

**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE**

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

County of Champaign, Urbana, Illinois

Tuesday, June 11, 2013 – 6:00 p.m.

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

I. Call To Order

II. Roll Call

III. Approval of Minutes

A. Committee of the Whole Minutes – May 14, 2013

1-7

IV. Approval of Agenda/Addenda

V. Public Participation

VI. Communications

VII. Policy, Personnel, & Appointments:

A. Appointments/Reappointments –(*Italics indicate incumbent*)

1. Community Action Board

- Resignation of Steve O'Connor (*Provided for Information Only*)

8

2. Broadlands-Longview Fire Protection District

- Resignation of Lacy Taylor (*Provided for Information Only*)

9

3. Broadlands-Longview Fire Protection District – Unexpired Term Ending 4/30/2016

10

Applicant:

- James Jones

4. Forest Preserve District Board – 1 Appointment Term July 1, 2013-June 30, 2018

11-19

(**Chair's Nominee*)

Applicants:

- Sarah Livesay*
- Faith Kopmann

5. County Board of Health – 3 Appointments - Term July 1, 2013-June 30, 2016

20-23

Applicants:

- *David Thies*
- *Betty Segal*

6. Developmental Disabilities Board – 1 Appointment Term July 1, 2013-June 30, 2016

24-40

(**Chair's Nominee*)

Applicants:

- Amy Armstrong
- *Joyce Dill*

- Susan Fowler
- Phillip Krein
- Susan Suter*

7. <u>Public Aid Appeals Committee</u> – 1 Unexpired Term Ending 11/30/2013	41-42
Applicant:	
• Andrew Quarnstrom	
8. <u>Public Aid Appeals Committee Alternate</u> – 1 Unexpired Term Ending 11/30/2014	43-44
Applicant:	
• Michelle Mayol	
9. <u>Fine Arts Review Committee</u> - 2 Positions – Parkland Community College Student Services Center Project	45-46
Applicant:	
• Stacey Gross	
B. <u>County Clerk</u>	
1. May 2013 Report	47
2. Semi-Annual Report	48
C. <u>Developmental Disabilities Board</u>	
1. Expansion of CCDDDB from Three (3) to Five (5) Members	49-55
D. <u>County Administrator</u>	56-57
1. Administrative Services May 2013 Report	
2. Job Content Evaluation Committee Recommendation for:	
a) Chief of Civil Division – State’s Attorney	58-63
b) Senior Executive Secretary – State’s Attorney	64-68
c) State’s Attorney Office Manager	69-73
d) Deputy County Administrator/Finance	74-81
3. Request for Appointments to Deputy County Administrator/ Finance Search Committee	82
E. <u>Other Business</u>	
F. <u>Chair’s Report</u>	
1. Resolution Promoting State Legislation to Equitably Define and Implement Charitable Care Cost Credits to Hospitals in the State of Illinois	83-84
G. <u>Designation of Items to be Placed on the County Board Consent Agenda</u>	
H. <u>Determination on Whether to Cancel July 9, 2013 Policy, Personnel & Appointments Committee of the Whole Meeting</u>	

VIII. Finance:

A. Treasurer

1. Monthly Reports – May 2013 - Reports are available on the Treasurer’s webpage at

<http://www.co.champaign.il.us/TREAS/reports.htm>

B. Auditor

1. Monthly Reports – May 2013_ - Reports are available on the Auditor’s webpage at <http://www.co.champaign.il.us/auditor/monthlyreports.htm>

C. Budget Amendments/Transfers

1. Budget Amendment #13-00025 85-86
Fund/Dept: 614 Recorder’s Automation Fund-023 Recorder
Increased Appropriations: \$11,983
Increased Revenue: None: from Fund Balance
Reason: To Hire a Full-Time Employee to Enable a Training Period Before a Long-Time Employee’s Retirement There are Adequate Funds Available in the Automation Fund Balance to Cover This One-Time Expenditure

2. Budget Amendment #13- 00026 87
Fund/Dept: 675 Victim Advocacy Grant-ICJIA- 041 State’s Attorney
Increased Appropriations: \$7,917
Increased Revenue: \$6,146
Reason: Additional Revenue from State’s Attorney Budget to Meet Victim Advocacy Grant Expenditures. Increase in Expenditure Due to change in Employee Grant During Grant Period.

3. Budget Transfer #13-00004 88
Fund/Dept: 080 General Corporate-041 State’s Attorney
Total Transfer Amount: \$6,146
Reason: Transfer of Funds Necessary for Victim Advocacy Program Grant Match

4. Budget Amendment #13-00027 89
Fund/Dept: 085 County Motor Fuel Tax-060 Highway
Increased Appropriations: \$712,860
Increased Revenue: None: from Fund Balance
Reason: Funds Taken from Reserves to Cover the Final Payment on the Windsor Road Project, as per January 18, 2008 Intergovernmental Agreement Between the City of Urbana and Champaign County as Amended by the June 18, 2009 Amendment #1 to the Intergovernmental Agreement.

5. Budget Amendment #13-00028 90-91
Fund/Dept: 075 Regional Planning Commission-737 CRIS Rural Job Access
Increased Appropriations: \$60,000
Increased Revenue: \$60,000
Reason: With the Receipt of a New Federal and State Grant Funding, CRIS Rural Transit will Establish a New JARC Shuttle Service Between Rantoul and Champaign-Urbana. Two 14-Passenger Buses Will Be Utilized to Cover this Route with 10 Stops. Four Part-Time Drivers and An Additional Part-Time Dispatcher Will Be Required

6. Budget Amendment #13-00029 92-93
Fund/Dept: 075 Regional Planning Commission-738 CRIS NFP Medical Access

Increased Appropriations: \$95,000

Increased Revenue: \$95,000

Reason: CRIS Rural Transit Will Expand Current Transportation Services by Providing a Medical Shuttle to Rural Areas Throughout Champaign County. Two Mini-Vans will cover this Service. One Mini-Van to Be Provided by VA Illiana Health Care System as In-Kind Match and the 2nd Mini-Van with Ramp will be Purchased with New Federal Grant Funds. Six Part-Time Drivers will be Needed in Operating Costs to Maximize Coverage

7. Budget Amendment #13000030 94-95
Fund/Dept: 075 Regional Planning Commission-735 DOT-FTA-MYTRIP2
Increased Appropriations: \$65,000
Increased Revenue: \$65,000
Reason: In 2010, *United We Ride* Committed Funding to Create “Transit Toolkit” that Offered a Set of Resources to Develop, Improve and Evaluate Transit Services in Rural Areas. The MYTRIP2 Grant Will be Used to Establish a Planning Process to Better Utilize the Transit Toolkit and Assist Transit Providers in a 12 County Region with Technical Resources
8. Budget Amendment #13-00031 96-97
Fund/Dept: 080 General Corporate-071 Public Properties
Increased Appropriations: \$9,110
Increased Revenue: None: from Fund Balance
Reason: Mandatory Elevator Upgrades per Public Act 096-0054
9. Budget Amendment #13-00032 98
Fund/Dept: 080 General Corporate-028 Information Technology
Increased Appropriations: \$13,936
Increased Revenue: None: from Fund Balance
Reason: To Upgrade Networking Equipment in Order to Utilize Faster Internet Bandwidth Now Available to the County As a Result of UC2B
10. Budget Amendment #13-00033 99-101
Fund/Dept: 080 General corporate-028 Information Technology
Increased Appropriations: \$20,367
Increased Revenue: None: from Fund Balance
Reason: Add Money to Budget to Purchase Two (2) Servers and Reporting Tools in Order to Upgrade the County’s E-Mail System to Microsoft Exchange 2010
- D. Animal Control
1. Request Approval of Intergovernmental Agreement with the City of Champaign to Provide Animal Control Services 102-107
- E. Regional Planning Commission
1. Request Approval of Application, & If Awarded, Acceptance of Hazard Mitigation Plan Grant 108-109
2. Request Approval of Statement of Intent to Participate in Multi-Jurisdiction All Hazard Mitigation Planning 110-112

F. County Administrator

1. General Corporate Fund FY2013 Budget Report *(to be distributed)*
2. General Corporate Fund FY2013 Budget Change Report *(to be distributed)*
3. Job Content Evaluation Committee Recommendation for:
 - a) Chief of Civil Division – State’s Attorney 58-63
 - b) Senior Executive Secretary – State’s Attorney 64-68
 - c) State’s Attorney Office Manager 69-73
 - d) Deputy County Administrator/Finance 74-81
4. Approval of Changes to ILPP Contract *(to be distributed)*
5. Cost Analysis for Fee Review of Fees for County Clerk, Recorder, & Sheriff *(to be distributed)*
 - a) Presentation of Preliminary Fee Review for Offices of County Clerk, Recorder, & Sheriff Prepared by Bellwether Advantage, LLC
 - b) Approval of Agreement with Bellwether Advantage, LLC to Conduct a Comprehensive Fee Review for Offices of County Clerk, Recorder, & Sheriff 113-118

G. Other Business

H. Chair’s Report

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

J. Determination on Whether to Cancel July 9, 2013 Finance Committee of the Whole Meeting

IX. Justice & Social Services:

- A. Monthly Reports – All reports are available on each department’s webpage through the department reports page at: <http://www.co.champaign.il.us/COUNTYBD/deptrpts.htm>
1. Animal Control – April 2013
 2. Emergency Management Agency – May 2013
 3. Head Start – May 2013
 4. Probation & Court Services – April 2013
 5. Public Defender – April 2013 and May 2013
 6. Veterans’ Assistance Commission – May 2013

B. Other Business

C. Chair’s Report

D. Determination on Whether to Cancel July 9, 2013 Justice & Social Services Committee of the Whole Meeting

X. Other Business

XI. Adjournment

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CHAMPAIGN COUNTY BOARD COMMITTEE OF THE WHOLE MINUTES

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Finance/ Justice & Social Services/Policy, Personnel, & Appointments
Tuesday, May 14, 2013
Lyle Shields Meeting Room

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MEMBERS PRESENT: Christopher Alix, Astrid Berkson, Lloyd Carter, Lorraine Cowart, Aaron Esry, Josh Hartke, Stan James, John Jay, Alan Kurtz, Ralph Langenheim, Gary Maxwell, Jim McGuire, Diane Michaels, Patti Petrie, James Quisenberry, Michael Richards Giraldo Rosales, Rachel Schwartz

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MEMBERS ABSENT: Stan Harper, Jeff Kibler, Max Mitchell, Jon Schroeder

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OTHERS PRESENT: Katie Blakeman (Circuit Clerk), Beth Brunk (Administrative Assistant), Deb Busey (County Administrator), John Farney (Auditor), Gordy Hulten (County Clerk), Stan Jenkins (Supervisor of Assessments), Barbara Ramsey (Auditor's Office), Julia Rietz (State's Attorney) Dan Welch (Treasurer)

33
34

CALL TO ORDER

35
36
37

Kurtz called the meeting to order at 6:01 p.m.

38
39

ROLL CALL

40
41
42

Brunk called the roll. Alix, Berkson, Carter, Cowart, Esry, Hartke, James, Jay, Langenheim, Maxwell, McGuire, Michaels, Petrie, Quisenberry, Richards, Rosales, Schwartz, and Kurtz were present at the time of roll call, establishing the presence of a quorum.

43
44

APPROVAL OF MINUTES

45
46

MOTION by James to approve the April 11, 2013 Committee of the Whole minutes; seconded by Rosales. **Motion carried with unanimous support.**

47
48

APPROVAL OF AGENDA/ADDENDA

49
50

MOTION by Carter to approve the agenda/addenda; seconded by Esry. Kurtz removed VIII-E 3 from the agenda. **Motion carried with unanimous support.**

51
52

PUBLIC PARTICIPATION

53
54

Shana Harrison spoke in support of HB 924.

47 **COMMUNICATIONS**

48
49 There were no communications from the Committee of the Whole.

50
51 **FINANCE**

52 **Treasurer**

53
54 **MOTION** by James to receive the Treasurer's April 2013 report and place on file;
55 seconded by Jay. **Motion carried with unanimous support.**

56
57 Welch explained his letter to Champaign County Taxing Districts, which provided a
58 breakdown by taxing district of the funds paid by Presence for tax years 2003, 2005, and 2007-
59 2012, which may still be subject to a possible refund. This report assumes both installments of
60 the 2012 year will be paid in full.

61
62 **Auditor**

63
64 **MOTION** by James to receive the Auditor's April 2013 report and place on file;
65 seconded by Carter. **Motion carried with unanimous support.**

66
67 Ramsey explained that that during the preparation of the 2012 Comprehensive Annual
68 Financial Report (CAFR), they found that the Capitalization Threshold was last reviewed in
69 FY1999 and another review was in order. The Auditor's office recommended that equipment
70 valued at or above \$5,000; buildings and land improvements valued at or above \$25,000;
71 infrastructure valued at or above \$100,000, and land of any value be capitalized effective
72 immediately.

73
74 **MOTION** by Quisenberry to recommend County Board approval of the proposed
75 change to the Capitalization Threshold Level; seconded by Schwartz. **Motion carried.**

76
77 **Nursing Home Monthly Report**

78
79 Hartke stated the Board of Directors is considering a change to the meeting schedule in
80 order to allow more time for preparation of the Nursing Home monthly report. Harkte was
81 impressed with ideas the new nursing home dietician had implemented and they had already
82 received an improved score form the public health department.

83
84 McGuire inquired as to whether the census figures had been analyzed. Maxwell
85 explained the rise and fall of the census seemed to be cyclical. Petrie appreciated the reports
86 from County Board liaisons Hartke and Maxwell. Petrie was concerned because there did not
87 seem to be an analysis of the relationship between the lower census numbers and a rise in
88 expenses. Petrie inquired if the census pattern had been compared to other nursing homes in
89 the area to determine if it the pattern was indeed cyclical or if there were other factors
90 involved. Harkte explained it was difficult to obtain information from private nursing homes
91 however, they did find that the census figures of other nursing homes in the area were lower as

92 well. **MOTION** by James to receive the Nursing Home monthly report and place on file;
93 seconded by Langenheim. **Motion carried with unanimous support.**

94
95 Budget Amendments/Transfers

96
97 **MOTION** by Esry to recommend County Board approval of **Budget Amendment #13-**
98 **00020** for Fund/Dept: 850 Geographic Information Systems Joint Venture-111 GIS
99 Consortium with increased appropriations of \$14,205 and increased revenue of \$14,205 due to
100 pass through money for Base Station Agreement and ESRI Maintenance; seconded by
101 Schwartz. **Motion carried with unanimous support.**

102
103 **MOTION** by Cowart to recommend County Board approval of **Budget Amendment**
104 **#13-00021** for Fund/Dept: 080 General Corporate-042 Coroner with increased appropriations
105 of \$625 and increased revenue of \$625 to cover additional equipment with grant money
106 received from Public Health Grant; seconded by Berkson. **Motion carried with unanimous**
107 **support.**

108
109 **OMNIBUS MOTION** by Jay to recommend County Board approval of **Budget**
110 **Amendment #1300023** for Fund/Dept: 671 Court Document Storage Fund-030 Circuit Clerk
111 with increased appropriations of \$44,000 and no increased revenue, from fund balance to
112 increase document storage expenditure to pay for judicial systems jury software and
113 recommend County Board approval of **Budget Amendment #13-00024** for Fund/Dept: 613
114 Court's automation Fund-030 Circuit Clerk with increased appropriations of \$44,000 and
115 increased revenue of \$44,000 to increase expenditure from Document Storage Fund to Court
116 Automation Fund to pay for judicial systems jury software; seconded by James. **Motion**
117 **carried with unanimous support.**

118
119 Children's Advocacy Center

120
121 **MOTION** by Jay to recommend County Board approval of application, and if awarded,
122 acceptance of National Children's Alliance Chapter Sub-Awardee Grant; seconded by
123 Maxwell. **Motion carried with unanimous support.**

124
125 Circuit Clerk

126
127 Blakeman explained this ordinance was simply to address one section of the Provisions
128 of the Illinois Clerks of the Courts Act that had not been addressed by previous ordinances.

129
130 **MOTION** by James to recommend County Board approval of an Ordinance electing
131 not to be subject to the provisions of the Illinois Clerks Act, 705 ILCS 105/27.6; seconded by
132 Langenheim. **Motion carried with unanimous support.**

133
134 Blakeman gave a presentation regarding the Circuit Clerk's office operations and
135 revenue.

137 County Administrator

138

139 **MOTION** by Hartke to receive the General Corporate Fund FY2013 Budget Projection
140 Report and place on file; seconded by Quisenberry. There was no Budget Change Report
141 because the budget did not change. Busey announced that the Fiscal 2013 Budget received the
142 Government Finance Officers Association Distinguished Budget Presentation Award once
143 more. **Motion carried with unanimous support.**

144

145 **MOTION** by Hartke to recommend County Board approval of FY2014 Non-
146 Bargaining Employee Salary Recommendation as follows: non-bargaining Salary Schedule
147 Ranges E-N be increased by 2% and a 2% COLA increase to the base rate for non-bargaining
148 employees, effective December 1, 2013 for FY2014; seconded by Schwartz.

149

150 Busey explained the total cost to the General Corporate Fund for the FY2014 2% wage
151 increase for the non-bargaining employees, based upon the current employee base would be
152 \$140,031. Schwartz inquired about the increase in Grade Range M because it was more than a
153 2% increase. Busey said there was an error in the formula and she would get a corrected copy.
154 **Motion carried with unanimous support.**

155

156 **MOTION** by James to recommend County Board approval of a resolution establishing
157 the Budget Process for FY2014; seconded by Esry. Busey noted the length of this fiscal year
158 would be a 13 months due to change in fiscal year. Busey said that Capital Replacement
159 finding would be re-established with phase-in funding for facilities capital replacement projects
160 as recommended by the County Facilities Committee. The Contingency Fund line item would
161 be appropriated at 0.5% of the total General Corporate Fund FY2014 appropriation. **Motion**
162 **carried.**

163

164 Busey provided an IMRF report for the committee.

165

166 Other Business

167

168 There was no other business.

169

170 Chair's Report

171

172 There was no Chair's report.

173

174 Designation of Items for the County Board Consent Agenda

175

176 Items D1-4, E1, F1, G3 were designated for the Consent Agenda.

177

178 **POLICY, PERSONNEL, & APPOINTMENTS**

179 Appointments/Reappointments

180

181 **MOTION** by Esry to recommend County Board approval of a resolution appointing
182 Steven Hawthorne to the Sangamon & Drummer Drainage District for an unexpired term
183 ending 8/31/2015 and authorizing his oath and bond; seconded by James. **Motion carried with**
184 **unanimous support.**

185
186 **OMNIBUS MOTION** by Kurtz to recommend County Board approval of the
187 appointments of Robert Buchanan, Michael Melton, and Robert Guthrie to the Sangamon
188 Valley Public Water District; Randall Zindars to the Penfield Water District; William Roller to
189 the Dewey Community Public Water District, terms June 1, 2013-May 31, 2018; seconded by
190 Maxwell. **Motion carried.**

191
192 **MOTION** by Kurtz to recommend County Board approval of the appointment of
193 Dianne Hays to the Board of Review, term June 1, 2013-May 31, 2015; seconded by Jay.
194 **Motion carried with unanimous support.**

195
196 **MOTION** by Kurtz to recommend County Board approval of the appointment of
197 Jennifer Putman to the Urbana-Champaign Sanitary District, term June 1, 2013-May 31, 2015;
198 seconded by McGuire. **Motion carried with unanimous support.**

199
200 **MOTION** by Kurtz to recommend County Board approval of the appointment of Mary
201 Sleeth to the Rural Transit Advisory Group for an unexpired term ending November 30, 2014;
202 seconded by McGuire. **Motion carried with unanimous support.**

203
204 County Clerk

205
206 **MOTION** by Langenheim to receive the April 2013 report and place it on file;
207 seconded by Alix. **Motion carried with unanimous support.**

208
209 State's Attorney

210
211 **OMNIBUS MOTION** by Kurtz to approve the request to send the proposed Chief of
212 Civil Division, proposed Office Manager, and proposed Senior Executive Secretary positions
213 to the Job Content Evaluation Committee for review and recommendation; seconded by Jay.
214 **Motion carried with unanimous support.**

215
216 County Administrator

217
218 **MOTION** by James to receive the Administrative Services April 2013 report and place
219 it on file; seconded by Esry. **Motion carried with unanimous support.**

220
221 **MOTION** by Jay to approve request to send proposed Deputy County Administrator of
222 Finance position to the Job Content Evaluation Committee for review and recommendation;
223 seconded by James. James and Alix supported the creation of this position in order to share the
224 knowledge of county operations amongst more than one person as well as allow more time for
225 the County Administrator to focus on productive planning and project oversight.

