

**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE**

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

County of Champaign, Urbana, Illinois

Tuesday, September 14, 2021 at 6:30 p.m.

Shields-Carter Meeting Room/Zoom

Brookens Administrative Center

1776 East Washington Street, Urbana, Illinois

Pursuant to the Governor's Executive Order establishing a pandemic disaster in the State of Illinois that covers the County of Champaign, and the County Executive's determination that holding this meeting in person is not prudent at this time due to health concerns with rising numbers of COVID-19 cases and hospitalizations being reported in the county, this meeting will be held remotely via zoom. Public comment also will be taken remotely. The public may watch the meeting live or via recording on the County's [YouTube Channel](#).

Agenda Items

Page #

I. Call to Order

II. Roll Call

III. Approval of Agenda/Addenda

IV. Approval of Minutes

A. June 29, 2021 – Finance Study Session

B. July 19, 2021 – Finance Study Session (to be distributed)

C. August 10, 2021 – Regular Meeting (to be distributed)

1-4

V. Public Participation

- Being accepted remotely through Zoom – for instructions go to:

http://www.co.champaign.il.us/CountyBoard/Committee_Of_The_Whole/2021/210914_Meeting/210914_Zoom_Instructions.pdf

VI. Communications

A. University YMCA ARPA request – Welcoming Center

5

VII. Presentations

A. Sheriff's Office Data Collection – Lucy Favila-Melero

VIII. Justice and Social Services

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

- Probation & Court Services – July 2021
- Public Defender – July & August 2021

B. Rosecrance Re-Entry Financial Report – July 2021 (information only)

6

C. Other Business

D. Chair's Report

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

IX. Policy, Personnel, & Appointments

A. County Executive

1. Monthly HR Report – August 2021 7-10

2. Appointments/Reappointments
 - a. Resolution appointing Mark Birkey to the Nelson-Moore-Fairfield Drainage District, unexpired term ending 8/31/2024 11-12

 - b. Resolution appointing Jack Murray to the Blackford Slough Drainage District, unexpired term ending 8/31/2024 13-14

 - c. Resolution appointing Brent Reifsteck to the County Board of Health, unexpired term ending 6/30/2022 15-17

 - d. Resolution appointing Vinh Hick to the County Board of Health, unexpired term ending 6/30/2024 18-20

 - e. Currently vacant appointments – full list and information is available on the County’s website at:
<http://www.co.champaign.il.us/CountyExecutive/appointments/CurrentVacantOpenings.pdf>
(information only)

 - f. Applications for open appointments (information only) 21-27

3. Recommendation to the Finance Committee for approval of the creation of the Application Support Specialist position to be assigned to Grade Range G, and the concurrent elimination of one of the Desktop Support Technician positions from the staffing budget of Information Technology, effective September 23, 2021 28-33

B. County Clerk

1. Monthly Report – August 2021 34

C. Other Business

D. Chair’s Report

1. Interim report from the Jail Facilities Ad Hoc Committee

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

X. Finance

A. Treasurer

1. Resolution authorizing the execution of a deed of conveyance of the County’s interest or cancellation of the appropriate certificate of purchase on real estate, permanent parcel number 91-21-08-354-013 35

2. Resolution authorizing the execution of a deed of conveyance of the County’s interest or cancellation of the appropriate certificate of purchase on real estate, permanent parcel number 01-36-19-355-005 36

3. Resolution authorizing the execution of a deed of conveyance of the County’s interest or cancellation of the appropriate certificate of purchase on real estate, permanent parcel number 02-01-36-477-007 37

4. Resolution authorizing the cancellation of the appropriate certificate of purchase on a mobile home, permanent parcel number 04-006-0231 38
5. Resolution authorizing the County Executive to assign a mobile home tax sale certificate of purchase, permanent parcel number 29-050-0134 39
6. Resolution authorizing the County Executive to assign a mobile home tax sale certificate of purchase, permanent parcel number 30-055-0841 40
7. Resolution authorizing the County Executive to assign a mobile home tax sale certificate of purchase, permanent parcel number 30-056-0030 41
8. Resolution authorizing disbursement of funds on defaulted contract for mobile home tax sale, permanent parcel number 30-058-0227 42

B. Auditor

1. Monthly Report – August 2021 - Reports are available on the Auditor’s webpage at: <http://www.co.champaign.il.us/auditor/countyboardreports.php>

C. County Executive

1. Recommendation to the County Board for approval of the creation of the Application Support Specialist position to be assigned to Grade Range G, and the concurrent elimination of one of the Desktop Support Technician positions from the staffing budget of Information Technology, effective September 23, 2021 43-48
2. Decision on elected officials’ compensation for December 2022 – November 2026 49-50
3. FY 2022 County Budget (discussion only)
 - a. Executive’s memo 51-52
 - b. Department Head ARPA Requests for 2022 53-54
 - c. Update on ARPA from Project Manager – Kathy Larson

D. Other Business

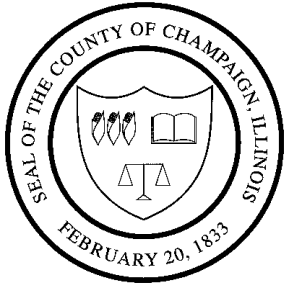
E. Chair’s Report

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

XI. Other Business

XII. 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.



FINANCE COMMITTEE OF THE WHOLE STUDY SESSION

RE: American Rescue Act Funding

County of Champaign, Urbana, Illinois

Tuesday, June 29, 2021 – *6:00 P.M. *PLEASE NOTE TIME

Shields-Carter Meeting Room

Brookens Administrative Center

1776 East Washington Street, Urbana, Illinois

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11 **MINUTES – Subject to Approval**

12 **Members Present:** Samantha Carter, Lorraine Cowart, Aaron Esry, Stephanie Fortado,
13 Jim Goss, Stan Harper, Jordan Humphrey, Mary King, Jenny Lokshin,
14 Diane Michaels, Kyle Patterson, Jacob Paul, Emily Rodriguez, Chris
15 Stohr, Jennifer Straub, Steve Summers, Leah Taylor, Eric Thorsland,
16 Jodi Wolken

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18 **Members Absent:** Titiana Ammons, Jim McGuire, Brad Passalacqua

19
20 **Others Present:** Darlene Kloeppe (County Executive), Megan Robison (Recording
21 Secretary)

22
23 **Agenda Items**

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25 **I. Call to Order**

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27 Chair Fortado called the meeting to order at 6:01 p.m.

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29 **II. *Roll Call**

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31 Roll call was taken, and a quorum was declared present.

32
33 **III. Approval of Agenda**

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35 **MOTION** by Mr. Esry to approve the agenda; seconded by Ms. Taylor. Upon roll call vote, the
36 **MOTION CARRIED** unanimously.

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38 **IV. Public Participation**

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40 None

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42 **V. Communications**

43 A. Additional community suggestions

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45 Ms. Fortado stated she will be putting the additional letters received from the community in these
46 packets. She also mentioned the July 19th Study Session will be held to discuss needs with the immigrant
47 community.

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49 Mr. Patterson acknowledged the historical significance of the first in-person meeting in 15 months and
50 the efforts made by staff to make the remote meetings work.

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52 Ms. Carter joined the meeting at 6:15 p.m.

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VI. Presentations/Discussion

A. Brad Uken, Manager and Mike Briggs, Co-Chair of the Champaign County Farm Bureau Broadband Committee – Champaign County Farm Bureau

Mike Briggs, Co-chair of the Farm Bureau’s Broadband Committee, began by giving background information about the Farm Bureau and why they are involved in broadband. In 2020, they began to look at broadband and the impacts it has on agriculture. They have surveyed their neighbors and the rural school districts. They found that 47% of those surveyed are under or unserved and 45% stated high speed internet is not affordable. Mr. Briggs listed the ARPA requirements for broadband and gave the Farm Bureau’s recommendation. They would like to see the County Board use ARPA funds to improve access and affordability to broadband throughout Champaign County by developing a third-party navigator to coordinate the investment.

Ms. Rodriguez asked if the Farm Bureau knew what the federal government may be providing in the future for broadband. Mr. Briggs said they have looked at grant options from the state and federal governments and have been trying to communicate with the providers to support them in receiving that grant money. Conversation continued from Board members to clarify some of the information given in the presentation and to explain that a navigator would ensure the whole County is served and finding matching funds.

B. Lilly Walton, Executive Director and Stephanie Burnett, MTW & Client Outreach – Housing Authority of Champaign County

Ms. Walton and Ms. Burnett began their presentation by giving the Housing Authority’s mission statement and some background about their agency. They explained that it is very important to bridge the gap between resources and opportunities for this low-income community. Having fast, reliable broadband service can increase household income by 3%. They continued by explaining their current plans and programs, including how broadband would benefit these programs.

