

## CHAMPAIGN COUNTY BOARD

### COMMITTEE OF THE WHOLE

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

County of Champaign, Urbana, Illinois

Tuesday, August 15, 2017 – 6:30 p.m.

---

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

#### Agenda Items

#### Page

- I. **Call To Order**
- II. **Roll Call**
- III. **Approval of Agenda/Addenda**
- IV. **Approval of Minutes** 1-9
  - A. June 13, 2017
- V. **Public Participation**
- VI. **Communications**
- VII. **Justice & Social Services** 10-11
  - A. Rosecrance Reentry Services through February 28, 2018 (*Information Only*)
  - B. Monthly Reports – All reports are available on each department’s webpage through the department reports page at: <http://www.co.champaign.il.us/CountyBoard/Reports.php>
    - 1. Animal Control – May & June 2017
    - 2. Emergency Management Agency – June & July 2017
    - 3. Head Start – June & July 2017
    - 4. Probation & Court Services – May and June 2017; 2<sup>nd</sup> Quarter Statistical Report
    - 5. Public Defender – May and June 2017
    - 6. Veterans’ Assistance Commission – June 2017
  - C. Other Business
  - D. Chair’s Report
- VIII. **Finance**
  - A. Treasurer 12
    - 1. Monthly Report – June and July 2017 – Reports are available on the Treasurer’s Webpage at: <http://www.co.champaign.il.us/treasurer/Reports.php>
    - 2. Cash Flow Projection Report Presentation
    - 3. Resolution Authorizing the Cancellation of the Appropriate Certificate of Purchase on a Mobile Home, Permanent Parcel 20-032-0246
  - B. Auditor 13-16
    - 1. Monthly Report – June and July 2017 – Reports are available on the Auditor’s Webpage at: <http://www.co.champaign.il.us/Auditor/countyboardreports.php>
    - 2. Quarterly Financial Report through June 30, 2017 17-18
    - 3. Champaign County Nursing Home Accounts Payable Update 19
    - 4. Champaign County Nursing Home Interest and Late Fees Accrued
  - C. Nursing Home 20-21
    - 1. Statement of Cash Flows through May 2017 and June 2017
    - 2. Presentation by S.A.K. Management

*Committee of the Whole Agenda*  
*Finance; Policy, Personnel, & Appointments; Justice & Social Services*  
*August 15, 2017*  
*Page 2*

---

<u>Agenda Items</u>	<u>Page</u>
D. Budget Amendments/Transfers	
1. Budget Transfer 17-00003 Fund/Dept. 080 General Corporate/025 Supervisor of Assessments Total Amount: \$22,000 Reason: Transfer of funds from Personnel to Professional Services for Apex Project Digitizing 7,730 Property Record Cards	22-25
2. Budget Amendment 17-00033 Fund/Dept. 350 Highway Facility Bond Debt Service/010 County Board Increased Appropriations: \$869 Increased Revenue: \$0 Reason: to Close Out the Highway Facility Debt Service Fund Due to the Retirement of Bond Issue 2007B in FY2016	26
3. Budget Amendment 17-00034 Fund/Dept. 619 Tax Sale Automation/026 County Treasurer Increased Appropriations: \$3,000 Increased Revenue: None: from Fund Balance Reason: Increase for Temporary Position Salary	27
4. Budget Amendment 17-00035 Fund/Dept. 621 States Attorney Drug Forfeitures/041 States Attorney Increased Appropriations: \$12,500 Increased Revenue: None: from Fund Balance Reason: Increased Appropriations for Research, Computer Equipment, and Conferences.	28
E. State's Attorney	
1. Request Approval of FY16 ICJIA Grant Extension for October 1, 2017 – December 31, 2017	2-43
2. Request Approval of Violent Crime Victims Assistance Program Grant Agreement #18-0410	44-59
F. County Administrator	
1. Projected Impact of State Reduction in Income Tax Distributions ( <i>Information Only</i> )	60
2. FY2017 General Corporate Fund Budget Projection Report	61-63
3. FY2017 General Corporate Fund Budget Change Report	64
G. Other Business	
1. Salaries for the Sheriff, County Clerk, and Treasurer for Terms Beginning in December 2018	65-69
2. Salary for County Executive in the County Executive Style of Governance Elected in November 2018	70-73 70-73
3. Salary for County Board Chair in the County Executive Style of Governance Elected December 2018	
H. Chair's Report	
I. Designation of Items to be Placed on the Consent Agenda	
<b>IX. <u>Policy, Personnel, &amp; Appointments</u></b>	
A. Appointments/Reappointments <i>*Italicized Name Indicates Incumbent</i>	
1. Craw Cemetery Board – 1 Term 7/1/2017-6/30/2023	74
• <i>Alfred Karcher</i>	
2. Drainage District Commissioners – 1 Term Each 9/1/2017-8/31/2020	75-108
• <i>Beaver Lake - Steve Hammel</i>	

*Committee of the Whole Agenda*  
*Finance; Policy, Personnel, & Appointments; Justice & Social Services*  
*August 15, 2017*  
*Page 3*

---

**Agenda Items**

**Page**

<ul style="list-style-type: none"> <li>• Blackford Slough – <i>LaVern Zehr</i></li> <li>• Conrad-Fisher – <i>Harlan Trotter</i></li> <li>• Fountain Head – <i>Robert Barker</i></li> <li>• Kankakee – <i>Patrick Feeney</i></li> <li>• Kerr &amp; Compromise – <i>Wayne Emkes</i></li> <li>• South Fork – <i>Richard Rice</i></li> <li>• #10 Town of Ogden – <i>John Ehmen</i></li> <li>• Okaw – <i>Larry Dallas</i></li> <li>• Owl Creek – <i>Leonard Delaney</i></li> <li>• Pesotum Slough Special – <i>Forrest Brewer</i></li> <li>• Prairie Creek – <i>Stanley Wolken</i></li> <li>• Raup – <i>Lester Wolken</i></li> <li>• Salt Fork – <i>Dennis Bergman</i></li> <li>• Sangamon &amp; Drummer – <i>John Leonard</i></li> <li>• Silver Creek – <i>Cecil Hudson</i></li> <li>• St. Joseph #3 – <i>Charles Daly</i></li> <li>• Somer #1 – <i>Chris Conerty</i></li> <li>• St. Joseph #6 – <i>Bruce Stickers</i></li> <li>• Union DD of Stanton &amp; Ogden Townships – <i>Les Olsen</i></li> <li>• Triple Fork – <i>Lowell Pete Johnson</i></li> <li>• Union DD of Philo &amp; Crittenden – <i>Robert Grove</i></li> <li>• Union DD of St. Joseph &amp; Ogden – <i>Daniel Duitsman</i></li> <li>• Union DD of South Homer &amp; Sidney – <i>Linda Lee Drozt</i></li> <li>• Upper Embarrass River Basin – <i>Andrew Edwards</i></li> <li>• Union DD #1 of Philo &amp; Urbana – <i>Roy Douglas</i></li> <li>• West Branch – <i>Stanley Wolken</i></li> <li>• Willow Branch – <i>Steven Maddock</i></li> <li>• Wrisk – <i>Steven Herriott</i></li> <li>• #2 Town of Scott – <i>Daniel Noel</i></li> <li>• Pesotum Consolidated – <i>Chris Hausman</i></li> <li>• Longbranch Mutual – <i>Norman Uken</i></li> <li>• Nelson-Moore-Fairfield – <i>John Heiser</i></li> </ul>	<p>3. Sangamon &amp; Drummer Drainage District Commissioner – 1 Unexpired Term Ending 8/31/2019 109</p> <ul style="list-style-type: none"> <li>• Dwaine Horsch</li> </ul>
<p>B. Auditor</p>	<p>1. Request Exception to Travel Policy for Travel Reimbursement on VR41-00161, VR41-00162, and VR41-00163 110-119</p>
<p>C. County Clerk</p>	<p>1. June 2017 Report 120</p> <p>2. Semi-Annual Report 121</p> <p>3. July 2017 Report 122</p>
<p>D. County Administrator</p>	<p>1. Administrative Services Monthly Report – June and July 2017 123-128</p> <p>2. ADA Settlement Agreement Compliance Update 129-136</p>
<p>E. Other Business</p>	

**Agenda Items**

**Page**

1. Appointment of Robert King as Deputy Chair of Justice & Social Services Committee of the Whole to Replace Matt Hiser
  2. Proposed Change in County Board Rules *(Information Only)* 137
- F. Chair's Report
1. County Board Appointments Expiring September 30, 2017 – None *(Information Only)*
- G. Designation of Items to be Placed on the Consent Agenda
- X. **Other Business**
- A. Approval of Closed Session Minutes of June 13, 2017
- XI. **Adjournment**

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

1 **CHAMPAIGN COUNTY BOARD**  
2 **COMMITTEE OF THE WHOLE MINUTES**  
3

---

4 **Finance; Policy, Personnel, & Appointments; Justice & Social Services**  
5 **Tuesday, June 13, 2017**  
6 **Lyle Shields Meeting Room**

7 **MEMBERS PRESENT:** Christopher Alix, Jack Anderson, Brad Clemmons, Lorraine  
8 Cowart, Shana Crews, Aaron Esry, Jim Goss, Stan Harper, Josh  
9 Hartke, Brooks Marsh, Jim McGuire, Diane Michaels, Max  
10 Mitchell, Kyle Patterson, Patti Petrie, Jon Rector, Giraldo Rosales,  
11 Stephen Summers, James Tinsley, C. Pius Weibel  
12

13 **MEMBERS ABSENT:** Robert King  
14

15 **OTHERS PRESENT:** John Farney (Auditor), Tami Ogden (Deputy County  
16 Administrator/Finance), Kay Rhodes (Administrative Assistant),  
17 Rick Snider (County Administrator), Dan Welch (Treasurer)  
18

19 **CALL TO ORDER**  
20

21 Weibel called the meeting to order at 6:33 p.m.  
22

23 **ROLL CALL**  
24

25 Rhodes called the roll. Alix, Anderson, Clemmons, Cowart, Esry, Goss, Harper, Hartke,  
26 Marsh, McGuire, Michaels, Mitchell, Patterson, Petrie, Rector, Rosales, Summers, Tinsley, and  
27 Weibel were present at the time of roll call, establishing the presence of a quorum.  
28

29 **APPROVAL OF AGENDA/ADDENDA**  
30

31 **MOTION** by Esry to approve the Agenda/Addenda; seconded by Goss. **Motion carried**  
32 **with unanimous support.**  
33

34 **APPROVAL OF MINUTES**  
35

36 **MOTION** by Rosales to approve the minutes of May 9, 2017; seconded by Tinsley.  
37 **Motion carried with unanimous support.**  
38

39 **PUBLIC PARTICIPATION**  
40

41 There was no public participation.  
42

43 **COMMUNICATIONS**  
44

45 There were no committee communications.  
46  
47

48 **FINANCE**

49 **Treasurer**

50 **Monthly Report**

51

52 Welch noted that thus far his office had collected 54% of the real estate taxes and made  
53 one distribution of approximately \$80 million. The next distribution is the largest and that will  
54 begin on June 19, 2017, placing approximately \$3.5 million in the General Corporate Fund. The  
55 Treasurer's report of May 2017 was received and placed on file.

56

57 **MOTION** by Cowart to recommend County Board approval of a resolution authorizing  
58 the cancellation of the appropriate certificate of purchase on a mobile home, permanent parcel  
59 06-900-0048; seconded by Mitchell. **Motion carried with unanimous support.**

60

61 **MOTION** by Rector to recommend County Board approval of a resolution authorizing  
62 the cancellation of the appropriate certificate of purchase on a mobile home, permanent parcel  
63 29-050-0155; seconded by Summers. **Motion carried with unanimous support.**

64

65 **Cash Flow Projection Report**

66

67 Welch reported that the nursing home cash balance as of June 13, 2017 was \$270,787.  
68 There is still another payroll this month. The Debt Service listed, \$21,334, is a scheduled  
69 reimbursement to General Corporate Fund. However, he did not expect this payment would occur.

70

71 Welch explained that the expected real estate distribution to the nursing home was slightly  
72 more than \$366,092 and would go towards repayment of the Tax Anticipation Warrants (TAW).  
73 This would be the second installment of four (4) to repay the TAW. Welch cautioned that his  
74 report is a snapshot of the nursing home cash flow as it stands June 13, 2017.

75

76 Welch reported that the cash balance for the General Corporate Fund (GCF) on June 13,  
77 2017 was \$1,850,751. The real estate distribution to GCF next week will be slightly higher than  
78 \$3.2 million. The GCF cash balance does not include monies loaned to the nursing home, which  
79 have not been reimbursed. If monies were not reimbursed to the GCF, it would affect the balance  
80 next year.

81

82 Summers asked if it would be possible to obtain a report on the cost to the County since  
83 the inception of PTELL (Property Tax Extension Law Limit), in 1996 as well as its effect on the  
84 nursing home. Welch would discuss this question with the County Clerk. Discussion followed.

85

86 **Auditor**

87 **Monthly Report**

88

89 The Auditor's report of May 2017 was received and placed on file.

90

91 **Nursing Home Accounts Payable Update**

92

**Committee of the Whole**  
*Finance; Policy, Personnel, & Appointments; Justice & Social Services*  
Tuesday, June 13, 2017  
Page 3

---

93 Farney reported that on June 9, 2017, the nursing home owed \$3,211,792 to its vendors,  
94 an increase of \$294,823 from May 9, 2017. The nursing home's current Accounts Payable  
95 obligations to the County are as follows:  
96

General Corporate Fund	\$220,342.25
Highway Fund	\$2,330.85
IMRF Fund	\$200,598.16
Social Security Fund	\$193,413.29
Self-Funded Insurance Fund	\$ 55,496.24

97  
98 The nursing home is obligated in the form of a loan from the General Corporate Fund for  
99 \$226,802. This loan was for boiler repair/replacement. The nursing home has not made its  
100 FY2016 debt service reimbursement to the General Corporate Fund for \$262,114. The total  
101 obligation to Champaign County from the nursing home is \$1,161,096. The following vendors  
102 are owed over \$100,000 or more:  
103

Health Pro Rehab Services (rehabilitation services)	\$297,744.82
Uvanta Pharmacy (resident pharmaceuticals)	\$403,994.12
Professional Medical Supply (operational supplies)	\$297,744.82
HFS/Bureau of Operations (State bed tax, fees)	\$240,502.00
Medical Staffing Services (contract nursing)	\$188,338.61
Diamond Brothers (liability insurance)	\$133,877.68
Health Care Services Group (dietary)	\$160,774.47

104  
105 Farney reported that on April 11, 2017, the Champaign County Nursing Home received  
106 an advance of \$150,000 of real estate tax revenues from the County Collector to ease their cash  
107 flow. On May 26, 2017, after receiving its first distribution of real estate tax revenues, the nursing  
108 home reimbursed the County Collector for these funds as required by the County Treasurer. These  
109 funds have not been included among the Accounts Payable obligations reported to the County  
110 Board monthly.

111  
112 Farney stated that the County could not continue to absorb the impact of the nursing  
113 home's debt. It will begin to affect other County services and County employee furloughs may  
114 already be eminent. Discussion followed.

115  
116 Nursing Home  
117

118 The nursing home monthly financial report was received and placed on file.  
119

120 Vendor Presentations & Selection for RFI 2017-004  
121 Brokerage/Consulting Services for CCNH  
122

123 Snider explained that three (3) vendors qualified for consideration and evaluation by the  
124 committee pursuant to the terms of RFI 2017-004. Snider indicated the members of the committee  
125 who evaluated the RFI proposals were County Board members C. Pius Weibel, Jim Goss, and  
126 Josh Hartke; County Treasurer Dan Welch; County Auditor John Farney; and the County  
127 Administrator. Snider explained that Marcus and Millichap received the 531 points from the

## **Committee of the Whole**

*Finance; Policy, Personnel, & Appointments; Justice & Social Services*

*Tuesday, June 13, 2017*

*Page 4*

---

128 evaluation committee members and was ranked number one by five of the six members. Senior  
129 Living Investments Brokerage received 467 points and was ranked number one by a single  
130 member of the committee. CBRE, Inc. received 417 points and was not selected by an evaluation  
131 committee member. Therefore, two vendors would give presentations at the Committee of the  
132 Whole meeting: 1) Senior Living Investments Brokerage, 2) Marcus and Millichap.  
133

134 Patrick Byrne and Ryan Saul of Senior Living Investments Brokerage gave a brief  
135 presentation on their services and qualifications. Goss asked if the vendor had worked with any  
136 other sale of a county facility. The vendor viewed their experience with other not-for-profit groups  
137 in the same light as county government. They had worked with over two-dozen not-for-profit  
138 groups in Illinois that held the same needs and vision as Champaign County. The vendor  
139 indicated that they had not specifically worked with the sale of a county owned nursing home.  
140

141 Weibel asked if the vendor represented both buyers and sellers. The vendor indicated that  
142 the vendor only represents sellers, although they are acquainted with all the buyers. Petrie asked  
143 the vendor to name the states in the Midwest in which they had worked. The vendor indicated  
144 that their company is active in every state surrounding Illinois. Petrie asked for the average turn-  
145 around time between award of contract and sale. The vendor indicated that on average for the sale  
146 of a not-for-profit facility takes between six and nine months.  
147

148 McGuire inquired about the process of selling to a non-profit organization. The vendor  
149 stated that although non-profit organizations would be contacted, it was unlikely that they would  
150 become a potential buyer because they do not have the financial ability to do so.  
151

152 Snider asked if the vendor had experienced any buyers who were interested in facilities  
153 with a high Medicaid census. The vendor indicated that in a large majority of their transactions,  
154 the facilities Medicaid census was greater than 40%.  
155

156 Joshua Jandris and Charles Hilding of Marcus & Millichap gave a brief presentation on  
157 their services and qualifications. Michaels voiced concerns that much of the completed  
158 transactions appeared to be for entities outside of the Midwest. She inquired about their  
159 experience in the Midwest market. The vendor responded that although they had completed other  
160 transactions in Illinois, overall, there were fewer opportunities to broker county-owned nursing  
161 homes. The east coast has a larger concentration of county-owned nursing homes.  
162

163 Patterson discussed his concerns regarding issues that took place after the sale of the  
164 Vermillion Manor in Vermillion County, which the vendor had brokered. The vendor discussed  
165 the process and precautions taken by the Vermillion County Board. Patterson reiterated his  
166 concerns about the sale of the nursing home to a reputable and honest buyer.  
167

168 Mitchell asked the vendor to elaborate on the subject of a minimum bid and if the  
169 atmosphere was like that of an auction. The vendor clarified that it was not an auction. When  
170 dealing with assets that are losing money the asset would be priced on a pro forma valuation. The  
171 price is set to generate interest and attract a greater pool of buyers. The ultimate goal is not  
172 necessarily to get the highest price for the asset. The buyer must also demonstrate the ability to  
173 make capital improvements and/or implement other strategies that will ensure the long-term  
174 viability of the operation.

## Committee of the Whole

Finance; Policy, Personnel, & Appointments; Justice & Social Services

Tuesday, June 13, 2017

Page 5

---

175 Mitchell inquired how purchase such as the nursing home is presented to a lender in order  
176 to acquire the funding. The vendor explained that half of the completed transactions have been  
177 cash purchases and the other half have been funded through a bridge loan.  
178

179 Anderson stated that every sale of a nursing home is unique and it is up to the County to  
180 perform its due diligence before accepting an offer. The vendor added that they supply a matrix  
181 of all bid responses to the seller to assist in the decision making process.  
182

183 Petrie inquired about the average turn-around time for the completion of a sale or transfer.  
184 The vendor responded that it typically take 6-9 months. Discussion followed regarding the  
185 vendor's experience, transaction volume, and percentage of successful sales.  
186

187 More discussion followed regarding the sale of the Vermilion County nursing home and  
188 the resulting negative impact. It was noted that provisions should be set in place to protect  
189 Champaign County before any agreement for sale or transfer of the nursing home is approved.  
190

191 Alix reminded the committee members that the item before them for vote was the selection  
192 of a firm to represent the county for brokerage and consulting services for the Champaign County  
193 Nursing Home. The final decision to sell or transfer ownership of the nursing home will require  
194 15 votes of the County Board if an offer is presented. The County Board has an obligation to the  
195 public and the residents of the home to perform due diligence by placing protective conditions  
196 into any agreement regarding the nursing home.  
197

198 **MOTION** by Goss to award contract pursuant to RFI 2017-004 for Property Brokerage  
199 & Consulting Services for the Sale or Transfer of the Champaign County Nursing Home to  
200 Marcus & Millichap; seconded by Mitchell. **Motion carried with a roll call vote of 13-7.** Crews,  
201 Esry, Goss, Harper, Marsh, McGuire, Michaels, Mitchell, Petrie, Rector, Alix, Anderson, and  
202 Clemmons voted in favor of the motion. Hartke, Patterson, Rosales, Summers, Tinsley, Weibel,  
203 and Cowart voted against it.  
204

205 The committee recessed at 9:13 p.m. and resumed session at 9:22 p.m.  
206

207 Award of Contract for RFP-005  
208 Nursing Home Management/Consulting Services for CCNH  
209

210 Snider explained that the criteria utilized by the evaluation committee was local  
211 representation, capacity to address varied and complex scenarios, experience, as well as vision  
212 and sustainability. The evaluation committee had unanimously recommended SAK Management.  
213

214 **MOTION** by Hartke to recommend County Board approval of a resolution authorizing  
215 the award of contract for RFP 2017-005 for Nursing Home Management and Consulting Services  
216 for the Champaign County Nursing Home to SAK Management Services, LLC; seconded by  
217 Summers. **Motion carried with unanimous support.**  
218

219 **MOTION** by Harper to recommend County Board approval of a resolution authorizing  
220 **Budget Amendment 17-00013** for Fund/Dept. 080 General Corporate/040 Sheriff with increased  
221 appropriations of \$6,000 and matching revenue from a donation from Journey Foundation to pay

## Committee of the Whole

Finance; Policy, Personnel, & Appointments; Justice & Social Services

Tuesday, June 13, 2017

Page 6

---

222 for body camera expenses for the patrol division; seconded by Esry. **Motion carried with**  
223 **unanimous support.**

224

225 **MOTION** by Goss to recommend County Board approval of a resolution authorizing  
226 **Budget Amendment 17-00014** for Fund/Dept. 080 General Corporate/042 Coroner with  
227 increased appropriations of \$4,737 from fund balance to re-encumber FY2016 death certificate  
228 grant funds received in FY2017; seconded by Cowart. **Motion carried with unanimous support.**

229

230 **MOTION** by McGuire to recommend County Board approval of a resolution authorizing  
231 **Budget Amendment 17-00015** for Fund/Dept. 040 Sheriff with increased appropriations of \$500  
232 and matching revenue due to a donation from FE Moran and their employees for use towards K-  
233 9 training; seconded by Mitchell. **Motion carried with unanimous support.**

234

235 **MOTION** by Rector to recommend County Board approval of a resolution authorizing  
236 **Budget Amendment 17-00016** for 075 Regional Planning commission/812 Justice System  
237 Diversion Services with increased appropriations of \$62,755 and matching revenue to serve  
238 individuals and families in the Rantoul area who have had Crisis Intervention Team or Domestic  
239 Offense Police contact; seconded by Patterson. **Motion carried with unanimous support.**

240

241 **OMNIBUS MOTION** by Michaels to recommend County Board approval of resolutions  
242 authorizing **Budget Amendments 17-00017 through 17-00025** to remove property tax revenue  
243 associated with levying to capture new growth in a potential hospital property tax case ruling;  
244 seconded by Cowart. **Motion carried with unanimous support.**

245

246 **OMNIBUS MOTION** by Cowart to recommend County Board approval of resolutions  
247 authorizing Budget Amendments 17-00026 and 17-00027 for establishment of Foreclosure  
248 Mediation Fund for the Circuit Court; seconded by Rosales. **Motion carried with unanimous**  
249 **support.**

250

251 County Clerk

252

253 **MOTION** by Harper to recommend County Board approval of a resolution authorizing  
254 the Illinois State Board of Elections Voter Registration State Grant 2017 Acceptance Agreement;  
255 seconded by Michaels. **Motion carried with unanimous support.**

256

257 County Administrator

258 FY2017 General Corporate Fund Budget Projection & Budget Change Reports

259

260 The reports were received and placed on file.

261

262 FY2018 Non-Bargaining Salary Recommendation

263

264 Snider noted that an initial review of area wage comparisons show that the County is  
265 substantially below market for wages and fringe benefits: City of Champaign-\$108,000 per  
266 employee; City of Urbana-\$90,000 per employee; and the County spends \$72,000 per employee.  
267 Despite budgetary concerns, he did not recommend a wage freeze for the non-bargaining  
268 employees. Given equity concerns with the bargaining units, who have already negotiated

## Committee of the Whole

Finance; Policy, Personnel, & Appointments; Justice & Social Services

Tuesday, June 13, 2017

Page 7

---

269 increases between 1.8% and 2.25% as well as an expected increase in the cost of health insurance  
270 premiums, Snider recommended a 2% wage increase for non-bargaining employees in FY2018.  
271 He further recommended that the increase be allocated to employees as a 1% cost-of-living  
272 increase and 1% for merit increases at the department heads' discretion.

273  
274 **MOTION** by Weibel to recommend County Board approval of a resolution authorizing  
275 the FY2018 Salary Administration Plan for non-bargaining employees; seconded by Rosales.  
276 **Motion carried.**

277  
278 Other Business

279  
280 There was no other business.

281  
282 Chair's Report

283  
284 **MOTION** by Goss to cancel the July Finance Committee of the Whole meeting; seconded  
285 by McGuire. **Motion carried.**

286  
287 Designation of Items for the Consent Agenda

288  
289 Items A2-3; C4; D1-15 and E1 were designated for the Consent Agenda.

