



**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE**

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

County of Champaign, Urbana, Illinois

Tuesday, January 14, 2025 at 6:30 p.m.

Shields-Carter Meeting Room

Brookens Administrative Center

1776 East Washington Street, Urbana, Illinois

Agenda Items

Page #'s

I. Call to Order

II. Roll Call

III. Approval of Agenda/Addenda

IV. Approval of Minutes

A. November 12, 2024 – Regular Meeting

1-6

V. Public Participation

VI. Communications

VII. Justice and Social Services

A. Monthly Reports – All reports are available on each department’s webpage through the department reports page at: <http://www.co.champaign.il.us/CountyBoard/Reports.php>

- Probation & Court Services – July, August, September, October & November 2024 & 3rd Quarter Statistics
- Emergency Management Agency – November & December 2024
- Public Defender – November & December 2024
- Animal Control – October 2024

B. Rosecrance Re-Entry Reports (*information only*)

- Financial Report – October & November 2024
- Program Report – October & November 2024

7-8

9-14

C. Circuit Clerk

1. Amendment to Professional Services Agreement between Champaign County and Berry, Dunn, McNeil & Parker, LLC

15-24

D. Other Business

D. Chair’s Report

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

VIII. Finance

A. Budget Amendments/Transfers

1. Budget Amendment BUA 2024/12/744
Fund 2091 Animal Control / Dept 047 Animal Control
Increased Appropriations: \$32,450
Increased Revenue: \$0
Reason: Additional funds required to pay retiring employee payout.

25-26

2. Budget Amendment BUA 2024/12/771 27-28
Fund 1080 General Corporate / Dept 071 Physical Plant
Increased Appropriations: \$53,745.31
Increased Revenue: \$0
Reason: Additional funds required to pay retiring employee payout.

3. Budget Amendment BUA 2024/12/816 29-31
Fund 1080 General Corporate / Dept 041 State's Attorney
Increased Appropriations: \$25,000
Increased Revenue: \$0
Reason: Additional funding required for outstanding invoices.

4. Budget Amendment BUA 2025/1/21 32-33
Fund 2109 Indoor Climate Resources Agency / Dept 932 Indoor Climate Resources Agency
Increased Appropriations: \$3,649,631
Increased Revenue: \$3,649,631
Reason: Appropriation of grant funds for the Indoor Climate Research & Training Division of the RPC.

5. Budget Amendment BUA 2025/1/30 34-35
Fund 1080 General Corporate / Dept 40 Sheriff
Increased Appropriations: \$62,676.55
Increased Revenue: \$62,676.55
Reason: Appropriation of grant funds from the Illinois Law Enforcement Training and Standards Board.

6. Budget Amendment BUA 2025/1/60 36-37
Fund 1080 General Corporate / Dept 140 Correctional Center
Increased Appropriations: \$375,000
Increased Revenue: \$0
Reason: The jail consolidation project was not completed by the end of FY2024, as originally planned. Additional funds are required for out of county boarding in FY2025 until the project is completed.

B. Auditor

1. Monthly Report – October 2024 – Reports are available on the Auditor's webpage at: <http://www.co.champaign.il.us/auditor/countyboardreports.php>

C. Treasurer

1. Monthly Report – October & November 2024 – Reports are available on the Treasurer's webpage at: <https://www.co.champaign.il.us/treasurer/reports.php>

2. Resolution Authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of Purchase, permanent parcel 30-056-0096 38

3. Resolution Authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of Purchase, permanent parcel 30-059-0050 39

4. Resolution Authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of Purchase, permanent parcel 14-018-0003 40

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| D. County Executive | |
| 1. Establishing a Capital Asset Policy | 41-48 |
| 2. Resolution Adopting and Authorizing Intergovernmental Agreements for Computer Assisted Mass Appraisal Software (CAMA) | 49-52 |
| E. <u>Regional Planning Commission</u> | |
| 1. Approving the Application for, and if awarded, acceptance of the COBotics for Attic Technical Testing and Infiltration Control Grant (DE-EE0011592) | 53-58 |
| 2. Approving the Application for, and if awarded, acceptance of the Illinois Building Electrification Research Subaward | 59-60 |
| 3. Approving the Application for, and if awarded, acceptance of the Residential Energy Auditor Training Grant | 61-62 |
| F. <u>Other Business</u> | |
| G. <u>Chair’s Report</u> | |
| H. <u>Designation of Items to be Placed on the Consent Agenda</u> | |
| IX. <u>Policy, Personnel, & Appointments</u> | |
| A. County Executive | |
| 1. Monthly HR Report – November & December 2024 | 63-74 |
| 2. Appointments/Reappointments (<i>italics indicates incumbent</i>) | |
| a. Resolution Appointing <i>Doug Stierwalt</i> to the Two Mile Slough, unexpired term ending 08/31/2027 | 75 |
| b. Resolution Appointing Alicia Beck to the Rural Transit Advisory Group, term 1/1/2025-12/31/2025 | 76 |
| c. Resolution Appointing <i>Rick Williams</i> to the Rural Transit Advisory Group, term 1/1/2025-12/31/2026 | 77 |
| d. Resolution Appointing <i>Martha Newton</i> to the Rural Transit Advisory Group, term 1/1/2025-12/31/2026 | 78-79 |
| e. Resolution Appointing <i>Wendy Hundley</i> to the Rural Transit Advisory Group, term 1/1/2025-12/31/2026 | 80 |
| f. Resolution Appointing <i>Ashley Richey</i> to the Rural Transit Advisory Group, term 1/1/2025-12/31/2026 | 81 |
| g. Resolution Appointing Jon Kelly as the Regional Superintendent of Schools for Champaign and Ford Counties, unexpired term 3/1/2025-6/30/2027 | 82 |
| h. Resolution Appointing County Board Liaisons | 83 |

- i. 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> (*information only*)

- j. Applications for open appointments (*information only*) 84-89

- B. County Clerk
 - 1. Fee Reports
 - Monthly Reports – November & December 2024 90-91
 - Semi-Annual Report – July-December 2024 92

- C. County Board
 - 1. Changes to County Board Rules 93-114
 - a. Listing Presentations in Order of Business
 - b. Clarifying Presentation Designation in Order of Business
 - c. Communications Location
 - d. Public Participation for Department Heads
 - e. Public Participation – Engaging in Dialogue

- D. Other Business

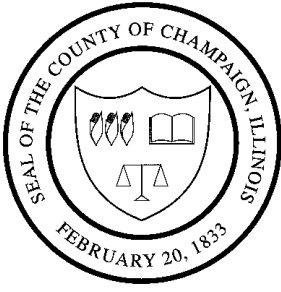
- E. Chair’s Report

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

- X. **Other Business**

- XI. **Adjournment**

All meetings are at Brookens Administrative Center – 1776 E Washington Street in Urbana – unless otherwise noted. To enter Brookens after 4:30 p.m., enter at the north (rear) entrance located off Lierman Avenue. Champaign County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities. Please contact 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, November 12, 2024 at 6:30 p.m.

Shields-Carter Meeting Room

Brookens Administrative Center

1776 East Washington Street, Urbana, Illinois

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MINUTES – Subject to Approval

Members Present: Aaron Esry, Stephanie Fortado, Carolyn Greer, Jennifer Locke, Jenny Lokshin, Diane Michaels, Donald Owen, Brett Peugh, Jilmala Rogers, Mike Smith, Chris Stohr, Jennifer Straub, Leah Taylor, Eric Thorsland, Bethany Vanichtheeranont, Jeff Wilson and Samantha Carter

Members Absent: Lorraine Cowart, John Farney, Elly Hanauer-Friedman, Emily Rodriguez, and Tom ‘Ed’ Sexton

Others Present: Steve Summers (County Executive), Michelle Jett (Director of Administration), Travis Woodcock (Budget Director), Liz Pollok (Public Defender), George Danos (Auditor), Tami Ogden (RPC – Director of Operations), Brandi Granse (RPC – Head Start Director) and Megan Robison (Recording Secretary)

Agenda Items

I. Call to Order

Chair Carter called the meeting to order at 6:31 p.m.

II. Roll Call

Roll Call was taken, and a quorum was declared present.

III. Approval of Agenda/Addenda

MOTION by Mr. Thorsland to approve the agenda; seconded by Ms. Vanichtheeranont.

MOTION by Mr. Stohr to **AMEND** the agenda to correct the numbering under item VII. A; seconded by Ms. Fortado. Upon vote, the **MOTION to AMEND CARRIED** unanimously.

Upon vote, the **MOTION to approve the agenda as amended CARRIED** unanimously.

IV. Approval of Minutes

A. October 15, 2024 – Regular Meeting

MOTION by Ms. Locke to approve the minutes of October 15, 2024; seconded by Ms. Lokshin. Upon vote, the **MOTION CARRIED** unanimously.

V. Public Participation

John Bambenek, representing the find-out wing of Champaign County politics, came to point out a few things from the sales tax referendum. He called the County a dysfunctional unit of government and the reason why they were not able to pass the sales tax referendum. He does not believe the campaign materials were legal, the State Board of Elections ruled they do not have jurisdiction on that matter, and he is speaking to the Attorney General. He stated this has prompted a need to change legislation. He will also be collecting signatures to add the question of removing the County Executive position to the 2026 ballot.

58 **VI. Communications**

59
60 Mr. Stohr stated that November 19th is World Toilet Day. This is something that is highly desired in third
61 world countries and he wanted to remind everyone of the luxuries we have here.

62
63 Mr. Thorsland mentioned that some of the live-streamed videos did not have any audio. Our County IT found
64 the issue and they have fixed the problem. He appreciates the citizens letting us know.

65
66 Ms. Straub reminded everyone that Cunningham Township is collecting gently used winter coats, hats and
67 gloves.

68
69 Ms. Locke gave details of a mixer being held by Experience Champaign Urbana for people that are new to the
70 area. She also reminded Board Members that if they have discussion about closed session minutes, they will
71 need to enter closed session to do so.

72
73 Ms. Carter thanked the Veteran's and stated she was unable to attend any events but wanted to express her
74 thanks to everyone that has served.

75
76 **VII. Finance**

77 **A. Budget Amendments/Transfers**

78 1. Budget Amendment BUA 2024/11/38
79 Fund 2634 Public Defender Grant Fund / Dept 036 Public Defender
80 Increased Appropriations: \$157,422.41
81 Increased Revenue: \$157,422.41
82 Reason: Appropriation of grant funds from AOIC.

83 2. Budget Amendment BUA 2024/11/41
84 Fund 1080 General Corporate / Dept 031 Circuit Court
85 Increased Appropriations: \$26,102.17
86 Increased Revenue: \$26,102.17
87 Reason: Appropriation of grant funds from AOIC.

88
89 **OMNIBUS MOTION** by Ms. Michaels to recommend County Board approval of resolutions approving
90 budget amendment BUA 2024/11/38 and BUA 2024/11/41; seconded by Mr. Esry. Upon vote, the **MOTION**
91 **CARRIED** unanimously.

92
93 **B. Auditor**

94 1. Reports are available on the Auditor's webpage
95 • September 2024 Monthly Report
96 • 2024 Third Quarterly Report
97

98 Received and placed on file – Discussion followed regarding the status of the FY2023 Audit. They will be
99 bringing the results of the Audit to the December County Board meeting. This does mean they will not be
100 done by the end of the month and will cross the 60-day penalty threshold. The Auditor was not concerned but
101 would let everyone know if they experience a delay in payments. Ms. Fortado asked Auditor Danos to let
102 them know by Friday, so they can offer a liquidity float to RPC if needed.

103
104 Mr. Thorsland asked about the payroll recording issue that was caught by Mr. Smith in RPC and asked why
105 this wasn't caught by the Auditor's Office. Auditor Danos believes this was just an IT Coding issue but didn't
106 know the details. Ms. Taylor was concerned about this oversight from a watchdog perspective. Ms. Fortado
107 encouraged everyone to read the reports and noted a few other items that were not recorded correctly. Ms.
108 Michaels asked the Auditor if he will be correcting reports, he would see if they could run the reports again.

109 Ms. Jett asked for clarity on the payroll recording issue and Auditor Danos stated he needs to have additional
110 conversations and he would be able to explain in better detail later this week. Ms. Fortado asked the Auditor
111 to come to the December meeting with the additional information he gathers about this issue.
112

113 Mr. Wilson asked about the penalties, and it was explained that they may or may not experience locks on
114 execution of new grants, cannot pull administrative fees and the stop payment gets more serious. Ms. Fortado
115 explained why these penalties can be a big deal for RPC and Auditor Danos stated that at the very most, we
116 would only see one month worth of delays.
117

118 Ms. Carter asked how the search for new staff has been going and Auditor Danos explained that he will be
119 having an interview with a very well-qualified candidate this week.
120

121 C. Treasurer

- 122 1. Monthly Report – September 2024 – Reports are available on the Treasurer’s webpage
123

124 Received and placed on file
125

- 126 2. Resolution Authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of
127 Purchase, permanent parcel 15-025-0102
128 3. Resolution Authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of
129 Purchase, permanent parcel 14-019-0031
130 4. Resolution Authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of
131 Purchase, permanent parcel 20-032-0213
132

133 **OMNIBUS MOTION** by Mr. Thorsland to recommend County Board approval of resolutions authorizing
134 the County Executive to assign mobile home tax sale certificate of purchases for the above-mentioned parcels;
135 seconded by Ms. Vanichtheeranont. Upon vote, the **MOTION CARRIED** unanimously.
136

137 D. County Executive

- 138 1. Request approval of Property, Auto, Liability, Workers’ Compensation and Cyber Security Insurance
139 Policies
140

141 **MOTION** by Mr. Smith to recommend County Board approval of a resolution approving the property, auto,
142 liability, workers’ compensation and cyber security insurance policies; seconded by Ms. Locke. Upon vote,
143 the **MOTION CARRIED** unanimously.
144

- 145 2. Annual Tax Levy Ordinance
146

147 **MOTION** by Ms. Straub to recommend County Board approval of an ordinance approving the annual tax
148 levy; seconded by Ms. Lokshin. Upon vote, the **MOTION CARRIED** unanimously.
149

- 150 3. Annual Budget & Appropriation Ordinance
151

152 **MOTION** by Mr. Smith to recommend County Board approval of an ordinance approving the annual budget
153 and appropriations; seconded by Ms. Greer. Upon vote, the **MOTION CARRIED** unanimously.
154

155 E. Regional Planning Commission

- 156 1. Approving the Application for, and if awarded, acceptance of the Head Start and Early Head Start
157 Grant for Champaign County (05CH011410)
158 2. Approving the Application for, and if awarded, acceptance of the Early Head Start Expansion Grant
159 for Champaign County (05HP000539)

- 160 3. Approving the Application for, and if awarded, acceptance of the Head Start and Early Head Start
161 Grant for Ford, Iroquois and Vermilion Counties (05CH012823)
162 4. Approving the Application for, and if awarded, acceptance of the Head Start and Early Head Start
163 Additional Funding Grant (HHS-2025-ACF-OHS-CH-0124)
164

165 **OMNIBUS MOTION** by Mr. Owen to recommend County Board approval of resolutions approving the
166 application for, and if awarded, acceptance of the Head Start and Early Head Start Grant for Champaign
167 County, Early Head Start Expansion Grant, Head Start and Early Head Start Grant for Ford, Iroquois and
168 Vermilion Counties and Head Start and Early Head Start Additional Funding Grant; seconded by Ms.
169 Michael. Upon vote, the **MOTION CARRIED** unanimously.
170

171 F. Other Business

- 172 1. Semi-Annual Closed Session Minutes Review
173

174 **MOTION** by Ms. Locke to follow the State’s Attorney’s recommendation for all closed session minutes to
175 remain closed; seconded by Mr. Esry. Upon vote, the **MOTION CARRIED** unanimously.
176

177 G. Chair’s Report
178

179 Chair Fortado let everyone know she would not be able to attend the November County Board
180 meeting.

181 H. Designation of Items to be Placed on the Consent Agenda
182

- 183 VII. A. 1-2, C. 2-4, D. 1, E. 1-4
184

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

186 A. County Executive

- 187 1. Monthly HR Report – October 2024
188

189 Received and placed on file
190

- 191 2. Appointments/Reappointments (*italics indicates incumbent*)

- 192 a. Resolution Appointing Bryan Holderfield to the Zoning Board of Appeals, term 12/1/2024-
193 11/30/2029
194

195 **MOTION** by Ms. Rogers to recommend County Board approval of a resolution appointing Bryan Holderfield
196 to the Zoning Board of Appeals; seconded by Mr. Smith. Upon vote, the **MOTION CARRIED** unanimously.
197

- 198 b. Resolution Appointing Chelsea Angelo as the Interim Animal Control Administrator, term ending
199 February 28, 2025
200

201 **MOTION** by Ms. Straub to recommend County Board approval of a resolution appointing Chelsea Angelo as
202 the Interim Animal Control Administrator; seconded by Ms. Taylor. Mr. Stohr spoke about the commendable
203 work Ms. Angelo is doing and stated they need money for more training. Upon vote, the **MOTION**
204 **CARRIED** unanimously.
205

- 206 c. Currently vacant appointments – full list and information is available on the County’s website
207

208 Information only
209
210

211 d. Applications for open appointments

212

213 Information only

214

215 3. Request approval of the 2025 Holiday Calendar

216

217 **MOTION** by Ms. Carter to recommend County Board approval of a resolution approving the 2025 holiday
218 calendar; seconded by Ms. Locke. Discussion continued about possibly offering a floating holiday in the
219 future. Upon vote, the **MOTION CARRIED** unanimously.

220

221 4. Request approval of the 2025 County Board Calendar of Meetings

222

223 **MOTION** by Mr. Esry to recommend County Board approval of a resolution approving the 2025
224 County Board Calendar of Meetings; seconded by Ms. Vanichtheeranont. Discussion continued about
225 the September Special Finance Meeting landing on a holiday.

226 **MOTION to AMEND** by Ms. Locke to move the September Special Finance Meeting to September
227 30, 2025; seconded by Ms. Michaels. Upon vote, the **MOTION to AMEND CARRIED**
228 unanimously.

229 Upon vote, the **AMENDED MOTION CARRIED** unanimously.

230

231 B. County Clerk

232 1. Monthly Fee Reports – October 2024

233

234 Received and placed on file

235

236 C. Sheriff

237 1. Sheriff’s Merit Commission Appointment

238

239 **MOTION** by Mr. Thorsland to recommend County Board approval of a resolution appointing Cynthia
240 Cunningham to the Sheriff’s Merit Commission; seconded by Ms. Straub. Upon vote, the **MOTION**
241 **CARRIED** unanimously.

242

243 D. Other Business

244 1. Semi-Annual Closed Session Minutes Review

245

246 **MOTION** by Ms. Locke to follow the State’s Attorney’s recommendation for all closed session minutes to
247 remain closed; seconded by Ms. Greer. Upon vote, the **MOTION CARRIED** unanimously.

248

249 E. Chair’s Report

250

251 None

252

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

254

255 VIII. A. 2a-b, 3, 4, C. 1

256

257 **IX. Justice and Social Services**

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

260 • Emergency Management Agency – October 2024

261 • Public Defender – October 2024

- 262 • Animal Control – September 2024
263 • Veteran’s Assistance Commission – June, July, August & September 2024
264

265 Received and placed on file
266

- 267 B. Rosecrance Re-Entry Reports
268 • Financial Report – September 2024
269 • Program Report – September 2024
270

271 Information only
272

- 273 C. Other Business
274 1. Semi-Annual Closed Session Minutes Review
275

276 **MOTION** by Ms. Locke to follow the State’s Attorney’s recommendation for all closed session minutes to
277 remain closed; seconded by Ms. Lokshin. Upon vote, the **MOTION CARRIED** unanimously.
278

- 279 D. Chair’s Report
280

281 Ms. Taylor mentioned the upcoming resolution to name the adult detention center and stated that ceremony
282 information will be forthcoming.
283

- 284 E. Designation of Items to be Placed on the Consent Agenda
285

286 None
287

288 **X. Other Business**

- 289 A. Approval of Closed Session Minutes
290 1. October 15, 2024 – Regular Meeting
291

292 **MOTION** by Ms. Locke to approve the closed session minutes of October 15, 2024; seconded by Ms. Taylor.
293 Upon vote, the **MOTION CARRIED** unanimously.
294

295 **XI. Adjournment**

296 Chair Carter adjourned the meeting at 7:40 p.m.
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301

| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Total YTD |
|--------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|
| 1. Personnel Costs | \$21,549 | \$20,698 | \$22,752 | \$21,514 | \$22,547 | \$21,279 | \$23,461 | \$22,853 | \$18,391 | \$21,211 | \$216,255 |
| 2. Payroll Taxes/Benefits | \$5,548 | \$4,466 | \$5,135 | \$5,996 | \$6,491 | \$5,962 | \$7,915 | \$7,852 | \$807 | \$6,416 | \$56,588 |
| Computer Hardware & Software | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Property Insurance | \$32 | \$32 | \$32 | \$32 | \$32 | \$32 | \$32 | \$32 | \$32 | \$32 | \$320 |
| Building & Grounds Maintenance | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Utilities | \$338 | \$123 | \$76 | \$88 | \$69 | \$83 | \$127 | \$138 | \$156 | \$877 | \$2,075 |
| Janitorial Service | \$2,300 | \$163 | \$207 | \$179 | \$196 | \$192 | \$285 | \$181 | \$184 | \$230 | \$4,117 |
| Equip Maintenance Agreements | \$50 | \$250 | \$36 | \$50 | \$83 | \$496 | \$144 | \$147 | \$147 | \$125 | \$1,528 |
| Depreciation | \$250 | \$258 | \$240 | \$2,382 | \$226 | \$2,077 | \$207 | \$180 | \$180 | \$180 | \$6,180 |
| Total Occupancy | \$2,970 | \$826 | \$591 | \$2,731 | \$606 | \$2,880 | \$795 | \$678 | \$699 | \$1,444 | \$14,220 |
| Office Supplies | \$234 | \$51 | \$169 | \$89 | \$178 | \$125 | \$130 | \$74 | \$159 | \$104 | \$1,313 |
| Contractual / Professional Fees | \$418 | \$488 | \$586 | \$507 | \$454 | \$599 | \$398 | \$560 | \$501 | \$468 | \$4,979 |
| Travel / Training | \$346 | \$173 | \$1,300 | \$612 | \$525 | \$528 | \$312 | \$634 | \$841 | \$344 | \$5,615 |
| Client Assistance | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Other Rent | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Telephone / Cell Phone | \$259 | \$271 | \$267 | \$257 | \$251 | \$242 | \$252 | \$270 | \$356 | \$356 | \$2,781 |
| Liability / Malpractice Insurance | \$338 | \$354 | \$344 | \$344 | \$344 | \$336 | \$336 | \$336 | \$336 | \$330 | \$3,398 |
| Moving & Recruiting | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Program Expenses | \$31,662 | \$27,327 | \$31,144 | \$32,050 | \$31,396 | \$31,951 | \$33,599 | \$33,257 | \$22,090 | \$30,673 | \$305,149 |
| ALLOCATED M&G | \$6,095 | \$6,082 | \$11,075 | \$7,852 | \$8,047 | \$4,542 | \$6,901 | \$7,243 | \$6,974 | \$7,550 | \$72,361 |
| TOTAL EXPENSE | \$37,757 | \$33,409 | \$42,219 | \$39,902 | \$39,443 | \$36,493 | \$40,500 | \$40,500 | \$29,064 | \$38,223 | \$377,510 |
| Re-Entry Indirect - 11.9% Max | | | | | | | | | | | |
| Max M&G Allowed | \$4,277 | \$3,691 | \$4,207 | \$4,329 | \$4,241 | \$4,316 | \$4,538 | \$4,492 | \$2,984 | \$4,143 | \$41,218 |
| Champaign County Total | \$35,939 | \$31,018 | \$35,351 | \$36,379 | \$35,637 | \$36,267 | \$38,137 | \$37,749 | \$25,074 | \$34,816 | \$346,367 |
| Champaign County Paid | \$8,333 | \$8,333 | \$8,333 | \$8,333 | \$8,333 | \$8,333 | \$8,333 | \$8,333 | \$8,333 | \$8,333 | \$83,333 |

| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Total YTD |
|--------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|
| 1. Personnel Costs | \$21,549 | \$20,698 | \$22,752 | \$21,514 | \$22,547 | \$21,279 | \$23,461 | \$22,853 | \$18,391 | \$21,211 | \$22,756 | \$239,011 |
| 2. Payroll Taxes/Benefits | \$5,548 | \$4,466 | \$5,135 | \$5,996 | \$6,491 | \$5,962 | \$7,915 | \$7,852 | \$807 | \$6,416 | \$6,480 | \$63,068 |
| Computer Hardware & Software | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Property Insurance | \$32 | \$32 | \$32 | \$32 | \$32 | \$32 | \$32 | \$32 | \$32 | \$32 | \$30 | \$350 |
| Building & Grounds Maintenance | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Utilities | \$338 | \$123 | \$76 | \$88 | \$69 | \$83 | \$127 | \$138 | \$156 | \$877 | \$83 | \$2,158 |
| Janitorial Service | \$2,300 | \$163 | \$207 | \$179 | \$196 | \$192 | \$285 | \$181 | \$184 | \$230 | \$187 | \$4,304 |
| Equip Maintenance Agreements | \$50 | \$250 | \$36 | \$50 | \$83 | \$496 | \$144 | \$147 | \$147 | \$125 | \$108 | \$1,636 |
| Depreciation | \$250 | \$258 | \$240 | \$2,382 | \$226 | \$2,077 | \$207 | \$180 | \$180 | \$180 | \$180 | \$6,360 |
| Total Occupancy | \$2,970 | \$826 | \$591 | \$2,731 | \$606 | \$2,880 | \$795 | \$678 | \$699 | \$1,444 | \$588 | \$14,808 |
| Office Supplies | \$234 | \$51 | \$169 | \$89 | \$178 | \$125 | \$130 | \$74 | \$159 | \$104 | \$34 | \$1,347 |
| Contractual / Professional Fees | \$418 | \$488 | \$586 | \$507 | \$454 | \$599 | \$398 | \$560 | \$501 | \$468 | \$499 | \$5,478 |
| Travel / Training | \$346 | \$173 | \$1,300 | \$612 | \$525 | \$528 | \$312 | \$634 | \$841 | \$344 | \$913 | \$6,528 |
| Client Assistance | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Other Rent | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Telephone / Cell Phone | \$259 | \$271 | \$267 | \$257 | \$251 | \$242 | \$252 | \$270 | \$356 | \$356 | \$357 | \$3,138 |
| Liability / Malpractice Insurance | \$338 | \$354 | \$344 | \$344 | \$344 | \$336 | \$336 | \$336 | \$336 | \$330 | \$574 | \$3,972 |
| Moving & Recruiting | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Program Expenses | \$31,662 | \$27,327 | \$31,144 | \$32,050 | \$31,396 | \$31,951 | \$33,599 | \$33,257 | \$22,090 | \$30,673 | \$32,201 | \$337,350 |
| ALLOCATED M&G | \$6,095 | \$6,082 | \$11,075 | \$7,852 | \$8,047 | \$4,542 | \$6,901 | \$7,243 | \$6,974 | \$7,550 | \$6,907 | \$79,268 |
| TOTAL EXPENSE | \$37,757 | \$33,409 | \$42,219 | \$39,902 | \$39,443 | \$36,493 | \$40,500 | \$40,500 | \$29,064 | \$38,223 | \$39,108 | \$416,618 |
| Re-Entry Indirect - 11.9% Max | | | | | | | | | | | | |
| Max M&G Allowed | \$4,277 | \$3,691 | \$4,207 | \$4,329 | \$4,241 | \$4,316 | \$4,538 | \$4,492 | \$2,984 | \$4,143 | \$4,350 | \$45,567 |
| Champaign County Total | \$35,939 | \$31,018 | \$35,351 | \$36,379 | \$35,637 | \$36,267 | \$38,137 | \$37,749 | \$25,074 | \$34,816 | \$36,551 | \$382,917 |
| Champaign County Paid | \$8,333 | \$8,333 | \$8,333 | \$8,333 | \$8,333 | \$8,333 | \$8,333 | \$8,333 | \$8,333 | \$8,333 | \$8,333 | \$91,667 |

October Reentry Monthly Program Report

Total active clients: **9**

Clients continuing from previous quarters: **8**

Total new clients: **1**

- New (TPC) Treatment Plan Clients (Clients who have engaged in and completed a full behavioral health assessment, treatment plan, and are actively receiving services): **1**
- New (NTPC) Non-Treatment Plan Clients (Client who had an initial behavioral health screening and engaged in short-term case management services/obtained linkage to resources): **0**

Total discharges: **1**

Total Veteran clients: **0**

Continuing Client Demographics (8)

| ID | Client Type | Sex (M/F) | Age | Race | Ethnicity (Hispanic/Latino) Y/N | Zip Code | Date of Admit |
|--------|-------------|-----------|-----|-------|---------------------------------|----------|---------------|
| 116816 | TPC | F | 39 | Black | N | 61801 | 12/20/23 |
| 121550 | TPC | M | 44 | Black | N | 61820 | 1/15/24 |
| 224848 | TPC | M | 46 | White | N | 61821 | 6/10/24 |
| 160012 | TPC | M | 37 | White | N | 61802 | 11/9/23 |
| 101283 | NTPC | F | 41 | Black | N | 61821 | 7/16/24 |
| 114200 | TPC | M | 28 | Black | N | 61821 | 9/13/24 |
| 227446 | NTPC | M | 45 | Black | N | 61822 | 8/23/24 |
| 228984 | TPC | M | 44 | Black | N | 61826 | 9/26/24 |

New Admission Demographics (1)

| ID | Admission Type | Sex (M/F) | Age | Race | Ethnicity (Hispanic/Latino) Y/N | Zip Code | Date of Admit |
|-------|----------------|-----------|-----|-------|---------------------------------|----------|---------------|
| 99801 | TPC | M | 40 | White | N | 61801 | 10/3/24 |

Total client service contacts (this includes all service contacts such as case management, counseling, phone calls, etc): 66

Number of clients receiving multiple Rosecrance services: 7

Types of Rosecrance services

| | |
|----------------------------------------|---|
| Mental Health Outpatient | 1 |
| Substance Use Outpatient | 0 |
| Mental Health Case Management | 0 |
| Substance Use Residential | 0 |
| Mental Health Group Home | 0 |
| Mental Health Supportive Living | 0 |
| Substance Use Sober Living | 0 |
| Crisis Residential Center | 0 |
| Psychiatry | 7 |
| MAT services | 0 |

Linkage to resources

| | |
|-------------------------|----|
| MRT/AM Groups: | 1 |
| Housing: | 3 |
| Employment: | 2 |
| Education: | 2 |
| Insurance: | 2 |
| Other Benefits: | 13 |
| PCP: | 2 |
| MH/SA treatment: | 6 |
| Transportation: | 5 |
| Other: | 1 |

***Other and Other Benefits included SSI/SSDI, General Assistance Programs, free phones through Lifeline/Gen Mobile, and for one client, hearing aids & medical device assistance programs

Discharge details (1)

| ID | Length of Stay | Sex (M/F) | Age | Race | Ethnicity (Hispanic /Latino) Y/N | Zip Code | Discharge type |
|-----------|-----------------------|------------------|------------|-------------|-----------------------------------------|-----------------|-----------------------|
| 161534 | 64 | M | 44 | Black | N | 61802 | ASA |

Recidivism Rate for the month: 0%

Recidivism Rate for the calendar year: 10%

Reentry Council and Executive Committee Information

The October Reentry Council Meeting hosted the Education Justice Project which is a comprehensive college-in-prison program based at the University of Illinois Urbana-Champaign. They presented on the many wonderful services and resources they offer incarcerated individuals such as offering University of Illinois courses and extracurricular activities, scholarship programs, supporting informed policy-making around criminal justice, and hosting events on campus and the community to educate the public and elected officials. They also produce very comprehensive reentry guides and other reentry resources, and distribute them to incarcerated individuals, family members, and service agencies across the state and beyond.

The Criminal Justice and Reentry team presented on their visit to Sheridan Correction Center where they met with several groups of inmates who would soon be released and discussed the many services and resources that could be available to them through our criminal justice and reentry services. The visit was well received, and the team plans to participate in these opportunities a couple of times a year.

November Reentry Monthly Program Report

Total active clients: **9**

Clients continuing from previous quarters: **9**

Total new clients: **0**

- New (TPC) Treatment Plan Clients (Clients who have engaged in and completed a full behavioral health assessment, treatment plan, and are actively receiving services): **0**
- New (NTPC) Non-Treatment Plan Clients (Client who had an initial behavioral health screening and engaged in short-term case management services/obtained linkage to resources): **0**

Total discharges: **0**

Total Veteran clients: **0**

Continuing Client Demographics (9)

| ID | Client Type | Sex (M/F) | Age | Race | Ethnicity (Hispanic/Latino) Y/N | Zip Code | Date of Admit |
|--------|-------------|-----------|-----|-------|---------------------------------|----------|---------------|
| 116816 | TPC | F | 39 | Black | N | 61801 | 12/20/23 |
| 121550 | TPC | M | 44 | Black | N | 61820 | 1/15/24 |
| 224848 | TPC | M | 46 | White | N | 61821 | 6/10/24 |
| 160012 | TPC | M | 37 | White | N | 61802 | 11/9/23 |
| 101283 | NTPC | F | 41 | Black | N | 61821 | 7/16/24 |
| 114200 | TPC | M | 28 | Black | N | 61821 | 9/13/24 |
| 227446 | NTPC | M | 45 | Black | N | 61822 | 8/23/24 |
| 228984 | TPC | M | 44 | Black | N | 61826 | 9/26/24 |
| 99801 | TPC | M | 40 | White | N | 61801 | 10/3/24 |

New Admission Demographics (0)

| ID | Admission Type | Sex (M/F) | Age | Race | Ethnicity (Hispanic/Latino) Y/N | Zip Code | Date of Admit |
|----|----------------|-----------|-----|------|---------------------------------|----------|---------------|
| | | | | | | | |

Total client service contacts (this includes all service contacts such as case management, counseling, phone calls, etc): 25

Number of clients receiving multiple Rosecrance services: 7

Types of Rosecrance services

| | |
|----------------------------------------|---|
| Mental Health Outpatient | 1 |
| Substance Use Outpatient | 0 |
| Mental Health Case Management | 0 |
| Substance Use Residential | 0 |
| Mental Health Group Home | 0 |
| Mental Health Supportive Living | 0 |
| Substance Use Sober Living | 0 |
| Crisis Residential Center | 0 |
| Psychiatry | 7 |
| MAT services | 0 |

Linkage to resources

| | |
|-------------------------|---|
| MRT/AM Groups: | 1 |
| Housing: | 2 |
| Employment: | 0 |
| Education: | 2 |
| Insurance: | 0 |
| Other Benefits: | 0 |
| PCP: | 0 |
| MH/SA treatment: | 1 |
| Transportation: | 1 |
| Other: | 4 |

***Other and Other Benefits included SSI/SSDI, General Assistance Programs, free phones through Lifeline/Gen Mobile, and for one client, hearing aids & medical device assistance programs

Discharge details (0)

| ID | Length of Stay | Sex (M/F) | Age | Race | Ethnicity (Hispanic /Latino) Y/N | Zip Code | Discharge type |
|-----------|-----------------------|------------------|------------|-------------|-----------------------------------------|-----------------|-----------------------|
| | | | | | | | |

Recidivism Rate for the month: 0%

Recidivism Rate for the calendar year: 10%

Reentry Council and Executive Committee Information

The November Reentry Council Meeting hosted Aneta Thomas Lee from the Illinois Broadband Lab who presented on the Illinois Digital Navigator Program. The Illinois Broadband Lab will be placing Digital Navigators across the state to serve with non-profits, community-based organizations and university partners to deliver these and more critical digital inclusion programs to their respective communities. Digital navigators are trusted guides who assist community members in internet adoption and the use of computing devices. Digital navigation services include ongoing assistance with affordable internet access, device acquisition, technical skills, and application support.

Susan W. McGrath
Champaign County Circuit Clerk



Champaign County Courthouse
101 East Main Street
Urbana, IL 61801
Phone (217) 384-3725
Fax (217) 384-3879

TO: Jennifer Locke., Board Chair
Stephanie Fortado, Chair, Finance Committee
John Farney, Vice-Chair, Finance Committee
Steve Summers, Champaign County Executive
Michelle Jett, Champaign County Director of Administration
Champaign County Board Members

FROM: Susan W. McGrath, Champaign County Circuit Clerk

RE: Amendment Number 2 to Professional Services Agreement
Between Champaign County and Berry, Dunn, McNeil & Parker, LLC

DATE: January 7, 2025

The County originally entered into a Professional Services Agreement with Berry Dunn Phases 1-4 in order to determine The scope and details of determining the appropriate service provider and parameters of the Circuit Clerk’s case management system.

As you recall, Berry Dunn presented its recommendations from the Case Management System to the full Board on July 18, 2024. The presentation was accompanied by a study booklet which outlined the process utilized in the study to reach the said conclusions. As the Agreement term expired on May 31, 2024, the Board officially approved Amendment 1 to the Agreement to allow the contract term to extend to July 31, 2024 to allow for this presentation.

During that presentation, Berry Dunn, and the working group who were a part of this study, recommended to the Board that we proceed with Phases 5-7 of the study to prepare specifications, put together the RFP package and move forward with the identification of vendors, and if suitable, enter into a contract with the preferred vendor. The price of this phase of the study is \$61,800. The Board already approved inclusion of the cost of Phase 2 of this study in the FY25 budget.

The Amendment before you is to ratify the recommendation and payment and allow Phase 2 to proceed. The Amendment is attached to this memo. Please don’t hesitate to let me know if you have any questions in this regard.

AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

BETWEEN CHAMPAIGN COUNTY

AND BERRY, DUNN, MCNEIL & PARKER, LLC

Amendment No. 2 to Professional Services Agreement

This Amendment is entered into under Sections 6 and 20 of a previously executed Professional Services Agreement between Berry Dunn McNeil & Parker, LLC (“CONSULTANT”) and Champaign County (the “COUNTY”) dated August 24, 2023, as previously amended by Amendment No. 1 dated on or about May 31, 2024 (collectively, the “Agreement”).

The Agreement referred to above expired on June 30, 2024, and both CONSULTANT and the COUNTY agree that additional time is necessary to complete the work contemplated under the Agreement and the additional scope of work described herein. Therefore, the parties agree to extend the term of the Agreement to December 31, 2025.

The parties also agree to expand the scope of services that CONSULTANT will provide to the COUNTY to include Phases 5 through 7 (Deliverables 8 through 14) of the System Selection Services described in CONSULTANT’S Proposal Letter dated August 22, 2024, attached hereto as Exhibit A and incorporated herein by reference. The COUNTY will pay CONSULTANT for the services contemplated under this Amendment according to the updated *System Selection Cost* section of CONSULTANT’S Proposal Letter (Exhibit A) at page 4.

All other terms and conditions of the Agreement between CONSULTANT and the COUNTY remain in full force and effect.

The parties may execute and deliver this Amendment electronically where permitted by law and in one or more counterparts, each of which shall be deemed an original and all of which together shall constitute the same instrument.

By signing below, each party executes this Professional Services Agreement Amendment No. 2 as of the date written below and agrees to all the terms and conditions contained herein.

Champaign County

By:

Print Name: Steve Summers

Title: County Executive

Date:

Berry, Dunn, McNeil & Parker, LLC

By: *Douglas J. Rowe*

Name: Doug Rowe

Title: Principal

Date:



August 22, 2024

County of Champaign
Attn: Susan McGrath, Circuit Clerk
101 East Main Street
Urbana, IL 61801

Submitted via email to smcgrath@champaigncountyil.gov

Dear Susan,

On behalf of Berry Dunn McNeil & Parker, LLC (BerryDunn), thank you for the opportunity to continue to work with the County of Champaign (the County) to provide Court Case Management System (CCMS) selection and implementation assistance.

System Selection

As the Circuit Clerk and Circuit Court explores replacing its legacy CCMS (currently JANO Technologies), BerryDunn outlines our approach to developing the RFP and evaluating vendors in the following paragraphs. The process begins with Phase 5, building upon the work performed in Phases 1 through 4.

| Phase 5: Requirements Definition

5.1 Define legacy data, data conversion, and interface requirements. Data conversion is a critical and complex component of any systems modernization project—especially regarding Criminal Justice Information Services (CJIS) data and other information bound by statute and regulations. BerryDunn will gather technical stakeholders (including JANO, if willing) to accurately capture the County’s legacy data requirements. We will work to define the County’s legacy data (size, databases, technical architecture) and which data the County would like to convert. This information will be captured and included in the RFP for respondents to realistically quote for data conversion efforts.

5.2 Begin creating the RFP Package. Working concurrently to other RFP development tasks, BerryDunn will meet with the County’s procurement team to discuss the County’s existing RFP process along with any required forms or contract language to be included in the CCMS RFP. BerryDunn will introduce a procurement subject matter expert to specifically aid in creating the RFP and the subsequent evaluation tasks.

5.3 Develop Draft Specification Document with preliminary functional and technical requirements. BerryDunn has developed a database of technical and functional requirements specific to municipal and county courts based on our experience working with similar clients. We will tailor and refine these requirements to reflect the Circuit Clerk and Circuit Court’s needs as uncovered during Phases 1-4.

These requirements will support case management functionality with key reporting, interface, and conversion enhancements. In our experience, these areas have significantly differentiated vendors’ solutions and allowed for a specific focus during vendor evaluations. Our analysis typically results in about 75% of the requirements being defined upfront for most of our clients, with the remaining 25% customized to their unique needs.

▲ **Deliverable 8: Draft Specification Document**

Facilitate joint requirements planning (JRP) work sessions. BerryDunn will facilitate a series of JRP work sessions with the County’s stakeholders and our project team members to review the Draft Specification Document. We will reconvene many of the same stakeholders that met during fact-finding activities to discuss the future system capabilities. These sessions will also include one focused on the technical aspects involved with the

County's project. Using the preliminary list, we will review and confirm each item and assign a relative criticality to communicate to vendors responding to the list as part of their RFP responses (e.g., a "nice to have" feature versus one that is business critical). BerryDunn will then update the list to final.

▲ **Deliverable 9: Final Specification Document**

| Phase 6: RFP Package and Vendor Selection

6.1 Develop an RFP Package, including evaluation criteria. BerryDunn will develop an RFP Package using a proven format that incorporates information pertaining to the history of the project, a high-level description of the County's current environment, desired approach to implementing a new CCMS solution, functional and technical requirements, and a structured list of points for vendors to address in their responses. Our project team will also work with the County to develop objective evaluation criteria to include in the RFP. We will then prepare a scoring matrix to track significant strengths and limitations of each proposal reviewed.

Upon completion, we will coordinate a work session with the County's project team to review the draft RFP Package and collect any feedback or additional terms for inclusion before updating to final. We will provide the final RFP to the County's project team for distribution through standard channels. For added guidance in distribution, we will provide a list that includes most of the major CCMS solution vendors in the market.

▲ **Deliverable 10: RFP Package**

6.2 Support the questions and answer period and facilitate a vendor pre-proposal conference. BerryDunn will assist the County in responding to vendor questions and developing corresponding addenda. Meanwhile, our project team will coordinate, plan, and lead a pre-proposal teleconference for interested vendors, facilitating the question-and-answer portion of the meeting. We will compile a list of questions raised and prepare suggested responses. These will be provided in a format that the County's project team can review, revise, and publish as an addendum to the RFP, as determined by procurement staff.

6.3 Perform an initial completion review of vendor proposals received, identify items for clarification, and develop a Proposal Summary Memo. BerryDunn will facilitate the proposal review process to identify issues, risks, exceptions, omissions, and objections, compiling them into a single Proposal Summary Memo. The memo will identify key areas for consideration by the County's evaluation team related to each vendor's ability to meet minimum requirements, and their alignment with the evaluation criteria within the RFP. This memo will also include a comparison of vendor responses to the Final Specifications Document.

6.4 Facilitate a Round 1 scoring meeting. We will meet with the evaluation team to review the proposal summary, discuss each proposal received, assist in the scoring process, and collect scores to identify the top two preferred vendors to invite for demonstrations. We will clarify any open items with these short-list vendors before issuing invitations for demonstrations.

▲ **Deliverable 11: Proposal Summary Memo and Short-List Identification**

6.5 Assist with planning for demonstrations and writing Demonstration Scripts. We will meet with the County's project team to discuss the format of vendor Demonstration Scripts based on the requirements developed. We will develop a draft Demonstration Script template that asks vendors to highlight functionality unique to the County's environment. Once the County approves the finalized version, we will provide the appropriate scripts to each vendor in advance of their demonstrations.

▲ **Deliverable 12: Demonstration Scripts**

6.6 Facilitate on-site vendor demonstrations. One BerryDunn team member will attend demonstrations and assist the County's project team with facilitation for a period of five days. Our project team's extensive background

in the demonstration process will provide the County's project team with a unique perspective on how to score, prepare, evaluate, and participate in vendor demonstrations. We have assumed the top two to three vendors will be invited for demonstrations.

6.7 Facilitate a Round 2 scoring meeting. We will participate in the second round of vendor scoring following the final demonstration to identify the vendor or vendors that the County's project team should perform its reference checks on.

6.8 Assist with planning for reference checks and site visits. We will assist the County's project team with identifying tasks that should be accomplished prior to meeting at each site visit. We will also coordinate with the County's project team to discuss the suggested approach for the reference checks.

6.9 Facilitate a final scoring meeting. We will participate in the final scoring meeting following the completion of reference checks and site visits. The objective will be to identify a preferred vendor and a second-choice vendor should contract negotiations with the first be unsuccessful.

▲ *Deliverable 13: Preferred Vendor Identification*

| Phase 7: Contract Negotiation and Approval Assistance

7.1 Support the County in the contract negotiations and approval process. After final scoring activities, we anticipate supporting the County with the contract approval and negotiations process when and where it will benefit the County most. We have been involved in this process from the client, vendor, and independent consultant perspectives and understand how the associated support needs vary and how the contract impacts the eventual implementation process. In conducting contract approval and negotiations activities, we will draw on these experiences to help ensure the County's best interests are met and project goals and objectives are achieved.

Working collaboratively with the County's project team, the County's legal counsel, and the preferred vendor, among other stakeholders, we will take part in various activities, including, but not limited to:

- Developing a draft contract, using the County's contracting procedures and the vendor's proposal as starting points
- Reviewing the contract documents with the County's project team to help ensure that requirements are clearly defined and to establish that the County agrees to the schedule, implementation process, fee arrangement, scope of services, vendor resources, deliverables, costs, acceptance criteria, and terms and conditions
- Participating during negotiations with the preferred vendor, as needed
- Supporting presentation development and delivery to County leadership as it relates to receiving approval and contract execution

Should it become clear at any point during contract approval and negotiations that the preferred vendor's solution or contract terms will not meet the needs of the County, we might recommend halting the process with that vendor and commencing efforts with the second-choice vendor.

▲ *Deliverable 14: Contract Negotiation Assistance (26 hours)*

System Selection Cost

Table 1 presents an **updated** firm-fixed cost for CMS system selection, updated from our original letter to Lori Hansen dated July 14, 2023. Phase and deliverable numbers are a continuation from our original proposal submitted on June 28, 2023.

Assumption: BerryDunn assumes up to 26 hours of Contract Negotiation Assistance.

Table 1: System Selection Cost per Deliverable

| No. | Deliverable | Cost |
|---------------------------------------------------------------|-----------------------------------------------------|-----------------|
| Phase 5 – Requirements Definition | | |
| 8 | Draft Specification Document | \$8,000 |
| 9 | Final Specification Document | \$6,500 |
| Phase 6 – RFP Package and Vendor Selection | | |
| 10 | RFP Package | \$18,700 |
| 11 | Proposal Summary Memo and Short-list Identification | \$12,200 |
| 12 | Demonstration Scripts | \$6,000 |
| 13 | Preferred Vendor Identification | \$19,000 |
| Phase 7 – Contract Negotiation and Approval Assistance | | |
| 14 | Contract Negotiation Assistance | \$6,900 |
| System Selection Total | | \$77,300 |

Implementation Project Management

Undertaking a multiyear implementation requires significant time and effort. Should the County desire additional support and guidance, BerryDunn can scale our project management services to meet the County’s needs. BerryDunn has helped several courts through the milestone of successful go live with a new CCMS. We will bring our prior implementation experience and provide a forward-looking perspective, reduce risk, and advocate for the County’s best interests.

