

**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE**

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

County of Champaign, Urbana, Illinois

Tuesday, January 10, 2023 at 6:30 p.m.

Shields-Carter Meeting Room

Brookens Administrative Center

1776 East Washington Street, Urbana, Illinois

Agenda Items

Page #'s

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda/Addenda**
- IV. Approval of Minutes**
 - A. November 9, 2022 – Regular Meeting 1-7
- V. Public Participation**
- VI. Communications**
- VII. Finance**
 - A. Budget Amendments/Transfers
 1. Budget Amendment BUA 2022/12/224 8-10
Fund 1080 General Corporate / Dept 026 Treasurer
Increased Appropriations: \$1,355
Increased Revenue: \$0
Reason: Additional funds required to cover shortage in full-time employee line and to cover the increased for the Treasurer’s salary that was approved in Resolution No. 2022-117 on May 19, 2022.
 2. Budget Amendment BUA 2022/12/362 11-12
Fund 1080 General Corporate / Dept 031 Circuit Court
Increased Appropriations: \$2,600
Increased Revenue: \$0
Reason: Amendment for increased appropriations is requested to cover increases in personnel expenditures associated with staff turnover.
 3. Budget Amendment BUA 2022/12/632 13-14
Fund 2092 Law Library / Dept 074 Law Library
Increased Appropriations: \$2,500
Increased Revenue: \$2,500
Reason: One vendor has significantly increased their fees for 2022, causing a shortage in the Books, Periodicals and Manuals line.
 4. Budget Amendment BUA 2022/12/740 15-16
Fund 1080 General Corporate / Dept 042 Coroner
Increased Appropriations: \$36,050
Increased Revenue: \$ 38,812
Reason: To cover increased autopsy and toxicology expenses incurred for death investigations surpassing the original FY22 budgeted amounts.

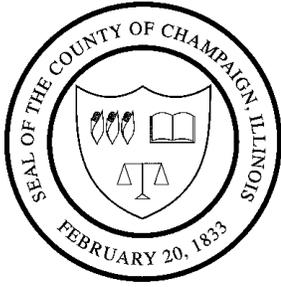
5. Budget Amendment BUA 2022/12/784 17-18
Fund 1080 General Corporate / Dept 041 State’s Attorney
Increased Appropriations: \$37,682
Increased Revenue: \$2,865
Reason: Increased appropriation required to cover three benefit time payouts and the match for the COLA increase given to state’s attorneys state-wide.
6. Budget Transfer BUA 2022/12/585 19-20
Fund 1080 General Corporate / Dept 036 Public Defender & 031 Circuit Court
Amount: \$150,000
Reason: To transfer unused personnel funds from the Public Defender’s budget to defray the cost to the Court’s budget for compensating private counsel required to assist with the Public Defender’s case load.
- B. Treasurer
1. Monthly Report – May, June & July 2022 – Reports are available on the Treasurer’s webpage at: <https://www.co.champaign.il.us/treasurer/reports.php>
2. Resolution authorizing the County Executive to assign a mobile home tax sale certificate of purchase, permanent parcel number 15-025-0056 21
- C. Auditor
1. Monthly Report – October & November 2022 – Reports are available on the Auditor’s webpage at: <http://www.co.champaign.il.us/auditor/countyboardreports.php>
- D. Other Business
- E. Chair’s Report
- F. Designation of Items to be Placed on the Consent Agenda

VIII. Policy, Personnel, & Appointments

- A. County Executive
1. Monthly HR Report – November & December 2022 22-29
2. Request for Job Content Evaluation Committee to review a Finance Specialist position for the Administrative Services Department 30-32
3. Appointments/Reappointments
- a. Resolution Appointing Robert Kolakowski to the Tolono Fire Protection District, unexpired term ending 4/30/2024 33-34
- b. Resolution Appointing County Board Liaisons 35
- c. 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)
- d. 2023 Annual Listing of Expiring Appointments (information only) 36-37

- e. Applications for open appointments (*information only*) 38-41
- B. County Clerk
1. Monthly Reports – November & December 2022 42-43
2. Semi-Annual Report – July-December 2022 44
- C. Other Business
- D. Chair’s Report
- E. Designation of Items to be Placed on the Consent Agenda
- IX. Justice and Social Services**
- A. Monthly Reports – All reports are available on each department’s webpage through the department reports page at: <http://www.co.champaign.il.us/CountyBoard/Reports.php>
- Probation & Court Services – October & November 2022
 - Public Defender – November 2022
 - Animal Control – November 2022
 - Emergency Management Agency – September & October 2022
- B. Rosecrance Re-Entry Financial Report – October & November 2022 (*information only*) 45-46
- C. Public Defender
1. Office update and requests (*discussion only*) 47
- D. Other Business
- E. Chair’s Report
- F. Designation of Items to be Placed on the Consent Agenda
- X. Other Business**
- XI. Adjournment**

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



**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE**

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

County of Champaign, Urbana, Illinois

Wednesday, November 9, 2022 at 6:30 p.m.

Shields-Carter Meeting Room

Brookens Administrative Center

1776 East Washington Street, Urbana, Illinois

10

11 **MINUTES – Subject to Approval**

12 **Members Present:** Samantha Carter, Aaron Esry, Stephanie Fortado, Jim Goss, Stan Harper, Mary
13 King, Jenny Lokshin, Jim McGuire, Diane Michaels, Brad Passalacqua, Chris
14 Stohr, Jennifer Straub, Steve Summers, Leah Taylor, Eric Thorsland, Bethany
15 Vanichtheeranont, Jodi Wolken, Kyle Patterson

16

17 **Members Absent:** Lorraine Cowart, Jacob Paul, Emily Rodriguez, Wayne Williams

18

19 **Others Present:** Darlene Kloeppe (County Executive), Tami Ogden (Director of Finance), Bill
20 Colbrook (Director of Administration), Matt Banach (Assistant State’s Attorney –
21 Chief of Civil Division), Jeff Blue (County Engineer), George Danos (Auditor),
22 Megan Robison (Recording Secretary)

23 **Agenda Items**

24

25 **I. Call to Order**

26

27 Chair Patterson called the meeting to order at 6:30 p.m.

28

29 **II. Roll Call**

30

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

32

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

34

35 **MOTION** by Ms. Lokshin to approve the agenda; seconded by Ms. King. Upon vote, the **MOTION**
36 **CARRIED** unanimously.

37

38 **IV. Approval of Minutes**

39

A. October 11, 2022 – Regular Meeting

40

41 **MOTION** by Mr. Thorsland to approve the minutes of October 11, 2022; seconded by Ms. Taylor. Upon
42 vote, the **MOTION CARRIED** unanimously.

43

44 **V. Public Participation**

45

46 Bryan Schluter spoke about the November 8th Election. He mentioned the technical difficulties and the very
47 small voting locations. He gave details of how the ballots were printed on-demand and asked what their
48 backup plan was if the technology failed. He said 10 ILCS 5/16-5 requires there to be paper ballots if there are
49 technical difficulties. He stated that he had also contacted other counties who stated they all had paper ballots
50 readily available in case of emergency.

51

52 **VI. Communications**

53

A. Champaign County Juvenile Detention Center Out-of-County Boarding

54

55 Mr. Patterson mentioned the out-of-county boarding memo in the packet. Ms. Fortado gave a quick synopsis
56 of the memo and stated that the funds allocated for this served their purpose and really helped the Juvenile
57 Detention Center in many ways.

58 Mr. Thorsland thanked all Veterans for their service. He also requested a list of the Veterans that work for the
59 County so they can be recognized.

60
61 Mr. Stohr gave an update on Mahomet Aquifer mapping, explaining the new media date is November 21st and
62 gave details of how it would look.

63
64 **VII. Policy, Personnel, & Appointments**

- 65 A. County Executive
66 1. Gallagher – Workforce Study
67 a. Recommendation to adopt a Workforce Plan

68
69 Karen Blackwell, Gallagher Senior Consultant, explained her role in the Workforce Study. She gave a
70 PowerPoint presentation highlighting: the project approach, overview and goals, survey and focus group
71 information, top themes and the survey results. She wrapped up her presentation with her recommendations
72 with the priorities being: calibrate compensation, create Task Force for new recruiting & social media
73 strategy, expand HR support, evolve HR Technology and beginning the DEI journey.

74
75 Mike Verdoorn, Gallagher Managing Principal, explained the compensation part of the Workforce Study. He
76 also gave a PowerPoint presentation highlighting: the background and objectives, classification study, data
77 collection methodology, compensation study and implementation costs. He listed the next steps: adopting the
78 proposed new classification structure, selecting proposed salary structure implementation method and
79 utilizing cost implementation estimates for budgeting purposes. Then he wrapped up his presentation with
80 ongoing maintenance ideas.

81
82 Ms. Kloeppel mentioned the memo with her recommendations and welcomed any questions from the Board
83 members. Ms. Fortado mentioned the overwhelming amount of information that was just given to the Board
84 members and suggested forming a smaller committee to go through the large amount of information. Ms.
85 Kloeppel stated that Gallagher has completed their contract and any additional work would result in additional
86 fees.

- 87
88 2. Monthly HR Report – October 2022

89
90 Received and placed on file – Mr. Stohr mentioned vacant positions: 22 correctional officers, 8 court security
91 officers, 4 deputies and 7 public defenders. He suggested including people from the Economic Development
92 Center on the Workforce Ad Hoc Committee.

- 93
94 3. Appointments/Reappointments (*italics indicates incumbent*)
95 a. Resolution appointing Andy Graham to the Public Aid Appeals Committee, term 12/1/2022-
96 11/30/2024
97 b. Resolution appointing Ryan Elwell to the Zoning Board of Appeals, term 12/1/2022-11/30/2027
98 c. Resolution appointing Robert Lee Wood Jr. to the Pesotum Fire Protection District, unexpired
99 term ending 4/30/2024

100
101 **OMNIBUS MOTION** by Ms. Michaels to recommend County Board approval of resolutions appointing
102 Andy Graham, Ryan Elwell and Robert Lee Wood Jr. to their respective committees; seconded by Ms.
103 Taylor. Upon vote, the **MOTION CARRIED** unanimously.

