

CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE
Finance/ Policy, Personnel, & Appointments/Justice & Social Services Agenda
County of Champaign, Urbana, Illinois
Tuesday, November 10, 2020 at 6:30 p.m.

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

<u>Agenda Items</u>	<u>Page #</u>
I. <u>Call to Order</u>	
II. <u>Roll Call</u>	
III. <u>Approval of Agenda/Addenda</u>	
IV. <u>Approval of Minutes</u>	
A. October 13, 2020 – Regular Meeting (<i>to be distributed</i>)	
V. <u>Public Participation</u>	
• Being accepted remotely through Zoom – for instructions go to: http://www.co.champaign.il.us/CountyBoard/Committee_Of_The_Whole/2020/201110_Meeting/201110_Zoom_Instructions.pdf	
VI. <u>Communications</u>	
VII. <u>Justice and Social Services</u>	
A. Monthly Reports – All reports are available on each department’s webpage through the department reports page at: http://www.co.champaign.il.us/CountyBoard/Reports.php	
B. Rosecrance Re-Entry Financial Report – September 2020 (information only)	1
C. Sheriff	
1. Public Safety Records Management System Intergovernmental Agreement	2-21
D. <u>Other Business</u>	
E. <u>Chair’s Report</u>	
F. <u>Designation of Items to be Placed on the Consent Agenda</u>	
VIII. <u>Policy, Personnel, & Appointments</u>	
A. County Executive	
1. Monthly HR Report – October 2020	22-24
2. Update from the County Executive (discussion only)	
a. Memorandum	25-26
b. Board questions regarding CIO salary range	
c. Drug, Cannabis & Alcohol Personnel Policy	
d. Exit interviews for Board members	27

3. Appointments/Reappointments (persons to be appointed distributed at the meeting)
Applicants (*italics indicates incumbent*):
 - a. Somer #1 Drainage District – 1 Unexpired Term ending 8/31/2026
 - *Earl Woller* 28
 - b. Zoning Board of Appeals – term 12/1/2020-11/30/2025
 - *Lee Roberts* 29-32
 - c. Animal Control Administrator – term 12/1/2020-11/30/2022
 - *Stephanie Joos* 33-34
 4. 2020 Election of IMRF Trustee (discussion only) 35-36
 - Gwen Henry, CPA, CPFIM, CPFA
 - Jeffrey S. Janda
 - Jamie Maitret
 5. Intergovernmental Agreement with the Housing Authority of Champaign County Board of Commissioners 37-56
- B. County Clerk
1. October 2020 Report 57
- C. Coroner
1. Discussion regarding potential budget amendment for salary increases 58
- D. Other Business
- E. Chair’s Report
1. County Executive appointments expiring December 2020 (information only)
 - a. Mental Health Board – 2 positions – term 1/1/2021-12/31/2024
 - b. Champaign-Urbana Mass Transit District – 2 positions – term 1/1/2021-12/31/2025
 2. Currently vacant appointments – full list and information is available on the County’s website at:
<http://www.co.champaign.il.us/CountyExecutive/appointments/CurrentVacantOpenings.pdf>
- F. Designation of Items to be Placed on the Consent Agenda
- IX. Finance**
- A. Budget Amendments/Transfers
1. Budget Amendment 20-00053 59-60
 - Fund 080 General Fund / Dept 028 Information Technology
 - Increased appropriations: \$44,744
 - Increased revenue: \$44,744
 - Reason: To re-encumber CURES reimbursement for existing expenditure lines that were depleted for COVID expenses

- | | | | |
|--|--|-------|-------|
| 2. | Budget Amendment 20-00056
Fund 628 Election Assist/Accessibility / Dept 022 County Clerk
Increased Appropriations: \$66,974
Increased Revenue: \$66,974
Reason: Additional funds from HAVA Grant and Cares Act to help offset the additional expenses of the 2020 General Election – revised 11/2/2020 | 61-63 | |
| 3. | Budget Amendment 20-0005
Fund 080 General Corporate / Dept 042 Coroner
Increased Appropriations: \$10,000
Increased Revenue: \$0
Reason: To cover expenses for additional autopsies requested by Democrat County Board Members | 64-65 | |
| 4. | Budget Amendment 20-00057
Fund 080 General Corporate / Dept 127 Veterans Assistance Commission
Increased Appropriations: \$5,000
Increased Revenue: \$5,000
Reason: Receive donation from Disabled American Veterans and appropriate for assistance to veterans | 66-67 | |
|
 | | | |
| B. Treasurer | | | |
| 1. Monthly Report – October 2020 – Reports are available on the Treasurer’s webpage at:
http://www.co.champaign.il.us/treasurer/reports.php | | | |
|
 | | | |
| C. Auditor | | | |
| 1. Monthly Report – October 2020 - Reports are available on the Auditor’s webpage at:
http://www.co.champaign.il.us/auditor/countyboardreports.php | | | |
|
 | | | |
| 2. RFQ 2020-06 for Benefits Broker Services | | | 68-78 |
|
 | | | |
| D. County Executive | | | |
| 1. Annual Tax Levy Ordinance | | | 79-81 |
|
 | | | |
| 2. Annual Budget and Appropriation Ordinance | | | 82-99 |
|
 | | | |
| E. <u>Other Business</u> | | | |
|
 | | | |
| F. <u>Chair’s Report</u> | | | |
|
 | | | |
| G. <u>Designation of Items to be Placed on the Consent Agenda</u> | | | |
|
 | | | |
| X. <u>Other Business</u> | | | |
|
 | | | |
| XI. <u>Adjournment</u> | | | |

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

Rosecrance, Inc (Formerly Community Elements)
 Champaign Co Re-Entry Grant
 For the Month Ending September 30, 2020

	July	August	Sept	Total YTD
1. Personnel Costs	\$19,761	\$20,893	\$19,079	\$59,733
2. Payroll Taxes/Benefits	\$6,205	\$5,104	\$3,714	\$15,023
Computer Hardware & Software	\$0	\$0	\$0	\$0
Total Equipment	\$0	\$0	\$0	\$0
Property Insurance	\$49	\$49	\$49	\$147
Building & Grounds Maintenance	\$0	\$0	\$0	\$0
Utilities	\$0	\$0	\$0	\$0
Janitorial Service	\$51	\$82	\$39	\$172
Equip Maintenance Agreements	\$1,722	\$1,537	\$1,412	\$4,671
Depreciation	\$233	\$233	\$192	\$658
Total Occupancy	\$2,055	\$1,901	\$1,692	\$5,648
Office Supplies	\$106	\$88	\$90	\$284
Contractual / Professional Fees	\$936	\$760	\$877	\$2,573
Travel / Training	\$223	\$316	\$149	\$688
Client Assistance	\$0	\$0	\$0	\$0
Other Rent	\$0	\$0	\$0	\$0
Telephone / Cell Phone	\$232	\$153	(\$17)	\$368
Liability / Malpractice Insurance	\$186	\$186	\$186	\$558
Moving & Recruiting	\$0	\$0	\$0	\$0
Total Program Expenses	\$29,704	\$29,401	\$25,770	\$84,875
ALLOCATED M&G	\$5,828	\$6,290	\$6,458	\$18,576
TOTAL EXPENSE	\$35,532	\$35,691	\$32,228	\$103,451
Re-Entry Indirect - 11.9% Max				
Max M&G Allowed	\$4,012	\$3,971	\$3,481	\$11,464
Champaign County Total	\$33,716	\$33,372	\$29,251	\$96,339
Champaign County Paid	\$8,333	\$8,333	\$8,333	\$25,000



SHERIFF DUSTIN D. HEUERMAN CHAMPAIGN COUNTY SHERIFF'S OFFICE

204 E. Main Street
Urbana, Illinois 61801-2702
(217) 384-1204

Dustin D. Heuerman

Sheriff

ph (217) 384-1205

Chief Deputy

Shannon Barrett

ph (217) 384-1222

fax (217) 384-1219

Captain

Law Enforcement

Shane Cook

ph (217) 384-1207

fax (217) 384-1219

Captain/Jail Supt Corrections

Karee Voges

ph (217) 819-3534

fax (217) 384-1272

Jail Information

ph (217) 384-1243

fax (217) 384-1272

Investigations

ph (217) 384-1213

fax (217) 384-1219

Civil Process

ph (217) 384-1204

fax (217) 384-1219

Records/Warrants

ph (217) 384-1233

TO: Kyle Patterson, Justice & Social Services Committee Chair
FROM: Dustin D. Heuerman, Sheriff *DH*
DATE: October 6, 2020
SUBJ: Report Management System (RMS) Intergovernmental Agreement (IGA)

The Champaign County Sheriff's Office, along with the University of Illinois, Champaign, Urbana and Rantoul Police Departments, use a consolidated report management system so each of our law enforcement agencies can utilize standardized report writing formats and can share critical public safety information more effectively and efficiently. You might have heard this referred to as A.R.M.S. This collaboration is currently overseen by a public policy board made up of me and the Chiefs of Police from these participating agencies. It is much more cost effective to have this collaboration than for each agency have their own, independent report management systems.

A.R.M.S. is a "home grown" report system that is outdated and will no longer be supported in the long term. As such, we are transitioning to a new report management system that will allow us to have more functionality and data collection capabilities. If you recall, last month the Board approved application and acceptance of a federal grant to help offset the costs of purchasing this new system. Because of a transition in systems, it was deemed necessary by legal counsel that a new policy board be created.

Attached you will find an Intergovernmental Agreement (IGA) formalizing Champaign County's involvement in this collaboration. This IGA is very similar to the one already in existence for the METCAD policy board. As this is a multiagency collaboration, it is important that this policy group is formed so formal decisions regarding the operations of this new report management system can be made.

The State's Attorney's Office and I have reviewed the IGA and respectfully request that the Board approve it.

**PUBLIC SAFETY RECORDS MANAGEMENT SYSTEM
INTERGOVERNMENTAL AGREEMENT**

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

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

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

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

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

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

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

Section 1. Definitions.

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

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

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

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

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

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

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

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

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

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

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

(l) "User Agency" means a law enforcement or public safety agency granted limited rights to access the "RMS Data" in accordance with the provisions of this Agreement.

Section 2. RMS Policy Board Created.

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

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

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

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

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

- (1) For the City of Champaign, the City Manager or that official's designee.
- (2) For the City of Urbana, the Mayor or that official's designee.
- (3) For Champaign County, the County Executive shall designate the Administrative Representative, and the Champaign County Sheriff shall designate the Public Safety Representative.
- (4) For the University of Illinois, the Chancellor or that official's designee.
- (5) For the Village of Rantoul, the Mayor or that official's designee.
- (6) For any new Party added pursuant to Section 20 of this Agreement, the chief executive officer of said new Party, or that official's designee.
- (7) The authority to designate representatives provided for herein shall include the power to designate or to delegate to the named representative the power to designate a temporary or alternate representative who may attend an RMS Policy Board meeting in lieu of the named representative and exercise all of the powers of the that named representative when that representative is unable to attend said meeting.

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

Section 3. RMS Policy Board Functions and Duties.

(a) It shall be the function and duties of the Board to:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

this Agreement. The formula for cost reimbursement shall be established as part of the funding formula in Attachment A.

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

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

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

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

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

(e) Access By User Agency. By the unanimous vote of the Administrative Representatives, approve: (1) a User Agency's access to RMS Data; (2) the extent of a User Agency's respective rights to access RMS Data; and (3) the annual fee to be charged to the User Agency, which, at a minimum, shall include the full costs of the User Agency's licenses and any related operational and administrative costs.

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

(1) In the event that no joint policies, procedures, rules, regulations, or protocols are so adopted then the Lead Agency shall be authorized to adopt such policies, procedures, rules, regulations, or protocols as it deems necessary to effectively and efficiently operate and maintain the RMS and for providing for input of data into, use of, and access to the RMS by Parties and limited access to the RMS by User Agencies.

- (2) All information or data entered into the RMS by a Party shall remain the personal property of that Party and each such Party shall retain all ownership rights, title and interest in such information or data. No person other than a Party shall have the authority to enter data into or remove data from the RMS. A Party cannot remove or alter the information inputted by another Party without that other Party's consent. In the event a User Agency wants to enter data into the RMS then such governmental agency must apply to become a Party. A unanimous vote of the Administrative Representatives shall be required to admit a new Party.
- (3) In the event that the Lead Agency receives a Freedom of Information Act ("FOIA") request for information or data which a Party inputted into the RMS, the Lead Agency shall tender that FOIA request to each such Party and/or User Agency whose information or data has been requested. The Party or User Agency, as the case may be, shall be solely responsible for responding to the FOIA request. In the event that the Lead Agency is compelled to respond to a FOIA request or is brought into an administrative or judicial (whether civil or criminal) proceeding concerning the handling or response to such FOIA request, then that Party and/or User Agency shall indemnify, defend and hold harmless the Lead Agency in connection with all matters relative to that FOIA request and any response thereto.

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

- (a) First Class Mail, return receipt requested. If notice is sent by First Class Mail, return receipt requested, in an envelope properly addressed and bearing proper postage, then such notice shall be deemed effective four calendar days after placement with the U.S. Postal Service.
- (b) Overnight courier. If notice is sent by overnight courier service such notice shall be deemed effective the next business day following its receipt.
- (c) Personal delivery. If notice is by personal delivery such notice shall be deemed effective when delivered to the principal office set forth below. An affidavit of service shall constitute proof of service.
- (d) Notice by any other means shall not be deemed effective notice for any purpose.
- (e) Notices shall be addressed to Parties as follows:
 - (1) City of Champaign: City Manager, City of Champaign, 102 N. Neil St, Champaign, IL 61820
 - (2) City of Urbana: Mayor, City of Urbana, 400 S. Vine St., Urbana, IL 61801

- (3) Champaign County: Champaign County Sheriff, 204 East Main St., Urbana, IL 61802 and Champaign County Executive, 1776 East Washington Street, Urbana, IL 61802
- (4) University of Illinois: Executive Director of Public Safety, 1110 W. Springfield Ave., Urbana, IL 61801
- (5) Village of Rantoul: Mayor, Village of Rantoul, 333 S. Tanner St., Rantoul, IL 61866

Section 9. Finances / Failure to Approve Budget.

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

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

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

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

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

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

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

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

(a) All equipment purchased exclusively for RMS shall be purchased, utilized and disposed of by the Lead Agency and held in trust for RMS's use. It shall be recorded and identified as RMS Agreement property, separate from other Lead Agency property. Prior to termination or

expiration of this Agreement without renewal thereof, all proceeds from the sale of any RMS Agreement property shall be devoted solely to the operation of RMS.

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

Section 12. Termination by Parties.

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

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

Section 13. Rights of Terminating Party to RMS Capital Assets. A Party whose participation in this Agreement is terminated shall terminate its financial interest in all equipment for RMS operations purchased prior to its termination. Such equipment or proceeds derived from the disposition of the equipment shall continue to be used for the continued operation of RMS until termination or expiration of this Agreement without renewal thereof.

Section 14. Termination or Expiration. It is the intent of the Parties to maintain RMS as a continuing operation. However, should any Party elect to withdraw its participation in and support of RMS, then RMS may continue in operation for the benefit of the remaining Parties if a minimum of (2) two of the Parties elect to continue their participation.

Section 15. Disposition of RMS Assets Upon Termination or Expiration. Upon termination or expiration of this Agreement without renewal thereof, all capital assets held in trust by the Lead Agency on behalf of the Parties to this Agreement will be sold at public auction or by other means of public sale unanimously approved by the Parties in good standing at the time of termination or expiration of this Agreement without renewal thereof, and the proceeds, after deducting all costs of sales and any unpaid obligations relating to such capital assets or operating

expenses of RMS, shall be divided among all Parties to this Agreement in accordance with the proportion that the amount of funding of that Party bears to the total amount of funding contributed by the Parties for RMS operations over the total period of time it operated to the date of termination or expiration of this Agreement without renewal thereof. Any one (1) or more of the Parties shall have the right to purchase such capital assets at their fair market value prior to any public sale. Such fair market value shall be determined by the affirmative vote of at least four out of the five Administrative Representatives. If more than one (1) Party wishes to purchase such assets or a particular asset, the matter will be decided by lot.

Section 16. Insurance. The Lead Agency shall procure and maintain, during the term of this Agreement and any extension thereof, sufficient property insurance to cover the replacement value of the RMS equipment and all equipment loaned to RMS, against all direct loss or damage. The cost of any such insurance shall be a cost of operating RMS to be borne by the Parties hereto in the same manner as other costs in accordance with this Agreement. The Lead Agency shall procure and maintain appropriate liability insurance policies for RMS operations in accordance with insurance purchase standards for its other operating departments.

Section 17. Limitations of Personnel. No employee shall have authority to commit, obligate or bind any Party hereto to any contract or obligation unless specifically authorized by said Party, except as provided for in this Agreement.

Section 18. Duty of Each Party. Each Party shall utilize RMS only in accordance with RMS policies.

Section 19. Amendments. This Agreement may be amended in writing at any time by mutual agreement of all of the Parties to the Agreement. Amendments shall refer back to this Agreement and to subsequent amendments, if any, on the same subject and shall specify the language to be changed or to be added. The execution of any amendment shall be authorized by passage of an appropriate ordinance or other proper and lawful corporate action by the corporate authorities of each Party.

Section 20. Addition of New Party or Approval of User Agency. By the unanimous vote of the Administrative Representatives, approve: (1) the addition of a new Party; (2) the terms by which a new Party participates on the Board; and (3) the capital contribution and quarterly fees to be paid by the new Party, which at a minimum, shall include the full costs of the new Party's licenses and any related operational and administrative costs.

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

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

CITY OF CHAMPAIGN

BY: _____
City Manager

DATE: _____

ATTEST: _____
City Clerk

APPROVED AS TO FORM:

City Attorney

CITY OF URBANA

BY: _____

DATE: _____

ATTEST: _____
City Clerk

APPROVED AS TO FORM:

City Attorney

CHAMPAIGN COUNTY

BY: _____
Chief Executive

BY: _____
Sheriff

DATE: _____

DATE: _____

ATTEST: _____
County Clerk

ATTEST: _____
County Clerk

APPROVED AS TO FORM:

Attorney

THE BOARD OF TRUSTEES OF
THE UNIVERSITY OF ILLINOIS

BY: _____

DATE: _____

ATTEST: _____

N/A

APPROVED AS TO FORM:

Attorney

VILLAGE OF RANTOUL

BY: _____
Mayor

DATE: _____

ATTEST: _____
Secretary

APPROVED AS TO FORM FOR VILLAGE

BY: _____
Village Attorney

ATTACHMENTS LIST

A: RMS FUNDING FORMULA

B: BUDGET FOR INITIAL FISCAL YEAR

C: PARTY SPECIFIC RMS SOFTWARE IMPLEMENTATION COSTS

ATTACHMENT A

RMS FUNDING FORMULA

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

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

BASIC ASSUMPTIONS

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

PARTY FEES

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

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

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

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

USER AGENCY FEES

To be determined by the Administrative Representatives.

