

**CHAMPAIGN COUNTY BOARD  
COMMITTEE OF THE WHOLE**

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

County of Champaign, Urbana, Illinois

Tuesday, August 13, 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. June 11, 2024 – Regular Meeting (*to be distributed*)
- V. **Public Participation**
- VI. **Communications**
- VII. **Justice and Social Services**
  - A. Monthly Reports – All reports are available on each department’s webpage through the department reports page at: <http://www.co.champaign.il.us/CountyBoard/Reports.php>
    - Probation & Court Services – May 2024
    - Public Defender – June 2024
    - Emergency Management Agency – June & July 2024
    - Animal Control – April, May, June & July 2024
  - B. Rosecrance Re-Entry Reports (*information only*)
    - Financial Report – May & June 2024 1-2
    - Program Report – May & June 2024 3-8
  - C. Coroner
    1. Office Update (*information only*)
  - D. County Clerk
    1. Restrictive Covenant Mapping Update (*information only*)
    2. Election Center Conference (*information only*)
  - E. Sheriff
    1. Out of County Boarding (*information only*)
  - F. Circuit Clerk
    1. Public Safety Records Management System Intergovernmental Agreement & Amendments 9-43
  - G. **Other Business**
  - H. **Chair’s Report**
  - I. **Designation of Items to be Placed on the Consent Agenda**

**VIII. Finance**

A. Budget Amendments/Transfers

1. Budget Amendment BUA 2024/7/451 44-45  
Fund 2638 Coroner Statutory Fees & 3105 Capital Asset Replacement Fund / Dept  
042 Coroner  
Increased Appropriations: \$14,210  
Increased Revenue: \$0  
Reason: Transferring funds from the Capital Asset Replacement Fund to the Coroner's  
Statutory Fees Fund to cover the cost of a vehicle that was purchased in March.

B. Auditor

1. Reports are available on the Auditor's webpage at:  
<http://www.co.champaign.il.us/auditor/countyboardreports.php>
- Monthly Reports – May & June 2024
  - Second Quarter Report

C. Treasurer

1. Monthly Report – May 2024 – Reports are available on the Treasurer's webpage at:  
<https://www.co.champaign.il.us/treasurer/reports.php>
2. Amending the Schedule of Authorized Positions in the Treasurer's Office – Account Clerk

D. Other Business

E. Chair's Report

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

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*Committee of the Whole Agenda*  
*Finance; Policy, Personnel, & Appointments; Justice & Social Services*  
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| <br>   |       |
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| <br>   |       |
| XI. <u>Adjournment</u>   |       |

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.

Rosecrance, Inc (Formerly Community Elements)  
 Champaign Co Re-Entry Grant  
 For the Month Ending May 31, 2024

|                                      | Jan             | Feb             | Mar             | Apr             | May             | Total YTD        |
|--------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| <b>1. Personnel Costs</b>            | <b>\$21,549</b> | <b>\$20,698</b> | <b>\$22,752</b> | <b>\$21,514</b> | <b>\$22,547</b> | <b>\$109,060</b> |
| <b>2. Payroll Taxes/Benefits</b>     | <b>\$5,548</b>  | <b>\$4,466</b>  | <b>\$5,135</b>  | <b>\$5,996</b>  | <b>\$6,491</b>  | <b>\$27,636</b>  |
| Computer Hardware & Software         | \$0             | \$0             | \$0             | \$0             | \$0             | \$0              |
| <b>Total Equipment</b>               | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>       |
| Property Insurance                   | \$32            | \$32            | \$32            | \$32            | \$32            | \$160            |
| Building & Grounds Maintenance       | \$0             | \$0             | \$0             | \$0             | \$0             | \$0              |
| Utilities                            | \$338           | \$123           | \$76            | \$88            | \$69            | \$694            |
| Janitorial Service                   | \$2,300         | \$163           | \$207           | \$179           | \$196           | \$3,045          |
| Equip Maintenance Agreements         | \$50            | \$250           | \$36            | \$50            | \$83            | \$469            |
| Depreciation                         | \$250           | \$258           | \$240           | \$2,382         | \$226           | \$3,356          |
| <b>Total Occupancy</b>               | <b>\$2,970</b>  | <b>\$826</b>    | <b>\$591</b>    | <b>\$2,731</b>  | <b>\$606</b>    | <b>\$7,724</b>   |
| Office Supplies                      | \$234           | \$51            | \$169           | \$89            | \$178           | \$721            |
| Contractual / Professional Fees      | \$418           | \$488           | \$586           | \$507           | \$454           | \$2,453          |
| Travel / Training                    | \$346           | \$173           | \$1,300         | \$612           | \$525           | \$2,956          |
| Client Assistance                    | \$0             | \$0             | \$0             | \$0             | \$0             | \$0              |
| Other Rent                           | \$0             | \$0             | \$0             | \$0             | \$0             | \$0              |
| Telephone / Cell Phone               | \$259           | \$271           | \$267           | \$257           | \$251           | \$1,305          |
| Liability / Malpractice Insurance    | \$338           | \$354           | \$344           | \$344           | \$344           | \$1,724          |
| Moving & Recruiting                  | \$0             | \$0             | \$0             | \$0             | \$0             | \$0              |
| <b>Total Program Expenses</b>        | <b>\$31,662</b> | <b>\$27,327</b> | <b>\$31,144</b> | <b>\$32,050</b> | <b>\$31,396</b> | <b>\$153,579</b> |
| <b>ALLOCATED M&amp;G</b>             | <b>\$6,095</b>  | <b>\$6,082</b>  | <b>\$11,075</b> | <b>\$7,852</b>  | <b>\$8,047</b>  | <b>\$39,151</b>  |
| <b>TOTAL EXPENSE</b>                 | <b>\$37,757</b> | <b>\$33,409</b> | <b>\$42,219</b> | <b>\$39,902</b> | <b>\$39,443</b> | <b>\$192,730</b> |
| <b>Re-Entry Indirect - 11.9% Max</b> |                 |                 |                 |                 |                 |                  |
| Max M&G Allowed                      | \$4,277         | \$3,691         | \$4,207         | \$4,329         | \$4,241         | \$20,744         |
| <b>Champaign County Total</b>        | <b>\$35,939</b> | <b>\$31,018</b> | <b>\$35,351</b> | <b>\$36,379</b> | <b>\$35,637</b> | <b>\$174,323</b> |
| Champaign County Paid                | \$8,333         | \$8,333         | \$8,333         | \$8,333         | \$8,333         | \$41,667         |

Rosecrance, Inc (Formerly Community Elements)  
 Champaign Co Re-Entry Grant  
 For the Month Ending June 30, 2024

|                                      | Jan             | Feb             | Mar             | Apr             | May             | June            | Total YTD        |
|--------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| <b>1. Personnel Costs</b>            | <b>\$21,549</b> | <b>\$20,698</b> | <b>\$22,752</b> | <b>\$21,514</b> | <b>\$22,547</b> | <b>\$21,279</b> | <b>\$130,339</b> |
| <b>2. Payroll Taxes/Benefits</b>     | <b>\$5,548</b>  | <b>\$4,466</b>  | <b>\$5,135</b>  | <b>\$5,996</b>  | <b>\$6,491</b>  | <b>\$5,962</b>  | <b>\$33,598</b>  |
| Computer Hardware & Software         | \$0             | \$0             | \$0             | \$0             | \$0             | \$0             | \$0              |
| <b>Total Equipment</b>               | <b>\$0</b>       |
| Property Insurance                   | \$32            | \$32            | \$32            | \$32            | \$32            | \$32            | \$192            |
| Building & Grounds Maintenance       | \$0             | \$0             | \$0             | \$0             | \$0             | \$0             | \$0              |
| Utilities                            | \$338           | \$123           | \$76            | \$88            | \$69            | \$83            | \$777            |
| Janitorial Service                   | \$2,300         | \$163           | \$207           | \$179           | \$196           | \$192           | \$3,237          |
| Equip Maintenance Agreements         | \$50            | \$250           | \$36            | \$50            | \$83            | \$496           | \$965            |
| Depreciation                         | \$250           | \$258           | \$240           | \$2,382         | \$226           | \$2,077         | \$5,433          |
| <b>Total Occupancy</b>               | <b>\$2,970</b>  | <b>\$826</b>    | <b>\$591</b>    | <b>\$2,731</b>  | <b>\$606</b>    | <b>\$2,880</b>  | <b>\$10,604</b>  |
| Office Supplies                      | \$234           | \$51            | \$169           | \$89            | \$178           | \$125           | \$846            |
| Contractual / Professional Fees      | \$418           | \$488           | \$586           | \$507           | \$454           | \$599           | \$3,052          |
| Travel / Training                    | \$346           | \$173           | \$1,300         | \$612           | \$525           | \$528           | \$3,484          |
| Client Assistance                    | \$0             | \$0             | \$0             | \$0             | \$0             | \$0             | \$0              |
| Other Rent                           | \$0             | \$0             | \$0             | \$0             | \$0             | \$0             | \$0              |
| Telephone / Cell Phone               | \$259           | \$271           | \$267           | \$257           | \$251           | \$242           | \$1,547          |
| Liability / Malpractice Insurance    | \$338           | \$354           | \$344           | \$344           | \$344           | \$336           | \$2,060          |
| Moving & Recruiting                  | \$0             | \$0             | \$0             | \$0             | \$0             | \$0             | \$0              |
| <b>Total Program Expenses</b>        | <b>\$31,662</b> | <b>\$27,327</b> | <b>\$31,144</b> | <b>\$32,050</b> | <b>\$31,396</b> | <b>\$31,951</b> | <b>\$185,530</b> |
| <b>ALLOCATED M&amp;G</b>             | <b>\$6,095</b>  | <b>\$6,082</b>  | <b>\$11,075</b> | <b>\$7,852</b>  | <b>\$8,047</b>  | <b>\$4,542</b>  | <b>\$43,693</b>  |
| <b>TOTAL EXPENSE</b>                 | <b>\$37,757</b> | <b>\$33,409</b> | <b>\$42,219</b> | <b>\$39,902</b> | <b>\$39,443</b> | <b>\$36,493</b> | <b>\$229,223</b> |
| <b>Re-Entry Indirect - 11.9% Max</b> |                 |                 |                 |                 |                 |                 |                  |
| Max M&G Allowed                      | \$4,277         | \$3,691         | \$4,207         | \$4,329         | \$4,241         | \$4,316         | \$25,060         |
| <b>Champaign County Total</b>        | <b>\$35,939</b> | <b>\$31,018</b> | <b>\$35,351</b> | <b>\$36,379</b> | <b>\$35,637</b> | <b>\$36,267</b> | <b>\$210,590</b> |
| Champaign County Paid                | \$8,333         | \$8,333         | \$8,333         | \$8,333         | \$8,333         | \$8,333         | \$50,000         |

## May Reentry Monthly Program Report

Total active clients: **8**

Clients continuing from previous quarters: **8**

Total new clients: **0**

- New (TPC) Treatment Plan Clients (Clients who have engaged in and completed a full behavioral health assessment, treatment plan, and are actively receiving services): **0**
- 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): **0**

Total discharges: **1**

Total Veteran clients: **0**

### Continuing Client Demographics (8)

| ID     | Client Type | Sex (M/F) | Age | Race      | Ethnicity (Hispanic/Latino) Y/N | Zip Code | Date of Admit |
|--------|-------------|-----------|-----|-----------|---------------------------------|----------|---------------|
| 116816 | TPC         | F         | 39  | Black     | N                               | 61801    | 12/20/23      |
| 121550 | TPC         | M         | 44  | Black     | N                               | 61820    | 1/15/24       |
| 186211 | NTPC        | M         | 45  | Two Races | N                               | 61822    | 2/19/24       |
| 160012 | TPC         | M         | 37  | White     | N                               | 61802    | 11/9/23       |
| 176803 | NTPC        | M         | 44  | Black     | N                               | 61866    | 11/6/23       |
| 190924 | TPC         | M         | 44  | Black     | N                               | 61821    | 4/4/23        |
| 150156 | NTPC        | F         | 27  | White     | N                               | 61802    | 2/29/24       |
| 217362 | NTPC        | F         | 32  | Black     | Unknown                         | 61822    | 2/27/24       |

### New Admission Demographics (0)

| ID | Admission Type | Sex (M/F) | Age | Race | Ethnicity (Hispanic/Latino) Y/N | Zip Code | Date of Admit |
|----|----------------|-----------|-----|------|---------------------------------|----------|---------------|
|----|----------------|-----------|-----|------|---------------------------------|----------|---------------|

Total client service contacts (this includes all service contacts such as case management, counseling, phone calls, etc): 25

Number of clients receiving multiple Rosecrance services: **6**

Types of Rosecrance services

|  |   |
|--|---|
| <b>Mental Health Outpatient</b>        | 1 |
| <b>Substance Use Outpatient</b>        | 3 |
| <b>Mental Health Case Management</b>   | 0 |
| <b>Substance Use Residential</b>       | 0 |
| <b>Mental Health Group Home</b>        | 0 |
| <b>Mental Health Supportive Living</b> | 0 |
| <b>Substance Use Sober Living</b>      | 0 |
| <b>Crisis Residential Center</b>       | 0 |
| <b>Psychiatry</b>                      | 4 |
| <b>MAT services</b>                    | 0 |

Linkage to resources

|                                     |   |
|-------------------------------------|---|
| <b>MRT/AM Groups:</b>               | 2 |
| <b>Housing:</b>                     | 1 |
| <b>Employment:</b>                  | 9 |
| <b>Education:</b>                   | 2 |
| <b>Insurance:</b>                   | 0 |
| <b>Other Benefits:</b>              | 8 |
| <b>PCP:</b>                         | 0 |
| <b>Behavioral Health Services:</b>  | 0 |
| <b>Transportation:</b>              | 1 |
| <b>Obtaining ID and other docs:</b> | 1 |

Discharge details (1)

| <b>ID</b> | <b>Discharge type</b> | <b>Sex (M/F)</b> | <b>Age</b> | <b>Race</b> | <b>Ethnicity (Hispanic/Latino) Y/N</b> | <b>Zip Code</b> | <b>Discharge type</b> |
|-----------|-----------------------|------------------|------------|-------------|--|-----------------|-----------------------|
| 161534    | NTPC                  | M                | 44         | Black       | N                                      | 61802           | Moved                 |

Recidivism Rate for the month: **0%**

Recidivism Rate for the calendar year: **5%**

## Reentry Council and Executive Committee Information

For the May Reentry Council meeting, we continued with the theme of “rent assistance/homeless services” with a presentation from Allison Garrett from Habitat for Humanity who presented on the many things they do to address housing needs for individuals with limited income, experiencing financial hardships, or are at risk of eviction/becoming homeless.

The council confirmed that the June meeting would be hosted as a hybrid meeting to allow for a return to an in-person option which will be hosted in the Community Room at the Rosecrance Moreland Campus.

On May 23<sup>rd</sup>, the Rosecrance Reentry Team toured the MTD Banquet rooms on the 4<sup>th</sup> floor to decide on the best venue for the return of the Reentry Resource Fair that is tentatively scheduled for August 28<sup>th</sup> from 1-4pm. We all agreed that hosting the fair at this location again would be the most ideal location and setting considering it is the center point for the public transit in Champaign-Urbana. The participants also discussed reentry summits that are held twice a year in Fall and Spring. These are held at the Logan and Decatur Correctional Center. The Reentry Team will plan on attending these in the future.

