

**CHAMPAIGN COUNTY BOARD
COMMITTEE AGENDA**

POLICY, PERSONNEL & APPOINTMENTS

Wednesday November 9, 2005 – 7:00 p.m.

Meeting Room 1, Brookens Administrative Center

CHAIR: *Tom Betz*

MEMBERS: *Betz, Beckett, Busboom, Fabri, Feinen, Knott, Moser, Putman, Wysocki*

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CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

POLICY, PERSONNEL & APPOINTMENTS

Meeting Room 1
Brookens Administrative Center

October 5, 2005

MEMBERS PRESENT: Putman, Wysocki, Knott, Feinen
Beckett, Betz, Busboom.

MEMBERS ABSENT: Fabri, Moser

OTHERS PRESENT: Deb Busey; (Administrator), Ron Gremore; (H/R Director)
Susan McGrath; (Assistant States Attorney)
Joel Fletcher; (Assistant States Attorney), Patricia Avery
(Board member), Catherine Hogue;(Board member)

CALL TO ORDER

Mr. Betz called the meeting to order at 7:08pm.

APPROVAL OF AGENDA/ADDENDUM

MOTION by Mr. Knott to approve agenda with correction in item VI-3 should state Longbranch Mutual Drainage District; seconded by Mr. Beckett. **Motion carried.**

APPROVAL OF MINUTES

MOTION by Mr. Beckett to approve September 15, 2005 Minutes; seconded by Mr. Knott. **Motion carried** all ayes.

PUBLIC PARTICIPATION

None.

COUNTY BOARD

Appointment/Reappointments

Champaign – Urbana MTD (to fill Laurel Prussing’s term ending 12-31-2008)

MOTION by Ms. Wysocki to appointment John Chato to the Champaign – Urbana MTD; seconded by Mr. Beckett. **Motion carried.**

CHAIR'S REPORT

Disparity Study – Summary of Peoria County Study & Process for Study

Ms. Busey discussed the disparity study done by the City of Peoria. Ms. Busey went on to say that one of the outcomes of the Peoria Study is that the Economic Development Corporation is developing educational programs and resources to assist minority owned businesses and women owned business in the capability to respond in the competitive bidding process. Ms. Busey went on to say the study was completed for less than \$25,000.00.

MOTION by Mr. Beckett to recommend to the Finance Committee \$50,000.00 to be set aside in FY2006 budget to fund a disparity study; seconded by Ms. Wysocki. **Motion carried** all ayes.

Noxious Weed Ordinance & Approval of Noxious Weed Superintendent

The consensus of the committee is to allow Ms. Wysocki to research this item further and discuss it again with the committee at a later date.

Review of Resolution/Ordinance County Board Agenda Process – discussion

It was the consensus of the committee that Resolutions for action items was a good idea for the County Board agenda and would like to continue with that process.

Hurricane Katrina Proclamation

Ms. Feinen and Ms Avery presented a draft proclamation for the victims of Hurricane Katrina with additional changes for the committee to consider for approval.

MOTION by Ms. Feinen to approve Hurricane Katrina Proclamation as presented; seconded by Mr. Beckett. **Motion carried** all ayes.

LEGISLATIVE REPORT

No action

OTHER BUSINESS

NACO Prescription Discount Drug Card

It was the consensus of the committee to review this topic again in 6 months.

East Lawn Memorial Burial Park Association Resignations effective 9-22-2005

MOTION by Ms. Wysocki to accept the resignations of Robert Funkhouser and Lynda Hatter from the East Lawn Memorial Burial Park Association; seconded by Mr. Beckett. **Motion carried** all ayes.

Longbranch Mutual Drainage District term ending 8-31-2008

MOTION by Ms. Wysocki to appoint Norman Uken to the Longbranch Mutual Drainage District term ending 8-31-2008; seconded by Mr. Knott **Motion carried** all ayes.

ADMINISTRATOR'S REPORT

Vacant Position Listing

For information only (No action)

Champaign County EEO Report & EEO Development Update

Mr. Gremore presented the Champaign County EEO Report and EEO Development Update for the committee to review. Mr. Gremore began by giving a breakdown of total employees by race and gender employed by Champaign County. Mr. Gremore stated the information also includes temporary and permanent employees.

Ms. Avery asked if a report could be given to reflect what the past employment history has been at the county. Mr. Gremore stated yes he could gather that information.

Mr. Beckett asked if there is any variation could that information be reflected also in the report. Mr. Gremore answered yes.

MOTION by Mr. Beckett to receive and place on file the Champaign County EEO Report & EEO Development update; seconded by Ms. Wysocki. **Motion carried** all ayes.

