

CHAMPAIGN COUNTY BOARD

COMMITTEE OF THE WHOLE

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

County of Champaign, Urbana, Illinois

Tuesday, November 12, 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. Special Finance Committee of the Whole – September 26, 2019	1-2
B. Committee of the Whole – October 15, 2019	3-9
V. <u>Public Participation</u>	
VI. <u>Communications</u>	
VII. <u>Policy, Personnel, & Appointments</u>	
A. County Board Chair	
1. Appointments/Reappointments (persons to be appointed distributed at the meeting) Applicants (<i>italicized name indicates incumbent</i>):	
a. Public Aid Appeals Committee 3 vacancies (1 R & 2 D), term 12/1/19-11/30/2021	
• <i>Bryan Wrona</i> (R)	10-11
• <i>Andrew Quarnstrom</i> (D)	12-14
B. County Executive	
1. Monthly HR Report – October 2019	15-17
2. 2020 Holiday Calendar (Information Only)	18
3. Request approval of the 2020 County Board Calendar of Meetings	19-21
4. Request approval of Champaign County Policies	22-42
a. Information Technology	43-54
b. Discrimination and Harassment	55-63
c. Cannabis, Drug and Alcohol Convenience	64-75
5. Review and recommendation for IT Systems Administrator	76-80
6. Appointments/Reappointments (persons to be appointed distributed at the meeting) Applicants (<i>italicized name indicates incumbent</i>):	
a. Willow Branch Drainage District – term 11/21/2019-08/30/2022	
• William Wilson	81

b.	Community Action Board – 1 position, term 12/1/2019-11/30/2022 and 3 positions, terms 1/1/2020-12/31/2022	
•	<i>Cindy Bell</i>	82-83
•	<i>Dick Norton</i>	84-85
•	Tomas Delgado	86-87
•	Jane Webber	88-89
•	Cathy Bedard	90-91
•	Gene Koprowski	92-97
c.	Bill Huss Cemetery Association – 3 positions, term 11/21/2019-6/30/2022 and 3 positions, term 11/21/2019-6/30/2025	
•	Andy Hughes	98
•	Charles Hughes, Jr.	99
•	Misty Nelson	100
•	Denise Robinson	101
•	Rich Walden	102
d.	East Central Illinois Land Bank Authority (discussion only)	
i.	Local Government Directors of the Land Bank – 3 positions – term 12/1/2019-11/30/2022	
C.	County Clerk	
1.	October 2019 Report	103
D.	<u>Other Business</u>	
1.	Semi-annual review of closed session minutes	104-106
E.	<u>Chair's Report</u>	
1.	Vacancies appointed by County Executive (information only)	
a.	Developmental Disabilities Board – unexpired term ending June 30, 2021	
b.	Zoning Board of Appeals (<i>Urbana, Champaign, South Homer, Scott, Newcomb and Rantoul Townships already represented</i>) – Expiring November 30, 2019	
c.	Champaign-Urbana Mass Transit District (<i>Democrat</i>) - Expiring December 31, 2019	
d.	Mental Health Board – 3 positions – 2 expiring December 31, 2019 and 1 unexpired term ending December 31, 2022	
e.	Bailey Memorial Cemetery – 1 vacancy – term ending 2024	
f.	Clements Memorial Cemetery – 2 vacancies – terms ending 2021 & 2023	
g.	Locust Grove Cemetery – 1 vacancy – term ending 2021	
h.	Stearns Cemetery – 2 vacancies – terms ending 2021 & 2024	
i.	Pesotum Fire Protection – 1 vacancy – term ending 2020	
j.	Dewey Community Public Water District – 1 vacancy – term ending 2021	
k.	Board of Review – 1 vacancy – term ending June 30, 2021 (<i>Democrat</i>)	
l.	Drainage Districts	
•	Willow Branch – 1 vacancy – term ending 2021	
•	Harwood & Kerr – 1 vacancy – term ending 2020	
	Below: 1 vacancy each – term ending 2022	
•	Lower Big Slough	
•	Nelson-Moore-Fairfield	
•	Salt Fork	
•	Somer #1	

- Union D.D. of Stanton & Ogden Township
- West Branch
- #2 Town of Scott

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

VIII. Finance

A. Budget Amendments/Transfers

1. Budget Amendment 19-00052 107
 Fund 080 Animal Control / Dept 248 Animal Impound Services
 Increased appropriations: \$6,000
 Increased revenue: \$0
 Reason: Needed due to large impoundment of dogs from the City of Champaign hoarding case. 84 dogs and puppies impounded on 10/22 all dogs are being held for pending court case

2. Budget Transfer 19-00011 109-110
 Fund 080 General Corporate / Dept 075 General County, 071 Public Properties, 020 Auditor, 031 Circuit Court, 036 Public Defender, 042 Coroner
 Total amount: \$64,340
 Reason: Transfer to cover AFSCME increases, pursuant to the negotiated contracts, for General Fund Departments that are projected to require supplemental funds to cover the AFSCME wage increases in FY2019.

3. Budget Transfer 19-00012 111
 Fund 080 General Corporate / Dept 075 General County, 023 Recorder
 Total amount: \$1,234
 Reason: Transfer to cover AFSCME increases, pursuant to the negotiated contracts, for General Fund Departments that are projected to require supplemental funds to cover the AFSCME wage increases in FY2019.

B. County Clerk

1. Request authorization to award contract to Platinum Technology Resources, LLC for voter registration and pollbook software and vendor support system pursuant to RFP 2019-005 112-128

C. County Executive

1. Review and recommendation for IT Systems Administrator 129-133

2. Annual Tax Levy Ordinance 134-136

3. Annual Budget & Appropriation Ordinance 137-155

4. Request approval of Property, Liability and Worker's Compensation Insurance Policies 156-161

5. Urbana Park District proposal (discussion only)

6. Public Safety Facilities Master Plan update financing options (discussion only)

D. Other Business

1. Semi-annual review of closed session minutes 162-167

E. Chair's Report

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

IX. Justice and Social Services

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

- Emergency Management Agency – October 2019
- Probation & Court Services – August 2019 (Corrected), September 2019 & 3rd Quarter Statistics

B. September 2019 Rosecrance Re-Entry Financial Report (Information Only) 168

C. Other Business

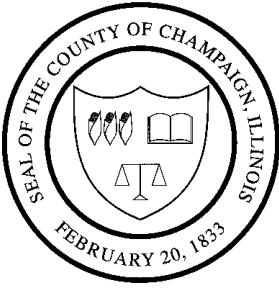
1. Semi-annual review of closed session minutes 169-172

D. Chair’s Report

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.



CHAMPAIGN COUNTY BOARD
SPECIAL FINANCE COMMITTEE OF THE WHOLE
County of Champaign, Urbana, Illinois
Thursday, September 26, 2019 – 6:30 p.m.

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

10
11 **MINUTES - *Subject to Approval***

12 **Members Present:** Brad Clemmons, John Clifford, Lorraine Cowart, Aaron Esry, Stephanie
13 Fortado, Jim Goss, Stan Harper, Mike Ingram, Jim McGuire, Kyle
14 Patterson, Jon Rector, Steve Summers, Eric Thorsland, Jodi Wolken,
15 Charles Young, Giraldo Rosales

16
17 **Members Absent:** Jodi Eisenmann, Chris Stohr, Leah Taylor, James Tinsley, Pranjali
18 Vachaspati

19
20 **Others Present:** Darlene Kloepfel (County Executive), Tami Ogden (Deputy Director of
21 Finance), Aaron Ammons (County Clerk), Angela Patton (Chief Deputy
22 Deputy County Clerk), George Danos (Auditor), Dustin Heuerman
23 (Sheriff)

24 **MINUTES**

25
26 **I. Call to Order**

27
28 Committee Chair Goss called the meeting to order at 6:31 p.m.

29
30 **II. Roll Call**

31
32 A verbal roll call was taken, and a quorum was declared present

33
34 **III. Approval of Agenda/Addenda**

35
36 **MOTION** by Mr. Rosales to approve the agenda; seconded by Mr. Esry. Upon vote, the
37 **MOTION CARRIED** unanimously.

38
39 **IV. Public Comment on the Proposed FY2020 Budget**

40
41 Gabriel Kosmacher introduced himself and stated that he would be coming to many of the
42 meetings

43
44 **V. Communications**

45
46 None

47
48 **VI. Discussion and Decisions Regarding FY2020 Budget**

49
50 Mr. Young asked Ms. Kloepfel about the denial of his request for additional funds for travel
51 expenses.

52 Ms. Fortado suggested moving the County Administrator salary to the Professional Services
53 line. Mr. McGuire suggested using that salary to fund the Sheriff’s Office request, instead. Mr.
54 Harper suggested using some of the money that has been allocated to the County Clerk,
55 instead, to fund more personnel for the Sheriff’s Office and the Coroner. Discussion, about all
56 options, followed.

57
58 Ms. Patton and Mr. Ammons explained in more detail why they need all the money that has
59 been allocated for the voting machines. They mentioned that it should be 15-20 years before
60 they would need to be replaced again.

61
62 Many members agreed that a comprehensive look at staffing needed to take place next year.

63
64 **MOTION** by Ms. Fortado to move \$43,000 from Personnel to Professional Services; seconded
65 by Mr. Clifford. Upon vote, the **MOTION CARRIED** unanimously.

66
67 **VII. Other Business**

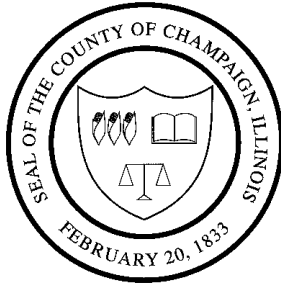
68
69 None

70
71 **VIII. Adjournment**

72
73 Committee Chair Goss adjourned the meeting at 7:33 p.m.
74

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



CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE
Finance/ Policy, Personnel, & Appointments/Justice & Social Services
County of Champaign, Urbana, Illinois
Tuesday, October 15, 2019 – 6:30 p.m.

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

10 **Subject to Approval**

- 11 **Members Present:** Brad Clemmons, John Clifford, Lorraine Cowart, Jodi Eisenmann,
12 Aaron Esry, Stephanie Fortado, Jim Goss, Stan Harper, Mike
13 Ingram, Jim McGuire, Kyle Patterson, Jon Rector, Chris Stohr,
14 Steve Summers, Leah Taylor, Eric Thorsland, James Tinsley, Jodi
15 Wolken, Charles Young, Giraldo Rosales
- 16 **Members Absent:** Pranjali Vachaspati
- 17 **Others Present:** Darlene Kloeppe (County Executive), Tami Ogden (Deputy
18 Director of Finance), Megan Robison (Recording Secretary),
19 Aaron Ammons (County Clerk), Angela Patton (Chief Deputy
20 County Clerk), George Danos (Auditor), Laurel Prussing
21 (Treasurer), Dustin Heuerman (Sheriff), Duane Northrup (Coroner)

22 **MINUTES**

23 **I. Call To Order**

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

25 **II. Roll Call**

26 A verbal roll call was taken, and a quorum was declared present

27 **III. Approval of Agenda/Addenda**

28 **MOTION** by Mr. Goss to approve the agenda; seconded by Ms. Cowart. Upon vote, the
29 **MOTION CARRIED** unanimously.

30 **IV. Approval of Minutes**

31 A. September 10, 2019

32
33 **MOTION** by Mr. Esry to approve the minutes of September 10, 2019; seconded by Mr.
34 Rector. Upon vote, the **MOTION CARRIED** unanimously.

35
36 **V. Public Participation**

37 None

38
39 **VI. Communications**

40 Mr. Young mentioned the annual NAACP dinner on 10/25/2019. Mr. Goss read a letter
41 from a constituent about property taxes.

42 **VII. Justice & Social Services**

- 43 A. Monthly Reports – All reports are available on each department’s webpage
44 • Animal Control – August 2019
45 • Emergency Management Agency – July, August & September 2019
46 • Head Start – August 2019
47 • Probation & Court Services – August 2019 & 2nd Quarter Statistics
48 • Public Defender – August & September 2019
49

50 Received and placed on file

- 51
52 B. August 2019 Rosecrance Re-Entry Financial Report
53

54 Received and placed on file

- 55
56 C. Other Business
57 None
58

- 59 D. Chair’s Report
60

61 Mr. Patterson commented on the news reports giving out incorrect information about the
62 jail
63

64 **VIII. Policy, Personnel, & Appointments**

- 65 A. County Board Chair
66 1. Resolution appointing a County Board Member in District 10 to fill Tanisha
67 King-Taylor’s unexpired term ending November 30, 2020
68

69 **MOTION** by Ms. Cowart to recommend County Board approval of resolutions
70 appointing trustees to their respective Drainage Districts; seconded by Mr. Goss.
71 Discussion followed. Upon vote, the **MOTION CARRIED by roll call vote of 18-2.**
72

- 73 B. County Executive
74 1. Champaign-Urbana Mass Transit District
75

76 **MOTION** by Mr. Cowart to recommend County Board approval of resolution appointing
77 Philip Fiscella to the Champaign-Urbana Mass Transit District; seconded by Ms.
78 McGuire. Discussion followed. Upon vote, the **MOTION CARRIED.**
79

- 80 2. Raup Drainage District
81

82 **MOTION** by Mr. Clifford to recommend County Board approval of resolution
83 appointing Kenneth Schmidt to the Raup Drainage District; seconded by Mr. Harper.
84 Discussion followed. Upon vote, the **MOTION CARRIED.**
85

86 3. Union Drainage District #1 Philo and Urbana

87
88 **MOTION** by Mr. Clemmons to recommend County Board approval of resolution
89 appointing Andy Hughes to the Union Drainage District #1 Philo and Urbana; seconded
90 by Mr. Harper. Discussion followed. Upon vote, the **MOTION CARRIED**.

91
92 C. Sheriff

93 1. Deputy Sheriff Merit Commission

94
95 **MOTION** by Mr. Harper to recommend County Board approval of a resolution
96 appointing Michael Kirby to the Deputy Sheriff Merit Commission; seconded by Mr.
97 Clifford. Discussion followed. Upon vote, the **MOTION CARRIED**.

98
99 D. County Clerk

100 1. September 2019 Report

101
102 Received and placed on file

103
104 E. Committee Chair

105 1. Resolution to update the language of the *County Board Rules and Procedures*

106
107 **MOTION** by Ms. Cowart to recommend County Board approval of a resolution updating
108 the language of the County Board Rules and Procedures; seconded by Mr. Rosales.
109 Discussion followed. Upon vote, the **MOTION CARRIED by roll call vote of 12-8**.

110
111 2. Resolution to include additional travel policy to the *County Board Rules and*
112 *Procedures*

113
114 **MOTION** by Ms. Cowart to recommend County Board approval to include additional
115 travel policy to the County Board Rules and Procedures; seconded by Mr. Rosales.
116 Discussion followed.

117 **MOTION** by Mr. Stohr for roll call vote; seconded by Ms. Cowart. Upon vote, the
118 **MOTION CARRIED by roll call vote of 12-8**.

119
120 F. Other Business

121 None

122
123 G. Chair's Report

124 Mr. Rector listed all of the current appointment vacancies

125
126 H. Designation of Items to be Placed on the Consent Agenda

127 None

128 **IX. Finance**

129 A. Budget Amendments/Transfers

130 1. Budget Amendment 19-00048

131 Fund 080 General Corporate / Dept. 026 County Treasurer

132 Increased appropriations: \$8,159

133 Increased revenue: \$0

134 Reason: The Treasurer's office needs a temporary employee to fill in for the
135 Chief Deputy Treasurer who is on leave. The amount of \$8,158 is needed to
136 pay the temporary employee for 7 weeks at the same rate of pay
137

138 **MOTION** by Ms. Fortado to recommend County Board approval of resolution
139 authorizing budget amendment 19-00048; seconded by Mr. Stohr. Upon vote, the
140 **MOTION CARRIED.**

141
142 2. Budget Amendment 19-00046

143 Fund 080 General Corporate / Dept. 042 Coroner

144 Increased appropriations: \$13,505

145 Increased revenue: \$13,505

146 Reason: To expend funds received through a private grant from Lurie
147 Children's Hospital of Chicago for the sudden unintentional opioid & other
148 drug related deaths (S.U.D.O.R.S.) contract
149

150 **MOTION** by Mr. Clifford to recommend County Board approval of resolution
151 authorizing budget amendment 19-00046; seconded by Mr. Rosales. Discussion
152 followed. Upon vote, the **MOTION CARRIED** unanimously.

153
154 3. Budget Amendment 19-00047

155 Fund 080 General Corporate / Dept 077 Zoning and Enforcement

156 Increased Appropriations: \$12,087

157 Increased revenue: \$12,087

158 Reason: Grant received for property clean up
159

160 **MOTION** by Mr. Clemmons to recommend County Board approval of resolution
161 authorizing budget amendment 19-00047; seconded by Mr. Esry. Discussion followed.
162 Upon vote, the **MOTION CARRIED** unanimously.
163

164 4. Budget Amendment 19-00050

165 Fund 080 General Corporate / Dept 127 Veterans Assistnc Commsn

166 Increase appropriations: \$18,000

167 Increased revenue: \$18,000

168 Reason: Receive donations from Disabled American Veterans (\$5,000), Bob
169 Moff Family (\$5,000), VFW Post 630 (\$1,000), Hometown Heros Motorcycle
170 Group (\$6,500), County Executive Darlene Kloepfel (\$500) and appropriate
171 for assistance to veterans and flags for Courthouse Veterans Monument

172 **MOTION** by Mr. Rector to recommend County Board approval of resolution authorizing
173 budget amendment 19-00047; seconded by Mr. Harper. Upon vote, the **MOTION**
174 **CARRIED** unanimously.

- 175
176 5. Budget Amendment 19-00043
177 Fund 080 General Corporate / Dept. 022 County Clerk
178 Increased appropriations: \$71,571
179 Increased revenue: \$71,571
180 Reason: Revenue for IVRS Grant Fund reimbursement

181
182 **MOTION** by Ms. Fortado to recommend County Board approval of resolution
183 authorizing budget amendment 19-00043; seconded by Mr. Taylor. Upon vote, the
184 **MOTION CARRIED** unanimously.

- 185
186 6. Budget Transfer 19-00009
187 Fund 628 Election Assist/Accessibility / Dept 022 County Clerk
188 Total amount: \$71,571
189 Reason: Grant disbursement for election software

190
191 **MOTION** by Mr. Ingram to recommend County Board approval of resolution
192 authorizing budget transfer 19-00009; seconded by Mr. Cowart. Upon vote, the
193 **MOTION CARRIED** unanimously.

- 194
195 7. Budget Transfer 19-00010
196 Fund 080 General Corporate / Dept 022 County Clerk
197 Total amount: \$80,000
198 Reason: To use understaff surplus funds for secure election related expenses

199
200 **MOTION** by Mr. Ingram to recommend County Board approval of resolution
201 authorizing budget transfer 19-00010; seconded by Mr. Cowart. Discussion followed.
202 Upon vote, the **MOTION CARRIED** unanimously.

- 203
204 B. Treasurer
205 1. Monthly Report – August & September 2019 – Reports are available on the
206 Treasurer’s Webpage

207
208 Received and placed on file

- 209
210 C. Auditor
211 1. Monthly Report - August 2019 – Reports are available on the Auditor’s
212 Webpage

213
214 Received and placed on file

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D. State's Attorney

1. Renewal of State's Attorney's Appellate Prosecutor Program for FY2020

MOTION by Mr. Esry to recommend County Board approval of resolution approving an intergovernmental agreement for the JAG Program; seconded by Mr. Thorsland. Upon vote, the **MOTION CARRIED** unanimously.

E. Sheriff

1. JAG Program Intergovernmental Agreement

MOTION by Mr. Clemmons to recommend County Board approval of resolution approving an intergovernmental agreement for the JAG Program; seconded by Mr. Stohr. Upon vote, the **MOTION CARRIED** unanimously.

F. County Executive

1. Approve Issuance of RFP 2019-006 Enterprise Resource Planning (ERP) System

APPROVED

2. Recommendation to County Board to approve an ordinance providing for the issuance of not to exceed \$900,000 General Obligation (Limited Tax) Refunding Debt Certificates, Series 2019, for the purpose of refunding certain outstanding debt certificates of the County, evidencing the rights to payment under an Installment Purchase Agreement, and providing for the proposed sale of said certificates to the purchaser thereof.

MOTION by Mr. Esry to recommend County Board approval of ordinance providing for the issuance of not to exceed \$900,000 General Obligation (Limited Tax) Refunding Debt Certificates; seconded by Mr. Clemmons. Upon vote, the **MOTION CARRIED** unanimously.

3. Recommendation to the County to receive and place on file the FY2020 Tentative Budget

MOTION by Mr. Thorsland to recommend County Board approval of resolution to receive and place on file the FY2020 Champaign County Budget; seconded by Ms. Taylor. Discussion followed. Upon vote, the **MOTION CARRIED** unanimously.

G. Other Business

None

H. Chair's Report

None

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

263

264 IX. A. 2, 3, 4, 5, 6, 7; D. 1; E. 1;

265

266 X. Other Business

267 None

268 XI. Adjournment

269

270 Chair Rosales adjourned the meeting at 7:40 p.m.

Received: 10/15/19

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

NAME: BRYAN D. WRONA

ADDRESS: 3002 Valleybrook Champaign IL 61822
Street City State Zip Code

EMAIL: supervisor@champaign-township.com PHONE: 217-352-9433
 Check Box to Have Email Address Redacted on Public Documents

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

NAME OF APPOINTMENT BODY OR BOARD: Public Aid Appeals

BEGINNING DATE OF TERM: 12-1-19 ENDING DATE: 11-30-21

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

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

Administer Champaign township General Assistance and Emergency Assistance Programs (9+ years)
Prior to township duties was Administrator for Champaign/Ford Counties (DHS-IL) office

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?

listen - applied laws & procedures
As to Benefit Process

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

Have been member of Board - Cypis

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:

NOTE - PRIOR KNOWLEDGE OF PERSON
WITHIN PAST JOBS WOULD MAYBE EXCUSE
MYSELF.

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.

Bryan Wong
Signature

10-8-19
Date

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

NAME: Andrew Ousewstman

ADDRESS: 1310 Broadman Champaign IL 61821
Street City State Zip Code

EMAIL: ANDY.ousewstman@champaignil.gov PHONE: 217 841 0823

Check Box to Have Email Address Redacted on Public Documents

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

NAME OF APPOINTMENT BODY OR BOARD: Public Ad Appeals

BEGINNING DATE OF TERM: _____ ENDING DATE: _____

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?

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?

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

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

10/8/17

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

I have been on the public aid appeals board for over 5 years. I'm the township supervisor for the largest township in the county and have in depth experience in general assistance and aide for the needy as well as rules, regulations, and guidelines for processing those needs.

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

A public aid appeals board member must be able to use a non-bias understanding of general assistance to apply the laws set forth by the State of Illinois and adopted by respective townships to determine eligibility of residents that have previously been denied for assistance. The most important part of that role is being non bias and to have the ability to follow the rules set forth by Illinois Statute.

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

This question isn't relative to the public aide appeals board.

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?

None.

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

Yes, I have had nearly 100% attendance since being appointed.



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

ADMINISTRATIVE, BUDGETING, PURCHASING &
HUMAN RESOURCE MANAGEMENT SERVICES

Darlene A. Kloeppel, County Executive

MONTHLY HR REPORT OCTOBER 2019

VACANT POSITIONS LISTING

*** Highlighted vacancies were new this month				HOURLY	REG	REGULAR	FY 2019	FY 2019
FUND	DEPT	EMPLOYEE NAME	JOB TITLE	RATE	HRS	SALARY	HRS	SALARY
80	22	VACANT 10/21/19 (Cross)	DEPUTY COUNTY CLERK	14.11	1950	27,514.50	1957.5	27,620.33
80	22	VACANT 7/18/19 (Sutton)	Deputy County Clerk	14.98	1950	29,211.00	1957.5	29,323.35
80	25	VACANT 10/21/19 (Hall)	CLERK	14.11	1950	27,514.50	1957.5	27,620.33
80	30	VACANT 8/12/19 (Jones)	Account Clerk	17.03	1950	33,208.50	1957.5	33,336.23
80	30	VACANT 10/21/19 (Ward)	LEGAL CLERK	14.11	1950	27,514.50	1957.5	27,620.33
80	30	VACANT 10/19/18 (Castlebury)	TRAINER/APPLICATION ADMIN	17.67	1950	34,456.50	1957.5	34,589.03
80	40	VACANT	Data Analyst	15.96	1950	31,122.00	1957.5	31,241.70
80	41	VACANT 10/11/19 (Crowley)	ADMIN LEGAL SECRETARY	16.04	1950	31,278.00	1957.5	31,398.30
80	41	VACANT 2/8/19 (Ziegler)	First Assistant State's Attorney	56.12	1566	87,883.92	1566.0	87,883.92
80	51	VACANT 10/17/19 (Goodrum)	COURT SERVICES OFFICER	20.67	1950	40,306.50	1957.5	40,461.53
80	51	VACANT 11/1/19 (Young)	COURT SERVICES OFFICER	19.86	1950	38,727.00	1957.5	38,875.95
80	51	VACANT 9/1/19 (Farren)	Court Services Officer	19.86	1950	38,727.00	1957.5	38,875.95
80	51	VACANT 9/23/19 (Rardin)	Court Services Officer	21.39	1950	41,710.50	1957.5	41,870.93
80	71	VACANT 18/8/19 (Angle)	CUSTODIAN	12.67	1950	24,706.50	1957.5	24,801.53
80	140	VACANT 10/31/16 (Syme)	CLERK	14.11	1950	27,514.50	1957.5	27,620.33
80	140	VACANT 10/7/19 (Bohlen)	CORRECTIONAL OFFICER	20.01	2080	41,620.80	2088.0	41,780.88
80	140	VACANT 9/6/19 (Glass)	Correctional Officer	31.16	2080	64,812.80	2088.0	65,062.08
80	140	VACANT 7/19/2019 (Lewis)	Court Security Officer	21.89	2080	45,531.20	2088.0	45,706.32
80	140	VACANT 2/23/19 (Elliott)	Part-Time Master Control Officer	16.57	1040	17,232.80	1044.0	17,299.08
80	140	VACANT 9/22/19 (Walden)	PART TIME MASTER CONTROL OFCR	16.08	1040	16,723.20	1044.0	16,787.52
83	60	VACANT 2/4/19 (Reifsteck)	Highway Maintenance	28.22	2080	58,697.60	2088.0	58,923.36
91	247	VACANT 9/18/19 (Fones)	Animal Control Warden	15.57	2080	32,385.60	2088.0	32,510.16
614	23	VACANT 4/25 (Judth)	Clerk	16.12	1040	16,764.80	1044.0	16,829.28
671	30	VACANT 8/30/19 (Clark)	Legal Clerk	16.60	1950	32,370.00	1957.5	32,494.50
-- TOTAL --						867,534.22	870,532.88	

UNEMPLOYMENT REPORT

Notice of Claims Received - 0

PAYROLL REPORT

OCTOBER PAYROLL INFORMATION

Pay Group	10/11/2019		10/25/2019	
	EE's Paid	Total Payroll \$\$	EE's Paid	Total Payroll \$\$
General Corp	511	\$981,905.78	511	\$1,007,413.16
RPC/Head Start	289	\$401,742.14	296	\$416,393.92
Total	800	\$1,383,647.92	807	\$1,423,807.08

HEALTH INSURANCE/BENEFITS REPORT

Total Number of Employees Eligible: 644

General County Union (includes AFSCME & FOP):

Single 187; EE+spouse 33; EE+child(ren) 67; Family 17; waived 61

Non-bargaining employees:

Single 128; EE+spouse 33; EE+child(ren) 39; Family 12; waived 67

Life Insurance Premium paid by County: \$1,662.83

Health Insurance Premium paid by County: \$364,391.66

TURNOVER REPORT

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

General County

October 2019: 1.36% average over the last 12 months

October 2019: 8 out of 589 Employees left Champaign County: 5 resignations, 2 retirements, 1 dismissal

WORKERS' COMPENSATION REPORT

<u>Entire County Report</u>	<u>October 2018</u>	<u>October 2019</u>
New Claims	12	4
Closed	9	7
Open Claims	39	41
Year To Date Total (On-going # of claims filed)	84	84

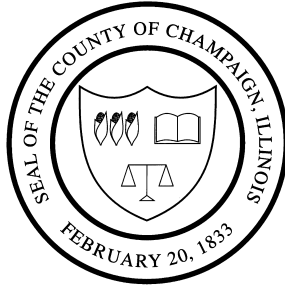
EEO REPORT

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

Oct 2019 Monthly EEO Report General County Only	Administrative Assistant Administrative Services	Administrative Legal Secretary State's Attorney	Attorney Public Defender	Clerk Supervisor of Assessments	Custodian Physical Plant	Master Control Officer (PT) Sheriff	Tax Map Technician Supervisor of Assessments	Warden Animal Control	
Total Applicants	64	21	0	79	14	12	1	13	204
Male	5			16	9	5		6	41
Female	59	21		62	5	7	1	7	162
NonBinary									0
Undisclosed				1					1
Hispanic or Latino	2	0	0	1	0	0	0	0	3
White	42	18	0	49	6	9	1	9	134
Black or African-American	14	3	0	25	7	3	0	0	52
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0	0	0
Asian	2	0	0	1	0	0	0	1	4
American Indian or Alaska Native	0	0	0	0	1	0	0	0	1
Two or more races	3	0	0	3	0	0	0	2	8
Undisclosed	1	0	0	0	0	0	0	1	2
Veteran Status	3	0	0	3	0	2	0	2	10

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

Agendas Posted	17	Meetings Staffed	8	Minutes Posted	12
Appointments Posted	1	Notification of Appointment	3	Contracts Posted	3
Calendars Posted	5	Resolutions Prepared	28	Ordinances Prepared	4



Office of
County Board & County Executive
Champaign County, Illinois

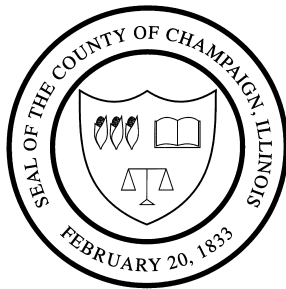
2020 HOLIDAY CALENDAR

New Year's Day	Wednesday, January 1, 2020
Martin Luther King Day	Monday, January 20, 2020
President's Day	Monday, February 17, 2020
Spring Day (Good Friday)	Friday, April 10, 2020
Memorial Day	Monday, May 25, 2020
Independence Day	Friday, July 3, 2020
Labor Day	Monday, September 7, 2020
Columbus Day	Monday, October 12, 2020
Veterans' Day	Wednesday, November 11, 2020
Thanksgiving Day and Day After Thanksgiving Day	Thursday, November 26, 2020 & Friday, November 27, 2020
Christmas Eve Day	Thursday, December 24, 2020
Christmas Day	Friday, December 25, 2020

Giraldo Rosales
Chair

grosales@co.champaign.il.us

Lorraine Cowart
Vice-Chair



Brookens Administrative Center
1776 East Washington Street
Urbana, Illinois 61802
Phone (217) 384-3776
Fax (217) 384-3896

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

CHAMPAIGN COUNTY BOARD
2020 Calendar of Meetings

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

January

County Facilities Committee	Tuesday, January 7, 2020 @ 6:30 p.m.
Environment & Land Use Committee	Thursday, January 9, 2020 @ 6:30 p.m.
Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana	Friday, January 10, 2020 @ 9:00 a.m.
Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appts)	Tuesday, January 14, 2020 @ 6:30 p.m.
COUNTY BOARD	Thursday, January 23, 2020 @ 6:30 p.m.
<i>County Board Study Session (Only If Required)</i>	<i>Tuesday, January 28, 2020 @ 6:00 p.m.</i>

February

County Facilities Committee	Tuesday, February 4, 2020 @ 6:30 p.m.
Environment & Land Use Committee	Thursday, February 6, 2020 @ 6:30 p.m.
Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana	Friday, February 7, 2020 @ 9:00 a.m.
Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appts)	Tuesday, February 11, 2020 @ 6:30 p.m.
COUNTY BOARD	Thursday, February 20, 2020 @ 6:30 p.m.
<i>County Board Study Session (Only If Required)</i>	<i>Tuesday, February 25, 2020 @ 6:00 p.m.</i>

March

County Facilities Committee	Tuesday, March 3, 2020 @ 6:30 p.m.
Environment & Land Use Committee	Thursday, March 5, 2020 @ 6:30 p.m.
Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana	Friday, March 6, 2020 @ 9:00 a.m.
Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appts)	Tuesday, March 10, 2020 @ 6:30 p.m.
COUNTY BOARD	Thursday, March 19, 2020 @ 6:30 p.m.
<i>County Board Study Session (Only If Required)</i>	<i>Tuesday, March 24, 2020 @ 6:00 p.m.</i>

April

Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana <i>*Changed due to Good Friday</i>	<i>*Friday, April 3, 2020 @ 9:00 a.m.</i>
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County Facilities Committee	Tuesday, April 7, 2020 @ 6:30 p.m.
Environment & Land Use Committee	Thursday, April 9, 2020 @ 6:30 p.m.
Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appts)	Tuesday, April 14, 2020 @ 6:30 p.m.
COUNTY BOARD	Thursday, April 23, 2020 @ 6:30 p.m.
<i>County Board Study Session (Only If Required)</i>	<i>Tuesday, April 28, 2020 @ 6:00 p.m.</i>

May

County Facilities Committee	Tuesday, May 5, 2020 @ 6:30 p.m.
Environment & Land Use Committee	Thursday, May 7, 2020 @ 6:30 p.m.
Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana	Friday, May 8, 2020 @ 9:00 a.m.
Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appts)	Tuesday, May 12, 2020 @ 6:30 p.m.
COUNTY BOARD	Thursday, May 21, 2020 @ 6:30 p.m.
<i>County Board Study Session (Only If Required)</i>	<i>Tuesday, May 26, 2020 @ 6:00 p.m.</i>

June

County Facilities Committee	Tuesday, June 2, 2020 @ 6:30 p.m.
Environment & Land Use Committee	Thursday, June 4, 2020 @ 6:30 p.m.
Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana	Friday, June 5, 2020 @ 9:00 a.m.
Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appts)	Tuesday, June 9, 2020 @ 6:30 p.m.
COUNTY BOARD	Thursday, June 18, 2020 @ 6:30 p.m.
<i>County Board Study Session (Only If Required)</i>	<i>Tuesday, June 23, 2020 @ 6:00 p.m.</i>

July

County Facilities Committee	No Committee Meeting for July 2020
Environment & Land Use Committee	No Committee Meeting for July 2020
Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana	No Committee Meeting for July 2020
Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appts)	No Committee Meeting for July 2020
COUNTY BOARD	Thursday, July 23, 2020 @ 6:30 p.m.