Ms. Rodriguez asked about access to providers and what they thought would be an equitable use for the ARPA funds. Ms. Burnett explained that access isn’t necessarily an issue, it is more of an affordability problem for their community. The Housing Authority would also like to see an open Wi-Fi system within Champaign/Urbana and more provider options outside of the cities. Ms. Lokshin and Ms. Carter asked more questions about ways the Housing Authority assists with access to the internet.

C. Michael Smeltzer, Board Member – UC2B

Mr. Smeltzer began by giving some background information about himself and how he got started in the broadband field. He then gave five suggestions on how to get started providing broadband to the County. He gave information on the current broadband structures within Champaign/Urbana and their plans to expand moving forward. Then he moved on to ideas for getting broadband to the rural areas. He explained the three ways to get internet to everyone would be through a fiber system, wireless system or a hybrid system. He also gave pros, cons and estimates of these different types of broadband projects. He finished his presentation with his recommendation to build a robust hybrid broadband system to cover the entire County.

Ms. Rodriguez asked if he had any thoughts on how to encourage competition between companies instead of limiting the competition. Mr. Smeltzer mentioned the option to provide an open access network that might encourage competition.

108
109 D. Service Providers:
110

111 Ms. Fortado introduced the next section of the agenda by explaining that this will need to be a
112 private/public partnership and there is a need to hear the providers perspective and ideas. She asked
113 them to answer five questions: where you are located, where do you have service, where do you envision
114 service coming in the near future, what can the County Board do to help you bring fiber out to the
115 County and how can you make it affordable.
116

- 117 1. Art Svymbersky, Manager of Government and Regulatory Affairs and Deb Piscola, Sr. Director
118 of Government and Regulatory Affairs – Comcast
119

120 Mr. Svymbersky gave some information about Comcast as a company. They employ 76 employees
121 locally and they serve 9 communities in Champaign County. He also explained the services they
122 provide, including a program for low-income families. Comcast would like to work with the County
123 Board to identify unserved areas, find available funding options and increase broadband access to low-
124 income households.
125

126 Ms. Straub asked how many people would be able to Zoom at the same time while using the program
127 built for low-income households. Mr. Svymbersky explained there are a lot of factors that weigh-in but
128 typically 3-4 people could Zoom simultaneously. Mr. Paul asked if they own all of their fiber or if any of
129 it is leased. Mr. Svymbersky explained that Comcast has laid most of their fiber but there are a few
130 places where it is leased. Ms. Lokshin asked about how families are defined as low-income, and it was
131 explained that they just require that the individual is receiving some type of government assistance. Ms.
132 Rodriguez asked about personal data sharing, what the financial benefit to Comcast for that data would
133 be and about having a monopoly on the access. Ms. Piscola explained that data sharing is just used for
134 the marketing of information to the consumer, they are prohibited from selling the data information and
135 Comcast is mandated by the federal government to have non-exclusive franchise agreements. Ms.
136 Fortado asked if their current infrastructure is scalable to the higher speeds. The Comcast officials
137 explained they would not have to lay new lines for the higher speeds, and they are currently testing those
138 speeds on their network.
139

- 140 2. Mike Elam, VP Community Affairs & Market Development – i3 Broadband
141

142 Mr. Elam introduced the three other i3 Broadband representatives that are joining him; Brian Olson, the
143 Chief Operating Officer, Josh Bradbury, the General Manager for Illinois and Christy Wall who runs the
144 operations in Champaign/Urbana. i3 Broadband is the largest fiber to home provider in central Illinois
145 and has been partnering with UC2B since 2014 with their headquarters in Peoria. Mr. Elam provided a
146 map to show where they currently have service and what areas are under construction. Their suggestions
147 would be to follow the ideas given by Mr. Smeltzer and work together with everyone in this field.
148

149 Ms. Carter mentioned how affordable their service is and Mr. Bradbury shared the fact that they have
150 not raised their prices since they began to offer internet to residential customers. While discussing
151 internet speeds, Mr. Elam explained that fiber speeds are expandable, and they are ready to send out the
152 higher speeds when they are needed. Ms. Rodriguez asked how they would handle the need for wireless
153 solutions, and it was explained that they only deal with fiber to the home and that is why it is important
154 to have multiple partnerships to have additional solutions for the community needs.
155

- 156 3. Michael O'Linc, President of Infrastructure – Pavlov Media
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158 Mr. O'Linc began by explaining that Pavlov Media is based in Champaign and they primarily provide
159 service to off-campus student housing in 42 states. They are currently working to expand to the fiber-to-

Committee of the Whole – Study Session Minutes

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

Tuesday, June 29, 2021

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160 home area and are in Piatt County, Tolono, Mahomet and Savoy. He explained it is very difficult to
161 build fiber out to the smaller communities.

162
163 Board members continued to discuss building fiber to the rural areas and the problems with Mr. O’Linc.
164 Mr. Paul asked about municipal co-op’s and it was explained that it is not their primary business plans
165 because it is not profitable for them.

166
167 4. Peter Folk, CEO – Volo Broadband

168
169 Mr. Folk explained that he founded Volo Broadband in 2002 and it is locally owned and operated. He
170 stated that Volo provides fiber and wireless services but they the fiber. They have one of the lowest cost
171 fiber services and they try to work with their customers to provide payment plans when they get behind
172 on their payments. Volo provides services to rural and urban areas in Champaign County. Mr. Folk
173 explained that fiber is the most robust and affordable option.

174
175 Mr. Stohr asked why wireless is less desirable. Mr. Folk explained that wireless is more of a short-term
176 solution. Wireless can have many obstructions in the way

177
178 **VII. Adjournment**

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180 Chair Fortado adjourned the meeting at 9:13 p.m.
181
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August 30, 2021

Darlene Kloeppel, County Executive
Champaign County
1776 East Washington Street
Urbana, IL 61801

Dear Executive Kloeppel

I write to you on behalf of the New American Welcome Center's Welcoming Plan Steering Committee, a group committed to increase economic resiliency, promote shared prosperity, and ensure equitable access to services and opportunity for immigrants in Champaign County. The changing demographics of our community in recent years come with tremendous opportunities to make Champaign County more vibrant, productive and resilient. As you consider the priorities for the County's allocation of ARP funds, I ask you to consider allocating funds to support immigrant communities, which have been disproportionately impacted by the pandemic.

Under the leadership of the New American Welcome Center at the University YMCA, the Committee has worked together across civic, business, social, education and government sectors to produce a strategic plan that will serve as a blueprint for Champaign County to become an even more inclusive, dynamic and cohesive city and region. With a release date of September 15, 2021, the *Welcoming Plan for Champaign County* outlines critical initiatives and strategies in five key areas:

- Economic Integration & Employment
- Citizenship & Civic Engagement
- Language and Education
- Health & Well-Being
- Public Safety

We believe that everyone benefits from immigrant integration, and that welcoming should be everybody's business. Federal funds will support the successful implementation of the plan over the next three years, from fostering immigrant entrepreneurship to ensuring quality legal representation, developing a language access plan, and addressing mental health challenges. As such, we recommend that all funded ARP projects should be asked how their efforts will incorporate all residents, including the recently arrived. Thank you for your consideration of opportunities for funding. I, along with other members of the Steering Committee, am available to explain the plan further and to specify where funds might be best used.

Sincerely,

Ricardo Diaz
Chair, New American Welcome Center Advisory Board

Rosecrance, Inc (Formerly Community Elements)
 Champaign Co Re-Entry Grant
 For the Month Ending July 31, 2021

	July	August	Sept	Total YTD
1. Personnel Costs	\$23,289	\$0	\$0	\$23,289
2. Payroll Taxes/Benefits	\$5,710	\$0	\$0	\$5,710
Computer Hardware & Software	\$0	\$0	\$0	\$0
Total Equipment	\$0	\$0	\$0	\$0
Property Insurance	\$25			\$25
Building & Grounds Maintenance	\$0			\$0
Utilities	\$112			\$112
Janitorial Service	\$231			\$231
Equip Maintenance Agreements	\$74			\$74
Depreciation	\$369			\$369
Total Occupancy	\$811	\$0	\$0	\$811
Office Supplies	\$153			\$153
Contractual / Professional Fees	\$752			\$752
Travel / Training	\$261			\$261
Client Assistance	\$0			\$0
Other Rent	\$0			\$0
Telephone / Cell Phone	\$363			\$363
Liability / Malpractice Insurance	\$301			\$301
Moving & Recruiting	\$0			\$0
Total Program Expenses	\$31,640	\$0	\$0	\$31,640
ALLOCATED M&G	\$6,515			\$6,515
TOTAL EXPENSE	\$38,155	\$0	\$0	\$38,155
Re-Entry Indirect - 11.9% Max				
Max M&G Allowed	\$4,274	\$0	\$0	\$4,274
Champaign County Total	\$35,914	\$0	\$0	\$35,914
Champaign County Paid	\$8,333			\$8,333



