



**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE**

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

County of Champaign, Urbana, Illinois

Tuesday, June 13, 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. May 9, 2023 – Regular Meeting

1-7

V. Public Participation

VI. Communications

VII. 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 – April 2023
- Public Defender – May 2023
- Animal Control – April 2023
- Emergency Management Agency – April & May 2023

B. Rosecrance Re-Entry Financial Report – April 2023 (*information only*)

8

C. Other Business

D. Chair’s Report

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

VIII. Policy, Personnel, & Appointments

A. County Executive

1. Monthly HR Report – April & May 2023

9-20

2. Appointments/Reappointments (*italics indicates incumbent*)

a. Resolution Appointing Stephanie Dable to the Prairieview Cemetery Association, term ending 6/30/2026

21

b. Resolution Appointing *Tom Kacich* to the Clements Cemetery Association, term 7/1/2023-6/30/2029

22

c. Resolution Appointing *Lyndon Goodly* to the County Board of Health, term 7/1/2023-6/30/2026

23

- 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)* 24-32
- 3. Review and recommendation to the County Board for the Clerk, Tax Map Technician, Assistant Deputy/Appraiser and Assistant Deputy/Sales Analyst positions in the Supervisor of Assessments Office 33-45
- 4. Recommendation to the Finance Committee for approval to amend the schedule of authorized positions in the Highway Department 46-48
- 5. Award of contract to Telecom Innovations Group, pursuant to RFP 2023-001 49
 - *Contract can be viewed using this link:*
http://www.co.champaign.il.us/CountyBoard/Committee_Of_The_Whole/2023/230613_Meeting/230613_Telecom_Innovations_Group_Contract.pdf
- B. County Clerk
 - 1. Monthly Fees Report – May 2023 50
- C. County Board
 - 1. Establishing an Opioid Settlement Funding Task Force *(to be distributed)*
- D. Other Business
- E. Chair’s Report
- F. Designation of Items to be Placed on the Consent Agenda

IX. Finance

- A. Budget Amendments/Transfers
 - 1. Budget Amendment BUA 2023/05/38 51-52
 - Fund 1080 General Corporate / Dept 016 Administrative Services
 - Increased Appropriations: \$35,297
 - Increased Revenue: \$0
 - Reason: Creation and hiring of a Finance Specialist for the remainder of FY2023.
 - 2. Budget Amendment BUA 2023/05/603 53-57
 - Fund 2475 RPC Econ Development Loans / Dept 475 RPC Econ Development Loans
 - Increased Appropriations: \$1,272,751
 - Increased Revenue: \$0
 - Reason: To ensure expenditures are not overdrawn due to the requirement by DCEO to repay the outstanding cumulated interest and principal payments associated with the Illinois’ CSBG program.

3. Budget Transfer BUA 2023/05/729 58-61
Fund 1080 General Corporate / Dept 036 Public Defender
Amount: \$21,000
Reason: To enter into a contract with private counsel to cover post-conviction cases for the remainder of FY2023.

4. Budget Amendment BUA 2023/06/64 62-64
Fund 2609 Tax Indemnity Fund / Dept 026 County Treasurer
Increased Appropriations: \$99,000
Increased Revenue: \$0
Reason: To pay judgment ordered in court case 2022TX89.

B. Treasurer

1. Monthly Report – April 2023 – Reports are available on the Treasurer’s webpage at:
<https://www.co.champaign.il.us/treasurer/reports.php>

C. Auditor

1. Monthly Report – April 2023 – Reports are available on the Auditor’s webpage at:
<http://www.co.champaign.il.us/auditor/countyboardreports.php>

2. Authorizing Interfund Loans from Reserves to Other Funds 65

D. Circuit Clerk

1. Intergovernmental Agreement between Illinois Department of Healthcare and Family Services and Champaign County Circuit Clerk 66-86

E. County Executive

1. Ordinance Establishing Salary Administration Guidelines for Champaign County Departments 87-93

2. Approving FY2024 Non-Bargaining Employee Salary and Budgeting for Vacancies Recommendation 94-95

3. Recommendation to the County Board for approval to amend the schedule of authorized positions in the Highway Department 96-98

F. Other Business

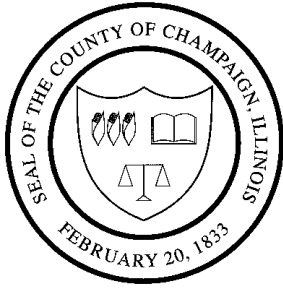
G. Chair’s Report

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

X. Other Business

XI. Adjournment

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



**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE**

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

County of Champaign, Urbana, Illinois

Tuesday, May 9, 2023 at 6:30 p.m.

Shields-Carter Meeting Room

Brookens Administrative Center

1776 East Washington Street, Urbana, Illinois

10

11 **MINUTES – Subject to Review and Approval**

12 **Members Present:** Samantha Carter, Lorraine Cowart, Aaron Esry, Stephanie Fortado, Jim Goss, Elly
13 Hanauer-Friedman, Stan Harper, Mike Ingram, Jennifer Locke, Jenny Lokshin,
14 Diane Michaels, Kyle Patterson, Brett Peugh, Emily Rodriguez, Jilmala Rogers,
15 Tom ‘Ed’ Sexton, Chris Stohr, Jennifer Straub, Leah Taylor, and Bethany
16 Vanichtheeranont

17

18 **Members Absent:** Eric Thorsland and Jeff Wilson

19

20 **Others Present:** Steve Summers (County Executive), Tami Ogden (Director of Finance), Mary Ward
21 (Recording Secretary)

22 **Agenda Items**

23

24 **I. Call to Order**

25

26 Mr. Patterson called the meeting to order at 6:34 p.m.

27

28 **II. Roll Call**

29

30 Roll Call was taken, and a quorum was declared present.

31

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

33

34 **MOTION** by Ms. Carter to approve the agenda; seconded by Ms. Taylor. Upon vote, the **MOTION**
35 **CARRIED** unanimously.

36

37 **IV. Approval of Minutes**

38 A. April 11, 2023 – Regular Meeting (*to be distributed*)

39

40 **MOTION** by Mr. Ingram to approve the minutes of April 11, 2023; seconded by Ms. Michaels. Upon vote,
41 the **MOTION CARRIED** unanimously.

42

43 **V. Public Participation**

44

45 There was no public participation.

46

47 **VI. Communications**

48

49 Ms. Carter said she participated in the Highway Committee on Friday when they honored Ms. Cowart. Ms.
50 Cowart has been on the County Board nearly 40 years and 23 of those years she has served on the Highway
51 and Transportation Committee. She exemplifies strength in our community and has been a long-serving
52 public servant that we are thankful for.

53

54 Ms. Michaels added that there was a wonderful turnout for Ms. Cowart and encouraged everyone to stop by
55 the Highway department and check out the beautiful plaque.

56

57 Mr. Stohr reminded the Board that May 20th is the Residential Electronics Recycling Collection day.

58 VII. **Policy, Personnel, & Appointments**

59 A. County Executive

60 1. Appointments/Reappointments (*italics indicates incumbent*)

61 a. Resolution Appointing *John Bergee* (D) to the Board of Review, term 6/1/2023-5/33/2025

62
63 b. Resolution Appointing *Ladell Myrick* (D) to the Urbana-Champaign Sanitary District, term
64 6/1/2023-5/31/2026

65
66 c. Resolution Appointing Lisa Liggins-Chambers to the Mental Health Board, unexpired term
67 ending 12/31/2025

68
69 **OMNIBUS MOTION** by Ms. Rogers and seconded by Ms. Cowart to recommend County Board
70 approval of resolutions appointing each member to their respective boards. A friendly amendment was
71 made to the motion to correct the date of the Board of Review appointment to 5/31/25 by Mr. Ingram.
72 Both Ms. Rogers and Ms. Cowart accepted the amendment. Upon vote, the **MOTION CARRIED**
73 unanimously.

74
75 d. Currently vacant appointments – full list and information is available on the County’s website at:
76 <http://www.co.champaign.il.us/CountyExecutive/appointments/CurrentVacantOpenings.pdf>
77 (*information only*)
78

79 Information only

80
81 e. Applications for open appointments (*information only*)

82
83 Information only

84
85 2. Request for Job Content Evaluation Committee to review the Clerk(s), Tax Map Technician,
86 Assistant Deputy/Appraiser and Assistant Deputy/Sales Analyst positions for the Supervisor of
87 Assessments

88
89 3. Request for Job Content Evaluation Committee to review the GIS Technician position for the
90 Champaign County GIS Consortium

91
92 **OMNIBUS MOTION** by Ms. Rogers to recommend the Clerk(s), Tax Map Technician, Assistant
93 Deputy/Appraiser and Assistant Deputy/Sales Analyst for the Supervisor of Assessments and the GIS
94 Technician position for the Champaign County GIS Consortium be sent to the Job Content Evaluation
95 Committee; seconded by Ms. Straub. Upon vote, the **MOTION CARRIED** unanimously.

96
97 4. Recommendation to the County Board for approval of the updated job description for the Information
98 and Technology Specialist in the County Clerk’s Office, effective May 18, 2023

99
100 **MOTION** by Ms. Lokshin to recommend County Board approval of the updated job description for the
101 Information and Technology Specialist in the County Clerk’s Office; seconded by Mr. Patterson.

102
103 Ms. Patton, of the Clerk’s office, was asked if the job class remained the same. It did not move up and
104 will not have an impact on the budget. The question was also asked as to why this position is under the
105 Clerk’s office and not supervised by IT? The ultimate goal is to have this under IT. There is a huge,
106 complicated technical component with elections and there has been a lot of turnover in IT and not sure
107 they are ready to handle this at this time. There is a great deal of collaboration that happens with IT and
108 the goal is to get this position moved over to them.

- 109 Upon vote, the **MOTION CARRIED**.
110
111 5. Recommendation to the Finance Committee for approval of the creation of the HR Generalist position
112 to be assigned to Grade Range H, effective May 18, 2023
113
114 **MOTION** by Ms. Taylor to recommend to the Finance Committee for approval of the creation of the HR
115 Generalist position to be assigned to Grade Range H, effective May 18, 2023; seconded by Ms. Carter.
116 Upon vote, the **MOTION CARRIED** unanimously.
117
118 6. Resolution Honoring Stanley Summers
119
120 **MOTION** by Ms. Cowart to recommend to the County Board the Resolution Honoring Stanley
121 Summers; seconded by Mr. Patterson. Mr. Stohr read the resolution into the record. Upon vote, the
122 **MOTION CARRIED** unanimously.
123
124 Mr. Summers thanked the board for their support at this time and he knows that his Dad would really
125 have appreciated this.
126
127 B. County Clerk
128 1. Monthly Fees Report – April 2023
129
130 Information Only
131
132 C. Other Business
133
134 There was no other business.
135
136 D. Chair’s Report
137
138 There was no chair’s report.
139
140 E. Designation of Items to be Placed on the Consent Agenda
141
142 Items VII. A. 1a-c, 4, 6
143
144 **VIII. Finance**
145 A. Budget Amendments/Transfers
146 1. Budget Amendment BUA 2023/04/77
147 Fund 2083 County Highway / Dept 060 Highway
148 Increased Appropriations: \$250,000
149 Increased Revenue: \$0
150 Reason: The Highway Department’s FY2022 budget included appropriations for the purchase of a
151 Mack dump truck. The truck was ordered in April 2022 and was not delivered until 2023. The
152 unspent funds need to be added to the FY2023 budget.
153
154 **MOTION** by Ms. Cowart to recommend County Board approval of a resolution approving budget
155 amendment BUA 2023/04/77; seconded by Ms. Carter. Upon vote, the **MOTION CARRIED**
156 unanimously.
157
158 2. Budget Transfer BUA 2023/04/415
159 Fund 1080 General Corporate / Dept 060 Juvenile Detention Center

160 Amount: \$100,000
161 Reason: To transfer savings from the Regular Full-Time Employees line to the Outside Boarding line.
162 Transfer required to send juveniles to outside facilities to maintain safety and security while we
163 continue to hire and train new staff.
164

165 **MOTION** by Ms. Taylor to recommend County Board approval of a resolution approving budget
166 Amendment BUA 2023/04/415; seconded by Mr. Sexton.
167

168 Ms. Rogers had questions and discussion followed on staff vacancies and staffing and housing juveniles
169 out of County. Ms. Siders, Director of Probation and Court Services, explained the many things they are
170 doing to recruit new personnel. It is a 24/7 facility and is a hard job. There are currently 13 juveniles
171 housed in county and two in McLean County. Ms. Rogers stated that she would be voting no on this as
172 she does not support housing juveniles out of county.
173

174 Upon vote, the **MOTION CARRIED**.
175

176 3. Budget Transfer BUA 2023/04/539
177 Fund 1080 General Corporate / Dept 036 Public Defender
178 Amount: \$2,000
179 Reason: To transfer savings from the Regular Full-Time Employees line to the Employee
180 Recruitment line in order to offer a one-time relocation payment to a potential new employee.
181

182 **MOTION** by Ms. Rogers to recommend County Board approval of a resolution approving budget
183 Amendment BUA 2023/04/539; seconded by Ms. Lokshin.
184

185 Ms. Pollock, Public Defender, was available to answer questions. Mr. Goss stated he would not be
186 supporting this as he did not want to set a precedent and see this happening a lot. Ms. Pollock said she
187 may have to ask for this again. We need to be offering something the other counties are not. Ms.
188 Lokshin voiced her support and appreciated that she was thinking out of the box to attract talent to the
189 County. Ms. Carter also voiced her support for this.
190

191 Upon vote, the **MOTION CARRIED**.
192

193 B. Treasurer

194 1. Monthly Reports – January & February 2023 and March 2023 Investment Reports – are available on
195 the Treasurer’s webpage at: <https://www.co.champaign.il.us/treasurer/reports.php>
196

197 The Treasurer has all the information for the reports and just needs to compile them. This will be done
198 soon and the Investment Reports through the end of April and the General Reports will be done. That
199 will be the first time in a long time that those reports will be caught up. We appreciate those being caught
200 up.
201

202 2. Resolution Authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of
203 Purchase, permanent parcel 11-014-0039
204

205 3. Resolution Authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of
206 Purchase, permanent parcel 30-060-0021
207

208 **OMNIBUS MOTION** by Ms. Michaels to recommend County Board approval of a resolution
209 authorizing the County Executive to assign a mobile home tax sale certificate of purchase for permanent

210 parcels 11-014-0039 and 30-060-0021; seconded by Mr. Sexton. Upon vote, the **MOTION CARRIED**
211 unanimously.

212
213 C. Auditor

214 1. Monthly Report – March 2023 – Reports are available on the Auditor’s webpage at:
215 <http://www.co.champaign.il.us/auditor/countyboardreports.php>

216 Information only.
217

218
219 D. Circuit Court

220 1. Approving the application for, and if awarded, acceptance of the Adult Redeploy Illinois
221 Implementation Grant

222
223 **MOTION** by Mr. Goss to approve the application for, and if awarded, acceptance of the Adult Redeploy
224 Illinois Implementation Grant; seconded by Ms. Taylor.

225
226 Kyle Schiebert, Problem Solving Court Coordinator was present to answer questions. The question was
227 asked why the request was only for \$400,000 and not the full \$1 million that’s available. At this time, we
228 only have a functioning Drug Court and have not yet started development of the Mental Health Court.
229 We started with just what we need for Drug Court and have the opportunity next summer to ask for more
230 to supplement the Mental Health Court, once that becomes more tangible. Mr. Stohr said he has high
231 hopes and expectations for this. This is something that has been wanted for quite some time. Ms.
232 Fortado asked if there is any consequence if we don’t hit the goal regarding IDOC commitments. There
233 is a potential penalty, but ICJIA does get involved and give assistance if there are circumstances beyond
234 our control. We have been hitting that goal of reduction of commitments for the past few years.

235
236 Upon vote, the **MOTION CARRIED** unanimously.

237
238 E. County Executive

239 1. Resolution Adopting the Champaign County Financial Policies

240
241 **MOTION** by Ms. Taylor to recommend County Board approval of a resolution adopting the Champaign
242 County Financial Policies; seconded by Ms. Rogers. Ms. Fortado thanked Ms. Ogden and the
243 Executive’s office for the work put into this. Upon vote, the **MOTION CARRIED** unanimously.

244
245 2. Resolution Establishing the Budget Process for Champaign County for FY2024

246
247 **MOTION** by Mr. Goss to recommend County Board approval of a resolution establishing the Budget
248 Process for Champaign County for FY 2024; seconded by Ms. Straub. Upon vote, the **MOTION**
249 **CARRIED** unanimously.

250
251 3. Broadband Expansion Project Update (*discussion only*)

252
253 Mary Ellen Wuellner, Grant Writer, and Bailey Conrady, Manager, Champaign County Farm Bureau
254 gave an update on the Broadband Expansion Project. The memorandum in the packet gives a good
255 overview of the project. Farm Bureau’s role is outreach and helping with easements. Because we were
256 pro-active and forward thinking, we are far ahead of other counties. This puts us in a position to be able
257 to take advantage of upcoming rounds of grant funding. Champaign County is well positioned to be the
258 example of how this can work and how we can bring broadband to the rural areas.

259
260

261 Volo and Nextlink were selected as the internet service providers. Board members were pleased with the
262 progress being made, glad they had made the decision to make broadband a priority and liked that we are
263 the leader in this area. The question was asked when they anticipated the first mile would be laid. In a
264 perfect world, it would be possible that it could be this fall, but we will have to see. Members asked what
265 they can do to help. It is mostly to emphasize to constituents how much this is needed in the rural areas.
266 It was also mentioned rural is not just “out there”. There are also neighborhoods on the outskirts of
267 Champaign, Urbana, Rantoul, etc. that do not have high speed internet. The discussion also went to the
268 issue of easements and the challenges that arise with absentee owners.
269

270 4. Recommendation to the County Board for approval of the creation of the HR Generalist position to be
271 assigned to Grade Range H, effective May 18, 2023
272

273 **MOTION** by Ms. Taylor to recommend County Board approval for the creation of the HR generalist
274 position to be assigned to Grade Range H, effective May 18, 2023; seconded by Ms. Locke. This is
275 putting the position on the org chart, but the Board will have to decide how and when to fund this
276 position.
277

278 Upon vote the **MOTION CARRIED** unanimously.
279

280 F. Other Business

281
282 There was no other business.
283

284 G. Chair’s Report

285
286 Ms. Fortado stated that she would not be at the full County Board in May and will also miss the
287 Committee of the Whole meeting in June.
288

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

290
291 Items included on Consent Agenda include: A. 1., B. 2. & 3., D. 1., E. 1. 2. & 4.
292

293 **IX. Justice and Social Services**

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

- 296 • Probation & Court Services – March 2023 & 1st Quarter
 - 297 • Public Defender – March & April 2023
- 298

299 Monthly reports are on the webpage.
300

301 B. Rosecrance Re-Entry Financial Report – March 2023 (*information only*)

302
303 Information only.
304

305 C. Other Business

306
307 There was no other business.
308

309 D. Chair’s Report

310
311 There was no chair’s report.

