



**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE**

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

County of Champaign, Urbana, Illinois

Tuesday, February 9, 2016 – 6:30 p.m.

Lyle Shields Meeting Room, Brookens Administrative Center,
1776 East Washington Street, Urbana, Illinois

- I. Call To Order**
- II. Roll Call**
- III. Approval of Agenda/Addenda**
- IV. Approval of Minutes** 1-7
A. January 12, 2016
- V. Public Participation**
- VI. Communications**
- VII. Justice & Social Services**
- A. Monthly Reports – All reports are available on each department’s webpage through the department reports page at: <http://www.co.champaign.il.us/COUNTYBD/deptrpts.htm>
1. Animal Control – December 2015
 2. Emergency Management Agency – January 2016
 3. Probation & Court Services – December 2015 and 2015 4th Quarter Statistical Report
 4. Public Defender – December 2015 and January 2016
 5. Veterans’ Assistance Commission – January 2016
- B. Other Business
- C. Chair’s Report
- VIII. Policy, Personnel, & Appointments**
- A. Local Foods Policy Council
1. Review & Assess the Continuing Need for the Local Foods Policy Council Pursuant to Resolution No. 8801 8-11
- B. Appointments/Reappointments
1. Dewey Community Public Water District – 1 Unexpired Term Ending 5/31/2016 12-14
Applicants:
 - Josh Birt
 - David Niccum
 - Travis Griest
 2. Deputy Sheriff Merit Commission – 1 Unexpired Term Ending 11/30/2017 15-17
Applicant:
 - Oliver J. Clark
- C. County Clerk
1. January 2016 Report 18
- D. County Administrator
1. Administrative Services Monthly Report – January 2016 19-21
 2. ADA Settlement Agreement Compliance Update 22-26
 3. Job Content Evaluation Committee Recommendations:
 - a) Master Control Officer 27-31
 - b) GIS Specialist 32-36

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- E. Other Business
- F. Chair's Report
- G. Designation of Items to be Placed on the Consent Agenda

IX. Finance

- A. Treasurer
 - 1. Monthly Report – January 2016 – Reports are available on the Treasurer's Webpage at:
<http://www.co.champaign.il.us/TREAS/reports.htm>
- B. Auditor
 - 1. Monthly Report – January 2016 – Reports are available on the Auditor's Webpage at:
<http://www.co.champaign.il.us/Auditor/monthlyreports.htm>
 - 2. Quarterly Financial Report 37-40
 - 3. Transition Audit Reports: *(for information only)*
 - Office of the Supervisor of Assessments 41-42
 - Office of the Board of Review 43-44
- C. Nursing Home
 - 1. Monthly Financial Report *(to be distributed)*
- D. Budget Amendments/Transfers
 - 1. Budget Transfer 15-00014 45
Fund/Dept. 080 General Corporate-041 State's Attorney
Total Amount: \$225
Reason: Transfer of Funds for end of Year Salary Obligations
 - 2. Budget Amendment 15-00074 46
Fund/Dept. 675 Victim Advocacy Grant-II. Criminal Justice Information Authority/041 State's Attorney
Increased Appropriations: \$2
Increased Revenue: None: from Fund Balance
Reason: Increase in Appropriations for End of Year Salary Match for Grant
 - 3. Budget Amendment 15-00075 47
Fund/Dept. 080 General Corporate/041 State's Attorney
Increased Appropriations: \$200
Increased Revenue: None: from Fund Balance
Reason: Increase in Appropriations to Pay Invoice From Expert Witness for Felony Case
 - 4. Budget Amendment 16-00006 48
Fund/Dept. 080 General Corporate/028 Information Technology
Increased Appropriations: \$12,605
Increased Revenue: None: from Fund Balance
Reason: Money Allocated for the Website Redesign in FY2015 – Project Not Completed by 12/31/2015
- E. County Administrator
 - 1. FY 2015 General Corporate Fund Budget Projection Report *(to be distributed)*
 - 2. FY 2015 General Corporate Fund Budget Change Report *(to be distributed)*
 - 3. Recommendation for Elected Official Salaries *(deferred from January 12, 2016)* 49-55
 - 4. Resolution for the Abatement & Reduction of Taxes Heretofore Levied for the Payment of Bonds 56-59
 - 5. Request Approval of Release of RFP 2016-001 for Financial Auditing Services for Champaign County 60-76

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6. Recommendation for Award of Contract for Broker Services for Employee Health Insurance & Related Benefits Pursuant to RFQ 2015-011 *(to be distributed)*

7. Job Content Evaluation Committee Recommendations:

a) Master Control Officer

27-31

b) GIS Specialist

32-36

F. Other Business

G. Chair's Report

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

X. Other Business

A. Approval of Closed Session Minutes of January 12, 2016

XI. Adjournment

All meetings are at Brookens Administrative Center – 1776 E Washington Street in Urbana – unless otherwise noted. To enter Brookens after 4:30 p.m., enter at the north (rear) entrance located off Lierman Avenue.

Champaign County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities. Please contact Administrative Services, 217-384-3776, as soon as possible but no later than 48 hours before the scheduled meeting.

1
2
3
CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE MINUTES

4 **Finance; Policy, Personnel, & Appointments; Justice & Social Services**
5 **Tuesday, January 12, 2016**
6 **Lyle Shields Meeting Room**

7 **MEMBERS PRESENT:** Christopher Alix, Jack Anderson, Lloyd Carter, Lorraine Cowart,
8 Aaron Esry, Stan Harper, Shana Harrison, Josh Hartke, John Jay,
9 Gary Maxwell, Jim McGuire, Diane Michaels, Max Mitchell, Patti
10 Petrie, James Quisenberry, Jon Rector, Giraldo Rosales, Jon
11 Schroeder, Rachael Schwartz, Sam Shore, C. Pius Weibel
12

13 **MEMBERS ABSENT:** None
14

15 **OTHERS PRESENT:** Katie Blakeman (Circuit Clerk), Deb Busey (County Administra-
16 tor), Scott Gima (MPA), Tami Ogden (Deputy County Administra-
17 tor/Finance), Andy Rhodes (Information Technology Director), Kay
18 Rhodes (County Board Administrative Assistant), Dan Welch
19 (Treasurer)
20

21 **CALL TO ORDER**

22 Petrie called the meeting to order at 6:30 p.m.
23

24 **ROLL CALL**
25

26 Rhodes called the roll. Alix, Anderson, Berkson, Carter, Cowart, Esry, Harper, Harrison,
27 Hartke, Jay, Maxwell, McGuire, Michaels, Mitchell, Petrie, Quisenberry, Rector, Rosales,
28 Schwartz, Shore, and Weibel were present at the time of roll call, establishing the presence of a
29 quorum.
30

31 **APPROVAL OF AGENDA/ADDENDA**
32

33 **MOTION** by Mitchell to approve the Agenda/Addenda; seconded by Alix. **Motion car-**
34 **ried with unanimous support.**
35

36 **APPROVAL OF MINUTES**
37

38 **MOTION** by Rosales to approve the minutes of December 8, 2015; seconded by Carter.
39 **Motion carried with unanimous support.**
40

41 **PUBLIC PARTICIPATION**
42

43 There was no public participation.
44

45 **COMMUNICATIONS**
46

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47 Rosales announced that the Countywide Martin Luther King Jr. Celebration would be held
48 at 4:00 p.m. on Friday, January 15, 2016 at Parkland College.

49

JUSTICE & SOCIAL SERVICES

50

51
52 **MOTION** by Hartke to recommend County Board approval of a resolution authorizing
53 the renewal of a contract for Re-entry Programming between Champaign County and Community
54 Elements; seconded by Rosales. **Motion carried.**

55

Monthly Reports

56

57
58 **OMNIBUS MOTION** by Hartke to receive and place on file the Animal Control-
59 November 2015; EMA-December 2015; Head Start-November 2015; Probation & Court Ser-
60 vices-October 2015; Public Defender-October 2015; and the Veterans' Assistance Commission-
61 November 2015; seconded by Harper. **Motion carried with unanimous support.**

62

63 Schroeder entered the meeting at 6:37 p.m.

64

Other Business

65

66 None

67

Chair's Report

68

69 Berkson announced that the County had received thirty applications for appointment to the
70 Racial Justice Task Force. The RJTF Application Review Committee would meet later in the
71 week to begin the selection process.

72

Items Designated for Consent Agenda

73

74 There were no items designated for the Consent Agenda.

75

POLICY, PERSONNEL, & APPOINTMENTS

Appointments/Reappointments

76

77 Quisenberry noted that the list of County Board appointments expiring in 2016 had been
78 included for information only. He encouraged committee members to seek qualified applicants for
79 the upcoming appointments.

80

81
82 **MOTION** by Petrie to recommend County Board approval of a resolution authorizing the
83 appointment of Todd Hesterberg to the Harwood & Kerr Drainage District Board of Commission-
84 ers, for an unexpired term ending August 31, 2018; seconded by Harper. **Motion carried with**
85 **unanimous support.**

86

87
88 **MOTION** by Petrie to recommend County Board approval of a resolution authorizing the
89 appointment of Edmund Sutton to the Nursing Home Board of Directors, for an unexpired term
90 ending November 30, 2017; seconded by Maxwell. **Motion carried with unanimous support.**

91

94
95 County Clerk

96
97 The December 2015 and Semi-Annual reports were received and placed on file.

98
99 **MOTION** by Esry to recommend County Board approval of a resolution to establish poll-
100 ing places; seconded by Shore. Hulten explained that every time a permanent change in location
101 of a polling place transpires, new voter registration cards are mailed and voters are reminded
102 again through a letter just prior to the next election of the location change of the polling place.
103 **Motion carried with unanimous support.**

104
105 GIS Consortium

106
107 **MOTION** by Esry to approve the review of a GIS Technician position by the Job Content
108 Evaluation Committee; seconded by Anderson. **Motion carried with unanimous support.**

109
110 County Administrator

111
112 The Administrative Services December 2015 report was received and placed on file.

113
114 **MOTION** by Harper to recommend to the Finance Committee approval of classification
115 of Circuit Clerk Director of Operations position to Grade Range J; seconded by Rosales. **Motion**
116 **carried with unanimous support.**

117
118 Other Business

119 None

120
121
122 Chair's Report

123 None

124
125
126 Designation of Items to be Placed on the Consent Agenda

127
128 Items A2-3; & B3 were designated for the Consent Agenda.

129
130 **FINANCE**

131 Treasurer

132
133 The Treasurer's December 2015 report was received and placed on file.

134
135 **OMNIBUS MOTION** by Jay to recommend County Board approval of resolutions au-
136 thORIZING the cancellation of the appropriate Certificates of Purchase on a mobile home, perma-
137 nent parcel numbers 15-025-0055 and 30-056-0118; seconded by McGuire. **Motion carried with**
138 **unanimous support.**

139
140 Auditor

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141
142 The Auditor's December 2015 report was received and placed on file.

143
144 Nursing Home

145
146 The Nursing Home report was received and placed on file.

147
148 Gima discussed the dire financial situation that the State of Illinois is in and the affect it
149 could possibly have on the nursing home's operations. He stated that while the County Nursing
150 Home continues to receive its Medicaid payments, other institutions have not. Gima explained
151 that a delay in Medicaid payments is expected again this year and the County Nursing Home may
152 be required to find a solution in the interim to continue its operations due to this financial shortfall
153 of the State of Illinois.

154
155 Budget Amendments/Transfers

156
157 **MOTION** by Esry to recommend County Board approval of a resolution authorizing
158 **Budget Transfer 15-00009** for 080 General Corporate – 030 Circuit Clerk in the amount of
159 \$4,500 to cover cost of court-ordered legal notices and advertising through the end of the year;
160 seconded by Michaels. **Motion carried with unanimous support.**

161
162 **MOTION** by Rector to recommend County Board approval of a resolution authorizing
163 **Budget Transfer 15-00010** for 080 General Corporate – 041 State's Attorney in the amount of
164 \$3,000 to cover cost of end of the year salary expenses; seconded by Anderson. **Motion carried**
165 **with unanimous support.**

166
167 **MOTION** by Esry to recommend County Board approval of a resolution authorizing
168 **Budget Transfer 15-00011** for 092 Law Library – 074 Law Library for \$10 to cover IMRF
169 shortage; seconded by Carter. **Motion carried with unanimous support.**

170
171 **MOTION** by Jay to recommend County Board approval of a resolution authorizing
172 **Budget Amendment 15-00054** for 080 General Corporate – 040 Sheriff with increased appropri-
173 ations of \$4,029 with matching revenue through a private donation to purchase ballistic vests of
174 all Sheriff's office K-9s; seconded by Esry. **Motion carried with unanimous support.**

175
176 **MOTION** by Hartke to recommend County Board approval of a resolution authorizing
177 **Budget Amendment 15-00064** for 621 State's Attorney Drug Forfeitures – 041 State's Attorney
178 with increased appropriations of \$4,500 with no matching revenue for end of the year educational
179 and witness expenses; seconded by Anderson. **Motion carried with unanimous support.**

180
181 **MOTION** by Michaels to recommend County Board approval of a resolution authorizing
182 **Budget Amendment 15-00069** for 627 Property Tax Interest Fee – 026 County Treasurer with
183 increased appropriations of \$4,705 with matching revenue per statute to General Corporate Fund;
184 seconded by Harper. **Motion carried with unanimous support.**

185
186 **MOTION** by Carter to recommend County Board approval of a resolution authorizing
187 **Budget Amendment 16-00001** for 105 Capital Asset Replacement - 071 Public Properties with

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188 decreased appropriations of -\$27,352, returned to the fund balance to adjust budget because items
189 were purchased in FY2015; seconded by Hartke. **Motion carried with unanimous support.**

190

191 Circuit Clerk

192 Director of Operations Position

193

194 **MOTION** by Esry to recommend County Board approval of a resolution authorizing the
195 addition of Director of Operations position in Grade Range J to the Circuit Clerk staffing budget,
196 effective upon approval by the County Board; seconded by Anderson.

197

198 Hartke asked if this position would increase the number of employees in the Circuit
199 Clerk's office. Blakeman stated that by the end of FY2016, she expected the number of employ-
200 ees in her department to be the same number as FY2015. **Motion carried with unanimous sup-
201 port.**

202

203 Information Technology

204 Microsoft Enterprise Licensing Agreement

205

206 **MOTION** by Carter to recommend County Board approval of a resolution authorizing the
207 renewal of the Microsoft Enterprise Licensing Agreement for use of Microsoft products; second-
208 ed by Weibel.

209

210 Rhodes explained that the three-year Enterprise Licensing Agreement with the Microsoft
211 Corporation for licensing of Microsoft products is up for renewal. He stated that Microsoft prod-
212 ucts serve an integral role in the daily operations of Champaign County Government such as
213 providing desktop and server operating systems (Windows), application software (Microsoft Of-
214 fice), email services (Microsoft Exchange), and database operations (SQL). With the introduction
215 of browser-based email, using Microsoft Outlook Web App and delivery of email to smartphones
216 using Microsoft Exchange ActiveSync the number of seats (devices) that need to be licensed for
217 Microsoft Office applications has increased to the point where it is almost equal to the number of
218 user accounts.

219

220 Microsoft recommended switching to per user pricing and adding Microsoft Office 365 to
221 the County's product licensing. In addition, because County IT has virtualized Windows servers,
222 Microsoft recommends that the County change Windows Server licensing from Microsoft Stand-
223 ard Server licensing to Microsoft Datacenter licensing.

224

225 Rhodes recommended switching to per user pricing for Microsoft Office products and
226 adding Office 365 with OneDrive for Business because it would enhance the capabilities of the
227 County's workforce by allowing employees in various offices to have access to Microsoft Office
228 products and shared documents on multiple devices including smartphones, laptops and tablets.

229

230 Rhodes further explained that adding Office 365 moves the County to Exchange Online
231 for email services, which overtime will reduce costs and make the email system more resilient by
232 moving it to the Microsoft cloud. Office 365 and Exchange Online offer improved HIPAA secu-
233 rity for the Nursing Home. Rhodes added that moving commodity information services such as

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234 email and document storage to cloud services is a goal of the County Board's Strategic Plan. **Mo-**
235 **tion carried with unanimous support.**

236

237 County Administrator

238 FY2015 General Corporate Fund Budget

239

240 FY2015 General Corporate Fund Budget Projection Report and FY 2015 General Corpo-
241 rate Fund Budget Change Report were received and placed on file.

242

243 Elected Officials Salaries

244

245 Busey explained that by statute, the County Board is required to designate and approve the
246 salaries to be paid to Champaign County elected officials who are to be elected in November
247 2016, no later than May 2016 – at least 180 days before the terms of office for these officials
248 begin.

249

250 Busey stated that with the exception of the Sheriff and County Board Chair, the County's
251 salaries are lower than the average of the five comparable counties, and in most instances lower
252 than each comparable county on an individual position basis. Based on the 2010 census, Cham-
253 paign County is the second largest of these six counties – with only Madison County being larger.