August

County Facilities Committee	Tuesday, August 4, 2020 @ 6:30 p.m.
Environment & Land Use Committee	Thursday, August 6, 2020 @ 6:30 p.m.
Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana	Friday, August 7, 2020 @ 9:00 a.m.
Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appts)	Tuesday, August 11, 2020 @ 6:30 p.m.
COUNTY BOARD	Thursday, August 20, 2020 @ 6:30 p.m.
Legislative Budget Hearings – FY2021	Monday, August 24, 2020 @ 6:00 p.m. & Tuesday, August 25, 2020 @ 6:00 p.m.

September

County Facilities Committee	Tuesday, September 8, 2020 @ 6:30 p.m.
Environment & Land Use Committee	Thursday, September 10, 2020 @ 6:30 p.m.
Highway & Transportation Committee –	Friday, September 11, 2020 @ 9:00 a.m.

County Highway Building, 1605 E. Main, Urbana	
Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appts)	Tuesday, September 15, 2020 @ 6:30 p.m.
COUNTY BOARD	Thursday, September 24, 2020 @ 6:30 p.m.

October

Special Finance Committee of the Whole – FY 2021 Budget	Thursday, October 1, 2020 @ 6:30 p.m.
County Facilities Committee	Tuesday, October 6, 2020 @ 6:30 p.m.
Environment & Land Use Committee	Thursday, October 8, 2020 @ 6:30 p.m.
Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana	Friday, October 9, 2020 @ 9:00 a.m.
Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appts)	Tuesday, October 13, 2020 @ 6:30 p.m.
COUNTY BOARD	Thursday, October 22, 2020 @ 6:30 p.m.
<i>County Board Study Session (Only If Required)</i>	<i>Tuesday, October 27, 2020 @ 6:00 p.m.</i>

November

County Facilities Committee <i>*Changed due to Election Day</i>	*Wednesday, November 4, 2020 @ 6:30 p.m.
Environment & Land Use Committee	Thursday, November 5, 2020 @ 6:30 p.m.
Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana	Friday, November 6, 2020 @ 6:30 p.m.
Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appts)	Tuesday, November 10, 2020 @ 6:30 p.m.
COUNTY BOARD	Thursday, November 19, 2020 @ 6:30 p.m.
<i>County Board Study Session (Only If Required)</i>	<i>Tuesday, November 24, 2020 @ 6:00 p.m.</i>

December

Biennial Organizational Meeting	Monday, December 7, 2020 @ 6:00 p.m.
COUNTY BOARD	Thursday, December 17, 2020 @ 6:30 p.m.



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloepfel, County Executive

MEMORANDUM

**TO: Charles Young, Chair of Policy, Personnel & Appointments;
Jon Rector, Vice Chair of Policy, Personnel & Appointments**

**FROM: Darlene Kloepfel, County Executive
Isak Griffiths, Deputy Director of Administration**

DATE: November 4, 2019

**RE: County Executive's request to approve recommended policies for IT,
Discrimination and Harassment, and Cannabis, Drug and Alcohol**

Earlier this year, the County Executive recommended changes to two personnel policies; she later withdrew those recommendations when it became clear that Illinois would be passing laws that would require further personnel policy updates.

The Illinois Compassionate Use of Medical Cannabis Pilot Program Act (Medical Cannabis Program Act or MCPA) has been amended to remove the repeal language and make the law permanent. Public Act 100-0554 requires that all governmental entities in Illinois pass by resolution or ordinance a policy against sexual harassment. In addition to these changes, Ordinance No. 652 regarding IT resources has become outdated and in places obsolete. Therefore, the County Executive recommends the Champaign County Board adopt the following three policies:

- Champaign County Cannabis, Drug and Alcohol Use/Abuse Policy
- Champaign County Policy Against Discrimination, Harassment, and Sexual Misconduct
- Champaign County Technology Policy

The IT policy would supersede Ordinance No. 652 (IT resources policy and procedures). The cannabis et. al., policy would supersede the Drug and Alcohol policy established in 1994. The sexual misconduct policy would be new. All three new policies are based on recommended policy updates drafted in 2019 by O'Halloran Kosoff Geitner & Cook, LLC (www.okgc.com). They were made available to Champaign County at no cost due to our membership with the Illinois Counties Risk Management Trust (ICRMT). The proposed policies have been reviewed by the State's Attorney's office; their recommendations have been incorporated.

Both the current policies and the recommended policies are attached for review and comparison. Thank you for your consideration of this recommendation to adopt the following policies.

REQUESTED ACTION:

The Policy, Personnel & Appointments Committee recommends to the County Board the adoption of the following policies:

- Champaign County Cannabis, Drug and Alcohol Use/Abuse Policy (Nov 2019)
- Champaign County Policy Against Discrimination, Harassment, and Sexual Misconduct (Nov 2019)
- Champaign County Technology Policy (Nov 2019)

*Attachments
cc: County Executive*

(217) 384-3776

WWW.CO.CHAMPAIGN.IL.US

(217) 384-3896 FAX

Champaign County
DRUG AND ALCOHOL POLICY

GENERAL POLICY. Champaign County, Illinois 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 work force 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), the Champaign County Board has developed this policy statement regarding the use, sale, possession, and distribution of controlled substances, including cannabis and alcohol by its employees.

EMPLOYEE ASSISTANCE PROGRAM. The County encourages any employee who feels they have a drug or alcohol problem to contact his or her immediate supervisor or the Personnel Director/County Administrator of Finance and HR Management 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, which will be at the employee's expense over and above any covered benefit amount. 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 this drug and alcohol policy for which the employee is subject to discipline.

USE, POSSESSION, TRANSPORTATION, SALE, DISTRIBUTION. The use, possession, sale, transportation, or distribution of controlled substances, including cannabis or alcohol by anyone while on County property or on County business may be cause for discharge. Controlled substances or alcohol shall be taken into custody, and the appropriate law enforcement agencies will be notified.

OVER-THE-COUNTER OR PRESCRIBED MEDICATIONS. Employees who take over-the-counter or prescribed medication are responsible for being aware of any effect the medication may have on the performance of their duties and must promptly report to their supervisors the use of medication likely to impair their ability to do their jobs. An employee who fails to do so shall be subject to disciplinary action, up to and including discharge. Moreover, employees who take over-the-counter or prescribed medication contrary to doctor's instructions may be subject to disciplinary action, up to and including discharge.

"COUNTY PROPERTY" DEFINED. For purpose of this policy, the term "County property" shall include all land, buildings, structures, parking lots, and means of transportation owned by or leased to the County.

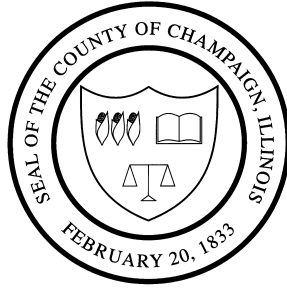
DISCIPLINE. Any employee who violates this policy will be required to enroll in a drug or alcohol counseling rehabilitation or assistance program at the employee's expense. Any employee who violates this policy for a second time will be discharged.

PROGRESSIVE DISCIPLINE NOT APPLICABLE. Any other disciplinary methods previously used by the County do not apply to violations of this drug and alcohol policy. Discipline for violations of this drug and alcohol policy shall be governed solely by the policy itself.

SATISFACTORY COMPLETION OF PROGRAM. Any employee who is required by this policy to satisfactorily participate in a drug or alcohol assistance or rehabilitation program shall furnish his or her Department Head written proof of the satisfactory completion of the program.

Patti Petrie, PhD
Chair
email:
ppetrie@co.champaign.il.us

Jeff Kibler
Vice-Chair



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

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

NOTICE

TO: All Employees

FROM: Patti Petrie, Chair of the Champaign County Board
Debra L. Busey, County Administrator

RE: Champaign County Drug and Alcohol Policy

Champaign County hereby notifies all employees that the use, possession, transportation, sale or distribution of a controlled substance including cannabis or alcohol by anyone while on County property or on County business is strictly prohibited and may be cause for discharge. Any employee who violates this policy will be required to enroll in a drug and alcohol counseling, rehabilitation, or assistance program at the employee's expense. Any employee who violates this policy a second time will be discharged. Information concerning the dangers of drug and alcohol use in the workplace and about counseling, rehabilitation, and treatment programs is available through the employee's designated healthcare provider.

As a condition of employment, the County requires that all employees acknowledge that they will: (1) abide by the terms of this policy; (2) notify the Department Head of his/her department of any conviction for a violation of a criminal drug statute in the workplace no later than five days after conviction; and (3) if convicted of a violation of a criminal drug statute that occurred in the workplace, satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program.

EMPLOYEE ACKNOWLEDGEMENT

As a condition of employment, Champaign County requires that all employees acknowledge that: (1) I acknowledge receipt of the Champaign County's Drug and Alcohol Policy; (2) I agree to abide by the terms and conditions of this policy; (3) I agree I will notify the Department Head of my department of any conviction for a violation of a criminal drug statute in the workplace no later than five days after conviction; and (4) if convicted of a violation of a criminal drug statute that occurred in the workplace, I will satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program.

Signature

Print Name

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

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 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. 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:** 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: Administrative Services 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.
 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. Administrative Services 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.
 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 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 shall work with Elected Officials to implement the ITR resources which those Officers or the Presiding Judge determine are necessary;
 - b. If Administrative Services determines an installation request of an Elected Official or the Presiding Judge would compromise the CCIN, Administrative Services 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, 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, Elected Officials, and Department Heads will determine which employees have Telnet 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.
3. Employees may be required to give their password to Administrative Services 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.
4. 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 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.
5. Assignment or use of passwords for access does not create any right or expectation of privacy.
6. 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.

I. 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 shall ensure ITR is compliant with LEADS criteria. Specifically, and without limitation, Administrative Services 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 of their use of ITR so that Administrative Services may ensure the ITR is compliant with LEADS criteria for such use.

J. 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 shall provide computer virus protection software on all ITR equipment on the CCIN. Nothing shall be done to disable this software.

K. 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.

L. 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 (410 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.);
 - viii. Any regulations promulgated pursuant to the above statutes.
 - 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. 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. Virus Reporting

If an employee suspects a virus has been introduced to a computer they should notify Administrative Services immediately. Administrative Services 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.

O. 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.

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.
2. Links to Champaign County's World Wide Web Site must be approved by Administrative Services.
3. Links from Champaign County's World Wide Web Site must contain a link back to Champaign County's World Wide Web Site.

4. 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/).

Q. Ownership

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. 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

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

A. Applicability:

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.
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.

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.
- 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.

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

- Google Video
- iFilm
- YouTube
- Fancast
- 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
- DivXNetworks, 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
- RealNetworks, Inc.'s RealOne Player
- Sling Media's Slingbox
- Yahoo, Inc.'s LAUNCHcastBearShare

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.

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 Petrie, 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.

Champaign County Technology Policy November 2019

Computer, Internet and Network Usage:

Champaign County has e-mail and internet access systems in place for Champaign County business. We also have software and systems in place that can monitor and record all internet usage. The e-mail and internet access systems in place are the sole property of Champaign County. The technology is in place for business related to Champaign County. Employees may use the technology for limited personal purposes as long as that use does not interfere with the employee's work, or jeopardize the integrity of the Champaign County computer system, e-mail system or internet access. The technology may also not be used for any purpose which would violate Champaign County policies or state or federal law. If an employee is found to be abusing the technology, his or her access may be limited or eliminated altogether. An employee is also subject to discipline, up to and including termination. Nothing on the internet system or any property of Champaign County, including phones or voice mail, is or can become the private property of any employee.

THERE CAN BE NO EXPECTATION OF PRIVACY OR ASSURANCE OF CONFIDENTIALITY FOR ANY MESSAGES OR FOR ANY USE OR PATTERN OF USAGE OF THE CHAMPAIGN COUNTY INTERNET, PHONES OR ANY OTHER PROPERTY.

We want you to be aware that our security systems are capable of recording for each and every user, each World Wide Web site visit, each chat, and each newsgroup or e-mail message accessed on each computer station within Champaign County. The system is also capable of recording each file transfer into and out of our internal networks. We reserve at all times the right to monitor such activity. No employee should have any expectation of privacy as to any internet usage or telephone system. The management of Champaign County may review internet activity, voice mail messages, and analyze usage patterns in an effort to maintain the highest levels of productivity. We reserve the right to inspect any and all files stored in private areas of our network in order to assure compliance with this policy.

The system must never be used in violation of our policy against discrimination and harassment. The display or access of any kind of sexually explicit image or document on the Champaign County system is a violation of both this internet policy and Champaign County's nondiscrimination and harassment policy. In addition, sexually explicit material may not be archived, stored, distributed, edited

or recorded using our network or computing resources. Champaign County may use independently-supplied software and data to identify inappropriate or sexually-explicit internet sites. We may block access from within our networks to all such sites. If you find yourself inadvertently connected to a site that contains sexually explicit or offensive material, you must immediately disconnect from that site, regardless of whether that site has been previously deemed acceptable by any monitoring, screening or rating program.

Champaign County's internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, Champaign County, province or other local jurisdiction in any material way. Use of any Champaign County resources for illegal activity is grounds for immediate dismissal, and we will cooperate with any legitimate law enforcement agency in the investigation of such activity.

Any software or files downloaded via the internet into the Champaign County network become the property of Champaign County. Any such files or software may be used only in ways that are consistent with their licenses or copyrights.

No employee may use Champaign County facilities knowingly to download or distribute pirated software or data. No employee may use Champaign County's internet facilities to deliberately propagate any virus, worm, "Trojan horse," or trap-door program code. No employee may use Champaign County's internet facilities knowingly to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

Each employee using the internet facilities of Champaign County shall identify himself or herself honestly, accurately and completely, including Champaign County affiliation and function, when participating in Champaign County related chat groups, newsgroups, message boards, or discussion lists, or when setting up accounts on outside computer systems on behalf of Champaign County. Employees may not represent their statements as official Champaign County policy or practice without proper authorization. Participating in non-Champaign County-related chat groups, newsgroups, message boards or discussion lists by use of Champaign County hardware is prohibited.

Any material posted to any forum, newsgroup, chat group, or internet site in the course of an employee's duties, remains the property of Champaign County. Employees are reminded that chat groups and newsgroups are public forums where it is inappropriate to reveal confidential Champaign County information as defined in this manual. Employees releasing confidential information via any internet

facility, whether intentional or inadvertent, may be subject to disciplinary actions, including termination.

Use of Champaign County internet facilities to commit infractions such as misuse of Champaign County assets or resources, sexual harassment, unauthorized public speaking and misappropriation or theft of intellectual property are also prohibited by general Champaign County policy, and will be subject to discipline, including termination.

It is a violation of Champaign County policy to store, view, print or redistribute any document or graphic file that is not directly related to the user's job or Champaign County's business activities and which would constitute a violation of Champaign County's policy against discrimination and harassment.

Employees may from time to time use Champaign County internet facilities for non-business research outside of work hours provided they request permission from their supervisor before engaging in such use, and provided all other usage policies are observed.

Champaign County will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries and archives on any individual employee's internet activities.

Employees must take care to understand federal and state copyright, trademark, libel, slander and public speech control laws so that our use of the internet does not violate any laws which might be enforced against us.

Employees with internet access may download only software with direct business use, and must arrange to have such software properly licensed and registered. Downloaded software must be used only under the terms of its license.

Employees may not use Champaign County internet facilities to download entertainment software or games, or to play games over the internet, including games against opponents.

Employees with internet access may not use Champaign County internet facilities to download images or videos unless there is an explicit business-related use for the material.

Employees with internet access may not download any software licensed to Champaign County or data owned or licensed by Champaign County without explicit authorization from the supervisor responsible for the software or data.

HIPAA, CJIS, and LEADS require that computers be locked or logged off when not actively being used by the employee. Employees should change user passwords at a minimum of every six months.

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 two numbers.

At or before termination, employees are required to surrender all passwords in their use or possession to their department head; employees shall not change any passwords after surrendering them prior to termination.

Security

Champaign County has installed a variety of firewalls, proxies, address screening programs and other security systems to assure the safety and security of Champaign County's networks. Any employee who attempts to disable, defeat or circumvent any Champaign County security facility will be subject to discipline, including immediate termination.

Computers that use their own modems to create independent data connections sidestep our network security mechanisms. An individual computer's private connection to any outside computer can be used by an attacker to compromise any Champaign County network to which that computer is attached. That is why any computer used for independent dial-up or leased-line connections to any outside computer or network must be physically isolated from Champaign County's internal networks. Only those internet services and functions with documented business purposes for Champaign County will be enabled at the internet firewall.

EMPLOYEES WHO MISUSE THE CHAMPAIGN COUNTY INTERNET/EMAIL SYSTEM MAY BE SUBJECT TO DISCIPLINE UP TO AND INCLUDING TERMINATION. REMEMBER THAT YOU HAVE NO EXPECTATION OF PRIVACY IN ANY CHAMPAIGN COUNTY EQUIPMENT OR PROPERTY, INCLUDING BUT NOT LIMITED TO DESKS, COMPUTERS, INTERNET ACCESS, VOICE MAIL, OR E-MAIL.

Security of Portable Data Storage Devices:

Champaign County requires that employees who have been issued Champaign County laptop or tablet computers, cell phones and other information storage devices take certain precautions to prevent theft or data breach.

With all portable data storage devices such as laptop or tablet computers, cell phones or other information storage devices Champaign County requires that:

Strong passwords are used to secure information on the device;

No unauthorized persons are allowed to access to the information storage device;

Username or passwords are not shared with any person, with the exception of authorized employees;

Only authorized hardware, software or information security programs are installed on the device with authorization and approval from management;

Care is taken to ensure the device is properly locked and secured when it is not in the immediate possession of the employee.

In the event that a device is lost or stolen, or in the event that information security has been breached, employees are to advise their department head and the Information Technology Helpdesk immediately.

Cell Phones:

Employees are prohibited from using cell phones when engaged in the following activities:

- While driving or operating a moving vehicle unless a hands free device is used;
- While driving in a school zone or construction zone, even if a hands free device is used;
- While operating machinery;
- While in close proximity to moving equipment or machinery;
- At any time when the use of a cell phone might place you or others at risk.

Employees are discouraged from conducting personal business on portable electronic devices during work hours. Employees are expected to mute or lower the ring tone volume on their personal cell phones during work hours so as not to disturb others. If cell phone use during work hours becomes necessary, employees are expected to exercise courtesy towards others in the workplace and to avoid being loud or disruptive.

Social Media Policy and Guidelines:

This is the official policy for social media use at Champaign County and provides guidance for employees and elected officials on their professional and personal use of social media.

All employees are responsible for knowing and understanding the policy.

Professional Use of Social Media

Before engaging in social media as a representative of Champaign County, you must be authorized to comment by an elected official or department head. You may not comment as a representative of Champaign County unless you are authorized to do so.

Once authorized to comment, you must:

- Disclose you are an employee or elected official of Champaign County, and use only your own identity.
- Disclose and comment only on non-confidential information. Confidential information is separately defined in this policy.
- Ensure that all content published is accurate and not misleading and complies with all Champaign County policies.
- Comment only on your area of expertise and authority.
- Ensure comments are respectful and refrain from posting or responding to material that is offensive, obscene, defamatory, threatening, harassing, bullying, and discriminatory, infringes copyright, breaches a Court order, or is otherwise unlawful.
- Refrain from making comments or posting material that might otherwise cause damage to Champaign County's reputation or bring it into disrepute.

Personal Use of Social Media

Champaign County recognizes that you may wish to use social media in your own personal life. This policy does not intend to discourage or unduly limit your personal expression or online activities.

However, you should recognize the potential for damage caused (either directly or indirectly) to Champaign County in certain circumstances via your personal use of social media when you can be identified as an employee of Champaign County. Accordingly, you should comply with this policy to ensure that risk of such damage is minimized. You are personally responsible for the content you publish in a personal capacity on any form of social media platform. Remember that all posts are

public and often permanent. When in doubt, you should seek guidance from your department head on how to comply with this policy. Champaign County reserves the right to read what you write or say publicly and make a determination if it meets this policy.

- Represent yourself accurately. Unless Champaign County has designated you to speak officially for Champaign County, you should not state that you write or speak on behalf of Champaign County or that your viewpoints are the same as Champaign County's, and you should make this clear to those reading or listening to your points of view.
- Do not disclose private or confidential information about Champaign County, employees, or about citizens that you obtained through your employment with Champaign County. Confidential information is information that is exempt from disclosure under Sections 7 or 7.5 of the Illinois Freedom of Information Act, 5 ILCS 140/7, 7.5 or which is prohibited from being disclosed under state or federal law.
- Even when using social media on a personal basis, employees may be disciplined for posting material that is, or might be construed as, vulgar, obscene, threatening, intimidating, harassing, or a violation of Champaign County's workplace policies against discrimination, harassment on account of age, race, religion, sex, sexual orientation, ethnicity, nationality, disability, or other protected class, status, or characteristic.
- If you chose to identify your work affiliation on a social network, you should regard all communication on that network as you would in a professional network. Ensure your profile, photographs and related content is consistent with how you wish to present yourself with colleagues and clients.
- Employees who access social media during work hours or on Champaign County owned equipment should still comply with Champaign County computer usage policy. There is no right to privacy on Champaign County owned equipment.
- Champaign County may discipline employees for making a comment or posting any material that might otherwise cause damage to Champaign County's reputation or bring it into disrepute. When the employee's comment is made as a citizen and not as an employee and is made on a matter of public concern, Champaign County may discipline the employee in situations where the interests of Champaign County in promoting efficient operations outweighs the interests of the employee in commenting on such matters of public concern.

Nothing in this policy shall be interpreted in a manner that unlawfully prohibits the right of employees to engage in protected concerted activity under the Illinois Public Labor Relations Act. Champaign County has and always will comply fully with the obligations under the Illinois Public Labor Relations Act. Likewise, nothing in this

policy shall be interpreted in a manner that unlawfully restricts an employee's rights under the federal or state Constitution. Champaign County has and always will comply with federal and state law.

A violation of this policy may subject an employee to discipline, up to and including termination.

Identity Protection:

- I. It is the policy of Champaign County's to protect social security numbers from unauthorized disclosure in accordance with the Illinois Identity Protection Act, 5 ILCS 179/1 et. seq. All employees of Champaign County's are required to comply with this Identity Protection Policy ("Policy"). For purposes of this policy, only, "employee" shall be defined as any person performing work on behalf of Champaign County's including, but not limited to, full-time, part-time, seasonal, temporary or contractual employees, volunteers, interns, and elected or appointed officials.
- II. Any employee of Champaign County's who has access to social security numbers in the course of performing their duties will be trained to protect the confidentiality of social security numbers and will be trained on the requirements of this Policy. Training will include instructions on the proper handling of information and documents that contain social security numbers from the time of collection through the destruction of the information or documents.
- III. Champaign County's prohibits the following:
 - A. Publicly posting or publicly displaying in any manner an individual's social security number;
 - B. Printing an individual's social security number on any card required for the individual to access products or services provided by Champaign County's;
 - C. Requiring an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted;
 - D. Printing an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery,

unless State or federal law requires the social security number to be on the document to be mailed.

- IV. Notwithstanding any provision in this Policy to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may be permissibly mailed under this Policy may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope, or be visible on an envelope without the envelope having been opened.
- V. Champaign County prohibits the following:
 - A. The collection, use or disclosure of a social security number from an individual, unless (i) required under State or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities; (ii) the need and purpose for the social security number is documented before collection of the social security number; and (iii) the social security number collected is relevant to the documented need and purpose;
 - B. Requiring an individual to use his or her social security number to access an Internet website;
 - C. Using the social security number for any purpose other than the purpose for which it was collected.
- VI. Notwithstanding any provision in this Policy to the contrary, social security numbers may be collected, disclosed or used in the following circumstances:
 - A. The disclosure of social security numbers to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities, and if disclosing to a contractor or subcontractor, prior to such disclosure, the individual acting on behalf of Champaign County's first receives from the contractor or subcontractor a copy of the contractor's or

subcontractor's policy that sets forth how the requirements imposed under this Policy of protecting an individual's social security number will be achieved;

- B. The disclosure of social security numbers pursuant to a court order, warrant, or subpoena;
 - C. The collection, use, or disclosure of social security numbers in order to ensure the safety of: State and local government employees; persons committed to correctional facilities; local jails, and other law enforcement facilities or retention centers; wards of the State; youth in care as defined in Section 4d of the Children and Family Services Act, and all persons working in or visiting a State or local government agency facility;
 - D. The collection, use, or disclosure of social security numbers for internal verification or administrative purposes;
 - E. The disclosure of social security numbers by a State agency to any entity for the collection of delinquent child support or of any State debt or to a government agency to assist with an investigation or the prevention of fraud;
 - F. The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm-Leach-Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or unclaimed property benefit.
- VII. Only employees who are required to use or handle information or documents that contain social security numbers are permitted to have access to such information or documents.
- VIII. When Champaign County must request an individual provide a social security number, it must be provided in a manner that makes the social security number easy to redact if the record is required to be released as part of a response to a public records request.
- IX. When collecting a social security number, or upon request by an individual, Champaign County will provide a statement of the purpose or purposes for

which Champaign County is collecting and using the social security number provided.

- X. Any individual responding to a Freedom of Information Act request or other request for records, must redact social security numbers from the information or documents before allowing the public inspection or copying of the information or documents.
- XI. This Policy does not apply to the collection, use or disclosure of a social security number as required by State or federal law, rule, or regulation.
- XII. This Policy does not apply to documents that are recorded with a county recorder or required to be open to the public under any State or federal law, rule or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois. Notwithstanding this section, county recorders must comply with 5 ILCS 179/35.
- XIII. If a federal law takes effect requiring any federal agency to establish a national unique patient health identifier program, any employee of Champaign County that complies with that federal law shall be deemed to be in compliance with this Policy.
- XIV. Champaign County prohibits the encoding or embedding of a social security number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the social security number as required by this Policy.
- XV. This Policy must be provided to the Board of Champaign County within thirty (30) days of approval and employees will be promptly advised of the existence of this Policy and will be provided a copy of this Policy promptly upon approval.
- XVI. Champaign County will make a copy of this Policy available to any member of the public, upon request.
- XVII. If this Policy is amended in the future, a copy will be provided to the Board of Champaign County, and employees will be promptly advised of the amended Policy and provided with a copy of the Policy.
- XVIII. This Policy does not supersede any more restrictive law, rule, or regulation regarding the collection, use or disclosure of social security numbers.

- XIX. Anyone violating this policy is subject to disciplinary action, up to and including termination of employment and/or criminal prosecution as provided in 5 ILCS 179/45 or any other applicable law.

