

CHAMPAIGN COUNTY BOARD

COMMITTEE OF THE WHOLE

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

County of Champaign, Urbana, Illinois

Tuesday, January 13, 2026 at 6:30 p.m.

Shields-Carter Meeting Room

Bennett Administrative Center

102 E. Main Street, Urbana, Illinois

Agenda Items

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I. <u>Call to Order</u>	
II. <u>Roll Call</u>	
III. <u>Approval of Agenda/Addenda</u>	
IV. <u>Approval of Minutes</u>	
A. December 9, 2025 – Regular Meeting	1-6
V. <u>Public Input</u>	
VI. <u>Communications</u>	
VII. <u>Policy, Personnel, & Appointments</u>	
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a. Reappointing <i>Dennis Butler</i> to the Pesotum Slough Special Drainage District, unexpired term ending 8/31/2028	12-13
b. Appointing Doug Bennett to the Sangamon & Drummer Drainage District, unexpired term ending 8/31/2028	14-15
c. Appointing Jilmala Rogers as the County Board Liaison on the Martin Luther King Jr Celebration Committee	16
d. Appointing Ed Sexton as the County Board Liaison on the Champaign-Urbana Urbanized Area Transportation Study (CUUATS) Policy Committee	17
e. 2026 Annual Listing of Expiring Appointments (<i>information only</i>)	18-19
f. Currently vacant appointments – full list and information is available on the County's website at: http://www.co.champaign.il.us/CountyExecutive/appointments/CurrentVacantOpenings.pdf (<i>information only</i>)	
B. County Clerk	
1. Fee Reports – December 2025 & Semi-Annual Report (July-December 2025)	20-21
C. County Executive	
1. Resolution Creating a Building and Grounds Safety Committee	22-23

2. Amending the Schedule of Authorized Positions in the Coroner's Office – Autopsy Technician and Pathologist	24-30
3. Amending the Schedule of Authorized Positions in the Juvenile Detention Center – PREA Coordinator	31
4. Amending the Schedule of Authorized Positions in the Administrative Services Department – Grant Coordinator and Grant Reporting Clerk	32-37
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D. Other Business

E. Chair's Report

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

VIII. Finance

A. Budget Amendments/Transfers

1. Monthly General Corporate Budget Amendment Report – December 2025 <i>(information only)</i>	59
2. Budget Amendment BUA 2026/1/13 Fund 2500 County Grant Fund / Dept 075 General County Increased Appropriations: \$74,377.88 Increased Revenue: \$74,377.88 Reason: Appropriation of the Firearms Safe Storage Strategies Grant funding for FY2026.	60-61
3. Budget Amendment BUA 2026/1/14 Fund 2500 County Grant Fund / Dept 031 Circuit Court & 052 Court Services Increased Appropriations: \$200,000 Increased Revenue: \$200,000 Reason: Appropriation of the Adult Redeploy Illinois Grant funds for FY2026.	62-63
4. Budget Amendment BUA 2026/1/15 Fund 2500 County Grant Fund / Dept 036 Public Defender Increased Appropriations: \$25,000 Increased Revenue: \$25,000 Reason: Appropriation of Expert Witness Support Grant funds.	64-65

5.	Budget Amendment BUA 2026/1/16 Fund 2679 Child Advocacy Center / Dept 179 Child Advocacy Center Increased Appropriations: \$37,500 Increased Revenue: \$37,500 Reason: Appropriation of grant funds from the United Way.	66-67
6.	Budget Amendment BUA 2026/1/19 Fund 2679 Child Advocacy Center / Dept 179 Child Advocacy Center Increased Appropriations: \$3,500 Increased Revenue: \$3,500 Reason: Appropriation of grant funds from the Community Foundation of East Central Illinois.	68
7.	Budget Amendment BUA 2026/1/18 Fund 2634 Public Defender Grant Fund / Dept 036 Public Defender Increased Appropriations: \$14,471.85 Increased Revenue: \$14,471.85 Reason: Appropriation of remaining funds from the AOIC Grant.	69-70
B.	Auditor	
1.	Monthly Reports through June 2025 are available on the Auditor's webpage at: http://www.co.champaign.il.us/auditor/countyboardreports.php	
C.	Treasurer	
1.	Monthly Report – November & December 2025 – Reports are available on the Treasurer's webpage at: https://www.co.champaign.il.us/treasurer/reports.php	
D.	County Executive	
1.	Available Budget Report – December 2025 (<i>information only</i>)	71-73
2.	FY2024 Audit Update (<i>information only</i>)	74-75
E.	<u>Other Business</u>	
1.	January 27, 2026 – Study Session	
F.	<u>Chair's Report</u>	
G.	<u>Designation of Items to be Placed on the Consent Agenda</u>	
IX.	<u>Justice and Social Services</u>	
A.	Monthly Reports – All reports are available on each department's webpage through the department reports page at: http://www.co.champaign.il.us/CountyBoard/Reports.php <ul style="list-style-type: none">• Probation & Court Services – November 2025• Public Defender – December 2025• Emergency Management Agency – December 2025	76-85
B.	Sheriff	
1.	Safety Assessment Management and Mitigation Team Intergovernmental Agreement	

C. Other Business

D. Chair's Report

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

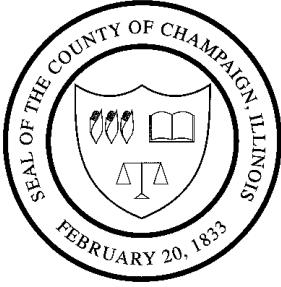
X. Other Business

- A. Approval of Closed Session Minutes
 - 1. December 9, 2025

XI. Adjournment

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

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



CHAMPAIGN COUNTY BOARD

COMMITTEE OF THE WHOLE

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

County of Champaign, Urbana, Illinois

Tuesday, December 9, 2025 at 6:30 p.m.

Shields-Carter Meeting Room

Bennett Administrative Center

102 E. Main Street, Urbana, Illinois

10 MINUTES – *Subject to Approval*

11	Members Present:	Dennise Arres, Jon Cagle, Ben Crane, Lorraine Cowart, Aaron Esry, John Farney, Jake Fava, Elly Hanauer-Friedman, Jenny Lokshin, Brett Peugh, Emily Rodriguez, Jilmala Rogers, Monique Settles, Ed Sexton, Matt Sullard, Bethany Vanichtheeranont, Daniel Wiggs, Jeff Wilson and Jennifer Locke
12		
13		
14		
15		
16	Members Absent:	Samantha Carter, Stephanie Fortado, and Eric Thorsland
17		
18	Others Present:	Michelle Jett (Director of Administration), Chris Smith (Building and Grounds Manager), Liz Pollock (Public Defender), Julia Rietz (State's Attorney), Dustin Heuerman (Sheriff), Shannon Siders (Probation & Court Services Director), Lynn Canfield (Mental Health Board Director), Dalitso Sulamoyo (Regional Planning Commission Chief Executive Officer), Tami Ogden (Regional Planning Commission Chief Operating Officer) and Megan Robison (Recording Secretary)
19		
20		
21		
22		
23		

24 Agenda Items

25	I. Call to Order
26	Chair Locke called the meeting to order at 6:30 p.m.
27	
28	
29	
30	II. Roll Call
31	Roll Call was taken, and a quorum was declared present.
32	
33	
34	III. Approval of Agenda/Addenda
35	
36	MOTION by Mr. Sexton to approve the agenda; seconded by Ms. Vanichtheeranont.
37	MOTION to AMEND by Mr. Esry to correct item VIII. A. 2b to say CUMTD; seconded by Mr. Sullard.
38	Upon vote, the MOTION to AMEND CARRIED unanimously.
39	Upon vote, the MOTION with Amendment CARRIED unanimously.
40	
41	IV. Approval of Minutes
42	A. November 10, 2025 – Regular Meeting
43	
44	MOTION by Ms. Vanichtheeranont to approve the minutes of November 10, 2025; seconded by Ms. Rogers.
45	Upon vote, the MOTION CARRIED .
46	
47	V. Public Input
48	Jason Benda, County employee and City of Champaign resident, spoke about his dismay when his original polling location required him to cross an expressway to get there from his home. This makes him pleased about the way Champaign County conducts their elections, reminding everyone that they may go to any voting location. He also expressed his appreciation for the public questions the Finance Committee is recommending for the March ballot.
49	
50	
51	
52	
53	
54	Mr. Cagle entered the meeting.
55	

56 VI. **Communications**

57
58 Ms. Lokshin reminded everyone that this is the third anniversary of the passing of Senator Scott Bennett and
59 read information from the dedication plaque.

60
61 Mr. Wilson spoke about the wonderful Pearl Harbor Day Remembrance program done by the American
62 Legion Post 559. He also reminded everyone of the upcoming Hanukkah holiday on December 14th.

63
64 Ms. Locke thanked Mr. Crane for his service to help save a dog earlier in the day.

65 VII. **Justice and Social Services**

66 A. Monthly Reports – All reports are available on each department’s webpage through the department
67 reports page

- 68 • Emergency Management Agency – November 2025
- 69 • Probation & Court Services – October 2025
- 70 • Public Defender – November 2025
- 71 • Animal Control – August, September & October 2025

72 Received and placed on file

73 B. Approval of an Agreement between the County of Champaign and Street College for Re-Entry Services

74 **MOTION** by Ms. Locke to recommend County Board approval of a resolution approving an agreement
75 between the County of Champaign and Street College for Re-Entry Services; seconded by Ms. Lokshin.

76 Mr. Farney raised some concerns about how the full amount of funds will be spent in 2026. Ms. Gold-
77 Patterson, CEO of Street College, stated they have the financial data from 2025, they have been told it is not
78 needed, but they can provide that at any time. She also clarified the time spent on the program inside and
79 outside of the Juvenile Detention Center. Ms. Rodriguez would prefer to create a battery of questions to
80 ensure they diversify these funds. Ms. Locke explained some of the difficulties with the previous program that
81 used these funds. Ms. Hanauer-Friedman requested financial data before the County Board meeting.

82 **MOTION to TABLE** to the December County Board meeting by Ms. Locke; seconded by Ms. Rodriguez.
83 Upon vote, the **MOTION to TABLE CARRIED** unanimously.

84 C. **Other Business**

85 None

86 D. **Chair’s Report**

87 None

88 E. **Designation of Items to be Placed on the Consent Agenda**

89 None

105 **VIII. Policy, Personnel, & Appointments**

106 A. County Executive

107 1. Monthly HR Report – November 2025

109 Received and placed on file

111 2. Appointments/Reappointments (*italics indicates incumbent*)

112 a. Reappointing *Mark Brown (D)* to the Champaign-Urbana Mass Transit District, term 1/1/2026-
113 12/31/2030

114 b. Reappointing *Alan Nudo (R)* to the Champaign-Urbana Mass Transit District, term ending
115 1/1/2026-12/31/2030

117 **OMNIBUS MOTION** by Mr. Sullard to recommend County Board approval of resolutions appointing Mark
118 Brown and Alan Nudo to the Champaign-Urbana Mass Transit District; seconded by Mr. Crane. Upon vote,
119 the **MOTION CARRIED** unanimously.

121 c. Reappointing *Molly McLay* to the Mental Health Board, term 1/1/2026-12/31/2029

123 **MOTION** by Ms. Rodriguez to recommend County Board approval of a resolution appointing Molly McLay
124 to the Mental Health Board; seconded by Mr. Farney. Upon vote, the **MOTION CARRIED** unanimously.

126 d. Appointing Dianne Husby-Gordon to the Developmental Disabilities Board, term ending
127 6/30/2028

129 **MOTION** by Ms. Lokshin to recommend County Board approval of a resolution appointing Diane Husby-
130 Gordon to the Developmental Disabilities Board; seconded by Ms. Hanauer-Friedman. Upon vote, the
131 **MOTION CARRIED** unanimously.

133 e. Appointing Evan Alvarez to the Rural Transit Advisory Group, term ending 12/31/2026

135 **MOTION** by Mr. Esry to recommend County Board approval of a resolution appointing Evan Alvarez to the
136 Rural Transit Advisory Group; seconded by Mr. Sullard. Mr. Esry stated Mr. Alvarez has the experience and
137 is an excellent candidate for this position. Upon vote, the **MOTION CARRIED** unanimously.

139 f. Currently vacant appointments – full list and information is available on the County's website

141 Information only

143 g. Applications for open appointments

145 Information only

147 B. County Clerk

148 1. Monthly Fee Reports – November 2025

150 Received and placed on file

154 2. Establishing Places of Election for Champaign County for the 2026 General Primary Election
155

156 **MOTION** by Mr. Sullard to recommend County Board approval of a resolution establishing places of
157 election for Champaign County for the 2026 General Primary Election; seconded by Ms. Hanauer-Friedman.
158 Upon vote, the **MOTION CARRIED** unanimously.

159 C. Other Business

160 None

161 D. Chair's Report

162 None

163 E. Designation of Items to be Placed on the Consent Agenda

164 VIII. A. 2a-e, B. 2

165 **IX. Finance**

166 A. Budget Amendments/Transfers

167 1. Monthly General Corporate Budget Amendment Report – November 2025

168 Information only

169 B. Auditor

170 1. Monthly Reports through June are available on the Auditor's webpage

171 Information only

172 C. Treasurer

173 1. Monthly Reports through October are available on the Treasurer's webpage

174 Information only

175 D. Circuit Clerk

176 1. Approval of an Ordinance Revising Civil Fees to be Charged by the Clerk of the Circuit Court

177 **MOTION** by Ms. Vanichtheeranont to recommend County Board approval of an ordinance revising civil fees
178 to be charged by the Clerk of the Circuit Court; seconded by Ms. Locke. Upon vote, the **MOTION**
179 **CARRIED** unanimously.

180 E. County Executive

181 1. Available Budget Report – November 2025

182 Information only – Mr. Wilson found this report very helpful and wondered if it would be replacing the
183 Auditor's report. Ms. Hanauer-Friedman stated this report is additional information for the Board members in
184 the absence of the Auditor's reports.

202 2. Resolution Requesting the Submission of a Public Question to the Electors of Champaign County
203 Regarding an Increase to Sales Tax on Purchases of Goods
204

205 **OMNIBUS MOTION** by Mr. Farney to recommend County Board approval of a resolution requesting the
206 submission of three public questions to the electors of Champaign County; seconded by Ms.
207 Vanichtheeranont.

209 Ms. Hanauer-Friedman explained that these questions are meant to educate the public on the County's
210 financial status and solicit the public's input. The input will then be used when the Board is making budget
211 decisions for FY2027. Board members discussed the questions being on a previous ballot, adding the
212 additional options, these being non-binding questions and the possibility of receiving a "no" to all three
213 questions. Mr. Peugh received many questions from his constituents that he wanted the other Board members
214 to answer.

215 Upon vote for the question regarding an increase to the sales tax on goods, the **MOTION CARRIED**.

216 3. Resolution Requesting the Submission of a Public Question to the Electors of Champaign County
217 Regarding an Increase to the County's Property Tax Rate
218

221 Upon vote for the question regarding an increase to the property tax rate, the **MOTION CARRIED**.

222 4. Resolution Requesting the Submission of a Public Question to the Electors of Champaign County
223 Regarding a Reduction in County Services
224

226 Upon vote for the question regarding a reduction in services, the **MOTION CARRIED**.

228 F. Other Business

229 1. January 27, 2026 – Study Session
230

231 Ms. Hanauer-Friedman explained this study session will be the first opportunity for the Board to discuss the
232 FY2027 budget
233

234 2. Closed Session pursuant to 5 ILCS 120/2(c)5 to discuss the purchase or lease of real property for the
235 use of the public body
236

237 **MOTION** by Mr. Fava to enter into closed session pursuant to 5 ILCS 120/2(c)5 to discuss the purchase or
238 lease of real property for the use of the public body. He further moved that the following individuals remain
239 present; Director of Administration, RPC Chief Executive Officer, RPC Chief Operating Officer and
240 recording secretary; seconded by Ms. Locke. Upon roll call vote, the **MOTION CARRIED** unanimously.

241 The committee entered into closed session at 8:09 p.m.
242

243 The committee resumed open session at 8:40 p.m.
244

245 G. Chair's Report
246

247 None
248

Committee of the Whole Minutes
Finance; Policy, Personnel, & Appointments; Justice & Social Services
Tuesday, December 9, 2025
Page 6

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

252

253 IX. D. 1

254

255 **X. Other Business**

256

257 None

258

259 **XI. Adjournment**

260

261 Chair Locke adjourned the meeting at 8:40 p.m.

262

263



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

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

Steve Summers, County Executive

MONTHLY HR REPORT DECEMBER 2025

UNEMPLOYMENT REPORT

Notice of Claims Received – 3

County Clerk – 1

RPC Head Start – 1

RPC WIOA – 1

Benefit Determination – 4

Coroner – 1 Non-Chargeable (Result of Protest filed on the September 2025 Report)

County Clerk – 1 Non-Chargeable

RPC Head Start – 1 Chargeable (Result of Protest filed on the November 2025 Report)

RPC WIOA – 1 Chargeable

*One Protest has been filed that remains unresolved. Final determination will be included in a future report.