254

255 Beginning in 2004, Champaign County classified the six elected positions, excluding the
256 Sheriff and Board Chair, into two groups or classifications. The first group included the County
257 Clerk, Treasurer and Circuit Clerk, and the second group included the Auditor, Coroner and Re-
258 corder. The positions in the first group are considered larger positions in terms of classification,
259 based upon the responsibilities assigned to the office. As such, the classification plan placed the
260 compensation of the positions in the second group at 96% of the compensation for the positions in
261 the first group. Because of the offset in years in which the salaries are set for the two groups of
262 elected officials, the intended internal equity is achieved in FY2016, after a 4-year term for the
263 officials to be elected in 2016 in which their salaries were frozen to achieve the internal equity of
264 the County's elected official salaries.

265

266 Busey explained that the County Board is now in a position to maintain this system of in-
267 ternal equity among these positions by setting the elected official salaries at annual 2% increases
268 moving forward. This position maintains internal equity, and at annual 2% increases, the Cham-
269 paign County elected official salaries would only rise to the current 2016 average for the five
270 comparable counties by the year 2020.

271

272 Busey offered two options for action: Option 1- 2% Annual Increase to Elected Official
273 Salaries; Option 2- 2% Annual Increases with Initial Reduction of 11% for Recorder and Freeze
274 to County Board Chair Salary.

275

276 **MOTION** by Quisenberry to recommend County Board approval of a resolution authoriz-
277 ing the salary increases set at 2%, each of the next four years for Champaign County officials
278 elected in November 2016; seconded by Rosales.

279

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280 Hartke made a **Motion to Amend** proposing an 11% cut of all five elected official salaries
281 the first year and 0% increases for the next three years; seconded by Shore. Discussion followed.

282
283 **Motion to amend failed with a roll call vote of 6-16.** Shore, Weibel, Carter, Cowart,
284 Harrison, and Hartke voted in favor of the motion to amend. Mitchell, Petrie, Quisenberry, Rec-
285 tor, Rosales, Schroeder, Schwartz, Alix, Anderson, Berkson, Esry, Harper, Jay, Maxwell,
286 McGuire, and Michaels voted against it.

287
288 Quisenberry made a **Motion to Amend** proposing an 11% reduction to the salary of the
289 Recorder of Deeds and 0% increases for all five elected positions for the next 4-years; seconded
290 by Rector. Discussion followed.

291
292 **MOTION** by Maxwell to defer action until February 9, 2016 meeting to allow more time
293 for review; seconded by Hartke. **Motion to defer action carried.**

294
295 Other Business

296
297 None

298
299 Chair's Report

300
301 Alix stated that the item Nursing Home Revenue Anticipation Notes, which failed at the
302 December 17, 2015 County Board meeting, would be placed on the January 21, 2016 County
303 Board agenda for additional consideration or reconsideration.

304
305 Designation of Items for the Consent Agenda

306
307 Items A2-3; D1-5; D7-8; E1; and F1 were designated for the Consent Agenda.

308
309 **OTHER BUSINESS**

310
311 **MOTION** by Quisenberry to enter into closed session pursuant to 5 ILCS 120/2 (c) to
312 consider the employment, compensation, discipline, performance, or dismissal of an employee;
313 seconded by Esry. **Motion carried unanimous support by roll call vote.**

314
315 The Committee of the Whole entered into closed session at 8:03 p.m.

316
317 **ADJOURNMENT**

318
319 The Committee of the Whole resumed open session at 8:14 p.m. and adjourned.

320
321 Respectfully submitted,

322
323 Kay Rhodes,
324 Administrative Assistant

325 *Please note the minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*

RESOLUTION NO. 8801

RESOLUTION APPROVING THE CONTINUATION OF THE CHAMPAIGN COUNTY LOCAL FOODS POLICY COUNCIL

WHEREAS, on March 22, 2012, the Champaign County Board adopted Resolution No. 8069 establishing a Champaign County Local Foods Policy Council with a proposed end date of March 2014; and

WHEREAS, the Champaign County Local Foods Policy Council was created to develop and implement the Champaign County Economic Development Policy Goal ED-4 which states the following: Preserve the strength of agriculture and agritourism, and the existing business base, while diversifying the local economy through objectives of:

- Promote the growth of agriculture and agritourism that is both sustainable and profitable;
- Encourage development of enterprises that add value to local agricultural production;
- Encourage development of appropriate non-farm enterprises that augment income for farm families; and

WHEREAS, the Champaign County Board recognizes the accomplishments of the Local Foods Policy Council since its establishment in March 2014, and recommends that the Local Foods Policy Council continue in its efforts; and

WHEREAS, the Champaign County Board approves the continuation of the Local Food Policy Council to achieve the following stated purposes:

- Enhance economic development and strengthen local food systems within the County;
- Bring stakeholders together and provide mechanisms for seeking stakeholder advice and expertise;
- Explore means for small business loans;
- Coordinate and collaborate with existing programs within Champaign County and other county and state food policy organizations regionally;
- Bring to the attention of the County Board new programs;
- Identify and recommend to the County Board policy initiatives to support the goals and objectives of the Local Foods Policy Council;
- Establish a web site presence on the Champaign County web site; and

WHEREAS, with Resolution 8069, the Champaign County Board has established that the Local Foods Policy Council shall be comprised of nine members appointed by the County Board Chair with the advice and consent of the County Board, each board member to be appointed to a 2-year term, and to include membership as follows:

- Two members chosen from communities within the County;
- Two members from local foods representatives;
- Two members from academic institutions;

- Two members from business/enterprise end users of local foods;
- One member from the Champaign County Farm Bureau;

WHEREAS, the Champaign County Board has determined that the nine members who currently serve on the Local Foods Policy Council shall continue in that appointment on the Local Foods Policy Council for a period of an additional two years until March 2016; and

WHEREAS, the Champaign County Board has determined that the Local Foods Policy Council established herein shall end in March 2016, at which time the County Board shall review and assess the continuing need for the Local Foods Policy Council as constituted herein;

WHEREAS, in addition, the Council will continue to review available options where the Council could/should be centered or housed, and evaluate each option in terms of relationships to the local food market, financial backing, and member appointment process;

NOW, THEREFORE BE IT RESOLVED by the Champaign County Board that the continuation of the Champaign County Local Foods Policy Council is consistent with the Champaign County Economic Development Plan as documented in Resolution No. 4872; and

BE IT FURTHER RESOLVED by the Champaign County Board that it approves the continuation of a Local Foods Policy Council to achieve the following stated purposes:

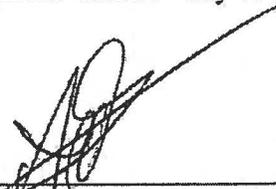
- Enhance economic development and strengthen local food systems within the County;
- Bring stakeholders together and provide mechanisms for seeking stakeholder advice and expertise;
- Explore means for small business loans;
- Coordinate and collaborate with existing programs within Champaign County and other county and state food policy organizations regionally;
- Bring to the attention of the County Board new programs;
- Identify and recommend to the County Board policy initiatives to support the goals and objectives of the Local Foods Policy Council;
- Establish a web site presence on the Champaign County web site;

BE IT FURTHER RESOLVED by the Champaign County Board that the Local Foods Policy Council shall continue to be comprised of the nine members previously appointed by the County Board, with the term for each of those members to be extended to March 2016, and which membership includes the following:

- Two members chosen from communities within the County;
- Two members from local foods representatives;
- Two members from academic institutions;
- Two members from business/enterprise end users of local foods;
- One member from the Champaign County Farm Bureau;

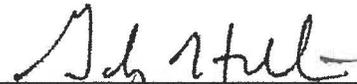
BE IT FURTHER RESOLVED by the Champaign County Board that the Local Foods Policy Council established herein shall end in March 2016, at which time the County Board shall review and assess the continuing need for the Local Foods Policy Council as constituted herein.

PRESENTED, ADOPTED, APPROVED and RECORDED this 20th day of March,
A.D. 2014.



Alan Kurtz, Chair
Champaign County Board

ATTEST:



Gordy Hulten, Champaign County Clerk and
Ex Officio Clerk of the County Board

Local Foods Policy Council Meeting Statistics 2012-Present

Information Obtained on LFPC's County Webpage:

2012 – 13 agendas, 9 sets of minutes

2013 – 19 Agendas, 17 sets of minutes, 3 additional meetings cancelled due to lack of quorum

2014 – 15 Agendas, 15 sets of minutes, 3 additional meetings cancelled due to lack of quorum

2015 – 9 Agendas, 3 sets of minutes, 4 additional meetings cancelled due to lack of quorum

2016 – Scheduled January 27th meeting agenda posted; meeting cancelled due to lack of quorum

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Josh Birt

ADDRESS: 106 Third St Dewey IL 61840
Street City State Zip Code

EMAIL: _____ PHONE: 217-714-1866

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Dewey Water board

BEGINNING DATE OF TERM: unexpired ENDING DATE: 5/31/16

The Champaign County Board 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.

1. What experience and background do you have which you believe qualifies you for this appointment?
1. I've been studying on the rules & regulations
2. researching duties of Board members

2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?
1. Billing
2. Water meter reading
3. Water filtering & checking chemical amounts
4. Purchasing of supplies

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

Josh Birt
Signature

Date: 10-6-2015

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: David Niccum

ADDRESS: 108 Third St. Dewey IL 61840
Street City State Zip Code

EMAIL: _____ PHONE: (217) 369-4332

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Dewey Public Water Dist.

BEGINNING DATE OF TERM: _____ ENDING DATE: May 31, 2016

The Champaign County Board 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.

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

I have lived in Dewey for 22 yrs. I own my home here. I have helped out the water dist. in the past, flushing hydrants and assisted the former board pres. (John Hurd) in reading meters.

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

I live across the street from the water plant and have been at county board hearing representing the water tech and the water dist.

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

I was on the water board from 1994-1996 (JOHN HURD PRES.)

David W. Niccum
Signature

Date: 9/9/15

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Travis R. Gsiest

ADDRESS: 8 Main Dewey IL 61840
Street City State Zip Code

EMAIL: _____ **PHONE:** 217-202-9210
 Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Dewey Water District

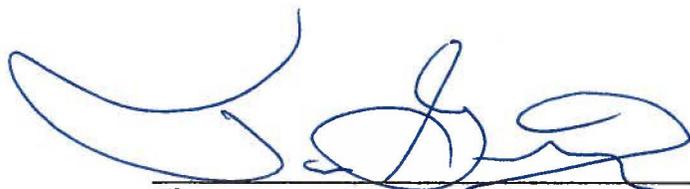
BEGINNING DATE OF TERM: 1-19-16 **ENDING DATE:** May 31, 2016

The Champaign County Board 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.**

1. **What experience and background do you have which you believe qualifies you for this appointment?**
I work for the Illinois State Geological Survey as a driller. I have a good understanding of water wells and their construction. Also have good knowledge of water main repair and replacement.

2. **What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?**
I know everyone on the board and have a decent knowledge of their operations.

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


Signature _____
Date: 1-19-16



**SHERIFF DAN WALSH
CHAMPAIGN COUNTY SHERIFF'S OFFICE**

204 E. Main Street
Urbana, Illinois 61801-2702
(217) 384-1204

Dan Walsh

Sheriff

ph (217) 384-1205

fax (217) 384-3023

Chief Deputy

Allen E. Jones

ph (217) 384-1222

fax (217) 384-1219

Captain

Law Enforcement

Shane Cook

ph (217) 384-1207

fax (217) 384-1219

Captain/Jail Supt

Corrections

Karee Voges

ph (217) 819-3534

fax (217) 384-1272

Jail Information

ph (217) 384-1243

fax (217) 384-1272

Investigations

ph (217) 384-1213

fax (217) 384-1219

Civil Process

ph (217) 384-1204

fax (217) 384-1219

Records/Warrants

ph (217) 384-1233

TO: Deputy Chair James Quisenberry
Members of the Policy, Personnel & Appointments Committee of the Whole

FROM: Sheriff Dan Walsh 

DATE: January 21, 2016

SUBJ: Merit Commission Appointment

I would like to appoint Oliver J. Clark to the Deputy Sheriff Merit Commission to replace Eddie Adair, who recently resigned (see attached resignation letter).

I have also attached a short bio for Chief Clark.

Thank you.

DJW:tss

Atch.

January 21, 2016

Sheriff Dan Walsh
Champaign County Sheriff's Office
204 E. Main Street
Urbana IL 61801

RE: Resignation from Champaign County Sheriff's Merit Commission

Dear Sheriff Walsh,

Effective January 21, 2016, I hereby resign from my position from the Champaign County Sheriff's Merit Commission.

Thank you.

Sincerely,

Eddie Adair

xc: Teresa Schleinz, Merit Commission Secretary

Bio – Oliver J. Clark

Chief Clark has over 35 years of law enforcement/security experience and holds a Masters degree in Law Enforcement and Administration from Western Illinois University. He is currently employed as Chief of Police and Executive Director of Public Safety at the University of Illinois at Urbana-Champaign, and was previously employed as Chief of Police at Wellesley College in Wellesley, Massachusetts; and Director of Security at the University of Wisconsin at River Falls.

Chief Clark gained 20 years of experience in municipal law enforcement and administration having served in capacities as patrol officer, juvenile officer, community relations officer, and field sergeant with duties focused on investigation, supervision, and management. Chief Clark has handled oversight, installation, and maintenance of electronic access controls; the provision of consultant services in retail security; and management of campus policing and security operations.

Chief Clark is an active member of numerous professional associations such as the International Association of Campus Law Enforcement Administrators (IACLEA) where he served as president. He is also involved with the International Association of Chiefs of Police (IACP) and has served as the chair of the College and University Police Chiefs Section. In addition, he is active in the National Organization of Black Law Enforcement Executives (NOBLE) and has served as President of the Land of Lincoln Chapter of Illinois.

When the 9/11/2001 attack on America occurred, Chief Clark was serving as president of IACLEA, which is the largest professional College and University police and security association in the country.

Since 9/11, Chief Clark has been working closely with the Department of Justice/Office of Homeland Security and other counter-terrorism consortiums at the national level in an effort to secure and prepare our nations campuses from the next terrorism attack. After serving as president of IACLEA, Chief Clark assumed the position of chair of the IACLEA Domestic Preparedness Committee, securing over \$3 million in training dollars to develop weapons of mass destruction awareness courses, a threat and risk assessment instrument, incident command system training, and numerous committees and subcommittees that worked on all issues involved in securing our nation's campuses and communities from terrorism.

Chief Clark has presented training topics such as leadership, community policing, retail security and cultural diversity both nationally and internationally as well. On request he has conducted numerous assessments of campus policing/security operations.



Gordy Hulten
Champaign County Clerk
Champaign County, Illinois

1776 East Washington Street
Urbana, IL 61802
Email: mail@champaigncountyclerk.com
Website: www.champaigncountyclerk.com

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

COUNTY CLERK
MONTHLY REPORT
JANUARY
2016

Liquor Licenses & Permits	-
Civil Union License	-
Marriage License	3,150.00
Interests	30.63
State Reimbursements	-
Vital Clerk Fees	20,467.00
Tax Clerk Fees	4,395.82
Refunds of Overpayments	<u>257.13</u>
TOTAL	28,300.58
Additional Clerk Fees	1,440.00



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES

Deb Busey, County Administrator

ADMINISTRATIVE SERVICES – MONTHLY HR REPORT JANUARY 2016

VACANT POSITIONS LISTING

FUND	DEPT	POSITION TITLE	HOURLY RATE	REG HRS	REGULAR SALARY	FY 2016 HRS	FY 2016 SALARY
80	22	Deputy County Clerk	\$12.04	1950	\$23,478.00	1957.5	\$23,568.30
80	25	Chief Deputy SofA	\$22.05	1950	\$42,997.50	1957.5	\$43,162.88
80	30	Legal Clerk	\$12.04	1950	\$23,478.00	1957.5	\$23,568.30
80	40	Clerk	\$12.04	1950	\$23,478.00	1957.5	\$23,568.30
80	41	PT Legal Secretary	\$14.17	780	\$11,052.60	783	\$11,095.11
80	71	Custodian	\$11.66	1950	\$22,737.00	1957.5	\$22,824.45
80	71	Maintenance Worker	\$14.17	2080	\$29,473.60	2088	\$29,586.96
80	140	Correctional Officer	\$19.52	2080	\$40,601.60	2088	\$40,757.76
80	140	PT Master Control Ofcr	\$12.04	1040	\$12,521.60	1044	\$12,569.76
80	140	Sergeant	\$36.38	2080	\$75,670.40	2088	\$75,961.44
83	60	Senior Engineer	\$25.19	2080	\$52,395.20	2088	\$52,596.72
91	248	PT Kennel Worker	\$12.04	1040	\$12,521.60	1044	\$12,569.76
– TOTAL –					\$370,405.10		\$371,829.74

UNEMPLOYMENT REPORT

Notice of Claims received – 1 total
Nursing Home – 1

Notice of Telephone Hearing – 1 total
Physical Plant - 1

Benefit Determinations
Nursing Home – deny – 2

PAYROLL REPORT

JANUARY PAYROLL INFORMATION

Pay Group	1/8/2016		1/22/2016	
	EE's Paid	Total Payroll \$\$	EE's Paid	Total Payroll \$\$
General Corp	491	\$985,392.25	514	\$937,351.26
Nursing Home	201	\$242,928.81	216	\$245,264.96
RPC/Head Start	206	\$259,425.55	209	\$265,092.31
Total	898	\$1,487,746.61	939	\$1,447,708.53

HEALTH INSURANCE/BENEFITS REPORT

January, 2016

Total Number of Employees Enrolled: 735

General County Union:

Single 214; EE+spouse 23; EE+child(ren) 78; Family 32; waived 53

Nursing Home Union:

Single 61; EE+spouse 7; EE+child(ren) 5; Family 1; waived 13

Non-bargaining employees:

Single 107; EE+spouse 44; EE+child(ren) 41; Family 13; waived 43

Life Insurance Premium paid by County: \$1,885.52

Health Insurance Premium paid by County: \$286,660.50

Health Reimbursement Account contribution paid by County: \$112,650.00

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.