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloeppel, County Executive

MONTHLY HR REPORT AUGUST 2021

VACANT POSITIONS LISTING

VACANT POSITIONS AS OF COB 08/31/2021

*** 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	20	vacant 8/19/21 (Brock)	Accountant - Auditor	22.42	1950	43,719.00	1,957.5	43,887.15
80	21	vacant 8/26/21 (Estes)	Board of Review		1560			43,904.29
80	22	vacant 6/30/21 (Sutton)	Senior Election Specialist	18.92	1950	36,894.00	1,957.5	37,035.90
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 4/30/21 (Blazaitis)	Financial Manager	39.02	1950	76,089.00	1,957.5	76,381.65
80	30	vacant 7/6/21 (Newman)	Legal Clerk	15.00	1950	29,250.00	1,957.5	29,362.50
80	30	vacant 8/30/21 (Waldner)	Legal Clerk	15.50	1950	30,225.00	1,957.5	30,341.25
80	30	vacant 8/31/21 (Cunningham)	Director of Operations	36.06	1950	70,317.00	1,957.5	70,587.45
80	36	vacant 8/9/21 (Burkett)	Assistant Public Defender	27.12	1950	52,884.00	1,957.5	53,087.40
80	40	vacant 7/23/21 (Jones)	Clerk - Sheriff	18.77	1950	36,601.50	1,957.5	36,742.28
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	40	vacant 8/8/21 (Wertz)	Deputy Sheriff - Investiagtion	37.15	2080	77,272.00	2,088.0	77,569.20
80	41	vacant 8/13/21 (Su)	Assistant State's Attorney	32.06	1950	62,517.00	1,957.5	62,757.45
80	41	vacant 7/23/21 (Clifton)	Victim Advocate	21.84	1950	42,588.00	1,957.5	42,751.80
80	42	vacant 8/29/21 (Rice)	Deputy Coroner	22.00	2080	45,760.00	2,088.0	45,936.00
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	51	vacant 6/28/21 (Cruz)	Court Services Officer	22.96	1950	44,772.00	1,957.5	44,944.20
80	51	vacant 7/21/21 (Adams)	Court Services Officer	21.29	1950	41,515.50	1,957.5	41,675.18
80	52	vacant 2/8/21 (Hewkin)	Court Services Officer	28.65	1950	55,867.50	1,957.5	56,082.38
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 - Corrections	14.53	1950	28,333.50	1,957.5	28,442.48
80	140	vacant 7/7/21 (Crawford)	Clerk - Corrections	17.99	1950	35,080.50	1,957.5	35,215.43
80	140	vacant 7/9/21 (Shelby)	Clerk - Corrections	15.83	1950	30,868.50	1,957.5	30,987.23
80	140	vacant 7/11/21 (Winters)	Sergeant - Corrections	39.82	2080	82,825.60	2,088.0	83,144.16
80	140	vacant 6/22/21 (Scott)	Correctional Officer	23.55	2080	48,984.00	2,088.0	49,172.40
80	140	vacant 7/8/21 (Brewer)	Correctional Officer	23.05	2080	47,944.00	2,088.0	48,128.40
80	140	vacant 7/29/21 (Stewart)	Correctional Officer	20.87	2080	43,409.60	2,088.0	43,576.56
80	140	vacant 8/6/21 (Haugen)	Correctional Officer	22.06	2080	45,884.80	2,088.0	46,061.28
80	140	vacant 8/7/21 (Evans)	Correctional Officer	22.06	2080	45,884.80	2,088.0	46,061.28
80	140	vacant 8/14/21 (Brandt)	Correctional Officer	25.23	2080	52,478.40	2,088.0	52,680.24
80	140	vacant 8/21/21 (Brolon)	Correctional Officer	24.37	2080	50,689.60	2,088.0	50,884.56
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 7/30/21 (Barth)	Part Time Master Control Officer	17.07	1040	17,752.80	1,044.0	17,821.08
80	140	vacant 8/1/21 (Russo)	Part Time Master Control Officer	17.07	1040	17,752.80	1,044.0	17,821.08
80	140	vacant 8/29/21 (Skinner)	Part Time Master Control Officer	17.07	1040	17,752.80	1,044.0	17,821.08
91	47	vacant 8/13/21 (Joos)	Animal Control Director	39.60	2080	82,368.00	2,088.0	82,684.80
91	47	vacant 8/9/21 (Adams)	Clerk - Animal Control	14.97	2080	31,137.60	2,088.0	31,257.36
91	247	vacant 7/27/21 (Russell)	Animal Control Warden	17.07	2080	35,505.60	2,088.0	35,642.16
671	30	vacant 8/6/21 (Cook)	Legal Clerk	15.50	1950	30,225.00	2,088.0	32,364.00
679	179	vacant 8/20/21 (Gilchrist)	Family Advocate - CAC	21.63	1950	42,178.50	1,957.5	42,340.73
-- TOTAL --						1,884,948.00		1,938,124.84

UNEMPLOYMENT REPORT

Notice of Claims Received – 3
Head Start – 1
WOIA – 2

Notice of Hearing Received - 1
Head Start - 1

Determination Received – 1
Head Start – 1 – benefits denied

Fraud Unemployment Claims Received - 27

PAYROLL REPORT

AUGUST PAYROLL INFORMATION

	8/13/2021		8/27/2021	
Pay Group	EE's Paid	Total Payroll \$\$	EE's Paid	Total Payroll \$\$
General Corp	496	\$1,014,943.56	489	\$1,034,961.70
RPC/Head Start	297	\$434,257.20	333	\$430,950.68
Total	793	\$1,449,200.76	822	\$1,465,912.38

HEALTH INSURANCE/BENEFITS REPORT

Total Number of Employees Eligible: 640
General County Union (includes AFSCME & FOP):
170 Single; 33 EE+spouse; 66 EE+child(ren); 16 Family; 69 waived
Non-bargaining employees:
127 Single; 33 EE+spouse; 47 EE+child(ren); 16 Family; 62 waived
Life Insurance Premium paid by County: \$1,640.99
Health Insurance Premium paid by County: \$409,452.17

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
August 2021: 2.13% average over the last 12 months
August 2021: 14 out of 658 Employees left Champaign County: 14 resignations

WORKERS' COMPENSATION REPORT

Entire County Report	August 2020	August 2021
New Claims	1	4
Closed	7	8
Open Claims	26	30
Year To Date Total (On-going # of claims filed)	25	46

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:				
	Administrative Legal Secretary - State's Attorney	Animal Control Warden - Animal Control	Court Service Officer (JDC) - Probation & Court Services	Clerk - Animal Control	Assistant State's Attorney - State's Attorney	Planning Internship - Planning and Zoning	Deputy Coroner/Autopsy Tech (PT) - Coroner	Assistant Public Defender - Public Defender	Director - Animal Control	
Aug 2021 Monthly EEO Report General County Only										
Total Applicants	17	5	3	6	2	2	6	0	2	43
Male	2	2	2	0	1	2	1	0	2	12
Female	15	3	1	6	1	0	5	0	0	31
NonBinary	0	0	0	0	0	0	0	0	0	0
Undisclosed	0	0	0	0	0	0	0	0	0	0
Hispanic or Latino	1	0	0	0	0	0	1	0	0	2
White	10	3	1	4	1	1	3	0	2	25
Black or African-American	4	0	2	2	0	0	1	0	0	9
Native Hawaiian or Other Pacific Islander	0	1	0	0	0	0	0	0	0	1
Asian	0	0	0	0	0	0	0	0	0	0
American Indian or Alaska Native	0	1	0	0	1	0	1	0	0	3
Two or more races	2	0	0	0	0	1	0	0	0	3
Undisclosed	0	0	0	0	0	0	0	0	0	0
Veteran Status	2	2	0	1	0	0	0	0	0	5

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

Agendas Posted	13	Meetings Staffed	7	Minutes Posted	8
Appointments Posted	0	Notification of Appointment	29	Contracts Posted	4
Calendars Posted	4	Resolutions Prepared	64	Ordinances Prepared	1

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Drainage District Commissioner

RECEIVED
6/22/21

NAME: Mark L. Birkey

ADDRESS: 722 CR 3450N Fosland IL 61845
Street City State Zip Code

EMAIL: [REDACTED] PHONE: 217-778-1084

Check Box to Have Email Address Redacted on Public Documents

NAME OF DRAINAGE DISTRICT: Nelson - Moore - Fairfield

BEGINNING DATE OF TERM: Sept. 1, 2021 ENDING DATE: 8/31/2024

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 own land within the drainage district? Yes No

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

I have farmed locally for the last 40 years and understand the importance of tiling and drainage.