**Public Safety Records Management System
Annual Budget
Fiscal Year July 1, 2020 to June 30, 2021**

<u>Description</u>	<u>Amount</u>
<i>Revenues:</i>	
User Fees for Operations	\$ 229,161
Intergovernmental Revenue (Grant from CCSO)	417,422
<u>Total Revenues</u>	<u>\$ 646,583</u>
 <i>Expenditures:</i>	
<i>Operating Costs:</i>	
Salary and Benefits	\$ 48,882
Contractual Services (Audit)	1,900
Equipment Replacement	6,000
Transfer to General Fund (City Admin Costs)	12,500
Transfer to Retained Risk Fund	1,400
<i>Total Operating Costs</i>	<u>70,682</u>
 Capital Outlay (FY 20/21 Implementation Costs)	 <u>575,901</u>
 <u>Total Expenditures</u>	 <u>\$ 646,583</u>

**Public Safety Records Management System
Tyler RMS System Implementation Costs**

<u>Implementation Costs</u>	<u>Amount</u>
Software	\$ 430,777
Project Management	95,680
Installation and Configuration	33,350
Training and Go-Live	31,610
Interfaces	27,800
Data Conversion	68,925
METCAD/Champaign Implmnt Costs	36,928
Contingency	<u>102,109</u>
Total	<u>\$ 827,179</u>

<u>Cost Split:</u>	<u>Amount</u>
County Sheriff	\$ 65,274
County Sheriff: Dept of Justice Grant Revenue	417,422
Rantoul Police	37,452
Champaign Police	158,372
University Police	78,550
Urbana Police	<u>70,109</u>
Total	<u>\$ 827,179</u>



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloeppe, County Executive

MONTHLY HR REPORT OCTOBER 2020

VACANT POSITIONS LISTING

*** Highlighted vacancies were reported this month

FUND	DEPT	EMPLOYEE NAME	JOB TITLE	HOURLY RATE	REG HRS	REGULAR SALARY	FY 2020 HRS	FY 2020 SALARY
80	22	vacant 10/14/20 (Dukes-Adams)	DEPUTY COUNTY CLERK	15.47	1950	30,166.50	1965	30,398.55
80	22	vacant 10/15/20 (Carter)	DEPUTY COUNTY CLERK	17.58	1950	34,281.00	1965	34,544.70
80	28	vacant 12/31/19 (Simmering)	Desktop Support Technician	18.21	1950	35,509.50	1965	35,782.65
80	30	vacant 1/20/20 (Kelly)	Chief Deputy Circuit Clerk	43.57	1950	84,961.50	1965	85,615.05
80	30	vacant 10/21/19 (Ward)	Legal Clerk	14.53	1950	28,333.50	1965	28,551.45
80	30	vacant 8/24/20 (Brooks)	Legal Clerk	16.01	1950	31,219.50	1965	31,459.65
80	41	vacant 6/1/20 (Pickett)	Admin Legal Secretary	17.08	1950	33,306.00	1965	33,562.20
80	51	vacant 10/19/20 (Kolakowski)	COURT SERVICES OFFICER	22.01	1950	42,919.50	1965	43,249.65
80	51	vacant 8/13/20 (Keller)	Court Services Officer	20.77	1950	40,501.50	1965	40,813.05
80	52	vacant 11/2/20 (Roesch)	COURT SERVICES OFFICER	29.68	1950	57,876.00	1965	58,321.20
80	52	vacant 11/9/20 (Wells)	COURT SERVICES OFFICER	27.59	1950	53,800.50	1965	54,214.35
80	52	vacant 8/31/20 (Griffeth)	Senior Crt Srv Ofce-IPS J	22.00	1950	42,900.00	1965	43,230.00
80	77	vacant 9/4/2020 (Heffernan)	Associate Planner	22.00	1950	42,900.00	1965	43,230.00
80	77	vacant 7/3/20 (Berry)	Zoning Technician	21.60	1950	42,120.00	1965	42,444.00
80	140	vacant 10/31/16 (Syme)	Clerk	14.53	1950	28,333.50	1965	28,551.45
80	140	vacant 10/4/20 (Willmore)	CORRECTIONAL OFFICER	24.26	2080	50,460.80	2096	50,848.96
80	140	vacant 7/23/20 (Foster)	Correctional Officer	31.40	2080	65,312.00	2096	65,814.40
80	140	vacant 8/3/20 (McCallister)	Correctional Officer	31.02	2080	64,521.60	2096	65,017.92
80	140	vacant 6/24/20 (Abbott)	Correctional Officer	21.57	2080	44,865.60	2096	45,210.72
80	140	vacant 5/1/20 (Melchor)	Court Security Officer	19.60	2080	40,768.00	2096	41,081.60
80	140	vacant 4/2/20 (King)	Master Control Officer (FT)	17.03	2080	35,422.40	2096	35,694.88
80	140	vacant 2/3/20 (Young)	Master Control Officer (PT)	16.57	1040	17,232.80	1048	17,365.36
91	248	vacant 10/16/20 (Terrell)	KENNEL WORKER	14.53	2080	30,222.40	2096	30,454.88
91	248	vacant 10/6/20 (Hodges)	KENNEL WORKER	15.32	2080	31,865.60	2096	32,110.72
614	23	vacant 4/25/19 (Judth)	Clerk	14.53	1040	15,111.20	1048	15,227.44
-- TOTAL --						1,024,910.90		1,032,794.83

UNEMPLOYMENT REPORT

Notice of Claims Received – 4
 Head Start – 2
 WOIA – 1
 Treasurer - 1

PAYROLL REPORT

OCTOBER PAYROLL INFORMATION

	10/9/2020		10/23/2020	
<u>Pay Group</u>	<u>EE's Paid</u>	<u>Total Payroll \$\$</u>	<u>EE's Paid</u>	<u>Total Payroll \$\$</u>
General Corp	510	\$994,683.21	525	\$1,097,143.37
RPC/Head Start	310	\$442,071.74	308	\$434,432.23
Total	820	\$1,436,754.95	833	\$1,531,575.60

HEALTH INSURANCE/BENEFITS REPORT

Total Number of Employees Eligible: 685

General County Union (includes AFSCME & FOP):

204 Single; 37 EE+spouse; 65 EE+child(ren); 17 Family; 79 waived

Non-bargaining employees:

128 Single; 35 EE+spouse; 45 EE+child(ren); 10 Family; 64 waived

Life Insurance Premium paid by County: \$1,761.11

Health Insurance Premium paid by County: \$409,753.95

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

October 2020: .99 % average over the last 12 months

October 2020: 6 out of 604 Employees left Champaign County: 4 resignations, 2 retirements

WORKERS' COMPENSATION REPORT

<u>Entire County Report</u>	<u>October 2020</u>	<u>October 2019</u>
New Claims	5	4
Closed	3	7
Open Claims	26	41
Year To Date Total (On-going # of claims filed)	30	84

EEO REPORT

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

	ads closing this month:			ads with no end date:	
	Deputy County Clerk - County Clerk (Internal & External)	Kennel Worker - Animal Control	Adult Probation Officers - Court Services	Assistant State's Attorney - State's Attorney	
Oct 2020 Monthly EEO Report General County Only					
Total Applicants	34	13	21	0	68
Male	8	3	13	0	24
Female	24	9	8	0	41
NonBinary	1	1		0	2
Undisclosed	1			0	1
Hispanic or Latino	1	1	1	0	3
White	21	8	17	0	46
Black or African-American	8	2	2	0	12
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
Asian	0	0	0	0	0
American Indian or Alaska Native	0	2	0	0	2
Two or more races	4	0	1	0	5
Undisclosed	0	0	0	0	0
Veteran Status	1	0	0	0	1

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

Agendas Posted	15	Meetings Staffed	5	Minutes Posted	6
Appointments Posted	0	Notification of Appointment	3	Contracts Posted	2
Calendars Posted	6	Resolutions Prepared	17	Ordinances Prepared	0



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloeppe, County Executive

MEMORANDUM

TO: County Board Members
FROM: Darlene Kloeppe, County Executive
DATE: November 10, 2020
RE: Executive's Update

I would like to update the Board on several items of interest in my office.

The ERP project has begun the work of developing the new chart of accounts for the county's books. This foundation will underpin all future implementation steps as the processes for financial transactions are developed. The next phase will involve each department as processes are rolled out for smooth flow of transactions from one office to another.

M.C. Neal started as our new Chief Information Officer on October 27th and has been completing his orientation to our IT Department, 6-year IT plan and budget, and the services we provide to support the operations of all county officials. You may be interested about the process of our recent search to fill this position. There were 23 nationally recruited applicants, which was narrowed to 10 that met all requirements for the position. These 9 male and 1 female applicants were distributed from local addresses to California. One applicant withdrew after the salary range was provided. The 6-person selection team interviewed and narrowed the field to 4 applicants, who were then interviewed by 4 successive zoom groups of county employees – IT; justice system; tax cycle; and other staff. Feedback was received and a decision reached by the selection team. The process took 76 days from the initial ad placement to the date of hire.

I am pleased to announce that I have formed an advisory group to assist with the upcoming county redistricting map. Attached is the official announcement distributed on October 23rd. Important first steps for the board to consider will include determining how many districts and how many representatives per district are optimal for the next 10 years.

My office is providing significant staff assistance to the Treasurer's office with regard to fielding customer calls and other tasks in preparation for the upcoming Treasurer's tax sale, which is scheduled for November 25th. These efforts are intended to help the Treasurer's office meet all its legal requirements for the tax sale prior to the assumption of office by the new Treasurer. I'm very proud of my staff who have stepped up to help their co-workers during this stressful time.

We completed our United Way drive for 2020 in October, and I'm happy to say that county employees contributed \$2,818 to the efforts to help others through our local non-profits this year!



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloeppe, County Executive

MEDIA RELEASE

Date: October 23, 2020
Re: Champaign County Redistricting Advisory Group
Contacts: County Executive Darlene Kloeppe 217-384-7390

Pursuant to the Illinois Counties Code (55 ILCS 5/2-3002), Champaign County redraws the political boundaries for the County Board districts in order to re-balance representation from each district based on any population shifts that have occurred since the last census count. Following receipt of the Census 2020 results, the County Executive is responsible for providing the proposed redistricting map for adoption by the County Board. Executive Darlene Kloeppe has formed an advisory group made up of representatives of the county's diverse population to assist her with this important task. The group will begin to meet with the Executive during early 2021 to bring community perspectives to the redistricting map by which County Board Members will be elected for the next 10 years. The public will be invited to give input during the process and watch the progress of the group.

Participants of the advisory group include:

- Emily Bluhm, St. Joseph, is a UIUC senior majoring in Ag Economics & Finance.
- Brandon Boys, Urbana, is a new father and a former Manager of Urbana's Economic Development Department.
- LeAnne Brehob-Riley, Champaign, is the county's GIS Consortium Manager.
- Trisha Crowley, Urbana, is a retired Assistant State's Attorney - Civil Division and President of the Champaign County League of Women Voters.
- Nicole Darby, Champaign, is a planner with the county's GIS Consortium.
- Brian Gaines, Urbana, is a UIUC Political Science Professor at the Institute of Government and Political Affairs.
- Mariel Huasanga, Champaign, is the Director of the International Trade Center at the IL Small Business Development Center at the Champaign County EDC and a Peruvian immigrant acquiring U.S. citizenship.
- Chuck Lansford, Champaign, is retired Head of Carle Dept of Internal Medicine, former member of the Champaign County Nursing Home Advisory Board, and a Champaign Public Library Board Member.
- Gabriel Lewis, Urbana, is a CCRPC Transportation Planner and a 2020 Census liaison.
- Shandra Summerville, Champaign, is the Champaign County Mental Health/Developmental Disabilities Boards' Cultural Competence Coordinator.
- Debbra Sweat, Rantoul, is retired Administrative Assistant to the UIUC Vice Chancellor in the Office of Equal Opportunity Access.
- Shree Thaker, Champaign, is a Sales Support Specialist with PSYONIC and pursuing her MSc from the London School of Hygiene and Tropical Medicine.
- Lin Warfel, Tolono, is retired UIUC Farm Manager and former member of the Champaign School and Parkland College boards.

-end-



COUNTY BOARD — EXIT INTERVIEW

<i>Name:</i>		<i>Tenure Start Date:</i>	
<i>CB District:</i>		<i>Tenure End Date:</i>	
<i>Rep/Dem/Other:</i>		<i># Terms Served:</i>	
<i>Primary Reason for Your Departure:</i>			

1. What do you believe is the purpose and function of the County Board?

2. Is this different from what you expected when you ran for office; if so, how and why has your understanding changed?

3. How effective have been the County Board and the committees on which you have served?

4. What have you enjoyed most about serving on the County Board?

5. What is one thing you would change?

6. What would you tell or give new County Board members to help them be successful?

7. Anything else?

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Drainage District Commissioner

Received 10/16

PLEASE TYPE OR PRINT IN BLACK INK

NAME: EARL L. WOLLER

ADDRESS: 1847 CR 2100 N URBANA IL 61802
Street City State Zip Code

EMAIL: PHONE: 217-840-554

Check Box to Have Email Address Redacted on Public Documents

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

BEGINNING DATE OF TERM: ENDING DATE: 8/31/2022

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. Please note that an Oath & Bond are required per statute, before each commissioner enters upon his or her duties. Please contact the attorney for the drainage district for further information regarding the Oath & Bond.

- 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?

LIVED HERE ALL MY LIFE

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

BEEN ON DISTRICT #1 SOMERS FIVE YEARS

- 4. Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving. SEE #3

Signature: Earl L. Woller

Date: 10/3/2020

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: A. LEE ROBERTS JR

ADDRESS: 1369 COUNTY RD 2700M RANTON IL 61866
Street City State Zip Code

EMAIL: rustynail37@hotmail.com PHONE: 217 898 6137

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: CHAMPAIGN CO ZBA

BEGINNING DATE OF TERM: 12/1/2020 ENDING DATE: 11/30/2025

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?

SEE ENCLOSED ORIGINAL APPOINTMENT REQUEST FORM.

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?

SEE ENCLOSED FORM

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

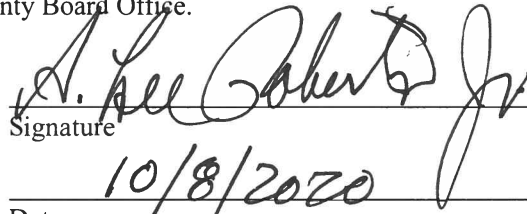
I HAVE ATTENDED ALL MEETINGS OF THE ZBA THIS YEAR AND I AM SLOWLY LEARNING THE OPERATIONS OF THE BOARD.

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

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

Yes No If no, please explain:

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


Signature

Date 10/8/2020

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: A. LEE ROBERTS JR

ADDRESS: 1369 COUNTRY RD 2700 N, RANDOLPH IL 61866
Street City State Zip Code

EMAIL: rustyna.137@hotmail.com PHONE: 217-898-6137

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: CHAMPAIGN CO. ZONING BOARD OF APPEALS

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, 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'M A LIFE LONG RESIDENT OF CHAMPAIGN CO, BORN IN NEWCOMB TOWNSHIP. I RETIRED FROM TEACHING INDUSTRIAL ARTS/TECHNOLOGY IN CHAMPAIGN UNIV SCHOOLS, 1968-2001. DURING THAT TIME I ALSO OWNED A CONSTRUCTION CO & BUILT HOUSES & DID REMODELING. I AM A VETERAN WITH A BS ED FROM EIU & A MASTERS DEGREE IN VOCATIONAL & TECHNICAL ED FR THE U OF I URBANA.

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

TO WATCH & CONSIDER RELEVANT INFORMATION TO DECIDE IF A WAIVER IS APPROPRIATE.

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

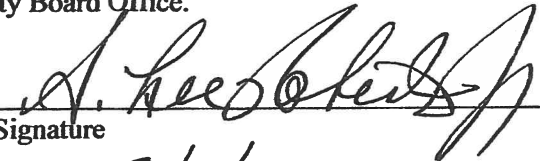
I HAVE ATTENDED A MEETING TO UNDERSTAND THE PROCEDURE & MET SEVERAL STAFF & CURRENT BOARD MEMBERS.

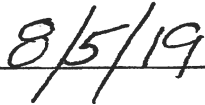
4. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.) Yes No If yes, please explain:

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

Yes No If no, please explain:

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


Signature


Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Stephanie Joos
ADDRESS: 62 Mary Lane Champaign IL 61822
Street City State Zip Code
EMAIL: sjoos@co.champaign.il.us **PHONE:** 217-974-0697

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Director/Administrator of Animal Control

BEGINNING DATE OF TERM: 11/01/2020 **ENDING DATE:** 10/31/2022

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

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

I have been the director of animal control since 2006 and the animal control administrator since 2003. Prior to 2006 I was the animal control warden for Champaign County.

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

The director/administrator is responsible for enforcement of the state and county and contracting municipalities animal control ordinances.

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

In 2006, when this department opened the Animal Services Facility, I was one of the people that created the department and facility. I have created all of the policies and procedures of the facility and department.

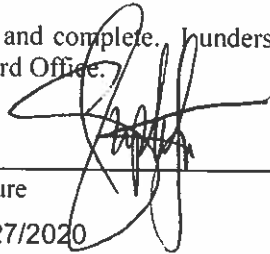
4. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.) Yes No If yes, please explain:

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



10/27/2020

Date



SUGGESTED RESOLUTION TO CAST A BALLOT IN THE 2020 IMRF EXECUTIVE TRUSTEE ELECTION

IMRF Form 6.89 (Rev 9/2020)

PLEASE ENTER Employer IMRF I.D. Number

RESOLUTION

Number _____

WHEREAS, section 7-174 of the Illinois Pension Code provides for an eight-member Board of Trustees of the Illinois Municipal Retirement Fund, four of whom are to be elected by the IMRF participating units of government; and
WHEREAS, section 7-175 of the Pension Code provides rules for the election of the IMRF Board of Trustees; and
WHEREAS, the governing body of each participating unit of government shall have one vote at any election in which an Executive Trustee is to be elected; and

WHEREAS, it is appropriate that the _____ of _____
BOARD, COUNCIL, ETC. EMPLOYER NAME
exercise its right to vote in the 2020 IMRF Executive Trustee election.

NOW THEREFORE BE IT RESOLVED that the _____ of
BOARD, COUNCIL, ETC.
_____ gives its vote in the 2020 IMRF Executive Trustee election
EMPLOYER NAME

for a five-year term of office to (vote for one):

- GWEN HENRY
- JEFFREY S. JANDA
- JAMIE MAITRET
- _____
LINE FOR WRITE-IN CANDIDATE

CERTIFICATION

I, _____, the _____ of the
(NAME) (CLERK OR SECRETARY)
_____ of the County of _____, State of Illinois,
(EMPLOYER NAME) (COUNTY)
do hereby certify that I am the keeper of the books and records of the _____ and
(EMPLOYER NAME)
that the foregoing is a true and correct copy of a resolution (ordinance) duly adopted by the _____
(BOARD, COUNCIL, ETC.)
at a meeting duly convened and held on the _____ day of _____, 20____.

SEAL

(CLERK OR SECRETARY)

Illinois Municipal Retirement Fund
2211 York Road, Suite 500, Oak Brook, Illinois 60523-2337
Member Services Representatives 1-800-ASK-IMRF (275-4673)
www.imrf.org

Gwen Henry, CPA, CPFIM, CPFA

Present Position—DuPage County Treasurer

Length of Service—DuPage County Treasurer, 2006 to present

Duties—As the DuPage County Treasurer, I manage and invest the financial resources of the County with a budget greater than \$483,000,000 and investments in excess of \$480,000,000. In my role of Tax Collector, I collect a levy exceeding \$2.99 billion and distribute the taxes collected to more than 390 taxing bodies and entities.

Other Pertinent Information—I am completing my twelfth year of service on the IMRF Board of Trustees. While serving on the Board, I have earned the Certificate of Achievement in Public Plan Policy for Employee Pensions. Service on the Board has included Board President, Investment chair and Audit Committee chair. I would be pleased to continue to share my experience and knowledge as a trustee of the IMRF Board as we continue to protect and enhance the pensions of our members.

Jeffrey S. Janda

Present Position—Executive Director for the Streamwood Park District

Length of Service—Executive Director, October 2019 to present. Berwyn Park District, Executive Director, January 1996 to October 2019; Park Foreman/Risk Manager, February 1990 to December 1995.

Duties—As Executive Director, I am responsible for the implementation of District policy, statutory and legal responsibilities, and overall management of the District; including, planning, capital development, finance, human resource, policy development, recreation, safety, and park operations functions. Answering to a Board of elected Commissioners, I am responsible for 209 employees.