290  
291 POLICY, PERSONNEL, & APPOINTMENTS

292 Appointments/Reappointments

293  
294 **MOTION** by Weibel to recommend County Board approval of a resolution appointing  
295 Stephanie Fortado as a County Board member from District 8 to replace Matt Hiser; seconded by  
296 Hartke. **Motion carried with unanimous support.**

297  
298 **MOTION** by Alix to forward the appointments to various cemetery associations, the  
299 Forest Preserve District Board; the County Board of Health, the Developmental Disabilities  
300 Board, the Racial Justice Task Force, and the Community Action Board to the County Board  
301 without recommendation, due to the late hour; seconded by Goss. **Motion carried.**

302  
303 Children's Advocacy Center  
304 MDT Coordinator Position

305  
306 **MOTION** by Cowart to authorize the review and evaluation of the MDT Coordinator  
307 position by the Job Content Evaluation Committee; seconded by Hartke. **Motion carried with**  
308 **unanimous support.**

309  
310 County Clerk

311  
312 The May 2017 report was received and placed on file.

313  
314 County Administrator  
315 Monthly HR Report

## **Committee of the Whole**

*Finance; Policy, Personnel, & Appointments; Justice & Social Services*

*Tuesday, June 13, 2017*

*Page 8*

---

316 The May report was received and placed on file.

317

### Other Business

319

320 Item E1-Formation of County Administrator Evaluation Committee and item E2-  
321 Discussion of County Executive Form of Government, were also forwarded to the County Board  
322 for action and discussion.

323

### Chair's Report

325

326 **MOTION** by Esry to cancel the July Policy, Personnel, & Appointments Committee of  
327 the Whole meeting; seconded by Marsh. **Motion carried.**

328

### Designation of Items to be Placed on the Consent Agenda

330

331 There were no items designated for the Consent Agenda.

332

## JUSTICE & SOCIAL SERVICES

### Monthly Reports

335

336 All reports were received and placed on file.

337

### Other Business

339

340 There was no other business.

341

### Chair's Report

343

344 **MOTION** by Harper to cancel the July Justice & Social Services Committee of the Whole  
345 meeting; seconded by Tinsley. **Motion carried.**

346

## OTHER BUSINESS

348

349 **MOTION** Alix to enter into closed session pursuant to 5 ILCS 120/2 (c) (11) to discuss  
350 litigation that is pending or imminent against Champaign County and pursuant to 5ILCS  
351 120/2©(17) to discuss the recruitment, credentialing, discipline, or formal peer review of  
352 physicians or other health care professionals, or for discussion of matters protected under the  
353 Federal Patient Safety and Quality Improvement Act of 2005 and the regulations  
354 promulgated thereunder, including 42 C.F.R. Part 3 (73 FR 70732), or the federal Health  
355 Insurance Portability and Accountability Act of 1996, and the regulations promulgated  
356 thereunder, including 45 C.F.R. Parts 160, 162, and 164, by a hospital, or other institution  
357 providing medical care, that is operated by the public body. He further moved that the County  
358 Administrator, Deputy Administrator, Recording Secretary and Assistant State's Attorney remain  
359 present; seconded by Weibel. **Motion carried with a unanimous roll call vote.** The committee  
360 entered into closed session at 10:05 p.m. and resumed open session at 10:35 p.m.

361

362

## **Committee of the Whole**

*Finance; Policy, Personnel, & Appointments; Justice & Social Services*

*Tuesday, June 13, 2017*

*Page 9*

---

363 **ADJOURNMENT**

364

365 Chair Weibel adjourned the meeting at 10:36 p.m.

366

367 Respectfully submitted,

368

369

370 Kay Rhodes,

371 Administrative Assistant

372

*Please note the minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*



June 26, 2017

Rick Snider, County Administrator  
Champaign County, Illinois  
1776 East Washington Street  
Urbana, IL 61802

Dear Rick,

I am writing this brief letter to reaffirm Rosecrance's commitment to continue reentry services through the end of the grant term, as we discussed a few weeks ago. I am also enclosing an updated version of the contract time lines and deliverables. The current contract has a term of March 1, 2017 through February 28, 2018.

As previously discussed, we recently experienced the resignation of the Reentry Case Manager. It is important to note that we are advertising and intend to fill this position. Further, we discussed a possible sustainability plan, to ensure fulfillment of our obligations, in which the general reentry case load would be blended with the reentry population indicating Behavioral Health needs.

In doing so, we ensure that, as we draw closer to February, the new Case Manager will be serving individuals with Behavioral Health issues who have benefits to cover the cost of their care. Unless more changes to the ACA are in store for the country, we anticipate this sustainability will allow the new Case Management position to continue, after funding from the County is scheduled to end.

If you have any questions or need anything further from me, please let me know.

We appreciate the County Board and all those who continue to support this important work in our community.

Sincerely,

Sheila Ferguson, Executive Director  
Rosecrance Champaign/Urbana

rosecrance  
liveswaiting

Rosecrance Champaign/Urbana  
1801 Fox Drive  
Champaign, IL 61820

T 217.398.8080  
F 217.398.8568

[rosecrancecu.org](http://rosecrancecu.org)

Enclosures

Reentry Program Timeline  
2017

<b>Completion Date</b>	<b>TASK</b>	<b>Responsible Party</b>
Upon execution of contract, through contract period.	Ensure continuation of case management and case outreach activities, submission of information for monthly reports, and service documentation.	Executive Director & Criminal Justice Supervisor
March 2017	Reentry Council reviews monthly Reentry Program report, standing agenda items, and receives program updates from other providers of reentry services in Champaign.	Reentry Council & Consultant
April 2017	Reentry Council receives full report from the CRPC regarding the SIM map and priorities for all intercepts, with particular attention to Intercept 4, Reentry.	Reentry Council & Consultant
May 2017	Reentry Council reviews monthly Reentry Program report, and standing agenda items.	Reentry Council & Consultant
May 2017	Prepare and submit quarterly report.	Coordinator & Consultant
June 2017	Reentry Council reviews monthly Reentry Program report, standing agenda items, and receives program updates from other providers of reentry services in Champaign.	Reentry Council & Consultant
August 2017	Reentry Council reviews monthly Reentry Program report, and standing agenda items.	Reentry Council & Consultant
August 2017	Prepare and submit quarterly report.	Coordinator & Consultant
September 2017	Reentry Council reviews monthly Reentry Program report, quarterly report, standing agenda items and receives an updated resource manual.	Reentry Council & Consultant
October 2017	Reentry Council reviews monthly Reentry Program report, and standing agenda items.	Reentry Council & Consultant
November 2017	Reentry Council reviews monthly Reentry Program report, and standing agenda items.	Reentry Council & Consultant
November 2017	Prepare and submit quarterly report.	Coordinator & Consultant
December 2017	Reentry Council reviews monthly Reentry Program report, quarterly report, standing agenda items.	Reentry Council & Consultant
January 2018	Reentry Council reviews monthly Reentry Program report, and standing agenda items.	Reentry Council & Consultant
January 2018	Prepare and submit annual report, including 3-year recidivism report.	Coordinator & Consultant
February 2018	Reentry Council reviews annual report, including 3-year recidivism report, and discusses program wrap up or next steps.	Reentry Council & Consultant

**RESOLUTION**



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

WHEREAS, Pursuant to this program, the County of Champaign, as Trustee for the Taxing Districts, has acquired an interest in the following described mobile home:

MH PARK: HERITAGE ESTATES MHP  
VIN: FAIRMONT  
YR/SQ FT: 1996 / 1184

PERMANENT PARCEL NUMBER: 20-032-0246

**RECEIVED**  
**AUG 03 2017**  
**C. C. TREAS. OFF.**

As described in certificate(s): 98 sold on October 24, 2014

Commonly known as: 1235 SYCAMORE

and it appearing to the Budget & Finance Committee that it would be to the best interest of the County to accept full payment of the delinquent taxes, penalties, interest, and costs from the owner of an interest in said property.

WHEREAS, Ed Brown, has paid \$1,319.13 for the full amount of taxes involved and a request for surrender of the tax sale certificate has been presented to the Budget & Finance Committee and at the same time it having been determined that the County shall receive \$722.14 as a return for its Certificate(s) of Purchase. The County Clerk shall receive \$51.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account. The Agent under his contract for services shall receive \$545.99.

THEREFORE, your Budget & Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the Board of Champaign County, Illinois, authorizes the cancellation of the appropriate Certificate(s) of Purchase on the above described mobile home for the sum of \$722.14 to be paid to the Treasurer of Champaign County, Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
COUNTY BOARD CHAIRMAN

SURRENDER

08-17-001

**JOHN FARNEY**  
COUNTY AUDITOR



1776 EAST WASHINGTON  
URBANA, ILLINOIS 61802  
TELEPHONE (217) 384-3763  
FAX (217) 384-1285

**OFFICE OF THE AUDITOR**  
CHAMPAIGN COUNTY, ILLINOIS

**To:** C. Pius Weibel, Champaign County Board Chair  
Chris Alix, Deputy Chair for Finance  
Members of the Champaign County Board  
Elected Officials & Department Heads

**From:** John Farney, Champaign County Auditor

**Subject:** Quarterly Financial Report through the 6 months ended June 30, 2017

**Date:** August 15, 2017

In accordance with Chapter 55, Act 5, Section 3-1005, Illinois Compiled Statutes, the following Quarterly Financial Report of the financial operations of Champaign County through June 30, 2017 is presented.

This report presents actual revenues and expenditures as entered into the County's AS400 Accounting System through the close of the reporting period. Budgeted amounts listed come directly from the County AS400 Accounting System, and include amendments approved by the County Board during the fiscal year.

Champaign County maintains three major governmental funds that are presented individually in this report: the General Corporate Fund; Mental Health Fund; and the Regional Planning Commission Fund. The remaining governmental funds are considered "non-major". Also presented is the Nursing Home Fund, the County's sole Enterprise Fund.

Additionally, I have compiled data on various revenue and expenditure lines that may be of interest to County Board Members.

Should you have any questions, comments or requests for further data, please feel free to contact me.

Sincerely,

JOHN FARNEY  
CHAMPAIGN COUNTY AUDITOR

**JOHN FARNEY, CHAMPAIGN COUNTY AUDITOR**  
**Champaign County Quarterly Financial Report**  
For the 6 months ending June 30, 2017

	<u>General Corporate Fund</u>		<u>Mental Health Fund</u>		<u>Regional Planning Commission Fund</u>		<u>Nursing Home Fund</u>	
	<u>Total Fiscal Year Budget</u>	<u>Actual Year-to-Date Amounts</u>	<u>Total Fiscal Year Budget</u>	<u>Actual Year-to-Date Amounts</u>	<u>Total Fiscal Year Budget</u>	<u>Actual Year-to-Date Amounts</u>	<u>Total Fiscal Year Budget</u>	<u>Actual Year-to-Date Amounts</u>
<b>Revenues:</b>								
Property Taxes	\$10,816,434	\$5,841,437	\$4,449,552	\$2,398,589	\$0	\$0	\$1,209,562	\$653,303
Public Safety Sales Tax	0	0	0	0	0	0	0	0
Intergovernmental Revenue	15,943,123	5,464,094	350,653	177,006	11,912,968	4,032,607	0	0
Charges for services	4,104,383	1,625,315	0	0	1,418,580	423,110	13,427,139	4,621,759
Fines & Forfeitures	934,500	323,023	0	0	0	0	0	0
Other revenues	4,478,126	1,372,124	25,500	98,241	529,392	138,094	17,300	60,055
<b>Total Revenues</b>	<b>\$36,276,566</b>	<b>\$14,625,993</b>	<b>\$4,825,705</b>	<b>\$2,673,836</b>	<b>\$13,860,940</b>	<b>\$4,593,811</b>	<b>\$14,654,001</b>	<b>\$5,335,117</b>
<b>Expenditures:</b>								
Personnel	\$25,455,091	\$11,575,229	\$559,225	\$175,846	\$5,754,608	\$1,707,351	\$8,450,556	\$3,220,935
Commodities	2,053,233	887,065	17,922	1,730	335,625	92,887	835,081	228,096
Services	7,404,761	3,005,984	4,190,558	1,974,237	7,063,762	2,769,566	4,799,447	1,634,687
Capital outlay	267,397	9,696	0	0	169,650	98,983	47,035	36,912
Transfers	882,494	34,771	58,000	57,065	363,392	69,776	282,670	0
Bond and debt service	477,060	21,810	0	0	0	0	7,203	7,172
Bad debt expense	0	0	0	0	0	0	200,000	0
<b>Total Expenditures</b>	<b>\$36,540,036</b>	<b>\$15,534,555</b>	<b>\$4,825,705</b>	<b>\$2,208,878</b>	<b>\$13,687,037</b>	<b>\$4,738,563</b>	<b>\$14,621,992</b>	<b>\$5,127,802</b>

**NOTES:**

- 1) Revenues and expenditures are reported using the cash basis.
- 2) This report is unaudited.
- 3) Fiscal year budgeted revenues and expenditures obtained from FY2017 County Budget as recorded in the County AS400 Accounting System.
- 4) All data subject to adjustment. Final FY2017 data will be reported in the Comprehensive Annual Financial Report

**JOHN FARNEY, CHAMPAIGN COUNTY AUDITOR**  
**Champaign County Quarterly Financial Report**  
**For the 6 months ending June 30, 2017**

	<u>Non-major Funds</u>		<u>Combined Funds</u>	
	<u>Total Fiscal Year Budget</u>	<u>Actual Year-to- Date Amounts</u>	<u>Total Fiscal Year Budget</u>	<u>Actual Year-to- Date Amounts</u>
<b>Revenues:</b>				
Property Taxes	\$15,841,152	\$8,553,751	\$32,316,700	\$17,447,080
Public Safety Sales Tax	\$4,750,961	\$1,548,518	4,750,961	1,548,518
Intergovernmental Revenue	\$16,766,419	\$6,447,434	44,973,163	16,121,141
Charges for services	\$5,285,335	\$1,288,866	24,235,437	7,959,050
Fines & Forfeitures	\$52,000	\$312,732	986,500	635,755
Other revenues	\$13,839,383	\$7,447,479	18,889,701	9,115,993
<b>Total Revenues</b>	<b>\$56,535,250</b>	<b>\$25,598,780</b>	<b>\$126,152,462</b>	<b>\$52,827,537</b>
<b>Expenditures:</b>				
Personnel	\$26,611,627	\$11,292,598	\$66,831,107	\$27,971,959
Commodities	\$1,934,289	\$678,676	5,176,150	1,888,454
Services	\$15,774,474	\$6,498,575	39,233,002	15,883,049
Capital outlay	\$6,387,890	\$846,565	6,871,972	992,156
Transfers	\$2,695,720	\$1,778,221	4,282,276	1,939,833
Bond and debt service	\$5,139,133	\$101,424	5,623,396	130,406
Bad debt expense	\$340,000	\$0	540,000	0
<b>Total Expenditures</b>	<b>\$58,883,133</b>	<b>\$21,196,059</b>	<b>\$128,557,903</b>	<b>\$48,805,857</b>

**NOTES:**

- 1) Revenues and expenditures are reported using the cash basis.
- 2) This report is unaudited.
- 3) Fiscal year budgeted revenues and expenditures obtained from FY2017 County Budget as recorded in the County AS400 Accounting System.
- 4) All data subject to adjustment. Final FY2017 data will be reported in the Comprehensive Annual Financial Report

**JOHN FARNEY, CHAMPAIGN COUNTY AUDITOR**  
**Champaign County Quarterly Financial Report**  
For the 6 months ended June 30, 2017

**Fiscal Year to Date  
Top 5 Revenue Lines  
All Funds**

Revenue Source	FY 2016	FY 2017
Property Tax - General Corporate	\$5,190,081	\$5,613,210
Property Tax - Mental Health Fund	2,275,812	2,398,586
HHS Head Start Grant	2,179,000	2,240,697
NH Care - Medicaid	2,334,285	2,124,895
Property Tax - Developmental Disability Fund	1,926,951	2,001,160

**Fiscal Year to Date  
Top 5 Revenue Lines  
General Corporate Fund Only**

Revenue Source	FY 2016	FY 2017
Property Tax - General Corporate	\$5,190,081	\$5,613,210
1/4% Sales Tax (All County)	1,789,119	1,795,585
Income Tax	1,620,696	1,089,806
Circuit Clerk Fees	649,680	627,932
Revenue Stamps	610,995	606,734

**Fiscal Year to Date  
Top 5 Revenue Lines  
Champaign County Nursing Home**

Revenue Source	FY 2016	FY 2017
NH Care - Medicaid	\$2,334,285	\$2,124,895
NH Care - Private Pay	1,284,304	957,464
Property Tax - Nursing Home Operations	621,528	653,303
NH Care - Medicare A	490,830	426,546
NH Care - Private Insurance	458,885	314,253

**Fiscal Year to Date  
Accounts Payable  
Monthly Warrants Paid**

Monthly Warrants Paid	FY 2016	FY 2017
April	\$6,050,916	\$5,526,993
May	6,515,739	7,361,703
June	6,576,971	7,186,987

**Fiscal Year to Date  
Top 5 Expenditure Lines  
All Funds**

Expenditure	FY 2016	FY 2017
Reg. Full Time Employees	\$11,492,251	\$11,393,689
Health/Life Insurance	4,762,145	5,888,432
Contributions/Grants	3,434,643	3,907,771
Sheriff Full Time Employees	2,972,461	2,801,287
Social Security - Employer Cost	1,642,440	1,579,207

**Fiscal Year to Date  
Top 5 Expenditure Lines  
General Corporate Fund Only**

Expenditure	FY 2016	FY 2017
Regular Full Time Employees	\$5,975,602	\$5,991,541
Sheriff Full Time Employees	2,972,461	2,801,287
Health/Life Insurance	1,440,401	1,546,348
Medical/Dental/Mental Health Services	447,950	447,856
Document Stamps	480,000	400,000

**Fiscal Year to Date  
Top 5 Expenditure Lines  
Champaign County Nursing Home**

Expenditure	FY 2016	FY 2017
Regular Full Time Employees	\$1,767,386	\$1,584,905
Professional Services	478,943	695,924
No Benefit Full Time Employees	738,470	572,449
Health/Life Insurance	358,934	347,267
Overtime	270,078	315,771
Contract Nursing **	41,116	0

\*\* Contract Nursing is not a Top 5 expense, included for Board information only

**NOTES:**

- 1) Revenues and expenditures are reported using the cash basis
- 2) This report is unaudited.

**JOHN FARNEY**  
COUNTY AUDITOR



1776 EAST WASHINGTON  
URBANA, ILLINOIS 61802  
TELEPHONE (217) 384-3763  
FAX (217) 384-1285

**OFFICE OF THE AUDITOR**  
CHAMPAIGN COUNTY, ILLINOIS

**TO:** Christopher Alix, Deputy Chair, Champaign County Board Finance Committee  
Members of the Champaign County Board  
Dan Welch, County Treasurer  
Rick Snider, County Administrator

**FROM:** John Farney, County Auditor

**DATE:** August 10, 2017

**RE:** Champaign County Nursing Home Accounts Payable Update

---

Champaign County Nursing Home (CCNH) continues to struggle to meet its Accounts Payable obligations. I am pleased to provide the following updated information.

As of August 10, 2017, the Home owes a total of \$3,495,313.58 to its vendors. This is an increase of \$352,346.34 from July 10, 2017.

Champaign County is owed the greatest amount of funds by CCNH. The Home's current Accounts Payable obligations to the County include (July 10, 2017 amount in parenthesis):

General Corporate Fund	\$232,634.43	(\$232,240.08)
Highway Fund	\$ 386.90	(\$ 386.90)
Capital Asset Replacement Fund	\$ 15,510.00	(\$ 0.00)
IMRF Fund	\$292,476.81	(\$256,457.79)
Social Security Fund	\$282,072.72	(\$247,087.12)
Self-Funded Insurance Fund	\$200,447.77	(\$ 68,011.56)

Additionally, CCNH is obligated in the form of a loan from the General Corporate Fund for \$226,802. This loan was used for boiler repair/replacement. CCNH has not made its FY2016 debt service reimbursement to the General Corporate Fund for \$262,114, nor the FY2017 Debt Service interest payment of \$21,334.99.

On June 21, 2017, pursuant to County Board authorization to do so, a loan of \$50,000 was made to the Nursing Home to cover payroll shortfall. On July 6, 2017, an additional loan of \$185,000 was made to the Nursing Home to cover payroll shortfall. The Home continues to have \$15,000 available from the General Corporate Fund under previous County Board authorization.

This brings the total obligation to Champaign County from the Home to \$1,768,779.62. This total is an increase of \$83,362.50 from July 10, 2017.

As I have repeatedly informed this Board, debt to the County is of grave concern. The Home's debt to the County has surpassed \$1.75 million. By comparison, at the end of November 2016, CCNH's

**obligation to the County, including nearly a full year of IMRF and Social Security expenses, was \$1,346,531.98.**

**The Home continues to struggle to meet its obligations to private vendors as well. The following vendors are owed at least \$100,000. They include (July 10, 2017 amount in parenthesis):**

<b>HealthPro Rehab Services (rehabilitation services)</b>	<b>\$443,453.26</b>	<b>(\$432,337.45)</b>
<b>Uvanta Pharmacy (resident pharmaceuticals)</b>	<b>\$374,817.63</b>	<b>(\$374,817.63)</b>
<b>Professional Medical Supply (operational supplies)</b>	<b>\$240,535.37</b>	<b>(\$270,229.62)</b>
<b>HFS/Bureau of Operations (State bed tax, fees)</b>	<b>\$290,813.00</b>	<b>(\$290,813.00)</b>
<b>Medical Staffing Services (contract nursing)</b>	<b>\$188,338.61</b>	<b>(\$188,338.61)</b>
<b>Health Care Services Group (dietary)</b>	<b>\$239,732.78</b>	<b>(\$194,781.91)</b>

**No additional IGT payments have been received since July 10.**

**The County Board should again be reminded that the months of August and September will provide payroll challenges. Bi-weekly payroll during the month of September is on the 1<sup>st</sup>, 15<sup>th</sup> and 29<sup>th</sup> of the month. Funds to cover the first payroll of September will be due in the County Treasurer's office on August 30. The Home will struggle to meet its obligations during August and September, barring any unexpected revenue or additional loan funds.**

**The County Auditor, County Treasurer and County Administrator continue to meet on a regular basis to monitor the Home's financial situation.**

**The County Auditor's Office will continue to monitor and report to the County Board on the status of Champaign County Nursing Home's financial obligations and debt. Should you have any questions, please don't hesitate to contact me.**

**JOHN FARNEY**  
COUNTY AUDITOR



1776 EAST WASHINGTON  
URBANA, ILLINOIS 61802  
TELEPHONE (217) 384-3763  
FAX (217) 384-1285

**OFFICE OF THE AUDITOR**  
CHAMPAIGN COUNTY, ILLINOIS

**TO:** Christopher Alix, Deputy Chair, Champaign County Board Finance Committee  
Members of the Champaign County Board  
Dan Welch, County Treasurer  
Rick Snider, County Administrator

**FROM:** John Farney, County Auditor

**DATE:** August 10, 2017

**RE:** Champaign County Nursing Home Interest and Late Fees Accrued

---

At the County Board Study Session of July 25, Board Member Anderson requested information on the amount of interest and late fees accrued by Champaign County Nursing Home on a monthly basis.

Since the beginning of Fiscal Year 2017, the home has accrued \$30,708.34 in interest and fees. Interest and fees accrued by month during Fiscal Year 2017 are as follows:

January	\$3254.38
February	5587.67
March	2242.10
April	3165.17
May	4764.22
June	6668.59
July	5026.21

CCNH also owes \$11,709.09 to vendors in interest and fees accrued previous fiscal years.

The home has made payment of \$12,462.56 in interest and fees to vendors during Fiscal Year 2017.

Should you have any further questions, please don't hesitate to contact the Auditor's Office.

