

**CHAMPAIGN COUNTY BOARD**  
**COMMITTEE OF THE WHOLE**  
**Finance/ Policy, Personnel, & Appointments/Justice & Social Services Agenda**  
County of Champaign, Urbana, Illinois  
Tuesday, March 13, 2018 – 6:30 p.m.

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

**Agenda Items**

**Page**

- I. Call To Order**
- II. Roll Call**
- III. Approval of Agenda/Addenda**
- IV. Approval of Minutes**
  - A. February 7, 2018 – County Administrator Evaluation Committee 1
  - B. February 13, 2018 – Committee of the Whole 2-8
- V. Public Participation**
- VI. Communications**
- VII. Justice & Social Services**
  - A. Presentation on the Database and Recommendations of the Community Engagement Subcommittee 9-14
  - B. Community Reentry Quarterly Report – December 2017 through February 2018 15-16
  - C. 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>
    - 1. Animal Control – January 2018
    - 2. Emergency Management Agency – February 2018
    - 3. Head Start – February 2018
    - 4. Probation & Court Services – January 2018
    - 5. Public Defender – January 2018
    - 6. Veterans’ Assistance Commission – January 2018
  - D. Other Business
    - 1. Semi-Annual Review of Closed Session Minutes 17-18
  - E. Chair’s Report
- VIII. Policy, Personnel, & Appointments**
  - A. County Clerk
    - 1. February 2018 Report 19
  - B. State’s Attorney
    - 1. Request for Additional Assistant State’s Attorney for One Year (to be distributed)
  - C. County Administrator
    - 1. Administrative Services Monthly Report – February 2018 20-22
  - D. Other Business
    - 1. Semi-Annual Review of Closed Session Minutes 23-24
  - E. Chair’s Report
    - 1. County Board Appointments Expiring April 30, 2018: *(Information Only)*  
Various Fire Protection Districts – Term 5/1/2018-April 30, 2021

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**Agenda Items**

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

**IX. Finance**

A. Budget Amendments/Transfers

1. Budget Transfer 18-00002 25  
Fund 080 General Corporate – Depts. 075 General County & 140 Correctional Center  
Total: \$180,846  
Reason: to Fund Corrections and Court Security Increases for FY2018 for Labor Contracts Settled in November 2017 and January 2018
  
2. Budget Amendment 18-00003 26  
Fund 080 General Corporate – 040 Sheriff  
Increased Appropriations: \$15,220  
Increased Revenue: \$15,220  
Reason: Funds Received for Totaled Squad Car (9/3/2017) to be Placed Back into Line Item to Allow for Purchase of Replacement
  
3. Budget Amendment 18-00004 27  
Fund 080 General Corporate – 072 ADA Compliance  
Increased Appropriations: \$7,700  
Increased Revenue: None: from Fund Balance  
Reason: Re-encumber Funds to Complete ADA Parking Lot Improvements at Satellite Jail
  
4. Budget Amendment 18-00005 28  
Fund Capital Asset Replacement – Dept. 059 Facilities Planning  
Increased Appropriations: \$151,815  
Increased Revenue: None: from Fund Balance  
Reason: Re-encumber Funds for Capital Asset Replacement Fund Projects not Completed in FY2017
  
5. Budget Amendment 18-00006 29-30  
Fund 075 Regional Planning Commission – Dept. 869 Weatherization-Ameren IL  
Increased Appropriations: \$202,000  
Increased Revenue: \$202,000  
Reason: To Accommodate A New Contract with Ameren IL that Complements the Existing IL HON Weatherization Assistance Program for Champaign County. This Contract will Allow Enhanced Weatherization Services Including Insulation, Air-Sealing, and Health and Safety Measures for an Additional 80 Income-Eligible Households
  
6. Budget Amendment 18-00007 31  
Fund 080 General Corporate – Dept. 077 Zoning and Enforcement  
Increased Appropriations: \$890  
Increased Revenue: None: from Fund Balance  
Reason: Funds Necessary for the Nursing Home Subdivision Application Fee to the City of Urbana and Required Legal Notice for Zoning Case

B. Treasurer

1. Monthly Report – February 2018 – Reports are available on the Treasurer’s Webpage at:  
<http://www.co.champaign.il.us/treasurer/Reports.php>
2. Resolution Designating Depositories for Funds 32-34

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**Agenda Items**

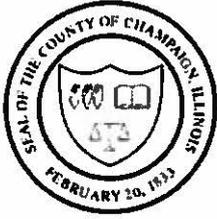
**Page**

- C. Auditor
  - 1. Monthly Report – February 2018 – Reports are available on the Auditor’s Webpage at:  
<http://www.co.champaign.il.us/Auditor/countyboardreports.php>
  - 2. Nursing Home - Cash Flows from Operating Activities History
  
- CI. Nursing Home & County Administration
  - 1. February Nursing Home Cash Flow Report (to be distributed)
  - 2. Cash Flow Management Recommendation
  - 3. Financial Statement Summary (to be distributed)
  
- CII. County Administrator
  - 1. FY2017 General Corporate Fund Final Budget Report (to be distributed)
  - 2. FY2017 General Corporate Fund Final Budget Change Report (to be distributed)
  
- CIII. Other Business
  - 1. Semi-Annual Review of Closed Session Minutes
  
- CIV. Chair’s Report
  
- CV. Designation of Items to be Placed on the Consent Agenda
  
- X. **Other Business**
  - A. Approval of Closed Session Minutes of February 13, 2018
  
- XI. **Adjournment**

35-36

37-38

**All meetings are at Brookens Administrative Center – 1776 E Washington Street in Urbana – unless otherwise noted. To enter Brookens after 4:30 p.m., enter at the north (rear) entrance located off Lierman Avenue. Champaign County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities. Please contact Administrative Services, 217-384-3776, as soon as possible but no later than 48 hours before the scheduled meeting.**



**Champaign County Board  
County Administrator Evaluation Committee (CAEC)  
County of Champaign, Urbana, Illinois**

**MINUTES – SUBJECT TO REVIEW AND APPROVAL**

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**DATE:** Wednesday, February 7, 2018  
**TIME:** 4:30 p.m.  
**PLACE:** Putman Meeting Room  
Brookens Administrative Center  
1776 E Washington, Urbana, IL 61802

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**Members Present:** Patsi Petrie, Steve Summers, Pius Weibel  
**Members Absent:** Stan Harper, Jim McGuire  
**County Staff:** Tammy Asplund (Recording Secretary)  
**Others Present:** None

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**MINUTES**

**I. Call to Order**

Chair Weibel called the meeting to order at 4:37 p.m.

**II. Roll Call**

A verbal roll call was taken and a quorum was declared present.

**III. Approval of Agenda and Addendum**

**MOTION** by Ms. Petrie to approve the agenda as distributed; seconded by Mr. Summers. Upon vote, the **MOTION CARRIED** unanimously.

**IV. Approval of Minutes**

**MOTION** by Mr. Summers to approve the minutes from September 25, 2017 as distributed; seconded by Ms. Petrie. Upon vote, the **MOTION CARRIED** unanimously.

**V. Public Participation**

None

**VI. Approval of Forms**

Mr. Weibel expressed gratitude for the work performed to create these forms.

**MOTION** by Mr. Summers to approve the forms as distributed; seconded by Ms. Petrie. Upon vote, the **MOTION CARRIED** unanimously

**VII. Other Business**

Mr. Weibel instructed the recording secretary submit the minutes from this meeting for approval at the next full County Board meeting.

**VIII. Adjournment**

Mr. Weibel adjourned the meeting at 4:39 p.m.

