

**CHAMPAIGN COUNTY BOARD  
COMMITTEE OF THE WHOLE**

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

County of Champaign, Urbana, Illinois

Tuesday, December 12, 2023 at 6:30 p.m.

Shields-Carter Meeting Room

Brookens Administrative Center

1776 East Washington Street, Urbana, Illinois

**Agenda Items**

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- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of Agenda/Addenda**
- IV. **Approval of Minutes**
  - A. November 14, 2023 – Regular Meeting 1-8
- 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 – October 2023
    - Public Defender – November 2023
    - Emergency Management Agency – October 2023
    - Animal Control – July, August, September & October 2023
  - B. Rosecrance Re-Entry Financial Report – October 2023 (*information only*) 9
  - 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 – November 2023 10-14
    2. Appointments/Reappointments (*italics indicates incumbent*)
      - a. Resolution Appointing *Gary Musson* to the Crow Cemetery Association, term ending 6/30/2029 15-16
      - b. Resolution Appointing Cheryl Yearsley to the Yearsley Cemetery Association, term ending 6/30/2029 17
      - c. Resolution Appointing Danny Ehmen to the St. Joseph-Stanton Fire Protection District, term ending 4/30/2025 18-19
      - d. Resolution Appointing *Jon Youakim* to the Mental Health Board, term 1/1/2024-12/31/2027 20-21

e.	Resolution Appointing Christopher Miner to the Mental Health Board, term 1/1/2024-12/31/2027	22
f.	Resolution Appointing Mohammad Ullah (D) to the Champaign-Urbana Mass Transit District, term 1/1/2024-12/31/2028	23-24
g.	Currently vacant appointments – full list and information is available on the County’s website at: <a href="http://www.co.champaign.il.us/CountyExecutive/appointments/CurrentVacantOpenings.pdf">http://www.co.champaign.il.us/CountyExecutive/appointments/CurrentVacantOpenings.pdf</a> (information only)	
3.	Job Content Evaluation Committee	25-26
a.	Approval of the creation of the Junior Systems Administrator position in the Information Technology Department, effective December 1, 2023	27-28
b.	Approval of the creation of the Administrative Assistant position in the Veterans’ Assistance Commission Office, effective January 1, 2024	29-31
B.	County Clerk	
1.	Monthly Fees Report – November 2023	32
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1.	Broadband Task Force Appointments – 3 positions	33
D.	<u>Other Business</u>	
E.	<u>Chair’s Report</u>	
F.	<u>Designation of Items to be Placed on the Consent Agenda</u>	
<b>IX.</b>	<b><u>Finance</u></b>	
A.	Budget Amendments/Transfers	
1.	Budget Amendment BUA 2023/12/162 Fund 6476 Self-Funded Insurance / Dept 119 Workers Comp Insurance Increased Appropriations: \$115,656 Increased Revenue: \$0 Reason: To pay Workers’ Compensation claims for the remainder of FY2023.	34-35
2.	Budget Amendment BUA 2023/12/114 Fund 1080 General Corporate / Dept 140 Correctional Center Increased Appropriations: \$470,145 Increased Revenue: \$0 Reason: To cover operational expenses that were difficult to predict when creating the FY2023 budget.	36-38
3.	Budget Amendment BUA 2023/12/140 Fund 2679 Child Advocacy Center / Dept 176 Child Advocacy Center Increased Appropriations: \$17,000 Increased Revenue: \$17,000 Reason: To use additional grant funds to cover staff salary increases.	39-40

B. Treasurer	
1. Resolution authorizing the cancellation of the appropriate Certificate of Purchase on a mobile home, permanent parcel 04-004-0028	41
2. Resolution authorizing the cancellation of the appropriate Certificate of Purchase on a mobile home, permanent parcel 04-006-0088	42
3. Resolution authorizing the cancellation of the appropriate Certificate of Purchase on a mobile home, permanent parcel 04-006-0089	43
4. Resolution authorizing the cancellation of the appropriate Certificate of Purchase on a mobile home, permanent parcel 14-019-0130	44
5. Resolution authorizing the cancellation of the appropriate Certificate of Purchase on a mobile home, permanent parcel 14-020-0158	45
6. Resolution authorizing the cancellation of the appropriate Certificate of Purchase on a mobile home, permanent parcel 30-060-0024	46
7. Resolution authorizing the cancellation of the appropriate Certificate of Purchase on a mobile home, permanent parcel 30-060-0143	47
8. Resolution authorizing the cancellation of the appropriate Certificate of Purchase on a mobile home, permanent parcel 04-006-0109	48
9. Resolution authorizing the cancellation of the appropriate Certificate of Purchase on a mobile home, permanent parcel 30-058-0299	49
10. Resolution authorizing the cancellation of the appropriate Certificate of Purchase on a mobile home, permanent parcel 11-013-0070	50
11. Resolution authorizing the cancellation of the appropriate Certificate of Purchase on a mobile home, permanent parcel 30-055-0842	51
12. Resolution authorizing the cancellation of the appropriate Certificate of Purchase on a mobile home, permanent parcel 20-032-0062	52
C. Auditor	
1. Monthly Report – October 2023 – Reports are available on the Auditor’s webpage at: <a href="http://www.co.champaign.il.us/auditor/countyboardreports.php">http://www.co.champaign.il.us/auditor/countyboardreports.php</a>	
D. Circuit Clerk	
1. Ordinance Revising Civil Fees to be Charged by the Clerk of the Circuit Court	53-62
2. Market Increase for Circuit Clerk Positions	63-64
E. <u>Other Business</u>	
1. Sheriff’s Public Safety Sales Tax Memo ( <i>information only</i> )	65-71
2. Increased Revenue Options ( <i>discussion only</i> )	

F. Chair's Report

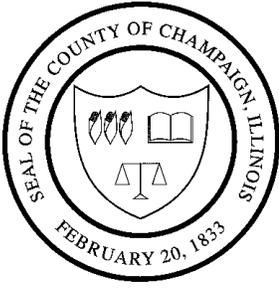
G. Designation of Items to be Placed on the Consent Agenda

X. Other Business

- A. Approval of closed session minutes  
1. November 14, 2023 (*to be distributed*)

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, November 14, 2023 at 6:30 p.m.

Shields-Carter Meeting Room

Brookens Administrative Center

1776 East Washington Street, Urbana, Illinois

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**MINUTES – Subject to Approval**

**Members Present:** Samantha Carter, Aaron Esry, John Farney, Stephanie Fortado, Elly Hanauer-Friedman, Mike Ingram, Jennifer Locke, Jenny Lokshin, Diane Michaels, Kyle Patterson, Brett Peugh, Emily Rodriguez, Jilmala Rogers, Mike Smith, Chris Stohr, Jennifer Straub, Leah Taylor, Eric Thorsland, Bethany Vanichtheeranont and Jeff Wilson

**Members Absent:** Lorraine Cowart, Tom ‘Ed’ Sexton

**Others Present:** Steve Summers (County Executive), Michelle Jett (Director of Administration), Travis Woodcock (Budget Director), Judge Rosenbaum (Presiding Judge), Lori Hansen (Court Administrator), Liz Pollock (Public Defender), Lynn Canfield (Mental Health Board Executive Director), and Megan Robison (Recording Secretary)

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**Agenda Items**

**I. Call to Order**

Chair Patterson called the meeting to order at 6:31 p.m.

**II. Roll Call**

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

**III. Approval of Agenda/Addenda**

**MOTION** by Mr. Ingram to approve the agenda; seconded by Ms. Vanichtheeranont. Upon vote, the **MOTION CARRIED** unanimously.

**IV. Approval of Minutes**

A. October 10, 2023 – Regular Meeting

**MOTION** by Ms. Lokshin to approve the minutes of October 10, 2023; seconded by Mr. Thorsland. Upon vote, the **MOTION CARRIED** unanimously.

**V. Public Participation**

None

**VI. Communications**

Mr. Wilson acknowledged all of the Veterans in our community and thanked them for their service.

Mr. Ingram spoke about Trans Awareness Week and gave statistics about violence towards trans people. Regardless of our own thoughts, people know their own identity the best and it is important for us to meet people where they are – please think about that this week.

58 Ms. Michaels spoke of her recent visit with Ms. Cowart and explained that she was in good spirits and asked  
59 everyone to send something or say something to keep her spirits up while she is recuperating.  
60

61 Mr. Patterson explained that the Committee intends to enter closed session during under other business on this  
62 agenda.  
63

64 **VII. Finance**

65 A. Budget Amendments/Transfers

- 66 1. Budget Amendment BUA 2023/10/201  
67 Fund 1080 General Corporate / Dept 040 Sheriff  
68 Increased Appropriations: \$4,548  
69 Increased Revenue: \$4,548  
70 Reason: To appropriate funds received from the JAG grant for gasoline costs in FY2023.  
71

72 **MOTION** by Mr. Esry to recommend County Board approval of a resolution approving budget amendment  
73 BUA 2023/10/201; seconded by Ms. Michaels. Upon vote, the **MOTION CARRIED** unanimously.  
74

- 75 2. Budget Amendment BUA 2023/11/44  
76 Fund 2685 Specialty Courts Fund / Dept 031 Circuit Court  
77 Increased Appropriations: \$103,953.50  
78 Increased Revenue: \$103,953.50  
79 Reason: To appropriate funds received from the Illinois Criminal Justice Information Authority Adult  
80 Redeploy Illinois grant.  
81

82 **MOTION** by Mr. Thorsland to recommend County Board approval of a resolution approving budget  
83 amendment BUA 2023/11/44; seconded by Mr. Farney. Upon vote, the **MOTION CARRIED** unanimously.  
84

- 85 3. Budget Amendment BUA 2023/11/48  
86 Fund 2090 Mental Health / Dept 053 Mental Health Board  
87 Increased Appropriations: \$326,162.60  
88 Increased Revenue: \$0  
89 Reason: To cover commitments to agencies providing services under contracts with the CCMHB.  
90

91 **MOTION** by Mr. Farney to recommend County Board approval of a resolution approving budget amendment  
92 BUA 2023/11/48; seconded by Mr. Patterson. Upon vote, the **MOTION CARRIED** unanimously.  
93

- 94 4. Budget Amendment BUA 2023/11/126  
95 Fund 1080 General Corporate / Dept 031 Circuit Court  
96 Increased Appropriations: \$50,000  
97 Increased Revenue: \$0  
98 Reason: Appropriation required for the increased cost of professional services.  
99

100 **MOTION** by Ms. Lokshin to recommend County Board approval of a resolution approving budget  
101 amendment BUA 2023/11/126; seconded by Ms. Taylor. Ms. Fortado explained that this line has been  
102 increased for FY2024. Upon vote, the **MOTION CARRIED** unanimously.  
103

- 104 5. Budget Transfer BUA 2023/10/396  
105 Fund 2628 Election Assist/Accessibility / Dept 022 County Clerk  
106 Amount: \$46,667.80  
107 Reason: Transfer required to pay end of year maintenance costs.  
108

109 **MOTION** by Mr. Ingram to recommend County Board approval of a resolution approving budget transfer  
110 BUA 2023/10/396; seconded by Ms. Vanichtheeranont. Ms. Jett explained that the legislative changes require  
111 software changes that are not budgeted. Upon vote, the **MOTION CARRIED** unanimously.  
112

113 B. Treasurer

114 1. Monthly Report – September & October 2023 – Reports are available on the Treasurer’s webpage  
115  
116 Received and placed on file  
117

- 118 2. Resolution authorizing the cancellation of the appropriate Certificate of Purchase on a mobile home,  
119 permanent parcel 30-059-0043
- 120 3. Resolution authorizing the cancellation of the appropriate Certificate of Purchase on a mobile home,  
121 permanent parcel 20-032-0204
- 122 4. Resolution authorizing the cancellation of the appropriate Certificate of Purchase on a mobile home,  
123 permanent parcel 15-025-0709
- 124 5. Resolution authorizing the cancellation of the appropriate Certificate of Purchase on a mobile home,  
125 permanent parcel 15-025-0295
- 126 6. Resolution authorizing the cancellation of the appropriate Certificate of Purchase on a mobile home,  
127 permanent parcel 15-025-0208
- 128 7. Resolution authorizing the cancellation of the appropriate Certificate of Purchase on a mobile home,  
129 permanent parcel 14-020-0116
- 130 8. Resolution authorizing the cancellation of the appropriate Certificate of Purchase on a mobile home,  
131 permanent parcel 04-002-0072
- 132 9. Resolution authorizing the cancellation of the appropriate Certificate of Purchase on a mobile home,  
133 permanent parcel 04-002-0023  
134

135 **OMNIBUS MOTION** by Ms. Michaels to recommend County Board approval of resolutions authorizing the  
136 cancellation of the appropriate Certificate of Purchase on mobile homes; seconded by Ms. Vanichtheeranont.  
137 Upon vote, the **MOTION CARRIED** unanimously.  
138

- 139 10. Resolution authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of  
140 Purchase, permanent parcel 30-063-0047
- 141 11. Resolution authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of  
142 Purchase, permanent parcel 30-060-0057
- 143 12. Resolution authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of  
144 Purchase, permanent parcel 30-058-0127
- 145 13. Resolution authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of  
146 Purchase, permanent parcel 30-054-0067
- 147 14. Resolution authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of  
148 Purchase, permanent parcel 30-053-0062
- 149 15. Resolution authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of  
150 Purchase, permanent parcel 29-050-0130
- 151 16. Resolution authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of  
152 Purchase, permanent parcel 29-050-0058
- 153 17. Resolution authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of  
154 Purchase, permanent parcel 15-025-0694
- 155 18. Resolution authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of  
156 Purchase, permanent parcel 15-025-0447
- 157 19. Resolution authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of  
158 Purchase, permanent parcel 15-025-0434

