



**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE**

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

County of Champaign, Urbana, Illinois

Tuesday, April 15, 2025 at 6:30 p.m.

Shields-Carter Meeting Room

Brookens Administrative Center

1776 East Washington Street, Urbana, Illinois

Agenda Items

Page #'s

I. Call to Order

II. Roll Call

III. Approval of Agenda/Addenda

IV. Approval of Minutes

A. March 11, 2025 – Regular Meeting (*to be distributed*)

V. Public Participation

VI. Communications

VII. Justice and Social Services

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

- Probation & Court Services – February 2025
- Public Defender – March 2025
- Emergency Management Agency – March 2025

B. Rosecrance

1. Re-Entry Reports (*information only*)

- Financial Report – February 2025
- Program Report – February 2025

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2. Re-Entry Program Update (*presentation*)

C. DEIA+ Task Force

1. Approval and Release of RFP 2025-005 Evaluation of Employment

5-10

D. Other Business

D. Chair’s Report

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

VIII. Finance

A. Budget Amendments/Transfers

1. Monthly General Corporate Budget Amendment Report – April 2025 (*information only*)

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|------|--|-------|
| 2. | Budget Amendment BUA 2025/3/148
Fund 2613 Court's Automation Fund & 2630 Circuit Clerk Operation & Admin / Dept
030 Circuit Clerk
Increased Appropriations: \$82,216
Increased Revenue: \$82,216
Reason: Appropriation of grant funds from the Illinois Court Technology Modernization
Program | 12-30 |
| 3. | Budget Amendment BUA 2025/3/342
Fund 2075 Regional Planning Commission / Dept 100 Regional Planning Commission
Increased Appropriations: \$16,880
Increased Revenue: \$16,880
Reason: Appropriation of additional Emergency and Transitional Housing Support
grant funds. | 31-34 |
| 4. | Budget Amendment BUA 2025/3/407
Fund 2083 County Highway / Dept 060 Highway
Increased Appropriations: \$500,000
Increased Revenue: \$0
Reason: Initial investment for the Highway Department Solar Panels. | 35-36 |
| 5. | Budget Amendment BUA 2025/4/33
Fund 2680 Opioid Settlement Fund / Dept 075 General County
Increased Appropriations: \$15,000
Increased Revenue: \$0
Reason: Appropriation of funds to support programs and services for opioid-impacted
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| B. | Auditor | |
| 1. | Resolution Authorizing Interfund Loans from Reserves to Other Funds | 39 |
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| C. | County Executive | |
| 1. | Year End Transfer to Balance Overdrawn Lines for FY2024 (<i>information only</i>) | 40-41 |
| 2. | Financial Forecast (<i>presentation</i>) | 42-59 |
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| D. | County Clerk | |
| 1. | Approving Award of Contract for Voter Registration and Pollbook Software and Vendor
Support, pursuant to RFP 2024-005 | 60-71 |
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| E. | Regional Planning Commission | |
| 1. | Approving the application for, and if awarded, acceptance of the Additional Emergency
and Transitional Housing Support Grant | 72-74 |
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| F. | <u>Other Business</u> | |
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| G. | <u>Chair's Report</u> | |

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

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A. County Executive

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2. Job Content Evaluation Committee
 - a. Adjustment to the HR Generalist position in the Administrative Services Department 80-87
 - b. Creation of an HR Associate position in the Administrative Services Department 80-87
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 - b. Resolution Appointing Keith Miller to the Broadlands-Longview Fire Protection District, unexpired term ending 4/30/2027 95
 - c. Resolution Appointing *Patricia Chancellor* to the Eastern Prairie Fire Protection District, term 5/1/2025-4/30/2028 96
 - d. Resolution Appointing Lorenzo Macedo Hernandez to the Edge-Scott Fire Protection District, term 5/1/2025-4/30/2028 97
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 - f. Resolution Appointing *Kenny During* to the Ludlow Fire Protection District, term 5/1/2025-4/30/2028 99
 - g. Resolution Appointing *Ken Osterbur* to the Ogden-Royal Fire Protection District, term 5/1/2025-4/30/2028 100
 - h. Resolution Appointing Brooke Mohr to the Ogden-Royal Fire Protection District, term 5/1/2025-4/30/2026 101
 - i. Resolution Appointing *Alan Holt* to the Pesotum Fire Protection District, term 5/1/2025-4/30/2028 102
 - j. Resolution Appointing *Clifford Gorman* to the Philo Fire Protection District, term 5/1/2025-4/30/2028 103
 - k. Resolution Appointing *Frederick Seibold* to the Sadorus Fire Protection District, term 5/1/2025-4/30/2028 104

Committee of the Whole Agenda
Finance; Policy, Personnel, & Appointments; Justice & Social Services
Tuesday, April 15, 2025
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m.	Resolution Appointing <i>Bernie Magsamen</i> to the Scott Fire Protection District, term 5/1/2025-4/30/2028	107
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- E. County Board of Health
 - 1. Ordinance Amending Chapter 5 of the Health Ordinance of Champaign County and Adopting the Champaign County Public Health Department Retail Food Program Enforcement Policy 124-156
- F. Other Business
- E. Chair's Report
- F. Designation of Items to be Placed on the Consent Agenda
- X. **Other Business**
 - A. Closed Session Pursuant to 5 ILCS 120/2(c)2 to Consider Collective Negotiating Matters between the County and its Employees or their Representatives
- 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.

