departmental or Office policies.~~
2. ~~Administrative Services~~CCIT shall ensure ITR is compliant with LEADS criteria. Specifically, and without limitation, ~~Administrative Services~~CCIT shall provide any encryption or firewalls that are needed for LEADS access to computers that are part of CCIN. Elected Officials and Department Heads of offices and departments that use LEADS are responsible for apprising ~~Administrative Services~~CCIT of their use of ITR so that ~~Administrative Services~~CCIT may ensure the ITR is compliant with LEADS criteria for such use.

I.K. Software

1. Computer software applications used on Champaign County computers that are connected to the CCIN must be properly licensed in accordance with the vendor's specific requirements.
2. ~~Administrative Services~~CCIT shall provide computer virus protection software on all ITR equipment on the CCIN. Nothing shall be done to disable this software.

I.L. Department Head or Elected Official Responsibility

Elected Officials and Department Heads are responsible for all stand-alone computers and their contents located in their departments and offices.

I.M. Prohibited usage:

1. Never intentionally use a Champaign County computer in any way that violates:
 - a. ~~State, federal, or international law. This includes, but is not limited to:~~
 - i. ~~laws governing copyrights, patents, trademarks, service marks, confidential and proprietary information or trade secrets;~~
 - ii. ~~the Electronic Communications Privacy Act (18 U.S.C.A. §2701, et seq.);~~
 - iii. ~~the Local Records Act. (50 ILCS 205/1, et seq.);~~
 - iv. ~~the Vital Records Act (110 ILCS 535/1, et seq.);~~
 - v. ~~the Illinois Freedom of Information Act (5 ILCS 140/1, et seq.);~~
 - vi. ~~the Human Rights Act (775 ILCS 5/1-101, et seq.);~~
 - vii. ~~Title VII of the Civil Rights Act of 1964 (42 U.S.C.A. §2000e, et seq.);~~

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~~viii. Any regulations promulgated pursuant to the above statutes.~~

~~a.~~

b. Any vendor agreement, software license agreements, or Internet Service Provider conditions.

2. Never initiate any activity that is damaging in any way to the computer mainframe, the CCIN, the e-mail, internet and intranet systems, or the World Wide Web. Never intentionally damage, destruct, deface or compromise any equipment or software belonging to Champaign County. Never intentionally damage, destruct, deface or compromise any data in CCIN without proper authorization.

M.N. Exceptions to Prohibited Usage

Notwithstanding any other part of this policy, any otherwise prohibited use of a computer, the ITR, or CCIN (including e-mail, internet and intranet usage) is allowed to the extent reasonably necessary to:

1. Perform any lawful task which, in the opinion of the relevant Department Head or Elected Official, is reasonably necessary to the functions of the Office or Department.
2. Comply with and enforce this and other policies of Champaign County, and all applicable state and federal laws;
3. Comply with or create a judicial subpoena, court file, official record, court order, or FOIA request; or
4. Preserve or assert any claim of privilege.

N.O. Virus and malwares Reporting

If an employee suspects a virus has been introduced to a computer they should notify ~~Administrative Services~~ CCIT immediately. ~~Administrative Services~~ CCIT may install software to scan incoming e-mails for viruses. If this is done, all e-mails shall be so scanned before they are opened.

~~P. Internet Mailing Lists, Usenet Groups, News List Subscriptions~~

~~Administrative Services reserves the right to unsubscribe employees from subscription lists if the amount of mail becomes too burdensome for the server. This action will not be taken without prior notice to the users, and prior notice and approval of affected Department Heads and Elected Officials.~~

O.P. Web Site Development, Authorization and Accessibility Policy

1. All Departmental or Official Web Sites and links thereto must be approved by the Department Head or Elected Official.

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~~2. Links to Champaign County's World Wide Web Site must be approved by Administrative Services.~~

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~~3. Links from Champaign County's World Wide Web Site must contain a link back to Champaign County's World Wide Web Site!~~

Commented [AR4]: Not enforceable

2. Webpage, non-archival web-based content, and online services provided by Champaign County or third party contractors will comply with WCAG 2.0, Level A and AA accessibility standards published at <http://www.w3.org/TR/WCAG> by the World Wide Web Consortium (W3C – www.w3.org/) and the Web Accessibility Initiative (WAI – www.w3.org/WAI/).

P-Q. Ownership

~~All computers, encryption keys, files, equipment, software, information, and passwords for networks, e-mail, Internet, and mainframe menus, provided by Champaign County resources belong to Champaign County.~~

~~All electronic storage devices connected to the CCIN – whether personal or private – belong to Champaign County unless specifically approved by the Department Head, Elected Official, or Presiding Judge. In no case is County business or County information owned by the employee.~~

~~All computers connected to the CCIN, servers, encryption keys, files, equipment, software, information, and passwords for networks, e-mail, Internet, and mainframe menus whether personal or private, belong to Champaign County. All information created by Champaign County ITR belongs to and is controlled by Champaign County, in the case of those Departments under the jurisdiction of the County Board Executive. In the case of Elected Offices and the Courts, the information belongs to and is controlled by the Elected Official or Presiding Judge with authority over the office at issue.~~

~~THE FOLLOWING CONDITIONS DO NOT APPLY TO OFFICES UNDER THE SUPERVISION OF ELECTED OFFICIALS OR THE PRESIDING JUDGE WITHOUT THE SPECIFIC, WRITTEN AUTHORIZATION OF THE RELEVANT ELECTED OFFICIAL OR PRESIDING JUDGE~~

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~~Article IV. — Conditions Applicable to Appointed Department Heads and Non-elected Offices~~

Commented [AR5]: Every elected official should have their own version of this that is applicable to their departments and to departments that report to that elected official.

