

# COUNTY BOARD AGENDA

County of Champaign, Urbana, Illinois

Thursday, May 18, 2006 – 7:00 p.m.

Lyle Shields Meeting Room, Brookens Administrative Center  
1776 East Washington Street, Urbana

## Page Number

I CALL TO ORDER

II ROLL CALL

III PRAYER & PLEDGE OF ALLEGIANCE

IV READ NOTICE OF MEETING

V APPROVAL OF MINUTES – April 11, 2006; April 20, 2006 – Regular Session \*1-16  
Closed Session - January 26, 2006; March 28, 2006  
April 20, 2006 - 9:10 p.m., April 20, 2006 - 9:31 p.m.

VI APPROVAL OF AGENDA/ADDENDUM

VII DATE/TIME OF NEXT REGULAR MEETING – Thursday, June 22, 2006 – 7:00 p.m.

*Anticipated Action*

VIII RESOLUTION NO. 5398 APPROVAL OF THE APPOINTMENT TO FILL THE UNEXPIRED TERM OF PATTY BUSBOOM IN COUNTY BOARD DISTRICT 2 (to be distributed)

IX SWEARING IN OF NEW COUNTY BOARD MEMBER FROM COUNTY BOARD DISTRICT 2

X APPOINTMENT OF NEW COUNTY BOARD MEMBER, FROM COUNTY BOARD DISTRICT 2, TO ENVIRONMENT & LAND USE COMMITTEE AND JUSTICE COMMITTEE.

XI PUBLIC PARTICIPATION

XII ANNOUNCEMENTS/COMMUNICATIONS

XIII \*CONSENT AGENDA – goldenrod attachment

XIV COMMITTEE REPORTS:

A. JUSTICE & SOCIAL SERVICES COMMITTEE

Summary of action from May 1, 2006 meeting:

1. Adoption of Resolution No. 5348 approving a Memorandum of Understanding between the Champaign County Mental Health Board and the Champaign County Board regarding the sharing costs for the provisions of mental health and suicide prevention services in Champaign County correctional facilities.

\*17-19

\*20-21

P64-66

Justice cont.

*Anticipated Action from May 18, 2006 meeting*

1. *Adoption of Resolution No. 5393 approving the Head Start 2006 Program Improvement Grant Application.* \*22  
5/18/06 agenda  
Pgs.1-2
2. *Adoption of Resolution No. 5394 approving the acceptance of the Illinois Criminal Justice Information Authority Grant for the Juvenile Detention Training Scholarship Program.* \*23  
5/18/06 agenda  
Pgs.3-29
3. *Adoption of Resolution No. 5395 approving Renewal of agreement for health services at the Juvenile Detention Center (to be distributed)*

**B. COUNTY FACILITIES COMMITTEE**

Summary of action from May 2, 2006 meeting: \*24-27

1. Adoption of Resolution No.5359 approving the Design Development and Design Development Budget for the new Fleet Maintenance/Highway Facility. \*28
2. Adoption of Resolution No. 5360 approving the purchase of The Richard Greenburg portrait of President Abraham Lincoln. \*29

*Anticipated Action from May 18, 2006 meeting*

1. *Adoption of Resolution No. 5396 approving the restated Richmond Gift Agreement (to be distributed)*

**C. POLICY, PERSONNEL & APPOINTMENTS COMMITTEE**

Summary of action from May 3, 2006 meeting: \*30-32

1. Adoption of Resolution No. 5367 appointing Paul Clinebell to the Sangamon Public Water District, term ending May 31, 2011. \*33-34  
B11
2. Adoption of Resolution No.5368 appointing O.G. Parkhill to the Sangamon Public Water District, term ending May 31, 2011. \*35-36  
B12
3. Adoption of Resolution No. 5369 honoring retiring board member Patty Busboom. \*37  
B22

Policy cont.

- 4. Adoption of Resolution No. 5370 approving intervention by Champaign County in pending utility rate cases. \*38  
B34-37
- 5. Adoption of Resolution No. 5381 approving appointment of election Judges as submitted by the Democratic Party and the Republican Party. \*39-40  
5/3/06 addendum

**D. FINANCE COMMITTEE**

Summary of action from May 4, 2006 meeting: \*41-42

- 1. **\*\*Adoption of Resolution No. 5382 – Approving Additional Position and Budget Amendment** \*43-44

- A. Budget Amendment #06-00051 G7-9  
Fund: 080 – General Corporate  
Dept: 041 – State’s Attorney  
Increased Appropriations: \$10,474  
Increased Revenue: \$0  
Reason: To fund the salary of an Administrative Legal Secretary position in the State’s Attorney’s Office for the remainder of FY06. That position is currently funded by the Domestic Violence Grant.

- 2. Adoption of Resolution No. 5383 approving changes to the schedule of authorized positions for the Champaign County Nursing Home. \*45  
5/4/06 addendum
- 3. Adoption of Resolution No. 5384 – Purchases not following Purchasing Policy. \*46-47
- 4. Adoption of Resolution No. 5385 – Payment of Claims Authorization. \*48

**E. HIGHWAY & TRANSPORTATION COMMITTEE**

Summary of action from May 5, 2006 meeting: \*49-50

- 1. Adoption of Resolution No. 5388 awarding of contract for Bituminous Concrete Resurfacing of Lake of the Woods Road in Mahomet Township Section #06-15000-00-RS. \*51-52  
O13-14

Highway cont.

2. Adoption of Resolution No.5389 authorizing the County Board Chair to sign an Intergovernmental Agreement with the State of Illinois and the City of Champaign for Construction of an interchange on Curtis Road Section #06-00374-01-FP. \*53-63  
O15-25

**F. ENVIRONMENT & LAND USE COMMITTEE**

- Summary of action from May 8, 2006 meeting: \*64-65
1. Adoption of Resolution No. 5391 approving Subdivision Case 187-06 – Wolf Creek Subdivision. \*66  
Y26-28
  2. \*\*\*\*Adoption of Ordinance No. 781 amending Zoning Ordinance – Case 523-AT-05. \*67-69  
Y46-71

**XV OTHER BUSINESS**

1. CLOSED SESSION pursuant to 5 ILCS 120/2 (c)2 to consider Collective negotiating matters between Champaign County and its employees or their representatives and deliberations concerning salary schedules for one or more classes of employees.
2. Resolution No. 5397 approving the establishment of a PRN Nursing Program at the Champaign County Nursing Home (to be distributed)
3. CLOSED SESSION pursuant to 5 ILCS 120/2 (c) 2 to consider the Collective negotiating matters between Champaign County and its employees or their representatives.

**XVI NEW BUSINESS**

**XVII ADJOURN**

- \*Roll Call
- \*\*Roll call and 18 votes
- \*\*\*Roll call and 21 votes
- \*\*\*\*Roll call and 14 votes

Except as otherwise stated, approval requires the vote of a majority of those County Board members present.

*Access to the Lyle Shields Meeting Room for County Board and County Board Committee Meetings is from the north (rear) entrance to the Brookens Administrative Center facility which is located off of Lierman Avenue. (The Washington Street entrance is not open for evening meetings.) While Lierman Avenue is under construction, please use East Main Street to Art Bartell Drive, and follow Art Bartell Drive south to the Brookens Administrative Center facility. For additional information, contact Kay Rhodes in the County Administrator's Office at (217) 384-3776.*

RESUME OF MINUTES OF A STUDY SESSION OF THE COUNTY BOARD,  
CHAMPAIGN COUNTY, ILLINOIS  
April 11, 2006

The County Board of Champaign County, Illinois met at a Study Session, Tuesday, April 11, 2006 at 7:04 P.M. in Meeting Room 1, Brookens Administrative Center, 1776 East Washington Street, Urbana, Illinois, with Barbara Wysocki presiding and Sasha Green, as Secretary of the Meeting.

**CALL TO ORDER**

Chair Wysocki called the Meeting to order, and asked the Clerk to call the roll. Roll call showed the following Board Members Present: Moser, O'Connor, Putman, Sapp, Schroeder, Weibel, Anderson, Avery, Beckett, Bensyl, Betz, Cowart, Greenwalt, Gross, Hogue, James, Knott, Langenheim, McGinty, and Wysocki - 20; Absent: Tapley, Busboom, Carter, Doenitz, Fabri, Feinen, and Jay - 7. Thereupon, the Chair declared a quorum present. Board Members Tapley, Fabri, Feinen, Jay, and Doenitz arrived after roll call.

**APPROVAL OF AGENDA**

Board Member James offered the motion to approve the Agenda; seconded by Board Member McGinty. Discussion followed. There was a friendly amendment to include Public Participation next on the Agenda. Discussion followed. Approved as amended by voice vote.

**PUBLIC PARTICIPATION**

Linda Frank spoke regarding the proposal of closing the Child Care Center in the Champaign County Nursing Home.

**REPORT ON FY2006 NURSING HOME BUDGET**

Chair Wysocki announced Andrew Buffenbarger, Champaign County Nursing Home Director. Mr. Buffenbarger presented a report regarding the Champaign County Nursing Home. The presentation included information about the Nursing Home's budgeted and actual revenues/expenditures, budget history, projected revenue/expenditures for the new Nursing Home, and the projected revenue/expenditures of closing the Child Care Center and opening an outpatient rehabilitation center.

Board Member Beckett recommended to enter into executive session pursuant to 5 ILCS 120/2 (c) 2 to consider collective negotiating matters between Champaign County and its employees or their representatives, further moving that the following individuals remain present: County Administrator, County's Legal Counsel, Deputy County Administrator of HR, Nursing Home Administrator, and Recording Secretary; seconded

by Board Member McGinty.

Approved by roll call vote.

Yeas: Moser, O'Connor, Putman, Sapp, Tapley, Weibel, Anderson, Beckett, Betz, Cowart, Fabri, Greenwalt, Gross, Hogue, James, Jay, Langenheim, McGinty, and Wysocki - 19;

Nays: Avery - 1;

Absent: Schroeder, Bensyl, Doenitz, Feinen, and Knott - 5.

The Board entered into executive session at 8:10 P.M. The Board reentered into open session at 9:01 P.M. Chair Wysocki announced a 10 minute recess.

Board Member Beckett recommended to enter into executive session pursuant to 5 ILCS 120/2 (c) 1 to consider the employment, compensation, discipline, performance or dismissal of any employee, further moving that the following individuals remain present: County's Legal Counsel, County Administrators, Glenn Stanko (for the limited purpose of presenting a statement on behalf of his client), and Recording Secretary; seconded by Board Member McGinty.

Approved by roll call vote.

Yeas: Moser, O'Connor, Putman, Sapp, Schroeder, Tapley, Weibel, Anderson, Beckett, Bensyl, Betz, Cowart, Doenitz, Fabri, Feinen, Greenwalt, Gross, Hogue, James, Jay, Knott, Langenheim, McGinty, and Wysocki - 24;

Nays: None;

Absent: Avery - 1.

The Board entered into executive session at 9:09 P.M. The Board reentered into open session at 9:55 P.M. Board Member Beckett offered the motion to suspend the ten o'clock rule; seconded by Board Member Betz. Approved by voice vote. Chair Wysocki announced a 10 minute recess.

Board Member Beckett recommended to enter into executive session pursuant to 5 ILCS 120/2 (c) 1 to consider the employment, compensation, discipline, performance or dismissal of any employee, further moving that the following individuals remain present: County's Legal Counsel, County Administrators, and Recording Secretary; seconded by Board Member Langenheim.

Approved by roll call vote.

Yeas: Moser, O'Connor, Putman, Sapp, Tapley, Weibel, Anderson, Beckett, Bensyl, Betz, Doenitz, Fabri, Greenwalt, Gross, James, Jay, Knott, Langenheim, McGinty, and Wysocki - 20;

Nays: Schroeder, Avery, Cowart, Feinen, and Hogue - 5;

Absent: None.

Champaign County Study Session  
April 11, 2006

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The Board entered into executive session at 10:07 P.M. The Board reentered into open session at 10:47 P.M.

**ADJOURNMENT**

Board Member James offered the motion to adjourn the Meeting; seconded by Board Member Hogue. Chair Wysocki adjourned the Meeting at 10:48 P.M.

*Mark Sheldon*

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Mark Sheldon, Champaign County Clerk  
and ex-Officio Clerk of the Champaign County Board  
Champaign County, Illinois

RESUME OF MINUTES OF A REGULAR MEETING OF THE COUNTY BOARD,  
CHAMPAIGN COUNTY, ILLINOIS  
April 20, 2006

The County Board of Champaign County, Illinois met at a Regular Meeting, Thursday, April 20, 2006 at 7:02 P.M. in the Lyle Shields Meeting Room, Brookens Administrative Center, 1776 East Washington Street, Urbana, Illinois, with Barbara Wysocki presiding and Christine Lyke, Deputy County Clerk, as Secretary of the Meeting.

**ROLL CALL**

Roll call showed the following Board Members **Present:** O'Connor, Sapp, Schroeder, Tapley, Anderson, Avery, Beckett, Bensyl, Betz, Busboom, Carter, Doenitz, Feinen, Greenwalt, Gross, Hogue, James, Jay, Knott, McGinty, Moser, and Wysocki - 22; **Absent:** Putman, Weibel, Cowart, Fabri and Langenheim, - 5. Thereupon, the Chair declared a quorum present and the Board competent to conduct business. Board Members Putman and Fabri arrived after roll call.

**PRAYER & PLEDGE OF ALLEGIANCE**

A prayer was given by Board Member Busboom. The Pledge of Allegiance to the Flag was given.

**READ NOTICE OF MEETING**

The Clerk read the Notice of the Meeting, said Notice having been published in the Southern Champaign County and Fisher Reporter on April 5, 2006; The Leader on April 6, 2006; Mahomet Citizen and Rantoul Press on April 12, 2006; County Star and Savoy Star on April 13, 2006; and News Gazette on April 18, 2006. Board Member Betz offered a motion to approve the notice; seconded by Board Member James. Approved by voice vote.

**APPROVAL OF MINUTES**

Board Member Jay offered the motion to approve the Minutes of the March 28, 2006 Regular County Board Meeting; seconded by Board Member Carter. Approved by voice vote. Chair Wysocki announced they would return to the approval of the Minutes of the January 26, 2006, March 28, 2006, and April 11, 2006 Closed Sessions after they had been circulated.

**APPROVAL OF AGENDA/ADDENDUM**

Board Member Betz offered the motion to approve the Agenda/Addendum; seconded by Board Member James. Board Member Betz requested the adoption of Resolution No. 5321 appointing Vicki Stewart to the Champaign-Urbana Mass Transit District Board and Resolution No. 5322 appointing George Friedman, Jr. to the Champaign-Urbana Mass Transit District Board; be removed from the Agenda. Agenda approved as



amended by voice vote.

### **DATE/TIME OF NEXT REGULAR MEETING**

Chair Wysocki announced that the next County Board Meeting will be held on May 18, 2006 at 7:00 P.M.

### **PUBLIC PARTICIPATION**

Board Member James offered the motion to suspend the rules to allow Board Member Tapley to speak in public participation; seconded by Board Member Beckett. Approved by voice vote.

David Short spoke regarding the appointments to the Champaign-Urbana Mass Transit District Board. Karen Foster spoke regarding the Champaign County Nursing Home Child Care Center. Joan Dykstra spoke regarding the appointments to the Champaign-Urbana Mass Transit District Board. Ken Henry spoke regarding the Champaign County Nursing Home Child Care Center. Amy Foster spoke regarding the harassment charges that have been filed against the Supervisor of Assessments. Janet Anderson spoke regarding the use of contract nurses at the Champaign County Nursing Home. Martha Thompson spoke regarding the Champaign County Nursing Home Child Care Center. Scott Tapley spoke regarding the appointments to the Champaign-Urbana Mass Transit District Board.

Chair Wysocki, requested that the Board would act on Resolution No. 5345 approving the Proclamation Celebrating National Volunteer Week and Resolution No. 5346 designating the week of My 14<sup>th</sup> as National Police Week at this time.

Board Member Betz offered the motion to adopt **Resolution No. 5345** approving the Proclamation Celebrating National Volunteer Week; seconded by Board Member Moser. Approved by voice vote.

Chair Wysocki recognized Pamela Hulten, Director of Resource Development for United Way of Champaign County, in celebration of National Volunteer Week.

Chair Wysocki announced that a public ceremony in recognition of National Police Week will be held on May 15, 2006 in the square of the courthouse.

Board Member Hogue offered the motion to adopt **Resolution No. 5346** designating the week of May 14<sup>th</sup> as National Police Week; seconded by Board Member Fabri. Approved by voice vote.

Board Member Knott offered the motion to reconsider the removal from the agenda of the adoption of Resolution No. 5321 appointing Vicki Stewart to the Champaign-Urbana Mass Transit District Board and Resolution No. 5322 appointing George Friedman, Jr.

to the Champaign-Urbana Mass Transit District Board; seconded by Board Member Sapp. Discussion followed. A roll call vote was requested. Chair Wysocki asked the Clerk to call the roll.

Motion failed by roll call vote.

Yeas: O'Connor, Sapp, Schroeder, Bensyl, Busboom, Doenitz, James, Jay, Knott and Moser - 10;

Nays: Putman, Anderson, Avery, Beckett, Betz, Carter, Fabri, Feinen, Greenwalt, Gross, Hogue and Wysocki - 12

Board Members Tapley and McGinty abstained due to conflict of interest.

### **ANNOUNCEMENTS/COMMUNICATIONS**

Board Member Moser thanked Board Members and Staff who showed support during his daughter's surgery.

### **CONSIDERATION OF CONSENT AGENDA ITEMS BY OMNIBUS VOTE**

#### **JUSTICE & SOCIAL SERVICES**

Adoption of **Resolution No. 5295** authorizing an Intergovernmental Agreement between the County of Champaign and the Village of Sadorus for Animal Impoundment Services.

Adoption of **Resolution No. 5296** authorizing an Intergovernmental Agreement between the County of Champaign and the Village of Broadlands for Animal Control Services.

#### **COUNTY FACILITIES**

Adoption of **Resolution No. 5297** appropriating \$23,750.00 from the Champaign County Highway Facility Construction Fund for Invoice #127438 from BLDD Architects.

Adoption of **Resolution No. 5298** appropriating \$376.58 from the Champaign County Nursing Home Construction Fund for Pay Request #89980 from Farnsworth Group, Inc.

Adoption of **Resolution No. 5299** appropriating \$215.81 from the Champaign County Nursing Home Construction Fund for Pay Request #90363 from Farnsworth Group, Inc.

Adoption of **Resolution No. 5300** appropriating \$33,368.00 from the Champaign County Nursing Home Construction Fund for Pay Request #38 from PKD, Inc.

Adoption of **Resolution No. 5301** approving the Main Extension Agreement,

Amendment to the Main Extension Agreement and second Amendment to the Main Extension Agreement between Champaign County and Illinois-American Water Corporation.

POLICY, PERSONNEL & APPOINTMENTS

Adoption of **Resolution No. 5305** appointing Gary Walker to the Broadlands-Longview Fire Protection District, term ending April 30, 2009.

Adoption of **Resolution No. 5306** appointing Emil Kucera to the Eastern Prairie Fire Protection District, term ending April 30, 2009.

Adoption of **Resolution No. 5307** appointing Linda Barcus to the Edge-Scott Fire Protection District, term ending April 30, 2007.

Adoption of **Resolution No. 5308** appointing Maurice Gorman to the Ogden-Royal Fire Protection District, term ending April 30, 2009.

Adoption of **Resolution No. 5309** appointing Dennis Butler to the Fire Protection District, term ending April 30, 2009.

Adoption of **Resolution No. 5310** appointing James Henry to the Pesotum Fire Protection District, term ending April 30, 2009.

Adoption of **Resolution No. 5311** appointing John Godsell to the Philo Fire Protection District, term ending April 30, 2009.

Adoption of **Resolution No. 5312** appointing Gerald Henry to the Sadorus Fire Protection District, term ending April 30, 2009.

Adoption of **Resolution No. 5313** appointing Ron Kuhns to the Sangamon Valley Fire Protection District, term ending April 30, 2009.

Adoption of **Resolution No. 5314** appointing Bryan Shields to the Sangamon Valley Fire Protection District, term ending April 30, 2008.

Adoption of **Resolution No. 5315** appointing Richard Denhart to the St. Joseph-Stanton Fire Protection District, term ending April 30, 2009.

Adoption of **Resolution No. 5316** appointing Ramon Freese to the Thomasboro Fire Protection District, term ending April 30, 2009.

Adoption of **Resolution No. 5317** appointing Dennis Davis to the Tolono Fire Protection District, term ending April 30, 2009.

Adoption of **Resolution No. 5318** amending **Resolutions No. 4070** to amend the duties of committees.

Adoption of **Resolution No. 5320** approving a Memorandum of Understanding between the Champaign County Board and the Retired and Senior Volunteer Program.

#### **FINANCE**

Adoption of **Resolution No. 5323** – Budget Amendments:

Budget Amendment #06-00043  
Fund: 679 – Child Advocacy Center  
Dept: 179 – Child Advocacy Center  
Increased Appropriations: \$4,020.00  
Increased Revenue: \$4,020.00

Reason: The Children's Advocacy Center was awarded an Equipment Grant from the National Children's Alliance. The proceeds of the Grant were used to purchase a laptop computer, related software and LCD Projector.

Budget Amendment #06-00045  
Fund: 628 – Election Assistance/Accessibility  
Dept: 022 – County Clerk  
Increased Appropriations: \$219.00  
Increased Revenue: \$0

Reason: To cover expenses on above line items.

Adoption of **Resolution No. 5324** – Budget Transfer:

Budget Transfer #06-00004  
Fund: 081 – Nursing Home  
Dept: 430 – Nursing Service  
Total amount of Transfer: \$200,000.00

Reason: To cover estimated contract nursing through May 31, 2006.

#### **HIGHWAY & TRANSPORTATION**

Adoption of **Resolution No. 5328** appropriating an additional \$1,283.84 from County Motor Fuel Tax Funds for County Highway 11 (Thomasboro Road) Section #98-00338-01-RS.

Adoption of **Resolution No. 5329** appropriating an additional \$9,977.25 from County Motor Fuel Tax Funds for drainage improvements to County Highways 50 & 54 - Section #98-00391-00-SS.

Adoption of **Resolution No. 5330** awarding of contract for 2006 pavement striping of various County Highways - Section #06-00000-01-GM.

Adoption of **Resolution No. 5331** awarding of contract for bituminous material for 2006 maintenance of various road districts in Champaign County.

Adoption of **Resolution No. 5332** awarding of contract for the improvement of County Highway 9 - Section #06-00402-00-RS.

Adoption of **Resolution No. 5333** authorizing the County Board Chair to sign an Intergovernmental Agreement concerning the funding for the Rising/Staley Corridor Study - Section #06-00404-00-ES.

Adoption of **Resolution No. 5334** authorizing the County Board Chair to sign an Intergovernmental Agreement with the City of Urbana concerning the funding for Engineering Services for Windsor Road from High Cross Road (IL 130) to Philo Road - Section #06-00390-01-ES.

#### ENVIRONMENT & LAND USE

Adoption of **Resolution No. 5336** denying the petition to amend the Zoning Ordinance by reclassifying certain property - Case 514-AM-05.

Adoption of **Ordinance No. 778** – Ordinance amending the Zoning Ordinance reclassifying certain property. Case 524-AM-05.

Adoption of **Resolution No. 5337** – appointing a Recycling Coordinator for Champaign County.

Board Member Beckett offered the motion to approve the Consent Agenda; seconded by Board Member Moser. Chair Wysocki asked the Clerk to call the roll.

Consent Agenda approved by roll call vote.

Yeas: O'Connor, Putman, Sapp, Schroeder, Tapley, Anderson, Avery, Beckett, Bensyl, Betz, Busboom, Carter, Doenitz, Fabri, Feinen, Greenwalt, Gross, Hogue, James, Jay, Knott, McGinty, Moser, and Wysocki - 24;

Nays: None.

#### COMMITTEE REPORTS

##### JUSTICE & SOCIAL SERVICES

Board Member Anderson, Chair, announced there were no items requiring Board action. Board Member Anderson announced that in August the Board had approved acceptance of a free communication trailer and truck supplied by the Illinois Terrorism Taskforce to be used in our EMA Region 7 if there were a disaster response. Because of the terms, Bill Keller, ESDA Director, felt the

County was unable to accept it.

#### COUNTY FACILITIES

Board Member Beckett, Chair, recommended the adoption of **Resolution No. 5302** approving the Schematic Design and Schematic Design Budget for the new Fleet Maintenance/Highway Facility; seconded by Board Member Betz. Discussion followed. Adopted by voice vote. Board Member Tapley requested that his vote be recorded as nay.

Board Member Beckett recommended the adoption of **Resolution No. 5303** appropriating \$5,320.00 from the Champaign County General Corporate/General County Budget for Invoice #4 from Isakesen Glerum Wachter Architecture; seconded by Board Member Sapp. Adopted by voice vote.

Board Member Beckett recommended the adoption of **Resolution No. 5304** appropriating \$92,702.12 from the Champaign County Nursing Home Construction Fund for payment of mold remediation contractor invoices; seconded by Board Member Sapp. Discussion followed. Adopted by voice vote. Board Member Avery requested that her vote be recorded as nay.

Board Member Beckett recommended the adoption of **Resolution No. 5340** appointment of a citizen member to the Clock & Bell Tower Committee; seconded by Board Member James. Adopted by voice vote.

Board Member Beckett recommended the adoption of **Resolution No. 5341** awarding contract for asphalt paving of new facility parking lots; seconded by Board Member Jay. Discussion followed. Adopted by voice vote.

Board Member Beckett recommended the adoption of **Resolution No. 5342** appropriating \$56,908.75 from the Champaign County Nursing Home Construction Fund for payment of mold remediation contractor invoices; seconded by Board Member James. Discussion followed. Adopted by voice vote. Board Member Avery requested that her vote be recorded as nay.

Board Member Beckett recommended the adoption of **Resolution No. 5347** approving contract with White & Borgognoni Architects, P.C. to provide architectural services requested by the Citizens Committee for the Clock and Bell Tower Restoration Project to update the construction cost budget estimates; seconded by Board Member James. Discussion followed. Adopted by voice vote.

Board Member Beckett announced the open house/dedication of the new Champaign County Nursing Home will be May 6, 2006 at 12:00 P.M.

POLICY, PERSONNEL & APPOINTMENTS

Board Member Betz, Chair, announced there were no items requiring Board action.

FINANCE

Board Member McGinty, Chair, recommended the adoption of Resolution No. 5325 – Budget Amendments:

Budget Amendment #06-00044

Fund: 091 – Animal Control

Dept: 047 – Animal Control

Increased Appropriations: \$13,250.00

Increased Revenue: \$0

Reason: Underestimated cost of gas service when developing budget for 2005/2006.

Budget Amendment #06-00046

Fund: 080 – General Corporate

Dept: 075 – General County

Increased Appropriations: \$500,000.00

Increased Revenue: \$0

Reason: To appropriate funds to cover the fiscal year 2006 operational deficit for the Champaign County Nursing Home; seconded by Board Member Bensyl. Discussion followed.

Failed by roll call vote.

Yeas: O'Connor, Putman, Sapp, Schroeder, Tapley, Anderson, Beckett, Betz, Busboom, Carter, Fabri, Greenwalt, Gross, McGinty, Moser, and Wysocki - 16;

Nays: Avery, Bensyl, Doenitz, Feinen, Hogue, James, Jay, and Knott, - 8.

Board Member Avery offered a motion to reconsider the adoption of **Resolution No. 5325**; seconded by Board Member Hogue. Discussion followed.

Accepted by roll call vote.

Yeas: O'Connor, Putman, Sapp, Schroeder, Tapley, Anderson, Avery, Beckett, Bensyl, Betz, Busboom, Carter, Doenitz, Fabri, Feinen, Greenwalt, Gross, Hogue, James, Jay, Knott, McGinty, Moser, and Wysocki - 24;

Nays: None.

Board Member Betz offered a motion to divide the question; seconded by Board Member Avery. Discussion followed. Motion failed by show of hands. Discussion followed. Motion adopted by voice vote.

Board Member McGinty recommended the adoption of **Resolution No. 5326** – Purchases not Following Purchasing Policy; seconded by Board Member Hogue. Discussion followed. Adopted by voice vote.

Board Member McGinty recommended the adoption of **Resolution No. 5327** – Payment of Claims Authorization; seconded by Board Member Beckett. Adopted by voice vote.

Board Member McGinty recommended the adoption of **Resolution No. 5344** - to close the Champaign County Child Care Center; seconded by Board Member Tapley. Board Member Beckett offered a motion to defer until the next full board meeting; seconded by Board Member Feinen. Board Member Busboom called for the question; seconded by Board Member Knott. The call for the question was withdrawn. Discussion followed.

Motion to defer failed by role call vote.

Yeas: Putman, Anderson, Avery, Beckett, Carter, Fabri, Feinen, and Hogue, - 8;

Nays: O'Connor, Sapp, Schroeder, Tapley, Bensyl, Betz, Doenitz, Greenwalt, Gross, James, Jay, Knott, McGinty, Moser, and Wysocki - 15.

Absent: Busboom - 1.

Board Member Knott called for the question on the original motion.

Motion adopted by role call vote.

Yeas: Sapp, Schroeder, Tapley, Bensyl, Betz, Doenitz, Greenwalt, Gross, James, Jay, Knott, McGinty, Moser, and Wysocki, - 14;

Nays: O'Connor, Putman, Anderson, Avery, Beckett, Carter, Fabri, Feinen, and Hogue- 9.

Absent: Busboom - 1.

Board Member McGinty recommended the adoption of Resolution No. 5335 – Budget Amendments:

Budget Amendment #06-00047

Fund: 850 – Geographic Information System Joint Venture

Dept: 675 – Aerial Photography Project

Increased Appropriations: \$10,000.00

Increased Revenue: \$0

Reason: Professional services contract payments for FY06 were greater than originally anticipated. Sufficient revenue already received to cover the increased appropriations.

Budget Amendment #06-00048



Fund: 850 – Geographic Information System Joint Venture  
Dept: 673 – Topography Project  
Increased Appropriations: \$30,000.00  
Increased Revenue: \$0

Reason: Professional services contract payments for FY06 were greater than originally anticipated. Sufficient revenue already received to cover the increased appropriations.

Budget Amendment #06-00049  
Fund: 070 – Nursing Home Construction Fund  
Dept: 010 – County Board  
Increased Appropriations: \$3,243,912.00  
Increased Revenue: \$0

Reason: To to pay expenses due to Nursing Home Construction Project; seconded by Board Member Betz. Discussion followed.

Board Member Beckett offered a motion to divide the question; seconded by Board Member Betz. Discussion followed. Motion approved by voice vote.

Board Member McGinty recommended the adoption of **Resolution No. 5335** – Budget Amendments:

Budget Amendment #06-00047  
Fund: 850 – Geographic Information System Joint Venture  
Dept: 675 – Aerial Photography Project  
Increased Appropriations: \$10,000.00  
Increased Revenue: \$0

Reason: Professional services contract payments for FY06 were greater than originally anticipated. Sufficient revenue already received to cover the increased appropriations.

Budget Amendment #06-00048  
Fund: 850 – Geographic Information System Joint Venture  
Dept: 673 – Topography Project  
Increased Appropriations: \$30,000.00  
Increased Revenue: \$0

Reason: Professional services contract payments for FY06 were greater than originally anticipated. Sufficient revenue already received to cover the increased appropriations; seconded by Board Member Moser. Discussion followed.

Adopted by roll call vote.

Yeas: O'Connor, Putman, Schroeder, Tapley, Anderson, Avery, Beckett, Bensyl, Betz, Doenitz, Fabri, Greenwalt, Gross, Hogue, James, Jay, Knott, McGinty, Moser, and Wysocki - 20;

Nays: Carter - 1.

Absent: Sapp, Busboom, and Feinen - 3.

Board Member McGinty recommended the adoption of **Resolution No. 5348** – Budget Amendment:  
Budget Amendment #06-00049  
Fund: 070 – Nursing Home Construction Fund  
Dept: 010 – County Board  
Increased Appropriations: \$3,243,912.00  
Increased Revenue: \$0  
Reason: To to pay expenses due to Nursing Home Construction Project; seconded by Board Member Betz. Discussion followed.

Adopted by roll call vote.

Yeas: Putman, Sapp, Schroeder, Tapley, Anderson, Beckett, Bensyl, Betz, Carter, Doenitz, Fabri, Greenwalt, Gross, James, Jay, Knott, McGinty, Moser, and Wysocki - 19;  
Nays: O'Connor, Avery and Hogue - 3.  
Absent: Busboom and Feinen - 2.

#### **HIGHWAY & TRANSPORTATION**

Board Member Jay, Vice-Chair, announced there were no items requiring Board action.

#### **ENVIRONMENT & LAND USE**

Board Member Greenwalt, Vice-Chair, recommended for adoption **Resolution No. 5338** endorsing the U.S. Route 45 Corridor Study; seconded by Board Member Hogue. Discussion followed. Adopted by voice vote.

#### **LABOR SUBCOMMITTEE**

Board Member Betz, Chair, recommended for adoption **Resolution No. 5339** appointing the County Negotiating Team for the AFSCME Nursing Home Negotiations; seconded by Board Member Beckett. Discussion followed. Adopted by voice vote.

Board Member Beckett offered the motion to suspend the rules to allow the meeting to continue past 10:00 P.M.; seconded by Board Member McGinty. Motion passed by voice vote.

#### **OTHER BUSINESS**

Board Member Beckett offered the motion to approve the Minutes of the April 11, 2006 9:09 P.M. and 9:14 P.M. Closed Sessions; seconded by Board Member Hogue. Approved by voice vote.

Board Member Beckett recommended to enter into executive session pursuant to 5 ILCS 120/2 (c) (11) to consider litigation which is imminent against Champaign County, further moving that the following individuals remain present: County's Legal Counsel, County Administrators, Nursing Home Administrator, Mike Downey and Recording Secretary; seconded by Board Member McGinty.

Approved by roll call vote.

Yeas: O'Connor, Putman, Sapp, Schroeder, Tapley, Anderson, Avery, Beckett, Bensyl, Betz, Carter, Doenitz, Fabri, Greenwalt, Gross, Hogue, James, Jay, Knott, McGinty, Moser, and Wysocki - 22;

Nays: None.

Absent: Busboom and Feinen - 2.

The Board entered into executive session at 9:10 P.M. The Board reentered into open session at 9:15 P.M. Chair Wysocki announced a ten minute recess.

Board Member Beckett recommended to enter into executive session pursuant to 5 ILCS 120/2 (c) 1 to consider the employment, compensation, discipline, performance or dismissal of any employee, further moving that the following individuals remain present: County's Legal Counsel, County Administrators, Deputy County Administrator of HR, and Recording Secretary; seconded by Board Member McGinty.

Approved by roll call vote.

Yeas: Putman, Sapp, Schroeder, Tapley, Anderson, Beckett, Bensyl, Betz, Doenitz, Fabri, Greenwalt, Gross, James, Jay, Knott, McGinty, Moser, and Wysocki - 18;

Nays: O'Connor, Avery, Carter, Feinen and Hogue - 5.

Absent: Busboom - 1.

The Board entered into executive session at 9:31 P.M. The Board reentered into open session at 10:09 P.M.

Board Member McGinty recommended the adoption of **Resolution No. 5343** regarding allegations against Champaign County Supervisor of Assessments; seconded by Board Member Hogue. Discussion followed.

Adopted by roll call vote.

Yeas: Putman, Sapp, Schroeder, Tapley, Anderson, Avery, Beckett, Bensyl, Betz, Carter, Doenitz, Fabri, Feinen, Greenwalt, Hogue, James, Knott, McGinty, Moser, and Wysocki - 20;

Nays: O'Connor, Gross and Jay - 3.

Absent: Busboom - 1.

### **NEW BUSINESS**

Board Member Knott read a letter of resignation on behalf of Board Member Busboom.

**ADJOURN**

Board Member James offered the motion to adjourn the Meeting; seconded by Board Member Beckett. Chair Wysocki adjourned the Meeting at 10:20 P.M.

*Mark Sheldon*

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Mark Sheldon, Champaign County Clerk  
and ex-Officio Clerk of the Champaign County Board  
Champaign County, Illinois

**JUSTICE & SOCIAL SERVICES COMMITTEE**  
**Summary of Action taken at 5/1/06 Meeting**

<u>ITEM</u>	<u>ACTION TAKEN</u>
1. <u>Call to Order</u>	Meeting called to order at 7:02 p.m.
2. <u>Roll Call</u>	Anderson, Carter, Greenwalt, Hogue, James, Putman, Sapp, Schroeder, and Tapley were present at the meeting.
3. <u>Approval of Agenda/Addendum</u>	Approved.
4. <u>Approval of Minutes</u>	Regular session minutes of April 3, 2006 approved as presented.
5. <u>Public Participation</u>	Bill Albin spoke about cat tag fees.
6. <u>Monthly Reports</u>	Motion approved to receive and place on file the Animal Control March 2006 report, Circuit Clerk March 2006 report, and the Emergency Management Agency April 2006 report.
7. <u>Juvenile Delinquency Grant Monthly Reports</u>	Motion approved to receive and place on file the Best Interest of Children March 2006 report, CASA March 2006 report, Don Moyer Boys & Girls Club March 2006 report, Mental Health Center March 2006 report, Regional Planning Commission March 2006 report, Restoration Urban Ministries October 2005, November 2005, December 2005, January 2006, February 2006, & March 2006 reports, and Talks Mentoring February 2006 report.
8. <u>Sheriff</u>	
a. Request Approval of Agreement Between the University of Illinois and the County of Champaign for the Provision of Security at Memorial Stadium During University of Illinois Football Games	<b><i>*RECOMMEND TO THE COUNTY BOARD APPROVAL of Agreement Between the University of Illinois and the County of Champaign for the Provision of Security at Memorial Stadium During University of Illinois Football Games</i></b>
9. <u>Head Start</u>	
a. Monthly Report	Received and placed on file.
	The committee agreed to consider a grant agreement from Head Start at a short meeting at 6:30 p.m. before the County Board meeting on May 18, 2006.
10. <u>Nursing Home</u>	
a. Monthly Report	Received and placed on file.
b. Approval of Lease/Purchase of Laundry Equipment from Loomis Commercial, Inc. for the Champaign County Nursing Home	Removed from agenda. This item will be considered at the May 18 <sup>th</sup> meeting.

