

**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE**

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

County of Champaign, Urbana, Illinois

Tuesday, May 9, 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. April 11, 2023 – Regular Meeting (*to be distributed*)
- V. Public Participation**
- VI. Communications**
- VII. Policy, Personnel, & Appointments**
 - A. County Executive
 1. Appointments/Reappointments (*italics indicates incumbent*)
 - a. Resolution Appointing *John Bergee* (D) to the Board of Review, term 6/1/2023-5/33/2025 1-2
 - b. Resolution Appointing *Ladell Myrick* (D) to the Urbana-Champaign Sanitary District, term 6/1/2023-5/31/2026 3-4
 - c. Resolution Appointing Lisa Liggins-Chambers to the Mental Health Board, unexpired term ending 12/31/2025 5-6
 - d. 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*)
 - e. Applications for open appointments (*information only*) 7-10
 2. Request for Job Content Evaluation Committee to review the Clerk(s), Tax Map Technician, Assistant Deputy/Appraiser and Assistant Deputy/Sales Analyst positions for the Supervisor of Assessments 11
 3. Request for Job Content Evaluation Committee to review the GIS Technician position for the Champaign County GIS Consortium 12-28
 4. Recommendation to the County Board for approval of the updated job description for the Information and Technology Specialist in the County Clerk’s Office, effective May 18, 2023 29-34

- 5. Recommendation to the Finance Committee for approval of the creation of the HR Generalist position to be assigned to Grade Range H, effective May 18, 2023 35-39
- 6. Resolution Honoring Stanley Summers 40
- B. County Clerk
 - 1. Monthly Fees Report – April 2023 41
- C. Other Business
- D. Chair’s Report
- E. Designation of Items to be Placed on the Consent Agenda

VIII. Finance

- A. Budget Amendments/Transfers
 - 1. Budget Amendment BUA 2023/04/77 42-44
Fund 2083 County Highway / Dept 060 Highway
Increased Appropriations: \$250,000
Increased Revenue: \$0
Reason: The Highway Department’s FY2022 budget included appropriations for the purchase of a Mack dump truck. The truck was ordered in April 2022 and was not delivered until 2023. The unspent funds need to be added to the FY2023 budget.
 - 2. Budget Transfer BUA 2023/04/415 45-47
Fund 1080 General Corporate / Dept 060 Juvenile Detention Center
Amount: \$100,000
Reason: To transfer savings from the Regular Full-Time Employees line to the Outside Boarding line. Transfer required to send juveniles to outside facilities to maintain safety and security while we continue to hire and train new staff.
 - 3. Budget Transfer BUA 2023/04/539 48-49
Fund 1080 General Corporate / Dept 036 Public Defender
Amount: \$2,000
Reason: To transfer savings from the Regular Full-Time Employees line to the Employee Recruitment line in order to offer a one-time relocation payment to a potential new employee.
- B. Treasurer
 - 1. Monthly Reports – January & February 2023 and March 2023 Investment Reports – are available on the Treasurer’s webpage at: <https://www.co.champaign.il.us/treasurer/reports.php>
 - 2. Resolution Authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of Purchase, permanent parcel 11-014-0039 50
 - 3. Resolution Authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of Purchase, permanent parcel 30-060-0021 51
- C. Auditor
 - 1. Monthly Report – March 2023 – Reports are available on the Auditor’s webpage at: <http://www.co.champaign.il.us/auditor/countyboardreports.php>

- D. Circuit Court
1. Approving the application for, and if awarded, acceptance of the Adult Redeploy Illinois Implementation Grant 52-64
- E. County Executive
1. Resolution Adopting the Champaign County Financial Policies 65-74
 2. Resolution Establishing the Budget Process for Champaign County for FY2024 75-77
 3. Broadband Expansion Project Update (*discussion only*) 78-80
 4. Recommendation to the County Board for approval of the creation of the HR Generalist position to be assigned to Grade Range H, effective May 18, 2023 81-85
- F. Other Business
- G. Chair’s Report
- H. Designation of Items to be Placed on the Consent Agenda
- IX. Justice and Social Services**
- A. Monthly Reports – All reports are available on each department’s webpage through the department reports page at: <http://www.co.champaign.il.us/CountyBoard/Reports.php>
 - Probation & Court Services – March 2023 & 1st Quarter
 - Public Defender – March & April 2023
 - B. Rosecrance Re-Entry Financial Report – March 2023 (*information only*) 86
 - C. Other Business
 - D. Chair’s Report
 - E. Designation of Items to be Placed on the Consent Agenda
- X. Other Business**
- XI. Adjournment**

Status

Name John Bergee
Application Date 3/8/2023
Expiration Date 3/8/2122
Status Received

Board	Vacancies	Status
Board of Review	0	Pending

Basic Information

Name
John Bergee

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

My education and work background are in architecture and real estate. I have served on the Champaign County Board of Review since July 2021 as Chairman and have guided my colleagues on the duties of the Board of Review, particularly the Property Tax Appeal Board (PTAB) cases. During my tenure, the Board of Review has prevailed in all Property Tax Appeal Board cases. As Chairman, I have overseen the administration of all Board of Review duties, assuring they were completed correctly and in a timely manner.

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

As Chairman, I've thoroughly learned all of the duties and operations of the Board of Review; the Board of Review does not collect any fees.

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

I am currently serving on the Champaign County Board of Review. I was elected chairman of the Board of Review twice and am currently serving as chairman.

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 #1

What is your political party affiliation?

Democrat

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?

As a Board of Review member, my role is to perform all of the duties as required by law to procure a full, fair and impartial assessment of all property. Essentially, I work with my Board of Review members adjudicating property assessment complaints, making recommendations on exemption requests to the Illinois

Contact Information

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Champaign, IL 61821

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217-714-1347

Email
jbergee@co.champaign.il.us

Occupation

Professional Licenses
Illinois Licensed Real Estate Broker

Registrations/Certifications
National Association of Realtors Green Designation by the Green Resource Council; Certified Illinois Assessing Officer (CIAO) designation (June 2023)

Additional Information

Notes

Department of Revenue, approving actions, and issuing certificates of error. I envision continuing to carry out these responsibilities competently, professionally, and efficiently.

Gender

What is your gender?

Male

Ethnicity

What is your ethnicity?

White

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Status

Name LADELL MYRICK
Application Date 3/9/2023
Expiration Date 3/9/2122
Status Received

Board	Vacancies	Status
Urbana-Champaign Sanitary District	0	Pending

Basic Information

Name
 LADELL MYRICK

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

I have been serving on the Board of Trustees of the UCSD Since June 2017. I am currently serving as the Vice-Chairman of the UCSD.

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

The UCSD operates two wastewater treatment plants which treat waste water for the cities of Urbana, Champaign, the villages of Bondville and, Savoy, the University of Illinois and surrounding adjacent developed areas. The Northeast plant is located in Urbana, the Southwest plant is located in Champaign. The Misson of the UCSD is to protect public health and , safety, preserve the public trust, and protect the natural environment. Our staffing consist of a Executive Director, Director of Engineering, Director of Maintenance, Director of Operations, and a Director of Finance. Also, the District has it Clerical staffing. The taxes, and fees are acquired through our rate payers which funds our operations. Also, our District is subsidised by some grants, and loans.

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

I currently Serve on the board of the UCSD as Vice-Chairman. I also serve on the executive Board of an International Organization Pentecostal Churches Of the Apostolic faith.

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 #1

What is your political party affiliation?

Democrat

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?

Contact Information

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 CHAMPAIGN, IL 61820
 CHAMPAIGN, IL 61820

Phone
[12175307023](tel:12175307023)

Email
Imyrick@amfam.com

Occupation

Professional Licenses
 Insurance License- American Family
 Agent-25 years

Additional Information

Notes

It is the Governing entity of the UCSD which provides guidance to the Directors of the company. I envision carrying out my role by remaining apprised of all it's components , operations.

Gender

What is your gender?

Male

Ethnicity

What is your ethnicity?

Black or African American

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Status

Name Dr. Lisa Liggins-Chambers
Application Date 3/30/2023
Expiration Date 3/30/2122
Status Received

Board	Vacancies	Status
Mental Health Board (708 Board)	1	Pending

Basic Information

Name
 Dr. Lisa Liggins-Chambers

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

Experience: Training and work experiences in primary, secondary, and university level schools, mental health centers, private agencies, and hospitals.

Qualification: The bulk of my experience is from working in community mental health including: Psychological/educational testing and assessment, behavior management, psychotherapy, treatment, intervention strategies, and training students/staff. In schools: Educational testing, behavior management, developing Individualized Education Plans (IEPs), crisis intervention, team/parent consultation and feedback, supervision of school psychology students, school administration, and truancy.

Universities: Teaching school and clinical psychology courses, and development of an online course for students. I also managed federally mandated and nonmandated programs and services for students with disabilities. Finally, in hospitals: Health delivery system and public policy, hospital management, hospital equipment, safety protocols, billing/insurance, disaster relief, auditing, and treating emergency mental health care for children and adolescents.

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

I am familiar with your budget and look forward to learning details pertaining to operations, property holding's staff, taxes, and fees.

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

Human Relations Commission (HRC)

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?

Role: Leadership, overseeing mental health in the county, advising subcommittees, community service, and dedication toward

Contact Information

Address
 1802 Vale Street
 Champaign, IL 61822

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[314-691-6621](tel:314-691-6621)

Email
lligginschambers@gmail.com

Occupation

Professional Licenses
 Professional Educator License, School Psychologist, Illinois
 Licensed-Eligible Clinical Psychologist, Illinois

Additional Information

Notes

improving and maintaining quality mental health within the Champaign County community. Vision: Leadership, Safety in mental health services, increasing mental health services, increasing minority relations, decreasing the stigma of mental health, upholding ethics, support, and collaborating with mental health agencies according to the laws and policies in Champaign County.

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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: May 2, 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 May Committee of the Whole agenda packet. I have attached here the applications for appointments for open positions (*incumbents are noted in italics*) and will forward my recommendations to fill these openings at the June Committee of the Whole meeting.

Prairie View Cemetery – 2 positions – term ending 6/30/2026

- *Stephanie Dable*

Clements Cemetery Association – 1 position – term 7/1/2023-6/30/2029

- *Tom Kacich*

County Board of Health – 2 positions – terms 7/1/2023-6/30/2026

- *Lyndon Goodly*

Status

Name Stephanie Dable
Application Date 4/17/2023
Expiration Date 4/17/2122
Board Member [Stephanie Dable](#)
Status Validated

Board	Vacancies	Status
Prairie View Cemetery	2	Pending

Basic Information

Name
Stephanie Dable

What experience and background do you have which you believe qualifies you for this appointment?
 I have been in a professional position for almost 30 years at the University of Illinois, running a team of over 70 employees, so I have business and operational experience. From a personal standpoint, I have family buried at Prairie View Cemetery, so I have a vested interest in the operations and future of the cemetery.

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
 At this point, I don't have a lot of knowledge, but I am a quick study.

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

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.
 My father is also on the board, but I don't anticipate that being a conflict of interest.

Would you be available to regularly attend the scheduled meeting of the appointed body? If no, please explain.
 I don't anticipate that being a problem.

Contact Information

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 Mahomet, IL 61853

Phone
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Email
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Occupation

Additional Information

Notes

Status

Name Trustee Tom J. Kacich
Application Date 5/3/2023
Expiration Date 5/3/2122
Status Received

Board	Vacancies	Status
Clements Cemetery	0	Pending

Basic Information

Name
Trustee Tom J. Kacich

What experience and background do you have which you believe qualifies you for this appointment?
I have served on the board less than a year. I am familiar with the cemetery, the two other trustees and our bylaws. I am the cemetery association secretary and have spent many hours working on the cemetery grounds.

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
I know just about everything about the cemetery operations and upkeep

Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.
Only the Clements Cemetery board

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
206 E. McHenry
URBANA, IL 61801

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[2178409185](tel:2178409185)

Cell Phone
[2178409185](tel:2178409185)

Email
kacich2004@yahoo.com

Occupation

Professional Licenses
None

Registrations/Certifications
None

Additional Information

Notes

Status

Name Dr. Lyndon J Goodly
Application Date 5/3/2023
Expiration Date 5/3/2122
Status Received

Board	Vacancies	Status
County Board of Health	0	Pending

Basic Information

Name
 Dr. Lyndon J Goodly

What experience and background do you have which you believe qualifies you for this appointment?
 I have served in this role for the past three years. I enjoy interacting with the staff and fellow board members and believe I bring a diverse point of view.

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
 very knowledgeable

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

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

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[217-778-9733](tel:217-778-9733)

Email
ljgoodly@gmail.com

Occupation

Professional Licenses
 Veterinarian

Registrations/Certifications
 Diplomate of the American College of Laboratory Animal Medicine

Other Questions

Question #3

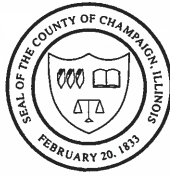
Are you a licensed physician or dentist?
 Veterinarian

Question #4

Do you have experience in the mental health field?
 Yes, I am a NAMI Champaign Facilitator for the Family to Family Course

Additional Information

Notes



CHIEF COUNTY ASSESSMENT OFFICE
CHAMPAIGN COUNTY, ILLINOIS

1776 EAST WASHINGTON STREET
URBANA, ILLINOIS 61802-4581
(217) 384-3760 • FAX (217) 384-3762

To: Chris Stohr, Chair of Policy, Personnel & Appointments

From: Paula Bates, Supervisor of Assessments

Date: April 11, 2023

Re: Request to Evaluate the Clerk(s), Tax Map Technician, Assistant Deputy/Appraiser and Assistant Deputy/Sales Analyst

I request the Policy, Personnel and Appointments Committee's approval to submit the Clerk(s), Tax Map Technician, Assistant Deputy/Appraiser and Assistant Deputy/Sales Analyst positions to the Job Content Evaluation Committee.

The Clerks and Tax Map Technician have had substantial changes in duties and responsibilities since 2004. The Assistant Deputy/Appraiser and Assistant Deputy/Sales Analyst have also had additional changes since their reevaluation in 2016.

To ensure that these positions are appropriately classified to reflect the additional duties and responsibilities that have been added since 2004 and 2016, I respectfully ask the Job Content Evaluation Committee to review these positions.

Thank you for your consideration.

Paula Bates
Supervisor of Assessments



Champaign County
City of Champaign
City of Urbana
University of Illinois
Village of Rantoul
Village of Mahomet
Village of Savoy
Village of St. Joseph

To: Chris Stohr, Chair - Policy, Personnel and Appointments
Jeff Wilson, Vice Chair - Policy, Personnel and Appointments
From: Leanne Brehob-Riley, GIS Director
Date: April 24, 2023
Re: **Request to Evaluate the GIS Technician Position**

I request the Policy, Personnel & Appointments Committee's approval to submit the GIS Technician position to the Job Content Evaluation Committee for review and analysis. The Champaign County GIS Consortium employees two (2) GIS Technicians. This position has undergone substantive changes in duties and responsibilities. As CCGISC evolved, this position assumed tasks of other offices and staff as well as adapted to new technologies. The position now exercises considerable judgment related to parcel changes and parcel number assignment within the Parcel Fabric and the County Tax System (DEVNET). In addition, the position plays a larger role with the creation and maintenance of workflow procedures, script development, financial tasks, policy updates, and management of custom maps and data requests. To ensure the position is appropriately classified, I ask the Job Content Evaluation Committee to review the position.

Champaign County GIS Consortium Position Description

Position: Geographic Information System (GIS) Technician

Supervisor: GIS Director

Nature of Position:

Under the direction of the GIS Director, this position performs technical and analytical work with the primary responsibility of creating and maintaining GIS data and maps using GIS software. Other responsibilities include updating and developing workflows, creating scripts, and directing work of others on a project basis. This position will involve interaction and cooperation with other County departments, Consortium members and staff, clients, and the public.

It is essential for the GIS Technician to be organized, detailed oriented, and a self-starter. The incumbent will be required to make informed, rational, and independent judgements.