PAYROLL REPORT

DECEMBER PAYROLL INFORMATION					
<u>Pay Group</u>	12/12/2025		12/26/2025		<u>Total Payroll \$\$</u>
	<u>EE's Paid</u>	<u>Total Payroll \$\$</u>	<u>EE's Paid</u>	<u>Total Payroll \$\$</u>	
General Corp	539	\$1,446,621.67	548	\$1,387,189.45	
RPC/Head Start	330	\$652,141.10	332	\$660,474.92	
Total	869	\$2,098,762.77	880	\$2,047,664.37	

WORKERS' COMPENSATION REPORT

Entire County Report

December 2024

December 2025

New Claims	2	8
Closed	9	3
Open	11	22

HEALTH INSURANCE/BENEFITS REPORT

Total Number of Employees Eligible: 643

General County Union (includes AFSCME & FOP):

198 Single; 20 EE+spouse; 55 EE+child(ren); 9 Family; 71 waived

Non-bargaining employees:

150 Single; 38 EE+spouse; 44 EE+child(ren); 8 Family; 50 waived

Life Insurance Premium paid by County: \$1,543.62

Health Insurance Premium paid by County: \$540,609.68

TURNOVER REPORT

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

General County

December 2025: 1.59% average over the last 12 months

December 2025: 13 out of 816 Employees left Champaign County: 8 resignations, 3 dismissals, 2 retirements

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

Agendas Posted	16	Meetings Staffed	7	Minutes Posted	9
Appointments Posted	0	Notification of Appointment	3	Contracts Posted	0
Calendars Posted	5	Resolutions Prepared	14	Ordinances Prepared	3

VACANT POSITIONS

As of Close of Business 12/31/2025

Total Position Vacancies	32	12 Departments with unintended vacancies of the 23 departments
New Vacancies This Month	8	
Vacancies from 2025 - prior to current month	19	
Vacancies from 2024	1	\$ 1,807,770.36 Payroll for the current, budgeted vacancies if remain unfilled 1 year
Vacancies from 2023	2	
Vacancies from 2022	2	
Intentionally Vacant	2	60,904 Hours of all current vacancies if remained unfilled for 1 year

ANIMAL CONTROL

	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Deputy Administrator/Veterinarian	3/24/2023	\$ 51.72	1000	\$ 51,720.00
Senior Warden	7/7/2025	\$ 23.50	2080	\$ 48,880.00
Warden	9/1/2025	\$ 21.00	2080	\$ 43,680.00

AUDITOR

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

BOARD OF REVIEW

	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Appointed Member	12/12/2025	\$ -	1560	\$ 50,863.24

CIRCUIT CLERK

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

CIRCUIT COURT

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

CORONER

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

COUNTY BOARD

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

COUNTY CLERK & RECORDER

	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Clerk	12/15/2025	\$ 20.00	1950	\$ 39,000.00

FACILITIES

	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Facilities Director	6/26/2025	\$ 60.74	1950	\$ 118,443.00
Custodian/Mail Services	9/12/2025	\$ 18.00	1950	\$ 35,100.00

GIS CONSORTIUM

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

HIGHWAY

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

INFORMATION TECHNOLOGY

	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Administrative Assistant	New 11/2025	\$ 18.49	1950	\$ 36,055.50
IT Manager	New 11/2025	\$ 37.88	1950	\$ 73,866.00
Jr. Systems Administrator	New 11/2025	\$ 26.19	1950	\$ 51,070.50
Jr. Systems Administrator	New 11/2025	\$ 26.19	1950	\$ 51,070.50
Desktop Support Technician	12/8/2025	\$ 30.88	1950	\$ 60,216.00

MENTAL HEALTH

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

OFFICE OF THE COUNTY EXECUTIVE	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None		\$ -	0 \$	-
PLANNING & ZONING	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Planner	6/24/2022	\$ 32.06	1950 \$	62,517.00
PROBATION & COURT SERVICES	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Court Services Officer - JDC	9/21/2025	\$ 26.62	1950 \$	51,909.00
Court Services Officer - JDC	10/14/2025	\$ 26.62	1950 \$	51,909.00
Court Services Officer - JDC	11/5/2025	\$ 26.11	1950 \$	50,914.50
Court Services Officer - JDC	12/14/2025	\$ 26.11	1950 \$	50,914.50
Assistant Detention Officer (PT) - JDC	5/17/2025	\$ 15.60	975 \$	15,210.00
Assistant Detention Officer (PT) - JDC	7/2/2025	\$ 15.60	975 \$	15,210.00
Assistant Detention Officer (PT) - JDC	7/31/2025	\$ 15.60	975 \$	15,210.00
Assistant Detention Officer (PT) - JDC	9/25/2025	\$ 15.60	975 \$	15,210.00
PUBLIC DEFENDER	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None		\$ -	0 \$	-
SHERIFF	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Deputy Sheriff - Investigations	9/14/2025	\$ 40.73	2080 \$	84,718.40
Deputy Sheriff - Patrol	12/27/2025	\$ 47.28	1950 \$	92,196.00
Correctional Officer	12/2/2025	\$ 27.88	2080 \$	57,990.40
Correctional Officer	12/22/2025	\$ 27.29	2080 \$	56,763.20
Court Security Officer	4/7/2025	\$ 25.66	2080 \$	53,372.80
STATE'S ATTORNEY	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Forensic Interviewer/Community Educator - CAC	3/27/2025	\$ 27.79	1950 \$	54,190.50
Legal Secretary/Receptionist	8/25/2025	\$ 18.50	1950 \$	36,075.00
SUPERVISOR OF ASSESSMENTS	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None		\$ -	0 \$	-
TREASURER	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Account Clerk	7/30/2025	\$ 19.06	1950 \$	37,167.00
VETERAN'S ASSISTANCE COMMISSION	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Administrative Assistant	6/27/2024	\$ 20.93	1664 \$	34,827.52

EEO REPORT

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

job id number	3450	3579	3618	3523	3524	3623	3621	3614	3617	739	3244	3245	3615	3620	3616	3622	3624	3625	
open	26-Jan	6-Jun	12-Nov	5-Sep	5-Sep	3-Dec	20-Nov	6-Nov	7-Nov	4-Nov	18-Apr	18-Apr	6-Nov	13-Nov	7-Nov	5-Dec	17-Dec	30-Dec	
close	2-Dec	2-Dec	1-Dec	2-Dec	2-Dec	17-Dec	9-Dec	17-Dec	31-Dec	Always	Always	Always	Until Filled	31-Jan	Until Filled	Until Filled	Until Filled	Until Filled	
postings ending this month:																			
December 2025 Monthly EEO Report General County Only																			
Total Applicants	9	9	2	0	0	14	12	31	9	6	4	5	22	5	29	27	22	0	206
Male	9	9	0	0	0	2	8	5	9	2	3	3	21	1	9	26	4	0	111
Female	0	0	2	0	0	11	4	24	0	4	1	2	1	4	19	1	16	0	89
NonBinary	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	1	0	3
Undisclosed	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0	1	0	3
Hispanic or Latino	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	1	2	0	5
White	5	7	2	0	0	6	7	22	6	3	1	2	16	4	19	20	11	0	131
Black or African-American	3	2	0	0	0	4	3	5	2	2	0	1	5	0	4	4	5	0	40
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Asian	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	4
American Indian or Alaska Native	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Two or more races	0	0	0	0	0	3	2	4	0	1	2	2	0	1	5	1	4	0	25
Undisclosed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Veteran Status	1	1	0	0	0	1	0	1	3	1	1	1	1	1	1	2	0	0	15

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Dennis M. Butler

ADDRESS: 481 CR-1000 E Tolono IL 61880
Street City State Zip Code

EMAIL: btlr481@gmail.com PHONE: 217 841 5338

 Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Pessum Slough Special Drainage District

BEGINNING DATE OF TERM: 9/25 ENDING DATE: 7/28

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, A CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

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

currently a trustee on the drainage district
understand the needs and wants of the area

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

look and listen to the residents needs and wants

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

life long resident, farmer and landowner. Also
understand the needs of the town, Pessum which
is in the district.

4. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.) Yes No If yes, please explain:

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes No If no, please explain:

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

James M. Batho

Signature

November 3, 2025

Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Doug Bennett

ADDRESS: 715 N 300 E Rd Street Gibson City IL City 60936 State Zip Code

EMAIL: dbennett726@yahoo.com PHONE: 217 249 6161

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Sangamon and Drummer Drainage District

BEGINNING DATE OF TERM: _____ ENDING DATE: _____

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, A CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

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

I have served on the Board in the past. I also farm around areas that the drainage district flows thru. I want to help maintain the district.

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

To help determine the best way and cost effective way to maintain and improve the drainage district

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

I have knowledge of the operations, property, buildings and management, staff. I have some understanding of taxes and fees.

4. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.) Yes No If yes, please explain:

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes No If no, please explain:

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

Daryl V Bentz
Signature
10/20/2025
Date

RESOLUTION NO. 2026-XX

RESOLUTION APPOINTING A COUNTY BOARD LIAISON ON THE
MARTIN LUTHER KING JR CELEBRATION COMMITTEE

WHEREAS, Steve Summers, County Executive, has submitted to the County Board his appointment of Jilmala Rogers as the County Board Liaison on the Martin Luther King Jr. Celebration Committee; and

WHEREAS, Such appointment requires the advice and consent of the County Board under 55 ILCS 5/2-5009(d);

NOW, THEREFORE, BE IT RESOLVED By the Champaign County Board that the County Board does hereby advise and consent to the appointment of Jilmala Rogers as the County Board Liaison on the Martin Luther King Jr. Celebration Committee.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 22nd day of January A.D. 2026.

Jennifer Locke, Chair
Champaign County Board

Recorded

& Attest: _____
Aaron Ammons, County Clerk
and ex-officio Clerk of the
Champaign County Board
Date: _____

Approved: _____
Steve Summers, County Executive
Date: _____

RESOLUTION NO. 2026-XX

RESOLUTION APPOINTING A COUNTY BOARD LIAISON ON THE
CHAMPAIGN-URBANA URBANIZED AREA TRANSPORTATION STUDY (CUUATS)
POLICY COMMITTEE

WHEREAS, Steve Summers, County Executive, has submitted to the County Board his appointment of Ed Sexton as the County Board Liaison on the Champaign-Urbana Urbanized Area Transportation Study (CUUATS) Policy Committee; and

WHEREAS, Such appointment requires the advice and consent of the County Board under 55 ILCS 5/2-5009(d);

NOW, THEREFORE, BE IT RESOLVED By the Champaign County Board that the County Board does hereby advise and consent to the appointment of Ed Sexton as the County Board Liaison on the Champaign-Urbana Urbanized Area Transportation Study (CUUATS) Policy Committee.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 22nd day of January A.D. 2026.

Jennifer Locke, Chair
Champaign County Board

Recorded

& Attest:

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

Approved:

Steve Summers, County Executive
Date: _____

Annual Listing of Expiring Appointments

<p>Use this link to obtain information on the appointment process: http://www.co.champaign.il.us/CountyExecutive/Appointments.php</p> <p>Use this link for individual appointment requirements: https://onboard.co.champaign.il.us/</p>	
<u>Appointed Body</u>	<u>Openings</u>
<p><u>Appointments Expiring April 2026:</u></p> <p>Fire Protection Districts</p> <ul style="list-style-type: none"> • Broadlands-Longview • Eastern Prairie • Edge-Scott • Ivesdale • Ludlow • Ogden-Royal • Pesotum • Philo • Sadorus • Sangamon Valley • Scott • St. Joseph-Stanton • Thomasboro • Tolono • Windsor Park 	1 Each
<p><u>Appointments Expiring May 2026:</u></p> <p>Board of Review</p> <p>Penfield Water District</p> <p>Urbana-Champaign Sanitary District</p>	1(D) & 1(R) 1 1(D)
<p><u>Appointments Expiring June 2026:</u></p> <p>Cemeteries</p> <ul style="list-style-type: none"> • Bailey Memorial Cemetery 3 • Clements Cemetery 1 • Locust Grove Cemetery 2 • Mt. Olive Cemetery 3 • Prairie View Cemetery 3 • Yearsley 1 <p>County Board of Health 2</p> <p>Forest Preserve District Board of Commissioners 1</p> <p>Developmental Disabilities Board 1</p>	

Annual Listing of Expiring Appointments

<u>Appointments Expiring August 2026:</u> Drainage District Commissioners <ul style="list-style-type: none"> • Beaver Lake • Blackford Slough • Conrad and Fisher • #2 Town of Scott • #10 Town of Ogden • Fountain Head • Harwood & Kerr • Kankakee • Kerr and Compromise • Longbranch Mutual • Lower Big Slough • Nelson-Moore-Fairfield • Okaw • Owl Creek • Pesotum Consolidated • Pesotum Slough • Prairie Creek • Raup • Salt Fork • Sangamon and Drummer • Silver Creek • Somer #1 • South Fork • St. Joseph #3 • St. Joseph #4 • St. Joseph #6 • Two Mile Slough • Triple Fork • Union Drainage District #1 Philo and Crittenden • Union Drainage District #1 Philo and Urbana • Union Drainage District #2 St. Joseph and Ogden • Union Drainage District #3 South Homer and Sidney • Union Drainage District of Stanton & Ogden Townships • Upper Embarras River Basin • West Branch • Willow Branch • Wrisk 	1 Each
<u>Appointments Expiring November 2026:</u> County Board of Health	1
Mental Health Board	1
Zoning Board of Appeals	1
<u>Appointments Expiring December 2026:</u> Champaign-Urbana Mass Transit District Board	1(R)
Mental Health Board	2
Rural Transit Advisory Group	4



Aaron Ammons
Champaign County Clerk
Champaign County, Illinois

102 E Main St
Urbana, IL 61801

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

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

COUNTY CLERK
MONTHLY REPORT
DECEMBER
2025

Per 55 ILCS 5/3-2003.4

Liquor Licenses & Permits	\$	50.00
Civil Union Licenses	\$	-
Marriage License	\$	4,830.00
Interests	\$	8.07
Fidlar Processing Fees	\$	640.00
Vital Clerk Fees	\$	18,373.80
Tax Clerk Fees	\$	18,267.80
Refunds of Overpayments	\$	<u>-</u>
TOTAL	\$	42,169.67
Additional Clerk Fees	\$	1,540.00



Aaron Ammons
Champaign County Clerk
Champaign County, Illinois

102 E Main St
Urbana, IL 61801

Email: vitals@champaigncountyil.gov
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Fax: (217)384-1241
TTY: (217)384-8601

SEMI-ANNUAL REPORT
July - December 2025

Per 55 ILCS 5/3-2003.4

Liquor Licenses & Permits	\$	2,613.75
Civil Union Licenses	\$	280.00
Marriage License	\$	39,130.00
Interests	\$	27.60
Fidlar Processing Fees	\$	4,400.00
Vital Clerk Fees	\$	139,529.80
Tax Clerk Fees	\$	40,997.80
Refunds of Overpayments	\$	<hr/>
	TOTAL	\$ 226,978.95
Additional Clerk Fees	\$	11,600.00

State of Illinois)
)
) SS
Champaign County)

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

Signed this 2nd day
of January, A.D. 2026

AARON AMMONS
Champaign County Clerk



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

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

Steve Summers, County Executive

MEMO

To: Beth Vanichtheeranont, Policy, Personnel, and Appointments Committee Chair
From: Steve Summers, Champaign County Executive
Date: January 5, 2026
Re: Safety Committee Resolution

So far this year the Executive's Office has organized trainings for CPR/AED, Narcan, de-escalation, and active shooter for all County employees to attend voluntarily.

In an effort to continue the focus on improving safety and security for our employees, the Executive's Office is requesting the County Board establish a Building and Grounds Safety Committee. The Committee will provide an employee-led initiative for developing safety training and procedures that best fit the needs and concerns of our employees.

The Committee could solicit feedback from fellow employees on environmental improvements, identify what topics are most relevant and needed for employee safety training, and provide a space for employee feedback and engagement regarding building safety.