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

Have served several years on the Nelson - Moore - Fairfield District board.

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

COL for Champaign County
Nelson - Moore, Fairfield Drainage 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:

- 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 Office of the County Executive.

Mark L. Bailey
 Signature _____

Date: 6/18/21 _____

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Drainage District Commissioner

RECEIVED
7/16/21

NAME: Jack Murray

ADDRESS: 2607 CR 1000E Champaign IL 61822
Street City State Zip Code

EMAIL: [REDACTED] [REDACTED] [REDACTED] PHONE: 217 202 8408

Check Box to Have Email Address Redacted on Public Documents

NAME OF DRAINAGE DISTRICT: Blackford Slough Drainage District

BEGINNING DATE OF TERM: Sept 1 2021 ENDING DATE: Aug 31 2024

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 own land within the drainage district? Yes No
3. What experience and background do you have which you believe qualifies you for this appointment?

I have served on ditch for 20 years.

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

I have served on ditch for 20 years.
We try to be concienious in all matters of money.

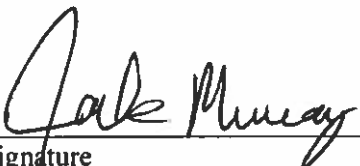
5. Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.

Candit #1 Drainage District
Blackford slough Drainage 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:

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 Office of the County Executive.


Signature _____
Date: 6/29/21

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

Board of Health

NAME: Brent D. Reifsteck, MD

ADDRESS: 1618 Crabapple Ln Champaign IL 61822
Street City State Zip Code

EMAIL: Brent.Reifsteck@Carle.com **PHONE:** (217) 369-0407

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BOARD: Champaign County Board of Health

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

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 Champaign County? Yes No
2. Are you a licensed physician or dentist? Yes No If yes, please explain: Physician IL Lic 036121237
3. What experience and background do you have which you believe qualifies you for this appointment?
I have been a physician since 2005, and a Pediatrician since 2008. I was born here and raised in
Champaign County. I spent my first 3 years as a Pediatrician working in Primary Care Peds at Carle
in Mattoon, IL. In 2011, I transferred to Urbana to work on Inpatient Pediatrics full-time, and also
helped to start the Child Abuse team. In 2018, I was promoted to Associate Medical Director of
Inpatient Children's Services & in 2020, I was again promoted to Medical Director of the Children's
Service Line at Carle Health.
4. Do you have experience in the mental health field? Yes No If yes, please explain:
Limited to my exposure to mental health inside the scope of my work as a Pediatrician. (In addition
to the exposure during my education and training)

- 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 the role is to draw upon one's experience, training, and education to help advise and direct the work done on behalf of the County to promote the health, safety, and wellbeing of those in our County.

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

Honestly, I have very little first-hand knowledge of these issues. There would be a learning curve for me, but I had a similar learning curve when I took over as Medical Director. Thus, I do have experience in absorbing topics like this.

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

Vice Chair of the Champaign Child Death Review Team.

- 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? (This question is not meant to disqualify you; it is only intended to provide information.) Yes No If yes, please explain:

The only conflict I can think of would be if we are discussing topics that directly relate to Carle. I would not be there to represent Carle, but to serve the Board of Health. Thus, if there are entanglements that would potentially cause conflict of interest, that is the only think I can see getting in the way.

- 9. 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.

Brent D. Reifsteck, MD Digitally signed by Brent D. Reifsteck,
MD
Date: 2021.07.21 10:08:30 -05'00'

Signature

21 July 2021

Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM



Board of Health

NAME: Vinh Hick, DDS

ADDRESS: 606 S. Pine St. Champaign Illinois 61820
City State Zip Code

EMAIL: [Redacted] PHONE: (217) 690-7916

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

NAME OF APPOINTMENT BOARD: Board of Health

BEGINNING DATE OF TERM: 06/30/2022 ENDING DATE: 06/30/2024

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 Champaign County? [X] Yes [] No
2. Are you a licensed physician or dentist? [X] Yes [] No If yes, please explain: I am a licensed, practicing dentist

3. What experience and background do you have which you believe qualifies you for this appointment?
As a child in Vietnam, I received treatment from mobile Red Cross and army physicians and dentists. I valued that care so much that it was instrumental in my decision to become a dentist. I have been a clinical instructor of senior dental students in a community outreach clinic at a Goodwill branch in Houston, Texas. I have participated in outreach health clinics in Honduras and Guyana. And I have been a practicing dentist for 33 years. My life experience and professional experience have given me a very real appreciation of just how valuable good health care is, and how unavailable it can be for many people. I understand the value of educating people in good health practices, from basic sanitation to balanced diets and everything in between. Most times my education efforts involve oral health, but at other times have involved such things as explaining to people in Guyana why they shouldn't use their river as a toilet.

- 4. Do you have experience in the mental health field? [] Yes [X] No If yes, please explain:

- 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 that, as a member of the Board of Health, my duties would include the generation or synthesis of ideas on how best to serve the health needs of our community; to evaluate the ideas of others; to evaluate the effectiveness of efforts taken by the Board; and to help ensure the wise and appropriate utilization of the resources and powers available to the Board. I envision carrying out my duties by being present and alert for meetings, by utilizing my best judgement in my evaluations, and by speaking up when necessary and appropriate.

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

My knowledge of the Board of Health's operations is limited to what I have been able to learn by reading the minutes of meetings and study sessions online. It appears to me that much of the Board's time and energy is spent on food safety issues, but in reading through multiple year's minutes, I think I've gotten a sense of the breadth of the Board's responsibilities and actions.

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

- 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? (This question is not meant to disqualify you; it is only intended to provide information.) Yes No If yes, please explain:

- 9. 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

August 8th, 2021

Date



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloepfel, County Executive

MEMORANDUM

TO: County Board Members
FROM: Darlene Kloepfel, County Executive
DATE: September 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 (*italics indicates incumbent*) received in the September Committee of the Whole agenda packet. I have attached here the applications for appointments for unexpired positions and will forward my recommendations to fill these vacancies at the October Committee of the Whole meeting.

Lower Big Slough Drainage District – 1 position – unexpired term ending 8/31/2024

- *Joe Burke*

Mount Olive Cemetery Association – 2 positions – unexpired terms ending 6/30/2026

- Bill Routh

Clements Cemetery Association – 2 positions – unexpired term ending 6/30/2025

- Julie Smith

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Drainage District Commissioner

RECEIVED
8/19/21

NAME: Joe Burke

ADDRESS: 2420 C.R. 1100 E. Thomson IL. 61878
Street City State Zip Code

EMAIL: 1960 joeburke@gmail.com PHONE: 217-840-7521

Check Box to Have Email Address Redacted on Public Documents

NAME OF DRAINAGE DISTRICT: Lower Big Slough Drainage District

BEGINNING DATE OF TERM: Sept 1 2021 ENDING DATE: Aug 31 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 own land within the drainage district? Yes No

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

I Have Farmed & Tiled for most of my life and know the area. The local farm is in Good & Hamilton Twp.

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

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

I am a committee member of the Champaign County Farm Bureau.

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 Office of the County Executive.

Signature Joseph Bunker

Date: 8-5 - 2021

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Cemetery Association/Board

NAME: Bill Routh

ADDRESS: 1765 County Rd 2275 E St. Joseph IL 61873
Street City State Zip Code

EMAIL: [REDACTED] PHONE: (217)493-0362

Check Box to Have Email Address Redacted on Public Documents

CEMETERY ASSOCIATION/BOARD: Mount Olive Cemetery Association

BEGINNING DATE OF TERM: _____ ENDING DATE: _____

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 oversee, coordinate, manage, and maintain my farming operation. I live close to the cemetery and visit it

frequently due to having multiple family members buried there. I've purchased plats for my wife and I so I have a personal interest in it.

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

I personally know some of the board members and attended the semi annual meeting. I feel I learned a lot at the meeting

and have a good insight on how the board operates. I'm hoping to be accepted as a board member so I can learn more

about the operations of the cemetery.

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

None

- 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 Office of the County Executive.

Bill Crotts
Signature

Date: 8/5/2021

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Cemetery Association/Board

NAME: Julia A. Smith

ADDRESS: 3008 N. High Cross Rd. Urbana IL 61802
Street City State Zip Code

EMAIL: smithja@unit.org PHONE: (217) 418-0943

Check Box to Have Email Address Redacted on Public Documents

CEMETERY ASSOCIATION/BOARD: _____

BEGINNING DATE OF TERM: _____ ENDING DATE: _____

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 live next door to the cemetery. People stop at my house all the time to ask questions about where their loved ones are buried so I've become very familiar with the cemetery. I have been the groundskeeper this Spring and Summer. I'm very passionate about cleaning this cemetery up.