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

January 2016: .87% average over the last 12 months

January 2016: 5 out of 574 Employees left Champaign County: 1 resignation, 4 retirements

WORKERS' COMPENSATION REPORT

<u>Entire County Report</u>	<u>January 2016</u>	<u>January 2015</u>
New Claims	21	5
Closed	5	6
Open Claims	34	32
Year To Date Total (On-going # of claims filed)	21	5

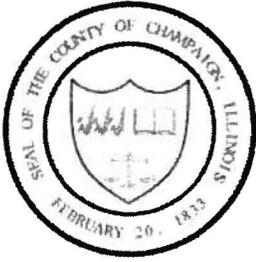
EEO REPORT

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

Jan 2016 Monthly EEO Report General County Only	County Administrator	Financial Manager_Circuit Clerk	Master Control Officer (PT)_Sheriff	
Total Applicants	39	14	31	84
Male	21	4	11	36
Female	18	10	20	48
Undisclosed	0	0	0	0
Hispanic or Latino	0	1	0	95
White	29	9	22	94
Black or African-American	7	1	7	34
Native Hawaiian or Other Pacific Islander	0	0	0	19
Asian	1	1	0	19
American Indian or Alaska Native	0	0	0	17
Two or more races	0	1	2	17
Undisclosed	2	1	0	14
Veteran Status	8	2	1	11

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

Agendas Posted	13	Meetings Staffed	8	Minutes Posted	9
Appointments Posted	14	Notification of Appointment	26	Contracts Posted	1
Calendars Posted	5	Resolutions Prepared	32	Ordinances Prepared	0



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

*ADMINISTRATIVE, BUDGETING, PURCHASING & HUMAN RESOURCE
MANAGEMENT SERVICES*

Debra Busey, County Administrator

MEMORANDUM

To: James Quisenberry, Deputy Chair – Policy, Personnel & Appt., Committee of the Whole

From: Deb Busey, County Administrator
Tami Ogden, Deputy County Administrator of Finance

Re: ADA Settlement Agreement Compliance Update

Date: February 9, 2016

Per Champaign County's Settlement Agreement with the United States under the Americans with Disabilities Act, the county submitted its 6-month report to the Department of Justice on January 20, 2016. The report, which is attached to this memorandum, summarizes the county's actions pursuant to the agreement. As required the county's Independent Licensed Architect, Bailey Edward, also submitted reports, photographs, certifications and architectural plans to the Department of Justice, which documented remediated violations related to county facilities and programs housed in other facilities.

During the month of January, the county utilized the services of Great Lakes ADA Center to train its employees and supervisors regarding appropriate ways to serve people with disabilities. Additionally, it implemented the *Serving People with Disabilities Handbook* which informs employees about the requirements of the ADA and serves as a resource for successful implementation of the Act.

Champaign County's annual report to the Department of Justice is due on July 20, 2016. The county will continue to work to ensure that it meets the compliance deadlines set forth in the Agreement, which primarily focus on website and online services, and county buildings and facilities. In order to successfully comply with the appropriate ADA Standards it is essential that the County Board provide direction and implementation of a remediation plan for Champaign County facilities and buildings with access issues identified by the Department of Justice.

Attachment

REPORT TO THE UNITED STATES DEPARTMENT OF JUSTICE FROM CHAMPAIGN COUNTY,
ILLINOIS IN RESPONSE TO A SETTLEMENT AGREEMENT UNDER THE
AMERICANS WITH DISABILITIES ACT DJ 204-24-116
1/20/16

6-MONTH REMEDIAL ACTION DOCUMENTATION

A. NOTIFICATION

- Adopted by County Board Resolution 9235 on 5/21/15
http://champaigncountyclerk.com/county_board/resolutions/r09001_10000/r09235.pdf
- Distributed to Department Heads on 8/5/15
- Published in the News Gazette on 7/24/15 (Attached as Exhibit 1)
- Posted on the county's ADA webpage <http://www1.co.champaign.il.us/ada/Home.php>
- Posted in public buildings on or before 9/18/15
- Written procedures are outlined in *Champaign County's Serving People with Disabilities Handbook* under Notification, which was submitted to the Department of Justice on 10/19/15
- The Notice is provided upon request

B. ADA COORDINATOR

- Champaign County has designated ADA Coordinators to assist in the county's effort to comply with and carry out its responsibilities under the ADA, including any investigation of ADA-related complaints
- If the county changes its designated coordinators it will notify the United States within 1 day, and facilitate appropriate updates to information

C. INDEPENDENT LICENSED ARCHITECT

- Bailey Edward Design Inc. was contracted as Champaign County's ILA by County Board Resolution 9287, Adopted 6/18/15
http://champaigncountyclerk.com/county_board/resolutions/r09001_10000/r09287.pdf
- As required by the agreement, the name and contact information for the ILA was submitted on 8/4/15 and approved by the Department of Justice on 9/4/15
- ILA reports with certifications are being submitted via mail in disk format as requested by the Department of Justice (ILA Cover Letter attached as Exhibit 2)

D. GRIEVANCE PROCEDURE

- Adopted by County Board Resolution 9235 on 5/21/15
http://champaigncountyclerk.com/county_board/resolutions/r09001_10000/r09235.pdf
- Distributed to Department Heads on 8/5/15
- Posted in public buildings on or before 9/18/15
- Posted on Champaign County's ADA webpage <http://www1.co.champaign.il.us/ada/Home.php>
- Grievance Procedures are provided upon request

REPORT TO THE UNITED STATES DEPARTMENT OF JUSTICE FROM CHAMPAIGN COUNTY,
ILLINOIS IN RESPONSE TO A SETTLEMENT AGREEMENT UNDER THE
AMERICANS WITH DISABILITIES ACT DJ 204-24-116

1/20/16

E. GENERAL EFFECTIVE COMMUNICATION PROVISIONS

- Administrative Services maintains current lists of qualified sign language and oral interpreters, qualified readers, real-time transcription services, and vendors able to put documents in Braille
- Procedures and time frames for fulfilling requests are outlined in *Champaign County's Serving People with Disabilities Handbook* under Requests for Accommodations, which was submitted to the Department of Justice on 10/19/15
- Illinois Relay training was conducted at a Department Heads meeting on 9/2/15
- Illinois Relay training was conducted for Frontline phone staff 9/2/15-10/19/15
- Training details and a record of employees trained was submitted to the DOJ on 10/19/15

F. LAW ENFORCEMENT AND EFFECTIVE COMMUNICATION

- Lexipol Policy, including Attachments C and D, was implemented and distributed to Law Enforcement Division on 7/28/15
- Attachment C was distributed to Corrections Division on 9/18/15
- Champaign County Sheriff's Office maintains a list of oral and sign language interpreters, and utilizes Sorenson Video Relay Service in order to provide effective communication 24/7
- TTYs and videophones are located in the Sheriff's Office, Downtown Jail and Satellite Jail
- Sheriff's Office policy allows persons with disabilities an extended period of time to utilize a TTY, videophone and relay service, and will make reasonable efforts to provide the preferred communication device

G. EMPLOYMENT

- Personnel Policy revisions were implemented by County Board Ordinance 960, Approved 3/19/15, and Ordinance 964, Approved 5/21/15. The current Personnel Policy can be found here: <http://www.co.champaign.il.us/COUNTYBD/Countypp.pdf>
- Additional guidance is provided under the Hiring, Interviewing, and Employment Sections in the *Serving People with Disabilities Handbook* provided to the Department of Justice on 10/19/15
- Policies will be reinforced through Supervisor training provided by Great Lakes ADA (scheduled for January 27, 2016)

H. POLLING PLACES

- Voter registration materials are available in alternate formats including Braille, large print, audio format and accessible electronic format
- Poll worker training is conducted prior to each election and includes information on assisting voters who require aid, curbside voting, Voter Assistance Terminal (VAT) instructions, polling place accessibility and the rights of people with disabilities
- The ILA reported the results of the voter registration location(s) survey to the Department of Justice on 10/14/15 and the deficiencies noted will be rectified by February 1, 2016 – Architectural plans are being submitted via mail in disk format
- The ILA surveyed all polling places utilized by Champaign County using Attachment F and the survey results are being submitted via mail in disk format
- Champaign County will implement temporary remedies such that polling places are

REPORT TO THE UNITED STATES DEPARTMENT OF JUSTICE FROM CHAMPAIGN COUNTY,
ILLINOIS IN RESPONSE TO A SETTLEMENT AGREEMENT UNDER THE
AMERICANS WITH DISABILITIES ACT DJ 204-24-116
1/20/16

temporarily accessible on Election Day by implementing curbside voting on demand at all polling places

I. EMERGENCY MANAGEMENT PROCEDURES AND POLICIES

- Champaign County's revised EOP and supporting documents, which implement Chapter 7 of the Department of Justice's ADA Best Practices Tool Kit for State and Local Government, were provided to the Department of Justice on 9/3/15, and were approved by IEMA on 11/30/15

J. SIDEWALKS

- Champaign County's written process for requesting and receiving input from people with disabilities regarding sidewalks and curb cuts, and its plan for complying with the ADA requirements for highways and sidewalks, are provided in the *ADA Plan for County Highways and Sidewalks*
- The *ADA Plan for County Highways and Sidewalks* was provided to the ILA on 9/1/15
- The plan was provided to the Department of Justice on 10/19/15
- Instructions regarding sidewalk accommodation requests, including an online accessible form for accommodations/sidewalk repair can be found on the county Highway Department's website <http://www.co.champaign.il.us/highway/ada.htm>

K. WEB-BASED SERVICES AND PROGRAMS

- Champaign County's *Information Technology Resources Policy*, including webpage and online services policies, was amended to require compliance with WCAG 2.0 AA by County Board Ordinance 967 on 8/20/15
<http://www.co.champaign.il.us/COUNTYBD/Ordinance%20Internet%20Policy%20May%202002.pdf>
- The *Information Technology Resources Policy* was distributed as required on 9/16/15
- The Director of Information Technology is the web accessibility coordinator for Champaign County
- The County entered into an agreement with independent consultant Tim Offenstein, Falling Leaf Productions, on 6/26/15 and approval was received from the Department of Justice on 9/3/15
- The independent consultant has performed accessibility tests of county website(s) and online services for compliance with WCAG 2.0 AA
- The county entered into an agreement with Pixo Technologies in order to redesign its family of websites to meet the requirements of the Settlement Agreement
<http://www.co.champaign.il.us/contracts/pixowebsteconsulting2015.pdf>
- Upon completion of the redesign of county websites, individuals with different disabilities, including at a minimum individuals who are blind, deaf, and have physical disabilities will be contacted to test county webpages for ease of use and accessibility barriers
- Champaign County utilizes www.lynda.com to facilitate training for website content personnel in order to comply with the terms of the Settlement Agreement and conform web content and services with WCAG 2.0 AA

REPORT TO THE UNITED STATES DEPARTMENT OF JUSTICE FROM CHAMPAIGN COUNTY,
ILLINOIS IN RESPONSE TO A SETTLEMENT AGREEMENT UNDER THE
AMERICANS WITH DISABILITIES ACT DJ 204-24-116
1/20/16

- Notice soliciting feedback from website visitors regarding improving website accessibility, and providing website visitors multiple methods of requesting accessible information, can be found here: <http://www1.co.champaign.il.us/ada/Feedback.php>

L. NEW CONSTRUCTION, ALTERATIONS, AND PHYSICAL CHANGES TO FACILITIES

Champaign County has worked closely with its Independent Licensed Architect in order to meet the compliance requirements of the Settlement Agreement listed in Section L. ILA reports with certifications, Attachment O, relevant to Section L including New Construction, Altered Buildings, and Other Facilities (Attachments I, J, and L) are being submitted via mail in disk format as requested by the Department of Justice. The reports contain a record of remedial actions completed to date, plans, comments and compliance documentation with photographs if applicable. (ILA Cover Letter attached as Exhibit 2)

M. PROGRAM MODIFICATIONS

- On 10/19/15, Champaign County submitted its plan for providing access for persons with disabilities to its programs, services and activities housed in others' facilities, referenced in Attachment L
- ILA reports with certifications relevant to Programs Housed in Others' Facilities (Attachment L) are being submitted via mail in disk format
- The county requests that the Department of Justice review the plans submitted by the Architect on Attachment L spread sheets for Programs Housed in Others' Facilities, and provide authorization regarding the proposed compliance measures for these locations. Due to the nature of the work that must be completed, and the element that these programs occur in leased facilities, a response is appreciated on or before February 1, 2016.

MISCELLANEOUS PROVISIONS

- Champaign County's 6-month written report summarizing its actions pursuant to this Agreement is hereby submitted, including supporting documents and/or links to supporting documents
- ILA reports with certifications will be delivered to the Department of Justice on or before January 20, 2016
- Champaign County's ADA training program was submitted for pre-approval on 11/30/15 and approved by the Department of Justice on 12/1/15 - the required training will be completed and documented on or before July 20, 2016

Attachments:

Certificate of Publication for Notice under the Americans with Disabilities Act
Copy of ILA Cover Letter for 1/15/16 Submission



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

*ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES*

Deb Busey, County Administrator

MEMORANDUM

**TO: James Quisenberry, Deputy Chair of Policy, Personnel & Appointments;
Christopher Alix, Deputy Chair of Finance;
And MEMBERS of the CHAMPAIGN COUNTY BOARD**

FROM: Deb Busey, County Administrator, and Job Content Evaluation Committee

DATE: January 20, 2016

RE: REVIEW and RECOMMENDATION for SHERIFF – MASTER CONTROL OFFICER

Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on August 9, 2015, the Job Content Evaluation Committee has met to review the Sheriff's request to review and re-evaluate the position of Master Control Officer.

REPORT:

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by Captain Karee Voges. The Committee was also provided with the proposed revised job description for the position. Captain Voges and Sheriff Walsh met with the Committee and explained the position had not been reviewed in eleven years and that substantial changes in responsibility for the position had evolved during that time. The complexity of assignments and life safety issues assigned to this position classification had noticeably increased since the last review. Based upon the information received, the Job Content Evaluation Committee recommends the upgrade to the Master Control Officer position from Grade Range D to Grade Range F, with the continuing designation as an FLSA Non-Exempt position. The Committee also recommends adoption of the updated Master Control Officer job description as presented by the Sheriff (included as an attachment to this Memorandum).

This is an AFSCME General Unit bargaining position classification for which there are currently six full-time employees and seven part-time employees. Pursuant to the terms of the AFSCME Agreement, the recommended change in classification will result in each of those employees receiving a salary adjustment to the new salary range minimum or a 10% increase to their current rate of pay, whichever is greater.

This re-classification will also be subject to negotiation with and approval by AFSCME after approval of the Champaign County Board.

REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:

The Policy, Personnel & Appointments Committee recommends to the Finance Committee approval of the re-classification of the Sheriff's Office Master Control Officer position assignment from Grade Range D to Grade Range F.

REQUESTED ACTION for FINANCE:

The Finance Committee recommends to the County Board approval of the re-classification of the Sheriff's Office Master Control Officer position assignment from Grade Range D to Grade Range F.

Thank you for your consideration of this recommendation

cc: Sheriff Dan Walsh

attachments

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

Date of Request:

August 9, 2015

RE-EVALUATION OF EXISTING POSITION

Department Requesting:	Sheriff	
Position Title:	Master Control Officer	
Current Job Points:	285	
FLSA Status:	Non-Exempt	
Bargaining Unit Status:	AFSCME General Unit	
Current Salary Range:	Grade Range D	
*Current Ranges per AFSCME CBA	Minimum:	\$12.04
	Maximum:	\$18.06

Job Evaluation Committee Recommendation: **Classification Upgrade**

Re-Evaluated Job Points:	365	
Recommended Title:	Master Control Officer	
FLSA Status:	Non-Exempt	
Bargaining Unit Status:	AFSCME General Unit	
Recommended Salary Range:	Grade Range F	
*Ranges effective for FY2016	Minimum:	\$15.19
	Maximum:	\$22.80

Date of Job Evaluation Committee Recommendation:

January 20, 2016

**Champaign County Sheriff's Office
Job Description**

Job Title: Master Control Officer
Department: Sheriff/Correctional Center
Reports To: Shift Commander or Supervisor
FLSA Status: Non-exempt
Employment Status: Bargaining Unit - AFSCME General Unit
Prepared Date: January 2016

SUMMARY Maintains security of the Champaign County Jail facilities by monitoring and controlling various security devices.