226 Maxwell believed the Deputy County Administrator position was certainly warranted
227 and he would support this recommendation. Kurtz agreed the Deputy County Administrator
228 position was necessary and he would support this recommendation as well. Jay agreed and
229 supported this as well.

230

231 Carter said Busey had agreed to the job description when she was appointed County
232 Administrator years ago and he had not heard any complaints. Petrie observed that the
233 qualifications required for this position were very stringent and felt that the salary and benefit
234 costs could be expected to be anywhere from \$100,000-\$110,000 and the budget should be
235 considered when making this decision. Petrie asked Busey to define what her role would be if
236 this position were approved.

237

238 Busey explained that Ordinance No. 837 has many requirements and she is frequently
239 asked by board members to perform special projects, which are simply not possible due to time
240 constraints. Busey said by shifting the responsibility and oversight of the budget and some of
241 the finance issues over to the Deputy Administrator, she would have more time for special
242 projects, to provide more oversight to issues, to investigate more grant funding, and perform
243 more in-depth analysis of services and statistics. Busey said that with the assistance of a
244 Deputy County Administrator, these items would be accomplished more easily.

245

246 Quisenberry said Busey currently performed two positions: Chief Executive Officer
247 and Chief Financial Officer. Quisenberry said both are full-time positions. **Motion carried.**

248

249 Legislative Update

250 Opposition to HB 924

251

252 Kurtz explained that HB 924 was going to the House floor for vote before the next
253 meeting of the Policy, Personnel, & Appointments Committee of the Whole meeting and this
254 left no time to bring it before members of the board for approval, so he contacted local
255 legislators on his own asking them to oppose HB 924. Jay agreed with Kurtz's letter opposing
256 HB 924 and supported his actions. Discussion followed. Richards requested a roll call vote.
257 Quisenberry explained there was no motion so there was no action to be taken.

258

259 Support of HB 961

260

261 **MOTION** by James to recommend County Board approval of a resolution supporting
262 HB 961; seconded by Hartke. **Motion carried.**

263

264 Other Business

265

266 There was no other business.

267

268 Chair's Report

269

270 Quisenberry spoke regarding the creation of a resolution to lawmakers on the Carle and
271 Presence tax exemptions.

272
273 Designation of Items for the County Board Consent Agenda

274
275 Items A1, A5-7, C1-2 were designated for the County Board Consent Agenda.

276
277 **JUSTICE & SOCIAL SERVICES**

278 Monthly Reports

279
280 **OMNIBUS MOTION** by James to receive the monthly reports for Animal Control:
281 March 2013; EMA: April 2013; Head Start: April 2013; Probation & Court Services: March
282 2013 and 1st Quarter Statistical Report; Public Defender: March 2013 and Veterans' Assistance
283 Commission: April 2013 and place on file; seconded by Hartke. Petrie and Richards asked
284 detailed summaries to accompany departmental reports, which are mostly statistics. **Motion**
285 **carried as amended with unanimous support.**

286
287 Other Business

288
289 There was no other business.

290
291 Chair's Report

292
293 There was no Chair's report.

294
295 **Adjourn**

296
297 The meeting adjourned at 8:53 p.m.

298
299 Respectfully submitted,

300
301
302 Kay Rhodes
303 Administrative Assistant

304
305
306
307
308 *Please note the minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*

MAY 15, 2013

HON. ALAN KURTZ
CHAIRMAN,
CHAMPAIGN CO. BD.

AL, AS YOU ARE AWARE, I HAVE RECENTLY
ENCOUNTERED SOME HEALTH ISSUES THAT HAVE
NOW IMPAIRED MY ABILITY TO FURTHER SERVE
ON THE COMMUNITY ACTION BOARD,

I HEREBY RESIGN FROM THE BOARD,
AND REQUEST THAT YOU HONOR THE POSITION
WITH A ~~RE~~ REPLACEMENT AS SOON AS POSSIBLE,
THANK YOU FOR CONSIDERATION AND SUPPORT.

Stanley S. (STEVE) Connor
MAY 15, 2013

Kay Rhodes

From: Lacy Taylor [meghansmom0920@gmail.com]
Sent: Thursday, May 23, 2013 3:09 PM
To: Brian Thode; Bruce Ricketts; Dennis Riggs; Kay Rhodes
Subject: Trustee position Broadlands Longview FPD

It is with great regret that I resign my position as trustee effective immediately. I wish the district great success in their future endeavors.

Sincerely

Lacy Taylor

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Fire, Drainage, Cemetery, Water, & Farmland Assessment

PLEASE TYPE OR PRINT IN BLACK INK

NAME: James Jones

ADDRESS: 102 Sheridan Longview IL 61852
Street City State Zip Code

EMAIL: jim@jmlimited.com PHONE: 217-304-4900

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Broadlands-Longview Fire Protection District

BEGINNING DATE OF TERM: unexpired ENDING DATE: 4/30/16

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

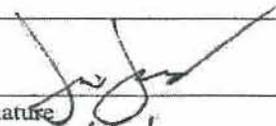
1. What experience and background do you have which you believe qualifies you for this appointment?
I'm currently a Lieutenant on the BLFPD, I'm a Past Police Officer who was also the procurement officer for

The Department. I'm also a past paramedic supervisor with Arrow Ambulance. I've been in public safety in one roll or another for 27 years.

2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?
I work closely with the Board currently, I was approached to file this application by Brian Thode the President

of the BLFPD. I have worked with the Officers and Board members when it comes to budget planning and resolutions.

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

Signature 

Date 5/30/13

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
PLEASE TYPE OR PRINT IN BLACK INK

NAME: Sarah Livesay
ADDRESS: 1803 Apple Tree Ct. Saint Joseph IL. 61873
Street City State Zip Code
EMAIL: s.livesay@comcast.net PHONE: 217-469-0289
 Check Box to Have Email Address Redacted on Public Documents
PARTY AFFILIATION: (Please check one) Democrat Republican Other, please explain:

NAME OF APPOINTMENT BODY OR BOARD: Forest Preserve District Board of Commissioners

BEGINNING DATE OF TERM: June 30, 2013 ENDING DATE: June 30, 2018
July 1, 2013

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

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?

With a degree in Environmental Biology from Eastern Illinois University and initial job positions with the IDNR state park system, Illinois Natural History

County Forest Preserve District and an additional 11 years in the not-for-profit environmental consulting field, I believe I bring

a background capable of weighting the biological need and science of FPD management with the fiscal responsibility needed in a non-profit,

governmental entity. I currently work as a consultant for one national and one state environmental education organization.

In these positions, I serve as a resource provider, grant writer, professional development provider and curriculum developer for clients ranging from

national organizations such as Audubon Centers, National Park Service sites to regional or city-based facilities. These experiences have added to my knowledge and experience in the current-day demands, critical issues and management options available.

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

As a patron, advocate, and fellow county citizen that depends on the Forest Preserve District for the conservation and preservation of county

natural and cultural resources, I look to the role of the Commissioner a a vital public service which aims to

ensure these FPD resources are being preserved, managed, interpreted and enjoyed via the most

sound and up-to-date science, modeling current best practices, by a qualified, honest and dedicated

staff, through a fiscally responsible lens. I plan to assess decision-making with fellow

commissioners using this hierarchy.

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

From Dec. 1998-September 2002, I was employed by the CCFPD Environmental Education Dept.

Since this time, I have remained deeply involved in cooperative projects between CCFPD and other organizations including the Environmental Education Association of Illinois, Champaign Soil and Water Conservation Dist,

Master Naturalist program among others. I have continued to work/maintain a working relationship with the staff and administration

of all levels within the preserve system including superintendents, education and natural resources. I have a close connection with all the property holdings having either worked or visited for multiple events. I am extremely familiar with the operational flow of external patron fees as well as multiple grant request and acquisitions that CCFPD currently operates within.

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

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes No If no, please explain:

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

Signature

Date

Sarah Hirsay

3/19/13

Faith Kopmann
1160 Saint Andrews Circle
Rantoul, IL 61866

April 8, 2013

Alan Kurtz, Chair
Champaign County Board
1776 E Washington St
Urbana, IL 61802

Dear, Mr. Kurtz -

I am writing in response to the vacant seat on the Champaign County Forest Preserve Board as of June 1 2013. I have quite a bit to offer, from my experience as a Court Appointed Special Advocate, Animal Control Office, and working at Champaign County for over 7 years. I build a rapport very quickly with most anyone. My personality is down to earth, approachable, caring and calming while maintaining healthy boundaries. I am very personable, great at motivating people and creating a positive, unproblematic atmosphere regardless of the circumstances.

If you are looking for someone who:

- has worked with and is friend/family with a very diverse group
- has a positive attitude
- understands the importance of confidentiality
- is professional in manner
- is very personable, pleasant to be around and very approachable.
- is thorough, details oriented, organized and dependable. .

If so, then you need look no further. You will see from my resume and application that I would be a great asset and meet or exceed the requirements.

I would very much like to discuss opportunities with Champaign County Forest Preserve Board.

Thank you for taking the time to review my application. I look forward to talking with you.

Sincerely,

Faith Kopmann

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
PLEASE TYPE OR PRINT IN BLACK INK

NAME: Faith Monroe Kopmann

ADDRESS: 1160 Saint Andrews Circle Rantoul IL 61866
Street City State Zip Code

EMAIL: happyhusky3@yahoo.com **PHONE:** 217-390-7313

Check Box to Have Email Address Redacted on Public Documents

PARTY AFFILIATION: (Please check one) Democrat Republican Other, please explain:
nonpartisan position I am applying for.

NAME OF APPOINTMENT BODY OR BOARD: Forest Preserve Board

BEGINNING DATE OF TERM: 7/1/2013 **ENDING DATE:** 6/30/2018

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

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?
I have extensive experience in government finances and board meeting procedures from working at Champaign County, both in the Auditor's office and Highway. I also have experience working with Department of Natural Resources and Department of Agriculture as well as ordinances, from my 4 year working for Animal Control. I also worked in Marketing for 3 years in the private sector. I have many volunteer hours which include fund raising, acquiring sponsorship, again marketing, organizing events, and logistics. I am exceptional at networking and making clear non-bias decisions and taking all thing into consideration.

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?
I believe my role as a board member is to be committed to the mission, goals and policies of the Forest Preserve. Act in good faith with the best interest of the Forest Preserve in mind. As well as be knowledgeable about the organization, the services it provides and the community in which it operates. Serving on a board is a significant and meaningful way to participate in civic life.
I will do so by contributing financially to the organization to the best of my ability and seek financial support from others outside of the Forest Preserve. I will regularly attend and participate in board and committee meetings, read, review, and inquire about materials that involve the Forest Preserve. Promotes a theme of fiscal responsibility for the assets, finances, and investments of the Forest Preserve and exercise due diligence in handling finances. I will use my good judgment and keep an open mind in analyzing matters that have an impact on the Forest Preserve, and seek expert advice when necessary. I will offer my allegiance to the Forest Preserve and further the Forest Preserve's goals and not my personal or business interests. I will do my best to insure that the Forest Preserve's resources are dedicated to the fulfillment of its mission and ensure that the Forest Preserve complies with all applicable laws and ethical conduct.

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

The Champaign County Forest Preserve District is a local, property tax-supported government agency of five forest preserves in Champaign County, Lake of the Woods, River Bend, Sangamon River, Middle Fork and Homer Lake. The Mission Statement is "We are stewards of our county's natural and historic resources through conservation, education and the compatible outdoor

recreation experiences we provide at Champaign County's Forest Preserves." There are approximately 36 employees, as well as seasonal employees and volunteers. Employees include Site Superintends and Assistant Superintendents, Operations and Maintenance over each five sites. Also there is an Education Department and Headquarters which employees almost

two dozen persons. The Forest Preserve operates on an approximate working budget of 6.3 million dollars in expenditures and just under 6 million in revenue, with eleven funds. Expenditures include operations (approx. \$1.5M,) personnel and capital (both at approx. \$2.4M). Revenue includes golf/green fees and other user fees, including facility rentals, boat rentals,

educational classes, as well as income from Grant and property taxes as the main source of revenue totaling approx. 4.4M. The Board meets on the third Thursday of each month at Lake of the Woods. There may also be other committees that I would be required to serve on, with additional meetings. I would approve and discussion fiscal, ordinances,

personnel, and other, issues work with other government agencies, behalf of the public in which I represents and the best interest of the Forest Preserve. This position would require me to take a greater interest in 3,885 acres of land and the facilities at all times, not just at attending meetings.

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

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes No If no, please explain:

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

Faith M. Kasper
Signature

4/8/13
Date

see next page for duplicate answer in larger font.

Response to question 3, in larger font:

The Champaign County Forest Preserve District is a local, property tax-supported government agency of five forest preserves in Champaign County, Lake of the Woods, River Bend, Sangamon River, Middle Fork and Homer Lake. The Mission Statement is "We are stewards of our county's natural and historic resources through conservation, education and the compatible outdoor recreation experiences we provide at Champaign County's Forest Preserves." There are approximately 36 employees, as well as seasonal employees and volunteers. Employees include Site Superintends and Assistant Superintendents, Operations and Maintenance over each five sites. Also there is an Education Department and Headquarters which employees almost two dozen persons. The Forest Preserve operates on an approximate working budget of 6.3 million dollars in expenditures and just under 6 million in revenue, with eleven funds.

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happyhusky3@yahoo.com
faith.kopmann@gmail.com
217-390-7313

Faith Kopmann

Qualities

- Over 7 years of working with and in a government position and working with intergovernmental contracts and finances.
- I have excellent social skills and do well with public relations.
- Excellent at boosting moral, pleasant to be around and very approachable.
- I am thorough, details oriented, organized and dependable.
- I am a quick learner that needs very little guidance.
- I have great communication skills.
- I am great at problem-solving.

Work Experience

[September 2005 - present] Champaign County Urbana, IL (217) 384-3800

Highway Project Accounting Assistant

Jeff Blue

- Maintain 28 Township Road Districts Motor Fuel tax monies and projects.
- Prepares payment requisitions for payment on invoices and maintain a budget.
- Maintain and file various reports and documents.

Auditor Administrative Secretary

Tony Fabri

- Prepares special and recurring departmental reports by gathering data from various sources, compiling and typing data.
- Prepares payment requisitions for payment on invoices.
- Maintain and file various reports and documents such as contracts and resolutions.

Animal Control Officer

Stephanie Joos

- Patrol communities within Champaign County.
- Enforcing the laws regarding Animals.
- Working towards safer/happier communities, by problem solving and achieving compliance.
- Assisting in the shelter with evaluating animal behavior, care and euthanasia.

[Feb. 2001 - Nov. 2005] Hobbico Champaign, IL (217) 398-3630

Statistical Record Administrator (Marketing)

Kevin Hisel

- Prepare a multi-million dollar annual budget for the retail division with a steady track record of lowering expenses. As well maintaining the budget throughout the year.
- Analyzed sales and profit margins as well as other marketing information and prepared reports for the Vice President on a daily basis as well as using collected information to prepare the budget each year.

Inventory analysis

Randy West

- Daily cycle counts and analyzed these counts of inventory.
- Investigated lost items and movement trails to ensure low cost from loss of product.

Material Handler

Ryan Digsby

- Stock Shelves and keep inventory in proper pick locations.

[Aug. 1997 - March 2001] Kohl's Dept. Store Champaign, IL (217) 352-0341

Receiving Supervisor

Tina Killeen

- Main objective is to make sure that the merchandise received is properly stocked. Delegated job tasks to a crew up to 11 people and made sure all safety regulations were followed.
- Worked closely with the store manager to communicate workload and accomplishments for each night.
- Assisted customers at check out and on the sales floor.

[1995 - 1997] McDonald's (Duration of High School) Rantoul, IL

Crew leader

Mary Reale

- Responsible for customer service and basic duties of the restaurant such as taking orders, cooking orders and cleaning up after store closing as well as training.
- Worked birthday parties and other special events. Caretaker of the play-land area

Part-Time Jobs

[August 2001-April 2010] Crossroads Vet Clinic Urbana, IL

Kennel Manager

Dr. Al Griffiths

- Responsible for the care of up to forty animals at any given time, mostly dogs and cats we are boarding while their owners are away.
- Assisting in clinic, emergencies and some surgeries, as well as filling and light paperwork.
- Ensuring clients are pleased with the service we provide in caring for their pets.
- Coordinating work schedules and payroll for employees.

Education

2004 - present Parkland College Champaign, IL

15 credit hours complete

- Working towards a B.S. in Marketing

1994 - 1997 Rantoul High School Rantoul, IL

General Education Diploma

Continuing Education

Child Abuse, Animal Abuse and Domestic Violence: A Toxic Triad -Dr. Boat

National Animal Control Association Level 1 Training

Mistake-Free Grammar and Proof Reading -Fred Pryor

Creative Leadership for Managers, Supervisors and Team Leaders-Fred Pryor

The Unhealthy Relationship- Stopping the Abuse Cycle

Pet First Aid/CPR Certification

Volunteer

Urbana Sweetcorn Festival Dog Show 3 years

Head coordinator for the annual dog show.

Logistics Marketing Sponsorships Operations

Generation of Hope 1 year

Involved in the teen activities. Mentored a 16 year old, to help her with self esteem and other social skills.

Champaign County CASA 7 years

Doing visits with Children in different placements while waiting for permanency. Advocate for children through the court process until permanency is achieved.

Adopt a Husky Volunteer and Foster Home 6 years

Visiting and evaluating potential adoptive home, caring for dogs waiting for "forever homes", and fundraising.

New Horizon 2 years

Child Care worker and teacher.

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: David C. Thies

New- ADDRESS: 3218 Lakeshore Dr. Champaign IL 61822
Street City State Zip Code

EMAIL: dthies@weberthies.com PHONE: 217-367-1126 off

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Ch. City Board of Health

BEGINNING DATE OF TERM: July 1, 2013 ENDING DATE: June 30, 2016

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

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?

