

**CHAMPAIGN COUNTY BOARD**  
**COMMITTEE OF THE WHOLE**  
*Finance/ Policy, Personnel, & Appointments/Justice & Social Services Agenda*  
County of Champaign, Urbana, Illinois  
Tuesday, June 15, 2021 at 6:30 p.m.  
Shields-Carter Meeting Room/Zoom  
Brookens Administrative Center  
1776 East Washington Street, Urbana, Illinois

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<b><u>Agenda Items</u></b>	<b><u>Page #</u></b>
<b>I. <u>Call to Order</u></b>	
<b>II. <u>Roll Call</u></b>	
<b>III. <u>Approval of Agenda/Addenda</u></b>	
<b>IV. <u>Approval of Minutes</u></b>	
A. April 27, 2021 – Finance Study Session (to be distributed)	
B. May 11, 2021 – Regular Meeting (to be distributed)	
C. May 25, 2021 – Finance Study Session (to be distributed)	
<b>V. <u>Public Participation</u></b>	
• Being accepted remotely through Zoom – for instructions go to: <a href="http://www.co.champaign.il.us/CountyBoard/Committee_Of_The_Whole/2021/210615_Meeting/210615_Zoom_Instructions.pdf">http://www.co.champaign.il.us/CountyBoard/Committee_Of_The_Whole/2021/210615_Meeting/210615_Zoom_Instructions.pdf</a>	
<b>VI. <u>Communications</u></b>	
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b. Resolution appointing James Wilson to the Bailey Memorial Cemetery Association, term 7/1/2021-6/30/2027	14-15
c. Resolution appointing Phillip Van Ness to the Prairie View Cemetery Association, term 7/1/2021-6/30/2027	16-17
d. Resolution appointing Edward Fiscus to the Prairie View Cemetery Association, term 7/1/2021-6/30/2027	18-19
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f.	Resolution appointing Krista Jones to the County Board of Health, term 7/1/2021-6/30/2024	22-49
g.	Resolution appointing Kim Woloweic-Fisher to the Developmental Disabilities Board, term 7/1/2021-6/30/2024	50-51
h.	Resolution appointing Georgiana Schuster to the Developmental Disabilities Board, term 7/1/2021-6/30/2024	52-53
i.	Resolution appointing Bill Goodman to the Champaign County Forest Preserve District, term 7/1/2021-6/30/2026	54-55
j.	Resolution appointing Rovee Fabi to the Rural Transit Advisory Group, unexpired term ending 12/31/2022	56-57
k.	Currently vacant appointments – full list and information is available on the County’s website at: <a href="http://www.co.champaign.il.us/CountyExecutive/appointments/CurrentVacantOpenings.pdf">http://www.co.champaign.il.us/CountyExecutive/appointments/CurrentVacantOpenings.pdf</a> (information only)	
l.	Applications for open appointments (information only)	58-59
3.	Recommendation to the Finance Committee for approval of the creation of the Senior Zoning Technician position to be assigned to Grade Range G, and the concurrent elimination of one of the Zoning Technician positions effective June 25, 2021	60-66
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C.	County Board	
1.	Appointing a Broadband Taskforce (discussion only)	
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F.	<u>Designation of Items to be Placed on the Consent Agenda</u>	
<b>VIII.</b>	<b><u>Justice and Social Services</u></b>	
A.	Monthly Reports – All reports are available on each department’s webpage through the department reports page at: <a href="http://www.co.champaign.il.us/CountyBoard/Reports.php">http://www.co.champaign.il.us/CountyBoard/Reports.php</a> <ul style="list-style-type: none"><li>• Animal Control – April 2021</li><li>• Emergency Management Agency – April &amp; May 2021</li></ul>	
B.	Rosecrance Re-Entry Financial Report – April 2021 (information only)	74
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D. Chair's Report

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

**IX. Finance**

A. Budget Amendments/Transfers

1. Budget Amendment 21-00020 75-78  
Fund 075 Regional Planning Comm / Dept 899 US Dept of Treas Rntl Asst  
Increased Appropriations: \$3,138,772  
Increased Revenue: \$3,140,182  
Reason: See attached
  
2. Budget Amendment 21-00021 79-81  
Fund 075 Regional Planning Comm / Dept 691 Home Energy Ast-Hhs-Odd Year  
Increased Appropriations: \$3,061,368  
Increased Revenue: \$3,150,168  
Reason: See attached
  
3. Budget Amendment 21-00023 82-84  
Fund 075 Regional Planning Comm / Dept 903 Urbana Senior Repair  
Increased Appropriations: \$40,000  
Increased Revenue: \$40,000  
Reason: See attached
  
4. Budget Amendment 21-00025 85-89  
Fund 104 Early Childhood Fund / Dept 901 ARPA Supplement (Headstart)  
Increased Appropriations: \$796,869  
Increased Revenue: \$796,869  
Reason: Funding allows to provide one-time investments that best support the immediate needs of staff, children, and families while adhering to federal guidelines.  
\*\*Please see attached narrative\*\*
  
5. Budget Amendment 21-00026 90-91  
Fund 104 Early Childhood Fund / Dept 900 COVID19 Supp (Headstart)  
Increased Appropriations: \$200,445  
Increased Revenue: \$200,445  
Reason: One-time activities in response to COVID-19  
\*\*Please see attached narrative\*\*
  
6. Budget Amendment 21-00030 92-94  
Fund 075 Regional Planning Comm / Dept 904 LIHEAP - ARPA  
Increased Appropriations: \$4,693,534  
Increased Revenue: \$4,693,534  
Reason: See attached
  
7. Budget Amendment 21-00031 95-97  
Fund 075 Regional Planning Comm / Dept 905 LIHEAP State Supp - DCEO  
Increased Appropriations: \$495,700  
Increased Revenue: \$495,700  
Reason: See attached

8. Budget Amendment 21-00024 98-104  
Fund 089 County Public Health Fund / Dept 049 Board of Health  
Increased Appropriations: \$350,000  
Increased Revenue: \$350,000  
Reason: COVID-19 contact tracing grant amendment increasing funds in the amount of \$350,000 to be spent by 12/31/21. An equal increase in appropriation is requested to extend payment to CUPHD as services are provided.
9. Budget Amendment 21-00027 105-126  
Fund 613 Court's Automation Fund / Dept 030 Circuit Clerk  
Increased Appropriations: \$75,975  
Increased Revenue: \$35,975  
Reason: \$87,500 purchase required to replace failing court audio system Circuit Clerk will pay \$11,525 from FY2021 appropriations. Please increase appropriations by \$75,975; \$40,000 from the fund balance; AOIC will reimburse County for \$35,975. Summary >> \$35,975 AOIC Reim + \$40,000 fund bal + \$11,525 Clerk = \$87,500
10. Budget Amendment 21-00028 127-128  
Fund 080 General Corporate / Dept 020 Auditor  
Increased Appropriations: \$22,000  
Increased Revenue: \$0  
Reason: We have a 37% increase in voucher volume from Mar-May 2020 to the same period this year, much stemming from rental assistance and other COVID relief money. This increase in volume is likely to be sustained at least through the end of 2021
11. Budget Amendment 21-00036 129  
Fund 840 American Rescue Act / Dept 016 Administrative Services  
Increased Appropriations: \$0  
Increased Revenue: \$20,364,815  
Reason: Receipt 50% American Rescue Plan Act (ARPA) local Coronavirus fiscal recovery funds. Total Champaign County allocation is \$40,729,630.
12. Budget Amendment 21-00033 130-131  
Fund 840 American Rescue Plan Act / Dept 016 Administrative Services  
Increased Appropriations: \$50,000  
Increased Revenue: \$0  
Reason: Contract with Champaign County Regional Planning Commission for Project and Fiscal Management related to the American Rescue Plan Act (ARPA) Grant funding in FY2021.
13. Budget Amendment 21-00034 132-133  
Fund 075 Regional Planning Comm / Dept 902 ARPA Project Management  
Increased Appropriations: \$50,000  
Increased Revenue: \$50,000  
Reason: See attached
- B. Treasurer
1. Monthly Report – May 2021 – Reports are available on the Treasurer's webpage at: <http://www.co.champaign.il.us/treasurer/reports.php>



C. Auditor

1. Monthly Report – May 2021 - Reports are available on the Auditor’s webpage at:  
<http://www.co.champaign.il.us/auditor/countyboardreports.php>
2. Status of the FY2019 Audit (information only) 134
3. Champaign County Bank Reconciliations (information only) 135
4. Request approval for release of RFP 2021-005 for Financial Auditing Services for the County of Champaign 136-154

D. County Executive

1. FY2021 General Corporate Fund Budget Projection (to be distributed)
2. Recommendation to the County Board for approval of the creation of the Senior Zoning Technician position to be assigned to Grade Range G, and concurrent elimination of one of the Zoning Technician positions effective June 25, 2021 155-161
3. Recommendation to the County Board for approval of the creation of the Assistant Animal Control Director position to be assigned to Grade Range I, effective June 25, 2021 162-167
4. Ordinance establishing a Property Assessed Clean Energy (PACE) Program and a PACE Area to finance and/or refinance the acquisition, construction, installation, or modification of energy projects; providing for the issuance of not to exceed \$500,000,000 Taxable PACE Revenue Notes of the County to finance projects pursuant to the County’s PACE Program, providing for the payment of said notes, authorizing the sale of said notes to the purchaser thereof; and other matters related thereto (full document can be viewed at:  
[http://www.co.champaign.il.us/CountyBoard/Committee\\_Of\\_The\\_Whole/2021/210615\\_Meeting/210615\\_PACE\\_Program.pdf](http://www.co.champaign.il.us/CountyBoard/Committee_Of_The_Whole/2021/210615_Meeting/210615_PACE_Program.pdf)) 168

E. Other Business

F. Chair’s Report

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

X. **Other Business**

XI. **Adjournment**

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

**Randall B Rosenbaum**

Presiding Judge  
Courtroom B  
Courthouse  
101 E. Main St.  
Urbana, Illinois 61801

Sixth Judicial Circuit  
Champaign County

Telephone (217) 384-3866  
Fax (217) 384-8424

To: Darlene Kloeppe, County Executive  
Kyle Patterson, County Board Chair  
Stephanie Fortado, Finance Committee Chair

From: Champaign County Courthouse Officials

Date: May 28, 2021

Re: American Rescue Plan Act Funding

We represent the elected officials and appointed department heads whose offices are located at the Champaign County Courthouse. As requested, we each submitted a list of ideas for how American Rescue Plan Act funds could be used to benefit our individual offices. After reviewing each other's list of ideas, it became clear to us that we agreed on many ideas – all of which we deemed important.

There are some requests by departments that are unique to them. We respect each other's requests and believe they have merit. However, this letter is to address only those ideas that all of us believe are essential to the operations of the Champaign County Courthouse. We all support these ideas and ask that serious consideration be given to fund them because they affect all of us. The Champaign County Courthouse elected officials and appointed department heads seek funding for the following:

Network and internet connectivity improvements: There have been many instances of the network crashing as well as employees not being able to access the internet in a stable manner. This is problematic especially considering the increased use of electronic filing; when the system is down, no one can access court records. Further, remote hearings and the use of electronic evidence are jeopardized when there are problems with the network and internet connection. The courthouse needs reliable internet access as well as appropriate capacity, power, and speed.

Digital evidence storage, management, and court presentation: There has been a substantial increase in the use of digital evidence over the past decade, all of which must be stored electronically. It appears that the computer network drive that holds such evidence is not sufficient. More storage is necessary. Other improvements include a

better way to manage the evidence and how to present it in court proceedings; these improvements could include courtroom monitors, etc.

Integration/improvements between computer systems of Sheriff (JMS) and Circuit Clerk (JANO)/Replacement of JANO. Independently, the current computer systems are adequate, but they do not communicate with one another. In other words, improvements must be made to allow information input by court clerks to be transmitted automatically to the Sheriff and vice versa. From the clerk's standpoint, in many high-volume courtrooms including traffic court, manually inputting this information means it takes longer for files to be created and updated, and also increases the chance of human error. This can be of critical importance when considering the issuance of warrants, etc.

The County should also give serious consideration to replacing JANO as a case management system. Through the years, there have been numerous glitches as well as inability to do certain tasks for which local IT had to create patches. It is not well-designed to allow work remotely. It is our understanding that the JANO system may be on IT's 6-year plan as a project for 2022.

Telephone and voicemail systems: Our county telephone and voicemail systems are old and not adequate to support the volume of court business that must be conducted over the phone. Calls are often dropped or missed altogether. Employees working from home are not able to answer calls to offices. Remote hearings depend on a fully operational and reliable phone system in order to make a record.

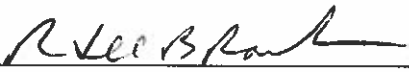
Computers for remote work for home: We have learned a great deal from our pandemic response, including that we can have people work from home effectively, but in order to do so we need to provide them with the appropriate equipment. Working from home has benefits for our employees as individuals, as well as for the health and wellbeing of courthouse staff as a whole and the public. Moving forward we would like to continue providing work from home as an option. This COVID relief money would be appropriately used to allow us to provide laptops, software, and other necessary equipment to our employees so they could work from home without being required to use their personal equipment to do so.


Courtroom renovation: There are many issues involved here but the most relevant to COVID is how current jury boxes are designed. Jurors cannot sit 6 feet apart, so we have temporarily added chairs outside the box to allow proper distancing. Most courtrooms do not conduct jury trials but renovating the largest 2-3 courtrooms would provide better distancing for the future, should it be needed.

Kiosks: Many litigants lack dependable computers/smartphones to participate in the court system electronically. Computers could be placed in public areas of the courthouse (and possibly around the county) to allow self-represented litigants to file documents electronically, attend remote hearings, meet with probation officers, receive assistance, etc. This service will reduce the number of individuals entering the courthouse.


Air quality and HVAC improvements: Improvements to HVAC systems have been made in schools. The county should study whether the courthouse currently has an adequate air filtration/ventilation system or whether employees/citizens would benefit from improvements.

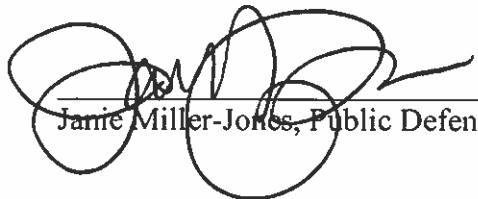
We want to thank you for considering our requests for funding that we believe are essential to the operation of the Champaign County Courthouse. As we gather additional information about the details of the ideas and their cost, we will share that with you. We would be happy to have a representative available to answer questions at an upcoming Board meeting. Since some of the ideas relate to physical space, we would also be happy to lead a tour of the courthouse, should your members so desire. Thank you.


  
\_\_\_\_\_  
Randall Rosenbaum, Presiding Judge

  
\_\_\_\_\_  
Dustin Heuerman, Sheriff

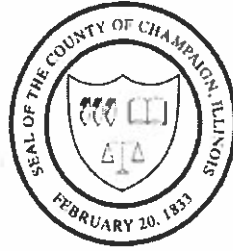
  
\_\_\_\_\_  
Julia Rietz, State's Attorney

  
\_\_\_\_\_  
Susan McGrath, Circuit Clerk

  
\_\_\_\_\_  
Janie Miller-Jones, Public Defender

  
\_\_\_\_\_  
Michael Williams, Director of Court Services and Probation

**Susan W. McGrath**  
Champaign County Circuit Clerk



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

TO: Darlene Kloeppe, County Administrator  
Kyle Patterson, County Board Chair  
Stephanie Fortado, Chair, Finance Committee

FROM: Susan W. McGrath, Champaign County Circuit Clerk *Susan W. McGrath*  
Michael B. Williams, Director, Probation and Court Services *Michael Williams*

RE: Supplemental ARA Request

DATE: June 3, 2021

Both Mike and I have previously contacted you regarding a request for premium pay for our employees who have been working in person during the pandemic. Since that time, we have put together some additional information on this issue for your consideration, which you will find attached to this memo.

All of the employees who worked at the courthouse and not at home were exposed to the same amount of risk, and that is why we are not making any distinction between supervisors and employees. Moreover, in the Circuit Clerk's office, supervisors are also union members.

During the pandemic, certain offices had to be open and fully staffed in order for the courthouse and the Youth Detention Center to be able to continue to operate. The Youth Detention Center was never closed during the pandemic. And, although the Courthouse was closed to most of the public for the period March 17, 2020 to June 1, 2020, it had to be open for arraignment court, detention hearings, order of protection hearings, certain juvenile court abuse and neglect proceedings, involuntary commitment hearings, and other types of emergency and mandatory proceedings.

Because the fund is available for premium pay for our employees going back to January 27, 2020, we would respectfully request consideration for this expenditure starting March 17, 2020 (the date the County began its official response to the COVID-19 health emergency), and continuing through March 1, 2021, which is when the COVID-19 vaccine first became available to the majority of our employees. We are asking for consideration of premium pay for these employees at \$10 per hour for that time period.

Please do not hesitate to contact us if you have any questions in this regard. Thank you for your consideration of this request.

U.S. TREASURY DEPARTMENT'S FISCAL RECOVERY FUND  
INTERIM FINAL RULE AND REGULATIONS  
AMERICAN RESCUE PLAN ACT  
Effective May 17, 2021

From the Federal Register, Vol. 86, No. 93/Rules and Regulations

Sections 602(c)(1) and 603(c)(1) provide that funds may be used:

- (b) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;
- (c) For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency;

Payments from the Fiscal Recovery Funds may also be used by recipients to provide support for costs incurred in addressing public health and economic challenges resulting from the pandemic, including resources to offer premium pay to essential workers, in recognition of their sacrifices over the last year.

Fiscal Recovery Funds payments may be used by recipients to provide premium pay to eligible workers performing essential work during the COVID-19 public health emergency or to provide grants to third-party employers with eligible workers performing essential work. These are workers who have been and continue to be relied on to maintain continuity of operations of essential critical infrastructure sectors, including those who are critical to protecting the health and wellbeing of their communities.

Since the start of the COVID-19 public health emergency in January 2020, essential workers have put their physical wellbeing at risk to meet the daily needs of their communities and to provide care for others.

During the public health emergency, employers' policies on COVID-19 related hazard pay have varied widely, with many essential workers not yet compensated for the heightened risks they have faced and continue to face.

The Fiscal Recovery Funds will help respond to the needs of essential workers by allowing recipients to remunerate essential workers for the elevated health risks they have faced and continue to face during the public health emergency. To ensure that premium pay is targeted to workers that faced or face heightened risks

due to the character of their work, the interim final rule defines essential work as work involving regular in-person interactions or regular physical handling of items that were also handled by others. A worker would to be engaged in essential work and, accordingly may not receive premium pay, for telework performed from a residence.

Sections 602(g)(2) and 603(g)(2) define eligible worker to mean ‘those workers needed to maintain continuity of operations of essential critical sectors and additional sectors as each Governor of a State or territory, or each Tribal government, may designate as critical to protect the health and well-being of the residents of their State, territory, or Tribal government.

The ARPA [defines] premium pay to mean an amount up to \$13 per hour in addition to wages or remuneration the worker otherwise receives and in an aggregate amount not to exceed \$25,000 per eligible worker.

It must be entirely additive to a worker’s regular rate of wages and other remuneration and may not be used to reduce or substitute for a worker’s normal earnings. The definition of premium pay also clarifies that premium pay may be provided retrospectively for work performed at any time since the start of the COVID-19 public health emergency.

Essential work means work that (1) Is not performed while teleworking from a residence; and (2) Involves: (i) Regular in-person interactions with patients, the public, or coworkers of the individual that is performing the work; or (ii) Regular physical handling of items that were handled by, or are to be handled by patients, the public, or coworkers of the individual that is performing the work.

From the Federal Register, Vol. 86, No. 93, Subpart A:

### 35.3. Definitions.

Eligible workers mean workers needed to maintain continuity of operations of essential critical infrastructure sectors, including...any work performed by an employee of a State, local or Tribal government...

Essential work means work that (1) Is not performed while teleworking from a residence; and (2) Involves: (i) Regular in-person interactions with patients, the public, or coworkers of the individual that is performing the work; or (ii) Regular

physical handling of items that were handled by, or are to be handled by patients, the public, or coworkers of the individual that is performing the work.

### 35.6 Eligible Uses.

(b)(1) Covid-19 response and prevention. Expenditures for the mitigation and prevention of COVID-19, including: (iii) COVID-19 related in expenses in congregate living facilities, including...incarceration settings...(XIII) Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions



## **Champaign County Sheriff's Office American Rescue Plan Funding Ideas**

While specific details on how the American Rescue Plan funding can be used are still pending, the Sheriff's Office has come up with the following ideas based on experiences during COVID-19 and other projects we would like to complete but do not have the funding to accomplish.

- **\$20,000,000 (estimated) – Jail consolidation**
  - Because of safety concerns and deteriorating infrastructure, jail consolidation will need to occur in the near future. These funds, if appropriate, could be a good way to start the project without going to referendum. During COVID-19 we experienced complications with being able to appropriately isolate inmates upon intake. Part of the existing consolidation plan would allow for single occupancy, or small occupancy, housing. This will not only assist with continuing efforts to keep inmates safe and healthy during COVID-19, but also for future viruses or special circumstances. Our top priority is to keep inmates in our custody safe and healthy while here. *This amount is estimated as the minimum for simply closing the downtown facility and consolidating into the Satellite Jail. This would not include many of the renovations proposed to increase programs and other new initiatives at the jail.*
  
- **\$500,000 (estimated) – Updated Mobile Command Post (EMA)**
  - The current Mobile Command Post through Champaign County Emergency Management was purchased with grant funding after 9/11. It needs to be updated and replaced but there is no Capital budget replacement planned. This mobile command post was used daily when the state was running the COVID-19 testing center on North Market in Champaign. This Command Post is also essential when the county experiences other emergencies such as natural disasters or civil unrest.
  
- **\$500,000 - \$1M (estimated, still waiting on quote) – Updated camera system for Sheriff's Office facilities**
  - Recently, jail administration was provided a demonstration on a high-tech camera system for the jail. This camera system also has the ability to notify staff immediately of impending medical issues of inmates so medical issues can be identified quickly and appropriate response can occur. The camera systems for both the downtown facility and sheriff's office are in need of replacement, whether we go this high-tech route or not. This camera system is needed to not only increase awareness of facility security but also safety and security of staff and inmates.
  
- **\$300,000 (estimated) – JMS – JANO communication integration**
  - In September of 2020 the jail implemented a new jail management system. While we didn't realize it at the time of implementation, it has limited ability to communication with JANO, the system the courthouse uses to input information. As such, this information is manually entered, which can be time consuming and increase potential for errors. This money would help correct issues we are seeing with communication between the two systems.
  
- **\$150,000 (estimated) – Full body scanner for jail**
  - The Sheriff has been thinking about purchasing a full-body scanner for the jail for a while but has not because of budget constraints. This scanner would be used upon intake of an inmate into the jail. It reduces the physical contact between an inmate and correctional officers and has the ability to find contraband (drugs and weapons) that may be inadvertently overlooked during the search process. This, in turn, would increase security and safety in the facility and reduce the potential for overdoses by contraband.



# OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloeppel, County Executive

## MONTHLY HR REPORT MAY 2021

### VACANT POSITIONS LISTING

VACANT POSITIONS AS OF COB 05/31/2021

\*\*\* Highlighted vacancies were reported this month

FUND	DEPT	EMPLOYEE NAME	JOB TITLE	HOURLY RATE	REG HRS	REGULAR SALARY	FY 2021 HRS	FY 2021 SALARY
80	22	vacant 3/25/21 (Salas)	Deputy County Clerk	15.72	1950	30,654.00	1,957.5	30,771.90
80	22	vacant 5/17/21 (Jones)	Deputy County Clerk	18.77	1950	36,601.50	1,957.5	36,742.28
80	28	vacant 7/31/16 (Lebron)	Desktop Support Technician	17.16	1950	33,462.00	1,957.5	33,590.70
80	30	vacant 12/23/20 (Belcher)	Executive Assistant	18.59	1950	36,250.50	1,957.5	36,389.93
80	30	vacant 12/11/20 (Maya)	Legal Clerk	16.01	1950	31,219.50	1,957.5	31,339.58
80	30	vacant 4/30/21 (Smith)	Legal Clerk	16.54	1950	32,253.00	1,957.5	32,377.05
80	30	vacant 4/30/21 (Blazaitis)	Financial Manager	39.02	1950	76,089.00	1,957.5	76,381.65
80	36	vacant 4/5/21 (Causar)	Assistant Public Defender	30.11	1950	58,714.50	1,957.5	58,940.33
80	40	vacant 3/11/21 (Keyes)	Deputy Sheriff - K9 Patrol	33.35	2080	69,368.00	2,088.0	69,634.80
80	40	vacant 5/2/21 (Nemecz)	Deputy Sheriff - Patrol	32.29	2080	67,163.20	2,088.0	67,421.52
80	41	vacant 5/27/21 (McQueen)	Assistant State's Attorney	28.05	1950	54,697.50	1,957.5	54,907.88
80	42	vacant 5/1/21 (Fairow)	Deputy Coroner	20.08	2080	41,766.40	2,088.0	41,927.04
80	51	vacant 2/26/21 (Traynor)	Assistant Superintendent	29.57	1950	57,661.50	1,957.5	57,883.28
80	51	vacant 1/26/20 (Chino)	Court Services Officer	21.29	1950	41,515.50	1,957.5	41,675.18
80	51	vacant 4/23/21 (Jasper)	Court Services Officer	21.70	1950	42,315.00	1,957.5	42,477.75
80	51	vacant 1/26/20 (Landreth)	Court Services Officer	21.70	1950	42,315.00	1,957.5	42,477.75
80	51	vacant 3/22/21 (Bina)	Court Services Officer	21.70	1950	42,315.00	1,957.5	42,477.75
80	51	vacant 4/9/21 (White)	Court Services Officer	21.70	1950	42,315.00	1,957.5	42,477.75
80	51	vacant 5/23/21 (Schifferer)	Court Services Officer	21.70	1950	42,315.00	1,957.5	42,477.75
80	51	vacant 5/16/21 (Cooper)	Court Services Officer	21.70	1950	42,315.00	1,957.5	42,477.75
80	52	vacant 2/8/21 (Hewkin)	Court Services Officer	28.65	1950	55,867.50	1,957.5	56,082.38
80	71	vacant 5/2/21 (Berry)	Custodian	16.10	1950	31,395.00	1,957.5	31,515.75
80	77	vacant 9/4/20 (Heffernan)	Associate Planner	22.00	1950	42,900.00	1,957.5	43,065.00
80	140	vacant 10/31/16 (Syme)	Clerk	14.53	1950	28,333.50	1,957.5	28,442.48
80	140	vacant 4/15/21 (Key)	Correctional Officer	31.72	2080	65,977.60	2,088.0	66,231.36
80	140	vacant 4/29/21 (Pettenger)	Correctional Officer	22.06	2080	45,884.80	2,088.0	46,061.28
80	140	vacant 5/21/21 (Slaughter)	Correctional Officer	20.87	2080	43,409.60	2,088.0	43,576.56
80	140	vacant 3/26/21 (Porter)	Master Control Officer	17.16	2080	35,692.80	2,088.0	35,830.08
80	140	vacant 3/22/21 (Weitekamp)	Part Time Master Control Officer	17.16	1040	17,846.40	1,044.0	17,915.04
80	140	vacant 5/8/21 (Reifsteck)	Court Security Officer	20.45	2080	42,536.00	2,088.0	42,699.60
80	141	vacant 3/31/21 (Pascoe)	Administrative Legal Secretary	20.08	1950	39,156.00	1,957.5	39,306.60
685	31	vacant 5/14/21 (Dawkins)	Problem-Solving Court Coord.	23.88	1950	46,566.00	1,957.5	46,745.10
-- TOTAL --						1,416,871.30		1,422,320.81

### UNEMPLOYMENT REPORT

Notice of Claims Received – 5  
 Head Start – 2  
 Corrections – 1  
 County Clerk – 1  
 Circuit Clerk – 1

Benefit Determination - 1  
 Head Start – 1 denied benefits

Protests Filed - 2  
 Head Start - 2

**PAYROLL REPORT**

MAY PAYROLL  
INFORMATION

	5/7/2021		5/21/2021	
Pay Group	EE's Paid	Total Payroll \$\$	EE's Paid	Total Payroll \$\$
General Corp	522	\$1,036,575.96	495	\$995,971.35
RPC/Head Start	314	\$456,461.16	305	\$444,710.55
Total	836	\$1,493,037.12	800	\$1,440,681.90

**HEALTH INSURANCE/BENEFITS REPORT**

Total Number of Employees Eligible: 671  
General County Union (includes AFSCME & FOP):  
 195 Single; 33 EE+spouse; 65 EE+child(ren); 19 Family; 77 waived  
Non-bargaining employees:  
 125 Single; 33 EE+spouse; 46 EE+child(ren); 14 Family; 63 waived  
 Life Insurance Premium paid by County: \$1,721.33  
 Health Insurance Premium paid by County: \$427,952.29

**TURNOVER REPORT**

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

General County

May 2021: 1.20 % average over the last 12 months

May 2021: 8 out of 667 Employees left Champaign County: 7 resignations, 1 retirement

**WORKERS' COMPENSATION REPORT**

Entire County Report	May 2021	May 2020
New Claims	3	3
Closed	8	4
Open Claims	30	27
2021 Year To Date Total	29	13

**EEO REPORT**

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

	ads closing this month:			ads with no end date			
	Male Court Services Officer (JDC) - Probation & Court Services	Assistant Public Defender - Public Defender					
May 2021 Monthly EEO Report General County Only							
<b>Total Applicants</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>
<b>Male</b>	4	1		0			5
<b>Female</b>	2	0		0			2
<b>NonBinary</b>	0	0		0			0
<b>Undisclosed</b>	0	0		0			0
<b>Hispanic or Latino</b>	0	0	0	0	0	0	0
<b>White</b>	4	1	0	0	0	0	5
<b>Black or African-American</b>	2	0	0	0	0	0	2
<b>Native Hawaiian or Other Pacific Islander</b>	0	0	0	0	0	0	0
<b>Asian</b>	0	0	0	0	0	0	0
<b>American Indian or Alaska Native</b>	0	0	0	0	0	0	0
<b>Two or more races</b>	0	0	0	0	0	0	0
<b>Undisclosed</b>	0	0	0	0	0	0	0
<b>Veteran Status</b>	0	0		0			0

**ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT**

Agendas Posted	18	Meetings Staffed	6	Minutes Posted	10
Appointments Posted	36	Notification of Appointment	5	Contracts Posted	0
Calendars Posted	5	Resolutions Prepared	20	Ordinances Prepared	2

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Cemetery Association/Board

RECEIVED  
4/13/21

NAME: DIRK RICE

ADDRESS: 1752 CR 800N Philo IL 61864  
Street City State Zip Code

EMAIL: [REDACTED] PHONE: 217-778-8552

Check Box to Have Email Address Redacted on Public Documents

CEMETERY ASSOCIATION/BOARD: Locust Grove / Philo

BEGINNING DATE OF TERM: 7/1/2021 ENDING DATE: 6/30/2027

The Champaign County Executive appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Executive 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 THIS APPLICATION AND AN INTERVIEW WITH THE COUNTY EXECUTIVE.**

1. Are you a resident of the State of Illinois?  Yes  No
2. Do you live within 15 miles of the cemetery or have a family interest?  Yes  No
3. What experience and background do you have which you believe qualifies you for this appointment?  
This will be my third term on the board.  
I have lived at Philo my entire life  
I have dozens of family members buried there  
We have a well maintained cemetery I am very proud of
4. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?  
Through the report generated annually I have  
become very familiar with the finances of  
Locust Grove Cemetery. I have also been  
involved in maintenance and working with our  
groundskeeper
5. Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.  
Philo Presbyterian Church - Trustee  
Illinois Corn Marketing Board

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

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- 7. Would you be available to regularly attend the scheduled meeting of the appointed body?  Yes  No If no, please explain:

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

*Daniel Price*

Signature

Date: 4-12-21

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Cemetery Association/Board

NAME: JAMES WILSON

ADDRESS: 411 E. HUCUIT TOLONO IL. 61800  
Street City State Zip Code

EMAIL: WILSONCON@aol.com PHONE: 217-621-2800

Check Box to Have Email Address Redacted on Public Documents

CEMETERY ASSOCIATION/BOARD: BAILEY CEMETERY ASSOCIATION

BEGINNING DATE OF TERM: 11-9-2009 ENDING DATE: 6-30-2021

The Champaign County Executive appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Executive 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 THIS APPLICATION AND AN INTERVIEW WITH THE COUNTY EXECUTIVE.**

1. Are you a resident of the State of Illinois?  Yes  No
2. Do you live within 15 miles of the cemetery or have a family interest?  Yes  No
3. What experience and background do you have which you believe qualifies you for this appointment?