**Champaign County Nursing Home  
Statement of Cash Flows (Indirect Method)  
For the Period of  
January 2017 to May 2017**

**CASH FLOW FROM OPERATING ACTIVITIES:**

Net Income (Loss) YTD	\$ (566,283.03)
Depreciation Expense	318,345.02
(Incr.)/Decr. In Accounts Receivable	(\$252,490.62)
(Incr.)/Decr. In Prepaid Expenses	(\$57,173.03)
(Incr.)/Decr. In Inventory	-
(Incr.)/Decr. In Patient Trust	\$4,853.59
Incr./(Decr.) in Accounts Payable	\$389,454.73
Incr./(Decr.) in Salaries and Wages Payable	(\$72,292.19)
Incr./(Decr.) in Interest Payable	\$17,787.43
Incr./(Decr.) in Accrued Com. Absences	(\$4,852.32)
Incr./(Decr.) in Other Liabilities	<u>\$27,895.14</u>
<b>Net Cash Provided by Operating Activities</b>	<b>(194,755.28)</b>

**CASH FLOW FROM INVESTING ACTIVITIES:**

Purchase of Equipment	(\$12,430.52)
Improvements / (CIP)	<u>(\$18,899.62)</u>
<b>Net Cash Provided by Investing Activities</b>	<b>(31,330.14)</b>

**CASH FLOW FROM FINANCING ACTIVITIES:**

Increase in Tax Anticipation Note	-
Notes Payable - Medicaid	-
(Decrease) Due to General Corp. Fund	-
(Decrease) in Bonds Payable	-
Increase in Equity Adjustment	<u>4,430.66</u>
<b>Net Cash Provided by Financing Activities</b>	<b><u>4,430.66</u></b>

<b>TOTAL CASH FLOW</b>	<b>(221,654.76)</b>
<b>BEGINNING CASH, 01/01/17</b>	<b><u>313,005.34</u></b>
<b>ENDING CASH, 05/31/17</b>	<b><u>\$ 91,350.58</u></b>

**Champaign County Nursing Home**  
**Statement of Cash Flows (Indirect Method)**  
**For the Period of**  
**January 2017 to June 2017**

**CASH FLOW FROM OPERATING ACTIVITIES:**

<b>Net Income (Loss) YTD</b>	<b>(\$778,244.85)</b>
Depreciation Expense	383,045.02
(Incr.)/Decr. in Accounts Receivable	(\$281,901.95)
(Incr.)/Decr. in Prepaid Expenses	(\$35,956.31)
(Incr.)/Decr. in Inventory	-
(Incr.)/Decr. in Patient Trust	\$5,677.02
Incr./(Decr.) in Accounts Payable	\$457,629.00
Incr./(Decr.) in Salaries and Wages Payable	(\$28,113.07)
Incr./(Decr.) in Interest Payable	\$21,344.92
Incr./(Decr.) in Accrued Com. Absences	(\$15,319.97)
Incr./(Decr.) in Other Liabilities	<u>\$84,984.19</u>
<b>Net Cash Provided by Operating Activities</b>	<b>(186,856.00)</b>

**CASH FLOW FROM INVESTING ACTIVITIES:**

Purchase of Equipment	(\$12,430.52)
Improvements / (CIP)	<u>(\$44,614.62)</u>
<b>Net Cash Provided by Investing Activities</b>	<b>(57,045.14)</b>

**CASH FLOW FROM FINANCING ACTIVITIES:**

Increase in Tax Anticipation Note	-
Notes Payable - Medicaid	-
(Decrease) Due to General Corp. Fund	-
(Decrease) in Bonds Payable	-
Increase in Equity Adjustment	<u>\$4,430.66</u>
<b>Net Cash Provided by Financing Activities</b>	<b><u>4,430.66</u></b>

<b>TOTAL CASH FLOW</b>		<b>(239,470.48)</b>
<b>BEGINNING CASH,</b>	<b>01/01/17</b>	<u><b>313,005.34</b></u>
<b>ENDING CASH,</b>	<b>06/30/17</b>	<u><b>\$ 73,534.86</b></u>

REQUEST FOR BUDGET TRANSFER  
NEEDING CHAMPAIGN COUNTY BOARD APPROVAL

BT NO. 17-00003

FUND 080 GENERAL CORPORATE

DEPARTMENT 025 SUPERVISOR OF ASSESSMENT

TO LINE ITEM:

FROM LINE ITEM:

NUMBER/TITLE	\$ AMOUNT	NUMBER/TITLE
080-025-533.07 PROFESSIONAL SERVICES	22,000.	080-025-511.03 REG. FULL-TIME EMPLOYEES

**EXPLANATION:** TRANSFER FUNDS FROM PERSONNEL TO PROFESSIONAL SERVICES FOR APEX PROJECT DIGITIZING 7,730 PROPERTY RECORD CARDS.

DATE SUBMITTED: 8/4/2017

*Paula Bates*

AUTHORIZED SIGNATURE

APPROVED BY PARENT COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_

\* PLEASE SIGN IN BLUE INK \*

APPROVED BY BUDGET AND FINANCE COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_



## CHAMPAIGN COUNTY ASSESSMENT OFFICE

1776 East Washington Street  
Urbana, Illinois 61802-4581  
(217) 384-3760 • FAX (217) 384-3762  
Monday-Friday 8:00 a.m.-4:30 p.m.  
<http://www.co.champaign.il.us/ccao>

**To:** Chris Alix, Deputy Chair-Finance Committee of the Whole

**From:** Paula Bates, Supervisor of Assessments

**Re:** Apex Software Services Proposal

**Date:** August 4, 2017

In an effort to assist the township assessors in digitizing and updating existing property records I am requesting a budget transfer from Full-Time Employees 080/025 511.03 to Professional Services 080/025 533.07 in the amount of \$22,000.00, \$37,534 is available in the budget after the reorganization of personnel in the office. The Chief Deputy's position and duties were reassigned to existing personnel in November of 2016.

Apex software provided a pilot project of 100 parcels within the County. The property record cards were scanned and sent to Apex, along with the 2014 GIS imagery. Apex sketched the current buildings and then compared to the 2014 GIS layer and provided scoring variances. The variances from the pilot project resulted in an estimated \$145,000 assessed value increase in buildings, additions and square footage errors. It also scored a decrease in assessed value of \$7,350 for removals.

This will be a valuable tool for the township assessors for their reassessments and assessment projects. Apex would utilize the 2017 GIS maps delivered in September of this year and sketch approximately 7,730 parcels at a cost of \$2.79 per parcel. The deliverables include a geodatabase to utilize in future projects.

Please see the attached proposal from Apex Software. Thank you for your consideration of this project.

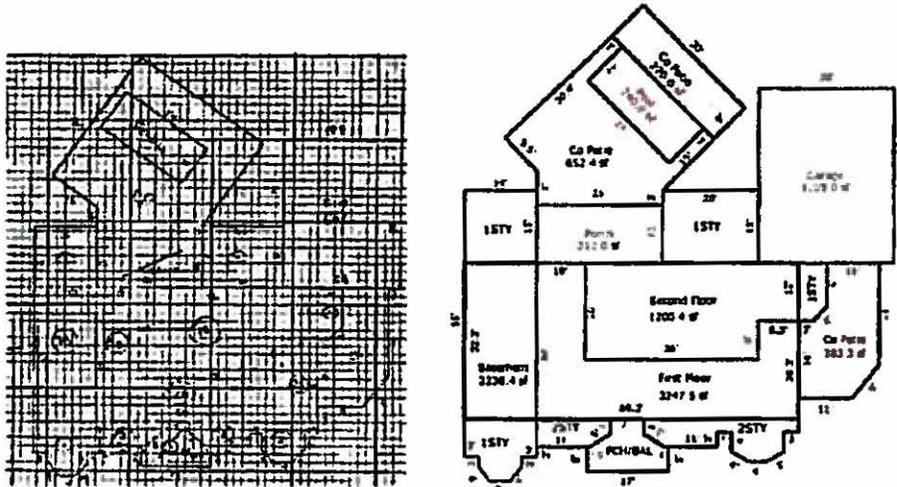


## Apex Software Services Proposal Champaign County, IL (+/- 60,000 Improved)

### Apex Services

**Phase I: Paper to Digital** – Apex will create editable Apex sketches from paper drawings. The County will provide an image copy of the paper sketches, which Apex will manually draw in in the Apex software. A specification is created to ensure the County's drawing practices are observed.

*\$2.00/sketch depending on complexity*



**Phase II: Sketch Verification** – This is a valuable service that compares the Apex sketches to current imagery to detect which sketches are not representative of what's actually on the ground. Here's a high level outline:

- Apex converts the sketches to shapefile format (consumable by GIS)
- The shapefiles are moved and rotated over the corresponding building on the imagery
- The shapefiles are scored according to the variance between the shapefile and the imagery, the scores include:
  - **Match** – The shapefile matches the outline of the building with little variance allowed for a soffit or overhang.
  - **Major Variance** – There is a substantial variance (greater than 100SF by visual inspection) between the shapefile and the imagery; this may include an attached garage that is not included in the sketch.
  - **Minor Variance** – There is a small variance (less than 100SF by visual inspection) between the shapefile and the imagery, which may be a small covered porch that is not included in the sketch.
  - **New Construction** – A parcel will be scored as having new construction if there are no shapefiles associated with it but there are buildings on the imagery. This would indicate that a vacant parcel is now being improved.



## Apex Software Services Proposal Champaign County, IL (+/- 60,000 Improved)

- **Additional Building(s)** – A parcel will be scored as having additional buildings if there are shapefiles associated with the parcel but there are other detached buildings on the imagery that are not sketched.
- **No Building On Image** – A parcel will be scored for parcels where a sketch is provided but no building exists on the imagery.
- **Obstructed View** – A parcel identified in this category may contain dense tree coverage or other obstructions which do not allow visual inspection of the building(s).
- **Unable to Georeference** – This category is used when the SHP is not legible and cannot be used.



- The deliverables include:
  - Fully georeference building shapefile layer
  - Scoretable shapefile layer
  - Excel spreadsheet of the scoretable sorted with the highest score on the top indicating the parcels with the highest amount of missing value
  - Geodatabase
  - Summary report

*\$.79/per improved parcel*

FUND 350 HWY FACIL BOND DEBT SERV DEPARTMENT 010 COUNTY BOARD

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
350-010-571.80 TO GENERAL CORP FUND 080	0	0	869	869
TOTALS	0	0	869	869

**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 CLOSE OUT THE HIGHWAY FACILITY DEBT SERVICE FUND DUE TO THE RETIREMENT OF BOND ISSUE 2007B IN FY2016.

DATE SUBMITTED:

x 08/07/2017

AUTHORIZED SIGNATURE

x *Keith L. Smith*

PLEASE SIGN IN BLUE INK \*\*

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:


FUND 619 TAX SALE AUTOMATION FUND DEPARTMENT 026 COUNTY TREASURER

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
619-026-511.05 TEMP. SALARIES & WAGES	5,000	5,000	8,000	3,000
TOTALS	5,000	5,000	8,000	3,000

**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:** INCREASE FOR TEMPORARY POSITION SALARY

---



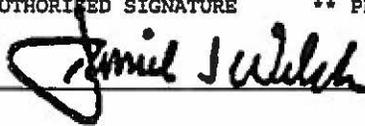
---



---



---

DATE SUBMITTED: <i>8/7/17</i>	AUTHORIZED SIGNATURE <b>** PLEASE SIGN IN BLUE INK **</b>  
----------------------------------	---

APPROVED BY BUDGET & FINANCE COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_

---



---



---

FUND 621 STS ATTY DRUG FORFEITURES DEPARTMENT 041 STATES ATTORNEY

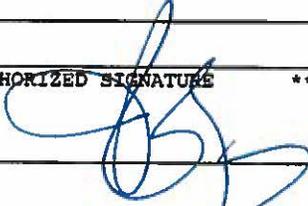
**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
621-041-533.95 CONFERENCES & TRAINING	3,000	3,828	8,828	5,000
621-041-522.03 BOOKS, PERIODICALS & MAN.	4,000	1,683	4,183	2,500
621-041-522.44 EQUIPMENT LESS THAN \$5000	500	1,497	6,497	5,000
<b>TOTALS</b>	7,500	7,008	19,508	12,500

**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				
<b>TOTALS</b>	0	0	0	0

**EXPLANATION:** INCREASED APPROPRIATIONS FOR RESEARCH, COMPUTER EQUIPMENT, AND CONFERENCES. APPROPRIATIONS WILL COME FROM FUND BALANCE.

DATE SUBMITTED: 8/9/17 AUTHORIZED SIGNATURE  \*\* PLEASE SIGN IN BLUE INK \*\*

APPROVED BY BUDGET & FINANCE COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_


**Julia R. Rietz**  
State's Attorney



Courthouse  
101 East Main Street  
P. O. Box 785  
Urbana, Illinois 61801  
Phone (217) 384-3733  
Fax (217) 384-3816  
email: [statesatty@co.champaign.il.us](mailto:statesatty@co.champaign.il.us)

**Office of  
State's Attorney  
Champaign County, Illinois**

August 9, 2017

Christopher Alix  
Deputy Chair  
Finance Committee  
Champaign County Board Office  
Brookens Administration Center  
1776 E. Washington Street  
Urbana, IL 61802

Re: Extension of ICJIA grant for FY17

Dear Deputy Chair and County Board Members:

Enclosed for the Committee's consideration is a packet from the Illinois Criminal Justice Information Authority, concerning the extension of the grant for victim advocacy services this office would perform on behalf of the ICJIA. This extension covers the period Oct. 1, 2017 to Dec. 31, 2017.

After careful review of the contract, and on behalf of the Champaign County State's Attorney's Office, I respectfully request that the Committee approve this contract and forward the recommendation to the County Board.

Sincerely,

A handwritten signature in blue ink, appearing to be "Julia R. Rietz".

**Julia R. Rietz**  
State's Attorney

Enclosure

**Amendment #1 to Interagency Agreement #215278**

This Amendment #1 to Agreement #215278 is entered into by the Illinois Criminal Justice Information Authority, with its offices at the, 300 West Adams, Suite 200, Chicago, Illinois 60606, hereinafter referred to as the "Authority," and the Champaign County on behalf of the Champaign County State's Attorney's Office referred to as the "Implementing Agency", with its principal offices at 1776 E. Washington Street, Urbana, IL 61802-4581 for implementation of the Law Enforcement & Prosecutor Based Victim Assistance Services Program and amends sections 2, 4 & 40 only with all other sections of Agreement #215278 dated January 3, 2017, being unchanged and incorporated by reference herein.

**SECTION 2. PERIOD OF PERFORMANCE AND COSTS INCURRED**

The period of performance of this agreement shall be from October 1, 2016 through December 31, 2017.

Costs incurred before the execution date of this agreement may be charged to this agreement if included in Exhibit B, incurred during the period of performance, and the Implementing Agency performed in accordance with the terms and conditions of this agreement.

The Authority shall not be responsible for costs incurred before or after the period of performance of this agreement.

**SECTION 4. PAYMENT**

The maximum amount of federal funds under this agreement is \$53,945 and is dependent on the expenditure of matching funds as described in this agreement and Exhibit B, and the performance of the Implementing Agency in accordance with the terms and conditions of this agreement.

The Authority agrees to make payment to the Implementing Agency for the administration and implementation of the program described in Exhibit A. Upon receipt of the fiscal and progress reports described in this agreement, quarterly payments will be made to the Implementing Agency. No payment will be made until all outstanding reports are received by the Authority, including outstanding reports from previously funded Authority programs. In addition, due to the unique requirements of the program being funded, the Implementing Agency may request that an advance payment be made during any quarter and must include supporting documentation with the request. Requests for advance payment are subject to review and approval. No payment will be made to an Implementing Agency unless and until the Implementing Agency is in full compliance with applicable state and federal laws and the terms and conditions of this agreement.

The Implementing Agency must provide for the deposit of program funds, including federal and matching funds, into a bank account in the name of the Implementing Agency, either depositing such funds into an account separate from any of its other bank accounts or treating such funds as a separate line item per its budget and audited financial statements. Federal funds shall be immediately deposited into such bank account.

**SECTION 40. TRANSPARENCY ACT COMPLIANCE**

The Implementing Agency and Program Agency agree to comply with any and all requirements of 2 C.F.R. §33.200 that are imposed on recipients of federal funds by the Federal Funding Accountability and Transparency Act of 2006. The Implementing Agency and Program Agency agree to comply with the following:

- a) To acquire and use a DUNS (Data Universal Numbering System) number. The DUNS number shall be procured

Champaign County on behalf of the Champaign County State's Attorney's Office  
Law Enforcement & Prosecutor Based Victim Assistance Services  
Agreement #215278

from Dun and Bradstreet, Inc online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com) or by calling 1-866-705-5711.

Implementing Agency's DUNS Number: 830761313

b) To maintain a current registration in the System for Award Management (SAM) database. The Implementing Agency must update or renew their SAM registration at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

The Implementing Agency's SAM registration is valid until: 1/25/2018

c) Shall provide the Authority with their Commercial And Government Entity (CAGE) Code. The CAGE Code request process is incorporated into the CCR registration.

Implementing Agency's CAGE Code: 5HGP0

d) The Implementing Agency and Program Agency further agree that all agreements entered into with subgrantees or contractors, shall require compliance by the subgrantee or contractor with the Federal Funding Accountability and Transparency Act of 2006 and all requirements of 2 C.F.R. §33.200 including obtaining a DUNS number and maintaining registration with SAM. The acquisition of a DUNS number and registration with SAM database is not required of subgrantees and contractors who are individuals.

e) The Implementing Agency shall provide the Authority with completed "Addendums to Agreements" for all subgrantees and subcontractors. Copies of blank Addendums to the Agreement are available from your grant monitor.

**SECTION 66. ACCEPTANCE & CERTIFICATION**

The terms of this interagency agreement are hereby accepted, executed, and where applicable, certified and acknowledged, by the proper officers and officials of the parties hereto:

\_\_\_\_\_  
John Maki  
Executive Director  
Illinois Criminal Justice Information Authority  
Date

I, C. Pius Weibel, under oath, do hereby certify and acknowledge that: (1) all of the information in the Grant Agreement #215278 is true and correct to best of my knowledge, information and belief, (2) the grant funds shall be used only for the purposes described in the Grant Agreement #215278, and (3) the awarding of grant funds is conditioned upon the Authority's receipt of this certification.

\_\_\_\_\_  
C. Pius Weibel  
Board Chair  
Champaign County  
Date

I, Daniel Welch, under oath, do hereby certify and acknowledge that: (1) all of the information in the Grant Agreement #215278 is true and correct to best of my knowledge, information and belief, (2) the grant funds shall be used only for the purposes described in the Grant Agreement #215278, and (3) the awarding of grant funds is conditioned upon the Authority's receipt of this certification.

\_\_\_\_\_  
Daniel Welch  
Treasurer  
Champaign County  
Date

I, Julia Rietz, under oath, do hereby certify and acknowledge that: (1) all of the information in the Grant Agreement #215278 is true and correct to best of my knowledge, information and belief, (2) the grant funds shall be used only for the purposes described in the Grant Agreement #215278, and (3) the awarding of grant funds is conditioned upon the Authority's receipt of this certification.

\_\_\_\_\_  
  
Julia Rietz  
State's Attorney  
Champaign County State's Attorney's Office  
8/9/17  
Date

**EXHIBIT B: BUDGET  
IDENTIFICATION OF SOURCES OF FUNDING**

Implementing Agency: County of Champaign on Behalf of the Champaign County State's Attorney's Office  
 Agreement #: 215278

	<u>SOURCE</u>	<u>AMOUNT</u>
<b>Federal Amount:</b>	Grant Fund: VOCA FFY: 15	\$53,945
	<b>Subtotal:</b>	\$53,945
<b>Match:</b>	County of Champaign on Behalf of the Champaign County State's /	\$13,486
	<b>Subtotal:</b>	\$13,486
<b>Over Match:</b>	County of Champaign on Behalf of the Champaign County State's /	\$21,915.65
	<b>Subtotal:</b>	\$21,915.65
	<b>GRAND TOTAL</b>	<b>\$89,346.65</b>



<b>EQUIPMENT</b>						
Item	Cost per Unit	# of Units	Pro-rated Share	Federal Amount	Match Contribution	Total Cost
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -

For Equipment Budgets over \$5000, the Authority must be notified prior to the disposal of any equipment.

<b>TOTAL EQUIPMENT COST</b>	\$ -	\$ -	\$ -
-----------------------------	------	------	------

Budget Narrative for Equipment. Please give a brief description for each line of the Equipment Budget.

(See Attached Budget Instructions)

<b>COMMODITIES</b>	<b>Cost / Month</b>	<b># of Months</b>	<b>Federal Amount</b>	<b>Match Contribution</b>	<b>Total Cost</b>
<b>Item</b>	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
<b>TOTAL COMMODITIES COST</b>			\$ -	\$ -	\$ -

Budget Narrative for Commodities. Please give a brief description for each line of the Commodities Budget.

See Attached Budget Instructions)

TRAVEL	<u>Cost/Mile</u>	<u># of Miles/mo</u>	<u># of Months</u>	<u>Federal Amount</u>	<u>Match Contribution</u>	<u>Total Cost</u>
Program Staff Mileage*	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
Conference Travel**	<u>Cost/ person</u>	<u># of people</u>	<u># of days</u>	\$ -	\$ -	\$ -
Airfare	\$ -			\$ -	\$ -	\$ -
PerDiem	\$ -			\$ -	\$ -	\$ -
Lodging	\$ -			\$ -	\$ -	\$ -
Other (Specify)	\$ -			\$ -	\$ -	\$ -
State rate is calculated at \$.56/mile. If agency rate is lower use that lower rate.						
* Out of State Travel requires prior Authority approval.						
<b>TOTAL TRAVEL COST</b>				\$ -	\$ -	\$ -

Budget Narrative for Travel. Please give a brief description for each line of the Travel Budget.

(See Attached Budget Instructions)

<b>CONTRACTUAL</b>	<u>Cost/month</u>	<u>Dollar/hour</u>	<u># of hours per month</u>	<u>Pro-rated Share</u>	<u>Federal Amount</u>	<u>Match Contribution</u>	<u>Total Cost</u>
Cell Service	\$ -				\$ -	\$ -	\$ -
Telephone Service	\$ -				\$ -	\$ -	\$ -
	\$ -				\$ -	\$ -	\$ -
Conference Registration Fees	\$ -				\$ -	\$ -	\$ -
Other: (Specify)	\$ -				\$ -	\$ -	\$ -
Other (Specify)	\$ -				\$ -	\$ -	\$ -
Use Boxes Below for Contractual Personnel					\$ -	\$ -	\$ -
		\$ -			\$ -	\$ -	\$ -
		\$ -			\$ -	\$ -	\$ -
		\$ -			\$ -	\$ -	\$ -
<b>TOTAL CONTRACTUAL COST</b>					\$ -	\$ -	\$ -

Budget Narrative for Contractual. Please give a brief description for each line of the Contractual Budget.

See Attached Budget Instructions)

<b>GRAND TOTAL</b>	<u>Federal Amount</u>	<u>Match Contribution</u>	<u>Total Cost</u>
<b>PERSONNEL SERVICES</b>	\$ 53,945.00	\$ 35,401.65	\$ 89,346.65
<b>EQUIPMENT</b>	\$ -	\$ -	\$ -
<b>COMMODITIES</b>	\$ -	\$ -	\$ -
<b>TRAVEL</b>	\$ -	\$ -	\$ -
<b>CONTRACTUAL</b>	\$ -	\$ -	\$ -
<b>TOTAL COST</b>	\$ 53,945.00	\$ 35,401.65	\$ 89,346.65

All procurements must be competitive

**FRINGE BENEFIT WORKSHEET: Agreement # 215278**

Use this sheet to calculate the fringe benefits to be paid for project personnel. For each element of the benefit package, indicate the rate as a percentage of salary or the dollar amount of the flat rate paid per employee. Use the **TOTAL FRINGE BENEFITS** amount from this worksheet as the fringe benefit dollar amount on the BUDGET under **PERSONNEL SERVICES** (cells G-13 and H13).

<b>RATED FRINGE BENEFITS</b>	<b>Rate as % of Salary</b>
FICA	7.650%
UNEMPLOYMENT	
RETIREMENT/PENSION	
WORKER'S COMP	0.480%
DENTAL/VISION	
HOSPITALIZATION	
Other (Specify)	
<b>Total % Fringe Rate</b>	<b>8.130%</b>
<b>Total Salary Paid By Grant (Federal and Match - Please use figure from cell I-12 in the Budget Detail)</b>	<b>\$70,906.65</b>
<b>TOTAL RATED FRINGE BENEFITS</b>	<b>\$5,765</b>
<b>FLAT RATE FRINGE BENEFITS</b>	<b>\$ per FTE</b>
HEALTH MEDICAL INSURANCE	\$7,450.80
RETIREMENT/PENSION (IMRF)	\$4,816.64
UNEMPLOYMENT (3.15% of first \$12,960 paid to employee, \$408.24 per employee maximum)	\$408.24
<b>Total Flat Rate Fringe</b>	<b>\$12,675.68</b>
<b>Number of grant-funded FTE (full-time equivalent) positions receiving Flat Rate Fringe Benefits . (Please use figure from cell F-11 of Budget Detail)*</b>	<b>1.00</b>
<b>FLAT RATE FRINGE BENEFITS</b>	<b>\$12,676</b>
<b>TOTAL FRINGE BENEFITS: (Total rated + Total flat rate benefits)</b>	<b>\$18,440</b>

\*PLEASE REFER TO YOUR RESPONSE IN EXHIBIT A, SECTION II, QUESTION #1.

**Request for Budget Revision**  
**Please Submit a Marked-Up Budget With this Request**  
*Fields expand, you may use as much space as you need*  
*Use the tab key to advance to each field.*

Interagency Agreement Number: *215278*

Implementing Agency: *Champaign County State's Attorney's Office*

Period of Performance: *10/1/2016 to 12/31/2017*

Person Making Request: *Brett Lemons*

Date of Request: *6/3/2017*

Is your request being made 60 days prior to expiration date of grant?  Yes  No

If your answer is No, please explain why.

\_\_\_\_\_

Explain why you need this budget revision and how it will benefit the program:

***Budget revision will allow VOCA funded program to continue operations through Dec. 31, 2017, at which time a new grant program is scheduled to begin.***

Please check the categories in which you will be revising the budget and provide the requested information. Also indicate changes in federal and match dollar amounts with each explanation.

**PERSONNEL/FRINGE**

Increase Personnel/Fringe  Decrease Personnel/Fringe  N/A

Please provide a detailed explanation of the changes in salary and fringe benefits.

***An increase to personnel/fringe expenses, equivalent to one quarter of operations, to bridge gap to start of new VOCA funded program.***

**EQUIPMENT**

Increase Equipment  Decrease Equipment  N/A

Please explain in detail why.

---

**COMMODITIES/SUPPLIES**

Increase Commodities/Supplies       Decrease Commodities/Supplies       N/A

Please explain in detail why.

---

**TRAVEL**

Increase Travel       Decrease Travel       N/A

Please explain in detail why.

---

**CONTRACTUAL**

Increase Contractual       Decrease Contractual       N/A

Please explain in detail why.

---

**OTHER/INDIRECT COSTS**

Increase Other/Indirect Costs       Decrease Other/Indirect Costs       N/A

Please explain in detail why.