~~A. — Applicability:~~

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~~1. — The conditions of this Article are applicable to all Departments or Offices which are not under the supervision of the Presiding Judge or Elected Officials.~~

~~2. — These conditions apply in addition to, and not in substitution of, those conditions listed in~~

Article III.

~~3. Any Department or Office under the supervision of the Presiding Judge or an Elected Official may agree, in writing, to have his or her Office bound by any or all of the terms of this Article. Those which do not choose to do so are encouraged to develop standards which reflect the needs and resources of their Office or Department.~~

~~B. Administrative Services: Administrative Services shall perform functions including the following:~~

~~1. Monitor Champaign County networks for appropriate use in e-mail, Internet, intranet, and mainframe usage, with the approval of, and subject to criteria set up by, relevant Department Heads and Elected Officials.~~

~~2. Establish usage criteria for e-mail, Internet, intranet, networks, web page, and web page development, subject to criteria set up by relevant Department Heads, the Presiding Judge, and Elected Officials.~~

~~3. Administrative Services will work with Department Heads and Elected Officials to conduct random checks of CCIN and ITR materials (including but not limited to internet and intranet use, e-mail messages, and use of the World Wide Web) for compliance. Department Heads and Elected Officials will be consulted before their office or department is included in such checks, but employees will be given no prior notice. Any Department Head or Elected Official shall have the right to prohibit or place constraints on such checks.~~

~~4. Champaign County reserves the right to keep an employee's e-mail address active for a reasonable time period upon their departure to ensure that important business communications are completed. Champaign County has no obligation to forward e-mail for persons who leave employment with Champaign County.~~

~~C. Response to Policy Violations~~

~~1. Employees observing violations of this policy should report the violations to the Department Head or Elected Official supervising their office or department.~~

~~2. Alleged violations of ITR policy will be investigated.~~

~~3. Employees shall cooperate with any investigations concerning violations of this policy.~~

~~D. Software~~

~~1. Computer software applications used on Champaign County computers that are connected to the CCIN must be authorized by Administrative Services.~~

~~2. Only Administrative Services will install software on Champaign County computers connected to the CCIN. Software vendors should communicate with Administrative Services.~~

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- ~~3. Installation of encryption or authentication (digital signature) software, other than that contained within standard software applications is prohibited on computers. Department Heads or Elected Official who have need for encryption software will work with Administrative Services to set up encryption keys.~~

~~E. Release of Information~~

- ~~1. Unless specifically authorized by Departmental or Elected Official Policies, internet or e-mail Freedom of Information Act requests will not be accepted. If an e-mail or internet FOIA request is received, it will be forwarded to the Elected Official or Department Head which has authority over the information requested.~~
- ~~2. Unless specifically authorized by Departmental or Elected Official Policies, confidential information as defined by the Illinois Freedom of Information Act shall not be released or divulged without prior approval of the relevant Department Head or Elected Official.~~

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~~F. Department Head or Elected Official Responsibility~~

~~Elected Officials and Department Heads are to ensure employees of their Offices or Departments read, understand, and sign a consent form holding them responsible for abiding by the policies and procedures outlined in this document.~~

~~G. Prohibited Computer Usage~~

- ~~1. Never use an e-mail account at work (or elsewhere for County business) other than the one assigned by Administrative Services. Never attempt to gain access to any files, folders, e-mail accounts, or documents without proper authorization. Employees may not intentionally intercept, eavesdrop, record, or alter another person's e-mail. Nor may employees use the internet to intentionally intercept, eavesdrop, record, or alter another person's information. Never attempt to use the Internet to gain unauthorized access to remote computers or other systems.~~
- ~~2. Employees will not use or attempt to use alternate methods of connecting to the Internet other than what is provided by Administrative Services. Exceptions to this are Department Heads or Elected Officials who have a stand-alone computer system and have authorized the use of an alternate Internet Service Provider.~~
- ~~3. Never use your computer in violation of any Champaign County Ordinance or Policy applicable to your Department or Office. This may include, but is not limited to, the Champaign County Harassment Policy or the Champaign County Political Activity Policy.~~
- ~~4. Occasional and reasonable personal use of ITR is permitted. However, Champaign County ITR will not be used for non-work related activities excessively, or in a manner which disrupts or interferes with work performance or the operations of any Office or Department.~~
 - ~~a. If such use results in any costs to Champaign County, the employee responsible shall reimburse Champaign County. However, acceptance of such reimbursement does not constitute a waiver of any other disciplinary action.~~