11. **Administrator's Report**

a. Letter from Constituent Praising  
Animal Control Officer Kopmann

Provided for information only.

12. **Animal Control**

a. Request Approval of  
Intergovernmental Agreement for Animal  
Impoundment Services with the Village of  
Fisher

***\*RECOMMEND TO THE COUNTY BOARD  
APPROVAL of Intergovernmental Agreement for  
Animal Impoundment Services with the Village of  
Fisher***

b. Request Approval of  
Intergovernmental Agreement for Animal  
Control Services with the Village of Fisher

***\*RECOMMEND TO THE COUNTY BOARD  
APPROVAL of Intergovernmental Agreement for  
Animal Control Services with the Village of Fisher***

c. Request Approval of  
Intergovernmental Agreement for Animal  
Impoundment Services with the Village of  
Fosland

***\*RECOMMEND TO THE COUNTY BOARD  
APPROVAL of Intergovernmental Agreement for  
Animal Impoundment Services with the Village of  
Fosland***

d. Request Approval of  
Intergovernmental Agreement for Animal  
Control Services with the Village of Fosland

***\*RECOMMEND TO THE COUNTY BOARD  
APPROVAL of Intergovernmental Agreement for  
Animal Control Services with the Village of Fosland***

e. Request Approval of  
Intergovernmental Agreement for Animal  
Impoundment Services with the Village of  
Thomasboro

***\*RECOMMEND TO THE COUNTY BOARD  
APPROVAL of Intergovernmental Agreement for  
Animal Impoundment Services with the Village of  
Thomasboro***

f. Request Approval of  
Intergovernmental Agreement for Animal  
Control Services with the Village of  
Thomasboro

***\*RECOMMEND TO THE COUNTY BOARD  
APPROVAL of Intergovernmental Agreement for  
Animal Control Services with the Village of  
Thomasboro***

g. Request Approval of  
Intergovernmental Agreement for Animal  
Impoundment Services with the Village of  
Tolono

***\*RECOMMEND TO THE COUNTY BOARD  
APPROVAL of Intergovernmental Agreement for  
Animal Impoundment Services with the Village of  
Tolono***

h. Request Approval of  
Intergovernmental Agreement for Animal  
Control Services with the Village of Tolono

***\*RECOMMEND TO THE COUNTY BOARD  
APPROVAL of Intergovernmental Agreement for  
Animal Control Services with the Village of Tolono***

13. **Coroner**

a. Request Approval of Acceptance of  
State of Illinois Department of Public Health  
Grant to Coroner's Office

***\*RECOMMEND TO THE COUNTY BOARD  
APPROVAL of Acceptance of State of Illinois  
Department of Public Health Grant to Coroner's  
Office***

*\*Denotes Consent Agenda Item*

14. **Court Services/Probation**  
a. Juvenile Supervision Line Staff Officer Position  
Provided for information only.  
  
b. Request Approval of Extension of Agreement for the Provision of Health Services to the Champaign County Juvenile Detention Center  
***\*RECOMMEND TO THE COUNTY BOARD APPROVAL of one month extension to Agreement for the Provision of Health Services to the Champaign County Juvenile Detention Center***  
  
***\*RECOMMEND TO THE COUNTY BOARD APPROVAL of Renewal of Agreement for the Provision of Health Services to the Champaign County Juvenile Detention Center. (The final version of this agreement will be considered at the May 18<sup>th</sup> meeting.)***
15. **Mental Health Board**  
a. Request Approval of Memorandum of Understanding Between the Champaign County Mental Health Board and the Champaign County Board Regarding the Sharing Costs for the Provision of Mental Health and Suicide Prevention Services in Champaign County Correctional Facilities  
***\*RECOMMEND TO THE COUNTY BOARD APPROVAL of Memorandum of Understanding Between the Champaign County Mental Health Board and the Champaign County Board Regarding the Sharing Costs for the Provision of Mental Health and Suicide Prevention Services in Champaign County Correctional Facilities***  
  
b. Champaign County Mental Health Board Decision Memorandum for Juvenile Justice Delinquency Prevention Grant Awards for FY2006  
No action taken.
16. **Chair's Report**  
a. Discussion Regarding Waiver of Registration Fees required by Animal Control Ordinance for Individuals on Permanent Disability  
Discussion was held.
17. **Other Business**  
There was no Other Business.
18. **Designation of Items to be Place on County Board Consent Agenda**  
Agenda items VII A, XII A-H, XIII A, AND XIV B were designated for the consent agenda.
19. **Adjournment**  
Meeting adjourned at 8:16 p.m.

RESOLUTION NO. 5348

RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE  
CHAMPAIGN COUNTY MENTAL HEALTH BOARD AND THE CHAMPAIGN COUNTY  
BOARD REGARDING THE SHARING COSTS FOR THE PROVISIONS OF MENTAL HEALTH  
AND SUICIDE PREVENTIONS SERVICES IN CHAMPAIGN COUNTY CORRECTIONAL  
FACILITIES

WHEREAS, the Champaign County Board (hereinafter "COUNTY") and the Champaign County Sheriff (hereinafter "SHERIFF") negotiated and entered into a contract with Health Professionals, Ltd. for the provisions of mental health and suicide prevention programming at Champaign County correctional facilities for the period June 20, 2005 through May 1, 2006 at a cost of \$197,745; and

WHEREAS, the Champaign County Mental Health Board (hereinafter "MENTAL HEALTH BOARD") has recognized the seriousness of the situation at the Champaign County correctional facilities and the obvious need to intensify the level of mental health services to those facilities, and wishes to participate in the funding of mental health and suicide prevention services at Champaign County facilities; and

WHEREAS, the MENTAL HEALTH BOARD has agreed to assist in the one time financial support of the SHERIFF's contract with Health Professionals, Ltd. for the contract period of July 1, 2006 through June 30, 2007 in the amount of \$70,000 (SEVENTY THOUSAND and 00/100 DOLLARS); and

WHEREAS, a Memorandum of Understanding has been prepared regarding the one time financial support from the MENTAL HEALTH BOARD; and

WHEREAS, the Memorandum of Understanding shall not create any right or obligations except as specifically stated therein.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County that the County Board Chair is hereby authorized and directed to execute the Memorandum of Understanding between the Champaign County Mental Health Board and the Champaign County Board Regarding the Sharing of Costs for the Provision of Mental Health and Suicide Prevention Services in Champaign County Correctional Facilities.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

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Barbara Wysocki, Chair  
Champaign County Board  
Champaign County, Illinois



ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

RESOLUTION NO. 5393

RESOLUTION FOR THE APPROVAL OF THE HEAD START 2006 PROGRAM  
IMPROVEMENT GRANT APPLICATION

WHEREAS, Champaign County on behalf of the Champaign County Head Start has received notification that a Program Improvement Grant is available from the U.S. Department of Health and Human Services; and

WHEREAS, Champaign County Head Start is seeking a Program Improvement Grant in the amount of \$53,788.00 (FIFTY-THREE THOUSAND, SEVEN HUNDRED EIGHTY-EIGHT and 00/100 DOLLARS; and

WHEREAS, if awarded, the Program Improvement Grant will be used to purchase new management information systems, cell phones for four home visitors for emergency use, and to change the light fixtures at the Savoy Head Start center.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County that the application for the 2006 Program Improvement Grant is hereby approved for the Champaign County Head Start.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

RESOLUTION NO. 5394

RESOLUTION FOR THE APPROVAL OF ACCEPTANCE OF THE ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY GRANT FOR THE JUVENILE DETENTION TRAINING SCHOLARSHIP PROGRAM

WHEREAS, Champaign County on behalf of Champaign County Probation and Court Services has received notification from the Illinois Criminal Justice Information Authority that the grant application for the Juvenile Detention Training Scholarship Program in the amount of \$4,042.00 (FOUR THOUSAND AND FORTY-TWO and 00/100 DOLLARS) has been approved; and

WHEREAS, the grant award will pay for six officers to attend the National Juvenile Training Institute held in Indianapolis, IN from June 9, 2006 through June 14, 2006; and

WHEREAS, attending the National Juvenile Training Institute will enable the six officers to satisfy the forty-hour annual minimum training requirement mandated by the Illinois Department of Corrections for detention personnel; and

WHEREAS, the \$449.00 match requirement for this grant will be supplied by the Probation Services Fund.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County that the acceptance of the Illinois Criminal Justice Information Authority Grant for the Juvenile Detention Training Scholarship Program is hereby approved for Champaign County Probation and Court Services.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

COUNTY FACILITIES COMMITTEE

Summary of Action taken at 5/2/06 meeting

<u>Agenda Item</u>	<u>Action Taken</u>
III <u>Approval of Minutes</u>	Minutes of April 20, 2006 approved as presented.
IV <u>Public Participation</u>	There was no public participation
V <u>Fleet Maintenance/Highway Facility</u>	
A. Design Development – Project Team Presentation	BLDD Architects presented the Design Development and Design Development budget for the new facility.
B. Design Development Budget	<b>*RECOMMEND COUNTY BOARD approval of the Design Development phase and Design Development Budget as presented by BLDD Architects.</b>
C. BLDD Invoice #127550	<b><i>* RECOMMEND COUNTY BOARD approval of Invoice # 127550 from BLDD Architects in the amount of \$3,394.94 for Professional Services rendered through April 1, 2006 per agreement dated July 2005. (\$3,375 – Schematic Design; \$19.20 – Reimbursables)</i></b>
D. BLDD Invoice #127559	<b><i>*RECOMMEND COUNTY BOARD approval of Invoice #127559 from BLDD Architects In the amount of \$81,000 for Professional services rendered Through April 25, 2006 per Agreement dated July 2005, Invoice is for Design Development Phase services.</i></b>

VI Champaign County Nursing Home

A. Reuse Study

1. Isaksen Glerum Wachter  
Architecture Invoice #5

*\*RECOMMEND COUNTY BOARD approval of Invoice #5 from Isaksen Glerum Wachter Architecture in the amount of \$2,780 for professional services rendered through March 31, 2006 per agreement dated October 2005.*

2. Release of RFI for CCNH  
Redevelopment

MOTION carried to approve the release of the RFI for CCNH Redevelopment subject to the amendments approved by the committee and revisions to be made by the County Administrator and Civil Attorney.

B. Construction Project

1. Farnsworth Group Invoice #91242

*\*RECOMMEND COUNTY BOARD approval of Invoice #91242 from Farnsworth Group in the amount of \$18,847.50 for Architectural Engineering services/construction Administration expenses rendered through March 17, 2006 per agreement dated March 2003.*

2. Farnsworth Group Invoice #91253

*\*RECOMMEND COUNTY BOARD Approval of Invoice #91253 from Farnsworth Group in the amount of \$427.26 for architectural engineering professional services/reimbursable expenses rendered through March 17, 2006 per Agreement dated March 2003.*

CCNH construction project cont.

3. PKD, Inc. Pay Request #39 *\*RECOMMEND COUNTY BOARD APPROVAL of Pay Request #39 From PKD, Inc. in the amount of \$42,677 for Professional Services provided through April 20, 2006 per agreement Dated February 2003 (\$8,627 – Staff; \$884 – Reimbursable; \$33,166 – General Conditions)*
- C. Information
1. Project Update – Presentation on CCNH Construction Budget No Action Taken
2. EXECUTIVE SESSION Executive Session was held.
- VII Physical Plant Reports
- A. Monthly Budget Report No action taken
- B. Manpower Report No action taken
- C. County Utility Rates Notification No action taken
- VIII Brookens Administrative Center
- A. County Clerk Request for Space Item will be included on June County Facilities Agenda
- B. Demolition of Election Building Committee consensus to approve the demolition of the election building.
- IX Chair’s Report/Issues
- A. Champaign County Nursing Home Open House No action taken
- B. Looking for Mr. Lincoln/Museum Project Update – approval of purchase of Lincoln painting *\*RECOMMEND COUNTY BOARD APPROVAL of the purchase of the Richard Greenburg portrait of President Abraham Lincoln, using \$3,000 of the court museum donated funds.*
- C. Clock & Bell Tower Committee Update No action taken.

X. Other Business

A. Humane Society: Request for extension  
of current lease

**MOTION** carried to notify the  
Humane Society the current lease  
will not be extended at this time.

XI New Business

No action taken

XII Consent Agenda Items

Committee consensus to include  
Items V C, D; VI A 1 and VI B 1-3  
on the County Board consent  
agenda.

*\* Denotes Consent Agenda Item*

**RESOLUTION NO. 5359**

**RESOLUTION APPROVING THE DESIGN DEVELOPMENT AND DESIGN DEVELOPMENT BUDGET FOR THE NEW FLEET MAINTENANCE/HIGHWAY FACILITY**

**WHEREAS**, the Highway Committee and County Facilities Committee of the County Board and the Champaign County Board approved the recommendation for the construction of a Fleet Maintenance/Highway Facility for Champaign County as presented by BLDD Architects November 8, 2005; and

**WHEREAS**, pursuant to a contract with the Champaign County Board, BLDD Architects prepared a design development phase and a design development budget for the Fleet Maintenance/Highway Facility for Champaign County and presented it to the County Facilities committee on May 2, 2006; and

**WHEREAS**, the County Facilities committee voted to recommend to the full County Board approval of the design development phase and design development budget for the Fleet Maintenance/Highway Facility for Champaign County, as presented by BLDD Architects to the County Facilities committee on May 2, 2006, with said facility to be a 40,600 square foot facility to be constructed on County property with a total project cost not to exceed \$6,465,600.00

**NOW, THEREFORE, BE IT RESOLVED** by the County Board of Champaign County that the County Board approve the design development phase and design development budget for the Fleet Maintenance/Highway Facility for Champaign County, as presented by BLDD Architects to the County Facilities committee on May 2, 2006, with said facility to be a 40,600 square foot facility to be constructed on County property with a total project cost not to exceed \$6,465,600.00

**PRESENTED, ADOPTED, APPROVED and RECORDED** this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board of Champaign County, Illinois

**ATTEST:**

\_\_\_\_\_  
Mark Shelden, County Clerk  
and ex-officio Clerk of the County Board



**RESOLUTION NO. 5360**

**RESOLUTION APPROVING THE PURCHASE OF THE RICHARD GREENBURG PORTRAIT OF PRESIDENT ABRAHAM LINCOLN**

**WHEREAS**, the Champaign County Board has previously approved the use of certain space within the Champaign County Courthouse for the creation of an Abraham Lincoln Museum, and

**WHEREAS**, Champaign County has received donations from private citizens in support of the creation of the Abraham Lincoln Courthouse Museum, and

**WHEREAS**, the Champaign County Facilities committee was presented with a potential use for a certain portion of these privately donated funds in the purchase of a portrait of President Abraham Lincoln for the museum, and

**WHEREAS**, the proposed purchase of a portrait of President Abraham Lincoln is a painting created by Richard Greenburg, a nationally renowned graphic designer and sign designer painter who is now a resident of Champaign, Illinois, and

**WHEREAS**, one of the private donors for the museum, namely, Marilyn Erwin, has approved the use of a portion of her donated funds in the sum of \$3,000 for the purchase of the said portrait, in memory of her deceased husband and longtime Champaign Attorney, Sam Erwin, and

**WHEREAS**, the Champaign County Facilities committee recommends approval of the purchase of the Richard Greenburg portrait of President Abraham Lincoln utilizing \$3,000 of the monies donated by Marilyn Erwin to the Lincoln Museum.

**NOW, THEREFORE BE IT RESOLVED** that the Champaign County Board approve the purchase of the Richard Greenburg portrait of President Abraham Lincoln utilizing \$3,000 of the monies donated by Marilyn Erwin to the Lincoln Museum.

**PRESENTED, ADOPTED, APPROVED and RECORDED** this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board of Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk  
And ex-officio Clerk of the County Board

**POLICY, PERSONNEL, & APPOINTMENTS COMMITTEE**  
**Summary of Action Taken at 5/3/06 Meeting**

<u>ITEM</u>	<u>ACTION TAKEN</u>
1. <u>Call to Order</u>	Meeting called to order at 7:03 p.m.
2. <u>Roll Call</u>	Beckett, Betz, Fabri, Feinen, Knott, Moser, Putman, and Wysocki were present at the meeting.
3. <u>Approval of Agenda/Addendum</u>	Approved.
4. <u>Approval of Minutes</u>	Regular session minutes of April 5, 2006 approved as presented.
5. <u>Public Participation</u>	Sharon Zhu, David Short, Scott Tapley, Steve Anderson, and Trisha Crowley spoke about the Champaign Township disconnect issue.
6. <u>Monthly Reports</u>	
A. County Clerk Fees Report	Received and placed on file.
7. <u>County Board</u>	
A. Appointments/Reappointments	
<b>Drainage Districts:</b>	
1. Lower Big Slough Drainage District – Resignation of Alvin Brock	Resignation accepted.
<b>Fire Protection Districts:</b>	
2. Scott Fire Protection District – Appointment of Paul Berbaum	<b>*RECOMMEND TO THE COUNTY BOARD APPROVAL of appointment of Paul Berbaum to the Scott Fire Protection District term ending 4/30/2009</b>
<b>Public Water Districts:</b>	
1. Penfield Water District – Appointment of Steve Parrish	<b>*RECOMMEND TO THE COUNTY BOARD APPROVAL of appointment of Steve Parrish to the Penfield Water District term ending 5/31/2011</b>
2. Sangamon Valley Public Water District – Appointment of Paul Clinebell	<b>*RECOMMEND TO THE COUNTY BOARD APPROVAL of appointment of Paul Clinebell to the Sangamon Valley Public Water District term ending 5/31/2011</b>
Appointment of O.G. Parkhill	<b>*RECOMMEND TO THE COUNTY BOARD APPROVAL of appointment of O.G. Parkhill to the Sangamon Valley Public Water District term ending 5/31/2011</b>
<b>Other:</b>	
1. Board of Review Appointment of Stan Jenkins	<b>*RECOMMEND TO THE COUNTY BOARD APPROVAL of appointment of Stan Jenkins to the Champaign County Board of Review term ending 5/31/2008</b>

*\*Denotes Consent Agenda Item*

- |  |   |
|--|---|
| Appointment of Dan Stebbins  | <b>*RECOMMEND TO THE COUNTY BOARD<br/>APPROVAL of appointment of Dan Stebbins to the<br/>Champaign County Board of Review term ending<br/>5/31/2008</b> |
| 2. Liquor Advisory Commission<br>Appointment of Jenny Heck-Dodson                                    | <b>*RECOMMEND TO THE COUNTY BOARD<br/>APPROVAL of appointment of Jenny Heck-Dodson<br/>to the Liquor Advisory Commission term ending<br/>5/31/2009</b>  |
| 3. Urbana-Champaign Sanitary District  | <b>*RECOMMEND TO THE COUNTY BOARD<br/>APPROVAL of appointment of Jerry Lyke to the<br/>Urbana-Champaign Sanitary District term ending<br/>5/31/2009</b> |
| 4. County Board<br>Acceptance of Patty Busboom's<br>Resignation                                      | Resignation accepted.   |
| Replacement of Patty Busboom's Seat on<br>the Policy, Personnel, & Appointments<br>Committee         | <b>*RECOMMEND TO THE COUNTY BOARD<br/>APPROVAL of appointment of Jon Schroeder to the<br/>Policy, Personnel, &amp; Appointments Committee</b>           |
| 8. <b><u>Administrator's Report</u></b>  |   |
| A. Vacant Positions Listing  | Provided for information only.  |
| B. Approval of Revised Personnel Policy  | <b>*RECOMMEND TO THE COUNTY BOARD<br/>APPROVAL of Revised Personnel Policy</b>  |
| C. Approval of Revised Travel Policy   | <b>*RECOMMEND TO THE COUNTY BOARD<br/>APPROVAL of Revised Travel Policy</b>   |
| 9. <b><u>Court Services/Probation</u></b>  |   |
| A. Request Approval of Waiver of Hiring<br>Freeze to Fill Juvenile Supervision Line Staff<br>Vacancy | Motion approved for waiver of hiring freeze to fill<br>Juvenile Supervision Line Staff vacancy.   |
| 10. <b><u>State's Attorney</u></b>   |   |
| A. Request Approval of Administrative<br>Legal Secretary Position                                    | Motion approved for the addition of a bargaining unit<br>Administrative Legal Secretary position.   |
| 11. <b><u>Chair's Report</u></b>   |   |
| A. NACo Conference   | Discussion was held. An item concerning subsidizing<br>County Board members who attend the NACo<br>conference will be on the June agenda.               |
| 12. <b><u>Legislative Report</u></b>   |   |
| A. IACBMC Counties at the Capitol<br>Legislative Report  | Discussion was held.  |

*\*Denotes Consent Agenda Item*

13. **Other Business**

A. Request Approval of Resolution Honoring Retiring Board Member Patty Busboom

**\*RECOMMEND TO THE COUNTY BOARD APPROVAL of Resolution Honoring Retiring Board Member Patty Busboom**

B. Request Approval of Resolution Honoring Retiring County Employee Richard E. Quick

**\*RECOMMEND TO THE COUNTY BOARD APPROVAL of Resolution Honoring Retiring County Employee Richard E. Quick**

C. Request Approval of Resolution Honoring Retiring County Employee Walter Wolfe

**\*RECOMMEND TO THE COUNTY BOARD APPROVAL of Resolution Honoring Retiring County Employee Walter Wolfe**

D. Request Approval of Resolution Commending & Thanking the Champaign County Genealogical Society for Their Work on Behalf of the Champaign County Clerk

**\*RECOMMEND TO THE COUNTY BOARD APPROVAL of Resolution Commending & Thanking the Champaign County Genealogical Society for Their Work on Behalf of the Champaign County Clerk**

E. Participation in Joint Municipal Intervention in Ameren Delivery Rate Increase Cases

**\*RECOMMEND TO THE COUNTY BOARD APPROVAL of participation in Joint Municipal Intervention in Ameren Delivery Rate Increase Cases with a contribution of \$2,000.**

**Addendum**

F. Certification of Election Judges

**\*RECOMMEND TO THE COUNTY BOARD APPROVAL of the selection of election judges to be certified with the exception of Susan McGrath. The committee further approves a petition be filed in the Circuit Court for the confirmation and appointments of the election judges.**

The committee agreed to cancel the July meeting and send all items directly to the County Board. Any controversial items will be held for the next committee meeting.

14. **Designation of Items to be Placed on County Board Consent Agenda**

All appointments, except those for the Sangamon Valley Public Water District, and agenda items VIII B & C, XIII B, C, D, & F were designated for the consent agenda.

15. **Adjournment**

Meeting adjourned at 8:34 p.m.

*\*Denotes Consent Agenda Item*

RESOLUTION NO. 5367

RESOLUTION APPOINTING PAUL CLINEBELL TO THE SANGAMON PUBLIC WATER DISTRICT

WHEREAS, Barbara Wysocki has submitted to the County Board her appointment of Paul Clinebell to be a Trustee of the Sangamon Public Water District; and

WHEREAS, such appointment requires the advice and consent of the County Board under 35 ILCS 200/6-5.

NOW, THEREFORE, BE IT RESOLVED by the Champaign County Board that the County Board does hereby advise and consent to the appointment of Paul Clinebell as a Trustee of the Sangamon Public Water District for a term commencing June 1, 2006 and ending May 31, 2011; and

BE IT FURTHER RESOLVED that the "Notice of Appointment" be attached hereunto and made a part of this resolution; and

BE IT FURTHER RESOLVED that the County Clerk transmit certified copies of this resolution to: Paul Clinebell, 1312 E. Wildwood Lane, Mahomet, IL 61853.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

NOTICE OF APPOINTMENT

By virtue of the power vested in me under 35 ILCS 200/6-5, I, Barbara Wysocki, as presiding officer of the Champaign County Board, do hereby appoint Paul Clinebell as a Trustee of the Sangamon Public Water District for a term commencing June 1, 2006 and ending May 31, 2011.

I hereby submit his appointment to the County Board for its advice and consent this 18<sup>th</sup> day of May, A.D. 2006.

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Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

RESOLUTION NO. 5368

RESOLUTION APPOINTING O.G. PARKHILL TO THE SANGAMON PUBLIC WATER DISTRICT

WHEREAS, Barbara Wysocki has submitted to the County Board her appointment of O.G. Parkhill to be a Trustee of the Sangamon Public Water District; and

WHEREAS, such appointment requires the advice and consent of the County Board under 35 ILCS 200/6-5.

NOW, THEREFORE, BE IT RESOLVED by the Champaign County Board that the County Board does hereby advise and consent to the appointment of O.G. Parkhill as a Trustee of the Sangamon Public Water District for a term commencing June 1, 2006 and ending May 31, 2011; and

BE IT FURTHER RESOLVED that the "Notice of Appointment" be attached hereunto and made a part of this resolution; and

BE IT FURTHER RESOLVED that the County Clerk transmit certified copies of this resolution to: O.G. Parkhill, 1812 Forestview Drive, Mahomet, IL 61853.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Sheldon, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

NOTICE OF APPOINTMENT

By virtue of the power vested in me under 35 ILCS 200/6-5, I, Barbara Wysocki, as presiding officer of the Champaign County Board, do hereby appoint O.G. Parkhill as a Trustee of the Sangamon Public Water District for a term commencing June 1, 2006 and ending May 31, 2011.

I hereby submit his appointment to the County Board for its advice and consent this 18<sup>th</sup> day of May, A.D. 2006.

---

Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois



RESOLUTION NO. 5369

RESOLUTION HONORING RETIRING BOARD MEMBER PATTY BUSBOOM

WHEREAS, Patty Busboom was sworn in as a Champaign County Board member in 1998; and

WHEREAS, Patty Busboom admirably served the citizens of Champaign County with her full commitment to her responsibilities as a representative of the Champaign County Board District 2 until her retirement from that position on April 30, 2006; and

WHEREAS, Patty Busboom's service to the County Board was exemplified by her energetic involvement and advocacy in effectively representing the interests of the rural community of Champaign County; her endorsement of prudent fiscal management; and her uncanny ability to introduce levity and humor at appropriate turning points in discussion and debate; and

WHEREAS, the County Board of Champaign County seeks to permanently and publicly recognize the commitment and dedication of Patty Busboom, who diligently served the citizens of Champaign County as an elected official over a term of eight years.

NOW, THEREFORE, BE IT RESOLVED that the County Board of Champaign County hereby recognizes that the service of Patty Busboom was an asset to the County Board of Champaign County; and expresses gratitude and sincere appreciation for her eight years of service.

BE IT FURTHER RESOLVED that a copy of this Resolution be presented to Patty Busboom in recognition of her years of dedicated service to the citizens of Champaign County.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

RESOLUTION NO. 5370

RESOLUTION APPROVING INTERVENTION BY CHAMPAIGN COUNTY IN  
PENDING UTILITY RATE CASES

WHEREAS, the cities of Champaign and Urbana have entered into an Intergovernmental Agreement for intervention in the Ameren electricity delivery rate cases, and

WHEREAS, those two municipalities have approached other governmental units, including Champaign County, to ask them to join in the intervention, and

WHEREAS, Champaign County includes many individual, commercial, and industrial residents who purchase substantial energy services from Ameren, and

WHEREAS, those Champaign County citizens would benefit from a joint intervention effort by Champaign County with other units of government in the pending Ameren utility rate cases, and

WHEREAS, it is anticipated that the cost of intervention by Champaign County, in the pending Ameren utility rate cases, will be approximately \$2,000.

NOW, THEREFORE, BE IT RESOLVED, that Champaign County shall become a joint intervenor with the cities of Champaign and Urbana in the pending Ameren electricity delivery rate cases.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

ATTEST:

\_\_\_\_\_  
Mark Shelden, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

**RESOLUTION NO. 5381**

**RESOLUTION APPROVING APPOINTMENT OF ELECTION JUDGES AS  
SUBMITTED BY THE DEMOCRATIC PARTY AND THE REPUBLICAN  
PARTY**

**WHEREAS**, pursuant to 10 ILCS 5/13-1 *et.seq* the Chairs of the two major party County central committees shall file a certified list of candidates for election judges with the County Clerk not less than 20 days before the May meeting of the County Board, and

**WHEREAS**, the Chairs of the two major party County central committees shall also submit to the County Board a supplemental list of persons available to serve as election judges, and

**WHEREAS**, the County Board is required, at its May meeting, to select and approve the proper ratio of candidates to serve as election judges in each election precinct from the certified lists which have been filed with the County Clerk, and

**WHEREAS**, the County Board is required to make a report of the selection of the election judges made by the County Board to the Circuit Court, and to make application to the Circuit Court for confirmation and appointment of the election judges, and

**WHEREAS**, the Circuit Court is required to enter an order pursuant to the said filing that cause be shown, if any exists, against the confirmation and appointment of any such persons so named on or before the opening of the Court on a day fixed by the Court, and

**WHEREAS**, after the said hearing, the Circuit Court shall approve the appointment of those election judges where no cause for non-approval was shown, and

**WHEREAS**, the Chairs of the two major Champaign County party central committees have submitted a certified list of candidates for election judges with the Champaign County Clerk and the Champaign County Board Policy committee for approval, and

**WHEREAS**, the Champaign County Board Policy committee recommends approval of the certified list of candidates for election judges, with the exception of Susan McGrath on the certified list, submitted by the Democratic party County central committee, and

Resolution No. 5381

**WHEREAS**, the Champaign County Board Policy committee recommends that the County Board make a report of the selection of election judges made by the County Board to the Circuit Court in a petition applying to the Court for confirmation and appointment of the said election judges and requesting the Court enter an order that cause be shown, if any exists, against the confirmation and appointment of any such persons so named on a date to be fixed by the Presiding Judge of the Champaign County Circuit Court, the Honorable Thomas J. Difanis, once the said petition has been filed.

**NOW, THEREFORE, BE IT RESOLVED** that the Champaign County Board approve the certified list of candidates for election judges submitted by the Champaign County Democratic Party and Republican Party central committees, with the exception of Susan McGrath on the certified list submitted by the Democratic party County central committee, and

**BE IT FURTHER RESOLVED** that the County Board certify that the certified list submitted by the Champaign County Democratic Party and Champaign County Republican Party central committees are the proper ratio of candidates to serve as election judges in each election precinct from the certified list as submitted, and

**BE IT FURTHER RESOLVED** the Champaign County Board shall make a report of the selection of election judges made by the County Board to the Circuit Court in a petition applying to the Court for confirmation and appointment of the said election judges and requesting the Court enter an order that cause be shown, if any exists, against the confirmation and appointment of any such persons so named on a date to be fixed by the Presiding Judge of the Champaign County Circuit Court, the Honorable Thomas J. Difanis once the said petition has been filed.

**PRESENTED, ADOPTED, APPROVED and RECORDED** this 18<sup>th</sup> day of May, A.D. 2006.

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Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

ATTEST:

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Mark Shelden, County Clerk and  
Ex-officio Clerk of the  
Champaign County Board

**FINANCE COMMITTEE**  
**Summary of Action Taken at 5/4/06 Meeting**

<u>ITEM</u>	<u>ACTION TAKEN</u>
1. <u>Call to Order</u>	Meeting called to order at 7:02 p.m.
2. <u>Roll Call</u>	Avery, Bensyl, Betz, Doenitz, Gross, McGinty, O'Connor, Tapley, and Wysocki were present at the meeting.
3. <u>Approval of Agenda/Addendum</u>	Agenda and addendum approved.
4. <u>Approval of Minutes</u>	April 6, 2006 minutes approved as presented.
5. <u>Public Participation</u>	None
6. <u>Budget Amendments/Transfers</u>	
a. Budget Amendment #06-00050	Deferred.
b. Budget Amendment #06-00051	<b>*RECOMMEND TO THE COUNTY BOARD APPROVAL of Budget Amendment #06-00051</b>
c. Budget Amendment #06-00052	<b>*RECOMMEND TO THE COUNTY BOARD APPROVAL of Budget Amendment #06-00052</b>
d. Budget Amendment #06-00053	<b>*RECOMMEND TO THE COUNTY BOARD APPROVAL of Budget Amendment #06-00053</b>
7. <u>State's Attorney</u>	
a. Request Approval of First Renewal and Amendment of the Intergovernmental Agreement Between the Department of Healthcare and Family Services and Champaign County State's Attorney	<b>*RECOMMEND TO THE COUNTY BOARD APPROVAL of First Renewal and Amendment of the Intergovernmental Agreement Between the Department of Healthcare and Family Services and Champaign County State's Attorney</b>
8. <u>Nursing Home</u>	
a. Forgiveness of the \$400,000 Loan to the Nursing Home from the General Corporate Fund	Deferred to September.
<u>Addendum</u>	
b. Request Addition of 19 New Full-Time Positions in Preparation for the Opening of the New Champaign County Nursing Home	<b>*RECOMMEND TO THE COUNTY BOARD APPROVAL of Addition of 19 New Full-Time Positions in Preparation for the Opening of the New Champaign County Nursing Home</b>
9. <u>County Administrator</u>	
a. General Corporate Fund FY2006 Revenue/Expenditure Projection Report	No action taken.
b. General Corporate Fund Budget Change Report	No action taken.

10. **Treasurer**
  - a. Monthly Report Received and placed on file.
11. **Auditor**
  - a. Purchases Not Following Purchasing Policy Provided for information only.
  - b. Monthly Report Received and placed on file.
12. **Chair's Report** There was no Chair's Report.
13. **Other Business**
  - a. Closed Session Pursuant to 5 ILCS 120/2(c)2 to Consider Collective Negotiating Matters Between Champaign County and Its Employees or Their Representatives and Deliberations Concerning Salary Schedules for One or More Classes of Employees Closed session was held.
14. **Designation of Items to be Placed on County Board Consent Agenda** Items VI C, VI D, and VII A were designated for the consent agenda.
15. **Conclusion of Regular Business Meeting** Regular business meeting concluded at 8:02 p.m.
16. **Finance Committee Study Session Regarding Overview of County's Current Financial Position Relating to General Corporate Fund and Nursing Home Fund Issues**
  - a. Closed Session Pursuant to 5 ILCS 120/(c)2 to Consider Collective Negotiating Matters Between Champaign County and Its Employees or Their Representatives Closed session was held.
17. **Adjournment** Study session adjourned at 9:38 p.m.

*\*Denotes Consent Agenda Item.*

RESOLUTION NO. 5382

RESOLUTION APPROVING ADDITIONAL POSITION and BUDGET AMENDMENT

WHEREAS, pursuant to Champaign County Personnel Policy, Article 9-2.1, the Champaign County Board approves the schedule of authorized positions for all permanent positions in every County Department; and

WHEREAS, the Champaign County State's Attorney has presented a request to increase the schedule of authorized positions for that office to include one Administrative Legal Secretary in the State's Attorney's General Corporate operating budget, said position to replace a position that was eliminated due to the expiration of funding for the Champaign County Domestic Violence Prosecution Grant; and

WHEREAS, the Finance Committee recommends to the County Board approval of the addition of one Administrative Legal Secretary to the staffing budget of the State's Attorney's General Corporate operating budget, to be effective June 1, 2006; and

WHEREAS, the Finance Committee has further approved the following amendment to the FY2006 budget to appropriate funding for the additional position recommended.

NOW, THEREFORE, BE IT RESOLVED that the Champaign County Board approves the addition of one Administrative Legal Secretary position to the schedule of authorized positions for the State's Attorney's General Corporate operating budget effective June 1, 2006; and

BE IT FURTHER RESOLVED that the Champaign County Board approves the following amendment to the FY2006 budget; and

BE IT FURTHER RESOLVED that the County Auditor be authorized and is hereby requested to make the following amendment to the FY2006 budget:

Budget Amendment #06-00051

<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
Fund 080 General Corporate Dept. 041 State's Attorney	
Increased Appropriations	
511.03 Regular Full-Time Employees	\$10,474
Total	\$10,474
Increased Revenue	
None From Fund Balance	\$0
Total	\$0

REASON: To fund the salary of an Administrative Legal Secretary position in the State's Attorney's Office for the remainder of FY06. That position is currently funded by the Domestic Violence Grant.

PRESENTED, ADOPTED, APPROVED AND RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

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Barbara Wysocki, Chair  
Champaign County Board  
Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk  
and ex-officio Clerk of the  
Champaign County Board



RESOLUTION NO. 5383

RESOLUTION APPROVING CHANGES TO THE SCHEDULED OF AUTHORIZED POSITIONS FOR THE CHAMPAIGN COUNTY NURSING HOME

WHEREAS, the Champaign County Board maintains a salary administration system, as defined in Ordinance No. 622 - Champaign County Nursing Home Personnel Policy, Chapter 9; and

WHEREAS, Chapter 9-2 of the Champaign County Nursing Home Personnel Policy outlines the procedure for the establishment and maintenance of authorized positions within the Champaign County Nursing Home; and

WHEREAS, pursuant to Chapter 9-2 of the Champaign County Nursing Home Personnel Policy, the Nursing Home Administrator has requested the approval of 19 new full-time equivalent positions to be created; and

WHEREAS, the Finance Committee approved the recommendation of the Champaign County Nursing Home Administrator, and recommends to the County Board approval of 19 new full-time equivalent positions to be created.

NOW THEREFORE BE IT RESOLVED that the County Board approves the following changes to the Champaign County Nursing Home Schedule of Authorized Positions:

<b>New Position</b>	<b>No of FTEs</b>
Social Services Assistant	1
Intermediate Housekeeper	5
Housekeeper	3
Certified Nurse Assistant	10
<b>Total FTE's</b>	<b>19</b>

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
Champaign County Board  
Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Sheldon, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

RESOLUTION NO. 5384

PURCHASES NOT FOLLOWING PURCHASING POLICY

May, 2006

FY 2006

WHEREAS, purchases by Champaign County offices and departments sometimes occur that are not in compliance with the Champaign County Purchasing Policy; and

WHEREAS, the Champaign County Auditor must present those purchases to the Champaign County Board for approval of payment.

