

## CHAMPAIGN COUNTY BOARD

### COMMITTEE OF THE WHOLE

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

County of Champaign, Urbana, Illinois

Tuesday, June 10, 2025 at 6:30 p.m.

Shields-Carter Meeting Room

Brookens Administrative Center

1776 East Washington Street, Urbana, Illinois

***\*REMINDER: County Board pictures will begin at 5:00 p.m.\****

#### **Agenda Items**

#### **Page #'s**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda/Addenda**
- IV. Approval of Minutes**
  - A. May 13, 2025 – Regular Meeting 1-6
- V. Public Input**
- VI. Communications**
- VII. Policy, Personnel, & Appointments**
  - A. Lincoln Legacy Committee
    - 1. Annual Report (*information only*) 7-8
    - 2. Future Proposals (*information only*) 9
  - B. County Executive
    - 1. Monthly HR Report – May 2025 10-14
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      - b. Resolution Appointing *Vicki Niswander* to the Developmental Disabilities Board, term 7/1/2025-6/30/2028 16
      - c. Resolution Appointing *Anne Robin* to the Developmental Disabilities Board, term 7/1/2025-6/30/2028 17
      - d. Resolution Appointing *Cathy Emmanuel* to the County Board of Health, term 7/1/2025-6/30/2028 18
      - e. Resolution Appointing *David Thies* to the County Board of Health, term 7/1/2025-6/30/2028 19
      - f. Resolution Appointing *Brent Reifsteck* to the County Board of Health, term 7/1/2025-6/30/202 (to be distributed)

- g. 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> (*information only*)
- C. County Clerk
  - 1. Monthly Fee Reports – April 2025 20
- D. County Board
  - 1. Resolution Appointing Daniel Wiggs to the Opioid Settlement Task Force 21
  - 2. Resolution Appointing Carolyn Greer to the Litigation Committee 22
- E. Other Business
- F. Chair’s Report
- G. Designation of Items to be Placed on the Consent Agenda

**VIII. Justice and Social Services**

- A. Monthly Reports – All reports are available on each department’s webpage through the department reports page at: <http://www.co.champaign.il.us/CountyBoard/Reports.php>
  - Probation & Court Services – April 2025
  - Public Defender – May 2025
  - Animal Control – May 2025
- B. Rosecrance
  - 1. Re-Entry Reports (*information only*)
    - Financial Report – April 2025 23
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- C. Regional Planning Commission
  - 1. Resolution in Support of the Community Services Block Grant (CSBG) 27-28
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  - 3. Resolution in Support of Full Federal Funding for the Low-Income Home Energy Assistance Program (LIHEAP) 31
- D. Other Business
- E. Chair’s Report
- F. Designation of Items to be Placed on the Consent Agenda

**IX. Finance**

- A. Budget Amendments/Transfers
  - 1. Monthly General Corporate Budget Amendment Report – June 2025 (*information only*) 32

- |                     |   |       |
|---------------------|---|-------|
| 2.                  | Budget Amendment BUA 2025/5/478<br>Fund 2075 Regional Planning Commission / Dept 100 Regional Planning Commission<br>Increased Appropriations: \$305,500<br>Increased Revenue: \$305,500<br>Reason: Appropriation of additional IHDA grant funds for the Strong Communities Program.  | 33-34 |
| <br>                |   |       |
| 3.                  | Budget Amendment BUA 2025/6/27<br>Fund 2110 Workforce Development Fund / Dept 110 Workforce Development<br>Increased Appropriations: \$177,705<br>Increased Revenue: \$177,705<br>Reason: Appropriation of WIOA Rapid Response grant funds.   | 35-36 |
| <br>                |   |       |
| 4.                  | Budget Amendment BUA 2025/5/480<br>Fund 2840 ARPA / Dept 075 General County<br>Increased Appropriations: \$975,000<br>Increased Revenue: \$0<br>Reason: Appropriation of ARPA fund balance to support additional project and contractual expenses projected for the remainder of FY2025   | 37-38 |
| <br>                |   |       |
| 5.                  | Budget Amendment BUA 2025/6/12<br>Fund 2500 County Grant Fund / Dept 075 General County<br>Increased Appropriations: \$74,377.88<br>Increased Revenue: \$74,377.88<br>Reason: Appropriation of Firearm Safe Storage Strategies grant funds for the remainder of FY2025.   | 39-40 |
| <br>                |   |       |
| B. Auditor          |   |       |
| 1.                  | Reports are available on the Auditor's webpage at:<br><a href="http://www.co.champaign.il.us/auditor/countyboardreports.php">http://www.co.champaign.il.us/auditor/countyboardreports.php</a> <ul style="list-style-type: none"><li>• Monthly Reports – January, February, March &amp; April 2025</li><li>• Quarterly Statistics – First Quarter Report</li></ul> |       |
| 2.                  | FY2024 Audit Update ( <i>discussion only</i> )  | 41    |
| <br>                |   |       |
| C. Treasurer        |   |       |
| 1.                  | Monthly Report – January, February & March 2025 – Reports are available on the Treasurer's webpage at: <a href="https://www.co.champaign.il.us/treasurer/reports.php">https://www.co.champaign.il.us/treasurer/reports.php</a>  |       |
| <br>                |   |       |
| D. Circuit Clerk    |   |       |
| 1.                  | Approval to release RFP 2025-007 Software and Implementation Services for a Court Case Management System (CCMS) Software Systems Environment  | 42-71 |
| <br>                |   |       |
| E. State's Attorney |   |       |
| 1.                  | Resolution Authorizing an Intergovernmental Agreement between the Illinois Department of Healthcare and Family Services and the Champaign County State's Attorney   | 72-91 |

F. Regional Planning Commission

- |   |        |
|---|--------|
| 1. Resolution Authorizing an Amendment Under Strong Communities Program Round<br>2 – 1 <sup>st</sup> Amendment PID# 52418 | 92-95  |
| 2. Resolution Authorizing the Application, and if Awarded, the Acceptance of the<br>WIOA Rapid Response (1E) Grant        | 96-105 |

G. Other Business

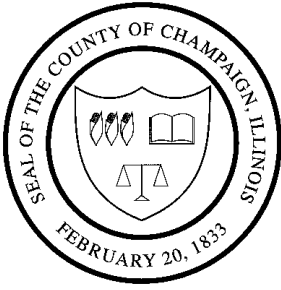
H. Chair's Report

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

**X. Other Business**

**XI. Adjournment**

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



## CHAMPAIGN COUNTY BOARD

### COMMITTEE OF THE WHOLE

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

County of Champaign, Urbana, Illinois

Tuesday, May 13, 2025 at 6:30 p.m.

Shields-Carter Meeting Room

Brookens Administrative Center

1776 East Washington Street, Urbana, Illinois

#### MINUTES – Subject to Approval

**Members Present:** Jon Cagle, Samantha Carter, Lorraine Cowart, Ben Crane, Aaron Esry, John Farney, Stephanie Fortado, Carolyn Greer, Elly Hanauer-Friedman, Jenny Lokshin, Brett Peugh, Emily Rodriguez, Matt Sullard, Eric Thorsland, Bethany Vanichtheeranont, Daniel Wiggs, Jeff Wilson and Jennifer Locke

**Members Absent:** Jake Fava, Jilmala Rogers, Tom ‘Ed’ Sexton, and Chris Stohr

**Others Present:** Steve Summers (County Executive), Michelle Jett (Director of Administration), Travis Woodcock (Budget Director), Shannon Siders (Director of Probation & Court Services), and Megan Robison (Recording Secretary)

#### Agenda Items

##### **I. Call to Order**

Chair Locke called the meeting to order at 6:30 p.m.

##### **II. Roll Call**

Roll Call was taken, and a quorum was declared present.

##### **III. Approval of Agenda/Addenda**

**MOTION** by Mr. Thorsland to approve the agenda; seconded by Mr. Wiggs. Upon vote, the **MOTION CARRIED** unanimously.

##### **IV. Approval of Minutes**

A. April 15, 2025 – Regular Meeting

**MOTION** by Mr. Farney to approve the minutes of April 15, 2025; seconded by Ms. Lokshin. Upon vote, the **MOTION CARRIED** unanimously.

##### **V. Public Input**

None

##### **VI. Communications**

Mr. Wilson reminded everyone that this is the week we honor the fallen police officers and shared some statistics about deaths in the line of duty. He also shared information about Mark McDuffy from the Edge Scott Fire Protection District who is retiring after 49 years of volunteer service.

Ms. Locke shared that there have been zero police fatalities in Illinois so far this year.

Ms. Carter gave a shoutout to State Representative Carol Ammons, Senator Christopher Belt and Senator Paul Faraci for their work on HB3356 that completely removes licensing requirements for hair braiders. She also stated that she has never received a nametag for events that she attends as a County Board member. Finally, Ms. Carter read an email from Bailey Conrady requesting that she schedule and chair a meeting of the Broadband Task Force this summer while Ms. Conrady is on leave. She also read her response stating she will no longer be serving on this Task Force.

**VII. Justice and Social Services**

A. Monthly Reports – All reports are available on each department’s webpage through the department reports page

- Probation & Court Services – March 2025 & First Quarter Stats
- Public Defender – April 2025
- Emergency Management Agency – April 2025
- Animal Control – January, February, March & April 2025

Received and placed on file

B. Rosecrance

1. Re-Entry Reports

- Financial Report – February 2025
- Program Report – February 2025

Information only

C. Street College

Jay Walker introduced the Street College program to help youth affected by gun violence. They are currently providing weekly programming to the youth in the Juvenile Detention Center. He explained the current courses offered to the youth. He shared information about their founder and described how they are addressing recidivism. They only have three months of funding remaining in their budget. He requested for the County Board to assist them with keeping this vital work going.

Ms. Siders shared information from the staff and parents about how this program has helped to build confidence and teamwork among the youth. Ms. Carter shared how amazing it is to see where they started and how far they have come. Mr. Farney mentioned also mentioned how excited the kids were excited for the County Board to hear their work. Committee members continued to discuss grant funding options/possibilities for continued programming.

D. Sheriff

1. Resolution Authorizing an Intergovernmental Agreement between the County of Champaign on Behalf of the Champaign County Sheriff’s Office and the Illinois Department of Children and Family Services

**MOTION** by Mr. Sullard to recommend County Board approval of a resolution authorizing an intergovernmental agreement between the County of Champaign on behalf of the Champaign County Sheriff’s Office and the Illinois Department of Children and Family Services; seconded by Mr. Thorsland. Upon vote, the **MOTION CARRIED** unanimously.

E. Other Business

None

F. Chair's Report

None

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

VII. D. 1

**VIII. Finance**

A. Budget Amendments/Transfers

1. Monthly General Corporate Budget Amendment Report – May 2025

Information only – Mr. Farney stated for the record they have added appropriations in the amount of \$923,830 to the General Fund through April 2025

2. Budget Amendment BUA 2025/5/61

Fund 1080 General Corporate / Dept 040 Sheriff

Increased Appropriations: \$119,753.60

Increased Revenue: \$73,576.00

Reason: Appropriation of funds for collaboration with DCFS.

**MOTION** by Ms. Vanichtheeranont to recommend County Board approval of a resolution approving budget amendment BUA 2025/5/61; seconded by Mr. Sullard. Mr. Farney mentioned the revenue is lower because the equipment costs are amortized over the life of the agreement, and this does not affect the General Fund balance. Upon vote, the **MOTION CARRIED** unanimously.

B. Auditor

1. FY2024 Audit Update

Ms. Hanauer-Friedman read a letter expressing her concerns with the status of the FY24 audit. The County is already really far behind to meet the September deadline. After describing the past due items, Ms. Hanauer-Friedman recommended that the County Board give administration direction to lead the coordination of the audit and hire temporary staff as needed to ensure the audit does not fall any farther behind.

Ms. Carter believes the issues with the audit are all self-inflicted. Ms. Locke explained that pointing fingers will not fix anything and they need to deal with the current issues at hand. Ms. Hanauer-Friedman explained that CliftonLarsonAllen has had to move clients around since we are not ready. Ms. Lokshin asked if there would be additional costs to CLA and Ms. Hanauer-Friedman stated that it is safe to assume there would be but it is hard to estimate at this time.

After discussing/clarifying additional details of the audit, the Committee of the Whole gave direction to administration for Mr. Woodcock to take the lead on the FY2024 audit.

Mr. Wilson read a [letter](#) from the Regional Planning Commission Commissioners to the editor of the News-Gazette regarding the delays in the annual audit.

2. Corrections to the Resolution Authorizing Interfund Loans from Reserves to Other Funds

**MOTION** by Mr. Farney to recommend County Board approval of a resolution authorizing interfund loans from reserves to other funds; seconded by Mr. Thorsland. Upon vote, the **MOTION CARRIED** unanimously.

C. County Executive

1. Resolution Establishing the Budget Process for Champaign County for FY2026

**MOTION** by Ms. Locke to recommend County Board approval of a resolution establishing the Budget Process for Champaign County for FY2026; seconded by Ms. Lokshin. Upon vote the **MOTION CARRIED** unanimously.

D. Circuit Clerk

1. Extension of time for the completion of the Circuit Clerk's FY2024 Outside Audit

**MOTION** by Ms. Vanichtheeranont to recommend County Board approval of a resolution extending the time for the completion of the Circuit Clerk's FY2024 outside audit; seconded by Ms. Cowart. Ms. Locke mentioned that this an annual requirement because we run on a different fiscal year than the state. Upon vote, the **MOTION CARRIED** unanimously.

E. Other Business

None

F. Chair's Report

None

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

VIII. A. 2, B. 2, C. 1, D. 1

**IX. Policy, Personnel, & Appointments**

A. County Executive

1. Monthly HR Report – April 2025

Received and placed on file

2. Update to Chapter 8-19 of the Personnel Policy

**MOTION** by Ms. Locke to recommend County Board approval of an ordinance amending the personnel policy; seconded by Ms. Hanauer-Friedman. Discussion followed regarding the request from the Labor Committee to make these changes for the non-bargaining employees. The language mirrors state law and has been vetted by the State's Attorney's Office. Upon vote, the **MOTION CARRIED** unanimously.

3. Appointments/Reappointments (*italics indicates incumbent*)



- 200                   a. Resolution Appointing Lillian Williams to the Eastern Prairie Fire Protection District, unexpired  
201                   term ending 4/30/2026  
202

203       **MOTION** by Mr. Sullard to recommend County Board approval of a resolution appointing Lillian Williams  
204       to the Eastern Prairie Fire Protection District; seconded by Ms. Vanichtheeranont. Upon vote, the **MOTION**  
205       **CARRIED** unanimously.  
206

- 207                   b. Resolution Appointing Levi Kopmann to the Kerr & Compromise Drainage District, unexpired  
208                   term ending 8/31/2028  
209

210       **MOTION** by Ms. Vanichtheeranont to recommend County Board approval of a resolution appointing Levi  
211       Kopmann to the Kerr & Compromise Drainage District; seconded by Mr. Peugh. Upon vote, the **MOTION**  
212       **CARRIED** unanimously.  
213

- 214                   c. Resolution Appointing *John Bergee* to the Board of Review, term 6/1/2025-5/31/2027  
215

216       **MOTION** by Ms. Carter to recommend County Board approval of a resolution appointing John Bergee to the  
217       Board of Review; seconded by Mr. Crane. Upon vote, the **MOTION CARRIED** unanimously.  
218

- 219                   d. Resolution Appointing Laura Bleill (D) to the Champaign-Urbana Mass Transit District,  
220                   unexpired term ending 12/31/2029  
221

222       **MOTION** by Mr. Sullard to recommend County Board approval of a resolution appointing Laura  
223       Bleill to the Champaign-Urbana Mass Transit District; seconded by Ms. Lokshin. Upon vote, the  
224       **MOTION CARRIED** unanimously.  
225

- 226                   e. Resolution Appointing Christopher Stohr (D) to the Urbana-Champaign Sanitary District, term  
227                   6/1/2025-5/31/2028  
228

229       **MOTION** by Ms. Locke to recommend County Board approval of a resolution appointing Christopher Stohr  
230       to the Urbana-Champaign Sanitary District; seconded by Mr. Thorsland. Many members expressed how much  
231       they will miss Mr. Stohr but they understand how well qualified he is for this position. Ms. Fortado thanked  
232       Jennifer Putman for her service in this position. Mr. Farney requested that this not be included on the Consent  
233       Agenda. Upon vote, the **MOTION CARRIED** unanimously.  
234

- 235                   f. Currently vacant appointments – full list and information is available on the County’s website  
236

237       Information only

- 238                   g. Applications for open appointments  
239

240       Information only  
241

242       B. Sheriff

- 243                   1. Resolution Amending the Number of Authorized Deputy Sheriff Positions for the Champaign County  
244                   Sheriff  
245

246       **MOTION** by Mr. Sullard to recommend County Board approval of a resolution amending the number of  
247       authorized deputy sheriff positions for the Champaign County Sheriff; seconded by Ms. Hanauer-Friedman.  
248       Upon vote, the **MOTION CARRIED** unanimously.

C. County Board

1. Resolution Appointing Ted Kratschmer to the Carbon Sequestration Activities Task Force

**MOTION** by Ms. Vanichtheeranont to recommend County Board approval of a resolution appointing Ted Kratschmer to the Carbon Sequestration Activities Task Force; seconded by Mr. Wiggs. Discussion followed. Upon vote, the **MOTION CARRIED** unanimously.

D. Other Business

Chair Locke accepted Ms. Carter's resignation from the Broadband Task Force.

E. Chair's Report

Mr. Wilson thanked County employees for all the work they do to keep the County running.

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

IX. A. 2, 3a-d, B. 1, C. 1

X. Other Business

A. Approval of Closed Session Minutes

1. April 15, 2025

**MOTION** by Ms. Vanichtheeranont to approve the closed session minutes of April 15, 2025; seconded by Mr. Thorsland. Upon vote, the **MOTION CARRIED** unanimously.

XI. Adjournment

Chair Locke adjourned the meeting at 7:47 p.m.

To: Champaign County Board  
From: Barbara Oehlschlaeger-Garvey, Chair, Lincoln Legacy Committee  
Date: May 1, 2025  
Subject: Annual Report of the Lincoln Legacy Committee, Calendar Year, 2024

The Lincoln Legacy Committee (LLC), a committee of the Champaign County Board, is providing you with a report of their annual activities in the calendar year 2024.

Currently the membership of the committee includes the following community members: Barb Oehlschlaeger-Garvey (chair) ; Ray Cunningham, (acting secretary and Homer Historical Society); Barbara Wysocki (past president); Kay Grabow; Patrick Cain (Champaign County Archives, The Urbana Free Library); Adele Suslick (Champaign County Historical Museum); Kamryn Suttinger (Museum of the Grand Prairie); Allyson Smerz (Illinois History And Lincoln Collection). Kamryn and Allyson are new to the committee. The Champaign County Board Liaison is Eric Thorsland.

- During the 2024 calendar year, the LLC focused its energies on providing a commemoration of the 170<sup>th</sup> anniversary of Abraham Lincoln's speech in the Champaign County Courthouse in opposition to the passage of the Kansas-Nebraska act. The commemoration was held in the atrium of the old courthouse on October 24, 2024. Activities that day included a talk by Steve Beckett on the importance of Lincoln's speech and opposition to the act, a musical performance of Lincoln era tunes by the Olde Music Group, Urbana Center for the Arts and a wreath laying to mark the spot where Lincoln spoke. Judge Chad Beckett placed a plaque created by Judge J.O. Cunningham. Previous to the program the plaque for Bruce Hannon regarding his efforts to restore the courthouse and its bell tower was dedicated. The event was well attended with about forty public participants. In anticipation of the program, we created a banner explaining the importance of Lincoln's speech that was displayed in the courthouse during October 2024. Promotional and program materials were created for the event.
- The LLC participated in the Archives Bazaar at The Urbana Free Library; an event organized by the Champaign County Historical Archives on October 12, 2024. The theme of the day was railroad history. LLC took the opportunity to promote its mission and the upcoming event as well as discuss, through exhibit panels and personal contact, Lincoln's involvement with the railroad industry in Champaign County.
- The LLC became part of the Champaign County Museums Network in 2024, through an associate membership. This has allowed our committee to become integrated into shared programming and public outreach with local museum organizations. We have brought to this network, as well as to local governments, awareness of the upcoming semi quincentennial of the United States in 2026. As we build awareness of this significant anniversary, we are working toward some county wide effort to acknowledge it.

- The LLC continued its educational efforts in the courthouse with courtroom tours and instruction around the Lincoln exhibit, serving both primary school children and memory care groups.
- LLC Members and Member institutions participated in and/or presented programs related to Abraham Lincoln and his legacy. Both Barb Oehlschlaeger-Garvey and Patrick Cain served on committees for the Abraham Lincoln National Heritage Area. The Museum of the Grand Prairie continued its Lincoln Lecture Series, now in its 17<sup>th</sup> year.
- LLC is planning activities for the 2026 Semi-quincentennial of the United States. We hope to commemorate the 125<sup>th</sup> anniversary of the courthouse. We are also participating in the Champaign County Museums Network to provide activities within the county.
- The LLC is planning for the revision of the Lincoln, Large Presence in a Small Town exhibit, that exhibit now housed within the courthouse. A proposal for which is attached to this memo.

We are proud to continue serving the county by providing and coordinating programming, exhibits, and public outreach about Abraham Lincoln's legacy in Champaign County.

Best regards,

Barb Oehlschlaeger-Garvey,  
Chair, Lincoln Legacy Committee of Champaign County  
barbgarvey@gmail.com

## LINCOLN LEGACY COMMITTEE: A PLANNING PROPOSAL

In 2026, the Lincoln Exhibit in the Champaign County Courthouse will celebrate its 20<sup>th</sup> year as an important resource for not only Champaign County's early history, but in the career of Abraham Lincoln, our country's 16<sup>th</sup> president. The Lincoln Legacy Committee (LLC) – the Exhibit's oversight committee -- is proposing that this approaching milestone offers an appropriate opportunity for the LLC to evaluate the Lincoln Exhibit and prepare it for its next twenty years of continued service to the community.

The Exhibit has been a feature of the courthouse ever since the expansion and renovation of the landmark building in 2006, serving the community as a vital instrument in informing the public of the importance of Abraham Lincoln to Champaign County's history and to the role that the County played in preparing the circuit lawyer for national prominence in 1860 as our sixteenth president.

After nearly 20 years of service, the LLC thinks that now is a good moment to evaluate the quality of the Exhibit in terms of its content, its technical capabilities, and its physical setting. Fortunately, Taylor Studios, the company which originally conceived the idea of the Lincoln Exhibit and won approval of the County Board, is still located in the County. They should be invited to be part of the process.

### THE PLAN

To achieve this goal, the chair of LLC shall appoint a sub-committee consisting of three LLC members (herself plus two others). Local historians and/or museum personnel may also be included at the discretion of the chair. The sub-committee will consult with the county-appointed Building & Grounds director to review the operational history of the Exhibit. Their report to the LLC will contain recommendations for improvements or call the Committee's attention to potential problems.

Depending on the results, the sub-committee will recommend engaging Taylor Studios to review the sub-committee's findings and provide a written assessment to the full LLC. The assessment will include a list of changes and/or improvements and their estimated cost. The LLC will receive the report and discuss the recommendations at an upcoming regular meeting.

### THE GOAL OF THIS PLANNING EXERCISE

The goal of this activity is to insure the sustainability of the Lincoln Exhibit that resides in the Champaign County Courthouse. While its presence and importance has endured extremely well for nearly twenty years, the LLC would like to establish a periodic review schedule that will ensure the operation of the Exhibit beyond the current life span of its current members. Hopefully, a framework for review will support the maintenance and operations of the Exhibit for years to come.



## OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

### MONTHLY HR REPORT MAY 2025

#### UNEMPLOYMENT REPORT

Notice of Claims Received – 3

Circuit Clerk – 1

RPC Head Start – 1

State's Attorney's Office – 1

Benefit Determination – 5

Circuit Clerk – 1 Chargeable

RPC Head Start – 1 Chargeable (Result of a reversed decision of the non-chargeable decision noted on the April 2025 Report); 2 Non-Chargeable (1 – Result of Protest noted on the April 2025 Report)

State's Attorney's Office – 1

#### PAYROLL REPORT

##### MAY PAYROLL INFORMATION

	5/2/2025		5/16/2025	
	EE's		EE's	
<u>Pay Group</u>	<u>Paid</u>	<u>Total Payroll \$\$</u>	<u>Paid</u>	<u>Total Payroll \$\$</u>
General Corp	534	\$1,303,968.04	519	\$1,294,169.57
RPC/Head Start	318	\$611,480.08	319	\$639,991.04
Total	852	\$1,915,448.12	838	\$1,934,160.61

	5/30/2025	
	EE's	
<u>Pay Group</u>	<u>Paid</u>	<u>Total Payroll \$\$</u>
General Corp	515	\$1,234,844.75
RPC/Head Start	322	\$621,788.29
Total	837	\$1,856,633.04

### **HEALTH INSURANCE/BENEFITS REPORT**

Total Number of Employees Eligible: 636

General County Union (includes AFSCME & FOP):

192 Single; 25 EE+spouse; 57 EE+child(ren); 7 Family; 75 waived

Non-bargaining employees:

140 Single; 34 EE+spouse; 45 EE+child(ren); 11 Family; 50 waived

Life Insurance Premium paid by County: \$1,551.81

Health Insurance Premium paid by County: \$524,009.58

### **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

May 2025: 1.16% average over the last 12 months

May 2025: 9 out of 778 Employees left Champaign County: 7 resignations, 2 dismissals

### **WORKERS' COMPENSATION REPORT**

<u>Entire County Report</u>	<u>May 2024</u>	<u>May 2025</u>
New Claims	7	2
Closed	8	9
Open	22	12

### **ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT**

Agendas Posted	20	Meetings Staffed	6	Minutes Posted	11
Appointments Posted	1	Notification of Appointment	4	Contracts Posted	7
Calendars Posted	6	Resolutions Prepared	31	Ordinances Prepared	2

## VACANT POSITIONS

As of Close of Business 5/31/2025

<b>Total Position Vacancies</b>	<b>50</b>				
<b>New Vacancies This Month</b>	<b>11</b>				
<b>Vacancies from 2025 - prior to current month</b>	<b>19</b>				
<b>Vacancies from 2024</b>	<b>13</b>	\$	2,879,111.42	Payroll for the current, budgeted vacancies if remain unfilled 1 year	
<b>Vacancies from 2023</b>	<b>3</b>				
<b>Vacancies from 2022</b>	<b>4</b>				
<b>Intentionally Vacant</b>	<b>2</b>				
			96,101	Hours of all current vacancies if remained unfilled for 1 year	

<b>ANIMAL CONTROL</b>	<b>Date Vacated</b>	<b>Rate of Pay</b>	<b>Annual Hours</b>	<b>Annual Rate of Pay</b>
Assistant Director	2/20/2025	\$ 35.41	2080	\$ 73,652.80
Deputy Administrator/Veterinarian	3/24/2023	\$ 51.72	1000	\$ 51,720.00

<b>AUDITOR</b>	<b>Date Vacated</b>	<b>Rate of Pay</b>	<b>Annual Hours</b>	<b>Annual Rate of Pay</b>
None		\$ -	0	\$ -

<b>BOARD OF REVIEW</b>	<b>Date Vacated</b>	<b>Rate of Pay</b>	<b>Annual Hours</b>	<b>Annual Rate of Pay</b>
None		\$ -	0	\$ -

<b>CIRCUIT CLERK</b>	<b>Date Vacated</b>	<b>Rate of Pay</b>	<b>Annual Hours</b>	<b>Annual Rate of Pay</b>
Deputy Circuit Clerk	4/22/2025	\$ 29.85	1950	\$ 58,207.50
Legal Clerk	5/8/2025	\$ 17.43	1950	\$ 33,988.50

<b>CIRCUIT COURT</b>	<b>Date Vacated</b>	<b>Rate of Pay</b>	<b>Annual Hours</b>	<b>Annual Rate of Pay</b>
Law Librarian		\$ -	1040	

<b>CORONER</b>	<b>Date Vacated</b>	<b>Rate of Pay</b>	<b>Annual Hours</b>	<b>Annual Rate of Pay</b>
Deputy Coroner	5/7/2025	\$ 24.50	2096	\$ 51,352.00
Deputy Coroner	3/14/2025	\$ 24.50	2096	\$ 51,352.00

<b>COUNTY BOARD</b>	<b>Date Vacated</b>	<b>Rate of Pay</b>	<b>Annual Hours</b>	<b>Annual Rate of Pay</b>
County Administrator		\$ -	1950	\$ 130,000.00

<b>COUNTY CLERK &amp; RECORDER</b>	<b>Date Vacated</b>	<b>Rate of Pay</b>	<b>Annual Hours</b>	<b>Annual Rate of Pay</b>
None		\$ -	0	\$ -

<b>FACILITIES</b>	<b>Date Vacated</b>	<b>Rate of Pay</b>	<b>Annual Hours</b>	<b>Annual Rate of Pay</b>
None		\$ -	0	\$ -

<b>GIS CONSORTIUM</b>	<b>Date Vacated</b>	<b>Rate of Pay</b>	<b>Annual Hours</b>	<b>Annual Rate of Pay</b>
None		\$ -	0	\$ -

<b>HIGHWAY</b>	<b>Date Vacated</b>	<b>Rate of Pay</b>	<b>Annual Hours</b>	<b>Annual Rate of Pay</b>
Senior Engineer	12/31/2023	\$ 43.63	2080	\$ 90,750.40
Senior Engineer	1/1/2022	\$ 43.63	2080	\$ 90,750.40

<b>INFORMATION TECHNOLOGY</b>	<b>Date Vacated</b>	<b>Rate of Pay</b>	<b>Annual Hours</b>	<b>Annual Rate of Pay</b>
Systems Administrator (Court Tech Specialist)	7/15/2022	\$ 31.75	1950	\$ 61,912.50

<b>MENTAL HEALTH</b>	<b>Date Vacated</b>	<b>Rate of Pay</b>	<b>Annual Hours</b>	<b>Annual Rate of Pay</b>
None		\$ -	0	\$ -

<b>OFFICE OF THE COUNTY EXECUTIVE</b>	<b>Date Vacated</b>	<b>Rate of Pay</b>	<b>Annual Hours</b>	<b>Annual Rate of Pay</b>
None		\$ -	0	\$ -

<b>PLANNING &amp; ZONING</b>	<b>Date Vacated</b>	<b>Rate of Pay</b>	<b>Annual Hours</b>	<b>Annual Rate of Pay</b>
Zoning Officer (New Position)	1/1/2022	\$ 21.83	1950	\$ 42,568.50



Planner	6/24/2022	\$	32.06	1950	\$	62,517.00
Zoning Officer	3/4/2024	\$	26.39	1950	\$	51,460.50

PROBATION & COURT SERVICES	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Court Services Officer - Supervision	5/26/2025	\$ 41.05	1950	\$ 80,047.50
Records Clerk - JDC	5/2/2025	\$ 16.44	1950	\$ 32,058.00
Court Services Officer - JDC	12/30/2024	\$ 26.01	1950	\$ 50,719.50
Court Services Officer - JDC	1/16/2025	\$ 27.18	1950	\$ 53,001.00
Court Services Officer - JDC	3/15/2025	\$ 26.62	1950	\$ 51,909.00
Court Services Officer - JDC	3/24/2025	\$ 26.62	1950	\$ 51,909.00
Court Services Officer - JDC	5/26/2025	\$ 26.11	1950	\$ 50,914.50
Assistant Detention Officer (PT) - JDC	11/30/2023	\$ 15.60	975	\$ 15,210.00
Assistant Detention Officer (PT) - JDC	9/8/2024	\$ 15.60	975	\$ 15,210.00
Assistant Detention Officer (PT) - JDC	5/17/2025	\$ 15.60	975	\$ 15,210.00

PUBLIC DEFENDER	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Assistant Public Defender	12/13/2024	\$ 41.34	1950	\$ 80,613.00
Assistant Public Defender	5/27/2025	\$ 42.97	1950	\$ 83,791.50
Assistant Public Defender	5/22/2025	\$ 33.85	1950	\$ 66,007.50

SHERIFF'S OFFICE	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Secretary	12/27/2024	\$ 25.62	1950	\$ 49,959.00
Deputy Sheriff - Patrol	4/13/2025	\$ 38.10	2080	\$ 79,248.00
Deputy Sheriff - Patrol	5/14/2025	\$ 34.48	2080	\$ 71,718.40
Clerk	5/5/2025	\$ 18.92	1950	\$ 36,894.00
Master Control Officer - FT	3/19/2025	\$ 18.68	2080	\$ 38,854.40
Master Control Officer - PT	11/17/2024	\$ 18.68	1040	\$ 19,427.20
Master Control Officer - PT	3/23/2025	\$ 18.92	1040	\$ 19,676.80
Master Control Officer - PT	3/16/2025	\$ 18.68	1040	\$ 19,427.20
Sergeant - Corrections	3/20/2025	\$ 47.02	2080	\$ 97,801.60
Correctional Officer	12/2/2024	\$ 24.74	2080	\$ 51,459.20
Correctional Officer	12/7/2024	\$ 24.74	2080	\$ 51,459.20
Correctional Officer	3/22/2025	\$ 28.48	2080	\$ 59,238.40
Correctional Officer	3/28/2025	\$ 27.88	2080	\$ 57,990.40
Correctional Officer	4/21/2025	\$ 28.48	2080	\$ 59,238.40
Correctional Officer	4/15/2025	\$ 28.48	2080	\$ 59,238.40
Correctional Officer	4/4/2025	\$ 26.67	2080	\$ 55,473.60
Correctional Officer	5/22/2025	\$ 25.97	2080	\$ 54,017.60
Court Security Officer	12/30/2024	\$ 23.14	2080	\$ 48,131.20
Court Security Officer	4/7/2025	\$ 25.66	2080	\$ 53,372.80

STATE'S ATTORNEY	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Assistant State's Attorney - Civil	12/13/2024	\$ 32.03	1950	\$ 62,458.50
Assistant State's Attorney - Criminal	9/13/2024	\$ 38.47	1950	\$ 75,016.50
Assistant State's Attorney - Criminal	9/9/2024	\$ 41.46	1950	\$ 80,847.00
Assistant State's Attorney - Criminal	4/30/2025	\$ 47.34	1950	\$ 92,313.00
Forensic Interviewer/Community Educator - CAC	3/27/2025	\$ 27.79	1950	\$ 54,190.50

SUPERVISOR OF ASSESSMENTS	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None		\$ -	0	\$ -

TREASURER	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None		\$ -	0	\$ -

VETERAN'S ASSISTANCE COMMISSION	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Administrative Assistant	6/27/2024	\$ 20.93	1664	\$ 34,827.52

		postings closing this month:					postings with later or no end date:															
May 2025 Monthly EEO Report General County Only	Court Services Officer (JDC) - Probation & Court Services	Animal Control Warden - Temporary	Records Clerk - JDC	Temporary Account Clerk -Treasurer	Court Services Officer - Adult Probation	Family Advocate/Forensic Interviewer (CAC) - State's Attorney	Detention Officer (PT) (JDC) - Probation & Court Services	Planning Internship - Planning & Zoning	Zoning Officer - Planning & Zoning	Deputy Sheriff - Sheriff	Correctional Officer - Sheriff	Systems Administrator - IT	Assistant State's Attorney - Experienced	Assistant State's Attorney - Entry Level	Assistant Public Defender - Criminal Defense Attorney - Public Defender	Traffic Attorney - Public Defender	Master Control Officer (PT) - Sheriff	Legal Clerk - Circuit Clerk	Human Resources Associate	Court Services Officer (JDC) - Probation & Court Services	Senior Records Clerk (Probation/Court Services)	
	3	2	24	13	12	9	12	2	1	2	7	7	2	2	0	0	5	1		9	4	4
Total Applicants																						
Male	1	1	3	2	3	0	3	0	0	2	2	3	1	1	0	0	1	1			1	28
Female	2	1	21	10	9	9	9	2	1	0	5	4	1	1	0	0	4	0	7	3	3	92
NonBinary	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Undisclosed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hispanic or Latino	0	0	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0			0	4
White	1	1	10	6	4	5	6	1	1	1	2	4	2	1	0	0	2	0	5	3	2	57
Black or African-American	2	0	10	3	6	3	4	0	0	0	4	2	0	1	0	0	3	1	4	1	1	45
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Asian	0	0	1	1	1	0	0	1	0	1	0	1	0	0	0	0	0	0	0	0	1	7
American Indian or Alaska Native	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Two or more races	0	1	2	1	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	7
Undisclosed	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Veteran Status	0	0	1	0	0	0	1	0	0	1	1	1	0	0	0	0	0	0	0	0	0	5

# Mr. Timothy Alan Bartlett

Champaign County IL | Generated 6/3/2025 @ 2:42 pm by OnBoardGOV - Powered by ClerkBase

Status		Board	Vacancies	Status
Name	Mr. Timothy Alan Bartlett	Forest Preserve District	0	Pending
Application Date	6/3/2025			
Expiration Date	6/3/2124			
Status	Received			

### Basic Information

**Name**  
Mr. Timothy Alan Bartlett

**What experience and background do you have which you believe qualifies you for this appointment?**  
I have served the city of Urbana and the Urbana Park District for the past 35 years. I was the Executive Director of the Urbana Park District for 11 years. I have the knowledge and experience to represent the CCFPD.

**What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?**  
I have been working on the Kickapoo Rail Trail for the past 35 years to bring it to Urbana. I have been working with the Leadership team at the CCFPD for over 10 years now working to form the KRT partnership. I understand the function of our tax and fee supports. I believe the CCFPD has the appropriate level of tax/fee support at this time. However, increasing costs and inflation has created more of a gap in funding supports for the CCFPD.

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

**Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? If yes, please explain.**  
NA

**Would you be available to regularly attend the scheduled meeting of the appointed body? If no, please explain.**  
Yes.

**What is your gender?**  
Male

**What is your ethnicity?**  
White

**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 steward both the land and natural resources with the financial resources of the CCFPD. To fairly represent ALL of the residents of Champaign County regarding their forest preserve district.

### Contact Information

**Address**  
4021 Danbury Drive  
Champaign, IL  
Urbana, IL 61801

**Email**  
[tabartlett@urbanaparks.org](mailto:tabartlett@urbanaparks.org)

**Phone**  
2176218322

**Cell Phone**  
2176218322

### Occupation

**Registrations/Certifications**  
Registered Landscape Architect with state of Illinois

## Additional Information

### Notes

Generated 6/3/2025 @ 2:42 pm

# Vicki Jo Niswander

Champaign County IL | Generated 6/3/2025 @ 2:22 pm by OnBoardGOV - Powered by ClerkBase

## Status

Name	Vicki Jo Niswander
Application Date	6/3/2025
Expiration Date	6/3/2124
Board Member	Vicki Niswander
Status	Validated

Board	Vacancies	Status
Developmental Disabilities Board (377 Board)	0	Pending

## Basic Information

**Name**  
Vicki Jo Niswander

**What experience and background do you have which you believe qualifies you for this appointment?**  
I have over 35 years of experience in disability advocacy, including serving as the director of two statewide grants. In addition, I have held leadership roles on several boards, such as the Illinois Council on Developmental Disabilities, the Arc of Illinois, the Mahomet-Seymour Board of Education, and the Board of Prairie Air Inc. I am also the parent of an adult with disabilities, which further informs my perspective and commitment to this work.

**What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?**  
Over the past three years serving on the CCDDDB, including the past year as president, I have worked closely with staff and dedicated significant time to understanding the complexities of its operations and funding responsibilities.

**Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.**  
I currently serve on the board of Prairie Air Inc, and CCAMR.

**Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? If yes, please explain.**  
No

**Would you be available to regularly attend the scheduled meeting of the appointed body? If no, please explain.**  
Yes

**What is your gender?**  
Female

**What is your ethnicity?**  
White

**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 responsibility of each member is to make informed decisions regarding the expenditure of taxpayer dollars in the best interest of people with disabilities and the agencies that serve them.

## Additional Information

### Notes

Generated 6/3/2025 @ 2:22 pm

## Contact Information

**Address**  
104 Woodcreek Ct  
Mahomet, IL 61853

**Email**  
vniswander@gmail.com

**Phone**  
2177781664

**Cell Phone**  
2177781664

## Occupation

# Dr Anne Robin

Champaign County IL | Generated 6/6/2025 @ 2:57 pm by OnBoardGOV - Powered by ClerkBase

Status		Board	Vacancies	Status
Name	Dr Anne Robin	Developmental Disabilities Board (377 Board)	0	Pending
Application Date	6/3/2025			
Expiration Date	6/3/2124			
Status	Received			

**Basic Information**

**Name**  
Dr Anne Robin

**What experience and background do you have which you believe qualifies you for this appointment?**  
I have served on the DD Board for 6 years. Before that, I served on the Mental Health Board for 3 years. I am a long time community member. I have worked in health care in Champaign County for over 40 years. I am the mother of a son who had developmental disabilities.

**What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?**  
DDBoard just finished making the allocations for grants to local agencies and programs that serve individuals with developmental disabilities. The Board studies the applications and votes on the allocations. The Board works closely with Staff.

**Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.**  
Champaign Count Developmental Disabilities Board: current. Champaign County Mental Health Board: past

**Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? If yes, please explain.**  
No conflicts.

**Would you be available to regularly attend the scheduled meeting of the appointed body? If no, please explain.**  
I can attend regular meetings.

**What is your gender?**  
Female

**What is your ethnicity?**  
White

**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 DDBoard is responsible for making sure the tax money from Champaign County residents is used in the most effective way to serve the needs of Champaign County residents with developmental disabilities. DDBoard also studies the needs of residents and advocates for programs that serve their needs.

**Contact Information**

**Address**  
1110 S PINE ST  
CHAMPAIGN, IL 61820-6335

**Email**  
arobin@illinois.edu

**Phone**  
2174933779

**Occupation**

**Professional Licenses**  
Physician

**Additional Information**

**Notes**

Generated 6/6/2025 @ 2:57 pm

# Catherine Emanuel

Champaign County IL | Generated 6/3/2025 @ 1:04 pm by OnBoardGOV - Powered by ClerkBase

Status		Board	Vacancies	Status
Name	Catherine Emanuel	County Board of Health	0	Pending
Application Date	6/3/2025			
Expiration Date	6/3/2124			
Board Member	Catherine Emanuel			
Status	Validated			

## Basic Information

**Name**  
Catherine Emanuel

**What experience and background do you have which you believe qualifies you for this appointment?**  
35 years strategic planning, marketing and business development for health care

**What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?**  
Previous and current experience as board member and treasurer

**Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.**  
Developmental Services Center Foundation board, University Club board and treaaurer

**Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? If yes, please explain.**  
No

**Would you be available to regularly attend the scheduled meeting of the appointed body? If no, please explain.**  
Yes

**What is your gender?**  
Female

**What is your ethnicity?**  
White

**Are you a licensed physician or dentist?**  
No

## Contact Information

**Address**  
PP Box 2624  
Champaign, IL 61825

**Email**  
cathyeman@gmail.com

**Phone**  
3092223170

## Occupation

## Additional Information

**Notes**  
Retired health care administration

Generated 6/3/2025 @ 1:04 pm

# DAVID Charles THIES

Champaign County IL | Generated 6/6/2025 @ 2:58 pm by OnBoardGOV - Powered by ClerkBase

Status		Board	Vacancies	Status
Name	DAVID Charles THIES	County Board of Health	0	Pending
Application Date	6/3/2025			
Expiration Date	6/3/2124			
Status	Received			

Basic Information

Name

DAVID Charles THIES

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

I have served 3 or 4 terms already. My experience as a lawyer will be helpful, I believe.

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

General familiarity with all since I am on the board.

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

none

Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? If yes, please explain.

no

Would you be available to regularly attend the scheduled meeting of the appointed body? If no, please explain.

yes

What is your gender?

Male

What is your ethnicity?

White

Are you a licensed physician or dentist?

No

Do you have experience in the mental health field?

Only as I have worked with clients or families of clients who have mental health issues

Contact Information

Address

3218 Lakeshore Dr Champaign  
Champaign, IL 61822

Email

dthies@webberthies.com

Phone

2176492284

Cell Phone

2176492284

Occupation

Professional Licenses

Lawyer

Registrations/Certifications

License to Practice Law

Additional Information

Notes

Generated 6/6/2025 @ 2:58 pm



AARON AMMONS  
CHAMPAIGN COUNTY CLERK & RECORDER  
Champaign County, Illinois

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1776 East Washington Street  
Urbana, IL 61802

Office/Vitals: 217-384-3720 Taxes: 217-384-3722 Elections 217-384-3724

[www.champaigncountyclerk.il.gov](http://www.champaigncountyclerk.il.gov)

## COUNTY CLERK MONTHLY REPORT APRIL 2025

Per 55 ILCS 5/3-2003.4

Liquor Licenses & Permits	3609.00
Civil Union License	140.00
Marriage License	7,070.00
Interests	7.93
Fidlar Processing Fees	1,290.00
Vital Clerk Fees	33,031.50
Tax Clerk Fees	3,474.00
Refunds of Overpayments	42.00
<b>TOTAL</b>	<b>48,664.43</b>
Additional Clerk Fees	2,956.00



RESOLUTION NO. 2025-XXX

RESOLUTION APPOINTING DANIEL WIGGS TO THE OPIOID SETTLEMENT TASK  
FORCE

WHEREAS, The Champaign County Board established an Opioid Settlement Task Force to guide the process of deciding the best use for settlement funds; and

WHEREAS, the Opioid Settlement Task Force was comprised of seven members of the County Board; and

WHEREAS, Christopher Stohr tendered his resignation from the County Board, effective May 31<sup>st</sup>, leaving one vacancy on the Opioid Settlement Task Force; and

WHEREAS, Jennifer Locke, County Board Chair, has submitted her appointment of Daniel Wiggs to fill the vacancy;

NOW THEREFORE, BE IT RESOLVED, By the County Board of Champaign County that the County Board appoints Daniel Wiggs as a member of the Opioid Settlement Task Force.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 26<sup>th</sup> day of June, A.D. 2025.

\_\_\_\_\_  
Jennifer Locke, Chair  
Champaign County Board

ATTEST: \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Steve Summers, County Executive  
Date: \_\_\_\_\_

RESOLUTION NO. 2025-XXX

RESOLUTION APPOINTING CAROLYN GREER TO THE LITIGATION COMMITTEE

WHEREAS, County Board member and Litigation Committee member Christopher Stohr resigned from the County Board effective May 31, 2025; and

WHEREAS, Jennifer Locke, County Board Chair, has submitted to the County Board her appointment of Carolyn Greer to fill the member position on the Litigation Committee left vacant by Christopher Stohr's resignation; and

NOW, THEREFORE, BE IT RESOLVED By the Champaign County Board that the County Board does hereby advise and consent to the appointment of Carolyn Greer as a member of the County Board's Litigation Committee.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 26<sup>th</sup> day of June, A.D. 2025.

\_\_\_\_\_  
Jennifer Locke, Chair  
Champaign County Board

ATTEST: \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Steve Summers, County Executive  
Date: \_\_\_\_\_

	Jan	Feb	Mar	Apr	Total YTD
<b>1. Personnel Costs</b>					
<b>2. Payroll Taxes/Benefits</b>					
Computer Hardware & Software	\$19,970	\$19,589	\$19,915	\$15,721	\$75,195
	\$4,950	\$4,840	\$4,225	\$6,610	\$20,625
	\$0	\$0	\$0	\$0	\$0
<b>Total Equipment</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Property Insurance	\$30	\$30	\$30	\$30	\$120
Building & Grounds Maintenance	\$0	\$0	\$0	\$0	\$0
Utilities	\$239	\$220	\$147	\$151	\$757
Janitorial Service	\$202	\$364	\$200	\$174	\$940
Equip Maintenance Agreements	\$99	\$110	\$176	\$245	\$630
Depreciation	\$179	\$177	\$181	\$193	\$730
<b>Total Occupancy</b>	<b>\$749</b>	<b>\$901</b>	<b>\$734</b>	<b>\$793</b>	<b>\$3,177</b>
Office Supplies	\$131	\$20	\$120	\$212	\$483
Contractual / Professional Fees	\$419	\$438	\$453	\$469	\$1,779
Travel / Training	\$553	\$1,026	\$1,414	\$338	\$3,331
Client Assistance	\$0	\$0	\$0	\$0	\$0
Other Rent	\$0	\$0	\$0	\$0	\$0
Telephone / Cell Phone	\$321	\$382	\$348	\$369	\$1,420
Liability / Malpractice Insurance	\$543	\$609	\$585	\$620	\$2,357
Moving & Recruiting	\$0	\$0	\$0	\$0	\$0
<b>Total Program Expenses</b>	<b>\$27,636</b>	<b>\$27,805</b>	<b>\$27,794</b>	<b>\$25,132</b>	<b>\$108,367</b>
<b>ALLOCATED M&amp;G</b>	<b>\$6,667</b>	<b>\$6,842</b>	<b>\$7,128</b>	<b>\$6,705</b>	<b>\$27,342</b>
<b>TOTAL EXPENSE</b>	<b>\$34,303</b>	<b>\$34,647</b>	<b>\$34,922</b>	<b>\$31,837</b>	<b>\$135,709</b>
<b>Re-Entry Indirect - 11.9% Max</b>					
Max M&G Allowed	\$3,733	\$3,756	\$3,754	\$3,395	\$14,638
<b>Champaign County Total</b>	<b>\$31,369</b>	<b>\$31,561</b>	<b>\$31,548</b>	<b>\$28,527</b>	<b>\$123,005</b>
Champaign County Paid	\$8,333	\$8,333	\$8,333	\$8,333	\$33,333

## April Reentry Monthly Program Report

Total active clients: **5**

Clients continuing from previous quarters: **5**

Total new clients: **0**

- New (TPC) Treatment Plan Clients (Clients who have engaged in and completed a full behavioral health assessment, treatment plan, and are actively receiving services): **0**
- New (NTPC) Non-Treatment Plan Clients (Client who had an initial behavioral health screening and engaged in short-term case management services/obtained linkage to resources): **0**

Total discharges: **2**

Total Veteran clients: **0**

### Continuing Client Demographics (5)

ID	Client Type	Sex (M/F)	Age	Race	Ethnicity (Hispanic /Latino) Y/N	Zip Code	Date of Admit
	TPC	M	44	Black	N	61820	1/15/24
	TPC	M	46	White	N	61821	6/10/24
	TPC	M	37	White	N	61802	11/9/23
	NTPC	M	58	W	N	61802	2/19/25
	TPC	M	53	Black	N	61801	3/19/25

### New Admission Demographics (0)

ID	Admission Type	Sex (M/F)	Age	Race	Ethnicity (Hispanic/ Latino) Y/N	Zip Code	Date of Admit

Total client service contacts (this includes all service contacts such as case management, counseling, phone calls, etc): **16**

Number of clients receiving multiple Rosecrance services: **3**

#### Types of Rosecrance services

<b>Mental Health Outpatient</b>	0
<b>Substance Use Outpatient</b>	1
<b>Mental Health Case Management</b>	0
<b>Substance Use Residential</b>	0
<b>Mental Health Group Home</b>	0
<b>Mental Health Supportive Living</b>	0
<b>Substance Use Sober Living</b>	0
<b>Crisis Residential Center</b>	0
<b>Psychiatry</b>	2
<b>MAT services</b>	0

#### Linkage to resources

<b>MRT/AM Groups:</b>	0
<b>Housing:</b>	1
<b>Employment:</b>	0
<b>Education:</b>	0
<b>Insurance:</b>	0
<b>Other Benefits:</b>	2
<b>PCP:</b>	0
<b>MH/SA treatment:</b>	0
<b>Transportation:</b>	1
<b>Other:</b>	0

\*\*\*Other and Other Benefits included SSI/SSDI, General Assistance Programs, free phones through Lifeline/Gen Mobile, and for one client, hearing aids & medical device assistance programs

#### Discharge details (2)

<b>ID</b>	<b>Length of Stay</b>	<b>Sex (M/F)</b>	<b>Age</b>	<b>Race</b>	<b>Ethnicity (Hispanic /Latino) Y/N</b>	<b>Zip Code</b>	<b>Discharge type</b>
	23	M	54	White	N	61866	Completed
	210	M	28	Black	N	61821	Completed

Recidivism Rate for the month: **0%**

Recidivism Rate for the calendar year: **10.5%**

## Reentry Council and Executive Committee Information

The April Reentry Council Meeting hosted Brandy Smith from YWCA STRIVE program. YWCA stands for Young Women's Christian Association. It is a non-profit organization dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all. The YWCA offers various programs and services for women and girls, including advocacy, local programming, and services. STRIVE is a workforce development program that helps adults who are seeking employment or trying to start new careers gain those essential skills. Participants learn how to use common documents, spreadsheets, and email programs, how to find and apply for jobs online, and how to stay safe online.