312

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

314

315 There are no items for the Consent Agenda.

316

317 X. Other Business

318

319 There was no other business.

320

321 XI. Adjournment

322

323 Mr. Patterson adjourned the meeting at 7:42 p.m.

324

325

Rosecrance, Inc (Formerly Community Elements)
 Champaign Co Re-Entry Grant
 For the Month Ending April 30, 2023

	Jan	Feb	Mar	Apr	Total YTD
1. Personnel Costs	\$24,059	\$22,938	\$25,421	\$18,937	\$91,355
2. Payroll Taxes/Benefits	\$5,616	\$6,697	\$7,630	\$6,611	\$26,554
Computer Hardware & Software	\$0	\$0	\$0	\$0	\$0
Total Equipment	\$0	\$0	\$0	\$0	\$0
Property Insurance	\$31	\$31	\$31	\$31	\$124
Building & Grounds Maintenance	\$0	\$0	\$0	\$0	\$0
Utilities	\$432	\$23	\$216	\$191	\$862
Janitorial Service	\$272	\$286	\$343	\$325	\$1,226
Equip Maintenance Agreements	\$152	\$161	\$208	\$118	\$639
Depreciation	\$582	\$570	\$562	\$569	\$2,283
Total Occupancy	\$1,469	\$1,071	\$1,360	\$1,234	\$5,134
Office Supplies	\$57	\$56	\$47	\$218	\$378
Contractual / Professional Fees	\$765	\$670	\$642	\$551	\$2,628
Travel / Training	\$366	\$230	\$264	\$290	\$1,150
Client Assistance	\$0	\$0	\$0	\$0	\$0
Other Rent	\$0	\$0	\$0	\$0	\$0
Telephone / Cell Phone	\$379	\$355	\$188	\$310	\$1,232
Liability / Malpractice Insurance	\$345	\$345	\$345	\$345	\$1,380
Moving & Recruiting	\$0	\$0	\$0	\$0	\$0
Total Program Expenses	\$33,056	\$32,362	\$35,897	\$28,496	\$129,811
ALLOCATED M&G	\$8,186	\$8,070	\$8,069	\$7,800	\$32,125
TOTAL EXPENSE	\$41,242	\$40,432	\$43,966	\$36,296	\$161,936
Re-Entry Indirect - 11.9% Max					
Max M&G Allowed	\$4,465	\$4,371	\$4,849	\$3,849	\$17,534
Champaign County Total	\$37,521	\$36,733	\$40,746	\$32,345	\$147,345
Champaign County Paid	\$8,333	\$8,333	\$8,333	\$8,333	\$33,333



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

MONTHLY HR REPORT APRIL 2023

UNEMPLOYMENT REPORT

Notice of Claims Received – 1
RPC – 1

Benefit Determination – 1
RPC – 1 Denied

PAYROLL REPORT

APRIL PAYROLL INFORMATION

Pay Group	4/6/2023		4/21/2023	
	EE's Paid	Total Payroll \$\$	EE's Paid	Total Payroll \$\$
General Corp	488	\$1,085,429.38	609	\$1,143,166.44
RPC/Head Start	270	\$442,416.33	268	\$474,141.52
Total	758	\$1,527,845.71	877	\$1,617,307.96

HEALTH INSURANCE/BENEFITS REPORT

Total Number of Employees Eligible: 617

General County Union (includes AFSCME & FOP):

146 Single; 30 EE+spouse; 58 EE+child(ren); 12 Family; 85 waived

Non-bargaining employees:

131 Single; 31 EE+spouse; 45 EE+child(ren); 11 Family; 68 waived

Life Insurance Premium paid by County: \$1,552.59

Health Insurance Premium paid by County: \$427,364.49

WORKERS' COMPENSATION REPORT

Entire County Report	April 2022	April 2023
New Claims	0	2
Closed	1	4
Open	13	38

TURNOVER REPORT

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

General County

April 2023: 1.20% average over the last 12 months

April 2023: 9 out of 749 Employees left Champaign County: 8 resignations, 1 dismissal

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

Agendas Posted	15	Meetings Staffed	3	Minutes Posted	6
Appointments Posted	15	Notification of Appointment	12	Contracts Posted	7
Calendars Posted	5	Resolutions Prepared	30	Ordinances Prepared	2

VACANT POSITIONS

As of COB 4/30/2023

Total Position Vacancies	49		12 of 23 depts have vacancies
New Vacancies This Month	8	\$ 2,611,034.40	Pay roll for the current vacancies if remained unfilled for 1 year.
Vacancies from 2023	14		
Vacancies from 2022	23	97,760	Hours of current vacancies if remained unfilled for 1 year
Vacancies from 2021	4		
Intentionally Vacant	3		

ADMINISTRATIVE SERVICES	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None				

ANIMAL CONTROL	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Warden	12/19/2022	\$ 19.75	2080	\$ 41,080.00

AUDITOR'S OFFICE	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None				

BOARD OF REVIEW	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None				

CIRCUIT CLERK'S OFFICE	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Director of Operations	8/31/2021	\$ 27.14	1950	\$ 52,923.00
Legal Clerk			1950	

CIRCUIT COURT	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Law Librarian			1040	

COUNTY BOARD	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
County Administrator			1950	\$ 130,000.00

COUNTY CLERK'S OFFICE	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Tax Extension Specialist	4/25/2023	\$ 24.00	1950	\$ 46,800.00

CORONER	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Deputy Coroner	3/8/2023	\$ 24.14	2080	\$ 50,211.20

GIS CONSORTIUM	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None				

HIGHWAY	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Maintenance	3/31/2023	\$ 32.40	2080	\$ 67,392.00

INFORMATION TECHNOLOGY	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Systems Administrator (Courthouse)	New Position	\$ 35.00	1950	\$ 68,250.00
Systems Administrator (Courthouse)	7/15/2022	\$ 38.46	1950	\$ 74,997.00

JUVENILE DETENTION CENTER	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Court Services Officer	11/28/2022	\$ 24.45	1950	\$ 47,677.50
Court Services Officer	12/26/2022	\$ 24.01	1950	\$ 46,819.50
Court Services Officer	1/8/2023	\$ 23.10	1950	\$ 45,045.00
Court Services Officer	1/15/2023	\$ 23.10	1950	\$ 45,045.00

Court Services Officer	3/8/2023	\$ 26.10	1950	\$ 50,895.00
Court Services Officer	4/10/2023	\$ 24.83	1950	\$ 48,418.50

MENTAL HEALTH	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None				

PHYSICAL PLANT	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None				

PLANNING & ZONING	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Planner	6/24/2022	32.06	1950	\$ 62,517.00
Zoning Officer	New Position	21.83	1950	\$ 42,568.50

PROBATION	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Court Services Officer	2/15/2023	24.03	1950	\$ 46,858.50

PUBLIC DEFENDER	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Asst Public Defender	9/16/2022	33.85	1950	\$ 66,007.50
Asst Public Defender	New Position	36.86	1950	\$ 71,877.00
Asst Public Defender	3/31/2023	30.47	1950	\$ 59,416.50
Asst Public Defender	4/21/2023	35.34	1950	\$ 68,913.00

SHERIFF'S OFFICE	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Clerk	9/30/2022	21.27	1950	\$ 41,476.50
Deputy Sheriff - Investigations	5/1/2023	39.37	2080	\$ 81,889.60
Deputy Sheriff - Patrol	1/31/2023	29.33	2080	\$ 61,006.40
Deputy Sheriff - Patrol	4/27/2023	29.33	2080	\$ 61,006.40
Deputy Sheriff - Patrol	5/7/2023	29.33	2080	\$ 61,006.40
Correctional Officer	4/26/2022	21.39	2080	\$ 44,491.20
Correctional Officer	5/3/2022	21.39	2080	\$ 44,491.20
Correctional Officer	5/3/2022	21.39	2080	\$ 44,491.20
Correctional Officer	6/2/2022	21.39	2080	\$ 44,491.20
Correctional Officer	6/19/2022	21.39	2080	\$ 44,491.20
Correctional Officer	6/20/2022	21.39	2080	\$ 44,491.20
Correctional Officer	8/8/2022	21.39	2080	\$ 44,491.20
Correctional Officer	8/10/2022	21.39	2080	\$ 44,491.20
Correctional Officer	8/15/2022	21.39	2080	\$ 44,491.20
Correctional Officer	12/25/2022	21.39	2080	\$ 44,491.20
Correctional Officer	2/16/2023	21.39	2080	\$ 44,491.20
Sergeant - Corrections	6/26/2022	40.62	2080	\$ 84,489.60
Sergeant - Corrections	8/25/2022	40.62	2080	\$ 84,489.60
Master Control Officer - FT	11/28/2022	18.73	2080	\$ 38,958.40
Master Control Officer - PT	7/30/2021	18.29	1040	\$ 19,021.60
Master Control Officer - PT	8/29/2021	18.29	1040	\$ 19,021.60
Master Control Officer - PT	11/23/2021	18.29	1040	\$ 19,021.60
Master Control Officer - PT	4/4/2022	18.29	1040	\$ 19,021.60
Master Control Officer - PT	7/10/2022	18.29	1040	\$ 19,021.60
Master Control Officer - PT	8/22/2022	18.29	1040	\$ 19,021.60

STATE'S ATTORNEY	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Asst State's Attorney	2/8/2023	40.39	1950	\$ 78,760.50
Asst State's Attorney - Support Enforcement	2/6/2023	33.39	1950	\$ 65,110.50
Asst State's Attorney	4/28/2023	38.21	1950	\$ 74,509.50
Admin Legal Secretary	4/24/2023	21.07	1950	\$ 41,086.50

SUPERVISOR OF ASSESSMENTS	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None				

TREASURER	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None				

VETERAN'S ASSISTANCE COMMISSION	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None				

EEO REPORT

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

April 2023 Monthly EEO Report General County Only	ads closing this month:									ads with no end date:										
	Superintendent - VAC	Kennel Worker - Animal Control	Court Services Officers - Juvenile Probation	Finance Specialist - Admin Services	Warden - Animal Control	Legal Clerk - Circuit Clerk	Court Services Officer - JDC	Custodian(PT) - Physical Plant	Custodian/Mail Services - Physical Plant	Planning Internship - Planning and Zoning	Zoning Officer - Planning & Zoning	Assistant State's Attorney (Support Enforcement) - State's Attorney	PT Master Control Officer - Sheriff	Systems Administrator - IT (2 positions)	Deputy Administrator/Veterinarian (PT) - Animal Control	Senior Engineer - Highway	Court Services Officer - JDC	Assistant State's Attorney - Experienced - State's Attorney	Administrative Legal Secretary - State's Attorney	
Total Applicants	0	0	2	5	4	10	3	2	4	1	0	2	1	5	0	1	3	1	5	49
Male	0	0	1	1	1	3	2	1	1	0	0	2	1	2	0	1	1	1	1	19
Female	0	0	1	4	3	6	1	1	3	1	0	0	0	1	0	0	2	0	4	27
NonBinary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Undisclosed	0	0	0	0	0	1	0	0	0	0	0	0	0	2	0	0	0	0	0	3
Hispanic or Latino	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	2
White	0	0	0	2	2	9	1	1	2	0	0	2	0	2	0	1	2	1	4	29
Black or African-American	0	0	2	0	1	1	1	1	2	0	0	0	1	1	0	0	1	0	1	12
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Asian	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
American Indian or Alaska Native	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Two or more races	0	0	0	0	1	0	1	0	0	0	0	0	0	2	0	0	0	0	0	4
Undisclosed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Veteran Status	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

MONTHLY HR REPORT MAY 2023

UNEMPLOYMENT REPORT

Notice of Claims Received – 2
County Clerk – 1
RPC – 1

Benefit Determination – 3
County Clerk – 2 Chargeable (1 Chargeable – Result of Protest noted on February 2023 Report)
RPC – 1 Denied (Result of Protest noted on February 2023 Report); *1 Protest filed

*Protest has been filed. Final determination will be included on a future report.

PAYROLL REPORT

MAY PAYROLL INFORMATION

Pay Group	5/5/2023		5/19/2023	
	EE's Paid	Total Payroll \$\$	EE's Paid	Total Payroll \$\$
General Corp	499	\$1,089,502.85	488	\$1,081,297.54
RPC/Head Start	267	\$436,397.04	263	\$430,552.16
Total	766	\$1,525,899.89	751	\$1,511,849.70

HEALTH INSURANCE/BENEFITS REPORT

Total Number of Employees Eligible: 613
General County Union (includes AFSCME & FOP):
 145 Single; 28 EE+spouse; 58 EE+child(ren); 12 Family; 84 waived
Non-bargaining employees:
 131 Single; 32 EE+spouse; 43 EE+child(ren); 10 Family; 70 waived
 Life Insurance Premium paid by County: \$1,535.30
 Health Insurance Premium paid by County: \$422,494.63

TURNOVER REPORT

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

General County

May 2023: 7.10% average over the last 12 months

May 2023: 50 out of 704 Employees left Champaign County: 5 resignations, 1 retirement, 44 **inactivated election workers**

WORKERS' COMPENSATION REPORT

<u>Entire County Report</u>	<u>May 2022</u>	<u>May 2023</u>
New Claims	6	1
Closed	6	4
Open	24	22

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

Agendas Posted	18	Meetings Staffed	7	Minutes Posted	11
Appointments Posted	1	Notification of Appointment	3	Contracts Posted	11
Calendars Posted	5	Resolutions Prepared	32	Ordinances Prepared	3

VACANT POSITIONS

As of COB 5/31/2023

Total Position Vacancies	52	
New Vacancies This Month	12	12 of 23 depts have vacancies \$ 2,605,287.90 Pay roll for the current vacancies if remained unfilled for 1 year.
Vacancies from 2023	16	
Vacancies from 2022	20	99,730 Hours of current vacancies if remained unfilled for 1 year
Vacancies from 2021	4	
Intentionally Vacant	3	

ADMINISTRATIVE SERVICES	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None				

ANIMAL CONTROL	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Warden	5/10/2023	\$ 18.99	2080	\$ 39,499.20
Warden	5/24/2023	\$ 18.99	2080	\$ 39,499.20
Veterinarian	3/24/2023	\$ 51.72	1000	\$ 51,720.00

AUDITOR'S OFFICE	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None				

BOARD OF REVIEW	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None				

CIRCUIT CLERK'S OFFICE	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Legal Clerk			1950	
Director of Operations	8/31/2021	\$ 27.14	1950	\$ 52,923.00
Legal Clerk	5/4/2023	\$ 18.11	190	\$ 1,950.00
Legal Clerk	5/14/2023	\$ 17.00	1950	
Legal Clerk	5/25/2023	\$ 18.11	1950	

CIRCUIT COURT	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Law Librarian			1040	

COUNTY BOARD	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
County Administrator			1950	\$ 130,000.00

COUNTY CLERK'S OFFICE	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Deputy Clerk	5/18/2023	\$ 17.00	1950	\$ 33,150.00

CORONER	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Deputy Coroner	3/8/2023	\$ 24.14	2080	\$ 50,211.20

GIS CONSORTIUM	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None				

HIGHWAY	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Maintenance	3/31/2023	\$ 32.40	2080	\$ 67,392.00

INFORMATION TECHNOLOGY	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Systems Administrator (Courthouse)	New Position	\$ 35.00	1950	\$ 68,250.00
Systems Administrator (Courthouse)	7/15/2022	\$ 38.46	1950	\$ 74,997.00

JUVENILE DETENTION CENTER	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Court Services Officer	11/28/2022	\$ 24.45	1950	\$ 47,677.50

Court Services Officer	12/26/2022	\$ 24.01	1950	\$ 46,819.50
Court Services Officer	1/8/2023	\$ 23.10	1950	\$ 45,045.00
Court Services Officer	1/15/2023	\$ 23.10	1950	\$ 45,045.00
Court Services Officer	3/8/2023	\$ 26.10	1950	\$ 50,895.00
Court Services Officer	4/10/2023	\$ 24.83	1950	\$ 48,418.50

MENTAL HEALTH	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None				

PHYSICAL PLANT	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Custodian	5/22/2023	16.68	1040	\$ 17,347.20

PLANNING & ZONING	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Planner	6/24/2022	32.06	1950	\$ 62,517.00
Zoning Tech	5/10/2023	19.8	1950	\$ 38,610.00
Zoning Officer	New Position	21.83	1950	\$ 42,568.50

PROBATION	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Court Services Officer	2/15/2023	24.03	1950	\$ 46,858.50

PUBLIC DEFENDER	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Asst Public Defender	New Position	36.86	1950	\$ 71,877.00
Asst Public Defender	3/31/2023	30.47	1950	\$ 59,416.50
Asst Public Defender	4/21/2023	35.34	1950	\$ 68,913.00

SHERIFF'S OFFICE	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Secretary	6/14/2023	20.61	1950	\$ 40,189.50
Deputy Sheriff - Investigations	5/1/2023	39.37	2080	\$ 81,889.60
Deputy Sheriff - Patrol	5/7/2023	42.39	2080	\$ 88,171.20
Clerk - Corrections	9/30/2022	21.27	1950	\$ 41,476.50
Corrrectional Officer	5/3/2022	24.98	2080	\$ 51,958.40
Corrrectional Officer	6/2/2022	21.39	2080	\$ 44,491.20
Corrrectional Officer	6/19/2022	28.8	2080	\$ 59,904.00
Corrrectional Officer	6/20/2022	25.86	2080	\$ 53,788.80
Corrrectional Officer	8/8/2022	24.14	2080	\$ 50,211.20
Corrrectional Officer	8/10/2022	26.28	2080	\$ 54,662.40
Corrrectional Officer	8/15/2022	26.28	2080	\$ 54,662.40
Corrrectional Officer	12/25/2022	22.61	2080	\$ 47,028.80
Corrrectional Officer	2/16/2023	21.39	2080	\$ 44,491.20
Corrrectional Officer	6/11/2023	24.19	2080	\$ 50,315.20
Sergeant - Corrections	6/26/2022	40.62	2080	\$ 84,489.60
Sergeant - Corrections	8/25/2022	40.62	2080	\$ 84,489.60
Master Control Officer - FT	11/28/2022	18.73	2080	\$ 38,958.40
Master Control Officer - PT	7/30/2021	18.29	1040	\$ 19,021.60
Master Control Officer - PT	8/29/2021	18.29	1040	\$ 19,021.60
Master Control Officer - PT	11/23/2021	18.29	1040	\$ 19,021.60
Master Control Officer - PT	4/4/2022	18.29	1040	\$ 19,021.60
Master Control Officer - PT	7/10/2022	18.29	1040	\$ 19,021.60
Master Control Officer - PT	8/22/2022	18.29	1040	\$ 19,021.60

STATE'S ATTORNEY	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Asst State's Attorney	2/8/2023	40.39	1950	\$ 78,760.50
Asst State's Attorney - Support Enforcement	2/6/2023	33.39	1950	\$ 65,110.50
Asst State's Attorney	4/28/2023	38.21	1950	\$ 74,509.50

SUPERVISOR OF ASSESSMENTS	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None				

TREASURER	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
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None

VETERAN'S ASSISTANCE COMMISSION	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
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None

EEO REPORT

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

May 2023 Monthly EEO Report General County Only	ads closing this month:					ads with no end date:														
	Senior Engineer - Highway	Administrative Legal Secretary - State's Attorney	Kennel Worker - Animal Control	Court Security Officer - Sheriff	Court Services Officer - IDC	Planning Internship - Planning and Zoning	Zoning Officer - Planning & Zoning	Assistant State's Attorney (Support Enforcement) - State's Attorney	PT Master Control Officer - Sheriff	Systems Administrator - IT (2 positions)	Deputy Administrator/Veterinarian (PT) - Animal Control	Assistant State's Attorney - Experienced - State's Attorney	PT Custodian - Physical Plant	Legal Clerk - Circuit Clerk	Court Services Officer - IDC	Court Services Officer - Adult Probation	Warden - Animal Control	PT Kennel Worker - Animal Control		
Total Applicants	0	12	9	19	5	1	0	0	4	6	0	0	2	11	5	7	9	6	96	
Male	0	2	5	13	2	0	0	0	2	5	0	0	1	1	3	3	5	4	46	
Female	0	10	4	6	3	1	0	0	2	1	0	0	1	8	2	4	4	2	48	
NonBinary	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	
Undisclosed	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	
Hispanic or Latino	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
White	0	10	6	14	2	0	0	0	3	4	0	0	1	8	2	2	8	2	62	
Black or African-American	0	1	1	4	2	0	0	0	0	1	0	0	1	0	3	4	1	3	21	
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Asian	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	2	
American Indian or Alaska Native	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2	
Two or more races	0	0	1	0	1	1	0	0	1	0	0	0	0	2	0	1	0	0	7	
Undisclosed	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	
Veteran Status	0	0	0	2	1	0	0	0	1	1	0	0	0	1	1	0	0	0	7	

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

Address
1210 White Oak Rd
Mahomet, IL 61853

Phone
[2176213422](tel:2176213422)

Email
steph.dable@yahoo.com

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

Phone
[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

Address
 2103 Wiggins St
 Champaign, IL 61822

Phone
[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



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: June 6, 2023
RE: Recommended Board/Committee Appointments

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

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

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

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

Prior to appointments being named, Board Members have an opportunity to see all applications (*italics indicates incumbent*) received in the June 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 July County Board meeting.