COURT SERVICES

Request of Waiver of Hiring Freeze

MOTION by Mr. Beckett to approve request of waiver of hiring freeze; seconded by Ms. Busboom. **Motion carried.**

Closed Session pursuant to 5ILCS 120 (c) 1 to consider the employment, compensation, discipline, performance, or dismissal of an employee

MOTION by Ms. Wysocki to Closed Session pursuant to 5ILCS 120 (c) 1 to consider the employment, compensation, discipline, performance, or dismissal of an employee; seconded by Ms. Putman. **Motion carried.** 8:29pm

Mr. Betz declared Open Session: 8:42pm

ITEMS TO BE PLACED ON COUNTY BOARD CONSENT AGENDA

Mr. Betz stated items VI-3 will be on the October County Board agenda

ADJOURNMENT

Mr. Betz declared meeting adjourned. 8:43pm

Respectfully submitted,

Leroy Holliday
Administrative Secretary

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

**POLICY, PERSONNEL & APPOINTMENTS
SPECIAL MEETING**

Meeting Room 2
Brookens Administrative Center

October 20, 2005

MEMBERS PRESENT: Wysocki, Betz, Putman,
Beckett, Busboom,

MEMBERS ABSENT: Fabri, Feinen, Knott, Moser

OTHERS PRESENT: Deb Busey, (Administrator); Denny Inman (Administrator);

CALL TO ORDER

Chair Betz called the meeting to order at 6:03p.m.

APPROVAL OF AGENDA/ADDENDUM

MOTION by Mr. Beckett to approve the agenda and addendum; seconded by Ms. Wysocki. All ayes **Motion carried.**

PUBLIC PARTICIPATION

None

APPROVAL OF MINUTES

None

INTERCOMMITTEE MEMO FROM ELUC

Recommend approval of classification recommendations for the Zoning and Enforcement Department positions

Ms. Busey presented an amended copy to the classification change to the Zoning Technician for the committee to review. Ms. Busey went on to say the grade range should be class G.

MOTION by Mr. Beckett to approve recommendations for the Zoning and Enforcement Department positions with correction to Grade Range G as the assigned grade for the Zoning Technician's Position; seconded by Ms. Wysocki. **Motion carried** all ayes.

OTHER BUSINESS

Recommend approval of Resolution Designating Trick –or – Treat Hours, Rules and Guidelines for the Annual Observance of Halloween in Champaign County

MOTION by Ms. Wysocki to approve Resolution Designating Trick-or-Treat Hours, Rules and Guidelines for the Annual Observance of Halloween in Champaign County; seconded by Ms. Busboom. **Motion carried** all ayes.

Ms. Busey stated this resolution would carry over each year.

ADJOURNMENT

MOTION by Ms. Wysocki to adjourn meeting; seconded by Mr. Beckett. **Motion carried** all ayes. 6:08pm

Respectfully submitted,

Leroy Holliday
Administrative Secretary

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

PLEASE PRINT IN BLACK INK

NAME: Cecil L. Hudson PHONE: 688-2297 FAX: _____

ADDRESS: 1341 CR 1800 E. Urbana IL. 61801
Street City State Zip

NAME OF APPOINTMENT BODY OR BOARD: _____

TITLE OF APPOINTMENT REQUESTED: Silver Creek Drainage Comm.

BEGINNING DATE OF TERM REQUEST: immediately ENDING DATE: 8-31-08

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

The Champaign County Board

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

Been in this position over 20 years and am a farmer in the area.

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

I am a commissioner, we hold meetings at least 2 times per year to discuss this.

3. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the board or commission for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.)

Yes _____ No

If yes, please explain.

Cecil L. Hudson
Signature

7 9 5 9 11

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE PRINT IN BLACK INK

NAME: JL Knell **PHONE:** 217 621 8091 **FAX:** _____

ADDRESS: 8 Main St. Dewey IL 61840
Street City State Zip

NAME OF APPOINTMENT BODY OR BOARD: DEWEY PUBLIC WATER DISTRICT

TITLE OF APPOINTMENT REQUESTED: MEMBER AT LARGE

BEGINNING DATE OF TERM REQUEST: Sept 1, 2005 **ENDING DATE:** May 1, 2010

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

The Champaign County Board

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

Student Government Association at Western Illinois University.

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

To reach necessary decisions in the best interest of Dewey
as a whole.

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

Little at presents

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 board or commission for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.)

Yes ___ No

If yes, please explain:

5. Would you be available to regularly attend the scheduled meeting of the Board district?

Yes No ___

If no, please explain:

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

J. Snell
Signature

Date: Sept 1, 2005

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

NAME: Doug Bluhm PHONE 217-583-3306 FAX Same

ADDRESS 2019 CR 2500E St. Joseph IL 61873
Street City State Zip

TITLE OF APPOINTMENT REQUESTED: Champaign County Zoning Board of Appeals

BEGINNING DATE OF TERM REQUESTED: 12/1/05

ENDING DATE OF TERM REQUESTED: 11/30/10

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

THE CHAMPAIGN COUNTY BOARD

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

I have worked with this body for the last
several years. I am a farmer and work
for a general contractor with building
experience.

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

The role of the board member is to listen to
all parties involved and try to work for a
solution. Sometimes this is possible, but
other times it is not and an unfavorable
decision has to be made.

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

Very knowledgeable of the operations of the ZBA and the zoning staff.

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 board or commission for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.)

_____ yes no

If yes, please explain.

5. Would you be available to regularly attend the scheduled meetings of board district?

yes _____ no

If no, please explain.

