

**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE**

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

County of Champaign, Urbana, Illinois

Tuesday, March 12, 2024 at 6:30 p.m.

Shields-Carter Meeting Room

Brookens Administrative Center

1776 East Washington Street, Urbana, Illinois

Agenda Items

Page #'s

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda/Addenda**
- IV. Approval of Minutes**
 - A. February 13, 2024 – Regular Meeting 1-5
- V. Public Participation**
- VI. Communications**
- VII. Finance**
 - A. Budget Amendments/Transfers
 1. Budget Transfer BUA 2023/12/1660 6-7
Fund 2076 Tort Immunity Tax Fund / Dept 075 General County
Amount: \$32,972.37
Reason: Transfer required to move non-payroll funds to cover the shortfall in the Workers' Compensation line.
 2. Budget Transfer BUA 2023/12/1671 8-9
Fund 2091 Animal Control / Dept 247 Animal Warden Services
Amount: \$37,119.54
Reason: Transfer required to cover the shortfall in the non-payroll insurance line.
 3. Budget Amendment BUA 2023/12/1577 10-11
Fund 2110 Workforce Development Fund / Dept 110 Workforce Development
Increased Appropriations: \$125,000
Increased Revenue: \$125,000
Reason: To reflect grant fund expenditures in the appropriate fiscal year.
 4. Budget Amendment BUA 2024/2/510 12-13
Fund 1080 General Corporate / Dept 075 General County
Increased Appropriations: \$29,999
Increased Revenue: \$0
Reason: Appropriation for the increased cost of the external audit.
 5. Budget Amendment BUA 2024/2/511 14-16
Fund 1080 General Corporate / Dept 075 General County
Increased Appropriations: \$27,146.40
Increased Revenue: \$0
Reason: Appropriation needed in FY2024 to pay remaining amount of the contract with Jackson Physician Search, LLC for the Coroner's pathologist search.

- | | | |
|----|--|-------|
| 6. | Budget Amendment BUA 2024/3/26
Fund 3105 Capital Asset Replacement Fund / Dept 028 Information Technology (IT)
Increased Appropriations: \$14,999.98
Increased Revenue: \$0
Reason: Equipment ordered in FY2023 was not received until FY2024. | 17-19 |
| 7. | Budget Amendment BUA 2024/3/27
Fund 3105 Capital Asset Replacement Fund / Dept 028 Information Technology (IT)
Increased Appropriations: \$29,999.98
Increased Revenue: \$0
Reason: Equipment ordered in FY2023 was not received until FY2024. | 20-21 |
| 8. | Budget Amendment BUA 2024/3/49
Fund 2089 County Public Health Fund / Dept 049 Board of Health
Increased Appropriations: \$19,249.98
Increased Revenue: \$0
Reason: Appropriation for services in FY2023 that have not been billed to the County due to staff turnover at Promise Healthcare. | 22-30 |

B. Treasurer

- | | | |
|----|--|----|
| 1. | Monthly Report – December 2023 & January 2024 – Reports are available on the Treasurer’s webpage at: https://www.co.champaign.il.us/treasurer/reports.php | |
| 2. | Resolution Authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of Purchase, permanent parcel 20-032-0245 | 31 |
| 3. | Resolution Authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of Purchase, permanent parcel 20-032-0246 | 32 |

C. Auditor

- | | | |
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| 1. | Monthly Report – January 2024 – Reports are available on the Auditor’s webpage at: http://www.co.champaign.il.us/auditor/countyboardreports.php | |
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D. GIS Consortium

- | | | |
|----|--|-------|
| 1. | Request approval for travel reimbursement after 60 days for Kayla Bishop | 33-34 |
|----|--|-------|

E. County Executive

- | | | |
|----|--|--|
| 1. | Willard Airport Minimum Revenue Guarantee Fund (<i>presentation</i>) | |
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F. Other Business

G. Chair’s Report

- | | | |
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| 1. | Four-year expense projections (<i>presentation</i>) | |
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H. Designation of Items to be Placed on the Consent Agenda

VIII. Policy, Personnel, & Appointments

A. County Executive

- | | | |
|----|--|-------|
| 1. | Monthly HR Report – February 2024 | 35-39 |
| 2. | Recognizing March 19, 2024 as National Agriculture Day in Champaign County | 40 |

3. Appointments/Reappointments
- a. Resolution Appointing Paula Bates as the Supervisor of Assessments, term ending 4/30/2028 41
 - b. Currently vacant appointments – full list and information is available on the County’s website at:
<http://www.co.champaign.il.us/CountyExecutive/appointments/CurrentVacantOpenings.pdf> (*information only*)
 - c. Applications for open appointments (*information only*) 42-58
- B. County Clerk
- 1. Monthly Fee Reports – February 2024 59
- C. County Board Chair
- 1. County Board Committee Appointments
 - a) Labor Committee Member
 - b) Labor Committee Vice-Chair
 - c) Litigation Committee Member
 - d) Broadband Task Force Member
- D. Other Business
- E. Chair’s Report
- F. Designation of Items to be Placed on the Consent Agenda

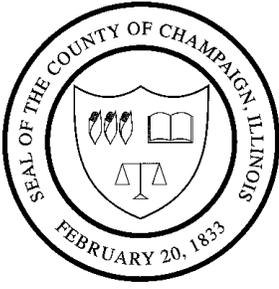
IX. Justice and Social Services

- A. Monthly Reports – All reports are available on each department’s webpage through the department reports page at: <http://www.co.champaign.il.us/CountyBoard/Reports.php>
- Public Defender – February 2024
 - Emergency Management Agency – February 2024
 - Veterans’ Assistance Commission – February 2024
 - Probation & Court Services – January 2024
- B. Rosecrance
- 1. Re-Entry Program Report – January 2024 (*information only*) 60-61
 - 2. Renewal of Contract for Re-Entry Programming 62-80
- C. Other Business
- D. Chair’s Report
- E. Designation of Items to be Placed on the Consent Agenda

X. Other Business

XI. Adjournment

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



**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE**

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

County of Champaign, Urbana, Illinois

Tuesday, February 13, 2024 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, Lorraine Cowart, Aaron Esry, John Farney, Stephanie Fortado, Carolyn Greer, Jennifer Locke, Jenny Lokshin, Diane Michaels, Brett Peugh, Tom ‘Ed’ Sexton, Mike Smith, Chris Stohr, Jennifer Straub, Leah Taylor, Eric Thorsland, and Bethany Vanichtheeranont

Members Absent: Elly Hanauer-Friedman, Emily Rodriguez, Jilmala Rogers and Jeff Wilson

Others Present: Steve Summers (County Executive), Michelle Jett (Director of Administration), Elisabeth Pollock (Public Defender) and Megan Robison (Recording Secretary)

Agenda Items

I. Call to Order

Vice-Chair Carter called the meeting to order at 6:33 p.m.

II. Roll Call

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

III. Approval of Agenda/Addenda

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

IV. Approval of Minutes

A. January 9, 2024 – Regular Meeting

MOTION by Mr. Farney to approve the minutes of January 9, 2024; seconded by Ms. Straub. Upon vote, the **MOTION CARRIED** unanimously.

V. Public Participation

None

VI. Communications

Ms. Vanichtheeranont encouraged Board Members to voice their opinions on the proposed Post Office consolidation, moving the Champaign Processing and Distribution Center to Chicago which would delay mail and the newspaper by several days.

Ms. Locke shared information about the upcoming IHSA Wrestling Championships. She encouraged everyone to go support our high school athletes.

Ms. Carter mentioned the proposed rate increase from Illinois Water for 2025 and encouraged everyone to vote “no” for this increase.

58 **VII. Justice and Social Services**

59 A. Monthly Reports – All reports are available on each department’s webpage through the department
60 reports page

- 61 • Public Defender – January 2024
- 62 • Emergency Management Agency – December 2023 & January 2024
- 63 • Animal Control – January 2024
- 64 • Veterans’ Assistance Commission – 2023 Annual Report & January 2024
- 65 • Probation & Court Services – November 2023, December 2023 & 4th Quarter Statistics

66
67 Received and placed on file

68
69 B. Rosecrance Re-Entry Financial Report – December 2023

70
71 Information only – Ms. Locke disbursed a prototype for a new report format for January 2024 and asked
72 everyone to share their thoughts and suggestions on changes they would like to see made. Board members
73 discussed the information in the report and thoughts on future funding for this program.

74
75 C. Public Defender

- 76 1. Update from the Public Defender’s Office

77
78 Public Defender Pollock took office approximately a year ago and came to share an update on things they
79 have done in her office over the last year. She reminded everyone of how dire the circumstances were when
80 she took office. Unlike other counties, her office is taking new cases, they are fully staffed, and she has
81 employees that can speak three different languages. They have setup an externship program to create a
82 pipeline of new people that want to work in our community. With the assistance of ARPA funds, she has been
83 able to modernize the office. A year ago, she was receiving two to five complaints per day and has not
84 received a complaint in three months now.

85
86 Ms. Pollock gave details of their new grants and other programs they are working to update within the
87 Courthouse. She listed her goals moving forward; increase community outreach, inspire the next generation of
88 attorneys and find funding for better resources. She thanked the County Board for their understanding of the
89 office needs over the last year and their support.

90
91 Board members praised Ms. Pollock for the changes she has been able to implement over the last year and
92 expressed their appreciation.

93
94 D. Other Business

95
96 None

97
98 E. Chair’s Report

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100 None

101
102 F. Designation of Items to be Placed on the Consent Agenda

103
104 None

105
106 **VIII. Policy, Personnel, & Appointments**

107 A. County Executive

- 108 1. Monthly HR Report – January 2024

109 Received and placed on file – Mr. Stohr mentioned the current vacancies in County positions.

110

111

2. Appointments/Reappointments

112

a. Resolution Appointing Dana Kamradt to the Crow Cemetery Association, term ending 6/30/2026

113

b. Resolution Appointing George Friedman to the Champaign-Urbana Mass Transit District Board, term ending 12/31/2028

114

c. Resolution Appointing Kyle Patterson to the Public Aid Appeals Committee, term ending 11/30/2025

115

116

117

OMNIBUS MOTION by Ms. Locke to recommend County Board approval of resolutions appointing Dana Kamradt, George Friedman and Kyle Patterson to their respective boards; seconded by Ms. Straub. Upon vote, the **MOTION CARRIED** unanimously.

118

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121

d. Appointing County Board Liaisons

122

123

MOTION by Ms. Locke to recommend County Board approval of a resolution appointing County Board Liaisons; seconded by Mr. Farney. Upon vote, the **MOTION CARRIED** unanimously.

124

125

126

e. Currently vacant appointments – full list and information is available on the County’s website

127

128

Information only

129

130

f. Applications for open appointments

131

132

Information only – Mr. Stohr mentioned the upcoming appointment vacancies.

133

134

B. County Clerk

135

1. Monthly Fee Reports – January 2024

136

137

Received and placed on file

138

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C. Other Business

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None

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D. Chair’s Report

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Mr. Stohr shared a joke: “The Superbowl had the highest TV viewer rating, said Taylor Swiftly”

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

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VIII. A. 2a-d

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IX. Finance

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A. Budget Amendments/Transfers

153

1. Budget Amendment BUA 2023/12/1283

154

Fund 1080 General Corporate / Dept 031 Circuit Court

155

Increased Appropriations: \$40,000

156

Increased Revenue: \$0

157

Reason: To pay final invoices for professional services in FY2023.

158

159

160 **MOTION** by Mr. Farney to recommend County Board approval of a resolution approving budget amendment
161 2023/12/1283; seconded by Ms. Vanichtheeranont. Mr. Thorsland asked for more detail when asking for
162 more money. Upon vote, the **MOTION CARRIED** unanimously.
163

164 B. Treasurer

- 165 1. Resolution Authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of
166 Purchase, permanent parcel 02-001-0030
- 167 2. Resolution Authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of
168 Purchase, permanent parcel 14-019-0057
- 169 3. Resolution Authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of
170 Purchase, permanent parcel 30-058-0297
- 171 4. Resolution Authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of
172 Purchase, permanent parcel 30-059-0019
- 173 5. Resolution Authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of
174 Purchase, permanent parcel 30-060-0032
- 175 6. Resolution Authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of
176 Purchase, permanent parcel 30-053-0053
177

178 **OMNIBUS MOTION** by Ms. Michaels to recommend County Board approval of resolutions authorizing the
179 County Executive to Assign Mobile Home Tax Sale Certificates of Purchase for the above referenced parcel
180 numbers; seconded by Mr. Smith. Upon vote, the **MOTION CARRIED** unanimously.
181

182 C. Auditor

- 183 1. Monthly Report – December 2023 – Reports are available on the Auditor’s webpage
184

185 Received and placed on file
186

- 187 2. Approval of award of contract to the Review Committee’s recommendation for Financial Auditing
188 Services, pursuant to RFP 2023-009
189

190 **MOTION** by Mr. Esry to recommend County Board approval of a resolution approving award of contract to
191 CliftonLarsonAllen for Financial Auditing Services; seconded by Ms. Vanichtheeranont. Upon vote, the
192 **MOTION CARRIED** unanimously.
193

194 D. County Executive

- 195 1. Resolution Abating Certain Taxes Hereto Levied to Pay the Principal of and Interest on Various
196 Outstanding Bonds of the County of Champaign, Illinois
197

198 **MOTION** by Ms. Carter to recommend County Board approval of a resolution abating certain taxes hereto
199 levied to pay the principal of and interest on various outstanding bonds of the County of Champaign, Illinois;
200 seconded by Mr. Sexton. Upon vote, the **MOTION CARRIED** unanimously.
201

- 202 2. Subrecipient Agreement between the County of Champaign and the Champaign County Health
203 Department and the Champaign-Urbana Public Health District
204

205 **MOTION** by Ms. Carter to recommend County Board approval of a resolution approving a Subrecipient
206 Agreement between the County of Champaign and the Champaign County Health Department and the
207 Champaign-Urbana Public Health District; seconded by Ms. Lokshin. Upon vote, the **MOTION CARRIED**
208 unanimously.
209

210 3. Additional Commitment for Participation in the Minimum Revenue Guarantee Fund for the
211 University of Illinois – Willard Airport

212
213 Mr. Summers clarified that this item is just for discussion only. Ms. Locke attended an informational session
214 about the proposed minimum revenue guarantee fund and shared those details with the Board. Discussion
215 continued about the economic impact this would have on the community and they requested for the Economic
216 Development Corporation to bring them more information at the next meeting.