- 104
105 d. Currently vacant appointments – full list and information is available on the County’s website

106
107 Information only

109 e. Applications for open appointments
110
111 Information only
112
113 4. Request approval of the 2023 Holiday Calendar
114
115 **MOTION** by Ms. Fortado to recommend County Board approval of a resolution approving the 2023 Holiday
116 Calendar; seconded by Ms. Lokshin. Upon vote, the **MOTION CARRIED** unanimously.
117
118 5. Request approval of the 2023 County Board Calendar of Meetings
119
120 **MOTION** by Mr. Harper to recommend County Board approval of a resolution approving the 2023 County
121 Board Calendar of Meetings; seconded by Ms. Straub. Upon vote, the **MOTION CARRIED** unanimously.
122
123 B. County Clerk
124 1. Monthly Report – October 2022
125
126 Received and placed on file
127
128 C. County Board
129 1. Resolution designating the Highway Department Conference Room as the Cowart Conference Room
130
131 **MOTION** by Ms. Carter to recommend County Board approval of a resolution designating the Highway
132 Department Conference Room as the Lorraine Cowart Conference Room; seconded by Ms. Michaels. Mr.
133 Blue stated Ms. Cowart was instrumental in hiring him, she helped to build the Highway Department building
134 and he really believes this is a great idea. Ms. Michaels stated there is no one more capable to run the
135 Highway Committee and she is so glad to see this happening while Ms. Cowart is still alive. Ms. Carter spoke
136 about what a wonderful person Ms. Cowart is. Upon vote, the **MOTION CARRIED** unanimously.
137
138 D. Other Business
139
140 None
141
142 E. Chair’s Report
143
144 Mr. Stohr thanked Mr. Passalacqua for the time he has served as the Deputy Chair to the Policy Committee.
145
146 F. Designation of Items to be Placed on the Consent Agenda
147
148 VII. A. 3. a-c, 4, 5
149
150 **VIII. Justice and Social Services**
151 A. Monthly Reports – All reports are available on each department’s webpage through the department
152 reports page at: <http://www.co.champaign.il.us/CountyBoard/Reports.php>
153 • Probation & Court Services – September 2022 & 3rd Quarter Report
154 • Public Defender – September & October 2022
155 • Animal Control – October 2022
156
157 B. Rosecrance Re-Entry Financial Report – September 2022
158
159 Received and placed on file

- 160 C. Sheriff
161 1. Intergovernmental Housing Agreement between the Champaign County Sheriff's Department and
162 Kankakee County for the housing of prisoners
163
164 **MOTION** by Ms. King to recommend County Board approval of a resolution authorizing an
165 intergovernmental agreement between the Champaign County Sheriff's Department and Kankakee County;
166 seconded by Mr. Patterson. Ms. Fortado asked if the 2023 budget includes enough money for out-of-county
167 boarding. Ms. Ogden stated the sheriff has also experienced increases for medical, so a budget amendment
168 may be required later in the year. Upon vote, the **MOTION CARRIED** unanimously.
169
170 D. Other Business
171
172 None
173
174 E. Chair's Report
175
176 None
177
178 F. Designation of Items to be Placed on the Consent Agenda
179
180 VIII. C. 1
181
182 **IX. Finance**
183 A. Budget Amendments/Transfers
184 1. Budget Transfer BUA 2022/10/358
185 Fund 1080 General Corporate / Dept 071 Public Properties, 042 Coroner, 040 Sheriff, 026 County
186 Treasurer, 022 County Clerk, 023 Recorder, 030 Circuit Clerk, 041 State's Attorney, 025 Supervisor
187 of Assessments, 052 Court Services – Probation, 036 Public Defender, 031 Circuit Court, 141 State's
188 Attorney Support Enforcement, and 075 General County
189 Amount: \$206,220
190 Reason: A Board approved transfer is required to cover the FY2022 AFCSME contract wage
191 increases in the General Fund.
192
193 **MOTION** by M. Vanichtheeranont to recommend County Board approval of a resolution approving budget
194 amendment BUA 2022/10/358; seconded by Mr. Thorsland. Upon vote, the **MOTION CARRIED**
195 unanimously.
196
197 2. Budget Amendment BUA 2022/10/369
198 Fund 2075 Regional Planning Commission / Dept 100 Regional Planning Commission
199 Increased Appropriations: \$30,000
200 Increased Revenue: \$30,000
201 Reason: To receive ISC Supportive Housing Transition funding
202
203 **MOTION** by Ms. Michaels to recommend County Board approval of a resolution approving budget
204 amendment BUA 2022/10/369; seconded by Mr. Patterson. Upon vote, the **MOTION CARRIED**
205 unanimously.
206
207
208
209
210

- 211 3. Budget Amendment BUA 2022/10/513
212 Fund 2619 Tax Sale Automation / Dept 026 County Treasurer
213 Increased Appropriations: \$10,100
214 Increased Revenue: \$10,100
215 Reason: Additional funds required to pay part-time staff through the end of the year
216

217 **MOTION** by Mr. Summers to recommend County Board approval of a resolution approving budget
218 amendment BUA 2022/10/513; seconded by Ms. Lokshin. Ms. Fortado mentioned the Treasurer's apologies
219 for being unable to attend tonight's meeting. Upon vote, the **MOTION CARRIED**.
220

221 B. Treasurer

- 222 1. Monthly Reports only available through April on the Treasurer's webpage
223

224 Information only

- 225 2. Champaign County Credit Card Policy
226
227

228 **MOTION** by Ms. Vanichtheeranont to recommend County Board approval of an ordinance establishing the
229 Champaign County Credit Card Policy; seconded by Ms. Straub. Upon vote, the **MOTION CARRIED**
230 unanimously.
231

- 232 3. Ordinance re-establishing an Indemnity Fund
233

234 **MOTION** by Mr. Patterson to recommend County Board approval of an ordinance re-establishing the
235 Indemnity Fund; seconded by Mr. Summers. Upon vote, the **MOTION CARRIED** unanimously.
236

- 237 a. Budget Amendment BUA 2022/11/15
238 Fund 1080 General Corporate / Dept 075 General County
239 Increased Appropriations: \$602,780
240 Increased Revenue: \$0
241 Reason: Reinstatement of the Indemnity Fund to ensure legal obligations related to the tax sale
242 are met.
243

244 **MOTION** by Ms. Vanichtheeranont to recommend County Board approval of a resolution approving budget
245 amendment BUA 2022/11/15; seconded by Ms. Lokshin. Upon vote, the **MOTION CARRIED** unanimously.
246

- 247 4. Resolution authorizing the cancellation of the appropriate certificate of purchase on a mobile home,
248 permanent parcel number 02-001-0044
249 5. Resolution authorizing the cancellation of the appropriate certificate of purchase on a mobile home,
250 permanent parcel number 24-900-0021
251 6. Resolution authorizing the cancellation of the appropriate certificate of purchase on a mobile home,
252 permanent parcel number 29-050-0024
253

254 **OMNIBUS MOTION** by Ms. Michaels to recommend County Board approval of resolutions authorizing the
255 cancellation of the appropriate certificate of purchase on a mobile home, permanent parcel numbers 02-001-
256 0044, 24-900-0021 and 29-050-0024; seconded by Mr. Esry. Upon vote, the **MOTION CARRIED**
257 unanimously.
258
259
260

- 261 7. Resolution authorizing the County Executive to assign a mobile home tax sale certificate of purchase,
262 permanent parcel number 15-025-0090
263 8. Resolution authorizing the County Executive to assign a mobile home tax sale certificate of purchase,
264 permanent parcel number 30-058-0349
265

266 **OMNIBUS MOTION** by Ms. Vanichtheeranont to recommend County Board approval of resolutions
267 authorizing the County Executive to assign mobile home tax sale certificates of purchase, permanent parcel
268 numbers 15-025-0090 and 30-058-0349; seconded by Mr. Thorsland. Upon vote, the **MOTION CARRIED**
269 unanimously.
270

271 C. Auditor

- 272 1. Champaign County Purchasing Policy Rules, Regulations and Procedures for Purchasing
273

274 **MOTION** by Mr. Patterson to recommend County Board approval of an ordinance establishing the
275 Champaign County Purchasing Policy, Rules, Regulations and Procedures for Purchasing; seconded by Mr.
276 Goss. Upon vote, the **MOTION CARRIED** unanimously.
277

- 278 2. Travel & Business Expense Policy
279

280 **MOTION** by Mr. Patterson to recommend County Board approval of an ordinance establishing the
281 Champaign County Travel & Business Expense Policy; seconded by Ms. Vanichtheeranont. Ms. Straub
282 proposed to strike the language stating “75 miles away”. Discussion continued regarding distance and the
283 ability to make exceptions. After clarification, Ms. Straub withdrew her proposal. Upon vote, the **MOTION**
284 **CARRIED** unanimously.
285

286 D. Sheriff

- 287 1. Resolution authorizing an intergovernmental agreement with the City of Champaign, the City of
288 Urbana and Champaign County for the Edward Byrne Memorial Justice Assistance Grant
289

290 **MOTION** by Mr. Esry to recommend County Board approval of a resolution authorizing an
291 intergovernmental agreement with the City of Champaign, the City of Urbana and Champaign County for the
292 Edward Byrne Memorial Justice Assistance Grant; seconded by Ms. Lokshin. Upon vote, the **MOTION**
293 **CARRIED** unanimously.
294

295 E. County Executive

- 296 1. Annual Tax Levy Ordinance
297

298 **MOTION** by Mr. Goss to recommend County Board approval of the annual tax levy ordinance; seconded by
299 Ms. Michaels. Upon vote, the **MOTION CARRIED** unanimously.
300

- 301 2. Annual Budget and Appropriation Ordinance
302

303 **MOTION** by Ms. Taylor to recommend County Board approval of the annual budget and appropriation
304 ordinance; seconded by Ms. Straub. Upon vote, the **MOTION CARRIED** unanimously.
305

- 306 3. Ordinance providing for the issue of not to exceed \$20,000,000 General Obligation Bonds (Public
307 Safety Sales Tax Alternate Revenue Source) for the purpose of consolidating the County’s jail
308 facilities by constructing and equipping an addition attached to the existing satellite jail, providing for
309 the pledge of certain revenues to the payment of principal and interest on said bonds and the levy of a
310 direct annual tax sufficient to pay said bonds if the pledged revenues are insufficient to make such
311 payments, and authorizing the sale of said bonds to the purchaser thereof

312
313 **MOTION** by Mr. Goss to recommend County Board approval of an ordinance providing for the issue of not
314 to exceed \$20,000,000 General Obligation Bonds; seconded by Mr. Patterson. Mr. Thorsland asked Ms.
315 Ogden to explain the change in the County’s Bond Rating. Ms. Ogden stated the County’s Bond Rating has
316 been upgraded from a Aa2 to Aa1 and that will apply to both of these bond issues on the agenda. Upon vote,
317 the **MOTION CARRIED** unanimously.