- 159 20. Resolution authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of  
160 Purchase, permanent parcel 14-020-0199  
161 21. Resolution authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of  
162 Purchase, permanent parcel 14-020-0167  
163 22. Resolution authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of  
164 Purchase, permanent parcel 14-018-0009  
165 23. Resolution authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of  
166 Purchase, permanent parcel 15-025-0132  
167 24. Resolution authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of  
168 Purchase, permanent parcel 15-025-0563  
169 25. Resolution authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of  
170 Purchase, permanent parcel 23-042-0027  
171

172 **OMNIBUS MOTION** by Mr. Thorsland to recommend County Board approval of resolutions authorizing  
173 the County Executive to assign mobile home tax sale certificates of purchase; seconded by Ms. Lokshin.  
174 Upon vote, the **MOTION CARRIED** unanimously.  
175

- 176 26. Resolution authorizing the execution of a Deed of Conveyance of the County's interest on real estate,  
177 permanent parcel 92-21-16-432-014  
178 27. Resolution authorizing the execution of a Deed of Conveyance of the County's interest on real estate,  
179 permanent parcel 21-34-33-428-006  
180 28. Resolution authorizing the execution of a Deed of Conveyance of the County's interest on real estate,  
181 permanent parcel 20-09-10-225-003  
182 29. Resolution authorizing the execution of a Deed of Conveyance of the County's interest on real estate,  
183 permanent parcel 20-09-02-251-001  
184 30. Resolution authorizing the execution of a Deed of Conveyance of the County's interest on real estate,  
185 permanent parcel 20-09-02-208-019  
186 31. Resolution authorizing the execution of a Deed of Conveyance of the County's interest on real estate,  
187 permanent parcel 20-09-02-208-010  
188 32. Resolution authorizing the execution of a Deed of Conveyance of the County's interest on real estate,  
189 permanent parcel 18-32-23-157-002  
190 33. Resolution authorizing the execution of a Deed of Conveyance of the County's interest on real estate,  
191 permanent parcel 02-01-17-413-001  
192 34. Resolution authorizing the execution of a Deed of Conveyance of the County's interest on real estate,  
193 permanent parcel 44-20-16-376-067  
194

195 **OMNIBUS MOTION** by Ms. Locke to recommend County Board approval of resolutions authorizing the  
196 execution of a Deed of Conveyance of the County's interest on real estate; seconded by Mr. Smith. Mr.  
197 Ingram mentioned the resolution for #34 was missing the township and Mr. Farney stated that should be listed  
198 as City of Champaign Township. This change was accepted as a friendly amendment to the motion. Upon  
199 vote, the **MOTION CARRIED** unanimously.  
200

201 C. Auditor

- 202 1. Monthly Report – September 2023 – Reports are available on the Auditor's webpage  
203

204 Received and placed on file  
205  
206  
207  
208  
209

- 210 D. County Executive  
211 1. Request approval of Property, Auto, Liability and Worker’s Compensation Insurance Policies  
212  
213 **MOTION** by Mr. Patterson to recommend County Board approval of a resolution approving the property,  
214 auto, liability and worker’s compensation insurance policies; seconded by Ms. Carter. Ms. Fortado noted the  
215 premium went down slightly. Upon vote, the **MOTION CARRIED** unanimously.  
216  
217 2. Annual Tax Levy Ordinance  
218  
219 **MOTION** by Mr. Farney to recommend County Board approval of the Annual Tax Levy Ordinance;  
220 seconded by Mr. Esry. Upon vote, the **MOTION CARRIED** unanimously.  
221  
222 3. Annual Budget & Appropriation Ordinance  
223  
224 **MOTION** by Ms. Hanauer-Friedman to recommend County Board approval of the Annual Budget &  
225 Appropriation Ordinance; seconded by Ms. Straub. Mr. Summers acknowledged and thanked the many  
226 people who helped to put this budget together. Upon vote, the **MOTION CARRIED** unanimously.  
227  
228 E. Other Business  
229  
230 Mr. Wilson gave two updates about the Veterans’ Assistance Commission questions that he received last  
231 month. First, he explained on December 2<sup>nd</sup> there will be a Stop the Violence outreach event at the Rantoul  
232 Business Center. Second, he explained the State’s Attorney’s Office provided a memo stating this program  
233 can be funded by the Veterans’ Assistance Commission.  
234  
235 Mr. Wilson also updated the Committee that the Treasurer has distributed all of the funds to the tax districts  
236 within his district.  
237  
238 F. Chair’s Report  
239  
240 None  
241  
242 G. Designation of Items to be Placed on the Consent Agenda  
243  
244 VII. A. 1-5, B. 2-34, D.1  
245  
246 **VIII. Justice and Social Services**  
247 A. Monthly Reports – All reports are available on each department’s webpage through the department  
248 reports page  
249 • Probation & Court Services – September 2023 & 3<sup>rd</sup> Quarter Report  
250 • Public Defender – October 2023  
251  
252 Received and placed on file  
253  
254 B. Rosecrance Re-Entry Financial Report – September 2023  
255  
256 Information only  
257  
258 C. Other Business  
259  
260 None

261 D. Chair's Report

262  
263 None

264  
265 E. Designation of Items to be Placed on the Consent Agenda

266  
267 None

268  
269 **IX. Policy, Personnel, & Appointments**

270 A. County Executive

271 1. Monthly HR Report – October 2023

272  
273 Received and placed on file – Ms. Michaels asked for some clarification on the payroll amounts on page 99  
274 and Ms. Jett will be looking into that for her.

275  
276 2. Appointments/Reappointments (*italics indicates incumbent*)

277 a. Resolution Appointing *Oliver Clark* to the Deputy Sheriff Merit Commission, term ending  
278 11/30/2029

279  
280 **MOTION** by Ms. Locke to recommend County Board approval of a resolution appointing Oliver Clark to the  
281 Deputy Sheriff Merit Commission; seconded by Ms. Straub. Upon vote, the **MOTION CARRIED**  
282 unanimously.

283  
284 b. Resolution Appointing *Danielle Chynoweth* to the Public Aid Appeals, term ending 11/30/2025  
285 c. Resolution Appointing *Norman Davis* to the Public Aid Appeals, term ending 11/30/2025

286  
287 **OMNIBUS MOTION** by Ms. Carter to recommend County Board approval of resolutions appointing  
288 Danielle Chynoweth and Norman Davis to the Public Aid Appeals Committee; seconded by Mr. Ingram.  
289 Upon vote, the **MOTION CARRIED** unanimously.

290  
291 d. Resolution Appointing Cynthia Cunningham to the Zoning Board of Appeals, term ending  
292 11/30/2028

293  
294 **MOTION** by Ms. Hanauer-Friedman to recommend County Board approval of a resolution appointing  
295 Cynthia Cunningham to the Zoning Board of Appeals; seconded by Ms. Lokshin.  
296 Discussion followed with Mr. Summers regarding why he is not reappointing the incumbents. He explained  
297 the duties of the Zoning Board of Appeals and how they refused to make a decision that would bring the  
298 County into compliance with state law. Mr. Farney worries that this is retaliation against members for  
299 listening to their constituents and urged the Committee to vote against Ms. Cunningham's appointment  
300 because she lacks the experience for this position. Mr. Esry asked if the other four members are all going to  
301 be replaced as well. Several other Board members discussed the risk the County has by not having an  
302 ordinance that complies with state law and that we do not have the funds to pay legal fees if someone files a  
303 lawsuit against the County. Ms. Michaels reminded the Board members that the County Board has the final  
304 say on any ordinances that are passed.  
305 Upon vote, the **MOTION CARRIED**.

306  
307 e. Resolution Appointing Christopher Flesner to the Zoning Board of Appeals, term ending  
308 11/30/2028

309  
310 **MOTION** by Ms. Locke to recommend County Board approval of a resolution appointing Christopher  
311 Flesner to the Zoning Board of Appeals; seconded by Mr. Patterson. Upon vote, the **MOTION CARRIED**.

- 312 f. Resolution Appointing Brian Andersen to the Zoning Board of Appeals, term ending 11/30/2028  
313  
314 **MOTION** by Mr. Thorsland to recommend County Board approval of a resolution appointing Brian  
315 Andersen to the Zoning Board of Appeals; seconded by Mr. Patterson. Upon vote, the **MOTION CARRIED**.  
316  
317 g. Resolution Appointing Mike Smith as the County Board Liaison to the Rural Transit Advisory  
318 Group, term ending 11/30/2024  
319  
320 **MOTION** by Mr. Wilson to recommend County Board approval of a resolution appointing Mike Smith as the  
321 County Board liaison to the Rural Transit Advisory Group; seconded by Ms. Michaels. Upon vote, the  
322 **MOTION CARRIED** unanimously.  
323  
324 h. Currently vacant appointments – full list and information is available on the County’s website  
325  
326 Information only  
327  
328 i. Applications for open appointments  
329  
330 Information only  
331  
332 3. Job Content Evaluation Committee  
333 a. Approval of the creation of the Deputy Collector/Partner Engagement Lead position in the  
334 Treasurer’s Office, effective January 1, 2024  
335  
336 **MOTION** by Ms. Vanichtheeranont to recommend County Board approval of a resolution creating the  
337 Deputy Collector/Partner Engagement Lead position in the Treasurer’s Office; seconded by Ms. Hanauer-  
338 Friedman. Mr. Farney stated that the duties on this job description are all duties of the Chief Deputy. He also  
339 stated the Treasurer should be the liaison between other government agencies. Ms. Michaels believes we need  
340 to look at all of the positions in this office as a whole before creating a position. Ms. Fortado suggested they  
341 postpone this vote until they can have a more robust comparison of job descriptions.  
342 **MOTION** by Ms. Fortado to bring this item back to the Committee of the Whole after they receive the  
343 information from the compensation study; seconded by Mr. Farney. Upon vote, the **MOTION to bring this**  
344 **back to a future meeting CARRIED**.  
345  
346 b. Approval of the creation of the Mitigation Specialist position in the Public Defender’s Office,  
347 effective January 1, 2024  
348  
349 **MOTION** by Ms. Carter to recommend County Board approval of a resolution creating the  
350 Mitigation Specialist position in the Public Defender’s Office; seconded by Ms. Vanichtheeranont.  
351 Upon vote, the **MOTION CARRIED** unanimously.  
352  
353 c. Approval of the creation of the Paralegal position in the Public Defender’s Office, January 1,  
354 2024  
355  
356 **MOTION** by Ms. Locke to recommend County Board approval of a resolution creating the Paralegal  
357 position in the Public Defender’s Office; seconded by Ms. Straub. Upon vote, the **MOTION**  
358 **CARRIED** unanimously.  
359  
360  
361  
362

- 363 B. County Clerk  
364 1. Monthly Fees Report – October 2023  
365  
366 Received and placed on file  
367  
368 C. Other Business  
369  
370 None  
371  
372 D. Chair’s Report  
373  
374 None  
375  
376 E. Designation of Items to be Placed on the Consent Agenda  
377  
378 IX. A. 2. a-c, g, 3. b-c  
379  
380 X. Other Business  
381  
382 **MOTION** by Mr. Thorsland to enter into CLOSED session pursuant to 5 ILCS 120/2(c)(11) to consider  
383 litigation which is pending against or on behalf of Champaign County, and litigation that is probable or  
384 imminent against Champaign County and that the following parties remain present: County Executive,  
385 Director of Administration, Budget Director, Legal Counsel and recording secretary; seconded by Ms.  
386 Michaels. Upon roll call vote, the **MOTION CARRIED** unanimously.  
387  
388 The Committee of the Whole entered closed session at 7:53 p.m.  
389  
390 The Committee of the Whole resumed open session at 8:34 p.m.  
391  
392 XI. Adjournment  
393  
394 Chair Patterson adjourned the meeting at 8:35 p.m.  
395

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Total YTD
<b>1. Personnel Costs</b>	\$24,059	\$22,938	\$25,421	\$18,937	\$23,300	\$21,736	\$17,052	\$20,415	\$10,636	\$19,033	\$203,527
<b>2. Payroll Taxes/Benefits</b>	\$5,616	\$6,697	\$7,630	\$6,611	\$5,487	\$5,453	\$5,271	\$5,949	\$3,642	\$6,048	\$58,404
Computer Hardware & Software	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Equipment</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Property Insurance	\$31	\$31	\$31	\$31	\$31	\$31	\$31	\$25	\$25	\$25	\$292
Building & Grounds Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities	\$432	\$23	\$216	\$191	\$124	\$821	\$22	\$111	\$106	\$101	\$2,147
Janitorial Service	\$272	\$286	\$343	\$325	\$229	\$217	\$232	\$141	\$171	\$165	\$2,381
Equip Maintenance Agreements	\$152	\$161	\$208	\$118	\$60	\$30	\$68	\$43	\$60	\$50	\$950
Depreciation	\$582	\$570	\$562	\$569	\$559	\$562	\$440	\$218	\$264	\$251	\$4,577
<b>Total Occupancy</b>	\$1,469	\$1,071	\$1,360	\$1,234	\$1,003	\$1,661	\$793	\$538	\$626	\$592	\$10,347
Office Supplies	\$57	\$56	\$47	\$218	\$146	\$59	\$85	\$109	\$70	\$84	\$931
Contractual / Professional Fees	\$765	\$670	\$642	\$551	\$671	\$514	\$477	\$390	\$580	\$391	\$5,651
Travel / Training	\$366	\$230	\$264	\$290	\$121	\$905	\$217	\$433	\$211	\$284	\$3,321
Client Assistance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Rent	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone / Cell Phone	\$379	\$355	\$188	\$310	\$303	\$277	\$265	\$272	\$275	\$262	\$2,886
Liability / Malpractice Insurance	\$345	\$345	\$345	\$345	\$345	\$345	\$300	\$256	\$256	\$256	\$3,138
Moving & Recruiting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Program Expenses</b>	\$33,056	\$32,362	\$35,897	\$28,496	\$31,376	\$30,950	\$24,460	\$28,362	\$16,296	\$26,950	\$288,205
<b>ALLOCATED M&amp;G</b>	\$8,186	\$8,070	\$8,069	\$7,800	\$7,841	\$7,687	\$7,516	\$8,059	\$7,337	\$7,151	\$77,716
<b>TOTAL EXPENSE</b>	\$41,242	\$40,432	\$43,966	\$36,296	\$39,217	\$38,637	\$31,976	\$36,421	\$23,633	\$34,101	\$365,921
<b>Re-Entry Indirect - 11.9% Max</b>											
Max M&G Allowed	\$4,465	\$4,371	\$4,849	\$3,849	\$4,238	\$4,181	\$3,304	\$3,831	\$2,201	\$3,640	\$38,929
<b>Champaign County Total</b>	\$37,521	\$36,733	\$40,746	\$32,345	\$35,614	\$35,131	\$27,764	\$32,193	\$18,497	\$30,590	\$327,134
Champaign County Paid	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$83,333



**OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE**

1776 East Washington Street, Urbana, Illinois 61802-4581

**Steve Summers, County Executive**

**MONTHLY HR REPORT  
NOVEMBER 2023**

**UNEMPLOYMENT REPORT**

Notice of Claims Received – 2

Animal Control – 1

RPC Head Start – 1

Benefit Determination – 2

Animal Control – 1 Protest\*

RPC Head Start – 1 Chargeable; 1 Non-Chargeable (Result of Protest noted on October 2023 Report)

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

**PAYROLL REPORT**

NOVEMBER PAYROLL INFORMATION

	11/3/2023		11/17/2023	
	EE's		EE's	
Pay Group	Paid	Total Payroll \$\$	Paid	Total Payroll \$\$
General Corp	487	\$1,106,271.16	478	\$1,121,847.66
RPC/Head Start	236	\$458,600.14	240	\$464,512.38
Total	723	\$1,564,871.30	718	\$1,586,360.04

**HEALTH INSURANCE/BENEFITS REPORT**

Total Number of Employees Eligible: 576

General County Union (includes AFSCME & FOP):

136 Single; 27 EE+spouse; 53 EE+child(ren); 14 Family; 76 waived

Non-bargaining employees:

118 Single; 32 EE+spouse; 44 EE+child(ren); 9 Family; 67 waived

Life Insurance Premium paid by County: \$1,453.53

Health Insurance Premium paid by County: \$396,963.89

**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

November 2023: 1.73% average over the last 12 months

November 2023: 12 out of 393 Employees left Champaign County: 12 resignations

**WORKERS' COMPENSATION REPORT**

Entire County Report

November 2022

November 2023

New Claims

3

6

Closed

6

3

Open

24

34

**ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT**

Agendas Posted	16	Meetings Staffed	4	Minutes Posted	11
Appointments Posted	0	Notification of Appointment	6	Contracts Posted	0
Calendars Posted	5	Resolutions Prepared	61	Ordinances Prepared	4

## VACANT POSITIONS

As of COB 11/30/2023

Total Position Vacancies	51		13 Departments with unintended vacancies of the 23 departments
New Vacancies This Month	12	\$ 2,912,557.20	Payroll for the current, budgeted vacancies if they remained unfilled for 1 year
Vacancies from 2023	32		
Vacancies from 2022	7	101,750	Hours of all current vacancies remained unfilled for 1 year
Intentionally Vacant	2		

ADMINISTRATIVE SERVICES	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None		\$ -	0	\$ -

ANIMAL CONTROL	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Veterinarian	3/24/2023	\$ 51.72	1000	\$ 51,720.00
Animal Control Warden	11/18/2023	\$ 18.99	2080	\$ 39,499.20
Animal Control Warden	10/31/2023	\$18.99	2080	\$ 39,499.20

AUDITOR'S OFFICE	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None		\$ -	0	\$ -

BOARD OF REVIEW	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None		\$ -	0	\$ -

CIRCUIT CLERK'S OFFICE	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Legal Clerk		16.01	1950	\$ 31,219.50

CIRCUIT COURT	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Law Librarian			1040	
Court Clerk	11/28/2023	\$ 19.80	1950	\$ 38,610.00

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
Clerk - Recorder	11/29/2023	\$ 20.00	1950	\$ 39,000.00

CORONER	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None		\$ -	0	\$ -

GIS CONSORTIUM	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Gadastral Mapping Technician	11/28/2023	\$ 24.02	1950	\$ 46,839.00

HIGHWAY	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None		\$ -	0	\$ -

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
Senior Systems Administrator	6/16/2023	\$ 42.00	1950	\$ 81,900.00

JUVENILE DETENTION CENTER	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Assistant Superintendent	11/9/2023	\$ 28.23	1950	\$ 55,048.50
Court Services Officer	9/12/2023	\$ 25.20	1950	\$ 49,140.00
Court Services Officer	11/5/2023	\$ 24.83	1950	\$ 48,418.50

MENTAL HEALTH	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None		\$ -	0	\$ -

PHYSICAL PLANT	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Custodian	11/13/2023	\$ 16.73	1040	\$ 17,399.20

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 - Supervision	9/20/2023	34.36	1950	\$ 67,002.00
Court Services Officer - Supervision	1/1/2024	22.57	1950	\$ 44,011.50

PUBLIC DEFENDER	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Asst Public Defender	12/4/2023	41.03	1950	\$ 80,008.50
Asst Public Defender	New Position	36.86	1950	\$ 71,877.00
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
Deputy Sheriff - Investigations	5/1/2023	39.37	2080	\$ 81,889.60
Deputy Sheriff - Investigations	11/8/2023	36.00	2080	\$ 74,880.00
Deputy Sheriff - Patrol	8/14/2023	31.28	2080	\$ 65,062.40
Deputy Sheriff - Patrol	8/25/2023	36.94	2080	\$ 76,835.20
Deputy Sheriff - Patrol	8/30/2023	29.33	2080	\$ 61,006.40
Sergeant - Corrections	8/25/2022	40.62	2080	\$ 84,489.60
Clerk - Corrections	7/15/2023	21.75	1950	\$ 42,412.50
Clerk - Corrections	9/30/2022	21.27	1950	\$ 41,476.50
Master Control Officer - FT	9/18/2023	18.19	2080	\$ 37,835.20
Master Control Officer - FT	10/6/2023	18.19	2080	\$ 37,835.20
Master Control Officer - PT	8/22/2022	18.29	1040	\$ 19,021.60
Master Control Officer - PT	7/24/2023	18.73	1040	\$ 19,479.20
Master Control Officer - PT	10/13/2023	18.19	1040	\$ 18,917.60
Master Control Officer - PT	10/13/2023	18.19	1040	\$ 18,917.60
Correctional Officer	8/15/2022	26.28	2080	\$ 54,662.40
Correctional Officer	12/25/2022	22.61	2080	\$ 47,028.80
Correctional Officer	2/16/2023	21.39	2080	\$ 44,491.20
Correctional Officer	6/7/2023	24.19	2080	\$ 50,315.20
Correctional Officer	8/10/2023	25.28	2080	\$ 52,582.40
Correctional Officer	8/17/2023	24.19	2080	\$ 50,315.20
Correctional Officer	8/21/2023	24.19	2080	\$ 50,315.20
Correctional Officer	8/23/2023	31.28	2080	\$ 65,062.40
Correctional Officer	10/15/2023	34.79	2080	\$ 72,363.20
Correctional Officer	10/27/2023	26.73	2080	\$ 55,598.40
Correctional Officer	11/21/2023	23.56	2080	\$ 49,004.80
Correctional Officer	1/12/2024	23.56	2080	\$ 49,004.80

STATE'S ATTORNEY	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Asst State's Attorney	8/14/2023	31.28	1950	\$ 60,996.00
Asst State's Attorney	9/15/2023	37.70	1950	\$ 73,515.00
Asst State's Attorney	10/30/2023	40.39	1950	\$ 78,760.50
Asst State's Attorney	10/31/2023	46.89	1950	\$ 91,435.50

SUPERVISOR OF ASSESSMENTS	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None			0	\$ -

TREASURER	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None			0	\$ -

VETERAN'S ASSISTANCE COMMISSION	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None			0	\$ -

**EEO REPORT**

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

November 2023 Monthly EEO Report General County Only	Jobs closing this month:										Jobs with no end date:										98									
	2	1	13	0	8	1	3	0	0	2	0	2	1	1	9	5	0	0	8	11		9	7	7	2	1				
	Grant Coordinator - Administrative Services	Highway Projects - Accountant - Highway	Deputy Clerk - Recorder of Deeds - County Clerk	Tax Extension Specialist - County Clerk	Executive Assistant - Circuit Court	Kennel Worker - Animal Control	Planning Internship - Planning & Zoning	Zoning Officer - Planning & Zoning	PT Master Control Officer - Sheriff	Systems Administrator - IT (Courtroom 2 positions)	Deputy Administrator/Veterinarian (PT) - Animal Control	Deputy Sheriff - Sheriff	Correctional Officer - Sheriff	Senior Systems Administrator - IT	Assistant State's Attorney - Civil Div. - State's Attorney	Zoning Technician - Planning & Zoning	Assistant Public Defender - Public Defender	Assistant State's Attorney (Entry Level) - State's Attorney	Assistant State's Attorney - Experienced - State's Attorney	Court Services Officer - JDC	Animal Control Warden - Animal Control	Animal Control Warden - Animal Control	State's Attorney - Administrative Legal Secretary	Court Clerk - Circuit Court	Court Services Officer - Adult Probation	Animal Control - Kennel Worker	FT Master Control Officer - Sheriff	Public Defender - Paralegal	Mitigation Specialist - Courthouse	
Total Applicants	2	1	13	0	8	1	3	0	0	2	0	1	3	2	0	1	0	1	1	9	5	0	11	9	7	7	2	1		
Male		1	3			1				2		1	1	2		1	0	0	3	3	1	1	3	3	2	1		26		
Female	1		10		8		3				0	2				0	0	1	1	6	4	7	8	6	5	6	2	1	71	
NonBinary	1															0	0												1	
Undisclosed																0	0	0											0	
Hispanic or Latino	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	5	
White	2	1	7	0	5	0	2	0	0	1	0	0	1	1	0	1	0	1	1	3	3	0	3	4	4	3	3	1	1	48
Black or African-American	0	0	5	0	1	1	1	0	0	1	0	3	1	0	0	0	0	0	0	4	1	0	2	4	2	1	3	0	0	30
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Asian	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	0	0	0	0	0	5
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	0	0	0	0	0	0	0	0	0	0
Two or more races	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	0	2	1	2	1	0	0	10	
Undisclosed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Veteran Status																														0

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Cemetery Association/Board

NAME: Gary Musson

ADDRESS: 510 Co. Rd. 700N Sadorus IL 60182  
Street City State Zip Code

EMAIL:  PHONE: 217-369-5043

Check Box to Have Email Address Redacted on Public Documents

CEMETERY ASSOCIATION/BOARD: Crow Cemetery

BEGINNING DATE OF TERM: July 1, 2023 ENDING DATE: \_\_\_\_\_

The Champaign County Executive appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Executive in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. **IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, CANDIDATE MUST COMPLETE THIS APPLICATION AND AN INTERVIEW WITH THE COUNTY EXECUTIVE.**

1. Are you a resident of the State of Illinois?  Yes  No
2. Do you live within 15 miles of the cemetery or have a family interest?  Yes  No
3. What experience and background do you have which you believe qualifies you for this appointment?

Farm and live in the Sadorus area  
all my life  
Church Board of Elders

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

Been a trustee for a year now.  
know the basics

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

Church Board

6. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.)  Yes  No If yes, please explain:

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

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The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the Office of the County Executive.

  
Signature

Date: Oct 8, 2023

# Mrs. Cheryl DeLap Yearsley

Champaign County IL | Generated 11/9/2023 @ 12:23 pm by OnBoard2 - Powered by ClerkBase

## Status

**Name** Mrs. Cheryl DeLap Yearsley  
**Application Date** 10/11/2023  
**Expiration Date** 10/11/2122  
**Board Member** [Cheryl D Yearsley](#)  
**Status** Validated

Board	Vacancies	Status
<a href="#">Yearsley Cemetery</a>	3	<span>Pending</span>

## Basic Information

**Name**  
Mrs. Cheryl DeLap Yearsley

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

I have managed a family farm operation for 40 years + and owned and edited a national tractor magazine for 24 years.

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

I am adequately knowledgeable of the Board's functions and holdings and prepared to ask the appropriate questions to the Trustee.

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

I have served on State Boards for Extension in the State of Indiana before moving to Illinois ten years ago.

**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

## Gender

**What is your gender?**  
Female

## Ethnicity

**What is your ethnicity?**  
White

Generated 11/9/2023 @ 12:23 pm

## Contact Information

**Address**  
2294 County Rd 1800 E  
Urbana, IL 61802

**Email**  
[pgembroidery@gmail.com](mailto:pgembroidery@gmail.com)

**Phone**  
8123717827

**Cell Phone**  
8123717827

## Occupation

## Additional Information

**Notes**

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Fire Protection District

NAME: Danny Ehmen

ADDRESS: 2049 CR 1850 North St. Joseph Ill 61813  
Street City State Zip Code

EMAIL: DKTS8@aol.com PHONE: 217-202-5922

Check Box to Have Email Address Redacted on Public Documents

FIRE PROTECTION DISTRICT: St. Joseph - Stanton FIRE

BEGINNING DATE OF TERM: \_\_\_\_\_ ENDING DATE: 4-30-2025

The Champaign County Executive appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Executive in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. **IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, CANDIDATE MUST COMPLETE THIS APPLICATION AND AN INTERVIEW WITH THE COUNTY EXECUTIVE.**

1. Are you a resident of Champaign County?  Yes  No
2. Do you live within the fire protection district?  Yes  No
3. What experience and background do you have which you believe qualifies you for this appointment?