**Champaign County Board Resolution No. [YYYY-XXX]**

**RESOLUTION IN SUPPORT OF THE COMMUNITY SERVICES BLOCK GRANT (CSBG)**

WHEREAS, the Community Services Block Grant (CSBG), established under the Omnibus Budget Reconciliation Act of 1981, is a federally funded program that provides vital resources to help low-income individuals and families overcome the conditions of poverty and become self-sufficient; and

WHEREAS, CSBG funding is critical in supporting Community Action Agencies, including the Champaign County Regional Planning Commission, which delivers programs and services such as CSBG Scholarship, Emergency Shelter for Families, Housing Stabilization Case Management for Homeless Households, Referral and Linkage Services, Homeless Prevention Rent Assistance, Senior Services Case Management, Transportation Assistance (Vehicle Repair), Permanent Supportive Housing for Homeless Families, Youth Assessment Center and Mortgage Assistance to thousands of Champaign County residents each year; and

WHEREAS, these services improve the quality of life for low-income residents, strengthen communities, reduce dependency on other public assistance programs, and promote economic and social stability in Champaign County; and

WHEREAS, reductions or eliminations in CSBG funding would severely impact the ability of the Champaign County Regional Planning Commission to continue these essential services, thereby increasing hardship for vulnerable populations in our county; and

WHEREAS, the Community Services Block Grant embodies the principles of local control and accountability, allowing local governments and agencies to tailor services and supports that best meet the specific needs of their communities;

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County, Illinois, that:

1. The Champaign County Board expresses its strong and unequivocal support for the Community Services Block Grant program and the essential services it provides to residents in need;
2. The Board urges the Illinois Congressional Delegation to advocate for the full funding of CSBG in the federal budget and to oppose any measures that would reduce or eliminate its funding;
3. A copy of this Resolution shall be forwarded to the Governor of the State of Illinois, the Illinois Department of Commerce and Economic Opportunity, the National Community Action Partnership, and all members of the Illinois Congressional Delegation.

PRESENTED, PASSED, AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 20.

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**Chair, Champaign County Board**

Name: \_\_\_\_\_

(Signature)

**ATTEST:**

County Clerk: \_\_\_\_\_

(Signature and Seal)



## **CHAMPAIGN COUNTY BOARD RESOLUTION NO. [XXXX]**

### **A RESOLUTION IN SUPPORT OF FULL FEDERAL FUNDING FOR HEAD START**

**WHEREAS**, Head Start is a comprehensive early childhood education program that promotes school readiness for children from low-income families by enhancing their cognitive, social, and emotional development; and

**WHEREAS**, the Champaign County Regional Planning Commission administers the Head Start and Early Head Start programs, serving over 531 children and their families annually in Champaign County through center-based and home-based services tailored to community needs; and

**WHEREAS**, these programs provide not only early education but also health screenings, nutrition services, and family support, fostering holistic development and long-term success for participating children; and

**WHEREAS**, in the 2023–2024 program year, 101 children transitioned from Head Start into kindergarten, demonstrating the program’s effectiveness in preparing children for academic success; and

**WHEREAS**, in the 2023–2024 program year, 79% of the parents enrolled in the Head Start program were fully employed; and

**WHEREAS**, in the 2023–2024 program year, 20% of the parents enrolled in the program were in job training programs or working toward certificates or licenses; and

**WHEREAS**, according to Spring 2025 checkpoints, 82% of the kindergarten-bound children meet school readiness goals; and

**WHEREAS**, the Head Start program in Champaign County operates with a budget of approximately \$8.6 million in federal funding, which is crucial for maintaining current service levels; and

**WHEREAS**, proposed reductions or elimination in federal funding threaten the continuity and quality of Head Start services, potentially impacting the most vulnerable children and families in our community;

**NOW, THEREFORE, BE IT RESOLVED**, that the Champaign County Board urges the United States Congress to provide full and sustained federal funding for the Head Start program, ensuring that it can continue to serve the needs of low-income children and families in Champaign County and across the nation; and

**BE IT FURTHER RESOLVED**, that the Clerk of the Champaign County Board is directed to send copies of this resolution to the President of the United States, members of the Illinois

Congressional Delegation, and relevant federal agencies and committees overseeing Head Start funding.

**PASSED AND ADOPTED** by the Champaign County Board this \_\_\_\_ day of \_\_\_\_\_, 2025.

**CHAMPAIGN COUNTY BOARD RESOLUTION NO. [XXXX]**

**A RESOLUTION IN SUPPORT OF FULL FEDERAL FUNDING FOR THE LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)**

**WHEREAS**, the Low-Income Home Energy Assistance Program (LIHEAP) is a federally funded program that assists low-income households in meeting their immediate home energy needs, particularly during extreme weather conditions; and

**WHEREAS**, LIHEAP helps prevent utility shut-offs, promotes energy efficiency, and protects the health and safety of vulnerable populations, including seniors, individuals with disabilities, and families with young children; and

**WHEREAS**, LIHEAP in Champaign County operates with a budget of approximately \$5.8 million in federal funding, which is crucial for maintaining current service levels; and

**WHEREAS**, in Champaign County, LIHEAP is administered by the Champaign County Regional Planning Commission, which provides direct assistance to thousands of eligible households each year for heating and cooling costs; and

**WHEREAS**, in recent program years, LIHEAP has served over 8,000 households annually in Champaign County, demonstrating the ongoing and critical need for this safety net in our community; and

**WHEREAS**, home energy costs continue to rise due to inflation and supply constraints placing additional burdens on low-income residents; and

**WHEREAS**, reducing or eliminating federal funding for LIHEAP would jeopardize the health, safety, and financial stability of households who depend on this essential service;

**NOW, THEREFORE, BE IT RESOLVED**, that the Champaign County Board strongly urges the United States Congress to fully fund LIHEAP at a level that meets the growing demand and ensures that all eligible households receive timely and adequate energy assistance;

**BE IT FURTHER RESOLVED**, that the Champaign County Board supports continued investment in LIHEAP to ensure energy justice and equitable access to safe, affordable utilities for all residents;

**BE IT FURTHER RESOLVED**, that the Clerk of the Champaign County Board is directed to send copies of this resolution to the President of the United States, members of the Illinois Congressional Delegation, and all relevant federal agencies and committees involved in appropriating LIHEAP funding.

**PASSED AND ADOPTED** by the Champaign County Board this \_\_\_\_ day of \_\_\_\_\_, 2025.

**Budget Amendments - 2025**

Year	Month	Dept	Appropriations	Revenue	GF	Grant	Desc
2025	January	Correctional Center	375,000.00	-	GF	non-Grant	Out of County Boarding
2025	March	Correctional Center	150,000.00	-	GF	non-Grant	Out of County Boarding
2025	March	Correctional Center	18,021.00	18,021.00	GF	Grant	Bureau of Justice Assistance Grant
2025	April	County Clerk	235,955.00		GF	non-Grant	Voting system contract
2025	April	General County	75,111.64		GF	non-Grant	CLA contract and ACFR work
2025	May	General County	388,062.68		GF	non-Grant	Carle settlement
2025	June	General County	880,235.19		GF	non-Grant	Presence settlement
2025	February	ROE	7,066.00	-	GF	non-Grant	ROE payment
2025	January	Sheriff	62,676.55	62,676.55	GF	Grant	Illinois Law Enforcement Training and Standards Board Grant
2025	May	Sheriff	119,753.60	73,576.00	GF	Grant	DCFS collaboration
<b>Total</b>			<b>2,311,881.66</b>	<b>154,273.55</b>			<b>10</b>

\* Current projected FY25 deficit is \$2,288,608



CHAMPAIGN COUNTY  
REGIONAL PLANNING  
COMMISSION

**Date:** May 27, 2025

**To:** The Honorable Champaign County Board

**From:** Tami Ogden and Dalitso Sulamoyo

**RE:** Resolution approving an Amendment to a Grant from the Illinois Housing Development Authority (IHDA) for the Strong Communities Program, Round 2, and corresponding Budget Amendment

In November 2023, Champaign County was awarded a grant from IHDA in the amount of \$337,000 to assist with the demolition of abandoned residential property within the Central Illinois Land Bank Authority (CILBA) area. IHDA is requesting an amendment to the grant with increased funding of \$305,500 for additional demolitions to include three properties in Urbana. As part of the due diligence process, the County Board must approve a Resolution authorizing the Amendment and complete a Certificate of Incumbency. A budget amendment is also necessary for receipt and appropriation of the additional funding.

Thank you for your consideration of this request and support of the Strong Communities program.

Champaign County Regional Planning Commission

1776 E. Washington St. Urbana, IL 61802

P 217.328.3313 F 217.328.2426

TTY 217.384.3862 CCRPC.ORG

people.possibilities.

Journal Proof Report



Journal Number: 478 Year: 2025 Period: 5      Description: 947SCP ADD      Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2075-00-0251c-06-100-007-947-0000-500103-	REGULAR FULL-TIME EMPLOYEES	947 ADD'L FUNDS		\$1000.00	
			AMENDMENT			
BUA	2075-00-0251c-06-100-007-947-0000-599998-	INDIRECT	947 ADD'L FUNDS		\$480.00	
			AMENDMENT			
BUA	2075-00-0251c-06-100-007-947-0000-599999-	FRINGE	947 ADD'L FUNDS		\$480.00	
			AMENDMENT			
BUA	2075-00-0251c-06-100-007-947-0000-502025-	CONTRIBUTIONS & GRANTS	947 ADD'L FUNDS		\$303540.00	
			AMENDMENT			
BUA	2075-00-0215f-06-100-007-947-0000-400411-	STATE - OTHER (NON-MANDATORY)	947 ADD'L FUNDS			\$305500.00
			AMENDMENT			
Journal 2025/5/478				Total	\$305500.00	\$305500.00

Fund: 2075 Regional Planning Commission  
Dept: 100 Regional Planning Commission  
Reason: Appropriation of additional IHDA Grant funds for the Strong Communities Program.

Fund	Account Description	Debit	Credit
2075	REGIONAL PLANNING COMM		
	2075-00-0146t-00-000-000-0000-300101-		
	BUDGETED REVENUES	\$305500.00	
	2075-00-0146t-00-000-000-0000-300301-		
	APPROPRIATIONS		\$305500.00
Fund Total		305500	305500



CHAMPAIGN COUNTY  
REGIONAL PLANNING  
COMMISSION

**Date:** May 27, 2025

**To:** Champaign County Finance Committee

**From:** Justin Arnold, Director of Workforce Development

**RE:** County Board approval for acceptance of Rapid Response (1E) Grant

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Rapid Response (1E) Grants from DCEO are available to support strategies for state and local workforce agencies regarding service delivery, customer outreach, and business engagement. CCRPC is applying for a 1E grant to coordinate a “One Workforce” approach for systemic collaboration, integrated service delivery, data-informed services, and leveraged resources across four local workforce innovation areas. This project will address the workforce needs of the manufacturing sector through the coordination of four business services specialists, a sector specialist, one-stop partners, and training providers. Please disregard the expiration date in the notice of funding.

County Board approval of award and accompanying budget amendment is requested. Thank you for your consideration.

**Funder:** US Department of Labor (DOL)

**Grantee:** Illinois Department of Commerce and Economic Opportunity (DCEO)

**Subaward:** Champaign County Regional Planning Commission

**Grant:** WIOA Rapid Response (1E) Grant

**Description:** This project will address the workforce needs of the manufacturing sector across four local workforce innovation areas by using a “One Workforce” approach.

**Grant Total:** \$177,705

**Status:** Application in process.

**Term:** July 1, 2025 – June 30, 2026

Champaign County Regional Planning Commission

1776 E. Washington St. Urbana, IL 61802

P 217.328.3313 F 217.328.2426

TTY 217.384.3862 CCRPC.ORG

Journal Proof Report



Journal Number: 27 Year: 2025 Period: 6      Description: 974BUD      Reference 1: 974BUD Reference 2: 974BUD      Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2110-00-0251c-06-110-000-974-0000-500103-	REGULAR FULL-TIME EMPLOYEES	REG FT		\$38753.71	
BUA	2110-00-0251c-06-110-000-974-0000-500301-	SOCIAL SECURITY-EMPLOYER	SS		\$2964.66	
BUA	2110-00-0251c-06-110-000-974-0000-500302-	IMRF - EMPLOYER COST	IMRF		\$1050.23	
BUA	2110-00-0251c-06-110-000-974-0000-500304-	WORKERS' COMPENSATION	WORKER COMP		\$162.77	
BUA	2110-00-0251c-06-110-000-974-0000-500305-	UNEMPLOYMENT INSURANCE	UNEMPLOYMENT INS		\$208.00	
BUA	2110-00-0251c-06-110-000-974-0000-500306-	EE HLTH/LIF (HLTH ONLY FY23)	EMP HEALTH INS		\$6253.98	
BUA	2110-00-0251c-06-110-000-974-0000-502051-	CLIENT OTHER	NON EMP TRAINING		\$10000.00	
BUA	2110-00-0251c-06-110-000-974-0000-502003-	TRAVEL COSTS	EMP TRAVEL		\$2500.00	
BUA	2110-00-0251c-06-110-000-974-0000-502001-	PROFESSIONAL SERVICES	PROF SERVICES		\$100000.00	
BUA	2110-00-0251c-06-110-000-974-0000-400455-	FEDERAL - PUBLIC WELFARE	REVENUE			\$177704.87
BUA	2110-00-0251c-06-110-000-974-0000-502022-	OPERATIONAL SERVICES	INDIRECT		\$15811.52	
			Journal 2025/6/27	Total	\$177704.87	\$177704.87

Fund: 2110 Workforce Development Fund  
Dept: 110 Workforce Development  
Reason: Appropriation of Rapid Response (1E) Grant funds.

Fund	Account Description	Debit	Credit
2110	WORKFORCE DEVELOPMENT FND		
	2110-00-0146t-00-000-000-000-0000-300101-	\$177704.87	
	2110-00-0146t-00-000-000-000-0000-300301-		\$177704.87
Fund Total		177704.87	177704.87





## **MEMORANDUM**

TO: Elly Hanauer-Friedman, Chair-Finance Committee  
John Farney, Vice Chair-Finance Committee  
Honorable Members of the County Board

FROM: Jeremy Reale, ARPA Fiscal Specialist

DATE: June 2, 2025

RE: Budget Amendment – ARPA Fund 2840

The purpose of this memorandum is to request a budget amendment to appropriate \$9,750,000 from the ARPA fund balance to support additional project and contractual expenses projected for the remainder of FY25.

Through the month of May, a total of just over \$6 million has been expended for ARPA projects out of an initial FY25 budget of \$6,356,206 for Fund 2840. Given ongoing project costs and remaining obligations for subaward agreements, it is currently anticipated that the County may incur up to a total of \$15,791,730 in ARPA expenditures in the current fiscal year. With this amendment, the increased appropriation would ensure that sufficient budget authority will be available to support all projected expenditures for the remainder of 2025.

Thank you for your consideration of this request.

Journal Proof Report



Journal Number: 480 Year: 2025 Period: 5      Description: ARPA BUA      Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2840-00-0251a-05-075-000-000-0000-502025-	CONTRIBUTIONS & GRANTS	ARPA Budget		\$5575000.00	
			Adjustment			
BUA	2840-00-0251a-01-075-000-000-0000-502001-	PROFESSIONAL SERVICES	ARPA Budget		\$300000.00	
			Adjustment			
BUA	2840-00-0280t-01-075-000-000-0000-800401-	EQUIPMENT	ARPA Budget		\$1400000.00	
			Adjustment			
BUA	2840-00-0280t-01-075-000-000-0000-800501-	BUILDINGS	ARPA Budget		\$20000.00	
			Adjustment			
BUA	2840-00-0280t-02-075-000-000-0000-800501-	BUILDINGS	ARPA Budget		\$1900000.00	
			Adjustment			
BUA	2840-00-0251a-01-075-000-000-0000-501017-	EQUIPMENT LESS THAN \$5000	ARPA Budget		\$50000.00	
			Adjustment			
BUA	2840-00-0251a-02-075-000-000-0000-501017-	EQUIPMENT LESS THAN \$5000	ARPA Budget		\$25000.00	
			Adjustment			
BUA	2840-00-0251a-01-075-000-000-0000-500105-	TEMPORARY STAFF	ARPA Budget		\$25000.00	
			Adjustment			
BUA	2840-00-0251a-01-016-000-000-0000-500105-	TEMPORARY STAFF	ARPA Budget		\$130000.00	
			Adjustment			
BUA	2840-00-0280t-01-075-000-000-0000-800201-	INFRASTRUCTURE	ARPA Budget		\$325000.00	
			Adjustment			
Journal 2025/5/480				Total	\$9750000.00	\$0.00

Fund: 2840 ARPA  
Dept: 075 General County  
Reason: Appropriation of ARPA fund balance to support additional project and contractual expenses projected for the remainder of FY2025

Fund	Account Description	Debit	Credit
2840	ARPA		
	2840-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS		\$9750000.00
	2840-00-0146t-00-000-000-000-0000-300703- BUDGETARY FUND BALANCE	\$9750000.00	
Fund Total		9750000	9750000



## ***Champaign County – Adult Redeploy Illinois***

1776 East Washington Street, Urbana, Illinois 61802-4581

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**TO: Elly Hanauer-Friedman, Finance Committee Chairperson**

**FROM: Kait Kuzio, Grant Coordinator**

**DA: May 27, 2025**

**Grant Agreement Terms: July 1, 2025 to June 30, 2026**

**RE: Budget Amendment – FSSS**

Champaign County received a continuation of the Firearms Safe Storage Strategies (FSSS) grant for SFY26 from the Illinois Department of Public Health. The approved budget for the grant term from July 1, 2025 to June 30, 2026 is \$148,755.76.

We expect to receive a deposit in FY25 to offset FSSS program expenses of \$74,377.88.

The purpose of this MEMO is to request a Budget Amendment to appropriate \$74,377.88 to allow for expenditure of funds in FY25. The funds will be appropriated for use upon receipt as follows:

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**\$24,052.12 Personnel** (partial and full salaries for 3 positions)

**\$557.85 Fringe Benefits** (fringe benefits for 1 position)

**\$48,834.51 Supplies** (gun safes, stickers, business cards, post cards, printed materials, Be SMART materials, etc.)

**\$683.40 Travel** (mileage for distribution)

**\$250.00 Rent** (exhibitor/tabling fees)

The Firearms Safe Storage Strategies grant aims to reduce firearm-related injuries and deaths by increasing access to gun locks and safes, educating the public and professionals on safe storage practices, and promoting awareness of legal tools like Firearms Restraining Orders.

**Increased Revenue: \$ 74,377.88**

**Increased Expense: \$74,377.88**

Thank you for your consideration and support.

Journal Proof Report



Journal Number: 12 Year: 2025 Period: 6      Description: FSSS FY25      Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2500-00-0215j-02-075-000-111-0000-400411-	STATE - OTHER NON-MAND FSSS	FY25 Continuation	Y		\$74377.88
BUA	2500-00-0252d-02-075-000-111-0000-500103-	REGULAR FULL-TIME EMPLOYEES	Reg FT Emp FY25		\$14302.12	
BUA	2500-00-0252d-02-075-000-111-0000-500105-	TEMPORARY STAFF	Temp Stf FY25		\$9750.00	
BUA	2500-00-0252d-02-075-000-111-0000-500301-	SOCIAL SECURITY-EMPLOYER	SS FY25		\$557.85	
BUA	2500-00-0252d-02-075-000-111-0000-501017-	EQUIPMENT LESS THAN \$5000	Equip FY25		\$48834.51	
BUA	2500-00-0252d-02-075-000-111-0000-502003-	TRAVEL COSTS	Travel FY25		\$683.40	
BUA	2500-00-0252d-02-075-000-111-0000-502013-	RENT	Rent FY25		\$250.00	
			Journal 2025/6/12	Total	\$74377.88	\$74377.88

Fund: 2500 County Grant Fund  
Dept: 075 General County  
Reason: Appropriation of Firearm Safe Storage Strategies grant funds for the remainder of FY2025.

Fund	Account Description	Debit	Credit
2500	COUNTY GRANT FUND		
	2500-00-0146t-00-000-000-000-0000-300101-	BUDGETED REVENUES	\$74377.88
	2500-00-0146t-00-000-000-000-0000-300301-	APPROPRIATIONS	\$74377.88
		Fund Total	74377.88      74377.88



## **OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE**

1776 East Washington Street, Urbana, Illinois 61802-4581

**Steve Summers, County Executive**

### **MEMORANDUM**

To: Elly Hanauer-Friedman, Chair of Finance; and  
John Farney, Vice-Chair of Finance; and  
Honorable Members of the Champaign County Board

From: **Travis Woodcock, Budget Director**

Date: June 10, 2025

Re: FY24 Audit Update – Information Only

At the May 13<sup>th</sup> Committee of the Whole, the County Board directed the County Executive's Office to take the lead on the FY24 Audit. Since that time, the County Executive's Office has been in communication with Clifton, Larson, Allen LLP (CLA) to establish a new timeline, hired temporary staff and consultants, and have started preliminary steps to move through the audit process.

CLA was scheduled to do their fieldwork for the County's FY24 Audit in May and had a deadline of 4/24/25 for the County Auditor's Office to submit the Trial Balance and workpapers needed to do the fieldwork. Unfortunately, during a meeting between the County and CLA in early May, it was discovered that the County Auditor's Office was nowhere near ready to provide CLA the items that they needed to do their fieldwork, so CLA had to postpone it. This is problematic because the County isn't CLA's only client and they book out for months ahead of time. CLA will work on the County's FY24 Audit as time permits and are looking to rearrange the schedules of other clients to potentially squeeze the County into their schedule.

After seeing how far behind work for the FY24 Audit is currently, the County Executive's Office has hired Orion Smith as a consultant due to his expertise from doing the County's FY23 Audit on behalf of the County Auditor's Office last year as a member of RPC. In addition, other temporary staff have been hired to help prepare workpapers for the audit. Many of the fund/account tie-outs that have historically been done by the County Auditor's Office on a monthly/quarterly basis haven't been completed since December 2023. There are also many journal entries that need to be calculated, entered, and posted before the County Executive's Office can finish audit workpapers and start preparing the Trial Balance to send to CLA. After discussion with CLA and Orion, the County's FY24 Audit will almost certainly not be completed before September 30<sup>th</sup>, just like last year. However, as soon as the County Executive's Office can get the Trial Balance for the FY24 Audit to CLA, the temporary help will work on trying to catch up on the items that are already behind for the FY25 Audit, so hopefully next year's audit won't be as painful.

I will provide monthly updates to the County Board on the status of the FY24 audit.

# Request for Proposals for Software and Implementation Services for a Court Case Management System (CCMS) Software Systems Environment



**Solicitation Due Date:** Thursday, August 28, 2025      **Time:** 4:00 p.m. (Central Time)

All Proposals must be received by Champaign County, (County) by the date and time cited above. It shall be the Proposer's sole risk to assure submission by the designated time.

## **VENDORS ARE STRONGLY ENCOURAGED TO READ THE ENTIRE SOLICITATION.**

Solicitation packages can be obtained by downloading from the County's website <https://www.co.champaign.il.us/bids>, for further information on obtaining copies of the RFP. Should you experience problems downloading the solicitation, contact Bud Windelborn [bud.windelborn@champaigncountyil.gov](mailto:bud.windelborn@champaigncountyil.gov).

All questions concerning the RFP **must** be submitted via email only, to BerryDunn (Kate Offerdahl-Joyce – [kate.offerdahl-joyce@berrydunn.com](mailto:kate.offerdahl-joyce@berrydunn.com)), as identified within this solicitation in [Section 1.8](#). Communications with other the County staff may disqualify you from the evaluation process.

## **Forms, Worksheets, and Other Attachments**

### **Attachment A – Proposal Response Forms**

(See MS Word document "Champaign County CCMS RFP – Attachment A.docx")

### **Attachment B – Functional and Technical Requirements/Capabilities**

(See MS Excel spreadsheet "Champaign County CCMS RFP – Attachment B.xlsx")

### **Attachment C1 – Cost Worksheets**

(See MS Excel spreadsheet "Champaign County CCMS RFP – Attachment C1.xlsx")

### **Attachment C2 – Cost Narrative**

(See MS Word document "Champaign County CCMS RFP – Attachment C2.docx")

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# 1 RFP Introduction and Background

## 1.1 Introduction

Champaign County, Illinois (County) is soliciting Proposals from Proposers capable of satisfying the needs for software and consulting services to implement a new software systems environment to address the County Circuit Court Office (Circuit Court) and County Circuit Court Clerk's Office (Circuit Clerk) needs related to Court Case Management System (CCMS), including Jury and Probation functionality.