Craw Cemetery – 3 positions – term 7/1/2023-6/30/2029

- *Dan Gady*

Rural Transit Advisory Group – 3 positions – terms ending 12/31/2024

- Ashley Richey

Forest Preserve District – 1 position – term 7/1/2023-6/30/202

- Greogyr Knott

County Board of Health – 1 position – term 7/1/2023-6/30/2026

- *John Peterson*

Urbana-Champaign Sanitary District – 1 position (R) – unexpired term ending 5/31/2024

- Michael Hirschi

Status

Name Trustee Daniel R Gady
Application Date 5/9/2023
Expiration Date 5/9/2122
Status Received

Board	Vacancies	Status
Craw Cemetery	0	Pending

Basic Information

Name
Trustee Daniel R Gady

What experience and background do you have which you believe qualifies you for this appointment?
Been on before and served on Chicken ch councils for years. Also live within a mile or two

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
Not very familiar with much of it

Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.
St Pauls church council and Jr Football Leage 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.
No

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

Contact Information

Address
814 CR 500 E
Tolono, IL 61880

Phone
[2178981700](tel:2178981700)

Email
dgady1@me.com

Occupation

Professional Licenses
Retired

Additional Information

Notes

Status

Name Ms Ashley Richey
Application Date 5/15/2023
Expiration Date 5/15/2122
Status Received

Board	Vacancies	Status
Rural Transit Advisory Group	3	Pending

Basic Information

Name
Ms Ashley Richey

What experience and background do you have which you believe qualifies you for this appointment?
I have been driving for multiple businesses in the same county for almost 25 years and I advocate fully for rural transit services.

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
I don't have much knowledge on that.

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.
No.

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

Contact Information

Address
1362 Gates Dr
Rantoul, IL 61866

Phone
[217-369-7701](tel:217-369-7701)

Email
ashley.m.richey@osfhealthcare.org

Occupation

Registrations/Certifications
FSPMC

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?
I believe my role is to share knowledge and resources to assist the organization. I am new to this so I plan on taking in as much information as I can to be able to be a mentor and offer informed advice.

Additional Information

Notes

Status

Name Mr. Greogyr J Knott
Application Date 6/8/2023
Expiration Date 6/8/2122
Status Received

Board	Vacancies	Status
Forest Preserve District	0	Pending

Basic Information

Name
Mr. Greogyr J Knott

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

I have served on numerous public and private boards, both elected and appointed. These have given me an excellent background in numerous areas of the Champaign County Community.

I had a 35 years career, primarily at the University of Illinois where I was extensively involved in leadership, fiscal/budget matters, human resources, diversity and equity, research, etc. My last role was Secretary of the Board of Trustees.

Since a youth, I have been involved with the Scouting programs. I have served as both a Boy Scout leader and a Girl Scout leader. As a leader we utilized the amazing outdoors facilities of the CCFPD to teach skills to the young people that were involved in our programs.

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

I have visited all of the CCFPD properties. I am a frequent visitor to the Homer Lake properties, as I live near them. Walked the Kickapoo Rail Trail, canoed the lakes, played golf at Lake of the Woods, etc.

I have reviewed several years of the fiscal information, meeting agendas, meeting minutes, etc. on the CCFPD website.

During the recent public referendum to increase funding for CCFPD, I was active in understanding of the benefits this would create for the citizens of Champaign County. I actively supported this referendum and can already see the positive benefits it is making within the district.

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

None at the present.

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.

Other Questions

Contact Information

Address
1377 County Road 2275 E
St. Joseph, IL 61873

Phone
217-841-6142

Cell Phone
217-841-6142

Email
gknott63@gmail.com

Occupation

Additional Information

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?

The role of the commissioner is to provide oversight, setting policy for the organization and give fiscal oversight. The board hires the Executive Director and works with this individual in carrying out the mission for the agency in serving the citizens of Champaign County. The board also works with the ED to create the vision and strategic plan for the agency. The board member also can serve as a cheer leader for the agency in fulfilling it's mission and can play a vital role and link with the public. Each commissioner has a duty and obligation to the organization in helping fulfill the mission. The board must act as one, with a unifying voice in the decisions they come together to make. It would my personal responsibility to attend the meetings, share in leadership responsibilities as appropriate, carefully listen to stakeholders, citizens and others, work with the professional staff as they carry out the day to day responsibilities of running the operation. Ask questions as needed to help not only myself but other board commissioners to have the knowledge and expertise in the role as a board. Look for opportunities to help grow the mission in serving the citizens of Champaign County.

Notes

Professional Experience:

* University of Illinois System – Urbana, Chicago, and Springfield
Secretary of the Board of Trustees and the University; 1/2020 – 4/2023 (retired)

* University of Illinois – University Library
Assistant Dean of University Libraries – Business and Human Resources; 9/2013 – 12/2019

* University of Illinois - Department of Food Science & Human Nutrition
Assistant Head, Business & Strategic Planning; 2/2002 – 8/ 2013

* Family Farming Maddock-Knott Family Farms – St. Joseph, Illinois
•7th generation family farm located in east-central Illinois.
•Serve as trustee and provide oversight of family farming operation.
•Primarily a corn and soybean operation.

Education

* M.S., Library and Information Science · University of Illinois Urbana-Champaign
* M.B.A., Business Administration · University of Illinois Springfield, Springfield, IL
* B.S., Agri-Business · Illinois State University, Normal, IL
* A.A.S., Agri-Marketing · Parkland College, Champaign, IL

Professional Development

* Harvard Graduate School of Education – Cambridge, MA Certificate - Leadership Institute for Academic Librarians – 2018

* Philmont Leadership Challenge – Cimarron, NM - 2018
7 day/night backcountry leadership program

Public Service and Board Service:

* Parkland College - Champaign, Illinois – Board of Trustees
•Elected Trustee 2011 – 2020 (two terms)
•Board Chairman 2019-20, Vice-Chair 2015-19, Secretary 2014-15

* Parkland College Foundation - Champaign, Illinois
•Member of the Board of Directors 2011 - 2020

* Association of Community College Trustees (ACCT) – Washington, D.C.
•National Board of Directors 2013 - 2019
•Central Region Chair 2017-18

* Champaign County Board – Urbana, Illinois
•Elected to four terms 2000 – 2011

* Champaign County Convention & Visitors Bureau - Board Member 2011-2015

* Champaign County Economic Development Corporation - Board Member 2001 – 2011

Community Service & Involvement

* Boy Scouts of America – Prairielands Council, Champaign, IL
•Eagle Scout
•Vice-President for Alumni Relations – Prairielands Council BSA 2018-23

* Champaign County Farm Bureau – Champaign, IL
•Member of Board of Directors 2019-2025, Vice President 2021-23

* Ogden Masonic Lodge No. 754 – Ogden, Illinois

* Central Illinois Honor Flight – Springfield, Illinois

• Escort on honor flight number 53 for Korean War Veteran to Washington DC in 2019

Other Memberships:

* Association of Governing Boards American Library Association

* University of Illinois Alumni Association

* Sons of the American Legion Post No. 634 – St. Joseph, Illinois

*

Honors and Recognitions:

* University of Illinois System – Board of Trustees Distinguished Service Award – 2023

* Ancient Accepted Scottish Rite – Honored with 33rd Degree at Cleveland, Ohio 2021

* St. Joseph-Ogden High School (IL) Hall of Fame – Inducted in Class of 2020

* James E. West Fellow – Boy Scouts of America 2017

* Daniel Carter Beard Masonic Scouter Award 2016

Status

Name John Austin Peterson, MD
Application Date 6/9/2023
Expiration Date 6/9/2122
Status Received

Board	Vacancies	Status
County Board of Health	0	Pending

Basic Information

Name
John Austin Peterson, MD

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

I have served on the Board since 2003. Trained in Public Health in the 1990's. Worked in harm reduction initiatives targeting HIV and HepC.

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

Served as Treasurer for nearly twenty years.

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

None

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. History of near perfect attendance.

Other Questions

Question #3

Are you a licensed physician or dentist?

Yes

Question #4

Do you have experience in the mental health field?

Addiction Specialist. Organized an innovative medication assisted therapy program for patients with opioid use disorder.

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Contact Information

Address
702 W Pennsylvania Ave
Urbana, IL 61801-4821

Phone
[2173445338](tel:2173445338)

Cell Phone
[2178401242](tel:2178401242)

Email
peterson@shout.net

Occupation

Professional Licenses
Physician

Additional Information

Notes

Status

Name Dr. Michael Hirschi
Application Date 6/9/2023
Expiration Date 6/9/2122
Status Received

Board	Vacancies	Status
Urbana-Champaign Sanitary District	1	Pending

Basic Information

Name
Dr. Michael Hirschi

What experience and background do you have which you believe qualifies you for this appointment?
 BS, MS & PhD in Agricultural Engineering in the soil and water resources area. Thirty-eight years at the University of Illinois with the first twenty-three years as an Extension Specialist in Soil & Water Engineering. Also worked for Waterborne Environmental as a Senior Engineer.

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
 Very little other than as a resident of Champaign. I do know Brad Bennett from serving with him on the MS4 committee a few years back.

Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.
 None

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?
 Republican

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?
 Provides oversight of the operations of the sanitary district.

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Contact Information

Address
 2402 High Meadow Lane
 Champaign, IL 61822

Phone
[2173904808](tel:2173904808)

Email
MICHAELHIRSCHI@GMAIL.COM

Occupation

Professional Licenses
 Professional Engineer, Illinois (062.054500)

Registrations/Certifications
 Diplomate in Water Resources Engineering (allowed to lapse), Certified Professional in Erosion and Sediment Control (allowed to lapse)

Additional Information

Notes



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: June 8, 2023

RE: REVIEW and RECOMMENDATION for Supervisor of Assessment positions

Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on May 9, 2023, the Job Content Evaluation Committee has met to review the request of the Supervisor of Assessments to review and evaluate the job descriptions of the Deputy Assessor-Appraisals, Deputy Assessor - Sales Analyst, Map Tech, and Clerk.

REPORT:

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaires that had been completed and approved by Paula Bates, Supervisor of Assessments. The Committee was also provided with updated job descriptions for the positions.

After evaluation, it was determined all four positions are currently in the appropriate grade for their updated job descriptions. The changes to the job descriptions are appropriate for the work of each position but do not result in a pay grade change or have any new fiscal impact.

REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:

Approve the updated job descriptions for each of the four positions.

REQUESTED ACTION for FINANCE:

No action needed.

**Champaign County
Job Description**

Job Title: Clerk

Department: Supervisor of Assessments

Reports To: Supervisor of Assessments or Assistant Deputy

FLSA Status: Non-exempt

Employment Status: Bargaining Unit – AFSCME General Unit

Prepared Date: May, 2023

SUMMARY Performs specialized duties involved in processing and maintaining property tax exemptions, sale declarations, assessment records and other County documents, sometimes confidential duties and routine administrative functions.

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

Must interpret and follow 35ILCS 200/15-165 thru 173 of the Illinois Property Tax Exemption Act.

Provides directions, instructions and explanations regarding exemptions, assessments, equalization, calculations and a variety of other issues. Requires responding to all taxpayers with dignity, respect and tact.

Interprets sketches and building characteristics on property record cards and provides information to the public as requested.

Types and proofreads reports, correspondence, forms, etc.; may type confidential materials; may use word processing equipment and scans documents.

Answers the telephone, takes and relays messages and responds to telephone inquiries whenever possible, forwards calls to appropriate party.

Assists at counter answering questions and helping the public in researching information contained in a variety of public records.

Explains regulations, statutes and administrative policies regarding exemptions and the property tax cycle; provides information to the general public with regard to these policies.

Assists in the completion of exemption forms along with appropriate documentation for eight property tax exemptions and name/address changes. Verification of income from Federal 1040's, DD214 Military Discharge, verification of four different types of disability documentation and statutory rental lease requirements. Knowledge of the statutory guidelines for each property tax exemption is required. Also assists in the research of genealogy of parcels.

Makes and confirms appointments as directed and receives and schedules visitors.

Organizes and maintains files of records and correspondence of both a routine and confidential nature. Assists Chief Deputies with annual scanning, removal, storage and organization of files required by the Records Disposal Act.

Completes initial inventory of office supplies and provides information as to supply levels and provides input as to ordering requirements.

Receives a variety of documents, computer entry, and files documents and forms.

Utilizes a computer to maintain a variety of records, enters and updates data including name and address changes, sales information, exemptions, sales declarations and exemption information.

May identify legal descriptions; must utilize GIS maps, complete assessment information, update ownership records, data entry of sales information and data entry of real estate declaration information into Illinois Department of Revenue MYDEC program.

Prepares and maintains actions, non-homestead exemptions, and other documents as directed by the Clerk of the Board of Review.

SUPERVISORY RESPONSIBILITIES May train new clerk employees and occasionally exercise limited supervision over them as directed by Chief Deputies.

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 High school diploma or general education degree (GED); with courses in general office procedures, bookkeeping and computer entry and one year of responsible office/clerical experience or equivalent combination of education and experience. Skill in operating a typewriter, personal computer, on-line computer terminal, various printers, fax machine, scanner and other office equipment as necessary.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, and memos and to use good English. Ability to write correspondence. Ability to effectively present information to co-workers, township assessors and the general public. Requires skill in the application of office methods and procedures.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

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

CERTIFICATES, LICENSES, REGISTRATIONS As required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; 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; or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office working conditions. The noise level in the work environment is quiet to moderate.

Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be “essential functions” to a particular job or position within this job class. “Essential functions” are to be determined at the position or job level within each department.

**Champaign County
Job Description**

Job Title: Tax Map Technician

Department: Supervisor of Assessments

Reports To: Supervisor of Assessments or Assistant Deputy

FLSA Status: Non-exempt

Employment Status: Bargaining Unit – AFSCME General Unit

Prepared Date: May, 2023

SUMMARY Maintains Champaign County tax maps and property tax numbering system. Is the primary lead responsible for the GIS coordination within the Supervisor of Assessments office.

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

Identifies legal descriptions on recorded documents for accuracy before parcel ownership changes are made.

Responsible for identifying divisions and combinations of property tax numbers on a variety of legal documents.

Contacts the appropriate party when a legal description is incorrect on a recorded or unrecorded document to ensure that a correction is made.

Scans all legal documents to the GIS department: including deeds, plats, combination requests, map changes, annexations and new subdivisions. Interprets legal descriptions and determines acreage of irregular tracts. Processes parcel transfers of splits, combinations, new subs, acreage changes, annexations and new subdivisions into the County Tax System (Devnet).

Interprets detailed soil survey maps and re-allocate soils; determines proper distribution of soil types for new parcels and proper classification of soils. Determines appropriate drainage amount reductions; a five year calculation. Maintains this data in the Devnet system.

Edits and enters all farmland changes annually as a result of splits, combinations, filter strips, forestry management, conservation stewardship and CRP programs.

Determines land use and makes changes accordingly.

Prepares a number of written reports; including parent/child genealogy reports.

Responsible for GIS coordination within the Supervisor of Assessments office.

Researches, locates and verifies recorded legal documents defining parcel dimensions and verifying ownership. Assists the public with mapping questions, genealogy and documents.

Assists in updates to historical genealogy.

Responsible for acquiring skills for the use of GIS, ESRI/ARCGIS PRO, MyDec, and other software as required. Communicates to the public and county employees as necessary.

Assists at counter or telephone answering questions and helping the public research information, applying for tax exemptions and name and address changes. Assists with filing and entering data as needed.

SUPERVISORY RESPONSIBILITIES May assist in the training of clerks as directed.

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 One to two years of college or technical school with course work in mapping and legal descriptions, coupled with one year of experience in working with legal descriptions. Should have experience with detailed soil survey to determine distribution of soil types when necessary; or equivalent combination of education and experience. Should have basic knowledge of real property assessment techniques and practices, and functional knowledge of policies, procedures, rules, regulations governing assessment practices in the state of Illinois.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, and memos and to use good English. Ability to write correspondence. Ability to effectively present information to co-workers, township assessors and the general public. Ability to interpret legal descriptions.

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 bar graphs. Knowledge and understanding of assessment numbering system and to calculate acreage.

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

CERTIFICATES, LICENSES, REGISTRATIONS As required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; 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; or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office working conditions. The noise level in the work environment is quiet to moderate.

Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be “essential functions” to a particular job or position within this job class. “Essential functions” are to be determined at the position or job level within each department.

**Champaign County
Job Description**

Job Title: Assistant Deputy/Appraiser Analyst

Department: Supervisor of Assessments

Reports To: Supervisor of Assessments

FLSA Status: Exempt

Grade Range:

Prepared Date: May, 2023

SUMMARY Assists the Supervisor of Assessments in carrying out administrative, fiscal and clerical functions of the department. Oversees the department in the Supervisor of Assessment's absence. Develops appraisals of residential and commercial properties utilizing complex property appraisal techniques and statistical analysis. Assists with County abstract and other statistical assessment reports and coordinates and distributes work assignments to clerical staff. Serves as liaison to county offices, other governmental agencies and the public. Recommends hiring and promotions of employees and assists in employee evaluations. Establishes and updates training procedures.

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

Develops appraisals utilizing complex property appraisal techniques and utilizes statistical analysis to promote uniformity of assessments throughout the County. Processes all CAMA work and projects. Prepares complex individual and mass appraisals to determine estimates of fair market property values. Uses data such as incorporating cost, market and income approaches to property valuation.

Determines uniformity of assessments by using the generation and integration of statistical studies.

Develops cost factors and remaining economic life tables from mass appraisals and statistical studies in the process of updating values in real property appraisal manuals for use by 18 township and multi-township assessors who are under administrative direction of the Supervisor of Assessments. Assessing specialized properties such as solar, wind turbines, etc. adhering to the Illinois Department of Revenue property tax code.

Reviews and develops appraisals using a variety of statistical data including economic life tables as a supplement to the Illinois Department of Revenue's Property Appraisal Manual. Utilizes Marshall and Swift in assessing complex commercial properties.

Assists the township and multi-township assessors with the Quadrennial viewing of all County property and the implementation of major reassessment projects. Assists in planning, coordinating and providing technical assistance to the assessment jurisdictions. Trains township assessors in the technical aspects of their duties; and trains assessors to

utilize the CAMA (Computer Assisted Mass Appraisal), APEX sketch and imaging software.

Advises and assists township officials on the implementation of computer-assisted valuation record conversions. Maintains contact with township assessors in order to promote accurate, uniform assessments.

Prepares analyses of the market validity of assessment appeals and assists Board of Review in researching problem assessments. Develops leasehold values, Section 42 and Section 515 properties based on the income approach to value.

Works with a variety of software programs by entering data. Creates and generates statistical reports and studies on the computer and assists in area reassessments.

Gathers data for and prepares County tentative and final abstract used as documentation for county and state equalization factors.

Assists in developing and directing departmental policies and interprets decisions for subordinates. Prepares departmental payroll at the request of Supervisor of Assessments.

Analyses and performs sales ratio analysis for recommendations to township assessors, calculation of three-year median level of assessments by property class and township equalization factors.

Assists in answering office correspondence, correcting tax bills through certificates of error, authorizing mapping changes, corrections, and assigning/deleting county tax numbers, identifying farmland soil types, updating farmland assessments, determines the proper land use and assigning of values.

Assists property owners to resolve complaints and answers questions regarding taxes and appraisal values.

SUPERVISORY RESPONSIBILITIES Supervises 5 to 7 employees in the absence of Assistant Deputy/Analyst. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include assistance in interviewing, recommended for hire, and training employees; planning, assigning, and directing work; appraising performance; recommending rewarding and disciplining employees; addressing complaints and resolving problems.

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

EDUCATION and/or EXPERIENCE Bachelor's degree from a four-year college or university or equivalent or three to five years of responsible administrative and supervisory experience in the assessment field. Should also have above average

knowledge in assessment procedure and tax cycles, plus knowledge of the laws and regulations pertaining to property assessment.

LANGUAGE SKILLS Ability to read and interpret documents such as deeds, maps and policy and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of employees and to meet with the general public.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

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

CERTIFICATES, LICENSES, REGISTRATIONS Designation as a Certified Illinois Assessing Officer is required; to be completed within one year of hire. Continuing education required yearly to maintain CIAO designation.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; reach with hands and arms; and talk; or hear. The employee is occasionally required to use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. The noise level in the work environment is usually quiet to moderate.

**Champaign County
Job Description**

Job Title: Assistant Deputy/Sales Analyst

Department: Supervisor of Assessments

Reports To: Supervisor of Assessments

FLSA Status: Exempt

Grade Range:

Prepared Date: May, 2023

SUMMARY Assists the Supervisor of Assessments in carrying out administrative, fiscal and clerical functions of the department. Oversees the department in the Supervisor of Assessment's absence. Edits all sales declarations, performs sales ratio analysis and insures the completion of County Abstracts. Processes abstracts and other statistical assessment reports and coordinates and distributes work assignments to clerical staff. Serves as liaison to county offices, other governmental agencies and the public. Recommends hiring and promotions of employees and assists in employee evaluations. Establishes and updates training procedures.