Specific Duties:

- Create and maintain GIS data
- Oversee assigned GIS tasks
- Direct the work of others on a project basis
- Develop and complete data quality control procedures and workflows
- Interpret and research land boundaries from legal descriptions, plat surveys, and deeds
- Create GIS maps utilizing accepted cartographic practices and design
- Review the work of others
- Provide GIS technical support to Consortium members and clients
- Fulfill data orders and general map requests
- Assist GIS Director with financial duties and tasks
- Initial point of contact for departmental inquiries
- Procure office supplies and maintain inventory
- Other tasks as required by GIS Director

Skills and Education:

- Bachelor's degree, with a concentration in Geography, GIS or a related field preferred
- At least three years' experience with interpretation and research of property legal descriptions, the Public Land Survey System, and parcel mapping in a GIS environment
- Expertise with the ArcPro Parcel Fabric and ESRI GIS edit, topology, query, and annotation tools
- Ability to construct advanced spatial and tabular database queries
- Familiarity with SQL Server and Transact SQL
- Familiarity with Python (ArcPy, SMTP and other relevant libraries)
- Familiarity with surveying and/or COGO parcel compilation methods
- General understanding of ArcGIS Enterprise
- Ability to manage time to meet deadlines
- Ability to learn independently, lead and take ownership of tasks, and manage time to meet deadlines
- Ability to work as a member of a team
- Excellent organizational, analytical, and verbal skills

GIS Technician

Position Title

Leanne Brehob-Riley

Supervisor's Name

Employers' Association

Position Analysis

**For Non-Exempt Positions
In Office/Clerical, Technical, or Service Areas**



**EMPLOYERS'
ASSOCIATION**

Position Analysis - For Non-Exempt Positions

My Name: Kayla Bishop & Jackson Courter

Date: 04/23/2023

My Job Title: GIS Technician

Department: CCGIS

Basis for knowledge of job: Hold job now Supervise job Other
(Please explain)

I report to: Leanne Brehob-Riley
Supervisors' Name

CCGIS Director
Supervisors' Title

THIS SECTION TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR

Do you agree with the employee responses? (x) YES () NO

If you responded "NO", please contact the above employee for a discussion and resolution of the issues. If you cannot agree, please identify below which responses you disagree with and explain why you disagree.

Signature

Date

Please answer EVERY question, either by filling in the blanks OR by selecting the applicable answer from several options. To select from options, place an "X" or a check mark in the space provided.

1. KNOWLEDGE REQUIREMENTS

What is the minimum level of knowledge that is:

- necessary to perform your job and
- is usually (but not always) acquired in education and training programs?

Select only one option.

- _____ 1. No specific level of knowledge is necessary in order to perform my job.
- _____ 2. Basic knowledge of arithmetic, spelling, English, and grammar. Accuracy in checking, posting, proofreading and counting. Simple use of calculators, typewriters, copy machines, telephone system, FAX machine, and such office machines and equipment requiring a basic skills knowledge. Adaptable to clerical routines. Equivalent to high school education.
- _____ 3. Knowledge of stenography, administrative secretarial practices, accounting, or a variety of office, laboratory or test procedures; operation of office equipment such as personal computer and computer software, electronic drafting or plotting equipment, data processing equipment, or word processors requiring some advanced skills knowledge. Equivalent to high school plus additional specialized training.

OR

Use of mathematics together with the use of drawings, specifications, charts, tables; various types of precision measuring instruments, NC equipment and personal computer to input data involving advanced skills knowledge. Equivalent to 1 to 3 years applied training in a particular or specialized occupation.

- X 4. Thorough knowledge of a specialized or technical field such as cost or general accounting, drafting, CAD design, statistics, paralegal, industrial arts, programming, registered nursing, dental, medical, computer science, electronic, mechanical, electrical, civil, or chemical technology involving a thorough skills knowledge plus the application of basic theory. Equivalent to high school plus additional broad specialized training equal to 2 years of college;

OR

Use of advanced mathematics, together with the use of complicated drawings, specifications, charts, tables, handbook formulas; all varieties of precision measuring instruments, CNC equipment, multi-machine work stations, personal computer and computer software applications involving a thorough skills knowledge plus the application of basic theory. Equivalent to complete accredited apprenticeship in a recognized trade, craft, or occupation; or equivalent to a 2-year technical college education.

- _____ 5. Broad knowledge of a discipline such as chemical, electrical, electronic, civil or mechanical engineering, behavioral science, finance or business administration involving the use of a broad theoretical knowledge equivalent to a complete 4-year college or university education.

2. EXPERIENCE REQUIREMENTS

How much prior work experience would someone with the minimum level of education and training checked above need to perform your job satisfactorily? Place **one** checkmark in the first column to indicate the level of previous (pre-hire or pre-promotion) experience necessary and place **one** checkmark in the second column to indicate how much time they would need on your job in order to “get up to speed.”

A. Previous Experience

- 1. None
- 2. Less than one year
- 3. One to three years
- 4. Three to five years
- 5. More than five years

B. Time on the Job

- 1. None
- 2. One to three months
- 3. More than three but less than six months
- 4. More than six but less than 12 months
- 5. More than 12 months

3. ANALYTICAL REQUIREMENTS

To what extent does your job require you to collect, analyze, and interpret facts and data?
Select only one option.

- 1. A moderate amount of analytical ability is required, but the complexity of the work is limited. Standard methods, guides and procedures are generally followed in gathering, analyzing and interpreting facts and data. Problem solving limited to selecting from a limited number of alternatives.
- 2. A relatively high level of analytical ability is required. Collect and analyze data from several sources in order to (a) solve problems which require a professional level of knowledge in a specific discipline (e.g., accounting, engineering, human resources, communications, and computer science), and/or (b) design relatively complex financial, data processing, software packages, and other systems.
- 3. A high level of analytical ability is required due to the complexity of the work (e.g., the design of highly-complex systems and programs that require a state-of-the-art awareness of the terminology, methodology, technology, and literature in a professional field.)
- 4. A very high level of analytical ability is required in order to (a) solve engineering, scientific, human resources, legal, financial or other problems that require the innovative application of the highest levels of specialized knowledge, and/or (b) develop financial and operating plans for large and complex organizational components.
- 5. An exceptionally high level of analytical ability is required in order to (a) identify and resolve important, highly-complex strategic and operating problems which require innovative solutions based on extensive, cross-functional knowledge, or (b) conduct applied research at the boundaries of knowledge in one or more scientific disciplines.

4. CONTACTS WITH OTHERS

To what extent does your job require you to be in contact with other people both in and outside of the organization? **Select only one option.**

- 1. My contacts are generally with the person I report to as well as other people in my own unit or department through personal contact or via email. Outside contacts are rare.
- 2. Some contacts with persons in other units or departments required personally or via phone or email. Outside contacts are infrequent. Contacts usually concern furnishing or obtaining information requiring little or no interpretation or discussion.
- 3. Regular contacts with persons required personally or via phone or email in other departments and outside of the Company. Involves explaining policies, providing service and/or resolving basic, day-to-day operating problems.
- 4. Frequent contacts with persons outside the organization required personally or via phone or email. Work requires the ability to persuade/influence outsiders and to maintain goodwill.
- 5. Regular contacts required personally or via phone or email with persons of higher rank within the organization concerning matters requiring explanation, discussion, and obtaining approvals:

OR

Regular contacts with persons outside the organization required personally or via phone or email where mistakes would be likely to affect short-term operating results and/or important projects and programs.

5. ERRORS AND QUALITY OF WORK

This factor measures the responsibility for errors and for providing quality work. Consider the probable effect of errors and poor quality based on the degree to which the work is verified or checked, either in succeeding operations, by the procedures themselves or by supervision. Consider the probable loss such as, labor and material costs for correction, customer or goodwill loss resulting from any single occurrence.

Select only one option.

- 1. Probable errors or quality problems easily and quickly detected usually by incumbent and would result only in minor confusion or clerical expenses.
- 2. Probable errors or quality of work problems usually detected in succeeding operations and generally confined to a single department or phase of organization activities. Most of the work is verified or checked. Corrections may involve back checking by others.
- 3. Probable errors or impact on quality of work may be serious losses such as improper costs, failure to take discounts, incorrect charges, overpayments, delays, loss or holding up production, waste of material, inadequate delivery of services, or loss of departmental or supervisor's credibility. Loss is usually a one-time occurrence with limited lasting impact. Effect usually confined within the organization. Most of the work not directly verified or checked.
- 4. Probable errors or impact on quality of work would be difficult to detect such as the improper or inadequate design of a product or service, recommendation of unsuitable equipment, people, processes, methods, plans, programs or facilities resulting in excessive costs, or inadequate production over an extended period. May have adverse effect on outside relationships, such as customer, client or community. Work not subject to audit or check; work involves considerable accuracy and responsibility.

6. CONFIDENTIAL DATA

This factor measures the integrity and discretion required in safeguarding confidential data handled or obtained in the normal performance of assigned duties. Consider the nature of the data handled, the degree to which the full import of the data is apparent in the duties performed and whether disclosure would affect internal, external, community or competitive relationships.

Select only one option.

- 1. Little or no confidential data involved.
- 2. Works with confidential data where the effect of any disclosure would probably be negligible or where the full import is not apparent in the routines performed.
- 3. Works with confidential data such as process, service and product costs, personnel records, credit ratings, individual wage and salary rates, or schedules which, if disclosed, might have significant internal effect or minor external effect.
- 4. Works with confidential data of major importance such as plans for department restructuring, development or research projects, new service or product introduction, patent applications, proprietary business information, legal matters or profit margins which, if disclosed to outside contacts, may be detrimental to the department's interests.
- 5. Full and complete access to important and extremely sensitive reports, records, plans, strategies and programs of the department, where utmost integrity is required to safeguard the department's position.

7. SUPERVISION RECEIVED

This factor measures the degree to which the immediate supervisor outlines the methods and/or procedures to be followed or the results to be obtained, checks the progress of work or handles exceptional cases. Consider the proximity, extent and closeness of supervision in evaluating this factor.

Select only one option.

- 1. Under immediate supervision, performs specifically assigned tasks only as instructed, subject to regular check of performance, as necessary.
- 2. Under general supervision, proceeds alone on regular duties, referring questionable cases to supervisor or others.
- 3. Under direction where definite objectives are established; plans and arranges a significant portion of own work, referring only unusual cases to supervisor or others.
- 4. Under general direction, works from policies and general objectives with little functional guidance. Rarely refers specific cases to supervisor unless clarification or interpretation of County policies is involved.

8. RESPONSIBILITY FOR WORK OF OTHERS

This factor measures the responsibility inherent in your job for setting up and checking the work of others, assisting and instructing them, and directing and maintaining the flow of their work. It is not intended to measure supervisory responsibility for results.

Select only one option.

- 1. Responsible for own work or occasionally for 1 person.
- 2. Responsible for 1 or 2 people 50% or more of the time.
- 3. Responsible for more than 2 and up to 10 people.
- 4. Responsible for more than 10 and up to 25 people.
- 5. Responsible for over 25 people.

9. RESPONSIBILITY FOR SAFETY OF OTHERS

This factor measures the responsibility for preventing injury or health hazard **to others**, which the nature of the position places upon me, after making allowance for and giving consideration to the fact that safety devices provided and furnished by the organization are to be properly used and that published safety rules are followed. Consider: can I injure others through improper setup or careless operation of the machine or process, inattention or thoughtlessness, failure to safeguard work area or warn others of hazards? If so, how and what would be the probable extent of such injury?

Select only one option.

- 1. There is little responsibility for the safety of others. Probability of causing injury to others is remote. Work is performed in an isolated location, where there is very simple equipment involved and the material handled is very light.
- 2. Only reasonable care in performing my own work is necessary to prevent injury to others. An accident, should it occur, would result in minor injuries such as cuts, abrasions, burns or bruises.
- 3. Normal care required in operating equipment or performing duties to prevent injury to others. An accident, should it occur, would result in lost time injuries such as severe fractures, loss of fingers or toes, eye injuries or health hazards not incapacitating in nature.
- 4. Constant care is necessary to prevent injury to others due to inherent hazards. An accident, should it occur, would result in injuries of a partially incapacitating nature such as loss of an arm, leg, eye or a severe health hazard.
- 5. Safety of others depends entirely on my correct action. An accident, should it occur, would result in total disability or death.

10. COMPLEXITY OF DUTIES

This factor measures the complexity of the duties including the degree of independent action, the extent to which the duties are circumscribed by standard practice, the exercise of judgment and the types of decisions, the amount of resourcefulness and planning required.

Select only one option.

- 1. Basic and highly repetitive duties, requiring use of definite procedures, and little individual judgment where work involves little or no choice as to the method of performance.
- 2. Routine duties involving use of various procedures and application to clearly prescribed standard practices which require the making of minor decisions and use of some judgment as to the method of performance.
- 3. Diversified duties involving an intensive knowledge of a specialty field, and the use of a wide range of procedures. Requires the use of judgment in the analysis of facts and circumstances surrounding individual problems and transactions and in the determination of actions to be taken within the limits of standard or accepted practice.
- 4. A wide variety of duties requiring a general knowledge of related organization policies and procedures and their application to cases not previously covered. Duties require considerable judgment to work independently toward general results, to devise new or modify and adapt existing methods, techniques and procedures to meet new or unusual requirements and to make related decisions controlled by precedent and within limits of established policies.

11. RESPONSIBILITY FOR EQUIPMENT AND PROCESS

This factor measures the responsibility for preventing damage due to mistake or carelessness to the equipment or process used. Consider the probable amount of damage resulting from any one single mishap due to such direct causes as improper handling, setup or operation. Do not merely use maximum and minimum, but an average based on normal expectations.

“Equipment and process” is defined as the physical facilities such as machines, tools, supplies, devices, apparatus and solutions used.

Select only one option.

- 1. Probable damage seldom over \$1,000.
- 2. Probable damage over \$1,000, but seldom over \$5,000.
- 3. Probable damage over \$5,000, but seldom over \$10,000.
- 4. Probable damage over \$10,000, but seldom over \$20,000.
- 5. Probable damage over \$20,000.

12. WORKING CONDITIONS

This factor measures the surroundings or physical conditions under which the work must be done and the extent to which they make the position disagreeable. Consider whether elements such as dust, dirt, heat, fumes, cold, noise, vibration, water, poor lighting, chemicals or oil are present, and the relative amount and continuity of exposure.

Where working conditions vary with specific work assignments such as found in some maintenance department positions, the degree selected must represent the average of all the conditions encountered.

Select only one option.

- 1. Very good working conditions. Absence of disagreeable elements.
- 2. Good working conditions. Exposed to any number of elements but with none present to the extent of being disagreeable.
- 3. Somewhat disagreeable working conditions. Exposed to any number of elements with one continuously present to the extent of being objectionable, or with several elements present to the extent of being objectionable but usually not more than one at a time.
- 4. Disagreeable working conditions. Exposed to any number of elements with two continuously present to the extent of being objectionable.
- 5. Extremely disagreeable working conditions due to continuous and intensive exposure to three or more objectionable elements.

13. PHYSICAL HAZARDS

This factor measures the hazards connected with the position after making allowances for all protective devices that have been installed or furnished and for compliance with prescribed safety rules and regulations. Consider the material handled, the tools, equipment or apparatus used, the working locations, the utilization of the safety devices provided, and the probable extent of injury or health hazard should an accident occur.

Select only one option.

- 1. Probability of injury is remote.
- 2. Injuries improbable, except for minor cuts, burns, abrasions or bruises.
- 3. Injuries, should they occur, would result in loss of time due to causes such as severe fractures, loss of fingers or toes, eye injuries, or some exposure to health hazards not incapacitating in nature.
- 4. Injuries, should they occur, would result in partial incapacitation due to loss of arm, leg or eye, or a severe health hazard with potential long term debilitating effects.
- 5. Injuries, should they occur, would result in total disability or death.

14. ENVIRONMENTAL CONDITIONS

A. How much exposure to the following environmental conditions does this job require?
 Show the amount of time by checking the appropriate box on **each** line below.

	Amount of Time			
	None	Under 1/3	1/3 To 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Explosives	X			
Vibration	X			
Body fluids of others		X		
Criminal elements	X			
Potential for violence		X		

B. How much noise is typical for the work environment of this job?
Select only one option.

- _____ 1. Very quiet (examples: forest trail, isolation booth for hearing test).
- _____ 2. Quiet (examples: library, private office).
- X_____ 3. Moderate noise (examples: business office with computers and printers, light traffic).
- _____ 4. Loud (examples: metal can manufacturing department, large earth-moving equipment).
- _____ 5. Very loud (example: jack hammer).

15. **A. PHYSICAL REQUIREMENTS** – place an “X” or check mark on **every line** indicating the frequency of each activity **required** by your job.