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- ~~b. Champaign County's Web Site and Internet Access is for official or department use only. Employees may not create, maintain or post an unauthorized web site or similar web site using Champaign County's ITR. All information disseminated and received through Champaign County's Web Site must be related to the official duties and responsibilities of employees, Champaign County Departments, and/or Elected Offices.~~
- ~~c. Any and all personal use must be consistent with professional conduct and the terms of this policy, and not for personal gain.~~
- 5. ~~Computers may not be used to receive, transmit, create, or do any of the following intentionally:
 - ~~a. obscenity, sexually explicit messages, pornography, or child pornography;~~
 - ~~b. threats, fighting words, or intimidation;~~
 - ~~c. libel, defamation, and slander;~~
 - ~~d. harassment of any kind, including harassment on the basis of race, sex, religion, ethnic origin, or other protected status;~~
 - ~~e. humor or jokes that are intended to offend, harass, or intimidate, or are likely to offend, harass or intimidate a reasonable person;~~
 - ~~f. software piracy;~~
 - ~~g. chain letters, unsolicited e-mail and "spamming"; anonymous e-mails or e-mails with altered or incorrect return addresses;~~
 - ~~h. multilevel marketing opportunities, pyramid schemes, franchises, business opportunity ventures, investments;~~
 - ~~i. violate the privacy of any individual;~~~~
- 6. ~~Computers may not intentionally be used for the unauthorized copying or transmission of:
 - ~~a. text;~~
 - ~~b. other communications;~~
 - ~~c. computer software;~~
 - ~~d. photographs;~~
 - ~~e. video images;~~
 - ~~f. graphics;~~
 - ~~g. music; or~~
 - ~~h. sound recordings.~~~~
- 7. ~~Never download, delete, or install any software or program onto a computer connected to CCIN; and never disable any firewall or virus protection.~~
- 8. ~~Any communications, including e-mails, made in or from the CCIN may be attributable to Champaign County and the Elected Office or Department from which it is made. All such communications must be professional and comply with this policy.~~
- 9. ~~All County employees and representatives are prohibited from accessing any streaming media programs, feeds, material and content unless the subject matter being streamed is directly required for fulfilling job responsibilities. No streaming media sites are to be accessed nor are any streaming media programs or applications to be downloaded, installed and/or operated by end users for entertainment purposes using organization provided computers, servers, systems and/or networks.~~

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~~Websites that provide streaming media services that are prohibited (unless used for expressly permitted activities) include, but are not limited to:~~

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- ~~• Google Video~~
- ~~• iFilm~~
- ~~• YouTube~~
- ~~• Faneast~~
- ~~• Hulu~~
- ~~• Sirius/XM~~
- ~~• Dizzler~~
- ~~• Sports sites such as ESPN360.com and MLB TV~~
- ~~• Any radio or television station that offer audio or video streaming~~

~~Streaming media programs and devices prohibited from operation within the organization or on any organization equipment or network (unless used for expressly permitted activities) include, but are not limited to:~~

- ~~• Apple Computer, Inc.'s QuickTime~~
- ~~• DivX Networks, Inc.'s DivX Player~~
- ~~• Listen.com, Inc.'s Rhapsody~~
- ~~• Microsoft Corp.'s Windows Media Player~~
- ~~• Nullsoft, Inc.'s SHOUTcast and Winamp~~
- ~~• Orb Networks, Inc.'s Orb Audio or Orb TV~~
- ~~• Real Networks, Inc.'s RealOne Player~~
- ~~• Sling Media's Slingbox~~
- ~~• Yahoo, Inc.'s LAUNCHcast/BearShare~~

~~The organization's computer systems and network are to be used only for fulfilling business activities. Legitimate streaming media use, such as might be required for conducting research, investigation or training, constitutes acceptable use.~~

H. Attachments to E-Mails

~~Unless and until Administrative Services installs software to scan all e-mails for viruses, Employees who receive e-mails from unknown sources on the Internet that have attachments will delete those messages from their in-box folder without opening them, and then delete those messages from the deleted-items folder.~~

I. Purchases, Conditions, and Fines

~~An Employee is responsible for understanding and complying with conditions specified in any public domain or shareware software that is downloaded, and for arranging approval and payment through normal Department or Office procedures for any fines or fees associated with such use.~~

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~~Employees may only make credit card purchases on the Internet from Champaign County ITR when authorized to do so by the relevant Department Head or Elected Official. Employees~~

~~will verify the web site is a secure site before making such a purchase.~~

PRESENTED, ADOPTED, APPROVED and RECORDED this 20th day of August A.
D. 2015.

For this policy in its entirety:

Champaign County Board

By:

Patti Petric, Chair
Champaign County Board

Attest:

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

Elected Officials and the Presiding Judge

For Articles I, II, and III:

Champaign County Auditor:

Champaign County Circuit Clerk:

Champaign County Clerk:

Champaign County Coroner:

Champaign County Presiding Judge:

Champaign County Recorder:

For Article IV in its entirety:

Elected Officials and the Presiding Judge

For Articles I, II, and III:

Champaign County Sheriff:

Champaign County State's Attorney:

Champaign County Treasurer

For Article IV in its entirety:

The Presiding Judge or Elected Officials may adopt any or all of the provisions of Article IV for the offices under their supervision through a separate signed writing.

**TRAVEL POLICY
CHAMPAIGN COUNTY, ILLINOIS
ESTABLISHED PURSUANT TO
CHAMPAIGN COUNTY ORDINANCE NO.**

ARTICLE I. APPLICABILITY AND POLICY

~~APPLICABILITY: These Travel Regulations apply to all Elected Officials, Appointed Officials and Employees of the County of Champaign, regardless of source of funds. Mental Health is specifically excluded from this policy. These regulations do not apply to members of advisory boards or committees or other persons who are not employed financially by the County, except as provided in Article X, A and B. Appropriations for travel must be in appropriate County budgets prior to travel.~~

~~POLICY: The purpose of the Regulations-Travel Policy is to ensure that the County's cElected and aAppointed oOfficials and County cEmployees who travel on official business will be treated fairly and reimbursed at rates which are reasonable, consistent with actual, necessary costs, and which will ensure the promotion of economy in County government. The purpose is not to create to prevent the creation of any additional source of income beyond the oOfficial's or cEmployee's compensation. Reimbursement from County funds for entertainment expenses is not allowed for any cElected or aAppointed oOfficials, or for any cEmployees of the County.~~

EFFECTIVE DATE: These Regulations are to be effective May 23, 2019.