Champaign County Policy Against Discrimination, Harassment, and Sexual Misconduct November 2019

Statement of Policy:

It is Champaign County's policy that it will not tolerate or condone discrimination or harassment on the basis of race, color, religion, creed, sex, gender-identity, gender-expression, sexual orientation, pregnancy, childbirth, medical or common conditions relating to pregnancy and childbirth, genetic information, national origin, age, physical or mental disability, ancestry, marital status, military status, arrest record, unfavorable discharge from military service, order of protection status, citizenship status or any other classification protected under federal or state law. Sexual misconduct is also prohibited. Champaign County will neither tolerate nor condone discrimination, harassment or sexual misconduct by employees, managers, supervisors, elected officials, co-workers, or non-employees with whom Champaign County has a business, service, or professional relationship. "Employee," for purposes of this policy only, includes any individual performing work for Champaign County, an apprentice, an applicant for apprenticeship, or an unpaid intern. Champaign County has appointed the Deputy Director of Administration as its ethics officer to receive and oversee investigations of complaints made pursuant to this policy and s/he is referred to in this policy as Champaign County's "Ethics Officer." Champaign County reserves the right to change the Ethics Officer from time to time.

Retaliation against an employee who complains about or reports any act of discrimination, harassment or misconduct in violation of this policy is prohibited. Retaliation against any employee who participates in an investigation pursuant to this policy is likewise prohibited. Champaign County is committed to ensuring and providing a work place free of discrimination, harassment, sexual misconduct and retaliation. Champaign County will take disciplinary action, up to and including termination, against an employee who violates this policy.

As set forth above, sexual harassment and sexual misconduct are prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or any other visual, verbal or physical conduct of a sexual nature when:

1. submission to or rejection of this conduct explicitly or implicitly affects a term or condition of individual's employment;

2. submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee or;
3. the harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile or offensive work environment because of the persistent, severe or pervasive nature of the conduct.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The employee as well as the harasser may be a woman or a man. The employee does not have to be of the opposite sex.
- The harasser can be the employee's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The employee does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the employee.
- The harasser's conduct must be unwelcome.

Each employee must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as sexual harassment or harassment based on any status protected by law. The following are illustrations of actions that Champaign County deems inappropriate and in violation of our policy:

1. Unwanted sexual advances.
2. Offering employment benefits in exchange for sexual favors.
3. Retaliating or threatening retaliation after a negative response to a sexual advance or after an employee has made or threatened to make a harassment complaint.
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, calendars or posters.

5. Verbal conduct such as making derogatory comments, using epithets or slurs, making sexually explicit jokes or suggestive comments about a person's body or dress.
6. Written or electronic communications of a sexual nature or containing statements or images which may be offensive to individuals in a particular protected group, such as racial or ethnic stereotypes or stereotypes about disabled individuals.
7. Physical conduct such as unwanted touching, assaulting, impeding or blocking movements.

Sexual misconduct is strictly prohibited by Champaign County and can include any inappropriate and/or illegal conduct of a sexual nature including, but not limited to, sexual abuse, sexual exploitation, sexual intimidation, rape, sexual assault, or ANY sexual contact or sexual communications with a minor (including, but not limited to, conduct or communications which are written, electronic, verbal, visual, virtual or physical).

Responsibilities:

A. Supervisors

Each supervisor shall be responsible for ensuring compliance with this policy, including the following:

1. Monitoring the workplace environment for signs of discrimination, harassment or sexual misconduct;
2. Immediately notifying law enforcement where there is reasonable belief that the observed or complained of conduct violates the criminal laws of the State of Illinois.
3. Immediately notifying the Department of Children and Family Services (DCFS) Hotline (1-800-25-ABUSE or 1-800-252-2873) if the observed or complained of conduct involves the abuse of a minor.
4. Immediately stopping any observed acts of discrimination, harassment or sexual misconduct and taking appropriate steps to intervene, whether or not the involved employees are within his/her line of supervision;

5. Immediately reporting any complaint of harassment, discrimination or sexual misconduct to the State's Attorney to the Ethics Officer, and:
6. Taking immediate action to limit the work contact between the individuals when there has been a complaint of discrimination, harassment or sexual misconduct, pending investigation.

B. Employees

Each employee is responsible for assisting in the prevention of discrimination, harassment and sexual misconduct through the following acts:

1. Refraining from participation in, or encouragement of, actions that could be perceived as discrimination, harassment or sexual misconduct;
2. Immediately reporting any violations of this policy to a supervisor, the Ethics Officer, or the State's Attorney and law enforcement (if appropriate under the circumstances) and/or DCFS (if appropriate under the circumstances); Employees are obligated to report violations of this policy as soon as they occur. An employee should not wait until the conduct becomes unbearable before reporting the prohibited conduct. All employees are obligated to report instances of prohibited conduct even if the conduct is merely observed and directed toward another individual and even if the other person does not appear to be bothered or offended by the conduct. All employees are obligated to report instances of prohibited conduct regardless of the identity of the alleged offender (e.g. man, woman, supervisor, elected official, co-worker, volunteer, vendor, member of public).
3. Encouraging any employee who confides that he/she is the victim of conduct in violation of this policy to report these acts to a supervisor.

Failure to take action to stop known discrimination, harassment or sexual misconduct may be grounds for discipline.

There is a clear line most cases between a mutual attraction and a consensual exchange and unwelcome behavior or pressure for an intimate relationship. A friendly interaction between two persons who are receptive to one another is not considered unwelcome or harassment. Employees are free to form social relationships of their own choosing. However, when one employee is pursuing or forcing a relationship upon another who does not like or want it, regardless of friendly intentions, the behavior is unwelcome sexual behavior. An employee confronted with these actions is encouraged to inform the harasser that such behavior is offensive and must stop. You should assume that sexual comments

are unwelcome unless you have clear unequivocal indications to the contrary. In other words, another person does not have to tell you to stop for your conduct to be harassment and unwelcome. Sexual communications and sexual contact with a minor are ALWAYS prohibited.

If you are advised by another person that your behavior is offensive, you must immediately stop the behavior, regardless of whether you agree with the person's perceptions of your intentions.

Champaign County does not consider conduct in violation of this policy to be within the course and scope of employment and does not sanction such conduct on the part of any employee, including supervisory and management employees.

Applicable Procedures:

Champaign County takes allegations of discrimination, harassment and sexual misconduct very seriously. It will actively investigate all complaints.

It is helpful for the employee to directly inform the offending individual that the conduct is unwelcome and must stop. The employee should use Champaign County's complaint procedure to advise Champaign County of any perceived violation of this policy as soon as it occurs.

A. Bringing a Complaint

Any employee of Champaign County who believes that there has been a violation of this policy may bring the matter to the attention of Champaign County in one of the following ways:

1. Advising his or her supervisor or the Ethics Officer for Champaign County; or
2. Advising the offending employee's supervisor or the State's Attorney, or the County Executive in the event that the alleged harasser is the State's Attorney.

If the complaint involves someone in the employee's direct line of command, then the employee should go directly to the State's Attorney or the Ethics Officer.

The complaint should be presented as promptly as possible after the alleged

violation of this policy occurs.

Champaign County will take steps to ensure that complaints made are kept confidential to the extent permissible under the law. Individuals who are involved in an investigation under this policy are required to keep the matter confidential to the fullest extent permitted under the law.

B. Resolution of a Complaint

Promptly after a complaint is submitted, Champaign County will undertake such investigation, corrective and preventive actions as are appropriate. In general, the procedure in resolving any complaints can (but will not necessarily) include any of the following items:

1. A meeting between the employee making the complaint and an individual designated by Champaign County to investigate such complaints. Important data to be provided by the complaining employee includes the following:
 - a. A description of the specific offensive conduct;
 - b. Identification of all person(s) who engaged in the conduct;
 - c. The location where the conduct occurred;
 - d. The time when the conduct occurred;
 - e. Whether there were any witnesses to the conduct;
 - f. Whether conduct of a similar nature has occurred on prior occasions;
 - g. Whether there are any documents which would support the complaining employee's allegations;
 - h. What impact the conduct had on the complaining employee.
2. While not required, Champaign County encourages anyone who makes a complaint under this policy to provide a written statement setting forth the above details and attaching any pertinent records.
3. After a complaint is submitted by the employee, the alleged offending individual should be contacted by a designated representative of Champaign County. The alleged offending individual should be advised

of the charges brought against him or her, and may be provided with a copy of the written statement of complaint made by the complaining employee (if applicable). The alleged offending individual should have an opportunity to fully explain his or her side of the circumstances, and may also submit a written statement, if desired.

4. After the alleged offending individual is interviewed, any witnesses identified by either the complaining employee or the alleged offending individual may be interviewed separately.
5. Once this investigation is completed, Champaign County will take such action as is appropriate based upon the information obtained in the investigation. In the event that Champaign County finds merit in the charges made by the complaining employee, disciplinary action will be taken against the offending employee. This disciplinary action may, but need not necessarily, include:
 - a. Verbal or written reprimand;
 - b. Placing the offending employee on a corrective action plan for a period of time to be identified;
 - c. Delay in pay increases or promotions;
 - d. Suspending the offending employee from work without pay;
 - e. Demotion;
 - f. Immediate termination.
6. Upon completion of the investigation, Champaign County will advise the complaining employee of the results of the investigation, including action taken, if any, against the offending individual.

When investigating alleged violations of this policy, Champaign County looks at the whole record including, but not limited to, the nature of the allegations, the context in which the alleged incidents occurred, and the statements of the parties and witnesses. A determination on the allegations is made from the facts on a case-by-case basis.

Non-Retaliation:

Under no circumstances will there be any retaliation against any employee making a complaint of discrimination, harassment or sexual misconduct. Any act of retaliation by any party directed against a complaining employee, an accused employee, witnesses, or participants in the process will be treated as a separate and distinct complaint and will be similarly investigated. Complaints of retaliation should be addressed to the Ethics Officer, State's Attorney, or **County Executive**. Illinois law provides protections to whistleblowers as set forth in the Whistleblower Act, 740 ILCS 174/15 and the Illinois Human Rights Act, 775 ILCS 5/6-101.

Discipline, Fines and Penalties:

In addition to any and all other discipline that may be applicable pursuant to Champaign county policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by Champaign County and any applicable fines and penalties established pursuant to local ordinance, state law or federal law. Each violation may constitute a separate offense. Any discipline imposed by Champaign County shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a state or federal agency.

False Reports Prohibited:

It is a violation of this policy for an employee to knowingly make a false report of discrimination, harassment, sexual misconduct, or retaliation. An employee who is found to have knowingly made a false report is subject to disciplinary action, as set forth in Section III.B.5, above.

Additional Resources:

If you have any questions concerning Champaign County's policies on this matter, please see your supervisor, the Ethics Officer, or the State's Attorney.

Equal Employment Opportunity Commission

Federal law provides protection against unlawful discrimination and harassment. Further information may be obtained from the Equal Employment Opportunity Commission (EEOC), 800-669-4000.

Illinois Department of Human Rights

The Illinois Human Rights Act (“the Act”) states that you have the right to be free from unlawful discrimination and sexual harassment. This means that employers may not treat people differently based on race, age, gender, pregnancy, disability, sexual orientation or any other protected class named in the Act. This applies to all employer actions including hiring, promotion, discipline and discharge.

You also have the right to reasonable accommodations based on pregnancy and disability. This means you can ask for reasonable changes to your job if needed because you are pregnant or disabled.

It is unlawful for employers to treat people differently because they have reported discrimination, participated in an investigation, or helped others exercise their right to complain about discrimination.

Confidential reports of harassment or discrimination may be made to the Ethics Officer, to the offending employee’s supervisor or the State’s Attorney, or the County Executive in the event that the alleged harasser is the State’s Attorney.

You can also contact the Illinois Department of Human Rights (IDHR) to file a charge at the locations listed below. You can also call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to someone about your concerns.

IDHR Chicago Office
James R. Thompson Center
100 West Randolph St., Suite 10-100
Chicago, IL 60601
(312) 814-6200
(866) 740-3952 (TTY)
(312) 814-6251 (Fax)

IDHR Springfield Office
535 W. Jefferson Street
1st Floor
Springfield, IL 62702
(217) 785-5100
(866) 740-3953 (TTY)
(217) 785-5106 (Fax)

Department of Children and Family Services

For matters involving the abuse of minors the Illinois Department of Children and Family Services (DCFS) may be contacted by dialing 800-25-ABUSE.

Champaign County

Cannabis, Drug and Alcohol Use/Abuse Policy

November 2019

Background:

The Cannabis Regulation and Tax Act

On June 25, 2019, Governor J.B. Pritzker signed into law the Cannabis Regulation and Tax Act (CRTA) that decriminalizes the use of marijuana by adults age 21 and older and becomes effective on January 1, 2020. The CRTA incorporates provisions of the state's medical marijuana law and specifically provides that nothing in the CRTA shall be construed to enhance or diminish protections afforded by any other law, including but not limited to the Compassionate Use of Medical Cannabis Pilot Program Act.

The Compassionate Use of Medical Cannabis Program Act

On January 1, 2014, the Compassionate Use of Medical Cannabis Pilot Program Act (Medical Cannabis Program Act or MCPA) went into effect. It was amended on August 9, 2019, to remove the repeal language and make the law permanent. The MCPA establishes a patient registry program and protects registered qualifying patients, and their registered designated caregivers and health-care professionals, from "arrest, prosecution, or denial of any right or privilege." The list of qualifying medical conditions has been expanded to include over 50 conditions, including migraines, PTSD and any condition for which an opioid has been or could be prescribed by a physician. The MCPA was also expanded to allow nurse practitioners and physicians' assistants make the determination regarding a patient's qualifying status.

The Right to Privacy in the Workplace Act

The Cannabis Regulation and Tax Act amended the Right to Privacy in the Workplace Act to read, "Except as otherwise specifically provided by law, including Section 10-50 of the Cannabis Regulation and Tax Act,...it shall be unlawful for an employer to refuse to hire or to discharge any individual, or otherwise disadvantage any individual, with respect to compensation, terms, conditions or privileges of employment because the individual uses lawful products off the premises of the employer during nonworking and non-call hours." The definition of on-call under this Act is identical to the definition found in the CRTA provided below.

The Agriculture Improvement Act of 2018

The Agriculture Improvement Act of 2018, also known as the 2018 Farm Bill, was signed into law by President Trump on December 20, 2018. The Farm Bill legalized

the cultivation of “hemp,” defined as cannabis and cannabis derivatives with less than 0.3 percent THC. Hemp was removed from the definition of marijuana in the Controlled Substances Act. This is the first time that any form of marijuana was removed from the Controlled Substances Act.

Intent:

Champaign County is concerned about the ultimate effects of the use of cannabis, alcohol and illegal drugs upon the health and safety of its employees and the public. We recognize that studies show that alcohol and drug abuse leads to increased accidents and medical claims. Employees who abuse drugs and alcohol present a danger to themselves, their fellow employees, Champaign County and the public at large. In addition, the increased medical costs incurred by employees who use/abuse drugs and/or alcohol and the associated decreased productivity of these individuals, because of accidents, absenteeism and turnover adversely affect achievement of Champaign County’s mission and goals.

Champaign County recognizes that the state legislature has accepted that modern medical research confirms the beneficial uses of cannabis in treating or alleviating the pain, nausea and other symptoms associated with a variety of debilitating medical conditions. For these reasons, the State of Illinois has decriminalized the use of marijuana both for medical and recreational purposes. Champaign County also recognizes that under federal law, marijuana is still illegal. The United States Drug Enforcement Agency lists marijuana as a Schedule I drug under the Controlled Substances Act. Schedule I drugs are defined as having no approved medical use and a high potential for abuse.

Champaign County recognizes its obligations and responsibilities under these conflicting laws to implement a reasonable drug free workplace policy to ensure the safety of employees and the public at large while protecting the rights of all employees. Champaign County will not penalize an employee or applicant solely for his/her status as a registered qualifying patient or registered designated caregiver under the Compassionate Use of Medical Cannabis Program Act, unless failing to do so would put Champaign County in violation of federal law or unless failing to do so would cause it to lose a monetary or licensing-related benefit under federal law or rules. Champaign County prohibits the use and storage of both medical and recreational cannabis on its property, at all workplaces and in any employer-owned vehicles.

No part of this policy, nor any of the procedures hereunder, guarantees employment, continued employment, or terms or conditions of employment or limits in any way Champaign County’s rights to manage its workplace or discipline employees.

Definitions:

For purposes of this policy, the following terms shall have the following meanings:

- A. 'Premises' shall include all work sites, work areas, property owned or leased by Champaign County, or vehicles owned, operated, leased, or under the control of Champaign County. Privately-owned vehicles parked or operated on property owned, leased or managed by Champaign County is also included under the definition.
- B. 'Champaign County time' shall include all times during which an employee is on Champaign County's premises, meal and break times on or off Champaign County's premises, or performing work off the premises for the benefit of Champaign County or as a representative of Champaign County.
- C. 'On-call' for purposes of the Cannabis Regulation and Tax Act means when an employee is scheduled with at least 24 hours' notice by his or her employer to be on standby or otherwise responsible for performing tasks related to his or her employment either at the employer's premises or other previously designated location by his or her employer or supervisor to perform a work-related task.
- D. 'Legal drug' means any substance the possession or sale of which is not prohibited by law, including prescription drugs that have been prescribed for the employee, over-the-counter drugs and (after January 1, 2020) cannabis as outlined in the Cannabis Regulation and Tax Act.
- E. 'Illegal drug' means any controlled substance the possession or sale of which is prohibited by law.
- F. 'Cannabis' or 'Marijuana' is a mixture of dried, shredded leaves, stems, seeds and flowers of the hemp plant, *Cannabis sativa*. The main active chemical in cannabis is tetrahydrocannabinol (THC), a psychoactive ingredient that produces a "high" or feeling of being "stoned." The strength of the cannabis or marijuana is correlated to the amount and potency of the THC it contains.
- G. 'Cannabidiol' or 'CBD' is one of over 60 different cannabinoid compounds in marijuana. CBD a non-psychoactive ingredient of cannabis and does not make a person feel "high" or "stoned." CBD is used to provide relief from chronic pain, anxiety, inflammation and epilepsy and its benefits are still being researched. Currently, there are no uniform standards for production of CBD so it is very possible that a CBD product contains small amounts of THC that would show up

on a drug test. Such a test result would violate Champaign County's drug-free workplace policy.

- H. 'Substance' means any alcohol, drugs, or other substances (whether ingested, inhaled, injected subcutaneously, or otherwise) that have known mind altering or function-altering effects upon the human body or that impair one's ability to safely perform his or her work, specifically including, but not limited to, prescription drugs and over-the-counter medications; alcohol, drugs, and other substances made illegal under federal or state law; "synthetic or designer" drugs; illegal inhalants; "look-alike" drugs; amphetamines; cannabinoids (marijuana and hashish); cocaine; phencyclidine (PCP), and opiates; and any drugs or other substances referenced in Schedule I through V of 21 C.F.R. Part 1308 (whether or not such drugs or other substances are narcotics).
- I. 'Traceable in the employee's system' means that the results of a laboratory's analysis of the employee's urine, saliva, breath or blood specimen is positive for the tested substance.
- J. 'Reasonable suspicion of impairment' means that Champaign County's representatives have observed and in good faith can describe specific, articulable symptoms of an employee while working that decrease or lessen his or her performance of the duties or tasks of the employee's job position, including symptoms of the employee's speech, breath, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, negligence or carelessness in operating equipment or machinery, disregard for the safety of the employee or others, or involvement in an accident that results in serious damage to equipment or property, disruption of a production or manufacturing process, or carelessness that results in any injury to the employee or others, or detection of a prohibited substance in the area where an employee has/had been working. A registered qualifying user of medical cannabis under the Compassionate Use of Medical Cannabis Program Act must first be given a reasonable opportunity to contest the basis of the suspected impairment before being subject to discipline based on the employer's good faith belief of impairment. A user of cannabis under the Cannabis Regulation and Tax Act must also first be given a reasonable opportunity to contest the basis of the suspected impairment before being subject to discipline based on the employer's good faith belief of impairment.
- K. 'Under the influence' means the condition wherein any of the body's sensory, cognitive, or motor functions or capabilities is altered, impaired, diminished, or affected due to drugs or alcohol. This also means the detectable presence of Substance(s) within the body, regardless of when or where it (they) may have been consumed, having an alcohol concentration within the violation range specified by the laws of the State of Illinois, and/or having a positive test for any

other Substance(s). With respect to employees subject to the Federal Motor Carrier Safety Administration (FMCSA) regulations, U.S. Department of Transportation regulations, or performing safety-sensitive functions including those employees who drive commercial motor vehicles, operate or repair heavy or large mobile equipment, police officers, correctional officers, and highway maintenance workers, under the influence of alcohol is defined in accordance with FMCSA regulations as having an alcohol concentration of 0.04 or greater (compared to the BAC of 0.08 for non-safety sensitive positions). Under the influence of cannabis currently means testing positive for any amount of cannabis (until the legislature determines a specific level of THC in the blood that constitutes statutory impairment).

- L. 'Safety sensitive function' was defined by the United States Supreme Court as any job function fraught with such risks of injury to others that even a momentary lapse of attention can have disastrous consequences. The category of safety sensitive functions includes job duties described as safety sensitive by applicable FMCSA or other applicable regulations, statutes, or case law. Courts have also held that an employer may prohibit the off-duty use of cannabis, alcohol and other drugs by an employee in a safety sensitive position because these employees can cause great human loss before any signs of impairment become noticeable to supervisors or others.
- M. 'Work related cause' means the employee has: incurred a work-related injury requiring medical attention at a medical facility; caused the injury of another person on Champaign County premises or during Champaign County time; caused damage to any Champaign County owned or leased property; or commits repeated and/or flagrant violations of safety standards.

Applicability:

- A. This policy applies to all employees and volunteers of Champaign County as well as candidates for employment with Champaign County who have been given conditional offers of employment. Such persons are responsible to be familiar with and comply with this policy.
- B. The provisions of this policy are subject to any federal, state, or local laws that may prohibit or restrict their applicability, and testing for substances shall be conducted and in accordance with and limited by such laws, notwithstanding any terms of this policy to the contrary.

Policy:

A. Alcohol, Cannabis or Illegal Drugs or Substances:

The possession, sale, purchase, use, distribution, delivery or transfer of alcohol, cannabis or an illegal drug or substance while on Champaign County's premises, while on Champaign County's time or while driving a vehicle owned, operated, rented, leased or under the control of Champaign County is expressly prohibited. This includes cannabis used for medical purposes in accordance with the Compassionate Use of Medical Cannabis Program Act. In addition, employees may not report to work, be on Champaign County's premises or on Champaign County time under the influence of alcohol or cannabis or with any traceable illegal drug or substance in their system.

Employees who drive commercial motor vehicles, operate or repair heavy or large mobile equipment or perform other safety-sensitive functions including those employees who drive commercial motor vehicles, operate or repair heavy or large mobile equipment, police officers, correctional officers, and highway maintenance workers in addition to the prohibitions above must not consume alcohol for four hours prior to duty time and up to eight hours following an accident or until the employee undergoes a post-accident test, whichever comes first.

Individuals who are registered users of medical cannabis will not be disqualified from employment based solely on the detected presence of cannabis on a drug test, unless failing to do so would put Champaign County in violation of a federal law of cause it to lose a federal contract or funding. Individuals who are registered users of medical cannabis in accordance with the Compassionate Use of Medical Cannabis Program Act and individuals who use cannabis in accordance with the Cannabis Regulation and Tax Act may not report to work under the influence of cannabis. This policy prohibits the undertaking of any task under the influence of cannabis, when doing so would constitute negligence, professional malpractice or professional misconduct. Any violation of this policy may result in immediate discharge and may subject an employee to legal action.

B. Legal Drugs:

Champaign County does not condone the abuse of legal drugs or working under the influence of legal drugs to the extent that job performance and/or safety is adversely affected. Employees using prescription, over-the-counter and/or other legal drugs are responsible for being aware of any potential effect such drugs may have on their judgment or ability to perform their duties.

C. Drug Panel:

DOT Regulations (49 CFR Section 40.85) provides the five drugs or classes of drugs that must be tested for in a DOT drug test. They are: (a) marijuana

metabolites, (b) cocaine metabolites, (c) amphetamines, (d) opioids, and (e) phencyclidine (PCP). Champaign County cannot exclude cannabis from a drug test performed pursuant to DOT Regulations. The DOT Regulations also prohibit a Medical Review Officer from verifying a test as negative based on information that a physician prescribed the use of marijuana or other Schedule I drug.

D. Limited Pre-Employment Substance Testing:

Upon receipt of a contingent offer of employment, candidates for safety-sensitive or security-sensitive positions may be subject to pre-employment drug testing. Individuals to whom a contingent offer is made and whose pre-employment drug test returns positive for cannabis, alcohol or illegal drugs will be ineligible for employment. Candidates who test positive may have their contingent offer of employment revoked.

E. Random Selection Testing:

Champaign County is a drug-free workplace and reserves the right to conduct random testing on employees with safety-sensitive or security-sensitive job duties. The following positions include safety-sensitive or security-sensitive functions, and as such may be subject to random testing: employees who drive commercial motor vehicles, operate or repair heavy or large mobile equipment, police officers, correctional officers, and highway maintenance workers. Where random testing is prohibited or restricted by applicable federal, state or local statute or regulation, or other legally-binding agreement, Champaign County will conform to all applicable laws, regulations, and/or agreements notwithstanding the provisions of this policy.

F. Reasonable Suspicion Testing:

If Champaign County's representative has a reasonable suspicion that an employee is impaired based on the representative's observations of the employee at work, and in good faith can describe specific, articulable symptoms of that employee while working that decrease or lessen his or her performance of the duties or tasks of the employee's job position, including symptoms of the employee's speech, breath, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, negligence or carelessness in operating equipment or machinery, disregard for the safety of the employee or others, or involvement in an accident that results in serious damage to equipment or property, disruption of a production or manufacturing process, or carelessness that results in any injury to the employee or others, then Champaign County may conduct reasonable suspicion testing.

G. Post-Accident Testing:

If Champaign County has reasonable cause to believe an employee has caused an on-the-job injury that is considered recordable under OSHA guidelines (i.e.

requiring medical treatment) as a result of being under the influence, the supervisor may require the injured employee to undergo a post-accident Substance test. The employee will also be required to undergo post-accident testing if required by FMCSA, DOT or other applicable regulation.

H. Fitness for Duty:

Employees suspected of being unfit for duty as a result of the use or reasonably suspected use of Substances may be subject to Substance testing. Employees who have successfully completed a substance abuse or rehabilitation program will be required to submit to and successfully pass a fitness for duty substance test before being permitted to return to work.

I. Blood Alcohol Concentration:

A driver subject to FMCSA or DOT regulations, or any other employee who is required to perform a safety-sensitive function and who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform, nor be permitted to perform, safety-sensitive functions for at least 24 hours.

J. THC Concentration:

As of this writing, the State of Illinois has no established limit of tetrahydrocannabinol (THC) in the bloodstream that constitutes impairment under the law. A person may be under the influence of marijuana as defined by a positive test for cannabis without being visibly impaired. Champaign County should train its managers and supervisors on the specific, articulable symptoms of impairment as defined above.

K. Reasonable Zero Tolerance or Drug-Free Workplace Policy:

Under the law, Champaign County has the right to implement a reasonable zero tolerance or drug-free workplace policy that is applied in a non-discriminatory manner. With the enactment of the Cannabis Regulation and Tax Act and the amendment to the Right to Privacy in the Workplace Act, Champaign County is limited in its ability to prohibit or limit the use of cannabis and other Substances considered legal under Illinois law by Champaign County employees while off duty and not on-call unless those employees perform safety sensitive functions. For employees in safety sensitive positions, such as those employees who drive commercial motor vehicles, operate or repair heavy or large mobile equipment, police officers, correctional officers, and highway maintenance workers, it is reasonable for Champaign County to implement and consistently apply a zero tolerance or drug-free workplace policy that includes a prohibition on off duty use and to terminate any safety sensitive employee who violates this policy. Such a restrictive policy is reasonable because if these employees used cannabis or other Substances while off duty, they could cause great human loss while at work before any signs of impairment become noticeable to supervisors or others.

For those employees who work in non-safety sensitive positions, Champaign County can test the employee for cannabis or other Substances if first Champaign County's representative can articulate after observing the employee at work that a reasonable suspicion of impairment exists.

L. Disciplinary Action:

- a. Any employee who possesses, sells, purchases, uses, distributes, delivers or transfers alcohol, cannabis or any illegal substance on Champaign County's premises will be removed from the work area, and may be subject to immediate disciplinary action up to and including discharge.
- b. Any employee who reports to work under the influence of alcohol, cannabis or with an illegal drug or Substance traceable in his/her system will be removed from the work area, and may be subject to immediate disciplinary action up to and including discharge.
- c. An employee who refuses to submit to testing when required under this policy will be removed from the work area, and may be subject to immediate disciplinary action up to and including discharge. Refusal to submit to testing shall include, but may not be limited to: (1) failure to appear for any test within a reasonable amount of time, after being directed to do so by Champaign County, consistent with this policy and/or applicable regulations, including but not limited to FMCSA or DOT regulation; (2) failure to remain at the testing site until testing is complete; (3) failure to provide a sufficient breath, saliva, blood or urine specimen for any drug or alcohol test required by this policy or applicable FMCSA or DOT regulation; (4) in the case of directly observed or monitored collection in a drug test, failure to permit the observation or monitoring of the provision of a specimen; (5) failure to provide a sufficient amount of saliva, breath, blood or urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure; (6) failing or declining to take a second test that Champaign County or the collector has directed the employee to take; (7) failure to undergo a medical examination or evaluation, as directed by the Medical Review Officer as part of the verification process or as directed by the Designated Employer Representative; (8) failure to cooperate with any part of the testing process; (9) having a verified adulterated or substituted test result as reported by the Medical Review Officer.
- d. Any employee who refuses to participate in rehabilitation/treatment, as recommended as a result of a positive test and evaluation by a substance abuse professional, will not be allowed to perform work for Champaign County and may be subject to disciplinary action up to and including discharge.

Testing Procedures:

A. Testing: Champaign County may require an employee or candidate to provide a urine specimen, submit to a blood test, provide saliva samples, and/or undergo breath/alcohol testing for laboratory analysis at a medical clinic or other location as designated by Champaign County, immediately upon the request of authorized Champaign County representatives or agents in accordance with this policy.

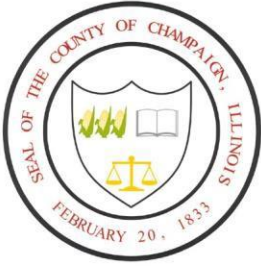
1. Where Champaign County has reasonable suspicion that an employee is under the influence of a substance, he or she will be removed from the work area and provided with transportation to the place of testing. Champaign County should call the emergency contact indicated by the employee or, if unavailable, arrange for the employee to be transported home following the test.
2. Prior to submitting to testing, an employee or candidate may confidentially disclose to the independent medical examiner any prescription drugs or over-the-counter medications that he/she has taken or known medical condition that might interfere with an accurate test result. Such information will only be revealed to Champaign County as permitted by law.
3. At the discretion of Champaign County, employees suspected of violating this policy may be placed on administrative leave without pay pending test results. If the test results are negative; the employee will be reimbursed for any salary lost during administrative leave.
4. Specimens reported by the testing laboratory as adulterated or substituted will be considered a refusal to test, and may be grounds for immediate termination of employment or ineligibility for hire.
5. Should a candidate or employee fail the initial drug test, he or she will be notified of the results and will not be allowed to perform work on behalf of Champaign County. The candidate or employee will have the option of requesting testing of the split specimen within 72 hours at Champaign County's expense unless the candidate or employee presents documentation that serious injury, illness, lack of actual knowledge of the verified test result or inability to contact the Medical Review Officer prevented a timely request. If the candidate fails to request testing of the split specimen within 72 hours and the candidate or employee has not presented sufficient documentation to excuse the delay, Champaign County will take appropriate action including but not limited to discipline or discharge.
6. If the test of the split specimen is also positive, the candidate or employee will have the opportunity to explain the results. Champaign County retains the discretion to determine the appropriate disciplinary action, including discharge, following two positive drug tests.