217
218 E. Chair’s Report

219
220 None

221
222 F. Designation of Items to be Placed on the Consent Agenda

223
224 IX. A. 1, B. 1-6, C. 2, D. 1-2

225
226 X. Other Business

227
228 Ms. Michaels gave kudos to the Highway Department for not requiring any budget amendments at the end of
229 year, as everything has been completed for FY2023.

230
231 XI. Adjournment

232 Vice-Chair Carter adjourned the meeting at 7:30 p.m.
233



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: Travis Woodcock, Budget Director

Date: March 5, 2024

Re: Budget Transfer #2023/12/1660

The Champaign County Auditor's Office splits the Worker's Compensation bill for auditing purposes by allocating charges to individual departments within the Worker's Compensation Insurance budget lines of Fund 2076.

Following the final billing for FY2023, the General County Worker's Compensation budget line was overdrawn, requiring transfers. A same-category transfer was completed to move available funds from other salary lines, but a shortfall of \$32,972.37 remains.

Budget Transfer #2023/12/1660 has been entered to move funds from the non-payroll Insurance budget line to the Worker's Compensation budget line to cover the shortfall.

REQUESTED ACTION

The Finance Committee recommends Budget Transfer #2023/12/1660 for \$32,972.37 be forwarded to the County Board for approval.

Journal Proof Report



Journal Number: 1660 Year: 2023 Period: 12 Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit	
BUA	2076-00-0254t-01-075-000-000-0000-500304-	WORKERS' COMPENSATION	XFER FR NON PYRL	N	\$32972.37		
		INSURANC	INS				
BUA	2076-00-0254t-01-075-000-000-0000-502007-	INSURANCE (non-payroll)	XFER TO WC	N		\$32972.37	
				Journal 2023/12/1660	Total	\$32972.37	\$32972.37

Fund: 2076 Tort Immunity Tax Fund

Dept: 075 General County

Reason: Transfer required to move non-payroll funds to cover the shortfall in the Workers' Compensation line.



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: Jerry Kellems, Animal Control Director

Date: March 5, 2024

Re: Budget Transfer #2023/12/1671

After all costs for the Fiscal Year are finalized each year, the Champaign County Self-Funded Insurance Fund allocates costs to other departments. These costs came in higher than budgeted this year. These higher expenses were due to higher Self-Funded Insurance Fund costs throughout the year and from a large auto claim in calendar year 2022 that was finalized in FY23.

Budget Transfer #2023/12/1671 has been entered to move funds from the Regular Full-Time Employees budget line to the Insurance (non-payroll) budget line to cover the shortfall.

REQUESTED ACTION

The Finance Committee recommends Budget Transfer #2023/12/1671 for \$37,119.54 be forwarded to the County Board for approval.

Journal Proof Report



Journal Number: 1671 Year: 2023 Period: 12 Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2091-00-0252a-02-247-000-000-0000-500103-	REGULAR FULL-TIME EMPLOYEES	Cover Insurance Bill shortage	N		\$37119.54
BUA	2091-00-0252a-02-247-000-000-0000-502007-	INSURANCE (non-payroll)	Cover Insurance Bill shortage	N	\$37119.54	
			Journal 2023/12/1671	Total	\$37119.54	\$37119.54

Fund: 2091 Animal Control

Dept: 247 Animal Warden Services

Reason: Transfer required to cover the shortfall in the non-payroll insurance line.



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

Memorandum

Date: February 29, 2024

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

From: Orion Smith, Finance Director

RE: BUA for Additional Workforce Innovation and Opportunity Act (WIOA) Funding

WIOA Funding

Budget amendment is requested to reflect funding/expenditures of grants into the appropriate fiscal year in association with the following:

- There was a higher volume of student reimbursement requested than initially expected. This includes Parkland College's submission of student tuition reimbursement request on 12/20/23 totaling \$49,497.50.
- Self-insurance billing for liability and auto coverage was \$13,717.03 higher than prior year.

Champaign County Regional Planning Commission

1776 E. Washington St. Urbana, IL 61802

P 217.328.3313 F 217.328.2426

TTY 217.384.3862 CCRPC.ORG

Journal Proof Report



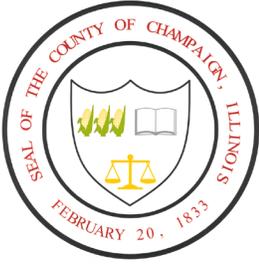
Journal Number: 1577 Year: 2023 Period: 12 Description: MISBUA

Reference 1: Reference 2: MISBUA Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2110-00-0225b-06-110-000-763-0000-400455-	FEDERAL - PUBLIC WELFARE	763 REV	N		\$10000.00
BUA	2110-00-0251c-06-110-000-763-0000-500103-	REGULAR FULL-TIME EMPLOYEES	763 REG	N	\$5000.00	
BUA	2110-00-0251c-06-110-000-763-0000-500105-	TEMPORARY STAFF	763 TEMP	N	\$5000.00	
BUA	2110-00-0225b-06-110-000-764-0000-400455-	FEDERAL - PUBLIC WELFARE	764 REV	N		\$40000.00
BUA	2110-00-0251c-06-110-000-764-0000-500103-	REGULAR FULL-TIME EMPLOYEES	764 REG FT	N	\$15000.00	
BUA	2110-00-0251c-06-110-000-764-0000-502025-	CONTRIBUTIONS & GRANTS	764CONT/GRANT	N	\$25000.00	
BUA	2110-00-0225b-06-110-000-830-0000-400455-	FEDERAL - PUBLIC WELFARE	830 REV	N		\$10000.00
BUA	2110-00-0251c-06-110-000-830-0000-500103-	REGULAR FULL-TIME EMPLOYEES	830 REG FT	N	\$5000.00	
BUA	2110-00-0251c-06-110-000-830-0000-500104-	REGULAR PART-TIME EMPLOYEES	830 REG PT	N	\$5000.00	
BUA	2110-00-0225b-06-110-000-769-0000-400455-	FEDERAL - PUBLIC WELFARE	769 REV	N		\$5000.00
BUA	2110-00-0225b-06-110-000-769-0000-400455-	FEDERAL - PUBLIC WELFARE	769 REV	N		\$5000.00
BUA	2110-00-0251c-06-110-000-769-0000-500103-	REGULAR FULL-TIME EMPLOYEES	769 REG FT	N	\$5000.00	
BUA	2110-00-0251c-06-110-000-769-0000-502022-	OPERATIONAL SERVICES	769 OPER SERV	N	\$5000.00	
BUA	2110-00-0251c-06-110-000-942-0000-500103-	REGULAR FULL-TIME EMPLOYEES	942 REG FT	N	\$5000.00	
BUA	2110-00-0251c-06-110-000-943-0000-500103-	REGULAR FULL-TIME EMPLOYEES	943 REG FT	N	\$5000.00	
BUA	2110-00-0225b-06-110-000-943-0000-400455-	FEDERAL - PUBLIC WELFARE	943 REV	N		\$5000.00
BUA	2110-00-0225b-06-110-000-942-0000-400455-	FEDERAL - PUBLIC WELFARE	942 REVENUE	N		\$5000.00
BUA	2110-00-0251c-06-110-000-946-0000-502001-	PROFESSIONAL SERVICES	946 PROFESSIONAL SERV	N	\$40000.00	
BUA	2110-00-0251c-06-110-000-946-0000-500103-	REGULAR FULL-TIME EMPLOYEES	946 REG FT	N	\$5000.00	
BUA	2110-00-0225b-06-110-000-946-0000-400455-	FEDERAL - PUBLIC WELFARE	946 REG FT	N		\$45000.00
Journal 2023/12/1577 Total					\$125000.00	\$125000.00

Fund: 2110 Workforce Development Fund
 Dept: 110 Workforce Development
 Reason: To reflect grant fund expenditures in the appropriate fiscal year.

Fund	Account Description	Debit	Credit
2110	WORKFORCE DEVELOPMENT FND		
	2110-00-0146t-00-000-000-000-0000-300101-	\$125000.00	
	2110-00-0146t-00-000-000-000-0000-300301-		\$125000.00
Fund Total		125000	125000



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: Travis Woodcock, Budget Director

Date: March 5, 2024

Re: BUA for 2023 Audit Expense Increase

The Office of the County Auditor has renewed a contract with Clifton Larson Allen LLP to conduct the County's external audit from FY 2024 through FY 2028. The contract includes a substantial price increase each year. Said increases will be included in the Auditor's budget beginning in FY 2025. However, funding for FY 2024 requires a budget amendment of \$29,999, which shall be paid from the General County budget.

Budget Amendment #2024/02/510 has been entered to increase the Professional Services budget line in the General County budget by \$29,999 to cover the audit expense increase.

REQUESTED ACTION

The Finance Committee recommends Budget Amendment #2024/02/510 for \$29,999 be forwarded to the County Board for approval.

Journal Proof Report

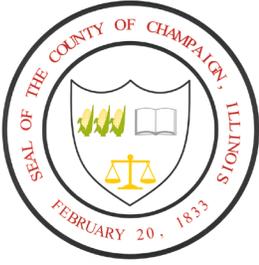


Journal Number: 510 Year: 2024 Period: 2 Description: OCA CLA Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1080-00-0251a-01-075-000-000-0000-502001-	PROFESSIONAL SERVICES	2023 Audit EXP increase	N	\$29999.00	
			Journal 2024/2/510	Total	\$29999.00	\$0.00

Fund: 1080 General Corporate
 Dept: 075 General County
 Reason: Appropriation for the increased cost of the external audit for FY2024.

Fund	Account Description	Debit	Credit
1080	GENERAL CORPORATE		
	1080-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS		\$29999.00
	1080-00-0146t-00-000-000-000-0000-300703- BUDGETARY FUND BALANCE	\$29999.00	
	Fund Total	29999	29999



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: Travis Woodcock, Budget Director

Date: March 5, 2024

Re: BUA for Pathologist Search Payments

In September 2023, the Champaign County Coroner’s Office entered a contract with Jackson Physician Search, LLC, to conduct a search for a Forensic Pathology Physician. The contract amount was \$42,500. During FY 2023, \$15,353.60 of the contract was paid. The remaining amount, \$27,146.40, is needed in FY 2024 as the physician search is still being conducted. The FY23 portion of the contract was paid through savings in the Executive’s Professional Services line. This early in the year, we cannot determine if those savings will be available again.

Budget Amendment #2024/02/511 has been entered to increase the Professional Services budget line by \$27,146.40 to cover the amount remaining on the original Purchase Order.

REQUESTED ACTION

The Finance Committee recommends Budget Amendment #2024/02/511 for \$27,146.40 be forwarded to the County Board for approval.

Journal Proof Report



Journal Number: 511 Year: 2024 Period: 2 Description: JACKSON Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1080-00-0251a-01-075-000-000-0000-502001-	PROFESSIONAL SERVICES	Pathologist Search	N	\$27146.40	
			Journal 2024/2/511	Total	\$27146.40	\$0.00

Fund: 1080 General Corporate

Dept: 075 General County

Reason: Appropriation needed in FY2024 to pay remaining amount of the contract with Jackson Physician Search, LLC for the Coroner's pathologist search.

Fund	Account Description	Debit	Credit
1080	GENERAL CORPORATE		
	1080-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS		\$27146.40
	1080-00-0146t-00-000-000-000-0000-300703- BUDGETARY FUND BALANCE	\$27146.40	
	Fund Total	27146.4	27146.4

PURCHASE ORDER

Fiscal Year 2023

Page 1 of 1

ALL INVOICES MUST CONTAIN THE PURCHASE ORDER NUMBER TO RECEIVE PROMPT PAYMENT.

Purchase Order Number **02300087**

Purchase Order Date **10/05/2023**

Department **ADMINISTRATIVE SERVICES**

Bill To
Exec. Assistant to County Exec
Brookens Administrative Center
1776 E. Washington Street
Urbana, IL 61802

Ship To
1776 E. Washington Street
Brookens Administrative Center
Urbana, IL 61802

Vendor 19883
JACKSON PHYSICIAN SEARCH LLC
2655 NORTHWINDS PARKWAY
ALPHARETTA, GA 30009

ALL INVOICES MUST CONTAIN THE PURCHASE ORDER NUMBER TO RECEIVE PROMPT PAYMENT.

VENDOR PHONE NUMBER	VENDOR EMAIL	VENDOR NUMBER	REQUISITION NUMBER	BUYER NAME	DELIVERY REFERENCE
314-348-4850		19883	2300120	Elisabeth A. Dillingham	

NOTES

Consulting & Recruitment for Forensic Pathologist

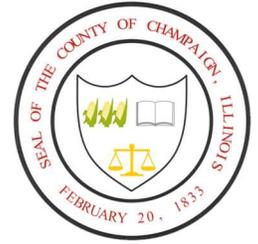
ITEM #	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
1	Recruitment for Forensic Pathologist	1.0000	EACH	\$42,500.0000	\$42,500.00

Total Ext. Price \$42,500.00

Purchase Order Total \$42,500.00

CHAMPAIGN COUNTY INFORMATION TECHNOLOGY SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581



M.C. Neal, Chief Information Officer

MEMORANDUM

To: Stephanie Fortado, Deputy Chair – Finance; and
John Farney, Assistant Deputy Chair – Finance; and
Members of the Finance Committee of the Whole

Date: March 7, 2024

Re: Request for Budget Amendment for Server Procurement

Dear Chairwoman Fortado,

County IT placed two orders for servers through Lenovo with FY23 Capital Asset Funds. Lenovo ensured the servers would be received before the end of year and provided a promised delivery date that would satisfy. The promised delivery date was missed. Re-engaged with Lenovo and a second promised delivery date (which would still have the servers arriving before the end of the year) was provided. The second promised delivery date was missed and the servers did not arrive until January (five weeks after the first promised delivery date). I am requesting to amend the FY24 budget to use the unexpended FY23 funds to pay for the servers.

REQUESTED ACTION:

Recommendation for Budget Amendment in the amount of \$44,999.96 (one purchase for \$14,999.98 and one for \$29,999.98) to be forwarded to the County Board for approval.

Sincerely,

M.C. Neal
Champaign County Chief Information Officer

Journal Proof Report



Journal Number: 26 Year: 2024 Period: 3

Description: IT Server

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	3105-00-0251a-01-028-000-000-0000-502035-	REPAIR & MAINT - EQUIP/AUTO	IT Server R&M	N	\$1836.00	
BUA	3105-00-0280t-01-028-000-000-0000-800401	EQUIPMENT	IT Server	N	\$13163.98	
				Journal 2024/3/26	Total	\$14999.98
						\$0.00

Fund: 3105 Capital Asset Replacement Fund

Dept: 028 Information Technology (IT)

Reason: Equipment ordered in FY2023 was not received until FY2024.

