

CHAMPAIGN COUNTY BOARD

COMMITTEE OF THE WHOLE

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

County of Champaign, Urbana, Illinois

Tuesday, August 12, 2025 at 6:30 p.m.

Shields-Carter Meeting Room

Bennett Administrative Center

102 E. Main Street, Urbana, Illinois

Agenda Items

Page #'s

- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of Agenda/Addenda**
- IV. **Approval of Minutes**
 - A. June 10, 2025 – Regular Meeting (*to be distributed*)
- V. **Public Input**
- VI. **Communications**
- VII. **Justice and Social Services**
 - A. CU One to One Mentoring Program (*presentation*)
 - B. Monthly Reports – All reports are available on each department’s webpage through the department reports page at: <http://www.co.champaign.il.us/CountyBoard/Reports.php>
 - Emergency Management Agency – May & June 2025
 - Probation & Court Services – May & June 2025 and 2nd Quarterly Report
 - Public Defender – June & July 2025
 - Animal Control – June & July 2025
 - C. **Other Business**
 - D. **Chair’s Report**
 - E. **Designation of Items to be Placed on the Consent Agenda**
- VIII. **Policy, Personnel, & Appointments**
 - A. County Executive
 1. Monthly HR Report – June & July 2025 1-10
 2. Appointments/Reappointments (*italics indicates incumbent*)
 - a. Resolution Changing the Terms of Current Urbana-Champaign Sanitary District Trustees and Updating the Term for Future Appointments 11-12
 - b. Resolution Appointing *Debra Griest* to the Beaver Lake Drainage District, term 9/1/2025-8/31/2028 13
 - c. Resolution Appointing *Dough Bluhm* to the Drainage District #10 Town of Ogden, term 9/1/2025-8/31/2028 14

Committee of the Whole Agenda
Finance; Policy, Personnel, & Appointments; Justice & Social Services
Tuesday, August 12, 2025
Page 2

d. Resolution Appointing <i>Bryan Schluter</i> to the Harwood & Kerr Drainage District, term 9/1/2025-8/31/2028	15
e. Resolution Appointing <i>Levi Kopmann</i> to the Kerr & Compromise Drainage District, term 9/1/2025-8/31/2028	16
f. Resolution Appointing <i>David Mennenga</i> to the Longbranch Drainage District, term 9/1/2025-8/31/2028	17
g. Resolution Appointing <i>Michael Buhr</i> to the Prairie Creek Drainage District, term 9/1/2025-8/31/2028	18
h. Resolution Appointing <i>Kenneth Decker</i> to the South Fork Drainage District, term 9/1/2025-8/31/2028	19
i. Resolution Appointing <i>Brian Buss</i> to the S. Joseph #3 Drainage District, term 9/1/2025-8/31/2028	20
j. Resolution Appointing <i>Brian Buss</i> to the St. Joseph #4 Drainage District, term 9/1/2025-8/31/2028	20
k. Resolution Appointing <i>Keith Harms</i> to the West Branch Drainage District, term 9/1/2025-8/31/2028	21
l. Resolution Appointing Alejandro Gomez, Jr. to the Mental Health Board, unexpired term ending 12/31/2028	22
m. 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)	
3. Job Content Evaluation Committee	
a. Creation of the Building Supervisor Position in the Physical Plant Department, effective August 29, 2025	23-27
b. Reclassifying the Legal Secretary Position in the Public Defender’s Office to an Administrative Legal Secretary	28-35
B. County Clerk	
1. Fee Reports	
• Monthly Reports – May, June & July 2025	36-38
• Semi-Annual Reports – June 2025	39
C. <u>Other Business</u>	
D. <u>Chair’s Report</u>	
E. <u>Designation of Items to be Placed on the Consent Agenda</u>	

IX. Finance

A. Budget Amendments/Transfers

1. Monthly General Corporate Budget Amendment Report – July 2025 (*information only*) 40
2. Budget Amendment BUA 2025/7/556 41-44
Fund 2671 Court Document Storage / Dept 030 Circuit Clerk
Increased Appropriations: \$115,000
Increased Revenue: \$0
Reason: Appropriation for the digitization of divorce case records from 1996-2020.
3. Budget Amendment BUA 2025/8/22 45-46
Fund 2685 Specialty Courts / Dept 031 Circuit Court
Increased Appropriations: \$12,000
Increased Revenue: \$0
Reason: Appropriation of funds to support client-related costs in the specialty courts program through the remainder of FY2025.

B. Treasurer

1. Monthly Report – April, May, June & July 2025 – Reports are available on the Treasurer’s webpage at: <https://www.co.champaign.il.us/treasurer/reports.php>

C. County Executive

1. FY2024 Audit Update (*information only*) 47
2. Preliminary Research and Proposal per Board Request of Auditor’s Statutory Duties (*discussion only*) 48-54

D. Other Business

E. Chair’s Report

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

X. Other Business

XI. Adjournment

All meetings are at Bennett Administrative Center – 102 E. Main Street in Urbana – unless otherwise noted.
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.



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

MONTHLY HR REPORT JUNE 2025

UNEMPLOYMENT REPORT

Notice of Claims Received – 7
RPC Head Start – 7*

Benefit Determination – 5
RPC Head Start – 5 Chargeable

*Two Protests have been filed. Final determination will be included in a future report.

PAYROLL REPORT

JUNE PAYROLL INFORMATION

	6/13/2025		6/27/2025	
	EE's		EE's	
<u>Pay Group</u>	<u>Paid</u>	<u>Total Payroll \$\$</u>	<u>Paid</u>	<u>Total Payroll \$\$</u>
General Corp	517	\$1,287,397.92	513	\$1,290,362.70
RPC/Head Start	323	\$620,927.94	322	\$620,476.33
Total	840	\$1,908,325.86	835	\$1,910,839.03

HEALTH INSURANCE/BENEFITS REPORT

Total Number of Employees Eligible: 629

General County Union (includes AFSCME & FOP):

190 Single; 25 EE+spouse; 57 EE+child(ren); 7 Family; 72 waived

Non-bargaining employees:

140 Single; 34 EE+spouse; 44 EE+child(ren); 11 Family; 49 waived

Life Insurance Premium paid by County: \$1,532.31

Health Insurance Premium paid by County: \$520,107.94

TURNOVER REPORT

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

General County

June 2025: 1.26% average over the last 12 months

June 2025: 10 out of 791 Employees left Champaign County: 8 resignations, 2 dismissals

WORKERS' COMPENSATION REPORT

<u>Entire County Report</u>	<u>June 2024</u>	<u>June 2025</u>
New Claims	2	1
Closed	6	4
Open	18	11

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

Agendas Posted	12	Meetings Staffed	5	Minutes Posted	10
Appointments Posted	27	Notification of Appointment	6	Contracts Posted	1
Calendars Posted	5	Resolutions Prepared	29	Ordinances Prepared	0

VACANT POSITIONS

As of Close of Business 6/30/2025

Total Position Vacancies	50	\$ 2,844,771.82	13 Departments with unintended vacancies of the 23 departments
New Vacancies This Month	8		
Vacancies from 2025 - prior to current month	24		
Vacancies from 2024	9		
Vacancies from 2023	3		
Vacancies from 2022	4	89,439	Hours of all current vacancies if remained unfilled for 1 year
Intentionally Vacant	2		

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

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

BOARD OF REVIEW	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None		\$ -	0	\$ -

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

CIRCUIT COURT	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Law Librarian		\$ -	1040	

CORONER	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Chief Deputy Coroner	6/12/2025	\$ 33.79	2080	\$ 70,283.20

COUNTY BOARD	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
County Administrator		\$ -	1950	\$ 130,000.00
Board Member	5/22/2025			

COUNTY CLERK & RECORDER	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None		\$ -	0	\$ -

FACILITIES	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Facilities Director	6/26/2025	\$ 60.74	1950	\$ 118,443.00

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

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

INFORMATION TECHNOLOGY	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Systems Administrator	6/13/2025	\$ 35.70	1950	\$ 69,615.00
Systems Administrator (Court Tech Specialist)	7/15/2022	\$ 54.86	1950	\$ 106,977.00

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

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

PLANNING & ZONING	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
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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
Court Services Officer - Supervision	5/30/2025	\$	41.05	1950	\$	80,047.50
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
Court Services Officer - JDC	6/26/2025	\$	27.18	1950	\$	53,001.00
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	5/22/2025	\$	33.85	1950	\$	66,007.50

SHERIFF'S OFFICE	Date Vacated		Rate of Pay	Annual Hours		Annual Rate of Pay
Secretary - Investigations	12/27/2024	\$	25.62	1950	\$	49,959.00
Deputy Sheriff - Patrol	4/13/2025	\$	38.10	2080	\$	79,248.00
Deputy Sheriff - Patrol	6/19/2025	\$	38.10	1950	\$	74,295.00
Deputy Sheriff - Patrol	6/24/2025	\$	32.34	1950	\$	63,063.00
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	4/21/2025	\$	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
Correctional Officer	6/4/2025	\$	27.29	2080	\$	56,763.20
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
Legal Secretary/Receptionist	6/30/2025	\$	18.50	1950	\$	36,075.00
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