318
319 4. Ordinance providing for the issue of not to exceed \$20,000,000 General Obligation Bonds (General
320 Sales Tax Alternate Revenue Source) for the purpose of renovating, repairing and equipping the
321 former County Plaza building for the relocation of various County offices, providing for the pledge of
322 certain revenues to the payment of principal and interest on said bonds and the levy of a direct annual
323 tax sufficient to pay said bonds if the pledged revenues are insufficient to make such payments, and
324 authorizing the sale of said bonds to the purchaser thereof

325
326 **MOTION** by Ms. Vanichtheeranont to recommend County Board approval of an ordinance providing for the
327 issue of not to exceed \$20,000,000 General Obligation Bonds; seconded by Ms. Taylor. Upon vote, the
328 **MOTION CARRIED** unanimously.

329
330 F. Other Business

331
332 None

333
334 G. Chair’s Report

335
336 Ms. Fortado thanked Ms. Ogden for all of her hard work and presented her with a token of their appreciation.
337 Ms. Ogden expressed her appreciation for the support from the County Board and Department Heads.

338
339 H. Designation of Items to be Placed on the Consent Agenda

340
341 IX. A. 1-2, B. 2, 3, 3a, 4-8, C. 1-2, D. 1

342
343 **X. Other Business**

344
345 Mr. Patterson acknowledged the members that won’t be continuing their service in the next Board term and
346 their service.

347
348 Mr. Stohr will take recommendations for members on a Workforce Ad Hoc Committee.

349
350 **XI. Adjournment**

351
352 Chair Patterson adjourned the meeting at 8:17 p.m.

353
354
355



Cassandra “CJ” Johnson

**COUNTY TREASURER & COLLECTOR
CHAMPAIGN COUNTY, ILLINOIS**

MEMORANDUM

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

FROM: Cassandra Johnson, County Treasurer

DATE: December 8, 2022

RE: Budget AMENDMENT for Full-time Staff Pay Adjustment & Elected Official Shortage

Upon review of our budget, we require additional funds (totaling \$55) to pay for the salary adjustment for one of our staff members. Additionally, the elected official salary seems to require an additional ~\$1,300 to cover the approved increase for the new term.

The increase was executed prior to the workforce study to ensure that fulltime staff was not compensated less than the part-time staff (without prior experience) needed to complete the tax cycle. Additionally, it appears that the salary update did not include the approved pay increase for the elected official.

Respectfully,

Cassandra “CJ” Johnson
County Treasurer & Collector



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

MEMORANDUM

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

From: Tami Ogden, Director of Finance

Date: December 9, 2022

Re: BUA for Treasurer Salary Line

The need for a budget amendment for the Treasurer’s salary line is explained as follows:

The FY2022 Budget for the Treasurer’s salary was based on Resolution 2021-310 passed September 23, 2021, which was \$100,000 effective 12/1/2022.

On May 19, 2022, after the FY2022 Budget was approved, the County Board passed Resolution 2022-117 which superseded Resolution 2021-310. A higher salary of \$110,000 was approved for the Treasurer’s position.

This results in a budget shortage for FY2022 of \$1,154.

Journal Proof Report



Journal Number: 224 Year: 2022 Period: 12 Description: FT Salary Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1080-00-0251a-01-026-000-000-0000-500101-	ELECTED OFFICIAL SALARY	Elected Official	N	\$1300.00	
			Overage			
BUA	1080-00-0251a-01-026-000-000-0000-500103-	REGULAR FULL-TIME EMPLOYEES	FT Staff Overage	N	\$55.00	
			Journal 2022/12/224	Total	\$1355.00	\$0.00

Fund: 1080 General Corporate

Dept: 026 County Treasurer

Reason: Additional funds required to cover shortage in full-time employee line and to cover the increase for the Treasurer's salary that was approved in Resolution No. 2022-117 on May 19, 2022.

Fund	Account Description	Debit	Credit
1080	GENERAL CORPORATE		
	1080-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS		\$1355.00
	1080-00-0146t-00-000-000-000-0000-300703- BUDGETARY FUND BALANCE	\$1355.00	
	Fund Total	1355	1355

CHAMPAIGN COUNTY CIRCUIT COURT

101 East Main Street
Urbana, Illinois 61801

Lori K. Hansen
Court Administrator



Telephone (217) 384-0154
Fax (217) 384-8638

Sixth Judicial Circuit
Champaign County

MEMORANDUM

TO: Stephanie Fortado, Chair of Finance
Jim Goss, Deputy Chair of Finance
Members of Finance Committee of the Whole

FROM: Lori Hansen

DATE: January 4, 2023

SUBJECT: Circuit Court Budget Amendment 2022/12/362

A budget amendment for increased appropriations in the amount of \$2,600 is requested to cover increases in personnel expenditures associated with staff turnover. Additional appropriation is necessary for the unbudgeted payout to a departing employee for accrued benefit time.

Journal Proof Report



Journal Number: 362 Year: 2022 Period: 12 Description: BA REG FT Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1080-00-0254t-02-031-000-000-0000-500103	REGULAR FULL-TIME EMPLOYEES	Increase REG FT EMPLOYEES	N	\$2600.00	
			Journal 2022/12/362	Total	\$2600.00	\$0.00

Fund: 1080 General Corporate

Dept:031 Circuit Court

Reason: Amendment for increased appropriations is requested to cover increases in personnel expenditures associated with staff turnover.

Fund	Account Description	Debit	Credit
1080	GENERAL CORPORATE		
	1080-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS		\$2600.00
	1080-00-0146t-00-000-000-000-0000-300703- BUDGETARY FUND BALANCE	\$2600.00	
	Fund Total	2600	2600

CHAMPAIGN COUNTY CIRCUIT COURT

101 East Main Street, Rm. 213
Urbana, Illinois 61801

Beth Smith
Executive Assistant



Telephone (217) 239-5788
Fax (217) 384-8424

MEMORANDUM

TO: Kyle Patterson, Champaign County Board Chair
Champaign County Board Members
Steve Summers, Champaign County Executive

FROM: Beth Smith, Executive Assistant to the Court Administrator

DATE: December 22, 2022

RE: Budget Amendment Request – Journal Number 632

When the Law Library budget was completed for FY22, the total budgeted for the Books, Periodicals and Manuals line was based on a new contract lowering costs for all materials in 2022. In entering into that contract, we succeeded in lowering costs by moving over to the use of online materials. However, one publication is only available in print form by a specific vendor. This vendor significantly increased their fees for these items in 2022 which has caused a shortage of \$2500.00 in our Books, Periodicals and Manuals line. We have transferred all available funds from other expense lines and still find ourselves short the necessary funds to pay for items that arrived on December 19th of this year. We are requesting additional appropriation of \$2500.00 for these expenses.

In addition, the Law Library has exceeded its budget by more than \$10,000 in the Charges for Services revenue line which more than covers the increased expenses.

Thank you,

Beth Smith

Beth Smith
Executive Assistant

Journal Proof Report



Journal Number: 632 Year: 2022 Period: 12

Description: ADJUST BDGT

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2092-00-0234k-02-074-000-000-0000-400701-	CHARGES FOR SERVICES	INCREASE REVENUE	N		\$2500.00
BUA	2092-00-0254t-02-074-000-000-0000-501003-	BOOKS, PERIODICALS, AND MANUAL	INCREASE EXPENDITURES	N	\$2500.00	
				Journal 2022/12/632	Total	\$2500.00 \$2500.00

Fund: 2092 Law Library

Dept: 074 Law Library

Reason: One vendor has significantly increased their fees for 2022, causing a shortage in the Books, Periodicals and Manuals line.

Fund	Account Description	Debit	Credit
2092	LAW LIBRARY		
	2092-00-0146t-00-000-000-000-0000-300101- BUDGETED REVENUES	\$2500.00	
	2092-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS		\$2500.00
Fund Total		2500	2500

**OFFICE OF THE CORONER
CHAMPAIGN COUNTY**



202 S. Art Bartell Rd.
Urbana, Illinois 61802

(217) 384-3888
FAX: (217) 384-1290

DUANE E. NORTHRUP
County Coroner

Ms. Stephanie Fortado
Finance Committee Chair
Champaign County Board
1776 E. Washington St.
Urbana, IL 61802

December 29, 2022

Dear Chairwoman Fortado,

I submit Champaign County Board Budget Amendment Journal #740 for increased appropriations of \$35,720 and increased revenue of \$38,812 with a request for approval by the Finance Committee and the County Board. This budget amendment covers increased autopsy and toxicology expenses incurred for Champaign County Coroner death investigations surpassing the original FY22 budgeted amounts. The Champaign County Coroner's Office continues providing autopsy services to approximately 18 other Illinois counties generating this additional revenue for Champaign County. Revenue totaling approximately \$96,812 was deposited by the coroner's office into the county's general fund in fiscal year 2022 from those discretionary autopsy services. I respectfully request approval of Champaign County Board Budget Amendment Journal # 740.

Best regards,

A handwritten signature in black ink that reads 'Duane E. Northrup'. The signature is written in a cursive style with a large, looped 'O' at the end.

Duane E. Northrup
Champaign County Coroner

Journal Proof Report



Journal Number: 740 Year: 2022 Period: 12 Description: Amendment Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit	
BUA	1080-00-0252a-02-042-000-000-0000-501017	EQUIPMENT LESS THAN \$5000	Equip <\$5,000	N	\$330.00		
BUA	1080-00-0252a-02-042-000-000-0000-502001-	PROFESSIONAL SERVICES	Professional Services	N	\$35720.00		
BUA	1080-00-0234k-02-042-000-000-0000-400701	CHARGES FOR SERVICES	Increased Fee Revenue	N		\$38812.00	
				Journal 2022/12/740	Total	\$36050.00	\$38812.00

Fund: 1080 General Corporate
 Dept: 042 Coroner
 Reason: To cover increased autopsy and toxicology expenses incurred for death investigations surpassing the original FY22 budgeted amounts.

