

**CHAMPAIGN COUNTY BOARD  
COMMITTEE OF THE WHOLE**

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

County of Champaign, Urbana, Illinois

Tuesday, February 14, 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. January 10, 2023 – Regular Meeting 1-6
- V. Public Participation**
- VI. Communications**
- VII. Policy, Personnel, & Appointments**
  - A. County Executive
    1. Monthly HR Report – January 2023 7-10
    2. Recommendation to the Finance Committee for approval of the creation of the Finance Specialist position in the Administrative Services Department to be assigned to Grade Range J, effective February 24, 2023 11-15
    3. Appointments/Reappointments (*italics indicates incumbent*)
      - a. Resolution Appointing Gerald Kellems as the Animal Control Administrator, term ending 2/28/2025 16
      - b. Resolution Appointing Wendy Hundley to the Rural Transit Advisory Group, term ending 12/31/2024 17
      - c. Resolution Appointing Rick Williams to the Rural Transit Advisory Group, term ending 12/31/2024 18-19
      - d. Additional County Board Liaison Appointments 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*) 21-22
  - B. County Clerk
    1. Monthly Report – January 2023 23

- C. Public Defender  
1. Amending the schedule of authorized positions for the Public Defender’s Office 24-25

D. Other Business

E. Chair’s Report

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

**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 – December 2022 & 4<sup>th</sup> Quarterly Report
  - Public Defender – December 2022 & January 2023
  - Animal Control – December 2022 & January 2023
  - Emergency Management Agency – November 2022, December 2022 & January 2023

- B. Rosecrance Re-Entry Financial Report – December 2022 (*information only*) 26

C. Other Business

D. Chair’s Report

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

**IX. Finance**

- A. Budget Amendments/Transfers
1. Budget Transfer BUA 2022/12/961 27-28  
Fund 2076 Tort Immunity Tax Fund / Dept 075 General County  
Amount: \$20,936  
Reason: The 2022 workers compensation renewal resulted in greater than expected rate increases and higher-than-expected costs. This coupled with the collective bargaining wage increases, led to greater than budgeted workers compensation costs.
  2. Budget Transfer BUA 2022/12/1717 29-30  
Fund 1080 General Corporate / Dept 020 Auditor  
Amount: \$595.50  
Reason: To cover the cost of envelopes that arrived much earlier than anticipated.
  3. Budget Transfer BUA 2022/12/1756 31-32  
Fund 1080 General Corporate / Dept 057 Deputy Merit Commission & 140 Correctional Center  
Amount: \$16,554  
Reason: To transfer funds for new employee psychological exams and inmate pharmacy costs.
  4. Budget Transfer BUA 2022/12/1941 33-34  
Fund 2679 Child Advocacy Center / Dept 179 Child Advocacy Center  
Amount: \$1,731  
Reason: To transfer excess personnel funds to cover insurance billing.

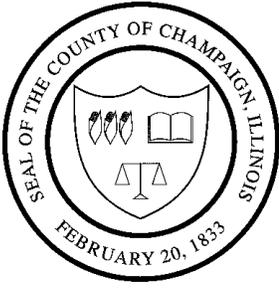
5. Budget Amendment BUA 2022/12/1716 35-36  
Fund 1080 General Corporate / Dept 026 County Treasurer  
Increased Appropriations: \$27,012  
Increased Revenue: \$0  
Reason: To cover variances for the FY2017 and FY2018 Accounts Payable and General Corp bank accounts.
  
6. Budget Amendment BUA 2022/12/1759 37-38  
Fund 1080 General Corporate & 2611 County Clerk Surcharge Fund / Dept 022 County Clerk  
Increased Appropriations: \$13,089.15  
Increased Revenue: \$122  
Reason: To address budget shortages in offices supplies, marriage surcharge, outside services, temporary staff, travel gas and election worker lines.
  
7. Budget Amendment BUA 2022/12/1777 39-40  
Fund 1080 General Corporate / Dept 023 Recorder  
Increased Appropriations: \$12,587  
Increased Revenue: \$12,587  
Reason: Appropriation required to send the State's portion of the Rental Housing Support Program fees that have been collected.
  
8. Budget Amendment BUA **2023**/1/437 41-43  
Fund 2075 Regional Planning Commission / Dept 100 Regional Planning Commission  
Increased Appropriations: \$286,000  
Increased Revenue: \$286,000  
Reason: To receive Homeless and Housing Innovations' grant funds.
  
9. Budget Amendment BUA **2023**/1/543 44-45  
Fund 1080 General Corporate / Dept 042 Coroner  
Increased Appropriations: \$5,130  
Increased Revenue: \$5,130  
Reason: Unspent grant funds received in FY22 need to be added to the FY23 budget for expenditure.
  
- B. Treasurer
  1. Monthly Reports through July 2022 are available on the Treasurer's webpage at:  
<https://www.co.champaign.il.us/treasurer/reports.php>
  
  2. Resolution Authorizing the Cancellation of the Appropriate Certificate of Purchase on a Mobile Home, permanent parcel 30-054-0054 46
  
- C. Auditor
  1. Monthly Report – December 2022 – Reports are available on the Auditor's webpage at:  
<http://www.co.champaign.il.us/auditor/countyboardreports.php>
  
- D. County Executive
  1. Resolution Abating Certain Taxes Hereto Levied to Pay the Principal of and Interest on Various Outstanding Bond of the County of Champaign, Illinois 47-51

*Committee of the Whole Agenda*  
*Finance; Policy, Personnel, & Appointments; Justice & Social Services*  
*Tuesday, February 14, 2023*  
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- 2. Recommendation to the County Board for approval of the creation of the Finance Specialist position in the Administrative Services Department to be assigned to Grade Range J, effective February 24, 2023 52-56
  
- E. Sheriff
  - 1. Contract for Inmate Food & Commissary Services, pursuant to RFP 2022-011 57
  
- F. County Clerk
  - 1. Ordinance Authorizing Statutory Fee Increase on Recordings in Champaign County, Illinois 58
  
- G. Other Business
  
- H. Chair's Report
  
- I. 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

Tuesday, January 10, 2023 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, Lorraine Cowart, Aaron Esry, Stephanie Fortado, Elly Hanauer-  
13 Friedman, Mike Ingram, Jennifer Locke, Jenny Lokshin, Diane Michaels, Emily  
14 Rodriguez, Tom ‘Ed’ Sexton, Chris Stohr, Jennifer Straub, Leah Taylor, Eric  
15 Thorsland, Jeff Wilson, Kyle Patterson

16

17 **Members Absent:** Jim Goss, Stan Harper, Jilmala Rogers, Bethany Vanichtheeranont, Wayne  
18 Williams

19

20 **Others Present:** Steve Summers (County Executive), Tami Ogden (Director of Finance), Cassandra  
21 Johnson (Treasurer), Elisabeth Pollock (Public Defender), Megan Robison  
22 (Recording Secretary)

23 **Agenda Items**

24

25 **I. Call to Order**

26

27 Chair Patterson called the meeting to order at 6:31 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. Straub to approve the agenda; seconded by Mr. Esry. Upon vote, the **MOTION**  
36 **CARRIED** unanimously.

37

38 **IV. Approval of Minutes**

39

A. November 9, 2022 – Regular Meeting

40

41 **MOTION** by Mr. Ingram to approve the minutes of November 9, 2022; seconded by Ms. Carter. Upon vote,  
42 the **MOTION CARRIED** unanimously.

43

44 **V. Public Participation**

45

46 None

47

48 **VI. Communications**

49

50 Mr. Stohr gave the information for the Martin Luther King Celebration.

51

52 **VII. Finance**

53

A. Budget Amendments/Transfers

54

55

- 56 1. Budget Amendment BUA 2022/12/224  
57 Fund 1080 General Corporate / Dept 026 Treasurer

58 Increased Appropriations: \$1,355  
59 Increased Revenue: \$0  
60 Reason: Additional funds required to cover shortage in full-time employee line and to cover the  
61 increased for the Treasurer's salary that was approved in Resolution No. 2022-117 on May 19, 2022.  
62

63 **MOTION** by Ms. Carter to recommend County Board approval of a resolution approving budget amendment  
64 BUA 2022/12/224; seconded by Ms. Taylor. Discussion followed to ensure the salary has been updated for  
65 the FY2023 budget. Upon vote, the **MOTION CARRIED** unanimously.  
66

67 2. Budget Amendment BUA 2022/12/362  
68 Fund 1080 General Corporate / Dept 031 Circuit Court  
69 Increased Appropriations: \$2,600  
70 Increased Revenue: \$0  
71 Reason: Amendment for increased appropriations is requested to cover increases in personnel  
72 expenditures associated with staff turnover.  
73

74 **MOTION** by Ms. Straub to recommend County Board approval of a resolution approving budget amendment  
75 BUA 2022/12/362; seconded by Ms. Lokshin. Upon vote, the **MOTION CARRIED** unanimously.  
76

77 3. Budget Amendment BUA 2022/12/632  
78 Fund 2092 Law Library / Dept 074 Law Library  
79 Increased Appropriations: \$2,500  
80 Increased Revenue: \$2,500  
81 Reason: One vendor has significantly increased their fees for 2022, causing a shortage in the Books,  
82 Periodicals and Manuals line.  
83

84 **MOTION** by Ms. Michaels to recommend County Board approval of a resolution approving budget  
85 amendment BUA 2022/12/632; seconded by Ms. Cowart. Discussion followed explaining the increase in  
86 costs for 2022, the requirement to have hardcopies of this specific publication and that the funds are coming  
87 from a special revenue fund not the general fund. Upon vote, the **MOTION CARRIED** unanimously.  
88

89 4. Budget Amendment BUA 2022/12/740  
90 Fund 1080 General Corporate / Dept 042 Coroner  
91 Increased Appropriations: \$36,050  
92 Increased Revenue: \$ 38,812  
93 Reason: To cover increased autopsy and toxicology expenses incurred for death investigations  
94 surpassing the original FY22 budgeted amounts.  
95

96 **MOTION** by Mr. Ingram to recommend County Board approval of a resolution approving budget  
97 amendment BUA 2022/12/740; seconded by Ms. Michaels. Ms. Fortado explained that the Coroner has  
98 received more than \$96,000 in revenue that covers this expense. Upon vote, the **MOTION CARRIED**  
99 unanimously.  
100

101  
102  
103  
104  
105  
106 5. Budget Amendment BUA 2022/12/784  
107 Fund 1080 General Corporate / Dept 041 State's Attorney  
108 Increased Appropriations: \$37,682

109 Increased Revenue: \$2,865  
110 Reason: Increased appropriation required to cover three benefit time payouts and the match for the  
111 COLA increase given to state's attorneys state-wide.  
112