On the following page we describe our implementation services, to be customized and discussed further at the appropriate time with the County. Full-time project management typically falls between 120-130 hours of service per month. Part-time project management is no less than 80 hours per month, in order for BerryDunn to meaningfully add value to the project.

| Project Initiation and Management | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--------|
| Facilitating an implementation kickoff meeting | LEAD | ASSIST |
| Reviewing the vendor's Project Work Plan and Schedule in conjunction with other project management team members | LEAD | ASSIST |
| Managing the project scope, deliverables, and timeline with assistance from other project management team members | LEAD | ASSIST |
| Helping to ensure that the project team stays focused, tasks are completed on schedule, and that the project stays on track | LEAD | ASSIST |
| Coordinating project tasks with assistance from other project management team members | LEAD | ASSIST |
| Functioning as the main point of contact for the vendor's project manager, participating in daily project activities (when applicable), and tracking project tasks | LEAD | ASSIST |
| Holding monthly meetings with the County's Executive Steering Committee to update project status and budget status, and to research a verdict on any escalated process decisions that need to be made | LEAD | ASSIST |
| Reviewing the project budget, including change orders, and the vendor's contract compliance | LEAD | ASSIST |
| Reviewing vendor's invoices against project milestones prior to payment | LEAD | ASSIST |
| Facilitating collaboration between the vendor's and County technical resource teams to promote a high-performing and highly available deployment | LEAD | ASSIST |
| Working with the vendor's and County staff and helping to ensure the vendor's accountability by: <ul style="list-style-type: none"> ▪ Identifying any opportunities to leverage technical enhancements to improve the products and services delivered to the County ▪ Facilitating the gathering and sharing of any technical information requested by the vendor | LEAD | ASSIST |

Key Implementation Activity

Full-Time Project Management

Providing risk and issue management, including the following:

- Identifying project risks and issues
- Developing mitigation strategies
- Communicating project risks and issues to the County and vendor staff
- Assigning key activities to mitigate or resolve project risks

LEAD

ASSIST

Providing weekly or biweekly tracking of the following:

- Newly identified project risks and issues
- New or pending decisions
- Recently completed tasks and upcoming project activities

LEAD

ASSIST

Data Conversion Activity Facilitation

Facilitating the data conversion process with the vendor and County staff

- Coordinating meetings between the vendor and the County's technical and data SMEs
- Assisting in tracking activities assigned to the County's staff
- Assisting in coordinating and tracking the testing of converted data (could occur in multiple waves)

LEAD

ASSIST

Technical Data Exchange Activity Facilitation

Facilitating the development of software interfaces/integrations with the vendor and County staff

- Facilitating data cleansing tasks assigned to the County's staff
- Coordinating general data exchange activities such as managing the inventory of data exchanges and exchange partners (i.e., exchange type, department, primary contact)
- Coordinating County testing activities for completed data exchanges; reporting results to the vendor

LEAD

ASSIST

User Acceptance Testing (UAT) Management

- Reviewing the vendor’s test plan and any applicable test scripts
- Providing assessment of testing activities
- Providing recommendations for modifications to the testing plan to increase the likelihood of success
- Directing County staff in the development of tailored test scripts
- Managing logistics related to scheduling UAT activities
- Providing analysis of test results
- Overseeing regression testing and required configuration changes

LEAD

ASSIST

Oversight of vendor Training Activities

- Reviewing and providing feedback on the vendor’s training plan and training materials
- Overseeing vendor training activities
- Providing recommendations for modifications to the training delivery

LEAD

ASSIST

Change Management Oversight and Change Management Plan

- Collaborating with the County to develop a Change Management Plan
- Executing the approved Change Management Plan, with support from County supervisors and leaders
- Tracking Change Management Plan activities and outcomes; making mid-course corrections as warranted

LEAD

ASSIST

Go-live Support

- Tracking go-live punch list items
- Staffing a virtual or in-person go-live command center
- Providing a communication conduit to the Executive Steering Committee and Project Sponsor regarding go-live progress

LEAD

ASSIST

Implementation Services Costs

Table 2 presents the estimated not-to-exceed costs associated with implementation project management services. At this stage in the project, the County has not selected a vendor and thus the implementation timeline is not yet known. We expect there may be adjustments to the project duration and estimated hours of assistance based on this information.

For planning purposes, we assume up to 18 months for implementation assistance. BerryDunn only charges for actual hours utilized throughout the project. Should the County determine that the monthly average number of hours should be higher or lower, we will adjust the total hours, services, and costs accordingly when asked to do so. Please note that Table 2 is for planning purposes only. Any changes to the number of monthly hours or duration of the project may result in small adjustments to the totals provided.

Table 2: Implementation Project Management Services Estimated Fees

| Service | Duration (months) | Hours per Month | Hourly Rate | Monthly Total | Total Cost |
|---------------------------------------------|-------------------|-----------------|-------------|---------------|------------|
| Full-time Implementation Project Management | 18 | 120 | \$270 | \$32,400 | \$583,200 |
| Part-time Implementation Project Management | 18 | 80 | \$270 | \$21,600 | \$388,800 |

Travel

During implementation, travel expenses are additional, billed as incurred. BerryDunn expects to average two trips, totaling six days per month for onsite work during the implementation project. The table below illustrates the **total cost** for each team member to travel onsite. Though we plan to take a team-based approach to managing the County's implementation, we anticipate that most of the time only one BerryDunn staff person will be onsite at any given time.

Table 3: Travel Expense Estimates

| Expense Category | Price | Units |
|--------------------------|-------|------------|
| Estimated Airfare/Travel | \$600 | Per ticket |
| Lodging Rates | \$155 | Per night |
| Per Diem | \$75 | Per day |
| Vehicle Rental | \$350 | Per trip |

Should you have any further questions, please do not hesitate to contact us directly. I look forward to hearing from you soon.

Sincerely,



Doug Rowe, PMP®, ITIL(F) | Principal
 Local Government Practice Group
 t: 207-541-2330 | e: drowe@berrydunn.com



CHAMPAIGN COUNTY ANIMAL CONTROL
1776 East Washington Street, Urbana, Illinois 61802-4581

Chelsea Angelo, Interim Director

MEMORANDUM

To: Stephanie Fortado, Chair of Finance; and
John Farney, Vice-Chair of Finance; and
Honorable Members of the Champaign County Board

From: Chelsea Angelo

Date: January 07, 2024

Re: BUA 2024/744

Introduction

The Animal Control Department is required to amend its budget for Fiscal Year 2024 after it was adopted due to unanticipated personnel costs. In October 2024, Animal Control Director Jerry Kellems retired requiring payout for his position.

Amendments

| Funds | Reason for Amendment | Revenue Increase/(Decrease) | Expenditures Increase/ (Decrease) |
|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------|
| Animal Control Fund 047-500103 (Regular Full-Time Employees) | This change increases the FY24 Budget for cost of personnel payout at the time of retirement. | | \$ 32,450.00 |

Recommended Action

The recommended course of action is to transfer from Special Funds \$32,412.66 to facilitate the personnel shortage for Fiscal Year 2024.

Journal Proof Report



Journal Number: 744 Year: 2024 Period: 12 Description: Cover cost Reference 1: Reference 2: Reference 3:

| Source | Account | Account Description | Line Description | OB | Debit | Credit |
|--------|-------------------------------------------|-----------------------------|-----------------------|-------|------------|--------|
| BUA | 2091-00-0252a-02-047-000-000-0000-500103- | REGULAR FULL-TIME EMPLOYEES | xfr from 0146t-300701 | | \$32450.00 | |
| | | | Journal 2024/12/744 | Total | \$32450.00 | \$0.00 |

Fund: 2091 Animal Control
 Dept: 047 Animal Control
 Reason: Additional personnel funds required to cover retiring employee payout

| Fund | Account Description | Debit | Credit |
|------|---------------------------------------------------------------------|------------|------------|
| 2091 | ANIMAL CONTROL | | |
| | 2091-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS | | \$32450.00 |
| | 2091-00-0146t-00-000-000-000-0000-300703- BUDGETARY FUND BALANCE | \$32450.00 | |
| | Fund Total | 32450 | 32450 |



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

MEMORANDUM

To: Stephanie Fortado, Chair of Finance; and
John Farney, Vice-Chair of Finance; and
Honorable Members of the Champaign County Board

From: **Eric Hoene, Director of Facilities**

Date: January 9, 2025

Re: BUA for personnel

The Facilities Department is requesting a Budget Amendment for \$53,745.31 for unexpected increases throughout the fiscal year. This is mainly due to the previous Director's retirement and payout. Additionally, there was a new staff member approved in the FY25 budget process and started the final couple of months in 2024. Please let me know if you have any questions.

Journal Proof Report



Journal Number: 771 Year: 2024 Period: 12 Description: Personnel Reference 1: Reference 2: Reference 3:

| Source | Account | Account Description | Line Description | OB | Debit | Credit |
|--------|-------------------------------------------|-----------------------------|---------------------|-------|------------|--------|
| BUA | 1080-00-0251b-01-071-000-000-0000-500103- | REGULAR FULL-TIME EMPLOYEES | Personnel Cost | | \$53745.31 | |
| | | | Overruns | | | |
| | | | Journal 2024/12/771 | Total | \$53745.31 | \$0.00 |

Fund: 1080 General Corporate
 Dept: 071 Physical Plant
 Reason: Additional funds required for retiring employee payout.

| Fund | Account Description | Debit | Credit |
|------|---------------------------------------------------------------------|------------|------------|
| 1080 | GENERAL CORPORATE | | |
| | 1080-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS | | \$53745.31 |
| | 1080-00-0146t-00-000-000-000-0000-300703- BUDGETARY FUND BALANCE | \$53745.31 | |
| | Fund Total | 53745.31 | 53745.31 |

BUDGET MEMO

Date: January 9, 2025

RE: Champaign County State's Attorney's Office 2024 Budget

Submitted by: Bud Windelborn, Operations Manager

The State's Attorney's Office has many unpredictable expenses each year. Trials sometimes require witness/victim travel, expert witnesses, and other expenses that depend on what trials are pursued. In 2024, we had many such expenses, which led to depletion of the budget.

The 2024 trials that had large costs included:

- Herman, Zaire 2024CF000255
- King, Jarqual 2024CF000637
- Hill, James 2023CFR000606
- Comer, Malcom 2024CF001016

We currently have approximately \$25,000 in bills that are due for 2024 that we do not have funds budgeted to pay. We have already shifted budget dollars around to use all funds allocated to our expenses for the year.

Here are our outstanding invoices so far (more are expected in January that will be accounted for in the December numbers):

| Invoice Number | Invoice Amount | Payee |
|------------------|----------------|----------------------------------------------------------|
| 100 | \$100.00 | Theresa Rear Interpreting Services for the Deaf |
| 99227936 | \$69.20 | News Gazette - required ad for RFP |
| 94952 | \$100.00 | Champaign County Chamber of Commerce membership |
| 28594123300001 | \$391.13 | Verizon - ASA phones |
| 433489 | \$151.00 | Illinois Vehicle Registration - Subaru |
| 4798510049573900 | \$7,826.68 | Busey Bank credit card |
| 5786725 | \$105.00 | IAFCI 2025 Membership |
| 526507-00 | \$49.79 | Rogards - paper |
| 124962048 | \$909.57 | FedEx |
| CCSASept&Oct'24 | \$230.00 | Triad Shredding |
| N/A | \$125.83 | Rosemary Lopez travel reimbursement - expert CAC witness |
| 526506-00 | \$298.74 | Rogards - paper |

BUDGET MEMO

| | | |
|--------------|--------------------|----------------------------------|
| 481819871 | \$73.85 | Ciox Health - transcripts |
| 481820415 | \$67.25 | Ciox Health - transcripts |
| Various | \$4,783.86 | Amazon office supplies |
| 23cf1579 | \$3,500.00 | Shiping Bao, MD - expert witness |
| 22cf97 | \$3,250.00 | Shiping Bao, MD - expert witness |
| Total | \$22,031.90 | |

The credit card total is a mix of many recurring expenses plus some unique charges. Here are some of the bigger ones:

\$972.96 – Airline ticket to Richmond, VA for Animal Cruelty conference

\$982.96 - Gas and maintenance for detective vehicles

\$846.34 - Witness travel via Greyhound plus hotel expenses

\$1072.33 – Witness travel via American Airlines

\$916.61 – Witness hotel

The Amazon total is all office supplies.

Journal Proof Report



Journal Number: 816 Year: 2024 Period: 12

Description: budget req

Reference 1: Reference 2: Reference 3:

| Source | Account | Account Description | Line Description | OB | Debit | Credit | |
|--------|-------------------------------------------|-----------------------------|------------------|---------------------|-----------|------------|--------|
| BUA | 1080-00-0254t-02-041-000-000-0000-502001- | PROFESSIONAL SERVICES | | | \$8000.00 | | |
| BUA | 1080-00-0254t-02-041-000-000-0000-501002 | OFFICE SUPPLIES | | | \$5000.00 | | |
| BUA | 1080-00-0254t-02-041-000-000-0000-502003- | TRAVEL COSTS | | | \$5000.00 | | |
| BUA | 1080-00-0254t-02-041-000-000-0000-502002- | OUTSIDE SERVICES | | | \$4000.00 | | |
| BUA | 1080-00-0254t-02-041-000-000-0000-502035- | REPAIR & MAINT - EQUIP/AUTO | | | \$1500.00 | | |
| BUA | 1080-00-0254t-02-041-000-000-0000-502004- | CONFERENCES AND TRAINING | | | \$1500.00 | | |
| | | | | Journal 2024/12/816 | Total | \$25000.00 | \$0.00 |

Fund: 1080 General Corporate

Dept: 041 State's Attorney

Reason: Additional funding required for outstanding invoices.

| Fund | Account Description | Debit | Credit |
|------|-------------------------------------------|------------|------------|
| 1080 | GENERAL CORPORATE | | |
| | 1080-00-0146t-00-000-000-000-0000-300301- | | \$25000.00 |
| | 1080-00-0146t-00-000-000-000-0000-300703- | \$25000.00 | |
| | | Fund Total | 25000 |
| | | | 25000 |



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

Date: January 6, 2025
To: Champaign County Finance Committee
From: Paul Francisco, Director, Indoor Climate Research and Training
RE: County Board approval for acceptance of Grants/Subawards

The Indoor Climate Research & Training division (ICRT) of CCRPC has two grants and one subaward in progress for which we are seeking County Board approval to accept once awarded. Below is a brief summary of each along with its status. Supporting documents have also been provided. Budget amendments will be presented to the County Board at a future meeting. Thank you for your consideration.

1. **Funder:** Department of Energy (DOE)
Grant: COBotics for Attic Technical Testing and Infiltration Control (COBATTIC)
Grant #: DE-EE0011592
Description: Research project to develop system that uses robotic technology to better air seal attics.
Grant Total: \$1,499,638
Status: Approved, awaiting final award documents
Start: Potential start January 2025

2. **Funder:** Department of Commerce and Economic Opportunity (DCEO)
Grantee: UIUC
Subawardee: ICRT
Grant: Illinois Building Electrification Research
Description: Research how to best support Illinois’ electrification goals.
Subaward: \$150,000
Status: Approved, awaiting final award documents
Start: Potential start January 2025

3. **Funder:** DOE
Grantee: IEPA (State Energy Office)
Grant: Residential Energy Auditor Training (EAT)
Description: Develop and deliver multifamily energy auditor training to state weatherization network and additional trainees from disadvantaged communities. Much of the funding will be used to support staff costs of attendance for weatherization agencies throughout the state.
Grant total: \$1,999,993
Status: Approved, awaiting final award documents
Start: Potential start March 2025

Champaign County Regional Planning Commission

1776 E. Washington St. Urbana, IL 61802
P 217.328.3313 F 217.328.2426
TTY 217.384.3862 CCRPC.ORG

Journal Proof Report



Journal Number: 21 Year: 2025 Period: 1 Description: ICRT BUA Reference 1: Reference 2: Reference 3:

| Source | Account | Account Description | Line Description | OB | Debit | Credit |
|--------|-------------------------------------------|-------------------------|-------------------|-------|--------------|--------------|
| BUA | 2109-00-0225f-06-932-000-934-0000-400452- | FEDERAL - HOUSING/COMM. | INCREASE | | | \$3649631.00 |
| BUA | 2109-00-0251c-06-932-000-934-0000-502025- | CONTRIBUTIONS & GRANTS | INCREASE | | \$3649631.00 | |
| | | | Journal 2025/1/21 | Total | \$3649631.00 | \$3649631.00 |

Fund: 2109 Indoor Climate Resources Agency
 Dept: 932 Indoor Climate Resources Agency
 Reason: Appropriation of grant funds for the Indoor Climate Research & Training Division of the RPC

| Fund | Account Description | Debit | Credit |
|-------------------|-------------------------------------------|----------------|----------------|
| 2109 | INDOOR CLIMATE RESOURCES AGENCY | | |
| | 2109-00-0146t-00-000-000-000-0000-300101- | \$3649631.00 | |
| | 2109-00-0146t-00-000-000-000-0000-300301- | | \$3649631.00 |
| Fund Total | | 3649631 | 3649631 |



SHERIFF DUSTIN D. HEUERMAN CHAMPAIGN COUNTY SHERIFF'S OFFICE

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

Dustin D. Heuerman

Sheriff

ph (217) 384-1205
fax (217) 384-3023

Chief Deputy

Shannon Barrett

ph (217) 384-1222
fax (217) 384-1219

Captain

Law Enforcement

David Sherrick

ph (217) 384-1207
fax (217) 384-1219

Captain/Jail Supt.

Corrections

Karee Voges

ph (217) 819-3534
fax (217) 384-1272

Jail Information

ph (217) 384-1243
fax (217) 384-1272

Investigations

ph (217) 384-1213
fax (217) 384-1219

Civil Process

ph (217) 384-1204
fax (217) 384-1219

TO: Stephanie Fortado, Finance Committee Chairperson

FR: Sheriff Dustin D. Heuerman

DA: January 6, 2025

RE: Budget Amendment – Grant Funds

In 2024, the Sheriff's Office was awarded a Recruitment and Retention Grant from the Illinois Law Enforcement Training and Standards Board. We have two years to spend the funding on specific projects approved during the grant application.

At the end of FY24, the remaining grant funds (\$62,676.55) were not automatically put into the FY25 budget, but rather put back into the County General Fund, so the purpose of this Budget Amendment is to put them in our FY25 budget so we can use the funds. This was not included in the FY25 budgeting process because we were not sure how much of the grant funding would be used by the end of FY24.

Please let me know if you have any questions and thank you for your continued support of the Sheriff's Office.

Journal Proof Report



Journal Number: 30 Year: 2025 Period: 1 Description: Grant Fnds Reference 1: Reference 2: Reference 3:

| Source | Account | Account Description | Line Description | OB | Debit | Credit |
|--------|-------------------------------------------|------------------------------|---------------------------|-------------------|------------|------------|
| BUA | 1080-00-0252a-02-040-000-111-0000-501017- | EQUIPMENT LESS THAN \$5000 | Equip Less than \$5000 | | \$7500.00 | |
| BUA | 1080-00-0252a-02-040-000-111-0000-501021- | EMPLOYEE DEVELOP/RECOGNITION | Employee Development | | \$15000.00 | |
| BUA | 1080-00-0252a-02-040-000-111-0000-502002- | OUTSIDE SERVICES | Outside Services | | \$7676.55 | |
| BUA | 1080-00-0252a-02-040-000-111-0000-502003- | TRAVEL COSTS | Travel Costs | | \$5000.00 | |
| BUA | 1080-00-0252a-02-040-000-111-0000-502004- | CONFERENCES AND TRAINING | Conf & Tng | | \$20000.00 | |
| BUA | 1080-00-0252a-02-040-000-111-0000-502019- | ADVERTISING, LEGAL NOTICES | Advertising/Legal Notices | | \$7500.00 | |
| | | | | Journal 2025/1/30 | Total | \$62676.55 |
| | | | | | | \$0.00 |

Fund: 1080 General Corporate
 Dept: 040 Sheriff
 Reason: Appropriation of grant funds from the Illinois Law Enforcement Training and Standards Board.

| Fund | Account Description | Debit | Credit |
|------|---------------------------------------------------------------------|------------|------------|
| 1080 | GENERAL CORPORATE | | |
| | 1080-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS | | \$62676.55 |
| | 1080-00-0146t-00-000-000-000-0000-300703- BUDGETARY FUND BALANCE | \$62676.55 | |
| | | Fund Total | 62676.55 |
| | | | 62676.55 |



SHERIFF DUSTIN D. HEUERMAN CHAMPAIGN COUNTY SHERIFF'S OFFICE

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

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ph (217) 384-1213
fax (217) 384-1219

Civil Process

ph (217) 384-1204
fax (217) 384-1219

TO: Stephanie Fortado, Finance Committee Chairperson

FR: Sheriff Dustin D. Heuerman

DA: January 7, 2025

RE: Out of County Housing

When the FY25 budget was initially submitted to the Executive's Office in July, I expected the jail consolidation project to be completed by December 31, 2024 and the majority of inmates to be relocated back in Champaign County. As such, only \$25,000 was budgeted for out of county housing for FY25. However, the consolidation project is not complete, and I expect it to continue at least a few months into 2025.

I am respectfully requesting \$375,000 in additional funding be allocated to out of county housing to help us cover January and February. At that time, I should have a better idea of when the consolidation will be complete and if additional out of county housing funding is needed.

As you know, inmate housing fluctuates dependent on a variety of factors, including classification of inmates to keep them safe. When the County Board approved the jail renovation and consolidation plan, they were aware that the facility they approved was being built for fewer inmates than we had at the time. While our inmate population has been reduced since those plans were approved, the number of inmates needing to be housed out of county remains unpredictable. It is possible that some inmates may need to be housed out of county after the consolidation is complete. As such, I fully expect to be coming back to the Board for additional funding in the future; however, I'd like to have a better picture of what that looks like before requesting additional funding from the Board.

Please let me know if you have any questions and thank you for your continued support of the Sheriff's Office.