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

Doug Bluh Signature
9/25/05 Date

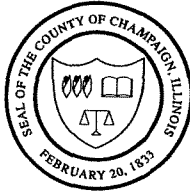
Prepared By: E. Boatz
10/31/2005

**VACANT POSITIONS LISTED ON DATA BASE
AS OF OCTOBER 28, 2005**

FUND	DEPT.	POSITION TITLE	HOURLY RATE	REGULAR ANNUAL HOURS	REGULAR ANNUAL SALARY	FY2005 ANNUAL HOURS	FY2005 ANNUAL SALARY
80	22	DEPUTY COUNTY CLERK	\$9.18	1950	\$17,901.00	1957.5	\$17,969.85
80	22	DEPUTY COUNTY CLERK	\$9.18	624	\$5,728.32	626.4	\$5,750.35
80	25	TAX MAP TECHNICIAN	\$11.44	1950	\$22,308.00	1957.5	\$22,393.80
80	40	CLERK	\$9.18	1950	\$17,901.00	1957.5	\$17,969.85
80	41	SENIOR ASSISTANT STATE'S ATTORNEY	\$24.06	1950	\$46,917.00	1957.5	\$47,097.45
80	51	ASSISTANT DIRECTOR-PROB CRT SRV	\$27.10	1950	\$52,845.00	1957.5	\$53,048.25
80	51	COURT SERVICES OFFICER	\$16.29	1950	\$31,765.50	1957.5	\$31,887.68
80	51	COURT SERVICES OFFICER	\$16.29	1950	\$31,765.50	1957.5	\$31,887.68
80	51	COURT SERVICES OFFICER	\$16.29	1950	\$31,765.50	1957.5	\$31,887.68
80	51	COURT SERVICES OFFICER	\$16.29	1950	\$31,765.50	1957.5	\$31,887.68
80	52	COURT SERVICES OFFICER	\$14.57	1950	\$28,411.50	1957.5	\$28,520.78
80	52	SENIOR COURT SERVICES OFFICER	\$16.32	1950	\$31,824.00	1957.5	\$31,946.40
80	52	SENIOR COURT SERVICES OFFICER	\$16.32	1950	\$31,824.00	1957.5	\$31,946.40
80	71	CUSTODIAN	\$9.06	1950	\$17,667.00	1957.5	\$17,734.95
80	140	CLERK	\$9.18	1950	\$17,901.00	1957.5	\$17,969.85
80	140	INMATE SERVICES AIDE	\$9.06	2080	\$18,844.80	2088	\$18,917.28
80	140	LIEUTENANT--CORRECTIONS	\$30.36	2080	\$63,148.80	2088	\$63,391.68
80	140	PART-TIME MASTER CONTROL OFFICER	\$9.18	1040	\$9,547.20	1044	\$9,583.92
83	60	MECHANIC	\$18.84	2080	\$39,187.20	2088	\$39,337.92
671	30	LEGAL CLERK	\$9.18	1950	\$17,901.00	1957.5	\$17,969.85
671	30	LEGAL CLERK	\$9.18	1950	\$17,901.00	1957.5	\$17,969.85
671	30	SUPERVISOR	\$13.06	1950	\$25,467.00	1957.5	\$25,564.95
			\$319.61		\$610,286.82		\$612,634.10

CURT DEEDRICH, CIAO

CHIEF COUNTY ASSESSMENT OFFICER



cdeedrich@co.champaign.il.us

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

CHAMPAIGN COUNTY ASSESSMENT OFFICE

1776 East Washington Street
Urbana, Illinois 61802-4581
(217) 384-3760 • FAX (217) 384-3762
Monday-Friday 8:00 a.m.-4:30 p.m.

October 5, 2005

To: Champaign County Board
Barbara Wysocki, Chair

From: Champaign County Chief County Assessment Officer
Curt Deedrich

Re: County Personnel Policy

A recent State's Attorney opinion dated September 27, 2005 contained the following paragraph:

*"The county board has the power and responsibility to create salary classifications of general applicability for all county offices, elected or appointed...."*ⁱ It seems clear that the issue of compensation for employees employed by the Supervisor of Assessments is the purview of the county board.

ⁱ Heller v. County Board of Jackson County, 71 Ill.App.3d 388 (5th Dist. 1979).

It appears to me that although an earlier State's Attorney opinion dated January 5, 2005 may have indicated that the Supervisor of Assessments has the option to decide about adopting the County Personnel Policy, it appears that the most recent opinion indicates that most likely the policy does apply for salary determinations.

In light of this most recent opinion I feel it prudent for to clarify to the staff members in my office what parts of the County Personnel Policy do or don't apply for them.

Effective October 5, 2005 as Supervisor of Assessments I am hereby officially adopting the Champaign County Personnel Policy for my employees.

Cc: Deb Busey



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 EAST WASHINGTON
URBANA, IL 61802
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(217) 384-3765 – PHYSICAL PLANT
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ADMINISTRATIVE SUPPORT
DATA PROCESSING
MICROGRAPHICS
PURCHASING
PHYSICAL PLANT
SALARY ADMINISTRATION
Email : xx046@prairienet.org

Memo

To: Policy, Procedures & Appointments Committee
From: Debbie Chow, Insurance Specialist, Administrative Services Department
Grant Sloniger, Dimond Bros. Insurance Agency
Date: 11/2/2005
Re: Renewal of Insurance Policies
December 1, 2005 to November 30, 2006

Renewal proposals have been received from Cincinnati Insurance Company, Selective Insurance Company, Illinois Counties Risk Management Trust (ICRMT) and Allmerica/Citizens Insurance Company for the various insurance policies purchased by the county. Detailed information regarding the policies purchased is attached for your review.