I HAVE SERVED AT BAILEY CEMETERY SINCE 2009

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

I ATTEND 2 MEETINGS A YEAR AND THE INFORMATION IS PROVIDED

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

ONLY BAILEY CEMETERY

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

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7. Would you be available to regularly attend the scheduled meeting of the appointed body?  Yes  No If no, please explain:

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

Signature 

Date: 4-10-21



CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Cemetery Association/Board

NAME: PHILLIP R. VAN NESS

ADDRESS: 1809A LYDIA CT., URBANA IL 61802  
Street City State Zip Code

EMAIL: PRVN@aol.com PHONE: \_\_\_\_\_

Check Box to Have Email Address Redacted on Public Documents

CEMETERY ASSOCIATION/BOARD: PRAIRIEVIEW CEMETERY ASSN

BEGINNING DATE OF TERM: CONTINUED ENDING DATE: 6/30/2027

The Champaign County Executive appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Executive 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 THIS APPLICATION AND AN INTERVIEW WITH THE COUNTY EXECUTIVE.**

1. Are you a resident of the State of Illinois?  Yes  No

2. Do you live within 15 miles of the cemetery or have a family interest?  Yes  No

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

HAVE SERVED IN THIS CAPACITY FOR OVER 10 YRS

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

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

PRESIDENT

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

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

NO PUBLIC BOARD, SEVERAL PRIVATE/NFP BOARDS

\_\_\_\_\_

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

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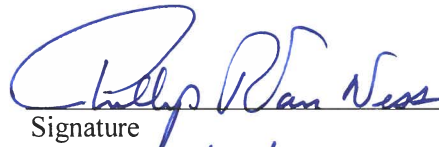
7. Would you be available to regularly attend the scheduled meeting of the appointed body?  Yes  No If no, please explain:

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



Signature

Date: 4/14/2021

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Cemetery Association/Board

RECEIVED  
4/7/21

NAME: Edward Fiscus

ADDRESS: 2341 Homer Lake Rd., St. Joseph, IL 61873  
Street City State Zip Code

EMAIL: edfiscus@protonmail.com PHONE: 217-840-8931

Check Box to Have Email Address Redacted on Public Documents

CEMETERY ASSOCIATION/BOARD: Prairie View Cemetery Association

BEGINNING DATE OF TERM: June 30, 2021 ENDING DATE: June 30, 2022

The Champaign County Executive appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Executive 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 THIS APPLICATION AND AN INTERVIEW WITH THE COUNTY EXECUTIVE.**

1. Are you a resident of the State of Illinois?  Yes  No
2. Do you live within 15 miles of the cemetery or have a family interest?  Yes  No
3. What experience and background do you have which you believe qualifies you for this appointment?

Prior experience on the board.

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

Available to me from the Association.

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

Prairie View Cemetery Association.

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

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- 7. Would you be available to regularly attend the scheduled meeting of the appointed body?  Yes  No If no, please explain:

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

Edward Ficus  
Signature

Date: 4/5/2021

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Cemetery Association/Board

RECEIVED  
4/16/21

NAME: Kevin G. Reifsteck

ADDRESS: 503 W. River Rd Sadorus IL 61872  
Street City State Zip Code

EMAIL: NO COMPUTER PHONE: 217-202-6856

Check Box to Have Email Address Redacted on Public Documents

CEMETERY ASSOCIATION/BOARD: Craw Cemetary Assn

BEGINNING DATE OF TERM: July 1, 2021 ENDING DATE: 6/30/2027

The Champaign County Executive appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Executive 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 THIS APPLICATION AND AN INTERVIEW WITH THE COUNTY EXECUTIVE.**

1. Are you a resident of the State of Illinois?  Yes  No
2. Do you live within 15 miles of the cemetery or have a family interest?  Yes  No
3. What experience and background do you have which you believe qualifies you for this appointment?

MANY Relatives buried at cemetery  
Lifelong resident of area

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

Info AT Meetings

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

Asst. Fire Chief - Sadorus Fire Protection District

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

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- 7. Would you be available to regularly attend the scheduled meeting of the appointed body?  Yes  No If no, please explain:

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

  
 Signature \_\_\_\_\_  
 Date: April 5, 2021

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

**NAME:** Krista Jones DNP, MSN, RN, PHNA-BC

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

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

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

**BEGINNING DATE OF TERM:** 7-1-2021 **ENDING DATE:** 6-30-2024

1. Are you a resident of Champaign County? Yes

2. Are you a licensed physician or dentist? No

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

I am the Director of the University of Illinois College of Nursing and a Clinical Associate Professor in the Department of Population Health Nursing Science. I have been a public health nurse for 28 years with previous experience as a public health nurse, Health Moms/Health Kids case manager and Maternal Child Health Coordinator for the Champaign Urbana Public Health District. In the later role, I managed a staff of 16 nurses and clerical workers for numerous state grants and programs.

I possess a Master's degree in Advanced Community Health Nursing as well as a Master's in Nursing Leadership and Administration. In addition, I possess a Doctorate in Nursing Practice with a focus in Community Health and am one of the very few nurses in the country certified in advanced population health practice. My attached CV demonstrates my extensive leadership and service to this community as a member of many councils and boards aimed at assuring a competent public health workforce and a clear plan for the development of population focused interventions to meet the needs of the citizens of Champaign County.

I am the author of numerous population health grants and publications. Most recently I served as Co-Investigator of two National Libraries of Medicine funded grants to provide face to face and online instructional sessions to educate public health nurses and staff on the acquisition, translation and application of evidence to inform their practice and improve the health of communities. A phase three grant where I serve as the primary investigator was funded in May 2020. To date, we have educated more than 550 population health care workers across the state of Illinois.

I am a founding member of the Illinois Public Health Nursing (PHN) Leadership Academic Practice Workgroup. This team conducted a needs assessment of public health nurses and faculty across Illinois to determine priorities for partnership activities, and the challenges impacting PHN practice. These results were used to develop innovative strategies to address educational needs of new and existing PHN workforce to sustain the work of health departments and agencies across the state. Additionally, these efforts have spawned three consecutive annual state-wide population health conferences and a Robert Wood Johnson Foundation Grant that has funded more than 20 state-wide academic practice community

service projects. I have presented this work at the Association of Community Health Nurse Educators, Midwest Nursing Research Society (MNRS), Sigma Theta Tau, and the American Public Health Association (APHA) annual conferences.

My scholarship has been recognized locally by Carle Foundation Hospital, statewide by the Illinois Public Health Association, and regionally by two different Research Sections of the Midwest Nursing Research Society -- Public Health and Adolescent Health. Additionally, I have received the Daisy Award for practice excellence, the Sigma Theta Tau Alpha Lambda Chapter Nursing Recognition Award, the Urbana Faculty Excellence Award and two Silver Circle Awards for instructional excellence. I am also a 2012 recipient of the Illinois Board of Higher Education Nursing Faculty Fellowship and a National 2020 American Association of Colleges of Nursing Elevating Leaders in Academic Nursing Fellow.

I have served as a member of the Champaign County Board of Health since the Fall of 2011 and have most recently held the office of President.

#### **4. Do you have experience in the mental health field?**

Yes, as a population health nurse I have been active in advocating for the needs of those with mental health conditions. My husband and I are the parents of 8 children, 4 with significant mental health issues including Autism, ADHD, Bipolar Disorder, OCD and intellectual disabilities. We have also fostered a number of children with these conditions. I was recently appointed to the Illinois PATH PWIDD (Partnering to Transform Health Outcomes with Persons with Intellectual and Developmental Disabilities) group. Our mission is to address the broad evidence gaps that exist around mental health treatment in individuals with IDD.

Also, I recently completed a project for the Vermilion County Health Department. Mental Health was chosen as a priority in the 2017-2022 Vermilion County Community Health Illinois Population Local Assessment of Needs (IPLAN). According to the 2018 Robert Wood Johnson County Health Rankings, citizens reported their mental health was poor an average 4 days out of 30. This exceeds both state (3.4) and national (3.0) performers. According to the county's 708 Board Annual Report, 21% of adults were mentally ill in 2015. The county's suicide rate is 15.1 per 100,000 population compared to Illinois' rate of 4.41. The stigma attached to psychiatry was a significant concern among the population (IPLAN). We distributed 50 mental health surveys to area health care providers. The 10-question survey measured local provider participation in depression screening, referral sources, and barriers to screening/referral. Twenty-seven surveys were received. From these, we established a process to track increases in referrals and screenings following our education initiatives. Additionally, students created a community media education plan to address the stigma associated with mental illness. The intervention included articles in two local papers and a series of radio spots. We were honored to receive the Illinois Broadcaster Association Small Radio Market Best Radio Public Service Announcement for our "It's Okay Not To Be Okay" radio spots. Further, one thousand professional pamphlets highlighting referral sources, locations and hours of services were created and posted around the community.

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

I believe board members are charged with the responsibility of protecting the public's health and safety while promoting the delivery of quality health care to all citizens within the jurisdiction.



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

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

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

As Director for the University of Illinois College of Nursing, my responsibilities include supervising 12 full time faculty, 26 adjunct faculty, and 6 staff while overseeing the educational, advising and course development needs of nearly 250 nursing students across baccalaureate, master's and doctoral programs. Further responsibilities include: Implement academic and educational policies within the regional program; Facilitate student leadership development and governance; Manage student or advocate concerns/issues when necessary; Engage in instructional faculty recruitment, screening, appointment, orientation, evaluation, promotion and other aspects of career development as needed; Encourage innovative nursing scholarship (education, research, and practice); Create facilitative communication processes; Facilitate the attainment of outside resources to support regional program activities in the form of grants, contracts, or gifts; Budget planning, approval, monitoring, managing and reporting; Database management, analyses and information reporting regarding the business initiatives of the regional program; Staff position recruitment, retention, evaluation, development, and facilitation; Oversee management and maintenance and change to facilities; Align and negotiate contracts with outside health care or educational agencies as necessary to providing appropriate clinical teaching, research or faculty resources; Collaborate with other University of Illinois disciplines in proximity to the regional campus; and Facilitate the marketing plan for any regional education, research and practice programs.

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

I have held several leadership positions in local, regional and national nursing and public health organizations. These include current President of the Champaign County Board of Health, member of the Board of the National Council of Public Health Nursing Organizations, Representative on the CDC Clinician Outreach and Communication Committee, Section Councilor of the Public Health Nursing Section of the American Public Health Association, immediate past Secretary of the National Association of Community Health Nurse Educators, and recent chair of both the Adolescent Health and the Public Health nursing research sections of the Midwest Nursing Research Society. I

also serve as a member of Carle Foundation Hospital's Nursing Research Advisory Board. Most recently, I was recently elected Vice Chairperson of the Illinois Nursing Workforce Center Board of Directors and President-Elect of the Association of Community Health Nurse Educators. These positions allow me to be continuously aware of and have a voice in local, regional and national population health policy and its impact on Champaign County and our residents.

**8. 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?** No

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

*Kristal Jones DNP, RN*

April 17, 2021 Date

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

University of Illinois at Chicago, Urbana Campus  
Department of Health Systems Science M/C 313  
625 S. Wright St., Suite 201  
Champaign, IL 61820

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

Web: [http://www.uic.edu/nursing/facultypages/Krista\\_Jones.shtml](http://www.uic.edu/nursing/facultypages/Krista_Jones.shtml)

**EDUCATION**

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

**CERTIFICATIONS**

- Nov 2017     **Advanced Public Health Nurse-Board Certified-American Nurses**  
Credentialing Center
- May 1993     **Registered Nurse License #041276844, State of Illinois**

**ACADEMIC POSITIONS**

- 8/2017-present   **Clinical Associate Professor, Department of Health Systems Sciences**  
Urbana Regional Campus, UIC College of Nursing
- 5/2015-present   **Director, Urbana Regional Campus**  
UIC College of Nursing
- Faculty, staff and student issues management
  - Budget and Human Resources administration
  - Graduate Entry Master's Program Development
  - Recruitment and enrollment strategy implementation

- College-Clinical Practice Partnership Relations
- Undergraduate and Graduate Program Management
- Assure compliance with agency clinical requirements
- Campus and Community relations

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

UIC College of Nursing

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

1/2012-8/2017 **Clinical Assistant Professor, Department of Health Systems Sciences**

Urbana Regional Campus, UIC College of Nursing

8/2007-1/2012 **Clinical Instructor, Department of Health Systems Sciences**

Urbana Regional Campus, UIC College of Nursing

**CLINICAL POSITIONS**

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

**HONORS AND AWARDS**

- May 2020 AACN Elevating Leaders in Academic Nursing Program
- March 2019 Research Excellence Award, Midwest Nursing Research Society (MNRS), Public Health Research Interest Group
- Aug 2018 Daisy Award Recipient for Teaching Excellence, UIC
- Nov 2017 Sigma Theta Tau Alpha Lambda Chapter Nursing Recognition Award
- May 2016 Faculty Award for Teaching Excellence, UIC
- Nov 2015 Poster presentation at American Public Health Association Conference, Chicago, IL. Best Poster Award Winner
- April 2015 New Investigator Award, MNRS, Adolescent Health Research Interest Group
- April 2015 New Investigator Award, MNRS, Public Health Research Interest Group

Oct 2014 Poster presentation at International Conference on HIV/AIDS, STD's and STI's, Las Vegas, NV. Best Poster Award Winner

May 2014 Silver Circle Award Winner for Teaching Excellence, UIC

Dec 2013 Evidenced Based Practice Research Award, Carle Health Systems

Dec 2013 Poster presentation at Carle Evidenced Based Practice Research Conference, Urbana, IL. First Place Poster Award Winner.

March 2013 Evidenced Based Practice Award, MNRS, Public Health Research Interest Group

March 2013 Poster presentation at MNRS Conference, Chicago, IL. Second Place Poster Award Winner.

Dec 2012 Nurse Educator Fellow, Illinois Board of Higher Education

June 2011 Award of Merit, Illinois Public Health Association

May 2011 Silver Circle Award Winner for Teaching Excellence, UIC

May 2011 Dean's Award for Student Achievement in Practice, UIC

March 2011 Honorable Mention, MNRS Student Poster Presentation

April 2010 Outstanding Woman to Know in Central Illinois, Illini Media

Oct 2009 1 of Top 40 Business Professionals Under 40, Central Illinois Business Magazine

2007-present Recognized as Excellent Teacher by student review, UIUC Daily Illini

May 2006 Carle Nurse Exemplar

May 1997 Nurse Recognition Award, March of Dimes

## **GRANTS**

2020-2021 **Jones, K. (PI)**  
 Funding: National Libraries of Medicine-Greater Midwest Region  
*Nursing Experts: Translating the Evidence Phase 3 (NExT3)*

- Amount: \$19,993

2018-2020 Hannon, R. (PI) Public Health Nursing Leadership Workgroup  
 Funding: Robert Wood Johnson Foundation  
*Public Health Nurse Academic Practice Partnerships in Illinois*

- Amount: \$55,980
- Role: Co-Investigator

2018-2019 **Jones, K. (PI)**  
 Funding: Robert Wood Johnson and Illinois Nurses Foundation  
*Mental Health Initiative Provider Survey, Male Involvement and Adolescent Pregnancy Prevention Campaign, Emergency Preparedness*

- Amount: \$3,095

2018-2019 Public Health Nursing Leadership Workgroup (No PI)  
 Funding: Illinois Nurses Foundation  
*Public Health Nurse Academic Practice Partnerships in Illinois*

- Amount: \$5,000
- Role: Co-Investigator

- 2017-2018      Public Health Nursing Leadership Workgroup (No PI)  
 Funding: Illinois Nurses Foundation  
*Public Health Nurse Academic Practice Partnerships in Illinois*
- Amount: \$6,000
  - Role: Co-Investigator
- 2016-2017      Hannon, R. (PI) Public Health Nursing Leadership Workgroup  
 Funding: Robert Wood Johnson Foundation  
*Public Health Nurse Academic Practice Partnerships in Illinois*
- Amount: \$5,000
  - Role: Co-Investigator
- 2015-2016      **Jones, K.** (Co-PI with Wolfe, S)  
 Funding: Peoria Medical Society Alliance  
*A Model to Expand Sexuality Education for Young People through the Innovative Use of Social Media*
- Amount: \$1,200
- 2015-2016      Howard, C. (PI)  
 Funding: National Libraries of Medicine-Greater Midwest Region  
*Nursing Experts: Translating the Evidence Phase 2 (NExT2)*
- Amount: \$14,961
  - Role: Co-Investigator
- 2014-2016      **Jones, K.** (Co-PI with Sipsma, H)  
 Funding: Internal Research Support Program-UIC College of Nursing  
*Testing the Feasibility and Acceptability of a Text-Messaging Intervention to Promote Breastfeeding among Urban Adolescents*
- Amount: \$10,000
  - Role: Co-Principal Investigator (PI left before study began)
- 2014-2015      **Jones, K.** (PI)  
 Funding: Community Foundation of Central Illinois  
*A Model to Expand Sexuality Education for Young People through the Innovative Use of Social Media*
- Amount: \$7,220
- 2014-2015      **Jones, K.** (Co-PI with Sipsma, H.)  
 Funding: UIC CON, UIC Hospitals, Carle Foundation Hospital and Clinics (Urbana, IL) (Research Assistant funding Chancellor student grants)  
*Understanding Health Behaviors among Postpartum Adolescents and Young Women*
- Amount: \$1,500

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

## **PUBLICATIONS**

### **Senior author underlined**

\*Data Based

+Peer-Reviewed

~ Mentored Student as Author

+\* Raszewski, R., Goben, A., Dewey Bergren, M., **Jones, K.**, Ryan, C., Steffen, A., & Vonderheid, S. (2021). *Exploring data management content in doctoral nursing handbooks dataset*. Journal of the Medical Library Association, doi pending.

+\* Kilroy S., Kent, D., Vanderzwan, K., **Jones, K.**, Hiller, A., Reese, C., Woroch, R., & McPherson, S. (2021). Development of a multisite nursing simulation workgroup. *Journal of Nursing Education*, doi pending.

- +\***Jones, K.**, Burnett, G., Sztuba, L., & Hannon, R. (2020) Academic practice partnerships: A review of a statewide population health leadership initiative. *Public Health Nursing*, <http://dx.doi.org/10.1111/phn.12833>.
- +\*Raszewski, R., Goben, A., Dewey Bergren, M., **Jones, K.**, Ryan, C., Steffen, A., & Vonderheid, S. (2020). A survey of current practices in data management education in nursing doctoral programs. *Journal of Professional Nursing*, <https://doi.org/10.1016/j.profnurs.2020.06.003>
- +Schultz, C., Krassa, T., **Jones, K.** (2019). Pediatric practicums conducted in school settings: An integrative review. *International Journal of Nursing Education Scholarship*, *16(1)*. doi: 10.1515/ijnes-2018-0051
- +Kair, L.R., Nickel, N.C., **Jones, K.**, Kornfeind, K., & Sipsma, H.L. (2019). Hospital breastfeeding support and exclusive breastfeeding by maternal pre-pregnancy body mass index. *Maternal and Child Nutrition*, *15(3)*. doi: 0.1111/mcn.12783
- +**Jones, K.**, Williams, J., Sipsma, H., & Patil, C. (2019). Adolescent and emerging adults' evaluation of a Facebook site providing sexual health education. *Public Health Nursing*, *36(1):11-17*. doi: 10.1111/phn.12555
- +Sipsma, H., Ruiz, E., **Jones, K.**, & Kershaw, T. (2018). Effect of breastfeeding on postpartum depressive symptoms among young mothers. *Journal of Maternal-Fetal & Neonatal Medicine*, *31(11)*: 1442-1447 doi: <http://dx.doi.org/10.1080/14767058.2017.1319351>
- +Johnson, E., **Jones, K.**, Eathington, P., Howard, C., Raszewski, R., & Twigg, N. (2017). *NExT: Creating an interdisciplinary alliance to diminish informational barriers for public health nursing*. *Health Information and Libraries*, *34 (3)*: 236-246. doi: 10.1111/hir.12184
- +Sipsma, H., **Jones, K.**, & Nickel, N. (2017). Hospital practices to promote breastfeeding: Does maternal age matter? *Birth*, *44(3)*:272-280. doi: 10.1111/birt.12284
- +**Jones, K.**, Garrity, M. K., Vanderzwan, K., Epstein, I., & DeLaRocha, A. (2016). To blog or not to blog: What do nursing faculty think? *Journal of Nursing Education*, *55(12)*: 683-689. doi: 10.3928/01484834-20161114-04
- \***Jones, K.** & Reese, C. (2016, October 17). Current nursing students hungry for knowledge, ready for challenge. *Decatur Herald and Review*. Retrieved from [http://herald-review.com/current-nursing-students-hungry-for-knowledge-ready-for-challenge/article\\_e01c776c-8a57-5961-8553-c5993df2b346.html](http://herald-review.com/current-nursing-students-hungry-for-knowledge-ready-for-challenge/article_e01c776c-8a57-5961-8553-c5993df2b346.html)
- +Sipsma, H., Callands, T., Desrosiers, A., Magriples, U., **Jones, K.**, Albritton, T., & Kershaw, T. (2016). Exploring trajectories predictors of depressive symptoms among young couples during their transition to parenthood. *Maternal Child Health*, *20 (11)*: 2372-2381. doi: 10.1007/s10995-016-2064-3



- +Bucholz, S., Yingling, C., **Jones, K.**, & Tenfelde, S. (2015). DNP and PhD collaboration: Bringing together clinical and research expertise as pre-degree and post-degree scholars. *Nurse Educator*, 40(4):203-6. doi: 10.1097/NNE.000000000000141
- +Sipsma, H., **Jones, K.**, & Cole-Lewis, H. (2015). Breastfeeding among adolescent mothers: A systematic review of interventions from high-income countries. *Journal of Human Lactation*, 31(2): 221-229. (Includes Independent study module for lactation consultants pages 321-322). doi: 10.1177/0890334414561264
- \***Jones, K.**, & Baldwin, K. (2014). Adolescent perceptions of sexual health transmitted via social media. *Carle Selected Papers*, 57 (1), 21-22.
- +**Jones, K.**, Eathington, P., Baldwin, K., & Sipsma, H. (2014). The impact of health education transmitted via social media on adolescent risky sexual behavior: A systematic review of the literature. *Sexually Transmitted Diseases* 41(7), 413-419. doi: 10.1097/OLQ.000000000000146
- +Garrity, M.K., **Jones, K.**, Vanderzwan, K., Epstein, I., & DeLaRocha, A. (2014). Integrative review of blogging: Implications for nursing education. *J Nurs Educ*, 53(7), 395-401. doi: 10.3928/01484834-20140620-01
- \*Trimmell, J., Rome, M., **Jones, K.**, & Hicks, S. (2012). Community health needs assessment and community health plan for Vermilion County, Illinois. Retrieved from <http://vchd.org/wp-content/uploads/2012/03/IPLAN-Document-body-2012-final26.pdf>
- +\***Jones, K.**, Baldwin, K., & Lewis, P. (2012). Potential influence of a social media intervention on risky sexual behavior. *Journal of Community Health Nursing*, 29 (2), 106-120. doi:10.1080/07370016.2012.670579
- +\*Schraeder, C., Shelton, P., Fahey, L., **Jones, K.**, & Berger, C. (2011). Chapter 2: Overview. In Schraeder, C., & Shelton, P. (Eds.), *Comprehensive care coordination for chronically ill adults* (pp. 25-38) Ames, IA; Wiley-Blackwell Publishers
- \***Jones, K.** (2011). Effect of a social media intervention on chlamydia incidence: A UIC DNP project. *Urbana Regional Program News & Notes*, 2(1), 4.

## **PUBLICATIONS UNDER REVIEW**

- ~+\*Bjelland, S. & **Jones, K.** (2020). *The lived experience of organ donor families: A literature review*. Manuscript submitted for publication.
- ~+\*Srikant, K., **Jones, K.**, & Sperry, A. (2020). *Accommodating the student with special healthcare needs: A quality improvement project for teachers*. Manuscript submitted for publication.

- ~Hoeskstra, A., Kopmann, M., Harper, L., Vlahovich, F., & **Jones, K.** (2020). *Increasing nursing knowledge of health literacy through an educational intervention*. Manuscript submitted for publication.
- ~Hufford-Tims, K., Lowrance, D, & **Jones, K.** (2019). *Breastfeeding buddies: An intervention involving peer support groups to improve knowledge, exclusivity, duration, and initiation of breastfeeding in primiparous patients*. Manuscript submitted for publication.
- +\*Sipsma, H., Kair, L., Kornfeind, K., Blake, A., **Jones, K.**, & Nickel, N. (2019). *Could hospital practices used to promote breastfeeding impact racial/ethnic disparities?* Manuscript submitted for publication.
- ~Allender, E. & **Jones, K.** (2019). *Barriers to antenatal treatment among residents of Malawi: A review of the literature*. Manuscript submitted for publication.

### **PUBLISHED POSITION STATEMENTS**

- \*Edwards, L., **Jones, K.**, Hoffman, J., Johnson, G., Harrington, S., Stalter, A., Weierbach, F., Strickland, K., Alexander, G., & Levin, P. (2020). *Association of Community Health Nursing Educators (ACHNE) Response to the American Association of Colleges of Nursing (AACN) Draft Essentials*. [Position Paper]. Retrieved from
- \*Edwards, L., Johnson, G., Drake, M. **Jones, K.**, Harrington, S., Strickland, K., & Stalter, A. (2020). *Key action areas addressing education, practice, research, policy and advocacy* [Position Paper]. Retrieved from <https://www.achne.org/aws/ACHNE/pt/sp/education-advocacy>

### **PUBLISHED SIMULATION**

- Jones, K.** & Betka, A. (2020). *Preparing for the Impending Disaster*. In Savage, C., Public/Community Health and Nursing Practice 2<sup>nd</sup> edition.

### **PUBLISHED ABSTRACTS**

- Eathington, P., Baldwin, K., **Jones, K.**, Ohlson, S., & Harris, N.M. (2013). Delivering sexually transmitted infection education via text messaging: An evidenced based project [Abstract]. *Western Journal of Nursing Research*, April 28, 2013, doi: 10.1177/0193945913487174
- Jones, K.** (2011). Effect of social media intervention on chlamydia incidence when compared to no formalized internet instruction [Abstract]. *Western Journal of Nursing Research*, 33 (8), 1114-1115. doi:10.1177/0193945911413677

## PRESENTATIONS

~ Mentored Student as Author

### **National and International Oral/Podium Presentations**

- 2021        **Jones, K.** (2021, June). *Academic practice partnerships: A review of a statewide population health nursing leadership initiative*. National Nurse Led Consortium Conference, [Held Virtually].
- 2021        ~Abbas, H., **Jones, K.** Johnson, G. Vandenhouten, C., Hoffman, J., & Swider, S. (2021, June). Community / public health nursing and population health in 21st century nursing curriculum reform: An assessment of our strengths, weaknesses, opportunities and threats. Association of Community Health Nursing Educators Conference, [Held Virtually].
- 2021        **Jones, K.** (2021, April). *Implementing Successful Population Focused Academic Practice Partnerships*. Association of Public Health Nurses Conference, [Held Virtually].
- 2020        Goben, A., Raszewski, R., Bergren M.D., **Jones, K.**, Ryan, C.J., Steffen, A.D., Vonderheid, S.C. (2020, December). *Meeting the Demand: Integrating Data Management Education in Nursing Doctoral Programs*. International Council of Knowledge Management, [Held Virtually].
- 2020        **Jones, K.**, Betka, A. (2020, October). *It's okay to not be okay: An award winning academic practice partnership*. Podium Presentation at American Public Health Association Annual Conference. [Held Virtually].
- 2020        **Jones, K.**, (2020, June). *It's okay to not be okay: An award winning academic practice partnership*. Podium Presentation at Association for Community Health Nurse Educators Annual Conference. [Held Virtually].
- 2020        **Jones, K.**, (2020, April). *Implementing successful population focused academic practice partnerships*. Podium Presentation at Association for Public Health Nurses Annual Conference, Denver, Co. [Conference Cancelled]
- 2020        Dewey Bergren, M., Raszewski, R., Goben, A., **Jones, K.**, Ryan, C., Steffen, A., & Vonderheid, S. (2020, Jan). *Current data management practices in colleges of nursing*. Podium Presentation at American Association of Colleges of Nursing Doctoral Conference, Naples, Fl.
- 2019        Raszewski, R., Goben, A., Dewey Bergren, M., **Jones, K.**, Ryan, C., Steffen, A., & Vonderheid, S. (2019, May). *Current practices in data management education: Surveying nursing doctoral programs*. **Podium Presentation** at Medical Library Association Annual Meeting, Chicago, IL.

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

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

#### **National and International Poster Presentations**

- 2019 ~Allender, E. & **Jones, K.** (2019, November). *Barriers to antiretroviral treatment among residents of Malawi: A review of the literature.* **Poster presentation** at Global Health Missions Conference, Louisville, KY.
- 2016 Johnson, E., Howard, C., Eathington, P., & **Jones, K.** (2016, May). *Comparing the effectiveness of public health nursing EBP in-person education to an online asynchronous tutorial.* **Poster presentation** at International Clinical Librarian Conference, Toronto, Canada.
- 2015 Sispma, H., Gilliam, M., & **Jones, K.** (2015, November). *Hospital practices to promote breastfeeding: Does maternal age matter?* **Poster presentation** at American Public Health Association Conference, Chicago, IL
- 2015 Sispma, H., Ruiz, E., **Jones, K.**, & Kershaw, T. (2015, November). *Effect of breastfeeding on postpartum depression among adolescent mothers.* **Poster presentation** at American Public Health Association Conference, Chicago, IL. **Best Poster Award Winner**
- 2015 **Jones, K.** (2015, September). *Adolescent perceptions of sexual health education transmitted via social media.* **Poster presentation** at Doctors of Nursing Practice Conference, Seattle, WA.

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

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

- 2021 Fritschi, C., **Jones, K.**, Kent, D., & Lease, K. (2021, Feb). Online Surveys and Recruitment Strategies for Research. **Seminar** presented as part of UIC College of Nursing Research Series, [Held Virtually].
- 2020 **Jones, K.** Raszewski, R., Goben, A., Bergren, M.D., Ryan, C.J., Steffen, A.D., & Vonderheid, S.C. (2020, April). *Current practices in data management education in nursing doctoral programs*. **Podium presentation** at Midwest Nursing Research Society Conference, [Held Virtually].

- 2020 **Jones, K.** (2020, March). *Return on investments: Partnerships add value*. **Invited Moderator and Program Planner**. Panel discussion of FY19 academic-practice pilot projects, Illinois Public Health Nursing Conference. Lebanon, IL.
- 2019 **Jones, K.** (2019, Nov.). *A rural academic practice partnership to address three critical population health concerns*. Podium presentation at Sigma Theta Tau International Induction Ceremony, Urbana, IL.
- 2019 Raszewski, R., **Jones, K.**, Goben, A., Bergren, M.D., Ryan, C.J., Steffen, A.D., & Vonderheid, S.C. (2019, Oct). *Current practices in data management education: Surveying nursing doctoral programs*. **Paper presentation** at Midwest Chapter/Medical Library Association, Milwaukee, WI.
- 2019 **Jones, K.**, Eathington, P., Carter, J., & Roberts, L. (2019, August). *Successful academic practice partnerships in Illinois communities*. **Webinar** supported by the Robert Wood Johnson Foundation and the Illinois Nurses Foundation.
- 2018 **Jones, K.** (2018, September). *Implementing and Sustaining Successful Public Health Nursing Academic-Practice Partnerships Conference*. **Invited Moderator**. Panel discussion of FY18 academic-practice pilot projects, Bloomington, IL.
- 2015 **Jones, K.** & Baldwin, K. (2015, April). *The community STD collaborative: A community based partnership*. **Podium presentation** at Midwest Nursing Research Society Conference, Indianapolis, IN.
- 2015 ~Osborn, C., & **Jones, K.** (2015, March). *Sexually transmitted disease education for adolescents*. **Podium presentation** at Contemporary Issues in Adolescent Health Conference, Tarrytown, NY.
- 2014 Garrity, M. K., **Jones, K.**, Vanderzwan, K., Esptein, I., & DeLaRocha, A. (2014, March). *Blogging as a pedagogical tool in nursing education*. **Oral poster discussion** presented at Midwest Nursing Research Society Conference, St. Louis, MO.
- 2013 **Jones, K.** (2013, March). *DNP Student Forum*. **Invited Panelist**. Midwest Nursing Research Society Conference, Chicago, IL.
- 2012 **Jones, K.**, Baldwin, K., & Lewis, P. (2012, April). *Effect of a social media intervention on risky sexual behavior and chlamydia incidence*. **Podium presentation** at Midwest Nursing Research Society Symposium, Dearborn, MI.
- 2012 **Jones, K.**, Baldwin, K., & Lewis, P. (2012, January). *Effect of a social media intervention on risky sexual behavior and chlamydia incidence*. **Podium presentation** at Illinois Public Health Association Social Media Techniques in a Public Health World Conference, Springfield, IL.