Other Pertinent Information—Degree in Communications, NRPA Executive Development and Safety Schools, Certified Park and Recreation Executive, Past Chairman of West Suburban Special Recreation Association, TIF Review Board member, and member of PDRMA Claims Committee. Financial knowledge and experience gained throughout my park district career related to investing, budgeting, debt management, and auditing will be a positive attribute to the IMRF Board if I am elected. Illinois Pension Funds are facing many issues and need prudent management for current and future IMRF members.

Jamie Maitret

Present Position—Director of Finance for the City of Belleville

Length of Service—Director of Finance, September 2009 to present

Duties—As Director of Finance, an appointed Department Head that reports directly to the Mayor, I oversee 2 staff members. My office handles payroll for all City staff (approximately 300 full-time employees), processes all accounts payable for the City, and prepares our annual budget and tax levy.

Other Pertinent Information—I am the Authorized Agent for the City of Belleville. My department administers employees' participation in IMRF, and assists members with retirement questions, disability issues, and all other pension related matters. Previous to my employment with the City, I worked for a public accounting firm, performing financial audits of public entities. IMRF is well-funded, but having an additional voice for our members is essential. I am seeking this position to bring a positive voice to the board from Southern Illinois.

October 1, 2020

County Executive
Office of the County Executive
Attn: Darlene Kloeppel
1776 East Washington St.
Urbana, IL 61802

RE: Changes to Resident Commissioner Selection/Appointment Process

Dear Darlene,

The Housing Authority of Champaign County (HACC) is working hard to transform lives through innovation in housing and programming that promotes self-sufficiency in communities of opportunity throughout our county. At the onset of 2020, the HACC Board of Commissioners and the executive leadership team set out to develop a comprehensive strategic plan on how to address leadership, community engagement, and the need for human capital to drive the mission and day-to-day operation of HACC. As part of this strategic planning period, the HACC Board of Commissioners and executive leadership team reviewed policies for various programs of the Authority and developed an action plan to resolve discrepancies on the appointment of commissioners to the board.

In efforts to develop a new selection policy, HACC Chairman of the Board, attorney, and staff reviewed pertinent policies from the Department of Housing & Urban Development (HUD) 24 Code of Regulations (CFR) 964.415 (Resident Board Members, 964.420 (Resident Board Members May Be Elected) and 903.13 (What is a Resident Advisory Board). We feel that it is in the best interest of the clients we serve to have the Resident Commissioner selection process to mirror that of other HACC board appointments. We would like to propose that the Champaign County Board Chairman select the Resident Commissioner and make the final appointment to the HACC Board. Not only does this process maintain consistency among our selections, it is also a common practice for commissioner selection in the housing industry.

The selected Resident Commissioner must be in good standing with HACC. (No lease violations/ no past due amount, unless a payment agreement was established within the last six months prior to selection). Must be 18 years or older or the head of household. Additionally, the individual must be listed as an HACC participant. HACC will work with the City of Champaign, City of Urbana, and Champaign County to update the Intergovernmental Agreement and HACC bylaws which both are enclosed, to reflect the changes in the policy.

Please let me know if you have any questions/concerns regarding the process.

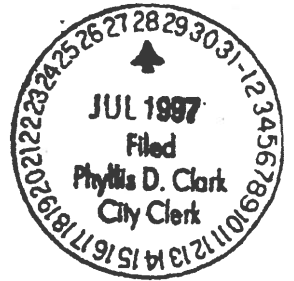
Sincerely,

A handwritten signature in blue ink, appearing to read "D.A. Northern, Sr.", with a stylized flourish at the end.

David A. Northern, Sr
Executive Director/Chief Executive Officer

Enclosure: By-Laws of the Resident Advisory Board
Intergovernmental Agreement

**INTERGOVERNMENTAL AGREEMENT
BETWEEN THE CITY OF CHAMPAIGN, ILLINOIS,
THE CITY OF URBANA, ILLINOIS
AND CHAMPAIGN COUNTY, ILLINOIS**



WHEREAS, the Governor has signed House Bill 1854 which amends the Housing Authority Act and the Housing Cooperation Law, and is now Public Act 89-351; and

WHEREAS, 310 ILCS 10/3 provides in part "... if a county has at least 170,000 but fewer than 500,000 inhabitants, according to the 1990 Federal Decennial Census, then the county board may, with respect to one or more Commissioners, cede powers of appointment, confirmation, and removal of those Commissioners to one or more municipalities within the county by intergovernmental agreement"; and

WHEREAS, Housing Authority facilities and activities take place primarily within the municipalities of Champaign and Urbana; and

WHEREAS, current appointments made by the County Board to the Housing Authority expire as follows:

July 31, 1997	Board Seat "A" - present Incumbent Don Flessner
July 31, 1998	Board Seat "B" - present Incumbent Randy Davis
July 31, 1999	Board Seat "C" - no Incumbent
July 31, 2000	Board Seat "D" - present Incumbent Jeannette Donaldson
July 31, 2001	Board Seat "E" - present Incumbent Patricia Stebbins

NOW, THEREFORE, it is agreed among the parties as follows:

Section 1. Powers of Appointment. After the effective date of this agreement, appointments to the Housing Authority of Champaign County Board are hereby ceded to the municipalities as follows:

City of Champaign: The Board position which expires July 31, 1997 (hereafter referred to as "Board Seat A")

City of Urbana: The Board position which expires July 31, 1999 (hereafter referred to as "Board Seat C")

City of Champaign: The Board position which expires July 31, 2000 (hereafter referred to as "Board Seat D")

City of Urbana: The Board position which expires July 31, 2001 (hereafter referred to as "Board Seat E")

The Board position which expires July 31, 1998 shall continue to be appointed by the County Board hereafter referred to as "Board Seat B".

Appointments to each Board Seat (A, B, etc.) following the original appointments shall be made by the appointing authority as designated in Section 1, and if a vacancy occurs in one of the initial appointments or subsequent to an appointment, the replacement for that Board member shall be made by the same municipality that has the authority to make the appointment. Appointments by municipalities shall be made in the manner provided for by the appointing entity.

Section 2. Confirmation. The confirmation of Commissioners shall be made in the manner provided by the appointing entity.

Section 3. Removal. Commissioners may be removed by the entity that has appointment powers with respect to that position pursuant to Section 1. The power to remove current members shall be made by the municipality entitled to appoint a successor. Therefore, powers of removal of present Commissioners shall be ceded by the County to the Mayors of the municipalities as follows:

Board Seat A - City of Champaign
Board Seat C - City of Urbana
Board Seat D - City of Champaign
Board Seat E - City of Urbana

Board members may be removed by the municipalities in the manner provided by law by the appointing authority in accordance with the removal processes of the appointing authority.

Section 4. Champaign County Housing Development Corporation. The cities of Champaign and Urbana and the County of Champaign agree not to take any action attacking the legal existence and operating authority of the Champaign County Housing Development Corporation. The parties agree to work towards the transfer of ownership of the Cattle Bank, the administrative center of the Housing Authority at 102 East University Avenue, Champaign, Illinois to the Housing Authority.

Section 5. Effective Date. This agreement shall be effective as of 12:01 a.m., July 1, 1997 with respect to the County of Champaign and those municipalities which have approved this agreement by legislative action and executed this agreement prior to that date; the County of Champaign shall retain appointment, confirmation and removal powers over those positions which by the terms of this agreement would have been ceded to any one of the municipalities that have not approved of this agreement and executed it. After 12:01 a.m. on June 1, 1997, this agreement shall become effective as to any of the named municipalities which had not approved of it prior to that date, as of the date that such municipality signs this agreement.

IN WITNESS of this Agreement, the parties' agreement is witnessed by the signatures below.

CITY OF CHAMPAIGN, ILLINOIS

By: *Adam Carter*
City Manager

Date: July 14, 1997

ATTEST: *Marilyn L. Baker*
City Clerk

APPROVED AS TO FORM FOR CITY:

Tuske Woody
City Attorney

CITY OF URBANA, ILLINOIS

By: *Tal Sattethwaite*
Mayor

Date: 7/23/97

ATTEST: *Phyllis D. Clark*
City Clerk

APPROVED AS TO FORM FOR CITY:

Jack Wauler
City Attorney

COUNTY OF CHAMPAIGN, ILLINOIS

By: *Thomas J. Hart*
Chair

Date: 6/20/97

ATTEST: *Mark Sheldon*
County Clerk

APPROVED AS TO FORM:

[Signature]
State's Attorney

**AMENDMENT NO. 1
TO AN INTERGOVERNMENTAL AGREEMENT BETWEEN
THE CITY OF CHAMPAIGN, ILLINOIS, THE
CITY OF URBANA, ILLINOIS,
AND CHAMPAIGN COUNTY, ILLINOIS**

(HOUSING AUTHORITY OF CHAMPAIGN COUNTY--APPOINTMENT OF COMMISSIONERS)

WHEREAS, the parties have previously entered into an agreement concerning appointments to the Housing Authority of Champaign County; and

WHEREAS, the federal Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires that one (1) of the commissioners be a person who is directly assisted by the Housing Authority; and

WHEREAS, Illinois State law has been amended to allow an increase in the number of commissioners from five (5) to seven (7).

NOW, THEREFORE, it is agreed among the parties as follows:

Section 1. Increase of Commissioners to Seven (7). The number of Commissioners of the Housing Authority of Champaign County shall be increased to seven (7).

Section 2. Resident Member. Pursuant to the requirements of federal law, one (1) commissioner shall be a recipient of Housing Authority services.

(a) Notification of Eligible Recipients. The Commissioners of the Housing Authority of Champaign County shall notify eligible recipients of service of the office and term of resident member and the process by which an eligible recipient of service may be elected.

(b) Election. Each term shall be for five (5) years, except for the first term, which will expire on July 31, 2005. All subsequent terms shall be for five (5) years, expiring July 31. Pursuant to notification, eligible recipients of service may nominate to the Resident Advisory Board themselves or agree to the nomination by another for the office of Commissioner. The Resident Advisory Board shall adopt procedures for the election of those persons nominated. The Resident Advisory Board shall notify the Housing Authority of the results of such election. The election shall be effective as of the date of notification.

(c) Vacancy and Removal. If a vacancy occurs in the term of an eligible resident Commissioner, the replacement for that Commissioner shall be made by the County Board Chair, for the remainder of the term. The County Board Chair shall have the power to remove a resident Commissioner in the manner provided by the Housing Authority Act.

Section 3. Seventh Member Appointment. The seventh (7th) commissioner shall be appointed for five (5)-year terms alternately by the Cities of Urbana and Champaign in the manner each City makes such appointments. The first appointment shall be made by Urbana for a term commencing upon appointment and expiring July 31, 2003. All subsequent terms

shall be for five (5) years expiring July 31. In the case of a vacancy prior to the expiration of the term of appointment, the same appointing authority may appoint to fill the vacancy, such appointment expiring at the end of the five (5)-year term.

Section 4. Original Agreement in Full Force and Effect. The Intergovernmental Agreement attached hereto remains in full force and effect, except as specifically modified by this Amendment.

Section 5. Effective Date. This Amendment No. 1 shall be effective on the date that the last party to this agreement signs the Amendment.

CITY OF CHAMPAIGN, ILLINOIS

By: *Steve Clark*
City Manager

Date: 12-5-00

ATTEST: *Marilyn T. Banks*
City Clerk

APPROVED AS TO FORM FOR CITY:

By: *Kate Hunt*
City Attorney

CITY OF URBANA, ILLINOIS

By: *Tal Sattell Lawrence*
Mayor

Date: 11/2/00

ATTEST: *Alfred J. Roberts*
DEPUTY City Clerk

APPROVED AS TO FORM FOR CITY:

By: *Paul Weale*
City Attorney

COUNTY OF CHAMPAIGN, ILLINOIS

By: *W. A. Moore*
Chair

Date: 11/29/00

ATTEST: *Mark Sheldon*
Secretary

APPROVED AS TO FORM:

Charisma Fordanich
State's Attorney

Resolution 2016-06:

**Approval of By-laws of the Resident Advisory Board
(RAB) of the Housing Authority of Champaign County**

RESOLUTION 2016-06

WHEREAS, the Housing Authority of Champaign County has a Resident Advisory Board (RAB); and,

WHEREAS, the RAB is to include both members of residents of the Housing Authority owned sites and recipients of the Housing Choice Voucher Program; and

WHEREAS, the RAB is to assist in communication between the Housing Authority Administration and the Residents in the programs; and


WHEREAS, the Resident Advisory Board has a set of By-laws that has been up-dated and approved by their officers; and

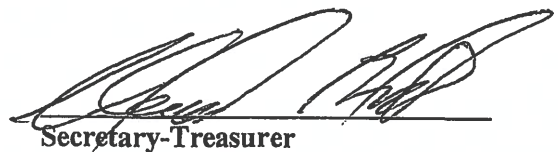
WHEREAS, the HACC wishes to have approval of the RAB By-laws by the Housing Authority of Champaign County Board of Commissioners; and,

WHEREAS, the By-laws will become effective February 25, 2016; and,

NOW, THEREFORE, BE, IT RESOLVED that the Board of Commissioners of the Housing Authority of Champaign County does hereby approve and adopt the Resident Advisory Board By-laws as reviewed by the Housing Authority's attorney.

Dated this 25th Day of February, 2016


Chairperson


Secretary-Treasurer

BY- LAWS

RESIDENT ADVISORY BOARD

These By-laws takes into consideration all parts of 24CFR964.

Article I - Name

The Name of this organization shall be Resident Advisory Board (RAB), hereinafter referred to as the **Board or RAB**

Article II - Membership

Section 2a - Membership requirements: (24CFR964.125)

To be a member of the **Board** a person

1. Must be a resident who is at least eighteen years of age
2. Or head of household (any age)
3. Whose name appears on the lease of a unit in public housing or Section 8.
4. And is in good standing with the Housing Authority.
 - a. No Lease Violations *within the last 6 months prior to the election date*
 - b. Does Not Owe Money to The PHA Unless a Payment Agreement Was Established, *within the last 6 months prior to the election date*

Section 2b -The primary responsibility of the membership (24CFR964.125)

The primary duty of a member is to participate in the democratic election of Board.

Section 2c - Membership as Volunteers (24CFR964.12)

Voluntary participation by the memberships is crucial for its success or the Board; therefore, the Board must find ways to include the membership in its decision-making process whenever possible. Participation by the membership as volunteers is a critical way to ensure the success of the Board; therefore, the appointment of all interested members to committees shall be a priority of the Board (i.e., subcommittees, community - City and/or Town).

Section 2d -Members may serve as commissioners (24CFR964.115)

Any member may serve as an Officer of the commission, if elected to the Board of Commissioners or by serving on any ad hoc or standing committees. Pursuant to the requirements of federal law, one (1) commissioner shall be a recipient of Housing Authority services.

- a) HACC shall notify resident of service of the office and term of resident board of commissioner and the process by which an eligible resident of service may be elected.
- b) An elected Resident shall serve a term of five (5) years, except for the first term, which will expire on July 31, _____. All subsequent terms shall be for five (5) years, expiring July 31st by another for the office of Commissioner.

- c) The Resident Advisory Board shall adopt procedures for the election of those persons eligible. The Resident Advisory Board shall notify the Housing Authority of the results of such election. The election shall be effective as of the date of notification.
- d) If a vacancy occurs in the term of an eligible resident board of commissioner, the replacement for that Commissioner shall be made by the County Board Chair, for the remainder of the term. The County Board Chair shall have the power to remove a resident Commissioner in the manner provided by the Housing Authority Act.

Article III - The Role, Purpose and Administration of the Council

Section 3a - Role of the Resident Advisory Board (24CFR964.105) - Jurisdiction-Wide
 The roles of the Board are to improve the quality of life and resident satisfaction and participate in self-help initiatives to enable residents to create a positive living environment for residents living in public housing. The Board may actively participate through a working partnership with the PHA to advise and assist in all aspects of public housing operation. The RAB is comprised of Resident Councils coming together to represent the interests of residents residing in units under the HACC's jurisdiction.

Section 3b - PURPOSE (24CFR964.11/ 24CFR964.135)

The RAB's purpose is to establish:

1. And maintain a viable resident corporation representative of the residents who elect its officers and commission.
2. Act as a liaison between the housing authority and the resident councils to assure involvement and participation in the overall policy development and direction of PH operations.
3. Provide maximum supportive services and training for all residents who want them.
4. Inform residents of their rights and responsibilities under existing federal, state and local laws, as well as under the lease.
5. Receive official recognition from the PHA as a RAB pursuant to the HUD regulations 24CFR964.

Section 3c - The Office of the Board (24CFR964.18)

The Seal of the Corporation shall be in the form of a circle that shall bear the name of the Resident Corporation (The RAB) and the year of its incorporation. The RAB will submit an application for a FIN # and agree to pay the fee of incorporation each year.

Section 3d - The Office of the Council (24CFR964.18)

The office of the Council shall be at 205 West Park Avenue, Champaign, IL. 61820-3928

Article IV - The Terms and Election of Officers (2-year term)

To insure consistency, Board members' terms should be every three years at the same time if feasible. 24CFR964.130

Section 4a - The Number of Officers of the Board (24CFR964.115) (minimum of 5)
The RAB shall consist of five voting Officers.

Section 4b - The Officers of the Council

The Officers shall consist of a:

1. Chair
2. Vice-Chair
3. Treasurer
4. Secretary
5. Sergeant of Arms/Chaplain

Section 4c - Eligibility to participate as an Officer (24CFR964.125)

To be eligible to participate as an officer, a resident must meet the requirements of **Article II - Membership**.

Section 4d - Resignation

Officers may resign at any time after delivering a written resignation to the President of the Council.

Section 4e - Removal/Recall

A delegate may be recalled by a 2/3 vote of the Board members present at a meeting for cause, including conviction of a felony or malfeasance (misconduct or wrongdoing, especially by a public official) or termination of their lease; and placed before the membership in a special election where at least 10% of the entire Board.

Section 4h - Vacancies

In those instances where there are two or more vacancies occurring on the Board there shall be a special election, but not when there is less than 6 months left in the term of the remaining Officers

Section 4i - Elections (See Article VIII and 24CFR964.130)

1. Interested members will write their names on a Nomination Petition **one or two** meetings prior to the meeting date the election will be held on. Also, during this time, members will have the chance to nominate someone else if they choose. (Members shall nominate themselves).
2. On the day of the election, the names will be *posted* on the Ballot forms. Each member will receive a ballot form. Upon completion of the Ballot, the member will place the ballot in a sealed Ballot Box.
3. A Third Party Official (City Council, League of Women Voters, etc.) will count the votes and submit the results immediately.

Section 4j - PHA Monitoring (24CFR964.18)

The Public Housing Authority shall monitor the activities of the RAB including the election process. Additionally, the PHA shall establish policies and procedures to appeal any adverse decision relating to failure to conform to 24CFR964's minimum standards. Such appeal shall be submitted to a jointly selected third-party arbitrator. If costs are incurred by using a third-party arbitrator, then such costs should be covered by the PHA resident services funds pursuant to 24CFR 964.150.

Section 4k - MOU/POLICY (24CFR964.18 a (10))

The RAB and the PHA shall develop a partnership agreement, setting forth cooperative means of setting goals and processes for achieving them. The agreement and activities should be described in a Memorandum of Understanding (MOU), reviewed once a year (During request for Tenant Service Funds - TSF).

Article V - The Meeting

Section 5a - Regular, Special or Emergency Meetings

All meetings shall be conducted as prescribed in these by-laws. The purpose of the meetings is to conduct the business of the Board in an open forum as prescribed by these by-laws. Meetings shall be regular and frequent and open to the membership. 24CFR964.125

Section 5b - Notice of Meetings

- (1) Every meeting shall be given a public notice of the schedule of a Regular, Special or Emergency meeting. These meetings dates, times, and places, when known, shall be prominently displayed on boards and the management office.
- (2) Each Regular meeting shall be posted at the beginning of each calendar year, or fiscal year. The agenda for a regular meeting shall be posted no later than 1-week before such a meeting is to occur.
- (3) All special meetings or any rescheduled regular meeting, or any reconvened meetings, shall include the posting of an agenda for the meeting. Reconvened meeting rules do not apply where
 - (1) It is to be reconvened within 48-hours, or
 - (2) An announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.
- (4) Notice of an emergency meeting shall be given as soon as practicable, but in any event prior to the holding of such meeting which shall include the agenda.