RESOLUTION NO. 2026-XXX

RESOLUTION ESTABLISHING A BUILDING AND GROUNDS SAFETY COMMITTEE

WHEREAS, The Champaign County Board strives for a safe working environment for all employees; and

WHEREAS, the employees and department leadership are the best resources for establishing and ensuring such workplace safety; and

WHEREAS, the County Board will endeavor to appropriate funds for safety training, materials, and resources in every budget; and

NOW THEREFORE, BE IT RESOLVED, that the Champaign County Board establishes an employee-led Building and Grounds Safety Committee with the purpose of working collaboratively with the County Executive's Office to evaluate, improve, and maintain safety training, preparedness, and awareness for all County employees;

BE IT FURTHER RESOLVED; the Champaign County Board requests that all County departments and offices select one employee to serve on the committee as a duty of their work assignment (that shall not exceed more than 12 paid hours per calendar year) and the Champaign County Board requests the County Executive's Office provides administrative support to the Committee functions;

BE IT FURTHER RESOLVED; the Building and Grounds Safety Committee may provide periodic updates and recommendations to the Champaign County Policy and Personnel Committee on workplace safety improvements and/or concerns;

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 22nd day of January A.D. 2026.

Jennifer Locke, Chair
Champaign County Board

Approved:

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

Stephen Summers, County Executive
Date: _____



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

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

Steve Summers, County Executive

MEMO

To: Beth Vanichtheeranont, Policy, Personnel, and Appointments Committee Chair
From: Laurie Brauer, Champaign County Coroner
Michelle Jett, Director of Administration
Date: January 9, 2026
Re: Pathologist & Autopsy Technician Position Creation

The recommendation is creating the pathologist position in a new grade, Grade P. This would be the only position in this range. Reasoning being this is a highly specialized position that cannot be effectively graded in the existing system, has unique salary requirements, and an unusual pay structure. This would be an employee position, meaning full benefits, not a contractual position.

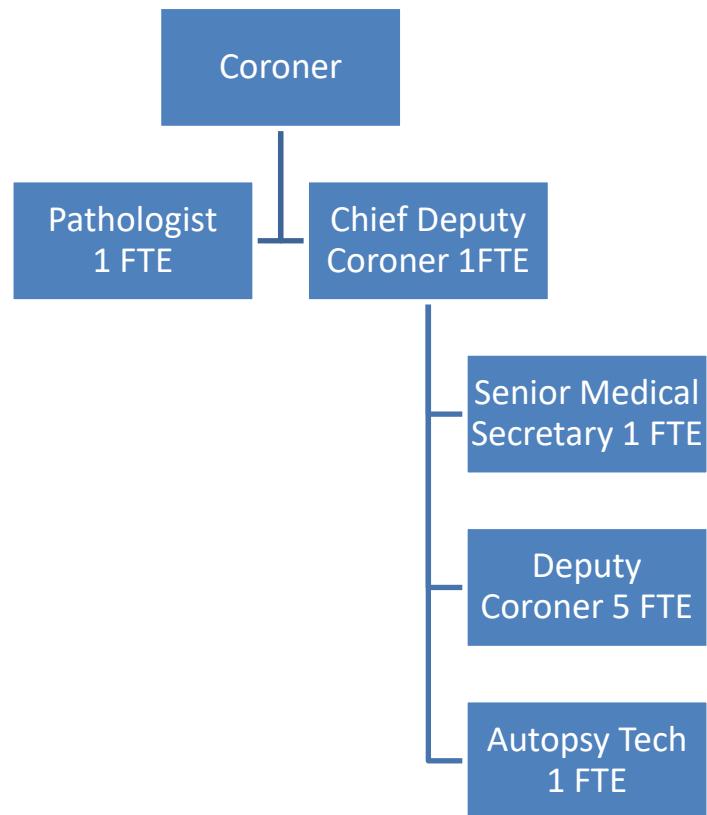
Department Requesting: County Coroner
Recommended Title of Position: Pathologist
Recommended Classification Range: P
FY2025 Current Range Minimum: \$200,000 annually in base salary
FY2025 Current Range Maximum: \$275,000 annually in base salary
Bargaining Status: Non-Bargaining
FLSA Status: Exempt

Funding for this position will be provided by the funding already used by Champaign County to pay Sangamon County for autopsy services.

Additionally, there is a request to create the position of Autopsy Technician. Previously this position had been filled by as a temp position but with the effort to bring in a full time, in-house pathologist, a full time Autopsy Technician is also needed.

- Non-bargaining, Grade F, Salary Range of \$19.04-28.57/hour

The organizational chart for the Coroner's Office would be:



Champaign County Job Description

Job Title: Forensic Pathologist

Department: Coroner

Reports To: Coroner

FLSA Status: Exempt

Employment Status: Full time

Prepared Date: November 21, 2025

SUMMARY

The Forensic Pathologist performs forensic autopsies, external examinations, and consultations to determine the cause of death in accordance with Illinois statutes, NAME standards, and Champaign County Coroner's Office policies. This position provides expert medical opinion, works collaboratively with law enforcement and medical providers, and participates in courtroom testimony as needed. This is a full-time, on-site role.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform autopsies and postmortem examinations to determine causes of death.
- Collect evidence for law enforcement agencies
- Interpret radiology, toxicology, histology, and related laboratory results.
- Document findings clearly through written reports, dictation, and photography.
- Provide consultative support to the Coroner and investigative staff.
- Review EMS, hospital, and law enforcement documentation.
- Provide expert testimony in court and depositions.
- Communicate professionally with families, funeral homes, agencies, and attorneys.
- Work collaboratively with the Autopsy Technician and assist in training staff.
- Follow all OSHA, CDC, and NAME (National Association of Medical Examiners) standards for safety, infection control, and evidence handling.
- Participate in continuing education and quality assurance activities.

SUPERVISORY RESPONSIBILITIES

No formal supervisory or disciplinary responsibilities. Provides procedural oversight and guidance to the Autopsy Technician during autopsy activities.

QUALIFICATIONS

- Graduation from an accredited college or university with a Medical Degree (MD) or Doctor of Osteopathic Medicine (DO) is required.
- Possession of a valid license to practice medicine in the State of Illinois and that license must be in good standing with the Illinois Department of Financial and Professional Regulation.
- Must be Board eligible in Anatomic Pathology.
- Completion of Forensic Pathology fellowship.

WORK ENVIRONMENT

The employee must be able to perform duties in a variety of challenging and sometimes unpleasant environments. Work may involve exposure to outdoor weather conditions, toxic or caustic substances, biohazardous materials, and moving mechanical equipment. The role may also require entering potentially distressing or emotionally difficult scenes. Noise levels can vary from very quiet to loud, depending on the work setting. The employee is expected to maintain professionalism and adhere to all safety protocols at all times.

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 the department.

This is a full time, 2080 hours per year, position and is classified as a County employee entitled to County benefits outlined in the General Personnel Policy; which may include paid time off, health insurance, IMRF contribution, life insurance policy, and optional 457 deferred compensation plan.

Champaign County Job Description

Job Title: Autopsy Technician

Department: Coroner

Reports To: Coroner

FLSA Status: Non-Exempt

Grade: F

Employment Status: Non-bargaining

Prepared Date: November 10, 2025

SUMMARY The Autopsy Technician performs specialized technical and support duties related to the examination of human decedents under the jurisdiction of the Champaign County Coroner's Office. This position assists the Forensic Pathologist during autopsies, ensures accurate documentation and specimen handling, and maintains the cleanliness and operational readiness of the morgue and related equipment. The technician also supports investigative, clerical, and logistical functions to ensure compliance with statutory requirements and professional standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist the Forensic Pathologist in the performance of autopsies and external examinations, including preparation of the decedent, labeling, and photographing identifying features, injuries, and evidence.
- Record autopsy data and observations as directed by the Pathologist.
- Collect, label, preserve, and store specimens for toxicology, histology, and other laboratory testing according to established chain-of-custody and biohazard protocols.
- Handle, clean, and maintain autopsy instruments and equipment; ensure proper decontamination and storage.
- Prepare the autopsy suite for each case, including identifying decedents, verifying documentation, and ensuring all necessary supplies and forms are available.
- Transport decedents to and from the cooler, autopsy suite, and release areas as required.
- Assist with decedent intake and release, documentation, and coordination with funeral homes, law enforcement, and medical facilities.
- Maintain morgue cleanliness, inventory, and supply management.
- Operate and maintain specialized equipment safely and effectively.
- Perform data entry and documentation in case management systems as directed.
- Assist in training or orienting new staff or interns as assigned.
- Follow all OSHA, CDC, and NAME (National Association of Medical Examiners) standards for safety, infection control, and evidence handling.

SUPERVISORY RESPONSIBILITIES This job has no 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); Prior experience in a morgue, pathology lab, funeral home, or medical setting preferred.

Medical or embalming/funeral director experience extremely beneficial.

LANGUAGE SKILLS Ability to read and interpret documents such as medical reports, accident reports and procedure manuals. Ability to write routine reports and correspondence.

Ability to speak effectively before media members, police authorities and the general public.

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 furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in widely different circumstances.

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 primary functions of this job.

While

performing the duties of this job, the employee is frequently required to stand; walk; sit; and talk; or hear. The employee is occasionally required to reach with hands and arms; and stoop; kneel; crouch; or crawl. The employee must occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this

job. While performing the duties of this job, the employee could be exposed to outside weather

conditions. The employee is also exposed to toxic or caustic substances, bio-hazardous

materials, moving mechanical equipment, and potentially distressing environments. Noise levels from quiet to loud may vary as well.

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 the department.



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

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

Steve Summers, County Executive

MEMO

To: Beth Vanichtheeranont, Policy, Personnel, and Appointments Committee Chair
From: Shannon Siders, Director of Probation & Court Services
Patricia Hall, JDC Superintendent
Michelle Jett, Director of Administration
Date: January 9, 2026
Re: PREA Coordinator

As was discussed and approved in the budget cycle, the Champaign County Juvenile Detention Center needs a dedicated PREA (Prison Rape Elimination Act) Coordinator to create PREA related policies, complete necessary PREA related training for staff, volunteers, and juveniles in custody, and investigate all PREA related claims. New Administrative Office of Illinois Courts (AOIC) standards require that all detention centers not currently PREA certified, initiate the PREA audit certification process by January 2027. Having a dedicated PREA Coordinator will allow us to begin this process.

AOIC is providing reimbursement for this position minus the fringe benefits. There should be funds available in our full-time personnel line due to vacancies at the Juvenile Detention Center to cover the minimal expense of the fringe benefits.

The position has been graded by the JEC and is non-bargaining, Grade J, salary range of 40.85-\$46.25. There is no personnel appropriation for this request.



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

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

Steve Summers, County Executive

MEMO

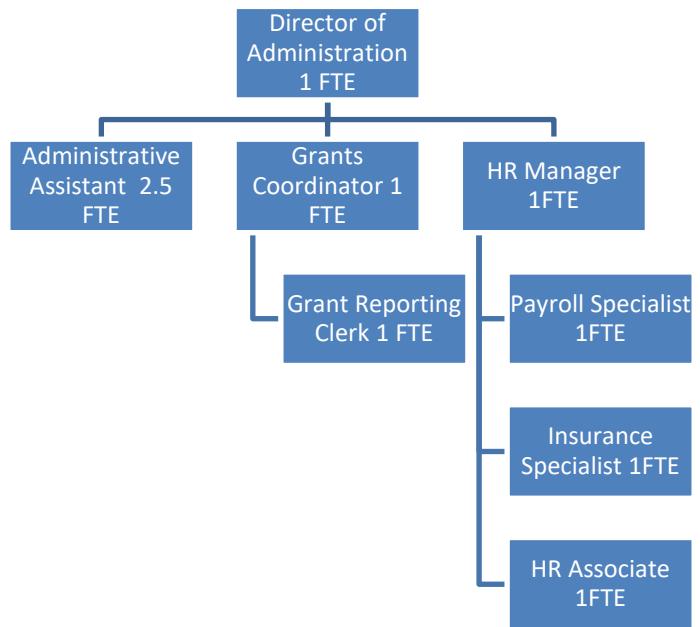
To: Beth Vanichtheeranont, Policy, Personnel, and Appointments Committee Chair
From: Michelle Jett, Director of Administration
Date: January 9, 2026
Re: Grant Coordinator and Grant Reporting Clerk

To address the increasing grant responsibilities, we are requesting a new position of Grant Reporting Clerk. The Grant Reporting Clerk supports the County's grant management and compliance functions by assisting in monitoring and reporting of awarded grants. This position works under the direction of the Grant Coordinator and is responsible for ensuring timely, accurate, and compliant grant reporting across County departments. The Grant Reporting Clerk serves as a primary point of contact for post-award grant reporting and documentation with internal departments and external funding agencies.

This position would only be utilized if it can be grant funded and neither of these requests require additional personnel appropriations. This role would be funded through allowable administrative costs built into grant awards, including current and future ICJIA-funded programs as well as additional state and federal opportunities.

Attached is also an updated job description for the Grant Coordinator to reflect that is will now have supervisory responsibilities. This does not change the grade the position falls in. The Grant Coordinator position is 25% funded by the IDPH Firearms Safe Storage Strategies grant, 25% funded by the ICJIA Adult Redeploy Illinois grant, and based on current plans to acquire Champaign County Redeploy Illinois, will be 50% funded by Juvenile Redeploy Illinois.

ORG CHART W/GRANT REPORTING CLERK ADDED



Champaign County Job Description

Job Title: Grant Coordinator

Department: Administrative Services, County Executive's Office

Reports to: Director of Administration

FLSA Status: Exempt

Grade Range: G

Prepared Date: December 2025

SUMMARY: The Grant Coordinator shall coordinate and oversee grant applications and their management processes including identification of potential new funding sources, development of funding resources for existing and proposed programs and/or services, writing grants, collaborating on grant applications with various community organizations and government agencies, and providing supervisory, strategic, and compliance oversight for all County grant activity.

SUPERVISORY RESPONSIBILITIES - This is a supervisory position

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

- Collects, assesses, and provides information related to external funding sources for all County departments.
- Leads the application process for grants through the County Executive's Office.
- Provides guidance on what grants to pursue after analyzing cost, overhead, sustainability, and programmatic impact.
- Responsible for application and overall oversight of management and reporting for all County grants initiated by the County Executive or the County Board.
- Supervises and provides direction to grant support staff responsible for post-award grant management, reporting, and compliance.
- Establishes grant management standards, templates, workflows, and internal controls to ensure compliance with federal, state, and private funding requirements.
- Reviews and approves grants reports, amendments, and closeout materials prior to submission.
- Oversees grant tracking systems, reporting schedules, and compliance processes to ensure accuracy and timeliness.
- Provides administrative support on all ARPA funded projects.
- Provide regular updates to the County Executive and County Board regarding the status of grants and other external funding opportunities.
- Assist with social media content and management.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.

- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to supervise staff, delegate responsibilities, and review work for accuracy and compliance.
- Ability to interpret and apply complex grant agreements, regulations, and compliance requirements.
- Ability to act with integrity, professionalism, and confidentiality.
- Proficient with Microsoft Office Suite or related software.

EDUCATION and/or EXPERIENCE

Bachelor's degree with a major in a field that supports grant writing skills from an accredited four-year college or university or equivalent experience that would provide the above-noted knowledge, skills, and abilities.

PHYSICAL DEMANDS

This position requires lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, a significant portion of the workday is sitting or standing, with sporadic walking, the sitting would require pushing and pulling of arm or leg controls.

WORK ENVIRONMENT

The work is performed primarily in an office environment and involves exposure to normal, everyday risks that require normal safety precautions typical of offices.

Champaign County Job Description

Job Title: Grant Reporting Clerk

Department: Administrative Services, County Executive's Office

Reports to: Grant Coordinator

FLSA Status: Not Exempt

Grade Range: F

Prepared Date: December 2025

SUMMARY: The Grant Reporting Clerk supports the County's grant management and compliance functions by assisting in monitoring and reporting of awarded grants. This position works under the direction of the Grant Coordinator and is responsible for ensuring timely, accurate, and compliant grant reporting across County departments. The Grant Reporting Clerk serves as a primary point of contact for post-award grant reporting and documentation with internal departments and external funding agencies.

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

- Manages post-award administration for assigned County grants, including tracking deliverables, expenditures, ordering, timelines, and compliance requirements.
- Prepares, submits, and coordinates all required programmatic and financial reports for assigned grants.
- Maintains organized grant files, documentation, and records to support audits, monitoring visits, and internal reviews.
- Coordinates with County departments to collect data, invoices, goals and performance metrics, and supporting documentation required for grant reporting.
- Monitors grant budgets in coordination with the Grant Coordinator and Finance Department to ensure allowable and timely use of funds.
- Tracks grant deadlines and proactively communicates reporting and compliance requirements to relevant staff.
- Assists with compiling information for updates to the County Executive, County Board, Director of Administration, and internal stakeholders.
- Provides administrative and logistical support related to grants, including scheduling meetings, maintaining tracking tools, and supporting internal processes.
- Assists with limited communications or public-facing updates related to grant-funded projects, as directed.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Ability to manage multiple grants and deadlines simultaneously.