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ARTICLE II. AUTHORITY TO TRAVEL

- A. The County Board, through ~~its the County budget system,~~ shall be responsible for maintaining ~~a system for~~ control of travel for officials and employees which will provide for the efficient and economical conduct of the County's business, both within and outside the County.
- B. ~~Prior authorization for all~~Appropriation for trips planned during the budget year shall be obtained as part of the approved budget for each department. ~~If appropriations are depleted from all travel line items during the budget year, an~~Additional appropriate ~~ions sum~~ may be added by budget amendment or transfer for unanticipated trips, subject to County Board approval. Transfers within the same category are allowed.
- C. All travel shall be approved by either aAppointed or cElected oOfficials, as department heads, prior to the beginning of travel. ~~Said approval may be oral, but where requested, same can be in writing.~~

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~~D. As a courtesy, summary reports of travel for Conferences and Instruction and Schooling may be reported to the relevant Department Head, or in the case of travel of a Department Head to the County Board. Such summary reports are not a requirement for reimbursement of expenses.~~

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ARTICLE III. ALLOWABLE TRANSPORTATION EXPENSES

~~A. Governing Regulations~~

~~1. All travel shall be by the most direct route.~~

~~2.A. All travel shall be by the most economical mode of transportation available, considering travel, time, costs, and work requirements.~~

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~~3.B. County-owned vehicles shall be used whenever possible.~~

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~~B. Use of Public Transportation~~

~~1.C. The full cost of public transportation is recoverable if it is the chosen mode of transportation in view of Article III, A, 1 and 2.~~

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~~C.D. Use of Personal Vehicle~~

~~1. When the use of a privately owned vehicle is necessary or desirable in consideration of the County's travel policy and expenditures, it may be used at the reimbursement rate given in the current year IRS provision reimbursement rate for the current year for determination of mileage for business expenses.~~

~~2. When the use of public transportation is a reasonable alternative to the use of a personal vehicle, the mileage payment shall not exceed the cost of travel by public transportation.~~

~~3. Mileage will be payable to only one of two or more individuals traveling in the same vehicle. The names of all travelers and their employing department shall be listed on the travel voucher, along with a travel log that indicates date, purpose of trip, and total mileage.~~

~~2.~~

~~4. No mileage payments are allowed for eElected or aAppointed Department Heads or employees to attend committee meetings, subcommittee meetings and County Board meetings. The County Board Chair and County Board members are allowed mileage payments to attend committee meetings, subcommittee meetings, any other meetings they~~

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~~attend in fulfilling their duties as County Board Members, and County Board meetings.~~

~~3.~~

D.E. Fly Local Policy

1. When making air travel decisions for Champaign County ~~and its employees~~, consideration will always be first given to flying in and out of Willard Airport (CMI).
2. In determination of the overall expense of air travel on behalf of the County, the following will all be considered in making air travel decisions for the County:
 - i. Costs of employee time spent in travel;
 - ii. Travel reimbursement to another airport;
 - iii. Parking fees;
 - iv. Time savings of getting through security at CMI versus other airports.

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ARTICLE IV. ALLOWABLE ~~LIVING~~ EXPENSES

A. Meal Expense

1. When traveling outside Champaign County, per diem reimbursement for meals and tips shall be allowed, in accordance with Internal Revenue Service ~~per diem~~ meal allowances as published annually for all cities within the continental United States. In January, the Auditor's Office will provide departments with a chart of the breakfast, lunch, and dinner reimbursement allowed within each per diem category for the calendar year.
2. Receipts for individual meals need not be submitted (unless charged to a county credit card), but a travel log must be submitted in accordance with IRS regulations, which substantiates the business purpose (meeting type, seminar or conference title), the travel dates, the applicable meals to be reimbursed for each day, and the place (city).
- ~~2.3~~ Meals and tips will not be reimbursed, if the cost of meals for seminars or official meetings is included in the registration fee. A copy of the meeting brochure should be submitted with the travel log at the time of request for reimbursement.
4. Within Champaign County, meals and tips may be reimbursed for ~~o~~fficials and ~~e~~mployees attending meetings, conferences and seminars, if the attendance at the meeting, conference or seminar is required by the

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Department Head and if the meeting, conference or seminar, includes a meal for which the employee is expected to pay. The same limits apply as noted in Article IV. Section A, Items 1 and 2.

~~3-5~~ Business breakfasts, lunches and dinners, for both County employee and appropriate guest (i.e., architect), which are involved in the course of conducting County business shall be termed a legitimate expenditure for County officials, employees and appropriate County guests. The cost of the employee's lunch is subject to meal allowance limitations; the cost of the guest's meal is not.

~~4~~ Alcoholic beverages are excluded from reimbursement.

~~5~~ Any exceptions to the above shall be presented in a letter to the Policy, Personnel and Appointments Committee for approval.