Section 5c - Annual Meeting

The purpose of the annual meeting is to conduct a review of the By-laws and evaluate the performance of the Board. Regular business of the Board may not be conducted during an annual meeting. The annual meeting may take the place of a regular meeting but must be advertised as an annual meeting where the regular business of

the corporation will not be conducted. All postings are required as if it were a regular meeting.

An annual meeting shall take place within 4 months of the end of the RAB's Fiscal Year (4/1 thru 3/31)

1. Annual Reports

The Chair shall present, at each annual meeting of the members of the Board, an annual report of the Board's activities during the preceding fiscal year. It shall also present such reports as may be required by the PHA or any other funding agency. The annual report shall include a detailed financial statement (TSF) of the costs incurred and funds received by the Board and during the preceding fiscal year. It also presents a brief summary of plans for the coming year.

Section 5d - Regular Meeting

The purpose of the regular meeting is to conduct the business of the Board: To gather information, conduct business, pass appropriate policy in an open forum, and other duties if requested.

Section 5e - Other Meetings

The purpose of other meetings (special, reconvened, or emergency) is to conduct the business of the Board where additional time or an emergency is declared by the Chair or two or more Board members shall call for a meeting to conduct informational meetings and pass policy. An agenda shall be made and with notification made per 3b of this Article and no other item of business may be conducted.

Section 5f - Call to a Meeting

The annual and all regularly scheduled meetings of the Board shall be on the **SECOND THURSDAY** of **EVERY MONTH** beginning in January at 2:00pm at the **HACC** or at such other place as previously approved by the Board. A notice shall be made and displayed in the management office giving the dates, time and agenda of such meetings. Should this time be affected by a holiday, a new date shall be established before the schedule is finalized. The Board shall pass, by resolution, the schedule before the beginning of its fiscal year of all regular meetings.

Section 5h - Quorum

A quorum shall require a majority of the Officers of the Board to be present at the meeting.

Section 5i - Voting

The voting on all questions coming before the Board shall be by roll call with the yeas and nays entered upon the minutes of the meeting.

Section 5j - Minutes

(A) A recording of all meetings of the Board shall be kept. The minutes shall be written to minimally include:

- (1) the date, time and place of the meeting
- (2) the members of the public body recorded as either present or absent
- (3) a general description of all matters proposed, discussed or decided
- (4) a record of any votes taken

(B) The minutes of meetings shall be available for public inspection within seven days of the approval of such minutes by the Board.

Section 5k - Attendance

Any delegate whom misses four (4) regular meetings of the Board consecutively without an excuse satisfactory to the Board automatically relinquishes her/his position as a delegate.

Article VI - The Officers

All majority votes of the Board Members present, at a meeting where there is determined to be a quorum shall be final. The officers of the Board shall be the Chair, Vice-Chair, Secretary, Treasurer, and Sergeant of Arms.

Section 6a - The Board

The Board shall be formed from the elected representative of the Resident Councils. It shall be formed as a Non-Profit Corporation with all the rights, privileges, and liabilities of a corporate entity.

Section 6b - The Chair's Duties

While these responsibilities may be delegated, the Chair has oversight responsibility to make sure that all obligations are met.

1. The Chair shall preside at all meetings.
2. In the absence of the Chairperson, any officer may preside in the following order:
 - a. Vice-Chair
 - b. Treasurer
 - c. Secretary
3. Co-sign all drafts and checks drawn on the Board's banking account.
4. Co-sign all contracts, deeds, and other instruments between the Board and outside entities as authorized, by resolution, by the Board.
5. Appoint an auditing committee.
6. The Chair shall be the official Spokesperson and Representative of the Board.
7. Keeping speakers on subject at hand
8. Conduct all meetings in an orderly manner.

9. Responsible for assuring that all the terms and conditions of these by-laws and addenda are carried out.
10. The Chair shall have the responsibility for establishing and posting meetings giving the place, time, location and agenda for each regular, special, or emergency meeting.
11. The Chair shall enforce the Board's approved rules of governance in all cases.
12. The Chair shall see to it that all actions taken by the Board at meetings adhere to appropriate state laws, contracts, and agreements to the best of his or her knowledge.
13. The Chair shall submit all recommendations and information deemed necessary concerning the business affairs and policies of the Board at each meeting.

Section 6c - The Vice-Chair Duties

1. The Vice-President performs all duties of the Chair in his or her absence.
2. Enforce constitution and By-Laws.
3. In the case of the resignation or death of the Chair, the Vice-Chair will become the Chair to fill out the Chair's term and shall have all duties stated under Section 6b of this Article.
4. In the case of a long-term absence or vacancy by the Chair, and/or with a resolution by the Board, the Vice-Chair may assume the Chair's duties until the Chair is able to return to duty or is no longer able to serve.

Section 6d - Treasurer Duties

1. The Treasurer shall have care and custody of all funds of the Board and shall deposit the same in the name of the Board in such banks or institutions as may be deemed necessary.
2. The Treasurer shall keep books of accounts showing receipts and expenditures and shall provide information concerning the financial condition compared with the operating budget of all funded programs of the corporation.
3. Co-sign all drafts and checks drawn on the Board's banking account.

Section 6e- Secretary Duties

1. The Secretary shall be the officially elected officer who is responsible for maintaining all books, records and documents for the Board.
2. The Secretary shall be responsible for all reporting of the Board's actions (i.e. votes) at a meeting, and assure that these reports are timely and complete.
3. The Secretary shall keep the minutes, resolutions, and policies of the Board in bound booklets, as the Board passes them.
4. Keeps accurate attendance records (notifies the Board of members who missed four (4) consecutive regular meetings).

Section 6f - Sergeant of Arms

1. The purpose of the Sergeant of Arms is to enforce the rules of these By-laws at all meetings and assure the smooth operation of a meeting to the membership attending with no interruptions in meetings of the Board but only in cooperation with the Chair.
2. At no time will the Sergeant of Arms take personal action regarding any person interrupting a meeting by the removal of that individual from the meeting without
 - a. The approval of the Chair
 - b. In all cases, shall call the police or other security officials to remove individuals interrupting the meeting as declared out of order by the Chair.
3. The Sergeant of Arms is responsible for breaking the tie during votes.

Article VII - Other Provisions

Section 7a - Amending the by-laws

Amendments to the by-laws shall be made in a fully authorized meeting with a quorum present and voting to approve the amendment. All Board Members shall be given a copy of the amendment at least seven days prior to the day they are to meet to discuss and/or pass the amendment.

Section 7b - Addenda to the by-laws

An addendum is attached to the by-laws and holds the full force and intent of the by-laws. All Board Members, staff, and contractors are subject to these provisions.

Section 7c - Posting of the by-laws

These by-laws and addenda shall be posted in part or in whole with the notice for annual and regular meetings.

Section 7d - Annual review of the by-laws

The by-laws and addenda will be part of the Chair's package for the annual meeting. The review of such will be an agenda item for discussion at the annual meeting of the Board Members. The Board shall review the requirements of the by-laws and addenda.

Section 7e - Contracts for Services and Programs

All individuals or corporations doing business with the Board shall have a written contract signed and dated by the Chair and one other Board Member, pursuant to the approved procurement policy.

Section 7g - Audit

Within 4 months of the end of the fiscal year, all books and records shall be audited.
REVIEW POLICY.

Section 8g - Stipend Checks (Monthly)

Only *ELECTED and/or APPOINTED/NOMINATED RAB DELEGATES/ALTERNATES* will receive stipends in the amount of \$15 for attending the RAB monthly meetings. Alternates will only receive a stipend check when they attend a meeting in the absence of the elected/appointed/nominated delegates. A "STIPEND FORM" will be available for signatures at every meeting. It is up to the delegates to sign the form. If the form is not signed before being delivered to the Accounting Department, a check will not be distributed.

**Appendix A
Notice of the Resident Advisory Board Election**

Election Day will be held on _____

For Position(s) of:

❖ Chair ❖ Vice-Chair ❖ Treasurer ❖ Secretary ❖ Sergeant of Arms

This notice comes to you because of the RAB By-laws which require notification of an election. These By-laws are the rules that the RAB operate by in its corporate procedures for operation. The RAB has determined that the above seat(s) will become available and that any *eligible* resident on the BOARD may run for one of them. See eligibility below. These positions are important because they determine the future of the programs offered to you by your RAB.

The Elections will be a stepped process leading to the election of your Developments representatives on the RAB. The purpose of the RAB is to represent all of the residents in Public Housing and to provide leadership to the residents in all matters concerning their living environment. The RAB is also responsible for coordinating any activities with outside organizations in cooperation with the PHA.

Below is the election process that will be followed by the election committee in this election process:

1. Interested members will write their names on a Nomination Petition **one or two** meetings prior to the meeting date the election will be held on. Also,

during this time, members will have the chance to nominate someone else if they choose. (Members shall nominate themselves).

2. On the day of the election, the names will *posted* on the Ballot forms. Each interested officer will have a few minutes to convey to the attendees their reasons for running for a position (DEBATE). Each member will receive a ballot form. Upon completion of the Ballot, the member will place the ballot in a sealed Ballot Box.
3. A Third Party Official (City Council, League of Women Voters, etc.) will count the votes and submit the results immediately.

A. Residents in **good standing** with the HACC (No Lease Violations/No Past Due Amount, unless a Payment Agreement was established, within the last 6 months prior to the election date).

B. Lives in Public Housing or on any assisted housing programs (Section-8)

C. Must be 18 years or older or the head of household to sign your petition.

D. Must be on the lease

Appendix B Nominating Petition

PLEASE READ EVERYTHING CAREFULLY.

Choose One:

I, _____, declare my candidacy for the position checked below.
(PRINT Candidate's Full Name)

I nominated _____ for the position below.
(PRINT Candidate's Full Name)

Check ONE Box Below:

~~Chair~~ ~~Vice-Chair~~ ~~Treasurer~~ ~~Secretary~~ ~~Sergeant of Arms~~

A. A resident in **good standing** with the HACC. (No Lease Violations/No Past Due Amount, unless a Payment Agreement was established, within the last 6 months prior to the election date).

B. You must be 18 years or older to sign this petition or a head of household

C. Your name must be listed on a resident lease.

Thank you for your support of my candidacy.

NOTE: To sign this petition you are simply saying that you support the above individual to run in the next RAB election. It does not necessarily mean that you support this individual. It is only to put this individual's name on the ballot.

Appendix C
Sample Ballot

OPEN BALLOT

-Write In Candidates-

▶ RESIDENT ADVISORY BOARD
COMMITTEE

DATE: _____ -2P-

BOARD CHAIR CANDIDATES

▶ _____
▶ _____

VICE CHAIR CANDIDATES

▶ _____
▶ _____

SECRETARIAL CANDIDATES

▶ _____

OPEN BALLOT

-Write In Candidates-

▶ RESIDENT ADVISORY BOARD
COMMITTEE

DATE: _____ -2P-

BOARD CHAIR CANDIDATES

▶ _____
▶ _____

VICE CHAIR CANDIDATES

▶ _____
▶ _____

SECRETARIAL CANDIDATES

▶ _____

▶ _____

TREASURER CANDIDATES

▶ _____

▶ _____

SERGEANT AT ARMS

▶ _____

▶ _____

▶ _____

TREASURER CANDIDATES

▶ _____

▶ _____

SERGEANT AT ARMS

▶ _____

▶ _____

**Fold and place ballot into ballot box
Thanks for your vote!**



Aaron Ammons
Champaign County Clerk
Champaign County, Illinois

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

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

COUNTY CLERK
MONTHLY REPORT
OCTOBER
2020

Liquor Licenses & Permits	-
Civil Union Licenses	70.00
Marriage License	7,630.00
Interests	7.59
State Reimbursements	-
Vital Clerk Fees	21,463.50
Tax Clerk Fees	1,809.00
Refunds of Overpayments	-
TOTAL	30,980.09
Additional Clerk Fees	1,424.00

OFFICE OF THE CORONER
CHAMPAIGN COUNTY



202 S. Art Bartell Rd.
Urbana, Illinois 61802

(217) 384-3888
FAX: (217) 384-1290

DUANE E. NORTHRUP
County Coroner

Darlene Kloepfel
County Executive
1776 E. Washington St.
Urbana, IL 61802

November 6, 2020

Re: Board Budget Amendments 20-00054 & 20-00055

Dear Ms. Kloepfel,

This memo shall serve as notification of the purpose for Board Budget Amendments 54 & 55. Budget Amendment 54 was submitted to increase the salaries of all the full-time deputy coroners in my office to the same salary as my Chief Deputy Coroner.

Budget Amendment 55 was submitted to pay for second autopsies on a previous case for which some Democrat Board members with nefarious intentions have questioned the results.

P.S. – Please ensure Democrat Board Members Tinsley, Ingram and any others who were not able to determine where the coroner’s office is located or how to contact me by email or phone have a copy of this letter so they will be able to reach me in the future. This will ensure they have my contact information should they have questions for me and would like to send me a proper invitation to attend a future meeting.

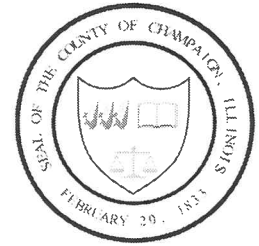
Sincerely,

A handwritten signature in black ink that reads "Duane E. Northrup". The signature is written in a cursive style with a large, sweeping "D" and "N".

Duane Northrup
Champaign County Coroner
202 S. Art Bartell Rd.
Urbana, IL 61802
Ph. 217-384-3888

CHAMPAIGN COUNTY INFORMATION TECHNOLOGY SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581



Andy Rhodes, Information Technology Director

TO: Jim Goss, Finance Committee Chair
FROM: Andy Rhodes, Director of Information Technology
RE: Budget Amendment
DATE: October 21, 2020

Please find attached a budget amendment to re-encumber CURES reimbursement to cover expenditures for Zoom Video Conferencing licenses, laptops, additional memory for repurposed laptops, webcams, headsets and remote support software necessary for County operations during the COVID pandemic.

Thank you for your consideration.

A handwritten signature in blue ink that reads "Andy Rhodes".

Andy Rhodes
Director of Information Technology

REQUEST FOR BUDGET AMENDMENT

BA NO. 20-00053

FUND 080 GENERAL CORPORATE

DEPARTMENT 028 INFORMATION TECHNOLOGY

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-028-533.29 COMPUTER/INF TCH SERVICES	23,000	65,348	67,381	2,033
080-028-522.44 EQUIPMENT LESS THAN \$5000	35,000	56,058	98,769	42,711
TOTALS	58,000	121,406	166,150	44,744

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-028-332.38 CURE PROGRAM	0	0	44,744	44,744
TOTALS	0	0	44,744	44,744

EXPLANATION: TO RE-ENCUMBER CURES REIMBURSEMENT FOR EXISTING EXPENDITURE LINES THAT WERE DEPLETED FOR COVID EXPENSES

DATE SUBMITTED:

10/21/2020

AUTHORIZED SIGNATURE

Audley Phares

** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:



AARON AMMONS
CHAMPAIGN COUNTY CLERK
Champaign County, Illinois

1776 East Washington Street
Urbana, IL 61802
217-384-3720
www.champaigncountyclerk.com

**MEMO TO: FINANCE COMMITTEE, COUNTY BOARD MEMBERS, COUNTY EXECUTIVE KLOEPEL, TAMI
OGDEN, AUDITOR DANOS, AND TREASURER HUGHES**

FROM: COUNTY CLERK AARON AMMONS

ADDITIONAL GRANT FUNDING THROUGH CARES ACT

The Champaign County Clerk's office has received notification of being eligible for additional funding through the CARES Act for \$66,974. This money is to help offset the costs to the County for the 2020 General Election. This is in addition to the original award. Once the State Board of Elections sends over the addendum to the original agreement we will forward that on to the Board.

A handwritten signature in black ink that reads "Aaron Ammons".

Aaron Ammons

Champaign County Clerk

Angela Patton

From: Kelly, Amy <AKelly@elections.il.gov>
Sent: Tuesday, September 29, 2020 4:02 PM
To: Aaron O. Ammons; Angela Patton
Cc: Kirk, Jeremy
Subject: Additional Funds Request

External email, be careful when opening.

Dear Mr. Ammons,

Upon review of your request for additional funds, the SBE would like to inform you of the following:

Champaign County has an original CARES Act allocation of \$297,869.15. You requested additional funds in the amount of \$180,000. The SBE has approved a portion of your request based on voting age population in the amount of \$66,974.94. The additional funds can only be accessed after your original allocation of \$297,869.15 has been processed for reimbursement. Please submit your requests for reimbursement on the original amount as quickly as feasible. Once those requests have been processed, we will be able to send the appropriate addendum to the original grant agreement for the exact amount needed for your additional funds request. In the meantime, please keep in mind that the SBE also agreed to allow the FY21 Election Security funds for use on CARES related expenses. You do have the option to use a portion of those funds if needed as well.

Additionally, the deadline for all jurisdictions to submit requests for additional funds is October 15, 2020. There is a possibility you could receive approval for additional funds based on the availability of unused funds. We will notify you as quickly as we know what the statewide projection is on funding.

Please let me know if you have any questions regarding this request. I look forward to working with your staff to process reimbursements.

Have a great evening,
Amy Kelly
Asst. to the Executive Director
Cyber Navigator Program Manager
Illinois State Board of Elections
(217) 782-1536
akelly@elections.il.gov

REQUEST FOR BUDGET AMENDMENT

BA NO. 20-00056

FUND 628 ELECTN ASSIST/ACCESSIBLTY DEPARTMENT 022 COUNTY CLERK

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
628-022-533.70 LEGAL NOTICES,ADVERTISING	0	8,000	13,000	5,000
628-022-544.38 ELECTION/VOTER REG EQUIP	30,000	134,000	154,000	20,000
628-022-522.94 ELECTION SUPPLIES	18,000	25,800	65,800	40,000
628-022-533.07 PROFESSIONAL SERVICES	0	47,700	49,674	1,974
TOTALS	48,000	215,500	282,474	66,974

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
628-022-332.27 CARES ACT GRANT-CTY CLERK	0	297,869	364,843	66,974
TOTALS	0	297,869	364,843	66,974

EXPLANATION: ADDITIONAL FUNDS FROM HAVA GRANT AND CARES ACT TO HELP OFFSET THE ADDITIONAL EXPENSES OF THE 2020 GENERAL ELECTION-REVISED 11/2/2020

DATE SUBMITTED: <i>11/2/20</i>	AUTHORIZED SIGNATURE <i>Angie Patton</i>	** PLEASE SIGN IN BLUE INK **
-----------------------------------	---	-------------------------------

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: *11/2/20*

OFFICE OF THE CORONER
CHAMPAIGN COUNTY



202 S. Art Bartell Rd.
Urbana, Illinois 61802

(217) 384-3888
FAX: (217) 384-1290

DUANE E. NORTHRUP
County Coroner

Darlene Kloepfel
County Executive
1776 E. Washington St.
Urbana, IL 61802

November 6, 2020

Re: Board Budget Amendments 20-00054 & 20-00055

Dear Ms. Kloepfel,

This memo shall serve as notification of the purpose for Board Budget Amendments 54 & 55. Budget Amendment 54 was submitted to increase the salaries of all the full-time deputy coroners in my office to the same salary as my Chief Deputy Coroner.

Budget Amendment 55 was submitted to pay for second autopsies on a previous case for which some Democrat Board members with nefarious intentions have questioned the results.

P.S. – Please ensure Democrat Board Members Tinsley, Ingram and any others who were not able to determine where the coroner's office is located or how to contact me by email or phone have a copy of this letter so they will be able to reach me in the future. This will ensure they have my contact information should they have questions for me and would like to send me a proper invitation to attend a future meeting.