Rosecrance, Inc (Formerly Community Elements)
 Champaign Co Re-Entry Grant
 For the Month Ending February 28, 2025

	Jan	Feb	Mar	Total YTD
1. Personnel Costs	\$19,970	\$19,589		\$39,559
2. Payroll Taxes/Benefits	\$4,950	\$4,840		\$9,790
Computer Hardware & Software	\$0	\$0		\$0
Total Equipment	\$0	\$0	\$0	\$0
Property Insurance	\$30	\$30		\$60
Building & Grounds Maintenance	\$0	\$0		\$0
Utilities	\$239	\$220		\$459
Janitorial Service	\$202	\$364		\$566
Equip Maintenance Agreements	\$99	\$110		\$209
Depreciation	\$179	\$177		\$356
Total Occupancy	\$749	\$901	\$0	\$1,650
Office Supplies	\$131	\$20		\$151
Contractual / Professional Fees	\$419	\$438		\$857
Travel / Training	\$553	\$1,026		\$1,579
Client Assistance	\$0	\$0		\$0
Other Rent	\$0	\$0		\$0
Telephone / Cell Phone	\$321	\$382		\$703
Liability / Malpractice Insurance	\$543	\$609		\$1,152
Moving & Recruiting	\$0	\$0		\$0
Total Program Expenses	\$27,636	\$27,805	\$0	\$55,441
ALLOCATED M&G	\$6,667	\$6,842		\$13,509
TOTAL EXPENSE	\$34,303	\$34,647	\$0	\$68,950
Re-Entry Indirect - 11.9% Max				
Max M&G Allowed	\$3,733	\$3,756	\$0	\$7,489
Champaign County Total	\$31,369	\$31,561	\$0	\$62,930
Champaign County Paid	\$8,333	\$8,333		\$16,667

February Reentry Monthly Program Report

Total active clients: **5**

Clients continuing from previous quarters: **4**

Total new clients: **1**

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

Total discharges: **1**

Total Veteran clients: **0**

Continuing Client Demographics (4)

ID	Client Type	Sex (M/F)	Age	Race	Ethnicity (Hispanic/Latino) Y/N	Zip Code	Date of Admit
	TPC	M	44	Black	N	61820	1/15/24
	TPC	M	46	White	N	61821	6/10/24
	TPC	M	37	White	N	61802	11/9/23
	TPC	M	28	Black	N	61821	9/13/24

New Admission Demographics (1)

ID	Admission Type	Sex (M/F)	Age	Race	Ethnicity (Hispanic/Latino) Y/N	Zip Code	Date of Admit
	NTPC	M	58	W	N	61802	2/19/25

Total client service contacts (this includes all service contacts such as case management, counseling, phone calls, etc): **14**

Number of clients receiving multiple Rosecrance services: **4**

Types of Rosecrance services

Mental Health Outpatient	1
Substance Use Outpatient	0
Mental Health Case Management	0
Substance Use Residential	0
Mental Health Group Home	0
Mental Health Supportive Living	0
Substance Use Sober Living	0
Crisis Residential Center	0
Psychiatry	4
MAT services	0

Linkage to resources

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

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

Discharge details (1)

ID	Length of Stay	Sex (M/F)	Age	Race	Ethnicity (Hispanic /Latino) Y/N	Zip Code	Discharge type
	138 days	M	44	Black	N	61826	Successful

Recidivism Rate for the month: **0%**

Recidivism Rate for the calendar year: **11%**

Reentry Council and Executive Committee Information

The February Reentry Council Meeting hosted Kerrie Hacker with GROW in America which is an international mental health movement with branches in the USA (Illinois, New Jersey and Alaska), Australia, New Zealand, Ireland and Trinidad/Tobago. She discussed the many wonderful things this agency provides for individuals struggling with diverse problems in living, including mental illness, addictions, abuse, grief, loneliness, depression, anxiety, stress, and difficulty coping. They offer several groups in the community as well as hospitals, mental health agencies, drop-in center, jails, etc. In addition to the group offerings, GROW members offer one another support and friendship and participate in events such as socials, community weekends and leadership workshops.

Request for Proposal of Evaluation of Employment for the County of Champaign

RFP NO. 2025-005

Issue Date:

Friday, April 25, 2025

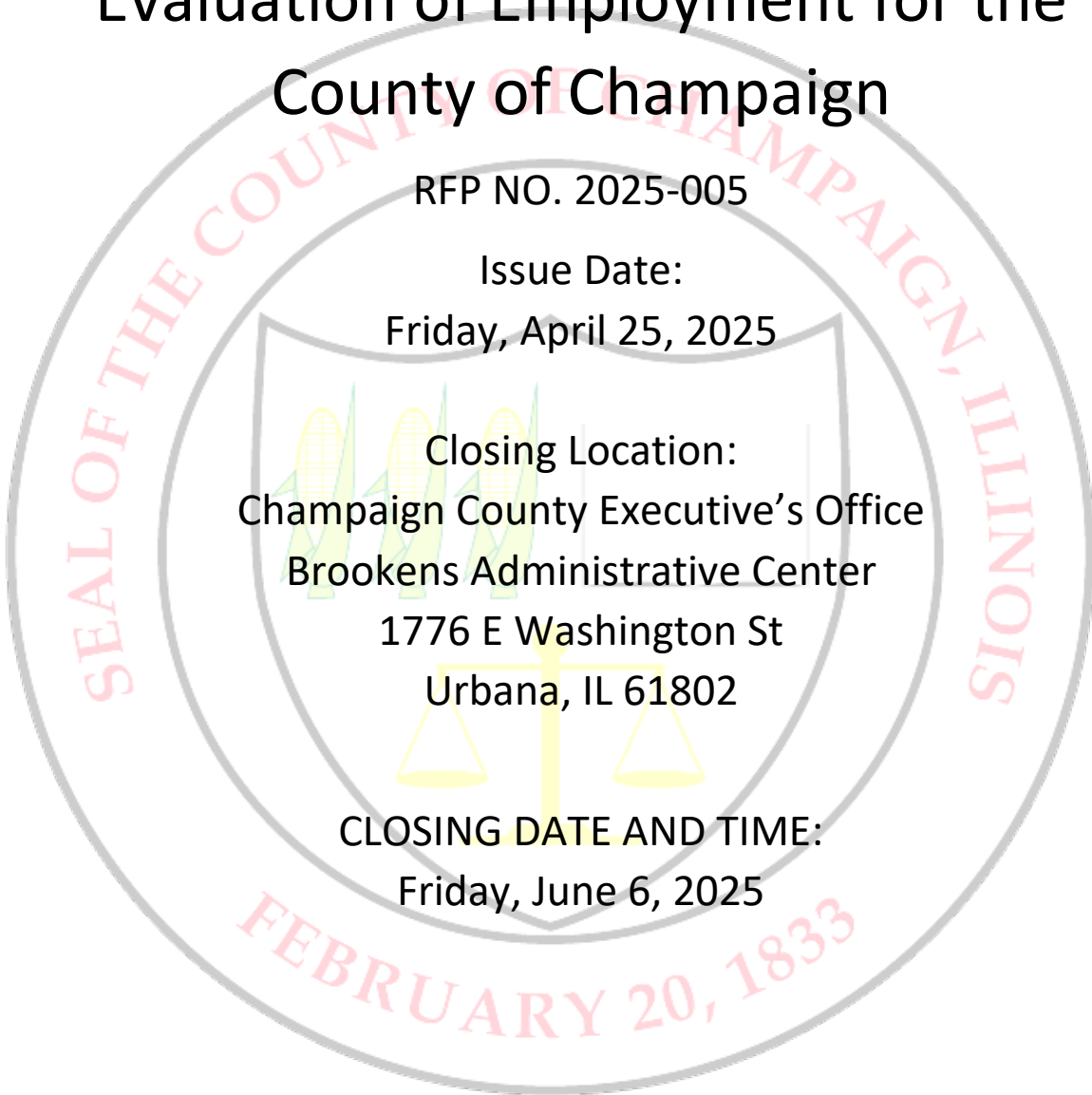
Closing Location:

Champaign County Executive's Office
Brookens Administrative Center

1776 E Washington St
Urbana, IL 61802

CLOSING DATE AND TIME:

Friday, June 6, 2025



Request for Proposal
of Evaluation of Employment Accessibility
for the County of Champaign

RFP NO 2025-005

GENERAL INFORMATION

Champaign County, Illinois is located in the heart of east-central Illinois, approximately 136 miles south of Chicago and 86 miles east northeast of Springfield, the state capital. The County is home to the University of Illinois, Parkland College, and two major regional hospitals.

The County is comprised of 998 square miles, and 88.5% of its land area is utilized for agriculture.

Champaign County was organized in 1833, having been previously a part of Vermilion County. The county and county seat were named for Champaign County, Ohio and Urbana, Ohio respectively, the home of the Illinois legislator who sponsored the bill to create the County. The County adopted township form of government on November 8, 1859. Currently, the County Board is comprised of 11 districts, with two members representing each District for a total of 22 County Board Members. The County also has a County Executive serving as an executive branch of government in cooperation with the County Board as the legislative branch.

The county's population for the 2020 Census was 205,865, representing growth of 2.4% since the 2010 Census. This places Champaign County as the 10th largest county in the State of Illinois. Champaign County is part of the Champaign–Urbana, IL Metropolitan Statistical Area.

More information about the demographics and makeup of the County can be found here - <https://www.unitedwaychampaign.org/sites/unitedwaychampaign/files/United%20Way%20of%20Champaign%20County%20Community%20Report%202023.pdf>

The County has approximately 500 employees, excluding the Regional Planning Commission. Most employees provide direct customer contact daily in a variety of capacities. The County is made up of multiple departments and offices, offices that are operated by an elected official have autonomy over their hiring practices. The County seeks to establish a more diverse and inclusive workforce and considers this request of proposal for evaluation of employment with the County as a first step in that process.

The County will consider proposals that do not include all the required services if the proposal demonstrates an expertise in a specific portion of the request. In this scenario, the contract will be split among multiple bidders.

SCOPE OF SERVICES

At the completion of the project, the County expects:

1. As comprehensive (as possible based on data available) historical view of County hiring, promotion, termination, and wage based on EEO categories.
2. Identification of trends in hiring, promotion, termination, and wages based on EEO categories.
3. Analysis of trends based on union versus non-union status.
4. Suggestions for improved data collection going forward on EEO categories for the County.
5. An analysis of accessibility of its entire hiring process based on accessibility needs of EEO categories.
6. Documented examples of barriers in the County's hiring processes based on the accessibility needs of EEO categories.
7. Examples of and best practices from other government entities with highly accessible hiring processes.
8. Concrete proposals for changes, short/long term, for making the County hiring process more accessible to all applicants.

QUALIFICATIONS

Respondents to this RFP shall have the following qualifications:

- Experience working with other units of government of comparable size or larger is recommended although not required

TIME SCHEDULE

The County will use the following timetable, subject to change, which should result in the selection of a broker and award of contract on or about February 20th, 2025.