---

Show your budget revision in the following chart:

Federal	Personnel	Equipment	Commodities/ Supplies	Travel	Contractual	Other/Indirect Costs	Total
Original	\$43,156	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,156
Revised	\$53,945	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$53,945
Match	Personnel	Equipment	Commodities/ Supplies	Travel	Contractual	Other/Indirect Costs	Total
Original	\$10,789	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,789
Revised	\$13,486	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,486

  
Signature: \_\_\_\_\_

6/2/17  
Date: \_\_\_\_\_

For ICJIA Use Only

Approved  Not Approved  
 Approved  Not Approved

Date: 6/6/17 Monitor: [Signature]  
 Date: 6/9/17 Supervisor: [Signature]

Notes:

**Julia R. Rietz**  
State's Attorney



Courthouse  
101 East Main Street  
P. O. Box 785  
Urbana, Illinois 61801  
Phone (217) 384-3733  
Fax (217) 384-3816  
email: statesatty@co.champaign.il.us

**Office of  
State's Attorney  
Champaign County, Illinois**

August 9, 2017

Christopher Alix  
Deputy Chair  
Finance Committee  
Champaign County Board Office  
Brookens Administration Center  
1776 E. Washington Street  
Urbana, IL 61802

Re: VCVA grant for FY18

Dear Deputy Chair and County Board Members:

Enclosed for the Committee's consideration is a packet from the Illinois Attorney General's Office, concerning a grant for victim services this office would perform on behalf of the Attorney General's Office.

After careful review of the contract, and on behalf of the Champaign County State's Attorney's Office, I respectfully request that the Committee approve this contract and forward the recommendation to the County Board.

Sincerely,

A handwritten signature in blue ink, appearing to be "JR", written over a circular stamp or seal.

**Julia R. Rietz**  
State's Attorney

Enclosure



**OFFICE OF THE ATTORNEY GENERAL  
STATE OF ILLINOIS**

**Lisa Madigan**  
ATTORNEY GENERAL

**VIOLENT CRIME VICTIMS ASSISTANCE PROGRAM  
GRANT AGREEMENT  
Grant 18-0410**

This agreement, made this \_\_\_\_ day of \_\_\_\_\_, 2017, by and between the State of Illinois represented by the Attorney General of the State of Illinois, hereinafter referred to as Administrator, and Champaign County State's Attorney's Office, an Illinois governmental entity hereinafter referred to as Grantee, witnesseth:

WHEREAS, sections 6 and 7 of the Violent Crime Victims Assistance Act (725 ILCS 240/6, 7) authorize the Administrator to designate as victim and witness assistance centers, any public or private nonprofit agencies, and to award grants to such agencies for the establishment and operation of such centers pursuant to the Violent Crime Victims Assistance Act (725 ILCS 240/1 *et seq.*); and

WHEREAS, the Administrator has promulgated rules to implement the provisions of the Violent Crime Victims Assistance Act, which are codified at Title 89 of the Illinois Administrative Code, Part 1100 (hereafter referred to as the "Rules"); and including procedures for the designation and funding of victim and witness assistance centers; and

WHEREAS, Grantee has submitted to the Administrator a grant proposal dated, January 23, 2017, together with plans and specifications for the development and operation of a victim and witness assistance center in the County(ies) of Champaign, State of Illinois; and

WHEREAS, the grant proposal is acceptable to the Administrator and appears to comport with the standards, procedures, and objectives of the Violent Crime Victims Assistance Act and the rules implementing said Act; and

WHEREAS, the Administrator desires that Grantee perform services as hereinafter set forth in accordance with the terms and conditions hereinafter provided;

NOW, THEREFORE, pursuant to and for the purpose of carrying out the provisions of the Violent Crime Victims Assistance Act, and in consideration of Grantee's representations contained in its grant proposal dated January 23, 2017, and of the benefits to accrue to the People of the State of Illinois from the accomplishment of the project detailed in said grant proposal, the parties hereto mutually promise and agree as follows:

1. **TERM.** The term of this Agreement is for a period of twelve (12) months, commencing July 1, 2017, and ending June 30, 2018, unless sooner terminated as herein provided.

2. **PROVISION OF SERVICES AND GRANT ADMINISTRATION.** Grantee agrees as follows:

- (a) Grantee shall operate a program in accordance with "Program Description B" and "Clients Served C" of the application submitted to the Administrator;
- (b) Grantee shall use \$31,000.00 of grant funds toward the salary for the Victim/Witness Coordinator who works 37.5 hours per week and will devote 18 hours per week performing direct services.
- (c) Direct services to victims and witnesses of violent crimes include, but are not limited to: notification regarding status of the case and dates of court proceedings, information about the criminal justice system, information about constitutional rights set forth in Article 1, section 8(a) of the Illinois Constitution, information about statutory rights set forth in the Rights of Crime Victims and Witnesses Act (725 ILCS 120/1 et.seq.), assistance with restitution, assistance with impact statements, assistance with employers, assistance with return of property, court advocacy, emotional support, information about the Automated Victim Notification system, cooperation with the Administrator's staff in the Crime Victim Services unit to seek restitution for awards made by the crime victim compensation program, and networking with community groups, social service agencies, and law enforcement organizations that provide additional services for crime victims. Networking and case review meetings shall not exceed 10% of the required VCVA funded hours. Direct services do not include: supervision of staff, administration of the program, development of the program, fundraising, outreach or education;
- (d) Grantee shall maintain time and attendance records for funded staff reflecting the dates and hours providing direct services set forth in paragraph 2(b) and (c);
- (e) Grantee shall have funded staff complete one Administrator-sponsored training during the term of the grant as follows:
  - (i) Grantee shall have funded staff complete the basic 40-hour Illinois Victim Assistance Academy, if the funded staff has not completed a basic Academy and the basic Academy is offered during the term of the grant;
  - (ii) If funded staff has completed the basic Academy but has not attended the Advanced Illinois Victim Assistance Academy, Grantee

shall have funded staff apply to attend the Advanced Academy, if it is offered during the term of the grant;

(iii) If funded staff has completed the basic 40-hour Illinois Victim Assistance Academy and does not attend the Advanced Illinois Victim Assistance Academy during the term of the grant, Grantee shall have funded staff complete any other Administrator-sponsored training during the term of the grant when available;

- (f) Grantee shall maintain an accounting system in accordance with Section 1100.200 of the Rules;
- (g) Grantee shall submit to the Administrator financial and activity reports each quarter covering the previous three (3) month period. Such reports shall be on forms specified by the Administrator. All reporting forms must be received by the Administrator no later than fifteen (15) days following the end of the reporting period. Such reports shall contain the information required by Section 1100.270(a) and (b) of the Rules. Failure to comply with the deadlines for filing reports may result in the delay of payment, the withholding or suspension of the distribution of funds, or the termination of this Agreement.
- (h) Grantee shall provide information regarding the Illinois Crime Victims Compensation program to all clients who have been victims of violent crime. To that end, Grantee shall maintain a supply of current materials, including, but not limited to, Crime Victims Compensation applications and Instruction Sheets, and Crime Victims Compensation FAQ sheets. Grantee shall attend Administrator-sponsored trainings regarding the Crime Victims Compensation program as requested by the Administrator. Grantee shall submit to the Administrator data substantiating Grantee's compliance with this subsection on Grantee's quarterly activity reports;
- (i) Grantee shall permit agents of the Administrator to inspect the financial records of Grantee as they relate to this Agreement; and
- (j) Grantee shall permit agents of the Administrator to enter the premises of Grantee to observe the operation of Grantee's program. The Administrator shall give Grantee reasonable notice of intent to enter for purposes of observing, and such observation shall not unreasonably interfere with the conduct of Grantee in the providing of its services.

3. **GRANT AWARD.** Administrator agrees to contribute and provide financial support from the Violent Crimes Victims Assistance Fund to Grantee in the amount of \$31,000.00. Grantee agrees to use such funds solely for the provision of services as specified in paragraph 2 of this Agreement and strictly in accordance with the project budget, which is attached hereto, marked as "Exhibit

A," and by reference incorporated herein, unless Grantee has otherwise modified the program or provision of services, in accordance with paragraph 4 of this Grant Agreement. Administrator shall complete processing for payment of 25 percent of said grant award within 45 days of the execution of this Grant Agreement. The remaining, unpaid balance of said grant award shall be processed for payment in three (3) equal installments within 30 days after the end of each subsequent calendar quarter, provided that the Grantee has complied with quarterly reporting requirements as required under paragraph 2 of this Grant Agreement, on the conditions that sufficient funds have been deposited into the Violent Crimes Victims Assistance Fund and that such funds have been appropriated for the purposes of this Grant Agreement by the General Assembly of the State of Illinois and are available to the Administrator for disbursement for purposes of this Grant Agreement. The Administrator may delay the distribution of funds if a quarterly report reflects that the Grantee has unexpended funds at the end of the quarter, resulting from a failure to obtain approval for the modification of services, including personnel, or to provide the services specified in the Grant Agreement.

4. **MODIFICATION OF PROGRAM.** Grantee shall not change, modify, revise, alter, amend, or delete any part of the services it has agreed to provide or change, alter, or extend the time constraints for the provision of such services as provided herein unless it shall have first obtained the written consent for such change, modification, revision, alteration, amendment, deletion, or extension from the Administrator. Furthermore, unless Grantee obtains the prior written consent of the Administrator, Grantee shall not do or cause to be done any of the following:
  - (a) Incur any expense or financial obligation from the grant award except as authorized by and provided in paragraph 2 and the project budget, which is attached hereto, marked as "Exhibit A," and by reference incorporated herein;
  - (b) Incur expenses or financial obligations from such grant award in any line item category of such project budget in excess of the amount provided in such line item category; or
  - (c) Transfer any money from one line item category of such project budget to another line item category of such project budget except that a total amount of less than \$1,000 may be transferred within the budget without prior consent if done in accordance with the requirements and restrictions of the applicable Quarterly Report Instructions.
5. **ASSIGNMENT.** Grantee shall make no assignment of this Agreement or of any right accruing under this Agreement or of any monies granted to Grantee pursuant to this Agreement without the written consent of the Administrator.
6. **TERMINATION OF AGREEMENT.** This Agreement may be terminated and canceled for cause by the Administrator, by giving written notice to Grantee thirty

(30) days in advance of such termination and cancellation, delivered by certified mail, return receipt requested, to Grantee as hereinafter provided. In the event that this Agreement is terminated prior to the expiration date, Grantee shall promptly return to Administrator all unexpended or lapsed funds, as provided in the rules promulgated by the Administrator for the implementation of the Violent Crime Victims Assistance Fund.

7. EXPENDITURE OF GRANT FUNDS.

(a) All grant funds awarded hereunder shall be expended within the term of this Grant Agreement. Any grant funds not expended or legally obligated by the end of the term of this Grant Agreement must be returned to the Administrator within forty-five (45) days after the end of the term of this Grant Agreement. This Grant Agreement is subject to the Illinois Grant Funds Recovery Act (30 ILCS 705/1 *et seq.*), as now or hereafter amended; and all the terms, conditions, and provisions of the Illinois Grant Funds Recovery Act apply to this Grant Agreement and are made a part of this Grant Agreement the same as though they were expressly incorporated and included herein.

(b) Grantee agrees that neither it nor its employees shall:

1) knowingly use grant funds, or good or services purchased with grant funds, to engage, either directly or indirectly, in a prohibited political activity; or

2) be knowingly compensated from grant funds for time spent engaging in a prohibited political activity (30 ILCS 705/4.3).

For purposes of this paragraph, "prohibited political activity" has the meaning established in Section 1-5 of the State Officials and Employees Ethics Act (5 ILCS 430/1-5). Grantee acknowledges that a knowing violation of this paragraph is a business offense and that Grantee may be fined up to \$5,000.

8. SEVERABILITY. This Agreement and all provisions hereof are intended to be whole and entire, and no provision or any part hereof is intended to be severable. This Agreement contains all the terms and conditions agreed upon by the parties hereto, and no other Agreements, oral or otherwise, regarding the subject matter of the Agreement, shall be deemed to exist or bind any party hereto.

9. PERSONNEL. Grantee shall appoint, assign, and commit the following named person or persons to perform the services to be provided by Grantee:

Susan Chapin, Victim/Witness Coordinator

If for any reason Grantee finds it necessary or desirable to substitute, add, or subtract personnel to perform its services under this Agreement, Grantee shall submit a written notice to Administrator within ten (10) days of the personnel substitution, addition, or subtraction. Such notice shall be submitted on a form prescribed by the Administrator. Any substitutions or additional personnel must meet the qualifications of the written job description on file with the current application. Failure to timely provide notice may result in the delay of payment, the withholding or suspension of the distribution of funds, or the termination of this Agreement.

10. **CHARITABLE ORGANIZATION STATUS.** Grantee certifies that it is not a charitable organization subject to Illinois' Charitable Trust Act (760 ILCS 55/1 *et seq.*) and the Solicitation For Charity Act (225 ILCS 460/0.01 *et seq.*), and, if subject to either of these Acts, that all appropriate registration materials and annual reports have been filed with the Attorney General's Charitable Trust Bureau. Grantee, if subject to either of these Acts, agrees to notify the Administrator of the filing of appropriate registration materials and annual reports with the Attorney General's Charitable Trust Bureau that occurs after the date of this Agreement. Failure to timely submit all appropriate materials and reports to the Charitable Trust Bureau may result in the delay of payment, the withholding or suspension of the distribution of funds, or the termination of this Agreement.
11. **CONFLICT OF INTEREST.** Grantee agrees to comply with the provisions of the Illinois Procurement Code prohibiting conflicts of interest (30 ILCS 500/50-13) and the Attorney General's rules relating to ethics (44 Ill. Adm. Code §§1300.5013 through 1300.5035); and all the terms, conditions, and provisions of those sections apply to this Agreement and are made a part of this Agreement the same as though they were incorporated and included herein.
12. **DISCRIMINATION.**
  - (a) The provisions of Public Works Employment Discrimination Act (775 ILCS 10/0.01 *et seq.*) are applicable to this contract.
  - (b) Grantee hereby agrees to:
    - 1) Refrain from unlawful discrimination and discrimination based on citizenship status in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
    - 2) Comply with the procedures and requirements of the regulations of the Department of Human Rights concerning equal employment opportunities and affirmative action; and

- 3) Provide such information, with respect to its employees and applicants for employment, and assistance as the Department of Human Rights may reasonably request. 775 ILCS 5/2-105.
- (c) The Americans with Disabilities Act of 1990 (42 U.S.C. §12101 *et seq.*) and the regulations promulgated thereunder (28 C.F.R. §35.130), hereinafter collectively referred to as the "ADA," prohibit discrimination against persons with disabilities by the State, whether directly or through contractual arrangements, in the provision of any aid, benefit, or service. As a condition to this Grant Agreement, Grantee certifies that services, programs, activities provided under this Grant Agreement are and will continue to be in compliance with the ADA.
13. **SEXUAL HARASSMENT POLICIES.** Grantee agrees to establish and maintain written sexual harassment policies that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of "sexual harassment" under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the grantee's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and the Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and the Human Rights Commission; and (vii) protection against retaliation as provided by section 6-101 of the Illinois Human Rights Act (775 ILCS 5/6-101).
14. **IMMIGRATION REFORM AND CONTROL ACT OF 1986.** Grantee hereby certifies that, to the extent applicable to this Agreement, Grantee has complied with the provisions and requirements of the Immigration Reform and Control Act of 1986 (Public Law 99-603, effective November 6, 1986).
15. **BRIBERY.** Grantee hereby certifies that neither it nor any of its authorized agents has been convicted or made an admission as a matter of record of having bribed or attempted to bribe an officer or employee of any federal, State, or local governmental entity. 30 ILCS 500/50-5. Grantee acknowledges that the Administrator may declare this contract void if this certification is false.
16. **FELONY CONVICTION.** Grantee certifies that it is not barred from being awarded a contract or subcontract under Section 50-10 of the Illinois Procurement Code (30 ILCS 500/50-10), which prohibits a person or business convicted of a felony from doing business with the State of Illinois or any State agency from the date of conviction until five (5) years after the completion of the sentence for that felony, unless the person(s) held responsible by a prosecutorial office for the facts upon which the conviction was based has no involvement with the business. Grantee acknowledges that the Administrator may declare this contract void if this certification is false.

17. **SARBANES-OXLEY ACT.** Grantee certifies that it is not barred from being awarded a contract under Section 50-10.5 of the Illinois Procurement Code (30 ILCS 500/50-10.5), which prohibits a business from bidding on or entering into a contract or subcontract under the Code, if the business or any officer, director, partner, or other managerial agent of the business has been convicted of a felony under the Sarbanes-Oxley Act of 2002 (15 U.S.C. §7201 *et seq.*) or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 (815 ILCS 5/1 *et seq.*) for a period of five (5) years prior to the date of the bid or contract. Grantee acknowledges that the Administrator shall declare this contract void if this certification is false.
18. **NON-ASSISTANCE CERTIFICATION.** Grantee certifies that it is not barred from being awarded a contract under Section 50-10.5(e) of the Illinois Procurement Code (30 ILCS 500/50-10.5(e)), which prohibits a person or business from bidding on or entering into a contract with the State if the person or business:
- (a) assisted the State or the Administrator in determining whether there is a need for the contract except as part of a response to a publicly issued request for information; or
  - (b) assisted the State or the Administrator by reviewing, drafting, or preparing any invitation for bids, a request for proposal, or request for information or provided similar assistance, except as part of a publicly issued opportunity to review drafts of all or part of these documents.

For purposes of this Certification, "business" includes all individuals with whom a business is affiliated, including, but not limited to, any officer, agent, employee, consultant, independent contractor, director, partner, manager, or shareholder of business.

19. **DEBT DELINQUENCY.** Grantee certifies that neither it nor any of its affiliates is barred from entering into a contract or subcontract under Section 50-11 of the Procurement Code (30 ILCS 500/50-11), which prohibits any person who knows or should know that he or she or any affiliate is delinquent in the payment of any debt to the State from entering into a contract with a State agency, unless that person or affiliate of that person, has entered into a deferred payment plan to pay off the debt. Grantee acknowledges that the Administrator may declare this contract void if this certification is false.
20. **USE TAX.** Grantee certifies that neither it nor any of its affiliates is barred from entering into a contract or subcontract under Section 50-12 of the Illinois Procurement Code (30 ILCS 500/50-12), which prohibits a person from entering into a contract with a State agency, unless the person and all of the person's affiliates collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of Illinois' Use

Tax Act (35 ILCS 105/1 *et seq.*) regardless of whether the person or affiliate is a "retailer maintaining a place of business within Illinois." Grantee acknowledges that the Administrator may declare this contract void if this certification is false.

21. **ENVIRONMENTAL PROTECTION ACT.** Grantee certifies that it is not barred from being awarded a contract or subcontract under Section 50-14 of the Illinois Procurement Code (30 ILCS 500/50-14), which prohibits for a period of five (5) years a person or business from doing business with the State of Illinois, including any State agency if the person or business has been found by a court or by the Pollution Control Board to have committed a willful or knowing violation of the Environmental Protection Act and unless the person or business can show that no person involved in the violation continues to have any involvement with the business or there is no practicable contractual alternative available to the State. Grantee acknowledges that the Administrator may declare this contract void if this certification is false.
22. **FORCED LABOR.** Grantee certifies, in accordance with Section 10 of the State Prohibition of Goods from Forced Labor Act (30 ILCS 583/10), that none of the equipment, materials or supplies furnished pursuant to the provisions of this contract constitute imported, foreign-made goods which were produced in whole or in part by forced labor, convict labor or indentured labor. Grantee acknowledges that providing a false certification under this Section of the contract may result in: (1) this contract being voided at the Administrator's option; (2) the Grantee being assessed a penalty of \$1,000 or an amount equal to 20% of the value of the equipment, materials or supplies produced by forced labor, convict labor or indentured labor; and/or (3) the Grantee being suspended from bidding on any State contract for up to 360 days.
23. **CHILD LABOR CERTIFICATION.** Grantee certifies, in accordance with Section 10 of the State Prohibition of Goods from Child Labor Act (30 ILCS 584/10), that none of the equipment, materials or supplies furnished pursuant to the provisions of this contract constitute imported, foreign-made goods which were produced in whole or in part by the labor of a child under the age of 12. Grantee acknowledges that providing a false certification under this Section of the contract may result in: (1) this contract being voided at the Administrator's option; (2) the Grantee being assessed a penalty of \$1,000 or an amount equal to 20% of the value of the equipment, materials or supplies produced by child labor; and/or (3) the Grantee being suspended from bidding on any State contract for up to 360 days.
24. **EDUCATIONAL LOANS.** To the extent that the Educational Loan Default Act (5 ILCS 385/1 *et seq.*) applies hereto, Grantee certifies that it is not in default on an educational loan.
25. **BID RIGGING AND BID ROTATING.** Grantee certifies that it has not been barred from bidding on this contract as a result of a violation of Section 33E-3 or

33E-4 of the Criminal Code of 1961 or the Criminal Code of 2012 (720 ILCS 5/33E-3, 33E-4).

26. **DUES TO CLUBS WHICH DISCRIMINATE.** Grantee certifies that it is not prohibited from providing goods or services to the State of Illinois or from receiving any award or grant from the State of Illinois because it pays dues or fees on behalf of its employees or agents or subsidizes or otherwise reimburses them for payment of their dues or fees to any club which unlawfully discriminates. 775 ILCS 25/2.
27. **INTERNATIONAL ANTI-BOYCOTT.** Grantee certifies and agrees that neither it nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the United States Export Administration Act of 1979 (50 App. U.S.C. §2401 *et seq.*) or the regulations of the United States Department of Commerce promulgated under that Act.
28. **DRUG FREE WORKPLACE CERTIFICATION.** This Grant Agreement may be subject to the Drug Free Workplace Act (30 ILCS 580/1 *et seq.*). If it meets the definition of "grantee" under section 2 of the aforementioned Act (30 ILCS 580/2), Grantee certifies and agrees that it will provide a drug free workplace as provided under section 3 of the Drug Free Workplace Act by:
  - (a) Publishing a statement:
    - i) Notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, including cannabis, is prohibited in Grantee's or contractor's workplace;
    - ii) Specifying the actions that will be taken against employees for violations of such prohibition; and
    - iii) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
      - A) Abide by the terms of the statement; and
      - B) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
  - (b) Establishing a drug free awareness program to inform employees about:
    - i) The dangers of drug abuse in the workplace;
    - ii) Grantee's or contractor's policy of maintaining a drug free workplace;

iii) Any available drug counseling, rehabilitation, and employee assistance programs; and

iv) The penalties that may be imposed upon an employee for drug violations.

- (c) Providing a copy of the statement required by subsection (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the Administrator within ten (10) days after receiving notice under part (B) of paragraph (iii) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by section 5 of the Drug Free Workplace Act.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
- (g) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

29. **REVOLVING DOOR PROHIBITION CERTIFICATION.** Grantee certifies that it is not barred from engaging in any procurement activities under Section 50-30 of the Illinois Procurement Code (30 ILCS 500/50-30).

30. **TAXPAYER IDENTIFICATION NUMBER CERTIFICATION.** Grantee certifies, under penalty of perjury, that its Federal Taxpayer Identification Number listed herein is accurate and true. Grantee further certifies that it is not subject to backup withholding because: (a) Grantee is exempt from backup withholding; or (b) Grantee has not been notified by the Internal Revenue Service (IRS) that it is subject to backup withholding as a result of a failure to report all interest or dividends; or (c) the IRS has notified Grantee that it is no longer subject to backup withholding. Grantee also certifies that it is a U.S. citizen or other U.S. person.

TIN/FEIN (Employer Identification Number): 37-6006910

Grantee certifies it is performing the services covered by this Agreement as a (please check appropriate legal status):

Tax-exempt not for profit corporation: \_\_\_\_\_  
(Provide name of not for profit corporation)

Government Entity: Champaign County State's Attorney's Office  
(Provide name of governmental agency)

31. BOARD OF ELECTIONS REGISTRATION CERTIFICATION. Grantee certifies that either (*check applicable box*):

- The Grantee is not required to register as a business entity with the State Board of Elections pursuant to sections 20-160 of the Illinois Procurement Code (30 ILCS 500/20-160) and Title 44, Section 1300.08 of the Attorney General's Procurement rules with respect to its contracts, bids, and proposals with the Office of the Attorney General; or
- The Grantee has registered as a business entity with the State Board of Elections with respect to its contracts, bids, and proposals with the Office of the Attorney General and acknowledges a continuing duty to update the registration.

This contract is voidable in accordance with the provisions of section 50-60 of the Procurement Code (30 ILCS 500/50-60) for Grantee's failure to comply with section 20-160 with respect to the Grantee's contracts, bids, and proposals with the Attorney General.

32. NOTICES. All notices required to be served shall be served by certified mail, return receipt requested, duly addressed and postage prepaid. Notices shall be sent to the parties at the addresses given below, unless otherwise instructed:

ADMINISTRATOR:

Attorney General of the State of Illinois  
Violent Crime Victims Assistance Program  
100 West Randolph Street, 13th Floor  
Chicago, Illinois 60601

GRANTEE:

Champaign County State's Attorney's Office  
101 East Main Street, Courthouse- 2nd Floor  
Urbana, IL 61801

In all correspondence between the parties hereto with respect to this Grant Agreement, the grant number shall be clearly identified and referred to. The grant number of this Grant Agreement is 18-0410.