NOW, THEREFORE, BE IT RESOLVED by the Champaign County Board that the purchases not following purchasing policy as presented by the Champaign County Auditor on May 18, 2006 are hereby approved for payment.

PRESENTED, ADOPTED, APPROVED AND RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

PURCHASES NOT FOLLOWING THE PURCHASING POLICY, AND EMERGENCY PURCHASES

AGENT COMMITTEE	DEPARTMENT	APPROPRIATION #	VR#/PO#	/R/PO DATE	DESCRIPTION	VENDOR	AMOUNT
<b>INTY TRAVEL OVER 45 DAYS PAST</b>							
Environment & Land Use	RPC	075-Various	VR#029-502	04/19/06	Travel 2/6-24	Dianne Nesbitt	\$ 131.27
<b>005 EXPENDITURES PAID IN FY2006</b>							
Highway	* County Bridge	084-060-544.02	VR#084-019	05/01/06	Right of Way 9/14/05	Stanley Bozdech Trust	\$ 390.00
	* County Bridge	084-060-544.02	VR#084-018	5/1/2006	Right of Way 9/14/05	Jane Knobloch	\$ 330.00
Police & Social Services	* Nursing Home	081-415-533.22	VR#044-603	03/29/06	Lab fees 9/21,11/30/05	Alverno Clinical Lab	\$ 154.26
	* Nursing Home	081-430-534.83	VR#044-724	04/20/06	Medical srvc FY02-FY05	Christie Clinic	\$ 296.41
	* Nursing Home	081-430-534.83	VR#044-816	05/05/06	Medical service 2/25/05	Christie Clinic	\$ 100.00
	* Head Start	104-835-533.07	VR#104-979	04/26/06	Translation 11/30/05	Interpreter Services	\$ 30.00
	* Correctional Ctr	080-140-533.06	VR#140-269	04/18/06	Medical service 6/30/05	Provena Covenant	\$ 172.00
County	Correctional Ctr	080-140-533.06	VR#140-265	04/18/06	Medical service 7/14/05	Carle Clinic	\$ 151.80
	* County Clerk	080-022-522.02	VR#022-199	04/26/06	Staples 9/14/05	Quill Corporation	\$ 7.90
	* County Clerk	080-022-522.02	VR#022-200	04/26/06	Electric stapler 9/20/05	Quill Corporation	\$ 79.99

\*\*\*\*\*According to Illinois Attorney General and Champaign County State's Attorney, the Purchasing Policy does not apply to the office of elected officials.\*\*\*\*\*

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RESOLUTION NO. 5385

PAYMENT OF CLAIMS AUTHORIZATION

May, 2006

FY 2006

WHEREAS, the County Auditor has examined the Expenditure Approval List of claims against the County of Champaign totaling \$6,154,504.71 including warrants 365035 through 366115; and

WHEREAS, the claims included on the list were paid in accordance with Resolution No. 1743; and

WHEREAS, claims against the Mental Health Fund do not require County Board approval and are presented for information only; and

WHEREAS, the County Auditor has recommended the payment of all claims on the Expenditure Approval List; and

WHEREAS, the County Board finds all claims on the Expenditure Approval List to be due and payable.

NOW, THEREFORE, BE IT RESOLVED by the Champaign County Board that payment of the claims totaling \$6,154,504.71 including warrants 365035 through 366115 is approved.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

## HIGHWAY & TRANSPORTATION COMMITTEE

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### Summary of Action taken at 5/5/06 meeting

<u>Agenda Item</u>	<u>Action Taken</u>
3. <u>Approval of Minutes</u>	Minutes of March 28, 2006 & April 7, 2006 approved as presented.
4. <u>Public Participation</u>	There was no public participation.
5. <u>Monthly Reports</u> A. County & Township Motor Fuel Tax Claims - April 2006	<b>MOTION</b> carried to receive and place on file the County & Township Motor Fuel Tax Claims - April 2006.
6. <u>County Engineer</u> A. Resolution awarding of contract For a Township Motor Fuel Tax Resurfacing Project for Mahomet Township - Section #06-15000-00-RS.  B. Curtis Road Agreement with City of Champaign and Illinois Department of Transportation  C. Resolution appropriating County Motor Fuel Tax Funds for Curtis Road - Section #06-00374-01-FP.	<b>RECOMMEND COUNTY BOARD approval of the resolution awarding of Contract for bituminous Concrete resurfacing of Lake of the Woods Road in Mahomet Township - Section#06-15000-00-RS.</b>  <b>RECOMMEND COUNTY BOARD approval of the Curtis Road Agreement with the City of Champaign and Illinois Department of Transportation</b>  <b>RECOMMEND COUNTY BOARD approval of the Resolution appropriating County Motor Fuel Tax Claims For Curtis Road - Section # 06-00374-01-FP.</b>

- |    |  |   |
|----|--|---|
| D. | Petition & Resolution – Sadorus Road District. | <i>RECOMMEND COUNTY BOARD approval of the Petition requesting and Resolution approving Appropriation of funds from The County Bridge Fund Pursuant to 605 ILCS 5/5-501.</i> |
| E. | Maintenance Facility Update                    | No action taken   |
| 7. | <u>Other Business</u>                          | No action taken   |
| 8. | <u>Determination of Consent Agenda Items</u>   | Committee consensus to include item 6 D on the County Board consent agenda.   |

*\*Denotes Consent Agenda Item*

RESOLUTION NO. 5388

RESOLUTION AWARDING OF CONTRACT  
FOR BITUMINOUS CONCRETE RESURFACING  
OF LAKE OF THE WOODS ROAD  
IN MAHOMET TOWNSHIP  
SECTION #06-15000-00-RS

WHEREAS, the following low bid was received at a Public Letting held on April 6, 2006, in Urbana, Illinois, for the Bituminous Concrete Resurfacing of Lake of the Woods Road in Mahomet Township:

University Construction – Urbana, Illinois.....\$54,314.30, and

WHEREAS, the Highway and Transportation Committee recommends to the County Board that the above low bid be awarded, and

WHEREAS, the County Board of Champaign County concurs in the action recommended by the Committee.

NOW, THEREFORE, BE IT RESOLVED, the County Board of Champaign County does hereby award the above listed bid to University Construction – Urbana, Illinois, subject to concurrence of the Illinois Department of Transportation, and

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to transmit three (3) certified copies of this resolution to Mr. Joseph E. Crowe, District Engineer, Illinois Department of Transportation, Division of Highways, Paris Illinois, through its District Engineer.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18th day of May A.D., 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board of the County of  
Champaign, Illinois

ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk and  
ex-Officio Clerk of the County Board

Prepared by: Jeff Blue  
County Engineer

Resolution No. 5388

I, Mark Shelden, County Clerk in and for said County, in the State aforesaid, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the County Board of Champaign County at its County Board meeting held at Urbana, Illinois on May 18, 2006.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County at my office in Urbana in said County, this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2006.

(SEAL) \_\_\_\_\_ County Clerk

APPROVED

\_\_\_\_\_  
Date

Department of Transportation

\_\_\_\_\_  
District Engineer



RESOLUTION NO. 5389

RESOLUTION AUTHORIZING THE COUNTY BOARD CHAIR  
TO SIGN AN INTERGOVERNMENTAL AGREEMENT  
WITH THE STATE OF ILLINOIS AND THE CITY OF CHAMPAIGN  
FOR CONSTRUCTION OF AN INTERCHANGE  
ON CURTIS ROAD  
SECTION #06-00374-01-FP

WHEREAS, Champaign County, the State of Illinois and the City of Champaign are desirous to enter into an Intergovernmental Agreement construction of an interchange with Interstate 57 and Curtis Road from 900 feet West of Staley Road easterly to Duncan Road, a distance of approximately 1 mile – Section #06-00374-01-FP.

WHEREAS, in order for construction of said interchange to occur it will be necessary for Champaign County to make a contribution to said improvements in the sum of \$350,750.00 from the County's Motor Fuel Tax Funds.

NOW, THEREFORE, BE IT RESOLVED, that the Chair of the County Board of Champaign County is hereby authorized to sign the aforementioned agreement on behalf of Champaign County, and bind the County to the terms contained therein, and

BE IT FURTHER RESOLVED, that there is hereby appropriated the sum of Three Hundred Fifty Thousand Seven Hundred and Fifty Dollars (\$350,750.00) from the County's Motor Fuel Tax Funds for the County's share of the improvement, and

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to transmit three (3) certified copies of this resolution to the Mr. Joseph E. Crowe, District Engineer, Illinois Department of Transportation, Paris, Illinois.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May A.D., 2006.

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Barbara Wysocki, Chair  
County Board of the County of  
Champaign, Illinois

ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk and  
ex-Officio Clerk of the County Board

Prepared by: Jeff Blue  
County Engineer

Resolution No. 5389

I, Mark Shelden, County Clerk in and for said County, in the State aforesaid, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the County Board of Champaign County, at its County Board meeting held at Urbana, Illinois, on April 20, 2006.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County at my office in Urbana in said County, this \_\_\_\_\_ day of \_\_\_\_\_ A.D. \_\_\_\_\_.

(SEAL) \_\_\_\_\_ County Clerk

APPROVED

\_\_\_\_\_  
Date

Department of Transportation

\_\_\_\_\_  
District Engineer

CITY OF CHAMPAIGN  
CHAMPAIGN COUNTY

FAI Route 57  
Section 10-32HB-3,K  
City Sect. 06-00274-00-FP  
County Sect. 06-00374-01-FP  
County Champaign  
Job No. C-95-093-95  
Agreement No. JN 506002  
Contract No. 90758

AGREEMENT

This agreement entered into this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_, by and between the STATE OF ILLINOIS, acting by and through its DEPARTMENT OF TRANSPORTATION hereinafter called the STATE, and the CITY of CHAMPAIGN and COUNTY of CHAMPAIGN, of the State of Illinois, hereinafter called the CITY and COUNTY respectively.

WITNESSETH:

WHEREAS, the STATE in order to facilitate the free flow of traffic and insure safety to the motoring public, is desirous of Constructing an interchange with FAI-57 and Curtis Road in Champaign County: to wit, Curtis Road will be constructed from the 900 feet west of the intersection of Staley Road to the West over to Duncan Road to the East, improving approximately 1 mile of Curtis Road, FAI Route 57, State Section 10-32HB-3,K by constructing 2 through traffic lanes in each direction along Curtis Road, and reconstructing the intersection of Curtis Road and Staley Road, installing a highway lighting system for the interchange, and by performing all other work necessary to complete the improvement in accordance with the approved plans and specifications; and

WHEREAS, the CITY and COUNTY are desirous of said improvement in that the improvement will be of immediate benefit to the CITY and COUNTY residents and permanent in nature;

WHEREAS, the CITY has requested provisions for lighting to be placed on the structure after completion of the project, by permit at CITY expense;

WHEREAS, the CITY has also requested concrete form liners be used on the concrete parapets, this item will be at CITY expense;

WHEREAS, the CITY requested the STATE to construct a detention facility in the ditch along proposed Curtis road south east of the proposed interchange which will be constructed as a part of the project and maintained by the CITY at CITY expense;

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

JURISDICTIONAL TRANSFER

1. The STATE agrees to make the surveys, obtain all necessary rights-of-way, prepare plans and specifications, receive bids and award the contract, furnish engineering inspection during construction and cause the improvement to be built in accordance with the plans, specifications and construction contract.
2. The STATE agrees to pay for all right-of-way, construction and engineering costs, subject to reimbursement by the CITY and COUNTY as hereinafter stipulated.
3. It is mutually agreed by and between the parties hereto that the estimated cost and cost share for this improvement is as follows:

<u>Type of Work</u>	<u>STATE RESPONSIBILITY</u>				<u>LOCAL PARTICIPATION</u>				<u>TOTAL</u>
	<u>FEDERAL REIMBURSABLE</u>		<u>STATE MATCHING</u>		<u>CITY RESPONSIBILITY</u>		<u>COUNTY RESPONSIBILITY</u>		
	<u>Cost</u>	<u>%</u>	<u>Cost</u>	<u>%</u>	<u>Cost</u>	<u>%</u>	<u>Cost</u>	<u>%</u>	
All constr. costs excluding the following	\$ 8,206,800	90	\$910,955	10	NA	NA	NA	NA	\$9,117,755
All Roadway outside of Access Control	\$ 2,440,000	80	NA		\$305,000	10	\$305,000	10	\$3,050,000
Detention Basin	NA	NA	NA	NA	\$ 38,454	100	NA	NA	\$ 38,454
R.O.W. for Detention Basin	NA		NA		\$ 4,200	100	NA	NA	\$ 4,200
CSS Items	NA		NA		\$ 30,228	100	NA	NA	\$ 30,228
Gas Main	NA		\$560,000 *		NA		NA		\$ 560,000
Sub Total	\$10,646,800		\$1,470,955		\$377,882		\$305,000		\$12,800,637
P&C Engr. 15%	\$1,597,020		\$ 220,643		\$ 56,682		\$ 45,750		\$1,920,096
Total	\$12,243,820		\$ 1,691,598		\$434,564		\$350,750		\$ 14,720,732

Participation and reimbursement shall be predicated by the percentages shown above for the specified work. Cost shall be determined by multiplying the final quantities times contract unit prices plus 15% for construction and preliminary engineering.

\* Cost of the Gas Main is to be reimbursed by agreement with the University of Illinois.

4. The CITY and the State agree to the jurisdictional transfer of the portion of highway described in the Local Agency – State Jurisdictional Transfer document, attached hereto as “Exhibit C” and made a part hereof. The State shall have jurisdiction of all portions of Interstate 57, the bridge, approach slabs, ramps and the portion of Curtis Road within the access control limits from Station 11+65 to Station 42+90 except as provided elsewhere in this document.
5. The CITY agrees that upon award of the contract for this improvement and after JULY 1, 2007, the CITY will pay to the DEPARTMENT OF TRANSPORTATION of the STATE OF ILLINOIS in a lump sum from any funds allotted to the CITY, an amount equal to 95% of its obligation incurred under this AGREEMENT, and will pay to the said DEPARTMENT the remainder of the obligation (including any non-participating costs on FA Projects) in a lump sum, upon completion of the project based upon final costs.
6. The COUNTY agrees that upon award of the contract for this improvement, the COUNTY will pay to the DEPARTMENT OF TRANSPORTATION of the STATE OF ILLINOIS in a lump sum from any funds allotted to the COUNTY, an amount equal to 95% of its obligation incurred under this AGREEMENT, and will pay to the said DEPARTMENT the remainder of the obligation (including any non-participating costs on FA Projects) in a lump sum, upon completion of the project based upon final costs.
7. The CITY further agrees to pass a supplemental resolution to provide necessary funds for its share of the cost of this improvement if the amount appropriated in “Exhibit A” proves to be insufficient, to cover said cost
8. The COUNTY further agrees to pass a supplemental resolution to provide necessary funds for its share of the cost of this improvement if the amount appropriated in “Exhibit B” proves to be insufficient, to cover said cost.
9. The CITY and COUNTY shall exercise its franchise rights, if any, to cause private utilities to be relocated, if required, at no expense to the STATE.
10. The CITY and COUNTY agree to cause their utilities installed on right-of-way after said right-of-way was acquired by the STATE or installed within the limits of a roadway after the said roadway’s jurisdiction was assumed by the STATE, to be relocated and/or adjusted, if required, at no expense to the STATE.

11. Upon final field inspection of the improvement and so long as FAI Route 57 is used as a State Highway, the STATE agrees to maintain or cause to be maintained and/or rehabilitated from time to time as necessary the bridge over Interstate 57, ramps and the portion of Curtis Road within the access control limits from Station 11+65 to Station 42+90 except as provided elsewhere in this document. Bridge maintenance and/or rehabilitation shall include replacement of the bridge deck. The STATE will mow all right of way inside the Access control limits of the interchange except the in-ditch detention facility located in the south ditch between the northbound exit ramp, identified as Ramp B in the plans, and the access control limit at Station 42+90.

Upon final field inspection of the improvement, the CITY agrees to maintain or cause to be maintained those portions of the improvement which are outside the access control limits from Station 11+65 to Station 42+90, and those CITY owned utilities including appurtenances thereto, highway lighting including furnishing the electrical energy therefore. The CITY will mow the in-ditch detention facility located in the south ditch between the northbound exit ramp, identified as Ramp B in the plans, and the access control limit at Station 42+90.

12. The CITY further agrees to perform snow removal operations on Curtis Road from Staley Road to Duncan Road including the portions of Curtis Road under STATE jurisdiction. The CITY agrees to perform minor maintenance operations such as minor pot hole patching, sweeping of the pavement and structure over Interstate 57. The City will be responsible for all maintenance items within the detention facility requested by the CITY, such as ditch cleaning.
13. The CITY and COUNTY agrees to provide written approval of that portion of the plans and specifications relative to the CITY and COUNTY financial and maintenance obligations described herein, prior to the State's advertising for the proposed improvement.
14. Obligations of the STATE and CITY and COUNTY will cease immediately without penalty or further payment being required if, in any fiscal year, the Illinois General Assembly or Federal funding source fails to appropriate or otherwise make available funds for this contract.
15. This AGREEMENT and the covenants contained herein shall be null and void in the event the contract covering the construction work contemplated herein is not awarded within the three years subsequent to execution of the agreement.

This agreement shall be binding upon and to the benefit of the parties hereto, their successors and assigns.

CITY of CHAMPAIGN

By: \_\_\_\_\_

TITLE: \_\_\_\_\_

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

COUNTY of CHAMPAIGN

By: \_\_\_\_\_

TITLE: \_\_\_\_\_

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

STATE OF ILLINOIS  
DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_

Milton R. Sees  
Director – Division of Highways  
Chief Engineer

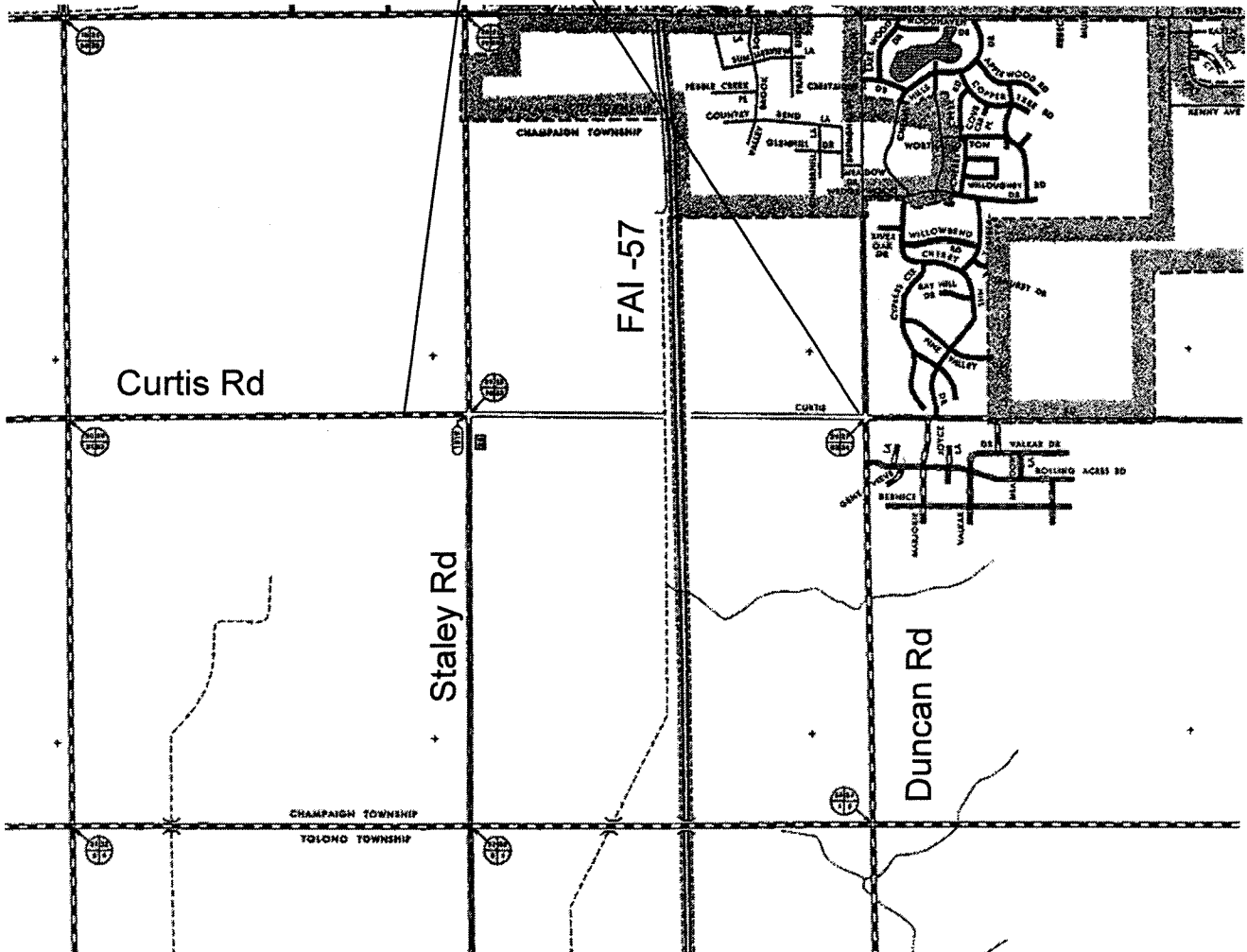
Date: \_\_\_\_\_

FAI Route 57  
Section: 10-32HB-3,K  
City Sec:06-00274-00-FP  
County: CHAMPAIGN  
Job No. C-95-093-95  
Agreement No. JN506 002  
Contract No. 90758



# Location Map

Project limits





# RESOLUTION

EXHIBIT A

WHEREAS, the CITY of CHAMPAIGN has entered into an Agreement with the State of Illinois for the improvement of FAI Route 57 and Curtis Rd. Interchange known as State Section 10-32HB-3K , City Section 06-00274-00-FP; and

WHEREAS, in compliance with the aforementioned Agreement, it is necessary for the CITY, to appropriate sufficient funds to pay its share of the cost of said improvement.

NOW, THEREFORE, BE IT RESOLVED, that there is hereby appropriated the sum of 434 thousand 5 hundred 64 and no/00 Dollars (\$ 434,564.) or so much thereof as may be necessary, from any money now or hereinafter allotted to the CITY, to pay for its share of the cost of this improvements as described in the Agreement; and

BE IT FURTHER RESOLVED, that upon award of the contract for this improvement and after JULY 1, 2007, the CITY will pay to the DEPARTMENT OF TRANSPORTATION of the STATE OF ILLINOIS in a lump sum from any funds allotted to the CITY, an amount equal to 95% of its obligation incurred under this AGREEMENT, and will pay to the said DEPARTMENT the remainder of the obligation (including any non-participating costs on FA Projects) in a lump sum, upon completion of the project based upon final costs.

BE IT FURTHER RESOLVED, that the CITY agrees to pass a supplemental resolution to provide necessary funds for its share of the cost of this repairs if the amount appropriated herein proves to be insufficient to cover said cost.

State of Illinois                    )  
  ) SS  
County of \_\_\_\_\_            )  
I, Mr. \_\_\_\_\_  
    Miss \_\_\_\_\_  
    Mrs. \_\_\_\_\_  
    Ms. \_\_\_\_\_

Clerk in and for  
the \_\_\_\_\_ of \_\_\_\_\_, hereby certify the  
foregoing to be a true perfect and complete copy  
of the resolution adopted by the  
\_\_\_\_\_ at a meeting on  
\_\_\_\_\_ 20\_\_\_\_.

IN TESTIMONY WHEREOF, I have hereunto set  
my hand and seal this \_\_\_\_\_ day of  
\_\_\_\_\_, AD 20\_\_\_\_.  
\_\_\_\_\_ Clerk

# RESOLUTION

EXHIBIT "B"

WHEREAS, the COUNTY of CHAMPAIGN has entered into an Agreement with the State of Illinois for the improvement of FAI Route 57 and Curtis Rd. Intersection known as State Section 10-32HB-3,K; County Section 06-00374-01-FP and

WHEREAS, in compliance with the aforementioned Agreement, it is necessary for the COUNTY, to appropriate sufficient funds to pay its share of the cost of said improvement.

NOW, THEREFORE, BE IT RESOLVED, that there is hereby appropriated the sum of 350 thousand 7 hundred 50 and no/00 Dollars (\$ 350,750) or so much thereof as may be necessary, from any money now or hereinafter allotted to the COUNTY, to pay for its share of the cost of this improvements as described in the Agreement; and

BE IT FURTHER RESOLVED, that upon award of the contract for this improvement, the COUNTY will pay to the DEPARTMENT OF TRANSPORTATION of the STATE OF ILLINOIS in a lump sum from any funds allotted to the COUNTY, an amount equal to 95% of its obligation incurred under this AGREEMENT, and will pay to the said DEPARTMENT the remainder of the obligation including any non-participating costs on FA Projects in a lump sum, upon completion of the project based upon final costs.

BE IT FURTHER RESOLVED, that the COUNTY agrees to pass a supplemental resolution to provide necessary funds for its share of the cost of these repairs if the amount appropriated herein proves to be insufficient to cover said cost.

State of Illinois                     )  
    ) SS  
 County of \_\_\_\_\_ )  
 I, Mr. \_\_\_\_\_  
     Miss \_\_\_\_\_  
     Mrs. \_\_\_\_\_  
     Ms. \_\_\_\_\_

Clerk in and for  
 the \_\_\_\_\_ of \_\_\_\_\_, hereby certify the  
 foregoing to be a true perfect and complete copy  
 of the resolution adopted by the  
 \_\_\_\_\_ at a meeting on  
 \_\_\_\_\_ 20\_\_\_\_\_.

IN TESTIMONY WHEREOF, I have hereunto set  
 my hand and seal this \_\_\_\_\_ day of  
 \_\_\_\_\_, AD 20\_\_\_\_\_.  
 \_\_\_\_\_ Clerk



Local Agency		Type of Systems Transfer	
Municipality:	City of Champaign	<b>Type 1</b>	<b>Type 2</b>
Township/Road District:		From: State Highway System	From: Local Highway System
County:	Champaign	To: Local Highway System	To: State Highway System
Section Number:	06-00274-00-FP	Indicate Type of Systems Transfer : 1	

The above local agency, and the State of Illinois, acting by and through its Department of Transportation, agree to transfer the jurisdiction of the designated location in the manner indicated above under **Type of Systems Transfer**

**Location Description**

Name Curtis Road Route FAP 807 Length 2,978.29 FT  
 Termini 1,000FT West of Staley Road to the West Access control limits STA. 11+65 and from the East Access control  
of I-57 Intersection of Duncan Road

This transfer  does  does not include Structure No. \_\_\_\_\_

The transfer  does  does not include a transfer to land rights (4-508). If "does", attach letter of intent approved by the Department.

WHEREAS, the authority to enter into this contract is granted the STATE by Section 4-409 of the Illinois Highway Code and the authority to make changes in the State Highway System is granted the State under Section 2-101 of the Illinois Highway Code.

**Include for Municipalities Only**

WHEREAS, the authority to make changes to the Municipal Street System is granted to the Municipality by Section 7-101 of the Illinois Highway Code

NOW THEREFORE IT IS AGREED that the corporate authority of said municipality will pass an ordinance providing for the transfer of the above location and shall attach hereto and make a part hereof a copy of a location map as Addendum No. 1 and a copy of the ordinance as Addendum No. 2, and

**Include for Counties Only**

WHEREAS, the authority to make changes to the County Highway System is granted to the County by Section 5-105 of the Illinois Highway Code.

NOW THEREFORE IT IS AGREED that the County Board of said County will pass a resolution providing for the transfer of the above location and shall attach hereto and make a part hereof a copy of a location map as Addendum No. 1 and a copy of the resolution as Addendum No. 2, and

**Include for Township/Road Districts Only**

WHEREAS, the authority to make changes to the Township/Road District System is granted to the Highway Commissioner under Section 6-201.3 of the Illinois Highway Code and said Highway Commissioner shall attach hereto and make a part hereof a copy of a location map as Addendum No. 1, and

IT IS MUTUALLY AGREED, that this jurisdictional transfer will become effective 21 calendar days after:

(Check One)

- Final Inspection by the State (Type "1")
- Execution of Agreement
- Acceptance by the State
- Approval of Land Conveyance

**Supplements**

Additional information and/or stipulations, if any, are hereby attached and identified below as being a part of this jurisdictional transfer.

Supplement \_\_\_\_\_  
 (Insert supplement numbers of letters and page numbers, if applicable.)

IT IS FURTHER AGREED, that the provisions of this jurisdictional transfer shall be binding and inure to the benefit of the parties hereto, their successors and assigns.

## Summary of Committee Action

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### **Champaign County Environment & Land Use Committee**

**Date:** May 08, 2006  
**Time:** 7:00 P.M.  
**Place:** Lyle Shields Meeting Room  
(Meeting Room One)  
Brookens Administrative Center  
1776 E. Washington St.  
Urbana, Illinois

#### **Members Present:**

Jan Anderson, Chris Doenitz, Nancy Greenwalt (VC),  
Brendan McGinty, Steve Moser, Jon Schroeder

Members Absent: Tony Fabri, Ralph Langenheim (C)

**Phone:** (217) 384-3708

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### AGENDA

#### •County Board Action Required *Old Business shown in Italics*

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- |  |  |
|--|--|
| 1. Call to Order   | 7:02 p.m.  |
| 2. Approval of Agenda  | Approved   |
| 3. Approval of Minutes (April 10, 2006)  | Approved   |
| 4. Public Participation  | Steve Royal and Paul Cole addressed Item #8. Bernard Hammel addressed Item #11. Tim Asire addressed Item #9. |
| 5. Correspondence  | None   |
| 6. County Board Chair's Report   | None   |
| 7. Recreation and Entertainment License: Eastern Illinois A.B.A.T.E., Inc. for live music, motorcycle show and motorcycle Rodeo at the Rolling Hills Campground. Location: 3151A CR 2800E, Penfield, IL. June 2, 2006 thru June 4, 2006.   | Approved   |
| 8. • <i>Subdivision Case 187-06: Wolf Creek Subdivision. Subdivision Plat Approval for a three-lot minor subdivision in the CR, Zoning District in Section 30 of Ogden Township.</i>   | Recommended approval   |
| 9. •Zoning Case 527-FV-05: Tim Asire<br>Request: Authorize the following variances from the Champaign County Special Flood Hazard Areas Ordinance:<br>A. Authorize the use of an existing dwelling in which the top of the lowest floor is 8.5 inches above the Base Flood Elevation instead of 1.0 feet above the | Recommended approval   |

Environment and Land Use Committee  
Summary of Action Report  
May 08, 2006  
Page 2

Case 527-FV-05 cont:

**Base Flood Elevation.**

- B. Authorize the construction and use of an addition To a dwelling in which the top of the lowest floor Of the addition is 8.5 inches above the Base Flood Elevation instead of 1.0 feet above the Base Flood Elevation.**
- C. Authorize the use of an existing shed in which the top of the lowest floor is 4 feet 7 inches below the Base Flood Elevation instead of 1.0 feet above the Base Flood Elevation and that is 720 square feet instead of no more than 500 square feet.**

Location: **Lot 27 of The Meadows Subdivision in Section 36 of Newcomb Township and that is commonly known as the Residence at 2610 Appaloosa Lane, Mahomet.**

- |   |   |
|---|---|
| <b>10. Discussion regarding Liquor Advisory Committee</b>   | <b>None</b>   |
| <b>11. •Zoning Case 523-AT-05: Zoning Administrator</b><br><i>Request: Add "Ethanol Manufacturing: and authorize by Special Use Permit with standard conditions in the I-2, Heavy Industry Zoning District.</i> | <b>Recommended approval of Alternative C</b>  |
| <b>12. Regulation of lots in duly approved subdivisions between May 17, 1977, and February 18, 1997, that have access to public streets by means of easements of access.</b>                                    | <b>Staff directed to investigate an amendment to prohibit variance of street access requirement.</b>                |
| <b>13. Notice of Intent to apply for FEMA Pre-Disaster Mitigation Planning Funds</b>  | <b>Authorized the County Planner to apply for presently available PDM funds to develop a Local Mitigation Plan.</b> |
| <b>14. Comprehensive Zoning Review</b>  | <b>Information Only</b>   |
| <b>15. Monthly Report for April, 2006</b>   | <b>Information Only</b>   |
| <b>16. Other Business</b>   | <b>None</b>   |
| <b>17. Determination of Items to be placed on the County Board Consent Agenda</b>   | <b>Item #9</b>  |
| <b>18. Adjournment</b>  | <b>8:25 p.m.</b>  |

RESOLUTION NO. 5391  
RESOLUTION APPROVING SUBDIVISION CASE 187-06  
WOLF CREEK SUBDIVISION

WHEREAS, the Champaign County Board has reviewed the Final Plat, subdivision application, and supporting documents for the Wolf Creek Subdivision, a Minor Residential Subdivision located in Ogden Township, Champaign County, Illinois; and

WHEREAS, the Champaign County Board has considered the recommendation of the Environment and Land Use Committee and voted to approve the Final Plat of the Wolf Creek Subdivision, Case 187-06.

NOW, THEREFORE BE IT RESOLVED that the Champaign County Board approves Subdivision Case 187-06 Wolf Creek Subdivision.

PRESENTED, ADOPTED, APPROVED AND RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

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Barbara Wysocki, Chair  
Champaign County Board

ATTEST:

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Mark Shelden, County Clerk and  
*ex officio* Clerk of the County Board

**ORDINANCE NO. 781**  
**ORDINANCE AMENDING ZONING ORDINANCE**  
**523-AT-05**

WHEREAS, the Champaign County Zoning Board of Appeals held a public hearing, made a formal recommendation for approval, and forwarded to this Board Case Number 523-AT-05;

WHEREAS, the Champaign County Board believes it is for the best interests of the County and for the public good and welfare to amend the Champaign County Zoning Ordinance in a manner hereinafter provided;

NOW, THEREFORE BE IT ORDAINED, by the Champaign County Board, Champaign County, Illinois, that Resolution No. 971, *The Zoning Ordinance of the County of Champaign, Illinois* be amended in the following manner.

1. Amend Section 5.2 to indicate “Fuel Ethanol Manufacturing” as a Special Use Permit in the I-2 District and add the following footnote to Section 5.2:
  14. Fuel ethanol manufacturing shall only be authorized as follows:
    - A. Only the dry mill process shall be authorized.
    - B. Thermal oxidizers or better technology is required to remove the volatile organic compounds (VOCs) to reduce odors.
2. Add “Fuel Ethanol Manufacturing” as a Special Use in Section 6.1.3 Schedule of Requirements and Standard Conditions; and indicate NR for fencing; and indicate “standard same as applicable zoning district” for Minimum Lot Size, Maximum Height, and Required Yards; and include the following explanatory notes:
  1. The petitioner is required to provide a water study on the potential impacts of any proposed ethanol production facility on the Mahomet Aquifer, or other groundwater source if applicable, in terms of adverse impacts to the aquifer; rate of draw down, including analysis of drawdown rate and the effect on shallow wells and other adjacent wells; capacity analysis; and seasonality impacts. The water study may be in the form of a letter report and shall be based on the following:
    - A. A review of relevant well records, hydrogeologic reports, and other pertinent correspondence.
    - B. Determination of existing ground water levels in neighboring wells provided that access is permitted by the well owner.

- C. Exploratory test hole drilling and geophysical exploration as required including possible geophysical logging of test holes.
- D. If adequate aquifer hydraulic property information is not otherwise available, test data shall be provided from a test well, monitoring well, and other observation wells, or other appropriate existing wells, sufficient to serve as serve as the basis for estimating a distance- drawdown relationship.
- E. An estimated distance-drawdown relationship shall also be included in the letter report.

Such water study shall be performed by either an Illinois Licensed Geologist or an Illinois Professional Engineer either of which shall have extensive experience with groundwater hydrology, or other similarly competent groundwater hydrology professional. No Special Use Permit for an ethanol facility shall be approved unless said water study determines no significant adverse impact with mitigation measures on the Mahomet Aquifer or other groundwater source. The County reserves the right to have the report reviewed by a similarly competent Illinois Licensed Geologist or an Illinois Professional Engineer.

- 2. When a Fuel Ethanol Manufacturing plant is not proposed to be connected to a connected public sanitary system sufficient information shall be provided in the Special Use Permit application to prove that an adequate drainage outlet is available for all anticipated discharges to surface waters.
- 3. A traffic impact analysis (TIA) for the proposed Special Use Permit shall be submitted with the Special Use Permit application. The TIA shall meet the requirements of the Illinois Department of Transportation (IDOT) and shall be performed by a professional engineer licensed in Illinois who is prequalified for traffic studies by IDOT and approved by the County. The petitioner shall make the necessary improvements identified in the TIA that are specifically and uniquely attributable to the proposed Special Use Permit.
- 4. The petitioner is required to file with the County Zoning Administrator the following:
  - (a) Emergency Action Plan which meets OSHA standards with written approval from the responding service providers.
  - (b) Sewer Connection Permit from the sanitary district and any required Connection Permit from IEPA if the manufacturing facility discharges into a municipal sanitary sewer.



- (c) Certificate of Compliance or Letter of Approval as a result of the application under the Clean Water Act.
  - (d) Air Permit issued by the IEPA.
5. The petitioner shall provide a letter from a Registered Illinois Professional Engineer indicating that based on the proposed design the plant is not expected to violate the Illinois Noise Statute. Post construction, the petitioner shall place on file a letter from a Registered Illinois Professional Engineer indicating that while operating the plant does not violate the Illinois Noise Statute.