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

Monitors and controls both internal and external security of the jail through the use of multiple security devices.

Logs all incoming and outgoing resident mail.

Controls and monitors the video visitation system.

Completes bond processes for residents.

Responsible for maintaining LEADS certification.

Utilizes computer and paper warrants to enter, retrieve and relay information.

Performs clerical functions by maintaining logs, records, reports and files.

Deals with the public and other law enforcement agencies in person and by telephone and fax.

Performs other duties as requested by a supervisor.

SUPERVISORY RESPONSIBILITIES This job does not exercise supervisory responsibilities.

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 courses in typing, business machine operation and general office procedures or equivalent combination of education and experience. Must handle stressful situations, ability to multi-task and have a thorough knowledge of the operation of the various security

systems. Must have knowledge of County and LEADS computer systems. Knowledge of correctional center rules, regulations and procedures helpful.

LANGUAGE SKILLS Ability to read, interpret and comprehend documents such as LEADS correspondence, jail policy and procedure, legal documents as well as simple instructions and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to jail residents, attorneys, general public and other employees of the organization. Requires good oral communication and skill in the application of good public relations.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

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

CERTIFICATES, LICENSES, REGISTRATIONS As required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand, sit, walk, reach with hands and arms, talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job includes close vision, distance vision and peripheral vision.

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

Note: This job description contains wording 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 within this job class. "Essential functions" are to be determined at the position or job level within each department.



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

*ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES*

Deb Busey, County Administrator

MEMORANDUM

**TO: James Quisenberry, Deputy Chair of Policy, Personnel & Appointments;
Christopher Alix, Deputy Chair of Finance;
And MEMBERS of the CHAMPAIGN COUNTY BOARD**

FROM: Deb Busey, County Administrator, and Job Content Evaluation Committee

DATE: January 20, 2016

RE: REVIEW and RECOMMENDATION for GIS SPECIALIST

Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on January 12, 2016, the Job Content Evaluation Committee has met to review the request of the GIS Consortium Director to upgrade GIS Technician to GIS Specialist.

REPORT:

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by GIS Consortium Director Leanne Brehob-Riley. The Committee was also provided with the proposed job description for the new Technology Specialist position. Ms. Brehob-Riley met with the Committee and explained the parameters and scope of responsibility for the upgrade of one of the two GIS Technician positions to the new GIS Specialist position in terms of the staff oversight responsibilities which include providing working direction to the GIS Mapper position; and development responsibilities in creating data and data layers through interpretation from varied source data, legal descriptions, plats, surveys and deeds. Pursuant to this review and evaluation, the Committee recommends the creation of the GIS Specialist position with classification that is the same as for the GIS Technician in Salary Grade Range F with the customary technology position market adjustment upgrade to Grade G, and the adoption of the job description as documented in the attachment to this Memo. This is documented as a non-bargaining, FLSA Non-Exempt position within the Champaign County Staffing Plan.

REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:

The Policy, Personnel & Appointments Committee recommends to the Finance Committee approval of classification of the GIS Specialist position to Grade Range F with market adjustment upgrade to Grade G.

REQUESTED ACTION for FINANCE:

The Finance Committee recommends to the County Board approval of the addition of one GIS Specialist position in Grade Range F with market upgrade to Grade G to the GIS Consortium Staffing Budget and the elimination of one GIS Technician position from the GIS Consortium Staffing Budget, effective upon approval by the County Board.

Thank you for your consideration of this recommendation

cc: Leanne Brehob-Riley, GIS Consortium Director

attachments

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

Date of Request: January 12, 2016

RE-EVALUATION OF EXISTING POSITION

Department Requesting:	GIS Consortium
Position Title:	GIS Technician
Current Job Points:	364
FLSA Status:	Non-Exempt
Current Salary Range:	Grade Range F with Salary Market Adjustment to Grade G
*Ranges effective for FY2016	Minimum: \$17.16
	Mid-Point: \$21.45
	Maximum: \$25.74

Job Evaluation Committee Recommendation: **New Title/Classification**

Re-Evaluated Job Points:	370
Recommended Title:	GIS Specialist
FLSA Status:	Non-Exempt
Recommended Salary Range:	Grade Range F with Salary Market Adjustment to Grade G
*Ranges effective for FY2016	Minimum: \$17.16
	Mid-Point: \$21.45
	Maximum: \$25.74

Date of Job Evaluation Committee Recommendation: January 20, 2016

Champaign County Job Description

Job Title: Geographic Information System (GIS) Specialist
Department: GIS Consortium
Reports To: GIS Director
FLSA Status: Non-Exempt
Grade/Range: G*
Prepared Date: January 2016

SUMMARY Responsible for the design, development, and maintenance of GIS data.

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

Involves interaction with GIS Consortium members, clients and the general public. Provides GIS technical support to GIS Consortium members and clients.

Directs the work of GIS Mapping Technician and other staff as related to the Tax Cycle.

Creates data and data layers through interpretation from varied source data, legal descriptions, plats, surveys and deeds. Creates GIS maps utilizing accepted cartographic practices and design.

Develops and completes quality control procedures and scripts.

Researches, develops and plans the implementation of new GIS technologies. Trains staff on GIS data creation procedures and legal description interpretation.

Develops customized ArcGIS Online Applications.

Assists with the development of scope of services and training materials.

Fulfills data orders and general map requests.

Performs related work as required.

SUPERVISORY RESPONSIBILITIES Directs the work of the GIS Mapping Technician and other staff as related to the Tax Cycle.

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, with a concentration in Geography, GIS or a related field preferred. GIS experience may be considered a substitute for a Bachelor's degree. At least three years' experience with interpretation and research of

property legal description, the Public Land Survey System, and parcel mapping in a GIS environment.

LANGUAGE SKILLS Ability to read and interpret documents such as computer software programs, hardware installation instructions, computer operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before the general public and employees of the organization. Demonstrated ability to present information clearly and effectively in written, map and graphic formats.

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 graphs.

REASONING ABILITY Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to manage time to meet deadlines; ability to work as a member of a team; excellent organizational, analytical, verbal and written skills.

COMPUTER SKILLS To perform this job successfully, an individual should have the ability to program in Python (ArcPy, SMTP and other relevant libraries); surveying and/or COGO parcel compilation methods; and a general understanding of ArcSDE. Advanced knowledge of ESRI GIS edit, topology, query and annotation tools. Advanced knowledge of the ESRI Parcel Framework. Ability to construct advanced spatial and tabular database queries. Ability to perform basic GIS analysis.

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; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to distinguish between colors.

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 moderate.

JOHN FARNEY
COUNTY AUDITOR



1776 EAST WASHINGTON
URBANA, ILLINOIS 61802
TELEPHONE (217) 384-3763
FAX (217) 384-1285

OFFICE OF THE AUDITOR
CHAMPAIGN COUNTY, ILLINOIS

To: Patti Petrie, Champaign County Board Chair
Chris Alix, Deputy Chair for Finance
Members of the Champaign County Board
Elected Officials & Department Heads

From: John Farney, Champaign County Auditor

Subject: Quarterly Financial Report through the 12 months ended December 31, 2015

Date: January 28, 2016

In accordance with Chapter 55, Act 5, Section 3-1005, Illinois Compiled Statutes, the following Quarterly Financial Report of the financial operations of Champaign County through December 31, 2015 is presented.

This report presents actual revenues and expenditures as entered into the County's AS400 Accounting System through the close of the reporting period. Budgeted amounts listed come directly from the County AS400 Accounting System, and include amendments approved by the County Board during the fiscal year.

Champaign County maintains three major governmental funds that are presented individually in this report: the General Corporate Fund; Mental Health Fund; and the Regional Planning Commission Fund. The remaining governmental funds are considered "non-major". Also presented is the Nursing Home Fund, the County's sole Enterprise Fund.

Additionally, I have compiled data on various revenue and expenditure lines that may be of interest to County Board Members.

Should you have any questions, comments or requests for further data, please feel free to contact me.

Sincerely,

JOHN FARNEY
CHAMPAIGN COUNTY AUDITOR

JOHN FARNEY, CHAMPAIGN COUNTY AUDITOR
Champaign County Quarterly Financial Report
For the 12 months ending December 31, 2015

	<u>General Corporate Fund</u>		<u>Mental Health Fund</u>		<u>Regional Planning Commission Fund</u>		<u>Nursing Home Fund</u>	
	<u>Total Fiscal Year Budget</u>	<u>Actual Year-to-Date Amounts</u>	<u>Total Fiscal Year Budget</u>	<u>Actual Year-to-Date Amounts</u>	<u>Total Fiscal Year Budget</u>	<u>Actual Year-to-Date Amounts</u>	<u>Total Fiscal Year Budget</u>	<u>Actual Year-to-Date Amounts</u>
Revenues:								
Property Taxes	\$9,641,093	\$9,597,983	\$4,194,638	\$4,161,439	\$0	\$0	\$1,142,494	\$1,137,409
Public Safety Sales Tax	0	0	0	0	0	0	0	0
Intergovernmental Revenue	16,484,167	13,749,153	381,598	330,637	12,035,683	6,863,436	0	0
Charges for services	4,358,156	3,789,536	0	0	1,106,877	966,948	15,400,134	12,230,027
Fines & Forfeitures	1,037,075	878,351	0	0	0	0	0	0
Other revenues	7,501,182	6,888,345	75,700	222,591	688,392	388,382	31,300	40,541
Total Revenues	\$39,021,673	\$34,903,368	\$4,651,936	\$4,714,667	\$13,830,952	\$8,218,766	\$16,573,928	\$13,407,977
Expenditures:								
Personnel	\$24,850,173	\$23,651,600	\$507,118	\$487,003	\$5,634,378	\$3,673,588	\$10,057,182	\$7,749,643
Commodities	2,369,718	1,975,263	26,500	11,313	318,564	123,324	898,344	809,760
Services	7,235,146	6,189,843	3,936,818	3,732,113	7,394,271	4,237,403	5,289,932	4,837,601
Capital outlay	377,721	340,496	0	0	78,500	0	343,996	212,970
Transfers	942,949	95,138	0	0	400,270	245,845	317,665	307,490
Bond and debt service	3,057,225	2,698,618	80,000	0	0	0	7,000	2,974
Bad debt expense	0	0	0	0	0	0	0	0
Total Expenditures	\$38,832,932	\$34,950,958	\$4,550,436	\$4,230,429	\$13,825,983	\$8,280,160	\$16,914,119	\$13,920,438

- NOTES:
- 1) Revenues and expenditures are reported using the cash basis.
 - 2) This report is unaudited.
 - 3) Fiscal year budgeted revenues and expenditures obtained from FY2015 County Budget as recorded in the County AS400 Accounting System.
 - 4) All data subject to adjustment. Final FY2015 data will be reported in the Comprehensive Annual Financial Report

JOHN FARNEY, CHAMPAIGN COUNTY AUDITOR

Champaign County Quarterly Financial Report

For the 12 months ending December 31, 2015

	<u>Non-major Funds</u>		<u>Combined Funds</u>	
	<u>Total Fiscal Year Budget</u>	<u>Actual Year-to- Date Amounts</u>	<u>Total Fiscal Year Budget</u>	<u>Actual Year-to- Date Amounts</u>
Revenues:				
Property Taxes	\$15,643,573	\$15,584,165	\$30,621,798	\$30,480,996
Public Safety Sales Tax	\$4,686,098	\$3,884,443	4,686,098	3,884,443
Intergovernmental Revenue	\$16,026,948	\$15,112,517	44,928,396	36,055,743
Charges for services	\$4,853,997	\$3,261,228	25,719,164	20,247,739
Fines & Forfeitures	\$56,450	\$74,954	1,093,525	953,305
Other revenues	\$11,750,493	\$11,055,047	20,047,067	18,594,906
Total Revenues	\$53,017,559	\$48,972,354	\$127,096,048	\$110,217,132
Expenditures:				
Personnel	\$25,718,932	\$22,587,598	\$66,767,783	\$58,149,432
Commodities	\$1,323,792	\$857,759	4,936,918	3,777,419
Services	\$16,045,969	\$14,965,272	39,902,136	33,962,232
Capital outlay	\$5,274,173	\$3,337,064	6,074,390	3,890,530
Transfers	\$1,401,249	\$875,634	3,062,133	1,524,107
Bond and debt service	\$5,180,165	\$880,207	8,324,390	3,581,799
Bad debt expense	\$111,500	\$10,393	111,500	10,393
Total Expenditures	\$55,055,780	\$43,513,927	\$129,179,250	\$104,895,912

- NOTES:
- 1) Revenues and expenditures are reported using the cash basis.
 - 2) This report is unaudited.
 - 3) Fiscal year budgeted revenues and expenditures obtained from FY2015 County Budget as recorded in the County AS400 Accounting System.
 - 4) All data subject to adjustment. Final FY2015 data will be reported in the Comprehensive Annual Financial Report

JOHN FARNEY, CHAMPAIGN COUNTY AUDITOR

Champaign County Quarterly Financial Report

For the 12 months ended December 31, 2015

**Fiscal Year to Date
Top 5 Revenue Lines
All Funds**

Revenue Source	FY 2014	FY 2015
Property Taxes - General Corporate	\$8,553,408	\$9,178,310
NH Care - Medicaid	5,117,974	6,262,066
HHS Head Start Grant	5,380,050	4,797,651
1/4% Sales Tax (All County)	4,990,190	4,506,838
Property Taxes - Mental Health Fund	4,037,720	4,194,638
	4,290,229	3,884,443

**Fiscal Year to Date
Top 5 Revenue Lines
General Corporate Fund Only**

Revenue Source	FY 2014	FY 2015
Property Taxes - General Corporate	\$8,553,408	\$9,178,310
1/4% Sales Tax (All County)	4,990,190	4,506,838
Income Tax	2,726,904	3,045,330
State Reimbursement	1,431,257	1,917,191
Circuit Clerk Fees	1,568,379	1,441,188

**Fiscal Year to Date
Top 5 Revenue Lines
Champaign County Nursing Home**

Revenue Source	FY 2014	FY 2015
NH Care - Medicaid	5,117,974	6,262,066
NH Care - Private Pay	5,111,819	2,863,982
Property Taxes - Nursing Home	1,094,709	1,137,409
NH Care - Private Insurance	1,050,902	980,135
NH Care - Medicare A	1,562,266	882,118

**Fiscal Year to Date
Accounts Payable
Monthly Warrants Paid**

Monthly Warrants Paid	FY 2014	FY 2015
October	\$8,743,088	\$8,361,787
November	5,831,592	5,041,115
December	7,006,937	7,560,832

**Fiscal Year to Date
Top 5 Expenditure Lines
All Funds**

Expenditure	FY 2014	FY 2015
Reg. Full Time Employees	\$24,890,108	\$23,429,815
Health/Life Insurance	10,428,175	10,301,505
Contributions/Grants	9,154,886	8,088,389
Sheriff Full Time Employees	6,816,406	6,118,437
IMRF - Employer Cost	4,573,586	3,925,053

**Fiscal Year to Date
Top 5 Expenditure Lines
General Corporate Fund Only**

Expenditure	FY 2014	FY 2015
Regular Full Time Employees	\$12,596,950	\$12,154,799
Sheriff Full Time Employees	6,816,406	6,118,437
Health/Life Insurance	3,032,945	2,822,777
Document Stamps	920,000	925,000
Medical/Dental/Mental Health Services	820,058	732,909

**Fiscal Year to Date
Top 5 Expenditure Lines
Champaign County Nursing Home**

Expenditure	FY 2014	FY 2015
Regular Full Time Employees	\$3,854,675	\$3,659,284
Professional Services	1,978,855	1,499,728
Contract Nursing	736,008	883,406
No Benefit Full Time Employees	1,041,008	714,737
Health/Life Insurance	805,342	713,715

NOTES:

- 1) Revenues and expenditures are reported using the cash basis
- 2) This report is unaudited.



OFFICE OF THE AUDITOR
CHAMPAIGN COUNTY, ILLINOIS

January 29, 2016

Mark Whitsitt, Interim Champaign County Supervisor of Assessments
Patti Petrie, Champaign County Board Chair
Chris Alix, Champaign County Board Finance Committee Chair
Champaign County Board Members

Ladies and Gentlemen,

I have recently completed a transition audit of the Champaign County Supervisor of Assessments office. The audit objectives, summary of findings, background, audit procedures and audit findings comprise my reports.

Audit Objectives:

With the recent sudden departure of the former Supervisor of Assessments, it was determined that the situation was appropriate to perform a transition audit. I have conducted a transition audit of the fixed assets and financial accounts assigned to the custody and control of the Champaign County Supervisor of Assessments. The objectives of the audit were to:

- Verify that the fixed assets identified by the Champaign County Auditor and Champaign County Administrator at the time of transition, we actually located within the Office, or at locations under the control of the Office; and,
- Verify the existence, review recent activity and assess internal controls in place relative to the bank accounts, if any, and credit card accounts maintained by, if any, and under the control of, the County Supervisor of Assessments at the time of transition.