Date	Event
Friday, April 25, 2025	Request for Proposal Posted
Friday, June 6, 2025	Proposals Due by 1pm CST, names of respondents read aloud
Monday, June 9, 2025	Proposals Opened at 2PM – County Executive's Office, Brookens Administration Center, 1776 E Washington St, Urbana, IL
Tuesday, August 12, 2025	Policy, Personnel, & Appointments Committee Review Recommendation by RFP Review Committee
Thursday, August 21, 2025	County Board Approval of Contract with Awarded Company

INSTRUCTIONS FOR RFP SUBMISSION

By submitting a proposal, the respondent represents that they have:

- Thoroughly examined and become familiar with the scope of services outlined in this RFP; and
- Are capable of performing quality work to achieve the County's objectives.

The following information must accompany your proposal:

- Firm profile, including the size of firm, full suite of services offered by the firm, office location(s), years in business, and previous names, if any

- Outline of number and nature of the professional staff to be assigned to the County, including a brief resume for each key person listed, as well as their experience and training
- Narrative detailing the firm’s experience in assisting similar size entities, including any and all services for government agencies
- General outline of how the firm will complete the scope of services outlined in the RFP
- List of at least three (3) references where and when your firm provided similar services. Please provide names, e-mail addresses and telephone numbers of contact persons for each reference.
- List of litigation, outstanding judgments and liens where any member of the firm or firm salesperson was involved over the past five (5) years
- Proposed fee schedule

All proposals shall be submitted electronically by email to Michelle Jett, Director of Administration for the County Executive, at mjett@champaigncountyil.gov. All emailed proposals must be clearly marked with “RFP 2025-005” at the beginning of the subject line.

ALL PROPOSALS MUST BE RECEIVED BY Friday, June 6, 2025, 1PM CST.

SELECTION CRITERIA

Selection of a firm will be made based on the following criteria:

- Ability of the respondent(s) to meet or exceed the requirements defined in the RFP
- Experience, qualifications and references
- Fee schedule
- Completeness of response to RFP as outlined in this solicitation
- Any other matter that County staff deems to be in the best interest of the County

MBE/WBE/DBE and veteran-owned firms are encouraged to apply.

RFP CONTRACTUAL AGREEMENT AND RIGHTS

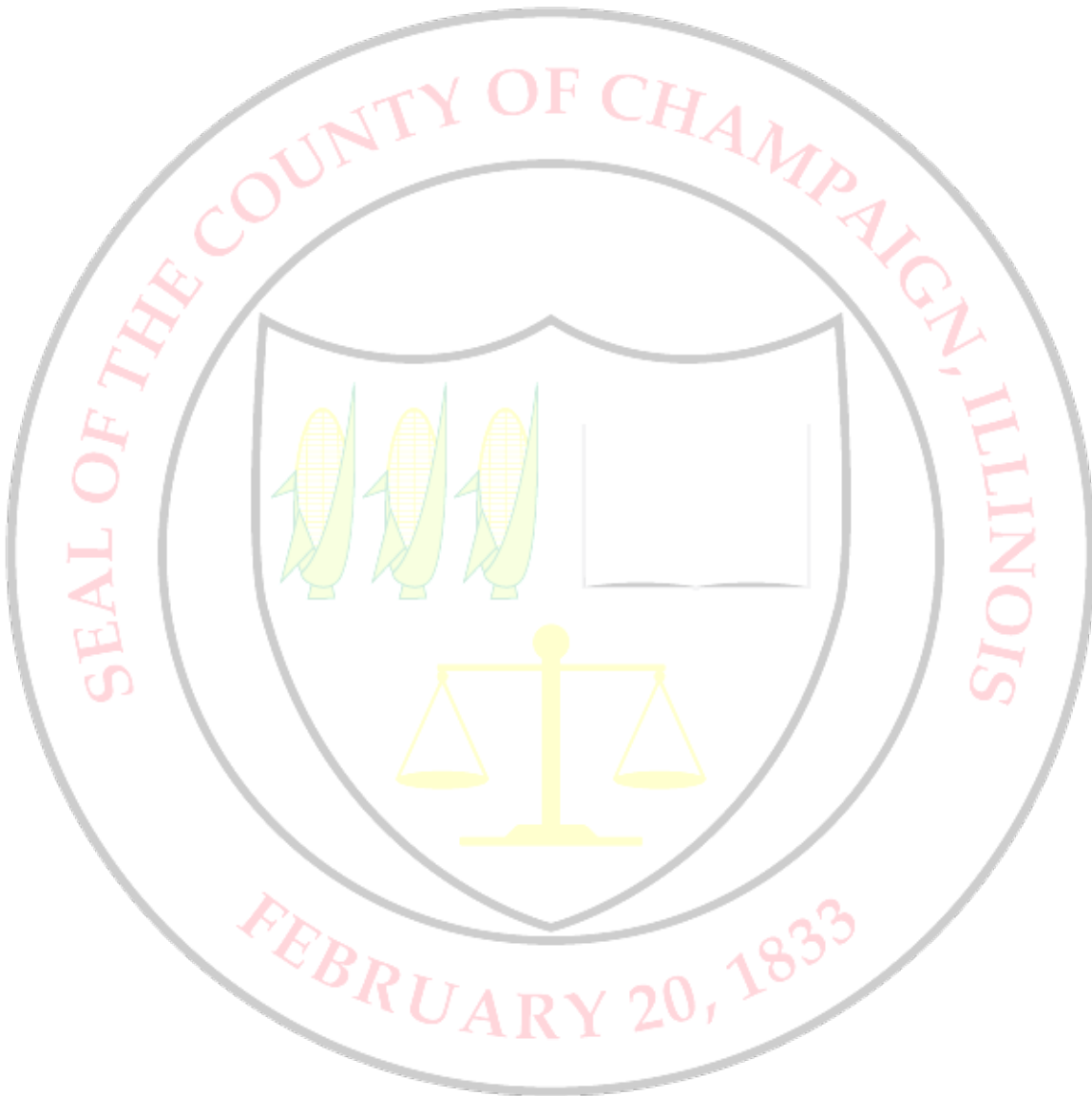
1. Champaign County will be referred to as “County” for the purposes of this document.
2. Proposals will be considered as specified herein or attached hereto under the terms and conditions of this Request for Proposal (hereinafter “RFP”).
3. A proposal shall be made in the official name of the firm or individual under which business is conducted (showing the official business address) and must be signed in ink or by digital equivalent by a person duly authorized to legally bind the partnership, company, or corporation submitting the proposal.
4. Bidders are to include all applicable requested information and are encouraged to include any additional information they wish to have considered. Additional information shall be a separate section of the proposal and shall be identified as such.
5. An electronic copy of your proposal is required. The proposal must be complete, clear, and concise.
6. Proposals will be received by Champaign County until the time and date shown on the cover page of this RFP, unless modified and announced by the County. Proposals received after the time set for closing will be go unconsidered.
7. Champaign County shall not be responsible for unidentified proposals.