1 **CHAMPAIGN COUNTY BOARD**  
2 **COMMITTEE OF THE WHOLE MINUTES**  
3

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4 **Finance; Policy, Personnel, & Appointments; Justice & Social Services**  
5 **Tuesday, February 13, 2018**  
6 **Lyle Shields Meeting Room**

7 **MEMBERS PRESENT:** Jack Anderson, Brad Clemmons, John Clifford, Shana Crews,  
8 Aaron Esry, Stephanie Fortado, Jim Goss, Stan Harper, Robert  
9 King, Brooks Marsh, Jim McGuire, Max Mitchell, Kyle Patterson,  
10 Patti Petrie, Jon Rector, Giraldo Rosales, Chris Stohr, Stephen  
11 Summers, James Tinsley, C. Pius Weibel  
12

13 **MEMBERS ABSENT:** Lorraine Cowart, Josh Hartke  
14

15 **OTHERS PRESENT:** Deb Busey (Interim County Administrator), John Farney  
16 (Treasurer), Allen Jones (Chief Deputy Sheriff), Brian Kelly (Chief  
17 Deputy Circuit Clerk), Barb Mann (State's Attorney Civil  
18 Division), Diane Michaels (Auditor), Tami Ogden (Deputy County  
19 Administrator/Finance), Kay Rhodes (Administrative Assistant),  
20 Susie Koenig, Joyce Ciyou, and Flora Reznik (SAK Nursing Home  
21 Management Team)  
22

23 **CALL TO ORDER**  
24

25 Weibel called the meeting to order at 8:06 p.m.  
26

27 **ROLL CALL**  
28

29 Rhodes called the roll. Anderson, Clemmons, Clifford, Crews, Esry, Fortado, Goss,  
30 Harper, King, Marsh, McGuire, Mitchell, Patterson, Petrie, Rector, Rosales, Stohr, Summers,  
31 Tinsley, and Weibel were present at the time of roll call, establishing the presence of a quorum.  
32

33 **APPROVAL OF AGENDA/ADDENDA**  
34

35 **MOTION** by Rosales to approve the Agenda/Addenda as amended, removing Finance  
36 items C7 and E1; seconded by Mitchell. **Motion carried with unanimous support.**  
37

38 **APPROVAL OF MINUTES**  
39

40 **MOTION** by Anderson to approve the minutes of the January 9, 2018 Committee of the  
41 Whole meeting; seconded by Clemmons. **Motion carried with unanimous support.**  
42

43 **PUBLIC PARTICIPATION**  
44

45 Patricia Marlow, James Kilgore, Tammie Bouseman, and Randy Nelson spoke about  
46 housing discrimination.  
47

## **Committee of the Whole**

*Finance; Policy, Personnel, & Appointments; Justice & Social Services*

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48 **COMMUNICATIONS**

49  
50 Tinsley discussed a recent payment of a fine. Weibel announced the Edgar Fellows  
51 Leadership Program seeking nominations, details sent out via email. Weibel read aloud a letter of  
52 thanks from the Village of Ludlow concerning the recent capture of dog, which had been running  
53 loose for some time, by the Champaign County Animal Control Department.

54  
55 **JUSTICE & SOCIAL SERVICES**

56 **Extension of Current Re-Entry Programming Grant**

57  
58 **MOTION** by Esry to recommend County Board approval of a resolution authorizing an  
59 addendum to the extended contract for re-entry program services; seconded by Petrie. **Motion**  
60 **carried with unanimous support.**

61  
62 **Racial Justice Task Force Report on Housing**

63  
64 Esther Patt, a former member of the Racial Justice Task Force and a member of the  
65 Champaign-Urbana Tenants Union, discussed the housing findings and recommendations  
66 included in the Racial Justice Task Force final report to the Committee of the Whole on November  
67 14, 2017.

68  
69 **MOTION** by Tinsley to recommend County Board approval of a resolution urging the  
70 Housing Authority of Champaign County to change its policies regarding applicants with criminal  
71 conviction records and County Board approval of a resolution urging the Champaign City Council  
72 members to repeal Section 17.4-5 of the city code to reduce recidivism and racial disparities in  
73 the criminal justice system; seconded by Stohr. **Motion carried with unanimous support.**

74  
75 **Monthly Reports**

76  
77 The monthly reports were received and placed on file.

78  
79 **Other Business**

80 **Illinois Counties Association Allocation of Funds**

81  
82 Weibel announced that the Illinois Counties Association has allocated \$9,000 to a  
83 501(c)(3) charitable organization in Champaign County. Weibel sought recommendations from  
84 committee members as to which organization the allocation should be awarded. The deadline is  
85 March 30, 2018.

86  
87 **Chair's Report**

88  
89 King will continue to bring forth the recommendations of the Racial Justice Task Force  
90 each meeting of the Committee of the Whole.

91  
92  
93  
94

## Committee of the Whole

Finance; Policy, Personnel, & Appointments; Justice & Social Services  
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### 95 Designation of Items for the Consent Agenda

96

97 Items A and B (RJTF final report for housing recommendations 2 and 4) were placed on  
98 the consent agenda.

99

### 100 FINANCE

#### 101 Treasurer

#### 102 Monthly Report

103

104 The Treasurer's January 2018 monthly report was received and placed on file.

105

#### 106 Cash Flow Projection Presentation

107

108 Farney stated that the nursing home's ending cash balance for January 2018 was  
109 approximately \$241,000. The nursing home experienced payroll issues soon after, necessitating  
110 a loan on February 2, 2018.

111

112 The nursing home tax anticipation loan closed on January 25, 2018 and the County  
113 received just under \$1.1 million. These funds were applied to the FICA and IMRF owed to the  
114 County by the nursing home, as well as payment to a vendor.

115

116 Farney indicated that the months of March and April reflect a low balance of the General  
117 Fund. A loan from the Public Safety Sales Tax Fund is necessary to carry the County through  
118 until real estate tax distributions begin in the middle of May 2018.

119

#### 120 Mobile Home Tax Sale-Certificate of Purchase

121

122 **MOTION** by Esry to recommend County Board approval of a resolution authorizing the  
123 County Board Chair to assign a mobile home tax sale Certificate of Purchase, permanent parcel  
124 14-0023-0069; seconded by Patterson. **Motion carried with unanimous support.**

125

#### 126 Designation of Depositories for Funds

127

128 **MOTION** by Harper to recommend County Board approval of a resolution designating  
129 depositories for funds; seconded by Goss. **Motion carried with unanimous support.**

130

#### 131 Auditor

#### 132 Monthly Report

133

134 The Auditor's January 2018 report was received and placed on file.

135

#### 136 Nursing Home Accounts Payable Update

137

138 Michaels stated that as of February 8, 2018, the nursing home's obligations to vendors  
139 and lenders totaled of \$5.2 million. For comparison, the General Corporate Fund balance on  
140 February 8, 2018 as reported by the Treasurer's Office, was \$1.9 million. The total of owed to  
141 outside vendors is \$3.1 million. The total owed to Champaign County is just under \$2.1 million.

## Committee of the Whole

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### 142 Budget Amendments/Transfers

143

144 **MOTION** by Rector to recommend County Board approval of a resolution authorizing  
145 **Budget Transfer 17-00011** for Fund 076 Tort Immunity Tax-Dept. 075 General County in the  
146 amount of \$112,000 for increases in property and auto claims and required liability funding per  
147 actuarial study; seconded by King. **Motion carried with unanimous support.**

148

149 **MOTION** by Goss to recommend County Board approval of a resolution authorizing  
150 **Budget Amendment 18-00001** for Fund 076 Tort Immunity Tax – Dept. 075 General County for  
151 increased appropriations of \$82,000 and no matching revenue required based on prior fiscal year  
152 expenditures and claims; seconded by Anderson. **Motion carried with unanimous support.**

153

154 **MOTION** by King to recommend County Board approval of a resolution authorizing  
155 **Budget Transfer 17-00012** for Fund 091 Animal Control-Dept. 247 Animal Warden Services  
156 and 047 Administration for a total of \$2,978 to cover computer services costs; seconded by  
157 Clifford. **Motion carried with unanimous support.**

158

159 **MOTION** by Esry to recommend County Board approval of a resolution authorizing  
160 **Budget Transfer 17-00013** for Fund 080 General Corporate-Dept. 030 Circuit Clerk for \$2,000  
161 to pay for remaining FY2017 legal notices; seconded by Anderson. **Motion carried with**  
162 **unanimous support.**

163

164 **MOTION** by Goss to recommend County Board approval of a resolution authorizing  
165 **Budget Amendment 17-00063** for Fund 610 Working Cash-Dept. 026 County Treasurer with  
166 increased appropriations of \$2,339 and matching revenue, to document receipt of more interest  
167 than budgeted; seconded by King. **Motion carried with unanimous consent.**