I have served one term on this Board.
In my law practice I regularly
interact w/ individuals and agencies
involved in the local health care system

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

To think and act somewhat independently
while always focusing on the best
interest of the community

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

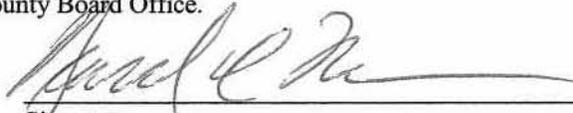
I'm still learning, but one term
has been very helpful in making me
more aware of how things operate

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

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes No If no, please explain:

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


Signature

5-15-2013
Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Betty S. Segal

ADDRESS: 614 East Perimeter Road Rantoul IL 61866
Street City State Zip Code

EMAIL: bssegal@mindspring.com **PHONE:** 217 893-3080

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Champaign County Board of Health

BEGINNING DATE OF TERM: July 1, 2013 **ENDING DATE:** June 30, 2016

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

1. What experience and background do you have which you believe qualifies you for this appointment/ reappointment?

I worked 34 years at the Centers for Disease Control and Prevention developing training for public health workers in a variety of public health areas. I am currently a member of the Champaign County Board of Health.

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

Board members should ensure that professional public health services are provided to the residents of the county that meet the basic requirements of The Illinois Department of Health; they oversee the expenditure of tax monies required to procure and deliver these services. I would keep informed of the requirements of the Illinois Department of Health, the status of public health needs in the county and of the ongoing activities of the contract agency to meet those needs.

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

I am currently an active member of the Board of Health and am cognizant of its funding and activities.

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

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes No If no, please explain:

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

Betty A. Seeger
 Signature

5/29/2013
 Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Amy Armstrong

ADDRESS: 2501 Meadow Square Lane Champaign IL 61822
Street City State Zip Code

EMAIL: _____ PHONE: 217-202-9834

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Developmental Disabilities Board

BEGINNING DATE OF TERM: June 2013 ENDING DATE: June 2016

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

1. What experience and background do you have which you believe qualifies you for this appointment/
reappointment?

I have a child with a severe & profound developmental delay. I am a community advocate working with agencies for the advancement of those with cognitive delays. I was the driving force behind the Stephens Family YMCA & Larkin's Place at the Y a ground breaking recreational facility designed to support those with physical & cognitive delays and their families. I am a board member of the Stephens Family YMCA, Down Syndrome Network, and the Christie Foundation. I am heavily involved and invested in the Champaign County Community. My family has owned and operated Armstrong Lumber Company in Urbana Illinois for over 60 years.

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

I believe board members should be cautious with the tax dollars paid into this fund for those with disabilities. Any agency given money should be held accountable for those dollars as to how they utilize the money and exactly who is being served. Accountability is my primary concern

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

I have met extensively with Peter Tracy and members of his staff to learn how the money flows, who receives money, and learning how the disability community at large could benefit from understanding their rights to services and what opportunities there are within the Champaign County Community

4. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.) Yes No If yes, please explain:
I am a board member of the Stephens Family YMCA & Larkin's Place & the Down Syndrome network

and would recuse myself from votes for those agencies should need be.

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes No If no, please explain:

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

Signature

Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Joyce Dill

ADDRESS: 2311 John Dr. Urbana, IL 61802
Street City State Zip Code

EMAIL: pjmdill@yahoo.com PHONE: 217 367-6910

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Champaign County Developmental Disabilities Board

BEGINNING DATE OF TERM: July 1, 2013 ENDING DATE: June 30, 2016

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

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?
I have both personal and professional experience in the field of developmental disabilities. I obtained a bachelor's and master's degrees in Special Education from the University of Illinois. I taught Special Education classes in Kankakee and in Rantoul where I became lead teacher in the Special Education Department. I also started Alternative Education programs in Rantoul, Mahomet, and Clinton, IL. I have a brother and a son who have developmental disabilities. I am reapplying for the board.

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?
The most important role is providing the best and most direct services to people in Champaign County who have developmental disabilities. I initiated the idea for the Reaching Out for Answers Expo held at Lincoln Square every year to provide a venue for people in our county to see and get information about the services that are available. I worked to bring the referendum which funds this board to a successful conclusion. I visit agencies that receive the funding and view the services provided.

3. What is your knowledge of the appointed body's operations, specifically property holdings and management, staff, taxes, fees?
We have a transparent review of fiscal information which we act upon provided by the executive director of our board, Peter Tracy. Each year agencies submit applications for funding which our board reviews and makes determinations on how best to distribute funding to provide needed services to people in our county.

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

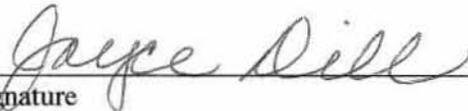
I do have family members who have Fragile X Syndrome, but I do not see this as a conflict of interest.

Instead it is a great motivator to provide the best possible services to people in our county who have developmental disabilities.

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes No If no, please explain:

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


Signature

March 11, 2013

Date

Joyce Dill

Summary

I have experience working with all levels of Special Education in a public school setting. I have been involved with training other teachers and running a special education department at the high school level. Every year I speak to the graduate students in the Department of Social Work at the University of Illinois about approaching and working with parents of children with special needs. I developed and opened three alternative education programs at two high schools in Champaign County and one in DeWitt County. I am currently serving on the Champaign County Developmental Disabilities Board.

Highlights

- In-depth knowledge of autism, Fragile X, early childhood services, failure to thrive
- parent group leadership
- Department Chair Special Education
- Guest speaker in classes at University of Illinois
- Board Member on CCDDDB
- Taught Special Education for thirty-four years
- Sibling of male with DD
- Parent of male with DD

Accomplishments

Received Certificate of Excellence from Rantoul Township High School.
Received Outstanding Educator Award from the State of Illinois.
Founded three Alternative High Schools.
Helped with passage of referendum to fund Development Disabilities Board
Member of Champaign County Developmental Disabilities Board

Experience

Special Education Teacher

Oakwood Township High School – Oakwood, IL

First teacher in high school special education department.

Teacher in Project Child

Kankakee County Special Education Co-op – Kankakee, IL

Worked with at-risk kindergarten through 3rd grade children

Lead Teacher Special Education Department 1976-1991

Rantoul Township High School – Rantoul, IL

Taught Special Education classes at Rantoul Township High School. Developed curriculum and supervised other teachers in the special education department.

Alternative Education Teacher and Supervisor 1991-1996

Rantoul Township High School – Rantoul, IL

Developed and taught in the Rantoul High School Alternative Education program.

Alternative Education Director 1996-2002

Clinton High School – Clinton, IL

Developed and ran the Clinton Alternative High School.

Education

Master of Science : Special Education, 1986

University of Illinois – Urbana, IL, USA

Bachelor of Science : Special Education, 1968

University of Illinois – Urbana, IL, USA

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Susan Fowler
ADDRESS: 2101 Doubletree Lane Champaign IL 61822
Street City State Zip Code
EMAIL: _____ **PHONE:** 217-351-8529 (H) 244-6178 

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Developmental Disabilities Board

BEGINNING DATE OF TERM: July 1, 2013 **ENDING DATE:** June 30, 2016

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

1. What experience and background do you have which you believe qualifies you for this appointment/
reappointment?

please see attachment

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

please see attachment

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

please see attachment

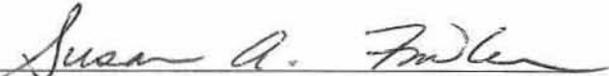
4. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.) Yes No If yes, please explain:

My son has been a recipient of services through DSC and Community Choices and I have served on the Human Rights committee for CC (current) and on the Board of DSC(15 years ago)

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes No If no, please explain:

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


Signature

5/15/13

Date

Susan Fowler
Application for DD Board opening
May 15, 2013

What experience or background qualifies me for the board?

I have personal and professional qualifications to serve on a board addressing services for individuals with disabilities. Personally, I have a 20 year-old son, who has a dual diagnosis of developmental disabilities and mental illness—as a parent I have advocated for his services and gathered information on all possible supports for him. He graduated from high school in 2012 and I was not prepared for the transition to adult services---I've spent the last 9 months learning as much as possible about adult services related to mental health, health care, developmental disabilities and employment support in the community . I have spoken with members of many agencies as I have attempted to determine eligibility criteria and waiting lists. It became clear that the demand for services far outstrips the supply.

Professionally, I have been involved with special education as a professor, researcher and national advocate for the past 30 years. I came to Champaign County in 1990 to chair the U of I Special Education Department, and ten years later assumed the role of Dean of the College until 2006. I am used to listening carefully, looking for consensus when possible and making often tough decisions, particularly related to funding. On the national level I have been active with organizations such as the Council for Exceptional Children (CEC) and Higher Education Consortium for Special Education Chairs (HECSE), serving on the government relations committee, the board and as President of both groups. Much of my responsibilities included developing positions on critical issues in the field (e.g., use of positive behavior supports in schools, professional standards for educators), lobbying with Congressional leaders and staff (e.g., for continued federal funding of IDEA and personnel preparation) and ensuring that the organizations were responsive to membership. I've made over a dozen visits to the US Capitol to meet with chairs and staff of the Senate Health, Education and Labor Committee and House Education and Workforce Committee, as well as with our elected Illinois representatives. I have testified before congressional committees at the state and national level for financial support for services, for preparation of special educators, and for research for improving the lives of individuals with developmental disabilities and their families. Within Champaign County I served for 3 years on the DSC board, as a parent member, in the mid 1990s. I serve on the Human Rights Committee of Community Choices currently. As part of my university role, I also acquired the state contract for the Illinois Early Intervention Clearinghouse (funded by IDHS), which provides resources and information for parents and service providers of infants and toddlers with disabilities in Illinois (see: <http://www.eiclearinghouse.org>). My first task as director of the EIC was to write a coherent guidebook for families entering the EI system. I have competed successfully for over 10 million dollars in grants and contracts to support research, personnel preparation, and dissemination of resources. At this point in my career, I would like very much to continue my support

of services for families and individuals with disabilities at the local level. I bring deep knowledge (over 30 years) of research, practice and policy in developmental disabilities and the perspective of a parent.

What do you believe is the role of a board member and how do you envision carrying out the responsibilities of the board?

Board members must be well informed about all local agencies and organizations that provide and or/ coordinate services for individuals with disabilities, including residential, vocational, educational, transportation, health and social. Members of the board should seek to identify ways in which organizations can collaborate to improve services and avoid unnecessary duplication of services. It will be through cross agency collaboration that our county can provide a safety net for young adults whose needs are complex and at times have mental health concerns and developmental disabilities. As a board member, I understand that one role is gathering information from agencies and organizations who are seeking DD Board funding. This entails evaluating the efficacy and impact of their services and reading with care proposals for new or continued funding. I assume that I would also visit various programs funded by the board. I see my role as an advocate for the best possible services for adults with developmental disabilities and their families. Given the long waiting lists and difficulty of implementing the Ligas Decree, it is critical that services supported by the Board impact as many eligible individuals as possible. This will entail learning about all current services and working with the other members of the board in our sessions to ensure that board decisions are made based on careful discussion, efforts at consensus building and ensuring that each decision is consistent with the mission of the board. I am dedicated to serving causes in which my background and expertise can contribute; I use data in decision making; and I have the experience of serving successfully in demanding roles as a professional and as a volunteer. I also follow very closely the actions and funding patterns of federal and state agencies involved with developmental disabilities. Finally, I will be on sabbatical from May 15 to Jan.15, 2014 from my typical university responsibilities and intend to use this time to learn as much as possible about services for individuals like my son, who because of his dual diagnosis, has been referred from agencies serving DD and agencies serving mental health, with little coordination across agencies. When I return to usual university activities in Jan. 2014, I intend to limit my public service efforts to the DD Board and will not seek or accept other national, state or local positions as a board member.

What is your knowledge of the boards operations?

I understand that the board maintains a regular monthly schedule of meetings and at least annually reviews proposals from local agencies and organizations who are seeking funds to provide new innovative services, expansion of services and in this fiscal climate, maintenance of services. The board is responsible for listening to presentations from these organizations and asking critical questions about the quality and effectiveness of services, number of individuals served and denied as

well as evidence of impact. Ultimately the board must make decisions about who receives DD Board funds and the amount as well as decisions to not fund requests. This means that new members to the Board must come with an open mind and no preferences for one agency over another. I have read the last 6 months of minutes and documents available on the web site for public use. I expect to have a steep and short learning curve should I be selected.

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Philip T Krein

ADDRESS: 802 S Elm Blvd Champaign IL 61820
Street City State Zip Code

EMAIL: _____ **PHONE:** 217-398-8124

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Champaign County Developmental Disabilities Board

BEGINNING DATE OF TERM: July 1, 2013 **ENDING DATE:** June 30, 2016

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

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?

Active in several local organizations linked to developmental disabilities. I have a son, born in Urbana and now age 21, with a rare form of autism. In addition to involvement with his school, I have participated in parent support groups, assisted him and other boys in scouting, and assisted him in activities that include a running club, Special Olympics, C-U Special Rec, Challenger League baseball, and others. I am very concerned about adult services to help him and others reach their full potential.

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

I believe the Developmental Disabilities Board should make diligent, frugal, and innovative use of tax funds allocated to it to make Champaign County a leader in Illinois in quality of services to citizens with developmental disabilities. Board members should continue to work to be fully informed about services and providers, but should also seek out best practices in other jurisdictions to lead innovation. As a board member, I will work to make our services best-in-class and push for exemplary practices.

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

The CCDDDB manages a specific tax assessment, established by vote in 2004. The board administers tax funds "for care and treatment of persons with a developmental disability," through evaluation of proposals from service providers and other groups, by monitoring emergency and critical care needs, by staying informed about local activities related to developmental disabilities, and by assessing outcomes. Staff are shared with the MHB. The CCDDDB should consider how to best leverage its funds.

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

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes No If no, please explain:

I can attend meetings at 8am Wednesday during 2013-16 and intend to suggest future meeting times that might be better suited to working citizens and board members.

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



Signature
24 April 2013

Date

PHILIP T. KREIN

Professor of Electrical and Computer Engineering
Grainger Endowed Director's Chair in Electric Machinery and Electromechanics
University of Illinois
Department of Electrical and Computer Engineering
1406 W. Green St., Urbana, IL 61801
Phone: (217) 333-4732 Fax: (217) 333-1162

Education

Ph.D. Electrical Engineering, University of Illinois at Urbana-Champaign, 1982
M.S. Electrical Engineering, University of Illinois at Urbana-Champaign, 1980
B.S. Electrical Engineering, Summa Cum Laude, Lafayette College, Easton, Pennsylvania, 1978
A.B. Economics and Business, Summa Cum Laude, Lafayette College, Easton, Pennsylvania, 1978

Work Experience

University of Illinois, Urbana, Illinois: 1987 to present. Present rank: Professor.
SolarBridge Technologies, Inc.: Chairman of the Board, 2004 to present.
University of Surrey, Guildford, UK: Visiting Reader, 1997-2003.

Professional Activities, Societies, and Professional Service

Registered Professional Engineer, states of Oregon and Illinois
Institute of Electrical and Electronics Engineers (IEEE)

Community Organizations and Service

Creative Dramatics Workshop, Sidney, IL. Board member and volunteer, 2003-06.
Wesley United Methodist Church, Urbana, IL. Volunteer positions including Lay Leader, 1994 to present.
Community Choices, active parent member since inception.
Boy Scout Troop 107, Champaign, Assistant Scoutmaster, 2006-2010.
Outreach program involving electric and hybrid vehicles: Visits and presentations to local school groups approximately biannually between 1994 and 2004.
Campus Charitable Fund Drive, unit leader, College of Engineering, Fall 2006.

Selected Honors

First Henry Ford II Scholar at the University of Illinois.
Incomplete List of Teachers Ranked as Excellent, several semesters.
Fellow, IEEE.
Twenty-five U.S. patents awarded.
IEEE William E. Newell Power Electronics Award, 2003.
University Scholar, 1999-2002.
Citation from the U.S. Department of Energy for contributions to the Future Energy Challenge, 2001.
Fulbright Scholar Award for study in the United Kingdom, 1997-98
College of Engineering Advising Award 1991, 1993

Additional Activities

- Director, Grainger Center for Electric Machinery and Electromechanics (CEME). The CEME supports multidisciplinary work at the University of Illinois and a nationwide collaborative network for advanced energy processing, and educational innovations for machines and power systems.
- Many international technical and public presentations on power electronics, electrical energy, electric and hybrid vehicles, and solar power.
- Faculty chair, user group for the design of the new electrical and computer engineering building now under construction on campus.

Sue Suter

**2313 Stone Creek Blvd.
Urbana, Illinois 61802
217-328-2117**

The Honorable Alan Kurtz, Chair
Champaign County Board
Brookens Auditorium
1776 W. Washington
Urbana, IL 61802

Dear Chairman Kurtz,

I would appreciate being considered for appointment to the Champaign County Developmental Disabilities Board. I have enclosed my application for the position.

I have been semi-retired in Champaign-Urbana since 2009. Previous to my retirement, I served as Associate Commissioner for the Social Security Administration, Office of Employment Support Services for individuals with disabilities. Prior to living and working in Washington, D.C., I have spent a majority of my career in Springfield, IL. I have served as the Director of the Illinois Departments of Vocational Rehabilitation, Public Aid, and Children and Family Services. I began my career working for the IL Department of Developmental Disabilities, and worked for the Federal Administration on Developmental Disabilities. I am currently a nominee to the Illinois Council on Developmental Disabilities.

While living in Illinois, I have served on the Board of United Cerebral Palsy, Land of Lincoln. We have offices in Springfield, Decatur, Bloomington, and

now C-U. I have gotten to know the Champaign disability community while assisting in bringing UCP employment services for people with disabilities to Champaign County. Our vision of independence, choices, employment, and community participation fits with the mission of the Champaign County Board and the CCDDDB. I realize that if I am appointed to the CCDDDB, I would resign from the UCPLL Board.

I would look forward to serving on the CCDD Board to assist in carrying out the mission of the DD community and the Board. As a Board member, and as a person with a disability, I would look forward to having input into the vision and goals of the DD community; assisting in allocating resources; and monitoring service outcomes. I also understand the excellent partnership with the Mental Health Board, and the need to work together.

If you have any questions, or would like more information, please don't hesitate to contact me.

In advance, I appreciate your consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Aue Beutel". The signature is written in black ink and is positioned above the "cc:" line.

cc: Peter Tracy

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: SUSAN (SUE) SUTER
ADDRESS: 2313 STONE CREEK BLVD URBANA IL 61802
Street City State Zip Code
EMAIL: suesuter@yahoo.com PHONE: 217-328-2117

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: CHAMPAIGN CTY Dev. Disabilities Bd (37;
BEGINNING DATE OF TERM: JULY 1, 2013 ENDING DATE: JULY 1, 2016

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

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?

I started my career with the IL DEPT. OF Dev. Disabilities. I have served as Director of the IL Departments of Voc. Rehabilitation, Public Aid, and Children & Family Services. I have also worked for the Fed. Admin. on Dev. Disabilities and am currently a nominee to the IL Dev. Disb. Council.

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

To assist the county in providing supports and services for individuals with Dev. Disabilities. To carry out the mission of the D.D. Board. Assist citizens in developing a long-term D.D. system, allocate BOARD resources, and monitor service outcomes.

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

I am familiar with the County Cares for Persons with D.D. Act. I have attended CCDDB meetings and have been on the website to review documents and past Board meetings' packets. I understand that the CCDD Board allocates local property tax dollars to support I/DD services and supports. I understand that the CCDDB does not own property.