Fund	Account Description	Debit	Credit
3105	CAPITAL ASSET REPLCMT FND		
	3105-00-0146t-00-000-000-000-0000-300301-		APPROPRIATIONS
	3105-00-0146t-00-000-000-000-0000-300703-		BUDGETARY FUND BALANCE
		\$14999.98	\$14999.98
Fund Total		14999.98	14999.98

PURCHASE ORDER

Fiscal Year 2024

Page 1 of 1

ALL INVOICES MUST CONTAIN THE PURCHASE ORDER NUMBER TO RECEIVE PROMPT PAYMENT.

Purchase Order Number **02400009**

Purchase Order Date **01/09/2024**

Department **ADMINISTRATIVE SERVICES**

Bill To
Exec. Assistant to County Exec
Brookens Administrative Center
1776 E. Washington Street
Urbana, IL 61802

Ship To
Exec. Assistant to County Exec
Brookens Administrative Center
1776 E. Washington Street
Urbana, IL 61802

Vendor 19653
LENOVO (UNITED STATES) INC
PO BOX 643055
PITTSBURGH, PA 15264-3055

ALL INVOICES MUST CONTAIN THE PURCHASE ORDER NUMBER TO RECEIVE PROMPT PAYMENT.

VENDOR PHONE NUMBER	VENDOR EMAIL	VENDOR NUMBER	REQUISITION NUMBER	BUYER NAME	DELIVERY REFERENCE
919-874-2914		19653	2400017	M.C. Neal	

NOTES

Server

ITEM #	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
1	7X02V3CL00 ThinkSystem SR630, 2xIntel Xeon Gold 6226R 16C 2.9GHz 150W, 24x16GB 1Rx4, 6x7.68TB SSD, RAID 930-16i 4GB Flash PCIe 12Gb Adapter, 2x750W, XCC Enterprise, ThinkSystem Toolless Slide Rail	2.0000	EACH	\$6,581.9900	\$13,163.98
2	5WS7A07559 Premier Foundation - 5Yr NBD Resp SR630	2.0000	EACH	\$918.0000	\$1,836.00

Total Ext. Price \$14,999.98

Purchase Order Total \$14,999.98

Journal Proof Report



Journal Number: 27 Year: 2024 Period: 3

Description: RE SERVER

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	3105-00-0251a-01-028-000-000-0000-502035-	REPAIR & MAINT - EQUIP/AUTO	REAL ESTATE SERVER R&M	N	\$3060.00	
BUA	3105-00-0280t-01-028-000-000-0000-800401	EQUIPMENT	REAL ESTATE SERVER	N	\$26939.98	
			Journal 2024/3/27	Total	\$29999.98	\$0.00

Fund: 3105 Capital Asset Replacement Fund

Dept: 028 Information Technology (IT)

Reason: Equipment ordered in FY2023 was not received until FY2024.

Fund	Account Description	Debit	Credit
3105	CAPITAL ASSET REPLCMT FND		
	3105-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS		\$29999.98
	3105-00-0146t-00-000-000-000-0000-300703- BUDGETARY FUND BALANCE	\$29999.98	
Fund Total		29999.98	29999.98

PURCHASE ORDER

Fiscal Year 2024

Page 1 of 1

ALL INVOICES MUST CONTAIN THE PURCHASE ORDER NUMBER TO RECEIVE PROMPT PAYMENT.

Purchase Order Number **02400010**

Purchase Order Date **01/09/2024**

Department **ADMINISTRATIVE SERVICES**

ALL INVOICES MUST CONTAIN THE PURCHASE ORDER NUMBER TO RECEIVE PROMPT PAYMENT.

Bill To
Exec. Assistant to County Exec
Brookens Administrative Center
1776 E. Washington Street
Urbana, IL 61802

Ship To
Exec. Assistant to County Exec
Brookens Administrative Center
1776 E. Washington Street
Urbana, IL 61802

Vendor 19653
LENOVO (UNITED STATES) INC
PO BOX 643055
PITTSBURGH, PA 15264-3055

VENDOR PHONE NUMBER	VENDOR EMAIL	VENDOR NUMBER	REQUISITION NUMBER	BUYER NAME	DELIVERY REFERENCE
919-874-2914		19653	2400018	M.C. Neal	

NOTES

Servers for Real Estate Cycle System

ITEM #	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
1	7X02V3C100 ThinkSystem SR630, 2xIntel Xeon Gold 6226R 16C 2.9GHz 150W, 24x16GB 1Rx4, 6x7.68TB SSD, RAID 930-16i 4GB Flash PCIe 12Gb Adapter, 2x750W, XCC Enterprise, ThinkSystem Toolless Slide Rail	2.0000	EACH	\$13,469.9900	\$26,939.98
2	5WS7A07559 Premier Foundation - 5Yr NBD Resp SR630	2.0000	EACH	\$1,530.0000	\$3,060.00

Total Ext. Price \$29,999.98

Purchase Order Total \$29,999.98



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: Travis Woodcock, Budget Director

Date: March 6, 2024

Re: BUA for Smile Healthy - October-December 2023 Services

The County Board of Health and Promise Healthcare, NFP, have an existing contract to provide dental services. Due to employee turnover at Promise Healthcare, no invoices were issued for services provided from October through December 2023. Invoices should be forthcoming now that new staff has been hired, and the County will owe \$6,416.66 per month (a total of \$19,249.98) for services rendered in the final quarter of 2023.

Budget Amendment #2024/03/49 has been entered to increase the Operational Services budget line in the Board of Health budget by \$19,249.98 to cover the expense.

REQUESTED ACTION

The Finance Committee recommends Budget Amendment #2024/03/49 for \$19,249.98 be forwarded to the County Board for approval.

Journal Proof Report



Journal Number: 49 Year: 2024 Period: 3 Description: BOH Dental Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2089-00-0256b-03-049-000-000-0000-502022-	OPERATIONAL SERVICES	OCT-DEC 2023 Services	N	\$19249.98	
			Journal 2024/3/49	Total	\$19249.98	\$0.00

Fund: County Public Health Fund

Dept: 049 Board of Health

Reason: Appropriation for services rendered in FY2023 that have not been billed to the County due to staff turnover at Promise Healthcare.

Fund	Account Description	Debit	Credit
2089	COUNTY PUBLIC HEALTH FUND		
	2089-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS		\$19249.98
	2089-00-0146t-00-000-000-000-0000-300703- BUDGETARY FUND BALANCE	\$19249.98	
	Fund Total	19249.98	19249.98

RENEWAL OF PARTICIPATION AGREEMENT

WHEREAS, the Champaign County Health Department, through its duly authorized agent, the Champaign County Board of Health, hereinafter known as the "Board", and Promise Healthcare, NFP (formerly Central Illinois Dental Education and Services or SmileHealthy), entered into a Participation Agreement dated December 15, 2005, a copy of which is attached to this Renewal of Participation Agreement and marked as "Exhibit A"; and

WHEREAS, the Champaign County Board has approved its budget for the County's Fiscal Year from January 1, 2023 to December 31, 2023 in which it has included a grant for the cost of the renewal of the Participation Agreement between the Board and Promise Healthcare in the amount of \$77,000; and

WHEREAS, the Board believes it is in the best interest of residents served by the Champaign County Health Department that the Participation Agreement should be renewed for the period January 1, 2023 to December 31, 2023, with all of the terms and conditions previously contained in the Participation Agreement attached to this Renewal of Participation Agreement and marked as "Exhibit A", with the following exception:

The Board and Promise Healthcare agree that should Promise Healthcare merge with the Champaign-Urbana Public Health District or any other entity during the term of this Renewal of Participation Agreement, or alternatively should the services presently performed by Promise Healthcare be subsumed by the Champaign-Urbana Public Health District, the parties shall modify the terms and conditions of this Renewal of Participation Agreement as necessitated by the said merger or take-over; and

WHEREAS, the Board and Promise Healthcare agree that the annual contract cost for the renewal of the Participation Agreement shall be the sum of \$77,000;

The Champaign County Board of Health and Promise Healthcare enter into this Renewal of Participation Agreement for the period January 1, 2022 to December 31, 2023 in the amount of \$77,000, with the monthly payments to be \$6,416.66 per month, and with the said Renewal to be pursuant to the remaining terms and conditions outlined in this Renewal of Participation Agreement and the attached "Exhibit A", on this 12th day of December, 2022.

CHAMPAIGN COUNTY HEALTH DEPARTMENT

DocuSigned by: Krista Jones 36D149D5D055401...

By: Krista Jones Chair, Champaign County Board of Health

PROMISE HEALTHCARE

By: Jennifer Henry Executive Director, Promise Healthcare NFP

Originally Prepared by: Susan W. McGrath, Senior Assistant State's Attorney Office of the Champaign County State's Attorney 1776 E. Washington, Urbana, IL 61802 217/384-3776

With edits for dates and budgeted amounts by Promise Healthcare

Promise Healthcare
Child Dental Access Program
---Dental Practitioner Recruiting Focus---
Champaign County Board of Health
2023 Program Narrative and Budget
January 1, 2023 – December 31, 2023

Promise Healthcare (PHC) will provide comprehensive dental care for low-income children who reside only in Champaign County and outside of the Champaign/Urbana city limits in order to maximize the number of children who have access to oral health care by providing the following services:

- Dental home services for children provided through PHC’s Frances Nelson Medical Center and Urbana School Health Center dental clinics, to include the addition of oral health care for children ages 0-5
- Outreach to Champaign County Head Start programs with oral health education, fluoride treatments and exams

With the support of the Champaign County Board of Health grant, Promise Healthcare expects to serve 810 low-income, unduplicated Champaign County children through our oral health care program in 2023. We anticipate that 30% of these children (243) will reside outside of the Champaign/Urbana city limits and be Champaign County residents. The Champaign County Board of Health will specifically support our efforts by offsetting a portion of the recruitment costs for dentists and dental hygienists that we must recruit to serve these children with oral health care.

Promise Healthcare is proposing a program for the coming year that is focused on rebuilding our pediatric oral health program post-COVID, so that the health center can again become the primary community oral health care provider for low-income children who reside in Champaign County. Promise Healthcare respectfully requests \$27,000 in order to support these efforts to aid in our recruitment of local dental providers. The challenge of recruiting dental providers has become a major hurdle to re-building our dental program post COVID-19 as dentists and dental hygienists are extremely hard to recruit for and hire in the new workforce environment. Promise Healthcare has sent out more than 122 letters to local and regional dentists requesting if anyone is interested in working part-time or full-time for Promise Healthcare. We have contacted even more dental providers nationally in an attempt to recruit a new dentist and/or dental hygienist for our clinics as we understand the national search for new dental providers may be more fruitful. It is a huge expense to reach out and contact all of these providers and Promise Healthcare is spending a considerable amount of money flying potential candidates to Champaign along with their spouses to interview for the positions and paying for lodging and travel expenses. In addition, if a candidate were interested in the position, Promise Healthcare would need to offer at least a \$15,000 sign-on bonus just to be somewhat competitive in the marketplace and ensure the new candidate would accept the position. Many other health systems are offering significantly higher sign-on bonuses as well as temporary housing and other benefits to accepting a position. In addition, Promise Healthcare is raising its Dental Hygienist salary to be more competitive in

the marketplace.

The following programs and services will be made possible with the support of Champaign County Board of Health recruitment funding:

Child Dental Health Care Access

Promise Healthcare will focus on rebuilding our pediatric oral health program that has been restricted due to the COVID-19 health pandemic. In order to serve the needs of low-income children who reside in Champaign County, PHC is working diligently to recruit and hire dentists, dental hygienists and dental assistants to support pediatric oral health care. PHC has not been able to serve young children ages 0-5 due to a lack of dental provider on staff that has the expertise to serve this age group. PHC is pleased to begin serving this population again, filling a critical gap in Champaign County oral health care for our youngest residents. Oral health care services will be provided at PHC's primary dental clinic at the Frances Nelson Medical Center in Champaign and at the Urbana School Health Center in order to create / maintain a dental home. Promise Healthcare anticipates serving a total of 810 unduplicated children in CY23 that will be re-engaged into the dental clinic following the COVID-19 pandemic. Measure: The requested funds will support 30% of the cost of recruiting and hiring new dental providers.

Thank you to the Champaign County Board of Health and County Board for your continued support and commitment to the oral health for low-income children in Champaign County. Should you have any questions or need additional information, please do not hesitate to contact Anne Jensen, PHC Oral Health Director, mobile 715-644-8601 or ajensen@promisehealth.org.

Promise Healthcare
Child Dental Access Program
---Dental Practitioner Recruiting Focus---
Champaign County Board of Health
2023 Budget Proposal
January 1, 2023 – December 31, 2023

For the consideration of the Champaign County Board of Health, Promise Healthcare respectfully submits two different budgets that would both support the same work proposed in the narrative and through the outlined measures. Please reference a separate proposal for “General Support Request” to view the other proposed budget.

Child Dental Access – Dental Practitioner Recruiting Focus

PHC is experiencing significant workforce challenges in our current recruiting and retention of dental health care staff landscape due to national workforce shortages, as well as difficulties in recruiting qualified individuals interested in moving to Champaign County. According to the HRSA Health Professional Shortage Area (HPSA) score, PHC’s service area has a score of 25 out of 26, which is almost the highest score possible and represents an exceptionally great need for dental health practitioners in Champaign County. Additionally, the HPSA web page reports that 16.15 FTE dental practitioners are needed to serve the low-income population in Champaign County. As of May 25, 2022, PHC has been able to recruit two new dentists who will start in July 2022, but will continue to recruit and hire additional dental practitioners (dentists and/or dental hygienists) in CY22 and CY23 in order to support a comprehensive staffing plan and as the demand for oral health services expands.

<p>Recruitment Costs (Sign-on Bonuses) for Three New Dental Practitioners <i>(Dentist and/or Dental Hygienist) to include a sign-on bonus of \$15,000 for each provider to accept a position at Promise Healthcare (\$15,000 x 3 dental providers x 30% (Funds will only cover the portion of staff time allocated towards Champaign County [outside of city limits] residents)</i></p>	<p>\$13,500</p>
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<p>Promise Healthcare recruiting costs to identify and interview potential dental providers <i>(Dentist and/or Dental Hygienist) for positions. This includes approximately \$15,000/candidate x 3 candidates to cover the costs of identifying the candidate and encouraging them to apply for the position, flights for the candidate and their spouse, lodging and travel expenses while in Champaign County for the interview, relocation assistance, etc.</i></p>	<p>\$13,500</p>
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<p>Total Request to Support Recruitment Costs</p>	<p>\$27,000</p>
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Promise Healthcare
Child Dental Access Program
---General Support Request---
Champaign County Board of Health
2023 Program Narrative and Budget
January 1, 2023 – December 31, 2023

Promise Healthcare (PHC) will provide comprehensive dental care for low-income children who reside in Champaign County in order to maximize the number of children who have access to oral health care by providing the following services:

- Dental home services for children provided through PHC’s Frances Nelson Medical Center and Urbana School Health Center dental clinics, to include the addition of oral health care for children ages 0-5
- Outreach to Champaign County Head Start programs with oral health education, fluoride treatments and exams

With the support of the Champaign County Board of Health grant, Promise Healthcare expects to serve 810 low-income, unduplicated Champaign County children through our oral health care program in 2023.