- Working knowledge of grant compliance, reporting requirements, and documentation standards.
- Ability to interpret grant agreements, budgets, and funding guidelines.
- Ability to follow established processes while identifying potential issues or risks.
- Ability to work collaboratively with multiple departments and external partners.
- Ability to act with integrity, professionalism, and confidentiality.
- Proficiency with Microsoft Office Suite or related software; comfort working with spreadsheets and tracking systems.

EDUCATION and/or EXPERIENCE

Associate's degree from an accredited college, preferably in public administration, nonprofit management, finance, communications, or a related field; or equivalent experience that would provide the required knowledge, skills, and abilities. Experience with grant administration, compliance, or reporting is preferred.

PHYSICAL DEMANDS

This position requires lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, a significant portion of the workday is sitting or standing, with sporadic walking, the sitting would require pushing and pulling of arm or leg controls.

WORK ENVIRONMENT

The work is performed primarily in an office environment and involves exposure to normal, everyday risks that require normal safety precautions typical of offices.



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

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

Steve Summers, County Executive

MEMO

To: Beth Vanichtheeranont, Policy, Personnel, and Appointments Committee Chair
From: Kait Kuzio, Grant Coordinator
Michelle Jett, Director of Administration
Date: January 9, 2026
Re: Position Creations for Juvenile Redeploy Illinois Grant

The purpose of this memo is to outline the staffing structure required for Champaign County to assume administrative responsibility of the Juvenile Redeploy Illinois (JRI) initiative in Champaign County. JRI is a grant currently operated through the Illinois department of Human Services (IDHS), and to request consideration of four grant-funded positions that are integral to the statutory and programmatic requirements of the grant.

Juvenile Redeploy Illinois is a state-funded initiative grounded in Illinois statute and designed to reduce juvenile incarceration through community-based alternatives, therapeutic intervention, and family engagement. The program operates as a comprehensive, multidisciplinary model rather than a single-service intervention.

Under the current structure:

- IDHS administers the grant
- Champaign County Regional Planning Commission (RPC) is the lead applicant and fiscal lead, as it must be a unit of government
- RPC has a subaward agreement with Cunningham Children's Home, who houses the staff and JRI program

If Champaign County elects to take over administration of this grant, the County must also assume responsibility for delivering the full program as designed and approved by the State.

The Champaign County Redeploy Initiative model is build around four core positions that together constitute the program. These positions are not discretionary, but rather are essential to compliance, service delivery, and program efficacy.

The required positions are:

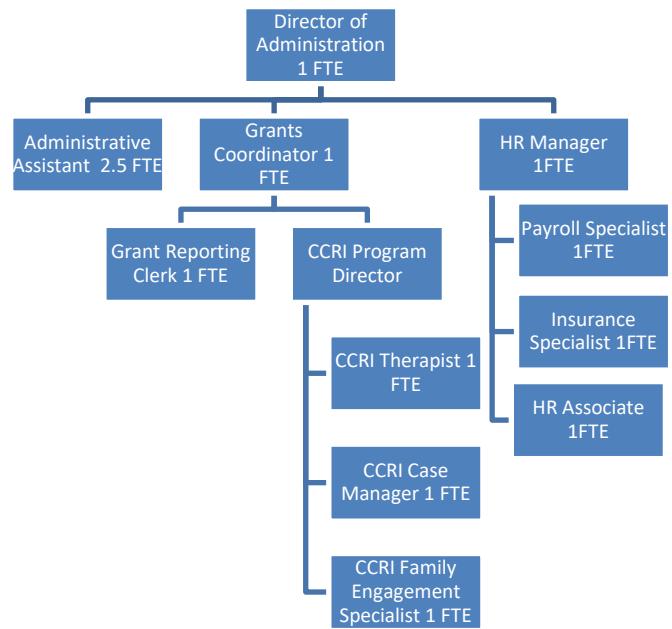
1. Program Director
 - a. Responsible for overall program administration, compliance with statutory and grant requirements, fiscal oversight, coordination with state partners, and supervision of program staff.
 - b. Non-bargaining, Grade H, Salary Range of \$23.16-34.74/hour

2. Therapist
 - a. Provides direct clinical services to justice-involved youth, including assessment, individual and family therapy, and coordination of treatment plans consistent with evidence-based practices required under the grant.
 - b. Non-bargaining, Grade G, Salary Range of \$21.00-31.50/hour
3. Case Manager
 - a. Manages referrals, service coordination, participant monitoring, documentation, and reporting. This position serves as the primary point of contact for youth involved in the program
 - b. Non-bargaining, Grade F, Salary Range of \$19.04-28.57/hour
4. Family Engagement Specialist
 - a. Works directly with families to support participation, address barriers to engagement, connect families to resources, and strengthen outcomes through consistent family involvement.
 - b. Non-bargaining, Grade F, Salary Range of \$19.04-28.57/hour

Together, these positions ensure that the program functions as it's intended to function, and they ensure that youth receive coordinated, therapeutic, and family-centered service in lieu of detention. All four positions will be funded through the Juvenile Redeploy Illinois grant for the duration of the award period, subject to continued state funding, which again is grounded in Illinois statute. The positions align with the existing staffing model that was submitted to IDHS for administration of this program and are required to deliver services consistent with the approved grant design. Creation of these positions reflects a transfer of program administration rather than an expansion of County services.

We are requesting creation of these four grant-funded positions which are necessary for Champaign County to assume administrative and programmatic responsibility for the Juvenile Redeploy Illinois program and to ensure continued compliance with statutory and program requirements.

Proposed Org Chart



Champaign County Job Description

Job Title: CCRI Program Director

Department: County Executive

Reports To: Grant Coordinator

FLSA Status: Exempt

Grade Range: H

Employment Status: Non-Bargaining

Prepared Date: December 2025

SUMMARY

The Champaign County Redeploy Initiative Program Director serves as the lead administrator for Champaign County's Redeploy Initiative (CCRI) program. This position provides overall program leadership, supervises CCRI staff, oversees grant compliance and fiscal management, and serves as the primary liaison with the State of Illinois and state agencies, courts, probation, contracted service providers, and community partners. The Program Director ensures delivery of trauma-informed, strengths-based services to justice-involved and high-risk youth and their families.

SUPERVISORY RESPONSIBILITIES –

This position supervises CCRI program staff. Responsibilities include hiring and onboarding support, training, approving time and leave requests, reviewing mileage and expense submissions, supporting professional development, and providing ongoing supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties may be assigned.

- Provide leadership and day-to-day oversight of the CCRI program in compliance with Redeploy Illinois requirements.
- Serve as the primary point of contact for IDHS Redeploy, Juvenile Redeploy Illinois, courts, probation, and community partners.
- Oversee monthly and quarterly grant reporting, data tracking, and required documentation.
- Monitor and direct program spending, including client incentives, flex funds, and contracted services.
- Manage relationships with contracted service providers and develop MOUs and agreements as needed.
- Assist with preparation of the annual Redeploy funding request and grant application.
- Supervise CCRI staff, including onboarding support, training support, monthly supervision, and approval of time, leave, mileage, and expenses.
- Facilitate intake and assessments for new CCRI referrals, including initial and 90-day reassessments.
- Develop and oversee individualized Success Plans for CCRI youth in collaboration with staff, youth, and caregivers.

- Prepare monthly court reports, attend court hearings, and act as a liaison between CCRI, County of Champaign, and justice system stakeholders.
- Complete discharge summaries for CCRI youth.
- Facilitate MRT and mindfulness groups at the Juvenile Detention Center and Youth Assessment Center.
- Provide transportation for CCRI clients as needed.
- Distribute and collect program satisfaction surveys and support continuous quality improvement.
- Attend required Redeploy meetings.

QUALIFICATIONS

- Experience working with justice-involved or high-risk youth and families.
- Knowledge of trauma-informed and evidence-based youth interventions.
- Experience with grant-funded programs and reporting requirements preferred.
- Strong organizational leadership, organizational, and communication skills.
- Ability to work collaboratively with courts, probation, attorneys, families, and service providers.

EDUCATION and/or EXPERIENCE

- Bachelor's degree required, preferably in human services, social work, criminal justice, or a related field.
- Minimum of two (2) years of relevant professional experience.
- Supervisory experience preferred.
- Grant application and management experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Illinois Driver's License, proof of insurability, and access to reliable transportation.
- Ability to obtain and maintain security clearance issued by the Champaign County Sheriff's Office.

PHYSICAL DEMANDS

Requires sitting, standing, walking, driving, use of standard office equipment, and occasional lifting and movement of light objects.

WORK ENVIRONMENT

Work is performed in office, community, and secure facility settings, including the Champaign County Juvenile Detention Center and Youth Assessment Center, and requires adherence to facility safety and security protocols.

Champaign County Job Description

Job Title: CCRI Therapist

Department: County Executive

Reports To: CCRI Program Director

FLSA Status: Exempt

Grade Range: G

Employment Status: Non-Bargaining

Prepared Date: November 2025

SUMMARY Works as an integral part of the team that includes the Champaign County Redeploy initiative (CCRI) Integrated Care Coordinator, CCRI Case Manager, CCRI Family Engagement Specialist, and CCRI Clinical Case Manager to provide trauma informed services to promote resiliency in families.

The CCRI Therapist completes mental health and substance abuse assessments and provides evidence-based Integrative Treatment of Complex Trauma (ITCT) treatment to youth and their families that are involved with the justice system or a high-risk to be involved with the justice system.

SUPERVISORY RESPONSIBILITIES - This is not a supervisory position

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

- Completes mental health and substance abuse assessments
- Provides individual therapy, grief therapy, family therapy, and substance abuse group therapy that is trauma-focused art therapy.
- Meets with clients on a weekly or bi-weekly basis
- Facilitates referrals to other counseling services when appropriate
- Keeps client files and notes up to date
- Submits reports regularly and as needed

QUALIFICATIONS

- Ability to collaborate effectively with probation, court staff, families, and community providers
- Experience working w/ youth or families, preferably justice-involved or high-risk populations
- Experience with trauma-informed, evidence-based youth treatment
- Strong organizational and communication skills
- Ability to work in homes, community settings, and occasionally in secure facilities such as the Juvenile Detention Center

EDUCATION and/or EXPERIENCE

- A Master of Social Work (MSW) from a CSWE-accredited program
- Be a Licensed Clinical Social Worker

CERTIFICATES, LICENSES, REGISTRATIONS

- Illinois Driver's License; safe driving record, proof of insurability, and access to reliable transportation.
- Able to obtain and maintain security clearance issued by the Champaign County Sheriff's Office.

PHYSICAL DEMANDS - This position requires activities such as sitting, walking, standing, bending, stooping, climbing stairs, lifting, moving, and carrying light objects, operating office equipment, and driving an automobile.

WORK ENVIRONMENT - This position provides services in a variety of settings; including the office, client homes, community locations, and the Champaign County Juvenile Detention Center. Work may involve secure-facility procedures such as check-in, movement and equipment restrictions, video surveillance, and safety protocols required by facility staff. Sessions may occur in secure rooms or designated program spaces.

Champaign County Job Description

Job Title: CCRI Case Manager

Department: County Executive

Reports To: CCRI Program Director

FLSA Status: Exempt

Grade Range: F

Employment Status: Non-Bargaining

Prepared Date: November 2025

SUMMARY Works as an integral part of the team that includes the Champaign County Redeploy initiative (CCRI) Integrated Care Coordinator, CCRI Case Manager, CCRI Family Engagement Specialist, and CCRI Clinical Case Manager to provide trauma informed services to promote resiliency in families.

Using a strengths-based, trauma-informed, holistic approach, facilitate case management, consultation, and linkage services through coordination between the client, the client's family, referral agencies, work/school settings, courts, probation and other professionals with the primary goal of program participation by youth and family.

SUPERVISORY RESPONSIBILITIES - This is not a supervisory position

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

- Provide outreach, coordinate services, and secure resources as needed for client benefit, including assisting in management of relationships with community partners
- Connect with participating youth regularly to support engagement in the program
- Manage, approve, and distribute client incentives and flex funds
- Monitor and document client adherence to public service requirements
- Participate in case staffing and provide non-clinical updates
- Create and maintain accurate case/service plans and notes which include crisis planning and follow-up therapeutic service notes, monthly reports, quarterly reports, input on court reports, and other documentation as needed
- Contribute to grant reporting and grant documentation as needed

QUALIFICATIONS

- Ability to collaborate effectively with probation, court staff, families, and community providers
- Experience working w/ youth or families, preferably justice-involved or high-risk populations
- Experience with trauma-informed, evidence-based youth treatment
- Strong organizational and communication skills

- Ability to work in homes, community settings, and occasionally in secure facilities such as the Juvenile Detention Center

EDUCATION and/or EXPERIENCE

- must have a Bachelor's Degree, preferably in human services, social work, criminal justice or related fields

CERTIFICATES, LICENSES, REGISTRATIONS

- Illinois Driver's License; safe driving record, proof of insurability, and access to reliable transportation.
- Able to obtain and maintain security clearance issued by the Champaign County Sheriff's Office.

PHYSICAL DEMANDS - This position requires activities such as sitting, walking, standing, bending, stooping, climbing stairs, lifting, moving, and carrying light objects, operating office equipment, and driving an automobile.

WORK ENVIRONMENT - This position provides services in a variety of settings; including the office, client homes, community locations, and the Champaign County Juvenile Detention Center. Work may involve secure-facility procedures such as check-in, movement and equipment restrictions, video surveillance, and safety protocols required by facility staff.

Champaign County Job Description

Job Title: Family Engagement Specialist

Department: County Executive

Reports To: CCRI Program Director

FLSA Status: Exempt

Grade Range: F

Employment Status: Non-Bargaining

Prepared Date: November 2025

SUMMARY Works as an integral part of the team that includes the Champaign County Redeploy initiative (CCRI) Integrated Care Coordinator, CCRI Case Manager, CCRI Family Engagement Specialist, and CCRI Clinical Case Manager to provide trauma informed services to promote resiliency in families.

The Family Engagement Specialist works within an interdisciplinary team for the implementation of the success plans that drive intensive family engagement services. The Family Engagement Specialist serves as the link between community sources, the family, and any other interested stakeholders in the well-being of the family.

SUPERVISORY RESPONSIBILITIES - This is not a supervisory position

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

- Provide outreach, coordinate services, and secure resources as needed for client benefit
- Secure transportation as needed for client benefit
- Manage, approve, and distribute client incentives and flex funds
- Monitor and document client adherence to public service requirements
- Support monthly substance abuse groups including scheduling, organizing, facilitation, and active participation surrounding groups.
- Assist with facilitating Moral Reconation Therapy (MRT) group sessions
- Create and maintain accurate case/service plans and notes which include crisis planning and follow-up therapeutic service notes, monthly reports, quarterly reports, input on court reports, and other documentation as needed
- Contribute to grant reporting and grant documentation as needed

QUALIFICATIONS - Mental health related experience with children and families preferred.

EDUCATION and/or EXPERIENCE

- Bachelor's degree in human services, social work, clinical or counseling psychology or related fields preferred or associate's degree
- Or 60 credit hours from an accredited institution, with a minimum of 5 years of experience in case management, program management, or human services.

- Minimum degree requirement of an associate's degree.

CERTIFICATES, LICENSES, REGISTRATIONS

- Illinois Driver's License; safe driving record, proof of insurability, and access to reliable transportation.
- Able to obtain and maintain security clearance issued by the Champaign County Sheriff's Office.

PHYSICAL DEMANDS - This position requires activities such as sitting, walking, standing, bending, stooping, climbing stairs, lifting, moving, and carrying light objects, operating office equipment, and driving an automobile.

WORK ENVIRONMENT - This position provides services in a variety of settings; including the office, client homes, community locations.



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

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

Steve Summers, County Executive

MEMO

To: Beth Vanichtheeranont, Policy, Personnel, and Appointments Committee Chair
From: Steve Summers, Champaign County Executive
Date: January 9, 2026
Re: Department Structure

The Facilities Director position has been vacant for 6 months, and we have taken this opportunity to evaluate the department structure. It has been determined that the following changes will improve functionality, be cost efficient, and set the County up for better property and grounds management and maintenance. The following requests do not require any additional personnel appropriations.

