

**CHAMPAIGN COUNTY BOARD**  
**COMMITTEE OF THE WHOLE**  
**Finance/ Policy, Personnel, & Appointments/Justice & Social Services Agenda**  
County of Champaign, Urbana, Illinois  
Tuesday, February 12, 2019 – 6:30 p.m.

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

**Agenda Items**

**Page**

<b>I.</b>	<b><u>Call To Order</u></b>	
<b>II.</b>	<b><u>Roll Call</u></b>	
<b>III.</b>	<b><u>Approval of Agenda/Addenda</u></b>	
<b>IV.</b>	<b><u>Approval of Minutes</u></b>	
	A. January 15, 2019	1-8
<b>V.</b>	<b><u>Public Participation</u></b>	
<b>VI.</b>	<b><u>Communications</u></b>	
<b>VII.</b>	<b><u>Policy, Personnel, &amp; Appointments</u></b>	
	A. <u>New Business</u>	
	1. Presentation by FFA Ag Team on Mahomet Aquifer (information only)	
	2. Appointments/Reappointments ( <i>italicized name indicates incumbent</i> )	
	<u>County Executive's Appointments:</u>	9
	a. Zoning Board of Appeals – Term 12/1/2018-11/30/2023	10-12
	• Thomas Anderson (Urbana Township)	
	b. Lincoln Legacy Committee – Term 3/1/2019-2/28/2022	13-14
	• <i>Breaden Belcher</i>	
	c. Rural Transit Advisory Group – 4 Vacancies-Term 1/1/2019-12/31/2020	15-23
	• <i>Nancy Greenwalt</i>	
	• <i>Tawanna Nickens</i>	
	• <i>Nathan Montgomery</i>	
	• <i>Mary Sleeth</i>	
	3. County Clerk	
	a. January 2019 Report	24
	4. County Executive	
	a. Monthly HR Report – January 2019	25-27
	b. Job Content Evaluation Committee Recommendation for Sheriff's Crime Analyst/Special Projects Coordinator Position	28-32
	B. Other Business	
	C. Chair's Report	
	1. Appointments Expiring March 31, 2019: None (Information Only)	
	D. Designation of Items to be Placed on the Consent Agenda	

**VIII. Finance**

A. New Business

1. Budget Amendments/Transfers

- a. Budget Transfer 18-00010 33  
Fund 080 General Corporate / Dept. 023 Recorder  
Total Amount: \$10  
Reason: to Cover Shortage in Payroll
  
- b. Budget Transfer 18-00012 34  
Fund 091 Animal Control / Depts. 247 Animal Warden Services; 047 Animal Control Administration  
Total Amount: \$8,200  
Reason: Transfer to Cover Cost of Insurance Line Shortage, Shortage in Gas and Electric Services,  
and to Cover U of I Surgery Line Costs. FY2018 Under Budgeted in These 4 Lines
  
- c. Budget Amendment 19-00011 35-37  
Fund 110 Workforce Development / Dept. 849 Workforce Innovation Program  
Increased Appropriations: \$209,064  
Increased Revenue: \$209,064  
Reason: Receipt of Federal Pass-through Workforce Innovation and Opportunity Act Funding for an  
Innovative Pilot and Research Project. Funding will Support the Transition and Implementation of  
U.S. Department of Labor Directive for the Re-alignment of the Local Workforce Area of  
Champaign, Piatt, Iroquois, and Ford Counties.

2. Treasurer

- a. Monthly Reports – October & November 2018 – Reports are available on the Treasurer’s Webpage  
at: <http://www.co.champaign.il.us/treasurer/Reports.php>
  
- b. Resolution for Authorization of Signatures for the Champaign County Treasurer’s Accounts,  
Champaign County Collector’s Accounts, and Investment Instruments or Investment Accounts 38
  
- c. Resolution for Authorization of Facsimile Signatures for the Champaign County Treasurer’s  
Accounts and Champaign County Collector’s Accounts 39

3. Auditor

- a. Monthly Report – January 2019- Reports are available on the Auditor’s Webpage at:  
<http://www.co.champaign.il.us/Auditor/countyboardreports.php>

4. County Executive

- a. Job Content Evaluation Committee Recommendation for Sheriff’s Crime Analyst/Special Projects  
Coordinator Position 28-32
  
- b. County Board Member Requests for Reimbursement of Travel Expense 40-52
  - i) Charles Young 53-54
  - ii) Lorraine Cowart 55-56
  
- c. FY2018 General Corporate Fund Budget Projection & Budget Change Reports (to be distributed)
  
- d. Resolution Abating Certain Taxes Hereto Levied to Pay the Principal of and Interest on Various  
Outstanding Bonds of the County 57-59
  
- e. Resolution for Authorization of Loan to the General Corporate Fund from the Public Safety Sales  
Tax Fund 60

B. Other Business

C. Chair’s Report

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

**IX. Justice & Social Services**

A. New Business

1. 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>

- Animal Control – December 2018
- Emergency Management Agency – December 2018 & January 2019
- Head Start – January 2019
- Public Defender – December 2018
- Probation & Court Services – December 2018 & 4<sup>th</sup> Quarter Statistical Report
- Veterans’ Assistance Commission – December 2018 & 2018 Annual Report

2. Mental Health Board

- a. Request for County Board Support of Application for NACo 2019 Achievement Awards Program, Nominating “Decision Support/Person Centered Planning of Champaign County” of the Regional Planning Commission’s Independent Service Coordination Unit

61-74

B. Other Business

C. Chair’s Report

D. 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.

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, January 15, 2019**  
6 **Lyle Shields Meeting Room**

7 **MEMBERS PRESENT:** Brad Clemmons, John Clifford, Lorraine Cowart, Aaron Esry,  
8 Stephanie Fortado, Jim Goss, Stan Harper, Mike Ingram, Tanisha  
9 King-Taylor, Jim McGuire, Kyle Patterson, Jon Rector, Chris  
10 Stohr, Stephen Summers, Leah Taylor, Eric Thorsland, James  
11 Tinsley, Pranjali Vachaspati, Jodi Wolken, Charles Young  
12

13 **MEMBERS ABSENT:** Jodi Eisenmann, Giraldo Rosales  
14

15 **OTHERS PRESENT:** Katie Blakeman (Circuit Clerk), Leann Brehob-Riley (GIS  
16 Director), George Danos (Auditor), Judge Ford (Circuit Court),  
17 John Hall (Planning & Zoning Director), Lori Hansen (Court  
18 Administrator), Sheriff Heuerman (Sheriff's Office), Darlene  
19 Kloepfel (County Executive), Rita Morocoima-Black (RPC  
20 Planning & Development Director), Tami Ogden (Deputy  
21 Administrator of Finance), Laurel Prussing (Treasurer), Kay Rhodes  
22 (Administrative Assistant), Julia Rietz (State's Attorney)  
23

24 **CALL TO ORDER**  
25

26 Vice Chair Cowart called the meeting to order at 6:32 p.m.  
27

28 **ROLL CALL**  
29

30 Rhodes called the roll. Clemmons, Clifford, Cowart, Esry, Fortado, Goss, Harper, Ingram,  
31 King-Taylor, McGuire, Patterson, Rector, Stohr, Summers, Taylor, Thorsland, Tinsley,  
32 Vachaspati, Wolken, and Young were present at the time of roll call, establishing the presence of  
33 a quorum.  
34

35 **APPROVAL OF AGENDA/ADDENDA**  
36

37 **MOTION** by Rector to approve the Agenda/Addenda; seconded by Young. Vice Chair  
38 Cowart noted that the term of appointment for item VIII-A1-c should be 1/1/2019-11/30/2022.  
39 **Motion carried with unanimous support.**  
40

41 **APPROVAL OF MINUTES**  
42

43 **MOTION** by Harper to approve the November 13, 2018 Committee of the Whole  
44 minutes; seconded by Goss. **Motion carried with unanimous support.**  
45  
46  
47

48 **PUBLIC PARTICIPATION**

49  
50       There was no public participation.

51  
52 **COMMUNICATIONS**

53  
54       Young announced that Martin Luther King Jr. community celebrations would take place  
55 on Friday, Saturday, Sunday, and Monday. Alissia Young would be recognized at the Martin  
56 Luther King Jr. Countywide Celebration at 4:00 p.m. on Friday, January 18, 2019 at the Vineyard  
57 Church. Young reminded everyone that information on the new Illinois State Laws was available  
58 as of January 1, 2019.

59  
60       Rector announced that he would participate in the C-U at Home's One Winter Night event  
61 on February Feb 1-2, 2019, held in downtown Champaign.

62  
63       Ingram announced that several community organizations were accepting winter clothing  
64 donations including the Cunningham Township office and Austin's Place.

65  
66 **JUSTICE & SOCIAL SERVICES**

67 **Drug Court Presentation**

68  
69       Circuit Court Judge Ford and Amber Edmonds, Drug Court Coordinator provided an  
70 overview of the Champaign County Drug Court operations, activities, and results.

71  
72       Stohr inquired about the need for a full-time Sheriff's Deputy instead of part-time. Judge  
73 Ford agreed that a full-time deputy would be helpful, but he recognized that this would be  
74 dependent upon the Sheriff's available man-power.

75  
76       Tinsley asked for clarification on the types of offenders who qualify for the program.  
77 Judge Ford explained that first-time offenders did not qualify; the program is aimed at those with  
78 a felony conviction and are eligible for probation.

79  
80       Vachaspati asked if the program included medication-assisted treatment. Judge Ford  
81 affirmed that medication-assisted treatment is allowed. Vachaspati asked if the program would  
82 be beneficial to those who may not meet the eligibility requirements. Judge Ford indicated that  
83 the program would be beneficial to others, however the eligibility requirements are set by the  
84 Supreme Court.

85  
86       Patterson asked for further explanation on Pre-adjudicatory Drug Court. Judge Ford  
87 explained that this type of drug court allows someone to plead guilty, but they are not sentenced.  
88 Champaign County Drug Court is post-adjudicatory based on high-risk/high need participants –  
89 many have a co-occurring mental illness; it is a voluntary program; participants cannot be a  
90 danger to the public; and they must plead guilty to a felony and receive drug court probation.

91  
92       Judge Ford discussed the duties performed by the part-time Sheriff's deputy. The deputy  
93 helps to maintain order in the courtroom; checks on the participant at home on a regular basis,  
94 building trust with the participant and the family; the deputy also shares his/her insights regarding

95 the participant's needs with the judge. Judge Ford indicated that the program would benefit from  
96 the use of a full-time deputy and the ability to perform weekend drug-testing. Funding continues  
97 to be an issue for the County and the local municipalities.  
98

99 Monthly Reports

100  
101 The monthly reports were received and placed on file.  
102

103 Other Business

104  
105 There was no other business.  
106

107 Chair's Report

108  
109 There was no Chair's report.  
110

111 **POLICY, PERSONNEL, & APPOINTMENTS**

112 Appointments/Reappointments

113  
114 Young noted the FY2019 list of expiring appointments for the committee's information.  
115

116 **MOTION** by Young to recommend County Board approval of a resolution appointing  
117 Cynthia E. Cunningham to the Sheriff's Merit Commission, term 12/1/2018-11/30/2024;  
118 seconded by Vachaspati. **Motion carried with unanimous support.**  
119

120 **MOTION** by Young to recommend County Board approval of a resolution appointing  
121 Ryan Elwell as the Zoning Board of Appeals Chair, term 1/1/2019- 11/30/2022; seconded by Esry.  
122 **Motion carried with unanimous support.**  
123

124 **MOTION** by Young to recommend County Board approval of a resolution appointing  
125 Lori Larson to the Rural Transit Advisory Group, term 1/1/2019-12/31/2020; seconded by Goss.  
126 **Motion carried with unanimous support.**  
127

128 **MOTION** by Young to recommend County Board approval of a resolution appointing  
129 Mitchel Swim to the Eastern Illinois Economic Development Authority Board, term 1/21/2019-  
130 1/19/2025; seconded by Harper. **Motion carried with unanimous support.**  
131

132 County Clerk

133 Report

134  
135 The December 2018 report and Semi-Annual report were received and placed on file.  
136

137 County Executive

138 Report

139  
140 The November and December 2018 HR reports were received and placed on file.  
141

142 Circuit Clerk Position Recommendation

143

144 **MOTION** by Young to recommend to the Finance Committee of the Whole approval of  
145 re-classification of the Circuit Clerk Financial Manager position assigned to Grade Range I to  
146 Grade Range K; seconded by Tinsley.

147

148 Discussion followed regarding Committee of the Whole voting procedures and Robert's  
149 Rules of Order. **Motion carried with unanimous support.**

150

151 Other Business

152

153 There was no other business.

154

155 Chair's Report

156

157 Young noted that the Lincoln Legacy Committee had one appointment expiring February  
158 28, 2019 for the committee's information.

159

160 Designation of Items to be Placed on the Consent Agenda

161

162 Items A1b; A1c; A1d; and A1e were designated for the Consent Agenda.

163

164 **FINANCE**

165 Budget Amendments/Transfers

166

167 **MOTION** by McGuire to recommend County Board approval of a resolution authorizing  
168 **Budget Amendment 18-00076** for Fund 080 General Corporate / Dept. 042 Coroner with  
169 increased appropriations of \$16,375 and increased revenue of \$7,478 to cover end of year  
170 expenses for former employee benefit payout and part-time staff; seconded by Ingram. **Motion**  
171 **carried with unanimous support.**

172

173 **MOTION** by Clemmons to recommend County Board approval of a resolution  
174 authorizing **Budget Amendment 18-00077** for Fund 685 Specialty Courts / Dept. 031 Circuit  
175 Court with increased appropriations of \$2,000 and matching revenue received would be used for  
176 increased Drug Court expenditures; seconded by Young. **Motion carried with unanimous**  
177 **support.**

178

179 **MOTION** by Clifford to recommend County Board approval of a resolution authorizing  
180 **Budget Amendment 18-00081** for Fund 621 State's Attorney Drug Forfeitures / Dept. 041  
181 State's Attorney with increased appropriations of \$10,000 and no matching revenue for end of  
182 year expenses; seconded by Esry. **Motion carried with unanimous support.**

183

184 **MOTION** by Fortado to recommend County Board approval of a resolution authorizing  
185 **Budget Amendment 18-00082** for Fund 080 General Corporate / Dept. 041 State's Attorney with  
186 increased appropriations of \$1,831 and matching revenue to match state stipend for increase to  
187 State's Attorney salary; seconded by Patterson. **Motion carried with unanimous support.**

188

## Committee of the Whole

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189           **MOTION** by McGuire to recommend County Board approval of a resolution authorizing  
190 **Budget Transfer 18-00008** for Fund 080 General Corporate / Dept. 041 State's Attorney, total  
191 transfer \$23,918 for personnel expenses due to loss of grant funding; seconded by Young. **Motion**  
192 **carried with unanimous support.**

193  
194           **MOTION** by Clemmons to recommend County Board approval of a resolution  
195 authorizing **Budget Amendment 18-00086** for Fund 610 Working Cash / Dept. 026 County  
196 Treasurer with increased appropriations of \$3,787 and matching revenue to reflect actual interest  
197 earned; seconded by Tinsley. **Motion carried with unanimous support.**

198  
199           **MOTION** by Thorsland to recommend County Board approval of a resolution authorizing  
200 **Budget Amendment 19-00005** for Fund 075 Regional Planning Commission / Dept. 870  
201 Weatherization-NICOR with increased appropriations of \$85,000 and matching revenue to reflect  
202 new contract with NICOR that supplements the Illinois Home Weatherization Assistance  
203 Program; seconded by Summers.