PRESENTED, PASSED, APPROVED, AND RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

SIGNED:

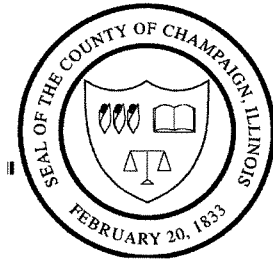
ATTEST:

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Barbara Wysocki, Chair  
Champaign County Board  
Champaign, Illinois

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Mark Shelden, County Clerk and *Ex Officio*  
Clerk of the Champaign County Board



# **COUNTY BOARD CONSENT AGENDA**

*County of Champaign, Urbana, Illinois*

*Thursday May 18, 2006 - 7:00 p.m.*

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*Lyle Shields Meeting Room, Brookens Administrative Center  
1776 East Washington, Urbana, Illinois*

	<u>Page No.</u>
<b>A. <u>JUSTICE &amp; SOCIAL SERVICES</u></b>	
1. Adoption of Resolution No. 5349 authorizing an agreement between the University of Illinois and the County of Champaign for the provision of security at Memorial Stadium during University of Illinois football games.	*1 P4-7
2. Adoption of Resolution No. 5350 authorizing an Intergovernmental Agreement between the County of Champaign and the Village of Fisher for Animal Impoundment Services.	*2 P17-21
3. Adoption of Resolution No.5351 authorizing an Intergovernmental Agreement between the County of Champaign and the Village of Fisher for Animal Control Services.	*3 P20-23
4. Adoption of Resolution No.5352 authorizing an Intergovernmental Agreement between the County of Champaign and the Village of Foosland for Animal Impoundment Services.	*4 P24-28
5. Adoption of Resolution No. 5353 authorizing an Intergovernmental Agreement between the County of Champaign and the Village of Foosland for Animal Control Services.	*5 P29-30
6. Adoption of Resolution No.5354 authorizing an Intergovernmental Agreement between the County of Champaign and the Village of Thomasboro for Animal Impoundment Services.	*6 P31-36
7. Adoption of Resolution No. 5355 authorizing an Intergovernmental Agreement between the County of Champaign and the Village of Thomasboro for Animal Control Services.	*7 P37-38
8. Adoption of Resolution No. 5356 authorizing an Intergovernmental Agreement between the County of Champaign and the Village of Tolono for Animal Impoundment Services.	*8 P39-43
9. Adoption of Resolution No.5357 authorizing an Intergovernmental Agreement between the County of Champaign and the Village of Tolono for Animal Control Services.	*9 P44-45
10. Adoption of Resolution No. 5358 for the acceptance of the State of Illinois Department of Public Health Grant to the Champaign County Coroner's Office.	*10 P46-47

**B. COUNTY FACILITIES**

1. Adoption of Resolution No. 5361 appropriating \$3,394.94 from the Champaign County Highway Facility Construction Fund for Invoice #127550 from BLDD Architects. \*11  
L4-6
2. Adoption of Resolution No.5362 appropriating \$81,000 from the Champaign County Highway Facility Construction Fund for Invoice #127559 from BLDD Architects. \*12  
L7
3. Adoption of Resolution No. 5363 appropriating \$2,780 from the Champaign County General Corporate/General County Budget for Invoice #5 from Isaksen Glerum Wachter Architecture. \*13  
L8-9
4. Adoption of Resolution No. 5364 appropriating \$18,847.50 from the Champaign County Nursing Home Construction Fund for Invoice #91242 from Farnsworth Group, Inc. \*14  
L23
5. Adoption of Resolution No.5365 appropriating \$427.26 from the Champaign County Nursing Home Construction Fund for Invoice #91253 from Farnsworth Group, Inc. \*15  
L24-25
6. Adoption of Resolution No.5366 appropriating \$42,677 from the Champaign County Nursing Home Construction Fund for Pay Request#39 from PKD, Incorporated. \*16  
L26-30

**C. POLICY, PERSONNEL & APPOINTMENTS**

1. Adoption of Resolution No. 5371 appointing Paul Berbaum to the Scott Fire Protection District, term ending April 30, 2009. \*17-18  
B9
2. Adoption of Resolution No. 5372 appointing Steve Parrish to the Penfield Water District, term ending May 31, 2011. \*19-20  
B10
3. Adoption of Resolution No. 5373 appointing Stan Jenkins to the Champaign County Board of Review, term ending May 31, 2008. \*21-22  
B13
4. Adoption of Resolution No. 5374 appointing Dan Stebbins to the Champaign County Board of Review, term ending May 31, 2008. \*23-24  
B14
5. Adoption of Resolution No. 5375 appointing Jenny Heck-Dodson to the Liquor Advisory Commission, term ending May 31, 2009. \*25-26  
B15-16
6. Adoption of Resolution No. 5376 appointing Jerry Lyke to the Urbana-Champaign Sanitary District, term ending May 31, 2009. \*27-28  
B19-21

Policy cont.

7. Adoption of Resolution No. 5377 appointing Jonathan Schroeder to The Policy, Personnel & Appointments committee of the Champaign County Board. \*29  
B23-24
8. Adoption of Ordinance No. 779 Rescinding Ordinance Nos. 467,480,484,511,529,610,634,638,642,695,697 and 730 An Ordinance establishing County Personnel Policy. \*30-90
9. Adoption of Ordinance No. 780 Rescinding Resolution No. 4452 And Rescinding Travel Regulations for Champaign County, Illinois adopted June 1975 and revisions adopted September 1977, May 1981, July 1983, December 1986, January 1990, May 1999, December 1993, April 1997 and May 1999 – An Ordinance Establishing travel regulations policy for Champaign County, Illinois \*91-102
10. Adoption of Resolution No. 5378 honoring a retiring County Employee Richard E. Quick. \*103  
B31
11. Adoption of Resolution No. 5379 honoring a retiring County Employee Walter Wolfe. \*104  
B32
12. Adoption of Resolution No. 5380 commending and thanking the Champaign County Genealogical Society for their work on behalf of the Champaign County Clerk. \*105  
B33

**D. FINANCE**

1. **Adoption of Resolution No. 5386 – Budget Amendment** \*106-107
  - A. Budget Amendment #06-00052 G10  
Fund: 080 – General Corporate  
Dept: 040 - Sheriff  
Increased Appropriations: \$45,460  
Increased Revenue: \$45,460  
Reason: 1. Reimbursement for vests. 2. Settlement claim for back wages. 3. ILEAS reimbursement for deputy wages.
  - B. Budget Amendment #06-00053 G11  
Fund: 476 – Self-Funded Insurance  
Dept: 118 – Property/Liability Insurance  
Increased Appropriations: \$50,000  
Increased Revenue: \$50,000  
Reason: Increase line item to pay defense attorney fees for remainder of Fiscal Year 2006.

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Finance cont.

2. Adoption of Resolution No. 5387 authorizing first renewal and amendment of the Intergovernmental Agreement between the Department of Healthcare and Family Services and the Champaign County State's Attorney \*108  
G12-13

**E. HIGHWAY & TRANSPORTATION**

1. Adoption of Resolution No. 5390 – Petition requesting And Resolution approving appropriations of funds from The County Bridge Fund pursuant to 605 ILCS 5/5-501. \*109-111  
O26-28

**F. ENVIRONMENT & LAND USE**

1. Adoption of Resolution No. 5392 granting a Floodplain Variance – Zoning Case 527-FV-05. \*112-113  
Y29-45

RESOLUTION NO. 5349

RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE UNIVERSITY OF ILLINOIS AND THE COUNTY OF CHAMPAIGN FOR THE PROVISION OF SECURITY AT MEMORIAL STADIUM DURING UNIVERSITY OF ILLINOIS FOOTBALL GAMES

WHEREAS, the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et. seq. authorizes the University of Illinois (hereinafter "U of I") and the County of Champaign (hereinafter "COUNTY") to contract to perform and share services in any manner not prohibited by law; and

WHEREAS, the U of I desires additional law enforcement officers to provide police services during the U of I football games; and

WHEREAS, the County Board finds that it has the ability to and that it is in the best interest of the COUNTY to provide such additional law enforcement personnel; and

WHEREAS, an Agreement for the Provision of Security at Memorial Stadium during U of I Football Games between the COUNTY, the Sheriff of Champaign County, and the U of I has been prepared and outlines the responsibilities and financial compensation provided by each party for the period from September 2, 2006 and continuing until November 11, 2006.

NOW, THEREFORE, BE IT RESOLVED that the County Board of Champaign County authorizes the County Board Chair to enter into the Agreement between the University of Illinois and the County of Champaign for the Provision of Security at Memorial Stadium during University of Illinois Football Games.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

ATTEST:

\_\_\_\_\_  
Mark Sheldon, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

RESOLUTION NO. 5350

RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE COUNTY OF CHAMPAIGN AND THE VILLAGE OF FISHER FOR ANIMAL IMPOUNDMENT SERVICES

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 units of local government to enter into agreements among themselves and provide authority for intergovernmental cooperation; and

WHEREAS, the County of Champaign (hereinafter "COUNTY") proposes to provide an Animal Service Facility primarily for the impounding of animals for the use of local law enforcement agencies; and

WHEREAS, the COUNTY and the Village of Fisher (hereinafter "VILLAGE") desire to cooperate for the best interests of the County and the Village; and

WHEREAS, an Intergovernmental Agreement for Animal Impoundment Services between the COUNTY and the VILLAGE (hereinafter "AGREEMENT") has been prepared; and

WHEREAS, the AGREEMENT outlines the financial participation and the facilities and services responsibilities of the parties.

NOW, THEREFORE, BE IT RESOLVED that the County Board of Champaign County authorizes the County Board Chair to enter into the Intergovernmental Agreement for Animal Impoundment Services with the Village of Fisher.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

RESOLUTION NO. 5351

RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE COUNTY OF CHAMPAIGN AND THE VILLAGE OF FISHER FOR ANIMAL CONTROL SERVICES

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 units of local government to enter into agreements among themselves and provide authority for intergovernmental cooperation; and

WHEREAS, the County of Champaign (hereinafter "COUNTY") and the Village of Fisher (hereinafter "VILLAGE") desire to cooperate for the best interests of the COUNTY and the VILLAGE; and

WHEREAS, there is a need to respond to requests for animal control services within the VILLAGE; and

WHEREAS, the COUNTY has the ability to provide such services through the Champaign County Animal Control Department, and

WHEREAS, an Intergovernmental Agreement for Animal Control Services between the COUNTY and the VILLAGE (hereinafter "AGREEMENT") has been prepared; and

WHEREAS, the AGREEMENT outlines the financial participation and the service responsibilities of the parties.

NOW, THEREFORE, BE IT RESOLVED that the County Board of Champaign County authorizes the County Board Chair to enter into the Intergovernmental Agreement for Animal Control Services with the Village of Fisher.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk  
and ex-officio Clerk of the  
Champaign County Board



RESOLUTION NO. 5352

RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE COUNTY OF CHAMPAIGN AND THE VILLAGE OF FOOSLAND FOR ANIMAL IMPOUNDMENT SERVICES

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 units of local government to enter into agreements among themselves and provide authority for intergovernmental cooperation; and

WHEREAS, the County of Champaign (hereinafter "COUNTY") proposes to provide an Animal Service Facility primarily for the impounding of animals for the use of local law enforcement agencies; and

WHEREAS, the COUNTY and the Village of Foosland (hereinafter "VILLAGE") desire to cooperate for the best interests of the County and the Village; and

WHEREAS, an Intergovernmental Agreement for Animal Impoundment Services between the COUNTY and the VILLAGE (hereinafter "AGREEMENT") has been prepared; and

WHEREAS, the AGREEMENT outlines the financial participation and the facilities and services responsibilities of the parties.

NOW, THEREFORE, BE IT RESOLVED that the County Board of Champaign County authorizes the County Board Chair to enter into the Intergovernmental Agreement for Animal Impoundment Services with the Village of Foosland.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

RESOLUTION NO. 5353

RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE COUNTY OF CHAMPAIGN AND THE VILLAGE OF FOOSLAND FOR ANIMAL CONTROL SERVICES

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 units of local government to enter into agreements among themselves and provide authority for intergovernmental cooperation; and

WHEREAS, the County of Champaign (hereinafter "COUNTY") and the Village of Foosland (hereinafter "VILLAGE") desire to cooperate for the best interests of the COUNTY and the VILLAGE; and

WHEREAS, there is a need to respond to requests for animal control services within the VILLAGE; and

WHEREAS, the COUNTY has the ability to provide such services through the Champaign County Animal Control Department, and

WHEREAS, an Intergovernmental Agreement for Animal Control Services between the COUNTY and the VILLAGE (hereinafter "AGREEMENT") has been prepared; and

WHEREAS, the AGREEMENT outlines the financial participation and the service responsibilities of the parties.

NOW, THEREFORE, BE IT RESOLVED that the County Board of Champaign County authorizes the County Board Chair to enter into the Intergovernmental Agreement for Animal Control Services with the Village of Foosland.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

RESOLUTION NO. 5354

RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE COUNTY OF CHAMPAIGN AND THE VILLAGE OF THOMASBORO FOR ANIMAL IMPOUNDMENT SERVICES

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 units of local government to enter into agreements among themselves and provide authority for intergovernmental cooperation; and

WHEREAS, the County of Champaign (hereinafter "COUNTY") proposes to provide an Animal Service Facility primarily for the impounding of animals for the use of local law enforcement agencies; and

WHEREAS, the COUNTY and the Village of Thomasboro (hereinafter "VILLAGE") desire to cooperate for the best interests of the County and the Village; and

WHEREAS, an Intergovernmental Agreement for Animal Impoundment Services between the COUNTY and the VILLAGE (hereinafter "AGREEMENT") has been prepared; and

WHEREAS, the AGREEMENT outlines the financial participation and the facilities and services responsibilities of the parties.

NOW, THEREFORE, BE IT RESOLVED that the County Board of Champaign County authorizes the County Board Chair to enter into the Intergovernmental Agreement for Animal Impoundment Services with the Village of Thomasboro.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

RESOLUTION NO. 5355

RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE COUNTY OF CHAMPAIGN AND THE VILLAGE OF THOMASBORO FOR ANIMAL CONTROL SERVICES

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 units of local government to enter into agreements among themselves and provide authority for intergovernmental cooperation; and

WHEREAS, the County of Champaign (hereinafter "COUNTY") and the Village of Thomasboro (hereinafter "VILLAGE") desire to cooperate for the best interests of the COUNTY and the VILLAGE; and

WHEREAS, there is a need to respond to requests for animal control services within the VILLAGE; and

WHEREAS, the COUNTY has the ability to provide such services through the Champaign County Animal Control Department, and

WHEREAS, an Intergovernmental Agreement for Animal Control Services between the COUNTY and the VILLAGE (hereinafter "AGREEMENT") has been prepared; and

WHEREAS, the AGREEMENT outlines the financial participation and the service responsibilities of the parties.

NOW, THEREFORE, BE IT RESOLVED that the County Board of Champaign County authorizes the County Board Chair to enter into the Intergovernmental Agreement for Animal Control Services with the Village of Thomasboro.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Sheldon, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

RESOLUTION NO. 5356

RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE  
COUNTY OF CHAMPAIGN AND THE VILLAGE OF TOLONO FOR ANIMAL  
IMPOUNDMENT SERVICES

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 units of local government to enter into agreements among themselves and provide authority for intergovernmental cooperation; and

WHEREAS, the County of Champaign (hereinafter "COUNTY") proposes to provide an Animal Service Facility primarily for the impounding of animals for the use of local law enforcement agencies; and

WHEREAS, the COUNTY and the Village of Tolono (hereinafter "VILLAGE") desire to cooperate for the best interests of the County and the Village; and

WHEREAS, an Intergovernmental Agreement for Animal Impoundment Services between the COUNTY and the VILLAGE (hereinafter "AGREEMENT") has been prepared; and

WHEREAS, the AGREEMENT outlines the financial participation and the facilities and services responsibilities of the parties.

NOW, THEREFORE, BE IT RESOLVED that the County Board of Champaign County authorizes the County Board Chair to enter into the Intergovernmental Agreement for Animal Impoundment Services with the Village of Tolono.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

RESOLUTION NO. 5357

RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE COUNTY OF CHAMPAIGN AND THE VILLAGE OF TOLONO FOR ANIMAL CONTROL SERVICES

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 units of local government to enter into agreements among themselves and provide authority for intergovernmental cooperation; and

WHEREAS, the County of Champaign (hereinafter "COUNTY") and the Village of Tolono (hereinafter "VILLAGE") desire to cooperate for the best interests of the COUNTY and the VILLAGE; and

WHEREAS, there is a need to respond to requests for animal control services within the VILLAGE; and

WHEREAS, the COUNTY has the ability to provide such services through the Champaign County Animal Control Department, and

WHEREAS, an Intergovernmental Agreement for Animal Control Services between the COUNTY and the VILLAGE (hereinafter "AGREEMENT") has been prepared; and

WHEREAS, the AGREEMENT outlines the financial participation and the service responsibilities of the parties.

NOW, THEREFORE, BE IT RESOLVED that the County Board of Champaign County authorizes the County Board Chair to enter into the Intergovernmental Agreement for Animal Control Services with the Village of Tolono.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Sheldon, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

RESOLUTION NO. 5358

RESOLUTION FOR THE ACCEPTANCE OF THE STATE OF ILLINOIS DEPARTMENT OF PUBLIC HEALTH GRANT TO THE CHAMPAIGN COUNTY CORONER'S OFFICE

WHEREAS, Champaign County on behalf of the Champaign County Coroner's Office has received notification that Illinois Department of Public Health, pursuant to Public Act 93-045, in relation to Public Health, Section 5 The Vital Records Act and Section 25.5 The Death Certificate Surcharge Fund, is granting funds to the Champaign County Coroner's Office in the amount of \$4,400.00 (FOUR THOUSAND FOUR HUNDRED and 00/100 DOLLARS); and

WHEREAS, a Grant Agreement between Champaign County and the Illinois Department of Public Health has been prepared and contains the basic grant terms; and

WHEREAS, the grant agreement period is from July 1, 2006 to June 30, 2007; and

WHEREAS, acceptance of this grant does not require any financial contribution by Champaign County.

NOW, THEREFORE, BE IT RESOLVED that the County Board of Champaign County authorizes the County Board Chair to enter into the Grant Agreement between the County of Champaign and the Illinois Department of Public Aid

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Sheldon, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

RESOLUTION NO. 5361

RESOLUTION APPROPRIATING \$3,394.94 FROM THE CHAMPAIGN COUNTY  
HIGHWAY FACILITY CONSTRUCTION FUND FOR INVOICE #127550 FROM  
BLDD ARCHITECTS

WHEREAS, the County of Champaign entered into an agreement with BLDD Architects of Champaign, Illinois in July 2005 for the purpose of Architectural/Engineering Services for the construction of a new Highway/Fleet Maintenance Facility; and

WHEREAS, the County Facilities committee recommended to the County Board approval of Invoice #127550 from BLDD Architects in the amount of \$3,394.94 for Professional Architect/Engineering Services provided through April 1, 2006 per the said agreement.

WHEREAS, the invoice is itemized as follows: \$3,375.00 – Schematic Design; \$19.20 – Reimbursables.

NOW, THEREFORE BE IT RESOLVED that the Champaign County Board approve Invoice #127550 from BLDD Architects.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
Champaign County Board

ATTEST:

\_\_\_\_\_  
Mark Shelden, County Clerk and  
Ex-Officio Clerk of the County Board



RESOLUTION NO. 5362

RESOLUTION APPROPRIATING \$81,000 FROM THE CHAMPAIGN COUNTY  
HIGHWAY FACILITY CONSTRUCTION FUND FOR INVOICE #127559 FROM  
BLDD ARCHITECTS

WHEREAS, the County of Champaign entered into an agreement with BLDD Architects of Champaign, Illinois in July 2005 for the purpose of Architectural/Engineering Services for the construction of a new Highway/Fleet Maintenance Facility; and

WHEREAS, the County Facilities committee recommended to the County Board approval of Invoice #127559 from BLDD Architects in the amount of \$81,000 for Professional Architect/Engineering Services provided through April 25, 2006 per the said agreement.

WHEREAS, the invoice is for design development phase services.

NOW, THEREFORE BE IT RESOLVED that the Champaign County Board approve Invoice #127559 from BLDD Architects.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
Champaign County Board

ATTEST:

\_\_\_\_\_  
Mark Shelden, County Clerk and  
Ex-Officio Clerk of the County Board

RESOLUTION NO. 5363

RESOLUTION APPROPRIATING \$2,780 FROM THE CHAMPAIGN COUNTY  
GENERAL CORPORATE/GENERAL COUNTY BUDGET FOR INVOICE #5  
FROM ISAKSEN GLERUM WACHTER ARCHITECTURE

WHEREAS, the County of Champaign entered into an agreement with Isaksen Glerum Wachter Architecture of Urbana, Illinois in October 2005 to conduct a reuse/conversion study of the existing Champaign County nursing home facility at 1701 East Main Street, Urbana, Illinois; and

WHEREAS, the County Facilities committee recommended to the County Board approval of Invoice #5 from Isaksen Glerum Wachter Architecture in the amount of \$2,780 for Professional Services rendered through March 31, 2006 , per the said agreement.

NOW, THEREFORE BE IT RESOLVED that the Champaign County Board approve Invoice #5 from Isaksen Glerum Wachter Architecture.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
Champaign County Board

ATTEST:

\_\_\_\_\_  
Mark Shelden, County Clerk and  
Ex-Officio Clerk of the County Board

RESOLUTION NO. 5364

RESOLUTION APPROPRIATING \$18,847.50 FROM THE CHAMPAIGN  
COUNTY NURSING HOME CONSTRUCTION FUND FOR INVOICE #91242  
FROM FARNSWORTH GROUP, INC.

WHEREAS, the County Facilities committee recommended to the Champaign County Board approval of invoice #91242 from Farnsworth Group, Inc. in the amount of \$18,847.50 for professional services provided through March 17, 2006 ; and

WHEREAS, the invoice is for Architectural Engineering Services/Construction Administration Expenses.

NOW, THEREFORE BE IT RESOLVED that the Champaign County Board approve invoice #91242 from Farnsworth Group, Inc.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
Champaign County Board

ATTEST:

\_\_\_\_\_  
Mark Shelden, County Clerk and  
Ex-Officio Clerk of the County Board

RESOLUTION NO. 5365

RESOLUTION APPROPRIATING \$427.26 FROM THE CHAMPAIGN COUNTY  
NURSING HOME CONSTRUCTION FUND FOR INVOICE #91253 FROM  
FARNSWORTH GROUP, INC.

WHEREAS, the County Facilities committee recommended to the Champaign County Board approval of invoice #91253 from Farnsworth Group, Inc. in the amount of \$427.26 for professional services provided through March 17, 2006 ; and

WHEREAS, the invoice is for Architectural Engineering Professional Services/Reimbursable Expenses.

NOW, THEREFORE BE IT RESOLVED that the Champaign County Board approve invoice #91253 from Farnsworth Group, Inc.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
Champaign County Board

ATTEST:

\_\_\_\_\_  
Mark Shelden, County Clerk and  
Ex-Officio Clerk of the County Board

RESOLUTION NO. 5366

RESOLUTION APPROPRIATING \$42,677 FROM THE CHAMPAIGN COUNTY  
NURSING HOME CONSTRUCTION FUND FOR PAY REQUEST #39 FROM  
PKD, INCORPORATED

WHEREAS, the County of Champaign entered into an agreement with PKD, Inc. of Champaign, Illinois in February 2003 for the purpose of construction management of the new Champaign County Nursing Home facility; and

WHEREAS, the County Facilities committee recommended to the County Board approval of Pay Request #39 from PKD, Inc in the amount of \$42,677 for Professional Services provided through April 20, 2006, per the said agreement; and

WHEREAS, the Pay Request is itemized as follows: \$8,627 – Staff; \$884 – Reimbursable; \$33,166 – General Conditions.

NOW, THEREFORE BE IT RESOLVED that the Champaign County Board approve Pay Request #39 from PKD, Inc.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
Champaign County Board

ATTEST:

\_\_\_\_\_  
Mark Shelden, County Clerk and  
Ex-Officio Clerk of the County Board

**RESOLUTION NO. 5371**

**RESOLUTION APPOINTING PAUL BERBAUM TO THE SCOTT FIRE PROTECTION DISTRICT**

WHEREAS, Barbara Wysocki has submitted to the County Board her appointment of Paul Berbaum to be a Trustee of the Scott Fire Protection District; and

WHEREAS, such appointment requires the advice and consent of the County Board under 35 ILCS 200/6-5.

NOW, THEREFORE, BE IT RESOLVED by the Champaign County Board that the County Board does hereby advise and consent to the appointment of Paul Berbaum as a Trustee of the Scott Fire Protection District for a term commencing May 18, 2006 and ending April 30, 2009; and

BE IT FURTHER RESOLVED that the "Notice of Appointment" be attached hereunto and made a part of this resolution; and

BE IT FURTHER RESOLVED that the County Clerk transmit certified copies of this resolution to: Paul Berbaum, 476 County Road 1700 N, Champaign, IL 61822.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

NOTICE OF APPOINTMENT

By virtue of the power vested in me under 35 ILCS 200/6-5, I, Barbara Wysocki, as presiding officer of the Champaign County Board, do hereby appoint Paul Berbaum as a Trustee of the Scott Fire Protection District for a term commencing May 18, 2006 and ending April 30, 2009.

I hereby submit his appointment to the County Board for its advice and consent this 18<sup>th</sup> day of May, A.D. 2006.

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Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

RESOLUTION NO. 5372

RESOLUTION APPOINTING STEVE PARRISH TO THE PENFIELD WATER DISTRICT

WHEREAS, Barbara Wysocki has submitted to the County Board her appointment of Steve Parrish to be a Trustee of the Penfield Water District; and

WHEREAS, such appointment requires the advice and consent of the County Board under 35 ILCS 200/6-5.

NOW, THEREFORE, BE IT RESOLVED by the Champaign County Board that the County Board does hereby advise and consent to the appointment of Steve Parrish as a Trustee of the Penfield Water District for a term commencing June 1, 2006 and ending May 31, 2011; and

BE IT FURTHER RESOLVED that the "Notice of Appointment" be attached hereunto and made a part of this resolution; and

BE IT FURTHER RESOLVED that the County Clerk transmit certified copies of this resolution to: Steve Parrish, P.O. Box 83, Penfield, IL 61862.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Sheldon, County Clerk  
and ex-officio Clerk of the  
Champaign County Board



NOTICE OF APPOINTMENT

By virtue of the power vested in me under 35 ILCS 200/6-5, I, Barbara Wysocki, as presiding officer of the Champaign County Board, do hereby appoint Steve Parrish as a Trustee of the Penfield Water District for a term commencing June 1, 2006 and ending May 31, 2011.

I hereby submit his appointment to the County Board for its advice and consent this 18<sup>th</sup> day of May, A.D. 2006.

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Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

RESOLUTION NO. 5373

RESOLUTION APPOINTING STAN JENKINS TO THE CHAMPAIGN COUNTY BOARD OF REVIEW

WHEREAS, Barbara Wysocki has submitted to the County Board her appointment of Stan Jenkins to be a Member of the Champaign County Board of Review; and

WHEREAS, such appointment requires the advice and consent of the County Board under 35 ILCS 200/6-5.

NOW, THEREFORE, BE IT RESOLVED by the Champaign County Board that the County Board does hereby advise and consent to the appointment of Stan Jenkins to be a Member of the Champaign County Board of Review for a term commencing June 1, 2006 and ending May 31, 2008; and

BE IT FURTHER RESOLVED that the "Notice of Appointment" be attached hereunto and made a part of this resolution; and

BE IT FURTHER RESOLVED that the County Clerk transmit certified copies of this resolution to: Stan Jenkins, Board of Review Office, 1776 East Washington St., Urbana, IL 61802.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

NOTICE OF APPOINTMENT

By virtue of the power vested in me under 35 ILCS 200/6-5, I, Barbara Wysocki, as presiding officer of the Champaign County Board, do hereby appoint Stan Jenkins to be a Member of the Champaign County Board of Review for a term commencing June 1, 2006 and ending May 31, 2008.

I hereby submit his appointment to the County Board for its advice and consent this 18<sup>th</sup> day of May, A.D. 2006.

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Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

RESOLUTION NO. 5374

RESOLUTION APPOINTING DAN STEBBINS TO THE CHAMPAIGN COUNTY BOARD OF REVIEW

WHEREAS, Barbara Wysocki has submitted to the County Board her appointment of Dan Stebbins to be a Member of the Champaign County Board of Review; and

WHEREAS, such appointment requires the advice and consent of the County Board under 35 ILCS 200/6-5.

NOW, THEREFORE, BE IT RESOLVED by the Champaign County Board that the County Board does hereby advise and consent to the appointment of Dan Stebbins to be a Member of the Champaign County Board of Review for a term commencing June 1, 2006 and ending May 31, 2008; and

BE IT FURTHER RESOLVED that the "Notice of Appointment" be attached hereunto and made a part of this resolution; and

BE IT FURTHER RESOLVED that the County Clerk transmit certified copies of this resolution to: Dan Stebbins, Board of Review Office, 1776 East Washington St., Urbana, IL 61802.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

## NOTICE OF APPOINTMENT

By virtue of the power vested in me under 35 ILCS 200/6-5, I, Barbara Wysocki, as presiding officer of the Champaign County Board, do hereby appoint Dan Stebbins to be a Member of the Champaign County Board of Review for a term commencing June 1, 2006 and ending May 31, 2008.

I hereby submit his appointment to the County Board for its advice and consent this 18<sup>th</sup> day of May, A.D. 2006.

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Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

RESOLUTION NO. 5375

RESOLUTION APPOINTING JENNY HECK-DODSON TO THE LIQUOR ADVISORY COMMISSION

WHEREAS, Barbara Wysocki has submitted to the County Board her appointment of Jenny Heck-Dodson to be a Commissioner of the Liquor Advisory Commission; and

WHEREAS, such appointment requires the advice and consent of the County Board under 35 ILCS 200/6-5.

NOW, THEREFORE, BE IT RESOLVED by the Champaign County Board that the County Board does hereby advise and consent to the appointment of Jenny Heck-Dodson to be a Commissioner of the Liquor Advisory Commission for a term commencing June 1, 2006 and ending May 31, 2009; and

BE IT FURTHER RESOLVED that the "Notice of Appointment" be attached hereunto and made a part of this resolution; and

BE IT FURTHER RESOLVED that the County Clerk transmit certified copies of this resolution to: Jenny Heck-Dodson, 2602 Brownfield Road #1, Urbana, IL 61802.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

## NOTICE OF APPOINTMENT

By virtue of the power vested in me under 35 ILCS 200/6-5, I, Barbara Wysocki, as presiding officer of the Champaign County Board, do hereby appoint Jenny Heck-Dodson to be a Commissioner of the Liquor Advisory Commission for a term commencing June 1, 2006 and ending May 31, 2009.

I hereby submit his appointment to the County Board for its advice and consent this 18<sup>th</sup> day of May, A.D. 2006.

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Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

RESOLUTION NO. 5376

RESOLUTION APPOINTING JERRY LYKE TO THE URBANA-CHAMPAIGN SANITARY DISTRICT

WHEREAS, Barbara Wysocki has submitted to the County Board her appointment of Jerry Lyke to be a Member of the Urbana-Champaign Sanitary District; and

WHEREAS, such appointment requires the advice and consent of the County Board under 35 ILCS 200/6-5.

NOW, THEREFORE, BE IT RESOLVED by the Champaign County Board that the County Board does hereby advise and consent to the appointment of Jerry Lyke to be a Member of the Urbana-Champaign Sanitary District for a term commencing June 1, 2006 and ending May 31, 2009; and

BE IT FURTHER RESOLVED that the "Notice of Appointment" be attached hereunto and made a part of this resolution; and

BE IT FURTHER RESOLVED that the County Clerk transmit certified copies of this resolution to: Jerry Lyke, 304 N. Draper, Champaign, IL 61821.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk  
and ex-officio Clerk of the  
Champaign County Board



## NOTICE OF APPOINTMENT

By virtue of the power vested in me under 35 ILCS 200/6-5, I, Barbara Wysocki, as presiding officer of the Champaign County Board, do hereby appoint Jerry Lyke to be a Member of the Urbana-Champaign Sanitary District for a term commencing June 1, 2006 and ending May 31, 2009.

I hereby submit his appointment to the County Board for its advice and consent this 18<sup>th</sup> day of May, A.D. 2006.

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Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

RESOLUTION NO. 5377

RESOLUTION APPOINTING JONATHAN SCHROEDER TO THE POLICY, PERSONNEL, & APPOINTMENTS COMMITTEE OF THE CHAMPAIGN COUNTY BOARD

WHEREAS, Patty Busboom has resigned from the Champaign County Board and thereby resigned as a Member of the Policy, Personnel, & Appointments Committee; and

WHEREAS, Gregory Knott, Chair of the Republican Caucus of the Champaign County Board has recommended to Barbara Wysocki, Chair of the Champaign County Board, the appointment of Jonathan Schroeder to fill the vacancy on the Policy, Personnel, & Appointments Committee caused by Ms. Busboom's resignation; and

WHEREAS, Barbara Wysocki has submitted to the County Board her appointment of Jonathan Schroeder to be a Member of the Policy, Personnel, & Appointments Committee of the Champaign County Board; and

WHEREAS, such appointment requires the advice and consent of the County Board under 35 ILCS 200/6-5.

NOW, THEREFORE, BE IT RESOLVED by the Champaign County Board that the County Board does hereby advise and consent to the appointment of Jonathan Schroeder to be a Member of the Policy, Personnel, & Appointments Committee of the Champaign County Board for a term commencing May 19, 2006 and ending December 1, 2006; and

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

**ORDINANCE NO. 779**

**ORDINANCE RESCINDING ORDINANCE NOS. 467, 480, 484, 511,  
529, 610, 634, 638, 642, 695, 697 and 730**

**AN ORDINANCE ESTABLISHING COUNTY PERSONNEL POLICY**

**WHEREAS**, the County Board of the County of Champaign, Illinois, is vested with the power to appropriate funds for salaries, provide fringe benefits, and provide conditions of employment, of many County employees; and

**WHEREAS**, the County Board of the County of Champaign, Illinois, establishes the budget, including personnel expenditures, of all County departments and offices; and

**WHEREAS**, the principles of due process and efficient operation of County operation require that uniform a personnel policy be applicable to County employees; and

**WHEREAS**, the County Board of the County of Champaign, Illinois, possesses the authority pursuant to 55 ILCS 5/5-1087, to impose duties, powers and functions upon County officers, other than the duties, powers and functions of county officers that are specifically imposed by law; and

**WHEREAS**, the attached "Champaign County Personnel Policy" will serve the interests of Champaign County government, the people of the County of Champaign, and Champaign County employees.

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

1. All prior County Board ordinances, resolutions, and motions prescribing personnel policies or regulations, except for ordinances and resolutions regarding the Champaign County Deputy Sheriff Merit Commission and the Champaign County Nursing Home Personnel Policy, are revoked and repealed, effective May 19, 2006. This shall include, but not be limited to Ordinance No. 467, and all ordinances amending that ordinance.
2. The attached "Champaign County Personnel Policy" shall be the official personnel policy for all County employees other than those covered by the "Champaign County Nursing Home Personnel Policy", "Champaign County Deputy Sheriff Merit Commission Employee Personnel Policy", and those otherwise designated by statute.

**PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of  
May, A.D. 2006.**

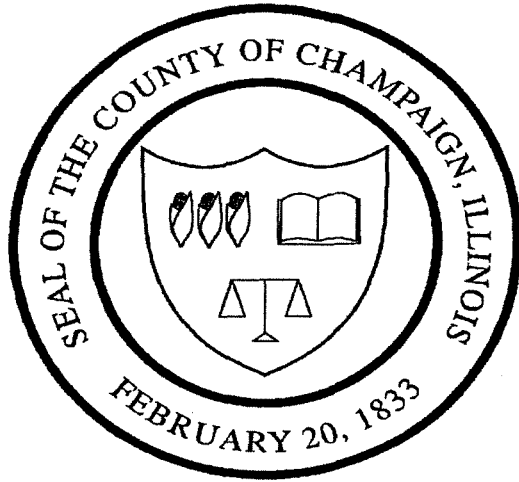
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**Barbara Wysocki, Chair  
Champaign County Board**

**ATTEST:**

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**Mark Shelden, County Clerk and  
*Ex-Officio* Clerk of the County Board**



# **CHAMPAIGN COUNTY PERSONNEL** **POLICY**

*Adopted May 18, 2006*

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## Statement of Applicability

This policy shall not apply to employees covered by a collective bargaining agreement between the Champaign County Board or a Champaign County Elected Official and a labor union. Nor shall this Policy apply if doing so would violate a collective bargaining agreement.

This Policy shall not apply to employees of the Champaign County Regional Planning Commission, Champaign County Mental Health Board, or Champaign County Nursing Home, or to any employee subject to the Administrative Procedures and Rules and Regulations of the Champaign County Sheriff's Merit Commission.

This policy shall not apply to the office of any Champaign County Elected Official absent a written notice from the same indicating he or she is adopting the policy, and specifying any portions of the policy he or she is not adopting. Elected Officials are requested to serve written notice upon the Chair of the Champaign County Board if this policy or any portion(s) thereof shall not apply to employees of the Official's department. Such notice is requested to be served within the first three months of the Elected Official's first term of office. Current copies of Elected Officials' written notices shall be maintained on file with the County Administrator's Office. A Champaign County Elected Official who adopts this policy shall be treated as a Department Head for purposes of this policy, except as otherwise stated.

Pursuant to 730 ILCS 110/0.01et seq., the following Sections of the Policy shall not apply to the positions of Court Services Officer, Senior Court Services Officer, Chief Administrative Officer, Intake Officer, Court Services Supervisor, Assistant Director of Probation and Court Services, and Director of Probation and Court Services, within the Champaign County Court Services Department.