Fund	Account Description	Debit	Credit
1080	GENERAL CORPORATE		
	1080-00-0146t-00-000-000-000-0000-300101- BUDGETED REVENUES	\$38812.00	
	1080-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS		\$36050.00
	1080-00-0146t-00-000-000-000-0000-300703- BUDGETARY FUND BALANCE		\$2762.00
Fund Total		38812	38812

Julia R. Rietz
State's Attorney



Courthouse
101 East Main Street
Urbana, Illinois 61801
Phone (217) 384-3733
Fax (217) 384-3816
email: statesatty@co.champaign.il.us

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

MEMO

DATE: December 27, 2023

TO: Stephanie Fortado, Chair, Finance Committee, Champaign County Board
Jim Goss, Vice-Chair, Finance Committee, Champaign County Board

FROM: Julia Rietz, State's Attorney

RE: Budget Amendment 22-784

This memo is in reference to Budget Amendment 22-784. A brief description of each item follows:

Amendment 22-784

This amendment is an increase in appropriations in Fund 1080 to pay for personnel expenses in the amount of [\$34,817.00]. The SAO had three large benefit-time payouts for long-time employees, including a turnover in management personnel, which led to personnel expenses increases beyond what was anticipated.

This is an increase in appropriations of [\$2,865.00] to match State-approved and -funded increase in the salary for all State's Attorneys in Illinois.

On behalf of the Champaign County State's Attorney's Office, I respectfully request that the Committee approve these amendments and forward the recommendation to the County Board.

Julia Rietz, State's Attorney

Journal Proof Report



Journal Number: 784 Year: 2022 Period: 12 Description: person\$\$

Reference 1: Reference 2: Reference 3:

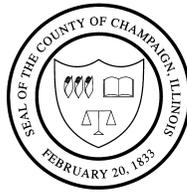
Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1080-00-0254t-02-041-000-000-0000-500101	ELECTED OFFICIAL SALARY	State COLA increase	N	\$2865.00	
BUA	1080-00-0254t-02-041-000-000-0000-500103	REGULAR FULL-TIME EMPLOYEES	employee payouts	N	\$34817.00	
BUA	1080-00-0215a-02-041-000-000-0000-400406	STATE - GENERAL SUPPORT	State COLA increase	N		\$2865.00
Journal 2022/12/784				Total	\$37682.00	\$2865.00

Fund: 1080 General Corporate

Dept: 041 State's Attorney

Reason: Increased appropriations required to cover three benefit time payouts and the match for the state COLA increase given to all State's Attorneys.

Fund	Account Description	Debit	Credit
1080	GENERAL CORPORATE		
	1080-00-0146t-00-000-000-000-0000-300101- BUDGETED REVENUES	\$2865.00	
	1080-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS		\$37682.00
	1080-00-0146t-00-000-000-000-0000-300703- BUDGETARY FUND BALANCE	\$34817.00	
Fund Total		37682	37682



OFFICE OF THE PUBLIC DEFENDER
CHAMPAIGN COUNTY, ILLINOIS

MEMO

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

From: Elisabeth Pollock
Champaign Co. Public Defender

Date: 12/22/2022

Re: FY22 Board Approved Transfer

At the close of FY22, the Public Defender's Office has an anticipated personnel surplus of approximately \$171,000 due to understaffing and a lack of FTE. Due to the understaffing issues, the Circuit Court has been obligated to retain private counsel from the community to handle many cases that would normally have been under the purview of the Public Defender's Office. Due to the need to compensate private counsel and to defray the cost to the Court's budget in doing so, the Public Defender and the Chief Judge have agreed that \$150,000.00 of the unused personnel surplus should be transferred from the Public Defender budget to the Court budget.

Journal Proof Report



Journal Number: 585 Year: 2022 Period: 12 Description: Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1080-00-0254t-02-036-000-000-0000-500103	REGULAR FULL-TIME EMPLOYEES	Transfer for Atty Fees	N		\$150000.00
BUA	1080-00-0254t-02-031-000-000-0000-502001-	PROFESSIONAL SERVICES	Transfer for Atty Fees	N	\$150000.00	
				Journal 2022/12/585	Total	\$150000.00 \$150000.00

Fund: 1080 General Corporate

Dept: 036 Public Defender & 031 Circuit Court

Reason: To transfer unused personnel funds from the Public Defender's budget to defray the cost to the Court's budget for compensating private counsel required to assist with the Public Defender's case load.

RESOLUTION



**RESOLUTION AUTHORIZING THE COUNTY EXECUTIVE 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:

56 PIATT ST

PERMANENT PARCEL NUMBER: 15-025-0056

As described in certificates(s) : 61 sold October 2018

AND WHEREAS, pursuant to public auction sale, Precision Peaks Roofing LLC, Purchaser(s), has/have deposited the total sum of \$905.00 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 \$300.00 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 \$450.00;

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;

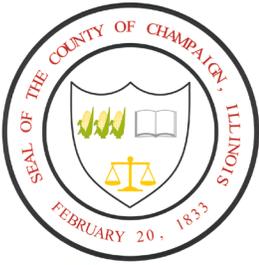
NOW THEREFORE BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the County Board Chair is authorized to assign the abovesaid Tax Sale Certificate of Purchase as to the above described mobile home in exchange for payment to the Treasurer of Champaign County, Illinois, of the sum of \$300.00, 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



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloeppel, County Executive

MONTHLY HR REPORT NOVEMBER 2022

UNEMPLOYMENT REPORT

Notice of Claims Received – 6

County Clerk – 1

RPC – 1

Sheriff's Office – 3

State Attorney's Office – 1

Benefit Determination – 6

County Clerk – 1 Chargeable (temporary election worker)

RPC – 1 Fraud

Sheriff's Office – 3 Fraud

State Attorney's Office – 1 Fraud

PAYROLL REPORT

NOVEMBER PAYROLL INFORMATION

	11/4/2022		11/18/2022	
	EE's	Total Payroll \$\$	EE's	Total Payroll \$\$
Pay Group	Paid	Total Payroll \$\$	Paid	Total Payroll \$\$
General Corp	494	\$1,042,542.08	521	\$1,072,737.68
RPC/Head Start	260	\$425,583.87	262	\$478,364.80
Total	754	\$1,468,125.95	783	\$1,551,102.48

HEALTH INSURANCE/BENEFITS REPORT

Total Number of Employees Eligible: 608

General County Union (includes AFSCME & FOP):

147 Single; 28 EE+spouse; 60 EE+child(ren); 11 Family; 83 waived

Non-bargaining employees:

128 Single; 29 EE+spouse; 46 EE+child(ren); 12 Family; 64 waived

Life Insurance Premium paid by County: \$1,529.58

Health Insurance Premium paid by County: \$392,019.95

VACANT POSITIONS LISTING

VACANT POSITIONS AS OF COB 11/30/2022

*** Highlighted vacancies were reported this month

FUND	DEPT	EMPLOYEE NAME	JOB TITLE	HOURLY RATE	REG HRS	REGULAR SALARY	FY 2022 HRS	FY 2022 SALARY
80	16	vacant 10/22/22 (Colbrook)	Director of Administration	43.32	1950	84,474.00	1,950.0	84,474.00
80	28	vacant 8/19/22 (New Position)	Senior Systems Administrator	30.50	1950	59,475.00	1,950.0	59,475.00
80	28	vacant 10/3/22 (Pavlik promo)	Desktop Support Technician	27.72	1950	54,054.00	1,950.0	54,054.00
80	30	vacant 8/31/21 (Cunningham)	Director of Operations	36.06	1950	70,317.00	1,950.0	70,317.00
80	30	vacant 6/20/22 (Clemons)	Senior Legal Clerk	17.93	1950	34,963.50	1,950.0	34,963.50
80	30	vacant 9/5/22 (Folsom-Shayka)	Senior Legal Clerk	18.33	1950	35,743.50	1,950.0	35,743.50
80	30	vacant 9/5/22 (Plankenhorn)	Deputy Circuit Clerk	21.45	1950	41,827.50	1,950.0	41,827.50
80	30	vacant 11/04/22 (Stahlinski)	Legal Clerk	15.83	1950	30,868.50	1,950.0	30,868.50
80	30	vacant 11/04/22 (Harrison)	Senior Legal Clerk	19.37	1950	37,771.50	1,950.0	37,771.50
80	30	vacant 11/15/22 (Coronado)	Senior Legal Clerk	17.99	1950	35,080.50	1,950.0	35,080.50
80	36	vacant 1/01/22 (New Position)	Assistant Public Defender	27.12	1950	52,884.00	1,950.0	52,884.00
80	36	vacant 2/25/22 (Ham)	Assistant Public Defender	34.29	1950	66,865.50	1,950.0	66,865.50
80	36	vacant 3/18/22 (Taylor)	Assistant Public Defender	34.62	1950	67,509.00	1,950.0	67,509.00
80	36	vacant 7/8/22 (Goldberg)	Assistant Public Defender	29.24	1950	57,018.00	1,950.0	57,018.00
80	36	vacant 8/19/22 (Johnson)	Assistant Public Defender	30.70	1950	59,865.00	1,950.0	59,865.00
80	36	vacant 9/16/22 (Goldman)	Assistant Public Defender	33.85	1950	66,007.50	1,950.0	66,007.50
80	36	vacant 10/28/22 (Bergstrom)	Assistant Public Defender	41.90	1950	81,705.00	1,950.0	81,705.00
80	40	vacant 7/25/22 (Mayo txf to SRO)	Deputy Sheriff-Patrol	28.99	2080	60,299.20	2,080.0	60,299.20
80	40	vacant 7/25/22 (Rodgers txf to Ct. Sec.)	Deputy Sheriff-Patrol	26.74	2080	55,619.20	2,080.0	55,619.20
80	40	vacant 8/23/22 (Deters)	Deputy Sheriff-Patrol	26.74	2080	55,619.20	2,080.0	55,619.20
80	40	vacant 10/20/22 (Bolt)	Deputy Sheriff-Patrol	29.23	2080	60,798.40	2,080.0	60,798.40
80	42	vacant 10/22/22 (Ghrayyeb)	Deputy Coroner	23.21	2080	48,276.80	2,080.0	48,276.80
80	51	vacant 8/10/22 (Kolakowski)	Assistant Superintendent	30.34	1950	59,163.00	1,950.0	59,163.00
80	51	vacant 5/10/22 (Moir)	Court Services Officer	21.81	1950	42,529.50	1,950.0	42,529.50
80	51	vacant 7/14/22 (Hawk)	Court Services Officer	26.21	1950	51,109.50	1,950.0	51,109.50
80	51	vacant 7/21/22 (Cain)	Court Services Officer	23.55	1950	45,922.50	1,950.0	45,922.50
80	51	vacant 10/30/22 (Evans)	Court Services Officer	23.10	1950	45,045.00	1,950.0	45,045.00
80	51	vacant 11/11/22 (Marshall)	Court Services Officer	23.10	1950	45,045.00	1,950.0	45,045.00
80	51	vacant 11/27/22 (Bradley)	Court Services Officer	23.10	1950	45,045.00	1,950.0	45,045.00
80	51	vacant 11/18/22 (Ziegler promo)	Court Services Officer	24.45	1950	47,677.50	1,950.0	47,677.50
80	52	vacant 2/8/21 (Slough promo)	Court Services Officer	28.65	1950	55,867.50	1,950.0	55,867.50
80	77	vacant 1/01/22 (New Position)	Zoning Officer	18.48	1950	36,036.00	1,950.0	36,036.00
80	77	vacant 6/24/22 (Monte)	Planner	38.25	1950	74,587.50	1,950.0	74,587.50
80	140	vacant 4/15/22 (Donnals)	Correctional Officer	21.39	2080	44,491.20	2,080.0	44,491.20
80	140	vacant 4/21/22 (Brown)	Correctional Officer	23.13	2080	48,110.40	2,080.0	48,110.40
80	140	vacant 4/22/22 (Emory)	Correctional Officer	23.63	2080	49,150.40	2,080.0	49,150.40
80	140	vacant 4/26/22 (Alldredge)	Correctional Officer	28.84	2080	59,987.20	2,080.0	59,987.20
80	140	vacant 5/3/22 (Poindexter)	Correctional Officer	21.39	2080	44,491.20	2,080.0	44,491.20
80	140	vacant 5/3/22 (Beckett)	Correctional Officer	24.98	2080	51,958.40	2,080.0	51,958.40
80	140	vacant 6/2/22 (Webb)	Correctional Officer	21.39	2080	44,491.20	2,080.0	44,491.20
80	140	vacant 6/19/22 (Christians promo)	Correctional Officer	28.84	2080	59,987.20	2,080.0	59,987.20
80	140	vacant 6/20/22 (N. Roberts promo)	Correctional Officer	25.86	2080	53,788.80	2,080.0	53,788.80
80	140	vacant 8/8/22 (Wiseman)	Correctional Officer	24.14	2080	50,211.20	2,080.0	50,211.20
80	140	vacant 8/10/22 (A. Roberts)	Correctional Officer	26.28	2080	54,662.40	2,080.0	54,662.40
80	140	vacant 8/15/22 (Burgener)	Correctional Officer	26.28	2080	54,662.40	2,080.0	54,662.40
80	140	vacant 6/26/22 (Richler)	Sergeant-Corrections	40.62	2080	84,489.60	2,080.0	84,489.60
80	140	vacant 8/25/22 (Hesselmann)	Sergeant-Corrections	40.62	2080	84,489.60	2,080.0	84,489.60
80	140	vacant 9/27/22 (Trimble)	Court Security Officer	20.60	2080	42,848.00	2,080.0	42,848.00
80	140	vacant 11/28/22 (Starkley promo)	Master Control Officer	18.01	2080	37,460.80	2,080.0	37,460.80
80	140	vacant 7/30/21 (Barth to FT)	Part Time Master Control Officer	17.07	1040	17,752.80	1,040.0	17,752.80
80	140	vacant 8/29/21 (Skinner)	Part Time Master Control Officer	17.07	1040	17,752.80	1,040.0	17,752.80
80	140	vacant 11/23/21 (Andres-Mittman)	Part Time Master Control Officer	17.07	1040	17,752.80	1,040.0	17,752.80
80	140	vacant 4/4/22 (Shepard to FT)	Part Time Master Control Officer	17.07	1040	17,752.80	1,040.0	17,752.80
80	140	vacant 7/10/22 (Cooper)	Part Time Master Control Officer	17.99	1040	18,709.60	1,040.0	18,709.60
80	140	vacant 8/22/22 (Burdette)	Part Time Master Control Officer	17.16	1040	17,846.40	1,040.0	17,846.40
80	140	vacant 7/11/22 (Barth promo)	Clerk	17.07	1950	33,286.50	1,950.0	33,286.50
80	140	vacant 9/30/22 (Frye)	Clerk	20.46	1950	39,897.00	1,950.0	39,897.00
91	247	vacant 11/02/22 (Culbertson)	Animal Control Warden	22.78	2080	47,382.40	2,080.0	47,382.40
630	30	vacant 7/15/22 (Bedwell)	Court Technology Specialist	54.86	1950	106,977.00	1,950.0	106,977.00
671	30	vacant 8/6/21 (Cook)	Legal Clerk	15.50	1950	30,225.00	1,950.0	30,225.00
			-- TOTAL --			2,995,684.90		2,995,684.90

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

November2022: 1.88% average over the last 12 months

November2022: 13 out of 692 Employees left Champaign County: 5 resignations, 2 dismissals, 6 terms ended

WORKERS' COMPENSATION REPORT

<u>Entire County Report</u>	<u>November 2021</u>	<u>November 2022</u>
New Claims	6	3
Closed	8	6
Open	36	37

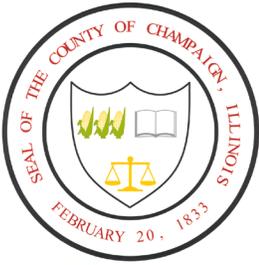
ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

Agendas Posted	14	Meetings Staffed	4	Minutes Posted	7
Appointments Posted	3	Notification of Appointment	3	Contracts Posted	14
Calendars Posted	5	Resolutions Prepared	28	Ordinances Prepared	10

EEO REPORT

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

November 2022 Monthly EEO Report General County Only		ads closing this month:										ads with no end date:										TOTALS				
Total Applicants	11	4	5	4	3	1	0	0	0	0	0	5	1	12	1	7	3	2	6	1	3	3	3	2	74	
	Clerk - Sheriff											Planning Internship - Planning and Zoning														
	Court Security Officer - Sheriff											Deputy Coroner/Autopsy Tech (PT) - Coroner														
	Investigator - Public Defender											Zoning Officer - Planning & Zoning														
	PT Master Control Officer - Sheriff											Legal Clerk - Circuit Clerk														
	Court Services Officer - JDC											Senior Systems Administrator - IT														
	Attorney (Abuse-Neglect Div.) - Public Defender											Desktop Support Tech - IT														
	Attorney (Entry Level) - Public Defender											Temporary Snow Plow Operator - Highway														
	Attorney (Experienced) - Public Defender											Animal Control Warden - Animal Control														
Male	2	2	4	2	2	0	0	0	0	0	0	0	0	2	1	5	2	1	0	0	0	0	0	0	0	26
Female	9	2	1	2	1	1	0	0	0	0	0	0	5	10	0	1	1	1	6	0	1	1	0	0	0	47
NonBinary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Undisclosed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Hispanic or Latino	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
White	3	2	4	2	2	1	0	0	0	0	0	0	1	5	3	2	1	4	0	0	0	0	0	0	0	37
Black or African-American	5	1	1	2	1	0	0	0	0	0	0	3	0	5	3	1	1	2	0	0	0	0	0	0	0	30
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
American Indian or Alaska Native	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Two or more races	1	1	0	0	0	0	0	0	0	0	0	0	0	2	1	0	0	0	0	0	0	0	0	0	0	5
Undisclosed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Veteran Status	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	6



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloeppel, County Executive

MONTHLY HR REPORT DECEMBER 2022

UNEMPLOYMENT REPORT

Notice of Claims Received – 5

Court Services – 1

RPC – 1

Sheriff's Office - 3

Benefit Determination – 5

Court Services – 1 Fraud

RPC – 1 Fraud

Sheriff's Office – 3 Fraud

PAYROLL REPORT

DECEMBER PAYROLL INFORMATION

Pay Group	12/2/2022		12/16/2022	
	EE's Paid	Total Payroll \$\$	EE's Paid	Total Payroll \$\$
General Corp	564	\$1,088,994.80	502	\$1,020,139.97
RPC/Head Start	262	\$697,600.69	265	\$481,573.14
Total	826	\$1,786,595.49	767	\$1,501,713.11

Pay Group	12/30/2022	
	EE's Paid	Total Payroll \$\$
General Corp	491	\$1,088,144.47
RPC/Head Start	262	\$421,478.32
Total	753	\$1,509,622.79