I was a St. Joe & Stanton Fireman & EMT for  
22 years

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

Certainly Stanton TWP Highway Commissioner

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

Highway Commissioner - Stanton TWP 16 years  
St. Joseph Sportsman Club President 2 years

6. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.)  Yes  No If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

*Will Retire from Stanton TWP Commission In 2025*

The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the Office of the County Executive.

*Mary E. Luma*  
\_\_\_\_\_  
Signature

Date: *Dec 7- 2023*  
\_\_\_\_\_

# Dr. Jon Paul Youakim

Champaign County IL | Generated 11/9/2023 @ 12:21 pm by OnBoard2 - Powered by ClerkBase

## Status

**Name** Dr. Jon Paul Youakim  
**Application Date** 10/3/2023  
**Expiration Date** 10/3/2122  
**Board Member** [Jon Youakim](#)  
**Status** Validated

Board	Vacancies	Status
<a href="#">Mental Health Board (708 Board)</a>	0	<span>Pending</span>

## Basic Information

**Name**  
Dr. Jon Paul Youakim

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

I have been on the mental health board since December 2019 and have been the VP and am now the current president of the board. I believe this experience has allowed me to understand the function and needs of the board along with the time demands of the work needed to be done. This experience has given me insight on the function of agencies and programs they provide. I also am a pediatrician which provides me with insight and experience in child development, mental and behavioral health and the importance of improving and fostering the well-being of children to maximize their overall outcome to become thriving members of society and the community. As a physician I have also seen an increased need in mental healthcare and treatment in the community. I believe this background is an invaluable addition the board.

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

I understand that the board has the executive director that is charge of the staff and office. Lynn contacts board members with updates and information on meetings, agency concerns, questions, funding/financial updates and her experience and guidance for the board is greatly appreciated. The mental health board staff are an excellent group that work with communicating with agencies, following up with reports and audits, going to meetings related to mental health, being aware of pending or upcoming state and federal legislation that may affect the board. The taxes levied by the county are the source of funding for the board.

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

Previously the VP of the CCMHB, currently the president of the CCMHB. I am also a board member of the City of Champaign Zoning Board of Appeals.

### 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.

Yes, as I am a physician that works for Carle any decisions related to Carle or its competitors I would have to recuse myself from voting on to maintain the impartiality of the board.

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

Yes

## Contact Information

**Address**  
3848 Thornhill Circle  
Champaign, IL 61822

**Email**  
[Jon.Youakim@carle.com](mailto:Jon.Youakim@carle.com)

**Phone**  
2172555711

## Occupation

**Professional Licenses**  
Physician

**Registrations/Certifications**  
MD

## Other Questions

## Additional Information

## Question #2

## Notes

### **What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?**

I believe the role of a mental health board member is to ensure that public funds raised through taxes are to be spent wisely on local agency programs that serve the underserved in the community and gaps in mental health resources in the community. The role of the board in my view is to ensure that funds are going to agencies that demonstrate that they have the appropriate accounting and audits to know where the money is being spent as well as the proper short term goals outlined in applications to demonstrate if the money being spent is actually achieving the goals desired by the agency and the board to serve the community. I envision carrying out those responsibilities by collaborating with other board members during the oversight process during the agency application period to ensure the funding goes to responsible agencies that have demonstrated effective and appropriate use of county funds. I also believe the role of the board is to help guide agencies with what programs may be needed in the community and to encourage local advocates to reach out to guide funding decisions as well as obtain surveys of those participating in current programs to determine if needs are being met and what programs may be needed in the future or which programs may need to be changed and which ones are doing well and should receive more funding if there is an increased need.

## Gender

### **What is your gender?**

Male

## Ethnicity

### **What is your ethnicity?**

Middle Eastern or North African

Generated 11/9/2023 @ 12:21 pm

# Christopher Scott Miner

Champaign County IL | Generated 12/5/2023 @ 10:22 am by OnBoard2 - Powered by ClerkBase

## Status

**Name** Christopher Scott Miner  
**Application Date** 11/22/2023  
**Expiration Date** 11/22/2122  
**Board Member** [Christopher S Miner](#)  
**Status** Validated

Board	Vacancies	Status
<a href="#">Mental Health Board (708 Board)</a>	0	<span>Pending</span>

## Basic Information

**Name**  
Christopher Scott Miner

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

I have a Bachelor's Degree in Urban Planning and a Master's degree in Social Work, both from the Univeristy of Illinois at Urbana-Champaign. I am currently a PhD student and teaching assistant in criminology (remote) at the University of Illinois at Chicago. All of my education centers around public health, policy and government.

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

I have read the summary of the postion, but am sure I will learn much more once if am appointed to the Board.

### 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 #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 the role of a board member is to know and serve the community, allocate funding to the appropriate and impactful organizations and to help make Champaign County a better place to live for everyone.

## Gender

### What is your gender?

Male

## Ethnicity

### What is your ethnicity?

White

Generated 12/5/2023 @ 10:22 am

## Contact Information

**Address**  
603 N ELM ST  
CHAMPAIGN, IL 61820

**Email**  
[csm7408@gmail.com](mailto:csm7408@gmail.com)

**Phone**  
7732568288

## Occupation

## Additional Information

### Notes

# Mr. Mohammad Sharif Ullah

Champaign County IL | Generated 11/9/2023 @ 12:23 pm by OnBoard2 - Powered by ClerkBase

## Status

**Name** Mr. Mohammad Sharif Ullah  
**Application Date** 10/19/2023  
**Expiration Date** 10/19/2122  
**Status** Received

Board	Vacancies	Status
<a href="#">Champaign-Urbana Mass Transit District</a>	0	<span>Pending</span>

## Basic Information

**Name**  
Mr. Mohammad Sharif Ullah

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

I have more than 18 years of public and private sector experience in transportation planning, traffic safety, transit planning and operations. I have worked with local municipalities, state DOTs and the federal government on various projects and helped complete major studies and developed various transportation policies.

My experience in transportation planning will be a significant asset to the CUMTD board.

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

I have reviewed CUMTD Board meetings minutes and familiar with the key responsibilities of the board members. I have worked with the CUMTD staff on different projects when I worked for the Champaign County Regional Planning Commission.

### 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.

None

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

Yes.

## Other Questions

### Question #1

#### What is your political party affiliation?

Democrat

### Question #2

#### What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?

The key roles of a trustee should include the following: 1. Representing the community interests. 2. Careful review of the use of resources. 3. Advocating for public transportation in the region. I envision to fulfill these responsibilities to the best of my ability. I am a transit enthusiast and I have background in transit planning and traffic engineering. I am confident that with my experience, I will be able to be a positive force for the CUMTD Board.

## Contact Information

**Address**  
2608 S Muirfield Place  
Urbana, IL 61802

**Email**  
[sr1470@gmail.com](mailto:sr1470@gmail.com)

**Phone**  
[2177214143](tel:2177214143)

## Occupation

**Professional Licenses**  
Professional Engineer  
Professional Transportation Planner

## Additional Information

### Notes

## Gender

**What is your gender?**

Male

## Ethnicity

**What is your ethnicity?**

Asian

Generated 11/9/2023 @ 12:23 pm



## **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: December 1, 2023**

**RE: REVIEW and RECOMMENDATION for Multiple JEC Requests**

---

The Job Content Evaluation Committee reviewed multiple positions and the recommendations are listed below.

#### **JUNIOR SYSTEMS ADMINISTRATOR – IT DEPARTMENT**

Date of Review by the JEC: November 15, 2023  
Department Requesting: IT Department  
Recommended Title of Position: Jr Systems Administrator  
Evaluated Job Points: 564  
Recommended Classification Range: I  
FY2023 Current Range Minimum: \$24.69  
FY2023 Current Range Midpoint: \$30.87  
FY2023 Current Range Maximum: \$37.04  
Bargaining Status: Non-Bargaining  
FLSA Status: Exempt

This is a new position to serve as the Urbana-Champaign Sanitary District (UCSD) IT Department. The salary is paid for by a contract with UCSD.

#### **ADMINISTRATIVE ASSISTANT – VETERAN’S ASSISTANCE COMMISSION**

Date of Review by the JEC: November 15, 2023  
Department Requesting: VAC  
Recommended Title of Position: Administrative Assistant  
Evaluated Job Points: 282  
Recommended Classification Range: E  
FY2023 Current Range Minimum: \$16.26  
FY2023 Current Range Midpoint: \$20.32  
FY2023 Current Range Maximum: \$24.39

Bargaining Status: Non-Bargaining  
FLSA Status: Exempt

Pursuant to these reviews and evaluations, the Committee recommends the actions listed below. A copy of the job descriptions and updated tables of organization are attached for your information and review.

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

***The Policy, Personnel & Appointments Committee recommends the approval of the creation of the Jr Systems Administrator effective December 1, 2023 and Administrative Assistant effective January 1, 2024***

**REQUESTED ACTION for FINANCE:**

***No requests of the Finance Committee at this time.***

Thank you for your consideration of this recommendation.

*Attachments*

- Job Descriptions

## Champaign County Job Description

**Job Title:** Junior Systems Administrator  
**Department:** Information Technology (IT)  
**Location:** Urbana, Illinois (on-site)  
**Reports to:** County IT Manager  
**FLSA Status:** Exempt  
**Grade Range:** I\*  
**Approved Date:** December 2023

### SUMMARY

Functions as a member of the County IT team, providing comprehensive technical support for end-user devices and phones, and preliminary support for servers and networking, functioning in a tier-2 capacity. Responsible for client support activities including but not limited to support of desktop computer hardware, operating systems and applications, support of mobile devices, printers, scanners, relevant A/V equipment and other devices. The ideal candidate will be one who prefers working in a team environment and has strong technical and communication skills.

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

- Use strong communication skills, both verbal and written, to deliver superb customer service by responding to requests in person, on the phone, or electronically, in a timely, polite, and professional manner.
- Use analytical skills to identify, troubleshoot, and resolve technical issues with supported systems and infrastructure.
- Install, configure, and maintain Windows-based computer systems.
- Support and maintain various desktop-based applications/programs.
- Support and maintain office and mobile phones.
- Support and manage network printers and other hardware peripherals.
- Perform routine maintenance and upgrades.
- Provide preliminary support for servers, and networking, escalating advanced issues when required.
- Participate in the identification, evaluation, procurement, and implementation of new technology systems and services.
- Utilize help desk system to provide optimized incident management and maintain accurate documentation of all supported activities.
- Provide training and support to end-users as needed.
- Work with senior County IT team members and/or vendors to resolve advanced/complex technical issues.
- Maintain technical knowledgebase documentation for both IT staff and end-users.

**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** Three years of experience providing IT support in an enterprise environment required. Collegiate degree in a technical or IT related field, highly preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS** While not required, IT certifications are desired.

**COMPUTER SKILLS** to perform this job successfully, an individual should: be able to fully support (installation/configuration/troubleshooting) PC hardware, operating systems, and software; have a working knowledge of Microsoft Server OS; familiarity with networking protocols and equipment; understanding of IT security and fundamental security principles.

**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.

**LANGUAGE SKILLS** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**SUPERVISORY RESPONSIBILITIES** This job has no direct supervisory responsibilities.

**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 regularly required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to talk; or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

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

## Champaign County Job Description

**Job Title:** VAC Administrative Assistant

**Department:** Veterans Assistance Commission

**Reports To:** Department Head

**FLSA Status:** Non-exempt

**Grade Range:** E

**Effective Date:** January 2024

**SUMMARY** Performs responsible secretarial and administrative duties for the head of the Veterans Assistance Commission.

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

Performs private secretarial duties including preparing and sending correspondence, reports, and memoranda from the Department Head. Receives and screens calls and correspondence directed to the Department Head. Assists and acts in a confidential capacity to the Department Head.

Attends meetings as departmental representative and takes notes and prepares minutes, action reports, and resolutions.

Manages Department Head's calendar and schedules meetings.

Prepares calendars, agendas, action reports, and minutes for Veterans Assistance Commission board meetings. Regularly communicates with County Departmental Heads and other government executives regarding the actions and policies of the Veterans Assistance Commission. Prepares resolutions for the Veterans Assistance Commission agenda following meetings. Scans meeting materials and ensures all are accurately posted online both before and after meetings.

Answers written, telephone, and in-person inquiries from the Veterans Assistance Commission Board, County Board, County staff, and County veterans and their families and provides information regarding departmental procedures.

Maintains databases for various programs, such as appointments made by the Department Head.

Prepares financial assistance packets with veterans requesting financial assistance from the Veterans Assistance Commission.

Arranges programs and meetings by scheduling meeting rooms, issuing information, and coordinating speakers.

Directs preparation of records such as agendas, notices, minutes, and resolutions for departmental meetings. Prepares special and recurring departmental reports by gathering data from various sources, compiling, and typing data. May revise special forms and department documents.

Prepares correspondence and reports requiring the use of a word processing equipment, personal computer, or on-line computer terminal.

Coordinate, maintain, analyze, and summarize fiscal and statistical data and prepare financial spreadsheets.

Maintains a variety of files and records for the department and the Veterans Assistance Commission Board, including confidential files with HIPPA correspondence. Maintains both online and hard copy files with the necessary directories.

Serves as department contact for Freedom of Information Act requests.

Perform face to face and over the phone general intake of veterans and their families.

Retrieve incoming mail and distribute it to the appropriate staff.

Process all data, receipts, and folios for veterans and their families in Veterans Assistance Commission programs.

**SUPERVISORY RESPONSIBILITIES** This job has very limited supervisory responsibilities.

**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. The individual must be a qualified veteran or family member of a veteran.

**EDUCATION and/or EXPERIENCE** High school diploma or general education degree (GED) with some further secretarial education training in word processing and computer preferred and one to three years of responsible secretarial experience or equivalent combination of education and experience. Knowledge of veteran programs preferred.