## June Reentry Monthly Program Report

Total active clients: **9**

Clients continuing from previous quarters: **8**

Total new clients: **1**

- New (TPC) Treatment Plan Clients (Clients who have engaged in and completed a full behavioral health assessment, treatment plan, and are actively receiving services): **0**
- 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): **1**

Total discharges: **0**

Total Veteran clients: **0**

### Continuing Client Demographics (8)

| ID     | Client Type | Sex (M/F) | Age | Race      | Ethnicity (Hispanic/Latino) Y/N | Zip Code | Date of Admit |
|--------|-------------|-----------|-----|-----------|---------------------------------|----------|---------------|
| 116816 | TPC         | F         | 39  | Black     | N                               | 61801    | 12/20/23      |
| 121550 | TPC         | M         | 44  | Black     | N                               | 61820    | 1/15/24       |
| 186211 | NTPC        | M         | 45  | Two Races | N                               | 61822    | 2/19/24       |
| 160012 | TPC         | M         | 37  | White     | N                               | 61802    | 11/9/23       |
| 176803 | NTPC        | M         | 44  | Black     | N                               | 61866    | 11/6/23       |
| 190924 | TPC         | M         | 44  | Black     | N                               | 61821    | 4/4/23        |
| 150156 | NTPC        | F         | 27  | White     | N                               | 61802    | 2/29/24       |
| 217362 | NTPC        | F         | 32  | Black     | Unknown                         | 61822    | 2/27/24       |

### New Admission Demographics (1)

| ID     | Admission Type | Sex (M/F) | Age | Race  | Ethnicity (Hispanic/Latino) Y/N | Zip Code | Date of Admit |
|--------|----------------|-----------|-----|-------|---------------------------------|----------|---------------|
| 224848 | NTPC           | M         | 46  | White | N                               | 61821    | 6/10/24       |

Total client service contacts (this includes all service contacts such as case management, counseling, phone calls, etc): 15

Number of clients receiving multiple Rosecrance services: **6**

Types of Rosecrance services

|  |   |
|--|---|
| <b>Mental Health Outpatient</b>        | 1 |
| <b>Substance Use Outpatient</b>        | 3 |
| <b>Mental Health Case Management</b>   | 0 |
| <b>Substance Use Residential</b>       | 0 |
| <b>Mental Health Group Home</b>        | 0 |
| <b>Mental Health Supportive Living</b> | 0 |
| <b>Substance Use Sober Living</b>      | 0 |
| <b>Crisis Residential Center</b>       | 0 |
| <b>Psychiatry</b>                      | 4 |
| <b>MAT services</b>                    | 0 |

Linkage to resources

|                                     |   |
|-------------------------------------|---|
| <b>MRT/AM Groups:</b>               | 2 |
| <b>Housing:</b>                     | 2 |
| <b>Employment:</b>                  | 4 |
| <b>Education:</b>                   | 1 |
| <b>Insurance:</b>                   | 1 |
| <b>Other Benefits:</b>              | 2 |
| <b>PCP:</b>                         | 1 |
| <b>Behavioral Health Services:</b>  | 3 |
| <b>Transportation:</b>              | 2 |
| <b>Obtaining ID and other docs:</b> | 1 |

Discharge details (0)

| <b>ID</b> | <b>Discharge type</b> | <b>Sex (M/F)</b> | <b>Age</b> | <b>Race</b> | <b>Ethnicity (Hispanic/Latino) Y/N</b> | <b>Zip Code</b> | <b>Discharge type</b> |
|-----------|-----------------------|------------------|------------|-------------|--|-----------------|-----------------------|
|           |                       |                  |            |             |  |                 |                       |

Recidivism Rate for the month: **0%**

Recidivism Rate for the calendar year: **5%**

## Reentry Council and Executive Committee Information

For the June Reentry Council meeting, we returned to hosting a hybrid in-person/virtual meeting which was conducted in the Community Room at the Rosecrance Moreland Campus. Several individuals showed up in-person and we all agreed it was nice to be in a physical room together while also having the virtual option for those who could not attend it in person. in this fashion as long as we were able. We had some discussion about an alternative meeting location due to the need to change virtual platform from Zoom to Webex as the conference room equipment at Moreland only accommodates Webex but the consensus was to continue meeting at Moreland for now.

We hosted a presentation by Oyatta Hanny who is the Operations Assistant for the Workplace Development program at the Regional Planning Commission. This program offers the reentry population resources for finding employment, career development, and many other opportunities that are vital for successful reintegration into the community. She provided information on how to refer and access these important services.

The Rosecrance staff provided updates on the progress of the 2024 Reentry Resource Fair in August and plans for securing vendors and attendants.

**Susan W. McGrath**  
Champaign County Circuit Clerk



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

**TO:** Samantha Carter, Champaign County Board Chair  
Jen Locke, Champaign County Board Vice-Chair  
Champaign County Board Members  
Champaign County Executive Steve Summers  
Champaign County Director of Administration Michelle Jett

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

**RE:** Public Safety Records Management System Intergovernmental Agreement  
  
Amendment of Public Safety Records Management System Intergovernmental Agreement

**DATE:** August 6, 2024

After considerable dedicated and collaborative work between my office, METCAD, the State's Attorney's Office, the City of Champaign legal department, and many of the County's police agencies, I am happy to announce that we are in the final stages of completion and implementation of a traffic e-citation system. This will create a better means of handling the tens of thousands of traffic cases we have every year, both for the police agencies, for my office, for the Court, and for the Defendants.

The Public Safety Records Management System Intergovernmental Agreement is the mechanism by which my office, METCAD, the police agencies, and the various governments work together to establish the general policies and procedures by which the public safety records management system is operated and maintained. Through this agreement a Lead Agency is also selected to perform the day to day management of the system. All of this ensures that my office and all of the agencies and government units involved have access to this information, and that the system is adequately funded by government unit contributions set forth in the agreement.

The Amendment of Public Safety Records Management System Intergovernmental Agreement is to include the Circuit Clerk as the Administrative Representative of Champaign County on the Board created through the Public Safety Records Management System Intergovernmental Agreement so long as my office has an e-citation system. In addition, it also creates a

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mechanism where additional user agencies can be added to the board as non-voting members and thus allowed to participate in the Records Management System.

The Board does not have to vote on the vendor contract for the e-citation system, as this will be entered into and managed by the Public Safety Records Management System through the City of Champaign and METCAD. However, I wanted to let you know that this vendor contract has been completely and fully vetted by both myself and the State's Attorney's Office. We are both satisfied with the vendor contract, which addresses all the concerns and questions we have raised through this process.

With the financial contributions from my office through the e-citation fund, and the soon to be former ARMS board, I am also pleased to report that the e-citation project will be fully funded for a five year period. This means the only financial contribution that will need to be made by the participating police agencies will be for equipment updates they may choose to have in addition to the equipment we are providing through the intergovernmental agreement. This project will not cost the County any money.

Thank you for your attention in this regard. Please don't hesitate to contact me if you have any questions in this regard.

**ELECTRONIC CITATION  
INTERGOVERNMENTAL AGREEMENT**

This Agreement (the “Agreement”) is made and entered into on the date last executed by and between the Public Safety Records Management System Policy Board (“The Board”), the City of Champaign (“Champaign”), the County of Champaign (“County”) and the Champaign County Circuit Clerk’s Office (“Circuit Clerk”) pursuant to Article 7, Section 10 of the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.), hereinafter individually referred to as a “Party” and collectively referred to as the “Parties”.

**RECITALS:**

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq. enables the Parties here to enter into agreements among themselves and provide authority for intergovernmental cooperation; and,

WHEREAS, the Parties find it to be in the best interest of Public Safety Records Management System Board (“The Board”), Public Safety Records Management System (“PSRMS”), the City of Champaign (Champaign), the County of Champaign (County) and the Champaign County Circuit Clerk’s Office (Circuit Clerk) to develop and operate a coordinated countywide electronic citation system; and,

WHEREAS, the Parties are committed to the principles of intergovernmental cooperation; and,

WHEREAS, the Parties desire to operate such a system in the most cost-effective and efficient manner; and,

WHEREAS, the mission of such an agreement is to develop, provide, and operate a coordinated countywide electronic citation system for the purpose of providing that system at a reasonable cost in the best interest of all the constituents and citizens of the respective entities; and,

WHEREAS, it is necessary to provide for operations and joint funding of a coordinated countywide electronic citation system; and,

WHEREAS, the Parties desire that the system be operated and managed with clear lines of authority for implementing policies to achieve the mission and goals of a coordinated countywide electronic citation system as set forth and as articulated from time to time by the Parties; and,

WHEREAS, 705 ILCS 135/10-5 provides that the Circuit Court Clerk (Circuit Clerk) shall be the custodian, ex officio, of the Circuit Court Clerk Electronic Citation Fund, which shall be used to perform the duties required by that office for establishing and maintaining electronic citations;

NOW, THEREFORE, the Parties agree as follows:

**I. PURPOSE OF AGREEMENT**

The purpose of this Agreement is to create a structure and process for managing, administering, and maintaining the eCitation software, accompanying licenses and

Hardware (collectively referred to as the “eCitation system” or “eCitation”).

Term of Agreement. This Agreement is effective from the date executed and will remain in effect for the duration of the vendor contract period or five (5) years, whichever is greater. This Agreement shall be automatically extended for additional one (1) year periods, unless notice of termination is received at least 60 days in advance of the renewal date. The Board, Circuit Clerk, County, or Champaign may terminate this Agreement upon sixty (60) days written notice to the other parties. No party is obligated by this Agreement to execute any contract resulting from cooperative efforts unless said contract is approved pursuant to each party’s contract approval process.

## II. DEFINITIONS

- A. “End User License Agreement” (“EULA”) is the agreement between the Board and the Circuit Clerk and the eCitation vendor outlining the requirements and responsibilities of all parties.
- B. “Fiscal Year” (“FY”) is the twelve-month period beginning on July 1 and ending on June 30.
- C. “Forms” are the mechanisms or tools used in eCitation to memorialize and manage information. Citation and Biographical information are transmitted, displayed, and documented in Forms.
- D. “Hardware” is the per squad car items that are required to effectuate the use of eCitation: Rugged Printer, Printer Docking Station, USB Cable, Power Cable and Thermal Printer paper and any necessary associated equipment.
- E. “Lead Agency” shall mean and include the Party designated by the PSRMS agreement as having overall responsibility for RMS operations in accordance with the PSRMS Agreement, to include the eCitation project covered within this agreement.
- F. “License Holder” or “Licensee” is the Board, Champaign and the Circuit Clerk required to coordinate maintenance of the eCitation License with the software vendor as outlined in the EULA and Paragraph VII, Maintenance and Sustainment, of this Agreement.
- G. “Member Agencies” are all agencies represented on the PSRMS Board as modified to add the Circuit Clerk.
- H. “Public Safety Records Management System (“PSRMS”) is the lead agency staff with direct responsibilities to RMS and eCitation.

- I. “Public Safety Records Management System Policy Board” (“Board”) is the governance body for management, administration, and maintenance of the local law enforcement records and consists of representatives of Champaign and each Member Agency, including the Circuit Clerk.
- J. “System Administrator” is an individual identified by a Member agency or User Agency who is responsible for eCitation system oversight within their organization, implementation, integration, and maintenance and custom interfaces as self-funded and previously approved by the RMS Director and serves as the primary point of contact with the System Manager.
- K. “System Director” is the individual who is RMS Director. “RMS Director” is the employee of the Lead Agency charged by the Lead Agency with the responsibility of administering, supervising, managing, and directing the activities and employees assigned to RMS in accordance with the policies and procedures of the Lead Agency. Those same responsibilities extend to the eCitation project. Employee oversight is limited to those under the Director’s normal span of control.
- L. “System Manager” is an individual identified by the RMS Director who is responsible for eCitation system oversight, design, development, programming, implementation, integration, and maintenance and serves as the primary point of contact between the Member Agencies, User Agencies and the vendor. The System Manager has full rights to access and modify any components of the eCitation system for which the vendor has allowed modification; this does not extend to any components internal to the Circuit Clerk’s Office.
- M. “User Agencies” are all of the non-voting agencies that utilize eCitation through this Agreement which agree to the terms and conditions for participation established by PSRMS.

### III. AGREEMENT

- A. The Board, Champaign and the Circuit Clerk hereby agree to enter into a contract to purchase and/or subscribe to the eCitation system from Tyler Technologies establish a coordinated countywide electronic citation system that all local agencies can utilize through their participation in PSRMS.
- B. The purchase will be funded by using the balance of the ARMS fund transferred to the PSRMS budget and transferring the remainder needed to fulfill the financial terms of the purchase/subscription

contract, hardware and installation costs through the eCitation vendor from the Circuit Court Clerk Electronic Citation Fund.

- C. The Parties agree that all funds provided from the Circuit Court Clerk Electronic Citation Fund shall only be used for the statutory purpose(s) of said Fund (as set forth at 705 ILCS 135/10-5(d)(9) or as may otherwise be authorized by law), namely to, through intergovernmental cooperation, perform the duties required by the office of the Circuit Clerk for establishing and maintaining electronic citations, where 'electronic citations' is defined in the Criminal and Traffic Assessment Act at 705 ILCS 135/1-5 as "the process of transmitting traffic, misdemeanor, ordinance, conservation, or other citations and law enforcement data via electronic means to a circuit court clerk".
- D. The Circuit Clerk will make a contribution of \$250,000, representing the Circuit Clerk's contribution for the first five years not including annual transfers as contemplated by Section II E of this Agreement, from the Circuit Court Clerk Electronic Citation Fund for purchase and implementation of eCitation through Tyler Technologies, including licensing, software, subscription fees, support, maintenance, and equipment. The Circuit Clerk will make a second contribution of \$100,000 from the Circuit Court Clerk Electronic Citation Fund, no later than three years after execution of this Agreement, for the same stated purposes. The Lead Agency will expend funds in accordance with the approved RMS budget and the policies and procedures of the Lead Agency.
- E. The Circuit Clerk will notify the Board by the February meeting of the Board what the previous year's E-Citation fund balance is and transfer funds to PSRMS accounts by July 15, in an amount each year determined by the deliberations of the Parties. Deliberations of the Parties in this regard shall consider, but not be limited to implementation costs and overruns, capital replacement plan, additional costs, and fund balance contingency amount as required by PSRMS policy.
- F. The Board agrees that the eCitation software will be initially maintained as a vendor-hosted program residing on vendor provided and maintained servers accessible to PSRMS, the Circuit Clerk, Member Agencies and User Agencies.

G. In addition, the Parties agree to:

1. Purchase eCitation through Tyler Technologies and utilize it as their primary citation software.
2. The Board is the governance body to oversee the eCitation program and shall share in the costs of initial purchase and/or subscription, set up, maintenance and license of eCitation for the initial 5 year period; and, as determined by the deliberations of the Parties as articulated in this Agreement,, provided that both Illinois Statute provides for the collection of those fees and there exists an eCitation program supported by a vendor contract.
3. Develop a funding formula for all Member Agencies and User Agencies to be put in place for such time as the Circuit Court Clerk Electronic Citation Fund ceases to exist, or the Fund balance is insufficient to cover costs.
4. Develop and operate the system in accordance with the EULA.

#### IV. ORGANIZATION AND GOVERNANCE

A. Management, administration, and maintenance of the eCitation License are the direct responsibility of the RMS Director, as outlined in the PSRMS agreement. The RMS Director (“System Director”) will coordinate with the Member Agencies and User Agencies through the Board. The Board is comprised of representatives from all Member Agencies, both an administrative representative and a public safety representative.

1. Decision-making: The Board will serve as the governing body, and all policy and financial decisions regarding the eCitation system will be made by the Board in accordance with the Lead Agency’s policies ; except that the Circuit Clerk shall retain all authority and lawful control over the Circuit Clerk’s internal operations, and the Circuit Clerk shall make all decisions regarding implementation, operations, and maintenance of the eCitation system operating within the Circuit Clerk’s office and eCitation data once said data has been transmitted to the Circuit Clerk’s Office.

#### V. MANAGEMENT AND OPERATIONS

A. As outlined in the PSRMS agreement, the LEAD Agency shall be responsible for the overall operation of RMS and its affairs in accordance with that agreement. Those responsibilities extend to the eCitation agreement with the exception of the overall responsibility for persons not employed by the Lead Agency. The Lead Agency, as the License Holder, will work through the System Manager to coordinate eCitation system configuration and support with the vendor.

