



**CHAMPAIGN COUNTY  
LABOR/MANAGEMENT HEALTH INSURANCE –  
RFQ SUBCOMMITTEE AGENDA**

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**MINUTES – Approved as Distributed on January 15, 2026**

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**DATE:** Tuesday, October 7, 2025  
**TIME:** 3:30 p.m.  
**PLACE:** Jennifer Putman Meeting Room  
Bennett Administrative Center  
102 E. Main St., Urbana, IL 61801

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**Committee Members:**

<b>Present</b>	<b>Absent</b>
Andrew Bequette	Jarod Tinsley
Michelle Jett	
Wade Lorenz	
DeShonna Matthew	
Micah McMahon	
CeCe Phillips	
Travis Wilson	
Janae Wischart	

**County Staff:** Briana Farrar (recording secretary)

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**AGENDA**

**I. Call to Order**

Ms. Jett called the meeting to order at 3:34 p.m.

**II. Roll Call**

Roll Call was taken, and a quorum was present.

**III. Selection of Subcommittee Chair or Co-Chairs**

Mr. Bequette suggested that Co-Chairs would be good. Mr. McMahon volunteered himself and DeShonna Matthew. MOTION by Ms. Jett for Mr. McMahon and Ms. Matthew to be co-chairs, seconded by Ms. Phillips. Upon vote, MOTION CARRIED unanimously.

#### **IV. RFQ Review and Discussion**

Mr. Mahon inquired if any of the qualifications had been an issue in the past with our previous broker and if there were any concerns with the current broker. The committee reviewed the previous qualifications, terms and conditions, and selection criteria.

Ms. Wisheart entered at 3:48 p.m.

The committee clarified expectations of level of service.

The committee decided to transition the proposals to electronic copy.

#### **V. Timeline Discussion**

The committee discussed the timeline for the entire process. The committee set the following timeline:

October 24, 2025 : Request for Qualifications posted and advertised.

December 5, 2025 : Proposals due at 1:30 p.m.

December 8, 2025 : Proposals opened in Elizabeth K. Putman Meeting Room at 2:00 p.m.

December 8 – 12, 2025 : Interview Firms

January 5 – 9, 2026 : Presentations from Finalist Firms

January 12 - 16, 2026 : Final Negotiation with Selected Firm

January 22, 2026 : County Board awards contract.

#### **VI. Next meeting – TBD**

Next meeting set for December 11, 2025 at 3:00p.m.

#### **VII. Adjournment**

Mr. McMahon adjourned the meeting at 4:11 p.m.