Summary of Findings:

- The Supervisor of Assessments Fixed Asset listing, as maintained by the County Auditor's Office, lists three software items. All county equipment and property in use prior to the transition remains in place.
- The Supervisor of Assessments Capital Asset Replacement Fund equipment listing, as maintained by the County Administrator's Office, lists computer equipment and software. All county equipment and property in use prior to the transition remains in place.
- Only personal items were removed by the former office holder.
- The Supervisor of Assessments maintains no bank accounts outside the custody of the County Treasurer.
- The former office holder surrendered the office's county issued credit card after an investigation by the County Auditor, County Treasurer, State's Attorney and Illinois State Police. Credit card transactions made during the former office holder's appointment are under further investigation and may be subject to a criminal proceeding. Information gathered during this investigation show that as of this date, January 29, 2016, the county has been reimbursed in full for those transactions.

- Interim Supervisor of Assessments Mark Whitsitt has elected to forego a county credit card at this time. Currently, the only county credit card assigned to the Supervisor of Assessments is issued in the name of the County Treasurer, and is stored in a secure location within the County Treasurer's Office.
- The Supervisor of Assessments Office does not collect any funds from customers. Additionally, the office does not maintain a petty cash fund.

Background:

The County Auditor's Office maintains a fixed asset ledger of all permanent assets acquired. The Auditor maintains these asset records on an on-going basis to ensure proper controls and report annually, as part of the CAFR process, regarding these records to the Board. Assets on this list must have a value exceeding \$5000.

The County Treasurer's Office maintains a central record of all bank accounts established by County offices and departments. Additionally, only offices allowed by law shall open and maintain bank accounts in the County's name.

The County Treasurer's Office issues county credit cards and has procedures in place regarding the issuance and surrender of those cards.

Audit Procedures:

Audit procedures were performed to verify that no County property was removed by the former Supervisor of Assessments. These procedures included physical verification of equipment in the Supervisor of Assessment Office and personal interviews with office staff. Accounts payable transactions for the previous six months were also reviewed. Since County credit card transactions are audited on an ongoing basis, I reviewed recent records as submitted to the County Auditor's Office for payment. As noted earlier in this report, there were transactions discovered during the former Supervisor of Assessments appointment that have become part of an ongoing investigation by the Illinois State Police.

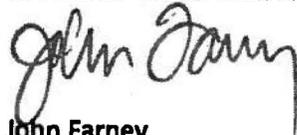
Audit Findings:

Notwithstanding the items under investigation by the Illinois State Police, no adverse findings were noted.

I wish to thank Interim Supervisor of Assessments Mark Whitsitt and the staff of the Supervisor of Assessments office for the assistance they provided to me on this project. Additional thanks to County Administrator Deb Busey and County Treasurer Dan Welch for their cooperation in this audit.

Sincerely,

OFFICE OF THE CHAMPAIGN COUNTY AUDITOR



John Farney
County Auditor



OFFICE OF THE AUDITOR
CHAMPAIGN COUNTY, ILLINOIS

January 29, 2016

Elizabeth Burgener-Patton, Champaign County Board of Review Chair
Patti Petrie, Champaign County Board Chair
Chris Alix, Champaign County Board Finance Committee Chair
Champaign County Board Members

Ladies and Gentlemen,

I have recently completed a transition audit of the Champaign County Board of Review office. The audit objectives, summary of findings, background, audit procedures and audit findings comprise my reports.

Audit Objectives:

With the recent sudden departure of the former Supervisor of Assessments, and subsequent appointment of a Board of Review member as Interim Supervisor of Assessments, it was determined that the situation was appropriate to perform a transition audit. I have conducted a transition audit of the fixed assets and financial accounts assigned to the custody and control of the Champaign County Board of Review. The objectives of the audit were to:

- Verify that the fixed assets identified by the Champaign County Auditor and Champaign County Administrator at the time of transition, we actually located within the Office, or at locations under the control of the Office; and,
- Verify the existence, review recent activity and assess internal controls in place relative to the bank accounts, if any, and credit card accounts maintained by, if any, and under the control of, the Champaign County Board of Review at the time of transition.

Summary of Findings:

- The Board of Review Fixed Asset listing, as maintained by the County Auditor's Office, lists one item, a vehicle. All county equipment and property in use prior to the transition remains in place.
- The Board of Review Capital Asset Replacement Fund equipment listing, as maintained by the County Administrator's Office, lists computer equipment and software. All county equipment and property in use prior to the transition remains in place.
- Only personal items were removed by the former Board of Review Member.
- The Board of Review maintains no bank accounts outside the custody of the County Treasurer.
- The Board of Review holds no county issued credit cards.
- The Board of Review Office does not collect any funds from customers. Additionally, the office does not maintain a petty cash fund.

Background:

The County Auditor's Office maintains a fixed asset ledger of all permanent assets acquired. The Auditor maintains these asset records on an on-going basis to ensure proper controls and report annually, as part of the CAFR process, regarding these records to the Board. Assets on this list must have a value exceeding \$5000.

The County Treasurer's Office maintains a central record of all bank accounts established by County offices and departments. Additionally, only offices allowed by law shall open and maintain bank accounts in the County's name.

The County Treasurer's Office issues county credit cards and has procedures in place regarding the issuance and surrender of those cards.

Audit Procedures:

Audit procedures were performed to verify that no County property was removed by the former member of the Board of Review. These procedures included physical verification of equipment in the Board of Review Office and personal interviews with office staff. Additionally, Accounts Payable transactions for the previous six months were reviewed.

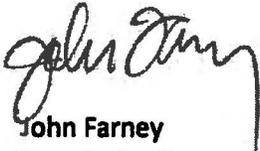
Audit Findings:

No adverse findings were noted.

I wish to thank Board of Review Chair Elizabeth Burgener-Patton for the assistance she provided to me on this project. Additional thanks to County Administrator Deb Busey and County Treasurer Dan Welch for their cooperation in this audit.

Sincerely,

OFFICE OF THE CHAMPAIGN COUNTY AUDITOR


John Farney
County Auditor

REQUEST FOR BUDGET TRANSFER
NEEDING CHAMPAIGN COUNTY BOARD APPROVAL

BT NO. 15-00014

FUND 080 GENERAL CORPORATE

DEPARTMENT 041 STATES ATTORNEY

TO LINE ITEM:

FROM LINE ITEM:

NUMBER/TITLE	\$ AMOUNT	NUMBER/TITLE
080-041-511.03 REG. FULL-TIME EMPLOYEES	225.	080-041-522.02 OFFICE SUPPLIES

EXPLANATION: TRANSFER OF FUNDS FOR END OF YEAR SALARY OBLIGATIONS

DATE SUBMITTED: 1.27.16



AUTHORIZED SIGNATURE

APPROVED BY PARENT COMMITTEE:

DATE:

* PLEASE SIGN IN BLUE INK *

APPROVED BY BUDGET AND FINANCE COMMITTEE:

DATE: _____

FUND 675 VICTIM ADVOCACY GRT-ICJIA DEPARTMENT 041 STATES ATTORNEY

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
675-041-511.03 REG. FULL-TIME EMPLOYEES	55,278	55,278	55,280	2
TOTALS	55,278	55,278	55,280	2

INCREASED REVENUE BUDGET:

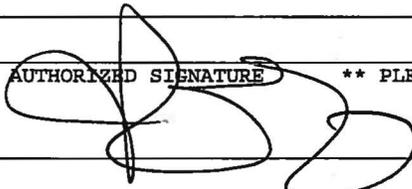
ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
None: from Fund Balance				
TOTALS	0	0	0	0

EXPLANATION: INCREASE IN APPROPRIATIONS FOR END OF YEAR SALARY MATCH FOR GRANT

DATE SUBMITTED:

1.27.16

AUTHORIZED SIGNATURE



** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

FUND 080 GENERAL CORPORATE

DEPARTMENT 041 STATES ATTORNEY

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-041-533.06 MEDICAL/DENTAL/MENTL HLTH	4,800	22,546	22,746	200
TOTALS	4,800	22,546	22,746	200

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
None: from Fund Balance				
TOTALS	0	0	0	0

EXPLANATION: INCREASE IN APPROPRIATIONS TO PAY INVOICE FROM EXPERT WITNESS FOR FELONY CASE

DATE SUBMITTED:

2.1.16

AUTHORIZED SIGNATURE

** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

FUND 080 GENERAL CORPORATE

DEPARTMENT 028 INFORMATION TECHNOLOGY

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-028-533.08 CONSULTING SERVICES	0	0	12,605	12,605
TOTALS	0	0	12,605	12,605

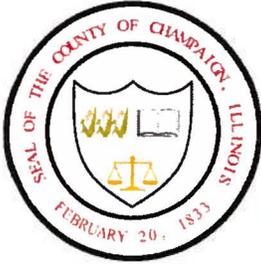
INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
None: from Fund Balance				
TOTALS	0	0	0	0

EXPLANATION: AMENDMENT NEEDED TO MOVE REMAINDER OF MONEY FROM FY2015 TO FY2016. THIS MONEY WAS ALLOCATED FOR THE WEBSITE REDESIGN IN FY2015 BUT DID NOT GET COMPLETED BY 12/31/15.

DATE SUBMITTED: <u>1/19/2016</u>	AUTHORIZED SIGNATURE <u>Andy Phaelis</u>	** PLEASE SIGN IN BLUE INK **
-------------------------------------	---	-------------------------------

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES

Debra Busey, County Administrator

MEMORANDUM

TO: Christopher Alix, Deputy Chair and MEMBERS of the FINANCE COMMITTEE of the WHOLE

FROM: Deb Busey, County Administrator

DATE: January 4, 2016

RE: ELECTED OFFICIAL SALARIES

ISSUE

The issue before you is the designation of the salaries to be paid to Champaign County elected officials to be elected in November 2016. By statute, you are required to designate and approve these salaries no later than May 2016 – at least 180 days before the terms of office for these officials begin.

HISTORY and ANALYSIS

Comparison with Other Counties

In matters of salary administration, Champaign County utilizes comparisons with five similarly-sized Illinois Counties – Sangamon, Peoria, McLean, Rock Island and Madison. Following is a comparison of the 2016 salaries of elected officials in the six counties:

	Champaign County	Peoria County	McLean County	Sangamon County	Rock Island County	Madison County	5-County Average - Without Champaign
Position Title	FY2016	FY2016	FY2016	FY2016	FY2016	FY2016	FY2016
County Clerk	\$90,139	\$98,979	\$96,329	\$100,400	\$82,500	\$105,820	\$96,806
Treasurer	\$90,139	\$98,979	\$96,329	\$100,400	\$82,500	\$105,820	\$96,806
Sheriff	\$112,715	\$116,177	\$104,200	\$117,350	\$92,500	\$105,820	\$107,209
Board Chair	\$29,274	\$21,500	\$14,073	\$27,273	\$22,000	**	\$21,212
Circuit Clerk	\$90,070	\$94,210	\$96,329	\$98,840	\$90,000	\$109,990	\$97,874
Auditor	\$86,328	\$94,210	\$91,742	\$94,667	\$90,000	\$109,990	\$96,122
Coroner	\$86,328	\$94,210	\$91,742	\$94,667	\$90,000	\$109,990	\$96,122
Recorder	\$86,328	\$94,210	N/A	\$94,667	\$90,000	\$109,990	\$97,217

**Madison County is under the Commissioner Form of Government – no County Board Chair

As demonstrated above, with the exception of the Sheriff and County Board Chair, the County's salaries are lower than the average of the five comparable counties, and in most instances lower than each comparable county on an individual position basis. Based on the 2010 census, Champaign County is the 2nd largest of these six counties – with only Madison County being larger.

Champaign County Internal Equity

Beginning in 2004, Champaign County classified the six elected positions, excluding the Sheriff and Board Chair, into two groups or classifications. The first group included the County Clerk, Treasurer and Circuit Clerk, and the second group included the Auditor, Coroner and Recorder. The positions in the first group are considered to be larger positions in terms of classification, based upon the responsibilities assigned to the office. As such, the classification plan placed the compensation of the positions in the second group at 96% of the compensation for the positions in the first group. Because of the offset in years in which the salaries are set for the two groups of elected officials, the intended internal equity is achieved in FY2016, after a 4-year term for the officials to be elected in 2016 in which their salaries were frozen to again achieve the internal equity of the County's elected official salaries.

	12/1/2012	% Inc	12/1/2013	% Inc	12/1/2014	% Inc	12/1/2015	% Inc
County Clerk	\$84,940	2.00%	\$86,639	2.00%	\$88,372	2.00%	\$90,139	2.00%
Treasurer	\$84,940	2.00%	\$86,639	2.00%	\$88,372	2.00%	\$90,139	2.00%
Sheriff	\$106,214	2.00%	\$108,338	2.00%	\$110,505	2.00%	\$112,715	2.00%
Board Chair	\$29,274	0.00%	\$29,274	0.00%	\$29,859	2.00%	\$29,274	-1.96%
Circuit Clerk	\$90,070	0.00%	\$90,070	0.00%	\$90,070	0.00%	\$90,070	0.00%
Auditor	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%
Coroner	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%
Recorder	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%
Annual Total	\$654,422	0.83%	\$659,944	0.84%	\$666,162	0.94%	\$671,322	0.77%

The County Board is now in a position to maintain this system of internal equity among these positions by setting the elected official salaries at annual 2% increases moving forward. I made this recommendation when you set elected official salaries in 2014, and I believe this continues to be a reasonable position for the County Board to approve. This position maintains internal equity, and at annual 2% increases, the Champaign County elected official salaries would only rise to the current 2016 average for the five comparable counties by the year 2020. Adopting an annual 2% increase position for the elected officials is demonstrated in the chart below. The salaries you are determining at this time are highlighted in blue. The salaries that will need to be set in FY2018 and are not set at this time are identified in italics.

	12/1/2016	% Inc	12/1/2017	% Inc	12/1/2018	% Inc	12/1/2019	% Inc
County Clerk	\$91,942	2.00%	\$93,781	2.00%	\$95,657	2.00%	\$97,570	2.00%
Treasurer	\$91,942	2.00%	\$93,781	2.00%	\$95,657	2.00%	\$97,570	2.00%
Sheriff	\$114,969	2.00%	\$117,269	2.00%	\$119,614	2.00%	\$122,007	2.00%
Board Chair	\$29,859	2.00%	\$30,457	2.00%	\$31,066	2.00%	\$31,687	2.00%
Circuit Clerk	\$91,942	2.08%	\$93,781	2.00%	\$95,657	2.00%	\$97,570	2.00%
Auditor	\$88,055	2.00%	\$89,816	2.00%	\$91,612	2.00%	\$93,444	2.00%
Coroner	\$88,055	2.00%	\$89,816	2.00%	\$91,612	2.00%	\$93,444	2.00%
Recorder	\$88,055	2.00%	\$89,816	2.00%	\$91,612	2.00%	\$93,444	2.00%
Annual Total	\$684,819	2.01%	\$698,516	2.00%	\$712,486	2.00%	\$726,736	2.00%

Alternative Consideration

As the 20-year incumbent elected Recorder will retire in 2016, and pursuant to discussions of a possible ballot question to determine whether the elected Recorder position should be eliminated so that the Recorder functions could be merged with the Office of the County Clerk, I have been asked to also present an alternative option for the Recorder's salary to be set at the beginning of the next term on 12/1/2016.

There are two offices similar in size and scope to that of the Recorder – the Office of Planning and Zoning and the Office of the Supervisor of Assessments. The following table demonstrates the comparisons:

	# of Employees	Annual Operating Budget	2016 Salary
Supervisor of Assessments	8	\$377,430	\$73,152
Director of Planning & Zoning	5	\$399,866	\$77,264
Recorder	5	\$330,711*	\$86,328

**The Recorder's Operating Budget does not include the Budget for Purchase Document Stamps.*

If the elected Recorder salary were to be removed from the matrix previously used for elected official salaries, and placed on a comparison with the two appointed official salaries of Supervisor of Assessments and Director of Planning and Zoning, a salary recommendation of \$76,500 (the mid-point of the Supervisor of Assessments assigned salary range) could be considered. This is an 11% reduction in the salary of Recorder. It does place the Champaign County Elected Recorder salary substantially below any of the other elected Recorders in the comparable counties.