8. Proposals may be withdrawn by bidder prior to, but not after, the time set for closing. Any proposal not so withdrawn shall constitute an irrevocable offer for a period of ninety (90) days.
9. Offers, amendments, or withdrawal requests must be received within the timeframe advertised for RFP closing to be considered timely filed. It is the bidder's sole responsibility to ensure that all documents are received by person (or office) before the time indicated by the County.
10. By submission of an offer, you are guaranteeing that all goods and services meet the requirements of the solicitation during the contract period.
11. The County discourages bidders from submitting as part of their bid any trade secrets or other commercial or financial information bidders would prefer to remain confidential after a final selection is made. Bidders must clearly mark as "Confidential" any part of their submission which they consider to be proprietary information that could be exempt from disclosure under 5 ILCS 140/1 et seq. (the Freedom of Information Act). If any part of a submission is designated as "confidential", the bidder must attach to that part a detailed explanation of how this information fits within one or more exemptions listed at 5 ILCS 140/7. Bidders are reminded that Illinois law presumes that all records in the custody or possession of a public body are presumed to be open to inspection or copying, and exemptions are narrowly construed; however, it is generally the practice of the County to cite the exemption described at 5 ILCS 140/7(h) regarding 'proposals and bids' when a FOIA request is made before the County has made a final selection (including final and formal approval of contract). The County will make its own legal determinations in every instance and owes no duty to bidders to notify, consult with, or obtain the consent of bidders before responding to any FOIA request.
12. The agreement or contract resulting from the acceptance of a proposal shall be on forms prepared by the bidder and approved by the County, and shall incorporate, as the minimum, this entire solicitation, all amendments, and the successful bidder's proposal. The County reserves the right to reject any contract that does not conform to this solicitation and any County requirements for agreements and contracts.
13. This solicitation does not commit Champaign County to award a contract, to pay any cost incurred in the preparation of a proposal or to procure a contract for the articles of goods or services. Champaign County reserves the right to accept or reject any or all proposals received as a result of this solicitation, to negotiate with all qualified bidders, or to cancel in part or in its entirety this solicitation if it is in the best interest of the County to do so. Champaign County reserves the right to interview any, all, or none of the respondents and to select who it feels is the most responsive consultant.
14. If awarded, this contract will be awarded to the bidder whose proposal is within the competitive range and determined to be in the best interest of Champaign County. The County reserves the right to reject all proposals received; and, in all cases, the County will be the only judge as to whether the proposal has, or has not, satisfactorily met the requirements of this RFP.
15. NON-APPROPRIATION: The contract shall include a rider that allows cancellation of contract without penalty if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year. Any contract approved by the County shall be conditioned by a "non-appropriation" clause containing the following or similar language:
"This contract is approved and funded contingent upon annual appropriations being established by the local governing body of Champaign County to provide funding necessary to meet the requirements of the contract. Such funding is approved on a fiscal year basis with the fiscal year

commencing January 1st and terminating December 31st of each year. For the contract to remain in effect, such appropriation must be approved on an annual basis throughout the term of the contract scheme. If an annual appropriation is not approved, the County shall not be held responsible for any liabilities beyond the remaining annual term prior to the new budget year.”

16. Failure to submit all required information may be determined as a non-responsive proposal.

17. Notice of Award will be posted on Champaign County’s website at www.champaigncountyil.gov.



Budget Amendments - 2025

Year	Dept	Appropriations	Revenue	GF	Grant	Desc
2025	Correctional Center	375,000.00	-	GF	non-Grant	Out of County Boarding
2025	Correctional Center	150,000.00	-	GF	non-Grant	Out of County Boarding
2025	Correctional Center	18,021.00	18,021.00	GF	Grant	Bureau of Justice Assistance Grant
2025	ROE	7,066.00	-	GF	non-Grant	ROE payment
2025	Sheriff	62,676.55	62,676.55	GF	Grant	Illinois Law Enforcement Training and Standards Board Grant
Total		612,763.55	80,697.55			5

* Current projected FY25 deficit is \$2,145,113

Susan W. McGrath
Champaign County Circuit Clerk



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

TO: Jennifer Locke, County Board Chair
Emily Rodriguez, County Board Vice-Chair
County Board Members
Steve Summers, County Executive
Michelle Jett, Director of Administration

FROM: Susan W. McGrath, Champaign County Circuit Clerk
Lori Hansen, Champaign County Court Administrator

RE: Budget Amendment
2025 Grant from the Illinois Court Technology Modernization Program

DATE: March 31, 2025

We have cooperatively applied on a yearly basis to the Illinois Supreme Court for monies available through their Court Technology Modernization Program. This year we have been notified we have been awarded \$82,216 for the purchase of Assistive Listening System replacement for the 11 courtrooms, and on-demand ASL interpretation services through Sorenson ASL service for the Circuit Clerk's Office.