## Regional and Local Poster Presentations

- 2021 ~Bjelland, S. & **Jones, K.** (2021, March). *The lived experience of organ donor families: A literature review*. Poster presentation at the Midwest Nursing Research Society Conference, [Held Virtually].
- 2019 **Jones, K.**, Goben, A., Raszewski, R., Bergren, M.D., Ryan, C.J., Steffen, A.D., & Vonderheid, S.C. (2019, March) *Identifying research data management (RDM) in nursing doctoral programs: foundational learning at the forefront of healthcare*. **Poster presentation** at the Midwest Nursing Research Society Conference, Kansas City, MO.
- 2017 ~Wainer, C. & **Jones, K.** (2017, April). *The influence of comprehensive versus abstinence only sexual education on sexually transmitted infections in adolescents*. **Poster presentation** at Midwest Nursing Research Society Conference, Minneapolis, MN.
- 2016 ~Larke, E., **Jones, K.**, Eathington, P., Hardy, E., & Sipsma, H. (2016, March). *Improving sexual health assessments in primary care*. **Poster presentation** at Midwest Nursing Research Society Conference, Indianapolis, IN.
- 2014 ~Salgado, M., Christensen, K., and **Jones, K.** (2014, April). *Behavioral factors and mammography utilization among Mexican women in the US*. **Poster presentation** at UIC School of Public Health Research Day, Chicago, IL.
- 2014 ~Lee, M., **Jones, K.**, Bergren, M. & Bojan, K. (2014, March). *An educational social media-based sexual health intervention: An evidence-based project*. **Poster presentation** at Midwest Nursing Research Society Conference, St. Louis, MO.
- 2013 **Jones, K.**, & Baldwin, K. (2013, December). *Exploration of impact of health education transmitted via social media on adolescent risky sexual behavior*. **Poster presentation** at Carle Evidenced Based Practice Research Conference, Urbana, IL. **First Place Poster Award Winner**.
- 2013 ~Eathington, P., Baldwin, K., & **Jones, K.** (2013, April). *Delivering sexually transmitted infection education via text messaging: An evidenced based project*. **Poster presentation** at University of Illinois College of Medicine in Peoria Research Day, Peoria, IL.
- 2013 ~Dominquez, D., & **Jones, K.** (2013, April). *Breastfeeding education in incarcerated mothers*. **Poster presentation** at University of Illinois Undergraduate Research Symposium, Urbana, IL



- 2013 ~Eathington, P., Baldwin, K., & Jones, K. (2013, March). *Delivering sexually transmitted infection education via text messaging: An evidenced based project. Poster presentation* at Midwest Nursing Research Society Conference, Chicago, IL. **Second Place Poster Award Winner.**

## **INTERPROFESSIONAL EDUCATION INSTRUCTION**

### **Regional**

- 2014 Poverty Simulation with College of Nursing (CON), College of Medicine (COM), School of Social Work (SSW) students (learners = 35)
- 2014 Peoria IPE (CON Urbana/Peoria, COM = 150+)
- 2015 IPE Vital Signs training (CON, COM)
- 2015 First formal IPE Poverty Simulation (CON, SSW, COM learners = 120+)
- 2015 Peoria IPE (CON, COM, SSW Urbana, Pharmacy learners = 200+)
- 2016 Second formal IPE, Disability Awareness (CON, SSW, COM learners = 75+) (Feb 17<sup>th</sup>)
- 2016 Peoria IPE (CON, COM, SSW, Pharmacy learners = 200+) (April 5<sup>th</sup>)
- 2017 Third formal IPE, Disability Awareness (CON, SSW, COM learners = 75+) (Feb 1<sup>st</sup>)
- 2017 Second formal IPE Poverty Simulation (CON, SSW, COM learners = 120+) (Nov 17<sup>th</sup>)
- 2017 Peoria IPE (CON, COM, SSW, Pharmacy, Dental learners = 200+) (April 4<sup>th</sup>)
- 2018 Peoria IPE (CON, COM, SSW, Pharmacy, Dental learners = 200+) (April 3<sup>rd</sup>).
- 2019 Peoria IPE (CON, COM, SSW, Pharmacy, Dental learners = 200+) (April 2<sup>nd</sup>)
- 2019 Fourth formal IPE, Disability Awareness (CON, SSW, COM learners = 75+) (Nov 12<sup>th</sup>)
- 2020 Fifth formal IPE, Disability Awareness (CON, SSW, COM learners = 75+) (March 3<sup>rd</sup>)
- 2020 Peoria IPE (CON, COM, SSW, Pharmacy, Dental learners = 200+) (March 31<sup>st</sup>)
- 2021 Peoria IPE (CON, COM, SSW, Pharmacy, Dental learners = 200+) (March 30<sup>th</sup>)

### **International**

- 2020 Pan American Health Organization (PAHO)/World Health Organization (WHO):  
Interprofessional Education and Clinical Practice Initiative in Guyana Webinar (Feb 7<sup>th</sup>)
- 2020 Pan American Health Organization (PAHO)/World Health Organization (WHO):  
Interprofessional Education and Clinical Practice Initiative in Guyana Case Study  
Development (April 2020)

## **MEDIA INTERVIEWS**

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

## **PROFESSIONAL SERVICE-EXTERNAL**

### **Board Memberships**

- 2020-present Board of **Council of Public Health Nursing Organizations**
- 2019-present **Vice Chair, (Elected) Illinois Nursing Workforce Center Advisory Board**
- 2018-2019 Member, **(Appointed), Illinois Nursing Workforce Center Advisory Board**
- 2013-present **President**, Champaign County Board of Health
- 2013-present Carle Foundation Hospital Nursing Research Advisory Board (Appointed)
- 2016-2018 Attendee, (Invited), **Illinois Nursing Workforce Center Advisory Board**
- 2011-2013 Champaign County Board of Health-Member (Appointed)
- 2009-present Advisory Board, University of Illinois at Urbana-Champaign Special Populations
- 2007-present Advisory Board, Urbana School Health Center

### **Professional Memberships and Committees**

- 2017-present **Section Councilor, American Public Health Association** Public Health Nursing Section
- 2018-present Member, **American Public Health Association** Public Health Nursing Section Policy Committee
- 2018-present Member, **American Public Health Association** Public Health Nursing Section Education Committee
- 2018-present Member, **American Public Health Association** Public Health Nursing Section Research Committee
- 2014-present Founding Member, **Illinois Public Health Nursing Leadership Academic Practice Partnership Workgroup**
- 2012-2015 Membership Committee (Appointed), Illinois Public Health Association
- 2012-2013 Awards Committee (Appointed), Illinois Public Health Association
- 2012-2013 Nominating Committee (Elected), Illinois Public Health Association

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

- 2020-2022 **President-Elect (Elected)**
- 2020-present Member, Program Committee
- 2020-present Member, Archives Committee
- 2019-present Representative CDC Clinician Outreach and Communication Committee
- 2019-present Member, Finance Committee
- 2019-present Member, Education Committee
- 2019-present Member, Research Committee
- 2015-2019 **Secretary (Elected)**
- 2013-2015 **Midwest Director (Elected)**
- 2012-2013 Communications Committee

### **Midwest Nursing Research Society**

- 2019-present Member, Health Systems, Policy and Informatics Research Interest Group
- 2017-2018 **Chair (Elected)**, Public Health Research Interest Group
- 2015-2016 **Chair, (Elected)**, Adolescent Health Research Interest Group
- 2014-2015 Chair-Elect, Adolescent Health Research Interest Group
- 2013-2014 **Chair (Elected)**, Public Health Research Interest Group
- 2012-2013 Chair-Elect of Public Health Research Interest Group

- 2012-present Member, Public Health Research Interest Group
- 2012-present Member, Adolescent Health Research Interest Group

**Grant Reviews**

- 2020-present Sigma Theta Tau International Alpha Lambda Chapter
- 2016-present Association of Community Health Nurse Educators
- 2015-present Midwest Nursing Research Society

**Manuscript Reviews**

- 2019-2020 JMIR Public Health and Surveillance
- 2019 Journal of Medical Internet Research
- 2018 Asian Journal of Social Psychology
- 2018-2020 Journal of Health Communication
- 2016 Pediatrics
- 2016 International Journal of Sexual Health
- 2016 American Journal of Sexuality Education
- 2015-2021 Public Health Nursing
- 2015-2021 SAGE Open Publications
- 2015-2020 Adolescent Health Medicine and Therapeutics
- 2014 Health Education Journal

**Abstract Reviews**

- 2012-2021 ACHNE Annual Conferences
- 2013-2020 APHA Annual Conferences
- 2018-2020 APHA Graduate Student Posters
- 2013-2020 MNRS Annual Conferences
- 2012-2014 Social Media, Health, Medicine and Biomedical Research Conferences

**CEU Reviews**

- 2019-present American Public Health Association, PHN Section
- 2019-present Association of Community Health Nurse Educators

**Peer Review**

- October 2019 World Health Organization State of the World Nursing report: Youth Engagement and Development section
- July 2012 Autism Education Materials. University of Illinois Children’s Research Center.

**Professional Organization Memberships**

- 2019-present Association of Public Health Nurses
- 2013-present Healthy Teen Network
- 2008-present Sigma Theta Tau
- 2007-present American Public Health Association
- 2007-present Illinois Public Health Association
- 2007-present Association of Community Health Nurse Educators
- 2007-present Midwest Nursing Research Society

### **Public and Community Service**

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

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

#### **Consultations**

<u>YEAR</u>	<u>ORGANIZATION/FUNDER</u>	<u>CONSULTATION FOCUS</u>
2014-present	Vermilion County/OSF Medical Center	IPLAN/Hospital Community Needs Assessment
2013-present	Champaign-Urbana Public Health District	IPLAN (Local Needs Assessment)
2012-2015	Vermilion County Health Department and Provena United Samaritans Medical Center/IDPH We Chose Health Grant	Community Transformation to Improve Nutrition and Physical Activity in Vermilion County
2012-2015	Champaign-Urbana Public Health District/IDPH We Chose Health Grant	Obesity Strategies in school districts: The Catch Program. Development of workplace strategies to improve physical activity
2011-2015	Champaign County Board of Health	Disease Control, Physical and Environmental Health
2011-2012	Vermilion County Health Department /UIC Institute of Healthcare Innovation	IPLAN Assessment, Data Collection, and Analysis of key health indicators. Facilitate and Moderate Community Partnership Meetings
2010-2011	Champaign Urbana Public Health District	IPLAN (Local Needs Assessment)

## University-Community Partnerships

<u>YEAR</u>	<u>ORGANIZATION/FUNDER</u>	<u>PARTNERSHIP FOCUS</u>
2014-2015	National Informatics PHN (public health nurse) Partnership	Develop case studies for student instruction using the Omaha System as a pedagogical tool for PHN assessment, evidenced-based interventions and evaluation
2013-present	Illinois Public Health Nurse Workforce	Identify academic and professional collaborative practice barriers.
2011-present	Peoria Community Sexually Transmitted Disease Collaborative Coalition (Chair)	Conducted literature review on use of social media intervention to address STD incidence in adolescents and young adults
2010	Money Follows the Person/Federal Pilot Program	Developed Client and Caregiver Education Modules on Depression, Bipolar Disorder & Stress Management Developed Care Management Training and Case Studies Tutorial for Training Coordinators

## PROFESSIONAL SERVICE- UNIVERSITY OF ILLINOIS AT CHICAGO

### University

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

### College of Nursing

2021-	Springfield Campus Director Search Committee- <b>Chair</b>
2018-2019	Appointment, Promotion, and Tenure Committee
2018-2020	Nursing Service Plan Board
2017-2018	Website Design Committee
2017-2017	BSN Curriculum Revision Workgroup
2016-2020	Information Technology Council
2016-2017	Clinical Lab Coordinator Search Committee
2016-2017	Associate Dean for Academic Affairs Search Committee
2016-2019	Academic Programs and Evaluation Committee
2015-present	Department Head and Regional Director Committees
2015-present	Student Recruitment and Retention Committee
2014-2016	Nursing Service Plan Board

2014-2019 Administrative Council  
 2014-present Academic Operations Committee  
 2014-2015 Faculty Executive Committee  
 2013-present Inter-professional Education Immersion (Chicago/Peoria/Springfield) Committee  
 2013-2015 Commencement Committee  
 2013-2015 Diversity Strategic Planning Committee  
 2013-2014 DNP Curriculum Revision Committee  
 2012-2013 Graduate Admissions & Academic Standards Committee-**Chair**  
 2011-2012 Graduate Admissions & Academic Standards Committee-Member  
 2008-present Undergraduate Course Coordinator Committee  
 2008-2011 Undergraduate Curriculum Subcommittee-Urbana  
 2008-2010 Scholarship/Awards & Recruitment  
 2008-2010 Masters in Nursing (Generic) Curriculum Subcommittee

### **Health Systems Science Department**

2021 Teaching Evaluation Dr. Rebecca Singer  
 2020 Paper Preparer Dr. Robin Shannon  
 2019 Teaching Evaluation Dr. Saria Lofton  
 2018-2020 Appointment, Promotion and Tenure Committee  
 2013-2014 Appointment, Promotion and Tenure Committee  
 2013-2014 Dept. Head Search Committee  
 2013-2014 Clinical Peer Review  
 2011-2015 Advisory Committee  
 2011-present Advanced Population Health Nurse (APHN) and MS/MPH Committee

### **Urbana Regional Campus**

2011-2016 Advisory Council-**Chair**

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

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

## **TEACHING**

### **Doctor of Nursing Practice Committees-Chair**

2020-2023	Karin Vermillion	An Educational Intervention to Improve Documentation of Seclusion and Restraint
2020-2022	Maria Miyat	Utilization of Welcoming Packets to Improve Diabetic Nurse Educator and Registered Dietician Referral Appointment Compliance and Patient Health Indicators
2019-2021	Sonja Bjelland	An Intervention to Increase Staff Confidence in Conversations About End-Of-Life Preferences

2018-2021	Shelby Stevenson	Mental Health Literacy Dissemination in Non-psychiatric Settings: A Quality Improvement Project
2018-2020	Kate Srikant	Accommodating the Student with Special Health Care Needs: A Quality Improvement Project for Teachers
2018-2020	Madeline Rodriquez	Surgical Site Marking and Mapping
2017-2019	Abigail Hoekstra	Health Literacy
2017- 2019	Marianne Kopmann	Health Literacy
2016-2017	Kristen Hufford	Breastfeeding Buddies
2015-2016	Emily Larke	Improving sexual health assessments in primary care
2014-2015	Dorothy Kozakowski	Use of evidenced based practice measures by sexual assault nurse examiners in Illinois
2013-2014	Monica Lee	An educational social media-based sexual health intervention: An evidence-based project

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

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

#### **Masters Projects Chair**

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

### **Masters Projects Committee Member**

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

### **Honors College Capstone Projects**

2020-2022	Katherine Raycraft	TBD
2018-2020	Ella Odiko-Pim	Dropped program before completion
2015-2017	Carolyn Wainer	Comprehensive vs. abstinence only sexual health education
2015-2017	Bridgette Lona	STD Incidence
2015-2016	Cesar Hernandez	Cesarean versus Vaginal Delivery Infection Rates
2011-2013	Diana Dominquez	Breastfeeding education for incarcerated women and its influence on infant outcomes
2009-2011	Carolyn Moran	Describing and diagnosing attention deficit disorder and the treatments and influences that affect the disease
2008-2010	Haley Filinson	Ethical implications of HPV vaccination
2008-2010	Nadia Froehling	Champaign-Urbana community resources for women with rheumatoid arthritis

### **Visiting Scholar**

2015-2016	Alice Ma-Visiting Chinese Scholar-UIC Global Health Leadership
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### **COURSES TAUGHT POST DNP DEGREE**

#### **Graduate Courses**

<u>RUBRIC</u>	<u>TITLE</u>	<u>SEMESTERS</u>
NURS 406 & NUPH 416	Integrated Healthcare: Community	Spring 2021 Spring 2020 Spring 2019 Spring 2018 Spring 2017



NURS 542	Health Promotion Theories and Population-Focused Interventions	Fall 2016 Fall 2015
NUPR 520	Clinical Synthesis Practicum for the Advanced Generalist Nurse	Fall 2020 Summer 2020 Fall 2019 Fall 2018 Summer 2018 Fall 2017 Fall 2016
NUPR 556	Evidenced Based Practice 4	Spring 2021 Fall 2020 Fall 2019 Fall 2018
NUPR 557	Evidenced Based Practice 5	Spring 2021 Spring 2020 Spring 2019 Spring 2017
NURS 557	DNP Practicum	Summer 2017 Spring 2017
NUPR 580	Independent Study Practicum for Advanced Public Health Nursing	Spring 2015
NUSP 518	Population Focused Nursing Interventions in Primary Care	Fall 2014 Fall 2013 Fall 2012
NUPR 528	Practicum in Population Focused Nursing Interventions	Fall 2014 Fall 2013 Fall 2012 Fall 2011
NUPR 513	Internship in Advanced Nursing	Fall 2014
NURS 562	Synthesis Project Evaluation	Spring 2014
NURS 561	Synthesis Project Implementation	Fall 2013
NUPR 584	DNP Practicum I	Spring 2012

NUPR 585	DNP Practicum II	Spring 2012
NURS 550	Evidence Based Practice	Spring 2012

**Undergraduate Courses**

<u>RUBRIC</u>	<u>TITLE</u>	<u>SEMESTERS</u>
NURS 361	Nursing Care of Populations	Spring 2020 Fall 2019 Spring 2019 Fall 2018 Spring 2018 Fall 2017
NURS 304	Professional Nursing 3	Fall 2019 Fall 2018
NURS 385	Clinical Concepts and Processes in Population Focused Nursing	Spring 2017 Spring/Fall 2016 Spring/Fall 2015 Spring/Fall 2014 Spring/Fall 2013 Spring/Fall 2012 Spring/Fall 2011
NUEL 399	Undergraduate Independent Study	Fall 2016

**GUEST LECTURE**

NURS 361	Nursing Care of Populations: Community as Client/Health Education	Feb 8, 2021
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CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Kim Wolowiec-Fisher

ADDRESS: 603 Haines Boulevard Champaign IL 61820
Street City State Zip Code

EMAIL: kimwfisher@gmail.com PHONE: 8473470394

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Mental Health Board/OR Developmental Disabilities Board

BEGINNING DATE OF TERM: 01/01/2021 ENDING DATE: 12/31/2024

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

When I lived in Evanston, I was a member of the Evanston Mental Health Board from 2010-2013 and served as both Vice Chair and Chair of the Mental Health Board. In this role, I worked with city staff to implement the goals of the Board, worked through the grant cycle process for local agencies seeking funding, and advocated to City Council for supports and services for individuals with disabilities in Evanston. Further, when I lived in Tempe, Arizona, I was a member of the City of Tempe Disability Commission (2016-2017) where we worked with city staff to prioritize the needs of Tempe residents with disability. This included supporting White Cane Day events in the community, disability-focused job fair, and accessible bus transportation. I also was a special educator and am currently a special education professor at Illinois State University.

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

The Board Member's duties include being a good steward of public monies in supporting and allocating funding for services that support individuals with disability. Board Members also assist the county in meeting the objectives of Champaign County in services of individuals with disabilities and those that support them.

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

I have knowledge and experience on the operations of city boards, particularly Mental Health Board, from my time in both Evanston, Illinois and Tempe, Arizona. The general operations includes receiving tax levied monies that are appropriated to local agencies who support, program, and advocate for individuals with disabilities who meet the objectives of the 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? (This question is not meant to disqualify you; it is only intended to provide information.)  Yes  No If yes, please explain:

I do not believe I have any conflict of interest.

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

Yes  No  If no, please explain:

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

*Kim Fisher*

Signature

11/20/2020

Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

RECEIVED  
4/13/21

Mental Health Board / Developmental Disabilities Board

NAME: Georgiana Schuster

ADDRESS: 3739 THORNHILL CIRCLE CHAMPAIGN IL 61822  
Street City State Zip Code

EMAIL: schuster.georgiana@gmail.com PHONE: 217-493-0695

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BOARD: Champaign County Developmental Disabilities Board

BEGINNING DATE OF TERM: 7/1/21 ENDING DATE: 6/30/22

The Champaign County Executive appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Executive 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 THIS APPLICATION AND AN INTERVIEW WITH THE COUNTY EXECUTIVE.**

1. Are you a resident of the Champaign County?  Yes  No
2. Are you employed with the Office of Developmental Disabilities, Illinois Department of Human Services or any facility operating under contract with the MHB or DDB?  Yes  No
3. What experience and background do you have which you believe qualifies you for this appointment?

I have an adult daughter with I/DD and MH issues. She was born in and has lived all her life, until 2018, in Champaign County. She, and I as her advocate, have experienced the I/DD system in CC.

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

I believe the role of a board member is to ensure that taxpayer's money is being spent appropriately. I envision carrying out that role by paying close attention to agencies that request and utilize those funds.

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

I have been on the CCDBB for 1 year and 3 months. I am aware that the CCDBB, in conjunction with CCMHB own 2 homes in Champaign County. I do not know much about the management, staff, taxes & fees of these properties -

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

NONE

- 7. 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:

- 8. 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.

*Georgiana Schuster*  
Signature

4/12/21  
Date

# CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

## Forest Preserve District Board

NAME: William G. Goodman

ADDRESS: 1904 Golf Drive, Mahomet, Illinois 61853

Street

City

State

Zip Code

EMAIL: wggoodma@gmail.com

PHONE: 217-586-3617

Check Box to Have Email Address Redacted on Public Documents

BEGINNING DATE OF TERM: July 1, 2021

ENDING DATE: June 30, 2026

The Champaign County Executive appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Executive 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 THIS APPLICATION AND AN INTERVIEW WITH THE COUNTY EXECUTIVE.**

1. Are you a legal voter within the Forest Preserve District?  Yes  No

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

I am completing my first five year term as a Commissioner for the Champaign County Forest Preserve District. During the past two years I have served as Treasurer of the Board and have learned a great deal of the financial intricacies required for the fiduciary responsibilities of the board. Also, over the past few years, I have been a member of the YES Committee which provided guidance to the effort to seek a tax rate increase for the district. Both of these responsibilities offered the opportunity to gain extensive knowledge of our outstanding programs and critical needs. My academic training includes a B.S. in Accounting, a Masters Degree in Higher Education and an M.B.A. I held several administrative positions at the University of Illinois which provided experience in dealing with complex budget and personnel matters and the development and management of capital projects. I retired two years ago as Associate Dean for Administration in the College

3. 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?

As an appointed board, we have the responsibility to 1) hire the Executive Director 2) develop strategic long range plans for our future, 3) Monitor the district's finances and progress towards goals, 4) Financial Planning and insure funds are appropriately used by the district, 5) be an advocate for the board to our communities. We should strive to understand the needs and interests of our taxpayers and to implement the programs allowed through the Downstate Forest Preserve District Act. We have a fiduciary responsible to insure that our funds are used appropriately and address the needs of the taxpayers of Champaign County. Having just approved a tax increase in the November election, we must insure that the new funding authorized by the referendum, is indeed used as we proposed to the taxpayers. The board must also identify and appoint the leadership necessary to carryout our annual goals and objectives. I believe the role of the commissioner is critical to approving the short term goals and objectives as developed by the professional staff. In order to meet this responsibility, it is required that commissioners

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

As stated above in item #2, for the past two years I have served as Treasurer of the Board and have learned a great deal of the financial intricacies required for the fiduciary responsibilities of the board. I regularly (monthly) meet with the Executive Director and the Director of Business and Finance and his staff prior to each monthly board meeting in order to discuss financial and budget items to be presented to the board. These meetings cover issues such as tax revenue collections, salary and other compensation issues, and capital projects to be undertaken by the district. The board annually reviews and approves the Operating Budget and the Capital Budget for the district. These discussions are usually in a special Study Session that allows for an in depth review and discussion of the budget. As a commissioner, during the past five years, I have visited each of the districts unique facilities and met with program staff at each location as we review program requests and

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

None at this time.

- 6. 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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 7. 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

April 21,2021

\_\_\_\_\_  
Date



**CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM**

**PLEASE TYPE OR PRINT IN BLACK INK**

**NAME:** Rovee Fabi \_\_\_\_\_

**ADDRESS:** 819 Bloomington Road Champaign IL 61820 \_\_\_\_\_

Street City State Zip Code  
rfabi@promisehealth.org

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

Check Box to Have Email Address Redacted on Public Documents  
RTAG Committee

**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 have been working in healthcare since 2010. I started with SmileHealthy 2010 and continued to work at Promise Healthcare since 2012 to present. Promise healthcare serves the underserved in Champaign County. To best serve our patients, Promise assess the need of the community. Public transportation is important to our patients and Promise. We want to ensure that public transportation is available and accessible not only to our patients but to the community.

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

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

The role of a committee member is to advise MTD and Champaign County on any transportation needs of the community and review/ensure that existing transportation services are adequate. If transportation services are not adequate, make recommendations to improve it. Committee Member should also advise on any new projects that can improve services. A member can carryout these responsibilities by attending and participating in meetings regularly and use our network of contacts to share information about transportation services.

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

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

I am not knowledgeable on RTAG or MTD's operations.

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

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

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

Yes  No  If no, please explain:

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

*Rafabi*  
\_\_\_\_\_  
Signature

03/23/2021  
\_\_\_\_\_  
Date



## **OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE**

1776 East Washington Street, Urbana, Illinois 61802-4581

**Darlene A. Kloeppel, County Executive**

### **MEMORANDUM**

**TO:** County Board Members  
**FROM:** Darlene Kloeppel, County Executive  
**DATE:** June 7, 2021  
**RE:** Recommended Board/Committee Appointments

Executive appointments for expiring terms of other community boards and committees are staggered throughout the year. In advance of term expirations, the Executive's Office advertises upcoming vacancies to notify interested applicants and to offer the Board the opportunity to recruit applicants or provide input to the Executive regarding any concerns or recommendations. Methods used to publicize upcoming vacancies include:

- Post on the county's website on the County Executive's page
- Post on the "vacancies" bulletin board located in Administrative Services
- E-mail notice to County Board Members and the news media
- Notice in the County Board's Committee of the Whole agenda under the Policy, Personnel and Appointments area of responsibility
- Word-of-mouth and inquiries from interested members of the public
- Announcements at public speaking events

Applications are reviewed and applicants interviewed. Considerations for making appointments include:

- Qualifications required by the board/commission statute or by-laws, including residence in the district, specific professional representation, required partisan balance, certifications and bonding requirements
- Constituent representation for demographic characteristics, including gender, race, age
- Constituent representation for geography of the district, including rural/urban or areas of the county
- Representation of consumers of the board's activities
- Difficulties or gaps in skills the board is experiencing
- Balance of experienced and newer members
- Balance of resources, interests and skills appointees can contribute to the board
- Input from County Board members; County officials; board members; staff and partners of the board with the vacancy, and interested members of the public

Prior to appointments being named, Board Members have an opportunity to see all applications received in the agenda packet for the Committee of the Whole. I have attached here the applications for appointments for unexpired positions (*incumbents are noted in italics*) and will forward my recommendations to fill these vacancies at the July County Board meeting.

#### **Board of Review – 1 Democrat position – unexpired term ending 5/31/2023**

- John Bergee

**Penfield Water District – 1 position – unexpired term ending 5/31/2024**

- Steven Newnum

**Sangamon Valley Public Water District – 1 position – unexpired term ending 5/31/2024**

- Monte Cherry



## **OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE**

1776 East Washington Street, Urbana, Illinois 61802-4581

**Darlene A. Kloeppel, County Executive**

### **MEMORANDUM**

**TO:** Stephanie Fortado, Chair – Finance Committee of the Whole, and  
Chris Stohr, Chair – Policy, Personnel & Appointments Committee of the  
Whole

**FROM:** William P. Colbrook, Director of Administration, and  
Job Content Evaluation Committee

**DATE:** June 9, 2021

**RE:** **REVIEW and RECOMMENDATION for Senior Zoning Technician**

Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on May 11, 2021, the Job Content Evaluation Committee has met to review the request of the Planning and Zoning Director to review and evaluate a proposed position of Senior Zoning Technician, to replace one of the Zoning Technician positions.

#### ***REPORT:***

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by Planning and Zoning Director John Hall. The Committee was also provided with a job description for the position. Mr. Hall met with the Committee and explained the parameters and scope of responsibility for the position, including mentorship and supervision of the Zoning Technician position, and office management responsibilities. Mr. Hall requests the classification to be effective June 25, 2021, if approved. In addition, Mr. Hall stated a budget amendment will not be needed as he can fund the position with available funds. Pursuant to this review and evaluation, the Committee recommends the classification of the Senior Zoning Technician position be in Grade Range “G”.

A copy of the Job Content Evaluation Committee Report, job description and updated table of organization are attached for your information and review.

#### **REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:**

***The Policy, Personnel & Appointments Committee recommends to the Finance Committee approval of the creation of the Senior Zoning Technician position to be assigned to Grade Range G, and the concurrent elimination of one of the Zoning Technician positions from the staffing budget of Planning and Zoning, effective June 25, 2021.***

**REQUESTED ACTION for FINANCE:**

***The Finance Committee recommends to the County Board approval of the creation of the Senior Zoning Technician position to be assigned to Grade Range G, and the concurrent elimination of one of the Zoning Technician positions from the staffing budget of Planning and Zoning, effective June 25, 2021.***

Thank you for your consideration of this recommendation.

cc: Darlene A. Kloepfel, County Executive  
John Hall, Planning and Zoning

*attachments*

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM  
JOB CONTENT EVALUATION COMMITTEE REPORT

Date of Request:

April 16, 2021

RE-EVALUATION OF POSITION

Department Requesting: **Planning and Zoning**  
Position Title: **Zoning Technician**  
Current Job Points: **366**  
Current Classification Range: **F**  
FY2021 Current Range Minimum: **\$16.77**  
FY2021 Current Range Midpoint: **\$20.96**  
FY2021 Current Range Maximum: **\$25.15**  
Bargaining Unit: **Non-Bargaining**  
FLSA Status: **Exempt**

Job Evaluation Committee Recommendation: **Re-Classification**

Recommended Title: **Senior Zoning Technician**  
Re-Evaluated Job Points: **586**  
Recommended Classification Range: **G**  
FY2021 Current Range Minimum: **\$18.48**  
FY2021 Current Range Midpoint: **\$23.10**  
FY2021 Current Range Maximum: **\$27.72**  
Bargaining Unit: **Non-Bargaining**  
FLSA Status: **Exempt**

Date of Job Evaluation Committee Recommendation:

June 9, 2021

## Champaign County Job Description

**Job Title:** Senior Zoning Technician  
**Department:** Planning & Zoning  
**Reports to:** Director of Planning & Zoning  
**FLSA Status:** Non-Exempt  
**Grade Range:** *(Job Evaluation Review requested)*  
**Prepared Date:** April 2021

**SUMMARY** In the absence of the Zoning Technician, responsible as the initial contact with the general public seeking permits and for intake and preliminary review of permit applications as required by the Zoning Ordinance. Provides support to other Zoning staff by serving as primary staff for monitoring minimum zoning requirements, Illinois Plat Act determinations, and commercial permit reviews. Performs most office manager duties and contributes to budget documents.