Sincerely,

Duane Northrup
Champaign County Coroner
202 S. Art Bartell Rd.
Urbana, IL 61802
Ph. 217-384-3888

REQUEST FOR BUDGET AMENDMENT

BA NO. 20-00055

FUND 080 GENERAL CORPORATE

DEPARTMENT 042 CORONER

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-042-533.06 MEDICAL/DENTAL/MENTL HLTH	129,202	122,486	132,486	10,000
TOTALS	129,202	122,486	132,486	10,000

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: TO COVER EXPENSES FOR ADDITIONAL AUTOPSIES REQUESTED BY
DEMOCRAT COUNTY BOARD MEMBERS.

DATE SUBMITTED:

10/23/20

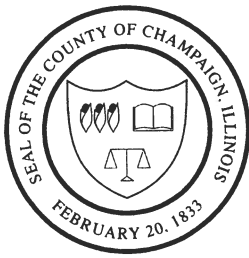
AUTHORIZED SIGNATURE

** PLEASE SIGN IN BLUE INK **

Duane E. Northrup

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:



CHAMPAIGN COUNTY
VETERANS ASSISTANCE COMMISSION
1776 East Washington Street, Urbana, Illinois 61802-4581

Brad Gould, Superintendent

November 4, 2020

Budget Amendment

Request for budget amendment to move \$5000.00 donated from the Disabled American Veterans. Funds will be moved from 080-127-363.10 Donations to 080-127-533.54 Assistance to Veterans. Funds will be used for financial assistance.

Bradley P. Gould
Superintendent
Veterans Assistance Commission

REQUEST FOR BUDGET AMENDMENT

BA NO. 20-00057

FUND 080 GENERAL CORPORATE

DEPARTMENT 127 VETERANS ASSISTNC COMSSN

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-127-533.54 ASSISTANCE TO VETERANS	80,000	80,000	85,000	5,000
TOTALS	80,000	80,000	85,000	5,000

INCREASED REVENUE BUDGET:

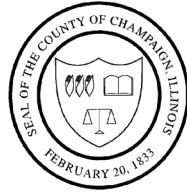
ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-127-363.10 GIFTS AND DONATIONS	0	0	5,000	5,000
TOTALS	0	0	5,000	5,000

EXPLANATION: RECEIVE DONATION FROM DISABLED AMERICAN VETERANS AND APPROPRIATE FOR ASSISTANCE TO VETERANS.

DATE SUBMITTED: 11/4/2020 AUTHORIZED SIGNATURE: *[Signature]* ** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

GEORGE P. DANOS
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, County Board Chairman
James Goss, Chairman, County Board Finance Committee
Stephanie Fortado, Vice Chair, County Board Finance Committee
Charles Young, Chair, Policy Committee
Jon Rector, Vice Chair, Policy Committee
Honorable Members of the Committee of the Whole

FROM: George Danos, Auditor

DATE: November 10, 2020

RE: RFQ for Benefits Broker Services

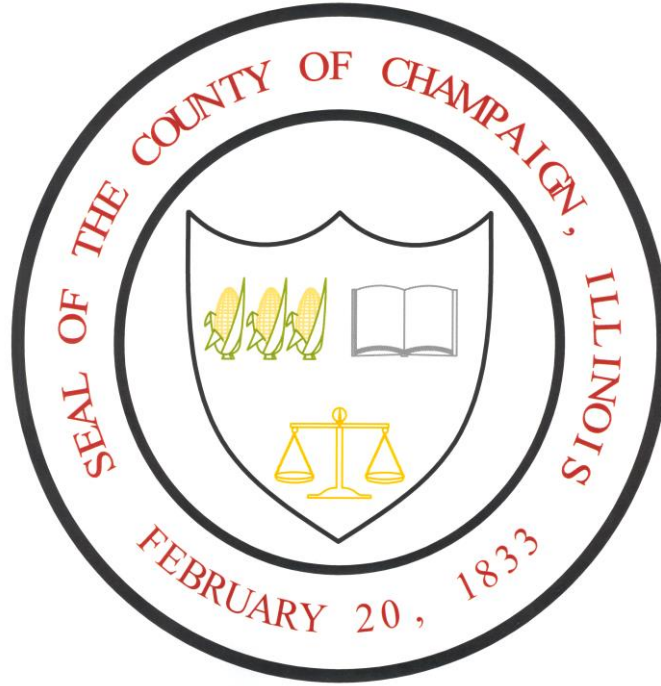
Champaign County provides full-time employees with an array of benefits, such as group health insurance, that are negotiated for and assembled by a benefits broker. To obtain a competitive offering, the County limits its broker contract to three years' duration, with two optional one-year extensions, whereupon we seek new bids. Our current contract expires on March 31, 2021.

I therefore seek to reconvene the traditional membership of the joint labor/management committee to entertain requests for qualifications from broker services providers for the benefits periods of 2021 through 2024.

Thank you,

George Danos

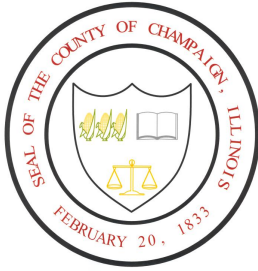
CHAMPAIGN COUNTY AUDITOR'S OFFICE



REQUEST FOR QUALIFICATIONS (RFQ): 2020-06

**EMPLOYEE HEALTH INSURANCE & RELATED BENEFITS
BROKER/CONSULTANT SERVICES**

Sealed Proposal Due Date: Tuesday, January 12, 2021 – 1:30pm



**REQUEST FOR QUALIFICATIONS: 2020-06
EMPLOYEE HEALTH INSURANCE BROKER/CONSULTANT SERVICES**

November 10, 2020

On behalf of the Champaign County Board, I invite you to furnish a proposal in accordance with the General Requirements and Proposal Format requirements as documented herein. Carefully read the attached documents and follow the procedures as outlined in order to be considered for selection for this project.

Sealed Proposals: All proposals are to be submitted as outlined. To be considered for the award of contract, vendors will deliver one (1) original and six (6) hard copies, and one electronic copy (Microsoft Office or PDF format) to the following address:

Attn.: George Danos, Champaign County Auditor
Champaign County Administrative Services
Brookens Administrative Center
1776 East Washington Street
Urbana, Illinois 61802

By 1:30pm on Tuesday, January 12, 2021

**All proposals shall be delivered in a sealed envelope clearly marked
“SEALED PROPOSAL –**

RFQ 2020-06 – Employee Health Insurance Broker/Consultant Services”.

The proposal shall include the entire response to this Request for Qualifications document and any amendments which may subsequently be issued.

Proposals received after the above stated time will be considered a late quote and will not be accepted.

Please direct questions regarding the proposal package to Debbie Heiser, Insurance Specialist, at 217-384-3776 or dheiser@co.champaign.il.us.

Cordially yours,

George Danos, Champaign County Auditor

TABLE of CONTENTS

I.	INTRODUCTION	4
II.	INSTRUCTIONS to PROPOSERS	4
III.	MINIMUM QUALIFICATIONS	5
IV.	TERMS and CONDITIONS	5
V.	SELECTION CRITERIA	6
VI.	BACKGROUND INFORMATION	7
VII.	SCOPE of SERVICES DESIRED	8
VIII.	PROPOSAL FORMAT	9
IX.	TIME SCHEDULE	10

I. INTRODUCTION

The County of Champaign is requesting Statements of Qualifications from professional insurance agents who have significant experience in the public entity insurance market. The County will be reviewing these qualifications and selecting a licensed qualified Agent to provide specified services related to selection and placement of employee health, dental, vision, and life insurance coverage.

The County of Champaign prefers to place health insurance coverage through one Agent and to establish a close working relationship with that Agent. Our intent is to obtain not only reasonable premiums, but also stable and financially sound insurers, as well as, the most responsible and competent Agent to service our account.

The Agent selected will need to be available to advise, instruct and educate the County on all insurance matters related to health and ancillary policies for our employees. The selected Agent will work with the Insurance Specialist and/or other County staff on a daily basis to assure that the most effective and efficient health insurance program is operating on behalf of the County of Champaign.

II. INSTRUCTIONS TO PROPOSERS

1. All proposals must be submitted to:
George Danos, Champaign County Auditor
Brookens Administrative Center
1776 East Washington St.
Urbana, IL 61802

All questions regarding the proposal shall be directed in writing to (e-mail accepted):

Debbie Heiser, Insurance Specialist
Brookens Administrative Center,
1776 East Washington
Urbana, IL 61802
e-mail: dheiser@co.champaign.il.us

2. All responses to this RFQ must be delivered in a sealed envelope clearly labeled “**RFQ 2020-06 – Employee Health Insurance Broker/Consultant Services**”. All proposals must be received by 1:30pm on Tuesday, January 12, 2021. One (1) original and six (6) hard copies of your response, and one digital/electronic copy of your response to this RFQ must be submitted. Proposals arriving after the deadline will not be accepted.
3. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

4. An authorized representative of the firm must complete and sign the proposal.
5. The County Auditor or his representative will notify appropriate Agents if the County wishes to interview them and will establish the timeline for those interviews.
6. Failure to comply with any part of the RFQ may result in rejection of the proposal as non-responsive.
7. In submitting qualifications, it is understood by the undersigned that the right is reserved by the County of Champaign to accept any qualifications, to reject any and all qualifications, and to waive any irregularities or informalities which are in the best interest of the County of Champaign.

III. MINIMUM QUALIFICATIONS

The County encourages proposals from all insurance Agents meeting the following minimum qualifications: (verification of these qualifications is attested through completion of this RFQ.)

1. Licensed as an insurance Agent in the State of Illinois.
2. Five years continuous operation in the State of Illinois.
3. Three years experience with public entities.
4. Experience with public entities with an annual health insurance premium in excess of \$7 million.
5. Experience in providing Agent services similar to those outlined in this RFQ.
6. Key personnel assigned to Champaign County account. The proposal should include the professional qualifications and experience of at least two (2) key personnel.
7. Be able to provide, upon request, proof of coverage for General Liability, Employers Liability, Workers' Compensation and Errors and Omissions.
8. Ability to recognize and report conditions in the insurance market which are pertinent to Champaign County and suggest alternatives.
9. Ability and commitment to provide continuous professional daily service.

IV. TERMS and CONDITIONS

1. The County reserves the right, at its sole discretion, to terminate this process at any time, or reject any and all proposals without penalty, prior to the execution of a contract

acceptable to the County. Final selection will be based on the proposal which best meets the requirements set forth in the RFQ and are in the best interest of Champaign County.

2. The County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
3. Any proposal may be withdrawn up until the date and time set above for the opening of proposals. Any proposal not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide the County the services set forth in the attached specifications, or until one or more of the proposals have been approved by the County, whichever occurs first.
4. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied or approved by the County and shall contain, as a minimum, all applicable provisions of the RFQ. The County reserves the right to reject any agreement that does not conform to the RFQ and any County requirements for agreements and contracts.
5. The County shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to the request for qualifications.
6. The successful Proposer will be required to provide evidence of insurance for General Liability, Employers Liability, and Errors and Omissions Insurance. The firm will also be required to provide workers' compensation insurance in accordance with Illinois State Law.
7. If awarded, the term of the Contract will begin on April 1, 2021 for an initial two-year term through March 31, 2023, with three additional options for one-year renewals to be negotiated on an annual basis at least sixty days before the current term end date.
8. **THIS INVITATION TO SUBMIT A REQUEST FOR QUALIFICATIONS IS NOT AN AUTHORIZATION TO APPROACH THE INSURANCE MARKETPLACE OR SERVICE AGENCIES ON BEHALF OF THE COUNTY. THE COUNTY SPECIFICALLY DIRECTS THAT NO CONTACT OR SOLICITATION OF INSURANCE MARKETS, OR MARKET RESERVATION, BE MADE ON BEHALF OF THE COUNTY. FAILURE TO COMPLY WITH THIS CONDITION WILL BE GROUNDS FOR DISQUALIFICATION.**

V. SELECTION CRITERIA

The County will screen all proposals and generally evaluate them on the criteria outlined below. The County's Evaluation Team shall include the following members of the County's Labor Management Health Insurance Committee: the AFSCME Representative, the FOP Representative; County Board chairs and vice chairs of the Finance and Policy Committees, the budget director, and the insurance specialist.

1. Responsiveness: The County will consider the material submitted by the proposer to determine whether the proposer is in compliance with the RFQ.
2. Responsibility: The County will consider the material submitted by the proposer and other evidence it may obtain to determine the firm’s demonstrated ability to market and administer a program for a county the size of Champaign with similar scope of activities.
3. The accuracy of the firms’ perception of the County’s needs in the Health Insurance and areas of related employee benefit plans, and the firm’s proposal(s) for meeting those needs. The County’s Agreement for Joint Labor Management Health Insurance Committee is attached as Appendix A to this RFQ for the benefit of proposers in understanding Champaign County’s structure for consideration of Health Insurance and employee benefits services.
4. The qualifications, experience, and familiarity with local government risk management issues of the service team to be assigned to the County’s account.
5. Satisfactory local government experience and references.
6. The fee proposal for providing the requested services. The County will pay the Broker directly through a negotiated fee, rather than payment to the broker through the County’s selected insurance providers.
7. The availability of other related support services.
8. Any other information provided that the County deems valuable.

VI. BACKGROUND INFORMATION

The County of Champaign has a population of 209,741 according to 2020 U.S. Census. The County employs nearly 700 full time employees. The County currently has Blue Cross Blue Shield medical insurance coverage. Enrollment is as follows:

	<u>Number Enrolled:</u>
Single Employee Coverage Only	332
Family/Dependent Coverage	210
Waiver	143
Retiree – Pre-Medicare	9 single/15 family

The County provides \$20,000 in life insurance to all full-time employees through Reliance Standard Insurance Company.

Optional voluntary insurance programs which County employees may select and participate in at their own expense are as follows:

- Delta Dental Network/PPO – current number of enrollees: **123**
- Delta Dental Premier Plan – current number of enrollees: **324**
- AllState Insurance Company Voluntary Group Accident Insurance – current number of enrollees: **104**
- AllState Insurance Company Group Cancer Insurance – current number of enrollees: **54**

The policy making body is the twenty-two (22) member county board. The FY2021 approved General Corporate Fund operating budget is \$41,992,568. The County's fiscal year is from January 1st through December 31st.

VII. SCOPE of SERVICES DESIRED

Services in advising and coordinating with the County include, but are not limited to the following:

1. Assist the County with negotiating favorable contracts with the County's existing and future Insurance carriers for Major Medical, Prescription, Life, Dental, Accident, Cancer, and any other appropriate ancillary coverage.
2. As directed by the County's Labor Management Health Insurance Committee, prepare Requests for Proposals (RFP's) for Employee Insurance plans.
3. Evaluate proposals received from the RFP's for accuracy and make specific recommendations.
4. Negotiate rates from respondents to the RFP's and secure the most competitive quotes.
5. Communicate to County's Labor Management Health Insurance Committee the results of the various RFP's.
6. Work with the County's Labor Management Health Insurance Committee to determine the benefits to be included in proposed plans.
7. Provide the County's Labor Management Health Insurance Committee with creative ideas on an ongoing basis as new products and services become available.
8. Assist the County's Labor Management Health Insurance Committee with development of health benefit plan design and cost matrices as required by the County.
9. Assist the County's Labor Management Health Insurance Committee with plan design changes or options to reduce or contain health insurance cost.
10. Assist the County employees in settling claims or grievances relating to insurance benefits issues.

11. Assist the County with health benefit plan administration, wellness and preventive insurance management and provide advice and guidance on new laws, regulations and procedures in the area of health benefit administration.
12. Assist the County, upon request, with developing information for employees regarding health insurance cost history as well as past, current and future medical trends.
13. Assist the County's personnel in processing of enrollments, terminations, changes, COBRA notification process and applications, and other forms for administration and claims.
14. Provide the County's Labor Management Health Insurance Committee with reasonable preliminary renewal figures during the budget process.
15. Provide open enrollment support, including, but not limited to, developing timeline, assisting with the development of open enrollment materials and coordinating and participating in open enrollment meetings.
16. Provide service for day-to-day contact on insurance matters.
17. Provide other services that are normally and customarily required of a public entity Insurance Agent.

VIII. PROPOSAL FORMAT

The proposal **must** be presented in the order as described below. To be considered substantive, the proposal must respond to all requirements of this part of the RFQ. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.

1. Provide a brief company history and description including size and number of employees.
2. **A response to each item as set forth in the "Scope of Services Desired" in Section VII and a description of how your firm will approach delivery of those services.**
3. Resumes of the service team that would be assigned to Champaign County's account.
4. At least three references from **current** public sector clients, including contact names, addresses and telephone numbers.
5. Information on the firm's experience in evaluating and developing alternative insurance coverages.
6. A description of any other services to be provided without additional compensation beyond negotiated fee to be paid by the County for services provided pursuant to the terms of this RFQ.

7. An explanation of what distinguishes the services the submitting firm can provide from other Agents or firms.

IX. TIME SCHEDULE

The County has established the following timetable which should result in the award of contract for Broker Services no later than February, 2021. The following schedule is tentative and is subject to revision during the process of review and selection by the County. If revised, the latest date the County Board would approve award of contract is March, 2021.

December, 2020	Request for Qualifications Posted and Advertised
January 12, 2021-1:30pm	Proposals Due
January 12, 2021 – 2:00pm	Proposals Opened – <i>via Zoom Meeting or Lyle Shields Meeting Room, Brookens Administrative Center, 1776 East Washington, Urbana, IL</i>
Week of February 1, 2021	Presentations by Finalist Firms to Evaluation Team
February 8, 2021	Selection of Top Ranked Firm by Evaluation Team
February 9 -16, 2021	Negotiation of Agreement with Selected Firm
February 18, 2021	Award of Contract Approved by County Board

ORDINANCE NO. 2020-12

FY2021 ANNUAL TAX LEVY ORDINANCE CHAMPAIGN COUNTY, ILLINOIS

WHEREAS, we the County Board of Champaign County, Illinois, have determined that for County purposes, it will be necessary to levy a tax in the total amount of \$36,753,268 on the real property and railroad property, in Champaign County, Illinois, for raising of monies for the several objects and purposes specified in the FY2021 Annual Budget and Appropriation Ordinance,

NOW, THEREFORE, BE IT ORDAINED that there is hereby levied a tax in the amount of \$14,009,983 for the County General Corporate purposes;

BE IT FURTHER ORDAINED that there is hereby levied a tax in the amount of \$2,237,867 for the purpose of acquiring insurance against any loss or liability which may be imposed upon the County, in accordance with 745 ILCS 10/9-107, said \$2,237,867 is exclusive of and in addition to those sums heretofore levied; and

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$2,836,496 as the County Highway Tax, as provided in the Illinois Highway Code, being for the purpose of improving, repairing, maintaining, constructing, and reconstructing highways in this county required to be repaired, maintained, and constructed by the County in accordance with 605 ILCS 5/5-601, said sum raised to be placed in a separate fund known as the County Highway Fund, which \$2,836,496 is exclusive of and in addition to those sums heretofore levied; and

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$1,422,736 as provided in the Illinois Highway Code, for the County Bridge Fund for expenditures payable from the County Bridge Fund and for the purpose of constructing and repairing bridges, culverts, drainage structures or grade separations, including approaches thereto, on public roads in the County, required to be so constructed and repaired by the County under the Illinois Highway Code, in accordance with 605 ILCS 5/5-602, said sum of \$1,422,736 being exclusive of and in addition to those sums heretofore levied; and

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$5,304,965 for the purpose of providing community mental health facilities and services in Champaign County, pursuant to an election held November 7, 1972, authorizing a levy of a tax not to exceed 10 percent of the full assessed valuation, and amendments to the Community Mental Health Act, 405 ILCS 20/4, authorizing an increase to the maximum levy of tax not to exceed .15 percent of the full assessed valuation, said sum shall be placed into a special fund in the Champaign County Treasury to be designated as the "Community Mental Health Fund" and shall be used only for the purpose specified in the Illinois Compiled Statutes; said sum of \$5,304,965 is exclusive of and in addition to those sums heretofore levied; and

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$2,890,272 in accordance with an act entitled Illinois Municipal Retirement Fund Act, as amended, 40 ILCS 5/7-171, and being for the purpose of making county contributions to said Illinois Municipal Retirement Fund as required by law, said \$2,890,272 being exclusive of and in addition to those sums heretofore levied; and

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$1,800,000 for the purpose of participation in the Federal Social Security Insurance Program and Federal Medicare Program, in accordance with 40 ILCS 5/21-110 to 5/21-110.1, said \$1,800,000 is exclusive of and in addition to those sums heretofore levied; and

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$112,203 for the purpose of providing funds to pay expenses in the construction and maintenance of highways in the federal aid network or

County highway network in accordance with 605 ILCS 5/5-603, and said sum of \$112,203 shall be placed in a separate fund known as the Matching Fund and is exclusive of and in addition to those sums heretofore levied; and

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$438,825 for the purpose of the County’s share of the Cooperative Extension service programs, in accordance with 505 ILCS 45/8, said \$438,825 is exclusive of and in addition to those sums heretofore levied; and

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$1,346,438 for the purpose of the County Health Fund in accordance with 70 ILCS 905/15 and 55 ILCS 5/5-25010 to 5-25011, said \$1,346,438 shall be held in a separate fund known as the County Health Fund and is exclusive of and in addition to those sums heretofore levied; and

BE IT FURTHER ORDAINED that there is hereby levied a tax, in the amount of \$4,353,483 for the purpose of providing facilities or services for the benefit of residents in Champaign County who are cognitively challenged or under a developmental disability and who are not eligible to participate in any such program conducted under Article 14 of the School Code, pursuant to an election held November 2, 2004, authorizing a levy of a tax not to exceed .10 percent of the full assessed valuation, said sum shall be placed into a special fund in the Champaign County Treasury to be designated as the “Fund for Persons With a Developmental Disability” and shall be used only for the purpose specified in 55 ILCS 105; said sum of \$4,353,483 is exclusive of and in addition to those sums heretofore levied; and

BE IT FURTHER ORDAINED that the sums heretofore levied in the total amount of \$36,753,268 be raised by taxation upon property in this County and the County Clerk of Champaign County is hereby ordered to compute and extend upon the proper books of the County Collector for the said year, the sums heretofore levied for so much thereof as will not in the aggregate exceed the limit established by law on the assessed valuation as equalized for the year 2020.