7. An employee who has been removed from the work area or barred from the working as a result of violating this policy, may be subject to disciplinary action up to and including immediate discharge. If an employee has not been terminated as a result of a violation, he or she may not commence or return to work unless he or she provides sufficient documentation that he or she has tested negative for the presence of a substance and is not under the influence of a substance; has been approved to commence or return to work under the terms of this policy; has received an evaluation from a Substance Abuse Professional, has successfully complied with the recommendations of the Substance Abuse Professional, and testing for the presence of a substance and the handling of test specimens was conducted in accordance with guidelines for laboratory testing procedures and chain-of-custody procedures established by applicable federal or state regulation.
 8. Champaign County will take steps to ensure the integrity of the testing process and to ensure that all test results are attributed to the correct employee.
- B. Consent: The employee may be required to sign a consent form authorizing the medical clinic or other location as designated by Champaign County to perform the aforementioned tests and release the results of the testing to Champaign County.
- C. Chain of Custody Procedures: At the time specimens are taken, standard 'chain of custody' or 'chain of possession' procedures will be followed and the employee shall be given a copy of these specimen collection procedures.
- D. Confidentiality and Privacy: The employee's right to privacy will be respected, and the results of any testing shall be kept strictly confidential by Champaign County to the extent required and permitted by law. However, Champaign County may use the results to decide upon an action to be taken towards an employee, or to the extent necessary, to defend its actions in any subsequent grievance, arbitration, or legal or other proceeding.
- E. Treatment: An employee who voluntarily informs Champaign County that he/she has a drug or alcohol abuse problem and desires rehabilitation assistance may be granted a leave of absence, in accordance with Champaign County's Family Medical Leave Act policy. The sole purpose of such leave is to obtain the necessary rehabilitation assistance. An employee with an alcohol abuse problem may also qualify for an accommodation under the Americans with Disabilities Act, if appropriate. The employee may be required to periodically provide proof that he/she is participating in an appropriate rehabilitation or after-care program. Any employee who returns to work after completion of a

rehabilitation program and who subsequently violates the substance abuse policy may be immediately discharged without regard to a request for further rehabilitation.

Additional Policies:

- A. Searches: Upon reasonable suspicion, authorized representatives or agents of Champaign County may conduct searches of personal effects, vehicles, lockers, desks and rooms for drugs/ alcohol and related paraphernalia, dangerous weapons, Champaign County property or property of other employees. Items discovered through such searches may be turned over to law enforcement authorities.
- B. Employees must notify Champaign County within 5 days of any criminal drug statute conviction.
- C. Champaign County, with the development and implementation of this policy, is making a good faith effort to maintain a drug/ alcohol-free workplace.
- D. Department Heads are responsible for receipt of testing results and removal of employees from safety sensitive functions when they violate this policy. Referrals for testing may be sent to Safeworks (1806 N Market St, Champaign, IL 61822; 217-356-6150).
- E. Employees who have questions about this policy or who would like more information regarding the effects of alcohol misuse and controlled substances on an individual's health, work and personal life, signs and symptoms of an alcohol or drug problem, and available methods of intervening when an alcohol and or controlled substance problem is suspected should contact Administrative Services.



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloeppel, County Executive

MEMORANDUM

TO: Charles Young, Chair of Policy, Personnel & Appointments; and MEMBERS of the CHAMPAIGN COUNTY BOARD

FROM: Isak Griffiths, Deputy Director of Administration; Job Content Evaluation Committee

DATE: Nov 4, 2019

RE: REVIEW and RECOMMENDATION for IT SYSTEMS ADMINISTRATOR

Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on August 13, 2019, the Job Content Evaluation Committee has met to review the request of the County Executive and the IT Director to reevaluate the position of Systems Administrator.

REPORT:

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by Andy Rhodes. The Committee was also provided with the proposed job description for the revised Systems Administrator position to better reflect the duties now being performed by the Systems Administrators currently on staff. Andy Rhodes met with the Committee and explained the parameters of the position in terms of how the duties and responsibilities have increased since the position was last reviewed in 2009, along with the dramatic increase in the number and complexity of supported systems.

Pursuant to this review and evaluation, the Committee recommends the reclassification of the Systems Administrator to Salary Grade Range I with the IT market adjustment to J*, and the adoption of the job description as documented in the attachment to this Memo. This is documented as a non-bargaining, FLSA Exempt position within the Champaign County Staffing Plan.

REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:

The Policy, Personnel & Appointments Committee recommends to the Finance Committee approval of the reclassification of the Systems Administrator position to Grade Range I with the IT market adjustment to J*.

Thank you for your consideration of this recommendation

cc: IT Director, County Executive

attachments

(217) 384-3776

WWW.CO.CHAMPAIGN.IL.US

(217) 384-3896 FAX

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM
JOB CONTENT EVALUATION COMMITTEE REPORT

Date of Request:

November 4, 2019

RE-EVALUATION OF EXISTING POSITION

Department Requesting:	Information Technologies
Position Title:	Systems Administrator
Current Job Points:	621
FLSA Status:	Exempt
Current Salary Range:	Grade Range H with Salary Market Adjustment to Grade I*
*Ranges effective for FY2019	Minimum: \$22.60
	Mid-Point: \$28.25
	Maximum: \$33.90

Job Evaluation Committee Recommendation: Re-Classification

Re-Evaluated Job Points:	681
Recommended Title:	Systems Administrator
FLSA Status:	Exempt
Recommended Salary Range:	Grade Range I with Salary Market Adjustment to Grade J*
*Ranges effective for FY2013	Minimum: \$25.85
	Mid-Point: \$32.38
	Maximum: \$38.73

Date of Job Evaluation Committee Recommendation:

November 4, 2019

Champaign County Job Description

Job Title: Systems Administrator
Department: Information Technology
Reports to: Information Technology
Manager **FLSA Status:** Exempt
Grade Range: J*
Approved Date: November 2019

SUMMARY Functions as a member of the County's technical team, Responsible for the technical design, planning, implementation, and the highest level of performance tuning and recovery procedures for mission critical enterprise systems. Serves as a technical expert in the area of system administration for complex operating systems. Recommends the redesign and configuration of operating systems and system applications. Investigates and analyzes feasibility of system requirements and develops system specifications. Identifies methods, solutions, and provides project leadership and management in order to provide a high level of service to the customers of the department. Work is performed under the supervision of the Information Technology Manager.

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

Works with team members in the planning and delivery of solutions; teaching improved processes; mentoring team members.

Ensures high availability and acceptable levels of performance of mission critical computer resources.

Managing storage capabilities of both local systems and cloud based implementations. Develops and tests disaster recovery and continuity of operations plans using local backups and site backup and recovery using Microsoft Azure.

Writes SQL queries and develops programming scripts. Executes basic PowerShell or Command Shell Commands.

Develops and coordinates project directions and schedules to maximize benefits and minimize impacts on the organization. Provides leadership in planning and implementation of projects for computer operations and enterprise systems administration.

Establishes system specifications by conferring with users; analyzing workflow, designing system infrastructure.

Establishes system by planning and executing the selection, installation, configuration, and testing of PC and server hardware, software, LAN and WAN networks, and operating systems; defining system and operational policies and procedures.

Maintains system integrity by performing system monitoring and analysis, and performance tuning; troubleshooting system hardware, software, networks and operating and system management systems; designing and running system load/stress testing; escalating application problems to vendor.

Applies software and hardware patches and updates. Develops procedures to maintain security and protect systems from unauthorized use, acts of nature and user abuse.

Works with IT Manager to develop and implement security measures, system access, monitoring, control and evaluation; establishing and testing disaster recovery policies and procedures; completing back-ups; maintaining documentation.

Prepares users by designing and conducting training programs; providing references and support.

Upgrades system by conferring with vendors and services; developing, testing, evaluating, and installing enhancements and new software.

SUPERVISORY RESPONSIBILITIES This job has no direct supervisory responsibilities.

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

EDUCATION AND/OR EXPERIENCE Associate's Degree or equivalent from a two-year college or technical school and 3-5 years of experience in government systems design and programming.

LANGUAGE SKILLS Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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

COMPUTER SKILLS to perform this job successfully, an individual should have an in-depth knowledge of computer systems, networking, hardware and software.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to talk; or

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: William J. Wilson

ADDRESS: 1539 CR 2550 E. Ogden IL 61859
Street City State Zip Code

EMAIL: [REDACTED] PHONE: 217-493-2677

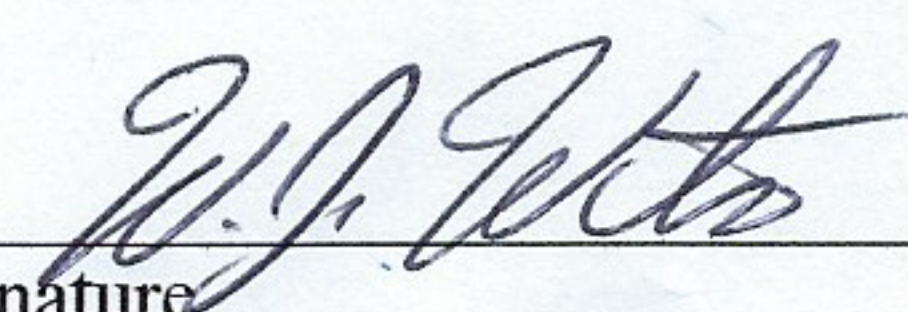
Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Willow Branch Drainage District

BEGINNING DATE OF TERM: as soon as possible ENDING DATE: August 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, CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION. Please note that an Oath & Bond are required per statute, before each commissioner enters upon his or her duties. Please contact the attorney for the drainage district for further information regarding the Oath & Bond.

1. Do you own land within the drainage district? Yes No
2. What experience and background do you have which you believe qualifies you for this appointment?
Fixing and installing field tile
3. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?
I understand the district does not receive much money , about the only thing the district can do is some light repair to the district owned tile
4. Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.
Currently none , in the past served on the Fithian / Muncie / Collison fire board


Signature
Date: 10-21-19

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: _____

ADDRESS: _____
Street City State Zip Code

EMAIL: _____ **PHONE:** _____

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: _____

BEGINNING DATE OF TERM: _____ **ENDING DATE:** _____

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?

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?

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

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.

cynthia D. Schroeder Bell

Signature

Date

APPLICATION FOR CONSIDERATION OF COMMUNITY ACTION BOARD (CAB) APPOINTMENT

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

Richard E. (Dick) Norton
NAME: _____
 21 Lake Park Road Champaign IL 61822
ADDRESS: _____
 Street City State Zip Code
 renort45@gmail.com 217-722-4211
EMAIL: _____ **PHONE:** _____

Check Box to Have Email Address Redacted on Public Documents
 Community Action Board

NAME OF APPOINTMENT BODY OR BOARD: _____

BEGINNING DATE OF TERM: 1/1/2020 **ENDING DATE:** 12/31/2022

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?

Actively served on the CAB for 6 years. Have learned the various programs offered via RPC/CAB. Served on the Family of Distinction Committee, the Scholarship committee and currently the ByLaws review sub-committee.

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?

Role is to attend meetings and participate in the discussion after educating self re: the purpose and impact of topics under discussion. Also be an Ambassador for the organization.

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

Very familiar after serving the past 6 years

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

September 8, 2019

Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Tomas Delgado
ADDRESS: 506 South Glover Ave - Unit A Urbana IL 61802
EMAIL: [REDACTED] PHONE: [REDACTED] 312-934-6993

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

NAME OF APPOINTMENT BODY OR BOARD: Champaign County Community Action Board

BEGINNING DATE OF TERM: [REDACTED] 7/1/19 ENDING DATE: 12/31/21

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

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

I have lived in Champaign County for 5.5 years. I work as the Office Administrator of the Cunningham Township, responsible for the financial operations of the township, particularly the management of the General & Rental Assistance programs and the Consolidated Social Service Fund, a grant program offering annual support to select non-profit entities with social service missions and programs. I serve on the City of Urbana's Sustainability Advisory Commission and the Urbana Park District Advisory Committee. Additionally, I am a Human Geography graduate student at Eastern Illinois University, concentrating on land use and housing insecurity applications in GIS. Within my role as township administrator, I have developed a conversant knowledge of the social service landscape of Champaign County. This awareness, compounded with my technical competency as a GIS practitioner/Geographer and my own lived experiences accessing social service resources within Champaign County, positions me at a unique intersection which I believe will be of value to the Community Action Board.

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

The role of a commissioner is to act as a conduit of interest for communities to channel desires, recommendations, or concerns to the organizations board and staff. Appointed commissioners are able to share closer ties with communities in which the organization serves through programming and other resources. This is in part due to the ability of community members to apply for such positions, rather than the background and qualifications to work for organizations, or the resources and commitment to campaign for elected board positions.

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

I am unaware of any property holdings of the CCCAB.

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

T. D. L.

Date

9/30/19

APPLICATION FOR CONSIDERATION OF COMMUNITY ACTION BOARD (CAB) APPOINTMENT

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Jane Webber

ADDRESS: 302 Calvin St Savoy IL 61874
Street City State Zip Code

EMAIL: jwebber@metritech.com PHONE: 217-369-9657

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: CCRPC - Community Action Board

BEGINNING DATE OF TERM: _____ ENDING DATE: _____

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?

~~Parent of a child with Developmental Disabilities - I have firsthand knowledge of the various services that are available to a child with disabilities through the local organization, schools systems, etc. This parent insight brings benefit to the Community Action Board in the review of the supports and services being offered to individuals with disabilities in Champaign County. I was a DSC board member in support of individuals with developmental disabilities for 19 years. This board experience provides a solid base for understanding the roles and responsibilities of a board member and insight to the ongoing financial struggles faced by organizations whose sole purpose is to serve individuals with developmental disabilities.~~

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

~~The role of a board member should include: an understanding of the board's main goals, objectives, and operations; review and understanding of the board projects and priorities; review board materials and financials to provide feedback and input anchored in the board's priorities and goals. My ability to carry out these responsibilities would include: Researching the CCRPC website to obtain information concerning their methods and operations; attend monthly board meetings, which provide input on current board function and activities; review previous board meeting materials to become familiar with goals and priorities.~~

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

~~Other than the interaction I had with my son's annual review to be included on the PUNS list, I have little knowledge of the appointed body's operations, staff, taxes and fees. When looking into applying for this board position, I did review the CCRPC web site and information posted for previous Community Action Board meetings to get an understanding of this board's mission to determine if my background was a good fit.~~

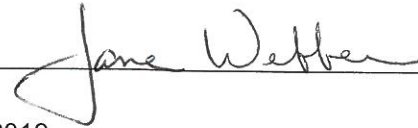
4. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the body for which you are applying? (This question is **not** meant to disqualify you; it is only intended to provide information.) Yes No If yes, please explain:

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

Yes No If no, please explain:

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

Signature



09/19/2019

Date

APPLICATION FOR CONSIDERATION OF COMMUNITY ACTION BOARD (CAB) APPOINTMENT

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Catherine Bedard

ADDRESS: 3510 Marianna Driver Champaign IL 61822

Street City State Zip Code

EMAIL: cathybedard@comcast.net PHONE: 708-217-3196

Check Box to Have Email Address Redacted on Public Documents
 CCRPC Board Member

NAME OF APPOINTMENT BODY OR BOARD: _____

BEGINNING DATE OF TERM: _____ ENDING DATE: _____

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

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

I am the parent of 3 individuals who have Developmental Disabilities. I have been involved in this field of work for 25 years. I was first a NADS Parent Support Person, Sat on the Board for ISBE and helped write the ISBE Parent's Rights Handbook. Board Member for Parent Resource Center. Worked for ISC Community Support Services in Brookfield, Founder and Executive Director of Mothers on a Mission, Inc. Parent Liaison at Easter Seals Metropolitan Chicago

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

I believe that I can bring a lot of information and vision to this Board. My 28 years as a parent of three individuals who have disabilities is insightful. I have had a multitude of experience navigating the Special Education, Community Inclusion and everyday life of living in the community with my loved ones. I have seen and experienced much. I have helped hundreds of parents in attaining services and inclusion.

I also bring over 18 years of experience as a Foster Parent and all that comes with that responsibility. As a Board Member you play a role in impacting the community. You help to open opportunities to the Community and Expand on what is in place.

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

I believe the CCRPC's role is to build, facilitate improvements in many areas in Champaign. From what I have read the CCRPC has focused very heavily in planning and facilitating improvements in many areas including, safety, welfare, education, economics, environment and development in East Champaign. You have also administered over 100 grants and contracts with a operating budget of \$25 million with a staff of over 230 professionals. The CCRPC has helped over 30,000 clients. Providing Clients with Financing Programs. Community Development, financing for businesses, organizations, in East Central Illinois,

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

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

Yes No If no, please explain:

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



Signature

09/20/2019

Date

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

NAME: _____

ADDRESS: _____
Street City State Zip Code

EMAIL:  **PHONE:** _____

Check Box to Have Email Address Redacted on Public Documents

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

NAME OF APPOINTMENT BODY OR BOARD: _____

BEGINNING DATE OF TERM: _____ **ENDING DATE:** _____

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?

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?

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

I have a law degree and am well-informed on the structure of government on the state, federal and local levels. In addition, I have served on the state, federal and local levels in government and can bring that practical knowledge to my tasks as a board or commission member. I am also a swift learner and will read briefing books prepared by staff as well as other background materials I will need to do my work effectively. I am also a member of the community advisory board of WTTW/PBS Chicago -- and have learned much while serving on this committee whose existence is mandated by the CFR/Code of Federal Regulations for broadcasters.

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

No.

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

Yes No If no, please explain:
Yes.

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.

**Eugene
Koprowski**

Signature

November 3, 2019

Date

Gene J. Koprowski

President and Executive Producer

540 North Dearborn St.
Chicago, Illinois 60613

Telephone: 213-444-9974

E-mail: [REDACTED]

SKILLS, ABILITIES, AND ATTRIBUTES

- Creating epic, entertaining storytelling for the world's leading media brands.
- Researching engaging stories employing investigative journalism techniques: interviews, document and photographic research.
- Producing documentary footage, sound bites, and graphics + visual effects that enrapture viewers on the emotional, aesthetic and literal levels.
- Executive producing and managing the work flow of an entire storytelling team of writers/producers/editors, on-air talent, and production assistants from start to finish.
- Strategic planning for editorial content, production aesthetics, budgets, personnel for [TV](#) documentaries, [digital](#), and live media.
- Earned an Emmy Award nomination as a producer/writer for [interactive storytelling](#) for *Fox News Channel* (2008), a division of 20th Century Fox.

RECENT CAREER HIGHLIGHTS

An Emmy Award-nominated Producer/Writer of documentary and digital content for PBS-TV affiliates and other leading media.

A passionate storyteller, Gene J. Koprowski is widely acclaimed in the media profession. He is an Emmy Award nominee, and **showrunner** of [The Producers Workshop](#), a **creative studio**. The studio provides compelling **writing/producing/directing** services for major media brands across a range of media from film to TV, radio, live theater, and the Internet. **Summer 2015 to Present**. Recent successes of note:

- Produced/Wrote/Directed a 30-minute documentary film, *The Frank Capra Story: A Wonderful Life*, which aired on close to 100 [PBS-TV affiliates](#) (2018), including PBS/Chicago/WTTW-TV, PBS/Salt Lake City, PBS/Nashville, PBS/San Francisco, PBS/Dallas. The film was then chosen as an *Official Selection* of the *American Documentary Film Festival (2019)*. The film also received audience accolade honors, the *Back by Demand* award, from film-goers after its [silver screen debut](#) at the Camelot Theater in Palm Springs, Calif. on March 31, 2019. The encore showing was in the same theater on April 4, 2019. Gene was the showrunner of the film. The documentary was also an Official Selection of *Metro Film and TV Awards (2019)*, and earned the *Award for Excellence* from that festival's judges
- Produced/Wrote/Directed a 30-minute radio documentary series airing monthly for national public media's *Pacifica Radio Network*, called *Liberation Now!*, which is available on 200 public radio stations in the U.S. (2018 to Present.)

- Producing/writing for *Xinhua/New China News Agency*, the largest English language and Chinese language news service on planet earth. Creating daily news wire service reports, analysis, and one-to-three minute, TV news reports for Asia. (2019-Present.)
- Provided visual effects (VFX) producer consulting services to Oscar-winning Framestore on computer graphics imagery (CGI) design for a short-form TV project (Summer 2019).

OTHER MAJOR MEDIA CREDITS + ACHIEVEMENTS

Senior Writer/Digital Producer, Fox News Channel Interactive (2006-2015). New York City. Emmy Award Nominee.

- Researched, wrote and reported nearly 100 online, digital interactive news feature packages for this digital arm of America's top-rated cable channel, FoxNews.com. Interviews include: President of the Czech Republic Václav Klaus, computer industry CEOs, Wall Street analysts of technology companies. Directed use of Sony A7 camera for video shoots, key, fill, back lighting. Full-Time.

Staff Columnist, United Press International (UPI) (2000-2006), Washington DC.

- Researched, reported and wrote three columns every week for this world-famous news service which provides content to leading media to ABC, CBS, NBC, PBS and Fox News. Beat area: The Internet, telecommunications and computing technology. Interviewed CEOs of major computer players, Microsoft, IBM, Dell, Digital Equipment Corp. Full-Time.

Staff Feature Writer, Forbes Magazine + ASAP (1995-2000), New York City.

- Researched, reported, wrote front-cover features with major newsmakers at the White House including Vice President Gore, White House Economic Advisor Laura Tyson, US Trade Representative Mickey Kantor, as well as leading CEOs of Novell Corp., Digital Equipment Corp., Kodak Corp., America Online. Circulation: 1 million. Full-Time.

Senior Staff Writer/Producer, PBS-TV'S Weekly Series, TechnoPolitics, Washington DC (1990-1995)

- Producer and writer for network anchorman, booked news guests including the CEO of Intel Corp. Andrew Grove, Congressmen, Diplomats, White House Science Advisor Dr. Alan Bromley for this weekly program that reached 300 stations and 1 million viewers. Directed use of Sony ENG, Ikegami in-studio cameras, lighting, sound design, and offline editing. Full-Time.

Senior Writer/Digital Producer, The Asia Times, Bangkok (1995-1997)

- Founding member of the Chicago bureau, bureau chief and weekly columnist. Reported on the high-tech finance/equity investment markets, commodities markets, and Wall Street securities markets for this daily (online and print) publication based in Bangkok, Thailand with 30,000 executive readers. Full-Time.

Senior Staff Writer/Producer, CBS News Radio/WBBM-AM (1997-2000), Chicago.

- Writer/producer/director covering general news of interest for Chicago's number one-rated radio station per Arbitron. Reported on President Clinton's impeachment, hearings, trade talks. Wrote and produced and directed thousands of broadcast news scripts and segments. Part-Time, Weekends.

Senior Writer/Digital Producer, The Wall Street Journal Interactive Edition (1995-2003), New York.

- Founding contributing writer for the WSJ.com, a 1 million circulation digital publication. Wrote and researched nearly 100 columns featuring interviews with leading executives, Senator Ron Wyden, and hacker Kevin Mitnick. Part-Time, 20 hours per week. Telecommuting: Weekdays.

Senior Features Writer, *The Washington Post High Tech Horizons* (1997-2003), Washington, D.C.

- Researched, reported and wrote four-to-eight 1,200-word articles per month on high tech careers, web development, Java programming, C++ programming, HTML, and job interviewing techniques and trends for technology professionals for this Sunday supplement to the Washington Post with 1 million readers. Part-Time, 20 hours per week. Telecommuting.

ACHIEVEMENTS AS A NON-FICTION BOOK AUTHOR

***Done With Diabetes* (2016): Constitutional Health Publishing**

- Researched and wrote 100-page non-fiction best-selling health book which sold more than 30,000 copies.

***Tongkat Ali and Other Herbs to Boost Vitality* (2017): Scholar's Press**

- Researched and wrote a 180-page non-fiction best-selling health book which sold more than 3,000 copies in Europe.

***Nanotechnology in Medicine* (2012): McGraw-Hill Educational Publishers**

- Researched and wrote a 200-page non-fiction best-selling health book which sold more than 3,000 academic copies in the U.S., including to the National Library of Medicine and Brown University Medical School Library.

***The Genius of Imitation* (2004): Barrett-Kohler Publishing**

- Researched and wrote a 200-page non-fiction business book on innovation strategy which sold in the European and South American markets.

***The Encyclopedia of Health Care Services Research* (Two Chapters, 2009): Sage Publishing**

- Reported and wrote two chapters for this standard reference book for the health research services and health economics. Chapters on cancer care and cancer care treatment marketing.

These beautiful books are sold on *barnesandnoble.com*, *amazon.co.uk*, and *amazon.de*.

THEATRICAL SUCCESSES: COMEDIES + DRAMAS WRITTEN, DIRECTED

[Make America Gag Again at The Second City](#), Chicago (Summer 2018 to Fall 2019)

- Wrote, produced and directed a one-hour sketch comedy review that satirized the Trump Administration at America's premier comedy theater. Managed 18 actors, other producers, technical director, choreographer. Show sold out for two-night run, March 29 and April 5, 2019. Next show is September 15, 2019.

***Zero Bond* as part of the *Greenhouse Theater's Breaking Ground Series* (May 2019)**

- Wrote, produced and directed a three-act dramatic play with 15 actors. Also managed a choreographer at Chicago's leading non-profit theater.

***The Lone Gunman Theory* as part of the *Greenhouse Theater's Breaking Ground Series* (June 2019)**

- Wrote, produced and directed a one-act dramatic play with 5 actors. Also managed a choreographer at Chicago's top non-profit theater.

NON-PROFIT BOARD SERVICE

Board Member, Community Advisory Board, WTTW-TV, Chicago's PBS station.

- Provide strategic advice to senior management and developed a strategic advisory plan on new media technology trends for the station's new CEO Sandra Micek. 2017 to Present.

NATIONAL MEDIA INDUSTRY AWARDS

Film and TV Industry Awards

Frank Capra Story: A Wonderful Life

- *Producer of the Year Awards Shortlist* (2019) for Non-Fiction TV Producing, Producers Guild of America (PGA), Los Angeles.
- *Official Selection and Back by Demand Audience Accolade Award*, American Documentary Film Festival (2019), Palm Springs, Calif.
- *Official Selection and Award for Excellence*, Metro Film and TV Awards (2018), Detroit.
- *Official Selection*, Moita Mostra Film Festival, Portugal (2018)

Fox News Channel/Fox Entertainment

- *Emmy Award Nomination*, National Academy of Television Arts and Sciences (2008)

Digital Media + Advertising Awards

- Service Industry Advertising Awards for Radio Commercials (2008) for the U.S. Border Patrol.
- Healthcare Advertising Awards for New Media (2008, 2009) for the FDA and Shepherd Medical.

National Fellowships for Journalism

- Lilly Endowment Journalism Fellowship (2006).
- John Jay College of Criminal Justice, Juvenile Justice Fellowship sponsored by The Tow Foundation and the Annie E. Casey Foundation (2018.)

Journalism Excellence

- Associated Press Editors Investigative Reporting Award (1988).

EDUCATION

- *Northwestern University, Evanston, Ill.*, Bachelor's, Mass Communications (with courses at Columbia College)
- *The University of Chicago*, Master's Degree, Liberal Arts
- *King's College, University of London*, Master's-Level Certificate, Public Policy
- *The Thomas Jefferson School of Law*, Law Degree/LLM

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Fire, Drainage & Cemetery

NAME: Andy Hughes PHONE: 217-841-0440 FAX: _____

ADDRESS: 1061 County Road 1800 E. Urbana IL 61802
Street City State of Illinois Zip

TITLE OF APPOINTMENT REQUESTED: Trustee, Bill Huss Cemetery Association

BEGINNING DATE OF TERM REQUESTED: _____ ENDING DATE OF TERM REQUESTED _____

6 year term

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

THE CHAMPAIGN COUNTY BOARD

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

*Lived ANY AREA ALL my LIFE
Know some OF THE people Buried Ther*

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

*been on The Board ATLEAST 12 yrs VERY FAMILIAR
WITH PAST OPERATION'S AND where it is*

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

If yes, explain.

Andy Hughes

Date: _____

9-15-19

Signature _____

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Fire, Drainage & Cemetery

NAME: Charles Hughes Jr. PHONE: 217-202-9914 FAX: _____

ADDRESS: 1804 County Road 1000 N. Urbana IL 61802
Street City State of Illinois Zip

TITLE OF APPOINTMENT REQUESTED: Trustee, Bill Huss Cemetery Association

BEGINNING DATE OF TERM REQUESTED: _____ ENDING DATE OF TERM REQUESTED _____

3 year term

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

THE CHAMPAIGN COUNTY BOARD

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

Living in this community for almost 80 years makes me qualified for this appointment. I also have been farming in this community for the past 60 years.

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

I have held this appointment for over 10 years as well as being a land owner myself.

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

If yes, explain.

Charles Hughes Jr. Signature

Date: 10 - 24 - 19

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Fire, Drainage & Cemetery

NAME: Misty Nelson PHONE: 217-512-1448 FAX: _____

ADDRESS: 1170 County Road 1900 E. Sidney IL 61877
Street City State of Illinois Zip

TITLE OF APPOINTMENT REQUESTED: Trustee, Bill Huss Cemetery Association

BEGINNING DATE OF TERM REQUESTED: _____ ENDING DATE OF TERM REQUESTED _____

3-year term

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

THE CHAMPAIGN COUNTY BOARD

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

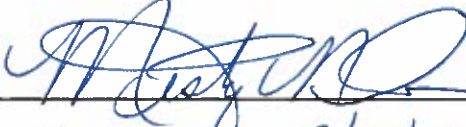
I'm a trustee at our Church, my dad was President of the Cemetery for several years, and a trustee years before that.

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

I don't have a lot of knowledge on the operations, but know many of the board members, know that the Cemetery also has some other properties other than the Cemetery itself.

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

If yes, explain.



