



CHAMPAIGN COUNTY, ILLINOIS COMMITTEE MINUTES

PUBLIC AID APPEALS COMMITTEE

MINUTES – Approved as Distributed on September 11, 2026

DATE: Tuesday, February 6, 2024
TIME: 1:00 p.m.
PLACE: Jennifer Putman Meeting Room
Brookens Administrative Center
1776 E. Washington St., Urbana

Committee Members:

Present	Absent
Danielle Chynoweth	Andy Graham
Norman Davis	
Steve Summers (Chair)	

Others Present: Dawn Blair (City of Champaign Township Case Manager) and Megan Robison (Recording Secretary)

Agenda Items

I. Call to Order

Chair Summers called the meeting to order at 1:07 p.m.

II. Roll Call

A verbal roll call was taken, and a quorum was declared present.

III. Approval of Agenda/Addendum

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

IV. Approval of Minutes

A. December 12, 2023

MOTION by Ms. Chynoweth to approve the minutes of December 12, 2023; seconded by Mr. Davis. Upon vote, the **MOTION CARRIED** unanimously.

V. Public Participation

None

VI. Public Aid Appeal from City of Champaign Township Regarding Appellant #01.12

A. Oath, Testimony, & Receipt of Evidence from Appellant

Chair Summers swore in the appellant. The appellant provided additional evidence as requested at the previous meeting. He stated the evidence makes it clear that the Township did not clarify what additional information they required. Once they gave him a list, he was able to provide that information immediately.

Ms. Chynoweth confirmed that the appellant is currently receiving general assistance. She noted that a list of the additional information required was sent to his case manager at Rosecrance, since they did not have an address on file and she asked if he received that from Rosecrance. The appellant stated he has had many issues with Rosecrance, and he can't recall what or when he received anything from them. Ms. Chynoweth also confirmed that the appellant believed the Township would email him with their response.

B. Oath, Testimony, & Receipt of Evidence from Township

Chair Summers swore in Ms. Blair. Ms. Blaire provided a copy of the application that was received from the appellant. She mentioned the list of required information that is posted online with the application and the item that says additional documentation may be requested. She also stated there wasn't a phone number or mailing address for the Township to discuss the application with the appellant.

Mr. Davis asked how they were able to contact the appellant. Ms. Blair stated she took the denial letter to Rosecrance. Ms. Chynoweth asked if the Township sent the denial letter to the email that was provided in the application. Ms. Blair admitted that she did not realize there was an email in the application and explained that when they receive an incomplete application, they hold it until the applicant contacts them.

Mr. Davis clarified the timeline, and Ms. Blair detailed the heated phone call that she received from the applicant on February 10th.

The appellant requested a moment to rebuttal and explained that he submitted the application on January 3rd to the best of his ability and provided contact information. He also stated that the Township did not contact Rosecrance until after the phone conversation.

C. Closed Session Pursuant to 5 ILCS 120/2(c)(4) to Consider Evidence or Testimony Presented in Open Hearing to This Quasi – Adjudicative Body

MOTION by Mr. Davis to enter CLOSED session pursuant to 5 ILCS 120/2(c)(4) to consider evidence or testimony presented in open hearing to this quasi-adjudicative body and that the following parties remain present: recording secretary; seconded by Ms. Chynoweth. Upon roll call vote, the MOTION CARRIED unanimously.

The Public Aid Appeals Committee entered Closed Session at 1:29 p.m.

The Public Aid Appeals Committee resumed Open Session at 1:44 p.m.

D. Announcement of Decision

After consideration of the testimony and evidence presented by the township and the appellant, the Committee ruled in favor of the appellant, awarding them two months of back pay.

VII. Other Business

A. Approval of Closed Session Minutes

1. December 12, 2023

MOTION by Ms. Chynoweth to approve the closed session minutes of December 12, 2023; seconded by Mr. Davis. Upon vote, the **MOTION CARRIED** unanimously.

VIII. Adjournment

Chair Summers adjourned the meeting at 1:48 p.m.