Journal Proof Report



Journal Number: 60 Year: 2025 Period: 1 Description: Housing Reference 1: Reference 2: Reference 3:

| Source | Account | Account Description | Line Description | OB | Debit | Credit |
|--------|-------------------------------------------|---------------------|-------------------|-------|-------------|--------|
| BUA | 1080-00-0253t-02-140-000-000-0000-502042- | OUTSIDE BOARDING | Outside Boarding | | \$375000.00 | |
| | | | Journal 2025/1/60 | Total | \$375000.00 | \$0.00 |

Fund: 1080 General Corporate

Dept: 140 Correctional Center

Reason: The jail consolidation project was not completed by the end of FY2024, as originally planned. Additional funds are required for out of county boarding in FY2025 until the project is completed.

| Fund | Account Description | Debit | Credit |
|------|---------------------------------------------------------------------|---------------|---------------|
| 1080 | GENERAL CORPORATE | | |
| | 1080-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS | | \$375000.00 |
| | 1080-00-0146t-00-000-000-000-0000-300703- BUDGETARY FUND BALANCE | \$375000.00 | |
| | Fund Total | 375000 | 375000 |

RESOLUTION



**RESOLUTION AUTHORIZING THE COUNTY BOARD CHAIR TO ASSIGN
MOBILE HOME TAX SALE CERTIFICATE OF PURCHASE**

WHEREAS, pursuant to the authority of 35 ILCS 516/35 the County of Champaign, as Trustee for the Taxing Districts, has undertaken a program to collect delinquent mobile home taxes;

AND WHEREAS, pursuant to this program the County of Champaign, as Trustee for the Taxing Districts, has obtained a Tax Sale Certificate of Purchase as to the following described mobile home

810 PEACH TREE ST

PERMANENT PARCEL NUMBER: 30-056-0096

As described in certificates(s) : 2021-9187 sold October 2021

AND WHEREAS, pursuant to public auction sale, FCP MHC IL SALES LLC, Purchaser(s), has/have deposited the total sum of \$915.00 for the purchase of the said Certificate of Purchase and has/have requested that the County of Champaign assign to said Purchaser(s) the said Certificate of Purchase and all of the rights of Champaign County to obtain a Tax Certificate of Title as to the said mobile home and further, from said payment the County shall receive \$300.00 as a return for its certificates(s) of Purchase. The County Clerk shall receive \$0.00 for cancellation of certificate(s) and to reimburse for the charges advanced therefrom; the Auctioneer shall receive \$0.00 for services rendered; the Illinois Secretary of State shall receive the sum of \$165.00 for issuance of the Tax Certificate Title to said Purchaser(s); The Agent under his contract for services shall receive \$450.00;

AND WHEREAS, it appears to the Budget & Finance Committee that Champaign County and its taxing districts will be best served by assigning its said Tax Sale Certificate of Purchase to said Purchaser(s) in exchange for the aforesaid payment;

NOW THEREFORE BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the County Board Chair is authorized to assign the abovesaid Tax Sale Certificate of Purchase as to the above described mobile home in exchange for payment to the Treasurer of Champaign County, Illinois, of the sum of \$300.00, which shall be disbursed according to law. This resolution shall be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this _____ day of _____, _____

ATTEST:

CLERK

COUNTY EXECUTIVE

RESOLUTION



RESOLUTION AUTHORIZING THE COUNTY BOARD CHAIR TO ASSIGN MOBILE HOME TAX SALE CERTIFICATE OF PURCHASE

WHEREAS, pursuant to the authority of 35 ILCS 516/35 the County of Champaign, as Trustee for the Taxing Districts, has undertaken a program to collect delinquent mobile home taxes;

AND WHEREAS, pursuant to this program the County of Champaign, as Trustee for the Taxing Districts, has obtained a Tax Sale Certificate of Purchase as to the following described mobile home

27 FERN ST

PERMANENT PARCEL NUMBER: 30-059-0050

As described in certificate(s) : 2021-9219 sold October 2021

AND WHEREAS, pursuant to public auction sale, FCP MHC IL SALES LLC, Purchaser(s), has/have deposited the total sum of \$915.00 for the purchase of the said Certificate of Purchase and has/have requested that the County of Champaign assign to said Purchaser(s) the said Certificate of Purchase and all of the rights of Champaign County to obtain a Tax Certificate of Title as to the said mobile home and further, from said payment the County shall receive \$300.00 as a return for its certificate(s) of Purchase. The County Clerk shall receive \$0.00 for cancellation of certificate(s) and to reimburse for the charges advanced therefrom; the Auctioneer shall receive \$0.00 for services rendered; the Illinois Secretary of State shall receive the sum of \$165.00 for issuance of the Tax Certificate Title to said Purchaser(s); The Agent under his contract for services shall receive \$450.00;

AND WHEREAS, it appears to the Budget & Finance Committee that Champaign County and its taxing districts will be best served by assigning its said Tax Sale Certificate of Purchase to said Purchaser(s) in exchange for the aforesaid payment;

NOW THEREFORE BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the County Board Chair is authorized to assign the abovesaid Tax Sale Certificate of Purchase as to the above described mobile home in exchange for payment to the Treasurer of Champaign County, Illinois, of the sum of \$300.00, which shall be disbursed according to law. This resolution shall be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this _____ day of _____, _____

ATTEST:

CLERK

COUNTY EXECUTIVE

RESOLUTION



RESOLUTION AUTHORIZING THE COUNTY BOARD CHAIR TO ASSIGN MOBILE HOME TAX SALE CERTIFICATE OF PURCHASE

WHEREAS, pursuant to the authority of 35 ILCS 516/35 the County of Champaign, as Trustee for the Taxing Districts, has undertaken a program to collect delinquent mobile home taxes;

AND WHEREAS, pursuant to this program the County of Champaign, as Trustee for the Taxing Districts, has obtained a Tax Sale Certificate of Purchase as to the following described mobile home

224 POPLAR ST LOT 3

PERMANENT PARCEL NUMBER: 14-018-0003

As described in certificates(s) : 2020-9063 sold November 2020

AND WHEREAS, pursuant to public auction sale, RYAN FLEMING, Purchaser(s), has/have deposited the total sum of \$915.00 for the purchase of the said Certificate of Purchase and has/have requested that the County of Champaign assign to said Purchaser(s) the said Certificate of Purchase and all of the rights of Champaign County to obtain a Tax Certificate of Title as to the said mobile home and further, from said payment the County shall receive \$300.00 as a return for its certificates(s) of Purchase. The County Clerk shall receive \$0.00 for cancellation of certificate(s) and to reimburse for the charges advanced therefrom; the Auctioneer shall receive \$0.00 for services rendered; the Illinois Secretary of State shall receive the sum of \$165.00 for issuance of the Tax Certificate Title to said Purchaser(s); The Agent under his contract for services shall receive \$450.00;

AND WHEREAS, it appears to the Budget & Finance Committee that Champaign County and its taxing districts will be best served by assigning its said Tax Sale Certificate of Purchase to said Purchaser(s) in exchange for the aforesaid payment;

NOW THEREFORE BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the County Board Chair is authorized to assign the abovesaid Tax Sale Certificate of Purchase as to the above described mobile home in exchange for payment to the Treasurer of Champaign County, Illinois, of the sum of \$300.00, which shall be disbursed according to law. This resolution shall be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this _____ day of _____, _____

ATTEST:

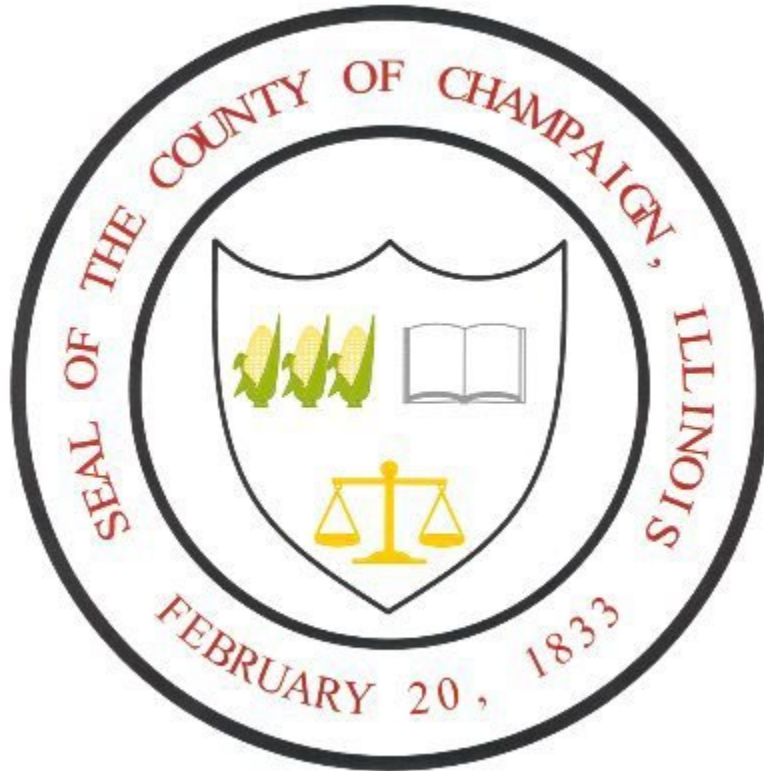
CLERK

COUNTY EXECUTIVE

SALE TO NEW OWNER

01-25-001

Champaign County



Fixed Asset Policy and Procedure Manual

*As Adopted by Champaign County Board
Ordinance No. XXX*

Table of Contents

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DRAFT

1. Introduction

Champaign County, Illinois, maintains a fixed asset accounting system to ensure consistent, accurate, and transparent recording and reporting of monetary amounts associated with fixed asset transactions. This system encompasses policies, procedures, and methods designed to address the acquisition, use, control, protection, maintenance, and disposal of fixed assets.

The establishment of this Fixed Asset Policy and Procedure Manual was approved by the Champaign County Board on January 23, 2025, and supersedes all previously established policies. This policy outlines the requirements for the capitalization and management of movable equipment and real property. It includes guidelines for the acquisition of land, buildings, fixed equipment, and renovations or improvements to existing real property owned or leased by Champaign County.

2. Scope

This policy applies to all departments, divisions, and entities under the jurisdiction of Champaign County, including boards, commissions, and agencies responsible for the acquisition, maintenance, and disposal of capital assets.

The policy has been established to ensure conformity with:

- Generally Accepted Accounting Principles (GAAP) as applicable to governments,
- Federal requirements under 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and
- Other applicable federal and state laws.

3. Policy Statement

Champaign County shall ensure proper accounting and stewardship of public assets through consistent recording, monitoring, and reporting of capital assets.

This policy aims to support transparency, accountability, and efficient use of taxpayer resources.

4. Definition of Fixed Assets

Land is real property owned by Champaign County that is used for operations, development, or public purposes. It includes all costs incurred to acquire the land, such as purchase price, legal fees, closing costs, and site preparation expenses (e.g., grading, clearing). Land is not depreciated.

Land improvements are enhancements made to land to increase its functionality or usability. Examples include landscaping, fencing, parking lots, sidewalks, irrigation systems, and outdoor lighting.

Buildings refer to structures owned by the Champaign County that are used for administrative, operational, or public purposes. This includes costs associated with acquisition, construction, legal fees, architectural services, and permanently attached fixtures.

Building improvements are modifications or renovations to existing buildings that extend their useful life, enhance their functionality, or increase their value. Examples include major structural changes, HVAC system upgrades, or roof replacements. Routine maintenance and minor repairs are not capitalized.

Infrastructure – Roads includes long-lived capital assets that provide essential transportation networks, such as streets, highways, and paved pathways. The costs of constructing, reconstructing, or improving roads, including grading, paving, signage, and curbs, are capitalized. Routine maintenance is expensed.

Infrastructure – Bridges encompasses long-lived capital assets used for transportation and public access, such as vehicular or pedestrian bridges. Costs associated with construction, reconstruction, or major improvements, including materials, labor, and engineering services, are capitalized. Routine maintenance costs expensed.

Equipment consists of tangible, movable items owned by Champaign County that are used in operations. Examples include vehicles, machinery, computers, and office furnishings. Equipment shall be capitalized on a per unit basis. A "unit" is defined as a single piece or collection of equipment that, when assembled, operates as an independent, stand-alone asset or serves as an enhancement to an existing asset. The definition of a unit includes any installation costs and accessory components necessary to achieve full functionality, provided these costs are incurred at the time of acquisition of the primary equipment.

Construction in Progress (CIP) refers to the costs incurred for projects under construction or development that are not yet completed or ready for their intended use. These projects typically include new buildings, infrastructure, major renovations, or other capital improvements. Once the project is completed and placed into service, the total accumulated costs are reclassified to the appropriate asset category (e.g., Buildings, Infrastructure) and begin depreciation based on their useful life. CIP is not depreciated while the project is still in progress.

Right-to-use lease assets are initially measured at the present value of payments expected to be made during the lease term, adjusted for the lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized in a systematic and rational manner over the shorter of the lease term or the useful life of the underlying asset.

5. Procedures

Capital assets purchased for use in governmental activities are recorded as expenditures in governmental funds at the time of purchase. Governmental capital assets are reported in the government-wide financial statements, offset by accumulated depreciation. Capital assets are valued at actual or estimated historical cost, while donated capital assets are valued at acquisition value as of the date donated. Capital assets received in a service concession arrangement are valued at acquisition value.

5.1. Asset Acquisition

- Capital asset purchases shall follow the Champaign County Procurement Policy Rules, Regulations, and Procedures For Purchasing.
- Costs included in capitalization may consist of:
 - Purchase price, including taxes, shipping, and handling.
 - Installation and preparation costs.
 - Direct legal, engineering, or architectural fees.

5.2. Capitalization Criteria

- Thresholds:
 - *Land* of any value.
 - *Buildings and Land Improvements* valued at or above \$25,000
 - *Infrastructure* valued at or above \$100,000
 - *Equipment* valued at or above \$10,000
- Assets with costs below the thresholds are expensed unless required for grant or program reporting.

5.3. Depreciation

- Depreciation is calculated on all assets, other than land and construction in progress, using the straight-line method with the following estimated useful lives:
 - Land Improvements: 15 years
 - Buildings: 20-40 years
 - Building Improvements: 15 years
 - Infrastructure - Roads: 15 years
 - Infrastructure - Bridges: 50 years
 - Equipment: 5-10 years

5.4. Inventory and Tracking

- An inventory of all capital assets shall be conducted annually by the County Executive's Office or other designated department.
- All capital assets will be tagged or otherwise identified to ensure proper tracking.

5.5. Reporting

- All capital assets shall be recorded in the Champaign County Fixed Asset Register, maintained by the County Executive's Office or other designated department.
- Annual financial reports will include any required footnote disclosures or schedules of capital assets, consistent with GAAP under Governmental Accounting Standards Board (GASB) reporting requirements.

5.6. Disposal of Assets

- Disposal of assets requires prior approval from designated department head in which the asset resides.
- Disposal of assets requires the completion of the Fixed Asset Equipment Change Form, which must be submitted to the County Executive's Office or the designated department.
- Methods of disposal include public auction, trade-in, donation, or recycling, as permitted by law.
- Proceeds from the sale of assets shall be deposited into the appropriate fund from which the original purchase was financed.
- In compliance with GASB Statement No. 34, if an asset is disposed of before the end of its useful life, a gain or loss will be recognized and reported at the government-wide level. However, at the fund level, only the proceeds from the sale of the asset will be reported, rather than the associated gain or loss.

5.7 Transfer of Assets

- Transfers typically involve updating specific details within a fixed asset record, such as location codes, department codes, or custodial responsibility. These updates do not impact the asset's useful life, original cost, or other fundamental characteristics.
- As transfers represent changes to fixed asset records, all updates must be promptly reported to the County Executive's Office or the designated department. This reporting is accomplished by completing and submitting the Fixed Asset Equipment Change Form to ensure accurate and up-to-date records.

6. Responsibilities

- Department Heads: Ensure compliance with this policy and provide accurate records of assets assigned to their departments.
- The County Executive's Office or other designated department: Oversee capitalization, depreciation schedules, and reporting of assets.
- Auditor's Office: Periodically review compliance with asset management procedures.

7. Policy Review

This policy will be reviewed annually by the County Executive's Office and updated as necessary.

DRAFT

**A RESOLUTION ADOPTING AND AUTHORIZING
INTERGOVERNMENTAL AGREEMENTS FOR COMPUTER ASSISTED MASS
APPRAISAL SOFTWARE (CAMA)**

WHEREAS, pursuant to Article VII, Section 10 of the Illinois Constitution of 1970 and 5 ILCS 220/1, *et seq.* the Parties can enter into agreements which provide for joint cooperation by and among the Parties; and

WHEREAS, pursuant to 35 ILCS 200/9-30, township assessors may spend funds for the preparation, establishment and maintenance of a detailed property record system which would provide information useful to assessment officials; and

WHEREAS, Champaign County has entered into a contract with DEVNET to provide an integrated property tax system; and

WHEREAS, DEVNET has arranged with Champaign County to allow any interested Township to access and use the property tax system for an agreed upon cost pursuant to the Champaign County contract; and

WHEREAS, Champaign County wishes to enter into this IGA with any interested township situated within the County to assist in the automation of property records and the provisions of tools necessary to calculate property assessments in a manner in which the County and the Township deem appropriate and cost-effective.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County that the Intergovernmental Agreement for Computer Assisted Mass Appraisal Software (CAMA) that is attached hereto be approved and adopted and that the Champaign County Executive is authorized to enter into this Intergovernmental Agreement with any interested Township.

PRESENTED, PASSED, APPROVED, AND RECORDED this ____ day of 2025.

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: _____

**INTERGOVERNMENTAL AGREEMENT FOR COMPUTER ASSISTED MASS
APPRAISAL SOFTWARE (CAMA)**

THIS INTERGOVERNMENTAL AGREEMENT (hereinafter “the Agreement”) is entered into by and between the Township of _____ (hereinafter “Township”) and Champaign County (collectively “the Parties”).

WHEREAS, pursuant to Article VII, Section 10 of the Illinois Constitution of 1970 and 5 ILCS 220/1, *et seq.* the Parties can enter into agreements which provide for joint cooperation by and among the Parties; and

WHEREAS, pursuant to 35 ILCS 200/9-30, township assessors may spend funds for the preparation, establishment and maintenance of a detailed property record system which would provide information useful to assessment officials; and

WHEREAS, Champaign County has entered into a contract with DEVNET to provide an integrated property tax system; and

WHEREAS, DEVNET has arranged with Champaign County to allow the Township to access and use the property tax system for an agreed upon cost pursuant to the Champaign County contract; and

WHEREAS, Champaign County wishes to enter into this IGA with the Township to assist in the automation of property records and the provisions of tools necessary to calculate property assessments in a manner in which the County and the Township deem appropriate and cost-effective.

NOW, THEREFORE, in consideration of the terms, conditions and covenants contained herein, the Parties agree as follows:

Section 1. Champaign County Obligations.

- A. Champaign County, specifically through the Champaign County Supervisor of Assessments, agrees to cooperate with the Township and DEVNET (the “vendor”) to implement the integrated property tax system for the term of this Agreement.
- B. Champaign County agrees to pay up to \$2,000.00 all of the CAMA related software, tools, conversion costs, and fees for the Township for each year for the term of this Agreement.

Section 2. Township Obligations.

- A. Township agrees to utilize the DEVNET integrated property tax system for the term of this Agreement.
- B. Township agrees to any remaining portion of the CAMA related software, tools, conversion costs, and fees for the Township after the County's \$2,000.00 obligation for each year for the term of this Agreement.
- C. Township specifically agrees to pay the APEX sketch license costs and fees for any term of this agreement.

Section 3. Term. This Agreement shall be effective from the date of execution for the period of time beginning January 1, 2025 through December 31, 2029.

Section 4. Renewal. This Agreement may be renewed annually under the same terms and conditions listed above.

Section 5. Notices. All notices, requests and communications which are required or may be given under this Agreement shall be in writing and shall be sent to the following:

Paula Bates
Champaign County Supervisor of Assessments
1776 E. Washington
Urbana, IL 61801

Township Assessor for the Township of _____

(Office Address)

(City, State, ZIP)

Section 6. Applicable Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois. Venue for any action arising from the interpretation or performance of this Agreement shall be within Champaign County, Illinois.

Section 7. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which shall be deemed one and the same instrument. Signatures sent via facsimile or e-mail transmission shall be deemed original signatures for purposes of creating a binding agreement.

IN WITNESS WHEREOF, the Champaign County Executive and the Township of _____ have caused this Agreement to be executed and attested in its name by its duly authorized officers as of the date shown below, and this Agreement shall be effective as set forth in Section 3 of this Agreement.

CHAMPAIGN COUNTY

Steve Summers
Champaign County Executive

Date: _____

TOWNSHIP OF _____

(Printed Name)
Township Board Supervisor

Date: _____

ATTEST:

(Printed Name)
Township Clerk

Date: _____



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

Date: January 6, 2025
To: Champaign County Finance Committee
From: Paul Francisco, Director, Indoor Climate Research and Training
RE: County Board approval for acceptance of Grants/Subawards

The Indoor Climate Research & Training division (ICRT) of CCRPC has two grants and one subaward in progress for which we are seeking County Board approval to accept once awarded. Below is a brief summary of each along with its status. Supporting documents have also been provided. Budget amendments will be presented to the County Board at a future meeting. Thank you for your consideration.

1. **Funder:** Department of Energy (DOE)
Grant: COBotics for Attic Technical Testing and Infiltration Control (COBATTIC)
Grant #: DE-EE0011592
Description: Research project to develop system that uses robotic technology to better air seal attics.
Grant Total: \$1,499,638
Status: Approved, awaiting final award documents
Start: Potential start January 2025

2. **Funder:** Department of Commerce and Economic Opportunity (DCEO)
Grantee: UIUC
Subawardee: ICRT
Grant: Illinois Building Electrification Research
Description: Research how to best support Illinois’ electrification goals.
Subaward: \$150,000
Status: Approved, awaiting final award documents
Start: Potential start January 2025

3. **Funder:** DOE
Grantee: IEPA (State Energy Office)
Grant: Residential Energy Auditor Training (EAT)
Description: Develop and deliver multifamily energy auditor training to state weatherization network and additional trainees from disadvantaged communities. Much of the funding will be used to support staff costs of attendance for weatherization agencies throughout the state.
Grant total: \$1,999,993
Status: Approved, awaiting final award documents
Start: Potential start March 2025

Champaign County Regional Planning Commission

1776 E. Washington St. Urbana, IL 61802
P 217.328.3313 F 217.328.2426
TTY 217.384.3862 CCRPC.ORG

Summary for Public Release

DE-FOA-0003158, Control Number: 3158-1727

Lead Organization: Champaign County Regional Planning Commission (CCRPC)

Title: COBotics for Attic Technical Testing and Infiltration Control (COBATTIC)

Energy conservation has become a major U.S. initiative over the past several decades, especially among low-income households through programs such as the weatherization assistance program (WAP) of the Department of Energy. A major concern in residential settings is moisture and air leakage in attics, where approximately 40% of air leakage occurs. While air leakage and moisture issues in attics are significant, conventional weatherization methods, which can only control about 50% of air leakage in attics, can be difficult to implement with full effectiveness because these methods are generally invasive, can be costly, and may not be able to reach some of the parts of the attic where substantial leakage may exist.

A novel method of attic weatherization is proposed to address this issue through the COBATTIC research project, utilizing cutting-edge technologies to improve worker safety and reduce time burden, while improving attic energy efficiency and air sealing results at the same time. As part of this project, we will develop, evaluate, and train a collaborative robotic (cobotic) and artificial intelligence (AI)-enhanced thermal diagnostic system that identifies moisture damage and air leakage locations in attic spaces more easily and accurately, and performs targeted air sealing and insulation in parts of the attic that are inaccessible to humans. The air sealing and insulation will be through tools such as expanding spray foam applicator, caulk applicator, insulation manipulation tool, and potentially, an insulation vacuum attachment. In effect, the new technology introduced in this project performs the in-attic equivalent of laparoscopic surgery to upgrade attics without the typical costs and disruptions.

Project outcomes from the project's novel approach include:

- 1) Increasing the quality and comprehensiveness of homes retrofitted/weatherized, especially for low-income communities.
- 2) Improve occupational safety for field practitioners.
- 3) Improve building energy efficiency with an innovative technology that reduces costs, making home retrofits more affordable.
- 4) Consistency in performing retrofits.
- 5) Creating a commercially available cobotic tool kit and training curriculum, developed in tandem with weatherization agencies for broader deployment across the U.S.
- 6) Increasing capacity for weatherization crews to service disadvantaged communities

The COBATTIC project team is uniquely qualified to conduct this research with extensive backgrounds in home weatherization research, building science and energy efficiency, artificial intelligence and machine learning, and robotics. Research team members include GTI Energy, FLX Solutions, Hearth Labs, and the Community and Economic Development Association of Cook County Inc. (CEDA). The team is led by Dr. Masih Alavy from Indoor Climate Research and Training (ICRT), a division of CCRPC.



Department of Energy

Golden Field Office
15013 Denver West Parkway
Golden CO 80401

September 17, 2024

K. Orion Smith
Champaign County Regional Planning Commission
1776 E. Washington St
Urbana, IL 61802
osmith@ccrpc.org

SUBJECT: Selection of Application for Negotiation Under Funding Opportunity
Announcement Number DE-FOA-0003158, Buildings Energy Efficiency Frontiers
& Innovation Technologies (BENEFIT) – 2024

Dear K. Orion Smith:

We are pleased to provide this update on your application. The Building Technologies Office within the Department of Energy (DOE) has completed its evaluation of your application submitted in response to the subject Funding Opportunity Announcement (FOA). The application below has been recommended by the Building Technologies Office for negotiation of a financial award (**Note: This notification does not guarantee federal government funding, as funding will only be obligated upon completion of successful negotiations**):

Application: COBotics for Attic Technical Testing and Infiltration Control (COBATTIC), 3158-1727, Award Number: DE-EE0011592

Receipt of this letter does not authorize the applicant to commence with performance of the project. DOE makes no commitment to issue an award and assumes no financial obligation with the issuance of this letter. Applicants do not receive an award until award negotiations are complete and the Contracting Officer executes the funding agreement. Only an award document signed by the Contracting Officer obligates DOE to support a project.