## VI. MAINTENANCE AND SUSTAINMENT

### A. Maintenance:

1. The System Director, will:
  - a. Work with the vendor to negotiate the terms and conditions of the eCitation contract, including the software and hardware purchase/subscription, annual maintenance and support; and
  - b. Ensure vendor compliance with contract requirements.
2. The Circuit Clerk and all Member and User Agencies will report any problems with eCitation software to PSRMS. PSRMS will work directly with vendor support to resolve identified issues.
3. User Agencies can customize vendor provided agency settings. User Agencies may customize additional interfaces at their own cost, and they must obtain the prior approval of the System Director.
4. Annual maintenance on the JANO interface with eCitation will be covered by the Circuit Clerk and/or County, subject to Board approval as needed under Lead Agency Purchasing Policy.
5. Should the Circuit Clerk and/or County change case management system software (“JANO”) vendors, the costs of developing and implementing integration between eCitation and the case management software will be funded by the Circuit Clerk and/or County.

### B. Funding:

1. The Board and the Circuit Clerk will utilize the balance of the ARMS fund and the contribution from the Circuit Court Clerk Electronic Citation Fund to make the initial purchase and/or subscription of software, hardware and license for set up and installation.
2. As of the effective date of this Agreement, the Circuit Clerk will no longer disburse funds from the Circuit Court Clerk Electronic Citation Fund other than as contemplated by this Agreement.
3. The Board and the Circuit Clerk will fund the first five (5) years of eCitation utilizing the ARMS and Circuit Court Clerk Electronic Citation Fund.
4. After the initial five (5) year term of the agreement the Parties will examine the balance of the PSRMS Budget and determine how much

longer the fund balance will sustain payment of the subscription, licensing, software, hardware and maintenance needs of the Member Agencies, User Agencies and the Circuit Clerk.

5. The Board will adopt a funding formula allocating the annual eCitation subscription, License hosting and maintenance fees that all Member and User Agencies will contribute to if needed.
  - a. The funding formula will be the same formula used to fund RMS as approved annually by the Board.
  - b. The cost share for new User Agencies will be determined by the Board but will be based on authorized strength of sworn officers.
6. The funding obligations will be calculated annually during the Lead Agency budget preparation process to allow the Lead Agency and all Member and User Agencies to incorporate their contributions in their agency budgets.
7. The Lead Agency as the License Holder, will:
  - a. Pay all software, hardware and maintenance and hosting costs approved by the Board.
  - b. Bill the Member and User Agencies for annual hosting and maintenance costs according to the schedule adopted by the Board.
  - c. Anticipate, budget for, and purchase additional hardware, thermal paper and software licenses as necessary.

## VII. AUDITING

- A. As required by the Criminal and Traffic Assessment Act at 705 ILCS 135/10-5(d)(9), the Circuit Court Clerk Electronic Citation Fund shall be audited by the County's auditor, at the County's expense.
- B. The Lead Agency agrees to submit PSRMS' annual audit report(s) and letter(s) of findings, to the extent reasonably related to this Agreement and the eCitation system, to the Circuit Clerk and the County, as produced each fiscal year throughout the duration of this Agreement, along with such additional reports or information as reasonably requested by the Parties or their auditor(s). Such submission of reports and information shall be on at least an annual basis once said information is available, with review of such material scheduled as mutually convenient to the Parties given the timing of the Parties' respective fiscal years, budget periods, auditing cycles, and regular meeting schedules.

- C. The Circuit Clerk agrees to submit the Circuit Clerk's annual audit report(s) and letter(s) of findings, to the extent reasonably related to this Agreement and the eCitation system, to the Board, as produced each fiscal year throughout the duration of this Agreement, along with such additional reports or information as reasonably requested by the Parties or their auditor(s). Such submission of reports and information shall be on at least an annual basis once said information is available, with review of such material scheduled as mutually convenient to the Parties given the timing of the Parties' respective fiscal years, budget periods, auditing cycles, and regular meeting schedules.

## VIII. EFFECTIVE DATE, DURATION, TERMINATION, AND WITHDRAWAL

A. Effective Date: This Agreement becomes effective upon execution by all parties.

B. Termination:

1. This Agreement will remain in effect until it is superseded or until the Board agrees to terminate its terms.
2. This Agreement will also be terminated if, at any time, the Lead Agency or the vendor cancels the subscription, annual maintenance and support contract or EULA.
3. If this Agreement is terminated the fund balance will be reviewed to determine what if any ARMS funds remain, and minus ARMS funds the remainder of the fund shall be returned to the Circuit Clerk's eCitation Fund.

C. Withdrawal: A User Agency may withdraw from this Agreement by providing written notice of its intent to withdraw to the Board and all other User Agencies no less than 180 days before the intended withdrawal date. If the intended withdrawal date is not the end of the fiscal year (i.e., June 30), the remaining funding obligation of the withdrawing agency will be determined by the Board at the time notice is provided.

## IX. AMENDMENTS

- a. Proposed amendments to this Agreement shall be approved by a unanimous vote of the Board and must be subsequently approved by the governing bodies.
- b. Unless otherwise stated in the amending language, amendments to this Agreement will go into effect upon their authorization by the governing bodies.

## X. ADDITIONAL USER AGENCIES

- a. Any public service agency not a party to this Agreement at the time it becomes effective, may become a User Agency by first obtaining

approval from the Board and then securing approval of the terms in this Agreement and any accompanying amendments from its governing body.

- b. The funding contribution of any new User Agency will be determined by the PSRMS funding formula consistent with its approval of the new User Agency participation.

#### XI. MERGER

This Agreement contains the entire agreement between the Board, Champaign, the Circuit Clerk and the County on this matter. It supersedes all prior written or oral discussions or agreements concerning the rights and responsibilities of the Parties on this matter.

#### XII. DISPUTES

Any dispute as to the interpretation of this Agreement between the Parties will be resolved by the Board.

#### XIII. SEVERABILITY

The terms of this Agreement are severable and a determination by an appropriate body having jurisdiction over the subject matter of this Agreement that results in the invalidity of any part shall not affect the remainder of the Agreement.

#### XIV. INTERPRETATION

- A. This Agreement shall not be interpreted such as to relieve any Party from their duties or obligations under Illinois statute, administrative rule, municipal ordinance, Illinois Supreme Court Rule, local court rules, judicial branch policies and standards as adopted by the Illinois Supreme Court or other court of competent jurisdiction, or as otherwise provided for by law.
- B. Each Party agrees that it has had an opportunity to have this Agreement reviewed by its legal counsel and further agrees that the terms and conditions of this Agreement shall not be construed for or against any party by reason of authorship or alleged authorship of any provision. The section headings contained in this Agreement are for ease of reference only and shall not be used in construing or interpreting this Agreement.

DATED: \_\_\_\_\_

CITY OF CHAMPAIGN

BY: \_\_\_\_\_  
Dorothy Ann David  
City Manager

ATTEST: \_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Assistant City Attorney

DATED: \_\_\_\_\_

PUBLIC SAFETY RECORDS MANAGEMENT SYSTEM POLICY BOARD

BY: \_\_\_\_\_

ATTEST: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Attorney

DATED: \_\_\_\_\_

CHAMPAIGN COUNTY

BY: \_\_\_\_\_  
County Executive

ATTEST: \_\_\_\_\_  
County Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Attorney

DATED: \_\_\_\_\_

CHAMPAIGN COUNTY CIRCUIT CLERK

BY: \_\_\_\_\_

ATTEST: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Attorney

## PUBLIC SAFETY RECORDS MANAGEMENT SYSTEM INTERGOVERNMENTAL AGREEMENT

This Public Safety Records Management System Intergovernmental Agreement (“Agreement”) is made and entered into on the date last executed by and between the City of Champaign (“Champaign”), City of Urbana (“Urbana”), Champaign County (“County”), the Board of Trustees of the University of Illinois (“University”), and Village of Rantoul (“Rantoul”), hereinafter individually referred to as a “Party” and collectively referred to as the “Parties”.

WHEREAS, each of the Parties is a body politic organized, operating, and maintaining offices within Champaign County, Illinois;

WHEREAS, the Parties find to be in their respective best interests to establish, operate, and maintain a consolidated and automated records management system for law enforcement records;

WHEREAS, Section 10 of Article VII of the Illinois Constitution and the Intergovernmental Cooperation Act, 5 ILCS 220/1, *et seq.*, provide for and enable the Parties to enter into cooperative agreements among themselves;

WHEREAS, the Parties seek to establish a structure and framework for development of the records management system, wherein the Parties would agree to, among other things:

- a. Input and store each Party’s respective relevant crime, public safety, and related information;
- b. Share with the other Parties their respective relevant crime, public safety, and related information;
- c. Contribute funds on a regular and periodic basis based on a formula agreed upon by the Parties for the benefit of each Party and their respective communities; and
- d. Establish and maintain a governing structure and policies for the efficient and effective operation and maintenance of the records management system.

NOW, therefore, for the good, valuable, and mutual consideration acknowledged to be received by each Party, the Parties hereto agree as follows:

### **Section 1. Definitions.**

(a) Terms not specifically defined in this Agreement shall have the meanings respectively ascribed to them by ordinary and common English language usage or as used in the context in which they appear in this Agreement.

(b) “Administrative Representative” shall mean the representative who is designated by the chief executive officer of each Party to represent that Party on the RMS Policy Board in accordance with the responsibilities as set forth in this Agreement.

(c) "RMS Policy Board" or "Board" shall mean the body created by this Agreement to develop cooperative approaches addressing records management system issues and concerns of each Party and to perform the responsibilities set forth in this Agreement.

(d) "Lead Agency" shall mean and include the Party designated by this Agreement as having overall responsibility for RMS operations in accordance with this Agreement and any bylaws established by the RMS Policy Board provided for in this Agreement.

(e) "Party" shall mean a Party to this Agreement.

(f) "Public Safety Representative" shall mean the representative who is designated by the chief executive officer of each Party to represent that Party on the RMS Policy Board in accordance with the responsibilities as set forth in this Agreement.

(g) A "Quorum" of the RMS Policy Board shall be six (6) representatives but shall require at least one representative from each Party except as set forth in Section 3(a)(2) and (4) herein.

(h) "RMS" shall mean and include the automated records management system created by this Agreement including, but not necessarily limited to, any and all equipment, hardware, software, supplies, material, and personnel required to operate and maintain an automated records management system for use by each Party.

(i) "RMS Data" shall mean and include any and all data which a Party has inputted and will in the future input into RMS and which is or may be accessible to and which is or may be used by any Party.

(j) "RMS Director" is an employee of the Lead Agency charged by the Lead Agency with the responsibility of administering, supervising, managing, and directing the activities and employees assigned to RMS in accordance with the policies and procedures of the Lead Agency.

(k) "RMS Fund" shall mean and include a fund which is uniquely denoted in the Lead Agency's accounting system to hold and expend Party contributions in connection with the operation, maintenance, repair, upgrading, and replacement of RMS.

(l) "Read-Only Agency" means a law enforcement or public safety agency granted limited rights to access the "RMS Data" in accordance with the provisions of this Agreement. For purposes of this Agreement the Champaign County State's Attorney's Office is considered a "Read-Only" Agency, however, it is understood that certain staff from that office may also enter case disposition information and notes into the Tyler RMS database. Agencies with this designation do not have board representation and are not a Party to the Agreement.

(m) “User Agency” means a law enforcement or public safety agency granted limited rights to access and input “RMS Data” and use the “RMS System in similar fashion as the Parties” in accordance with the provisions of this Agreement. Agencies with this designation do not have board representation and are not a Party to the Agreement.

**Section 2. RMS Policy Board Created.**

(a) Upon the last of the Parties to execute this Agreement, the RMS Policy Board is hereby created.

(b) The mission of the RMS Policy Board is to establish a structure and framework for development of a records management system, wherein the Parties would, among other things:

- (1) Input and store each Party’s respective relevant crime, public safety, and related information.
- (2) Share with the other Parties their respective relevant crime, public safety, and related information.
- (3) Contribute funds on a regular and periodic basis based on a formula agreed upon by the Parties for the benefit of each Party and their respective communities.
- (4) Establish and maintain a governing structure and policies for the efficient and effective operation and maintenance of the records management system.

(c) The Board shall consist of two representatives from each Party, appointed as set forth below in Section 2(d).

(d) The chief executive officer of each Party shall have the authority to designate two representatives to represent that Party on the Board. One of which shall be designated as an Administrative Representative and the other shall be an employee of the Party’s law enforcement agency and designated as the Public Safety Representative as follows:

- (1) For the City of Champaign, the City Manager or that official’s designee.
- (2) For the City of Urbana, the Mayor or that official’s designee.
- (3) For Champaign County, the County Executive shall designate the Administrative Representative, and the Champaign County Sheriff shall designate the Public Safety Representative.
- (4) For the University of Illinois, the Chancellor or that official’s designee.
- (5) For the Village of Rantoul, the Mayor or that official’s designee.

- (6) For any new Party added pursuant to Section 20 of this Agreement, the chief executive officer of said new Party, or that official's designee.
- (7) The authority to designate representatives provided for herein shall include the power to designate or to delegate to the named representative the power to designate a temporary or alternate representative who may attend an RMS Policy Board meeting in lieu of the named representative and exercise all of the powers of the that named representative when that representative is unable to attend said meeting.

(e) The Board may provide for officers, bylaws, rules of procedure at meetings, and operational policies used for RMS consistent with the Agreement.

### **Section 3. RMS Policy Board Functions and Duties.**

- (a) It shall be the function and duties of the Board to:
  - (1) By the unanimous vote of the Administrative Representatives concur in the Lead Agency's designation, provided that no Party shall be designated Lead Agency without its consent, and provided further that, unless the Parties agree otherwise, no change in the Lead Agency shall take place for at least one hundred eighty (180) days' notice prior to the beginning of the next fiscal year;
  - (2) By the affirmative vote of at least three out of five of the Administrative Representatives annually approve RMS's operating budget, including but not limited to all expenditures relating to physical facilities and equipment, and approve amendments to said budget and expenditure as from time to time deemed necessary by the Parties. The vote taken is not subject to the Quorum requirements;
  - (3) By at least a majority vote of the Board, approve RMS policies;
  - (4) By the affirmative vote of at least three out of five of the Administrative Representatives, annually approve the funding formula to determine each Party's share of expenses for RMS operations. The vote taken is not subject to the Quorum requirements;
  - (5) By at least a majority vote of the Board, approve contracts with other governmental entities to provide some or all of RMS services on a contractual basis for a fee;
  - (6) By the unanimous vote of the Administrative Representatives, approve an agreement to add a new Party in accordance with the provisions of this Agreement;

- (7) By the unanimous vote of the Administrative Representatives, approve i) a User Agency's use and access to RMS System and Data; (ii) the extent of a User Agency's rights to access and use the RMS System and Data; and (iii) the annual fees to be paid by the User Agency based on the RMS funding formula.
- (8) By the unanimous vote of the Administrative Representatives, approve i) a Read-Only Agency's access to RMS Data; and (ii) the extent of a Read-Only Agency's right to access RMS Data.

(b) Board meetings shall be scheduled at least quarterly by the Board Chair. Other meetings may be called at the request of the Board Chair or any two (2) Parties through either the Administrative Representatives and/or their Public Safety Representatives.

(c) Meetings shall be held at a location determined by the Board.

(d) Unless otherwise set forth in this Agreement, the Board may act upon the majority vote of authorized Board members.

**Section 4. Lead Agency Designated.** The initial Lead Agency shall be the City of Champaign subject to any subsequent change approved by the Administrative Representatives of the Board pursuant to the terms of this Agreement.