Date: 9/20/19 Signature

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Fire, Drainage & Cemetery

NAME: Denise Robinson PHONE: 217-200-9203 FAX: _____

ADDRESS: 505 S. Scarborough St. Unit B Sidney IL 61877
Street City State of Illinois Zip

TITLE OF APPOINTMENT REQUESTED: Trustee, Bill Huss Cemetery Association

BEGINNING DATE OF TERM REQUESTED: _____ ENDING DATE OF TERM REQUESTED _____

6 year term

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

THE CHAMPAIGN COUNTY BOARD

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

I have over 20 years experience in the Ag-fertilizer and chemical industry as a location accountant.

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

I am not fully aware or completely upto date but I am familiar with the cemetery and the neighborhood that it is in. I have lived in the area all my life.

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

If yes, explain.

Denise Robinson

Date: September 23, 2014 Signature

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Fire, Drainage & Cemetery

NAME: Rich Walden PHONE: 217-621-5060 FAX: _____

ADDRESS: 1928 County Road 1100 N. Sidney IL 61877
Street City State of Illinois Zip

TITLE OF APPOINTMENT REQUESTED: Trustee, Bill Huss Cemetery Association

BEGINNING DATE OF TERM REQUESTED: ? ENDING DATE OF TERM REQUESTED ?

6 year term

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

THE CHAMPAIGN COUNTY BOARD

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

I have been on board already for over 20 years.

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

Not my concern. Its our lawyers. I have been ~~and~~ involved in one way or another for almost 40 years or more. I know lots and information about cemetery but not legal matters.

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

If yes, explain.

Richard Walden

Date:

9-23-19

Signature



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
OCTOBER
2019

Liquor Licenses & Permits	20.00
Civil Union Licenses	0.00
Marriage License	8,330.00
Interests	41.98
State Reimbursements	-
Vital Clerk Fees	27,979.50
Tax Clerk Fees	2,635.78
Refunds of Overpayments	<u>7.00</u>
TOTAL	39,014.26
Additional Clerk Fees	1,694.00

Julia R. Rietz
State's Attorney

Barbara Mann
Chief of the Civil Division
email: bmenn@co.champaign.il.us

Donna M. Davis
Assistant State's Attorney
email: ddavis@co.champaign.il.us



Courthouse
101 East Main Street
P. O. Box 785
Urbana, Illinois 61801
Phone (217) 384-3733
Fax (217) 384-3816

**Office of
State's Attorney
Champaign County, Illinois**

October 30, 2019
[Via Email: rkencheloe@co.champaign.il.us]

Mr. Charles Young
Chair Policy, Personnel & Appointments Committee

*Re: Closed Session Minutes Review for Policy, Personnel & Appointments
Committee*

Dear Mr. Young:

Pursuant to the Open Meetings Act, a public body such as the Policy, Personnel & Appointments Committee must review its closed session minutes at least semi-annually. The Committee must then determine whether the need for confidentiality exists as to all or part of those minutes, or that the minutes or portions thereof no longer require confidential treatment, if so, the records would be available for public inspection. Therefore, the question is whether there is no longer a need to keep minutes closed in order to protect either the public interest or the privacy of an individual. Whichever conclusion that the Committee draws must be then be reported in open session.

Please note that the Committee may enter into closed session for the purpose of review of closed session minutes pursuant to 5 ILCS 120/2(c)(21): Discussion of minutes of meetings lawfully closed under the Act. Just as in open session, if the matter requires action by the Committee, the matter must have been noticed on the posted agenda.

The County Board passed Resolution No. 7969, "Resolution Establishing Procedures for Semi-Annual Review of Closed Session Minutes by the Champaign County Board" on November 17th, 2011. Under the parameters established by the full board in Resolution 7969, several of the closed minutes may be opened, should the Committee so choose, as indicated on the enclosed index. Further, no new closed session meetings were conducted in the previous six-month period.

Sincerely,

A handwritten signature in blue ink that reads "Donna M. Davis".

Donna M. Davis

Enc.
cc: Rita Kincheloe (Administrative Services)

Policy, Personnel, & Appointments Committee

June 4, 1990 <i>Performance Appraisal Subcommittee</i>	X	
February 8, 1991 <i>Performance Appraisal Subcommittee</i>	X	
March 7, 1991 <i>Performance Appraisal Subcommittee</i>	X	
February 20, 1992 <i>Performance Appraisal Subcommittee</i>	X	
February 24, 1992 <i>Performance Appraisal Subcommittee</i>	X	
February 26, 1992 <i>Performance Appraisal Subcommittee</i>	X	
March 10, 1992 <i>Performance Appraisal Subcommittee</i>	X	
April 14, 1992 <i>Performance Appraisal Subcommittee</i>	X	
May 12, 1992 <i>Performance Appraisal Subcommittee</i>	X	
December 9, 1992	X	
January 7, 1994 <i>Performance Appraisal Subcommittee</i>	X	
February 17, 1995 <i>Performance Appraisal Subcommittee</i>	X	
August 7, 1996 <i>Performance Appraisal Subcommittee</i>	X	
June 10, 1997	X	
July 14, 1998	X	
March 22, 1999	X	
November 8, 1999 <i>Performance Appraisal Subcommittee</i>	X	
February 16, 2000 <i>Performance Appraisal Subcommittee</i>	X	
May 9, 2002	X	
September 16, 2003		X
March 30, 2004	X	
April 27, 2004	X	

Policy, Personnel, & Appointments Committee

May 18, 2004	X	
September 21, 2004	X	
June 8, 2005 – 8:28 p.m.	X	
June 8, 2005 – 8:40 p.m.		X
October 5, 2005	X	
April 5, 2006	X	
August 24, 2006		X
September 6, 2006	X	
June 6, 2007	X	
August 8, 2007	X	
January 9, 2008	X	
February 6, 2008	X	
March 4, 2009	X	
April 8, 2009	X	
January 18, 2011		X
May 8, 2012 one	X	
May 8, 2012 two		X
June 5, 2012	X	
September 11, 2012		X
May 12, 2015	X	
January 12, 2016	X	
March 8, 2016	X	

MEMO

To: Committee of the Whole

From: Stephanie Joos

CC:

Date: October 28, 2019

Re: Budget Amendment

Please accept this memo regarding a needed budget amendment for the animal control department.

On October 22, 2019, the animal control department executed a search warrant at an address in the city limits of Champaign. Upon entering the home, it was deemed necessary to impound all dogs on the property. We impounded 69 adult dogs and 15 puppies from the residence.

I am asking for your approval to increase the animal food line and the medical expense line for budget 091-248. The increases should cover the feeding costs and medical needs of all 84 dogs until FY2020. The funds would be taken from the Animal Control Fund Balance.

FUND 091 ANIMAL CONTROL

DEPARTMENT 248 ANIMAL IMPOUND SERVICES

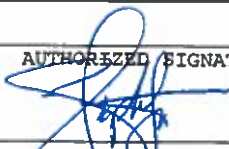
INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
091-248-522.10 FOOD	3,000	3,000	5,000	2,000
091-248-522.11 MEDICAL SUPPLIES	7,000	11,150	13,150	2,000
091-248-522.93 OPERATIONAL SUPPLIES	13,000	11,265	13,265	2,000
TOTALS	23,000	25,415	31,415	6,000

INCREASED REVENUE BUDGET:

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

EXPLANATION: BUDGET AMENDMENT NEEDED DUE TO LARGE IMPOUNDMENT OF DOGS FROM THE CITY OF CHAMPAIGN HOARDING CASE. 84 DOGS AND PUPPIES IMPOUNDED ON 10/22 ALL DOGS ARE BEING HELD FOR PENDING COURT CASE.

DATE SUBMITTED: 10/28/19 AUTHORIZED SIGNATURE  ** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloeppel, County Executive

MEMORANDUM

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

From: Tami Ogden, Deputy Director of Finance
Isak Griffiths, Deputy Director of Administration

Date: November 4, 2019

Subject: Budget Transfers #19-00011 and #19-00012

Pursuant to 2019 Resolutions 309-313, the Champaign County Board and certain Elected Officials entered into agreements on October 24, 2019, with AFSCME Council 31 for the period of January 1, 2019 – December 31, 2021. The agreement allowed for retroactive wages to January 1, 2019.

Based on an analysis of the estimated available balances for personnel expenditures through the end of the fiscal year, some General Fund departments will require supplemental funds in order to accommodate the AFSCME wage increases. The attached Request for Budget Transfer identifies the departments that do not have sufficient appropriation to cover the AFSCME increases. Funds have been appropriated to support the transfer of \$65,574 in the FY2019 budget. It should be noted that some departments may still need to request a budget amendment in FY2019 due to payouts from employees that have separated throughout the year.

Requested Action:

The Finance Committee recommends to the Champaign County Board approval of Budget Transfers #19-00011 and #19-00012 to cover AFSCME increases pursuant to the negotiated contracts for General Fund departments that require supplemental funds to cover said increases in FY2019.

REQUEST FOR BUDGET TRANSFER
NEEDING CHAMPAIGN COUNTY BOARD APPROVAL

BT NO. 19-00011

FUND 080 GENERAL CORPORATE
 080 GENERAL CORPORATE
 080 GENERAL CORPORATE
 080 GENERAL CORPORATE
 080 GENERAL CORPORATE
 080 GENERAL CORPORATE

DEPARTMENT 075 GENERAL COUNTY
 071 PUBLIC PROPERTIES
 020 AUDITOR
 031 CIRCUIT COURT
 036 PUBLIC DEFENDER
 042 CORONER

TO LINE ITEM:

FROM LINE ITEM:

NUMBER/TITLE	\$ AMOUNT	NUMBER/TITLE
080-071-511.03 REG. FULL-TIME EMPLOYEES	31,132.	080-075-533.99 CONTINGENT EXPENSE
080-020-511.03 REG. FULL-TIME EMPLOYEES	1,097.	080-075-533.99 CONTINGENT EXPENSE
080-031-511.03 REG. FULL-TIME EMPLOYEES	14,623.	080-075-533.99 CONTINGENT EXPENSE
080-036-511.03 REG. FULL-TIME EMPLOYEES	2,428.	080-075-533.99 CONTINGENT EXPENSE
080-042-511.03 REG. FULL-TIME EMPLOYEES	1,525.	080-075-533.99 CONTINGENT EXPENSE
080-041-511.03 REG. FULL-TIME EMPLOYEES	6,531.	080-075-533.99 CONTINGENT EXPENSE
080-141-511.03 REG. FULL-TIME EMPLOYEES	3,718.	080-075-533.99 CONTINGENT EXPENSE
080-026-511.03 REG. FULL-TIME EMPLOYEES	3,286.	080-075-533.99 CONTINGENT EXPENSE

EXPLANATION: TRANSFER TO COVER AFSCME INCREASES, PURSUANT TO THE
NEGOTIATED CONTRACTS, FOR GENERAL FUND DEPARTMENTS THAT ARE PROJECTED TO
REQUIRE SUPPLEMENTAL FUNDS TO COVER THE AFSCME WAGE INCREASES IN FY2019.

DATE SUBMITTED: 11/4/19


 AUTHORIZED SIGNATURE

APPROVED BY PARENT COMMITTEE: _____ DATE: _____ * PLEASE SIGN IN BLUE INK *

APPROVED BY BUDGET AND FINANCE COMMITTEE: _____ DATE: _____

REQUEST FOR BUDGET TRANSFER
NEEDING CHAMPAIGN COUNTY BOARD APPROVAL

BT NO. 19-00012

FUND 080 GENERAL CORPORATE
 080 GENERAL CORPORATE

DEPARTMENT 075 GENERAL COUNTY
 023 RECORDER

TO LINE ITEM:

FROM LINE ITEM:

NUMBER/TITLE	\$ AMOUNT	NUMBER/TITLE
080-023-511.03 REG. FULL-TIME EMPLOYEES	1,234.	080-075-533.99 CONTINGENT EXPENSE

EXPLANATION: TRANSFER TO COVER AFSCME INCREASES, PURSUANT TO THE
 NEGOTIATED CONTRACTS, FOR GENERAL FUND DEPARTMENTS THAT ARE PROJECTED TO
 REQUIRE SUPPLEMENTAL FUNDS TO COVER THE AFSCME WAGE INCREASES IN FY2019.

DATE SUBMITTED: 11/4/19 
 AUTHORIZED SIGNATURE
 APPROVED BY PARENT COMMITTEE: _____ DATE: _____ * PLEASE SIGN IN BLUE INK *

APPROVED BY BUDGET AND FINANCE COMMITTEE: _____ DATE: _____

Memo

To: Champaign County Board Members

From: Aaron Ammons, Champaign County Clerk

Date: November 1, 2019

Re: RFP 2019 –005

In response to RFP 2019-005 for a Voter Registration and Pollbook Software and Vendor Support System the Clerk's office received two submissions, Platinum Technology Resources, LLC and VR Systems, Inc.

After careful consideration of both submissions, the Clerk's office recommends moving forward with the Platinum Technology Resources, LLC proposal. They have a long and close partnership with the Illinois State Board of Elections, are based in Illinois, and meet our needs for customization of the program. VR Systems has previously been hacked and had their data compromised, are based in Florida, and much more costly. We don't feel this is the best fit for our needs and service expectations.

The Platinum Technology Resources, LLC contract is attached for your review. This purchase will be made with the IVRS grant the County Clerk was awarded for FY2020.

SOFTWARE LICENSE AGREEMENT

THIS SOFTWARE LICENSE AGREEMENT ("Agreement") is made this ____ day of _____, 20____, by and between PLATINUM TECHNOLOGY RESOURCE, LLC, an Illinois limited liability company (hereinafter referred to as "Platinum") and _____ (hereinafter referred to as the "Customer").

RECITALS

- A. Platinum's **PlatinumVR**, voter registration software, and its **PlatinumVR Ballot on Demand**, ballot software, and **Platinum Poll Book** (the said voter registration software, the said printing ballot software, and the said voter poll book are hereinafter referred to, collectively, as "**PLATINUM VR**"), were designed and developed by Geneva Software, LLC, an Illinois limited liability company ("**Geneva Software**"); and
- B. **Platinum** is the exclusive distributor of "**PLATINUM VR**" for **Geneva Software**, pursuant to the terms of a license granted by **Geneva Software** to Platinum; and
- C. **Customer** desires to purchase a nonexclusive sublicense, from **Platinum**, for **Customer's** use of **PLATINUM VR** in managing voter registration in _____ County, _____ (hereinafter referred to as the "**Purpose**"); and
- D. **Geneva Software**, as the developer of, and owner of all copyrights in, **PLATINUM VR** has a protectable interest with respect to the sublicense granted by **Platinum** to **Customer** pursuant to this Agreement.

TERMS OF AGREEMENT

In consideration of the foregoing recitals and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

ARTICLE I - GENERAL TERMS

- 1.1 PURCHASE OF SUBLICENSE: **Customer** agrees to buy from **Platinum**, and **Platinum** agrees to sell to **Customer**, a license, on the terms set forth below, with respect to **PLATINUM VR** (hereinafter referred to as the "**Software**").
- 1.2 ACCEPTANCE BY CUSTOMER: Customer acknowledges that implementation of its use of the Software will require Platinum's installation of the Software at Customer's facility specified in paragraph 1.3, below; Platinum's conversion of Customer's data for use with the Software; Platinum's testing of the Software, using test data provided by Customer; and Platinum's training of Customer's designated personnel, following which the Customer will use the Software for the Purpose. Platinum shall begin the process of installing, converting data, testing, and training, on or before the "**Installation Date**" set forth on Schedule B, and shall complete that process on or before the "**Completion Date**" set forth on Schedule B. **Customer** shall have until thirty (30) days after the later of the Completion Date or the date on which Platinum actually completes the process of installing, converting data, testing, and training (hereinafter referred to as the "**Evaluation Period**") to give written notice of any "**Critical Error**" to Platinum. A

“**Critical Error**” shall mean a failure of the **Software**, which cannot be avoided by changes to procedures followed by **Customer** when using the **Software**. Customer shall be deemed to have accepted the **Software**, if the **Customer** has not given written notice of any “**Critical Errors**” within the Evaluation Period. If a Customer gives timely notice of any Critical Error, and Platinum determines that a Critical Error exists, the Evaluation Period shall continue until thirty days after Platinum advises Customer that such Critical Error has been corrected.

- 1.3 DELIVERY: **Platinum** will deliver the **Software** and **Software Products** (defined below) to Customer at **Customer's** facility located at:

ARTICLE II - SOFTWARE LICENSE

- 2.1 PROPERTY RIGHTS: The **Software**, and all physical components other than software, which are delivered to **Customer** by **Platinum**, including but not limited to, documentation, magnetic media, job aids, templates, and other similar devices (such physical components being hereinafter referred to as “**Software Products**”) used in, for, or in connection with the **Software**, parts, subsystems, or derivatives thereof, in whatever form, including, without limitation, Source Code, Object Code, microcode and mask works, including any computer programs and any documentation relating to or describing such **Software** or **Software Products**, such as, but not limited to, logic manuals and flow charts provided by **Platinum**, including instructions for use of the **Software** or **Software Products** and formulation of theory upon which the **Software** or **Software Products** are based, are furnished to **Customer** only under the License (as defined in Section 2.3, below), which is nonexclusive, nontransferable, and non-assignable and is intended solely for the **Purpose**. All of the **Software** and all computer program specifications, documentation, procedure manuals, disks, and tapes utilized, processed, or developed by **Platinum** in connection with this Agreement or the services rendered to **Customer** hereunder shall be and remain the exclusive and confidential property of **Platinum** or third parties from whom **Platinum** has secured the right to use the same. The voter registration data input by or for Customer using the Software, and Customer’s document images and signature, constitute the “**Customer Data**”. **Customer** shall retain title to **Customer Data**, and **Platinum** shall release all **Customer Data** to **Customer** upon **Customer’s** request.
- 2.2 HARDWARE: In order to be able to use the Software for the Purpose, Customer shall purchase from Platinum the items, if any, listed on Schedule A, attached hereto, at the price and on the terms and conditions therein specified.
- 2.3 LICENSE: For the “Term” set forth in Schedule B attached hereto, unless earlier terminated as provided elsewhere in this Agreement, **Platinum** grants **Customer** a

limited, nonexclusive, nontransferable, non-assignable license to use the “**Object Code**” of the **Software**, and to use the **Software and Software Products** solely for the **Purpose**, subject to the provisions of this Agreement (hereinafter referred to as the “**License**”). For purposes of this Agreement, the term “**Object Code**” shall mean the binary, machine-readable version of the **Software**. **Platinum** agrees to provide **Customer** with the **Software** identified on Schedule B, attached hereto and made a part hereof, such **Software Products** as **Platinum** determines are necessary and appropriate for **Customer** to use the **Software** for the **Purpose**, and such **Software** maintenance and support services as are described on Schedule B, attached hereto and made a part hereof.

- A. **Customer** agrees not to copy, duplicate or otherwise reproduce the **Software** or **Software Products** in any manner, except in normal backup procedures, without the prior, express, written consent of **Platinum**.
- B. **Platinum** agrees to mark all tangible **Software Products**, such as operation manuals and related materials, with the following: "The information contained herein includes trade secrets and is the proprietary property of PLATINUM TECHNOLOGY RESOURCE, LLC".
- C. The **Software** and **Software Products** shall be used for the **Purpose**, only, and shall remain subject to all terms and conditions of this Agreement. In the event the **License** granted by this Agreement is terminated, **Customer** shall give **Platinum** such access to **Customer’s** systems as may be reasonably required by **Platinum** to completely remove the **Software** from all of **Customer’s** systems.
- D.
 1. **Customer** is exclusively responsible for the supervision, management, and control of its use of the **Software** and **Software Products**. Except as provided otherwise in this Agreement, **Customer** agrees that the **Software** and **Software Products** are the “**Confidential Information**” of **Platinum**. **Customer** further agrees: (a) not to disclose any **Confidential Information**, or any part thereof or any copies or reproductions thereof, in any form, to any third party, except with the prior express, written consent of **Platinum** or as required by law; (b) not use, either directly, indirectly, or in concert with any other person, any **Confidential Information** for any purpose other than the **Purpose**; (c) to use reasonable diligence, and in no event less than that degree of care that **Customer** uses in respect to its own confidential information, to prevent the unauthorized disclosure or reproduction of **Confidential Information**; and (d) to require each of its employee or agents to agree to be bound by the terms of this paragraph 2.3.
 2. **Customer** acknowledges and agrees that the **Software** and **Software Products** constitute “**Confidential Information**” without regard to whether they qualify, in whole or in part, as trade secrets under applicable state law or whether they are entitled to patent or copyright protection under applicable federal laws. **Confidential Information** shall, also, include, but not be limited to, formulas, techniques, processes, "know-how", methods, pricing techniques, pricing information, research and development, inventions, methods, prototypes, and computer software applications (including all updates and enhancements made thereto).

3. Notwithstanding anything to the contrary contained in this subparagraph D, **Confidential Information** shall not include information that: (a) is **Customer Data**; (b) is or becomes generally available to the public other than as a result of the disclosure by the **Customer** or any of its representatives (including its employees and agents); (c) is or becomes available to the **Customer** on a non-confidential basis from a source (other than **Platinum** or its representatives) that is not prohibited from disclosing such information to the **Customer** by a legal, contractual, or fiduciary obligation to **Platinum** or **Geneva Software**; (d) at the time of disclosure was already known by the **Customer** or its representatives as evidenced by the written records of the **Customer**; or (e) was developed by the **Customer** without reference to the **Confidential Information**.

E. **Customer** shall have the right, at no additional charge, to reproduce, solely for the **Purpose**, all manuals and documentation, including user documentation and all training manuals, furnished by **Platinum** pursuant to this Agreement, regardless of whether such manuals or documentation are copyrighted or otherwise restricted as proprietary information. **Customer** shall cause all copies of manuals or documentation made by **Customer** to include a proprietary notice or stamp that states "The information herein includes trade secrets and is the proprietary property of PLATINUM TECHNOLOGY RESOURCE, LLC". **Platinum** shall furnish, for each **License** obtained by **Customer**, and at no additional charge to **Customer**, one (1) copy of the relevant **Software Products** and any succeeding changes thereto, as **Platinum** determines are necessary and appropriate to enable **Customer** to enable **Customer** to maintain and operate the **Software** for the **Purpose**.

Object Code software may be reproduced by **Customer**, at no additional charge, only for backup or archival purposes or as otherwise stipulated in this Agreement. **Platinum** agrees that **Customer** may also transfer the **Object Code** internally to another of **Customer's** computers, at no additional **License** fee, only for the purpose of testing and/or for training purposes. However, **Platinum** shall not be obligated to provide **Software** maintenance to **Customer** under this Agreement for **Software** transferred for testing and/or for training purposes.

F. LICENSE FEE: **Customer** shall pay **Platinum** the **License Fee** as and when set forth on Schedule B, attached hereto.

2.4 PROTECTION OF LICENSE: **Customer** and **Platinum** agree to aid and assist one another in the protection of all of **Platinum's** rights and **Geneva Software's** rights in and to the **Software** and **Software Products**.

2.5 TRANSFER: **Customer** agrees that it will not sell, assign, give, encumber in any manner, or otherwise transfer to any other person or entity any of its rights or obligations under this Agreement, including any rights in or to the **Software** or **Software Products**, whether or not later modified or developed for **Customer** pursuant to this Agreement, without the prior express written consent of **Platinum**.

2.6 WARRANTY AS TO SOFTWARE PRODUCTS: **Platinum** hereby **DISCLAIMS** the **IMPLIED WARRANTIES OF MERCHANTABILITY and FITNESS FOR A PARTICULAR PURPOSE**.

The following warranties are provided by **Platinum** in lieu of any other warranties, whether express, implied, or statutory. There are no warranties that extend beyond those described below.

- A. **Platinum** warrants that it is the owner of, or otherwise has the right to license and distribute the **Software** and **Software Products** in accordance with this Agreement.
- C. **Platinum** warrants that the media in which the **Software** is delivered to Customer is undamaged and free from mechanical defects.
- D. **Platinum** warrants the **Software** complies with Illinois Election Code and the National Voter Registration Act at the origination date of this contract. Customer acknowledges and agrees that, except for the express warranties set forth above, in this paragraph 2.6, Platinum makes no warranties either express or implied with respects to the Software, the Software Products, or the Hardware.
- E. **Platinum** warrants that voter registration data is owned by the **Customer**. The data is will be provide daily to **Customer** in a agreed upon format.

Customer acknowledges and agrees that, except for the express warranties set forth above, in this paragraph 2.6, **Platinum** makes no warranties either express or implied with respect to the **Software**, the **Software Products**, or the **Hardware**.

Customer acknowledges and agrees that, with respect to the **Hardware**, it is relying solely on such warranties as the manufacturer of the **Hardware** provides; that Platinum is not responsible for maintaining, repairing, or replacing any **Hardware**; and that **Customer's** sole remedy for any defect in any **Hardware** shall be against the manufacturer thereof.

2.7 SUPPORT AND CUSTOMER SERVICE: **Platinum** shall provide **Customer** with **Software** maintenance and support, and customer service, as described in Schedule B, attached hereto, provided that Customer is in material compliance with Customer's obligations under this Agreement.

2.8 TERM AND TERMINATION: **Platinum** may terminate the **Licenses** granted to **Customer** under this Agreement if **Customer** fails to perform any of its material obligations under this Agreement and such failure is not cured within fifteen days after **Platinum** has given written notice of such failure to **Customer**.

Within thirty (30) days after **Platinum** has discontinued the use of the **Software**, or within ten (10) days after **Platinum** has terminated **Customer's Licenses**:

- A. **Customer** shall immediately deliver, or cause to be delivered to **Platinum**, all of the **Confidential Information** in **Customer's** possession or control, including, without limitation, all originals, copies, and reproductions made of the

Software, Software Products, and other documents reflecting any **Confidential Information**. An authorized representative of **Customer** shall certify, in writing, to **Platinum** that through its best efforts and to the best of its knowledge, all of the above-described items have been returned to **Platinum**, except that, upon prior written authorization from **Platinum**, **Customer** may retain a copy for archive purpose only; and

- B. **Customer** shall destroy all documents, memoranda, notes, and other writings whatsoever prepared by **Customer** or any of its representatives, based on the **Software, Software Products**, or **Confidential Information**, and such destruction shall be certified in writing to **Platinum** by an authorized representative of **Customer**, who shall supervise such destruction.

ARTICLE III - REMEDIES

- 3.1 CUSTOMER'S EXCLUSIVE REMEDY: **Customer's** exclusive remedy against **Platinum** for any breach of warranty under this Agreement is limited to repair or replacement of the item in question, at **Platinum's** sole discretion. In no event will Platinum be liable for special, indirect, exemplary, incidental, consequential, third party, or punitive damages, including, without limitation, those based on breach of warranty, breach of contract, negligence, tort, or any other legal, equitable, or statutory claim, cause of action, or legal theory for breach of its obligations under this Agreement, regardless of the fault of **Platinum, Geneva Software,** or any third-party, even if **Platinum, Geneva Software,** or any third party had been advised of the likelihood of such damages. In any and all events, Platinum's liability shall be limited to actual damages to the extent directly and solely caused by Platinum's material breach. Except as otherwise prohibited by law, Platinum's maximum liability hereunder, regardless of legal theory, will not exceed the total amount paid by Customer under this Agreement. These limitations and exclusions regarding damages will apply even if any permitted remedy fails.
- 3.2 PLATINUM'S REMEDIES: In addition to **Platinum's** right to terminate the **Customer's License,** as set forth elsewhere in this Agreement, **Platinum** shall have the following remedies for any material breach of this Agreement by **Customer**:
- A. **Customer** hereby acknowledges and agrees that any material violation of the provisions of paragraph 2.3D or paragraph 2.8 will cause irreparable damage to **Platinum** and/or **Geneva Software,** that is not susceptible to measurement with any certainty. For that reason, the **Customer** hereby agrees and consents to **Platinum** and/or **Geneva Software** obtaining an injunction to prevent the occurrence or continuation of any material violation of paragraph 2.3D or paragraph 2.8. In addition, **Customer** hereby covenants and agrees that, if **Platinum** and/or **Geneva Software** attempts to obtain such an injunction, **Customer** shall not raise, as an objection or defense thereto, that **Platinum** and/or **Geneva Software** has not been irreparably harmed or that either has an adequate remedy at law. In the event **Platinum** and/or **Geneva Software** obtains an injunction against **Customer,** and such injunction is subsequently dissolved, **Customer** hereby waives any rights **Customer** might have to recover from **Platinum** and/or **Geneva Software** any damages, including costs and attorney fees, suffered as a result of such injunction or in obtaining such dissolution.
- B. Except as provided in paragraph A, above, **Platinum** and **Geneva Software** shall each be entitled to recover from **Customer** all costs each incurs, including reasonable attorney fees, in enforcing its rights or **Customer's** obligations under this Agreement. Any court of competent jurisdiction entering a final judgment or order in such an enforcement action shall include such costs and attorney fees as part of the final judgment or order entered.

Customer acknowledges and agrees that **Geneva Software** is a third-party beneficiary of this Agreement.

ARTICLE IV – MISCELLANEOUS

- 4.1 CAPTIONS AND HEADINGS: The captions and headings of the various paragraphs in this Agreement are for convenience only, and shall not be used to construe or interpret this Agreement.
- 4.2 SEVERABILITY: If any provision of this Agreement, or the application thereof to any party or circumstance, shall at any time or to any extent be unenforceable, then the remainder of this Agreement, or the application of such provision to parties or circumstances other than those as to which it is held unenforceable, shall not be affected thereby, and shall be valid and enforceable to the fullest extent permitted by law. If a court of competent jurisdiction determines that any provision of this Agreement is unenforceable for failure to conform to a constraint imposed by law, and such court determines that the provision could be modified to conform to such constraint without frustrating the intents and purposes of this Agreement, then the court shall modify the provision, but only to the extent it determines necessary to conform the provision to such constraint, and the provision, as so modified, shall be binding upon the parties hereto.
- 4.3 GOVERNING LAW: This Agreement shall be governed by, interpreted, and enforced in accordance with the laws of the State of Illinois, without regard to the conflicts of law provisions thereof.
- 4.4 CONSTRUCTION: Whenever the singular number is used in this Agreement and when required by the context, the same shall include the plural and vice versa, and the masculine gender shall include the feminine and neuter genders and vice versa.
- 4.5 WAIVER: Any failure of any party hereto to comply with any of its obligations under this Agreement, or to fulfill conditions herein contained, may be waived only by a written waiver from the other party. Failure by either party to demand strict compliance with any of the provisions of this Agreement shall not operate as, nor be construed as, a waiver of the right to strictly enforce the provisions of this Agreement subsequently.
- 4.6 Carrying Out: The parties hereto covenant and agree that they and their legal representatives, successors, and permitted assigns will execute any and all instruments, releases, and assignments, and do all other things reasonably required of them, or necessary, to effectuate the intents and purposes of this Agreement.
- 4.7 ENTIRE AGREEMENT: This Agreement embodies the entire understanding of the parties hereto with respect to the subject matter hereof, and there are no other agreements or understandings, written or oral, in effect between the parties relating to the subject matter hereof. This Agreement may be amended or modified only by an instrument signed by the parties hereto or their duly authorized agents.
- 4.8 BINDING EFFECT: This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns.