VACANT POSITIONS LISTING

VACANT POSITIONS AS OF COB 12/31/2022

*** Highlighted vacancies were reported this month

FUND	DEPT	EMPLOYEE NAME	JOB TITLE	HOURLY RATE	REG HRS	REGULAR SALARY	FY 2022 HRS	FY 2022 SALARY
80	16	vacant 10/22/22 (Colbrook)	Director of Administration	43.32	1950	84,474.00	1,950.0	84,474.00
80	30	vacant 8/31/21 (Cunningham)	Director of Operations	36.06	1950	70,317.00	1,950.0	70,317.00
80	30	vacant 6/20/22 (Clemons)	Senior Legal Clerk	17.93	1950	34,963.50	1,950.0	34,963.50
80	30	vacant 9/5/22 (Folsom-Shayka)	Senior Legal Clerk	18.33	1950	35,743.50	1,950.0	35,743.50
80	30	vacant 9/5/22 (Plankenhorn)	Deputy Circuit Clerk	21.45	1950	41,827.50	1,950.0	41,827.50
80	30	vacant 11/04/22 (Stahlinski)	Legal Clerk	15.83	1950	30,868.50	1,950.0	30,868.50
80	30	vacant 12/16/22 (Rhoads)	Legal Clerk	16.35	1950	31,882.50	1,950.0	31,882.50
80	30	vacant 11/04/22 (Harrison)	Senior Legal Clerk	19.37	1950	37,771.50	1,950.0	37,771.50
80	30	vacant 11/15/22 (Coronado)	Senior Legal Clerk	17.99	1950	35,080.50	1,950.0	35,080.50
80	36	vacant 1/01/22 (New Position)	Assistant Public Defender	27.12	1950	52,884.00	1,950.0	52,884.00
80	36	vacant 3/18/22 (Taylor)	Assistant Public Defender	34.62	1950	67,509.00	1,950.0	67,509.00
80	36	vacant 7/8/22 (Goldberg)	Assistant Public Defender	29.24	1950	57,018.00	1,950.0	57,018.00
80	36	vacant 8/19/22 (Johnson)	Assistant Public Defender	30.70	1950	59,865.00	1,950.0	59,865.00
80	36	vacant 9/16/22 (Goldman)	Assistant Public Defender	33.85	1950	66,007.50	1,950.0	66,007.50
80	36	vacant 10/28/22 (Bergstrom)	Assistant Public Defender	41.90	1950	81,705.00	1,950.0	81,705.00
80	40	vacant 7/25/22 (Rodgers txfr to Ct. Sec.)	Deputy Sheriff-Patrol	26.74	2080	55,619.20	2,080.0	55,619.20
80	40	vacant 8/23/22 (Deters)	Deputy Sheriff-Patrol	26.74	2080	55,619.20	2,080.0	55,619.20
80	40	vacant 10/20/22 (Bolt)	Deputy Sheriff-Patrol	29.23	2080	60,798.40	2,080.0	60,798.40
80	41	vacant 12/30/22 (Bucher)	Assistant State's Attorney	38.63	1950	75,328.50	1,950.0	75,328.50
80	42	vacant 10/22/22 (Ghrayyeb)	Deputy Coroner	23.21	2080	48,276.80	2,080.0	48,276.80
80	42	vacant 12/23/22 (Brant)	Deputy Coroner	23.21	2080	48,276.80	2,080.0	48,276.80
80	51	vacant 7/21/22 (Cain)	Court Services Officer	23.55	1950	45,922.50	1,950.0	45,922.50
80	51	vacant 10/30/22 (Evans)	Court Services Officer	23.10	1950	45,045.00	1,950.0	45,045.00
80	51	vacant 11/11/22 (Marshall)	Court Services Officer	23.10	1950	45,045.00	1,950.0	45,045.00
80	51	vacant 11/27/22 (Bradley)	Court Services Officer	23.10	1950	45,045.00	1,950.0	45,045.00
80	51	vacant 11/18/22 (Ziegler promo)	Court Services Officer	24.45	1950	47,677.50	1,950.0	47,677.50
80	51	vacant 12/26/22 (Lowe promo)	Court Services Officer	24.01	1950	46,819.50	1,950.0	46,819.50
80	52	vacant 2/8/21 (Slough promo)	Court Services Officer	28.65	1950	55,867.50	1,950.0	55,867.50
80	77	vacant 1/01/22 (New Position)	Zoning Officer	18.48	1950	36,036.00	1,950.0	36,036.00
80	77	vacant 6/24/22 (Monte)	Planner	38.25	1950	74,587.50	1,950.0	74,587.50
80	140	vacant 4/21/22 (Brown)	Correctional Officer	23.13	2080	48,110.40	2,080.0	48,110.40
80	140	vacant 4/22/22 (Emory)	Correctional Officer	23.63	2080	49,150.40	2,080.0	49,150.40
80	140	vacant 4/26/22 (Allredge)	Correctional Officer	28.84	2080	59,987.20	2,080.0	59,987.20
80	140	vacant 5/3/22 (Poindexter)	Correctional Officer	21.39	2080	44,491.20	2,080.0	44,491.20
80	140	vacant 5/3/22 (Beckett)	Correctional Officer	24.98	2080	51,958.40	2,080.0	51,958.40
80	140	vacant 6/2/22 (Webb)	Correctional Officer	21.39	2080	44,491.20	2,080.0	44,491.20
80	140	vacant 6/19/22 (Christians promo)	Correctional Officer	28.84	2080	59,987.20	2,080.0	59,987.20
80	140	vacant 6/20/22 (N. Roberts promo)	Correctional Officer	25.86	2080	53,788.80	2,080.0	53,788.80
80	140	vacant 8/8/22 (Wiseman)	Correctional Officer	24.14	2080	50,211.20	2,080.0	50,211.20
80	140	vacant 8/10/22 (A. Roberts)	Correctional Officer	26.28	2080	54,662.40	2,080.0	54,662.40
80	140	vacant 8/15/22 (Burgener)	Correctional Officer	26.28	2080	54,662.40	2,080.0	54,662.40
80	140	vacant 12/25/22 (Solis)	Correctional Officer	22.61	2080	47,028.80	2,080.0	47,028.80
80	140	vacant 6/26/22 (Richler)	Sergeant-Corrections	40.62	2080	84,489.60	2,080.0	84,489.60
80	140	vacant 8/25/22 (Hesselmann)	Sergeant-Corrections	40.62	2080	84,489.60	2,080.0	84,489.60
80	140	vacant 9/27/22 (Trimble)	Court Security Officer	20.60	2080	42,848.00	2,080.0	42,848.00
80	140	vacant 12/19/22 (Davis)	Court Security Officer	29.35	2080	61,048.00	2,080.0	61,048.00
80	140	vacant 11/28/22 (Starkley promo)	Master Control Officer	18.01	2080	37,460.80	2,080.0	37,460.80
80	140	vacant 7/30/21 (Barth to FT)	Part Time Master Control Officer	17.07	1040	17,752.80	1,040.0	17,752.80
80	140	vacant 8/29/21 (Skinner)	Part Time Master Control Officer	17.07	1040	17,752.80	1,040.0	17,752.80
80	140	vacant 11/23/21 (Andres-Mittman)	Part Time Master Control Officer	17.07	1040	17,752.80	1,040.0	17,752.80
80	140	vacant 4/4/22 (Shepard to FT)	Part Time Master Control Officer	17.07	1040	17,752.80	1,040.0	17,752.80
80	140	vacant 7/10/22 (Cooper)	Part Time Master Control Officer	17.99	1040	18,709.60	1,040.0	18,709.60
80	140	vacant 8/22/22 (Burdette)	Part Time Master Control Officer	17.16	1040	17,846.40	1,040.0	17,846.40
80	140	vacant 9/30/22 (Frye)	Clerk	20.46	1950	39,897.00	1,950.0	39,897.00
91	247	vacant 12/27/22 (Holder)	Animal Control Warden	18.99	2080	39,499.20	2,080.0	39,499.20
630	30	vacant 7/15/22 (Bedwell)	Court Technology Specialist	54.86	1950	106,977.00	1,950.0	106,977.00
671	30	vacant 8/6/21 (Cook)	Legal Clerk	15.50	1950	30,225.00	1,950.0	30,225.00
			-- TOTAL --			2,826,912.40		2,826,912.40

HEALTH INSURANCE/BENEFITS REPORT

Total Number of Employees Eligible: 615
General County Union (includes AFSCME & FOP):
146 Single; 28 EE+spouse; 59 EE+child(ren); 11 Family; 87 waived
Non-bargaining employees:
131 Single; 31 EE+spouse; 46 EE+child(ren); 12 Family; 64 waived
Life Insurance Premium paid by County: \$1,546.87
Health Insurance Premium paid by County: \$396,189.75

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
December2022: .55% average over the last 12 months
December2022: 4 out of 724 Employees left Champaign County: 4 resignations

WORKERS' COMPENSATION REPORT

<u>Entire County Report</u>	<u>December 2021</u>	<u>December 2022</u>
New Claims	4	8
Closed	6	3
Open	26	41

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

Agendas Posted	8	Meetings Staffed	0	Minutes Posted	8
Appointments Posted	0	Notification of Appointment	4	Contracts Posted	2
Calendars Posted	6	Resolutions Prepared	39	Ordinances Prepared	2

EEO REPORT

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

December 2022 Monthly EEO Report General County Only	ads closing this month:										ads with no end date:										TOTALS		
	Temp Snow Plow Operator - Highway	Temporary Part-Time Clerk - Animal Control	Full-Time Clerk - Sheriff	Animal Control Warden - Animal Control	Senior Systems Administrator - IT	Court Services Officer - Juvenile Probation	Full-Time Master Control Officer - Sheriff	Adult Probation - Court Services	Clerk - Assessment Office	Court Services Officer - JDC	Planning Internship - Planning and Zoning	Deputy Coroner/Autopsy Tech (PT) - Coroner	Zoning Officer - Planning & Zoning	Legal Clerk - Circuit Clerk	Desktop Support Tech - IT	Part-Time Master Control Officer - Sheriff	Attorney (Entry Level) - Public Defender	Attorney (Experienced) - Public Defender	Systems Administrator - Courthouse (2 positions) - IT	Assistant State's Attorney (Experienced) - State's Attorney		Assistant State's Attorney (Entry Level) - State's Attorney	Animal Control Warden - Animal Control
Total Applicants	0	7	5	6	0	3	4	2	10	6	0	4	0	6	1	2	0	0	2	0	0	2	60
Male	0	1	0	3	0	0	2	0	5	1	0	2	0	5	1	1	0	0	1	0	0	1	23
Female	0	6	5	3	0	3	2	2	5	4	0	2	0	1	0	1	0	0	1	0	0	1	36
NonBinary	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Undisclosed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hispanic or Latino	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
White	0	5	2	5	0	0	2	1	7	3	0	4	0	3	1	1	0	0	2	0	0	1	37
Black or African-American	0	0	2	1	0	3	2	1	2	2	0	0	0	3	0	1	0	0	0	0	0	1	18
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
American Indian or Alaska Native	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Two or more races	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	2
Undisclosed	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Veteran Status	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

MEMORANDUM

To: Chris Stohr, Chair of Policy, Personnel and Appointments; and
Jeff Wilson, Deputy Chair of Policy, Personnel and Appointments; and
Honorable Members of the Finance Committee of the Whole

From: Steve Summers, County Executive
Tami Ogden, Director of Finance

Date: January 3, 2023

Subject: Request to send a Finance Specialist position to the Job Evaluation Committee

The Finance Specialist position being requested for evaluation is an addition to the Administrative Services department under the County Executive and would be a direct report to the Director of Finance. As county operations continue to expand it is becoming increasingly difficult for administrative staff to provide the level of support required for a county of our size with current staffing. Presently, there are multiple single points of failure and a lack of reinforcement/backup to support County-wide administrative functions, with no capacity to cross-train, particularly with regard to budgeting, payroll, and benefit processes.

The position proposed would provide technical support and assistance on a variety of finance-related functions including assisting the Director of Finance in the development, implementation, preparation, and monitoring of the annual budget, and serve as a back-up to the Payroll Accountant and Insurance Specialist. In addition, some of the budget-related duties and responsibilities currently being completed by the Director of Administration would be shifted to the Finance Specialist, allowing the Director of Administration to spend more time focusing on development and administration of County policies, programs, and goals.

Requested Action:

The Policy, Personnel, and Appointments Committee forwards the Finance Specialist position to the Job Evaluation Committee for review, analysis, and recommendation.