**Section 5. Lead Agency Duties.** The Lead Agency shall be responsible for the overall operation of RMS and its affairs in accordance with this Agreement and the mission, goals and objectives approved by the Board. These duties include, but are not limited to:

(a) Employing and supervising all personnel assigned to RMS, in accordance with the Lead Agency's policies and procedures, including but not limited to hiring, firing, discipline, establishing incentives, benefits, negotiation with unions and all other employment decisions;

(b) Incurring and paying all expenses, on behalf of the Parties and in accordance with this Agreement and approved budget;

(c) Entering into all contracts, leases and procurement agreements in accordance with this Agreement and the approved budget and the policies and procedures of the Lead Agency;

(d) Providing all personnel administration, financial support staff, insurance, legal advice and management support and services in accordance with this Agreement and the approved budget and the Lead Agency and Board policies;

(e) Billing and collecting from each Party its share of the cost of operations as provided in this Agreement and the approved annual budget;

(f) Establishing and implementing policies and procedures to achieve the mission of the Board as set forth in Section 2(b) herein;

(g) Directing the management and supervision of all employees assigned to RMS in accordance with the policies and procedures of the Lead Agency;

(h) Supervising the development of a proposed annual operating budget and administer the approved budget and expenditures in accordance with this Agreement;

(i) Providing staff support to the Board and bringing policy issues to the Board as appropriate; and

(j) Expending funds in accordance with RMS's approved budget. Purchasing procedures shall be in accordance with the approved RMS budget and the policies and procedures of the Lead Agency and shall be in lieu of any other approvals by the RMS Board. The Lead Agency shall be entitled to reimbursement for the costs it incurs in performing these functions, which costs shall be included in RMS's budget, as amended from time to time in accordance with this Agreement. The formula for cost reimbursement shall be established as part of the funding formula in Attachment A.

**Section 6. Failure of RMS.** In the event that RMS fails to operate in its normal and usual manner, the Lead Agency shall be authorized to undertake such steps and expend such moneys as are or may be necessary to restore RMS to full operating status. In the event such efforts require the expenditure of moneys by the Lead Agency, the Lead Agency shall be entitled to reimbursement for all such expenditures.

**Section 7. RMS System Services and RMS Data.** RMS shall be operated by the Lead Agency in order to provide a centralized data base which contains such information as has already been inputted and which, hereafter, will be inputted into the said database. Parties shall have the authority to input information into RMS. Parties shall have access to and be authorized to use RMS Data.

(a) RMS shall be accessible and available on a 24-hour, seven-days a week basis including during all local, state and national holidays.

(b) Party Use. The Parties shall be entitled to have access to input information into RMS and use RMS Data on an as-needed basis. No Party shall be entitled to undertake any action which compromises or is likely to compromise the nature, integrity, operation, or stability of RMS or RMS Data, or which in any way hinders another Party's access to the RMS and use of RMS Data.

(c) User Agency Use. The User Agencies shall be entitled to have access to input their agency information into RMS and use RMS Data on an as-needed or limited basis. No User Agency shall be entitled to undertake any action which compromises or is likely to compromise the nature, integrity, operation, or stability of RMS or RMS Data, or which in any way hinders another Party's or User's access to the RMS and use of RMS Data.

(d) Non-Party/Third Party. No Non-Party or Third Party shall be entitled to have access to RMS or have use of any RMS Data without approval of the Board as set forth in this Agreement.

(e) **Access By Read-Only Agency.** By the unanimous vote of the Administrative Representatives, approve: (1) a Read-Only Agency's access to RMS Data; and (2) the extent of a Read-Only Agency's respective rights to access RMS Data.

(f) **Data Policies.** The Board and the Lead Agency shall, where appropriate, jointly cooperate in the development and implementation of policies, procedures, rules, regulations, and/or protocols which they deem necessary for governing the input of data into and use of the RMS by Parties, User Agencies and Read-Only Agencies.

- (1) In the event that no joint policies, procedures, rules, regulations, or protocols are so adopted then the Lead Agency shall be authorized to adopt such policies, procedures, rules, regulations, or protocols as it deems necessary to effectively and efficiently operate and maintain the RMS and for providing for input of data into, use of, and access to the RMS by Parties, User Agencies and Read-Only Agencies.
- (2) All information or data entered into the RMS by a Party or User Agency shall remain the personal property of that Party or User Agency and each such Party or User Agency shall retain all ownership rights, title and interest in such information or data. No person other than a Party or User Agency shall have the authority to enter data into or remove data from the RMS. A Party or User Agency cannot remove or alter the information inputted by another Party or User Agency without that other Party's or User Agency's consent.
- (3) In the event that the Lead Agency receives a Freedom of Information Act ("FOIA") request for information or data which a Party, User Agency, or Read Only Agency inputted into the RMS, the Lead Agency shall tender that FOIA request to each such Party and/or User Agency whose information or data has been requested. The Party or User Agency, as the case may be, shall be solely responsible for responding to the FOIA request. In the event that the Lead Agency is compelled to respond to a FOIA request or is brought into an administrative or judicial (whether civil or criminal) proceeding concerning the handling or response to such FOIA request, then that Party and/or User Agency shall indemnify, defend and hold harmless the Lead Agency in connection with all matters relative to that FOIA request and any response thereto.

**Section 8. Notice.** Any notice required to be given pursuant to this Agreement shall be deemed effective when stated if given in the following manner:

(a) **First Class Mail, return receipt requested.** If notice is sent by First Class Mail, return receipt requested, in an envelope properly addressed and bearing proper postage, then such notice shall be deemed effective four calendar days after placement with the U.S. Postal Service.

(b) Overnight courier. If notice is sent by overnight courier service such notice shall be deemed effective the next business day following its receipt.

(c) Personal delivery. If notice is by personal delivery such notice shall be deemed effective when delivered to the principal office set forth below. An affidavit of service shall constitute proof of service.

(d) Notice by any other means shall not be deemed effective notice for any purpose.

(e) Notices shall be addressed to Parties as follows:

(1) City of Champaign: City Manager, City of Champaign, 102 N. Neil St, Champaign, IL 61820

(2) City of Urbana: Mayor, City of Urbana, 400 S. Vine St., Urbana, IL 61801

(3) Champaign County: Champaign County Sheriff, 204 East Main St., Urbana, IL 61802 and Champaign County Executive, 1776 East Washington Street, Urbana, IL 61802

(4) University of Illinois: Executive Director of Public Safety, 1110 W. Springfield Ave., Urbana, IL 61801

(5) Village of Rantoul: Mayor, Village of Rantoul, 333 S. Tanner St., Rantoul, IL 61866

#### **Section 9. Finances / Failure to Approve Budget.**

(a) Each Party shall be responsible for its share of RMS's operating budget and expenses based on the cost-sharing formula attached hereto and incorporated by reference herein as "Attachment A", or as hereinafter amended by an affirmative vote from at least three out of five of the Administrative Representatives as provided for in this Agreement.

(b) Upon the last of the Parties to execute this Agreement, the Budget for the initial fiscal year attached hereto as Attachment B is approved. In addition, each Party agrees to pay and shall be responsible for its specific RMS software implementation costs as shown in Attachment C. In the event the RMS Board is unable to approve an annual budget for a subsequent fiscal year, prior to the commencement of the fiscal year in accordance with the procedures set forth herein, then the most recent budget approved by the Board shall be deemed, by operation of this Agreement, to be automatically approved and implemented for that fiscal year.

(c) The Lead Agency shall maintain financial records regarding RMS operations and finances in accordance with generally accepted governmental accounting principles, which records shall be available at the Lead Agency's finance offices for inspection during regular business hours.

(d) The Lead Agency shall invoice each Party and User Agency for its share of RMS costs on or before the first day of each quarter for the next quarter's service.

(e) Each Party and User Agency shall pay said bills within twenty-eight (28) calendar days of receipt of an invoice for the same. RMS's financial records shall be audited on an annual basis by the outside accountant used by the Lead Agency for its other audits and the cost of such audit shall be considered an operating expense of RMS.

(f) All commitments by the University are subject to constitutional and statutory restrictions and limitations binding upon the University and to the availability of funds which may be lawfully applied thereto.

**Section 10. Fiscal Year.** RMS's fiscal year shall be from July 1 to June 30.

**Section 11. Equipment. Use and Ownership: Loaned Equipment.**

(a) All equipment purchased exclusively for RMS shall be purchased, utilized and disposed of by the Lead Agency and held in trust for RMS's use. It shall be recorded and identified as RMS Agreement property, separate from other Lead Agency property. Prior to termination or expiration of this Agreement without renewal thereof, all proceeds from the sale of any RMS Agreement property shall be devoted solely to the operation of RMS.

(b) Such property as is loaned to the Lead Agency for its exclusive use in operating and maintaining RMS by a Party agency shall continue to be owned by that Party agency, and the Lead Agency shall keep written records of such loaned equipment. If the Party agency owning loaned equipment wishes to withdraw it from RMS service, that party may do so provided that if in the opinion of the RMS Director the property is essential to RMS and requires replacement to ensure consistency and proper functioning of RMS, then such loaned equipment shall be withdrawn only after: (i) providing a reasonable notice of withdrawal to the other Parties and (ii) the equipment has been replaced by RMS. In the event the RMS Director determines that a Party's loaned equipment is no longer needed (*e.g.* outdated, ceased functioning properly), then the Director shall notify the Party accordingly and the Party shall indicate how the equipment will be disposed of.

**Section 12. Termination by Parties.**

(a) A Party may terminate its participation in this Agreement on July 1 of any year by giving written notice to each of the other parties. Such notice shall be at least twelve (12) months before the desired termination date.

(b) If a Party to this Agreement is in default of its payment obligations, the Policy Board may so declare and terminate RMS services to that Party twenty-eight (28) calendar days after the date of mailing of notice of default and termination of services to the defaulting party, unless the defaulting party cures the default in full prior to the expiration of the twenty-eight (28) calendar days set forth in the notice. The notice of the default declared by the Board shall be issued by the Lead Agency. The defaulting Party shall continue to be responsible to pay its assigned share of the cost of RMS as determined in accordance with this Agreement for the ensuing twelve (12) months following the termination of RMS services. If the defaulting party, within the twelve (12) month period, pays all amounts due, RMS services to the Party shall be reinstated.

**Section 13. Termination by a User Agency.**

(a) A User Agency may terminate its participation in this Agreement by giving written notice to the Board. Such notice shall be at least six (6) months before the desired termination date.

(b) If a User Agency to this Agreement is in default of its payment obligations, the Policy Board may so declare and terminate RMS services to that User Agency twenty-eight (28) calendar days after the date of mailing of notice of default and termination of services to the defaulting user agency, unless the defaulting user agency cures the default in full prior to the expiration of the twenty-eight (28) calendar days set forth in the notice. The notice of the default declared by the Board shall be issued by the Lead Agency. The defaulting User Agency shall continue to be responsible to pay any User fees for the time period prior to termination. If the defaulting User Agency, within the twelve (12) month period, pays all amounts due, RMS services to the Party shall be reinstated.

**Section 14. Rights of Terminating Party to RMS Capital Assets.** A Party whose participation in this Agreement is terminated shall terminate its financial interest in all equipment for RMS operations purchased prior to its termination. Such equipment or proceeds derived from the disposition of the equipment shall continue to be used for the continued operation of RMS until termination or expiration of this Agreement without renewal thereof.

**Section 15. Rights of Terminating User Agency to RMS Capital Assets**  
User Agencies are not Parties to this Agreement, have contributed no Capital Investment into RMS and therefore have no financial interest in any equipment for RPS operations either while participating in RMS or upon termination of participation.

**Section 16. Termination or Expiration.** It is the intent of the Parties to maintain RMS as a continuing operation. However, should any Party elect to withdraw its participation in and support of RMS, then RMS may continue in operation for the benefit of the remaining Parties if a minimum of (2) two of the Parties elect to continue their participation.

**Section 17. Disposition of RMS Assets Upon Termination or Expiration.** Upon termination or expiration of this Agreement without renewal thereof, all capital assets held in trust by the Lead Agency on behalf of the Parties to this Agreement will be sold at public auction or by other means of public sale unanimously approved by the Parties in good standing at the time of termination or expiration of this Agreement without renewal thereof, and the proceeds, after deducting all costs of sales and any unpaid obligations relating to such capital assets or operating expenses of RMS, shall be divided among all Parties to this Agreement in accordance with the proportion that the amount of funding of that Party bears to the total amount of funding contributed by the Parties for RMS operations over the total period of time it operated to the date of termination or expiration of this Agreement without renewal thereof. Any one (1) or more of the Parties shall have the right to purchase such capital assets at their fair market value prior to any public sale. Such fair market value shall be determined by the affirmative vote of at least four out of the five Administrative Representatives. If more than one (1) Party wishes to purchase such assets or a particular asset, the matter will be decided by lot.

**Section 18. Insurance.** The Lead Agency shall procure and maintain, during the term of this Agreement and any extension thereof, sufficient property insurance to cover the replacement

value of the RMS equipment and all equipment loaned to RMS, against all direct loss or damage. The cost of any such insurance shall be a cost of operating RMS to be borne by the Parties hereto in the same manner as other costs in accordance with this Agreement. The Lead Agency shall procure and maintain appropriate liability insurance policies for RMS operations in accordance with insurance purchase standards for its other operating departments.

**Section 19. Limitations of Personnel.** No employee shall have authority to commit, obligate or bind any Party hereto to any contract or obligation unless specifically authorized by said Party, except as provided for in this Agreement.

**Section 20. Duty of Each Party, User Agency and Read Only Agency.** Each Party, User Agency and Read Only Agency shall utilize RMS only in accordance with RMS policies.

**Section 21. Amendments.** This Agreement may be amended in writing at any time by mutual agreement of all of the Parties to the Agreement. Amendments shall refer back to this Agreement and to subsequent amendments, if any, on the same subject and shall specify the language to be changed or to be added. The execution of any amendment shall be authorized by passage of an appropriate ordinance or other proper and lawful corporate action by the corporate authorities of each Party.

**Section 22. Addition of New Party or Approval of User Agency.** By the unanimous vote of the Administrative Representatives, approve: (1) the addition of a new Party; (2) the terms by which a new Party participates on the Board; and (3) the capital contribution and quarterly fees to be paid by the new Party, which at a minimum, shall include the full costs of the new Party's licenses and any related operational and administrative costs.

By the unanimous vote of the Administrative Representatives, approve: (1) a User Agency's access and use of the RMS System and Data; (2) the extent of a User Agency's rights to access and input RMS Data; and (3) annual fees to be paid by the User Agency, which, at a minimum, shall include the full costs of the User Agency's licenses and any related RMS operational and administrative costs.

**IN WITNESS WHEREOF**, the Parties have hereunto set their hands and seals to this Agreement on the dates appearing below.

CITY OF CHAMPAIGN

BY: \_\_\_\_\_  
City Manager

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

CITY OF URBANA

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_

City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

CHAMPAIGN COUNTY

BY: \_\_\_\_\_  
County Executive

BY: \_\_\_\_\_  
Sheriff

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
County Clerk

ATTEST: \_\_\_\_\_  
County Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Attorney

THE BOARD OF TRUSTEES OF  
THE UNIVERSITY OF ILLINOIS

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_

N/A

APPROVED AS TO FORM:

\_\_\_\_\_

Attorney

VILLAGE OF RANTOUL

BY: \_\_\_\_\_  
Mayor

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Secretary

APPROVED AS TO FORM FOR VILLAGE

BY: \_\_\_\_\_  
Village Attorney

## **ATTACHMENTS LIST**

**A: RMS FUNDING FORMULA**

**B: BUDGET FOR INITIAL FISCAL YEAR**

**C: PARTY SPECIFIC RMS SOFTWARE IMPLEMENTATION COSTS**

## ATTACHMENT A

### RMS FUNDING FORMULA

Each agency utilizing RMS services shall pay for said services based on a formula which is applied annually by the Board in approving RMS's annual budget. All of these charges are used to finance the RMS General Operating Fund.

Total user fees will be determined by calculating total expenditures while maintaining a General Operating Fund balance of not less than 10% of budgeted expenditures.

### BASIC ASSUMPTIONS

1. 100% of the RMS Fund is paid by the Parties.
2. Parties contribute to costs on a quarterly basis, based on a formula determined by the Board.
3. The funding formula may be revised by the Board as provided in the Agreement.