113 Ms. Fortado pointed everyone's attention to the memo from the State's Attorney's Office with updated  
114 figures for this budget amendment. **MOTION** by Mr. Esry to recommend County Board approval of a  
115 resolution approving budget amendment BUA 2022/12/784 with increased appropriations of \$40,582 and  
116 increased revenue of \$15,301; seconded by Mr. Thorsland. Discussion followed explaining the U.S. Marshall  
117 Service's reimbursement was to pay for overtime incurred while completing work for their office not services  
118 from their office. Upon vote, the **MOTION CARRIED** unanimously.  
119

120 6. Budget Transfer BUA 2022/12/585  
121 Fund 1080 General Corporate / Dept 036 Public Defender & 031 Circuit Court  
122 Amount: \$150,000  
123 Reason: To transfer unused personnel funds from the Public Defender's budget to defray the cost to  
124 the Court's budget for compensating private counsel required to assist with the Public Defender's  
125 case load.  
126

127 **MOTION** by Mr. Ingram to recommend County Board approval of a resolution approving budget  
128 amendment BUA 2022/12/585; seconded by Ms. Locke Upon vote, the **MOTION CARRIED** unanimously.  
129

130 B. Treasurer

131 1. Monthly Report – May, June & July 2022 – Reports are available on the Treasurer's webpage at:  
132 <https://www.co.champaign.il.us/treasurer/reports.php>  
133

134 Received and placed on file – Mr. Wilson asked the treasurer why there hasn't been a report since  
135 July of 2022. Ms. Johnson explained their office has been working diligently to catch up since their  
136 busy season has ended and that her office could benefit from additional staff.  
137

138 2. Resolution authorizing the County Executive to assign a mobile home tax sale certificate of purchase,  
139 permanent parcel number 15-025-0056  
140

141 **MOTION** by Ms. Michaels to recommend County Board approval of a resolution authorizing the County  
142 Executive to assign a mobile home tax sale certificate of purchase; seconded by Ms. Straub. Discussion  
143 followed regarding the disparity of financial totals in the resolution. Treasurer Johnson explained a new  
144 increase in charges for title changes and she has asked the tax agent, who prepares the forms, to update that  
145 amount. She also explained some other miscellaneous fees that are occasionally required. Upon vote, the  
146 **MOTION CARRIED** unanimously.  
147

148 C. Auditor

149 1. Monthly Report – October & November 2022 – Reports are available on the Auditor's webpage at:  
150 <http://www.co.champaign.il.us/auditor/countyboardreports.php>  
151

152 Received and placed on file  
153

154  
155  
156 D. Other Business  
157

158 None  
159

160 E. Chair's Report

161  
162 Ms. Fortado informed the Board that they will be taking advantage of the study session date in January  
163 regarding financial 101 for new members and welcomed all board members to join.

164  
165 F. Designation of Items to be Placed on the Consent Agenda

166  
167 VII. A. 1-6, B. 2

168  
169 **VIII. Policy, Personnel, & Appointments**

170 A. County Executive

171 1. Monthly HR Report – November & December 2022

172  
173 Received and placed on file – Mr. Stohr called attention to the vacant position listing and stated the County is  
174 looking for approximately 10% of their workforce. He encouraged Board members to refer their constituents  
175 that might be interested in working for the County. Mr. Wilson had some questions about information  
176 included on the report and Mr. Summers explained that he would speak with staff and get back to him with  
177 the information. Mr. Wilson also asked who was responsible for hiring within the departments. Mr. Ingram  
178 explained that the department heads are responsible for hiring within their departments. Ms. Fortado  
179 explained how this long list of vacancies has been an ongoing problem in the County and that it must be  
180 addressed.

181  
182 2. Request for Job Content Evaluation Committee to review a Finance Specialist position for the  
183 Administrative Services Department

184  
185 **MOTION** by Ms. Cowart to send the Finance Specialist position to the Job Content Evaluation Committee  
186 for review; seconded by Ms. Taylor. Discussion followed regarding this position having to backup multiple  
187 other positions in the office. Upon vote, the **MOTION CARRIED** unanimously.

188  
189 3. Appointments/Reappointments (*italics indicates incumbent*)

190 a. Resolution Appointing Robert Kolakowski to the Tolono Fire Protection District, unexpired term  
191 ending 4/30/2024

192  
193 **MOTION** by Mr. Ingram to recommend County Board approval of a resolution appointing Robert  
194 Kolakowski to the Tolono Fire Protection District; seconded by Ms. Straub. Discussion followed regarding  
195 the dates on the application and Mr. Summers explained that he selected this candidate from the applicants  
196 that had applied for the previous opening on this board and this position will begin immediately after  
197 approved by the County Board. Upon vote, the **MOTION CARRIED** unanimously.

198  
199 b. Resolution Appointing County Board Liaisons

200  
201 **MOTION** by Mr. Esry to recommend County Board approval of a resolution appointing County  
202 Board Liaisons; seconded by Mr. Thorsland. Discussion followed regarding filling these positions.  
203 Ms. Taylor stated she would be willing to serve on the Developmental Disabilities Board and she was  
204 added to the list. Upon vote, the **MOTION CARRIED** unanimously.

205  
206 c. Currently vacant appointments – full list and information is available on the County's website at:  
207 <http://www.co.champaign.il.us/CountyExecutive/appointments/CurrentVacantOpenings.pdf>

208  
209 Information only

210

- 211 d. 2023 Annual Listing of Expiring Appointments  
212  
213 Information only – Mr. Stohr listed the upcoming appointments and encouraged the Board Members to reach  
214 out to their constituents to find people that are interested in serving on some of these commissions.  
215  
216 e. Applications for open appointments  
217  
218 Information only  
219  
220 B. County Clerk  
221 1. Monthly Reports – November & December 2022  
222 2. Semi-Annual Report – July-December 2022  
223  
224 Received and placed on file  
225  
226 C. Other Business  
227  
228 None  
229  
230 D. Chair’s Report  
231  
232 Mr. Stohr asked for anyone that is interested in participating in reviewing the workforce study documents to  
233 contact him.  
234  
235 E. Designation of Items to be Placed on the Consent Agenda  
236  
237 VIII. A. 3. a-b  
238  
239 **IX. Justice and Social Services**  
240 A. Monthly Reports – All reports are available on each department’s webpage through the department  
241 reports page at: <http://www.co.champaign.il.us/CountyBoard/Reports.php>  
242 • Probation & Court Services – October & November 2022  
243 • Public Defender – November 2022  
244 • Animal Control – November 2022  
245 • Emergency Management Agency – September & October 2022  
246  
247 Received and placed on file – Mr. Wilson had a few questions about the information provided in the  
248 Probation and Emergency Management Agency reports and Ms. Taylor stated she would investigate  
249 and get back to him with that information.  
250  
251 B. Rosecrance Re-Entry Financial Report – October & November 2022  
252  
253 Information only – Mr. Stohr requested to have Rosecrance come to speak to the Board.  
254  
255  
256 C. Public Defender  
257 1. Office update and requests  
258  
259 Ms. Pollock spoke to the County Board about her background what she has learned as the newly  
260 appointed Champaign County Public Defender. She gave a breakdown of the office’s greatest needs;  
261 they have no electronic files, using free pdf viewer, no ability to track caseload, no way to manage the

262 electronic discovery and there are no training manuals. She has made several improvements; procured  
263 Adobe Acrobat DC Pro licenses, hired four new employees, explored the possibility of an externship  
264 program with the College of Law to begin in the fall, mandated the creation of electronic files and  
265 their office is now accepting murder cases.

266  
267 She has two requests for the County Board. The first request is to purchase a program called Justice  
268 Text and it is used to view electronic discovery. She explained the details of how the program works,  
269 how that will assist her office and the cost. Discussion followed with Board members to ensure that  
270 other counties in Illinois use this program, that the attorneys can still watch the videos as they have  
271 done traditionally, and to clarify that this will be an annual cost. Ms. Fortado suggested they use  
272 ARPA funds for this expenditure in 2023-2024 and has a more extensive memo that will be in the  
273 ARPA section of the January County Board meeting.

274  
275 The second request is for additional secretarial position. This is a position that was eliminated  
276 approximately a decade ago. She gave some background to indicate why this position is so  
277 desperately needed. She looked into filling this on a temporary basis, but the union was not willing to  
278 approve this. The Board discussed the process of this request and since this is an existing job  
279 description, they would only need to vote to add the position to the organizational chart. Ms. Fortado  
280 also requested that the Public Defender and the Director of Finance do a budget analysis to show their  
281 current cost savings for the February meeting.

282  
283 D. Other Business

284  
285 None

286  
287 E. Chair's Report

288  
289 None

290  
291 F. Designation of Items to be Placed on the Consent Agenda

292  
293 None

294  
295 X. Other Business

296  
297 Ms. Fortado informed the Board that Brad Uken, from the Farm Bureau, has taken a position out-of-state, will  
298 greatly missed from the Broadband Committee and publicly thanked him for the work that he did in regard to  
299 using ARPA funds for broadband in Champaign County.

300  
301 XI. Adjournment

302  
303 Chair Patterson adjourned the meeting at 8:24 p.m.



# OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

## MONTHLY HR REPORT JANUARY 2023

### VACANT POSITIONS LISTING

VACANT POSITIONS AS OF COB 01/31/2023

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

FUND	DEPT	EMPLOYEE NAME	JOB TITLE	HOURLY RATE	REG HRS	REGULAR SALARY	FY 2023 HRS	FY 2023 SALARY
80	22	vacant 1/03/23 (Odulate)	IT Specialist	29.54	1950	57,603.00	1,950.00	57,603.00
80	30	vacant 8/31/21 (Cunningham)	Director of Operations	36.06	1950	70,317.00	1,950.00	70,317.00
80	30	vacant 9/5/22 (Plankenhorn)	Deputy Circuit Clerk	21.45	1950	41,827.50	1,950.00	41,827.50
80	30	vacant 1/27/2023 (Hester)	Deputy Circuit Clerk	23.81	1950	46,429.50	1,950.00	46,429.50
80	36	vacant 1/01/22 (New Position)	Assistant Public Defender	27.12	1950	52,884.00	1,950.00	52,884.00
80	36	vacant 3/18/22 (Taylor)	Assistant Public Defender	34.62	1950	67,509.00	1,950.00	67,509.00
80	36	vacant 9/16/22 (Goldman)	Assistant Public Defender	33.85	1950	66,007.50	1,950.00	66,007.50
80	36	vacant 1/12/2023 (Scheel)	Investigator - Public Defender	31.80	1950	62,010.00	1,950.00	62,010.00
80	40	vacant 8/23/22 (Deters)	Deputy Sheriff-Patrol	26.74	2080	55,619.20	2,080.00	55,619.20
80	40	vacant 10/20/22 (Bolt)	Deputy Sheriff-Patrol	29.23	2080	60,798.40	2,080.00	60,798.40
80	40	vacant 1/20/2023 (Mayo)	Deputy Sheriff - School Officer	29.23	2080	60,798.40	2,080.00	60,798.40
80	41	vacant 12/30/22 (Bucher)	Assistant State's Attorney	38.63	1950	75,328.50	1,950.00	75,328.50
80	42	vacant 10/22/22 (Ghrayyeb)	Deputy Coroner	23.21	2080	48,276.80	2,080.00	48,276.80
80	42	vacant 12/23/22 (Brant)	Deputy Coroner	23.21	2080	48,276.80	2,080.00	48,276.80
80	51	vacant 7/21/22 (Cain)	Court Services Officer	23.55	1950	45,922.50	1,950.00	45,922.50
80	51	vacant 10/30/22 (Evans)	Court Services Officer	23.10	1950	45,045.00	1,950.00	45,045.00
80	51	vacant 11/11/22 (Marshall)	Court Services Officer	23.10	1950	45,045.00	1,950.00	45,045.00
80	51	vacant 11/27/22 (Bradley)	Court Services Officer	23.10	1950	45,045.00	1,950.00	45,045.00
80	51	vacant 11/18/22 (Ziegler promo)	Court Services Officer	24.45	1950	47,677.50	1,950.00	47,677.50
80	51	vacant 12/26/22 (Lowe promo)	Court Services Officer	24.01	1950	46,819.50	1,950.00	46,819.50
80	52	vacant 2/8/21 (Slough promo)	Court Services Officer	28.65	1950	55,867.50	1,950.00	55,867.50
70	52	vacant 1/15/23 (Grice transfer)	Court Services Officer	23.10	1950	45,045.00	1,950.00	45,045.00
80	52	vacant 1/01/23 (Siders promo)	Court Services Officer	30.36	1950	59,202.00	1,950.00	59,202.00
80	77	vacant 1/01/22 (New Position)	Zoning Officer	18.48	1950	36,036.00	1,950.00	36,036.00
80	77	vacant 6/24/22 (Monte)	Planner	38.25	1950	74,587.50	1,950.00	74,587.50
80	140	vacant 4/21/22 (Brown)	Correctional Officer	23.13	2080	48,110.40	2,080.00	48,110.40
80	140	vacant 4/22/22 (Emory)	Correctional Officer	23.63	2080	49,150.40	2,080.00	49,150.40
80	140	vacant 4/26/22 (Alldredge)	Correctional Officer	28.84	2080	59,987.20	2,080.00	59,987.20
80	140	vacant 5/3/22 (Poindexter)	Correctional Officer	21.39	2080	44,491.20	2,080.00	44,491.20
80	140	vacant 5/3/22 (Beckett)	Correctional Officer	24.98	2080	51,958.40	2,080.00	51,958.40
80	140	vacant 6/2/22 (Webb)	Correctional Officer	21.39	2080	44,491.20	2,080.00	44,491.20
80	140	vacant 6/19/22 (Christians promo)	Correctional Officer	28.84	2080	59,987.20	2,080.00	59,987.20
80	140	vacant 6/20/22 (N. Roberts promo)	Correctional Officer	25.86	2080	53,788.80	2,080.00	53,788.80
80	140	vacant 8/8/22 (Wiseman)	Correctional Officer	24.14	2080	50,211.20	2,080.00	50,211.20
80	140	vacant 8/10/22 (A. Roberts)	Correctional Officer	26.28	2080	54,662.40	2,080.00	54,662.40
80	140	vacant 8/15/22 (Burgener)	Correctional Officer	26.28	2080	54,662.40	2,080.00	54,662.40
80	140	vacant 12/25/22 (Solis)	Correctional Officer	22.61	2080	47,028.80	2,080.00	47,028.80
80	140	vacant 6/26/22 (Richler)	Sergeant-Corrections	40.62	2080	84,489.60	2,080.00	84,489.60
80	140	vacant 8/25/22 (Hesselmann)	Sergeant-Corrections	40.62	2080	84,489.60	2,080.00	84,489.60
80	140	vacant 9/27/22 (Trimble)	Court Security Officer	20.60	2080	42,848.00	2,080.00	42,848.00
80	140	vacant 11/28/22 (Starkley promo)	Master Control Officer	18.01	2080	37,460.80	2,080.00	37,460.80
80	140	vacant 7/30/21 (Barth to FT)	Part Time Master Control Officer	17.07	1040	17,752.80	1,040.00	17,752.80
80	140	vacant 8/29/21 (Skinner)	Part Time Master Control Officer	17.07	1040	17,752.80	1,040.00	17,752.80
80	140	vacant 11/23/21 (Andres-Mittman)	Part Time Master Control Officer	17.07	1040	17,752.80	1,040.00	17,752.80
80	140	vacant 4/4/22 (Shepard to FT)	Part Time Master Control Officer	17.07	1040	17,752.80	1,040.00	17,752.80
80	140	vacant 7/10/22 (Cooper)	Part Time Master Control Officer	17.99	1040	18,709.60	1,040.00	18,709.60
80	140	vacant 8/22/22 (Burdette)	Part Time Master Control Officer	17.16	1040	17,846.40	1,040.00	17,846.40
80	140	vacant 9/30/22 (Frye)	Clerk	20.46	1950	39,897.00	1,950.00	39,897.00
91	47	vacant 1/5/23 (Soder)	Animal Control Director	37.86	1950	73,827.00	1,950.00	73,827.00
91	247	vacant 12/27/22 (Gaskin)	Animal Control Warden	19.75	2080	41,080.00	2,080.00	41,080.00
630	30	vacant 7/15/22 (Bedwell)	Court Technology Specialist	54.86	1950	106,977.00	1,950.00	106,977.00
850	111	vacant 1/11/23 (Madison)	GIS Mapping Tech	24.26	1950	47,307.00	1,950.00	47,307.00
671	30	vacant 8/6/21 (Cook)	Legal Clerk	15.50	1950	30,225.00	1,950.00	30,225.00
						-- TOTAL --		2,674,675.90

**UNEMPLOYMENT REPORT**

Notice of Claims Received – 1  
GIS - 1

Benefit Determination – 1  
GIS – 1 Chargeable

**PAYROLL REPORT**

JANUARY PAYROLL INFORMATION

Pay Group	1/13/2023		1/27/2023	
	EE's Paid	Total Payroll \$\$	EE's Paid	Total Payroll \$\$
General Corp	497	\$1,156,630.07	496	\$1,071,183.81
RPC/Head Start	258	\$422,046.71	256	\$489,099.73
Total	755	\$1,578,676.78	752	\$1,560,283.54

**HEALTH INSURANCE/BENEFITS REPORT**

Total Number of Employees Eligible: 612  
General County Union (includes AFSCME & FOP):  
141 Single; 29 EE+spouse; 57 EE+child(ren); 13 Family; 89 waived  
Non-bargaining employees:  
130 Single; 30 EE+spouse; 46 EE+child(ren); 11 Family; 66 waived  
Life Insurance Premium paid by County: \$1,541.80  
Health Insurance Premium paid by County: \$422,597.45

**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  
January 2023: 1.36% average over the last 12 months  
January 2023: 10 out of 736 Employees left Champaign County: 5 resignations, 2 dismissals, 3 retirements

**WORKERS' COMPENSATION REPORT**

<u>Entire County Report</u>	<u>January 2022</u>	<u>January 2023</u>
New Claims	4	5
Closed	1	5
Open	30	43

**ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT**

Agendas Posted	15	Meetings Staffed	5	Minutes Posted	10
Appointments Posted	15	Notification of Appointment	18	Contracts Posted	7
Calendars Posted	5	Resolutions Prepared	20	Ordinances Prepared	0

**EEO REPORT**

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

January 2023 Monthly EEO Report General County Only		ads closing this month:										ads with no end date:												
<b>Total Applicants</b>		5	5	0	0	9	18	12	12	4	4	6	11	2	2	1	2	11	10	2	6	10	2	134
	<b>Legal Clerk - Circuit Clerk</b>																							
	<b>Part-Time Master Control Officer - Sheriff</b>																							
	<b>Attorney (Entry Level) - Public Defender</b>																							
	<b>Attorney (Experienced) - Public Defender</b>																							
	<b>Animal Control Warden - Animal Control</b>																							
	<b>Deputy Coroner/Autopsy Tech - Coroner</b>																							
	<b>Deputy EMA Coordinator - EMA (Sheriff)</b>																							
	<b>Clerk - Assessments Office</b>																							
	<b>Director - Animal Control</b>																							
	<b>Investigator - Public Defender</b>																							
<b>Male</b>		3	2	0	0	6	8	7	3	3	4	3	4	2	2	1	2	5	5	1	5	5	2	67
<b>Female</b>		2	3	0	0	3	10	5	9	1	0	3	7	0	0	0	1	6	5	0	1	7	2	65
<b>NonBinary</b>		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Undisclosed</b>		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	2
<b>Hispanic or Latino</b>		0	0	0	0	1	2	1	1	0	0	1	1	0	0	0	0	0	1	0	1	0	0	9
<b>White</b>		3	2	0	0	4	10	8	9	2	3	3	6	2	2	0	1	6	5	1	4	6	0	77
<b>Black or African-American</b>		1	2	0	0	2	2	1	1	0	0	1	0	0	0	0	1	3	3	0	0	2	0	19
<b>Native Hawaiian or Other Pacific Islander</b>		0	0	0	0	0	1	0	0	0	1	0	1	0	0	0	0	1	0	0	1	0	0	5
<b>Asian</b>		1	0	0	0	0	1	0	0	0	0	1	1	0	0	1	1	0	0	0	1	0	0	7
<b>American Indian or Alaska Native</b>		0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
<b>Two or more races</b>		0	1	0	0	2	2	1	1	2	0	0	2	0	0	0	0	1	1	0	0	1	1	15
<b>Undisclosed</b>		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
<b>Veteran Status</b>		0	0	0	0	1	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	5



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

1776 East Washington Street, Urbana, Illinois 61802-4581

**Steve Summers, County Executive**

### **MEMORANDUM**

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

**FROM: Michelle Jett, Director of Administration, and  
Job Content Evaluation Committee**

**DATE: February 4, 2023**

**RE: REVIEW and RECOMMENDATION for Finance Specialist**

---

Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on January 10, 2023, the Job Content Evaluation Committee has met to review the request of the County Executive and Director of Finance to review and evaluate the proposal to create the new position of Finance Specialist.

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

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by Tami Ogden, Director of Finance. The Committee was also provided with a job description for the position. Ms. Ogden met with the Committee and explained the parameters and scope of responsibility for the position, including the level of expertise, the understanding of government funding, attention to detail, and professionalism required of this position due to the nature of the work.