33. MAINTENANCE OF RECORDS. Grantee shall maintain and preserve all books, records, or papers relating to the programs or projects for which funds were provided under this contract, including the amounts, recipients, and uses of all

disbursements of funds passing in conjunction with the contract for a period of five (5) years after the completion of the contract. Grantee shall make available the contract and all books, records, and papers related to the contract for review and audit by the Auditor General of the State of Illinois or the Administrator. Grantee agrees to cooperate fully with any audit conducted hereunder and to provide full and free access to all relevant materials. Grantee's failure to maintain the books, records, and papers required by this paragraph shall establish a presumption in favor of the Administrator for the recovery of any funds paid under the Grant Agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

- 34. **INDEPENDENT CONTRACTOR.** Nothing in this Agreement shall be considered to create the relationship of employer and employee or principal and agent between the parties hereto. In the performance of this Agreement, Grantee shall act as and shall be deemed at all times to be an independent contractor.
- 35. **MODIFICATION OF AGREEMENT.** No alteration, amendment, modification, variation, addition, or deletion of any provision of this Agreement shall be effective unless it is in writing and signed by the parties hereto.
- 36. **APPLICABLE LAWS.** The Grant Agreement and the Grantee's obligations and services under the Grant Agreement are hereby made subject to and must be performed in compliance with all Federal and State laws. The Grant Agreement shall be construed in accordance with and governed in all respects by the laws of the State of Illinois.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands on the day and year first above written.

**Administrator:**

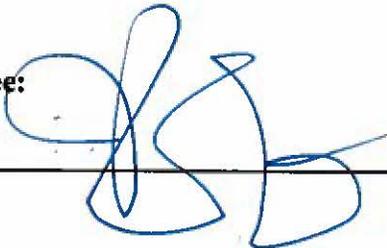
By: \_\_\_\_\_

Lisa Madigan, Attorney General

\_\_\_\_\_  
Date

**Grantee:**

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



Julia R. Rietz, State's Attorney for Champaign County  
Type or print name and title

8/9/17  
Date

**GRANTEE CERTIFICATION:**

I, Julia R. Rietz, State's Attorney for Champaign County  
(Print Name) (Print Title)

hereby certify under oath, in accordance with section 4 of the Illinois Grant Funds Recovery Act (30 ILCS 705/4 (West 2016)), that all information in this Grant Agreement is true and correct to the best of the my knowledge, information and belief. I further certify, under oath, that the funds shall be used only for the purposes set forth in this Grant Agreement and that the award of grant funds is conditioned upon this certification.

  
\_\_\_\_\_  
(Signature)

Subscribed and sworn before me on this 9 day of August 2017.

  
\_\_\_\_\_  
Notary Public



**EXHIBIT A**  
**VIOLENT CRIMES VICTIM ASSISTANCE PROGRAM**  
**PROJECT BUDGET**  
**Grant 18-0410**

**PERSONNEL:**

SALARIES	\$31,000.00
BENEFITS	\$0.00
CONTRACTUAL EMPLOYMENT	\$0.00
PROFESSIONAL INSURANCE	\$0.00
OTHER	\$0.00
TOTAL PERSONNEL	\$31,000.00

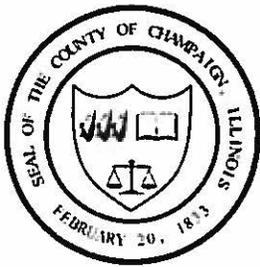
**OPERATING EXPENSES:**

CONTRACTUAL SERVICES	\$0.00
SUPPLIES	\$0.00
PRINTING	\$0.00
OTHER	\$0.00
TOTAL OPERATING EXPENSES	\$0.00

**TRAVEL:**

TRAVEL	\$0.00
TRAINING - ATTENDANCE	\$0.00
TRAINING - HOSTING	\$0.00
TOTAL TRAVEL EXPENSES	\$0.00

<b>TOTAL EXPENSES</b>	<b>\$31,000.00</b>
-----------------------	--------------------



## **CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES**

1776 East Washington Street, Urbana, Illinois 61802-4581

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

### **MEMORANDUM**

To: Chris Alix, Deputy Chair – Finance Committee of the Whole

From: Tami Ogden, Deputy County Administrator of Finance

Re: Impact of Income Tax Reduction and Accelerated Payments

Date: August 15, 2017

#### **Background:**

In July 2017, the General Assembly increased the state income tax rate from 3.75% to 4.95%. Local governments will not receive a share of this additional revenue. Instead, the state legislature imposed a one-year, 10% reduction in Local Government Distributive Fund (LGDF) revenue in conjunction with accelerating the distribution of income tax payments by 60-days. Analyzing the impact of the cut and acceleration of payments is further complicated by the recent volatility in income tax disbursements. This analysis assumes the state will have sufficient cash flow allowing the Comptroller to facilitate the accelerated payments.

#### **Impact on Champaign County FY2017 Income Tax Revenue:**

It is anticipated that Champaign County will receive two income tax distributions in both August and September 2017. May and June collections will be distributed at 100%, and the remaining distributions through the end of the County's fiscal year will be at 90%. Due to the acceleration of payments, December collections, which have historically been distributed in March, will be posted to FY2017 allowing for an additional month of revenue to be recorded in the current fiscal year. When factoring in the revenue reduction, accelerated payments, income tax performance and application to the County's fiscal year, it is estimated that the county will receive \$141,000 more in income tax revenue than it has been projecting over the last several months. Although this may seem like a positive for the County, there are two points of consideration:

1. Estimated income tax revenues are \$88,000 less than budgeted; and
2. The 10% reduction in FY2017 is an estimated loss of \$136,000 in County revenue.

#### **Impact on Champaign County FY2018 Income Tax Revenue:**

The reduction in revenue will continue through June 2018. January-December 2018 collections are anticipated to be distributed in February 2018-January 2019. The 10% reduction applied to the first half of FY2018 will result in a projected revenue loss of 5.6%, or approximately \$180,000.

#### **Summary:**

This memorandum represents a preliminary analysis of the changes to LGDF distributions on County revenue. The total loss of revenue in both fiscal years is estimated to be \$316,000.

**Champaign County**  
**General Corporate Fund FY2017 Revenue Report**

FY2017 - July	FY2016 Actual	FY2017 Budget	FY2017 Projected	Budget Variance	
<b>Local Taxes</b>					
Property Taxes	\$10,413,681	\$11,327,775	\$10,794,626	-\$533,149	-4.7% 1
Back Taxes	\$5,962	\$5,000	\$6,000	\$1,000	20.0%
Mobile Home Tax	\$9,020	\$8,500	\$9,000	\$500	5.9%
Payment in Lieu of Tax	\$7,114	\$6,000	\$7,000	\$1,000	16.7%
Hotel Motel Tax	\$23,268	\$28,000	\$21,058	-\$6,942	-24.8%
Auto Rental Tax	\$32,165	\$30,000	\$30,193	\$193	0.6%
Penalties on Taxes	\$647,557	\$634,000	\$652,557	\$18,557	2.9%
<b>Licenses &amp; Permits</b>					
Business Licenses & Permits	\$32,411	\$36,500	\$30,919	-\$5,581	-15.3%
Non-Business Licenses & Permits	\$1,578,398	\$1,428,110	\$1,485,122	\$57,012	4.0%
<b>Grants</b>					
Federal Grants	\$445,643	\$455,279	\$455,279	\$0	0.0%
State Grants	\$195,791	\$182,552	\$182,552	\$0	0.0%
<b>State Shared Revenue</b>					
Corporate Personal Property Repl. Tax	\$806,043	\$798,271	\$935,267	\$136,996	17.2% 2
1% Sales Tax	\$1,146,921	\$1,100,900	\$1,389,443	\$288,543	26.2%
1/4% Sales Tax	\$5,473,500	\$5,582,500	\$5,571,278	-\$11,222	-0.2%
Use Tax	\$769,750	\$814,289	\$838,444	\$24,155	3.0%
State Reimbursement	\$1,083,238	\$1,946,108	\$1,946,108	\$0	0.0% 3
State Salary Reimbursement	\$304,157	\$307,682	\$307,682	\$0	0.0%
State Revenue Salary Stipends	\$45,500	\$45,500	\$48,500	\$3,000	6.6%
Income Tax	\$3,139,832	\$3,354,520	\$3,266,564	-\$87,956	-2.6% 2
Charitable Games License/Tax	\$69,886	\$77,000	\$69,487	-\$7,513	-9.8%
Off-Track Betting	\$3,117	\$0	\$0	\$0	
<b>Local Gov. Revenue &amp; Reimbursement</b>					
Local Government Revenue	\$747,420	\$666,784	\$703,281	\$36,497	5.5%
Local Government Reimbursement	\$618,872	\$611,740	\$611,740	\$0	0.0%
<b>Fees, Fines &amp; Forfeitures</b>					
General Government - Fees	\$4,094,088	\$4,104,388	\$3,696,042	-\$408,346	-9.9% 4
Fines (Bond Forfeitures, DUI Fines, Traffic)	\$713,775	\$920,000	\$586,449	-\$333,551	-36.3% 4
Forfeitures	\$9,361	\$13,500	\$20,199	\$6,699	49.6%
<b>Miscellaneous Revenue</b>					
Interest Earnings	\$17,456	\$8,950	\$18,161	\$9,211	102.9%
Rents & Royalties	\$847,858	\$1,090,000	\$996,680	-\$293,400	-26.5% 5
Gifts & Donations	\$23,260	\$13,800	\$13,800	\$0	0.0%
Sale of Fixed Assets	\$2,650	\$0	\$0	\$0	
Miscellaneous Revenue	\$635,111	\$115,115	\$129,973	\$14,858	12.9%
<b>Interfund/Interdepartment</b>					
Interfund Transfers	\$684,195	\$700,710	\$700,710	\$0	0.0%
Interfund Reimbursements	\$131,688	\$368,914	\$38,244	-\$330,670	-77.8% 6
Interdepartment Revenue	\$1,480	\$1,027	\$1,027	\$0	0.0%
<b>TOTAL</b>	<b>\$34,830,142</b>	<b>\$36,781,407</b>	<b>\$35,608,294</b>	<b>-\$1,173,113</b>	<b>-3.2%</b>

1 - County will not receive additional budgeted property tax revenue associated with the hospital property tax exemption case.

2 - New accounting software and corrected distribution formulas have led to continued volatility in CPPRT and Income Tax.

3 - Although funding is expected to be received, timing of revenue receipt continues to be an issue. Sept & Oct 2016 reimb. received in Aug 2017.

4 - Fees and Fines continue to reflect declines in fiscal year-to-date revenues, -10% and -18% respectively.

5 - Anticipated loss of rent revenue from ILEAS due to a reduction in leased square footage because of mold contamination.

6 - Debt Service Reimbursement from the Nursing Home is not anticipated to occur in FY2017.

**Champaign County**  
**General Corporate Fund FY2017 Expenditure Report**

FY2017 - July	FY2016 Actual	FY2017 Budget	FY2017 Projected	Budget Variance	
<b>Personnel</b>					
Regular Salaries & Wages	\$15,103,656	\$ 15,154,796	\$15,297,329	\$142,533	1.7%
SLEP Salaries	\$6,460,079	\$ 6,538,611	\$6,525,366	-\$13,245	-0.4%
SLEP Overtime	\$356,902	\$ 493,220	\$493,220	\$0	0.0%
Fringe Benefits	\$2,845,321	\$ 3,268,464	\$3,101,705	-\$166,759	-10.8%
<b>Total Personnel</b>	<b>\$24,765,958</b>	<b>\$ 25,455,091</b>	<b>\$25,417,620</b>	<b>-\$37,471</b>	<b>-0.3%</b>
<b>Commodities</b>					
Postage	\$211,387	\$ 245,891	\$211,387	-\$34,504	-33.6%
Purchase Document Stamps	\$960,000	\$ 884,000	\$916,104	\$32,104	7.9%
Gasoline & Oil	\$139,110	\$ 190,685	\$163,476	-\$27,209	-35.4%
All Other Commodities	\$792,745	\$ 727,862	\$727,862	\$0	0.0%
<b>Total Commodities</b>	<b>\$2,103,242</b>	<b>\$ 2,048,438</b>	<b>\$2,018,829</b>	<b>-\$29,609</b>	<b>-3.1%</b>
<b>Services</b>					
Gas Service	\$245,308	\$ 386,011	\$268,483	-\$117,528	-30.4%
Electric Service	\$839,308	\$ 830,000	\$831,734	\$1,734	0.2%
Medical Services	\$855,365	\$ 864,318	\$864,318	\$0	0.0%
All Other Services	\$4,875,577	\$ 5,221,218	\$4,954,218	-\$267,000	-5.1%
<b>Total Services</b>	<b>\$6,815,558</b>	<b>\$ 7,301,547</b>	<b>\$6,918,753</b>	<b>-\$382,794</b>	<b>-5.2%</b>
<b>Capital</b>					
Vehicles	\$171,373	\$ 145,000	\$145,000	\$0	0.0%
All Other Capital	\$94,162	\$ 127,500	\$177,500	\$50,000	39.2%
<b>Transfers</b>					
To Capital Improvement Fund	\$818,272	\$ 742,180	\$742,180	\$0	0.0%
To All Other Funds	\$231,940	\$ 123,250	\$163,250	\$40,000	32.5%
Interdepartment	\$1,480	\$ -	\$1,000	\$1,000	
<b>Debt Repayment</b>					
Debt Repayment	\$497,646	\$ 477,060	\$477,060	\$0	0.0%
<b>TOTAL</b>	<b>\$35,499,631</b>	<b>\$36,420,066</b>	<b>\$36,061,193</b>	<b>-\$358,873</b>	<b>-1.0%</b>

**Champaign County  
General Corporate Fund FY2017 Summary**

\*FY2017 Budgeted Revenue includes an additional \$511,341 associated with preparing the property tax levy to capture new growth associated with a potential ruling in the hospital property tax exemption case. It was determined in March 2017 that the county would not received any additional property tax revenue in FY2017.

FUND BALANCE 12/31/16	\$4,596,112	
Beginning Fund Balance % OF BUDGET	12.6%	
	<i>Budgeted</i>	<i>Actual</i>
FY2017 REVENUE	\$36,781,407 *	\$35,608,294
FY2017 EXPENDITURE	<u>\$36,420,066</u>	<u>\$36,061,193</u>
Revenue to Expenditure Difference	\$361,341	-\$452,899
<b>FUND BALANCE PROJECTION - 12/31/17</b>	<b>\$4,957,453</b>	<b>\$4,143,213</b>
<b>% OF 2017 Expenditure Budget</b>	<b>13.6%</b>	<b>11.5%</b>

As of 8/11/17 there are two loans, totaling \$461,802, to the Nursing Home recorded as balance sheet transactions (boilers and cash). The loans have no impact on the County's Fund Balance unless they are unpaid at which time they will be recorded as expenditures in the General Fund. The impact to the Fund Balance if the loans are unpaid is reflected here:

\$ **3,681,411**  
**10.2%**

**GENERAL CORPORATE FUND  
FY2017 BUDGET CHANGE REPORT**

<b>FY2017 Original General Corporate Fund Budget</b>	<b>FY17 Budgeted Exp \$ 36,420,066</b>	<b>FY17 Budgeted Rev \$ 36,781,407</b>	<b>Difference \$ 361,341</b>
--	--	--	----------------------------------

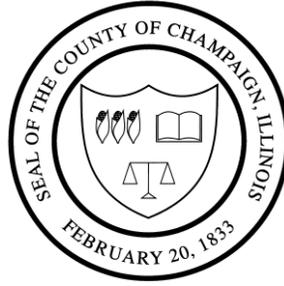
**BUDGET CHANGES**

<b>Department &amp; Description</b>	<b>Expenditure Changes</b>	<b>Revenue Changes</b>	<b>Difference</b>
ADA Compliance Re-encumber ADA funds	\$ 74,323	\$ -	\$ (74,323)
Sheriff Body Camera Donation	\$ 6,000	\$ 6,000	\$ -
Coroner Re-encumber FY2016 Grant Funds	\$ 4,737	\$ -	\$ (4,737)
Sheriff K-9 Training Donation	\$ 500	\$ 500	\$ -
General County Remove levied Property Tax Revenue (hospital case)	\$ -	\$ (511,341)	\$ (511,341)
Circuit Court Foreclosure Mediation Transfer	\$ 34,410	\$ -	\$ (34,410)
Sheriff U of Illinois Event Coverage	\$ 16,564	\$ 16,564	\$ -
			\$ -
			\$ -
<b>TOTAL CHANGES</b>	<b>\$ 136,534</b>	<b>\$ (488,277)</b>	<b>\$ (624,811)</b>

<b>General Corporate Fund Budget as of 12/31/17</b>	<b>Current Budgeted Exp \$ 36,556,600</b>	<b>Current Budgeted Rev \$ 36,293,130</b>	<b>Difference \$ (263,470)</b>
<b>% of Increase/Decrease</b>	<b>0.4%</b>	<b>-1.3%</b>	

Changes Attributable to One-Time Factors	\$ 136,534	\$ (488,277)	\$ (624,811)
--	------------	--------------	--------------

Changes Attributable to Recurring Costs \$ -



11 August 2017

OFFICE OF THE  
COUNTY ADMINISTRATOR

MEMORANDUM

TO: Mr. Chris Alix, Deputy Chair-Finance; and  
Mrs. Diane Michaels, Vice Chair-Finance; and  
Honorable Members of the Finance Committee of the Whole

FR: Rick Snider, County Administrator

RE: Salary Recommendations for Elected Department Heads with Terms Beginning in FY2018

Under Illinois statutes, the Champaign County Board is required to determine the salaries of elected offices at least 180 days prior to the commencement of their terms. This memorandum addresses several county offices for which the County Board must make determinations for upcoming terms.

Elected positions do not allow for the imposition of candidate qualifications as an employer would typically do. There is no ability to require specific education or experience to be selected for a position, leaving the decision making to the electors. In lieu of these criteria, some legitimate factors to consider for setting compensation may include (in descending order of importance):

- **Comparable elected offices in market counties.** Champaign County has typically included comparisons of our compensation levels with those in counties similar in character. While we attempt to use counties that are predominantly rural and contain a large population center (McLean, Sangamon, Peoria, and Rock Island are examples) there are also significant differences in terms of the local economy, median income, and demographics that frustrate comparisons on a fully equivalent basis.
- **Duties and powers.** State statute specifies the duties and powers appertaining to each office, detailing the required functions to be provided to the public on behalf of county government and the state. Counties are restricted from interfering in the operation of the elected county offices.
- **Full-time or part-time status.** By custom, elected department heads are expected to work a full-time schedule of 2080 hours each year. In reality, most work far more hours beyond that level.
- **Comparable private sector employment.** Each office manages employees and budget, and is responsible for service delivery and compliance with statutory requirements. These positions are analogous to managerial or executive level positions within the private sector.
- **Internal equity.** Offices vary by number of employees and size of budget administered.
- **Consumer price index (i.e. cost of living).** Although the CPI has remained very low for several years, the most recent index of 2.1% marks a return to a more normal level.
- **Longevity.** Experience in the stewardship of a public agency is a valuable commodity.

- **Time since the last increase received.** Compensation adjustments may vary between offices, with some positions receiving annual increases while others have seen frozen or reduced salaries.
- **Stipends paid.** The offices of Auditor, Recorder, Coroner, County Clerk, Sheriff, and Treasurer each receive an annual stipend of \$6500, paid from State funds. State statute restricts county boards from reducing compensation based upon receipt of stipends.
- **Population served.** Some county offices have minimum statutory salaries that vary according to the population in the particular county.
- **Local factors.** There can be additional compensation such as health insurance and pensions that increase the value of County employment. Elected officials including all departments heads and county board members for example can participate in the group health insurance offered to employees.

#### SHERIFF, TREASURER, AND COUNTY CLERK SALARIES

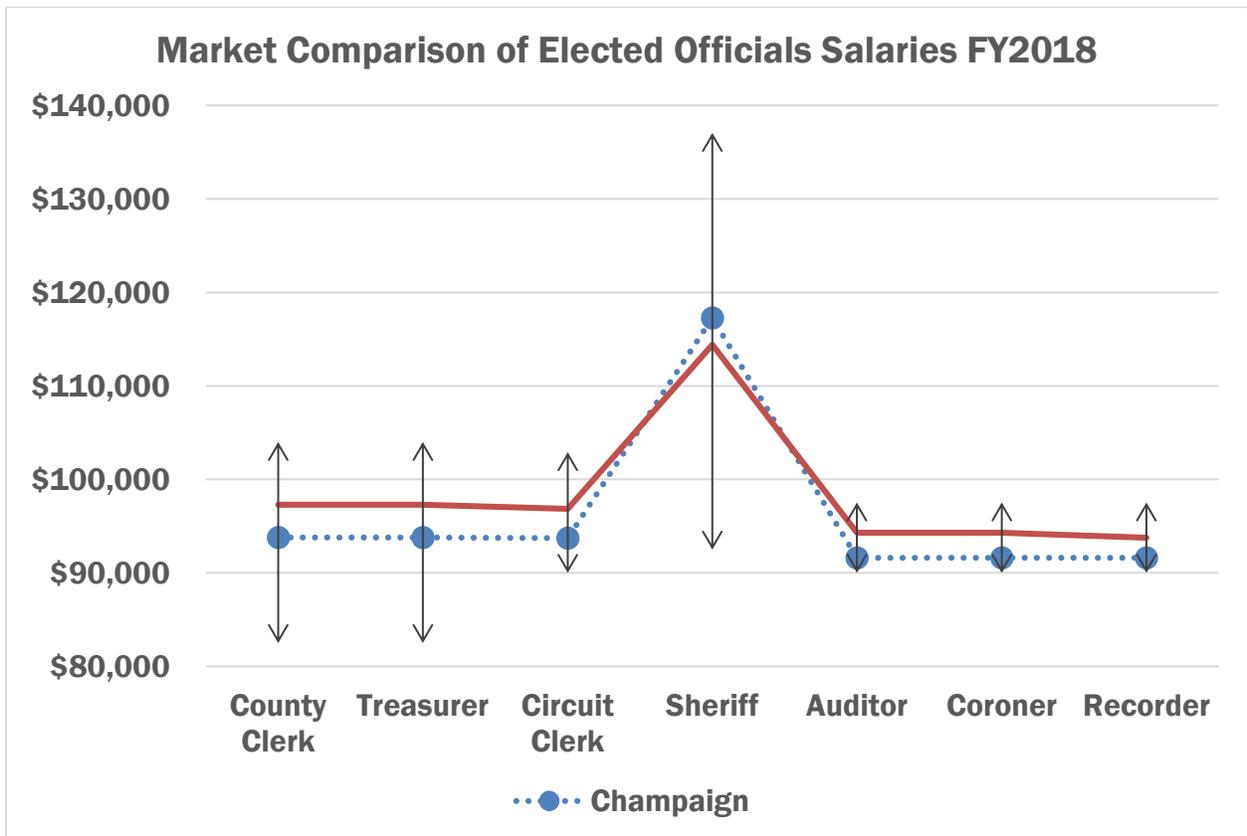
The next terms of office for the positions of Sheriff, Treasurer, and County Clerk begin in December 2018. The Illinois Constitution establishes these offices and requires counties to conduct elections for each. The following matrix compares the characteristics of each office:

<b>Factors</b>	<b>Sheriff</b>	<b>Treasurer</b>	<b>County Clerk</b>
Terminal salary	\$117,269	\$93,781	\$93,781
Stipends paid	\$6,500	\$6,500	\$6,500
Duties and responsibilities	55 ILCS 5/3-6001 151 employees	55 ILCS 5/3-10005 4 employees	55 ILCS 5/3-2003 14 employees
Status	Full-time	Full-time	Full-time
Private sector comparable position(s)	Chief executive officer	Chief financial officer, controller	Vice-President/ Director of administration
Average salary of market comparable elected offices	\$114,405	\$97,278	\$97,278
Time of last increase	December 2017	December 2017	December 2017
Local factors	Eligible for participation in employee health insurance, IMRF; not eligible for sick or annual leave.	Eligible for participation in employee health insurance, IMRF; not eligible for sick or annual leave.	Eligible for participation in employee health insurance, IMRF; not eligible for sick or annual leave.

Our primary basis of establishing salaries is to look at the elected official salaries of corresponding offices in market counties. These are the salaries effective as of December 1, 2017 for FY2018.

Offices FY2018	Champaign	Peoria	McLean	Sangamon	Rock Island
County Clerk	\$93,781	\$103,990	\$100,220	\$102,400	\$82,500
Treasurer	\$93,781	\$103,990	\$100,220	\$102,400	\$82,500
Circuit Clerk	\$93,709	\$94,210	\$100,220	\$102,920	\$90,000
Sheriff	\$117,269	\$137,058	\$108,410	\$119,650	\$92,500
Auditor	\$91,612	\$94,210	\$95,448	\$97,520	\$90,000
Coroner	\$91,612	\$94,210	\$95,448	\$97,520	\$90,000
Recorder	\$91,612	N/A	N/A	\$97,520	\$90,000
Board Chair	\$29,274	\$22,500	\$19,522	\$29,031	\$24,400

From a market perspective, Champaign County salaries (indicated by the blue dots/line) are well below the average compensation level (indicated by the orange line) of the market. The vertical arrows show the maximum and minimums for these ranges and as you can see, four of six Champaign County officials are at the bottom of the market. Only the Sheriff's salary is above the average.



One interesting note: two of the four market counties, McLean and Peoria, have voted to eliminate the Recorder's office and consolidate operations elsewhere within county government.

Since 2004, the County has followed a compensation model that classifies the elected department heads (other than the Sheriff and the Board Chair) into two groups that establishes a rough parity internally among members of the same group, and externally between the two groups, based upon responsibility levels. The first group includes the Auditor, Coroner, and Recorder; the second group includes the County Clerk, Treasurer, and Circuit Clerk. Compensation for group 1 officials was to be set at 96% of the compensation for group 2 officials.

The current compensation plan has successfully aligned the internal relationships of each of the two groups; however, due to a calculation error in the resolution passed in February 2016, the Auditor, Coroner, and Recorder each received an additional 2% increase, which caused the gap between group 1 and group 2 to narrow. Illinois law prohibits mid-term adjustments to salaries so no changes can be made until the next board term when salaries for those positions are again considered.