PRESENTED in accordance with 35 ILCS 200/18-10 at the September 2020 session.

PRESENTED, PASSED, APPROVED and RECORDED by the County Board of Champaign County, Illinois, this 19th day of November, A.D. 2020.

Giraldo Rosales, Chair
Champaign County Board

___ **AYE** ___ **NAY** ___ **ABSENT**

Recorded
& Attest: _____
Aaron Ammons, County Clerk
And ex-officio Clerk of the Champaign
County Board
Date: _____

Approved:

Darlene A. Kloeppel, County Executive
Date: _____

**TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE**

I, the undersigned, hereby certify that I am the presiding officer of Champaign County, Illinois, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of Section 18-60 through 18-85 of the "Truth in Taxation" law.

Check One of the Choices Below

1) The taxing district published a notice in the newspaper and conducted a hearing meeting the requirements of the Truth in Taxation Law.

2) The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a notice and a hearing were not necessary.

3) The proposed aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.

4) The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

This certificate applies to the RY2020 levy.

Date _____

Presiding Officer _____
Darlene A. Kloeppe
County Executive

ORDINANCE NO. 2020-13

FY2021 ANNUAL BUDGET AND APPROPRIATION ORDINANCE

WHEREAS, the Finance Committee of the Whole of the County Board of Champaign County, Illinois, has considered and determined the amounts of monies estimated and deemed necessary expenses to be incurred by and against the County of Champaign, State of Illinois, within and for the fiscal year beginning January 1, 2021 and ending December 31, 2021, and has further proposed County expenditures in the attached recommended Budget; and

WHEREAS, pursuant to 55 ILCS 5/6-1002, the recommended Budget includes the following:

- a. A statement of the receipts and payments and a statement of the revenues and expenditures of the fiscal year last ended.
- b. A statement of all monies in the county treasury or in any funds thereof, unexpended at the termination of the fiscal year last ended, of all amounts due or accruing to such county, and of all outstanding obligations or liabilities of the county incurred in any preceding fiscal year.
- c. Estimates of all probable income for the current fiscal year and for the ensuing fiscal year covered by the budget, specifying separately for each of said years the estimated income from taxes, from fees, and from all other sources. The estimated income from fees shall indicate both the estimated total receipts from fees by county fee officers and the estimated net receipts from fees to be paid into the county treasury.
- d. A detailed statement showing estimates of expenditures for the current fiscal year, revised to the date of such estimate, and, separately, the proposed expenditures for the ensuing fiscal year for which the budget is prepared. Said revised estimates and proposed expenditures shall show the amounts for current expenses and capital outlay, shall specify the several objects and purposes of each item of current expenses, and shall include for each of said years all floating indebtedness as of the beginning of the year, the amount of funded debt maturing during the year, the interest accruing on both floating and funded debt, and all charges fixed or imposed upon counties by law.
- e. A schedule of proposed appropriations itemized as provided for proposed expenditures included in the schedule prepared in accordance with the provisions of paragraph (d) hereof, as approved by the county board.

WHEREAS, the level of appropriation for each fund and department is defined by the amount as listed with the following exceptions: the legal level of control in all departments (except the Regional Planning Commission) is by category, Personnel and Non-Personnel, for each department or group of departments within the same fund and headed by the same administrator. Transfers between any line items in the Personnel category and transfers between any line items in the Non-Personnel category, in the same department or group of departments headed by the same administrator within the same fund, may be made with the approval of the signing authority for the fund/department. Transfers between the Personnel and Non-Personnel categories, as well as transfers between different departments headed by different administrators may be made only with the approval of a 2/3 vote of the full County Board; and

WHEREAS, the Regional Planning Commission's legal level of budgetary control is by fund. Transfers between any line items in the same department or group of departments within the same fund may be made with the approval of the signing authority for the fund/department;

NOW, THEREFORE, BE IT ORDAINED by the Champaign County Board that the attached recommended Budget is hereby adopted as the Annual Budget and Appropriation Ordinance of Champaign County for the fiscal year beginning January 1, 2021 and ending December 31, 2021. The full budget is available on the County website at the following link <http://www.co.champaign.il.us/CountyBoard/Budget.php>.

PRESENTED by the County Board of Champaign County, Illinois, at the recessed October, A.D. 2020 session.

PRESENTED, PASSED, APPROVED, AND RECORDED by the County Board of Champaign County, Illinois, this 19th day of November, A.D. 2020.

Giraldo Rosales, Chair
Champaign County Board

AYE ____ **NAY** ____ **ABSENT** ____

Recorded
& Attest: _____
Aaron Ammons, County Clerk
And ex-officio Clerk of the Champaign
County Board
Date: _____

Approved:

Darlene A. Kloepfel, County Executive
Date: _____



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloeppel, County Executive

To: Honorable Members of the Champaign County Board

Fr: Darlene Kloeppel, County Executive; and
Tami Ogden, Deputy Director of Finance

RE: Letter of Transmittal – FY2021 Budget

The Fiscal Year (FY) 2021 Annual Budget, for the period beginning January 1, 2021 and ending December 31, 2021, is presented for your consideration and approval. The budget was developed pursuant to Illinois Statutes 55 ILCS 5/2-5009 and 55 ILCS 5/6-1001. The consolidated budget is submitted with revenue of **\$132,652,972** and expenditure of **\$136,939,369** and complies with relevant Champaign County financial policies. This transmittal letter is intended to provide an executive summary and overview of the budget document.

Budget Document Overview

The budget provides extensive financial information for every component of Champaign County government and is divided into nine sections further explained in *How to Use This Document*, which is part of the Introduction section of the budget. The FY2021 budget includes fifty-six funds, with each fund containing at least one department budget. The *Department/Fund Relationship* matrix illustrates the relationship between the County's financial structure and its organizational structure.

Economic Environment

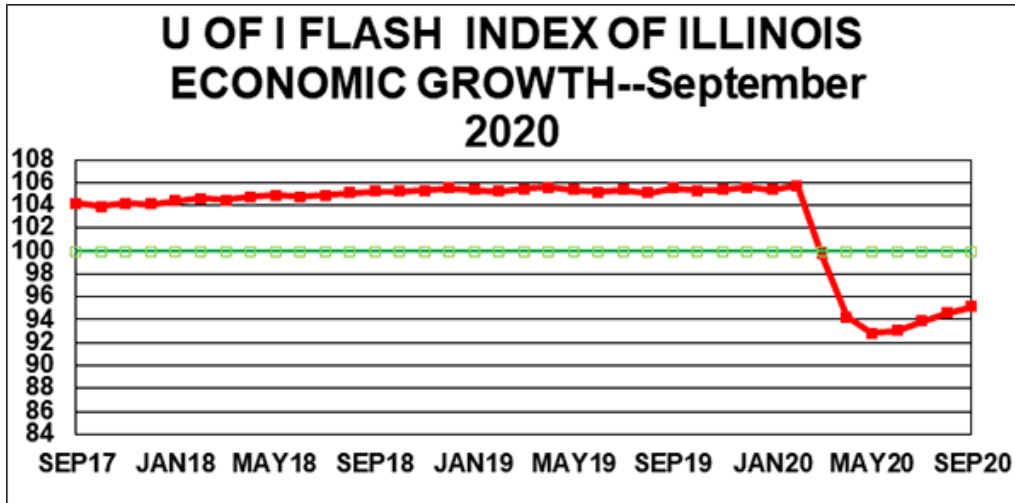
There is unprecedented economic uncertainty as a result of the COVID-19 pandemic, with varying opinions regarding when and how the economy will recover. Conference Board Senior Director of Economic Indicators Lynn Franco states, "There is little to suggest that consumers foresee the economy gaining momentum in the final months of 2020, especially with COVID-19 cases on the rise and unemployment still high."¹

In September the University of Illinois Flash Index, designed to give a quick reading of the state economy, was 95.1 down from 105.5 compared to the year-ago submission of the FY2020 budget.² University of Illinois economist J. Fred Giertz asserts the economy is rebounding as shown in the following chart, although the Illinois economy has a long road to recover from the impact of the pandemic.³ The index shows seven months below the 100-dividing line between growth and decline.

¹ <https://www.conference-board.org/data/consumerconfidence.cfm>

² <https://igpa.uillinois.edu/page/flash-index-archive#section-0>

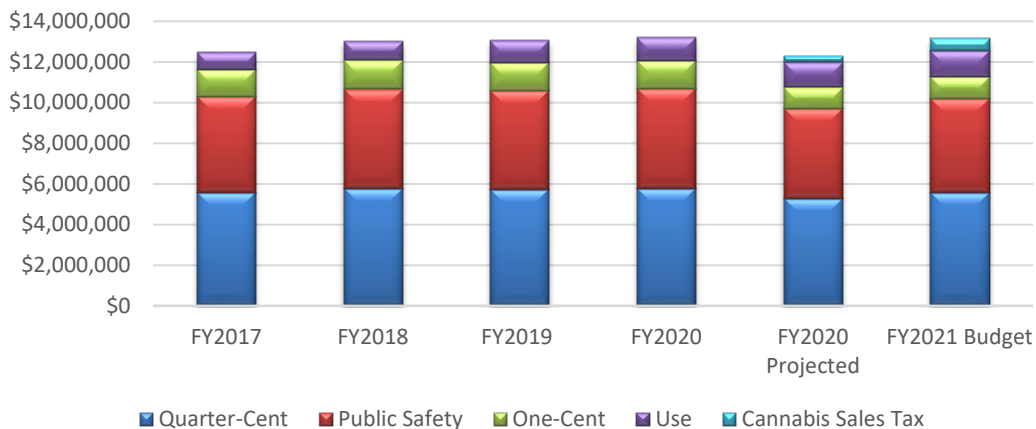
³ <https://igpa.uillinois.edu/Report/flash-index-sept2020>



The September 2020 unemployment rate for Champaign County was 6.2% and reflects a significant increase in the local rate compared to the year-ago period of 3.3%. The Illinois' and national unemployment rates for September compare at 9.8%, and 7.7% respectively.

Total FY2021 sales and use taxes are budgeted at \$13.2 million and include new County Cannabis sales tax revenue of \$600,000. With the new revenue source, fiscal year 2021 total budgeted sales and use tax revenues are very close to original FY2020 budget numbers, although 2020 projections are expected to be significantly lower than budget. The Level the Playing Field Act effective January 1, 2021, requires both state and local sales taxes be imposed where a product is delivered. Under the new law, some taxes presently being distributed as Use tax, will be distributed as sales tax. The table below shows total sales tax revenues for fiscal years 2017 through 2019, FY2020 budget and projected, and FY2021 budget.

Sales and Use Tax



According to the Champaign County Association of Realtors, year-to-date home sales are up almost 10 percent compared to 2019 with September marking a 14-year high and the

average home sale price in September at \$197,044 up 15.85 percent from one year ago.⁴ Growth in this sector is important for the county as property taxes represent a major segment of its revenue sources. Equalized Assessed Valuation (EAV) for tax year 2019 continues to exceed \$4 billion, and reflects a 4.1 percent increase over tax year 2018, with growth in EAV from new construction at \$85.5 million. The County's total EAV, tax rate, and property tax extension comparison for tax levy years 2010 through 2019 is shown in the following table.

Tax Levy Year	EAV	% Increase/ Decrease	Tax Rate/\$100 of EAV	Property Tax Extension
2010	\$3,561,497,476	0.7%	0.7688	\$27,506,700
2011	\$3,546,623,981	-0.4%	0.7841	\$27,911,272
2012	\$3,532,086,251	-0.4%	0.8138	\$28,832,637
2013	\$3,479,591,533	-1.5%	0.8511	\$29,700,112
2014	\$3,532,923,580	1.5%	0.8255	\$30,598,651
2015	\$3,600,615,388	1.9%	0.8322	\$31,404,567
2016	\$3,806,286,018	5.7%	0.8458	\$32,245,372
2017	\$3,972,464,264	4.4%	0.8481	\$33,737,737
2018	\$4,132,219,001	4.0%	0.8157	\$33,706,510*
2019	\$4,299,867,692	4.1%	0.8189	\$35,211,617

*Nursing Home GO bonds were defeased in 2019 resulting in the abatement of the 2018 property tax levied for that debt service.

Revenues and Expenditures

Revenue for all county funds in FY2021 is budgeted to increase \$3.5 million (+2.7%) compared to the original FY2020 budget. Growth is largely attributed to increases in federal funding for the Regional Planning Commission Local Workforce Innovation Area (WIOA), state funding for the Board of Health administered contact tracing grant and the Highway IDOT REBUILD grant.

The property tax levy was prepared with the inflationary increase allowed under the Property Tax Extension Limitation Law (PTELL) of 2.3%, and to capture new growth revenue from new construction and recovered Enterprise Zone EAV. The increase in the total levy over the 2019 tax year extension is 4.4%.

Expenditure for all county funds in FY2021 is budgeted to increase \$7.2 million (+5.6%) compared to the original FY2020 budget and is predominantly attributed to significant increases in the services and capital categories. Increased services expenditures reflect increased contributions and grants extended by the Mental Health Board and Developmental Disabilities Board funds, computer/information technology increases due to updating and implementing software, and professional services for contract tracing funded through an Illinois Department of Public Health grant. Increased capital expenditures are largely driven by appropriating for the Highway IDOT REBUILD grant, and for insurance

⁴ <http://www.champaigncountyassociationofrealtors.com/News/TabId/101/ArtMID/469/ArticleID/389/Strong-Buyer-Interest-Continues-to-Boost-Home-Sales-Activity-in-Champaign-County-Area.aspx>

reimbursement received in 2020 for hail damage repairs to roofs and HVAC systems planned in 2021.

The \$4.3 million revenue to expenditure deficit is the result of appropriating reserve balances within individual funds for planned projects and capital expenditures. The FY2021 budget is balanced per Champaign County's Financial Policies.

Investment in Facilities and Technology

The County continues to strategically invest in facilities and technology, which have been deferred over time due to budget constraints. In November 2020, the Facilities Committee will consider revisions and updates to the 10-Year Capital Facilities Plan. The FY2021 budget includes \$1.97 million for facility repairs and improvements, and \$3.4 million for hail damage repairs sustained in 2020.

The County entered a Software as a Service (SaaS) agreement with Tyler Technologies effective September 2020 for replacing its aging in-house financial system with a modern Enterprise Resource Planning (ERP) system. The County's Six-year Technology Plan establishes a schedule for systems implementation and replacement; however, identifying funding for both facilities and technology needs while balancing the budget will continue to be a challenge.

General Fund

Revenue and expenditure are budgeted respectively at \$41,879,384 and \$41,992,568 with a \$113,184 draw on fund balance for pilot programs identified by the County Board. The FY2021 General Fund budget is balanced per Champaign County's Financial Policies with a projected fund balance of \$7 million, or 16.7% of operating expenditures at the end of 2021. The General Fund balance target is set at 16.7%, or two months of operating expenditure.

Revenue growth measures \$1.1 million, or 2.7% year-over-year with the increase predominantly in the property tax revenue category. Expenditure growth measures \$1.7 million, or 4.2% year-over-year with the greatest increase in the personnel category inclusive of wage increases and health insurance premium increases. Detailed information about General Fund revenue and expenditure is documented in the *General Fund Budget Summary*. In FY2021, the budget includes forgiveness of the \$1 million loan from the General Fund to the Nursing Home Fund further discussed below.

Nursing Home Fund

In April 2019, the Champaign County Nursing Home was sold to Extended Care Clinical, LLC and Altitude Health Services, Inc. Following the sale of the Home, proceeds were used to redeem the 2015 Bonds and defease the 2011 Bonds. As of October 2020, the Nursing Home owed other County funds approximately \$7.5 million. The former Nursing Home operating levy was reallocated under PTELL to the liability levy in FY2020 for the Home's outstanding amounts owed to the Self-Funded Insurance Fund. Reallocation of the levy in FY2021 is to the General Fund for outstanding obligations owed to that fund including the \$1 million loan recorded on the balance sheet. The loan was extended to the Home between

November 2018 and March 2019 for accounts payable obligations to ensure provision of essential services.

Financial Concerns

Hospital Property Tax Liability

There are presently two outstanding cases against Champaign County related to hospital property tax exemptions, 2013-CH-170 and 2015-L-75. The County has not set-aside funds specifically for this potential liability, and any ruling against the County in either of these cases would be paid from fund balances based on the rate for each levy fund.

Economic Recovery

Economist opinions vary when it comes to forecasting economic recovery from the pandemic. Champaign County sales and income tax revenues are budgeted conservatively; however, do not assume future stay-at-home orders. Property tax revenues are more stable and slower to adjust. Commercial sector and non-residential property assessments are most at risk with business closures and vacant leases of concern. In addition, inflationary increases allowed under PTELL are likely to be suppressed and may result in limited levy growth in future fiscal years. Federal funding received through the CURE grant was instrumental in protecting the General Fund balance in FY2020, and with a balanced FY2021 budget the County is in a stable position at the time of this writing.

The impact of both legislative and administrative decisions made at the state level continue to alter and weaken some county revenue streams.