B. Lodging

1. Actual lodging expense will be reimbursed, with the understanding that:

- a. The person traveling will always seek, and use, when available, the "government economy" room rate offered by the hotel.
- b. When the "government economy" rate is not available, and a convention is the reason for the trip, the person will be reimbursed only in terms of the lowest two levels of convention lodging rates, unless such accommodations are not available to the person making the trip.

2. Receipts are required to be submitted with travel vouchers to support accommodation expenses claimed.

ARTICLE V. ALLOWABLE MISCELLANEOUS EXPENSES

A. The following are items that may be reimbursed by the County under ~~m~~Miscellaneous expenses, if authorized by the ~~affected~~ elected official/department head:

1. Taxicab fares (where a hotel ~~limousine shuttle~~ is available, it is to be used).
2. Limousine fares, i.e. hotel limousine.
3. City transit (if used instead of taxicab or limousine).

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4. Parking fees.
5. Bridge, road and tunnel tolls.
6. Registration fees.
7. Storage of baggage.
8. Hire of room for official business (when appropriate).
9. Car rentals (when appropriate).
10. Tips for parking attendants and baggage handling.

B. Any miscellaneous expense OVER ~~\$20.00~~ \$40.00 shall be accompanied by a receipt.

~~ARTICLE VI. EXCEPTIONS TO TRAVEL REGULATIONS~~

~~A. Any Exceptions~~

~~1. Any exception to the above regulations, whether it is an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred; shall be presented in a letter submitted to the Policy, Personnel and Appointments Committee for approval and recommendation for approval by the County Board which must be documented with a roll call vote.~~

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ARTICLE VII. APPROVAL OF TRAVEL EXPENSES FOR MEMBERS OF THE COUNTY BOARD

- A. Approval of expenses. Expenses for travel, meals, and lodging of any member of the County Board may only be approved by roll call vote at an open meeting of the County Board.
- B. Documentation of expenses. Before an expense for travel, meals, or lodging may be approved for any member of the County Board, the following minimum documentation must first be submitted, in writing, to the County Board:
 - a. An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
 - b. The name of the individual who received or is requesting the travel, meal, or lodging expense;

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- c. The job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- d. The date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

C. All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

ARTICLE VII. ADVISORY BOARDS AND COMMITTEES

A. Boards and committees having a budget included as part of the County operating expense, are entitled to include a travel item in their budgets, subject to County revenue limitations. Members of such boards and committees shall be reimbursed for approved travel expenses in accordance with the provisions contained in these policies.

ARTICLE VIII. PROSPECT AND APPOINTEE TRAVEL

A. Upon the request of the County, a prospect for a position in County government may be reimbursed for reasonable travel expenses incurred in coming to County office buildings for interviews. Job applicants should be advised in advance that the Internal Revenue Service requires that we have documentation for reimbursed expenses. The Search Committee may invite County employees, County Board members, and other public local officials to eat meals with, or attend receptions for, job applicants, subject to the total search expense limitation. Specific meal allowances per person will not apply to such meals.

B. Upon request of the County to travel to the County to conduct official business prior to employment, an individual appointed by the County to an authorized position may be reimbursed for travel expenses, within the reimbursement guidelines of this policy.

ARTICLE ~~VIII~~IX. PREPARATION OF A TRAVEL VOUCHER

A. All claims for the reimbursement of traveling expenditures shall be submitted within sixty (60) days of the last date of travel on a County voucher and shall be itemized in accordance with the regulations. If an employee is unable to meet the specified deadline of within sixty days of the last date of travel, the employee will not receive reimbursement.

~~B. Each year, there shall be an exception period to the sixty-day requirement for submission of travel receipts with regard to travel occurring up to December 31st, the last day of the fiscal year. All requests for reimbursement of travel expenses incurred in the month of December of each year should be submitted to the Auditor's Office by the deadline established by the Auditor for submission of payments to allow payment out of the appropriate fiscal year expenditure budget.~~

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~~If the payment is not submitted in that time frame, the Auditor's Office will not pay the reimbursement.~~

~~B.~~ In all instances, travel vouchers shall be supported by receipts for public transportation, lodging, and all other miscellaneous items in excess, individually, of \$420.00.

~~C.~~ Individuals submitting travel vouchers are personally responsible for the accuracy and propriety of said vouchers. Any misrepresentation shall be grounds for disciplinary or legal action.

~~D.~~ In order to avoid unnecessary paperwork, cash advances are to be issued for travel only when the trip is outside Champaign County and involves an overnight stay, otherwise reimbursements for travel shall be made through the accounts payable system and not by issuing advances.

~~ARTICLE IX - OTHER EXPENSE GUIDELINES~~

~~Items Billed Directly:~~

~~E.~~ No requests for reimbursement shall be made for items of expenditure, in connection with travel, that are billed directly to the County. Travel expense items billed to a credit card should accompany an appropriately signed and completed County voucher for reimbursement.