Promise Healthcare is proposing a program for the coming year that is focused on rebuilding our pediatric oral health program post-COVID, so that the health center can again become the primary community oral health care provider for low-income children who reside in Champaign County. Promise Healthcare respectfully requests \$50,000 in order to support these efforts.

The following programs and services will be made possible with the support of Champaign County Board of Health funding:

Child Dental Health Care Access

Promise Healthcare will focus on rebuilding our pediatric oral health program that has been restricted due to the COVID-19 health pandemic. In order to serve the needs of low-income children who reside in Champaign County, PHC is working diligently to recruit and hire dentists, dental hygienists and dental assistants to support pediatric oral health care. PHC has not been able to serve young children ages 0-5 due to a lack of dental provider on staff that has the expertise to serve this age group. PHC is pleased to begin serving this population again, filling a critical gap in Champaign County oral health care for our youngest residents. Oral health care services will be provided at PHC’s primary dental clinic at the Frances Nelson Medical Center in Champaign and at the Urbana School Health Center in order to create / maintain a dental home. Promise Healthcare anticipates serving a total of 810 unduplicated children in CY23 that will be re-engaged into the dental clinic following the COVID-19 pandemic. Measure: The \$50,000 Champaign County Board of Health investment will support a part-time Dental Assistant that will assist in re-engaging at least 100 low-income children into the dental clinic.

County Head Start Program Outreach

Promise Healthcare plans to visit Head Start programs throughout Champaign County to provide

oral health education, fluoride treatments and dental exams. The outreach reaches low-income children at a convenient location to provide preventive oral health tactics, education and examinations. Measure: 1 visit per month, for a total of 12 visits in CY23.

Thank you to the Champaign County Board of Health and County Board for your continued support and commitment to the oral health for low-income children in Champaign County. Should you have any questions or need additional information, please do not hesitate to contact Anne Jensen, PHC Oral Health Director, mobile 715-644-8601 or ajensen@promisehealth.org.

**Promise Healthcare
Child Dental Access Program
---General Support Request---
Champaign County Board of Health
Fiscal Year 2023 Budget Proposal
January 1, 2023 – December 31, 2023**

For the consideration of the Champaign County Board of Health, Promise Healthcare respectfully submits two different budgets that would both support the same work proposed in the narrative and through the outlined measures. Please reference a separate proposal for “Dental Practitioner Recruiting Focus” to view the other proposed budget.

Child Dental Access – Staffing Support and Oral Health Supplies

Champaign County Board of Health funding will support PHC costs to cover a small portion of dental team members’ salary and fringe benefits to support uncompensated care to low-income, uninsured children.

Personnel (Dentist, Dental Hygienist, Dental Assistant, Office Support)	\$39,350
Fringe (FY23 @ 26% of wages)	<u>\$10,231</u>
Personnel Subtotal	\$49,581
Dental Supplies (children’s dental kits to include tooth brush, tooth paste and floss)	\$419
Supplies Subtotal	\$419
Total	\$50,000

RESOLUTION



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

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

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

1335 PINOAK LN

PERMANENT PARCEL NUMBER 20-032-0245

As described in certificates(s) : 2020-9167 sold November 2020

AND WHEREAS, pursuant to public auction sale, SHEILA TUDDY, Purchaser(s), has/have deposited the total sum of \$915.00 for the purchase of the said Certificate of Purchase and has/have requested that the County of Champaign assign to said Purchaser(s) the said Certificate of Purchase and all of the rights of Champaign County to obtain a Tax Certificate of Title as to the said mobile home and further, from said payment the County shall receive \$300.00 as a return for its certificates(s) of Purchase. The County Clerk shall receive \$0.00 for cancellation of certificate(s) and to reimburse for the charges advanced therefrom; the Auctioneer shall receive \$0.00 for services rendered; the Illinois Secretary of State shall receive the sum of \$165.00 for issuance of the Tax Certificate Title to said Purchaser(s); The Agent under his contract for services shall receive \$450.00;

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

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

ADOPTED this _____ day of _____, _____

ATTEST:

CLERK

COUNTY EXECUTIVE

RESOLUTION



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

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

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

1235 SYCAMORE LN

PERMANENT PARCEL NUMBER: 20-032-0246

As described in certificates(s) : 2020-9168 sold November 2020

AND WHEREAS, pursuant to public auction sale, SHEILA TUDDY, Purchaser(s), has/have deposited the total sum of \$915.00 for the purchase of the said Certificate of Purchase and has/have requested that the County of Champaign assign to said Purchaser(s) the said Certificate of Purchase and all of the rights of Champaign County to obtain a Tax Certificate of Title as to the said mobile home and further, from said payment the County shall receive \$300.00 as a return for its certificates(s) of Purchase. The County Clerk shall receive \$0.00 for cancellation of certificate(s) and to reimburse for the charges advanced therefrom; the Auctioneer shall receive \$0.00 for services rendered; the Illinois Secretary of State shall receive the sum of \$165.00 for issuance of the Tax Certificate Title to said Purchaser(s); The Agent under his contract for services shall receive \$450.00;

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

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

ADOPTED this _____ day of _____, _____

ATTEST:

CLERK

COUNTY EXECUTIVE



Champaign County
City of Champaign
City of Urbana
University of Illinois
Village of Rantoul
Village of Mahomet
Village of Savoy

To: Chris Stohr, Chair – Policy, Personnel, and Appointments; and
Honorable Members of the Policy, Personnel, and Appointments Committee

From: Leanne Brehob-Riley, GIS Director

Date: March 12, 2024

Re: Travel Reimbursement – Over 60 Days

CCGIS staff fulfills contractual obligations by working for various agencies at off-site locations. CCGISC pays its employees for off-site travel. Pursuant to the County Travel Policy, this is a request for reimbursement approval for the following travel expenditures not submitted within sixty (60) days. This will be corrected going forward. See attached and below.

Employee: Kayla Bishop
Total Reimbursement Request: \$61.97
Dates: 10/02/2023 through 11/16/2023

CHAMPAIGN COUNTY TRAVEL LOG

DATE	FROM	TO	MILEAGE 2023 @\$0.655	LODGING	MEALS 2023				LINE ITEM <i>Fund 8850 Dept 111</i>	PURPOSE
					BREAKFAST	LUNCH	DINNER	Incidentals		
10/2/2023	Home	Public Works	8.6						Mileage: CCGISC -GIS_Servcs-JobTravel -Mileage	Contract Work
10/10/2023	Home	Public Works	8.6						Mileage: CCGISC -GIS_Servcs-JobTravel -Mileage	Contract Work
10/11/2023	Home	Public Works	8.6						Mileage: CCGISC -GIS_Servcs-JobTravel -Mileage	Contract Work
10/17/2023	Home	Public Works	8.6						Mileage: CCGISC -GIS_Servcs-JobTravel -Mileage	Contract Work
10/18/2023	Home	Public Works	8.6						Mileage: CCGISC -GIS_Servcs-JobTravel -Mileage	Contract Work
10/27/2023	Home	Public Works	8.6						Mileage: CCGISC -GIS_Servcs-JobTravel -Mileage	Contract Work
10/31/2023	Home	Public Works	8.6						Mileage: CCGISC -GIS_Servcs-JobTravel -Mileage	Contract Work
11/1/2023	Home	Public Works	8.6						Mileage: CCGISC -GIS_Servcs-JobTravel -Mileage	Contract Work
11/7/2023	Home	Public Works	8.6						Mileage: CCGISC -GIS_Servcs-JobTravel -Mileage	Contract Work
11/8/2023	Home	Public Works	8.6						Mileage: CCGISC -GIS_Servcs-JobTravel -Mileage	Contract Work
11/16/2023	Home	Public Works	8.6						Mileage: CCGISC -GIS_Servcs-JobTravel -Mileage	Contract Work
Sub Totals			\$ 61.97		\$ -	\$ -	\$ -	\$ -		

Name: Kayla M. Bishop

TOTAL: \$ 61.97

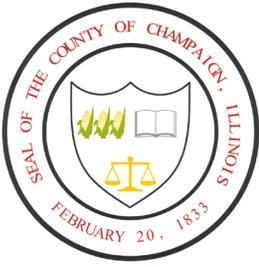
I affirm that the above travel was performed for official business.

Kayla M. Bishop
Signature

1/25/24
Date

J.P.
Managers Initials

1/25/2024
Date



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

MONTHLY HR REPORT FEBRUARY 2024

UNEMPLOYMENT REPORT

Notice of Claims Received – 1
RPC – 1

Benefit Determination – 1
RPC – Chargeable

PAYROLL REPORT

FEBRUARY PAYROLL INFORMATION

Pay Group	2/9/2024		2/23/2024	
	EE's Paid	Total Payroll \$\$	EE's Paid	Total Payroll \$\$
General Corp	502	\$1,133,126.66	511	\$1,311,816.22
RPC/Head Start	255	\$501,003.48	264	\$1,188,669.73
Total	757	\$1,634,130.14	775	\$2,500,485.95

Pay Group	2/26/24 FSE bonus	
	EE's Paid	Total Payroll \$\$
General Corp	11	\$27,500.00
RPC/Head Start		
Total	11	\$27,500.00

HEALTH INSURANCE/BENEFITS REPORT

Total Number of Employees Eligible: 586

General County Union (includes AFSCME & FOP):

150 Single; 27 EE+spouse; 53 EE+child(ren); 12 Family; 72 waived

Non-bargaining employees:

134 Single; 29 EE+spouse; 43 EE+child(ren); 13 Family; 53 waived

Life Insurance Premium paid by County: \$1,469.39

Health Insurance Premium paid by County: \$502,673.50

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

February 2024: 1.52% average over the last 12 months

February 2024: 11 out of 723 Employees left Champaign County: 10 resignations, 1 dismissal

WORKERS' COMPENSATION REPORT

Entire County Report February 2023 February2024

New Claims	2	1
Closed	3	2
Open	31	31

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

Agendas Posted	17	Meetings Staffed	5	Minutes Posted	11
Appointments Posted	16	Notification of Appointment	3	Contracts Posted	8
Calendars Posted	5	Resolutions Prepared	27	Ordinances Prepared	2

VACANT POSITIONS

As of COB 2/29/2024

Total Position Vacancies	43	
New Vacancies This Month	12	13 Departments with unintended vacancies of the 23 departments
Vacancies from 2024 - prior to current mo	4	\$ 2,514,256.15 Payroll for the current, budgeted vacancies if they remained unfilled for 1 year
Vacancies from 2023	21	84,239 Hours of all current vacancies remained unfilled for 1 year
Vacancies from 2022	6	
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
Kennel Worker (PT/Temp)	2/26/2024	\$ 16.65	1040	\$ 17,316.00

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
None		\$ -	0	\$ -

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

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

COUNTY CLERK'S OFFICE	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Senior Election Specialist	6/1/2024	\$ 31.95	1965	\$ 62,781.75

CORONER	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Senior Medical Secretary	2/18/2024	\$ 26.78	1965	\$ 52,622.70

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

HIGHWAY	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Senior Engineer	12/31/2023	\$ 43.63	2080	\$ 90,750.40

INFORMATION TECHNOLOGY	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Systems Administrator (Courthouse)	New Position	\$ 31.75	1950	\$ 61,912.50
Systems Administrator (Courthouse)	7/15/2022	\$ 31.75	1950	\$ 61,912.50
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	3/15/2024	\$ 33.45	1965	\$ 65,729.25
Court Services Officer - JDC	1/18/2024	\$ 25.47	1965	\$ 50,048.55
Court Services Officer - JDC	2/6/2024	\$ 25.47	1965	\$ 50,048.55
Court Services Officer - JDC	2/11/2024	\$ 25.47	1965	\$ 50,048.55
Court Services Officer - JDC	2/11/2024	\$ 25.47	1965	\$ 50,048.55

Court Services Officer - JDC	3/2/2024	\$ 25.47	1965	\$ 50,048.55
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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
None		\$ -	0	\$ -

PLANNING & ZONING	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Planner	6/24/2022	\$ 32.06	1965	\$ 62,997.90
Zoning Officer	3/4/2024	\$ 26.39	1965	\$ 51,856.35
Zoning Officer	New Pos 1/1/22	\$ 21.83	1965	\$ 42,895.95

PROBATION	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Court Services Officer - Supervision	1/1/2024	\$ 23.21	1965	\$ 45,607.65

PUBLIC DEFENDER	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Assistant Public Defender	12/4/2023	\$ 41.03	1965	\$ 80,623.95

SHERIFF'S OFFICE	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Deputy Sheriff - Civil Process	5/10/2024	\$ 45.03	2080	\$ 93,662.40
Deputy Sheriff - Patrol	2/22/2024	\$ 32.84	2080	\$ 68,307.20
Clerk - Corrections	7/15/2023	\$ 21.75	1950	\$ 42,412.50
Master Control Officer - PT	8/22/2022	\$ 18.68	1040	\$ 19,427.20
Master Control Officer - PT	10/13/2023	\$ 18.19	1040	\$ 18,917.60
Master Control Officer - PT	11/17/2023	\$ 18.19	1040	\$ 18,917.60
Sergeant - Corrections	8/25/2022	\$ 40.62	2080	\$ 84,489.60
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
Correctional Officer	1/19/2024	\$ 23.56	2080	\$ 49,004.80

STATE'S ATTORNEY	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Assistant State's Attorney	9/15/2023	37.70	1950	\$ 73,515.00
Assistant State's Attorney	10/30/2023	40.39	1950	\$ 78,760.50
Assistant 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
Administrative Assistant	2/8/2024	\$ 19.00	1664	\$ 31,616.00

EEO REPORT

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

February 2024 Monthly EEO Report General County Only	ads closing this month:			ads with later or no end date:																
	Legal Clerk (Circuit Clerk)	Senior Election Specialist - County Clerk	Senior Medical Secretary - Coroner	Detention Officer(PT) - JDC	Planning Internship - Planning & Zoning	Zoning Officer - Planning & Zoning	Deputy Administrator/ Veterinarian (PT) - Animal Control	Deputy Sheriff - Sheriff	Correctional Officer - Sheriff	Zoning Technician - Planning & Zoning	Clerk/Kennel Worker - Animal Control	Kennel Worker - Animal Control	Warden (Animal Control)	Systems Administrator (IT)	Senior Systems Administrator (IT)	Court Services Officer - JDC	Administrative Assistant - VAC	Senior Election Specialist - County Clerk		
Total Applicants	3	4	6	3	3	1	0	1	5	1	10	7	6	5	3	7	8	2	75	
Male	1	3			1		0		1	1	3	3	3	4	3	3	3	1	30	
Female	2	1	5	3	2	1	0	1	4		6	5	3			4	5	1	43	
NonBinary							0												0	
Undisclosed			1				0							1					2	
Hispanic or Latino	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0	1	0	0	4	
White	1	4	6	1	3	0	0	1	4	0	8	6	5	3	2	4	5	2	55	
Black or African-American	1	0	0	1	0	1	0	0	0	0	1	1	0	0	0	1	2	0	8	
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Asian	0	0	0	0	0	0	0	0	0	1	0	0	0	1	1	0	0	0	3	
American Indian or Alaska Native	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Two or more races	1	0	0	0	0	0	0	0	0	0	1	0	1	0	0	1	1	0	5	
Undisclosed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Veteran Status	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	1	0	3	

RESOLUTION NO. 2024-XXX

RESOLUTION RECOGNIZING MARCH 19, 2024 AS
NATIONAL AGRICULTURE DAY

In support of Champaign County agriculture, the Champaign County Board recognizes the significant impact agriculture plays within our county, state and country. Agriculture is Illinois' number one industry and employs citizens across this state. From farm fields to urban farms, and to the manufacturing of food and fiber, agriculture is essential to the daily lives of American citizens.