In addition to soliciting written responses, this document provides information to assist Proposers in preparing their responses and facilitates the subsequent evaluation and comparison process. In that regard, this RFP:

- Provides information essential to soliciting meaningful recommendations and realistic commitments from the Proposers
- Specifies the desired format and content of Proposals in response to this RFP
- Outlines the County's evaluation and selection procedures
- Establishes a schedule for the preparation and submission of Proposals in response to this RFP

This RFP and the selected Proposal in response to this RFP will be incorporated into the contract resulting from this solicitation.

## 1.2 About the County and the Court

Champaign County is located in the heart of East Central Illinois and is home to the University of Illinois Urbana-Champaign. US Interstates 57, 72 & 74 intersect in the County which puts the County approximately two hours south of Chicago, Illinois; three hours north-northeast of St. Louis, Missouri; and two hours west of Indianapolis, Indiana.

Champaign County is part of the Sixth Judicial Circuit and is the largest county in the Circuit. The Circuit Court hears civil, criminal, and traffic cases. There are 12 Circuit Court judges with a Court Administrator who oversees 14 judicial clerks. The Circuit Court Clerk's Office, with a staff of 35, serves as the official record keeper of the Circuit Court and processes the e-filing queue, maintains physical and electronic case files, creates statistical and financial reports, processes appeals, and fulfills record requests, among others duties.

Since 2008, the County has used a system that supports the Circuit Clerk, Circuit Court, Public Defender's Office, State's Attorney's Office, and Court Services and Probation. While all departments use the same platform, each department has a distinct module with their own database and only some data is exchanged between them. The State's Attorney's Office and Public Defender's Office are in the process of selecting and implementing a new case management system independent of the Circuit Clerk, Circuit Court, and Court Services and Probation.

The following table contains statistics related to the County. These statistics are provided for planning purposes only. Additional information has been provided in [Table 04: Functional Area Statistics](#).

**Table 01: County Statistics**

No.	Area	Statistic
1	Total Budget	Approx. \$50,900,000
2	Population Served	Approx. 205,644
3	Total FTEs	840
4	Fiscal Year	January 1 – December 31

### 1.3 Project Objectives

The overall goal of this project is to take advantage of the newest technology and harness efficiencies by reviewing business processes or implementing technology to enhance existing business processes performed by the Circuit Clerk, Circuit Court, and Court Services and Probation. The County is planning to replace its current software systems environment with a new system or combination of software systems, and to adopt systems functionality to support core court-related processes. In doing so, the County seeks to address several challenges in the current environment, and gain future efficiencies, including, but not limited to:

- Key Objectives and Outcomes:
  - Enhance operational effectiveness by making more timely, accurate, and complete information available to the Court's personnel and the citizens of the County
  - Robust reporting capabilities, including but not limited to ad hoc reporting, statistical reporting, and configurable scheduled reports
  - Improve internal and external communications using information technology and data exchanges with justice partners
  - Enhance features and functionality to support increased automation and operational efficiencies by streamlining use of systems
- Primary Challenges in the Current Environment:
  - The system lacks robust reporting features, so County staff rely on reports generated through Microsoft Access. Staff use these reports for viewing the court calendar and for various triggers such as text notification appointment reminders for probationers.
  - There is no central "person" record and thus no ability to link different identifiers to the same person. While the Circuit Clerk must record names as filed, many person records could be linked to provide a more accurate history of an individual.
  - The search and filter features are limited.
  - There is no specific screen or functionality specific to judges.
  - There are many ways to execute a single function, which can be a strength, though many users do the same things differently. The interface is not streamlined, and new users have a steep learning curve.

To address these challenges and others, the County has initiated a project to adequately plan for, select, and implement a replacement or upgraded Software Systems environment. [Section 2.0 –](#)

[Project Scope](#), outlines the features and functionality desired in a future system(s), as well as the professional services necessary to implement that system(s).

## **1.4 Definitions**

To simplify the language throughout this RFP, the following definitions shall apply:

**ADDENDA** – Written instruments issued by the County prior to the date for receipt of Proposals that modify or interpret the RFP documents by addition, deletions, clarification, or corrections.

**CONTRACT DOCUMENTS** – The RFP, submitted Proposals, including any diagrams, Addenda, and a form of agreement between the County and the Contractor, including all change orders, insurance certificates (to be provided at time of contract negotiations), exhibits, amendments, and attachments.

**CONTRACTOR** – The Contractor(s)/consultant(s) that may be awarded a contract to provide software system(s) and professional services to implement the CCMS System for the County.

**COUNTY** – Champaign County, Illinois

**COUNTY EVALUATION COMMITTEE** – The team of the County staff that will participate in the review, evaluation, and scoring of proposals and subsequent evaluation processes, including demonstrations and reference checks.

**COUNTY PROJECT MANAGER** – The person designated by the County to be the County Project Manager assigned to act on behalf of the County during the term of the resulting Contract.

**COURT CASE MANAGEMENT SYSTEM (CCMS)** – Means the court case management system software system that is described in this RFP and in the Attachments hereto.

**DAYS** – Means calendar days unless otherwise specified.

**PROJECT** – The project to configure and implement the CCMS System for the County as described in this RFP and in the Attachments hereto.

**PROJECT SCOPE** – Scope of services to be provided by the Contractor(s).

**PROPOSAL** – A complete and properly signed Proposal to provide goods, commodities, labor, or services for the sum stated and submitted in accordance with the RFP.

**PROPOSER or VENDOR** – The person, Contractor, corporation, partnership, or other entity submitting a Proposal on items listed in the RFP documents, and thereby agreeing to meet the specified Contract terms and conditions if awarded the contract.

**SERVICES or WORK** – All services to be performed by the Contractor to successfully complete the Project to the satisfaction of the County.

**SUBCONTRACTOR or SUBCONSULTANT** – Any individual, corporation, company, or other entity that contracts to perform work or render services to a Contractor or to another subcontractor as part of this Contract with the County.

**VENDOR** – See “PROPOSER.”

## **1.5 RFP Schedule of Events**

The following RFP Schedule of Events represents the best estimate of the schedule the County will follow, which is subject to change at the County’s discretion. Vendors are encouraged to hold the

demonstration dates listed. If a component of the schedule is accelerated or delayed, it shall be anticipated that the remaining components may also be adjusted by a similar number of days via RFP Addendum prior to the submittal deadline.

**Table 02: RFP Schedule of Events**

Event	Estimated Date
RFP Published	June 30, 2025
Pre-Proposal Vendor Teleconference	Tuesday, July 15, 2025, at 2pm CT
Deadline for Questions from Vendors	July 29, 2025
Deadline for Proposal Submissions	August 28, 2025, at 4pm CT
Shortlist Vendors Notified	Week of September 22, 2025
Vendor Demonstrations	Week of October 20, 2025

## 1.6 Prequalification of Vendors

The County has not employed a prequalification process. No Vendors are either prequalified or precluded from responding to this RFP. Prior to issuing this RFP, the County did issue a vendor questionnaire to aide in surveying the software marketplace for the availability of solutions that provide one or more functional areas contained in this RFP. The responses received during this questionnaire process have been used to help inform the planning and decisions for this RFP and requested high-level information and costs from vendors that responded. Additionally, the County conducted informal discussions and demonstrations with vendors leading up to the issuance of this RFP.

## 1.7 Minimum Qualifications

For Proposals to be evaluated and considered for award, Proposals must be deemed responsive to this RFP as determined in the discretion of the County Evaluation Committee. To be deemed responsive, the submitted Proposal documents shall conform in all material respects to the requirements stated in the RFP, and Proposers shall document and validate the capability to fully perform all requirements defined by the RFP. Factors to be considered in connection with a Proposer's capability to fully perform all requirements of the RFP include, and may not be limited to: experience, integrity, reliability, capacity, and other factors required to provide the Services defined by the RFP.

## 1.8 Questions and Inquiries

It shall be the responsibility of the Proposers to inquire about any portion of the RFP that is not fully understood or that is susceptible to more than one interpretation [prior to the question period closing](#).

- All questions concerning the RFP **must** be submitted via email only, to the County's consulting partner, BerryDunn (Kate Offerdahl-Joyce – [kate.offerdahl-joyce@berrydunn.com](mailto:kate.offerdahl-joyce@berrydunn.com)).
- Questions and answers will be issued in accordance with [Section 1.10 – Amendments and Addenda](#).
- Only questions and answers publicly published through Addenda shall be binding.

Proposers shall not contact other the County staff with any questions or inquiries. Unauthorized contact with any personnel of the County may be cause for rejection of the Proposer's response. The decision to reject a Proposal is solely that of the County.

### **1.9 Non-Mandatory Pre-Proposal Vendor Teleconference**

A non-mandatory Pre-Proposal Vendor Teleconference will be held on Tuesday, July 15, 2025, at 2pm Central Time.

Vendors that are interested in participating in the Pre-Proposal Vendor Teleconference shall contact BerryDunn in writing ([kate.offerdahl-joyce@berrydunn.com](mailto:kate.offerdahl-joyce@berrydunn.com)) to request the teleconference information.

The format of the Pre-Proposal Vendor Teleconference will be an overview presentation of the RFP, its contents, the RFP Schedule of Events, and additional topics. Following the presentation, Vendors will be able to ask questions related to the RFP or the overall process. The County will attempt to answer all questions at that time, but answers provided shall not be binding. Following the Pre-Proposal Vendor Teleconference, the County will post online the material questions asked and their respective answers in an addendum.

### **1.10 Amendments and Addenda**

All clarifications, corrections, or revisions to this RFP will be documented in an addendum, which will be publicly published to the County website. Only questions and answers in an addendum shall be considered as part of the RFP. The County reserves the right to revise the RFP prior to [the deadline for Proposal submissions](#). Revisions shall be documented in an addendum and publicly published.

The County will attempt to publicly publish periodic addenda on a timely basis between the RFP publishing date and the close of the question period. Vendors are responsible for monitoring the County website for the periodic posting of addenda prior to the submittal due date.

### **1.11 Non-Warranty of RFP Information**

Due care and diligence has been exercised in the preparation of this RFP and all information herein is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure to risk and verification of all information herein shall rest solely on those parties making Proposals. The County, its representatives, and its agents shall not be responsible for any error or omission in this RFP, nor shall they be responsible for the failure on the part of any Proposers or their representatives to verify the information herein and to determine the full extent of that exposure.

## 2 Project Scope

### 2.1 Functional Areas

The following table contains the list of functional areas of the desired future systems environment.

**Table 03: Functional Areas**

Functional Areas			
No.	Functional Area	No.	Functional Area
1	Case Management	6	Reporting
2	Calendar and Scheduling	7	Financials
3	Document Management	8	Jury Management
4	Judicial Tools	9	Probation
5	Portal		

The list of Functional and Technical Requirements/Capabilities contained in **Attachment B – Functional and Technical Requirements/Capabilities** contains the detailed functionality the County requires within each functional area in a future systems environment, as well as general and technical system requirements and interface scope.

The following table contains case statistics from the prior four years. These statistics are estimates and are provided for planning purposes only.

**Table 04: Case Metrics and Statistics**

	2021	2022	2023	2024
Civil Cases Opened	3,687	7,862	7,838	8,472
Criminal Cases Opened	7,113	14,976	18,211	18,718
<b>Totals</b>	<b>10,800</b>	<b>22,838</b>	<b>26,049</b>	<b>27,190</b>

Case Type	Description	2021	2022	2023	2024
Civil	Adoption	46	69	68	95
Civil	Arbitration	-	-	-	-
Criminal	Indirect Criminal Contempt	13	12	17	21
Criminal	Criminal Felony	771	1,754	1,659	1,725
Civil	Chancery	32	55	49	57
Criminal	Cannabis Possession <10g (old school)	6	2	-	-
Criminal	Criminal Misdemeanor	280	464	489	426
Criminal	Conservation Violation	9	11	5	3

<b>Case Type</b>	<b>Description</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Civil	Divorce (old school)	329	-	-	-
Civil	Divorce with Children	-	240	235	190
Civil	Divorce without Children	-	282	252	285
Criminal	Driving Under the Influence	172	434	554	571
Criminal	Domestic Violence	-	219	222	221
Civil	Eminent Domain	1	1	-	2
Civil	Eviction	-	1,909	1,679	1,568
Civil	Family Law (old school)	145	-	-	-
Civil	Family Law	-	373	377	318
Civil	Foreclosure	-	171	139	127
Civil	Government Corporation (now MC)	-	1	2	-
Civil	Guardianship	-	132	130	152
Civil	Juvenile Abuse & Neglect (old school)	1	-	-	-
Civil	Juvenile Abuse & Neglect	51	136	74	101
Civil	Juvenile Transfer (old school)	8	-	-	-
Criminal	Juvenile Delinquency	50	175	126	129
Civil	Juvenile Emancipation	-	-	-	2
Civil	Big Law Case > \$50,000 (old school)	110	-	-	-
Civil	Big Law Case > \$50,000	-	176	186	231
Civil	Law Magistrate < \$50,000	241	217	269	440
Civil	Municipal Corporation (was GC)	2	-	-	-
Civil	Mental Health	44	98	114	121
Civil	Miscellaneous Remedy (civil)	564	274	204	280
Criminal	Major Traffic	-	2,463	2,543	2,508
Criminal	Miscellaneous Remedy (criminal & expungement)	-	1,202	1,099	1,305
Civil	OPs, Stalking no Contact, Firearms Protection	519	1,146	1,226	1,279
Criminal	Ordinance Violation	120	327	253	287
Civil	Probate and Guardianship (old school)	200	-	-	-
Civil	Probate	-	267	280	247
Criminal	Quasi-Criminal	-	-	-	-
Civil	Small Claim	666	1,538	1,754	2,286
Criminal	Petty Traffic	5,692	7,913	11,244	11,522
Civil	Tax	2	93	131	55

Case Type	Description	2021	2022	2023	2024
Civil	Wills	726	684	669	636

## 2.2 Alternate Proposals, Partnerships and Proposers of Subsets of Functionality

### Alternate Proposals:

- Proposers may submit multiple Proposals for evaluation. For example, if a Proposer offers one or more “branded” products that may meet the needs of the County they are encouraged to separately propose each software package for consideration.
- Software companies that deliver their solution through one or more consulting firms (system integrators) are also allowed to submit more than one Proposal for consideration through differing consulting firms.
- A separate Proposal package submitted in accordance with Section 4 is required in order for the County to accurately evaluate each Proposal independent of the other.

### Partnerships:

Proposers are encouraged to establish partnership relationships to fully provide all requirements defined by the RFP.

- Proposers engaged in a partnership relationship shall submit a single proposal in response to this RFP.
- Partnership relationships shall be clearly defined by proposal responses. Such definition shall identify the entity in the partnership relationship deemed to be the Prime Vendor.
- Each Vendor engaged in the partnership shall respond to any and all applicable portions of this RFP that relate to the work that will be performed, or the capabilities provided. For example, each Vendor shall provide references, and each Vendor shall respond to the Company Background and History questions.

### Proposers of Subsets of Functionality:

The County will not be accepting proposals from Proposers offering a subset of functionality (best of breed).

## 2.3 County and Project Staffing

The County intends to have functional and technical resources available during Project implementation, though it is noted that the County does not anticipate dedicating staff full-time to the implementation in addition to managing their core job responsibilities. This applies to both functional resources as well as technical resources internal to the County. It is anticipated that some functional leads will serve as the functional lead, or a subject matter expert, across one or more modules – particularly within the financial modules of a future system – during the implementation process.

Staffing considerations are a consideration for the County in terms of both the implementation process as well as supporting the software once in an operations mode. Vendors are encouraged to submit questions to the County during the RFP questions period to solicit such additional information as is necessary to adequately estimate the resource commitments that would be expected of the County



during implementation, and post go-live for ongoing support of the system(s). Additional resource planning will be performed based upon the selected Proposer(s).

Proposers shall clearly indicate in the proposal responses the estimated level of the County resource involvement in the implementation process, in order to allow the County to perform adequate planning. the County will utilize the response to Proposers' Resource Hour Estimates in Tab 3 – Project Approach and Implementation Methodology, of Proposals as an input into the staffing plan the County develops, and requests that Proposers clearly articulate estimated staffing considerations in their responses.

## **2.4 Deployment Model**

The County is open to considering various deployment models and has structured the RFP to allow for the evaluation of the deployment model as but one factor in the overall procurement process. The County wishes to evaluate the greatest range of marketplace offerings feasible through this process.

The County recognizes there are many factors contributing to a comparison of cost Proposals for these various deployment methods including needed infrastructure and/or hardware costs, the potential for reduced hardware and support costs in hosted/SaaS models, a particular Proposer's approach to managing upgrades, and technical staffing needs. The County has a preference toward a Software as a Service (SaaS) deployment model, but also recognizes that the scope of this opportunity may result in the award to two or more vendors to address all functionality and the County wishes to evaluate the greatest range of available solutions in the market including those that may be locally hosted by the County. As such, the County is open to considering all deployment models considering the breadth of functionality and available solutions in the marketplace to address those functional areas. The County will consider, in no particular order, the following deployment models:

- a. On Premise (locally hosted at the County, perpetual licenses)
- b. Proposer hosted (hosted and managed by the Proposer, perpetual licenses)
- c. Software as a Service (SaaS or subscription-based models)

Cost sheets have been provided under **Attachment C1 – Cost Worksheets** for pricing each of the deployment models.

This solicitation is not a bid process nor will it follow a lowest-priced responsive Proposal process, but will be based on most advantageous Proposal(s) utilizing the Evaluation Criteria listed in the RFP, including the review of life cycle costs (i.e., recurring costs, hardware, third-party licenses, etc.).

In developing proposals, Proposer's shall clearly define the proposed deployment model including the licensing model as well as any perceived benefits of the proposed model. In the event two or more products are proposed under the same proposal (e.g., through a partnership or offered by the same company) the Proposer shall clearly indicate in both the technical proposal (Attachment A, Tab 2) and cost proposal (Attachment C1) the deployment model for each proposed software product.

The County does not have a preference as to a specific hosting location, but does have a requirement toward the hosting being within the contiguous United States. Vendors are requested to specify the hosting location in proposal responses, specifically as part of Tab 8 to proposal responses (please see Attachment A for further instruction).

## **2.5 Data Conversion**

The County recognizes the size and criticality of data conversion in a project such as this one. The County also recognizes the risk, time, and cost inherent in converting data from its legacy system to a new CCMS. For that reason, the County is open to alternatives to full data conversion and invites Vendors to propose effective strategies for managing legacy case data in a way that ensures continued digital accessibility. Specifically, the County seeks recommendations on:

- How to assess and classify legacy cases to determine which should be archived versus partially or fully migrated;
- The technical and functional approach to archiving cases, including how archived cases can be searched and accessed;
- Whether archived cases can be linked to or integrated with the new CCMS; and
- Workflow and system considerations for efficiently reactivating archived cases when action is required.

Additional documentation about the Data Conversion plan may be found in Attachment A – Proposal Response Forms, Tab 7, attached to this RFP

## 2.6 Number of Users

The following user counts by module contained in the table below are estimates and are provided for planning purposes only. The number of users represents the **anticipated future number of users of a new system**.

Participating Department	Estimated Number of Users
Circuit Clerk's Office	33
Circuit Court	27
Court Services and Probation	30
Jury	2
<b>Est. Number of Primary Users</b>	<b>92</b>

- **Named Users:** In the event a vendor licenses software using a named user basis only, the County expects that there will be approximately 92 named users in a future environment.
- **Concurrent Users:** In the event a vendor licenses software using a concurrent user basis, the County would expect that there will be a need for approximately 92 concurrent user licenses to be in place.

In addition to the internal County stakeholders and users, it is anticipated that the system will be indirectly or directly used by the public (such as attorneys and members of the public) by means of a public-facing portal. Any such public users cannot be quantified and are not included in the user counts above.

## 2.7 Potential Phasing and Target Live Dates

The County requests that offerors provide potential phase start and target go-live dates in proposal responses per Attachment A – Proposal Response Forms, Tab 5. These dates should be estimates based on anticipated resource requirements and dependencies between functional areas. These

dates are subject to negotiation. The County anticipates that implementation activities would begin in January 2026. The County would like to target December 2026 as a potential go-live date for all modules.

## 2.8 Current Applications Environment

The County implemented JANO in 2008. While the Circuit Clerk pays for and administers JANO, the SAO, CSP, and the Public Defender's Office also use it for records management and for its limited integration with the CCMS. JANO runs on an AS400 computer using a DB2 database. More information is below in Table 05.

**Table 05: Legacy System and Data Metrics**

Legacy System Information	
Vendor	JANO Technologies
System name	eMagnus MultiCourt
Year of initial deployment	2008
System type	Midrange IBM iSeries (AS400)
Programming language	AS400, RPG
Database type	DB2, IBM's DB2/400 version
Hosting model	On-prem servers
Operating systems and hardware dependencies	IBM iOS V7R4M0, system will only run on the IBM Power i platform
Legacy Data Metrics	
Parties and participant records	3,010,763
Docket entries	28,577,239
Hearings and events	6,245,204
Documents and files	3,800,896
Type of reporting tools	Custom reports written on the AS400 natively by vendor or custom reports written using Microsoft Access and ODBC connection to AS400
Known data challenges	<ul style="list-style-type: none"> <li>• Unresolved data issues from previous migration</li> <li>• Data entry practices changed in accordance with changes in processes and procedures</li> <li>• Codes no longer used have not been inactivated and are seen by front-end users</li> <li>• No central repository or authority for creating codes, processes, or users</li> <li>• Challenges in managing security at multiple levels</li> </ul>

Level of documentation available for data schema	Minimal data structure information available for the Court module; nothing available for Probation module.
Current interfaces	<ul style="list-style-type: none"> <li>Odyssey E-file and Serve – Tyler Technologies (unidirectional to)</li> <li>Enterprise Computer-Aided Dispatch – Tyler Technologies (unidirectional from)</li> <li>Brazos – Tyler Technologies (unidirectional from scheduled for August 2025)</li> <li>Real Vision Inc – Document barcode scanning (unidirectional to)</li> <li>Paylt – Payment processing platform</li> </ul>
Est. Number of Forms	200-250

## Other Major Applications

The County Court currently uses the following third-party applications outside of the CCMS. Many of these applications are listed in Table 07. **Identification of any potential future system interfaces is provided in Attachment B to this RFP.**

**Table 07: Additional Software Applications**

Additional Software Applications		
No.	Application	Use/Summary
1	Microsoft Access	Reports, workflow triggers, daily calendar
2	Excel	Financial and statistical tracking outside of the CCMS
3	Microsoft Word	
4	Microsoft PowerPoint	
5	Microsoft SharePoint	

## 2.9 Project Management Documentation

The following information establishes the expectation of the minimum level of project management documentation to be provided by Proposers as a part of, but not exclusively, the resulting implementation services offered. As part of the implementation scope, following signing of a contract, the selected Contractor(s) shall develop and provide the County with the following items:

- Project Management Plan: a detailed Implementation Project Plan that, at a minimum, includes the following:
  - Objectives
  - Deliverables and Milestones
  - Project Schedule
  - Resource Management Processes

- Scope Management Processes
- Schedule Management Processes
- Risk Management Processes
- Quality Management Approach
- Communication Management Approach
- Organizational Change Management Approach
- Status Reporting
- Data Conversion Plan
- Training Plan
- System Interface Plan
- Testing and Quality Assurance Plan
- Pre- and Post-Implementation Support Plan
- System Documentation
- Risk Register

Additional documentation about each Plan may be found in Attachment A – Proposal Response Forms, Tab 3, attached to this RFP.

## **2.10 Budget**

The County is committed to fully funding the one-time and recurring annual costs for the acquisition of the software (whether a licensed model or a subscription model is selected as a result of this process). The County intends to use the proposals received through this process to inform the budget development process. The County has performed initial, high-level estimations, for the acquisition of either a County-hosted, proposer-hosted, or cloud-based software solution including professional services and recurring maintenance/subscription costs. Recognizing the cost and payment differences between deployment models, a final budget will be programmed based on the results of this RFP and final contract negotiations.

The County is sensitive to the total costs and has listed cost as one of the several evaluation criteria in the RFP; however, this is not an opportunity to identify the lowest priced solution. This RFP opportunity is being presented as a best value solicitation, and not a lowest priced bid, opportunity.

## **2.11 Personnel**

All of Contractor's personnel providing goods and services under the contract shall possess the necessary skills, experience, and knowledge, to perform their assigned duties. In the event assigned personnel are providing non-conforming or unsuitable services, the County shall notify Contractor and provide the opportunity to rectify the deficiency. If unable to cure the nonconforming services, Contractor shall remove from the project and replace the Contractor's personnel that the County deems unsuitable for the project with a resource possessing the necessary skills, experience, and knowledge, to perform their assigned duties in a satisfactory manner.

## **2.12 Software Upgrades**

The County shall be entitled to any and all upgraded versions of the software covered in the contract that becomes available from the Contractor. Such upgrades shall be provided at no cost to the County

so long as a valid maintenance and support agreement, or if applicable software as a service licensing agreement, is in place.

### **2.13 Performance Review**

The Contractor may be required to meet with the County's Project Manager not less than once per quarter to conduct a performance review of the Contractor. These meetings will be either in person at the County offices, or via teleconference or web-conference. This performance review will include a review of the pricing, delivery performance, customer service, and improving operational efficiencies.

## 3 Proposal Evaluation and Award

### 3.1 Evaluation Process

The following subsection outlines the intended proposal evaluation process the County has identified. The County reserves the right to deviate from this process at its own discretion, and to (i) negotiate any and all elements of the RFP, (ii) amend, modify, or withdraw the RFP, (iii) revise any requirements under the RFP, (iv) require supplemental statements of information from any Proposer, (v) extend the deadline for submission of Proposals, (vi) cancel, in whole or part, this RFP if the County deems it is in its best interest to do so, (vii) request additional information or clarification of information provided in any Proposal without changing the terms of the RFP, (viii) award this project in whole or in part to a vendor other than the highest scoring vendor based on the determination of the best overall value and/or fit for the County, and/or (ix) waive any portion of the selection process in order to accelerate the selection and negotiation with the top-ranked Proposer. The County may exercise the foregoing rights at any time without notice and without liability to any Proposer, or any other party, for expenses incurred in the preparation of responses hereto or otherwise.