The Job Content Evaluation Committee Report is as follows:

Date of Request for review: January 10, 2023  
Date of Review by the JEC: February 1, 2023  
Department Requesting: County Executive  
Recommended Title of Position: Finance Specialist  
Evaluated Job Points: 743  
Recommended Classification Range: J  
FY2023 Current Range Minimum: \$28.23  
FY2023 Current Range Midpoint: \$35.28  
FY2023 Current Range Maximum: \$42.33  
Bargaining Status: Non-Bargaining  
FLSA Status: Exempt

Pursuant to this review and evaluation, the Committee recommends the creation of the Finance Specialist position and its classification as a Grade Range J. A copy of the job description and updated table of organization are attached for your information and review.

It should be noted that at this time the position is not funded and if the position is approved and filled, there will be a subsequent request for a budget amendment to fund the position. The expectation is the cost will be inline with the midpoint salary range.

For historical context, the Committee would like to note that until 2018, this position existed in the Administrative Services department.

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

***The Policy, Personnel & Appointments Committee recommends to the Finance Committee approval of the creation of the Finance Specialist position to be assigned to Grade Range J, effective February 24, 2023.***

**REQUESTED ACTION for FINANCE:**

***The Finance Committee recommends to the County Board approval of the creation of the Finance Specialist position to be assigned to Grade Range J, effective February 24, 2023.***

Thank you for your consideration of this recommendation.

*Attachments*

- Finance Specialist Job Description
- Administrative Services Org Chart

## 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.

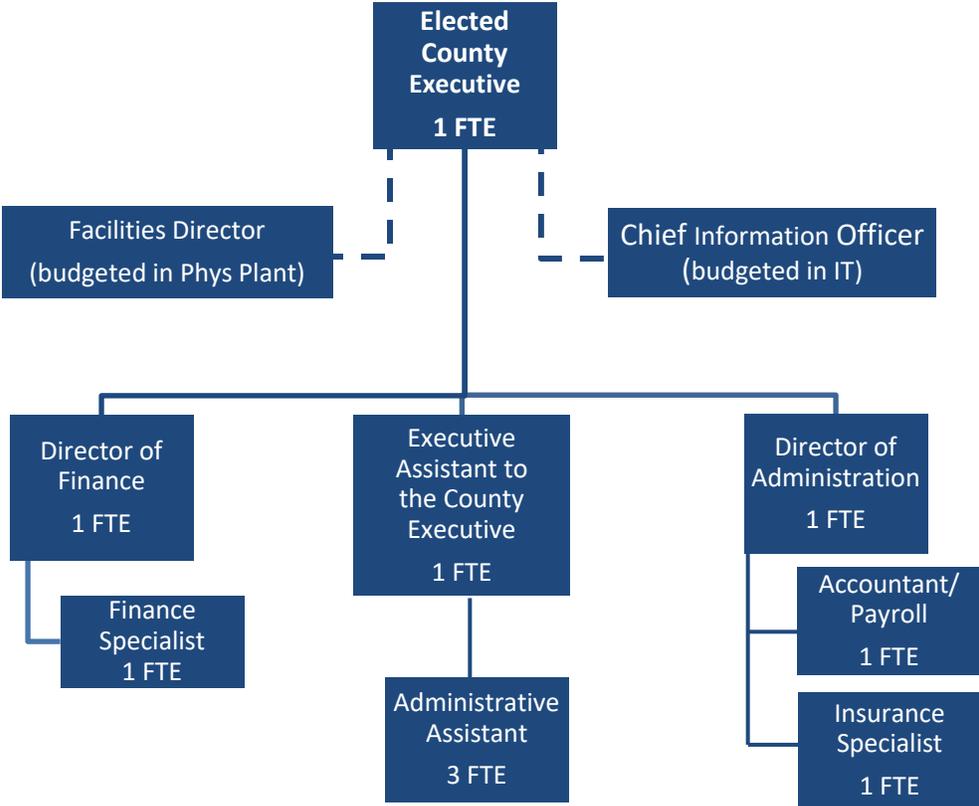
### **PHYSICAL DEMANDS**

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.

**ADMINISTRATIVE SERVICES**  
**General Fund 1080-016**



Administrative Services positions: 10 FTE

RESOLUTION NO. 2023-XXX

RESOLUTION APPOINTING GERALD KELLEMS AS  
THE ANIMAL CONTROL ADMINISTRATOR

WHEREAS, Steve Summers, County Executive, has submitted to the County Board his appointment of Gerald Kellems as the Animal Control Administrator; and

WHEREAS, Such appointment requires the advice and consent of the County Board under 510 ILCS 5/3; and

NOW, THEREFORE, BE IT RESOLVED By the Champaign County Board that the County Board does hereby advise and consent to the appointment of Gerald Kellems as the Animal Control Administrator for a term ending February 28, 2025; and

BE IT FURTHER RESOLVED That the County Clerk transmit a certified copy of this resolution to: Gerald Kellems, 210 S. Art Bartell Road, Urbana, IL 61802.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 23<sup>rd</sup> day of February A.D. 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

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

Approved: \_\_\_\_\_  
Steve Summers, County Executive  
Date: \_\_\_\_\_

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.

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](mailto: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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## **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:** February 9, 2023  
**RE:** County Board Liaison Appointments

In January, my recommendations for County Board liaisons to community boards and committees was approved by the County Board. In that recommendation, Mr. Esry was appointed to the Champaign-Urbana Urbanized Area Transportation Study (CUUATS) Policy Committee. It has come to my attention, that there is a residential requirement for this committee that Mr. Esry does not meet and is therefore ineligible to sit on this committee.

I am recommending the following to fill currently vacant liaison positions:

#### **Champaign-Urbana Urbanized Area Transportation Study Policy Committee**

- Samantha Carter

#### **Visit Champaign County**

- Jennifer Locke

#### **Central Illinois Land Bank Authority**

- Steve Summers

The following community boards and committees still require a liaison:

- Community Action Board – 1 Republican
- Region 8 Human Service Transportation Plan (HSTP) Policy Committee – 1 position
- Central Illinois Land Bank – 1 position



## 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:** February 9, 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 (*italics indicates incumbent*) received in the February 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 March Committee of the Whole meeting.

#### **Rural Transit Advisory Group – 4 positions – unexpired terms ending 12/31/2024**

- *Tawanna Nickens*

Status

**Name** Tawanna Nickens  
**Application Date** 1/17/2023  
**Expiration Date** 1/17/2122  
**Board Member** [Tawanna Nickens](#)  
**Status** Validated

Board	Vacancies	Status
Rural Transit Advisory Group	6	Pending

Basic Information

**Name**  
Tawanna Nickens

**What experience and background do you have which you believe qualifies you for this appointment?**  
Professionally, I have been providing employment related resources to adults for over 20 years.

**What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?**  
The Rural Transportation Advisory Group serves the C-CARTS program. RTAG guides service delivery by assessing local needs and monitoring service provision.

**Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.**  
RTAG reappointment pending per this application.

**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

Contact Information

**Address**  
1212 Cambridge Drive  
Rantoul, IL 61866

**Phone**  
[2178980465](tel:2178980465)

**Cell Phone**  
[2178980465](tel:2178980465)

**Email**  
[tnickens@parkland.edu](mailto:tnickens@parkland.edu)

Occupation

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?**  
Understanding the needs of the represented population is crucial for board service. I will fulfil my responsibilities through active engagement and advocacy for adults in need of C-CARTS services.

Additional Information

Notes

Gender

**What is your gender?**  
Female

Ethnicity

**What is your ethnicity?**  
Black or African American



**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](http://www.champaigncountyclerk.il.gov)

**COUNTY CLERK**  
**MONTHLY REPORT**  
**JANUARY**  
**2023**

Liquor Licenses & Permits	-
Civil Union License	70.00
Marriage License	4,060.00
Interests	18.76
Fidlar Processing Fees	507.50
Vital Clerk Fees	19,568.50
Tax Clerk Fees	5,331.30
Refunds of Overpayments	20.00
<b>TOTAL</b>	<b>29,576.06</b>
Additional Clerk Fees	1,596.00



**OFFICE OF THE PUBLIC DEFENDER**  
**CHAMPAIGN COUNTY, ILLINOIS**

**MEMO**

To: Honorable Members of the Champaign County Board

From: Elisabeth Pollock  
Champaign Co. Public Defender

Date: 1/12/2023

Re: Amending Public Defender FTE to add an additional legal secretary

The Public Defender's Office currently has 20 FTE which includes two legal secretaries. Since taking over the office, it has become abundantly clear that an additional secretary is an absolute necessity if we are to provide an adequate level of representation to our clients. This is true for the following reasons:

- 1) The existing volume of phone calls that come into the office on a daily basis averages 115 per day or approximately 21 per hour that the phones are active. Due to the volume, the existing two secretaries spend almost the entirety of their day on the phone with no additional time to perform other duties such as scanning and filing, which is substantially backlogged. Most importantly, there is no time to prepare and send letters to clients updating them on the status of their cases.
- 2) The primary complaint I have received since arriving at the PD's Office is the lack of communication with clients. This is due to the understaffing that the PD's Office has experienced over the last couple of years, and the fact that half of our clients are housed in Kankakee County as opposed to locally. Due to the large volume of cases, my attorneys do not have time speak with or visit clients on a regular basis. Clients are therefore going weeks, sometimes months, without seeing or speaking with their lawyer. This is unacceptable and does not meet the requirement of adequate communication that is mandated by the Illinois Rules of Professional Conduct, and causes understandable frustration and a lack of trust between our staff and our clients.
- 3) As a result of the lack of communication, clients and their families call frequently, thereby increasing the volume of calls and worsening the issue referenced in Paragraph 1 above. It is also damaging to the mental health and resilience of the two existing secretaries, who bear the brunt of the (understandable) frustration and anger of the clients and their families.

- 4) **Request:** I am requesting that the Board approve an additional legal secretary position and add 1 FTE to our organizational chart. Since joining the office on 12/5/22, I have hired 5 attorneys to assist with managing our caseload. We now have only 2 vacancies remaining on the attorney line and one vacancy for an investigator. My calculations indicate that I have approximately \$141,000 remaining in personnel for FY23 if we maintain the current salary line. My hope is that we can hire an additional legal secretary immediately, with funds from our existing personnel budget. I anticipate the salary being posted for \$33,092-\$37,000 base salary. There will also be benefits (est. \$15,000.00) which would originate from County funds.

Thank you for your attention to this urgent matter, and please let me know if you would like any additional information.