The County Board has also historically not increased the salary of the County Board Chair. The following table documents the alternative approach to setting the salaries for the officials to be

elected in 2016 wherein the Recorder salary is reduced, and the County Board Chair salary is frozen:

	12/1/2016	% Inc	12/1/2017	% Inc	12/1/2018	% Inc	12/1/2019	% Inc
County Clerk	\$91,942	2.00%	\$93,781	2.00%	\$95,657	2.00%	\$97,570	2.00%
Treasurer	\$91,942	2.00%	\$93,781	2.00%	\$95,657	2.00%	\$97,570	2.00%
Sheriff	\$114,969	2.00%	\$117,269	2.00%	\$119,614	2.00%	\$122,007	2.00%
Board Chair	\$29,274	0.00%	\$29,274	0.00%	\$29,859	2.00%	\$30,457	2.00%
Circuit Clerk	\$91,942	2.08%	\$93,781	2.00%	\$95,657	2.00%	\$97,570	2.00%
Auditor	\$88,055	2.00%	\$89,816	2.00%	\$91,612	2.00%	\$93,444	2.00%
Coroner	\$88,055	2.00%	\$89,816	2.00%	\$91,612	2.00%	\$93,444	2.00%
Recorder	\$76,500	11.38%	\$78,030	2.00%	\$79,591	2.00%	\$81,182	2.00%
Annual Total	\$672,679	0.20%	\$685,548	1.91%	\$699,259	2.00%	\$713,244	2.00%

From a historical perspective, the last time there was no incumbent Recorder was in 1996. In that year, the County Board cut the Recorder salary from \$41,828 to \$36,000 – a 13.9% reduction. Four years later, in the year 2000, the County Board re-established the Recorder salary to be on a par with the Auditor and Coroner by giving it a 33.33% increase – back to \$48,000 where the other two salaries were at that point.

OPTIONS FOR ACTION:

Based upon the foregoing, there are at least two potential options for the structure for the adoption of the 2016 elected official salaries:

Option 1 – 2% Annual Increases to Elected Official Salaries:

	12/1/2016	% Inc	12/1/2017	% Inc	12/1/2018	% Inc	12/1/2019	% Inc
Board Chair	\$29,859	2.00%	\$30,457	2.00%				
Circuit Clerk	\$91,942	2.08%	\$93,781	2.00%	\$95,657	2.00%	\$97,570	2.00%
Auditor	\$88,055	2.00%	\$89,816	2.00%	\$91,612	2.00%	\$93,444	2.00%
Coroner	\$88,055	2.00%	\$89,816	2.00%	\$91,612	2.00%	\$93,444	2.00%
Recorder	\$88,055	2.00%	\$89,816	2.00%	\$91,612	2.00%	\$93,444	2.00%

Option 2 – 2% Annual Increases with Initial Reduction of Recorder & Freeze County Board Chair

	12/1/2016	% Inc	12/1/2017	% Inc	12/1/2018	% Inc	12/1/2019	% Inc
Board Chair	\$29,274	0.00%	\$29,274	0.00%				
Circuit Clerk	\$91,942	2.08%	\$93,781	2.00%	\$95,657	2.00%	\$97,570	2.00%
Auditor	\$88,055	2.00%	\$89,816	2.00%	\$91,612	2.00%	\$93,444	2.00%
Coroner	\$88,055	2.00%	\$89,816	2.00%	\$91,612	2.00%	\$93,444	2.00%
Recorder	\$76,500	-11.38%	\$78,030	2.00%	\$79,591	2.00%	\$81,182	2.00%

COUNTY ADMINISTRATOR RECOMMENDATION

I recommend the Finance Committee approve the Option 1 Recommendation for the establishment of Elected Official Salaries for the officials who take office in December 2016.

One Additional Note:

Pursuant to 55 ILCS 5/4-6001, the annual salary for the Recorder must be set by the County Board at a minimum of \$20,160.00, irrespective of any stipend the Recorder receives which is appropriated by the General Assembly and distributed by the State Board of Elections.

If there are additional options or scenarios you would like to have presented, please feel free to contact me to request that information. Attached to this Memorandum is the History of Champaign County Elected Official Salaries which also includes the projections as presented under Option 1 above.

Thank you for your consideration of this issue.

Attachment

xc: Champaign County Elected Officials

Champaign County Elected Official Salary History

	12/1/1986	% Inc	12/1/1987	% Inc	12/1/1988	% Inc	12/1/1989	% Inc	12/1/1990	% Inc	12/1/1991	% Inc
CPI		1.90%		3.60%		4.10%		4.80%		6.10%		3.10%
County Clerk	\$28,132		\$29,692	5.55%	\$31,356	5.60%	\$33,098	5.56%	\$37,749	14.05%	\$39,644	5.02%
Treasurer	\$30,542		\$32,058	4.96%	\$33,670	5.03%	\$35,334	4.94%	\$37,109	5.02%	\$38,961	4.99%
Sheriff	\$43,008		\$45,166	5.02%	\$47,428	5.01%	\$49,794	4.99%	\$52,291	5.01%	\$54,912	5.01%
Board Chair	\$32,994		\$32,994	0.00%	\$35,304	7.00%	\$37,069	5.00%	\$18,000	-51.44%	\$18,500	2.78%
Circuit Clerk	\$28,500		\$28,500	0.00%	\$30,739	7.86%	\$32,452	5.57%	\$34,249	5.54%	\$36,137	5.51%
Auditor	\$32,000		\$32,000	0.00%	\$34,240	7.00%	\$35,952	5.00%	\$47,749	32.81%	\$39,637	-16.99%
Coroner	\$25,000		\$25,000	0.00%	\$26,750	7.00%	\$38,088	42.39%	\$29,492	-22.57%	\$30,966	5.00%
Recorder	\$30,000		\$30,000	0.00%	\$32,100	7.00%	\$33,705	5.00%	\$35,390	5.00%	\$37,159	5.00%
Annual Total	\$250,176		\$255,410	2.09%	\$271,587		\$295,492	8.80%	\$292,029	-1.17%	\$295,916	1.33%

	12/1/1992	% Inc	12/1/1993	% Inc	12/1/1994	% Inc	12/1/1995	% Inc	12/1/1996	% Inc	12/1/1997	% Inc
CPI		2.90%		2.70%		2.70%		2.50%		3.30%		1.70%
County Clerk	\$41,633	5.02%	\$43,719	5.01%	\$45,026	2.99%	\$46,371	2.99%	\$47,756	2.99%	\$49,179	2.98%
Treasurer	\$40,911	5.01%	\$42,959	5.01%	\$44,246	3.00%	\$45,572	3.00%	\$46,937	3.00%	\$48,341	2.99%
Sheriff	\$57,658	5.00%	\$60,549	5.01%	\$62,358	2.99%	\$64,230	3.00%	\$66,165	3.01%	\$68,141	2.99%
Board Chair	\$22,500	21.62%	\$23,171	2.98%	\$23,868	3.01%	\$24,586	3.01%	\$24,000	-2.38%	\$24,000	0.00%
Circuit Clerk	\$37,226	3.01%	\$38,337	2.98%	\$39,488	3.00%	\$40,677	3.01%	\$44,000	8.17%	\$44,000	0.00%
Auditor	\$40,833	3.02%	\$42,062	3.01%	\$43,329	3.01%	\$44,636	3.02%	\$47,000	5.30%	\$47,000	0.00%
Coroner	\$38,279	23.62%	\$39,429	3.00%	\$40,619	3.02%	\$41,828	2.98%	\$43,500	4.00%	\$43,500	0.00%
Recorder	\$38,279	3.01%	\$39,429	3.00%	\$40,619	3.02%	\$41,828	2.98%	\$36,000	-13.93%	\$36,000	0.00%
Annual Total	\$317,319	7.23%	\$329,655	3.89%	\$339,553	3.00%	\$349,728	3.00%	\$355,358	1.61%	\$360,161	1.35%

	12/1/1998	% Inc	12/1/1999	% Inc	12/1/2000	% Inc	12/1/2001	% Inc	12/1/2002	% Inc	12/1/2003	% Inc
CPI		1.60%		2.70%		3.40%		1.60%		2.40%		1.90%
County Clerk	\$50,700	3.09%	\$50,700	0.00%	\$50,700	0.00%	\$50,700	0.00%	\$60,000	18.34%	\$61,800	3.00%
Treasurer	\$50,000	3.43%	\$50,000	0.00%	\$50,000	0.00%	\$50,000	0.00%	\$60,000	20.00%	\$61,800	3.00%
Sheriff	\$73,000	7.13%	\$73,000	0.00%	\$73,000	0.00%	\$73,000	0.00%	\$75,000	2.74%	\$77,250	3.00%
Board Chair	\$24,000	0.00%	\$24,000	0.00%	\$24,000	0.00%	\$24,480	2.00%	\$25,000	2.12%	\$25,750	3.00%
Circuit Clerk	\$44,000	0.00%	\$44,000	0.00%	\$50,000	13.64%	\$51,000	2.00%	\$52,020	2.00%	\$53,060	2.00%
Auditor	\$47,000	0.00%	\$47,000	0.00%	\$48,000	2.13%	\$48,960	2.00%	\$49,939	2.00%	\$50,938	2.00%
Coroner	\$43,500	0.00%	\$43,500	0.00%	\$48,000	10.34%	\$48,960	2.00%	\$49,939	2.00%	\$50,938	2.00%
Recorder	\$36,000	0.00%	\$36,000	0.00%	\$48,000	33.33%	\$48,960	2.00%	\$49,939	2.00%	\$50,938	2.00%
Annual Total	\$368,200	2.23%	\$368,200	0.00%	\$391,700	6.38%	\$396,060	1.11%	\$421,837	6.51%	\$432,474	2.52%

Champaign County Elected Official Salary History

	12/1/2004	% Inc	12/1/2005	% Inc	12/1/2006	% Inc	12/1/2007	% Inc	12/1/2008	% Inc	12/1/2009	% Inc
CPI		3.30%		3.40%		2.50%		4.08%		0.10%		2.70%
County Clerk	\$63,654	3.00%	\$65,564	3.00%	\$75,109	14.56%	\$77,738	3.50%	\$80,459	3.50%	\$83,275	3.50%
Treasurer	\$63,654	3.00%	\$65,564	3.00%	\$75,109	14.56%	\$77,738	3.50%	\$80,459	3.50%	\$83,275	3.50%
Sheriff	\$79,568	3.00%	\$81,955	3.00%	\$93,920	14.60%	\$97,208	3.50%	\$100,610	3.50%	\$104,132	3.50%
Board Chair	\$26,523	3.00%	\$27,318	3.00%	\$28,274	3.50%	\$29,264	3.50%	\$29,274	0.04%	\$29,274	0.00%
Circuit Clerk	\$56,747	6.95%	\$60,691	6.95%	\$64,909	6.95%	\$68,790	5.98%	\$80,459	16.96%	\$83,275	3.50%
Auditor	\$53,357	4.75%	\$55,891	4.75%	\$58,546	4.75%	\$61,327	4.75%	\$76,745	25.14%	\$79,815	4.00%
Coroner	\$53,357	4.75%	\$55,891	4.75%	\$58,546	4.75%	\$61,327	4.75%	\$76,745	25.14%	\$79,815	4.00%
Recorder	\$53,357	4.75%	\$55,891	4.75%	\$58,546	4.75%	\$61,327	4.75%	\$76,745	25.14%	\$79,815	4.00%
Annual Total	\$450,217	4.10%	\$468,765	4.12%	\$512,959	9.43%	\$534,718	4.24%	\$601,495	12.49%	\$622,675	3.52%

	12/1/2010	% Inc	12/1/2011	% Inc	12/1/2012	% Inc	12/1/2013	% Inc	12/1/2014	% Inc	12/1/2015	% Inc
CPI		1.50%		3.00%		1.70%		1.50%				0.80%
County Clerk	\$83,275	0.00%	\$83,275	0.00%	\$84,940	2.00%	\$86,639	2.00%	\$88,372	2.00%	\$90,139	2.00%
Treasurer	\$83,275	0.00%	\$83,275	0.00%	\$84,940	2.00%	\$86,639	2.00%	\$88,372	2.00%	\$90,139	2.00%
Sheriff	\$104,132	0.00%	\$104,132	0.00%	\$106,214	2.00%	\$108,338	2.00%	\$110,505	2.00%	\$112,715	2.00%
Board Chair	\$29,274	0.00%	\$29,274	0.00%	\$29,274	0.00%	\$29,274	0.00%	\$29,859	2.00%	\$29,274	-1.96%
Circuit Clerk	\$86,606	4.00%	\$90,070	4.00%	\$90,070	0.00%	\$90,070	0.00%	\$90,070	0.00%	\$90,070	0.00%
Auditor	\$83,007	4.00%	\$86,328	4.00%	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%
Coroner	\$83,007	4.00%	\$86,328	4.00%	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%
Recorder	\$83,007	4.00%	\$86,328	4.00%	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%
Annual Total	\$635,582	2.07%	\$649,009	2.11%	\$654,422	0.83%	\$659,944	0.84%	\$666,162	0.94%	\$671,322	0.77%

	12/1/2016	% Inc	12/1/2017	% Inc	12/1/2018	% Inc	12/1/2019	% Inc	12/1/2020	% Inc	12/1/2021	% Inc
CPI												
County Clerk	\$91,942	2.00%	\$93,781	2.00%	\$95,657	2.00%	\$97,570	2.00%	\$99,521	2.00%	\$101,512	2.00%
Treasurer	\$91,942	2.00%	\$93,781	2.00%	\$95,657	2.00%	\$97,570	2.00%	\$99,521	2.00%	\$101,512	2.00%
Sheriff	\$114,969	2.00%	\$117,269	2.00%	\$119,614	2.00%	\$122,007	2.00%	\$124,447	2.00%	\$126,936	2.00%
Board Chair	\$29,859	2.00%	\$30,457	2.00%	\$31,066	2.00%	\$31,687	2.00%	\$32,321	2.00%	\$32,967	2.00%
Circuit Clerk	\$91,942	2.00%	\$93,781	2.00%	\$95,657	2.00%	\$97,570	2.00%	\$99,521	2.00%	\$101,512	2.00%
Auditor	\$88,055	2.00%	\$89,816	2.00%	\$91,612	2.00%	\$93,444	2.00%	\$95,313	2.00%	\$97,219	2.00%
Coroner	\$88,055	2.00%	\$89,816	2.00%	\$91,612	2.00%	\$93,444	2.00%	\$95,313	2.00%	\$97,219	2.00%
Recorder	\$88,055	2.00%	\$89,816	2.00%	\$91,612	2.00%	\$93,444	2.00%	\$95,313	2.00%	\$97,219	2.00%
Annual Total	\$684,819	2.01%	\$698,516	2.00%	\$712,486	2.00%	\$726,736	2.00%	\$741,271	2.00%	\$756,096	2.00%

RESOLUTION NO.

**RESOLUTION FOR THE ABATEMENT AND REDUCTION OF
TAXES HERETOFORE LEVIED FOR THE PAYMENT OF BONDS**

WHEREAS, The Champaign County Board has heretofore adopted Ordinance No. 592, An Ordinance Authorizing the Issuance of \$23,800,000 General Obligation (Public Safety Sales Tax Alternate Revenue Source) Bonds, Series 1999, of the County of Champaign, Illinois; and

WHEREAS, The Champaign County Board has heretofore adopted Ordinance No. 605, An Ordinance Authorizing the Issuance of \$5,000,000 General Obligation (Public Safety Sales Tax Alternate Revenue Source) Bonds, Series 2000A, of the County of Champaign, Illinois; and

WHEREAS, The Champaign County Board has heretofore adopted Resolution No. 4765, a Resolution Authorizing the Issuance of General Obligation Refunding Bonds, Series 2004A, and General Obligation Refunding Bonds (Public Safety Sales Tax Alternate Revenue Source), Series 2004B, of the County of Champaign, Illinois; and

WHEREAS, The Champaign County Board has heretofore adopted Resolution No. 4920, a Resolution Authorizing the Issuance of General Obligation Refunding Bonds, Series 2005A, and General Obligation Refunding Bonds (Public Safety Sales Tax Alternate Revenue Source), Series 2005B, of the County of Champaign, Illinois; and

WHEREAS, The Champaign County Board has heretofore adopted Ordinance No. 817, An Ordinance Authorizing the Issuance of \$5,955,000 General Obligation (Public Safety Sales Tax Alternate Revenue Source) Bonds, Series 2007A, of the County of Champaign, Illinois; and

WHEREAS, The Champaign County Board has heretofore adopted Ordinance No. 817, An Ordinance Authorizing the Issuance of \$1,480,000 General Obligation (General Sales Tax Alternate Revenue Source) Bonds, Series 2007B, of the County of Champaign, Illinois; and

WHEREAS, The Champaign County Board has heretofore adopted Ordinance No. 948, An Ordinance Authorizing the Issuance of \$11,150,000 General Obligation Refunding Bonds, (Public Safety Sales Tax Alternate Revenue Source) Series 2014, of the County of Champaign, Illinois; and

WHEREAS, The Champaign County Board has heretofore adopted Ordinance No. 968, An Ordinance Authorizing the Issuance of \$2,600,000 General Obligation Refunding Bonds (General Sales Tax Alternate Revenue Source) Bonds, Series 2015, of the County of Champaign, Illinois; and

WHEREAS, The Champaign County Board has determined that pursuant to the collection of the public safety sales tax in the calendar year 2015, an abatement of the 2015 Levy of Taxes in the amount of \$400,125 to pay the principal of and interest on the General Obligation Bonds, Series 1999 as adopted with Ordinance No. 592 is appropriate, and that said abatement shall be in the amount of \$400,125; and