204  
205           Stohr asked for more detail on the number of households that would receive assistance.  
206 Discussion followed. **Motion carried with unanimous support.** Goss recommended that the  
207 item be placed on the County Board agenda and not the Consent agenda so that further  
208 information could be obtained before the final vote.

209  
210           **MOTION** by Ingram to recommend County Board approval of a resolution authorizing  
211 **Budget Amendment 19-00006** for Fund 075 Regional Planning Commission / Dept. 847  
212 Permanent Supportive Housing-Physical Disabilities with increased appropriations of \$26,000  
213 and matching revenue to accommodate alternating program years for subsidized rental assistance  
214 for low-income disabled adults; seconded by Patterson. **Motion carried with unanimous**  
215 **support.**

216  
217           **MOTION** by Vachaspati to recommend County Board approval of a resolution  
218 authorizing **Budget Amendment 19-00007** for Fund 075 Regional Planning Commission / Dept.  
219 848 Champaign County Safety Forecasting Tool with increased appropriations of \$184,200 with  
220 matching revenue for the development of a safety forecasting tool for estimating future crashes  
221 and projection of average daily traffic using the travel demand model; seconded by Patterson.

222  
223           King-Taylor asked for more detail regarding the use and benefits of the forecasting tool.  
224 Rita Morocoima-Black, the Regional Planning Commission Planning and Development Director  
225 explained that they currently have a Travel Demand Model in place for Champaign County. The  
226 Travel Demand Model can estimate future traffic volumes on various roadways. The development  
227 of the forecasting tool would provide the ability to predict future crashes and dangerous  
228 intersections based on roadway conditions and future roadway plans. **Motion carried with**  
229 **unanimous support.**

230  
231           **MOTION** by Stohr to recommend County Board approval of a resolution authorizing  
232 **Budget Amendment 19-00008** for Fund 850 Geographic Information System Joint Venture /  
233 Dept. 111 Operations and Administration with increased appropriations of \$42,000 and increased  
234 revenue of \$27,000 for acquisition of LIDAR through USGS 3D Elevation Program; seconded  
235 by Patterson. **Motion carried with unanimous support.**

236 Treasurer  
237 Monthly Reports

238  
239 The Treasurer's reports were not available for review or action.  
240

241 Auditor  
242 Monthly Report

243  
244 The Auditor's November and December 2018 reports were received and placed on file.  
245

246 Animal Control  
247 Shelter Medicine Agreement

248  
249 **MOTION** by Vachaspati to recommend County Board approval of a resolution  
250 authorizing the Shelter Medicine Intergovernmental Agreement between the Board of Trustees  
251 of the University of Illinois and Champaign County Animal Control; seconded by McGuire.  
252 **Motion carried with unanimous support.**

253  
254 Sheriff  
255 National Ballistic Information Agreement

256  
257 **MOTION** by Patterson to recommend County Board approval of a resolution authorizing  
258 an Intergovernmental Agreement for Cost-Sharing of Extended Warranty for National Ballistic  
259 Information Network Equipment, Technical Support, and Training; seconded by Ingram.

260  
261 Sheriff Heuerman explained that this shared resource would allow the Sheriff's Office to  
262 more easily link evidence retrieved from crime scenes where a shooting has occurred to a national  
263 database, resulting in more efficient and effective investigations and apprehensions of violent  
264 criminals. The Champaign Police Department is the lead agency for this technology and  
265 equipment. This agreement would allow the Sheriff's Office continuous access and further  
266 interagency collaborations. **Motion carried with unanimous support.**

267  
268 County Executive  
269 FY2018 General Corporate Fund Projection and Budget Change Reports

270  
271 Ogden noted that this would not be the final report for the FY2018 General Corporate  
272 Fund Budget because the County would continue to receive revenues and have expenditures for  
273 FY2018 into February.

274  
275 Ogden explained that the Revenue Report showed a budget variance of over \$500,000  
276 under Property Taxes associated with the hospital property tax exemption case. The County would  
277 not receive the revenue for FY2018 because there has not been a ruling yet. The FY2019 Levy  
278 has been prepared in the same manner to allow for receipt of the revenue if a ruling is made in  
279 the County's favor.

280  
281 Ogden explained that real estate market transactions have resulted in increased Revenue  
282 Stamp revenues. There is a corresponding increase in the Purchase Document Stamps

## Committee of the Whole

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283 expenditure. The Illinois Department of Revenue Federal Tax Law changes have caused FY2018  
284 Personal Property Replacement Tax revenues to be higher than anticipated. Sales Tax revenues  
285 reflect strong growth, The University of Illinois Index was 105.5 in December, its highest level  
286 since February 2016. The Governor's proposed extension of the 10% Income Tax cut was reduced  
287 to 5% for State FY2019. The cost of the 10% cut was \$321,817. The 5% cut (July 1, 2018-June  
288 30, 2019) has cost the County \$58,617 so far. In September 2018, the City of Champaign notified  
289 the County of an unplanned TIF Surplus distribution for the expired Downtown TIF. Fees and  
290 Fines revenues continue to reflect improvement over prior fiscal year-to-date revenues.

291

292 The projected Fund Balance for FY2018 is just over \$5 million or 13.6%. however, if the  
293 transfer of funds to the nursing home for payment of outstanding accounts payable is approved,  
294 the projected ending Fund Balance will be just over \$3 million or 7.9%.

295

296 Fortado asked if this would affect the County's bond rating. Ogden explained that  
297 Moody's Investor Service was currently looking the FY2017 budget.

298

299 Re-classification of Circuit Clerk Financial Manager Position

300

301 **MOTION** by Fortado to recommend County Board approval of a resolution authorizing  
302 an amendment to the schedule of authorized positions for the Circuit clerk by the re-classification  
303 of the Circuit clerk Financial Manager position assigned to Grade Range I to Grade Range K;  
304 seconded by King-Taylor. **Motion carried with unanimous support.**

305

### 306 Planning & Zoning

307 Pre-Disaster Hazard Mitigation Planning Grant

308

309 **MOTION** by Patterson to recommend County Board approval of a resolution authorizing  
310 the application, and if awarded, the acceptance of the Pre-Disaster Hazard Mitigation Planning  
311 Grant; seconded by Esry. **Motion carried with unanimous support.**

312

### 313 Other Business

314

315 Fortado commended the City of Champaign for their recent initiation program to certify  
316 minority and women-based local businesses. She recommended that the County also pursue this  
317 type of program.

318

### 319 Chair's Report

320

321 There was no Chair's report.

322

### 323 Designation of Items for the Consent Agenda

324

325 Items A1a-f; A1h-j; A4a; A5a; A6b; A7a; were designated for the Consent Agenda.

326

327

328

329

330 **OTHER BUSINESS**

331 Closed Session Minutes Approval

332

333 **MOTION** by Esry to approve the Closed Session minutes of November 13, 2018;  
334 seconded by Tinsley. **Motion carried with unanimous support.**

335

336 **ADJOURNMENT**

337

338 Vice Chair Cowart adjourned the meeting at 8:17 p.m.

339

340 Respectfully submitted,

341

342

343 Kay Rhodes,

344 Administrative Assistant

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



## **OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE**

1776 East Washington Street, Urbana, Illinois 61802-4581

**Darlene A. Kloepfel, County Executive**

### **MEMORANDUM**

**TO:** County Board Members  
**FROM:** Darlene Kloepfel, County Executive  
**DATE:** February 12, 2019  
**RE:** Recommended Board/Committee Appointments

Pursuant to the Executive's authority to make county appointments to governmental and community boards and committees with County Board approval, I am recommending appointment of the following persons to fill vacancies on these board and committees:

#### **Zoning Board of Appeals**

After review of his application and an interview with Mr. Anderson, I recommend appointment of **Thomas Anderson** to the Zoning Board of Appeals, Term 12/1/2018-11/30/2023.

No other applications were received, however additional applicants can still be considered to fill an open vacancy to complete the term of a member who resigned mid-appointment.

#### **Lincoln Legacy Committee**

After review of his applications and an interview with Mr. Belcher, I recommend re-appointment of **Breaden Belcher** to the Lincoln Legacy Committee, Term 3/1/2019-2/28/2022.

#### **Rural Transit Advisory Group**

After review of all applications received, interviews with applicants and input from staff of the RTAG regarding requirements for the advisory group, I recommend re-appointment of these 4 members to the Rural Transit Advisory Group, for the Term 1/1/2019-12/31/2020:

**Nathan Montgomery**, representing rural low-income residents

**Nancy Greenwalt**, representing a health care provider

**Mary Sleeth**, representing seniors

**Tawanna Nickens**, representing the education sector



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:

---

---

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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.

*Thomas H. Coulerson*  
\_\_\_\_\_  
Signature  
1/4/19  
\_\_\_\_\_  
Date

Application for ZBA membership  
Thomas H. Anderson  
1/4/19

### Answers to Open Ended Questions on Application Form

1. Many years ago I attended Antioch College, Yellow Springs, Ohio as a work/study student. In 5 years I completed a bachelor's degree plus 2 years of work experience as a physicist at a Naval laboratory in Washington DC. After graduation, I worked 2 additional years at that lab before moving to Arkansas so my wife could complete her bachelor's degree. There I taught physics and other sciences plus math at a small high school. In that classroom experience, I became interested in 'how students read textbooks to learn science' and opted to engage graduate work at the U of I to research that question. I studied for my doctorate degree at the Center for the Study of Reading housed in the departments of educational psychology, psychology and linguistics. Upon graduation I took positions on the faculties of Arkansas Polytechnic College, and Indiana State University before returning to the U of I faculty in the department of EdPsy in 1970. I researched and taught in that position until retirement in 2005 as Professor Emeritus. Consequently, after these laboratory and academic experiences, I feel comfortable around difficult problems, quantities, maps, tables and other ways of presenting data.
2. I believe that I can learn rapidly to understand a petitioner's request and weight it against what the various zoning laws will allow, and make a fair decision concerning that request with respect to the environment, the rights of neighbors, available resources and personal greed.
3. I am fortunate to have been contacted by Mr. Frank DiNovo, a current member of ZBA. We have a mutual friend who thought we ought to talk about the possibility of me becoming a ZBA member. Frank came to talk with me at my house in rural Urbana on Dec 2 and after an informative conversation, he left some materials describing typical cases to study. After studying them, I had some questions concerning zoning laws and my less than adequate knowledge of them. Frank assured me that there were 'zoning law experts' who worked with the ZBA committee and could answer questions as they arose. I then felt more assured that I could contribute in a meaningful way to the ensuing deliberations that are fundamental to most cases.

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Brearden Belcher
ADDRESS: 407 W. Green St. Apt. 6 Urbana IL 61801
EMAIL: bbelcher@champaigncountyhistory.org PHONE: 8106232248

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Lincoln Legacy Committee

BEGINNING DATE OF TERM: 3/1/19 ENDING DATE: 2/28/22

The Champaign County Board appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, A CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?
I currently serve as Executive Assistant to the Champaign County Circuit Clerk. From 2017-2018, I served as the Associate Director of the Champaign County History Museum. I am currently a member of the museum's Board of Trustees. I have a Bachelor of Arts in History, and a Master of Arts in History with a concentration in Public History. In the local community, I have been involved with the Champaign County Historical Archives and the Champaign County Museums Network. In 2017, I founded and served as the President of the Champaign-Urbana chapter of the National Emerging Museum Professionals Network. Because of my background in history, and my current involvement in local history organizations, I believe I am uniquely qualified to serve on the Lincoln Legacy Committee.

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?
I believe the role of members of the Lincoln Legacy Committee is to advocate for the study, preservation, and dissemination of local history, specifically regarding Abraham Lincoln. In my role as a member of this body, and as a representative of the Champaign County History Museum, I will carry out this mission by regularly partnering with other local historical institutions, and actively working to promote history education programs in the community. I strongly believe in the mission of the Lincoln Legacy committee, and will advocate their goals and objectives to the best of my abilities.

3. What is your knowledge of the appointed body's operations, specifically property holdings and management, staff, taxes, fees?
The Lincoln Legacy committee is a collaborative body that was established to promote the bicentennial of Abraham Lincoln's birth through the creation of exhibits at the Champaign County Courthouse and the Museum of the Grand Prairie. To my knowledge, these efforts were funded by national grants. Today, the LLC leads tours of the courthouse exhibit, and continues to advocate for local history through Lincoln-related projects.

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:

I am currently an employee of Champaign County.

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

Yes  No  If no, please explain:

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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.

*Breaden J Belcher*

Signature

01/23/2019

Date



## Memorandum

**To:** Champaign County Committee of the Whole, Policy, Personnel & Appointments

**From:** Kristen Gisondi, CCRPC / Champaign County Program Compliance Oversight Monitor (PCOM)

**Date:** January 24, 2019

**Re:** Recommendation to Reappoint Nathan Montgomery, Nancy Greenwalt, Mary Sleeth, and Tawanna Nickens to the Rural Transit Advisory Group (RTAG)

**Background:** The Champaign County Rural Transit Advisory Group (RTAG), a subcommittee of the County Board, is responsible for oversight of the Champaign County Area Rural Transit System (C-CARTS). In addition to one member being a County Board liaison, the RTAG strives to have at least one member representing each of the following areas: older adults, individuals with disabilities, persons with low income, medical, education, and employment. Members serve a two-year term, and all of these positions are currently filled.

Nathan Montgomery is the Executive Director at Salt and Light, and he has served on the RTAG since January 2015 representing persons with low incomes. Mr. Montgomery brings important perspective regarding impoverished individuals to the group, and provides meaningful insight to the program. This will be his third term serving the Rural Transit Advisory Group.

Nancy Greenwalt is the Director of Promise Healthcare and its programs Frances Nelson and SmileHealth, and she has served on the RTAG since January 2015. Mrs. Greenwalt understands the transportation needs of local patients and brings that meaningful insight to the program. This will be his third term serving the Rural Transit Advisory Group.