Both Thompson Electronics and Sorenson Express were very helpful in identifying the equipment that would be the most useful to our patrons at the most reasonable cost. The ASL interpretative services are something the Clerk's office has not been able to provide previously, and the courtroom replacement was also a priority.

To receive and spend this money we need a budget amendment. This amendment is no cost to the County's general fund, and simply gives us the authority to spend the money and purchase the Assistive Listening System replacement for the 11 courtrooms, and the on demand interpretation services and equipment for the Circuit Clerk's office, utilizing the Circuit Clerk's budget to both receive and expend this grant money.

Attached you will find the Budget Amendment, and the grant approval for this equipment. Please don't hesitate to contact us if you have any questions in this regard. Thank you.

Journal Proof Report



Journal Number: 148 Year: 2025 Period: 3

Description: 2025tech

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2613-00-0215j-02-030-000-000-0000-400411-	STATE - OTHER (NON-MANDATORY)	IL Tech Grant Award			\$66869.00
BUA	2613-00-0280t-02-030-000-000-0000-800401-	EQUIPMENT	Assistive Listening System		\$66869.00	
BUA	2630-00-0215j-02-030-000-000-0000-400411-	STATE - OTHER (NON-MANDATORY)	IL Tech Grant Award			\$15347.00
BUA	2630-00-0254t-02-030-000-000-0000-501017-	EQUIPMENT LESS THAN \$5000	three iPads		\$1047.00	
BUA	2630-00-0254t-02-030-000-000-0000-502022-	OPERATIONAL SERVICES	ASL service by Sorenson		\$14300.00	
				Journal 2025/3/148	Total	\$82216.00
						\$82216.00

Fund: 2613 Court's Automation Fund & 2630 Circuit Clerk Operation & Admin

Dept: 030 Circuit Clerk

Reason: Appropriation of grant funds from the Illinois Court Technology Modernization Program.

Fund	Account Description	Debit	Credit
2613	COURT'S AUTOMATION FUND		
	2613-00-0146t-00-000-000-000-0000-300101-	BUDGETED REVENUES	\$66869.00
	2613-00-0146t-00-000-000-000-0000-300301-	APPROPRIATIONS	\$66869.00
		Fund Total	66869
2630	CIR CLK OPERATION & ADMIN		
	2630-00-0146t-00-000-000-000-0000-300101-	BUDGETED REVENUES	\$15347.00
	2630-00-0146t-00-000-000-000-0000-300301-	APPROPRIATIONS	\$15347.00
		Fund Total	15347



**ILLINOIS COURT TECHNOLOGY MODERNIZATION PROGRAM
FUNDING AGREEMENT**

This Funding Agreement, hereinafter "Agreement", is entered into by and between the county of Champaign, hereinafter "County", the Chief Circuit Judge and the Administrative Office of the Illinois Courts, hereinafter "AOIC", for the purpose of defining the responsibilities of the County and the AOIC in regard to the Illinois Court Technology Modernization Program.

The AOIC, on behalf of the Supreme Court of Illinois, will reimburse or make payment to the County with Fiscal Year 2025 Judicial Branch funding for technology goods/services to modernize local court systems.

The AOIC agrees to the following responsibilities:

- The AOIC will remit payment to the Illinois Comptroller's Office for the approved technology goods/services pursuant to the executed Funding Agreement.

The County agrees to the following responsibilities:

- By signing this agreement, the Chief Circuit Judge and County Treasurer, ensures the technology/resource requests are submitted for modernizing their local court system.
- Procure the approved technology goods/services listed on the Itemized Technologies Goods/Services Request, with funding per the Request Form. Any adjustments must be approved by the AOIC prior to making any purchases or procuring services.
- Will comply with the County's policies and procedures for the procurement of any approved technology goods/services.
- If requesting Reimbursement to the County (Option 1), the County will complete an Invoice Voucher, attach itemized vendor invoice(s), and proof of County payment, and forward all documents for payment.
- If requesting Payment to the County (Option 2), the County will complete an Invoice Voucher and attach vendor proposal/quotes(s) and forward all documents for payment. Once the goods/services are purchased, the County will forward paid invoice(s) and proof of County payment for reconciliation. If the payment received was more than the paid invoice(s), the County will return the over payment to the AOIC.

This Agreement may be terminated, by either party, for failure to comply with the provisions of this agreement. The AOIC reserves the right to audit the approved Funding Agreement.

This Agreement is effective upon signature of the Chief Circuit Judge, County Treasurer and the AOIC.

Chief Circuit Judge

County Treasurer

AOIC Financial Division

Cassandra "CJ" Johnson
Digitally signed by Cassandra "CJ" Johnson
Date: 2024.12.05 16:12:27 -06'00'

Signature

Signature

Signature

Randall B Rosenbaum

Cassandra R Johnson

Erin Moe

Print/Type Name

Print/Type Name

Print/Type Name

12/5/2024

12/5/2024

2/13/25

Date

Date

Date

ILLINOIS COURT TECHNOLOGY MODERNIZATION PROGRAM
Fiscal Year 2025
REQUEST FORM

PURPOSE AND SUBMISSION

The Administrative Office of the Illinois Courts (AOIC), on behalf of the Supreme Court of Illinois, seeks technology requests to modernize local court systems. The Program is offered with limited Fiscal Year 2025 Judicial Branch Funding for technology goods and/or services necessary to continue the Supreme Court's technology initiative.