- a. **Vendor Shortlist:** The County Evaluation Committee will initially review and evaluate each Proposal received to determine the Proposer's ability to meet the requirements of the County. The evaluation criteria described in will be the basis for evaluation. The Evaluation Committee will determine the Proposers best suited to meet the needs of the County based on the scoring of the evaluation criteria. These Vendors will form the Vendor Shortlist.
- b. **Vendor Demonstrations:** The County, at its sole discretion, reserves the right to have system demonstrations with those Proposers on the Vendor Shortlist, or any other Proposer. Demonstrations may be conducted at the County offices or via teleconference. Demonstrations will involve a scripted demonstration. The schedule, scripts, and demonstration requirements will be provided with the invitation to participate in demonstrations. A Pre-Demonstration Vendor Teleconference will take place for those Vendors that have been shortlisted, and Proposers will have an opportunity to review the format of the demonstrations and ask questions related to procedure and specific demonstration scenarios. Vendors that are invited to participate in demonstrations are advised that the provided scripts must be strictly adhered to while presenting. Optional modules or functionality shall not be presented if they fall outside the scope of requested functionality or that functionality which has been proposed by the Proposers. The proposed version of the software must be shown and must not include any software that is under development or in beta testing. Evaluation Committee members will view the demonstrations, and additional County staff may also be in attendance to observe and provide informal feedback.
- c. **Reference Checks:** The County may employ a process of contacting references provided through Proposers' proposals. This process may include teleconference meetings, web conferences, and in-person meetings with references. The County reserves the right to conduct reference checks at any point in the evaluation process, and to contact other known users of the proposed system(s) beyond just those references provided.
- d. **Best and Final Offer and Request for Clarification:** A Best-and-Final-Offer process may be initiated if it is determined to be in the best interest of the County. Such process may be initiated following the identification of the Vendor Shortlist or at any other evaluation process

step. Additional processes of scope and cost clarification may be employed as part of the evaluation process if it is deemed to be in the County's best interest.

### 3.2 Clarification and Discussion of Proposals

The County may request clarifications and conduct discussions with any Proposer that submits a Proposal, including requesting additional information. The County reserves the right to select the Proposal or Proposals that it believes is the most responsive as determined by the County Evaluation Committee, which will best serve the County business and operational requirements, considering the evaluation criteria set forth below. Proposers shall be available for a system demonstration to the County staff on dates specified in [Table 02](#) or as otherwise requested by the County if selected for system demonstrations. Failure of a Proposer to respond to such a request for additional information, clarification, or system demonstrations may result in rejection of the Proposal. The initial evaluation may be adjusted because of a clarification under this section. The County reserves the right to waive irregularities in the Proposal content or to request supplemental information from Proposers.

### 3.3 Evaluation Criteria

As described in the preceding Evaluation process sub-section, the County intends to follow a cumulative approach to scoring based on key evaluation activities (e.g., scoring is conducted in a progressive manner, following various steps in the process). The County hereby reserves the right to evaluate, at its sole discretion, the extent to which each Proposal received compares to the stated criteria. Vendor proposals shall be evaluated in accordance with the following criteria, subject to variation at the sole discretion of the County:

**3.3.1 Short-List Identification:** the County intends to utilize the criteria presented in Table 08 following the Evaluation Team's review of Proposals.

**Table 08: Short-List Identification Criteria**

Criteria	Description	Points
Functionality	This criterion considers but is not limited to the following: <ul style="list-style-type: none"><li>• The proposer's written responses to the Functional and Technical Requirements for proposed functional areas and overall software solution.</li><li>• The ability for the proposed software to integrate with the County systems environment.</li></ul>	35
Technical	This criterion considers but is not limited to the following: <ul style="list-style-type: none"><li>• Alignment of the proposed software to the County's preferred technical specifications.</li><li>• The proposer's written response to each Potential Interface.</li><li>• The level of integration among proposed functional areas.</li></ul>	15
Approach	This criterion considers but is not limited to the following: <ul style="list-style-type: none"><li>• The described approach to implement an enterprise system to achieve the County's goals and objectives.</li><li>• The alignment of the proposed implementation timeline to the County's desired timeline.</li><li>• The distribution of implementation tasks among the County and proposer teams.</li></ul>	25



Criteria	Description	Points
	<ul style="list-style-type: none"> <li>The proposed resources hours among the County and proposer teams.</li> <li>The proposer's approach to key implementation tasks including but not limited to data conversion, testing, and training.</li> <li>The proposer's planned ongoing support and maintenance services.</li> </ul>	
Proposer Experience	<p>This criterion considers but is not limited to the following:</p> <ul style="list-style-type: none"> <li>The proposer's experience delivering the services requested in the RFP.</li> <li>The proposer's experience with similar implementations for comparable organizations.</li> <li>The proposer's experience deploying comparable interfaces to the County's related applications.</li> </ul>	20
Proposed Staff Experience	<p>This criterion considers but is not limited to the following:</p> <ul style="list-style-type: none"> <li>The experience of named staff delivering services requested in the RFP.</li> <li>The experience of named staff with similar implementations for comparable organizations.</li> <li>The qualifications of named staff to deliver the services requested in the RFP with a focus on business process optimization.</li> </ul>	5

**3.3.2 Finalists Identification:** the County intends to utilize the criteria presented in Table 09 following the demonstrations by Short-List vendors.

**Table 09: Finalist Identification Criteria**

Criteria	Description	Points
Functionality Demonstrated	This criterion considers new information learned through proposer demonstrations including but not limited to the demonstrated user interface and the alignment of demonstrated functionality with preferred business processes.	15
Technical Capabilities	This criterion considers new information learned through the Technical Discussion as part of proposer demonstrations as well as other sessions.	5
Approach Discussion	This criterion considers new information learned through the Implementation Approach Discussion as part of proposer demonstrations as well as other sessions.	5
Experience Discussion	This criterion considers new information learned through the Company Overview Discussion as part of proposer demonstrations as well as other sessions.	5
Reference Feedback	This criterion considers the feedback received from references related to the proposer's performance in the implementation including meeting project objectives and timelines, as well as the knowledge, skills, and experience of implementation staff;	20

Criteria	Description	Points
	capabilities of the software; and ongoing proposer performance with support and maintenance.	
Comparable References	This criterion considers the relevance of references related to organization size and location, structure of the organization, entity type (e.g., County/town/village), comparable scope, similar software version, and deployment model.	10

**3.3.3 Cost Point Allocation:** The County will evaluate cost proposals based upon this criteria. Cost points will be applied at the timing in the evaluation process as may be determined by the Evaluation Team. The County reserves the right to review cost proposals at any stage in the process to ensure pricing is within internal budget planning ranges. Cost points may be refined or replaced in the event of a subsequent Request for Clarification or Request for Best and Final Offer (BAFO).

**Table 10: Cost Point Criteria**

Criteria	Description	Points
Cost	<p>This criterion considers, as applicable, the price of the software licensing, services, and terms of any offered ongoing maintenance and support (including applicable service level agreements, disaster recovery, etc.) proposed in response to the information solicited by this RFP. Proposers will be evaluated on their pricing scheme, as well as on their price in comparison to the other proposers.</p> <p>In evaluating cost, the County may evaluate on a fully loaded ten-year cost of ownership. Fully loaded is defined to include (but is not limited to): software purchase and implementation costs; ongoing support and service costs; hardware costs; and associated hardware support costs. the County reserves the right to add their own estimates of the costs (including any anticipated savings) associated with the required level of internal staffing (business users and IT staff) for implementation and for ongoing support, hardware and overhead costs and savings, and may rely on the Proposer's resource estimates as a basis for their calculations.</p>	40

### **3.4 No Obligation, Right of Rejection, and Multiple Award**

The inquiry made through this RFP implies no obligation on the part of the County. This RFP does not constitute an offer or a contract with any Proposer or other party. The County reserves the right to reject any or all Proposals, in whole or in part, and to waive any informality in proposals received, deemed to be in the best interest of the County or to accept or reject all or any part of any Proposal. Proposals deemed to be received from debarred or suspended Vendors will be rejected. The County may reject any Proposal that is not responsive to all of the material and substantial terms, conditions, and performance requirements of this RFP. The County further reserves the right to award all, part, or none of the components/functional areas included in this RFP. In addition, the County reserves the right to make one or more awards to competing Proposers for subsets of functionality as a result of this RFP. The County also reserves the right to refrain from making an award if it determines it to be in its best interest. The County reserves the right to abandon the Project and/or to re-advertise and solicit other Proposals. The County reserves the right to create a Project of lesser or greater expense than described in this RFP or the Proposer's reply, based on the component prices or scope

submitted. The County reserves the right to cancel this solicitation or to change its scope if it is considered to be in the best interest of the County.

### **3.5 Offer Held Firm**

Unless otherwise specified, all bids/proposals submitted shall be valid for a minimum period of 180 calendar days following the date established for receiving bids/proposals. At the end of the 180 calendar days the bid/proposal may be withdrawn at the written request of the bidder/proposer. If the bid/proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is cancelled.

### **3.6 Contract Negotiation**

After final evaluation, the County may negotiate with the Proposer(s) of the highest-ranked Proposal. If any Proposer fails to negotiate in good faith, the County may terminate negotiations and negotiate with the Proposer of the next highest-ranked Proposal or terminate negotiations with any or all Proposers. If contract negotiations are commenced, they may be held at the County office locations or via teleconference. If contract negotiations are held, the Proposer will be responsible for all of Proposer's costs including, without limitation, its travel and per diem expenses and its legal fees and costs.

### **3.7 Failure to Negotiate**

If the selected Proposer:

1. Fails to provide the information required to begin negotiations in a timely manner
2. Fails to negotiate in good faith
3. Indicates it cannot perform the contract within the designated timeframes or within budgeted funds available for the Project
4. If the Proposer and the County, after a good-faith effort, cannot come to terms; then

The County may terminate negotiations with the Proposer initially selected and commence negotiations with the next highest-ranked Proposer. At any point in the negotiation process, the County may, at its sole discretion, terminate negotiations with any or all Proposers.

### **3.8 Contract Type**

The contract resulting from this RFP shall be in form and content satisfactory to the County and shall include, without limitation, the terms and conditions provided for in this RFP and any sample agreement provided by the County, and such other terms and conditions as the County deems necessary and appropriate. The resulting contract from this RFP shall be a not-to-exceed based contract, subject to the Payment Terms identified in Attachment C2 for the various cost types.

The standard of performance for the contract resulting from this RFP shall be in accordance with the highest applicable standards in the financial information software industry. The initial contract price will be based on prices submitted by the Selected Proposer, subject to contract negotiations with the County, and shall remain firm for the initial term of the contract. Price adjustments may be negotiated at the request of either party in the extension periods with mutual agreement of the parties. A party proposing a price change in an extension period must notify the other party at least one-hundred eighty (180) days prior to the commencement of any extension period.

### **3.9 Contract Changes**

Written requests for price changes, during the implementation process or thereafter, resulting from a change of scope, as initiated or requested by the County, must be submitted in writing to the County via Change Order. Any increase will be based on the Contractor's actual cost increase only, as shown in written documentation. All Change Order requests must be in writing, must not constitute increases in profit, and must contain data establishing or supporting the increase in cost. At the option of the County, (1) the request may be granted; (2) the Change Order may be modified to include a greater, or lesser, scope; or (3) the County and Proposer may continue with the Contract without change. the County will accept or reject all such written requests within ninety (90) days of the date of receipt of Contractor's request for price increase or receipt of proper written documentation, whichever is later.

If a price increase is approved, the County will issue an amendment or change order to the contract specifying the date the increase will be effective. All Services and related accessories are to be billed at prices in effect at the time the service was rendered or order was placed. If a price increase is rejected, the Contractor will be notified and, at the option of the County, the Contract may be (1) cancelled and the solicitation may be re-advertised; or (2) continued without change.

All other Contract changes will be effective only on written agreement signed by both parties.

### **3.10 Contract Approval**

The County's obligation will commence only following the County Board's approval of a Contract and the parties' execution of the Contract. Upon written notice to the Contractor, the County may set a different starting date for the Contract. The County will not be responsible for any work done or expense incurred by the Contractor or any subcontractor, even if such work was done or such expense was incurred in good faith, if it occurs prior to the Contract start date set by the County.

## 4 Submittal Response Format

### 4.1 General Instructions

The following instructions must be followed by Proposers submitting Proposals. Offers that do not comply with all instructions contained herein may be disqualified:

1. **Deadline:** The deadline for Proposal submissions is established in [Section 1.5](#). It will be the sole responsibility of the Proposer to submit its Proposal to the County before the closing deadline. Proposals shall remain sealed until the deadline has past.
2. **Hard Copy Proposals:** Hard copy proposals are required; Proposers shall submit one (1) hard copy original of the Technical Proposal and Price Proposal in separate three-ring binders with tab separators or otherwise under separate cover, clearly marked "Original". An electronic media file must also be submitted, Proposer must follow the naming and file formats identified in Table 12. Technical Proposals shall not include extraneous marketing materials.
3. **Email Proposals:** No emails will be accepted for proposal submission.
4. **Electronic Proposal:** Proposers shall submit along with the hard copy proposal, one (1) electronic version of the Technical Proposal with one (1) electronic version of the Price Proposal on separate removable devices (e.g., USB drive). The following table provides the required file formats and naming conventions for the electronic media files.

**Table 12: Proposal Naming and File Formats**

Proposal Section	Recommended File Naming Convention	Required File Format
<b>Technical Proposal</b> (Inclusive of Attachments A & B, and any Exhibits/Attachments)	"(Proposer Name)" Technical Proposal	All files combined into one (1) searchable Adobe PDF
Attachment B – Functional and Technical Requirements	"(Proposer Name) Proposal Response to Attachment B"	To be submitted in Microsoft Excel format, in addition to above PDF format
<b>Price Proposal</b> (Inclusive of Attachments C1 and C2, Proposer's Standard Travel and Expense Policy, and any Appendices)	"(Proposer Name)" Price Proposal	All files combined into one (1) searchable Adobe PDF
Attachment C1 – Cost Worksheets	"(Proposer Name) Proposal Response to Attachment C1"	To be submitted in Microsoft Excel format, in addition to above PDF format

5. **Amendment of Proposals:** Proposers may amend Proposals prior to the deadline set for receipt of Proposals. In the event an Addenda is issued and a Proposer has previously submitted a Proposal in response to this RFP, the Proposer shall notify the County via email of the need to submit an amendment, and clearly outline the reasons in writing. No amendments will be accepted after the deadline unless they are in response to a request of the County.
6. **Delivery/Mailing Instructions:** Sealed Proposals shall be clearly labeled on the outside of the packaging with the RFP Title and RFP Number. The mailing address for Proposals is

contained in the following table.

**Table 13: Proposal Mailing Addresses**

<b>Mailing Address</b>
Susan McGrath Champaign County Circuit Clerk's Office 101 East Main Street Urbana, IL 61801

## **4.2 Technical Proposal Organization Guidelines**

Proposers are instructed to insert the completed Tab forms (**Attachment A – Proposal Response Forms**) in the corresponding Tab sections as a part of their response to the Technical Proposal. **the County expects that Proposers will include additional proposal content beyond simply completing the forms and worksheets provided through this RFP.** The following table contains the organization guidelines for Proposal responses.

**Table 14: Technical Proposal Organization Guidelines**

<b>Proposal Tab No.</b>	<b>Technical Proposal Section</b>
<b>Tab 1</b>	Company Introduction and Relevant Experience
<b>Tab 2</b>	Software Solution
<b>Tab 3</b>	Project Approach and Implementation Methodology
<b>Tab 4</b>	Key Proposed Personnel and Team Organization
<b>Tab 5</b>	Project Schedule
<b>Tab 6</b>	System and Application Architecture
<b>Tab 7</b>	Data Conversion Plan
<b>Tab 8</b>	Security and Software Hosting
<b>Tab 9</b>	Testing and Quality Assurance Plan
<b>Tab 10</b>	Training Plan
<b>Tab 11</b>	References
<b>Tab 12</b>	Sample Contracts, Warranty, and Escrow
<b>Tab 13</b>	Exceptions to Project Scope and Contract Terms
<b>Tab 14</b>	Please insert the response to Attachment B, Functional and Technical Requirements, following Attachment A consolidated PDF Technical Proposal submission.

## **4.3 Content for Tabs 1 – 14**

### **1. Tabs 1 – 132**

- i. Attachment A – Proposal Response Forms is a Word document that provides detailed instructions and requirements for the Proposer as it relates to the documents to be submitted as their RFP response and Services required for

the Project. Proposers are instructed to organize Proposals in a tabbed format and to insert the completed Tab forms (Attachment A – Proposal Response Forms) in the corresponding Tabs as a part of their response to the Proposal. In addition to the information captured through the questions and tables in Attachment A – Proposal Response Forms, Proposers are requested to provide complementary narrative information, diagrams, and images to help substantiate and support their proposal response to each Tab section. Proposers are directed to Attachment A – Proposal Response Forms, which includes forms, tables, and questions that are to be completed by the Proposer and inserted into each applicable tab of the RFP response (Tab 1 – 13).

## **2. Attachment B: Tab 14**

- i. Attachment B – Functional and Technical Requirements/Capabilities is an Excel document that provides detailed requirements and capabilities related to software features and functions, as well as potential interfaces and data conversion requirements. This tab is to include Proposer's response as detailed in Attachment B – Functional and Technical Requirements/Capabilities, which is an Excel document to be filled out by the Proposer. Proposers are to provide Attachment B in both Excel format, and also in PDF format appended to the responses to Attachment A Tabs 1-13.

## **3. Proposal Supplements**

- i. Any Proposer-submitted materials or documentation not specifically requested through this RFP may be included as Supplements to the Proposal.

## **4.4 Price Proposal**

The Proposer's Price Proposal shall consist of two sections, as further described below:

1. The completed Cost Worksheets as contained in Attachment C1 – Cost Worksheets. Proposers shall not modify the worksheets in any way.
2. A narrative description of the proposed costs in response to Attachment C2 – Cost Narrative, including:
  - The Proposer's pricing as provided in vendor's standard quoting/pricing format.
  - The Proposer's standard travel and expense policy.

## **5 Terms and Conditions**

### **CONTRACTUAL REQUIREMENTS & TERMS AND CONDITIONS**

The following terms and conditions apply to this RFP solicitation process and will be incorporated into the resulting contract as applicable. The County expects the resulting contract to include the RFP and proposal response as exhibits.

#### **5.1 Indemnification**

Vendor shall indemnify, defend, and hold Champaign County, Illinois, harmless from and against all claims, losses, damages, or costs arising from or in any way related to Vendor's breach of the foregoing warranties under the agreement resulting from this RFP. This indemnification shall not be subject to any limitations of remedies or warranties which are contained in the agreement resulting from this RFP or any other agreement and shall survive termination of this or any other agreement between the parties hereto or thereto.

#### **5.2 Records and Audits**

The Consultant shall maintain such detailed records as may be necessary to demonstrate its performance of the duties required by the agreement resulting from this RFP, including the date, time, and nature of services rendered. These records shall be maintained for a period of three years from the date of the final payment under the agreement resulting from this RFP and shall be subject to inspection by County. The County shall have the right to audit any billings or examine any records maintained pursuant to this Agreement both before and after payment. Payment under this Agreement shall not foreclose the right of County to recover excessive and/or illegal payments.

#### **5.3 Incurred Expenses**

There is no express or implied obligation for the County to reimburse Respondents for any costs or expenses incurred in preparing Proposals in response to this RFP, and the County will not reimburse Respondents for these costs or expenses, nor will the County pay any subsequent costs associated with the provision of any additional information or presentations, or to procure a contract for these Services. The County is not responsible for any cost(s) incurred by a Respondent in preparing and/or submitting a Proposal in response to this RFP. The County will also not be responsible for any costs associated with preparing and/or participating in any systems demonstrations requested of the Respondent's products and Services.

#### **5.4 Authorized Signatures**

The proposal must be executed personally by the vendor or duly authorized partner of the partnership or duly authorized officer of the corporation. If executed by an agent, a power of attorney or other evidence of authority to act on behalf of the vendor shall accompany the proposal to become a valid offer.

#### **5.5 Rights to Submitted Material**

It shall be understood that all Proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and Proposals or referencing information submitted in response to this RFP, shall become the property of the County, and will not be returned. The County



will use discretion with regard to disclosure of proprietary information contained in any response, but cannot guarantee information will not be made public. As a government entity, the County is subject to making records available for disclosure.

## **5.6 Confidential Information**

Any written, printed, graphic, electronic, or magnetically recorded information furnished by the County for the Proposer's use are the sole property of the County. This proprietary information includes, but is not limited to, customer requirements, customer lists, marketing information, and information concerning County employees, products, services, prices, operations, security measures, and subsidiaries.

The Proposer and its employees shall keep this confidential information in the strictest confidence and will not disclose it by any means to any person except with County approval, and then only to the extent necessary to perform the work under the contract. These confidentiality obligations also apply to the Proposer's employees, agents, and subcontractors and Proposer shall be liable for a breach of the confidentiality obligations by any such party. On termination of the contract, the Proposer, its employees, agents, and subcontractors will promptly return any confidential information in its possession to the County.

## **5.7 Waiver of Claims**

Each Offeror by submission of a response to this RFP waives any claims it has or may have against the County, and their respective employees, officers, members, directors and partners; The County's Representative and its employees, officers, members, directors and partners; and the County, its employees, officers and elected officials, agents, representatives, that are connected with or arising out of this RFP, including, the administration of the RFP, the RFP evaluation, and the selection of qualified Proposers. Submission of proposal indicates Proposer's acceptance of the evaluation technique. Without limiting the generality of the foregoing, each Proposer acknowledges that the basis of selection and that the evaluations shall be made public in accordance with applicable law and waives any claim it has or may have against the above-named persons, due to information contained in such evaluations.

## **5.8 Statutory Information**

Any contract or agreement resulting from this RFP shall be construed in accordance with the laws of the State of Illinois. Any litigation between the parties arising out of, or in connection with, the contract shall be initiated and prosecuted in federal or state court in Champaign County, Illinois.

## **5.9 Non-Discrimination Clause**

During the performance of the contract, the Contractor and all subcontractors will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance. The Contractor and all subcontractors will take affirmative action to ensure that all employment practices are free of such discrimination. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

## **5.10 Force Majeure**

Neither Party shall be in default by reason of any failure in performance of the resulting contract if such failure is proximately caused by causes beyond their reasonable control and without the fault or negligence of said Party including, without limitation, unforeseeable acts of nature; terrorism or other acts of public enemy; war and epidemics or quarantine restrictions ("force majeure"). If either Party is delayed at any time in the progress of the work governed by the contract by force majeure, the delayed Party shall notify the other Party in writing of such delay, as soon as is practical, of the commencement thereof and shall specify the cause(s) of such delay in the notice. The notice shall be hand-delivered or mailed certified-return receipt and shall make a specific reference to this provision. The delayed Party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time of completion shall be extended by contract modification for a period of time equal to the time that results or effects of such delay prevent the delayed Party from performing in accordance with this contract.

### **5.11 Policy Compliance**

The Proposer shall, as a condition of being considered for award of the contract, require each of its agents, officers, and employees to abide by any provided County policies prohibiting sexual harassment, firearms, and smoking, as well as all other reasonable work rules, safety rules, or policies regulating the conduct of persons on County property at all times while performing duties pursuant to the contract. The Proposer agrees and understands that a violation of any of these policies or rules will constitute a breach of the contract and will be sufficient grounds for immediate termination of the contract by the County.

### **5.12 Compliance with Federal, State, County, and Local Laws**

Proposals must comply with all federal, state, and local laws. Any vehicles or equipment shall contain all standard safety, emission, and noise control requirements required for the types and sizes of equipment at the time of their manufacture. The contractor agrees, during the performance of work or service, to comply with all applicable codes and ordinance of Champaign County, or the State of Illinois, as they may apply, as these laws may now read or as they may hereafter be changed or amended.

### **5.13 Patents and Copyrights**

The successful vendor agrees to protect the County from claims involving infringements of patents and/or copyrights.

### **5.14 Invalid, Illegal, or Unenforceable Provisions**

In case any one or more of the provisions contained in the Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this contract shall be considered as if such invalid, illegal, or unenforceable provision had never been contained herein.

### **5.15 County Property**

The use of any and all County property by Contractor or its agents must be approved in advance by the County.

### **5.16 Rights of Use**

The Contractor agrees that the County will own and have the right to use, reproduce and apply as it desires, any data, reports, analyses and materials which are collected or developed by the Contractor or anyone acting on behalf of the Contractor as a result of this contract.

### **5.17 Ownership of Data and Transition**

Any and all County data stored on the Contractor's servers or within the Contractor's custody is the sole property of the County. The Contractor, subcontractor(s), officers, agents, and assigns shall not make use of, disclose, sell, copy or reproduce the County's data in any manner, or provide to any entity or person outside of the County without the express written authorization of the County.

In the event resulting Agreement is terminated for any reason, or upon expiration, and in addition to all other rights to property set forth, the Selected vendor shall:

- a. Incur no further financial obligations for materials, Services, or facilities under the Agreement without prior written approval of the County;
- b. Terminate all purchase orders or procurements and any subcontractors and cease all work, except as the County may direct, for orderly completion and transition; and
- c. Make available to the County, at no cost, all County data stored within the system, stored on the Contractor's servers, or within the Contractor's custody, within fifteen (15) days of termination or County request. Such data shall be provided in a machine-readable format as agreed-upon by the parties;
- d. Work with the County and any other vendor the County may be working with to transfer or migrate all County information or data to another system, even if the County must pay the Selector vendor a reasonable fee;

In the event resulting Agreement is terminated for any reason, or upon expiration, and in addition to all other rights to property set forth, the County shall:

- e. Retain ownership of all data, work products, and documentation, created pursuant to the resulting Agreement.