WHEREAS, Illinois accounts for 70,700 farms, which equates to 26,300,000 acres; and

WHEREAS, 96% of farms are family owned within Illinois; and

WHEREAS, agriculture contributes a total of \$543.1 billion in agricultural products; and

WHEREAS, the total value of crops in 2022 was \$281 billion, up 45% from 2017. For livestock, the value was \$262 billion, up 35%; and

WHEREAS, the American farmer represents one of the oldest professions in our country. The farmer has evolved to embrace new technologies that protect our soil, water and air.

NOW, THEREFORE, BE IT RESOLVED By the Champaign County Board that the County Board does hereby recognize March 19, 2024, as National Agriculture Day. This board calls on our citizens to recognize and celebrate the contributions farmers and farm families have made to better the lives of our citizens.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 21st day of March A.D. 2024.

Samantha Carter, Chair
Champaign County Board

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

Approved: _____
Steve Summers, County Executive
Date: _____

Paula J Bates

Champaign County IL | Generated 2/9/2024 @ 5:07 pm by OnBoard2 - Powered by ClerkBase

Status

Name Paula J Bates
Application Date 2/7/2024
Expiration Date 2/7/2123
Status Received

Board	Vacancies	Status
Supervisor of Assessments	0	Pending

Basic Information

Name
Paula J Bates

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

I have 32 years of experience in the assessment and appraisal field. I have served as Supervisor of Assessments in Champaign County since 2016. I served as Supervisor of Assessments in Piatt County from 2007-2016. I worked as a Deputy Township Assessor for the City of Champaign Township 2006-2007. I performed real estate appraisals for Craggs Appraisals 2005 to 2007. I also was the Pesotum/Crittenden Township Assessor from 2004 to 2007. I was employed 1992-2004 in the Champaign County Supervisor of Assessments office in the positions of mapping technician, office manager, appraiser/analyst and Chief Deputy.

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

My duties include assisting the township assessors with their work and implementing their data into our property tax system and CAMA system for valuation of properties. Oversees all property transfers, divisions and combination of parcels, assigning parcel numbers to new subdivisions, mapping corrections or changes, property tax exemptions, name and address changes, updating farmland soil types and values annually, completion of the tentative and final abstract, applying township equalization factors, maintaining property record cards for all parcels in the county, payroll and budgeting and serving as the Clerk of the Board of Review.

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

Supervisor of Assessments

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

What is your gender?
Female

What is your ethnicity?
White

Generated 2/9/2024 @ 5:07 pm

Contact Information

Address
450 County Rd 900E
Tolono, IL 61880

Email
pbates@champaigncountyil.gov

Phone
2173843760

Cell Phone
2176216611

Occupation

Registrations/Certifications
Certified Illinois Assessing Officer
since 1996

Additional Information

Notes



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

MEMORANDUM

TO: County Board Members
FROM: Steve Summers, County Executive
DATE: March 6, 2027
RE: Recommended Board/Committee Appointments

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

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

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

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

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

Broadlands-Longview Fire Protection District – 1 position – term ending 4/30/2027

- *David Bosch*

Eastern Prairie Fire Protection District – 1 position – term ending 4/30/2027

- *Stewart Williams*

Ivesdale Fire Protection District – 1 position – term ending 4/30/2027

- *John Flavin*

Edge-Scot Fire Protection District – 2 positions – terms ending 4/30/2026 & 4/30/2027

- *Jill Stewart*
- *Jeremy Delanty*

Ludlow Fire Protection District – 1 position – term ending 4/30/2027

- *Patrick Quinlan*

Pesotum Fire Protection District – 1 position – term ending 4/30/2027

- *Robert Wood*

Philo Fire Protection District – 1 position – term ending 4/30/2027

- *Michael McHenry*

Sangamon Valley Fire Protection District – 1 position – term ending 4/30/2027

- *Douglas Enos*

Scott Fire Protection District – 1 position – term ending 4/30/2027

- *Paul Berbaum*

St. Joseph-Stanton Fire Protection District – 1 position – term ending 4/30/2027

- *Brian Buss*

Thomashoro Fire Protection District – 1 position – term ending 4/30/2027

- *William Nigh*

Tolono Fire Protection District – 1 position – term ending 4/30/2027

- *Dennis Davis*
- *Robert Kolakowski*

Windsor Park Fire Protection District – 1 position – term ending 4/30/2027

- *David Dupre*

David James Bosch

Champaign County IL | Generated 2/12/2024 @ 6:00 pm by OnBoard2 - Powered by ClerkBase

Status

Name David James Bosch
Application Date 2/12/2024
Expiration Date 2/12/2123
Board Member [David J. Bosch](#)
Status Validated

Board	Vacancies	Status
Broadlands-Longview Fire Protection District	0	Pending

Basic Information

Name
David James Bosch

What experience and background do you have which you believe qualifies you for this appointment?
I have been a school board member/president for 16 years, Township Trustee for 12 years, Fire district trustee for 9 years.

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
I am experienced at budgets, tax levies, board meetings, and hearings. It has been my passion to serve our local communities to make sure their tax money is spent wisely.

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

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.
I always have and will, if I am reappointed.

What is your gender?
Male

What is your ethnicity?
White

Generated 2/12/2024 @ 6:00 pm

Contact Information

Address
2265 County Road 300 North
Broadlands, IL 61816

Email
davidb@shaffimplement.com

Phone
12178410194

Cell Phone
12178410194

Occupation

Professional Licenses
Farm Machinery Sales

Additional Information

Notes

Board of Trustees Stewart G Williams

Champaign County IL | Generated 3/6/2024 @ 2:06 pm by OnBoard2 - Powered by ClerkBase

Status

Name Board of Trustees Stewart G Williams
Application Date 2/28/2024
Expiration Date 2/28/2123
Status Received

Board	Vacancies	Status
Eastern Prairie Fire Protection District	0	Pending

Basic Information

Name
Board of Trustees Stewart G Williams

What experience and background do you have which you believe qualifies you for this appointment?
Prior experience on department Board of Trustees of 8 years.

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
Prior experience on department Board of Trustees of 8 years.

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

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

What is your ethnicity?
White

Contact Information

Address
2310 Roland Dr
Champaign, IL 61821

Email
sgwilla913@icloud.com

Phone
2176217500

Cell Phone
2176217500

Occupation

Professional Licenses
None

Registrations/Certifications
None

Additional Information

Notes
Sitting President of Board of Trustees.

Installed new digital financial system.

Updating bylaws (in progress)

Updating Standard Operating Procedures (in progress)

Generated 3/6/2024 @ 2:06 pm

John C Flavin

Champaign County IL | Generated 2/12/2024 @ 5:59 pm by OnBoard2 - Powered by ClerkBase

Status

Name John C Flavin
Application Date 2/12/2024
Expiration Date 2/12/2123
Board Member [John C. Flavin](#)
Status Validated

Board	Vacancies	Status
Ivesdale Fire Protection District	0	Pending

Basic Information

Name
John C Flavin

What experience and background do you have which you believe qualifies you for this appointment?
I have been employed at an Agricultural Business for 41 years.

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
I have been a trustee of the Ivesdale Fire Protection District for many years.

Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.
Treasurer - Ivesdale Fire Protection District. Treasurer - Village of Ivesdale

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

What is your gender?
Male

What is your ethnicity?
White

Contact Information

Address
207 5th St
Ivesdale, IL 61851

Email
jcflavin@hotmail.com

Phone
217-202-6525

Occupation

Professional Licenses
None

Registrations/Certifications
None

Additional Information

Notes

Generated 2/12/2024 @ 5:59 pm

Ms. Jill D Stewart

Champaign County IL | Generated 3/6/2024 @ 2:07 pm by OnBoard2 - Powered by ClerkBase

Status

Name Ms. Jill D Stewart
Application Date 2/26/2024
Expiration Date 2/26/2123
Status Received

Board	Vacancies	Status
Edge-Scott Fire Protection District	1	Pending

Basic Information

Name
Ms. Jill D Stewart

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

Accountant by trade including many years of governmental accounting.

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

This will be my second term so I have a the knowledge gained from my current service. That knowledge includes knowing most of the staff, working with the tax levies, etc.

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

Currently serving as Treasurer for Edge-Scott FPD.

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.

What is your gender?

Female

What is your ethnicity?

White

Generated 3/6/2024 @ 2:07 pm

Contact Information

Address
303 Ira St
Urbana, IL 61802

Email
jill225@gmail.com

Phone
217-778-5404

Cell Phone
217-778-5404

Occupation

Additional Information

Notes

Jeremy Paul Delanty

Champaign County IL | Generated 3/6/2024 @ 2:05 pm by OnBoard2 - Powered by ClerkBase

Status

Name Jeremy Paul Delanty
Application Date 2/29/2024
Expiration Date 3/1/2123
Status Received

Board	Vacancies	Status
Edge-Scott Fire Protection District	1	Pending

Basic Information

Name
Jeremy Paul Delanty

What experience and background do you have which you believe qualifies you for this appointment?
I have been serving on the board as the secretary for the last 6 years. I have obtained the trustees essential certification through IAFFPD

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
I have attended all monthly trustee meetings and prepared the annual tax levy and complied with open meetings act

Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.
Current Trustee - reappointment 2023

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

What is your gender?
Male

What is your ethnicity?
White

Generated 3/6/2024 @ 2:05 pm

Contact Information

Address
403 Carrie Avenue
URBANA, IL 61802-2103

Email
jeremydelanty@gmail.com

Phone
2177661119

Occupation

Additional Information

Notes
I apologize for the late submission, This is for my 2023 reappointment.

Patrick Quinlan

Champaign County IL | Generated 3/6/2024 @ 2:03 pm by OnBoard2 - Powered by ClerkBase

Status

Name Patrick Quinlan
Application Date 3/1/2024
Expiration Date 3/1/2123
Status Received

Board	Vacancies	Status
Ludlow Fire Protection District	0	Pending

Basic Information

Name
Patrick Quinlan

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

Current business owner in district, and have served on department for many years.

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

I am the current treasurer for district. Served as past president and chief.

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

Ludlow Special drainage district, Ludlow Co-op elevator, and One Earth Energy boards

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

What is your gender?

Male

What is your ethnicity?

White

Generated 3/6/2024 @ 2:03 pm

Contact Information

Address
2172 CR 3500 North
LUDLOW, IL 60949

Email
pquinlan@prairieinet.net

Phone
2172027159

Occupation

Professional Licenses
Farmer

Additional Information

Notes

President Robert L Wood

Champaign County IL | Generated 3/6/2024 @ 2:33 pm by OnBoard2 - Powered by ClerkBase

Status

Name President Robert L Wood
Application Date 2/13/2024
Expiration Date 2/13/2123
Status Received

Board	Vacancies	Status
Pesotum Fire Protection District	0	Pending

Basic Information

Name
President Robert L Wood

What experience and background do you have which you believe qualifies you for this appointment?
Worked for the village episode for seven years and have been involved with the fire department for two

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
Still learning all the various taxes and operations, but have learned a lot in the last year

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

What is your ethnicity?
White

Contact Information

Address
7 harness lane
Pesotum, IL 61863

Email
rlwood373@gmail.com

Phone
[2177147341](tel:2177147341)

Occupation

Additional Information

Notes

Generated 3/6/2024 @ 2:33 pm

President Michael Eugene McHenry

Champaign County IL | Generated 3/6/2024 @ 2:08 pm by OnBoard2 - Powered by ClerkBase

Status

Name President Michael Eugene McHenry
Application Date 2/24/2024
Expiration Date 2/24/2123
Status Received

Board	Vacancies	Status
Philo Fire Protection District	0	Pending

Basic Information

Name
President Michael Eugene McHenry

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

I have been with the Philo Fire Dept for 54 years. I have been a trustee for 16 years. I maintain the trucks, equipment and firehouse and have for the past 21 years. I feel my knowledge is beneficial to the Philo Fire Protection Dist.

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

I have been the president of the trustees for 21 years. I help with setting the budget and tax Levey for the Philo Fire Protection Dist. I was involved in the purchase of our last 5 fire trucks and equipment purchased.

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

Philo Fire Protection Dist. Trustee 3rd Degree of Knights of Columbus

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

What is your gender?

Male

What is your ethnicity?

White

Generated 3/6/2024 @ 2:08 pm

Contact Information

Address
1670 CR 600 N
Philo, IL 61864

Email
dmmemc@aol.com

Phone
1-217-684-2178

Cell Phone
1-217-898-3500

Occupation

Additional Information

Notes

Secretary Douglas John Enos

Champaign County IL | Generated 3/6/2024 @ 2:15 pm by OnBoard2 - Powered by ClerkBase

Status

Name Secretary Douglas John Enos
Application Date 2/21/2024
Expiration Date 2/21/2123
Board Member [Douglas J Enos](#)
Status Validated

Board	Vacancies	Status
Sangamon Valley Fire Protection District	0	Pending

Basic Information

Name
Secretary Douglas John Enos

What experience and background do you have which you believe qualifies you for this appointment?
I have been a member of the Sangamon Valley Fire Protection District for 27 years both as a firefighter/first responder and then a trustee. I know the needs of the members to serve the community.