Mary Sleeth is a long time resident of St. Joseph with an in-depth knowledge of the area. Mrs. Sleeth represents seniors and has been involved in the Comprehensive Plan for the future growth of St. Joseph. This will be her fourth term serving the Rural Transit Advisory Group.

Tawanna Nickens is the Assistant Dean of Adult Education and Workforce at Parkland College and has over 20 years of experience assisting adults in accessing resources for employment, including transportation. As such, Mrs. Nickens provides the RTAG with meaningful insight regarding rural transportation. This will be her second term serving the Rural Transit Advisory Group.

**Staff Recommendation:** Approve reappointment of Nathan Montgomery, Nancy Greenwalt, Mary Sleeth, and Tawanna Nickens to the Rural Transit Advisory Group (RTAG) for a two-year term.

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Nancy Greenwalt  
ADDRESS: 819 Bloomington Road Champaign IL 61820  
Street City State Zip Code  
EMAIL: ngreenwalt@promisehealth.org PHONE: (217) 403-5401

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Rural Transit Advisory Group

BEGINNING DATE OF TERM: 1/1/2019 ENDING DATE: 12/31/2020

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?

The commission's bylaws require that the RTAG include a health care provider. I serve as the director of Promise Healthcare and its programs Frances Nelson and SinileHealthy. I have been working on healthcare and health access issues as an organizer and nonprofit director for over 25 years.

I hope to bring a provider perspective and experience working with underserved populations to RTAG.

I have served on RTAG for two years and am currently the chairperson.

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?

I understand that the role as a member of RTAG is to advise on transportation needs, foster coordination of transportation services, review services, and recommend improvements.

I plan to prepare for meetings, listen and learn as I will be a new member, and when appropriate offer my perspective.

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

If re-appointed, I plan to attend and participate in their quarterly meetings, educate and advocate in the community for coordinated transportation services, and assist staff as appropriate.

As an advisory group, I am not aware of RTAG having property holdings or authority for levies or fees.

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

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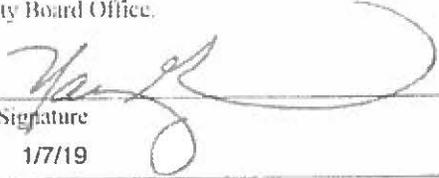
5. Would you be available to regularly attend the scheduled meeting of the appointed body?  
Yes  No  If no, please explain:

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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.

  
\_\_\_\_\_  
Signature

1/7/19

\_\_\_\_\_  
Date



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:

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

Yes  No  If no, please explain:

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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.

Michael C. Nelson  
Signature

4/3/11  
Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Nathan Montgomery

ADDRESS: 407 N Harrison St. Philo IL 61864  
Street City State Zip Code

EMAIL: nathan@saltandlightministry.org PHONE: (217) 355-5654

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Rural Transit Authority Group

BEGINNING DATE OF TERM: 01/01/2019 ENDING DATE: 12/31/2020

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?

In leading an organization serving low-income individuals for the past 15 years, my expertise surrounding the circumstances these individuals face has uniquely equipped me to advocate on their behalf as a part of the Rural Transit Authority Group. Additionally, having lived in a rural community for the past 18 years has positioned me to both understand and advocate for the needs of the target audience for RTAG services.

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?

I believe the role of a member of the RTAG board is the same as with any representative role in government; to represent the interests of the people being governed--seeing that all decisions made are done so with the public interest in mind including sound financial stewardship. I intend to fulfill this responsibility while advocating for services that serve the intended target audience.

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

Having served on the RTAG board for I believe two terms, I am aware of the commitment, responsibility, and function of the 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:

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

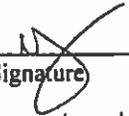
Yes  No  If no, please explain:

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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.

  
\_\_\_\_\_  
Signature

01/07/2019  
\_\_\_\_\_  
Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Mary J. Sleeth
ADDRESS: 802 Woodland Drive PO Box 66 St. Joseph Illinois 61873
EMAIL: rchrdsleath@aol.com PHONE: 217-469-7274

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Rural Transportation Advisory Group

BEGINNING DATE OF TERM: 1/1/2019 ENDING DATE: 12/31/2019 12/31/2020

The Champaign County Board appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, A CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

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

I have been a member of this board for several years, and feel that I have a knowledge of how the organization is operated, what its purpose is, and how its improvements have benefited the people who are served. I have the time to be able to attend most of the meetings, which do require a quorum.

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

To attend the meetings, express any opinions, and keep up on any changes that are implemented.

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

We are updated on federal and state funding, vehicle and durable purchases, as well as contract payments. We are also continually updated on the status of the vehicles. We are aware of the fees paid by the riders for the service, as well as the number of riders and their destinations. We are updated on the hourly wage and benefits of the drivers. The staff is extremely capable.

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:

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

Yes  No  If no, please explain:

I have missed very few meetings during the time I have been on this board

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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.

Mary J. Seeth

Signature

January 4, 2019

Date



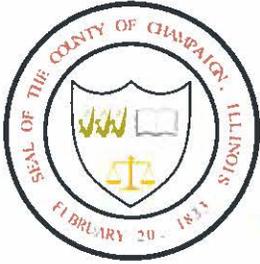
**Aaron Ammons**  
**Champaign County Clerk**  
Champaign County, Illinois

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**  
**JANUARY**  
**2019**

Liquor Licenses & Permits	740.00
Civil Union License	70.00
Marriage License	3,220.00
Interests	21.68
State Reimbursements	-
Vital Clerk Fees	22,249.70
Tax Clerk Fees	4,612.26
Refunds of Overpayments	<u>86.30</u>
<b>TOTAL</b>	<b>30,999.94</b>
Additional Clerk Fees	1,220.00



## OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

ADMINISTRATIVE, BUDGETING, PURCHASING &  
HUMAN RESOURCE MANAGEMENT SERVICES

Darlene A. Kloeppel, County Executive

### MONTHLY HR REPORT January 2019

#### VACANT POSITIONS LISTING

*NOTE: Highlighted lines are new vacancies*

FUND DEPT	JOB TITLE	HOURLY RATE	REG HRS	REGULAR SALARY	FY 2019 HRS	FY 2019 SALARY
80	16 Admin Assistant	15.96	1950	\$31,122.00	1957.50	\$31,241.70
80	22 Chief Deputy County Clerk	42.31	1950	\$82,504.50	1957.50	\$82,821.83
80	22 DEPUTY COUNTY CLERK	14.98	1950	\$29,211.00	1957.50	\$29,323.35
80	22 DEPUTY COUNTY CLERK	13.70	1950	\$26,715.00	1957.50	\$26,817.75
80	22 Director of Training	22.60	1950	\$44,070.00	1957.50	\$44,239.50
80	28 PC Applications Programmer	32.28	1950	\$62,946.00	1957.50	\$63,188.10
80	30 Legal Clerk	13.70	1950	\$26,715.00	1957.50	\$26,817.75
80	30 Senior Legal Clerk	14.52	1950	\$28,314.00	1957.50	\$28,422.90
80	30 Trainer/Application Assistant	17.16	1950	\$33,462.00	1957.50	\$33,590.70
80	36 ASSISTANT PUBLIC DEFENDER	25.81	1950	\$50,329.50	1957.50	\$50,523.08
80	36 ASSISTANT PUBLIC DEFENDER	25.81	1950	\$50,329.50	1957.50	\$50,523.08
80	40 DEPUTY SHERIFF--PATROL	24.27	2080	\$50,481.60	2088.00	\$50,523.08
80	51 Court Services Officer	19.86	1950	\$38,727.00	1957.50	\$38,875.95
80	52 RECORDS CLERK	13.70	1950	\$26,715.00	1957.50	\$26,817.75
80	140 Clerk	13.70	1950	\$26,715.00	1957.50	\$26,817.75
80	140 Correctional Officer	20.01	2080	\$41,620.80	2088.00	\$46,027.04
80	140 COURT SECURITY OFFICER	19.22	2080	\$39,977.60	2088.00	\$40,131.36
80	140 Master Control Officer	15.57	2080	\$32,385.60	2088.00	\$32,510.16
80	140 Part-Time Master Control Officer	15.57	1040	\$16,192.80	1044.00	\$16,255.08
80	140 Part-Time Master Control Officer	15.57	1040	\$16,192.80	1044.00	\$16,255.08
83	60 HIGHWAY MAINTENANCE	25.97	2080	\$54,017.60	2088.00	\$54,225.36
630	30 Financial Manager	22.6	1950	\$44,070.00	1957.5	\$44,239.50
-- TOTAL --					\$852,814.30	\$860,187.85

#### UNEMPLOYMENT REPORT

Notice of Claim

Nursing Home - 1

#### PAYROLL REPORT

JANUARY PAYROLL INFORMATION

1/4/2019

1/18/2019

(217) 384-3776

[WWW.CO.CHAMPAIGN.IL.US](http://WWW.CO.CHAMPAIGN.IL.US)

(217) 384-3896 FAX

<u>Pay Group</u>	<u>EE's</u>		<u>EE's</u>	
	<u>Paid</u>	<u>Total Payroll \$\$</u>	<u>Paid</u>	<u>Total Payroll \$\$</u>
General Corp	496	\$1,020,773.10	500	\$1,005,119.70
Nursing Home	173	\$245,189.46	177	\$223,358.00
RPC/Head Start	253	\$337,976.96	254	\$347,144.56
<b>Total</b>	<b>922</b>	<b>\$1,603,939.52</b>	<b>931</b>	<b>\$1,575,622.26</b>

**HEALTH INSURANCE/BENEFITS REPORT**

Total Number of Employees Enrolled: 736

General County Union (includes AFSCME & FOP):

Single 205; EE+spouse 30; EE+child(ren) 65; Family 26; waived 66

Nursing Home Union:

Single 42; EE+spouse 5; EE+child(ren) 9; Family 1; waived 19

Non-bargaining employees:

Single 120; EE+spouse 36; EE+child(ren) 41; Family 11; waived 60

Life Insurance Premium paid by County: \$1,843.79

Health Insurance Premium paid by County: \$409,246.88

**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

January 2019: 1.21% average over the last 12 months

January 2019: 7 out of 579 Employees left Champaign County: 6 resignations, 1 retirement

**WORKERS' COMPENSATION REPORT**

<u>Entire County Report</u>	<u>January</u>	<u>January</u>
	<u>2018</u>	<u>2019</u>
New Claims	6	4
Closed	5	12
Open Claims	32	32

**EEO REPORT**

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

Jan 2019 Monthly EEO Report General County Only	Accountant_Auditor	Assistant Pub Defender	Legal Clerk_Circuit Clerk	Master Control Officer_Sheriff	Records Clerk_Prob Court Serv	Tax Extension Specialist_County Clerk	
<b>Total Applicants</b>	26	2	58	4	118	15	<b>223</b>
<b>Male</b>	4	1	12	1	23	2	<b>43</b>
<b>Female</b>	22	1	44	3	92	13	<b>175</b>
<b>Undisclosed</b>	0	0	2	0	3	0	<b>5</b>
<b>Hispanic or Latino</b>	0	0	3	0	2	0	<b>5</b>
<b>White</b>	14	1	33	3	72	8	<b>131</b>
<b>Black or African-American</b>	7	0	14	1	31	5	<b>58</b>
<b>Native Hawaiian or Other Pacific Islander</b>	0	0	0	0	0	0	<b>0</b>
<b>Asian</b>	1	0	3	0	5	0	<b>9</b>
<b>American Indian or Alaska Native</b>	0	0	0	0	1	0	<b>1</b>
<b>Two or more races</b>	0	1	3	0	5	0	<b>9</b>
<b>Undisclosed</b>	0	0	2	0	2	2	<b>6</b>
<b>Veteran Status</b>	1	0	2	0	2	1	<b>6</b>

**ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT**

Agendas Posted	7	Meetings Staffed	4	Minutes Posted	2
Appointments Posted	1	Notification of Appointment	4	Contracts Posted	4
Calendars Posted	5	Resolutions Prepared	25	Ordinances Prepared	2



## **CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES**

1776 East Washington Street, Urbana, Illinois 61802-4581

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

**Darlene A. Kloepfel, County Executive**

### MEMORANDUM

**TO: Charles Young, Chair of Policy, Personnel & Appointments;  
Jim Goss, Chair of Finance;  
and MEMBERS of the CHAMPAIGN COUNTY BOARD**

**FROM: Isak Griffiths, Deputy Director of Administration;  
Job Content Evaluation Committee**

**DATE: February 6, 2019**

**RE: REVIEW and RECOMMENDATION for Sheriff's  
CRIME ANALYST / SPECIAL PROJECTS COORDINATOR**

Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on November 13, 2018, the Job Content Evaluation Committee has met to review the request of the Sheriff to create the position of Crime Analyst / Special Projects Coordinator.

#### ***REPORT:***

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by Sheriff Dustin Heuerman. The Committee was also provided with the proposed job description for the new Crime Analyst / Special Projects Coordinator. Sheriff Heuerman met with the Committee and explained the parameters and scope of responsibility for the new position in terms of the data collection, analysis, reporting, and community relations needs regarding the County's criminal justice and jail census programs and initiatives; and the technical competence required to be effective in the role.

Pursuant to this review and evaluation, the Committee recommends the classification of the Crime Analyst / Special Projects Coordinator position in Salary Grade Range G, and the adoption of the job description as documented in the attachment to this Memo. This is documented as a non-bargaining, FLSA Non-Exempt position within the Champaign County Staffing Plan.

**REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:**

***The Policy, Personnel & Appointments Committee recommends to the Finance Committee approval of classification of the Crime Analyst / Special Projects Coordinator position to Grade Range G.***

**REQUESTED ACTION for FINANCE:**

***The Finance Committee recommends to the County Board approval of the addition of Crime Analyst / Special Projects Coordinator position in Grade Range G to the Sheriff's staffing budget, effective upon approval by the County Board.***

Thank you for your consideration of this recommendation

cc: Sheriff Dustin Heurman

*attachments*

## Crime Analyst / Special Projects Coordinator

**Job Title:** Crime Analyst / Special Projects Coordinator

**Department:** Sheriff

**Reports To:** Lieutenant – Administrative Services Division

**FLSA Status:** Non-Exempt

**Grade Range:** G

**Prepared Date:** February 2019

**SUMMARY** Analyzes crime trends and provides recommendations for addressing observed trends. Provides coordination for special projects related to the criminal justice field and the Sheriff's Office.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Receives, gathers and analyzes information of a confidential nature from various sources, placing facts in proper relationships; evaluates the information; and prepares comprehensive analytical reports based on available data to evaluate and identify crime series, patterns and trends.
- Uses criminal intelligence analytical techniques to draw conclusions regarding patterns of crime and criminal offenders; reviews published data relative to developing trends and patterns of criminal activity and makes such information useful to law enforcement personnel.
- Plans, organizes and/or conducts reviews and studies on crime, traffic and population/demographic and jail census statistics.
- Plans and organizes data collection strategies for crime and jail census analysis.
- Receives and responds to comments and questions from Office members and outside entities, relating to assigned area of responsibility; review problems and recommend corrective action; prepare summary reports and presentations as required.
- Facilitates mandatory and elective reporting processes, both internally and externally.
- Serves as coordinator and facilitator for special projects involving the Champaign County Sheriff's Office, as identified and directed by the Sheriff.
- Recommends special projects that help address community-related critical issues/problems the Champaign County Sheriff's Office is facing.
- Participates in community-led projects as a representative of the Champaign County Sheriff's Office, as identified and directed by the Sheriff.
- Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES** None.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** Bachelor's degree in a related discipline and one to three years experience preferred. An associate degree in a related discipline and at least three years of experience in either crime analysis or project management may be substituted for a bachelor's degree.