EEO REPORT

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

June 2025 Monthly EEO Report General County Only	postings closing this month:							postings with later or no end date:																			
	Accountant (Auditor)	Senior Records Clerk (Probation/Court Services)	Paralegal (Public Defender's Office)					Detention Officer (PT) (JDC) - Probation & Court Services	Planning Internship - Planning & Zoning	Zoning Officer - Planning & Zoning	Deputy Sheriff - Sheriff	Correctional Officer - Sheriff	Systems Administrator - IT (Courthouse)	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	Court Services Officer (JDC) - Probation & Court Services	Custodian (Physical Plant)	Legal Secretary (State's Attorney)	Seasonal Landscape and Grounds Maintenance Helper (Physical Plant)	Systems Administrator (IT)			
Total Applicants	9	9	1	0	0	0	0	4	4	0	1	3	19	0	0	0	0	0	2	0	5	9	10	0	23	0	81
Male	6	1	0					1	3	0	1	2	14	0	0	0	0	0	0	0	1	8	2	0	18		50
Female	3	8	1					3	1	0	0	1	4	0	0	0	0	2	0	4	1	7	0	0	4		28
NonBinary	0	0	0					0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	1		3
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	2	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	2	0	1	0	0	0	0	5
White	6	5	0	0	0	0	0	3	2	0	1	2	11	0	0	0	0	1	0	1	4	6	0	15	0	46	
Black or African-American	0	2	0	0	0	0	0	0	0	0	0	1	4	0	0	0	0	1	0	2	3	3	0	3	0	17	
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	0	0	0	0	
Asian	0	1	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	4	0	6	
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	0	0	0	0	
Two or more races	1	1	0	0	0	0	0	0	2	0	0	0	2	0	0	0	0	0	0	0	2	0	0	1	0	7	
Undisclosed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Veteran Status	0	0	0					1	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0			3	



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

MONTHLY HR REPORT JULY 2025

UNEMPLOYMENT REPORT

Notice of Claims Received – 8

Circuit Clerk – 1

Juvenile Detention Center – 1*

Public Defender – 1*

RPC Head Start – 1

RPC WIOA – 1

Sheriff – 3

Benefit Determination – 6

Circuit Clerk – 1 Chargeable

RPC Head Start – 1 Non-Chargeable; 1 Chargeable (Result of Protest noted on the June 2025 Report)

Sheriff – 3 Non-Chargeable

*Two Protests have been filed. Final determination will be included in a future report.

PAYROLL REPORT

JULY PAYROLL INFORMATION

	7/11/2025		7/25/2025	
<u>Pay Group</u>	<u>EE's Paid</u>	<u>Total Payroll \$\$</u>	<u>EE's Paid</u>	<u>Total Payroll \$\$</u>
General Corp	519	\$1,302,164.26	509	\$1,285,628.17
RPC/Head Start	314	\$683,808.91	312	\$616,737.41
Total	833	\$1,985,973.17	821	\$1,902,365.58

HEALTH INSURANCE/BENEFITS REPORT

Total Number of Employees Eligible: 622

General County Union (includes AFSCME & FOP):

188 Single; 25 EE+spouse; 57 EE+child(ren); 7 Family; 66 waived

Non-bargaining employees:

139 Single; 37 EE+spouse; 46 EE+child(ren); 10 Family; 47 waived

Life Insurance Premium paid by County: \$1,1512.42

Health Insurance Premium paid by County: \$521,109.94

TURNOVER REPORT

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

General County

July 2025: .76% average over the last 12 months

July 2025: 6 out of 791 Employees left Champaign County: 4 resignations, 2 dismissals

WORKERS' COMPENSATION REPORT

<u>Entire County Report</u>	<u>July 2024</u>	<u>July 2025</u>
New Claims	6	3
Closed	3	0
Open	16	15

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

Agendas Posted	17	Meetings Staffed	6	Minutes Posted	10
Appointments Posted	27	Notification of Appointment	1	Contracts Posted	0
Calendars Posted	5	Resolutions Prepared	13	Ordinances Prepared	0

VACANT POSITIONS

As of Close of Business 7/31/2025

Total Position Vacancies	51	13 Departments with unintended vacancies of the 23 departments
New Vacancies This Month	7	
Vacancies from 2025 - prior to current month	27	
Vacancies from 2024	9	\$ 2,768,695.82 Payroll for the current, budgeted vacancies if remain unfilled 1 year
Vacancies from 2023	2	
Vacancies from 2022	4	
Intentionally Vacant	2	91,454 Hours of all current vacancies if remained unfilled for 1 year

ANIMAL CONTROL	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Deputy Administrator/Veterinarian	3/24/2023	\$ 51.72	1000	\$ 51,720.00
Senior Warden	7/7/2025	\$ 23.50	2080	\$ 48,880.00

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

BOARD OF REVIEW	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None		\$ -	0	\$ -

CIRCUIT CLERK	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Deputy Circuit Clerk	4/22/2025	\$ 29.85	1950	\$ 58,207.50
Legal Clerk	5/8/2025	\$ 17.43	1950	\$ 33,988.50
Legal Clerk	7/7/2025	\$ 17.43	1950	\$ 33,988.50

CIRCUIT COURT	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Law Librarian		\$ -	1040	

CORONER	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Chief Deputy Coroner	6/12/2025	\$ 33.79	2080	\$ 70,283.20
Deputy Coroner	7/21/2025	\$ 24.50	2080	\$ 50,960.00

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

COUNTY CLERK & RECORDER	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None		\$ -	0	\$ -

FACILITIES	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Facilities Director	6/26/2025	\$ 60.74	1950	\$ 118,443.00

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

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

INFORMATION TECHNOLOGY	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Systems Administrator	6/13/2025	\$ 35.70	1950	\$ 69,615.00
Systems Administrator (Court Tech Specialist)	7/15/2022	\$ 54.86	1950	\$ 106,977.00

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

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

PLANNING & ZONING	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
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 - 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
Court Services Officer - JDC	6/26/2025	\$ 27.18	1950	\$ 53,001.00
Assistant Detention Officer (PT) - JDC	9/8/2024	\$ 15.60	975	\$ 15,210.00
Assistant Detention Officer (PT) - JDC	3/5/2025	\$ 15.60	975	\$ 15,210.00
Assistant Detention Officer (PT) - JDC	5/17/2025	\$ 15.60	975	\$ 15,210.00
Assistant Detention Officer (PT) - JDC	7/2/2025	\$ 15.60	975	\$ 15,210.00

PUBLIC DEFENDER	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
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 - Investigations	12/27/2024	\$ 25.62	1950	\$ 49,959.00
Clerk	7/11/2025	\$ 23.07	1950	\$ 44,986.50
Deputy Sheriff - Patrol	4/13/2025	\$ 38.10	2080	\$ 79,248.00
Deputy Sheriff - Patrol	6/19/2025	\$ 38.10	1950	\$ 74,295.00
Deputy Sheriff - Patrol	6/24/2025	\$ 32.34	1950	\$ 63,063.00
Clerk	5/5/2025	\$ 18.92	1950	\$ 36,894.00
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
Master Control Officer - PT	7/21/2025	\$ 18.68	1040	\$ 19,427.20
Sergeant - Corrections	3/20/2025	\$ 47.02	2080	\$ 97,801.60
Correctional Officer	4/4/2025	\$ 26.67	2080	\$ 55,473.60
Correctional Officer	4/21/2025	\$ 28.48	2080	\$ 59,238.40
Correctional Officer	5/22/2025	\$ 25.97	2080	\$ 54,017.60
Correctional Officer	6/4/2025	\$ 27.29	2080	\$ 56,763.20
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
Legal Secretary/Receptionist	6/30/2025	\$ 18.50	1950	\$ 36,075.00
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
Account Clerk	7/30/2025	\$ 18.50	1950	\$ 36,075.00