**LANGUAGE SKILLS** Ability to read and interpret documents such as rules, equipment and software operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of veterans and to deal one-to-one with the public and department managers. Requires good knowledge of the English language and spelling.

**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.

**REASONING ABILITY** Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Ability to handle multiple administrative functions independently. 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; use hands to finger, handle, or feel; and talk; or hear. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**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 due to conversations with hearing impaired veterans.



**AARON AMMONS**  
**CHAMPAIGN COUNTY CLERK & RECORDER**

Champaign County, Illinois

1776 East Washington Street

Urbana, IL 61802

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

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

**COUNTY CLERK**  
**MONTHLY REPORT**  
**NOVEMBER**  
**2023**

Per 55 ILCS 5/3-2003.4

Liquor Licenses & Permits	\$	30.00
Civil Union Licenses	\$	-
Marriage License	\$	5,180.00
Interests	\$	8.75
Fidlar Processing Fees	\$	497.50
Vital Clerk Fees	\$	16,449.50
Tax Clerk Fees	\$	16,515.97
Refunds of Overpayments	\$	-
<b>TOTAL</b>	<b>\$</b>	<b>38,681.72</b>
Additional Clerk Fees	\$	1,338.00



# Broadband Task Force



Basic Information

<b>Type</b>	Committee
<b>Total Vacancies</b>	3
<b>Expiring Soon</b>	0

Description

On June 24, 2021, Resolution No. 2021-209 was passed establishing the Broadband Task Force.

Champaign County received funds from the American Rescue Plan Act and intends to invest a portion of those funds into projects to increase broadband accessibility throughout the County. The Broadband Task Force has been established to guide this process.

Contact Information

**Email**  
CountyBoard@co.champaign.il.us

**Website**  
https://www.co.champaign.il.us/CountyBoard/Broadband.php

**Contact**  
Office of the County Board

**Contact Phone**  
(217)384-3772

Enabled Seats
All Seats
History
Timeline

Member Name	Title	Political Party	Status	Start Date	Calculated Term
Samantha Carter	Vice-Chair	Democrat	Active	12/1/2022	12/1/2022 - 11/30/2024
Eric Thorland	Member	Democrat	Active	12/1/2022	12/1/2022 - 11/30/2024
M.C. Neal	Member		Active	12/1/2022	12/1/2022 - 11/30/2024
Mike Smeltzer	Member		Active	12/1/2022	12/1/2022 - 11/30/2024
Stephanie Burnett	Member		Active	12/1/2022	12/1/2022 - 11/30/2024
Kyle Patterson	Member	Democrat	Active	12/1/2022	12/1/2022 - 11/30/2024
Brad Uken	Chair		Expired	6/24/2021	12/1/2020 - 11/30/2022
Jacob Paul	Member	Republican	Expired	6/24/2021	12/1/2020 - 11/30/2022
Brad Passalacqua	Member	Republican	Expired	6/24/2021	12/1/2020 - 11/30/2022



## 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  
John Farney, Assistant Deputy Chair – Finance; and  
Honorable Members of the Finance Committee of the Whole

**From:** DeShonna Matthew, Insurance Specialist  
Travis Woodcock, Budget Director

**Date:** December 7, 2023

**Subject:** BUA 2023/12/162 Self-Funded Insurance

The FY23 Self-Funded Insurance budget was prepared based on an actuarial study completed for the County. However, due to the unknown nature of Workers' Compensation, it is difficult to predict the exact amount that is going to be paid out for the year. From FY19 to FY22, actual amounts averaged just under \$500,000. For FY23, the budgeted amount is \$728,025. Recently, there have been two abnormally large settlement payments for Workers' Compensation totaling \$265,707. Due to this, there is currently a \$60,900.28 overage with three more payouts remaining in the current fiscal year. Therefore, the Budget Amendment request is \$115,656, which includes amounts for the overage plus an additional \$50,000 for the remaining three payouts. The Self-Funded Insurance fund is healthy with a projected fund balance of over \$5 million, which can cover the budget amendment. Please review the below chart for historical purposes.

Workers' Comp Self-Funded Claims					
	FY19	FY20	FY21	FY22	FY23 (current)
Budgeted	797,374.00	688,755.00	702,092.00	714,667.00	728,025.00
Actuals	480,366.86	464,147.51	377,912.19	653,459.19	788,925.28
Remaining	317,007.14	224,607.49	324,179.81	61,207.81	(60,900.28)

### REQUESTED ACTION

The Finance Committee recommends budget amendment 2023/12/162, for the Self-Funded Insurance department, be forwarded to the County Board for approval.

# Journal Proof Report



Journal Number: 162 Year: 2023 Period: 12 Description: work comp Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	6476-00-0251a-01-119-000-000-0000-500308-	WORKERS' COMP SELF-FUND CLAIM	XFR FROM SELF-FUNDED INSURANCE	N	\$115656.00	
				Journal 2023/12/162	Total	\$115656.00
						\$0.00

Fund: 6476 Self-Funded Insurance  
 Dept: 119 Workers Comp Insurance  
 Reason: To pay Workers' Compensation claims for the remainder of FY2023.

Fund	Account Description	Debit	Credit
6476	SELF-FUNDED INSURANCE		
	6476-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS		\$115656.00
	6476-00-0146t-00-000-000-000-0000-300703- BUDGETARY FUND BALANCE	\$115656.00	
		Fund Total	115656 115656



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

---

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

## **Dustin D. Heuerman**

*Sheriff*

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

## **Chief Deputy Shannon Barrett**

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

## **Captain Law Enforcement**

**Shane Cook**  
ph (217) 384-1207  
fax (217) 384-1219

## **Captain/Jail Supt. Corrections**

**Karee Voges**  
ph (217) 819-3534  
fax (217) 384-1272

## **Jail Information**

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

## **Investigations**

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

## **Civil Process**

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

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

**FR: Sheriff Dustin D. Heuerman**

**DA: November 29, 2023**

**RE: Budget Amendment**

We have submitted a budget amendment request in the amount of \$470,145 to help cover operational expenses in Fiscal Year 2023. These expenses were difficult to predict when the budget was drafted and approved last year.

This amount is our best estimate on what we expect to need to close out FY23, as the year has not yet concluded. Because we need this funding in December, we were not able to wait until the fiscal year ended to submit the request.

Below are some of the expenses that have contributed to this request.

- Inmate Prescription Costs:
  - Amount budgeted for FY23 - \$30,000
  - Amount anticipated to spend - \$116,332

I have previously mentioned to the County Board the challenges with anticipating the medical needs of inmates. This year we have had several high-dollar prescriptions required to meet inmate needs. For example, a single HIV shot costs approximately \$7,000/month. We have started working with CUPHD to obtain some of these required medications, but that is not always possible. We are legally obligated to provide these medications to inmates based on the recommendations of medical staff.

- Inmate Food Service:
  - Amount budgeted for FY23 - \$245,400
  - Amount anticipated to spend - \$362,361

We expected to need to request additional funding from the County Board for this expense because the new contract had not yet been negotiated when the FY23 budget was approved, and the new rate was substantially higher than the previous contract.

- Out of County Inmate Housing:
  - Amount budgeted for FY23 - \$3,066,000
  - Amount anticipated to spend - \$3,372,276

It is difficult to predict exactly how many inmates we will need to house out of county for the year. This is dependent on things out of our control such as classification of inmates (high risk versus low risk, protective custody, rival gang members, etc.). For example, at the time of the writing of this MEMO, we are housing 108 inmates out of county. However, for the majority of the year, it



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

---

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

averaged between 140 and 150, depending on classification. There was also a negotiated rate increase of \$10/inmate/day with Kankakee County for FY23. That increased our rate from \$60/inmate/day to \$70/inmate/day. That increase came after the FY23 budget was approved. Because Kankakee is the only county relatively close that is willing to take the majority of inmates we are required to house out of county, there was no alternative.

A few notes:

- Because the increase in these costs became known during this fiscal year, we have budgeted increased amounts in the FY24 budget for pharmacy and inmate food costs (though some costs are still difficult to predict because they vary).
- We anticipate some surplus personnel funds after the fiscal year has concluded, estimated at approximately \$135,000. I am not asking for these anticipated surplus funds to be transferred to help cover operational costs, however, because this is just an estimate, and I don't want to have these funds transferred for this purpose only to need them replaced because of unexpected personnel costs for the rest of this fiscal year.

In summary, there are a variety of things that have resulted in unexpected expenses this fiscal year, however the three listed above are the primary causes for needing this budget amendment prior to the close of the fiscal year.

Thank you for your consideration and continued support of the Sheriff's Office. I'm happy to answer any questions.

# Journal Proof Report



Journal Number: 114 Year: 2023 Period: 12 Description: Jail Exp Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1080-00-0253t-02-140-000-000-0000-501005-	FOOD NON-TRAVEL	Food Non -Travel	N	\$16572.00	
BUA	1080-00-0253t-02-140-000-000-0000-501006	MEDICAL SUPPLIES	Medical Supplies	N	\$30803.00	
BUA	1080-00-0253t-02-140-000-000-0000-502042-	OUTSIDE BOARDING	Outside Boarding	N	\$422770.00	
				Journal 2023/12/114	Total	\$470145.00
						\$0.00

Fund: 1080 General Corporate  
 Dept: 140 Correctional Center  
 Reason: To cover operational expenses that were difficult to predict when creating the FY2023 budget.

Fund	Account Description	Debit	Credit
1080	GENERAL CORPORATE		
	1080-00-0146t-00-000-000-000-0000-300301-		APPROPRIATIONS
	1080-00-0146t-00-000-000-000-0000-300703-		BUDGETARY FUND BALANCE
		\$470145.00	\$470145.00
<b>Fund Total</b>		<b>470145</b>	<b>470145</b>

**Kari S. Miller**  
Executive Director



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

**MEMO**

DATE: December 7, 2023  
TO: Honorable Members of the Champaign County Board  
FROM: Kari Miller, Executive Director  
RE: Budget Amendments 23 Journal Entry 140

---

This memo is in reference to Budget Amendments 23-140. This budget amendment is to increase the spending authority for the Children's Advocacy Center in Appointed Official Salary by \$3,500, Regular Full-Time Employees by \$5,500, Employee Health by 1,500, and Professional Services by \$6,500 using the CAC fund balance to cover the increase in costs which includes the increase in grant funds. The CAC had increases in grant revenue from two state grants, the Champaign County Mental Health Board grant and obtained new grant revenue from Champaign United Way. The funding cycle for these grants began July 1, 2023. With the increase in revenue staff received salary increases on July 1, 2023, and the increase in spending authority will cover the expenses of the wage increases which have already been funded by the new grants. The \$6,500 increase in professional services is to pay for counseling services provided through the additional United Way grant (grant revenue of \$6,500). This increase will temporarily affect the CAC's fund balance as the revenue from these grants will not reconcile until the June 30, 2024 (the end of each grants fiscal year).



NATIONAL  
CHILDREN'S  
ALLIANCE®

ACCREDITED  
MEMBER

---

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

# Journal Proof Report



Journal Number: 140 Year: 2023 Period: 12 Description: grant incr

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2679-00-0215j-02-179-000-000-0000-400411-	STATE - OTHER (NON-MANDATORY)	DCFS grant increas	N		\$10500.00
BUA	2679-00-0226t-02-179-000-000-0000-400476-	OTHER INTERGOVERNMENTAL	New UW grant	N		\$6500.00
BUA	2679-00-0254t-02-179-000-000-0000-500102-	APPOINTED OFFICIAL SALARY	Appt. Off Salary	N	\$3500.00	
BUA	2679-00-0254t-02-179-000-000-0000-500103-	REGULAR FULL-TIME EMPLOYEES	Reg FT Emp Sal	N	\$5500.00	
BUA	2679-00-0254t-02-179-000-000-0000-500306-	EE HLTH/LIF (HLTH ONLY FY23)	Health Ins.	N	\$1500.00	
BUA	2679-00-0254t-02-179-000-000-0000-502001-	PROFESSIONAL SERVICES	Counseling	N	\$6500.00	
			Journal 2023/12/140	Total	\$17000.00	\$17000.00

Fund: 2679 Child Advocacy Center

Dept: 179 Child Advocacy Center

Reason: To use additional grant funds to cover staff salary increases.

Fund	Account Description	Debit	Credit
2679	CHILD ADVOCACY CENTER		
	2679-00-0146t-00-000-000-0000-300101-	\$17000.00	
	2679-00-0146t-00-000-000-0000-300301-		\$17000.00
<b>Fund Total</b>		<b>17000</b>	<b>17000</b>

**RESOLUTION**



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

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

VIN: PB1381  
1977 PARKWOOD 1064 SqFt

PERMANENT PARCEL NUMBER: 04-004-0028

As described in certificate(s): 2020-9023 sold on November 25, 2020

Commonly known as: 515 EDGEBROOK DR lot 28

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

WHEREAS, Monica Carmona Sanchez, has paid \$1,456.54 for the full amount of taxes involved and a request for surrender of the tax sale certificate has been presented to the Budget & Finance Committee and at the same time it having been determined that the County shall receive \$853.93 as a return for its Certificate(s) of Purchase. The County Clerk shall receive \$51.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account. The Agent under his contract for services shall receive \$551.61.

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

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the Board of Champaign County, Illinois, hereby authorizes the cancellation of the appropriate Certificate(s) of Purchase on the above described mobile home for the sum of \$853.93 to be paid to the Treasurer of Champaign County, Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
COUNTY EXECUTIVE

RESOLUTION



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

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

VIN: X798  
1970 672 SqFt

PERMANENT PARCEL NUMBER: 04-006-0088

As described in certificate(s): 2020-9029 sold on November 25, 2020

Commonly known as: 2 HOLLY DR

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

WHEREAS, Orlin Duarte, has paid \$1,006.98 for the full amount of taxes involved and a request for surrender of the tax sale certificate has been presented to the Budget & Finance Committee and at the same time it having been determined that the County shall receive \$545.93 as a return for its Certificate(s) of Purchase. The County Clerk shall receive \$51.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account. Orlin Duarte shall receive \$3.02 for overpayment. The Agent under his contract for services shall receive \$410.05.