**Respond in terms of a regular work shift
Amount of time**

MOVEMENTS	None	Under 1/3	1/3 to 2/3	Over 2/3
Bend/stoop		X		
Squat		X		
Crawl		X		
Reach above shoulder level		X		
Crouch		X		
Kneel		X		
Balancing	X			
Climbing	X			
Reaching shoulder level or below		X		
Sit				X
Stand		X		
Walk		X		

WEIGHT CARRIED	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 lbs.		X		
11 – 25 lbs.		X		
26 – 35 lbs.		X		
36 – 50 lbs.		X		
51 – 74 lbs.	X			
75 – 100 lbs.	X			
Over 100 lbs.	X			

WEIGHT PUSHED/PULLED	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 lbs.		X		
11 – 25 lbs.		X		
26 – 35 lbs.		X		
36 – 50 lbs.		X		
51 – 74 lbs.		X		
75 – 100 lbs.	X			
100 – 125 lbs.	X			
126 – 150 lbs.	X			
150 – 200 lbs.	X			
Over 200 lbs.	X			

15. **B. PHYSICAL REQUIREMENTS continued** – place an “X” or check mark on every line indicating the frequency of each activity required by your job.

Respond in terms of a regular work shift
Amount of Time

VISION	None	Under 1/3	1/3 to 2/3	Over 2/3
Close vision (clear vision at 20 inches or less).				X
Distance vision (clear vision at 20 feet or more).				X
Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point).				X
Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).				X
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).				X
Distinguish between colors and/or shades of color.				X

16. MENTAL ACTIVITY

Keeping in mind the activities **required** by your job duties, respond to **every** statement using one of the following codes:

NA - Not Applicable.

A - Minor – Activity or condition exists less than 20% of work time.

B - Moderate – Activity or condition exists 20-60% of work time.

C - Major— Activity or condition exists over 60% of work time.

C Understand and carry out oral instructions.

C Read and carry out simple written instructions.

C Read work orders; graphs, logs, schedules, etc.

B Read and verify car numbers, alloy identities, invoices, cash transactions, and receipts.

C Memorize and retain instructions.

C Read and carry out complicated written instructions.

A Observe and read instruments, video screens, CRT screens, gauges, dials, etc. to determine operating conditions.

B Read and interpret technical manuals.

C Read and interpret detailed instructions, prints, sketches, layouts, specifications, etc.

B Identify and list data such as quantities, pressures, operating conditions, etc.

B Prepare detailed records or reports such as inventory records, receiving reports, operating logs, lab analyses, quantities, customer's contacted, customer complaint's, etc.

C Inspect, examine and observe for obvious process product or equipment defects.

B Inspect, examine and observe for process product or equipment defects not easily identified.

C Count, make simple arithmetic additions and subtractions.

B Compute and calculate percentages, ratios, etc.

C Use measuring devices where precision and interpretation are required.

NA Perform routine lab tests with high accuracy, such as specific gravity. etc.

B Plan and schedule movement or flow of materials or products, work schedules, inventory requirements, etc.

A Operate automotive equipment such as autos and trucks.

MENTAL ACTIVITY continued

NA - Not Applicable.

A - Minor – Activity or condition exists less than 20% of work time.

B - Moderate – Activity or condition exists 20-60% of work time.

C - Major – Activity or condition exists over 60% of work time.

NA Operate industrial trucks such as forklifts, flat beds, tractors, overhead cranes and hoists.

C Operate personal computer, copying machine, and other office equipment.

A Use non-power hand tools such as hammers, wrenches, etc.

C Use hand power tools, cleaning equipment, food services equipment, computers, and communication equipment.

A Set up and operate machine tools such as lathes, milling machines, saws, cleaning equipment, food services equipment, etc.

B Assemble or disassemble objects.

B Determine malfunctioning of units by observing instruments or performance of unit.

B Determine location and nature of malfunction.

B Performing repair and maintenance of equipment.

NA Make adjustments to obtain specified operating conditions such as turning valves; moving and setting controls; adjusting furnaces, pumps; etc.

A Control activities of a single mechanical processing unit.

NA Control activities of several mechanical-processing units.

C Operate equipment requiring specialized knowledge of process.

C Plan own work activities.

B Direct work activities of others.

B Coordinate work activities of others.

B Train other workers.

B Work alone.

C Work as a member of a team.

C Work with minimum amount of supervision.

B Work under time pressure.

C Work rapidly for long periods (over ½ the work shift).

C Work on several tasks at the same time.

17. In one or two sentences, describe the overall purpose of your job.

- Design, development, analysis, and maintenance of GIS data
- Manage the Parcel Fabric
- Detailed tabular queries via ESRI tools and SQL Server
- Assist in the development of GIS data standards and policies
- Assist in the implementation of new GIS technologies and procedures
- Assist with meeting facilitation and project management
- Help coordinate Consortium tasks and overall goals
- Assist with financial tasks
- Assist with office procurement and inventory
- Initial point of contact

18. Please list all of the machines, equipment, tools, software, computers, etc. that are necessary for you to perform your job.

- laptops, desktops, printers, plotter, scanners, monitors
- ArcGIS Pro, ArcGIS Desktop
- ArcEnterprise (Server, Portal, ArcGIS Online, Enterprise Geodatabase)
- Microsoft Office Suite
- Laredo
- DEVNET
- Tyler Munis
- Adobe Acrobat, Photoshop
- Irfanview
- Python
- SQL Server
- Parcel Builder Administrator
- Parcel Fabric

19. List any registrations, certificates, and/or licenses, if any, required to be able to perform the duties of this position.

None are required, but appropriate training is ESSENTIAL. There are numerous GIS/ESRI training certificates available to GIS professionals, similar to Microsoft training certificates. The GIS Technician position is a professional position like all other GIS positions. The position requires a certain level expertise in multiple fields – cartography, programming, IT, GIS, relational databases, math (geometry/trig) etc.



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

MEMORANDUM

TO: Chris Stohr, Chair – Policy, Personnel & Appointments Committee of the Whole

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

DATE: May 3, 2023

RE: REVIEW and RECOMMENDATION for Information & Technology Specialist

Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on April 11, 2023, the Job Content Evaluation Committee has met to review the request of the County Clerk to review and evaluate the changes to the job description of the Information and Technology Specialist.

REPORT:

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by Angie Patton, Chief Deputy Clerk. The Committee was also provided with a job description for the position.

The Job Content Evaluation Committee Report is as follows:

Date of Request for review: April 11, 2023
Date of Review by the JEC: April 25, 2023
Department Requesting: County Clerk
Recommended Title of Position: Information & Technology Specialist
Evaluated Job Points: 410
Recommended Classification Range: G
FY2023 Current Range Minimum: \$19.22
FY2023 Current Range Midpoint: \$24.02
FY2023 Current Range Maximum: \$28.83
Bargaining Status: Non-Bargaining
FLSA Status: Non-exempt

Pursuant to this review and evaluation, the Committee recommends the adoption of the updated job description. The update does not change the grade of the position.

REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:

The Policy, Personnel & Appointments Committee recommends to the Finance Committee approval of the updated job description for the Information and Technology Specialist effective May 18, 2023.

Thank you for your consideration of this recommendation.

Attachments

- Information & Technology Specialist Job Description
- County Clerk Org Chart

Champaign County Job Description

Job Title: Information and Technology Specialist

Department: County Clerk

Reports to: Chief Deputy County Clerk

FLSA Status: Non-exempt

Grade Range: G

Prepared Date: March 2023

SUMMARY Assists the Chief Deputy Clerk and the Director of Operations with the operation of the office and its functions. Provides technical support to the Director of Operations. Assists with policy and data research, implementation, communications, intergovernmental relations and partnerships, special projects, outreach, and other duties as assigned by the Chief Deputy or the County Clerk.

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

Assists with the management of the election equipment, software and systems of the County Clerk's Office, assisting with certification and implementing maintenance and upgrades when necessary. Assists with evaluation of new election equipment, software and systems.

Responsible for implementation of new procedures related to election equipment, software and systems.

Gathers statistical data about elections, property taxes, vitals, and recording divisions within the office. Uses data to disseminate to the public and stakeholders. Also uses gathered data to inform decisions regarding policies, budgets, and other impacted areas for the Clerk and Recorder's office.

Assists with development and maintenance of the County Clerk website; responsible for gathering the necessary information to update the website, including new information about Elected Officials and County Board proceedings, converts documents, spreadsheets, presentations and other material to the web.

Leads internal/external communication needs of the County Clerk's office to the public and media, under the guidance and supervision of the Chief Deputy.

Helps lead workflow for temp workers and manages intern program for the office.

Conducts policy research on issues pertinent to the County Clerk's office functions. Uses policy research to help inform decisions about legislative matters that relate to the Clerk and Recorder's office.

Leads special project initiatives and coordinates outreach events.

Assists with election administration.

Assists Chief Deputy Clerk with grant administration and helps identify other funding sources to help with the operations of the Clerk's office.

SUPERVISORY RESPONSIBILITIES This job does not exercise supervisory responsibilities.

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

EDUCATION and/or EXPERIENCE Associates or Bachelor's Degree in technology management, communications, or political science. Must be proficient with Microsoft Office Suite. Person needs to be knowledgeable of voting processes, government administration, and public policy. Previous experience with IT and government/elections.

LANGUAGE SKILLS Ability to read and interpret documents such as computer software programs, hardware installation instructions, computer operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before the general public and employees of the organization.

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

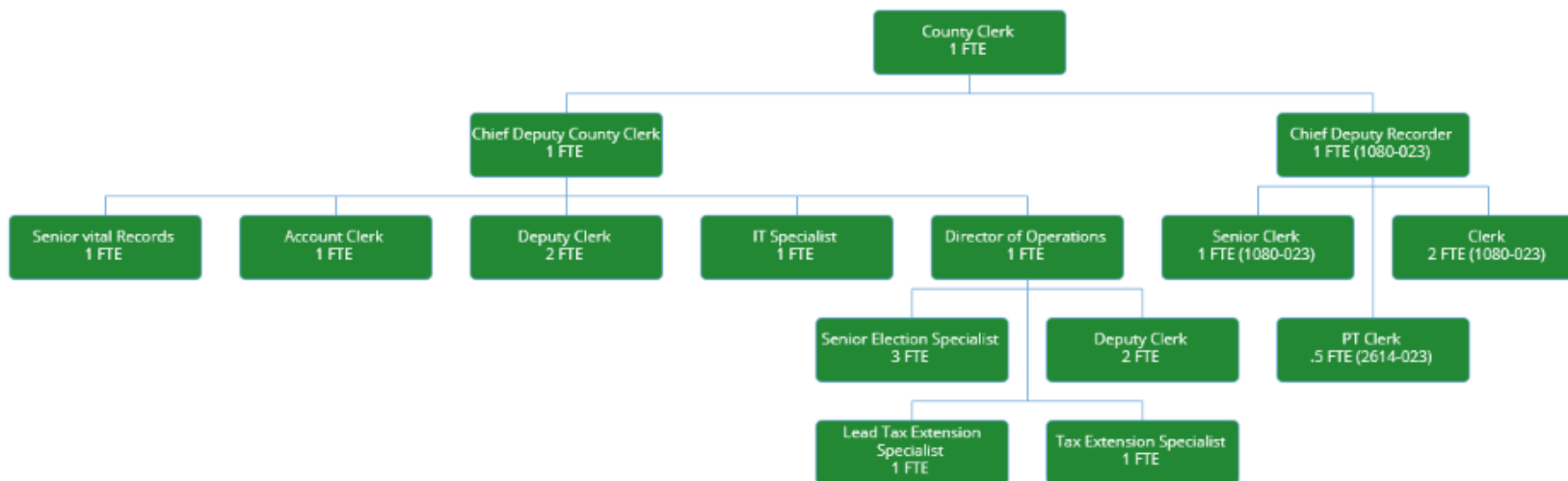
REASONING Skills Ability to apply common sense understanding in carrying out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS Registered voter and willing to take the oath as Deputy County Clerk.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; and talk; or hear. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; and stoop; kneel; crouch; or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Usually, normal office working conditions. While performing the duties of this job, the employee is occasionally exposed to the risk of electrical shock. The noise level in the work environment is quiet to moderate.

County Clerk General Fund (1080-022)



County Clerk (1080-022) positions: 15 FTE

Recorder (1080-023) positions: 4 FTE

Recorder (2614-023) positions: .5 FTE

The position, functions, powers, and duties of the county clerk are statutorily defined in the Illinois Counties Code (55 ILCS 5/3-2).



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: May 3, 2023

RE: REVIEW and RECOMMENDATION for HR Generalist

Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on April 11, 2023, the Job Content Evaluation Committee has met to review the request of the County Executive and Director of Administration to review and evaluate the proposal to create the new position of HR Generalist.

REPORT:

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by Michelle Jett, Director of Administration. The Committee was also provided with a job description for the position. Ms. Jett met with the Committee and explained the parameters and scope of responsibility for the position, including the level of expertise, the understanding of human resource practices, 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: April 11, 2023
Date of Review by the JEC: April 25, 2023
Department Requesting: County Executive
Recommended Title of Position: HR Generalist
Evaluated Job Points: 604
Recommended Classification Range: H
FY2023 Current Range Minimum: \$21.20
FY2023 Current Range Midpoint: \$26.50
FY2023 Current Range Maximum: \$31.80
Bargaining Status: Non-Bargaining
FLSA Status: Exempt

Pursuant to this review and evaluation, the Committee recommends the creation of the HR Generalist position and its classification as a Grade Range H. 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 to add this position in the FY2024 budget process.

REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:

The Policy, Personnel & Appointments Committee recommends to the Finance Committee approval of the creation of the HR Generalist position to be assigned to Grade Range H, effective May 18, 2023.

REQUESTED ACTION for FINANCE:

The Finance Committee recommends to the County Board approval of the creation of the HR Generalist position to be assigned to Grade Range H, effective May 18, 2023.

Thank you for your consideration of this recommendation.

Attachments

- HR Generalist Job Description
- Administrative Services Org Chart

Champaign County Job Description

Job Title: Human Resources Generalist
Department: Administrative Services
Reports to: Director of Administration
FLSA Status: Exempt
Grade Range: H
Prepared Date: March 2023

SUMMARY: Provides technical support and assistance on all human resource functions of the county. 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.

- Supports the Director of Administration with comprehensive record keeping system with regard to all human resource regulatory compliance including EEO and ADA and maintain employee files and records in electronic and paper form.
- Responsible for contributing to the creation of and implementation of employee training and development programs.
- Responsible for facilitating new employee onboarding, contributing to the consistent improvement of the process, and helping to organize continuing training and development initiatives.
- Represent the County in the community as a career destination, develop and facilitate recruitment initiatives.
- Promote the employee wellness program and other human resources to support an efficient, healthy work environment at the County.
- Provide support to employees in various human resource-related topics such as leaves and compensation and with the involvement of the Director of Administration, resolve any issues that may arise.
- Gather and analyze data with useful human resource metrics.
- Ensure compliance with labor regulations and union contracts.
- Process Family Medical Leave requests and certification paperwork.
- Assists with job analysis and development of job descriptions.
- Assist with compensation survey and analysis
- Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Excellent verbal and written communication skills.

Excellent interpersonal, negotiation, and conflict resolution skills.

Excellent organizational skills and attention to detail.

Excellent time management skills with a proven ability to meet deadlines.

Strong analytical and problem-solving skills.

Ability to prioritize tasks and to delegate them when appropriate.

Ability to act with integrity, professionalism, and confidentiality.

Champaign County Job Description

Thorough knowledge of employment-related laws and regulations.

Proficient with Microsoft Office Suite or related software.

Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

EDUCATION and/or EXPERIENCE

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

PHYSICAL DEMANDS

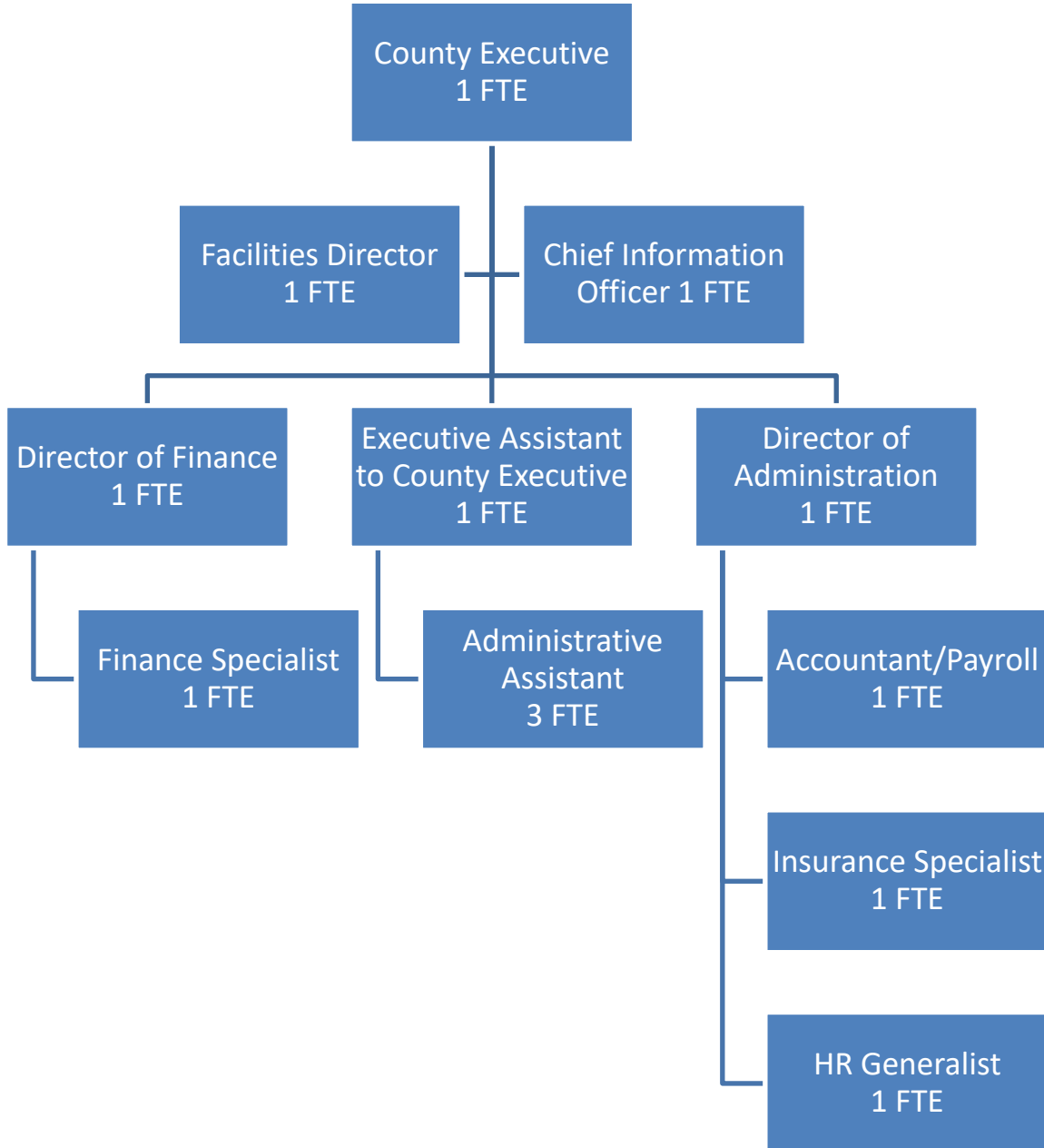
This position requires lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, a significant portion of the workday is sitting or standing, with sporadic walking, the sitting would require pushing and pulling of arm or leg controls.

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:13 FTE



RESOLUTION NO. ____

RESOLUTION HONORING STANLEY SUMMERS

WHEREAS, Stanley Summers passed on peacefully at his home on Sunday, April 30th, 2023;

WHEREAS, Mr. Summers served as a County Board member for District 8 from 1972-1978

WHEREAS, Mr. Summers served in the Navy and was a proud member of Laborer's Local 703,

WHEREAS, Mr. Summers was a long time resident of Urbana, he and his wife, Jill, raised their three children here;

WHEREAS, Mr. Summers was committed to his community, coaching numerous youth sports and was inducted into the Urbana High School Coaches Hall of Fame in 2002;

WHEREAS, Mr. Summers will be remembered by his loving family of three children, ten grandchildren, and two grandchildren-in-law;

NOW, THEREFORE, BE IT RESOLVED the Champaign County Board recognized the commitment and dedication of Stanley Summers to his family and community;

BE IT FURTHER RESOLVED The County Board members posthumously thank Mr. Summers for his service to Champaign County;

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 18th day of May

A.D. 2023.

Kyle Patterson, Chair, Champaign County Board

ATTEST: _____

Aaron Ammons, County Clerk, and ex~officio Clerk of the Champaign County Board

Steve Summers, County Executive



AARON AMMONS
CHAMPAIGN COUNTY CLERK & RECORDER
 Champaign County, Illinois

1776 East Washington Street
 Urbana, IL 61802

Office/Vitals: 217-384-3720 Taxes: 217-384-3722 Elections 217-384-3724

www.champaigncountyclerk.il.gov

COUNTY CLERK
MONTHLY REPORT
APRIL
2023

Per 55 ILCS 5/3-2003.4

Liquor Licenses & Permits	8950.00
Civil Union License	0.00
Marriage License	4,690.00
Interests	8.85
Fidlar Processing Fees	780.00
Vital Clerk Fees	17,493.00
Tax Clerk Fees	3,162.00
Refunds of Overpayments	-
TOTAL	35,083.85
Additional Clerk Fees	1,458.00

CHAMPAIGN COUNTY HIGHWAY DEPARTMENT

JEFF BLUE
COUNTY ENGINEER

1605 E. MAIN STREET

(217) 384-3800
FAX (217) 328-5148

URBANA, ILLINOIS 61802

4/6/2023

Memo Regarding Budget Amendment to County Highway Fund

The County Highway Department ordered a Mack dump truck in April of 2022. The funding for the truck was in the 2022 budget and the funds were not expended in 2022. The truck has now been delivered in 2023 and we need to amend the 2023 budget to use those unexpended funds from the 2022 budget.

We are requesting a budget amendment of \$250,000 in the County Highway Fund Expenditures Capital Equipment line 2083-060-800401 to pay for the new truck.

Sincerely,



Jeff Blue, P.E.
Champaign County Engineer

Journal Proof Report



Journal Number: 77 Year: 2023 Period: 4

Description: TRK PURCH

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2083-00-0280t-07-060-000-000-0000-800401-	EQUIPMENT	FY 22 FUNDS NOT EXPENDED	N	\$250000.00	
			Journal 2023/4/77	Total	\$250000.00	\$0.00

Fund: 2083 County Highway

Dept: 060 Highway

Reason: The Highway Department's FY2022 budget included appropriations for the purchase of a Mack dump truck. The truck was ordered in April 2022 and was not delivered until 2023. The unspent funds need to be added to the FY2023 budget.

Fund	Account Description	Debit	Credit
2083	COUNTY HIGHWAY		
	2083-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS		\$250000.00
	2083-00-0146t-00-000-000-000-0000-300703- BUDGETARY FUND BALANCE	\$250000.00	
	Fund Total	250000	250000



**Decatur
Mack**

Mack Sales & Service of Decatur, Inc.

3939 N. Brush College Rd.
Decatur, Illinois 62521
217-875-3773

800 W. Birchwood
Morton, IL. 61550
309-263-6170

April 19, 2022

Mr. Jeff Blue
Champaign County Highway Department
1605 E. Main St., Urbana, IL. 61802

RE: New 2023 Mack tandems

Jeff,

Attached are complete chassis and equipment specifications for a new 2023 Mack Granite dump truck. I have two build slots reserved with build dates in late July. Pricing below is per the Mack Trucks Sourcewell contract.

Your complete truck cost as specified in the attached: **\$249,832.00**

This includes Illinois title fee, Illinois "M" plate

It also includes the 60 months Engine, Exhaust, and Chassis warranties as purchased in the past.

Please review the specifications and let me know if you have any questions or need additional info.

As always, I truly appreciate the opportunity to once again provide Champaign County Highway with their dump trucks. Thank you for your past, present, and future business.

Sincerely,

Matt Phillips 4/19/22
Matt Phillips
Mack Sales & Service of Decatur, Inc.

[Signature]
Customer Signature of Acceptance

4/21/22
Date

CHAMPAIGN COUNTY PROBATION AND COURT SERVICES

Shannon L. Siders
Director


Probation Services
Courthouse – Third Floor
101 E. Main Street
Urbana, IL 61801
Phone: (217) 384-3753
Fax: (217) 384-1264

Detention Services
400 S. Art Bartell Road
Urbana, IL 61802
Phone: (217) 384-3780
Fax: (217) 384-8617

MEMORANDUM

DATE: April 21, 2023

TO: Stephanie Fortado, Chair, Finance Committee
Jim Goss, Vice Chair, Finance Committee

FROM: Shannon L. Siders 

RE: Request for Board Approved Transfer

This memo is attached to our request for a Board Approved Transfer. As you can see, we are requesting authorization to transfer \$100,000 from Regular Full-Time Employees to Outside Boarding. Due to a number of vacancies at the Champaign County Juvenile Detention Center (JDC) during FY2023 and the resulting savings, this transfer will not require an additional appropriation.

At a meeting of JDC stakeholders on March 27, 2023, we discussed a number of options to address the chronic and persistent staffing shortage at the Juvenile Detention Center. One of those options was to keep our population around 12 juveniles in-custody and send any additional juveniles out-of-county while we attempt to address our staffing shortages.

Since March 8, 2023, we have boarded three juveniles at the McLean County Juvenile Detention Center. During this time, we have had two male staff members resign their positions. Having three fewer juveniles in custody has reduced the workload for the remaining staff as we have attempted to maintain safety and security.

We have continued to recruit and train additional staff. We had one male officer start on April 17, 2023. We have another male officer scheduled to start on April 24, 2023. We have a female officer scheduled to start on May 8, 2023. With the addition of these employees, we will still have seven line staff vacancies. We continue to re-post the position monthly.

I recognize that temporarily housing minors in other counties may cause hardships for those involved. However, I firmly believe that this temporary measure offers us the best opportunity to recruit, train and retain staff necessary to provide for the safe and secure care of minors placed in our custody.

I will be present at the Committee of the Whole meeting on May 9, 2023 and would be happy to answer any questions you might have at that time. In the meantime, please feel free to reach out to me by telephone at (217) 384-3753 or by email at ssiders@co.champaign.il.us.

Thank you for your consideration.

cc: The Honorable Randall B Rosenbaum
Steve Summers, Champaign County Executive
Kyle Patterson, Chair, Champaign County Board
Lori Hansen, Champaign County Court Administrator
Keith Willis, Superintendent, Champaign County Juvenile Detention Center

Journal Proof Report



Journal Number: 415 Year: 2023 Period: 4

Description:

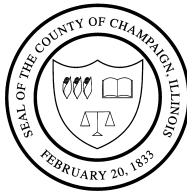
Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1080-00-0253t-02-051-000-000-0000-500103	REGULAR FULL-TIME EMPLOYEES	xfr to outside boarding	N		\$100000.00
BUA	1080-00-0253t-02-051-000-000-0000-502042-	OUTSIDE BOARDING	xfr from regular ft employees	N	\$100000.00	
				Journal 2023/4/415	Total	\$100000.00 \$100000.00

Fund: 1080 General Corporate

Dept: Juvenile Detention Center

Reason: To transfer savings from the Regular Full-Time Employees line to the Outside Boarding line. Transfer required to send juveniles to outside facilities to maintain safety and security while we continue to hire and train new staff.



OFFICE OF THE PUBLIC DEFENDER
CHAMPAIGN COUNTY, ILLINOIS

MEMO

To: Champaign County Board

From: Elisabeth Pollock
Champaign County Public Defender

Date: 04/22/2023

Re: FY23 Board Approved Budget Transfer Request

Since taking the position of Public Defender, I have been focused on recruiting and retaining attorneys to fulfill our constitutional duty to represent Champaign County clients. I am pleased to report that the Public Defender's Office is very close to being fully staffed. I recently extended an offer to an attorney currently employed by Kane County. Because she is a single mother working on an Assistant Public Defender salary, I would like to offer her a \$2,000 one-time relocation payment to assist with her move to Champaign. This will not be a common request and I have confirmed with Director of Administration Michelle Jett that my budget will support this transfer as no additional funding will be needed – rather, this will be a transfer from the personnel line of my budget to the employee recruitment line. Presiding Judge Randall B. Rosenbaum has given me permission to make this request. Please do not hesitate to contact me if you have any questions and thank you for your consideration.

Journal Proof Report



Journal Number: 539 Year: 2023 Period: 4

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1080-00-0254t-02-036-000-000-0000-500103	REGULAR FULL-TIME EMPLOYEES	relocation costs	N		\$2000.00
BUA	1080-00-0254t-02-036-000-000-0000-502009-	EMPLOYEE RECRUITMENT COSTS	relocation costs	N	\$2000.00	
			Journal 2023/4/539	Total	\$2000.00	\$2000.00

Fund: 1080 General Corporate

Dept: 036 Public Defender

Reason: To transfer savings from the Regular Full-Time Employees line to the Employee Recruitment line in order to offer a one-time relocation payment to a potential new employee.

RESOLUTION



RESOLUTION AUTHORIZING THE COUNTY EXECUTIVE TO ASSIGN MOBILE HOME TAX SALE CERTIFICATE OF PURCHASE

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

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

2186 CR 3000N LOT 25

PERMANENT PARCEL NUMBER: 11-014-0039

As described in certificates(s) : 2019-9043 sold December 2019

AND WHEREAS, pursuant to public auction sale, Brenda Olivero, Purchaser(s), has/have deposited the total sum of \$905.00 for the purchase of the said Certificate of Purchase and has/have requested that the County of Champaign assign to said Purchaser(s) the said Certificate of Purchase and all of the rights of Champaign County to obtain a Tax Certificate of Title as to the said mobile home and further, from said payment the County shall receive \$300.00 as a return for its certificates(s) of Purchase. The County Clerk shall receive \$0.00 for cancellation of certificate(s) and to reimburse for the charges advanced therefrom; the Auctioneer shall receive \$0.00 for services rendered; the Illinois Secretary of State shall receive the sum of \$155.00 for issuance of the Tax Certificate Title to said Purchaser(s); The Agent under his contract for services shall receive \$450.00;

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

NOW THEREFORE BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the County Executive is authorized to assign the above said Tax Sale Certificate of Purchase as to the above described mobile home in exchange for payment to the Treasurer of Champaign County, Illinois, of the sum of \$300.00, which shall be disbursed according to law. This resolution shall be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this _____ day of _____,

ATTEST:

CLERK

COUNTY EXECUTIVE

RESOLUTION



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

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

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

21 SANIBEL DR

PERMANENT PARCEL NUMBER: 30-060-0021

As described in certificates(s) : 2019-9186 sold December 2019

AND WHEREAS, pursuant to public auction sale, FCP MHC IL Sales LLC, Purchaser(s), has/have deposited the total sum of \$905.00 for the purchase of the said Certificate of Purchase and has/have requested that the County of Champaign assign to said Purchaser(s) the said Certificate of Purchase and all of the rights of Champaign County to obtain a Tax Certificate of Title as to the said mobile home and further, from said payment the County shall receive \$300.00 as a return for its certificates(s) of Purchase. The County Clerk shall receive \$0.00 for cancellation of certificate(s) and to reimburse for the charges advanced therefrom; the Auctioneer shall receive \$0.00 for services rendered; the Illinois Secretary of State shall receive the sum of \$155.00 for issuance of the Tax Certificate Title to said Purchaser(s); The Agent under his contract for services shall receive \$450.00;

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

NOW THEREFORE BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the County Executive is authorized to assign the above said Tax Sale Certificate of Purchase as to the above described mobile home in exchange for payment to the Treasurer of Champaign County, Illinois, of the sum of \$300.00, which shall be disbursed according to law. This resolution shall be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this _____ day of _____

ATTEST:

CLERK

COUNTY EXECUTIVE

CHAMPAIGN COUNTY CIRCUIT COURT

101 East Main Street
Urbana, Illinois 61801



Sixth Judicial Circuit
Champaign County

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

MEMORANDUM

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

FROM: Randall B Rosenbaum, Presiding Judge
Kyle J. Schiebert, Problem-Solving Court Coordinator
Lori Hansen, Court Administrator

DATE: April 28, 2023

RE: Adult Redeploy Illinois Implementation Grant – Problem-Solving Courts

An application for \$400,000 in grant funding from the Illinois Criminal Justice Information Authority's (ICJIA) Adult Redeploy Illinois program has been submitted on behalf of the Champaign County Problem-Solving Court for further advancement of Champaign County's Drug Court program and for the development of a Mental Health Court program.