- a. Section 2-1.3 – Recruitment Procedure
- b. Section 2-1.5 – Application Process
- c. Section 2-1.6 – Interviewing & Hiring Procedure
- d. Section 2-1.7 – Employee Promotion
- e. Section 2-1.8 – Department Head Hiring Procedure
- f. Section 2-1.9 – Orientation & Terms of Employment
- g. Section 2-2 – Probationary Period
- h. Section 4-2 – Appointed Department Head Appraisals
- i. Section 5-2.4 – Involuntary Termination Appeal
- j. Section 5-3 – Name Clearing Hearing
- k. Section 6-1 – Grievances
- l. Section 6-3 – Disciplinary Action
- m. Section 6-4 – Involuntary Termination
- n. Section 7-5 – Compensatory Time/Overtime

## **DISCLAIMER**

This Policy provides a guide for employees, the County Board, Administrative Staff, and Department Heads, including those Champaign County Elected Officials who elect to adopt it. It is also intended to acquaint new employees with County procedures. However, the employer reserves the right to take whatever action it deems appropriate given the circumstances. Failure to follow the Policy shall not invalidate any action taken. Employees should not read this Policy as creating an employment contract, express or implied, or a promise that it will be followed in all cases. Except as otherwise stated in its collective bargaining and employment agreements, employees of Champaign County are employed at-will. Nothing in this Policy is intended to alter this employment-at-will relationship. The County Board, its designated representative, and, as applicable, Champaign County Elected Officials, may unilaterally revise, revoke, suspend, or amend this Policy at any time. Interpretation of this Policy is vested solely in the County Board, or its designated representative, or, in the case of Champaign County Elected Officials, in those Officials. However, the employer may not unilaterally revise, revoke, suspend, or amend Chapter 7-4 or 7-5, and said compensatory time shall be consideration for this disclaimer and all other changes in this Policy as of (date of adoption).

## CHAPTER 1 - DEFINITIONS

**1-1 FULL-TIME EMPLOYEE** - An employee who works in a position which is approved by the County Board, and which is generally budgeted based on a 37.5 or 40.0 hour work week, but must be budgeted for at least 30 hours per week. Full-time employees are eligible for County paid-time-off benefits, health/life insurance benefits, and retirement benefits. Full-time appointed and elected department heads are also eligible for these benefits.

**1-2 PART-TIME EMPLOYEE** - An employee who works in an approved position, which is budgeted at less than 6.0 hours per day or 30 hours per week. Part-time employees are not eligible for health/life insurance benefits, but generally receive proportionate paid-time-off benefits, and do participate in the retirement plan.

**1-3 TEMPORARY EMPLOYEE** - A person who is hired for a specific period of time or to complete a specific task. Temporary employees fill no specific position. Hours worked and hourly rate are set by the department head within the constraints of a temporary salary budget approved by the County Board. Temporary employees are not eligible for health/life insurance benefits or for paid-time-off benefits. Temporary employees participate in the retirement plan if they work, or are expected to work, 1,000 hours annually.

**1-4 PER DIEM EMPLOYEE** - An individual, including Department Heads, who receives a standard sum of remuneration for each day worked is considered a per diem employee and is not eligible for County benefits, unless otherwise stated.

**1-5 BOARD** - The County Board of the County of Champaign, Illinois.

**1-6 PARENT COMMITTEE** - A standing committee of the Champaign County Board assigned liaison relationship with a department of County government. For purposes of this policy, County Board standing committees shall be parent committees to corresponding departments as follows:

- a. Policy, Personnel, & Appointments Committee – Administrative Services
- b. Justice & Social Services Committee – Animal Control, EMA, Nursing Home
- c. Finance Committee – Board of Review, Supervisor of Assessments
- d. Highway Committee – Highway Department
- e. Environment & Land Use Committee – Zoning, Planning & Enforcement

**1-7 POLICY, PERSONNEL & APPOINTMENTS COMMITTEE** - The Policy, Personnel, & Appointments Committee of the Champaign County Board.

**1-8 COUNTY ADMINISTRATOR OF FINANCE & HUMAN RESOURCE MANAGEMENT** - The County Administrator responsible for human resource management.

**1-9 UNDERUTILIZATION OF MINORITIES** – The employment of fewer minority workers in a particular job classification than would reasonably be expected by the minority workers' availability in the workforce.

**1-10 JOB SHARING** - The sharing of one full-time Champaign County non-supervisory position by two individuals.

**1-11 DAYS** - All references to number of days in this policy shall be understood to be working days, and shall not include weekends or legal state/federal holidays or when the County Offices are closed by order of the Sheriff of Champaign County.

**1-12 DOMESTIC PARTNER** – Domestic Partners are persons who:

- a. Are at least 18 years of age.
- b. Are competent to contract at the time the domestic partnership statement is completed.
- c. Are not legally married to any person and not related in any way that would prohibit marriage in our state of operation.
- d. Are each other's sole domestic partner.
- e. Share permanent residence.

Domestic partners must have at least three of the following:

- a. Joint lease, mortgage, or deed on which both the employee and his/her partner are identified as owners or tenants.
- b. Joint ownership of vehicle.
- c. Joint ownership of a checking account or credit account.
- d. Designation of the domestic partner as beneficiary for the employee's life insurance or retirement benefits.
- e. Shared household expenses.

## **CHAPTER 2 - EMPLOYMENT, HIRING, AND PROBATION**

### **2-1 RECRUITMENT AND HIRING**

2-1.1 **Equal Employment Opportunity (EEO) Statement** - The Champaign County Board wishes to protect all employees and applicants for employment against discrimination based wholly or partially on, or the perception of, an individual's:

- a. Sexual orientation, as defined by the Illinois Human Rights Act;
- b. Race;
- c. Color;
- d. Religious belief or practice;
- e. National origin;
- f. Ancestry;
- g. Sex;
- h. Age;
- i. Citizenship status;
- j. Marital status;
- k. A physical or mental disability unrelated to an individual's ability to perform the essential functions of his or her job with or without reasonable accommodation; and/or
- l. Unfavorable discharge from the military as defined in the Illinois Human Rights Act,

in the recruitment, assignment, promotion, or other aspects of employment or hiring by any Department of County government.

### 2-1.2 **Affirmative Action Program (AAP)**

- a. Administration and Scope - The Champaign County Affirmative Action Program shall be administered by the County Administrator, under the direction of the Policy, Personnel & Appointments Committee. The Affirmative Action Program shall be implemented in all cases, including, but not limited to employment, promotion, demotion, discipline, grievances, transfers, testing, advertising, lay off, termination, rates of pay or other forms of compensation, and selection for training.

b. Program Development - In order to develop and carry out the Affirmative Action Program, the Deputy County Administrator of Human Resources shall be responsible for the following functions:

- (i) Preparing a brief analysis of sex and race of current personnel by job classification;
- (ii) Preparing a brief statement for internal or external dissemination of the Personnel Policy and commitment to affirmative action;
- (iii) Identifying problems, e.g., the underutilization of minorities by job classification and by salary range;
- (iv) Suggesting the execution of programs or procedures designed to address underutilization of minorities;
- (v) Reviewing promotion practices within each department or agency to determine whether employees are being promoted in accordance with established, reasonable goals and timetables;
- (vi) Comparing job duties and rates of compensation to ensure that the rates of compensation for jobs which require equal skill, effort, and responsibility, and which are performed under similar working conditions, are equal;
- (vii) Disseminating this Policy and reminding all Department Heads of the purpose of this Policy;
- (viii) Suggesting the execution of policy and procedures designed to eliminate discrimination against the protected classes specified in the Equal Employment Opportunities Statement (2-1.1); and
- (ix) Other procedures deemed necessary by the Policy, Personnel, & Appointments Committee.

The Affirmative Action Program developed by the Deputy County Administrator of Human Resources shall comply with all applicable state and federal laws and be developed in consultation with legal counsel.

b. Reporting and Enforcement

- (i) All county departments and agencies shall provide the affirmative action information requested by the County Administrator in order to enable the County Administrator to carry out the functions listed in Section 2-1.2(b).
- (ii) All applicants for employment will be encouraged to complete a voluntary EEO/AAP self identification form upon applying for employment with the County. The race, gender, age and disability information gathered as pre-employment information will be treated as confidential and secured in the EEO files of the County Administrator's Office. The EEO/AAP self identification form will be used to track applicant flow and utilized as a reference with the County's Affirmative Action Plan initiative. The EEO/AAP self identification form will include a statement of the County's EEO/AAP policy.

2-1.3 **Recruitment Procedure** - Recruitment efforts for position vacancies shall be conducted in the following manner:

- a. Recruitment efforts and publicity for available positions will be directed to all appropriate sources of applicants in a geographic area wide enough to attract qualified candidates and to assure equal opportunity for the public to apply. Professional positions should be listed in appropriate professional journals. Referral agencies, such as the Champaign County Urban League, affirmative action offices of the University of Illinois, Parkland Community

College, City of Champaign Community Relations Department, City of Urbana Human Relations Commission staff, etc., should be utilized where appropriate. The County Administrator's Office shall be notified of position openings.

- b. All position openings shall be listed with the Illinois State Employment Service and shall be advertised in local newspapers, except:
  - (i) Openings filled by the promotion of a County employee;
  - (ii) Temporary vacancies of fewer than twenty (20) working days; or
  - (iii) Positions filled by a Department Head who has advertised for a vacancy in the same job description within the previous four (4) months.
- c. A position shall not be considered vacant if an employee appointed for a specified term is reappointed to continue to fulfill those job responsibilities for a new term.

#### 2-1.4 **Advertisement**

- a. All solicitations or advertisements for employment will state that the County is an Equal Opportunity Employer and no advertisement for employment shall make reference to gender, except when gender is a bona fide occupational qualification.
- b. Position advertisement shall include the following:
  - (i) Position title and classification;
  - (ii) A brief description of the job duties;
  - (iii) A brief summary of training, experience, knowledge and skills required for the position; and
  - (iv) Statement that the County is an Equal Opportunity Employer.
- c. Advertisements about new or vacant positions shall be posted for the benefit of current employees who wish to apply for the position.
- d. Each advertisement will include a date after which no applications or resumes will be accepted. If there are usually continual openings for that job classification, a deadline date does not need to be included in the advertisement.
- e. Each advertisement announcing a vacant position shall be filed with the Office of the County Administrator.

2-1.5 **Application Process** - Each applicant shall complete an application which shall be signed to certify the truth of all statements contained therein. Deliberately false or misleading statements shall be grounds for rejection of an application or immediate termination if discovered after employment begins. References shall be checked.

2-1.6 **Interviewing and Hiring Procedure** - Qualified applicants shall be notified of the time and place of the interview. Interviews shall be conducted by the Department Head. The Department Head may request the assistance of the County Administrator's Office in conducting the interview. All applicants who have either submitted an application or undergone an interview shall be notified when they are no longer being considered for a position. The Office of the County Administrator shall be notified as to the person hired, job title and salary, and the effective date of employment.

2-1.7 **Employee Promotion** - Department Heads may, without open advertising, promote an employee from one position to another position in County government, as defined in Section 9-1.5 Transfer.

2-1.8 **Department Head Hiring Procedure** - Unless otherwise provided by statute, when a Department Head position becomes vacant, the Parent Committee may recommend the promotion of another County employee to the vacant position. The need for recruitment and advertisement would thereby be eliminated. Alternatively, the Parent Committee may recommend the establishment of a selection committee appointed by the County Board Chair. The selection committee shall consist of two members of the Parent Committee, two members of the Policy, Personnel & Appointments Committee, the County Administrator of Finance & Human Resource Management, and two members of the Department's Advisory Committee, if one exists. The selection committee shall be responsible for recruitment, and interviewing qualified applicants and recommending to the Parent Committee a person to fill the vacant position. The Parent Committee shall make a recommendation to the Board for final approval.

2-1.9 **Orientation and Terms of Employment** - Following the final selection of a candidate, the Department head or designee shall meet with the new employee to discuss the compensation for the position and criteria for job performance during the probation period. Upon hire of a new employee, the Department head or designee shall schedule the new employee for an orientation meeting at the Office of the County Administrator during which the new employee shall register for payroll, IMRF, parking and County-issued identification badge. During orientation, the employee shall receive an overview of County benefits and programs and a copy of the Personnel Policy, or the Policy will be made available by computer access.

The new employee will be asked to sign a receipt for the material presented during orientation. The employee will also be asked to sign an acknowledgement of receipt of an agreement to abide by the Champaign County Drug and Alcohol Policy.

Approximately 30 days prior to the employee's effective date for health and life insurance coverage, the employee will receive information outlining available benefits. A mandatory benefit orientation meeting for the employee will be scheduled by the Office of the County Administrator, with notice of the meeting date and time provided to both the employee and Department Head.

2-1.10 **Anti-Nepotism Policy** - A Department Head, or person with authority to hire or promote or effectively recommend hiring or promoting employees within a department, shall not hire or reclassify or effectively recommend hiring or reclassifying within the department the following persons, whether related by blood, adoption or marriage: parent, grandparent, child, grandchild, sibling, spouse, or domestic partner. Persons hired in violation of this Policy shall be terminated, and persons reclassified in violation of this Policy shall be returned to their previous position, if vacant, otherwise they shall be terminated.

## **2-2 PROBATIONARY PERIOD**

### **2-2.1 Duration**

- a. **New Hire** - Each employee hired to fill an authorized full or regular part-time position must successfully complete a probationary period of six (6) months. Immediate supervisors shall conduct several informal meetings to orient the new employee to the position. At the close of the probationary period, the employee's employment will be changed to non-probationary

status if the work is satisfactory as determined by the Department Head; however, employment may be terminated at this time, or earlier, if the employee's performance has not been satisfactory. A Department Head or, in the case of employment of an Appointed Department Head, the County Board, may extend the probation period up to an additional six months, if the employee's performance is not satisfactory at the end of the initial probationary period.

- b. **Promotions** – Each employee who has been promoted to fill an authorized full or regular part-time position must successfully complete a probationary period in the position to which they have been promoted of three (3) months. At the close of the probationary period, the employee's status in the promotional position will change to non-probationary if the work is satisfactory, as determined by the Department Head. However if the employee's work is not deemed satisfactory, every effort will be made to return the promoted employee to the position previously held, or a position of similar classification within the department. In addition, the Department Head may also consider termination of employment at the unsuccessful completion of the probationary period. A Department Head or, in the case of an employee promoted to an Appointed Department Head position - the County Board, may extend the probation period up to an additional three months, if the employee's performance is not satisfactory at the end of the initial probationary period.

2-2.2 **Evaluation** - Employees serving a probationary period shall receive a written evaluation once during the six-month (6-month) period. The evaluation should be completed no later than the end of the fifth month. The supervisor shall discuss the evaluation and progress toward satisfactory performance with the employee.

## **CHAPTER 3 – PERSONNEL RECORDS**

### **3-1 MAINTENANCE**

Employee personnel records shall be maintained for all employees at the Office of the County Administrator and/or at the department. The County Administrator of Finance & Human Resource Management or designee, Department Head or designee, and employee shall have the right to examine the employee's record. Personnel records shall be retained for a period of five (5) years after termination of employment.

### **3-2 CONTENTS OF EMPLOYEE RECORDS**

3-2.1 Personnel records should contain the following information:

- a. A receipt for information received during orientation;
- b. All evaluations;
- c. Letters of reference, commendation or complaint;
- d. Applications;
- e. Memos of oral warnings and written employee warning records;
- f. Training records;
- g. Requests for leaves of absence;
- h. Attendance, sick leave, vacation leave, compensatory time, and overtime (if applicable) records;
- i. A record of persons seeking to examine documents in the employee's file and dates these documents were examined;



- j. Resignation letters; and
- k. All other job-related information used to determine the employee's qualification for employment, promotion, transfer, additional compensation, discharge, or other disciplinary action.

3-2.2 Any information obtained relating to an individual's physical or mental condition, medical history or medical treatment shall be collected and maintained on a separate form, in a separate medical file and will be treated as a confidential medical record, except that:

- a. Supervisor and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations;
- b. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment; and
- c. Government officials investigating compliance with federal or state regulations may review an employee's confidential medical record.

3-2.3 The Department Head shall not gather or keep a record of an employee's associations, political activities, publications, communications or non-employment activities, unless the employee submits the information in writing or authorizes the Department Head to keep or gather the information. This prohibition shall not apply to the activities that occur on County premises or during the employee's working hours with the County which interfere with the performance of the employee's duties or the duties of other employees or activities, regardless of when and where occurring, which constitute criminal conduct or may reasonably be expected to harm the County's property, operations or business, or could by the employee's action cause the County financial liability. A record which is kept by the Department Head as permitted under this Subsection shall be part of the personnel record.

### **3-3 RECORDS OF UNSUCCESSFUL APPLICANTS**

A record of each unsuccessful applicant will be retained by the County Administrator of Finance & Human Resource Management and/or the Department Head for a period of eighteen (18) months following rejection of the applicant. The record shall contain the following information:

- a. Sources of recruitment;
- b. Advertisements for the position;
- c. Letters of non-acceptance sent to candidates; and,
- d. Copies of any rating sheets used in selection and rejection of candidates.

### **3-4 EMPLOYEE ACCESS TO RECORDS**

3-4.1 Employee Access - All current employees, and all employees who have left the employ of Champaign County within one year of the date of their request, shall have access to their personnel file, as required by the Personnel Records Review Act. The request to inspect records shall be in writing and the inspection shall be during regular business hours. The employee may request access to records a reasonable number of times per year but in any case shall have access, if requested, at least twice per year. The employer shall grant access within seven (7) business days of receiving the written request. The employee may designate in writing a representative to inspect the personnel record. The employee may obtain copies of any open documents in the file upon payment of the County's cost of duplication.

If the employee disagrees with any information in the file, and the employer does not remove or amend it, the employee may submit a written statement explaining his/her position which shall be attached to the disputed portion of the record.

3-4.2 Designated Representative Access – Notwithstanding Section 3-4.1, the right of the employee's designated representative to inspect his or her personnel records does not apply to the following, except as otherwise required by law:

- a. Letters of reference for that employee;
- b. Any portion of a test document, except that the employee may see a cumulative total test score for either a section of or the entire test document;
- c. Materials relating to the County or Department Head's staff planning, where the materials relate to or affect more than one employee, provided, however, that this exception does not apply if such materials are, have been, or are intended to be used by the employer in determining an individual employee's qualifications for employment, promotion, transfer, or additional compensation, or in determining an individual employee's discharge or discipline;
- d. Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy;
- e. Records relevant to any other pending claim between the County or Department Head and the employee which may be discovered in a judicial proceeding;
- f. Investigatory or security records maintained by the County to investigate criminal conduct by an employee or other activity by the employee which could reasonably be expected to harm the County's property, operations, or business or could by the employee's activity cause the County financial liability, unless and until the County takes adverse personnel action based on information in such records.

3-4.3 Disclosure of Disciplinary Information – Except when disclosure is ordered to a party in a legal action or arbitration, or is otherwise required by law, the County shall not disclose any disciplinary information which is more than four years old to a third party. The County shall not disclose any disciplinary information without written notice except if disclosure is ordered to a party in a legal action or arbitration; information is requested by a government agency as a result of a criminal investigation by such agency; or disclosure is otherwise required by law. Notice shall be delivered by first class mail to the employee's last known address and shall be postmarked on or before the day the information is disclosed. Disciplinary information less than four years old may be disclosed without written notice if the employee has specifically waived written notice as part of a signed employment application with another employer.

## **CHAPTER 4 - PERFORMANCE APPRAISAL**

### **4-1 EMPLOYEE APPRAISALS**

Department Heads will be responsible for the completion of one appraisal during the probation period and an annual evaluation thereafter for each employee. Annual evaluation forms and instructions on their use will be provided by the Office of the County Administrator of Finance & Human Resource Management. Each completed appraisal will be maintained in the employee's departmental personnel file. Appraisals will be based upon performance of job duties and other criteria. It is the responsibility of each department head to maintain a file of individual employee appraisals.

## **4-2 APPOINTED DEPARTMENT HEAD APPRAISALS**

- 4-2.1 **Appraisal Team** – At the beginning of each County Board term, an appraisal team shall be appointed for each appointed official to be appraised by the County Board. Each three-person appraisal team shall consist of: the County Board Chair, Parent Committee Chair, minority party representative of the Parent Committee.
- 4-2.2 **Appraisal Packet** – On or about May 1<sup>st</sup> of each year, the department head to be evaluated shall provide an appraisal packet to the appraisal team consisting of: department strategic plan; department annual budget documents for the current year; the department policies and procedures; the department organizational chart.
- 4-2.3 **Opportunities to Observe** – On or about May 1<sup>st</sup> of each year, the department head to be evaluated shall provide a listing of dates and times of meetings/activities, which are opportunities for the appraisal team to observe the department head.
- 4-2.4 **Outside Peer Appraisals** – On or about May 1<sup>st</sup> of each year, the department head shall provide a list of at least ten appropriate peer groups/individuals to provide peer appraisals. The department head and appraisal team will determine which peer groups/individuals will be used. The appraisal team will determine the time frame for distribution and receipt of the peer appraisal form.
- 4-2.5 **Annual Appraisal Meeting** – The annual appraisal meeting shall be conducted in August/September and shall consist of three parts:
- a. Appraisal Interview – the appraisal team interviews the department head with a focus on the appraisal packet, the department head experiences of the last year, and the department head’s plan and philosophy for the future;
  - b. Appraisal Team Meeting – the appraisal team compiles results from the observation opportunities, peer appraisals, and appraisal interview to complete the performance appraisal form; and
  - c. Final Appraisal – the appraisal team meets again with the department head to review and discuss the final appraisal results.
- 4-2.6 **Appraisal Team Report** – The appraisal team provides its report to the appropriate parent committee in closed session in October.

## **CHAPTER 5 - RESIGNATION, REDUCTION IN FORCE AND TERMINATION BENEFITS**

### **5-1 RESIGNATION**

- 5-1.1 A letter of resignation shall be given to the Department Head at least two (2) weeks before the employee’s last working day. The letter should state the reason for resignation and the last working day.
- 5-1.2 The Department Head shall notify the County Administrator’s Office of all resignations.
- 5-1.3 Prior to the last working day, the employee may schedule an exit interview with the Deputy County Administrator of Human Resources, may complete an IMRF separation form or application for retirement at the County Administrator’s Office and

may contact the Insurance Specialist to continue health insurance through Federal COBRA provisions.

## **5-2 REDUCTION IN FORCE**

- 5-2.1 **Partial Reduction** - Whenever it becomes necessary to reduce the number of employees in a department, the Department Head shall terminate employees in accordance with guidelines adopted by the County Board.
- 5-2.2 **Full Reduction** - Total elimination of a department would take place upon the recommendations of the Parent Committee and Finance Committee, with approval of the County Board.
- 5-2.3 **Re-employment** - Efforts will be made to transfer employees to vacancies in another department rather than terminate the employees due to a reduction in force. Employees should complete an application if they wish to be employed in another County position.
- 5-2.4 An employee may appeal the termination pursuant to the provisions of Section 6-4 (Involuntary Termination).

## **5-3 NAME-CLEARING HEARING**

- 5-3.1 **Purpose** - The purpose of the name-clearing hearing is to enable an employee to publicly rebut any public charges made against him or her in the course of that employee's termination or resignation. A name-clearing hearing is available to any such terminated or resigned County employee, whether or not the Department is subject to these policies. It is not intended that any adjudication will be made as to the truth or falsity of the charges.
- 5-3.2 **Appeal** - A name-clearing hearing must be requested in writing directed to the County Administrator of Finance & Human Resource Management within ten (10) days of termination or after the employee learns of the public statement. The letter must contain the statement or statements at issue, who made them, and where and when they were publicly made.
- 5-3.3 **Scheduling/Composition of Committee** - A hearing shall be scheduled within fifteen (15) days of the request unless it is continued with the consent of the interested persons or by the Hearing Committee for good cause. The Hearing Committee shall consist of three (3) members of the Policy, Personnel & Appointments Committee, three (3) members of the Parent Committee of the Department for which the employee worked, and the County Administrator of Finance & Human Resource Management . Committee members shall be appointed by the County Board Chair.

# **CHAPTER 6 - GRIEVANCES, DISMISSAL AND DISCIPLINE**

## **6-1 GRIEVANCES**

- 6-1.1 **Definition** - Any claim by a non-probationary employee, unless the probationary employee has been employed by the department for a period of at least twelve months and is in probationary status only because of a recent promotion, that there has been a violation, misinterpretation, or misapplication of the terms of these

policies shall be termed a grievance. Grievances may involve issues of wages, hours, or working conditions and are initiated by an employee following an administrative action with which the employee disagrees.

6-1.2 **Purpose** - The purpose of the grievance procedure shall be to settle employee grievances on as low an administrative level as possible so as to ensure efficiency and employee morale. No employee making good-faith use of this procedure shall be subjected to any reprisals.

6-1.3 **Procedure** - Grievances will be processed in the following manner and within the stated time limits. Time extensions beyond those outlined below may be arranged by written mutual agreement of the parties concerned. Grievances involving termination shall be processed as described in Section 6-4 (Involuntary Termination).

Step 1 - The aggrieved employee or group of employees will present the grievance in writing to the immediate supervisor. The grievance must be so presented within ten (10) working days of occurrence, not including the date of occurrence. The grievance shall be prepared in detail, including identification by section number of the policy alleged to have been violated, a brief statement of the conduct or act which is alleged to have violated the policy, and the remedy the grievant is seeking and dated. The supervisor will give a written answer within three (3) working days of the date of presentation of the grievance, not including the date of presentation. If the supervisor is a Department Head, appeal from Step 1 would be directly to Step 3.

Step 2 - If the grievance is not settled in Step 1, it shall be signed by the aggrieved employee or group of employees, and the immediate supervisor, and be presented to the Department Head within five (5) working days after the supervisor's written answer is given, or should have been given, not including the day the answer is given. The Department Head will reply to the grievance in writing within five (5) working days of the presentation of the written grievance, not including the day of presentation.

Step 3 - If the grievance is not settled in Step 2, it shall be signed by the aggrieved employee or group of employees, and the Department Head, and be presented to the County Administrator of Finance & Human Resource Management within five (5) working days after the Department Head's answer is given, or should have been given, not including the day the answer is given. The grievance shall be presented along with the pertinent correspondence to date. The County Administrator of Finance & Human Resource Management shall reply within five (5) working days of the date of presentation of the written grievance, not including the day of presentation.

Step 4 - If the grievance is not settled in Step 3, it shall be signed by the aggrieved employee or group of employees, and the County Administrator of Finance & Human Resource Management and be submitted to the Policy, Personnel & Appointments Committee within five (5) working days after the County Administrator of Finance & Human Resource Management's written answer is given, or should have been given, not including the day the answer is given. The grievance shall be heard by the Policy, Personnel & Appointments Committee at the next regularly scheduled meeting. The Policy, Personnel & Appointments Committee shall make such recommendations as it may deem advisable.

## **6-2 DISMISSAL OF AN APPOINTED DEPARTMENT HEAD**

- 6-2.1 An appointed Department Head may be given oral or written warnings by the County Board Chair or the Department Head's Parent Committee. Such warnings are a preferred, but not required, step prior to action under Section 6-2.2.
- 6-2.2 Unless otherwise provided by statute, contract or the Reduction in Force Policy (Section 5-2), the following procedure will be used to dismiss an appointed Department Head:
- a. One or more Board members shall present a written request to the Department Head's Parent Committee that the committee recommend to the Board whether or not the Department Head should be dismissed. The request shall specify reasons for dismissal of the Department Head. A copy of the request shall be forwarded to the Department Head.
  - b. After consultation with the Department Head, the Parent Committee shall report their recommendation to the Board.
  - c. The Board may take such action as they deem appropriate on the Parent Committee's recommendation.

## **6-3 DISCIPLINARY ACTION**

- 6-3.1 **Policy** - No employee shall be disciplined wholly or partially based on, or the perception of, an individual's sexual orientation; age; sex; race; color; religious belief or practice; national origin; ancestry; marital status; citizenship status; a physical or mental disability unrelated to an individual's ability to perform the essential functions of his or her job with or without reasonable accommodation; or an unfavorable discharge from the military as defined in the Illinois Human Rights Act. The County Board Chair shall take necessary action against a County Department or Agency Head, or staff member who is found not following the intent of this policy.
- 6-3.2 **Recommended Disciplinary Procedures** - Sections 6-3.2(a) through 6-3.2(d) (listed as Exhibit A in Appendix to this Policy) are a recommended procedure for employee discipline consistent with legal guidelines and good personnel management. These may be utilized in the absence of a procedure provided by statute (e.g., Court Services Department).
- a. **Oral Warning** - The immediate supervisor will give an oral reprimand and point out the area(s) in which an employee is having difficulties and assist in making the necessary corrections. A short memo will be made of the conversation. The supervisor and the employee will initial the record. The employee's initial shall document receipt of the warning, and shall not constitute agreement with the oral warning. An employee's refusal to initial an oral warning shall not preclude it from having effect. The original copy will be maintained in the employee's personnel file and a copy will be furnished to the employee.
  - b. **Written Warning** - If the employee continues to have difficulties in the same area(s), or if the violation or infraction is more serious, the immediate supervisor will prepare an Employee Warning Record which contains the 1) employee's name, 2) statement as to the date and the nature of the infraction, 3) employee's statements as to the alleged violations, 4) disciplinary action to be taken, and 5) signature of the

employee and immediate supervisor or signature of the employee and immediate supervisor or Department Head. The original copy shall be placed in the employee's personnel file and a copy will be furnished to the immediate supervisor and employee.

- c. **Suspension** - The Department Head or designee may use suspension as an optional disciplinary action. Upon evidence or reasonable suspicion of a serious offense against the County or another employee and after consultation with the employee, the Department Head or designee may order an employee absent from duties without pay for a period not to exceed five (5) working days. The Department Head or designee shall, within twenty-four (24) hours of such action, prepare a written memorandum stating the grounds for such action and submit it to the County Administrator of Finance & Human Resource Management and to the suspended employee. Such a memorandum shall be held confidential.
- d. **Dismissal** - For severe violation or repeated violations, the Department Head or designee may dismiss the employee. Before a Department Head concludes discharge is appropriate, the employee must be given adequate notice of the reasons for dismissal and a fair opportunity to present his or her version of events. The employee and County Administrator of Finance & Human Resource Management will be given a written report stating the reasons for dismissal.

6-3.3 Department Heads may consider the following factors in deciding whether discipline is appropriate in any particular case, and, if so, what level of discipline is appropriate. Regardless of whether an employee is covered by contract, bargaining agreement, or statute, or is an at-will employee, the following are offered as guidance to decision-makers who may apply them with fair consideration of the specifics of the particular case:

- a. **Notice:** Did the employer give to the employee forewarning or foreknowledge of the possible or probable disciplinary consequences of the employee's conduct?
- b. **Reasonable Rule:** Was the employer's rule or managerial order reasonably related to the orderly, efficient, and safe operation of the business?
- c. **Investigation:** Did the employer make an effort to discover, fairly and objectively, whether the employee did in fact violate a rule or order?
- d. **Fairness:** Was the investigation conducted fairly and objectively?
- e. **Proof:** Did the investigator obtain substantial evidence or proof that the employee was guilty of violating the rule or order?
- f. **Equal Treatment:** Has the employer applied its rules, orders and penalties even-handedly and without discrimination to all similarly-situated employees?
- g. **Penalty:** Was the degree of discipline administered by the employer reasonably related to the seriousness of the offense and the employee's record of service?

6-3.4 **Appointed Department Heads** – Recommended disciplinary procedures as outlined in Chapter 6-3.2 of this Policy shall apply to appointed department heads, with

recommendation for said discipline to be determined by the County Board based upon recommendations formulated by the appointed department head's Performance Evaluation Team as defined in Chapter 4-2 of this policy.

#### **6-4 INVOLUNTARY TERMINATION**

6-4.1 **Purpose** - A non-probationary individual who believes their employment was terminated (including dismissal or reduction in force) in violation of these policies has ten (10) days from the date of the written notice of termination to request a termination hearing. A dismissal or termination in violation of these policies by a department of the County whose Department Head is governed by the Champaign County Personnel Policy as an appointed official of the Champaign County Board or as an elected official who has agreed in writing to this section of the Champaign County Personnel Policy, is improper.

6-4.2 **Department Head Action** - Prior to every involuntary termination by a department of the County whose Department Head is governed by the Champaign County Personnel Policy as an appointed official of the Champaign County Board or as an elected official who has agreed in writing to this section of the Champaign County Personnel Policy, there shall be an investigation by the Department Head or person assigned by the Department Head. Prior to the conclusion of the investigation, the employee shall be informed, orally or in writing, of the reason for termination. The employee shall have an explanation of the evidence supporting the charges and the employee shall be allowed to respond orally or, upon consent of the Department Head, in writing.

An employee may be suspended with pay until a final decision is made by the Department Head. The investigation shall be concluded within a reasonable length of time after the basis for the charges comes to the attention of the Department Head.

#### 6-4.3 **Hearing Procedures**

- a. All Termination Hearings shall be heard and decided by a Hearing Officer. The Policy, Personnel & Appointments Committee shall designate three (3) individuals biannually, in January after County Board district representation elections, as potential Hearing Officers. When a hearing is requested, the County Administrator of Finance & Human Resource Management shall choose one of that group to hear the evidence and decide the issues relating to each case in which a hearing is requested.
- b. All requests for hearings shall be in writing and directed to the County Administrator of Finance & Human Resource Management. All requests must be received by the County Administrator of Finance & Human Resource Management within ten (10) days from the date of written notice of termination in accordance with Sections 6-4.1 and 6-4.4 of this Policy. The request shall specify the specific violation as stated in 6-4.1, the remedy sought, and give an address where correspondence regarding the hearing may be mailed. A Termination Hearing must be held within fifteen (15) days of the request, unless the same is continued by agreement of the employee and Department Head or by the Hearing Officer for good cause shown. Availability of the Hearing Officer may be considered good cause.

Should such continuance be granted by the Hearing Officer, the aggrieved employee shall make himself, or herself, available for a Termination Hearing within an additional fifteen (15) days' time period by offering three (3) times that he or she can be available for said hearing. If this is not



done, the right to a termination hearing is waived by the aggrieved employee.

- c. The County Administrator of Finance & Human Resource Management shall inform the employee and the concerned Department Head of the date, time and place of the Termination Hearing by mailing notice to the parties at least seven (7) days before the hearing is scheduled. The personal attendance of the Department Head or immediate supervisor, and the employee is required.
- d. The employee may be accompanied by counsel or other personal representative, but the County will not pay for, or provide, counsel. The Department Head shall be accompanied by counsel provided by the County (usually the State's Attorney as legal counsel of the County). If the State's Attorney is unavailable, counsel may be employed by the Department Head with the approval of the County Administrator of Finance & Human Resource Management and the State's Attorney.
- e. All Termination Hearings shall be informal and rules of evidence shall NOT apply. Both the employee and the Department Head may present relevant testimony, documentary and physical evidence. All testimony shall be given under oath. Both the employee and the Department Head, personally or through their representative, shall have the right to cross-examine the other party and all witnesses who testify on behalf of the other party.
- f. A tape recording, or other verbatim record, of hearing shall be made. A transcript shall be prepared upon request and provided to any party requesting the same and paying the costs of producing a transcript to the County Administrator of Finance & Human Resource Management.
- g. The employee has the burden of proving, by a preponderance of evidence, that his/her termination was in violation of these policies.
- h. All appeal proceedings and evidence taken therein shall be confidential, and the public shall not be permitted to attend hearings, unless both the employee and Department Head shall otherwise agree.
- i. The Hearing Officer must decide an appeal within ten (10) days of the hearing. If, after hearing the facts of the termination, the Hearing Officer believes the individual has not been improperly terminated, the Department Head action will be upheld. If, however, the Hearing Officer determines the employment of the individual has been improperly terminated, according to the guidelines in Section 6-4.1, the employee will be reinstated and compensated any back pay resulting from the termination. The Hearing Officer shall not have the authority to reduce the discipline imposed, but may recommend to the Department Head appropriate discipline to be imposed, short of termination. A written decision containing findings of fact shall be made by the Hearing Officer and mailed to the employee, Department Head, County Administrator of Finance & Human Resource Management, and Chair of the Policy, Personnel & Appointments Committee within ten (10) days of the hearing.
- j. If an employee does not request a termination hearing within ten (10) days of the written notice of the termination, the termination will be deemed proper.

# **CHAPTER 7 – WORKING HOURS AND COMPENSATION**

## **7-1 WORKING HOURS**

- 7-1.1 Official Champaign County office hours shall be from 8:00 A.M. to 4:30 P.M., Monday through Friday, except for those departments which require twenty-four (24) hour staffing. Work hours which deviate from official County office hours may be arranged within individual departments.
- 7-1.2 Employees who work for at least 7.5 consecutive hours will be permitted at least 20 minutes for a meal period no longer than 5 hours after the start of the work period.
- 7-1.3 Work breaks may be scheduled by the Department Head or Supervisor.

## **7-2 HAZARDOUS WEATHER DAYS**

- 7-2.1 If a hazardous weather situation arises before the start of an employee's working hours the following procedures will be used:
  - a. An employee will not be required to forfeit a day's pay during times of natural disaster when, by order of the Sheriff or the County Board Chair, the County office building in which he/she works is closed.
  - b. If the County Office Building in which an employee works is not declared to be closed and the employee is unable to arrive at work, the employee may utilize personal, vacation or compensatory time, or make arrangement with his/her Department Head to work additional hours, to compensate for those hours missed.
- 7-2.2 If a hazardous weather situation arises after the start of an employee's working hours, the employee's Department Head may allow the employee to leave work early if consistent with office staffing requirements, and the employee may utilize personal, vacation or compensatory time, or make arrangement with his/her Department Head to work additional hours, to compensate for those hours missed.
- 7-2.3 The provisions of Section 7-2 should be considered to be advisory only as to elected Department Heads.