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

I actually do not have a great deal of knowledge about these things. Several of them do not apply to the cemetery.

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

None

- 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:

I am willing to do anything that helps me be more informed and better equipped to take care of the cemetery.

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.

Julie Smith
 Signature _____
 Date: *8/17/21* _____



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: August 25, 2021

RE: REVIEW and RECOMMENDATION for Application Support Specialist

Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on August 10, 2021, the Job Content Evaluation Committee has met to review the request of the Chief Information Officer to review and evaluate a proposed position of Application Support Specialist, to replace one of the Desktop Support Technician positions.

REPORT:

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by Chief Information Officer M.C. Neal. The Committee was also provided with a job description for the position. Mr. Neal met with the Committee and explained the parameters and scope of responsibility for the position, including significantly more duties related to training personnel on new applications, and aiding in the County's migration away from the AS400 platform. Mr. Neal requests the classification to be effective September 23, 2021, if approved. In addition, Mr. Neal 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 Application Support Specialist be in Grade Range "G", the same grade as the Desktop Support Technician.

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 Application Support Specialist position to be assigned to Grade Range G, and the concurrent elimination of one of the Desktop Support Technician positions from the staffing budget of Information Technology, effective September 23, 2021.

REQUESTED ACTION for FINANCE:

The Finance Committee recommends to the County Board approval of the creation of the Application Support Specialist position to be assigned to Grade Range G, and the concurrent elimination of one of the Desktop Support Technician positions from the staffing budget of Information Technology, effective September 23, 2021.

Thank you for your consideration of this recommendation.

cc: Darlene A. Kloepfel, County Executive
M.C. Neal, Information Technology

attachments

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM
JOB CONTENT EVALUATION COMMITTEE REPORT

Date of Request:

August 10, 2021

RE-EVALUATION OF POSITION

Department Requesting: Information Technology
Position Title: Desktop Support Technician
Current Job Points: 536
Current 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

Job Evaluation Committee Recommendation: Re-Classification

Recommended Title: Application Support Specialist
Re-Evaluated Job Points: 557
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:

August 25, 2021

Champaign County Job Description

Job Title: Application Support Specialist

Department: Information Technology

Reports To: Chief Information Officer

FLSA Status: Exempt

Grade/Range: G

Approved Date: September 2021 (expected)

SUMMARY Utilizing excellent communication and problem-solving skills, the *Application Support Specialist* provides County staff with support for vendor-based software solutions (e.g., financial management, human resources, court and justice, etc.); this support includes end-user training as well as the installation, configuration, and troubleshooting of software programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (other duties may be assigned):

- Become an expert in the configuration, workflow, and overall user experience of County software solutions (training provided);
- Provide assistance and support to end-users via telephone, remote software, or in person;
- Troubleshoot basic and intermediate issues, escalating advanced issues to senior County IT staff and/or to software vendor(s);
- Document support issues, cataloging problems encountered and resulting solution within help desk ticketing system;
- Maintain internal knowledge base documentation for IT support staff;
- Create training documentation for end-users, outlining procedures and best practices;
- Deliver training to teams or individuals;
- Install and configure programs on end-user computers;
- Create user accounts and assist with password resets;
- Perform regular analysis of support issues to identify areas of targeted training or workflow development;
- Establish and maintain positive relationships with end-users;
- Evaluate vendor roadmaps, and emerging technologies to make recommendations for the procurement of software, hardware, and services;
- Keep project teams and department up-to-date on relevant activities and problems.

SUPERVISORY RESPONSIBILITIES This position has no direct supervisory responsibilities.

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

EDUCATION and EXPERIENCE Any combination of four (4) years of directly-related work experience or college coursework that would provide knowledge in software technical support and/or end-user training. High school diploma required.

LANGUAGE SKILLS Ability to read, analyze, and interpret periodicals, professional journals, and technical procedures. Ability to write reports, correspondences, and procedure manuals. Ability to effectively present information and respond to questions from County staff members.

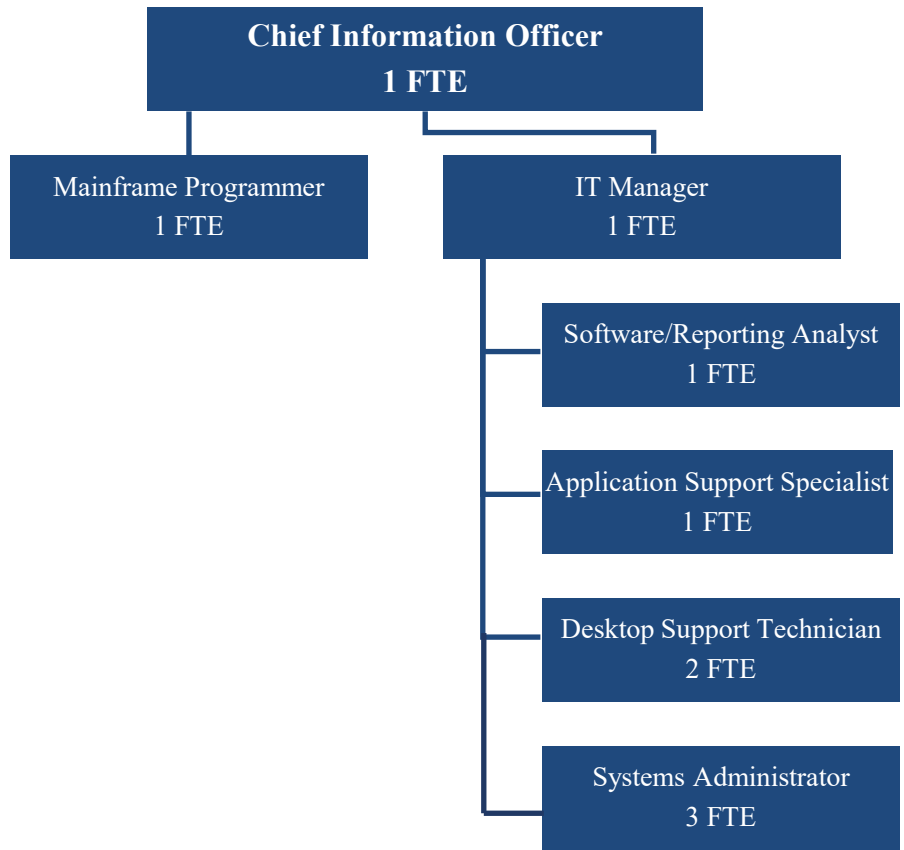
TECHNICAL SKILLS General knowledge of information technology concepts and systems. Familiarity with administering Windows desktop computers (e.g. installing computer programs, setting up printers, applying windows updates, etc.). Demonstrated aptitude for learning new technologies.

REASONING ABILITY Ability to define, analyze, and interpret problems, data, and technical instructions, and establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS Training certifications (e.g., CompTIA CTT+, Apple ACT, etc.) highly desirable, but not 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; and talk; or hear. The employee is occasionally required to stand; walk; use hands to finger; handle, or feel; and reach with hands and arms. The employee may occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, color 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. Normal office conditions. The noise level in the work environment is usually moderate





Aaron Ammons
Champaign County Clerk
Champaign County, Illinois

1776 East Washington Street
Urbana, IL 61802
Email: vitals@co.champaign.il.us
Website: www.champaigncountyclerk.com

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

COUNTY CLERK
MONTHLY REPORT
AUGUST
2021

Liquor Licenses & Permits	59.00
Civil Union Licenses	140.00
Marriage License	7,560.00
Interests	10.29
State Reimbursements	-
Vital Clerk Fees	31,881.00
Tax Clerk Fees	1,429.80
Refunds of Overpayments	-
TOTAL	41,080.09
Additional Clerk Fees	1,686.00



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

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

CUNNINGHAM TOWNSHIP

PERMANENT PARCEL NUMBER: 91-21-08-354-013

As described in certificates(s) : 730 sold October 2018

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

WHEREAS, Latif Khan, has bid \$27,861.00 for the County's interest, such bid having been presented to the Budget & Finance Committee at the same time it having been determined by the Budget & Finance Committee and the Agent for the County, that the County shall receive from such bid \$20,857.50 as a return for its certificate(s) of purchase. The County Clerk shall receive \$0.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive \$0.00 for his services and the Recorder of Deeds shall receive \$51.00 for recording. The Agent under his contract for services shall receive \$6,952.50. The total paid by purchaser is \$27,861.00.