~~C. Business Meals & Expenses - Business breakfasts, lunches and dinners, for both County employee and appropriate guest, which are involved in the course of conducting County business shall be termed a legitimate expenditure for County Officials, Employees and appropriate County guests.~~

~~Example: A County employee pays for his own lunch and that of an architect working on space needs for the county. BOTH lunches would be charged to 533.84. (The cost of the employee's lunch is subject to meal allowance limitations; the cost of the guest's meal is not.)~~

~~Business breakfasts, lunches and dinners shall:~~

~~1. Be in accord with IRS per diem meal allowances as published annually, for county employees.~~

~~2. Have documentation of the nature of the business and expenses incurred, attached to the reimbursement voucher submitted.~~

~~D. All reimbursement is subject to budget limitations.~~

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D. Reimbursement will be made for travel expenses of job applicants while in Champaign County for interviewing purposes. This can include transportation, hotel, meals and other allowable expenses. Total expenses are set by the Policy Personnel and Appointments Committee for each job search, but other County limitations will not apply. Job applicants should be advised in advance that the Internal Revenue Service requires that we have documentation for reimbursed expenses.

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The Search Committee may invite County employees, County Board members, and other public local officials to eat meals with, or attend receptions for, job applicants, subject to the total search expense limitation. Specific meal allowances per person will not apply to such meals.

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ARTICLE X. PROSPECT AND APPOINTEE TRAVEL

A. Upon the request of the County, a prospect for a position in County government may be reimbursed for reasonable travel expenses incurred in coming to County office buildings for interviews.

B. Upon request of the County to travel to the County to conduct official business prior to employment, an individual appointed by the County to an authorized position may be reimbursed for travel expenses, within the reimbursement guidelines of this policy.

ARTICLE XI. CREDIT CARDS

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

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A. ELIGIBILITY—Champaign County business credit cards may be issued to department heads, for allowable use by that department.

B. POLICY—Champaign County credit cards are issued for the convenience of department heads and their designees. Champaign County credit cards are for business related purchases only.

C. PROCEDURES

1.B. Purchasing Limits—All Champaign County departments issued credit cards, are authorized to utilize Champaign County business credit cards for purchases of up to \$5,000 for travel arrangements in compliance with the Champaign County Travel Policy. Purchases of all other goods and/or services, up to \$5,000, that can be made more conveniently through the use of the credit card are also authorized if made in compliance with the Champaign County Purchasing Policy.

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~~2.C. Tax-Exempt-Status—Champaign County Department Heads are also required to ensure that vendors are made aware of and provided with Champaign County tax exemption information whenever applicable.~~

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~~3.D. Receipts—Receipts for all purchases made on Champaign County business credit cards are to be submitted to the Department Head or his/her designee as soon as practicable after the charge is made; and receipts for all purchases made on Champaign County business credit cards are to be submitted to the Auditor's Office with the monthly payment requisition for reconciliation with account statements.~~

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- ~~4. Examples of Allowable Use—Champaign County business credit cards may be used for, but not limited to the following:~~
- ~~i. Hotel expenses~~
 - ~~ii. Conference Registration~~
 - ~~iii. Business meals~~
 - ~~iv. Car rentals and fuel~~
 - ~~v. Supplies and equipment which can be more conveniently purchased through a credit card and whereby tax exempt purchases can be accomplished.~~

~~ARTICLE XII—ADVISORY BOARDS AND COMMITTEES~~

~~A. Boards and committees having a budget included as part of the County operating expense, are entitled to include a travel item in their budgets, subject to County revenue limitations—Members of such boards and committees shall be reimbursed for approved travel expenses in accordance with the provisions contained in these regulations.~~

~~B. Members of advisory boards, committees, or other groups of private citizens which have no board, committee, or group budget subject to County support, are not covered by these regulations and shall not be reimbursed for travel expenses by the County unless specifically authorized by the County Board, by the recommendation of the Policy, Personnel and Appointments Committee.~~

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ARTICLE XIII. FOR COUNTY BOARD MEMBERS ONLY

A. ~~County Board members shall be paid one per diem daily for meetings attended, whether local or outside Urbana, in accordance with County Board regulations and except where such per diem payment is expressly forbidden by state law. The per diem shall be in addition to approved travel allowance for transportation, meals, and other miscellaneous accompanying expenses.~~

B. ~~The County Board Chair and County Board members are allowed mileage payments to attend committee meetings, subcommittee meetings, any other meetings they attend in fulfilling their duties as County Board Members, and County Board meetings.~~

ARTICLE XIV. APPROPRIATE BUDGET LINE ITEMS FOR TRAVEL EXPENSES

~~The following line items are to be used for the charging of travel expenses. The proper account should be used for travel related expenses, based on the descriptions below:~~

~~**533.12 JOB-REQUIRED TRAVEL**—Reimbursement will be made for travel expenses as a result of performing mandatory, job required duties. Mileage will be paid for the use of personal vehicles for business trips inside the County when such trips are a normal part of getting the job done.~~

- ~~— Examples: — Viewing property — Assessor's Office~~
- ~~— Inspecting county roads — Highway Department~~
- ~~— Delivering reports, etc. — Coroner~~

~~Reimbursement may be made for trips outside the County which are required by the individual's job. This can include mileage, public transportation, meals, hotel, registration and other expenses as allowed by the travel policy.~~

- ~~— Examples: — Transporting prisoners — Correctional Center~~
- ~~— Meeting with IDOT officials in Paris, IL — Highway~~
- ~~— Attendance at UCCI Meetings — County Board~~

~~**533.95 CONFERENCE & SCHOOLING**—Reimbursement may be made for travel expenses related to attending a conference, seminar, or workshop which employees have the option to attend. This can include mileage, public transportation, meals, hotel, registration and other expenses as allowed by the travel policy.~~

- ~~Examples: — National Association of County Officials Annual Conference~~
- ~~— American Payroll Association Annual IRS Up-Date~~

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- ~~County Clerk/Recorder Zone meetings~~
- ~~Total Quality Management Two-Day Seminar~~
(If the zone meeting is in Champaign County, the meal will not be reimbursed, unless part of the meeting fee. If the TQM seminar is in Champaign/Urbana, tuition and books will be reimbursed, but meals and mileage will not be.)