We recommend that the County accept the premium proposal from Cincinnati Insurance Company for Nursing Home property coverage in the amount of \$26,406 for the policy period of December 1, 2005 to November 30, 2006. This is a decrease of 22% from the current year's premium.

We recommend that the County accept the premium proposal from Selective Insurance Company for property, inland marine and crime coverage for all other county departments in the amount of \$108,894 for the policy period December 1, 2005 to November 30, 2006. This is an increase of less than 1% from the current year's premium.

We recommend that the County accept the premium proposal from the UCCI endorsed ICRMT program for all county liability coverage in the total amount of \$397,976 for the policy period December 1, 2005 to November 30, 2006. This is an increase of 2% from the current year's premium.

We recommend that the County accept the premium proposal from Allmerica Financial/Citizens Management Incorporated for third party administration of worker's compensation claims and worker's compensation excess insurance coverage in the total amount of \$158,874.00 for the policy period December 1, 2005 to November 30, 2007. This is an increase of 13% from the current year's

premium. The entire 13% increase is for the excess worker's compensation coverage. The cost for the third party administrator did not increase from the current year.

Please forward this recommendation to the full Board for action on November 17, 2005.

We will be in attendance at your meeting to answer any questions you may have regarding these recommendations.

Thank you.

2005/2006 Champaign County Insurance

	2005/2006				2004/2005			
	<u>Cincinnati</u>	<u>Selective</u>	<u>ICRMT</u>	<u>Citizens*</u>	<u>Cincinnati</u>	<u>Selective</u>	<u>ICRMT</u>	<u>Citizens*</u>
Property/Inland Marine/Crime	n/a	108,894	n/a	n/a	n/a	108,013	n/a	n/a
Property- Nursing Home	26,406	n/a	n/a	n/a	33,691	n/a	n/a	n/a
Liability-County	n/a	n/a	159,322	n/a	n/a	n/a	210,484	n/a
Liability-Nursing Home	n/a	n/a	238,654	n/a	n/a	n/a	180,722	n/a
Work Comp- Excess	n/a	n/a	n/a	89,674	n/a	n/a	n/a	71,243
Work Comp- TPA	n/a	n/a	n/a	69,200	n/a	n/a	n/a	69,200
Total		692,150				673,353		

Property Coverage Summary:

\$101,417,184 w/ \$5,000 deductible
 \$18,086,653 w/ \$5,000 deductible- Nursing Home

Inland Marine Coverage Summary:

\$6,383,303 w/ \$1,000 deductible

Crime Coverage Summary:

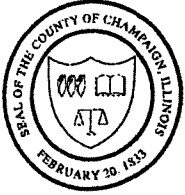
\$250,000 Employee Dishonesty- \$5,000 deductible

Liability Coverage Summary:

\$7,000,000 General Liability
 \$7,000,000 Automobile Liability
 \$7,000,000 Public Officials Liability
 \$7,000,000 Law Enforcement Liability
 \$4,000,000 Nursing Home Liability
 \$2,000,000 Limit for Employment Practice Liability

Work Comp Coverage Summary:

\$400,000 attachment point per claim
 \$2,000,000/ 2 year aggregate
 *Premiums are based on 2 year policy
 Optional 1 year premiums: Excess- 46,182 TPA- 34,600

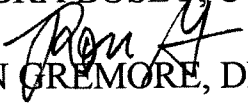


CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

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October 27, 2005

ADMINISTRATIVE SUPPORT
DATA PROCESSING
MICROGRAPHICS
PURCHASING
PHYSICAL PLANT
SALARY ADMINISTRATION

TO: DEBRA BUSEY, COUNTY ADMINISTRATOR
FROM:  RON GREMORE, DEPUTY COUNTY ADMINISTRATOR/HR
RE: WORKFORCE PROFILE BY RACE AND GENDER
FOR YEARS 1999, 2001, 2003 AND 2005

Per the request of the Policy, Personnel and Appointments Committee of the County Board, I have documented the make up of the County's workforce by race and gender for years 1999, 2001, 2003 and 2005.

This data is reported on the accompanying pages by year, race and gender. It is grouped by General County, Corrections and Nursing Home populations as reported to the EEOC and recorded on the County's payroll as of June 30, of each posted year. The last page of the attached is a summary report contrasting the changes in employee populations by race and gender between each year from 1999 to 2005.

The accompanying data and more specifically, the summary page highlights the following:

- Over the last six years the County has maintained an average of 2.64 percentage points above that reported by the Champaign County 2000 Census for Black employees.
- Over the last six years the County has maintained an average of 3.90 percentage points above that reported by the Champaign County 2000 Census for White employees.
- Over the last six years the County has maintained an average of 6.72 percentage points below that reported by the Champaign County 2000 Census for Other Minority employees.