168

169 **MOTION** by Esry to recommend County Board approval of a resolution authorizing  
170 **Budget Amendment 17-00066** for Fund 089 County Public Health-Dept. 049 Board of Health  
171 with increased appropriations of \$62,238 and matching revenue to pay for Tobacco Prevention  
172 and Control Grant expenses; seconded by Crews. **Motion carried with unanimous support.**

173

174 **MOTION** by Petrie to recommend County Board approval of a resolution authorizing  
175 **Budget Amendment 18-00002** for Fund 110 Workforce Development-Dept. 832 SNAP to  
176 Success Employment & Training with increased appropriations of \$86,000 and matching revenue  
177 for program in collaboration with Carle Health Systems designed to promote self-sufficiency  
178 among SNAP participants; seconded by Summers. **Motion carried with unanimous support.**

179

### 180 County Administrator

181 **FY2017 General Corporate Fund Budget Projection & Budget Change Reports**

182

183 Ogden provided a PowerPoint presentation regarding the FY2017 budget. Ogden stated  
184 that the FY2017 budgeted revenue includes an additional \$511,341 associated with preparing the  
185 property tax levy to capture new growth with a potential ruling in the hospital property tax  
186 exemption case. It was determined in March 2017 that the County would not receive any  
187 additional property tax revenue in FY2017. The County was reimbursed from the AOIC for  
188 FY2017 through June 30, 2017. The 10% cut to income tax resulted in the loss of \$130,000 of

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189 revenue. Fees and Fines were over budgeted and the balance reflects declines in the fiscal year-  
190 to-date revenues. Debt Service reimbursement from the nursing home will not occur in FY2017.  
191 The Fund Balance projection for FY2017 is \$4.5 million or 12.7%. Busey clarified that the \$4.5  
192 million fund balance did not reflect the loans to the nursing home.

193

194 **Resolution Abating Certain Taxes**

195

196 **MOTION** by Weibel to recommend County Board approval of a resolution abating  
197 certain taxes hereto levied to pay the principal of and interest on various outstanding bonds for  
198 the County; seconded by Rosales. **Motion carried with unanimous support.**

199

200 **Loan to General Corporate Fund**

201

202 **MOTION** by Stohr to recommend County Board approval of a resolution for  
203 authorization of loan to the General Corporate Fund from the Public Safety Sales Tax Fund;  
204 seconded by Goss. **Motion carried with unanimous support.**

205

206 **FY2016 Audit – Additional Cost**

207

208 Busey explained that the added cost was due to additional work needed because of the  
209 Circuit Clerk's implementation of a new financial system and issues surrounding the nursing  
210 home. The Circuit Clerk agreed to pay for a portion of the additional costs involved with the audit.

211

212 **MOTION** by Weibel to recommend approval of payment for the additional cost for the  
213 FY2016 audit and directed the County Administrator to pay them out of the FY2017 budget;  
214 seconded by Rosales. **Motion carried with unanimous support.**

215

216 **Nursing Home**

217 **Payment of Nursing Home Insurance Premium**

218

219 **MOTION** by Anderson to recommend County Board approval of a resolution authorizing  
220 payment of the nursing home insurance premium for liability/property insurance for FY2018;  
221 seconded by Weibel. **Motion carried with a roll call vote of 16-4.** Anderson, Clifford, Crews,  
222 Esry, Fortado, King, McGuire, Mitchell, Patterson, Petrie, Rector, Rosales, Stohr, Summers,  
223 Tinsley, and Weibel voted in favor of the motion. Clemmons, Goss, Harper, and Marsh voted  
224 against it.

225

226 The nursing home's Financial Statement Summaries were not discussed because SAK  
227 Management will give a presentation of the nursing home's finances at the County Board meeting  
228 on February 22, 2018.

229

230 **Other Business**

231

232 There was no other business.

233

234

235

## Committee of the Whole

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236 Chair's Report

237

238 There was no Chair's report.

239

240 Designation of Items for the Consent Agenda

241

242 Items A3-4; C1-6; C8; D3-4; were designated for the Consent Agenda.

243

244 POLICY, PERSONNEL, & APPOINTMENTS

245 Appointments/Reappointments

246

247 **MOTION** by Weibel to recommend County Board approval of a resolution appointing  
248 Raymond Cunningham to the Lincoln Legacy Committee, term 3/1/2018-2/28/2021; seconded  
249 by Harper. **Motion carried with unanimous support.**

250

251 **MOTION** by Weibel to recommend County Board approval of a resolution appointing  
252 Kim Ruckman to the Community Action Board, term 12/1/2017-11/30/2020; seconded by King.  
253 **Motion carried with unanimous support.**

254

255 County Clerk

256 Report

257 The January 2018 report was received and placed on file.

258

259 Consolidation of Parcels into Voting Precinct

260

261 Busey explained that there were two parcels with the same street address that are currently  
262 in separate precincts and the County Clerk has requested that they be combined into a singular  
263 precinct, Mahomet 3. **MOTION** by Esry to recommend County Board approval of a resolution  
264 approving precinct boundaries; seconded by Rector. **Motion carried with unanimous support.**

265

266 County Administrator

267 Report

268 The January 2018 HR Report was received and placed on file.

269

270 Other Business

271 Other Appointments

272

273 **OMNIBUS MOTION** by Weibel to recommend County Board approval of resolutions  
274 appointing the following to their respective assignments: John Clifford to Labor/Management  
275 Health Insurance Committee and as the County Board liaison to the Regional Office of Education;  
276 Jack Anderson to the Litigation Committee; Aaron Esry as County Board liaison to the Rural  
277 Transit Advisory Group; and Brad Clemmons as County Board liaison to the Region 8 Human  
278 Services Transportation Plan (HSTP) Policy Committee; seconded by McGuire. **Motion carried**  
279 **with unanimous support.**

280

281

282

## **Committee of the Whole**

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283 Chair's Report

284

285 Rosales noted there were no County Board appointments expiring March 31, 2018.

286

287 Designation of Items to be Placed on the Consent Agenda

288

289 Items A1-2; B2; and D1-5; were designated for the Consent Agenda.

290

291 OTHER BUSINESS

292

293 **MOTION** by Fortado to enter into closed session pursuant to 5 ILCS 120/2(c) 6 to discuss  
294 the setting of a price for sale or lease of property owned by Champaign County. Fortado further  
295 moved that the following individuals remain present: Barb Mann, legal counsel; Deb Busey,  
296 Interim County Administrator; Van Anderson, Special Projects Administrator; Rosecrance  
297 representatives David Gamel, Christopher Gleason, and Gail Raney; Matt Andriano, institutional  
298 property advisor; and Kay Rhodes, recording secretary; seconded by King. **Motion carried with**  
299 **a roll call vote of 17-3.** Anderson, Clemmons, Crews, Esry, Fortado, Goss, Harper, King, Marsh,  
300 McGuire, Patterson, Petrie, Rosales, Stohr, Summers, Tinsley, and Weibel voted in favor of the  
301 motion. Mitchell, Rector, and Clifford voted against it.

302

303 The Committee of the Whole entered into closed session at 8:39 p.m. and resumed open  
304 session at 10:00 p.m.

305

306 ADJOURNMENT

307

308 Chair Weibel adjourned the meeting at 10:01 p.m.

309

310 Respectfully submitted,

311

312 Kay Rhodes,

313 Administrative Assistant

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

## **COMMUNITY ENGAGEMENT**

### **Priority Step: Developing a Community Engagement Plan for Informing Constituents about Racial Disparity and Engaging Them in Efforts to Reduce Racial Disparity in the Champaign County Criminal-Justice System**

The racial disparity observed in Champaign County's criminal-justice system and in other interlocking community agencies and institutions result from race-based discrimination inherent in a system of customs, procedures, rules and routines whose disparate impacts may not be apparent to many members of the community (see also NAACP, 2017a, 2017b; American Civil Liberties Union, 2014; Cook, 2014). Ameliorating these disparities will require the work of all the community; any lasting solution will require that all segments of the community engage with the problem and with one another. As the highest governing body representing all parts of the county, the Champaign County Board has a unique obligation and opportunity to take a leading role in producing and maintaining outcome-based solutions that eliminate racial disparities in the Champaign County criminal-justice system and the community at large (Warner, 1999). Intentional racial equity-based approaches to community engagement are proven methods for creating long-lasting change.