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WHEREAS, The Champaign County Board has determined that pursuant to the collection of the public safety sales tax in the calendar year 2015, an abatement of the 2015 Levy of Taxes in the amount of \$1,275,000 to pay the principal of and interest on the General Obligation Bonds, Series 2000A as adopted with Ordinance No. 605 is appropriate, and that said abatement shall be in the amount of \$1,275,000; and

WHEREAS, The Champaign County Board has determined that an abatement of the 2015 Levy of Taxes in the amount of \$2,025,000 to pay the principal of and interest on the General Obligation Refunding Bonds, Series 2004A as adopted with Resolution No. 4765 is appropriate, and that said abatement shall be in the amount of \$2,025,000; and

WHEREAS, The Champaign County Board has determined that pursuant to the collection of the public safety sales tax in calendar year 2015, an abatement of the 2015 Levy of Taxes in the amount of \$1,275,000 to pay the principal of and interest on the General Obligation Refunding Bonds (Public Safety Sales Tax Alternate Revenue Source), Series 2004B as adopted with Resolution No. 4765 is appropriate, and that said abatement shall be in the amount of \$1,275,000; and

WHEREAS, The Champaign County Board has determined that an abatement of the 2015 Levy of Taxes in the amount of \$759,662 to pay the principal of and interest on the General Obligation Bonds, Series 2005A as adopted with Resolution No. 4920 is appropriate, and that said abatement shall be in the amount of \$759,662; and

WHEREAS, The Champaign County Board has determined that pursuant to the collection of the public safety sales tax in the calendar year 2015, an abatement of the 2015 Levy of Taxes in the amount of \$921,500 to pay the principal of and interest on the General Obligation Bonds, Series 2005B as adopted with Resolution No. 4920 is appropriate, and that said abatement shall be in the amount of \$921,500; and

WHEREAS, The Champaign County Board has determined that pursuant to the collection of the public safety sales tax in the calendar year 2015, an abatement of the 2015 Levy of Taxes in the amount of \$464,139 to pay the principal of and interest on the General Obligation Bonds (Public Safety Sales Taxes Alternate Revenue Source), Series 2007A as adopted with Ordinance No. 817 is appropriate, and that said abatement shall be in the amount of \$464,139; and

WHEREAS, The Champaign County Board has determined that an abatement of the 2015 Levy of Taxes in the amount of \$203,288 to pay the principal of and interest on the General Obligation Bonds (General Sales Taxes Alternate Revenue Source), Series 2007B as adopted with Ordinance No. 817 is appropriate, and that said abatement shall be in the amount of \$203,288; and

WHEREAS, The Champaign County Board has determined that pursuant to the collection of the public safety sales tax in the calendar year 2015, an abatement of the 2015 Levy of Taxes in the amount of \$489,750 to pay the principal of and interest on the General

Resolution No.

Obligation Refunding Bonds (Public Safety Sales Taxes Alternate Revenue Source), Series 2014 as adopted with Ordinance No. 948 is appropriate, and that said abatement shall be in the amount of \$489,750;

WHEREAS, The Champaign County Board has determined that an abatement of the 2015 Levy of Taxes in the amount of \$285,827 to pay the principal of and interest on the General Obligation Refunding Bonds (General Sales Taxes Alternate Revenue Source), Series 2015 as adopted with Ordinance No. 968 is appropriate, and that said abatement shall be in the amount of \$285,827; and

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the FY2015 payment of the 1999 bonds due pursuant to Ordinance No. 592, said abatement to be in the amount of \$400,125; and

BE IT FURTHER RESOLVED that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the FY2015 payment of the 2000A bonds due pursuant to Ordinance No. 605, said abatement to be in the amount of \$1,275,000; and

BE IT FURTHER RESOLVED that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the FY2015 payment of the 2004A bonds due pursuant to Resolution No. 4765, said abatement to be in the amount of \$2,025,000; and

BE IT FURTHER RESOLVED that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the FY2015 payment of the 2004B bonds due pursuant to Resolution No. 4765, said abatement to be in the amount of \$1,275,000; and

BE IT FURTHER RESOLVED that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the FY2015 payment of the 2005A bonds due pursuant to Resolution No. 4920, said abatement to be in the amount of \$759,662; and

BE IT FURTHER RESOLVED that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the FY2015 payment of the 2005B bonds due pursuant to Resolution No. 4920, said abatement to be in the amount of \$921,500; and

BE IT FURTHER RESOLVED that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the FY2015 payment of the 2007A bonds due pursuant to Ordinance No. 817, said abatement to be in the amount of \$464,139; and

BE IT FURTHER RESOLVED that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the FY2015

Resolution No.

payment of the 2007B bonds due pursuant to Ordinance No. 817, said abatement to be in the amount of \$203,288; and

BE IT FURTHER RESOLVED that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the FY2015 payment of the 2014 bonds due pursuant to Ordinance No. 948, said abatement to be in the amount of \$489,750; and

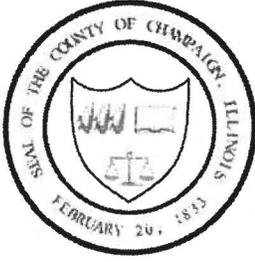
BE IT FURTHER RESOLVED that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the FY2015 payment of the 2015 bonds due pursuant to Ordinance No. 968, said abatement to be in the amount of \$285,827.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 18th day of February, A.D. 2016.

Patti Petrie, Chair
Champaign County Board

ATTEST:

Gordy Hulten, County Clerk and
Ex-Officio Clerk of the County Board



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

*ADMINISTRATIVE, BUDGETING, PURCHASING & HUMAN RESOURCE
MANAGEMENT SERVICES*

Debra Busey, County Administrator

REQUEST FOR PROPOSAL FINANCIAL AUDITING SERVICES FOR THE COUNTY OF CHAMPAIGN

RFP NO. 2016-001

**ISSUE DATE:
February 10, 2016**

CLOSING LOCATION:

Champaign County Administrative Services
ATTN: Tami Ogden
1776 East Washington
Urbana, IL 61802

CLOSING DATE AND TIME:

MARCH 9, 2016 at 1:30 P.M.

Eight (8) copies of the proposal must be presented by 1:30 p.m. on March 9, 2016 at which time only the names of the respondents will be read aloud and recorded. (Please show RFP #2016-001 on the lower left corner of package.)

There shall be a pre-proposal conference on February 19, 2016 at 10:00am in the Lyle Shields Meeting Room, Brookens Administrative Center, 1776 East Washington, Urbana, Illinois 61802. Although not mandatory, all interested parties are urged to attend.

NOTICE: If downloading this solicitation from our website; it is the responsibility of the bidder to e-mail our office at tasplund@co.champaign.il.us to be registered as a potential bidder to receive any subsequent amendments.

REQUEST FOR PROPOSAL
FINANCIAL AUDITING SERVICES
FOR THE COUNTY OF CHAMPAIGN
RFP NO. 2016-001

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SECTION I – TIME SCHEDULE

The County will use the following timetable which should result in the selection of an audit firm and award of contract on April 21, 2016.

February 10, 2016	Request for Proposal Posted
February 19, 2016 – 10:00 a.m.	Pre-Proposal Conference - <i>Lyle Shields Meeting Room-Brookens Administrative Center, 1776 E. Washington, Urbana, IL</i>
March 9, 2016 – 1:30 p.m.	Proposals Due
March 9, 2016 – 2:00 p.m.	Proposals Opened – <i>Lyle Shields Meeting Room-Brookens Administrative Center, 1776 E. Washington, Urbana, IL</i>
April 12, 2016 – 6:30pm	Finance Committee Approval of Award of Contract Recommendation by Review Committee
April 21, 2016 – 6:30pm	County Board Approval of Contract with Awarded Audit Firm

SECTION II – GENERAL INFORMATION

1. Proposals will be considered as specified herein or attached hereto under the terms and conditions of this Request for Proposal.
2. A proposal shall be made in the official name of the firm or individual under which business is conducted (showing the official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.
3. Offerors are to include all applicable requested information and are encouraged to include any additional information they wish to be considered. Additional information shall be a separate section of the proposal, and shall be identified as such.
4. Seven (7) copies, one unbound original, and one electronic copy of your proposal are required. The proposal must be complete, clear and concise.

5. Proposals will be received by Champaign County until the time and date shown on the cover page. Proposals received after the time set for closing will be returned unopened.
6. Proposals may be hand delivered or mailed to:
Champaign County Administrative Services,
ATTN: Tami Ogden, Deputy County Administrator of Finance
1776 East Washington, Urbana, IL 61802
7. The submitted offeror is required to have printed on the envelope or wrapping containing his proposal: offeror business name and address, the proposal title, proposal number.
8. Champaign County shall not be responsible for unidentified proposals.
9. Offerors mailing their proposal must allow a sufficient mail delivery period to insure timely receipt of their proposal. Champaign County is not responsible for proposals delayed by mail and/or delivery services of any nature.
10. Proposals may be withdrawn by offeror prior to, but not after, the time set for closing. Any proposal not so withdrawn shall constitute an irrevocable offer for a period of ninety (90) days.
11. Offers, amendments or withdrawal requests must be received within the timeframe advertised for RFP closing to be considered timely filed. It is the offeror's sole responsibility to insure that all documents are received by person (or office) at the time indicated in the RFP document.
12. By submission of an offer, you are guaranteeing that all goods and services meet the requirements of the solicitation during the contract period.
13. Offerors must clearly mark as "Confidential" each part of their offer which they consider to be proprietary information that could be exempt from disclosure under 5 ILCS 140/1 (Freedom of Information Act). If any part is designated as "confidential", there must be attached to that part an explanation of how this information fits within one or more categories listed in 5 ILCS 140/1. Champaign County reserves the right to determine whether this information should be exempt from disclosure and no legal action may be brought against Champaign County or its agents for its determination in this regard.
14. The agreement or contract resulting from the acceptance of a proposal shall be on forms prepared by the offeror and approved by the County, and shall incorporate, as the minimum, this entire solicitation, all amendments, and the successful offeror's proposal. The County reserves the right to reject any contract that does not conform to this solicitation and any County requirements for agreements and contracts.

15. This solicitation does not commit Champaign County to award a contract, to pay any cost incurred in the preparation of a proposal or to procure a contract for the articles of goods or services. Champaign County reserves the right to accept or reject any or all proposals received as a result of this solicitation, to negotiate with all qualified offerors, or to cancel in part or in its entirety this solicitation if it is in the best interest of the County to do so. Champaign County reserves the right to interview any, all, or none of the respondents and to select who it feels is the most responsive consultant.
16. If awarded, this contract will be awarded to the offeror whose proposal is within the competitive range and determined to be in the best interest of Champaign County. Evaluation of proposals and selection of an offeror are set forth in Section 3 – “Basis of Award”. Award will be made to the responsive and responsible team after evaluation of the proposal, oral presentation, and/or a thorough review of the qualifications, as determined to be the most advantageous to Champaign County. The right is reserved to reject any and all proposals received; and, in all cases, Champaign County will be the only judges as to whether the proposal has, or has not, satisfactorily met the requirements of this RFP.
17. **NON-APPROPRIATION:** The contract shall include a rider that allows cancellation of contract without penalty if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year. Any contract approved by the County shall be conditioned by a “non-appropriation” clause containing the following or similar language:
 - a. **“This contract is approved and funded contingent upon annual appropriations being established by the local governing body of Champaign County to provide funding necessary to meet the requirements of the contract. Such funding is approved on a fiscal year basis with the fiscal year commencing January 1st and terminating December 31st of each year. In order for the contract to remain in effect, such appropriation must be approved on an annual basis throughout the term of the contract scheme. In the event that an annual appropriation is not approved, the County shall not be held responsible for any liabilities beyond the remaining annual term prior to the new budget year.”**
18. Failure to submit all required information may be determined as a non-responsive proposal.
19. Notice of Award will be posted on Champaign County’s website at www.co.champaign.il.us.

SECTION III – BASIS OF AWARD

At the discretion of the County firms submitting proposals may be requested to make oral presentations as a part of the evaluation process. The County reserves the right to interview any or all offerors and to request additional information deemed appropriate to evaluate the firm's qualifications.

In addition to price, the County will give consideration to the following:

1. Responsiveness to this request
2. Understanding of the work to be performed
3. The firm's qualifications and experience
4. Credentials and experience of the audit team
5. The firm's size, structure and location
6. The reasonableness of the proposed compensation schedules

SECTION IV – DESCRIPTION OF CHAMPAIGN COUNTY

1. GENERAL INFORMATION

Champaign County, Illinois is located in the heart of east-central Illinois, approximately 136 miles south of Chicago and 86 miles east northeast of Springfield, the state capital. The County is home to the University of Illinois, Parkland College, and two major regional hospitals. The County is comprised of 998 square miles, and 90.5% of its land area is utilized for agriculture.

Champaign County was organized in 1833, having been previously a part of Vermilion County. The county and county seat were named for Champaign County, Ohio and Urbana, Ohio respectively, the home of the Illinois legislator who sponsored the bill to create the County. The County adopted township form of government on November 8, 1859. Currently, the County Board is comprised of 11 districts, with two members representing each District for a total of 22 County Board Members. The County Board elects a County Board Chair from among its members by a majority vote at the biennial organizational meeting on the first Monday of December of every even-numbered year.

The county's population for the 2010 Census was 201,081, representing growth of 11.9% since the 2000 Census. This places Champaign County as the 10th largest county in the State of Illinois.

The county has an approved staffing budget of 892.6 Full-Time Equivalents which results in approximately 1,000 employees. Of those employees, approximately 62% are represented by unions.

Number of Funds and Total Appropriations – FY2016

General Fund	1	\$35.84 million
Special Revenue Funds	44	\$61.14 million
Debt Service Funds	2	\$ 1.64 million
Capital Projects Funds	3	\$ 0.26 million
Enterprise Funds	1	\$17.01 million
Internal Service Funds	2	\$ 8.52 million
Joint Venture Fund	1	\$ 0.52 million
Private Purpose Trust Funds	2	(not budgeted)
<u>Agency Funds</u>	<u>8</u>	<u>(not budgeted)</u>
Total Reporting Entity	64	\$124.91 million

2. DESCRIPTION OF ACCOUNTING RECORDS

The County Auditor maintains a centralized accounting system for all funds, except for four separate agency funds, which are maintained by the individual offices. These separate agency funds (and their approximate annual receipts/disbursements) are: County Collector (\$279 million), Circuit Clerk (\$9 million), County Clerk (\$3 million), and Court Services (\$3,000).

The centralized accounting system in the Auditor's Office is computerized on an IBM AS-400 I series with monthly reports on budgets, revenues, expenditures and balance sheet line items. There are listings of individual transactions in every revenue, expenditure and balance sheet account, as well as ending balance reports. The centralized accounting records are available for inspection in the Auditor's Office.

The County's bi-weekly payroll is processed by the Administrative Services Department, with tax forms and payroll authorizations filed in that office. County bills are audited and paid by the Auditor's Office. Vouchers and paid invoices are filed in the Auditor's Office. Cash receipts deposited with the County Treasurer are audited by the Auditor's Office on a daily basis. Cash receipts and disbursements of the County Collector, Circuit Clerk, County Clerk and Court Services agency funds, which are not included in the centralized accounting system, are not reviewed by the Auditor's Office.

Champaign County prepares its budgets on a modified accrual basis. All funds are budgeted, except for trust funds and agency funds. Records are kept on a cash basis during the year and converted to a modified accrual basis at year-end. Revenue and expenditure accruals are made during January and February, and the books are usually closed by the end of February. Final trial balance print-outs and the determination of major funds (per GASB Statement 34) are available by the beginning of March.

The proprietary funds need to be converted to the full accrual basis at year-end. The Nursing Home prepares all the adjustments necessary to convert the Nursing Home Fund, and

the Chief Deputy Auditor prepares all the adjustments necessary to convert the remaining proprietary funds.

The County participates in the Illinois Municipal Retirement Fund, which is an agent multiple employer public employee pension plan. IMRF provides the County with the data necessary for our pension footnote; however, if this data is not received in time to be included in the current year CAFR, prior year information will be included in the County's footnotes and will be the basis upon which the independent audit firm renders its opinions.

The County is the recipient of numerous federal grants, necessitating a "single audit" in accordance with the Single Audit Act and OMB Circular A-133. The schedule of expenditures of federal awards is compiled by the Chief Deputy Auditor in March, based on input from the various County departments.

The audit for the 13 months ended December 31, 2014 (13 month fiscal year due to change in fiscal year end date) was performed by CliftonLarsonAllen, LLP. Their reports were dated July 30, 2015. The comprehensive annual financial report for the 13 months ended December 31, 2014 and the management letter may be examined at the County Auditor's Office or at the County Auditor's web-site at www.co.champaign.il.us/auditor.

3. WORKSPACE and ASSISTANCE FROM COUNTY PERSONNEL

The audit is to be coordinated through the Chief Deputy Auditor. Workspace will be available in the Auditor's Office at 1776 East Washington, Urbana. Internet access, telephone and photocopier will be made available to the auditors.