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

EEO REPORT

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

job id number	3582	3581	3585	3586	3587	3588		739	2775	3103	3244	3245	3450	3523	3524	3533	3542	3544	3546	3573	3584	3579	3589	3590		
open	18-Jun	17-Jun	1-Jul	14-Jul	14-Jul	17-Jul		4-Nov	17-Jun	2-Sep	18-Apr	18-Apr	26-Jan	5-Sep	5-Sep	30-Sep	4-Nov	13-Nov	10-Dec	15-May	27-Jun	6-Jun	18-Jul	23-Jul		
close	3-Jul	2-Jul	15-Jul	28-Jul	31-Jul	30-Jul		Always Hiring			Always Hiring	Always Hiring									Until Filled	Until Filled	Until Filled	6-Aug		
	postings closing this month:							postings with later or no end date:																		
June 2025 Monthly EEO Report General County Only	Custodian (Physical Plant)	Legal Secretary (State's Attorney)	Full-Time Clerk-Sheriff	Maintenance Worker (Physical Plant)	Legal Clerk (Circuit Clerk) - Multiple Positions	Evidence/Property Officer		Detention Officer (PT) (JDC) - Probation & Court Services	Planning Internship - Planning & Zoning	Zoning Officer - Planning & Zoning	Deputy Sheriff - Sheriff	Correctional Officer - Sheriff	Systems Administrator - IT (Courthouse)	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	Court Services Officer (JDC) - Probation & Court Services	Seasonal Landscape and Grounds Maintenance Helper (Physical Plant)	Systems Administrator (IT)	Legal Secretary/Receptionist (State's Attorney)	Court Security (Sheriff)		
Total Applicants	3	5	15	4	23	44		14	6	2	10	12	10	0	0	2	1	7	1	12	7	9	24	17	220	
Male	3	2	6	4	8	19		7	2	1	9	8	7	0	0	0	0	3	1	5	5	7	5	14	111	
Female	0	3	9	0	15	24		6	2	0	1	4	3	0	0	1	0	4	0	6	2	2	18	3	100	
NonBinary	0	0	0	0	0	1		1	1	0	0	0	0	0	0	1	1	0	0	1	0	0	1	0	7	
Undisclosed	0	0	0	0	0	0		0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	
Hispanic or Latino	0	1	1	0	1	1		0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	5	
White	3	1	9	3	16	31		6	2	1	5	7	5	0	0	1	0	3	0	5	7	4	13	9	127	
Black or African-American	0	2	5	0	4	9		7	3	1	3	3	0	0	0	1	1	1	1	5	0	0	6	7	57	
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	0	0	
Asian	0	1	0	0	1	0		0	0	0	0	0	2	0	0	0	0	0	0	0	0	2	1	0	6	
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	0	0	
Two or more races	0	0	0	1	1	3		1	1	0	2	2	3	0	0	0	0	3	0	1	0	3	3	1	25	
Undisclosed	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Veteran Status	0	0	3	0	1	3		1	2	0	0	5	1	0	0	2	1	1	0	4	0	1	1		26	



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

102 E. Main Street, Urbana, Illinois 61801-2744

Steve Summers, County Executive

MEMORANDUM

TO: County Board Members
FROM: Steve Summers, County Executive
DATE: July 31, 2025
RE: Correcting Urbana-Champaign Sanitary District Trustee Terms

Rick Manner, Executive Director of the Urbana-Champaign Sanitary District, brought to my attention the statutory requirements for the starting date for appointed trustees. The UCSD Board of Trustees are appointed under 70 ILCS 2405/3:

"In any sanitary district which shall have a 3 member board of trustees, within 60 days after the adoption of such act, the appropriate appointing authority shall appoint three trustees not more than 2 of whom shall be from one incorporated city, town or village in districts in which are included 2 or more incorporated cities, towns or villages, or parts of 2 or more incorporated cities, towns or villages, who shall hold their office respectively for 1, 2 and 3 years, from the first Monday of May next after their appointment and until their successors are appointed and have qualified, and thereafter on or before the second Monday in April of each year the appropriate appointing authority shall appoint one trustee whose term shall be for 3 years commencing the first Monday in May of the year in which he is appointed. The length of the term of the first trustees shall be determined by lot at their first meeting."

I have reviewed historical appointment information for this Board. It appears that trustees were appointed beginning the first Monday in May when the records were kept on paper. When the County began using the AS400 system, to track appointments, the term was entered into the system incorrectly to begin June 1st. All of the following appointments continued to begin on June 1st for the last 35 years.

I am recommending a change to the terms of the current trustees, as listed below, and for future appointments to begin May 1st of the year they are appointed.

- Ladell Myrick – term ending May 31, 2026 will end April 30, 2026
- Charles Nerone – term ending May 31, 2027 will end April 30, 2027
- Christopher Stohr – term ending May 31, 2028 will end April 30, 2028

Changing the term end date of the current trustees will allow the County to meet the statutory requirement for all future appointments to begin no later than the first Monday in May.

RESOLUTION NO. 2025-

RESOLUTION CHANGING THE TERMS OF CURRENT URBANA-CHAMPAIGN SANITARY DISTRICT TRUSTEES AND UPDATING THE TERM FOR FUTURE APPOINTMENTS

WHEREAS, the Urbana-Champaign Sanitary District (UCSD) Board of Trustees are appointed under 70 ILCS 2405/3; and

WHEREAS, 70 ILCS 2405/3 states: “.....on or before the second Monday in April of each year the appropriate appointing authority shall appoint one trustee whose term shall be for 3 years commencing the first Monday in May of the year in which he is appointed”; and

WHEREAS, historically, the County Board has appointed trustees to the Urbana-Champaign Sanitary District with terms beginning June 1st of each year; and

WHEREAS, the statute requires for the UCSD Board of Trustees to begin their appointment on the first Monday in May of the year of they are appointed; and

WHEREAS, Steve Summers, County Executive, has recommended a change to the terms of the current trustees and for future appointments to begin May 1st of the year they are appointed to meet statutory requirements;

NOW, THEREFORE, BE IT RESOLVED By the Champaign County Board that the County Board does hereby advise and consent to changing the terms of current Urbana-Champaign Sanitary District Trustees, as listed below, and updating the term of all future appointments to commence May 1st of the year of appointment.

- Ladell Myrick – term ending May 31, 2026 will end April 30, 2026
- Charles Nerone – term ending May 31, 2027 will end April 30, 2027
- Christopher Stohr – term ending May 31, 2028 will end April 30, 2028

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 21st day of August, A.D. 2025.

Jennifer Locke, Chair
Champaign County Board

ATTEST: _____
Aaron Ammons, County Clerk
and ex-officio Clerk of the
Champaign County Board

Approved: _____
Steve Summers, County Executive
Date: _____

Debra Griest

Status		Board	Vacancies	Status
Name	Debra Griest	Beaver Lake Drainage District	0	Pending
Application Date	8/7/2025			
Expiration Date	8/7/2124			
Status	Received			

Basic Information

Name
Debra Griest

What experience and background do you have which you believe qualifies you for this appointment?
Worked for the Illinois State Geological Survey for 31 years. Served as Chairman of the Champaign County Zoning Board of Appeals for ten years and served as a committee member for an additional five years. Have served as a commissioner for the Beaver Lake Drainage District for the past three years. Attends the annual training provided by the IL Assoc of Drainage Districts. I have been providing assistance to the County Administrator on the county-wide broadband project when called upon. I have an outstanding working relationship with the broadband contractor on the county-wide project. I assist other drainage districts on matters of finance, levy, regulations, and other issues as they arise.

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
During the three years I have been serving on the Beaver Lake Drainage District, I have brought the community into the planning process for a major project by holding public meetings and getting the project moving forward through bringing an engineering firm on board and conducting all business in an open and professional manner

Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.
I am currently an elected trustee of the Carroll Fire Protection District. I have previously served as Chair of the Champaign County Zoning Board of Appeals, serving three terms. I chaired the ad hoc committee to update the LESA scores for Champaign County.

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

Additional Information

Notes

Contact Information

Address
1802 Cindy Lynn St.
Urbana, IL 61802

Email
debgriest@comcast.net

Phone
2178404091

Cell Phone
2178404091

Occupation

Professional Licenses
None

Registrations/Certifications
None

Doug Bluhm

Status		Board	Vacancies	Status
Name	Doug Bluhm	Drainage District #10 Town of Ogden	0	Pending
Application Date	8/7/2025			
Expiration Date	8/7/2124			
Status	Received			

Basic Information

Name
Doug Bluhm

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

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
Been on board for years

Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.
Ogden township clerk, Ogden Stanton MTA treasurer, Farm Service Agency board, Union DD #1 Ogden/oakwood

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

Contact Information

Address
1991 County Road 2500 E
Saint Joseph, IL 61873

Email
dlbluhm91@gmail.com

Phone
2172024834

Occupation

Professional Licenses
Farmer

Additional Information

Notes

Mr Bryan Schluter

Champaign County IL | Generated 8/6/2025 @ 2:42 pm by OnBoardGOV - Powered by ClerkBase

Status		Board	Vacancies	Status
Name	Mr Bryan Schluter	Harwood & Kerr Drainage District	2	Pending
Application Date	7/31/2025			
Expiration Date	7/31/2124			
Status	Received			

Basic Information

Name

Mr Bryan Schluter

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

Government State Experience in Jobs prior to joining board also farming Hands on and repairing tile and ditches on daily basis with current job

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

Do these Jobs on Daily basis with Compromise Township Commissioner

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

Compromise Township Highway Commissioner elected until 2029

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.

None

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

Yes Very important for water to flow in this area even though we are located on HIGH GROUND.

What is your gender?

Male

What is your ethnicity?