- 4.9 COUNTERPARTS: This Agreement may be executed simultaneously, in two or more counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and the same agreement.
- 4.10 JURISDICTION: The parties hereto hereby acknowledge and agree that this Agreement is made and entered into, and will be substantially performed in, Kane County, Illinois. The parties hereto hereby further agree that the exclusive jurisdiction for resolution of any disputes arising out of, or with respect to, this Agreement shall be in a court in the Sixteenth Judicial Circuit, Kane County, Illinois, and each hereby submit itself to the jurisdiction of such court.
- 4.12 AUTHORITY: **Platinum** and **Customer** each hereby warrant and represent that the representative who has signed this Agreement on behalf of each of them, has been and is, on the date of this Agreement, duly authorized by all necessary and appropriate corporate and/or governmental action to execute this Agreement on its behalf.

This Agreement has been executed by the parties as of the date first above written.

CUSTOMER: CHAMPAIGN COUNTY, IL

By: _____

Date: _____

PLATINUM TECHNOLOGY RESOURCE, LLC

By: _____

Duly Authorized Manager

Date: _____

SCHEDULE A

No hardware proposed

SCHEDULE B

LICENSE

Term: Five (5) years, commencing on November ____, 2019

Annual License Fee(s), Customer Level #1, Election Season and Election Day Support and Hosting, and Security Monitoring (as outlined in **Schedule C** and **Schedule D**):

\$58,770 PlatinumVR and Platinum Poll Book license is payable upon the date of this contract.

One-Time Voter Registration Conversion Fee: \$5,600, payable as follows:

\$5,600 is payable upon the date of this contract.

One-Time Poll Book Setup and Configuration Fee: \$4,860, payable as follows:

\$4,860 is payable upon the date of this contract.

Annual License Fees:

Payable: Annually, on November ____.

Year 2: \$58,770 **Year 3:** \$58,770 **Year 4:** \$58,770 **Year 5:** \$58,770

SCHEDULE C

SUPPORT AND CUSTOMER SERVICE

Level #1 Support

Level #1 Support is two components:

- Break Fix of the Application
- System Monitoring and Service Level

1) Break Fix

Break Fix is defined as correcting the **Application**, not enhancing the **Application**.

Support Method(s):

- Support Initiation: platinumsupport@magenium.com
- Hour(s): 8:30am to 5pm CST, Monday through Friday

If enhancements are identified, **Platinum** and the **Customer** will define new features or enhancements that will be billed at negotiated rate.

2) System Monitoring and Service Level

System Monitoring and Service Level is defined as making PlatinunVR and Platinum Same Day VR available for **Customer** use. There are automated tools monitoring the performance, security, data backups and redundant systems.

Support Method(s):

- Support Initiation: platinumsupport@magenium.com
- Hour(s): 8:30am to 5pm CST, Monday through Friday

Election Season Support

Election Season Support is defined as Level #1 Support expanded to 60 days prior to any Election.

Support Method(s):

- Support Initiation: platinumsupport@magenium.com
- Hour(s): 8:00am to 7pm CST, Monday through Saturday
- Emergency Line: (312) 505-9480, available every day 6am to 10pm

Election Day Support

Election Day Support is defined as Level #1 Support with expanded hours and staffing.

Support Method(s):

- Support Initiation: platinumsupport@magenium.com
- Hour(s): 5:30am to 10pm CST, on Election Day
- Emergency Line: (312) 505-9480

SCHEDULE D

This Service Level Agreement (“SLA”) outlines Platinum Technology Resource, LLC (“Platinum”) commitments (“Service Commitment”) for

- (i) The uptime for the suite of Security Incident Detection and Monitoring Services (“Complete Services”)
- (ii) Critical security detection
- (iii) Critical security incident notifications

SECURITY INCIDENT NOTIFICATION GUARANTEE

A. This guarantee is only applicable to customers who utilize the Complete Services.

B. Platinum guarantees that Champaign County, Illinois (“Customer”) will be notified of a Critical Security Incident within fifteen (15) minutes of Platinum’s knowledge of a security incident (“Critical Incident Notification Time” or “CINT”). “CINT” is defined as the time period between Platinum identifying a CINT and the time stamp associated with Platinum’s initial notification and to the customer of the Critical Security Incident.

C. A Critical Security Incident occurs when Platinum has positively identified a security incident within the scope of the Complete Services that may have a significant impact to the environment protected by Platinum. Examples of Critical Security Incidents include, but are not limited to:

- Successful brute force logins
- Detection of threat escalation of root privileges or lateral movement
- Post compromise activity such as outbound remote shell commands, attack tool downloads

Platinum will initially notify the Customer of a Critical Security Incident via a ticket in the PlatinunVR Customer Security module and defined mobile SMS notifications to the following:

1. _____, Champaign County Clerk
2. _____, Champaign Deputy County Clerk
3. _____, Champaign Director of Elections
4. Jay C. Bennett, Platinum Technology Resource, LLC
5. Eric Reiner, Platinum Technology Resources, LLC
6. Magenium Solutions, LLC - 24 Hour Help Desk
7. Alana Sorrentino, STIC

If Platinum receives no response, it will use its best efforts to notify customer’s primary point of contact by telephone. Customer is responsible for ensuring that its contact information is up to date in the PlatinumVR Customer Security Module.

D. Platinum guarantees access to a 24-hour, 7 day a week system security health dashboard and monthly security reporting summarizing incidents and resolutions.

Reporting Example:

- Identified Microsoft Azure security patches needing to be patched or loaded and the date those security patches were loaded.

SECURITY INCIDENT DETECTION AND MONITORING SERVICES INFRASTRUCTURE UPTIME GUARANTEE

A. This guarantee is only applicable to customers who utilize the Complete Services.

B. Platinum guarantees an end-to-end uptime availability of 99% for the Complete Services. The “layers” and services needed to ensure the uptime of the Complete Services are:

- Physical Infrastructure (all power and HVAC infrastructure, including UPS, PDU and cabling)
- Amazon Web Services (“AWS”) and PlatinunVR Infrastructure (the Network, firewalls, virtual firewall platform and infrastructure log collection devices)
- Storage Platform (includes all LUN(s), SAN Fabric, SAN Switches, and SAN Data drive availability)
- Compute Platform (includes all physical hosts and virtualization PlatinumVR software)

C. The following are excluded from this guarantee:

- The backend Platinum-only management network;
- Routing anomalies, asymmetries, inconsistencies and failures of the Internet outside of Platinum’s control;
- Scheduled Maintenance events
- Customer instructed or requested actions, whether performed by the customer, Platinum, that impacts the availability of the Services.

Platinum proactively monitors infrastructure uptime. The results of these monitoring systems are the exclusive determination of Complete Services uptime. Not more than once a month via PlatinumVR Customer Security Module will provide customer with these results.

NATIONAL HOMELAND SECURITY – CISA ASSESSMENTS

Platinum in coordination with the Client will annually have the following four (4) CISA performed service completed. The results will be provided to the client upon completion of the four (4) services below.

- 1.) Independent Security Assessments/Audits on a monthly basis.

- 2.) Risk and Vulnerability Assessment (RVA) on a yearly basis
- 3.) Validated Architecture Design Review (VADR) on a yearly basis
- 4.) Remote Penetration Test (RPT) on a yearly basis



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloeppel, County Executive

MEMORANDUM

TO: Jim Goss, Chair of Finance; and MEMBERS of the CHAMPAIGN COUNTY BOARD

FROM: Isak Griffiths, Deputy Director of Administration; Job Content Evaluation Committee

DATE: Nov 4, 2019

RE: REVIEW and RECOMMENDATION for IT SYSTEMS ADMINISTRATOR

Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on August 13, 2019, the Job Content Evaluation Committee has met to review the request of the County Executive and the IT Director to reevaluate the position of Systems Administrator.

REPORT:

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by Andy Rhodes. The Committee was also provided with the proposed job description for the revised Systems Administrator position to better reflect the duties now being performed by the Systems Administrators currently on staff. Andy Rhodes met with the Committee and explained the parameters of the position in terms of how the duties and responsibilities have increased since the position was last reviewed in 2009, along with the dramatic increase in the number and complexity of supported systems.

Pursuant to this review and evaluation, the Committee recommends the reclassification of the Systems Administrator to Salary Grade Range I with the IT market adjustment to J*, and the adoption of the job description as documented in the attachment to this Memo. This is documented as a non-bargaining, FLSA Exempt position within the Champaign County Staffing Plan.

REQUESTED ACTION for FINANCE:

The Finance Committee recommends to the County Board approval of the reclassification of the Systems Administrator position to Grade Range I with the IT market adjustment to J*, effective upon approval by the County Board.

Thank you for your consideration of this recommendation

cc: IT Director, County Executive

attachments

(217) 384-3776

WWW.CO.CHAMPAIGN.IL.US

(217) 384-3896 FAX

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM
JOB CONTENT EVALUATION COMMITTEE REPORT

Date of Request:

November 4, 2019

RE-EVALUATION OF EXISTING POSITION

Department Requesting:	Information Technologies
Position Title:	Systems Administrator
Current Job Points:	621
FLSA Status:	Exempt
Current Salary Range:	Grade Range H with Salary Market Adjustment to Grade I*
*Ranges effective for FY2019	Minimum: \$22.60
	Mid-Point: \$28.25
	Maximum: \$33.90

Job Evaluation Committee Recommendation: Re-Classification

Re-Evaluated Job Points:	681
Recommended Title:	Systems Administrator
FLSA Status:	Exempt
Recommended Salary Range:	Grade Range I with Salary Market Adjustment to Grade J*
*Ranges effective for FY2013	Minimum: \$25.85
	Mid-Point: \$32.38
	Maximum: \$38.73

Date of Job Evaluation Committee Recommendation:

November 4, 2019

Champaign County Job Description

Job Title: Systems Administrator
Department: Information Technology
Reports to: Information Technology
Manager **FLSA Status:** Exempt
Grade Range: J*
Approved Date: November 2019

SUMMARY Functions as a member of the County's technical team, Responsible for the technical design, planning, implementation, and the highest level of performance tuning and recovery procedures for mission critical enterprise systems. Serves as a technical expert in the area of system administration for complex operating systems. Recommends the redesign and configuration of operating systems and system applications. Investigates and analyzes feasibility of system requirements and develops system specifications. Identifies methods, solutions, and provides project leadership and management in order to provide a high level of service to the customers of the department. Work is performed under the supervision of the Information Technology Manager.

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

Works with team members in the planning and delivery of solutions; teaching improved processes; mentoring team members.

Ensures high availability and acceptable levels of performance of mission critical computer resources.

Managing storage capabilities of both local systems and cloud based implementations. Develops and tests disaster recovery and continuity of operations plans using local backups and site backup and recovery using Microsoft Azure.

Writes SQL queries and develops programming scripts. Executes basic PowerShell or Command Shell Commands.

Develops and coordinates project directions and schedules to maximize benefits and minimize impacts on the organization. Provides leadership in planning and implementation of projects for computer operations and enterprise systems administration.

Establishes system specifications by conferring with users; analyzing workflow, designing system infrastructure.

Establishes system by planning and executing the selection, installation, configuration, and testing of PC and server hardware, software, LAN and WAN networks, and operating systems; defining system and operational policies and procedures.

Maintains system integrity by performing system monitoring and analysis, and performance tuning; troubleshooting system hardware, software, networks and operating and system management systems; designing and running system load/stress testing; escalating application problems to vendor.

Applies software and hardware patches and updates. Develops procedures to maintain security and protect systems from unauthorized use, acts of nature and user abuse.

Works with IT Manager to develop and implement security measures, system access, monitoring, control and evaluation; establishing and testing disaster recovery policies and procedures; completing back-ups; maintaining documentation.

Prepares users by designing and conducting training programs; providing references and support.

Upgrades system by conferring with vendors and services; developing, testing, evaluating, and installing enhancements and new software.

SUPERVISORY RESPONSIBILITIES This job has no direct supervisory responsibilities.

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

EDUCATION AND/OR EXPERIENCE Associate's Degree or equivalent from a two-year college or technical school and 3-5 years of experience in government systems design and programming.

LANGUAGE SKILLS Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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

COMPUTER SKILLS to perform this job successfully, an individual should have an in-depth knowledge of computer systems, networking, hardware and software.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to talk; or

ORDINANCE NO. 2019-315

FY2020 ANNUAL TAX LEVY ORDINANCE CHAMPAIGN COUNTY, ILLINOIS

WHEREAS, we the County Board of Champaign County, Illinois, have determined that for County purposes, it will be necessary to levy a tax in the total amount of \$36,341,031 on the real property and railroad property, in Champaign County, Illinois, for raising of monies for the several objects and purposes specified in the FY2020 Annual Budget and Appropriation Ordinance,

NOW, THEREFORE, BE IT ORDAINED that there is hereby levied a tax in the amount of \$12,760,831 for the County General Corporate purposes;

BE IT FURTHER ORDAINED that there is hereby levied a tax in the amount of \$3,165,370 for the purpose of acquiring insurance against any loss or liability which may be imposed upon the County, in accordance with 745 ILCS 10/9-107, said \$3,165,370 is exclusive of and in addition to those sums heretofore levied; and

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$2,802,318 as the County Highway Tax, as provided in the Illinois Highway Code, being for the purpose of improving, repairing, maintaining, constructing, and reconstructing highways in this county required to be repaired, maintained, and constructed by the County in accordance with 605 ILCS 5/5-601, said sum raised to be placed in a separate fund known as the County Highway Fund, which \$2,802,318 is exclusive of and in addition to those sums heretofore levied; and

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$1,403,387 as provided in the Illinois Highway Code, for the County Bridge Fund for expenditures payable from the County Bridge Fund and for the purpose of constructing and repairing bridges, culverts, drainage structures or grade separations, including approaches thereto, on public roads in the County, required to be so constructed and repaired by the County under the Illinois Highway Code, in accordance with 605 ILCS 5/5-602, said sum of \$1,403,387 being exclusive of and in addition to those sums heretofore levied; and

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$5,239,310 for the purpose of providing community mental health facilities and services in Champaign County, pursuant to an election held November 7, 1972, authorizing a levy of a tax not to exceed 10 percent of the full assessed valuation, and amendments to the Community Mental Health Act, 405 ILCS 20/4, authorizing an increase to the maximum levy of tax not to exceed .15 percent of the full assessed valuation, said sum shall be placed into a special fund in the Champaign County Treasury to be designated as the "Community Mental Health Fund" and shall be used only for the purpose specified in the Illinois Compiled Statutes; said sum of \$5,239,310 is exclusive of and in addition to those sums heretofore levied; and

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$2,982,425 in accordance with an act entitled Illinois Municipal Retirement Fund Act, as amended, 40 ILCS 5/7-171, and being for the purpose of making county contributions to said Illinois Municipal Retirement Fund as required by law, said \$2,982,425 being exclusive of and in addition to those sums heretofore levied; and

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$1,770,987 for the purpose of participation in the Federal Social Security Insurance Program and Federal Medicare Program, in accordance with 40 ILCS 5/21-110 to 5/21-110.1, said \$1,770,987 is exclusive of and in addition to those sums heretofore levied; and

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$111,380 for the purpose of providing funds to pay expenses in the construction and maintenance of highways in the federal aid network or

County highway network in accordance with 605 ILCS 5/5-603, and said sum of \$111,380 shall be placed in a separate fund known as the Matching Fund and is exclusive of and in addition to those sums heretofore levied; and

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$438,015 for the purpose of the County’s share of the Cooperative Extension service programs, in accordance with 505 ILCS 45/8, said \$438,015 is exclusive of and in addition to those sums heretofore levied; and

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$1,332,103 for the purpose of the County Health Fund in accordance with 70 ILCS 905/15 and 55 ILCS 5/5-25010 to 5-25011, said \$1,332,103 shall be held in a separate fund known as the County Health Fund and is exclusive of and in addition to those sums heretofore levied; and

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$4,334,905 for the purpose of providing facilities or services for the benefit of residents in Champaign County who are cognitively challenged or under a developmental disability and who are not eligible to participate in any such program conducted under Article 14 of the School Code, pursuant to an election held November 2, 2004, authorizing a levy of a tax not to exceed .10 percent of the full assessed valuation, said sum shall be placed into a special fund in the Champaign County Treasury to be designated as the “Fund for Persons With a Developmental Disability” and shall be used only for the purpose specified in 55 ILCS 105; said sum of \$4,334,905 is exclusive of and in addition to those sums heretofore levied; and

BE IT FURTHER ORDAINED that the sums heretofore levied in the total amount of \$36,341,031 be raised by taxation upon property in this County and the County Clerk of Champaign County is hereby ordered to compute and extend upon the proper books of the County Collector for the said year, the sums heretofore levied for so much thereof as will not in the aggregate exceed the limit established by law on the assessed valuation as equalized for the year 2019.

PRESENTED in accordance with 35 ILCS 200/18-10 at the September 2019 session.

PRESENTED, PASSED, APPROVED and RECORDED by the County Board of Champaign County, Illinois, this 21th day of November, A.D. 2019.

Giraldo Rosales, Chair
Champaign County Board

___ **AYE** ___ **NAY** ___ **ABSENT**

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

Approved:

Darlene A. Kloeppel, County Executive
Date: _____

**TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE**

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

Check One of the Choices Below

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

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

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

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

This certificate applies to the RY2019 levy.

Date _____

Presiding Officer _____
Darlene A. Kloeppe
County Executive

ORDINANCE NO. 2019-316

FY2020 ANNUAL BUDGET AND APPROPRIATION ORDINANCE

WHEREAS, the Finance Committee of the Whole of the County Board of Champaign County, Illinois, has considered and determined the amounts of monies estimated and deemed necessary expenses to be incurred by and against the County of Champaign, State of Illinois, within and for the fiscal year beginning January 1, 2020 and ending December 31, 2020, and has further proposed County expenditures in the attached recommended Budget; and

WHEREAS, pursuant to 55 ILCS 5/6-1002, the attached recommended Budget includes the following:

- a. A statement of the receipts and payments and a statement of the revenues and expenditures of the fiscal year last ended.
- b. A statement of all monies in the county treasury or in any funds thereof, unexpended at the termination of the fiscal year last ended, of all amounts due or accruing to such county, and of all outstanding obligations or liabilities of the county incurred in any preceding fiscal year.
- c. Estimates of all probable income for the current fiscal year and for the ensuing fiscal year covered by the budget, specifying separately for each of said years the estimated income from taxes, from fees, and from all other sources. The estimated income from fees shall indicate both the estimated total receipts from fees by county fee officers and the estimated net receipts from fees to be paid into the county treasury.
- d. A detailed statement showing estimates of expenditures for the current fiscal year, revised to the date of such estimate, and, separately, the proposed expenditures for the ensuing fiscal year for which the budget is prepared. Said revised estimates and proposed expenditures shall show the amounts for current expenses and capital outlay, shall specify the several objects and purposes of each item of current expenses, and shall include for each of said years all floating indebtedness as of the beginning of the year, the amount of funded debt maturing during the year, the interest accruing on both floating and funded debt, and all charges fixed or imposed upon counties by law.
- e. A schedule of proposed appropriations itemized as provided for proposed expenditures included in the schedule prepared in accordance with the provisions of paragraph (d) hereof, as approved by the county board.

WHEREAS, the level of appropriation for each fund and department is defined by the amount as listed with the following exceptions: the legal level of control in all departments (except the Regional Planning Commission) is by category, Personnel and Non-Personnel, for each department or group of departments within the same fund and headed by the same administrator. Transfers between any line items in the Personnel category and transfers between any line items in the Non-Personnel category, in the same department or group of departments headed by the same administrator within the same fund, may be made by notifying the County Auditor on forms provided by the Auditor. Transfers between the Personnel and Non-Personnel categories, as well as transfers between different departments headed by different administrators may be made only with the approval of a 2/3 vote of the full County Board; and

WHEREAS, the Regional Planning Commission's legal level of budgetary control is by fund. Transfers between any line items in the same department or group of departments within the same fund may be made by notifying the county Auditor on standardized forms;

NOW, THEREFORE, BE IT ORDAINED by the Champaign County Board that the attached recommended Budget is hereby adopted as the Annual Budget and Appropriation Ordinance of Champaign County for the fiscal year beginning January 1, 2020 and ending December 31, 2020. The full budget is available on the County website at the following link <http://www.co.champaign.il.us/CountyBoard/Budget.php>.

PRESENTED by the County Board of Champaign County, Illinois, at the recessed October, A.D. 2019 session.

PRESENTED, PASSED, APPROVED, AND RECORDED by the County Board of Champaign County, Illinois, this 21st day of November, A.D. 2019.

Giraldo Rosales, Chair
Champaign County Board

AYE ____ **NAY** ____ **ABSENT** ____

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

Approved:

Darlene A. Kloepfel, County Executive
Date: _____



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloeppel, County Executive

To: Chairman Giraldo Rosales and Honorable Members of the Champaign County Board

Fr: Darlene Kloeppel, County Executive; and
Tami Ogden, Deputy Director of Finance

RE: Letter of Transmittal – FY2020 Budget

The Fiscal Year (FY) 2020 Annual Budget, for the period beginning January 1, 2020 and ending December 31, 2020, is presented for your consideration and approval. The budget was developed in accordance with Resolution No. 2019-131, and pursuant to Illinois Statutes (55 ILCS 5/2-5009 and 55 ILCS 5/6-1001). The consolidated budget is submitted with revenue of **\$129,145,592** and expenditure of **\$129,689,501**, and complies with relevant Champaign County financial policies. This transmittal letter is intended to provide an executive summary and overview of the budget document.

Budget Document Overview

The budget document provides extensive financial information for every component of Champaign County government. The budget is divided into nine sections further explained in *How to Use This Document*, which is part of the Introduction section of the budget.

The FY2020 budget includes fifty-two funds, with each fund containing at least one department budget. The *Department/Fund Relationship* matrix illustrates the relationship between the County's financial structure and its organizational structure.

Economic Environment

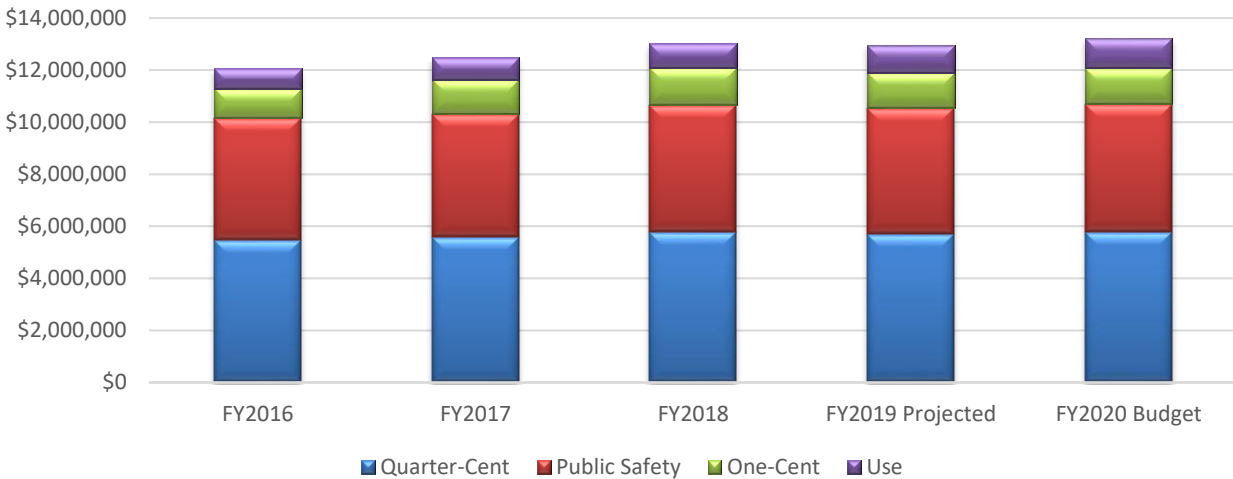
Per the Conference Board Consumer Confidence Survey, trade and tariff issues have generated volatility, thereby affecting consumer confidence levels. Senior Director of Economic Indicators Lynn Franco states, "While confidence could continue hovering around current levels for months to come, at some point this continued uncertainty will begin to diminish consumers' confidence in the expansion."¹ In September the University of Illinois Flash Index, designed to give a quick reading of the state economy, hit 105.5, following a year-to-date low of 105.1 in August.² Compared to the year-ago submission of the FY2019 budget, the Flash Index reading was 105.2. Total FY2019 sales and use taxes are projected to decline slightly compared to FY2018 totals, with the FY2020 budget reflecting a 2% total increase over FY2019 projections. Use tax is budgeted to reflect the strongest growth at 7%.

¹ <https://www.conference-board.org/data/consumerconfidence.cfm>

² <https://igpa.uillinois.edu/Report/flash-index-september2019>

Legislation enacted by the Illinois General Assembly will change the way sales taxes are collected and remitted by remote retailers and marketplace facilitators effective July 2020. State and locally-imposed sales taxes will be imposed based on the jurisdiction where a product is delivered. Under the new law, some taxes presently being distributed as Use tax, will be distributed as sales tax. The table below shows total sales tax revenues for fiscal years 2016 through 2018, as well as FY2019 projections and FY2020 budget.

Sales and Use Tax



In August 2019, the Illinois' unemployment rate was 4%, down from 4.2% in the year-ago period. The August 2019 rate for Champaign County matched the national rate at 3.7%, and reflects a significant decrease in the local rate compared to 4.8% in August 2018.³

According to the Champaign County Association of Realtors, year-to-date home sales as of August 2019 are down 8.9 percent compared to the same period last year; however, median home sale prices are up 14% at \$165,000.⁴ Growth in this sector is important for the county as property taxes represent a major segment of its revenue sources. Equalized Assessed Valuation (EAV) for revenue year 2018 exceeded \$4 billion for the first time ever, and reflects a 4 percent increase over revenue year 2017, with growth in EAV from new construction at \$97.5 million. The County's total EAV, tax rate, and property tax extension comparison for tax levy years 2009 through 2018 is shown in the following table.

Tax Levy Year	EAV	% Increase/Decrease	Tax Rate/\$100 of EAV	Property Tax Extension
2009	\$ 3,537,653,786	1.5%	0.7487	\$ 26,607,976
2010	\$ 3,561,497,476	0.7%	0.7688	\$ 27,506,700
2011	\$ 3,546,623,981	-0.4%	0.7841	\$ 27,911,272
2012	\$ 3,532,086,251	-0.4%	0.8138	\$ 28,832,637
2013	\$ 3,479,591,533	-1.5%	0.8511	\$ 29,700,112

³ <https://fred.stlouisfed.org/release/tables?rid=116&eid=254133#snid=254143>

⁴

<http://www.champaigncountyassociationofrealtors.com/News/TabId/101/ArtMID/469/ArticleID/360/Champaign-County-Area-Median-Home-Prices-Increase-in-August.aspx>

Tax Levy Year	EAV	% Increase/ Decrease	Tax Rate/\$100 of EAV	Property Tax Extension
2014	\$ 3,532,923,580	1.5%	0.8255	\$ 30,598,651
2015	\$ 3,600,615,388	1.9%	0.8322	\$ 31,404,567
2016	\$ 3,806,286,018	5.7%	0.8458	\$ 32,245,372
2017	\$ 3,972,464,264	4.4%	0.8481	\$ 33,737,737
2018	\$ 4,132,219,001	4.0%	0.8157	\$ 33,706,510*

*Nursing Home GO bonds were defeased in 2019 resulting in the abatement of the 2018 property tax levied for that debt service.

Revenues and Expenditures

Revenue for all county funds in FY2020 is budgeted to increase \$8.4 million (+6.9%) compared to the original FY2019 budget. Significant growth is attributed to increases in federal and state funding for highway motor fuel taxes, and Regional Planning Commission (RPC) Early Childhood Education and Independent Service Coordination (ISC) programs.

Property tax revenue in the FY2020 budget includes approximately \$1.06 million the County is uncertain whether it will receive. The property tax levy was prepared in order to capture new growth revenue in the event the OSF and Carle properties are assessed as non-exempt in the upcoming levy year. The Board of Review will make the initial determination as to whether this happens, based upon the submissions of each hospital and the state of the law at the time the Board of Review acts. If the EAV associated with the hospital properties is included in the extension and the properties are treated as non-exempt, the Property Tax Extension Limitation Law (PTELL) will not prevent the County from capturing new revenue associated with them.

Expenditure for all county funds in FY2020 is budgeted to increase \$6.7 million (+5.5%) compared to the original FY2019 budget, and is predominantly attributed to increases in personnel and services categories. Personnel expenditure growth reflects employee wage increases, higher IMRF rates, and staffing increases to accommodate expansion of RPC programs. The FY2020 budget includes a net increase of 75 full-time employees within RPC and Head Start funds. Increased services expenditures reflect increased contributions and grants within the Mental Health Board and Developmental Disabilities Board funds, computer/information technology services increases due updating and implementing software, office rental expenditures for RPC Early Childhood program expansion, and energy assistance for RPC Energy Assistance program expansion.

The \$544,000 revenue to expenditure deficit is the result of combining current fiscal year revenues with funds reserved in prior fiscal years for planned projects and replacements scheduled in FY2020. The FY2020 budget is balanced per Champaign County's Financial Policies.

Investment in Facilities and Technology

The County continues to increase its investment in facilities and technology, which have been deferred over time due to budget constraints. The FY2020 budget includes \$2.2

million for facility improvements per the 10-Year Capital Facilities Plan. In October 2019, the newly formed Information Technology Planning Committee began meeting to develop a plan for the County's aging software and technology systems. The FY2020 budget includes appropriation for replacing the County's in-house financial system with a modern Enterprise Resource Planning (ERP) system, for which an RFP was issued in October 2019. Following implementation of real estate tax cycle software in 2019, the FY2020 budget includes funding for Computer Assisted Mass Appraisal (CAMA) software, enabling digitization of property record cards with a sketching and valuation system providing assessment uniformity and online record accessibility.

General Fund

In the General Fund, revenue and expenditure are budgeted respectively at \$40,783,194 and \$40,308,522. The budget surplus of \$475,000 is attributed to property tax revenue, which as explained previously, the County is uncertain whether it will receive. The receipt of additional revenue in FY2020 will be utilized to improve fund reserves. The General Fund balance target is set at 16.7%, or two months of operating expenditure. Per Champaign County's financial policies the FY2020 General Fund budget is a balanced budget.

Revenue growth measures \$1.3 million, or 3.2% year-over-year with the largest increase in the federal, state and local revenue category, mainly due to full allocation of salary reimbursement from the Administrative Office of the Illinois Courts (AOIC). Expenditure growth measures \$1.7 million, or 4.3% year-over-year with increases in all expenditure categories except debt. The greatest expenditure increase is in the Interfund expenditure category, and is the result of a larger transfer to the Capital Asset Replacement Fund (CARF) for investment in County facilities.