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

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes No If no, please explain:

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

A Susan E. Auten
Signature

3/26/13
Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
PLEASE TYPE OR PRINT IN BLACK INK

NAME: Andrew Quarnstrom
ADDRESS: 1310 Broadmoor Champaign IL 61821
Street City State Zip Code
EMAIL: andy.cctownship@gmail.com PHONE: 217-352-4500
 Check Box to Have Email Address Redacted on Public Documents
PARTY AFFILIATION: (Please check one) Democrat Republican Other, please explain:

NAME OF APPOINTMENT BODY OR BOARD: Public Aid Appeals Board
BEGINNING DATE OF TERM: Unexpired ENDING DATE: 11/30/13

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

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?
As an elected Township Supervisor for the City of Champaign Township, I have a unique understanding of the needs and processes involving assistance of all types to those in need. I will use this understanding to consider appeals in an open minded and non bias manner.

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?
I believe the role of any committee member is to use specific knowledge and understanding of an issue to help direct policy and decisions made by the committee of the whole.

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

I understand the responsibility of the public aid appeals committee and it's relation to the CB as a whole.

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

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes No If no, please explain:

Yes, I'm able to attend meetings of the appointed body. Please disregard the checked boxes.

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


Signature

5/24/2013

Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
PLEASE TYPE OR PRINT IN BLACK INK

NAME: Michelle L. Mayol

ADDRESS: 2509 S. Anderson St. Urbana IL 61801
Street City State Zip Code

EMAIL: michelle.township@gmail.com **PHONE:** 217-384-4144

Check Box to Have Email Address Redacted on Public Documents

PARTY AFFILIATION: (Please check one) Democrat Republican Other, please explain:

NAME OF APPOINTMENT BODY OR BOARD: Public Aid Appeals Committee

BEGINNING DATE OF TERM: 05-20-13 **ENDING DATE:** 11-30-2014

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

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?

I have been employed at the Cunningham Township Supervisor's Office for over 17 years. I started out as a receptionist/office assistant in March 1996. I did see clients and have done casework, so I am familiar with the general assistance program. As of May 20, 2013, I will be the new Cunningham Township Supervisor. I have also been to an appeal with the Public Aid Appeals Committee, representing the Township, so I know the basics of how an appeal works.

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

The role of a board member is to represent the committee and follow the guidelines, rules and regulations of the appeal process. I plan to do just that if appointed to the committee by listening to all sides at the appeal hearing and to try to determine if the rules were followed in each and every process by the Township and the client who filed the appeal.

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

I am familiar with the process of an appeal from the time the client files the appeal, goes

to the informal conference and if no decision is reached at that meeting, then it goes to

the Public Aid Appeals Committee. I have sat in on a few of these over the past 17 years as

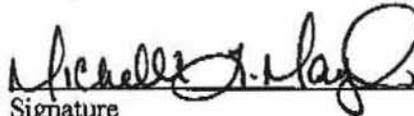
a representative from the Township.

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

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes No If no, please explain:

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



Signature

05/20/2013

Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Stacey Gross

ADDRESS: 403 W. Ells Ave. Champaign IL 61820
Street City State Zip Code

EMAIL: PHONE:

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Fine Arts Review Committee

BEGINNING DATE OF TERM: June 20, 2013 ENDING DATE: June 20, 2014

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

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?

I hold a Bachelor of Fine Arts degree and a Master of Art in Art Education from the University of Illinois.

I have taught art at Centennial High School since 1994, working in a wide range of media.

I have served on advisory boards for Parkland Art Gallery, Krannert Art Museum and 40 North.

I am a practicing artist with knowledge of contemporary fine arts. I have lived in Champaign since 1990, so I am very familiar with the area and culture.

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

The role of a member of the Fine Arts Review Committee should be able to knowledgeably select art work for public facilities that is representative of best practice in art & design, the institutional needs and the community culture and climate.

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

N/A

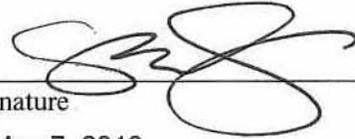
4. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.) Yes No If yes, please explain:

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes No If no, please explain:

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

Signature



May 7, 2013

Date



Gordy Hulten
Champaign County Clerk
Champaign County, Illinois

1776 East Washington Street
Urbana, IL 61802
Email: mail@champaigncountyclerk.com
Website: www.champaigncountyclerk.com

Vital Records: (217)384-3720
Elections: (217)384-3724
Fax: (217)384-1241
TTY: (217)384-8601

COUNTY CLERK
MONTHLY REPORT
MAY
2013

Liquor Licenses & Permits	150.00
Civil Union License	50.00
Marriage License	3,300.00
Interests	30.38
State Reimbursements	-
Vital Clerk Fees	11,841.50
Tax Clerk Fees	2,968.07
Refunds of Overpayments	-
TOTAL	18,339.95
Additional Clerk Fees	1,748.00



Gordy Hulten
Champaign County Clerk
 Champaign County, Illinois

1776 East Washington Street
 Urbana, IL 61802
 Email: mail@champaigncountyclerk.com
 Website: www.champaigncountyclerk.com

Vital Records: (217)384-3720
 Elections: (217)384-3724
 Fax: (217)384-1241
 TTY: (217)384-8601

SEMI-ANNUAL REPORT
MAY 2013

Liquor Licenses & Permits	962.00
Civil Union License	375.00
Marriage License	11,675.00
Interests	184.40
State Reimbursements	-
Vital Clerk Fees	70,650.75
Tax Clerk Fees	40,571.76
Refunds of Overpayments	3,794.27

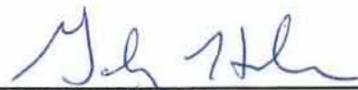
TOTAL

Additional Clerk Fees	10,164.00
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State of Illinois)
) SS
 Champaign County)

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

Signed this 3rd day
 of June, A.D. 2013



GORDY HULTEN
 Champaign County Clerk



CHAMPAIGN COUNTY MENTAL HEALTH BOARD

CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT OF PERSONS WITH A DEVELOPMENTAL DISABILITY

Date: May 15, 2013

Memo To: Al Kurtz, Chair, Champaign County Board
Deb Busey, Champaign County Administrator

From: Peter Tracy, CCDDDB and CCMHB

Subject: Expansion of the CCDDDB to Five Members

The option to expand the CCDDDB from three (3) to five (5) members is the purview of the Champaign County Board Chair and the Champaign County Board. The purpose of this memo is to provide additional relevant information and summarize our position on this matter.

It was recently brought to my attention that a five member board offers the opportunity for two (2) of the members to meet without being in violation of the Open Meetings Act. This is an important consideration when weighing the pros and cons of CCDDDB expansion. Please refer to the attachment from the Attorney General of Illinois concerning this matter.

To summarize, the current CCDDDB went on record in support of the expansion of the CCDDDB to five (5) members at the January 2013 CCDDDB meeting (see attached excerpts from the minutes of the CCDDDB meeting). In addition, I previously sent a detailed memo which included my recommendation to expand the CCDDDB to five (5) members.

I hope this information is helpful to you. Please feel free to call me if you have further questions.



ILLINOIS ATTORNEY GENERAL LISA MADIGAN

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Special Rule for Public Bodies with Five Members

OMA was amended in 2007 to specifically define a "meeting" for five-member public bodies as a gathering of a quorum (rather than a majority of a quorum) of the members of the public body held for the purpose of discussing public business. A quorum of a five-member public body is ordinarily three members. Prior to the amendment, the general definition of a meeting effectively precluded two members of a five-member body from discussing public business except in a meeting complying with all OMA requirements, because those two members constituted a majority of a quorum of the body. The amendment, however, also raised the number of votes necessary to conduct business to three. Thus, two members can no longer control business if only three members of the five-member body are present, since any action requires a minimum of three affirmative votes.

Please note that there is no special rule for three-member public bodies, so two members constitute a majority of a quorum for those groups.



ILLINOIS ATTORNEY GENERAL LISA MADIGAN

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Majority of a Quorum Examples

Number of People Serving on a Public Body of a Quorum	Quorum	Majority
13	7	4
11	6	4
9	5	3 *
7	4	3
5	3	3
3	2	2

* A quorum cannot include half of a person.

**CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT
OF PERSONS WITH A DEVELOPMENTAL DISABILITY
(CCDDB)
BOARD MEETING**

Minutes –January 23, 2013

*Brookens Administrative Center
Lyle Shields Room
1776 E. Washington St.
Urbana, IL*

8:00 a.m.

MEMBERS PRESENT: Joyce Dill, Mike Smith

MEMBERS EXCUSED: Elaine Palencia

STAFF PRESENT: Peter Tracy, Lynn Canfield, Nancy Crawford, Mark Driscoll,
Stephanie Howard-Gallo

OTHERS PRESENT: Vicki Tolf, Laura Bennett, Jennifer Carlson, Felicia Gooler,
Annette Becherer, Janice McAteer, Patty Walters, Danielle
Matthews, Developmental Services Center (DSC); Melissa
McDaniel, Charleston Transitional Facility (CTF); Jennifer Knapp,
Linda Tortorelli, Vicki Niswander, Barbara Buoy, Community
Choices (CC); Kathy Kessler, Dan Beagles, Community Elements
(CE); Patsie Petrie, Michael Richards, Champaign County Board;
Lynn Watson, Head Start; Mark Scott, Down Syndrome Network
(DSN); Glenna Tharp, PACE; Tracy Parsons, ACCESS Initiative;
Sally Mustered, C-U Autism Network (CUAN)

CALL TO ORDER:

Mr. Michael Smith called the meeting to order at 8:00 a.m.

ROLL CALL:

Roll call was taken and a quorum was present.

ADDITIONS TO AGENDA:

None.

CITIZEN INPUT:

Ms. Linda Tortorelli announced a presentation by Mr. Tony Records regarding the Ligas Consent Decree held on January 10, 2013 at the Champaign Public Library was well attended.

CHAMPAIGN COUNTY MENTAL HEALTH BOARD (CCMHB) INPUT:

The CCMHB met earlier in the day.

APPROVAL OF MINUTES:

Minutes from the November 14, 2012 Board meeting were included in the packet.

MOTION: Ms. Dill moved to approve the minutes from the November 14, 2012 Board meeting. Mr. Smith seconded and the motion passed unanimously.

PRESIDENT'S COMMENTS:

Mr. Michael Smith commented that the revised Developmental Disabilities Act that will be discussed later in the meeting, states that the County Board has authority to increase the size of the CCDDDB Board from 3 to 5 members. He stated that he and CCDDDB members supported the possibility of this expansion.

EXECUTIVE DIRECTOR'S REPORT:

Mr. Tracy stated he attended a Violence Prevention Conference in Springfield on January 22, 2013. Mr. Tracy introduced Mr. Michael Richards from the Champaign county Board. Mr. Richards is an assigned liaison to the CCDDDB from the County Board.

STAFF REPORT:

A report from Ms. Canfield was included in the Board packet.

AGENCY INFORMATION:

None.

FINANCIAL INFORMATION:

Approval of Claims:

A copy of the claims report from November 2012 through January 2013 was included in the Board packet for action.

MOTION: Ms. Dill moved to accept the claims report as presented. Mr. Smith seconded the motion. The motion passed unanimously.

NEW BUSINESS:

CCDDB Funded Program Presentations:

Autism Society of Illinois (ASI)—Ms. Sally Mustered provided Board members with an update on the group's activities over the past year.

Community Choices (CC)—Ms. Jennifer Knapp discussed the Self Determination and Support program.

Down Syndrome Network (DSN)—Mr. Mark Scott discussed DSN's activities over the past year.

Notice of Funding Availability:

The NOFA for CCMHB/CCDDB/Quarter Cent for Public Safety Funds that was published in the News Gazette on December 9, 2012 was included in the Board packet for information only.

County Care for Persons with Developmental Disabilities Act:

A copy of the statute, amended in 2009, was included in the Board packet. Changes to the statute include language updates and elective Board expansion.

Board Member Code of Ethics:

It is the recommendation of the executive director that the CCDDB consider implementing a code of ethics in order to clarify the ethics pertaining to serving on a public board. A Briefing Memorandum and a draft "Code of Ethics" document were included in the Board packet for review and consideration. A final draft of the document will be presented at the February 2013 Board meeting for action.

OLD BUSINESS:

Ligas Consent Decree After One Year of Implementation:

A copy of the presentation made on January 10, 2013 by Tony Records, Monitor, was included in the packet for review.

BOARD ANNOUNCEMENTS:

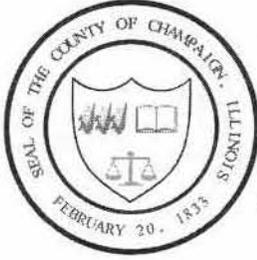
None.

ADJOURNMENT:

The meeting adjourned at 9:15 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo

**Minutes were approved at the 2/20/13 CCDDDB meeting.*



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES

Deb Busey, County Administrator

ADMINISTRATIVE SERVICES – MONTHLY HR REPORT MAY 2013

VACANT POSITIONS LISTING

FUND	DEPT	POSITION TITLE	HOURLY RATE	REG HRS	REG SAL	FY 2013 HRS	FY '13 SAL
80	30	PT LEGAL CLERK	\$11.74	1040	\$12,209.60	1040	\$12,209.60
80	40	CLERK	\$11.74	1950	\$22,893.00	1950	\$22,893.00
80	41	ASST STATE'S ATTY	\$23.97	1950	\$46,741.50	1950	\$46,741.50
80	41	VICTIM ADV PROG DIR	\$18.02	1560	\$28,111.20	1560	\$28,111.20
80	43	DEPUTY EMA COORD COURT SERVICES	\$20.98	1950	\$40,911.00	1950	\$40,911.00
80	51	OFCR	\$19.28	1950	\$37,596.00	1950	\$37,596.00
80	140	DEP SHRF--CORR	\$18.66	2080	\$38,812.80	2080	\$38,812.80
80	140	DEP SHRF--CORR	\$18.66	2080	\$38,812.80	2080	\$38,812.80
83	60	HWY MAINT WRKR	\$22.84	2080	\$47,507.20	2080	\$47,507.20
850	111	BUS SYS ANALYST	\$23.97	1950	\$46,741.50	1950	\$46,741.50
-- TOTAL --			\$189.86		\$360,336.60		\$360,336.60

UNEMPLOYMENT REPORT

Notice of Claims received – 16 total
5 – Nursing Home
11 – Head Start

Employer Protests Filed – total
– Nursing Home
– Auditor
– Corrections

Benefit Determinations
1 – Sheriff benefits denied
1 – Nursing Home benefits denied

Notice of Telephone Hearing
– Nursing Home

Notice of Pending Appeal
1 – Nursing Home

PAYROLL REPORT

MAY PAYROLL INFORMATION

5/3/2013

5/17/2013

<u>Pay Group</u>	<u>EE's</u> <u>Paid</u>	<u>Total Payroll</u> \$\$	<u>EE's</u> <u>Paid</u>	<u>Total Payroll</u> \$\$
General Corp	501	\$864,334.04	503	\$867,981.06
Nursing Home	224	\$245,441.62	230	\$250,212.36
RPC/Head Start	224	\$272,087.07	227	\$272,796.02
Total	949	\$1,381,862.73	960	\$1,390,989.44

		5/31/2013
<u>Pay Group</u>	<u>EE's</u> <u>Paid</u>	<u>Total Payroll</u> \$\$
General Corp	506	\$868,625.86
Nursing Home	228	\$243,410.24
RPC/Head Start	208	\$259,333.09
Total	942	\$1,371,369.19

HEALTH INSURANCE/BENEFITS REPORT

May, 2013

Total Number of Employees Enrolled:

General County Union:

Single 239; EE+spouse 22.; EE+child(ren) 49. ; Family 37 waived 46

Nursing Home Union:

Single 62; EE+ spouse 9; EE+child(ren) 4; Family 1; waived 14

Non-bargaining employees:

Single 131; EE+spouse 28; EE+child(ren) 21; Family 28; waived 42

Life Insurance Premium paid by County: \$1,882.79

Health Insurance Premium paid by County: \$332,284.00

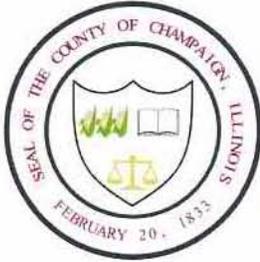
Health Reimbursement Account contribution paid by County: \$18,419.00

EEO REPORT

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

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

Agendas Posted	17	Meetings Staffed	6	Minutes Posted	10
Appointments Posted	9	Notification of Appointment	6	Contracts Posted	2
Calendars Posted	1	Resolutions Prepared	29	Ordinances Prepared	3



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

*ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES*

Deb Busey, County Administrator

MEMORANDUM

**TO: James Quisenberry, Deputy Chair of Policy, Personnel & Appointments;
Christopher Alix, Deputy Chair of Finance;
And MEMBERS of the CHAMPAIGN COUNTY BOARD**

FROM: Deb Busey, County Administrator, and Job Content Evaluation Committee

DATE: June 3, 2013

RE: REVIEW and RECOMMENDATION for STATE'S ATTORNEY CHIEF of CIVIL DIVISION

Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on May 14, 2013, the Job Content Evaluation Committee has met to review and evaluate the classification and job description of the new proposed position of Chief of Civil Division in the State's Attorney's Office.

REPORT:

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by State's Attorney Julia Rietz. The Committee was also provided with a proposed job description for this position. Ms. Rietz also met with the Committee and explained the basis for the creation of this additional attorney position within the State's Attorney's Office to provide supervision and additional services in the Civil Division. Based upon the information received, the Job Content Evaluation Committee has classified this position in Grade L. The Committee also concurs with the position title of Chief of Civil Division and duties and responsibilities as outlined in the position description (included as an attachment to this Memorandum).

REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:

The Policy, Personnel & Appointments Committee recommends to the Finance Committee approval of classification of the State's Attorney Chief of Civil Division position to Grade Range L.

REQUESTED ACTION for FINANCE:

The Finance Committee recommends to the County Board approval of the creation of an additional attorney position in the State's Attorney Staffing Budget, said position to be Chief of Civil Division assigned to Champaign County Salary Grade Range L.

Thank you for your consideration of this recommendation

cc: Julia Rietz, State's Attorney

attachments

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM
JOB EVALUATION COMMITTEE REPORT

Date of Request:

May 14, 2013

EVALUATION OF NEW POSITION

Department Requesting: State's Attorney
Recommended Position Title: Chief of Civil Division
Job Points: 875
FLSA Status: Exempt
Recommended Salary Range: Grade Range L
Bargaining Unit Status: Non-Bargaining

FY2013 Salary Range - Grade H

	<u>Hourly</u>	<u>Annual</u>
Minimum	\$30.34	\$59,163.00
Mid-Point	\$37.93	\$73,963.50
Maximum	\$45.51	\$88,744.50

Date of Job Evaluation Committee Recommendation:

May 30, 2013

Champaign County Job Description

Job Title: Chief of the Civil Division
Department: State's Attorney
Reports To: State's Attorney
FLSA Status: Exempt
Grade Range: L
Prepared Date: June, 2013

SUMMARY Supervisor of the State's Attorney's Office Civil Division, responsible for representing and advising all divisions of Champaign County government with regard to civil legal issues facing the County, supervising Assistant State's Attorneys assigned to that division, and representing the State's Attorney's Office and Champaign County government.