Reimbursement may be made for expenses (registration/tuition, books) incurred by an employee while attending educational courses for the improvement of their job performance. If the approved course is out of the County, other allowable expenses may be reimbursed; transportation, hotel, and meals. All such expenses should be charged to 533.95.

- Examples: ~~IN-COUNTY:~~
- ~~Parkland College business writing class,~~
 - ~~University of Illinois accounting class~~
- ~~OUT-OF-COUNTY:~~
- ~~Danville Community College workshop on~~
 - ~~Microsoft Windows~~

Some employees are required to attend classes or workshops in order to maintain their job status. Employees generally have the option to attend courses from a list of several. This is properly considered schooling and should NOT be charged to 533.12 Job Required Travel.

- Examples: ~~Property Assessment Institute classes, for Board of Review members~~
~~or Supervisor of Assessment employees, to maintain CIAO~~
~~designation.~~
~~Coroner's classes to satisfy 24-hr annual schooling requirement.~~

NOTE: Restrictions set forth in the Travel Policy apply.

ARTICLE XIIV. MISUSE OF CHAMPAIGN COUNTY TRAVEL POLICY

Any misrepresentation or misuse of this policy shall be grounds for disciplinary and/or criminal or civil liability.

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**TRAVEL POLICY
CHAMPAIGN COUNTY, ILLINOIS**

ARTICLE I. APPLICABILITY AND POLICY

The purpose of the Travel Policy is to ensure that the County's elected and appointed officials and County employees who travel on official business will be treated fairly and reimbursed at rates which are reasonable, consistent with actual, necessary costs, and which will ensure the promotion of economy in County government. The purpose is to prevent the creation of any additional source of income beyond the official's or employee's compensation. Reimbursement from County funds for entertainment expenses is not allowed for any elected or appointed officials, or for any employees of the County.

EFFECTIVE DATE: These Regulations are to be effective May 23, 2019.

ARTICLE II. AUTHORITY TO TRAVEL

- A. The County Board, through the County budget shall be responsible for maintaining control of travel for officials and employees which will provide for the efficient and economical conduct of the County's business, both within and outside the County.
- B. Appropriation for trips planned during the budget year shall be obtained as part of the approved budget for each department. Additional appropriations may be added by budget amendment or transfer, subject to County Board approval. Transfers within the same category are allowed.
- C. All travel shall be approved by either appointed or elected officials, as department heads, prior to the beginning of travel.

ARTICLE III. ALLOWABLE TRANSPORTATION EXPENSES

- A. All travel shall be by the most economical mode of transportation available, considering travel, time, costs, and work requirements.
- B. County-owned vehicles shall be used whenever possible.
- C. The full cost of public transportation is recoverable.
- D. Use of Personal Vehicle
 - 1. When a privately owned vehicle is necessary or desirable in consideration of the County's travel policy and expenditures, it may be used at the

reimbursement rate given in the IRS reimbursement rate for the current year.

2. Mileage will be payable to only one of two or more individuals traveling in the same vehicle. The names of all travelers and their employing department shall be listed on the travel voucher, along with a travel log that indicates date, purpose of trip, and total mileage.
3. No mileage payments are allowed for elected or appointed Department Heads or employees to attend committee meetings, subcommittee meetings and County Board meetings.

E. Fly Local Policy

1. When making air travel decisions for Champaign County, consideration will always be first given to flying in and out of Willard Airport (CMI).
2. In determination of the overall expense of air travel on behalf of the County, the following will all be considered in making air travel decisions for the County:
 - i. Costs of employee time spent in travel;
 - ii. Travel reimbursement to another airport;
 - iii. Parking fees;
 - iv. Time savings of getting through security at CMI versus other airports.

ARTICLE IV. ALLOWABLE EXPENSES

A. Meal Expense

1. When traveling outside Champaign County, per diem reimbursement for meals and tips shall be allowed, in accordance with Internal Revenue Service meal allowances as published annually for all cities within the continental United States. In January, the Auditor's Office will provide departments with a chart of the breakfast, lunch, and dinner reimbursement allowed within each per diem category for the calendar year.
2. Receipts for individual meals need not be submitted (unless charged to a county credit card), but a travel log must be submitted in accordance with IRS regulations, which substantiates the business purpose (meeting type, seminar or conference title), the travel dates, the applicable meals to be reimbursed for each day, and the place (city).

3. Meals and tips will not be reimbursed, if the cost of meals for seminars or official meetings is included in the registration fee. A copy of the meeting brochure should be submitted with the travel log at the time of request for reimbursement.
4. Within Champaign County, meals and tips may be reimbursed for officials and employees attending meetings, conferences and seminars, if the attendance at the meeting, conference or seminar is required by the Department Head and if the meeting, conference or seminar, includes a meal for which the employee is expected to pay. The same limits apply as noted in Article IV. Section A, Items 1 and 2.
5. Business breakfasts, lunches and dinners, for both County employee and appropriate guest (i.e., architect), which are involved in the course of conducting County business shall be termed a legitimate expenditure for County officials, employees and appropriate County guests. The cost of the employee's lunch is subject to meal allowance limitations; the cost of the guest's meal is not.
6. Alcoholic beverages are excluded from reimbursement.