In FY2020, the County Clerk's Office will purchase new election tabulators, as production and software for the County's current tabulators has been discontinued. The County Board identified the need to provide the necessary equipment and software for an accessible, safe and secure 2020 election as a budget priority in the Budget Process Resolution.

Nursing Home Fund

In April 2019, the Champaign County Nursing Home was sold to Extended Care Clinical, LLC and Altitude Health Services, Inc. Following the sale of the Home, proceeds were used to redeem the 2015 Bonds and defease the 2011 Bonds. As of September 2019, the Nursing Home owed other County funds nearly \$10 million. The County's Self-Funded Insurance Fund has been significantly impacted due to a continued obligation to pay defense attorney fees and claims settlements. In FY2020, under the Property Tax Extension Limitation Law (PTELL), the tax levy previously allocated for Nursing Home operations will go exclusively towards the Home's outstanding balance owed to the Self-Funded Insurance Fund. The FY2020 Nursing Home budget includes nominal revenues and expenditures, which are explained in the Nursing Home Summary budget document.

Financial Concerns

The impact of both legislative and administrative decisions made at the state level continue to alter and weaken some county revenue streams.

State Funding Cuts, Diversions and Legislation.

- **Income Tax.** The state legislature implemented a one-time, 10% cut to Income tax from July 1, 2017 through June 30, 2018. Rather than letting the cut expire as proposed, the legislature extended a 5% cut effective July 2018, extended again in July 2019. As of September 2019, the cut has resulted in the loss of \$520,000.
- **Sales Tax.** A 2% collection fee was imposed on Public Safety Sales Tax revenues in July 2017, and reduced to 1.5% in July 2018. The fee is expected to be permanent and since inception has cost the County \$188,000.
- **Personal Property Replacement Tax (PPRT).** The state's continued diversion of PPRT funds prior to application of the funding formula for distribution to local governments increases each fiscal year. In 2009, diversions totaled \$21,643 and in 2020 total diversions exceed \$300 million.
- **AOIC funding.** The Administrative Office of the Illinois Courts provides reimbursement for a portion of the Juvenile Detention Center and Probation and Court Services personnel costs. After full funding in state FY2015, the County's allocation significantly declined in years 2016 through 2019. Full funding was restored in state FY2020; however, the level of reimbursement in future fiscal years is uncertain.
- **The Criminal and Traffic Assessment Act** effective July 2019, significantly changed the fines and fees collected through the courts and distributed to County funds. In summary, the act creates a set of criminal assessment schedules and punitive fines, sets a maximum on civil filing and appearance fees, and creates a graduated fee waiver that will apply to indigency orders in both civil and criminal cases. The impact of these changes will affect multiple county funds including the General Fund and some special revenue funds. In FY2020 fee and fine revenues are budgeted conservatively as the County is unable to fully assess the impact of allowable fee waivers based on the financial ability of an individual to pay.

Facilities Maintenance and Planning.

The County Board approved a 10-Year Capital Facilities Plan in May 2018. The plan calls for an investment of \$23 million through FY2029, and prioritizes building envelopes, mechanicals, mechanical controls, business continuation/emergency preparedness, and parking lot/sidewalk maintenance. Interior improvements such as paint, carpeting, and flooring are not funded in the plan.

Facilities not included in the plan are the Sheriff's Office and downtown Correctional Center. Per a 2015 Facilities Condition Report, these facilities are categorized as poor, and have either "more significant deficiencies that require replacement or repair, or a larger quantity of components needing to be upgraded or repaired." The 5-25 year DMB for these facilities

was \$9 million in 2015, and has likely increased since that time. At its October 2019 meeting, the County Board will consider the Champaign County Public Safety Facility Master Plan Update as it continues discussions regarding a plan for these facilities.

Acknowledgements

We wish to acknowledge the outstanding cooperation and collaboration among all county elected officials, department heads, and County Board members in the preparation of the fiscal year 2020 budget. We also extend our special thanks to staff members providing crucial assistance in the development and completion of this budget document: Isak Griffiths, Deputy Director of Administration; Bill Simmering, Business Applications Developer; Andy Rhodes, Information Technology Director; Gabe Lewis, Planner II; Megan Robison, Administrative Assistant; and Rita Kincheloe, Executive Assistant to the County Executive.

On behalf of our officials and staff, we are pleased to present to you the fiscal year 2020 Champaign County Budget.

Respectfully submitted,

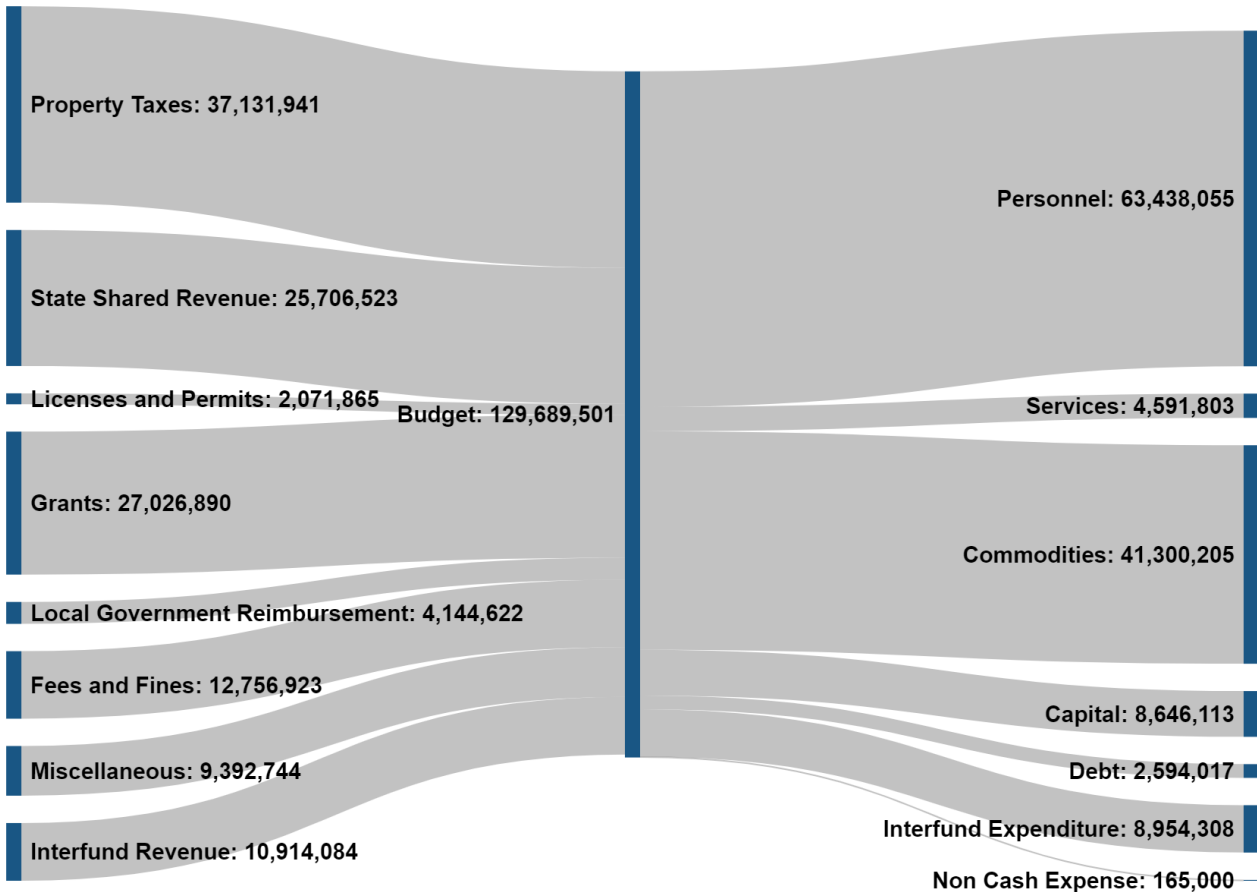


Darlene A. Kloepffel
County Executive



Tami Ogden
Deputy Director of Finance

FY2020 BUDGET SUMMARY



FY2020 Champaign County Budget

Revenue	\$129,145,592
Expenditure	\$129,689,501

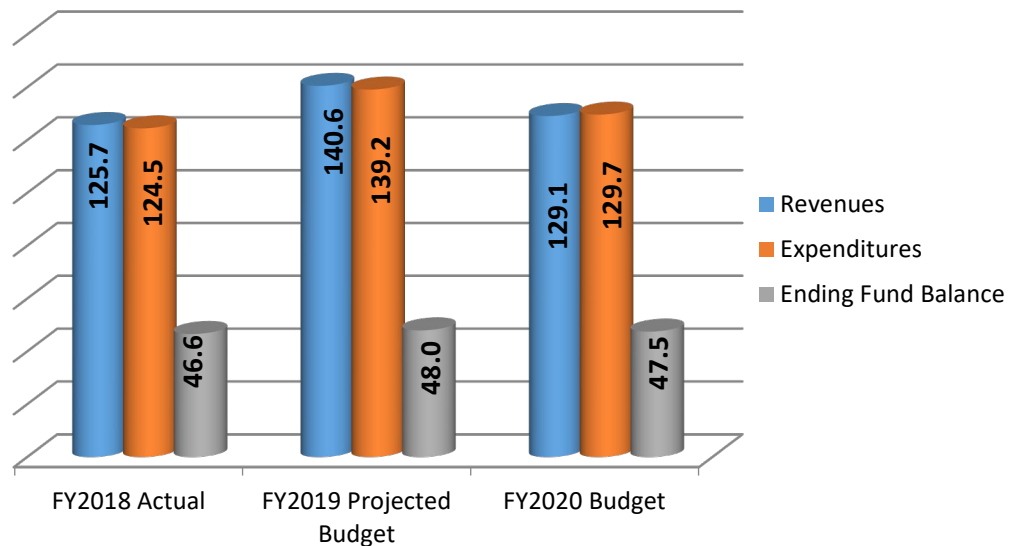
The Champaign County budget is prepared by the County Executive per 55 ILCS 5/2-5009 in conjunction with the County's elected officials and department heads, and submitted to the County Board for its approval. The County Board receives and places the budget on file for public review in October, with final approval scheduled for November 21, 2019. The FY2020 budget is a balanced budget per Champaign County's Financial Policies. The nominal revenue to expenditure deficit is the result of appropriating reserve balances within individual funds for planned projects and capital expenditures.

Budgeted revenue includes \$1.06 million in property tax revenue the County is uncertain whether it will receive in FY2020. The property tax levy was prepared in order to capture new growth revenue in the event the OSF and Carle properties are assessed as non-exempt in the upcoming levy year. The Board of Review will make the initial determination as to whether this happens, based upon the submissions of each hospital and the state of the law at the time the Board of Review acts. If the EAV associated with the hospital properties is included in the

extension and the properties are treated as non-exempt, the Property Tax Extension Limitation Law (PTELL) will not prevent the County from capturing new revenue associated with them.

The following table reflects an aggregated roll-up of the FY2020 Champaign County Budget.

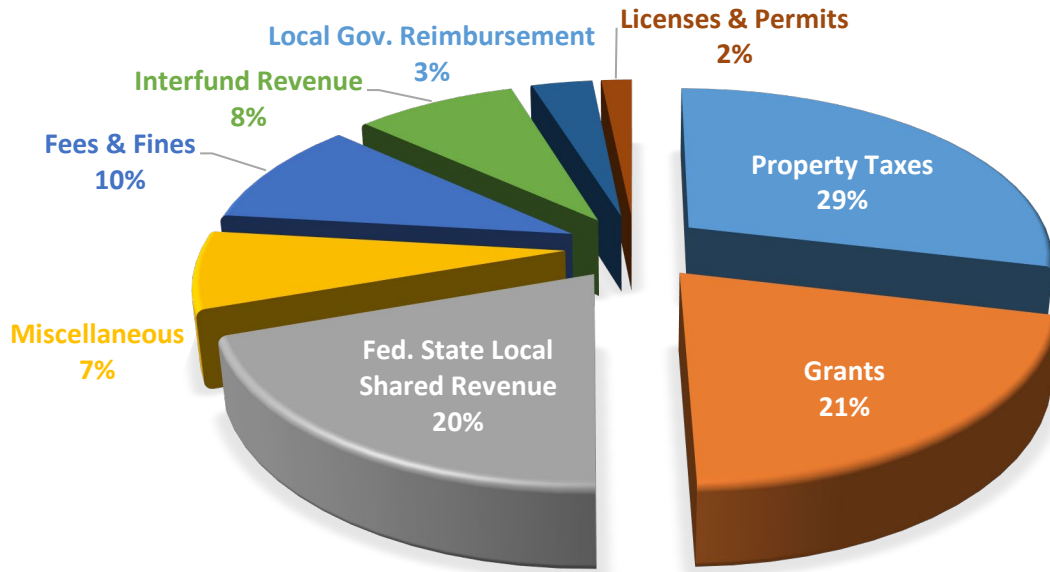
Champaign County Budget	FY2018 Actual	FY2019 Original Budget	FY2019 Projected Budget	FY2020 Budget	\$ Variance	% Variance
Property Taxes	34,245,832	36,961,526	34,504,997	37,131,941	170,415	0.5%
Federal State & Local Shared	22,914,147	22,494,846	24,264,373	25,706,523	3,211,677	14.3%
Licenses & Permits	2,502,423	2,093,149	2,042,606	2,071,865	(21,284)	-1.0%
Grants	21,104,513	23,925,537	26,070,517	27,026,890	3,101,353	13.0%
Local Gov. Reimbursement	3,556,621	3,606,949	3,918,021	4,144,622	537,673	14.9%
Fees & Fines	24,344,354	14,568,720	14,031,343	12,756,923	(1,811,797)	-12.4%
Miscellaneous	8,353,595	8,978,829	17,291,823	9,392,744	413,915	4.6%
Interfund Revenue	8,725,641	8,146,111	18,446,623	10,914,084	2,767,973	34.0%
TOTAL REVENUE	125,747,126	120,775,667	140,570,303	129,145,592	8,369,925	6.9%
Personnel	61,889,969	59,533,389	60,991,544	63,438,055	3,904,666	6.6%
Commodities	6,017,236	4,676,265	4,715,174	4,591,803	(84,462)	-1.8%
Services	40,853,297	38,459,511	39,780,065	41,300,205	2,840,694	7.4%
Capital	4,461,679	7,162,529	8,046,074	8,646,113	1,483,584	20.7%
Non-Cash Expense	125,521	175,000	165,000	165,000	(10,000)	-5.7%
Interfund Expenditure	6,804,626	8,531,151	14,230,727	8,954,308	423,157	5.0%
Debt	4,334,940	4,436,718	11,247,501	2,594,017	(1,842,701)	-41.5%
TOTAL EXPENDITURE	124,487,268	122,974,563	139,176,085	129,689,501	6,714,938	5.5%



FY2020 Total Budgeted Revenue \$129,145,592

A 6.9% increase compared to the original FY2019 Budget.

Includes \$10.9 million in Interfund Transfers.



The \$8.4 million increase in FY2020 budgeted revenue, as compared to the original FY2019 budget, is largely related to increases in federal and state funding for the Regional Planning Commission Early Childhood Education Program and Independent Service Coordination (ISC) Program, and Highway Motor Fuel taxes.

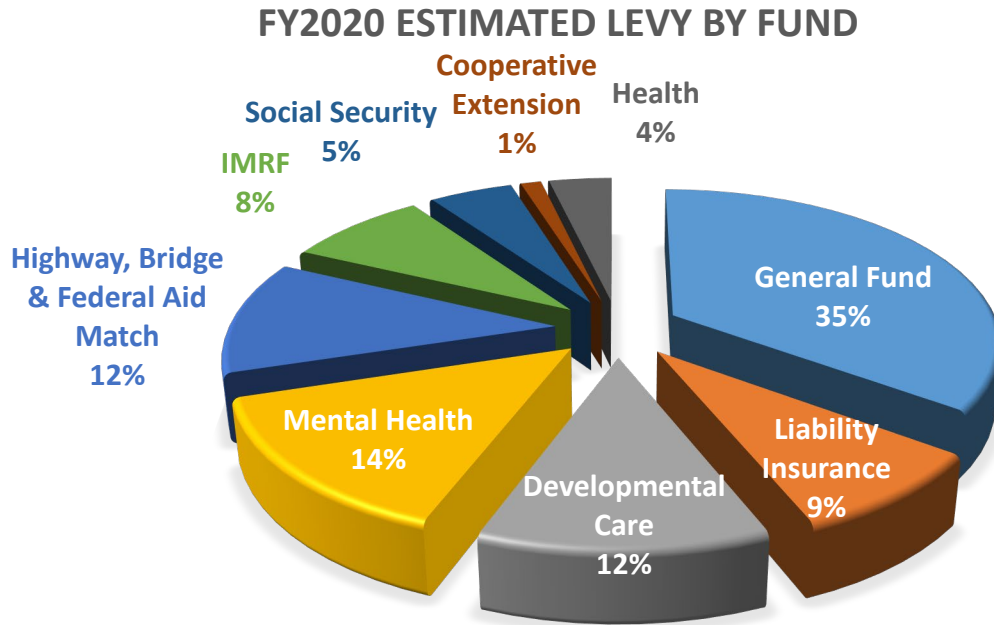
Property Taxes ▲0.5%

Property taxes are the County’s most stable revenue source and support numerous county operations with the largest portions of the levy going to the General Corporate, Mental Health and Developmental Care funds. This revenue category is comprised of real estate taxes, mobile home taxes, back taxes, payment in lieu of taxes, and delinquent taxes interest. In comparing the FY2019 and FY2020 budgets, the total increase in budgeted property tax revenue is nominal. This is the result of the defeasance of the 2011 General Obligation bonds subsequent to the sale of the Champaign County Nursing Home. While there is growth in the individual levy lines, the defeasance of the bonds in 2019 resulted in the elimination of \$1.5 million that was previously levied for debt service.

PTELL allows for annual inflationary increases which are limited by the lessor of 5% or the Consumer Price Index (CPI). The CPI used to compute the 2019 extensions (for taxes payable in 2020) is 1.9%. The County’s proposed aggregate levy exceeds a 5% increase over the prior year’s extension; therefore, a Truth in Taxation public hearing was held in October 2019. The proposed FY2020 property tax levy, \$36.3 million, represents a 7.8% increase over the FY2019 extension, a projected increase of \$2.6 million. Of this total, \$1.06 million is attributed to potential new growth revenue as explained earlier. If there is no change in the hospitals’ exemption status, the County Clerk’s Office will limit the total extension, and the County will

receive the property tax it is allowed under the PTELL calculation which is expected to be \$35.3 million in FY2020.

Under PTELL, the former Nursing Home operating levy is reallocated to the Liability levy in FY2020 for outstanding amounts owed by the Home. An increase in the County’s IMRF rates effective January 1, 2020, required reallocation of a portion of the General Fund levy to the IMRF levy.



Federal, State and Local Shared Revenue ▲ 14.3%

Revenue primarily originates from sales and use tax, income tax, motor fuel tax (MFT) and state reimbursement. Significant growth in FY2020 is attributed to increased motor fuel tax and state reimbursement, which represent 17% and 9% of total state shared revenue respectively. Illinois MFT doubled in July 2019 from \$0.19/gallon to \$0.38/gallon. This is the first increase since 1990, and reflects an 82% increase over the FY2019 original budget (approximately \$2 million).

To offset operating expenses for the Probation and Court Services Department, the Illinois Supreme Court, through the Administrative Office of the Illinois Courts (AOIC), provides reimbursement for a portion of personnel costs. The County has not received full allocations since 2015; however, was notified in August 2019 its salary reimbursement for State FY2020 was set at \$2.2 million. This is an increase of \$682,422 (44.4%) over the SFY2019 allocation and represents the restoration of full allocations for probation salary reimbursement.

The County’s sales and use tax revenues, excluding MFT, are described in the following table with the quarter-cent tax representing the largest source of sales tax revenue. Total budgeted sales and use tax revenues reflect a nominal increase of 0.3% over the original FY2019 budget as year-to-date revenues continue to lag following strong growth in FY2018.

Tax	% of State Shared Revenue	Description
One-cent	5.4%	Collected on general merchandise and qualifying food, drug and medical appliances purchased in the <u>unincorporated area</u> of Champaign County.
Quarter-cent	22.5%	Collected on general merchandise and qualifying food, drug and medical appliances purchased <u>anywhere</u> in Champaign County.
Use	4.4%	Imposed on the privilege of using, in the State of Illinois, any item of tangible personal property that is purchased anywhere at retail. This revenue source is collected by the State and distributed on a per capita basis.
Public Safety	19.1%	Collected on general merchandise purchased <u>anywhere</u> in Champaign County excluding qualifying food, drug and medical appliances, and titled or registered personal property (i.e. vehicles, boats, trailers, motorcycles).

In June 2019, the Illinois General Assembly passed legislation that changes how sales and use taxes are collected in the state. Both remote retailers and marketplace facilitators will be required to collect and remit state and locally-imposed sales tax where the product is delivered starting July 1, 2020. It is expected there will be improved compliance and an increase in both state and local revenues. Some revenue previously receipted as use tax will be receipted as sales tax per this legislation; making it difficult to project the impact on the County's one-cent and use tax revenues. The *South Dakota v. Wayfair Inc.* decision resulted in strong growth in Use tax in FY2019, which is anticipated to continue in FY2020. The State imposed collection fee on the County's Public Safety Sales Tax revenue has cost the County \$188,000 since its inception in July 2017.

According to the Illinois Department of Revenue, in FY2018, 62% of Champaign County government's one-cent sales tax revenues came from its top ten contributors. This revenue stream has displayed extreme fluctuations over the past few years. Because the top-ten taxpayers make up such a large percentage of the total one-cent sales tax revenue, the loss of one top-ten payer can significantly impact this revenue stream. The top-ten contributors for FY2018 are listed below in no particular order.

Staley Concrete Co. Inc.	Richards Building Supply Co.
Illini FS	Prairie Gardens Inc.
LS Building Products	Country Arbors Nursery Inc.
Road Ranger LLC	Sport Redi-Mix LLC
Hicksgas LLC	CIT Trucks LLC

Income Tax is calculated based on population and accounts for 13% of total State Shared Revenue in FY2020. Beginning July 1, 2017, the state legislature imposed a one-time, one-year, ten percent reduction to local government income tax revenue. Rather than allowing the one-time cut to end as initially approved, the state legislature has continued to extend a five percent cut in state fiscal years 2019 and 2020. This cut has resulted in the loss of \$520,000 in County revenue since its inception.

Licenses and Permits ▼1%

The majority of license and permit revenue is in the General Fund and is predominantly associated with revenue stamp fees which are budgeted flat at \$1.5 million FY2020. Two-thirds of the fee revenue must be submitted to the state. The decrease in total licenses and permits revenue is attributed to a decrease in zoning permit fees, which were budgeted higher in FY2019 due to anticipated solar farm permit applications.

Grants ▲20.9%

The County’s federal and state grant revenue predominantly supports the Champaign County Head Start, Workforce Development and Regional Planning Commission (RPC). In FY2020, federal and state grants account for over 90% of the overall RPC budget and include 100 grants in eight program areas.

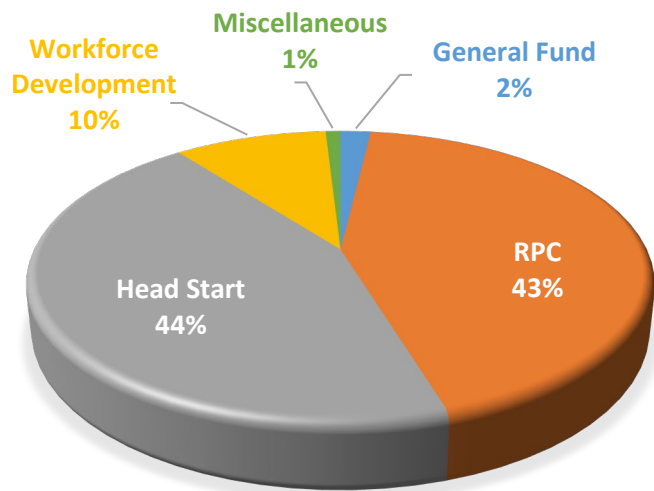
Staffing levels are projected to increase a total of 75 FTEs within RPC funds due to increased and/or new funding, including significant increases in the Early Head Start and Independent Services and Support Advocacy programs.

Fees and Fines ▼12.4%

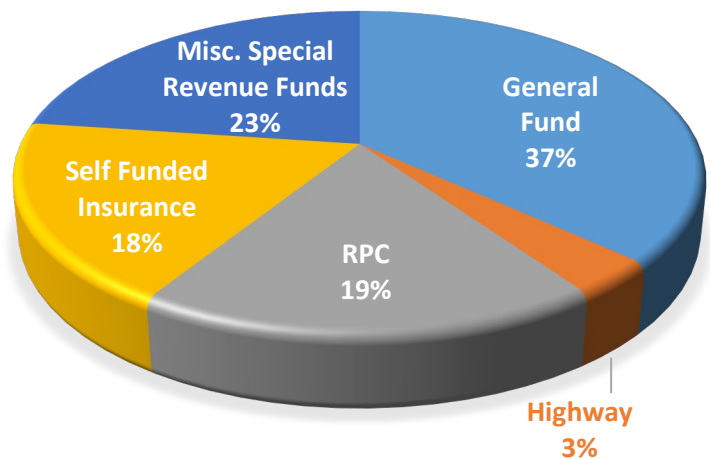
This revenue stream reflects a decline in FY2020 due to the sale of the Nursing Home in April 2019. The County did budget in anticipation of collecting minimal revenue for services previously provided by the Home.

The largest source of fees and fines revenue comes from the General Fund. Effective July 1, 2019, the state legislature approved the Criminal and Traffic Assessment Act (100-987, 100-994 and 100-1161). In summary, the act creates a set of criminal assessment schedules and punitive fines, sets a maximum on civil filing

FY2020 GRANTS



FY2020 FEES & FINES REVENUE



and appearance fees, and creates a graduated fee waiver that will apply to indigency orders in both civil and criminal cases. The impact of these changes will affect multiple county funds including the General Fund and some special revenue funds. In FY2020 fee and fine revenues are budgeted conservatively as the County is unable to fully assess the impact of allowable fee waivers based on the financial ability of an individual to pay.

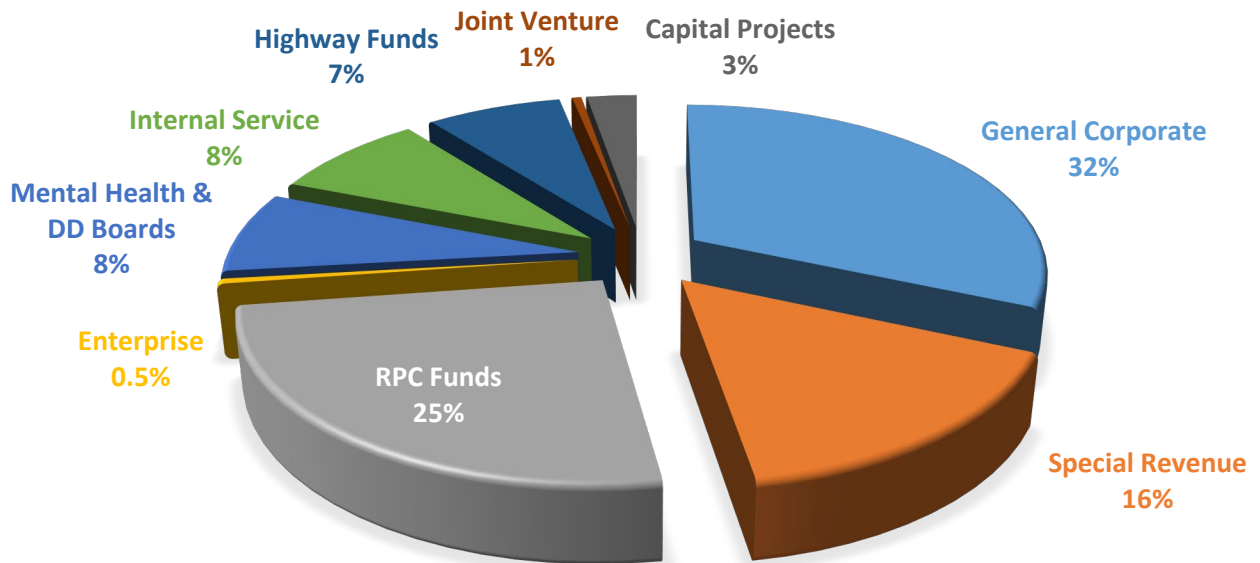
Miscellaneous Revenue ▲4.6%

The FY2020 budget for miscellaneous revenue increases by \$414,000 largely as a result of budgeting for anticipated investment interest across all county funds, and the release of one-third of the Nursing Home escrow holdback.

Interfund Revenue ▲8.5%

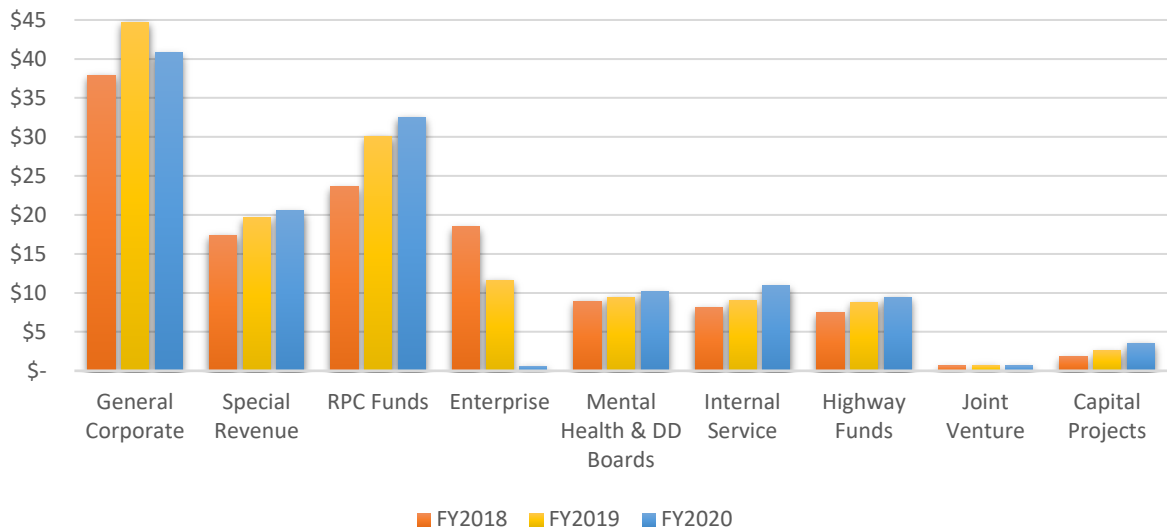
Increases in Interfund revenue reflect an increase in the transfer from the General Fund to the Capital Asset Replacement Fund for the County’s increased investment in facilities funding per the 10-Year Capital Plan; and a larger transfer between the Tort Immunity and Self-funded Insurance funds due to the reallocation of the former Nursing Home levy for outstanding amounts owed by the Home; and a \$1 million transfer from the Head Start fund to the Economic Development fund to support infrastructure and facility enhancements for expanded/alternative early childhood center locations.