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Memorandum to Debra Busey

October 27, 2005

- Over the last six years the County has maintained an average of 13.22 percentage points below that reported by the Champaign County 2000 Census for male employees.
- Over the last six years the County has maintained an average of 13.22 percentage points above that reported by the Champaign County 2000 Census for female employees.
- Since 1999 to 2005 the County has shown a 2.52 percent increase in the workforce of Black employees.
- In 2005 the County employment of Blacks is 4.52 percentage points above that reported by the Champaign County 2000 Census for Black employees.
- Over the course of the last six years the County has maintained an approximate average workforce of 37% male and 63% female.
- Over the course of the last six years the County has increased its minority (non-black/non-white) workforce by 1.72 percentage points.

The aforementioned summary is based upon data produced and provided to the EEOC in the County's last four EEO-4 Reports.

Attachments/ Workforce Profiles by Race and Gender

As of June 30, 1999 the workforce of Champaign County Government was made up of the following representative race and gender groups:

General County	353 FTE
Corrections	123 FTE
Nursing Home	220 FTE
Total	696

GENERAL COUNTY REPORT

Reported by Race and Gender:

W/M	132	37.39%
B/M	3	0.85%
H/M	0	0.00%
AA/M	2	0.56%
W/F	181	51.29%
B/F	25	7.08%
H/F	5	1.42%
AA/F	4	1.13%
AI/F	1	0.28%

Reported by Race:

White	313	88.67%
Black	28	7.93%
Other	12	3.40%

Reported by Gender:

Male	137	39.00%
female	216	61.00%

CORRECTIONS

Reported by Race and Gender:

W/M	71	57.70%
B/M	5	4.07%
H/M	1	0.81%
AA/M	1	0.81%
W/F	40	32.50%
B/F	4	3.30%
H/F	1	0.81%

Reported by Race:

White	111	90.24%
Black	9	7.32%
Other	3	2.44%

Reported by Gender:

Male	78	63.41%
Female	45	36.59%

NURSING HOME

Reported by Race and Gender:

W/M	20	9.10%
B/M	7	3.18%
H/M	0	0.00%
AA/M	0	0.00%
AI/M	0	0.00%
W/F	140	63.64%
B/F	50	22.72%
H/F	1	0.45%
AA/F	2	0.91%

Reported by Race:

White	160	72.73%
Black	57	25.91%
Other	3	1.36%

Reported by Gender:

Male	27	12.27%
Female	193	87.73%

1999 COMBINED TOTALS BY RACE AND GENDER:

W/M	223	32.00%
B/M	15	2.21%
H/M	1	0.14%
AA/M	3	0.43%
AI/M	0	0.00%
W/F	361	51.87%
B/F	79	11.35%
H/F	7	1.00%
AA/F	6	0.86%
AI/F	1	0.14%

Reported by Race:

White	584	83.90%
Black	94	13.50%
Other	18	2.60%

Reported by Gender:

Male	242	34.80%
Female	454	65.20%

2000 Census Bureau Statistics for Champaign County

White Persons	78.80%	Males	50.30%
Black Persons	11.20%	Females	49.70%
Other Minority Persons	10.00%		

As of June 30, 2001 the workforce of Champaign County Government was made up of the following representative race and gender groups:

General County	381 FTE
Corrections	167 FTE
Nursing Home	221 FTE
Total	769

GENERAL COUNTY REPORT

Reported by Race and Gender:

W/M	139	36.50%
B/M	4	1.05%
H/M	1	0.26%
AA/M	0	0.00%
W/F	193	50.66%
B/F	33	8.66%
H/F	6	1.56%
AA/F	4	1.05%
A/F	1	0.26%

Reported by Race:

White	332	87.14%
Black	37	9.70%
Other	12	3.16%

Reported by Gender:

Male	144	37.80%
female	237	62.20%

CORRECTIONS

Reported by Race and Gender:

W/M	85	50.90%
B/M	7	4.20%
H/M	2	1.20%
AA/M	2	1.20%
W/F	61	36.50%
B/F	9	5.40%
H/F	1	0.60%

Reported by Race:

White	146	87.40%
Black	16	9.60%
Other	5	3.00%

Reported by Gender:

Male	96	57.50%
Female	71	42.50%

NURSING HOME

Reported by Race and Gender:

W/M	29	13.12%
B/M	10	4.52%
H/M	0	0.00%
AA/M	1	0.45%
W/F	127	57.50%
B/F	51	23.10%
H/F	1	0.45%
AA/F	2	0.90%

Reported by Race:

White	156	70.60%
Black	61	27.60%
Other	4	1.80%

Reported by Gender:

Male	40	18.10%
Female	181	81.90%

2001 COMBINED TOTALS BY RACE AND GENDER:

W/M	253	32.90%
B/M	21	2.73%
H/M	3	0.40%
AA/M	3	0.40%
W/F	381	49.54%
B/F	93	12.09%
H/F	8	1.04%
AA/F	6	0.78%
AI/F	1	0.13%

Reported by Race:

White	634	82.44%
Black	114	14.82%
Other	21	2.73%

Reported by Gender:

Male	280	36.41%
Female	489	63.59%

2000 Census Bureau Statistics for Champaign County

White Persons	78.80%	Males	50.30%
Black Persons	11.20%	Females	49.70%
Other Minority Persons	10.00%		