#### **Community Engagement Practices**

In a general sense, community engagement aims to create relationships and foster processes for identifying community issues and problems, setting goals, creating solutions and setting benchmarks against which community members can measure their progress over time. The first step in this process is identifying all groups which have an interest in the welfare of the community and developing strategies for integrating them at every level of the decision-making process (Berman & Anderson, 2010). Community engagement recognizes that simply asking institutions to reform themselves without consulting members of the community they serve rarely produce meaningful improvements (Marquary-Pyatt & Petrzela, 2008; Ashwood et al., 2014).

The Racial Justice Task Force believes productive efforts to eliminate racial disparities in the county's criminal-justice system cannot involve just the subjects of the disparities — those arrested, accused, jailed pretrial, or serving sentences; nor can it involve just the institutions — law enforcement, jails and the courts — whose practices, policies and procedures give rise to racial disparity. To be successful over the long term, engagement efforts must also include those who might be indifferent to or consider themselves bystanders to the system's actions: the rest of the community, whose members may not feel directly involved in the criminal-justice system but whose everyday lives, opportunities, security, privacy and communities — and confidence in

the system's processes and institutions — are nonetheless distorted or diminished by the system's unjustly disparate outcomes.

Productive community engagement must involve all segments of the community, and it is particularly important to have the participation of the African American community and other communities of color who are also particularly vulnerable to the criminal-justice system. An effective and ongoing engagement process can make a more just and resilient community, one that will create a better quality of life for all the county's residents.

### **Using Media to Foster Community Engagement**

The Champaign County Board shapes how constituents come to understand and respond to community issues including the impact of racial disparity in the criminal-justice system. Crafting specific goals and guiding principles related to community engagement should be a priority. For example, the Cook County State's Attorney Office's (2017) community engagement priorities include "developing strategies for engagement with community" and "increasing communication channels" as central to its mission. In addition, building the frames through which these messages are better understood is an imperative. Similarly, if the Champaign County Board hopes to inform the community of facts regarding racial disparities in our criminal-justice system or to inform the community of important initiatives being undertaken to reduce these disparities, it must make more effective use of mass media, particularly those most likely to influence the thoughts and actions of the residents of the county.

The Champaign County Board must consider the following when communicating via the media about racial disparity in the criminal-justice system: 1) the appropriate use of media and media outlets, and 2) how to frame media messages that resist racial stereotypes and misinformation about criminality among African Americans and other communities of color.

1. *Using the media and multiple media outlets.* Traditional and digital media can reach diverse audiences and foster community engagement. The Champaign County Board currently uses media and media outlets that reach a small segment of the county's population: mostly white, middle-income, college-educated men and women (Mitchell, 2016; Pew Research Center, 2016a, 2016b, 2016c). For example, the board typically drafts and circulates a press release submitted to local media outlets such as *The News Gazette*, the *Daily Illini*, WCIA, and other television outlets for public broadcast. The release also is posted on the official Champaign County website. Such messages reach constituents with access to print, television, and the internet, but not other segments of the general public. Social media have the potential to reach diverse populations, but they remain

underused by the Champaign County Board (Fox & Rose, 2014). Furthermore, community engagement through forms other than media (e.g. community forums, surveys, outreach events) can reach a broader range of residents across demographics.

2. *Framing.* Framing is a powerful communication tool that informs what and how audiences think about a particular issue. The Champaign County Board needs to develop a strategic plan to communicate about racial disparity in the criminal-justice system. This includes 1) how to counter racial stereotypes and misinformation including the notion that African Americans commit more crimes than Whites; 2) how to challenge the over-representation of African Americans and other communities of color as “perpetrators” of crime compared to Whites who are routinely depicted as “victims” in the media; and 3) how to understand and respond to policing, jail, and court practices, policies, and procedures that contribute to disproportionate arrest and pretrial detention rates for African Americans and to the disparate impacts of the system of court-related fees and fines (see Dixon, 2017; Omoni, 2017; Alexander, 2012; Lee, 2012; Bjornstrom et al., 2010; Dixon, Azocar, & Casas, 2003; Dixon & Linz, 2000a; 2000b). Notably, the Champaign County Board has taken some measures to draw attention to racial disparity in the criminal-justice system via meeting minutes and public announcements regarding the formation of the Racial Justice Task Force. These efforts alone fail to educate constituents about racial disparity – what it is and how it impacts diverse communities – and thus fail to empower the county as a whole to take action to address this problem. Overall, the Champaign County Board needs to be intentional about providing context and alternative narratives that inform and educate residents about racial disparity in the criminal-justice system and related community issues.

### **Maintaining and Expanding the Racial Justice Task Force Racial Disparity Database**

As noted above, racial disparity in the criminal-justice system is the product of institutional practices, policies, and procedures that, taken together, limit the life outcomes of non-white community members. Racial disparity occurs when the proportion of one racial group in the system significantly exceeds its proportion in the general population — as when, for example, African Americans constitute roughly 13% of the total population in Champaign County yet make up more than 65% of all inmates in the county jail. Racial disparity also occurs when there is dissimilar treatment between racial groups with drastically different outcomes: African Americans in Champaign County arrested for unlawful weapons possession spend, on average, 35 days in jail compared to 21 days for Whites arrested for similar charges (Champaign County Racial Justice Task Force, 2017). This routinely results in a loss of income and

employment thereby contributing to higher rates of joblessness among African Americans. Statistics at the community and national levels increasingly show the cumulative impact of racial disparity through each decision point in the criminal-justice system. Champaign County, however, has yet to act on such data or make this information readily available and easily accessible to the general public as well as to boards and commissions that work for and report to the County Board.

To better understand and respond to racial disparity in the criminal-justice system, the RJTF Community Engagement Subcommittee developed a prototype for a digital database with the assistance of Dr. Beverly Wilson (University of Illinois), Yuyan Huang (UIUC Graduate Student in Urban Planning), researchers from STAT 427: Statistical Consulting (Jack Yutong Li, Zeyu Zhang, and Haoxian Zhong) and the UIUC student organization Statistics in the Community (Hongfei Li, Huanhuan Yue, and Jingyi Zeng). The database is tentatively regarded as the RJTF Community Justice Data Portal. The overall vision for this web-based application is to foster community dialogue and collective action to eliminate racial disparity in the Champaign County criminal-justice system. Aggregating data from police reports, court orders, and jail records with personal narratives, interviews, and surveys completed by people in communities of color and others vulnerable to over-representation in the criminal-justice system, this database continues and extends an intellectual and activist tradition of using “big data” to intervene in contemporary social justice issues.

During the spring of 2017, the RJTF hosted a database workshop at the U of I campus to provide a preview of the web-application and the raw data previously collected in the county. Several community stakeholders including Circuit Clerk Katie M. Blakeman, Dr. Stuart Levy (U of I professor in National Center for Supercomputing Applications), and members of various grassroots organizations including Build Programs Not Jails attended this well-received community event. Multiple participants remarked on the potential usefulness of such a database; most promising, Circuit Clerk Katie M. Blakeman supported continued development of the digital site.

The subcommittee's efforts to assemble the data required to conduct a full analysis of racial disparities revealed the lack of compatibility of local data taken from various independent sources. Far more cooperation is necessary between local government agencies in the development and archiving of data so that it may be readily combined and analyzed.