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

Represents the State's Attorney, the State's Attorney's Office, and Champaign County government with regard to the State's Attorney's responsibilities as the legal representative for Champaign County and its various departments.

Works with the County Board, County Board Committees and County Departments to ensure adherence to laws and thereby reduce the potential for litigation and liability against the County government.

Defends the County in lawsuits filed against the County government and its representatives and serves as the County's representative with outside counsel in litigation.

Researches, forms opinions, and presents written and oral legal information to the County Board, County Administration, and County Department Heads on legal aspects of departmental operations, performance of mandated functions and adherence to State and Federal laws.

Aids in the drafting of ordinances and resolutions to be adopted by the County Board.

Represents the State's Attorney's Office and Champaign County government with regard to internal, intra-governmental, inter-governmental and community projects and issues.

Represents the State's Attorney's Office and Champaign County government to the public, the media and various County departments by explaining program functions, policies and procedures.

Supervises the Champaign County State's Attorney's Office Child Support Enforcement Program and directs and supervises staff in the performance of support enforcement efforts pursuant to contracts between the Illinois Department of Human Services and the State's Attorney's Office.

Represents the Support Enforcement Program to the public, the media and various County departments by explaining program functions, policies and procedures.

Determines policies, procedures, priorities and staff work assignments in the Civil Division and Support

Enforcement Division.

Develops expertise in areas of law mandated to the office. Maintains awareness of changes in State, Federal and Local laws by performing research and pursues continuing education.

Meets regularly and works with County Board members, County Administration, County Department Heads and others on issues related to Champaign County government.

Attends seminars on Local, State and National level to secure continuing education in specialized areas of the law.

Provides training, legal instruction and research assistance to less experienced attorneys and staff.

Notifies other County departments of legal decisions or legislative acts that affect the County government. Responds to requests from other County departments or legal interpretations of existing local ordinances and State and Federal laws.

Represents the County or serves as the County's liaison with outside counsel with regard to union negotiations and actions involving the County's employees.

SUPERVISORY RESPONSIBILITIES Directly supervises attorneys, law students, administrative assistants and clerical staff. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising work performed and resolving problems. Makes recommendations to the State's Attorney with regard to personnel discipline, hiring and firing.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Law degree and licensed in Illinois; 10 years legal experience, management experience, experience working with government agencies and organizations.

LANGUAGE SKILLS Ability to read, analyze, and interpret legal documents and interpretations. Ability to respond to common inquiries or complaints from the general public, social service and government agencies, judges and other attorneys. Ability to write speeches and articles using original or innovative techniques and style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to judges, public groups and other attorneys.

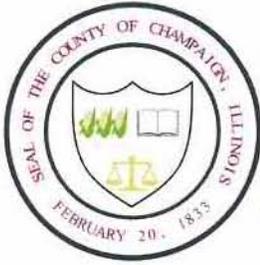
MATHEMATICAL SKILLS Ability to calculate figures and amounts.

REASONING ABILITY Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS Licensed in Illinois.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. Potential problems may exist with stressful situations. The noise level in the work environment is usually quiet to moderate.



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

*ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES*

Deb Busey, County Administrator

MEMORANDUM

**TO: James Quisenberry, Deputy Chair of Policy, Personnel & Appointments;
Christopher Alix, Deputy Chair of Finance;
And MEMBERS of the CHAMPAIGN COUNTY BOARD**

FROM: Deb Busey, County Administrator, and Job Content Evaluation Committee

DATE: June 3, 2013

RE: REVIEW and RECOMMENDATION for STATE'S ATTORNEY SENIOR EXECUTIVE SECRETARY

Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on May 14, 2013, the Job Content Evaluation Committee has met to review and re-evaluate the classification and job description of the Senior Administrative Legal Secretary position in the State's Attorney's Office.

REPORT:

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by State's Attorney Julia Rietz. The Committee was also provided with an updated job description for this position. Ms. Rietz also met with the Committee and explained the proposed changes for the position in terms of additional management and supervisory responsibilities which will be added to this position that had previously been managed by the Executive Assistant to the State's Attorney position. The Executive Assistant to the State's Attorney is retiring in June, and the State's Attorney does not intend to maintain that position, but instead is transitioning some of the responsibilities of that position to this Senior Executive Secretary position. Based upon the information received, the Job Content Evaluation Committee has classified this position in Grade I. The Committee also recommends a change in job title to Senior Executive Secretary, with other appropriate changes to the job description (included as an attachment to this Memorandum).

This is a non-bargaining unit position and based upon the upgrade in classification will be eligible for the promotional increase defined by the Champaign County Personnel Policy of either 10% or movement to the new salary range minimum – whichever is greater.

REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:

The Policy, Personnel & Appointments Committee recommends to the Finance Committee approval of classification of the State's Attorney Senior Executive Secretary position to Grade Range I.

REQUESTED ACTION for FINANCE:

The Finance Committee recommends to the County Board approval of classification of the State's Attorney Senior Executive Secretary position to Grade Range I.

Thank you for your consideration of this recommendation

cc: Julia Rietz, State's Attorney

attachments

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM
JOB CONTENT EVALUATION COMMITTEE REPORT

Date of Request:

June 3, 2013

RE-EVALUATION OF POSITION

Department Requesting: State's Attorney
Position Title: Senior Administrative Legal Secretary
Current Job Points: 403
Current Classification Range: G
FY2013 Current Range Minimum Salary: \$16.33
FY2013 Current Range - Incumbent Salary: \$24.66
Bargaining Unit: N/A
FLSA Status: Exempt

Job Evaluation Committee Recommendation: ReClassification

Recommended Title: Senior Executive Secretary
Re-Evaluated Job Points: 658
Recommended Classification Range: I
Recommended Range Minimum Salary: \$20.98
Mid-Point: \$26.23
Maximum: \$31.47
Bargaining Unit: N/A
FLSA Status: Exempt

Date of Job Evaluation Committee Recommendation:

May 30, 2013

Champaign County Job Description

Job Title: Senior Executive Secretary
Department: State's Attorney
Reports To: State's Attorney
FLSA Status: Exempt
Grade Range: I
Prepared Date: June, 2013

SUMMARY Performs responsible and confidential administrative and secretarial duties for a County Department Head, supervises support staff.

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

Assists and acts in a confidential capacity as Assistant to the State's Attorney, First Assistant, and Chief of Civil Division involving department operations including matters regarding the formulation, determination and effectuation of the management policies of the department regarding labor relations. This position is excluded from the bargaining units.

Performs administrative and clerical duties for the State's Attorney, First Assistant, and Chief of Civil Division.

Performs personnel tasks for the department such as maintaining personnel files, preparing advertising copy for recruitment of new staff, scheduling and interviewing candidates for bargaining unit clerical positions, and contacting representative of employment and temporary service agencies.

Responsible for the training, supervision, discipline, and coordination of bargaining unit clerical support staff in the State's Attorney's Office.

Creates policies and procedures for bargaining unit clerical support staff, supervises staff with regard to said policies and procedures.

May serve as the representative of the State's Attorney's Office with regard to intra-governmental, inter-governmental, or community projects.

Serves as the Application Administrator for JANO system for the State's Attorney's Office.

Serves as LEADS representative for the office.

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES Directly supervises 15 to 20 clerical employees. Carries out supervisory responsibilities in accordance with the collective bargaining agreement, the County's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Graduation from a 2-year program with some word processing and personal computer training supplemented with five years of responsible secretarial experience; or an acceptable equivalent combination and experience. Requires good knowledge of County government operations and specifically of the assigned department. Should type error-free approximately 70 wpm. Requires skill in transcribing or taking notes of minutes of meetings.

LANGUAGE SKILLS Ability to read and interpret documents such as governmental regulations, legal documents, operating instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with the public and employees of the organization. Requires good knowledge of the English language and spelling.

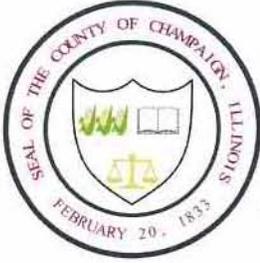
MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS As required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk; or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision

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



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

*ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES*

Deb Busey, County Administrator

MEMORANDUM

**TO: James Quisenberry, Deputy Chair of Policy, Personnel & Appointments;
Christopher Alix, Deputy Chair of Finance;
And MEMBERS of the CHAMPAIGN COUNTY BOARD**

FROM: Deb Busey, County Administrator, and Job Content Evaluation Committee

DATE: June 3, 2013

RE: REVIEW and RECOMMENDATION for STATE'S ATTORNEY OFFICE MANAGER

Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on May 14, 2013, the Job Content Evaluation Committee has met to review and re-evaluate the classification and job description of the Paralegal position in the State's Attorney's Office.

REPORT:

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by State's Attorney Julia Rietz. The Committee was also provided with an updated job description for this position. Ms. Rietz also met with the Committee and explained the proposed changes for the position in terms of additional budget and financial management responsibilities which will be added to this position that had previously been managed by the Executive Assistant to the State's Attorney position. The Executive Assistant to the State's Attorney is retiring in June, and the State's Attorney does not intend to maintain that position, but instead is transitioning some of the responsibilities of that position to this Office Manager position. Based upon the information received, the Job Content Evaluation Committee has classified this position in Grade H. The Committee also recommends a change in job title to State's Attorney Office Manager, with other appropriate changes to the job description (included as an attachment to this Memorandum).

This is a non-bargaining unit position and based upon the upgrade in classification will be eligible for the promotional increase defined by the Champaign County Personnel Policy of either 10% or movement to the new salary range minimum – in this case – a 10% increase.

REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:

The Policy, Personnel & Appointments Committee recommends to the Finance Committee approval of classification of the State's Attorney Office Manager position to Grade Range H.

REQUESTED ACTION for FINANCE:

The Finance Committee recommends to the County Board approval of classification of the State's Attorney Office Manager position to Grade Range H.

Thank you for your consideration of this recommendation

cc: Julia Rietz, State's Attorney

attachments

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM
JOB CONTENT EVALUATION COMMITTEE REPORT

Date of Request:

June 3, 2013

RE-EVALUATION OF POSITION

Department Requesting: State's Attorney
Position Title: Paralegal
Current Job Points: 561
Current Classification Range: G
FY2013 Current Range Minimum Salary: \$16.33
FY2013 Current Range - Incumbent Salary: \$19.86
Bargaining Unit: N/A
FLSA Status: Exempt

Job Evaluation Committee Recommendation: ReClassification

Recommended Title: State's Attorney Office Manager
Re-Evaluated Job Points: 643
Recommended Classification Range: H
Recommended Range Minimum Salary: \$18.02
Mid-Pont: \$22.52
Maximum: \$27.03
Bargaining Unit: N/A
FLSA Status: Exempt

Date of Job Evaluation Committee Recommendation:

June 4, 2013

Champaign County Job Description

Job Title: State's Attorney Office Manager
Department: State's Attorney
Reports To: State's Attorney
FLSA Status: Exempt
Grade/Range: H
Prepared Date: June, 2013

SUMMARY Prepares and performs a variety of budgetary, financial, and administrative functions pertaining to the operation of the State's Attorney's Office.

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

Prepares and maintains payroll records. Computes attendance for department employees and calculates wages; submits records for payment.

Performs department bookkeeping and compiles accurate financial records including receipt of funds, disbursements, operational costs, trial balances, and costs charged to proper project. Ensures that accurate and prompt billings are established and payments are received.

Assists in departmental budget preparation by gathering data required for budget projections, assisting State's Attorney in budget development, performing routine mathematical calculations such as percentages and is responsible for annual budget preparation for all State's Attorney budgets & grants. Maintains records of subsequent budgetary expenditures.

Performs purchasing tasks for the department by contacting vendors, preparing and typing requisitions, approving invoices for payment and maintaining records of purchases, and inventory of equipment.

Answers general inquiries from the public and other County staff regarding departmental policies, practice and procedures, and serves as liaison to other County offices.

Prepares required grant or contract fiscal progress reports and audits the receipt and expenditure of grant or contract funds.

Provides assistance to Civil Division attorneys in interviewing witnesses and research for attorneys, compiles list of witnesses and submits for subpoenas to insure appropriate witnesses are present at next hearing. Contacts witnesses to insure attendance in court.

Attends court hearings to assist attorneys with research and witnesses.

Assists in drafting pleadings to have appropriate orders and documents ready for hearing.

Other duties as required.

SUPERVISORY RESPONSIBILITIES May direct one to five clerical employees by co-ordinating work assignments, but has limited supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Graduation from a 2-year program with some word processing and personal computer training supplemented with five years of responsible secretarial experience; or an acceptable equivalent combination and experience. Requires good knowledge of County government operations and specifically of the assigned department. Requires knowledge of Excel and other financial computer programs and tools.

LANGUATE SKILLS Ability to read and interpret documents such as governmental regulations, legal documents, operating instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with the public and employees of the organization. Requires good knowledge of the English language and spelling.

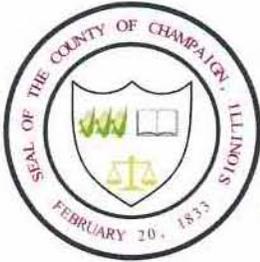
MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS As required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk; or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

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



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

*ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES*

Deb Busey, County Administrator

MEMORANDUM

**TO: James Quisenberry, Deputy Chair of Policy, Personnel & Appointments;
Christopher Alix, Deputy Chair of Finance;
And MEMBERS of the CHAMPAIGN COUNTY BOARD**

FROM: Deb Busey, County Administrator, and Job Content Evaluation Committee

DATE: June 3, 2013

RE: REVIEW and RECOMMENDATION for DEPUTY COUNTY ADMINISTRATOR/FINANCE

Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on May 14, 2013, the Job Content Evaluation Committee has met to review and evaluate the classification and job description of the new proposed position of Deputy County Administrator/Finance in the Administrative Services Department.

REPORT:

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by County Administrator Deb Busey. The Committee was also provided with a proposed job description for this position. The County Administrator also met with the Committee and explained the basis for the creation of this additional position within Administrative Services to re-instate an administrative staffing level to provide full support to the County Board in the administration of the duties, powers and responsibilities outlined in Ordinance No. 837 creating a County Administrator System. Based upon the information received, the Job Content Evaluation Committee has classified this position in Grade M. The Committee also concurs with the position title of Deputy County Administrator/Finance and duties and responsibilities as outlined in the position description (included as an attachment to this Memorandum).

REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:

The Policy, Personnel & Appointments Committee recommends to the Finance Committee approval of classification of the Deputy County Administrator/Finance to Grade Range M.

REQUESTED ACTION for FINANCE:

The Finance Committee recommends to the County Board approval of the creation of an additional position in the Administrative Services Staffing Budget, said position to be Deputy County Administrator/Finance assigned to Champaign County Salary Grade Range M.

Also included with this Recommendation is the Memo provided to the Policy Committee of the Whole in May 2013, outlining the basis for the recommendation for this position.

Thank you for your consideration of this recommendation

attachments

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM
JOB EVALUATION COMMITTEE REPORT

Date of Request:

May 14, 2013

EVALUATION OF NEW POSITION

Department Requesting: Administrative Services
Recommended Position Title: Deputy County Administrator/Finance
Job Points 987
FLSA Status: Exempt
Recommended Salary Range: Grade Range M
Bargaining Unit Status: Non-Bargaining

FY2013 Salary Range - Grade H

	<u>Hourly</u>	<u>Annual</u>
Minimum	\$34.27	\$66,826.50
Mid-Point	\$42.84	\$83,538.00
Maximum	\$51.41	\$100,249.50

Date of Job Evaluation Committee Recommendation:

May 30, 2013

Champaign County Job Description

Job Title: Deputy County Administrator
Department: Administrative Services
Reports To: County Administrator
FLSA Status: Exempt
Grade Range: M
Prepared Date: May, 2013

SUMMARY Assists the County Administrator in the areas of budgeting, purchasing, and risk management for Champaign County; as well as development and administration of County policies, programs and goals. Assumes responsibility for the County Administrator in the latter's absence.

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

Assumes responsibility for the County Administrator in the latter's absence.

Plans, coordinates, develops and prepares the annual county budget to be adopted and approved by the County Board;

Responsible for financial analysis and assessment of county operations and functions, enabling cost assessment of services and development of strategies for funding prioritization;

Oversight of the County's risk management funding and self-funded insurance operations, and assists in the development & implementation of policies and guidelines to provide for appropriate protection of the County and its property from loss, damage, liability, and other risks.

Provides assistance to the County Administrator in oversight and management of capital improvement planning, budgeting and implementation.

Serves as management member representative in labor negotiations to represent the County Board and financial input with regard to collective bargaining agreements;

Oversight of the procurement process, including purchasing policy implementation including preparation and implementation of RFP process when required by County Board or county departments;

Monitoring of grant opportunities appropriate for county departments, offices and functions to make application when appropriate, and oversee ongoing grant management for awarded grants;

Provides assistance to the County Administrator in management of projects identified by the County Board for implementation, including negotiation of contracts and enforcement of provisions of contracts and agreements.

KNOWLEDGE, SKILLS and ABILITIES

Knowledge of modern governmental programs including accounting, budget, finance, purchasing, risk management, information systems and facilities management;

Knowledge of the laws, rules and regulations in county government;

Ability to comprehend and apply county ordinances, directives, resolutions and state laws relating to county government;

Ability to establish and maintain effective working relationships with the Champaign County Board, county elected and appointed officials, county employees, labor unions, and representatives of government agencies;

Skill in analyzing organization structure, staffing patterns, and program objectives and making recommendations for improvement;

Skill in communicating effectively - verbally and in writing;

EDUCATION and/or EXPERIENCE Minimum of a four year degree from an accredited college or university in finance, public or business administration or a closely related field, preferably supplemented by a master's degree in public or business administration or CPA; with responsible public sector or private sector management employment experience, or any equivalent combination of education and experience that would provide the above-noted knowledge, skills and abilities.

CERTIFICATES, LICENSES, REGISTRATIONS Illinois driver's license; safe driving record; and proof of insurability; U.S. citizenship upon appointment and county residency required.

PHYSICAL DEMANDS This position requires activities such as sitting, walking, standing, bending, stooping, climbing stairs, lifting, moving and carrying light objects, operating office equipment, and driving an automobile.

WORK ENVIRONMENT The work is performed primarily in an office environment and involves exposure to normal, everyday risks that require normal safety precautions typical of offices.



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

*ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES*

Deb Busey, County Administrator

MEMORANDUM

**TO: James Quisenberry, Deputy Chair and MEMBERS of the POLICY,
PERSONNEL & APPOINTMENTS COMMITTEE of the WHOLE**

FROM: Deb Busey, County Administrator

DATE: May 8, 2013

RE: Request Creation of Position - Deputy County Administrator Finance

ISSUE:

Pursuant to Section 9-4.4(a) of the Champaign County Personnel Policy, I am writing to provide you with the basis for a request for the addition of a Deputy County Administrator of Finance position for Administrative Services, and request that you authorize a recommendation to proceed by submitting the proposed position to the Job Content Evaluation Committee for review, evaluation and recommendation to come back to you for the creation of this new position.