B. Lodging

1. Actual lodging expense will be reimbursed, with the understanding that:
 - a. The person traveling will always seek, and use, when available, the "government economy" room rate offered by the hotel.
 - b. When the "government economy" rate is not available, and a convention is the reason for the trip, the person will be reimbursed only in terms of the lowest two levels of convention lodging rates, unless such accommodations are not available to the person making the trip.
2. Receipts are required to be submitted with travel vouchers to support accommodation expenses claimed.

ARTICLE V. ALLOWABLE MISCELLANEOUS EXPENSES

- A. The following are items that may be reimbursed by the County under miscellaneous expenses, if authorized by the elected official/department head:
 1. Taxicab fares (where a hotel shuttle is available, it is to be used).

2. Limousine fares, i.e. hotel limousine.
3. City transit (if used instead of taxicab or limousine).
4. Parking fees.
5. Bridge, road and tunnel tolls.
6. Registration fees.
7. Storage of baggage.
8. Hire of room for official business (when appropriate).
9. Car rentals (when appropriate).
10. Tips for parking attendants and baggage handling.

B. Any miscellaneous expense OVER \$40.00 shall be accompanied by a receipt.

ARTICLE VI. APPROVAL OF TRAVEL EXPENSES FOR MEMBERS OF THE COUNTY BOARD

- A. Approval of expenses. Expenses for travel, meals, and lodging of any member of the County Board may only be approved by roll call vote at an open meeting of the County Board.
- B. Documentation of expenses. Before an expense for travel, meals, or lodging may be approved for any member of the County Board, the following minimum documentation must first be submitted, in writing, to the County Board:
 - a. An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
 - b. The name of the individual who received or is requesting the travel, meal, or lodging expense;
 - c. The job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
 - d. The date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.
- C. All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

ARTICLE VII. ADVISORY BOARDS AND COMMITTEES

- A. Boards and committees having a budget included as part of the County operating expense, are entitled to include a travel item in their budgets, subject to County revenue limitations. Members of such boards and committees shall be reimbursed for approved travel expenses in accordance with the provisions contained in these policies.

ARTICLE VIII. PROSPECT AND APPOINTEE TRAVEL

- A. Upon the request of the County, a prospect for a position in County government may be reimbursed for reasonable travel expenses incurred in coming to County office buildings for interviews. Job applicants should be advised in advance that the Internal Revenue Service requires that we have documentation for reimbursed expenses. The Search Committee may invite County employees, County Board members, and other public local officials to eat meals with, or attend receptions for, job applicants, subject to the total search expense limitation. Specific meal allowances per person will not apply to such meals.
- B. Upon request of the County to travel to the County to conduct official business prior to employment, an individual appointed by the County to an authorized position may be reimbursed for travel expenses, within the reimbursement guidelines of this policy.

ARTICLE IX. PREPARATION OF A TRAVEL VOUCHER

- A. All claims for the reimbursement of traveling expenditures shall be submitted within sixty (60) days of the last date of travel on a County voucher and shall be itemized in accordance with the regulations. If an employee is unable to meet the specified deadline of within sixty days of the last date of travel, the employee will not receive reimbursement.
- B. In all instances, travel vouchers shall be supported by receipts for public transportation, lodging, and all other miscellaneous items in excess, individually, of \$40.00.
- C. Individuals submitting travel vouchers are personally responsible for the accuracy and propriety of said vouchers. Any misrepresentation shall be grounds for disciplinary or legal action.
- D. In order to avoid unnecessary paperwork, cash advances are to be issued for travel only when the trip is outside Champaign County and involves an overnight stay, otherwise reimbursements for travel shall be made through the accounts payable system and not by issuing advances.

E. No requests for reimbursement shall be made for items of expenditure, in connection with travel, that are billed directly to the County. Travel expense items billed to a credit card should accompany an appropriately signed and completed County voucher for reimbursement.

ARTICLE X. CREDIT CARDS

- A. A credit card may be issued to a County Department Head for the efficient operation of the department in regard to charging and payment of business expenses only, including air fares, lodging, car rental, hotels, other ground transportation, meals, and other miscellaneous business expenses that cannot be conveniently paid for by other means.
- B. All Champaign County departments issued credit cards, are authorized to utilize Champaign County business credit cards for purchases of up to \$5,000 for travel arrangements in compliance with the Champaign County Travel Policy. Purchases of all other goods and/or services, up to \$5,000, that can be made more conveniently through the use of the credit card are also authorized if made in compliance with the Champaign County Purchasing Policy.
- C. Champaign County Department Heads are also required to ensure that vendors are made aware of and provided with Champaign County tax exemption information whenever applicable.
- D. Receipts for all purchases made on Champaign County business credit cards are to be submitted to the Department Head or his/her designee as soon as practicable after the charge is made; and receipts for all purchases made on Champaign County business credit cards are to be submitted to the Auditor's Office with the monthly payment requisition for reconciliation with account statements.

ARTICLE XI. MISUSE OF CHAMPAIGN COUNTY TRAVEL POLICY

Any misrepresentation or misuse of this policy shall be grounds for disciplinary and/or criminal or civil liability.