The award negotiation process may take up to 60 days or more. The applicant must be responsive during award negotiations (i.e., provide requested documentation) and meet the stated negotiation deadlines. Failure to submit the requested information and forms by the

stated due date, or any failure to conduct award negotiations in a timely and responsive manner, may cause DOE to cancel award negotiations and rescind this selection. DOE reserves the right to terminate award negotiations at any time for any reason.

Please submit the information and forms listed below to the Grants Management Specialist, Susan Manley, at Susan.Manley@ee.doe.gov by September 26, 2024. Failure to submit the requested information and forms by the stated due date, or any failure to conduct award negotiations in a timely and responsive manner, may cause the Office of Energy Efficiency and Renewable Energy (EERE) to cancel award negotiations and rescind this selection.

Please complete each of the following required forms, which are available on the EERE Financial Opportunities Resources page at <https://energy.gov/eere/funding/eere-funding-application-and-management-forms>. All forms should include the award number in the header.

1. Pre-Award Information Sheet and all required attachments, including but not limited to: Current and Pending Support, Participants and Collaborating Organizations, and any other required disclosures, waivers, attachments or supporting documentation.
Note: The Data Management Plan (DMP) is now a check box in the Pre-Award Information Sheet (question #4). A supplemental DMP may be submitted by teams if they feel the need to provide more explanation or choose an option aside from the two standard options provided in the Pre-Award Information Sheet, but is not required.
2. Copy of your approved Indirect Rate Agreement or a Rate Proposal, following the guidelines in the Sample Indirect Rate Proposal – Pre-Award, if applicable. (See [EERE R 543.001](#) guidance document for more information).
3. Copy of the most recent independent Single Audit (for non-profits, states, local governments, and educational institutions) or independent Compliance Audit (applicable to for-profit entities).
4. Cooperative Research and Development Agreement (CRADA), if applicable.

Note: Unless instructed otherwise by the DOE Contracting Officer for the DOE award, all FFRDCs are required to enter into a Cooperative Research and Development Agreement (CRADA) or, if the role of the DOE/NNSA FFRDC is limited to technical assistance and intellectual property is not anticipated to be generated from the DOE/NNSA FFRDC's work, a Technical Assistance Agreement (TAA), with at least the prime recipient before any project work begins. Any questions regarding the use of a CRADA or TAA should be directed to the cognizant DOE field intellectual property (IP) counsel.

The CRADA or TAA must be agreed upon by all parties and submitted to DOE or other sponsoring agency, when applicable, for approval, or submitted to DOE for notice under the Master Scope of Work process, when applicable, using any DOE or other sponsoring

agency approved CRADA or TAA template without substantive changes by the time the award is made to the prime recipient. *Since there is typically a long lead time for finalizing a CRADA, please start working with your FFRDC project partners as soon as possible.*

See **Section III.E.i.c Funding, Cost Share, and Subaward with FFRDCs** of the FOA document and the following link for more information: [DOE O 483.1 \(energy.gov\)](#)

5. Environmental Questionnaire (EQ-1) submitted to the Project Management Center (PMC) for NEPA review. See **Section VI.B.vi Environmental Review in Accordance with National Environmental Policy Act (NEPA)** of the FOA document and the following link for more information: [EQ1SubmissionGuide.pdf \(energy.gov\)](#)
6. System for Award Management (SAM) registration (<https://www.sam.gov>) and Unique Entity Identifier (UEI) number required from all prime and subrecipients. The award cannot be approved until all subrecipients have a valid and active SAM registration. **Note:** Due to the high demand of UEI requests and SAM registrations, entity legal business name and address validations are taking longer than expected to process. Entities should start the UEI and SAM registration process as soon as possible. If entities have technical difficulties with the UEI validation or SAM registration process they should utilize the [HELP](#) feature on [SAM.gov](#). SAM.gov will work entity service tickets in the order in which they are received and asks that entities not create multiple service tickets for the same request or technical issue. Additional entity validation resources can be found here: [GSAFSD Tier 0 Knowledge Base - Validating your Entity](#).

The Technical Project Monitor assigned to your award will follow up with more information on next steps and additional requirements ahead of the negotiation process. For more information on the negotiation process and relevant regulations, please review the “Recipient’s Guide to Negotiating with EERE,” available on the EERE Financial Opportunities Resources page at <https://energy.gov/eere/funding/eere-funding-application-and-management-forms>.

An Award Negotiation Kick-off meeting will be held on September, 23, 2024 at 1-2pm ET. Please register here.

Your organization must have an adequate accounting system in place prior to expenditure of any award funds. Please see Accounting System Requirements on the EERE Financial Opportunities Resources page at the link provided above.

Please note, EERE’s decision on whether and how to distribute federal funds is subject to the National Environmental Policy Act (NEPA) and EERE must conduct a NEPA review for all proposed project activities prior to authorizing the use of federal funds. Based on information available, EERE has not issued a final NEPA determination for this project. You should carefully consider and should seek legal counsel or other expert advice before taking any action related

to the proposed project that would have an adverse effect on the environment or limit the choice of reasonable alternatives prior to EERE completing the NEPA review process.

You may not incur pre-award costs without prior approval of DOE. All pre-award costs are incurred at your risk (i.e., DOE is under no obligation to reimburse such costs if for any reason you do not receive an award or if the award is less than anticipated and inadequate to cover such costs). All costs must be allowable, allocable, and reasonable in accordance with the applicable cost principles.

EERE does not guarantee or assume any obligation to reimburse costs where the costs were incurred prior to receiving written authorization from the Contracting Officer. If you elect to undertake activities that may have an adverse effect on the environment or limit the choice of reasonable alternatives prior to receiving such written authorization from the Contracting Officer, you are doing so at risk of not receiving federal funding and such costs may not be recognized as allowable cost share. Nothing contained in the pre-award cost reimbursement regulations or any pre-award costs approval letter from the Contracting Officer override the NEPA requirements to obtain the written authorization from the Contracting Officer prior to taking any action that may have an adverse effect on the environment or limit the choice of reasonable alternatives.

If you are unable to provide the information by the date requested or have any questions concerning the requested information, please contact the Grants Management Specialist listed above.

On behalf of EERE, I would like to congratulate you on your selection for award negotiations. I look forward to working with you to successfully complete award negotiations.

Sincerely,

Elizabeth Parrish
Contracting Officer

cc: Masih Alavy, Principal Investigator
cc: Kyle Biega, DOE Technology Manager
cc: Jonathan Cohen, DOE Technical Project Officer
cc: Susan Manley, DOE Grants Management Specialist
cc: Sophia Mischke, DOE Technical Project Monitor

Illinois Building Electrification Research

Purpose

The purpose of this research project is to support the state of Illinois in charting a course to electrification in the commercial and residential building sectors. The Climate Jobs Institute (CJI) is partnering with the University of Illinois Smart Energy Design Assistance Center (SEDAC), the Indoor Climate Research and Training Center (ICRT), the University of Illinois Center for Climate, Regional, Environmental, and Trade Economics (CREATE), and Colorado State University (CSU) to do this research.

Overall mission: How do we get from point A to point B in an equitable way (for workers and households/communities)?

The project's objectives are to:

1. Characterize the current building electrification landscape in Illinois in terms of technology adoption, workforce readiness, and policy.
2. Model realistic building electrification adoption scenarios and identify the impact of these scenarios on state and local economies and the workforce.
3. Recommend policies and strategies to create good quality jobs, build a qualified workforce, guard against potential failure points, and support workers negatively impacted by the electrification transition.
4. Recommend policies and strategies to foster the equitable adoption of electrification technologies in terms of benefits and costs to end users.

This research aims to produce materials that will be valuable for the following audiences as they navigate the building electrification transition:

- State and local policy makers and planners
- Union trade contractors, labor councils, and contractor associations in the building trades
- Utility energy efficiency program administrators and service provider networks
- Illinois state agencies responsible for implementing clean energy policy, including DCEO, ICC, EPA Office of Energy, and IPA
- Clean energy workforce training program administrators and instructors, including apprenticeship programs, community college programs, vocational schools, and CEJA and FEJA training programs.

- End users: residents, business owners, renters, etc.

This research project will involve **five major components**.

1. Residential Market Analysis (CSU and ICRT)
2. Commercial Market Analysis (SEDAC, with support from CJI)
3. Scenario Modeling and Economic Impact Analysis (CREATE with support from larger team)
4. Policy Analysis (CJI, with support from SEDAC, CSU, and ICRT)
5. Workforce and Training Analysis (CJI and ICRT)

OVERVIEW

Project Goal

The Illinois Energy Auditor Training Program identifies two primary goals:

1. Develop an Energy Auditor Training Program for Multifamily Buildings

Income-eligible multi-family households under the U.S. Department of Energy's Weatherization Assistance Program (WAP) earn less than income-eligible single-family households and are severely underserved. Aside from the Community and Economic Development Association, Inc. (CEDA), which operates in Chicago/Cook County and is the largest weatherization provider in the country, WAP local administering agencies (LAAs) in Illinois have not typically served multifamily buildings. A major obstacle to serving more multifamily buildings is their complexity of unit-to-unit connections, common spaces, and larger heating systems. The standard Energy Auditor training for single-family homes is not sufficient for determining priority energy efficiency measures for multifamily buildings.

Illinois Environmental Protection Agency (IL EPA) Office of Energy plans to partner with the Illinois Department of Commerce and Economic Opportunity (IL DCEO) and the Indoor Climate Research & Training (ICRT) division of the Champaign County Regional Planning Commission (CCRPC) to develop a quality multi-family training program that meets nationally recognized standards and can be offered to both existing and new energy efficiency contractors. Programmatic success will be based on the number of trainees completing training, sitting for/completing the Multifamily Building Analyst (MFBA) exam, and passing the MFBA exam.

2. Create a Pipeline for Qualified Workers from Disadvantaged Communities (DACs)

The recruitment and retention of qualified staff is a serious challenge for LAAs. Hiring searches often find individuals with minimal experience in housing or construction, which requires significant time and resources to train new hires and gain sufficient experience to perform high-quality assessments. Experience drains when employees leave and maintaining adequate staffing numbers for these smaller LAAs can be a severe hindrance to performance and production. Even if the LAA can identify a candidate in a reasonably short time frame, it may be several months until training is complete.

The recruitment and retention issues can be exacerbated by the mismatch of market need for assessments and DAC workforce. The program will collaborate with community-based organizations to identify potential workers who would be willing to relocate to areas of need, provide training, coordinate with LAAs for hiring, and facilitate the relocation process.

Program Goals

This project meets each of the program goals as described in the FOA:

- Informed curriculum and program design that aligns with current and future standards: The Energy Auditor curriculum for this program is accredited by IREC, as required by DOE's WAP. The envisioned MFBA curriculum will align with the job task analysis provided by BPI.
- Supports States to establish standardized education and training requirements for energy auditors: Currently, there are no standardized education and training requirements in Illinois for multifamily building energy auditing. This project will support the establishment of standardized required training.

- Enlarges the pipeline of diverse talent by closing gaps in job access, address workforce inclusion deficiencies, and improve disparities with underrepresented groups: The program will leverage resources available to IL DCEO Community Services Block Grant (CSBG) program to support diverse talent as they receive training. CSBG may provide job readiness assistance, wraparound services, and help to recruit people from target populations.
- Connects auditor trainees to career opportunities that promote job quality and economic mobility: The 30 LAAs delivering services through the Illinois Home Weatherization Assistance Program (IHWAP) are constantly seeking new talent, and this program will be able to connect our trainees to these agencies. In addition, IHWAP and ICRT both have connections with major utility programs and will work to identify career opportunities with these utilities and their program allies.
- Prioritizes sustainability through practices and partnerships that support infrastructure development and the long-term value of a clean energy workforce: The program will utilize Illinois' established network of CAAs that have work programs designed for recruitment and job placement activities. CSBG is committing to utilizing the case management, employment support programs and other applicable resources across the network of 35 Community Action Agencies, to assist in identifying eligible individuals from disadvantaged communities and providing the long-term support necessary in this initiative. The CSBG network has collaborated with the IHWAP throughout the years on similar initiatives and has a proven track record of providing in-kind contributions for wages and administration already funded under CSBG to manage these work programs. Currently, the Illinois Energy Auditor Training Program implementation team has identified 15 individuals that meet the Justice40 initiative criteria.

Partners

The IL EPA Office of Energy will collaborate with several key partners:

- IL DCEO's Office of Community Assistance, including two divisions:
 - IHWAP - operates the statewide WAP, including oversight of 30 local agencies. Sets the standards and required training for the state.
 - CSBG - provides a range of services for low-income families across the state of Illinois
- ICRT division of the CCRPC - operates the IREC-accredited weatherization training center for Illinois



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

**MONTHLY HR REPORT
NOVEMBER 2024**

UNEMPLOYMENT REPORT

Notice of Claims Received – 0

Benefit Determination – 0

PAYROLL REPORT

NOVEMBER PAYROLL INFORMATION

| Pay Group | 11/1/2024 | | 11/15/2024 | |
|----------------|--------------|-----------------------|--------------|-----------------------|
| | EE's Paid | Total Payroll \$\$ | EE's Paid | Total Payroll \$\$ |
| General Corp | 518 | \$1,195,605.91 | 609 | \$1,267,174.66 |
| RPC/Head Start | 271 | \$540,353.42 | 306 | \$569,971.03 |
| Total | 789 | \$1,735,959.33 | 915 | \$1,837,145.69 |

| Pay Group | 11/27/2024 | |
|----------------|--------------|-----------------------|
| | EE's Paid | Total Payroll \$\$ |
| General Corp | 548 | \$1,245,201.95 |
| RPC/Head Start | 309 | \$778,360.60 |
| Total | 857 | \$2,023,562.55 |

HEALTH INSURANCE/BENEFITS REPORT

Total Number of Employees Eligible: 620
General County Union (includes AFSCME & FOP):
 178 Single; 24 EE+spouse; 52 EE+child(ren); 8 Family; 80 waived
Non-bargaining employees:
 137 Single; 31 EE+spouse; 43 EE+child(ren); 12 Family; 55 waived
 Life Insurance Premium paid by County: \$1,550.12
 Health Insurance Premium paid by County: \$528,282.96

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

November 2024: .26% average over the last 12 months

November 2024: 2 out of 770 Employees left Champaign County: 1 resignation, 1 dismissal

WORKERS' COMPENSATION REPORT

| <u>Entire County Report</u> | <u>November 2023</u> | <u>November 2024</u> |
|-----------------------------|----------------------|----------------------|
| New Claims | 6 | 1 |
| Closed | 3 | 4 |
| Open | 19 | 31 |

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

| | | | | | |
|---------------------|----|-----------------------------|----|---------------------|---|
| Agendas Posted | 16 | Meetings Staffed | 4 | Minutes Posted | 9 |
| | | | | | |
| Appointments Posted | 0 | Notification of Appointment | 3 | Contracts Posted | 4 |
| | | | | | |
| Calendars Posted | 6 | Resolutions Prepared | 35 | Ordinances Prepared | 4 |
| | | | | | |

VACANT POSITIONS

As of Close of Business 11/30/2024

| | | |
|-----------------------------------------------------|-----------|---------------------------------------------------------------------------------------|
| Total Position Vacancies | 48 | |
| New Vacancies This Month | 8 | 12 Departments with unintended vacancies of the 23 departments |
| Vacancies from 2024 - prior to current month | 31 | \$ 2,745,502.40 Payroll for the current, budgeted vacancies if remain unfilled 1 year |
| Vacancies from 2023 | 5 | |
| Vacancies from 2022 | 4 | 94,123 Hours of all current vacancies if remained unfilled for 1 year |
| Intentionally Vacant | 2 | |

| ADMINISTRATIVE SERVICES | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|-------------------------|--------------|-------------|--------------|--------------------|
| Finance Specialist | 10/4/2024 | \$ 35.36 | 1965 | \$ 69,482.40 |

| ANIMAL CONTROL | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|-----------------------------------|--------------|-------------|--------------|--------------------|
| Director | 11/15/2024 | \$ 37.44 | 2096 | \$ 78,474.24 |
| Deputy Administrator/Veterinarian | 3/24/2023 | \$ 51.72 | 1000 | \$ 51,720.00 |
| Clerk | 9/4/2024 | \$ 16.65 | 2096 | \$ 34,898.40 |

| AUDITOR'S OFFICE | 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 |
|-----------------|--------------|-------------|--------------|--------------------|
| None | | \$ - | 0 | \$ - |

| CIRCUIT CLERK'S OFFICE | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|------------------------|--------------|-------------|--------------|--------------------|
| Legal Clerk | 7/15/2024 | \$ 18.25 | 1965 | \$ 35,861.25 |
| Legal Clerk | 8/15/2024 | \$ 18.00 | 1965 | \$ 35,370.00 |
| Legal Clerk | 8/29/2024 | \$ 18.25 | 1965 | \$ 35,861.25 |
| Legal Clerk | 11/5/2024 | \$ 17.43 | 1965 | \$ 34,249.95 |
| Legal Clerk | 11/19/2024 | \$ 17.43 | 1965 | \$ 34,249.95 |
| Supervisor | 7/5/2024 | \$ 38.89 | 1965 | \$ 76,418.85 |

| 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 |
|-----------------------|--------------|-------------|--------------|--------------------|
| Deputy Coroner - Temp | 3/9/2024 | \$ 22.00 | PRN | |

| 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 |
|-------------------------|--------------|-------------|--------------|--------------------|
| None | | \$ - | 0 | \$ - |

| 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 | | \$ 43.63 | 2080 | \$ 90,750.40 |
| Highway Maintenance | 3/1/2024 | \$ 33.37 | 2096 | \$ 69,943.52 |
| Highway Maintenance | 6/28/2024 | \$ 33.37 | 2096 | \$ 69,943.52 |

| INFORMATION TECHNOLOGY | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|------------------------|--------------|-------------|--------------|--------------------|
|------------------------|--------------|-------------|--------------|--------------------|

| | | | | | | |
|------------------------------------|--------------|----|-------|------|----|-----------|
| Senior Systems Administrator | 6/16/2023 | \$ | 42.00 | 1950 | \$ | 81,900.00 |
| Systems Administrator (Courthouse) | New Position | \$ | 31.75 | 1950 | \$ | 61,912.50 |
| Systems Administrator (Courthouse) | 7/15/2022 | \$ | 31.75 | 1950 | \$ | 61,912.50 |

| JUVENILE DETENTION CENTER | Date Vacated | | Rate of Pay | Annual Hours | | Annual Rate of Pay |
|----------------------------------------|--------------|----|-------------|--------------|----|--------------------|
| Court Services Officer - JDC | 8/26/2024 | \$ | 25.47 | 1965 | \$ | 50,048.55 |
| Court Services Officer - JDC | 9/27/2024 | \$ | 26.91 | 1965 | \$ | 52,878.15 |
| Court Services Officer - JDC | 10/9/2024 | \$ | 26.01 | 1965 | \$ | 51,109.65 |
| Court Services Officer - JDC | 10/15/2024 | \$ | 25.47 | 1965 | \$ | 50,048.55 |
| Court Services Officer - JDC | 11/11/2024 | \$ | 26.40 | 1965 | \$ | 51,876.00 |
| Court Services Officer - JDC | 11/22/2024 | \$ | 27.91 | 1965 | \$ | 54,843.15 |
| Court Services Officer - JDC | 11/28/2024 | \$ | 26.01 | 1965 | \$ | 51,109.65 |
| Assistant Detention Officer (PT) - JDC | 9/30/2024 | \$ | 15.60 | 975 | \$ | 15,210.00 |

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

| PHYSICAL PLANT | 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 | 1965 | \$ | 62,997.90 |
| Zoning Officer | 3/4/2024 | \$ | 26.39 | 1965 | \$ | 51,856.35 |
| Zoning Officer | New Pos 1/1/22 | \$ | 21.83 | 1965 | \$ | 42,895.95 |

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

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

| SHERIFF'S OFFICE | Date Vacated | | Rate of Pay | Annual Hours | | Annual Rate of Pay |
|-----------------------------|--------------|----|-------------|--------------|----|--------------------|
| Deputy Sheriff - Patrol | 8/23/2024 | \$ | 36.29 | 2080 | \$ | 75,483.20 |
| Deputy Sheriff - Patrol | 8/25/2024 | \$ | 36.29 | 2080 | \$ | 75,483.20 |
| Deputy Sheriff - Patrol | 8/26/2024 | \$ | 30.80 | 2080 | \$ | 64,064.00 |
| Clerk - Corrections | 7/15/2023 | \$ | 21.75 | 1950 | \$ | 42,412.50 |
| Master Control Officer - PT | 11/17/2024 | \$ | 18.68 | 1040 | \$ | 19,427.20 |
| Correctional Officer | 3/17/2024 | \$ | 23.56 | 2080 | \$ | 49,004.80 |
| Correctional Officer | 5/20/2024 | \$ | 24.74 | 2080 | \$ | 51,459.20 |
| Correctional Officer | 6/3/2024 | \$ | 24.74 | 2080 | \$ | 51,459.20 |
| Correctional Officer | 6/6/2024 | \$ | 24.74 | 2080 | \$ | 51,459.20 |
| Correctional Officer | 10/10/2024 | \$ | 24.74 | 2080 | \$ | 51,459.20 |
| Correctional Officer | 10/11/2024 | \$ | 24.74 | 2080 | \$ | 51,459.20 |
| Court Security Officer | 9/6/2024 | \$ | 25.38 | 2080 | \$ | 52,790.40 |
| Court Security Officer | 9/20/2024 | \$ | 23.55 | 2080 | \$ | 48,984.00 |

| STATE'S ATTORNEY | Date Vacated | | Rate of Pay | Annual Hours | | Annual Rate of Pay |
|---------------------------------------|--------------|----|-------------|--------------|----|--------------------|
| Assistant State's Attorney - Criminal | 7/9/2024 | \$ | 38.47 | 1965 | \$ | 75,593.55 |
| Assistant State's Attorney - Criminal | 9/13/2024 | \$ | 38.47 | 1965 | \$ | 75,593.55 |
| Assistant State's Attorney - Criminal | 9/9/2024 | \$ | 41.46 | 1965 | \$ | 81,468.90 |
| Executive Director - CAC | 11/12/2024 | \$ | 39.77 | 1965 | \$ | 78,148.05 |

| 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 | New position | \$ | 18.50 | 1965 | \$ | 36,352.50 |
|---------------|--------------|----|-------|------|----|-----------|

| 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.

| November 2024 Monthly EEO Report General County Only | ads closing this month: | | | | | | | | | | ads with later or no end date: | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------------------------------------|------------------------------|---------------------------------------------------|---------------------------------------------------|----------------------------------|-----------------------------------------------------------|--------------------------------|------------------------|-----------------------------------------------------------|----------------------------------|-----------------------------|---------------------------------------------------------|--------------------------------------------------|----------------------------------------------------|-----------------------------------------------------------|-----------------------------------------|------------------------------------|--------------------------|--------------------------|--------------------------------|----------------------------|-----------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|------------------------------|-------------------------------------------------------|-----------------|--------------------------------------------------------------------|----------------------------------|-----------------------------------------------------------|-------------------------------------------------------|---------------------------------------|---|---|---|---|
| | Maintenance Worker - Highway | Administrative Legal Secretary - State's Attorney | Administrative Legal Secretary - State's Attorney | Court Security Officer - Sheriff | Court Services Officer (JDC) - Probation & Court Services | Chief Deputy Auditor - Auditor | Clerk - Animal Control | Court Services Officer (JDC) - Probation & Court Services | Court Security Officer - Sheriff | Legal Clerk - Circuit Clerk | Drainage District Coordinator (Temp) - County Executive | Brokens Custodian/Mail Services - Physical Plant | Problem-Solving Court Case Manager - Circuit Court | Detention Officer (PT) (JDC) - Probation & Court Services | Planning Internship - Planning & Zoning | Zoning Officer - Planning & Zoning | Deputy Coroner - Coroner | Deputy Sheriff - Sheriff | Correctional Officer - Sheriff | Systems Administrator - IT | Senior Systems Administrator - IT | Assistant State's Attorney (Entry Level) - State's Attorney | Assistant State's Attorney (Experienced) - State's Attorney | Assistant State's Attorney (Entry Level) - State's Attorney | Snow Plow Operator - Highway | Assistant Public Defender - Criminal Defense Attorney | Public Defender | Executive Director - Children's Advocacy Center - State's Attorney | Court Security Officer - Sheriff | Court Services Officer (JDC) - Probation & Court Services | Assistant Public Defender (Traffic) - Public Defender | Master Control Officer (PT) - Sheriff | | | | |
| Total Applicants | 20 | 8 | 2 | 1 | 1 | 4 | 2 | 1 | 2 | 9 | 2 | 6 | 6 | 8 | 4 | 1 | 8 | 2 | 8 | 2 | 1 | 0 | 0 | 5 | 8 | 20 | 7 | 20 | 6 | 1 | 8 | 169 | | | | |
| Male | 20 | 1 | 2 | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 5 | 1 | 1 | 1 | 2 | 6 | 2 | 1 | 0 | 0 | 4 | 5 | 13 | 0 | 0 | 4 | 1 | 5 | 89 | | | | |
| Female | | 7 | 2 | | | | | | | | | | | | | | | | | | | | | | | 6 | | | | | 2 | 75 | | | | |
| NonBinary | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Undisclosed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hispanic or Latino | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| White | 17 | 5 | 1 | 3 | 0 | 3 | 2 | 1 | 4 | 2 | 2 | 4 | 4 | 5 | 2 | 1 | 4 | 5 | 5 | 2 | 1 | 0 | 0 | 0 | 0 | 12 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Black or African-American | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 | 0 | 0 | 0 | 4 | 1 | 0 | 3 | 2 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 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 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Asian | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| American Indian or Alaska Native | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Two or more races | 1 | 1 | 1 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Undisclosed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Veteran Status | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 2 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

MONTHLY HR REPORT DECEMBER 2024

UNEMPLOYMENT REPORT

Notice of Claims Received – 4

Coroner – 1

RPC WIOA – 2*

Sheriff – 1

Benefit Determination – 3

Coroner – 1 non-chargeable

RPC WIOA – 1 chargeable

Sheriff – 1 fraud

*Protest has been filed. Final determination will be included in a future report.