BASIS for REQUEST:

History:

- 1995: the County Board approved a staffing structure of one County Administrator and two Deputy County Administrator positions.
- 1998: The County Administrator, Jacque White retired, and the two Deputy County Administrators were hired by the County Board to serve as Co-Administrators, dividing overall County Administrator responsibilities as follows:
 - Co-Administrator responsible for facilities management and purchasing
 - Co-Administrator responsible for finance and HR managementAt that time, the Deputy County Administrator position was eliminated.
- 2009: The County Board again adopted the single County Administrator system with one County Administrator. Due to required budget cuts at that time as a result of the recession, no Deputy County Administrator position was created to provide additional resource and support to the County Administrator in fulfilling the duties and responsibilities as outlined in Ordinance No. 837.

Current Environment:

Since October 2009, Champaign County has functioned with a single County Administrator without a Deputy County Administrator position to provide additional support in fulfilling the

duties of Ordinance No. 837. As stated above, this approach was implemented to provide budget savings at a time when the County faced diminishing revenues. At this time, the County has experienced a stabilization of its revenues, and has managed its budgets within the available resources.

There are risks and deficits created by having a single County Administrator with no additional staff support specifically for the tasks that fall to the County Administrator under Ordinance No. 837. Examples include:

- No back-up for the county-wide budget planning, preparation and implementation process;
- An administration that is limited in performance to reacting and responding to daily events and demands, rather than an administration focused on productive planning and oversight (e.g. – Facilities Management/Maintenance Plan has been discussed but never developed);
- Limitations in time which preclude appropriate research and analysis to evaluate and improve county functions and operations, (e.g. – department performance indicators and objectives are only lightly documented in the budget process, and not truly utilized to evaluate services provided and whether resource allocation is as effective as it could be);
- The areas of risk management and procurement receive only minimal attention and are areas where the County could identify strategies to improve overall operations and cost efficiencies;
- Administrative staff time for project management for County Board initiatives is limited, (e.g. – project to go paperless for County Board Meetings and Agendas, upcoming projects that could result from the ILPP Report, researching grant and other funding opportunities that are appropriate for county projects)
- Limited outreach to legislators and other local jurisdictions to promote and support legislative changes that could have a positive impact on local government issues;
- Inability for the County Board to enact a smooth transition of administration if there were a sudden change in the County Administrator's employment status.

The basis for this request is that we have reached a point where the value of the savings in expenditure is outweighed by the operational deficits and potential risks with under-staffing administration.

In comparable counties with the County Administrator structure – Sangamon, McLean and Peoria – each County Administrator has at least one Deputy County Administrator, and at least one county has the equivalent of five Deputy County Administrators. (Note that at this point, Champaign County is the largest of these four comparable counties.)

REQUEST:

This Request is that the Policy, Personnel and Appointments Committee take the first step to the addition of a Deputy County Administrator of Finance position by forwarding the proposed position to the Job Content Evaluation for review and analysis. As you are aware, this creates no commitment by the Policy, Personnel & Appointments Committee at this time. The Job Content

Evaluation Committee will formulate a report and recommendation, which will come back to you for formal consideration at your June meeting. If the Policy, Personnel & Appointments Committee then approves the recommendation for the addition of this position, it will then be forwarded to Finance and ultimately the County Board before it is formally approved.

The Draft job description for this new position is attached to this Memorandum for your information. The position would ultimately assume responsibility for the following:

- Coordination, planning, development and preparation of the annual budget;
- Management member representative in labor negotiations to represent the County Board and financial input with regard to collective bargaining agreements;
- Oversight of procurement process, including purchasing policy implementation, preparation and implementation of RFP process when required by County Board or county departments;
- Monitoring of grant opportunities appropriate for county departments, offices and functions to make application when appropriate, and oversee ongoing grant management for awarded grants;
- Financial analysis and assessment of county operations and functions, enabling cost assessment of services and development of strategies for funding prioritization;
- Oversight of county's risk management funding and self-funded insurance operations, including development and implementation of policy structure for risk management.

RECOMMENDED ACTION:

The Policy, Personnel and Appointments Committee approves submitting the proposed position of Deputy County Administrator of Finance to the Job Content Evaluation Committee for review, analysis and recommendation of classification within the County's personnel structure.

Thank you for your consideration of this request. If you have questions or concerns, please feel free to contact me.



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

*ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES*

Deb Busey, County Administrator

MEMORANDUM

TO: James Quisenberry, Deputy Chair of Policy, Personnel & Appointments;

FROM: Deb Busey, County Administrator, and Job Content Evaluation Committee

DATE: June 5, 2013

RE: SEARCH COMMITTEE for DEPUTY COUNTY ADMINISTRATOR/FINANCE

If the County Board approves the creation of a Deputy County Administrator/Finance position in June, I am presenting a subsequent request to you, as the Deputy Chair of the Policy, Personnel & Appointments Committee.

While this position is a direct hire of the County Administrator, it is a pivotal and critical position in the operation of Champaign County government. I will establish a Search Committee to provide support, oversight and assistance in the search and hiring process for this position. To that end, I am requesting that you appoint two County Board members to serve on the Search Committee.

So that we do not have to wait until July to initiate the Search, I request your appointment of these two individuals at the June Policy, Personnel & Appointments Committee of the Whole Meeting. Whether or not your appointees will serve is subject to the approval of the Finance Committee of the Whole and ultimately County Board for the establishment of this new position.

Thank you for your consideration of this request.

RESOLUTION NO.

RESOLUTION PROMOTING STATE LEGISLATION TO EQUITABLY DEFINE AND IMPLEMENT CHARITABLE CARE COST CREDITS TO HOSPITALS in the STATE OF ILLINOIS

WHEREAS, Champaign County is home to Carle Foundation Hospital, a regional medical center serving a population of 1.2 million people in 25 counties in East Central Illinois and Western Indiana; and

WHEREAS, the Illinois State Legislature passed SB-2194 in 2012, which created an exemption from property taxes for a majority of hospital properties, including the properties of Carle Foundation Hospital in Champaign County, Illinois; and

WHEREAS, the unintended consequence of the enactment of SB-2194 is that the exemption of property tax for the Carle Foundation Hospital properties which are located in Champaign County, with 83% of those properties concentrated in location in the taxing districts within the City of Urbana, results in a shift of the \$6.3 million in property taxes previously paid by Carle Foundation Hospital to the residents of Urbana and Champaign County, while those residents represent only 17% of the total population receiving services from Carle Foundation Hospital; and

WHEREAS, the Champaign County Board urges amendment to the legislation created by SB-2194 that will limit exempt eligible properties to facilities primarily used for delivery of charitable care, and exclude facilities such as research facilities, parking facilities, pharmacy facilities; and

WHEREAS, the Champaign County Board urges amendment to the legislation created by SB-2194 that will define the limit of costs that are deductible to the actual cost of delivery of care rather than the market cost of delivery of care; and

WHEREAS, the Champaign County Board urges amendment to the legislation created by SB-2194 which identifies a charitable care credit system that eliminates the impact of loss of property tax on the taxing districts where the charitable care facility is located, and instead distributes the cost of that credit across the region served by the charitable care facility;

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County, Illinois, that the Champaign County Board urges its Senators and Representatives in State Government: Senator Chapin Rose of the 51st Legislative District, Senator Michael Frerichs of the 52nd Legislative District, Representative Bill Mitchell of the 101st State Representative District, Representative Adam Brown of the 102nd State Representative District, Representative Naomi Jakobsson of the 103rd State Representative District, and Representative Chad Hays of the 104th State Representative District, to identify a legislative solution to the disparate burden of SB-2194 on the municipalities and taxing districts housing regional health care facilities which will:

1. Limit exempt eligible properties to facilities primarily used for delivery of charitable care, and exclude facilities such as research facilities, parking facilities, pharmacy facilities;
2. Define the limit of costs that are deductible to the actual cost of delivery of care rather than the market cost of delivery of care;
3. Identify a charitable care credit system that eliminates the impact of loss of property tax on the taxing districts where the charitable care facility is located, and instead distribute the cost of that credit across the region served by the charitable care facility.

PRESENTED, ADOPTED, APPROVED, and RECORDED this 20th day of June A.D. 2013.

Alan Kurtz, Chair
Champaign County Board

ATTEST:

Gordy Hulten, Champaign County Clerk and
Ex-Officio Clerk of the County Board

*Recorder
Champaign County
Barbara A. Frasca*

*Phone (217) 384-3774
Fax (217) 384-3896*



*1776 East Washington
Urbana, Illinois 61802*

May 16, 2013

Dear County Board Members,

I am writing to give you a brief description regarding the budget amendment which I am currently submitting. The budget amendment is revenue neutral, but is very important to the efficiency of our office. I hope to give you a clearer understanding of our need.

We lost a dear employee, Mary Jane, to ovarian cancer in 2004. I was unable to fill her position due to the hiring freeze which was in place. We continued, understaffed, through the real estate boom and fall; both of which increased our workloads.

I cannot say enough about the quality of my work force. We work diligently every moment we are here to complete the people's business and we have been very successful. We will, however, be saying good bye to long time employee, Diann Lancaster who will be retiring in December 2013.

I am asking, with the attached budget amendment, for funds to be allocated to hire a new full time employee to replace Diann 6 months before her retirement. The technical workings of our office which include the recording of many different types of documents and the customer service end which requires knowledge on how to search for recorded documents back to the beginning of the county have a very steep learning curve. I believe that it in order for our office to continue providing the quality service we do it is imperative that someone be hired, trained and on their feet when Diann leaves. This one-time expenditure can be funded by the Recorder's Automation fund which has an adequate fund balance to absorb this expenditure.

I truly appreciate your time and thoughts on this issue and I look forward to talking to all of you within the next few weeks to answer any questions or concerns.

Sincerely,

Barb Frasca

FUND 614 RECORDER'S AUTOMATION FND DEPARTMENT 023 RECORDER

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
614-023-511.05 TEMP. SALARIES & WAGES	0	0	11,983	11,983
TOTALS	0	0	11,983	11,983

INCREASED REVENUE BUDGET:

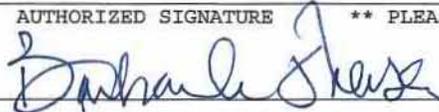
ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
None: from Fund Balance				
TOTALS	0	0	0	0

EXPLANATION: TO HIRE A FULL TIME EMPLOYEE TO ENABLE A TRAINING PERIOD BEFORE A LONG TIME EMPLOYEES RETIREMENT THERE ARE ADEQUATE FUNDS AVAILABLE IN THE AUTOMATION FUND BALANCE TO COVER THIS ONE TIME EXPENDITURE.

DATE SUBMITTED:

6/3/2013

AUTHORIZED SIGNATURE



** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

FUND 675 VICTIM ADVOCACY GRT-ICJIA DEPARTMENT 041 STATES ATTORNEY

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
675-041-511.03 REG. FULL-TIME EMPLOYEES	44,753	44,753	52,670	7,917
TOTALS	44,753	44,753	52,670	7,917

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
675-041-371.80 FROM GENERAL CORP FND 080	9,283	9,283	15,429	6,146
TOTALS	9,283	9,283	15,429	6,146

EXPLANATION: ADDITIONAL REVENUE FROM STATE'S ATTORNEY BUDGET TO MEET VICTIM ADVOCACY GRANT EXPENDITURES. INCREASE IN EXPENDITURE DUE TO CHANGE IN EMPLOYEE IN GRANT DURING GRANT PERIOD.

DATE SUBMITTED:

05/30/13

AUTHORIZED SIGNATURE

** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

REQUEST FOR BUDGET TRANSFER
NEEDING CHAMPAIGN COUNTY BOARD APPROVAL

BT NO. 13-00004

FUND 080 GENERAL CORPORATE

DEPARTMENT 041 STATES ATTORNEY

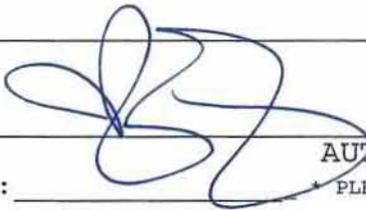
TO LINE ITEM:

FROM LINE ITEM:

NUMBER/TITLE	\$ AMOUNT	NUMBER/TITLE
080-041-571.25 TO VCTM ADVOC GRNT FND675	6,146.	080-041-511.03 REG. FULL-TIME EMPLOYEES

EXPLANATION: TRANSFER OF FUNDS NECESSARY FOR VICTIM ADVOCACY PROGRAM GRANT MATCH.

DATE SUBMITTED: 05/30/13



AUTHORIZED SIGNATURE

APPROVED BY PARENT COMMITTEE:

DATE:

* PLEASE SIGN IN BLUE INK *

APPROVED BY BUDGET AND FINANCE COMMITTEE:

DATE: _____

FUND 085 COUNTY MOTOR FUEL TAX

DEPARTMENT 060 HIGHWAY

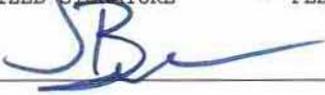
INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
085-060-544.11 ROAD IMPROVEMENTS	800,000	800,000	1,512,860	712,860
TOTALS	800,000	800,000	1,512,860	712,860

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
None: from Fund Balance				
TOTALS	0	0	0	0

EXPLANATION: FUNDS TAKEN FROM RESERVES TO COVER THE FINAL PAYMENT ON THE WINDSOR ROAD PROJECT, AS PER THE JANUARY 18, 2008 INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF URBANA AND CHAMPAIGN COUNTY AS AMENDED BY THE JUNE 18, 2009 AMENDMENT #1 TO THE INTERGOVERNMENTAL AGREEMENT.

DATE SUBMITTED: 5/31/13	AUTHORIZED SIGNATURE 	** PLEASE SIGN IN BLUE INK **
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APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

FUND 075 REGIONAL PLANNING COMM DEPARTMENT 737 CRIS RURAL JOB ACCESS

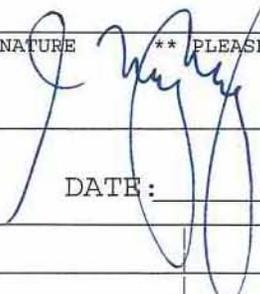
INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
075-737-533.92 CONTRIBUTIONS & GRANTS	0	0	60,000	60,000
TOTALS	0	0	60,000	60,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
075-737-331.84 DOT-FTA-JOB ACCESS	0	0	35,000	35,000
075-737-335.54 IDOT-PUBLIC TRANSIT	0	0	25,000	25,000
TOTALS	0	0	60,000	60,000

EXPLANATION: SEE ATTACHED

DATE SUBMITTED: 5/31/13 AUTHORIZED SIGNATURE  ** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

Reason for Amendment:

CRIS - Rural Job Access and Reverse Commute (JARC)

With the receipt of a new federal and state grant funding, CRIS Rural Transit will establish a new JARC shuttle service between Rantoul and Champaign-Urbana, providing a deviated fixed-route multi-municipality service responsive to the need for rides for low-income individuals commuting to and from jobs, training, and child care. The shuttle will run six times each weekday from 5 a.m. to 9 p.m. The route will originate in Rantoul and run directly to Parkland College, proceed to various high employment centers in the Champaign-Urbana area, and then return to Rantoul. Two 14-passenger buses will be utilized to cover this 40-mile daily route with ten stops. Four part-time drivers and an additional part-time dispatcher will be required to maximize coverage and coordination. All CRIS vehicles are wheelchair-lift and bicycle-rack equipped.

FUND 075 REGIONAL PLANNING COMM DEPARTMENT 738 CRIS NFP MEDICAL ACCESS

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
075-738-533.92 CONTRIBUTIONS & GRANTS	0	0	95,000	95,000
TOTALS	0	0	95,000	95,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
075-738-331.22 DOT-FTA-NEW FREEDOM PROG	0	0	95,000	95,000
TOTALS	0	0	95,000	95,000

EXPLANATION: PLEASE SEE ATTACHED

DATE SUBMITTED:

5/31/17

AUTHORIZED SIGNATURE

** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

Reason for Amendment:

CRIS – New Freedom – Medical Access

With the receipt of new federal grant funding, CRIS Rural Transit will expand current transportation services by providing a medical shuttle to rural areas throughout Champaign County. This service will be responsive to the need for affordable, general public, long distance, non-emergency medical transportation to appointments, pharmacies, hospitals, and specialized medical service centers; i.e., dialysis, outpatient surgery centers, VA Illiana Health Care System) located within urban centers. This shuttle will run Monday-Friday from 6 a.m. to 6 p.m. and new Saturday hours from 8 a.m.-noon throughout Champaign County. It will be scheduled on a first-come, first-served basis or by advance reservations with fares from \$2 to \$5 each way. To provide this service, two mini-vans will cover the additional service area of the 998 sq. mi. in the County. One mini-van will be provided by the VA Illiana Health Care System as in-kind match and the second mini-van with ramp (2 wheelchairs/5 passenger) will be purchased with the new federal grant funds. Six part-time drivers will be needed in operating costs to maximize coverage.

FUND 075 REGIONAL PLANNING COMM DEPARTMENT 735 DOT-FTA-MYTRIP2

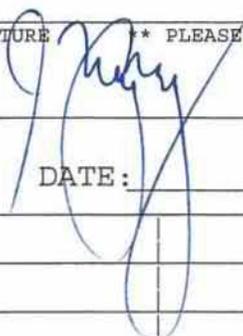
INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
075-735-511.03 REG. FULL-TIME EMPLOYEES	0	0	54,650	54,650
075-735-511.05 TEMP. SALARIES & WAGES	0	0	7,500	7,500
075-735-533.12 JOB-REQUIRED TRAVEL EXP	0	0	2,500	2,500
075-735-533.85 PHOTOCOPY SERVICES	0	0	350	350
TOTALS	0	0	65,000	65,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
075-735-331.22 DOT-FTA-NEW FREEDOM PROG	0	0	50,000	50,000
075-735-334.52 IDOT-ST PLANNING & RESRCH	0	0	15,000	15,000
TOTALS	0	0	65,000	65,000

EXPLANATION: PLEASE SEE ATTACHED

DATE SUBMITTED: 5/21/12 AUTHORIZED SIGNATURE  ** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

Reason for Amendment:

MY TRIP 2

In 2010, United We Ride committed funding to create a “Transit Toolkit” that offered a set of resources to develop, improve and evaluate transit services in rural areas. The MYTRIP 2 grant award will allow us to streamline the process that needs to be implemented to effectively use the “Transit Toolkit” already created with the United We Ride grant. Federal and state funding from the MYTRIP 2 grant will be used to establish a planning process to better utilize the transit toolkit and assist transit providers in a 12 county region with technical resources aimed to improve transit services in the rural areas through implementation of optimized coordination strategies.

CHAMPAIGN COUNTY PHYSICAL PLANT

1776 EAST WASHINGTON STREET, URBANA, ILLINOIS 61802-4581

FACILITIES & GROUNDS MANAGEMENT SERVICES



Alan Reinhart, Facilities Director

MEMORANDUM

DATE: 5-30-2013

TO: Chris Alix, Deputy Chair
Members of the Champaign County Board of the Whole

FROM: Alan Reinhart, Facilities Director

RE: Request for Budget Amendment

This budget request for additional funding is to satisfy the recently amended Public Act 096-0054, SB0149 requirement by January 1, 2014. The elevator car door opening restrictors must be installed which prevent the opening of the elevator car door when the elevator is away from the landing zone. There are 3 elevators of the 12 we have that are affected by this requirement. If these repairs are not completed this year these elevators could possibly be taken out of service.