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
Complete knowledge from my 9 years of service. Have helped purchase new equipment and help implement budgets to keep our district in the black. I also attend the annual convention of the Ill. Association of FPD that covers legal requirements and the best practices for governing FPD.

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

What is your gender?
Male

What is your ethnicity?
White

Generated 3/6/2024 @ 2:15 pm

Contact Information

Address
42 Glenbrook ct
Fisher, IL 61843

Email
dougenos58@gmail.com

Phone
2177783393

Cell Phone
2177783393

Occupation

Professional Licenses
Retired public school teacher/coach

Registrations/Certifications
K-12 special 10 teaching certification

Additional Information

Notes

Trustee Paul D. Berbaum

Champaign County IL | Generated 3/6/2024 @ 2:24 pm by OnBoard2 - Powered by ClerkBase

Status

Name Trustee Paul D. Berbaum
Application Date 2/18/2024
Expiration Date 2/18/2123
Status Received

Board	Vacancies	Status
Scott Fire Protection District	0	Pending

Basic Information

Name
Trustee Paul D. Berbaum

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

Served as trustee and treasurer on Scott Fire District board since its formation in 1992.
Attended several Illinois Fire District Trustee training seminars.
Farmed for past 33 years and owned and operated mechanics business for 13 years.
Served 12 years as member of the Champaign County Farm Bureau Board of Directors and was Treasurer of the Board for 4 years.
Received an Associate's degree from Parkland College
Landowner and homeowner, all within the Scott Fire Protection District.
Lived in Scott Fire Protection District all my life; current residence in the country north of Bondville.
Serve as commissioner for Scott # 1 and Scott # 2 drainage districts

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

I have a clear understanding of the operations, property holdings, staff, and taxes of the District because I have served as a Scott Fire Protection District Trustee and as Treasurer since the District was established in 1992. For the past 29 years I have participated in the development and adoption of the Districts budget and appropriation ordinance and tax levy ordinance.

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

Drainage District Commissioner for Scott #1 and Scott #2 drainage districts. Served on Farm Bureau Board of Directors for 12 years. Also currently serve on Scott Fire Protection Board.

Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? If yes, please explain.

No

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

Yes

What is your gender?

Male

What is your ethnicity?

White

Contact Information

Address
476 County Road 1700N
Champaign, IL 61822

Email
pdberbaum@gmail.com

Phone
217-714-5665

Cell Phone
217-714-5665

Occupation

Professional Licenses
Farmer

Additional Information

Notes

Generated 3/6/2024 @ 2:24 pm

Status

Name Brian Keith Buss
Application Date 7/24/2023
Expiration Date 7/24/2122
Board Member [Brian K Buss](#)
Status Validated

Board	Vacancies	Status
St. Joseph-Stanton Fire Protection District	0	Pending

Basic Information

Name
Brian Keith Buss

What experience and background do you have which you believe qualifies you for this appointment?
I am the retired Chief of the fire district with 30 years of experience on this department. I served as a fireman, lieutenant, assistant chief, and retired as acting chief.

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
For my last 6 years of service I was responsible for making the budget and levy's for the district.

Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.
St. Joseph Township Highway Commissioner, St. Joseph Drainage districts #3 & #4

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

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

Contact Information

Address
1483 CR 1900E
Urbana, IL 61802

Email
BKB101@outlook.com

Phone
2173695006

Cell Phone
2173695006

Occupation

Professional Licenses
Self Employed Farmer,
St. Joseph Township Road
Commissioner,
Retired Chief of the St. Joseph Stanton
Fire Protection District

Gender

What is your gender?
Male

Additional Information

Notes

Ethnicity

What is your ethnicity?
White

Trustee Michael S Tittle

Champaign County IL | Generated 3/6/2024 @ 2:29 pm by OnBoard2 - Powered by ClerkBase

Status

Name Trustee Michael S Tittle
Application Date 2/15/2024
Expiration Date 2/15/2123
Status Received

Board	Vacancies	Status
Thomasboro Fire Protection District	0	Pending

Basic Information

Name
Trustee Michael S Tittle

What experience and background do you have which you believe qualifies you for this appointment?
Been on the Board for 13 years

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
13 years in all positions

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

Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? If yes, please explain.
NONE

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

What is your gender?
Male

What is your ethnicity?
White

Contact Information

Address
408 W. Morris Street
Thomasboro, IL 61878

Email
mtittle@mchsi.com

Phone
2178411757

Cell Phone
2178411757

Occupation

Professional Licenses
NONE

Additional Information

Notes

Generated 3/6/2024 @ 2:29 pm

Mr Dennis L Davis

Champaign County IL | Generated 3/6/2024 @ 2:32 pm by OnBoard2 - Powered by ClerkBase

Status

Name Mr Dennis L Davis
Application Date 2/14/2024
Expiration Date 2/14/2123
Status Received

Board	Vacancies	Status
Tolono Fire Protection District	0	Pending

Basic Information

Name
Mr Dennis L Davis

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

I served on the Tolono Fire Dept. for 46years8mo. and have been a trustee for 15 years and I am currently the President of the Trustees.

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

I have been serving as a Trustee.

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

Tolono Fire Protection District as a Trustee.

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

What is your gender?

Male

What is your ethnicity?

White

Generated 3/6/2024 @ 2:32 pm

Contact Information

Address
306 E. Washington St.
P.O. Box436
Tolono, IL 61880

Email
denny.davis1@juno.com

Phone
[2174855234](tel:2174855234)

Cell Phone
[217-840-5500](tel:217-840-5500)

Occupation

Additional Information

Notes

Robert Allen Kolakowski

Champaign County IL | Generated 3/6/2024 @ 2:31 pm by OnBoard2 - Powered by ClerkBase

Status

Name Robert Allen Kolakowski
Application Date 2/15/2024
Expiration Date 2/15/2123
Status Received

Board	Vacancies	Status
Tolono Fire Protection District	0	Pending

Basic Information

Name
Robert Allen Kolakowski

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

I was a past member of TFPD, I have experience in management and finance.

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

I am very familiar with TFPDs operations, taxes, ect.

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

Tolono Fire Protection District

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

What is your ethnicity?

White

Generated 3/6/2024 @ 2:31 pm

Contact Information

Address
106 N Galloway St
Tolono, IL 61880

Email
kolakowskibobby@gmail.com

Phone
[12178192967](tel:12178192967)

Occupation

Additional Information

Notes

Mr David H Dupre

Champaign County IL | Generated 3/6/2024 @ 2:17 pm by OnBoard2 - Powered by ClerkBase

Status

Name Mr David H Dupre
Application Date 2/19/2024
Expiration Date 2/19/2123
Status Received

Board	Vacancies	Status
Windsor Park Fire Protection District	0	Pending

Basic Information

Name
Mr David H Dupre

What experience and background do you have which you believe qualifies you for this appointment?
I have served continuously on the Board since appointment in 2009. I know the operations well.

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

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

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

What is your gender?
Male

What is your ethnicity?
White

Contact Information

Address
2511 Lyndhurst Drive
CHAMPAIGN, IL 61820

Email
dhdupre@comcast.net

Phone
2172397313

Occupation

Additional Information

Notes

Generated 3/6/2024 @ 2:17 pm



AARON AMMONS
CHAMPAIGN COUNTY CLERK & RECORDER

Champaign County, Illinois

1776 East Washington Street

Urbana, IL 61802

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

www.champaigncountyclerk.il.gov

COUNTY CLERK
MONTHLY REPORT
FEBRUARY
2024

Per 55 ILCS 5/3-2003.4

Liquor Licenses & Permits	-
Civil Union License	0.00
Marriage License	3,920.00
Interests	14.99
Fidlar Processing Fees	697.50
Vital Clerk Fees	17,642.50
Tax Clerk Fees	7,272.60
Refunds of Overpayments	-
TOTAL	29,547.59
Additional Clerk Fees	1,506.00

Reentry Monthly Report

January 2024

Total client contacts: **20**

Clients continuing from last quarter: **5**

Total NEW clients: **7**

NEW (TPC) Treatment Plan Clients (Clients who have engaged in and completed a full behavioral health assessment, treatment plan, and are actively receiving services): **2**

NEW (NTPC) Non-Treatment Plan Clients (Client who had an initial behavioral health screening and engaged in short-term case management services/obtained linkage to resources): **5**

Demographics

Client Type	Sex (M/F)	Age	Race	Ethnicity (Hispanic/Latino) Y/N	Zip Code
TPC	F	38	Black	N	61801
TPC	M	37	White	N	61802
NTPC	M	43	Black	N	61820
NTPC	M	35	Black	N	61802
NTPC	M	40	Black	N	61821
NTPC	F	45	Black	N	61821
NTPC	M	53	Black	N	61821

Linkage to resources:

MRT/AM Groups:	0
Housing:	3
Employment:	2
Education:	1
Insurance:	2
Other Benefits:	2
PCP:	3
MH/SA treatment:	0
Transportation:	0
Obtaining ID and other docs:	3

Discharges and types of discharge: 3

Discharge type	Sex (M/F)	Age	Race	Ethnicity (Hispanic/Latino) Y/N	Zip Code
Incarcerated	M	39	Black	N	61820
ASA (Against Staff Advice)	M	49	White	N	61821
ASA (Against Staff Advice)	M	36	Black	N	61866

Reentry Council Updates and Information:

We did not host a January Reentry Council meeting due to its proximity to the Holiday season and many individuals being out of the office during that time. The Reentry Executive Committee did meet in December to make this decision not to meet. The committee also decided to create a “theme” for each monthly meeting moving forward. For example, the February meeting was themed “Food Insecurities” and we had representative from the Eastern Illinois Food Bank and Champaign County Health Care Consumers present on how this population can access foodbanks/food pantries and obtain benefits such as SNAP. For March, we are planning to theme the meeting as “Rent Assistance”.

The Rosecrance Reentry Outreach Worker and Supervisor have initiated a Reentry Housing Coalition for the purpose of creating a shared resource bank to share information and resources as it relates to breaking down barriers to safe and affordable housing for the reentry population. They will be working collaboratively with CSPH (Champaign County Continuum of Service Providers to the Homeless) to create a robust resource without duplicating work.

The team continues to work with referral sources from IDOC, local community agencies, and internal departments within Rosecrance to increase referral volume and ensure a warm hand offs are occurring. The Rosecrance marketing department is currently working on updating the Reentry Program brochure and once completed, we will be distributing them to all applicable parties and throughout the community.



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

MEMORANDUM

TO: County Board Members
FROM: Michelle Jett, Director of Administration
DATE: March 5, 2024
RE: Rosecrance Re-entry Program Contract Renewal

This is the yearly renewal of the Rosecrance contract for FY24.

Changes from previous contract are:

- The quarterly reporting requirement was changed to monthly.
- The reporting form was updated with input and direction from the Re-entry Council County Board Liaison Jen Locke.

The attached contract has been reviewed by the Civil Division of the State's Attorney's Office and the Board Liaison.

CHAMPAIGN COUNTY CONTRACT FOR RE-ENTRY PROGRAMMING

Contract/Program Name: Re-Entry Programming for the County of Champaign

Contract Maximum: \$100,000.00

This contract is by and between the **County of Champaign**, hereinafter referred to as the "**County**," and **Rosecrance, Inc.**, hereinafter referred to as "**Provider**," with principal address at 801 N. Walnut Street, Champaign, IL 61820.

Attachments to Contract:

- Program Plan – Attachment A
- Financial Plan – Attachment B
- Tracking Sheet – Attachment C

The County and Provider each agree:

A. Contract Term:

1. This Contract shall be effective January 1, 2024, and is a revision of the original contract that went into effect on March 1, 2016, and was renewed seven times. The term of engagement under this Contract will begin as of the Effective Date and will remain in effect until December 31, 2024. The County shall have the option of renewing the contract for additional one-year terms, renewable one term at a time. The County's decision to renew shall be provided to Provider at least sixty (60) days prior to the termination of the contract term, to allow the parties the opportunity to negotiate the financial terms and a program plan for the renewal.

B. Taxpayer Certification:

2. Under penalties of perjury, the person signing this contract on behalf of the Provider personally certifies that 36-2235167 is the correct Federal Employer Identification Number (FEIN); or NA is the correct Social Security Number for the Provider doing business as indicated below (please check one):

(Note: Sole proprietorship must use Social Security Number)

- | | | | | |
|-------------------------------|-----|--|-----|-------------|
| Individual | ___ | Sole Proprietorship | ___ | Corporation |
| <u>X</u> Not for Profit Corp. | ___ | Tax Exempt Org | ___ | Partnership |
| ___ Governmental Entity | ___ | Medical Health Care Services Provider Corp | | |

C. Payment:

1. The maximum amount payable under this contract is \$100,000.
2. Monthly payments will be paid based on the total contract amount divided by the length of the contract in equal installments. These payments shall be reconciled to actual monthly expenses submitted by the Provider 30 days following the end of the monthly reporting period. No monthly payment shall exceed the pro-rated monthly allocation, except when year-to-date billings have fallen short of the allowed maximum available. The Provider agrees that the County reserves the right to correct any mathematical or computational error in the payment subtotals or total contract obligation by the County to the Provider.
3. The County shall exercise the right to withhold monthly payments until required reports and/or forms are received and approved.
4. The County reserves the right to decrease the maximum amount payable if:
 - a. Staff vacancies occur for more than 30 days during the contract term. The Provider shall notify the County in writing within 15 days of changes to any staff position including vacancies funded in whole or in part by the County.
 - b. Line items are not expended according to the schedule as evidenced in expense reports, if an acceptable amendment is not submitted within 30 days following the submission of the expense report.
 - c. The County at its discretion elects not to allow an expense which is determined by the County to be an unallowable cost or based on what is deemed to be in the best interest of the County.
5. Any funds which are not used or expended at the end of the contract period in accordance with the terms and conditions of this contract shall be returned to the County within forty-five (45) days after the expiration of this contract. Excess funds shall not be carried over to the next fiscal year.