Champaign County Job Description

Job Title: Finance Specialist
Department: Administrative Services
Reports to: Director of Finance
FLSA Status: Exempt
Grade Range: I
Prepared Date: December 2022

SUMMARY Provides technical support and assistance on a variety of finance-related functions including assisting the Director of Finance in the development, implementation, preparation, and monitoring of the annual budget, and serves as a back-up to the Payroll Accountant and Insurance Specialist in the area of payroll and benefit processes.

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

Support the Director of Finance in the areas of budgeting, purchasing, and financial planning, with responsibility for preparing staffing budgets in compliance with salary administration guidelines and labor contracts.

Assist with the oversight and management of capital improvement and asset planning, monitoring, budgeting, and tracking.

Use confidential information to prepare cost analyses for labor negotiations and salary and benefit calculations for the annual budget process.

Serve as the functional back-up to the Payroll Accountant and Insurance Specialist for processing salary, wages, and fringe benefits.

Process incoming personnel forms and maintain staffing and wage data.

Perform grant management, oversight, and accounting functions including compliance with periodic financial reporting.

Assist with preparation and administration of RFP and RFQ bid processes.

Prepare invoices, budget amendments and transfers.

KNOWLEDGE, SKILLS, AND ABILITIES

High degree of proficiency using computer applications such as modern financial, payroll, and human resources software, spreadsheets, databases, publishing, and report writing software.

Knowledge of modern governmental programs and practices including accounting, budget, finance, payroll, purchasing, risk management, information systems and facilities management.

Champaign County Job Description

Paramount attention to detail, initiative, and ability to work independently with minimal supervision.

Strong verbal and written communication and collaboration skills.

EDUCATION and/or EXPERIENCE

Bachelor's degree with a major in accounting, finance, public or business administration from an accredited four-year college or university and at least three years of practical government or business experience in finance, budgeting, payroll and employee benefits, or equivalent combination of education and experience that would provide the above-noted knowledge, skills, and abilities.

PHYSICAL DEMANDS

This position requires activities such as sitting, walking, standing, bending, stooping, climbing stairs, lifting, moving, and carrying light objects, operating office equipment, and driving an automobile.

WORK ENVIRONMENT

The work is performed primarily in an office environment and involves exposure to normal, everyday risks that require normal safety precautions typical of offices.

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Fire Protection District

NAME: _____

ADDRESS: _____
Street City State Zip Code

EMAIL: _____ **PHONE:** _____

Check Box to Have Email Address Redacted on Public Documents

FIRE PROTECTION DISTRICT: _____

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. Do you live within the fire protection district? Yes No
3. What experience and background do you have which you believe qualifies you for this appointment?

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.

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: _____

2022-2024 Champaign County Board Member Liaison Assignments

<u>Appointed by County Executive:</u>		
Board/Committee/Council	Appointment Requirements	Appointee(s)
Community Coalition	As desired – nonvoting	Ed Sexton
Champaign-Urbana Urbanized Area Transportation Study (CUUATS) Policy	1 + 1 alt w/proxy voting ability	Aaron Esry Jeff Blue (alt)
Developmental Disabilities Board	As desired – nonvoting	
Extension Services Council	As desired – nonvoting	Stan Harper
Regional Office of Education	As desired – nonvoting	Diane Michaels
Veterans’ Assistance Commission	As desired – nonvoting	Jeff Wilson
Labor/Management Health Insurance Committee	1 R & 1 D 1 Alternate	Diane Michaels (R) Beth Vanichtheeranont (D) Stan Harper (alt)
Community Action Board	1 D & 1 R	Jilmala Rogers (D)
County Board of Health	1	Mike Ingram
Lincoln Heritage RC&D	1	Chris Stohr
Lincoln Legacy Committee	1	Eric Thorsland
Head Start Policy Board	1	Elly Hanauer-Friedman
Martin Luther King Jr. Celebration Committee	1	Chris Stohr
Mental Health Board	1	Jen Straub
Re-Entry Council	1	Jennifer Locke
Region 8 Human Service Transportation Plan (HSTP) Policy Committee	1	
Regional Planning Commission	1 D & 1 R	Steve Summers Diane Michaels (R) Kyle Patterson (D – CB Chair)
Rural Transit Advisory Group	1	Jim Goss
Visit Champaign County	1	
Workforce Innovation and Opportunity Act – Elected Officials	Elected Official & 1 Alt	Steve Summers Emily Rodriguez (alt)
Central Illinois Land Bank Authority	3	Aaron Esry

Annual Listing of Expiring Appointments

<p>Follow Link Below for Individual Appointment Requirements & Additional Information</p> <p>http://www.co.champaign.il.us/CountyExecutive/Appointments.php</p>	
<u>Appointed Body</u>	<u>Openings</u>
<p><u>Appointments Expiring April 2023:</u> Fire Protection Districts</p> <ul style="list-style-type: none"> • Broadlands-Longview • Eastern Prairie • Edge-Scott • Ivesdale • Ludlow • Ogden-Royal • Pesotum • Philo • St. Joseph-Stanton • Sangamon Valley • Thomasboro • Windsor Park • Scott • Sadorus • Tolono 	1 Each
<p><u>Appointments Expiring May 2023:</u> Board of Review</p> <p>Farmland Assessment Review Committee</p> <p>Penfield Water District</p> <p>Urbana-Champaign Sanitary District</p>	<p>1(D)</p> <p>1</p> <p>2</p> <p>1(D)</p>
<p><u>Appointments Expiring June 2023:</u> Bailey Memorial Cemetery Association</p> <p>Clements Cemetery Association</p> <p>Craw Cemetery Association</p> <p>Mt. Olive Cemetery Association</p> <p>Prairie View Cemetery Association</p> <p>Yearsley Cemetery Association</p> <p>Forest Preserve District Board of Commissioners</p> <p>County Board of Health</p> <p>Developmental Disabilities Board</p>	<p>1</p> <p>1</p> <p>3</p> <p>2</p> <p>1</p> <p>2</p> <p>1</p> <p>2</p> <p>1</p>
<p><u>Appointments Expiring in July 2023</u> Champaign County Housing Authority Board</p>	1

Annual Listing of Expiring Appointments

<p><u>Appointments Expiring August 2023:</u> Drainage District Commissioners</p> <ul style="list-style-type: none"> • Beaver Lake • Blackford Slough • Conrad and Fisher • Fountain Head • Harwood & Kerr • Kankakee • Kerr and Compromise • Lower Big Slough • South Fork • Nelson-Moore-Fairfield • #10 Town of Ogden • Okaw • Owl Creek • Pesotum Slough • Prairie Creek • Raup • Salt Fork • Sangamon and Drummer • Silver Creek • St. Joseph #3 • Somer #1 • St. Joseph #6 • Two Mile Slough • Union Drainage District of Stanton & Ogden Townships • St. Joseph #4 • Triple Fork • Union Drainage District #1 Philo and Crittenden • Union Drainage District #2 St. Joseph and Ogden • Union Drainage District #3 South Homer and Sidney • Upper Embarras River Basin • Union Drainage District #1 Philo and Urbana • West Branch • Willow Branch • Wrisk • #2 Town of Scott • Pesotum Consolidated • Longbranch Mutual 	<p>1 Each</p>
<p><u>Appointments Expiring November 2023:</u> Public Aid Appeals Committee</p> <p>Deputy Sheriff Merit Commission</p> <p>Zoning Board of Appeals</p>	<p>3</p> <p>1</p> <p>3</p>
<p><u>Appointments Expiring December 2023:</u> Champaign-Urbana Mass Transit District Board</p> <p>Mental Health Board</p>	<p>2(D)</p> <p>3</p>



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

MEMORANDUM

TO: County Board Members
FROM: Steve Summers, County Executive
DATE: January 6, 2023
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

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

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

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

Rural Transit Advisory Group – 6 positions – unexpired terms ending 12/31/2024

- Rick Williams
- Wendy Hundley

Status

Name Rick Williams

Application Date 12/28/2022

Expiration Date 12/28/2121

Status Received

Board	Vacancies	Status
Rural Transit Advisory Group	7	Pending

Basic Information

Name
Rick Williams

What experience and background do you have which you believe qualifies you for this appointment?
Over two years experience working with homelessness services provider in Champaign County (C-U at Home)
20 years teaching high school civics, including annual unit on state and local government (Judah Christian School)
7 years serving on the board of the Champaign County History Museum (3 years chair of education committee)
Past experience in local journalism covering local government and civic issue (Ste. Genevieve, MO Herald)

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
General understanding of operations and structures via conversation with Evan Alvarez, Special Services Manager, CUMTD
In the process of reviewing documents sent by Evan and browsing local media reports regarding CCARTS

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

Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? If yes, please explain.
No

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

Other Questions

Question #2

What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?
Board members represent the interests of particular constituents who benefit from services and provide accountability to the public. They collaborate with other members to guide, enhance, evaluate, and oversees

Contact Information

Address
1205 W. Dianne Ln
Mahomet, IL 61853

Phone
[217-722-1067](tel:217-722-1067)

Email
rick@cuathome.us

Occupation

Additional Information

Notes

structures and operations of the organization. I feel well-equipped by personal and professional experience to accomplish these responsibilities. I am well-informed regarding civic and community affairs, am familiar with rural communities and their needs, and have long-standing connections throughout the broader community.

Gender

What is your gender?

Male

Ethnicity

What is your ethnicity?

White

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Status

Name Wendy Hundley
Application Date 1/3/2023
Expiration Date 1/3/2122
Status Received

Table with 3 columns: Board, Vacancies, Status. Row 1: Rural Transit Advisory Group, 7, Pending

Basic Information

Name Wendy Hundley
What experience and background do you have which you believe qualifies you for this appointment? I live in Rural Rantoul and Work for the Village of Savoy
What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees? Very familiar
Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving. Appointed: Champaign County Forest Preserve District/HRC Rantoul/ Central Illinois Municipal Clerks Organization - Treasurer and Mentor
Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? If yes, please explain. None
Would you be available to regularly attend the scheduled meeting of the appointed body? If no, please explain. Yes

Contact Information

Address 417 E Grove Avenue Rantoul, IL 61866
Phone 217-417-1619
Cell Phone 217-417-1619
Email wmhundley417@gmail.com

Occupation

Professional Licenses CMC - Certified Municipal Clerk

Other Questions

Question #2
What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role? To protect the organization when making decisions on its behalf.