The more experienced Senior Zoning Technician has the authority to answer all but the most complicated lot division inquiries.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Helps respond to inquiries regarding Planning & Zoning and refers inquiries to appropriate personnel.

Makes interpretations of ordinance provisions under general supervision of Director.

Answers straightforward and more complicated zoning inquiries regarding the current zoning district of the property, the uses that are authorized, the soil types to determine maximum lot size, mapped floodplain information, and other regulations related to that district.

Assists the Senior Planner with review of site plans in zoning cases and subdivision plat reviews.

Helps answer written, telephone, and in-person inquiries from the public regarding application process and procedures.

In the absence of the Zoning Technician, receives and performs preliminary review of initial permit submittal and related inquiries.

Prepares permit applications for final review; flags issues and questions; obtains related documents and data as required for review and determination of request.

Requests addresses and notifies property owners and other required parties of the address assignment. Also prepares and transmits property address changes.

Prepares compliance certificates and helps maintain all permit files and records.



Has equal responsibility with the Zoning Officer for conducting straightforward field inspections as required.

Receives complaints in the absence of the Zoning Officer and, in consultation with the Director, may also make the initial contact with suspected violators and may even send the official Notices of Violation.

In the absence of the Administrative Secretary/Zoning Technician, documents Zoning Board of Appeals meetings, including attendance, taking minutes, audio recording, and the record of motions and votes.

Responsible for the production of monthly Permit Report and providing the information to various reporting agencies.

Maintains the official files of all land use regulations and ordinances.

Performs department bookkeeping and compiles accurate financial records including receipt of funds, disbursements, operational costs, trial balances, and costs charged to proper project. Ensures that accurate and prompt billings are established and payments are received.

Performs purchasing tasks for the department by contacting vendors, preparing and typing requisitions, approving invoices for payment and maintaining records of purchases, and inventory of equipment.

Reviews all Zoning staff timesheets prior to final approval by the Zoning Administrator.

Assists the Zoning Administrator with budget review and budget amendments as needed.

May perform other related duties as assigned.

**SUPERVISORY RESPONSIBILITIES** Provides work direction to the Zoning Technician.

**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 (A.A.) or equivalent from a two-year college or technical school in building construction, architecture or related field plus a minimum of 5 years' experience. Requires proficiency in drafting techniques including the use of GIS software and a working knowledge of standard surveying practice and note taking. Should have experience in field inspection of construction techniques and materials.

**LANGUAGE SKILLS** Ability to read, analyze, and interpret blueprints, maps, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups, contractors and employees of the organization.

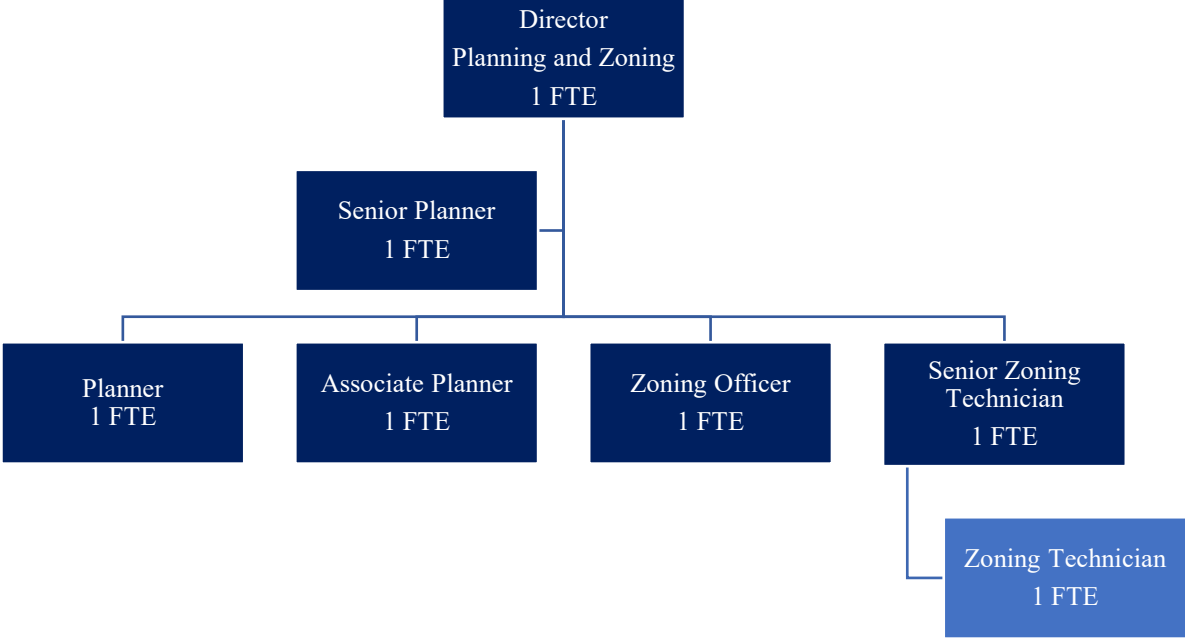
**MATHEMATICAL SKILLS** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

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

**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 frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places, and outside weather conditions. The noise level in the work environment is usually quiet to moderate.





## **OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE**

1776 East Washington Street, Urbana, Illinois 61802-4581

**Darlene A. Kloeppel, County Executive**

### **MEMORANDUM**

**TO:** Stephanie Fortado, Chair – Finance Committee of the Whole, and  
Chris Stohr, Chair – Policy, Personnel & Appointments Committee of the  
Whole

**FROM:** William P. Colbrook, Director of Administration, and  
Job Content Evaluation Committee

**DATE:** June 9, 2021

**RE:** **REVIEW and RECOMMENDATION for Assistant Animal Control Director**

Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on May 11, 2021, the Job Content Evaluation Committee has met to review the request of the Animal Control Director to review and evaluate a proposed position of Assistant Animal Control Director.

#### ***REPORT:***

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by Animal Control Director Stephanie Joos. The Committee was also provided with a job description for the position. Ms. Joos met with the Committee and explained the parameters and scope of responsibility for the position, including management and administrative responsibilities in overseeing the field and office activities of the Animal Control Program, including seven employees. Ms. Joos requests the classification to be effective June 25, 2021, if approved. In addition, Ms. Joos stated a budget amendment will not be needed as she can fund the position with available funds. Pursuant to this review and evaluation, the Committee recommends the classification of the Assistant Animal Control Director position be in Grade Range I.

A copy of the Job Content Evaluation Committee Report, job description and updated table of organization are attached for your information and review.

#### **REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:**

***The Policy, Personnel & Appointments Committee recommends to the Finance Committee approval of the creation of the Assistant Animal Control Director position to be assigned to Grade Range I, effective June 25, 2021.***

**REQUESTED ACTION for FINANCE:**

***The Finance Committee recommends to the County Board approval of the creation of the Assistant Animal Control Director position to be assigned to Grade Range I, effective June 25, 2021.***

Thank you for your consideration of this recommendation.

cc: Darlene A. Kloepfel, County Executive  
Stephanie Joos, Animal Control Director

*attachments*

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM  
JOB CONTENT EVALUATION COMMITTEE REPORT

Date of Request:

April 16, 2021

EVALUATION OF POSITION

Department Requesting: **Animal Control**

Job Evaluation Committee Recommendation: **Classification**

Recommended Title: **Assistant Animal Control Director**

Re-Evaluated Job Points: **656**

Recommended Classification Range: **I**

FY2021 Current Range Minimum: **\$23.74**

FY2021 Current Range Midpoint: **\$29.68**

FY2021 Current Range Maximum: **\$35.62**

Bargaining Unit: **Non-Bargaining**

FLSA Status: **Exempt**

Date of Job Evaluation Committee Recommendation:

June 9, 2021

## Champaign County Job Description

**Job Title:** Assistant Animal Control Director

**Department:** Animal Control

**Reports To:** Animal Control Director

**FLSA Status:** Exempt

**Grade Range:** TBD

**Prepared Date:** March 2021

**SUMMARY** Under managerial direction, assists with planning, directing, and coordinating the field and office activities of the County's Animal Control Program.

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

Under the direction of the Animal Control Director, manages and supervises the operation and maintenance of the County's Animal Control Program; directs the apprehension, impounding, and disposing of stray or vicious animals; supervises subordinates engaged in clerical duties, including processing dog registrations and administrative support; supervises subordinates engaged in the feeding, care, and disposal of animals; directs the maintenance and cleaning of the facility, vehicles, and equipment; responsible for fee collections; supervises record maintenance and prepares required reports.

Arranges for or provides training to employees in animal control procedures.

Assists with development of the operating budget; approves expenditures; recommends capital expenditures; projects overtime requirements.

Oversees and responds to questions, concerns, or complaints from animal owners, officers, the public, or organizations; handles irate citizens and difficult situations arising from the enforcement of Animal Control Ordinances and laws.

Researches and enforces state and County laws and ordinances; writes citations; advises citizens of animal control laws and ordinances; consults with State's Attorney on difficult cases; ensures proper documentation of pertinent information.

Interprets legal statutes, codes, and ordinances; creates or modifies ordinances related to animal control.

Euthanizes animals deemed unadoptable or dangerous to population.

Performs related work as required.

**SUPERVISORY RESPONSIBILITIES** Directly supervises Animal Control Wardens, Kennel Workers, and a Clerk and a Senior Clerk. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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

**EDUCATION and/or EXPERIENCE** High School diploma or GED diploma is required. An Associate's Degree or graduation from an accredited four-year college or university with major course work in Agriculture, Business or Public Administration, is preferred. Considerable progressively responsible experience (1-3 years) in supervising an Animal Control Program or related work; or any equivalent combination of education, training and experience that demonstrates the above listed knowledge, skills, and abilities. Considerable knowledge of diseases and the proper handling of mean or vicious animals.

**LANGUAGE SKILLS** Ability to read and interpret documents such as federal and state regulations, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of employees, public safety employees or 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 graphs or simple maps.

**REASONING ABILITY** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in written or diagram form and deal with several abstract and concrete variables.

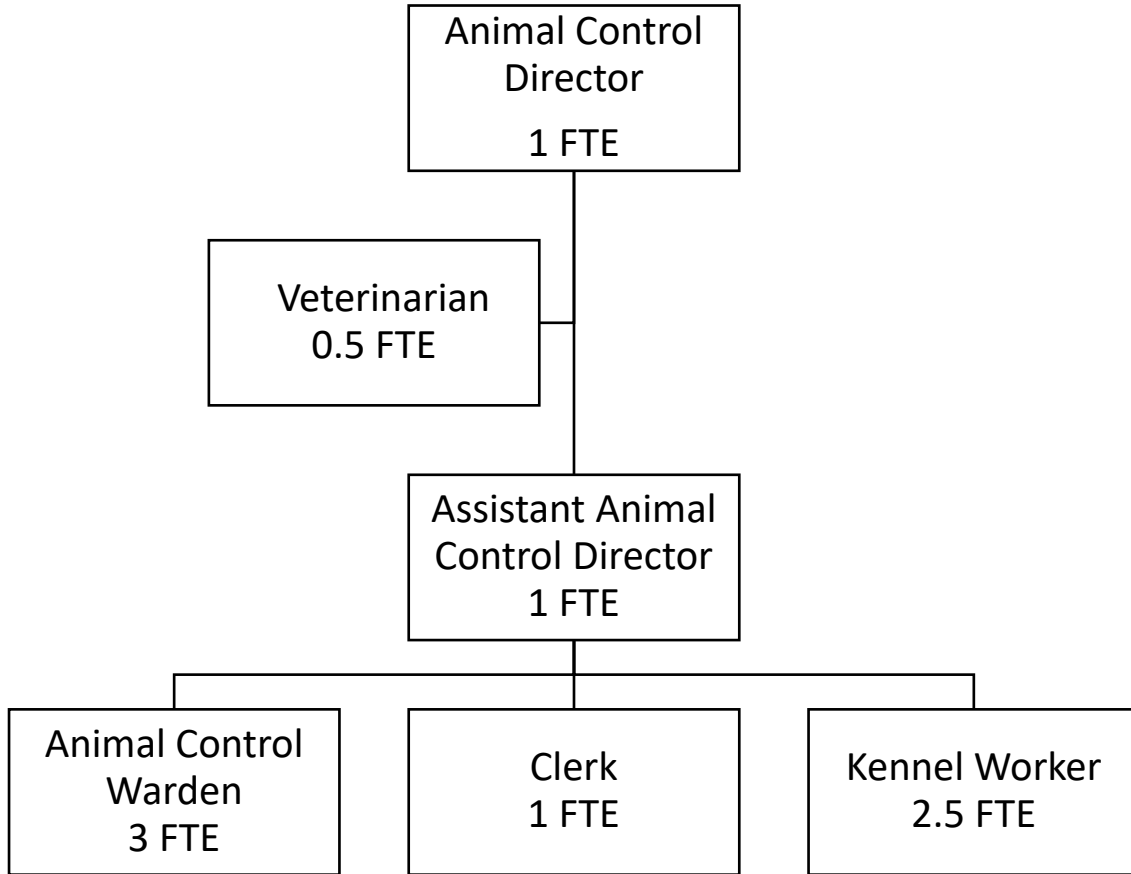
**CERTIFICATES, LICENSES, REGISTRATIONS** Valid Illinois Driver's License.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to bend; stand; stoop; crawl; walk; sit; and talk; or hear. The employee is occasionally required to use hands to finger, handle, or feel; and reach with hands and arms. The employee must be able to handle live and dead animals, and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

**WORK ENVIRONMENT** While performing the duties of this job, the employee is exposed to hazards associated with traffic; animal bites; blood from animals; hazards associated with infected animals and controlled substances. Work is performed both inside in an office environment and outside while visiting inspection facilities. The noise level in the work environment is usually moderate to loud.



# Proposed Animal Control Table of Organization





**Aaron Ammons**  
**Champaign County Clerk**  
Champaign County, Illinois

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

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

**COUNTY CLERK**  
**MONTHLY REPORT**  
**MAY**  
**2021**

Liquor Licenses & Permits	-
Civil Union License	70.00
Marriage License	6,160.00
Interests	14.01
State Reimbursements	-
Vital Clerk Fees	22,233.50
Tax Clerk Fees	6,289.50
Refunds of Overpayments	-
<b>TOTAL</b>	<b>34,767.01</b>
Additional Clerk Fees	1,256.00

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Total YTD
<b>1. Personnel Costs</b>	\$19,761	\$20,893	\$19,079	\$23,024	\$22,342	\$19,778	\$19,829	\$17,894	\$17,938	\$17,859	\$198,397
<b>2. Payroll Taxes/Benefits</b>	\$6,205	\$5,104	\$3,714	\$4,856	\$5,731	\$5,706	\$4,511	\$4,682	\$4,998	\$5,658	\$51,165
Computer Hardware & Software	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Equipment</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Property Insurance	\$49	\$49	\$49	\$99	\$25	\$25	\$25	\$25	\$25	\$25	\$396
Building & Grounds Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Janitorial Service	\$51	\$82	\$39	\$60	\$47	\$51	\$55	\$52	\$130	\$123	\$690
Equip Maintenance Agreements	\$1,722	\$1,537	\$1,412	\$1,348	\$1,360	\$1,884	\$1,390	\$1,517	\$1,458	\$48	\$13,676
Depreciation	\$233	\$233	\$192	\$192	\$192	\$192	\$192	\$192	\$192	\$192	\$2,002
<b>Total Occupancy</b>	\$2,055	\$1,901	\$1,692	\$1,699	\$1,624	\$2,152	\$1,662	\$1,786	\$1,805	\$388	\$16,764
Office Supplies	\$106	\$88	\$90	\$360	\$44	\$56	\$44	\$6	\$238	\$56	\$1,088
Contractual / Professional Fees	\$936	\$760	\$877	\$936	\$908	\$980	\$889	\$950	\$1,177	\$818	\$9,231
Travel / Training	\$223	\$316	\$149	\$461	\$361	\$222	\$219	\$156	\$261	\$301	\$2,669
Client Assistance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Rent	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone / Cell Phone	\$232	\$153	(\$17)	\$155	\$147	\$117	\$151	\$148	\$140	\$138	\$1,364
Liability / Malpractice Insurance	\$186	\$186	\$186	\$381	\$310	\$310	\$315	\$322	\$317	\$317	\$2,830
Moving & Recruiting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Program Expenses</b>	\$29,704	\$29,401	\$25,770	\$31,872	\$31,467	\$29,321	\$27,620	\$25,944	\$26,874	\$25,535	\$283,508
<b>ALLOCATED M&amp;G</b>	\$5,828	\$6,290	\$6,458	\$6,408	\$5,742	\$6,149	\$6,078	\$5,768	\$5,838	\$6,251	\$60,810
<b>TOTAL EXPENSE</b>	\$35,532	\$35,691	\$32,228	\$38,280	\$37,209	\$35,470	\$33,698	\$31,712	\$32,712	\$31,786	\$344,318
<b>Re-Entry Indirect - 11.9% Max</b>											
Max M&G Allowed	\$4,012	\$3,971	\$3,481	\$4,305	\$4,250	\$3,960	\$3,731	\$3,504	\$3,630	\$3,449	\$38,294
<b>Champaign County Total</b>	\$33,716	\$33,372	\$29,251	\$36,177	\$35,717	\$33,281	\$31,351	\$29,448	\$30,504	\$28,984	\$321,802
Champaign County Paid	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$83,333

**899 US Dept of Treasury Emergency Rental Assistance Budget Amendment Reason:**

Even as the American economy continues its recovery from the devastating impact of the pandemic, millions of Americans face deep rental debt and fear evictions and the loss of basic housing security. COVID-19 has exacerbated an affordable housing crisis that predated the pandemic and that has exacerbated deep disparities that threaten the strength of an economic recovery.

To meet this need, the Emergency Rental Assistance program makes funding available to assist households that are unable to pay rent or utilities. Two separate programs have been established: ERA1 provides up to \$25 billion under the Consolidated Appropriations Act, 2021, which was enacted on December 27, 2020, and ERA2 provides up to \$21.55 billion under the American Rescue Plan Act of 2021, which was enacted on March 11, 2021. The funds are provided directly to states and local governments. Grantees use the funds to provide assistance to eligible households through existing or newly created rental assistance programs.

At least 90 percent of awarded funds must be used for direct financial assistance, including rent, rental arrears, utilities and home energy costs, utilities and home energy costs arrears, and other expenses related to housing. Remaining funds are available for housing stability services, including case management and other services intended to keep households stably housed. ERA2 funds will expire on September 30, 2025.

This budget amendment accommodates the award of ERA2 funding to the Regional Planning Commission for expanded rental assistance in Champaign County. To date, Commission staff have served over 1,300 eligible rental households. Budgeted revenue will equal total appropriations over the period of supplemental award.

FUND 075 REGIONAL PLANNING COMM DEPARTMENT 899 US DPT OF TREAS RNTL ASST

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	6,217,033	9,355,805	3,138,772

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	6,215,623	9,355,805	3,140,182

EXPLANATION: SEE ATTACHED

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DATE SUBMITTED: 5/25/2021	AUTHORIZED SIGNATURE <i>Elizabeth Murphy</i>	** PLEASE SIGN IN BLUE INK **
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APPROVED BY BUDGET & FINANCE COMMITTEE: DATE:


INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
075-899-511.03 REG. FULL-TIME EMPLOYEES	0	497,140	650,000	152,860
075-899-511.05 TEMP. SALARIES & WAGES	0	4,150	45,000	40,850
075-899-522.01 STATIONERY & PRINTING	0	743	3,000	2,257
075-899-522.02 OFFICE SUPPLIES	0	3,615	7,500	3,885
075-899-522.06 POSTAGE, UPS, FED EXPRESS	0	3,000	5,000	2,000
075-899-522.15 GASOLINE & OIL	0	1,500	5,000	3,500
075-899-522.44 EQUIPMENT LESS THAN \$5000	0	20,000	35,000	15,000
075-899-522.93 OPERATIONAL SUPPLIES	0	642	5,000	4,358
075-899-533.07 PROFESSIONAL SERVICES	0	10,120	25,000	14,880
075-899-533.12 JOB-REQUIRED TRAVEL EXP	0	7,663	20,000	12,337
075-899-533.29 COMPUTER/INF TCH SERVICES	0	30,000	55,000	25,000
075-899-533.33 TELEPHONE SERVICE	0	7,500	15,000	7,500
075-899-533.40 AUTOMOBILE MAINTENANCE	0	2,500	5,000	2,500
075-899-533.42 EQUIPMENT MAINTENANCE	0	1,500	3,000	1,500
075-899-533.70 LEGAL NOTICES, ADVERTISING	0	15,000	25,000	10,000
075-899-533.84 BUSINESS MEALS/EXPENSES	0	5,000	6,500	1,500
075-899-533.85 PHOTOCOPY SERVICES	0	5,500	10,000	4,500
075-899-533.95 CONFERENCES & TRAINING	0	5,000	10,580	5,580
TOTALS	0	620,573	930,580	310,007

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
075-899-332.40 US DPT OF TREAS RNTL ASST	0	6,215,623	9,355,805	3,140,182
TOTALS	0	6,215,623	9,355,805	3,140,182

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
075-899-534.38 EMRGNCY SHELTER/UTILITIES	0	5,594,060	8,420,225	2,826,165
075-899-534.44 STIPEND	0	2,400	5,000	2,600
TOTALS	0	5,596,460	8,425,225	2,828,765

INCREASED REVENUE BUDGET:

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

### **691 LIHEAP – HHS Reason for Budget Amendment**

The COVID-19 public health emergency has had a profound impact on many households' ability to pay for their home energy needs, resulting in an overwhelming number of households accruing large home energy arrearage amounts, with imminent threat of disconnection from home energy suppliers. The State of Illinois has created the Utility Disconnection Avoidance Program (UDAP) in direct response to this problem to prevent disconnection of energy service for eligible Low-Income Home Energy Assistance Program (LIHEAP) households. UDAP participants may receive a one-time credit to clear arrearage amounts of at least \$250, up to a maximum of \$5,000 per UDAP participant, per energy source. Supplemental U. S. Health and Human Services funds are being utilized for this program that will keep approximately 30,000 home utility accounts from being shut off across the State of Illinois. RPC staff have already served 7,672 eligible households from July 2020 to May 2021.

This budget amendment also includes the IL DCEO-approved purchase of a specialty van in the amount of \$158,975 under the Federal GSA fleet pricing platform. Federal pass-through funds from U.S. HHS will be utilized for the vehicle purchase. The specialty van will allow us to significantly expand our outreach and client intake in Champaign County and will increase LIHEAP participation for eligible clients in the short and long-term. We will have a newly visible presence in high poverty urban and rural areas consistent with the ongoing demand due to the impact of the pandemic. Our ability to safely and securely serve eligible LIHEAP clients utilizing this specialty van will be significantly enhanced. It will be equipped with six computer workstations, network capability, WIFI access and will be fully ADA-compliant. This innovative specialty vehicle will enhance our LIHEAP outreach, access, and intake in underserved areas of Champaign County. Budgeted revenue will equal total appropriations over the period of supplemental award.



FUND 075 REGIONAL PLANNING COMM DEPARTMENT 691 HOME ENRGY AST-HHS-ODD YR

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	729,200	917,800	3,979,168	3,061,368

**INCREASED REVENUE BUDGET:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	829,000	829,000	3,979,168	3,150,168

EXPLANATION: SEE ATTACHED

DATE SUBMITTED:

5/25/2021

AUTHORIZED SIGNATURE

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

*Elizabeth Murphy*

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:



**REASON FOR AMENDMENT:** To accommodate new grant award from the City of Urbana to provide minor home repairs for seniors and the disabled through the U.S. HUD Community Development Block Grant (CDBG) program. The Regional Planning Commission will be responsible for administering the program, providing necessary staffing and materials for repair, documentation of expenditures and client income eligibility, serving approximately 16 clients within the Urbana city limits annually.

FUND 075 REGIONAL PLANNING COMM DEPARTMENT 903 URBANA SENIOR REPAIR

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	40,000	40,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	40,000	40,000

EXPLANATION: SEE ATTACHED

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DATE SUBMITTED:	AUTHORIZED SIGNATURE <span style="float: right;">** PLEASE SIGN IN BLUE INK **</span>
5/27/2021	<i>Elizabeth Murphy</i>

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

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## **104-901 BUDGET NARRATIVE**

The \$1.9 trillion American Rescue Plan included \$1 billion for Head Start programs. All Head Start, Early Head Start, and Early Head Start grantees are eligible to receive additional funds proportionally based on funded enrollment levels.

The RPC has prioritized paying for supplemental teacher aide staffing (wages and benefits) with this new one-time funding. This new funding is required to replace lost and unearned fee-for-service subsidy revenue due to the impact of the pandemic. During this period, our program served one-third fewer children than before the pandemic began. The third person in each classroom allows for quality programming, appropriate social distancing, and is in response to anticipated demand for in-person learning as vaccinations increase. Enrollment in our center-based option continues to accelerate. Programming will be aimed at rising kindergartners, children with disabilities, children experiencing food or housing insecurity, children that were unable to receive any in-person services this past year, and other areas determined by our community needs assessment.

Funds have also been allocated to maintaining safety protocols including the provision of PPE's, staff training, enhanced janitorial services, and repair and maintenance needs in our leased facilities including an emergency roof replacement at our Champaign West facility. Funds have also been designated for teacher recruitment and reaching more eligible families.

The ARPA funding allows us to provide one-time investments that best support the immediate needs of staff, children, and families while adhering to federal guidelines. In summary our priorities will include the following.

### **Reach More Families**

- Enrollment and recruitment. Our program will focus on re-enrollment and enrolling new families. We will be able to utilize funds to purchase services, materials, and technology to ramp up recruitment and enrollment efforts so that we are able to serve more eligible families in our community.

### **Support Head Start Employees**

- Planning sessions for staff. It is our intention to prepare for a continued return to in-person comprehensive services and ensure that everyone has the knowledge, skills, and resources necessary to operate effectively.
- Staff wellness and mental health support. It is our intention to continue to engage with staff to better understand the needs of team members, increase access to mental health consultation through our Employee Assistance Program (EAP), and instituting staff wellness strategies with our social emotional coaches and mentors.
- Paying for staff. It is our priority to pay for an additional teacher aide in each classroom to meet physical distancing requirements, reduce group size, and provide quality programming.

### **Get Facilities Ready for Increased In-person Comprehensive Services**

- We will continue to be focused on ventilation improvements to reduce the risk of indoor transmission and make our facilities safer. Installing new heating, ventilation, and air conditioning (HVAC) systems or other improvements, such as windows that can open with safety and securely.
- Outdoor learning and play. Purchasing or enhancing outdoor learning spaces, including nature-based learning and outdoor classrooms. Creating play areas and landscape features that promote exploration and discovery in a natural environment, such as plantings, gardens, and "loose parts" (i.e., materials for construction and pretend play), rather than traditional play structures or playgrounds.
- Cleaning supplies and services. Purchasing necessary supplies and enhanced contracting services to clean and disinfect facilities and vehicles.
- Addressing emergency facility repairs. Replacement of the 30-year-old roof at our Champaign West facility to ensure the health and safety of our staff and children.

FUND 104 EARLY CHILDHOOD FUND

DEPARTMENT 901 ARPA SUPPLMNT (HEADSTART)

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	796,869	796,869

**INCREASED REVENUE BUDGET:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	796,869	796,869

**EXPLANATION:** FUNDING ALLOWS TO PROVIDE ONE TIME INVESTMENTS THAT BEST SUPPORT THE IMMEDIATE NEEDS OF STAFF, CHILDREN, AND FAMILIES WHILE ADHERING TO FEDERAL GUIDELINES.

**\*\*PLEASE SEE ATTACHED NARRATIVE\*\***

DATE SUBMITTED:

5/28/2021

AUTHORIZED SIGNATURE

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

*Elizabeth Murphy*

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:



**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
104-901-511.03 REG. FULL-TIME EMPLOYEES	0	0	375,000	375,000
104-901-511.04 REG. PART-TIME EMPLOYEES	0	0	38,400	38,400
104-901-513.01 SOCIAL SECURITY-EMPLOYER	0	0	35,000	35,000
104-901-513.02 IMRF - EMPLOYER COST	0	0	33,500	33,500
104-901-513.04 WORKERS' COMPENSATION INS	0	0	8,500	8,500
104-901-513.05 UNEMPLOYMENT INSURANCE	0	0	6,500	6,500
104-901-513.06 EMPLOYEE HEALTH/LIFE INS	0	0	40,840	40,840
104-901-522.02 OFFICE SUPPLIES	0	0	1,000	1,000
104-901-522.04 COPIER SUPPLIES	0	0	1,000	1,000
104-901-522.10 FOOD	0	0	1,000	1,000
104-901-522.14 CUSTODIAL SUPPLIES	0	0	7,500	7,500
104-901-522.25 DIETARY NON-FOOD SUPPLIES	0	0	1,000	1,000
104-901-522.28 LAUNDRY SUPPLIES	0	0	3,000	3,000
104-901-522.44 EQUIPMENT LESS THAN \$5000	0	0	15,500	15,500
104-901-522.96 SCHOOL SUPPLIES	0	0	10,000	10,000
104-901-533.07 PROFESSIONAL SERVICES	0	0	10,000	10,000
104-901-533.12 JOB-REQUIRED TRAVEL EXP	0	0	500	500
104-901-533.29 COMPUTER/INF TCH SERVICES	0	0	3,000	3,000
<b>TOTALS</b>	0	0	591,240	591,240

**INCREASED REVENUE BUDGET:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
104-901-331.48 HHS-HEAD START PROGRAM	0	0	796,869	796,869
<b>TOTALS</b>	0	0	796,869	796,869



## **104-900 COVID 19 SUPPLEMENT**

As a result of the Consolidated Appropriations Act, 2021 approximately \$250 million is available for grants to Head Start grantees for one-time activities in response to COVID-19. The one-time formula allocation is based on federally funded enrollment in our Head Start and Early Head Start grants as required by the appropriation.

The one-time specific actions in response to COVID-19 include addressing emergency facility repairs. Funds will be focused on ventilation improvements to reduce the risk of indoor transmission, installing new heating systems at the Rantoul and Savoy sites, and dishwasher replacement at the Urbana location. Funds will also be utilized to enhance our technology infrastructure, to purchase additional PPE's and to improve our outdoor play areas. Enhanced outdoor play spaces will provide additional options for safe learning and creative play. These facility improvements are necessary to accelerate in-person center-based programming consistent with safety protocols and responsive to community needs.

FUND 104 EARLY CHILDHOOD FUND

DEPARTMENT 900 COVID19 SUPP (HEADSTART)

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
104-900-522.44 EQUIPMENT LESS THAN \$5000	0	0	20,000	20,000
104-900-522.96 SCHOOL SUPPLIES	0	0	10,000	10,000
104-900-533.45 NON-CNTY BLDG REPAIR-MNT	0	0	170,445	170,445
<b>TOTALS</b>	0	0	200,445	200,445

**INCREASED REVENUE BUDGET:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
104-900-331.48 HHS-HEAD START PROGRAM	0	0	200,445	200,445
<b>TOTALS</b>	0	0	200,445	200,445

**EXPLANATION:** ONE TIME ACTIVITIES IN RESPONSE TO COVID-19

**\*\*PLEASE SEE ATTACHED NARRATIVE\*\***

DATE SUBMITTED:

5/28/2021

AUTHORIZED SIGNATURE

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

*Elizabeth Murphy*

**APPROVED BY BUDGET & FINANCE COMMITTEE:**

**DATE:**

**904 LIHEAP – ARPA Reason for Amendment:** To accommodate receipt of new American Rescue Plan Act (ARPA) funding for the LIHEAP program. The federal Low Income Home Energy Assistance Program (LIHEAP) is a well-established program to help low-income households afford essential home energy service to maintain safe temperatures during frigid winters and sweltering summers. LIHEAP can help low-income consumers with their current home energy heating or cooling bills. LIHEAP covers any home heating or cooling fuel (e.g., electric, natural gas, propane, home heating oil, wood pellets, etc.). In addition to \$3.75 billion for this year's annual federal funding for LIHEAP, states and tribes also received \$900 million in LIHEAP funds in the CARES Act. These two funds are available for state and tribal LIHEAP programs through September 2021. The ARPA provides an additional \$4.5 billion across the U.S. including \$242.6M in Illinois for energy bills through LIHEAP until September 2022.