- **Income Tax.** The state legislature implemented a one-time, 10% cut to Income tax from July 1, 2017 through June 30, 2018, reduced to 5% effective July 2018, and eliminated effective July 2020. This three-year, state-imposed cut resulted in the loss of \$690,000 in County revenue.
- **Sales Tax.** A 2% collection fee was imposed on Public Safety Sales Tax revenues in July 2017 and reduced to 1.5% in July 2018. The fee is expected to be permanent and since inception has cost the County \$257,000.
- **Personal Property Replacement Tax (PPRT).** The state's continued diversion of PPRT funds prior to application of the funding formula for distribution to local governments increases each fiscal year. In 2009, diversions totaled \$21,643 and in state FY2021 total diversions equal \$312 million.
- **AOIC funding.** The Administrative Office of the Illinois Courts provides reimbursement for a portion of the Juvenile Detention Center and Probation and Court Services personnel costs. The level of reimbursement on an annual basis is uncertain. After full funding in state FY2015, the County's allocation significantly declined in years 2016 through 2019. Full funding was restored in state FY2020, with additional funding for the salary of the Problem-Solving Court Coordinator and conversion of three subsidy positions to grant-in-aid positions in state FY2021.
- **The Criminal and Traffic Assessment Act (CTAA)** effective July 2019 significantly changed the fines and fees collected through the courts and distributed to County

funds. In summary, the act created a set of criminal assessment schedules and punitive fines, set maximum civil filing and appearance fees, and created a graduated fee waiver on indigency orders in both civil and criminal cases. The County was still in the process of assessing the impact of the CTAA, when the pandemic ensued resulting in the courthouse closure and delays in hearings and trials.

Pension Burden

In a June 2019 Credit Opinion, Moody's Investor's Service cited Champaign County's above average pension burden as a credit challenge. The County will continue to monitor this factor in consultation with the Illinois Municipal Retirement Fund (IMRF) and Moody's.

Sheriff's Office and Downtown Correctional Center

Per a 2015 Facilities Condition Report, this facility is categorized as poor. The 0-5-year Deferred Maintenance Backlog (DMB) is \$2.9 million, and the 5-25-year DMB is just under \$9 million. Building conditions have further deteriorated since the 2015 study, and it is essential for the County to resume discussions regarding a plan for the facility.

Acknowledgements

We wish to acknowledge the outstanding cooperation and collaboration among all county elected officials, department heads, and County Board members in the preparation of the fiscal year 2021 budget. We also extend our special thanks to staff members providing crucial assistance in the development and completion of this budget document: Isak Griffiths, Deputy Director of Administration; Bill Simmering, Business Applications Developer; Andy Rhodes, Information Technology Director; Gabe Lewis, Planner II; Megan Robison, Administrative Assistant; and Rita Kincheloe, Executive Assistant to the County Executive.

On behalf of our officials and staff, we are pleased to present to you the fiscal year 2021 Champaign County Budget.

Respectfully submitted,

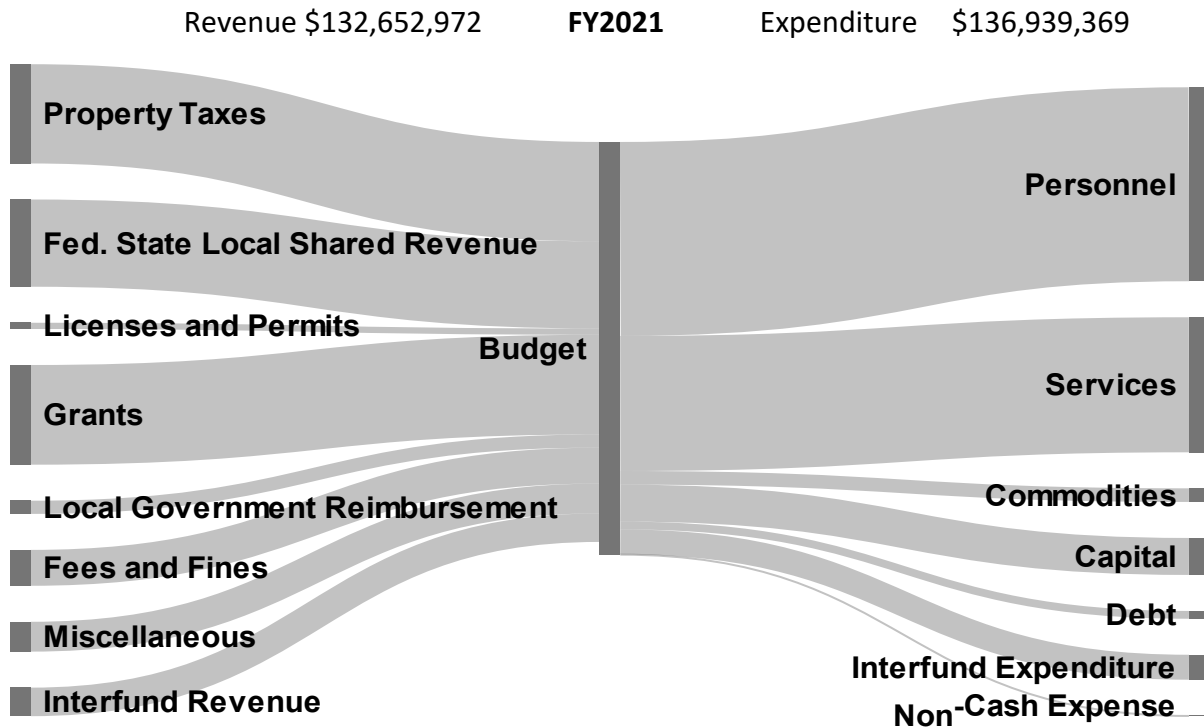


Darlene A. Kloepfel
County Executive



Tami Ogden
Deputy Director of Finance

FY2021 BUDGET SUMMARY

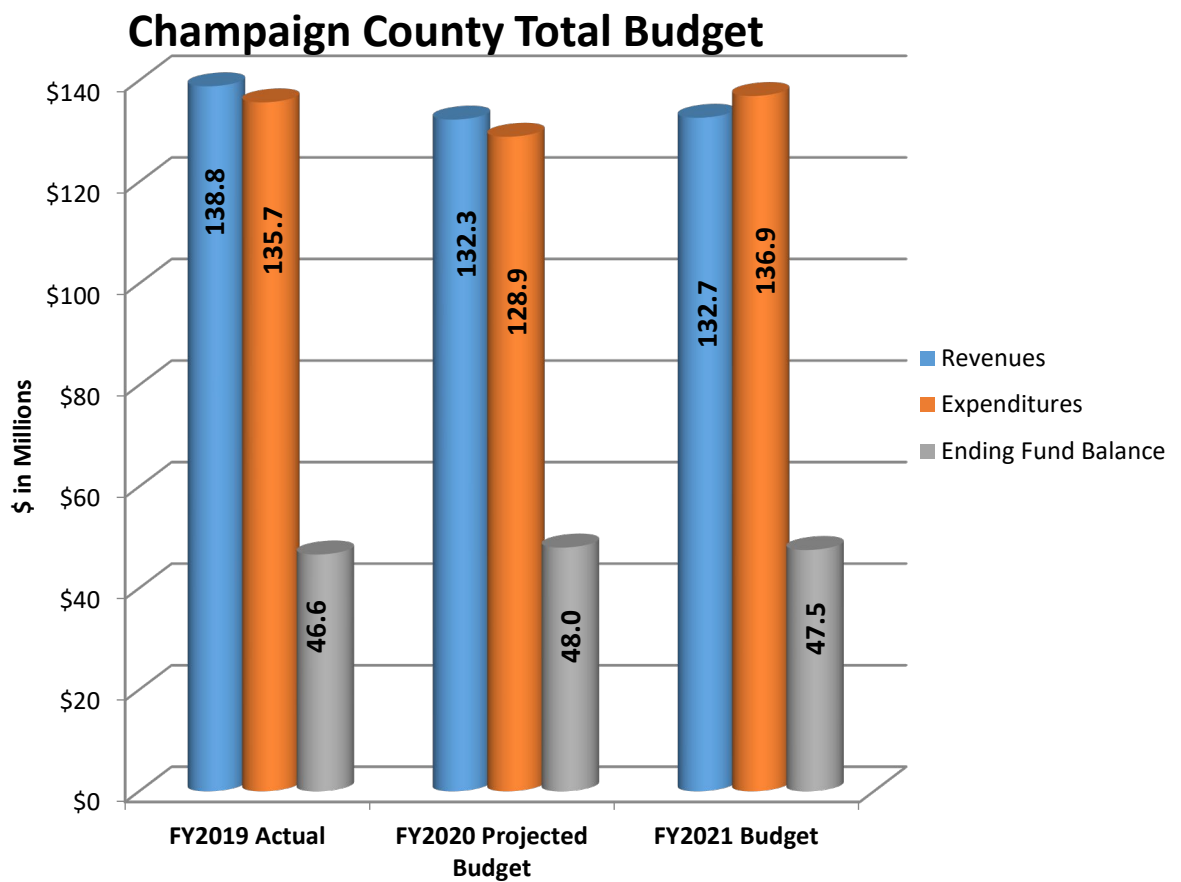


The Champaign County budget is prepared by the County Executive in conjunction with the County’s elected officials and department heads and submitted to the County Board for its approval. The County Board receives and places the budget on file for public review in October, with final approval scheduled for November 19, 2020. The FY2021 budget is a balanced budget per Champaign County’s Financial Policies. The \$4.3 million revenue to expenditure deficit is the result of appropriating reserve balances within individual funds for planned projects and capital expenditures.

The following table reflects an aggregated roll-up of the FY2021 Champaign County Budget.

Champaign County Budget	FY2019 Actual	FY2020 Original Budget	FY2020 Projected Budget	FY2021 Budget	\$ Variance	% Variance
Property Taxes	34,256,636	37,131,941	34,492,991	37,576,868	444,927	1.2%
Federal State & Local Shared	24,581,341	25,706,523	23,172,149	24,288,292	(1,418,231)	-5.5%
Licenses & Permits	1,986,469	2,071,865	1,951,688	2,073,810	1,945	0.1%
Grants	22,702,801	27,026,890	35,525,538	33,065,882	6,038,992	22.3%
Local Gov. Reimbursement	3,886,069	4,144,622	4,383,632	4,376,796	232,174	5.6%
Fees & Fines	14,318,131	12,756,923	11,017,267	11,903,931	(852,992)	-6.7%
Miscellaneous	17,560,200	9,392,744	11,939,838	9,896,250	503,506	5.4%
Interfund Revenue	19,551,142	10,914,084	9,806,885	9,471,143	(1,442,941)	-13.2%
TOTAL REVENUE	138,842,789	129,145,592	132,289,988	132,652,972	3,507,380	2.7%

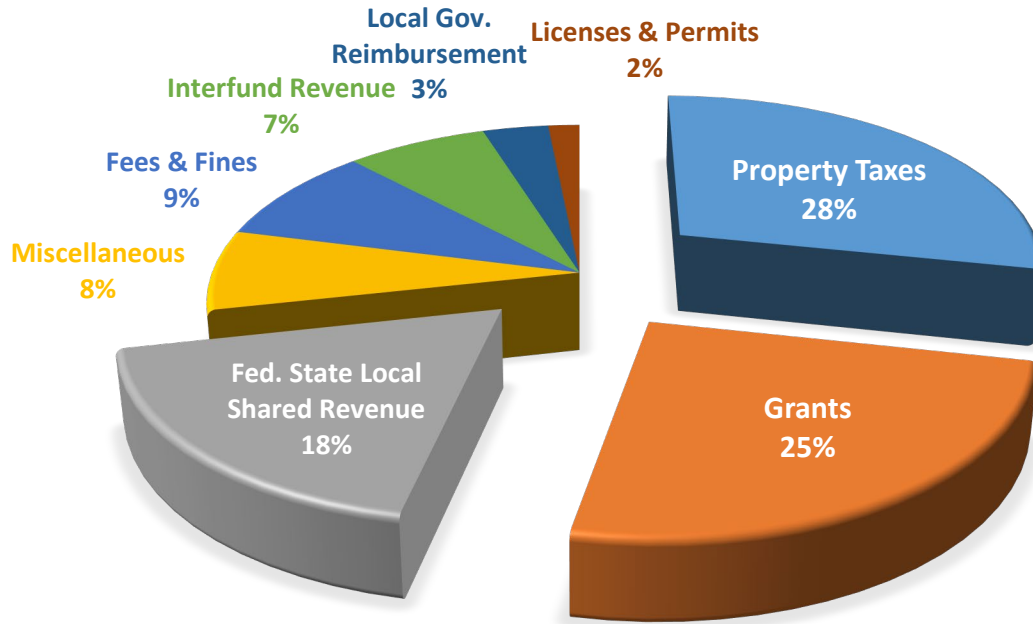
Champaign County Budget	FY2019 Actual	FY2020 Original Budget	FY2020 Projected Budget	FY2021 Budget	\$ Variance	% Variance
Personnel	57,864,258	63,438,055	62,965,008	64,330,715	892,660	1.4%
Commodities	4,424,434	4,591,803	4,868,512	4,521,378	(70,425)	-1.5%
Services	39,679,073	41,300,205	43,588,402	44,792,058	3,491,853	8.5%
Capital	7,067,645	8,646,113	7,005,587	12,267,272	3,621,159	41.9%
Non-Cash Expense	15,738	165,000	165,000	155,000	(10,000)	-6.1%
Interfund Expenditure	14,551,800	8,954,308	7,732,367	8,282,335	(671,973)	-7.5%
Debt	12,080,815	2,594,017	2,586,162	2,590,611	(3,406)	-0.1%
TOTAL EXPENDITURE	135,683,763	129,689,501	128,911,038	136,939,369	7,249,868	5.6%



FY2021 Total Budgeted Revenue \$132,652,972

A 2.7% increase compared to the original FY2020 Budget.

Includes \$9.5 million in Interfund Transfers.



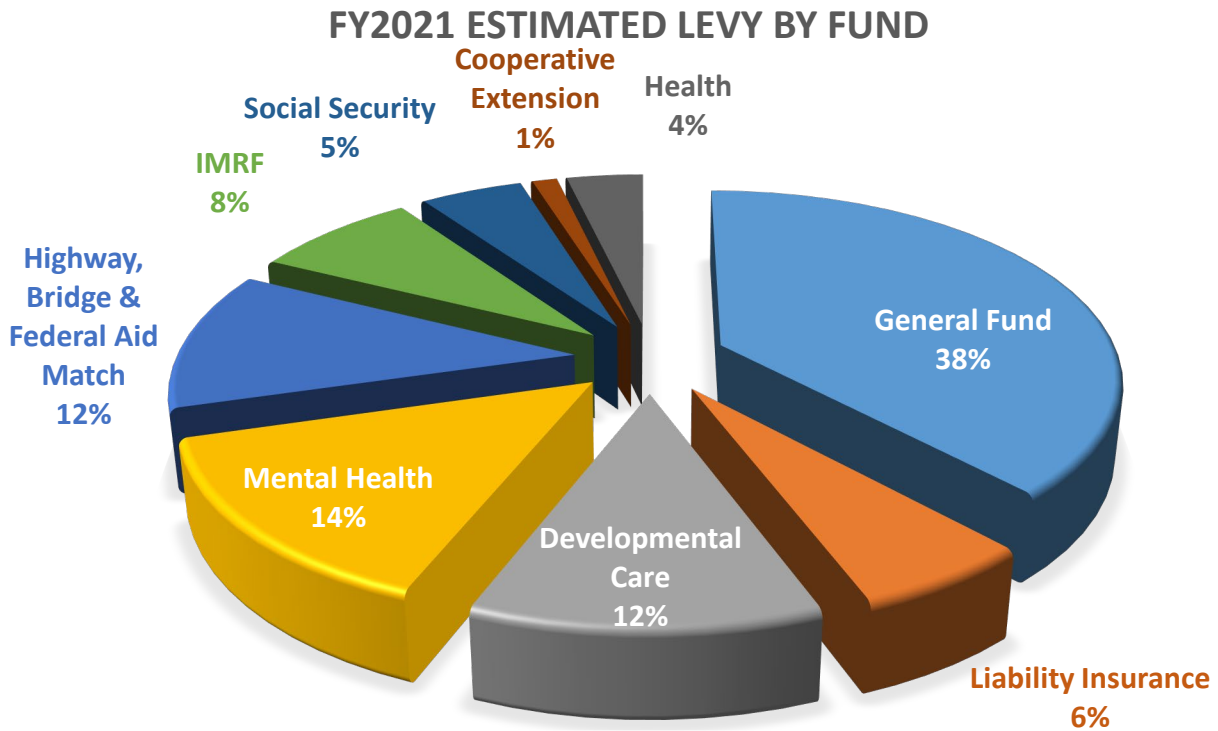
The \$3.5 million increase in FY2021 budgeted revenue, as compared to the original FY2020 budget, is largely related to increases in federal funding for the Regional Planning Commission Local Workforce Innovation Area (WIOA), state funding for the Board of Health administered contact tracing grant and the Highway IDOT REBUILD grant.

Property Taxes ▲ 1.2%

Property taxes are the County’s most stable revenue source and support numerous county operations with the largest portions of the levy going to the General Corporate, Mental Health and Developmental Care funds. PTELL allows for annual inflationary increases which are limited by the lessor of 5% or the Consumer Price Index (CPI). The CPI used to compute the 2020 extensions (for taxes payable in 2021) is 2.3%, which is the highest rate since 2011. The proposed FY2021 property tax levy, \$36.8 million, represents a 4.4% increase over the FY2020 extension, a projected increase of \$1.5 million.

Under PTELL, the former Nursing Home operating levy is reallocated to the General Corporate levy in FY2021 for outstanding amounts owed by the Home, and to eliminate from the balance sheet the \$1 million loan from the General Fund to the Home. Upon loan forgiveness, the \$1 million will be recorded as a transfer to the Home in the FY2021 budget. An increase in the County’s insurance costs effective January 1, 2021, required reallocation of a portion of the General Fund levy to the Liability levy.

This revenue category is also comprised of real estate taxes, mobile home taxes, back taxes, payment in lieu of taxes, and delinquent taxes interest. The following chart shows the breakdown of the property tax levy by fund.



Federal, State and Local Shared Revenue ▼ -5.5%

Revenue in this category primarily originates from sales and use tax, income tax, motor fuel tax (MFT) and state reimbursement. Declines in FY2021 revenue are largely attributed to declines in sales and income taxes as a result of the economic impact caused by the pandemic. The collection of County Cannabis sales tax, a new revenue source for the County beginning in July 2020, helps mitigate the anticipated loss of revenue in FY2021.

Level the Playing Field legislation effective January 1, 2021, requires both state and local sales taxes be imposed where a product is delivered, and is anticipated to increase in both state and local revenues. Although the impact is almost impossible to predict, increases in sales tax revenue may result in a reciprocal reduction in Use tax revenue as the legislation changes the application of taxes for remote retailers. The County’s sales and use tax revenues, excluding MFT, are described in the following table with the quarter-cent tax representing the largest source of sales tax revenue. Total budgeted sales and use tax revenues reflect a decrease of -0.5% compared to the original FY2020 budget.

Tax	% of State Shared Revenue	Description
One-cent	4.4%	Collected on general merchandise and qualifying food, drug and medical appliances purchased in the <u>unincorporated area</u> of Champaign County.

Tax	% of State Shared Revenue	Description
Quarter-cent	22.9%	Collected on general merchandise and qualifying food, drug and medical appliances purchased <u>anywhere</u> in Champaign County.
Use	5.3%	Imposed on the privilege of using, in the State of Illinois, any item of tangible personal property that is purchased anywhere at retail. This revenue source is collected by the State and distributed on a per capita basis.
County Cannabis	2.5%	Imposed upon all persons engaged in the business of selling cannabis, other than cannabis purchased under the Compassionate Use of Medical Cannabis Pilot Program Act, at retail locations in the County on the gross receipts from these sales (3.75% of the gross receipts in unincorporated areas and 3.00% of the gross receipts in a municipality located in Champaign County).
Public Safety	19.1%	Collected on general merchandise purchased <u>anywhere</u> in Champaign County excluding qualifying food, drug and medical appliances, and titled or registered personal property (i.e. vehicles, boats, trailers, motorcycles).