**LANGUAGE SKILLS** Ability to read and interpret documents such as state and federal reports, academic scholarly journals and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees and community members.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Knowledge of statistics and/or quantitative methodology is also beneficial.

**REASONING ABILITY** Ability to analyze raw data and statistics and derive reasonable conclusions.

**CERTIFICATES, LICENSES, REGISTRATIONS** LEADS certification.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. The noise level in the work environment is usually quiet.

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM  
JOB EVALUATION COMMITTEE REPORT

Date of Request:

November 13, 2018

EVALUATION OF NEW POSITION

Department Requesting: Sheriff  
Recommended Position Title: Crime Analyst / Special Projects Coordinator  
Job Points: 411  
FLSA Status: Non-Exempt  
Recommended Salary Range: Grade Range G  
Bargaining Unit Status: Non-Bargaining

FY2019 Salary Range - Grade G

	<u>Hourly</u>	<u>Annual</u>
Minimum	17.59	\$34,300.50
Mid-Point	21.99	\$42,880.50
Maximum	26.39	\$51,460.50

Date of Job Evaluation Committee Recommendation:

February 6, 2019

REQUEST FOR BUDGET TRANSFER  
NEEDING CHAMPAIGN COUNTY BOARD APPROVAL

BT NO. 18-00010

FUND 080 GENERAL CORPORATE

DEPARTMENT 023 RECORDER

TO LINE ITEM:

FROM LINE ITEM:

NUMBER/TITLE	\$ AMOUNT	NUMBER/TITLE
080-023-511.03 REG. FULL-TIME EMPLOYEES	10.	080-023-522.02 OFFICE SUPPLIES

EXPLANATION: TO COVER SHORTAGE IN PAYROLL

DATE SUBMITTED: \_\_\_\_\_



AUTHORIZED SIGNATURE

APPROVED BY PARENT COMMITTEE: \_\_\_\_\_

DATE: 1/23/19

\* PLEASE SIGN IN BLUE INK \*

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

DATE: \_\_\_\_\_

REQUEST FOR BUDGET TRANSFER  
NEEDING CHAMPAIGN COUNTY BOARD APPROVAL

BT NO. 18-00012

FUND 091 ANIMAL CONTROL  
091 ANIMAL CONTROL

DEPARTMENT 247 ANIMAL WARDEN SERVICES  
047 ANIMAL CONTROL ADMIN

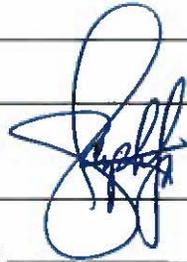
TO LINE ITEM:

FROM LINE ITEM:

NUMBER/TITLE	\$ AMOUNT	NUMBER/TITLE
091-047-533.30 GAS SERVICE	1,000.	091-247-513.06 EMPLOYEE HEALTH/LIFE INS
091-247-534.66 UNIV OF IL SURGICAL FEES	2,800.	091-247-513.06 EMPLOYEE HEALTH/LIFE INS
091-047-533.20 INSURANCE	3,100.	091-247-513.06 EMPLOYEE HEALTH/LIFE INS
091-047-533.29 COMPUTER/INF TCH SERVICES	1,300.	091-247-513.06 EMPLOYEE HEALTH/LIFE INS

EXPLANATION: TRANSFER TO COVER COST OF INSURANCE LINE SHORTAGE, SHORTAGE IN GAS AND ELECTRIC SERVICES, AND TO COVER U OF I SURGERY LINE COSTS 2018/2018 UNDER BUDGETED IN THESE 4 LINES.

DATE SUBMITTED: 2/5/19



AUTHORIZED SIGNATURE  
\* PLEASE SIGN IN BLUE INK \*

APPROVED BY PARENT COMMITTEE:

DATE: \_\_\_\_\_

APPROVED BY BUDGET AND FINANCE COMMITTEE:

DATE: \_\_\_\_\_

FUND 110 WORKFORCE DEVELOPMENT FND DEPARTMENT 849 WORKFORCE INNOVATION PRGM

**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	209,064	209,064

**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	209,064	209,064

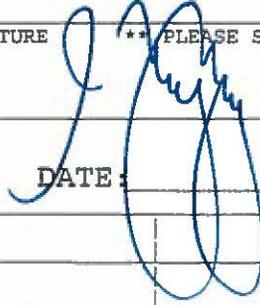
**EXPLANATION:** SEE ATTACHED

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE SUBMITTED: 2-5-19 AUTHORIZED SIGNATURE  \*\* PLEASE SIGN IN BLUE INK \*\*

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

\_\_\_\_\_

\_\_\_\_\_



## FY 19 REQUEST FOR BUDGET AMENDMENT

FUND: 110 Workforce Development DEPARTMENT: 849 Workforce Innovation Program

### Reason for Amendment –

The Regional Planning Commission has received federal pass-through Workforce Innovation and Opportunity Act funding for an Innovative Pilot and Research Project. Funding will support the transition and implementation of a U.S. Department of Labor directive for the re-alignment of the local workforce area of Champaign, Piatt, Iroquois and Ford Counties to include Douglas County. It will further support a fully integrated, data-supported, systematic approach to establishing business-driven workforce priorities. This initiative requires advanced data collection efforts, design of supportable labor market analytics, use of localized, data to identify strategies and develop a regional plan, creation of a digital platform for housing datasets, establishment of a methodology for statewide replication, and the ultimate provision of workforce education and training in targeted industries.

The laborshed (defined as the area or region from which an employment center draws its commuting workers) and business needs assessment will document the characteristics and quantity of the region's workforce and industry demands for a skilled workforce. The objective of the overall study will be to promote business-driven talent solutions that integrate education, workforce, and economic development resources across systems to provide businesses, individuals, and communities with the opportunity to prosper and contribute to a competitive regional economy.

The laborshed and business needs survey tools and analytics will support the development of the vision, goals, objectives, and strategies of the five-county Local Workforce Innovation Area (LWIA) 17. The laborshed and business needs assessment will also support development of a substantive and fully integrated regional plan that effectively engages and supports businesses in the development workforce solutions. A successful business-driven workforce system will create sustainable solutions to current and future workforce challenges. The LWIA 17 Plan will be utilized to foster business engagement and to make the workforce development system more responsive and relevant to the needs of local businesses.

Complementing the development of the regional plan, the web-based workforce data portal will provide workforce data to current and prospective employers in the region. By providing businesses with easier access to the public workforce system and a clearer understanding of the benefits of local partnerships, including data sharing and analytics, the five-county region can move business engagement to the next level. Once the mechanisms identified in the pilot project are implemented, workers and businesses will have the resources and tools to support human capital development and transform the local workforce to meet the changing demands of the regional economy.

RESOLUTION NO.

RESOLUTION FOR AUTHORIZATION OF SIGNATURES FOR THE CHAMPAIGN COUNTY  
TREASURER'S ACCOUNTS, CHAMPAIGN COUNTY COLLECTOR'S ACCOUNTS, AND  
INVESTMENT INSTRUMENTS OR INVESTMENT ACCOUNTS

WHEREAS, Laurel Lunt Prussing, Champaign County Treasurer, requests that the County Board of the County of Champaign approve authorization of signatures for deposit of funds, and

WHEREAS, all demand accounts and investment accounts with sweep features established as Champaign County Treasurer's accounts will require the following signatures: 1) Laurel Lunt Prussing, Champaign County Treasurer, and 2) George Danos, County Auditor.

NOW THEREFORE BE IT RESOLVED that all checking accounts established as Champaign County Collector's accounts will require the following signatures: 1) Laurel Lunt Prussing, Champaign County Treasurer-Collector, and 2) Amy Foster, Deputy Treasurer.

BE IT FURTHER RESOLVED that all term investment accounts shall require signatures of Champaign County Treasurer-Collector Laurel Lunt Prussing or Deputy Treasurer Amy Foster.

BE IT FURTHER RESOLVED that any investment withdrawn must be re-deposited into designated checking accounts as approved above. Reinvestment of matured investments and interest earned may be directly deposited to the investments accounts. All revenues, except investment interest to be reinvested, and all approved expenditures to be paid shall be processed through the above designated checking accounts.

PRESENTED, ADOPTED, APPROVED, by the County Board this 21<sup>st</sup> day of February 2019.

\_\_\_\_\_  
Giraldo Rosales, Chair  
Champaign County Board

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

Approved: \_\_\_\_\_  
Darlene A. Kloeppel, County Executive  
Date: \_\_\_\_\_

RESOLUTION NO.

RESOLUTION FOR AUTHORIZATION OF FACSIMILE SIGNATURES FOR THE CHAMPAIGN  
COUNTY TREASURER'S ACCOUNTS AND CHAMPAIGN  
COUNTY COLLECTOR'S ACCOUNTS

WHEREAS, Laurel Lunt Prussing, Champaign County Treasurer, requests that the County Board of the County of Champaign approve authorization of facsimile signatures for disbursement of funds.

NOW THEREFORE BE AND IT IS HEREBY RESOLVED, that the financial institutions which have been designated as a depository of the funds of Champaign County in which a disbursement account is maintained is hereby authorized and directed to honor checks or drafts for the payment of money drawn on said account in the name of Champaign County, Champaign County Treasurer when bearing or purporting to bear the signatures of Laurel Lunt Prussing, County Treasurer and George Danos, County Auditor.

BE IT FURTHER RESOLVED that the financial institutions which have been designated as a depository of the funds of the Champaign County Collector in which a disbursement account is maintained is hereby authorized and directed to honor checks or drafts for the payment of money drawn on said account in the name of Champaign County, Champaign County Treasurer when bearing or purporting to bear the facsimile signatures of Laurel Lunt Prussing, County Treasurer, and/or Amy Foster, Deputy County Treasurer.

BE IT FURTHER RESOLVED that all term investment accounts shall require signatures of Champaign County Treasurer-Collector Laurel Lunt Prussing or Deputy Treasurer Amy Foster.

BE IT FURTHER RESOLVED that the financial institutions shall be entitled to honor and to charge the Account of Champaign County, the Champaign County Treasurer or Champaign County Collector for all checks or drafts regardless of by whom or by what means the facsimile signature or signatures may have been affixed, if such facsimile signatures resemble the facsimile specimens duly certified to be filed with such financial institutions.

PRESENTED, ADOPTED, APPROVED, by the County Board this 21<sup>st</sup> day of February 2019.

\_\_\_\_\_  
Giraldo Rosales, Chair  
Champaign County Board

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

Approved: \_\_\_\_\_  
Darlene A. Kloeppel, County Executive  
Date: \_\_\_\_\_



**OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE**

1776 East Washington Street, Urbana, Illinois 61802-4581

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Darlene A. Kloepfel, County Executive

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**TO: Jim Goss, Chair of Finance; Stephanie Fortado, Deputy Chair of Finance;  
And MEMBERS of the CHAMPAIGN COUNTY BOARD**

**FROM: Darlene Kloepfel, County Executive**

**DATE: February 12, 2019**

**RE: County Board Member Request for Reimbursement for Travel Expense**

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The Board has budgeted \$2000 for FY2019 board member conferences and travel, and the current balance is \$2,000. This budget includes an anticipated receipt of a \$400 stipend from the United Counties Council of Illinois (UCCI) if the county is represented at its first membership meeting for the year. The Champaign County Board was represented at the UCCI new board member training and membership meeting held in Springfield on January 28, 2019, in Springfield by Lorraine Cowart, Charles Young, Chris Stohr and Leah Taylor, and therefore the county will receive this UCCI stipend. The remaining funds are budgeted from General Funds.

Attached are requests received for reimbursement of travel expense by County Board members to attend UCCI training in Springfield, Illinois on January 28, 2019.

The attached Ordinance No. 2018-5 adopted October 18, 2018, establishes the Travel Regulations for Champaign County, Illinois which applies to all Elected Officials, Appointed Officials and Employees of the County of Champaign, regardless of source of funds. Article VII.-A. of Ordinance 2018-5 specifies that *expenses for travel, meals, and lodging of any member of the County Board may only be approved by roll call vote at an open meeting of the County Board.*

The County Board is asked to consider approval of resolutions for these travel reimbursements.

**TRAVEL REGULATIONS  
CHAMPAIGN COUNTY, ILLINOIS  
ESTABLISHED PURSUANT TO  
CHAMPAIGN COUNTY ORDINANCE NO. 2018-5**

**ARTICLE I. APPLICABILITY AND POLICY**

**APPLICABILITY:** These Travel Regulations apply to all Elected Officials, Appointed Officials and Employees of the County of Champaign, regardless of source of funds. Mental Health is specifically excluded from this policy. These regulations do not apply to members of advisory boards or committees or other persons who are not employed financially by the County, except as provided in Article X, A and B. Appropriations for travel must be in appropriate County budgets prior to travel.

**POLICY:** The purpose of the Regulations is to insure that Elected and Appointed Officials and Employees who travel on official business will be treated fairly and reimbursed at rates which are reasonable, consistent with actual, necessary costs, and which will insure the promotion of economy in County government. The purpose is not to create any additional source of income beyond the Official's or Employee's compensation. Reimbursement of entertainment expenses is not allowed for any Elected or Appointed Officials, or for any Employees of the County.

**EFFECTIVE DATE:** These Regulations are to be effective October 19, 2018.

**ARTICLE II. AUTHORITY TO TRAVEL**

- A. The County Board, through its budget system, shall be responsible for maintaining a system for control of travel for officials and employees which will provide for the efficient and economical conduct of the County's business, both within and outside the County.
- B. Prior authorization for all trips planned during the budget year shall be obtained as part of the approved budget for each department. If appropriations are depleted from all travel line items during the budget year, an additional appropriate sum may be added by budget amendment or transfer for unanticipated trips, subject to County Board approval. Transfers within the same category are allowed.
- C. All travel shall be approved by either Appointed or Elected Officials, as department heads, prior to the beginning of travel. Said approval may be oral, but where requested, same can be in writing.
- D. As a courtesy, summary reports of travel for Conferences and Instruction and Schooling may be reported to the relevant Department Head, or in the case of

travel of a Department Head to the County Board. Such summary reports are not a requirement for reimbursement of expenses.

