

COUNTY BOARD ADDENDUM

County of Champaign, Urbana, Illinois
Thursday, March 26, 2026 – 6:30 p.m.

**Shields-Carter Meeting Room
Bennett Administrative Center
102 East Main Street, Urbana, Illinois**

Agenda Items

XIV. Other Business

- E. Adoption of Resolution No. 2026-72 Amending the Schedule of Authorized Positions in the Administrative Services Department – Program Director, Therapist, Case Manager and Family Engagement Specialist



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

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

Steve Summers, County Executive

MEMO

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

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

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

Under the current structure:

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

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

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

The required positions are:

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

2. Therapist
 - a. Provides direct clinical services to justice-involved youth, including assessment, individual and family therapy, and coordination of treatment plans consistent with evidence-based practices required under the grant.
 - b. Non-bargaining, Grade G, Salary Range of \$21.00-31.50/hour

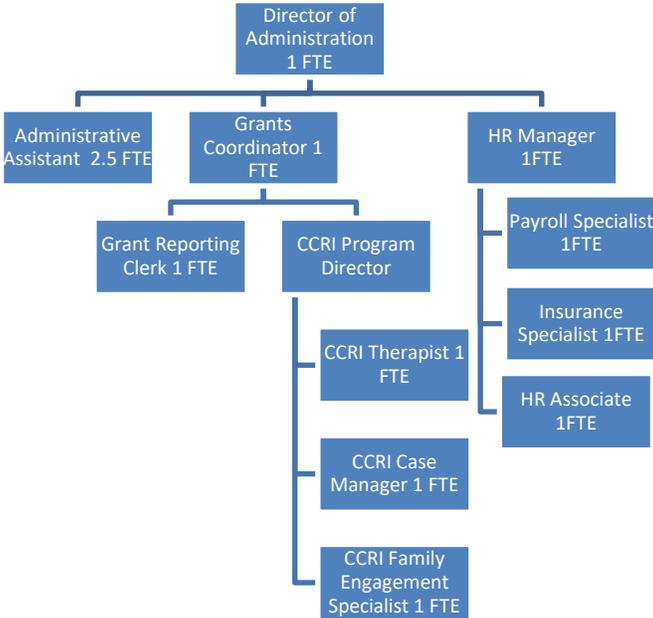
3. Case Manager
 - a. Manages referrals, service coordination, participant monitoring, documentation, and reporting. This position serves as the primary point of contact for youth involved in the program
 - b. Non-bargaining, Grade F, Salary Range of \$19.04-28.57/hour

4. Family Engagement Specialist
 - a. Works directly with families to support participation, address barriers to engagement, connect families to resources, and strengthen outcomes through consistent family involvement.
 - b. Non-bargaining, Grade F, Salary Range of \$19.04-28.57/hour

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

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

Proposed Org Chart



Champaign County Job Description

Job Title: CCRI Program Director

Department: County Executive

Reports To: Grant Coordinator

FLSA Status: Exempt

Grade Range: H

Employment Status: Non-Bargaining

Prepared Date: December 2025

SUMMARY

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

SUPERVISORY RESPONSIBILITIES –

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties may be assigned.

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

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

QUALIFICATIONS

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

EDUCATION and/or EXPERIENCE

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

CERTIFICATES, LICENSES, REGISTRATIONS

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

PHYSICAL DEMANDS

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

WORK ENVIRONMENT

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

Champaign County Job Description

Job Title: CCRI Therapist

Department: County Executive

Reports To: CCRI Program Director

FLSA Status: Exempt

Grade Range: G

Employment Status: Non-Bargaining

Prepared Date: November 2025

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

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

SUPERVISORY RESPONSIBILITIES - This is not a supervisory position

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

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

QUALIFICATIONS

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

EDUCATION and/or EXPERIENCE

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

CERTIFICATES, LICENSES, REGISTRATIONS

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

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

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

Champaign County Job Description

Job Title: CCRI Case Manager

Department: County Executive

Reports To: CCRI Program Director

FLSA Status: Exempt

Grade Range: F

Employment Status: Non-Bargaining

Prepared Date: November 2025

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

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

SUPERVISORY RESPONSIBILITIES - This is not a supervisory position

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

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

QUALIFICATIONS

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

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

EDUCATION and/or EXPERIENCE

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

CERTIFICATES, LICENSES, REGISTRATIONS

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

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

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

Champaign County Job Description

Job Title: Family Engagement Specialist

Department: County Executive

Reports To: CCRI Program Director

FLSA Status: Exempt

Grade Range: F

Employment Status: Non-Bargaining

Prepared Date: November 2025

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

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

SUPERVISORY RESPONSIBILITIES - This is not a supervisory position

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

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

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

EDUCATION and/or EXPERIENCE

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

- Minimum degree requirement of an associate's degree.

CERTIFICATES, LICENSES, REGISTRATIONS

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

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

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

RESOLUTION NO. 2026-72

RESOLUTION AMENDING THE SCHEDULE OF AUTHORIZED POSITIONS IN THE ADMINISTRATIVE SERVICES DEPARTMENT – PROGRAM DIRECTOR, THERAPIST, CASE MANAGER AND FAMILY ENGAGEMENT SPECIALIST

WHEREAS, the County Board has approved the Champaign County Salary Administration Guidelines, which documents the process for the creation of new positions and re-evaluation of existing positions within Champaign County government; and

WHEREAS, pursuant to the Champaign County Salary Administration Guidelines, the Champaign County Executive has requested the creation of the grant-funded Program Director, Therapist, Case Manager and Family Engagement Specialist positions for administration of the Juvenile Redeploy Illinois Grant; and

WHEREAS, The Policy, Personnel and Appointments Committee of the Whole recommends to the County Board approval of the creation of the Program Manager position, to be assigned to grade range H, in the Administrative Services Department; and

WHEREAS, The Policy, Personnel and Appointments Committee of the Whole recommends to the County Board approval of the creation of the Therapist position, to be assigned to grade range G, in the Administrative Services Department; and

WHEREAS, The Policy, Personnel and Appointments Committee of the Whole recommends to the County Board approval of the creation of the Case Manager position, to be assigned to grade range F, in the Administrative Services Department; and

WHEREAS, The Policy, Personnel and Appointments Committee of the Whole also recommends to the County Board approval of the creation of the Family Engagement Specialist position, to be assigned to grade range F, in the Administrative Services Department; and

NOW, THEREFORE, BE IT RESOLVED that the Champaign County Board approves amending the schedule of authorized positions in the Administrative Services Department by creating the grant-funded Program Director position, to be assigned to grade range H, creating the grant-funded Therapist position, to be assigned to grade range G, creating the grant-funded Case Manager position, to be assigned to grade range F, and creating the grant-funded Family Engagement Specialist position, to be assigned to grade range F.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 26th day of March, A.D. 2026.

Jennifer Locke, Chair
Champaign County Board

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

Approved: _____
Steve Summers, County Executive
Date: _____