As of June 30, 2003 the workforce of Champaign County Government was made up of the following representative race and gender groups:

General County	376 FTE
Corrections	156 FTE
Nursing Home	177 FTE
Total	709

GENERAL COUNTY REPORT

Reported by Race and Gender:

W/M	148	39.40%
B/M	5	1.30%
H/M	0	0.00%
AA/M	2	0.53%
W/F	185	49.20%
B/F	27	7.20%
H/F	5	1.30%
AA/F	3	0.80%
AI/F	1	0.27%

Reported by Race:

White	333	88.56%
Black	32	8.50%
Other	11	2.93%

Reported by Gender:

Male	155	41.22%
female	221	58.78%

CORRECTIONS

Reported by Race and Gender:

W/M	81	51.92%
B/M	8	5.12%
H/M	2	1.28%
AA/M	1	0.64%
W/F	56	35.90%
B/F	7	4.50%
H/F	1	0.64%

Reported by Race:

White	137	87.82%
Black	15	9.62%
Other	4	2.56%

Reported by Gender:

Male	92	59.00%
Female	64	41.00%

NURSING HOME

Reported by Race and Gender:

W/M	22	12.43%
B/M	7	3.95%
H/M	1	0.56%
AA/M	0	0.00%
AI/M	1	0.56%
W/F	109	61.50%
B/F	29	16.40%
H/F	4	2.30%
AA/F	4	2.30%

Reported by Race:

White	131	74.00%
Black	36	20.34%
Other	10	5.66%

Reported by Gender:

Male	31	17.51%
Female	146	82.49%

2003 COMBINED TOTALS BY RACE AND GENDER:

W/M	251	35.40%
B/M	20	2.82%
H/M	3	0.42%
AA/M	2	0.28%
AI/M	1	0.14%
W/F	350	49.36%
B/F	64	9.03%
H/F	10	1.41%
AA/F	7	1.00%
AI/F	1	0.14%

Reported by Race:

White	601	84.80%
Black	84	11.80%
Other	24	3.40%

Reported by Gender:

Male	277	39.07%
Female	432	60.93%

2000 Census Bureau Statistics for Champaign County

White Persons	78.80%
Black Persons	11.20%
Other Minority Persons	10.00%

Males	50.30%
Females	49.70%

As of June 30, 2005 the workforce of Champaign County Government was made up of the following representative race and gender groups:

General County	394 FTE
Corrections	145 FTE
Nursing Home	179 FTE
Total	718

GENERAL COUNTY REPORT

Reported by Race and Gender:

W/M	137	34.77%
B/M	10	2.54%
H/M	1	0.25%
AA/M	1	0.25%
W/F	193	49.60%
B/F	37	9.40%
H/F	8	2.03%
AA/F	7	1.78%
AI/F	0	0.00%

Reported by Race:

White	330	83.76%
Black	47	11.93%
Other	17	4.31%

Reported by Gender:

Male	149	37.82%
female	245	62.18%

CORRECTIONS

Reported by Race and Gender:

W/M	80	55.17%
B/M	9	6.21%
H/M	2	1.38%
AA/M	0	0.00%
W/F	49	33.79%
B/F	4	2.76%
H/F	1	0.69%

Reported by Race:

White	129	88.97%
Black	13	8.97%
Other	3	2.07%

Reported by Gender:

Male	91	62.76%
Female	54	37.24%

NURSING HOME

Reported by Race and Gender:

W/M	24	13.41%
B/M	8	4.47%
H/M	1	0.56%
AA/M	0	0.00%
W/F	89	49.72%
B/F	47	26.26%
H/F	5	2.79%
AA/F	5	2.79%

Reported by Race:

White	113	63.13%
Black	55	30.73%
Other	11	6.15%

Reported by Gender:

Male	33	18.44%
Female	146	81.56%

2005 COMBINED TOTALS BY RACE AND GENDER:

W/M	241	33.57%
B/M	27	3.76%
H/M	4	0.56%
AA/M	1	0.14%
W/F	331	46.10%
B/F	88	12.26%
H/F	14	1.95%
AA/F	12	1.67%
A/F	0	0.00%

Reported by Race:

White	572	79.67%
Black	115	16.02%
Other	31	4.32%

Reported by Gender:

Male	273	38.02%
Female	445	61.98%

2000 Census Bureau Statistics for Champaign County

White Persons	78.80%	Males	50.30%
Black Persons	11.20%	Females	49.70%
Other Minority Persons	10.00%		

CHAMPAIGN COUNTY WORKFORCE PROFILE

Reported by Race and Gender for years of 1999, 2001, 2003 and 2005:

Race:	White	Black	Other
1999	83.90%	13.50%	2.60%
2001	82.44%	14.82%	2.73%
2003	84.80%	11.03%	3.45%
2005	79.67%	16.02%	4.32%

Gender:	Male	Female
1999	34.80%	65.20%
2001	36.41%	63.59%
2003	39.07%	60.93%
2005	38.02%	61.98%

Data reported is based upon workforce payroll records as of June 30 of each year

2000 CENSUS BUREAU STATISTICS FOR CHAMPAIGN COUNTY

White Persons	78.80%	Males	50.30%
Black Persons	11.20%	Females	49.70%
Other Minority	10.00%		

Barb Wysocki

From: Greg Knott
Sent: Tuesday, October 25, 2005 6:56 PM
To: Thomas Betz
Cc: Deb Busey; Deb Feinen; Steve Moser
Subject: Agenda item for policy

Tom,

I would like to request to have an item put on the next Policy Committee meeting agenda. This would be to discuss the Supervisor of Assessment's new on-line property tax look up system. I have had lot's of comments on this from extremely positive to not so good.

I guess I would like to review if the county has any policies about this kind of information going out on the web, are all the proper disclosures made to users (i.e. is tracking being done on them). Is the information secure from "hackers" and are there safeguards from people "data mining" this information. How often is the information updated? Is the information being backed up? Are there plans to put further information on the web in this fashion (and I would ask this in perspective to any county department, not just SOA).

Thanks for your consideration and please let me know if you have any questions.

Greg

Eastern Illinois Economic Development Authority

(2) Public members. Three members shall be appointed by the Governor with the advice and consent of the Senate. The county board chairperson of the following counties shall each appoint one member: Ford, Iroquois, Piatt, Champaign, Vermilion, Douglas, Moultrie, Shelby, Coles, and Edgar. All public members shall reside within the territorial

jurisdiction of the Authority. The public members shall be persons of recognized ability and experience in one or more of the following areas: economic development, finance, banking, industrial development, state or local government, commercial agriculture, small business management, real estate development, community development, venture finance, organized labor, or civic or community organization.

Section 20. Duty. All official acts of the Authority shall

require the approval of at least 11 members. It shall be the duty of the Authority to promote development within the geographic confines of Ford, Iroquois, Piatt, Champaign, Vermilion, Douglas, Moultrie, Shelby, Coles, and Edgar counties. The Authority shall use the powers conferred upon it to assist in the development, construction, and acquisition of

extend and improve any such airport or airport facility;
and

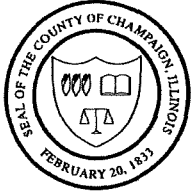
(12) to have and exercise all powers and be subject to all duties usually incident to boards of directors of corporations.

(b) The Authority shall not issue any bonds relating to the financing of a project located within the planning and subdivision control jurisdiction of any municipality or county unless: (i) notice, including a description of the proposed project and the financing for that project, is submitted to the corporate authorities of the municipality or, in the case of a proposed project in an unincorporated area, to the county board and (ii) the corporate authorities of the municipality do not, or the county board does not, adopt a resolution disapproving the project within 45 days after receipt of the notice.

(c) If any of the powers set forth in this Act are exercised within the jurisdictional limits of any municipality, all ordinances of the municipality remain in full force and effect and are controlling.

Section 30. Tax avoidance. Notwithstanding any other provision of law, the Authority shall not enter into any agreement providing for the purchase and lease of tangible personal property which results in the avoidance of taxation

under the Retailers' Occupation Tax Act, the Use Tax Act, the Service Use Tax Act, or the Service Occupation Tax Act, without the prior written consent of the Governor.



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 EAST WASHINGTON
URBANA, IL 61802
(217) 384-3776
(217) 384-3765 – PHYSICAL PLANT
(217) 384-3896 – FAX
(217) 384-3864 – TDD
Website: www.co.champaign.il.us

ADMINISTRATIVE SUPPORT
DATA PROCESSING
MICROGRAPHICS
PURCHASING
PHYSICAL PLANT
SALARY ADMINISTRATION

MEMORANDUM

TO: Peter Tracy, Executive Director-Mental Health Board
Jan Anderson, Chair & Members of the Justice & Social Services Committee

FROM: JOB CONTENT EVALUATION COMMITTEE and
Deb Busey, County Administrator of Finance and HR Management

DATE: October 7, 2005

RE: RESPONSE TO REQUEST FOR EVALUATION OF
ACCOUNTANT/FISCAL MANAGER – MENTAL HEALTH BOARD

Pursuant to your request of April 4, 2005, the Job Content Evaluation Committee has met and reviewed the position of Accountant/Fiscal Manager.

The Job Evaluation Committee reviewed the position analysis questionnaire and job description information for the proposed position. The Committee was also in receipt of an opinion from the State's Attorney indicating that this position should be classified as exempt under FLSA, as an administrative position. Mr. Tracy also presented information regarding the position and its evaluation, including information regarding additional responsibilities assigned to this position since it was last evaluated. Based upon the information received, the Job Content Evaluation Committee has re-evaluated the position and recommends the position be assigned to Salary Grade Range I. It is further recommended that, based on the changes in responsibility, the job title for the position be changed to *Business Unit Controller* with an updated job description as attached to this recommendation. David DeThorne and Deb Busey have already met with AFSCME and provided information regarding this evaluation to AFSCME with a request that consideration be given to removing this position from the bargaining unit based on its administrative exempt status. Final confirmation regarding AFSCME's position on this request has not yet been received.

RECOMMENDED ACTION:

The Justice & Social Services Committee recommends to the Policy, Personnel and Appointments Committee approval of the re-evaluation of Accountant/Fiscal Manager assigned to the Mental Health Board to Business Unit Controller, assigned to Salary Grade Range I.

**CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM
JOB EVALUATION COMMITTEE REPORT**

Parent Committee Requesting Evaluation: Justice & Social Services
Date of Request: June 6, 2005

RE-EVALUATION OF EXISTING POSITION

Department Requesting: **Mental Health Board**
Position Title: **Accountant/Fiscal Manager**
Current Job Points: **438**
FLSA Status: **Non-Exempt**
Current Salary Range: **Grade Range G**
Minimum: **\$13.06**
Mid-Point:
Maximum:

Job Evaluation Committee Recommendation: **Re-Evaluation Change Recommended**

Re-Evaluated Job Points: **684**
Recommended Title: **Business Unit Controller**
FLSA Status: **Exempt**
Recommended Salary Range: **Grade Range I**
Minimum: **\$18.37**
Mid-Point: **\$22.96**
Maximum: **\$27.55**

Date of Job Evaluation Committee Recommendation: **October 4, 2005**

Champaign County Job Description

Job Title: Business Unit Comptroller
Department: Mental Health Board/Developmental Disabilities Board
Reports To: Executive Director
FLSA Status: Exempt
Prepared Date: October, 2005

SUMMARY Under the supervision and in consultation with the Executive Director, this position is responsible for all budget and finance operations associated with the administrative management of the Mental Health Board and the Developmental Disabilities Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Performs a variety of professional accounting duties for the Mental Health Board (CCMHB) and the Developmental Disabilities Board (CCDDB) including creating, maintaining and improving a complex accounting system.

Develops the annual budget; prepares line item projections for the next budget year and submits projections and recommendations to the Executive Director for discussion/revision; provides input to the Board in the development of Program Goals & Objectives.

Assists the Board in program planning and evaluation by securing and analyzing financial data from funded mental health agencies; assists the Board by helping to complete confidential client record reviews to verify services billed for and by making appropriate recommendations by working with the Program Analyst and Planning Analyst.

Prepares financial status reports and special reports as assigned including development of financial objectives and long-range plans to assure financial accountability and excellent stewardship of public funds. Monitors and maintains contact with the Treasurer's Office concerning the management and investment of Mental Health Board and Developmental Disabilities Board funds.

Responsible for general budget administration, including management of confidential personnel files. Authorized, by delegation from the Executive Director, to sign department payroll, vendor requisitions, budget transfers and amendments. Manages equipment needs, office supply needs and other administrative functions of the office. Coordinates special events sponsored by the office.

Assists in developing contract criteria (including rates and client eligibility) for programs that are grant or purchase of care (POC) funded; works with funded agencies to develop reporting systems to accurately reflect services delivered and billed for; participates in confidential client record reviews at funded agencies to verify billed services as well as eligibility for those services.

Participates in the development of annual allocation criteria and funding priorities for the Mental Health Board and the Developmental Disabilities Board. Conducts financial projection and allocation parameters. Responsible for auditing and applying the necessary analysis to determine the financial health of contracting agencies. Responsible for developing and determining the appropriate financial formulas to be applied in all financial analysis.

Participates in the development of application packets and instructions for the annual allocation cycle with primary responsibility for budget and personnel documents. Provides technical assistance to applicant organizations as required.

Analyzes applications for funding for mental health, substance abuse and developmental disabilities services and programs with primary focus on budget and financial information. Provides primary project management facilitation of various financial research and analyzes work on behalf of the Director.

Participates in the development of funding recommendations for the consideration of the Boards. Provides monetary oversight, analysis and consultation to the Director in contract negotiations with special responsibility for budget and financial considerations.

Participates in development of contracts to implement the recommendations of the Boards and serves as contract compliance office on behalf of the Department.

Reviews, evaluates and analyzes all contract amendments to assure appropriate fiscal accountability consistent with requirements and specifications delineated in the appropriate funding guidelines.

Evaluates and analyzes provider contract compliance pertaining to financial management, budget, and audit requirements. Monitors program data and participates in contractor site visits and confidential client record reviews to assure program and fiscal accountability. Notifies and advises the Executive Director of variances and provides consultation/recommendations on response options.

Participates in the development of all annual reports and plans as required by statute, with special emphasis on financial and management considerations; collaborates on grant applications and other special projects as required by the Mental Health Board and the Developmental Disabilities Board and other key staff as part of the general management and professional team.

Other duties as assigned by the Executive Director.

SUPERVISORY RESPONSIBILITIES May direct and evaluate the work of student interns and consultants for certain projects.

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 Bachelor's degree in the fields of accounting, business administration or related field. One to three years of experience working with mental health, substance abuse, or developmental disabilities providers and not-for-profit organizations. CPA preferred.

LANGUAGE SKILLS Ability to read, analyze and interpret contract proposals, professional journals, technical procedures or government regulations including administrative rules and policies. Ability to write reports, business correspondence, memoranda, and procedure manuals. Ability to effectively present information and respond to various inquiries.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as statistical measures,

proportions and percentages. Ability to apply concepts of basic algebra, financial and econometric analysis. Ability to read and understand contractor budgets and financial information.

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

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 walk, sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee is also required to stand occasionally. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus. The employee is required to perform off site duties through the use of a personal vehicle.

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 of the work environment is usually quiet.