White

Contact Information

Address

2357 Cty 2900 N
Gifford, IL 61847

Email

basbms98@yahoo.com

Phone

2175687358

Occupation

Professional Licenses

Highway Commissioner
Compromise Township

Additional Information

Notes

Generated 8/6/2025 @ 2:42 pm

Levi Kopmann

Champaign County IL | Generated 5/7/2025 @ 3:08 pm by OnBoardGOV - Powered by ClerkBase

Status

Name	Levi Kopmann
Application Date	3/14/2025
Expiration Date	3/14/2124
Board Member	Levi Kopmann
Status	Validated

Board	Vacancies	Status	Actions
Kerr & Compromise Drainage District	1	Pending	<input type="checkbox"/>

Basic Information

Name	Levi Kopmann
What experience and background do you have which you believe qualifies you for this appointment?	Professional Engineer with extensive experience in hydraulics and hydrology. Experience with watershed properties and subsurface infrastructure within Kerr and Compromise Townships.
What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?	None.
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 ethnicity?	White

Contact Information

Address	2439 County Road 2400 East Saint Joseph, IL 61873
Email	llkopmann@outlook.com
Phone	2178400655

Occupation

Professional Licenses	Illinois Licensed Professional Engineer
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Additional Information

Notes	Generated 5/7/2025 @ 3:08 pm
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Commissioner David MENNENGA

Champaign County IL | Generated 8/6/2025 @ 2:43 pm by OnBoardGOV - Powered by ClerkBase

Status

Name Commissioner David MENNENGA
Application Date 8/1/2025
Expiration Date 8/1/2124
Status Received

Board	Vacancies	Status
Longbranch Mutual Drainage District	1	Pending

Basic Information

Name
Commissioner David MENNENGA

What experience and background do you have which you believe qualifies you for this appointment?
Past experience. (23 years)

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
Past experience, 23 years.

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

Contact Information

Address
2370 County Rd 1800 East
Urbana, IL 61802

Email
davemennenga@gmail.com

Phone
[2178412511](tel:2178412511)

Occupation

Professional Licenses
Retired

Additional Information

Notes

Generated 8/6/2025 @ 2:43 pm

Michael Buhr

Champaign County IL | Generated 8/6/2025 @ 2:43 pm by OnBoardGOV - Powered by ClerkBase

Status		Board	Vacancies	Status
Name	Michael Buhr	Prairie Creek Drainage District	0	Pending
Application Date	8/1/2025			
Expiration Date	8/1/2124			
Status	Received			

Basic Information

Contact Information

Occupation

Name
Michael Buhr

What experience and background do you have which you believe qualifies you for this appointment?
I understand what it takes to make everything that goes into drainage work properly. As a farmer, I want to make sure that all the land and ditches are taken care of.

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
As a commissioner, I am involved with all the steps and have knowledge of what makes up the Prairie Creek District.

Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.
Prairie Creek Drainage district commissioner,
ArmstrongTownship high school board member

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 ethnicity?
White

Address
2342 County Road 3300 N
Gifford, IL 61847

Email
michael.buhr@hotmail.com

Phone
[2172028727](tel:2172028727)

Additional Information

Notes

Generated 8/6/2025 @ 2:43 pm

Trustee Ken L Decker

Champaign County IL | Generated 8/6/2025 @ 2:42 pm by OnBoardGOV - Powered by ClerkBase

Status

Name Trustee Ken L Decker
Application Date 7/31/2025
Expiration Date 7/31/2124
Status Received

Board	Vacancies	Status
South Fork Drainage District	2	Pending

Basic Information

Name
Trustee Ken L Decker

What experience and background do you have which you believe qualifies you for this appointment?
I farm in this area and know the watershed. In the offseason I i stall and repair drainage tile.

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
I personally keep the books for this drainage district.

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 ethnicity?
White

Contact Information

Address
608 E Roosevelt Rd
Philo, IL 61864

Email
kdecker9@aol.com

Phone
[2178980122](tel:2178980122)

Cell Phone
[2178980122](tel:2178980122)

Occupation

Additional Information

Notes
I have been on this board for over 15 years and want to continue to do so.

Generated 8/6/2025 @ 2:42 pm

Drainage Commission Brian Keith Buss

Champaign County IL | Generated 8/6/2025 @ 2:42 pm by OnBoardGOV - Powered by ClerkBase

Status

Name Drainage Commission Brian Keith Buss
Application Date 7/31/2025
Expiration Date 7/31/2124
Status Received

Board (Rank)	Vacancies	Status
St. Joseph #3 Drainage District (0)	0	Pending
St. Joseph #4 Drainage District (1)	0	Pending

Basic Information

Name
Drainage Commission Brian Keith Buss
What experience and background do you have which you believe qualifies you for this appointment?
I've done this for several years and have a vested interest in these drainage districts.

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
We have a full meeting once a year to set budgets levies and goals. Money is discussed then.

Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.
St Joseph-Stanton FPD Trustee , St Joseph Township Road Commissioner, St Joseph Drainage Districts 3&4

Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the 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 ethnicity?
White

Additional Information

Notes

Generated 8/6/2025 @ 2:42 pm

Contact Information

Address
1483 CR 1900E
Urbana, IL 61802
Email
ssub1965@gmail.com
Phone
[2173695006](tel:2173695006)
Cell Phone
[2173695006](tel:2173695006)

Occupation

Professional Licenses
Full time Farm Operator/ Owner
St.Joseph Township Road
Commissioner

Keith G Harms

Champaign County IL | Generated 7/31/2025 @ 9:27 am by OnBoardGOV - Powered by ClerkBase

Status		Board (Rank)	Vacancies	Status
Name	Keith G Harms	Prairie Creek Drainage District (0)	0	Appointed
Application Date	6/25/2024	West Branch Drainage District (1)	1	Appointed
Expiration Date	6/25/2123			
Board Member	Keith G Harms			
Status	Validated			

Basic Information

Contact Information

Occupation

Name
Keith G Harms

What experience and background do you have which you believe qualifies you for this appointment?
Previous drainage commissioner, farmer, and landowner.

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
I have delt with dredging, tree control erosion issues, and tax transfers.

Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.
Harwood township clerk. Prairie Creek Drainage commissioner. Multi Township Tax board member.r.

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

Address
3172 County Rd 2200 E
Gifford, IL 61847

Email
keithgene1957@aol.com

Phone
2172026252

Additional Information

Notes

Board Application Comments

- System | 8/29/2024 @ 01:14 pm
Application for Prairie Creek Drainage District was marked as Appointed by Megan Robison

Generated 7/31/2025 @ 9:27 am

Dr. Alejandro Gomez, Jr.

Champaign County IL | Generated 8/6/2025 @ 2:41 pm by OnBoardGOV - Powered by ClerkBase

Status		Board	Vacancies	Status
Name	Dr. Alejandro Gomez, Jr.	Mental Health Board (708 Board)	1	Pending
Application Date	7/17/2025			
Expiration Date	7/17/2124			
Board Member	Alejandro Gomez, Jr.			
Status	Validated			

Basic Information

Name
Dr. Alejandro Gomez, Jr.

What experience and background do you have which you believe qualifies you for this appointment?
As mentioned above, with my background in mental health counseling, higher education, HR, and DEI, I would bring both subject-matter expertise and a collaborative spirit. I have close to 20 years of doing this work all in the Champaign-Urbana area and the UIUC campus and System.

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
From what I was told by my colleague Joe Omo-Osagie (we've worked together for many years at the YMCA here in Champaign), I'm aware that the board works closely with service providers rather than running direct operations, and that funding decisions are made in accordance with both state mandates and community needs assessments. While I don't have detailed knowledge yet of the board's property holdings or full staffing structure, I'm committed to learning more and ensuring all fiduciary and operational decisions support transparency, equity, and effective service delivery. I see this role as a chance to be both a good steward of public resources and an advocate for inclusive, community-informed mental health support.

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

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.
None.

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?
Hispanic or Latino

What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?
I believe the role of a trustee or board member is to provide strategic oversight, ensure accountability, and serve as a steward of the board's mission. In the context of a mental health organization, that means being deeply committed to advancing equitable access to care, reducing stigma, supporting staff and leadership, and centering the voices of those with lived experience. With my background in mental health counseling, higher education, HR, and DEI, I would bring both subject-matter expertise and a collaborative spirit. I'd prioritize listening first, especially to those we serve, then thoughtfully engaging in decision-making, supporting leadership, and helping ensure the board remains focused, mission-driven, and inclusive.

Contact Information

Address
104 Denton Dr
Savoy, IL 61874-9353

Email
alejandrogomezjr@gmail.com

Phone
2177211075

Cell Phone
2177211075

Occupation

Professional Licenses
LCSW, SHRM-SCP



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

MEMORANDUM

TO: Beth Vanichtheeranont, Chair – Policy, Personnel & Appointments Committee of the Whole

FROM: Michelle Jett, Director of Administration, and Job Content Evaluation Committee

DATE: July 23, 2025

RE: REVIEW and RECOMMENDATION for Building Supervisor

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by Michelle Jett, Director of Administration. The Committee was also provided with a job description for the position. Ms. Jett met with the Committee and explained the parameters and scope of responsibility for the position.

The goal for this position is to have a dedicated position focused on keeping County rental spaces fully rented, and for those buildings triage maintenance requests, perform minor maintenance tasks, and manage appropriate custodial services to the building.

The Job Content Evaluation Committee Report is as follows:

Date of Review by the JEC: July 23, 2025
Department Requesting: County Executive
Recommended Title of Position: Building Supervisor
Evaluated Job Points: 542
Recommended Classification Range: G
FY2025 Current Range Minimum: \$20.39
FY2025 Current Range Midpoint: \$25.48
FY2025 Current Range Maximum: \$27.49
Bargaining Status: Non-Bargaining
FLSA Status: Exempt

Pursuant to this review and evaluation, the Committee recommends the creation of the Building Supervisor position. A copy of the job description and updated table of organization are attached for your information and review.