## **7-3 PAYCHECKS, PAYCHECK ERRORS AND DEDUCTIONS**

- 7-3.1 Paychecks - Payroll periods end every other Saturday night at 12:00 P.M. and pay periods begin at 12:01 A.M. on Sunday morning. Payroll checks are issued the first Friday following the end of a pay period. Departments are notified when paychecks are available to be distributed by the Department Head. Paychecks which have not been picked up by the employee will be mailed four days after distribution. All deductions from an employee's gross pay are printed on the stub of each paycheck.
- 7-3.2 Paycheck Errors - Any paycheck errors should be referred to the employee within the department who regularly prepares the payroll. Corrections will be made no later than the following pay period with the approval of the Department Head.
- 7-3.3 Deductions - The following deductions may be made from an employee's pay in accordance with established benefits, legal requirements and/or employee option:

- a. Federal and State Income Tax;
- b. FICA (Social Security);
- c. IMRF (Illinois Municipal Retirement Fund);
- d. Benefit deductions as requested, including but not limited to health insurance, life insurance, and dental insurance;
- e. Deferred Compensation;
- f. Voluntary Charitable Contribution;
- g. Credit Union;
- h. Others as requested and/or approved.

**7-4 COMPENSATORY TIME (EXEMPT EMPLOYEES)**

- 7-4.1 Compensatory time ("hour for hour") is available to employees who are exempt under the provisions of the Fair Labor Standards Act as time off for work performed in the regular line of duty beyond normal working hours. Compensatory time may not be accrued beyond seventy-five (75) hours. Each Department Head shall establish the rate at which compensatory time is accrued and shall determine the staff positions subject to the compensatory time policy.
- 7-4.2 Exempt employees shall keep a record of all compensatory time earned and expended to submit to the Department Head for verification.
- 7-4.3 Compensatory time may be taken at any time with prior approval of the Department Head or employee's supervisor. A maximum of one workweek of compensatory time may be taken off consecutively.
- 7-4.4 The provisions of Section 7-4 should be considered to be advisory only as to elected Department Heads.

**7-5 COMPENSATORY TIME/OVERTIME (NON-EXEMPT EMPLOYEES)**

- 7-5.1 Statement of Intent - It is the intent of this provision to compensate each Champaign County employee who is not exempt from the provisions of the Fair Labor Standards Act on an hour for hour basis for all hours worked up to forty (40) hours per week and at the rate of 1-1/2 times the hours worked over forty (40) hours per week. This compensation will be in the form of regular pay, compensatory time or overtime pay.
- 7-5.2 Non-exempt employees normally scheduled to work 37.5 hours per week shall earn compensatory time on an hour for hour basis up to forty (40) hours worked per week. All non-exempt employees shall earn compensatory time at the rate of 1-1/2 times the extra hours worked over forty (40) hours per week.
- 7-5.3 At the end of each pay period, the number of hours worked beyond the normal scheduled hours will be converted to compensatory time/overtime hours according to the formula shown above. These hours will be added to the compensatory time hours previously earned less any compensatory time hours used during that pay period.  
  
Compensatory time hours may be accrued up to a maximum of seventy-five (75) hours as determined at the end of each pay period. Hours of compensatory time earned over seventy-five (75) hours will be paid with that paycheck as overtime on an hour for hour basis.
- 7-5.4 Compensatory time earned and expended by non-exempt employees shall be documented in the County's timekeeping system as submitted and approved by the Supervisor/Department Head.

7-5.5 Compensatory time off shall be allowed to be taken with prior approval of the Department Head, if the use of such time does not unduly disrupt the department's operations. A maximum of one workweek of compensatory time may be taken off consecutively.

## **7-8 FINAL PAYCHECK**

Terminating employees will receive payment for accrued vacation and personal leave, and in the case of non-exempt employees for any unused compensatory time, in a lump sum with the regular biweekly paycheck for the final pay period worked. The rate of payment for unused compensatory time shall be based upon the average regular rate received by the employee during the last three years of the employee's employment, or the final regular rate received by the employee, whichever is higher.

# **CHAPTER 8 - BENEFITS**

## **8-1 HOLIDAYS**

8-1.1 Official Holidays - Except as otherwise provided by statute, the annual holiday schedule for Champaign County will be as follows:

New Year's Day	January 1st
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Spring Holiday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11th
Thanksgiving	Fourth Thursday of November
And the Friday after	
Christmas Eve Day	December 24th
Christmas Day	December 25th

When a holiday falls on a Saturday, the previous Friday shall be given as a holiday.  
When a holiday falls on Sunday, the following Monday shall be given as a holiday.

- 8-1.2 Holiday Observance - Where an employee is scheduled and required to work on a holiday, equivalent time off will be granted within a reasonable period at a time convenient to the employee and consistent with the department's operating needs.
- 8-1.3 Holiday During Vacation - A holiday falling during an employee's regularly scheduled vacation period shall be counted as a holiday and not as a vacation day.
- 8-1.4 Eligibility for Holiday Pay - To be eligible for a paid holiday, the employee shall work the last scheduled work day before the holiday and the first scheduled work day after the holiday, unless absence on either or both of these work days is for good cause and approved by the Department Head. Part-time employees are eligible for holiday pay on a pro-rated basis equitable to the number of hours of regular service.

## **8-2 VACATION LEAVE**

- 8-2.1 Employees with less than five years of continuous employment shall earn ten (10) working days vacation annually with full pay at a proportionate rate per pay period, and shall be limited to a maximum accrual of twenty (20) working days.
- 8-2.2 Employees with more than five years and less than ten years of continuous employment shall earn fifteen (15) working days vacation annually with full pay at a proportionate rate per pay period; and shall be limited to a maximum accrual of thirty (30) working days.
- 8-2.3 Employees with more than ten years and less than 15 years of continuous employment shall earn twenty (20) working days vacation annually with full pay at a proportionate rate per pay period; and shall be limited to a maximum accrual of forty (40) working days.
- 8-2.4 Employees with more than 15 years and less than 20 years of continuous employment shall earn twenty-one (21) working days of vacation annually with full pay at a proportionate rate per pay period; and shall be limited to a maximum accrual of forty-two (42) working days.
- 8-2.5 Employees with more than 20 years and less than 25 years of continuous service shall earn twenty-two (22) working days of vacation annually with full pay at a proportionate rate per pay period; and shall be limited to a maximum accrual of forty-four (44) working days.
- 8-2.6 Employees with more than 25 years of continuous employment shall earn twenty-five (25) working days of vacation annually with full pay at a proportionate rate per pay period; and shall be limited to a maximum accrual of fifty (50) working days.
- No employee shall accumulate more than the maximum accrual as stated above. Hours gained above the maximum will not be credited to the employee's vacation balance, but will be forfeited. This Section shall apply to all current and future employees effective on December 1, 2003. For all current employees, any unused vacation time accrued prior to December 1, 2003 shall be frozen for future use or to be paid upon termination of employment with Champaign County, and shall not be counted toward the maximum accrual rates as stated above.
- 8-2.7 Vacation leave with full pay shall be taken on a scheduled basis and, subject to exigent circumstances, may be taken at any time with the approval of the Department Head, except that no vacation shall be taken prior to the successful completion of six (6) months continuous employment with the County.
- 8-2.8 Part-time employees shall earn vacation leave in proportion to the number of hours worked, i.e., employees working twenty (20) hours a week, based on a forty-hour-a-week schedule, will be entitled to fifty percent (50%) of the vacation benefits.

## **8-3 SICK LEAVE**

- 8-3.1 Employees with less than ten (10) years continuous employment shall be granted ten (10) working days sick leave annually, and employees with more than ten (10) years continuous employment shall be granted twelve (12) working days sick leave annually, with full pay at a proportionate rate per pay period, which may be accrued not to exceed one hundred thirty-five (135) working days except that a part-time employee shall be granted sick leave proportionately. An employee with less than six (6) months service shall be entitled to two (2) days sick leave.

- 8-3.2 Sick leave is defined as the absence of an employee due to illness, disability, or injury of the employee; or illness, disability, or injury of an employee's spouse, mother, father, children, domestic partner, or sibling if the sibling resides in the employee's household.
- 8-3.3 Payment for unused sick leave shall not be made at termination.
- 8-3.4 Employees shall notify their supervisor of their illness as soon as practicable and the approximate length of absence required. The employee's supervisor, within his or her discretion, may require a certificate by the appropriate physician.
- 8-3.5 Sick leave is a privilege granted by the County for the benefit of all County employees. Any abuse by an employee could result in this privilege being denied that individual.

#### **8-4 PERSONAL LEAVE**

- 8-4.1 Employees with not more than twelve (12) months continuous employment shall earn one (1) day personal leave annually, except that no personal leave shall be taken prior to the successful completion of six (6) months probation period.
- 8-4.2 Employees with less than six (6) years but more than twelve (12) months of continuous employment shall earn two (2) days personal leave annually.
- 8-4.3 Employees with more than six (6) years and less than fifteen (15) years of continuous employment shall earn three (3) days of personal leave annually.
- 8-4.4 Employees with more than fifteen (15) years of continuous employment shall earn four (4) days of personal leave annually.
- 8-4.5 A part-time employee shall be granted personal leave proportionately.
- 8-4.6 Personal Leave is granted to every employee in the amounts specified above at the beginning of each year of employment. Effective upon each employee's anniversary date after December 1, 2003, unused personal days shall not be carried over from one year of employment to the next. This Section shall apply to all current and future employees effective on December 1, 2003. For all current employees, any unused personal time granted prior to December 1, 2003 shall be carried until the employee's next anniversary date, and on the anniversary date between December 1, 2003 and November 30, 2004, any unused personal leave shall be placed in the vacation reserve and frozen for future use or to be paid upon termination of employment with Champaign County.
- 8-4.7 Subject to prior approval by the Department Head or supervisor and exigent circumstances, this leave may be taken at any time.

#### **8-5 BEREAVEMENT**

Full-time and part-time employees shall be granted paid bereavement leave for the scheduled working hours on five (5) consecutive workdays following the death of a spouse, child, parent, or domestic partner; and for the scheduled working hours on three (3) consecutive workdays following the death of a brother, sister, grandparent, mother-in-law, father-in-law, daughter-in-law, son-in-law or grandchild.

#### **8-6 JURY/WITNESS DUTY**

- 8-6.1 Any employee who is called for jury duty shall be excused from work for the days served. The employee shall receive his/her normal rate of pay for each day of jury duty for which he or she would have worked. The employee shall give the supervisor reasonable notice of the needed leave for jury service, which requires the employee to deliver to the supervisor a copy of the summons within ten (10) days of the date of issuance of the summons to the employee. During this time, if the employee is not actually performing jury duty, the employee shall return to work for the remainder of the work day. The payment received for jury duty shall be returned to the County; however, the mileage reimbursement shall be retained by the employee.
- 8-6.2 If an employee is served a subpoena to appear for witness duty in a job-related capacity, or if requested to testify at a termination hearing, the individual will be paid his/her normal salary during the time the employee is required to be away from his/her place of work. If the testifying employee is not scheduled for a work shift during the time of a termination hearing, the employee will still be paid his/her normal wage for the time the employee has been requested to attend the hearing.
- 8-6.3 If an employee is served a subpoena to appear in court for a matter that is not related to his/her employment, the employee shall be granted unpaid time off in order to comply with the subpoena. The employee may choose to utilize accrued paid leave time instead.
- 8-6.4 Department Heads shall maintain records of the days on which jury and witness duty is served by employee.

## **8-7 FAMILY AND MEDICAL LEAVE OF ABSENCE**

Under the Family and Medical Leave Act of 1993 ("FMLA"), eligible employees are allowed to take unpaid leaves of absence for certain specified purposes.

- 8-7.1 **Eligible Employees** – An employee is eligible for FMLA leave if the employee has worked for at least twelve (12) months and has performed 1,250 hours of service for the County during the previous twelve (12) month period.
- 8-7.2 **Leave Requirements** - The County will extend up to twelve (12) weeks of FMLA leave during any twelve-month period to eligible employees (the twelve month period shall be a "rolling" 12-month period measured backward from the date an Employee uses any FMLA leave):
- a. To care for a newborn child during the first twelve months after birth;
  - b. Because of the placement of a child for adoption or foster care within twelve months after the placement;
  - c. To care for the employee's spouse, son, daughter, or parent (or certain other persons in a "parent" capacity) with a serious health condition;
  - d. To attend to the employee's own serious health condition involving inpatient care or continuing treatment which causes inability to perform his/her job.
- 8-7.3 **Substitution of Paid Leave** - Paid leave will run concurrent with FMLA leave under certain circumstances:
- a. The County will require an employee to substitute any accrued paid vacation and personal leave for unpaid FMLA leave taken because of the birth or adoption of a son or daughter of the employee in order to care for the son or daughter, because of the placement of a son or daughter with the employee for adoption or foster care, or in order to care for the spouse, son, daughter, or parent of the employee if the spouse, son, daughter or parent has a serious health condition.

- b. The County will require an employee to substitute any accrued paid vacation, personal and sick leave for unpaid FMLA leave taken in order to care for the spouse, son, daughter, or parent of the employee if the spouse, son, daughter or parent has a serious health condition or because of the employee's own serious health condition that makes the employee unable to perform the functions of the employee's position.
- c. Employees may choose to use compensatory time for FMLA leave but are not required to do so.

8-7.4 **Length of Leave** - If medically necessary, a leave relating to a serious health condition may be taken intermittently or by reducing the usual number of hours worked per week or per day. However, an employee who requests leave due to birth or adoption may not take leave intermittently, exceptions to be made by the County Administrator of Finance & Human Resource Management.

An employee is entitled to no more than a total of twelve work weeks of FMLA leave, during any twelve month period. When both spouses are employed by the County, the total number of workweeks of leave utilized by both spouses will be limited to 12 workweeks if the leave is taken because of the birth of a son or daughter and in order to care for the son or daughter, the placement of a son or daughter with the employee for adoption or foster care, or to care for a sick parent of one of the employees if the parent has a serious health condition.

8-7.5 **Notice and Certification** - When leave is reasonably foreseeable, the employee must provide 30 days' advance notice of the leave to his/her department head.

When substituting paid sick, vacation, or personal leave for unpaid FMLA leave, the Employer may require a certificate from the appropriate physician. For unpaid leave, a medical certification of illness and its seriousness, both as to the employee and/or a family member, will be required. It must also state the expected duration of the leave. Forms for such certification are available from the County Administrator of Finance & Human Resource Management.

If there is reason to doubt the validity of the certification, the County may, at its own expense, require the employee or family member to obtain from a doctor of the County's choice. If a conflict arises, the County may require a third opinion. The third opinion shall be final and binding.

The County may also require that an employee obtain subsequent re-certifications on a monthly basis.

8-7.6 **Compensation/Benefits During Unpaid Leave** - During unpaid leave time, employees' wages and other benefits are not paid or accrued except for health and County paid life insurance, which will be continued on the same basis as if the employee continued in active status. The employee's portion of health insurance must be paid either through payroll deduction, or by direct payment by the employee to the County. The employee will receive a bill from the County for payment of health, life and/or dental premiums. If the premium is not paid by the stated due date, coverage will be canceled.

8-7.7 **Return to Work** - At the conclusion of leave, an employee will be restored to the position he/she held at the time the leave began or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment, unless the employee's position would have been otherwise eliminated during the leave. Fringe benefits accrued prior to the leave will not be lost as a result of the leave. However, employees do not accrue additional seniority or employee benefits during the period of leave.



The County may deny reinstatement after leave to a salaried employee who is among the highest paid ten percent of its employees when denial is necessary to prevent substantial and grievous economic injury to the County. The County will provide prompt notification to the employee that reinstatement will be denied for that reason.

An employee who fails to return to work after the leave expires (other than due to the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control) will be liable to the County for its share of health plan premiums paid by the County during the period of leave. The County will recover the initial sums through deductions from any sums due to the employee (e.g. unpaid wages, vacation pay, etc.) Any balance will be recovered through legal action.

### **8-8 EXTENDED LEAVE OF ABSENCE WITHOUT PAY (LOA)**

- 8-8.1 A Leave of Absence Without Pay (LOA) may be granted for short term disability, or reasons other than those covered by Family Medical Leave of Absence, Section 8-7 as approved by the Department Head or the Policy, Personnel & Appointments Committee.
- 8-8.2 A non-probationary employee must use all of his/her accrued benefit time, including sick time if it's available under the circumstances, before beginning a leave of absence without pay. The employee may choose to reserve the equivalent of three days of sick time. Benefit time is exhausted when less than one (1) hour is available to be taken.
- 8-8.3 A LOA of less than one (1) calendar month may be arranged between an employee and the Department Head without approval of the Policy, Personnel & Appointments Committee. If possible an employee requesting a LOA for a period of one month or less shall notify his/her Department Head of the request, in writing, at least three (3) days prior to the exhaustion of all applicable accrued benefit time.
- 8-8.4 If the employee will be absent from work longer than the accrued benefit time available to be taken plus one month, if granted under Section 8-8.3, a request for a LOA not to exceed four (4) months shall be submitted to the Policy, Personnel & Appointments Committee. The employee shall notify his/her Department Head in writing of this request as soon as he/she becomes aware of the need for an extended LOA and at least three (3) days prior to the end of benefit time or leave time already granted if possible. The written request shall contain the reason and expected length of the absence. The Department Head will submit the written request to the Policy, Personnel & Appointments Committee. If approved by the Department Head, a completed LOA request form will be forwarded to the Policy, Personnel & Appointments Committee. The Policy, Personnel & Appointments Committee shall approve or deny the LOA Request and will forward the recommendation to the County Board for final approval.
- 8-8.5 All LOAs under Section 8-8.3 and 8-8.4 shall be without payment of salary from Champaign County. Employees on an approved Leave of Absence will not earn or accrue benefit time (vacation, sick, holiday or personal leave). The County will continue to pay the employer's contribution for health and life insurance coverage. Time spent on an approved Leave of Absence will count toward determination of length of service with the County in computing benefits when the employee returns to work. The employee remains responsible for payment of any additional individual or dependent health, life and/or dental insurance coverage premiums while on an approved Leave of Absence. The employee will receive a bill from the County for

payment of outstanding premiums. If the premium payment is not received by the due date stated, coverage will be canceled.

- 8-8.6 The Department Head shall provide copies of an approved LOA which include the various terms and conditions of the leave to the following:
- a. Employee
  - b. County Administrator's Office
- 8-8.7 Before an employee may return to work from a Leave of Absence granted due to a short term disability (either Department Head approved one month leave or additional four months approved by the County Board), the employee must have a doctor's statement approving the return to work in the employee's position.
- 8-8.8 An employee who is granted a LOA under Section 8-8.3 or Section 8-8.4 will be returned to his/her prior position at the end of such leave, unless the position has been abolished, in which case the Reduction in Force Policy (Section 5-2) shall be applied. On return from a LOA, an employee's salary shall be as determined in Chapter 9, Salary Administration.
- 8-8.9 An employee who does not report for work at the end of an approved Leave of Absence shall be deemed to have resigned as of the date of the employee's next scheduled work day after the expiration of the LOA. If final action on a request for leave cannot be taken until accrued benefit time has been exhausted or approved leave has expired, an employee who has not returned to work within seven (7) days after notification by the Department Head of negative Board action shall be deemed to have resigned.
- 8-8.10 Department Heads may fill a position that is vacant due to an employee being on an approved Leave of Absence, with a temporary employee and without Policy, Personnel & Appointments Committee or Board approval if sufficient funds are budgeted in the appropriate temporary line item.
- 8-8.11 Although the Leave of Absence policy is designed to be flexible enough to accommodate most specific situations, there will be occasions that require techniques or solutions outside the established guidelines. Requests beyond the Leave of Absence benefits granted by this policy may be referred by the Department Head to the Policy, Personnel & Appointments Committee for recommendation to the County Board for final approval. The approval of an extended Leave of Absence maintains length of service credits. However, employer paid health insurance benefits will not be provided, if a Leave of Absence is approved or extended to an employee for a period longer than the four months stipulated by this policy. The Department Head may permanently fill a vacancy created by approval of an extended leave. The employee will be placed in his/her previous position only if it is vacant on the date the extended leave expires. If the position has been abolished, the Reduction in Force Policy (Section 5-2) shall be applied.
- 8-8.12 A leave of absence necessitated by a work-related injury will be granted as of right under Sections 8-8.3 and 8-8.4. The employee shall not be required to exhaust benefit time under Section 8-8.2. When the request for leave is due to a work-related injury, accrued benefit time may be used to supplement Worker's Compensation benefits, not to exceed his or her normal compensation at the option of the employee.

## **8-9 MILITARY LEAVE**

Employees performing military duties are entitled to numerous protections under federal and Illinois law. When addressing issues of military leave and its impact on County employment, supervisors are advised to consult with the Civil Division of the State's Attorney's Office or the Deputy County Administrator of Human Resources.

8-9.1 **Leave** will be granted from County employment for any period actively spent in military service, whether voluntary or involuntary, including –

- a. A period for which the employee is absent from employment for the purpose of an examination to determine the fitness of the employee to perform military duty;
- b. Active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty;
- c. Basic training, special or advanced training, and annual training;
- d. Training or education under the supervision of the United States preliminary to induction or enlistment into military service;
- e. Active military duty as a result of an order of the President of the United States or the Governor of Illinois;
- f. The performance of funeral honors duty pursuant to military orders in preparation for or to perform funeral honors functions at the funeral of a veteran.

8-9.2 **Pay -**

- a. For periods of annual training, the employee shall continue to receive his or her regular compensation as a County employee.
- b. For periods of basic training, up to sixty (60) days of special or advanced training, or mobilization as a result of an order of the President of the United States, the employee shall receive his or her regular compensation as a County employee minus the amount of his or her base pay for military service.

8-9.3 **Insurance -** Insurance coverage and its automatic continuation upon the employee's return to County employment shall be made available to the employee.

8-9.4 **Other Benefits -**

- a. Seniority shall continue to accrue during periods of military leave.
- b. Pay raises, promotions or other benefits dependent on the passage of time accrue to the employee's benefit as if the employee were present for work during the entire period of military duty.
- c. Pay raises, promotions or other benefits based on merit or otherwise related to demonstrated skill or efficiency shall not accrue during the employee's absence due to military duty.

- d. Pension rights and benefits shall be protected and preserved for the duration of the employee's military service as if the employee were a County employee for the entire period of military duty.

8-9.5 **Reinstatement –**

- a. **Notice** – Any County employee seeking to return to County employment following the completion of military duty must notify the County within ninety (90) days of completion of that military duty, or from any hospitalization continuing after discharge for a period of not more than one (1) year in order to be eligible for reinstatement under this Section. If the employee does not notify the County of his or her request for reinstatement within that time frame, the employee shall be considered absent from work and subject to discipline or discharge.
- b. **Reinstatement –**
  - (i) If the employee seeking reinstatement is still qualified to perform the duties of the position which he or she left, the employee shall be promptly restored to the position which he or she left for military duty, with the same increase in status, seniority and wages that were earned during the period of military service by employees who were in similar positions during the employee's military duty, or to a position of similar seniority, status and pay, unless the County's circumstances have so changed as to make it impossible or unreasonable to do so.
  - (ii) If the employee seeking reinstatement is not qualified to perform the duties of the position which he or she left due to reasons other than disability, such as a lapse in necessary licensure or similar documentary or training requirement, the County shall make reasonable efforts to qualify the employee in an attempt to restore the employee to the position which he or she left for military duty, with the same increases in status, seniority and wages that were earned during the period of military service by employees who were in similar positions during the employee's military duty, or to a position of similar seniority, status or pay, unless the County's circumstances have so changed as to make it impossible or unreasonable to do so. If the employee cannot become qualified with reasonable efforts by the County, the employee shall be reemployed in a position which is the nearest approximation of position which the employee left to perform military duty.
  - (iii) If the employee seeking reinstatement is not qualified to perform the duties of the position which he or she left by reason of disability suffered during military duty but qualified to perform the duties of any other position within the County, the employee shall be promptly reemployed to another position the duties of which he or she is qualified to perform and as will provide the employee with like seniority, status and pay, or the nearest approximation, consistent with the circumstances of the employee's particular case.
- c. Any employee restored to County employment following military duty shall not be discharged from County employment without cause within one (1) year of restoration to employment.

**8-10 FAMILY MILITARY LEAVE**

An employee who is the spouse or parent of a person called to military service lasting longer than thirty (30) days with the State or United States pursuant to the orders of the Governor

or the President of the United States may take up to thirty (30) days of unpaid leave under the Family Military Leave Act.

8-10.1 **Eligible Employees** - An employee is eligible for Family Military Leave if the employee has been employed by the County for at least twelve (12) months, and has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. Furthermore, no leave may be taken by an employee under this Section unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee, except sick leave and disability leave.

8-10.2 **Leave Requirements** - The County shall provide up to thirty (30) days of unpaid family military leave to an employee during the time federal or state deployment orders are in effect, subject to the conditions set forth in this Section.

8-10.3 **Notice and Certification** - The employee shall give at least fourteen (14) days notice of the intended date upon which the family military leave will commence if leave will consist of five (5) or more consecutive work days. Where able, the employee shall consult with the employer to schedule the leave so as to not unduly disrupt the operations of the employer. Employees taking military family leave for less than 5 consecutive days shall give the employer advanced notice as is practicable. The employer may require certification from the proper military authority to verify the employee's eligibility for the family military leave requested.

8-10.4 **Continuation of Benefits** - During any family military leave, the County will make it possible for employees to continue their benefits at the employee's expense. The County and employee may negotiate for the employer to maintain benefits at the employer's expense for the duration of the leave. Furthermore, taking family military leave shall not result in the loss of any employee benefit accrued before the date on which the leave commenced.

8-10.5 **Reinstatement** - Upon expiration of the leave, the employee shall be entitled to be restored to the position held by the employee when the leave commenced or to a position with equivalent seniority status, employee benefits, pay and other terms and conditions of employment.

## **8-11 SCHOOL VISITATION LEAVE**

Under the School Visitation Leave Act, eligible employees are allowed to take unpaid leave for certain school-related functions concerning their children.

8-11.1 **Eligible Employees** - An employee is eligible for School Visitation Leave if the employee has worked for the County for at least six (6) months preceding the request and worked an average number of hours per week which is at least half of the full-time hours for that job classification during those six (6) months. Furthermore, no leave may be taken by an employee under this Section unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave.

8-11.2 **Leave Requirements** - The County will grant an employee unpaid leave of up to a total of eight (8) hours during any school year, and no more than four (4) hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's biological, adopted, foster, or stepchild, or legal ward of the employee, who is enrolled in a public or private primary or secondary school, if the conference or classroom activities cannot be scheduled during non-work hours.

8-11.3 **Notice and Certification** – Before arranging attendance at the conference or activity, the employee shall provide the supervisor with a written request for leave at least seven (7) days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer. Upon completion of the school visitation, the employee shall submit verification of the exact time and date the visitation occurred.

8-11.4 **Alternate Work** – An employee who utilizes or seeks to utilize the rights afforded by this Section may choose the opportunity to make up the time so taken on a different day or shift as directed by the supervisor. An employee may not be required to make up the time taken, but if the employee does not make up the time taken, the employee shall not be compensated for the time taken. An employee who does make up the time taken shall be paid at the same rate as paid for normal working time. The County shall make a good faith effort to permit an employee to make up the time taken for the purposes of this Section. If no reasonable opportunity exists for the employee to make up the time taken, the employee shall not be paid for the time. A reasonable opportunity to make up the time taken does not include the scheduling of make-up time in a manner that would require the payment of wages on an overtime basis. If unpaid leave under this Section conflicts with the unreduced compensation requirement for exempt employees under the federal Fair Labor Standards Act, the County may require the employee to make up the leave hours within the same pay period.

## **8-12 BLOOD DONATION LEAVE**

8-12.1 Employees who are employed full-time by the County and who have worked for the County for at least six (6) months may be granted one (1) paid hour every fifty-six (56) days in order to donate blood.

8-12.2 Employees may take leave pursuant to this Section only after obtaining approval from their respective Department Heads.

## **8-13 VOTING LEAVE**

8-13.1 Any employee entitled to vote at a general or special election or at any election at which propositions are submitted to a popular vote shall be entitled to take paid leave from work for a period of two (2) hours between the time of opening and closing the polls on the day of the election for the purpose of voting.

8-13.2 The employee must request leave prior to the day of election.

8-13.3 The employer may specify the hours during which the employee may leave to vote, except that the employer must permit a 2-hour absence during working hours if the employee's working hours begin less than 2 hours after the opening of the polls and end less than 2 hours before the closing of the polls.

## **8-14 HEALTH AND TERM LIFE INSURANCE**

8-14.1 An employee (including per diem employees) must work at least thirty (30) hours per week and have completed three (3) months of employment to be eligible for the County insurance benefit program. The County provides group health and life insurance coverage. The County Board shall offer such group health and life insurance programs as it determines. The County Board shall determine annually the amount which it will contribute toward group health and life insurance coverage

on behalf of each employee. Employee choice of group health insurance program shall not interfere with the employee's group life benefits. If the cost of a particular group health insurance program is more than the County contribution, the employee shall pay the additional amount through payroll deduction. If the employee wishes to have dependent coverage, the employee must assume the responsibility for dependent premiums through payroll deduction.

An employee in a full-time, temporary employment status with the County may be eligible for Health Insurance benefits upon employment as a regular full-time employee under the following condition: That the employee has had three months continuous unbroken employment with the County for a three-month period immediately prior to the employment by the County as a regular full-time employee.

8-14.2 If an employee retires from the County on an IMRF pension or qualifies for IMRF permanent disability, they may retain their health insurance coverage and reimburse the County for their premiums. Arrangements may be made through the County Administrator's Office.

### **8-15 ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)**

The benefits of the Illinois Municipal Retirement Fund and eligibility for IMRF are determined by the state law and not by the County. The benefits are subject to change without notice from the County. Included are temporary and permanent disability payments, pension and death benefits. See the most recent edition of the pamphlet distributed by IMRF or visit [www.imrf.org](http://www.imrf.org) for a detailed description of your benefits.

### **8-16 WORKER'S COMPENSATION AND RETURN TO WORK FOLLOWING INJURY POLICY**

It is the policy of Champaign County to promote a safe work place for its employees. When an employee is off work due to a work-related illness or injury, the County will monitor the status of such an employee, and when available will assist the employee in obtaining rehabilitation services in order for the employee to return to work. An employee who is off work due to a work-related illness or injury is expected to cooperate with any county programs or policies designed to help the employee return to work and to assume their full job responsibilities. The County shall oversee the management of its workers compensation program, and shall investigate all workers compensation claims as necessary to ensure uniform reporting procedures. It is the policy of the County to make every reasonable effort to accommodate an injured employee, unless such accommodation poses undue hardship on the County.

8-16.1 **Procedure** – Any employee injured on the job or who acquired a job-related illness is required to report the incident to their supervisor as soon as practicable after it is known that such injury or illness is job-related. The report shall contain the approximate date and place of the accident, if known, and may be given to the supervisor either orally or in writing.

- a. When an employee sustains what he/she believes to be a work-related injury or illness, and has reported the said work-related injury or illness to his/her supervisor, the employee shall then report to his/her immediate supervisor for the coordination of his/her initial care and treatment. The employee is encouraged to seek treatment from Carle Clinic Occupational Medicine. The employee also has the option of seeking treatment through the medical care provider from whom they have insurance coverage. If the employee needs urgent medical attention, the employee's immediate supervisor shall call 9-1-1 to have the employee transported to the closest hospital for treatment.

- b. After coordinating the employee's initial care and treatment as described in 8-16.1(a), the employee's immediate supervisor shall complete the State of Illinois Employer's First Report of Injury or Illness (known as Form 45) within twenty-four hours of the employee's report, and obtain the signature of the Department Head or Department Head's designee on the said report. If the Department Head or designee is not available to sign the report within the twenty-four hour period, the immediate supervisor shall fax the said report to the Insurance Specialist in Administrative Services. The Supervisor's Incident Investigation Report should also be prepared within twenty-four hours of the incident, unless the said forms cannot be completed during the immediate supervisor's regular working hours, in which case the immediate supervisor shall advise the Department Head or Department Head's designee which forms are incomplete, and what further information is necessary to complete the said forms.
- c. The immediate supervisor is responsible for the initial investigation of the employee's reported work-related injury or illness. Supplemental and/or conflicting information, including any written statements by the injured employee, should be noted by the immediate supervisor on the appropriate form, or in a separate memo to the Department Head or the Department Head's designee. The immediate supervisor shall also include within the initial investigation report a list of any witnesses to the injury or illness claimed by the employee.
- d. In order to determine whether the injury or illness reported by the employee is a compensable injury and to determine the nature, extent, and probable duration of the injury, the employer may require the employee to undergo a medical evaluation by a duly qualified medical practitioner or surgeon of the employer's choice, with the said evaluation to be paid for by the employer, for the purpose of determining the nature, extent and probable duration of the injury received by the employee, and for the purpose of ascertaining the amount of compensation which may be due the employee from time to time for disability according to the provisions of the Workers Compensation Act.
- e. An employee must provide whatever medical releases of information are necessary to his/her immediate supervisor, and the Insurance Specialist, for all physicians, surgeons, therapists, or other medical providers as to any evaluation, treatment, testing, prescribed medications or other medical information relevant to the evaluation and treatment of the employee's work-related illness or injury, as well as any recommendations made by any medical providers as to the employee's ability to return to the employee's job, or transitional work. It shall be the responsibility of the immediate supervisor to work with the employee to obtain the said releases. The employee shall not be allowed to return to work or transitional return to work duty assignments unless and until the said medical releases have been executed, and the return to work has been authorized by the employee's medical providers in conjunction with the employer.
- f. All employee injury reports will be logged by the Insurance Specialist. If the employee misses work time or is required to undergo medical evaluation and/or treatment for the employee's work-related injury or illness, the Insurance Specialist shall forward all reports for that employee to the designated Third Party Administrator (TPA). All employees and their supervisors are required to cooperate fully with the County's Insurance Specialist and the TPA in the investigation of all reported injuries.



- g. If the employee receives any medical bills for the treatment of his/her work-related injury or illness, the employee shall send such bills to the Insurance Specialist.
- h. The Insurance Specialist shall serve as the administrator of the County's Workers Compensation Program, and shall be responsible for working with employees, their supervisors, and Department Heads to answer any questions about benefits, rights, or obligations pursuant to the County's Workers Compensation Program.

**8-16.2 External Case Management -** Any employee claims for work-related injuries or illnesses which are expected to cause the employee to miss work for more than thirty days, or which require specialized services for the employee not available within the County, will be referred by the Insurance Specialist to a TPA for professional case management, and/or for medical and/or vocational services. The Insurance Specialist shall require the TPA to provide written reports on the employee's progress on a monthly basis.

- a. The employee who has suffered a work-related injury or illness shall be required to participate in the development and implementation of his/her return to work, which shall include:
  - (i) Cooperating with and implementing any recommended treatment, evaluations or therapies from physicians, therapists, and surgeons;
  - (ii) Sharing all information pertinent to the employee's work-related injury or illness with all physicians, therapists, and surgeons;
  - (iii) Signing any and all releases of information necessary for the employer to monitor the employee's progress in returning to work;
  - (iv) Abiding by all recommended medical restrictions while at work, or off work;
  - (v) Requesting assistance for medical or vocational services designed to return the employee to work;
  - (vi) Scheduling and attending medical appointments which will cause the least work disruption, and communicate information about medical appointments to the immediate supervisor as soon as such medical appointments are scheduled;
  - (vii) Maintaining regular contact with the immediate supervisor;
  - (viii) Contacting the immediate supervisor about any accommodations the employee feels are necessary to assist the employee to return to work;
  - (ix) Participating in a functional capacity evaluation as directed by the employer;
  - (x) Complying with all safety rules and regulations of the employer.
- b. The immediate supervisor shall work with the employee in developing and implementing the employee's return to work after a job-related illness or injury. The immediate supervisor shall:
  - (i) Contact the Insurance Specialist and the Department Head about any accommodations requested by the employee in the return of the employee to work.
  - (ii) Contact the Insurance Specialist and the Department Head about any changes in the employee's medical condition.
  - (iii) Contact the Insurance Specialist and the Department Head if the employee does not cooperate with the requirements of 8-16.2.

- c. The TPA, together with the employee's immediate supervisor and the Insurance Specialist, will investigate all workers compensation claims and make compensability determinations in accordance with the Illinois Workers Compensation Act. The TPA will determine what benefits are due to the employee and pay such benefits as are required by statute. The Insurance Specialist or the TPA may contact employees to obtain information necessary to process the employee's claim. The TPA shall answer any employee questions concerning the claims process.
- d. If after a comprehensive investigation of a workers compensation claim, it is determined by the TPA, Insurance Specialist, and Department Head that an employee has knowingly submitted a fraudulent claim, said employee will be subject to discipline, up to and including discharge.
- e. The Insurance Specialist shall serve as the Administrator of the County's Workers Compensation program. The Insurance Specialist shall provide advice and information to all immediate supervisors and Department Heads concerning the program, and shall assist immediate supervisors and Department Heads in meeting their responsibilities pursuant to the program.
- f. The Department Head or the Department Head's designee shall identify and select a management representative to serve as the coordinator of any and all claims pursuant to the County's Workers Compensation program within that Department.

**8-16.3 County Work Transition Policy** – The County shall, when appropriate and available, provide the opportunity for transitional work to any employees suffering from a job-related injury or illness in order to allow the employee to return to work safely by accommodating the employee's inability to meet all of the demands of the employee's regular work position. Work transition may include the following:

- a. Modification of the current job prioritized as follows:
  - (i) Current job—same work location
  - (ii) Modified job—same work location; modifications of work tasks or job demands which meet the employee's functional capacity; modification of work tasks to be completed by the employee which meets the employee's functional capacity
  - (iii) Current job—different work location
  - (iv) Modified job—different work location; modifications of work tasks or job demands which meet the employee's functional capacity; modifications of work tasks to be completed by the employee which meet the employee's functional capacity
  - (v) Limited special assignments
  - (vi) Participate in rehabilitation programs to allow the employee to work and also participate in services to reduce the impairment, facilitate the employee's medical progress, and prevent long term disability.
- b. The length of the work transition period should not exceed thirty work days unless an extension is approved by the employee's Department Head. An extension may be granted based on the employee's medical needs or inability of the employee to fully perform former job demands, but if extended shall not exceed ninety work days must be approved in advance by the County Administrator of Finance and Human Resource Management.