ELISABETH POLLOCK  
Public Defender

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total YTD
<b>1. Personnel Costs</b>	\$22,619	\$19,789	\$25,975	\$22,791	\$22,700	\$16,347	\$19,995	\$24,225	\$23,262	\$22,668	\$24,331	\$21,602	\$266,304
<b>2. Payroll Taxes/Benefits</b>	\$4,436	\$6,052	\$4,440	\$4,708	\$5,356	\$5,305	\$4,988	\$5,496	\$6,733	\$4,231	\$6,958	\$7,468	\$65,571
<b>Total Equipment</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Property Insurance	\$29	\$29	\$29	\$29	\$29	\$29	\$29	\$23	\$29	\$29	\$29	\$29	\$342
Building & Grounds Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities	\$410	\$982	\$264	\$178	\$108	\$226	\$286	\$603	\$222	\$122	\$203	\$317	\$3,921
Janitorial Service	\$799	\$417	\$435	\$94	\$304	\$386	\$255	\$240	\$256	\$263	\$236	\$314	\$3,999
Equip Maintenance Agreements	\$135	\$77	\$189	\$88	\$82	\$127	\$182	\$242	\$196	\$190	\$223	\$161	\$1,892
Depreciation	\$508	\$510	\$499	\$500	\$500	\$513	\$457	\$457	\$387	\$411	\$401	\$400	\$5,543
<b>Total Occupancy</b>	\$1,881	\$2,015	\$1,416	\$889	\$1,023	\$1,281	\$1,209	\$1,565	\$1,090	\$1,015	\$1,092	\$1,221	\$15,697
Office Supplies	\$161	\$78	\$143	\$180	\$270	\$160	\$67	\$74	\$76	\$90	\$73	\$121	\$1,493
Contractual / Professional Fees	\$538	\$692	\$653	\$550	\$1,021	\$720	\$511	\$745	\$362	\$674	\$604	\$1,242	\$8,312
Travel / Training	\$1,025	\$179	\$873	\$197	\$208	\$335	\$230	\$754	\$564	\$228	\$265	\$174	\$5,032
Client Assistance	\$0	\$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	\$0
Telephone / Cell Phone	\$492	\$451	\$429	\$483	\$433	\$437	\$369	\$381	\$372	\$421	\$393	\$388	\$5,049
Liability / Malpractice Insurance	\$315	\$325	\$325	\$325	\$325	\$325	\$361	\$339	\$339	\$364	\$364	\$364	\$4,071
Moving & Recruiting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Program Expenses</b>	\$31,467	\$29,581	\$34,254	\$30,123	\$31,336	\$24,910	\$27,730	\$33,579	\$32,198	\$29,691	\$34,080	\$32,580	\$371,529
<b>ALLOCATED M&amp;G</b>	\$6,556	\$6,766	\$6,840	\$6,347	\$7,557	\$7,027	\$6,590	\$7,794	\$8,335	\$8,332	\$8,047	\$7,772	\$89,963
<b>TOTAL EXPENSE</b>	\$38,023	\$36,347	\$41,094	\$36,470	\$38,893	\$31,937	\$36,320	\$41,373	\$40,533	\$38,023	\$42,127	\$40,352	\$461,492
<b>Re-Entry Indirect - 11.9% Max</b>	\$4,250	\$3,996	\$4,627	\$4,069	\$4,233	\$3,365	\$3,746	\$4,536	\$4,349	\$4,010	\$4,603	\$4,401	\$50,184
Max M&G Allowed	\$35,717	\$33,577	\$38,881	\$34,192	\$35,569	\$28,275	\$31,476	\$38,115	\$36,547	\$33,701	\$38,683	\$36,981	\$421,713
<b>Champaign County Total</b>	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$100,000
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	\$8,333	\$100,000



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

1776 East Washington Street, Urbana, Illinois 61802-4581

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**Steve Summers, County Executive**

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### 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: February 1, 2023

Subject: Tort Immunity Tax Fund Board Budget Transfer #2022/12/961

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The Tort Immunity Fund is a property tax-based revenue fund that pays the General Corporate Fund's share of property, liability, worker's compensation, and unemployment insurance. Worker's Compensation rates for classifications of employment are determined by the County's insurer, Illinois Counties Risk Management Agency. The County anticipates and accounts for necessary budget increases based on projected workers compensation rate increases and County wage increases. However, some wage increases are unknown at the time of budget approval due to unnegotiated contracts. Additionally, the workers compensation renewal is not received until the end of the year after the levy and budget have been established.

The 2022 workers compensation renewal resulted in greater than expected rate increases for classifications that include a significant number of employees and resulted in higher-than-expected costs. Additionally, the negotiated wage increases for the AFSCME collective bargaining agreements were higher than projected. The combination of these impacts led to greater than budgeted workers compensation costs. Conversely, increases in non-payroll insurance costs are less than budgeted allowing for appropriation available in the non-payroll insurance line to be transferred to the Worker's Compensation line.

### REQUESTED ACTION

**The Finance Committee recommends Board Budget Transfer #2022/12/961 for \$20,936 be forwarded to the County Board for approval.**

# Journal Proof Report



Journal Number: 961 Year: 2022 Period: 12

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit	
BUA	2076-00-0254t-01-075-000-000-0000-500304-	WORKERS' COMPENSATION	Move from Ins.	N	\$20936.00		
BUA	2076-00-0254t-01-075-000-000-0000-502007-	INSURANCE (non-payroll)	Move to Work Comp	N		\$20936.00	
				Journal 2022/12/961	Total	\$20936.00	\$20936.00

Fund: 2076 Tort Immunity Tax Fund

Dept: 075 General County

Reason: The 2022 workers compensation renewal resulted in greater than expected rate increases and higher-than-expected costs. This coupled with the AFSCME collective bargaining agreements wage increases, led to greater than budgeted workers compensation costs.

**GEORGE P. DANOS**  
COUNTY AUDITOR

**K. ORION SMITH**  
CHIEF DEPUTY AUDITOR



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

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

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

From: Brandi Katrein, Accountant – Auditor’s Office

Date: January 19, 2023

RE: FY22 Budget Amendment Request

The Auditor’s office requests a transfer in our FY2022 budget from Regular Full Time Employees in the amount of \$595.50 to Stationary & Printing.

This amount is to cover printed envelopes that were ordered based on our supplier indicating that there was a 5-7 week lead time for our printed envelopes. We placed the order on December 19, 2022 believing that the order would not be received until after the first of the year. The envelopes were received on our office on December 29, 2022 – only 10 days later.

Since we did not anticipate this order arriving in 2022 we are slightly short on our FY2022 budget.

# Journal Proof Report



Journal Number: 1717 Year: 2022 Period: 12

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1080-00-0251a-01-020-000-000-0000-500103-	REGULAR FULL-TIME EMPLOYEES	transfer	N		\$595.50
BUA	1080-00-0251a-01-020-000-000-0000-501001-	STATIONERY AND PRINTING	transfer	N	\$595.50	
Journal 2022/12/1717				Total	\$595.50	\$595.50

Fund: 1080 General Corporate

Dept: 020 Auditor

Reason: To cover the cost of envelopes that arrived much earlier than anticipated.



# SHERIFF DUSTIN D. HEUERMAN CHAMPAIGN COUNTY SHERIFF'S OFFICE

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204 E. Main Street  
Urbana, Illinois 61801-2702  
(217) 384-1204

## **Dustin D. Heuerman**

*Sheriff*

ph (217) 384-1205  
fax (217) 384-3023

## **Chief Deputy Shannon Barrett**

ph (217) 384-1222  
fax (217) 384-1219

## **Captain**

### **Law Enforcement**

#### **Shane Cook**

ph (217) 384-1207  
fax (217) 384-1219

## **Captain/Jail Supt.**

### **Corrections**

#### **Karee Voges**

ph (217) 819-3534  
fax (217) 384-1272

## **Jail Information**

ph (217) 384-1243  
fax (217) 384-1272

## **Investigations**

ph (217) 384-1213  
fax (217) 384-1219

## **Civil Process**

ph (217) 384-1204  
fax (217) 384-1219

**TO: Stephanie Fortado, Finance Committee Chairperson**

**FR: Sheriff Dustin D. Heuerman**

**DA: January 23, 2023**

**RE: Budget Amendment**

We have submitted a budget amendment in the amount of \$16,554 to help cover inmate medical and Merit Commission expenses for Fiscal Year 2022.

- \$910.00 – Psychological evaluations for new employees attending training academy in January 2023. We could not wait until the new Fiscal Year to complete these and the funds we had budgeted were used for unexpected expenses in FY22.
- \$15,644.00 – Inmate pharmacy costs.
  - Part of this unexpected expense was because of a new medical contract in 2022 and not knowing an exact amount to expect in pharmacy costs (pharmacy costs with our previous medical provider were included in the contract rate).
  - The other reason is that we had previously had a partnership with a local organization to help offset needed, but expensive, medications such as medications to help address schizophrenia and HIV in inmates (the average of each dose of these medications is \$3,000). Due to a change in leadership in that organization, this was no longer a resource for us. We have worked out a new collaboration with local organizations to get inmates these needed prescriptions while also reducing the cost to the County in the future. That should be effective in February.

Thank you for your consideration and continued support of the Sheriff's Office.

# Journal Proof Report



Journal Number: 1756 Year: 2022 Period: 12 Description: Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1080-00-0253t-02-140-000-000-0000-500203	SLEP - FULL-TIME EMPLOYEE	SLEP F/T Employee	N		\$16554.00
BUA	1080-00-0253t-02-140-000-000-0000-501006	MEDICAL SUPPLIES	Medical Supplies	N	\$15644.00	
BUA	1080-00-0252a-02-057-000-000-0000-502001-	PROFESSIONAL SERVICES	Prof Services	N	\$910.00	
				Journal 2022/12/1756	Total	\$16554.00
						\$16554.00

Fund: General Corporate  
 Dept: 057 Deputy Merit Commission & 140 Correctional Center  
 Reason: To transfer funds for new employee psychological exams and inmate pharmacy costs.

**Kari S. Miller**  
Executive Director



Champaign County  
Children's Advocacy Center  
201 W. Kenyon Road, Suite 1  
Champaign, IL 61820  
Phone: (217) 384-1266  
Fax: (217) 384-1214

**MEMO**

DATE: February 6, 2023  
TO: Honorable Members of the Champaign County Board  
FROM: Kari Miller, Executive Director  
RE: Budget Amendments 22 Journal Entry 1941

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This memo is in reference to Budget Amendments 22-1941. This budget amendment is to request a Board Approved budget transfer for the Children's Advocacy Center for \$1,731.00 from excess spending authority in Regular Full-Time Employees to Rental. This This budget transfer will allow the CAC to cover expenses for the annual insurance billing that had been previously transferred out in 2022 to cover the cost of the CAC facility rent.