At this time there is no additional funding request. Funding for this position is budgeted in the rental costs.

REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:

The Policy, Personnel & Appointments Committee recommends to the Committee of the Whole approval of the creation of the Building Supervisor, effective August 29th, 2025.

Thank you for your consideration of this recommendation.

Attachments

- Building Supervisor Job Description
- Facilities Department Org Chart

Champaign County Job Description

Job Title: Building Supervisor

Department: County Executive - Facilities

Reports To: Facilities Director

FLSA Status: Exempt

Prepared Date: July 2025

Pay Rate: G

SUMMARY Oversee the daily operations and maintenance of County rental properties. Liaise with tenants, coordinate and manage maintenance, custodial, and security activities, and ensure the facilities meet regulatory standards and codes.

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

- All aspects of maintaining full rental occupancy of the rental property.
- Coordinating and overseeing regular building maintenance and repairs. Completing repairs in some instances.
- Managing and directing custodial staff and activities. Completing cleaning activities in some instances.
- Preparing and carrying out emergency protocols and procedures.
- Maintaining a safe environment for building occupants and visitors.
- Monitoring maintenance budgets.
- Working with the Facilities Director to draft, manage, and implement yearly capital maintenance plan for rental buildings.
- Negotiating and liaising with third-party service providers.
- Conducting regular building inspections and preparing reports.
- Ensuring rented facilities are in compliance with applicable policies, regulations, and building codes.
- Responding to inquiries and requests by building tenants and resolving any problems or issues.

KNOWLEDGE, SKILLS, AND ABILITIES

At least 3 years of experience as a building manager or in a similar role.

Knowledge of relevant laws, regulations, and building codes.

Excellent project management and negotiation skills.

Good communication and customer service skills.

Strong critical thinking and problem-solving skills.

EDUCATION and/or EXPERIENCE

Three-five years experience in real estate management, building maintenance, or related field.

PHYSICAL DEMANDS

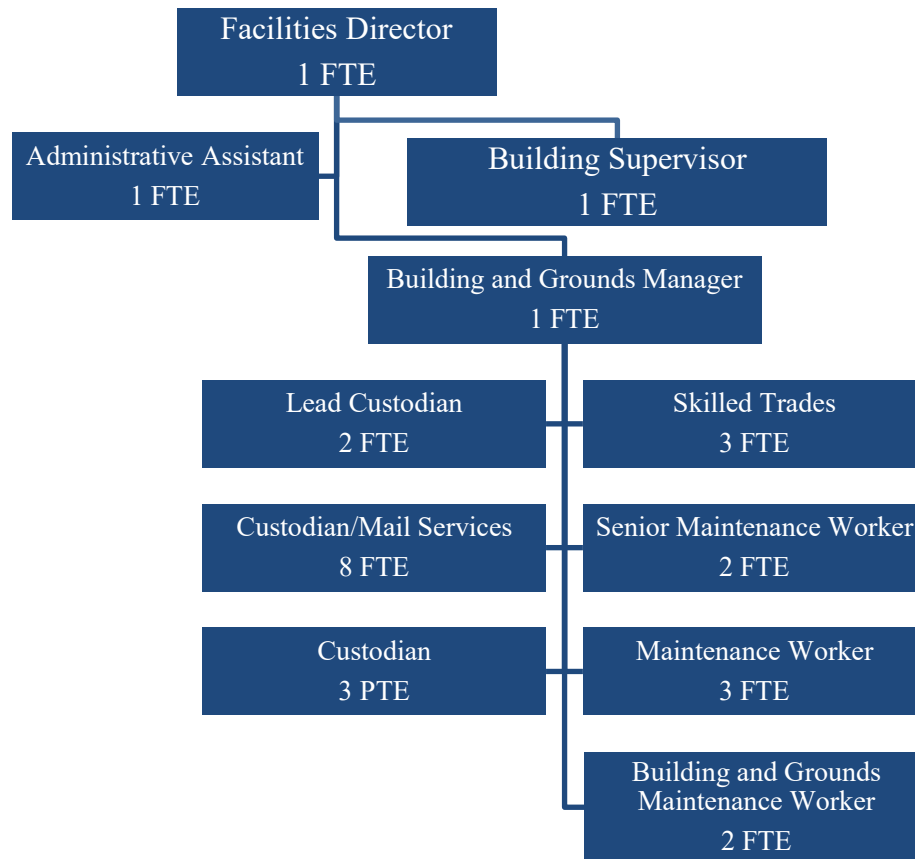
This position has the physical capability requirements of the Department of Labor classification of Medium to Heavy Work.

These physical demands of this position require activities such as sitting, walking, standing, bending, stooping, climbing stairs and ladders, lifting, moving, and carrying objects, operating maintenance and cleaning equipment, and driving an automobile.

WORK ENVIRONMENT

The work is performed primarily in an office environment, but work exposure involves maintenance activities, routine and more significant, cleaning supplies and labor. Safety precautions are required.

Physical Plant – 1080-071



Physical Plant positions: 27



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

MEMORANDUM

TO: Beth Vanichtheeranont, Chair – Policy, Personnel & Appointments Committee of the Whole

FROM: Michelle Jett, Director of Administration, and Job Content Evaluation Committee

DATE: July 31, 2025

RE: RECOMMENDATION for Administrative Legal Secretary

Champaign County Public Defender Elisabeth Pollock requested the Legal Secretary position in her office to be upgraded to Administrative Legal Secretary. This position already exists in the Circuit Court and the State's Attorney's Office. The JEC does not see a need to review a new job description for this position and instead, recommends the Public Defender positions be upgraded to Administrative Legal Secretaries with the attached job description. It will then be in the same grade as the Administrative Legal Secretaries in the Circuit Court and SAO.

Legal Secretary

Recommended Classification Range: E
FY2025 Current Range Minimum: \$19.00
FY2025 Current Range Maximum: \$26.91
Bargaining Status: AFSCME
FLSA Status: Non-Exempt

Administrative Legal Secretary

Recommended Classification Range: F
FY2025 Current Range Minimum: \$21.00
FY2025 Current Range Maximum: \$28.87
Bargaining Status: AFSCME
FLSA Status: Non-Exempt

Promotion into the three Administrative Legal Secretary positions would require a 10% raise per the collective bargaining agreement. Currently, there is no additional funding request.

Thank you for your consideration of this recommendation.

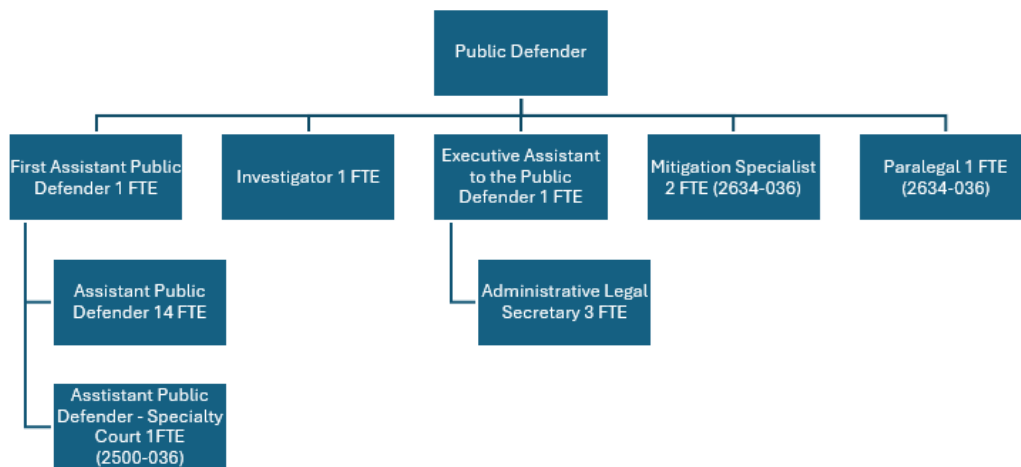
REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:

The Policy, Personnel & Appointments Committee recommends to the Committee of the Whole approval of the upgrade of Legal Secretary – Public Defender to Administrative Legal Secretary – Public Defender, effective August 29th, 2025.

Attachments

- Legal Secretary Job Description
- Administrative Legal Secretary Job Description

Proposed Org Chart



Champaign County Job Description

Job Title: Legal Secretary
Department: Public Defender
Reports To: Administrative Assistant
FLSA Status: Non-exempt
Employment Status: AFSCME - Courts
Prepared Date: April, 2004

SUMMARY Provides clerical assistance to attorneys in the Public Defender's Office.

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

Handles confidential matters relating to all divisions of the Public Defender's Office.

Types all legal documents relevant to the defense of clients in cases charged.

Answers the telephone and provides information to County staff and the general public which may require understanding of case process.

Greets visitors and directs them to proper offices or courtrooms.

Composes routine correspondence.

Copies court files and faxes documents.

Obtains information utilizing the County computer terminals.