### **5.18 Data Privacy and Security**

Contractor shall comply with all relevant federal, state, and local laws and regulations on security and privacy. Contractor shall have and follow a disaster recovery plan. Contractor shall only store and process County data within the continental United States. If applicable to the Contract, the Contractor shall back up all County data daily to an offsite hardened facility.

**State of Illinois**  
**Intergovernmental Agreement**  
between the  
**Illinois Department of Healthcare and Family Services**  
and the  
**Champaign County State's Attorney**  
Agreement No. 2026-55-013-A

Pursuant to the authority granted by Article VII, Section 10 of the 1970 Illinois Constitution and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, the **Illinois Department of Healthcare and Family Services** (hereinafter referred to as Department), and **Champaign County State's Attorney** (hereinafter referred to as Contractor), in consideration of the mutual covenants contained herein, agree as follows:

**WHEREAS**, the Department administers the Child Support Enforcement program under Title X of the Illinois Public Aid Code (305 ILCS 5/10-1 *et seq.*) and Title IV-D of the Social Security Act (42 U.S.C. 651, *et seq.*) ("Child Support Enforcement"); and

**WHEREAS**, the Department seeks legal services; and

**WHEREAS**, the Contractor desires to provide these services under the terms and conditions of this Agreement;

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

## **ARTICLE 1 — DEFINITIONS**

As used in this Agreement, the following terms have the following meanings:

- 1.1** "Child Support Services" means the program administered by the Department under Article X of the Illinois Public Aid Code 305 ILCS 5/10-1 *et seq.*
- 1.2** The term "IV-D" refers to the Child Support Services set forth in 89 Illinois Administrative Code 160.10 established in compliance with Title IV-D of the Social Security Act (42 U.S.C. 651, *et seq.*).
- 1.3** The term "IV-D matter" is defined and it includes all administrative and judicial proceedings involved in the establishment of parentage and the establishment, modification, enforcement and collection of all IV-D Child Support obligations on behalf of IV-D clients. This Agreement applies to judicial proceedings IV-D matters only unless otherwise specifically provided.
- 1.4** The term "non-IV-D" is defined as that which pertains to any support matter other than IV-D as defined in Sections 1.2 and 1.3.
- 1.5** The term "TANF" is defined as Temporary Assistance to Needy Families.
- 1.6** The term "KIDS" is defined as the Department's child support enforcement computer system (Key Information Delivery System).
- 1.7** The term "ALN" is defined as Assistance Listing Number. Child Support Services' ALN Number is 93.563.

## **ARTICLE 2 — TERM AND SCOPE**

- 2.1 Term.** The term of this Agreement shall be from July 1, 2025, through June 30, 2027, unless the Agreement is otherwise terminated as set forth herein.
- 2.2 Renewal.** This Agreement is not subject to renewal.
- 2.3 Entirety of Agreement.** The terms and conditions of this Agreement along with applicable Department Administrative Rules and any documents expressly incorporated herein shall constitute the entire present agreement between the parties. This Agreement constitutes a total integration of all rights, benefits and obligations of the parties, and there exist no other agreements or understandings, oral or otherwise, that bind any of the parties regarding the subject matter of this Agreement. This Agreement supersedes and revokes any prior Agreement between the parties as to the subject matter of this Agreement.

## ARTICLE 3—TERMINATION OF AGREEMENT

- 3.1 Availability of Appropriations; Sufficiency of Funds.** This Agreement is contingent upon and subject to the availability of sufficient funds. The Department may terminate or suspend this Agreement, in whole or in part, without penalty or further payment being required, if (i) sufficient State funds have not been appropriated to the Department, or sufficient Federal funds have not been made available to the Department by the Federal funding source, (ii) the Governor or the Department reserves appropriated funds, or (iii) the Governor or the Department determines that appropriated or Federal funds may not be available for payment. The Department shall provide notice, in writing, to Contractor of any such funding failure and its election to terminate or suspend this Agreement as soon as practicable. Any suspension or termination pursuant to this Section will be effective upon Contractor's receipt of notice.
- 3.2 Termination Without Cause.** Notwithstanding any contrary provision in this Agreement, this Agreement may be terminated at the option of the Department upon thirty (30) days' written notice to Contractor. If the Department elects to terminate, Contractor shall be entitled to payment for satisfactory services rendered under the Agreement up to the time of termination.
- 3.3 Termination For Cause.** In the event of Contractor's or the Department's failure to comply with a term of this Agreement, either party may provide written notice to the other of the breach. If such breach is not cured to the satisfaction of the non-breaching party within sixty (60) days after such written notice, or within such time as reasonably determined by either party and specified in the notice, the non-breaching party may proceed to termination by serving a written notice of termination upon the breaching party, which shall immediately terminate this Agreement.
- 3.4 Notice of Change in Circumstances.** In the event Contractor becomes a party to any litigation, investigation or transaction that may reasonably be considered to have a material impact on Contractor's ability to perform under this Agreement, Contractor will immediately notify the Department in writing.
- 3.5 Nonwaiver.** Failure of either party to insist on performance of any term or condition of this Agreement or to exercise any right or privilege hereunder shall not be construed as a continuing or future waiver of such term, condition, right or privilege.
- 3.6 Inability to Perform.** Failure by either party to perform its duties and obligations will be excused by unforeseeable circumstances beyond its reasonable control, including acts of nature, acts of the public enemy, riots, labor or material shortages, labor disputes, fire, flood, explosion, legislation, and governmental regulation.
- 3.7 Transition Plan.** In the event of a termination, the Contractor, the Department and the Office of the Illinois Attorney General will cooperate to create and implement a plan, including cost, to transition the child support enforcement services.
- 3.8 Other Termination Rights.** This Agreement may be terminated upon written notice by either party in the event of the following.
- 3.8.1** Failure of either party to maintain the representations, warranties and certifications set forth in this Agreement.
  - 3.8.2** Any case or proceeding is commenced by or against Contractor seeking a decree or order with respect to the other party under the United States Bankruptcy Code or any other applicable bankruptcy or other similar law, including, without limitation, laws governing liquidation and receivership, and such proceeding is not dismissed within ninety (90) days after its commencement.
  - 3.8.3** Material misrepresentation or falsification of any information provided by either party in the course of dealings between the parties.
  - 3.8.4** Failure of the parties to negotiate an amendment necessary for statutory or regulatory compliance as provided in this Agreement.

## ARTICLE 4—AGREEMENT MANAGEMENT AND NOTICES

- 4.1 Agreement Management.** The Department shall designate an Agreement Manager who will facilitate communication between Contractor and various administrative units within the Department. All communications from Contractor to the Department pertaining to this Agreement are to be directed to the Agreement Manager at the address and telephone number set forth herein. Nothing in this section shall be construed to prevent the Department's counsel from contacting Contractor or Contractor's counsel.

- 4.2 Notices.** All written notices, requests and communications, unless specifically required to be given by a specific method, may be: (i) delivered in person, obtaining a signature indicating successful delivery; (ii) sent by a recognized overnight delivery service, obtaining a signature indicating successful delivery; (iii) sent by certified mail, obtaining a signature indicating successful delivery; (iv) transmitted by telefacsimile, producing a document indicating the date and time of successful transmission, to the address or telefacsimile number set forth below, or (v) electronic mail to the e-mail address set forth below. All telephonic communications between the parties shall be made to the telephone number(s) set forth below. Either party may at any time give notice in writing to the other party of a change of name, address, telephone, telefacsimile number, or e-mail address.

**To Contractor:** Julia Rietz  
Champaign County States Attorney  
101 East Main Street  
Urbana, IL 61801

**Telephone:** 217-384-3733

**Fax:** 217-384-3816

**Email:** jrietz@champaigncountyil.gov

**To Department:** Illinois Department of Healthcare and Family Services  
Child Support Services  
Christine Towles  
115 S LaSalle Street, 18<sup>th</sup> Floor  
Chicago, IL 60603

**Telephone:** 630-743-9340

**Email:** Christine.Towles@illinois.gov

## **ARTICLE 5 — RIGHTS AND RESPONSIBILITIES**

### **5.1 Contractor's Performance of Services and Duties.**

- 5.1.1** Contractor shall perform all services and other duties as set forth in this Agreement in accordance with, and subject to, applicable Administrative Rules and Departmental policies and procedures including rules and regulations which may be issued or promulgated from time to time during the term of this Agreement. Contractor shall be provided access of such policies, procedures and policy changes.
- 5.1.2** Contractor shall ensure that its employees who provide services under this Agreement are skilled in the profession for which they will be employed. In the event that the Department determines that any individual performing services for Contractor hereunder is not providing such skilled services, the Department shall promptly so notify Contractor and Contractor shall replace that individual.
- 5.1.3** Contractor shall accept for handling all IV-D matters, as defined in Section 5.3 of this Agreement and to perform and comply with the duties set forth in the Appendices, attached hereto and made a part hereof.
- 5.1.4** Contractor and the Department shall provide initial and ongoing training to newly assigned and existing Contractor staff necessary to carry out the responsibilities of this Agreement, including, but not limited to IV-D policy and procedure, Key Information Delivery System (KIDS), or any successor system, statutory provisions and case decisions relating to child support and any other matters mutually agreed upon by the parties. As the Department transitions to its new statewide automated child support system, the contractor shall utilize this system to: (1) perform the services and duties as outlined in this IGA; and (2) adapt and modify their work processes and procedures to comply with the new system requirements.
- 5.1.5** Contractor shall maintain and provide to the Department and the Office of the Illinois Attorney General a copy of the Contractor's policy and procedure manual, if any, covering all IV-D activities and functions. Updates, corrections or changes affecting IV-D procedure will be submitted to the Department five (5) business days prior to their occurrence.
- 5.1.6** Contractor shall submit any reports required by the Department, the format and content of which shall be as specified by the Department after consultation with contractor, and any report required by the Federal Office of Child Support Services.

- 5.1.7 Contractor shall report to the Department, within five (5) business days any information obtained which may be relevant to the eligibility of a Title IV-D client for Public Assistance or for IV-D services.
- 5.1.8 Contractor and the attorneys it employs shall represent the Department exclusively when handling any case referrals made by the Department under this Agreement. Contractor and the attorneys it employs do not represent the custodial parent, non-custodial parent or any party to the action other than the Department. If Contractor's Office determines that there is an ethical bar to handling a legal action referral (LAR), it shall appoint or ask the court to appoint a Special Assistant State's Attorney for the purpose of representing the Department on said referral. If the State's Attorney in his or her private practice, has previously represented one of the parties in the matter referred to the State's Attorney's Office, the State's Attorney's may forward the referral to the Attorney General's Office for the purpose of representing the Department on said referral.
- 5.1.9 Contractor understands that the Attorney General is the legal representative for the Department with regard to all appellate proceedings involving Title IV-D cases. The contractor shall work with the Department, and the Attorney General's Office to address and prepare cases for appeal where the decisions rendered by judiciary create disparity of treatment afforded to IV-D Client, inconsistent with State Law and State policies and procedures, Federal law and regulations, and case law.
- 5.1.10 Contractor shall prohibit attorneys employed by Contractor's Office in a full or part-time capacity from accepting any private employment or legal work or from providing any legal advice to any person or entity that would present a conflict of interest or the appearance of a conflict of interest for Contractor's Office, or the attorney personally, in connection with Contractor's representation of the Department under the terms of this Agreement.

## **5.2 Consultation and Performance Reviews.**

- 5.2.1 Contractor shall consult with and keep the Department fully informed as to the progress of all matters covered by this Agreement.
- 5.2.2 Contractor will be monitored by the Division of Child Support Services. If the Department determines that the Contractor's attempt to comply with one or more provisions of this Agreement is unacceptable, Contractor will develop and submit to the Agreement Manager or the Agreement Manager's designee a written plan for corrective action by mutual agreement with the Department. A corrective action plan must detail the steps to be taken to bring provision(s) into compliance and an estimate as to when compliance will be achieved. Within thirty (30) calendar days after receipt of the Department's request for a corrective action plan, Contractor shall provide a written plan to the Department. If a written corrective action plan is not received within the thirty (30) calendar day period, the Department may withhold funding. Contractor agrees to take all prescribed steps and actions to comply with the requirements of any corrective action plan agreed upon by the parties.
- 5.2.3 The Department may conduct a post-performance review of Contractor's performance under the Agreement. Contractor shall cooperate with the Department in this review, which may require Contractor to provide records of Contractor's performance, including expense information, as set forth in Section 7.4.2.

## **5.3 Contractor's Duties. The Contractor shall:**

- 5.3.1 Act upon each referral for legal action within thirty (30) calendar days after receipt, by filing, advancing, or rejecting with cause, each child support case referred to the Contractor, consistent with the Illinois Code, Civil Procedures, Child Support Statutes and the Rules of the Circuit Court of Champaign, Illinois.
- 5.3.2 Cause or request summons, alias summons, and petitions, to be prepared and filed with the Circuit Clerk within thirty (30) calendar days after the Contractor's receipt of written notice of location of absent parent by the Department and enter all court dates into KIDS, or any successor system.
- 5.3.3 Record in KIDS, or any successor system, the successful and unsuccessful attempts to serve process within five (5) business days of receiving results of attempts.
- 5.3.4 Within five (5) business days after determining the whereabouts of the absent parent is unknown change status of current address in KIDS, or any successor system, to previous.
- 5.3.5 Within ninety (90) calendar days after receipt of referral by the Department for the establishment of a support order, either

- a. establish an order for support regardless of whether parentage has been established on cases referred by the Department to the Contractor, or
- b. effect service of process necessary to commence proceedings to establish support and, if necessary, parentage (or document unsuccessful service of process, in accordance with the Department's guidelines defining diligent efforts to serve process in 89 Ill. Adm. Code 160.85 by retaining a copy of the return of service in the case file).

Contractor will also ensure that any deviation from guidelines is noted and explained on the order, and that the amount that would have been ordered under the guidelines is shown. Contractor shall follow state presumptive guidelines on parentage cases. In all parentage cases, support will be calculated from the date the respondent was served with the complaint. Retroactive support will be requested, consistent with State law and Department rules. Temporary support will be requested until a permanent support order is entered, consistent with State law.

- 5.3.6** Complete actions to establish an order for support regardless of whether parentage has been established from the date of service of process within the following time frames:
  - a. 75 percent in six (6) months; and
  - b. 90 percent in twelve (12) months.
- 5.3.7** Seek medical insurance coverage for each minor child or each special need child. Medical insurance coverage must be addressed in all support orders.
- 5.3.8** Seek entry of orders that provide for immediate income withholding.
- 5.3.9** Unless time limitations are caused by events outside the control of the Contractor, notify the Department at least thirty (30) calendar days in advance of the court date, of the need for Department services, including but not limited to, initial or updated arrearage calculations.
- 5.3.10** Ensure that orders are accurate and complete and submitted to the Clerk of the Circuit Court after the end of each court session.
- 5.3.11** Seek from each non-custodial parent appearing in court his or her Social Security Number, source and the amount of income, home address and employer address. Record any informational additions or changes on the order or data sheet, for data entry into KIDS, or any successor system.
- 5.3.12** Record in KIDS, or any successor system, within five (5) business days after a client fails to cooperate in court or fails to keep a scheduled appointment with a member of the Contractor's Office necessary to proceed with the case and subsequent cooperation with the Contractor in the above. Contractor will ensure all instances of client non-cooperation and cooperation are addressed in the relevant court order.
- 5.3.13** Provide to the Department a copy of all orders, including the Uniform Order of Support, and related data sheets within five (5) business days after the legal action.
- 5.3.14** Provide to the Department information on a client that the Contractor suspects is receiving TANF illegally.
- 5.3.15** Not compromise a debt owed to the Department by agreeing to the reduction of arrearage owed to the Department without the Department's expressed prior approval. Doing so shall result in a reduction of funds payable to the Contractor equal to the amount of the reduction of the debt. If the Contractor relies upon the Department calculations when providing arrearage figures to the court, the Department will not be entitled to liquidated damages. At no time will the Contractor agree to entry of an order excluding use of an Offset Program.
- 5.3.16** Not enter into or agree to the settlement of a pending action in an IV-D case to adjudicate parentage where such settlement contains the exchange of a finding of parentage for a duty of support.
- 5.3.17** Immediately upon becoming aware that a case decision may be appealed by the responding party, or that an adverse case decision is a likely candidate for appeal by the Department, the Contractor shall provide the Department with the notice of appeal or copy of the adverse case decision and all supporting documentation in the format prescribed by the Department to:



Illinois Department of Healthcare  
and Family Services  
Office of General Counsel  
401 S. Clinton Street, 6th Floor  
Chicago, Illinois 60607

Illinois Department of Healthcare  
and Family Services  
Child Support Services  
Christine Towles  
115 S LaSalle Street, 18<sup>th</sup> Floor  
Chicago, IL 60603

Office of the Illinois Attorney General  
Child Support Enforcement Division  
115 S. LaSalle Street, 30th Floor  
Chicago, Illinois 60603

- 5.3.18** Provide to the Department's IV-D Judicial Legal Liaison copies of orders where the Court has directed the Department to take a specific action within five (5) business days after entry of order.
- 5.3.19** When requested to do so by the Department, file appropriate post hearing motions in the trial court in connection with adverse case decisions.
- 5.3.20** Cause all Payment Patch Change Notices referred by the Department to be filed within 14 days with the Clerk of the Circuit Court and enter the data into KIDS, or any successor system.
- 5.3.21** Record in KIDS, or any successor system, the information required for production of complete and accurate KIDS, or any successor system, generated monthly activity reports as stipulated in the training in the manual provided by the Department for KIDS, or any successor system, data entry.
- 5.3.22** Keep the Department informed of Contractor staff assignments as they relate to this Agreement by notifying the Contract Manager.
- 5.3.23** Respond to status requests and inquiries from the Department within five (5) business days after the request or inquiry.
- 5.3.24** Correct technical non-substantive errors on rejected orders within two (2) weeks after being notified of the error, and file motions to correct substantive errors such that the errors are corrected within sixty (60) calendar days after being notified of the error. However, if the order was prepared pro se, by a private attorney, or by "Friend of the Court" on behalf of an NA client, the requirement to correct within deadlines specified do not take effect until the client accepts the State's Attorney's appearance in the NA case.
- 5.3.25** Seek an order for Court Monitored Job Search for unemployed but employable non-custodial parents, pursuant to the policy and procedures in effect for these programs.
- 5.3.26** Seek orders specifying the amount of arrearage owed and oppose entry of orders containing language departing from federally required distribution of child support payments. All child support orders entered must be made payable to the State Disbursement Unit.
- 5.3.27 Federal Tax Information.** In performance of this agreement, the Contractor agrees to comply with and assume responsibility for compliance by its employees with the following requirements:
- a.** All work will be performed under the supervision of the Contractor or the Contractor's responsible employees.
  - b.** Any Federal tax returns or return information (hereafter referred to as returns or return information) made available shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Inspection by or disclosure to anyone other than an officer or employee of the Contractor is prohibited.
  - c.** All returns and return information will be accounted for upon receipt and properly stored before, during, and after processing, and will be disposed of in a manner that renders the information unreadable or unusable, such as shredding to 5/16-inch-wide or smaller strips. In addition, all related output and products will be given the same level of protection as required for the source material.
  - d.** No work involving returns and return information furnished under this contract will be subcontracted without prior written approval of the IRS.
  - e.** The Contractor will maintain a list of employees authorized access. Such list will be provided to the Department and, upon request, to the IRS reviewing office.
  - f.** The Department will have the right to void the contract if the Contractor fails to provide the safeguards described above.

**5.4 Department's Duties.** The Department shall:

- 5.4.1** Refer or cause to be referred to Contractor IV-D matters involving the establishment of parentage and the establishment, modification, enforcement and collection of child support obligations.
- 5.4.2** Inform Contractor of changes and amendments to Federal and State laws, rules, regulations, policy and procedures affecting the handling of IV-D cases by Contractor within five (5) business days after receiving said changes and amendments.
- 5.4.3** Provide assistance to Contractor in the preparation of pleadings, including a determination of arrearages owed, as reflected in Department, State Disbursement Unit and court payment records.
- 5.4.4** Review all cases referred to Contractor to ensure that information is both pertinent and accurate and that documents are complete.
- 5.4.5** Make available to Contractor the services of its State Parent Locator Service.
- 5.4.6** Provide access to IV-D case records of the Department for use by Contractor in performing its duties under this Agreement.
- 5.4.7** Inform Contractor, within time periods required by Federal regulations or Department policy, of any change in the status or composition of an IV-D case which would affect handling of the case by Contractor.
- 5.4.8** Monitor on a monthly basis Contractor's performance of and compliance with the duties undertaken in this Agreement.
- 5.4.9** Provide training to Department or Contractor staff on specific issues of mutual concern.
- 5.4.10** Furnish, at the request of Contractor, available assistance, information and documents needed by Contractor in order to verify payments, amount of collections, or reduction of claims.

**5.5 Joint Obligations.** The parties agree that the duties undertaken in this Agreement shall be performed in accordance with all applicable Federal and State laws, rules, regulations, policy and procedures including, but not limited to the following:

- 5.5.1** Title IV-D of the Social Security Act, 42 USC section 651 *et seq.*
- 5.5.2** Federal regulations promulgated under Title IV-D of the Social Security Act and appearing at Title 45 Code of Federal Regulations.
- 5.5.3** Department rules pertaining to the establishment of parentage and the establishment, modification and enforcement of child support and medical support obligations in IV-D cases, appearing in Article XI of the Illinois Public Aid Code and Title 89 Illinois Administrative Code.
- 5.5.4** The Department's Child Support Enforcement Manual.
- 5.5.5** Title IV-D Action Transmittals issued by the Federal Office of Child Support Enforcement.
- 5.5.6** Department letters and memoranda prescribing or interpreting IV-D policy and procedures.

## **ARTICLE 6 — BILLING AND PAYMENT**

- 6.1 Amount of Payment.** The maximum amount of the Department's obligation under this Agreement is \$724,078. as follows: SFY26 - \$354,940; SFY27 - \$369,138. Contractor's budget (Appendix A, Part 1) and Personnel Services Detail (Appendix A, Part 2), as approved by the Department, are set forth in the Appendices and made a part hereof.
- 6.2 Billing.** Contractor shall submit reports to the Department of actual expenditures no later than the 15th day of the month following the month of service. Reports shall detail services performed by date and individual performing the services. Invoices shall meet the following requirements:
  - 6.2.1** All funds under the terms of this Agreement are to be used for the express purpose of IV-D matters.
  - 6.2.2** All record keeping shall be in accordance with sound accounting standards.

- 6.2.3** Contractor shall sign and submit to the Department reports of actual IV-D related expenditures fifteen (15) calendar days following the month of such expenditures. Any transfers of funds between budget line items will be specified. The Department will authorize payment to Contractor within thirty (30) calendar days after receipt of complete, accurate and valid expenditure reports with appropriate documentation. Reports shall be mailed to:

Illinois Department of Healthcare and Family Services  
Division of Finance  
Expenditure Processing and Reconciliation Unit  
201 South Grand Avenue East  
Springfield, Illinois 62763

- 6.2.4** Contractor agrees to maintain and submit to the Department records, including but not limited to, payroll records, purchase orders, leases, billings, adequate to identify total time expended each month by Contractor staff filling positions indicated in Appendix A and the purpose for which any non-personnel funds were expended under this Agreement. For purposes of amounts reimbursable under Article 6, only those expenses or portions thereof stated in Appendix A are reimbursable. For non-personnel items, Contractor agrees to provide proofs of payments, in the form of canceled checks, contractor invoices (stating paid in full) or any other proof that payment has been made. Contractor agrees to provide time sheets for any temporary employees or contractual employees hired by Contractor to fulfill the duties of this Agreement.

**6.3. Reimbursement.** The Department shall reimburse Contractor for Contractor's performance of all duties and obligations hereunder. Unless specifically provided herein, no payment shall be made by the Department for extra charges, supplies or expenses. Reimbursement is subject to the following:

- 6.3.1** The Department shall not be liable to pay Contractor for any supplies provided or services performed, or expenses incurred prior to the term of this Agreement.
- 6.3.2** Reimbursement will be made in the amount expended to date of expenditure report.
- 6.3.3** All reports required under this Agreement must be received by the Department within the time period set forth in this Agreement.
- 6.3.4** The parties will make final determination of the necessary expenditures Contractor has incurred as a result of this Agreement. Such expenditures, mutually agreed upon and subject to Federal Financial Participation (FFP), shall be determined as of the close of business on the date of termination of this Agreement from expenditure reports submitted by Contractor. The Department will reimburse Contractor for any underpayment of such finally determined expenditures and Contractor shall reimburse the Department for any overpayment.
- 6.3.5** Reimbursements made by the Department pursuant to this article shall constitute full payment owed to Contractor by the Department or the IV-D client under Federal or State law for the duties performed by Contractor under this Agreement. Contractor shall not seek any additional payment from the Department or the IV-D client for the performance of these duties.
- 6.3.6** Contractor shall be solely responsible and liable for all expenditure disallowance resulting from Contractor's actions as set forth in any audit by the federal Office of Child Support Enforcement or by the Department. Contractor shall reimburse the Department for any such disallowance; provided however, the Department will be required to give Contractor timely notice of any such disallowances and an opportunity to rebut any question of Contractor's liability. Contractor, however, will not be held liable for any disallowance concerning expenditures Contractor undertook at the written request of, or with the written approval of, the Department.
- 6.3.7** All Title IV-D funds held by Contractor (not including reimbursements for expenditures made pursuant to this agreement previously made by Contractor) shall be deposited in an interest-bearing bank account and any interest earned on this Title IV-D money shall be identified and deducted from actual expenditures reported to the Department each month.
- 6.3.8** If the Department determines that this Agreement is a grant, then the terms of the Grant Funds Recovery Act (30 ILCS 705/1 *et seq.*) shall apply.