According to the Illinois Department of Revenue, in FY2019, 60% of Champaign County government’s one-cent sales tax revenues came from its top ten contributors. This revenue stream has displayed extreme fluctuations over the past few years. Because the top-ten taxpayers make up such a large percentage of the total one-cent sales tax revenue, the loss of one top-ten payer can significantly impact this revenue stream. The top-ten contributors for FY2019 are listed below in no order.

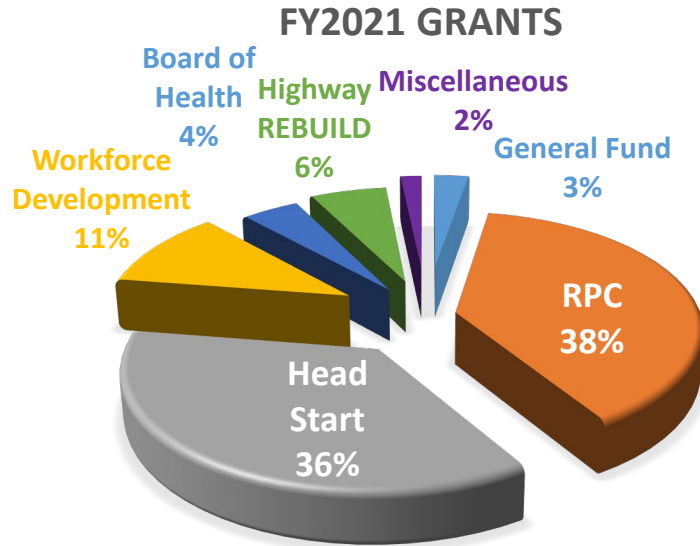
- | | |
|-----------------------|------------------------------|
| Flightstar Corp. | Richards Building Supply Co. |
| Illini FS | Prairie Gardens Inc. |
| LS Building Products | Country Arbors Nursery Inc. |
| Road Ranger LLC | DCC Propane LLC |
| Negwer Materials Inc. | CIT Trucks LLC |

Income Tax is calculated based on population and accounts for 12.2% of total State Shared revenue in FY2021. Income tax projections do not reflect any changes to the unincorporated population based on the outcome of the 2020 census, which is unknown at the time of this writing. The Income tax budget is a 13.5% decline compared to the FY2020 budget as a result of layoffs, furloughs, and job losses caused by the pandemic. Beginning in July 2020, the General Assembly discontinued the 5% reduction to Local Government Distributive Fund (LGDF) revenue. Legislators initially imposed a “one-time” 10% cut in July 2017; however, rather than letting the cut expire in July 2018 as planned, the state reduced it to 5%. This cut resulted in the loss of \$690,000 in County revenue between July 2017 and June 2020.

To offset operating expenses for the Probation and Court Services Department, the Illinois Supreme Court, through the Administrative Office of the Illinois Courts (AOIC), provides reimbursement for a portion of personnel costs. An increase in state reimbursement is the result of AOIC converting three subsidy positions to grant-in-aid positions.

Grants ▲22.3%

The County’s federal and state grant revenue predominantly supports the Champaign County Head Start, Workforce Development and Regional Planning Commission (RPC). In FY2021, federal and state grants account for 85% of the overall RPC budget and includes 147 grants in eight program areas. New or increased grant funding in FY2021 equates to \$3.4 million.



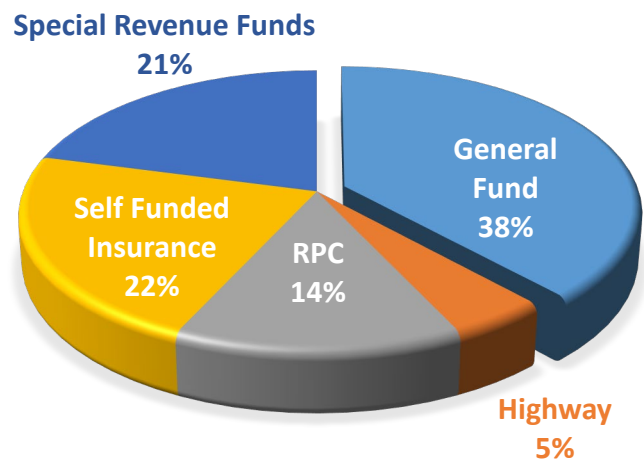
Licenses and Permits ▲0.1%

The majority of license and permit revenue is in the General Fund with 72% of revenue associated with revenue stamp fees which are budgeted at \$1.5 million FY2021. Two-thirds of this fee revenue must be submitted to the state.

Fees and Fines ▼-6.7%

This revenue stream reflects a decline in FY2021 predominantly due to the end, or reduction, of several one-time RPC technical services contracts. Additionally, the original FY2020 budget included \$500,000 for potential revenue receipt for Medicaid patient backpay for services previously provided by the Champaign County Nursing Home. The FY2021 budget includes no revenue for this purpose. The largest source of fees and fines revenue comes from the General Fund and includes court fees and fines, recording fees, and County and Circuit Clerk fees.

FY2021 FEES & FINES REVENUE



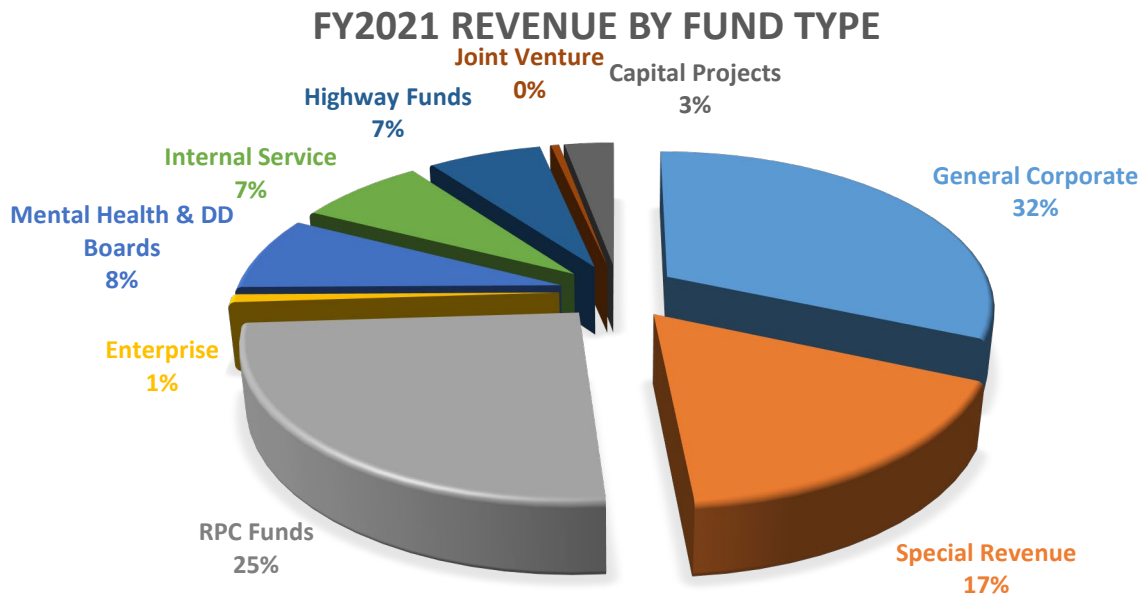
Miscellaneous Revenue ▲5.4%

Revenue increases as a result of budgeting for the receipt of insurance reimbursement due to significant hail damages incurred to roofs and HVAC systems. Reimbursement will be received in both 2020 and 2021, with \$3.4 million in repairs appropriated in FY2021.

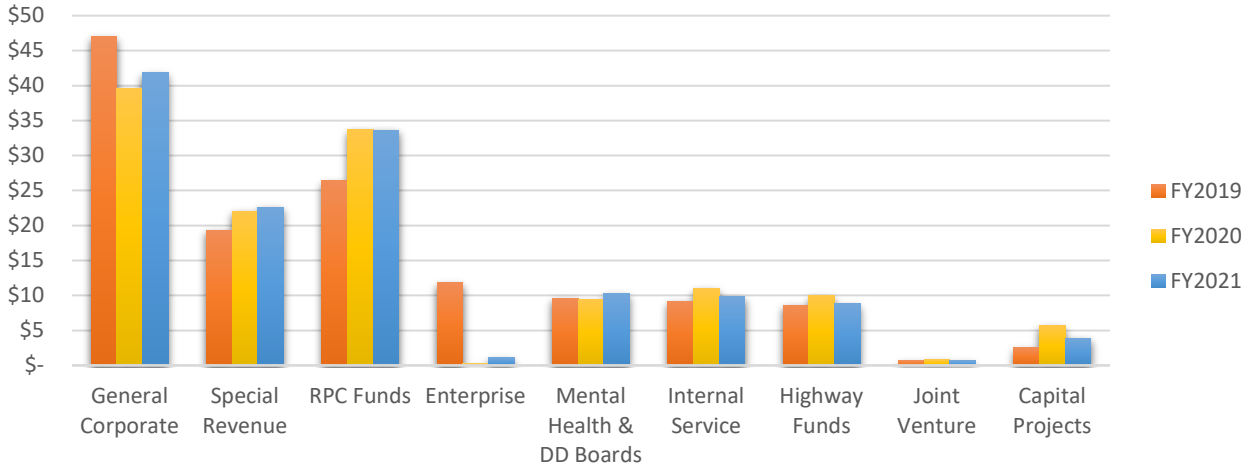
Interfund Revenue ▼-13.2%

In FY2020, the County reallocated the former Nursing Home operating levy under PTELL to the liability levy and budgeted for a subsequent \$1.3 million transfer to the self-funded insurance fund for outstanding amounts owed by the Home for its insurance and liability obligations. The

FY2021 budget does not include a transfer, as the former Nursing Home operating levy was reallocated under PTELL to the General Fund for obligations owed to that fund including forgiveness of a \$1 million loan.



Revenue by Fund Type by Fiscal Year (in Millions)

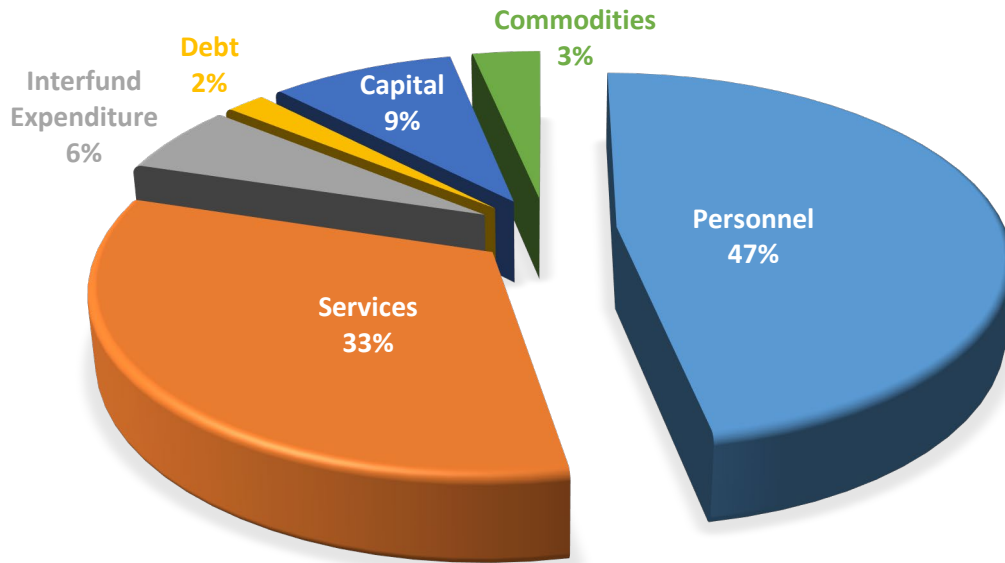


The FY2019 increase in General Fund revenue occurred due to transfers from the Nursing Home fund to redeem the 2015 bonds, and to reimburse the General Fund for the \$1.98 million that was transferred to the Home in 2018 for payment of outstanding accounts payable obligations. Program expansion within RPC funds is demonstrated by increased revenues in fiscal years 2020 and 2021. The decrease in Enterprise fund revenue results from the sale of the Nursing Home in 2019. The Nursing Home fund is the County’s only enterprise fund. The Capital Projects revenue increase in FY2020 is due to the receipt of insurance reimbursement for hail damages sustained to County roofs and HVAC systems.

FY2021 Total Budgeted Expenditure \$136,939,369

A 5.6% increase compared to the original FY2020 Budget.

Includes \$8.3 million in Interfund Transfers.



Personnel ▲ 1.4%

Personnel costs represent the largest expenditure for Champaign County and include salaries and wages, worker’s compensation insurance expenses, health and life insurance benefits, social security expenses and IMRF pension benefits. In FY2021 the personnel expenditure budget increases \$900,000 compared to the original FY2020 budget. Expenditure growth is the result of employee wage increases and health insurance premium increases, partially offset by a lower IMRF rate and one less working day in FY2021.

Salaries and wages represent 63% of total FY2021 personnel expenditures with the county’s portion of health and life insurance expenditures totaling 20% of the personnel budget. The remaining 17% is for FICA and IMRF benefits, workers compensation and unemployment insurance costs. The FY2021 budget reflects a net increase of 4.3 full-time equivalents due to grant initiatives within RPC departments and the addition of a structural engineer position in the Highway fund. The County renewed its health insurance plan with BlueCross BlueShield in FY2021 at a premium increase of 6.9%.

Services ▲ 8.5%

Services make up the second largest percentage of the County’s expenditures and in FY2021 reflect an increase of \$3.5 million. The largest budgeted service expenditure, \$11.2 million, is for contributions and grants. In total, the FY2021 budget reflects an increase of \$960,000 in contributions and grants largely due to expanded Workforce Development programs and the capacity to provide additional funding to agencies as a result of increases in the Mental Health and Development Disability property tax levies.

Other significant increases in the services expenditure category are summarized below:

- Computer and Information Technology services, which includes SaaS fees and implementation appropriation for replacement of the County's legacy financial system with an Enterprise Resource Planning (ERP) system.
- Professional services in the Board of Health's budget for an increase in its contract with the Champaign Urbana Public Health District for contract tracing services funded through an Illinois Department of Public Health grant.

Commodities ▼ -1.5%

The decrease in commodities is attributed to reduced expenditure budgets for equipment less than \$5,000 across multiple county departments.

Capital ▲ 41.9%

Forty-nine percent of the County's capital expenditures are for equipment, bridges, culverts and road improvements in the Highway funds, with increased appropriation in FY2021 due to receipt of the Highway IDOT REBUILD grant. Most of the remaining capital appropriation is related to facility improvement funding within the Capital Asset Replacement Fund for projects scheduled in the County's Capital Facilities Plan, including appropriating insurance reimbursement received for hail damage repairs to roofs and HVAC systems planned in 2021.

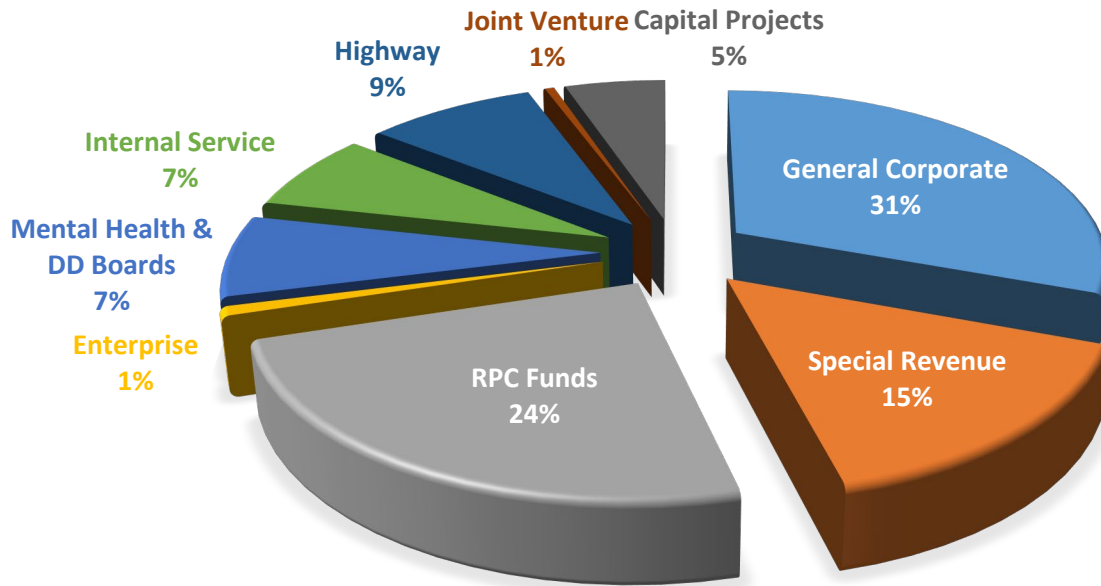
Interfund Expenditure ▼ -7.5%

Fluctuations within the interfund expenditures lines net -\$670,000, with both increases and decreases reflected within the lines based on operational needs. For FY2021, interfund transfers include a budgeted transfer to the Nursing Home Fund from the General Fund to remove the \$1 million loan from the balance sheet.

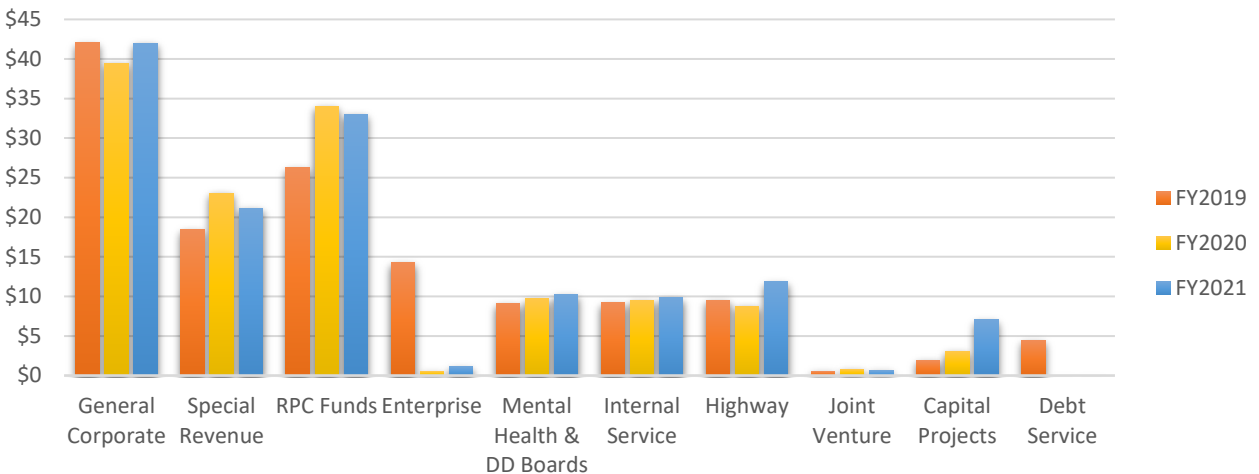
Debt ▼ -0.1%

The FY2021 budget includes debt service appropriation for the County's debt certificate budgeted in the General Fund and three Public Safety Sales Tax Issues.

FY2021 EXPENDITURE BY FUND TYPE



Expenditure by Fund Type by Fiscal Year (in Millions)



In FY2020, General Fund departments were asked to restrict spending due to the impact of the COVID-19 pandemic on County revenue streams. The increase in Special Revenue funds in FY2020 is predominantly due to appropriating fund balance reserves for planned projects or purchases. Program expansion within RPC funds is demonstrated by increased expenditures in both fiscal years 2020 and 2021. The decrease in Enterprise fund expenditures is the result of the sale of the Nursing Home. Highway expenditures increase in FY2021 as REBUILD grant funds are appropriated to be utilized. Capital Projects expenditures increase in FY2021 for repairs due to hail damages sustained to County roofs and HVAC systems. Although there is debt service appropriation within the General Fund and Public Safety Sales Tax Fund, there is no appropriation in the Debt Service Fund in fiscal years 2020 and 2021 due to the defeasance of the Nursing Home bonds in 2019.