FUND 080 GENERAL CORPORATE

DEPARTMENT 071 PUBLIC PROPERTIES

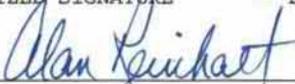
INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-071-533.61 1701 E MAIN REPAIR-MAINT	45,200	35,601	39,147	3,546
080-071-533.44 MAIN ST JAIL REPAIR-MAINT	36,000	40,868	46,432	5,564
TOTALS	81,200	76,469	85,579	9,110

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
None: from Fund Balance				
TOTALS	0	0	0	0

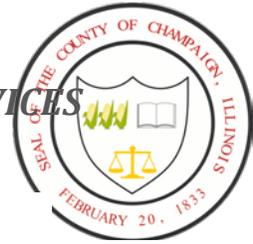
EXPLANATION: MANDATORY ELEVATOR UPGRADES PER PUBLIC ACT 096-0054

DATE SUBMITTED: _____ AUTHORIZED SIGNATURE **** PLEASE SIGN IN BLUE INK ****


APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: 6-3-2013

CHAMPAIGN COUNTY INFORMATION TECHNOLOGY SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581



Andy Rhodes, Information Technology Director

TO: Christopher Alix, Deputy Chair of Finance
FROM: Andy Rhodes, Information Technology Director
DATE: June 3, 2013
RE: Budget Amendment for Network Equipment

Dear Mr. Alix,

I am requesting a budget amendment in the amount of \$13,936.00 to pay for networking equipment that is necessary to upgrade the County's external network to utilize increased internet bandwidth available to the County as a result of connection to the Urbana Champaign Big Broadband (UC2B) network and decreasing contract prices for internet bandwidth from the County's ISPs. The project will also create redundant connections on that network as well as provide the backbone necessary to support initiatives such as video visitation for the Adult Detention facilities.

BACKGROUND:

Champaign County Information Technology maintains two physically separate computer networks which are used to connect the County's buildings on the Lierman and Downtown campuses. The primary internal network carries all of the traffic required for the day to day business of various County offices and which, due to its connection to the State Police LEADS network, has stringent security requirements. The secondary external network falls outside the County's firewall and allows us to have direct connections to the Internet if needed from almost every building on either the Lierman campus or the Downtown campus. This network is used for such things as internet access for the public in various areas such as the law library, Circuit Clerk's file viewing room, and County Board meeting rooms; access to certain web servers that do not reside behind the firewall; and to support the County Clerk's early voting and polling stations. This external network is the subject of this request.

The County receives its internet access through the Illinois Century Network (ICN), a state agency. The current bandwidth for this connection is 8 Megabits per second at a cost of \$807.55 per month. With the recent connection to the UC2B network, we now have the ability to connect to the Internet at a higher rate of speed as well as at a lower cost; our new speed will be 80 Megabits per second at a cost of \$180.00 per month. We will also be able to retain our connection to the ICN at a higher rate of speed when their new pricing goes into effect in July

with a new rate of speed from them of 50 Megabits per second for a price yet to be set. This will provide redundant connections to the Internet which will benefit a number of County offices that are using some cloud based services such as the Nursing Home, Head Start WeatherWorks, and LIHEAP. And, since we were not able to obtain a sufficient number of IP addresses from UC2B this will allow us to retain our ICN internet address space.

The current external network was constructed from excess equipment removed from use on the primary internal network when the internal network was upgraded to allow for 1000 Megabits per second connections between buildings and to servers. Using excess equipment resulted in minimal costs associated with building this external network; the County already had fiber in place to support this. This originally allowed us to connect to the ICN via fiber along with the City of Urbana and share the cost. Due to the age of the equipment in use the external network only allows for 100 Megabits per second of traffic; while this has been sufficient up to this time, once we upgrade our original and add a second Internet connection giving us access to a combined speed of 130 Megabits per second, this network will then be the bottleneck which will not allow us to take advantage of these higher speeds. Additionally, we anticipate the need to support an Inmate video visitation and/or VOIP telephone system between correctional facilities across the external network. In order to provide as much capability as we can, we are proposing upgrading the external network from its current 100 Megabits per second to 1000 Megabits per second as well as expanding it to include the downtown detention facility which is not currently connected to this network; this will also provide an opportunity to include a redundant connection between the downtown campus and the Lierman campus which does not currently exist on the external network.

County IT also assisted the Nursing Home with creating a network within the Home for Resident Internet access by allowing them to place a cable modem at the Juvenile Detention Center and extending that network via fiber to the Home which uses even older excess equipment; we foresee using some of the excess created by this upgrade to then replace even older equipment in use for the Nursing Home resident's Internet access network.

I appreciate you considering this request.

Sincerely,


Andy Rhodes
Information Technology Director

FUND 080 GENERAL CORPORATE

DEPARTMENT 028 INFORMATION TECHNOLOGY

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-028-544.33 FURNISHINGS, OFFICE EQUIP	0	3,116	17,052	13,936
TOTALS	0	3,116	17,052	13,936

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
None: from Fund Balance				
TOTALS	0	0	0	0

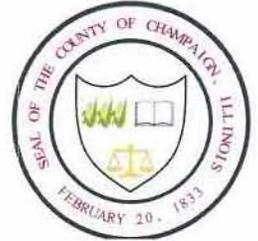
EXPLANATION: TO UPGRADE NETWORKING EQUIPMENT IN ORDER TO UTILIZE FASTER INTERNET BANDWIDTH NOW AVAILABLE TO THE COUNTY AS A RESULT OF UC2B.

DATE SUBMITTED: <u>6/3/2013</u>	AUTHORIZED SIGNATURE ** PLEASE SIGN IN BLUE INK ** <u>Andy Rhodes</u>
------------------------------------	---

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

CHAMPAIGN COUNTY INFORMATION TECHNOLOGY SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581



Andy Rhodes, Information Technology Director

TO: Christopher Alix, Deputy Chair of Finance
FROM: Andy Rhodes, Information Technology Director
DATE: June 3, 2013
RE: Budget Amendment for email system upgrade

Dear Mr. Alix,

I am requesting a budget amendment in the amount of \$20,367 to pay for server equipment and reporting tools that are necessary to upgrade the County's email system to Microsoft Exchange 2010.

BACKGROUND

County IT provides hosted email services to County departments using Microsoft Exchange. Email has become an essential communications and information sharing medium and is integral in the day to day operation of County departments. Periods of time when the system is slow or unavailable, at any time of the day or night, are detrimental to operations.

The architecture of the email system consists of several virtual servers with specialized roles. The system was last upgraded in 2009 and currently operates on Microsoft Exchange 2007. The County is licensed to run any supported version of Microsoft Exchange.

Over the years, County IT has tried to manage storage and performance by educating staff on the importance of mailbox management – such things as deleting unnecessary emails, relocating attachments to shared network storage, and creating file structures within email folders – and how proper mailbox management is essential to efficient operation of the system but the information store has continued to grow. As a result, maintenance tasks such as folder management policies and backups must start earlier and earlier in the evening in order to finish by the start of the next business day.

The information store reached a tipping point in May when the backups on one of the servers started to fail and the server ran out of storage space. The entire system became very slow and unstable, and for several days in a row had to be restarted in the middle of the business day. Our only resolution was to take the system down over a weekend so that a complete backup could be run and storage expanded. The budget amendment will allow County IT to purchase two new servers which will be used to upgrade the system to Microsoft Exchange 2010. Exchange 2010 offers fundamental system improvements such

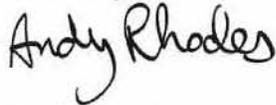
as more efficient usage of storage, built-in redundancy which reduces backup times, FOIA and eDiscovery compliance tools, large mailbox management tools, and more robust archiving options.

The additional servers will allow County IT to upgrade the system without taking it off line. The existing mail servers, which are four years old and out of warranty, will be repurposed as general storage file servers.

The reporting tools will assist us in billing non-general corporate departments for email storage and in providing reports to department heads on individual usage of the email system.

I appreciate your consideration of this request.

Sincerely,

A handwritten signature in black ink that reads "Andy Rhodes". The signature is written in a cursive, slightly slanted style.

Andy Rhodes
Information Technology Director

FUND 080 GENERAL CORPORATE

DEPARTMENT 028 INFORMATION TECHNOLOGY

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-028-544.33 FURNISHINGS, OFFICE EQUIP	0	3,116	23,483	20,367
TOTALS	0	3,116	23,483	20,367

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
None: from Fund Balance				
TOTALS	0	0	0	0

EXPLANATION: ADD MONEY TO BUDGET TO PURCHASE TWO SERVERS AND REPORTING TOOLS IN ORDER TO UPGRADE THE COUNTY'S E-MAIL SYSTEM TO MICROSOFT EXCHANGE 2010.

DATE SUBMITTED: 6/4/2013	AUTHORIZED SIGNATURE <i>Andy Rhodes</i>	** PLEASE SIGN IN BLUE INK **
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APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

MEMO

To: Finance Committee

From: Stephanie Joos

CC:

Date: June 3, 2013

Re: Intergovernmental Agreement with City of Champaign

Please accept for your review the intergovernmental agreement with the City of Champaign. This agreement is a three year agreement with the City to provide animal control services.

There is a 3% increase in fees for the first year of the agreement, a 5% increase for the second year and a 4% increase for the third year.

Thank you for your time.

Stephanie Joos

**AN INTERGOVERNMENTAL AGREEMENT
FOR ANIMAL CONTROL SERVICES
(City of Champaign – Champaign County)**

THIS AGREEMENT is made and entered by and between the City of Champaign, an Illinois Municipal Corporation, (hereinafter referred to as the "City") and the County of Champaign, (hereinafter referred to as the "County") effective on the last date signed by a party hereto.

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

WHEREAS, the County currently provides Animal Control Services throughout the County and has expertise in the handling of animals; and

WHEREAS, it is the intent of this agreement permit the City to more fully safeguard the citizens of the City of Champaign; and

WHEREAS, this Agreement is in the best interest of the City and the County.

NOW THEREFORE, the parties hereby mutually agree as follow:

1. **County to Provide Animal Control Services.** The County shall provide animal control services for the City. Services shall include: responding to animal-related calls, investigating complaints and violations, impounding animals, issuing citations, generating reports and all other enforcement activities concerning the provisions of Chapter 7 of the Champaign Municipal Code, 1985, as amended, entitled "Animals" ("Animal Control Ordinance"). Nothing contained herein shall prevent the City from engaging in any of the aforementioned activities as it deems appropriate.
2. **Compliance With Laws; Inspections of Records.** The County shall perform the animal control services in compliance with all applicable federal, state and local laws, ordinances and regulations, including Chapter 7. The Chief of Police, as ex officio Animal Control Warden, or his designee, shall be entitled to inspect and examine all equipment and animal control facilities, and to examine the records kept of animal-related calls within the City's jurisdiction to ensure compliance with this Agreement. Access shall be provided during normal business hours or as agreed to by the parties.

3. **Nature of Relationship.** The County is acting as an Independent Contractor and shall be solely responsible for the control of personnel, standards of performance, discipline, training, benefits and all other aspects of employment and performance.
4. **Training.** The County shall be responsible for training of its animal control personnel with regard to investigation practices and procedures. The City shall provide copies of current municipal ordinances and arrange for at least one training session of County animal control personnel regarding completion of city Notices to Appear (NTA) forms and reports. The purpose of said training sessions shall be to acquaint County animal control personnel with city ordinances and city court procedures relating to ordinance enforcement. This training is not intended to modify or replace existing training programs or policies concerning general animal control and investigation practices and procedures.
5. **Issuing City NTAs.** County animal control personnel shall investigate matters pursuant to established policies and procedures and, upon a determination that probable cause exists that a violation of Chapter 7 is being or has been committed, shall issue Notice(s) to Appear (NTA) for the same pursuant to the procedures of the City. Animals shall be impounded as permitted by Chapter 7.
6. **Report Writing.** County animal control personnel shall prepare a written report of investigations of alleged violations of Chapter 7 using the A.R.M.S system. Necessary equipment will be provided by the City. The original NTA will be delivered to the City Legal Department – 102 N. Neil Street, Champaign, Illinois within forty-eight (48) hour of issuance of the NTA or completion of the report, whichever is earlier. If this period ends during a weekend or a legal holiday, or at a time when the City Legal Department is not open, the original NTA shall be delivered within four (4) hours of when the City Legal Department reopens. Supplemental reports may be requested by the City and shall be provided within a reasonable time of such request so as to permit the timely processing of the matter. The City agrees to report the disposition of cases submitted upon request.
7. **Court Appearances.** The County agrees to make its animal control personnel available for all necessary court appearances to prosecute cases. The City shall provide reasonable notice of court appearances and shall make reasonable attempts to continue court appearances to accommodate

scheduled vacations or animal control personnel. It is hereby agreed that the appearance of designated animal control personnel in court shall be required upon receipt of a "Notice" from the City and that subpoenas will not be required to compel appearance of animal control personnel employed by the County. A copy of each Notice will be provided to the County Animal Control Administration.

8. Evidence Preservation. In the event evidence must be preserved for the prosecution of a municipal ordinance matter, the County shall secure and preserve such evidence in the same manner and pursuant to the same procedures as would be required for criminal prosecutions.

9. Dedication of Personnel. The County shall commit 1.5 Full Time Equivalent (FTE) to provide the services contracted for herein. The County is not required to designate a specific person to serve the City, but shall be required to commit a minimum of 60 hours per week for animal control services for the City.

10. Contact Information; Confidentiality. The County shall provide to the City a current list of animal control personnel, together with their home addresses and telephone numbers and regularly update the same. The City agrees to exercise all reasonable efforts to maintain the confidentiality of said information, and disclose the same only to the extent required by law, judicial order, or City policy.

11. Payment. The City shall pay the sum of \$126,174.30 annually, payable in monthly installments of \$10,514.52 for the period of July 1, 2013 through June 30, 2014; and \$132,483.02 annually, payable in monthly installments of \$11,040.25 for the period of July 1, 2014 through June 30, 2015; and \$137,782.34 annually, payable in monthly installments of \$11,481.86 for the period of July 1, 2015 through June 30, 2016.

12. Animal Control Vehicle. The City provided to the County a vehicle equipped for animal transports for animal control purposes in July 2005. The County assumed title and all responsibility and control for the operation and maintenance of the vehicle. This contract includes all future replacement of and responsibility of the Animal Control Vehicle to be provided by the County.

13. Duration. The initial term of this agreement shall be from the date last signed by the parties until June 30, 2016, unless earlier terminated by either party. The Agreement shall automatically renew

annually commencing on the 1st day of July of the applicable year and terminate on June 30 of the following year. All terms and conditions will remain in full force and effect unless otherwise amended as set forth herein.

14. Indemnification. To the fullest extent allowed by law, the County shall defend, indemnify and save harmless the City and its officers, agents and employees from any and all claims, demands, suits, actions or proceedings of any kind or nature, including Workers Compensation claims, and including the cost of defending same including costs and attorneys fees, of or by anyone whomsoever proximately caused by the negligence or intentional misconduct of those performing services pursuant to this agreement and the acts or omissions of employees or agents, except to the extent caused by the negligence or intentional misconduct of the City, its officers or employees. The City shall cooperate fully with the County and its insurers in the defense of any and all claims arising out of the performance of this Agreement.

15. Termination. Either party may terminate this contract with or without cause by providing forty-five (45) days written notice to the other party.

16. Notices. Written notices shall be sent by first class mail, return receipt requested to:

City Manager
City of Champaign
102 N. Neil Street
Champaign, Illinois 61820

Champaign County Administrator
1776 E. Washington Ave
Urbana, Illinois 61801

With copies to:

Champaign Chief of Police
82 E. University Avenue
Champaign, Illinois 61820

Champaign County Animal Control Administrator
1776 E. Washington Ave
Urbana, Illinois 61801

17. **Amendments.** This Agreement may be amended only by writing signed by both parties and approved by the governing boards of the City and the County. In the event of an extraordinary event, or an amendment to an applicable Federal or State law, or City of Champaign ordinance, or judicial interpretation of the same, the parties hereby agree to negotiate any necessary amendments to facilitate the uninterrupted provision of services provided for herein on a fair and just basis.

18. **Survival of Provisions.** Any term of this Agreement that by their nature extend after the end of the Agreement, whether by way of expiration or termination, will remain in effect until fulfilled.

19. **Transfer of Powers.** By this Agreement, the City shares with the County all powers, whether arising by statute or its home rule status, necessary to perform this Agreement within the jurisdiction of the Champaign Municipal Code.

20. **Entire Agreement.** This writing constitutes the entire agreement between the parties and supersedes all prior understandings, written or oral, between the parties relating to its subject matter.

IN WITNESS WHEREOF, the following parties have duly executed this Agreement on the date and year indicated herein:

CITY OF CHAMPAIGN
An Illinois Municipal Corporation

CHAMPAIGN COUNTY

By: _____

By: _____

Date: _____

Date: _____

ATTEST: _____
City Clerk

ATTEST: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

City Attorney

States Attorney

CB 2009-_____

DATE: June 5, 2013

TO: Finance - Committee of the Whole

FROM: Susan Monte

- 1) Request Approval of Application, & If Awarded, Acceptance of Hazard Mitigation Plan Grant
- 2) Request Approval of Resolution of Statement of Intent to Participate in Multi-Jurisdiction All Hazard Mitigation Planning

ACTION
REQUEST: Approve both requests

The *Champaign County Multi-Jurisdictional Natural Hazard Mitigation Plan* is set to expire on 1/15/2015. The Illinois Emergency Management Agency (IEMA) requires that the plan be updated every five years. Hazard Mitigation Grant Program funds may be applied for from the IEMA to update the plan. IEMA allows planning grant applications to be submitted 18 months prior to a plan's expiration. Champaign County is eligible to submit an application this July.

Since plan adoption in 2009, participating jurisdictions have worked toward implementing community-specific hazard mitigation action items. Planning team members have identified new potential mitigation actions (e.g., storm shelter provision), and have expressed interest in expanding the plan to include technical hazards.

The total grant amount to be requested for the five-year plan update and expansion to an all-hazard plan is \$64,835. The IEMA grant portion would be 75% of this total. The Champaign County in-kind match amount of 25% (\$16,209) would consist of planning staff labor.

The grant application process includes the requirement that each participating jurisdiction in Champaign County submit their statement of intent to participate in the update and expansion of the plan to a Multi-Jurisdictional All Hazards Mitigation Plan.

Attachments:

- Draft Resolution of Statement of Intent to Participate in Update and Expansion of the Champaign County Multi-Jurisdictional Natural Hazard Mitigation Plan
- Notice of Intent Form dated 6/5/2013

RESOLUTION NO.

RESOLUTION AUTHORIZING THE APPLICATION, AND IF AWARDED, THE
ACCEPTANCE OF THE HAZARD MITIGATION PLAN GRANT

WHEREAS, The Champaign County Multi-Jurisdictional Natural Hazard Mitigation Plan is set to expire on January 15, 2015 and Illinois Emergency Management Agency allows planning grant applications to be submitted eighteen (18) months prior to a plan's expiration; and

WHEREAS, Planning team members have identified new potential mitigation actions (e.g. storm shelter provision), and have expressed interest in expanding the plan to include technical hazards; and

WHEREAS, The total grant amount to be requested for the five-year plan update and expansion to an all-hazard plan is \$64,835 and the Illinois Emergency Management Agency Grant portion would be seventy-five (75%) of this total. The Champaign County in-kind match amount of twenty-five (25%) or \$16,209 would consist of planning staff labor.