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

Edits and researches statistical studies involving all County sales declarations. Responsible for coordinating and tracking of declarations for the "Real Estate Declaration" (MYDEC) program. Monitors all sales for their validity using Illinois Department of Revenue guidelines. Excludes invalid sales from state sales study ensuring accurate township and state equalization factors.

Analyzes and performs sales ratio analysis for recommendations to township assessors including analysis by neighborhood and property class. Develops Coefficient of Dispersion reports. Calculates three-year median level of assessments by property class and township equalization factors.

Plans, assigns and reviews the work of the clerical staff responsible for maintaining tax maps, property record cards, exemptions, exemption certificates and current lists of property owners. Supervises divisions of property, combinations, new subdivisions, all tax map changes ensuring the accuracy of the system.

Works with a variety of software programs by entering data. Creates and generates statistical reports and studies on the computer and assists in area reassessments. Utilizes CAMA (Computer Assisted Mass Appraisal), APEX sketch, imaging software and Marshall and Swift commercial software.

Responsible for semi-annual balance of 30 township assessment books to reflect all changes made by assessors and Board of Review.

Performs bookkeeping tasks for the department by ordering inventory, preparing requisitions, approving invoices for payment and maintaining records of purchases and deposit monies received from Freedom of Information requests.

Responsible for the coordination of large mailings which includes exemption mailings, assessor notices and Board of Review notices. Prepares publication listings for area newspapers. Collects postage due from outside agencies.

Responsible for care and keeping of records required by the Illinois Records Disposal Act and serves as liaison with their office.

Gathers data for and prepares County tentative and final abstract used as documentation for equalization.

Assists in developing and directing departmental policies and interprets decisions for subordinates. Prepares departmental payroll in the absence of supervisor.

Participates in departmental budget preparation, monitors expenditures for budgetary compliance. Serves as liaison to other County departments and state agencies as necessary.

Assists in answering office correspondence, correcting tax bills through certificates of error, authorizing mapping changes, corrections, and assigning/deleting county tax numbers, identifying farmland soil types, updating farmland assessments, determines the proper land use and assigning of values.

Assists property owners to resolve complaints and answers questions regarding taxes and appraisal values.

SUPERVISORY RESPONSIBILITIES Supervises 5 to 7 employees in the department. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include assistance in interviewing, recommended for hire, and training employees; planning, assigning, and directing work; appraising performance; recommending rewarding and disciplining employees; addressing complaints and resolving problems.

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

EDUCATION and/or EXPERIENCE Bachelor's degree from a four-year college or university or equivalent or three to five years of responsible administrative and supervisory experience. Should also have above average knowledge in assessment procedure and tax cycles, plus knowledge of the laws and regulations pertaining to property assessment.

LANGUAGE SKILLS Ability to read and interpret documents such as deeds, maps and policy and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of employees and to meet with the general public.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

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

CERTIFICATES, LICENSES, REGISTRATIONS Designation as a Certified Illinois Assessing Officer is required; to be completed within one year of hire. Continuing education required yearly to maintain CIAO designation.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; reach with hands and arms; and talk; or hear. The employee is occasionally required to use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. The noise level in the work environment is usually quiet to moderate.

CHAMPAIGN COUNTY HIGHWAY DEPARTMENT

JEFF BLUE
COUNTY ENGINEER

1605 E. MAIN STREET

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

URBANA, ILLINOIS 61802

Change in Personnel at Champaign County Highway Department

The County Highway Department is losing multiple personnel in 2023 as outlined below:

- Assistant County Engineer John Cooper is retiring 6/30/23
- Senior Engineer Eric Hewitt is resigning to take a job out of state 6/30/23
- Senior Engineer Malgorzata Adamczyk is retiring November of 2023

To efficiently transition the department and move forward with an organization that truly reflects the job duties and responsibilities within the department the following schedule would be practical and effective:

- Hire a new Senior Engineer on 6/5/23 – This is complete.
- Promote Jennifer Marner from Senior Engineer to Assistant County Engineer 7/3/23
- Promote Ryan Mumm from Structural Engineer to Assistant County Engineer 7/3/23
- Hire a new Senior Engineer during the winter of 2023-2024
- Hire a new Engineer at a time TBD in the future if demand requires it.

This changes our organizational structure to include 2 Assistant County Engineers and 3 engineers, instead of 1 Assistant County Engineer and 4 engineers as is currently shown in the organizational chart. Ryan Mumm will continue to perform his Structural Engineer duties as an Assistant County Engineer and Jennifer Marner will continue with her Design Engineer and Bridge Inspector oversight duties as an Assistant County Engineer.

We will split the duties of the Assistant County Engineer to align with the strengths of Jenni and Ryan. This will give them the time to also perform a good portion of their duties that they currently have. Jenni will maintain her current responsibilities of computer aided drafting and road design as well as Project Manager for all bridge inspections. She will assume responsibility for oversight of our road construction and surveying. Ryan will maintain his responsibilities as our Structural Engineer and pick up the responsibilities to oversee bridge construction, maintenance operations and township services. This re-alignment of duties with the current personnel sets the

CHAMPAIGN COUNTY HIGHWAY DEPARTMENT

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Highway Department up for success now and in the future. These two engineers are the heart and soul of our team and will continue to be for the next 20-25 years if given this opportunity.

Since the retirement of John Cooper comes directly in the middle of the year, the transition would be more successful if done now versus waiting until the beginning of the new year.

The attached spreadsheet shows that the 2023 personnel budget for the highway department will support this transition; and in future years the personnel expenses for the new structure will balance with the current structure expenses.



Jeff Blue, P.E.

Champaign County Engineer

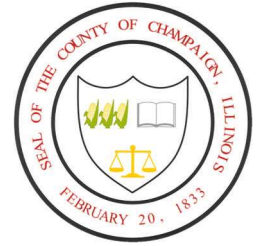
Champaign County Highway Department Personnel Expenses

2023 Personnel	2023 Budgeted Salary	Time In Position	2023 Budget Implications
Assistant County Engineer - John Cooper	\$ 115,249.68	6 months	\$ 57,624.84
Structural Engineer - Ryan Mumm	\$ 92,035.12	6 months	\$ 46,017.56
Senior Engineer - Malgorzata Adamczyk	\$ 90,745.20	10 months	\$ 75,621.00
Senior Engineer - Jennifer Marner	\$ 83,472.48	6 months	\$ 41,736.24
Senior Engineer - Eric Hewitt	\$ 83,428.70	6 months	\$ 41,714.35
	\$ 464,931.18		\$ 262,713.99
New Structure Personnel	New Structure	Time	2023 Budget
	Yearly Salaries	In Position	Implications
Assistant County Engineer - Jennifer Marner	\$ 108,000.00	6 months	\$ 54,000.00
Assistant County Engineer - Ryan Mumm	\$ 108,000.00	6 months	\$ 54,000.00
New Senior Engineer hired 6/5/23	\$ 85,000.00	6 months	\$ 42,500.00
Senior Engineer - TBD	\$ 82,000.00	0 months	\$ -
Senior Engineer - TBD	\$ 82,000.00	0 months	\$ -
			\$ 150,500.00
		Total 2023	\$ 413,213.99

New Structure Totals	Yearly Salaries In 2023 Dollars
Assistant County Engineer - Jennifer Marner	\$ 108,000.00
Assistant County Engineer - Ryan Mumm	\$ 108,000.00
New Senior Engineer hired 6/5/23	\$ 85,000.00
Senior Engineer - TBD	\$ 82,000.00
Senior Engineer - TBD	\$ 82,000.00
	\$ 465,000.00

CHAMPAIGN COUNTY INFORMATION TECHNOLOGY SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581



M.C. Neal, Chief Information Officer

June 5, 2023

To: Champaign County Board
Cc: Steve Summers & Tami Ogden
Re: RFP 2023-001, Countywide Phone System Replacement

Dear County Board:

As you are aware, our current phone system is end of life and in need of replacement. Earlier this year we released an RFP for such, and a committee was formed for the selection of the County's new phone system. Members of the committee included staff from the offices of the County Executive (including IT and Facilities), Circuit Court, Circuit Clerk, and Coroner.

A total of 16 submissions were received and reviewed by the committee, and the top three submitters—Telecom Innovations Groups (TIG), Consolidated Communications, and Forerunner—were invited on-site for demos and presentations. After in-depth discussions, and careful review and consideration, the unanimous choice of the committee was TIG. We entered into negotiations regarding costs and agreement/terms with TIG and were successful in establishing a mutually agreeable pricing structure and contract (attached).

We feel confident moving forward with TIG due to:

- Their work with other local government entities in the past (including City of Champaign, City of Urbana, and Champaign Public Library, all within the last year), all of which spoke highly of TIG;
- Us having more trust in the phone vendor they proposed (Mitel) as compared to other submissions;
- Their pricing being very competitive (though, in full transparency, not the cheapest);
- An impressive on-site presentation/demonstration;
- Validation of competency during follow-up technical conversations;
- Trust in their ability to provide sound training to staff ahead of deployment, as well as address and resolve any concerns/issues that may arise with the system post-installation.

We are eager to move forward with this project and are hopeful the Board will support our request/recommendation.

Regards,

M.C. Neal
Champaign County IT



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 MAY 2023

Per 55 ILCS 5/3-2003.4

Liquor Licenses & Permits	19,385.00
Civil Union License	70.00
Marriage License	7,910.00
Interests	9.19
Fidlar Processing Fees	555.00
Vital Clerk Fees	19,298.50
Tax Clerk Fees	3,008.00
Refunds of Overpayments	-
TOTAL	50,235.69
Additional Clerk Fees	1,558.00

Revised 6/5/2019 RC



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: June 6, 2023

Re: BUA for Finance Specialist Position

In February the County Board authorized the addition of a Finance Specialist position in the Administrative Services department. After completion of search and interview processes, the County has hired for the position effective May 24, 2023. The annual hiring wage based on qualifications and experience is \$60,000, which falls between the minimum and midpoint (\$55,049 - \$68,796) for Grade J.

Based on the remaining work hours in FY2023 a budget amendment of \$35,297 is requested.

REQUESTED ACTION

The Finance Committee recommends Budget Amendment #2023/5/38 for \$35,297 be forwarded to the County Board for approval.

Journal Proof Report



Journal Number: 38 Year: 2023 Period: 5 Description: Fin. Spec. Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1080-00-0251a-01-016-000-000-0000-500103-	REGULAR FULL-TIME EMPLOYEES	Finance Specialist Position	N	\$35297.00	
			Journal 2023/5/38	Total	\$35297.00	\$0.00

Fund: 1080 General Corporate
 Dept: 016 Administrative Services
 Reason: Creation and hiring of a Finance Specialist for the remainder of FY2023.

Fund	Account Description	Debit	Credit
1080	GENERAL CORPORATE		
	1080-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS		\$35297.00
	1080-00-0146t-00-000-000-000-0000-300703- BUDGETARY FUND BALANCE	\$35297.00	
	Fund Total	35297	35297



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

Memorandum

Date: May 30, 2023

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

From: Orion Smith, Finance Director

RE: BUA for Program Repayment

Illinois Community Services Block Grant Revolving Loan (CSBG) Fund Program

On May 19, 2023 DCEO mailed out the attached letter requesting all agencies repay the outstanding cumulated interest and principal payments held in association with the Illinois' CSBG program. The RPC consulted with the County external auditors (CLA) on May 26, 2023 and a determination was made that the best treatment for bookkeeping by the County is to record the expenditure within the FY23 financials and to request a budget amendment. CLA is currently evaluating proper treatment under Generally Accepted Accounting Principals (GAAP) for the FY22 Annual Comprehensive Financial Report (ACFR). Total repayment by the RPC amounted to \$1,727,748.63 and was paid on the June 2, 2023 check run to avoid any potential delinquency. The RPC is now requesting a budget amendment to ensure expenditures have not been overdrawn in association with the payment.

Champaign County Regional Planning Commission

1776 E. Washington St. Urbana, IL 61802

P 217.328.3313 F 217.328.2426

TTY 217.384.3862 CCRPC.ORG



Illinois
Department of Commerce
& Economic Opportunity
OFFICE OF COMMUNITY ASSISTANCE
JB Pritzker, Governor

May 19, 2023

Via electronic mail

Re: Illinois Community Services Block Grant Revolving Loan Fund Program

Dear Members of the Community Action Agency Network:

I write with respect to the 2014 assessment by the Administration for Children and Families division of the U.S. Department of Health and Human Services (“HHS”) of the Illinois Community Services Block Grant (“CSBG”), including its revolving loan fund program (the “RLF Program”). As you know, HHS’ final disposition letter, dated September 6, 2019 (the “Disallowance Letter”) demanded that DCEO refund the value of the assets still in the RLF Program. DCEO, represented by the Office of the Illinois Attorney General, has been engaged in ongoing discussions with HHS officials for several years seeking resolution of the issues cited in the Disallowance Letter.

I am pleased to report that HHS and DCEO have reached a resolution and HHS has accepted DCEO’s valuation of the RLF Program portfolio. Under the agreed-upon resolution, and in accordance with the December 2020 letter from DCEO to the CAA network, each CAA must promptly remit the full amount of their cash balance reported in the 2022 Q4 report, as set forth in the attached table, to DCEO no later than **June 9, 2023**.

DCEO requires payment to be made by cashier’s check, company check, certified check, or money order and payable to the Illinois Department of Commerce and Economic Opportunity and mailed to the address below:

Illinois Department of Commerce and Economic Opportunity
Attn: Accounting
607 E. Adams, 5th Floor
Springfield, Illinois 62701

Each payment must reference your CAA’s FEIN and include the text “RLF repayment” in the memo section. An electronic copy of each payment (which may be by scanned image of the check) must also be sent to adrian.angel@illinois.gov and ben.moore@illinois.gov in DCEO’s Office of Community Assistance. Upon receipt of payment, your CAA will be discharged and released of any additional reporting requirements related to your RLF Program.

In addition to the total cash repayment of \$15,991,236 to HHS, representing the statewide RLF Program cash holdings, DCEO will inject approximately \$4,000,000 into Illinois’ CSBG program to offset

the remaining non-cash assets of the RFL Program. The offset will be completed in Q3 and Q4 of the 2023 calendar year. Upon receipt of the cash repayment and fulfillment of the offset, HHS will deem the RLF Program closed, as will DCEO.

Your cooperation and timely submission of funds is critical to meeting the terms and conditions of the resolution with HHS to close out the RLF Program. A delay will risk prejudicing our efforts to resolve this matter with HHS.

Sincerely,

A handwritten signature in black ink, appearing to read 'David Wortman', with a large, sweeping flourish at the end.

David Wortman
Deputy Director, Office of Community Assistance

Encl.

**CSBG RLF Loan Status Reconciliation Reports
(Bank balance reports)
12/31/2022**

Agency Name	Final Recaptured Principal & Interest (2022 4Q Report)	FEIN
BCMW Community Services	24,274.03	370899785
CEFS Economic Opportunity Corporation	295,592.71	376053117
Champaign County Regional Planning Commission (CCRP)	1,358,609.01	376006910
CCRPC - EAST CENTRAL	23,431.44	376006910
CCRPC - ARRA	345,708.18	376006910
Chicago DFSS Legacy	2,434,998.26	366005820
Chicago Department of Family and Support Services /CEDA	699,656.90	366005820
Community Action Partnership of Lake County	17,368.95	362580774
Community Action Partnership of Central Illinois	342,734.31	370895679
Community & Econ. Dev. Association of Cook County	1,362,793.80	362597741
Crosswalk Community Action Agency	234,886.92	371193288
Decatur-Macon County Opportunities Corporation	4,502.07	370864527
DuPage County Department of Community Services	226,087.39	366006551
East Central Illinois Community Action Agency	73,617.29	370867327
Embarras River Basin Agency	67,381.49	370890281
Illinois Valley Economic Development Corporation	57,477.82	376059503
Kankakee County Community Services	9,619.16	363478633
Kendall-Grundy Community Action	69,765.57	366006598
Madison County Community Development	1,009,766.47	376001410
McHenry County Housing Authority	6,859.62	362893518
MCS Community Services	23,393.03	376001701
Mid-Central Community Action	35,217.69	370903245
Northwestern Illinois Community Action Agency	32,601.47	362598679
Peoria Citizens Committee for Economic Opportunity	273,658.80	376058636
Project NOW	380,993.39	362654175
Rockford Human Services Department	610,162.91	366125747
Sangamon County Department of Community Resources	533,599.00	376002039
Shawnee Development Council	90,102.20	370888749
St. Clair County Community Action Agency	1,333,430.61	371119231
Tazwood Community Services	51,889.39	371311590
Tri-County Opportunities Council	172,582.77	362559180
Two Rivers Head Start Agency	106,531.81	366128783
Two Rivers Regional Council of Public Officials	150,523.54	370982176
Wabash Area Development, Inc	44,958.50	370890111
Western Egyptian Economic Opportunity Council	28,043.65	370892145
Western Illinois Regional Council	100,696.03	363220629
Will County Center for Community Concerns	22,683.72	363473739
CAA Total Cash Balance	12,656,199.90	
IVCA Cash Balance	3,335,035.65	
RFL Program Total Cash Balance	15,991,235.55	

Journal Proof Report



Journal Number: 603 Year: 2023 Period: 5 Description: LOANREPAY Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit	
BUA	2475-00-0251c-06-475-000-723-0000-502025-	CONTRIBUTIONS & GRANTS	STATE LOAN PROGRAM REPAYMENT	N	\$23432.00		
BUA	2475-00-0251c-06-475-000-757-0000-502025-	CONTRIBUTIONS & GRANTS	STATE LOAN PROGRAM REPAYMENT	N	\$345709.00		
BUA	2475-00-0251c-06-475-000-759-0000-502025-	CONTRIBUTIONS & GRANTS	STATE LOAN PROGRAM REPAYMENT	N	\$1358610.00		
Journal 2023/5/603					Total	\$1727751.00	\$0.00

Fund: 2475 RPC Econ Development Loans

Dept: 475: RPC Econ Development Loans

Reason: To ensure expenditures are not overdrawn due to the requirement by DCEO to repay the outstanding cumulated interest and principal payments associated with the Illinois' CSBG program.

Fund	Account Description	Debit	Credit
2475	RPC ECON DEVELOPMNT LOANS		
	2475-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS		\$1727751.00
	2475-00-0146t-00-000-000-000-0000-300703- BUDGETARY FUND BALANCE	\$1727751.00	
Fund Total		1727751	1727751



OFFICE OF THE PUBLIC DEFENDER
CHAMPAIGN COUNTY, ILLINOIS

MEMO

To: Champaign County Board

From: Elisabeth Pollock
Champaign County Public Defender

Date: 05/31/2023

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. A particular area of concern has been post-conviction cases. In Illinois, when a defendant believes that his or her conviction and/or sentence was imposed in violation of the Constitution, they are entitled to file a post-conviction petition stating why they believe their conviction and/or sentence should be reversed. The first stage of review is limited to the Judge – the Court reviews the post-conviction petition and determines whether or not there is merit. If a meritorious issue is raised, the defendant is appointed counsel (our office) and the attorney is tasked with filing an Amended Post-Conviction Motion further detailing and providing legal support to the claim. The length of time needed to process post-conviction cases varies – the claims can be as simple as the defendant wanted to withdraw their plea and the attorney failed to file a motion. However, many can be extremely complicated – for example, one of our current petitions went through three separate jury trials, multiple appeals, and is now on successive review. A case like this one can be thousands of pages and requires hours upon hours of work to review and brief.

Thus far in 2023, we have opened eight post-conviction files. The most we have ever opened in one year for the past four years was last year, with eight total for the entirety of 2022. It is apparent that for some reason, our appointments to these cases are increasing substantially, and with no time to adequately work on the files, they are not closing at a sufficient pace. To a person, anyone in my office who has been assigned a post-conviction petition has had to file multiple requests for extension of time before filing an Amended Petition – the attorneys simply do not have sufficient time to do an adequate job on the complex files while also handling their day-to-day caseloads and obligations, and the delays are substantial, many upwards of a year or more.