Gender

What is your gender? Female

Ethnicity

What is your ethnicity? Hispanic or Latino

Additional Information

Notes My name is Wendy Hundley and my sole purpose is to support the community that I have been a part of for the past 23 years. Champaign County has become my home away from home. I want to continue supporting our local government through my desire to volunteer and help in any way I can.



AARON AMMONS
CHAMPAIGN COUNTY CLERK & RECORDER
 Champaign County, Illinois

1776 East Washington Street
 Urbana, IL 61802
 Office/Vitals: 217-384-3720 Taxes: 217-384-3722 Elections 217-384-3724
www.champaigncountyclerk.il.gov

COUNTY CLERK
MONTHLY REPORT
NOVEMBER
2022

Liquor Licenses & Permits	\$	1,380.00
Civil Union Licenses	\$	-
Marriage License	\$	6,160.00
Interests	\$	28.24
Fidlar Processing Fees	\$	660.00
Vital Clerk Fees	\$	18,249.50
Tax Clerk Fees	\$	7,615.00
Refunds of Overpayments	\$	-
	TOTAL \$	34,092.74
Additional Clerk Fees	\$	1,514.00



AARON AMMONS
CHAMPAIGN COUNTY CLERK & RECORDER
 Champaign County, Illinois

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 Urbana, IL 61802

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COUNTY CLERK
MONTHLY REPORT
DECEMBER
2022

Liquor Licenses & Permits	\$	-
Civil Union Licenses	\$	70.00
Marriage License	\$	4,760.00
Interests	\$	33.14
Fidlar Processing Fees	\$	597.50
Vital Clerk Fees	\$	16,390.50
Tax Clerk Fees	\$	14,839.21
Refunds of Overpayments	\$	-
TOTAL	\$	36,690.35
Additional Clerk Fees	\$	1,342.00



AARON AMMONS
CHAMPAIGN COUNTY CLERK & RECORDER
 Champaign County, Illinois

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 Urbana, IL 61802

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www.champaigncountyclerk.il.gov

SEMI-ANNUAL REPORT July - December 2022

Liquor Licenses & Permits	\$	1,565.00
Civil Union Licenses	\$	210.00
Marriage License	\$	39,410.00
Interests	\$	130.62
Fidlar Processing Fees	\$	3,650.00
Vital Clerk Fees	\$	123,571.10
Tax Clerk Fees	\$	31,246.21
Refunds of Overpayments	\$	1,035.05
TOTAL	\$	200,817.98
 Additional Clerk Fees	 \$	 10,132.00

State of Illinois)
) SS
 Champaign County)

I, Aaron Ammons, do solemnly swear that the foregoing account is in all respects true, according to the best of my knowledge and belief; and that I have neither received nor directly or indirectly agreed to receive, or be paid for my own or another's benefit, any other money, article or consideration than therein stated, nor am I entitled to any fee or emolument for the period therein mentioned, other than those therein specified.

Signed this 31 day
 of January, A.D. 2023



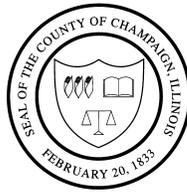
 AARON AMMONS
 Champaign County Clerk

Rosecrance, Inc (Formerly Community Elements)
 Champaign Co Re-Entry Grant
 For the Month Ending October 31, 2022

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Total YTD
1. Personnel Costs	\$22,619	\$19,789	\$25,975	\$22,791	\$22,700	\$16,347	\$19,995	\$24,225	\$23,262	\$22,668	\$220,371
2. Payroll Taxes/Benefits	\$4,436	\$6,052	\$4,440	\$4,708	\$5,356	\$5,305	\$4,988	\$5,496	\$6,133	\$4,231	\$51,145
Computer Hardware & Software	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Equipment	\$0										
Property Insurance	\$29	\$29	\$29	\$29	\$29	\$29	\$29	\$23	\$29	\$29	\$284
Building & Grounds Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities	\$410	\$982	\$264	\$178	\$108	\$226	\$286	\$603	\$222	\$122	\$3,401
Janitorial Service	\$799	\$417	\$435	\$94	\$304	\$386	\$255	\$240	\$256	\$263	\$3,449
Equip Maintenance Agreements	\$135	\$77	\$189	\$88	\$82	\$127	\$182	\$242	\$196	\$190	\$1,508
Depreciation	\$508	\$510	\$499	\$500	\$500	\$513	\$457	\$457	\$387	\$411	\$4,742
Total Occupancy	\$1,881	\$2,015	\$1,416	\$889	\$1,023	\$1,281	\$1,209	\$1,565	\$1,090	\$1,015	\$13,384
Office Supplies	\$161	\$78	\$143	\$180	\$270	\$160	\$67	\$74	\$76	\$90	\$1,299
Contractual / Professional Fees	\$538	\$692	\$653	\$550	\$1,021	\$720	\$511	\$745	\$362	\$674	\$6,466
Travel / Training	\$1,025	\$179	\$873	\$197	\$208	\$335	\$230	\$754	\$564	\$228	\$4,593
Client Assistance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Rent	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone / Cell Phone	\$492	\$451	\$429	\$483	\$433	\$437	\$369	\$381	\$372	\$421	\$4,268
Liability / Malpractice Insurance	\$315	\$325	\$325	\$325	\$325	\$325	\$361	\$339	\$339	\$364	\$3,343
Moving & Recruiting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Program Expenses	\$31,467	\$29,581	\$34,254	\$30,123	\$31,336	\$24,910	\$27,730	\$33,579	\$32,198	\$29,691	\$304,869
ALLOCATED M&G	\$6,556	\$6,766	\$6,840	\$6,347	\$7,557	\$7,027	\$8,590	\$7,794	\$8,335	\$8,332	\$74,144
TOTAL EXPENSE	\$38,023	\$36,347	\$41,094	\$36,470	\$38,893	\$31,937	\$36,320	\$41,373	\$40,533	\$38,023	\$379,013
Re-Entry Indirect - 11.9% Max											
Max M&G Allowed	\$4,250	\$3,996	\$4,627	\$4,069	\$4,233	\$3,365	\$3,746	\$4,536	\$4,349	\$4,010	\$41,180
Champaign County Total	\$35,717	\$33,577	\$38,881	\$34,192	\$35,569	\$28,275	\$31,476	\$38,115	\$36,547	\$33,701	\$346,049
Champaign County Paid	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$83,333

Rosecrance, Inc (Formerly Community Elements)
 Champaign Co Re-Entry Grant
 For the Month Ending November 30, 2022

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Total YTD
1. Personnel Costs	\$22,619	\$19,789	\$25,975	\$22,791	\$22,700	\$16,347	\$19,995	\$24,225	\$23,262	\$22,668	\$24,331	\$244,702
2. Payroll Taxes/Benefits	\$4,436	\$6,052	\$4,440	\$4,708	\$5,356	\$5,305	\$4,988	\$5,496	\$6,133	\$4,231	\$6,958	\$58,103
Computer Hardware & Software	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Equipment	\$0											
Property Insurance	\$29	\$29	\$29	\$29	\$29	\$29	\$29	\$23	\$29	\$29	\$29	\$313
Building & Grounds Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities	\$410	\$982	\$264	\$178	\$108	\$226	\$286	\$603	\$222	\$122	\$203	\$3,604
Janitorial Service	\$799	\$417	\$435	\$94	\$304	\$386	\$255	\$240	\$256	\$263	\$236	\$3,685
Equip Maintenance Agreements	\$135	\$77	\$189	\$88	\$82	\$127	\$182	\$242	\$196	\$190	\$223	\$1,731
Depreciation	\$508	\$510	\$499	\$500	\$500	\$513	\$457	\$457	\$387	\$411	\$401	\$5,143
Total Occupancy	\$1,881	\$2,015	\$1,416	\$889	\$1,023	\$1,281	\$1,209	\$1,565	\$1,090	\$1,015	\$1,092	\$14,476
Office Supplies	\$161	\$78	\$143	\$180	\$270	\$160	\$67	\$74	\$76	\$90	\$73	\$1,372
Contractual / Professional Fees	\$538	\$692	\$653	\$550	\$1,021	\$720	\$511	\$745	\$362	\$674	\$604	\$7,070
Travel / Training	\$1,025	\$179	\$873	\$197	\$208	\$335	\$230	\$754	\$564	\$228	\$265	\$4,858
Client Assistance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Rent	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone / Cell Phone	\$492	\$451	\$429	\$483	\$433	\$437	\$369	\$381	\$372	\$421	\$393	\$4,661
Liability / Malpractice Insurance	\$315	\$325	\$325	\$325	\$325	\$325	\$361	\$339	\$339	\$364	\$364	\$3,707
Moving & Recruiting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Program Expenses	\$31,467	\$29,581	\$34,254	\$30,123	\$31,336	\$24,910	\$27,730	\$33,579	\$32,198	\$29,691	\$34,080	\$338,949
ALLOCATED M&G	\$6,556	\$6,766	\$6,840	\$6,347	\$7,557	\$7,027	\$8,590	\$7,794	\$8,335	\$8,332	\$8,047	\$82,191
TOTAL EXPENSE	\$38,023	\$36,347	\$41,094	\$36,470	\$38,893	\$31,937	\$36,320	\$41,373	\$40,533	\$38,023	\$42,127	\$421,140
Re-Entry Indirect - 11.9% Max												
Max M&G Allowed	\$4,250	\$3,996	\$4,627	\$4,069	\$4,233	\$3,365	\$3,746	\$4,536	\$4,349	\$4,010	\$4,603	\$45,783
Champaign County Total	\$35,717	\$33,577	\$38,881	\$34,192	\$35,569	\$28,275	\$31,476	\$38,115	\$36,547	\$33,701	\$38,683	\$384,732
Champaign County Paid	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$91,667



OFFICE OF THE PUBLIC DEFENDER
CHAMPAIGN COUNTY, ILLINOIS

MEMO

To: Kyle Patterson, Chairperson
Honorable Members of the Committee of the Whole

From: Elisabeth Pollock
Champaign Co. Public Defender

Date: 1/3/2023

Re: Request to be added to Meeting Agenda on Tuesday 1/10/23

Since taking over the position of Champaign County Public Defender on 12/5/2022, I have identified several areas of imminent need that I would like to address with the Committee and ultimately with the entire County Board. Specifically, I would like to discuss the potential for hiring an additional legal secretary and purchasing a program called Justice Text which will cut down on review time for electronic discovery by approximately 50%. I would also like to update the committee on my evaluation of the Office's needs, both in the short term and in the long term.