### **Community Engagement Recommendations**

Based on the preceding discussion, we offer the following specific recommendations:

- 1. Practice non-media related community engagement.**
-

- a. Host County Board meetings and other community events in various locations throughout Champaign County to increase the diversity of public participation.
  - b. Attend community events to become better acquainted with constituents, especially those from underrepresented and underserved communities such as African Americans and Latinos.
2. **Use a broader mix of communications media in all conversations with the public. This mix should include several print channels, several broadcast or cable channels, and several social media channels. Media used should include those that reach school-age populations. Combined, these channels should guarantee wider coverage of all demographic groups with regard to age, gender, race, ethnicity, and political outlook.**
  - a. Develop and maintain a social media presence on various platforms including Facebook, Twitter, and so on where constituents can “weigh in” on county-related topics.
  - b. Frequently and regularly update these social media channels. Ensure that they are sufficiently engaging to adequately communicate about racial disparity in the criminal-justice system.
  - c. Craft a media campaign that addresses racial disparity in the criminal-justice system and efforts to reduce racial disparity in the county (i.e. public service announcements and advertising via radio, television, print, and web-based platforms).
  - d. Create closer relations with the editors of traditional media channels, both print and broadcast. Use these relationships to better explain the contexts through which later messages from the county may be best understood.
  - e. Rebuild the current county website to make it more accessible and user-friendly. Include live-streaming and/or an archive of video-recorded County Board meetings (as has been initiated by the County Clerk at [https://www.champaigncountyclerk.com/county\\_board/meetings/2017\\_meetings/index.php](https://www.champaigncountyclerk.com/county_board/meetings/2017_meetings/index.php)).
3. **Maintain and invest in the county-wide Racial Justice Task Force Community Justice Data Portal similar to that maintained by the City of Urbana. Augment quantitative data with qualitative information, such as personal narratives. In addition, increase the scope of both quantitative and qualitative data to include areas such as employment, housing, and education.**

- a. Appoint a Director of Research to continue database development and analysis.
- b. Appoint or assign personnel to assist the Director of Research in the areas of statistical analysis, ethnography, and website design and maintenance.
- c. Appoint a Community Engagement Oversight Commission tasked to monitor the implementation of these recommendations; specifically, the setting of benchmarks and the periodic assessment of progress in the reduction of racial disparity. In addition, this commission would monitor the hiring/appointment of a Director of Research, the ongoing development of the data portal, and all community engagement efforts to facilitate use of the data portal. Quarterly reports concerning these matters are to be given to the county board, the media, and the community at large.
- d. Develop training sessions that teach community stakeholders how to effectively use the database.
- e. Cooperate with other local governments and agencies to collect and archive compatible data pertaining to racial disparity so that data may be readily combined, analyzed, and shared.

**4. Invite diverse communities to help develop procedures for annual (or more frequent) assessment of progress toward eliminating racial disparities where they occur in various sectors of the County's criminal-justice system.**

- a. Set measurable goals and benchmarks to assess progress using publicly available data collected via the portal.
- b. Create a monitoring mechanism so that any reductions or increases in racial disparities can be measured at regular intervals.
- c. Collect and report data on race and ethnicity at every point in the criminal-justice system to allow a systematic assessment of any disproportionate impacts on minority populations. Broadly disseminate periodic progress reports and analyses to the community.
- d. Periodically and publicly reassess benchmarks and goals, and reset these as appropriate.



## **Community Reentry Quarterly Report December 2017 – February 2018**

February 27, 2018

Report Submitted To:  
Ms. Deb Busey  
Interim County Administrator  
Brookens Administrative Center  
1776 E. Washington Street  
Urbana, IL 61802

The Reentry Council has held 44 monthly meetings in all, three this quarter.

In December, the Reentry Program shifted to a Contact and Refer format, for persons released on Parole to Champaign County. The Criminal Justice Liaison continues to receive the weekly release list from IDOC Parole and contact IDOC releases through a mailing and a phone call. In the initial phone call, the Liaison screens individuals to determine identified needs.

- For persons with no behavioral health concern, who identify other needs, the Liaison provides referral information to various community resources over the phone, via email and/or postal mail.
- For persons that need only a Substance Abuse Assessment, as part of his/her stipulations from the Parole Review Board, he/she will be referred to walk in hours at RCU's Walnut St. location. Or, for those wanting to set an appointment, they are referred to RCU's Substance Abuse Services Clinical Coordinator.
- Persons who communicate a behavioral health (BH) concern (Mental Health, Substance Abuse or Co-occurring Disorders) are referred to a Master's-level Social Work Intern, for further assessment and resource referral.
  - If a mental health (MH) need is detected, the Intern will link the individual to additional RCU case management services and, if needed, psychiatric services at Promise Healthcare. The Intern



Rosecrance Champaign/Urbana  
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rosecrancecu.org

will also provide additional referral information to community resources for other identified needs.

- If a substance abuse (SA) need is detected, the Intern will link the individual to additional RCU substance use treatment services. . The Intern will also provide additional referral information to community resources for other identified needs.
- If a BH need is not detected, the Intern will provide referral information to community resources for other identified needs, and send a letter to the individual's Parole Agent stating that further treatment needs were not indicated.

Identified needs data, and linkage data to the extent possible, will continue to be collected and reported.

The goal of modifying the Program was to provide a cost-neutral solution to the Reentry Program's fast-approaching termination date; that is, to stretch the remaining funding allotted to the Reentry Program beyond February 28, 2018, through June 30, 2018.

In January 2018, there were 18 reentry screenings conducted. Of those, 12 were further assessed for behavioral health needs. Of the 18 that received a reentry screening, 16 identified behavioral health as a need, 10 identified Employment as a need, 9 identified Medical needs, 5 identified a Housing need, 4 identified a need for Benefits, 2 identified Transportation as a need, and 1 identified a need to pursue educational advancement.

In February, the County Board approved extending funding for the Reentry Program through the end of June 2018. Program staff is scheduled to provide a presentation of the program's annual report at the March 22<sup>nd</sup> County Board meeting. The Board may make a determination at that time regarding their plan to renew reentry funding for FY19 (July 1, 2018 – June 1, 2019).

Respectfully Submitted By:  
Bruce Barnard and Celeste Blodgett



**Julia R. Rietz**  
State's Attorney

**Barbara Mann**  
Chief of the Civil Division  
email: [bmenn@co.champaign.il.us](mailto:bmenn@co.champaign.il.us)

**Donna M. Davis**  
Assistant State's Attorney  
email: [ddavis@co.champaign.il.us](mailto:ddavis@co.champaign.il.us)



**Office of  
State's Attorney  
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101 East Main Street  
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Urbana, Illinois 61801  
Phone (217) 384-3733  
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March 2, 2018

[Via Email:  
[tasplund@co.champaign.il.us](mailto:tasplund@co.champaign.il.us)]

Mr. Robert King  
Justice and Social Services Committee Chair

*Re: Closed Session Minutes Review for Justice and Social Services Committee*

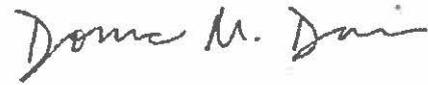
Dear Mr. King:

Pursuant to the Open Meetings Act, a public body such as the Justice and Social Services Committee must review its closed session minutes at least semi-annually. The Committee must then determine whether the need for confidentiality exists as to all or part of those minutes, or that the minutes or portions thereof no longer require confidential treatment, if so, the records would be available for public inspection. Therefore, the question is whether there is no longer a need to keep minutes closed in order to protect either the public interest or the privacy of an individual. Whichever conclusion that the Committee draws must be then be reported in open session.

Please note that the Committee may enter into closed session for the purpose of review of closed session minutes pursuant to 5 ILCS 120/2(c)(21): Discussion of minutes of meetings lawfully closed under the Act. Just as in open session, if the matter requires action by the Committee, the matter must have been noticed on the posted agenda.

The County Board passed Resolution No. 7969, "Resolution Establishing Procedures for Semi-Annual Review of Closed Session Minutes by the Champaign County Board" on November 17<sup>th</sup>, 2011. Under the parameters established by the full board in Resolution 7969, none of the minutes are ripe for review.

Sincerely,

A handwritten signature in black ink that reads "Donna M. Davis". The signature is written in a cursive style with a large initial 'D'.