Due to the substantial delays, clients are understandably frustrated. The cases continue to languish, and more are piling up in the meantime. To remedy this problem, I proposed to Judge Rosenbaum that we create an outside contract with a local attorney with both the time and skillset to handle the larger post-conviction cases. This accomplishes twin goals, both of which are of import for our clients – first, my staff are free to devote their time to handling their existing caseloads, and second, the post-conviction clientele are receiving prompt, adequate representation.

Judge Rosenbaum approved the contract and we have entered into an agreement with Tony Allegretti, former Assistant Public Defender and an attorney experienced in these matters, to handle 10 large post-conviction cases per year beginning on June 1, 2023, at a rate of \$3,000 per month. This contract runs through December of 2023 with an option to renew for 2024. 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 professional services line. It is akin to using one of my open positions to hire an independent contractor for a specific portion of our caseload. I am requesting approval of this transfer. Please do not hesitate to contact me if you have any questions and thank you for your consideration.

Journal Proof Report



Journal Number: 729 Year: 2023 Period: 5 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	PC Contract, Allegretti	N		\$21000.00
BUA	1080-00-0254t-02-036-000-000-0000-502001-	PROFESSIONAL SERVICES	PC Contract, Allegretti	N	\$21000.00	
				Journal 2023/5/729	Total	\$21000.00
						\$21000.00

Fund: 1080 General Corporate

Dept: 036 Public Defender

Reason: To enter into a contract with private counsel to cover post-conviction cases for the remainder of FY2023.

CONTRACT FOR PROFESSIONAL SERVICES

THIS CONTRACT for Professional Services is entered into between the Champaign County Circuit Court and Tony Allegretti.

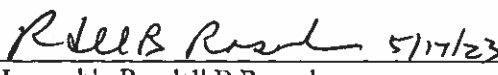
Tony Allegretti agrees to provide professional services as an attorney for certain indigent defendants in post-conviction cases at the trial level only, no appellate work.


Tony Allegretti agrees to provide legal representation of petitioners in post-conviction felony cases by appointment from the Champaign County Public Defender's Office (PDO). The PDO agrees to not assign more than 10 PC's per year. The work requires counsel to communicate with clients, review court records, possibly conduct investigations, file necessary documents and appear in court for status and evidentiary hearings. In furtherance of his duties and as necessary for adequate representation of petitioners, Mr. Allegretti may utilize the services of the PDO Investigator as needed.

Tony Allegretti shall be an independent contractor under this agreement and not a State or County employee. All expenses in connection with the professional services provided shall be borne by Mr. Allegretti unless otherwise ordered by the Circuit Court of Champaign County or the PDO.

Champaign County will pay Tony Allegretti the sum of \$36,000.00 per year, prorated, during the term of this agreement. Payment shall be made in monthly installments of \$3,000.00 commencing June 1, 2023, and a like amount on the first day of each succeeding month through December 1, 2023. The compensation specified above shall be full and complete compensation for all representation by Mr. Allegretti during the term of this agreement. The PDO will be responsible for making all payments pursuant to this Contract.

The term of this contract is from June 1, 2023, through December 31, 2023, with the opportunity for renewal for FY2024 with the consent of all parties.


Honorable Randall B Rosenbaum,
Presiding Judge


Tony Allegretti

Journal Proof Report



Journal Number: 64 Year: 2023 Period: 6 Description: Indemnity Reference 1: INDEMN Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2609-00-0251a-01-026-000-000-0000-502028-	DISTRIBUTIONS		N	\$99000.00	
			Journal 2023/6/64	Total	\$99000.00	\$0.00

Fund: 2609 Tax Indemnity Fund
 Dept: 026 County Treasurer
 Reason: To pay the judgement ordered in court case 2022TX89

Fund	Account Description	Debit	Credit
2609	TAX INDEMNITY FUND		
	2609-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS		\$99000.00
	2609-00-0146t-00-000-000-000-0000-300703- BUDGETARY FUND BALANCE	\$99000.00	
	Fund Total	99000	99000

IN THE CIRCUIT COURT OF THE 6TH JUDICIAL CIRCUIT
CHAMPAIGN COUNTY, ILLINOIS

Susan W. McGrath
CLERK OF THE CIRCUIT COURT
CHAMPAIGN COUNTY, ILLINOIS

MARIA GRISELDA HERRERA,)
Petitioner,)
v.)
CASSANDRA JOHNSON, COUNTY)
TREASURER OF CHAMPAIGN COUNTY,)
ILLINOIS, AS TRUSTEE OF THE INDEMNITY)
FUND ESTABLISHED BY SECTION 21-295)
OF THE ILLINOIS PROPERTY TAX CODE)
Defendant.)

Case No. 2022TX000089

JUDGMENT ORDER

THIS CAUSE coming on to be heard for ruling following a trial held on April 11, 2023, and the court being advised in the premises:

THE COURT FINDS:

1. Petitioner, Maria Griselda Herrera, is the former owner within the meaning of Section 21-305 of the Property Tax Code, 35 ILCS 200/21-305, of the following described premises (hereinafter "the parcel"):

Property Index Number: 45-20-22-228-013
Commonly known as: 1825 Parkdale Drive, Champaign, Illinois

2. On October 8, 2021, this Court entered an Order directing the County Clerk to deliver a tax deed for said parcel to Galaxy Sites, LLC.

3. On October 8, 2021, the Champaign County Clerk issued a tax deed conveying the parcel to Galaxy Sites, LLC.

4. The Petitioner is barred from bringing an action for the recovery of the parcel.

5. The Petitioner has suffered the loss of the property and is equitably entitled to a recovery from the Champaign County Indemnity Fund in the amount to \$99,000 as she resided in the subject property, a single-family home, on the final date of redemption, August 10, 2021.

6. That Petitioner, Maria Griselda Herrera, has entered into a Repurchase Agreement whereby she has agreed to assign her rights in the instant Judgment to Galaxy Sites, LLC in exchange for a deed to the property.

7. The parties have agreed that no post judgment interest shall accrue from the date of this judgment through May 26, 2023.

ACCORDINGLY, IT IS HEREBY ORDERED AND ADJUDGED:

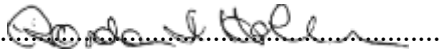
1. That the Petitioner, Maria Griselda Herrera, recover of and from the Respondent, Cassandra Johnson, County Treasurer of Champaign County, Illinois, as Trustee of the Indemnity Fund established by Section 21-295 of the Property Tax Code, the sum of \$99,000 plus interest as required by law and limited by the parties' agreement referenced in paragraph 7 above.

2. That pursuant to the above referenced Repurchase Agreement, the Champaign County Treasurer shall issue payment in the amount of \$99,000 payable to Galaxy Sites, LLC c/o Carter Legal Group, P.C., 225 W. Washington Street, Suite 1130, Chicago Illinois 60606, plus interest, as required by law and limited by the parties' agreement referenced in paragraph 7 above.

5/23/2023

....., 2023

ENTER



JUDGE

JUDGE'S NO.

AGREED AS TO FORM

/s/ Terry J. Carter
Carter Legal Group P.C. (#49029)
Attorney for Petitioner
225 W. Washington St., Suite 1130
Chicago, IL 60606
Tel: 312.346.5555
terry@carterlegalgroup.com

/s/ Matthew P. Banach
Chief of the Civil Division
Champaign County States's Attorney's Office
mbanach@co.champaign.il.us
Tel: 217.239.5787

RESOLUTION NO.

AUTHORIZING INTERFUND LOANS FROM FUND RESERVES TO OTHER FUNDS

WHEREAS, The Champaign County Board has created, maintained and administered fund reserves within individual funds for operations, capital and debt service purposes; and

WHEREAS, the County Board may make interfund loans available to any Fund from other Fund(s) as available and unrestricted to cover temporary fund balance shortfalls of accounting periods should the need arise. It has been determined that at the end of the Fiscal Year, certain funds of Champaign County will on occasion require the transfer of monies into said fund(s) in order cover these temporary fund balance shortfalls.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County, that the County Auditor is hereby authorized and directed to make the following interfund loans in the amount needed to cover these temporary fund balance shortfalls.

TO: Fund 2110 Workforce Development	\$	268,081.00
FROM: Fund 2075 Regional Planning Commission	\$	268,081.00
TO: Fund 2611 County Clerk Surcharge	\$	1,342.00
TO: Fund 2628 Election Assistance	\$	135,356.00
TO: Fund 2679 Child Advocacy Center	\$	35,757.00
FROM: Fund 2076 Tort	\$	172,455.00

Further, the County Auditor is directed to make the necessary entries to effect this change. Said loans are to be repaid at the earliest possible time sufficient funds are available to effect partial to full reimbursement. In no case shall any reimbursement take longer than the current fiscal year.

PRESENTED, ADOPTED, APPROVED AND RECORDED this 22nd Day of June, 2023.

Steve Summers, County Executive

ATTEST:

Aaron Ammons, County Clerk

Susan W. McGrath
Champaign County Circuit Clerk



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

TO: Champaign County Board Members
Kyle Patterson, Champaign County Board Chair
Steve Summers, Champaign County Executive
Tami Ogden, Deputy Director of Finance

FROM: Susan W. McGrath, Champaign County Circuit Clerk

RE: Approval of Intergovernmental Agreement between IDFHS and the
Champaign County Circuit Clerk

DATE: June 5, 2023

For several years the Champaign County Clerk has had a contract with the Illinois Department of Healthcare and Family Services to provide access to various court records to HFS to facilitate the child support services they provide to their clientele. In addition, the Clerk's office also receives payment for the provision of copies of child support orders entered by the Court based upon a formula established by HFS for that purpose. People who receive services from HFS for this purpose do not have to receive benefits from HFS to qualify for this assistance.

The total revenue the Clerk's office will receive as a result of this contract is estimated to be \$25,814 for the contract year July 1, 2023 to June 30, 2024. The information HFS receives from the Circuit Clerk's office is necessary for HFS to be able to provide case assistance to their clientele for services such as the establishment of paternity, the establishment or modification of child support, the establishment or modification of medical support, and the enforcement of Illinois orders and orders from other states. The Circuit Clerk's office also assists HFS in the processing of payments of both child support and spousal maintenance.

This contract is the revenue reflected in the Circuit Clerk Support Enforcement General Fund, 1080-130. The contract pays a portion of a staff person within the Clerk's office. There is no cost to the County for the contract.

So that the contract can become effective commencing July 1, 2023, the contract needs to be approved by the County Board at its regular meeting on June 22, 2023, and then signed by the County Executive and the County Clerk as soon as possible after that meeting. I will then send

Page Two

Memo regarding HFS contract with the Circuit Clerk

June 5, 2023

the original fully signed contract to HFS as quickly as possible to be received by them no later than June 30, 2023. HFS is aware we cannot meet their June 15 deadline because of the date of the County Board meeting, but it is urgent that we send the fully signed agreement to them as quickly as we can for this contract to be implemented.

Please don't hesitate to contact me if you have any questions about this contract. I appreciate your consideration of this requested contract.



HFS

Illinois Department of
Healthcare and Family Services

JB Pritzker, Governor
Theresa Eagleson, Director

36 S. Wabash, 8th Floor
Chicago, Illinois 60603

Telephone: 312-793-4448

May 25, 2023

Susan McGrath
Clerk of the Circuit Court Champaign County
101 E. Main St
Urbana IL 61801-2736

Re: Intergovernmental Agreement N°2024-55-007

Dear Clerk McGrath:

Attached please find a copy of the Intergovernmental Agreement N° 2024-55-007 for the period of July 1, 2023 through June 30, 2024 Please sign and date the Agreement and Attachment A and scan the signed copy back to my attention at daun.perino@illinois.gov for further processing no later than June 15, 2023. The Intergovernmental Agreement can be signed by providing a wet physical signature or an electronic signature.

All related notices and inquiries should be directed to the Contract Manager:

Christine Towles
Healthcare and Family Services
Division of Child Support Services
HFS C/O SDU
360 W Schick Rd, (Ste 23)
PMB 0002
Bloomington IL, 60108
Telephone: 630-221-2329

Please feel free to contact Christine Towles via phone at 630.221.2329 or via email at christine.towles@illinois.gov should you have any questions regarding the enclosed documents. I thank you in advance for your attention to this matter.

Very truly yours,

Daun M. Perino
Deputy Administrator
Contracts Program, Administrative Appeals and Judicial/Legal Liaison

Attachment

cc: Sue Balster, Division of Finance, Healthcare and Family Services
Christine Towles, Division of Child Support Services, Healthcare and Family Services

E-mail: hfs.webmaster@illinois.gov

Web Site: childsupport.illinois.gov

State of Illinois
Intergovernmental Agreement
between
Illinois Department of Healthcare and Family Services
and
Champaign County Circuit Clerk
Agreement No. 2024-55-007 IGA

Pursuant to the authority granted by Article VII, Section 10 of the 1970 Illinois Constitution and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, the **Illinois Department of Healthcare and Family Services** (hereinafter referred to as Department), and **Champaign County Circuit Clerk** (hereinafter referred to as Contractor), in consideration of the mutual covenants contained herein, agree as follows:

WHEREAS, the Department administers the Child Support Enforcement program under Title X of the Illinois Public Aid Code (305 ILCS 5/10-1 *et seq.*) and Title IV-D of the Social Security Act (42 U.S.C. 651, *et seq.*) (“Child Support Enforcement”); and

WHEREAS, the Department requires the participating downstate Illinois Circuit Court Clerks to support and maintain the KIDS System; and

WHEREAS, the Contractor desires to provide these services under the terms and conditions of this Agreement;

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

ARTICLE 1 — DEFINITIONS

As used in this Agreement, the following terms have the following meanings:

- 1.1 “Child Support Enforcement Program” means the program administered by the Department under Article X of the Illinois Public Aid Code 305 ILCS 5/10-1 *et seq.*
- 1.2 The term “IV-D” refers to the Child Support Enforcement Program set forth in 89 Illinois Administrative Code 160.10 established in compliance with Title IV-D of the Social Security Act (42 U.S.C. 651, *et seq.*).
- 1.3 The term “IV-D matter” is defined as all administrative and judicial proceedings involving the establishment of parentage and the establishment, modification, enforcement and collection of all IV-D Child Support obligations on behalf of IV-D clients
- 1.4 The term “non-IV-D” is defined as that which pertains to any support matter other than IV-D as defined in **Sections 1.2 and 1.3**.
- 1.5 The term “CFDA” is defined as Catalog of Federal Domestic Assistance. The Department’s Division of Child Support Services’ CFDA Number is 93.563.
- 1.6 This Intergovernmental Agreement (Agreement) applies to IV-D matters only unless otherwise specifically provided.
- 1.7 The terms and conditions relating to the funding provisions of this Agreement are set forth in **Article 6** and **Appendix A** which Appendix is incorporated by reference as if fully set forth herein.
- 1.8 The term “KIDS” is defined as the Department’s child support enforcement computer system (Key Information Delivery System).
- 1.9 The term “SDU” refers to the State Disbursement Unit.

ARTICLE 2 — TERM AND SCOPE

- 2.1 Term.** The term of this Agreement shall be from July 1, 2023 through June 30, 2024, unless the Agreement is otherwise terminated as set forth herein.
- 2.2 Renewal.** This Agreement may be renewed for additional periods. In no event shall the renewal terms and the initial term of the Agreement exceed four (4) years.
- 2.3 Entirety of Agreement.** The terms and conditions of this Agreement along with applicable Department Administrative Rules and any documents expressly incorporated herein shall constitute the entire present agreement between the parties. This Agreement constitutes a total integration of all rights, benefits and obligations of the parties, and there exist no other agreements or understandings, oral or otherwise, that bind any of the parties regarding the subject matter of this Agreement. This Agreement supersedes and revokes any prior Agreement between the parties as to the subject matter of this Agreement.

ARTICLE 3 — TERMINATION OF AGREEMENT

- 3.1 Availability of Funds.** Funding for the implementation of this Agreement consists of both Federal and State funds obtained by and payable through the Department. This Agreement is subject to the availability of Department appropriation or the availability of Federal funds for the purpose outlined in the Agreement. The Department's obligations hereunder shall cease immediately, without penalty or further payment being required, in any year for which the General Assembly of the State of Illinois or Federal funding sources fails to make an appropriation sufficient to pay such obligation. The Department shall give Contractor notice of such termination for funding as soon as practicable after the Department becomes aware of the failure of funding. Contractor's obligation to perform shall cease upon notice by the Department of lack of appropriated funds.
- 3.2 Termination Without Cause.** Notwithstanding any contrary provision in this Agreement, this Agreement may be terminated at the option of the Department upon thirty (30) days' written notice to Contractor. If the Department elects to terminate, Contractor shall be entitled to payment for satisfactory services rendered under the Agreement up to the time of termination.
- 3.3 Termination for Cause.** In the event of Contractor's failure to comply with a term of this Agreement, the Department will provide notice to Contractor of the breach. If such breach is not cured to the Department's satisfaction within thirty (30) days after such notice, or within such time as reasonably determined by the Department and specified in the notice, the Department may proceed to termination by serving a notice of termination upon Contractor, which shall immediately terminate this Agreement.
- 3.4 Notice of Change in Circumstances.** In the event Contractor becomes a party to any litigation, investigation or transaction that may reasonably be considered to have a material impact on Contractor's ability to perform under this Agreement, Contractor will immediately notify the Department in writing.
- 3.5 Nonwaiver.** Failure of either party to insist on performance of any term or condition of this Agreement or to exercise any right or privilege hereunder shall not be construed as a continuing or future waiver of such term, condition, right or privilege.
- 3.6 Inability to Perform.** Failure by either party to perform its duties and obligations will be excused by unforeseeable circumstances beyond its reasonable control, including acts of nature, acts of the public enemy, riots, labor or material shortages, labor disputes, fire, flood, explosion, legislation, and governmental regulation.
- 3.7 Other Termination Rights.** This Agreement may be terminated immediately or upon notice by the Department in its sole discretion in the event of the following:
- 3.7.1** Failure of Contractor to maintain the representations, warranties and certifications set forth in this Agreement.
- 3.7.2** Any case or proceeding is commenced by or against Contractor seeking a decree or order with respect to the other party under the United States Bankruptcy Code or any other

applicable bankruptcy or other similar law, including, without limitation, laws governing liquidation and receivership, and such proceeding is not dismissed within ninety (90) days after its commencement.

- 3.7.3 Material misrepresentation or falsification of any information provided by Contractor in the course of dealings between the parties.
- 3.7.4 Failure of the parties to negotiate an amendment necessary for statutory or regulatory compliance as provided in this Agreement.

ARTICLE 4 — AGREEMENT MANAGEMENT AND NOTICES

- 4.1 **Agreement Management.** The Department shall designate an Agreement Manager who will facilitate communication between Contractor and various administrative units within the Department. All communications from Contractor to the Department pertaining to this Agreement are to be directed to the Agreement Manager at the address and telephone number set forth herein. Nothing in this section shall be construed to prevent the Department’s counsel from contacting Contractor or Contractor’s counsel.
- 4.2 **Notices.** All written notices, requests and communications, unless specifically required to be given by a specific method, may be: (i) delivered in person, obtaining a signature indicating successful delivery; (ii) sent by a recognized overnight delivery service, obtaining a signature indicating successful delivery; (iii) sent by certified mail, obtaining a signature indicating successful delivery; or (iv) transmitted by telefacsimile, producing a document indicating the date and time of successful transmission, to the address or telefacsimile number set forth below. All telephonic communications between the parties shall be made to the telephone number(s) set forth below. Either party may at any time give notice in writing to the other party of a change of name, address, or telephone or telefacsimile number.