- 6.3.9** Prior written approval from the Department's Agreement Manager must be secured by Contractor in order to receive reimbursement for the following:
- a. The cost of new or additional leases or rental agreements for either real or personal property;
  - b. The cost of any non-expendable personal property exceeding \$100.00 in unit cost and having a life expectancy of more than one year. After receiving said request, the Department shall provide a written response within ten (10) business days for electronic data processing (EDP) equipment requests and three (3) business days for non EDP equipment requests. Any equipment purchased during the terms of this Agreement, if approved by the Department, having a unit acquisition cost of \$25,000 or less may be claimed in the period acquired. Equipment purchased and approved by the Department under the terms of this Agreement having a unit acquisition cost of more than \$25,000 shall be depreciated in equal amounts over a five-year period, at the discretion of the Department.
- 6.3.10** Contractor shall be responsible for obtaining hardware, software and office equipment maintenance agreements, excluding software purchased by the Department and for purchasing supplies (i.e., paper, toner, ink cartridges, cleaning kits) for all equipment under this or any Agreement between the parties. All purchases made regarding this Article 6.3.10 are reimbursable up to the limit of the entire budget amount found in Appendix A of this Agreement.
- 6.3.11** Each local Contractor's Office will be connected to the HFS KIDS system, or any successor system, via a Department-provided Child Support data circuit installed to the County facility. Contractor will work with the Department's technical staff to establish this connectivity in the most cost-effective manner possible for the taxpayers of Illinois. As technology changes are made by the Department and the State of Illinois that allow more cost-effective connectivity solutions, Contractor will work with the Department's technical staff to allow these solutions to be used for Department-provided connections at Contractor's Office.
- 6.4 Retention of Payments.** In addition to pursuit of actual damages, or termination of this Agreement, if any failure of Contractor to meet any requirement of this Agreement result in the withholding of Federal funds from the State, the Department will withhold and retain an equivalent amount from payment(s) to Contractor until such Federal funds are released to the State, at which time the Department will release to Contractor the equivalent withheld funds.
- 6.5 Computational Error.** The Department reserves the right to correct any mathematical or computational error in payment subtotals or total contractual obligation. The Department will notify Contractor of any such corrections.
- 6.6 Travel.** Payment for travel expenses will be made by the Department in accordance with the Department's Employee Travel Regulations.
- 6.7 State Fiscal Year.**
- 6.7.1** Notwithstanding any other provision of this Agreement, all invoices for supplies ordered or services performed, and expenses incurred by Contractor prior to July 1 of each year must be presented to the Department no later than August 5th of each year in order to ensure payment under this Agreement. Failure by Contractor to present such invoices prior to August 5th may require Contractor to seek payment of such invoices through the Illinois Court of Claims and the Illinois General Assembly.
  - 6.7.2** All payments shall be made to conform to State fiscal year requirements regardless of what might or might not be stated elsewhere in this Agreement or any order placed pursuant to the Agreement. Contracts that extend beyond the end of the State's fiscal year (July 1 - June 30), or the payments thereon, may have to be prorated to ensure funds of the appropriate fiscal year are utilized for payment.
  - 6.7.3** It is recognized by the parties that payments at the beginning of the State's fiscal year (July and August payments) are often delayed because of the appropriation process. Such delayed payments shall not be considered late for any purpose nor shall they constitute a breach.
- 6.8 Funding.** Funding shall be a combination of 66% federal funds and 34% state funds.

## ARTICLE 7 — GENERAL TERMS

- 7.1 Amendments.** This Agreement may be amended or modified by the mutual consent of the parties at any time during its term. Amendments to this Agreement must be in writing and signed by the parties. No change, in addition to, or waiver of any term or condition of this Agreement shall be binding on the Department unless approved in writing by an authorized representative of the Department.

- 7.2 Amendments Necessary for Statutory or Regulatory Compliance.** Contractor shall, upon request by the Department and receipt of a proposed amendment to this Agreement, negotiate in good faith with the Department to amend the Agreement if and when required, in the opinion of the Department, to comply with Federal or State laws or regulations. If the parties are unable to agree upon an amendment within sixty (60) days, or such shorter time required by Federal or State law or regulation, the Department may terminate this Agreement.
- 7.3 Assignment and Subcontracting.** After notice to Contractor, the Department may transfer this Agreement or payment responsibility to another State agency or assign this Agreement to a third party for financing purposes. Assignment, subcontracting, or transfer of all or part of the interests of Contractor in the work covered by this Agreement is prohibited without prior written consent of the Department. In the event the Department gives consent to Contractor to assign, subcontract or transfer all or part of the interests of Contractor in the work covered by this Agreement, the following provisions shall apply:
- 7.3.1** The terms and conditions of this Agreement shall apply to and bind the party or parties to whom such work is subcontracted, assigned, or transferred as fully and completely as Contractor is hereby bound and obligated.
  - 7.3.2** Any proposed assignee, subcontractor or transferee must meet the same requirements applicable to Contractor, including, but not limited to, certifications and disclosures.
  - 7.3.3** Contractor shall list the names and addresses of all subcontractors in an addendum to this Agreement, together with the anticipated amount of money that each subcontractor is expected to receive pursuant to this Agreement.
- 7.4 Audits and Records.**
- 7.4.1 Right of Audit.** This Agreement, and all books, records, and supporting documents related thereto, shall be available for review or audit by the Department, the Office of Inspector General for the Department, the United States Department of Health and Human Services, the Illinois Auditor General and other State and Federal agencies with monitoring authority related to the subject matter of this Agreement (“Authorized Persons”), and Contractor agrees to cooperate fully with any such review or audit. Upon reasonable notice by any Authorized Person, Contractor shall provide, in Illinois, or any other location designated by the Authorized Person, during normal business hours, full and complete access to the relevant portions of Contractor’s books and billing records as they relate to payments under this Agreement. If the audit findings indicate overpayment(s) to Contractor, the Department shall adjust future or final payments otherwise due Contractor. If no payments are due and owing Contractor, or if the overpayments(s) exceed the amount otherwise due Contractor, Contractor shall immediately refund all amounts which may be due to the Department.
  - 7.4.2 Retention of Records.** Contractor shall maintain all business, professional, and other records in accordance with State law 45 CFR Part 75 subpart D, 45 CFR Part 160 and 45 CFR Part 164 subparts A and E, the specific terms and conditions of this Agreement, and pursuant to generally accepted accounting practice. Contractor shall maintain such books and records for a period of six (6) years from the later of the date of final payment under the Agreement or completion of the Agreement, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with this Agreement. If an audit, litigation, or other action involving the records is begun before the end of the six-year period, the records must be retained until all issues arising out of the action are resolved. Failure to maintain the books, records, and supporting documents required by this Article shall establish a presumption in favor of the Department for the recovery of any funds paid by the Department under the Agreement for which adequate books, records, and other documents are not available to support the purported disbursement.
- 7.5 Background Checks.** The Department reserves the right to conduct background checks of Contractor’s officers, employees or agents who would directly supervise the Agreement or physically perform the Agreement requirements at Department facilities to determine their suitability for performing this Agreement. If the Department finds such officer, employee or agent to be unsuitable, the Department reserves the right to require Contractor to provide a suitable replacement immediately. The Department reserves the right to perform, cause to be performed, or be given access to previously performed background checks of Contractor’s officers, employees, or agents who have access to FTI and/or access to KIDS, or any successor system, as required and in accordance with IRS Publication 1075 (and any updates thereto).

- 7.6 Choice of Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois. Any claim against the Department arising out of this Agreement must be filed exclusively with the Illinois Court of Claims (705 ILCS 505/1) or, if jurisdiction is not accepted by that court, with the appropriate State or Federal court located in Sangamon County, Illinois. The State shall not enter into binding arbitration to resolve any Agreement dispute. The State of Illinois does not waive sovereign immunity by entering into this Agreement.
- 7.7 Confidentiality.**
- 7.7.1 Proprietary Information.** Performance of the Agreement may require Contractor to have access to and use of documents and data which may be confidential or considered proprietary to the State or to a State County, or which may otherwise be of such a nature that its dissemination or use, other than in performance of the Agreement, would be adverse to the interest of the State or others. Any documents or data obtained by Contractor from the Department in connection with carrying out the services under this Agreement shall be kept confidential and not provided to any third party unless disclosure is approved in writing by the Department. Each party shall protect the confidentiality of information provided by the other party, or to which the receiving party obtains access by virtue of its performance under this Agreement, that either has been reasonably identified as confidential by the disclosing party or by its nature warrants confidential treatment. The receiving party shall use such information only for the purpose of this Agreement and shall not disclose it to anyone except those of its employees who need to know the information. These nondisclosure obligations shall not apply to information that is or becomes public through no breach of this Agreement that is received from a third party free to disclose it that is independently developed by the receiving party, or that is required by law to be disclosed. Confidential information shall be returned to the disclosing party upon request.
- 7.7.2 Confidentiality of Program Recipient Identification.** Contractor shall ensure that all information, records, data, and data elements pertaining to applicants for and recipients of public assistance shall be protected from unauthorized access, use, and disclosure by Contractor, Contractor's employees, and subcontractors and their employees, pursuant to 42 USC 654(26); 45 CFR 303.21; 305 ILCS 5/11-9, 11-10, and 11-12; and 42 CFR Part 431, Subpart F. Contractor shall establish appropriate safeguards to comply with the provisions of these rules and regulations.
- 7.8 Disputes Between Contractor and Other Parties.** Any dispute between Contractor and any subcontractor or other party, shall be solely between such party or subcontractor and Contractor, and the Department shall be held harmless by Contractor.
- 7.9 Fraud and Abuse.** Contractor shall report in writing to the Agency's Office of Inspector General (OIG) any suspected fraud, abuse or misconduct associated with any service or function provided for under this Agreement by any parties directly or indirectly affiliated with this Agreement including but not limited to, Contractor staff, Contractor Subcontractor, Agency employee or Agency contractor. Contractor shall make this report within three days after first suspecting fraud, abuse or misconduct. Contractor shall not conduct any investigation of the suspected fraud, abuse or misconduct without the express concurrence of the OIG; the foregoing notwithstanding, Contractor may conduct and continue investigations necessary to determine whether reporting is required under this paragraph. Contractor must report to OIG as described in the first sentence above. Contractor shall cooperate with all investigations of suspected fraud, abuse or misconduct reported pursuant to this paragraph. Contractor shall require adherence with these requirements in any contracts it enters with Subcontractors. Nothing in this paragraph precludes Contractor or its Subcontractors from establishing measures to maintain quality of services and control costs that are consistent with their usual business practices, conducting themselves in accordance with their respective legal or contractual obligations or taking internal personnel-related actions.
- 7.10 Gifts.** Contractor and Contractor's principals, employees and subcontractors are prohibited from giving gifts to Department employees, and from giving gifts to, or accepting gifts from, any person who has a contemporaneous Agreement with the Department involving duties or obligations related to this Agreement.
- 7.11 Indemnification.**
- 7.11.1** Contractor assumes all risk of loss and shall indemnify and hold the State, its officers, agents and employees harmless from and against any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments, including costs, attorneys' and witnesses' fees, and expenses incident thereto, for any and all injuries to persons (including death), and any or all loss of, damage to, or destruction of property (including property of the State), resulting from the negligent or intentional acts or omissions of Contractor or any

employee, agent, or representative of Contractor or Contractor's subcontractors. Contractor shall do nothing to prejudice the State's right to recover against third parties for any loss, destruction of, or damage to State property, and shall upon request and at the State's expense, furnish to the State all reasonable assistance and cooperation, including assistance in the prosecution of suit and the execution of instruments of assignment in favor of the State in obtaining recovery.

**7.11.2** Neither party shall be liable for incidental, special or consequential damages.

**7.11.3** Contractor further agrees to assume all risk of loss and to indemnify and hold the Department and its officers, agents, and employees harmless from and against any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments including costs, attorneys' and witnesses' fees, and expenses incident thereto, for Contractor's failure to pay any subcontractor, either timely or at all, regardless of the reason.

**7.12 Media Relations and Public Information.** Subject to any disclosure obligations of Contractor under applicable law, rule, or regulation, news releases pertaining to this Agreement or the services or project to which it relates shall only be made with prior approval by, and in coordination with, the Department. Contractor shall not disseminate any publication, presentation, technical paper, or other information related to Contractor's duties and obligations under this Agreement unless such dissemination has been previously approved in writing by the Department.

**7.13 Multiple Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be one and the same agreement, binding on all Parties hereto, notwithstanding that all Parties are not signatories to the same counterpart. Duplicated signatures, signatures transmitted via facsimile, or signatures contained in a Portable Document Format (PDF) document shall be deemed original for all purposes.

**7.14 Nondiscrimination.** In compliance with the State and Federal Constitutions, the Illinois Human Rights Act, the U. S. Civil Rights Act, and Section 504 of the Federal Rehabilitation Act, the Department does not unlawfully discriminate in employment, Agreements, or any other activity. Contractor and Contractor's principals, employees and subcontractors shall abide by all Federal and State laws, regulations and orders which prohibit discrimination because of race, creed, color, religion, sex, national origin, ancestry, age, or physical or mental disability, including but, not limited to, the Federal Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, the Federal Rehabilitation Act of 1973, the Illinois Human Rights Act, and Executive Orders 11246 and 11375. Contractor further agrees to take affirmative action to ensure that no unlawful discrimination is committed in any manner, including, but not limited to, in the delivery of services under this Agreement.

**7.15 Non-solicitation of Employees.** Contractor shall give notice to the Department's Ethics Officer, or such other person as the Department may designate, if Contractor solicits or intends to solicit for employment any Department employee during any part of the term of this Agreement and for one (1) year after its termination or expiration. This notice shall be given in writing at the earliest possible time. Contractor shall not employ any person or persons employed by the Department at any time during the term of this Agreement for any work required by the terms of this agreement.

**7.16 Purchase of Equipment.**

**7.16.1** In accordance with the provisions of 45 CFR 95.705, 44 Ill. Adm. Code 5010.660, and other State and Federal laws and regulations, Contractor shall transfer to the Department, upon request, all equipment purchased under the terms of this or any preceding Agreement between the parties, if this Agreement is terminated or if said equipment is no longer needed by Contractor to perform its duties under this Agreement.

**7.16.2** Contractor shall establish, maintain and update complete inventory lists of all equipment purchased and received with contract funds. Separate inventory lists shall be kept for EDP equipment and for other equipment and shall include all existing equipment which had been previously purchased with contract funds and all equipment purchased and received with contract funds during the period of this Agreement. Contractor must conduct an annual inventory and submit a detailed report of equipment and furniture to the Department's Agreement Manager. This report must list information stipulated in 45 CFR 74.34(f) and must be signed by a responsible party attesting to the accuracy and completeness of the report. This report must list at a minimum the following information:

- a. Description
- b. Manufacturer's serial number, model number, Federal stock number, national stock number or other identification number
- c. Acquisition date

- d. Location and condition of equipment and date information was reported
- e. Unit acquisition cost

Contractor shall submit this report no later than December 31st to:

Illinois Department of Healthcare and Family Services  
Division of Child Support Services  
Attn: Christine Towles  
115 S LaSalle Street, 18<sup>th</sup> Floor  
Chicago, IL 60603

**7.17 Rules of Construction.** Unless the context otherwise requires or unless otherwise specified, the following rules of construction apply to this Agreement:

- 7.17.1** Provisions apply to successive events and transactions;
- 7.17.2** "Or" is not exclusive;
- 7.17.3** References to statutes and rules include subsequent amendments and successors thereto;
- 7.17.4** The various headings of this Agreement are provided for convenience only and shall not affect the meaning or interpretation of this Agreement or any provision hereof;
- 7.17.5** If any payment or delivery hereunder shall be due on any day which is not a business day, such payment or delivery shall be made on the next succeeding business day;
- 7.17.6** "Days" shall mean calendar days; "business day" shall mean a weekday (Monday through Friday), excluding State holidays, between the hours of 8:30 a.m. Central Time and 5:00 p.m. Central Time;
- 7.17.7** Use of the male gender (e.g., "he", "him," "his") shall be construed to include the female gender (e.g., "she", "her"), and vice versa; and
- 7.17.8** Words in the plural which should be singular by context shall be so read, and vice versa.
- 7.17.9** References to "Department," "Illinois Department of Healthcare and Family Services" or "HFS" shall include any successor agency or office charged with administering the Child Support Enforcement Program under the Illinois Public Aid Code (305 ILCS 5/1-1 *et seq.*).

**7.18 Severability.** In the event that any provision, term or condition of this Agreement is declared void, unenforceable, or against public policy, then said provision, term or condition shall be construed as though it did not exist and shall not affect the remaining provisions, terms, or conditions of this Agreement, and this Agreement shall be interpreted as far as possible to give effect to the parties' intent.

**7.19 Sexual Harassment.** Contractor shall have written sexual harassment policies which shall comply with the requirements of 775 ILCS 5/2-105.

**7.20 Survival of Obligations.** Those obligations under this Agreement which by their nature are intended to continue beyond the termination or expiration of this Agreement shall survive the termination or expiration of this Agreement.

## ARTICLE 8 - CERTIFICATIONS

By signing this Agreement, Contractor makes the following certifications and warranties. This Agreement may be terminated immediately or upon notice by the Department in its sole discretion upon Contractor's failure to maintain these certifications and warranties.

### 8.1 General Warranties of Contractor.

- 8.1.1** The services and deliverables products herein required to be performed or provided will be completed in a good and professional manner.
- 8.1.2** The person executing this Agreement on behalf of Contractor is duly authorized to execute the Agreement and bind Contractor to all terms and conditions hereunder.
- 8.1.3** For a period of ninety (90) days after completion of all services and deliverable products provided for under this Agreement and any subsequent related Agreement, and acceptance of the same by the



Department, any defects or problems found in the work performed or submitted by Contractor will be expeditiously corrected by Contractor without additional charge to the Department.

- 8.1.4** Violation of any of these warranties by Contractor shall subject this Agreement to automatic termination.
- 8.2 Bribery.** Contractor is not barred from being awarded an Agreement or subcontract under Section 50-5 of the Illinois Procurement Code, 30 ILCS 500/1-1 *et seq.*
- 8.3 Child Support.** Contractor shall ensure that its employees who provide services to the Department under this Agreement are in compliance with child support payments pursuant to a court or administrative order of this or any other State. Contractor will not be considered out of compliance with the requirements of this Article if, upon request by the Department, Contractor provides:
- 8.3.1** Proof of payment of past due amounts in full;
- 8.3.2** Proof that the alleged obligation of past due amounts is being contested through appropriate court or administrative proceedings and Contractor provides proof of the pendency of such proceedings; or
- 8.3.3** Proof of entry into payment arrangements acceptable to the appropriate State agency.
- 8.4 Conflict of Interest.** Contractor is not prohibited from contracting with the Department on any of the bases provided in 30 ILCS 500/50-13. Contractor and Contractor's principals, employees and subcontractors neither have nor shall acquire any interest, public or private, direct or indirect, which may conflict in any manner with performance under this Agreement, and Contractor shall not employ any person having such an interest in connection with Contractor's performance under the Agreement. Contractor shall be under a continuing obligation to disclose any conflicts to the Department, which shall, in its sole good faith discretion, determine whether such conflict is cause for the non-execution or termination of the Agreement.
- 8.5 Debarment and Suspension.** Contractor shall review the list of sanctioned persons maintained by the Agency's Office of Inspector General (OIG) (available at <http://www.state.il.us/agency/oig>), and the Excluded Parties List System maintained by the U.S. General Services Administration (available at <http://epls.arnet.gov>). Contractor shall terminate its relations with any Ineligible Person immediately upon learning that such Person or Provider meets the definition of an Ineligible Person and notify the OIG of the termination.
- 8.6 Federal Taxpayer Identification Number and Legal Status Disclosure.** Contractor has completed Attachment A and certifies, under penalties of perjury, that the information contained thereon is correct.
- 8.7 Legal Ability To Contract:** Contractor certifies it is under no legal prohibition on contracting with the State of Illinois, has no known conflicts of interest and further specifically certifies that:
- 8.7.1** Contractor, its employees and subcontractors will comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act (42 U.S.C. § 12101 *et seq.*) and applicable rules in performance under this Contract.
- 8.7.2** Contractor will provide a drug free workplace, pursuant to the Drug Free Workplace Act (30 ILCS 580).
- 8.7.3** Neither Contractor nor any substantially owned affiliate is participating or shall participate in an international boycott in violation of the U.S. Export Administration Act of 1979 or the applicable regulations of the U.S. Department of Commerce. This certification applies to contracts that exceed \$10,000 (30 ILCS 582).
- 8.7.4** Contractor complies with the Illinois Department of Human Rights Act and rules applicable to public contracts, including equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies (775 ILCS 5/2-105).
- 8.7.5** Contractor does not pay dues to, or reimburse or subsidize payments by its employees for, any dues or fees to any "discriminatory club" (775 ILCS 25/2).
- 8.7.6** Contractor complies with the State Prohibition of Goods from Forced Labor Act, and certifies that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been or will be produced in whole or in part by forced labor, convict labor, or indentured labor under penal sanction (30 ILCS 583/1 *et seq.*).
- 8.7.7** Contractor complies with the State Prohibition of Goods from Child Labor Act, and certifies that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by the labor of any child under the age of 12 (30 ILCS 584/1 *et seq.*).

- 8.7.8** Contractor certifies that it is not in violation of Section 50-14.5 of the Illinois Procurement Code that states, “Owners of residential buildings who have committed a willful or knowing violation of the Lead Poisoning Prevention Act (410 ILCS 45) are prohibited from doing business with the State of Illinois or any State agency until the violation is mitigated.”
- 8.7.9** In accordance with 30 ILCS 587/1 *et seq.*, all information technology, including electronic information, software, systems and equipment, developed or provided under this contract must comply with the applicable requirements of the Illinois Information Technology Accessibility Act Standards as published at [www.dhs.state.il.us/iitaa](http://www.dhs.state.il.us/iitaa).
- 8.7.10** If required, Contractor has disclosed on forms provided by the State, and agrees it is under a continuing obligation to disclose to the State, financial or other interests (public or private, direct or indirect) that may be a potential conflict of interest or which would prohibit Contractor from having or continuing the Agreement. This includes but is not limited to conflicts under the “Infrastructure Task Force Fee Prohibition” section of the State Finance Act (30 ILCS 105/8.40 or those which may conflict in any manner with Contractor’s obligation under this Agreement. Contractor shall not employ any person with a conflict to perform under this Agreement. If any elected or appointed State officer or employee, or the spouse or minor child of same has any ownership or financial interest in the Contractor or the Agreement, Contractor certifies it has disclosed that information to the State if required, on forms provided by the State, and any waiver of the conflict has been issued in accordance with applicable law and rule.
- 8.8 Licenses and Certificates.** Contractor and Contractor’s principals, employees, and subcontractors possess all certificates or licenses, including professional, necessary to perform the duties and obligations under this Agreement; any certificates or licenses are currently in good standing with the certifying or licensing entity or entities; any certificates or licenses will continue to be maintained in good standing. Contractor may meet the license requirement through use of a subcontractor; provided however, Contractor's use of a subcontractor in that circumstance does not relieve Contractor of any obligations under the Agreement.
- 8.9 New Hire Reporting and Electronic Funds Transfer of Child Support Payments.** Contractor certifies that it shall comply with the requirements of 820 ILCS 405/1801.1 and 750 ILCS 28.35.
- 8.10 Non-solicitation of Agreement.** Contractor has not employed or retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement, and has not paid or agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the Department shall have the right to annul this Agreement without liability or, in its discretion, to deduct from compensation otherwise due Contractor such commission, percentage, brokerage fee, gift or contingent fee.
- 8.11 Prevailing Wage.** Contractor shall comply with the Davis-Bacon Act, 40 USC 276a, and the Illinois Prevailing Wage Act, 820 ILCS 130/0.01, *et seq.*, as applicable.

**In Witness Whereof**, the parties have hereunto caused this Agreement to be executed on the dates shown, by their duly authorized representatives.