### PARTY FEES

The RMS user fee established by the Board is paid by each Party according to the RMS funding formula.

The number of authorized strength of sworn officers at each Party who will have access to RMS is totaled.

The RMS user fee is calculated based on the number of authorized strength of sworn officers from each Party.

The total number of authorized strength of sworn officers at each Party is divided by the total number of sworn officers at all of the Party agencies.

### USER AGENCY FEES

To be determined by the Administrative Representatives.

**AMENDMENT OF PUBLIC SAFETY RECORDS MANAGEMENT SYSTEM  
INTERGOVERNMENTAL AGREEMENT**

THESE AMENDMENTS are entered into pursuant to Section 19 of an intergovernmental agreement for Public Safety Records Management System (“PSRMS”) entered [fill in date] between the City of Champaign (“Champaign”), City of Urbana (“Urbana”), Champaign County (“County”), the Board of Trustees of the University of Illinois (“University”), and the Village of Rantoul (“Rantoul”).

TO WIT:

1. **Section 2 (d)(3)** of the aforementioned agreement is hereby amended to read the County Executive shall designate the elected Clerk of the Circuit Court of Champaign County (Circuit Clerk) as the Administrative Representative of Champaign County on the PSRMS Policy Board, that voting seat shall be held by the Circuit Clerk until such time as the Circuit Court Clerk Electronic Citation Fund is no longer the primary funding source of eCitation. If and when the Circuit Court Clerk Electronic Citation Fund is no longer the primary funding source the authority to designate the voting seat shall revert to the County Executive and the Circuit Clerk will transition to a non-voting seat on the PSRMS Policy Board. If the eCitation software ceases to be a component within PSRMS the Board shall revert back to the original composition.

2. **Section 22** of the aforementioned agreement is hereby amended to add **Section 22 (b)** which provides that, by unanimous vote of the Administrative Representatives additional User Agencies can be added to the Board as non-voting members for participation in the Public Safety Records Management System, including the eCitation initiative. In order to be added as a non-voting User Agency, the new agency must enter into an agreement to abide by the aforementioned intergovernmental agreement and by-laws of the Board. User Agencies will have access to the RMS software as is and will not customize global software settings or workflow settings. User Agencies can customize vendor provided agency settings. User Agencies may customize additional interfaces at their own cost and they must obtain the prior approval of the PSRMS Director. User Agencies will receive updates/upgrades and any additional software functionality on the same schedule as Member Agencies. User Agencies

would be responsible for the costs associated with data conversion from their existing Records Management Systems.

3. All other terms and conditions of the agreement shall remain in full force and effect.

IN WITNESS HEREOF, the authorized officers of the respective parties have hereunto set their hands this \_\_\_\_ day of \_\_\_\_\_, 2024.

Signature page

DATED: \_\_\_\_\_

CHAMPAIGN COUNTY

BY: \_\_\_\_\_  
County Executive

ATTEST: \_\_\_\_\_  
County Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Attorney



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

1776 East Washington Street, Urbana, Illinois 61802-4581

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**Steve Summers, County Executive**

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### **MEMORANDUM**

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

From: Travis Woodcock, Budget Director

Date: August 5, 2024

Re: Budget Amendment #2024/07/451

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For the last few years, reserve funding for the Coroner’s Office capital items has resided in the County’s CARF Fund, 3105-042. Upon the depletion of the reserve funds, future capital items for the Coroner’s Office are to be expended from the Coroner Statutory Fee Fund, 2638-042.

In March, the Coroner’s Office purchased a vehicle. The remaining funds in the Coroner’s CARF, 3105-042 (\$14,210.00), are being moved to fund 2638-042 (Coroner Statutory Fee Fund) to help cover the cost of the vehicle.

Budget Amendment #2024/07/451 has been entered to move all remaining funds from Fund 3105-042 (CARF) to Fund 2638-042 (Coroner Statutory Fee Fund), which shall be used for capital expenditures incurred by the Coroner’s Office.

### **REQUESTED ACTION**

**The Finance Committee recommends Budget Amendment #2024/07/451 for \$14,210.00 be forwarded to the County Board for approval.**

# Journal Proof Report



Journal Number: 451 Year: 2024 Period: 7 Description: 042 CARF Reference 1: Reference 2: Reference 3:

| Source | Account                                   | Account Description        | Line Description   | OB                 | Debit      | Credit     |
|--------|---|----------------------------|--------------------|--------------------|------------|------------|
| BUA    | 2638-00-0280t-02-042-000-000-0000-800401- | EQUIPMENT                  | Move from 3105-042 | N                  | \$14210.00 |            |
| BUA    | 3105-00-0252a-02-042-000-000-0000-501017- | EQUIPMENT LESS THAN \$5000 | Move to 2638-042   | N                  |            | \$14210.00 |
|        |   |                            |                    | Journal 2024/7/451 | Total      | \$14210.00 |
|        |   |                            |                    |                    |            | \$14210.00 |

Fund: 2638 Coroner Statutory Fees & 3105 Capital Asset Replacement Fund

Dept: 042 Coroner

Reason: Transferring funds from the Capital Asset Replacement Fund to the Coroner's Statutory Fees Fund to cover the cost of a vehicle that was purchased in March.

| Fund        | Account Description  | Debit        | Credit       |
|-------------|--|--------------|--------------|
| <b>2638</b> | <b>CORONER STATUTORY FEES</b>                                    |              |              |
|             | 2638-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS         |              | \$14210.00   |
|             | 2638-00-0146t-00-000-000-000-0000-300703- BUDGETARY FUND BALANCE | \$14210.00   |              |
|             | <b>Fund Total</b>  | <b>14210</b> | <b>14210</b> |
| <b>3105</b> | <b>CAPITAL ASSET REPLCMT FND</b>                                 |              |              |
|             | 3105-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS         | \$14210.00   |              |
|             | 3105-00-0146t-00-000-000-000-0000-300703- BUDGETARY FUND BALANCE |              | \$14210.00   |
|             | <b>Fund Total</b>  | <b>14210</b> | <b>14210</b> |

RESOLUTION NO. 2024-XXX

RESOLUTION HONORING RETIRING COUNTY EMPLOYEES

WHEREAS, It is the vision of the Champaign County Board to be a recognized leader in local government where every official and employee has a personal devotion to excellence in public service and embraces the highest standards of ethics and integrity, which enables Champaign County to provide the best customer services to its citizens; and

WHEREAS, One element of pursuing this vision is communicating to employees that their service to Champaign County is valued and appreciated; and

WHEREAS, Champaign County employees admirably serve the people of Champaign County with full commitment to the responsibilities of County offices, work in partnership with fellow employees and County officials, and have dedication to the best interests of all the people of Champaign County; and

WHEREAS, The Champaign County Board wishes to recognize the dedication and service of the employees who will be retiring in September 2024;

NOW, THEREFORE, BE IT RESOLVED That the Champaign County Board recognizes each of the aforementioned retiring Champaign County employees as an asset to the citizens of Champaign County and expresses gratitude and sincere appreciation for their years of service.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 22<sup>nd</sup> day of August A.D. 2024.

| <u>Name</u>   | <u>Years of Service</u> |
|---------------|-------------------------|
| Dwayne Roelfs | 32                      |

\_\_\_\_\_  
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: \_\_\_\_\_

RESOLUTION NO. 2024-XXX

RESOLUTION HONORING COUNTY EMPLOYEES

WHEREAS, It is the vision of the Champaign County Board to be a recognized leader in local government where every official and employee has a personal devotion to excellence in public service and embraces the highest standards of ethics and integrity, which enables Champaign County to provide the best customer services to its citizens; and

WHEREAS, One element of pursuing this vision is communicating to employees that their service to Champaign County is valued and appreciated; and

WHEREAS, Champaign County employees admirably serve the people of Champaign County with full commitment to the responsibilities of County offices, work in partnership with fellow employees and County officials, and have dedication to the best interests of all the people of Champaign County; and

WHEREAS, The Champaign County Board wishes to recognize the dedication and service of the employees who have reached 5, 10, 15, 20, 25, 30, and 35-year milestones in August 2024;

NOW, THEREFORE, BE IT RESOLVED That the County Board of Champaign County hereby recognizes each of the aforementioned Champaign County employees as an asset to the citizens of Champaign County and expresses gratitude and sincere appreciation for their years of service.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 22<sup>nd</sup> day of August, A.D., 2024.

| <u>Name</u>        | <u>Years of Service</u> |
|--------------------|-------------------------|
| Charles Campo      | 5                       |
| Mary Bunyard       | 10                      |
| Ashleigh Warren    | 10                      |
| Kathleen Crombez   | 15                      |
| Joel Fletcher      | 25                      |
| Janie Miller Jones | 25                      |

\_\_\_\_\_  
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: \_\_\_\_\_



**OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE**

1776 East Washington Street, Urbana, Illinois 61802-4581

**Steve Summers, County Executive**

**MONTHLY HR REPORT  
JUNE 2024**

**UNEMPLOYMENT REPORT**

Notice of Claims Received – 9  
 Coroner – 1  
 Juvenile Detention Center – 1\*  
 RPC Head Start – 7

Benefit Determination – 8  
 Coroner – Chargeable  
 RPC Head Start – Chargeable

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

**PAYROLL REPORT**

JUNE PAYROLL INFORMATION

|                  | 6/14/2024   |                           | 6/28/2024   |                           |
|------------------|-------------|---------------------------|-------------|---------------------------|
|                  | EE's        |                           | EE's        |                           |
| <u>Pay Group</u> | <u>Paid</u> | <u>Total Payroll \$\$</u> | <u>Paid</u> | <u>Total Payroll \$\$</u> |
| General Corp     | 508         | \$1,224,017.26            | 510         | \$1,205,681.64            |
| RPC/Head Start   | 281         | \$535,460.69              | 274         | \$517,509.11              |
| Total            | 789         | \$1,759,477.95            | 784         | \$1,723,190.75            |

**HEALTH INSURANCE/BENEFITS REPORT**

Total Number of Employees Eligible: 601  
General County Union (includes AFSCME & FOP):  
 156 Single; 27 EE+spouse; 52 EE+child(ren); 13 Family; 73 waived  
Non-bargaining employees:  
 136 Single; 31 EE+spouse; 44 EE+child(ren); 13 Family; 56 waived  
 Life Insurance Premium paid by County: \$1,506.70  
 Health Insurance Premium paid by County: \$517,266.52

**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

June 2024: 1.49% average over the last 12 months

June 2024: 11 out of 739 Employees left Champaign County: 8 resignations, 1 dismissal, 1 retirement, 1 death

**WORKERS' COMPENSATION REPORT**

| <u>Entire County Report</u> | <u>June 2023</u> | <u>June 2024</u> |
|-----------------------------|------------------|------------------|
| New Claims                  | 2                | 2                |
| Closed                      | 3                | 6                |
| Open                        | 24               | 23               |

**ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT**

|                     |    |                             |    |                     |    |
|---------------------|----|-----------------------------|----|---------------------|----|
| Agendas Posted      | 16 | Meetings Staffed            | 5  | Minutes Posted      | 11 |
|                     |    |                             |    |                     |    |
| Appointments Posted | 58 | Notification of Appointment | 12 | Contracts Posted    | 0  |
|                     |    |                             |    |                     |    |
| Calendars Posted    | 5  | Resolutions Prepared        | 30 | Ordinances Prepared | 4  |
|                     |    |                             |    |                     |    |

## VACANT POSITIONS

As of COB 06/30/2024

|   |  |    |                          |    |   |    |                     |    |                     |   |                      |   |   |                 |  |  |  |        |   |
|---|--|----|--------------------------|----|---|----|---------------------|----|---------------------|---|----------------------|---|---|-----------------|--|--|--|--------|---|
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Total Position Vacancies</td> <td style="text-align: center;">48</td> </tr> <tr> <td style="text-align: right;">New Vacancies This Month</td> <td style="text-align: center;">13</td> </tr> <tr> <td style="text-align: right;">Vacancies from 2024 - prior to current mo</td> <td style="text-align: center;">19</td> </tr> <tr> <td style="text-align: right;">Vacancies from 2023</td> <td style="text-align: center;">11</td> </tr> <tr> <td style="text-align: right;">Vacancies from 2022</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: right;">Intentionally Vacant</td> <td style="text-align: center;">2</td> </tr> </table> | Total Position Vacancies   | 48 | New Vacancies This Month | 13 | Vacancies from 2024 - prior to current mo | 19 | Vacancies from 2023 | 11 | Vacancies from 2022 | 3 | Intentionally Vacant | 2 | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;">\$ 2,478,186.05</td> <td>15 Departments with unintended vacancies of the 23 departments</td> </tr> <tr> <td></td> <td>Payroll for the current, budgeted vacancies if they remained unfilled for 1 year</td> </tr> <tr> <td style="text-align: right;">87,002</td> <td>Hours of all current vacancies remained unfilled for 1 year</td> </tr> </table> | \$ 2,478,186.05 | 15 Departments with unintended vacancies of the 23 departments |  | Payroll for the current, budgeted vacancies if they remained unfilled for 1 year | 87,002 | Hours of all current vacancies remained unfilled for 1 year |
| Total Position Vacancies  | 48   |    |                          |    |   |    |                     |    |                     |   |                      |   |   |                 |  |  |  |        |   |
| New Vacancies This Month  | 13   |    |                          |    |   |    |                     |    |                     |   |                      |   |   |                 |  |  |  |        |   |
| Vacancies from 2024 - prior to current mo   | 19   |    |                          |    |   |    |                     |    |                     |   |                      |   |   |                 |  |  |  |        |   |
| Vacancies from 2023   | 11   |    |                          |    |   |    |                     |    |                     |   |                      |   |   |                 |  |  |  |        |   |
| Vacancies from 2022   | 3  |    |                          |    |   |    |                     |    |                     |   |                      |   |   |                 |  |  |  |        |   |
| Intentionally Vacant  | 2  |    |                          |    |   |    |                     |    |                     |   |                      |   |   |                 |  |  |  |        |   |
| \$ 2,478,186.05   | 15 Departments with unintended vacancies of the 23 departments                   |    |                          |    |   |    |                     |    |                     |   |                      |   |   |                 |  |  |  |        |   |
|   | Payroll for the current, budgeted vacancies if they remained unfilled for 1 year |    |                          |    |   |    |                     |    |                     |   |                      |   |   |                 |  |  |  |        |   |
| 87,002  | Hours of all current vacancies remained unfilled for 1 year                      |    |                          |    |   |    |                     |    |                     |   |                      |   |   |                 |  |  |  |        |   |

| ADMINISTRATIVE SERVICES                           | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|---|--------------|-------------|--------------|--------------------|
| Drainage District Coordinator                     | New Position | \$20.00     | 1200 \$      | 24,000.00          |
| Training & Outreach Coordinator - Firearms Safety | New Position | \$20.00     | 900 \$       | 18,000.00          |
| Relocation Coordinator                            | New Position | \$25.00     | 800 \$       | 20,000.00          |

| ANIMAL CONTROL                    | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|-----------------------------------|--------------|-------------|--------------|--------------------|
| Deputy Administrator/Veterinarian | 3/24/2023    | \$ 51.72    | 1000 \$      | 51,720.00          |

| AUDITOR'S OFFICE     | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|----------------------|--------------|-------------|--------------|--------------------|
| Chief Deputy Auditor | 6/6/2024     | \$ 50.56    | 1965 \$      | 99,350.40          |

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

| CIRCUIT CLERK'S OFFICE | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|------------------------|--------------|-------------|--------------|--------------------|
| Legal Clerk            | 6/25/2024    | \$ 18.25    | 1965 \$      | 35,861.25          |

| CIRCUIT COURT                     | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|-----------------------------------|--------------|-------------|--------------|--------------------|
| Law Librarian                     |              | \$ -        | 1040         |                    |
| Court Clerk                       | 5/31/2024    | \$ 20.80    | 1965 \$      | 40,872.00          |
| Problem Solving Court Coordinator | 5/14/2024    | \$ 26.46    | 1965 \$      | 51,993.90          |

| CORONER                  | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|--------------------------|--------------|-------------|--------------|--------------------|
| Deputy Coroner - Temp    | 3/9/2024     | \$ 22.00    | PRN          |                    |
| Senior Medical Secretary | 6/18/2024    | \$ 18.68    | 2096 \$      | 39,153.28          |