PAYROLL REPORT

DECEMBER PAYROLL INFORMATION

| | 12/13/2024 | | 12/27/2024 | |
|----------------|------------|--------------------|------------|--------------------|
| | EE's | Total Payroll \$\$ | EE's | Total Payroll \$\$ |
| Pay Group | Paid | Total Payroll \$\$ | Paid | Total Payroll \$\$ |
| General Corp | 523 | \$1,279,209.02 | 521 | \$1,236,009.94 |
| RPC/Head Start | 316 | \$607,799.24 | 310 | \$613,355.18 |
| Total | 839 | \$1,887,008.26 | 831 | \$1,849,365.12 |

HEALTH INSURANCE/BENEFITS REPORT

Total Number of Employees Eligible: 616

General County Union (includes AFSCME & FOP):

175 Single; 24 EE+spouse; 53 EE+child(ren); 8 Family; 78 waived

Non-bargaining employees:

138 Single; 32 EE+spouse; 42 EE+child(ren); 12 Family; 54 waived

Life Insurance Premium paid by County: \$1,540.63

Health Insurance Premium paid by County: \$527,589.96

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 2024: 1.84% average over the last 12 months

December 2024: 14 out of 760 Employees left Champaign County: 7 resignations, 2 dismissals, 3 retirements and 2 jobs ended

WORKERS' COMPENSATION REPORT

| <u>Entire County Report</u> | <u>December 2023</u> | <u>December 2024</u> |
|-----------------------------|----------------------|----------------------|
| New Claims | 4 | 2 |
| Closed | 4 | 9 |
| Open | 19 | 25 |

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

| | | | | | |
|---------------------|----|-----------------------------|----|---------------------|---|
| Agendas Posted | 11 | Meetings Staffed | 2 | Minutes Posted | 8 |
| | | | | | |
| Appointments Posted | 0 | Notification of Appointment | 4 | Contracts Posted | 7 |
| | | | | | |
| Calendars Posted | 5 | Resolutions Prepared | 14 | Ordinances Prepared | 2 |
| | | | | | |

VACANT POSITIONS

As of Close of Business 12/31/2024

| | | |
|-----------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Total Position Vacancies | 50 | <p>12 Departments with unintended vacancies of the 23 departments</p> <p>\$ 2,825,201.61 Payroll for the current, budgeted vacancies if remain unfilled 1 year</p> <p>97,646 Hours of all current vacancies if remained unfilled for 1 year</p> |
| New Vacancies This Month | 12 | |
| Vacancies from 2024 - prior to current month | 27 | |
| Vacancies from 2023 | 7 | |
| Vacancies from 2022 | 4 | |
| Intentionally Vacant | 2 | |

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

| ANIMAL CONTROL | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|-----------------------------------|--------------|-------------|--------------|--------------------|
| Director | 11/15/2024 | \$ 37.44 | 2096 | \$ 78,474.24 |
| Deputy Administrator/Veterinarian | 3/24/2023 | \$ 51.72 | 1000 | \$ 51,720.00 |

| AUDITOR'S OFFICE | 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 |
|-----------------|--------------|-------------|--------------|--------------------|
| None | | \$ - | 0 | \$ - |

| CIRCUIT CLERK'S OFFICE | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|------------------------|--------------|-------------|--------------|--------------------|
| Legal Clerk | 8/15/2024 | \$ 18.00 | 1965 | \$ 35,370.00 |
| Legal Clerk | 8/29/2024 | \$ 18.25 | 1965 | \$ 35,861.25 |
| Legal Clerk | 11/5/2024 | \$ 17.43 | 1965 | \$ 34,249.95 |
| Legal Clerk | 11/19/2024 | \$ 17.43 | 1965 | \$ 34,249.95 |
| Supervisor | 7/5/2024 | \$ 38.89 | 1965 | \$ 76,418.85 |

| 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 |
|----------------|--------------|-------------|--------------|--------------------|
| Deputy Coroner | 12/3/2024 | \$ 26.00 | 2096 | \$ 54,496.00 |

| 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 |
|-------------------------|--------------|-------------|--------------|--------------------|
| None | | \$ - | 0 | \$ - |

| 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 |
|---------------------------------------------------|--------------|-------------|--------------|--------------------|
| Senior Systems Administrator | 6/16/2023 | \$ 42.00 | 1950 | \$ 81,900.00 |
| Systems Administrator (Courthouse) (New Position) | 1/1/2023 | \$ 31.75 | 1950 | \$ 61,912.50 |
| Systems Administrator (Courthouse) | 7/15/2022 | \$ 31.75 | 1950 | \$ 61,912.50 |

| JUVENILE DETENTION CENTER | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|----------------------------------------|---------------------|--------------------|---------------------|---------------------------|
| Court Services Officer - JDC | 10/9/2024 | \$ 26.01 | 1965 | \$ 51,109.65 |
| Court Services Officer - JDC | 10/15/2024 | \$ 25.47 | 1965 | \$ 50,048.55 |
| Court Services Officer - JDC | 11/11/2024 | \$ 26.40 | 1965 | \$ 51,876.00 |
| Court Services Officer - JDC | 11/22/2024 | \$ 27.91 | 1965 | \$ 54,843.15 |
| Court Services Officer - JDC | 11/28/2024 | \$ 26.01 | 1965 | \$ 51,109.65 |
| Court Services Officer - JDC | 12/2/2024 | \$ 25.47 | 1965 | \$ 50,048.55 |
| Court Services Officer - JDC | 12/6/2024 | \$ 26.01 | 1965 | \$ 51,109.65 |
| Court Services Officer - JDC | 12/30/2024 | \$ 26.01 | 1965 | \$ 51,109.65 |
| Assistant Detention Officer (PT) - JDC | 11/30/2023 | \$ 15.60 | 975 | \$ 15,210.00 |
| Assistant Detention Officer (PT) - JDC | 12/14/2023 | \$ 15.60 | 975 | \$ 15,210.00 |
| Assistant Detention Officer (PT) - JDC | 9/30/2024 | \$ 15.60 | 975 | \$ 15,210.00 |

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

| PHYSICAL PLANT | 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 |
|-------------------------------|---------------------|--------------------|---------------------|---------------------------|
| Zoning Officer (New Position) | 1/1/2022 | \$ 21.83 | 1965 | \$ 42,895.95 |
| Planner | 6/24/2022 | \$ 32.06 | 1965 | \$ 62,997.90 |
| Zoning Officer | 3/4/2024 | \$ 26.39 | 1965 | \$ 51,856.35 |

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

| PUBLIC DEFENDER | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|---------------------------|---------------------|--------------------|---------------------|---------------------------|
| Assistant Public Defender | 12/13/2024 | \$ 41.34 | 1965 | \$ 81,233.10 |
| Assistant Public Defender | 12/27/2024 | \$ 41.07 | 1965 | \$ 80,702.55 |

| SHERIFF'S OFFICE | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|-----------------------------|---------------------|--------------------|---------------------|---------------------------|
| Secretary | 12/27/2024 | \$ 25.62 | 1950 | \$ 49,959.00 |
| Clerk - Corrections | 7/15/2023 | \$ 21.75 | 1950 | \$ 42,412.50 |
| Master Control Officer - PT | 11/17/2024 | \$ 18.68 | 1040 | \$ 19,427.20 |
| Correctional Officer | 3/17/2024 | \$ 23.56 | 2080 | \$ 49,004.80 |
| Correctional Officer | 5/20/2024 | \$ 24.74 | 2080 | \$ 51,459.20 |
| Correctional Officer | 6/3/2024 | \$ 24.74 | 2080 | \$ 51,459.20 |
| Correctional Officer | 6/6/2024 | \$ 24.74 | 2080 | \$ 51,459.20 |
| Correctional Officer | 10/10/2024 | \$ 24.74 | 2080 | \$ 51,459.20 |
| Correctional Officer | 10/11/2024 | \$ 24.74 | 2080 | \$ 51,459.20 |
| Correctional Officer | 12/2/2024 | \$ 24.44 | 2080 | \$ 50,835.20 |
| Correctional Officer | 12/7/2024 | \$ 25.99 | 2080 | \$ 54,059.20 |
| Court Security Officer | 9/20/2024 | \$ 23.55 | 2080 | \$ 48,984.00 |
| Court Security Officer | 12/30/2024 | \$ 23.14 | 2080 | \$ 48,131.20 |

| STATE'S ATTORNEY | Date Vacated | Rate of Pay | Annual Hours | Annual Rate of Pay |
|---------------------------------------|---------------------|--------------------|---------------------|---------------------------|
| Assistant State's Attorney - Civil | 12/13/2024 | \$ 32.03 | 1965 | \$ 62,938.95 |
| Assistant State's Attorney - Criminal | 7/9/2024 | \$ 38.47 | 1965 | \$ 75,593.55 |
| Assistant State's Attorney - Criminal | 9/13/2024 | \$ 38.47 | 1965 | \$ 75,593.55 |
| Assistant State's Attorney - Criminal | 9/9/2024 | \$ 41.46 | 1965 | \$ 81,468.90 |
| Paralegal | 12/31/2024 | \$ 33.35 | 1965 | \$ 65,532.75 |
| Executive Director - CAC | 11/12/2024 | \$ 39.77 | 1965 | \$ 78,148.05 |

| 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 (New Position) | 8/22/2024 | \$ 18.50 | 1965 | \$ 36,352.50 |

| 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.

| December 2024 Monthly EEO Report General County Only | | ads closing this month: | | | | | | | | | | ads with later or no end date: | | | | | | | | | | | | | | | | |
|---------------------------------------------------------|--|-------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|--------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|----------|----------|-----------|----------|
| Total Applicants | | 13 | 4 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 7 | 9 | 0 | 1 | 5 | 9 | 0 | 1 | 1 | 5 | 9 | 1 | 6 | 10 | 3 | 2 | 78 | |
| Male | | 7 | 4 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 4 | 0 | 1 | 4 | 4 | 0 | 0 | 1 | 2 | 7 | 0 | 4 | 3 | 1 | 1 | 48 | |
| Female | | 6 | | | | | | | | | 4 | 5 | 0 | 0 | 1 | 5 | 0 | 1 | 1 | 3 | 2 | 1 | 2 | 7 | 2 | 1 | 43 | |
| Nonbinary | | | | | | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Undisclosed | | | | | | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Hispanic or Latino | | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7 |
| White | | 7 | 2 | 1 | 1 | 1 | 0 | 2 | 0 | 0 | 0 | 3 | 0 | 1 | 4 | 4 | 0 | 0 | 0 | 2 | 5 | 0 | 2 | 4 | 0 | 0 | 42 | |
| Black or African-American | | 2 | 1 | 0 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 4 | 0 | 1 | 5 | 0 | 1 | 1 | 1 | 1 | 4 | 1 | 0 | 3 | 1 | 1 | 30 | |
| 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 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Asian | | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | |
| American Indian or Alaska Native | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Two or more races | | 1 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 3 | 0 | 10 | |
| Undisclosed | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | |
| Veteran Status | | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |

Doug Stierwalt

Champaign County IL | Generated 12/13/2024 @ 2:28 pm by OnBoardGOV - Powered by ClerkBase

Status

Name Doug Stierwalt
Application Date 11/14/2024
Expiration Date 11/14/2123
Status Received

| Board | Vacancies | Status |
|---------------------------------------------------|-----------|----------------------|
| Two Mile Slough Drainage District | 1 | Pending |

Basic Information

Name
Doug Stierwalt

What experience and background do you have which you believe qualifies you for this appointment?
I have been a drainage commissioner and I am a farmer and land owner in the district.

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
I have been a drainage commissioner on this district so I am familiar with it.

Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.
Tolono Township Clerk, Bailey Memorial Cemetery Board

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 appointed body for which you are applying? If yes, please explain.
No

Would you be available to regularly attend the scheduled meeting of the appointed body? If no, please explain.
Yes

What is your ethnicity?
White

Additional Information

Notes

Generated 12/13/2024 @ 2:28 pm

Contact Information

Address
738 County Road 900 E
Tolono, IL 61880

Email
impalass409@prairieinet.net

Phone
2176215964

Cell Phone
2176215964

Occupation

Alicia M Beck

Champaign County IL | Generated 12/13/2024 @ 2:27 pm by OnBoardGOV - Powered by ClerkBase

Status

Name Alicia M Beck
Application Date 11/13/2024
Expiration Date 11/13/2123
Status Received

| Board | Vacancies | Status |
|------------------------------|-----------|----------------------|
| Rural Transit Advisory Group | 2 | Pending |

Basic Information

Name
Alicia M Beck

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

As the Senior Director for Workforce Development at Parkland College, I am intimately familiar with the transportation needs of students in training programs and those in the workforce. Our regional labor shed continues to struggle with affordable transportation options that connect entry level workers with jobs. My professional experiences, paired with my service as the District 2 representative for the Champaign City Council, uniquely positions me to provide a perspective that centers transportation users in fiscally responsible and innovative approaches to transportation barriers in our region.

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

Champaign County and CU MTD formed a Rural Transit Advisory Group for the principal purpose to provide oversight of transportation services within the County. On behalf of these authorities, the RTAG provides oversight of IDOT funding and other other potential sources of funds that target public transportation access for rural communities.

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

City of Champaign City Council, District 2 Council Member

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 appointed body for which you are applying? If yes, please explain.

I can think of no conflicts.

Would you be available to regularly attend the scheduled meeting of the appointed body? If no, please explain.

Yes, I will be available.

What is your gender?

Female

What is your ethnicity?

White

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?

I look forward to regularly attending the meetings of the RTAG to provide oversight of rural public transportation service in Champaign County on behalf of the County Board. In addition to participating in the committee's planning process, I look forward to representing community concerns and sharing information about transportation services with the public at large.

Additional Information

Notes

Generated 12/13/2024 @ 2:27 pm

Contact Information

Address
510 W. William Street
Champaign, IL 61820

Email
abeck@parkland.edu

Phone
217-721-2850

Occupation

Rick Williams

Champaign County IL | Generated 12/13/2024 @ 2:27 pm by OnBoardGOV - Powered by ClerkBase

Status

Name Rick Williams
Application Date 11/12/2024
Expiration Date 11/12/2123
Status Received

| Board | Vacancies | Status |
|----------------------------------------------|-----------|----------------------|
| Rural Transit Advisory Group | 2 | Pending |

Basic Information

Name
Rick Williams

What experience and background do you have which you believe qualifies you for this appointment?
I have completed two years of service on the RTAG board. I am regularly engaged with a low income population that receives services from C-CARTS (residents of supportive living facilities).

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
Two years of familiarity through experience at quarterly meetings, reviewing metrics, considering policy issues and opportunities.

Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.
Board member, Champaign County History Museum (10 years, currently serving).

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 appointed body for which you are applying? If yes, please explain.
No.

Would you be available to regularly attend the scheduled meeting of the appointed body? If no, please explain.
Yes.

What is your gender?
Male

What is your ethnicity?
White

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?
Oversight of funding and expenditures. Monitoring metrics to determine met needs, potential opportunities, efficiency of operations. As a board member, I will remain informed on the issues and concerns that impact my local community and the interests of those I serve. I will be faithful in meeting attendance and be an engaged participant.

Additional Information

Notes

Generated 12/13/2024 @ 2:27 pm

Contact Information

Address
1205 W. Dianne Ln
Mahomet, IL 61853

Email
rwilliams@champaigncountyhistory.org

Phone
2177221067

Cell Phone
2177221067

Occupation

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Martha Newton

ADDRESS: 508 N Main St St-Joseph IL 61873
Street City State Zip Code

EMAIL: marc77men@gmail.com PHONE: 918-728-9582

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Rural Transport Board

BEGINNING DATE OF TERM: Jan 2025 ENDING DATE: Dec 2026

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?

15 yrs case management experience with seniors
10 yrs direct work people with disabilities

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?

Provide support for community
Attend all board meetings.

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

1 yr experience on the rural transport board

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.

Martha E. Newton
Signature

Nov 13, 2024
Date

Wendy M Hundley

Champaign County IL | Generated 12/17/2024 @ 3:43 pm by OnBoardGOV - Powered by ClerkBase

Status

Name Wendy M Hundley
Application Date 12/16/2024
Expiration Date 12/16/2123
Status Received

| Board | Vacancies | Status | Actions |
|------------------------------|-----------|----------------------|--------------------------|
| Rural Transit Advisory Group | 2 | Pending | <input type="checkbox"/> |

Basic Information

Name
Wendy M Hundley

What experience and background do you have which you believe qualifies you for this appointment?
I have been on the other side of depending on public transportation and understand the importance of having this service.

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
We are an advisory board that supports the mission of serving the community and to be the best stewards of taxpayers dollars.

Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.
HRC - Village of Rantoul

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 appointed body for which you are applying? If yes, please explain.
None

Would you be available to regularly attend the scheduled meeting of the appointed body? If no, please explain.
Yes

What is your gender?
Female

What is your ethnicity?
Hispanic or Latino

Contact Information

Address
417 E. Grove Avenue
Rantoul, AL 61866

Email
wmhundley417@gmail.com

Phone
[217-417-1619](tel:217-417-1619)

Cell Phone
[217-417-1619](tel:217-417-1619)

Occupation

Professional Licenses
Municipal Clerk

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?
Making sure that rules of laws are being followed.

Additional Information

Notes

Generated 12/17/2024 @ 3:43 pm

Ashley M Richey

Champaign County IL | Generated 12/17/2024 @ 3:43 pm by OnBoardGOV - Powered by ClerkBase

Status

Name Ashley M Richey
Application Date 12/13/2024
Expiration Date 12/13/2123
Status Received

| Board | Vacancies | Status | Actions |
|------------------------------|-----------|----------------------|--------------------------|
| Rural Transit Advisory Group | 2 | Pending | <input type="checkbox"/> |

Basic Information

Name
Ashley M Richey

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

I have been in the area for 40 years and have a presence in the healthcare community and have served on the board for one year.

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

I have become more familiar with CCARTS since serving this past year and from speaking with regular riders.

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

RTAG

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 appointed body for which you are applying? If yes, please explain.

n/a

Would you be available to regularly attend the scheduled meeting of the appointed body? If no, please explain.

yes

What is your gender?

Female

What is your ethnicity?

White

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?

I believe it is to help guide the direction of the organization based on the mission. I see myself engaging to understand the challenges as well as advocating for the organization by engaging the public and my field of work to raise awareness of the benefits.

Additional Information

Notes

Generated 12/17/2024 @ 3:43 pm

Contact Information

Address
1362 Gates Dr.
Rantoul, IL 61866

Email
ashley.m.richey@osfhealthcare.org

Phone
217-369-7701

Occupation

Registrations/Certifications
CFSM

ROE9

Gary Lewis
Regional Superintendent

Champaign - Ford

Jon Kelly
Assistant Regional Superintendent

July 23, 2024

Dear Members of the Champaign and Ford County Boards,

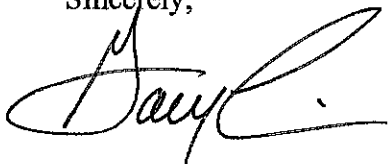
I am writing to formally announce my retirement from my position as Regional Superintendent of Schools for Champaign and Ford Counties, effective March 1, 2025.

Serving as the Regional Superintendent of Schools has been a profound honor and a significant part of my life. I am grateful for the opportunity to contribute to our community and collaborate with such dedicated colleagues.

I am proud of what my team has accomplished together and confident that they will continue to thrive. I will ensure a smooth transition and offer any assistance needed during this period. Jon Kelly has taken over as the Assistant Regional Superintendent as of July 1, 2024, and I will spend the rest of this time getting him up to speed to, with your blessing, assume the role of Regional Superintendent on March 2, 2025.

Thank you for your support and understanding. It has been a pleasure to serve the students, teachers, administrators, support staff, board members and community members of Champaign and Ford Counties. I am looking forward to the next chapter of my life while cherishing the memories and experiences I've gained here.