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

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the Board of Champaign County, Illinois, hereby authorizes the cancellation of the appropriate Certificate(s) of Purchase on the above described mobile home for the sum of \$545.93 to be paid to the Treasurer of Champaign County, Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
COUNTY EXECUTIVE

SURRENDER

10-23-002

**RESOLUTION**



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

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

VIN: GA033917  
1971 DETROITER 480 SqFt

PERMANENT PARCEL NUMBER: 04-006-0089

As described in certificate(s): 2020-9030 sold on November 25, 2020

Commonly known as: 3 HOLLY DR

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

WHEREAS, Rosa Alencaster, has paid \$1,010.97 for the full amount of taxes involved and a request for surrender of the tax sale certificate has been presented to the Budget & Finance Committee and at the same time it having been determined that the County shall receive \$518.93 as a return for its Certificate(s) of Purchase. The County Clerk shall receive \$51.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account. The Agent under his contract for services shall receive \$441.04.

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

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the Board of Champaign County, Illinois, hereby authorizes the cancellation of the appropriate Certificate(s) of Purchase on the above described mobile home for the sum of \$518.93 to be paid to the Treasurer of Champaign County, Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
COUNTY EXECUTIVE

SURRENDER

10-23-003

**RESOLUTION**



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

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

VIN: 0533512L  
1978 ACADEMY 924 SqFt

PERMANENT PARCEL NUMBER: 14-019-0130

As described in certificate(s): 2020-9078 sold on November 25, 2020

Commonly known as: 1265 BROOKSHIRE DR

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

WHEREAS, Isaiah Anthony Whitfield, Jose Hernandez, has paid \$1,177.93 for the full amount of taxes involved and a request for surrender of the tax sale certificate has been presented to the Budget & Finance Committee and at the same time it having been determined that the County shall receive \$641.93 as a return for its Certificate(s) of Purchase. The County Clerk shall receive \$51.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account. The Agent under his contract for services shall receive \$485.00.

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

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the Board of Champaign County, Illinois, hereby authorizes the cancellation of the appropriate Certificate(s) of Purchase on the above described mobile home for the sum of \$641.93 to be paid to the Treasurer of Champaign County, Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
COUNTY EXECUTIVE

SURRENDER

10-23-004

**RESOLUTION**



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

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

VIN: 106ES1803  
1975 BENDIXCORP 1440 SqFt

PERMANENT PARCEL NUMBER: 14-020-0158

As described in certificate(s): 2020-9086 sold on November 25, 2020

Commonly known as: 6 MAHONING AVE

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

WHEREAS, Jose Rivera, has paid \$1,305.81 for the full amount of taxes involved and a request for surrender of the tax sale certificate has been presented to the Budget & Finance Committee and at the same time it having been determined that the County shall receive \$718.73 as a return for its Certificate(s) of Purchase. The County Clerk shall receive \$51.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account. The Agent under his contract for services shall receive \$536.08.

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

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the Board of Champaign County, Illinois, hereby authorizes the cancellation of the appropriate Certificate(s) of Purchase on the above described mobile home for the sum of \$718.73 to be paid to the Treasurer of Champaign County, Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
COUNTY EXECUTIVE

SURRENDER

10-23-005

**RESOLUTION**



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

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

VIN: 13701994  
1976 1156 SqFt

PERMANENT PARCEL NUMBER: 30-060-0024

As described in certificate(s): 2020-9279 sold on November 25, 2020

Commonly known as: 24 SANIBEL DR

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

WHEREAS, Carlos Delvalle, has paid \$796.00 for the full amount of taxes involved and a request for surrender of the tax sale certificate has been presented to the Budget & Finance Committee and at the same time it having been determined that the County shall receive \$281.84 as a return for its Certificate(s) of Purchase. The County Clerk shall receive \$51.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account. The Agent under his contract for services shall receive \$463.16.

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

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the Board of Champaign County, Illinois, hereby authorizes the cancellation of the appropriate Certificate(s) of Purchase on the above described mobile home for the sum of \$281.84 to be paid to the Treasurer of Champaign County, Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
COUNTY EXECUTIVE

SURRENDER

10-23-006

**RESOLUTION**



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

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

VIN: 240844AB  
1989 SCHULT 1680 SqFt

PERMANENT PARCEL NUMBER: 30-060-0143

As described in certificate(s): 2020-9292 sold on November 25, 2020

Commonly known as: 88 CAPTIVA ST

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

WHEREAS, Magali Hernandez, has paid \$1,152.82 for the full amount of taxes involved and a request for surrender of the tax sale certificate has been presented to the Budget & Finance Committee and at the same time it having been determined that the County shall receive \$566.73 as a return for its Certificate(s) of Purchase. The County Clerk shall receive \$51.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account. The Agent under his contract for services shall receive \$535.09.

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

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the Board of Champaign County, Illinois, hereby authorizes the cancellation of the appropriate Certificate(s) of Purchase on the above described mobile home for the sum of \$566.73 to be paid to the Treasurer of Champaign County, Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
COUNTY EXECUTIVE

SURRENDER

10-23-007

**RESOLUTION**



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

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

VIN: 1G3G5310F2X21685  
1964 GREATLA 592 SqFt

PERMANENT PARCEL NUMBER: 04-006-0109

As described in certificate(s): 2020-9032 sold on November 25, 2020

Commonly known as: 19 JUNIPER DR

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

WHEREAS, Ashley Barry, For Roberto Sequin, has paid \$1,260.00 for the full amount of taxes involved and a request for surrender of the tax sale certificate has been presented to the Budget & Finance Committee and at the same time it having been determined that the County shall receive \$712.61 as a return for its Certificate(s) of Purchase. The County Clerk shall receive \$51.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account. The Agent under his contract for services shall receive \$496.39.

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

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the Board of Champaign County, Illinois, hereby authorizes the cancellation of the appropriate Certificate(s) of Purchase on the above described mobile home for the sum of \$712.61 to be paid to the Treasurer of Champaign County, Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
COUNTY EXECUTIVE

SURRENDER

10-23-008

**RESOLUTION**



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

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

VIN: 534144280  
1978 ELCONAHOME 924 SqFt

PERMANENT PARCEL NUMBER: 30-058-0299

As described in certificate(s): 2020-9254 sold on November 25, 2020

Commonly known as: 29 ROWENA DR

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

WHEREAS, Virves Rudilio, has paid \$1,398.16 for the full amount of taxes involved and a request for surrender of the tax sale certificate has been presented to the Budget & Finance Committee and at the same time it having been determined that the County shall receive \$811.93 as a return for its Certificate(s) of Purchase. The County Clerk shall receive \$51.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account. The Agent under his contract for services shall receive \$535.23.

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

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the Board of Champaign County, Illinois, hereby authorizes the cancellation of the appropriate Certificate(s) of Purchase on the above described mobile home for the sum of \$811.93 to be paid to the Treasurer of Champaign County, Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
COUNTY EXECUTIVE

SURRENDER

10-23-009

**RESOLUTION**



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

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

VIN: 045702  
1978 910 SqFt

PERMANENT PARCEL NUMBER: 11-013-0070

As described in certificate(s): 2020-9062 sold on November 25, 2020

Commonly known as: 1938 CR 3000N LOT 54

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

WHEREAS, Leonardo Medina, Lilliam Perez, has paid \$1,324.52 for the full amount of taxes involved and a request for surrender of the tax sale certificate has been presented to the Budget & Finance Committee and at the same time it having been determined that the County shall receive \$761.23 as a return for its Certificate(s) of Purchase. The County Clerk shall receive \$51.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account. The Agent under his contract for services shall receive \$512.29.

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

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the Board of Champaign County, Illinois, hereby authorizes the cancellation of the appropriate Certificate(s) of Purchase on the above described mobile home for the sum of \$761.23 to be paid to the Treasurer of Champaign County, Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
COUNTY EXECUTIVE

SURRENDER

10-23-010

**RESOLUTION**



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

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

VIN: MY9698091K  
1996 1120 SqFt

PERMANENT PARCEL NUMBER: 30-055-0842

As described in certificate(s): 2020-9218 sold on November 25, 2020

Commonly known as: 1842 LIBERTY AVE

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

WHEREAS, Dan Mittman, has paid \$1,479.89 for the full amount of taxes involved and a request for surrender of the tax sale certificate has been presented to the Budget & Finance Committee and at the same time it having been determined that the County shall receive \$870.73 as a return for its Certificate(s) of Purchase. The County Clerk shall receive \$51.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account. The Agent under his contract for services shall receive \$558.16.

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

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the Board of Champaign County, Illinois, hereby authorizes the cancellation of the appropriate Certificate(s) of Purchase on the above described mobile home for the sum of \$870.73 to be paid to the Treasurer of Champaign County, Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
COUNTY EXECUTIVE

SURRENDER

10-23-011

**RESOLUTION**



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

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

VIN: 70146998  
1977 WINDSOR 1132 SqFt

PERMANENT PARCEL NUMBER: 20-032-0062

As described in certificate(s): 2020-9153 sold on November 25, 2020

Commonly known as: 1210 MAGNOLIA LN

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

WHEREAS, Sandra Sanchez-Hernandez, has paid \$1,037.53 for the full amount of taxes involved and a request for surrender of the tax sale certificate has been presented to the Budget & Finance Committee and at the same time it having been determined that the County shall receive \$500.73 as a return for its Certificate(s) of Purchase. The County Clerk shall receive \$51.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account. Sandra Sanchez-Hernandez shall receive \$2.47 for overpayment. The Agent under his contract for services shall receive \$485.80.

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

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the Board of Champaign County, Illinois, hereby authorizes the cancellation of the appropriate Certificate(s) of Purchase on the above described mobile home for the sum of \$500.73 to be paid to the Treasurer of Champaign County, Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
COUNTY EXECUTIVE

SURRENDER

10-23-012

**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:** Kyle Patterson, Champaign County Board Chair  
Stephanie Fortado, Chair, Finance Committee  
John Farney, Vice-Chair, Finance Committee  
Steve Summers, Champaign County Executive  
Michelle Jett, Champaign County Director of Administration  
Champaign County Board Members

**FROM:** Susan W. McGrath, Champaign County Circuit Clerk

**RE:** 2024 Champaign County Circuit Clerk Fees Ordinance

**DATE:** December 4, 2023

In December of each year I submit the yearly Circuit Clerk Fee ordinance to the County Board for approval.

You are going to see that the ordinance is in a different format this year, which is to show the fees by case type, and then the miscellaneous fees once again at the end of the ordinance. In discussions at our Circuit Clerk meetings, we have determined that for people looking at fees that it is easiest for them if we show the fees by case type instead of by the old Schedules so that people know exactly what they are supposed to be paying.

These fees for the most part have not changed since 2017. However, there are a few exceptions that I wanted to let you know about:

1. **Foreclosure Fees:** Previously we had different filing fees for filers who filed a certain number of these cases per year. That has now changed so we are charging the same filing fee to everyone, which is what the Supreme Court has encouraged us to do. The fee I selected is approximately in the middle of what other counties are charging. The residential foreclosure filing fee also continues to include the \$100 fee for residential mediation program, which is required by the Sixth Circuit.

2. Appeal Preparation: I just noticed that there is an error in the ordinance. The fee for a record of 199 pages or less should be \$100 and not \$150. That is an increase of \$40 from the prior fee and is to reflect in small part the amount of work it takes to prepare the record. The fee for the record of 200 pages or more has not changed.
3. Certifications: The fee has increased from \$2 to \$5. The certification fee is per document, and not per page. The equipment we use for the certifications does periodically have to be replaced, and the increase is to help recoup that cost.
4. Clerk's Certified Mailing Fees: The fee has increased from \$10 to \$17 because, since 2017, the postal rates charged by the post office have increased. We are required to send certified mail using restricted delivery in certain cases in order for the parties and the Court to be assured that someone has actually received the said mail. The mailing cost for that service is now \$19.80. That does not include the cost of postage. I had suggested a fee of \$17 for that service, but with the Board's permission, we could make that change increase to \$20 to cover the actual cost.
5. Clerk's Regular Mailing Fees: The fee has increased from \$6 to \$10 because of increased postal rates, considering the average postage cost of the documents we are required to mail, and in a very small part to compensate the staff time it takes to prepare and mail these documents.
6. Petition to Revive Judgment: This is not a fee increase, but a fee that wasn't included in last year's ordinance.
7. Record Searches: This is a fee increase from \$6 per year to \$10 per year. In a very small part this is to compensate the staff time it takes to conduct these record searches.

Thank you for your consideration. Please don't hesitate to contact me if you have any questions about this ordinance.