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

| COUNTY CLERK & RECORDER | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|-------------------------|--------------|-------------|--------------|--------------------|
| None                    |              | \$ -        | 0 \$         | -                  |

| GIS CONSORTIUM | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|----------------|--------------|-------------|--------------|--------------------|
| None           |              | \$ -        | 0 \$         | -                  |

| HIGHWAY             | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|---------------------|--------------|-------------|--------------|--------------------|
| Senior Engineer     | 12/31/2023   | \$ 43.63    | 2080 \$      | 90,750.40          |
| Highway Maintenance | 3/1/2024     | \$ 33.37    | 2096 \$      | 69,943.52          |
| Highway Maintenance | 6/28/2024    | \$ 33.37    | 2096 \$      | 69,943.52          |

| INFORMATION TECHNOLOGY             | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|------------------------------------|--------------|-------------|--------------|--------------------|
| Senior Systems Administrator       | 6/16/2023    | \$ 42.00    | 1950 \$      | 81,900.00          |
| Systems Administrator (Courthouse) | New Position | \$ 31.75    | 1950 \$      | 61,912.50          |
| Systems Administrator (Courthouse) | 7/15/2022    | \$ 31.75    | 1950 \$      | 61,912.50          |

| JUVENILE DETENTION CENTER    | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|------------------------------|--------------|-------------|--------------|--------------------|
| 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          |
| Court Services Officer - JDC | 4/11/2024    | \$ 25.47    | 1965 \$      | 50,048.55          |
| Court Services Officer - JDC | 5/18/2024    | \$ 25.47    | 1965 \$      | 50,048.55          |

|  |           |          |      |              |
|--|-----------|----------|------|--------------|
| Court Services Officer - JDC           | 6/12/2024 | \$ 25.47 | 1965 | \$ 50,048.55 |
| Assistant Detention Officer (PT) - JDC | 5/13/2024 | \$ 15.60 | 975  | \$ 15,210.00 |
| Assistant Detention Officer (PT) - JDC | 5/28/2024 | \$ 15.60 | 975  | \$ 15,210.00 |

| 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 | 6/3/2024     | \$ 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       |
| Assistant Public Defender | 6/10/2024    | \$ 35.20    | 1965         | \$ 69,168.00       |

| SHERIFF'S OFFICE       | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|------------------------|--------------|-------------|--------------|--------------------|
| Clerk - Corrections    | 7/15/2023    | \$ 21.75    | 1950         | \$ 42,412.50       |
| 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   | 11/21/2023   | \$ 23.56    | 2080         | \$ 49,004.80       |
| Correctional Officer   | 1/19/2024    | \$ 23.56    | 2080         | \$ 49,004.80       |
| Correctional Officer   | 3/17/2024    | \$ 23.56    | 2080         | \$ 49,004.80       |
| Correctional Officer   | 5/20/2024    | \$ 24.74    | 2080         | \$ 51,459.20       |
| Correctional Officer   | 6/3/2024     | \$ 24.74    | 2080         | \$ 51,459.20       |
| Correctional Officer   | 6/6/2024     | \$ 24.74    | 2080         | \$ 51,459.20       |
| Court Security Officer | 4/12/2024    | \$ 23.55    | 2080         | \$ 48,984.00       |
| Court Security Officer | 4/12/2024    | \$ 23.14    | 2080         | \$ 48,131.20       |

| STATE'S ATTORNEY                      | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|---------------------------------------|--------------|-------------|--------------|--------------------|
| Senior Executive Secretary            | 5/17/2024    | \$ 26.93    | 1965         | \$ 52,917.45       |
| Assistant State's Attorney - Criminal | 4/19/2024    | \$ 45.77    | 1965         | \$ 89,938.05       |

| 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 |
|---------------------------------|--------------|-------------|--------------|--------------------|
| VAC Superintendent              | 6/27/2024    | \$ 27.02    | 1664         | \$ 44,961.28       |





**OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE**

1776 East Washington Street, Urbana, Illinois 61802-4581

**Steve Summers, County Executive**

**MONTHLY HR REPORT  
JULY 2024**

**UNEMPLOYMENT REPORT**

Notice of Claims Received – 4

- Auditor – 1\*
- Public Defender – 1
- RPC Head Start – 2\*

Benefit Determination – 2

- Juvenile Detention Center - Non-Chargeable (Result of Protest noted on June 2024 Report)
- Public Defender – Chargeable

\*Protests have been filed. Final determinations will be included in a future report.

**PAYROLL REPORT**

JULY PAYROLL  
INFORMATION

|                  | 7/12/2024        |                           | 7/26/2024        |                           |
|------------------|------------------|---------------------------|------------------|---------------------------|
| <u>Pay Group</u> | <u>EE's Paid</u> | <u>Total Payroll \$\$</u> | <u>EE's Paid</u> | <u>Total Payroll \$\$</u> |
| General Corp     | 506              | \$1,244,775.57            | 508              | \$1,164,815.97            |
| RPC/Head Start   | 276              | \$524,641.75              | 273              | \$598,335.62              |
| Total            | 782              | \$1,769,417.32            | 781              | \$1,763,151.59            |

**HEALTH INSURANCE/BENEFITS REPORT**

Total Number of Employees Eligible: 600  
General County Union (includes AFSCME & FOP):  
 159 Single; 25 EE+spouse; 53 EE+child(ren); 12 Family; 71 waived  
Non-bargaining employees:  
 136 Single; 31 EE+spouse; 45 EE+child(ren); 12 Family; 56 waived  
 Life Insurance Premium paid by County: \$1,497.21  
 Health Insurance Premium paid by County: \$514,570.76

**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

July 2024: 1.36% average over the last 12 months

July 2024: 10 out of 735 Employees left Champaign County: 7 resignations, 1 dismissal, 2 retirements

**WORKERS' COMPENSATION REPORT**

| <u>Entire County Report</u> | <u>July 2023</u> | <u>July 2024</u> |
|-----------------------------|------------------|------------------|
| New Claims                  | 3                | 6                |
| Closed                      | 3                | 4                |
| Open                        | 21               | 26               |

**ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT**

|                     |    |                             |    |                     |    |
|---------------------|----|-----------------------------|----|---------------------|----|
| Agendas Posted      | 14 | Meetings Staffed            | 5  | Minutes Posted      | 8  |
|                     |    |                             |    |                     |    |
| Appointments Posted | 0  | Notification of Appointment | 0  | Contracts Posted    | 17 |
|                     |    |                             |    |                     |    |
| Calendars Posted    | 5  | Resolutions Prepared        | 18 | Ordinances Prepared | 0  |
|                     |    |                             |    |                     |    |

**EEO REPORT**

*\*July's report will be included in August report as the program is not generating all of the correct information*

## VACANT POSITIONS

As of Close of Business 07/31/2024

|   |           |  |
|---|-----------|--|
| <b>Total Position Vacancies</b>                     | <b>53</b> | <p><b>17</b> Departments with unintended vacancies of the 23 departments</p> <p><b>\$ 2,728,268.18</b> Payroll for the current, budgeted vacancies if remain unfilled 1 year</p> <p><b>97,089</b> Hours of all current vacancies if remained unfilled for 1 year</p> |
| <b>New Vacancies This Month</b>                     | <b>10</b> |  |
| <b>Vacancies from 2024 - prior to current month</b> | <b>27</b> |  |
| <b>Vacancies from 2023</b>                          | <b>11</b> |  |
| <b>Vacancies from 2022</b>                          | <b>3</b>  |  |
| <b>Intentionally Vacant</b>                         | <b>2</b>  |  |

| ADMINISTRATIVE SERVICES                           | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|---|--------------|-------------|--------------|--------------------|
| Drainage District Coordinator                     | New Position | \$20.00     | 1200         | \$ 24,000.00       |
| Training & Outreach Coordinator - Firearms Safety | New Position | \$20.00     | 900          | \$ 18,000.00       |

| ANIMAL CONTROL                    | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|-----------------------------------|--------------|-------------|--------------|--------------------|
| Deputy Administrator/Veterinarian | 3/24/2023    | \$ 51.72    | 1000         | \$ 51,720.00       |
| Warden                            | 7/25/2024    | \$ 20.00    | 2096         | \$ 41,920.00       |

| AUDITOR'S OFFICE     | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|----------------------|--------------|-------------|--------------|--------------------|
| Chief Deputy Auditor | 6/6/2024     | \$ 50.56    | 1965         | \$ 99,350.40       |

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

| CIRCUIT CLERK'S OFFICE | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|------------------------|--------------|-------------|--------------|--------------------|
| Legal Clerk            | 6/25/2024    | \$ 18.25    | 1965         | \$ 35,861.25       |
| Legal Clerk            | 7/15/2024    | \$ 18.25    | 1965         | \$ 35,861.25       |
| Supervisor             | 7/5/2024     | \$ 38.89    | 1965         | \$ 76,418.85       |

| CIRCUIT COURT                     | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|-----------------------------------|--------------|-------------|--------------|--------------------|
| Law Librarian                     |              | \$ -        | 1040         |                    |
| Problem Solving Court Coordinator | 5/14/2024    | \$ 26.46    | 1965         | \$ 51,993.90       |

| CORONER                  | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|--------------------------|--------------|-------------|--------------|--------------------|
| Deputy Coroner - Temp    | 3/9/2024     | \$ 22.00    | PRN          |                    |
| Senior Medical Secretary | 6/18/2024    | \$ 18.68    | 2096         | \$ 39,153.28       |

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

| COUNTY CLERK & RECORDER    | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|----------------------------|--------------|-------------|--------------|--------------------|
| Senior Election Specialist | 7/15/2024    | \$ 28.00    | 1965         | \$ 55,020.00       |

| GIS CONSORTIUM | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|----------------|--------------|-------------|--------------|--------------------|
| None           |              | \$ -        | 0            | \$ -               |

| HIGHWAY             | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|---------------------|--------------|-------------|--------------|--------------------|
| Senior Engineer     | 12/31/2023   | \$ 43.63    | 2080         | \$ 90,750.40       |
| Highway Maintenance | 3/1/2024     | \$ 33.37    | 2096         | \$ 69,943.52       |
| Highway Maintenance | 6/28/2024    | \$ 33.37    | 2096         | \$ 69,943.52       |

| INFORMATION TECHNOLOGY             | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|------------------------------------|--------------|-------------|--------------|--------------------|
| Senior Systems Administrator       | 6/16/2023    | \$ 42.00    | 1950         | \$ 81,900.00       |
| Systems Administrator (Courthouse) | New Position | \$ 31.75    | 1950         | \$ 61,912.50       |

|                                    |           |    |       |      |    |           |
|------------------------------------|-----------|----|-------|------|----|-----------|
| Systems Administrator (Courthouse) | 7/15/2022 | \$ | 31.75 | 1950 | \$ | 61,912.50 |
|------------------------------------|-----------|----|-------|------|----|-----------|

| JUVENILE DETENTION CENTER              | Date Vacated |    | Rate of Pay | Annual Hours |    | Annual Rate of Pay |
|--|--------------|----|-------------|--------------|----|--------------------|
| Court Services Officer - JDC           | 3/2/2024     | \$ | 25.47       | 1965         | \$ | 50,048.55          |
| Court Services Officer - JDC           | 4/11/2024    | \$ | 25.47       | 1965         | \$ | 50,048.55          |
| Court Services Officer - JDC           | 5/18/2024    | \$ | 25.47       | 1965         | \$ | 50,048.55          |
| Court Services Officer - JDC           | 6/12/2024    | \$ | 25.47       | 1965         | \$ | 50,048.55          |
| Court Services Officer - JDC           | 7/4/2024     | \$ | 25.47       | 1965         | \$ | 50,048.55          |
| Assistant Detention Officer (PT) - JDC | 5/13/2024    | \$ | 15.60       | 975          | \$ | 15,210.00          |
| Assistant Detention Officer (PT) - JDC | 5/28/2024    | \$ | 15.60       | 975          | \$ | 15,210.00          |

| 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 |
|------------------------|--------------|--|-------------|--------------|----|--------------------|
| Relocation Coordinator | New Position |  | \$25.00     | 800          | \$ | 20,000.00          |

| 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 | 6/3/2024     | \$ | 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          |
| Assistant Public Defender | 6/10/2024    | \$ | 35.20       | 1965         | \$ | 69,168.00          |
| Investigator              | 7/5/2024     | \$ | 35.20       | 1965         |    |                    |

| SHERIFF'S OFFICE            | Date Vacated |    | Rate of Pay | Annual Hours |    | Annual Rate of Pay |
|-----------------------------|--------------|----|-------------|--------------|----|--------------------|
| Clerk - Corrections         | 7/15/2023    | \$ | 21.75       | 1950         | \$ | 42,412.50          |
| Deputy Sheriff - Patrol     | 7/17/2024    | \$ | 36.29       | 2080         | \$ | 75,483.20          |
| Master Control Officer (FT) | 7/25/2024    | \$ | 18.68       | 2096         | \$ | 39,153.28          |
| 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        | 11/21/2023   | \$ | 23.56       | 2080         | \$ | 49,004.80          |
| Correctional Officer        | 1/19/2024    | \$ | 23.56       | 2080         | \$ | 49,004.80          |
| Correctional Officer        | 3/17/2024    | \$ | 23.56       | 2080         | \$ | 49,004.80          |
| Correctional Officer        | 5/20/2024    | \$ | 24.74       | 2080         | \$ | 51,459.20          |
| Correctional Officer        | 6/3/2024     | \$ | 24.74       | 2080         | \$ | 51,459.20          |
| Correctional Officer        | 6/6/2024     | \$ | 24.74       | 2080         | \$ | 51,459.20          |
| Court Security Officer      | 4/12/2024    | \$ | 23.55       | 2080         | \$ | 48,984.00          |

| STATE'S ATTORNEY                      | Date Vacated |    | Rate of Pay | Annual Hours |    | Annual Rate of Pay |
|---------------------------------------|--------------|----|-------------|--------------|----|--------------------|
| Senior Administrative Legal Secretary | 7/19/2024    | \$ | 21.68       | 1965         | \$ | 42,601.20          |
| Assistant State's Attorney - Criminal | 4/19/2024    | \$ | 45.77       | 1965         | \$ | 89,938.05          |
| Assistant State's Attorney - Criminal | 7/9/2024     | \$ | 38.47       | 1965         | \$ | 75,593.55          |

| 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            | \$ | -                  |

| <b>VETERAN'S ASSISTANCE COMMISSION</b> | <b>Date Vacated</b> | <b>Rate of Pay</b> | <b>Annual Hours</b> | <b>Annual Rate of Pay</b> |
|--|---------------------|--------------------|---------------------|---------------------------|
| VAC Superintendent                     | 6/27/2024           | \$ 27.02           | 1664                | \$ 44,961.28              |

# Kyle R Windler

Champaign County IL | Generated 7/12/2024 @ 2:36 am by OnBoardGOV - Powered by ClerkBase

## Status

**Name** Kyle R Windler  
**Application Date** 7/2/2024  
**Expiration Date** 7/2/2123  
**Board Member** [Kyle R Windler](#)  
**Status** Validated

| Board                             | Vacancies | Status               |
|-----------------------------------|-----------|----------------------|
| <a href="#">Yearsley Cemetery</a> | 2         | <span>Pending</span> |

## Basic Information

**Name**  
Kyle R Windler

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

**What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?**  
Well known for being on the board for 12 years

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

**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**  
4913 N. Cottonwood Rd  
Urbana, IL 61802

**Email**  
[windlerfarms@yahoo.com](mailto:windlerfarms@yahoo.com)

**Phone**  
2178416889

## Occupation

**Professional Licenses**  
2 year degree in AG Business

## Additional Information

### Notes

Generated 7/12/2024 @ 2:36 am

# Mr. Adam Sharp

Champaign County IL | Generated 7/12/2024 @ 2:19 am by OnBoardGOV - Powered by ClerkBase

## Status

**Name** Mr. Adam Sharp  
**Application Date** 6/25/2024  
**Expiration Date** 6/25/2123  
**Board Member** [Adam Sharp](#)  
**Status** Validated

| Board   | Vacancies | Status               |
|---|-----------|----------------------|
| <a href="#">Beaver Lake Drainage District</a> | 0         | <span>Pending</span> |

## Basic Information

**Name**  
Mr. Adam Sharp

**What experience and background do you have which you believe qualifies you for this appointment?**  
I have been farming full time for 15 years. In that time I have repaired drainage tile, worked with different drainage contractors to repair and install tile, and worked with large groups of neighbors to create collaborative private drainage projects.