D. Record Keeping:

1. The Provider is required to maintain true and accurate financial books and program records relating to the performance of this contract and necessary to support amounts charged to the County under this contract. The books and records shall be maintained for a period of five years from the expiration date and final payment under the contract and if need remains, such as unresolved issues arising from an audit, related records must be retained until resolved.
2. All books and records required to be maintained under subsection (1) of this section shall be available for review and audit by the County. The Provider is required to fully cooperate with any audit initiated by the County.
3. Failure of the Provider under this contract to maintain the books and records required by subsection (1) of this paragraph shall establish a presumption in favor of the County for the recovery of any funds paid by the County for which the required books and records are not available.
4. The Provider shall assist the County in its functions of monitoring and evaluating performance under this contract. The Provider shall allow County employees total access to all records, financial and programmatic, relating to this contract.
5. The Provider's books of account shall be kept in accordance with generally accepted

accounting standards. Accrual accounting is required for all financial reporting.

6. The Provider shall maintain time and attendance records for all staff whose salaries are funded in whole or in part pursuant to this contract consistent with generally accepted business practices.
7. Except in emergency situations, the County will attempt to provide to the Provider five (5) day notice of its intent to review financial and programmatic records relating to this contract, including, but not limited to, those records specified by this paragraph and all other parts of this contract.

E. Audit Requirements:

1. The Provider shall submit an annual audit report to the County within one hundred twenty (120) days following the completion of the Provider's fiscal year, unless waived or exempt. All audited financial statements shall include a "Schedule of Operating Income by Champaign County Board Funded Program" and "Schedule of Operating Expenses by Champaign County Board Funded Program". The Schedules shall include total program and Champaign County Board only funded information using a format modeled on the Champaign County Board Revenue and Expense forms.
2. Audit requirements are as follows: The audit is to be performed by an independent certified public accountant registered by the State of Illinois. The resultant audit report is to be prepared in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. The report shall contain the basic financial statements presenting the financial position of the agency, the results of its operations and changes in fund balances. The report shall also contain the auditor's opinion regarding the financial statements, taken as a whole, or an assertion to the effect that an opinion cannot be expressed. If the auditor expressed a qualified opinion, a disclaimer of opinion, or an adverse opinion, the reason therefore must be stated.
3. The Provider must report to the County any of its program or financial audit findings that indicate noncompliance, errors in billing, overpayments, failure to coordinate benefits, and/or other irregularities in the operations of the Provider.
4. A request for an extension of time to file the Audit Report must be submitted in writing to the County. In all cases, approval shall be obtained prior to the due date of the Audit Report.
5. Failure to meet these audit requirements shall be cause for termination or suspension of any current or subsequent contracts between the County and the Provider.

F. Services:

1. In consideration of the mutual promises, covenants, and undertakings of the parties hereto, the Provider agrees to provide services as stipulated in the Program Plan Attachment A, attached hereto, and incorporated herein by reference.
2. Failure to implement services as stipulated in the Program Plan may be cause for termination of the contract. The County may at its discretion require corrective action by the Provider including but not limited to repayment of funds.
3. The County may, at any time by written notice, negotiate adjustments/changes in the Program Plan. If the change causes an increase or decrease in budgeted costs, the

parties shall negotiate an equitable adjustment in the contract maximum. If the parties cannot reach an equitable adjustment after good faith negotiations, either party may terminate this contract.

4. The Provider shall give due preference on a priority basis to residents of Champaign County who apply for services covered by this contract.
5. The County shall be notified by the Provider in writing at least sixty (60) days in advance of any program closure; or significant change to programs, including staff reduction in force, which would alter capacity to serve clients or fulfill contract obligations.
6. In the event the Provider is considering a corporate merger, consolidation, bankruptcy, or corporate restructuring, ceasing, or transferring operations, or the Provider is facing financial insolvency illustrated in part by furlough days, missed payroll or delayed payment of payroll, Provider should provide as much advance notice relative to the occurrence of said event to the County as possible.
7. The Provider shall notify the County of a material change in Provider's management or Board of Directors consisting of a change in twenty-five percent or more of members or officers.

G. Monthly Program Reports:

1. All programs will submit monthly program reports as documented in the Program Plan, Attachment A, of this contract, and will include in such reports progress toward measurable outcomes.
2. Variances of 5% or greater between the contract budget (submitted application revenue and expense forms) and total revenue and total expenses reported shall require a written explanation submitted with the Second Quarter and Fourth Quarter Expense Reports.
3. Payments due to the Provider pursuant to this Contract shall be withheld if Program Reports are not submitted on a timely basis by the Provider to the County.

H. Monitoring:

1. All contracts will be monitored by the County.
2. Site visits may be conducted to verify reported performance and service activity.
3. Financial and program monitoring may occur once a year and, in instances where deficiencies are identified, may occur more frequently. A request for additional information will be sent to the agency allowing adequate time for the information to be available at the time of the review.

I. Employment Status:

1. Unless otherwise specified in the Contract, the Provider does not acquire any employment rights or benefits with the County by virtue of this Contract. Payments made by the County are not subject to income tax withholding.

J. Address Change:

1. The Provider will provide written notice of any change(s) of principal office/ mailing address at least thirty (30) days in advance of the change. Written notice of changes of name, ownership, taxpayer I.D. or taxpayer certification should be provided at least

forty-five (45) days in advance, and such changes will require new contracts to be written.

K. Disclaimer Notices:

1. The Provider shall include a disclaimer, when issuing statements, published materials, et cetera, that acknowledges the contents, opinions, findings, conclusions, or recommendations expressed in the material are those of the author and do not necessarily reflect the views of Champaign County. The Provider shall give to the County a copy of any document(s) issued with the disclaimer.

L. Press Release/Media Notice:

1. The Provider shall notify the County in writing of its intent to issue a press release or other media event related to a program or service funded by the County. Copies of any press release or other notice to the media shall be provided to the County three (3) days in advance of the actual release and/or media notice. The release and/or notice shall include the Disclaimer Notice referenced in Section K.

M. Confidentiality:

1. All records and other information obtained by the Provider concerning persons (i.e., clients) served under this contract is confidential pursuant to State and Federal statutes and shall be protected by the Provider from unauthorized disclosure.

N. Termination:

1. Each party reserves the right to terminate this contract at any time for any reason, upon thirty (30) days written notice to the other party.
2. This contract shall be deemed to have been breached if the Provider fails to perform any material act mandated by this contract; and, at that time the County may terminate this contract immediately upon notice. The termination shall be effective upon the date notice is mailed in a properly addressed envelope with postage prepaid and deposited in a United States Post Office or post office box or hand delivered to the Provider's principal address listed herein.
3. Upon termination of this contract, any equipment exceeding \$1,000 in value at the time of purchase which was purchased with County funds shall be returned to the County within ninety (90) days, unless otherwise agreed to in writing signed by the County.
4. Upon termination of this contract prior to the end date provided by the terms of this contract, the Provider shall return to the County all revenues in excess of expenses as of the date of termination. Such return shall be by check payable to the County, no later than fifteen (15) days after completion of the required audit.

O. Severability:

1. In the event any provision of this contract is declared void, voidable or otherwise unenforceable, then such provision, term or condition shall be severable from this contract, and this contract shall otherwise be fully effective, binding, and enforceable.

P. Personnel:

1. The Provider warrants all personnel who directly provide services under this contract are fully qualified to carry out their duties, and that all representations concerning Provider personnel (academic credentials, licensing status, work experience, number of staff, etc.) are true and correct. The Provider further agrees to perform in a diligent, efficient, and competent manner commensurate with the highest standards of the profession and will devote the time necessary to perform services required under this contract. The Provider shall remain in compliance at all times with the standards prescribed by State and Federal law for the rendering of such services, including appropriate background checks, and shall notify the County within five (5) working days of change in status, suspension, or revocation of licenses of all personnel who provide services under this contract.
2. The Provider will develop job descriptions and staff development plans for all County funded (total or partial) positions (including volunteers). Job descriptions will be kept on file at the Provider's site and made available to County staff upon request.
3. The Provider shall not, either through hiring, promotion, or position reclassification, have employees related by blood, adoption, marriage, or domestic partnership in any position of direct or indirect supervision or other decision-making authority over a related employee.
4. The Provider shall not allow any employee or person related by blood, adoption, marriage, or domestic partnership to serve on the Provider Board of Directors.

Q. Licensing, Certification and Accreditation Status:

1. The Provider shall notify the County in writing within five (5) working days following any sanctions imposed by a funding organization or change in status of licenses, certifications and/or accreditations. Change in status includes investigations, audits, plans of correction, suspension, termination, or revocation of licenses, certifications, or accreditations. The Provider shall within five (5) working days provide the County with copies of all documents and correspondence between the Provider and the licensing, certification or accrediting body pertaining to the change in status.

R. Subcontracts:

1. This contract shall not be subcontracted, assigned or delegated without prior written consent of the County. Professional services subcontracted to fulfill requirements of this contract for shall be provided pursuant to a written contract and shall be subject to all provisions contained in this contract. The Provider shall remain responsible for the performance of any person, organization, or corporation with which it contracts.

S. Compliance with State and Federal Laws:

1. This contract, and all subcontracts entered pursuant to this contract, shall be governed by the laws of the State of Illinois and insofar as applicable, by related Federal laws and regulations.

2. The Provider agrees to pay all state and federal taxes and other levies and charges as they become due, and to defend, indemnify, and hold the County harmless from and against any and all liability resulting from any failure to do so.
3. The Provider is solely responsible for and must meet all labor, health, safety, and other legal requirements, including payment of all applicable taxes, premiums, deductions, withholdings, overtime, and other amounts which may be legally required with respect to the Provider and any persons providing services on behalf of the Provider under this contract. Failure of the Provider to pay applicable Federal and State payroll taxes, FICA, and other levies or charges as they become due shall result in immediate termination of this contract.
4. The Provider certifies that it is in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law No. 104-191, 45 CFR Parts 160, 162 and 164, the Social Security Act, 42 U.S.C. §1320d-2 through 1320d-7, in that it may not use or disclose protected health information other than as permitted or required by law and agrees to use appropriate safeguards to prevent use or disclosure of the protected health information.
5. The Provider certifies that it is in compliance with the State and Federal constitutions.
6. The Provider, its employees, and subcontractors shall comply with all applicable provisions of the following State and Federal laws and regulations pertaining to nondiscrimination and equal employment opportunity including but not limited to the delivery of services under this Contract and all subsequent amendments thereto:
 - a. The Illinois Human Rights Act, as now or hereafter amended (775 ILCS 5/1 - 101 et seq.);
 - b. Public Works Employment Discrimination Act "to prohibit discrimination and intimidation on account of race, creed, color, sex, religion, physical or mental handicap unrelated to ability, or national origin in employment agreements for public buildings or public works." (775 ILCS 10/0.01 et seq.);
 - c. The United States Civil Rights Act of 1964 (as amended), Section 504 of the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), and Executive Orders 11246 and 11375 (Equal Employment Opportunity).
 - d. The Illinois Employment First Act, to "support competitive and integrated employment of persons with disabilities; and, whenever feasible, share data and information across systems in order to track progress toward full implementation of the Act."
7. Drug Free Workplace - The Provider certifies that neither it nor its employees shall engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this Contract and that the Providers shall comply with all provisions of the Drug-Free Workplace Act (30 ILCS 580/1- 580/11).
8. Bribery - The Provider certifies that it has not been barred from being awarded a contract or subcontract under Section 50-5 of the Illinois Procurement Code.
9. Bid-Rigging/Bid Rotating Law - The Provider certifies that it has not been barred from contracting with a unit of State or Local government as a result of a violation of 720 ILCS 5/33E-3 & 5/34E-4 of the Illinois Criminal Code of 1961.
10. Educational Loan - The Provider certifies that it is not barred from receiving State Agreements as a result of default on an educational loan (5 ILCS 385/1 - 385/3).

11. International Boycott - The Provider certifies that neither it nor any substantially owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Dept. of Commerce promulgated under the Act.
12. Charitable Trust - If the provider is a charitable organization subject to the Charitable Trust Act (760-ILCS 55/1), or the Solicitation for Charity Act (225 ILCS 460/1), the Provider certifies that all information required by the statutes referenced herein has been filed with the Illinois Attorney General.
13. Dues and Fees - The Provider certifies that it is not prohibited from selling goods or services to the State of Illinois because it pays dues or fees on behalf of its employees or agents, or subsidizes or otherwise reimburses them, for payment of their dues or fees to any club which unlawfully discriminates.
14. Pro-Children Act - The Provider certifies that it is in compliance with the Pro-Children Act of 1994 (Public Law I03-227) in that it prohibits smoking in any portion of its facility used for the provision of health, day care, early childhood development services, education, or library services to children under 18 which services are supported by Federal or State government assistance (except portions of the facilities which are used for inpatient substance abuse treatment).
15. Sexual Harassment - The Provider certifies that it will prohibit sexual harassment as defined by the Illinois Human Rights Act, 775 ILCS 5/2 - 101(E), and will not tolerate such conduct by its employees. Further, the Provider certifies that it has a written sexual harassment policy as required by the Illinois Human Rights Act (775 ILCS 5/2-105 (1994) and shall deliver to the County a copy of such upon request.
16. Health Care - The Provider agrees to take necessary precautions to guard against contagious and communicable diseases including "Recommendations for Risk Reduction" from the U.S. Center for Disease Control.

T. Liability:

1. The County assumes no liability for actions of the Provider or the Provider's employees under this contract. The Provider shall indemnify, defend, and hold harmless the County, and its respective agents, employees, officers, directors, successors, and assigns (collectively, the "Indemnities") from, against in and in respect of any damages, claims, allegations, losses, charges, actions, suits, proceedings, judgments, interest, penalties amounts paid in settlement, costs, and expenses (including reasonable and verifiable attorneys' fees) (collectively, "Losses") which are imposed on, sustained, paid by, incurred or suffered by or asserted against any of the Indemnities directly or indirectly related to, arising out of, or resulting from third party claims relating to (i) the acts, omissions or breach of the Provider, its agents or representatives in connection with the performance of its obligations under this contract, (ii) any allegations by any federal, state, or local government authority that the Provider has in any way misused, misspent, improperly accounted for, or improperly disbursed any funds, including but not limited to any allegations that the Provider has violated any Medicare or Medicaid regulation, statute or ruling, or from any other violation of State or Federal laws and regulations the Provider has certified as being in compliance.
2. The Provider shall provide to the County on an annual basis a certificate of liability

insurance, as well as a certificate of professional malpractice insurance covering any of its employees or contractors assigned to provide services under this contract. Provider shall, as its sole cost and expense, procure and maintain during the term of this contract, the following minimum coverage, and limits of liability insurance:

- a. PROFESSIONAL LIABILITY insurance in an amount not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate
- b. COMPREHENSIVE GENERAL LIABILITY insurance in an amount not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate
- c. WORKER'S COMPENSATION coverage as required by applicable state law
- d. ENDORSEMENT: The comprehensive General Liability, Professional Liability and Worker's Compensation policy shall contain additional endorsement naming the County of Champaign, a municipal corporation; the Champaign County Board, Directors, and all subsequent Directors and all employees of Champaign County as an additional insured with respect to liabilities arising out of the performance of services under this contract.
- e. PROOF OF INSURANCE: Provider shall provide the County proof of Professional Liability, General Liability and Worker's Compensation insurance coverage for Provider's staff, employees, agents, and subcontractors for the term services are provided under this contract. Provider shall notify the County in writing of each change in coverage, reduction in policy amounts or cancellation of insurance coverage. If Provider fails to provide proof of adequate insurance within a reasonable time under the circumstances, then the County shall be entitled to terminate this contract without penalty to the County pursuant to the terms of Section N, paragraph 2.
- f. SURVIVABILITY: The obligations under this section shall survive the termination of this contract.