To Contractor: Susan McGrath
Champaign County Clerk of Circuit Court
101 East Main Street
Champaign, Illinois 61801
Telephone: 217.384.3725
Fax: 217.384.3879

Department: Illinois Department of Healthcare and Family Services
Christine Towles
Division of Child Support Services
HFS C/O SDU
360 W Schick Rd. (Ste 23)
PMB 0002
Bloomington IL, 60108
Telephone: 630.221.2329
Fax: 630.221.2332

ARTICLE 5 — RIGHTS AND RESPONSIBILITIES

5.1 Contractor’s Performance of Services and Duties.

- 5.1.1** Contractor shall perform all services and other duties as set forth in this Agreement in accordance with, and subject to, applicable Administrative Rules and Departmental policies including rules and regulations which may be issued or promulgated from time to time during the term of this Agreement. Contractor shall be provided copies of such upon Contractor's written request.
- 5.1.2** Contractor shall ensure that its employees who provide services under this Agreement are skilled in the profession for which they will be employed. In the event that the Department determines that any individual performing services for Contractor hereunder is not providing such skilled services, the Department shall promptly so notify Contractor and Contractor shall replace that individual.
- 5.2 Consultation and Performance Reviews.**
- 5.2.1** Contractor shall consult with and keep the Department fully informed as to the progress of all matters covered by this Agreement.
- 5.2.2** The Department may conduct a post performance review of Contractor's performance under the Agreement. Contractor shall cooperate with the Department in this review, which may require Contractor to provide records of Contractor's performance, including expense information.
- 5.3 Contractor's Duties.** The Contractor shall:
- 5.3.1** Provide any and all information concerning child support payment data to the SDU. Such data will include, without limitation (when available), court case number, name of the custodial parent, and name of the non-custodial parent, address, social security number of participants.
- 5.3.2** Perform and comply with the duties set forth in **Appendix A**, attached hereto and made a part hereof. This includes providing the Department with access to electronic docket sheets for child support enforcement program cases and access to docketing and record keeping system, including archive and retrievable system where available.
- 5.3.3** Provide to the Department, by electronic data exchange, e-mail, telefacsimile, mail or other mutually acceptable manner, copies of support orders, paternity orders, payment ledgers, docket sheets, and other court records requested by the Department.
- 5.3.4** Be connected to the SDU Circuit Clerk Interface (Extranet) via the internet. As technology changes are made by the Department and the State of Illinois that allows more cost-effective connectivity solutions, the Contractor will work with the Department's technical staff to allow these solutions to be used for Department provided connections at the Contractor's facility.
- 5.3.5** Provide documentation of all paternity orders entered for cases identified as non-Title IV-D. The documentation shall be submitted monthly and include at a minimum the docket number, obligor's and obligee's first and last name and child's name and date of birth.
- 5.3.6** Do not modify the Department's hardware or software without the Department's prior written approval.
- 5.3.7** Obtain authorization for access to information available through the Department's computer systems and to ensure that all computer security requirements of the Department are strictly followed.
- 5.3.8** Provide initial and ongoing training to newly assigned and existing Contractor staff necessary to carry out the responsibilities of this Agreement, including, but not limited to IV-D policy and procedure, coding of action dispositions for data entry, statutory provisions and case decisions relating to child support and any other matters mutually agreed upon by the parties. The Contractor will provide to the Department a current copy, if any, of all training packets and modules.
- 5.3.9** Provide information to the Department for statistical data comparisons as needed.

- 5.3.10** Submit reports required by the Department, the format and content of which shall be as specified by the Department after consultation and mutual agreement with the Contractor, and any report required by the Federal Office of Child Support Enforcement.
- 5.3.11** Submit reports for financial reimbursement in accordance with the terms and conditions set forth in **Article 6** of this Agreement.
- 5.3.12** Use all reasonable diligence in performing the duties undertaken in this Agreement.
- 5.3.13** Require employees to complete annual Confidentiality training and provide Department's Division of Child Support Services with signed Confidentiality Training Confirmation of Completion certificates.
- 5.3.14** Federal Tax Information. In performance of this contract, the Contractor agrees to comply with and assume responsibility for compliance by its employees with the following requirements:
 - 5.3.145.1 All work will be performed under the supervision of the Contractor or the Contractor's responsible employees.
 - 5.3.14.2 Any Federal tax returns or return information (hereafter referred to as returns or return information) made available shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Inspection by or disclosure to anyone other than an officer or employee of the Contractor is prohibited.
 - 5.3.14.3 All returns and return information will be accounted for upon receipt and properly stored before, during and after processing. In addition, all related output and products will be given the same level of protection as required for the source material.
 - 5.3.14.4 No work involving returns and return information furnished under this contract will be subcontracted without prior written approval of the IRS.
 - 5.3.14.5 The Contractor will maintain a list of employees authorized access. Such list will be provided to the Agency and, upon request, to the IRS reviewing office.
 - 5.3.14.6 The Contractor will provide evidence, upon request, of compliance with the managerial, operational, and technical controls provided in IRS Publication 1075 (<http://www.irs.gov/pub/irs-pdf/p1075.pdf>).
 - 5.3.14.7 The Agency will have the right to void the contract if the Contractor fails to provide the safeguards described above.

5.4 Department's Duties. The Department shall:

- 5.4.1** Furnish the Contractor, in a time and manner mutually agreed between the Department and the Contractor, all appropriate information regarding IV-D child support payments received directly by the Department and the SDU for posting by the Contractor to the Contractor's child support payment accounts. Such payments include those received from the Internal Revenue Service, State Comptroller, Department of Employment Security, and the IV-D agencies of states other than Illinois.
- 5.4.2** Provide training to staff of the Contractor regarding the support term and payment entry functions and such other information regarding KIDS that is mutually agreed. Training shall include, without limitation, hardware operation, software utilization, management of information to be sent and received, and other technical assistance, all as mutually agreed by the parties.
- 5.4.3** Monitor performance in conjunction with the Contractor, to ensure effective implementation of the provisions of this Agreement.

- 5.4.4 Ensure that all computer security requirements of the Contractor are strictly followed.
- 5.4.5 Continue to provide participant, case and financial data linkage between the SDU, Contractor and KIDS via SDU interface, including continuing to work toward real-time transmission of data.
- 5.4.6 Respond to a written request for modification of hardware or software within thirty (30) business days after receipt of the Contractor's written request for modification.
- 5.4.7 Provide the Contractor with the appropriate Quarterly Activity Report by the 10th day of the month following the end of the quarter.

5.5 Joint Obligations. Identifying information contained in the databases of both parties which are subject to the confidentiality provisions of federal and state statutes, rules and regulations. When confidential information is exchanged, the following rules shall apply: 1) the confidential nature of the information must be preserved; b) the information furnished must be used only for the purposes for which it was made available; c) assurance must be given that the proper steps shall be taken to safe guard the information; d) access to such information shall be limited to personnel who require the information to perform their duties or for whom access is permitted by statute; e) agree that the data access shall be limited to the minimum extent necessary to accomplish a proper government purpose; and (f) the data shall be transmitted between the Parties in a secure and encrypted format.

a. The parties agree that the duties undertaken in this Agreement shall be performed in accordance with all applicable Federal and State laws, rules, regulations, policy and procedures including, but not limited to the following:

- i. Title IV-D of the Social Security Act, 42 USC section 651 et seq.
- ii. Federal regulations promulgated under Title IV-D of the Social Security Act and appearing at Title 45 Code of Federal Regulations.
- iii. Department rules pertaining to the establishment of parentage and the establishment, modification and enforcement of child support and medical support obligations in IV-D cases, appearing in Title 89 Illinois Administrative Code.
- iv. The Department's Child Support Enforcement Manual.
- v. Title IV-D Action Transmittals issued by the Federal Office of Child Support Enforcement.
- vi. Department letters and memoranda prescribing or interpreting IV-D policy and procedures.

ARTICLE 6 — BILLING AND PAYMENT

6.1 Amount of Payment. The estimated amount of the Department's obligation under this Agreement is **\$25,814** per **Appendix A**.

6.2 Billing. Contractor shall submit monthly, quarterly, semi-annual or annual expenditure reports and a review of the quarterly activity report to the Department no later than the 25th day of the month following the month or quarter of service. Reports shall detail services performed by date and a description of the services. Invoices and Reports shall meet the following requirements:

6.2.1 All funds under the terms of this Agreement are to be used for the express purpose of IV-D matters.

6.2.2 All record keeping shall be in accordance with sound accounting standards.

6.2.3 The Contractor shall sign and submit to the Department reports of actual IV-D related expenditures and reports of Title IV-D activity by the twenty fifth (25th) calendar day following the month or quarter of such expenditures and/or services. Department will

authorize payment to the Contractor within thirty (30) calendar days after receipt of complete, accurate and valid reports with appropriate documentation. Reports shall be mailed to:

Illinois Department of Healthcare and Family Services
Division of Finance
Expenditure Processing and Reconciliation Unit
509 S. 6th Street, 5th Floor
Springfield, Illinois 62701

- 6.2.4** The Contractor agrees to maintain and submit to the Department records, including but not limited to billings and invoices and the purpose for which any non-personnel funds were expended under this Agreement. For purposes of amounts reimbursable under **Article 6**, only those expenses or portions thereof stated in **Appendix A** are reimbursable. For non-personnel items, the Contractor agrees to provide proofs of payments, in the form of canceled checks, vendor invoices (stating paid in full) or any other proof that payment has been made.
- 6.3 Reimbursement.** The Department shall reimburse Contractor for Contractor's performance of duties and obligations hereunder. Unless specifically provided herein, no payment shall be made by the Department for extra charges, supplies, travel or expenses. Payment is subject to the following:
- 6.3.1** The Department shall not be liable to pay Contractor for any supplies provided or services performed, or expenses incurred prior to the term of this Agreement.
- 6.3.2** Reimbursement will be made in the amount expended and approved for each expenditure report. The Department will provide report examples.
- 6.3.3** All reports required under this Agreement must be received by the Department within the time period set forth in this Agreement.
- 6.3.4** The parties will make final determination of the necessary expenditures Contractor has incurred as a result of this Agreement. Such expenditures, mutually agreed upon and subject to Federal Financial Participation (FFP), shall be determined as of the close of business on the date of termination of this Agreement from expenditure reports submitted by Contractor. The Department will reimburse Contractor for any underpayment of such finally determined expenditures pursuant to **Article 6**, and Contractor shall reimburse the Department for any overpayment pursuant to **Article 6**, within sixty (60) calendar days after such determination.
- 6.3.5** Reimbursements made by the Department pursuant to this article shall constitute full payment owed to Contractor by the Department or the IV-D client under Federal or State law for the duties performed by Contractor under this Agreement. Contractor shall not seek any additional payment from the Department or the IV-D client for the performance of these duties.
- 6.3.6** Contractor shall be solely responsible and liable for all expenditure disallowance resulting from Contractor's actions as set forth in any audit by the federal Office of Child Support Enforcement or by the Department. Contractor shall reimburse the Department for the amount of any such disallowance; provided however, the Department will be required to give Contractor timely notice of any such disallowances and an opportunity to rebut any question of Contractor's liability. Contractor, however, will not be held liable for any disallowance concerning expenditures Contractor undertook at the written request of, or with the written approval of, the Department.
- 6.3.7** All Title IV-D funds held by Contractor (not including reimbursements for expenditures made pursuant to this agreement previously made by Contractor) shall be deposited in an interest-bearing bank account and any interest earned on this Title IV-D money shall be identified and deducted from actual expenditures reported to the Department each month.
- 6.3.8** If the Department determines that this Agreement is a grant, then the terms of the Grant Funds Recovery Act (30 ILCS 705/1 et seq.) shall apply.

- 6.3.9** Contractor shall be responsible for obtaining hardware, software and office equipment maintenance agreements, excluding software purchased by the Department, and for purchasing supplies, (i.e., paper, toner, ink cartridges, cleaning kits, etc.) for all equipment under this or any Agreement between the parties .
- 6.4 Retention of Payments.** In addition to pursuit of actual damages, or termination of this Agreement, if any failure of Contractor to meet any requirement of this Agreement result in the withholding of Federal funds from the State, the Department will withhold and retain an equivalent amount from payment(s) to Contractor until such Federal funds are released to the State, at which time the Department will release to Contractor the equivalent withheld funds.
- 6.5 Computational Error.** The Department reserves the right to correct any mathematical or computational error in payment subtotals or total contractual obligation. The Department will notify Contractor of any such corrections.
- 6.6 State Fiscal Year.**
- 6.6.1** Notwithstanding any other provision of this Agreement, all invoices for supplies ordered or services performed, and expenses incurred by Contractor prior to July 1 of each year must be presented to the Department no later than August 5 of each year in order to ensure payment under this Agreement. Failure by Contractor to present such invoices prior to August 5 may require Contractor to seek payment of such invoices through the Illinois Court of Claims and the Illinois General Assembly.
- 6.6.2** All payments shall be made to conform to State fiscal year requirements regardless of what might or might not be stated elsewhere in this Agreement or any order placed pursuant to the Agreement. Contracts that extend beyond the end of the State's fiscal year (July 1 - June 30), or the payments thereon, may have to be prorated to ensure funds of the appropriate fiscal year are utilized for payment.
- 6.6.3** It is recognized by the parties that payments at the beginning of the State's fiscal year (July and August payments) are often delayed because of the appropriation process. Such delayed payments shall not be considered late for any purpose nor shall they constitute a breach.

ARTICLE 7 — GENERAL TERMS

- 7.1 Amendments.** This Agreement may be amended or modified by the mutual consent of the parties at any time during its term. Amendments to this Agreement must be in writing and signed by the parties. No change, in addition to, or waiver of any term or condition of this Agreement shall be binding on the Department unless approved in writing by an authorized representative of the Department.
- 7.2 Amendments Necessary for Statutory or Regulatory Compliance.** Contractor shall, upon request by the Department and receipt of a proposed amendment to this Agreement, negotiate in good faith with the Department to amend the Agreement if and when required, in the opinion of the Department, to comply with Federal or State laws or regulations. If the parties are unable to agree upon an amendment within sixty (60) days, or such shorter time required by Federal or State law or regulation, the Department may terminate this Agreement.
- 7.3 Assignment and Subcontracting.** After notice to Contractor, the Department may transfer this Agreement or payment responsibility to another State agency or assign this Agreement to a third party for financing purposes. Assignment, subcontracting, or transfer of all or part of the interests of Contractor in the work covered by this Agreement is prohibited without prior written consent of the Department. In the event the Department gives consent to Contractor to assign, subcontract or transfer all or part of the interests of Contractor in the work covered by this Agreement, the following provisions shall apply:
- 7.3.1** The terms and conditions of this Agreement shall apply to and bind the party or parties to whom such work is subcontracted, assigned, or transferred as fully and completely as Contractor is hereby bound and obligated.

- 7.3.2 Any proposed assignee, subcontractor or transferee must meet the same requirements applicable to Contractor, including, but not limited to, certifications and disclosures.
- 7.3.3 Contractor shall list the names and addresses of all subcontractors in an addendum to this Agreement, together with the anticipated amount of money that each subcontractor is expected to receive pursuant to this Agreement.

7.4 Audits and Records.

7.4.1 **Right of Audit.** This Agreement, and all books, records, and supporting documents related thereto, shall be available for review or audit by the Department, the Office of Inspector General for the Department, the United States Department of Health and Human Services, the Illinois Auditor General and other State and Federal agencies with monitoring authority related to the subject matter of this Agreement (“Authorized Persons”), and Contractor agrees to cooperate fully with any such review or audit. Upon reasonable notice by any Authorized Person, Contractor shall provide, in Illinois, or any other location designated by the Authorized Person, during normal business hours, full and complete access to the relevant portions of Contractor’s books and billing records as they relate to payments under this Agreement. If the audit findings indicate overpayment(s) to Contractor, the Department shall adjust future or final payments otherwise due Contractor. If no payments are due and owing Contractor, or if the overpayments(s) exceed the amount otherwise due Contractor, Contractor shall immediately refund all amounts which may be due to the Department.

7.4.2 **Audits.** Grantee shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and Subpart F of 2 CFR Part 200, and the audit rules and policies set forth by the Governor’s Office of Management and Budget. See 30 ILCS 708/65(c); 44 Ill. Admin. Code 7000.90.

7.4.3 Audit Requirements.

A. This Paragraph applies to Grantees that are not “for-profit” entities.

B. Single and Program-Specific Audits. If, during its fiscal year, Grantee expends \$750,000 or more in Federal Awards (direct federal and federal pass-through awards combined), Grantee must have a single audit or program-specific audit conducted for that year as required by 2 CFR 200.501 and other applicable sections of Subpart F of 2 CFR Part 200. The audit report packet must be completed as described in 2 CFR 200.512 (single audit) or 2 CFR 200.507 (program-specific audit), 44 Ill. Admin. Code 7000.90(h)(1) and the current GATA audit manual and submitted to the Federal Audit Clearinghouse, as required by 2 CFR 200.512. The results of peer and external quality control reviews, management letters, AU-C 265 communications and the Consolidated Year-End Financial Report(s) must be submitted to the Grantee Portal. The due date of all required submissions set forth in this paragraph is the earlier of (i) 30 calendar days after receipt of the auditor’s report(s) or (ii) nine (9) months after the end of the Grantee’s audit period.

C. Financial Statement Audit. If, during its fiscal year, Grantee expends less than \$750,000 in Federal Awards, Grantee is subject to the following audit requirements:

- (i) If, during its fiscal year, Grantee expends \$500,000 or more in Federal and State Awards, singularly or in any combination, from all sources, Grantee must have a financial statement audit conducted in accordance with the Generally Accepted Government Auditing Standards (GAGAS). Grantee may be subject to additional requirements based on the Grantee’s risk profile.
- (ii) If, during its fiscal year, Grantee expends less than \$500,000 in Federal and State Awards, singularly or in any combination, from all sources, but expends \$300,000 or more in Federal and State Awards, singularly or in any combination, from all sources, Grantee must have a financial statement audit conducted in accordance with the Generally Accepted Auditing Standards (GAAS).
- (iii) If Grantee is a Local Education Agency (as defined in 34 CFR 77.1), Grantee shall have a financial statement audit conducted in accordance with GAGAS, as required by 23 Ill. Admin. Code 100.110, regardless of the dollar amount of expenditures of Federal and State Awards.

- (iv) If Grantee does not meet the requirements in subsections 7.4.3(b) and 7.4.3(c)(i-iii) but is required to have a financial statement audit conducted based on other regulatory requirements, Grantee must submit those audits for review.
- (v) Grantee must submit its financial statement audit report packet, as set forth in 44 Ill. Admin. Code 7000.90(h)(2) and the current GATA audit manual, to the Grantee Portal within the earlier of (i) 30 calendar days after receipt of the auditor's report(s) or (ii) 6 months after the end of the Grantee's audit period.

7.4.4 Performance of Audits. For those organizations required to submit an independent audit report, the audit is to be conducted by the Illinois Auditor General, or a Certified Public Accountant or Certified Public Accounting Firm licensed in the state of Illinois or in accordance with Section 5.2 of the Illinois Public Accounting Act (225 ILCS 450/5.2). For all audits required to be performed subject to Generally Accepted Government Auditing standards or Generally Accepted Auditing standards, Grantee shall request and maintain on file a copy of the auditor's most recent peer review report and acceptance letter. Grantee shall follow procedures prescribed by Grantor for the preparation and submission of audit reports and any related documents.

7.4.5 Delinquent Reports. Notwithstanding anything herein to the contrary, when such reports or statements required under this section are prepared by the Illinois Auditor General, if they are not available by the above-specified due date, they will be provided to Grantor within thirty (30) days of becoming available. Otherwise, Grantee should refer to the State of Illinois Grantee Compliance Enforcement System for the policy and consequences for late reporting. 44 Ill. Admin. Code 7000.80.

7.4.6 Retention of Records. Contractor shall maintain all business, professional, and other records in accordance with State law 45 CFR Part 74, 45 CFR Part 160 and 45 CFR Part 164 subparts A and E, the specific terms and conditions of this Agreement, and pursuant to generally accepted accounting practice. Contractor shall maintain such books and records for a period of six (6) years from the later of the date of final payment under the Agreement or completion of the Agreement, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with this Agreement. If an audit, litigation, or other action involving the records is begun before the end of the six-year period, the records must be retained until all issues arising out of the action are resolved. Failure to maintain the books, records, and supporting documents required by this Article shall establish a presumption in favor of the Department for the recovery of any funds paid by the Department under the Agreement for which adequate books, records, and other documents are not available to support the purported disbursement

7.5 Background Checks. The Department reserves the right to conduct background checks of Contractor's officers, employees or agents who would directly supervise the Agreement or physically perform the Agreement requirements at Department facilities to determine their suitability for performing this Agreement. If the Department finds such officer, employee or agent to be unsuitable, the Department reserves the right to require Contractor to provide a suitable replacement immediately.