**What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?**  
The purpose of the drainage district is to maintain and improve the ditches, field drainage and land. The staff for the district is the three commissioners. For 2023 there is a \$180 fee per parcel and the ability to raise more funds through taxes for necessary projects.

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

**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

## Additional Information

### Notes

Generated 7/12/2024 @ 2:19 am

## Contact Information

**Address**  
1111 Devonshire Drive  
Champaign, IL 61821

**Email**  
[sharp.adam.d@gmail.com](mailto:sharp.adam.d@gmail.com)

**Phone**  
(217)649-1696

## Occupation

# Tim Huls

Champaign County IL | Generated 7/12/2024 @ 2:30 am by OnBoardGOV - Powered by ClerkBase

## Status

**Name** Tim Huls  
**Application Date** 7/2/2024  
**Expiration Date** 7/2/2123  
**Board Member** [Tim Huls](#)  
**Status** Validated

| Board   | Vacancies | Status               |
|---|-----------|----------------------|
| <a href="#">Drainage District #10 Town of Ogden</a> | 0         | <span>Pending</span> |

## Basic Information

**Name**  
Tim Huls

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

**What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?**  
None

**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

## Contact Information

**Address**  
707 Devon Dr  
Saint Joseph, IL 61873

**Email**  
[timhuls60@gmail.com](mailto:timhuls60@gmail.com)

**Phone**  
2172028487

## Occupation

## Additional Information

### Notes

Generated 7/12/2024 @ 2:30 am

# Paul Berbaum

Champaign County IL | Generated 7/12/2024 @ 2:40 am by OnBoardGOV - Powered by ClerkBase

## Status

**Name** Paul Berbaum  
**Application Date** 7/6/2024  
**Expiration Date** 7/6/2123  
**Board Member** [Paul D. Berbaum](#)  
**Status** Validated

| Board  | Vacancies | Status               |
|--|-----------|----------------------|
| <a href="#">Drainage District #2 Town of Scott</a> | 0         | <span>Pending</span> |

## Basic Information

**Name**  
Paul Berbaum

**What experience and background do you have which you believe qualifies you for this appointment?**  
Land owner and home owner within the drainage district. Farm operator since 1988. Received an associates degree from Parkland College.

**What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?**  
The district's 3-member drainage board oversees the maintenance and repair of the district owned drainage tile. Tax levies are the district's sole source of income. I have served as a drainage district commissioner on Drainage District #2 of Scott since September 2000.

**Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.**  
Trustee and treasurer of Scott Fire Protection District since its formation in 1992. I served on the Champaign County Farm Bureau Board of Directors for 12 years and served as treasurer for 4 years. In addition, I am a drainage district commissioner for Drainage District #1 of the Town of Scott.

**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

## Additional Information

### Notes

Generated 7/12/2024 @ 2:40 am

## Contact Information

**Address**  
476 County Road 1700 N  
Champaign, IL 61822

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

**Phone**  
2177145665

**Cell Phone**  
2177145665

## Occupation

# MR. GERALD RAY REIFSTECK

Champaign County IL | Generated 7/12/2024 @ 2:28 am by OnBoardGOV - Powered by ClerkBase

## Status

**Name** MR. GERALD RAY REIFSTECK  
**Application Date** 6/30/2024  
**Expiration Date** 6/30/2123  
**Board Member** [Gerald R Reifsteck](#)  
**Status** Validated

| Board   | Vacancies | Status               |
|---|-----------|----------------------|
| <a href="#">Fountain Head Drainage District</a> | 0         | <span>Pending</span> |

## Basic Information

**Name**  
MR. GERALD RAY REIFSTECK

**What experience and background do you have which you believe qualifies you for this appointment?**  
A longtime resident and farmer within the district.

**What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?**  
As a resident and farmer within the district, I am familiar with the Drainage District, its systems, upkeep, and operation.

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

**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**  
580 COUNTY ROAD 1400 N  
CHAMPAIGN, IL 61822

**Email**  
[GERALDREIFSTECK@YAHOO.COM](mailto:GERALDREIFSTECK@YAHOO.COM)

**Phone**  
217-377-6749

**Cell Phone**  
217-377-6749

## Occupation

## Additional Information

### Notes

Generated 7/12/2024 @ 2:28 am

# Kevin Emkes

Champaign County IL | Generated 7/12/2024 @ 2:52 am by OnBoardGOV - Powered by ClerkBase

## Status

**Name** Kevin Emkes  
**Application Date** 6/11/2023  
**Expiration Date** 6/11/2122  
**Board Member** [Kevin Emkes](#)  
**Status** Validated

| Board   | Vacancies | Status               |
|---|-----------|----------------------|
| <a href="#">Kerr &amp; Compromise Drainage District</a> | 0         | <span>Pending</span> |

## Basic Information

**Name**  
Kevin Emkes

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

I own 28 acres right in the middle of this district's problem area. My family owns 3/4 of a mile of farm ground that we took from the prairie which contains the district's tile. A member of our family has served as a commissioner in this district until my grandfather retired in approximately 1983. I have installed and repaired tile in this district since I was a teenager. I attend the annual meeting and training provided by the Illinois Association of Drainage Districts. I have completed the Open Meeting Act training.

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

The current commissions have permitted an illegal connection to the district's main drainage tile by the Village of Gifford. This connection adds an additional 140% of the tile's capacity to the district tile thus overloading and damaging the infrastructure of the district. There is not an Intergovernmental Agreement between the drainage district and the Village of Gifford. The annual assessment for the district is less than \$3.00 per acre and inadequate to fund the basic responsibilities of the district.

### 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

## Additional Information

### Notes

Generated 7/12/2024 @ 2:52 am

## Contact Information

**Address**  
111 East Center  
Gifford, IL 61847

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

**Phone**  
2172027390

**Cell Phone**  
2172027390

## Occupation

**Professional Licenses**  
Own a small trucking business  
Farmer

# Mark L Birkey

Champaign County IL | Generated 7/12/2024 @ 2:43 am by OnBoardGOV - Powered by ClerkBase

## Status

**Name** Mark L Birkey  
**Application Date** 7/10/2024  
**Expiration Date** 7/10/2123  
**Board Member** [Mark L Birkey](#)  
**Status** Validated

| Board  | Vacancies | Status               |
|--|-----------|----------------------|
| <a href="#">Nelson-Moore-Fairfield Drainage District</a> | 1         | <span>Pending</span> |

## Basic Information

**Name**  
Mark L Birkey

**What experience and background do you have which you believe qualifies you for this appointment?**  
Have already served several terms on the board.

**What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?**  
Knowledge from time already served.

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

**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**  
722 County Road 3450N  
FOOSLAND, IL 61845

**Email**  
[markbirkey20@gmail.com](mailto:markbirkey20@gmail.com)

**Phone**  
2177781084

**Cell Phone**  
2177781084

## Occupation

## Additional Information

**Notes**  
I am a tenant who farms for someone who owns land in the watershed though I don't personally own any.

Generated 7/12/2024 @ 2:43 am

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner



NAME: GERALD E HENRY

ADDRESS: 477 Co Rd 300N SADORS IL 61872  
Street City State Zip Code

EMAIL: g.j.henry@outlook.com PHONE: 217 598 2586  
 Check Box to Have Email Address Redacted on Public Documents

NAME OF DRAINAGE DISTRICT: OKAW DRAINAGE DISTRICT

BEGINNING DATE OF TERM: SEPT 1 2020 ENDING DATE: AUG 31 2024

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

1. Are you a resident of the State of Illinois?  Yes  No

2. Do you own land within the drainage district?  Yes  No

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

I have served on the district as a commissioner for the past 20 years

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

I participate in all operations, attend annual meeting & help prepare tax levels

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

Sadors Township Trustee

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

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

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

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

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

Ronald E Henry  
Signature

Date: June 4, 2021

# Keith G Harms

Champaign County IL | Generated 7/12/2024 @ 2:16 am by OnBoardGOV - Powered by ClerkBase

## Status

**Name** Keith G Harms  
**Application Date** 6/25/2024  
**Expiration Date** 6/25/2123  
**Board Member** **Keith G Harms**  
**Status** Validated

| Board (Rank)                        | Vacancies | Status               |
|-------------------------------------|-----------|----------------------|
| Prairie Creek Drainage District (0) | 0         | <span>Pending</span> |
| West Branch Drainage District (1)   | 1         | <span>Pending</span> |

## Basic Information

**Name**  
Keith G Harms

**What experience and background do you have which you believe qualifies you for this appointment?**  
Previous drainage commissioner, farmer, and landowner.

**What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?**  
I have delt with dredging, tree control erosion issues, and tax transfers.

**Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.**  
Harwood township clerk. Prairie Creek Drainage commissioner. Multi Township Tax board member.r.

**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**  
3172 County Rd 2200 E  
Gifford, IL 61847

**Email**  
[keithgene1957@aol.com](mailto:keithgene1957@aol.com)

**Phone**  
2172026252

## Occupation

## Additional Information

### Notes

Generated 7/12/2024 @ 2:16 am

# Mr. Reggie L Peters

Champaign County IL | Generated 7/12/2024 @ 2:37 am by OnBoardGOV - Powered by ClerkBase

## Status

**Name** Mr. Reggie L Peters  
**Application Date** 7/3/2024  
**Expiration Date** 7/3/2123  
**Board Member** [Reggie L Peters](#)  
**Status** Validated

| Board                                       | Vacancies | Status               |
|---|-----------|----------------------|
| <a href="#">Salt Fork Drainage District</a> | 1         | <span>Pending</span> |

## Basic Information

**Name**  
Mr. Reggie L Peters

**What experience and background do you have which you believe qualifies you for this appointment?**  
I have farmed in this district for over 50 years. I have been on the drainage commission for about 25 years.

**What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?**  
I have full knowledge of the districts operations, property holdings, staff, tax and fees.

**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

## Additional Information

### Notes

Generated 7/12/2024 @ 2:37 am

## Contact Information

**Address**  
1725 cr 3375N  
Ludlow, IL 60949

**Email**  
[petersreggie1@gmail.com](mailto:petersreggie1@gmail.com)

**Phone**  
2178412327

**Cell Phone**  
2178412327

## Occupation

**Professional Licenses**  
Farmer

# Bruce Anthony Killian, Mr

Champaign County IL | Generated 7/12/2024 @ 2:26 am by OnBoardGOV - Powered by ClerkBase

## Status

**Name** Bruce Anthony Killian, Mr  
**Application Date** 6/28/2024  
**Expiration Date** 6/28/2123  
**Board Member** **Bruce A Killian**  
**Status** Validated

| Board (Rank)   | Vacancies | Status               |
|--|-----------|----------------------|
| <a href="#">Sangamon &amp; Drummer Drainage District (0)</a> | 1         | <span>Pending</span> |
| <a href="#">Sangamon Valley Fire Protection District (1)</a> | 0         | <span>Pending</span> |

## Basic Information

**Name**  
Bruce Anthony Killian, Mr

**What experience and background do you have which you believe qualifies you for this appointment?**  
This would be my second term serving the drainage district

**What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?**  
This would be my second term serving the drainage district

**Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.**  
Currently serving as a drainage district trustee as well as a Drummer 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.**  
yes

**What is your gender?**  
Male

**What is your ethnicity?**  
White

## Additional Information

### Notes

Generated 7/12/2024 @ 2:26 am

## Contact Information

**Address**  
354 E 700 N Rd  
Gibson City, IL 60936

**Email**  
[bruce.killian1010@gmail.com](mailto:bruce.killian1010@gmail.com)

**Phone**  
309-261-0168

## Occupation

**Professional Licenses**  
Self employed farmer

# Mark Stephen Douglas

Champaign County IL | Generated 8/9/2024 @ 2:27 pm by OnBoardGOV - Powered by ClerkBase

## Status

**Name** Mark Stephen Douglas  
**Application Date** 7/16/2024  
**Expiration Date** 7/16/2123  
**Board Member** [Mark S. Douglas](#)  
**Status** Validated

| Board  | Vacancies | Status               |
|--|-----------|----------------------|
| <a href="#">Silver Creek Drainage District</a> | 0         | <span>Pending</span> |

## Basic Information

**Name**  
Mark Stephen Douglas

**What experience and background do you have which you believe qualifies you for this appointment?**  
I have served on this in the past term.

**What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?**  
Have learned about these over the past few years while serving.

**Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.**  
Urbana Township Trustee, Union Drainage District #1

**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**  
4612 S. Philo Rd  
URBANA, IL 61802

**Email**  
[mark.douglas7@yahoo.com](mailto:mark.douglas7@yahoo.com)

**Phone**  
2178410785

## Occupation

## Additional Information

### Notes

Generated 8/9/2024 @ 2:27 pm

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

RECEIVED  
4/7/21

NAME: William Shumate

ADDRESS: 1824 CR 1950 N. Urbana Ill 61802  
Street City State Zip Code

EMAIL: shumatefarmer@msn.com PHONE: 217 377 7233

Check Box to Have Email Address Redacted on Public Documents

NAME OF DRAINAGE DISTRICT: Somer #1

BEGINNING DATE OF TERM: Sept 1, 2021 ENDING DATE: Aug 31, 2024

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

1. Are you a resident of the State of Illinois?  Yes  No

2. Do you own land within the drainage district?  Yes  No

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

My family has owned this land and farmed it since 1936. I have farmed it since 1980. We have done a lot of our own tiling. I have lived here since 1936.

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

I have been a commissioner for 9 yrs. I also know the lay of the land of the area in our district.

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

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

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

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

Signature \_\_\_\_\_

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

# Commissioner Greg P Smith

Champaign County IL | Generated 7/12/2024 @ 2:21 am by OnBoardGOV - Powered by ClerkBase

## Status

**Name** Commissioner Greg P Smith  
**Application Date** 6/26/2024  
**Expiration Date** 6/26/2123  
**Board Member** [Greg P Smith](#)  
**Status** Validated

| Board   | Vacancies | Status               |
|---|-----------|----------------------|
| <a href="#">St. Joseph #4 Drainage District</a> | 0         | <span>Pending</span> |

## Basic Information

**Name**  
Commissioner Greg P Smith

**What experience and background do you have which you believe qualifies you for this appointment?**  
I have been a farmer for 40 years and on the district for some time.

**What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?**  
I have been on the commission and am deeply familiar with the responsibilities

**Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.**  
Saline Drainage district. St. Joseph 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.**  
Yes

**What is your gender?**  
Male

**What is your ethnicity?**  
White

## Additional Information

### Notes

Generated 7/12/2024 @ 2:21 am

## Contact Information

**Address**  
2084 Homer Lake Rd N  
Saint Joseph, IL 61873

**Email**  
[gssmith1993@gmail.com](mailto:gssmith1993@gmail.com)

**Phone**  
2178414981

**Cell Phone**  
2178414981

## Occupation

**Professional Licenses**  
Battalion Chief Urbana Fire

# Barry G Fisher

Champaign County IL | Generated 7/12/2024 @ 2:41 am by OnBoardGOV - Powered by ClerkBase

## Status

**Name** Barry G Fisher  
**Application Date** 7/9/2024  
**Expiration Date** 7/9/2123  
**Board Member** [Barry G Fisher](#)  
**Status** Validated

| Board   | Vacancies | Status               |
|---|-----------|----------------------|
| <a href="#">St. Joseph #6 Drainage District</a> | 1         | <span>Pending</span> |

## Basic Information

**Name**  
Barry G Fisher

**What experience and background do you have which you believe qualifies you for this appointment?**  
I have already served several terms on this board. Farmer and farm owner.