Maintains a variety of office files and records including files of arrest warrants, records on felonies, misdemeanors and traffic cases, neglect and abuse cases and a tracking system for drug asset forfeiture proceedings, child support cases, etc.

Schedules appointments and may obtain pertinent information to individual cases with a subpoenaed witness, victims, law enforcement personnel and other parties.

SUPERVISORY RESPONSIBILITIES None.

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

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED) with some further secretarial education training in word processing and computer preferred and one year of experience; or equivalent combination of education and experience. Requires knowledge of modern office practices, principles of modern record keeping, setup and

maintaining filing systems and of legal phrases and terminology. Requires skill in operating a personal computer, word processing software, typewriter and in oral communications. May require skill in the use of dictaphones and transcribing equipment.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, correspondence and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to the general public, co-workers and other employees of the organization. Requires good knowledge of the English language and spelling.

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

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

CERTIFICATES, LICENSES, REGISTRATIONS as required.

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

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

NOTE: This document contains wording of a description of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position with this class. "Essential functions" are to be determined at the position or job level within each department.

Champaign County Job Description

Job Title: Administrative Legal Secretary

Department: Public Defender

Reports To: Administrative Assistant, Attorney, Counselor, or Investigator

FLSA Status: Non-exempt

Employment Status: Bargaining Unit - AFSCME - Courts

Prepared Date: August 2025

SUMMARY Performs specialized and confidential secretarial duties which often require independent judgment; handles clerical and administrative functions; prepares standard legal documents for attorney review; coordinates attorney and court calendars; coordinates with paralegal regarding necessary legal paperwork; tracks and organizes digital and paper discovery and pleadings when provided by the courts and the State's Attorney's Office.

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

Serves as backup secretary for other assigned legal secretaries.

Handles confidential matters relating to all divisions of the Public Defender's Office.

Schedules hearings/meetings; notifies the Court and all necessary parties.

Attends court hearings with attorney to take court notes; assists in monitoring case flow which may include obtaining signatures of Judge on Orders and obtaining updated information on parties in cases.

Drafts answers to discovery for attorney review.

Drafts writs to ensure clients are present for crucial hearings.

Drafts subpoenas to obtain relevant information to support attorneys and clients, exercising discretion in determining the appropriate language and parameters.

Draft summons to ensure witnesses and clients are present at crucial hearings.

Answers the telephone and provides information to County staff and the general public requires understanding of case process.

Greets visitors and directs them to proper offices or courtrooms.

Provides guidance and community resources to clients in need.

Inputs required data on department's and Courts databases.

Composes routine correspondence requesting information or answering inquiries about specific cases.

Takes and transcribes dictation.

Copies court files and faxes documents.

Facilitates intergovernmental cooperation by identifying work-flow, documentation, staffing and equipment problems; identifies gaps and overlaps in program services and efforts; responsible for organizing optimal operational efficiency and effectiveness of staffing functions; provides policy input and procedural recommendations for the Public Defender's Office; monitors response time in providing constituent service; responsible for identifying, documenting, analyzing and reporting on a wide variety of provisions of services issues.

Obtains information on cases by utilizing the County computer terminals and case tracking software.

Creates paper and electronic client files as cases are opened.

Review, scan, and close resolved case files.

Maintains on-going contact with court personnel to facilitate daily scheduling of Arraignment Court.

Maintains Arraignment Court paperwork for attorneys to bring to court.

Maintains a variety of office files and records including files of arrest warrants, records on felonies, misdemeanors and traffic cases, neglect and abuse cases, etc.

May attend meetings as the representative of the department or specialized department function.

May supervise secretarial/clerical staff.

May train and coordinate volunteers, interns, and externs.

Receives phone calls and talk to defendants, victims, and witnesses who walk in or telephone with questions or problems.

SUPERVISORY RESPONSIBILITIES May supervise and train secretarial/clerical employees, volunteers, interns, or externs for the Public Defender's Office. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing and training employees; assigning and directing work; appraising performance, addressing complaints, and resolving problems.

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

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED) and three years or more of progressively responsible secretarial experience, including one year as legal secretary; or equivalent combination of education and experience. Requires knowledge of modern office practices, principles of modern record keeping, setup and maintaining filing systems and of legal phrases and terminology. Requires skill in operating a personal computer, word processing software, and in oral communications. May require skill in the use of dictaphones and transcribing equipment.

LANGUAGE SKILLS Ability to read, analyze, and understand court transcripts, summons, warrants and County and State governmental regulations. Ability to write correspondence. Ability to effectively present information and respond to questions in one-on-one and small group situations to the general public, coworkers, and other employees of the organization. Requires good knowledge of the English language and spelling.

MATHEMATICAL SKILLS Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate amounts such as discounts, interest, commissions, proportions, percentages, and area.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to organize and prioritize work and to coordinate a number of activities simultaneously.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

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

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AARON AMMONS
CHAMPAIGN COUNTY CLERK & RECORDER
Champaign County, Illinois

1776 East Washington Street
Urbana, IL 61802

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

www.champaigncountyclerk.il.gov

COUNTY CLERK MONTHLY REPORT MAY 2025

Per 55 ILCS 5/3-2003.4

Liquor Licenses & Permits	25,950.00
Civil Union License	0.00
Marriage License	7,140.00
Interests	5.46
Fidlar Processing Fees	1,017.50
Vital Clerk Fees	31,312.19
Tax Clerk Fees	2,608.00
Refunds of Overpayments	-
TOTAL	68,033.15
Additional Clerk Fees	2,594.00

Revised 6/5/2019 RC



AARON AMMONS

CHAMPAIGN COUNTY CLERK & RECORDER

Champaign County, Illinois

1776 East Washington Street

Urbana, IL 61802

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

www.champaigncountyclerk.il.gov

COUNTY CLERK MONTHLY REPORT JUNE 2025

Per 55 ILCS 5/3-2003.4

Liquor Licenses & Permits	185.00
Civil Union Licenses	70.00
Marriage License	6,860.00
Interests	3.81
Fidlar Processing Fees	812.50
Vital Clerk Fees	26,148.00
Tax Clerk Fees	1,957.00
Refunds of Overpayments	4.50
TOTAL	36,040.81
Additional Clerk Fees	2,196.00



Aaron Ammons
Champaign County Clerk
Champaign County, Illinois

102 E Main St
Urbana, IL 61801

Email: vitals@champaigncountyil.gov
Website: www.champaigncountyil.gov

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

COUNTY CLERK

MONTHLY REPORT

JULY

2025

Per 55 ILCS 5/3-2003.4

Liquor Licenses & Permits	10.00
Civil Union Licenses	70.00
Marriage License	5,810.00
Interests	2.69
Fidlar Processing Fees	1,092.50
Vital Clerk Fees	27,279.00
Tax Clerk Fees	1,383.00
Refunds of Overpayments	-
TOTAL	35,647.19
Additional Clerk Fees	2,298.00



AARON AMMONS

CHAMPAIGN COUNTY CLERK & RECORDER

Champaign County, Illinois

1776 East Washington Street

Urbana, IL 61802

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

www.champaigncountyclerk.il.gov

SEMI-ANNUAL REPORT

June 2025

Per 55 ILCS 5/3-2003.4

Liquor Licenses & Permits	31,764.00
Civil Union License	280.00
Marriage License	35,420.00
Interests	38.51
Fidlar Processing Fees	6,445.00
Vital Clerk Fees	165,507.69
Tax Clerk Fees	21,259.10
Refunds of Overpayments	56.50

TOTAL

Additional Clerk Fees	13,946.00
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State of Illinois)
) SS
Champaign County)

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

Signed this 1ST day
of July, A.D. 2023

AARON AMMONS
Champaign County Clerk

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
Total			2,311,881.66	154,273.55			10

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

Susan W. McGrath
Champaign County Circuit Clerk



Champaign County Courthouse
101 East Main Street
Urbana, IL 61801
Phone (217) 384-3725
Fax (217) 384-3879

TO: Jennifer Locke, County Board Chair
Elly Hanauer-Friedman, Finance Chair
John Farney, Finance Vice Chair
County Board Members
Steve Summers, County Executive
Michelle Jett, Director of Administration

FROM: Susan W. McGrath, Champaign County Circuit Clerk

RE: Budget Amendment No. 2025-07-556

DATE: August 4, 2025

At the February 2025 County Board Meeting I brought to the Board's attention that I was going to need to allocate funds from my document storage fund reserve to start the Circuit Clerk digitization process in a modest way. There was a suggestion made at that meeting that there were already funds in the IT budget to begin the Circuit Clerk digitization process.

Since that time, Michelle Jett and I discovered that the IT budget did not contain funds for Circuit Clerk digitization. Further discussion with Michelle and with M.C. Neal revealed that the vendor selected for digitization in other county departments was not a good fit for the digitization requirements in my office.

As is true with other professional services, there are very few vendors who offer digitization for court records. I have had lengthy discussions with other Circuit Clerks as to their vendor experience with digitization. Based upon my research, and those discussions, I have selected the team of Goldfinch and ArcaSearch to provide this service to my office. I have discussed this matter with Michelle, and we agreed that I would bring this request to the Committee of the Whole and the County Board in August with my explanation of this recommendation. I have also consulted with the State's Attorney's Office on both the purchasing process and the proposed agreement to ensure that I have handled this process appropriately.