The plan for this funding includes the following:

1. The development of a Mental Health Court program for Champaign County.
2. Expansion of the financial capacity to provide services to Drug Court participants according to best practices standards related to residential treatment, housing, participation incentives, and sober events.
3. Reduction in the number of Illinois Department of Corrections commitments per year by 25%, as required by ICJIA.

This grant application is competitive and requires no cost-matching from the county once awarded. The expected timeline to determine awarding of the grant is mid to late May 2023. If the grant is awarded by the grantor and accepted by Champaign County, court personnel will submit a budget amendment and supporting documentation to the Champaign County Board for approval.

Due to the grant application deadline of April 27, 2023, the Court's application was submitted to the funding agency prior to this notification to the Finance Committee.

**CHAMPAIGN COUNTY
APPLICATION FORM FOR
GRANT CONSIDERATION, ACCEPTANCE, RENEWAL/EXTENSION**

Department: Champaign County Circuit Court

Grant Funding Agency: Illinois Criminal Justice Information Authority

Amount of Grant: \$400,000

Begin/End Dates for Grant Period: July 1st thru June 30th

Additional Staffing to be Provided by Grant: Potential Case Manager

Application Deadline: April 27th, 2023 (Application submitted on time)

Parent Committee Approval of Application: _____

Is this a new grant, or renewal or extension of an existing grant? New Grant

If renewal of existing grant, date grant was first obtained: _____

Will the implementation of this grant have an effect of increased work loads for other departments? (i.e. increased caseloads, filings, etc.) Yes No

If yes, please summarize the anticipated impact:

Problem Solving Court Coordinator will need to submit quarterly and annual reports to ICJIA

Does the implementation of this grant require additional office space for your department that is not provided by the grant? Yes No

If yes, please summarize the anticipated space need:

Please check the following condition which applies to this grant application:

The activity or service provided can be terminated in the event the grant revenues are discontinued.

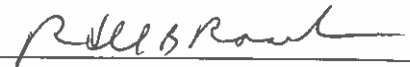
The activity should, or could be, assumed by County (or specific fund) general and recurring operating funds.

Departments are encouraged to seek additional sources or revenue to support the services prior to expiration of grant funding.

This Grant Application Form must be accompanied by a Financial Impact Statement. (See back of form)

All staff positions supported by these grant funds will exist only for the term award of grant, unless specific action is taken by the County Board to extend the position.

DATE: 4/28/2023

SIGNED: 
Department Head

Application for & Acceptance of Grant Approval:

Approved by Finance Committee: _____

Approved by County Board: _____

Approved by Grant Executive Committee: _____

Opportunity Details

Opportunity Information

CSFA Number

546-00-2115

CSFA Popular Name

ARI

Title

2115 Adult Redeploy Illinois (ARI) Implementation

Description

The mission of ARI is to safely reduce prison use by building local systems that divert individuals from a prison sentence into more cost-effective programs that promote their reintegration into the community.

ARI provides funding and technical assistance to Illinois communities to establish a continuum of sanctions and treatment alternatives that effectively address social determinants of crime and incarceration, and that promote equity within the justice system.

Awarding Agency Name

Criminal Justice Information Authority

Agency Contact Name

Mary Ann Dyar

Agency Contact Phone

312-793-8949

Agency Contact Email

Maryann.dyar@illinois.gov

Fund Activity Categories

Law, Justice and Legal Services

Category Explanation

The purpose of this funding opportunity is to provide funds to local jurisdictions to implement programs with the overall goal of reducing the number of people committed to prison on probation-eligible charges. ARI funds can be used to create or enhance local programs that assess individuals' risk, needs, and strengths and offer a continuum of evidence-based sanctions and treatment alternatives to incarceration focused on rehabilitation and accountability over punishment. Results expected from ARI include reduced prison admissions, lowered cost to taxpayers, and an end to the destructive cycle of crime and incarceration.

Departments

Adult Redeploy Illinois

Subjects

Justice-involved Clients, State Fund, Adult Redeploy Illinois, Problem Solving Courts

Opportunity Manager

Stacey Woods

Opportunity Posted Dates

3/28/2023 - 1/31/2024

Announcement Type

Initial Announcement

Funding Opportunity Number
2115-0323

Public Link
<https://il.amplifund.com/Public/Opportunities/Details/52893115-94ee-4807-9551-fafb94c5511c>

Is Published
Yes

Funding Information

Total Program Funding
\$11,000,000.00

Funding Sources
State

Funding Source Description

Adult Redeploy Illinois (ARI) is a program administered by the Illinois Criminal Justice Information Authority (ICJIA), a state agency dedicated to improving the administration of criminal justice. ICJIA brings together key leaders from the justice system and the public to identify critical issues facing the criminal justice system in Illinois, and to propose and evaluate policies, programs, and legislation that address those issues. ICJIA's statutory responsibilities include grants administration; research and analysis; policy and planning; and information systems and technology.

ARI was created by the Illinois Crime Reduction Act of 2009 (Public Act 96-0761) (CRA) to "increase public safety and encourage the successful local supervision of eligible offenders and their reintegration into the locality." (730 ILCS 190/20 (a)). Under the CRA, ARI provides financial incentives (grants) to counties, groups of counties, and judicial circuits to increase effective community-based programming for individuals with probation-eligible offenses who are at moderate to high risk of reoffending and are facing prison. In exchange for the funding, jurisdictions agree to reduce the number of individuals they send to the Illinois Department of Corrections (IDOC), with potential penalties if they do not meet the reduction goal. Research has shown that community-based alternatives to incarceration can reduce recidivism, increase public safety, and decrease costs to taxpayers.

Funding Restrictions

For a full list of ARI funding restrictions, see NOFO 2115 - 0323

Award Information

Award Range
\$50,000.00 - \$1,000,000.00

Award Period
07/01/2023 - 06/30/2024

Award Announcement Date
6/19/2023

Award Type
Competitive

Indirect Costs Allowed
Yes

Indirect Cost Description

Grant fund recipients are required to complete the indirect cost rate proposal process every fiscal year. If you plan to include indirect costs in your budget, please select your indirect cost rate through the GATA Grantee portal prior to submitting your grant documents to ICJIA.

Grantees have discretion and can elect to waive payment for indirect costs. Grantees that elect to waive payments for indirect costs cannot be reimbursed for indirect costs. The organization must record an election to "Waive Indirect

Costs” into the GATA Grantee Portal. Indirect Cost election must be completed annually, for every entity’s fiscal year.

Champaign County

Restrictions on Indirect Costs

No

Submission Information

Submission Window

03/28/2023 3:00 PM - 04/27/2023 5:00 PM

Submission Timeline Type

One Time

Submission Timeline Additional Information

To be considered for funding, applications must be completed and submitted via AmpliFund by the application deadline of 5:00 p.m (CST)., April 27, 2023. ICJIA encourages applicants to review the videos listed on Section D, 7. Requirements Prior to Submitting the Application for more information on how to apply.

AmpliFund Upload Checklist:

- IDOC commitment table
- Key partners table
- Letters of support from the following stakeholders in the applicant’s jurisdiction (in one file).
Chief judge or presiding criminal court judge.
State’s attorney.
Public defender.
Director of probation and/or court services.
- Logic model
- Performance plan

Allow Multiple Applications

Yes

Application Review Start Date / Pre-Qualification Deadline

04/28/2023 12:00 AM

Other Submission Requirements

- Completed application materials must be received by and in possession of the AmpliFund grant management system by 5:00 p.m (CST)., April 27, 2023, to be considered for funding.
1. All Applicants must register their organization at the Illinois Grant Accountability and Transparency Act (GATA) Grantee Portal: <https://grants.illinois.gov/portal/> .
 2. To submit an application, approved individuals for an organization must be a registered via the GATA Grantee GATA Portal and identified as an AmpliFund user.

Question Submission Information

Question Submission Open Date

03/29/2023 8:00 AM

Question Submission Close Date

04/20/2023 5:00 PM

Question Submission Email Address

CJA.AdultRedeployNOFO@Illinois.gov

Question Submission Additional Information

Questions may be submitted via email at CJA.AdultRedeployNOFO@Illinois.gov. The deadline for submitted questions is 5:00 p.m. (CST) on April 20, 2023. All substantive questions and responses will be posted on the ICJIA website at <https://icjia.illinois.gov/grants/funding/> and on the AmpliFund.

Due to the competitive nature of this solicitation, applicants may not discuss the opportunity directly with any ICJA employee other than via this email address CJA.AdultRedeployNOFO@Illinois.gov.

Attachments

- ARIQAPost

Technical Assistance Session

Technical Assistance Session

Yes

Session Date and Time

04/10/2023 11:00 AM

Conference Info / Registration Link

<https://illinois.webex.com/illinois/j.php?MTID=m3b7de15883ee2a0e33334d87205b216a>

Eligibility Information

Eligibility Type

Public

Eligible Applicants

- Government Organizations

Additional Eligibility Information

This solicitation is open to county units of government or judicial circuits. A county may submit on behalf of a group of counties or a judicial circuit. Other units of local government, private agencies or not-for-profit organizations are not eligible to apply; however, the applicant jurisdiction may include subawards or subcontracts for services with these entities as part of the program design and budget.

Only jurisdictions with a completed local plan (using the local plan template) may apply for implementation funds. Preference will be given to those jurisdictions whose local plans have received prior ARI Oversight Board approval.

Applicants must be pre-qualified via the GATA Grantee portal to do business with the State of Illinois.

Additional Information

Additional Information URL

<https://icja.illinois.gov/adultredeploy/>

Additional Information URL Description

The Crime Reduction Act (CRA), ARI's enabling legislation, was enacted in 2009 to improve outcomes in the Illinois criminal justice system by requiring the use of validated assessments, evidence-based and promising practices, and performance measurement and evaluation. The purpose of the CRA was to "create an infrastructure to provide effective resources and services to incarcerated individuals and individuals supervised in the locality; to hold offenders accountable; to successfully rehabilitate offenders to prevent future involvement with the criminal justice system; to measure the overall effectiveness of the criminal justice system in achieving this policy; and to create the Adult Redeploy Illinois program." (730 ILCS 190/5 (a)). Companion legislation created the Illinois Sentencing Policy Advisory Council to collect and analyze data on sentencing policies and practices to determine outcomes and system-wide fiscal impact.

ARI is modeled after the juvenile Redeploy Illinois program in the Illinois Department of Human Services. ARI is an example of "performance incentive funding," a best practice to align fiscal and operational responsibility for justice-involved individuals at the local level to produce better public safety outcomes at a lower cost. ARI also draws on concepts of justice reinvestment, using data to implement strategies intended to drive down corrections costs and free up dollars for investment in community-based programs addressing recidivism.

Award Administration Information

State Award Notices

The Site Selection and Monitoring Committee will review the scores and develop funding recommendations, with authorization and approval of the Adult Redeploy Illinois Oversight Board, in June 2023.

Administrative and National Policy Requirements

In addition to implementing the funded project consistent with the approved project proposal and budget, agencies selected for funding must comply with applicable grant terms and conditions and other legal requirements, including the Illinois Crime Reduction Act (Public Act 96-0761), GATA, and the U.S. Department of Justice Grants Financial Guide.

Additional programmatic and administrative special conditions may be required.

Reporting

Recipients must submit periodic financial reports, periodic progress reports, final financial and program reports, and, if applicable, an annual audit report in accordance with the 2 CFR Part 200 Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

State Awarding Agency Contacts

For questions and technical assistance regarding application submission, contact:

Stacey Woods
Illinois Criminal Justice Information Authority
CJA.AdultRedeployNOFO@Illinois.gov

Other Information

The Illinois Criminal Justice Information Authority (ICJIA) is a state agency dedicated to improving the administration of criminal justice. ICJIA brings together key leaders from the justice system and the public to identify critical issues facing the criminal justice system in Illinois, and to propose and evaluate policies, programs, and legislation that address those issues. The statutory responsibilities of ICJIA fit into four areas: grants administration; research and analysis; policy and planning; and information systems and technology.

Section 7 of the Illinois Criminal Justice Information Act grants ICJIA authority “to apply for, receive, establish priorities for, allocate, disburse, and spend grants of funds that are made available by and received on or after January 1, 1983 from private sources or from the United States pursuant to the federal Crime Control Act of 1973, as amended, and similar federal legislation, and to enter into agreements with the United States government to further the purposes of this Act, or as may be required as a condition of obtaining federal funds” and “to receive, expend, and account for such funds of the State of Illinois as may be made available to further the purposes of this Act.” (20 ILCS 3930/7(k), (l))

Neither the State of Illinois nor ICJIA are obligated to make any award as a result of this announcement. The ICJIA Executive Director or designee has sole authority to bind ICJIA to the expenditure of funds through the execution of grant agreements.

This application is subject to the Illinois Freedom of Information Act (FOIA). Any information that the applicant believes should be exempt under FOIA should clearly highlight the information that is exempt, and the basis of the exemption.

Visit the ARI website for more information about the program. <https://icjia.illinois.gov/adultredeploy/>

Project Information

Application Information

Application Name

Champaign County Problem Solving Courts

Award Requested

\$400,000.00

Cash Match Requirement

\$0.00

Cash Match Contributions

\$0.00

In-Kind Match Requirement

\$0.00

In-Kind Match Contributions

\$0.00

Other Funding Contributions

\$0.00

Total Award Budget

\$400,000.00

Primary Contact Information

Name

Kyle Schiebert

Email Address

kschiebert@co.champaign.il.us

Address

101 E. Main St
Urbana, Illinois 61801

Phone Number

(217) 800-1272

Project Description

ARI Program Information

Program design

ARI grants funds to county units of local government, which may apply individually or as judicial circuits. Per the CRA, “each county or circuit participating in the Adult Redeploy Illinois program shall create a local plan describing how it will protect public safety and reduce the county or circuit’s utilization of incarceration in State facilities or local county jails by the creation or expansion of individualized services or programs,” (730 ILCS 190/20 (c)).

ARI local plans must provide a detailed account of how jurisdictions intend to reduce probation-eligible admissions to prison, rehabilitate individuals in the community while holding them accountable, and preserve public safety. The local plan must include:

- Description of the service area.
- Statement of the problem, including the number of people currently being sent to Illinois Department of Corrections (IDOC) on probation-eligible offenses and the gaps in the continuum of community-based sanctions and services.
- List of key partners collaborating in the effort to reduce reliance on incarceration in state and local facilities.
- Description of the proposed ARI program model(s), including target population selection, evidence-informed interventions according to assessed risk and needs, and efforts to support the successful reintegration of individuals through a community involvement component (e.g., community service, restorative justice board).
- Goals, objectives, and performance indicators with a commitment to reduce target population prison admissions 25 percent from the prior three year’s average.

Funds from this solicitation will support the development and implementation of local plans for community-based diversion programs. Successful applicants will explain how addressing the risk, needs, and strengths of individuals in a defined target population(s) through effective target intervention(s) will lead to greater public safety and reduced reliance on prison.

Target Population. ARI funds can be used for the local supervision and rehabilitation of individuals with probation-eligible offenses who are facing a prison sentence. The target population should be “prison-bound” such that diversion to community-based programs represents actual and immediate costs avoided by the state. Target population selection should be guided by the following:

- Jurisdictions best understand their own local needs and are best situated to identify their target populations and design their local ARI program models.
- The selected target population should result in the greatest possible number of individuals diverted from state prisons, while preserving public safety.

Effective Interventions. The CRA mandates investment in evidence-based practices and programs. The National Institute of Corrections supports an approach to community corrections that involves eight principles of effective interventions. These principles must be practiced at the individual, agency, and system-wide levels involving planning and the use of effective program implementation tools and practices.

1. *Assess risk and needs* with screening and assessment tools that use dynamic and static risk factors, identify criminogenic needs, and are evidence-based. These tools should be supported by staff training with detailed policies and procedures.
2. *Enhance intrinsic motivation* by using Motivational Interviewing to initiate and maintain changes in behaviors.
3. *Target interventions* for each individual using the following: *Risk principle* – focus on high-risk individuals with adequate supervision and treatment resources; *Need principle* – criminogenic needs should dictate the types of interventions used; *Responsivity principle* – be responsive to each individual’s temperament, learning style, motivation, gender, and culture when assigning program requirements; *Dosage* – structure 40-70% of high-risk individuals’ time for three to nine months; *Treatment principle* – fully integrate treatment with the individuals program requirements.