NOW, THEREFORE, BE IT RESOLVED that the County Board of Champaign County authorizes the application and if awarded the acceptance of the Hazard Mitigation Plan Grant for the five-year plan update and expansion to an all-hazard plan for a total of \$64,835 and the Illinois Emergency Management Agency Grant portion would be seventy-five (75%) of this total. The Champaign County in-kind match amount of twenty-five (25%) or \$16,209 of planning staff labor.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 20th day of June A.D. 2013.

Alan Kurtz, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

Resolution No. ____

Statement of Intent to Participate in Multi-Jurisdiction All Hazard Mitigation Planning

The County of Champaign

WHEREAS, as a potential participant in the Hazard Mitigation Assistance Program, the County of Champaign, Illinois hereby states their interest in participating in the multi-jurisdictional Champaign County All-Hazard Mitigation Plan.

WHEREAS, after FEMA funding approval and during the planning implementation, the County of Champaign, Illinois agrees to participate in the hazard mitigation planning process.

NOW, THEREFORE, BE IT RESOLVED that, as signed, we understand this is a voluntary program and our participation may benefit our jurisdiction by identifying hazards and prioritizing potential projects to mitigate the effects of natural and technical hazards.

PRESENTED, ADOPTED, APPROVED and RECORDED this 20th day of June A.D. 2013.

Alan Kurtz , Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

STATE of ILLINOIS
ILLINOIS EMERGENCY MANAGEMENT AGENCY
NOTICE OF INTENT FORM
Section 404-Hazard Mitigation Grant Program
FEMA-1935-DR-IL

1. NAME OF APPLICANT: Alan Kurtz, Champaign County Board Chair COUNTY: Champaign County

2. CONTACT PERSON: Susan Monte
TITLE: Planner, Champaign County Regional Planning Commission
ADDRESS: 1776 East Washington Street, Urbana, IL 61802
ZIP: 61802 PHONE: (217) 328-3313 FAX: (217) 328-2426
E-MAIL ADDRESS: smonte@ccrpc.org

3. BRIEF DESCRIPTION OF THE PROJECT AND ITS BENEFITS: Five-Year Update and Expansion of the *Champaign County Multi-Jurisdictional Natural Hazard Mitigation Plan* to an All-Hazard Mitigation Plan

The Champaign County Multi-Jurisdictional Natural Hazard Mitigation Plan was developed beginning in 2007 and adopted by Champaign County and 26 participating jurisdictions within the County on August 1, 2009.

This HMGP grant request is to:

- expand the adopted plan to an all-hazard mitigation plan¹
- complete the 5-year update of the plan based on:
 - updated floodplain information—the FEMA floodplain Flood Insurance Rate Maps (FIRMs)²
 - 2010 Census data
 - local interest to inventory and plan for safe room shelters (e.g., for mobile home parks and critical facilities)
 - Champaign County Geographic Information Systems Consortium data

An expanded and updated Champaign County Multi-Jurisdictional All Hazards Plan will provide the County, its 24 municipalities³ and institutions of higher education, with strategies to reduce the impacts of selected natural and manmade hazards on people and property.

FEMA indications are that manmade hazards may not be as easy to identify and predict as some natural hazards, but the benefits of planning for such events are the same: improved disaster resistance, community involvement in the process, new partnerships, and more sustainable communities.⁴ The updated and expanded Champaign County Multi-Jurisdiction All Hazards Mitigation Plan additionally will: help local governments fulfill their responsibility to protect their citizens, property and environment by reducing the potential impacts of disasters; and enhance a community's ability to recover from the impacts of a disaster.

4. TOTAL ESTIMATED COST OF THE PROJECT: \$ 64,835.24
(Federal Share: \$ 48,626.43)

5. POTENTIAL SOURCE OF FUNDING FOR APPLICANT SHARE (25% local match): \$ 16,208.81
Services provided by the Champaign County Regional Planning Commission to manage and administer the planning project.

ATTACH ANY ADDITIONAL INFORMATION THAT WOULD HELP OUR UNDERSTANDING OF THE PROJECT.

- Notes indicated in Item 3 are provided on the following page.
- Champaign County Multi-Jurisdictional Natural Hazard Mitigation Plan adopted August 1, 2009 is attached in pdf format.

(continued)

**STATE of ILLINOIS
ILLINOIS EMERGENCY MANAGEMENT AGENCY
NOTICE OF INTENT FORM
Section 404-Hazard Mitigation Grant Program
FEMA-1935-DR-IL**

RETURN COMPLETED NOTICE OF INTENT FORM FOR PLANNING FUNDS OR PROJECT FUNDS TO:

ILLINOIS EMERGENCY MANAGEMENT AGENCY
MITIGATION BRANCH, ATTENTION RON DAVIS
1035 OUTER PARK DRIVE
SPRINGFIELD, IL 62704-4462

Notes:

1. Manmade hazards to be considered for inclusion: transportation incidents; hazardous materials incidents; utility interruption; radiological release incidents, and possibly other biological/chemical release incidents. Expanding the plan will include a review of potentially useful data from first responder planning.
2. The Illinois State Water Survey recently converted the FIRMs for unincorporated Champaign County and communities into a continuous, digital, countywide format with all communities mapped.
3. The plan jurisdiction includes the entire area of two municipalities partially located in Champaign County.
4. FEMA 386-7, *Integrating Manmade Hazards into Mitigation Planning*, Sept. 2003.

Attachment: PDF copy of *Champaign County Multi-Jurisdictional Natural Hazards Mitigation Plan* adopted August 1, 2009



Bellwether, LLC

Management Services & Consulting

Preliminary Fee Profile

Champaign County engaged **Bellwether, LLC**. (Bellwether) to provide a preliminary review of the actual costs of providing permitted fee services within the County Clerk, Recorder and Sheriff's offices. These offices currently charge fees to residents and non-residents of Champaign County as services are requested or needed.

The principal goal of the preliminary study was to evaluate aggregate collected fees to estimate the alignment of current fees to actual costs. This evaluation used leading indicators to juxtapose fee alignment and therefore does not provide the full calculation necessary to meet Illinois Statute or US Office of Management & Budget Circular A-87 requirements.

We believe that aligning fees with actual costs is good public policy in that it helps to place the financial burden of government on the users of specific government services, including out-of-county residents and companies who may use the services of Champaign County, but may not be property tax payers in the County. Our observations may suggest an increase in some fees may be warranted and acceptable under current state law. The decision to change or add fees is the sole responsibility of Champaign County government.

Overview

Bellwether has concluded that many of the fees currently associated with services, programs and activities provided within these departments may not be aligned with the actual cost of providing these services.

Champaign County's last Cost of Services study was conducted several years ago. Years of regular wage management and increased costs for goods and services have placed a strain on budgets and suggest that some services are being subsidized by General Fund property tax revenues.

Overall projections, while directionally correct, cannot be exact without more detailed "transaction by type" evaluations. Projections related to overall current and future revenues by fee are estimates.

Additionally, available information suggests Champaign County may be subsidizing grant administrative costs from the General Fund. A preliminary review suggests the cost valuations for indirect expense for administrative and facilities may be understated. These findings suggest the need for an updated Cost Allocation Plan for shared county services and facilities.

The aggregate fee funding gap for the Champaign County Clerk, Recorder and Sheriff offices is projected to be approximately \$335,310. It is not likely that this entire amount can be attributed to services for which a fee can be collected. However, capturing 50-60% of the gap is a reasonable expectation (\$167,655 - 201,186 annually). Realizing additional fee revenue is entirely dependent on the decisions of Champaign County elected officials after a full cost study is performed.

Potential revenue from updating grant indirect costs is not included in this estimate. A full Cost Allocation Plan would be required to provide grant writing staff with updated costing data. Results would vary by grant, however a significant savings for the general fund may be available.

Professional Services Agreement #BW0611E

This Agreement for Professional Services (the "Agreement") is by and between Champaign County, Illinois, an incorporated body politic in the State of Illinois, with its principle office at Brookens Administrative Center, 1776 E. Washington, Urbana, IL 61802141 (hereinafter the "Client"), and Bellwether, LLC with its principle office at 3006 Gill Street, Suite E, Bloomington, Illinois 61704 (hereinafter the "Consultant").

WHEREAS, Client finds that the Consultant is willing to perform certain work hereinafter described in accordance with the provisions of this Agreement; and

WHEREAS, Client finds that the Consultant is qualified to perform the work, all relevant factors considered, and that such performance will be in the furtherance of Client's business.

NOW THEREFORE, in consideration of the mutual covenants set forth herein and intending to be legally bound, the parties here to agree as follows:

1. **SERVICES** – The Consultant shall provide the following ("Service(s)") to Client: (Client signifying by initially each chosen service)
 - 1.1. () Consultant shall perform a Comprehensive Fee Review of the County Clerk Office, County Recorder Office and Sheriff's Department and provide a fact based report of potential fee changes for client review.
 - 1.2. () Consultant shall construct a Cost Allocation Plan for Champaign County relative to the Clerk, Recorder and Sheriff offices and provide a fact based report for client review.
2. **PAYMENT, INVOICING, AND TERMS**
 - 2.1. Payment for Comprehensive Fee Review Services: Consultant shall be paid a fee of Fifteen Thousand Dollars (\$15,000) for serviced described in section 1.1 above.
 - 2.1.1. A payment of Ten Thousand Dollars (\$10,000) is due at the time of execution of this agreement with a payment of Five Thousand Dollars (\$5,000) invoiced at project completion.
 - 2.2. Payment for Cost Allocation Plan: Consultant shall be paid a fee of Seven Thousand Five Hundred Dollars (\$7,500) due at the time of execution of this agreement.
3. **TERM; TERMINATION**
 - 3.1. The initial term of this Agreement is the duration of the projects anticipated to be no more than 10 weeks from time of execution of this agreement.
4. **CHANGES**
 - 4.1. Client may, with the approval of the Consultant, issue written directions within the general scope of any Services to be ordered. Such changes (the "Change Order") may be for additional work or the Consultant may be directed to change the direction of the work covered by the Agreement or any Change Order, but no change will be allowed unless agreed to by the Consultant in writing.

Professional Services Agreement #BW0611E

5. STANDARD CARE

5.1. The Consultant warrants that Services shall be performed by personnel possessing competency consistent with applicable industry standards. No other representation, express or implied, and no warranty or guarantee are included or intended in this Agreement, or in any report, opinion, deliverable, work product, document or otherwise. Furthermore, no guarantee is made as to the efficacy or value of any services performed or software developed. THIS SECTION SETS FORTH THE ONLY WARRANTIES PROVIDED BY THE CONSULTANT CONCERNING THE SERVICES AND RELATED WORK PRODUCT. THIS WARRANTY IS MADE EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY, NON-INFRINGEMENT, TITLE OR OTHERWISE.

6. CONFIDENTIALITY AND NON-DISCLOSURE

6.1. During the term of this agreement there may be disclosed certain trade secrets of Client; said trade secrets consisting of but not necessarily limited to:

6.1.1. Technical information: Methods, processes, formulae, compositions, systems, techniques, inventions, machines, computer programs and research projects.

6.1.2. Business information: Customer lists, pricing data, sources of supply, financial data and marketing, production, or merchandising systems or plans.

6.2. Consultant does agree that it shall not during, or at any time after the termination of this agreement with Client, disclose or divulge to others including future employees, any trade secrets, confidential information, or any other proprietary data of Client in violation of this agreement.

6.3. Upon the termination of this agreement Consultant shall:

6.3.1. Return or destroy all Client documents and property of the Client, including but not necessarily limited to: drawings, blueprints, reports, manuals, correspondence, customer lists, computer programs, and all other materials and all copies of thereof.

6.4. This section, Confidentiality and Non-Disclosure, shall be binding on Consultant including past employees, current employees, future employees, contractors, associates and successors in interest, and shall inure to the benefit of Client, its successors and assigns.

7. LIABILITY

7.1. Limitation: The Consultant's liability, including but not limited to Client's claims of contributions and indemnification related to third party claims arising out of services rendered by the Consultant, and for any losses, injury or damages to persons or properties or work performed arising out of or in connection with this Agreement and for any other claim, shall be limited to the lesser of (i) Five-Thousand dollars (\$5,000) or (ii) payment received by the Consultant from Client for the particular service provided giving rise to the claim. Notwithstanding anything to the contrary in this Agreement, the Consultant shall not be liable for any special, indirect, consequential, lost profits, or punitive damages. Client agrees to limit the Consultant's liability to Client and any other third party for any damage on account of any error, omission or negligence to a sum not to exceed the lesser of (i) Five-Thousand dollars (\$5,000) or (ii) the payment received by the Consultant for the particular service provided giving rise to the claim. The limitation of

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liability set forth herein is for any and all matters for which the Consultant may otherwise have liability arising out of or in connection with this Agreement, whether the claim arises in contract, tort, statute, or otherwise.

- 7.2. Remedy: Client's exclusive remedy for any claim arising out of or related to this Agreement will be for the Consultant, upon receipt of written notice, either (i) to use commercially reasonable efforts to cure, at its expense, the matter that gave rise to the claim for which the Consultant is at fault, or (ii) return to Client the fees paid by Client to the Consultant for the particular service provided that gives rise to the claim, subject to the limitation contained in section 5.1. Client agrees that it will not allege that this remedy fails its essential purpose.
- 7.3. Survival: Articles 2, 4, 5, and 6 survive the expiration or termination of this Agreement for any reason.

8. MISCELLANEOUS

- 8.1. Severability: Should any part of this Agreement for any reason be declared invalid, such decision shall not affect the validity of any remaining provisions, which remaining provisions shall remain in full force and effect as if this Agreement had been executed with the invalid portion thereof eliminated, and it is hereby declared the intention of the parties that they would have executed the remaining portion of the Agreement without including any such part, parts, or portions which may, for any reason, be hereafter declared invalid. Any provisions shall nevertheless remain in full force and effect in all other circumstances.
- 8.2. Modification and Waiver: Waiver of breach of this Agreement by either part shall not be considered a waiver of any other subsequent breach.
- 8.3. Independent Contractor: The Consultant is an independent contractor of Client.
- 8.4. Notices: Client shall give the Consultant written notice within one hundred eighty (180) days of obtaining knowledge of the occurrence of any claim or cause of action which Client believes that it has, or may seek to assert or allege, against the Consultant, whether such claim is based in law or equity, arising under or related to this Agreement or to the transactions contemplated hereby, or any act or omission to act by the Consultant with respect hereto. If Client fails to give such notice to the Consultant with regard to any such claim or cause of action and shall not have brought legal action for such claim or cause of action within said time period, Client shall be deemed to have waived, and shall be forever barred from bringing or asserting such claim or cause of action in any suit, action or proceeding in any court or before any governmental agency or authority or any arbitrator. All notices or other communications hereunder shall be in writing, sent by courier or the fastest possible means, provided that recipient receives a manually signed copy and the transmission method is scheduled to deliver within 48 hours, and shall be deemed given when delivered to the address specified below or such other address as may be specified in a written notice in accordance with this Section. Any Party may, by notice given in accordance with this Section to the other parties, designate another address or person or entity for receipt of notices hereunder.

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- 8.5. Assignment:** The Agreement will automatically assign or transfer from Client to Successor as a result of business structure change if the intent of the Client business is substantially the same. This Agreement is not assignable or transferable by Consultant without the written consent of Client, which consent shall not be unreasonably withheld or delayed.
- 8.6. Disputes:** The Consultant and Client recognize that disputes arising under this Agreement are best resolved at the working level by the parties directly involved. Both parties are encouraged to be imaginative in designing mechanism and procedures to resolve disputes at this level. Such efforts shall include the referral of any remaining issues in dispute to higher authority within each participating party's organization for resolution. Failing resolution of conflicts at the organizational level, the Consultant and Client agree that any remaining conflicts arising out of or relating to this Contract shall be submitted to nonbinding mediation unless the Consultant and Client mutually agree otherwise. If the dispute is not resolved through non-binding mediation, then the parties may take other appropriate action subject to the other terms of this Agreement.
- 8.7. Section Headings:** Title and headings of sections of this Agreement are for convenience of reference only and shall not affect the construction of any provision of this Agreement.
- 8.8. Representation; Counterparts:** Each person executing this Agreement on behalf of a party hereto represents and warrants that such person is duly and validly authorized to do so on behalf of such party, with full right and authority to execute this Agreement and to bind such party with respect to all of its obligations hereunder. This Agreement may be executed by (original or faxed signature) in counterparts, each of which shall be deemed an original, but all of which taken together shall constitute but one and the same instrument.
- 8.9. Residuals:** Nothing in the Agreement or elsewhere will prohibit or limit the Consultant's ownership and use of ideas, concepts, know-how, methods, models, data, techniques, skill knowledge and experience that were used, developed or gained in connection with the Agreement. The Consultant and Client shall each have the right to use all work product generated under this Agreement.
- 8.10. Nonsolicitation of Employees or Sub Contractors:** During and for one(1) year after the term of this Agreement, Client will not solicit the employment of, or employ the Consultant's personnel or Sub Contractors without the Consultant's prior written consent.
- 8.11. Cooperation:** Client will cooperate with the Consultant in taking actions and executing document, as appropriate, to achieve the objectives of this Agreement. Client agrees that the Consultant's performance is dependent on Client's timely and effective cooperation with the Consultant. Accordingly, Client acknowledges that any delay by Client may result in the Consultant being released from an obligation or scheduled deadline or in Client having to pay extra fees for the Consultant's agreement to meet specific obligation or deadline despite of delay.
- 8.12. Governing Law and Construction:** This Agreement will be governed by and construed in accordance with the laws of Illinois, without regard to the principles of conflicts of law. The language of this Agreement shall be deemed to be the result of negotiation among the parties and shall not be construed strictly for or against any party.

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- 8.13. Entire Agreement; Survival:** This Agreement, including any Exhibits, states the entire Agreement between the parties and supersedes all previous contracts, proposals, oral or written, and all other communications between the parties regarding the subject matter hereof, and supersedes any and all prior understandings, representations, warranties, agreements or contracts (oral or written) between Client and the Consultant regarding the subject matter hereof. This Agreement may only be amended by an agreement in writing executed by the parties hereto.
- 8.14. Force Majeure:** The Consultant shall not be responsible for delays or failures (including any delay by the Consultant to make progress in the prosecution of any Services) if such delay arises out of causes beyond its control. Such causes may include, but are not restricted to, acts of God or of public enemy, fires, floods, epidemics, riots, quarantine restrictions, strikes, freight embargoes, earthquakes, electrical outages, computer or communications failures, and severe weather, and acts of omissions of subcontractors or third parties.
- 8.15. Use By Third Parties:** Work performed by the Consultant pursuant to this Agreement are only for the purpose intended and may be misleading if used in another context. Client agrees not to use any documents produced under this Agreement for anything other than the intended purpose without the Consultant's written permission. This Agreement shall, therefore, not create any rights or benefits to parties other than to Client and the Consultant.

IN WITNESS WHEREOF, The parties hereto have executed this Agreement.

Champaign County Illinois

By: _____

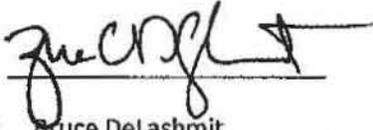
Printed: _____

Date: _____

Notice To:

Champaign County, Illinois
Brookens Administrative Center
1776 E. Washington
Urbana, IL 61802141

CONSULTANT

By:  _____

Printed: Bruce DeLashmit

Date: 6/11/2013

Notice To:

Bellwether, LLC
3006 Gill Street, Suite E
Bloomington, IL 61704