The \$115,000 represents the cost of digitization of certain divorce case records in the main area of the Circuit Clerk's office in the date range 1996-2020. I have attached the budget amendment for your reference.

Page Two

Memo to the Champaign County Board

Re: Budget Amendment 2025-07-556

August 4, 2025

The digitization of the family law records is helpful to our patrons who need frequent access to those cases, as well as to my staff in finding those paper records, making the paper files available to the requestor, and then having to copy them for the patron.

Please don't hesitate to contact me if you have any questions about this amendment. Thank you for your time and attention in this regard.

Journal Proof Report



Journal Number: 556 Year: 2025 Period: 7 Description: ARCA div Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2671-00-0254t-02-030-000-000-0000-502001-	PROFESSIONAL SERVICES	digitize divorce records		\$115000.00	
			Journal 2025/7/556	Total	\$115000.00	\$0.00

Fund: 2671 Court Document Storage
Dept: 030 Circuit Clerk
Reason: Appropriation for the digitization of divorce case records from 1996-2020

Fund	Account Description	Debit	Credit
2671	COURT DOCUMENT STORAGE FD		
	2671-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS		\$115000.00
	2671-00-0146t-00-000-000-000-0000-300703- BUDGETARY FUND BALANCE	\$115000.00	
	Fund Total	115000	115000

Calculator Tool

Project Name	Champaign County Circuit Clerk
Date	4/16/2025
Location	Clerks Office
Counted By	Gary & Steve

Summary	Type	Initial Project	Budget
Case Files	Divorce	463,100 Images	\$115,775.00

Year Range	Identification/Date Range	Count/Shelf/Cabinet	Total Pages uplex/Large		Total	Sub Total	Rate	Dollar Total
2012-2020	12D0307 TO 20D0085	Files on Shelves	5,000	500	5,500	33,000	0.25	\$8,250
1996-2006	1996 TO 2006	Files on Shelves	7,500	750	8,250	173,250	0.25	\$43,313
1996-2006	96D0003 TO 06D0240	Files on Shelves	7,500	750	8,250	57,750	0.25	\$14,438
		*plus overstuffed files	70,000	7,000	77,000	77,000	0.25	\$19,250
2006-2012	2006 TO 2012 Partial	Files on Shelves	8,000	800	8,800	105,600	0.25	\$26,400
		*plus overstuffed files	15000	1,500	16,500	16,500	0.25	\$4,125

All the above cases to be digitized in this first part of the project are Divorce cases.

\$115,775

CHAMPAIGN COUNTY CIRCUIT COURT

101 East Main Street, Rm. 213
Urbana, Illinois 61801

Christine Rantissi
Executive Assistant



Telephone (217) 239-5788
crantissi@champaigncountyil.gov

Sixth Judicial Circuit Champaign County

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

FROM: Christine Rantissi, Executive Assistant to the Court Administrator
Lori Hansen, Court Administrator
Krista March, Drug Court Coordinator

DATE: August 1, 2025

RE: Budget Amendment Request – Journal Number 22

The Circuit Court respectfully requests a budget amendment in the amount of \$12,000.00 to support client-related costs in the Specialty Courts program through the remainder of FY2025.

Under the current Adult Redeploy Illinois (ARI) grant term (effective July 1, 2025), the majority of ARI funding is now allocated to support CU at Home services and case management software, leaving limited resources for direct client support:

- Recovery home placements (Oxford House, Kalimba House, Rosecrance)
- Transitional Housing for homeless participants
- Graduation-related expenses
- Client clothing, hygiene items, food, and incentives

These services are critical to the stability and success of individuals participating in the Specialty Courts Program. Therefore, we ask for your consideration and approval of the following increases:

- Client Rent, Health, Safety, and Tuition: \$8,200.00
- Rent (graduation): \$700.00
- Client other: \$1,300.00
- Food non-travel: \$1,800.00

Thank you for your continued support of this vital program.

Journal Proof Report



Journal Number: 22 Year: 2025 Period: 8 Description: BUADRUGCT Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2685-00-0254t-02-031-000-000-0000-502039-	CLIENT RENT/HLTHSAF/TUITION	RHP AND TH SUPPORT		\$8200.00	
BUA	2685-00-0254t-02-031-000-000-0000-502013-	RENT	RENT-GRADUATION		\$700.00	
BUA	2685-00-0254t-02-031-000-000-0000-502051-	CLIENT OTHER	CLIENT INCENTIVES		\$1300.00	
BUA	2685-00-0254t-02-031-000-000-0000-501005-	FOOD NON-TRAVEL	FOOD SOBER EVENTS ETC		\$1800.00	
			Journal 2025/8/22	Total	\$12000.00	\$0.00

Fund: 2685 Specialty Courts
Dept: 031 Circuit Court
Reason: Appropriation of funds to support client-related costs in the specialty courts program through the remainder of FY2025.

Fund	Account Description	Debit	Credit
2685	SPECIALTY COURTS FUND		
	2685-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS		\$12000.00
	2685-00-0146t-00-000-000-000-0000-300703- BUDGETARY FUND BALANCE	\$12000.00	
Fund Total		12000	12000



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

102 E. Main Street, Urbana, Illinois 61801-2744

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: August 12, 2025

Re: FY24 Audit Update – Information Only

At the May 13th 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 working on items needed to proceed through the audit process.

The bank reconciliations for all of the accounts are being finalized by the County's consultant. The County's other consultant is still making progress on the capital assets list. Once the list is completed, the assets can be tagged, and depreciation can be calculated and entered in Munis.

Staff has finished a significant portion of the account tie-outs. I will be meeting with the County's consultant in the next few days to try to establish an estimated timeframe for a draft trial balance to be submitted to the outside auditors. Significant progress has been made, and we are working very hard to get the audit done as quickly as possible.



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

102 E. Main Street, Urbana, Illinois 61801-2744

Steve Summers, County Executive

MEMORANDUM

TO: Champaign County Board Members
FROM: Steve Summers, County Executive
Travis Woodcock, Budget Director
Michelle Jett, Director of Administration
DATE: August 8, 2025
RE: Accounts Payable Responsibilities

As requested by the County Board at the July meeting, here is a summary of the statutorily required responsibilities of the Auditor's Office and a proposal on reassigning the accounts payable tasks to ensure they are completed correctly and on time for the financial well-being of the County.

SUMMARY OF RESPONSIBILITIES

55 ICS 5/3-1005

(a) Audit all claims against the county, and recommend to the county board the payment or rejection of all claims presented

- This requirement is fulfilled by the Purchases Not Following Policy report.

(b) Collect, analyze and preserve statistical and financial information with respect to the cost of operation of the various institutions and facilities maintained, operated or owned by the county.

- This information is collected and stored in Munis. No changes are being recommended that would prevent the Auditor from analyzing the data.

(c) Approve all orders for supplies issues by the various county officers, before the orders are to be placed with the parties to whom the same are to be given.

- Departments enter their own invoices into Munis and this requirement is fulfilled by the Purchases Not Following Policy report.

(d) Maintain a file of all contracts entered into by the county board and all authorized county officers, for or on behalf of the county.

- This information is collected and stored in Munis. No changes are being recommended that would prevent the Auditor from analyzing the data.

(e) *Report quarterly to the county board the entire financial operations of the county including revenues anticipated and received, expenditures estimated and paid, obligations unpaid, the condition of all funds and appropriations and other pertinent information. The county auditor shall cause to be published in at least one newspaper of general circulation in the county, a notice of the availability of the quarterly report for public inspection in the office of the county auditor. Such notice shall be published within 30 days of the date of the scheduled release of the report.*

- The Auditor runs reports based on the information maintained in Munis and posts those reports on the website.

(f) *Audit the receipts of all county officers and departments presented for deposit with the county treasurer.*

- The Treasurer's Office processes receipts and the Auditor's Office reviews.

(g) *Maintain a continuous internal audit of the operations and financial records of the officers, agents or divisions of the county. The county auditor shall have access to all records, documents, and resources necessary for the discharge of this responsibility.*

- For Champaign County all financial records are maintained in Munis and the Auditor has access to review records, generate reports, and assess the County accounts. The Executive's Office does not know where the results of any internal audits are maintained.

(h) *Audit the inventory of all real and personal property owned by the county under the control and management of the various officers and departments of the county.*

- Currently departments inventory and report their real and personal property to the Auditor's Office on a yearly basis.

(i) *Audit the documentation, records, and bases for the amounts billed to the county, as maintained by county vendors, under agreements between the county and its vendors, when those agreements provide that the amounts billed to the county are based upon actual costs incurred by the vendor, or when those agreements include the requirement that the county provide a reimbursement for out-of-pocket costs incurred by the vendors. The county auditor shall audit the documentation, records, and bases for the amounts required to be paid to the county under agreements with outside parties, when those amounts are based upon records and documentation generated, compiled, and maintained by the outside party. The vendors and outside parties affected by this Section shall provide to the county auditor, on a timely basis, all records and documents required by the county auditor relative to the county auditor's duties under this subsection.*

- For Champaign County all financial records are maintained in Munis and the Auditor has access to review records, generate reports, and assess the County accounts.