### **ARTICLE III. ALLOWABLE TRANSPORTATION EXPENSES**

#### **A. Governing Regulations**

1. All travel shall be by the most direct route.
2. All travel shall be by the most economical mode of transportation available, considering travel, time, costs, and work requirements.
3. County owned vehicles shall be used whenever possible.

#### **B. Use of Public Transportation**

1. The full cost of public transportation is recoverable if it is the chosen mode of transportation in view of Article III; A, 1 and 2.

#### **C. Use of Personal Vehicle**

1. When the use of a privately owned vehicle is necessary or desirable in consideration of the County's travel policy and expenditures, it may be used at the reimbursement rate given in the current year IRS provision for determination of mileage for business expenses.
2. When the use of public transportation is a reasonable alternative to the use of a personal vehicle, the mileage payment shall not exceed the cost of travel by public transportation.
3. Mileage will be payable to only one of two or more individuals traveling in the same vehicle. The names of all travelers and their employing department shall be listed on the travel voucher, along with a travel log that indicates date, purpose of trip, and total mileage.
4. No mileage payments are allowed for Elected or Appointed departments to attend committee meetings, subcommittee meetings and County Board meetings. The County Board Chair and County Board members are allowed mileage payments to attend committee meetings, subcommittee meetings, any other meetings they attend in fulfilling their duties as County Board Members, and County Board meetings.

#### **D. Fly Local Policy**

1. When making air travel decisions for Champaign County and its employees, consideration will always be first given to flying in and out of CMI.
2. In determination of the overall expense of air travel on behalf of the County, the following will all be considered in making air travel decisions for the County:
  - i. Costs of employee time spent in travel;
  - ii. Travel reimbursement to another airport;
  - iii. Parking fees;
  - iv. Time savings of getting through security at CMI versus other airports.

#### **ARTICLE IV. ALLOWABLE LIVING EXPENSES**

##### **A. Meal Expense**

1. When traveling outside Champaign County, reimbursement for meals and tips shall be allowed, in accordance with Internal Revenue Service per diem meal allowances as published annually for all cities within the continental United States. In January, the Auditor's Office will provide departments with a chart of the breakfast, lunch, and dinner reimbursement allowed within each per diem category for the calendar year.

Receipts for individual meals need not be submitted, but a travel log must be submitted in accordance with IRS regulations, which substantiates the business purpose (meeting type, seminar or conference title), the travel dates, the applicable meals to be reimbursed for each day, and the place (city).

2. Meals and tips will not be reimbursed, if the cost of meals for seminars or official meetings is included in the registration fee. A copy of the meeting brochure should be submitted with the travel log at the time of request for reimbursement.
3. Within Champaign County, meals and tips may be reimbursed for Officials and Employees attending meetings, conferences and seminars, if the attendance at the meeting, conference or seminar is required by the Department Head and if the meeting, conference or seminar, includes a meal for which the employee is expected to pay. The same limits apply as noted in Article IV. Section A, Items 1 and 2.
4. Alcoholic beverages are excluded from reimbursement.

5. Any exceptions to the above shall be presented in a letter to the Policy, Personnel and Appointments Committee for approval.

**B. Lodging**

1. Actual lodging expense will be reimbursed, with the understanding that:
  - a. The person traveling will always seek, and use, when available, the “government economy” room rate offered by the hotel.
  - b. When the “government economy” rate is not available, and a convention is the reason for the trip, the person will be reimbursed only in terms of the lowest two levels of convention lodging rates, unless such accommodations are not available to the person making the trip.
2. Receipts are required to be submitted with travel vouchers to support accommodation expenses claimed.

**ARTICLE V. ALLOWANCE MISCELLANEOUS EXPENSES**

- A. The following are items that may be reimbursed by the County under Miscellaneous Expenses, if authorized by the affected elected official/department head:
  1. Taxicab fares (where a hotel limousine is available, it is to be used).
  2. Limousine fares, i.e. hotel limousine.
  3. City transit (if used instead of taxicab or limousine).
  4. Parking fees.
  5. Bridge, road and tunnel tolls.
  6. Registration fees.
  7. Storage of baggage.
  8. Hire of room for official business (when appropriate).
  9. Car rentals (when appropriate).
  10. Tips for parking attendants and baggage handling.

- B. Any miscellaneous expense OVER \$20.00 shall be accompanied by a receipt.

## **ARTICLE VI. EXCEPTIONS TO TRAVEL REGULATIONS**

### **A. Any Exceptions**

- 1. Any exception to the above regulations; whether it is an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred; shall be presented in a letter submitted to the Policy, Personnel and Appointments Committee for approval and recommendation for approval by the County Board which must be documented with a roll call vote.

## **ARTICLE VII. APPROVAL OF TRAVEL EXPENSES FOR MEMBERS OF THE COUNTY BOARD**

- A. Approval of expenses. Expenses for travel, meals, and lodging of any member of the County Board may only be approved by roll call vote at an open meeting of the County Board.
- B. Documentation of expenses. Before an expense for travel, meals, or lodging may be approved for any member of the County Board, the following minimum documentation must first be submitted, in writing, to the County Board:
  - a. An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
  - b. The name of the individual who received or is requesting the travel, meal, or lodging expense;
  - c. The job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
  - d. The date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.
- C. All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

## **ARTICLE VIII. PREPARATION OF A TRAVEL VOUCHER**

- A. All claims for the reimbursement of traveling expenditures shall be submitted within sixty (60) days of the last date of travel on a County voucher and shall be itemized in accordance with the regulations. If an employee is unable to meet the specified deadline of within sixty days of the last date of travel, the employee will not receive reimbursement.

- B. Each year, there shall be an exception period to the sixty day requirement for submission of travel receipts with regard to travel occurring up to December 31<sup>st</sup>, the last day of the fiscal year. All requests for reimbursement of travel expenses incurred in the month of December of each year should be submitted to the Auditor's Office by the deadline established by the Auditor for submission of payments to allow payment out of the appropriate fiscal year expenditure budget. If the payment is not submitted in that time frame, the Auditor's Office will not pay the reimbursement.
- C. In all instances, travel vouchers shall be supported by receipts for public transportation, lodging, and all other miscellaneous items in excess, individually, of \$20.00.
- D. Individuals submitting travel vouchers are personally responsible for the accuracy and propriety of said vouchers. Any misrepresentation shall be grounds for disciplinary or legal action.
- E. In order to avoid unnecessary paperwork, cash advances are to be issued for travel only when the trip is outside Champaign County and involves an overnight stay, otherwise reimbursements for travel shall be made through the accounts payable system and not by issuing advances.

**ARTICLE IX. OTHER EXPENSE GUIDELINES**

- A. **Items Billed Directly.** No requests for reimbursement shall be made for items of expenditure, in connection with travel, that are billed directly to the County. Travel expense items billed to a credit card should accompany an appropriately signed and completed County voucher for reimbursement.
- B. **Business Meals & Expenses.** Business breakfasts, lunches and dinners, for both County employee and appropriate guest, which are involved in the course of conducting County business shall be termed a legitimate expenditure for County Officials, Employees and appropriate County guests.

Example: A County employee pays for his own lunch and that of an architect working on space needs for the county. BOTH lunches would be charged to 533.84. (The cost of the employee's lunch is subject to meal allowance limitations; the cost of the guest's meal is not.)

Business breakfasts, lunches and dinners shall:

- 1. Be in accord with IRS per diem meal allowances as published annually, for county employees.

2. Have documentation of the nature of the business and expenses incurred, attached to the reimbursement voucher submitted.
- C. All reimbursement is subject to budget limitations.
- D. Reimbursement will be made for travel expenses of job applicants while in Champaign County for interviewing purposes. This can include transportation, hotel, meals and other allowable expenses. Total expenses are set by the Policy Personnel and Appointments Committee for each job search, but other County limitations will not apply. Job applicants should be advised in advance that the Internal Revenue Service requires that we have documentation for reimbursed expenses.

The Search Committee may invite County employees, County Board members, and other public local officials to eat meals with, or attend receptions for, job applicants, subject to the total search expense limitation. Specific meal allowances per person will not apply to such meals.

**ARTICLE X. PROSPECT AND APPOINTEE TRAVEL**

- A. Upon the request of the County, a prospect for a position in County government may be reimbursed for reasonable travel expenses incurred in coming to County office buildings for interviews.
- B. Upon request of the County to travel to the County to conduct official business prior to employment, an individual appointed by the County to an authorized position may be reimbursed for travel expenses, within the reimbursement guidelines of this policy.

**ARTICLE XI. CREDIT CARDS**

A credit card may be obtained by a County department for the efficient operation of the department in regard to charging and payment of business expenses including air fares, lodging, car rental, hotels, other ground transportation, meals, and other miscellaneous expenses that cannot be conveniently paid for by other means.

- A. **ELIGIBILITY** – Champaign County business credit cards may be issued to department heads, for allowable use by that department.
- B. **POLICY** – Champaign County credit cards are issued for the convenience of department heads and their designees. Champaign County credit cards are for business related purchases only.
- C. **PROCEDURES** –
  1. Purchasing Limits – All Champaign County departments issued credit cards, are authorized to utilize Champaign County business credit cards

for purchases of up to \$5,000 for travel arrangements in compliance with the Champaign County Travel Policy. Purchases of all other goods and/or services, up to \$5,000, that can be made more conveniently through the use of the credit card are also authorized if made in compliance with the Champaign County Purchasing Policy.

2. Tax Exempt Status – Champaign County Department Heads are also required to ensure that vendors are made aware of and provided with Champaign County tax exemption information whenever applicable.
3. Receipts - Receipts for all purchases made on Champaign County business credit cards are to be submitted to the Department Head or his/her designee as soon as practicable after the charge is made; and receipts for all purchases made on Champaign County business credit cards are to be submitted to the Auditor's Office with the monthly payment requisition for reconciliation with account statements.
4. Examples of Allowable Use – Champaign County business credit cards may be used for, but not limited to the following:
  - i. Hotel expenses
  - ii. Conference Registration
  - iii. Business meals
  - iv. Car rentals and fuel
  - v. Supplies and equipment which can be more conveniently purchased through a credit card and whereby tax exempt purchases can be accomplished.

## **ARTICLE XII. ADVISORY BOARDS AND COMMITTEES**

- A. Boards and committees having a budget included as part of the County operating expense, are entitled to include a travel item in their budgets, subject to County revenue limitations. Members of such boards and committees shall be reimbursed for approved travel expenses in accordance with the provisions contained in these regulations.
- B. Members of advisory boards, committees, or other groups of private citizens which have no board, committee, or group-budget subject to County support, are not covered by these regulations and shall not be reimbursed for travel expenses by the County unless specifically authorized by the County Board, by the recommendation of the Policy, Personnel and Appointments Committee.

### ARTICLE XIII. FOR COUNTY BOARD MEMBERS ONLY

- A. County Board members shall be paid one per diem daily for meetings attended, whether local or outside Urbana, in accordance with County Board regulations and except where such per diem payment is expressly forbidden by state law. The per diem shall be in addition to approved travel allowance for transportation, meals, and other miscellaneous accompanying expenses.
- B. The County Board Chair and County Board members are allowed mileage payments to attend committee meetings, subcommittee meetings, any other meetings they attend in fulfilling their duties as County Board Members, and County Board meetings.

### ARTICLE XIV. APPROPRIATE BUDGET LINE ITEMS FOR TRAVEL EXPENSES

The following line items are to be used for the charging of travel expenses. The proper account should be used for travel-related expenses, based on the descriptions below:

**533.12 JOB-REQUIRED TRAVEL** – Reimbursement will be made for travel expenses as a result of performing mandatory, job-required duties. Mileage will be paid for the use of personal vehicles for business trips inside the County when such trips are a normal part of getting the job done.

Examples: - Viewing property – Assessor’s Office  
- Inspecting county roads – Highway Department  
- Delivering reports, etc. – Coroner

Reimbursement may be made for trips outside the County which are required by the individual’s job. This can include mileage, public transportation, meals, hotel, registration and other expenses as allowed by the travel policy.

Examples: - Transporting prisoners – Correctional Center  
- Meeting with IDOT officials in Paris, IL – Highway  
- Attendance at UCCI Meetings – County Board

**533.95 CONFERENCE & SCHOOLING** – Reimbursement may be made for travel expenses related to attending a conference, seminar, or workshop which employees have the option to attend. This can include mileage, public transportation, meals, hotel, registration and other expenses as allowed by the travel policy.

Examples: – National Association of County Officials Annual Conference  
- American Payroll Association Annual IRS Up-Date

- County Clerk/Recorder Zone meetings
- Total Quality Management Two-Day Seminar  
(If the zone meeting is in Champaign County, the meal will not be reimbursed, unless part of the meeting fee. If the TQM seminar is in Champaign/Urbana, tuition and books will be reimbursed, but meals and mileage will not be.)

Reimbursement may be made for expenses (registration/tuition, books) incurred by an employee while attending educational courses for the improvement of their job performance. If the approved course is out of the County, other allowable expenses may be reimbursed; transportation, hotel, and meals. All such expenses should be charged to 533.95.

Examples: - IN-COUNTY: Parkland College business writing class,  
University of Illinois accounting class

- OUT-OF-COUNTY: Danville Community College workshop on  
Microsoft Windows

Some employees are required to attend classes or workshops in order to maintain their job status. Employees generally have the option to attend courses from a list of several. This is properly considered schooling and should NOT be charged to 533.12 Job Required Travel.

Examples – Property Assessment Institute classes, for Board of Review members or Supervisor of Assessment employees, to maintain CIAO designation.

- Coroner's classes to satisfy 24-hr annual schooling requirement.

NOTE: Restrictions set forth in the Travel Policy apply.

#### **ARTICLE XV. MISUSE OF CHAMPAIGN COUNTY TRAVEL POLICY**

Any misrepresentation or misuse of this policy shall be grounds for disciplinary and/or criminal or civil liability.

# SPRINGFIELD Regional Training Seminar

UNITED COUNTIES  
COUNCIL OF ILLINOIS



217 East Monroe #101  
Springfield, IL 62701  
217-544-5585

[uccci@unitedcounties.com](mailto:uccci@unitedcounties.com)

**Monday, January 28, 2019**

**The State House Inn – Red Roof Inn Springfield, IL  
101 East Adams – 217-528-5100**

Registration is now open for the **Springfield UCCI Regional Training Seminar**. This seminar is open to all Illinois county board members; and, as with all UCCI events, there is no charge to attend. **Registration is required**, however, for catering purposes.