Donna M. Davis

DMD/jms

cc: Tammy Asplund, Kay Rhodes (Administrative Services)



**Gordy Hulten**  
**Champaign County Clerk**  
Champaign County, Illinois

1776 East Washington Street  
Urbana, IL 61802  
Email: [mail@champaigncountyclerk.com](mailto:mail@champaigncountyclerk.com)  
Website: [www.champaigncountyclerk.com](http://www.champaigncountyclerk.com)

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

**COUNTY CLERK**  
**MONTHLY REPORT**  
**FEBRUARY**  
**2018**

Liquor Licenses & Permits	140.00
Civil Union License	70.00
Marriage License	3,290.00
Interests	7.40
State Reimbursements	-
Vital Clerk Fees	17,503.00
Tax Clerk Fees	5,052.65
Refunds of Overpayments	<u>37.34</u>
<b>TOTAL</b>	<b>26,100.39</b>
Additional Clerk Fees	1,206.00



## CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

ADMINISTRATIVE, BUDGETING, PURCHASING & HUMAN RESOURCE  
MANAGEMENT SERVICES

Debra Busey, County Administrator

### MONTHLY HR REPORT FEBRUARY 2018

#### VACANT POSITIONS LISTING

FUND	DEPT	POSITION TITLE	HOURLY RATE	REG HRS	REGULAR SALARY	FY 2018 HRS	FY 2018 SALARY
80	16	Admin Assistant	\$15.57	1950	\$30,361.50	1957.5	\$30,478.28
80	20	Accountant	\$18.93	1950	\$36,913.50	1957.5	\$37,055.48
80	28	PC Appl Programmer	\$25.19	1950	\$49,120.50	1957.5	\$49,309.43
80	30	Legal Clerk	\$13.70	1950	\$26,715.00	1957.5	\$26,817.75
80	30	Senior Legal Clerk	\$14.52	1950	\$28,314.00	1957.5	\$28,422.90
80	30	Trainer/App Admin	\$17.16	1950	\$33,462.00	1957.5	\$33,590.70
80	40	Deputy Sheriff	\$23.79	2080	\$49,483.20	2088	\$49,673.52
80	51	Records Clerk	\$13.70	1950	\$26,715.00	1957.5	\$26,817.75
80	140	Clerk	\$13.70	1950	\$26,715.00	1957.5	\$26,817.75
80	140	Correctional Officer	\$19.81	2080	\$41,204.80	2088	\$41,363.28
80	140	Correctional Officer	\$19.81	2080	\$41,204.80	2088	\$41,363.28
80	140	Correctional Officer	\$19.81	2080	\$41,204.80	2088	\$41,363.28
80	140	Court Security Officer	\$18.84	2080	\$39,187.20	2088	\$39,337.92
80	140	Court Security Officer	\$18.84	2080	\$39,187.20	2088	\$39,337.92
80	140	Court Security Officer	\$18.84	2080	\$39,187.20	2088	\$39,337.92
80	140	PT Master Cntrl Ofcr	\$15.57	1040	\$16,192.80	1044	\$16,255.08
83	60	Highway Maint Wkr	\$25.97	2080	\$54,017.60	2088	\$54,225.36
-- TOTAL --						\$619,186.10	\$621,567.59

#### UNEMPLOYMENT REPORT

Notice of Claims received - 1

Head Start - 1

Benefit Determinations received - 3

Nursing Home - approved - 2

Highway - approved - 1

**PAYROLL REPORT**

FEBRUARY PAYROLL INFORMATION

Pay Group	2/2/2018		2/16/2018	
	EE's Paid	Total Payroll \$\$	EE's Paid	Total Payroll \$\$
General Corp	508	\$958,966.04	502	\$950,965.17
Nursing Home	190	\$241,154.36	200	\$225,859.43
RPC/Head Start	227	\$309,009.37	228	\$306,472.44
Total	925	\$1,509,129.77	930	\$1,483,297.04

**HEALTH INSURANCE/BENEFITS REPORT**

Total Number of Employees Enrolled: 723

General County Union (includes AFSCME & FOP):

Single 193; EE+spouse 36; EE+child(ren) 71; Family 26; waived 59

Nursing Home Union:

Single 46; EE+spouse 7; EE+child(ren) 7; Family 2; waived 21

Non-bargaining employees:

Single 106; EE+spouse 36; EE+child(ren) 37; Family 11; waived 65

Life Insurance Premium paid by County: \$1,843.53

Health Insurance Premium paid by County: \$408,382.12

**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

February 2018: .52% average over the last 12 months

February 2018: 3 out of 582 Employees left Champaign County: 3 resignations

**WORKERS' COMPENSATION REPORT**

Entire County Report	February 2018	February 2017
New Claims	8	7
Closed	5	10
Open Claims	35	34
Year To Date Total (On-going # of claims filed)	14	16

**EEO REPORT**

Feb 2018 Monthly EEO Report General County Only	Accountant_Auditor	Court Security Officer_Sheriff	Records Clerk_JDC	Supervisor of Training_Circuit Clerk	
<b>Total Applicants</b>	24	60	166	16	<b>266</b>
<b>Male</b>	5	50	22	6	<b>83</b>
<b>Female</b>	19	6	142	8	<b>175</b>
<b>Undisclosed</b>	0	1	2	2	<b>5</b>
<b>Hispanic or Latino</b>	0	4	2	2	<b>8</b>
<b>White</b>	19	39	112	10	<b>180</b>
<b>Black or African-American</b>	3	15	36	3	<b>57</b>
<b>Native Hawaiian or Other Pacific Islander</b>	0	0	0	0	<b>0</b>
<b>Asian</b>	1	0	2	1	<b>4</b>
<b>American Indian or Alaska Native</b>	0	0	0	0	<b>0</b>
<b>Two or more races</b>	1	2	12	0	<b>15</b>
<b>Undisclosed</b>	0	0	2	0	<b>2</b>
<b>Veteran Status</b>	0	12	1	1	<b>14</b>

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

**ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT**

Agendas Posted	13	Meetings Staffed	11	Minutes Posted	12
Appointments Posted	9	Notification of Appointment	5	Contracts Posted	5
Calendars Posted	5	Resolutions Prepared	32	Ordinances Prepared	0

**Julia R. Rietz**  
State's Attorney

**Barbara Mann**  
Chief of the Civil Division  
email: [bm Mann@co.champaign.il.us](mailto:bm Mann@co.champaign.il.us)

**Donna M. Davis**  
Assistant State's Attorney  
email: [ddavis@co.champaign.il.us](mailto:ddavis@co.champaign.il.us)



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Fax (217) 384-3816

**Office of  
State's Attorney  
Champaign County, Illinois**

March 2, 2018

[Via Email:  
[tasplund@co.champaign.il.us](mailto:tasplund@co.champaign.il.us)]

Mr. Giraldo Rosales  
Deputy Policy, Personnel & Appointments Committee Chair

*Re: Closed Session Minutes Review for Policy, Personnel & Appointments  
Committee*

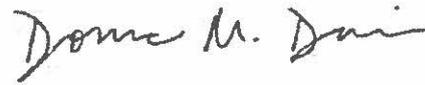
Dear Mr. Rosales:

Pursuant to the Open Meetings Act, a public body such as the Policy, Personnel & Appointments Committee must review its closed session minutes at least semi-annually. The Committee must then determine whether the need for confidentiality exists as to all or part of those minutes, or that the minutes or portions thereof no longer require confidential treatment, if so, the records would be available for public inspection. Therefore, the question is whether there is no longer a need to keep minutes closed in order to protect either the public interest or the privacy of an individual. Whichever conclusion that the Committee draws must be then be reported in open session.

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Sincerely,

A handwritten signature in black ink that reads "Donna M. Davis". The signature is written in a cursive style with a large initial 'D'.

Donna M. Davis

DMD/jms

cc: Tammy Asplund, Kay Rhodes (Administrative Services)

REQUEST FOR BUDGET TRANSFER  
NEEDING CHAMPAIGN COUNTY BOARD APPROVAL

BT NO. 18-00002

FUND 080 GENERAL CORPORATE  
 080 GENERAL CORPORATE

DEPARTMENT 075 GENERAL COUNTY  
 140 CORRECTIONAL CENTER

TO LINE ITEM:

FROM LINE ITEM:

NUMBER/TITLE	\$ AMOUNT	NUMBER/TITLE
080-140-512.03 SLEP REG FULL-TIME EMP'EE	180,846.	080-075-533.99 CONTINGENT EXPENSE

EXPLANATION: TO FUND CORRECTIONS AND COURT SECURITY INCREASES FOR FY2018  
FOR LABOR CONTRACTS SETTLED IN NOVEMBER 2017 AND JANUARY 2018.