WHEREAS, your Budget & Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the Board of Champaign County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest or authorize the cancellation of the appropriate Certificate(s) of Purchase, as the case may be, on the above described real estate for the sum of \$20,857.50 to be paid to the Treasurer of Champaign County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this _____ day of _____, _____

ATTEST:

CLERK

COUNTY EXECUTIVE

SALE TO NEW OWNER

09-21-004



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

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

AYRES TOWNSHIP

PERMANENT PARCEL NUMBER: 01-36-19-355-005

As described in certificates(s) : 7 sold October 2017

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

WHEREAS, Kyle E. Beck, has bid \$801.00 for the County's interest, such bid having been presented to the Budget & Finance Committee at the same time it having been determined by the Budget & Finance Committee and the Agent for the County, that the County shall receive from such bid \$400.00 as a return for its certificate(s) of purchase. The County Clerk shall receive \$0.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive \$0.00 for his services and the Recorder of Deeds shall receive \$51.00 for recording. The Agent under his contract for services shall receive \$350.00. The total paid by purchaser is \$801.00.

WHEREAS, your Budget & Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the Board of Champaign County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest or authorize the cancellation of the appropriate Certificate(s) of Purchase, as the case may be, on the above described real estate for the sum of \$400.00 to be paid to the Treasurer of Champaign County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this _____ day of _____, _____

ATTEST:

CLERK

COUNTY EXECUTIVE

SALE TO NEW OWNER

09-21-002



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

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

BROWN TOWNSHIP

PERMANENT PARCEL NUMBER: 02-01-36-477-007

As described in certificates(s) : 30 sold October 2018

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

WHEREAS, David A. Hudson, has bid \$3,053.77 for the County's interest, such bid having been presented to the Budget & Finance Committee at the same time it having been determined by the Budget & Finance Committee and the Agent for the County, that the County shall receive from such bid \$2,252.08 as a return for its certificate(s) of purchase. The County Clerk shall receive \$0.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive \$0.00 for his services and the Recorder of Deeds shall receive \$51.00 for recording. The Agent under his contract for services shall receive \$750.69. The total paid by purchaser is \$3,053.77.

WHEREAS, your Budget & Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the Board of Champaign County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest or authorize the cancellation of the appropriate Certificate(s) of Purchase, as the case may be, on the above described real estate for the sum of \$2,252.08 to be paid to the Treasurer of Champaign County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this _____ day of _____,

ATTEST:

CLERK

COUNTY EXECUTIVE

SALE TO NEW OWNER

09-21-003

RESOLUTION



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

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

VIN: INMI04AO483571A
1978 HORIZON 980 SqFt
MH PARK: Shadowwood Mobile Homes

PERMANENT PARCEL NUMBER: 04-006-0231

As described in certificate(s): 30 sold on October 26, 2018

Commonly known as: 28 FORSYTHIA

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

WHEREAS, Antonio Julio Francisco, has paid \$1,007.27 for the full amount of taxes involved and a request for surrender of the tax sale certificate has been presented to the Budget & Finance Committee and at the same time it having been determined that the County shall receive \$448.53 as a return for its Certificate(s) of Purchase. The County Clerk shall receive \$51.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account. The Agent under his contract for services shall receive \$507.74.

WHEREAS, your Budget & Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the Board of Champaign County, Illinois, hereby authorizes the cancellation of the appropriate Certificate(s) of Purchase on the above described mobile home for the sum of \$448.53 to be paid to the Treasurer of Champaign County, Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this _____ day of _____, _____

ATTEST:

CLERK

COUNTY EXECUTIVE

SURRENDER

09-21-008

RESOLUTION



**RESOLUTION AUTHORIZING THE COUNTY BOARD CHAIR TO ASSIGN
MOBILE HOME TAX SALE CERTIFICATE OF PURCHASE**

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

AND WHEREAS, pursuant to this program the County of Champaign, as Trustee for the Taxing Districts, has obtained a Tax Sale Certificate of Purchase as to the following described mobile home:

134 THE OAKS

PERMANENT PARCEL NUMBER: 29-050-0134

As described in certificates(s) : 114 sold October 2017

AND WHEREAS, pursuant to public auction sale, Taylor Valley View Homes LLC, Purchaser(s), has/have deposited the total sum of \$901.01 for the purchase of the said Certificate of Purchase and has/have requested that the County of Champaign assign to said Purchaser(s) the said Certificate of Purchase and all of the rights of Champaign County to obtain a Tax Certificate of Title as to the said mobile home and further, from said payment the County shall receive \$401.01 as a return for its certificates(s) of Purchase. The County Clerk shall receive \$0.00 for cancellation of certificate(s) and to reimburse for the charges advanced therefrom; the Auctioneer shall receive \$0.00 for services rendered; the Illinois Secretary of State shall receive the sum of \$150.00 for issuance of the Tax Certificate Title to said Purchaser(s); The Agent under his contract for services shall receive \$350.00;

AND WHEREAS, it appears to the Budget & Finance Committee that Champaign County and its taxing districts will be best served by assigning its said Tax Sale Certificate of Purchase to said Purchaser(s) in exchange for the aforesaid payment;

NOW THEREFORE BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the County Board Chair is authorized to assign the abovesaid Tax Sale Certificate of Purchase as to the above described mobile home in exchange for payment to the Treasurer of Champaign County, Illinois, of the sum of \$401.01, which shall be disbursed according to law. This resolution shall be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this _____ day of _____, _____

ATTEST:

CLERK

COUNTY EXECUTIVE

RESOLUTION



**RESOLUTION AUTHORIZING THE COUNTY BOARD CHAIR TO ASSIGN
MOBILE HOME TAX SALE CERTIFICATE OF PURCHASE**

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

AND WHEREAS, pursuant to this program the County of Champaign, as Trustee for the Taxing Districts, has obtained a Tax Sale Certificate of Purchase as to the following described mobile home:

1841 LIBERTY

PERMANENT PARCEL NUMBER: 30-055-0841

As described in certificates(s) : 132 sold October 2018

AND WHEREAS, pursuant to public auction sale, Oscar Nieto Lugo, Roxana Ruiz Almaraz, Purchaser(s), has/have deposited the total sum of \$5,000.00 for the purchase of the said Certificate of Purchase and has/have requested that the County of Champaign assign to said Purchaser(s) the said Certificate of Purchase and all of the rights of Champaign County to obtain a Tax Certificate of Title as to the said mobile home and further, from said payment the County shall receive \$3,637.50 as a return for its certificates(s) of Purchase. The County Clerk shall receive \$0.00 for cancellation of certificate(s) and to reimburse for the charges advanced therefrom; the Auctioneer shall receive \$0.00 for services rendered; the Illinois Secretary of State shall receive the sum of \$150.00 for issuance of the Tax Certificate Title to said Purchaser(s); The Agent under his contract for services shall receive \$1,212.50;

AND WHEREAS, it appears to the Budget & Finance Committee that Champaign County and its taxing districts will be best served by assigning its said Tax Sale Certificate of Purchase to said Purchaser(s) in exchange for the aforesaid payment;

NOW THEREFORE BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the County Board Chair is authorized to assign the abovesaid Tax Sale Certificate of Purchase as to the above described mobile home in exchange for payment to the Treasurer of Champaign County, Illinois, of the sum of \$3,637.50, which shall be disbursed according to law. This resolution shall be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this _____ day of _____, _____

ATTEST:

CLERK

COUNTY EXECUTIVE

RESOLUTION



**RESOLUTION AUTHORIZING THE COUNTY BOARD CHAIR TO ASSIGN
MOBILE HOME TAX SALE CERTIFICATE OF PURCHASE**

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

AND WHEREAS, pursuant to this program the County of Champaign, as Trustee for the Taxing Districts, has obtained a Tax Sale Certificate of Purchase as to the following described mobile home:

238 APPLE TREE

PERMANENT PARCEL NUMBER: 30-056-0030

As described in certificates(s) : 139 sold October 2018

AND WHEREAS, pursuant to public auction sale, Taylor Valley View Homes LLC, Purchaser(s), has/have deposited the total sum of \$5,001.01 for the purchase of the said Certificate of Purchase and has/have requested that the County of Champaign assign to said Purchaser(s) the said Certificate of Purchase and all of the rights of Champaign County to obtain a Tax Certificate of Title as to the said mobile home and further, from said payment the County shall receive \$3,638.26 as a return for its certificates(s) of Purchase. The County Clerk shall receive \$0.00 for cancellation of certificate(s) and to reimburse for the charges advanced therefrom; the Auctioneer shall receive \$0.00 for services rendered; the Illinois Secretary of State shall receive the sum of \$150.00 for issuance of the Tax Certificate Title to said Purchaser(s); The Agent under his contract for services shall receive \$1,212.75;

AND WHEREAS, it appears to the Budget & Finance Committee that Champaign County and its taxing districts will be best served by assigning its said Tax Sale Certificate of Purchase to said Purchaser(s) in exchange for the aforesaid payment;

NOW THEREFORE BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the County Board Chair is authorized to assign the abovesaid Tax Sale Certificate of Purchase as to the above described mobile home in exchange for payment to the Treasurer of Champaign County, Illinois, of the sum of \$3,638.26, which shall be disbursed according to law. This resolution shall be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this _____ day of _____, _____

ATTEST:

CLERK

COUNTY EXECUTIVE

RESOLUTION



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

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

VIN: WS301517
1999 FOUR SEASONS 1096 SqFt
MH PARK: Ivanhoe Estates

PERMANENT PARCEL NUMBER: 30-058-0227 sold on October 20, 2017

Commonly known as: 34 RICHARD DR
and it appearing to the Budget & Finance Committee that the redemption/reconveyance party, Fred Thomas, has defaulted a time payment contract.