**THE STATE OF ILLINOIS  
DEPARTMENT OF HEALTHCARE  
AND FAMILY SERVICES**

**CHAMPAIGN COUNTY, ILLINOIS**

By: \_\_\_\_\_  
Elizabeth M. Whitehorn  
Director

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

By: \_\_\_\_\_  
Julia Rietz  
State's Attorney

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

**APPROVED:**

By: \_\_\_\_\_  
Kwame Raoul  
Illinois Attorney General

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

By: \_\_\_\_\_  
Chairman  
Champaign County Board

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

**APPENDIX A *Part 1 of 2***  
**CHAMPAIGN COUNTY STATE'S ATTORNEY BUDGET**  
**JULY 1, 2025 THROUGH JUNE 30, 2026**  
**Individual Line Item Amounts Are Estimated**

<b>DIRECT COSTS</b>	<b>SFY 26 Budget</b>
<b>Personnel Services</b>	
Salaries – Full Time	\$267,099
<i>(See list of positions-Part 2 of 2)</i>	
Fringe Benefits	\$87,841
<b>SUBTOTAL</b>	<b>\$354,940</b>
<b>Non Personnel Services</b>	
Advertising, Legal Notices	\$0
Audit & Accounting Fees	\$0
Books & Periodicals	\$0
Computer Equipment	\$0
Computer Equipment Maintenance	\$0
Computer Software	\$0
Computer Software Maintenance	\$0
Copying	\$0
Court Related	\$0
Dues & Licenses	\$0
Education, Conference Fees	\$0
Misc. Administrative Expenses	\$0
Office Equipment	\$0
Office Equipment Maintenance	\$0
Office Supplies	\$0
Postage	\$0
Printing	\$0
Rent	\$0
Service of Process Fees	\$0
Subcontracts, Special ASA, Investigators	\$0
Telephone Service	\$0
Travel	\$0
Utilities	\$0
<b>SUBTOTAL</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$354,940</b>

**APPENDIX A *Part 1 of 2***  
**CHAMPAIGN COUNTY STATE'S ATTORNEY BUDGET**  
**JULY 1, 2026 THROUGH JUNE 30, 2027**  
**Individual Line Item Amounts Are Estimated**

<b>DIRECT COSTS</b>	<b>SFY 27 Budget</b>
<b>Personnel Services</b>	
Salaries – Full Time	\$277,783
<i>(See list of positions-Part 2 of 2)</i>	
Fringe Benefits	\$91,355
<b>SUBTOTAL</b>	<b>\$369,138</b>
<b>Non Personnel Services</b>	
Advertising, Legal Notices	\$0
Audit & Accounting Fees	\$0
Books & Periodicals	\$0
Computer Equipment	\$0
Computer Equipment Maintenance	\$0
Computer Software	\$0
Computer Software Maintenance	\$0
Copying	\$0
Court Related	\$0
Dues & Licenses	\$0
Education, Conference Fees	\$0
Misc. Administrative Expenses	\$0
Office Equipment	\$0
Office Equipment Maintenance	\$0
Office Supplies	\$0
Postage	\$0
Printing	\$0
Rent	\$0
Service of Process Fees	\$0
Subcontracts, Special ASA, Investigators	\$0
Telephone Service	\$0
Travel	\$0
Utilities	\$0
<b>SUBTOTAL</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$369,138</b>

**APPENDIX A *Part 2 of 2***  
**AUTHORIZED POSITIONS – SFY 26 and SFY 27**  
**CHAMPAIGN COUNTY STATE’S ATTORNEY**

<b>POSITION TITLES</b>	<b>IV-D%</b>	<b>Number of Positions</b>
Full Time Positions:		
Assistant State’s Attorney	100%	2
Legal Secretary	100%	3
Part Time Positions:		
None	0%	0

## Attachment A

### Taxpayer Identification Certification

- A. Contractor certifies that:
1. The number shown on this form is Contractor's correct taxpayer identification number (or Contractor is waiting for a number to be issued to Contractor); and
  2. Contractor is not subject to backup withholding because:
    - a. Contractor is exempt from backup withholding, or
    - b. Contractor has not been notified by the Internal Revenue Service (IRS) that Contractor is subject to backup withholding as a result of a failure to report all interest or dividends, or
    - c. The IRS has notified Contractor that Contractor is no longer subject to backup withholding, and
  3. Contractor is a U.S. person (including a U.S. resident alien).
- B. Contractor's Name: **Champaign County State's Attorney**
- C. Contractor's Taxpayer Identification Number:

Social Security Number (SSN):

or

Employer Identification Number (EIN): **37-6006910**

*(If Contractor is an individual, enter Contractor's name and SSN as it appears on Contractor's Social Security Card. If Contractor is completing this certification for a sole proprietorship, enter the owner's name followed by the name of the business and the owner's SSN or EIN. For all other entities, enter the name of the entity as used to apply for the entity's EIN and the EIN.)*

- D. Contractor's Legal Status (*check one*):

<input type="checkbox"/> Individual	<input checked="" type="checkbox"/> Governmental
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Nonresident alien
<input type="checkbox"/> Partnership/Legal Corporation	<input type="checkbox"/> Estate or trust
<input type="checkbox"/> Tax Exempt	<input type="checkbox"/> Pharmacy (Non-Corp.)
<input type="checkbox"/> Corporation providing or billing medical or health care services	<input type="checkbox"/> Pharmacy/Funeral Home/Cemetery (Corp)
<input type="checkbox"/> Corporation NOT providing or billing medical or health care services	<input type="checkbox"/> Other:

THE UNDERSIGNED AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTE THIS CERTIFICATION ON BEHALF OF CHAMPAIGN COUNTY STATE'S ATTORNEY.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Julia Rietz  
Champaign County State's Attorney

\_\_\_\_\_  
Date



CHAMPAIGN COUNTY  
REGIONAL PLANNING  
COMMISSION

**Date:** May 27, 2025

**To:** The Honorable Champaign County Board

**From:** Tami Ogden and Dalitso Sulamoyo

**RE:** Resolution approving an Amendment to a Grant from the Illinois Housing Development Authority (IHDA) for the Strong Communities Program, Round 2, and corresponding Budget Amendment

In November 2023, Champaign County was awarded a grant from IHDA in the amount of \$337,000 to assist with the demolition of abandoned residential property within the Central Illinois Land Bank Authority (CILBA) area. IHDA is requesting an amendment to the grant with increased funding of \$305,500 for additional demolitions to include three properties in Urbana. As part of the due diligence process, the County Board must approve a Resolution authorizing the Amendment and complete a Certificate of Incumbency. A budget amendment is also necessary for receipt and appropriation of the additional funding.

Thank you for your consideration of this request and support of the Strong Communities program.

Champaign County Regional Planning Commission

1776 E. Washington St. Urbana, IL 61802

P 217.328.3313 F 217.328.2426

TTY 217.384.3862 CCRPC.ORG

people.possibilities.



**CHAMPAIGN COUNTY, ILLINOIS**  
**WRITTEN CONSENT OF THE BOARD OF TRUSTEES**  
**RESOLUTION AUTHORIZING AN AMENDMENT UNDER**  
**STRONG COMMUNITIES PROGRAM, ROUND 2 – 1<sup>st</sup> AMENDMENT**  
**PID# 52418**

**WHEREAS**, the Illinois Housing Development Authority (the “Authority”) did issue to the County of Champaign, Illinois (the “Unit of Government”) to be administered by the Champaign County Regional Planning Commission, a grant (the “Grant”) from the Strong Communities Program Round 2 (the “Program”), and the Authority and Unit of Government did enter into an agreement dated November 15, 2023 (the “Agreement”) wherein the Unit of Government agreed to perform Program services in return for the Grant; and

**WHEREAS**, the Authority desires to increase the Grant in an amount not to exceed \$305,500 (“Grant Increase”) and requires the Unit of Government to provide authorization to accept the Grant Increase and to enter into an amendment to the Agreement (“Amendment”) in order to memorialize the Grant Increase; and

**WHEREAS**, the Champaign County Board of Trustees deems it to be in the best interests of the Unit of Government to accept the Grant Increase; and,

**THEREFORE, BE IT RESOLVED**, that the Champaign County Board of the Unit of Government hereby authorizes the acceptance of and the Unit of Government does accept the Grant Increase; and,

**FURTHER RESOLVED**, that the Unit of Government is authorized to enter into the Amendment with the Authority, the Unit of Government agrees to deliver and/or execute the Amendment and any and all other instruments, certifications and agreements as may be necessary or desirable for the Unit of Government to receive the Grant Increase and perform all of its obligations and duties under the Program (including any supplements or other agreements); and

**FURTHER RESOLVED**, that the County Executive of the Unit of Government, without the necessity or requirement for the signature of another person, is hereby authorized, empowered, and directed to execute and deliver the Amendment, and all other documents, certificates, and instruments relating to the Program and Grant Increase to be delivered to the Authority, in connection with the closing of the Grant Increase and take such further action on behalf of the Unit of Government as they deem necessary to effectuate the foregoing Resolutions; and

**FURTHER RESOLVED**, that the Champaign County Board of the Unit of Government hereby ratifies, authorizes, and confirms and approves any prior action of the Unit of Government taken in furtherance of the foregoing resolutions and any and all documents and instruments previously executed on behalf of the Unit of Government in connection with the Grant.

**PRESENTED, ADOPTED, APPROVED, AND RECORDED** this 25<sup>th</sup> day of June, A.D.  
2025.

\_\_\_\_\_  
Jennifer Locke, Chair  
Champaign County Board

Recorded  
& Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Steve Summers, County Executive  
Date: \_\_\_\_\_

**OFFICER'S CERTIFICATE AND  
CERTIFICATE OF INCUMBENCY**

This Officer's Certificate and Certificate of Incumbency (the "Certificate") is being furnished to the Illinois Housing Development Authority (the "Authority") in connection with the grant increase being made by the Authority to County of Champaign, an Illinois unit of local government (the "ULG") to be administered by the Champaign County Regional Planning Commission, in connection with the Authority's Strong Communities Program Round 2 – 1<sup>st</sup> Amendment.

The undersigned hereby certifies that:

- (a) The undersigned has full power and authority to execute and deliver this Certificate on behalf of the ULG.
- (b) Attached hereto as **Exhibit A** is a true, correct and complete copy of the resolutions duly adopted by the ULG on \_\_\_\_\_, and such resolutions have not been amended, rescinded or revoked and remain in full force and effect on the date hereof; and
- (c) The following persons have been duly elected to the positions in the ULG set opposite their respective names and continue to serve in such positions on the date hereof, and that the signatures opposite their respective names are their genuine signatures:

<u>Name</u>	<u>Position</u>	<u>Signature</u>
<u>Steve Summers</u>	County Executive	_____

IN WITNESS WHEREOF, the undersigned has executed this Certificate on this \_\_\_\_ day of \_\_\_\_\_ 2025.

County of Champaign,  
an Illinois unit of local government

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

Name: Megan Robinson

Its: Administrative Assistant



CHAMPAIGN COUNTY  
REGIONAL PLANNING  
COMMISSION

**Date:** May 27, 2025

**To:** Champaign County Finance Committee

**From:** Justin Arnold, Director of Workforce Development

**RE:** County Board approval for acceptance of Rapid Response (1E) Grant

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Rapid Response (1E) Grants from DCEO are available to support strategies for state and local workforce agencies regarding service delivery, customer outreach, and business engagement. CCRPC is applying for a 1E grant to coordinate a “One Workforce” approach for systemic collaboration, integrated service delivery, data-informed services, and leveraged resources across four local workforce innovation areas. This project will address the workforce needs of the manufacturing sector through the coordination of four business services specialists, a sector specialist, one-stop partners, and training providers. Please disregard the expiration date in the notice of funding.

County Board approval of award and accompanying budget amendment is requested. Thank you for your consideration.

**Funder:** US Department of Labor (DOL)

**Grantee:** Illinois Department of Commerce and Economic Opportunity (DCEO)

**Subaward:** Champaign County Regional Planning Commission

**Grant:** WIOA Rapid Response (1E) Grant

**Description:** This project will address the workforce needs of the manufacturing sector across four local workforce innovation areas by using a “One Workforce” approach.

**Grant Total:** \$177,705

**Status:** Application in process.

**Term:** July 1, 2025 – June 30, 2026

Champaign County Regional Planning Commission

1776 E. Washington St. Urbana, IL 61802

P 217.328.3313 F 217.328.2426

TTY 217.384.3862 CCRPC.ORG



**Illinois**  
**Department of Commerce**  
& Economic Opportunity  
**OFFICE OF EMPLOYMENT & TRAINING**  
JB Pritzker, Governor

## **WIOA NOTICE NO. 22-NOT-04**

**TO:** Chief Elected Officials  
Local Workforce Innovation Board Chairpersons  
Local Workforce Innovation Board Staff  
WIOA Fiscal Agents  
WIOA Grant Recipients  
WIOA Program Services Administrators  
Illinois workNet® Operators  
WIOA State Agency Partners  
Other Interested Persons

**SUBJECT:** Program Year 2022 (PY'22) Rapid Response (1E) Grant Funds Application

**DATE:** April 27, 2023

### **I. SUBJECT INDEX**

Layoff Aversion  
Planning  
Rapid Response

### **II. PURPOSE**

To provide information to all Local Workforce Innovation Boards (LWIBs) on the availability of Statewide Rapid Response Funding to assist in economic recovery, rapid response, and layoff aversion activities.

### **III. ISSUANCES AFFECTED**

#### **A. References:**

Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, as amended  
Workforce Innovation and Opportunity Act of 2014 Final Rule at 20 CFR 682.320  
U.S. DOL Training and Employment Guidance Letter (TEGL) No. 19-16, Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules (March 01, 2017)

U.S. DOL Training and Employment Notice (TEN) No. 09-12, Layoff Aversion in Rapid Response Systems (August 31, 2012)

U.S. DOL Training and Employment Notice (TEN) No. 08-20, Public Workforce System Role in Reopening State and Local Economies (December 10, 2020)

U.S. DOL Training and Employment Notice (TEN) No. 13-20, Advancing a *One Workforce* Vision and Strategy (January 04, 2021)

WIOA Policy 9.1 Rapid Response (April 29, 2021)

B. Rescissions:

WIOA Notice No. 21-NOT-02 Program Year 2021 (PY'21) Rapid Response (1E) Grant Funds Application (March 14, 2022)

#### IV. **BACKGROUND**

The purpose of Rapid Response is to promote economic recovery and vitality by developing an ongoing, comprehensive approach to identifying, planning for, or responding to layoffs and dislocations and preventing or minimizing their impacts on workers, businesses, and communities. WIOA offers significant flexibility regarding the use of Rapid Response funds. To conduct layoff aversion activities or to respond to dislocation events, Rapid Response providers may devise additional strategies or conduct activities to support those identified in the regulations that are intended to minimize the negative impacts of dislocation on workers, businesses, and communities and to ensure that workers impacted by layoffs can be reemployed as quickly as possible.

Additionally, when circumstances allow, Rapid Response providers may provide guidance and/or financial assistance to establish community transition teams to assist the impacted community in organizing support for dislocated workers and in meeting the basic needs of their families. Such assistance can include but is not limited to, providing heat, shelter, food, clothing, and other necessities and services beyond the resources and ability of the one-stop delivery system to provide.

The United States Department of Labor (DOL) issued Training and Employment Notice (TEN) No. 13-20 that outlines strategies for state and local workforce agencies regarding service delivery, customer outreach, and business engagement. This notice will provide LWIBs with additional resources to implement the strategies outlined in TEN 08-20 and TEN 13-20, as appropriate.

#### V. **COMPONENTS**

This notice is to provide funding to LWIBs to respond to the immediate training needs of job seekers and avoid waiting lists for training services. This notice also encourages LWIBs to apply for 1E funds to support the strategies outlined in TEN 08-20 and TEN 13-20 to address the immediate needs of impacted job seekers and businesses in Illinois.

A. Rapid Response (1E) Funding

Illinois will continue to provide 1E funds to LWIAs to help laid-off workers quickly transition to new employment. Funds are available to support the following activities:

*Strategies to Rapidly Connect Jobseekers to Work*

Funding will support enhanced efforts to connect dislocated workers to jobs, including individualized career counseling, job search assistance, short-term training credentialing opportunities, and local labor market guidance to inform workers of possible career pathways. Strategies include:

- Increased Outreach Activities;
- Increase Capacity for Online Services and Training;
  - Training Program: Flexible Online Training Design
  - Supplies: Computers / Tablets / Devices
  - Services: Broadband Service
- Aligning Workforce Programs with Jobseekers' Immediate Needs;
- Adjusting Physical Service Delivery Options; and
- Adapting Work-Based Learning Opportunities.

*Strategies to Expand Supportive Services*

The state will award funding to LWIBs that provide enhanced supportive services to help workers overcome barriers to employment. This may require a review of the local supportive service policy and a temporary (or permanent) expansion of the supportive services that are offered. Strategies include:

- Training case managers to be "resource navigators" that identify the appropriate supportive services that are available from all workforce and human service programs;
- Expanding childcare options, especially for workers, by exploring flexibility in eligibility for public funds and WIOA supportive services; and
- Expanding transportation allowances for individuals who must find alternative transportation to work and training.

*Strategies to Support Workers in Targeted Industries*

The state will award funding to LWIBs that administer pilot programs and innovative interventions focused on serving workers in key industries in the local workforce area.

Strategies include:

- Implementing pilot programs that help restore employment opportunities;
- Offering supply chain management training; and
- Providing comprehensive assessments to identify transferable skills to connect job seekers with alternative career pathways.

*Strategies to Support Employers*

Businesses are vital to the success of the public workforce system as customers, partners, and leaders of the workforce system. Strategies include:

- Business Engagement to connect employers to their immediate needs including, but not limited to, OSHA and Public Health information, referrals to small business experts and workforce strategies;

- Incumbent Worker Training projects to help upskill and retain the existing workforce;
- Expanding Apprenticeships and On-the-Job Training to place new workers in businesses;
- Convening industry leaders in key sectors to identify the immediate needs and identify solutions from workforce education and economic development partners. Funding would be used to support industry sector partnership activities; and
- Funding for other Layoff Aversion Activities, as appropriate and allowable.

#### *Allowable Activities*

LWIBs must utilize funds to support dislocated workers, rapid response, and layoff aversion activities. Requests must be reasonable, necessary, and directly related to the purpose of this notice.

#### *Program Funding*

The Department is expected to award \$2-4 million on the 1E projects. Consideration will be given to the geographic distribution of awards. LWIBs are encouraged to work with regional partners (including, but not limited to, other LWIBs) to streamline the management of projects located in multiple local workforce areas.

#### *Application Submission*

LWIBs that request 1E funds to increase the services to job seekers and employers under this notice should submit a completed application electronically to [CEO.OET.Grants@illinois.gov](mailto:CEO.OET.Grants@illinois.gov) and copy their Office of Employment and Training Regional Manager using the attached application template (Attachment A).

Applications will be accepted and reviewed on a rolling, first-come, first-served basis until funds are exhausted. LWIBs may consolidate Layoff Aversion projects under one submission to the Department or submit individual projects as soon as an application is completed. Applications must be received by May 26, 2023, to guarantee consideration for funding before the June 30, 2023, State of Illinois fiscal year processing deadline. At a minimum, a completed application must provide the applicable information that is listed below:

- The number of employees affected;
- The number of dislocated workers served;
- The number of businesses assisted;
- A brief profile of the business, including industry, occupation, and physical location(s);
- A brief narrative describing the layoff aversion plan, timeline, and need for funds;
- The amount of funds requested and brief budget description; and
- A commitment of the employer to adhere to the required certifications.

#### *Application Review*

A team from the Office of Employment and Training will review the applications on a first-come, first-served basis until all the available funds have been committed. Applications will be reviewed based on the following criteria:



- Regional and Local Need;
- Impact of the Project; and
  - Number of Dislocated Workers served
  - Number of layoffs avoided
  - The number of businesses assisted
  - Targeted industries and occupations as outlined in the regional plan
  - The economic impact on the community
- Geographic Distribution of Awards.

#### *Reporting Requirements*

The outcome measures for these grants include the number of dislocated workers served, jobs saved, estimated annual wages saved, businesses assisted, and other relevant project-specific results. LWIBs will be requested to report program activity and outcomes with the quarterly reports for this grant. Projects that provide incumbent worker training must follow the *State Incumbent Worker Training Policy*, including the *Illinois Workforce Tracking System* reporting requirements.

#### *Fiscal Management and Monitoring*

The DOL funds this program, so grantees must follow all applicable WIOA regulations. The funding for this grant will be provided on a reimbursement basis, and pre-award costs will be allowed. All costs must be associated with allowable eligible layoff aversion activities and must be documented in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at 2 CFR Part 200. This grant will be included in the annual monitoring of the Local Workforce Areas by the Office of Employment and Training, as appropriate.

## **VI. ACTION REQUIRED**

Local Workforce Innovation Boards, Local Workforce Area Directors, and Business Service Teams are requested to review this notice, identify layoff aversion projects promptly, with an open willingness to consider and explore innovative approaches to meeting your communities' needs and submit an application, as appropriate.

## **VII. INQUIRIES**

Inquiries related to this application should be directed to the Office of Employment and Training Regional Managers Annamarie Dorr [AnnaMarie.Dorr@Illinois.gov](mailto:AnnaMarie.Dorr@Illinois.gov), Bryan Ellis [Bryan.Ellis@Illinois.gov](mailto:Bryan.Ellis@Illinois.gov), or Kelly Lapetino [Kelly.Lapetino@Illinois.gov](mailto:Kelly.Lapetino@Illinois.gov).

## **VIII. EFFECTIVE DATE**

This notice is effective on release.

April 27, 2023

Page 6 of 6

**IX. EXPIRATION DATE**

This notice will remain in effect until June 30, 2024.

Sincerely,

A handwritten signature in black ink, appearing to read "Julio Rodriguez", with a stylized flourish at the end.

Julio Rodriguez, Deputy Director  
Office of Employment and Training

JR:ld

Attachment(s): A – PY'22 Rapid Response (1E) Grant Funds Application

# **RAPID RESPONSE (1E) APPLICATION – PROGRAM YEAR 2022**

*This is a suggested project summary format for applicants requesting Rapid Response (1E) funds. Upon receiving a 1E funding commitment from the Illinois Department of Commerce and Economic Opportunity, grantees must submit a complete application, including the standard application form, budget, and implementation plan.*

APPLICATION INFORMATION			
LWIA		DATE SUBMITTED	
DIRECTOR NAME			
SIGNATURE			

PROJECTED OUTCOMES	
Number of Dislocated Workers Served	
Number of Layoffs Avoided	
Number of Businesses Assisted	
Other (Please Describe)	

BUDGET	
TOTAL FUNDING REQUEST	\$
-Strategies to Rapidly Connect Jobseekers to Workers	\$
-Strategies to Expand Supportive Services	\$
-Strategies to Support Workers in Targeted Industries	\$
-Strategies to Support Employers	\$

**ACTION PLAN:** Provide a brief narrative of the local workforce innovation board’s (LWIB) plan to use 1E funds to help employers retain workers, prevent layoffs, and help job seekers get self-sustaining jobs. Include information on the specific needs of the job seekers, employers that will be served with these funds, and the layoff aversion activities. Include relevant information regarding the implementation of each strategy, including the projected activities, outcomes, and timeline for the project(s). Provide a summary for each applicable category outlined in Section V. Part A. of 22-NOT-04 planned to be implemented using 1E funds.

- *Strategies to Rapidly Connect Jobseekers to Workers*
- *Strategies to Expand Supportive Services*
- *Strategies to Support Workers in Targeted Industries*
- *Strategies to Support Employers*

**BUDGET:** Complete the budget table and provide a brief narrative of the funding request. Please provide enough detail to justify the reasonableness of the cost in the table or the narrative below. Note that grantees must submit a complete Budget using the State of Illinois Uniform Budget Template after DCEO makes a funding commitment.

BUDGET CATEGORIES	AMOUNT	NARRATIVE
Personnel	\$	
Fringe Benefits	\$	
Direct Training	\$	
Work-Based Training	\$	
Other Program Costs	\$	
Supportive Services	\$	
Direct Administration	\$	
Indirect Costs	\$	
<b>GRAND TOTAL</b>	<b>\$</b>	

#### COMPANY CERTIFICATIONS AND COMMITMENTS

Note that companies that are served must comply, or agree to comply, with the following federal and state laws and related regulations (as applicable) to be considered for an award:

- Workforce Innovation and Opportunity Act (Public Law 113-128) and applicable regulations;
- Equal Employment Opportunity/Nondiscrimination Provision and will comply with the physical, programmatic, and accessibility requirements;
- Protection of Personally Identifiable Information;
- Jobs for Veteran Act (Public Law 107-288);
- Flood Disaster Protection Act of 1973 as amended (42 U.S.C 4001);
- Architectural Barriers Act of 1968 as amended (42 USC 4151);
- Drug-Free Workplace Act of 1988 (41 USC 702 et seq., and 2 CFR § 182);
- Hotel Motel Fire Safety Act (15 USC 2225a);
- Buy American Act (41 U.S.C 10a);
- Copeland "Anti-Kickback" Act (18 USC 874 and 40 USC 276c);
- Davis-Bacon Act, as amended (40 USC 276a to a-7);
- Contract Work Hours and Safety Standards Act (40 USC 327-333);
- Rights to Inventions Made Under a Contract or Agreement;
- Clean Air Act (42 USC 7401 et seq.) and the Federal Water Pollution Control Act (33 USC 1251 et seq.), as amended;
- Byrd Anti-Lobbying Amendment (31 USC 1352);
- Uniform Administrative Requirements found at 2 CFR Part 200 and the US Department of Labor Exceptions found at 2 CFR Part 2900;
- Applicable State of Illinois Laws;
- State Workforce Innovation and Opportunity Act Policies; and
- Illinois Executive Order 2020-10 (COVID-19 Stay-at-Home Order).

### LAYOFF AVERSION RISK FACTORS

Projects that are providing layoff aversion activities should check the layoff aversion “at-risk” indicator(s) below that are applicable for the proposed projects (check as many as applicable)

- ☐ **Declining sales** - A company has undergone or will undergo (must be confirmed) a significant loss in sales that puts part of their workforce in threat of layoff. Declining sales must be expressed in terms of X dollars or Y units for Z period (months or years), along with information that provides known or suspected reasons for the decline.
- ☐ **Supply chain issues** - A company loses a supplier or consumer that threatens the employment of part of their workforce or acquires a new supplier that requires new skills to maintain the workforce. Supply chain issues must be accompanied by explaining why the change occurred.
- ☐ **Industry/market trends** - The industry/market standards have changed to the point where new training is needed to retain the current workforce. For example, have the employer’s customers asked for the production or delivery of products to be handled in a specific way that requires skill upgrade training?
- ☐ **Changes in management philosophy or ownership** - A company has undergone a new approach to conducting business, or new ownership requires new skills to maintain the employment of part of the workforce. Changes in ownership are generally the result of a lack of profitability but may also occur where a company is profitable but not profitable enough (this level of profit may meet the profit requirements of another owner) or the current owners do not have the resources to take advantage of new business strategies.
- ☐ **Worker does not have necessary skills** - A worker’s skills or functions are no longer relevant to the employer’s production process, and the worker is at risk of losing employment without training to acquire new skills.
- ☐ **Strong possibility of a job if a worker attains new skills** - The worker is in a position that is subject to layoff, and by acquiring new skills training, they can move into a position that is not subject to layoff. New skills attainment may avert a layoff for individuals within a company or may make them more attractive to other companies.
- ☐ **Other “at risk” indicators** - Additional causes for potential layoffs may exist that the company and local area need to outline in making a case for assistance for incumbent workers. These may be other criteria that the Local Workforce Investment Area (LWIA) can gather with the consultation of the employer that puts part of their workforce “at risk” for layoff (e.g., the trend in company layoffs).