## **8-17 TRAINING LEAVE**

- 8-17.1 The Department Head may approve a leave for employee training on subject matter directly related to the employee's job. The training may consist of a training seminar or conference of two (2) weeks duration or less or a course for college credit of up to three (3) semester hours. The employee attending the training will receive his/her normal salary and reimbursement for expenses incurred and the County will pay the registration fee.
- 8-17.2 Upon Department Head recommendation, an absence to attend any training seminar or conference lasting more than two (2) weeks or a course for college credit of more than three (3) semester hours, or the equivalent, may be approved by the Policy, Personnel & Appointments Committee. The Policy, Personnel & Appointments Committee shall specify remuneration and terms of reimbursement, if any.

## **8-18 CHAMPAIGN COUNTY EMPLOYEE'S CREDIT UNION**

Employees are eligible to join the Champaign County Employee's Credit Union. For more information or the names of the current officers of the Credit Union, please call the County Administrator's Office.

## **8-19 JOB SHARING**

- 8-19.1 **Time Period and Approval** - Job-sharing will be allowed for a specific period of time, and will be established and renewed annually upon written request by a department head for approval by the Policy, Personnel & Appointments Committee. All requests shall be made in writing to the department head by the employee requesting his/her position be shared and shall include the amount of time the employee proposes to share the position and the time period requested. After department head approval of the requests, the department head shall forward the request to the Policy, Personnel & Appointments Committee.
- 8-19.2 **Compensation** - The shared position will be budgeted as one position in the Champaign County staffing plan, and both employees sharing the position will be paid at the same hourly rate of pay, based on the number of hours worked within the pay period. Combined hours worked and paid for job-sharing positions will not exceed hours for full-time positions.
- 8-19.3 **Health Insurance** - Eligibility for health insurance benefits will be determined by the number of hours worked; therefore, if neither of the employees work thirty (30) hours per week, health insurance benefits will not be provided to either employee.
- 8-19.4 **Accrual of Seniority during Job-Sharing** - A former full-time employee who is approved for job-sharing will accrue seniority with Champaign County during the period of time for job-sharing approved by the Champaign County Board.
- 8-19.5 **Accrual of Leave during Job-Sharing** - Both employees in a job-sharing position will accrue vacation, sick and personal leave at rates proportionate to hours worked.
- 8-19.6 **Employment at Conclusion of Job-Sharing** - The position which has been shared will be returned to full-time employment at the end of the time period granted for job-sharing and the position will be filled by the employee who originally held the position. If that employee does not want the full-time position, then the other employee will be offered the position. If neither employee wants to hold the full-time position, then the position will be filled according to "Champaign County Personnel Policies."

**8-20 VESSA (VICTIM'S ECONOMIC SECURITY AND SAFETY ACT, P.A. 93-0591)**

8-20.1 In order to ensure the economic security and safety of Champaign County employees, an eligible employee will be granted unpaid leave for situations when the employee has been subject to domestic or sexual violence, or in order to help a family or household member who is a victim of domestic or sexual violence, not caused by the employee. In addition, victims of domestic or sexual violence will be eligible for insurance and protection from employment and insurance discrimination. Eligibility for such protections is dependent upon the employee's ability to perform the essential functions of their position but for being a victim of domestic or sexual violence, and any requested accommodation must not pose an undue hardship on the County's operations.

8-20.2 Eligible employees will be granted job-protected unpaid leave to conduct the following activities related to the domestic or sexual violence during work hours:

- a. To seek medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence;
- b. To obtain services from a victim services organization;
- c. To obtain psychological or other counseling;
- d. To participate in safety planning, to temporarily or permanently relocate, or to take other actions to increase the safety of the employee from future domestic or sexual violence or to ensure economic security;
- e. To seek legal assistance or remedies to ensure the health and safety of the employee, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

8-20.3 Employees are entitled to 12 workweeks of VESSA leave during any 12-month period and are entitled to take leave upon at least 48 hours notice (where practicable). VESSA does not create a right for an employee to take unpaid leave that exceeds the unpaid leave allowed under, or in addition to, the Family and Medical Leave Act. Sick, vacation, personal, FMLA leave or compensatory time may be substituted for the unpaid leave provided under this Act.

8-20.4 The Department Head shall require certification from the employee that VESSA leave is for a qualifying reason. Certification consists of:

- a. A sworn statement of the employee, and
- b. One of the following:
  - (i) Documentation from an employee, agent or volunteer of a victim services organization, an attorney, a member of the clergy, or other professional form whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of violence;
  - (ii) A police or court record; or
  - (iii) Other corroborating evidence. The Department Head shall keep such documentation in the strictest of confidence.

8-20.5 An employee who takes such leave is entitled to be restored to the same or an equivalent position with equivalent benefits, pay and other terms and conditions of employment. The employee shall retain all benefits accrued prior to the date leave

commences (including life and health insurance, sick and vacation leave, educational benefits and pensions) but the employee is not entitled to accrue seniority or additional employment benefits during the leave. The employee is also entitled to continued health insurance during any period of leave on the same terms and conditions as if the employee remained continuously employed. If an employee fails to return from leave, the County can recover the premium the employer paid for health insurance, provided the reasons the employee has not returned do not include the continuation, recurrence, or onset of domestic or sexual violence of other circumstances beyond the employee's control. The County may also require certification of such reasons.

8-20.6 It is unlawful to interfere with an employee's exercise of right under the Act or to discriminate in employment against an individual because:

- a. The individual:
  - (i) Is, or is perceived to be, a victim of domestic or sexual violence;
  - (ii) Has attended, participated in, prepared for, or requested leave to attend, participated in, or prepare for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the individual or a family or household member was a victim; or
  - (iii) Requested an adjustment to a job, structure, workplace facility, or work requirement, including a transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, or implementation of a safety procedure in response to actual or threatened domestic or sexual violence; or
- b. The workplace is disrupted or threatened by the action of a person whom the individual states has committed or threatened to commit domestic or sexual violence against the individual or the individual's family or household member.

## CHAPTER 9 – SALARY ADMINISTRATION GUIDELINES

### 9-1 DEFINITIONS

- 9-1.1 **Position Description** - A written set of criteria regarding the essential duties and responsibilities performed in a position and the minimum knowledge, skills, abilities, education, training and experience required to perform the job. Position descriptions will be written and maintained by the Salary Administrator, in consultation with the appropriate Department Heads.
- 9-1.2 **Authorized Position** - A single job slot allocated to a County department authorized by the Board as full time or part time. Part-time positions are stated as a percentage of full-time, or average hours worked. All authorized positions shall be identified by a specified County position description.
- 9-1.3 **New Position Description** - Creation of a new job and, therefore, a new position description.
- 9-1.4 **New Position** - Creation of a new authorized position in a County department or increase in an existing position based upon an existing or a new position description, which has been documented by a position questionnaire and has been evaluated by the Job Evaluation Committee.

- 9-1.5 **Transfer** - The process of hiring or moving a current County employee from one authorized position and position description to a new authorized position and/or position description within the County personnel system.
- 9-1.6 **Reclassification/Position Re-Evaluation** - The process of deleting an existing authorized position in a County department and creating a new authorized position based upon an existing or new position description.
- 9-1.7 **Midpoint** - The midpoint as a control point, represents the dollar value that the County is willing to pay an experienced employee for performing consistently competent work that fully meets all position requirements in a job of a given level of difficulty and responsibility. It also reflects favorable competitive rates paid in the employment market for experienced employees in similar jobs.
- 9-1.8 **Maximum** - The maximum salary is the highest salary paid for a particular position. The maximum is expressed as 120% of the midpoint.
- 9-1.9 **Minimum** - The minimum salary is beginning salary for a particular position. The minimum is expressed as 80% of the midpoint.
- 9-1.10 **Salary Administrator** - A Department Head or employee who has been appointed by the Champaign County Board and whose responsibilities include the implementation of and compliance with the Salary Administration Guidelines.
- 9-1.11 **Salary Range** - A salary range is established based on the midpoint, which represents the dollar value the County is willing to pay an experienced employee for performing consistently competent work that fully meets all position requirements. The salary range represents the normally expected variation in individual performance. The salary minimum is 80% of the midpoint, and the maximum is 120% of the midpoint. The range, from minimum to maximum is 150%.
- 9-1.12 **Experienced** - A candidate whose Knowledge, Skills, Abilities; and Education and Experience substantially exceed the minimum requirements as stated in the appropriate position description.
- 9-1.13 **Inexperienced** - A candidate whose Knowledge, Skills, Abilities; and Education and Experience meet the minimum requirements as stated in the appropriate position description.
- 9-1.14 **Exempt/Non-Exempt Pay Practice Status** - Determination made by the State's Attorney's Office, according to Fair Labor Standards Act (FLSA) Guidelines, of the salary grid applicable to a position.
- 9-1.15 **Job Content Evaluation Committee** - A selected group of County employees who have been trained in the Champaign County Salary Administration System. The Committee, as convened by the Salary Administrator, meets to review existing or proposed County position documentation and establish a job point evaluation to the position. The Job Content Evaluation Committee will be comprised of 7 members, one of whom is the Salary Administrator. The usual criteria for committee selection are that its members should:
- a. Be from diverse line and staff organizations;
  - b. Be of roughly equivalent level within the organization;
  - c. Hold positions somewhat higher than those to be evaluated (i.e., high enough to have perspective but not so high as to be out of touch); and
  - d. Be sufficiently familiar with the total organization to understand not only its

purposes and structure but also its values. As a vacancy occurs on the Committee, a new member will be appointed and trained. Recommendation for appointment will be made by the Salary Administrator to the County Board Chair.

- 9-1.16 **Job Content Evaluation Points** - The expression of a position's relative importance to the County as it compares to the contribution made by all other positions. Job points are established by utilizing the Employers' Association of Illinois Plan. The four areas of basic criteria used to determine the "total point value" are: Working Conditions, Effort, Knowledge/Skill and Responsibility.

## **9-2 SCHEDULE OF AUTHORIZED POSITIONS & SALARY GRID**

- 9-2.1 The Schedule of Authorized Positions reflects the quantity and position title of all permanent positions in every County Department as approved by the Champaign County Board. Temporary positions are controlled solely by a Department's line item in their appropriated budget. The County Board's appropriations for salaries to Department's budgets will only be made to positions approved for the Schedule of Authorized Positions. No full-time, part-time, or per diem employee may be paid except through service in a position which is authorized to the Schedule of Authorized Positions. Recommendation for additions or deletions to the Schedule of Authorized Positions will be made by committee approval initiated by the Finance Committee for recommendation to the County Board. The Salary Administrator will be responsible for maintaining the Schedule of Authorized Positions.
- 9-2.2 The Salary Grids reflect every position title in the County personnel system, with the exception of positions represented by bargaining units, with a minimum, midpoint, and maximum salary for each position. Per Diem employees are reflected in the salary grids with a single daily per diem figure.

An employee's salary may be between the minimum and maximum, but may not exceed the maximum.

## **9-3 HIRING**

- 9-3.1 **Beginning Salary** - Unless otherwise authorized under these guidelines or recommended by the Policy, Personnel & Appointments Committee, a new or promoted employee's beginning salary shall be paid at the minimum salary for an approved authorized position.
- 9-3.2 **Salary Administration** - In order to assure consistent and uniform salary administrative program application and maintenance, the hiring Department Head shall advise the Salary Administrator of all planned salary actions for new hires, promotions, transfers, etc. At the time of hire, an employee should be informed of the salary range of the position.
- 9-3.3 **Prior to Offer of Employment at Salary Above Minimum** - Prior to offering a salary above the minimum to a candidate the Department Head shall verify that the proposed starting salary meets the Salary Administration Guidelines and that adequate appropriations exist in the Department's appropriate current or proposed budget line item. The hiring Department Head may confer with the Salary Administrator regarding these issues.
- 9-3.4 **Beginning Salary Above Minimum For Inexperienced Candidate** - Normally, an inexperienced candidate (a candidate who meets the minimum Knowledge, Skills, Abilities; and Education and Experience requirements as stated in the position description) should be hired at the minimum salary for the position.

However, in order to meet market conditions or to offer a competitive salary appropriately exceeding the current salary of a qualified candidate, the hiring Department Head may offer a salary up to 90% of the position's salary range midpoint, after following the provisions of 9-3.3.

9-3.5 **Beginning Salary Above Minimum For Experienced Candidates** - A candidate with previous directly applicable work experience should be carefully evaluated. Candidates with previous experience acquired elsewhere should not normally be considered of any greater value than comparable experience at Champaign County. Starting salaries should reflect experience as it relates to the specific job and staffing requirements for which the candidate is being considered.

- a. In the case of an experienced candidate (a candidate who substantially exceeds the minimum Knowledge, Skills, Abilities; and Education and Experience requirements as stated in the position description) a hiring Department Head may offer a starting salary up to the position's salary range midpoint, after following the provisions of 9-3.3.
- b. Any request by a Department Head to hire an experienced candidate at a salary exceeding the position's midpoint will be referred by the Salary Administrator to the Policy, Personnel & Appointments Committee for approval.

9-3.6 **Promotion** - A promotion exists when an employee is proposed to be hired to an open position or a re-evaluation of a current position has been accepted by the Policy, Personnel & Appointments Committee where the job content has increased, resulting in placement at a higher grade range in the salary grade scale.

- a. The hiring Department Head shall confirm compliance with the Salary Administration Guidelines, and budget requirements before promoting an employee to a new position. Promotions include movement between positions in all County departments.
- b. An employee receiving a promotion shall receive up to a 10% increase in salary at the Department Head discretion or increase to the new salary range minimum, whichever is greater and which normally shall not exceed the new position's salary range midpoint. If such adjustment places the employee's salary above the midpoint, the Salary Administrator will refer the request to the Policy, Personnel & Appointments Committee for approval.

9-3.7 **Transfer To a Lower Salary Range** - Transfer to a lower salary range is defined as a permanent change from a position in one salary range to a position where the job is placed in a lower salary range, as expressed by job content evaluation points. An employee will also be considered to have been reassigned when, as a result of reevaluation, total job size results in placement in a lower salary range.

- a. In such instances, the Department Head must follow the provisions of 9-3.3 and 9-3.4 or 9-3.5, as applicable; however, the current salary may not be exceeded.

9-3.8 **Lateral Transfer** - A lateral transfer occurs when an employee moves to a new position, which is assigned to the same grade range as the employee's previous position.



- a. An employee who makes a lateral transfer to a position in the same grade range will not receive a salary increase or decrease, and shall be credited with years of experience in that grade/range.

9-3.9 **Exceptional Situations** - Although the Salary Administration Program is designed to be flexible enough to accommodate most specific situations, there will be occasions that require techniques or solutions outside the established guidelines. In order to ensure internal consistency, however, some control must be maintained over exceptional situations. Therefore, proposed salary administration actions deviating from established guidelines will be referred by the Salary Administrator to the Policy, Personnel and Appointments Committee for recommendation to the County Board for final approval.

9-3.10 **New Employee Training Period** - For purposes of training and subject to budgetary restraints, an authorized position may be filled by two County employees for a period of no longer than two weeks prior to the last day worked by the employee who is terminating employment or taking a Leave of Absence Without Pay (LOA).

**9-4 PROCEDURE**

The effective planning and control of salary costs requires a systematic procedure which includes:

- a. Review and adjustment of the midpoint salary policy consistent with competitive and economic conditions;
- b. Determination of funds required for policy implementation;
- c. Distribution of allocated funds among departments;
- d. Efficient control of fund utilization throughout the budget period.

No change or addition to the Schedule of Authorized Positions of a department or Salary Grid will be made except in accordance with the following procedures or the Reduction in Force procedure (Section 5-2).

9-4.1 **Market Adjustments** - Each year in March-April, Salary Administration will conduct a salary survey to review the mid-point valuation of jobs in Champaign County. In May, Salary Administration will provide a recommendation to the Finance Committee of any recommended mid-point changes pursuant to market to be implemented on the following December 1st for the ensuing fiscal year.

9-4.2 **Movement Through Salary Ranges** - In June of each year, Salary Administration will present to the Finance Committee the anticipated cost of implementation of the following compa-ratio schedule for non-bargaining employees to be implemented the following December 1st.

<u>Years Completed as of December 1st</u>	<u>Compa-Ratio</u>
0	80%
1	83%
2	86%
3	89%
4	92%
5	95%
6	98%
7	100%

The compa-ratio schedule insures that each employee moves toward compensation at the full market value of their position upon completion of seven years worked in that position or grade.

9-4.3 **Merit Adjustments** - In June of each year, Salary Administration will present to the Finance Committee a recommendation for a percentage allowance for merit increases to be awarded non-bargaining employees the following December 1st. Determination of individual merit increases will be made by Department Heads based on employee performance.

9-4.4 New Positions, Position Descriptions and Salary Ranges will be proposed by a Department Head in most instances.

- a. The Department Head, after presenting the new proposed concept to the Policy, Personnel and Appointments Committee and receiving a recommendation to proceed, should consult the Salary Administrator and complete a Position Description Questionnaire for the proposed new position.
- b. After receipt of the completed questionnaire, the Salary Administrator will convene the Job Content Evaluation Committee and a job point evaluation will be made to determine the job size.
- c. The Salary Administrator will consult the State's Attorney's Office in order to receive a determination of the exempt/non-exempt status of the proposed position.
- d. If necessary, the Salary Administrator will prepare a new position description.
- e. The Salary Administrator will forward the job point evaluation, proposed salary range and position description to the Department Head.
- f. The Department Head is responsible for presenting the information to the Policy, Personnel and Appointments Committee, which shall determine whether the new position, position classification and recommended salary range should be approved and make a recommendation to the Finance Committee.
- g. The Finance Committee shall review the new position, position classification, and recommended salary range and recommend to the County Board final approval of any New Position to be added to the Schedule of Authorized Positions.
- h. Unless otherwise specified, the New Position, will take effect immediately upon approval by the Board.

9-4.5 **Reclassifications/Job Re-Evaluations** - Reclassifications/Job Re-Evaluations may be requested of the Policy, Personnel & Appointments Committee by a Department Head.

- a. The Department Head, after presenting the justification for position re-evaluation review to the Policy, Personnel & Appointments Committee and receiving a recommendation to proceed, should contact the Salary Administrator and receive a Position Description Questionnaire.
- b. The questionnaire should be completed by the employee working in the position to be reclassified/re-evaluated.

- c. After the receipt of completed questionnaires for all positions to be re-evaluated for reclassification purposes, the Salary Administrator will convene the Job Content Evaluation Committee. The Job Evaluation Committee will evaluate all positions for which documentation has been received.
- d. The results will be presented to the Policy, Personnel & Appointments Committee for approval.
- e. After approval, the re-evaluations will be forwarded to the Finance Committee for approval of the resulting change to the Schedule of Authorized Positions, and then to the County Board for final approval.
- f. Unless otherwise specified, a Reclassification or Job Re-Evaluation shall take effect on the first day of the fiscal year immediately following approval by the Board.

9-4.6 **Department Head Salary Adjustments** - Except as provided by statute or contract, are made as per the guidelines and rules of implementation in compliance with the annual salary administration recommendation for non-bargaining employees adopted pursuant to Sections 9-4.1, 9-4.2 and 9-4.3 of this policy.

## **CHAPTER 10 – DRUG- AND ALCOHOL-FREE WORKPLACE**

### **10-1 DRUG- AND ALCOHOL-FREE WORKPLACE –**

Champaign County is committed to programs that promote safety in the workplace, employee health and well-being and citizens' confidence. Employee involvement with drugs and alcohol can adversely affect job performance and employee morale, jeopardize employee safety, and undermine citizens' confidence. The County's goal, therefore, and the purpose of this policy, is to establish and maintain a healthy and efficient workforce free from the effects of drug and alcohol abuse. Consistent with this goal and commitment, and in response to the requirements of the Drug-Free Workplace Act (30 ILCS 580/1-11), the Champaign County Board has developed this policy statement regarding the use, sale, possession, and distribution of controlled substances, including cannabis and alcohol, by its employees, or on its premises.

10-1.1 **Use, Possession, Transportation, Sale, Distribution** – The use, possession, sale, transportation, or distribution of controlled substances, including cannabis or alcohol by anyone while on County property or on County business may be cause for discharge. Controlled substances or alcohol shall be taken into custody, and the appropriate law enforcement agencies will be notified.

10-1.2 **Over-The-Counter or Prescribed Medications** – Employees who take over-the-counter or prescribed medications are responsible for being aware of any effect the medication may have on the performance of their duties and must promptly report to their supervisors the use of medication likely to impair their ability to do their jobs. An employee who fails to do so shall be subject to disciplinary action, up to and including discharge. Moreover, employees who take over-the-counter or prescribed medication contrary to doctor's instructions may be subject to disciplinary action, up to and including discharge.

10-1.3 **County Property Defined** – For purpose of this policy, the term "County property" shall include all land, buildings, structures, parking lots, and means of transportation owned by or leased to the County.

10-1.4 **Employee Assistance Program** – The County encourages any employee who feels they may have a drug or alcohol problem to contact his or her immediate supervisor or the Deputy County Administrator of Human Resources for assistance. The County will, at the employee’s request, refer him or her to the employee’s designated healthcare provider for information or professional assistance, which will be at the employee’s expense over and above any covered benefit amount. All communications will be strictly confidential. Employees will not be subject to discipline for seeking such assistance prior to detection. However, this will not thereafter excuse violations of this drug and alcohol policy for which the employee is subject to discipline.

10-1.5 **Discipline** – Any employee who violates this policy will be required to enroll in a drug or alcohol counseling rehabilitation or assistance program at the employee’s expense. Any employee who violates this policy for a second time will be discharged.

10-1.6 **Progressive Discipline Not Applicable** – Any other disciplinary methods previously used by the County do not apply to violations of this drug and alcohol policy. Discipline for violations of this drug and alcohol policy shall be governed solely by the policy itself.

10-1.7 **Satisfactory Completion of Program** – Any employee who is required by this policy to satisfactorily participate in a drug or alcohol assistance or rehabilitation program shall furnish his or her Department Head written proof of the satisfactory completion of the program.

10-1.8 **Condition of Employment** – As a condition of employment,

- a. The County requires that all employees acknowledge that they will:
  - (i) Abide by the terms of this policy;
  - (ii) Notify the Department Head of his/her department of any conviction for a violation of a criminal drug statute no later than five days after conviction; and
  - (iii) If convicted of a violation of a criminal drug statute, satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program.
- b. If Champaign County receives notice from an employee of a conviction of a violation of a criminal drug statute, Champaign County will:
  - (i) Take appropriate action against such employee up to and including termination of employment; and/or
  - (ii) Provide employee assistance as stated in subsection 10-1.5 above.

## **CHAPTER 11 – WORKPLACE VIOLENCE POLICY**

### **11-1 WORKPLACE VIOLENCE POLICY**

The County of Champaign values its employees and citizens and the County Board affirms its commitment to providing workplaces and facilities that minimize the potential for violence. It is the intent of this policy to ensure that everyone associated with Champaign County, including employees and the public, never feel threatened by any form of violence.

Champaign County has a zero tolerance policy for violence, whether by or toward employees. "Violence" shall include physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. It shall also include acts, threats, intentions of harm, destruction towards self, others or property, and may be psychological as well as physical, and the perception thereof.

**11-1.1 Disciplinary Action** – If it has been determined that an employee is engaging in any form of violence in the workplace or threatening violence in the workplace, the employee shall be terminated immediately. No talk of or joking about violence will be tolerated. In cases of acts or threats of violence by employees, the County endorses immediate and definitive use of the disciplinary process outlined in this document, resulting in termination of said employees. Criminal prosecution will be pursued as appropriate, as well.

**11-1.2 Responsibility**

- a. The County Administrator's Office has overall responsibility for maintaining this policy, administering workplace violence prevention measures, and coordinating post-incident activities. The County Administrator's Office will also identify resources that departments may use in developing their training plans and workplace violence measures.
- b. If elected Department Heads or departments operated under the authority of separate governing boards choose to adopt a different policy, they are expected to provide a copy of it to the County Administrator's Office.
- c. Managers and supervisors shall make safety one of their highest concerns. When made aware of a real or perceived threat of violence, management shall conduct a thorough investigation, provide support for employees, and take specific actions to help prevent all acts of violence. Management is also responsible for documenting and reporting such incidences to the respective Department Heads.
- d. Employees shall report all acts and/or threats of violence to their supervisors or Department Heads. Employees should learn to recognize and respond to behaviors by potential perpetrators that may indicate a risk of violence.

**11-1.3 Continual Review** – The County Administrator's Office shall develop a method for receiving and reviewing reports of violence and threats of violence. Information and data from such reports shall be utilized to establish a continual improvement process for reducing the potential for adverse outcomes associated with acts or threats of workplace violence.

## **CHAPTER 12 – ANTI- HARASSMENT POLICY**

### **12-1 ANTI- HARASSMENT**

12-1.1 It is the policy of Champaign County Government to provide to all officials and employees a work environment free of harassment based upon gender, ethnicity, race, sexual orientation, religious affiliation, age, physical and mental disability, and marital status, as well as sexual harassment. It is the right of all employees to work

in an environment free from harassment and the responsibility of all employees to refrain from harassment. Champaign County prohibits sexual harassment and harassment based upon gender, ethnicity, race, sexual orientation, religious affiliation, age and physical and mental disability of and by its employees. Harassment is inappropriate, offensive, and, in specific cases, may be illegal and will not be tolerated by Champaign County.

Harassment refers to physical or verbal actions that have the purpose or effect of unreasonably interfering with a person's work performance, which create a hostile, intimidating, or offensive environment and which is based on the sexual orientation, race, color, religious belief or practice, national origin, ancestry, gender, age, citizenship status, marital status, or disability of the person that feels harassed or discriminated against. Such actions, intentional or not, can annoy or disturb members of one sex, ethnicity, race, sexual orientation, religion, age, marital status and disability. Examples include but are not limited to:

- a. Unwelcome sexual advances, requests for sexual favors, or physical conduct of a sexual nature;
- b. Any sexual, ethnic, racial, gender or religious-related jokes, comments, insults, cartoons, innuendoes, or personal conduct or mannerisms that could be construed as offensive, intimidating, or hostile as measured from the point of view of a reasonable person of the same protected group;
- c. Demeaning comments or ridicule of an employee based on the employee's status as a member of a protected group;
- d. Repeated unwanted, unwarranted, or unsolicited off-duty telephone calls, contact, or conduct that violates this policy;
- e. Submission to or rejection of such conduct is used as the basis for employment decisions;
- f. Displaying or permitting the display of pictures, drawings, or graffiti that could be considered a violation of this policy.

Champaign County directs all employees and supervisory personnel within Champaign County to ensure that their workplaces are free of harassment. Department Heads and supervisory personnel shall be responsible for supporting training on sexual, ethnic, racial, sexual orientation, religious, age, and disability-related harassment prevention and this harassment policy. Department Heads and supervisory personnel shall post and distribute this policy, encourage employees to report harassment incidents, and assure employees they do not have to endure a hostile or negative work environment. Behavior or acts that employees find offensive or harassing, if not based on protected class as set forth in this Policy, while rude or offensive, are not a violation of this Policy. Employees are advised to present their complaints to their supervisors or personnel identified in the "Complaint Procedure" as set forth in this Chapter.

## **12-2 COMPLAINT PROCEDURE**

12-2.1 Employees who wish to register a complaint of sexual harassment (or any form of harassment based on their race, national origin, gender, age, sexual orientation, marital status, religion or disability) may do so through their Department Head, the County Administrator of Finance and Human Resource Management, or the Deputy County Administrator of Human Resource .

12-2.2 All allegations of harassment will be investigated thoroughly. The facts will determine the response of the County to each allegation. Substantiated acts of harassment will be met with appropriate disciplinary action by the County up to and including termination. All information regarding any specific incident will be kept confidential within the necessary boundaries of the fact-finding process. No reprisal

or retaliation against the employee reporting the allegation of harassment will be tolerated.

## **CHAPTER 13 – PROHIBITED POLITICAL ACTIVITIES AND GIFT BAN**

### **13-1 PROHIBITED POLITICAL ACTIVITIES**

13-1.1 No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the employer in connection with any prohibited political activity.

13-1.2 At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity:

- a. As part of that officer or employee's duties;
- b. As a condition of employment; or
- c. During any compensated time off (such as holidays, vacation or personal time off.)

13-1.3 No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

13-1.4 Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this policy.

13-1.5 No person either:

- a. In a position that is subject to recognized merit principles of public employment; or
- b. In a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs,

shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

### **13-2 GIFT BAN**

13-2.1 Except as permitted by this policy, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this policy.

13-2.2 **Exceptions** - Section 13-2.1 is not applicable to the following:

- a. Opportunities, benefits, and services that are available on the same conditions as for the general public;
- b. Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value;
- c. Any:
  - (i) Contribution that is lawfully made under the Election Code; or
  - (ii) Activities associated with a fundraising event in support of a political organization or candidate;
- d. Educational materials and missions;
- e. Travel expenses for a meeting to discuss business;
- f. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée;
- g. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as:
  - (i) The history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;
  - (ii) Whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and
  - (iii) Whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Department Heads or employees, or their spouses or immediate family members.
- h. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
- i. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment



of the officer or employee, and are customarily provided to others in similar circumstances.

- j. Intra-governmental and inter-governmental gifts. For the purpose of this policy, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer, or employee of another governmental entity.
- k. Bequests, inheritances, and other transfers at death.
- l. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.
- m. Each of the exceptions listed in this section is mutually exclusive and independent of every other.

13-2.3 **Disposition of gifts** - An officer or employee, his or her spouse, or an immediate family member living with the officer or employee, does not violate this Policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

### **13-3 DEFINITIONS**

For purposes of this Section, the following terms shall be given these definitions:

13-3.1 **"Campaign for elective office"** means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-presidential electors, but does not include activities:

- a. Relating to the support or opposition of any executive, legislative, or administrative action;
- b. Relating to collective bargaining; or
- c. That are otherwise in furtherance of the person's official duties.

13-3.2 **"Candidate"** means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election.

13-3.3 **"Collective bargaining"** has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 31513).

13-3.4 **"Compensated time"** means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence.

13-3.5 **"Compensatory time off"** means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

- 13-3.6 **"Contribution"** has the same meaning as that term is defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).
- 13-3.7 **"Employee"** means a person employed by the Employer, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.
- 13-3.8 **"Employer"** means the following elected officials of Champaign County: the Auditor, Coroner, County Clerk, Recorder, Sheriff, and Treasurer, with respect to the officers and employees of their respective offices. Employer also means the Champaign County Board with respect to the officers and employees not under the authority of any elected official. This Policy does not apply to the following elected officials or their officers and employees: Judges of the Sixth Judicial Circuit, the Clerk of the Circuit Court, and the State's Attorney.
- 13-3.9 **"Gift"** means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.
- 13-3.10 **"Leave of absence"** means any period during which an employee does not receive:
- a. Compensation for employment,
  - b. Service credit towards pension benefits, and
  - c. Health insurance benefits paid for by the employer.
- 13-3.11 **"Officer"** means a person who holds, by election or appointment, an office created by the Illinois Constitution, Illinois statute or County ordinance, regardless of whether the officer is compensated for service in his or her official capacity.
- 13-3.12 **"Political activity"** means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities:
- a. Relating to the support or opposition of any executive, legislative, or administrative action;
  - b. Relating to collective bargaining; or
  - c. That are otherwise in furtherance of the person's official duties.
- 13-3.13 **"Political organization"** means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.
- 13-3.14 **"Prohibited political activity"** means:
- a. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event;
  - b. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event;

- c. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution;
- d. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question;
- e. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question;
- f. Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question;
- g. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls;
- h. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question;
- i. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office;
- j. Preparing or reviewing responses to candidate questionnaires;
- k. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question;
- l. Campaigning for any elective office or for or against any referendum question.
- m. Managing or working on a campaign for elective office or for against any referendum question;
- n. Serving as a delegate, alternate, or proxy to a political party convention.
- o. Participating in any recount or challenge to the outcome of any election; or
- p. All other political activity on behalf of a candidate for public office, a referendum question, a political campaign, or a political organization.

13-3.15 **"Prohibited source"** means any person or entity who:

- a. Is seeking official action:
  - (i) By an officer or
  - (ii) By an employee, or by the officer or another employee directing that employee;
- b. Does business or seeks to do business:
  - (i) With the officer or
  - (ii) With an employee, or with the officer or another employee directing that employee;
- c. Conducts activities regulated:
  - (i) By the officer or
  - (ii) By an employee, or by the officer or another employee directing that employee; or
- d. Has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

#### **13-4 ENFORCEMENT**

No County employee may use his or her official position of employment to coerce or inhibit others (whether County employees or members of the public) in the free exercise of their political rights, including, without limitation, the right to petition, make public speeches,

campaign for or against political candidates, speak out on questions of public policy, distribute political literature, make contributions, or seek public office.

13-4.1 Except as specifically stated herein, no Department Head may make or enforce any rule that in any way inhibits or prohibits any of its employees from exercising any political rights, including, but not limited to, those described in Section 13-5.1.

13-4.2 Nothing in this Section 13-5 shall apply to:

- a. Efforts to enforce Chapter 13 of this Policy, the Champaign County Ethics Ordinance, State law, or any comparable provision of a Collective Bargaining Agreement.
- b. Efforts to limit non-work-related activity on County time, even if such efforts have the incidental effect of limiting political activity on the same basis as other non-work-related activity.

## **CHAPTER 14 – GENERAL RULES AND PROCEDURES**

### **14-1 LEAVE BENEFITS FOR PERSONS RETURNING TO THE EMPLOY OF THE COUNTY**

Persons returning to the employ of the County shall be credited continuous employment for the purposes of determining eligibility for leave benefits as follows:

- a. Persons returning as County employees within one (1) year of termination shall be credited with eighty percent (80%) of their prior service.
- b. Persons returning as County employees within fifty (50) months after termination shall be credited with fifty percent (50%) of their prior service.
- c. Persons returning as County employees more than fifty (50) months after termination shall receive no credit for prior service.

### **14-2 REPORTING UNSAFE WORKING CONDITIONS**

Employees who become aware of unsafe working conditions must report those conditions to the Department Head, County Administrator or the Director of the Physical Plant.

### **14-3 REGISTRATION OF A DOMESTIC PARTNERSHIP**

Registration of a domestic partnership will be required for coverage under the group health, dental, vision and dependent life insurance.

14-3.1 An employee who wishes to register a domestic partnership needs to contact the Deputy County Administrator for Personnel for information and the registration form. Upon receipt of a properly completed form, the county will consider the Partnership registered as of the date of the signature on the form.

14-3.2 Children of domestic partners are eligible for benefits under the same conditions as are the children of employees' legal spouses.

14-3.3 Enrollment of domestic partners and eligible dependent children is subject to the same rules as enrollment of other dependents.

14-3.4 Domestic partners and their enrolled dependents receive the same or equivalent benefits as spouses and their enrolled dependents receive for group continuation health coverage through COBRA and/or individual conversion.

14-3.5 An employee may terminate a domestic partnership by notifying the Deputy County Administrator of Human Resources in writing of the termination of the domestic partnership within thirty days of its termination. (The same guideline exists for married couples that divorce.) The employee must then wait six months from the date of the notice before registering another domestic partnership, except in either of the following cases:

- a. The employee is registering the same domestic partnership within thirty days notification of the termination of that domestic partnership, or
- b. The employee's former domestic partnership was dissolved through the death of the employee's domestic partner.

14-3.6 The tax consequences of a domestic partnership are the responsibility of the employee, not the County. Under the Internal Revenue Code, an employee is not taxed on the value of benefits provided by an employer to an employee's spouse or dependent. However, the IRS has ruled that a domestic partner does not qualify as a spouse.

The value of benefits provided to an employee's domestic partner (and the domestic partner's eligible children, if any) is considered part of the employee's taxable income, unless the employee's domestic partner qualifies as a dependent under Section 152 of the Internal Revenue Code. This company (the County) will treat the value of the benefits provided to the employee's domestic partner (and the domestic partner's eligible children, if any) as part of the employee's income and will withhold the taxes on the value of those benefits from employee's paychecks. If the employee's domestic partner qualifies as a dependent under Section 125 of the Internal Revenue Code, the employee may file the proper documentation with the IRS and seek a refund for taxes withheld.

Some courts have recognized non-marriage relationships as the equivalent of marriage for the purpose of establishing and dividing community property. A declaration of common welfare, such as the registration of a domestic partnership, may therefore have legal implications.

Questions regarding this policy should be directed to the Deputy County Administrator of Human Resource .

#### **14-4 SUGGESTIONS**

Employees who have suggestions for the improvement of County services, reduction of costs, improvement of safety, training, or other related plans or programs are encouraged to submit new and original ideas to their Department Head. In all cases, the Department Head should notify the employee in writing of the disposition of the suggestions; and a copy shall be sent to the County Administrator of Finance & Human Resource Management for retention in the individual's personnel file.

## **CHAPTER 15 – ADMINISTRATION**

### **15-1 ADMINISTRATION**

- 15-1.1 The County Administrator of Finance & Human Resource Management , the Policy, Personnel & Appointments Committee, and the Department Heads shall be responsible for the enforcement of the Personnel Policies.
- 15-1.2 A department's policies may supersede any portion of these personnel policies after presentation to Parent Committee and Policy, Personnel & Appointments Committee and with Board approval.
- 15-1.3 When the County Administrator of Finance & Human Resource Management is the Department Head involved, all actions required of the County Administrator of Finance & Human Resource Management by this policy shall be taken by the Chair of the Policy, Personnel & Appointments Committee.
- 15-1.4 The Policy, Personnel & Appointments Committee may issue opinions construing the provisions of these Policies. A written opinion shall be prepared detailing the facts and circumstances surrounding the question, the issue presented to the Committee, the decision of the Committee and the reasoning upon which the decision is based. These opinions shall be numbered and/or dated and a copy of each opinion shall be maintained by the County Administrator of Finance & Human Resource Management for future reference.