4. *Skill train with directed practice* using evidence-based programs that emphasize cognitive-behavioral strategies provided by well-trained and supervised staff.
5. *Increase positive reinforcement* using a ratio of four positive to every one negative reinforcement to promote positive behavior changes.
6. *Engage on-going support* in the individual's community by connecting them to pro-social supports and activities in their area. Assist individuals in actively recruiting and maintaining a prosocial network in their immediate environment to positively reinforce new prosocial behaviors and to reduce isolation.
7. *Measure relevant processes and practices* by collecting accurate and detailed documentation of each individuals' case information with formal and valid outcome measurements; and, regularly assess staff performance to support program design fidelity and reinforce service delivery principles and expected outcomes.
8. *Provide measurement feedback* to monitor the delivery of services, maintain and enhance program fidelity and integrity; and to support accountability in the program.

Applicants are expected to demonstrate how these principles are incorporated into their policies and procedures.

Program Requirements

To apply for implementation funds, jurisdictions must complete all of the Program Narrative questions in this application, which comprise a local plan. Applicants' local plans must incorporate following mandatory program elements, regardless of program model.

- a) **Racial Equity.** All program planning, implementation, evaluation, and other activities must be viewed through a racial equity lens to ensure that when decisions are made, disparities in access to program benefits are identified and more inclusive and equitable solutions are implemented. Racial equity must be considered when reviewing disaggregated data; participating in stakeholder conversations; examining the impact of policies and procedures; centering the voices of those most impacted; engaging in solution-oriented dialogue with the ARI Oversight Board; and implementing local action plans that promote diversity, equity, inclusion, and accessibility. ARI sites must commit to participating in racial equity and/or implicit bias training. Training and technical assistance will be made available to successful applicants to further education and understanding of racial and ethnic disparities.
- b) **Assessment of Risk, Needs, and Strengths.** ARI sites must utilize validated assessment instruments to guide supervision and programming decisions. Probation departments across Illinois are mandated by the Administrative Office of the Illinois Courts (AOIC) to use the Illinois Adult Risk Assessment Community Supervision Tool to assign risk and develop case plans. To ensure that intensive interventions funded by ARI are targeted to higher risk clients who can benefit the most from them and for whom they are most cost-effective, the ARI Oversight Board established that at least 80% of those enrolled at each ARI site must score moderate to high risk according to a risk assessment instrument.
- c) **Evidence-Informed Practices.** ARI funds must be used to invest in local programs, services, and protocols that have been demonstrated by research or show promise to reduce recidivism and that prioritize cultural relevance and responsiveness to the communities they serve. Consistent with the principles for effective intervention in Section A, 2b, applicants should identify the evidence-based and promising practice(s) being proposed for implementation, identify, and discuss the evidence that shows that the practice is effective, discuss the population(s) for which the practice has been shown to be effective, and show that it is appropriate for the proposed target population. Examples of evidence-based and promising practices currently in use by ARI sites are in *Appendix C*.
- d) **Performance Measurement.** Every ARI site must collect and report performance measurement data quarterly as a condition of funding. The CRA requires the following to be measured: recidivism, rate of revocations, employment rates, education achievement, successful completion of substance abuse treatment programs, and payment of victim restitution. ARI and ICJIA have defined additional performance measures to track these and other indicators of impact and incorporate the principles of effective intervention. These measures can be found in the table in Section A4 that must be completed in the Program Narrative and which becomes part of the grant agreement (or contract). A matrix describing how these contractual performance measures are tracked through data collection and analysis and assessed for compliance/technical assistance needs is in *Appendix D*. When ARI data are submitted, ARI staff

analyze and present the results to the ARI Oversight Board and use the information for program administration and reporting to policymakers. All data is needed by set deadlines. Incomplete and inaccurate data hinders analyses. ARI staff closely track site data submissions for timeliness, completeness, and accuracy in performance measures. The list of mandatory data elements to be collected is included in *Appendix E*.

e) **Reduction Goal & Reimbursement Provision.** If awarded, jurisdictions must agree to reduce by 25% the number of individuals committed to IDOC from a defined target population. The reduction goal is based on the jurisdictions' average number of commitments over the past three years according to IDOC data. Progress toward reduction goals is measured according to the number diverted by the program, defined as participants who are enrolled in the program during the grant year.

Successful applicants are required to collect data and regularly report on progress following execution of a grant agreement. Jurisdictions having difficulty meeting their reduction goals are provided technical assistance and can propose a corrective action plan to meet an adjusted target. Jurisdictions may be penalized for failure to meet their reduction goal. The ARI Oversight Board has set the penalty as up to one-half the marginal cost of imprisonment. Following a corrective action process, the ARI Oversight Board has the discretion to determine the penalty amount and procedure for payment of the penalty. This process is detailed in *Appendix F*.

f) **Problem-Solving Court Certification (if applicable).** If the proposed program model for ARI implementation is a problem-solving court (PSC), the jurisdiction must either be certified or in the process of being certified according to the AOIC's statewide PSC standards. ARI funds can be used to support initial staffing, training, and administrative support during the certification process; however, no funds can be used to provide direct services until the PSC is certified by AOIC.

Evaluation. Funded programs must agree to participate in any required external evaluation(s) being conducted to determine the effectiveness of program operations. Funded programs will be required to adhere to data collection policies and procedures that allow ICJIA and the ARI Oversight Board to assess outcome objectives as deemed appropriate based on program design. Programs selected for funding will be required to submit quarterly electronic data files through a secure file transfer system and progress reports reflecting progress toward each objective.

Appendices

ARI NOFO 2115-0323 Appendices.pdf

ARI Map 2023

ARI Map 2023.pdf

Acknowledgement and Certification

I have reviewed the information provided on this page.

Uniform Grant Application - Applicant Completed Section

Applicant Information

Legal Name (Name used for SAM.gov registration and grantee pre-qualification)

Champaign County

Common Name (DBA)

Champaign County

Employer/Taxpayer Identification Number (EIN,TIN)

376006910

Unique Entity Identification Number (UEI)

XAB2MEYN74

GATA ID (assigned through the grantee portal)

672175

SAM Cage Code

5XNAS

Applicant's Organizational Unit

Department Name

Champaign County Circuit Court

Division Name

Champaign County Problem Solving Courts

Applicant's Name and Contact Information for person to be Contacted for Program Matters involving this Application

First Name

Kyle

Last Name

Schiebert

Suffix

Title

Problem Solving Courts Coordinator

Organizational Affiliation

Champaign County Problem Solving Courts

Telephone Number

2178001272

Fax Number

217-384-1264

Email Address

kschiebert@co.champaign.il.us

Applicant's Name and Contact Information for Person to be Contacted for Business/Administrative Office Matters involving this Application

First Name

Kyle

Last Name

Schiebert

Suffix

Title

Problem Solving Court Coordinator

Organizational Affiliation

Problem Solving Courts

Telephone Number

217-800-1272

Fax Number

217-384-1264

Email Address

kschiebert@co.champaign.il.us

Areas Affected

Are areas affected by the project?

Yes

No

Legislative and Congressional Districts of Applicant

Legislative and Congressional Districts of Program/Project

Attach additional list, if needed

Applicant's Project

Description Title of Applicant's Project

Proposed Project Term Start Date

Proposed Project Term End Date

Applicant Certification

Applicant Certification

By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001)

(*)The list of certification and assurances, or an internet site where you may obtain this list is contained in the Notice of Funding Opportunity. If a NOFO was not required for the award, the state agency will specify required assurances and certifications as an addendum to the application.

Applicant Certification

I agree



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

MEMORANDUM

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

From: Tami Ogden, Director of Finance

Date: May 2, 2023

Subject: Recommended Revisions to Champaign County Financial Policies

Following a review of the County’s Financial Policies, many of the recommended changes are intended to provide further clarification to policies and processes that are already in place. One of the material changes is related to post-compliance issuance and disclosures. With the recent issue of two new bonds, in consultation with bond counsel, it is recommended that policies and procedures for disclosures be included within the County’s Financial Policies making the requirements and responsibilities clear to the County Board and administrative staff.

Additional revisions include proposed changes to the Financial Reserves and Surplus section in order to provide further clarification regarding allowable and unallowable uses for budget surpluses and to help justify fund balances that exceed recommended minimums. When establishing fund balance requirements, the Government Finance Officers Association (GFOA) recommends considering a variety of factors such as predictability of revenues, volatility of expenditures, one-time layouts, protection from unexpected changes in fiscal condition, and safeguarding an entity’s bond rating.

While the County has implemented the GFOA’s minimum recommended fund balance policy for its General Fund, maintaining a higher level of fund balance is often prudent based on an entity’s unique circumstances. As an example, the County’s exposure to potential liability in three outstanding hospital property tax cases, would affect County fund balances in the event of unfavorable rulings. Additionally, the state legislature has a history of implementing actions that often affect County revenues, such as garnishing income and sales taxes, as well as imposing unfunded mandates, such as the recent legislation requiring a significant increase in Veteran’s assistance funding. The appropriate level of fund balance, after meeting minimum requirements, should take into consideration multiple factors including both short- and long-term risks which may fluctuate over time, rather than placing too much emphasis on a specific number that remains stagnant.

Recommendation for new Policies and Procedures

While each department may have internal control processes specific to its operations, the County's lack of documented cross-departmental internal controls for financial management is problematic. A sound framework of internal controls is necessary to afford a reasonable basis for finance officers to assert that the information they provide can be relied upon. Without accurate, timely, and reconciled financial information, it is both challenging and illogical to provide periodic General Fund forecasts to the County Board.

The offices of the Treasurer, Auditor and County Executive continue to work together to improve communication and collaboration related to financial operations; however, the need to formalize and document internal financial control processes is necessary. Therefore, it is recommended that the offices previously stated work jointly to draft and implement a comprehensive framework of documented financial internal controls prior to the end of this fiscal year.

REQUESTED ACTION

The Finance Committee recommends the Resolution adopting Champaign County Financial Policies be forwarded to the County Board for approval.



Champaign County Financial Policies

Introduction

Champaign County has several relevant financial policies in order to preserve and enhance its fiscal health, identify acceptable and unacceptable courses of action, and provide a standard to evaluate the government's fiscal performance. Policies that are central to a strategic, long-term approach to financial management are posted on the County website <http://www.co.champaign.il.us/HeaderMenu/generalinfo.php>.

- Purchasing Policy (including Capital Asset Management and Replacement)
- Grant Application/Approval Policy
- Salary Administration Guidelines
- Travel Policy
- [Credit Card Policy](#)
- Treasurer's Investment Policy <http://www.co.champaign.il.us/treasurer/PDFS/InvestmentPolicy.pdf>

Objectives

1. To institutionalize established financial management practices thereby promoting stability and continuity.
2. To establish a shared and documented understanding of financial principles to guide fiscal decision-making.
3. To protect and enhance the County's bond rating.
4. To promote long-term strategic planning.
5. To manage risks to the County's fiscal position.
6. To establish guidelines for strategic investment in County facilities, capital, and technology.

Budget Policies

1. The County's fiscal year is January 1 – December 31.
2. All County funds, [with the exception of fiduciary funds](#), are appropriated in the "Official Budget," which is approved by the County Board. Appropriations are considered the maximum authorization to incur obligations and not a mandate to spend.
3. [State law mandates, "no contract shall be entered into, and no obligation or expense shall be incurred by or on behalf of a county unless an appropriation therefor has been previously made." 55 ILCS 5/6-1005.](#)
4. The County is committed to producing a balanced budget in a timely manner. The County will pay for current expenditures with current revenues, avoiding procedures that balance budgets by postponing needed expenditures, realizing future revenues early, or rolling over short-term debt. A budget is balanced when total appropriations do not exceed total revenues and appropriated fund balance within an individual fund.
5. The budgets for all governmental funds and proprietary funds are presented on a modified accrual basis [recognizing revenues when they become available and measurable; and expenditures when the liability is incurred. Champaign County's accrual period is sixty \(60\) days after the close of the fiscal year.](#)
6. The final Budget document must include:

- a. A statement of financial information including prior year revenue and expenditure totals, and current and ensuing year revenue and expenditure projections; and
 - b. A statement of all moneys in the county treasury unexpended at the termination of the last fiscal year; and
 - c. A statement of all outstanding obligations or liabilities of the county incurred in any preceding fiscal year; and
 - d. Additional information required by 55 ILCS 5/6-1002 and state law.
7. The budget may be amended through a Budget Amendment or Budget Transfer which require a 2/3rd majority vote (15) of the County Board. Department heads may authorize transfers between non-personnel budget lines in their department budget as long as they do not exceed the total combined appropriation for non-personnel categories; and transfers between personnel lines as long as they do not exceed the total combined appropriation for personnel categories. [The Regional Planning Commission's legal level of budgetary control is by fund, with transfers between expenditure categories within the same fund allowed.](#)
 8. A General Corporate Fund contingency appropriation will be designated for emergency purchases during the fiscal year. The contingency appropriation goal is 1% of the total anticipated expenditure for the General Corporate Fund. No more than 5% of the total General Corporate Fund Appropriation may be appropriated to contingencies. Money appropriated for contingencies may be used for contingent, incidental, miscellaneous, or general county purposes, but no part of the amounts so appropriated shall be used for purposes for which other appropriations are made in the budget unless a transfer of funds is authorized by a 2/3rd majority vote (15) of the County Board.
 9. On an annual basis, the County will prepare a Financial Forecast to include expenditure projections for the current year and the next five (5) fiscal years at a minimum.

Revenue Policies

1. The County will strive to maintain diversified and stable revenue sources to shelter it from unforeseeable short-run fluctuations in any one revenue source.
2. The County will estimate its annual revenues by an objective, analytical process. On an annual basis, and in conjunction with expenditure projections, the County will prepare revenue projections for the current year and the next five (5) fiscal years at a minimum. Each existing and potential revenue source will be re-examined annually.
3. The property tax rates for each levy shall be calculated in accordance with the Property Tax Extension Limitation Law (PTELL).
4. The County charges user fees for items and services, which benefit a specific user more than the general public. State law or an indirect cost study determine the parameters for user fees. The County shall review all fees assessed in its annual budget preparation process to determine the appropriate level of fees for services and recommend any proposed changes to the fees collected to be implemented in the ensuing budget year.
5. To the extent feasible, one-time revenues will be applied toward one-time expenditures and will not be used to finance ongoing programs. Ongoing revenues should be equal to or exceed ongoing expenditures.
6. The Champaign County Board supports efforts to pursue grant revenues to provide or enhance County mandated and non-mandated services and capital needs. Activities which are, or will be, recurring shall be initiated with grant funds only if one of the following conditions are met:
 - a. The activity or service can be terminated in the event the grant revenues are discontinued; or

- b. The activity should, or could, be assumed by the County's General and recurring operating fund or another identified fund. Departments are encouraged to seek additional sources of revenue to support the services prior to expiration of grant funding. Grant approval shall be subject to the terms and conditions of County Ordinance Number 635, and Ordinance amendments 903 and 920.

Fund Policies

1. The County's financial structure begins with funds. A fund is a self-balancing accounting entity with revenues and expenditures which are segregated for the purpose of carrying out specific programs in accordance with County policies and certain applicable State and Federal laws. Each fund has at least one Department Budget, which is a group of expenditures that provide for the accomplishment of a specific program or purpose.
2. A major fund is a budgeted fund where revenues or expenditures represent more than 10% of the total appropriated revenues or expenditures.
3. All county funds are included in the Annual Budget Document except the fiduciary funds described below.
 - a. Private Purpose Trust Funds in which the County Engineer acts in a trustee capacity on behalf of townships to use state funding to maintain township roads and township bridges, which resources are not available to support the County's own programs.
 - b. Agency Funds held in a custodial capacity for external individuals, organizations, and governments for the purpose of reporting resources, such as property taxes and circuit court fees and fines.
4. Governmental funds account for traditional governmental operations that are financed through taxes and other fixed or restricted revenue sources.
 - a. The General Corporate Fund is available for any authorized purpose and is used to account for all financial resources except those required to be accounted for in another fund. A summary is prepared which lists the amount of General Corporate Fund appropriation for all affected departments. The General Corporate Fund is a Major Fund.
 - b. Special Revenue Funds are used to account for the proceeds of specific sources that are legally restricted to expenditures for a specific purpose.
 - i. Included in the Special Revenue Funds are Debt Service Funds utilized to account for the payment of interest, principal, and related costs on the County's general long-term debt. (In addition to Debt Service Funds, the County also has debt service budgets included in other funds as appropriation based on the purpose of the fund.)
 - ii. Also included in Special Revenue Funds are Capital Project Funds used to account for all expenditures and revenues associated with the acquisition, construction or maintenance of major facilities that are not financed through proprietary funds or funds being held for other governments.
 - c. Proprietary Funds account for certain "business-type" activities of governments that are operated so that costs incurred can be recovered by charging fees to the specific users of these services.
 - i. An enterprise fund is used to account for operations that are financed primarily by User charges. The County does not have enterprise funds.
 - ii. An Internal Service Fund is established to account for the financing of goods and services provided to the County and other agencies on a cost reimbursement basis. The activities of the Self-Funded Insurance Fund and Employee Health Insurance Fund are budgeted and appropriated using Internal Service Funds.