NATIONAL  
CHILDREN'S  
ALLIANCE®

ACCREDITED  
MEMBER

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***Champaign County Children's Advocacy Center***  
1601 East Main Street • Urbana, IL 61802 • Phone: 217.384.1266 • Fax: 217.344.1214

# Journal Proof Report



Journal Number: 1941 Year: 2022 Period: 12 Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2679-00-0254t-02-179-000-000-0000-500103-	REGULAR FULL-TIME EMPLOYEES	txfr to Rental	N		\$1731.00
BUA	2679-00-0254t-02-179-000-000-0000-502013-	RENT	txfr from full-time FTE	N	\$1731.00	
			Journal 2022/12/1941	Total	\$1731.00	\$1731.00

Fund: 2679 Child Advocacy Center

Dept: 179 Child Advocacy Center

Reason: To transfer excess personnel funds to cover insurance billing.



# Cassandra “CJ” Johnson

COUNTY TREASURER/COLLECTOR  
CHAMPAIGN COUNTY, ILLINOIS

## MEMORANDUM

**TO: Stephanie Fortado, Chair – Finance Committee of the Whole**

**FROM: Cassandra Johnson, County Treasurer**

**DATE: February 1, 2023**

**RE: Budget AMENDMENT for FY 2017 & 2018 Bank Reconciliation Variances**

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We request an amendment to cover variances for the FY 2017 and FY 2018 Accounts Payable Clearing and General Corp bank accounts totaling \$27,012.

**Background:** In FY 2017 & FY2018, bank reconciliations were not accomplished in their entirety, resulting in the need to reconcile using checks and deposits for those years. As the identified variance was considered immaterial for the financial statements, no further adjustments were made. **NOTE:** The unrecorded activity consisted of chargebacks, wire fees, positive pay fees, and unidentified miscellaneous credits.

The below graph identifies the shortages identified and the respective accounts impacted:

<u>ACCOUNT</u>	<u>SHORT</u>
Accounts Payable – Clearing	\$ 21,110.82
General Corp	5,901.01
Total	<u>\$ 27,011.83</u>

**Request:** To avoid the risk of overdrawing the Accounts Payable Clearing bank account due to this variance and more accurately state the financials for the two years, we are requesting this amendment to rectify the misstatement within the FY2017 & 2018 reconciliations. After approval, a cover check totaling \$21,110.82 will be made from General Corp to the Accounts Payable Clearing bank account to reflect the correct current book balance within the county financial system.

Respectfully,

Cassandra “CJ” Johnson  
County Treasurer/ Collector

# Journal Proof Report



Journal Number: 1716 Year: 2022 Period: 12 Description: BNKREC

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit	
BUA	1080-00-0251a-01-026-000-000-0000-502014-	FINANCE CHARGES AND BANK FEES	AP AND GC BNK REC SHORT	N	\$27012.00		
					Journal 2022/12/1716 Total	\$27012.00	\$0.00

Fund: 1080 General Corporate

Dept: 026 County Treasurer

Reason: To cover variances for the FY2017 and FY2018 Accounts Payable Clearing and General Corp bank accounts.

Fund	Account Description	Debit	Credit
1080	GENERAL CORPORATE		
	1080-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS		\$27012.00
	1080-00-0146t-00-000-000-000-0000-300703- BUDGETARY FUND BALANCE	\$27012.00	
Fund Total		27012	27012



**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 Recorder: 217-384-3774

[www.champaigncountyclerk.il.gov](http://www.champaigncountyclerk.il.gov)

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**2/7/23**

**TO: County Board Members, County Executive Summers, Tami Ogden, and County Board Finance Committee**  
**FROM: Champaign County Clerk & Recorder Aaron Ammons**  
**RE: Budget Amendment for FY 2022**

The Champaign County Clerk's office is need of a budget amendment to address a budget shortage in FY 2022 in the amount of **\$13,089.15**. The itemized list is below detailing the shortages and for what line item.

**Office supplies:** \$12.51

**Marriage Surcharge:** \$122.00 (Amount owed to the state for monies we collect for processing marriage licenses.)

**Outside services (December Visa Bill):** \$2,833.34 (These are costs for monthly services for software applications we use that are related to elections).

**Temp Staff:** \$9,379.20 (these are the last remaining election judge payments that need to be processed, that came in after the last budget amendment. There were several election judges that needed to be added to Kronos (payroll system) since they worked over \$600. This was due to the fact there was a primary and general election for this election cycle. We had several judges that turned in timesheets or paperwork much later than normal. We have set hard deadlines for judges going forward. The increased amount of judges is part of the statutorily required numbers we needed to have for Election Day, early voting, and vote by mail processing. Vote by mail numbers have increased from 4-7,000 to now 25,000-35,000, depending on the election. This means we need more judges to ensure both parties are represented during processing, collecting, and verifying vote by mail. These numbers will only increase as the permanent list is making it easier for voters to request vote by mail.

**Staff & Election Judge Travel** \$156.90 (this is to reimburse mileage).

**Vehicle Supp/Gas & Oil** \$125.20 Gas credit card charges in late December 2022

**Election Workers** \$460.00 These are election workers from the November 8, 2022 General Election that neglected to turn in their time sheets prior to FY2023.

Thank you for your consideration,

Aaron Ammons  
Champaign County Clerk & Recorder

# Journal Proof Report



Journal Number: 1759 Year: 2022 Period: 12 Description: 2022final

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1080-00-0251c-01-022-000-000-0000-502002-	OUTSIDE SERVICES	outside services	N	\$2833.34	
BUA	1080-00-0251c-01-022-000-000-0000-501002-	OFFICE SUPPLIES	office supplies	N	\$12.51	
BUA	1080-00-0251c-01-022-000-000-0000-500105-	TEMPORARY STAFF	temp payroll	N	\$9379.20	
BUA	1080-00-0251c-01-022-000-000-0000-502003-	TRAVEL COSTS	travel cost	N	\$156.90	
BUA	1080-00-0251c-01-022-000-000-0000-501009-	VEHICLE SUPP/GAS & OIL	GAS	N	\$125.20	
BUA	1080-00-0251c-01-022-000-000-0000-502016-	ELECTION WORKER	Election worker	N	\$460.00	
BUA	2611-00-0234k-01-022-000-000-0000-400701-	CHARGES FOR SERVICES	surcharge rev	N		\$122.00
BUA	2611-00-0251c-01-022-000-000-0000-502023-	REMITTANCE	surcharge	N	\$122.00	
<b>Journal 2022/12/1759 Total</b>					<b>\$13089.15</b>	<b>\$122.00</b>

Fund: 1080 General Corporate & 2611 County Clerk Surcharge Fund  
 Dept: 022 County Clerk

Reason: To address budget shortages in office supplies, marriage surcharge, outside services, temporary staff, travel, gas and election worker lines.

Fund	Account Description	Debit	Credit
<b>1080</b>	<b>GENERAL CORPORATE</b>		
	1080-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS		\$12967.15
	1080-00-0146t-00-000-000-000-0000-300703- BUDGETARY FUND BALANCE	\$12967.15	
	<b>Fund Total</b>	<b>12967.15</b>	<b>12967.15</b>
<b>2611</b>	<b>COUNTY CLK SURCHARGE FUND</b>		
	2611-00-0146t-00-000-000-000-0000-300101- BUDGETED REVENUES	\$122.00	
	2611-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS		\$122.00
	<b>Fund Total</b>	<b>122</b>	<b>122</b>



**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

Recorder: 217-384-3774

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**TO: Champaign County Board Members, County Executive Summers, Tami Ogden, and County Board Finance Committee**  
**FROM: Aaron Ammons Champaign County Clerk & Recorder**  
**RE: Budget Amendment for Recorder's office**

The Champaign County Recorder's office is in need of a budget amendment in the amount of \$11,328.22. We did not appropriate enough in the budget to pay out December. We collected \$12,587 in revenue and will retain the 10% in revenue per statute. We have paid \$12,060 to the state for the Rental Housing Support fee. This is not an expense because we have already collected the money. For FY 2023 and beyond this account in the budget is set up as a pass through and will not require budget amendments in the future.

Thank you for your consideration,

A handwritten signature in black ink that reads "Aaron Ammons".

Aaron Ammons  
Champaign County Clerk & Recorder

# Journal Proof Report



Journal Number: 1777 Year: 2022 Period: 12 Description: Rec Remit

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1080-00-0234k-01-023-000-000-0000-400701-	CHARGES FOR SERVICES	Remittance	N		\$12587.00
BUA	1080-00-0251c-01-023-000-000-0000-502023-	REMITTANCE	Remittance	N	\$11328.22	
			Journal 2022/12/1777	Total	\$11328.22	\$12587.00

Fund: 1080 General Corporate

Dept: 023 Recorder

Reason: Appropriation required to send the State's portion of the Rental Housing Support Program fees that have been collected.

Fund	Account Description	Debit	Credit
1080	GENERAL CORPORATE		
	1080-00-0146t-00-000-000-000-0000-300101-	\$12587.00	
	1080-00-0146t-00-000-000-000-0000-300301-		\$11328.22
	1080-00-0146t-00-000-000-000-0000-300703-		\$1258.78
<b>Fund Total</b>		<b>12587</b>	<b>12587</b>

## Reason for Amendment – Homeless and Housing Innovations (HHI) Grant for Landlord Risk Mitigation Program

The Champaign County Regional Planning Commission has been awarded Homeless and Housing Innovations (HHI) funding from the City of Champaign to manage a Landlord Risk Mitigation program. The Landlord Risk Mitigation fund will allow landlords who have leased a property in Champaign County to a homeless household who has a rent subsidy funded through the IL-503 Continuum of Care Permanent Supportive Housing programs and experience property damage, to apply for funds to reimburse their expenses or a portion of the expenses required to repair the damaged property. Homeless households who have been selected to receive a rent subsidy often face several barriers to housing. It is particularly difficult for homeless households to secure a rental unit where they can use the rent subsidy they have been awarded. A Landlord Risk Mitigation fund will incentivize landlords to rent to the homeless households served through the CoC's PSH programs by providing financial protection in cases where renting to homeless households results in additional costs.

The Landlord Risk Mitigation fund will provide an opportunity for landlords to apply for funds to reimburse their expenses or a portion of the expenses required to repair the following types of property damage such as wall repair, carpet repair/replacement, painting beyond normal wear, odor remediation, lock changes, door replacement, and removal of trash/abandoned personal belongings. Landlords reported that the average expense to fix their property ranged from under \$1,000 to over \$5,000; however, most reported the expense to be between \$1,000 - \$3,000. Based on this data, the RPC's Landlord Risk Mitigation program proposes to provide a maximum reimbursement amount of \$2,500 per property. Landlords will be required to submit an application for assistance that includes documentation of the damage and documentation of their payment for repairs.

Reason for Amendment – Homeless and Housing Innovations (HHI) Grant for Housing Navigation and Stabilization Services

The Champaign County Regional Planning Commission has been awarded Homeless and Housing Innovations (HHI) funding from the City of Urbana to expand the capacity of Housing Navigation and Stabilization supportive case management services to individual and family households who lack fixed, stable housing. Supportive services are individualized based on participant need, that address the transition to stable housing, tools needed to maintain housing, as well as the education and support required for long term housing stability. Services are delivered using the evidence-based Critical Time Intervention (CTI) model, inclusive of Housing First and harm reduction principles.

The Regional Planning Commission's Housing Navigation and Stabilization Program will serve individual and family households experiencing literal homelessness or who are at imminent risk of homelessness. Housing Stabilization case management will serve households selected for a tenant based or project-based rent subsidy for homeless households, such as a federal Housing Stability voucher (like the Emergency Housing Vouchers), Permanent Supportive Housing (PSH) voucher, or new permanent housing opportunities developed through HHI.

RPC's Housing Navigation and Stabilization program will employ two additional full time Case Managers to expand the impact of RPC's Housing Stabilization services. It is estimated that an additional 60 households will be served.

Journal Proof Report



Journal Number: 437 Year: 2023 Period: 1

Description: 927 928 BA

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit	
BUA	2075-00-0225f-06-100-006-927-0000-400452-	FEDERAL - HOUSING/COMM.	927 Amend Revenue	N		\$137000.00	
BUA	2075-00-0225f-06-100-006-928-0000-400452-	FEDERAL - HOUSING/COMM.	928 Amend Revenue	N		\$149000.00	
BUA	2075-00-0251c-06-100-006-927-0000-500103-	REGULAR FULL-TIME EMPLOYEES	927 Amend Expenditure	N	\$9000.00		
BUA	2075-00-0251c-06-100-006-927-0000-502001-	PROFESSIONAL SERVICES	927 Amend Expenditure	N	\$1000.00		
BUA	2075-00-0251c-06-100-006-927-0000-502002-	OUTSIDE SERVICES	927 Amend Expenditure	N	\$2000.00		
BUA	2075-00-0251c-06-100-006-927-0000-502025-	CONTRIBUTIONS & GRANTS	927 Amend Expenditure	N	\$50000.00		
BUA	2075-00-0251c-06-100-006-927-0000-502051-	CLIENT OTHER	927 Amend Expenditure	N	\$75000.00		
BUA	2075-00-0251c-06-100-006-928-0000-500103-	REGULAR FULL-TIME EMPLOYEES	928 Amend Expenditure	N	\$113000.00		
BUA	2075-00-0251c-06-100-006-928-0000-500104-	REGULAR PART-TIME EMPLOYEES	928 Amend Expenditure	N	\$10000.00		
BUA	2075-00-0251c-06-100-006-928-0000-502001-	PROFESSIONAL SERVICES	928 Amend Expenditure	N	\$1000.00		
BUA	2075-00-0251c-06-100-006-928-0000-502002-	OUTSIDE SERVICES	928 Amend Expenditure	N	\$3400.00		
BUA	2075-00-0251c-06-100-006-928-0000-502048-	PHONE/INTERNET	928 Amend Expenditure	N	\$500.00		
BUA	2075-00-0251c-06-100-006-928-0000-502003-	TRAVEL COSTS	928 Amend Expenditure	N	\$1500.00		
BUA	2075-00-0251c-06-100-006-928-0000-502004-	CONFERENCES AND TRAINING	928 Amend Expenditure	N	\$400.00		
BUA	2075-00-0251c-06-100-006-928-0000-501002-	OFFICE SUPPLIES	928 Amend Expenditure	N	\$500.00		
BUA	2075-00-0251c-06-100-006-928-0000-501017-	EQUIPMENT LESS THAN \$5000	928 Amend Expenditure	N	\$3500.00		
BUA	2075-00-0251c-06-100-006-928-0000-502046-	EQUIP LEASE/EQUIP RENT	928 Amend Expenditure	N	\$200.00		
BUA	2075-00-0251c-06-100-006-928-0000-502051-	CLIENT OTHER	928 Amend Expenditure	N	\$10000.00		
BUA	2075-00-0251c-06-100-006-928-0000-502050-	CLIENT SECDEP/LBR/OJT	928 Amend Expenditure	N	\$5000.00		
<b>Journal 2023/1/437</b>					<b>Total</b>	<b>\$286000.00</b>	<b>\$286000.00</b>

Fund: 2075 Regional Planning Commission

Dept: 100 Regional Planning Commission

Reason: To receive Homeless and Housing Innovations' grant funds.

Fund	Account Description	Debit	Credit
2075	REGIONAL PLANNING COMM		
	2075-00-0146t-00-000-000-000-0000-300101-	\$286000.00	
	2075-00-0146t-00-000-000-000-0000-300301-		\$286000.00
<b>Fund Total</b>		<b>286000</b>	<b>286000</b>

**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

January 30, 2023

Dear Chairwoman Fortado,

I submit Champaign County Board Budget Amendment Journal #543 for increased appropriations of \$5,130.00 and increased revenue of \$5,130.00 with a request for approval by the Finance Committee and the County Board. This budget amendment is to allow expenditure of grant funds received in FY22 for equipment, such as scene removal cots, that was unavailable for purchase during FY22 due to production backlogs from the COVID-19 pandemic. These unspent grant funds received in FY22 were subsequently recorded by the auditor's office as deferred revenue for FY23. These grant funds are required to be spent on equipment for the coroner's office and any unspent grant funds must be returned to the State of Illinois. I respectfully request approval of Board Budget Amendment Journal #543 adding revenue of \$5,130.00 and additional expenditure of \$5,130.00 to the coroner's office FY23 budget.

Best regards,

A handwritten signature in cursive script that reads "Duane E. Northrup".

Duane E. Northrup  
Champaign County Coroner

# Journal Proof Report



Journal Number: 543 Year: 2023 Period: 1 Description: Coroner BA 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	IDPH Grant FY22 Deferred Exp.	N	\$5130.00		
BUA	1080-00-0215c-02-042-000-000-0000-400408-	STATE - HEALTH AND/OR HOSPITAL	IDPH Grant FY22 Deferred Rev.	N		\$5130.00	
				Journal 2023/1/543	Total	\$5130.00	\$5130.00

Fund: General Corporate  
 Dept: 042 Coroner  
 Reason: Unspent grant funds received in FY22 need to be added to the FY23 budget for expenditure.

Fund	Account Description	Debit	Credit
1080	GENERAL CORPORATE		
	1080-00-0146t-00-000-000-000-0000-300101-	BUDGETED REVENUES	\$5130.00
	1080-00-0146t-00-000-000-000-0000-300301-	APPROPRIATIONS	\$5130.00
		Fund Total	5130
			5130

**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: O1L23261  
1984 LIBERTY 1260 SqFt

PERMANENT PARCEL NUMBER: 30-054-0054

As described in certificate(s): 2019-9153 sold on December 06, 2019

Commonly known as: 54 POTAWATOMI

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, Laura Evans, has paid \$1,437.57 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 \$795.47 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 \$591.10.

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 \$795.47 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

02-23-001



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

1776 East Washington Street, Urbana, Illinois 61802-4581

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**Steve Summers, County Executive**

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### 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: February 1, 2023

Subject: Resolution Abating Taxes Levied on Outstanding Bonds

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Annually, the County prepares a Resolution to abate taxes levied in the bond ordinances for the County's outstanding alternate revenue bonds. This Resolution directs the abatement of \$4,501,380 for 2022 taxes levied to pay the principal and interest on the outstanding bonds in FY2023 for the 2014, 2016 and 2022A Public Safety Sales Tax bonds and the 2022B General Sales Tax bonds. Per the bond covenants, the County has set aside the required amounts to pay the debt service on the outstanding bonds in FY2023.

After the abatement of taxes, the amount levied in 2022 for payment of the principal and interest on the County's Alternate Revenue bonds in FY2023 is \$0.

### REQUESTED ACTION

**The Finance Committee recommends the Resolution abating certain taxes levied to pay the principal of and interest on various outstanding bonds of The County of Champaign, Illinois, be forwarded to the County Board for approval.**

**RESOLUTION NO. \_\_\_\_\_**

RESOLUTION ABATING CERTAIN TAXES HERETO LEVIED TO PAY THE PRINCIPAL OF AND INTEREST ON VARIOUS OUTSTANDING BONDS OF THE COUNTY OF CHAMPAIGN, ILLINOIS.

WHEREAS, the County Board (the “*Board*”) of The County of Champaign, Illinois (the “*County*”), by Ordinance Number 948 (the “*2014 Ordinance*”), did provide for the issue of \$9,795,000 General Obligation Refunding Bonds (Public Safety Sales Tax Alternate Revenue Source), Series 2014 (the “*2014 Bonds*”), and the levy of a direct annual tax sufficient to pay the principal of and interest on the 2014 Bonds; and

WHEREAS, the Board, by Ordinance Number 982 (the “*2016 Ordinance*”), did provide for the issue of \$3,775,000 General Obligation Refunding Bonds (Public Safety Sales Tax Alternate Revenue Source), Series 2016 (the “*2016 Bonds*”), and the levy of a direct annual tax sufficient to pay the principal of and interest on the 2016 Bonds; and

WHEREAS, the Board, by Ordinance Number 2022-17 (the “*2022A Ordinance*”), did provide for the issue of \$15,425,000 General Obligation Bonds (Public Safety Sales Tax Alternate Revenue Source), Series 2022A (the “*2022A Bonds*”), and the levy of a direct annual tax sufficient to pay the principal of and interest on the 2022A Bonds; and

WHEREAS, the Board, by Ordinance Number 2022-18 (the “*2022B Ordinance*” and collectively with the 2014 Ordinance, the 2016 Ordinance and the 2022A Ordinance, the “*Bond Ordinances*”), did provide for the issue \$19,015,000 General Obligation Bonds (General Sales Tax Alternate Revenue Source), Series 2022B (the “*2022B Bonds*” and collectively with the 2014 Bonds, the 2016 Bonds and the 2022A Bonds, the “*Outstanding Alternate Bonds*”), and the levy of a direct annual tax sufficient to pay the principal of and interest on the 2022B Bonds; and

WHEREAS, the Pledged Revenues (as defined in each Bond Ordinance) have been irrevocably deposited in the respective account of the respective Bond Fund (as defined and further described in each Bond Ordinance) in amounts sufficient to pay all principal of and interest on the respective Outstanding Alternate Bonds in the next succeeding bond year; and

WHEREAS, it is necessary and in the best interests of the County that the taxes heretofore levied for the year 2022 to pay the principal of and interest on the Outstanding Alternate Bonds be abated in their entirety:

NOW THEREFORE Be It and It is Hereby Resolved by the County Board of The County of Champaign, Illinois, as follows:

*Section 1. Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

*Section 2. Abatement of Taxes.* The taxes heretofore levied for the year 2022 in each of the Bond Ordinances for each series of the Outstanding Alternate Bonds are hereby abated in their entirety.