### **15-2 THIS POLICY MAY BE REVISED AT ANY TIME WITH THE APPROVAL OF THE COUNTY BOARD**

## **EXHIBIT A – RECOMMENDED DISCIPLINARY PROCEDURE**

- Step 1 - Oral Warning** - The immediate supervisor will give an oral reprimand and point out the area(s) in which an employee is having difficulties and assist in making the necessary corrections. A short memo will be made of the conversation. The supervisor and the employee will initial the record and both will retain a copy of the record.
- Step 2 - Written Warning** - If the employee continues to have difficulties in the same area(s), or if the violation or infraction is more serious, the immediate supervisor will prepare an Employee Warning Record which contains the 1) employee's name, 2) statement as to the date and the nature of the infraction, 3) employee's statements as to the alleged violation(s), 4) disciplinary action to be taken, and 5) signature of the employee and immediate supervisor or Department Head. The original copy shall be submitted to the County Administrator of Finance & Human Resource Management to be placed in the employee's file and a copy will be furnished to the immediate supervisor and employee.
- Step 3 - Suspension** - The Department Head or designee may use suspension as an optional disciplinary action. Upon evidence or reasonable suspicion of a serious offense against the County or another employee, after consultation with the employee, a Department Head or designee may order an employee absent from duties without pay for a period not to exceed five (5) working days. The Department Head or designee shall, within twenty-four (24) hours of such action, prepare a written memorandum stating the grounds for such action and submit it to the County Administrator of Finance & Human Resource Management and to the suspended employee. Such a memorandum shall be held confidential.
- Step 4 - Dismissal** - For the most severe violation or repeated violations, the Department Head or designee may dismiss the employee. The employee and County Administrator of Finance & Human Resource Management will be given a written report stating the reasons for dismissal.

**ORDINANCE NO. 780**

**ORDINANCE RESCINDING RESOLUTION NO. 4452 and  
RESCINDING TRAVEL REGULATIONS FOR CHAMPAIGN  
COUNTY, ILLINOIS ADOPTED JUNE 1975, AND REVISIONS  
ADOPTED SEPTEMBER 1977, MAY 1981, JULY 1983, DECEMBER  
1986, JANUARY 1990, MAY 1999, DECEMBER 1993, APRIL 1997,  
and MAY 1999**

**AN ORDINANCE ESTABLISHING TRAVEL REGULATIONS  
POLICY FOR CHAMPAIGN COUNTY, ILLINOIS**

**WHEREAS**, the County Board of the County of Champaign, Illinois, is vested with the authority to adopt a policy establishing travel regulations to ensure that elected and appointed officials and employees who travel on official business will be treated fairly and reimbursed at rates which are reasonable, consistent with actual, necessary costs, and which will insure the promotion of economy in County government; and

**WHEREAS**, the travel regulations adopted by the County Board of Champaign County, Illinois, apply to all elected officials, appointed officials, and employees of the County of Champaign, regardless of source of funds, with the specific exceptions of the employees of the Mental Health Board, members of advisory boards or committees or other persons who are not employed financially by the County, except as provided in Article IX of the Travel Regulations Policy stated herein.

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

1. All prior County Board ordinances, resolutions, and motions prescribing travel regulations, are revoked and repealed, effective May 19, 2006. This shall include, but not be limited to Resolution No. 4452, and all travel regulations and travel regulations revisions adopted by the County Board since June 1975.
2. The attached "Champaign County Travel Regulations Policy" shall be the official travel regulations policy for all elected officials, appointed officials, and employees of the County of Champaign, regardless of source of funds, with the specific exceptions of the employees of the Mental Health Board, members of advisory boards or committees or other persons



who are not employed financially by the County, except as provided in Article IX of the Travel Regulations Policy stated herein.

**PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.**

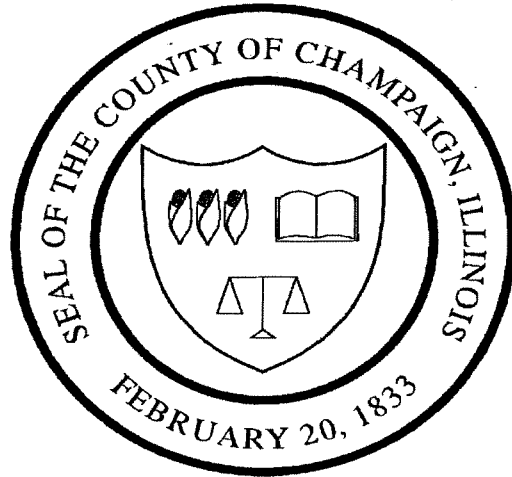
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**Barbara Wysocki, Chair  
Champaign County Board**

**ATTEST:**

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**Mark Shelden, County Clerk and  
*Ex-Officio* Clerk of the County Board**



# **CHAMPAIGN COUNTY TRAVEL** **REGULATIONS POLICY**

*Adopted May 18, 2006*

**TRAVEL REGULATIONS  
CHAMPAIGN COUNTY, ILLINOIS**

**ARTICLE I. APPLICABILITY AND POLICY**

**APPLICABILITY:** These Travel Regulations apply to all Elected Officials, Appointed Officials and Employees of the County of Champaign, regardless of source of funds. Mental Health is specifically excluded from this policy. These regulations do not apply to members of advisory boards or committees or other persons who are not employed financially by the County, except as provided in Article IX, A and B. Appropriations for travel must be in appropriate County budgets prior to travel.

**POLICY:** The purpose of the Regulations is to ensure that Elected and Appointed Officials and Employees who travel on official business will be treated fairly and reimbursed at rates which are reasonable, consistent with actual, necessary costs, and which will insure the promotion of economy in County government. The purpose is not to create any additional source of income beyond the Official's or Employee's compensation.

**ARTICLE II. AUTHORITY TO TRAVEL**

- A. The County Board, through its budget system, shall be responsible for maintaining a system for control of travel for officials and employees which will provide for the efficient and economical conduct of the County's business, both within and outside the County.
- B. Prior authorization for all trips planned during the budget year shall be obtained as part of the approved budget for each department. If appropriations are depleted from all travel line items during the budget year, an additional appropriate sum may be added by budget amendment or transfer for unanticipated trips, subject to County Board approval. Transfers within the same category are allowed.
- C. All travel shall be approved by either Appointed or Elected Officials, as department heads, prior to the beginning of travel. Said approval may be oral, but where requested, same can be in writing.
- D. As a courtesy, summary reports of travel for Conferences and Instruction and Schooling may be reported to the Department's appropriate parent committee. Summary reports provided to parent committees are not a requirement for reimbursement of expenses.

## **ARTICLE III. ALLOWABLE TRANSPORTATION EXPENSES**

### **A. Governing Regulations**

1. All travel shall be by the most direct route.
2. All travel shall be by the most economical mode of transportation available, considering travel, time, costs, and work requirements.
3. County owned vehicles shall be used whenever possible.

### **B. Use of Public Transportation**

1. The full cost of public transportation is recoverable if it is the chosen mode of transportation in view of Article III; A, 1 and 2.

### **C. Use of Personal Vehicle**

1. When the use of a privately owned vehicle is necessary or desirable in consideration of the County's travel policy and expenditures, it may be used at the reimbursement rate given in the current year IRS provision for determination of mileage for business expenses.
2. When the use of public transportation is a reasonable alternative to the use of a personal vehicle, the mileage payment shall not exceed the cost of travel by public transportation.
3. Mileage will be payable to only one of two or more individuals traveling in the same vehicle. The names of all travelers and their employing department shall be listed on the travel voucher, along with a travel log that indicates date, purpose of trip, and total mileage.
4. No mileage payments are allowed for Elected or Appointed departments to attend committee meetings, subcommittee meetings and County Board meetings. The County Board Chair and County Board members are allowed mileage payments to attend committee meetings, subcommittee meetings, and County Board meetings.

## **ARTICLE IV. ALLOWABLE LIVING EXPENSES**

### **A. Meal Expense**

1. When traveling outside Champaign County, reimbursement for meals and tips shall be allowed, in accordance with Internal Revenue Service per diem meal allowances as published annually for all cities within the continental United States. In January, the Auditor's Office will provide

departments with a chart of the breakfast, lunch, and dinner reimbursement allowed within each per diem category for the calendar year.

Receipts for individual meals need not be submitted, but a travel log must be submitted in accordance with IRS regulations, which substantiates the business purpose (seminar or conference title), the travel dates, the applicable meals to be reimbursed for each day, and the place (city).

2. Meals and tips will not be reimbursed, if the cost of meals for seminars or official meetings is included in the registration fee. A copy of the meeting brochure should be submitted with the travel log at the time of request for reimbursement.
3. Within Champaign County, meals and tips may be reimbursed for Officials and Employees attending conferences and seminars, if the attendance at the conference or seminar is required by the Department Head and if the conference or seminar requires the Official or Employee to be away from their workplace or home during a meal. The same limits apply as noted in Article IV. Section A, Items 1 and 2.
4. Alcoholic beverages are excluded from reimbursement.
5. Any exceptions to the above shall be presented in a letter to the Policy, Personnel and Appointments Committee for approval.

#### B. Lodging

1. Actual lodging expense will be reimbursed, with the understanding that:
  - a. The person traveling will always seek, and use, when available, the “government economy” room rate offered by the hotel.
  - b. When the “government economy” rate is not available, and a convention is the reason for the trip, the person will be reimbursed only in terms of the lowest two levels of convention lodging rates, unless such accommodations are not available to the person making the trip.
2. Receipts are required to be submitted with travel vouchers to support accommodation expenses claimed.

## **ARTICLE V. ALLOWANCE MISCELLANEOUS EXPENSES**

A. The following are items that may be reimbursed by the County under Miscellaneous Expenses, if authorized by the affected elected official/department head:

1. Business telephone calls.
2. Taxicab fares (where a hotel limousine is available, it is to be used).
3. Limousine fares, i.e. hotel limousine.
4. City transit (if used instead of taxicab or limousine).
5. Parking fees.
6. Bridge, road and tunnel tolls.
7. Registration fees.
8. Storage of baggage.
9. Hire of room for official business (when appropriate).
10. Credit card membership fees, if approved by the Policy, Procedures and Appointments Committee.
11. Car rentals (when appropriate).
12. Tips for parking attendants and baggage handling.
13. Reimbursement for one (1) personal phone call per day while employee is attending schooling, conference, etc.

B. Any miscellaneous expense OVER \$10.00 shall be accompanied by a receipt.

## **ARTICLE VI. EXCEPTIONS TO TRAVEL REGULATIONS**

A. Any Exceptions

1. The Policy, Personnel and Appointments Committee may direct the Auditor to grant any exceptions to the above regulations, when necessary to meet special circumstances in the best interests of the County. Any exception to the above regulations shall be presented in a letter submitted to the Policy, Personnel and Appointments Committee for approval.

## **ARTICLE VII. PREPARATION OF A TRAVEL VOUCHER**

- A. All claims for the reimbursement of traveling expenditures shall be submitted within sixty (60) days of the last date of travel on a County voucher and shall be itemized in accordance with the regulations. If an employee is unable to meet the specified deadline of within sixty days of the last date of travel, the employee will not receive reimbursement until the Auditor has received approval of the County Board for payment of purchase not following policy.
- B. Each year, there shall be an exception period to the sixty day requirement for submission of travel receipts with regard to travel occurring up to November 30<sup>th</sup>, the last day of the fiscal year. All requests for reimbursement of travel expenses incurred up to November 30<sup>th</sup> of each year should be submitted to the Auditor's Office by the December deadline established by the Auditor for submission of payments to allow payment out of the appropriate fiscal year expenditure budget. If the payment is not submitted in that time frame, the Auditor's Office will not pay the reimbursement until approval is received from the County Board for payment of purchases not following policy.
- C. In all instances, travel vouchers shall be supported by receipts for public transportation, lodging, and all other miscellaneous items in excess, individually, of \$10.00.
  - 1. If telephone calls are included in the receipt for lodging, they should be subtracted from the lodging expense and entered under Miscellaneous Expense.
- D. Individuals submitting travel vouchers are personally responsible for the accuracy and propriety of said vouchers. Any misrepresentation shall be grounds for disciplinary or legal action.
- E. In order to avoid unnecessary paperwork, cash advances are to be issued for travel only when the trip is outside Champaign County and involves an overnight stay, otherwise reimbursements for travel shall be made through the accounts payable system and not by issuing advances.

## **ARTICLE VIII. OTHER EXPENSE GUIDELINES**

- A. **Items Billed Directly.** No requests for reimbursement shall be made for items of expenditure, in connection with travel, that are billed directly to the County. Travel expense items billed to a credit card should accompany an appropriately signed and completed County voucher for reimbursement.
- B. **Business Meals & Expenses.** Business breakfasts, lunches and dinners, for both County employee and appropriate guest, which are involved in the course of

conducting County business shall be termed a legitimate expenditure for County Officials, Employees and appropriate County guests.

Example: A County employee pays for his own lunch and that of an architect working on space needs for the county. BOTH lunches would be charged to 533.84. (The cost of the employee's lunch is subject to meal allowance limitations; the cost of the guest's meal is not.)

Business breakfasts, lunches and dinners shall:

1. Be in accord with IRS per diem meal allowances as published annually, for county employees.
2. Have documentation of the nature of the business and expenses incurred, attached to the reimbursement voucher submitted.

C. All reimbursement is subject to budget limitations.

D. Reimbursement will be made for travel expenses of job applicants while in Champaign County for interviewing purposes. This can include transportation, hotel, meals and other allowable expenses. Total expenses are set by the Policy Personnel & Appointments Committee for each job search, but other County limitations will not apply. Job applicants should be advised in advance that the Internal Revenue Service requires that we have documentation for reimbursed expenses.

The Search Committee may invite County employees, County Board members, and other public local officials to eat meals with, or attend receptions for, job applicants, subject to the total search expense limitation. Specific meal allowances per person will not apply to such meals.

#### **ARTICLE IX. PROSPECT AND APPOINTEE TRAVEL**

- A. Upon the request of the County, a prospect for a position in County government may be reimbursed for reasonable travel expenses incurred in coming to County office buildings for interviews.
- B. Upon request of the County to travel to the County to conduct official business prior to employment, an individual appointed by the County to an authorized position may be reimbursed for travel expenses, within the reimbursement guidelines of this policy.



## **ARTICLE X. CREDIT CARDS**

- A. A credit card may be obtained by a County department if it is necessary for the efficient operation of the department in regard to charging and payment of departmental travel expenses.

All requests for authority for a department to obtain a credit card must be made to the Finance Committee. Finance Committee approval is required prior to application for a departmental credit card.

- B. Credit cards must be issued in the name of the department with the Department Head as the responsible party for billing purposes.
- C. Charges shall not be made, to a department credit card, which are not covered by sufficient appropriations in the appropriate County budget.

## **ARTICLE XI. ADVISORY BOARDS AND COMMITTEES**

- A. Boards and committees having a budget included as part of the County operating expense, are entitled to include a travel item in their budgets, subject to County revenue limitations. Members of such boards and committees shall be reimbursed for approved travel expenses in accordance with the provisions contained in these regulations.
- B. Members of advisory boards, committees, or other groups of private citizens which have no board, committee, or group-budget subject to County support, are not covered by these regulations and shall not be reimbursed for travel expenses by the County unless specifically authorized by the County Board, by the recommendation of the Policy, Personnel and Appointments Committee.

## **ARTICLE XII. FOR COUNTY BOARD MEMBERS ONLY**

- A. County Board members shall be paid one per diem daily for meetings attended, whether local or outside Urbana, in accordance with County Board regulations and except where such per diem payment is expressly forbidden by state law. The per diem shall be in addition to approved travel allowance for transportation, meals, and other miscellaneous accompanying expenses.
- B. No mileage payments are allowed for elected or appointed department heads to attend committee meetings, subcommittee meetings and County Board meetings. The County Board Chair and County Board members are allowed mileage payments to attend committee meetings, subcommittee meetings and County Board meetings.

**ARTICLE XIII. APPROPRIATE BUDGET LINE ITEMS FOR TRAVEL EXPENSES**

The following line items are to be used for the charging of travel expenses. The proper account should be used for travel-related expenses, based on the descriptions below:

**533.12 JOB-REQUIRED TRAVEL** – Reimbursement will be made for travel expenses as a result of performing mandatory, job-required duties. Mileage will be paid for the use of personal vehicles for business trips inside the County when such trips are a normal part of getting the job done.

Examples: - Viewing property – Assessor’s Office  
- Inspecting county roads – Highway Department  
- Delivering reports, etc. – Coroner

Reimbursement may be made for trips outside the County which are required by the individual’s job and are not an option. This can include mileage, public transportation, meals, hotel, registration and other expenses as allowed by the travel policy.

Examples: - Transporting prisoners – Correctional Center  
- Meeting with IDOT officials in Paris, IL – Highway

**533.95 CONFERENCE & SCHOOLING** – Reimbursement may be made for travel expenses related to attending a conference, seminar, or workshop which employees have the option to attend. This can include mileage, public transportation, meals, hotel, registration and other expenses as allowed by the travel policy.

Examples: – National Association of County Officials Annual Meeting  
- American Payroll Association Annual IRS Up-Date  
- County Clerk/Recorder Zone meetings  
- Total Quality Management Two-Day Seminar  
(If the zone meeting is in Champaign County, the meal will not be reimbursed, unless part of the meeting fee. If the TQM seminar is in Champaign/Urbana, tuition and books will be reimbursed, but meals and mileage will not be.)

Reimbursement may be made for expenses (registration/tuition, books) incurred by an employee while attending educational courses for the improvement of their job performance. If the approved course is out of the County, other allowable expenses may be reimbursed; transportation, hotel, and meals. All such expenses should be charged to 533.95.

- Examples: - IN-COUNTY: Parkland College business writing class,  
University of Illinois accounting class
- OUT-OF-COUNTY: Danville Community College workshop on  
Microsoft Windows

Some employees are required to attend classes or workshops in order to maintain their job status. Employees generally have the option to attend courses from a list of several. This is properly considered schooling and should NOT be charged to 533.12 Job Required Travel.

- Examples – Property Assessment Institute classes, for Board of Review members or Supervisor of Assessment employees, to maintain CIAO designation.
- Coroner's classes to satisfy 24-hr annual schooling requirement.

NOTE: Restrictions set forth in the Travel Policy apply.

#### **ARTICLE XIV. MISUSE OF CHAMPAIGN COUNTY TRAVEL POLICY**

Any misrepresentation or misuse of this policy shall be grounds for disciplinary and/or criminal or civil liability.

RESOLUTION NO. 5378

RESOLUTION HONORING A RETIRING COUNTY EMPLOYEE  
RICHARD E. QUICK

WHEREAS, Richard E. Quick was employed continuously by Champaign County from January 6, 1975 until June 6, 2006, as a Deputy Sheriff and retired as a Sergeant; and

WHEREAS, Richard E. Quick admirably served the citizens of Champaign County with his full commitment to his responsibilities as Deputy Sheriff; to work in partnership with fellow Deputy Sheriffs and officials of Champaign County; and with his full commitment, service and dedication to the best interests of all the people of Champaign County.

NOW, THEREFORE, BE IT RESOLVED that the County Board of Champaign County hereby recognizes that the service of Richard E. Quick was an asset to the citizens of Champaign County; and expresses gratitude and sincere appreciation for his thirty-one years of service.

BE IT FURTHER RESOLVED that a copy of this Resolution is presented to Richard E. Quick as a dedicated and faithful Champaign County employee with our sincere appreciation.

PRESENTED, ADOPTED, APPROVED AND RECORDED this 18<sup>th</sup> day of May, A.D., 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

RESOLUTION NO. 5379

RESOLUTION HONORING A RETIRING COUNTY EMPLOYEE  
WALTER WOLFE

WHEREAS, Walter Wolfe was employed continuously by Champaign County from January 6, 1975 until June 17, 2006, as a Deputy Sheriff and retired as Chief Deputy; and

WHEREAS, Walter Wolfe admirably served the citizens of Champaign County with his full commitment to his responsibilities as Deputy Sheriff; to work in partnership with fellow Deputy Sheriffs and as Chief Deputy with officials of Champaign County; and with his full commitment, service and dedication to the best interests of all the people of Champaign County.

NOW, THEREFORE, BE IT RESOLVED that the County Board of Champaign County hereby recognizes that the service of Walter Wolfe was an asset to the citizens of Champaign County; and expresses gratitude and sincere appreciation for his thirty-one years of service.

BE IT FURTHER RESOLVED that a copy of this Resolution is presented to Walter Wolfe as a dedicated and faithful Champaign County employee with our sincere appreciation.

PRESENTED, ADOPTED, APPROVED AND RECORDED this 18<sup>th</sup> day of May, A.D., 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

RESOLUTION NO. 5380

RESOLUTION COMMENDING AND THANKING THE CHAMPAIGN COUNTY  
GENEALOGICAL SOCIETY FOR THEIR WORK ON BEHALF OF THE CHAMPAIGN  
COUNTY CLERK

WHEREAS, the Champaign County Genealogical Society has indexed 34,274 death and birth records within the Champaign County Clerk's Office; and

WHEREAS, the work of the Champaign County Genealogical Society has been a volunteer effort with no cost to Champaign County; and

WHEREAS, the efforts of the Champaign County Genealogical Society greatly enhances the ability of genealogists to research their family history; and

WHEREAS, the efforts of Champaign County Genealogical Society provides a great resource for historians; and

WHEREAS, through the efforts of the Champaign County Genealogical Society, the Champaign County Clerk's Office and the Champaign County Historical Archives at the Urbana Free Library are able to provide a better and more efficient level of service to genealogists, historians, and the general public.

NOW THEREFORE BE IT RESOLVED, that the Champaign County Board joins with the Champaign County Clerk in commending and thanking the Champaign County Genealogical Society for their hard work and dedication to the cause of improving access to the historical records of Champaign County.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

RESOLUTION NO. 5386

BUDGET AMENDMENT

May, 2006

FY 2006

WHEREAS, the Finance Committee has approved the following amendments to the 2005-2006 budget.

NOW, THEREFORE, BE IT RESOLVED that the Champaign County Board approves the following amendments to the 2005-2006 budget; and

BE IT FURTHER RESOLVED that the County Auditor be authorized and is hereby requested to make the following amendments to the 2005-2006 budget:

Budget Amendment #06-00052

<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
Fund 080 General Corporate Dept. 040 Sheriff	
Increased Appropriations	
522.19 Uniforms	\$22,630
512.03 SLEP Regular Full-Time Employees	\$12,000
512.03 SLEP Regular Full-Time Employees	<u>\$10,830</u>
Total	\$45,460
Increased Revenue	
369.90 Other Miscellaneous Revenue	\$22,630
369.90 Other Miscellaneous Revenue	\$12,000
337.23 Reimbursement for Guards	<u>\$10,830</u>
Total	\$45,460

REASON: 1. Reimbursement for vests 2. Settlement claim for back wages 3. ILEASE reimbursement for deputy wages.

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Budget Amendment #06-00053

<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
Fund 476 Self-Funded Insurance Dept. 118 Property/Liability Insurance	
Increased Appropriations	
533.03 Attorney Fees	<u>\$50,000</u>
Total	\$50,000

Increased Revenue		
None From Fund Balance		<u>\$0</u>
	Total	<u>\$0</u>

REASON: Increase line item to pay defense attorney fees for remainder of Fiscal Year 2006.

PRESENTED, ADOPTED, APPROVED AND RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

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Barbara Wysocki, Chair  
Champaign County Board  
Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk  
and ex-officio Clerk of the  
Champaign County Board



RESOLUTION NO. 5387

RESOLUTION AUTHORIZING FIRST RENEWAL AND AMENDMENT OF THE INTERGOVERNMENTAL AGREEMENT BETWEEN THE DEPARTMENT OF HEALTHCARE AND FAMILY SERVICES AND THE CHAMPAIGN COUNTY STATE'S ATTORNEY

WHEREAS, the Illinois Department of Healthcare and Family Services and the Champaign County State's Attorney entered into Intergovernmental Agreement 2006-55-013-Ka (hereinafter "AGREEMENT") for the period of July 1, 2005 through June 30, 2006; and

WHEREAS, pursuant to Part V.B.2 (Renewals) of the AGREEMENT, the AGREEMENT may be renewed for additional periods by each party furnishing written notification of such intent; and

WHEREAS, pursuant to Part V.F.2 (Amendments) of the AGREEMENT, the of the AGREEMENT may be amended or modified by the mutual consent of the parties at any time during its term; and

WHEREAS, an amendment to the of the AGREEMENT and a renewal have been prepared; and

WHEREAS, the period of renewal is for July 1, 2006 through June 30, 2007.

NOW, THEREFORE, BE IT RESOLVED that the County Board of Champaign County authorizes the County Board Chair to enter into the first renewal and amendment of Intergovernmental Agreement 2006-55-013-Ka between the Illinois Department of Healthcare and Family Services and the Champaign County State's Attorney.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

ATTEST: \_\_\_\_\_  
Mark Sheldon, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

RESOLUTION NO. 5390

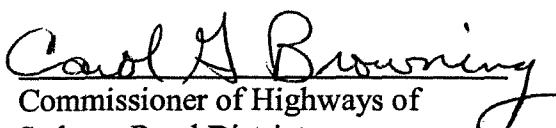
PETITION REQUESTING AND RESOLUTION APPROVING  
APPROPRIATION OF FUNDS FROM THE COUNTY BRIDGE FUND  
PURSUANT TO 605 ILCS 5/5-501

PETITION

Petitioner, Carol Browning, hereby requests an appropriation of funds from the Champaign County Bridge Fund pursuant to 605 ILCS 5/5-501. In support of this petition, Petitioner states the following:

1. Petitioner is the duly elected Highway Commissioner for the Sadorus Road District, Champaign County, Illinois; and
2. There are two pipe culverts located in Section 1 and between Sections 28 & 33, which are in poor condition and are inadequate to serve the needs of the traveling public; and
3. To ensure the adequacy of said structures for the traveling public, it is necessary that said structures be replaced; and
4. The cost of replacement the aforesaid structures is estimated to be \$5,000.00, which will be more than .02% of the value of all the taxable property in the Sadorus Road District, as equalized or assessed by the Department of Revenue; and
5. The tax rate for road purposes in the Sadorus Road District was in each year for the last two (2) years not less than the maximum allowable rate provided for in Section 6-501 of the Illinois Highway Code (605 ILCS 5/6-501); and
6. The Sadorus Road District is prepared to pay one-half of the cost of the replacement of said structure.

Respectfully submitted,

  
Commissioner of Highways of  
Sadorus Road District,  
Champaign County, Illinois

**RESOLUTION**

WHEREAS, the County Board finds that based on the representations in the foregoing Petition, it required pursuant to 605 ILCS 5/5-501 to provide the requested aid.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County as follows:

1. The County Board hereby appropriates from the County Bridge Fund a sufficient sum to meet one-half the cost of replacing the aforesaid structures.
2. The County Board hereby directs the County Engineer to cause plans and specifications to be prepared for said improvement.
3. The County Board hereby orders that said improvement be made under the general supervision of the County Engineer, either by the letting of a contract or by the County Highway Department doing the work.
4. The County Board hereby directs the County Engineer to certify to the County Board when the work has been satisfactorily completed to meet his or her approval. Such certificate shall include an itemized account of the cost of all items of work incurred in the completion of said improvement, and shall show the division of cost between the County and the Sadorus Road District.
5. The County Board further directs the County Engineer to file said certificate with the clerk of the Sadorus Road District.
6. This Resolution shall become effective upon its adoption.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18th day of May, 2006.

\_\_\_\_\_  
Barbara Wysocki, Chair  
County Board  
Champaign County, Illinois

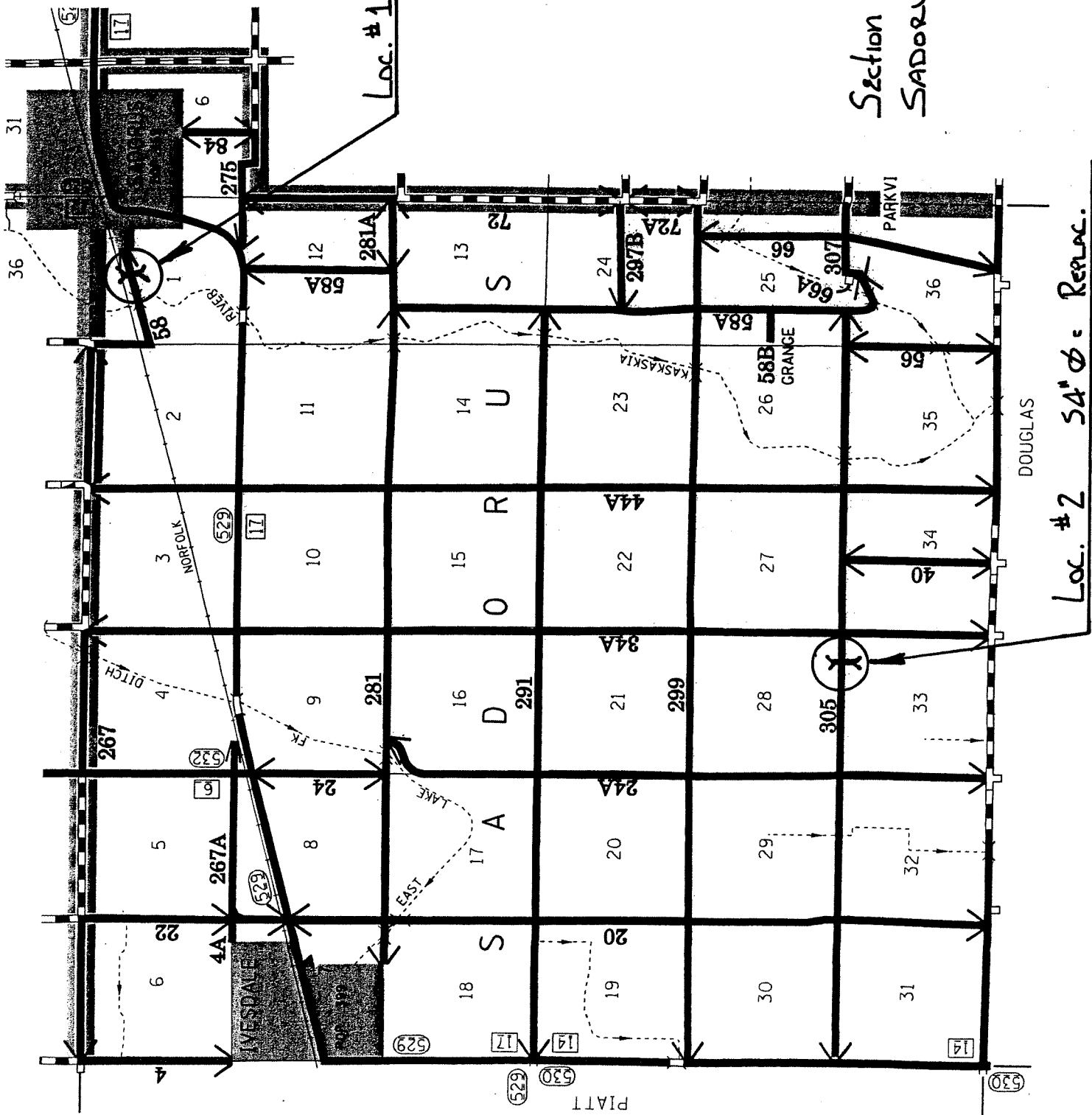
ATTEST: \_\_\_\_\_  
Mark Sheldon, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

# SADORUS

Section 06-22922-00-BL  
SADORUS TWP CIVIL REPLAC.

Loc. #1 - 36"  $\phi$  = REPLAC.

Loc. #2 54"  $\phi$  = REPLAC.



**RESOLUTION NO. 5392**  
**Resolution Granting a Floodplain Variance**  
**Zoning Case 527-FV-05**

**WHEREAS**, the Champaign County Zoning Board of Appeals held a public hearing, adopted a Summary of Evidence and a Finding of Fact, and forwarded to this Board Zoning Case 527-FV-05;

**WHEREAS**, the Champaign County Board finds that the Zoning Board of Appeals followed proper procedures and its Finding of Fact is supported by the manifest weight of the evidence in the Summary of Evidence; and

**WHEREAS**, the Finding of Fact forwarded by the Zoning Board of Appeals demonstrates compliance of the petition in Zoning Case 527-FV-05 with the criterion contained in Paragraph 10(a) of the *Champaign County Special Flood Hazards Areas Ordinance* that no variance be granted unless the applicant demonstrate that the following conditions are met:

- i. the development activity cannot be located outside the floodplain;
- ii. an exceptional hardship would result if the variance were not granted;
- iii. the relief requested is the minimum necessary;
- iv. there will be no additional threat to public health or safety, or creation of a nuisance;
- v. there will be no additional public expense for flood protection, rescue or relief operations, policing, or repairs to roads, utilities, or other public facilities;
- vi. the applicant's circumstances are unique and do not establish a pattern inconsistent with the intent of the National Flood Insurance Program; and
- vii. all other required state and federal permits have been obtained.

**NOW, THEREFORE, BE IT RESOLVED** by the Champaign County Board, Champaign County, Illinois, as follows:

1. That the Summary of Evidence and Finding of Fact forwarded by the Champaign County Zoning Board of Appeals in Zoning Case 527-FV-05 are hereby endorsed and adopted, and incorporated herein by reference, and
2. That a Floodplain Variance from the *Champaign County Special Flood Hazard Areas Ordinance* is hereby granted to the petitioner Tim Asire to authorize:
  - A. The use of an existing dwelling in which the top of the lowest floor is 8.5 inches above the Base Flood Elevation instead of 1.0 feet above the Base Flood Elevation.

- B. The construction and use of an addition to a dwelling in which the top of the lowest floor of the addition is 8.5 inches above the Base Flood Elevation instead of 1.0 feet above the Base Flood Elevation.
- C. The use of an existing shed in which the top of the lowest floor is 4 feet 7 inches below the Base Flood Elevation instead of 1.0 feet above the Base Flood Elevation and that is 720 square feet in area instead of no more than 500 square feet in area.

provided that:

In the event that the shed is damaged or destroyed or needs to be rebuilt for any reason, the shed shall be rebuilt in conformance with the Special Flood Hazards Area Ordinance.

In the manner described in *Zoning Case 527-FV-05: Summary of Evidence, Finding of Fact, and Final Determination* adopted by the Champaign County Zoning Board of Appeals on April 13, 2006 on the following described real estate:

Lot 27 of The Meadows Subdivision in Section 36 of Newcomb Township and that is commonly known as the residence at 2610 Appaloosa Lane, Mahomet.

PRESENTED, PASSED, APPROVED, AND RECORDED this 18<sup>th</sup> day of May, A.D. 2006.

SIGNED:

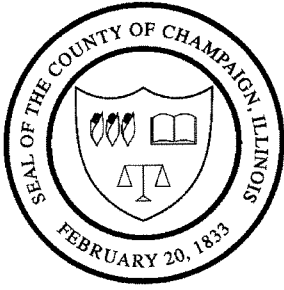
ATTEST:

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Barbara Wysocki, Chair  
 Champaign County Board  
 Champaign, Illinois

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Mark Shelden, County Clerk and *Ex Officio*  
 Clerk of the Champaign County Board



# COUNTY BOARD ADDENDUM

County of Champaign, Urbana, Illinois

Thursday May 18, 2006– 7:00 p.m.

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Lyle Shields Meeting Room, Brookens Administrative Center  
1776 East Washington Street, Urbana

## XIV: COMMITTEE REPORTS

### A. JUSTICE & SOCIAL SERVICES

*Anticipated Action from May 18, 2006 meeting:*

4. *Adoption of Ordinance No. 782 for exception to the Purchasing Policy ordinance No. 323.*

5/18/06 Justice  
Addendum pgs. 1-7

\*Roll Call

\*\*Roll Call and 18 votes

\*\*\*Roll Call and 21 votes

\*\*\*\*Roll Call and 14 votes

Except as otherwise stated, approval requires the vote of a majority of those County Board members present.

*County Board members and guests are encouraged to park in the north parking lot, off Lierman Avenue, and enter the Brookens facility through the north door. The Brookens Administrative Center is an accessible facility. For additional information, contact Kay Rhodes in the County Administrator's Office at (217) 384-3776.*

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Telephone: (217) 384-3776 □ FAX: (217)384-3896 □ Champaign County TDD: (217) 384-3864  
County Home Page: [www.co.champaign.il.us](http://www.co.champaign.il.us) County E-Mail Address: [CountyBoard@co.champaign.il.us](mailto:CountyBoard@co.champaign.il.us)

ORDINANCE NO. 782

ORDINANCE FOR EXCEPTION TO THE CHAMPAIGN COUNTY PURCHASING  
POLICY ORDINANCE NO. 323

WHEREAS, the Champaign County Board has heretofore adopted a County Purchasing Policy, Ordinance Number 323; and

WHEREAS, the Champaign County Purchasing Policy establishes requirements for bidding procedures for purchases in excess of \$10,000.00; and

WHEREAS, pursuant to 55 ILCS 5/5-1022, a county may purchase materials, equipment, or supplies with a cost less than \$20,000 without the requirement of a competitive bid; and

WHEREAS, the County Purchasing Policy also establishes purchases beyond the Champaign County Purchasing Policy guidelines, as established in Ordinance Number 323, may be approved for exception to the Purchasing Policy Ordinance by the Champaign County Board; and

WHEREAS, the Champaign County Coroner seeks to purchase a 2006 van, and although not currently on state bid, has obtained a price for said van from Green Chevrolet equal to the 2006 state contract bid price for a similar van, said purchase to be for a total of \$19,783.04; and

WHEREAS, the funds to be expended for the purchase and replacement of a 2006 van for the Champaign County Coroner's Office is budgeted in the FY2006 Capital Equipment Replacement Fund Budget for the Coroner.

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED by the Champaign County Board, that an exception to the Champaign County Purchasing Policy Article V(D) is approved for the purchase of a 2006 van for the Champaign County Coroner in the total amount of \$19,783.04, without requiring the purchase be subject to the County's competitive bid requirement.



PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, A.D.  
2006.

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Barbara Wysocki, Chair  
Champaign County Board

ATTEST:

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Mark Shelden, County Clerk and  
Ex-Officio Clerk of the County Board