Sincerely,



Gary Lewis

2024-2026 Champaign County Board Member Liaison Assignments

| <u>Appointed by County Executive:</u> | | |
|----------------------------------------------------------------------|----------------------------------|--------------------------------------------------------------------|
| Board/Committee/Council | Appointment Requirements | Appointee(s) |
| Community Coalition | As desired – nonvoting | Ed Sexton |
| Champaign-Urbana Urbanized Area Transportation Study (CUUATS) Policy | 1 + 1 alt w/proxy voting ability | Samantha Carter Jeff Blue (alt) |
| Developmental Disabilities Board | As desired – nonvoting | <i>Vacant</i> |
| Extension Services Council | As desired – nonvoting | John Farney |
| Regional Office of Education | As desired – nonvoting | Ed Sexton |
| Veterans' Assistance Commission | As desired – nonvoting | Jeff Wilson |
| Labor/Management Health Insurance Committee | 1 R & 1 D 1 Alternate | Jon Cagle (R) Beth Vanichtheeranont (D) Jilmala Rogers (alt) |
| Community Action Board | 1 D & 1 R | Daniel Wiggs (D) Ed Sexton (R) |
| County Board of Health | 1 | Beth Vanichtheeranont |
| Lincoln Heritage RC&D | 1 | Chris Stohr |
| Lincoln Legacy Committee | 1 | Eric Thorsland |
| Head Start Policy Board | 1 | Elly Hanauer-Friedman |
| Martin Luther King Jr. Celebration Committee | 1 | <i>Vacant</i> |
| Mental Health Board | 1 | Emily Rodriguez |
| Re-Entry Council | 1 | Jennifer Locke (D) <i>Vacant</i> (R) |
| Region 8 Human Service Transportation Plan (HSTP) Policy Committee | 1 | Samantha Carter |
| Regional Planning Commission | 1 D & 1 R | Steve Summers Jeff Wilson (R) Jennifer Locke (D) |
| Rural Transit Advisory Group | 1 | Aaron Esry |
| Experience Champaign Urbana | 1 | Jenny Lokshin |
| Workforce Innovation and Opportunity Act – Elected Officials | Elected Official & 1 Alt | Steve Summers Emily Rodriguez (alt) |



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

MEMORANDUM

TO: County Board Members
FROM: Steve Summers, County Executive
DATE: January 8, 2025
RE: Recommended Board/Committee Appointments

Executive appointments for expiring terms of other community boards and committees are staggered throughout the year. In advance of term expirations, the Executive's Office advertises upcoming vacancies to notify interested applicants and to offer the Board the opportunity to recruit applicants or provide input to the Executive regarding any concerns or recommendations. Methods used to publicize upcoming vacancies include:

- Post on the county's website on the County Executive's page
- Post on the "vacancies" bulletin board located in Administrative Services
- E-mail notice to County Board Members and the news media
- Notice in the County Board's Committee of the Whole agenda under the Policy, Personnel and Appointments area of responsibility
- Word-of-mouth and inquiries from interested members of the public

Applications are reviewed and applicants interviewed. Considerations for making appointments include:

- Qualifications required by the board/commission statute or by-laws, including residence in the district, specific professional representation, required partisan balance, certifications and bonding requirements
- Constituent representation for demographic characteristics, including gender, race, age
- Constituent representation for geography of the district, including rural/urban or areas of the county
- Representation of consumers of the board's activities
- Difficulties or gaps in skills the board is experiencing
- Balance of experienced and newer members
- Balance of resources, interests and skills appointees can contribute to the board
- Input from County Board members; County officials; board members; staff and partners of the board with the vacancy, and interested members of the public

Prior to appointments being named, Board Members have an opportunity to see all applications (*italics indicates incumbent*) received in the January Committee of the Whole agenda packet. I have attached here the applications for appointments for open positions (*incumbents are noted in italics*) and will forward my recommendations to fill these openings at the February Committee of the Whole meeting.

Adrienne Pickett

- Mental Health Board – *No open positions*
- Developmental Disabilities Board – 1 position – term ending 6/30/2027
- Housing Authority of Champaign County – *No open positions*
- Re-Entry Council – *No open positions*
- County Board of Health – *No open positions*
- Eastern Illinois Economic Development Authority – 1 position – term ending 12/31/2030

Nicholas Kut

- County Board of Health – *No open positions*
- Mental Health Board – *No open positions*
- Champaign-Urbana Mass Transit District – 1 position – term ending 12/31/2029
- Rural Transit Advisory Group – 1 position for a disabilities representative – term ending 12/31/2025

Brooke Mohr

- Ogden-Royal Fire Protection District – *No open positions*

Dr. Adrienne Pickett

Champaign County IL | Generated 1/10/2025 @ 10:18 am by OnBoardGOV - Powered by ClerkBase

Status

Name Dr. Adrienne Pickett
Application Date 11/18/2024
Expiration Date 11/18/2123
Status Received

| Board (Rank) | Vacancies | Status | Actions |
|-------------------------------------------------------------|-----------|----------------------|--------------------------|
| Mental Health Board (708 Board) (0) | 1 | Pending | <input type="checkbox"/> |
| Developmental Disabilities Board (377 Board) (1) | 2 | Pending | <input type="checkbox"/> |
| Housing Authority of Champaign County (2) | 0 | Pending | <input type="checkbox"/> |
| Re-Entry Council (3) | 3 | Pending | <input type="checkbox"/> |
| County Board of Health (4) | 1 | Pending | <input type="checkbox"/> |
| Eastern Illinois Economic Development Authority (EIEDA) (5) | 1 | Pending | <input type="checkbox"/> |

Basic Information

Name
Dr. Adrienne Pickett

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

I work for the state and previously worked in higher education, early childhood education and care, and in carceral education.

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

None

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

None

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 appointed body for which you are applying? If yes, please explain.

No

Would you be available to regularly attend the scheduled meeting of the appointed body? If no, please explain.

Yes

What is your gender?

Female

What is your ethnicity?

Black or African American

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 listen, recommend, debate, advise, consensus-build

Are you a licensed physician or dentist?

No

Do you have experience in the mental health field?

No

Additional Information

Notes

Generated 1/10/2025 @ 10:18 am

Contact Information

Address
2412 Branch Road
Champaign, IL 61822

Email
almost.priscilla@gmail.com

Phone
2177212603

Occupation

Nicholas Daniel Kut

Champaign County IL | Generated 1/10/2025 @ 10:21 am by OnBoardGOV - Powered by ClerkBase

Status

Name Nicholas Daniel Kut
Application Date 12/15/2024
Expiration Date 12/15/2123
Status Received

| Board (Rank) | Vacancies | Status | Actions |
|--------------------------------------------|-----------|----------------------|--------------------------|
| County Board of Health (0) | 1 | Pending | <input type="checkbox"/> |
| Mental Health Board (708 Board) (1) | 1 | Pending | <input type="checkbox"/> |
| Champaign-Urbana Mass Transit District (2) | 1 | Pending | <input type="checkbox"/> |
| Rural Transit Advisory Group (3) | 7 | Pending | <input type="checkbox"/> |

Basic Information

Name
Nicholas Daniel Kut

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

I have substantial experience in public health and safety through my roles as an EMT, firefighter, and first aid instructor. Additionally, I've led first-aid programs and been involved with emergency management, which demonstrates my capacity to serve on health-related boards. I also have a background in engineering, having performed radiological analyses for commercial power plants (at Sargent & Lundy LLC) and permit drawings for telecommunications infrastructure (at Espo Engineering).

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

My time with the Carroll Fire Protection District involved grant writing, resource allocation, and community education. This gave me insight into how staff, equipment, and budgets are managed within a public safety framework, relevant for overseeing board operations, taxes, and fees. My experience as a Civil Drafter with Espo Engineering, creating designs for infrastructure and permitting, provides a foundation for understanding operational logistics, useful for transit-focused boards like the Champaign-Urbana Mass Transit District.

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

University of Illinois Public Safety Advisory Committee - Member. Volunteer Firefighter/EMT - Carroll Fire Protection District

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 appointed body for which you are applying? If yes, please explain.

No

Would you be available to regularly attend the scheduled meeting of the appointed body? If no, please explain.

Yes

What is your gender?

Male

What is your ethnicity?

White

What is your political party affiliation?

Other, None

Contact Information

Address
408 E Green, Apt. 202
Champaign, IL 61820

Email
nicholaskut@gmail.com

Phone
708-407-3738

Cell Phone
708-407-3738

Occupation

Professional Licenses
Emergency Medical Technician - Basic (IDPH)

Registrations/Certifications
AutoCAD & Inventor Certified User, Basic Operations Firefighter, Fire and Life Safety Educator 1 & 2, Fire Apparatus Engineer, Fire Service Instructor 1, ICS 300 & 400, Stop the Bleed Instructor, Red Cross First Aid & CPR Instructor

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?

I believe the role of a trustee, board, or commission member is to serve as a bridge between the community and the organization, identifying and addressing issues within the board's scope while working toward equitable and practical solutions. This involves actively listening to the concerns of residents, collaborating with local stakeholders, and making decisions that reflect the best interests of the entire community. A trustee must prioritize transparency, ensuring that board actions and decisions are accessible and understandable to the public. Additionally, fostering trust through open communication and making the office approachable are critical to building community confidence. My goal would be to carry out these responsibilities by leveraging my skills in emergency management, public education, and strategic planning to ensure effective and inclusive governance.

Are you a licensed physician or dentist?

No

Do you have experience in the mental health field?

While I do not have direct experience in mental health, my background as a volunteer Firefighter/EMT and first aid instructor equips me with skills to address mental health crises in emergency settings. I've taught CPR, trauma first aid, and public safety, which often intersects with mental health needs during emergencies.

Additional Information

Notes

Generated 1/10/2025 @ 10:21 am

Brooke Mohr

Champaign County IL | Generated 1/10/2025 @ 10:22 am by OnBoardGOV - Powered by ClerkBase

Status

Name Brooke Mohr
Application Date 1/8/2025
Expiration Date 1/8/2124
Status Received

| Board | Vacancies | Status | Actions |
|--------------------------------------|-----------|----------------------|--------------------------|
| Ogden-Royal Fire Protection District | 0 | Pending | <input type="checkbox"/> |

Basic Information

Name
Brooke Mohr

What experience and background do you have which you believe qualifies you for this appointment?
Previously work history as well as serving on other community boards.

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
To keep record of meetings throughout the year

Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.
Champaign County Farm Bureau Foundation Board of Directors

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 appointed body for which you are applying? If yes, please explain.
No

Would you be available to regularly attend the scheduled meeting of the appointed body? If no, please explain.
Yes

What is your gender?
Female

What is your ethnicity?
White

Contact Information

Address
2770 CR 1800 N
Ogden, IL 61859

Email
brooke.mohr@yahoo.com

Phone
2178403725

Occupation

Additional Information

Notes

Generated 1/10/2025 @ 10:22 am



AARON AMMONS
CHAMPAIGN COUNTY CLERK & RECORDER
Champaign County, Illinois

1776 East Washington Street
Urbana, IL 61802

Office/Vitals: 217-384-3720 Taxes: 217-384-3722 Elections 217-384-3724

www.champaigncountyclerk.il.gov

COUNTY CLERK
MONTHLY REPORT
NOVEMBER
2024

Per 55 ILCS 5/3-2003.4

| | | |
|---------------------------|-----------|------------------|
| Liquor Licenses & Permits | \$ | 10.00 |
| Civil Union Licenses | \$ | 70.00 |
| Marriage License | \$ | 5,670.00 |
| Interests | \$ | 11.60 |
| Fidlar Processing Fees | \$ | 687.50 |
| Vital Clerk Fees | \$ | 18,560.00 |
| Tax Clerk Fees | \$ | 29,286.00 |
| Refunds of Overpayments | \$ | - |
| TOTAL | \$ | 54,295.10 |
| Additional Clerk Fees | \$ | 1,472.00 |



AARON AMMONS
CHAMPAIGN COUNTY CLERK & RECORDER
 Champaign County, Illinois

1776 East Washington Street
 Urbana, IL 61802
 Office/Vitals: 217-384-3720 Taxes: 217-384-3722 Elections 217-384-3724
www.champaigncountyclerk.il.gov

COUNTY CLERK MONTHLY REPORT DECEMBER 2024

Per 55 ILCS 5/3-2003.4

| | | |
|---------------------------|-----------|------------------|
| Liquor Licenses & Permits | \$ | - |
| Civil Union Licenses | \$ | - |
| Marriage License | \$ | 5,460.00 |
| Interests | \$ | 20.66 |
| Fidlar Processing Fees | \$ | 645.00 |
| Vital Clerk Fees | \$ | 17,838.50 |
| Tax Clerk Fees | \$ | 10,940.50 |
| Refunds of Overpayments | \$ | - |
| TOTAL | \$ | 34,904.66 |
| Additional Clerk Fees | \$ | 1,492.00 |



AARON AMMONS
CHAMPAIGN COUNTY CLERK & RECORDER
 Champaign County, Illinois

1776 East Washington Street
 Urbana, IL 61802

Office/Vitals: 217-384-3720 Taxes: 217-384-3722 Elections 217-384-3724

www.champaigncountyclerk.il.gov

SEMI-ANNUAL REPORT
July - December 2024

Per 55 ILCS 5/3-2003.4

| | | |
|---------------------------|----|------------|
| Liquor Licenses & Permits | \$ | 3,563.75 |
| Civil Union Licenses | \$ | 210.00 |
| Marriage License | \$ | 41,510.00 |
| Interests | \$ | 47.10 |
| Fidlar Processing Fees | \$ | 3,417.50 |
| Vital Clerk Fees | \$ | 124,329.50 |
| Tax Clerk Fees | \$ | 45,981.90 |
| Refunds of Overpayments | \$ | 40.00 |

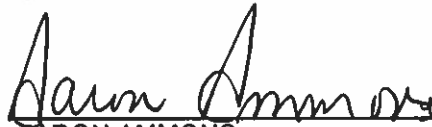
TOTAL \$ 219,099.75

Additional Clerk Fees \$ 10,310.00

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. 2025


 AARON AMMONS
 Champaign County Clerk



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

MEMORANDUM

TO: Champaign County Board Members
FROM: Michelle Jett, Director of Administration
Megan Robison, Administrative Assistant
DATE: January 7, 2025
RE: Board Rule Changes Proposal

From memo presented at the 12/2/2024 County Board Organizational Meeting:

Throughout the year the Board has mentioned potential changes or issues they would like to address in the Board rules at the next organizational meeting. The Executive's Office has kept track of these items and has placed them on this organization meeting agenda to be discussed:

- XI. Recommendation to the Policy, Personnel, & Appointments Committee for changes to County Board Rules
- Presentations
 - Communications
 - Public Participation

The following are the proposed changes from administrative staff per the direction of the County Board.

PRESENTATIONS – AGENDA ORDER

Currently presentations are not officially listed in the Board rules section XI. Order of Business, items C & D. The current agenda order is on page 13 of the County Board Rules. Presentations are scheduled at the beginning of the agenda for the relevant committee and that committee is placed first on the overall agenda. The proposal below moves the presentation out of committees and on to the overall agenda. That would also change it from the committee chair facilitating the presentation to the Board Chair facilitating the presentation.

Proposal: officially list presentations in the agenda order as designated below.

REQUIRES A VOTE BY THE BOARD.

XI. ORDER OF BUSINESS

C. The Order of Business for **each Regular meeting of the Board** shall be as follows:

Call to Order and Roll Call
Prayer and Pledge of Allegiance
Reading of Notice of Meeting(s)
Approval of Agenda and Addendum
Next Meeting Announcements
Employee Recognition
Public Participation
Approval of the Consent Agenda

Proclamations
Presentations From Outside Entities
Communications
Approval of Minutes of Previous Meetings
Reports of Standing Committees
Areas of Responsibility Reports
Old Business
New Business
Other Business
Veto Announcements
Adjournment/Recess

D. The order of business for meetings of **Committee of the Whole** shall include the following:

Call to Order and Roll Call
Approval of Agenda/Addenda
Approval of Minutes of Previous Meeting(s)
Public Participation
Presentations From Outside Entities
Communications
Areas of Responsibility Items:
New Business items
Other Business
Presiding officer's Reports
Designation of Items to be Placed on the Consent Agenda
Other Business
Adjournment

E. The order of business for meetings of **standing committees, special committees and subcommittees** shall include the following:

Call to Order and Roll Call
Approval of Agenda/Addendum
Approval of Minutes of Previous Meeting(s)
Public Participation
Presentations From Outside Entities
Communications
New Business
Other Business
Presiding officer's Report
Designation of Items to be Placed on the Consent Agenda (standing committee only)
Adjournment

PRESENTATIONS – PUBLIC USAGE

If the Board chooses to add presentations as an official entry in the agenda, a follow up question was should the use of the agenda item be clarified county officials are not restricted to utilizing the presentation agenda item to meet with the Board and will be scheduled as most appropriate for the current circumstance.

Proposal: Clarify in the Board rules that the presentation designation on the agenda is for the public to present to the board, county officials and departments will have their presentations placed on the agenda in the appropriate section by adding the following statement to the Board rules.

REQUIRES A VOTE BY THE BOARD.

XI. ORDER OF BUSINESS

I. The presentation designation in the agenda for Committee of the Whole and the County Board is for outside entities. Champaign County Government elected officials and department heads are welcome and encouraged to present information to the County Board and will be scheduled on the agenda in the most appropriate manner for the topic and meeting schedule.

COMMUNICATIONS – AGENDA LOCATION

There had been discussion about moving where Communications were placed on the agenda. The current agenda order is on page 13 of the County Board Rules.

Proposal: If the Board chooses to adopt the official entry of presentations on the agenda and it is followed by Communications, the root of this issue should be resolved. There is no recommendation currently.

PUBLIC PARTICIPATION – BOARD MEMBER ENGAGEMENT

Due to a few incidents in the last year, there had been discussion of clarifying public participation is for the public to address the Board, not for elected officials to address the Board.

There are two parts to this issue –

1. an elected official using the public’s designated time to speak to the Board when the elected/appointed official can request their own designated place on the agenda.
2. the Board’s ability to engage in dialogue with an elected/appointed official if they speak to the Board during Public Participation.

Proposal for #1 – add the following item to the Board rules regarding public participation.

REQUIRES A VOTE BY THE BOARD.

X. BOARD MEETINGS

Time for public participation shall be provided on the agenda for members of the public to be heard, on both the regular meeting of the Board and Committee of the Whole meetings of the Board, and meetings of standing committees, as follows:

1. Any person wishing to address the Board shall be allotted not more than five (5) minutes to do so.
2. The total time allotted for public participation shall not exceed sixty (60) minutes.
3. Members of the public wishing to speak at other times on the agenda may do so only if recognized by the presider or by majority vote of the Board or committee members present.
4. Elected officials and appointed department heads shall not use public participation to address the Board in their official capacity regarding their office or department.
5. No Board member shall be permitted to address the Board during the time reserved for public participation.
6. Board members shall not engage in dialogue with members of the public during public participation

Proposal for #2 – It doesn't seem a change is needed currently, just a reminder of the following language that already exists in the Board rules.

XII. Recognition of Members of the Board, Committees, and Others

E. The appearance of elected and appointed officials of Champaign County Government and other persons requested to appear before the Board, Committee of the Whole, standing committee, special committee or subcommittee shall not be subject to the limitations regarding public participation and shall be recognized at the discretion of the presiding officer.

At the December 2nd organizational meeting there was a request to draft a proposal to address Board members responding during public participation, potentially adding sanctions.

At this time there is no proposal for changes to the current rules, but a reminder of existing rules and procedures that can resolve this issue.

The Board Rules do state Section X. Board Meetings, item E, point 5 (page 12) says "Board members shall not engage in dialogue with members of the public during public participation."

Any Board member may call for a point of order to redirect in the event a Board member is engaging in dialogue during public participation.

Or if the issue continues, the Board may wish to utilize a parliamentarian.

VII. PARLIMENTARIAN

- A. The Board Chair and the County Executive may designate a Parliamentarian.
- B. The Parliamentarian shall advise the County Executive, Board Chair, or any presiding office on any Rule when called upon to do so by the presiding officer.

An additional request during the organizational meeting was to identify a way to encourage more frequent dialogue with elected officials and appointed department heads. There is no proposal yet, administrative staff will be talking with elected officials and department heads about the best way to accomplish this and will report back to the Board.

RESOLUTION NO. 2024-209

A RESOLUTION THAT SUPERSEDES RESOLUTION NO. 2018-413 ON ESTABLISHMENT OF ORGANIZATION, DUTIES, RULES, POLICIES, AND PROCEDURES OF THE CHAMPAIGN COUNTY BOARD ON THE EFFECTIVE DATE OF AUGUST 22, 2024

WHEREAS, the Champaign County Board by Resolution No. 2018-413, established the organization, duties, rules, policies, and procedures of the Champaign County Board; and

WHEREAS, the Champaign County Board has determined that Resolution 2018-413 requires revision; and

NOW, THEREFORE, BE IT RESOLVED, by the Champaign County Board that the following rules shall govern the organization, duties, rules, policies, and procedures of the Champaign County Board and the Champaign County Executive, except as otherwise required by law, and shall supersede all previous resolutions, ordinances, or specifically referenced portions of ordinances concerning the same matters adopted by the Champaign County Board.

I. COUNTY BOARD. The governing body of Champaign County, Illinois, as legally constituted, shall be known as the Champaign County Board (hereinafter “Board”). Until the County is again reapportioned as required by statute, the Board shall be comprised of 22 members with 2 Board members to be elected from each of 11 Board districts.

II. BIENNIAL ORGANIZATIONAL MEETING. The Board shall hold a Biennial Organizational Meeting on the first Monday in December of each even numbered year, being the first meeting in the month following the month in which Board members are elected. The Biennial Organizational Meeting will be conducted as follows:

A. The meeting will be presided by the County Executive. If the County Executive is absent, a temporary presiding officer will be selected by the majority of Board members present. The presider shall accept nominations from the floor for the position of Board Chair. Any member may nominate any member who is not currently a nominee, including herself or himself. A member may decline nomination. When all members who wish to have offered nominations have done so, the presiding officer shall declare the nominations closed.

B. The presiding officer shall give each nominee an opportunity to speak, once, in order of their nomination. The nominee shall speak on her/his behalf only.

C. A nominee may choose to withdraw from consideration at any time prior to the start of the Roll Call vote.

D. After all nominees have one opportunity to speak, the presiding officer shall call for a Roll Call vote. Each member present shall vote by stating the name of their preferred nominee. A member may not abstain. A member may vote for any nominee.

E. If a nominee receives the votes of a majority of the members present during the Roll Call vote, the nominee is elected. If no nominee receives the votes of a majority of the members present, the presiding officer shall call for a ten-minute recess for individual or caucus discussion (subject to the provisions of the Illinois Open Meetings Act). Upon return from the recess, the process shall start over with II.A, except that all current nominees remain nominated, and members who previously declined nomination or withdrew from consideration may be nominated again. The process continues until a nominee has been successfully elected.

III. **BOARD CHAIR.** The Board Chair serves for a term of two years. The term of the Chair shall commence upon selection by the Board and extend so long as the Board Chair remains a member of the Board or until a successor is selected by the Board at the next Biennial Organizational Meeting. In the event of the death, resignation, or extended disability of the Board Chair, the Board shall elect a successor as soon as practical following the same process as in the Biennial Organizational Meeting.

IV. **VICE-CHAIR.** The Vice-Chair serves for a term of two years and shall assume the duties of the Board Chair in the event of the absence of the Chair. In the event of the death, resignation, or extended disability of the Chair, the Vice-Chair shall serve as Board Chair until the election of a new Board Chair by the Board. In the event of the death, resignation, or extended disability of the Vice-Chair, the Board shall elect a successor as soon as practical following the same process as in the Biennial Organizational Meeting.

V. **DUTIES OF THE BOARD CHAIR.**

A. The Board Chair shall preside at meetings of Committee of the Whole.

B. The Board Chair shall appoint the Chair, Vice-Chair, and members of each area of responsibility assigned to the Committee of the Whole, and members of each standing committee, subject to the advice and consent of the Board, and after receiving the advice of the respective party caucuses. To the greatest extent possible, appointments made by the Board Chair shall reflect the expressed will of the party caucuses.

C. Subject to the advice and consent of the Board, and after receiving the advice of the respective party caucuses, the Board Chair may establish special committees and appoint their members, Chair and Vice-Chair and fix the duration of their existence. To the greatest extent possible, such appointments by the Board Chair shall reflect the expressed will of the party caucuses. Such special committees shall be dissolved upon the completion of the assigned task(s) or completion of a session of the Board.

D. All Standing committees, special committees, and subcommittees shall be composed of members of each of the political parties represented on the Board, in approximate proportion to those parties' representation on the Board. Each member of the Board shall be appointed to at least one standing committee.

E. Unless assigned to the relevant committee, the Board Chair is a non-voting ex-officio member of all standing committees, special committees, and subcommittees.

F. The Board Chair shall be the Board liaison with the office of the County Executive.

G. The Board Chair shall timely perform all duties set forth herein or otherwise imposed by action of the Board or by law.

H. The Board Chair, in accordance with statute, shall, whenever a Board vacancy occurs, give notice of the vacancy to the County Central Committee of each political party within the County within three (3) days of the occurrence of the vacancy. Within 60 days, the Board Chair, with the advice of the respective party's Central Committee, shall appoint a successor to that office who shall be of the same political party as that to which the holder of that office belonged when elected. Such appointments shall be subject to the approval of the Board.

I. The Board Chair, in cooperation with appropriate Department Heads, the Chairs for areas of responsibility assigned to the Committee of the Whole, the Chairs of the standing committees, the County Executive, and the Administrative Services Department, shall be responsible for developing the agenda for each meeting.

J. The Board Chair shall request legal opinions, on behalf of the Board, from the State's Attorney Office on an as needed basis.