**ORDINANCE NO. 2023-\_\_**

**AN ORDINANCE REVISING CIVIL FEES TO BE CHARGED BY THE CLERK OF  
THE CIRCUIT COURT**

**WHEREAS**, the Champaign County Board passed an Ordinance establishing Civil Fees and Criminal and Traffic Assessments to be Charged by the Clerk of the Circuit Court on December 21, 2022; and

**WHEREAS**, the fees to be charged in certain case types for the filing of pleadings and for other services provided by Circuit Clerks in civil cases have been modified after the said Ordinance was passed; and

**WHEREAS**, the Illinois Supreme Court has changed the case type codes in the Manual on Record Keeping effective January 1, 2022;

**NOW THEREFORE BE IT ORDAINED BY THE CHAMPAIGN COUNTY BOARD** that the Circuit Clerk’s civil fees are hereby revised pursuant to the requirements of 705 ILCS 105/27.1(b) of the Clerk of the Court Act with the inclusion of case types for each Schedule, as follows:

**CIVIL CASES: The fee for filing a complaint, petition, or other pleading initiating a civil action shall be as set forth in the applicable schedule under this subsection in accordance with case categories established by the Supreme Court in Schedules:**

**Adoption: AD**

New Case Filing Fee	\$89
Entry of Appearance/Answer Fee	\$0
Change of Venue	\$0
Petition to Intervene	\$89
Third Party Complaint/Counter Claim/Cross-Complaint	\$89

**Chancery: CH**

New Case Filing Fees	
Construction of Inter Vivos Trust	\$306
Construction of Testamentary Trust	\$306
Contract Actions	\$306
Detinue	\$306
Equitable Lien	\$306
Exhume a Body	\$306
Foreclosure of Security Interest in Personal Property	\$306
Injunction	\$306
Interpleader	\$306
Mechanic’s Lien Foreclosure	\$306
Partition	\$306
Partnership Dissolution	\$306
Quiet Title	\$306

Recission of Contract	\$306
Restraining Order	\$306
Specific Performance	\$306
Structured Settlement	\$306
Trust Administration	\$306
Entry of Appearance/Answer Fee	\$181
Change of Venue	\$40
Counterclaim/Cross-Complaint/Third Party Complaint	\$306
Petition to Intervene	\$306

**Dissolution: DC/DN**

New Case Filing Fees	
Dissolution of Marriage with Children	\$306
Dissolution of Civil Union with Children	\$306
Invalidity of Marriage with Children	\$306
Legal Separation with Children	\$306
Dissolution of Marriage No Children	\$306
Dissolution of Civil Union No Children	\$306
Invalidity No Children	\$306
Legal Separation No Children	\$306
Entry of Appearance/Answer Fee	\$181
Change of Venue	\$40
Counterclaim/Cross-Complaint/Third Party Complaint	\$306
Petition to Intervene	\$306

**Eminent Domain: ED**

New Case Filing Fee	\$306
Entry of Appearance/Answer Fee	\$181
Change of Venue	\$40
Counterclaim/Cross-Complaint/Third Party Complaint	\$306
Petition to Intervene	\$306

**Eviction: EV**

New Case Filing Fees	
Ejectment	\$306
Commercial Eviction	\$306
Residential Eviction \$15,000 and over	\$306
Residential Eviction under \$15,000	\$248
Residential Eviction Possession Only	\$89
Entry of Appearance/Answer Fee for Ejectment/ Commercial Eviction and Residential Eviction \$15,000 and over	\$181
Entry of Appearance/Answer Fee for Residential Eviction Under \$15,000	\$109
Change of Venue	\$40

Counterclaim/Cross-Complaint/Third Party Complaint	\$306
Petition to Intervene	\$306

**Family: FA**

New Case Filing Fee	
Delayed Record of Birth	\$306
Notice to Putative Father/Adoption Act	
Notice to Putative Father/Juvenile Court Act	
Parentage	\$306
Voluntary Petitions for Parentage	
Petition for Confidential Intermediary	\$0
Petition for Custody	\$306
Petition for Order to Issue Marriage License/Civil Union	\$306
Petition for Parental Responsibility (Child Support and/or Custody)	\$306
Petition for Visitation of Frail/Elderly Adult	\$306
Entry of Appearance/Answer Fee	\$181
Change of Venue	\$40
Counterclaim/Cross-Complaint/Third Party Complaint	\$306
Petition to Intervene	\$306

**Foreclosure: FC**

New Case Filing Fee	
Residential (Includes Mediation Fee)	\$456
Commercial	\$356
Residential/Termination	\$356
Entry of Appearance/Answer Fee	\$181
Change of Venue	\$40
Counterclaim/Cross-Complaint/Third Party Complaint	\$356
Petition to Intervene	\$356

**Governmental Corporation: GC**

New Case Filing	
Drainage Assessment (Except Tax Collection)	\$306
Foreclosure of Lien for Special Assessment	\$306
Other Routine Matters of Governmental Corporations	\$306
Petition for Creation of Drainage District	\$306
Entry of Appearance/Answer Fee	\$181
Change of Venue	\$40
Counterclaim/Cross-Complaint/Third Party Complaint	\$306
Petition to Intervene	\$306

**Guardianship: GR**

New Case Filing	
Guardianship of Minor	\$248
Guardianship of Person with Disability	\$248
Entry of Appearance/Answer Fee	\$181
Change of Venue	\$40
Counterclaim/Cross-Complaint/Third Party Complaint	\$248
Petition to Intervene	\$248

**Juvenile: JA**

There are no fees for any filing in a JA case

**Juvenile: JD**

There are no fees for any filing in a JD case

**Law Cases: LA (Cases \$50,000 and over)**

New Case Filing	
Arbitration (not yet authorized by Supreme Court)	
Civil Remedies for Nonconsensual Dissemination of Private Sexual Images	\$306
Confession of Judgment	\$306
Contract/Money Damages	\$306
Distress for Rent	\$306
Recover Support/Contribution	\$306
Replevin	\$306
Statutory Action (state/political subdivision)	\$306
Tort	\$306
Trover	\$306
Wrongful Death	\$306
Entry of Appearance/Answer Fee	\$181
Change of Venue	\$40
Counterclaim/Cross-Complaint/Third Party Complaint	\$306
Petition to Intervene	\$306

**Law Magistrate: LM (Cases \$15,000 - \$49,000.00)**

New Case Filing	
Arbitration (not yet authorized by Supreme Court)	
Civil Remedies for Nonconsensual Dissemination of Private Sexual Images	\$306
Confession of Judgment	\$306
Contract/Money Damages	\$306

Distress for Rent	\$306
Recover Support/Contribution	\$306
Replevin	\$306
Statutory Action (state/political subdivision)	\$306
Tort	\$306
Trover	\$306
Wrongful Death	\$306
Entry of Appearance/Answer Fee	\$181
Change of Venue	\$40
Counterclaim/Cross-Complaint/Third Party Complaint	\$306
Petition to Intervene	\$306

**Law Magistrate: LM (Cases \$10,000-\$14,999.99)**

New Case Filing	
Arbitration (not yet authorized by Supreme Court)	
Civil Remedies for Nonconsensual Dissemination of Private Sexual Images	\$306
Confession of Judgment	\$306
Contract/Money Damages	\$306
Distress for Rent	\$306
Recover Support/Contribution	\$306
Replevin	\$306
Statutory Action (state/political subdivision)	\$306
Tort	\$306
Trover	\$306
Wrongful Death	\$306
Entry of Appearance/Answer Fee	\$181
Change of Venue	\$40
Counterclaim/Cross-Complaint/Third Party Complaint	\$306
Petition to Intervene	\$306

**Mental Health: MH**

There are no fees for any filing in an MH case

**Miscellaneous Remedy: MR**

New Case Filing	
Abatement of Nuisance	\$306
Administrative Review of Unemployment	\$0
Appointment of Receiver	\$306
Building Code Violation	\$306
Burnt Records	\$306
Certiorari	\$306
Change of Name	\$306
Confirmation of Election Judges	\$306

Consumer Fraud/Deceptive Business Practices	\$306
Contagious Disease	\$306
Corporation Dissolution	\$306
Declaratory Judgment	\$306
Demolition	\$306
Election Contest	\$306
Escheat	\$306
Fictitious Vital Record	\$306
Lost Goods or Money (Estray)	\$306
Mandamus	\$306
Ne Exeat (Original Action)	\$306
Petition for Discovery or to Depose	\$306
Petition to Destroy Evidence	\$306
Prohibition	\$306
Quo Warranto	\$306
Review of Administrative Proceedings (other than Tax Commission)	\$306
Entry of Appearance/Answer Fee	\$181
Change of Venue	\$40
Counterclaim/Cross-Complaint/Third Party Complaint	\$306
Petition to Intervene	\$306

**Small Claims: SC (Cases \$2,500 - \$9,999.00)**

New Case Filing	
Contract	\$248
Tort	\$248
Entry of Appearance/Answer Fee	\$181
Change of Venue	\$40
Counterclaim/Cross-Complaint/Third Party Complaint	\$248
Petition to Intervene	\$248

**Small Claims: SC (Cases Under \$2,500)**

New Case Filing	
Contract	\$89
Tort	\$89
Entry of Appearance/Answer Fee	\$109
Change of Venue	\$40
Counterclaim/Cross-Complaint/Third Party Complaint	\$89
Petition to Intervene	\$89

**MISCELLANEOUS FEES COLLECTED IN CIVIL CASES AND UTILIZED FOR  
OPERATIONAL COURT SYSTEM NEEDS**

Alias Summons or Citation	\$5
Annual Child Support and Maintenance Fee	\$36
Appeal Preparation	
If record is 199 pages or less	\$150
If record is 200 pages or more	\$150 plus additional fee of 25 cents/page
Certifications, <b>not including the cost of the copies</b>	\$5
Certifications to the Secretary of State pursuant to the Family Financial Responsibility Law	\$5
Change of Venue (DC, DN & FA cases only)	\$40
Clerk's Certified Mailing Fees	\$17
Clerk's Regular Mailing Fees	\$10
Clerk's Restricted Delivery Fee as set by USPS	\$10.80
Exemplifications, <b>not including the cost of the copies and certification</b>	\$5
Garnishment, Wage Deduction, Citation Proceedings	
Amount in controversy \$1000 or less	\$20
Amount in controversy between \$1000-\$5000	\$40
Amount in controversy greater than \$5000	\$60
Jury Fees	
Jury Demand for Civil/LM Cases	
12 person jury	\$212.50
6 person jury	\$106.25
Jury Demand for Small Claims	
12 person jury	\$25.00
6 person jury	\$12.50
Jury Demand for Probate	
12 person jury	\$137.50
6 person jury	\$68.75
Petition to Expunge or Petition to Seal	\$120.00
The \$120 is calculated as follows:	
Clerk's Filing Fee	\$60.00
ISP Fee	\$60.00

Petition to Revive Judgment	\$75.00
Petition to Vacate or Modify	
If filed within 30 days of entry of order	\$50.00
If filed more than 30 days after entry of order	\$75.00
Notice sent to Secretary of State	\$40.00
Probate Fees	
Annual Account <b>except</b> for Final Account	\$25.00
Filing a Claim	
Amount claimed greater than \$150 and not more than \$500	\$25.00
Amount claimed greater than \$500 and not more than \$10,000	\$40.00
Amount claimed is greater than \$10,000	\$60.00
Filing a petition or supplemental proceeding based on action for equitable relief, including will contest, enforcement of contract for will, and proceedings involving testamentary trusts or the appointment of testamentary trustees	\$60.00
For each certified copy of Letters of Office, Court Orders, or certifications after the first copy requested, <b>not including the cost of the copy</b>	\$5.00
For each exemplification, <b>not including the     cost of the copies and certification</b>	\$5.00
Record Searches	\$10 per year for each request plus cost of copies



## **CHAMPAIGN COUNTY**

1776 East Washington Street, Urbana, Illinois 61802-4581

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### **MEMORANDUM**

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

**FROM: Susan McGrath, Circuit Clerk, Isak Griffiths, Chief Deputy Circuit Clerk, and  
Michelle Jett, Director of Administration**

**DATE: December 1, 2023**

**RE: Market Increase for Circuit Clerk Positions**

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Circuit Clerk positions of Legal Clerk, Senior Legal Clerk, and Deputy Circuit Clerk have a chronic vacancy issue that is impacting the operation of the office. The main motivating factor of this issue is these three positions are graded below similar positions in other departments. Employees start at the Circuit Clerk's Office and within 1-2 years are consistently moving to comparable skill positions in other departments for a higher wage. In the last 14 months, 8 employees have left the Circuit Clerk's Office for positions in other County departments.

While the County is in the early stages of a comprehensive project to address the misalignment of job classifications, create uniformity in job descriptions, and address wage compression; all of which are the permanent solution to the staffing issues in the Circuit Clerk's Office, the chronic vacancy has become an urgent issue that needs an immediate, if temporary, solution. Therefore, we are requesting a market grade increase to Legal Clerk, Senior Legal Clerk, and Deputy Circuit Clerk.

A market grade increase is an established practice in the Champaign County wage scale of moving a position up a grade solely based on market demand for wage. We do not anticipate this causing an increase to the personnel costs of the Circuit Clerk's office because the current staffing issues are so extreme. For FY2023, the Circuit Clerk's Office will return almost \$300,000 in unspent personnel funds. Market increases for these positions would cost \$114,000 if the office was fully staffed all year and this cost can be absorbed by the current personnel appropriation for FY24. And again, this is a temporary stop-gap measure until the compression project is implemented, hopefully in 2025.

### Market Grade Increase

Position	Current Grade	Current Salary Range FY2024	Proposed Grade	Proposed Salary Range FY2024
Legal Clerk	D	\$16.44-22.20	E*	\$17.43-26.13
Senior Legal Clerk	E	\$17.43-26.13	F*	\$18.68-28.03
Deputy Circuit Clerk	F	\$18.68-28.03	G*	\$20.59-30.89



# SHERIFF DUSTIN D. HEUERMAN

## CHAMPAIGN COUNTY SHERIFF'S OFFICE

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

November 29, 2023

### Dustin D. Heuerman

*Sheriff*

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

### Chief Deputy

**Shannon Barrett**

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

### Captain

**Law Enforcement**

**Shane Cook**

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

### Captain/Jail Supt.

**Corrections**

**Karee Voges**

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

### Jail Information

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

### Investigations

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

### Civil Process

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

Champaign County Board Members,

I write this letter to show my support of pursuing a Public Safety Sales Tax increase through referendum. I want to share some things an increase in revenue would do to assist the operations of my office, which in turn will benefit the residents of Champaign County. Expenses and operational needs continue to increase each year, with criminal justice-related fees collected by the County being decreased, and without additional revenue we will not be able to keep up with those increases or meet those needs. From what I am told through budget projections, it is likely we will face a decrease in budget in the coming years without additional revenue, so this Public Safety Sales Tax initiative is very important for continued investment in our employees and in public safety.