- Elimination of the Facilities Director and Building and Grounds Manager positions.
- Creation of 3 positions:
 - o Maintenance Manager
 - Responsible for supervising all 8 Maintenance employees and ensures buildings are promptly and properly maintained. Full job description attached.
 - Non-bargaining, Grade J, Salary Range of \$30.85-\$46.25/hour
 - Currently the Building and Grounds Manager is responsible for managing the maintenance, grounds, and custodial staff. This division would allow for more focused attention on specific areas.
 - o Custodial and Grounds Manager
 - Responsible for supervising all 14 Custodial & Grounds employees, ensures buildings are kept clean and sanitary and grounds are kept maintained and professional. Full job description attached.
 - Non-bargaining, Grade I, Salary Range \$26.98-\$40.47/hour
 - Currently the Building and Grounds Manager is responsible for managing the maintenance, grounds, and custodial staff. This division would allow for more focused attention on specific areas.
 - o Facilities Project Manager
 - Responsible for managing construction projects from concept to completion, identifying and monitoring preventative maintenance, and inventory of all Physical Plant assets. Full job description attached.
 - Non-bargaining, Grade J, Salary Range of \$30.85-\$46.25/hour
 - Currently the County uses architectural and engineering firms to manage most of the construction projects. While there will always be some projects so complex they need an outside firm for management, this position should be able to reduce the amount of projects that use an

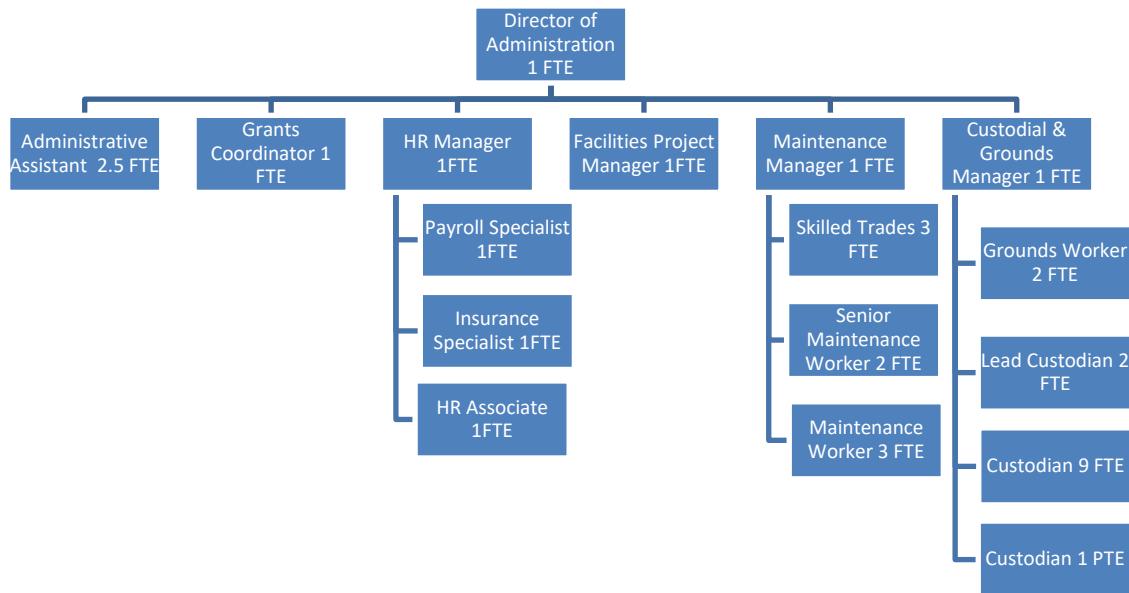
outside firm for management. Totals spent by the County for the following firms:

- Bailey Edwards - architectural
 - 2025 \$71,325.00
 - 2024 \$216,092.75
 - 2023 \$443,936.00
 - 2022 \$1,905,141.99 *Bennett renovation project
- Reifsteck Reed – architectural
 - 2025 \$215,189.93
 - 2024 \$188,926.84
 - 2023 \$326,336.05
 - 2022 \$1,328,519.79 *Jail consolidation project
- GHR - engineering
 - 2025 \$37,359.52
 - 2024 \$31,912.46
 - 2023 \$37,264.09
 - 2022 \$42,164.00

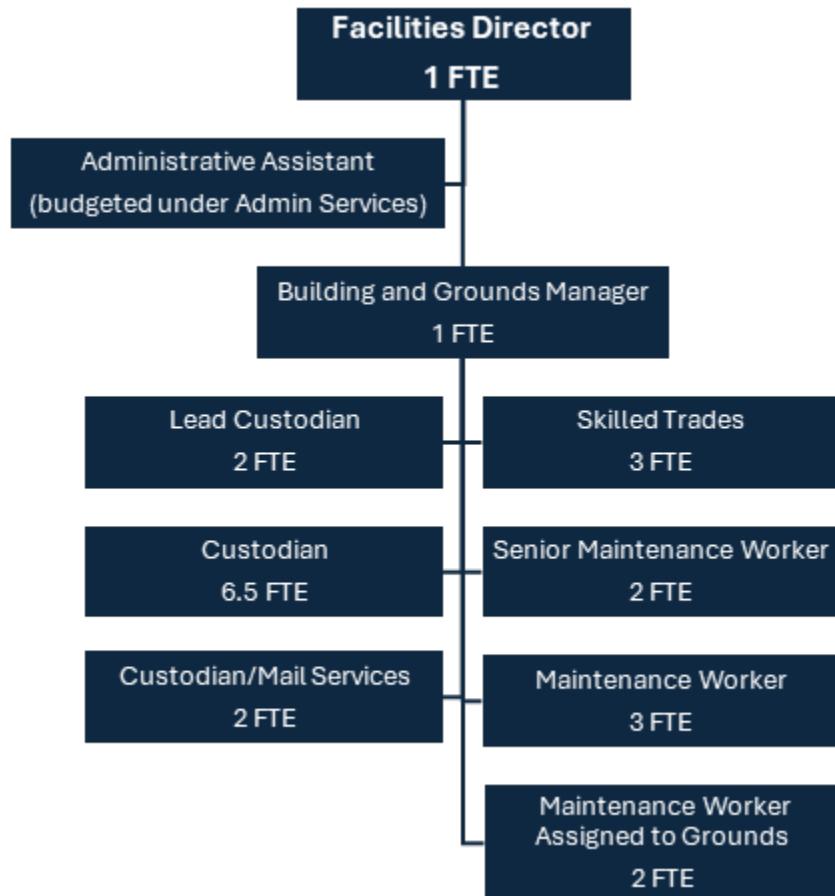
- Shift overall supervision of the Facilities Department under the Director of Administration position. See proposed org chart below.

I am requesting the approval of the new job descriptions for Maintenance Manager, Custodial and Grounds Manager, and Facilities Project Manager, and approval of the below listed proposed organizational chart. The new positions have been graded by the Job Content Evaluation Committee and are in the appropriate grade for their responsibility and supervisory requirements. I am not requesting any additional personnel funds for this change and none of these changes are to union positions.

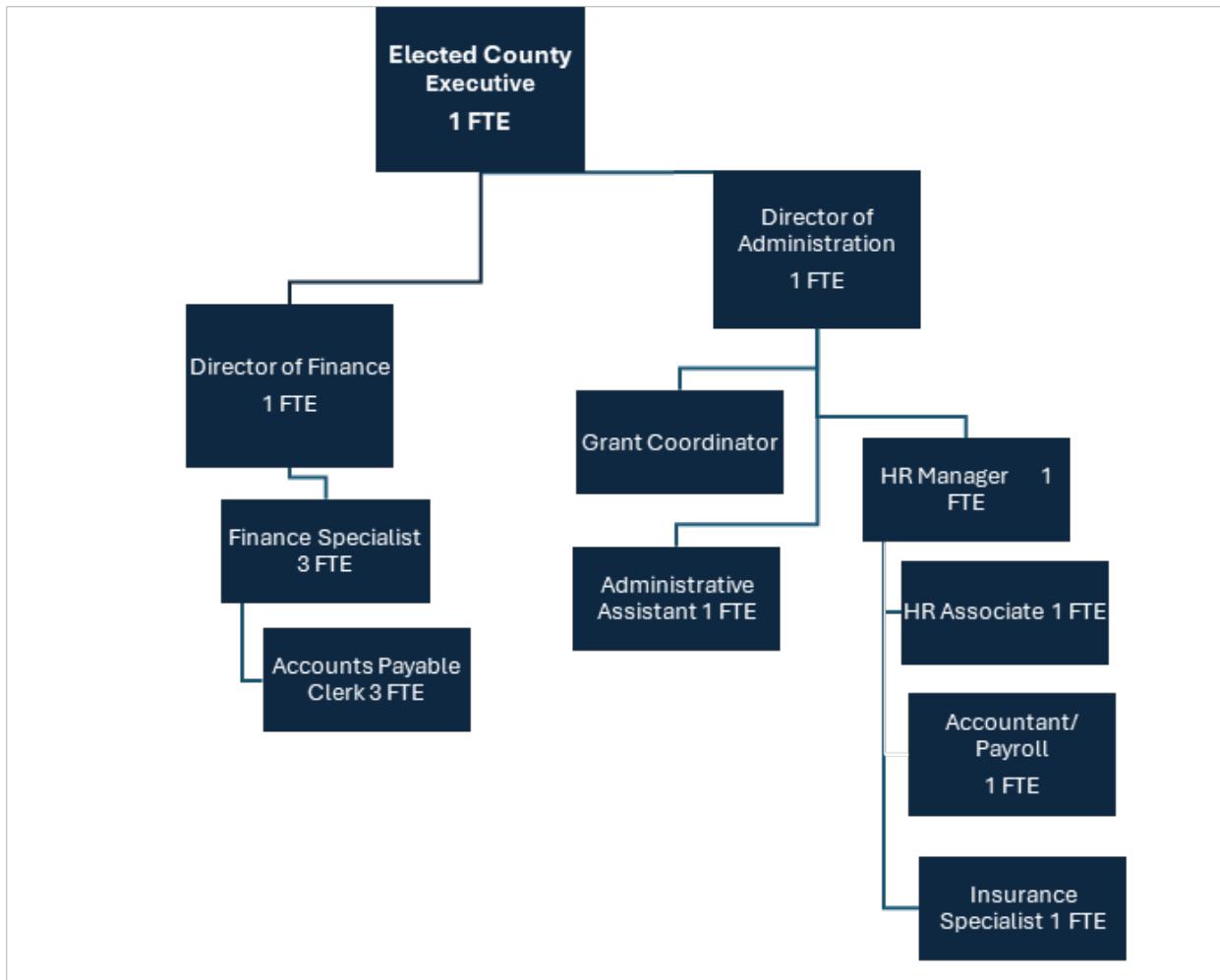
PROPOSED ORG CHART



CURRENT FACILITIES DEPARTMENT ORG CHART



CURRENT ADMINISTRATIVE SERVICES DEPARTMENT ORG CHART



Champaign County Job Description

Job Title: Maintenance Manager

Department: Physical Plant

Reports To: Director of Administration

FLSA Status: Exempt

Grade Range: J

Employment Status: Non-Bargaining

Prepared Date: December 2025

SUMMARY Supervises all Maintenance employees and ensures buildings are promptly and properly maintained.

SUPERVISORY RESPONSIBILITIES - This is a supervisory position

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

- Plans, organizes and supervises the activities of maintenance staff in proper repair and maintenance of mechanical equipment and systems of county buildings;
- Interviews, selects, and evaluates maintenance worker staff; provides direction and assignments; provides staff training, as needed;
- Prepares, presents, and monitors the maintenance portions of the physical plant budgets; administers and monitors the annual maintenance budgets;
- Obtains cost estimates for supplies; obtains supplies and repair parts from distributors; maintains inventory of supplies; orders new equipment;
- Assists all maintenance workers with daily tasks, as needed;
- Performs outside custodial duties, such as snow removal as needed;
- Responds to emergency requests, on a 24-hour basis, as needed;
- Ensures daily, weekly and monthly reports on building and equipment maintenance procedures are completed by maintenance staff.
- Performs related work as required.

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 associate's degree in construction technology or related field and responsible facilities maintenance experience (5-7 years) involving the maintenance and repair of buildings and grounds, as well as experience in supervising a staff of maintenance personnel; or any equivalent combination of education and experience that would provide the above noted knowledge, skills and abilities.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

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 technical drawings, schematics or blueprints.

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

CERTIFICATES, LICENSES, REGISTRATIONS

- Skilled or licensed in at least one of the following trades: plumbing, electrical or master level carpentry.
- Illinois Driver's License; safe driving record; and proof of insurability;
- Security Clearance issued by the Champaign County Sheriff.

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 stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; and vibration. The noise level in the work environment is usually moderate and occasionally loud.

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 Job Description

Job Title: Custodial & Grounds Manager

Department: Physical Plant

Reports To: Director of Administration

FLSA Status: Exempt

Grade Range: I

Employment Status: Non-Bargaining

Prepared Date: December 2025

SUMMARY Supervises all Custodial & Grounds employees, ensures buildings are kept clean and sanitary and grounds are kept maintained and professional.

SUPERVISORY RESPONSIBILITIES - This is a supervisory position

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

- Responsible for the care of the grounds for all county-owned facilities;
- Responsible for the cleanliness of all county-owned facilities;
- Plans, organizes and supervises the activities of Custodial & Grounds staff;
- Interviews, selects, and evaluates Custodial & Grounds staff; provides direction and assignments; provides staff training, as needed;
- Prepares, presents, and monitors the Custodial & Grounds portions of the physical plant budgets; administers and monitors the annual Custodial & Grounds budgets;
- Obtains cost estimates for supplies; obtains supplies and repair parts from distributors; maintains inventory of supplies; orders new equipment;
- Assists all Custodial & Grounds staff with daily tasks, as needed;
- Manages the daily operation of the county mail;
- Manages the oversight of county parking lot operations;
- Monitors for, assigns, and ensures timely and safe completion of snow removal, may do snow removal themselves as needed;
- Ensures daily, weekly and monthly reports are completed by Custodial & Grounds staff.
- Performs related work as required.

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 associate's degree; plus 5-7 years of relevant experience, as well as experience in supervising a staff of grounds and building maintenance personnel; or any equivalent combination of education and experience that would provide the above noted knowledge, skills and abilities.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively

present information in one-on-one and small group situations to other employees of the organization.

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 technical drawings, schematics or blueprints.

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

CERTIFICATES, LICENSES, REGISTRATIONS

- Illinois Driver's License; safe driving record; and proof of insurability;
- Security Clearance issued by the Champaign County Sheriff.

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 stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; and vibration. The noise level in the work environment is usually moderate and occasionally loud.

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 Job Description

Job Title: Facilities Project Manager

Department: Physical Plant

Reports to: Director of Administration

FLSA Status: Exempt

Grade Range: J

Prepared Date: December 2025

SUMMARY Responsible for managing construction projects from concept to completion, identifying and monitoring preventative maintenance, and inventory of all Physical Plant assets.

SUPERVISORY RESPONSIBILITIES This job does not exercise supervisory responsibilities.

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

- Plans, organizes, and coordinates county construction and remodeling projects;
- Coordinates the utilization of contract services providers in maintaining, repairing, and operating county buildings and facilities; prepares and oversees the development of bid specifications for county maintenance materials, and equipment;
- Coordinates the implementation of energy conservation initiatives and projects to reduce utility costs of county owned buildings; and recommends infrastructure upgrades, and space condition utilization to contribute toward sustainable facilities;
- Develops and maintains schedule for preventative maintenance procedures and completes maintenance records for all equipment;
- In coordination with the Maintenance Manager and the Building & Grounds Manager, recommends replacement of equipment whenever necessary and evaluates new equipment for its durability and values;
- Obtains cost estimates for supplies, parts and equipment repair; orders supply and maintains inventory of parts;
- Maintains records of completed maintenance and repair work;
- Maintains, audits, and updates Physical Plant asset list;
- Attends meetings with various departmental personnel, as requested by the Director of Administration, to plan and prioritize facilities projects;
- Assists with the preparation of the annual department budget and monitors spending throughout the year, informing Director of Administration of any budgetary issues;
- Performs related work as required.

KNOWLEDGE, SKILLS and ABILITIES

- Experience with public-sector construction projects preferred.
- Demonstrated knowledge of construction methods, materials, building codes, and safety regulations.
- Proven ability to develop, monitor, and manage project budgets and schedules.

- Strong contract administration skills, including experience with bidding, procurement, and managing contractors.
- Excellent written and verbal communication skills, with the ability to present information clearly to staff, contractors, board members, and the public

EDUCATION and/or EXPERIENCE

- Bachelor's degree in Construction Management, Civil Engineering, Architecture, Project Management, or related field; or six (6) years of progressively responsible experience in construction project management in lieu of a degree.
- Minimum of three (3) years of progressively responsible experience in construction project management, preferably including public works, parks, or municipal projects.
- Professional certifications such as PMP (Project Management Professional), CCM (Certified Construction Manager), or equivalent preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

- Illinois Driver's License; safe driving record; and proof of insurability;
- Security Clearance issued by the Champaign County Sheriff.