FUND 075 REGIONAL PLANNING COMM DEPARTMENT 904 LIHEAP - ARPA

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	4,693,534	4,693,534

**INCREASED REVENUE BUDGET:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	4,693,534	4,693,534

EXPLANATION: SEE ATTACHED

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DATE SUBMITTED: 6-7-2021	AUTHORIZED SIGNATURE <i>Elizabeth Murphy</i>	** PLEASE SIGN IN BLUE INK **
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APPROVED BY BUDGET & FINANCE COMMITTEE: DATE:




**905 LIHEAP State Supplemental – DCEO Reason for Amendment:** To accommodate separate supplemental grant funding from the State of Illinois for traditional LIHEAP client benefits from July 2021 – June 2022. These funds will be used to serve traditional LIHEAP customers only, while the existing LIHEAP – PIPP grant will service Percentage of Income Payment Plan (PIPP) customers only. In the past one grant served both types of customers. \$426,302 is budgeted in this new grant for direct client benefits.



FUND 075 REGIONAL PLANNING COMM DEPARTMENT 905 LIHEAP STATE SUPP - DCEO

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	495,700	495,700

**INCREASED REVENUE BUDGET:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	495,700	495,700

EXPLANATION: SEE ATTACHED

DATE SUBMITTED:

6-7-2021

AUTHORIZED SIGNATURE

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

*Elizabeth Murphy*

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
075-905-511.03 REG. FULL-TIME EMPLOYEES	0	0	30,000	30,000
075-905-511.05 TEMP. SALARIES & WAGES	0	0	5,000	5,000
075-905-522.01 STATIONERY & PRINTING	0	0	500	500
075-905-522.02 OFFICE SUPPLIES	0	0	398	398
075-905-522.06 POSTAGE, UPS, FED EXPRESS	0	0	500	500
075-905-522.15 GASOLINE & OIL	0	0	500	500
075-905-522.44 EQUIPMENT LESS THAN \$5000	0	0	1,000	1,000
075-905-533.07 PROFESSIONAL SERVICES	0	0	5,000	5,000
075-905-533.29 COMPUTER/INF TCH SERVICES	0	0	10,000	10,000
075-905-533.33 TELEPHONE SERVICE	0	0	2,000	2,000
075-905-533.42 EQUIPMENT MAINTENANCE	0	0	1,500	1,500
075-905-533.52 OTHER SERVICE BY CONTRACT	0	0	5,000	5,000
075-905-533.70 LEGAL NOTICES, ADVERTISING	0	0	2,000	2,000
075-905-533.85 PHOTOCOPY SERVICES	0	0	2,000	2,000
075-905-533.95 CONFERENCES & TRAINING	0	0	2,500	2,500
075-905-534.31 ENERGY ASSISTANCE	0	0	426,302	426,302
075-905-534.44 STIPEND	0	0	1,500	1,500
TOTALS	0	0	495,700	495,700

**INCREASED REVENUE BUDGET:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
075-905-334.86 IL DCEO-LIHEAP/WEATHERZTN	0	0	495,700	495,700
TOTALS	0	0	495,700	495,700



## **OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE**

1776 East Washington Street, Urbana, Illinois 61802-4581

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**Darlene A. Kloeppel, County Executive**

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### MEMORANDUM

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

From: Tami Ogden, Director of Finance

Date: June 15, 2021

Subject: Budget Amendment for Board of Health - IDPH Contract Tracing Grant Increase

In FY2021, the Board of Health budget included \$1,430,856, which equaled 50% of the COVID-19 Contact Tracing grant from the Illinois Department of Public Health originally awarded in FY2020. The Board of Health has recently been awarded a grant extension through December 31, 2021, and an additional \$350,000. A copy of the grant amendment is attached.

Budget Amendment #21-00024 requests the addition of \$350,000 in revenue to the FY2021 Budget and an equal amount of appropriation to extend payment to CUPHD as services are provided.

### **REQUESTED ACTION**

The Finance Committee recommends Board Budget Amendment #21-00024 be forwarded to the County Board for approval.

FUND 089 COUNTY PUBLIC HEALTH FUND DEPARTMENT 049 BOARD OF HEALTH

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
089-049-533.07 PROFESSIONAL SERVICES	2,402,431	2,402,431	2,752,431	350,000
TOTALS	2,402,431	2,402,431	2,752,431	350,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
089-049-334.38 IDPH CV-19 CRISIS GRANT	1,430,856	1,430,856	1,780,856	350,000
TOTALS	1,430,856	1,430,856	1,780,856	350,000

EXPLANATION: COVID-19 CONTACT TRACING GRANT AMENDMENT INCREASING FUNDS IN THE AMOUNT OF \$350,000 TO BE SPENT BY 12/31/21. AN EQUAL INCREASE IN APPROPRIATION IS REQUESTED TO EXTEND PAYMENT TO CUPHD AS SERVICES ARE PROVIDED.

DATE SUBMITTED: 5-27-2021 AUTHORIZED SIGNATURE *Amaral Ogden* \*\* PLEASE SIGN IN BLUE INK \*\*

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

**STATE OF ILLINOIS**

**GRANT AMENDMENT 2**

ILLINOIS DEPARTMENT OF PUBLIC HEALTH

PROGRAM NAME : COVID-19 Contact Tracing – 2020 Amendment #2

Grant # : 05180108H

Amendment # : 05180108HAMD2

The undersigned Agency and Grantee (the Parties) agree that the following shall amend the Grant Agreement referenced herein. All terms and conditions set forth in the original Grant Agreement, not amended herein, shall remain in full force and effect as written. In the event of conflict, the terms of this Amendment shall prevail.

IN WITNESS WHEREOF, the Agency and the Grantee cause this Amendment to be executed on the dates shown below by representatives authorized to bind the respective PARTIES.

**GRANTEE**

Grantee Name : Champaign County	Address : 1776 E. Washington, Urbana, IL 61802
Signature:	Phone : (217) 531-5369
Printed Name : Julie Pryde	Fax : (217) 531-5381
Title : Administrator	Email : jpryde@c-uphd.org
Date :	

**STATE OF ILLINOIS**

Procuring Agency: Illinois Department of Public Health	Phone :
Street Address: 535 W. Jefferson	Fax :
City, State ZIP: Springfield, IL 62761-0001	
Official Signature:	Date:
Printed Name: Ngozi O. Ezike, MD	
Official's Title: Director	

**STATE USE ONLY****NOT PART OF CONTRACTUAL PROVISIONS**

PBC# : 20-114863		Project Title : COVID-19 Contact Tracing – 2020 Amendment #2	
Contract # : 05180108H		Procurement Method (IFB, RFP, Small, etc):Grant	
IPB Ref. #		IPB Publication Date:	Award Code:
Subcontractor Utilization?		Subcontractor Disclosure?	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source: 063-48250-1900-0005 and 063-48250-1900-0100		Obligation # 05180108HAMD2	
General Counsel Approval:			
Signature		Printed Name	Date

1. **GRANT DESCRIPTION** (including Original Purchase Order or Contract Number): 05180108H

The COVID-19 LHD Contact Tracing Grant will be a one-year grant agreement (June 1, 2020 – May 31, 2021) to support local health departments in conducting contact tracing programs. Contact tracing is a critical component of the COVID-19 pandemic response and a key strategy to preventing further spread of COVID-19. Contact tracing is the process of investigating positive COVID-19 cases, and begins with COVID-19 testing. When individuals test positive for the COVID-19 virus, this information is then used to identify the known exposed contacts of the COVID-positive individual, and supporting the exposed individuals through an isolation or quarantine period. That is, for each person who is newly diagnosed with COVID-19 as a “case,” they are interviewed to enumerate their close contacts and contacts are notified that they are at risk so that they can be tested, watch for symptoms and be linked to resources to protect themselves and their families. Local health departments play a crucial role in ensuring that contact tracing efforts result in successful disease control.

2. **DESCRIPTION OF AMENDMENT** (Check all that apply, complete blanks and explain as necessary):

2.1. The completion date will be  extended,  shortened or  remain the same.

2.1.1. Original completion date: 05/31/2021

2.1.2. Revised completion date: 12/31/2021

2.2. The method of determining compensation (e.g., hourly rate, fixed fee, etc.) will  stay the same or  change as follows:

2.3. The cost will be  increased,  decreased or  remain the same.

2.3.1. Original cost: 2,861,712.00

2.3.2. Amount of change: 350,000.00

2.3.3. Revised cost: 3,211,712.00

2.4. The supplies or services to be provided will  stay the same or  be changed as follows:

**2.5. The following changes have been made to Article 1 of the original grant:**

**1.2 Shall now read;** Amount of Agreement. Grant Funds, shall not exceed \$3,211,712.00, of which \$3,211,712.00 are federal funds. Grantee agrees to accept Grantor's payment as specified in the Exhibits and attachments incorporated herein as part of this Agreement.

**2.6. The following changes have been made to Exhibit C of the original grant:**

Grant Funds shall not exceed \$3,211,712.00, of which \$3,211,712.00 are federal funds.

Additional funding requested by the Grantee and approved by the Department will be funded by the U.S. Centers for Disease Control and Prevention through the Epidemiology and Laboratory Capacity for Infectious Diseases (ELC) grant for reimbursements submitted from December 31, 2020 through the grant end period December 31, 2021. Grantees are not allowed to spend the CARES Act funded portion of their grant award; those funds expired 12/30/2020 per the previously executed Grant Amendment 1.

The Grantee will continue to submit reimbursements for their remaining and additionally approved

CDC ELC funds through the extended grant end period of 12/31/2021. Future payments to the Grantee are subject to the Grantee's submission and certification of eligible costs incurred and any documentation as required by the Department. Payment shall be initiated upon the Department's approval of eligible costs and cash amount requested for reimbursement of those costs.

3. **EFFECTIVE DATE OF AMENDMENT:** upon execution

4. **WHY IS CHANGE NEEDED?** (Check all that apply and explain.)

4.1  The circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the grant agreement was signed.

4.2  The change is germane to the original grant agreement as signed.

4.3  The change order is in the best interest of the State and authorized by law.

Explanation of why change is needed:

This grant amendment includes a date extension from the original end date of May 31, 2021 to December 31, 2021, and a funding increase for the COVID-19 Contact Tracing grant. Contact tracing is a critical component of the COVID-19 pandemic response and a key strategy to preventing further spread of COVID-19. Local health departments that request a date extension and additional funding may continue their contact tracing efforts for another seven (7) months during the ongoing pandemic. The amendment also includes a Change of Work Plan so the Grantee can extend the dates on their existing objectives and activities and/or include new objectives and activities.

Additional grant funding was requested by the Grantee and included a detailed plan on how their existing CDC ELC funds and any additional approved funds will be fully expended by December 31, 2021. Additional funds are subject to review and approval by the Department and will be awarded with CDC ELC funds. Grantees may continue to spend down the remaining CDC ELC funded portion of their award from December 31, 2020 through the extended grant end period of December 31, 2021. Grantees are not allowed to spend the CARES Act funded portion of their grant award; those funds expired 12/30/2020 per the previously executed Grant Amendment 1.

5. **WHAT PROVISION OF THE GRANT OR OTHER LAW AUTHORIZED THIS CHANGE?**

Part One Article XXVI Section 26.5 of the original Grant Agreement allows amendments to the agreement upon mutual consent of the Parties, expressed in writing and signed by the Parties.



**TAXPAYER IDENTIFICATION NUMBER**

I certify that:

The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and

I am a U.S. person (including a U.S. resident alien).

- If you are an individual, enter your name and SSN as it appears on your Social Security Card.
- If you are a sole proprietor, enter the owner’s name on the name line followed by the name of the business and the owner’s SSN or EIN.
- If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner’s name on the name line and the D/B/A on the business name line and enter the owner’s SSN or EIN.
- If the LLC is a corporation or partnership, enter the entity’s business name and EIN and for corporations, attach IRS acceptance letter (CP261 or CP277).
- For all other entities, enter the name of the entity as used to apply for the entity’s EIN and the EIN.

Name : \_\_\_\_\_

Business Name : Champaign County

**Taxpayer Identification Number :**

Social Security Number : \_\_\_\_\_

or

Employer Identification Number : 37-6006910

Legal Status : Governmental

Signature of Authorized Representative : \_\_\_\_\_

Date : \_\_\_\_\_

**CHAMPAIGN COUNTY CIRCUIT COURT  
SIXTH JUDICIAL CIRCUIT**



101 EAST MAIN STREET  
URBANA, ILLINOIS 61801

**TO:** Kyle Patterson, Chair, Champaign County Board; Steve Summers, Vice Chair, County Board; Stephanie Fortado, Chair, Finance Committee; Jim Goss, Vice Chair, Finance Committee  
Darlene Kloeppel, County Executive  
George Danos, Auditor  
Tami Ogden, Deputy Administrator of Finance

**FROM:** Randall B Rosenbaum, Presiding Judge  
Lori Hansen, Court Administrator

**DATE:** June 8, 2021

**RE:** Budget Amendment 21-00027

On May 14, 2021, the Director of the Administrative Office of the Illinois Courts (AOIC), announced a submission deadline extension for a grant to assist with the establishment and improvement of remote capabilities for local court systems. The new deadline for requesting COVID Rapid Relief Funding for Remote Capabilities was June 4, 2021.

The Champaign County Circuit Court had been working to identify vendors, schedule consultations, and obtain recommendations for the replacement of the courtroom audio system since late 2020. Only one vendor provided a bid that meets the needs of the Circuit Court. This vendor holds the contract with the State of Illinois for onsite support of the audio equipment used in the Champaign County Courthouse for electronic recordation of court proceedings.

On May 28<sup>th</sup>, 2021, the Circuit Court submitted a memorandum documenting an agreement between the Presiding Judge of Champaign County, Randall B Rosenbaum, and Thompson Electronics for the installation of an audio system upgrade that would replace the existing, failing audio system in four courtrooms. An emergency purchase order was completed to cover the cost of the work on these four courtrooms with the funds being made available from the Court Automation Fund.

While all 11 courtrooms at the Champaign County Courthouse will require this necessary update, Thompson Electronics was only able to guarantee completed work on four courtrooms by July

31, 2021, which was a specified requirement for applying for and receiving the COVID Rapid Relief Funds.

On June 4, 2021, Judge Rosenbaum, as Chief Judge of the Sixth Judicial Circuit, with the support of County Treasurer, Cassandra Johnson, applied for COVID Rapid Relief Funding from AOIC for the purpose of updating the previously mentioned four courtrooms. The total request for this portion of the grant was \$35,975.00. It is the Court's intention to reimburse the county the full amount of the emergency purchase order upon receipt of funding from AOIC.

That same day, the Court received information that the AOIC might, in certain circumstances, consider approving a request if a project is completed by August 30, 2021, and not the original deadline of July 31, 2021. The Court was unable to confirm this information before submitting the grant request in time to meet the June 4 submission deadline. Thompson Electronics assured the court that all 11 courtrooms could be completed by the end of August. Consequently, the Court, with the support of the Treasurer, drafted a separate request to the AOIC for funding to upgrade the audio system in the remaining seven courtrooms. The total for second request was \$51,525.00. This amount would be reimbursed if the second request for funding is approved.

The expenditures from the Court Automation fund have been approved by both the Chief Judge of the Sixth Judicial Circuit and Circuit Clerk Susan McGrath. The requested appropriations will help expedite the completion of this necessary project and qualify the expenditures for reimbursement by the AOIC. We are happy to answer any questions you may have about this budget amendment.

Thank you.

Cc: Susan McGrath, Circuit Clerk  
Cassandra Johnson, Treasurer  
Megan Robison

REQUEST FOR BUDGET AMENDMENT

BA NO. 21-00027

FUND 613 COURT'S AUTOMATION FUND DEPARTMENT 030 CIRCUIT CLERK

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
613-030-544.33 OFFICE EQUIPMENT & FURNIS	0	47,500	123,475	75,975
<b>TOTALS</b>	0	47,500	123,475	75,975

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
613-030-369.90 OTHER MISC. REVENUE	0	0	35,975	35,975
<b>TOTALS</b>	0	0	35,975	35,975

**EXPLANATION:** \$87,500 PURCHASE REQUIRED TO REPLACE FAILING COURT AUDIO SYSTEM  
CIRCUIT CLERK WILL PAY \$11,525 FROM FY2021 APPROPRIATIONS.  
PLEASE INCREASE APPROPRIATIONS BY \$75,975; \$40,000 FROM THE  
FUND BALANCE; AOIC WILL REIMBURSE COUNTY FOR \$35,975.  
SUMMARY >> \$35,975 AOIC REIM + \$40,000 FUND BAL + \$11,525 CLERK = \$87,500

DATE SUBMITTED: <u>6/7/21</u>	AUTHORIZED SIGNATURE <u>R. Lee B. Paul</u>	** PLEASE SIGN IN BLUE INK **
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APPROVED BY BUDGET & FINANCE COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_


**From:** [Judge R. Rosenbaum](#)  
**To:** [Lori Hansen](#); [Beth Smith](#); [Judge R. Rosenbaum](#)  
**Cc:** ["fiscalreporting@illinoiscourts.gov"](mailto:fiscalreporting@illinoiscourts.gov)  
**Subject:** 2 Applications for COVID rapid relief funding  
**Date:** Friday, June 4, 2021 3:36:37 PM  
**Attachments:** [Covid rapid relief funding request-Champaign County Courthouse \(#1\).pdf](#)  
[Covid rapid relief funding request-Champaign County Courthouse \(#2\).pdf](#)

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Dear AOIC Officials,

Champaign County is seeking funding for several different technology-related upgrades that will allow us to conduct more and better remote hearings. We appreciate the available funding.

At the suggestion of one of your staff, we are making two different requests. I wanted to explain them.

We have 11 courtrooms, all of which have old and inferior sound systems. Parts have broken down over the years and have had to be replaced. Some parts are no longer available. People in the public gallery cannot hear what is being said in court. We had been working with Thompson for the past few months to get a quote for the work. As you know they do a lot of work for Illinois and many courthouses. We were told that ALL work for this funding must be completed by July 31. Thompson indicated a week or so ago that they could not complete all 11 courtrooms by July 31 but could complete 4 of them. They therefore broke down their bid into two separate projects, one for the first 4 courtrooms and one for the other 7. Our first request contains the audio work for those 4 courtrooms as well as other technology projects.

Our second request contains only the sound system for the remaining 7 courtrooms. It is necessary work in general and needed to allow remote access with the portable AV system (which is part of our first request). It would be a continuation of the work from the other courtrooms. We believe work can begin in July and can be completed by the end of August. The delay is out of our control. It is our understanding that much of the equipment has been delayed in shipping due to COVID and now there is a flood of work. We understand that may be beyond the deadline but hope an exception can be made under the circumstances.

If you have any questions or concerns, please do not hesitate contacting us. We look forward to your response.

Chief Judge Randall Rosenbaum

## COVID RAPID RELIEF FUNDING FOR REMOTE CAPABILITIES REQUEST FORM

### PURPOSE AND SUBMISSION

The Administrative Office of the Illinois Courts (AOIC), on behalf of the Supreme Court of Illinois, seeks technology requests to enhance, improve and/or establish remote capabilities within the local court systems. The COVID Rapid Relief Funding for Remote Capabilities is offered with limited Fiscal Year 2021 Judicial Branch General Revenue Funding for technology goods and/or services for judicial branch personnel that have been denied due to local funding issues.

**Request due by:** Thursday, December 31, 2020      **Submit to:** fiscalreporting@illinois.courts.gov

### APPLICANT INFORMATION

Judicial Circuit	Sixth	County	Champaign		
Name of Governmental Organization		Champaign County			
If Funding is Approved, please identify the Name to appear on the Warrant/Check					
Taxpayer Identification Number	37-600-6910				
County Treasurer's Name	Cassandra Johnson				
Address	1776 East Washington Street				
City/State/Zip Code	Urbana		IL	61802	
Telephone Number	(217) 384-3743		Email Address	treasurer@co.champaign.il.us	

### FUNDING REQUEST

Please identify the technology goods/services, the purpose, quantity and unit cost. The funding request will be calculated automatically based on the identified quantity and unit cost.

Goods/Services	Purpose	Quantity	Unit Cost	Funding Request	Funding Approved (AOIC Only)
Audio upgrade to 4 courtrooms (see attached option 1)	Necessary for courtroom amplification and courtroom upgrades to remote hearing capabilities	1	35,975.00	35,975.00	
Portable AV System (see attached)	Remote hearing/wireless presentation system	3	8,899.00	26,697.00	
HP Pavilion A O Desktop computer (see attached)	Remote video computer for jar	1	900.00	900.00	
Lenovo ThinkPad Laptop (see attached)	Self-representation; help desk/Ask-A-Lawyer service - remote limited scope assistance for SRLs	1	949.00	949.00	
<b>TOTAL</b>				<b>\$ 64,521.00</b>	

### FUNDING OPTIONS

The Approved one-time funding will require the Chief Circuit Judge and the County Treasurer to enter into a Funding Agreement with the AOIC. Payment to the County will be made utilizing one of the following options, **please check one**:

- Option 1.  **REIMBURSEMENT TO THE COUNTY:** The County MUST procure and make all payments for the Approved goods/services. The County MUST submit the Invoice Voucher, vendor invoice(s) with proof of county payment to seek funding reimbursement from the AOIC.
- Option 2.  **PAYMENT TO THE COUNTY:** The Approved request for goods/services will be processed for payment to the County upon receipt of the Invoice Voucher along with the vendor's proposal/quote(s). The County MUST submit vendor invoice(s) with proof of county payment to the AOIC once all invoices are paid.

### COUNTY TREASURER'S CERTIFICATION AND CHIEF CIRCUIT JUDGE'S APPROVAL

I, Cassandra Johnson, County Treasurer to the best of my knowledge, do hereby certify that the information is correct and acknowledge that the Chief Judge has reviewed and approved this Funding Request for which funding will be used to enhance, improve and/or establish remote capabilities within this County.

	06/04/2021		6/4/21
County Treasurer's Signature	Date	Chief Circuit Judge's Signature	Date

### AOIC APPROVALS

AOIC Technical Approval	Date
AOIC Fiscal Approval	Date



Taking Technology to a Higher Level  
**Thompson Electronics Company**

**Acceptance:**

**Champaign County Courthouse - Technology System Upgrades- tax exempt**

Project # 326112PE

\*Note: Option #1 must be integrated before/with Option #2 due to shared network switches

<b>Option #1 (Audio system headend upgrade <del>A, B, C, D</del>):</b>	\$ 35,975.00	✓
& Installation per listed Terms, Conditions and Scope of Work		
<b>Option #2 (Audio system headend upgrade E, F, G, H, J, K, L):</b>	\$ 51,525.00	
& Installation per listed Terms, Conditions and Scope of Work		

*4 Courtrooms TED RBR*

Proposal total accepted: (Please total the items selected and indicate here) <span style="float: right; margin-left: 20px;">\$ 35,975.00</span>
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I am authorized to accept this proposal from your company. I have read this proposal and understand the function of the system, scope of work, terms. I agree with and accept all aspects of this proposal being offered by Thompson Electronics Company. I have indicated the base proposal being accepted above as well as those options that we desire added to the base proposal. I understand that materials and options offered in this proposal are offered as part of a total proposal and may or may not be purchased for the prices listed outside of this proposal. I understand that all price quotes made in this proposal are limited to this proposal and may expire 30 days from the date this proposal is made. I understand that this installation will in no way correct any existing defects of the existing systems and that further or additional labor and materials may be required to correct pre-existing system problems (at an additional cost). On signed receipt of this page Thompson Electronics Company will begin drawings, order material if/when directed and contact the indicated representative for project scheduling.

I accept this proposal and the terms and conditions expressed therein: Presiding Judge / Chief Judge  
 Date: 5/28/21 By: [Signature]  
 Purchase Order (if required): PO 4317

(To accept this proposal please sign and fax all pages to 309-697-3337, attention: Carl Howell)

## COVID RAPID RELIEF FUNDING FOR REMOTE CAPABILITIES REQUEST FORM

### PURPOSE AND SUBMISSION

The Administrative Office of the Illinois Courts (AOIC), on behalf of the Supreme Court of Illinois, seeks technology requests to enhance, improve and/or establish remote capabilities within the local court systems. The COVID Rapid Relief Funding for Remote Capabilities is offered with limited Fiscal Year 2021 Judicial Branch General Revenue Funding for technology goods and/or services for judicial branch personnel that have been denied due to local funding issues.

**Request due by:** Thursday, December 31, 2020      **Submit to:** fiscalreporting@illinois-courts.gov

### APPLICANT INFORMATION

Judicial Circuit	<b>Sixth</b>	County	Champaign		
Name of Governmental Organization		Champaign County			
If Funding is Approved, please identify the Name to appear on the Warrant/Check					
Taxpayer Identification Number		37-600-6910			
County Treasurer's Name		Cassandra Johnson			
Address		1776 East Washington Street			
City/State/Zip Code		Urbana	IL	61802	
Telephone Number		(217) 384-3743	Email Address		treasurer@co.champaign.il.us

### FUNDING REQUEST

Please identify the technology goods/services, the purpose, quantity and unit cost. The funding request will be calculated automatically based on the identified quantity and unit cost

Goods/Services	Purpose	Quantity	Unit Cost	Funding Request	Funding Approved (AOIC Only)
Audio upgrade to 1 courtrooms (see attached option 2)	Necessary for courtroom amplification and courtroom upgrades to remote hearing capabilities	1	\$1,525.00	\$1,525.00	
<b>TOTAL</b>				<b>\$ 1,525.00</b>	

### FUNDING OPTIONS

The Approved one-time funding will require the Chief Circuit Judge and the County Treasurer to enter into a Funding Agreement with the AOIC. Payment to the County will be made utilizing one of the following options, **please check one:**

- Option 1.  **REIMBURSEMENT TO THE COUNTY:** The County MUST procure and make all payments for the Approved goods/services. The County MUST submit the Invoice Voucher, vendor invoice(s) with proof of county payment to seek funding reimbursement from the AOIC.
- Option 2.  **PAYMENT TO THE COUNTY:** The Approved request for goods/services will be processed for payment to the County upon receipt of the Invoice Voucher along with the vendor's proposal/quote(s). The County MUST submit vendor invoice(s) with proof of county payment to the AOIC once all invoices are paid

### COUNTY TREASURER'S CERTIFICATION AND CHIEF CIRCUIT JUDGE'S APPROVAL

I, Cassandra Johnson, County Treasurer, to the best of my knowledge do hereby certify that the information is correct and acknowledge that the Chief Judge has reviewed and approved this Funding Request for which funding will be used to enhance, improve and/or establish remote capabilities within this County.

	<u>06/04/2021</u>		<u>6/4/21</u>
County Treasurer's Signature	Date	Chief Circuit Judge's Signature	Date

### AOIC APPROVALS

AOIC Technical Approval	Date	AOIC Fiscal Approval	Date
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Taking Technology to a Higher Level

**Thompson Electronics Company**

Acceptance:

**Champaign County Courthouse - Technology System Upgrades- tax exempt**

Project # 326112PE

\*Note: Option #1 must be integrated before/with Option #2 due to shared network switches

- Option #1 (Audio system headend upgrade A,B, C, D):** \$ 35,975.00  
& Installation per listed Terms,  
Conditions and Scope of Work
- Option #2 (Audio system headend upgrade E, F, G, H, J, K, L):** \$ 51,525.00  
& Installation per listed Terms,  
Conditions and Scope of Work

Proposal total accepted: (Please total the items selected and indicate here)      \$
--

I am authorized to accept this proposal from your company. I have read this proposal and understand the function of the system, scope of work, terms. I agree with and accept all aspects of this proposal being offered by Thompson Electronics Company. I have indicated the base proposal being accepted above as well as those options that we desire added to the base proposal. I understand that materials and options offered in this proposal are offered as part of a total proposal and may or may not be purchased for the prices listed outside of this proposal. I understand that all price quotes made in this proposal are limited to this proposal and may expire 30 days from the date this proposal is made. I understand that this installation will in no way correct any existing defects of the existing systems and that further or additional labor and materials may be required to correct pre-existing system problems (at an additional cost). On signed receipt of this page Thompson Electronics Company will begin drawings, order material if/when directed and contact the indicated representative for project scheduling.

I accept this proposal and the terms and conditions expressed therein \_\_\_\_\_

Date: \_\_\_\_\_ By \_\_\_\_\_

Purchase Order (if required) \_\_\_\_\_

*(To accept this proposal please sign and fax all pages to 309-697-3337, attention: Carl Howell)*



*Taking Technology to a Higher Level*  
**Thompson Electronics Company**

Champaign County Courthouse  
 Attn: Lori Hansen/Beth Smith  
 Re: Courthouse Audio upgrades (2 phases)

Thank you for the opportunity to provide quality A/V system upgrades for Champaign County Courthouse. This proposal outlines and addresses the items we discussed in our meeting and includes an Audio System upgrade proposal. Following a contract/purchase order, we will begin to assemble power/data requirements and installation detail drawings.

**AV needs for The Courtrooms as discussed In our meeting:**

- The need to replace the current audio reinforcement system headend for ~~4~~ *4 (four) RSR* courtrooms ~~A, B, C, and D~~ for phase #1 and ~~E, F, G, H, J, K, and L~~ for Phase #2. *(TBD asap) Remaining 7 (seven) RSR*

The system specified within is truly a great solution for you. The system was designed with reliability, maintenance, security, and cost in mind. We also utilized our extensive history of integrating/interfacing County technology projects with the AOIC state digital recording systems. We implement and service all AOIC provided AV systems. We do this for the entire state of Illinois Court system (including both Supreme Court facilities, all Appellate court facilities, and county court facilities). The equipment selected is of high quality, reflects current technology, and will integrate seamlessly with the AOIC systems at your facility. If you have any questions concerning any item in this proposal, need any additional information or would like to discuss terms, overall costs, or system alternatives, please contact me at your earliest convenience. I am confident you will be more than satisfied with this A/V system solution and I look forward to working with you on this project.

Sincerely,

Carl A. Howell CTS-D, CTS-I  
 Thompson Electronics Company  
 800-323-3300 Ext. 210  
[cah@thompsonet.com](mailto:cah@thompsonet.com)

**Option #1 Audio System headend upgrade for CR- A, B, C, D:**

- We will remove the existing audio headend for A, B, C, and D consisting of BiAmp processors, amplifiers, I/O extensions, and control boxes as they are aging out and having regular failures.
- We will install (4) QSC 110F Unified Core processors to replace the current BiAmp processors. These processors are high performance audio processors with advanced features for the ultimate in reliability and performance. These processors also will aid in future upgrades for the courtroom AV as these processors can also process audio, video, and control (with software upgrades) which ties into the upgrades we have proposed for the individual courtroom Zoom upgrades in a separate quote). We will also provide (2) 48 port managed switches for the system requirements (these will be reused whenever the other 7 rooms are upgraded with new audio). The Core 110F processors will be located in each courtroom and the switches will be in the equipment room.



- We will install (4) QSC amplifiers to power the PA zones for the courtrooms outlined in this option. These are heavy duty amplifiers made for long uptime scenarios such as courtrooms. These amplifiers will replace all the current amplifiers and will reside in the current equipment room.



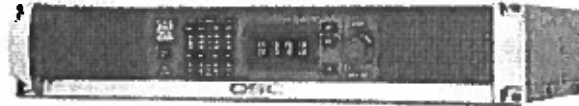
- Project includes all of the above parts, installation labor of those parts, programming of the system, and labor to integrate this system. We will reuse the existing speakers and speaker cabling as requested.

**Option #2 Audio System headend upgrade for CR- E, F, G, H, J, K, L:**

- We will remove the existing audio headend for E, F, G, H, J, K, and L consisting of BiAmp processors, amplifiers, I/O extensions, and control boxes as they are aging out and having regular failures.
- We will install (7) QSC 110F Unified Core processors to replace the current BiAmp processors. These processors are high performance audio processors with advanced features for the ultimate in reliability and performance. These processors also will aid in future upgrades for the courtroom AV as these processors can also process audio, video, and control (with software upgrades) which ties into the upgrades we have proposed for the individual courtroom Zoom upgrades in a separate quote). We will use the (2) Network switches from Option #1 to integrate this option. The Core 110F processors will be located in each courtroom.



- We will install (7) QSC amplifiers to power the PA zones for the courtrooms outlined in this option. These are heavy duty amplifiers made for long uptime scenarios such as courtrooms. These amplifiers will replace all the current amplifiers and will reside in the current equipment room.



- Project includes all of the above parts, installation labor of those parts, programming of the system, and labor to integrate this system. We will reuse the existing speakers and speaker cabling as requested.

**Scope of Work:**

**THOMPSON ELECTRONICS COMPANY IS RESPONSIBLE FOR THE FOLLOWING:**

- Provide shop drawings as required
- Provide cable diagrams for facility reference
- Supply and install all low voltage cable as required to support the system(s) selected (after conduit or pathway is provided by customer)
- Install and setup all of the equipment as described in this proposal.
- Install and terminate all plates
- Label all installed cable
- Install previously stated electronic components per our diagram and directions
- Install supplied mounts, per our diagram and directions (if applicable)
- Install any previously described control and switching equipment, per our diagram and directions
- Provide system programming and tuning/training
- Install all audio/video equipment as described previously in the proposal
- Provide in-service training for staff
- Provide one project foreman for one on site coordination meeting prior to the start of this project if requested
- Provide first shift labor

At the completion of the installation and testing, we will provide you with the following:

1. All complete operating manuals
2. Technical operating instructions to your appointed system operator.
3. A one-year warranty on the new equipment and installation of the new equipment against all defects except those caused by misuse or acts of God. This does not cover any existing equipment we are reusing from the existing system. Our warranty starts after the first beneficial usage of the system.

**CUSTOMER IS RESPONSIBLE FOR THE FOLLOWING:**

- Supply and install any 120v power, 120V cable, hardware, all backboxes /floor boxes/conduit as required to support this system installation (if required- not all projects require additional power).
- Provide final review of this proposal prior to acceptance and start of construction to be certain that the operation of the system meets the needs of the end users.
- Provide coordination with other trades and users of the facility as needed to facilitate the installation of all devices included with this project.
- Provide additional fees for restoration of operation (or) equipment as required for loss of-or equipment damage caused by actions of others whether or not

related to work governed by this agreement that prevent the final operation of these systems prior to owner acceptance.

- Provide assistance with system check-out.
- Provide timely return of reviewed shop drawings (if applicable).
- Provide notification and scheduling information in a timely fashion.
- Provide one site contact for facility and system coordination and meetings prior to the start and over the span of this project as requested.
- Provide additional compensation (if necessary) for additional material required to complete this project based on changes made by the owner or end users of the systems.
- Provide required network access, network infrastructure, network setup, data drops, and network connectivity/speed/power to support the system's functionality. Any issues related to the network are not the responsibility of TEC.
- General System Maintenance
- Provide uninterrupted access to the workspace from 7am-5pm on days we are scheduled to perform our work.
- Provide proper cooling for our equipment rack location

*NOTE: TEC is not responsible for issues arising from structure borne vibrations, customer's lighting, or customer's network.*

#### **DEPOSIT & PAYMENT TERMS**

Thompson Electronics Company requires a 50% deposit upon acceptance, 25% due upon start with the remaining 25% due 30 days from substantial completion. Our published warranty statement applies to this project. Our full one-year warranty applies to this project. Our terms and warranty statement is incorporated into any agreement made concerning this project and will govern our work. Our standard terms and conditions are included at the end of this proposal or it may be viewed at any time from our web site: [www.thompsonet.com](http://www.thompsonet.com). Our warranty covers only the labor and materials that our company supplies and/or installs. Our warranty specifically excludes existing field devices and wiring. System and item price quotes including cable are made for this specific project and are valid for 30 days from the date of this document. Following the stated 30-day time period we reserve the right to re-quote or adjust our prices as necessary.

*NOTE: The price and material information contained in this proposal does not include any applicable taxes and may not be considered as binding in any way to Thompson Electronics Company after 30 days from the date of issuance of this proposal. Any programming source code is property of Thompson Electronics and is not included in the cost of this proposal. This proposal, system design, and recommendations within this proposal are the property of Thompson Electronics Company and cannot be used in any way without direct written consent from a representative of Thompson Electronics Company. Pictures shown may not represent actual model number of part described. All equipment specification sheets are available upon request.*

**The TEC Difference -**  
Expertise. Experience. Quality.

*Taking Technology to a Higher Level*

## **Thompson Electronics Company**

Audio / Video

### **Quality**

Once assembled all electronics are tested and "burned-in." This "burn-in" process allows us to catch any defective equipment before the on-site installation and assure successful system operation. All material furnished will be new and will conform to the applicable requirements of the Underwriters Laboratories and the National Standards Institute. Care will be taken in wiring as to avoid damage to the cables and the equipment. All joints and connections will be made with rosin core solder and/or with mechanical connectors. Wiring shall be executed in strict adherence to standard broadcast practices. All switches, outlets, connectors, etc. shall be clearly, logically, and permanently marked during the installation.

We will take all precautions as are necessary to guard against electromagnetic hum, provide adequate ventilation, and install the equipment so as to provide maximum safety to the operator. All cable shall be run in the open without the use of conduit and shall be run so that it is as unobtrusive as possible. Raceway shall be utilized for aesthetic purposes where necessary to conceal wiring.

### **Project Preparation**

Your system starts before we begin the on-site installation. A great deal of work is started in our shop. Equipment racks are loaded and terminated, speaker clusters are assembled and painted and digital processing equipment is programmed. Performing this work in a controlled environment assures the system is assembled correctly and according to factory standards. Assembly in the shop also helps to reduce the amount of onsite work required and makes the change-over period much shorter, along with reduced travel and possible overnight expenses.



### **Experience & Expertise**

Thompson Electronics Company A/V representatives are Certified Technology Specialist, CTS, CTS-D, CTS-I and will assist you to provide a comprehensive A/V system that meets your communication needs. They will also work closely with the AV technicians to ensure a quality installation. Our technicians are highly trained and experienced in sound and video installations. Technician certifications include: NICET – technician training to test, troubleshoot and certify all systems for the highest quality performance. C-CEST – Certified Electronics System Technician, this training ensures extensive electronics knowledge and hands on skills.

All technicians are employees of Thompson Electronics Company and are members of the IBEW. Our technicians have successfully installed simple to complex systems and have many years of experience. Thompson Electronics Company is also dedicated to continuing education. Our knowledgeable team has the skills to provide cutting edge technology solutions. Training examples: product specific factory training, loud-speaker rigging standards and advanced sound system installation practices. We are confident that you will be more than pleased with the quality of our work, service and support that we offer.

### **Electronics Systems**

- Design - Project Management - Installation - Service -

# TERMS AND CONDITIONS OF SALE

## Thompson Electronics Company

905 South Bosch Road • Peoria Illinois 61607 • www.thompsonet.com  
voice 309.697.2277 • fax 309.697.3337 • License # 127-000536

**1. CONTRACT PRICE** Buyer shall pay Thompson Electronics Company for the performance of the work, subject to the additions and deductions by Change Order, the agreed upon Contract Price. Prices are valid only up to the validity date of the quotation or 30 days unless stated otherwise.

**2. PROGRESS PAYMENTS** Based upon requests for payment submitted by Thompson Electronics Company, buyer shall make monthly progress payments on account of the Contract Price to the contractor based upon the value of stored materials and the work completed each month. If necessary, request for progress payment submitted to buyer by Thompson Electronics Company shall be accompanied by a Contractor's Sworn Affidavit and fully executed lien waivers from all subcontractors for whom payment is being requested by Thompson Electronics Company.

**3. PAYMENT TERMS** Payment terms to buyers of satisfactory credit are: NET 30 Days from Date of Invoice. Payment should be sent to "remit to" address on invoice. Delinquent invoices or portions thereof are subject to a service charge of 1.5% per month until paid (or the legal maximum allowable in the Buyer's state). Overdue and delinquent account balances are subject to being placed for collection. Buyer shall pay all expenses incurred including collection fees, court costs, and reasonable attorney fees. If Buyer's account is overdue Buyer agrees that Thompson Electronics Company may offset the account balance or any portion thereof against any funds due Buyer by Thompson Electronics Company. Orders from corporations to be shipped on open account must be confirmed with written purchase orders. All shipments are FOB Peoria, Illinois. Prepay Terms: New customers without previous history with Thompson Electronics Company, must pay by wire transfer, certified check, credit card or cash for product needed to be shipped immediately. New Buyers may pay by a personal or buyers check, but the order may be held for a period of up to two weeks for check clearance. Established buyers will have orders processed immediately. A credit application on file will be very helpful in expediting orders whether on account or COD, and we request that all buyers fill one out for us as soon as possible even if they intend to deal on a COD basis. **VISA MC Buyers:** Customer may choose to pay account balances or for orders placed by using visa or MasterCard. Please contact our office in advance of order for details. **COD Terms:** COD's for up to \$300.00 can be paid by company check. For invoicing exceeding \$300.00, Thompson Electronics Company requires payment by cash or certified check, until a Buyer has established a good payment history with Thompson Electronics Company. Orders for custom fabricated materials are accepted as prepaid orders only and not subject to cancellation.

**4. TAXES** Thompson Electronics Company's prices are exclusive of brokerage fees, duty or taxes of any type unless specified and noted otherwise. Any taxes of any type applicable to any purchases from Thompson Electronics Company shall be borne by the Buyer. Buyer shall provide Thompson Electronics Company with a current tax exemption certificate acceptable to the taxing authorities in the state, province or nation in which the merchandise is to be delivered, if said purchase is tax exempt. It is the buyer's responsibility to report the tax status to Thompson Electronics Company of any purchase made here in. All tax liability and the duty to pay such taxes shall be the Buyer's responsibility.

**5. TITLE** passes from Thompson Electronics Company to the Buyer and risk of loss is borne by the Buyer when product is delivered to the carrier at the FOB point stated herein. All reports of, and claims for damage resulting from or incurred in transportation must be filed with carrier by Buyer.

**6. LIMITED WARRANTY UNLESS WRITTEN OR SPECIFIED OTHERWISE. OUR WARRANTY IS AS FOLLOWS:**

**Material only Purchases** (Includes projects where Thompson Electronics Company provides final termination labor only.)

The warranty period is one year from date of final invoice, unless stated differently by the manufacturer. This warranty does not cover after hour emergency service calls. The buyer is responsible for removing and reinstalling material suspected to be defective and incurs all expenses thereof. Prior to returning material, the buyer must obtain a return authorization from Thompson Electronics Company. Shipping must be prepaid.

There will be no equipment repair charge, other than shipping charges, and service labor (if on-site labor is required) for material determined by the manufacturer to be defective from the factory. Thompson Electronics Company will go to the buyer's location for diagnosis or problem inspection of material suspected to be defective if requested. Service labor rates will apply. Thompson Electronics Company's obligation under this warranty is limited to the repair or replacement of defective material. Thompson Electronics Company will not be responsible for subsequent damages resulting from the defect in the material. This warranty does not cover material, which has been damaged by acts of nature, accident, abuse, misuse, or has been improperly stored, installed, or serviced.

**7. Material and Installation Purchases** (Does not include projects where Thompson Electronics Company makes only final connections at panels or final checkout of system. See warranty for material only purchases.) The warranty period is one year from date of final invoice, unless stated differently by the manufacturer. This warranty does not cover after hour's emergency calls. Installations made by Thompson Electronics Company are warranted for one year from date of final invoice. It is the buyer's responsibility to notify Thompson Electronics Company of problems relating to the proper installation of the material within one year. Should the buyer elect to remove suspected defective material himself, a return authorization is required prior to returning equipment to Thompson Electronics Company. There will be no repair charge, other than shipping charges, for material determined by the manufacturer to be defective from the factory. Thompson Electronics Company's obligation under this warranty is limited to the repair or replacement of defective material. Thompson Electronics Company will not be responsible for subsequent damages resulting from the defect in the material. This warranty does not cover material, which has been damaged by acts of nature, accident, abuse, misuse, or has been improperly stored or serviced.

**8. BUYER'S PURCHASE ORDER - CONFLICT OF TERM** In the event the Buyer shall submit purchase orders and the written terms of which are at variance or conflict with the terms and conditions of sale contained herein, such purchase order terms shall have no effect to the extent that they may conflict and the Thompson Electronics Company terms and conditions of sale shall prevail.

**9. DELIVERY** Deliveries shall be subject to and contingent upon timely receipt of order by Thompson Electronics Company, together with Buyer qualification of credit requirements, and Thompson Electronics Company shall not be liable for failure to meet required delivery due to

credit clearance requirements, or causes beyond its control, including without limitation, unavailability of product from Thompson Electronics Company's source of supply, strikes and other labor difficulty, riot, war, fire, delay or default of common carrier, or other delays beyond Thompson Electronic Company's reasonable control. Unless otherwise instructed, Thompson Electronics Company will choose the most economical means and routing consistent with the requirements and type of product involved. Goods are packed for shipment in accordance with standard commercial practice of Thompson Electronics Company.

**10. DISCREPANCY CLAIMS - FAILED DELIVERY CLAIMS** Merchandise is shipped FOB shipping point and risk of loss due to damage or shortage or non delivery due to carrier fault lies with the Buyer. All claims for damage or shortages should be made by Buyer upon receipt of material and filed with the carrier handling the shipment. Claims stemming from discrepancies between invoiced descriptions or quantities and actual product received by Buyer due to error by Thompson Electronics Company must be made in writing thirty within (30) days of invoice date. Any such claim not presented within the time limit specified will be waived and actual delivery of invoiced descriptions or quantities will be conclusively presumed. Any Buyer who wishes to dispute a delivery of merchandise may make written request upon Thompson Electronic Company for carrier's proof of delivery within thirty (30) days from date of invoice. Failure by Buyer to request such proof of delivery within the 30 day time period will result in a waiver of Buyer's right to raise the issue of delivery and thereafter delivery will be conclusively presumed.

**11. RETURNED MATERIAL.** No product or equipment of any kind shall be returned without prior approval and specific shipping instructions from Thompson Electronics Company. No returns are permitted on custom ordered material.

**12. RESTOCK CHARGE** Unless otherwise agreed, a restock charge will be assessed upon the return of products because of buyer ordering error or when the product has suffered damage while in buyer's possession, or late cancellation of order, custom ordered, or when assessed by the manufacturer.

**13. ALTERATION OF TERMS AND CONDITIONS** No alteration or waiver of the terms contained herein shall be effective unless such authorization or waiver is in writing signed by a duly authorized Thompson Electronics Company officer.

**14. PRESUMPTION AS TO AUTHORITY OF BUYER'S PERSONNEL** Thompson Electronics Company assumes and is entitled to rely upon the apparent authority of all Buyer's employees and agents in placing orders under Buyer's account.

**15. CHANGE OF BUYER'S NAME OR ADDRESS; REORGANIZATION** Buyer hereby agrees to notify Thompson Electronics Company's Credit Department in writing of any changes of name or address, or of any corporate reorganization or change of ownership, or a change of name or location of the Buyer. All Agreements made and in force with previous owners, partners or business units shall remain intact until formally cancelled. All obligations of the previous ownership shall be borne by the new ownership.

**16. ACCEPTANCE OF SALES ORDERS** All sales are subject to acceptance and no sales are final until accepted by Thompson Electronics at its principal place of business: 905 South Bosch Road, Peoria, Illinois.

**17. ASBESTOS/HAZARDOUS WASTE** Nothing in this Agreement shall impose liability on Thompson Electronics Company for claims, lawsuits, expenses or damages arising from or in any manner related to, the exposure to or the handling, manufacture or disposal of, asbestos, asbestos products or hazardous waste in any of its various forms, as defined by the EPA. The Buyer shall indemnify and hold harmless Thompson Electronics Company from all claims, damages, losses and expenses, including attorney's (s') fees arising out of or resulting there from.

**18. LIABILITY LIMITATIONS AND FORCE MAJEURE** a.) Apart from any other terms herein limiting Thompson Electronics Company's liability, Thompson Electronics Company in no event shall be liable to buyer for any incidental, indirect, consequential, punitive or special damages relating in any manner of buyer's purchases from Thompson Electronics Company, or any other aspect of the parties' business relationship, even if advised of the possibility of same by the other party. b.) Apart from any other terms herein excusing Thompson Electronics Company's performance, Thompson Electronics Company shall be excused from any failure or delay in performance, if caused in whole or in part by a "force majeure", which shall include any inability to obtain materials (finished or otherwise) from usual sources of supply, transit failure or delay, labor disputes, governmental laws, orders or restrictions, fire, flood, hurricane or other acts of nature, accident, war, civil disturbance, or any other cause(s) beyond Thompson Electronics Company's reasonable control. The time within which Thompson Electronics Company may timely perform shall be extended during the entire period of any force majeure. c.) The Buyer agrees to limit Thompson Electronics Company's liability to the Buyer and to all construction contractors and subcontractors or other parties on the project due to Thompson Electronics Company's professional negligent acts, errors or omissions such that the total aggregate liability to all those named shall not exceed Thompson Electronics Company's total fee for services rendered under this Agreement. d.) Thompson Electronics Company's liability shall further be limited to liability for its own and sole negligence, errors or omissions alone, and not for any actions by others of or in conjunction with others, including architects, individuals, buyer's representatives, construction contractors or sub-contractors, and Thompson Electronics Company shall have no joint or several liability with any such parties, regardless of such parties' insured status and ability to satisfy claims, and Buyer agrees to hold Thompson Electronics Company harmless against such joint or several claims.

**19. REUSE OF DOCUMENTS** all documents including drawings and specifications furnished by Thompson Electronics Company pursuant to this Agreement are instruments of services in respect to the project. They are not intended or represented to be suitable for reuse by the Buyer or others on extensions of this project on any other project. Any reuse without specific written verification or adaptation by Thompson Electronics Company will be at Buyer's sole risk and without liability or legal exposure to Thompson Electronics Company and Buyer shall indemnify and hold harmless Thompson Electronics Company from all claims, damages, losses and expenses including attorney's fees arising out of or resulting there from. Any such verification or adaptation will entitle Thompson Electronics Company to further compensation. All proposal documents and drawings represent intellectual property originated and developed by Thompson Electronics Company. Any use of these documents other than as named by Thompson Electronics Company may be considered as theft of intellectual property and may result in legal action against those converting said property.

**20. CANCELLATION/TERMINATION** Following acceptance by Thompson Electronics Company the Buyer's purchase order may only be cancelled or shipments delayed with the consent of Thompson Electronics Company. Should Thompson Electronics Company consent to a request by the Buyer to stop work or to cancel the whole or any part of an order, the Buyer shall make payments to Thompson Electronics Company as follows: a.) Any and all work that can be completed within ten (10) days from date of notification to stop work on account of



cancellation shall be completed shipped and paid in full. b.) For work in process, any materials and supplies procured or for which definite commitments have been made by Thompson Electronics Company in connection with the order. c.) Buyer shall pay Thompson Electronics Company fees for all services rendered to the date of termination and later dates as related to such cancellation, and further pay all expenses including engineering labor, site labor, and shop labor and reimbursable termination expenses, including freight, handling, material restocking charges and reasonable attorney's fees and costs.

**21. MISCELLANEOUS** This document shall be governed by the laws of the State of Illinois. In the event that any part of this document is held invalid by any court of competent jurisdiction, the remainder of the Agreement shall remain in full force and effect.

**22. FORUM FOR DISPUTES** Any litigation which buyer may desire to institute against Thompson Electronics Company relating directly to any business dealings between the parties must be filed before a court of competent jurisdiction in Peoria, Illinois. Buyer consents irrevocably to the jurisdiction of the Peoria County or Federal Courts over its person in the event that Thompson Electronics Company elects to institute litigation against buyer in Illinois relating to any such matters. In such event, service of process may be made by certified mail, air courier, or any other method permitted under Illinois Law.

**23. EXECUTION** This agreement is considered in force when agreement to purchase has been made by the Buyer and accepted by Thompson Electronics Company.

**From:** [Judge R. Rosenbaum](#)  
**To:** [Lori Hansen](#)  
**Subject:** FW: COVID-19 Rapid Relief Funding for Remote Capabilities  
**Date:** Friday, May 14, 2021 8:26:07 AM  
**Attachments:** [Instructions and Flowchart.pdf](#)  
[Funding Request.pdf](#)  
[Funding Agreement.pdf](#)  
[Fillable Invoice Voucher.pdf](#)

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**From:** Marcia Meis <mmeis@IllinoisCourts.gov>  
**Sent:** Friday, May 14, 2021 8:04 AM  
**To:** CCJ <CCJ@IllinoisCourts.gov>  
**Cc:** Kara McCaffrey <kmccaffrey@IllinoisCourts.gov>; Connie Brown <cbrown@IllinoisCourts.gov>  
**Subject:** FW: COVID-19 Rapid Relief Funding for Remote Capabilities  
**Importance:** High

**CAUTION:** External email, be careful when opening.

Good Morning, Chief Judges:

As we are winding down Fiscal Year 2021, there is still available COVID-19 Rapid Relief Funding that can be utilized to establish and/or upgrade technology for remote capabilities in your local courts as further detailed below in a previous message. Should you have remaining remote technology needs, please submit your requests by **Friday, June 4, 2021** to ensure the Fiscal Year 2021 deadline of June 30<sup>th</sup> is met. Kindly submit your Funding Request to [fiscalreporting@illinoiscourts.gov](mailto:fiscalreporting@illinoiscourts.gov), as instructed below.

If you have any questions on process or on the types of technology needs that may be addressed under the Rapid Relief Funding process, please contact Kara McCaffrey, Assistant Director - Administrative Services Division at [kmccaffrey@illinoiscourts.gov](mailto:kmccaffrey@illinoiscourts.gov) or Connie Brown, Budget Manager - AOIC, at [cbrown@illinoiscourts.gov](mailto:cbrown@illinoiscourts.gov) or by telephone at (217) 782-7770.

Thank you - Marcia

**Marcia M. Meis**  
**Director**  
**Administrative Office of the Illinois Courts**

222 N. LaSalle Street, 13<sup>th</sup> Floor  
Chicago, IL 60601  
(312) 793-6165 (phone)  
(312) 793-0331 (fax)  
[mmeis@illinoiscourts.gov](mailto:mmeis@illinoiscourts.gov)

# COVID RAPID RELIEF FUNDING FOR REMOTE CAPABILITIES

## Funding Request for Technology Enhancements and Upgrades for Remote Capabilities

The Administrative Office of the Illinois Courts (AOIC), on behalf of the Supreme Court of Illinois, seeks technology and resource requests to enhance, improve and/or establish remote capabilities within the local court systems. The COVID Rapid Relief for Remote Capabilities is offered with limited Fiscal Year 2021 Judicial Branch General Revenue Funding for technology goods and/or services for judicial branch personnel that have been denied due to local funding issues and budget constraints.

This funding is **only** available for Fiscal Year 2021 expenses procured from the Funding Agreement date through June 30, 2021 or until the available funding is depleted. Please note, the goods and/or services requested and/or procured must be able to be sustained or maintained by local funding thereafter.

### Funding Request

All proposals for technology and/or resources necessary to provide remote capabilities for judicial branch personnel must complete the attached Funding Request Form identifying each good and/or service, the purpose, the quantity, and the associated costs. All completed Funding Request forms with the required vendor proposal/quote(s) can be submitted to [fiscalreporting@illinoiscourts.gov](mailto:fiscalreporting@illinoiscourts.gov) and are due by December 31, 2020.

Once the Funding Request form is reviewed and signed by the Chief Circuit Judge and the County Treasurer, please submit to [fiscalreporting@illinoiscourts.gov](mailto:fiscalreporting@illinoiscourts.gov) for processing. Upon receipt, the Funding Request will be reviewed for denial or approval, with or without modifications, by the AOIC Technical and Fiscal Divisions. Upon approval by the AOIC, the Funding Request will be returned to the Treasurer and Chief Circuit Judge for their records.

The Chief Circuit Judge and the County Treasurer will be required to enter into a Funding Agreement with the AOIC after the Funding Request is approved. The Funding Agreement details what equipment and/or services approved for funding courtroom technology enhancements and upgrades for remote capabilities. The following funding options are available:

1. **Reimbursement to the County:** Once the Funding Agreement is executed and the approved expenses are procured and paid for by the county, the COVID Rapid Relief Funding for Remote Capabilities Invoice Voucher must be submitted by email to the AOIC at [fiscalreporting@illinoiscourts.gov](mailto:fiscalreporting@illinoiscourts.gov) along with the vendor(s) invoice and proof of county payment to the vendor(s). Once received, the AOIC will audit and submit the Invoice Voucher for processing and payment.
2. **Payment to the County:** Once the approved Funding Agreement is executed, the COVID Rapid Relief Funding for Remote Capabilities Invoice Voucher along with the approved vendor(s) proposal/quote(s) must be submitted by email to the AOIC at

[fiscalreporting@illinoiscourts.gov](mailto:fiscalreporting@illinoiscourts.gov). Once received, the AOIC will audit and submit the Invoice Voucher for processing and payment. Once the approved expenses identified on the Funding Agreement are procured, received and paid for by the county, the vendor(s) invoice and proof of county payment to the vendor(s) must be submitted to the AOIC at [fiscalreporting@illinoiscourts.gov](mailto:fiscalreporting@illinoiscourts.gov).

Failure to submit the required documents and/or the purchase of unapproved goods/services will result in county being required to return the Funding to the State of Illinois Judicial Branch.

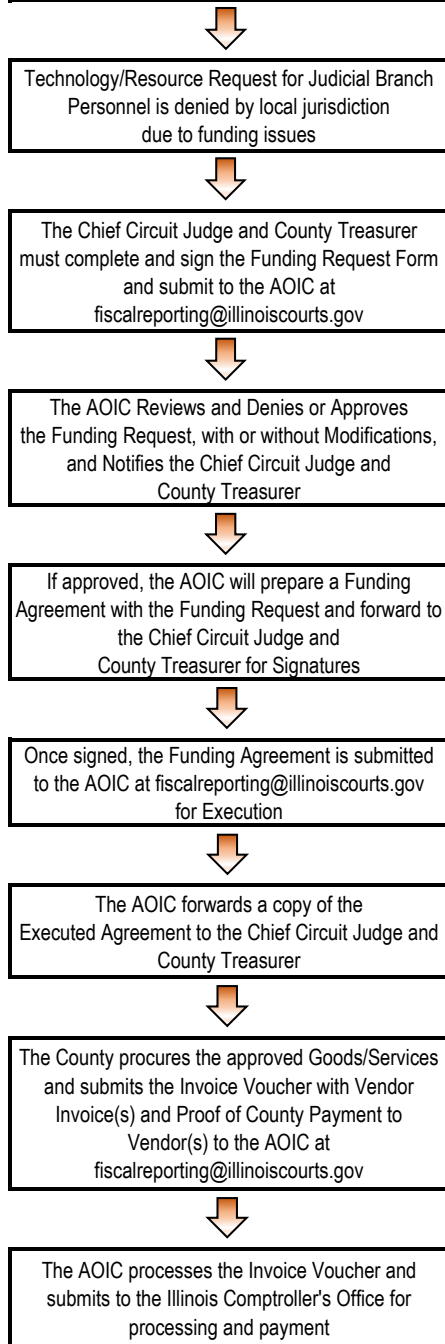
Please note, the COVID Rapid Relief Funding for Remote Capabilities Invoice Vouchers will be expedited through the AOIC and submitted to the Comptroller's Office for payment. However, the Comptroller's Office is responsible for issuing the warrant/check to the county. At times, the issuance of the warrant/check by the Comptroller's Office is delayed. Currently, the Comptroller's Office payments are being issued approximately 8 weeks after the AOIC submits an invoice voucher to their office for payment.

The county is responsible for the installation, use, and future support of equipment purchased. Services and/or goods procured to enhance remote capabilities in the circuit courts will be the responsibility of the county after State fiscal year 2021 concludes on June 30, 2021.

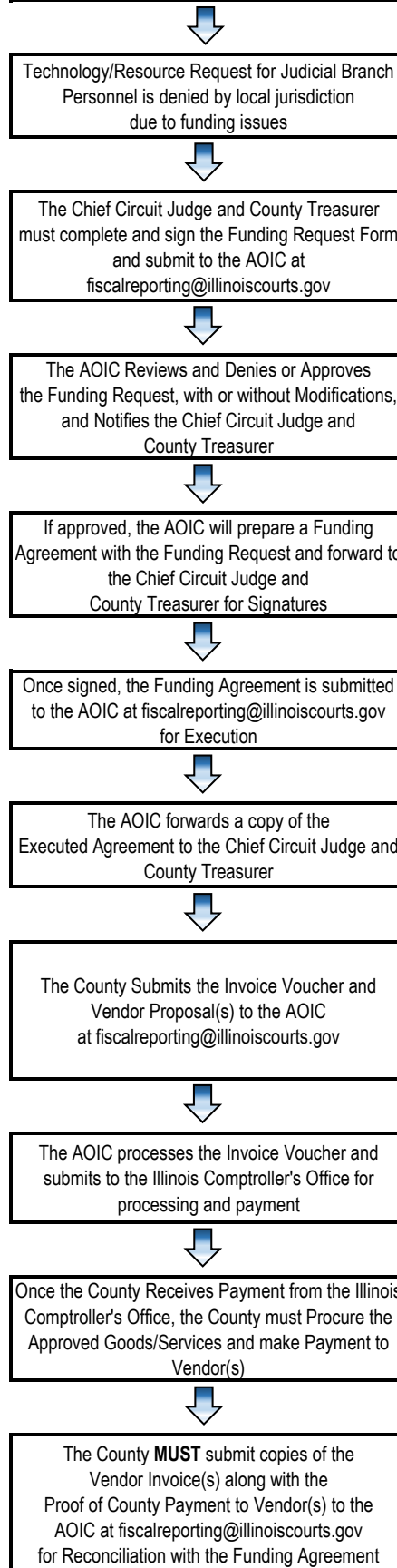
If you have any questions and/or require additional information regarding this one-time funding opportunity, please feel free to contact Kara McCaffrey, Assistant Director – Administrative Services Division, AOIC at [kmccaffrey@illinoiscourts.gov](mailto:kmccaffrey@illinoiscourts.gov) or Connie Brown, Budget Manager, AOIC at [cbrown@illinoiscourts.gov](mailto:cbrown@illinoiscourts.gov) or by telephone at (217) 782-7770.

# FLOW CHART FOR FUNDING OPTIONS 1 AND 2

## OPTION 1 REIMBURSEMENT TO THE COUNTY



## OPTION 2 PAYMENT TO THE COUNTY



## COVID RAPID RELIEF FUNDING FOR REMOTE CAPABILITIES REQUEST FORM

### PURPOSE AND SUBMISSION

The Administrative Office of the Illinois Courts (AOIC), on behalf of the Supreme Court of Illinois, seeks technology requests to enhance, improve and/or establish remote capabilities within the local court systems. The COVID Rapid Relief Funding for Remote Capabilities is offered with limited Fiscal Year 2021 Judicial Branch General Revenue Funding for technology goods and/or services for judicial branch personnel that have been denied due to local funding issues.

**Request due by:** Thursday, December 31, 2020      **Submit to:** fiscalreporting@illinoiscourts.gov

### APPLICANT INFORMATION

Judicial Circuit	Sixth	County	Champaign		
Name of Governmental Organization		Champaign County			
If Funding is Approved, please identify the Name to appear on the Warrant/Check					
Taxpayer Identification Number	37-600-6910				
County Treasurer's Name	Cassandra Johnson				
Address	1776 East Washington Street				
City/State/Zip Code	Urbana	IL	61802		
Telephone Number	(217) 384-3743	Email Address	treasurer@co.champaign.il.us		

### FUNDING REQUEST

Please identify the technology goods/services, the purpose, quantity and unit cost. The funding request will be calculated automatically based on the identified quantity and unit cost.

Goods/Services	Purpose	Quantity	Unit Cost	Funding Request	Funding Approved (AOIC Only)
Audio upgrade: 4 courtrooms (See Attached Option 1)	Necessary for courtrooms amplification abd courtroom upgrades to remote hearing capabilities	1	39,975.00	35,975.00	35,975.00
Portable AV System (See attached)	Remote hearing/wireless presentation system	3	8,899.00	26,697.00	26,697.00
HP Pavilion AIO Desktop computer (see attached)	Remote video computer for jail	1	864.98	864.98	864.98
Lenovo ThinkPad Laptop (see attached)	Self-representation help desk/Ask-A-Lawyer service - remote limited scope assistance for SRLs	1	949.00	949.00	949.00
<b>TOTAL</b>				<b>\$ 64,485.98</b>	<b>64,485.98</b>

### FUNDING OPTIONS

The Approved one-time funding will require the Chief Circuit Judge and the County Treasurer to enter into a Funding Agreement with the AOIC. Payment to the County will be made utilizing one of the following options, please check one:

- Option 1.  **REIMBURSEMENT TO THE COUNTY:** The County MUST procure and make all payments for the Approved goods/services. The County MUST submit the Invoice Voucher, vendor invoice(s) with proof of county payment to seek funding reimbursement from the AOIC.
- Option 2.  **PAYMENT TO THE COUNTY:** The Approved request for goods/services will be processed for payment to the County upon receipt of the Invoice Voucher along with the vendor's proposal/quote(s). The County MUST submit vendor invoice(s) with proof of county payment to the AOIC once all invoices are paid.

### COUNTY TREASURER'S CERTIFICATION AND CHIEF CIRCUIT JUDGE'S APPROVAL

I, Cassandra Johnson, County Treasurer, to the best of my knowledge, do hereby certify that the information is correct and acknowledge that the Chief Judge has reviewed and approved this Funding Request for which funding will be used to enhance, improve and/or establish remote capabilities within this County.

	<u>06/04/2021</u>		<u>6/4/21</u>
County Treasurer's Signature	Date	Chief Circuit Judge's Signature	Date

### AOIC APPROVALS

<u>Skip Robinson</u>	<u>06/07/2021</u>	<u>Kara McCaffrey</u>	<u>6/8/21</u>
AOIC Technical Approval	Date	AOIC Fiscal Approval	Date



## COVID RAPID RELIEF FUNDING FOR REMOTE CAPABILITIES REQUEST FORM

### PURPOSE AND SUBMISSION

The Administrative Office of the Illinois Courts (AOIC), on behalf of the Supreme Court of Illinois, seeks technology requests to enhance, improve and/or establish remote capabilities within the local court systems. The COVID Rapid Relief Funding for Remote Capabilities is offered with limited Fiscal Year 2021 Judicial Branch General Revenue Funding for technology goods and/or services for judicial branch personnel that have been denied due to local funding issues.

**Request due by:** Thursday, December 31, 2020      **Submit to:** [fiscalreporting@illinoiscourts.gov](mailto:fiscalreporting@illinoiscourts.gov)

### APPLICANT INFORMATION

Judicial Circuit	Sixth	County	Champaign		
Name of Governmental Organization		Champaign County			
If Funding is Approved, please identify the Name to appear on the Warrant/Check					
Taxpayer Identification Number		37-600-6910			
County Treasurer's Name		Cassandra Johnson			
Address		1776 East Washington Street			
City/State/Zip Code		Urbana		IL	61802
Telephone Number		(217) 384-3743		Email Address: <a href="mailto:treasurer@co.champaign.il.us">treasurer@co.champaign.il.us</a>	

### FUNDING REQUEST

Please identify the technology goods/services, the purpose, quantity and unit cost. The funding request will be calculated automatically based on the identified quantity and unit cost.

Goods/Services	Purpose	Quantity	Unit Cost	Funding Request	Funding Approved (AOIC Only)
Audio upgrade to 7 courtrooms (see attached-option 2)	Necessary for courtroom amplification and courtroom upgrades to remote hearing capabilities	1	\$1,525.00	51,525.00	51,525.00
<b>TOTAL</b>				<b>\$ 51,525.00</b>	<b>51,525.00</b>


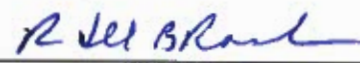
### FUNDING OPTIONS

The Approved one-time funding will require the Chief Circuit Judge and the County Treasurer to enter into a Funding Agreement with the AOIC. Payment to the County will be made utilizing one of the following options, please check one:

- Option 1.  **REIMBURSEMENT TO THE COUNTY:** The County MUST procure and make all payments for the Approved goods/services. The County MUST submit the Invoice Voucher, vendor invoice(s) with proof of county payment to seek funding reimbursement from the AOIC.
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### COUNTY TREASURER'S CERTIFICATION AND CHIEF CIRCUIT JUDGE'S APPROVAL

I, Cassandra Johnson, County Treasurer, to the best of my knowledge, do hereby certify that the information is correct and acknowledge that the Chief Judge has reviewed and approved this Funding Request for which funding will be used to enhance, improve and/or establish remote capabilities within this County.

	06/04/2021		6/4/21
County Treasurer's Signature	Date	Chief Circuit Judge's Signature	Date

### AOIC APPROVALS

<u>Skip Robinson</u>	06/07/2021	<u>Kara McCaffrey</u>	6/8/21
AOIC Technical Approval	Date	AOIC Fiscal Approval	Date

**GEORGE P. DANOS, CPA**  
COUNTY AUDITOR

**K. ORION SMITH, CPA**  
CHIEF DEPUTY AUDITOR



1776 EAST WASHINGTON  
URBANA, ILLINOIS 61802  
TELEPHONE (217) 384-3763  
FAX (217) 384-1285

**OFFICE OF THE AUDITOR**  
CHAMPAIGN COUNTY, ILLINOIS

**MEMORANDUM**

**DATE :** June 7, 2021  
**TO :** Finance Chair Stephanie Fortado, Finance Vice-Chair Jim Goss and County Board Members  
**FROM :** George P. Danos, County Auditor & Orion Smith, Chief Deputy Auditor  
**RE :** Information on BA 21-00028

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The Auditor's Office requests a \$22,000 increase in appropriation to pay a temporary employee for the remainder of 2020. His or her duties would be to assist with the ongoing audit of expenditure vouchers, related data entry, and other miscellaneous tasks.

We need additional staffing for this calendar year, owing to current circumstances:

1. The Enterprise Resource Planning (ERP) training requires three workdays every other week from three staff members, on average. As we approach the go-live date, the staff is expected to devote a yet higher portion of their time to the implementation. Thus, staff have significantly less time to accomplish their regular workload. They currently are working extra hours for the promise of time off later.
2. We have a 37% increase in voucher volume from March-May 2020 to the same period this year, much of it stemming from the new rental assistance and other COVID-related grants.
3. There is the possibility of a further increase in voucher volume as we spend American Rescue Plan Act (ARPA) funds, depending on when those funds are released and when corresponding spending priorities have been identified.

Our request is somewhat less than our estimate of the increased work we seek to offset:

1. Displaced worktime from the ERP:	$(3 \text{ days}/10 \text{ days}) * (3 \text{ staff}) * (26 \text{ wks}) * (37.5 \text{ hrs}) * (\$22/\text{hr}) =$	\$ 19,305
2. Increased work from COVID grants:	$(37\%) * (2 \text{ staff}) * (60\% \text{ time}) * (26 \text{ wks}) * (37.5 \text{ hrs}) * (\$22/\text{hr}) =$	<u>9,524</u>
	Total additional ERP/ARPA workload:	28,829
	Total amount of additional work absorbed by current staff:	<u>(6,829)</u>
	<b>Amount requested:</b>	<b><u>\$ 22,000</u></b>

The \$22,000 would cover a full-time temporary worker for about half a year (i.e., 1,000 hours) at \$22 per hour.



REQUEST FOR BUDGET AMENDMENT

BA NO. 21-00028

FUND 080 GENERAL CORPORATE

DEPARTMENT 020 AUDITOR

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-020-511.05 TEMP. SALARIES & WAGES	0	0	22,000	22,000
TOTALS	0	0	22,000	22,000

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: WE HAVE A 37% INCREASE IN VOUCHER VOLUME FROM MAR-MAY 2020  
TO THE SAME PERIOD THIS YEAR, MUCH STEMMING FROM RENTAL ASSISTANCE AND  
OTHER COVID RELIEF MONEY. THIS INCREASE IN VOLUME IS LIKELY TO BE  
SUSTAINED AT LEAST THROUGH THE END OF 2021.

DATE SUBMITTED: <u>6/14/21</u>	AUTHORIZED SIGNATURE <u>George Danov</u>	** PLEASE SIGN IN BLUE INK **
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APPROVED BY BUDGET & FINANCE COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_


REQUEST FOR BUDGET AMENDMENT

BA NO. 21-00036

FUND 840 AMERICAN RESCUE PLAN ACT DEPARTMENT 016 ADMINISTRATIVE SERVICES

INCREASED APPROPRIATIONS:

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

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
840-016-332.43 ARPA (FND 840)	0	0	20,364,815	20,364,815
TOTALS	0	0	20,364,815	20,364,815

EXPLANATION: RECEIPT 50% OF AMERICAN RESCUE PLAN ACT (ARPA) LOCAL CORONAVIRUS FISCAL RECOVERY FUNDS. TOTAL CHAMPAIGN COUNTY ALLOCATION IS \$40,729,630.

DATE SUBMITTED:

6-8-21

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. Kloeppe, County Executive**

### MEMORANDUM

TO: County Board Members  
FROM: Darlene Kloeppe, County Executive  
DATE: June 8, 2020  
RE: American Rescue Plan Act Fund Project Management Budget Appropriation

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In 2021, Champaign County will begin to receive approximately \$41 million from the American Rescue Plan Act (ARPA), to be received and spent through December 2026. To manage this significant influx of Federal funding to the County, my office is requesting appropriation to support the project management and additional fiscal tasks that will be needed to manage this large of an allocation. This expense will be an allowable cost for ARPA funds.

It is proposed that a project manager and fiscal specialist will be hired under an hourly contract with the Champaign County Regional Planning Commission, for an amount not to exceed \$120,000 annually, which would be 1.5% of the total ARPA allocation over the term of the funding. For the remainder of 2021, we are asking for an initial appropriation of \$50,000. Future years' appropriations will be included in the county's annual budget for this fund. It is anticipated that some auditor staff time will also be budgeted from ARPA funds in 2022-2026, due to increased workload as ARPA projects come on-line.

We believe that contracting with CCRPC will be the most effective method of providing project management and fiscal services for this fund because their staff have prior experience with both Federal grant management and with county accounting processes. Contracting with CCRPC for an hourly rate that will include salary, fringe and indirect costs of personnel will provide simpler internal accounting and avoid several cross-budget transfers as invoices are received for payment throughout the funding term.

Project management tasks will include tracking potential projects and appropriations made from the ARPA fund, researching possible funding available to leverage projects, monitoring guidance and completing reports for ARPA compliance, and other tasks related to effective and efficient use of the county's ARPA funds and position the county for future funding opportunities to further extend our investments.

FUND 840 AMERICAN RESCUE PLAN ACT DEPARTMENT 016 ADMINISTRATIVE SERVICES

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
840-016-533.07 PROFESSIONAL SERVICES	0	0	50,000	50,000
TOTALS	0	0	50,000	50,000

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: CONTRACT WITH CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION FOR PROJECT AND FISCAL MANAGEMENT RELATED TO THE AMERICAN RESCUE PLAN ACT (ARPA) GRANT FUNDING IN FY2021.

DATE SUBMITTED: 10-7-21 AUTHORIZED SIGNATURE *Salena Klepner* \*\* PLEASE SIGN IN BLUE INK \*\*

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

**Reason for Amendment ARPA Project Management 075-902**

To accommodate a contract to support project and fiscal management of Champaign County's ARPA allocation. The budget amendment accommodates an appropriation for the remaining six months of FY21 inclusive of salary, fringe and indirect charges. Future years' appropriations will be included in the RPC's annual budget in an amount not to exceed \$120K annually from 2022-2026 due to the anticipated increase in the workload in subsequent years. This administrative expense represents 1.5% of the total \$41M ARPA allocation over the term of the funding. RPC staff have significant experience in federal grants management. Project and fiscal management will including tracking potential one-time investments and appropriations from the ARPA fund, researching alternative funding sources to leverage projects, monitoring federal guidance, ensuring compliance with federal programmatic and fiscal reporting, and other tasks essential to the effective and efficient use of the county's ARPA funding allocation.

FUND 075 REGIONAL PLANNING COMM DEPARTMENT 902 ARPA PROJECT MANAGEMENT

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
075-902-511.03 REG. FULL-TIME EMPLOYEES	0	0	50,000	50,000
TOTALS	0	0	50,000	50,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
075-902-336.09 CHAMPAIGN COUNTY	0	0	50,000	50,000
TOTALS	0	0	50,000	50,000

EXPLANATION: SEE ATTACHED.

DATE SUBMITTED:

6-7-2021

AUTHORIZED SIGNATURE

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

*Elizabeth Murphy*

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

**GEORGE P. DANOS, CPA**  
COUNTY AUDITOR

**K. ORION SMITH, CPA**  
CHIEF DEPUTY AUDITOR



1776 EAST WASHINGTON  
URBANA, ILLINOIS 61802  
TELEPHONE (217) 384-3763  
FAX (217) 384-1285

**OFFICE OF THE AUDITOR**  
CHAMPAIGN COUNTY, ILLINOIS

**MEMORANDUM**

**DATE :** June 4, 2021  
**TO :** Finance Chair Stephanie Fortado, Finance Vice-Chair Jim Goss and County Board Members  
**FROM :** George P. Danos, County Auditor & Orion Smith, Chief Deputy Auditor  
**RE :** The submission of the 2019 Audit to all relevant state and federal agencies

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The Auditor's Office is happy to report that the County of Champaign received, as promised, on June 1, an unqualified, i.e., "clean" audit on our 2019 Comprehensive Annual Financial Report (CAFR), as well as its attendant parts, such as the Single Audit.

The Single Audit is uploaded to several portals, including that of the Federal Audit Commission. Typically, receipt of compliance takes a few days to come back down to the state level. Instead, we were able to supply email confirmation of our successful submission, thereby lifting Stop Pay blockage by the Department of Commerce and Economic Opportunity (DCEO) right away.

DCEO was the sole cognizant agency able to delay weatherization and workplace development reimbursements starting May 20 but did not start such Stop Pay enforcement, ironically, until the Audit was complete.

Thus, stop payment enforcements were not applied during the 12-day period during which we were technically on Stop Pay status but were applied for the two days it took word of our compliance to be recognized and applied by the web application.

**GEORGE P. DANOS, CPA**  
COUNTY AUDITOR

**K. ORION SMITH, CPA**  
CHIEF DEPUTY AUDITOR



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**OFFICE OF THE AUDITOR**  
CHAMPAIGN COUNTY, ILLINOIS

**MEMORANDUM**

**DATE :** June 1, 2021  
**TO :** Finance Chair Stephanie Fortado, Finance Vice-Chair Jim Goss and County Board Members  
**FROM :** George P. Danos, County Auditor & Orion Smith, Chief Deputy Auditor  
**RE :** Champaign County Bank Reconciliations

In revisitation of the monthly auditor memos dating back to the March Committee of the Whole meeting, we consider the need for the completion of the Champaign County bank reconciliations to be given additional attention.

**Current Status:** As of June 1, 2021, the following County bank reconciliations have been identified as incomplete:

Description	Months Outstanding
Regional Planning Commission - USDA	January – May
Nursing Home	January – May
Payroll	January – May
Trust & Agency	January – May
General Corporate	February – May
Regional Planning Commission	February – May
Highway	April – May
Accounts Payable Clearing	May

**Impact if Unaddressed:** Should this issue go unresolved, the County will experience delays with the FY 2021 County Audit. Delay of that audit could result in an untimely submission to state granting agencies, thus exposing the County to Stop Pay.

In addition, continued untimely reconciliation exposes the County to inaccurate monthly reports because outstanding items are not recorded. They are also the basis for audit findings, which results in more testing and expense in subsequent audits.

**Recommended Corrective Action:** Last year, necessity forced the Auditor’s Office to prepare the 2019 and 2020 County bank reconciliations. This year, bank reconciliations were provisionally returned to the Treasurer. If the 2021 bank reconciliations are not completed by the August Committee of the Whole, then we would strongly recommend that County bank reconciliations for 2021 be recognized as part of our work domain.

At that time, the Auditor’s Office would request an appropriation to justly compensate the work of performing the reconciliations, with the default assumption that henceforward, we continue to do so.

The 2019 & 2020 bank reconciliations took one person-week’s labor for each set of outstanding monthly reconciliations. At (\$24/hour)\*(37.5 hours/week), each month’s outstanding reconciliations costs up to \$900.



**GEORGE P. DANOS, CPA**  
COUNTY AUDITOR

**K. ORION SMITH, CPA**  
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**OFFICE OF THE AUDITOR**  
CHAMPAIGN COUNTY, ILLINOIS

**REQUEST FOR PROPOSAL**  
**FINANCIAL AUDITING SERVICES**  
**FOR THE COUNTY OF CHAMPAIGN**

**RFP NO. 2021-005**

**ISSUE DATE:**  
**June 16, 2021**

**CLOSING LOCATION:**

Champaign County Auditor's Office  
ATTN: Orion Smith  
1776 East Washington  
Urbana, IL 61802

**CLOSING DATE AND TIME:**

**July 15, 2021 at 1:30 P.M.**

An electronic and eight printed copies of the proposal must be presented by 1:30 p.m. on July 15, 2021 at which time only the names of the respondents will be read aloud and recorded. (Please show RFP #2021-005 on the lower left corner of package.)

There shall be a pre-proposal conference on June 23, 2021 at 10:00am in the Shields-Carter Meeting Room, Brookens Administrative Center, 1776 East Washington, Urbana, Illinois 61802. Although not mandatory, all interested parties are urged to attend.

**NOTICE: If downloading this solicitation from our website; it is the responsibility of the bidder to e-mail our office at [osmith@co.champaign.il.us](mailto:osmith@co.champaign.il.us) to be registered as a potential bidder to receive any subsequent amendments.**

**REQUEST FOR PROPOSAL**  
**FINANCIAL AUDITING SERVICES**  
**FOR THE COUNTY OF CHAMPAIGN**  
**RFP NO. 2021-005**

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**SECTION I – TIME SCHEDULE**

The County will use the following timetable which should result in the selection of an audit firm and award of contract on August 19, 2021.

June 16, 2021	Request for Proposal Posted
June 23, 2021 – 1:30 p.m.	Pre-Proposal Conference - <i>Putman Meeting Room-Brookens Administrative Center, 1776 E. Washington, Urbana, IL</i>
July 15, 2021 – 1:30 p.m.	Proposals Due
July 16, 2021 – 2:00 p.m.	Proposals Opened – <i>Shields-Carter Meeting Room-Brookens Administrative Center, 1776 E. Washington, Urbana, IL</i>
August 10, 2021 – 6:30pm	Finance Committee Approval of Award of Contract Recommendation by Review Committee
August 19, 2021 – 6:30pm	County Board Approval of Contract with Awarded Audit Firm

**SECTION II – GENERAL INFORMATION**

1. Proposals will be considered as specified herein or attached hereto under the terms and conditions of this Request for Proposal.
2. A proposal shall be made in the official name of the firm or individual under which business is conducted (showing the official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.
3. Offerors are to include all applicable requested information and are encouraged to include any additional information they wish to be considered. Additional information shall be a separate section of the proposal, and shall be identified as such.
4. Seven (7) copies, one unbound original, and one electronic copy of your proposal are required. The proposal must be complete, clear and concise.
5. Proposals will be received by Champaign County until the time and date shown on the cover page. Proposals received after the time set for closing will be returned unopened.
6. Proposals may be hand delivered or mailed to:  
Champaign County Auditor's Office,  
ATTN: Orion Smith, Chief Deputy Auditor  
1776 East Washington, Urbana, IL 61802
7. The submitted offeror is required to have printed on the envelope or wrapping containing his proposal: offeror business name and address, the proposal title, proposal number.
8. Champaign County shall not be responsible for unidentified proposals.
9. Offerors mailing their proposal must allow a sufficient mail delivery period to insure timely receipt of their proposal. Champaign County is not responsible for proposals delayed by mail and/or delivery services of any nature.
10. Proposals may be withdrawn by offeror prior to, but not after, the time set for closing. Any proposal not so withdrawn shall constitute an irrevocable offer for a period of ninety (90) days.
11. Offers, amendments or withdrawal requests must be received within the timeframe advertised for RFP closing to be considered timely filed. It is the offeror's sole responsibility to insure that all documents are received by person (or office) at the time indicated in the RFP document.

12. By submission of an offer, you are guaranteeing that all goods and services meet the requirements of the solicitation during the contract period.
13. Offerors must clearly mark as “Confidential” each part of their offer which they consider to be proprietary information that could be exempt from disclosure under 5 ILCS 140/1 (Freedom of Information Act). If any part is designated as “confidential”, there must be attached to that part an explanation of how this information fits within one or more categories listed in 5 ILCS 140/1. Champaign County reserves the right to determine whether this information should be exempt from disclosure and no legal action may be brought against Champaign County or its agents for its determination in this regard.
14. The agreement or contract resulting from the acceptance of a proposal shall be on forms prepared by the offeror and approved by the County, and shall incorporate, as the minimum, this entire solicitation, all amendments, and the successful offeror’s proposal. The County reserves the right to reject any contract that does not conform to this solicitation and any County requirements for agreements and contracts.
15. This solicitation does not commit Champaign County to award a contract, to pay any cost incurred in the preparation of a proposal or to procure a contract for the articles of goods or services. Champaign County reserves the right to accept or reject any or all proposals received as a result of this solicitation, to negotiate with all qualified offerors, or to cancel in part or in its entirety this solicitation if it is in the best interest of the County to do so. Champaign County reserves the right to interview any, all, or none of the respondents and to select who it feels is the most responsive consultant.
16. If awarded, this contract will be awarded to the offeror whose proposal is within the competitive range and determined to be in the best interest of Champaign County. Evaluation of proposals and selection of an offeror are set forth in Section 3 – “Basis of Award”. Award will be made to the responsive and responsible team after evaluation of the proposal, oral presentation, and/or a thorough review of the qualifications, as determined to be the most advantageous to Champaign County. The right is reserved to reject any and all proposals received; and, in all cases, Champaign County will be the only judges as to whether the proposal has, or has not, satisfactorily met the requirements of this RFP.
17. **NON-APPROPRIATION:** The contract shall include a rider that allows cancellation of contract without penalty if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year. Any contract approved by the County shall be conditioned by a “non-appropriation” clause containing the following or similar language:

- a. **“This contract is approved and funded contingent upon annual appropriations being established by the local governing body of Champaign County to provide funding necessary to meet the requirements of the contract. Such funding is approved on a fiscal year basis with the fiscal year commencing January 1<sup>st</sup> and terminating December 31<sup>st</sup> of each year. In order for the contract to remain in effect, such appropriation must be approved on an annual basis throughout the term of the contract scheme. In the event that an annual appropriation is not approved, the County shall not be held responsible for any liabilities beyond the remaining annual term prior to the new budget year.”**
18. Failure to submit all required information may be determined as a non-responsive proposal.
19. Notice of Award will be posted on Champaign County’s website at [www.co.champaign.il.us](http://www.co.champaign.il.us).

**SECTION III – BASIS OF AWARD**

At the discretion of the County firms submitting proposals may be requested to make oral presentations as a part of the evaluation process. The County reserves the right to interview any or all offerors and to request additional information deemed appropriate to evaluate the firm's qualifications.

In addition to price, the County will give consideration to the following:

1. Responsiveness to this request
2. Understanding of the work to be performed
3. The firm's qualifications and experience
4. Credentials and experience of the audit team
5. The firm's size, structure and location
6. The reasonableness of the proposed compensation schedules

## SECTION IV – DESCRIPTION OF CHAMPAIGN COUNTY

### 1. GENERAL INFORMATION

Champaign County, Illinois is located in the heart of east-central Illinois, approximately 136 miles south of Chicago and 86 miles east northeast of Springfield, the state capital. The County is home to the University of Illinois, Parkland College, and two major regional hospitals. The County is comprised of 998 square miles, and 90.5% of its land area is utilized for agriculture.

Champaign County was organized in 1833, having been previously a part of Vermilion County. The county and county seat were named for Champaign County, Ohio and Urbana, Ohio respectively, the home of the Illinois legislator who sponsored the bill to create the County. The County adopted township form of government on November 8, 1859. Currently, the County Board is comprised of 11 districts, with two members representing each District for a total of 22 County Board Members. The County Board elects a County Board Chair from among its members by a majority vote at the biennial organizational meeting on the first Monday of December of every even-numbered year.

The county's population for the 2010 Census was 201,081, representing growth of 11.9% since the 2000 Census. This places Champaign County as the 10<sup>th</sup> largest county in the State of Illinois. Champaign County is part of the Champaign–Urbana, IL Metropolitan Statistical Area.

In 2016, Champaign County voters decided to change the structure of the County government from a County Board form of government without home rule to a County Executive form of government without home rule. This change created the third branch in a three-branch government structure (administrative, legislative and judicial) that is used to create checks and balances in public decision-making.

The county has an approved staffing budget of 832.4 Full-Time Equivalentents which results in approximately 1,000 employees. Of those employees, approximately 62% are represented by unions.

#### Number of Funds and Total Appropriations – FY2021

General Fund	1	\$42.98 million
Special Revenue Funds	49	\$75.28 million
Capital Projects Funds	2	\$ 3.84 million
Internal Service Funds	2	\$ 9.75 million
Joint Venture Fund	1	\$ 0.65 million
Private Purpose Trust Funds	2	(not budgeted)
<u>Agency Funds</u>	<u>8</u>	<u>(not budgeted)</u>
<b><i>Total Reporting Entity</i></b>	<b><i>66</i></b>	<b><i>\$132.50 million</i></b>



## 2. DESCRIPTION OF ACCOUNTING RECORDS

The County Auditor maintains a centralized accounting system for all funds, except for four separate agency funds, which are maintained by the individual offices. These separate agency funds (and their approximate annual receipts/disbursements) are: County Collector (\$400 million), Circuit Clerk (\$9 million), County Clerk (\$5 million), and Court Services (\$8,000).

Through September 30, 2021, the centralized accounting system in the Auditor's Office is computerized on an IBM AS-400 I series with monthly reports on budgets, revenues, expenditures and balance sheet line items. On October 1, 2021, the County will be fully integrated on its new centralized accounting system called Tyler Munis. There are listings of individual transactions in every revenue, expenditure and balance sheet account, as well as ending balance reports. The centralized accounting records are available for inspection in the Auditor's Office.

The County's bi-weekly payroll is processed by the Administrative Services Department, with tax forms and payroll authorizations filed in that office. County bills are audited and paid by the Auditor's Office. Vouchers and paid invoices are filed in the Auditor's Office. Cash receipts deposited with the County Treasurer are audited by the Auditor's Office on a daily basis. Cash receipts and disbursements of the County Collector, Circuit Clerk, County Clerk and Court Services agency funds, which are not included in the centralized accounting system, are not reviewed by the Auditor's Office.

Champaign County prepares its budgets on a modified accrual basis. All funds are budgeted, except for trust funds and agency funds. Records are kept on a cash basis during the year and converted to a modified accrual basis at year-end. Revenue and expenditure accruals are made during January and February, and the books are usually closed by the end of February. Final trial balance print-outs and the determination of major funds (per GASB Statement 34) are available by the beginning of March.

On April 1, 2019, the County agreed to sell the Champaign County Nursing Home to University Rehabilitation Center of C-U LLC and University Rehab Real Estate LLC for a final price of \$11 million. Proceeds from the sell were used to payoff outstanding payables and the nursing home bonds. As part of the agreement, the County will continue to be held liable for ongoing litigation and future potential insurance claims up to two years from date of sale. Activity associated with the Nursing Home in fiscal year 2020 and proceedings years are consolidated are tracked within a special revenue fund for financial presentation.

The County participates in the Illinois Municipal Retirement Fund, which is an agent multiple employer public employee pension plan. IMRF provides the County with the data necessary for our pension footnote; however, if this data is not received in time to be included in the current year consolidated annual financial report, prior year information will be included in the County's footnotes and will be the basis upon which the independent audit firm renders its opinions.

The County is the recipient of numerous federal grants, necessitating a “single audit” in accordance with the Single Audit Act and OMB Circular A-133. The schedule of expenditures of federal awards is compiled by the Chief Deputy Auditor in March, based on input from the various County departments.

The audit for the 12 months ended December 31, 2019 was performed by Baker Tilly. Their reports were dated June 1, 2021. The comprehensive annual financial report for the 12 months ended December 31, 2019 and the management letter may be examined at the County Auditor’s Office or at the County Auditor’s web-site at [www.co.champaign.il.us/auditor](http://www.co.champaign.il.us/auditor). The audit for the 12 months ended December 31, 2020 is ongoing with anticipated issuance December 2021.

### **3. WORKSPACE and ASSISTANCE FROM COUNTY PERSONNEL**

The audit is to be coordinated through the Chief Deputy Auditor. Workspace will be available in the Auditor’s Office at 1776 East Washington, Urbana. Internet access, telephone and photocopier will be made available to the auditors.

Auditor’s Office staff will be available to assist the independent auditors at any time during their field work. In the past, the staff has assisted by preparing trial balances and schedules, pulling documents, typing confirmation requests, and answering questions that arise. The Chief Deputy Auditor will prepare most of the audit adjusting entries necessary to convert from budgetary basis to GAAP basis, as well as the actual financial statements, schedules and footnotes. The Auditor’s Office staff consists of the following:

George Danos, County Auditor  
Orion Smith, CPA, Chief Deputy Auditor/Accounting Manager  
Jill Stewart, Senior Accountant (accounts payable)  
Suzanne Brock, Accountant (accounts payable and fixed assets)  
Jewell Cox, Accountant (revenues and grants)  
Brandi Katrein, Administrative Secretary.

The County Treasurer and Chief Deputy Treasurer, Cassandra (CJ) Johnson and DeShawn Williams, will provide assistance related to bank account information and confirmations.

The Regional Planning Commission Chief Financial Officer, Elizabeth Murphy, will provide the necessary RPC grant documentation for compliance testing.

The Collector’s Office, Circuit Clerk’s Office, County Clerk’s Office and Court Services Office will provide the records and assistance relating to their respective agency funds.

## **SECTION V – SCOPE OF SERVICES**

### **1. AUDIT and REPORTING REQUIREMENTS**

The County Board requests proposals from qualified firms of certified public accountants for conducting the annual audits of the financial operations of Champaign County for the fiscal years ending December 31, 2021, 2022, 2023, 2024 and 2025. Each year's audit will culminate in the issuance of a comprehensive annual financial report by the County Auditor. The County Board will award a five-year contract, reserving the right to terminate the contract after one year.

The audit must be performed in accordance with (a) Generally Accepted Auditing Standards; (b) County Auditing Law (55 ILCS 5/6-31001 et.seq.); (c) the standards for financial audits set forth in "Government Auditing Standards" issued by the U.S. Government Accountability Office; (d) the Federal Single Audit Act; and (e) U.S. Office of Management and Budget (OMB) Circular A-133 "Audits of States, Local Government and Non-Profit Organizations" and "Compliance Supplement".

Champaign County requires the audit firm to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles. The auditors are not required to audit the combining and individual fund financial statements and supporting schedules, including the schedule of expenditures of federal awards, which are contained in the comprehensive annual financial report. However, the auditors are to provide an "in-relation-to" report on the combining and individual fund financial statements and supporting schedules, including the schedule of expenditures of federal awards, based on the audit procedures applied during the audit of the basic financial statements.

The management discussion and analysis is required supplementary information, on which the auditors are not required to express an opinion.

The auditors are not required to audit or report on the introductory and statistical sections of the comprehensive annual financial report.

Upon completion of the audit, the audit firm must provide the following reports, addressed to the Champaign County Board, to be included in the County's comprehensive annual financial report: (a) a report on the fair presentation of the financial statements in conformity with generally accepted accounting principles; (b) an "in-relation-to" report on the combining and individual fund financial statements and supporting schedules, including the schedule of expenditures of federal awards; (c) a report on compliance and on internal control over financial reporting based on an audit of financial statements performed in accordance with GAO "Government Auditing Standards"; (d) a report on compliance with requirements applicable to each major federal program and on internal control over compliance in accordance with OMB Circular A-133; and (e) a schedule of findings and questioned costs in accordance with OMB Circular A-133.