(55 ILCS 5/3-1006) (from Ch. 34, par. 3-1006) - Additional Duties in counties of 275,000 or less

Sec. 3-1006. Additional duties in counties of 275,000 or less. In counties of 275,000 population or less, as determined by the last federal decennial census, the county auditor, in addition to the duties prescribed in Section 3-1005, shall:

(a) Be the general accountant of the county and keep its general accounts.

- The County Code does not provide any further detail on what being the general accountant and keep general accounts means. For Champaign County all financial records are maintained in Munis and the Auditor has access to review records, generate reports, and assess the County accounts.

(b) Devise and install a system of financial records in the offices and divisions of the county, to be followed in such offices and divisions. Such a system shall be suitable to the needs of the office and in accordance with generally accepted principles of accounting for governmental bodies.

- Munis is the County's system of financial records.

Other Relevant Codes

55 ILCS 5/3-1004 of the County Codes

Sec. 3-1004. Internal operations of office. The county auditor shall control the internal operations of the office and procure equipment, materials and services necessary to perform the duties of the office, subject to the budgetary limitations established by the county board.

55 ILCS 5/3-1007 of the County Codes

Sec. 3-1007. Deputies and employees. The county auditor shall appoint deputies and employees. The deputies shall take and subscribe the same oath of office as is required of other county officers. Any such oath shall be filed with the county clerk and entered of record by such clerk. Compensation of deputies and employees not otherwise provided for by law shall be fixed by the county auditor subject to budgetary limitations established by the county board.

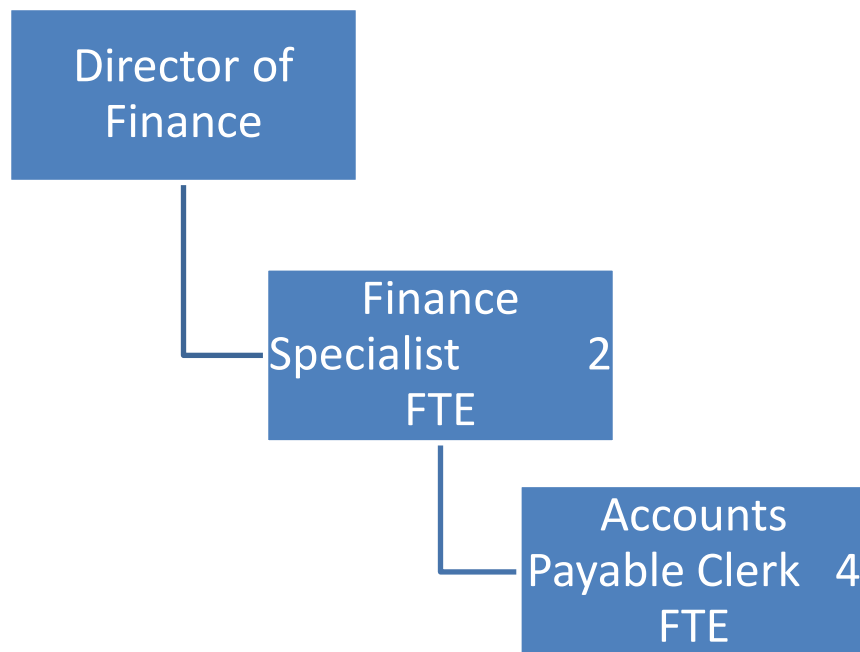
Managing accounts payable, year-end close, maintaining fund/account strings in Munis, journal entries, and other day-to-day accounts payable related tasks are not statutorily required responsibilities of the Auditor's Office.

The following proposal draws from current finance department structures in Lake, McLean, Peoria, and Winnebago counties, a review of best practices from the Government Finance Officers Association (GFOA), and discussions with current and former County financial staff.

PROPOSAL

Assign all accounts payable responsibilities and associated tasks to the Finance Department of the County Executive's Office.

STRUCTURE OF PROPOSED FINANCE DEPARTMENT



CHANGES:

- Renaming the Budget Director to Director of Finance
- Updating the Finance Specialist job description to include external audit prep duties
- Create 4 Accounts Payable Clerk positions

APPROXIMATE COST OF PROPOSED STRUCTURE

Position	Annual Salary	Note
Director of Finance	\$132,616	+\$10,000 for additional duties
Finance Specialist x2	\$140,000 - estimate	No changes
Accounts Payable Clerk x4	\$200,000 - estimate	Average hourly rate is \$24.74
Total	\$475,616	

AREAS OF RESPONSIBILITY

This is a high-level summary of what each job category would be responsible for to begin with.

FINANCE SPECIALIST

- Facilitating, with the Director of Finance, the completion of the annual budget.
- Manage the County Bonds after the Treasurer's Office has initiated them.
- Prepare and manage County financial statements according to GAAP and state statute.
- Prepare annual audit documentation on a monthly and yearly basis.
- Support the work of the outside auditor to complete the annual audit on time.
- Assist with financial management of CARF and capital improvement funds.
- Assist in economic aspects of labor negotiations.
- Assist with fiscal grant management.

ACCOUNTS PAYABLE CLERK

- Ensuring the County purchasing policy is adhered to.
- Bank reconciliation for all accounts, except RPC
- Assist in preparing County financial statements according to GAAP and state statute.
- Assist in preparing annual audit documentation on a monthly and yearly basis.
- Provide training and support to all users of the County financial system.
- Provide continuing education to departments on County purchasing policy and procedure.
- Responsible for the preparation of accounts payable checks.

The Director of Finance would be responsible for supervising these roles and ensuring accounts payable, budgeting, and the external audit are completed according to the County policies and state statute. They would serve as the main point of contact for the Board regarding any financial questions or concerns and provide financial analysis, updates, and guidance to the Board.

(55 ILCS 5/3-1005) (from Ch. 34, par. 3-1005)

Sec. 3-1005. Duties of auditor. The duties of the county auditor shall be to:

(a) Audit all claims against the county, and recommend to the county board the payment or rejection of all claims presented.

(b) Collect, analyze and preserve statistical and financial information with respect to the cost of operation of the various institutions and facilities maintained, operated or owned by the county.

(c) Approve all orders for supplies issued by the various county officers, before the orders are to be placed with the parties to whom the same are to be given.

(d) Maintain a file of all contracts entered into by the county board and all authorized county officers, for or on behalf of the county.

(e) Report quarterly to the county board the entire financial operations of the county including revenues anticipated and received, expenditures estimated and paid, obligations unpaid, the condition of all funds and appropriations and other pertinent information. The county auditor shall cause to be published in at least one newspaper of general circulation in the county, a notice of the availability of the quarterly report for public inspection in the office of the county auditor. Such notice shall be published within 30 days of the date of the scheduled release of the report.

(f) Audit the receipts of all county officers and departments presented for deposit with the county treasurer.

(g) Maintain a continuous internal audit of the operations and financial records of the officers, agents or divisions of the county. The county auditor shall have access to all records, documents, and resources necessary for the discharge of this responsibility.

(h) Audit the inventory of all real and personal property owned by the county under the control and management of the various officers and departments of the county.

(i) Audit the documentation, records, and bases for the amounts billed to the county, as maintained by county vendors, under agreements between the county and its vendors, when those agreements provide that the amounts billed to the county are based upon actual costs incurred by the vendor, or when those agreements include the requirement that the county provide a reimbursement for out-of-pocket costs incurred by the vendors. The county auditor shall audit the documentation, records, and bases for the amounts required to be paid to the county under agreements with outside parties, when those amounts are based upon records and documentation generated, compiled, and maintained by the outside party. The vendors and outside parties affected by this Section shall provide to the county auditor, on a timely basis, all records and documents required by the county auditor relative to the county auditor's duties under this subsection.

(Source: P.A. 86-962; 86-1358.)

(55 ILCS 5/3-1004) (from Ch. 34, par. 3-1004)

Sec. 3-1004. Internal operations of office. The county auditor shall control the internal operations of the office and procure equipment, materials and services necessary to perform the duties of the office, subject to the budgetary limitations established by the county board.

(Source: P.A. 86-962.)

(55 ILCS 5/3-1007) (from Ch. 34, par. 3-1007)

Sec. 3-1007. Deputies and employees. The county auditor shall appoint deputies and employees. The deputies shall take and subscribe the same oath of office as is required of other county officers. Any such oath shall be filed with the county clerk and entered of record by such clerk. Compensation of deputies and employees not otherwise provided for by law shall be fixed by the county auditor subject to budgetary limitations established by the county board.

(Source: P.A. 86-962.)

(55 ILCS 5/3-1008) (from Ch. 34, par. 3-1008)

Sec. 3-1008. Continuing education. Each county auditor shall obtain at least 20 hours of continuing professional education related to the operation of the auditor's office each year. Reasonable expenses incurred by the auditor in obtaining that education shall be reimbursed by the county.

(Source: P.A. 86-1358.)