VI. DUTIES OF THE COUNTY EXECUTIVE. (pursuant to 55 ILCS 5/2-5009)

A. The County Executive shall see that all of the orders, resolutions and regulations of the Board are faithfully executed; shall require reports and examine accounts, records and operations of all county administrative units, with the exception of units of elected and appointed officials; shall supervise the care and custody of all county property including institutions and agencies; shall perform such other duties as shall be required of her/him by the Board; and shall provide staff support for the Board as set forth below:

1. The County Executive shall assist the Board Chair in preparation and distribution of the agenda and supporting documents for all meetings of the Board.
2. The County Executive shall assist the chairs of the Board's committees and subcommittees, in the preparation and distribution of the agenda, minutes and supporting documents for meetings of committees and subcommittees of the Board.
3. The County Executive shall attend Board committee and subcommittee meetings when requested by chairs of the committees or subcommittees, and may participate in discussions, and recommend measures for adoption when appropriate or requested.
4. The County Executive shall provide the Board, or its committees or subcommittees, upon request, with data or information concerning the County and provide advice and recommendations on County government operations.

B. The County Executive shall coordinate and direct by executive order or otherwise all administrative and management functions of the county government, except the offices of elected and appointed county officers.

C. The County Executive shall prepare and submit to the Board for its approval the annual budget for the county in September, in accordance with the Board's annual budget resolution.

D. The County Executive shall make an annual report to the Board on the affairs of the county within the month of either April or May, and keep the Board fully advised as to the financial condition of the county and its future financial needs.

E. The County Executive shall appoint, with the advice and consent of the Board, persons to serve on the various boards and commissions to which appointments are provided by law to be made by the Board, and the various special districts within the county except where appointment to serve on such districts is otherwise provided by law.

F. The County Executive shall appoint, with the advice and consent of the Board, such subordinate deputies, employees and appointees for the general administration of county affairs as considered necessary, except those deputies, employees and appointees in the office of an elected and appointed county officer.

G. The County Executive shall designate appointees to public boards, commissions, and committees as required by statute or by action of the Board, subject to review and recommendation of the Policy, Personnel, and Appointments Committee of the Whole, and further subject to the advice and consent of the Board.

1. On or before February 1 of each year, the County Executive shall direct the preparation and distribution of a list of appointments expiring during the next twelve (12) months. This list shall be distributed to all Board members, all affected public boards, commissions, and committees, and any news media, which has filed an annual request to receive public notices under the Illinois Open Meetings Act. This list shall be made available for public inspection and copying.
2. All persons desiring to be considered for appointment to any such appointive office shall make written application to the County Executive. Forms for those applications shall be approved by the County Executive who shall direct that they be made available at a place of County business reasonably convenient to the public and available for download from the County website.
3. All Board members, public officials, and members of the public are encouraged to make recommendations for appointive offices by encouraging the timely submission of the necessary application to the County Executive.
4. The County Executive shall direct that a press release be issued as to any appointive position(s) to be filled, which shall state where application forms may be obtained and delivered when complete, the deadline by which applications must be received, and any special qualifications required of persons appointed to that office. The press release also shall be posted on the County website.
5. To the extent practicable, the County Executive shall personally interview all applicants for such offices.

H. The County Executive may remove or suspend in her/his discretion, after due notice and hearing, anyone whom she/he has the power to appoint.

I. The County Executive may call a special meeting of the Board, by a written executive order signed by her/him and upon 24 hours-notice by delivery of a copy of such order to the residence of each Board member, or by delivery via email.

J. The County Executive shall preside over regular and special Board meetings; however, the County Executive is not entitled to vote except to break a tie vote. If the County Executive is temporarily not available to preside over a Board meeting, the Board Chair shall preside over the Board meeting.

K. The County Executive shall approve or veto ordinances or resolutions (Section 2-5010).

L. The County Executive, with the advice and consent of the Board, shall enter into intergovernmental agreements with other governmental units.

M. The County Executive, with the advice and consent of the Board, shall negotiate on behalf of the county with governmental units and the private sector for the purpose of promoting economic growth and development.

N. The County Executive, at her/his discretion, may appoint a person to serve as legal counsel at an annual salary established by the Board at an amount no greater than the annual salary of the state's attorney of the county.

O. The County Executive shall direct that a weekly calendar be prepared indicating the date and place of all meetings of the Board and special committees. This calendar shall be distributed weekly, in advance, to all Board members, all news media which have filed an annual request under the Illinois Open Meetings Act, and to any citizen of the County who provides a written request. This calendar shall also be posted, in advance, in the lobby of the Brookens Administrative Center. The calendar shall also be posted on the County website.

P. The County Executive shall assist the Policy, Personnel and Appointments Committee in the development and implementation of the policies and guidelines for the selection, employment, supervision, suspension, discharge or removal of all personnel, positions, or employment under the jurisdiction of the Board, except non-elected persons appointed by the Board as required by State law. The County Executive shall assist the Policy, Personnel and Appointments Committee and the Finance Committee in the development and implementation of policies and guidelines for salary administration, including classifying, compensating, and evaluating all positions. The Champaign County Affirmative Action Program shall be administered by the County Executive, under the direction of the Policy, Personnel and Appointments Committee. [from Ord. 837]

Q. The County Executive shall assist all Board committees in evaluation of job performance of appointed department heads and report finding to appropriate Board committees; screen applicants and recommend candidates to be interviewed following Board policy, unless otherwise provided by State statute. [from Ord. 837]

R. The County Executive shall assist the County Facilities Committee in the development and implementation of policies and guidelines to provide for appropriate protection of the County and its property from loss, damage, liability, and other risks. [from Ord. 837]

S. The County Executive shall maintain and supervise systems of communication and information technology, including but not limited to information technology and data processing, telephone, micrographics, copier services and printing services, and mail services. The County Executive shall assist the Board and its committees and subcommittees, in coordination with the various county departments, offices and agencies, in the development and implementation of policies and guidelines to provide for systems of communication and information technology to allow computerized electronic access by County employees, members of the public, and other interested persons or entities to records and information that is lawfully available to the public and which is kept in the various departments, offices and agencies of Champaign County government. [from Ord. 837]

T. The County Executive shall monitor and recommend to the Board the structure of County departments and agencies, and their functions, including reporting relationships, physical facilities and location. The County Executive may recommend changes to the County government organization structure. The County Executive may direct non-elected department heads to undertake tasks for other departments on a temporary basis if the County Executive deems it necessary for the proper and efficient administration of the County government to do so, subject to review by the Board. [from Ord. 837]

U. The County Executive shall be the Local Liquor Commissioner [COMMISSIONER] and shall be charged with the administration of the Champaign County Ordinance Establishing the Rules and Regulations Governing the Sale and Consumption of Alcoholic Liquor in Champaign County, Illinois [Ord. 742 and any and all amendments thereof] and shall have all of the powers, duties and functions as provided by the laws of the State of Illinois. 235 ILCS 5/4-2, 4-4, 4-5, and 7-5.

VII. RULES.

A. The business of the Board, Committee of the Whole, standing committees, and special committees or subcommittees shall be conducted in conformity with these Rules.

B. Except otherwise required by these Rules or by statute, the conduct of all meetings of the Board, Committee of the Whole, and special committees or subcommittees shall be governed by *Roberts Rules of Order Newly Revised*.

C. Every item listed on a Board, Committee of the Whole, standing committee, or special or subcommittee agenda is considered to be an item subject to action unless it is listed as DISCUSSION ONLY or INFORMATION ONLY on the agenda.

D. Whenever there is a tie vote on a main motion in standing committee, special committee, subcommittee or Committee of the Whole, the matter is reported to the Board for action as “without recommendation” out of special committee, subcommittee or Committee of the Whole. The Chair, or upon a motion approved by the body, may request a straw poll (conducted by a show of hands) on an issue, without a binding vote, which will also be reported to the Board for action “without recommendation” from the standing committee, special committee, subcommittee or Committee of the Whole.

E. Written notice of any proposed change(s) to these Rules is to be presented to the Policy, Personnel, and Appointments Committee of the Whole prior to any consideration of such changes.

F. Any Rule, except Rule VI.E (Rule changes), may be suspended for a specific question by a two-thirds vote of the Board or Committee of the Whole members present, except as otherwise required by law.

VIII. PARLIAMENTARIAN.

A. The Board Chair and the County Executive may designate a Parliamentarian.

B. The Parliamentarian shall advise the County Executive, Board Chair, or any presiding officer on any Rule when called upon to do so by the presiding officer.

IX. QUORUM.

A. A majority of the members of the Board shall constitute a quorum for the purpose of the transaction of business by the Board or Committee of the Whole.

B. A majority of the number of the members appointed to a standing committee, special committee, or subcommittee shall constitute a quorum of that committee.

C. No business shall be conducted in the absence of a quorum.

D. If, at any time during any meeting of the Board, Committee of the Whole, or any standing committee, special committee or subcommittee, the number of members of the Board Committee of the Whole, or standing or special or subcommittee present falls below that constituting a quorum, that meeting shall cease and no further business be conducted until such time as a quorum is present.

E. Any member of the Board, Committee, or subcommittee may suggest that the presider determine the presence or absence of a quorum.

X. BOARD MEETINGS.

A. As required by statute, the Board shall meet during the months of June and September of each year as well as the Biennial Organizational Meeting in December of each even numbered year.

B. Regular meetings of the Board shall be scheduled in compliance with the Annual Calendar of Meetings approved by the Board each year pursuant to the Illinois Open Meetings Act.

C. A special meeting of the Board may be called, in accordance with 55 ILCS 5/2-1002, by written request of 1/3 of the membership of the Board, addressed to the Clerk of the Board (County Clerk) and specifying the time and place of the meeting. Upon receipt of such request, the Clerk shall immediately transmit written notice to the County Executive and to each member of the Board, and shall publish notice as required by law.

D. Emergency meetings of the Board may be held only in accordance with Section 2.02 of the Illinois Open Meetings Act (5 ILCS 120/1).

E. Time for public participation shall be provided on the agenda for members of the public to be heard, on both the regular meeting of the Board and Committee of the Whole meetings of the Board, and meetings of standing committees, as follows:

1. Any person wishing to address the Board shall be allotted not more than five (5) minutes to do so.
2. The total time allotted for public participation shall not exceed sixty (60) minutes.
3. Members of the public wishing to speak at other times on the agenda may do so only if recognized by the presider or by majority vote of the Board or committee members present.
4. No Board member shall be permitted to address the Board during the time reserved for public participation.

5. Board members shall not engage in dialogue with members of the public during public participation.

F. The following requirements shall apply to items to be considered for placement on the Agenda:

1. Any resolution or ordinance submitted shall be accompanied by a summary of its contents, unless it is so brief in nature that a summary is unnecessary.
2. Only items first presented to Committee of the Whole or a standing committee or a special committee of the Board shall be placed on the agenda of the Board for action with the exception of:
 - a) Matters relating to pending litigation;
 - b) Correction of the form of matters previously presented to the Board;
 - c) Matters which the Board has, as a body, directed to be returned directly to the Board at a previous meeting;
 - d) Matters presented to the Board at its Biennial Organizational Meeting;
 - e) Collective bargaining and employment matters;
 - f) Purely procedural matters, such as scheduling meetings;
 - g) Announcements, and matters for consideration and not formal action;
 - h) Emergency budget amendments;
 - i) Items that must be acted on to meet an external deadline; and
 - j) Employee Recognition
 - k) All items as listed above in 2a – 2i shall be listed on the agenda as “New Business”.

G. The Board Chair shall designate a portion of the regular monthly Board Meeting agenda as the Consent Agenda. Items included in the Consent Agenda shall be items that were unanimously adopted out of committee. Any item on the Consent Agenda may be pulled off for discussion by a Board member prior to a vote on the Consent Agenda.

H. To the extent possible, seating of Board members shall be by district.

XI. ORDER OF BUSINESS.

County Board, Committee of the Whole, and Standing Committee Meetings

- A. The presiding officer shall call the meeting to order at the time scheduled for the meeting or as soon thereafter, as it shall appear that a quorum is present.
- B. Prior to the conduct of any other business, the presiding officer shall direct that the roll be called if a quorum is present and, if so, the meeting shall immediately proceed according to the designated order of business.

C. The Order of Business for each Regular meeting of the Board shall be as follows:

Call to Order and Roll Call
Prayer and Pledge of Allegiance
Reading of Notice of Meeting(s)
Approval of Agenda and Addendum
Next Meeting Announcements
Employee Recognition
Public Participation
Approval of the Consent Agenda
Proclamations
Communications
Approval of Minutes of Previous Meetings
Reports of Standing Committees
Areas of Responsibility Reports
Old Business
New Business
Other Business
Veto Announcements
Adjournment/Recess

D. The order of business for meetings of Committee of the Whole shall include the following:

Call to Order and Roll Call
Approval of Agenda/Addenda
Approval of Minutes of Previous Meeting(s)
Public Participation
Communications
Areas of Responsibility Items:
 New Business items
 Other Business
 Presiding officer's Reports
 Designation of Items to be Placed on the Consent Agenda
Other Business
Adjournment

E. The order of business for meetings of standing committees, special committees and subcommittees shall include the following:

Call to Order and Roll Call
Approval of Agenda/Addendum
Approval of Minutes of Previous Meeting(s)

Public Participation
Communications
New Business
Other Business
Presiding officer's Report
Designation of Items to be Placed on the Consent Agenda (standing committee only)
Adjournment

F. All questions regarding the priority of business shall be decided by the presiding officer, subject to these rules and subject to appeal by the board.

G. The presiding officer shall decide all questions of order and procedure, subject to appeal to the Board.

H. Breaks or recesses shall be taken at the discretion and by declaration of the presiding officer.

XII. RECOGNITION OF MEMBERS OF THE BOARD, COMMITTEES, AND OTHERS.

A. Each member of the Board shall have the privilege of the floor upon seeking and obtaining recognition by the presiding officer. In meetings of the Committee of the Whole, the County Board Chair shall designate who shall preside over all sections of the Agenda except for the specified areas of Committee Chair responsibilities, where the relevant Chair shall preside.

B. No member of the Board, Committee of the Whole, standing committee, special committee, or subcommittee may speak twice on the same question until all members wishing to be heard have spoken unless otherwise recognized by the presiding officer.

C. The presiding officer shall determine the order in which members shall be recognized; however, special and subcommittee chairs or designees of the special or subcommittee reporting to the Board on behalf of their committee shall be heard first on those matters.

D. No member who has the floor shall be interrupted except for the following:

1. By a call to order by the presiding officer;
2. By an objection to the introduction of the question;
3. By a call for a point of order;
4. A Question of Privilege;
5. A Parliamentary inquiry.

E. The appearance of elected and appointed officials of Champaign County Government and other persons requested to appear before the Board, Committee of the Whole, standing committee, special committee or subcommittee shall not be subject to the limitations regarding public participation and shall be recognized at the discretion of the presiding officer.

XIII. MOTIONS, RESOLUTIONS, ORDINANCES, VOTING AND ROLL CALL.

A. Motions shall be stated by the mover. No motion shall be debated before it has received a second.

B. Except as herein specified or as required by Statute, all motions may be adopted by majority vote of the members present.

C. Every member of the Board present shall be given the opportunity to vote on all questions. There shall be no “absentee” or “proxy” voting on any question.

D. In a case where a member abstains, the member shall state the reason and the facts shall be noted in the minutes of the Board.

E. The vote on all propositions to appropriate money, approve the annual budget and tax levy, issue bonds and fix salaries, shall be by roll call.

F. Transfers from one appropriation of any one fund to another of the same fund not affecting the total amount appropriated, and appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the Board by a two-thirds (2/3) vote of all the members constituting such Board; the vote shall be by roll call.

G. A roll call vote shall be called on any question upon the demand of any two members. The Roll Call shall be in alphabetical order and shall be advanced one name each meeting, with the County Board Chair always voting last at County Board meetings and the presiding officer always voting last at other meetings. This shall be recorded in the minutes.

H. A motion before the Board may be withdrawn by the proposer with the consent of the second at any time prior to the adoption of an amendment to the motion or vote of the Board on the motion.

I. Any Board member may request assistance in drafting resolutions and may receive assistance in preparation through county administration.

J. Prior to approval of the Consent Agenda and upon the request of any County Board member, any item(s) in the Consent Agenda shall be removed and returned to the appropriate Area of Responsibility. Such a request does not require a reason, a second, or a vote. Items may not be added to the Consent Agenda during the meeting.

K. The Consent Agenda shall be approved by roll call vote without debate or discussion.

L. Procedure for Approval/Veto of Ordinances. Any ordinance passed, adopted, or otherwise enacted by the Board shall before it becomes effective be presented to the County Executive. If the County Executive approves such ordinance, resolution or motion, she/he shall sign it; if not, she/he shall return it to the Board with her/his objections, which shall be entered and spread upon the journal, and the Board shall proceed to reconsider the matter. If after such reconsideration 3/5 of the members of the Board pass such ordinance, it shall become effective on the date prescribed, but not earlier than the date of passage following reconsideration. In all such cases the votes of the members of the Board shall be determined by roll call and the names of the members voting for or against such ordinance objected to by the County Executive shall be entered in the minutes. If any ordinance is not returned by the County Executive to the Board at its first meeting occurring not less than 6 days, Sundays excepted, after it has been presented to her/him, it shall become effective unless the Board has recessed or adjourned for a period in excess of 60 days, in which case it shall not become effective without her/his approval. Items of appropriation may be approved or vetoed by the County Executive. Any item approved by the County Executive and all items not vetoed shall become law, and any item vetoed shall be returned to and reconsidered by the Board in the same manner as provided in this Section for other ordinances returned to the Board without approval. (Sec. 2-5010)

XIV. AREAS OF COUNTY BOARD RESPONSIBILITIES ASSIGNED TO THE COMMITTEE OF THE WHOLE AND STANDING COMMITTEES

A. Finance

1. Establishes process with County Executive for annual budget preparation.
2. Plans overall county long-range needs, with the County Executive, including consideration of the County's information technology systems and infrastructure.
3. Reviews overall budget, in view of departmental proposals and County needs, and submits final budget to the Board for approval.
4. Reviews departments' budgets and reports to the Board any recommendations necessary for the reasonable adherence to the budget.
5. Confers with the County Treasurer to determine the proper and legal investment and deposit of County funds.
6. Approves transfer of funds on line item accounts as necessary.

7. Evaluates, in conjunction with the County Executive, distribution of funds and appropriation of expenditures within the County with the goal to achieve maximum efficiency and economy within the government structure.
8. Receives, reviews, and considers recommendation to the County Board from the County Executive/Champaign County Salary Administrator regarding position classification, evaluation, salary administration, and County staffing.
9. Reviews and recommends Champaign County Financial Policies annually.

B. Justice & Social Services

1. Considers Justice and Social services issues and receives such reports from county agencies and boards that are funded by the County and/or statutorily required to report to the Board.
2. Works with the County Sheriff on all matters pertaining to adult correctional programs and policies.
3. Confers with Circuit Judges on operation of courts and court related offices and agencies.
4. Considers programs and receives reports involving Courts, Circuit Clerk, State's Attorney, Public Defender, Court Services, Coroner, and Emergency Management Agency departments.

C. Policy, Personnel, & Appointments

1. Reviews and acts upon all appointments recommended by the County Executive.
2. *Shall be invited to attend all appointment interviews (added 10/24/19 – Resolution 2019-283)*
3. Develops, maintains, and recommends County policies, in compliance with federal and state regulation.
4. Accepts and reviews reports for County Executive, County Board Chair, and County Clerk.
5. Serves as final step for hearing process in grievance procedures, as provided in Champaign County Personnel Policy.
6. Responsible for reviewing and recommending positions on state and federal legislation impacting the County.
7. Receives, reviews, and considers requests from department heads and recommendations from County Executive/Champaign County Salary Administrator regarding position classification and evaluation, and forwards recommendations to Finance Committee of the Whole, and/or County Board, pursuant to the terms of the Champaign County Personnel Policy.

D. Facilities

1. Reviews and approves construction and remodeling, maintenance and operation of County buildings, property and recreational land, in compliance with all federal and state requirements subject to appropriation by the County Board.
2. Reviews topics involving acquisition, leasing, and disposition of real property for the County.

3. Establishes, plans, and approves long-range goals and development of plans for County facilities.

E. Environment and Land Use

1. Works with the Regional Planning Commission and other units of government to meet the need for regional planning and zoning.
2. Reviews and recommends rules and regulations for subdivisions.
3. Acts on approval of plats.
4. Issues various licenses as established by the Board.
5. Provides Solid Waste and Recycling oversight.
6. Reviews and recommends policies and actions regarding all zoning and enforcement issues.
7. Reviews and recommends policies and actions related to the Champaign County Land Resource Management Plan.

F. Highway and Transportation

1. Establishes and approves long-range plans for County roads and highway construction.
2. Provides overall supervision of matters relating to County roads, bridges, and right-of-way.
3. Approves all highway construction plans.
4. Considers acquisition and disposition of County Highway equipment and materials.
5. Provides supervision related to County Bridge expenditures on Township bridges and culverts.

XV. COMMITTEE STRUCTURE.

A. Structure of Areas of Responsibility

The following shall be the Areas of Responsibility of the Champaign County Board assigned to the Committee of the Whole:

Finance

Policy, Personnel, & Appointments

Justice & Social Services

B. Meetings of Committee of The Whole

1. Regular Meetings of the Committee of the Whole shall be held in compliance with the Annual Calendar of Meetings approved by the County Board each year. Any changes of meeting dates and times must be submitted to the County Executive in time to be placed on the weekly County Calendar.

2. All members present at a Committee of the Whole Meeting shall vote on all action items presented on that agenda. The chair of the Committee of the Whole Meeting shall be the County Board Chair. The Chair for each Area of Responsibility shall chair the Committee of the Whole Meeting for their respective portion of the Agenda.

C. Duties of Committee Chair

1. The Committee Chair may vote on all motions before the Committee of the Whole.
2. The Committee Chair, in cooperation with the County Board Chair, shall be responsible for developing the agenda for each meeting.
3. The Committee Chair shall notify the Administrative Services Department, in a timely manner, of any recommendations or actions requiring County Board action.
4. The Committee Chair, with the approval of a majority of the Board members, may designate a subcommittee of one or more members and a Subcommittee Chair to conduct specific duties.
5. In the absence of a Committee Chair, the Committee Vice-Chair shall serve in the Chair's stead.

D. Standing Committees

1. Names and Sizes of Standing Committees

The following shall be the standing committees of the Champaign County Board and their respective sizes:

- County Facilities (8 members)
- Environment and Land Use (7 members)
- Highway and Transportation (7 members)

E. Rules for Standing Committees

1. Except as specifically provided for in this section, all rules and procedures set forth elsewhere in this Resolution (including but not limited to those related to notice of meetings, conduct of meetings, establishment of quorum, provision for public participation and compliance with the Illinois Open Meetings Act) shall apply to standing committees.
2. Regular Meetings of standing committees shall be held in compliance with the Annual Calendar of Meetings approved by the County Board each year. Any changes of meeting dates and times must be submitted to the County Executive in time to be placed on the weekly County Calendar.

3. Standing committee meetings shall be presided over by the Chair of the standing committee or in the absence of the Chair, the Vice-Chair of the standing committee, or in the absence of the Vice-Chair, by a member of the committee elected by a majority of the committee members present.

XVI. PER DIEM.

- A. Per Diem payments shall be established by the County Board for each term of office and shall prevail throughout that term of office including any replacement Board members.
- B. Per Diem shall be determined by the County Board biennially in advance of the election of new Board members.
- C. No more than one Per Diem shall apply on any given calendar day.
- D. Board members shall be reimbursed for mileage for attendance at meetings and events approved based on the rate established by the County Board. Mileage for a second meeting on any one day shall be chargeable. In the absence of a quorum at a duly called meeting, those members attending the called meeting shall be entitled to Per Diem and mileage.

XVII. EFFECTIVE DATE.

This Resolution shall become effective on August 22, 2024.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 22nd day of August, A.D. 2024.



Samantha Carter, Chair
Champaign County Board

ATTEST:



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

Approved:



Steve Summers, County Executive
Date: August 23, 2024