7.6 Choice of Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois. Any claim against the Department arising out of this Agreement must be filed exclusively with the Illinois Court of Claims (705 ILCS 505/1) or, if jurisdiction is not accepted by that court, with the appropriate State or Federal court located in Sangamon County, Illinois. The State shall not enter into binding arbitration to resolve any Agreement dispute. The State of Illinois does not waive sovereign immunity by entering into this Agreement.

7.7 Confidentiality.

7.7.1 Proprietary Information. Performance of the Agreement may require Contractor to have access to and use of documents and data which may be confidential or considered proprietary to the State or to a State County, or which may otherwise be of such a nature that its dissemination or use, other than in performance of the Agreement, would be adverse to the interest of the State or others. Any documents or data obtained by

Contractor from the Department in connection with carrying out the services under this Agreement shall be kept confidential and not provided to any third party unless disclosure is approved in writing by the Department. Each party shall protect the confidentiality of information provided by the other party, or to which the receiving party obtains access by virtue of its performance under this Agreement, that either has been reasonably identified as confidential by the disclosing party or by its nature warrants confidential treatment. The receiving party shall use such information only for the purpose of this Agreement and shall not disclose it to anyone except those of its employees who need to know the information. These nondisclosure obligations shall not apply to information that is or becomes public through no breach of this Agreement that is received from a third party free to disclose it that is independently developed by the receiving party, or that is required by law to be disclosed. Confidential information shall be returned to the disclosing party upon request.

7.7.2 Confidentiality of Program Recipient Identification. Personally identifiable information maintained by both Parties is subject to the confidentiality provisions of Federal and State statutes, rules and regulations, including, but not limited to, Title XIX of the *Social Security Act (42 USC 1396 et seq.)*. When personally identifiable information is exchanged or shared by Contractor and HFS, the following rules shall apply: (i) the confidential nature of the information must be preserved; (ii) the information furnished must be used only for the purposes for which it was made available; (iii) assurance must be given that the proper steps shall be taken to safeguard the information; and (iv) access to such information shall be limited to personnel who require the information to perform their duties or for whom access is permitted by statute or regulation. The release of personally identifiable information, data or records by either Party and/or their respective staff to any unauthorized person may subject HFS or Contractor and their respective staff to criminal and/or civil penalties as imposed by law.

7.8 Disputes Between Contractor and Other Parties. Any dispute between Contractor and any subcontractor or other party, shall be solely between such party or subcontractor and Contractor, and the Department shall be held harmless by Contractor.

7.9 Fraud and Abuse. Contractor shall report to the Department's Office of Inspector General (OIG) any suspected financial fraud and abuse in the Child Support Enforcement Program, or suspected misconduct of Department employees, as soon as Contractor learns of the suspected fraud and abuse or misconduct. Contractor shall not conduct any investigation of the suspected fraud and abuse or misconduct without being specifically directed to do so by the OIG. Contractor shall cooperate with all investigations of suspected fraud and abuse or Department employee misconduct.

7.10 Gifts. Contractor and Contractor's principals, employees and subcontractors are prohibited from giving gifts to Department employees, and from giving gifts to, or accepting gifts from, any person who has a contemporaneous Agreement with the Department involving duties or obligations related to this Agreement.

7.11 Indemnification.

7.11.1 Contractor assumes all risk of loss and shall indemnify and hold the State, its officers, agents and employees harmless from and against any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments, including costs, attorneys' and witnesses' fees, and expenses incident thereto, for any and all injuries to persons (including death), and any or all loss of, damage to, or destruction of property (including property of the State), resulting from the negligent or intentional acts or omissions of Contractor or any employee, agent, or representative of Contractor or Contractor's subcontractors. Contractor shall do nothing to prejudice the State's right to recover against third parties for any loss, destruction of, or damage to State property, and shall upon request and at the State's expense, furnish to the State all reasonable assistance and cooperation, including assistance in the prosecution of suit and the execution of instruments of assignment in favor of the State in obtaining recovery.

7.11.2 Neither party shall be liable for incidental, special or consequential damages.

- 7.11.3** Contractor further agrees to assume all risk of loss and to indemnify and hold the Department and its officers, agents, and employees harmless from and against any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments including costs, attorneys' and witnesses' fees, and expenses incident thereto, for Contractor's failure to pay any subcontractor, either timely or at all, regardless of the reason.
- 7.12 Media Relations and Public Information.** Subject to any disclosure obligations of Contractor under applicable law, rule, or regulation, news releases pertaining to this Agreement or the services or project to which it relates shall only be made with prior approval by, and in coordination with, the Department. Contractor shall not disseminate any publication, presentation, technical paper, or other information related to Contractor's duties and obligations under this Agreement unless such dissemination has been previously approved in writing by the Department.
- 7.13 Multiple Counterparts.** This Agreement may be executed in one or more counterparts, all of which shall be considered to be one and the same document, binding on all parties hereto, notwithstanding that all parties are not signatories to the same counterpart.
- 7.14 Nondiscrimination.** In compliance with the State and Federal Constitutions, the Illinois Human Rights Act, the U. S. Civil Rights Act, and Section 504 of the Federal Rehabilitation Act, the Department does not unlawfully discriminate in employment, Agreements, or any other activity. Contractor and Contractor's principals, employees and subcontractors shall abide by all Federal and State laws, regulations and orders which prohibit discrimination because of race, creed, color, religion, sex, national origin, ancestry, age, or physical or mental disability, including but, not limited to, the Federal Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, the Federal Rehabilitation Act of 1973, the Illinois Human Rights Act, and Executive Orders 11246 and 11375. Contractor further agrees to take affirmative action to ensure that no unlawful discrimination is committed in any manner, including, but not limited to, in the delivery of services under this Agreement.
- 7.15 Non-solicitation of Employees.** Contractor shall give notice to the Department's Ethics Officer, or such other person as the Department may designate, if Contractor solicits or intends to solicit for employment any Department employee during any part of the term of this Agreement and for one (1) year after its termination or expiration. This notice shall be given in writing at the earliest possible time. Contractor shall not employ any person or persons employed by the Department at any time during the term of this Agreement for any work required by the terms of this Agreement.
- 7.16 Purchase of Equipment and Equipment Inventory**
- 7.16.1** Contractor shall not purchase equipment with funds received under this Contract. For the purposes of this Article, "equipment" shall include any product, tangible and non-tangible, used solely in Contractor's performance under this Contract and having a useful life of two years or more and an acquisition cost of at least \$100.
- 7.16.2** Contractor shall review, verify, sign and note any discrepancies on inventory lists submitted by HFS of Electronic Data Processing (EDP) and Non-EDP equipment purchased under previous contracts with HFS. The Circuit Clerk shall submit inventory reports no later than 30 calendar days after the receipt to HFS as per instructions provided with these reports.
- 7.17 Rules of Construction.** Unless the context otherwise requires or unless otherwise specified, the following rules of construction apply to this Agreement:
- 7.17.1** Provisions apply to successive events and transactions;
- 7.17.2** "Or" is not exclusive;
- 7.17.3** References to statutes and rules include subsequent amendments and successors thereto;
- 7.17.4** The various headings of this Agreement are provided for convenience only and shall not affect the meaning or interpretation of this Agreement or any provision hereof;
- 7.17.5** If any payment or delivery hereunder shall be due on any day which is not a business day, such payment or delivery shall be made on the next succeeding business day;

- 7.17.6 “Days” shall mean calendar days; “business day” shall mean a weekday (Monday through Friday), excluding State holidays, between the hours of 8:30 a.m. Central Time and 5:00 p.m. Central Time;
- 7.17.7 Use of the male gender (e.g., "he", "him," "his") shall be construed to include the female gender (e.g., "she", "her"), and vice versa; and
- 7.17.8 Words in the plural which should be singular by context shall be so read, and vice versa.
- 7.17.9 References to “Department,” “Illinois Department of Healthcare and Family Services” or “HFS” shall include any successor agency or office charged with administering Contractor under the Illinois Public Aid Code (305 ILCS 5/1-1 et seq.).
- 7.18 **Severability.** In the event that any provision, term or condition of this Agreement is declared void, unenforceable, or against public policy, then said provision, term or condition shall be construed as though it did not exist and shall not affect the remaining provisions, terms, or conditions of this Agreement, and this Agreement shall be interpreted as far as possible to give effect to the parties’ intent.
- 7.19 **Sexual Harassment.** Contractor shall have written sexual harassment policies which shall comply with the requirements of 775 ILCS 5/2-105.
- 7.20 **Survival of Obligations.** Those obligations under this Agreement which by their nature are intended to continue beyond the termination or expiration of this Agreement shall survive the termination or expiration of this Agreement.

ARTICLE 8 - CERTIFICATIONS.

By signing this Agreement, Contractor makes the following certifications and warranties. This Agreement may be terminated immediately or upon notice by the Department in its sole discretion upon Contractor’s failure to maintain these certifications and warranties.

8.1 General Warranties of Contractor.

- 8.1.1 The services and deliverables products herein required to be performed or provided will be completed in a good and professional manner.
- 8.1.2 The person executing this Agreement on behalf of Contractor is duly authorized to execute the Agreement and bind Contractor to all terms and conditions hereunder.
- 8.1.3 For a period of ninety (90) days after completion of all services and deliverable products provided for under this Agreement and any subsequent related Agreement, and acceptance of the same by the Department, any defects or problems found in the work performed or submitted by Contractor will be expeditiously corrected by Contractor without additional charge to the Department.
- 8.1.4 Violation of any of these warranties by Contractor shall subject this Agreement to automatic termination.

8.2 **Bribery.** Contractor is not barred from being awarded an Agreement or subcontract under Section 50-5 of the Illinois Procurement Code, 30 ILCS 500/1-1 et seq.

8.3 **Child Support.** Contractor shall ensure that its employees who provide services to the Department under this Agreement are in compliance with child support payments pursuant to a court or administrative order of this or any other State. Contractor will not be considered out of compliance with the requirements of this Article if, upon request by the Department, Contractor provides:

- 8.3.1 Proof of payment of past due amounts in full;
- 8.3.2 Proof that the alleged obligation of past due amounts is being contested through appropriate court or administrative proceedings and Contractor provides proof of the pendency of such proceedings; or
- 8.3.3 Proof of entry into payment arrangements acceptable to the appropriate State agency.

- 8.4 Conflict of Interest.** Contractor is not prohibited from contracting with the Department on any of the bases provided in 30 ILCS 500/50-13. Contractor and Contractor’s principals, employees and subcontractors neither have nor shall acquire any interest, public or private, direct or indirect, which may conflict in any manner with performance under this Agreement, and Contractor shall not employ any person having such an interest in connection with Contractor’s performance under the Agreement. Contractor shall be under a continuing obligation to disclose any conflicts to the Department, which shall, in its sole good faith discretion, determine whether such conflict is cause for the non-execution or termination of the Agreement.
- 8.5 Debarment and Suspension.** Contractor shall review the list of sanctioned persons maintained by the Agency’s Office of Inspector General (OIG) (available at <http://www.state.il.us/agency/oig>), and the Excluded Parties List System maintained by the U.S. General Services Administration (available at <http://epls.arnet.gov/>). Contractor shall terminate its relations with any Ineligible Person immediately upon learning that such Person or Provider meets the definition of an Ineligible Person and notify the OIG of the termination.
- 8.6 Federal Taxpayer Identification Number and Legal Status Disclosure.** Contractor has completed **Attachment A** and certifies, under penalties of perjury, that the information contained thereon is correct.
- 8.7 Legal Ability To Contract:** Contractor certifies it is under no legal prohibition on contracting with the State of Illinois, has no known conflicts of interest and further specifically certifies that:
- 8.7.1** Contractor, its employees and subcontractors will comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act (42 U.S.C. § 12101 et seq.) and applicable rules in performance under this Contract.
- 8.7.2** Contractor will, pursuant to the Drug Free Workplace Act, provide a drug free workplace, and if an individual shall not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the performance of the Contract. This certification applies to contracts of \$5,000 or more with: individuals; and to entities with twenty-five (25) or more employees (30 ILCS 580).
- 8.7.3** Neither Contractor nor any substantially owned affiliate is participating or shall participate in an international boycott in violation of the U.S. Export Administration Act of 1979 or the applicable regulations of the U.S. Department of Commerce. This certification applies to contracts that exceed \$10,000 (30 ILCS 582).
- 8.7.4** Contractor complies with the Illinois Department of Human Rights Act and rules applicable to public contracts, including equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies (775 ILCS 5/2-105).
- 8.7.5** Contractor does not pay dues to, or reimburse or subsidize payments by its employees for, any dues or fees to any “discriminatory club” (775 ILCS 25/2).
- 8.7.6** Contractor complies with the State Prohibition of Goods from Forced Labor Act, and certifies that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been or will be produced in whole or in part by forced labor, convict labor, or indentured labor under penal sanction (PA 93-0307).
- 8.7.7** Contractor certifies that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by the labor of any child under the age of 12 (PA 94-0264).
- 8.7.8** Contractor certifies that it is not in violation of Section 50-14.5 of the Illinois Procurement Code that states, “Owners of residential buildings who have committed a willful or knowing violation of the Lead Poisoning Prevention Act (410 ILCS 45) are prohibited from doing business with the State of Illinois or any State agency until the violation is mitigated.”
- 8.7.9** In accordance with Public Act 095-0307, all information technology, including electronic information, software, systems and equipment, developed or provided under this contract

must comply with the applicable requirements of the Illinois Information Technology Accessibility Act Standards as published at www.dhs.state.il.us/iitaa.

8.7.10 Contractor has disclosed if required, on forms provided by the State, and agrees it is under a continuing obligation to disclose to the State, financial or other interests (public or private, direct or indirect) that may be a potential conflict of interest or which would prohibit Contractor from having or continuing the Contract. This includes, but is not limited to conflicts under the “Infrastructure Task Force Fee Prohibition” section of the State Finance Act (30 ILCS 105/8.40), Article 50 of the Illinois Procurement Code (30 ILCS 500/50), or those which may conflict in any manner with the Contractor’s obligation under this Contract. Contractor shall not employ any person with a conflict to perform under this Contract. If any elected or appointed State officer or employee, or the spouse or minor child of same has any ownership or financial interest in the Contractor or the Contract, Contractor certifies it has disclosed that information to the State if required, on forms provided by the State, and any waiver of the conflict has been issued in accordance with applicable law and rule. A waiver is required if:

- a) the person intending to contract with the State, their spouse or child: (i) holds an elective office in Illinois; (ii) holds a seat in the Illinois General Assembly; (iii) is an officer or employee of the Capital Development Board or the Illinois Toll Highway Authority; or holds an appointed position or is employed in any of the offices or agencies of the State government and who receives compensation for such employment in excess of 60% of the salary of the Governor (currently \$106,447.20). (The conflict of interest threshold of 60% of the Governor's salary set forth in Section 50-13 does not apply to elective office holders, legislators, and officers or employees of the Capital Development Board or the Illinois Toll Highway Authority.);
- b) the contract is with a firm, partnership, association or corporation in which a person referenced in a) above receives more than 7.5% of the total distributable income or an amount in excess of the salary of the Governor (currently \$177,412.00).
- c) the contract is with a firm, partnership, association or corporation in which a person referenced in b) above, together with their spouse or minor child, receives more than 15% in the aggregate of the total distributable income or an amount in excess of 2 times the salary of the Governor (currently \$354,824.00) from the firm, partnership, association or corporation.

8.8 Licenses and Certificates. Contractor and Contractor’s principals, employees, and subcontractors possess all certificates or licenses, including professional, necessary to perform the duties and obligations under this Agreement; any certificates or licenses are currently in good standing with the certifying or licensing entity or entities; any certificates or licenses will continue to be maintained in good standing. Contractor may meet the license requirement through use of a subcontractor; provided however, Contractor's use of a subcontractor in that circumstance does not relieve Contractor of any obligations under the Agreement.

8.9 New Hire Reporting and Electronic Funds Transfer of Child Support Payments. Contractor certifies that it shall comply with the requirements of 820 ILCS 405/1801.1 and 750 ILCS 28.35.

8.10 Non-solicitation of Agreement. Contractor has not employed or retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement, and has not paid or agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the Department shall have the right to annul this Agreement without liability or, in its discretion, to deduct from compensation otherwise due Contractor such commission, percentage, brokerage fee, gift or contingent fee.

8.11 Prevailing Wage. Contractor shall comply with the Davis-Bacon Act, 40 USC 276a, and the Illinois Prevailing Wage Act, 820 ILCS 130/0.01, et seq., as applicable.

8.12 Revolving Door. Contractor is not in violation of section 50-30 of the Illinois Procurement Code, 30 ILCS 500/50-30.

In Witness Whereof, the parties have hereunto caused this Agreement to be executed on the dates shown, by their duly authorized representatives.

**THE STATE OF ILLINOIS
DEPARTMENT OF HEALTHCARE
AND FAMILY SERVICES**

CHAMPAIGN COUNTY, ILLINOIS

By: _____
Theresa Eagleson, Director

By: _____
Susan McGrath Circuit Clerk

Date: _____

Date: _____

APPENDIX A
CHAMPAIGN COUNTY CIRCUIT CLERK’S BUDGET

ACCESS TO ELECTRONIC DOCKET SHEETS AND DATA WITHIN THE CLERK’S SYSTEM

Costs for access to electronic docket sheets and access to docketing and record keeping system, including archive and retrievable system where available are defined as one-time costs associated with development and implementation activities as approved by the Department and / or ongoing maintenance costs for access to electronic docket sheets/court system.

Total annual actual costs reimbursable for such access shall not exceed **\$2,000**.

IV-D CHILD SUPPORT ORDER & NOTICES OF PAYMENT PATH CHANGE (PPC) OR IV-D PARTICIPATION (PPC) NOTICES

The Circuit Clerk will be paid **\$21.00** per Title IV-D child support order entered into the State’s Child Support System (KIDS) based upon predefined criteria as provided by the Department and/or per each Payment Path Change Notice or IV-D Participation Notice to offset costs associated with providing child support records, Title IV-D customer Services, Title IV-D applications and scheduling Title IV-D dockets. Payment will be made quarterly based upon the Department’s Quarterly Activity Reports.

Total annual IV-D child support orders Allowance is estimated at \$23,814.

ANNUAL AMOUNTS PAYABLE

Access to electronic docket sheets and Data in the Clerk’s system (maximum amount)	\$2,000
IV-D Child Support Order & PPC Allowance (estimated amount)	\$23,814
Total	\$25,814

Attachment A

Taxpayer Identification Certification

A. Contractor certifies that:

- 1. The number shown on this form is Contractor’s correct taxpayer identification number (or Contractor is waiting for a number to be issued to Contractor); **and**
- 2. Contractor is not subject to backup withholding because:
 - (a) Contractor is exempt from backup withholding, or
 - (b) Contractor has not been notified by the Internal Revenue Service (IRS) that Contractor is subject to backup withholding as a result of a failure to report all interest or dividends, or
 - (c) The IRS has notified Contractor that Contractor is no longer subject to backup withholding, **and**
- 3. Contractor is a U.S. person (including a U.S. resident alien).

B. Contractor’s Name: Champaign County Circuit Clerk

C. Contractor’s Taxpayer Identification Number:

Social Security Number (SSN): _____
 or
 Employer Identification Number (EIN): 37-6006910

(If Contractor is an individual, enter Contractor’s name and SSN as it appears on Contractor’s Social Security Card. If Contractor is completing this certification for a sole proprietorship, enter the owner’s name followed by the name of the business and the owner’s SSN or EIN. For all other entities, enter the name of the entity as used to apply for the entity’s EIN and the EIN.)

D. Contractor’s Legal Status (check one):

- | | |
|---|--|
| <input type="checkbox"/> Individual | <input checked="" type="checkbox"/> Governmental |
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Nonresident alien |
| <input type="checkbox"/> Partnership/Legal Corporation | <input type="checkbox"/> Estate or trust |
| <input type="checkbox"/> Tax-exempt | <input type="checkbox"/> Pharmacy (Non-Corp.) |
| <input type="checkbox"/> Corporation providing or billing medical or health care services | <input type="checkbox"/> Pharmacy/Funeral Home/Cemetery (Corp) |
| <input type="checkbox"/> Corporation NOT providing or billing medical or health care services | <input type="checkbox"/> Other: |

THE UNDERSIGNED AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTE THIS CERTIFICATION ON BEHALF OF CHAMPAIGN COUNTY CIRCUIT CLERK.