PHYSICAL DEMANDS

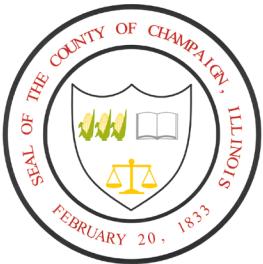
Work requires sufficient physical strength, agility, endurance, dexterity and hand-eye-foot coordination to perform all essential duties. Work requires sitting for long periods of time, standing and walking, and kneeling, crawling, bending, climbing stairs and ladders. May be called after regular working hours to respond to emergency maintenance and repair needs.

WORK ENVIRONMENT

The work is performed primarily in an office; and at various locations throughout the county. Work may expose employee to potential chemical hazards; potential biological hazards; and potential physical hazards. Work requires the use of safety clothing and equipment, and compliance with safety rules and procedures, as needed.

Budget Amendments - 2025

Year	Month	Dept	Appropriations	Revenue	GF	Grant	Desc
2025	January	Correctional Center	375,000.00	-	GF	non-Grant	Out of County Boarding
2025	January	Sheriff	62,676.55	62,676.55	GF	Grant	Illinois Law Enforcement Training and Standards Board Grant
2025	February	ROE	7,066.00	-	GF	non-Grant	ROE payment
2025	March	Correctional Center	150,000.00	-	GF	non-Grant	Out of County Boarding
2025	March	Correctional Center	18,021.00	18,021.00	GF	Grant	Bureau of Justice Assistance Grant
2025	April	County Clerk	235,955.00	-	GF	non-Grant	Voting system contract
2025	April	General County	75,111.64	-	GF	non-Grant	CLA contract and ACFR work
2025	May	General County	388,062.68	-	GF	non-Grant	Carle settlement
2025	May	Sheriff	119,753.60	73,576.00	GF	Grant	DCFS collaboration
2025	June	General County	880,235.19	-	GF	non-Grant	Presence settlement
2025	August	Coroner	68,300.00	-	GF	non-Grant	autopsy services
2025	September	Public Defender	18,000.00	-	GF	non-Grant	Expert Witnesses
2025	October	State's Attorney	25,000.00	-	GF	non-Grant	FY25 commodities
2025	November	Facilities	150,000.00	-	GF	non-Grant	Increase to cover utilities
2025	November	Circuit Court	57,000.00	32,000.00	GF	Grant	Increase appropriations to cover AIOC
Total			2,630,181.66	186,273.55			
							15



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

102 East Main Street, Urbana, Illinois 61801

Steve Summers, County Executive

TO: Elly Hanauer-Friedman, Finance Committee Chairperson

FROM: Kait Kuzio, Grant Coordinator

DA: December 31, 2025

Grant Agreement Terms: July 1, 2025 to June 30, 2026

RE: Budget Amendment – FSSS FY25/SFY26

Champaign County received a continuation of the Firearms Safe Storage Strategies (FSSS) grant for SFY26 from the Illinois Department of Public Health. The approved budget for the grant term from July 1, 2025 to June 30, 2026 is \$148,755.76.

We expect to receive a deposit in FY2026 to offset FSSS program expenses of \$74,377.88 through June 30, 2026.

The purpose of this MEMO is to request a Budget Amendment to appropriate \$74,377.88 to allow for expenditure of funds in FY2026. The funds will be appropriated for use upon receipt as follows:

\$24,052.12 Personnel (partial and full salaries for 3 positions)

\$557.85 Fringe Benefits (fringe benefits for 1 position)

\$48,834.51 Supplies (gun safes, stickers, business cards, post cards, printed materials, Be SMART materials, etc.)

\$683.40 Travel (mileage for distribution)

\$250.00 Rent (exhibitor/tabling fees)

The Firearms Safe Storage Strategies grant aims to reduce firearm-related injuries and deaths by increasing access to gun locks and safes, educating the public and professionals on safe storage practices, and promoting awareness of legal tools like Firearms Restraining Orders.

Increased Revenue: \$ 74,377.88

Increased Expense: \$74,377.88

Thank you for your consideration and support.

Journal Proof Report

Journal Number: 13 Year: 2026 Period: 1

Description: FSSS pt 2

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2500-00-0252d-02-075-000-111-0000-500105-	TEMPORARY STAFF	temp staff		\$24052.12	
BUA	2500-00-0252d-02-075-000-111-0000-500305-	UNEMPLOYMENT INSURANCE	fringe		\$557.85	
BUA	2500-00-0252d-02-075-000-111-0000-501017-	EQUIPMENT LESS THAN \$5000	supplies		\$48834.51	
BUA	2500-00-0252d-02-075-000-111-0000-502003-	TRAVEL COSTS	travel		\$683.40	
BUA	2500-00-0252d-02-075-000-111-0000-502013-	RENT	rent		\$250.00	
BUA	2500-00-0215j-02-075-000-111-0000-400411-	STATE - OTHER NON-MAND FSSS	2025 part 2			\$74377.88
			Journal 2026/1/13	Total	\$74377.88	\$74377.88

Fund: 2500 County Grant Fund

Dept: 075 General County

Reason: Appropriation of the Firearms Safe Storage Strategies Grant funding for FY2026.

Fund	Account Description	Debit	Credit
2500	COUNTY GRANT FUND		
2500-00-0146t-00-000-000-000-0000-300101-	BUDGETED REVENUES	\$74377.88	
2500-00-0146t-00-000-000-000-0000-300301-	APPROPRIATIONS		\$74377.88
	Fund Total	74377.88	74377.88



Champaign County – Adult Redeploy Illinois

102 E Main Street, Urbana, Illinois 61801-2744

TO: Elly Hanauer-Friedman, Finance Committee Chairperson

FROM: Kait Kuzio, Grant Coordinator

DA: December 31, 2025

Grant Agreement Terms: July 1, 2025 to June 30, 2026

RE: Budget Amendment – ARI FY25/SFY26

Champaign County received a continuation of the Adult Redeploy Illinois (ARI) grant for SFY26 from the Illinois Criminal Justice Information Authority. The approved budget for the grant term from July 1, 2025 to June 30, 2026 is \$400,000.00.

We expect to receive a deposit in FY2026 to offset ARI program expenses of \$200,000.00.

The purpose of this MEMO is to request a Budget Amendment to appropriate \$200,000.00 to allow for expenditure of funds in FY2026. The funds will be appropriated for use upon receipt as follows:

\$119,004.00 Personnel (partial and full salaries for 6 positions)

\$41,636.00 Fringe Benefits (fringe benefits for 6 positions)

\$1,000.00 Supplies (tech supplies, court fees, hygiene and food items, licenses and software, food assistance, graduation events, alumni events, bus passes, incentives, etc.)

\$38,360.00 Subcontracts and Subawards (client housing, case management, sober event space rental, short term housing)

The Adult Redeploy Illinois grant aims to reduce the number of individuals being sent to the Illinois Department of Corrections by funding community-based alternatives to incarceration—Champaign County Problem-Solving Court.

Increased Revenue: \$200,000.00

Increased Expense: \$200,000.00

Thank you for your consideration and support.

Journal Proof Report

Journal Number: 14 Year: 2026 Period: 1

Description: ari 2025

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2500-00-0252d-02-052-000-112-0000-500103-	REGULAR FULL-TIME EMPLOYEES	personnel		\$119004.00	
BUA	2500-00-0252d-02-052-000-112-0000-500305-	UNEMPLOYMENT INSURANCE	fringe		\$41636.00	
BUA	2500-00-0254t-02-031-000-112-0000-502051-	CLIENT OTHER	client other supplies		\$1000.00	
BUA	2500-00-0254t-02-031-000-112-0000-502001-	PROFESSIONAL SERVICES	subcontractors & subawards		\$38360.00	
BUA	2500-00-0215j-02-031-000-112-0000-400411-	STATE - OTHER (NON-MANDATORY)	ari 2025 part 2			\$200000.00
			Journal 2026/1/14	Total	\$200000.00	\$200000.00

Fund: 2500 County Grant Fund

Dept: 031 Circuit Court and 052 Court Services

Reason: Appropriation of the Adult Redeploy Illinois Grant funds for FY2026.

Fund	Account Description	Debit	Credit
2500	COUNTY GRANT FUND		
	2500-00-0146t-00-000-000-000-0000-300101-	BUDGETED REVENUES	\$200000.00
	2500-00-0146t-00-000-000-000-0000-300301-	APPROPRIATIONS	\$200000.00
		Fund Total	200000
			200000



Champaign County – Adult Redeploy Illinois

102 E Main Street, Urbana, Illinois 61801-2744

TO: Elly Hanauer-Friedman, Finance Committee Chairperson

FROM: Kait Kuzio, Grant Coordinator

DA: December 31, 2025

Grant Agreement Terms: October 1, 2025 to September 30, 2026

RE: Budget Amendment – ICJIA Public Defender Expert Witness Support Grant FY25/SFY26

Champaign County received a federal grant for public defender support through Illinois Criminal Justice Information Authority. The approved budget for the grant term from October 1, 2025 to September 30, 2026 is \$100,000.00.

We expect to receive a deposit in FY2026 to offset public defender expert witness expenses of \$100,000.00. Due to the County being on the Stop Pay list, funds have not yet been and will be received in FY26, once the County is off the list.

The purpose of this MEMO is to request a Budget Amendment to allow for expenditure of up to \$25,000.00 in FY2026. The funds will be appropriated for use upon receipt as follows:

\$25,000.00 Professional Services (expert witness professional services)

The ICJIA Public Defender Support Grant provides public defender offices with funding for staffing, training, and operational capacity to ensure effective representation for indigent defendants.

Increased Expense: \$25,000.00

Thank you for your consideration and support.

Journal Proof Report

Journal Number: 15 Year: 2026 Period: 1

Description: pd grant

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2500-00-0254t-02-036-000-113-0000-502001-	PROFESSIONAL SERVICES	public defender grant exp wit		\$25000.00	
			Journal 2026/1/15	Total	\$25000.00	\$0.00

Fund: 2500 County Grant Fund

Dept: 036 Public Defender

Reason: Appropriation of the Expert Witness Support Grant funds.

Fund	Account Description	Debit	Credit
2500	COUNTY GRANT FUND		
	2500-00-0146t-00-000-000-000-0000-300301-	APPROPRIATIONS	\$25000.00
	2500-00-0146t-00-000-000-000-0000-300703-	BUDGETARY FUND BALANCE	\$25000.00
		Fund Total	25000
			25000



TO: Elly Hanauer-Friedman, Finance Committee Chairperson
FROM: Dr. Lisa Liggins-Chambers, Executive Director
DATE: December 30, 2025
RE: CAC Budget Amendment

Dear Ms. Hanauer-Friedman,

I am writing to formally share a budget amendment on behalf of the Champaign County Children's Advocacy Center (CAC) in the total amount of \$41,000.

CAC has received two grant awards requiring this amendment. A \$3,500 one-time grant from the Community Foundation of East Central Illinois will support the purchase of neuro-inclusive toys and resources for clients and is currently in the process of being released.

Additionally, CAC has been awarded a \$37,500 grant from United Way to support staff salary increases, professional services, conference and training participation, and essential client support items such as bus passes and gas cards. This grant period runs from January 2, 2026, through December 31, 2027.

Collectively, these grants will increase CAC's total revenue to \$439,529.61 for the period of January 2, 2026, through June 30, 2026.

Please let me know if additional information is needed.

Sincerely,

Dr. Lisa Liggins-Chambers

Dr. Lisa Liggins-Chambers
Executive Director
Champaign County Children's Advocacy Center

Journal Proof Report

Journal Number: 16 Year: 2026 Period: 1

Description: United Way

Reference 1: Reference 2: Reference 3:

Source	Account Formatted Project String	Account Description	Line Description	OB	Debit	Credit
BUA	2679-00-0254t-02-179-000-000-0000-500102- E-207 -PERS -AO SAL -	APPOINTED OFFICIAL SALARY	Appoint Official Salary		\$4704.66	
BUA	2679-00-0254t-02-179-000-000-0000-500103- E-207 -PERS -Salaries -	REGULAR FULL-TIME EMPLOYEES	Regular Full-Time Employees		\$9045.34	
BUA	2679-00-0254t-02-179-000-000-0000-502051- E-207 -SERVICES -CB OTHER -	CLIENT OTHER	Client Other		\$3750.00	
BUA	2679-00-0254t-02-179-000-000-0000-502004- E-207 -SERVICES -CONF TRN -	CONFERENCES AND TRAINING	Conferences and Training		\$2000.00	
BUA	2679-00-0254t-02-179-000-000-0000-502001- E-207 -SERVICES -PROF SVC -	PROFESSIONAL SERVICES	Professional Services		\$18000.00	
BUA	2679-00-0226t-02-179-000-000-0000-400476- F-207 -LOCAL - -	OTHER INTERGOVERNMENTAL	Professional Services			\$37500.00
			Journal 2026/1/16	Total	\$37500.00	\$37500.00

Fund: 2679 Child Advocacy Center

Dept: 179 Child Advocacy Center

Reason: Appropriation of grant funds from the United Way.

Fund	Account Description	Debit	Credit
2679	CHILD ADVOCACY CENTER		
	2679-00-0146t-00-000-000-000-0000-300101- 2679-00-0146t-00-000-000-000-0000-300301-	\$37500.00 \$37500.00	
		Fund Total	37500

Journal Proof Report

Journal Number: 19 Year: 2026 Period: 1

Description: ComFund25

Reference 1: Reference 2: Reference 3:

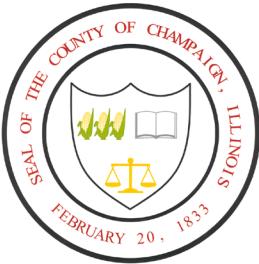
Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2679-00-0254t-02-179-000-000-0000-501017-	EQUIPMENT LESS THAN \$5000	Community Foundation Grant		\$3500.00	
BUA	2679-00-0226t-02-179-000-000-0000-400476-	OTHER INTERGOVERNMENTAL	Community Foundation Grant		(\$3500.00)	
			Journal 2026/1/19	Total	\$0.00	\$0.00

Fund: 2679 Child Advocacy Center

Dept: 179 Child Advocacy Center

Reason: Appropriation of grant funds from the Community Foundation of East Central Illinois.

Fund	Account Description	Debit	Credit
2679 CHILD ADVOCACY CENTER			
2679-00-0146t-00-000-000-000-0000-300101-	BUDGETED REVENUES	\$3500.00	
2679-00-0146t-00-000-000-000-0000-300301-	APPROPRIATIONS		\$3500.00
	Fund Total	3500	3500



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

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

Steve Summers, County Executive

TO: Elly Hanauer-Friedman, Finance Committee Chairperson

FROM: Brandi Katrein, Finance Specialist

DATE: January 6, 2026

Grant Agreement Terms: July 1, 2025 to June 30, 2026

RE: Budget Amendment – AOIC Public Defender Grant FY25/SFY26

Champaign County received a continuation of the AOIC Public Defender grant for SFY26. The approved budget for the grant term from July 1, 2025 to June 30, 2026 is \$162,014.85 for the Public Defender and was appropriated into the FY25 budget as BUA 2025/10/401.

The purpose of this MEMO is to request a Budget Amendment to allow for appropriation of the funds unspent in FY25 to be moved to FY26. The funds will be appropriated for use as follows:

\$51.00 Software Licenses & SAAS (Westlaw)

\$14,420.85 Conferences & Training

Thank you for your consideration and support.

Journal Proof Report

Journal Number: 18 Year: 2026 Period: 1

Description: Roll Grant

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2634-00-0254t-02-036-000-111-0000-502004-	CONFERENCES AND TRAINING	Roll Grant Funds to FY26		\$14420.85	
BUA	2634-00-0254t-02-036-000-111-0000-502047-	SOFTWARE LICENSE & SAAS	Roll Grant Funds to FY26		\$51.00	
			Journal 2026/1/18	Total	\$14471.85	\$0.00

Fund: 2634 Public Defender Grant Fund

Dept: 036 Public Defender

Reason: Appropriation of remaining funds from the AOIC.