This seminar is designed to not only present attendees with relevant information on the duties and responsibilities of a county board member, but also to provide the opportunity to meet and interact with other board members from the area.

Due to the early starting time of our seminar, a block of rooms (\$89 plus tax) has been reserved at The State House Inn – Red Roof Inn Springfield, IL for those wishing to come in Sunday evening; and, UCCI will reimburse \$75 to your county toward lodging expenses for those coming in Sunday evening.

Please note ... on this same date, **January 28th**, UCCI will now hold its regularly scheduled **Membership Meeting** at **1:00 P.M.** (immediately following the conclusion of our seminar); and, those UCCI 2019 dues-paying member counties having a representative(s) attend the membership meeting will receive the \$400 meeting attendance stipend.

For your convenience, a registration form is included with this notice. Please return your registration to UCCI by January 18<sup>th</sup>.

We also invite you to visit our website for details and registration ... [www.unitedcounties.com](http://www.unitedcounties.com).

If you have any questions or need additional information, do not hesitate to contact the UCCI office.

## SCHEDULE

8:30 AM ~ Breakfast

9:00 AM ~ Seminar

Noon ~ Working lunch,  
including question & answer  
session

1:00 PM ~ UCCI Membership  
Meeting

## TOPICS

Open Meetings Act  
Freedom of Information Act  
Local Records  
Duties of Chairman

First Amendment & Social  
Media Issues  
Resulting Liability to Counties

Strategic Planning & Economic  
Development for County  
Board Members

## REGISTRATION

### DEADLINE

**Friday, January 18th**



**UNITED COUNTIES  
COUNCIL OF ILLINOIS**

**UCCI MEMBERSHIP MEETING AGENDA**

**Monday, January 28, 2019  
1:00 P.M. – Governor’s Ballroom  
The State House Inn (Red Roof Inn, Springfield, IL)  
101 East Adams, Springfield**

**Pledge of Allegiance**

1. **Welcome by UCCI President, David Meyer**
  - **New County Members & Board Members ... county/individual introductions****Welcome by Governor Pritzker (Attendance confirmed by Governor’s staff) \*\***
2. **Approval of Minutes (November 19, 2018)**
3. **Treasurer’s Report**
4. **President/Executive Director Report**
5. **Presentation: ‘A’ Look at What’s Happening in 2019’ by Gregg Peterson, Plan Administrator for UCCI sponsored insurance programs, Illinois Counties Risk Management Trust (ICRMT) and UMED**
6. **County Issues**
  - **Noxious Weed Act Compliance/Department of Agriculture Notification**
7. **Old Business**
  - **UCCI Regional Training Seminars (January 28, Springfield – February 15, Dixon – March 15, Mt. Vernon)**
  - **2019 Salary Survey**
    - ✓ **Extension to February 11, 2019 for completion of survey questionnaire**
    - ✓ **Earl April anticipated distribution date**
  - **NACo 2019 Membership/UCCI member counties**
8. **New Business**
  - **March 26-27, 2019 Legislative Reception/Education Seminar**
9. **Adjournment**

**NEXT MEETING  
Monday, February 25, 2019  
9:30 A.M. – Sangamo Club  
227 East Adams, Springfield**

**\*\* Although confirmed, it is possible that circumstances could cause the Governor’s schedule to change.**



**State House Inn - a Red Collection Hotel**

101 East Adams Street  
Springfield, IL 62701 US

Phone: 217-528-5100

Fax: 217-528-4358

Email: i0592@theredcollection.com

Printed: 1/28/2019 8:28:22 AM

## Folio (Detailed)

Name: YOUNG, CHARLES

Conf #: 592-179103

Address: 1902 West kirby avenue  
Champaign, IL 61821 US

Room: 509 Room Type: NS1K, NON-SMOKING STANDARD 1 KING BED

Nights: 1 Guests: 1/0

Rate Plan: 356-640476-001 Daily Rate: \$89.00 + \$11.57 Tax GTD: 900 - CASH

Arrival: 1/27/2019 (Sun) Departure: 1/28/2019 (Mon)

**Room Rate:**

1/27/2019 (Sun) - 1/27/2019 (Sun) \$89.00 + \$11.57 Tax per night.

Date	Code	Description	Amount	Balance
1/27/2019	900	CASH	(\$100.57)	(\$100.57)
1/27/2019	100	ROOM CHARGES	\$89.00	(\$11.57)
1/27/2019	151	OCCUPANCY TAX	\$5.34	(\$6.23)
1/27/2019	152	CITY TAX	\$6.23	\$0.00

### Summary

Room	Tax	F&B	Other	CC	Cash	DB
\$89.00	\$11.57	\$0.00	\$0.00	\$0.00	(\$100.57)	\$0.00

RESOLUTION NO. 2019-

RESOLUTION AUTHORIZING REIMBURSEMENT OF TRAVEL EXPENSE  
TO COUNTY BOARD MEMBER PURSUANT TO CHAMPAIGN COUNTY TRAVEL POLICY

WHEREAS, Ordinance No. 2018-5, adopted October 18, 2018, establishes the Travel Regulations for Champaign County, Illinois which applies to all Elected Officials, Appointed Officials and Employees of the County of Champaign, regardless of source of funds; and

WHEREAS, Article VII.-A. of Ordinance 2018-5 specifies that "Approval of Travel Expenses for Members of the County Board; Approval of expenses. Expenses for travel, meals, and lodging of any member of the County Board may only be approved by roll call vote at an open meeting of the County Board" and

WHEREAS, County Board Member Charles Young has submitted the attached invoice for reimbursement of travel expense to attend UCCI training for new county board members held in Springfield, Illinois on January 28, 2019, for the amount of \$100.57; and

WHEREAS, reimbursement of funds would come from the County Board Conferences & Training line item, which was budgeted for \$2000 for FY19 and has a current balance of \$2,000,

BE IT THEREFORE RESOLVED that the County Board approves said travel reimbursement to Charles Young in the amount of \$100.57 from the County Board Conferences & Training account 080-010-533.95.

PRESENTED, ADOPTED, APPROVED by the County Board this 21<sup>th</sup> day of February A.D. 2019.

\_\_\_\_\_  
Giraldo Rosales, Chair  
Champaign County Board

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

Approved: \_\_\_\_\_  
Darlene A. Kloeppel, County Executive  
Date: \_\_\_\_\_



**State House Inn - a Red Collection Hotel**

101 East Adams Street  
Springfield, IL 62701 US

Phone: 217-528-5100

Fax: 217-528-4358

Email: i0592@theredcollection.com

Printed: 2/6/2019 3:55:49 PM

# Folio (Detailed)

Name: COWART, LORRAINE

Conf #: 592-974077

Address: 601 E. Bradley ave  
Champaign, IL 61820 US

Room: 508 Room Type: NS1K, NON-SMOKING STANDARD 1 KING BED

Nights: 1 Guests: 1/0

Rate Plan: 356-640476-001 Daily Rate: \$89.00 + \$11.57 Tax GTD: 913 - VISA

Arrival: 1/27/2019 (Sun) Departure: 1/28/2019 (Mon) XXXX XXXX XXXX 8208

**Room Rate:**

1/27/2019 (Sun) - 1/27/2019 (Sun) \$89.00 + \$11.57 Tax per night.

Date	Code	Description	Amount	Balance
1/27/2019	100	ROOM CHARGES	\$89.00	\$89.00
1/27/2019	151	OCCUPANCY TAX	\$5.34	\$94.34
1/27/2019	152	CITY TAX	\$6.23	\$100.57
1/28/2019	913	VISA (8208) 071416 308912289	(\$100.57)	\$0.00

## Summary

Room	Tax	F&B	Other	CC	Cash	DB
\$89.00	\$11.57	\$0.00	\$0.00	(\$100.57)	\$0.00	\$0.00

RESOLUTION NO. 2019-

RESOLUTION AUTHORIZING REIMBURSEMENT OF TRAVEL EXPENSE  
TO COUNTY BOARD MEMBER PURSUANT TO CHAMPAIGN COUNTY TRAVEL POLICY

WHEREAS, Ordinance No. 2018-5, adopted October 18, 2018, establishes the Travel Regulations for Champaign County, Illinois which applies to all Elected Officials, Appointed Officials and Employees of the County of Champaign, regardless of source of funds; and

WHEREAS, Article VII.-A. of Ordinance 2018-5 specifies that "Approval of Travel Expenses for Members of the County Board; Approval of expenses. Expenses for travel, meals, and lodging of any member of the County Board may only be approved by roll call vote at an open meeting of the County Board" and

WHEREAS, County Board Member Lorraine Cowart has submitted the attached invoice for reimbursement of travel expense to attend UCCI training for new county board members held in Springfield, Illinois on January 28, 2019, for the amount of \$100.57; and

WHEREAS, reimbursement of funds would come from the County Board Conferences & Training line item, which was budgeted for \$2000 for FY19 and has a current balance of \$2,000,

BE IT THEREFORE RESOLVED that the County Board approves said travel reimbursement to Lorraine Cowart in the amount of \$100.57 from the County Board Conferences & Training account 080-010-533.95.

PRESENTED, ADOPTED, APPROVED by the County Board this 21<sup>st</sup> day of February A.D. 2019.

\_\_\_\_\_  
Giraldo Rosales, Chair  
Champaign County Board

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

Approved: \_\_\_\_\_  
Darlene A. Kloepfel, County Executive  
Date: \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

RESOLUTION ABATING CERTAIN TAXES HERETO LEVIED TO PAY THE PRINCIPAL OF AND INTEREST ON VARIOUS OUTSTANDING BONDS OF THE COUNTY OF CHAMPAIGN, ILLINOIS.

WHEREAS, the County Board (the "*Board*") of The County of Champaign, Illinois (the "*County*"), by Ordinance Number 592 (the "*1999 Ordinance*"), did provide for the issue of \$23,800,000 General Obligation (Public Safety Sales Tax Alternate Revenue Source) Bonds, Series 1999 (the "*1999 Bonds*"), and the levy of a direct annual tax sufficient to pay the principal of and interest on the 1999 Bonds; and

WHEREAS, the Board, by Ordinance Number 948 (the "*2014 Ordinance*"), did provide for the issue of \$9,795,000 General Obligation Refunding Bonds (Public Safety Sales Tax Alternate Revenue Source), Series 2014 (the "*2014 Bonds*"), and the levy of a direct annual tax sufficient to pay the principal of and interest on the 2014 Bonds; and

WHEREAS, the Board, by Ordinance Number 968 (the "*2015 Ordinance*"), did provide for the issue of \$2,535,000 General Obligation Refunding Bonds (General Sales Tax Alternate Revenue Source), Series 2015 (the "*2015 Bonds*"), and the levy of a direct annual tax sufficient to pay the principal of and interest on the 2015 Bonds; and

WHEREAS, the Board, by Ordinance Number 982 (the "*2016 Ordinance*" and collectively with the 1999 Ordinance, the 2014 Ordinance and the 2015 Ordinance, the "*Bond Ordinances*"), did provide for the issue of \$3,775,000 General Obligation Refunding Bonds (Public Safety Sales Tax Alternate Revenue Source), Series 2016 (the "*2016 Bonds*" and collectively with the 1999 Bonds, the 2014 Bonds and the 2015 Bonds, the "*Outstanding Alternate Bonds*"), and the levy of a direct annual tax sufficient to pay the principal of and interest on the 2016 Bonds; and

WHEREAS, the Pledged Revenues (as defined in each Bond Ordinance) have been irrevocably deposited in the respective account of the respective Bond Fund (as defined and further described in each Bond Ordinance) in amounts sufficient to pay all principal of and interest on the respective Outstanding Alternate Bonds in the next succeeding bond year; and

WHEREAS, it is necessary and in the best interests of the County that the taxes heretofore levied for the year 2018 to pay the principal of and interest on the Outstanding Alternate Bonds be abated in their entirety:

NOW THEREFORE Be It and It is Hereby Resolved by the County Board of The County of Champaign, Illinois, as follows:

*Section 1. Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

*Section 2. Abatement of Taxes.* The taxes heretofore levied for the year 2018 in each of the Bond Ordinances for each series of the Outstanding Alternate Bonds are hereby abated in their entirety.

*Section 3. Filing of Resolution.* Forthwith upon the adoption of this Resolution, a certified copy hereof shall be filed with the County Clerk of the County.

*Section 4. Severability.* If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

*Section 5. Repeal.* All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Presented, Adopted, Approved on February 21, 2019.

\_\_\_\_\_  
Giraldo Rosales, County Board Chair

APPROVED: \_\_\_\_\_

Darlene Kloepfel, County Executive

Date: \_\_\_\_\_

RECORDED & ATTEST:

\_\_\_\_\_  
Aaron Ammons, County Clerk

Date: \_\_\_\_\_

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF CHAMPAIGN    )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Champaign, Illinois, and as such official I do further certify that on the 21st day of February, 2019, there was filed in my office a duly certified copy of Resolution No. \_\_\_\_\_ entitled:

RESOLUTION abating certain taxes hereto levied to pay the principal of and interest on various outstanding bonds of The County of Champaign, Illinois.

duly adopted by the County Board of the County on the 21st day of February, 2019, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF I hereunto affix my official signature and the seal of said County this \_\_\_\_ day of February, 2019.

\_\_\_\_\_  
Aaron Ammons, County Clerk

[SEAL]

RESOLUTION NO.

AUTHORIZATION FOR A LOAN TO THE GENERAL CORPORATE FUND FROM THE  
PUBLIC SAFETY SALES TAX FUND

WHEREAS, The General Corporate Fund may need a loan of up to \$1,500,000 for a period not to exceed twelve months to cover cash shortfalls; and

WHEREAS, The Public Safety Sales Tax Fund has adequate reserves to make this short-term loan; and

WHEREAS, The loan can be traced to public safety expenditures for the period of the loan, including but not limited to, salaries and operating expenses for the offices of the Sheriff and the State's Attorney; and

WHEREAS, The FY2019 tax levy for the General Corporate Fund is \$12,415,810; and

WHEREAS, There is an outstanding General Corporate Fund Promissory Note issued in the amount of \$1,980,400; and

WHEREAS, There are no outstanding General Corporate Fund tax anticipation warrants,

NOW, THEREFORE, BE IT RESOLVED That pursuant to 55 ILCS 5/5-1006.5, 55 ILCS 5/5-1016, 55 ILCS 5/3-10014, the Champaign County Board approves a loan of up to \$1,500,000 from the Public Safety Sales Tax Fund to the General Corporate Fund for a period not to exceed twelve months; and

BE IT FURTHER RESOLVED That the County Auditor and County Treasurer are hereby authorized and requested to advance the above sum and to repay this advance within twelve months from the General Corporate Fund.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 21st day of February, A.D. 2019.