Of the total amount due of \$1,523.13, the redemption/reconveyance party has only paid \$1,323.97. After several attempts to collect the balance, the Budget & Finance Committee feels that the above mentioned party has defaulted on the contract and the funds collected should be disbursed.

WHEREAS, your Budget & Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the sum paid under this defaulted contract for redemption/reconveyance be disbursed as follows:

\$0.00 to be paid to the County Clerk to reimburse the revolving account for the charges advanced from this account, \$504.29 is to be paid to the Agent for his services under his contract and the balance, \$819.68, shall be paid to the Treasurer of Champaign County, Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this _____ day of _____, _____

ATTEST:

CLERK

COUNTY EXECUTIVE



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: August 25, 2021

RE: **REVIEW and RECOMMENDATION for Application Support Specialist**

Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on August 10, 2021, the Job Content Evaluation Committee has met to review the request of the Chief Information Officer to review and evaluate a proposed position of Application Support Specialist, to replace one of the Desktop Support Technician positions.

REPORT:

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by Chief Information Officer M.C. Neal. The Committee was also provided with a job description for the position. Mr. Neal met with the Committee and explained the parameters and scope of responsibility for the position, including significantly more duties related to training personnel on new applications, and aiding in the County's migration away from the AS400 platform. Mr. Neal requests the classification to be effective September 23, 2021, if approved. In addition, Mr. Neal 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 Application Support Specialist be in Grade Range "G", the same grade as the Desktop Support Technician.

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 Application Support Specialist position to be assigned to Grade Range G, and the concurrent elimination of one of the Desktop Support Technician positions from the staffing budget of Information Technology, effective September 23, 2021.

REQUESTED ACTION for FINANCE:

The Finance Committee recommends to the County Board approval of the creation of the Application Support Specialist position to be assigned to Grade Range G, and the concurrent elimination of one of the Desktop Support Technician positions from the staffing budget of Information Technology, effective September 23, 2021.

Thank you for your consideration of this recommendation.

cc: Darlene A. Kloepfel, County Executive
M.C. Neal, Information Technology

attachments

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM
JOB CONTENT EVALUATION COMMITTEE REPORT

Date of Request:

August 10, 2021

RE-EVALUATION OF POSITION

Department Requesting: Information Technology
Position Title: Desktop Support Technician
Current Job Points: 536
Current 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

Job Evaluation Committee Recommendation: Re-Classification

Recommended Title: Application Support Specialist
Re-Evaluated Job Points: 557
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:

August 25, 2021

Champaign County Job Description

Job Title: Application Support Specialist

Department: Information Technology

Reports To: Chief Information Officer

FLSA Status: Exempt

Grade/Range: G

Approved Date: September 2021 (expected)

SUMMARY Utilizing excellent communication and problem-solving skills, the *Application Support Specialist* provides County staff with support for vendor-based software solutions (e.g., financial management, human resources, court and justice, etc.); this support includes end-user training as well as the installation, configuration, and troubleshooting of software programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (other duties may be assigned):

- Become an expert in the configuration, workflow, and overall user experience of County software solutions (training provided);
- Provide assistance and support to end-users via telephone, remote software, or in person;
- Troubleshoot basic and intermediate issues, escalating advanced issues to senior County IT staff and/or to software vendor(s);
- Document support issues, cataloging problems encountered and resulting solution within help desk ticketing system;
- Maintain internal knowledge base documentation for IT support staff;
- Create training documentation for end-users, outlining procedures and best practices;
- Deliver training to teams or individuals;
- Install and configure programs on end-user computers;
- Create user accounts and assist with password resets;
- Perform regular analysis of support issues to identify areas of targeted training or workflow development;
- Establish and maintain positive relationships with end-users;
- Evaluate vendor roadmaps, and emerging technologies to make recommendations for the procurement of software, hardware, and services;
- Keep project teams and department up-to-date on relevant activities and problems.

SUPERVISORY RESPONSIBILITIES This position has no direct supervisory responsibilities.

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

EDUCATION and EXPERIENCE Any combination of four (4) years of directly-related work experience or college coursework that would provide knowledge in software technical support and/or end-user training. High school diploma required.

LANGUAGE SKILLS Ability to read, analyze, and interpret periodicals, professional journals, and technical procedures. Ability to write reports, correspondences, and procedure manuals. Ability to effectively present information and respond to questions from County staff members.

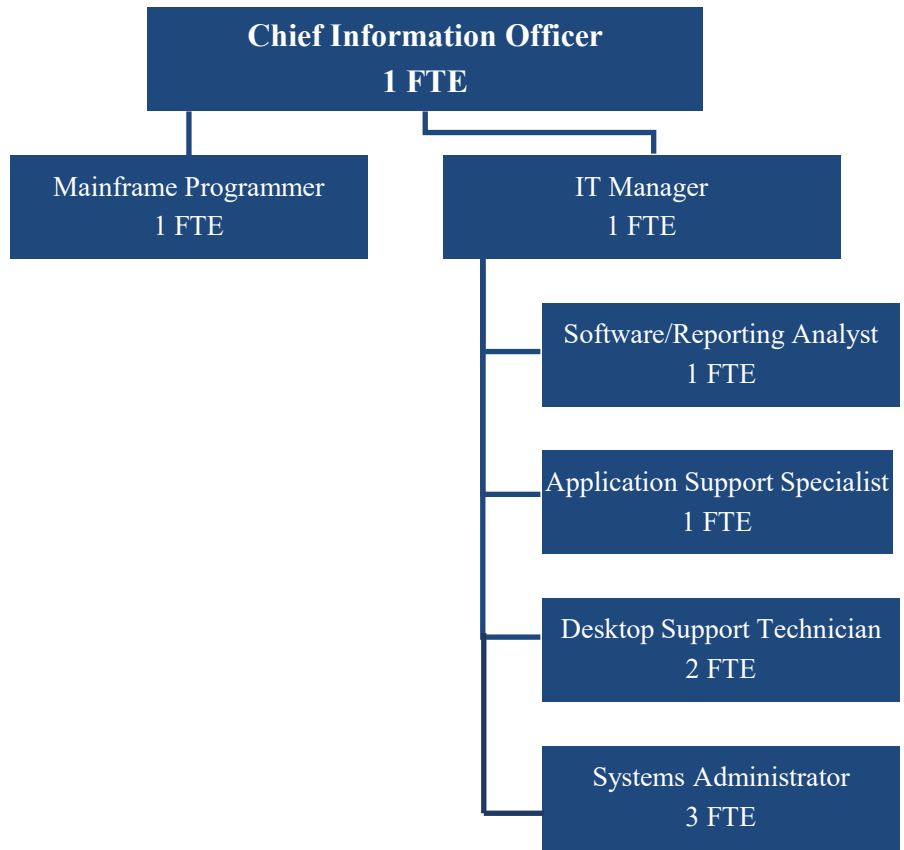
TECHNICAL SKILLS General knowledge of information technology concepts and systems. Familiarity with administering Windows desktop computers (e.g. installing computer programs, setting up printers, applying windows updates, etc.). Demonstrated aptitude for learning new technologies.

REASONING ABILITY Ability to define, analyze, and interpret problems, data, and technical instructions, and establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS Training certifications (e.g., CompTIA CTT+, Apple ACT, etc.) highly desirable, but not 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; and talk; or hear. The employee is occasionally required to stand; walk; use hands to finger; handle, or feel; and reach with hands and arms. The employee may occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, color 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. Normal office conditions. The noise level in the work environment is usually moderate





OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloeppe, County Executive

TO: County Board Members
FROM: William P. Colbrook, Director of Administration
Darlene Kloeppe, County Executive
DATE: September 7, 2021
RE: Elected Officials Salary Recommendations

The County Board is statutorily required to determine the amount of compensation for the offices of County Clerk, Sheriff and Treasurer, pursuant to 55 ILCS 5/4-6001 and 4-6003, and the office of the County Executive, pursuant to 55 ILCS 5/2-5012, and to do so without regard to awards or stipends from State funds for those offices. Pursuant to 50 ILCS 145/2, the compensation for the offices of County Clerk, Sheriff, Treasurer and County Executive must be fixed at least 180 days before the term of office begins. In addition, the County Board must balance its duty to fairly and adequately compensate all elected officials with its duty to protect the public's tax dollars and provide County services effectively and efficiently.