Fund	Account Description	Debit	Credit
2634	PUBLIC DEFENDER GRANT FUND		
	2634-00-0146t-00-000-000-0000-300301-	APPROPRIATIONS	\$14471.85
	2634-00-0146t-00-000-000-0000-300703-	BUDGETARY FUND BALANCE	\$14471.85
		Fund Total	14471.85
			14471.85

YTD Available Budget Report

Account Number	Account	Original Budget	Transfers	Revised Budget	YTD Actuals	Encumbrances	Available Budget	% Used
1080 GENERAL CORPORATE		50,900,861.00	2,759,881.66	53,660,742.66	46,620,791.14	60,255.46	6,979,696.06	86.99 %
010 COUNTY BOARD		285,948.00	0.00	285,948.00	202,452.45	0.00	83,495.55	70.80 %
O PERSONNEL		177,763.00	0.00	177,763.00	129,971.34	0.00	47,791.66	73.11 %
Q COMMODITIES		11,150.00	20.00	11,170.00	9,695.27	0.00	1,474.73	86.79 %
S SERVICES		97,035.00	(20.00)	97,015.00	62,785.84	0.00	34,229.16	64.72 %
U CAPITAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
012 TORNADO SIRENS		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Q COMMODITIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
S SERVICES		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
U CAPITAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
013 DEBT SERVICE		1,467,200.00	0.00	1,467,200.00	1,467,200.00	0.00	0.00	100.00 %
S SERVICES		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Y DEBT		1,467,200.00	0.00	1,467,200.00	1,467,200.00	0.00	0.00	100.00 %
016 ADMINISTRATIVE SERVICES		1,029,457.00	0.00	1,029,457.00	1,029,505.73	0.00	(48.73)	100.00 %
O PERSONNEL		713,947.00	0.00	713,947.00	808,280.83	0.00	(94,333.83)	113.21 %
Q COMMODITIES		259,250.00	(2,025.32)	257,224.68	192,667.79	0.00	64,556.89	74.90 %
S SERVICES		56,260.00	2,025.32	58,285.32	28,557.11	0.00	29,728.21	49.00 %
U CAPITAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
017 COOPERATIVE EXTENSION SRV		457,400.00	0.00	457,400.00	422,980.12	0.00	34,419.88	92.47 %
S SERVICES		457,400.00	0.00	457,400.00	422,980.12	0.00	34,419.88	92.47 %
Y DEBT		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
U CAPITAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
020 AUDITOR		447,551.00	0.00	447,551.00	462,701.60	0.00	(15,150.60)	103.39 %
O PERSONNEL		430,234.00	0.00	430,234.00	458,329.40	0.00	(28,095.40)	106.53 %
Q COMMODITIES		3,131.00	692.38	3,823.38	1,862.82	0.00	1,960.56	48.73 %
S SERVICES		14,186.00	(692.38)	13,493.62	2,509.38	0.00	10,984.24	18.59 %
U CAPITAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
021 BOARD OF REVIEW		164,864.00	0.00	164,864.00	163,375.07	0.00	1,488.93	99.10 %
O PERSONNEL		148,145.00	0.00	148,145.00	153,103.75	0.00	(4,958.75)	103.35 %
Q COMMODITIES		1,583.00	1,015.00	2,598.00	1,524.36	0.00	1,073.64	58.66 %
S SERVICES		15,136.00	(1,015.00)	14,121.00	8,746.96	0.00	5,374.04	61.94 %
U CAPITAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
022 COUNTY CLERK		1,590,367.00	235,955.00	1,826,322.00	1,759,844.25	0.00	66,477.75	96.36 %
O PERSONNEL		988,212.00	0.00	988,212.00	1,029,822.55	0.00	(41,610.55)	104.21 %
Q COMMODITIES		114,140.00	163,169.00	277,309.00	233,394.48	0.00	43,914.52	84.16 %
S SERVICES		445,480.00	115,321.00	560,801.00	496,627.22	0.00	64,173.78	88.56 %
W INTERFUND EXPENSE		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
U CAPITAL		42,535.00	(42,535.00)	0.00	0.00	0.00	0.00	0.00 %
023 RECORDER		201,932.00	0.00	201,932.00	206,902.12	0.00	(4,970.12)	102.46 %
O PERSONNEL		199,508.00	0.00	199,508.00	205,976.11	0.00	(6,468.11)	103.24 %
Q COMMODITIES		644.00	700.00	1,344.00	811.01	0.00	532.99	60.34 %
S SERVICES		1,780.00	(700.00)	1,080.00	115.00	0.00	965.00	10.65 %
U CAPITAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
025 SUPERVISOR OF ASSESSMENT		439,638.00	0.00	439,638.00	423,778.59	0.00	15,859.41	96.39 %
O PERSONNEL		396,696.00	0.00	396,696.00	399,053.60	0.00	(2,357.60)	100.59 %
Q COMMODITIES		5,432.00	1,400.00	6,832.00	3,878.62	0.00	2,953.38	56.78 %
S SERVICES		37,510.00	(1,400.00)	36,110.00	20,846.37	0.00	15,263.63	57.73 %
U CAPITAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
026 COUNTY TREASURER		447,148.00	0.00	447,148.00	403,098.64	0.00	44,049.36	90.15 %
O PERSONNEL		392,525.00	0.00	392,525.00	356,979.96	0.00	35,545.04	90.94 %
Q COMMODITIES		6,400.00	2,500.00	8,900.00	3,967.30	0.00	4,932.70	44.57 %
S SERVICES		48,223.00	(2,500.00)	45,723.00	42,151.38	0.00	3,571.62	92.19 %
U CAPITAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
028 INFORMATION TECHNOLOGY (IT)		1,525,346.00	0.00	1,525,346.00	1,265,092.48	0.00	260,253.52	82.94 %
O PERSONNEL		1,067,096.00	0.00	1,067,096.00	937,906.70	0.00	129,189.30	87.89 %
Q COMMODITIES		79,500.00	10,021.98	89,521.98	79,665.94	0.00	9,856.04	88.99 %
S SERVICES		378,750.00	(10,021.98)	368,728.02	247,519.84	0.00	121,208.18	67.13 %
U CAPITAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
030 CIRCUIT CLERK		1,954,990.00	0.00	1,954,990.00	1,859,271.43	9,941.46	85,777.11	95.61 %
O PERSONNEL		1,601,668.00	0.00	1,601,668.00	1,611,456.28	0.00	(9,788.28)	100.61 %
Q COMMODITIES		113,635.00	(5,400.00)	108,235.00	75,144.28	9,941.46	23,149.26	78.61 %
S SERVICES		186,243.00	49,900.00	236,143.00	172,670.87	0.00	63,472.13	73.12 %
U CAPITAL		53,444.00	(44,500.00)	8,944.00	0.00	0.00	8,944.00	0.00 %
031 CIRCUIT COURT		1,500,153.00	56,284.94	1,556,437.94	1,490,219.83	0.00	66,218.11	95.75 %
O PERSONNEL		852,403.00	0.00	852,403.00	891,528.83	0.00	(39,125.83)	104.59 %
Q COMMODITIES		33,500.00	379.19	33,879.19	23,256.42	0.00	10,622.77	68.64 %
S SERVICES		614,250.00	55,905.75	670,155.75	575,434.58	0.00	94,721.17	85.87 %
W INTERFUND EXPENSE		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %

YTD Available Budget Report

U CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
032 JURY COMMISSION	177,761.00	715.06	178,476.06	138,809.98	0.00	39,666.08	77.78 %
O PERSONNEL	56,225.00	0.00	56,225.00	54,472.90	0.00	1,752.10	96.88 %
Q COMMODITIES	10,836.00	148.50	10,984.50	6,963.78	0.00	4,020.72	63.40 %
S SERVICES	110,700.00	566.56	111,266.56	77,373.30	0.00	33,893.26	69.54 %
U CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
036 PUBLIC DEFENDER	1,845,288.00	18,000.00	1,863,288.00	1,791,140.95	0.00	72,147.05	96.13 %
O PERSONNEL	1,755,795.00	0.00	1,755,795.00	1,709,567.66	0.00	46,227.34	97.37 %
Q COMMODITIES	17,011.00	3,475.00	20,486.00	17,339.41	0.00	3,146.59	84.64 %
S SERVICES	72,482.00	14,525.00	87,007.00	64,233.88	0.00	22,773.12	73.83 %
U CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
040 SHERIFF	7,372,224.00	335,591.15	7,707,815.15	7,802,673.65	36,836.00	(131,694.50)	101.71 %
O PERSONNEL	5,524,564.00	35,133.60	5,559,697.60	5,760,352.91	0.00	(200,655.31)	103.61 %
Q COMMODITIES	295,856.00	49,877.00	345,733.00	308,967.20	0.00	36,765.80	89.37 %
S SERVICES	1,335,304.00	53,333.55	1,388,637.55	1,356,443.03	0.00	32,194.52	97.68 %
U CAPITAL	216,500.00	197,247.00	413,747.00	376,910.51	36,836.00	0.49	100.00 %
041 STATES ATTORNEY	3,109,242.00	30,965.39	3,140,207.39	3,065,247.42	0.00	74,959.97	97.61 %
O PERSONNEL	2,913,697.00	0.00	2,913,697.00	2,844,604.24	0.00	69,092.76	97.63 %
Q COMMODITIES	52,470.00	16,340.34	68,810.34	67,474.54	0.00	1,335.80	98.06 %
S SERVICES	143,075.00	14,625.05	157,700.05	153,168.64	0.00	4,531.41	97.13 %
W INTERFUND EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
U CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
042 CORONER	815,424.00	198,000.00	1,013,424.00	1,022,591.95	0.00	(9,167.95)	100.90 %
O PERSONNEL	545,866.00	0.00	545,866.00	586,607.18	0.00	(40,741.18)	107.46 %
S SERVICES	241,063.00	195,791.42	436,854.42	407,409.36	0.00	29,445.06	93.26 %
Q COMMODITIES	28,495.00	2,208.58	30,703.58	28,575.41	0.00	2,128.17	93.07 %
U CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
043 EMERGENCY MGMT AGCY (EMA)	186,956.00	(2,250.00)	184,706.00	166,485.14	13,478.00	4,742.86	97.43 %
O PERSONNEL	152,265.00	0.00	152,265.00	150,876.69	0.00	1,388.31	99.09 %
Q COMMODITIES	4,924.00	2,350.00	7,274.00	(6,799.42)	13,478.00	595.42	91.82 %
S SERVICES	29,767.00	(4,600.00)	25,167.00	22,407.87	0.00	2,759.13	89.04 %
U CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
051 JUVENILE DETENTION CENTER	2,201,950.00	0.00	2,201,950.00	1,907,933.57	0.00	294,016.43	86.65 %
O PERSONNEL	1,864,664.00	0.00	1,864,664.00	1,597,191.71	0.00	267,472.29	85.66 %
Q COMMODITIES	90,511.00	650.00	91,161.00	78,696.86	0.00	12,464.14	86.33 %
S SERVICES	246,775.00	(650.00)	246,125.00	232,045.00	0.00	14,080.00	94.28 %
U CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
052 COURT SERVICES -PROBATION	2,061,247.00	0.00	2,061,247.00	1,951,305.98	0.00	109,941.02	94.67 %
O PERSONNEL	2,033,192.00	0.00	2,033,192.00	1,930,665.46	0.00	102,526.54	94.96 %
Q COMMODITIES	18,255.00	(230.00)	18,025.00	13,310.51	0.00	4,714.49	73.85 %
S SERVICES	9,800.00	230.00	10,030.00	7,330.01	0.00	2,699.99	73.08 %
U CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
057 DEPUTY SHERIFF MERIT COMM	27,160.00	17,291.00	44,451.00	43,562.66	0.00	888.34	98.00 %
O PERSONNEL	950.00	0.00	950.00	135.00	0.00	815.00	14.21 %
Q COMMODITIES	300.00	(300.00)	0.00	0.00	0.00	0.00	0.00 %
S SERVICES	25,910.00	17,591.00	43,501.00	43,427.66	0.00	73.34	99.83 %
U CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
059 FACILITIES PLANNING	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Y DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
060 HIGHWAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
S SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
071 PUBLIC PROP (PHYS, PLNT, FAC)	4,768,641.00	150,000.00	4,918,641.00	2,752,512.89	0.00	2,166,128.11	55.96 %
O PERSONNEL	1,240,012.00	0.00	1,240,012.00	1,278,924.13	0.00	(38,912.13)	103.14 %
Q COMMODITIES	175,900.00	43,951.68	219,851.68	176,599.94	0.00	43,251.74	80.33 %
S SERVICES	1,339,579.00	106,048.32	1,445,627.32	1,296,988.82	0.00	148,638.50	89.72 %
Y DEBT	183,150.00	0.00	183,150.00	0.00	0.00	183,150.00	0.00 %
W INTERFUND EXPENSE	1,830,000.00	0.00	1,830,000.00	0.00	0.00	1,830,000.00	0.00 %
U CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
072 ADA COMPLIANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
U CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
S SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
075 GENERAL COUNTY	7,362,660.00	1,343,409.51	8,706,069.51	4,882,726.61	0.00	3,823,342.90	56.08 %
O PERSONNEL	4,025,000.00	0.00	4,025,000.00	2,974,090.99	0.00	1,050,909.01	73.89 %
Q COMMODITIES	250,000.00	0.00	250,000.00	249,816.08	0.00	183.92	99.93 %
S SERVICES	389,190.00	1,343,409.51	1,732,599.51	1,658,819.54	0.00	73,779.97	95.74 %
Y DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
W INTERFUND EXPENSE	2,698,470.00	0.00	2,698,470.00	0.00	0.00	2,698,470.00	0.00 %
U CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
077 ZONING AND ENFORCE (P&Z)	558,483.00	0.00	558,483.00	396,365.16	0.00	162,117.84	70.97 %

YTD Available Budget Report

O PERSONNEL	531,481.00	0.00	531,481.00	384,711.97	0.00	146,769.03	72.38 %
Q COMMODITIES	5,125.00	(225.00)	4,900.00	2,459.69	0.00	2,440.31	50.20 %
S SERVICES	21,877.00	225.00	22,102.00	9,193.50	0.00	12,908.50	41.60 %
U CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
124 REGIONAL OFFICE EDUCATION	247,467.00	7,066.00	254,533.00	254,532.80	0.00	0.20	100.00 %
S SERVICES	247,467.00	7,066.00	254,533.00	254,532.80	0.00	0.20	100.00 %
U CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
127 VETERANS ASSISTNC COMSSN	195,259.00	0.00	195,259.00	136,683.31	0.00	58,575.69	70.00 %
O PERSONNEL	71,834.00	0.00	71,834.00	48,247.76	0.00	23,586.24	67.17 %
Q COMMODITIES	825.00	6,000.00	6,825.00	4,762.83	0.00	2,062.17	69.79 %
S SERVICES	122,600.00	(6,000.00)	116,600.00	83,672.72	0.00	32,927.28	71.76 %
U CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
130 CIRC CLK SUPPORT ENFORCE	12,000.00	0.00	12,000.00	0.00	0.00	12,000.00	0.00 %
O PERSONNEL	12,000.00	0.00	12,000.00	0.00	0.00	12,000.00	0.00 %
W INTERFUND EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
U CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
140 CORRECTIONAL CENTER	8,031,097.00	374,819.00	8,405,916.00	8,782,794.46	0.00	(376,878.46)	104.48 %
O PERSONNEL	5,496,264.00	0.00	5,496,264.00	6,131,046.37	0.00	(634,782.37)	111.55 %
Q COMMODITIES	1,056,319.00	(178,942.00)	877,377.00	762,611.36	0.00	114,765.64	86.92 %
S SERVICES	1,478,514.00	553,761.00	2,032,275.00	1,889,136.73	0.00	143,138.27	92.96 %
U CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
141 STS ATTY SUPPORT ENFORCE	416,008.00	(5,965.39)	410,042.61	369,002.30	0.00	41,040.31	89.99 %
O PERSONNEL	402,457.00	0.00	402,457.00	361,432.33	0.00	41,024.67	89.81 %
Q COMMODITIES	10,500.00	(10,052.00)	448.00	376.50	0.00	71.50	83.93 %
S SERVICES	3,051.00	4,086.61	7,137.61	7,193.47	0.00	(55.86)	100.77 %
U CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Grand Total:	50,900,861.00	2,759,881.66	53,660,742.66	46,620,791.14	60,255.46	6,979,696.06	86.99 %



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

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

Steve Summers, County Executive

MEMORANDUM

To: Elly Hanauer-Friedman, Chair of Finance; and
John Farney, Vice-Chair of Finance; and
Honorable Members of the Champaign County Board

From: **Travis Woodcock, Budget Director**

Date: January 13, 2026

Re: **FY24 Audit Update – Information Only**

At the May 13th Committee of the Whole, the County Board directed the County Executive's Office to take the lead on the FY24 Audit. Since that time, the County Executive's Office has been in communication with Clifton, Larson, Allen LLP (CLA) to establish a new timeline, hired temporary staff and consultants, and have started working on items needed to proceed through the audit process.