5. A Fund Statement is presented for each fund, which summarizes past and projected financial activity for the fund as follows:
 - a. Revenues presented in line-item detail within revenue categories; and
 - b. Expenditures presented in line-item detail within major categories – e.g., personnel, commodities, services; and
 - c. Fund Balance including the actual or estimated funds remaining at the end of the fiscal year.

Financial Reserves and Surplus

1. The fund balance for each fund shall be reviewed annually, and recommendations for financial reserves and a plan for the use of surplus funds shall be documented.
2. For cash flow purposes due to the timing of property tax revenues and fluctuations in the receipt of state shared revenues, and in order to allow flexibility to respond to unexpected circumstances, the minimum unrestricted fund balance requirement for the General Corporate Fund is two-months or 16.7% of operating expenditures. A plan will be developed to increase the fund balance in instances where an ending audited fund balance is below the two-month minimum requirement.
3. It is the intent of the County to use all surpluses generated ~~accomplish three goals: under the Direction of the County Board~~ to meet reserve policies, avoid future debt, ~~and~~ reduce outstanding debt, mitigate current and future financial risks, and preserve the County's bond rating. The use of surplus funds for ongoing recurring expenditures is prohibited.

Capital Asset Management and Replacement

1. The Capital Asset Replacement Plan includes a multi-year plan for vehicles, computers, technology, furnishings, and office equipment. It will be updated for the General Corporate Fund departments during the annual budget process. Expenditures will be appropriately amortized and reserves for replacement will be estimated. If the County is unable to appropriate full funding for future reserves, this will be documented in the Capital Asset Replacement budget. A five-year forecast for capital asset management and replacement will be developed and updated annually.
2. The County strives to maintain all assets at a level adequate to protect the County's capital interest and to minimize future maintenance and replacement costs.
3. Through the annual budget process, funding for the fiscal year projects in the County's Capital Facilities and Technology plans will be identified. If the County is unable to appropriate funding for any scheduled projects, this will be documented in the Capital Asset Replacement Fund budget.
4. The Director of Finance will review all expenditures from the Capital Asset Replacement Fund and is authorized, in addition to the County Executive, to approve all expenditures from the Capital Asset Replacement Fund in compliance with the multi-year plans and policies established by the County Board. No more than 3% of the equalized assessed value of property subject to taxation by the county may be accumulated in a separate fund for the purpose of making specified capital improvements.
5. The Auditor maintains a fixed asset inventory of furniture, equipment, buildings, and improvements with a value of greater than \$5,000 and a useful life of one year or more.

Debt Management

1. When applicable, the County shall review its outstanding debt for the purpose of determining if the financial marketplace will afford the County the opportunity to refund an issue and lessen its debt service costs. To consider the possible refunding of an issue, a Present Value savings of three percent over the life of the respective issue, at a minimum, must be attainable.
2. The County will confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues.
3. When the county finances capital projects by issuing bonds, it will pay back the bonds within a period not to exceed the estimated useful life of the project.
4. The County will strive to have the final maturity of general obligation bonds at, or below, thirty years.
5. Whenever possible, the County will use special assessment, revenue, or other self-supporting bonds instead of general obligation bonds, so those benefiting from the improvements will bear all or part of the cost of the project financed.
6. The County will not use long-term debt for current operations.
7. State statute limits indebtedness to 2.87% of the County's assessed valuation, 5.75% for voted bonds. Documentation of the County's legal debt limit and debt margin will be included in the budget document.
8. The County will maintain good communications with bond rating agencies regarding its financial condition. The County will follow a policy of full disclosure on every financial report and borrowing prospectus.
9. [Annually, in December, the Director of Finance will complete Post-Issuance Compliance reviews for the County's bonds and provide a Post-Issuance Tax Compliance Report to the Champaign County Finance Committee.](#)

Disclosure Policies and Procedures

1. The County will comply with continuing disclosure requirements established by Securities and Exchange Commission Rule 12c2-12, and the continuing disclosure agreements required by its bond issues. The County may wish to engage the services of a Dissemination Agent to assist with its continuing disclosure obligations.
2. [The Director of Finance is designated as the officer responsible for the procedures related to Disclosures.](#)
3. [**Official Statements Procedures.** Whenever an Official Statement will be disseminated in connection with the issuance of obligations by the County, the Disclosure Officer will oversee the process of preparing the Official Statement pursuant to the following procedures:](#)
 - a. [The County shall select the working group for the transaction, which may include outside professionals such as disclosure counsel, a municipal advisor, and an underwriter \(the "Working Group"\) and the member of the Working Group responsible for preparing the first draft of the Official Statement.](#)
 - b. [The Disclosure Officer shall review and make comments on the first draft in order to determine that the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the](#)

Official Statement not misleading. The Disclosure Officer shall also be responsible for ensuring that the financial data presented with regard to the County is accurate.

- c. After completion of the review the Disclosure Officer shall discuss the first draft of the Official Statement with the members of the Working Group and such staff and officials of the County as the Disclosure Officer deems necessary and appropriate and provide comments. The Disclosure Officer shall also consider comments from members of the Working Group and whether any additional changes to the Official Statement are necessary.
- d. The Disclosure Officer shall continue to review subsequent drafts and if the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not misleading, it may be released for dissemination to the public; *provided, however,* that the use of the Official Statement must be ratified, approved, and authorized by the County Board.

4. Disclosure Procedures: Annual Financial Information. By June 30 of each year, the Disclosure Officer shall prepare (or hire an agent to prepare) and file the Annual Financial Information with Electronic Municipal Market Access (EMMA) (or confirm that such filing is completed by any agent hired by the County for such purpose). If Audited Financial Statements are not available when the Annual Financial Information is filed, Audited Financial Statements will be submitted to EMMA within 30 days after availability to the County. In addition to the required updating of the Annual Financial Information, the Disclosure Officer should consider whether additional information needs to be added to the Annual Financial Information in order to make the Annual Financial Information, including the Financial Statements, taken as a whole, correct, and complete in all material respects.

5. Disclosure Procedures: Reportable Events. The Disclosure Officer will prepare (or hire an agent to prepare) Reportable Event Disclosure and file the same with EMMA (or confirm that such filing is completed by an agent hired by the County for such purpose) in a timely manner (not in excess of ten business days after the occurrence of the Reportable Event). Incurrence of a Financial Obligation, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation, any of which affect security holders, if material, is a Reportable Event. Upon the incurrence of any Financial Obligation, as such term is defined in the Undertaking, the Disclosure Officer shall review such Financial Obligation and assess whether it is material. If, in connection with such Financial Obligation, the County has agreed to any covenant, event of default, remedy, priority right or other similar term which affects security holders, the Disclosure Officer shall further review such term and assess whether the same is material. The Disclosure Officer shall prepare a summary of such review. If, in the Disclosure Officer's reasonable judgment, following consultation with financial or legal professionals as necessary, such Financial Obligation and/or term of such Financial Obligation is deemed material, the Disclosure Officer shall file a summary of such Financial Obligation (or the entire financing document, provided that confidential or sensitive information may be redacted to the extent such redaction does not prevent all material terms from being disclosed) with EMMA not in excess of ten business days after the incurrence of such Financial Obligation.

6. Disclosure Procedures: EMMA Notices. Whenever the County determines to file an EMMA Notice, or whenever the County decides to make a voluntary filing to EMMA, the Disclosure Officer shall prepare (or hire an agent to prepare) the EMMA Notice in the form required by the Municipal Securities Rulemaking Board (MSRB). In the case of a disclosure required by an Undertaking, the Disclosure Officer shall determine whether any changes to the EMMA Notice are necessary to make the document

[compliant with the Undertaking. If, in the Disclosure Officer's reasonable judgment, the EMMA Notice is correct and complete and, in the case of a disclosure required by an Undertaking, complies with the Undertaking, the Disclosure Officer shall file the EMMA Notice \(or confirm that such filing is completed by any agent hired by the County for such purpose\) within the timeframe allowed for such filing.](#)

Accounting, Auditing, and Investment

1. The County follows Generally Accepted Accounting Principles (GAAP).
2. State statutes require an annual audit by independent certified public accountants. A comprehensive annual financial report shall be prepared to the standards set by the Government Finance Officers Association (GFOA).
3. The County uses an accounts receivable system to accrue revenues when they are available and measurable for governmental fund types. Departments should bill appropriate parties for amounts owed to Champaign County, review aging reports, complete follow-up information about the account, and monitor all accounts receivables.
4. The County Treasurer is responsible for investment of all Champaign County funds. With County Board approval, the Treasurer may make a short-term loan of idle monies from one fund to another, subject to the following criteria:
 - a. Such loan does not conflict with any restrictions on use of the source fund; and
 - b. Such loan is to be repaid to the source fund within the current fiscal year.
5. [The County Treasurer shall be responsible for the monthly reporting of investment activity as required under 55 ILCS 5/3-11007. The monthly County Board report shall include investment, collateral, and financial institution information to fairly inform the general public of the Treasurer's Office's investment activities.](#)

Purchasing and Encumbrances

1. An encumbrance system is maintained to account for commitments resulting from purchase orders and contracts. Every effort will be made to ensure that these commitments will not extend from one fiscal year to the next. Any emergency encumbrances, which do extend into the next fiscal year, shall be subject to appropriation in the next year's budget. Encumbrances at year - end do not constitute expenditures or liabilities in the financial statements for budgeting purposes.
2. All items with an expected value of \$30,000 or more must be competitively bid with exceptions for professional services (other than engineering, architectural or land surveying services which will follow Quality Based Selection (QBS) requirements established in 50 ILCS 510). Additional competitive bid requirements may apply by statute or as a condition of using funds from an outside source.
3. All purchases over the respective limit of \$30,000, which require the use of either formal bids or requests for proposals, must be approved by the full Champaign County Board.
4. The Champaign County Purchasing Policy Ordinances, establish the procedures to be followed in all purchasing activities.

Risk Management

1. To forecast expenditures for its self-funded insurance program for workers compensation and liability, the county hires an actuarial consulting firm to review loss history and recommend funding taking into consideration claims, fixed costs, fund reserves, and national trends.
2. At a minimum, the County strives to maintain the actuary-recommended fund balance, defined as the Discounted Actuarial Central Estimate of Unpaid Claim Liability.

Salary Administration

1. The County's ~~Personnel Policy includes~~ Salary Administration Guidelines will be followed for departments whose personnel budgets are subject to the County Board's personnel appropriation procedures.
2. The County Executive is responsible for computing salaries and fringe benefits costs for all departments.
3. Increases for non-bargaining employees will be recommended by the County Executive at the beginning of the budget cycle and forwarded to the County Board for inclusion in the annual budget.

RESOLUTION NO.

RESOLUTION ESTABLISHING THE BUDGET PROCESS for CHAMPAIGN COUNTY for FY2024

WHEREAS, per 55 ILCS 5/2-5008 the County Executive shall prepare and submit to the County Board for its approval the annual budget for the county; and

WHEREAS, the Champaign County Board determines it appropriate to establish a formal process for the compilation, presentation, approval, and execution of the annual budget; and

WHEREAS, based on the forecasted receipt of both revenues and expenditures, the Finance Committee recommends guidelines for its consideration of the FY2024 annual budget;

NOW, THEREFORE, BE IT RESOLVED, by the County Board of Champaign County, Illinois, that the following guidelines are hereby adopted for the submission, review, preparation, and implementation of the FY2024 Budget:

BUDGET CALENDAR

The County's fiscal year begins on January 1 and ends on December 31.

June 7	Budget instruction meeting for County departments Instructions for budget submission sent to outside agencies
July 7	Budgets DUE from departments
July 10-21	Internal department budget review meetings
July 24-28	External department budget review meetings
Aug. 1-11	Confirm tax revenues & other revenue estimates
Aug. 28-30	6:00pm each evening – Legislative Budget Hearings before the County Board
Sept. 12/21	Presentation of Budget Overview and decision points for Board direction
Sept. 28	Special Finance Committee of the Whole meeting for public comment on the Proposed Budget and Committee refinements to the Proposed Budget
Oct. 10	Tentative Budget forwarded by Finance Committee to County Board
Oct. 19	Receive and place on File FY2024 Tentative Budget and County Board Truth in Taxation Public Hearing (<i>if required</i>)
Nov. 14	Final Budget forwarded by Finance Committee to County Board
Nov. 21	County Board approval of Final FY2024 Budget and Tax Levy Ordinance

FORM OF THE BUDGET

The final Budget document must include the following, showing specific amounts:

- Statement of financial information including prior year revenue and expenditure totals, and current year and ensuing year revenue and expenditure projections; and
- Statement of all moneys in the county treasury unexpended at the termination of the last fiscal year; and
- Statement of all outstanding obligations or liabilities of the county incurred in any preceding fiscal year; and
- Any additional information required by state law.

PROPERTY TAX REVENUE

The County Board directs the preparation of the property tax revenue for FY2024 be calculated in accordance with the Property Tax Extension Limitation Law (PTELL).

BUDGET DEVELOPMENT PROCESS FOR ALL FUNDS/DEPARTMENTS

Budgets should be prepared as follows:

1. Presented within the County Board’s definition of a balanced budget; and
2. Be performance-based and focused on goals, objectives, and performance indicators; and
3. Aligned to the County’s Strategic Plan; and
4. An objective and analytic projection of revenues including any recommendations for fee increases or modifications to revenue structure; and
5. Personnel appropriation (with the exception of the Regional Planning Commission) will be completed by Administrative Services based on salary administration guidelines, negotiated labor contracts and the non-bargaining salary increase approved by the County Board; and
6. Fund balances with an explanation for variances in ending fund balance greater than a ten percent increase or decrease.

GENERAL CORPORATE FUND BUDGET REQUESTS

In addition to the above, General Fund budgets should be prepared as follows:

1. Requests for new positions will be made on forms provided during budget instructions.
2. Budgeting for contra-expense will permit estimated underspending to be appropriated for other costs within the budget without reducing available personnel appropriation in individual departments.
 - Administration’s recommendation for the negative salary expenditure is 1.5% of total General Fund full-time appropriations.
 - Administration’s recommendation for the negative health insurance expenditure is 5% of the total General Fund health insurance appropriation based on enrollment at the time of budget preparation.
3. Personnel costs represent the largest percentage of General Fund expenditures. The County has been investing in larger than historical wage increases and funded several new positions. It is therefore essential for the County to limit increases in non-personnel costs. Commodities, services, and equipment appropriation will be held flat against the FY2023 Original Budget with the exception of increases for competitively bid contracts and documented cost increases for services (examples: Corrections medical contract, utility rate increases, and joint ventures with other agencies such as METCAD and ARMS).
 - One-time appropriation allowed in FY2023 will be removed from the FY2024 budget.
 - Requests for additional non-personnel appropriations will be made on forms provided during budget instructions.

AMERICAN RESCUE PLAN ACT FUNDING

Through the budget process, departments may propose projects for possible one-time appropriations from ARPA funds, on forms provided during budget instructions, to be forwarded to the Board for consideration.

CAPITAL ASSET REPLACEMENT FUND (CARF)

Capital asset replacement programs have an impact on the General and Public Safety Sales Tax funds. The County Board directs administration to prepare the Capital Asset Replacement Fund utilizing available General and Public Safety Sales Tax revenues to support:

1. Funding for maintenance scheduled in the Facilities Capital Plan; and
2. Funding for projects scheduled in the Information Technology Plan (General County projects only), taking into consideration the County’s readiness to proceed with planned projects; and

Resolution No.

3. Funding for CARF equipment, technology, and items scheduled for replacement in FY2024, with reserve funding for future CARF replacement schedules based on financial capacity within the budget; and
4. With consideration given to the additional equipment and furnishing needs of County departments relocating to County Plaza based on available financial resources.