Per County Board Resolution 2019-277, the salary schedule for the offices of County Clerk, Sheriff and Treasurer were grouped together, with the last 12-month period beginning 12/1/2021. Likewise, per County Board Resolution 10052, the salary schedule for the office of County Executive was placed on the same schedule, with the last 12-month period beginning 12/1/2021.

Data was recently collected from the Champaign County comparable counties, including Peoria County, McLean County, Rock Island County, Sangamon County and Madison County. Please see the attached data from comparable counties.

In order to reflect any changes to the FY2022 budget, a decision will need to be made by September 30, 2021. Additionally, in order to be in compliance with the 180-day requirement, a decision will need to be made by the April 2022 County Board meeting, at which time a budget amendment could be made to account for the FY2022 budget change.

Elected Official	Peoria County		McLean County		Rock Island County		Sangamon County		Madison County		Will County		Champaign County		Difference		Comp. County Avg. for Clerk's w/ Recorder Duties		Difference Comparing Clerk's with Recorder Duties		3% COLA		Difference w/ 3% COLA From Comp. County Avg.			
	Yes	No	Yes	No	Yes	No	Open source data only	Yes	No	Yes	No															
County Clerk	FY21		\$ 106,330.00	\$ 103,249.00	\$ 93,636.00	\$ 106,999.88		\$ 110,111.04		\$ 104,065.18	\$ 95,656.00							\$ 106,563.35								
	FY22		\$ 106,330.00	\$ 104,797.00	\$ 93,996.54		\$ 110,111.04		\$ 103,808.65	\$ 97,569.00									\$ 107,079.35						\$ (3,312.57)	
Sheriff	FY21		\$ 139,804.00	\$ 111,686.00	\$ 103,836.00	\$ 128,800.10		\$ 114,115.04		\$ 119,648.23	\$ 119,614.00															
	FY22		\$ 142,612.00	\$ 113,361.00	\$ 104,235.57		\$ 114,115.04		\$ 118,580.90	\$ 122,006.00																\$ 7,085.28
Treasurer	FY21		\$ 106,330.00	\$ 103,249.00	\$ 93,636.00	\$ 107,000.40		\$ 110,111.04		\$ 104,065.29	\$ 96,656.00															
	FY22		\$ 106,330.00	\$ 104,797.00	\$ 93,996.54		\$ 110,111.04		\$ 103,808.65	\$ 97,569.00																\$ (3,312.57)
County Executive	FY21									\$ 99,616.00	\$ 119,614.00															
	FY22									\$ 99,616.00	\$ 122,006.00															\$ 26,050.18

McLean Co. - salary resolution ends at FY22

Rock Island Co.: salary resolution ends at FY22

Peoria Co. - salary resolution ends at FY22

Will Co. - provided current County Executive salary but not future salary

Sangamon Co. - FY21 salaries taken from web page pdf document



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 A. KLOEPPEL, COUNTY EXECUTIVE
DATE: SEPTEMBER 3, 2021
RE: 2022 COUNTY BUDGET

The IL Counties Code (55ILCS 5/2-5009(c)) provides for the County Executive to prepare the annual county budget for board approval. Following budget meetings with all departments, the legislative budget hearings and most recent updates to 2021 YTD expenses (in progress), I present the *2022 Budget* for the board's consideration.

This is a balanced budget, reflecting all revenues and expenses to perform the county's required operations, and is in compliance with the County's fiduciary obligations to the public. All department budgets are adequate for the County to meet its statutory obligations to the public.

The county has reached healthy fund balances in both the general fund and PSST, and this should help improve the county's bond rating before the county considers acquiring additional debt related to jail consolidation. The recommended goal for the General Fund is 16.7% of annual expenditures, and the PSST balance must remain greater than 1.25 times our bond debt and currently calculated to be at least \$1,612,071.

	General Fund		Public Safety Sales Tax
FY2020 Fund Balance (unaudited)	\$9,610,730	(24.4% of exp.)	\$2,107,190
FY 2021 Fund Balance (projected)	\$13,211,250	(31.6% of exp.)	\$3,035,406
FY 2022 Fund Balance (budgeted)	\$9,532,022	(20.5% of exp.)	\$4,012,839

In addition to department operating budgets, the *2022 Budget* contains the following items:

Continued support for initiatives already in progress in the County's 6-Year Strategic Plan

- ERP implementation for both financial systems and human resource management modules
- transition of lighting for county buildings to LED fixtures
- expansion of the county emergency siren system to smaller communities
- implementation of the new shared law enforcement RMS database
- decrease debt and restoration of county fund reserves and fund balance

Investments to "catch up" on deferred facility maintenance and replace outdated technology

- fully fund the Capital Asset Replacement Fund
- fund projects in *10-year Facility Deferred Maintenance Plan* (and complete roof/HVAC repairs needed due to hail damage)
- address space needs in Courthouse for Circuit Clerk and Public Defender

- fund projects in the *6-Year IT Plan*
- set aside \$3.75m in anticipation of 2 upcoming large capital projects (jail consolidation and upgrade to JANO court database)

Investments in the county's workforce

Personnel costs are the largest ongoing expense in the county's budget. AFSCME contracts are in progress – adjustments to 2022 budget will be made when negotiations are finalized. Other bargaining unit wage increases are included in this budget. A 3% COLA is included for non-bargaining employees, to retain equity to bargaining unit increases and adjustments to address wage compression due to moving all county entry-level positions starting wages to at least \$15/hr. by 2024. Other personnel items in this budget include:

- County Workforce Study
- Additional staff for Planning & Zoning (zoning officer), Public Defender (attorney), Sheriff (2 law enforcement deputies)
- Pre-employment physicals for Probation recruits
- Moves 2 FT clerk positions from Recorder's special fund back into the general fund

American Rescue Plan Act funding

The County received approximately \$41m from the American Rescue Plan Act (ARPA) allocations, with \$20,364,815 received in 2021 and the second half to be received in 2022. ARPA Fund 840-000 has been created by the auditor's office and all approved projects have been included in this budget with 2022 expenditures currently totaling \$103,803. The Treasurer is investing remaining unallocated funds to obtain maximum interest.

Pending Decisions

Several items are still pending decisions. For inclusion in the tentative budget to be placed on file for public review, decisions will need to be made on the following items by the end of September at the Special Finance Committee of the Whole meeting:

- Elected Officials' salaries for the County Executive, Treasurer, Auditor, Clerk and Sheriff to start in December 2022 (see separate memo on this)
- The Treasurer requested a budget amendment for a pay grade increase for the Chief Deputy Treasurer position in mid-2021 that was deferred for board reconsideration in the 2022 budget
- Specify uses for the allocation of \$130,000 in County Board's county administrator line item (recommend \$37,000 for ERP project management; \$20,000 for public process consultant for jail consolidation funding; \$15,000 for legal fees, \$58,000 for other uses to be determined)
- Specify uses for PSST surplus of \$977,433 (recommend retaining for possible out of county boarding costs for jail inmates or adding to CARF for expenses related to jail consolidation)
- ARPA allocations for 2022 (both for departments and any others)
- Dept. ARPA requests not funded by ARPA that are to be included in dept. operating budgets

Many thanks to the department heads, Tami Ogden, Bill Colbrook and Rita Kincheloe, for their diligence and hard work on this budget that supports the efforts of all county staff to benefit the residents of Champaign County.

8/16/2021	Dustin Heuerman	Sheriff's Office	Full body security scanner for jail	2022	\$175,000			080-040	Public Health Emergency	Yes	recommended for 2022 ARPA
8/16/2021	Dustin Heuerman	Sheriff's Office	Jail consolidation	2022	\$20,000,000			080-040	Public Health Emergency	Yes	pending discussion
8/16/2021	Dustin Heuerman	Sheriff's Office	Updated camera system for jail and sheriff's office facilities	2022	\$525,000			080-040	Public Health Emergency	Yes	recommended for 2022 ARPA
8/16/2021	Dalitso Sulamoyo	Regional Planning Commission	New early childhood building	2022	\$5,900,000			104-000	Public Health Emergency	Yes	pending discussion
8/16/2021	Kari May	Children's Advocacy Center	New Flooring	2022	\$15,000			679-179	Public Health Emergency	Yes	Pending discussion
8/16/2021	Judge Rosenbaum	Circuit Court	Upgrading Circuit Court Technology	2022	\$6,989			080-031	Public Health Emergency	Yes	Pending discussion