Inflation and the cost of living should be considered when setting the salaries. In the period from 1986 to 2017, the compound annual growth rate (CAGR) of Champaign County elected official salaries (not including the board chair) is 3.72%. However, most of that growth occurred in the early portion of that period. Since 2010, the CAGR for elected official salaries has been far more modest at 1.51%, while the inflationary CAGR has been 1.63%. As a group, salaries have not kept up with inflation during recent years.

#### Recommendation

Freeze salaries of the Sheriff, Treasurer, and County Clerk for the next two years during this period of fiscal austerity. This will keep the Treasurer and County Clerk salaries aligned with the Circuit Clerk in group two. In addition, this ensures that all department heads (except the State’s Attorney) will experience salary freezes of the same duration (three years). Implement 2% increases in years 3 and 4 of the terms. In December 2020, the 96% ratio will be restored between groups one and two except for the Circuit Clerk; in the future, the County Board will have the opportunity to adjust that office’s salary to fully restore the intended ratio if desired. Over the four-year period, the CAGR for these salaries will be less than 1% if implemented as recommended. This will be well below the historical growth rates for elected official salaries.

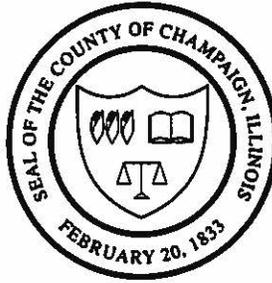
The next table shows current and future salaries that have been implemented, with recommended salaries shown in italics:

<b>Elected Official</b>	Dec 2016	Dec 2017	Dec 2018	Dec 2019	Dec 2020	Dec 2021
Auditor	\$89,816	\$91,612	\$91,612	\$91,612	TBD	TBD
Circuit Clerk	\$91,872	\$93,709	\$93,709	\$93,709	TBD	TBD
Coroner	\$89,816	\$91,612	\$91,612	\$91,612	TBD	TBD
County Clerk	\$91,942	\$93,781	<i>\$93,781</i>	<i>\$93,781</i>	<i>\$95,656</i>	<i>\$97,569</i>
Recorder	\$89,816	\$91,612	\$91,612	\$91,612	TBD	TBD
Sheriff	\$114,970	\$117,269	<i>\$117,269</i>	<i>\$117,269</i>	<i>\$119,614</i>	<i>\$122,006</i>
Treasurer	\$91,942	\$93,781	<i>\$93,781</i>	<i>\$93,781</i>	<i>\$95,656</i>	<i>\$97,569</i>

#### Draft Motions:

Motion to set the salaries of the Champaign County Clerk and Champaign County Treasurer at \$93,781 with 2% increases scheduled for December 1, 2020 and December 1, 2021 for the term beginning December 1, 2018 through November 30, 2022.

Motion to set the salary of the Champaign County Sheriff at \$117,269 with 2% increases scheduled for December 1, 2020 and December 1, 2021 for the term beginning December 1, 2018 through November 30, 2022.



**OFFICE OF THE  
COUNTY ADMINISTRATOR**

11 August 2017

**MEMORANDUM**

**TO:** Mr. Chris Alix, Deputy Chair-Finance; and  
Mrs. Diane Michaels, Vice Chair-Finance; and  
Honorable Members of the Finance Committee of the Whole

**FR:** C. Pius Weibel, County Board Chair; and  
Rick Snider, County Administrator

**RE:** Salary Recommendations for the County Executive and County Board Chair for Terms  
Beginning in December 2018

The county executive is a new office approved by voters in 2016 and represents a change in the form of government for Champaign County. Practically speaking, it combines many of the current duties of the county administrator with selected powers previously vested in the County Board Chair. Only one other Illinois county (Will) has the county executive form of government. The first County Executive of Champaign County will be elected in November 2018 with the four-year term beginning in December.

The ultimate structure of the county executive office is shaped by law and by County Board direction. The County Executive statute sets forth the powers and duties of a County Executive. However, the County Board has considerable influence on this form of government with respect to establishing board rules, board policies, and the county budget. Will County has had this form of governance for over twenty-five years and therefore it may serve as a guide in the formulation of the new county board rules. The Illinois Constitution and the Counties Code establish a framework for the county executive position; however, the actual implementation is shaped by local history, tradition, and needs.

While there are many decisions to be made with respect to this position and its relationship to the County Board, one of the most important is the status and salary for the office. Statute provides that salary decisions for elected positions be set no less than 180 days prior to the commencement of term of office. The county executive salary needs to be set at this time so that prospective candidates may determine whether they wish to be candidates for this position and begin to circulate petitions starting September 2017. Additionally, one month of FY18 will include implementation of this form of government, and so the salaries should be determined as part of our current FY18 budgeting process. Therefore, it is appropriate that the County Board take up the matter of salary now to provide sufficient notice of the Board's intent.

**Salary Minimum and Maximum**

Illinois statute (55 ILCS 5/2-5012) requires that the salary of the county executive shall be not less than 1-1/2 times the amount of the compensation to which a member of the board is entitled. In consultation with the State's Attorney's Office, it appears that statute does not provide clear guidance on how to calculate the compensation as Champaign County Board members receive per diems in lieu of a salary.

The only board position currently receiving a salary is the county board chair, which is set at \$29,274 for FY2018, for what is considered a part-time position.

If the county executive position is structured as a full-time position, then it may be useful to compare it with those of other elected positions within county government. In this scenario, the position should be evaluated as other county elected officials such as a treasurer or sheriff. The salary range of other full-time elected officials in Champaign County has a minimum of \$91,612 (e.g. Auditor, Coroner, and Recorder) and a maximum of \$117,269 (Sheriff).

There is insufficient data to establish a compensation level through market-comparable counties as is the normal practice. For example, in the only other Illinois County possessing a county executive position, the approximate annual compensation for the executive is over \$140,000. It must be noted that Will County is a much larger entity than Champaign County with more than triple our population so it is not a fully satisfactory market-comparable entity.

#### Duties and Powers

As defined under statute, the executive position necessarily will have supervisory authority over the appointed department heads (e.g. Animal Control, County Engineer, Planning and Zoning, Facilities, etc.) and the staff of Administrative Services. It also will have administrative and management duties such as the preparation and submission of the annual budget, hiring and removal of staff and some appointees not subject to the advice and consent of the Board, promulgation of executive orders, and performance of other duties and powers as required by law or as deemed appropriate by the County Board.

#### Other Considerations

Adoption of the county executive form of government has implications for both the Board and the administrative staff. From the Board perspective, the county executive is designated by statute to preside over meetings but does not vote except in the event of a tie. While the county executive form of government creates a separate executive branch of government framed generally around its leader, it still maintains the position of chair of the county board as the leader of the legislative branch. In Will County, this position is now referred to as the "Speaker" of the County Board, although previously (after the county executive form of government was enacted), the position had been referred to as County Board Chair. The powers of the county board chair position in the county executive form of government are more restricted than those of the traditional County Board Chair. This new chair position will have powers that are primarily restricted to the policy and structuring of the county government and operation of the County Board. For example, this Chair will appoint County Board Committees and will be responsible for preparing agendas for all County Board meetings. The ultimate structure of the new county board chair position will also be shaped by the board rules established by the County Board.

Since the current County Board Chair is considered a part-time position, and the new county board chair position will have fewer duties, it would probably be appropriate that the new board chair position will continue to be a part-time position.

In terms of the staff, the incorporation of certain county administrator duties into the executive office may require changes to the administrator job description, or perhaps even result in a new position replacing the administrator with a chief of staff or chief administrative officer (CAO). Again this depends upon the structuring of the county executive position.

Finally, the cost of implementation must be evaluated. Salaries for the new office of executive and administrative staff changes will have an impact upon the County Board budget. Any increases in salary may likely require cuts to other programs or staff positions.

## **RECOMMENDATIONS**

### **COUNTY EXECUTIVE**

Two salary options for the corresponding to possible models for this office are proposed.

**Option 1:** The county executive serves as a full-time elected official as do our other elected department heads. This position functions as an active administrator of all county staff except those persons falling under the jurisdiction of the individual elected departments. In this case, the compensation should be appropriate for the expectation that an officeholder would devote sufficient time and attention to the job. Such a position would be compensated in the range of other elected positions, slated to be \$91,612 to \$117,269 when the county executive would take office in 2018.

**Option 2:** The county executive serves in a manner similar to the current board chair position, with significant delegation of administrative duties to a management staff. In this case, the compensation should be aligned with a position that requires less than full-time effort or involvement of day-to-day affairs. In this case, the compensation should probably be similar to, or at least in the same "ballpark" as that of the current County Board Chair (\$29,274).

### **COUNTY BOARD CHAIR**

While the county executive form of government creates a separate executive branch of government framed generally around its leader, it still maintains the position of chair of the county board as the leader of the legislative branch. There are no Illinois statutory requirements for compensation for this position other than when that may be established. The current Champaign County Board Chair salary is at \$29,274 for FY2018. The Speaker of the Will County Board is paid \$23,000 annually as a board member, plus \$1,000 for the Speaker/Chair position.

The County Board should determine that it intends to continue to implement the county board chair position in a part-time status, and to what the annual salary should be starting December 3, 2018.

#### **A note from County Administrator Rick Snider:**

At the initiation of this process, my intention was to deliver a full recommendation for debate by the Board. However, as this decision has a direct impact on my own employment and in consideration of my professional obligations under the ICMA Code of Ethics, I feel that it would be inappropriate for me to do so. Therefore, I am simply providing the relevant salary data and factual information for your consideration. I also wish to point out that the options discussed herein are not the only options that could be implemented by the County Board.

**A note from County Board Chair C. Plus Weibel:**

The division of duties between these positions must further consider the fact that the current County Administrator has a contract that ends on December 31, 2018, which is after the beginning day of the new County Executive. The County Board is obligated, under the current administrator contract, to indicate its intent to let Mr. Snider's contract expire, or to initiate negotiation for the extension or renewal of the contract beyond December 31, 2018 prior to July 1, 2018.

Currently, the County Board Chair also has a \$20,000 life insurance policy that the county pays for. The County Board should consider if they want to continue this practice, or not, with the County Executive, and whether or not the new County Board Chair position should have this benefit or not. This decision does not have to be made at this time.

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Alfred Karcher

ADDRESS: 802 County Road 600N  
Street City State Zip Code

EMAIL: Sadorus PHONE: 598-2596

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Craw Cemetery Board

BEGINNING DATE OF TERM: July 1, 2017 ENDING DATE: June 30, 2018 23

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 have many friends and relatives buried in Craw Cemetery. I have  
a lot there also, so I am interested in seeing that the cemetery  
is well maintained and that the funds are well invested.

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

Having served on the Board for some 20 years, I am well aware of  
the operation of the cemetery.

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:

Alfred Karcher  
Signature

June 29, 2017  
Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Steve Hammel

ADDRESS: 5314 N. Martin Rd. Champaign IL 61822-9442  
Street City State Zip Code

EMAIL: sckkhammel42@volmail.net PHONE: 217-621-6433

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Beaver Lake Drainage District Board

BEGINNING DATE OF TERM: September 1, 2017 ENDING DATE: 8-31-2020

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

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

I have farmed for 25 years, with knowledge of how farm tiles operate. I have experience in repairing and maintaining surface drainage and tile drainage. I have witnessed various floody events, and know how the drainage system should work properly.

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

I have gained knowledge over the past couple of years and know how the drainage district operates.

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

Somer Township Trustee for past three terms and beginning the fourth term.  
Representing Somer Township, Champaign County Farm Bureau Board

Steve Hammel  
Signature

Date: 6-8-2017

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: LAVERN ZHR

ADDRESS: P.O. BOX 626 FISHER IL 61843  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: 217-897-1597

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: BLACKFORD SLOUGH BOARD

BEGINNING DATE OF TERM: 9/01/17 ENDING DATE: 8/31/20

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

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

*I have served on This Board for 24 years. I have been the chairman and Treasurer for 15 or 16 years. I have ownership and farm land with about 1.3 miles of Blackford Slough frontage mostly on both sides of the ditch. I want re-appointment very much.*

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

*We, of course, are a non-profit, Voluntary Board. We have the responsibility of maintaining the ditch's drainage for the benefit of landowners and farmers. I have been part of two ditch cleanouts by cranes and spraying only once. The County Treasurer is in charge of our banking but we are cognizant of our balances and Taxation rates.*

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

*From 2003 to 2009 - I served on The Champaign County Forest Preserve Board. I am not serving on any boards or commissions presently*

Lavern Zehr  
Signature

Date: 6/3/17

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: HARLAN R TROTTER

ADDRESS: 776 E RD 2800N DEWEY ILL 61940  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: 899-6465

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Conrad Fisher Drainage Board

BEGINNING DATE OF TERM: Sept 1-2017 ENDING DATE: 8/31/2020

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

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

*I have been on this board for years.*

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

*I am the treasure and fully understand taxes & fees*

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

*Condit Township board, Condit Cemetery Board*

Harlan R Trotter  
Signature

Date: 5-29-17

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Robert Barker

ADDRESS: 5512 W. Windsor Champaign, IL 61822  
Street City State Zip Code

EMAIL: farmn4@aol.com PHONE: 217.202.2020

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Fountain Head Drainage District

BEGINNING DATE OF TERM: 9/1/17 ENDING DATE: 8/31/20

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

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

Have been a commissioner for many years and also farm within the district.

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

Long-standing commissioner, property owner. Fully aware of district's operations, assessment issues, and the district's full operation.

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

Current Fountain Head Drainage District Commissioner.

  
Signature

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

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: PATRICK J. FEENEY

ADDRESS: 1474 E. 1500W RD MONROCELLO IL. 61856  
Street City State Zip Code

EMA: \_\_\_\_\_ PHONE: 217/621-3938  
 Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: KANKAKEE DRAINAGE DISTRICT

BEGINNING DATE OF TERM: 9/1/17 ENDING DATE: 8/31/2020

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. Do you own land within the drainage district? Yes  No
2. What experience and background do you have which you believe qualifies you for this appointment?

DISTRICT COMMISSIONER SINCE 1995

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

Currently serving as District Commissioner  
ACTIVE INVOLVEMENT in meetings and District Business

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

Premier COOPERATIVE BOARD MEMBER  
CHAIRMAN SENIOR CENTER BOARD MEMBER

Signature:   
Date: 6/14/17

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: WAYNE F. EMMES

ADDRESS: 102 S. Church ST. THOMASBORO IL 61878  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: 217 643 3604

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: KERR - COMPROMISE MUTUAL

BEGINNING DATE OF TERM: 2017 ENDING DATE: 2020

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

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

I HAVE FARMED AND HAD DRAINAGE PROJECTS ON OUR FARM FOR MOST OF MY LIFE.

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

I HAVE BEEN ON THIS DRAINAGE DISTRICT FOR WELL OVER 20 YEARS.

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

ALSO ON ELLIS DRAINAGE DISTRICT IN VERMILION Co.

Wayne F. Emmes  
Signature

Date: July 18, 2017

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: RICHARD T. RICE

ADDRESS: 510 SOUTH LINCOLN PHILLO IL 61864  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: 684-2195

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: SOUTH FORK DRAINAGE DIST.

BEGINNING DATE OF TERM: ~~8/31/17~~ 9/1/17 ENDING DATE: 8/31/20

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

2. What experience and background do you have which you believe qualifies you for this appointment?  
40 YEARS FARM OPERATOR IN THE DISTRICT.  
COLLEGE DEGREE WILDLAND MANAGEMENT.  
LANDOWNER

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

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

COMMISSIONER - SOUTH FORK DRAINAGE DIST.

Richard Rice  
Signature

Date: 5/31/17

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: John Ehmen

ADDRESS: 2646 Co Road 1900N OGDEN IL 61859  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: 217-202-8597

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: OGDEN Drainage #10

BEGINNING DATE OF TERM: ~~1/1/17~~ 9/1/17 ENDING DATE: ~~8/31/19~~ 8/31/2020

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

2. What experience and background do you have which you believe qualifies you for this appointment?  
Been a farmer since 1988 own ground in the District  
Been on the Drainage District the last 4 years

3. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?  
4 Years experience on this Drainage District

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

Signature: John Ehmen  
Date: 6/26/17

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Larry W Dallas

ADDRESS: 650 E CR 1450N Tuscola IL 61953  
Street City State Zip Code

EMA g.com PHONE: 217 840 4297

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Okaw Drainage District

BEGINNING DATE OF TERM: 9/1/17 ENDING DATE: 8/31/2020

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

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

I have participated in several drainage projects on our land and with other land owners. I have attended several meetings and seminars on drainage, water quality and legal matters pertaining to drainage

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

I Have about 20 years of experience on the Okaw Board and have been fully involved in the decisions and activities of the Commissioners

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

Douglas County Farm Bureau Board  
Kaskaskia Watershed Partnership

Larry W Dallas  
Signature

Date: 5-30-2017

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Leonard M. Delaney

ADDRESS: 135 CR 3000N Fisher IL 61843
Street City State Zip Code

EMAIL: PHONE: 217-417-1748

[X] Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Owl Creek Drainage District Board

BEGINNING DATE OF TERM: 09/01/2017 ENDING DATE: 08/31/2020

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 three years experience serving on the drainage district board. Because I farm within the drainage district area, I have a vested interest in the maintenance of the drainage 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?

I believe it is the role of the drainage commissioners to properly maintain the drainage tile and waterways to the best of their ability. It is our job to do this with the appropriate and responsible use of the tax payers money.

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

Having served a term on this drainage district, I have full knowledge of all of these issues.

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?

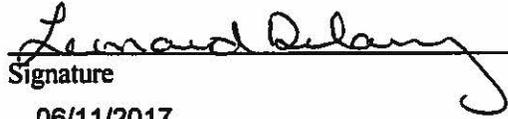
Yes  No  If no, please explain:

---

---

---

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

06/11/2017

Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Forrest Brewer

ADDRESS: 931 CR 800 N TOLAND IL 61880  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: (217) 559-8847

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Pesotum Slough Drainage District

BEGINNING DATE OF TERM: September 1, 2017 ENDING DATE: August 31, 2020

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

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

I have been on the board for several years. I have farmed along the ditch for 47 yrs familiar with the drainage problems in the area.

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

Have been on the board for several years and know the staff, know the sub-districts boundaries and tax finances, know the farmers and many of the landowners in the districts.

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

Pesotum Slough Drainage Board.

Forrest Brewer  
Signature

Date: 6-5-17

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Stanley Wolken

ADDRESS: 2222 CR. 3200 N. Gifford ILL. 61847  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: 217-568-7318

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Prairie Creek Drainage

BEGINNING DATE OF TERM: 8-31-17 ENDING DATE: 8-31-20

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

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

I have as a commissioner for several terms.  
Any issues have been dealt with.

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

We receive Tax dollars from land owners  
for funds to repair tile and maintain  
The ditches.

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

West Branch Drainage

Stan Wolken  
Signature

Date: 7-20-17

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: LESTER WOLKEN

ADDRESS: 2478 Co. Rd. 1600 E Thomasboro IL 61878  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: 217 643 6065

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Raup Drainage District Commissioner

BEGINNING DATE OF TERM: Sept. 1, 2017 ENDING DATE: Aug. 31, 2020

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. Do you own land within the drainage district? Yes  No
2. What experience and background do you have which you believe qualifies you for this appointment?  
farmer and drainage commissioner for many years
3. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?  
commissioner for many years and working with sub-contractors for repairs to the ditch
4. Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.  
Raup DD commssioner

  
Signature June 1, 2017  
Date: \_\_\_\_\_

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Dennis Bergman

ADDRESS: 1997 CR 3000N Rantoul IL 61866  
Street City State Zip Code

EMAIL: DTBergman@MCHSI.com PHONE: 217-841-4883

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Salt Fork Drainage

BEGINNING DATE OF TERM: Sept 1 2017 ENDING DATE: Aug 31 2020

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

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

*I have been on the drainage board for the past 24 years  
Being a farmer keeps me more connected with the drainage problems  
we face today. Big rains can cause big problems  
Farming along 2 1/2 miles of the district's drainage keeps me well informed*

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

*Operations is checking the districts washout and culverts make sure  
the stream flow is not blocked, To know the districts boundaries  
Setting tax levies for the maintenance each year*

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

*None at this time*

Dennis Bergman  
Signature

Date: 6-29-2017

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: John Leonard

ADDRESS: 254 E 300N Rd Gibson City IL 60936  
Street City State Zip Code

EMAIL: jp161072@gmail.com PHONE: 217-841-0401  
 Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Sangamon & Drummer Drainage District

BEGINNING DATE OF TERM: Sept 1, 2017 ENDING DATE: Aug 31, 2020

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

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

I have served in this capacity for 1 term. I have operated farms for approximately 45 years & have practiced soil conservation & worked to improve farm drainage.

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

I understand the finances and legal jurisdiction of the drainage district.

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

Commissioner of Kunkler Drainage District in McLean & Belknap Counties  
Director of Gibson Area Hospital & Health Services  
Serve as Permanent Deacon in Roman Catholic Diocese of Peoria

John Leonard  
Signature

Date: 6-14-2017



CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Charles M. Daly

ADDRESS: 1701 County Road 1700 N. Urbana, IL 61802  
Street City State Zip Code

EMAIL: cmdaly@volmail.net PHONE: 367 2025

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Drainage Commissioner St Joseph #3

BEGINNING DATE OF TERM: 9/1/17 ENDING DATE: 8/31/2020

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

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

30 + years @ this Appointment

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

Extensive

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

None

Charles M. Daly  
Signature

Date: 6/1/2017

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Chris J. Conerty

ADDRESS: 1916 CR 1800 E Urbana IL 61802  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: 217-202-9514

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Somer #1 Drainage District

BEGINNING DATE OF TERM: Sept. 1, 2017 ENDING DATE: Aug 31, 2020

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. Do you own land within the drainage district? Yes  No  - relative
2. What experience and background do you have which you believe qualifies you for this appointment?

35 years of farming experience in the  
Drainage District area

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

Working Knowledge

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

Currently Commissioner of Somer #1 DDB

Signature

Date:

7/14/17

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: BRUCE STIKKERS

ADDRESS: 115 EAST EVERGREEN DR ST. JOSEPH IL 61873  
Street City State Zip Code

EMAIL: BSTIKKERS@SBCGLOBAL.NET PHONE: 217-469-2793

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: ST. JOSEPH DRAINAGE DISTRICT #6

BEGINNING DATE OF TERM: AUGUST 2017 ENDING DATE: AUGUST 2020

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?

- ① RESIDENT OF DISTRICT FOR 40 YEARS - FAMILIAR WITH HISTORY
- ② 15 YEARS RESOURCE CONSERVATIONIST - CHAM. CO. SWCD  
BEFORE RETIREMENT. WORKED WITH DRAINAGE COMMISSIONERS  
ATTORNEYS AND COUNTY ZONING ON DRAINAGE ISSUES
- ③ CURRENTLY RETIRED - FLEXIBLE SCHEDULE TO MEET WITH  
PEOPLE ON ISSUES

2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?  
I AM FAMILIAR WITH THE GENERAL OPERATION OF A  
DRAINAGE DISTRICT AND HAVE SEEN MANY OF THE  
PROJECTS COMPLETED OVER 40 YEARS. I WOULD NEED  
TO STUDY THE DETAILS OF THIS DISTRICT IF APPOINTED.

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:

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

Bruce Stickers  
Signature  
7/6/17  
Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: LES OLSON

ADDRESS: 2316 CR 1950N St. Joseph IL 61873  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: 217 469 7139

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Union Drainage District of Stanton & Ogden  
Townships

BEGINNING DATE OF TERM: ~~1000~~ 2017 9/1/17 ENDING DATE: ~~6/1/2020~~ 8/31/2020

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

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

Farmer, Former Employee of Franzen Const.  
And Commissioner of this Drainage District for 10 Plus Years  
Commissioner of Spoon River DD

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

One of 3 current Commissioners

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

Spoon River Drainage District Commissioner

Les Olson  
Signature

Date: 6/15/17

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: LOWELL 'PETE' JOHANSON

ADDRESS: 3215 CR 1700 E RANTOUL IL. 61866  
Street City State Zip Code

EMAIL: PETE JOHANSON FARMS YANCO.COM PHONE: 217-377-2902  
CELL

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Triple Fork

BEGINNING DATE OF TERM: \_\_\_\_\_ ENDING DATE: \_\_\_\_\_

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

2. What experience and background do you have which you believe qualifies you for this appointment?  
HAVE SERVED ON TRIPLE FORK DRAINAGE BOARD FOR OVER 30 YEARS  
HAVE SERVED ON BIG SIOUCH DRAINAGE BOARD APPROX 12 YEARS  
HAVE SERVED ON WILD CAT DRAINAGE BOARD APPROX 9 YEARS  
HAVE DONE EXTENSIVE DITCH AND TILE WORK FOR 40 YEAR,  
HAVE DEEP CONCERNS ABOUT WATER AND SOIL.

3. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?  
TRIPLE FORK BOARD REVIEWS TOGETHER WHERE AND WHAT THE DISTRICTS NEEDS ARE AND MOST TIMES WE ADDRESS CONCERNS BEFORE THEY BECOME A PROBLEM.

4. Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.  
TRIPLE FORK DRAINAGE  
BIG SIOUCH DRAINAGE  
WILD CAT DRAINAGE

Lowell 'Pete' Johnson  
Signature

Date: July 13, 2017

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Robert W. Grove

ADDRESS: 1470 Co. Rd 1100 N Zionsville Ill. 61802  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: 717 684-2296

Check Box to Have Email Address Redacted on Public Documents

Philo + Crittenden

NAME OF APPOINTMENT BODY OR BOARD: Drainage Comm.