\_\_\_\_\_  
Giraldo Rosales, Chair  
Champaign County Board

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

Approved: \_\_\_\_\_  
Darlene A. Kloepfel, County Executive  
Date: \_\_\_\_\_



## CHAMPAIGN COUNTY MENTAL HEALTH BOARD

### CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT OF PERSONS WITH A DEVELOPMENTAL DISABILITY

Date: February 5, 2019  
To: Honorable County Executive Kloeppel; Honorable County Board Chair Rosales;  
Honorable Justice and Social Services Committee Chair Patterson; and  
Honorable Members of the Champaign County Board and Committee of the Whole  
From: Lynn Canfield, Director, CCMHB and CCDDDB  
Subject: National Association of Counties 2019 Achievement Awards Application

The National Association of Counties (NACO)'s 2019 Achievement Awards Program is currently accepting nominations of noteworthy County programs which:

- offer new services to county residents, fill gaps in the availability of services, fill gaps in or tap new revenue sources;
- improve the administration of an existing county government program;
- upgrade the working conditions or level of training for county employees, enhance the level of citizen participation in, or the understanding of, government programs;
- provide information that facilitates effective public policy making; or
- promote intergovernmental cooperation and coordination in addressing shared problems.

Programs must go beyond compliance with state and federal regulation, have measurable results, be innovative, be consistent with acceptable governmental and financial management practices, and promote general governmental accountability. There are 18 categories, including Human Services.

*On behalf of the leadership of the Champaign County Mental Health Board (CCMHB) and Champaign County Developmental Disabilities Board (CCDDDB), I seek your support as co-nominators for a program which improves the quality of life for some of our community's most vulnerable people and their loved ones and which has been developed over a four-year period through collaboration across governmental units.*

The CCDDDB funds the CCRPC's Independent Service Coordination Unit to enhance state-mandated services with activities identified through CCDDDB/CCMHB strategic planning, including:

- documenting the preferences of residents with intellectual and/or developmental disabilities (I/DD) when they enroll (or renew enrollment in) the State's waiting list;
- aggregating these results annually to help us plan for future supports and services;
- helping people gather documentation required for State waiver-funded programs;
- assisting young adults with I/DD and their families in the transition from high school special education services to adult life and linking them to vocational, social/recreational, independent/semi-independent living opportunities, and other community services;
- preparing adults with I/DD for the transition to State-funded services, in order to shorten the time between selection for funding and beginning of services;
- and ensuring that locally-funded services are meeting each person's needs and preferences, through conflict-free case management.

*Attached is a letter of support for this program and an overview of the materials to be submitted in support of the nomination. Thank you for your consideration.*

### JOINT LETTER OF SUPPORT

We support the nomination of the program, “Decision Support/Person Centered Planning (for I/DD),” of the Champaign County Regional Planning Commission’s Independent Service Coordination Unit. In the category of Human Services, and on behalf of people with disabilities, the program is a strong example of intergovernmental collaboration and innovation in response to local need.

*Abstract:* Decision Support/Person-Centered Planning is a local enhancement of state-mandated case management for residents who have intellectual/developmental disabilities. The Independent Service Coordination Unit is funded by the state of Illinois to determine individuals’ eligibility for DD-waiver programs, to enroll them in the state’s “waitlist,” and to help them develop person-centered plans. The ISC’s independence from service providers ensures conflict-free, person-driven supports. Community based services and supports can help people live independently and be successful in their own communities, but Illinois’ funding does not offer adequate levels of support to all who are eligible and waiting. Local funding complements the essential functions of the ISC Unit: an expanded individual needs assessment asks about preferences beyond the state’s categories, so that local funding may increase for desired services; the program ensures that every person receiving locally-funded services meets state waiver criteria and is enrolled in the state's database, resulting in movement from local to state support and freeing up local funding for those who wait; two specialists help people transition from high school to adult life, improving information and access; person-centered planning is offered to 40 people with I/DD who use locally-funded services, to ensure services are aligned with their needs and ambitions.

\_\_\_\_\_ (date)  
Giraldo Rosales, *Chair, Champaign County Board*

\_\_\_\_\_ (date)  
Deb Ruesch, *President, Champaign County Developmental Disabilities Board*

\_\_\_\_\_ (date)  
Susan Fowler, *President, Champaign County Mental Health Board*



# 2019 **ACHIEVEMENT AWARDS**

**CELEBRATING 49 YEARS OF INNOVATION**



2018 ACHIEVEMENT AWARD WINNER

The National Association of Realtors  
San Diego County  
Florida Realtors  
Member: Florida Realtors

Florida Realtors  
NAR

# 2019 ACHIEVEMENT AWARDS PROGRAM

## WHAT IS THE ACHIEVEMENT AWARDS PROGRAM?

The Achievement Awards Program is a non-competitive awards program that seeks to recognize innovative county government programs. One outstanding program from each category will be selected as the "Best of Category."

## ELIGIBILITY AND CRITERIA

### What is Required to Apply?

For each program nominated, general information, program summaries and payments must be submitted to the National Association of Counties (NACo) via the online application portal and payments processed via P.O. must be postmarked by the application deadline. For more information, please see the **HOW TO APPLY** section. Judging and review will not take place for unpaid or incomplete applications.

### Who is Eligible to Submit applications?

Only county governments and state associations of counties are eligible to submit applications. There is no limit to the number of applications that can be submitted by a single entity. Regional partners are welcome to submit applications for a collective project; however submitters must identify **a single county or state association to submit the application on the group's behalf.**

### What are the Eligibility Standards?

1. The start date of the program must be **explicitly stated**; the program must have become operational after **January 1, 2014** and must have **measurable results**.
2. County officials and/or staff, as part of their official duties, must have played a significant role in developing and implementing the program, with limited assistance from outside technical experts and/or consultants.

3. All steps in the application process must be completed and all application fees must be paid in full by **March 25, 2019 at 11:59 PM EST**.
4. The program must meet the conditions outlined in the next section, **PROGRAM CRITERIA**.

### Program Criteria

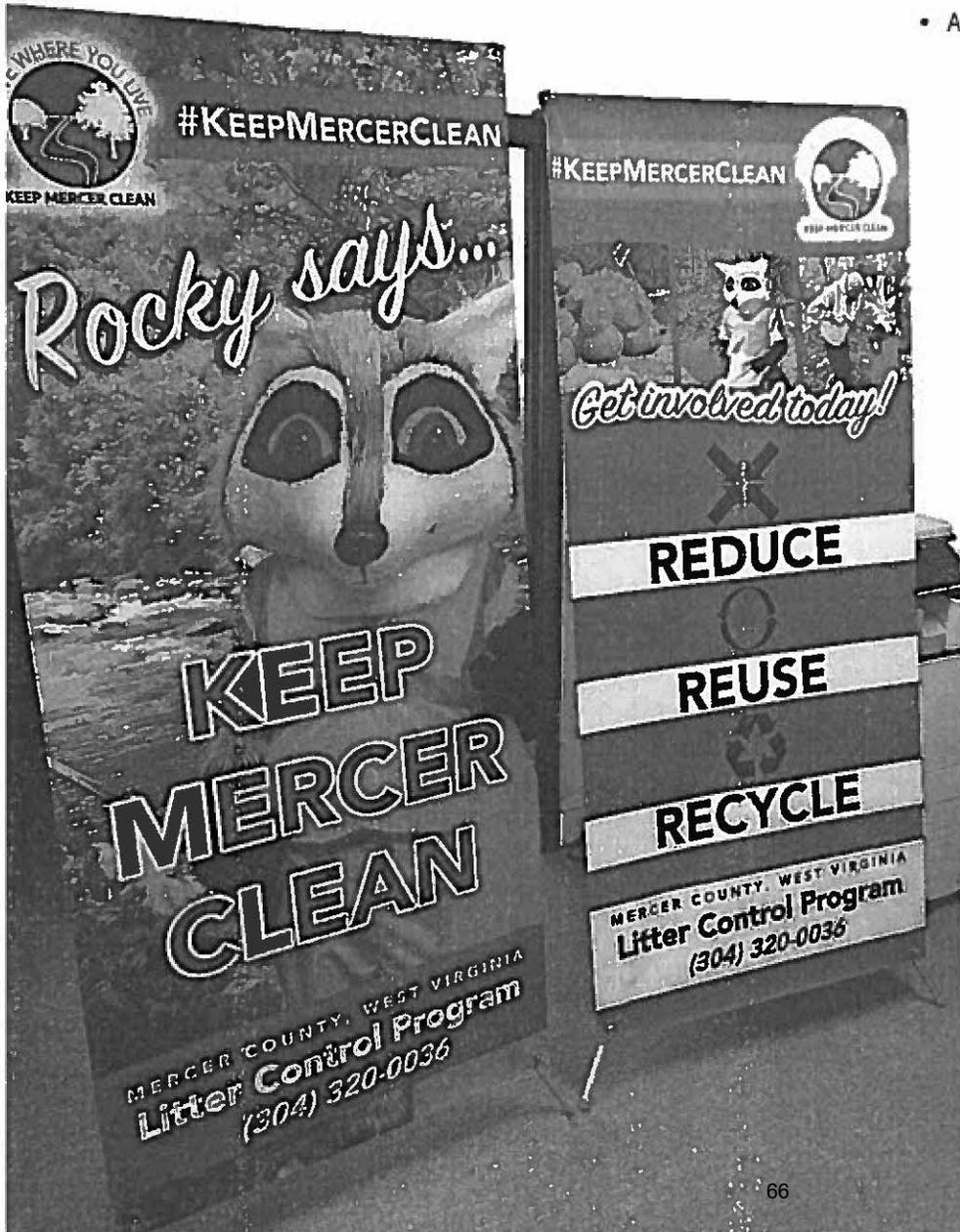
In order to be eligible for an Achievement Award, all programs must meet the following criteria:

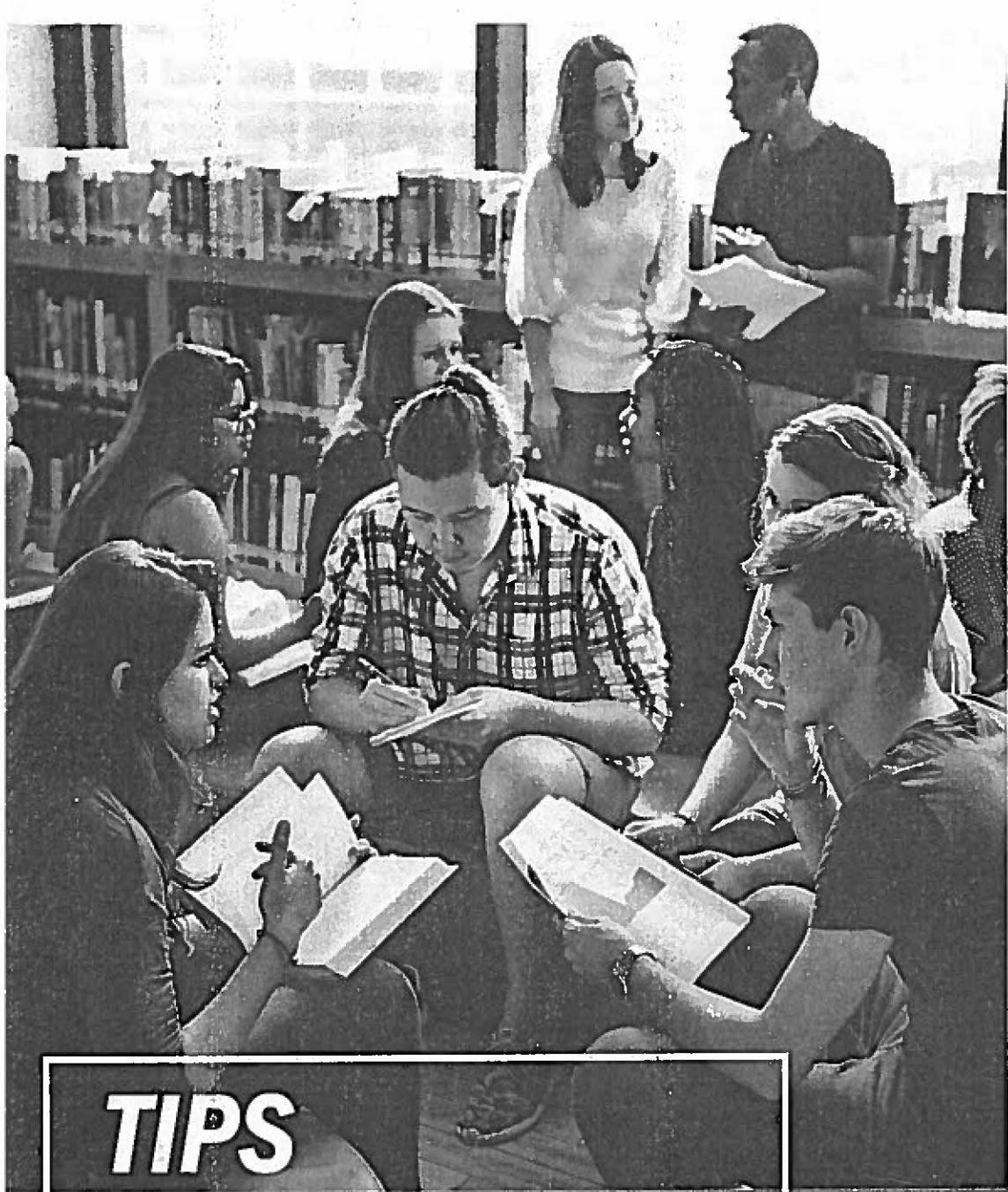
1. Programs must accomplish one or more of the following:
  - Offer new services to county residents, fill gaps in the availability of services, fill gaps in or tap new revenue sources
  - Improve the administration of an existing county government program
  - Upgrade the working conditions or level of training for county employees. Enhance the level of citizen participation in, or the understanding of, government programs
  - Provide information that facilitates effective public policy making
  - Promote intergovernmental cooperation and coordination in addressing shared problems
2. In the case of a program that is in response to a federal or state law, regulation or order, the program must go beyond mere compliance with the statute, regulation or order and must display a creative approach to meeting those requirements.

3. The program must have measurable results (e.g. cost savings, enhanced employee productivity, improved constituent services, created better intergovernmental cooperation).
4. The program must be innovative and not rely on techniques or procedures that are common practice in most counties of similar population or size.
5. All aspects of the program must be consistent with acceptable governmental and financial management practices and must promote general governmental accountability.