In coordination with the County Auditor, the audit firm shall also complete its portion of the federal data collection form on-line on the Federal Audit Clearinghouse website. The audit

firm shall also review the Consolidated Year-End Financial Report (CYEFR) per state statute for submission to Grants Accountability and Transparency Act (GATA) portal.

As with private industry, Champaign County's management is responsible for the County's financial report. The County Auditor's Office prepares the comprehensive annual financial report according to standards issued by the Governmental Accounting Standards Board.

The Auditor's Office will provide a draft of the financial statements to the audit firm. The audit firm must submit in writing and discuss with the County Auditor any audit adjustments or changes to the financial statements before these will be incorporated in the financial statements.

The audit firm must provide the County Auditor with audited trial balances, audit adjusting entries and bank account information for the four agency funds that are not included in the County Auditor's centralized accounting system. See Section IV for information on these four agency funds.

The audit firm shall be required to make an immediate written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the County Board Chairman and the County Auditor.

All working papers and reports must be retained, at the audit firm's expense, for a minimum of three years, unless the firm is notified in writing by Champaign County of the need to extend the retention period. Working papers must be available, upon request, to the following parties or their designees: (a) Champaign County officials; (b) the County's federal oversight agency for audit; (c) U.S. Government Accountability Office; (d) auditors of agencies providing grant funding to the County; and (e) parties designated by the federal or state governments or by Champaign County as part of an audit quality review process. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

A management letter, addressed to the Champaign County Board, shall also be prepared by the audit firm, separate from the consolidated annual financial reports, including a review of audit findings and recommendations affecting the financial statements, internal control, accounting system, legality of actions, and any other material matters. The auditors shall personally review the management letter with the County Board Chair, the County Executive, the County Auditor and any department heads affected, before presenting it to the County Board's Finance Committee of the Whole.

## **2. REPORT DISTRIBUTION**

A representative of the audit firm shall make an oral presentation to the Finance Committee of the Whole regarding the auditor's reports and management letter.

There should be one copy of the management letter provided for each department mentioned plus 24 additional copies (for the County Auditor, County Executive, and 22 County Board Members).

One original copy of each of the other auditor's reports must be delivered to the County Auditor for inclusion in the comprehensive annual financial report.

### **3. SEPARATE AUDIT OF THE CIRCUIT CLERK OFFICE (705 ILCS 105/27.8)**

Additionally, pursuant to state statutes (705 ILCS 105/27.8), a separate audit of the Circuit Clerk Office shall be performed annually. The audit must be performed in accordance with generally accepted auditing standards and GAO "Government Auditing Standards."

Upon completion of the audit, the audit firm must provide the following reports addressed to the Champaign County Board: (a) a report expressing an opinion on the financial statements of the Circuit Clerk Office; (b) a report expressing an opinion on internal controls of the Circuit Clerk Office; (c) a report on the Circuit Clerk's compliance with applicable statutes, rules and procedures relating to assessment, collection and distribution of funds, including the timeliness of those actions; (d) any documentation or statements necessary to support the findings and opinions of the auditors; and (e) any supplemental schedules or other documents required by the audit guidelines issued by the Administrative Office of the Illinois Courts.

The audit shall be completed within six months of the end of the fiscal year. Within one month after completion of the audit, the audit firm shall provide five copies of the audit report and distribute them to the following: (a) the Administrative Office of the Illinois Courts; (b) the State Comptroller; (c) the Champaign County Circuit Clerk; (d) the Champaign County Board; and (e) the Champaign County Auditor.

### **4. SEPARATE AUDIT OF THE CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM**

Additionally, a separate audit of the Champaign County Geographic Information System Consortium (GIS Consortium) shall be performed annually. Champaign County GIS Consortium is a joint venture of seven governmental units within Champaign County, with Champaign County serving as the lead agency. The audit must be performed in accordance with generally accepted auditing standards and GAO "Government Auditing Standards."

Upon completion of the audit, the audit firm must provide the following reports addressed to the Champaign County Board: (a) a report expressing an opinion on the financial statements of the GIS Consortium; (b) a report expressing an opinion on internal controls of GIS Consortium; (c) a report on Champaign County GIS Consortium's compliance with applicable statutes, rules and procedures relating to assessment, collection and distribution of funds,

including the timeliness of those actions; and (d) any documentation or statements necessary to support the findings and opinions of the auditors.

The audit shall be completed within six months of the end of the fiscal year. Within one month after completion of the audit, the audit firm shall provide five copies of the audit report and distribute them to the following: (a) the State Comptroller; (b) the Champaign County Geographic Information System Consortium; (d) the Champaign County Board; and (e) the Champaign County Auditor.

## **5. SCHEDULING REQUIREMENTS**

Entrance and exit conferences shall be held each year with the County officials responsible for the various accounting systems covered by the audit: County Auditor and Chief Deputy Auditor (main centralized accounting system), Regional Planning Commission Chief Financial Officer (RPC and Head Start), County Collector, Circuit Clerk, County Clerk, GIS Director, and Supervisor-Administrative Services Court Services (Court Services Agency Fund). Entrance conferences, to be held before audit work begins, will establish audit liaisons, arrange for work space, review the current audit plan and scheduling, and identify assistance to be provided by County staff. Internal control interviews shall also be conducted at this time. Exit conferences, to be held at the end of audit field work, shall summarize the results of field work and review significant findings and management letter comments.

All audit work, audit adjustments, changes/corrections to the financial statements and footnotes, resolution of problems and pending items, representation letters, attorney letters, work paper review and any audit firm “sign offs” must be completed by May 31<sup>st</sup> each year. Final copies of the management letter and all the auditor’s reports are due to the County Auditor no later than May 31<sup>st</sup> each year.

If the current data for the pension plan footnote has not been received from the Illinois Municipal Retirement Fund by May 31<sup>st</sup>, then the audited financial statements will be issued with the data from the prior year and the auditor’s opinion will relate to that prior year data. If the current data is received from IMRF between May 31<sup>st</sup> and the date the consolidated annual financial report goes to the printers, the County Auditor shall request permission from the independent auditors to substitute the current data for the prior year data in the notes to the financial statements.

## 6. TIMETABLE

Tentative Schedule for the fiscal year 2021 audit (a similar schedule will be developed for audits of subsequent fiscal years):

Jan. 1 – Jan. 15, 2022	Entrance conferences and internal control interviews with County Auditor, Chief Deputy Auditor, RPC Chief Financial Officer, County Collector, Circuit Clerk, County Clerk, GIS Director and Supervisor-Administrative Services Court Services shall be conducted.
January 23, 2022	Interim audit work may begin, as arranged with the individual offices.
January 30, 2022	Interim audit work shall be completed.
February 7, 2022	Year-end audit work may begin as scheduled with the individual offices.
March 31, 2022	Final year-end printouts are available for the centralized accounting system, including all accruals and closing entries on a modified accrual basis.
April 30, 2022	Audited trial balances, audit adjusting entries and bank account data for the four agency funds that are not included in the County Auditor's centralized accounting system are due to the Chief Deputy Auditor from the audit firm.
June 6, 2022	Exit conferences with County Auditor, Chief Deputy Auditor, RPC Chief Financial Officer, County Collector, Circuit Clerk, County Clerk, GIS Director, and Supervisor-Administrative Services shall be completed.
June 17, 2022	Audit firm must be completely finished with all aspects of audit, including field work, work paper and financial statement reviews, representation letters, attorney letters, and delivery of final management letter and auditor's reports.
July 21, 2022	A representative of the audit firm shall make an oral presentation to the Finance Committee of the Whole regarding the management letter and auditor's reports. (Traditionally the County Board does not hold Committee meetings in July. This presentation would be at the regular meeting of the County Board.)

**SECTION VI – INSTRUCTIONS TO OFFERORS**

Please submit one electronic copy via email as well as one unbound original and seven (7) copies of your proposal in a sealed envelope to:

Champaign County Auditor's Office  
EMAIL: [osmith@co.champaign.il.us](mailto:osmith@co.champaign.il.us)  
ATTN: Orion Smith, Chief Deputy Auditor  
1776 East Washington  
Urbana, IL 61802

All proposals must be clearly marked in the lower left corner “**REQUEST FOR PROPOSAL – NUMBER 2021-005.**” **ALL PROPOSALS MUST BE RECEIVED BY 1:30pm ON July 15, 2021.**

To aid in comparability, all proposals submitted must be organized in the following manner:

1. **Title Page** – Include: “Audit Proposal for Champaign County”  
Proposal Number 2021-005  
Name of Proposing Firm  
Local Address  
Telephone Number  
Name of Contact Person  
Date
2. **Table of Contents** – Indicate page numbers for each major section
3. **Letter of Transmittal** – Summarize the information which will be presented in more detail in the proposal. Include a statement of your understanding of the work to be done and the deadline for completion. Provide reasons why your firm believes itself to be the best qualified to perform the engagement. Indicate that the proposal is a firm and irrevocable offer for 90 days. Identify the person(s) who are authorized to make binding representations on behalf of the offeror, including their title(s), address(es) and phone number(s).
4. **Affirmations** – Affirm that the audit firm and all key professional staff to be assigned to the County audit are properly licensed to practice in the State of Illinois. Affirm that the audit firm meets the independence standards of the U.S. GAO “Government Auditing Standards”. List and describe the firm’s professional relationships involving Champaign County or any of its agencies or officials for the past five years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.



5. **Profile of the Offeror**

- a. Describe the offering firm and the local office which will perform the audit, including its location, overall staff size, governmental audit staff size and range of services offered.
- b. Describe the local office's system of internal quality review.
- c. Describe the local office's participation in an external quality control review program. Submit a copy of the report on the firm's most recent external quality control review, with a statement about whether that review included a review of specific government engagements.
- d. Provide information on the results of any federal or state desk reviews or field reviews of the firm's audits during the past three years.
- e. Provide information on the circumstances and status of any disciplinary action taken or pending against the firm by state regulatory bodies or professional organizations during the past three years.

6. **Personnel Qualifications**

- a. Identify the partners, managers, supervisors and staff who will be assigned to the audit, indicating for each his/her government auditing experience, relevant continuing professional education for the past three years, membership in professional organizations relevant to the performance of this audit, and whether he/she is a properly licensed certified public accountant in the State of Illinois.
- b. Indicate how the quality of the staff over the term of the engagement will be assured. Engagement partners, managers and supervisors may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written consent of Champaign County. In either case, however, the County reserves the right to approve or reject replacements. Other audit personnel may be changed at the discretion of the audit firm, provided that replacements have substantially the same or better qualifications or experience.

7. **Prior Similar Engagements**

- a. For the firm's local office that will perform the audit, list engagements performed in the last five years that are similar to the requested audit of Champaign County. For the five largest of these engagements (in terms of staff hours), indicate the date, scope of work, engagement partners, total hours, and the name and telephone number of the principal client contact.
- b. Describe the local office's experience performing "single audits" under the Single Audit Act and OMB Circular A-133.
- c. Describe the local office's experience with the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting Program.

8. **Offeror's Approach to the Audit** –
- a. Submit a work plan, including an explanation of the audit methodology to be followed, to perform the services detailed in Section V of this document. The work plan should be broken down at a minimum as follows:
    - i. Head Start Fund
    - ii. Regional Planning Commission Funds
    - iii. Nursing Home Fund
    - iv. Non-centralized agency funds – County Collector, Circuit Clerk, County Clerk, Court Services
    - v. All other funds, capital assets and long term debt
    - vi. Circuit Clerk Office separate audit
    - vii. GIS Consortium separate audit
  - b. Provide the following information on the audit approach:
    - i. Proposed segmentation of the audit;
    - ii. Level of staff and number of hours assigned to each segment of the audit;
    - iii. Extent to which statistical sampling is to be used in the engagement;
    - iv. Type and extent of analytical procedures to be used in the engagement;
    - v. Approach to be taken to gain and document an understanding of the County's internal control structure;
    - vi. Approach to be taken in determining laws and regulations that will be subject to audit test work;
    - vii. Approach to be taken to test compliance with laws, regulations, contracts and grants.
  - c. Identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems, and any special assistance that will be requested from the County.
9. **Compensation** – List the proposed hours, hourly rate and total cost for each staff classification (partners, managers, supervisors, staff) for each significant segment of the audit per the work plan described in the preceding section (may be combined with the preceding section). At a minimum, the segments should be:
- a. Head Start Fund
  - b. Regional Planning Commission Funds
  - c. Non-centralized agency funds (County Collector, Circuit Clerk, County Clerk, Court Services)
  - d. All other funds, capital assets and long term debt.
  - e. A disaggregated price for the compilation of the Comprehensive Annual Financial Report
  - f. Circuit Clerk Office separate audit, disaggregating the compilation of the financial statements
  - g. GIS Consortium separate audit, disaggregating the compilation of the financial statements

Based on the above schedule, list an all-inclusive maximum fee for which the requested services will be done for each of the five years under consideration (2021, 2022, 2023, 2024, and 2025).

The all-inclusive maximum fee is to include all direct and indirect costs, including all out-of-pocket expenses. All out-of-pocket expenses billed to the County will be charged at actual cost with no mark-up and will be charged against the total all-inclusive maximum fee. The County will not be responsible for expenses incurred in preparing and submitting the audit proposal; such costs should not be included in the proposed fee. No additional fees beyond those specified in the accepted proposal will be billed to Champaign County unless there is a signed addendum to the contract between the County and the audit firm. If it becomes necessary for the County to request the audit firm to render any additional services over those specified in this document, or if any circumstances are encountered that lead the auditors to recommend that extended services be performed, then such additional work shall be performed only if set forth in an addendum to the contract, and such work shall be performed at the same rates set forth in the schedule of fees described above.

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the audit firm's fee proposal. Interim billings shall cover a period of not less than one calendar month. Ten percent will be withheld from the progress payments pending delivery of the final auditor's reports.

The Circuit Clerk Office separate audit shall be billed separately from the main audit.

The GIS Consortium separate audit shall be billed separately from the main audit.

10. **Offeror Guarantees and Warranties** – Submit executed copies of the Offeror Guarantees and Warranties, attached to this document as Appendix A.



## **OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE**

1776 East Washington Street, Urbana, Illinois 61802-4581

**Darlene A. Kloeppel, County Executive**

### **MEMORANDUM**

**TO:** Stephanie Fortado, Chair – Finance Committee of the Whole, and  
Chris Stohr, Chair – Policy, Personnel & Appointments Committee of the  
Whole

**FROM:** William P. Colbrook, Director of Administration, and  
Job Content Evaluation Committee

**DATE:** June 9, 2021

**RE:** **REVIEW and RECOMMENDATION for Senior Zoning Technician**

Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on May 11, 2021, the Job Content Evaluation Committee has met to review the request of the Planning and Zoning Director to review and evaluate a proposed position of Senior Zoning Technician, to replace one of the Zoning Technician positions.

#### ***REPORT:***

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by Planning and Zoning Director John Hall. The Committee was also provided with a job description for the position. Mr. Hall met with the Committee and explained the parameters and scope of responsibility for the position, including mentorship and supervision of the Zoning Technician position, and office management responsibilities. Mr. Hall requests the classification to be effective June 25, 2021, if approved. In addition, Mr. Hall stated a budget amendment will not be needed as he can fund the position with available funds. Pursuant to this review and evaluation, the Committee recommends the classification of the Senior Zoning Technician position be in Grade Range “G”.

A copy of the Job Content Evaluation Committee Report, job description and updated table of organization are attached for your information and review.

#### **REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:**

***The Policy, Personnel & Appointments Committee recommends to the Finance Committee approval of the creation of the Senior Zoning Technician position to be assigned to Grade Range G, and the concurrent elimination of one of the Zoning Technician positions from the staffing budget of Planning and Zoning, effective June 25, 2021.***

**REQUESTED ACTION for FINANCE:**

***The Finance Committee recommends to the County Board approval of the creation of the Senior Zoning Technician position to be assigned to Grade Range G, and the concurrent elimination of one of the Zoning Technician positions from the staffing budget of Planning and Zoning, effective June 25, 2021.***

Thank you for your consideration of this recommendation.

cc: Darlene A. Kloepfel, County Executive  
John Hall, Planning and Zoning

*attachments*

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM  
JOB CONTENT EVALUATION COMMITTEE REPORT

Date of Request:

April 16, 2021

RE-EVALUATION OF POSITION

Department Requesting: **Planning and Zoning**  
Position Title: **Zoning Technician**  
Current Job Points: **366**  
Current Classification Range: **F**  
FY2021 Current Range Minimum: **\$16.77**  
FY2021 Current Range Midpoint: **\$20.96**  
FY2021 Current Range Maximum: **\$25.15**  
Bargaining Unit: **Non-Bargaining**  
FLSA Status: **Exempt**

Job Evaluation Committee Recommendation: **Re-Classification**

Recommended Title: **Senior Zoning Technician**  
Re-Evaluated Job Points: **586**  
Recommended Classification Range: **G**  
FY2021 Current Range Minimum: **\$18.48**  
FY2021 Current Range Midpoint: **\$23.10**  
FY2021 Current Range Maximum: **\$27.72**  
Bargaining Unit: **Non-Bargaining**  
FLSA Status: **Exempt**

Date of Job Evaluation Committee Recommendation:

June 9, 2021

## Champaign County Job Description

**Job Title:** Senior Zoning Technician  
**Department:** Planning & Zoning  
**Reports to:** Director of Planning & Zoning  
**FLSA Status:** Non-Exempt  
**Grade Range:** *(Job Evaluation Review requested)*  
**Prepared Date:** April 2021

**SUMMARY** In the absence of the Zoning Technician, responsible as the initial contact with the general public seeking permits and for intake and preliminary review of permit applications as required by the Zoning Ordinance. Provides support to other Zoning staff by serving as primary staff for monitoring minimum zoning requirements, Illinois Plat Act determinations, and commercial permit reviews. Performs most office manager duties and contributes to budget documents.

The more experienced Senior Zoning Technician has the authority to answer all but the most complicated lot division inquiries.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Helps respond to inquiries regarding Planning & Zoning and refers inquiries to appropriate personnel.

Makes interpretations of ordinance provisions under general supervision of Director.

Answers straightforward and more complicated zoning inquiries regarding the current zoning district of the property, the uses that are authorized, the soil types to determine maximum lot size, mapped floodplain information, and other regulations related to that district.

Assists the Senior Planner with review of site plans in zoning cases and subdivision plat reviews.

Helps answer written, telephone, and in-person inquiries from the public regarding application process and procedures.

In the absence of the Zoning Technician, receives and performs preliminary review of initial permit submittal and related inquiries.

Prepares permit applications for final review; flags issues and questions; obtains related documents and data as required for review and determination of request.

Requests addresses and notifies property owners and other required parties of the address assignment. Also prepares and transmits property address changes.

Prepares compliance certificates and helps maintain all permit files and records.

Has equal responsibility with the Zoning Officer for conducting straightforward field inspections as required.

Receives complaints in the absence of the Zoning Officer and, in consultation with the Director, may also make the initial contact with suspected violators and may even send the official Notices of Violation.

In the absence of the Administrative Secretary/Zoning Technician, documents Zoning Board of Appeals meetings, including attendance, taking minutes, audio recording, and the record of motions and votes.

Responsible for the production of monthly Permit Report and providing the information to various reporting agencies.

Maintains the official files of all land use regulations and ordinances.

Performs department bookkeeping and compiles accurate financial records including receipt of funds, disbursements, operational costs, trial balances, and costs charged to proper project. Ensures that accurate and prompt billings are established and payments are received.

Performs purchasing tasks for the department by contacting vendors, preparing and typing requisitions, approving invoices for payment and maintaining records of purchases, and inventory of equipment.

Reviews all Zoning staff timesheets prior to final approval by the Zoning Administrator.

Assists the Zoning Administrator with budget review and budget amendments as needed.

May perform other related duties as assigned.

**SUPERVISORY RESPONSIBILITIES** Provides work direction to the Zoning Technician.

**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 (A.A.) or equivalent from a two-year college or technical school in building construction, architecture or related field plus a minimum of 5 years' experience. Requires proficiency in drafting techniques including the use of GIS software and a working knowledge of standard surveying practice and note taking. Should have experience in field inspection of construction techniques and materials.

**LANGUAGE SKILLS** Ability to read, analyze, and interpret blueprints, maps, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups, contractors and employees of the organization.



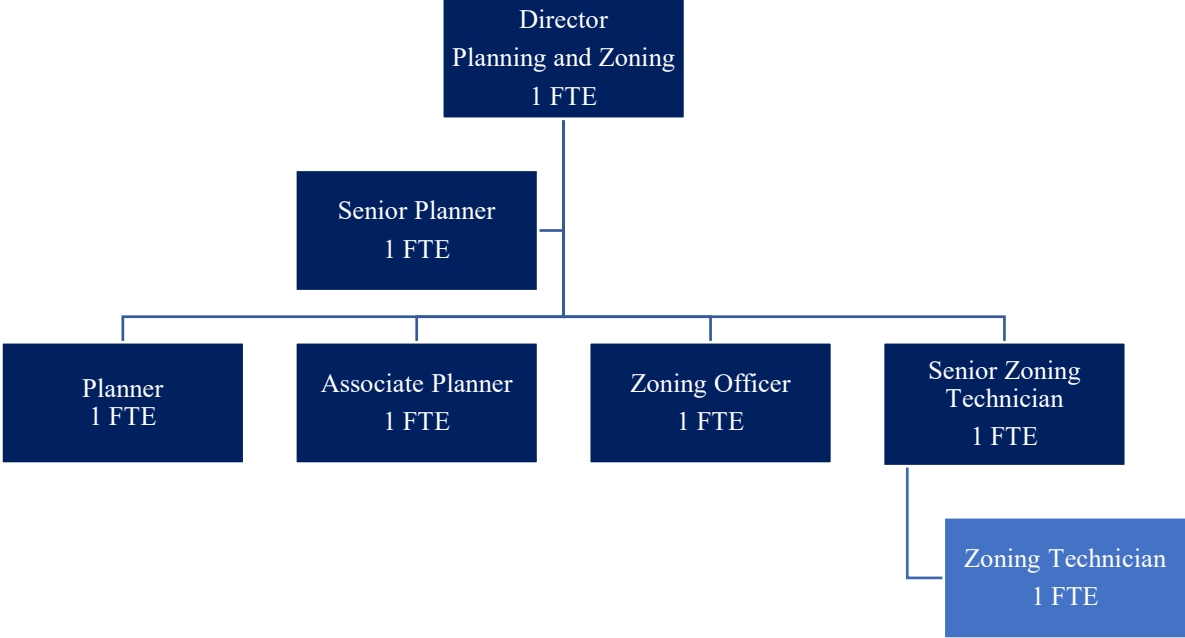
**MATHEMATICAL SKILLS** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

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

**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 frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places, and outside weather conditions. The noise level in the work environment is usually quiet to moderate.





## **OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE**

1776 East Washington Street, Urbana, Illinois 61802-4581

**Darlene A. Kloeppel, County Executive**

### **MEMORANDUM**

**TO:** Stephanie Fortado, Chair – Finance Committee of the Whole, and  
Chris Stohr, Chair – Policy, Personnel & Appointments Committee of the  
Whole

**FROM:** William P. Colbrook, Director of Administration, and  
Job Content Evaluation Committee

**DATE:** June 9, 2021

**RE:** **REVIEW and RECOMMENDATION for Assistant Animal Control Director**

Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on May 11, 2021, the Job Content Evaluation Committee has met to review the request of the Animal Control Director to review and evaluate a proposed position of Assistant Animal Control Director.

#### ***REPORT:***

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by Animal Control Director Stephanie Joos. The Committee was also provided with a job description for the position. Ms. Joos met with the Committee and explained the parameters and scope of responsibility for the position, including management and administrative responsibilities in overseeing the field and office activities of the Animal Control Program, including seven employees. Ms. Joos requests the classification to be effective June 25, 2021, if approved. In addition, Ms. Joos stated a budget amendment will not be needed as she can fund the position with available funds. Pursuant to this review and evaluation, the Committee recommends the classification of the Assistant Animal Control Director position be in Grade Range I.

A copy of the Job Content Evaluation Committee Report, job description and updated table of organization are attached for your information and review.

#### **REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:**

***The Policy, Personnel & Appointments Committee recommends to the Finance Committee approval of the creation of the Assistant Animal Control Director position to be assigned to Grade Range I, effective June 25, 2021.***

**REQUESTED ACTION for FINANCE:**

***The Finance Committee recommends to the County Board approval of the creation of the Assistant Animal Control Director position to be assigned to Grade Range I, effective June 25, 2021.***

Thank you for your consideration of this recommendation.

cc: Darlene A. Kloepfel, County Executive  
Stephanie Joos, Animal Control Director

*attachments*

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM  
JOB CONTENT EVALUATION COMMITTEE REPORT

Date of Request:

April 16, 2021

EVALUATION OF POSITION

Department Requesting: **Animal Control**

Job Evaluation Committee Recommendation: **Classification**

Recommended Title: **Assistant Animal Control Director**

Re-Evaluated Job Points: **656**

Recommended Classification Range: **I**

FY2021 Current Range Minimum: **\$23.74**

FY2021 Current Range Midpoint: **\$29.68**

FY2021 Current Range Maximum: **\$35.62**

Bargaining Unit: **Non-Bargaining**

FLSA Status: **Exempt**

Date of Job Evaluation Committee Recommendation:

June 9, 2021

## Champaign County Job Description

**Job Title:** Assistant Animal Control Director

**Department:** Animal Control

**Reports To:** Animal Control Director

**FLSA Status:** Exempt

**Grade Range:** TBD

**Prepared Date:** March 2021

**SUMMARY** Under managerial direction, assists with planning, directing, and coordinating the field and office activities of the County's Animal Control Program.

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

Under the direction of the Animal Control Director, manages and supervises the operation and maintenance of the County's Animal Control Program; directs the apprehension, impounding, and disposing of stray or vicious animals; supervises subordinates engaged in clerical duties, including processing dog registrations and administrative support; supervises subordinates engaged in the feeding, care, and disposal of animals; directs the maintenance and cleaning of the facility, vehicles, and equipment; responsible for fee collections; supervises record maintenance and prepares required reports.

Arranges for or provides training to employees in animal control procedures.

Assists with development of the operating budget; approves expenditures; recommends capital expenditures; projects overtime requirements.

Oversees and responds to questions, concerns, or complaints from animal owners, officers, the public, or organizations; handles irate citizens and difficult situations arising from the enforcement of Animal Control Ordinances and laws.

Researches and enforces state and County laws and ordinances; writes citations; advises citizens of animal control laws and ordinances; consults with State's Attorney on difficult cases; ensures proper documentation of pertinent information.

Interprets legal statutes, codes, and ordinances; creates or modifies ordinances related to animal control.

Euthanizes animals deemed unadoptable or dangerous to population.

Performs related work as required.

**SUPERVISORY RESPONSIBILITIES** Directly supervises Animal Control Wardens, Kennel Workers, and a Clerk and a Senior Clerk. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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

**EDUCATION and/or EXPERIENCE** High School diploma or GED diploma is required. An Associate's Degree or graduation from an accredited four-year college or university with major course work in Agriculture, Business or Public Administration, is preferred. Considerable progressively responsible experience (1-3 years) in supervising an Animal Control Program or related work; or any equivalent combination of education, training and experience that demonstrates the above listed knowledge, skills, and abilities. Considerable knowledge of diseases and the proper handling of mean or vicious animals.

**LANGUAGE SKILLS** Ability to read and interpret documents such as federal and state regulations, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of employees, public safety employees or 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 graphs or simple maps.

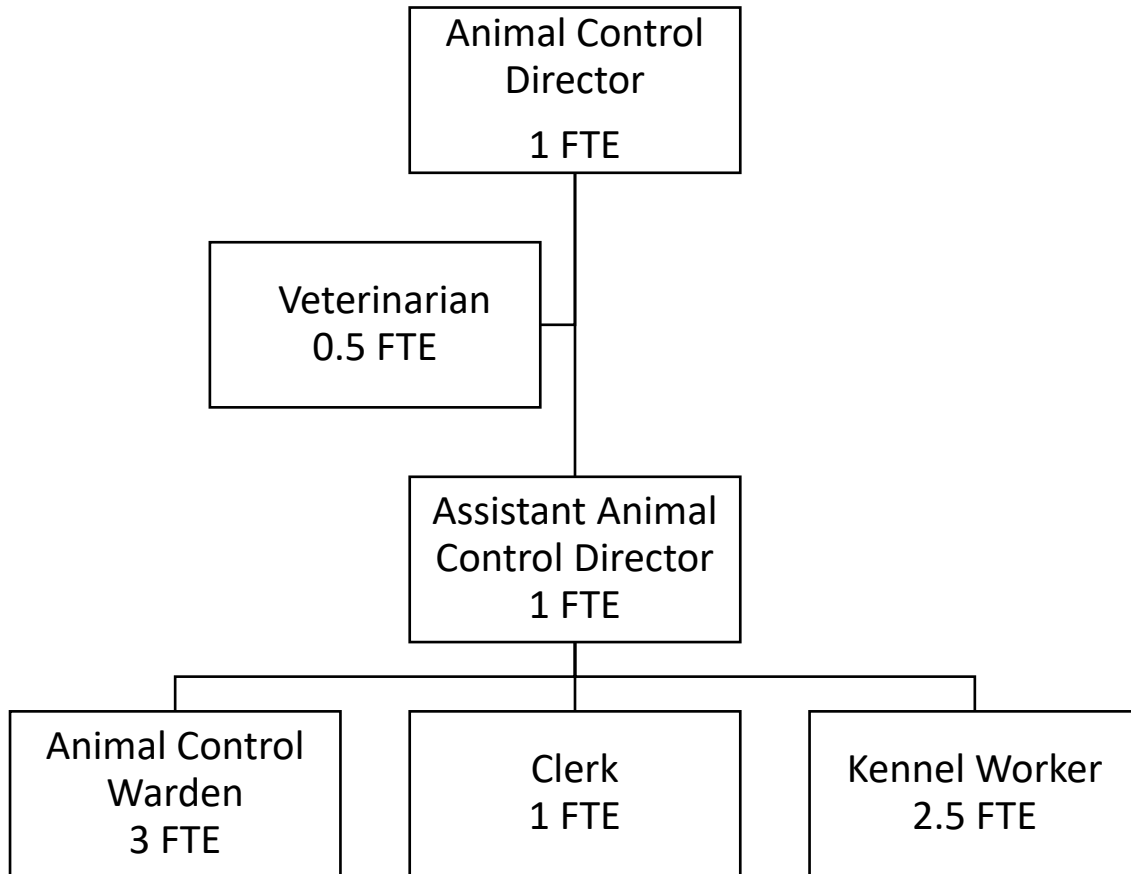
**REASONING ABILITY** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in written or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS** Valid Illinois Driver's License.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to bend; stand; stoop; crawl; walk; sit; and talk; or hear. The employee is occasionally required to use hands to finger, handle, or feel; and reach with hands and arms. The employee must be able to handle live and dead animals, and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

**WORK ENVIRONMENT** While performing the duties of this job, the employee is exposed to hazards associated with traffic; animal bites; blood from animals; hazards associated with infected animals and controlled substances. Work is performed both inside in an office environment and outside while visiting inspection facilities. The noise level in the work environment is usually moderate to loud.

# Proposed Animal Control Table of Organization





MEMORANDUM

TO: Champaign County Board

FROM: Larry White, Seema Patel, Hillary Phelps, and David Sykes

DATE: May 21, 2021

RE: PACE Ordinance

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We are providing the County with a new PACE Ordinance for adoption. The Pace Ordinance the County adopted on March 18, 2021 (Ordinance No. 2021-3), was an initial form that has been updated in response to the evolution of the PACE Program in Illinois. Like Ordinance No. 2021-3, this Ordinance establishes the PACE Program in Champaign County; however, this Ordinance also provides authority for the County to issue Notes. Under the Note structure, the County would enter into an assessment contract with a property owner, under which the property owner would voluntarily agree to annual assessments on its property. The assessments would be payable by the property owner in exchange for the receipt by the property owner of upfront funds to be used for a qualified PACE improvement on its property. The Note to be issued by the County would be payable solely and only from amounts to be received by the County under the assessment contract and never from any of the general funds of the County. The Note would be sold to an investor who would receive payments twice per year on a schedule generally consistent with the County's property tax collection cycle. This Ordinance includes language in Section 21 that repeals Ordinance No. 2021-3 in its entirety.