BEGINNING DATE OF TERM: 9/1/17 ENDING DATE: 8/3/20

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. Do you own land within the drainage district? Yes  No
- 2. What experience and background do you have which you believe qualifies you for this appointment?

25 years as a Comm.

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

Take care of drainage problems on  
Beach School ditch

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

Cemetery Board

  
Signature

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

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Daniel L. Duitzman

ADDRESS: 2388 G Rd 1700N St. Joseph Ill 61878  
Street City State Zip Code

EMAIL: dduits99@shawt.net PHONE: 217-202-5277

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: #2 St. Joseph + Ogden

BEGINNING DATE OF TERM: 9/1/17 ENDING DATE: 8/31/20

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. Do you own land within the drainage district? Yes  No
2. What experience and background do you have which you believe qualifies you for this appointment?

*Have 30+ years of drainage experience. Have farmed for 40 years in Champaign County.*

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

*Experience for past year serving as Commissioner. Own property in district and surrounding community.*

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

*St. Joseph - Ogden Union 2 Drainage District for past year.*

*Daniel L. Duitzman*  
Signature

Date: 8/3/17

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Linda K. Lee Drozt (last name has no hyphen)

ADDRESS: 508 S. Lincoln St. Philo, IL 61864  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: 217-621-0047

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Union Drainage District #3 of South Homer and Sidney

BEGINNING DATE OF TERM: 9/1/17 ENDING DATE: 8/31/20

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. Do you own land within the drainage district? Yes  No
2. What experience and background do you have which you believe qualifies you for this appointment?

For ten years, I have rented and farmed 270 acres which are fully or partially drained by this district. While I do not currently live or own land in the district, I grew up there and farmed with my father. I also make an effort to understand current issues with drainage districts. I attended the 2017 Illinois Association of Drainage Districts annual conference. I also attended farm bureau meetings on both the technical aspects of maintenance and the procedures for levying landowners.

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

I am aware of the ditch, the other commissioners Kevin Wienke and Greg Allen, the district's attorney Hannah Wince, and the annual meetings. I also have my father's records of district business since he was appointed a commissioner in 1971.

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

Union Drainage District #3 of South Homer and Sidney

  
Signature

Date: 7-20-17

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: J. ANDREW EDWARDS

ADDRESS: 990A CR 1350 E TOLONO IL 61880  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: 217-3694014  
 Check Box to Have Email Address Redacted on Public Documents Upper Embarrass River

NAME OF APPOINTMENT BODY OR BOARD: DRAIN DIST COMMISSIONER

BEGINNING DATE OF TERM: 9-1-17 ENDING DATE: 9-1-18 ? n 2020

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.

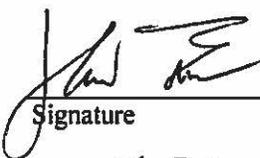
- 1. Do you own land within the drainage district? Yes  No
- 2. What experience and background do you have which you believe qualifies you for this appointment?

FARMER / FARM OWNER

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

PRESENT & PAST MEMBER

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

  
Signature  
Date: 5-30-17

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Ray Douglas

ADDRESS: 4512 S. Philo Rd Urbana IL 61802  
Street City State Zip Code

EMAIL: raydouglas@volomail.net PHONE: 217-202-4543

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Union Drainage of Philo + Urbana

BEGINNING DATE OF TERM: 9/1/17 ENDING DATE: 8/31/2020

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

2. What experience and background do you have which you believe qualifies you for this appointment?  
I have served on the board for 9 years.

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

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

Signature Ray Douglas

Date: 6-1-17

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Stanley Walken

ADDRESS: 2222 CR. 3200 N. Gifford ILL, 61847  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: 217-568-7318

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: West Branch Drainage

BEGINNING DATE OF TERM: 8-31-17 ENDING DATE: 8-31-20

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

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

*I have as a commissioner for several terms.  
Any issues have been dealt with.*

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

*We receive Tax dollars from land owners  
for funds to repair tile and maintain  
The ditches.*

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

*Prairie Creek Drainage*

Stan Walken  
Signature

Date: 7-20-17

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Steven Maddock

ADDRESS: 1945 CR 2200 E St. Joseph IL 61873  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: (217) 469-2495

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Willow Branch Drainage District

BEGINNING DATE OF TERM: 9-1-17 ENDING DATE: 8-31-20

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

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

*I have farmed for over 40 years  
Also worked at the UoI Agr. Empr. Dept. for  
31 years in the soils & water division on research projects*

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

*Have served on this appointment for the last  
3 years.*

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

*Elected to Stanton Special Drainage District*

Steve Maddock  
Signature

Date: 6-17-17

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Steven Herrriott

ADDRESS: 1926 Co. Rd 800m Sidney, IL 61877  
Street City State Zip Code

EMAIL: steverherrriott@hotmail.com PHONE: 217-718-6948

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Wriak Drainage

BEGINNING DATE OF TERM: 8/31/17 ENDING DATE: 8/31/20

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

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

have served on wriak Drainage  
for several years

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

have served as treasure for wriak Drainage

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

None

Steven Herrriott  
Signature

Date: 6/4/17

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: DANIEL M. NOEL

ADDRESS: 1802 FOX DRIVE CHAMPAIGN IL 61821  
Street City State Zip Code

EMAIL: noelfarms@sbcglobal.net PHONE: 217 352-2246  
 Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: DIST # 2 TOWN OF SCOTT

BEGINNING DATE OF TERM: 9/1/17 ENDING DATE: 8/31/20

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. Do you own land within the drainage district? Yes  No
2. What experience and background do you have which you believe qualifies you for this appointment?

PREVIOUS TERMS ON BOARD

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

20 YEARS

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

Daniel M. Noel  
Signature

Date: Aug 1, 2017

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Chris Hausman

ADDRESS: 948 CR 100<sup>d</sup> Perotum IL 61863  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: 217 417 3619

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: DRAINAGE Commissioner Perotum Consolidated DD

BEGINNING DATE OF TERM: 9/1/17 ENDING DATE: 8/31/2020

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

2. What experience and background do you have which you believe qualifies you for this appointment?  
AS A FARMER AND LANDOWNER, MY INCOME IS BASED ON HOW WELL THE LAND PRODUCES. - WITHOUT DRAINAGE, WE WOULD BE UNABLE TO FARM. I UNDERSTAND DRAINAGE AND THE IMPORTANCE. BEEN A DRAINAGE DIST COMMISSIONER SINCE THE EARLY 90'S

3. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?  
WE DO AN ANNUAL MAINTENANCE ASSESSMENT AT THE MAX ALLOWED DUE TO PT&L. I ALSO HAVE MAPS OF ALL THE DIST TILE.

4. Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.  
ILLINOIS FS OPERATING BOARD ST MARY'S CHURCH TRUSTEE  
LONGVIEW BANK BOARD  
PEROTUM FIRE DISTRICT TRUSTEE  
ST JOSEPH CEMETERY TRUSTEE

Chris Hausman  
Signature

Date: 6/9/17

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Norman Uken

ADDRESS: 24190 R1800 E Urbana, IL 61802  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: 217-6216670

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Longbeach District Drainage District

BEGINNING DATE OF TERM: Sept. 1, 2017 ENDING DATE: Aug 31, 2020

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

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

*I check the tile & culverts regularly, and make sure nothing is blocking the natural flow of water.*

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

*We meet regularly with our attorney, discuss our taxes received and if any work needs to be done, hire contractors qualified to do the work.*

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

Norman Uken  
Signature

Date: June 5, 2017

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: John B. Heiser

ADDRESS: 458 C Rd. 3100 N. Fisher Illinois 61843  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: (217) 897-1962

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Nelson, Moore, Fairfield Drainage Dist.

BEGINNING DATE OF TERM: 9/1/17 ENDING DATE: 8/31/2020

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. Do you own land within the drainage district? Yes  No
2. What experience and background do you have which you believe qualifies you for this appointment?

Farmer

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

Been on board for past 6 years.

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

Farm Bureau board  
Fisher Farmers Dist Board

Signature: John B. Heiser

Date: 5/26/17

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Dwaine H. Horsch

ADDRESS: 194 N SR 47 Gibson City, IL 60936

Street

City

State

Zip Code

EMAIL: \_\_\_\_\_

PHONE: 217-784-8048

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Sangamon & Drummer Drainage District

BEGINNING DATE OF TERM: \_\_\_\_\_

ENDING DATE: 8/31/2019

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

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

Mr. Horsch is a farmer who has farmed within the district for many years and is familiar with the farming practices and the drainage circumstances of the district.

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

Mr. Horsch is familiar with the other commissioners, how the district generally operates, the rates of assessment, and the general boundaries of the district.

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

N/A

Dwaine H. Horsch

Signature

Date: 6-14-2017

**JOHN FARNEY**  
COUNTY AUDITOR



1776 EAST WASHINGTON  
URBANA, ILLINOIS 61802  
TELEPHONE (217) 384-3763  
FAX (217) 384-1285

**OFFICE OF THE AUDITOR**  
CHAMPAIGN COUNTY, ILLINOIS

**TO:** Giraldo Rosales, Deputy Chair,  
Champaign County Board Policy, Personnel & Appointments Committee  
Members of the Champaign County Board  
Julia Rietz, Champaign County State's Attorney

**FROM:** John Farney, County Auditor *JF*

**DATE:** July 28, 2017

**RE:** Travel Reimbursement VR41-00161, VR41-00162, VR41-00163

---

Requisitions for reimbursement for travel by three Assistant State's Attorneys were recently submitted to the Champaign County Auditor's Office for payment. Upon review by Auditor Office staff, the requisitions (VR41-00161, VR41-00162 and VR41-00163) were found to be in violation of the Champaign County Travel Policy (Ordinance No. 946). The requisitions were submitted to the Auditor's Office beyond 60 days from the last day of travel, a prohibited action according to Article VII of the Travel Policy.

Article VI of the Travel Policy allows for any exceptions to the regulations set forth in the Policy to be presented in a letter submitted to the Policy, Personnel and Appointments Committee for approval. The State's Attorney has submitted such a letter to the Committee.

The Auditor's Office finds that the referenced requisitions seek reimbursement for travel that was performed as part of a County employee's job duty, that the purpose of travel was legitimate, and that citizens of Champaign County received benefit from the conference attended. If these requisitions had been submitted within 60 days of the last day of travel, they would have been paid immediately.

The State's Attorney has also reviewed the County Travel Policy with Office employees.

**It is the recommendation of the County Auditor that the Policy, Personnel & Appointments Committee grant exception to the Travel Policy in the case of VR41-00161, VR41-00162 and VR41-00163 and allow reimbursement for travel expenses outside of the 60 day window. Action at the Committee level is sufficient. Full County Board action is not necessary.**

No. 41-00162 FY: 2017/2017

Date 07/18/2017 Department STATES ATTORNEY

{ County Auditor Use Only } Appropriation Acct. No. 080-041-533.95

{ Vendor No. 612399 } Payment Due Date \_\_\_\_\_ Advance Check Needed \_\_\_\_\_

Terms & Conditions \_\_\_\_\_

Quantity	Full Description of Required Purchase/Or Service Rendered	Unit Price	Total
240.00	MILEAGE AND PER DIEM REIMBURSEMENT TO TRAVIS ELLIS TO ATTEND THE APPELLATE PROSECUTOR CLE; PROSECUTOR SURVIVAL SCHL APRIL 13-14, 2017; OGLESBY, IL		
2.00	MILES ROUNDTRIP, CHAMPAIGN TO OGLESBY 4/12-14	.535	128.40
2.00	BREAKFASTS AT \$10.00 PER MEAL 4/13-14	10.000	20.00
2.00	LUNCHES AT \$15.00 PER MEAL 4/13-14	15.000	30.00
1.00	DINNERS AT \$26.00 PER MEAL 4/13-14	26.000	26.00
		<b>Total:</b>	<b>204.40</b>

V { ELLIS, TRAVIS

E { \_\_\_\_\_

N { STATE'S ATTORNEY OFC

D { \_\_\_\_\_

O { 101 E MAIN ST

R { \_\_\_\_\_

URBANA, IL 61801-0000

The items listed above are a proper charge against the appropriation shown hereon and the service or materials are to be used exclusively for the purpose against which items are charged.

\*\* PLEASE SIGN IN BLUE INK \*\*

  
Department Authorized Signature

Date Goods/Services Received \_\_\_\_\_

Attn: \_\_\_\_\_

County Auditor Use Only

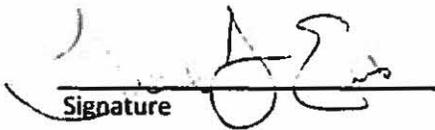
Funds Approved    Auditor    A/P Check Date 7-2-17

RECEIVED  
JUL 18 2017  
CHAMPAIGN COUNTY  
AUDITORS OFFICE

**CHAMPAIGN COUNTY TRAVEL LOG**

DATE	FROM	TO	MILEAGE	LODGING	MEALS			MISC.	PURPOSE
					BREAKFAST	LUNCH	DINNER		
4/12/17	Champaign, IL	Oglesby, IL	120	N/A					State Attorney's
4/13/17	Oglesby, IL				\$10.00	\$15.00	\$26.00		Appellate Prosecutor CLE:
4/14/17	Oglesby, IL	Champaign, IL	120		\$10.00	\$15.00			Prosecutor Survival School
									Apr. 13 and 14, 2017
									Starved Rock Lodge
									Oglesby, IL
									Travis Ellis
<b>TOTALS</b>			<b>240</b>	<b>N/A</b>	<b>\$20.00</b>	<b>\$30.00</b>	<b>\$26.00</b>		

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

  
 \_\_\_\_\_  
 Signature

7/13/2017  
 Date

The Illinois State's Attorneys  
 Appellate Prosecutor's Office Presents  
**PROSECUTOR SURVIVAL SCHOOL**

Patrick J. Dellino, Director

Joseph P. Bruscato, Chairman

**O**btain the training needed to go from the minor leagues to a felony court all-star in this popular program for midlevel prosecutors. With this intensive 9+ hour training, you'll develop from one of those who know how to win the routine case to being ready to step up to the plate for the more complex ones.

**TOPICS COVERED:**

- Gang Organization for Dummies
- The Drug Enterprise
- Pitfalls in Jury Selection
- Defenses to Defense Motions
- Specialized Cross-examination



**April 13-14, 2017**  
 Starved Rock State Park  
 Route 178 & 71  
 Utica, IL

Registration is limited to first 36 people and is required by April 1, 2017.

Register Online at [www.ilsaap.org](http://www.ilsaap.org)  
 Click "CLE Registration"  
 Select "Prosecutor Survival School"

**"Packing your Prosecutorial Survival Pack  
 Just Got Easier"**

Participants will be expected to pay for travel , meals and lodging.

No. 41-00161

FY: 2017/2017

Date 07/18/2017

Department STATES ATTORNEY

**County Auditor Use Only**

Appropriation Acct. No. 080-041-533.95

Vendor No. 610448

Payment Due Date \_\_\_\_\_ Advance Check Needed     

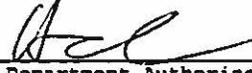
Terms & Conditions \_\_\_\_\_

Quantity	Full Description of Required Purchase/Or Service Rendered	Unit Price	Total
	MILEAGE AND PER DIEM REIMBURSEMENT TO VICTORIA DEDMAN TO ATTEND APPELLATE PROSECUTOR CLE; PROSECUTOR SURVIVAL SCHL APRIL 13-14, 2017; OGLESBY, IL		
240.00	MILES ROUND TRIP, CHAMPAIGN TO OGLESBY 4/12-14	.535	128.40
2.00	BREAKFASTS AT \$10.00 PER MEAL 4/13-14 Oglesby	10.000	20.00
2.00	LUNCHES AT \$15.00 PER MEAL 4/13-14 Oglesby	15.000	30.00
1.00	DINNER AT \$26.00 PER MEAL 4/13 Oglesby	26.000	26.00
		<b>Total:</b>	<b>204.40</b>

V  
E  
N  
D  
O  
R  
{  
DEDMAN, ANNA VICTORIA  
STATE'S ATTORNEY OFC  
101 E MAIN ST  
URBANA, IL 61801-0000

The items listed above are a proper charge against the appropriation shown hereon and the service or materials are to be used exclusively for the purpose against which items are charged.

\*\* PLEASE SIGN IN BLUE INK \*\*

  
Department Authorized Signature

Date Goods/Services Received \_\_\_\_\_

Attn: \_\_\_\_\_

**County Auditor Use Only**

Funds Approved ✓ Auditor 35 A/P Check Date 7-31-17

**RECEIVED**  
JUL 18 2017  
CHAMPAIGN COUNTY  
AUDITORS OFFICE

**CHAMPAIGN COUNTY TRAVEL LOG**

DATE	FROM	TO	MILEAGE	LODGING	MEALS			MISC.	PURPOSE
					BREAKFAST	LUNCH	DINNER		
4/12/17	Champaign, IL	Oglesby, IL	120	N/A					State Attorney's
4/13/17	Oglesby, IL				\$10.00	\$15.00	\$26.00		Appellate Prosecutor CLE:
4/14/17	Oglesby, IL	Champaign, IL	120		\$10.00	\$15.00			Prosecutor Survival School
									Apr. 13 and 14, 2017
									Starved Rock Lodge
									Oglesby, IL
									Victoria Dedman
<b>TOTALS</b>			<b>240</b>	<b>N/A</b>	<b>\$20.00</b>	<b>\$30.00</b>	<b>\$26.00</b>		

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

  
 \_\_\_\_\_  
 Signature

7/13/2017  
 Date

The Illinois State's Attorneys  
Appellate Prosecutor's Office Presents  
**PROSECUTOR SURVIVAL SCHOOL**

Patrick J. Dellino, Director

Joseph P. Bruscato, Chairman

**O**btain the training needed to go from the minor leagues to a felony court all-star in this popular program for midlevel prosecutors. With this intensive 9+ hour training, you'll develop from one of those who know how to win the routine case to being ready to step up to the plate for the more complex ones.

**TOPICS COVERED:**

- Gang Organization for Dummies
- The Drug Enterprise
- Pitfalls in Jury Selection
- Defenses to Defense Motions
- Specialized Cross-examination



**April 13-14, 2017**

Starved Rock State Park

Route 178 & 71

Utica, IL *La Salle County*

Registration is limited to first 36 people and is required by April 1, 2017.

Register Online at [www.ilsaap.org](http://www.ilsaap.org)

Click "CLE Registration"

Select "Prosecutor Survival School"

**"Packing your Prosecutorial Survival Pack  
Just Got Easier"**

Participants will be expected to pay for travel , meals and lodging.

No. 41-00163 FY: 2017/2017

Date 07/18/2017 Department STATES ATTORNEY

{ County Auditor Use Only } Appropriation Acct. No. 080-041-533.95

{ Vendor No. 638779 } Payment Due Date \_\_\_\_\_ Advance Check Needed \_\_\_\_\_

Terms & Conditions \_\_\_\_\_

Quantity	Full Description of Required Purchase/Or Service Rendered	Unit Price	Total
240.00	MILEAGE AND PER DIEM REIMBURSEMENT TO BRIDGET SCHOTT TO ATTEND APPELLATE PROSECUTOR CLE; PROSECUTOR SURVIVAL SCHL APRIL 13-14, 2017; OGLESBY, IL MILES ROUNDTRIP, CHAMPAIGN TO OGLESBY 4/12-14	.535	128.40
2.00	BREAKFASTS AT \$10.00 PER MEAL 4/13-14 Oglesby	10.000	20.00
2.00	LUNCHES AT \$15.00 PER MEAL 4/13-14 Oglesby	15.000	30.00
1.00	DINNERS AT \$26.00 PER MEAL 4/13 Oglesby	26.000	26.00
<b>Total:</b>			<b>204.40</b>

V  
E  
N  
D  
O  
R  
(  
SCHOTT, BRIDGET  
STATE'S ATTORNEY OFC  
101 E MAIN ST  
URBANA, IL 61801-0000

The items listed above are a proper charge against the appropriation shown hereon and the service or materials are to be used exclusively for the purpose against which items are charged.

\*\* PLEASE SIGN IN BLUE INK \*\*



Department Authorized Signature

Date Goods/Services Received \_\_\_\_\_

Attn: \_\_\_\_\_

County Auditor Use Only

Funds Approved + Auditor 24 A/P Check Date 7-17

RECEIVED  
JUL 18 2017  
CHAMPAIGN COUNTY  
AUDITORS OFFICE

CHAMPAIGN COUNTY TRAVEL LOG

DATE	FROM	TO	MILEAGE	LODGING	MEALS			MISC.	PURPOSE
					BREAKFAST	LUNCH	DINNER		
4/12/17	Champaign, IL	Oglesby, IL	120	N/A					State Attorney's
4/13/17	Oglesby, IL				\$10.00	\$15.00	\$26.00		Appellate Prosecutor CLE:
4/14/17	Oglesby, IL	Champaign, IL	120		\$10.00	\$15.00			Prosecutor Survival School
									Apr. 13 and 14, 2017
									Starved Rock Lodge
									Oglesby, IL
									Bridget Schott
<b>TOTALS</b>			<b>240</b>	<b>N/A</b>	<b>\$20.00</b>	<b>\$30.00</b>	<b>\$26.00</b>		

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

  
Signature

7/13/2017  
Date

The Illinois State's Attorneys  
Appellate Prosecutor's Office Presents  
**PROSECUTOR SURVIVAL SCHOOL**

Patrick J. Dellino, Director

Joseph P. Bruscato, Chairman

**O**btain the training needed to go from the minor leagues to a felony court all-star in this popular program for midlevel prosecutors. With this intensive 9+ hour training, you'll develop from one of those who know how to win the routine case to being ready to step up to the plate for the more complex ones.

**TOPICS COVERED:**

- Gang Organization for Dummies
- The Drug Enterprise
- Pitfalls in Jury Selection
- Defenses to Defense Motions
- Specialized Cross-examination



April 13-14, 2017  
Starved Rock State Park  
Route 178 & 71  
Utica, IL

Registration is limited to first 36 people and is required by April 1, 2017.

Register Online at [www.ilsaap.org](http://www.ilsaap.org)  
Click "CLE Registration"  
Select "Prosecutor Survival School"

**"Packing your Prosecutorial Survival Pack  
Just Got Easier"**

Participants will be expected to pay for travel , meals and lodging.



**Gordy Hulten**  
**Champaign County Clerk**  
Champaign County, Illinois

1776 East Washington Street  
Urbana, IL 61802  
Email: [mail@champaigncountyclerk.com](mailto:mail@champaigncountyclerk.com)  
Website: [www.champaigncountyclerk.com](http://www.champaigncountyclerk.com)

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

**COUNTY CLERK**  
**MONTHLY REPORT**  
**JUNE**  
**2017**

Liquor Licenses & Permits	185.00
Civil Union Licenses	140.00
Marriage License	10,010.00
Interests	30.01
State Reimbursements	-
Vital Clerk Fees	23,935.50
Tax Clerk Fees	1,946.09
Refunds of Overpayments	-
<b>TOTAL</b>	<b>36,246.60</b>
Additional Clerk Fees	1,518.00



**Gordy Hulten**  
**Champaign County Clerk**  
 Champaign County, Illinois

1776 East Washington Street  
 Urbana, IL 61802  
 Email: [mail@champaigncountyclerk.com](mailto:mail@champaigncountyclerk.com)  
 Website: [www.champaigncountyclerk.com](http://www.champaigncountyclerk.com)

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

## SEMI-ANNUAL REPORT

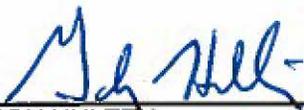
### June 2017

Liquor Licenses & Permits	1,189.00
Civil Union License	350.00
Marriage License	35,210.00
Interests	184.99
State Reimbursements	-
Vital Clerk Fees	133,935.25
Tax Clerk Fees	32,586.57
Refunds of Overpayments	201.15
<b>TOTAL</b>	
Additional Clerk Fees	8,360.00

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 July, A.D. 2017

  
 \_\_\_\_\_  
 GORDY HULTEN  
 Champaign County Clerk



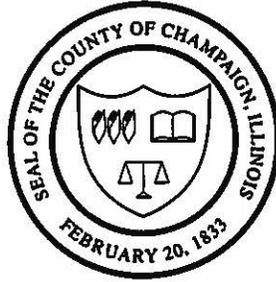
**Gordy Hulten**  
**Champaign County Clerk**  
Champaign County, Illinois

1776 East Washington Street  
Urbana, IL 61802  
Email: [mail@champaigncountyclerk.com](mailto:mail@champaigncountyclerk.com)  
Website: [www.champaigncountyclerk.com](http://www.champaigncountyclerk.com)

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

**COUNTY CLERK**  
**MONTHLY REPORT**  
**JULY**  
**2017**

Liquor Licenses & Permits	175.00
Civil Union Licenses	70.00
Marriage License	7,490.00
Interests	30.74
State Reimbursements	-
Vital Clerk Fees	24,441.50
Tax Clerk Fees	2,076.66
Refunds of Overpayments	-
<b>TOTAL</b>	<b>34,283.90</b>
Additional Clerk Fees	1,558.00



OFFICE OF THE  
COUNTY ADMINISTRATOR

**MONTHLY HR REPORT  
JUNE 2017**

**VACANT POSITIONS LISTING**

FUND	DEPT	POSITION TITLE	HOURLY RATE	REG HRS	REGULAR SALARY	FY 2017 HRS	FY 2017 SALARY
80	16	Admin Assistant	\$15.57	1950	\$30,361.50	1950	\$30,361.50
80	16	Admin Assistant	\$15.57	1950	\$30,361.50	1950	\$30,361.50
80	20	Accountant	\$18.93	1950	\$36,913.50	1950	\$36,913.50
80	30	Deputy Circuit Clerk	\$15.57	1950	\$30,361.50	1950	\$30,361.50
80	30	Legal Clerk	\$13.70	1950	\$26,715.00	1950	\$26,715.00
80	30	Legal Clerk	\$13.70	1950	\$26,715.00	1950	\$26,715.00
80	41	PT Legal Secretary	\$14.52	780	\$11,325.60	780	\$11,325.60
80	52	Court Services Officer	\$17.77	1950	\$34,651.50	1950	\$34,651.50
80	140	Clerk	\$13.70	1950	\$26,715.00	1950	\$26,715.00
80	140	Correctional Officer	\$19.52	2080	\$40,601.60	2080	\$40,601.60
80	140	PT Visitation Clerk	\$13.70	1040	\$14,248.00	1040	\$14,248.00
80	141	Legal Secretary	\$14.52	1950	\$28,314.00	1950	\$28,314.00
83	60	Senior Engineer	\$25.19	2080	\$52,395.20	2080	\$52,395.20
91	247	Animal Cntrl Warden	\$15.57	2080	\$32,385.60	2080	\$32,385.60
91	248	PT Kennel Worker	\$13.70	1040	\$14,248.00	1040	\$14,248.00
92	74	Law Librarian	\$17.16	1040	\$17,846.40	1040	\$17,846.40
- TOTAL -					\$454,158.90		\$454,158.90

**UNEMPLOYMENT REPORT**

Notice of Claims received - 18  
Nursing Home - 4  
Head Start - 12 (summer lay off)  
Head Start - 1  
JDC - 1

**Benefit Determination - 3**

Nursing Home - 3 - denied  
Nursing Home - 3 - approved

**PAYROLL REPORT**

JUNE PAYROLL  
INFORMATION

Pay Group	6/9/2017		6/23/2017	
	EE's Paid	Total Payroll \$\$	EE's Paid	Total Payroll \$\$
General Corp	502	\$953,558.15	505	\$945,790.04
Nursing Home	190	\$228,143.78	189	\$253,659.91
RPC/Head Start	219	\$273,537.17	261	\$276,536.84
Total	911	\$1,455,239.10	955	\$1,475,986.79

**HEALTH INSURANCE/BENEFITS REPORT**

Total Number of Employees Enrolled: 707

General County Union:

Single 203; EE+spouse 27; EE+child(ren) 78; Family 26; waived 46

Nursing Home Union:

Single 49; EE+spouse 9; EE+child(ren) 6; Family 2; waived 14

Non-bargaining employees:

Single 104; EE+spouse 41; EE+child(ren) 39; Family 11; waived 52

Life Insurance Premium paid by County: \$1,814.54

Health Insurance Premium paid by County: \$421,276.28

**TURNOVER REPORT**

Turnover is the rate at which an employer gains and loses employees. To get the best picture for turnover the calculations are based on rolling year averages.