**What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?**  
I have fully participated in policies and procedures of this district during my terms on the Board.

**Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.**  
St. Joseph #6 Drainage 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 gender?**  
Male

**What is your ethnicity?**  
White

## Contact Information

**Address**  
1540 Co. Rd. 2200 E.  
SAINT JOSEPH, IL 61873

**Email**  
[prairierose150@gmail.com](mailto:prairierose150@gmail.com)

**Phone**  
2178403127

## Occupation

**Professional Licenses**  
Retired

## Additional Information

### Notes

Generated 7/12/2024 @ 2:41 am

# Commissioner David Lee Wolken, Mr

Champaign County IL | Generated 7/12/2024 @ 2:22 am by OnBoardGOV - Powered by ClerkBase

## Status

**Name** Commissioner David Lee Wolken, Mr  
**Application Date** 6/26/2024  
**Expiration Date** 6/26/2123  
**Board Member** [David L Wolken](#)  
**Status** Validated

| Board   | Vacancies | Status               |
|---|-----------|----------------------|
| <a href="#">Triple Fork Drainage District</a> | 1         | <span>Pending</span> |

## Basic Information

**Name**  
Commissioner David Lee Wolken, Mr

**What experience and background do you have which you believe qualifies you for this appointment?**  
I have been a commissioner for Triple Fork for over 12 years.

**What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?**  
I own and farm land in the district and have been commissioner for many years.

**Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.**  
Triple Fork Drainage 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 gender?**  
Male

**What is your ethnicity?**  
White

## Contact Information

**Address**  
2693 CR 1600E  
Rantoul, IL 61866

**Email**  
[davidwolken54@gmail.com](mailto:davidwolken54@gmail.com)

**Phone**  
2172022804

**Cell Phone**  
2172022804

## Occupation

## Additional Information

### Notes

Generated 7/12/2024 @ 2:22 am

# Colten Allen

Champaign County IL | Generated 7/12/2024 @ 2:13 am by OnBoardGOV - Powered by ClerkBase

## Status

**Name** Colten Allen  
**Application Date** 6/25/2024  
**Expiration Date** 6/25/2123  
**Board Member** [Colten Allen](#)  
**Status** Validated

| Board  | Vacancies | Status               |
|--|-----------|----------------------|
| <a href="#">Union Drainage District #3 of South Homer &amp; Sidney</a> | 1         | <span>Pending</span> |

## Basic Information

**Name**  
Colten Allen

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

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

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

**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**  
1376 CR 2540 E  
Ogden, IL 61859

**Email**  
[coltenallen556@gmail.com](mailto:coltenallen556@gmail.com)

**Phone**  
2177224683

## Occupation

**Professional Licenses**  
CDL

## Additional Information

### Notes

Generated 7/12/2024 @ 2:13 am

# CHAIRMAN DONALD MAXWELL

Champaign County IL | Generated 7/12/2024 @ 2:24 am by OnBoardGOV - Powered by ClerkBase

## Status

**Name** CHAIRMAN DONALD MAXWELL  
**Application Date** 6/27/2024  
**Expiration Date** 6/27/2123  
**Board Member** [Donald L. Maxwell](#)  
**Status** Validated

| Board   | Vacancies | Status               |
|---|-----------|----------------------|
| <a href="#">Upper Embarrass River Basin Drainage District</a> | 1         | <span>Pending</span> |

## Basic Information

**Name**  
CHAIRMAN DONALD MAXWELL

**What experience and background do you have which you believe qualifies you for this appointment?**  
30 years on board

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

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

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

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

**What is your gender?**  
Male

**What is your ethnicity?**  
White

## Contact Information

**Address**  
4 LAKE PARK RD.  
Champaign, IL 61822

**Email**  
[don\\_maxwell\\_116@comcast.net](mailto:don_maxwell_116@comcast.net)

**Phone**  
0000000000000000

**Cell Phone**  
2173694893

## Occupation

**Professional Licenses**  
retired

## Additional Information

### Notes

Generated 7/12/2024 @ 2:24 am

# Keith G Harms

Champaign County IL | Generated 7/12/2024 @ 2:16 am by OnBoardGOV - Powered by ClerkBase

## Status

**Name** Keith G Harms  
**Application Date** 6/25/2024  
**Expiration Date** 6/25/2123  
**Board Member** **Keith G Harms**  
**Status** Validated

| Board (Rank)                        | Vacancies | Status               |
|-------------------------------------|-----------|----------------------|
| Prairie Creek Drainage District (0) | 0         | <span>Pending</span> |
| West Branch Drainage District (1)   | 1         | <span>Pending</span> |

## Basic Information

**Name**  
Keith G Harms

**What experience and background do you have which you believe qualifies you for this appointment?**  
Previous drainage commissioner, farmer, and landowner.

**What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?**  
I have delt with dredging, tree control erosion issues, and tax transfers.

**Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.**  
Harwood township clerk. Prairie Creek Drainage commissioner. Multi Township Tax board member.r.

**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**  
3172 County Rd 2200 E  
Gifford, IL 61847

**Email**  
[keithgene1957@aol.com](mailto:keithgene1957@aol.com)

**Phone**  
2172026252

## Occupation

## Additional Information

### Notes

Generated 7/12/2024 @ 2:16 am



## **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:** August 9, 2024  
**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 August 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 September Committee of the Whole meeting.

#### **Developmental Disabilities Board – term ending 6/30/2027**

- Paul Blobaum

# Mr. Paul M. Blobum

Champaign County IL | Generated 8/9/2024 @ 2:31 pm by OnBoardGOV - Powered by ClerkBase

## Status

**Name** Mr. Paul M. Blobum  
**Application Date** 8/2/2024  
**Expiration Date** 8/2/2123  
**Board Member** [Paul M. Blobum](#)  
**Status** Validated

| Board  | Vacancies | Status               |
|--|-----------|----------------------|
| <a href="#">Developmental Disabilities Board (377 Board)</a> | 1         | <span>Pending</span> |

## Basic Information

**Name**  
Mr. Paul M. Blobum

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

I am the sibling a brother with developmental disabilities. We grew up in Gifford, I became his caregiver when our dad died in 2014 and Guardian in 2021 in order to transition him to a CILA against his wishes to remain in Gifford, where 6 generations of our family have lived. In 2023 I joined the moderation team of IPADD Unite, Illinois Parents of Adults with Developmental Disabilities Unite, an all-volunteer effort to provide information, referral, and support to its 7,200 members, and to advocate for Community Living. In October 2023 I graduated from the Illinois Partners in Policymaking program.

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

I am familiar. I have attended a meeting in person and online, and in my role as a Board member of Community Choices, I am familiar with the 377 board's grant cycle and its activities.

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

I have many years of leadership experience as a board member and Chair/President at various levels. I served on the Aids Ministry of Illinois board (Joliet) for 5 years, 2 years as President. I was active in the Nursing and Allied Health Section, Medical Library Association serving on its board for 6 years, 2 years as Chair-elect, 2 years as Chair and 2 years as Immediate past-chair. I served on the Faculty Senate of Governors State University, the University's academic senate, where I served on the Executive Committee in various roles, for 2 years I was President of the Faculty Senate, leading academic processions, speaking at convocations, and Chair of the Honorary Degree Committee; I also was ex-officio on the Foundation Board of GSU, and ex-officio to the Board of Trustees, GSU. I was on the board of the Illinois Association of Microboards and Cooperatives for 6 years, serving as President of the board for 3 years and Secretary/ Treasurer. I was also a member of the board of the Arc of Illinois from approx. 2016-2019. I have served on the board of Community Choices, Inc. since 2021.

### 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.

I am currently on the board of Community Choices, which obviously is a conflict of interest. I would like to step down from the Community Choices board if appointed to the 377 board, or otherwise I would obviously disclose this conflict and recuse myself from business having to do with Community Choices.

## Contact Information

**Address**  
1513 Forest Ridge Drive  
Mahomet, IL 61853

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

**Phone**  
708-305-3897

**Cell Phone**  
708-305-3897

## Occupation

**Professional Licenses**  
none

**Registrations/Certifications**  
none

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

I am retired and am available to attend meetings during the day.

**What is your gender?**

Male

**What is your ethnicity?**

White

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

Members of the 377 board are responsible for ensuring the tax payer's funds are appropriated based on compelling evidence-based proposals, with outcomes that promote independence, self sufficiency, and inclusion in the economic and social life of Champaign County. Board members need to have high ethical standards and have cultural competencies to effectively serve on this 377 board. I hope to use my expertise and experiences to help address social and economic disparities and create opportunities for full lives in the community.

## Additional Information

### Notes

Generated 8/9/2024 @ 2:31 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](http://www.champaigncountyclerk.il.gov)

**COUNTY CLERK**  
**MONTHLY REPORT**  
**JUNE**  
**2024**

Per 55 ILCS 5/3-2003.4

|                           |              |                  |
|---------------------------|--------------|------------------|
| Liquor Licenses & Permits |              | 2,985.00         |
| Civil Union Licenses      |              | 70.00            |
| Marriage License          |              | 6,860.00         |
| Interests                 |              | 6.73             |
| Fidlar Processing Fees    |              | 670.00           |
| Vital Clerk Fees          |              | 17,994.00        |
| Tax Clerk Fees            |              | 1,552.00         |
| Refunds of Overpayments   |              | -                |
|                           | <b>TOTAL</b> | <b>30,137.73</b> |
| Additional Clerk Fees     |              | 1,490.00         |



**AARON AMMONS**  
**CHAMPAIGN COUNTY CLERK & RECORDER**  
 Champaign County, Illinois

1776 East Washington Street  
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**COUNTY CLERK**  
**MONTHLY REPORT**  
**JULY**  
**2024**

Per 55 ILCS 5/3-2003.4

|                           |                  |
|---------------------------|------------------|
| Liquor Licenses & Permits | 515.00           |
| Civil Union Licenses      | 0.00             |
| Marriage License          | 7,420.00         |
| Interests                 | 3.71             |
| Fidlar Processing Fees    | 580.00           |
| Vital Clerk Fees          | 22,789.50        |
| Tax Clerk Fees            | 943.00           |
| Refunds of Overpayments   | 32.00            |
| <b>TOTAL</b>              | <b>32,283.21</b> |
| Additional Clerk Fees     | 1,926.00         |



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

Champaign County, Illinois

1776 East Washington Street

Urbana, IL 61802

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

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

## SEMI-ANNUAL REPORT

### June 2024

Per 55 ILCS 5/3-2003.4

|                           |            |
|---------------------------|------------|
| Liquor Licenses & Permits | 33,751.00  |
| Civil Union License       | 350.00     |
| Marriage License          | 31,990.00  |
| Interests                 | 81.90      |
| Fidlar Processing Fees    | 3,667.50   |
| Vital Clerk Fees          | 111,495.50 |
| Tax Clerk Fees            | 29,824.20  |
| Refunds of Overpayments   | 4,559.27   |

#### TOTAL

|                       |          |
|-----------------------|----------|
| Additional Clerk Fees | 9,234.00 |
|-----------------------|----------|

State of Illinois     )  
                                   ) SS  
 Champaign County )

I, Aaron Ammons, do solemnly swear that the foregoing account is in all respects true, according to the best of my knowledge and belief, and that I have neither received nor directly or indirectly agreed to receive, or be paid for my own or another's benefit, any other money, article or consideration than therein stated, nor am I entitled to any fee or emolument for the period therein mentioned, other than those therein specified.

Signed this 1st day  
of July, A.D. 2024




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**AARON AMMONS**  
Champaign County Clerk

were unanimously adopted out of committee. Any item on the Consent Agenda may be pulled off for discussion by a Board member prior to a vote on the Consent Agenda.

**H.** To the extent possible, seating of Board members shall be by district.

**XI. ORDER OF BUSINESS.**

**County Board, Committee of the Whole, and Standing Committee Meetings**

**A.** The presiding officer shall call the meeting to order at the time scheduled for the meeting or as soon thereafter, as it shall appear that a quorum is present.

**B.** Prior to the conduct of any other business, the presiding officer shall direct that the roll be called if a quorum is present and, if so, the meeting shall immediately proceed according to the designated order of business.

**C.** The Order of Business for each Regular meeting of the Board shall be as follows:

- Call to Order and Roll Call
- Prayer and Pledge of Allegiance
- Reading of Notice of Meeting(s)
- Approval of Agenda and Addendum
- Next Meeting Announcements
- Public Participation
- Approval of the Consent Agenda
- Proclamations
- Communications
- Approval of Minutes of Previous Meetings
- Reports of Standing Committees
- Areas of Responsibility Reports
- Old Business
- New Business
- Other Business
- Veto Announcements
- Adjournment/Recess

**D.** The order of business for meetings of Committee of the Whole shall include the following:

- Call to Order and Roll Call
- Approval of Agenda/Addenda
- Approval of Minutes of Previous Meeting(s)
- Public Participation

Communications

Areas of Responsibility Items:

New Business items

Other Business

Presiding officer's Reports

Designation of Items to be Placed on the Consent Agenda

Other Business

Adjournment

**E.** The order of business for meetings of standing committees, special committees and subcommittees shall include the following:

Call to Order and Roll Call

Approval of Agenda/Addendum

Approval of Minutes of Previous Meeting(s)

Public Participation

Communications

New Business

Other Business

Presiding officer's Report

Designation of Items to be Placed on the Consent Agenda (standing committee only)

Adjournment

**F.** All questions regarding the priority of business shall be decided by the presiding officer, subject to these rules and subject to appeal by the board.

**G.** The presiding officer shall decide all questions of order and procedure, subject to appeal to the Board.

**H.** Breaks or recesses shall be taken at the discretion and by declaration of the presiding officer.

**XII. RECOGNITION OF MEMBERS OF THE BOARD, COMMITTEES, AND OTHERS.**

**A.** Each member of the Board shall have the privilege of the floor upon seeking and obtaining recognition by the presiding officer. In meetings of the Committee of the Whole, the County Board Chair shall designate who shall preside over all sections of the Agenda except for the specified areas of Committee Chair responsibilities, where the relevant Chair shall preside.

# ROE9

**Gary Lewis**  
*Regional Superintendent*

## Champaign - Ford

**Jon Kelly**  
*Assistant Regional Superintendent*

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July 23, 2024

Dear Members of the Champaign and Ford County Boards,

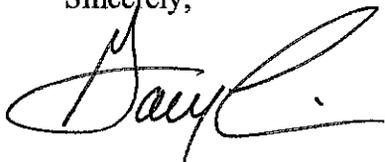
I am writing to formally announce my retirement from my position as Regional Superintendent of Schools for Champaign and Ford Counties, effective March 1, 2025.

Serving as the Regional Superintendent of Schools has been a profound honor and a significant part of my life. I am grateful for the opportunity to contribute to our community and collaborate with such dedicated colleagues.

I am proud of what my team has accomplished together and confident that they will continue to thrive. I will ensure a smooth transition and offer any assistance needed during this period. Jon Kelly has taken over as the Assistant Regional Superintendent as of July 1, 2024, and I will spend the rest of this time getting him up to speed to, with your blessing, assume the role of Regional Superintendent on March 2, 2025.

Thank you for your support and understanding. It has been a pleasure to serve the students, teachers, administrators, support staff, board members and community members of Champaign and Ford Counties. I am looking forward to the next chapter of my life while cherishing the memories and experiences I've gained here.

Sincerely,



Gary Lewis