Request due by: Monday, December 9, 2024 **Submit to:** technologymodernization@illinoiscourts.gov

APPLICANT INFORMATION

Judicial Circuit	<u>Sixth</u>	County	<u>Champaign</u>		
Name of Governmental Organization	<u>Champaign County</u>				
<i>If Funding is Approved, please identify the Name to appear on the Warrant/Check</i>					
Taxpayer Identification Number	<u>37-6006910</u>				
County Treasurer's Name	<u>Cassandra Johnson</u>				
Address	<u>Champaign County Administration Building, 1776 E. Washington St.</u>				
City/State/Zip Code	<u>Urbana</u>	<u>IL</u>	<u>61802</u>		
Telephone Number	<u>217-384-3743</u>	Email Address	<u>treasurer@co.champaign.il.us</u>		

FUNDING OPTIONS

The Approved funding will require the Chief Circuit Judge and the County Treasurer to enter into a Funding Agreement with the AOIC. Payment to the County will be made utilizing one of the following options.

Please check one option and enter the funding requested and attach an Itemized Technologies Goods/Services Request form listing the vendor's proposal/quote(s). The amount identified on the funding Request Form MUST equal the total on the Itemized Technologies Goods/Services Request form.

PLEASE CHOOSE ONLY ONE OPTION:

OPTION 1. **REIMBURSEMENT TO THE COUNTY:** The County MUST procure and make all payments for the Approved goods/services. The County MUST submit the Invoice Voucher, vendor invoice(s) with proof of County payment to seek funding reimbursement from the AOIC.

TOTAL AMOUNT OF FUNDING REQUESTED FOR OPTION 1: \$


OPTION 2. **PAYMENT TO THE COUNTY:** The Approved request for goods/services will be processed for payment to the County upon receipt of the Invoice Voucher along with the vendor's proposal/quote(s). The County MUST submit vendor invoice(s) with proof of County payment to the AOIC once all invoices are paid.

AOIC approved amount: \$82,216.00

TOTAL AMOUNT OF FUNDING REQUESTED FOR OPTION 2: \$

COUNTY TREASURER'S CERTIFICATION AND CHIEF CIRCUIT JUDGE'S APPROVAL

I, Cassandra Johnson, County Treasurer, to the best of my knowledge, do hereby certify that the information is correct and acknowledge that the Chief Circuit Judge has reviewed and approved this funding Request Form for modernizing their local court system.

<u>Cassandra "CJ" Johnson</u> <small>Digitally signed by Cassandra "CJ" Johnson Date: 2024.12.05 16:14:42 -06'00'</small>	<u>12/5/2024</u>		<u>12/5/2024</u>
County Treasurer's Signature/Authorized Designee	Date	Chief Circuit Judge's Signature/Authorized Designee	Date

AOIC APPROVALS

<u>Steph Robinson</u>	<u>02/04/2025</u>	<u>Erin Moe</u>	<u>2/13/25</u>
AOIC Technical Approval	Date	AOIC Financial Division Approval	Date

AOIC APPROVAL NO. TM25-038

TOTAL AMOUNT APPROVED \$82,216.00

**ILLINOIS COURT TECHNOLOGY MODERNIZATION PROGRAM
FISCAL YEAR 2025**

ITEMIZED TECHNOLOGIES GOODS/SERVICES REQUEST

Please identify the vendor name, proposal/quote number, priority level, purpose, and proposal/quote total. The itemized technologies goods/services request will be calculated automatically based on the identified proposal/quote totals. Please attach all proposals/quotes for each vendor listed below.

Vendor Name	Proposal/Quote Number	Priority Level	Purpose	Proposal/Quote Total	Approved (AOIC Use Only)
Thompson Electronics Company	334338PE	High	Assistive Listening System replacement - 11 courtrooms	66,869.00	\$66,869.00
Apple iPad	N/A	High	hardware to support Sorenson Express	1,047.00	\$1,047.00
Sorenson Express	CCC00112032024	High	on-demand ASL interpretation for courthouse walk-in customers	14,300.00	\$14,300.00
Fidlar Technologies	N/A	Medium	Digitization case types D, F, SC	425,285.24	Denied
Total:				\$ 507,501.24	\$ 82,216.00



Taking Technology to a Higher Level
Thompson Electronics Company

Champaign County Courthouse
RE: IR Assisted Listening Upgrade

11-22-24

Thompson Electronics Company is pleased to provide a quote to install a professionally engineered IR Assisted Listening solution for Champaign County's Main Courthouse courtrooms. We are offering this design based on our initial site visit in (2) courtroom with Lori Hansen on September 30, 2024.

Option 1 – (1) Courtroom at the Champaign County Courthouse-

These systems are based on Listen Technologies Infrared based Assisted listening systems. They have been selected based on the requests of the county during the site visit.

(1) Courtroom IR ALS system – equipment list

- (1) Listen LT-82-01 1-channel TX
- (1) Listen LA-140-GY 1 channel IR radiator (gray)
- (4) Listen LR-4200-IR backpack receiver
- (4) Listen LA-401 ear speaker
- (4) Listen LA-430 neckloop/lanyard
- (1) Listen LA-381-01 backpack charger
- Installation of new equipment
- (1) Programming changes
- (lot) LV cable(s) and (1) Freight

Thompson Electronics Company will be responsible for the following areas:

The following apply to all Sections listed above:

1. Program equipment in quantities listed above
2. Provide system testing and training
3. Provide Engineered Drawings and Submittals as required
4. Supply factory trained support as required.
5. Provide O/M Manuals per specifications.
6. Provide prevailing wage **FIRST SHIFT** IBEW labor.
7. Furnish the low-voltage cabling required to support systems as specified
8. Furnish and install all head end and field devices as shown on drawings
9. Provide all field and headend termination.