Auditor's Office staff will be available to assist the independent auditors at any time during their field work. In the past, the staff has assisted by preparing trial balances and schedules, pulling documents, typing confirmation requests, and answering questions that arise. The Chief Deputy Auditor will prepare most of the audit adjusting entries necessary to convert from budgetary basis to GAAP basis, as well as the actual financial statements, schedules and footnotes. The Auditor's Office staff consists of the following:

John Farney, County Auditor
Barbara Ramsay, CPA, Chief Deputy Auditor/Accounting Manager
Carol Roberson, Senior Accountant (accounts payable)
Chris Wilson, Accountant (accounts payable and fixed assets)
Jing Lin, Accountant (revenues and grants)
Ashley Stickels, Administrative Secretary.

The County Treasurer and Chief Deputy Treasurer, Dan Welch and Barb Doyle-Little, will provide assistance related to bank account information and confirmations.

The Regional Planning Commission Chief Financial Officer, Elizabeth Murphy, will provide the necessary RPC grant documentation for compliance testing.

The Nursing Home Business Manager, Gary Brennan, will provide the necessary schedules and audit adjusting entries to convert the modified accrual records of the Nursing Home enterprise fund to the full accrual basis.

The Collector's Office, Circuit Clerk's Office, County Clerk's Office and Court Services Office will provide the records and assistance relating to their respective agency funds.

SECTION V – SCOPE OF SERVICES

1. AUDIT and REPORTING REQUIREMENTS

The County Board requests proposals from qualified firms of certified public accountants for conducting the annual audits of the financial operations of Champaign County for the fiscal years ending December 31, 2016, 2017, 2018, 2019 and 2020. Each year's audit will culminate in the issuance of a comprehensive annual financial report by the County Auditor. The County Board will award a five-year contract, reserving the right to terminate the contract after one year.

The audit must be performed in accordance with (a) Generally Accepted Auditing Standards; (b) County Auditing Law (55 ILCS 5/6-31001 et.seq.); (c) the standards for financial audits set forth in "Government Auditing Standards" issued by the U.S. Government Accountability Office; (d) the Federal Single Audit Act; and (e) U.S. Office of Management and Budget (OMB) Circular A-133 "Audits of States, Local Government and Non-Profit Organizations" and "Compliance Supplement".

Champaign County requires the audit firm to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles. The auditors are not required to audit the combining and individual fund financial statements and supporting schedules, including the schedule of expenditures of federal awards, which are contained in the comprehensive annual financial report. However, the auditors are to provide an "in-relation-to" report on the combining and individual fund financial statements and supporting schedules, including the schedule of expenditures of federal awards, based on the audit procedures applied during the audit of the basic financial statements.

The management discussion and analysis is required supplementary information, on which the auditors are not required to express an opinion.

The auditors are not required to audit or report on the introductory and statistical sections of the comprehensive annual financial report.

Upon completion of the audit, the audit firm must provide the following reports, addressed to the Champaign County Board, to be included in the County's comprehensive annual financial report: (a) a report on the fair presentation of the financial statements in conformity with generally accepted accounting principles; (b) an "in-relation-to" report on the combining and individual fund financial statements and supporting schedules, including the schedule of expenditures of federal awards; (c) a report on compliance and on internal control over financial

reporting based on an audit of financial statements performed in accordance with GAO "Government Auditing Standards"; (d) a report on compliance with requirements applicable to each major federal program and on internal control over compliance in accordance with OMB Circular A-133; and (e) a schedule of findings and questioned costs in accordance with OMB Circular A-133.

In coordination with the County Auditor, the audit firm shall also complete its portion of the federal data collection form on-line on the Federal Audit Clearinghouse website.

As with private industry, Champaign County's management is responsible for the County's financial report. The County Auditor's Office prepares the comprehensive annual financial report (CAFR) according to standards issued by the Governmental Accounting Standards Board. Champaign County participates in the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting Program and has been recognized for reports issued on FY2013 and the 13 months ended December 31, 2014.

The Auditor's Office will provide a draft of the financial statements to the audit firm. The audit firm must submit in writing and discuss with the County Auditor any audit adjustments or changes to the financial statements before these will be incorporated in the financial statements.

The audit firm must provide the County Auditor with audited trial balances, audit adjusting entries and bank account information for the four agency funds that are not included in the County Auditor's centralized accounting system. See Section IV for information on these four agency funds.

The audit firm shall be required to make an immediate written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the County Board Chairman and the County Auditor.

All working papers and reports must be retained, at the audit firm's expense, for a minimum of three years, unless the firm is notified in writing by Champaign County of the need to extend the retention period. Working papers must be available, upon request, to the following parties or their designees: (a) Champaign County officials; (b) the County's federal oversight agency for audit; (c) U.S. Government Accountability Office; (d) auditors of agencies providing grant funding to the County; and (e) parties designated by the federal or state governments or by Champaign County as part of an audit quality review process. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

A management letter, addressed to the Champaign County Board, shall also be prepared by the audit firm, separate from the CAFR, including a review of audit findings and recommendations affecting the financial statements, internal control, accounting system, legality of actions, and any other material matters. The auditors shall personally review the management letter with the County Board Chair, the County Administrator, the County Auditor and any

department heads affected, before presenting it to the County Board's Finance Committee of the Whole.

2. REPORT DISTRIBUTION

A representative of the audit firm shall make an oral presentation to the Finance Committee of the Whole regarding the auditor's reports and management letter.

There should be one copy of the management letter provided for each department mentioned plus 24 additional copies (for the County Auditor, County Administrator, and 22 County Board Members).

One original copy of each of the other auditor's reports must be delivered to the County Auditor for inclusion in the comprehensive annual financial report.

3. SEPARATE AUDIT OF THE CIRCUIT CLERK OFFICE (705 ILCS 105/27.8)

Additionally, pursuant to state statutes (705 ILCS 105/27.8), a separate audit of the Circuit Clerk Office shall be performed annually. The audit must be performed in accordance with generally accepted auditing standards and GAO "Government Auditing Standards."

Upon completion of the audit, the audit firm must provide the following reports addressed to the Champaign County Board: (a) a report expressing an opinion on the financial statements of the Circuit Clerk Office; (b) a report expressing an opinion on internal controls of the Circuit Clerk Office; (c) a report on the Circuit Clerk's compliance with applicable statutes, rules and procedures relating to assessment, collection and distribution of funds, including the timeliness of those actions; (d) any documentation or statements necessary to support the findings and opinions of the auditors; and (e) any supplemental schedules or other documents required by the audit guidelines issued by the Administrative Office of the Illinois Courts.

The audit shall be completed within six months of the end of the fiscal year. Within one month after completion of the audit, the audit firm shall provide five copies of the audit report and distribute them to the following: (a) the Administrative Office of the Illinois Courts; (b) the State Comptroller; (c) the Champaign County Circuit Clerk; (d) the Champaign County Board; and (e) the Champaign County Auditor.

4. SEPARATE AUDIT OF THE CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM

Additionally, a separate audit of the Champaign County Geographic Information System Consortium (GIS Consortium) shall be performed annually. Champaign County GIS Consortium is a joint venture of seven governmental units within Champaign County, with Champaign County serving as the lead agency. The audit must be performed in accordance with generally accepted auditing standards and GAO "Government Auditing Standards."

Upon completion of the audit, the audit firm must provide the following reports addressed to the Champaign County Board: (a) a report expressing an opinion on the financial statements of the GIS Consortium; (b) a report expressing an opinion on internal controls of GIS Consortium; (c) a report on Champaign County GIS Consortium's compliance with applicable statutes, rules and procedures relating to assessment, collection and distribution of funds, including the timeliness of those actions; and (d) any documentation or statements necessary to support the findings and opinions of the auditors.

The audit shall be completed within six months of the end of the fiscal year. Within one month after completion of the audit, the audit firm shall provide five copies of the audit report and distribute them to the following: (a) the State Comptroller; (b) the Champaign County Geographic Information System Consortium; (d) the Champaign County Board; and (e) the Champaign County Auditor.

5. SCHEDULING REQUIREMENTS

Entrance and exit conferences shall be held each year with the County officials responsible for the various accounting systems covered by the audit: County Auditor and Chief Deputy Auditor (main centralized accounting system), Regional Planning Commission Chief Financial Officer (RPC and Head Start), Nursing Home Administrator, County Collector, Circuit Clerk, County Clerk, GIS Director, and Supervisor-Administrative Services Court Services (Court Services Agency Fund). Entrance conferences, to be held before audit work begins, will establish audit liaisons, arrange for work space, review the current audit plan and scheduling, and identify assistance to be provided by County staff. Internal control interviews shall also be conducted at this time. Exit conferences, to be held at the end of audit field work, shall summarize the results of field work and review significant findings and management letter comments.

All audit work, audit adjustments, changes/corrections to the financial statements and footnotes, resolution of problems and pending items, representation letters, attorney letters, work paper review and any audit firm "sign offs" must be completed by May 31st each year. Final copies of the management letter and all the auditor's reports are due to the County Auditor no later than May 31st each year.

If the current data for the pension plan footnote has not been received from the Illinois Municipal Retirement Fund by May 31st, then the audited financial statements will be issued with the data from the prior year and the auditor's opinion will relate to that prior year data. If the current data is received from IMRF between May 31st and the date the CAFR goes to the printers, the County Auditor shall request permission from the independent auditors to substitute the current data for the prior year data in the notes to the financial statements.

4. TIMETABLE

Tentative Schedule for the fiscal year 2016 audit (a similar schedule will be developed for audits of subsequent fiscal years):

Nov. 14 – Dec. 9, 2016	Entrance conferences and internal control interviews with County Auditor, Chief Deputy Auditor, RPC Chief Financial Officer, Nursing Home Administrator, County Collector, Circuit Clerk, County Clerk, GIS Director and Supervisor-Administrative Services Court Services shall be conducted.
January 23, 2017	Interim audit work may begin, as arranged with the individual offices.
January 27, 2017	Interim audit work shall be completed.
January 30, 2017	Year-end audit work may begin as scheduled with the individual offices.
March 10, 2017	Final year-end printouts are available for the centralized accounting system, including all accruals and closing entries on a modified accrual basis.
March 31, 2017	Audited trial balances, audit adjusting entries and bank account data for the four agency funds that are not included in the County Auditor's centralized accounting system are due to the Chief Deputy Auditor from the audit firm.
June 2, 2017	Exit conferences with County Auditor, Chief Deputy Auditor, RPC Chief Financial Officer, Nursing Home Administrator, County Collector, Circuit Clerk, County Clerk, GIS Director, and Supervisor-Administrative Services shall be completed.
June 16, 2017	Audit firm must be completely finished with all aspects of audit, including field work, work paper and financial statement reviews, representation letters, attorney letters, and delivery of final management letter and auditor's reports.
July 20, 2017	A representative of the audit firm shall make an oral presentation to the Finance Committee of the Whole regarding the management letter and auditor's reports. (Traditionally the County Board does not hold Committee meetings in July. This presentation would be at the regular meeting of the County Board.)

SECTION VI – INSTRUCTIONS TO OFFERORS

Please submit one unbound original and seven (7) copies of your proposal in a sealed envelope to:

Champaign County Administrative Services
ATTN: Tami Ogden, Deputy County Administrator of Finance
1776 East Washington
Urbana, IL 61802

All proposals must be clearly marked in the lower left corner “**REQUEST FOR PROPOSAL – NUMBER 2016-001.**” **ALL PROPOSALS MUST BE RECEIVED BY 1:30pm ON MARCH 9, 2016.**

To aid in comparability, all proposals submitted must be organized in the following manner:

1. **Title Page** – Include: “Audit Proposal for Champaign County”
Proposal Number 2016-001
Name of Proposing Firm
Local Address
Telephone Number
Name of Contact Person
Date
2. **Table of Contents** – Indicate page numbers for each major section
3. **Letter of Transmittal** – Summarize the information which will be presented in more detail in the proposal. Include a statement of your understanding of the work to be done and the deadline for completion. Provide reasons why your firm believes itself to be the best qualified to perform the engagement. Indicate that the proposal is a firm and irrevocable offer for 90 days. Identify the person(s) who are authorized to make binding representations on behalf of the offeror, including their title(s), address(es) and phone number(s).
4. **Affirmations** – Affirm that the audit firm and all key professional staff to be assigned to the County audit are properly licensed to practice in the State of Illinois. Affirm that the audit firm meets the independence standards of the U.S. GAO “Government Auditing Standards”. List and describe the firm’s professional relationships involving Champaign County or any of its agencies or officials for the past five years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.
5. **Profile of the Offeror**
 - a. Describe the offering firm and the local office which will perform the audit, including its location, overall staff size, governmental audit staff size and range of services offered.

- b. Describe the local office's system of internal quality review.
- c. Describe the local office's participation in an external quality control review program. Submit a copy of the report on the firm's most recent external quality control review, with a statement about whether that review included a review of specific government engagements.
- d. Provide information on the results of any federal or state desk reviews or field reviews of the firm's audits during the past three years.
- e. Provide information on the circumstances and status of any disciplinary action taken or pending against the firm by state regulatory bodies or professional organizations during the past three years.

6. **Personnel Qualifications**

- a. Identify the partners, managers, supervisors and staff who will be assigned to the audit, indicating for each his/her government auditing experience, relevant continuing professional education for the past three years, membership in professional organizations relevant to the performance of this audit, and whether he/she is a properly licensed certified public accountant in the State of Illinois.
- b. Indicate how the quality of the staff over the term of the engagement will be assured. Engagement partners, managers and supervisors may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written consent of Champaign County. In either case, however, the County reserves the right to approve or reject replacements. Other audit personnel may be changed at the discretion of the audit firm, provided that replacements have substantially the same or better qualifications or experience.

7. **Prior Similar Engagements**

- a. For the firm's local office that will perform the audit, list engagements performed in the last five years that are similar to the requested audit of Champaign County. For the five largest of these engagements (in terms of staff hours), indicate the date, scope of work, engagement partners, total hours, and the name and telephone number of the principal client contact.
- b. Describe the local office's experience performing "single audits" under the Single Audit Act and OMB Circular A-133.
- c. Describe the local office's experience with the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting Program.

8. **Offeror's Approach to the Audit –**

- a. Submit a work plan, including an explanation of the audit methodology to be followed, to perform the services detailed in Section V of this document. The work plan should be broken down at a minimum as follows:
 - i. Head Start Fund
 - ii. Regional Planning Commission Funds
 - iii. Nursing Home Fund

- iv. Non-centralized agency funds – County Collector, Circuit Clerk, County Clerk, Court Services
 - v. All other funds, capital assets and long term debt
 - vi. Circuit Clerk Office separate audit
 - vii. GIS Consortium separate audit
- b. Provide the following information on the audit approach:
- i. Proposed segmentation of the audit;
 - ii. Level of staff and number of hours assigned to each segment of the audit;
 - iii. Extent to which statistical sampling is to be used in the engagement;
 - iv. Type and extent of analytical procedures to be used in the engagement;
 - v. Approach to be taken to gain and document an understanding of the County's internal control structure;
 - vi. Approach to be taken in determining laws and regulations that will be subject to audit test work;
 - vii. Approach to be taken to test compliance with laws, regulations, contracts and grants.
- c. Identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems, and any special assistance that will be requested from the County.
9. **Compensation** – List the proposed hours, hourly rate and total cost for each staff classification (partners, managers, supervisors, staff) for each significant segment of the audit per the work plan described in the preceding section (may be combined with the preceding section). At a minimum, the segments should be:
- a. Head Start Fund
 - b. Regional Planning Commission Funds
 - c. Nursing Home Fund
 - d. Non-centralized agency funds (County Collector, Circuit Clerk, County Clerk, Court Services)
 - e. All other funds, capital assets and long term debt.
 - f. Circuit Clerk Office separate audit
 - g. GIS Consortium separate audit

Based on the above schedule, list an all-inclusive maximum fee for which the requested services will be done for each of the five years under consideration (2016, 2017, 2018, 2019, and 2020).

The all-inclusive maximum fee is to include all direct and indirect costs, including all out-of-pocket expenses. All out-of-pocket expenses billed to the County will be charged at actual cost with no mark-up and will be charged against the total all-inclusive maximum fee. The County will not be responsible for expenses incurred in preparing and submitting the audit proposal; such costs should not be included in the proposed fee. No additional fees beyond those specified in the accepted proposal will be billed to Champaign County unless there is a signed addendum to the contract between the County and the audit firm. If it becomes necessary for the County to request the audit firm to render any additional services over those specified in this

document, or if any circumstances are encountered that lead the auditors to recommend that extended services be performed, then such additional work shall be performed only if set forth in an addendum to the contract, and such work shall be performed at the same rates set forth in the schedule of fees described above.

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the audit firm's fee proposal. Interim billings shall cover a period of not less than one calendar month. Ten percent will be withheld from the progress payments pending delivery of the final auditor's reports.

The Circuit Clerk Office separate audit shall be billed separately from the main audit.

The GIS Consortium separate audit shall be billed separately from the main audit.

10. **Offeror Guarantees and Warranties** – Submit executed copies of the Offeror Guarantees and Warranties, attached to this document as Appendix A.