DATE SUBMITTED: 2-22-18

*Debra L. Busby*  
 AUTHORIZED SIGNATURE

APPROVED BY PARENT COMMITTEE:

DATE: \_\_\_\_\_ \* PLEASE SIGN IN BLUE INK \*


APPROVED BY BUDGET AND FINANCE COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_


C O U N T Y   B O A R D   C O P Y

REQUEST FOR BUDGET AMENDMENT

BA NO. 18-00003

FUND 080 GENERAL CORPORATE

DEPARTMENT 040 SHERIFF

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-040-544.30 AUTOMOBILES, VEHICLES	145,000	145,000	160,220	15,220
TOTALS	145,000	145,000	160,220	15,220

**INCREASED REVENUE BUDGET:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-040-369.90 OTHER MISC. REVENUE	9,650	9,650	24,870	15,220
TOTALS	9,650	9,650	24,870	15,220

**EXPLANATION:** FUNDS RECEIVED THIS FY FOR TOTALED SQUAD CAR (9/3/2017) TO BE PLACED BACK INTO AUTOMOBILE/VEHICLE LINE ITEM TO ALLOW FOR REPLACEMENT.

DATE SUBMITTED: <u>2/26/18</u>	AUTHORIZED SIGNATURE 	** PLEASE SIGN IN BLUE INK **
-----------------------------------	--	-------------------------------

APPROVED BY BUDGET & FINANCE COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_


REQUEST FOR BUDGET AMENDMENT

BA NO. 18-00004

FUND 080 GENERAL CORPORATE

DEPARTMENT 072 ADA COMPLIANCE

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-072-544.41 PARKING LOT/SIDEWLK CONST	0	0	7,700	7,700
TOTALS	0	0	7,700	7,700

INCREASED REVENUE BUDGET:

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

EXPLANATION: RE-ENCUMBER FUNDS TO COMPLETE ADA PARKING LOT IMPROVEMENTS AT SATELLITE JAIL.

DATE SUBMITTED:

3-1-18

AUTHORIZED SIGNATURE

\*\* PLEASE SIGN IN BLUE INK \*\*

*Debra L. Busby*

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

REQUEST FOR BUDGET AMENDMENT

BA NO. 18-00005

FUND 105 CAPITAL ASSET REPLCMT FND DEPARTMENT 059 FACILITIES PLANNING

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
105-059-533.04 ENGINEERING SERVICES	124,331	124,331	180,146	55,815
105-059-544.41 PARKING LOT/SIDEWALK CONST	0	0	96,000	96,000
TOTALS	124,331	124,331	276,146	151,815

**INCREASED REVENUE BUDGET:**

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

**EXPLANATION:** RE-ENCUMBER FUNDS FOR CAPITAL ASSET REPLACEMENT FUND PROJECTS NOT COMPLETED IN FY2017.

DATE SUBMITTED:

*2-22-18*

AUTHORIZED SIGNATURE

\*\* PLEASE SIGN IN BLUE INK \*\*

*Debra L. Busby*

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

FUND 075 REGIONAL PLANNING COMM DEPARTMENT 869 WEATHERIZATION-AMEREN IL

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	202,000	202,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	202,000	202,000

EXPLANATION: TO ACCOMMODATE A NEW CONTRACT WITH AMEREN IL THAT COMPLEMENTS THE EXISTING IL HON WEATHERIZATION ASSISTANCE PROGRAM FOR CHAMPAIGN COUNTY. THIS CONTRACT WILL ALLOW ENHANCED WEATHERIZATION SERVICES INCLUDING INSULATION, AIR SEALING, AND HEALTH AND SAFETY MEASURES FOR AN ADDITIONAL 80 INCOME-ELIGIBLE HOUSEHOLDS.

DATE SUBMITTED: 3/6/18 AUTHORIZED SIGNATURE  \*\* PLEASE SIGN IN BLUE INK \*\*

APPROVED BY BUDGET & FINANCE COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_




REQUEST FOR BUDGET AMENDMENT

BA NO. 18-0000'

FUND 080 GENERAL CORPORATE

DEPARTMENT 077 ZONING AND ENFORCEMENT

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-077-533.93 DUES AND LICENSES	1,505	1,505	2,080	575
080-077-533.70 LEGAL NOTICES, ADVERTISING	3,262	3,262	3,577	315
TOTALS	4,767	4,767	5,657	890

INCREASED REVENUE BUDGET:

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

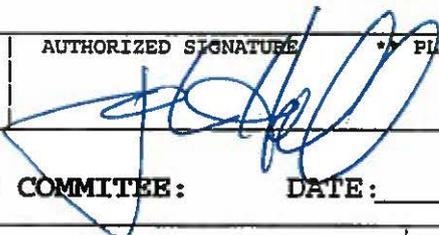
EXPLANATION: FUNDS NECESSARY FOR THE NURSING HOME SUBDIVISION APPLICATION FEE TO THE CITY OF URBANA AND REQUIRED LEGAL NOTICE FOR ZONING CASE.

DATE SUBMITTED:

*3/7/18*

AUTHORIZED SIGNATURE

\*\* PLEASE SIGN IN BLUE INK \*\*



APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:



**John Farney**  
COUNTY TREASURER  
CHAMPAIGN COUNTY, ILLINOIS

BROOKENS CENTER  
1776 E. WASHINGTON ST.  
URBANA, ILLINOIS 61802-4581

PHONE: (217) 384-3743  
FAX: (217) 384-3777  
EMAIL: treasurer@co.champaign.il.us

**TO:** C. Pius Weibel, County Board Chairman  
Stephanie Fortado, Deputy Chair, Champaign County Board Finance Committee  
Members of the Champaign County Board  
Diane Michaels, County Auditor  
Deb Busey, Interim County Administrator

**FROM:** John Farney, County Treasurer

**DATE:** March 5, 2018

**RE:** Resolution Designating Depositories

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The Champaign County Treasurer's Office has been approached an additional new bank in our community that wishes to be able to accept property tax payments at their facility. A Collector account will be opened at the First State Bank of Forrest, which has a branch in Mahomet, before the first real estate tax payments are due in June. I ask that the County Board adopt this Resolution that adds this bank to our list of depositories.

Thank you,

**JOHN FARNEY**  
COUNTY TREASURER

## **RESOLUTION NO.**

### **RESOLUTION DESIGNATING DEPOSITORIES FOR FUNDS**

**WHEREAS**, John Farney, County Treasurer of the County of Champaign, State of Illinois, Pursuant to 55 ILCS 5/3-11002 of the Illinois Compiled Statutes, requests the County Board of the County of Champaign to designate a bank or banks, or other depositories in which the funds and other public monies in his custody may be deposited, and

**WHEREAS**, when requested by the County Treasurer, the designation of depositories for the keeping of County Funds and other public monies in the custody of the County Treasurer of the County of Champaign is a valid exercise of power and duties of said County Board.

**NOW THEREFORE BE IT RESOLVED** by the County Board of the County of Champaign, State of Illinois, that the following Financial Institutions are hereby designated as depositories for the County Funds and other public monies in the custody of John Farney, County Treasurer of the County of Champaign:

Bank of Rantoul  
BankChampaign  
Busey Bank  
Central Illinois Bank  
Chase Bank  
Commerce Bank  
Community Plus Federal Credit Union  
Dewey Bank  
First Bank  
First Federal Savings Bank  
First Financial Bank  
First Mid-Illinois Bank & Trust  
First Midwest Bank  
First State Bank  
First State Bank of Forrest  
Fisher National Bank  
The Gifford State Bank  
Heartland Bank & Trust  
Hickory Point Bank & Trust  
Illinois Funds c/o U.S. Bancorp Fund Services, LLC  
Illinois National Bank  
Iroquois Federal  
Longview Bank  
Marine Bank  
Midland States Bank  
Philo Exchange Bank

PNC Bank  
Prairie State Bank and Trust  
Prospect Bank  
Regions Bank  
State Bank of Bement - Ivesdale Branch  
U of I Community Credit Union

**BE IT FURTHER RESOLVED** that this resolution shall supersede and cancel all previous resolutions relating to the designation of depositories for funds in the custody of the Champaign County Treasurer.