Signature

Susan McGrath
Champaign County Circuit Clerk

Date

ORDINANCE NO. 2023-XX

**ORDINANCE ESTABLISHING SALARY ADMINISTRATION GUIDELINES FOR
CHAMPAIGN COUNTY DEPARTMENTS**

WHEREAS, The County Board of the County of Champaign, Illinois, is vested with the exclusive power to grant appropriations for the expenditure of public funds within Champaign County departments, and may take policy concerns into account when exercising its appropriation power, 55 ILCS 5/6-1001 et seq.;

WHEREAS, Elected Department Heads are vested with the exclusive power to manage personnel and internal department operations, subject to budgetary limitations established by the Champaign County Board, and subject to Collective Bargaining Agreements and law, 55 ILCS 5/3-1007 (Auditor), 705 ILCS 105/27.3(a) (Circuit Clerk), 55 ILCS 5/3-2003.5 (Clerk), 55 ILCS 5/3-3003 (Coroner), 55 ILCS 5/2-5009 and 5/2-5015 (County Executive), 55 ILCS 5/3-5005.5 (Recorder), 55 ILCS 5/3-6018 (Sheriff), 55 ILCS 5/3-9006 (State’s Attorney), 55 ILCS 5/3-10005.4 (Treasurer);

WHEREAS, Appointed Department Heads have discretion to manage personnel, subject to budgetary limitations established by the Champaign County Board, and subject to Collective Bargaining Agreements and law;

WHEREAS, The County Board of the County of Champaign, Illinois, adopted Resolution No. 6697 exempting the Public Defender’s office from some requirements of 55 ILCS 5/3-4008;

WHEREAS, The County Board of the County of Champaign, Illinois, adopted Ordinance No. 960 - An Ordinance Establishing the Champaign County Personnel Policy on March 19, 2015;

WHEREAS, The County Board of the County of Champaign, Illinois, has amended the Champaign County Personnel Policy via Ordinances 964 (Employment, Hiring, ADA and Probation Policy), 997 (Anti-Harassment Policy), 2019-14 (Cannabis, Drug and Alcohol Use/Abuse Policy), and 2023-6 (EEO, Background Checks and Conviction History, Holidays, Bereavement Leave, Paid Parental Leave);

WHEREAS, 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;

WHEREAS, Fiscal responsibility requires a systematic personnel budget appropriations procedure, which includes:

- Review and adjustment of budgeted Salary Ranges;
- Determination of funds required for requested personnel actions and policy implementation;
- Equitable distribution of funds among departments; and
- Efficient oversight of personnel appropriations utilization throughout the budget period;

WHEREAS, The County Board of the County of Champaign, Illinois, has determined that because it has the exclusive power to appropriate funds and the corollary duty to exercise fiscal responsibility in the appropriation of public funds for expenditure, and because it has the concern to promote employment best practices, pay equity, and high-quality services to the public in consideration of financial sustainability, the County Board adopts the below Salary Administration Ordinance;

NOW, THEREFORE BE IT AND IT IS HEREBY ORDAINED by the County Board of the County of Champaign, Illinois, that:

Section 1 - GENERAL

- 1-1. This Salary Administration Ordinance applies to all County departments whose personnel budgets are subject to the County Board’s appropriations, including bargaining and non-bargaining positions subject to the County Board’s appropriations.
- 1-2. When granting personnel budget appropriations, the County Board will consider a department’s compliance with this Salary Administration Ordinance. When compliance is not possible, the County Board will consider a department’s cooperation with the intent of this Ordinance, which is to promote transparency, communication, and fiscal responsibility in the expenditure of public funds.
- 1-3. The Board is less likely to grant a department’s full budget appropriations request in the next budget cycle when that department does not follow the procedures outlined in this Salary Administration Ordinance.
- 1-4. Chapter 9, Salary Administration Guidelines, of the Champaign County Personnel Policy is deleted and superseded by this freestanding Salary Administration Ordinance.
- 1-5. Champaign County Board Resolution No. 6697, which exempts the Public Defender’s office from some requirements of 55 ILCS 5/3-4008, is rescinded and nullified.

Section 2 - DEFINITIONS

- 2-1. Salary Administrator - The County Executive or the County Executive’s designee from within the County Executive’s office. The Salary Administrator’s responsibilities include the implementation and promotion of compliance with this Salary Administration Ordinance.
- 2-2. Position Description – A job description evaluated and graded by the Job Content Evaluation Committee (JEC) and funded by the County Board, which contains a written set of criteria regarding the essential duties and responsibilities performed in a position, and the minimum knowledge, skills, abilities, education, training, and experience required to perform the job. The Salary Administrator will keep on file the County’s Position Descriptions for Budgeted Positions.
- 2-3. Budgeted Position - A single job slot allocated to a County department and funded through County Board personnel budget appropriations as full time or part time. Part-time positions are stated as a percentage of full-time, or average hours worked. All Budgeted Positions shall be identified by a specified Position Description.

- 2-4. Reclassification - The process of deleting an existing Budgeted Position in a County department and creating a new Budgeted Position based upon a new Position Description, or of changing an existing Budgeted Position's job title, job description, or Salary Range.
- 2-5. Salary Range – The minimum to maximum dollar value the County Board expects an employee will be paid for a Budgeted Position when making annual personnel budget appropriations. Salary Ranges for non-bargaining employees are confirmed by the County Board during the annual budget cycle. Salary Ranges for bargaining employees are agreed to by the County Board and the Unions during negotiations for Collective Bargaining Agreements. Non-bargaining salary schedules can be found in the annual County budget. Bargaining salary schedules can be found on the county website at <https://www.co.champaign.il.us/headermenu/generalinfo.php#section-LaborContractsCurrent>.
- 2-6. Exempt/Nonexempt Pay Status - An employee's status under the Fair Labor Standards Act (FLSA), which determines whether the employee is legally entitled to overtime pay (nonexempt) or not legally entitled to overtime pay (exempt). Legal opinions about an employee's Exempt/Nonexempt Pay Status are provided by the Champaign County State's Attorney Office.
- 2-7. Job Content Evaluation Committee – The Job Content Evaluation Committee (JEC) evaluates, and grades Position Descriptions before the County Board will appropriate funds for job slots covered by the Position Descriptions. The JEC is convened by the Salary Administrator and is composed of a selected group of County managers who have experience with County government operations and employee management.

The Job Content Evaluation Committee standing membership consists of the Salary Administrator, the Director of Finance, and a member of the State's Attorney civil division. Additional members are appointed for evaluations as needed and as their experience and expertise fit the current job being evaluated. Members are non-elected full-time employees of Champaign County, and they are selected based on having adequate experience to fully assess how well a Position Description meets the needs of the Department and of the County, to identify and quantify the level of experience and managerial authority of the position, and to ensure decisions by the committee comply with federal, state, and local employment laws. These individuals will be selected by the Salary Administrator.

Section 3 – BUDGETING EXPECTATIONS

- 3-1. The Salary Administrator will periodically update the County Board with data and information pertaining to departments' operation of their personnel budgets.
- 3-2. The County Board appropriates funds for each department's personnel budget based on the previous fiscal year's Budgeted Positions, with a potential but not guaranteed increase based on Collective Bargaining Agreement requirements, annual adjustment for non-bargaining employees, a department's appropriations request, and the department's cooperation with the procedures and intent of this Ordinance.
- 3-3. When granting annual personnel appropriations, the County Board forecasts that departments will operate their personnel budgets as budgeted during the annual budget cycle. In general, operating a department personnel budget as budgeted requires that:

- a. Departments hire and pay employees within each Budgeted Position's designated Salary Range and within the personnel appropriation for the Department;
- b. Raises are granted to employees as provided for in the Collective Bargaining Agreements with the Unions, as provided in the annual adjustment for non-bargaining employees, or otherwise as anticipated and built into the annual budget cycle. Departments do not grant to employees off-schedule raises that increase recurring costs beyond the department's current personnel appropriation level;
- c. Reclassification or creation of new Position Descriptions are done within the annual budget process, if needed;
- d. If a new position is needed, it is addressed during the annual budget process.

3-4. The Annual Budget Cycle Is the Time to Request Changes. When granting annual personnel appropriations, the County Board forecasts that departments will request personnel structure changes (e.g., Reclassifying positions, creating new Position Descriptions, or adding new positions) only during the annual budget cycle. This means:

- a. Change(s) to a department's personnel structure should be implemented during the next budget cycle, and updated personnel budget requirements should be factored into the department's next annual budget proposal;
- b. Departments should follow and complete the relevant process outlined in Section 4 below in a timely manner so that requested changes can be incorporated into the department's next annual budget proposal.

3-5. Exigent Needs. Departments may develop needs outside of the annual budget cycle.

- a. When meeting such needs, a department must seek County Board approval for personnel changes that its current year personnel appropriation does not support. Procedures for seeking County Board approval are outlined in Section 4 below.
- b. If mid-cycle changes require increases to a department's future budget personnel appropriations, the department should consult with the Salary Administrator about such changes, and if such changes require increases to the department's future personnel budget appropriations that the County Board has not previously anticipated, the department must seek County Board approval for those changes.

Examples of changes that usually require consultation with the Salary Administrator and County Board approval:

- 1. Paying a rate above the Budgeted Position's designated Salary Range;
- 2. Granting off-schedule raises that require increases to the department's current or future budget appropriations;
- 3. Changing personnel structure (e.g., Reclassifying positions, creating new Position Descriptions, or adding new positions).

Section 4 – PROCEDURES FOR SEEKING BOARD APPROVAL

- 4-1. Procedure for requesting changes, which do not require a new Position Description, but which will incur costs exceeding a department's current fiscal year personnel budget appropriation and/or that will result in increased future personnel budget appropriations. Departments should:
- a. Prepare a memorandum explaining the reasons for the requested change(s). Include in the memorandum a detailed description of the costs of the requested change(s) and additional current and future personnel appropriations needed to support the changes;
 - b. Prepare a budget amendment for the current fiscal year, if necessary;
 - c. Submit the memorandum and budget amendment to the Salary Administrator, who will include them in the next agendas for all relevant committees of the County Board;
 - d. The Department Head or their deputy should attend all relevant committee and board meetings pending approval of the changes, to answer questions.
- 4-2. Procedure for making changes that involve a new Position Description. Departments should:
- a. Contact the Salary Administrator for a Position Description Questionnaire;
 - i. If this is for a Reclassification, the employee working in the position to be reclassified should complete the questionnaire. If this is for a new position, the direct supervisor of the new position should complete the questionnaire;
 - b. Prepare a Position Description;
 - c. Prepare a memorandum explaining the reasons for the requested change(s). Include in the memorandum a detailed description of the costs of the requested change(s) and additional current and future personnel appropriations needed to support the changes;
 - d. Submit completed materials to the Salary Administrator;
 - e. After receipt, the Salary Administrator will convene the Job Content Evaluation Committee. The Job Content Evaluation Committee will evaluate and grade the position for classification and salary range. The Job Content Evaluation Committee will also work with the department to finalize the Position Description;
 - f. The Salary Administrator will submit all materials to the relevant committees of the County Board, and will include a budget amendment prepared by the Department Head, if necessary;
 - g. The Department Head or their deputy should attend all relevant committee and board meetings pending approval of the changes, to answer questions. If all relevant committees approve the recommendation from the JEC, the recommendation will be submitted to the County Board for final approval.

Section 5 – EXCEEDING EXISTING PERSONNEL APPROPRIATIONS IS PROHIBITED BY LAW

- 5-1. 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. It is a Class B Misdemeanor for anyone, including a County Board member, to contract, obligate, or spend public funds that have not been duly appropriated by the County Board, 55 ILCS 5/6-1008.
- 5-2. The County Executive’s Office will not make payroll change(s) when the County Executive’s office knows that a department does not have sufficient remaining personnel appropriations to pay for requested change(s) through the remainder of the current fiscal year. 55 ILCS 5/6-1005 and 5/6-1008.
- 5-3. When a department’s Memorandum of Understanding with a Union contracts or obligates funds for the remainder of the current fiscal year, and the department does not have sufficient remaining personnel appropriations to pay for the requested change(s), the County Executive’s office will not process the change(s) and the MOU is void as a matter of law. 55 ILCS 5/6-1005 and 5/6-1008.
- 5-4. When a department’s requested personnel changes are not supported by the department’s current personnel appropriation, the County Executive’s Office shall direct the department back to this Ordinance and shall advise the department on correct procedures to follow for seeking additional personnel appropriations. The County Executive’s Office shall not process the requested personnel changes without the County Board’s appropriation of funds for the requested personnel changes.
- 5-5. When a department’s requested personnel changes can be supported by remaining current fiscal year personnel appropriations but will result in increased future recurring costs, the County Executive’s Office shall direct the department back to this Ordinance and shall advise the department on correct procedures to follow for seeking additional personnel appropriations. If the department declines to follow these procedures, the County Executive’s Office shall process the requested changes and shall notify the County Board.

Section 6 – COMPENSATION STUDIES & ANALYSIS

- 6-1. The Salary Administrator will complete a compensation study or analysis at least once every 5 years. The study or analysis will include recommendations for the Board on salary entry rates and range adjustments to make County employment competitive.

PRESENTED, ADOPTED, APPROVED and RECORDED this ___ day of **MONTH**,
2023.

Kyle Patterson, Chair
Champaign County Board

Steve Summers
Champaign County Executive

ATTEST:

Aaron Ammons, County Clerk and
Ex-Officio Clerk of the County Board



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

June 6, 2023

MEMORANDUM

TO: Ms. Stephanie Fortado, Deputy Chair-Finance; and
Mr. Jim Goss, Vice-Chair, Finance; and
Honorable Members of the Finance Committee of the Whole

FR: Tami Ogden, Director of Finance

RE: FY2024 Non-bargaining Employee Salary Increase and Budgeting for Vacancies
Recommendation

In preparation for the FY2024 budget process, a recommendation is made to the Finance Committee for non-bargaining employee salary increases and adjustments to the salary schedule. This recommendation takes into consideration inflationary growth, internal equity compared to negotiated contract increases, and local government wage trends.

The Consumer Price Index (CPI) for levy year 2023, taxes payable in 2024 is 6.5%; however, the County is subject to the Property Tax Extension Limitation Law (PTELL). The statute limits inflationary growth to the lesser of 5% or the actual percentage increase; therefore, inflationary growth the county is allowed to levy for in FY2024 is 5%.

Of those responding to a recent Government Finance Officers (GFOA) forum question regarding pending or approved local government COLA increases for FY23/24, responses ranged from 3% - 8.2%. Subject to final approval, the City of Champaign's non-bargaining unit (NBU) increase for its fiscal year July 2023 - June 2024 is effectively 4% (0.5% given at the end of June and 3.5% in July). Subject to approval, the City of Urbana's NBU increase for the same fiscal period is 3%.

Negotiated labor contracts for FY2024 reflect a 4% increase for AFSCME (General Unit, Circuit Clerk, State's Attorney, and Circuit Court), 4.75% increase for FOP-Probation, and 5% increases for FOP-Law Enforcement, Corrections, and Court Security. Prior and current fiscal year approved Board increases are shown below.

Board Approved Increases by Unit	FY2022	FY2023	FY2024	Compounded Increase	Department Discretion
Non-Bargaining	3.00%	5.00%	4.00%	12.5%	1.00% recommended
AFSCME	5.50%	4.00%	4.00%	14.1%	
FOP Law Enforcement	3.50%	7.00%	5.00%	16.3%	
FOP Corrections	2.50%	7.00%	5.00%	15.2%	
FOP Court Security	2.50%	7.00%	5.00%	15.2%	
FOP Probation	2.00%	7.00%	4.75%	14.3%	

For non-bargaining employees, an across the board increase of 4% is recommended in FY2024, plus 1% based on filled non-bargaining positions at the time personnel budgets are finalized by

administration, to be allocated at the discretion of the department head or elected official to non-bargaining employees. A 3% adjustment to the salary ranges is recommended effective January 1, 2024. The projected cost of the recommended increases based on current staffing is \$563,549. Budgeting for all vacant positions is recommended at 90% of the midpoint.

RECOMMENDED ACTION

The Finance Committee of the Whole recommends to the County Board a 4% across the board wage increase for non-bargaining employees in FY2024, plus a 1% allocation based on filled non-bargaining positions at the time personnel budgets are finalized by administration, to be allocated to non-bargaining employees at the discretion of the elected official or department head; a 3% increase to the non-bargaining salary ranges effective January 1, 2024; and vacancies for all positions budgeted at 90% of the midpoint.

CHAMPAIGN COUNTY HIGHWAY DEPARTMENT

JEFF BLUE
COUNTY ENGINEER

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URBANA, ILLINOIS 61802

Change in Personnel at Champaign County Highway Department

The County Highway Department is losing multiple personnel in 2023 as outlined below:

- Assistant County Engineer John Cooper is retiring 6/30/23
- Senior Engineer Eric Hewitt is resigning to take a job out of state 6/30/23
- Senior Engineer Malgorzata Adamczyk is retiring November of 2023

To efficiently transition the department and move forward with an organization that truly reflects the job duties and responsibilities within the department the following schedule would be practical and effective:

- Hire a new Senior Engineer on 6/5/23 – This is complete.
- Promote Jennifer Marner from Senior Engineer to Assistant County Engineer 7/3/23
- Promote Ryan Mumm from Structural Engineer to Assistant County Engineer 7/3/23
- Hire a new Senior Engineer during the winter of 2023-2024
- Hire a new Engineer at a time TBD in the future if demand requires it.

This changes our organizational structure to include 2 Assistant County Engineers and 3 engineers, instead of 1 Assistant County Engineer and 4 engineers as is currently shown in the organizational chart. Ryan Mumm will continue to perform his Structural Engineer duties as an Assistant County Engineer and Jennifer Marner will continue with her Design Engineer and Bridge Inspector oversight duties as an Assistant County Engineer.

We will split the duties of the Assistant County Engineer to align with the strengths of Jenni and Ryan. This will give them the time to also perform a good portion of their duties that they currently have. Jenni will maintain her current responsibilities of computer aided drafting and road design as well as Project Manager for all bridge inspections. She will assume responsibility for oversight of our road construction and surveying. Ryan will maintain his responsibilities as our Structural Engineer and pick up the responsibilities to oversee bridge construction, maintenance operations and township services. This re-alignment of duties with the current personnel sets the

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Highway Department up for success now and in the future. These two engineers are the heart and soul of our team and will continue to be for the next 20-25 years if given this opportunity.

Since the retirement of John Cooper comes directly in the middle of the year, the transition would be more successful if done now versus waiting until the beginning of the new year.

The attached spreadsheet shows that the 2023 personnel budget for the highway department will support this transition; and in future years the personnel expenses for the new structure will balance with the current structure expenses.



Jeff Blue, P.E.

Champaign County Engineer

Champaign County Highway Department Personnel Expenses

2023 Personnel	2023 Budgeted Salary	Time In Position	2023 Budget Implications
Assistant County Engineer - John Cooper	\$ 115,249.68	6 months	\$ 57,624.84
Structural Engineer - Ryan Mumm	\$ 92,035.12	6 months	\$ 46,017.56
Senior Engineer - Malgorzata Adamczyk	\$ 90,745.20	10 months	\$ 75,621.00
Senior Engineer - Jennifer Marner	\$ 83,472.48	6 months	\$ 41,736.24
Senior Engineer - Eric Hewitt	\$ 83,428.70	6 months	\$ 41,714.35
	\$ 464,931.18		\$ 262,713.99
New Structure Personnel	New Structure Yearly Salaries	Time In Position	2023 Budget Implications
Assistant County Engineer - Jennifer Marner	\$ 108,000.00	6 months	\$ 54,000.00
Assistant County Engineer - Ryan Mumm	\$ 108,000.00	6 months	\$ 54,000.00
New Senior Engineer hired 6/5/23	\$ 85,000.00	6 months	\$ 42,500.00
Senior Engineer - TBD	\$ 82,000.00	0 months	\$ -
Senior Engineer - TBD	\$ 82,000.00	0 months	\$ -
			\$ 150,500.00
		Total 2023	\$ 413,213.99

New Structure Totals	Yearly Salaries In 2023 Dollars
Assistant County Engineer - Jennifer Marner	\$ 108,000.00
Assistant County Engineer - Ryan Mumm	\$ 108,000.00
New Senior Engineer hired 6/5/23	\$ 85,000.00
Senior Engineer - TBD	\$ 82,000.00
Senior Engineer - TBD	\$ 82,000.00
	\$ 465,000.00