FY2020 REVENUE BY FUND TYPE



Revenue totals by fund for FY2018, projected FY2019, and budgeted FY2020 are shown in the chart below. The FY2019 increase in the General Fund occurred due to transfers from the Nursing Home fund to redeem the 2015 bonds, and to reimburse the General Fund for the \$1.98 million that was transferred to the Home in 2018 allowing for payment of outstanding accounts payable obligations. The decrease in Enterprise fund revenue results from the sale of the Nursing Home in 2019. The Nursing Home fund is the County’s only enterprise fund. Program expansion within RPC funds is demonstrated by increased revenues in both fiscal year 2019 and 2020.

Revenue by Fund Type (in Millions)

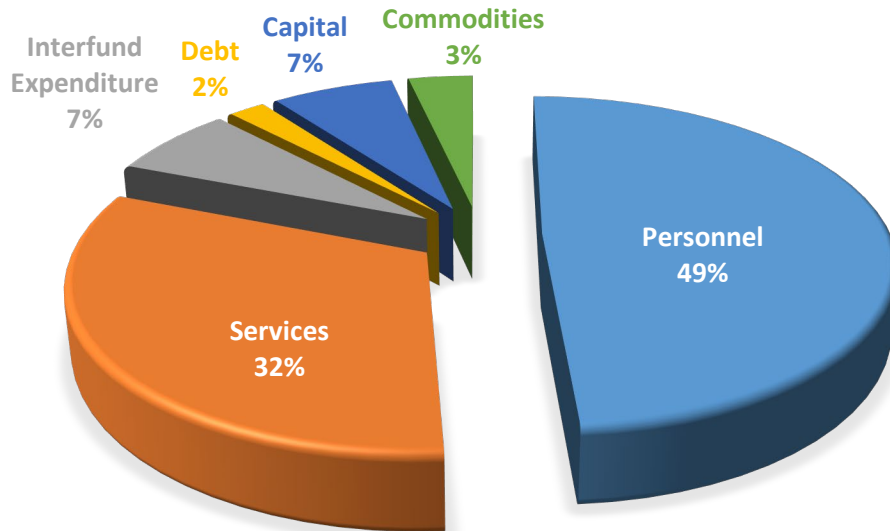


Expenditure Summary begins on the following page.

FY2020 Total Budgeted Expenditure \$129,689,501

A 5.5% increase compared to the original FY2019 Budget.

Includes \$9 million in Interfund Transfers.



Personnel ▲ 6.6%

Personnel costs represent the largest expenditure for Champaign County and include salaries and wages, worker’s compensation insurance expenses, health and life insurance benefits, social security expenses and IMRF pension benefits. In FY2020 the personnel expenditure budget increases \$3.9 million compared to the original FY2019 budget. Expenditure growth is the result of increases in the County’s IMRF rates effective January 1, 2020, employee wage increases, and staffing increases to accommodate RPC program expansion.

Salaries and wages represent 63% of total FY2020 personnel expenditures with the county’s portion of health and life insurance expenditures totaling 17% of the personnel budget. The remaining 20% is for FICA and IMRF benefits and workers compensation and unemployment insurance costs. The FY2020 budget reflects a net increase of 75 full-time equivalents due to new and expanded grant initiatives within RPC funds. The County renewed its health insurance plan with BlueCross BlueShield in FY2020 at a premium increase of 4.5%, which includes ACA health insurer fees and taxes of 2.1%. Should a moratorium on collection of the ACA fee be continued, the insurer will remove that portion of the premium.

Services ▲ 7.4%

Services make up the second largest percentage of the County’s expenditures and in FY2020 reflect an increase of \$2.8 million. The largest budgeted service expenditure, \$10.3 million, is for contributions and grants, which are predominantly accounted for in the County’s Mental Health Care and Treatment of Persons with a Developmental Disability budgets. In total, the FY2020 budget reflects an increase of \$534,000 in contributions and grants largely due to the increased capacity to provide additional funding to agencies as a result of increases in the Mental Health and Development Disability property tax levies.

Other significant increases in the services expenditure category are summarized below:

- Computer and Information Technology services, which includes law enforcement body camera Software as a Service, State’s Attorney document evidence storage system and increased funding for Enterprise Resource Planning (ERP).
- Facility and office rental costs related to RPC Early Childhood program expansion.
- Energy assistance associated with expansion of the RPC Energy Assistance program.

Commodities ▼ 1.8%

The decrease in commodities is attributed to reduced expenditure budgets for equipment less than \$5,000 across multiple county departments.

Capital ▲ 20.7%

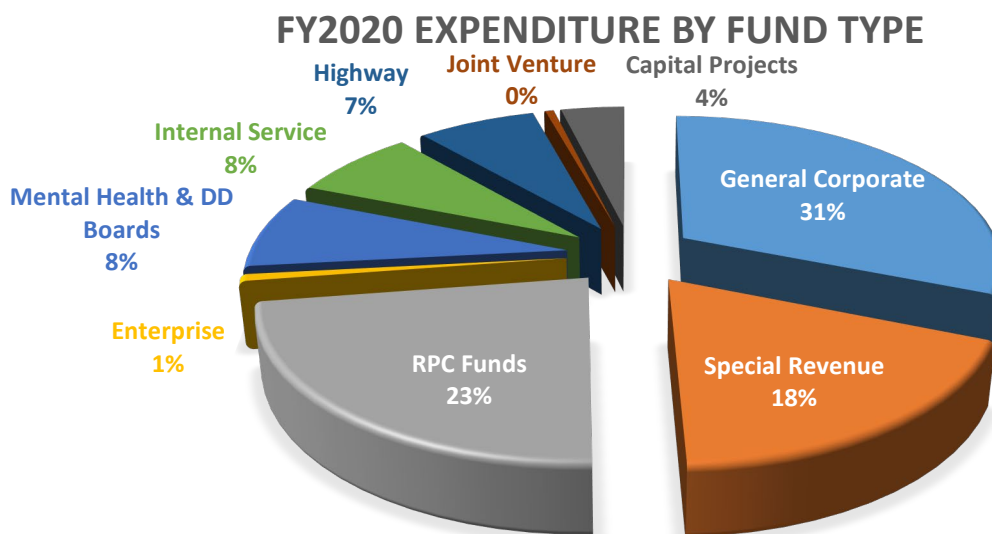
The majority of the County’s capital expenditures are for equipment, bridge, culvert and road improvements in the Highway funds. Much of the FY2020 increase is related to facility improvement funding within the Capital Asset Replacement Fund for projects scheduled in the County’s Capital Facilities Plan. Additionally, the County Clerk’s budget includes funding for replacing the County’s election tabulators.

Interfund Expenditure ▲ 5%

The budget increase for Interfund expenditure reflects a larger transfer from the General Fund to the Capital Asset Replacement Fund for the additional investment in facilities. A larger Interfund transfer from the Tort Immunity fund to the Self-Funded Insurance fund occurs in FY2020 as the former Nursing Home operating levy was reallocated for amounts owed by the Nursing Home. Within the budget is a \$1 million transfer from the Head Start fund to the Economic Development fund to support infrastructure and facility enhancements for expanded/alternative early childhood center locations.

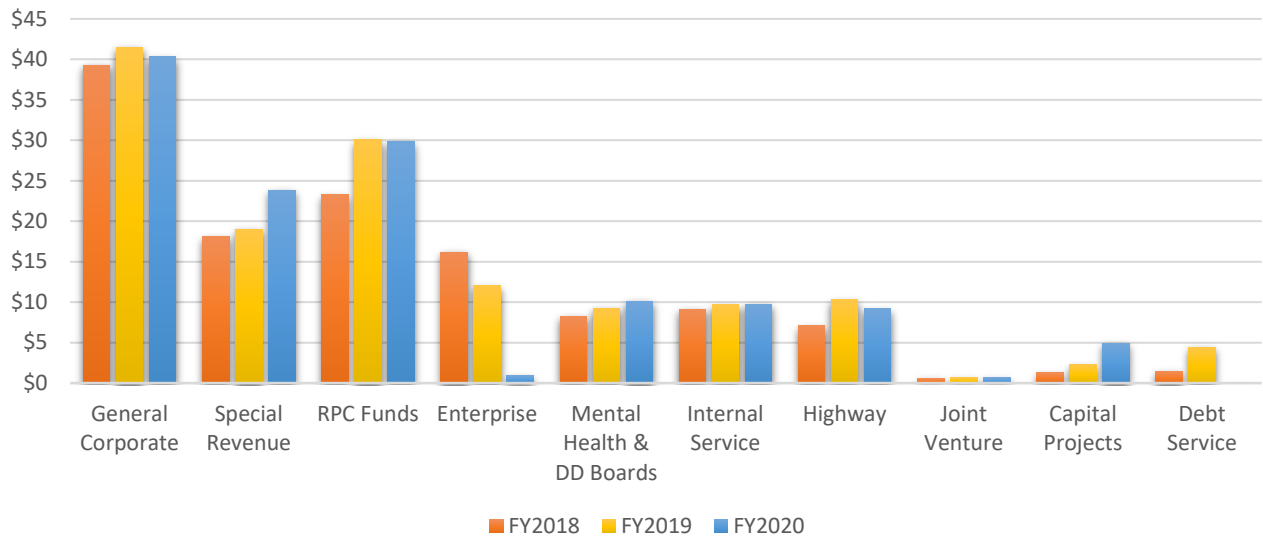
Debt ▼ 41.5%

With the defeasance and redemption of the Nursing Home bonds, the budget reflects a \$1.8 million reduction in debt expenditure in FY2020.



Expenditure totals by fund for FY2018, projected FY2019, and budgeted FY2020 are shown in the chart below. The increase in Special Revenue funds in FY2020 is predominantly due to appropriating fund balance reserves for planned projects or purchases. Program expansion within RPC funds is demonstrated by increased expenditures in both fiscal year 2019 and 2020. The decrease in Enterprise fund expenditure in FY2020 is the result of the sale of the Nursing Home. There is no appropriation for debt service in FY2020 due to the defeasance of the Nursing Home bonds in 2019.

Expenditure by Fund Type (in Millions)





OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloeppe, County Executive

November 1, 2019

TO: Jim Goss, Chair of Finance; and Stephanie Fortado, Vice-Chair of Finance
Honorable Members of the Champaign County Board

FROM: Darlene Kloeppe, County Executive
Debbie Heiser, Insurance Specialist

RE: FY2019-2020 Renewal of Insurance Policies: Property, Auto, Liability, and Worker's
Compensation

Through the County's Broker – Dimond Brothers Insurance Agency – the County has received renewal proposals for the County's liability and worker's compensation FY2019-20 insurance coverage from the following companies: Cincinnati Insurance Company; Capitol Indemnity; NFIP/Selective Flood and Illinois Counties Risk Management Trust (ICRMT). Detailed information regarding the policies purchased is attached for your review.

The total cost of all premiums is \$821,122 and reflects a decrease of \$490,431 or 37.39% over the total FY2018-19 rate of \$1,311,553. The FY2019-20 budget has adequate funds appropriated to pay premium costs. The decrease is attributable to the removal of the Nursing Home from the policies; the increase in Law Enforcement Liability premium is attributable to nationwide and statewide claims.

RECOMMENDED ACTION

The County Executive recommends to the County Board approval of insurance coverage for liability and worker's compensation for FY2019-20 from December 1, 2019 – November 30, 2020 through plans and premiums provided as follows:

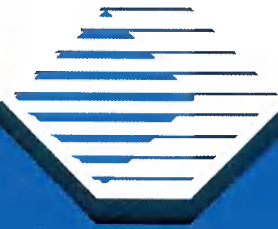
- **Property/inland marine/boiler and machinery coverage provided by Cincinnati Insurance company in the amount of \$180,192;**
- **Liability coverage for Champaign County provided by ICRMT in the amount of \$431,220;**
- **Student Accidental Death & Dismemberment coverage for the Champaign County Head Start program provided by Capitol Indemnity in the amount of \$1,062;**
- **Worker's Compensation coverage for Champaign County provided ICRMT in the amount of \$198,198;**
- **Flood Insurance coverage for Champaign County provided by NFIP/Selective Flood in the amount of \$10,450;**
- **Unemployment Insurance at the rate of 1.797% of the first \$12,960 earned (policy period January 1, 2020 to December 31, 2020).**

Thank you for your consideration of this recommendation.

Insurance Proposal

Presented To:

*County of
Champaign*



Molly M Rollings

Dimond Bros. Sales Executive

1806 Woodfield Dr

Savoy, IL 61874

Phone: (217) 356-6400 x3810

Fax: (217) 356-8044

Email: molly.rollings@dimondbros.com

 **Dimond Bros.**
Insurance Since 1867

Premium Summary

Line of Business	Expiring Premium - 2018	Renewal Premium - 2019	% Change
ICRMT			
Crime	\$ 5,005	\$ 5,361	7.11%
Automobile Liability	\$ 20,493	\$ 21,304	3.96%
Auto Physical Damage (Highway)	\$ 8,200	\$ 9,259	12.91%
Auto Physical Damage (EMA)	\$ 1,051	\$ 1,421	35.20%
General Liability (Nursing Home)	\$ 46,057	\$ -	-100.00%
Errors & Omissions	\$ 37,123	\$ 39,728	7.02%
General Liability (County)	\$ 43,200	\$ 38,762	-10.27%
Law Enforcement Liability	\$ 81,692	\$ 99,327	21.59%
Excess Liability (County)	\$ 172,335	\$ 211,941	22.98%
Excess Liability (Nursing Home)	\$ 20,000	\$ -	-100.00%
Cyber Liability	\$ 6,840	\$ 4,117	-39.81%
Total ICRMT	\$ 441,996	\$ 431,220	-2.44%
Workers Compensation	\$ 260,880	\$ 198,198	-24.03%
<i>Payroll</i>	<i>\$ 37,582,204</i>	<i>\$ 33,630,735</i>	<i>-10.51%</i>
Cincinnati			
Property (County)	\$ 115,390	\$ 120,576	4.49%
Property (Nursing Home)	\$ 11,934	\$ -	-100.00%
Inland Marine	\$ 48,809	\$ 47,558	-2.56%
Boiler & Machinery	\$ 11,524	\$ 12,058	4.63%
Total Cincinnati	\$ 187,657	\$ 180,192	-3.98%
NFIP/Selective Flood			
101 E Main	\$ 4,950	\$ 5,225	5.56%
204 E Main	\$ 4,950	\$ 5,225	5.56%
Total NFIP/Selective	\$ 9,900	\$ 10,450	5.56%
Capitol Indemnity			
Student AD&D	\$ 916	\$ 1,062	15.94%
ICRMT			
2 Year Tail Coverage Nursing Home	\$ 410,204	\$ -	-100.00%
Total Premium	\$ 1,311,553	\$ 821,122	-37.39%



Notes on Renewal:

- Nursing home has been removed which accounts for the reduction in premium
- Law Enforcement liability has gone up due to nationwide and statewide claims within this line of business.
- To help make up for the increase in the package premiums - additional credit was added to the workers compensation to keep premium in line.
- Flood premiums are estimates as they will not release prior to 30 days out.
- Increase on AD&D policy is due to higher number of students – no rate change.

Named Insured

Date



ILLINOIS COUNTIES RISK MANAGEMENT TRUST UNEMPLOYMENT INSURANCE PROPOSAL

Named Insured: Champaign County
1776 E. Washington
Urbana, IL 61802-

Agency Name: Dimond Bros - Main Office

Quote Number: R9-1000247-2021-01

Program Year: 01/01/2020-01/01/2021

Deductible:

\$0

Rate:

1.797%

ICRMT Features and Benefits:

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

Acceptance Statement:

Please accept this as a formal confirmation that all terms and conditions of the proposed insurance program by the Illinois Counties Risk Management Trust are accepted effective (01/01/2020)

Signature of Official

Date



ILLINOIS COUNTIES RISK MANAGEMENT TRUST

UNEMPLOYMENT INSURANCE PROPOSAL

Named Insured: Champaign County
1776 E. Washington
Urbana, IL 61802-

Agency Name: Dimond Bros - Main Office

Quote Number: R9-1000247-2021-01

Program Year: 01/01/2020-01/01/2021

Terms and Conditions:

- Payment terms are “pay as you go” quarterly. After each quarterly wage statement is received, an invoice will be sent to the insured for the premium due based on the taxable wages and applicable policy rate.
- Policy is only cancellable at program anniversary and after 90 day written notice is given. If required notice is not given, full estimated premium is earned, due and payable.
- By electing to become a reimbursable employer, the State of Illinois requires an entity to maintain this status for at least two calendar years.
- All terms and conditions of membership in the Illinois Counties Risk Management Trust are set forth in the Trust by-laws and Membership Agreement. A copy of this document is available for your review.
- Policy premium is fully earned upon inception.

The following must be received prior to binding:

- Signed Proposal
- Signed Application

Julia R. Rietz
State's Attorney

Barbara Mann
Chief of the Civil Division
email: bmenn@co.champaign.il.us

Donna M. Davis
Assistant State's Attorney
email: ddavis@co.champaign.il.us



Courthouse
101 East Main Street
P. O. Box 785
Urbana, Illinois 61801
Phone (217) 384-3733
Fax (217) 384-3816

**Office of
State's Attorney
Champaign County, Illinois**

October 30, 2019

[Via Email: rkencheloe@co.champaign.il.us]

Mr. Jim Goss
Finance Committee Chair

Re: Closed Session Minutes Review for Finance Committee

Dear Mr. Goss:

Pursuant to the Open Meetings Act, a public body such as Finance must review its closed session minutes at least semi-annually. The Committee must then determine whether the need for confidentiality exists as to all or part of those minutes, or that the minutes or portions thereof no longer require confidential treatment, if so, the records would be available for public inspection. Therefore, the question is whether there is no longer a need to keep minutes closed in order to protect either the public interest or the privacy of an individual. Whichever conclusion that the Committee draws must be then be reported in open session.

Please note that the Committee may enter into closed session for the purpose of review of closed session minutes pursuant to 5 ILCS 120/2(c)(21): Discussion of minutes of meetings lawfully closed under the Act. Just as in open session, if the matter requires action by the Committee, the matter must have been noticed on the posted agenda.

The County Board passed Resolution No. 7969, "Resolution Establishing Procedures for Semi-Annual Review of Closed Session Minutes by the Champaign County Board" on November 17th, 2011. Under the parameters established by the full board in Resolution 7969, our office may advise if the need for confidentiality no longer exists. At this time, we recommend that one previously closed session minutes be opened, according to the enclosed index.

Sincerely,

A handwritten signature in blue ink that reads "Donna M. Davis".

Donna M. Davis

Enc.

cc: Rita Kincheloe (Administrative Services)

Finance Committee Closed Session Review

	Maintain as Closed	Release as Opened
June 28, 1990 <i>Performance Appraisal Subcommittee</i>	X	
December 18, 1991 <i>Performance Appraisal Subcommittee</i>	X	
November 16, 1992	X	
April 11, 1994 <i>Performance Appraisal Subcommittee</i>	X	
May 10, 1995	X	
May 18, 1995 <i>Performance Appraisal Subcommittee</i>	X	
March 12, 1997	X	
May 22, 1997 <i>Performance Appraisal Subcommittee</i>	X	
June 11, 1997 – 7:04 p.m.	X	
June 11, 1997 – 7:44 p.m.	X	
July 13, 1999	X	
October 12, 1999 <i>Performance Appraisal Subcommittee</i>	X	
March 14, 2000	X	
May 9, 2000 – 7:54 p.m.	X	
May 9, 2000 – 8:12 p.m.	X	
June 13, 2000	X	
October 17, 2000	X	
December 12, 2000	X	
April 17, 2001	X	
November 13, 2001	X	
April 9, 2002	X	
February 19, 2003	X	

*indicates has not been reviewed yet

Finance Committee Closed Session Review

April 23, 2003	X	
October 8, 2003 – 7:51 p.m.	X	
October 8, 2003 – 8:09 p.m.	X	
October 15, 2003	X	
October 28, 2003	X	
January 21, 2004		Unable to locate.
February 18, 2004		Unable to locate.
April 21, 2004 – 7:55 p.m.	X	
April 21, 2004 – 8:12 p.m.	X	
May 19, 2004	X	
August 27, 2004 <i>Performance Appraisal Subcommittee</i>	X	
September 14, 2004 <i>Performance Appraisal Subcommittee</i>	X	
September 22, 2004	X	
October 20, 2004	X	
June 9, 2005 – 7:46 p.m.	X	
June 9, 2005 – 7:59 p.m.	X	
August 24, 2005 <i>Performance Appraisal Subcommittee</i>	X	
August 26, 2005 <i>Performance Appraisal Subcommittee</i>	X	
August 31, 2005 11:34 a.m. <i>Performance Appraisal Subcommittee</i>	X	
August 31, 2005 12:02 p.m. <i>Performance Appraisal Subcommittee</i>	X	
October 6, 2005	X	
October 26, 2005		X

*indicates has not been reviewed yet

Finance Committee Closed Session Review

January 23, 2006 <i>Performance Appraisal Subcommittee</i>	X	
February 3, 2006 <i>Performance Appraisal Subcommittee</i>	X	
February 6, 2006 <i>Performance Appraisal Subcommittee</i>	X	
May 4, 2006 – 7:51 p.m.	X	
May 4, 2006 – 8:29 p.m.	X	
June 8, 2006	X	
August 24, 2006 <i>Performance Appraisal Subcommittee</i>	X	
September 1, 2006 <i>Performance Appraisal Subcommittee</i>	X	
September 14, 2006 <i>Performance Appraisal Subcommittee-Supervisor of Assessments</i>	X	
September 14, 2006 <i>Performance Appraisal Subcommittee-County Administrator of Finance & HR Management</i>	X	
September 14, 2006	X	
October 5, 2006	X	
May 10, 2007	X	
August 16, 2007 <i>Performance Appraisal Subcommittee</i>	X	
September 12, 2007 <i>Performance Appraisal Subcommittee</i>	X	
December 6, 2007 – 7:22 p.m.	X	
December 6, 2007 – 7:44 p.m.	X	
February 7, 2008 – 7:57 p.m.	X	
February 7, 2008 – 8:16 p.m.	X	
May 8, 2008	X	
August 26, 2008	X	

*indicates has not been reviewed yet

Finance Committee Closed Session Review

<i>Performance Appraisal Subcommittee-County Administrator of Finance & HR Management</i>		
August 26, 2008 <i>Performance Appraisal Subcommittee-Supervisor of Assessments</i>	X	
September 12, 2008 <i>Performance Appraisal Subcommittee-County Administrator of Finance & HR Management</i>	X	
September 12, 2008 <i>Performance Appraisal Subcommittee-Supervisor of Assessments</i>	X	
October 9, 2008	X	
August 6, 2009	X	
September 10, 2009	X	
April 13, 2010	X	
May 11, 2010	X	
June 8, 2010	X	
June 15, 2010	X	
June 15, 2010	X	
September 14, 2010	X	
October 12, 2010	X	
February 15, 2011	X	
April 12, 2011	X	
August 2, 2011	X	
September 6, 2011	X	
June 12, 2012	X	
August 13, 2013	X	
June 10, 2014	X	

***indicates has not been reviewed yet**

Finance Committee Closed Session Review

September 8, 2015	X	
March 14, 2017	X	
June 13, 2017	X	
February 13, 2018	X	
April 10, 2018	X	
November 13, 2018	X	

***indicates has not been reviewed yet**

	July	August	Sept	Oct	Nov	Dec	Total YTD
1. Personnel Costs							
2. Payroll Taxes/Benefits							
Computer Hardware & Software	\$0	\$0	\$0				\$0
Total Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Property Insurance	\$91	\$63	\$51				\$205
Building & Grounds Maintenance	\$44	\$113	\$53				\$210
Utilities	\$156	\$148	\$124				\$428
Janitorial Service	\$271	\$200	\$297				\$768
Equip Maintenance Agreements	\$14	\$662	\$88				\$764
Depreciation	\$853	\$826	\$817				\$2,496
Total Occupancy	\$1,429	\$2,012	\$1,430	\$0	\$0	\$0	\$4,871
Office Supplies	\$392	\$80	\$190				\$662
Contractual / Professional Fees	\$1,228	\$824	\$929				\$2,981
Travel / Training	\$173	\$370	\$337				\$880
Client Assistance	\$0	\$0	\$0				\$0
Other Rent	\$0	\$0	\$0				\$0
Telephone / Cell Phone	\$149	\$274	\$197				\$620
Liability / Malpractice Insurance	\$218	\$46	\$14				\$278
Moving & Recruiting	\$0	\$0	\$0				\$0
Total Program Expenses	\$31,965	\$29,603	\$27,502	\$0	\$0	\$0	\$89,070
ALLOCATED M&G	\$6,901	\$6,888	\$6,232				\$20,021
TOTAL EXPENSE	\$38,866	\$36,491	\$33,734	\$0	\$0	\$0	\$109,091
Re-Entry Indirect - 11.9% Max							
Max M&G Allowed	\$4,318	\$3,999	\$3,715	\$0	\$0	\$0	\$12,031
Champaign County Total	\$36,283	\$33,602	\$31,217	\$0	\$0	\$0	\$101,101
Champaign County Paid	\$8,333	\$8,333	\$8,333				\$25,000

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State's Attorney

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**Office of
State's Attorney
Champaign County, Illinois**

October 30, 2019
[Via Email: rkincheloe@co.champaign.il.us]

Mr. Kyle Patterson
Justice and Social Services Committee Chair

Re: Closed Session Minutes Review for Justice and Social Services Committee

Dear Mr. Patterson:

Pursuant to the Open Meetings Act, a public body such as the Justice and Social Services Committee must review its closed session minutes at least semi-annually. The Committee must then determine whether the need for confidentiality exists as to all or part of those minutes, or that the minutes or portions thereof no longer require confidential treatment, if so, the records would be available for public inspection. Therefore, the question is whether there is no longer a need to keep minutes closed in order to protect either the public interest or the privacy of an individual. Whichever conclusion that the Committee draws must be then be reported in open session.

Please note that the Committee may enter into closed session for the purpose of review of closed session minutes pursuant to 5 ILCS 120/2(c)(21): Discussion of minutes of meetings lawfully closed under the Act. Just as in open session, if the matter requires action by the Committee, the matter must have been noticed on the posted agenda.

The County Board passed Resolution No. 7969, "Resolution Establishing Procedures for Semi-Annual Review of Closed Session Minutes by the Champaign County Board" on November 17th, 2011. Under the parameters established by the full board in Resolution 7969, several closed session minutes are eligible to be placed in the open minute files, should the Justice and Social Services Committee so choose. Please see the enclosed index, designating those minutes.

Sincerely,

A handwritten signature in blue ink that reads "Donna M. Davis".

Donna M. Davis

cc: Rita Kincheloe (Administrative Services)

**Closed Meeting Minutes Review –
Justice & Social Services**

Is it necessary to protect the public interest or privacy of an individual?

Date of Minutes	Yes, Keep Confidential	No, Place in Open Files
February 9, 1990 <i>Performance Appraisal Subcommittee</i>	X	
January 29, 1991 <i>Performance Appraisal Subcommittee</i>	X	
October 30, 1991 <i>Performance Appraisal Subcommittee</i>	X	
November 25, 1991 <i>Deputy Sheriff Merit Commission</i>	X	
October 29, 1992 <i>Performance Appraisal Subcommittee</i>	X	
December 13, 1993 <i>Search Subcommittee for CCNH Administrator</i>		X
August 19, 1994 <i>Search Subcommittee for ESDA Coord.</i>	X	
September 6, 1994 <i>Search Subcommittee for ESDA Coord.</i>	X	
September 8, 1994 <i>Performance Appraisal Subcommittee</i>	X	
September 16, 1994 <i>Performance Appraisal Subcommittee</i>		X
May 3, 1995 <i>Performance Appraisal Subcommittee</i>		X
July 27, 1995 <i>Performance Appraisal Subcommittee</i>	X	
February 7, 1996	X	
February 29, 1996 – 10:11 a.m. <i>Performance Appraisal Subcommittee</i>	X	
February 29, 1996 – 3:01 p.m. <i>Performance Appraisal Subcommittee</i>	X	
December 19, 1996 <i>Performance Appraisal Subcommittee</i>	X	
April 7, 1997 <i>Performance Appraisal Subcommittee</i>		X
May 21, 1997 <i>Performance Appraisal Subcommittee</i>	X	
April 28, 1999/May 3, 1999 <i>Performance Appraisal Subcommittee</i>	X	
June 9, 1999		X
July 7, 1999 – #1	X	

July 7, 1999 – #2	X	
July 5, 2000 <i>Performance Appraisal Subcommittee</i>		X
July 12, 2000 <i>Performance Appraisal Subcommittee</i>		X
July 21, 2000 <i>Performance Appraisal Subcommittee</i>		X
September 14, 2000		X
April 17, 2001	X	
October 3, 2001	X	
November 7, 2001	X	
June 5, 2002	X	
July 9, 2003		X
August 25, 2004 <i>Performance Appraisal Subcommittee</i>	X	
August 26, 2004 <i>Performance Appraisal Subcommittee</i>	X	
September 23, 2004 <i>Performance Appraisal Subcommittee</i>	X	
September 28, 2004 <i>Performance Appraisal Subcommittee</i>	X	
October 6, 2004 – #1	X	
October 6, 2004 – #2	X	
November 3, 2004	X	
February 7, 2005	X	
August 24, 2005 <i>Performance Appraisal Subcommittee</i>	X	
August 31, 2005 <i>Performance Appraisal Subcommittee</i>	X	
October 3, 2005	X	
August 24, 2006 <i>Performance Appraisal Subcommittee-Nursing Home</i>	X	

<i>Administrator</i>		
August 24, 2006 <i>Performance Appraisal Subcommittee EMA Director</i>	X	
September 14, 2006 <i>Performance Appraisal Subcommittee-Nursing Home Administrator</i>	X	
September 14, 2006 <i>Performance Appraisal Subcommittee-EMA Director</i>	X	
October 2, 2006	X	
August 17, 2007 <i>Performance Appraisal Subcommittee-Nursing Home Administrator</i>	X	
August 17, 2007 <i>Performance Appraisal Subcommittee-EMA Director</i>	X	
September 17, 2007 <i>Performance Appraisal Subcommittee-Nursing Home Administrator</i>	X	
September 17, 2007 <i>Performance Appraisal Subcommittee-EMA Director</i>	X	
October 1, 2007	X	
August 26, 2008 <i>Performance Appraisal Subcommittee</i>	X	
September 12, 2008 <i>Performance Appraisal Subcommittee</i>	X	
October 6, 2008	X	

***Minutes not previously approved in semi-annual review.**