**PRESENTED, ADOPTED, APPROVED AND RECORDED** this 22<sup>nd</sup> day of March, A.D., 2018.

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C. Pius Weibel, Chair  
Champaign County Board

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Gordy Hulten, County Clerk &  
Ex-officio Clerk of the Champaign  
County Board

**Champaign County Nursing Home**  
**Cash Flows from Operating Activities**

	2005	2006	2007	2008	2009	2010	2011	2012	2013	13month-year 2014	2015	2016	AVERAGE
Receipts from Customers	\$ 9,545,092.00	\$ 9,813,073.00	\$ 12,829,162.00	\$ 13,117,191.00	\$ 15,563,216.00	\$ 13,363,346.00	\$ 11,600,438.00	\$ 16,609,718.00	\$ 13,436,026.00	\$ 14,095,580.00	\$ 13,536,138.00	\$ 12,584,162.00	\$ 13,007,761.83
Cash Payments to Employees	\$ (6,467,038.00)	\$ (6,585,452.00)	\$ (6,184,683.00)	\$ (5,967,531.00)	\$ (6,170,435.00)	\$ (6,223,095.00)	\$ (6,265,735.00)	\$ (6,736,963.00)	\$ (6,406,088.00)	\$ (6,627,779.00)	\$ (6,079,952.00)	\$ (6,644,663.00)	\$ (6,363,284.50)
Cash Pmts to Suppliers & other Funds	\$ (4,525,174.00)	\$ (5,291,920.00)	\$ (7,987,031.00)	\$ (8,903,146.00)	\$ (9,692,811.00)	\$ (7,371,178.00)	\$ (6,525,689.00)	\$ (10,182,408.00)	\$ (8,102,268.00)	\$ (9,219,123.00)	\$ (8,355,523.00)	\$ (6,287,536.00)	\$ (7,703,650.58)
<b>Net Cash provided (Used) by Operations</b>	<b>\$ (1,447,120.00)</b>	<b>\$ (2,064,299.00)</b>	<b>\$ (1,342,552.00)</b>	<b>\$ (1,753,486.00)</b>	<b>\$ (300,030.00)</b>	<b>\$ (230,927.00)</b>	<b>\$ (1,190,986.00)</b>	<b>\$ (309,653.00)</b>	<b>\$ (1,072,330.00)</b>	<b>\$ (1,751,322.00)</b>	<b>\$ (899,337.00)</b>	<b>\$ (348,037.00)</b>	<b>\$ (1,059,173.25)</b>
Outstanding Accts Payable	\$ 240,813.00	\$ 733,991.00	\$ 1,437,732.00	\$ 1,326,214.00	\$ 1,274,224.00	\$ 1,939,949.00	\$ 3,157,840.00	\$ 1,428,172.00	\$ 1,184,148.00	\$ 1,501,887.00	\$ 1,319,819.00	\$ 2,564,488.00	
Patient days per Year	n/a	72,903	68,540	62,454	67,938	71,801	70,644	73,725	69,365	80,514	68,291	64,932	
Average Daily Census	n/a	200	188	171	186	197	194	201	190	203	187	177	

Between 2004-08 the County Board transferred \$1,539,380 to CCNH from the General Fund.  
 At the end of 2008 CCNH owed the General Fund \$1,333,142 for outstanding interfund loans  
 August 2009 the Board forgave \$1,000,000 of the loan owed to the General Fund  
 In 2013 the \$333,142 balance of the 2009 interfund loan was forgiven  
 Beginning in 2010 and through 2015, CCNH reimbursed the General Fund for annual P&I payments on bonds issued for HVAC and mold remediation.  
 County has made Debt Service P&I payments for 2016 & 2017 totaling \$544,784.96. The NH has not reimbursed the County for this amount.  
 Sept 2016- Loan of \$282,802 to replace boiler. \$56,000 was repaid on 3/24/17 with funds received from the State as part of the energy efficiency rebate program.  
 In March 2017 and August 2017 the County Board approved two loans of \$250,000 each to the NH for operational purposes.



## CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE  
MANAGEMENT SERVICES

Debra Busey, County Administrator

### MEMORANDUM

**TO:** Stephanie Fortado, Deputy Chair of Finance and Members of the County Board

**FROM:** Deb Busey, Interim County Administrator *Deb*

**DATE:** March 6, 2018

**RE:** Nursing Home Cash Flow Management Recommendation

**Issue:**

In recent months, the Nursing Home has faced cash shortfalls in the weeks in which payroll falls, resulting in the potential need for emergency board meetings or other emergency procedures to cover payroll. The Nursing Home has been submitting Accounts Payable invoices for payment every week, which has sometimes led to a shortage of cash in the payroll week because of AP payments made the previous week.

**Cash Flow Management Recommendation:**

**First:** To better manage the future risk of a cash shortfall in payroll weeks, the County Auditor and I have determined that Accounts Payable for the Nursing Home will only be processed in the weeks in which payroll falls. After the determination of adequate funds to cover payroll, all remaining funds available in that week will be applied to the Accounts Payable requisitions submitted by the Nursing Home as prioritized and agreed upon by SAK, the County Auditor and the County Administrator. The Finance Committee of the Whole will receive a monthly report on the Accounts Payable payments for the previous month.

**Second:** While the foregoing change in process should resolve the issue of a cash shortfall for payroll, in the event that this process is followed and there is still a shortfall to make payroll, it is further recommended that the County Board approve a loan resolution to the Nursing Home Fund from the General Corporate Fund structured as follows:

1. If there are not adequate funds to cover payroll in a payroll week, the County Treasurer is authorized to cover the shortfall with a loan from the General Corporate Fund to the Nursing Home Fund;
2. When a loan has been made as indicated in #1, the County Treasurer is further instructed to repay the General Corporate Fund from the Nursing Home Fund with the next revenues deposited into the Nursing Home Fund, until the General Corporate Fund is fully repaid.

A loan resolution based on these parameters creates an ability for a short-term line-of-credit for the Nursing Home Fund from the General Corporate Fund with immediate repayment required and without requiring special meetings of the County Board if this event should occur.

**RECOMMENDED ACTION:**

**The Finance Committee recommends to the County Board approval of a Resolution for Loan from the General Corporate Fund to the Nursing Home Fund based upon the following requirements:**

- 1. If there are not adequate funds to cover payroll in a payroll week, the County Treasurer is authorized to cover the shortfall with a loan from the General Corporate Fund to the Nursing Home Fund;**
- 2. When a loan has been made as indicated in #1, the County Treasurer is further instructed to repay the General Corporate Fund from the Nursing Home Fund with the next revenues deposited into the Nursing Home Fund, until the General Corporate Fund is fully repaid.**

Thank you for your consideration of this issue.

**Julia R. Rietz**  
State's Attorney

**Barbara Mann**  
Chief of the Civil Division  
email: [bmamm@co.champaign.il.us](mailto:bmamm@co.champaign.il.us)

**Donna M. Davis**  
Assistant State's Attorney  
email: [ddavis@co.champaign.il.us](mailto:ddavis@co.champaign.il.us)



Courthouse  
101 East Main Street  
P. O. Box 785  
Urbana, Illinois 61801  
Phone (217) 384-3733  
Fax (217) 384-3816

**Office of  
State's Attorney  
Champaign County, Illinois**

March 2, 2018

[Via Email:  
[tasplund@co.champaign.il.us](mailto:tasplund@co.champaign.il.us)]

Ms. Stephanie Fortado  
Finance Deputy Committee Chair

*Re: Closed Session Minutes Review for Finance Committee*

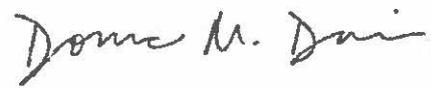
Dear Ms. Fortado:

Pursuant to the Open Meetings Act, a public body such as Finance must review its closed session minutes at least semi-annually. The Committee must then determine whether the need for confidentiality exists as to all or part of those minutes, or that the minutes or portions thereof no longer require confidential treatment, if so, the records would be available for public inspection. Therefore, the question is whether there is no longer a need to keep minutes closed in order to protect either the public interest or the privacy of an individual. Whichever conclusion that the Committee draws must be then be reported in open session.

Please note that the Committee may enter into closed session for the purpose of review of closed session minutes pursuant to 5 ILCS 120/2(c)(21): Discussion of minutes of meetings lawfully closed under the Act. Just as in open session, if the matter requires action by the Committee, the matter must have been noticed on the posted agenda.

The County Board passed Resolution No. 7969, "Resolution Establishing Procedures for Semi-Annual Review of Closed Session Minutes by the Champaign County Board" on November 17<sup>th</sup>, 2011. Under the parameters established by the full board in Resolution 7969, none of the minutes are ripe for review.

Sincerely,

A handwritten signature in cursive script that reads "Donna M. Davis".

Donna M. Davis

DMD/jms

cc: Tammy Asplund, Kay Rhodes (Administrative Services)