*Section 3. Filing of Resolution.* Forthwith upon the adoption of this Resolution, a certified copy hereof shall be filed with the County Clerk of the County.

*Section 4. Severability.* If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

*Section 5. Repeal.* All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Presented, Adopted, Approved on \_\_\_\_\_, 2023.

APPROVED:

\_\_\_\_\_  
Kyle Patterson, Chair Champaign County Board

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

\_\_\_\_\_  
Steve Summers, County Executive

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

RECORDED & ATTEST:

\_\_\_\_\_  
Aaron Ammons, County Clerk  
Date: \_\_\_\_\_

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF CHAMPAIGN    )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Champaign, Illinois, and as such official I do further certify that on the \_\_\_ day of \_\_\_\_\_, 2023, there was filed in my office a duly certified copy of Resolution No. \_\_\_\_\_ entitled:

RESOLUTION abating certain taxes hereto levied to pay the principal of and interest on various outstanding bonds of The County of Champaign, Illinois.

duly adopted by the County Board of the County on the \_\_\_ day of \_\_\_\_\_, 2023, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF I hereunto affix my official signature and the seal of said County this \_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Aaron Ammons, County Clerk

[SEAL]



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

1776 East Washington Street, Urbana, Illinois 61802-4581

**Steve Summers, County Executive**

### **MEMORANDUM**

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

**FROM: Michelle Jett, Director of Administration, and  
Job Content Evaluation Committee**

**DATE: February 4, 2023**

**RE: REVIEW and RECOMMENDATION for Finance Specialist**

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Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on January 10, 2023, the Job Content Evaluation Committee has met to review the request of the County Executive and Director of Finance to review and evaluate the proposal to create the new position of Finance Specialist.

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

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by Tami Ogden, Director of Finance. The Committee was also provided with a job description for the position. Ms. Ogden met with the Committee and explained the parameters and scope of responsibility for the position, including the level of expertise, the understanding of government funding, attention to detail, and professionalism required of this position due to the nature of the work.

The Job Content Evaluation Committee Report is as follows:

Date of Request for review: January 10, 2023  
Date of Review by the JEC: February 1, 2023  
Department Requesting: County Executive  
Recommended Title of Position: Finance Specialist  
Evaluated Job Points: 743  
Recommended Classification Range: J  
FY2023 Current Range Minimum: \$28.23  
FY2023 Current Range Midpoint: \$35.28  
FY2023 Current Range Maximum: \$42.33  
Bargaining Status: Non-Bargaining  
FLSA Status: Exempt

Pursuant to this review and evaluation, the Committee recommends the creation of the Finance Specialist position and its classification as a Grade Range J. A copy of the job description and updated table of organization are attached for your information and review.

It should be noted that at this time the position is not funded and if the position is approved and filled, there will be a subsequent request for a budget amendment to fund the position. The expectation is the cost will be inline with the midpoint salary range.

For historical context, the Committee would like to note that until 2018, this position existed in the Administrative Services department.

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

***The Policy, Personnel & Appointments Committee recommends to the Finance Committee approval of the creation of the Finance Specialist position to be assigned to Grade Range J, effective February 24, 2023.***

**REQUESTED ACTION for FINANCE:**

***The Finance Committee recommends to the County Board approval of the creation of the Finance Specialist position to be assigned to Grade Range J, effective February 24, 2023.***

Thank you for your consideration of this recommendation.

*Attachments*

- Finance Specialist Job Description
- Administrative Services Org Chart

## 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.

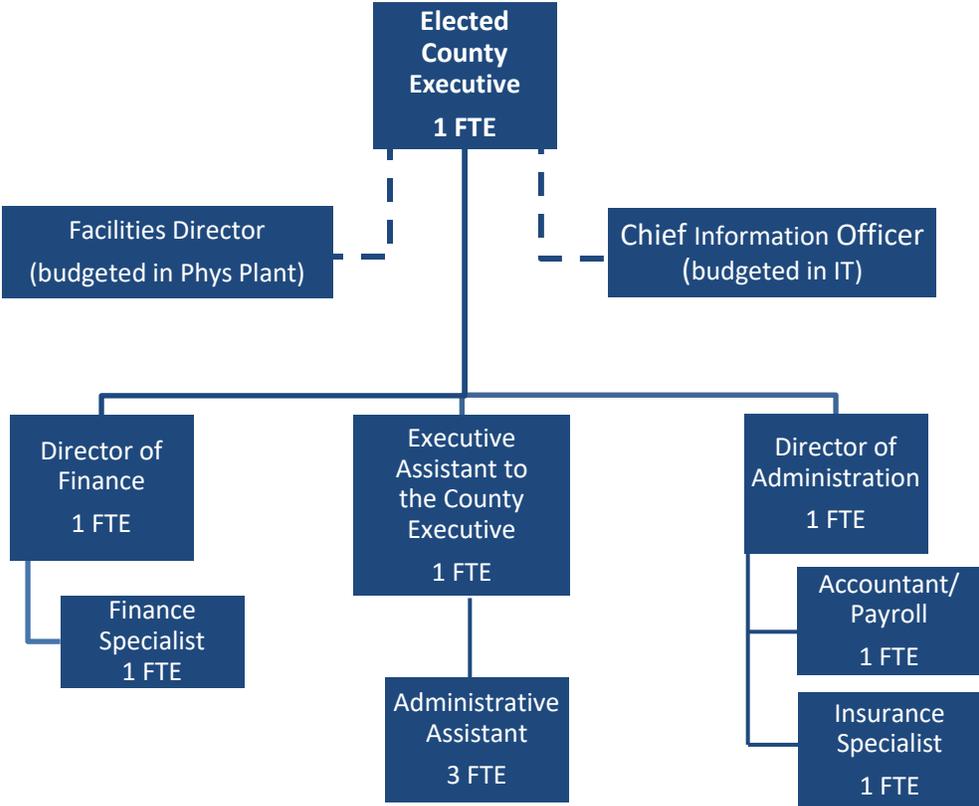
### **PHYSICAL DEMANDS**

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.

**ADMINISTRATIVE SERVICES**  
**General Fund 1080-016**



Administrative Services positions: 10 FTE



# SHERIFF DUSTIN D. HEUERMAN CHAMPAIGN COUNTY SHERIFF'S OFFICE

204 E. Main Street  
Urbana, Illinois 61801-2702  
(217) 384-1204

## Dustin D. Heuerman

*Sheriff*

ph (217) 384-1205  
fax (217) 384-3023

## Chief Deputy Shannon Barrett

ph (217) 384-1222  
fax (217) 384-1219

## Captain Law Enforcement

### Shane Cook

ph (217) 384-1207  
fax (217) 384-1219

## Captain/Jail Supt. Corrections

### Karee Voges

ph (217) 819-3534  
fax (217) 384-1272

## Jail Information

ph (217) 384-1243  
fax (217) 384-1272

## Investigations

ph (217) 384-1213  
fax (217) 384-1219

## Civil Process

ph (217) 384-1204  
fax (217) 384-1219

**TO: Stephanie Fortado, Finance Committee Chairperson**

**FR: Sheriff Dustin D. Heuerman**

**DA: February 4, 2023**

**RE: Award of RFP 2022-011 for Food & Commissary Service**

In early 2022, the Sheriff's Office and JDC entered into a three-year contract with Aramark to continue our food and commissary services for inmates. In November of 2022, Aramark approached us and advised they needed to increase the rate beyond what the contract allowed (a requested increase of 124%). Because Aramark was not willing to negotiate this rate and we were not able to reach an agreement on an amendment, Aramark provided a 90-day notice of termination of the current contract. We've been working with the State's Attorney's Office throughout this process.

As a result of Aramark choosing to terminate the contract, the Sheriff's Office conducted a Request for Proposals (RFP 2022-011) for a food and commissary contract for the Champaign County Jail and the Juvenile Detention Center (JDC). This resulted in five proposals being submitted for review.

After careful review and consideration of all proposals by Keith Willis, JDC Superintendent, Shannon Siders, Director of Probation & Court Services, Captain Karee Voges, Jail Superintendent, Chief Deputy Shannon Barrett, and myself, the most cost-effective and comprehensive option to benefit Champaign County is to contract with Trinity Services Group.

Here is a sample of the pricing that was used, in part, to make this decision:

	Trinity	Aramark	Summit	Steller	Tiger
<b>Adult meal (first year, fixed)</b>	\$1.96	\$2.14	\$2.15	\$2.34	\$2.50
<b>Adult snacks</b>	\$1.16	\$.88	\$1.00	\$1.20	\$1.50
<b>Juvenile meal</b>	\$2.97	\$1.78	\$2.75	\$2.62	\$4.75
<b>Juvenile snack</b>	\$1.53	\$1.16	\$1.00	\$1.00	\$1.25

This forced change will result in an increase in needed appropriations for food/commissary budget in Fiscal Year 2023 (we initially budgeted for 1.14/meal based on the former contract). Even with this change, we will be paying less per adult meal than what Aramark quoted as a non-negotiable increase in their amendment (they quoted \$2.44/meal).

It is my recommendation the County Board approve the contract with Trinity Services Group.

**ORDINANCE NO. 2023-XXX**

**AUTHORIZING STATUTORY FEE INCREASE FOR RECORDINGS IN  
CHAMPAIGN COUNTY, ILLINOIS**

**WHEREAS**, the Champaign County document recording fee is sixty-one dollars as established by Ordinance 993; and

**WHEREAS**, the Illinois Legislature recently passed HB3878 which increases the Rental Housing Support Fee by an additional ten dollars.

**WHEREAS**, the increase affects recording fees in all 102 counties throughout the State of Illinois and will take effect July 1, 2023.

**NOW, THEREFORE BE IT ORDAINED** by the County Board of Champaign County that document recording fees will increase to seventy-one dollars on July 1, 2023, broken down as follows:

Recording Fee	\$33
Automation Fee	\$ 3
Rental Housing Fee	\$20
<u>GIS Fee</u>	<u>\$15</u>
Total	\$71

**BE IT FURTHER ORDAINED** that the County Auditor is directed to make necessary entries to effect this change.

**PRESENTED, ADOPTED, APPROVED, AND RECORDED** this 23<sup>rd</sup> day of FEBRUARY A.D. 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

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

Approved: \_\_\_\_\_  
Steve Summers, County Executive  
Date: \_\_\_\_\_