FINANCIAL POLICIES

The final Budget shall further be prepared in acknowledgement of the Champaign County Board Financial Policies.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this ____ day of May 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: _____



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
Michelle Jett, Director of Administration
Mary Ellen Wuellner, Grant Writer
Kathy Larson, Economic Development Specialist/ARPA Project Manager
DATE: April 24, 2023
RE: Summary of Broadband Expansion Project

This memo outlines the steps that have been taken, to date, to carry out the County Board's goal to expand broadband infrastructure and remove barriers to internet connectivity throughout the county.

Establishment of County Broadband Task Force, September 2021

A task force was convened in September 2021 to identify the gaps in internet connectivity across Champaign County and review options available to address the gaps. The task force consisted of representatives of the Champaign County Board, the Champaign County Farm Bureau, local small businesses, the University of Illinois, the real estate profession, and Champaign County staff. Task force members: Samantha Burnett, Samantha Carter, M.C. Neal, Brad Passalacqua, Kyle Patterson, Jacob Paul, Mike Smeltzer, Eric Thorsland, and Brad Uken.

Selection of Broadband Plan Consultant, October 2021

In response to an RFP developed by the task force, Finley Engineering and CCG Consulting were hired to conduct a Broadband Plan for Champaign County. The scope of the project was to create *a sustainable broadband master plan for the entire county to address existing digital inequities and barriers to access, adoption, and utilization of robust broadband by all residents, businesses, and institutions*. The consultants were tasked with developing a connectivity solution that would include a build-out plan, cost estimates, and potential funding options.

Consultant Findings, March 2022

Based on their analysis of current conditions, the consultants outlined the following conclusions in their project report:

- **Access.** There is a large disparity between broadband availability in towns and cities versus rural areas.
- **Speed.** Inadequate broadband download/upload speeds are a significant problem across the county. In rural areas, the upload speeds are so slow as to be nearly non-functional. In urban areas, many residential dwellings and businesses do not have adequate upload broadband to enable multiple people to use bandwidth at the same time. Areas capable of receiving less than

25/3 Mbps speeds are characterized by the FCC as *unserved*, while those capable of less than 100/20 Mbps are characterized as *underserved*.

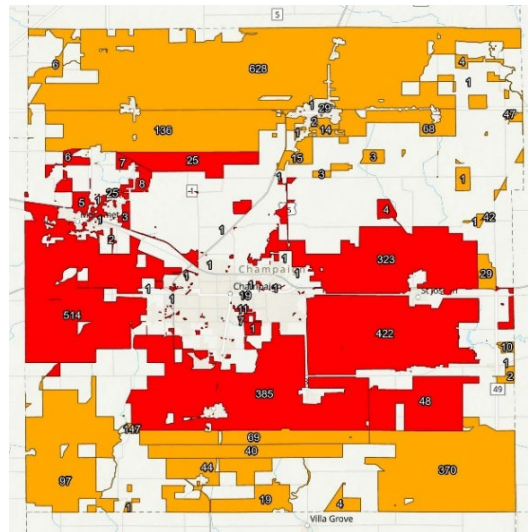
- **Funding Considerations.** The consultants provided a financial analysis indicating a need for significant grant funding to build the networks needed to bring broadband to the rural areas of Champaign County. Fortunately, unprecedented amounts of federal and state grant funding is or will soon be available for broadband expansion.
- **Growth Potential.** Any broadband solution needs to be built for future needs. Broadband usage and expectations have been growing at a steady rate since the 1980s with no slowdown expected.
- **Equity.** Broadband access and affordability concerns are most heavily felt by low-income households, minorities, rural residents, the farming community, and small rural businesses.

Community Survey, Summer 2022

From May to July 2022, the Center for Innovation in Teaching & Learning (CITL) at UIUC conducted a community survey of rural areas and smaller towns throughout Champaign County to gauge level of need and support for the expansion of broadband internet service. Applicants for all state and federal broadband grants must be able to document the results of a *statistically valid* community survey. The survey indicated that 73% of respondents “strongly” support the expansion plan, while another 15% were “somewhat” supportive. Regarding the numbers who would subscribe to the new service, known as the “take rate”, 33% would “definitely” subscribe while another 32% would “probably” subscribe. Additional information gathered through the survey substantiated the need for faster, more reliable, and more affordable internet access and documented how pervasive the use of the internet has become in all aspects of work, school, farming, and household life for Champaign County residents.

Selection of Internet Service Providers, July – August 2022

On behalf of the task force, Finley Engineering prepared a Request for Information to seek feedback from Internet Service Providers for build-out of the county’s broadband network. The RFI was sent to all ISPs operating in the state of Illinois and posted publicly. At the task force’s recommendation, five of the nine firms that submitted proposals were interviewed. Based on their RFI submittals and subsequent interviews, two firms – Volo and Nextlink – were selected to share the broadband build-out of the unserved and underserved portions of Champaign County.



This map shows the portions of the county to be addressed by each provider. Volo’s areas are in red and Nextlink’s in gold.

Allocation of American Rescue Plan Act (ARPA) Funds

- In the County’s FY 2022 budget, the County Board committed \$3 million in ARPA funding to broadband projects from Tranche One.

- The Board committed an additional \$7 million in ARPA funding to broadband projects in FY 2023 from Tranche Two.
- Grant agreements allocating \$4.7 million (\$1.2 million of Tranche One and \$3.5 million of Tranche Two) each to Volo and Nextlink are currently being finalized to expand rural broadband connectivity.
- The County’s ARPA commitment will cover 15% of the total project cost and will provide a one-to-one match for the ISPs’ contribution to the project. The remaining 70% is expected to come from Connect Illinois grant funding or the federal Broadband Equity, Access, and Deployment (BEAD) program.
- As with all ARPA-funded projects, funds must be obligated by December 31, 2024 and spent on those obligated costs by the end of 2026.

Champaign County Farm Bureau Role

In July 2022, the County Board allocated \$31,750 from ARPA Tranche One to the Champaign County Farm Bureau to educate the public, develop support, and manage easement issues for the broadband project. Education will consist of holding public meetings, developing a website, and using email and social media to engage residents, taxing bodies, and civic groups in the ongoing efforts.

Housing Authority Digital Equity and Inclusion Project, Fall 2022

In November 2022, the County Board allocated ARPA Tranche One funding to Volo to deliver internet access to the seventeen multi-family residential facilities managed by the Housing Authority of Champaign County. ARPA funds totaling \$174,731 would cover 25% of the project cost and provide a dollar-for-dollar match to Volo’s contribution. The remaining project cost is expected to come from a state grant.

Broadband Requirements

Projects funded by ARPA must be designed to provide service to unserved or underserved households or businesses and, upon completion: (i) reliably meet or exceed symmetrical 100 Mbps download speed and upload speeds; or (ii) in limited cases, reliably meet or exceed 100 Mbps download speed and between 20 Mbps and 100 Mbps upload speed and be scalable to a minimum of 100 Mbps download and upload speeds.

Spring 2023 Status

As of Spring 2023, the Volo project to enable internet access for Housing Authority properties has a signed contract and is ready to proceed.

The rural broadband expansion contracts for County ARPA funds to assist Volo and Nextlink are in development and negotiation, while the providers also prepare and submit other grant applications.

The County is also coordinating agreements with Finley Engineering for their assistance in overseeing the rural broadband expansion implementation.



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: May 3, 2023

RE: REVIEW and RECOMMENDATION for HR Generalist

Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on April 11, 2023, the Job Content Evaluation Committee has met to review the request of the County Executive and Director of Administration to review and evaluate the proposal to create the new position of HR Generalist.

REPORT:

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by Michelle Jett, Director of Administration. The Committee was also provided with a job description for the position. Ms. Jett met with the Committee and explained the parameters and scope of responsibility for the position, including the level of expertise, the understanding of human resource practices, 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: April 11, 2023
Date of Review by the JEC: April 25, 2023
Department Requesting: County Executive
Recommended Title of Position: HR Generalist
Evaluated Job Points: 604
Recommended Classification Range: H
FY2023 Current Range Minimum: \$21.20
FY2023 Current Range Midpoint: \$26.50
FY2023 Current Range Maximum: \$31.80
Bargaining Status: Non-Bargaining
FLSA Status: Exempt

Pursuant to this review and evaluation, the Committee recommends the creation of the HR Generalist position and its classification as a Grade Range H. 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 to add this position in the FY2024 budget process.

REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:

The Policy, Personnel & Appointments Committee recommends to the Finance Committee approval of the creation of the HR Generalist position to be assigned to Grade Range H, effective May 18, 2023.

REQUESTED ACTION for FINANCE:

The Finance Committee recommends to the County Board approval of the creation of the HR Generalist position to be assigned to Grade Range H, effective May 18, 2023.

Thank you for your consideration of this recommendation.

Attachments

- HR Generalist Job Description
- Administrative Services Org Chart

Champaign County Job Description

Job Title: Human Resources Generalist

Department: Administrative Services

Reports to: Director of Administration

FLSA Status: Exempt

Grade Range: H

Prepared Date: March 2023

SUMMARY: Provides technical support and assistance on all human resource functions of the county. 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.

- Supports the Director of Administration with comprehensive record keeping system with regard to all human resource regulatory compliance including EEO and ADA and maintain employee files and records in electronic and paper form.
- Responsible for contributing to the creation of and implementation of employee training and development programs.
- Responsible for facilitating new employee onboarding, contributing to the consistent improvement of the process, and helping to organize continuing training and development initiatives.
- Represent the County in the community as a career destination, develop and facilitate recruitment initiatives.
- Promote the employee wellness program and other human resources to support an efficient, healthy work environment at the County.
- Provide support to employees in various human resource-related topics such as leaves and compensation and with the involvement of the Director of Administration, resolve any issues that may arise.
- Gather and analyze data with useful human resource metrics.
- Ensure compliance with labor regulations and union contracts.
- Process Family Medical Leave requests and certification paperwork.
- Assists with job analysis and development of job descriptions.
- Assist with compensation survey and analysis
- Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Excellent verbal and written communication skills.

Excellent interpersonal, negotiation, and conflict resolution skills.

Excellent organizational skills and attention to detail.

Excellent time management skills with a proven ability to meet deadlines.

Strong analytical and problem-solving skills.

Ability to prioritize tasks and to delegate them when appropriate.

Ability to act with integrity, professionalism, and confidentiality.

Champaign County Job Description

Thorough knowledge of employment-related laws and regulations.

Proficient with Microsoft Office Suite or related software.

Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

EDUCATION and/or EXPERIENCE

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

PHYSICAL DEMANDS

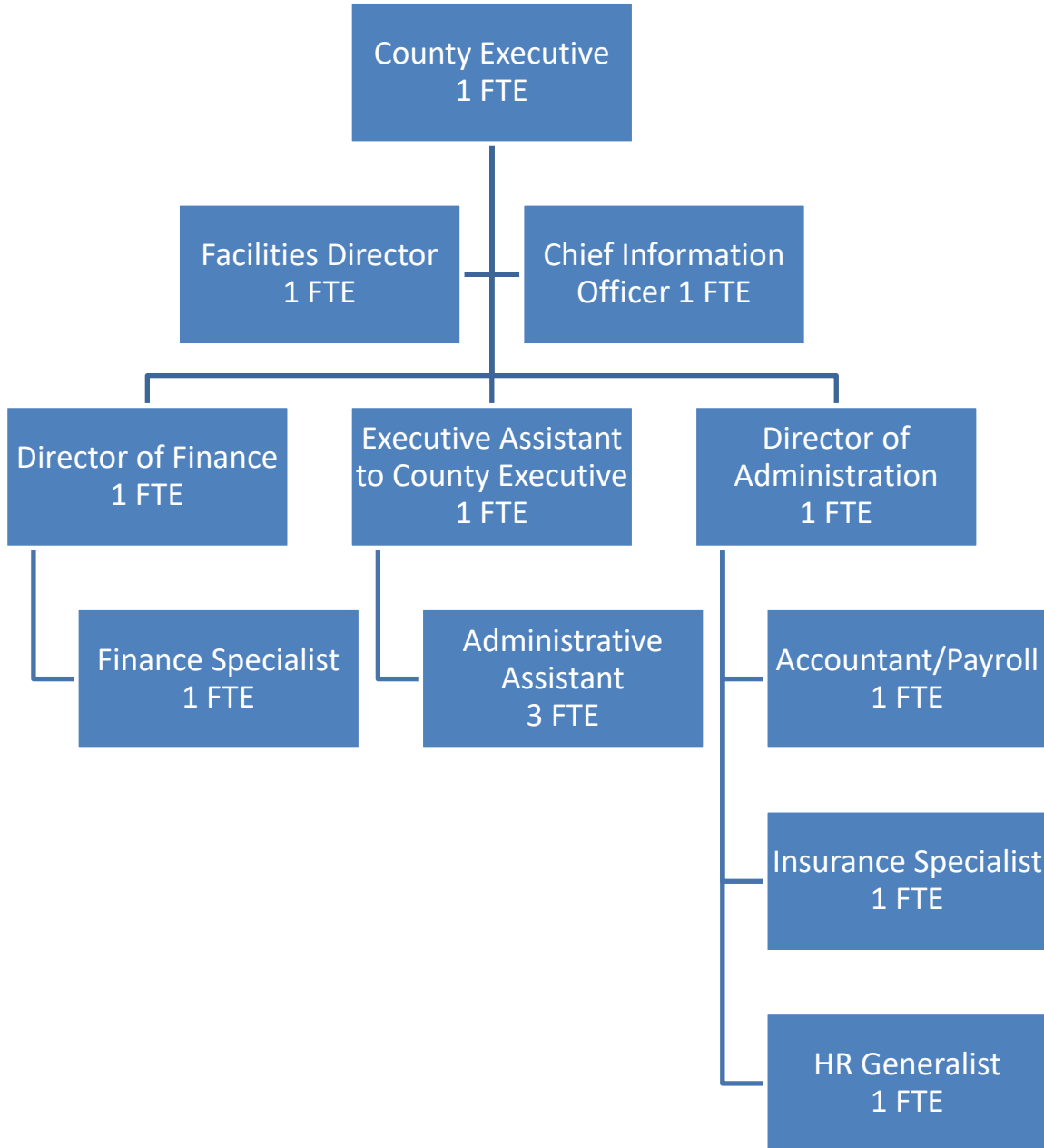
This position requires lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, a significant portion of the workday is sitting or standing, with sporadic walking, the sitting would require pushing and pulling of arm or leg controls.

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:13 FTE



Rosecrance, Inc (Formerly Community Elements)
 Champaign Co Re-Entry Grant
 For the Month Ending March 31, 2023

	Jan	Feb	Mar	Total YTD
1. Personnel Costs	\$24,059	\$22,938	\$25,421	\$72,418
2. Payroll Taxes/Benefits	\$5,616	\$6,697	\$7,630	\$19,943
Computer Hardware & Software	\$0	\$0	\$0	\$0
Total Equipment	\$0	\$0	\$0	\$0
Property Insurance	\$31	\$31	\$31	\$93
Building & Grounds Maintenance	\$0	\$0	\$0	\$0
Utilities	\$432	\$23	\$216	\$671
Janitorial Service	\$272	\$286	\$343	\$901
Equip Maintenance Agreements	\$152	\$161	\$208	\$521
Depreciation	\$582	\$570	\$562	\$1,714
Total Occupancy	\$1,469	\$1,071	\$1,360	\$3,900
Office Supplies	\$57	\$56	\$47	\$160
Contractual / Professional Fees	\$765	\$670	\$642	\$2,077
Travel / Training	\$366	\$230	\$264	\$860
Client Assistance	\$0	\$0	\$0	\$0
Other Rent	\$0	\$0	\$0	\$0
Telephone / Cell Phone	\$379	\$355	\$188	\$922
Liability / Malpractice Insurance	\$345	\$345	\$345	\$1,035
Moving & Recruiting	\$0	\$0	\$0	\$0
Total Program Expenses	\$33,056	\$32,362	\$35,897	\$101,315
ALLOCATED M&G	\$8,186	\$8,070	\$8,069	\$24,325
TOTAL EXPENSE	\$41,242	\$40,432	\$43,966	\$125,640
Re-Entry Indirect - 11.9% Max				
Max M&G Allowed	\$4,465	\$4,371	\$4,849	\$13,685
Champaign County Total	\$37,521	\$36,733	\$40,746	\$115,000
Champaign County Paid	\$8,333	\$8,333	\$8,333	\$25,000