Staff has spent the past several months fixing issues for FY24 based on tie-outs, which has delayed the trial balance. There has been a large number of items that have needed reviewed, researched, and entered into Munis because the initial entries were done incorrectly or not at all. Each time entries are made to fix these issues, it affects later entries which then need to be reviewed again and potentially updated, and so on. Some of these issues require other departments to research what was supposed to be done in 2024, over a year after the fact. One example is the Executive's Office, the Treasurer's Office, and the bank have spent a significant amount of time looking for a large bank transfer that wasn't booked in Munis. While this is still being researched, it looks like in FY24 it was transferred into, and then in FY25 it was transferred out of, a now closed account. Since the account was closed before the current Treasurer started, no one at the County has access to it, so the bank is looking through their archives to get the County information on the account.

Staff have been in contact with CLA throughout the process. There is a monthly meeting between CLA, the Executive's Office, the Treasurer's Office, and RPC. In addition, the Executive's office has regular phone calls and email discussions with CLA. Due to how far behind everything in FY24 was when the Executive's Office started working on the FY24 audit this summer, the FY24 audit did not get completed in last calendar year. This has always been an unfortunate possibility that has been communicated to the Board from the beginning. Once the FY24 audit is complete, staff will switch focus to the FY25 audit. Work for that audit is already severely behind due to the FY24 audit issues.



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

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

Steve Summers, County Executive

MEMORANDUM

To: Elly Hanauer-Friedman, Chair of Finance; and
John Farney, Vice-Chair of Finance; and
Honorable Members of the Champaign County Board

From: **Brandi Katrein, Finance Specialist**

Date: January 13, 2026

Re: FY24 Audit Update Addendum – Information Only

At the request of the Finance Committee, the following summarizes the primary challenges encountered during the FY24 audit process.

The most significant challenge was the absence of completed reconciliations and tie-outs. Without these, there was a substantial risk that FY24 revenues and expenditures had not been fully or accurately recorded in Munis prior to year-end close.

As reconciliations and tie-outs were performed, staff identified numerous journal entries that were either incorrect or missing entirely. Correcting these entries frequently caused other accounts to fall out of balance, requiring additional research and further adjustments.

While these issues have been noted previously, the overall scope and volume may not have been fully understood:

- **Bank reconciliations:** Most FY24 bank reconciliations had not been started. Approximately 30 non-collector bank accounts require monthly reconciliation.
- **Balance sheet tie-outs:** Only a limited number of accounts had been completed, and only for the first few months of FY24. Each fund contains approximately 40–50 balance sheet objects requiring reconciliation, and there are more than 50 funds in total. Even funds or objects with minimal activity require review and documentation.

In addition, several transactions that are typically recorded on a monthly basis throughout the year were not entered into Munis until after FY24 had already been closed.



SHERIFF DUSTIN D. HEUERMAN

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TO: **Jilmala Rogers, Justice and Social Services Chair**
Ed Sexton, Justice and Social Services Vice Chair

FR: **Sheriff Dustin D. Heuerman**

DA: **December 10, 2025**

RE: **IGA for Multijurisdictional Safety Assessment Management and Mitigation Team**

Please find attached an Intergovernmental Agreement (IGA) for a new multijurisdictional team being created in Champaign County – the Safety Assessment Management and Mitigation Team (SAMM). I am respectfully requesting the County Board review and approve this IGA.

This team combines the resources of the Sheriff's Office, City of Champaign, City of Urbana, and Parkland College to collaboratively identify, assess, and manage potential threats of targeted violence using established behavioral threat assessment and management practices. The SAMM Team will work to interrupt the pathway to violence using evidence-based and behavior-focused strategies, while ensuring interagency coordination and public safety in our community.

My office's participation in SAMM will be part of my employees' regular responsibilities and is not expected to create the need for additional resources from the County.

Please let me know if you have questions.

SAFETY ASSESSMENT MANAGEMENT AND MITIGATION TEAM INTERGOVERNMENTAL AGREEMENT

This Intergovernmental Agreement (“Agreement”) is made and entered into on the date last executed by and between the City of Champaign (“Champaign”), the City of Urbana (“Urbana”), Champaign County (“County”), and Parkland Community College District No. 505 (Parkland) hereinafter individually referred to as a “Party” and collectively referred to as the “Parties.”

WHEREAS, each of the Parties is a body politic organized, operating, and maintaining offices within Champaign County, Illinois.

WHEREAS, Section 10 of Article VII of the Illinois Constitution and the Intergovernmental Cooperation Act, 5 ILCS 220/1, *et seq.*, provide for and enable the Parties to enter into cooperative agreements among themselves.

WHEREAS, Champaign has created a Safety Assessment Management and Mitigation Team (“SAMM Team”) Framework and accompanying policy.

WHEREAS, the Parties wish to participate in sharing law enforcement resources, including sworn personnel, non-sworn personnel, and agency tools, to assist with the implementation and activity of the SAMM Team.

WHEREAS, the Parties seek to enter into this Agreement to set forth the conditions and responsibilities of the cooperation between agencies for the operation of the SAMM Team.

WHEREAS, the Parties wish as a Team to enter into Memorandums of Understanding and Private Partnership Agreements with other community partners to assist with the work of the team.

NOW, THEREFORE, the Parties agree as follows:

Section 1. Purpose of Agreement.

(a) This Agreement is entered into for the purpose of creating and maintaining a multidisciplinary Safety Assessment Management and Mitigation (SAMM) Team. This agreement is intended to govern the operations, responsibilities, and oversight of the SAMM Team.

(b) The SAMM Team is established to collaboratively identify, assess, and manage potential threats of targeted violence using behavioral threat assessment and management (BTAM) practices. The SAMM Team will work to interrupt the pathway to violence using evidence-based and behavior-focused strategies, while ensuring interagency coordination and public safety.

Section 2. Definitions.

(a) Behavioral Threat Assessment Initial Documentation (Triage Document): The initial assessment document is completed upon receipt of a threat. This document is reviewed by at least three members of the SAMM Team at the triage stage to determine if a full threat assessment will be conducted.

(b) Behavioral Threat Assessment and Management (BTAM): The set of investigative and operational techniques used by law enforcement professionals to identify, assess, and manage the risks of targeted violence and its potential perpetrators.

(c) Behavioral Threat Assessment Process: A multi-step process designed to prevent and mitigate targeted violence, used to guide law enforcement and practitioners through a case in an organized manner.

(d) Final Assessment: The assessment tool encompassing specific areas of concern noted, evaluated, and assessed by the SAMM Team to provide a complete assessment of the person of concern. Team members should discuss the behavioral evidence gathered, resolve any disagreements that may arise, and evaluate the items based on the agreement of the team members. Teams should consider all the behavioral evidence available, as well as any additional behavioral evidence that would be needed to assess the item.

(e) Intelligence Analyst: A team member tasked with researching and analyzing potential criminal activity, the person(s) of concern, and incident data.

(f) Lead Agency: The party or jurisdiction designated by this Agreement as the party having oversight and coordination responsibilities for operations on an ongoing basis in accordance with the policies of the SAMM Team.

(g) Management Plan: The plan developed by the SAMM Team, in coordination with partner agencies, is designed to provide stakeholders with a set of suggestions to manage the person of concern and, more importantly, the behaviors exhibited by the person of concern.

(h) Mitigation: Contacting a person of concern or persons connected to the person of concern, including, but not limited to, family, friends, coworkers, and neighbors, to intervene or interrupt the movement along the pathway to targeted violence.

(i) Pathway to Violence: The pathway to violence is an observable and recognizable pattern of behavior that may indicate or warn of increasing potential for targeted violence. Each person of concern's pathway to violence will be different depending on timing, behaviors, and sequence. The pathway to violence includes the person of concern's grievance, violent ideation, research and planning, preparation, breach, and attack (the act of targeted violence). The objective of the SAMM process is to interrupt the pathway to violence.

(j) Person of Concern: An individual who has made a concerning communication and has been identified through triage as "on the pathway to targeted violence". The person of concern is the subject of the SAMM triage, assessment, final assessment, and management plan.

(k) Program Manager: A Lead Agency employee responsible for the SAMM Team's operating and management decisions.

(l) Practitioners: Non-sworn threat assessment team members from a medical or mental health discipline who have completed end-user training in Threat Behavior and Reporting. Practitioners shall be licensed to practice in one or more of the following fields: Social Work (LCSW), Psychology (PSY, PsyD), and Psychiatry (MD, Ph.D., CADC).

(m) Purchase: The obtaining of equipment, resources, and materials for use by the SAMM Team.

(n) SAMM Team: A multi-disciplinary partnership of individuals who represent a broad range of skills, perspectives, and attitudes to assess and manage threats within the SAMM process. The SAMM Team will include, but is not limited to, sworn officers, legal counsel, intelligence analysts, mental health professionals, and practitioners.

(o) Sources of Information: Behavioral evidence used in the threat assessment shall be collected from multiple sources across contexts (e.g., home, school, work, social media, etc.) to increase the accuracy of the findings. When possible, the team should document inconsistent findings and weigh the data gathered when scoring items.

(p) Structured Professional Judgement Tool: An analytical method used to understand and mitigate the risk for interpersonal violence posed by individual people that is discretionary in essence but relies on evidence-based guidelines to systematize the exercise of discretion.

(q) Sworn SAMM Team Members: Sworn law enforcement officers trained to complete criminal investigations, BTAM assessments, and/or threat assessments into persons of concern involving threats received by the SAMM Team.

(r) Targeted Violence: A case where an identifiable person intentionally carries out an act of violence against a preselected target. The violence is often based on situational and environmental factors, psychological predispositions, prior experiences and interactions, and stressors and precipitating events.

(s) Threat: Any communication knowingly delivered or conveyed, either directly or indirectly, and by any means, containing a threat that would place an employee or person(s) in reasonable apprehension of immediate or future bodily harm, restraint, confinement, or damage to one's property.

Section 3. SAMM Team Created. The parties hereby authorize and direct the Lead Agency to operate pursuant to this Agreement, and the Lead Agency hereby agrees to organize pursuant to this Agreement a SAMM Team, a multi-disciplinary partnership of individuals who represent a broad range of skills, perspectives, and attitudes to assess and manage threats within the SAMM process. The SAMM Team will include but is not limited to sworn officers, legal counsel, intelligence analysts, mental health professionals, and practitioners. Services from the SAMM Team and access to personnel, resources and equipment shall be in accordance with this Agreement. The SAMM Team shall be subject to the Lead Agency's policies and procedures, except as otherwise specified in this Agreement.

Section 4. SAMM Team Services. The SAMM Team will provide multidisciplinary services aimed at the early identification, assessment, and management of potential threats of targeted violence. These services are designed to ensure a consistent, coordinated, and lawful approach to threat assessment and mitigation across all participating jurisdictions.

- a) Receive, triage, and assess threats or communications of concern.
- b) Collaborate with participating agencies and external partners to gather and evaluate behavioral information.
- c) Conduct Behavioral Threat Assessments (BTAs) using structured professional judgment tools.
- d) Identify indicators of risk, including grievances, ideation, planning, preparation, and access to weapons.
- e) Develop and implement management and mitigation plans to interrupt the pathway to violence.
- f) Share information appropriately with law enforcement, legal, and mental health partners consistent with law and policy.
- g) Provide non-clinical recommendations and strategies for intervention and threat management.
- h) Conduct post-assessment briefings with requesting agencies while protecting sensitive information.
- i) Participate in regular case reviews, data collection, and documentation within the Public Safety Records Management System (PSRMS).
- j) Promote community safety through proactive, evidence-based threat management practices.

Section 5. Policy and Procedures. All SAMM Team members will follow the procedures established in Champaign Police Department Policy 1.12, as well as all the agreements made herein. Nothing in this MOU shall supersede any collective bargaining agreement, personnel policies, or intergovernmental agreements in effect for any participating agency.

Section 6. Lead Agency Designated. The Lead Agency shall initially be the City of Champaign, Illinois, subject to any subsequent change as agreed to by all Parties.

Section 7. Lead Agency Duties. The Lead Agency shall provide oversight and coordination for the general operation of the SAMM Team and its affairs in accordance with this Agreement. These duties include, but are not limited to:

- (a) Employing and appointing a Program Manager who will oversee the day-to-day operations, training coordination, and general supervision of the SAMM Team cases;
- (b) Keep the records regarding all SAMM Team investigations and cases pursuant to Lead Agency policies;

- (c) Execute all intergovernmental agreements, private partnership agreements, and memorandums of understanding on behalf of the SAMM Team.
- (d) Have the authority to unilaterally execute amendments to this agreement to add Parties, solely for the purpose of adding additional governmental entities that wish to provide team members from a municipal law enforcement agency.

Section 8. Team Structure and Oversight.

- (a) Each agency shall designate personnel to serve as SAMM Team members.
- (b) Each agency retains responsibility for the direct supervision and discipline of its personnel assigned to the SAMM Team.
- (c) A Program Manager, employed and appointed by the Lead Agency, will oversee the day-to-day operations, training coordination, and quality assurance of the SAMM Team.
- (d) SAMM Team operations will be guided by triage meetings on an as-needed basis and scheduled reviews of cases.
- (e) All SAMM Team members must complete initial training in Behavioral Threat Assessment and Management (BTAM).
- (f) Members will also complete annual supplemental training as coordinated by the Program Manager and their respective agency.
- (g) Each participating agency will be solely responsible for the salary, benefits, workers' compensation, insurance coverage, and any overtime compensation of its employees assigned to the SAMM Team.
- (h) Any liability arising from the acts or omissions of a SAMM Team member shall be the sole responsibility of that member's agency.
- (i) Costs associated with training, travel, and equipment will be borne by the employing agency unless otherwise agreed upon in writing.

Section 9. Purchases. Each participating agency may independently purchase equipment, resources, and materials for use by the SAMM Team in accordance with its respective agency's purchasing policies and procedures. Any such purchases will remain the property of, and under the ownership of, the purchasing agency. Maintenance, replacement, or disposal of such items will likewise be the responsibility of the purchasing agency.

If two or more agencies elect to make a joint purchase for shared use by the SAMM Team, the terms of that purchase, including the total cost, the proportionate share to be paid by each agency, and the ownership and control of the purchased items, shall be documented and agreed upon by all participating agencies in writing prior to the purchase being made. Ownership and responsibility for the jointly acquired equipment, resources, or materials will be determined by this written agreement.

Section 10. Termination by Parties. A party may terminate its participation in this Agreement by giving written notice to each of the other parties. Such notice shall be at least sixty (60) days before the desired termination date.

Section 11. Amendments. This Agreement may be amended in writing at any time by mutual agreement of all of the Parties to the Agreement. Amendments shall refer back to this Agreement and to subsequent amendments, if any, on the same subject and shall specify the language to be changed or to be added. The Lead Agency shall have the authority to unilaterally execute amendments to this agreement to add Parties, solely for the purpose of adding additional governmental entities that wish to provide team members from a municipal law enforcement agency.

Section 12. Mutual Indemnification. Each party hereby agrees to indemnify, defend, and hold the other party harmless from any and all claims, demands, costs, liabilities, losses, expenses and damages (including reasonable attorneys' fees and costs) arising out of or in connection with any claim that, taking the claimant's allegations to be true, would result in a breach by the indemnifying party of any of its contractual responsibilities described herein.

Section 13. Signatures. This Agreement may be executed in counterparts, each of which shall be deemed an original. Facsimile, PDF, or other electronic signature (e.g., DocuSign) shall be deemed to have the same legal effect as an original ink signature.

Section 14. Effective Date and Binding Effect: This Agreement shall take effect and become binding upon the signing parties as soon as it has been executed by at least two participating entities. Each additional entity that subsequently signs this Agreement shall become party hereto, and the Agreement shall take effect and become binding upon that entity as of the date of its signature.

IN WITNESS WHEREOF, the Parties have hereunto set their hands and seals to this Agreement on the dates appearing below.

CITY OF CHAMPAIGN

By: _____
Joan Walls, City Manager

Dated: _____

Attest: _____
City Clerk

Approved as to form:

Assistant City Attorney

CITY OF URBANA

By: _____
DeShawn Williams, Mayor

Dated: _____

Attest: _____
City Clerk

Approved as to form:

City Attorney

COUNTY OF CHAMPAIGN

By: _____
County Executive

Dated: _____

Attest: _____
County Clerk

Approved as to form:

State's Attorney

PARKLAND COMMUNITY COLLEGE DISTRICT NO. 505

By: _____

Dated: _____

Attest: _____

Approved as to form: