



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

Thursday, December 11, 2025 - 3:00 p.m.

Jennifer Putman Meeting Room

Bennett Administrative Center
102 E. Main St., Urbana, Illinois

Committee Members: Andrew Bequette, Wade Lorenz, Michelle Jett, Micah McMahon, DeShonna Matthew, Cece Phillips, Jarod Tinsley, Travis Wilson, and Janae Wischart

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes – October 7, 2025
- IV. Discussion and Creation of Rating Criteria
- V. Review and Discussion of Proposal Submissions
- VI. Assignment of Reference Checking and Scheduling Presentations
- VII. Next meeting – TBD
- VIII. Adjournment



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

MINUTES – *Subject to Approval*

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

Committee Members:

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

County Staff: Briana Farrar (recording secretary)

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.

38 **IV. RFQ Review and Discussion**

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

43
44 Ms. Wisehart entered at 3:48 p.m.

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46 The committee clarified expectations of level of service.

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48 The committee decided to transition the proposals to electronic copy.

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50 **V. Timeline Discussion**

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

54
55 October 24, 2025 : Request for Qualifications posted and advertised.

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

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

58 December 8 – 12, 2025 : Interview Firms

59 January 5 – 9, 2026 : Presentations from Finalist Firms

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

61 January 22, 2026 : County Board awards contract.

62
63 **VI. Next meeting – TBD**

64
65 Next meeting set for December 11, 2025 at 3:00p.m.

66
67 **VII. Adjournment**

68
69 Mr. McMahon adjourned the meeting at 4:11 p.m.