U. Miscellaneous:

1. This contract is complete and contains the entire understanding between the County and the Provider relating to the subject matter contained herein, including the terms and conditions of the parties' agreement. This contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.
2. The Provider will seek and receive the County's written approval through an amendment before making significant programmatic or budgetary changes.
3. The exhibits applicable to this contract are incorporated herein as Program Plan – Attachment A; Financial Plan – Attachment B; and Tracking Sheet – Attachment C.
4. The Provider will cooperate with the County to improve services by participating in the County's collaboration and networking efforts and in activities related to improvement and management of performance and attainment of desired outcomes associated with the services provided under this contract.
5. The Provider's governing board must allow County access to the Provider's facilities.
6. If Provider enters into agreements for financial assistance with other sources, the agreement with other sources shall not impair fulfillment of Provider's obligations of this contract including due preference on a priority basis to residents of Champaign County.

7. The Provider shall not use funds obtained through this contract as a match for any other grant or application without the express written authorization of the County.
8. The Provider shall certify that they do not use County funds to engage in proselytizing activities with clients and/or require worship or religious instructional activities as a condition of participation.

V. Assignment:

1. The Provider understands and agrees that this contract, or any portion of this contract, may not be sold, assigned, or transferred in any manner and that any actual or attempted sale, assignment, or transfer without the prior written approval of the County shall render this contract immediately null, void, and of no further effect.

W. Interpretation:

1. In the event of any discrepancy, disagreement, or ambiguity among the documents that comprise this contract and its incorporated documents, the documents shall be given preference in the following order to interpret and to resolve such discrepancy, disagreement, or ambiguity: 1) this contract; 2) Attachment A - Program Plan; 3) Attachment B – Financial Plan.

X. Authority to Execute and Bind:

1. This contract and the exhibits hereto contained shall not be binding and enforceable unless signed by all parties. The person executing this contract on behalf of the Provider acknowledge that s/he has read and understand the terms herein and hereby warrant that s/he has the legal authority to execute this contract and bind the Provider.

For Champaign County

For Provider

Signature
Champaign County Executive

Signature
Provider Executive Director/ Board Chair

Printed Name

Printed Name

Date

Date

ATTEST: _____

Champaign County Clerk and *Ex-Officio Clerk of the County Board*

ATTACHMENT A- PROGRAM PLAN

Definitions

1. A "Client" is a prisoner in the Jail (sentenced or awaiting trial) who may soon be released, a recently released former Jail prisoner, a DOC inmate who is soon to be released, or a recently released former DOC prisoner (who may or may not be on "supervised release" or parole) who resides, or is likely to reside, in Champaign County, Illinois.
2. Jail refers only to the Champaign County Illinois Jail or Correctional Center.
3. DOC refers only to the Illinois Department of Correction.

Section 1 - Scope of Services

Provider will work toward providing a one-stop connecting point for re-entry planning, management and services for clients who are re-entering the community after spending time in DOC or the Jail. Provider will provide case management to assist clients in the re-entry process with a goal to reduce criminal recidivism and to help the client develop and implement support plans and treatment plans to become a successful and productive member of the community.

To the extent services, programs, and assets are locally available, and after client interviews and consultations to assess client needs and cooperation, and client's willingness to work towards a long-term successful community re-entry, provider will coordinate services with client's needs and provide guidance and encouragement to the client in the following areas:

- Housing
- Substance abuse
- Mental health services
- Service to assist with significant medical and dental problems
- Employment services
- Educational and vocational services
- Family and parenting counseling and services
- Peer guidance, support and mentoring.

As part of this process Provider will provide motivational interviewing; assistance in individual personal assessment and goal setting; and Moral Reconciliation Therapy.

Provider will develop strategies to identify and obtain funding and assistance for a long-term re-entry program that will include assets and entities beyond Champaign County government including, but not limited to, participation by other governmental, charitable, and private service agencies; religious organizations (that work with re-entry clients and not to proselytize or require any religious activity); local peer mentors or groups of mentors; community organizations; and, where feasible, local business entities. Provider will also investigate, seek, and apply for grants, contributions, and other funding sources, governmental and otherwise.

This contract shall not affect Provider's work for the Champaign County Sheriff's Office. Provider provides assistance and guidance to the Sheriff in coordinating services offered in the Jail with those offered in the community. This includes services to individuals and the development of over-all best practices concerning Corrections, Law Enforcement, and the needs and resources of the community.

Provider and any persons and/or entities working with Provider under this contract shall cooperate with each other and share client's needs information, but only as allowed by existing law, business agreements, client releases, and/or as otherwise authorized under the terms of this agreement. This shall be done to assist client in achieving success with the goal of reducing recidivism.

Provider will assist in convening a Re-Entry Council to guide a collaborative planning process to identify and plan for community needs related to re-entry. The Council will initially be comprised of one representative each from:

1. Champaign County Probation and Courts Services
2. Community Elements (now Rosecrance)
3. The Prairie Center (now Rosecrance)
4. Problem Solving Courts (or representative of the Judiciary)
5. State's Attorney
6. Champaign County Sheriff
7. Champaign County Mental Health Board (planning and program funding)
8. Illinois Department of Corrections (parole)
9. A member of Democratic County Board Caucus as chosen by the Caucus to serve a two-year term.
10. A member of Republican County Board Caucus as chosen by the Caucus to serve a two-year term.
11. A citizen/community representative as nominated by the County Board Chair and approved by the County Board to serve a two-year term.
12. One representative of local police departments should one or more police departments agree to participate in a fashion similar to the Sheriff's Office involvement with Drug Court.

The Re-Entry Council is expected to meet at least monthly during the initial project period with Task Groups or subcommittees meeting as needed to work on defined projects. The Re-Entry case manager will be responsible for maintaining meeting minutes, progress reports, and documenting decisions approved by the Council.

The Re-Entry Council will be guided by the following priorities:

- Identify and recruit representatives from additional constituencies or with special expertise necessary for a collaborative planning process.
- Draft formal agreements regarding the organization and composition of the Re-Entry Council.
- Reach consensus regarding a statement of program goals and objectives related to community re-entry.
- Approve a detailed work plan.
- Identify services and resources necessary to complete the project.

- Define the target population.
- Define system-wide outcome measures.
- Approve and adopt operational guidelines to guide the delivery of community re-entry services and the adoption of evidence-based models.
- Identify key data elements to measure system performance.
- Gather baseline data from all sources.
- Address obstacles to successful re-entry.
- Develop a data-driven decision-making strategy and use effective, evidence-based practices to deliver case management services.

The Re-Entry Council:

1. Is responsible for identifying representatives for subcommittees and task groups.
2. Will guide and coordinate the work of any subcommittees or task groups focused on aspects of re-entry.
3. Will assist Provider in developing criteria for client selection and general operational protocols.

While Provider will work with the Re-Entry Council on these matters, its contract and ultimate obligation is to the County Board. In this regard Provider will, at least monthly, prepare a report for the County Board (and Re-Entry Council) summarizing activities to date, future plans, and any statistical information to better allow the County (and Council) to evaluate the progress to date, any identified obstacles to re-entry, and potential future actions.

The Task Groups or subcommittees chartered by the Re-Entry Council will be representative of multiple community interests, including but not limited to, community treatment providers; criminal justice authorities; formerly incarcerated individuals; community planning and funding entities; community representatives; and subject matter experts.

Provider will provide a full-time case manager, with supervision provided by a master's level supervisor, and such other overall management and administrative resources as may be necessary to manage this contract. Provider will provide overall guidance, manage any financial obligations, including payroll and benefits provided its employees, and manage any statistical information necessary under this contract. The duties of the case manager will include those listed in Program Plan Section 2 - Duties.

Section 2 - Duties

The **Re-Entry Program supervisor** will be responsible for overseeing the program development aspects of the re-entry program; overseeing implementation of the re-entry program plan.

The **Case Manager** will be responsible for identifying and recruiting potential project partners as well as maintaining meeting minutes, progress reports, and documenting decisions approved by the Re-Entry Council. In addition, the case manager will facilitate the collection of data by project partners and maintain project records of data elements, baseline data, and document progress toward goals.

The Case Manager also (1) provides a full array of case management, community support,

and linkage services to individuals who have been released from correctional facilities and who require assistance with employment, housing, addiction, mental illness, and/or co-occurring disorders. (2) Demonstrates an understanding of community resources and adopts a strength-based approach to case management. (3) Assists clients and their families with their housing, medical, vocational, and treatment needs to achieve self-sufficiency and return to healthy and productive lifestyles by performing the duties identified below.

Essential Duties and Responsibilities include the following:

- Case managers will meet the requirements to provide community support services as defined by the Illinois Medicaid rule 132, and all state and federal rules and guidelines.
- Experience and/or familiarity with substance use issues, mental health, criminal justice, and community resources are required.
- Interviews clients and their families to determine access to resources to manage re-entry issues; substance use; mental health; personal and family adjustments; finances; employment; food; clothing, housing; and physical and medical impairments.
- Investigates case situations and presents information to other members of Community Re-Entry team on client's vocational needs, housing situation, access to recovery resources, and support system.
- Serves as link between client, team members, and community.
- Maintains close communication and coordination with probation/parole or other supervising authority.
- Works with the Champaign County Sheriff's Office and the Department of Corrections staff to identify clients most in need of community case management services and provide linkage to services upon release of those clients.
- Identifies and maintains working relationships with providers of transitional housing, permanent housing, support services, self-help, education, and other community resources.
- Provides transportation for clients to medical appointments, job interviews, support services, etc., when clinically appropriate.
- Assists clients in identifying and using mass transit and other resources for transportation.
- Conducts home visits for support, assistance with activities of daily living, and monitoring of client response to treatment and recovery.
- Develops vocational plans for clients including job training, skill development, assistance with job seeking strategies, and available community resources.
- Monitors and records the clients' and families' progress towards becoming self-sufficient.
- Develops and maintains an accurate clinical record on all assigned clients through the timely completion of all necessary forms in accordance with the State's licensure standards and standard operating procedures.
- Participates in training and clinical supervision necessary to maintain licensure or certification and clinical skills. This includes attending in-service training and keeping abreast of current literature.
- Other duties related to the operation of the Community Re-Entry Program may be assigned.

**CHAMPAIGN COUNTY BOARD CONTRACT FOR RE-ENTRY PROGRAMMING
ATTACHMENT B- FINANCIAL PLAN**

Program Budget

	Year 1 Cost Center	Year 1 Re-Entry
Funding Sources		
Champaign County Re-Entry Funding	\$ 100,000	\$ 100,000
Champaign County Mental Health Board	\$ 304,350	
Client Fee Income	\$ 3,500	
Total Funding Sources	\$ 407,850	\$ 100,000
Expenses		
Personnel Costs		
<u>FTEs</u> Positions		
1 MH Clinician	\$ 54,750	\$ 54,750
1 Team Leader	\$ 57,250	\$ 5,725
1 Case Manager	\$ 43,750	
1 Case Manager	\$ 41,400	
1 Case Manager	\$ 39,450	
0.1 Case Manager	\$ 4,350	
0.25 ES Technician	\$ 7,600	
Total Wages	\$ 248,550	\$ 60,475
Fringe Benefits @ 28%	\$ 69,594	\$ 16,933
Total Personnel Costs	\$ 318,144	\$ 77,408
Professional Fees		
HR/Personnel Expenses	\$ 2,200	
Outside Professional Services	\$ 8,900	\$ 732
Total Professional Fees	\$ 11,100	\$ 732
Direct Operational Expenses	\$ 750	\$ 150
Occupancy Expenses	\$ 4,800	\$ 1,000
Indirect (26.12% NICRA)		
Information Technology	\$ 11,000	\$ 2,605
Advertising/Marketing	\$ 1,500	\$ 355
Depreciation	\$ 4,000	\$ 947
Administrative Expenses	\$ 7,500	\$ 1,776
Management Fees	\$ 63,450	\$ 15,027
Total Indirect	\$ 87,450	\$ 20,710
Total Expenses	\$ 422,244	\$ 100,000

ATTACHMENT C - TRACKING SHEET

Reentry Monthly Program Tracking Report

Total active clients:

Clients continuing from previous quarters:

Total new clients:

- New (TPC) Treatment Plan Clients (Clients who have engaged in and completed a full behavioral health assessment, treatment plan, and are actively receiving services):

- New (NTPC) Non-Treatment Plan Clients (Client who had an initial behavioral health screening and engaged in short-term case management services/obtained linkage to resources):

Total Veteran clients:

Demographics

Client Type	Sex (M/F)	Age	Race	Ethnicity (Hispanic/Latino) Y/N	Zip Code

Admission details

Admission Type	Sex (M/F)	Age	Race	Ethnicity (Hispanic/Latino) Y/N	Zip Code

Total client service contacts (this includes all service contacts such as case management, counseling, phone calls, etc):

Number of clients receiving multiple Rosecrance services:

Types of Rosecrance services

Mental Health Outpatient	
Substance Use Outpatient	
Mental Health Case Management	
Substance Use Residential	
Mental Health Group Home	
Mental Health Supportive Living	
Substance Use Sober Living	
Crisis Residential Center	
Psychiatry	
MAT services	

Linkage to resources

MRT/AM Groups:	
Housing:	
Employment:	
Education:	
Insurance:	
Other Benefits:	
PCP:	
MH/SA treatment:	
Transportation:	
Obtaining ID and other docs:	

Discharge details

Discharge Type	Sex (M/F)	Age	Race	Ethnicity (Hispanic/Latino) Y/N	Zip Code

Recidivism Rate for the program:

Reentry Council and Executive Committee Information

This section will be in narrative form reporting on presentations for the month, important updates, initiatives, events, accomplishments, barriers, etc.