General County

June 2017: 1.22% average over the last 12 months

June 2017: 7 out of 574 Employees left Champaign County: 5 resignations, 2 retirements

**WORKERS' COMPENSATION REPORT**

Entire County Report	June 2017	June 2016
New Claims	5	6
Closed	7	5
Open Claims	36	18
Year To Date Total (On-going # of claims filed)	47	51

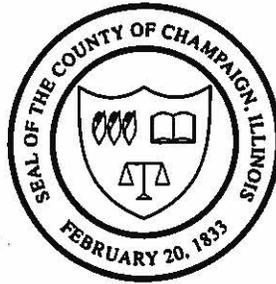
**EEO REPORT**

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

Jun 2017 Monthly EEO Report General County Only	Deputy Coroner_Autopsy Tech	Legal Clerk_Circuit Clerk	Multidisciplinary Team Coordinator_CAC	Visitation Clerk_Sheriff	Accountant_Auditor	
<b>Total Applicants</b>	21	110	10	70	66	<b>277</b>
<b>Male</b>	3	21	1	8	14	<b>47</b>
<b>Female</b>	16	89	9	62	50	<b>226</b>
<b>Undisclosed</b>	2	0	0	0	2	<b>4</b>
<b>Hispanic or Latino</b>	2	5	1	1	1	<b>10</b>
<b>White</b>	12	72	0	27	48	<b>159</b>
<b>Black or African-American</b>	4	24	1	38	13	<b>80</b>
<b>Native Hawaiian or Other Pacific Islander</b>	0	1	0	0	1	<b>2</b>
<b>Asian</b>	0	3	2	0	3	<b>8</b>
<b>American Indian or Alaska Native</b>	0	0	0	0	0	<b>0</b>
<b>Two or more races</b>	2	4	0	4	0	<b>10</b>
<b>Undisclosed</b>	1	1	6	0	0	<b>8</b>
<b>Veteran Status</b>	1	1	0	1	2	<b>5</b>

**ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT**

Agendas Posted	14	Meetings Staffed	6	Minutes Posted	8
Appointments Posted	0	Notification of Appointment	13	Contracts Posted	5
Calendars Posted	5	Resolutions Prepared	53	Ordinances Prepared	0



OFFICE OF THE  
COUNTY ADMINISTRATOR

**MONTHLY HR REPORT  
JULY 2017**

**VACANT POSITIONS LISTING**

FUND	DEPT	POSITION TITLE	HOURLY RATE	REG HRS	REGULAR SALARY	FY 2017 HRS	FY 2017 SALARY
80	16	Admin Assistant	\$15.57	1950	\$30,361.50	1950	\$30,361.50
80	16	Admin Assistant	\$15.57	1950	\$30,361.50	1950	\$30,361.50
80	30	Deputy Circuit Clerk	\$15.57	1950	\$30,361.50	1950	\$30,361.50
80	30	Legal Clerk	\$13.70	1950	\$26,715.00	1950	\$26,715.00
80	30	Trainer/App Admin	\$17.16	1950	\$33,462.00	1950	\$33,462.00
80	41	PT Legal Secretary	\$14.52	780	\$11,325.60	780	\$11,325.60
80	52	Court Services Officer	\$17.77	1950	\$34,651.50	1950	\$34,651.50
80	140	Clerk	\$13.70	1950	\$26,715.00	1950	\$26,715.00
80	140	Correctional Officer	\$19.52	2080	\$40,601.60	2080	\$40,601.60
80	140	Correctional Officer	\$19.52	2080	\$40,601.60	2080	\$40,601.60
80	140	PT Visitation Clerk	\$13.70	1040	\$14,248.00	1040	\$14,248.00
80	141	Legal Secretary	\$14.52	1950	\$28,314.00	1950	\$28,314.00
83	60	Senior Engineer	\$25.19	2080	\$52,395.20	2080	\$52,395.20
91	247	Animal Cntrl Warden	\$15.57	2080	\$32,385.60	2080	\$32,385.60
91	248	Dep Admin-Vet	\$18.93	1040	\$19,687.20	1040	\$19,687.20
91	248	PT Kennel Worker	\$13.70	1040	\$14,248.00	1040	\$14,248.00
92	74	Law Librarian	\$17.16	1040	\$17,846.40	1040	\$17,846.40
-- TOTAL --					\$484,281.20	\$484,281.20	

**UNEMPLOYMENT REPORT**

Notice of Claims received – 4  
Nursing Home – 3  
Head Start – 1 (summer lay off)

Benefit Determination - 4  
Nursing Home – 1 - denied  
Nursing Home – 1 – approved  
JDC – 1 – approved  
Head Start – 1 - approved

## PAYROLL REPORT

### JULY PAYROLL INFORMATION

Pay Group	7/7/2017		7/21/2017	
	EE's Paid	Total Payroll \$\$	EE's Paid	Total Payroll \$\$
General Corp	507	\$974,423.79	500	\$965,121.79
Nursing Home	180	\$234,138.27	179	\$231,988.69
RPC/Head Start	334	\$320,629.49	339	\$288,837.36
Total	1021	\$1,529,191.55	1018	\$1,485,947.84

## HEALTH INSURANCE/BENEFITS REPORT

Total Number of Employees Enrolled: 682

### General County Union:

Single 192; EE+spouse 28; EE+child(ren) 76; Family 29; waived 38

### Nursing Home Union:

Single 44; EE+spouse 9; EE+child(ren) 5; Family 2; waived 14

### Non-bargaining employees:

Single 102; EE+spouse 40; EE+child(ren) 37; Family 12; waived 54

Life Insurance Premium paid by County: \$1,749.54

Health Insurance Premium paid by County: \$408,003.24

## TURNOVER REPORT

Turnover is the rate at which an employer gains and loses employees. To get the best picture for turnover the calculations are based on rolling year averages.

### General County

July 2017: .87% average over the last 12 months

July 2017: 5 out of 576 Employees left Champaign County: 5 resignations

## WORKERS' COMPENSATION REPORT

Entire County Report	July	July
	2017	2016
New Claims	6	5
Closed	5	4
Open Claims	37	19
Year To Date Total (On-going # of claims filed)	53	56

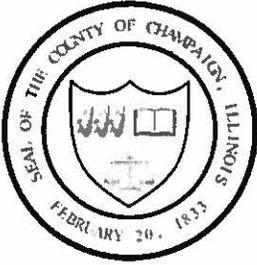
**EEO REPORT**

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

<b>Jul 2017 Monthly EEO Report General County Only</b>		<b>Animal Control Warden_AC</b>	
<b>Total Applicants</b>	<b>20</b>	<b>20</b>	
<b>Male</b>	<b>14</b>	<b>14</b>	
<b>Female</b>	<b>5</b>	<b>5</b>	
<b>Undisclosed</b>	<b>1</b>	<b>1</b>	
<b>Hispanic or Latino</b>	<b>1</b>	<b>1</b>	
<b>White</b>	<b>15</b>	<b>15</b>	
<b>Black or African-American</b>	<b>1</b>	<b>1</b>	
<b>Native Hawaiian or Other Pacific Islander</b>	<b>0</b>	<b>0</b>	
<b>Asian</b>	<b>0</b>	<b>0</b>	
<b>American Indian or Alaska Native</b>	<b>0</b>	<b>0</b>	
<b>Two or more races</b>	<b>1</b>	<b>1</b>	
<b>Undisclosed</b>	<b>2</b>	<b>2</b>	
<b>Veteran Status</b>	<b>3</b>	<b>3</b>	

**ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT**

Agendas Posted	10	Meetings Staffed	9	Minutes Posted	9
Appointments Posted	0	Notification of Appointment	0	Contracts Posted	12
Calendars Posted	5	Resolutions Prepared	13	Ordinances Prepared	0



## **CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES**

1776 East Washington Street, Urbana, Illinois 61802-4581

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

---

### **MEMORANDUM**

**To:** Giraldo Rosales, Deputy Chair of Policy, Personnel & Appointments  
C. Pius Weibel, Chair of the Champaign County Board

**From:** Tami Ogden, Deputy County Administrator of Finance

**Re:** ADA Settlement Agreement Compliance Update

**Date:** August 15, 2017

---

Champaign County's annual report to the Department of Justice was submitted on July 19, 2017, as required by the Settlement Agreement with the United States under the Americans with Disabilities Act. A copy of the cover letter and report follow this memorandum. The county's Independent Licensed Architect, Bailey Edward, also submitted a report to the Department of Justice documenting remedial actions related to county facilities and programs housed in other facilities.

Through prior negotiations, the Department of Justice allowed the county to defer maintenance at the Sheriff's Office, Correctional Center and Adult Detention Center until March 2018. While work at the Adult Detention Center is scheduled to be completed in FY2017, no work has been undertaken at the Sheriff's Office and Correctional Center. The cost projections for remediating access issues at these locations is estimated to be \$175,000.

On June 27, Ms. Ogden spoke with Dana Jackson, senior investigator assigned to Champaign County, regarding the County's interest in closing the downtown facilities as well as the fiscal challenges that the County presently faces. Following discussion, Mr. Jackson stated that the County's request for an extension of the March 2018 deadline would be granted upon receipt of a plan and timeline for exiting the facilities, or a timeline for remedying the access issues. It is recommended that a formal request for extension of the compliance deadline, and a plan approved by the County Board, be provided to the department no later than the original compliance deadline of March 20, 2018.

Attachments



## **CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES**

1776 East Washington Street, Urbana, Illinois 61802-4581

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

July 19, 2017

United States Department of Justice  
Disability Rights Section, Civil Rights Division  
950 Pennsylvania Ave., N.W.  
Washington DC 20530

Re: ADA Settlement Agreement DJ 204-24-116

Dear Mr. Jackson and Mr. Kijewski:

Champaign County hereby submits its annual report summarizing its actions pursuant to Settlement Agreement DJ 204-24-116 with the United States Department of Justice. The County has made significant progress towards complying with the remedial actions identified in the Settlement Agreement.

Compliance reports for facilities and programs housed in others' facilities are being submitted by the County's Independent Licensed Architect via mail in disk format. During Ms. Ogden's conversation with Mr. Jackson on June 27, 2017, the County respectfully requested an extension of the compliance deadline for its Sheriff's Office and Correctional Center facilities. Mr. Jackson stated that the County's request for an extension would not be an issue based on the submission of a timeline for exiting the facilities, or a timeline for remedying the access issues. The County intends to provide a formal request for an extension by March 2018.

If you have any questions regarding this report or the supporting documents, please contact Deputy County Administrator Tami Ogden at 217-384-3776. Questions related to Champaign County's facilities may be directed to Facilities Director Dana Brenner at the same contact number.

Sincerely,

Richard S. Snider  
County Administrator

Tami Ogden  
Deputy County Administrator/Finance

REPORT TO THE UNITED STATES DEPARTMENT OF JUSTICE FROM CHAMPAIGN  
COUNTY, ILLINOIS IN RESPONSE TO A SETTLEMENT AGREEMENT UNDER THE  
AMERICANS WITH DISABILITIES ACT DJ 204-24-116

7/19/17

**NOTIFICATION**

The posted Notice is refreshed when contact information changes, last occurring on 6/30/2017. The County's written procedures are included with this submission.

**ADA COORDINATOR**

Champaign County notified the Department of Justice of the planned change in one of its ADA Coordinators on 6/20/2017 (effective 7/1/2017). As required by the agreement the County's web site and posted notices were updated to reflect this change.

**INDEPENDENT LICENSED ARCHITECT**

ILA reports from Bailey Edward will be submitted via mail in disk format as requested by the Department of Justice.

**GRIEVANCE PROCEDURE**

The posted Grievance Procedures are refreshed when contact information changes, last occurring on 6/30/2017.

**GENERAL EFFECTIVE COMMUNICATION PROVISIONS**

Administrative Services maintains current lists of qualified sign language and oral interpreters, qualified readers, real-time transcription services and vendors able to put documents in Braille. Procedures and time frames for fulfilling requests are outlined in Champaign County's Serving People with Disabilities Handbook. Employees receive Illinois Relay Services Training when applicable, and a record of employees who have completed the Illinois Relay training between 7/1/2016 and 6/21/2017 is included with this report.

**LAW ENFORCEMENT AND EFFECTIVE COMMUNICATION**

The Champaign County Sheriff's Office maintains a list of oral and sign language interpreters, and utilizes Sorenson Video Relay Service in order to provide effective communication 24/7. TTYs and videophones are located in the Sheriff's Office, Downtown Jail and Satellite Jail. Sheriff's Office policy allows persons with disabilities an extended time to utilize a TTY, videophone and relay service, and will make reasonable efforts to provide the preferred communication device.

**EMPLOYMENT**

Champaign County's personnel policies comply with the U.S. Equal Employment Opportunity Commission regulations implementing title I of the Americans with Disabilities Act of 1990. Additional guidance is provided regarding hiring, interviewing, and employment in the County's Serving People with Disabilities Handbook. Supervisor training was initially conducted on

**REPORT TO THE UNITED STATES DEPARTMENT OF JUSTICE FROM CHAMPAIGN  
COUNTY, ILLINOIS IN RESPONSE TO A SETTLEMENT AGREEMENT UNDER THE  
AMERICANS WITH DISABILITIES ACT DJ 204-24-116  
7/19/17**

January 27, 2016, and a record of employees who have completed the Supervisor training between 7/1/2016 and 6/21/17 is included with this report.

**POLLING PLACES**

Voter registration materials are available in alternate formats including Braille, large print, audio format and accessible electronic format. Poll worker training is conducted prior to each election and includes information on assisting voters who require aid, curbside voting, Voter Assistance Terminal (VAT), polling place accessibility and the rights of people with disabilities. The County Clerk offered curbside voting on demand at all voting locations for the November 8, 2016 General Election, the February 28, 2017 Consolidated Primary, and the April 7, 2017 Consolidated Election. The County Clerk will implement temporary remedies such that polling places are accessible on Election Day by providing curbside voting on demand at all polling places.

**EMERGENCY MANAGEMENT PROCEDURES AND POLICIES**

Champaign County's Emergency Operations Plan (EOP) implements Chapter 7 of the Department of Justice's *ADA Best Practices Tool Kit for State and Local Government* to address the ADA obligations of emergency management, including planning, preparedness, evacuation, shelters, medical and social services, lodging and housing programs, recovery, and rebuilding. The EOP was approved by the Illinois Emergency Management Agency in November 2015. The County resubmitted its EOP for review in May 2017 and is awaiting approval which is anticipated later this year.

**SIDEWALKS**

A ramp inventory and record of ramps requiring reconstruction was previously submitted to the Department of Justice. The County Engineer will release a bid for ramps requiring reconstruction in late 2017, with construction completion scheduled prior to 6/30/18. Upon completion, the Independent Licensed Architect will perform inspections to document compliance with applicable architectural standards.

**WEB-BASED SERVICES AND PROGRAMS**

Champaign County's website has been reviewed by Independent Consultant, Tim Offenstien who was previously approved by the Department of Justice, and is compliant with WCAG 2.0 Level A & AA guidelines. The Circuit Clerk's website was completed on 7/7/17 and is awaiting testing by Mr. Offenstien.

AppliTrack, the County's online application program, has notified the County that it has made considerable progress towards improving accessibility and it will be in full compliance with WCAG 2.0 Level A & AA guidelines by November 2017.

REPORT TO THE UNITED STATES DEPARTMENT OF JUSTICE FROM CHAMPAIGN  
COUNTY, ILLINOIS IN RESPONSE TO A SETTLEMENT AGREEMENT UNDER THE  
AMERICANS WITH DISABILITIES ACT DJ 204-24-116

7/19/17

The annual distribution of the Accessibility Policy was completed on 3/8/2017. Notification of accessibility requirements was provided to third party sites and the County continues to encourage full compliance. Ongoing development is being run through automated WCAG evaluators including <https://validator.w3.org/>.

The County's Information Technology department is working with PACE of Central Illinois to arrange for individuals with different disabilities to test the County's webpages for ease of use and accessibility barriers.

### **NEW CONSTRUCTION, ALTERATIONS, AND PHYSICAL CHANGES TO FACILITIES**

Champaign County has made significant progress in addressing its facilities access issues and continues to work closely with its Independent Licensed Architect in order to meet the compliance requirements of the Settlement Agreement. ILA reports are being submitted via mail in disk format as requested by the Department of Justice.

The required interior modifications at the Adult Detention Center are complete and were certified by the ILA on 7/18/16. The bid opening for the required exterior modifications is scheduled for 8/3/2017 with planned improvements to be completed no later than 3/20/2018. The access issues identified at the Sheriff's Office and Correctional Center have not yet been remediated. Per Ms. Ogden's conversation with Mr. Jackson on June 27, 2017 a request for an extension of the compliance deadline for these facilities was agreeable to the department. The County will inform the department of its progress throughout the planning process and provide detailed information as to the requested extension as soon as we have a plan and timeline in place. The next step in the planning process will be discussion of the necessary steps to vacate the Sheriff's Office and Correctional Center. The Sheriff will address the County Facilities Committee at its meeting scheduled for August 8, 2017, regarding research on out of county boarding, facility alternatives and the operational needs of the Sheriff's department.

### **PROGRAM MODIFICATIONS**

The Champaign County Regional Planning Commission was successful in finding an alternate location for the Urbana Head Start facility, formerly located at 108 S. Webber Street, which had multiple access issues identified in Attachment L. The program relocated to 1603 E. Mumford Drive in March 2017. The architect's report with certifications documenting compliance, access issues that have been remediated, comments and photographs is submitted with this report.

### **MISCELLANEOUS PROVISIONS**

Champaign County's annual written report summarizing its actions pursuant to the Settlement Agreement is hereby submitted. The County continues to train employees on the requirements of the ADA and appropriate ways of serving people with disabilities. A record of employees trained between 7/01/2016 and 06/21/2017 is included with this report.

REPORT TO THE UNITED STATES DEPARTMENT OF JUSTICE FROM CHAMPAIGN  
COUNTY, ILLINOIS IN RESPONSE TO A SETTLEMENT AGREEMENT UNDER THE  
AMERICANS WITH DISABILITIES ACT DJ 204-24-116

7/19/17

**Attachments:**

Champaign County's Serving People with Disabilities Handbook

Record of employees trained between 07/01/16 – 06/21/17

Cover Letter from Bailey Edward, Independent Licensed Architect



t 217.363.3375  
 f 312.440.2303  
 www.baileyedward.com

1103 South Mattis Ave  
 Champaign, IL  
 61821-4829

July 18, 2017

Dana L. Jackson  
 Senior Investigator  
 U.S. Department of Justice  
 Civil Rights Division – DRS  
 1425 New York Ave, N.W.  
 Washington, DC 20005

RE: Settlement Agreement between US and Champaign Co, IL; DJ204-24-116

Dear Mr. Jackson,

Enclosed for your review, please find a disk containing an electronic copy of the following documents:

Response to Item 54:

Spread Sheets for all Attachment I - Newly Constructed Facilities. Line items highlighted in green have been completed and verified. These items also include a photo of the compliant condition. Items with no highlighting are scheduled to be completed by 03/20/2018. The only items remaining from this scope of work are at the Adult Detention Facility parking area and sidewalks. This work is currently being bid and is scheduled to start construction this fall.

Response to Item 55:

Spread Sheets for all Attachment J – Altered Facilities. Line items highlighted in green have been completed and verified. These items also include a photo of the compliant condition. Items for which we had previously requested extensions are highlighted in yellow. Items with no highlighting are scheduled to be completed by 03/20/2018.

Response to Item 56:

Spread Sheets for all Attachment K – Existing Facilities. All items in this section have a completion date of 03/20/2018. No corrective work has occurred at these facilities to date however, the spreadsheets are included in this submittal. The County Board has taken under advisement the option to vacate these properties.

Response to Item 58:

Spread Sheets for all Attachment L – Other Facilities. The Facilities on this Attachment are all leased by the Head Start Program which is a Federally Funded Program. Line items highlighted in green have been completed and verified. These items also include a photo of the compliant condition. Items which we have previously requested extensions are highlighted in yellow. These items are either currently in the process of being completed, or are planned as part of a larger project which will occur while students are not in the building and after federal funding is secured.

- Please note, all facilities listed on Attachment L are programs occurring in leased space. The County is continuing to work with the landlords within the limits of the individual leases to comply with the deficiencies noted.
- Champaign Head Start: Completed as submitted to DOJ last July.

responsive a/e/c

**bailey edward**



t 217.363 3375  
f 312.440 2303  
www.baileyedward.com

1103 South Mattis Ave  
Champaign, IL  
61821-4829

- Urbana Head Start: The Head Start program has moved out of the facility reviewed by DOJ. The Urbana program has moved into a newer building previously used as a daycare. Bailey Edward was on site and reviewed the facility for compliance. One item was noted and the Head Start program has plans for correcting this item:
  - A portion of concrete sidewalk settled and has created a transition of approx. 1/2" along the accessible path to the front door. This area will be modified to comply with ADA.



- Savoy Head Start: As previously submitted, the restrooms in Classroom 3 and 4 are not required by the Head Start program and were able to be modified to comply with adult and child ADA requirements. This work has been completed and will be verified with our next report.

The above is respectfully submitted on behalf of Champaign County in response to the agreement between the Department of Justice and Champaign County. If you have any questions or comments concerning the enclosed documents, please contact our office.

Respectfully,

Karla J. Smalley, AIA, LEED AP, NCARB  
Bailey Edward Design, Inc.

Encl.

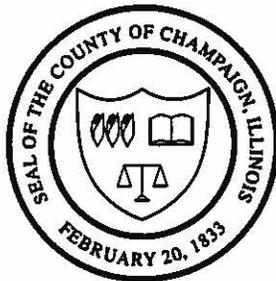
cc. Champaign County

bailey edward

responsive a|e|c

**C. Pius Weibel**  
Chair

cweibel@co.champaign.il.us



Brookens Administrative Center  
1776 East Washington Street  
Urbana, Illinois 61802  
Phone (217) 384-3772  
Fax (217) 384-3896

**Giraldo Rosales**

**Office of  
County Board  
Champaign County, Illinois**

Memorandum

To: Champaign County Board, County Administrator Rick Snider

From: C. Pius Weibel, County Board Chair

Date: August 4, 2017

RE: A Proposed Change in the County Board Rules

Per Rule 8.1 of Resolution 9162, *Written notice of any proposed change(s) to these Rules is to be presented to the Policy, Personnel, and Appointments Committee of the Whole at least fourteen (14) days prior to any consideration of such changes*, I will be proposing the following change in the County Board Rules:

*Removal of Rule 16.E.1.j. Receives and considers for recommendation to the County Board all grant applications and/or awards for Champaign County offices and agencies.*

Currently, all grant applications and awards are routed through the Finance Committee. Removal of this rule allows the grants to go through the committees, which have the more vested interest in the grants. For example, utility efficiency grants would go through Facilities, and justice-oriented grants would go through Justice and Social Services. This rule was added a few years ago and one of its effects was to remove many of the grants that normally went through Justice and Social Services. The non-finance committees can readily review grant applications and accept the awards.