## STAFFING NEEDS

Below is a synopsis of staffing needs based on current circumstances. During budget planning for Fiscal Year 2024, I was told there is no additional funding available for these needed positions.

### **Administrative Sergeant – Patrol Division**

**Adding an Administrative Sergeant to the Patrol Division will help increase administrative oversight and more intently focus on initiatives like strategic planning and accreditation.**

We have seen an increase in State training requirements and auditing/reporting with law enforcement for increased accountability. This work has traditionally been handled by our Law Enforcement Captain and Lieutenants, however the increase in these requirements requires an additional administrative position to provide proper oversight and accountability. If we are to enhance the professionalism of the Sheriff's Office, I need my Chief Deputy and Captain to help me focus on strategic planning and high-level goals for the Sheriff's Office, not be overwhelmed by day-to-day tasks that can be adequately addressed by a lower-level position. When compared to similarly sized agencies in our area, we are lean in administrative staff, and to my knowledge, have never added administrative staff as professionalism in law enforcement has evolved.

### **Additional Deputies**

**Adding additional Deputy Sheriffs will help increase proactive patrol in rural areas and collaboration with rural businesses, as well as help to increase problem-solving policing efforts countywide.**

In 2022, I was approved by the County Board for two of the four additional Deputy Sheriff positions I requested. This allowed us to return to the number of positions we had in 2008 before the two positions were given up due to budgetary concerns countywide. Since 2022,



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we have seen a decrease in officers working in village police departments in the county. This, in turn, increases these villages' reliance on deputies to respond to calls for service.

As expenses due to state legislation continue to increase for police departments (including the Sheriff's Office), I foresee additional reliance on the Sheriff's Office to provide patrol services to these areas.

Based on our current needs assessment, I would like to add at least six additional deputy positions. Adding additional deputy positions will allow us to operate more effectively, especially in more rural areas of the county. It will also allow us to focus our resources on where they are needed, for example with serving civil papers in a timelier fashion, investigating violent crimes more efficiently, and collaborating better with our local law enforcement and community partners to address Champaign County challenges (e.g., gun crime, rural burglaries, etc.).

### **Additional Court Security Officers**

**Adding Court Security Officers will allow us to meet our statutory obligations and increase safety and security in the Courthouse.**

With the addition of a judge, we will need to add a Court Security Officer. By law, I am required to have a Court Security Officer in each county court proceeding that occurs. We currently employ thirteen Court Security Officers. We have eleven judges (soon to be twelve), each requiring a Court Security Officer, and two additional Court Security Officers helping to ensure a safe and secure Courthouse by screening at the front door to the Courthouse. We will need to add a fourteenth Court Security Officer to meet our statutory obligations, and I would like to add a fifteenth Court Security Officer to help cover when there are vacations or illnesses, as well as to help provide extra security to the Courthouse at a time where divisiveness seems to be at an all-time high throughout the nation. The Courthouse is a major target for those wanting to cause harm to others, and employees and visitors at the Courthouse deserve to be adequately protected against that potential harm to the best of our ability.

### **Correctional Staffing**

**Adding Correctional Officers will allow us to evaluate inmates more efficiently for court proceedings and increase safety, security, and programing within the jail.**

We do not yet know how the Pretrial Fairness Act (PFA) will ultimately affect our inmate population. We are also starting to determine the operational needs of the renovated facility when it is finished. At the minimum, it is anticipated we will need our currently allocated staffing numbers. Staffing and space needed to properly assess new inmates for arraignment and detention hearings, and the hearings themselves, have increased since the PFA went into effect. We anticipate additional staff needing to be assigned to these tasks to help increase efficiency.

### ***Estimated Funding Required***

A rough estimate of funding required for these personnel needs, based on 2025 salaries, is \$1,630,937 (including salary, fringe benefits, initial equipment/training and other operational costs) for the first year and \$1,177,346 (including salary, fringe benefits & recurring operational costs) in subsequent years.



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### INITIATIVES

Below is a summary of initiatives I would like to start or enhance at the Sheriff's Office. Some of these initiatives correlate with other needs illustrated in this letter (e.g., staff positions). Additional revenue would help to make these initiatives possible.

#### **Accreditation**

**Being accredited confirms we are operating at the highest standards and reduces the County's liability.**

A goal of mine since being elected has been to seek accreditation for both the jail and the law enforcement division. Many jails, Sheriff's Offices, and police departments across the nation are accredited. The jail has previously been accredited, but not for over a decade. The law enforcement division has never been accredited. We have put infrastructure plans in place to help meet accreditation standards, and have sound policies and procedures in place, however preparing for accreditation takes a lot of time and effort. The needed Administrative Sergeant position can be an asset with seeking accreditation for the law enforcement division. Accreditation itself also requires funding.

#### **Specialty Court Support**

**Adding the deputy positions described above will allow us to better support Drug Court and support a future Mental Health Court, something we are currently unable to do with current staffing.**

Drug Court is a current initiative in Champaign County, and one that requires a dedicated deputy for certification. Due to working with minimal staffing many times, it has been difficult to find a deputy to put in that role. The judiciary would like to start a Mental Health Court as well, which would also require a deputy dedicated to that role. Currently we are unable to support the Mental Health Court initiative with a deputy, however having additional deputies would allow us to support these specialty courts.

#### **Mental Health Response Team**

**Additional resources are needed to improve response to individuals in crisis.**

I have been serving on a regional task force for implementation of the Community Emergency Services and Support Act (CESSA) to determine the most appropriate response for those suffering from a suspected mental health crisis. While those conversations are still progressing, and a solid plan has not yet taken shape, it will likely require additional resources from the Sheriff's Office that we currently do not have, as it has been a consensus that law enforcement cannot be entirely taken out of the response to a potentially violent incident. Increasingly, police departments are utilizing plain-clothes investigators to accompany social workers on calls involving a mental health crisis. We currently do not have staffing or resources to implement an initiative like this. Eventually, when the CESSA task force is finished establishing their plan, we will be legally obligated to fulfill whatever obligations this plan places on us.



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### **Officer Wellness**

**Investing in officer wellness initiatives is shown to decrease stress among employees, decrease instances of excessive use of force, and improve retention among employees.**

With the trauma and stress Sheriff's Office employees regularly experience, enhancing our officer wellness program is imperative. Research points to key areas that make an officer wellness program successful, increasing overall productivity, morale, and retention of employees. Some of these are a chaplain, peer support, access to resources, and physical wellness. In early 2023, I added a volunteer Chaplain to the Sheriff's Office and started forming peer support teams in Corrections and Law Enforcement. While these two components were relatively inexpensive to start, the components of access to resources (including self-help, financial literacy, etc.) and physical wellness are more costly. As of the writing of this letter, I have a grant pending to help purchase an app that puts all resources in one place that can be accessed anonymously by employees and physical fitness equipment to help enhance physical wellness. Without that grant, though, these tools will be difficult to not only initially purchase but also sustain. We would also like to invest in peer support resources external to the Sheriff's Office in the case an employee feels stigma with speaking with another Sheriff's Office employee. That would be a subscription that also requires additional funding.

### **Increased Training/Proficiency**

**Increased training and skill proficiency means less liability and opportunity for civil suits against the County.**

Our goal at the Sheriff's Office is to maintain the utmost proficiency in skills within our divisions. Illinois legislation has recently increased the mandatory training deputies are required to have. The goal would be to provide training to employees to exceed the minimum mandatory training, including increasing training focused on diversity, implicit bias, and de-escalation techniques. Much of our training is conducted in-house with our own certified instructors. In that case additional overtime funding is needed. Increased funding would allow us to take more advantage of training resources outside of the Sheriff's Office, too. There is also a need to increase specialized training in Corrections and Court Security, to help maximize safety and minimize use of force needed to resolve a potentially violent situation. With an increase in funding for training, more specialized training for deputies and officers would be available, as well as enhanced leadership training for supervisors.

### **Enhanced Data Analysis**

**Good data helps to increase transparency and drive operational decisions.**

A few years ago, we added a data analyst to our staff at the Sheriff's Office. She has worked diligently at helping to collect data to help drive operational decisions, but that is currently a very manual process consisting of several steps and collecting data from different locations. Increased funding would support enhancing our data collection and interpretation processes through automation, thereby better informing us as we make our operational decisions. This, in turn, could also help to enhance our public-facing data portal by making it more interactive and comprehensive.



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### **Community Initiatives**

**Community collaboration helps to establish trust in the Sheriff's Office from the community and helps to reinforce that we are all one community working together for mutual benefit.**

Over the last several years, we have worked to enhance community outreach and engagement with the Sheriff's Office. These things include neighborhood walks, Special Olympics, Coffee with a Cop, Shop with a Cop (providing Christmas gifts to children), and Back to School BBQ (providing school supplies to children). We also implemented a mobile app to help us enhance our community outreach. We would like to continue to enhance our relationship with the community, and in some cases held fundraising events to help support these initiatives. With increased funding, we can enhance our community outreach and engagement, helping to financially sustain initiatives we've already enacted while expanding opportunities for community outreach and engagement to occur.

### ***Estimated Funding Required***

Funding for these initiatives is variable, based on the extent we want to pursue them. It is difficult to estimate costs without formulating a plan for each of them. I estimate the costs to be approximately \$300,000/yr.

## **RECRUITMENT/RETENTION**

**It is more cost effective to recruit quality employees and retain them than to be a training ground for other agencies and continuously hire new, inexperienced employees.**

### **RECRUITMENT**

Over the last several years, we've seen a decrease in a qualified applicant pool for all divisions at the Sheriff's Office. The number one reason deputy applicants choose the Sheriff's Office for employment above other local police departments is cited as the culture we have built here, despite being offered a higher salary at another police department. That comes from the new hires themselves. I have no doubt we are missing out on many qualified employees simply because we cannot offer a salary equivalent to other local departments with similar positions.

The majority of positions at the Sheriff's Office are stressful and dangerous. Our support staff employees join our public safety employees in their important work to reduce the County's liability by ensuring we are following the law appropriately and not taking Constitutional rights away from anyone due to an oversight.

To recruit quality employees, we have to pay a competitive wage with other similar positions throughout the County. As an example, two years ago we had an applicant for a Court Security Officer position who worked at the front desk of the Champaign Police Department. When offered the position, he declined stating it would be a \$7.00/hr pay cut from what he was currently making. His clerical position didn't even include the safety hazards associated with the Court Security position, requiring a firearm and bullet proof vest to be used while working.

### **RETENTION**

To retain quality employees, we must continue to invest in their success and career goals. Several front office staff members have left the Sheriff's Office in recent years and obtained employment with the same job



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responsibilities at other local police departments making several dollars more an hour than they did at the Sheriff's Office. We have also had deputies, correctional officers, and court security officers leave the Sheriff's Office to pursue higher-paying local law enforcement positions. Increasing salaries of employees to be competitive with similar positions in the area is imperative to retaining quality employees. Without increased revenue, however, this will be impossible.

Salary is not the only determinate of if an employee will stay with the Sheriff's Office. Other factors, such as training, mental health, and quality of equipment are also imperative and highlighted in other areas of this letter. All of these things come with a cost, and there is no room in the current budget to adequately address them without an increase in revenue.

### ***Estimated Funding Required***

A rough estimate of funding options for salary increases for recruitment and retention needs, based on 2025 salaries for all employees at the Sheriff's Office, except me, is:

10% increase – \$2,177,822/yr

15% increase – \$2,808,106/yr

*This is a very rough number based on salary increases only, not fringe benefits, but does include salary increases for the new positions needed and included in this letter. A local salary comparison for each position would need to be completed for an accurate number as some positions may be closer to comparables than others.*

## **CONSEQUENCES OF A REDUCED BUDGET**

If additional revenue is not obtained, and a budget reduction is needed in the future, as I'm told it likely will be under current circumstances, I want to highlight a few things that will be affected.

- New initiatives would not be possible. We pride ourselves on being innovative with new initiatives, improving employee morale, organizational effectiveness, and community outreach. Pursuing these opportunities will likely stop if additional revenue is not obtained, and existing initiatives would need to be reduced if our budget is reduced.
- We pride ourselves on providing our employees with the tools they need to be effective and safe while performing the roles we expect them to perform. Without increased revenue, we will not be able to continue to expand technology and equipment that allow our employees to be more effective in their duties. With a reduction in budget, we will not be able to update existing equipment in an appropriate manner, which could potentially lead to unsafe conditions and uses of force where alternatives could otherwise be available.
- We invest a lot in training our employees to be knowledgeable and proficient in their duties. Without additional revenue, we will not be able to continue to expand our training options, increasing the proficiency of our employees. With a reduced budget, training will have to be reduced, solely focusing on meeting state mandates without expanding the skills and knowledge of our employees above the minimum expectations.



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

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- Without additional revenue, we will not be able to be competitive with local agencies and will continue to invest resources in training employees for other organizations, if we can attract them in the first place. With a reduction in budget, we may be required to reduce an already minimal staff, thereby lowering the quality of service we provide to residents of Champaign County.

In conclusion, I have put a lot of thought and effort into this letter to help you realize the potential that additional revenue has on further professionalizing Sheriff's Office operations and employees. I also wanted to provide a realistic expectation of what a reduced budget would bring, which I am told is likely if an additional revenue source is not found. From my knowledge of it, a Public Safety Sales Tax increase seems to be a good solution without the need to raise property taxes. After all, everyone who comes to Champaign County potentially benefits from the services of the Sheriff's Office, not just residents living within Champaign County. This can help support our public safety needs without putting the entire burden on Champaign County residents.

Sincerely,

Dustin D. Heuerman, M.S., Ed.D.  
Champaign County Sheriff