### Ineligible Programs Include:

- Programs designed to influence laws or regulations
- Certification or accreditation programs
- Events that ONLY take place one time, such as conducting a conference, the formation of a task force or the establishment of a committee
- Programs that are adopted, whole or in part, from other public or private entities
- Programs, whole or in part, that have received a previous NACo Achievement Award
- Programs that the purchase of new technology or equipment, the construction of a building or the privatization/contracting out of a function
- A newsletter or a publication





## **TIPS**

- 1. INCLUDE WRITING THAT IS CLEAR AND CONCISE. THE AVERAGE READER NEEDS TO BE ABLE TO UNDERSTAND THE OBJECTIVES AND JUDGE THE MERITS OF THE PROGRAM.**
- 2. HAVE MEASURABLE RESULTS. PROGRAMS COULD HAVE BEEN IMPLEMENTED FIVE MONTHS AGO OR FIVE YEARS AGO, BUT OUTCOME MEASURES MUST BE AVAILABLE AND CLEARLY EXPRESSED.**

# HOW TO APPLY

To begin the application process, visit [www.naco.org/achievementawards](http://www.naco.org/achievementawards) click on the "Apply Now" button. In order to submit a 2019 Achievement Award, you must have NACo log-in information. If you do not have a NACo log-in, you may create one by clicking "Create an Account."

## STEP ONE: PREPARING THE NOMINATION SUMMARY

Please prepare your nomination summary according to the outline of sections below. **All applications must have the county name and page number on each page and must be submitted in PDF format. Files can be no larger than 2MB.**

### Abstract of the Program:

In approximately 200 words or less, summarize the program include the program description, the purpose and outcomes.

**Abstracts of award winning programs will be published. Please be sure to provide clear and concise information as this section will be used publicly in whatever format it is submitted.**

### The Problem or Need for the Program

Discuss the problem or need that prompted the development of the program and the county's legal obligation, if any, to take action. Approximately ¼ pages.

### Description of the Program

Provide a description of the nominated program including its objectives, time frame for development and implementation, clientele, the county's role in implementing the program and the contributions of any other partners where applicable (e.g. states and the federal government, consultants and private partnerships). Approximately 2 ½ pages.

### Responding to Economic Downturn (Optional)

If applicable, describe how the program responded to county budget constraints or addressed the county's new economic reality. Approximately ¾ pages.

### The Cost of the Program

Describe both the operating and capital costs incurred in developing and implementing the program. List all costs that would be incurred by a county attempting to replicate the program. Approximately ¾ to 1 page.

### The Results/Success of the Program

Provide a description of the results and the success of the program in meeting its objectives. Include specific examples and outcome measures. Approximately ¾ to 1 page.

### Worthiness of Award

Give justification for why this program meets the outlined criteria and should be awarded a 2019 Achievement Awards. Approximately ¼ to ½ page.

### Supplemental Materials (Optional)

Supplemental materials such as pictures and charts may be uploaded in separate PDF documents once you complete the check-out process. Supplemental materials are not required but are highly encouraged.

## ACHIEVEMENT AWARD CATEGORIES

**Arts, Culture and Historic Preservation:** Demonstrate how counties observe local heritage and/or leverage the arts to improve residents' quality of life and address challenges communities face

**Children and Youth:** Ensure children's development through a continuum of supportive services including health, education and childcare

**Civic Education and Public Information:** Enrich the public's understanding of county government and elevate awareness of county services

**Community and Economic Development:** Foster and create conditions to support community and economic development, including enhancing processes and partnerships that strengthen communities

**County Administration and Management:** Engage county workers and provide resources to staff to manage departments and services more efficiently

**Criminal Justice and Public Safety:** Improve public safety systems, justice systems, community crime prevention and crisis intervention

**County Resiliency: Infrastructure, Energy and Sustainability:** Optimize new technologies and other innovations to advance the county's energy goals and environmental stewardship

**Financial Management:** Utilize new models of managing county finances and improve stewardship of taxpayer resources

**Health:** Improve residents' physical and/or behavioral health, including through promoting healthy living and delivering health services

**Human Services:** Assist residents, particularly veterans, children, elderly residents and/or disabled residents

**Information Technology:** Implement creative uses of technology that make county processes more efficient and cost-effective

**Libraries:** Engage libraries to achieve community goals and support innovation and public outreach through county library systems

**Parks and Recreation:** Revitalize and reimagine existing or create new public spaces that benefit residents and visitors

**Personnel Management, Employment and Training:** Demonstrate strategic ways to recruit county employees, encourage professional development and maintain a first class workforce

**Planning:** Illustrate how counties think creatively about community design and development processes

**Risk and Emergency Management:** Bolster a county's ability to plan for, recover from and adapt to disasters, both natural and man-made, whose impacts can be physical, economic and social

**Transportation:** Improve the movement of goods and people and shape how communities grow

**Volunteers:** Showcase how county residents give back to communities and neighbors

# HOW TO APPLY

## STEP TWO: SUBMIT YOUR ENTRY INFORMATION

### Contact Information

The individual listed as the contact in the application should be the primary point of contact for this program. All correspondence and logistical communications about the program will be directed to the person listed on the application. Applications for the 2019 Achievement Awards Program will be submitted online at [www.naco.org/achievementawards](http://www.naco.org/achievementawards).

To complete the application process, each person must have a log in (your email address). If your email address is not registered in the NACo database or if your county is not a NACo member, please follow the directions to create a log in. Once logged in, your contact information will automatically populate the online application form.

\*\*If you are submitting the application on behalf of another person in your county, please be sure to indicate the other person as the **PRIMARY POINT OF CONTACT** at this time so that we can reach the appropriate party with programmatic questions.

### Program Information

#### Program Title

Should your program win an award, the program title you provide will appear, exactly as it was submitted, on the certificate as well as any media channels. The title should be no more than 75 characters and **should not include the name of the county.**

#### Program Category

Please choose one category from the drop down list on the online application. Note that the selection of a program category should be determined by the content of the program, not the organizational department implementing it. If you feel your application fits into two or more categories, please choose one that best covers the main topic area of the program.



## Abstract

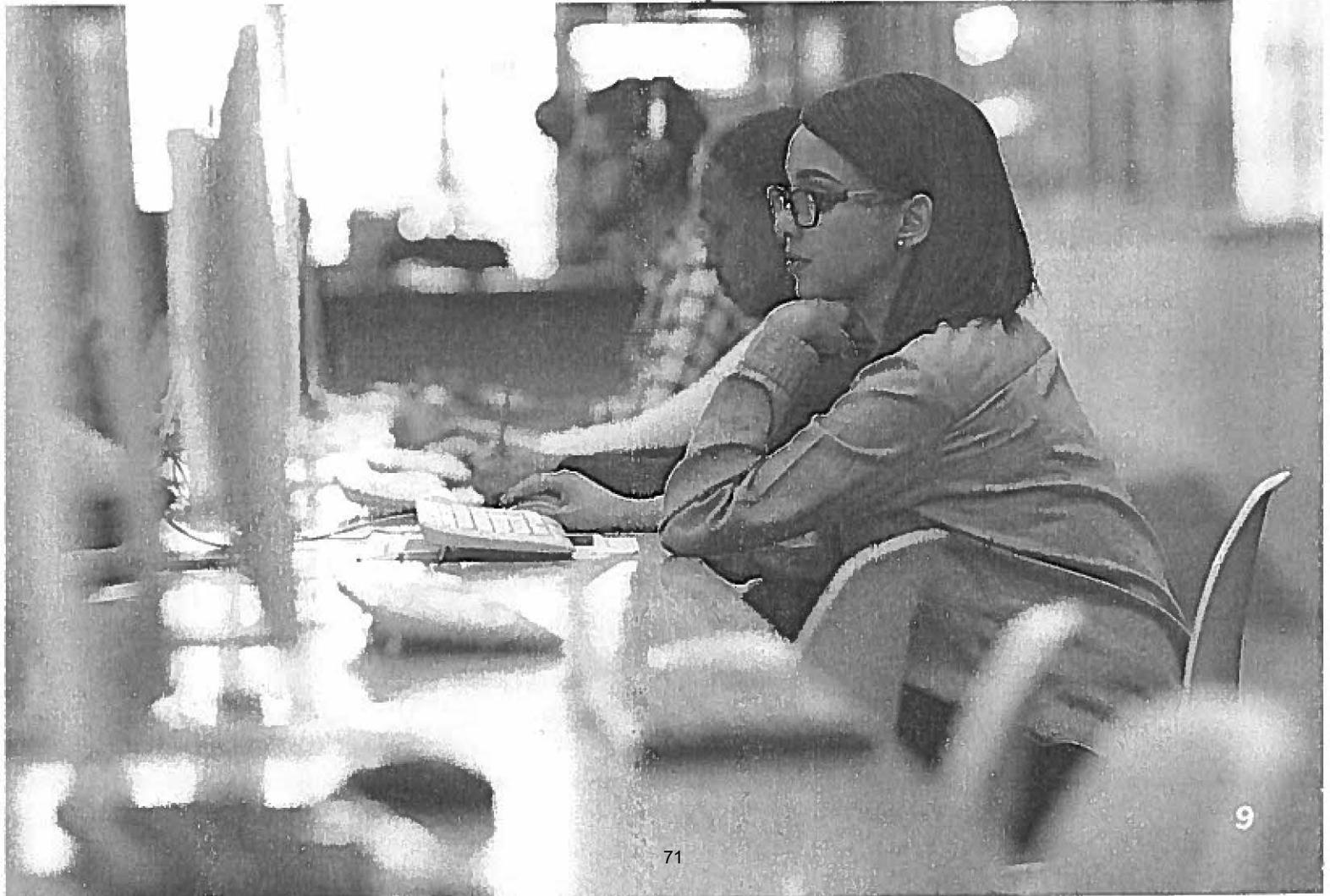
Please submit the abstract that was drafted as part of the nomination summary (200 words or less).

## Terms and Conditions

All applicants must agree to the terms and conditions listed on the application page in order to continue with the application process. By agreeing to these terms, the county certifies that this program is operated as described in the submitted award application.

## **IMPORTANT DATES:**

- **SUBMISSIONS DEADLINE:  
MARCH 25, 2019 AT  
11:59 P.M. EDT**
- **NOTIFICATIONS OF  
ACHIEVEMENT AWARDS:  
WEEK OF APRIL 22, 2019**
- **NACo ANNUAL  
CONFERENCE  
AND EXPOSITION:  
JULY 11 – 15, 2019  
CLARK COUNTY/LAS  
VEGAS, NEVADA**



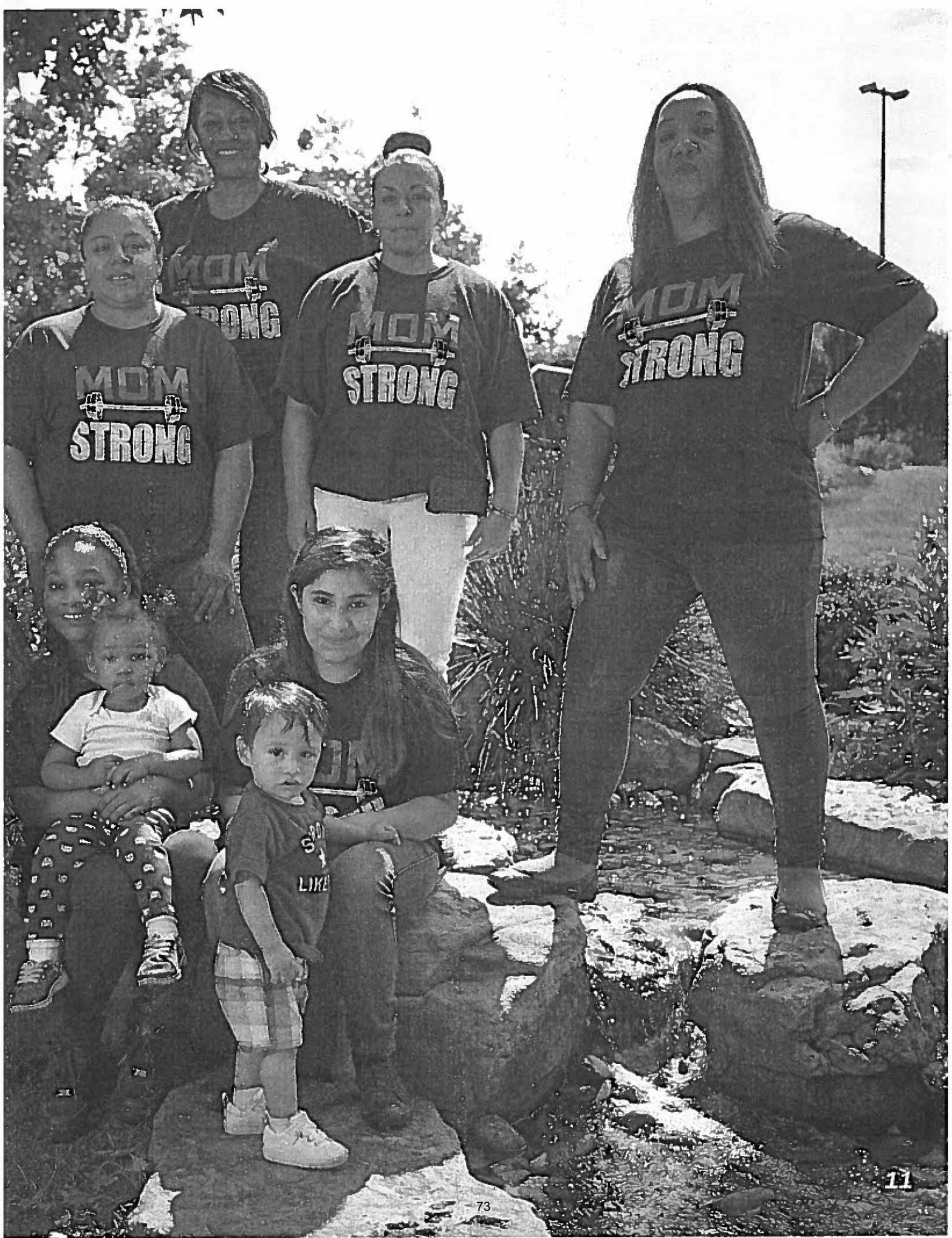
## **PAYMENT OPTIONS**

The fee for each application between September 17, 2018 - March 4, 2019 is \$75. The fee for each application will increase to \$100 from March 5, 2019 - March 25, 2019. There are two payment options for Achievement Award applications. Any application received without payment will not be judged or awarded.

- Online - Payment by credit card may be made through our online application system. Once payment is submitted, a receipt will be emailed to the email address provided.
- Mail - Payment by check, voucher or purchase orders must be stapled to the invoice emailed to you along with any other payment instructions to the following address:

**NACo ACHIEVEMENT AWARDS  
PROGRAM  
PO BOX 79007  
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# QUESTIONS?

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