Please note the "Work By Others" and "Related Work" as it pertains to the work required of the Electrical Contractor or General Contractor to support the work of the Electronic Systems Contractor.

Customer will need to provide for the following areas of responsibility (if required):

1. Provide all necessary 120 VAC wiring, devices and connections for devices and equipment as indicated on the contract drawings.
2. Provide a climate controlled rack with space for our head end equipment.
3. Furnish all cutting, patching, touch-up painting required for the installation of the work
4. All taxes, permits, bonds, plan check fees, allowances and inspections (if required)
5. Provide final review of this proposal prior to acceptance and start of construction to be certain that the operation of the system meets the needs of the end users.
6. Provide coordination with other trades and users of the facility as needed to facilitate the installation of all devices included with this project.
7. Provide timely return of reviewed shop drawings (if applicable).

8. Provide notification and scheduling information in a timely fashion.
9. Provide one site contact for facility and system coordination and meetings prior to the start and over the span of this project as requested.
10. Provide additional compensation (if necessary) for additional material required to complete this project based on changes made by the owner or end users of the systems.
11. Provide uninterrupted access to the room for **FIRST** shift
12. Provide site contact to remain onsite during entire duration of installation

At the completion of the installation and testing, we will provide you with the following:

1. All complete operating manuals
2. Technical operating instructions to your appointed system operator.
3. A one-year warranty on the new equipment and installation of the new equipment against all defects except those caused by misuse or acts of God. Does not cover any OFE (owner furnished equipment or existing equipment) or any of the cabling installed by others.

DEPOSIT & PAYMENT TERMS

Thompson Electronics Company requires a 50% deposit upon acceptance, 25% due upon start with the remaining 25% due 30 days from substantial completion. Our published warranty statement applies to this project. Our full one-year warranty applies to this project. Our terms and warranty statement is incorporated into any agreement made concerning this project and will govern our work. Our standard terms and conditions are included at the end of this proposal or it may be viewed at any time from our web site: www.thompsonet.com. Our warranty covers only the labor and materials that our company supplies and/or installs. Our warranty specifically excludes existing field devices and wiring. System and item price quotes including cable are made for this specific project and are valid for 7 days from the date of this document. Following the stated 7-day time period we reserve the right to re-quote or adjust our prices as necessary.

NOTE: Any programming source code is property of Thompson Electronics and is not included in the cost of this proposal. This proposal, system design, and recommendations within this proposal are the property of Thompson Electronics Company and cannot be used in any way without direct written consent from a representative of Thompson Electronics Company. Pictures shown may not represent actual model number of part described. **All equipment specification sheets are available upon request.**

Acceptance: Champaign County –Courtroom IR ALS systems-
Project # 334338PE – No Sales Tax included

Option 1- Courtroom IR ALS system(per room)
& Installation per listed Terms,
Conditions and Scope of Work

\$6,079.00 ea.

Proposal total accepted: (Please total the items selected and indicate here) \$ _____
--

I am authorized to accept this proposal from your company. I have read this proposal and understand the function of the system, scope of work, terms. I agree with and accept all aspects of this proposal being offered by Thompson Electronics Company. I have indicated the base proposal being accepted above as well as those options that we desire added to the base proposal. I understand that materials and options offered in this proposal are offered as part of a total proposal and may or may not be purchased for the prices listed outside of this proposal. I understand that all price quotes made in this proposal are limited to this proposal and may expire 7 days from the date this proposal is made. I understand that this installation will in no way correct any existing defects of the existing system and that further or additional labor and materials may be required to correct pre-existing system problems. On signed receipt of this page Thompson Electronics Company will begin drawings, order material if/when directed and contact the indicated representative for project scheduling.

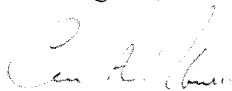
I accept this proposal and the terms and conditions expressed therein:

By: _____ Date: _____

Purchase Order (if required): _____
(To accept this proposal please sign and email to Carl Howell at carl.howell@thompsonet.com)

Thank you for requesting this proposal. Please contact me with any questions you may have and let me know how I may be of further assistance to you.

Best Regards,



Carl A. Howell CTS-D, CTS-I
Director of AV Technology
Thompson Electronics Company
carl.howell@thompsonet.com

TERMS AND CONDITIONS OF SALE

Thompson Electronics Company

905 South Bosch Road • Peoria Illinois 61607 • www.thompsonet.com
voice 309.697.2277 • fax 309.697.3337 • License # 127-000536

- 1. CONTRACT PRICE** Buyer shall pay Thompson Electronics Company for the performance of the work, subject to the additions and deductions by Change Order, the agreed upon Contract Price. Prices are valid only up to the validity date of the quotation or 7 days unless stated otherwise.
- 2. PROGRESS PAYMENTS** Based upon requests for payment submitted by Thompson Electronics Company, buyer shall make monthly progress payments on account of the Contract Price to the contractor based upon the value of stored materials and the work completed each month. If necessary, request for progress payment submitted to buyer by Thompson Electronics Company shall be accompanied by a Contractor's Sworn Affidavit and fully executed lien waivers from all subcontractors for whom payment is being requested by Thompson Electronics Company.
- 3. PAYMENT TERMS** Payment terms to buyers of satisfactory credit are: NET 30 Days from Date of Invoice. Payment should be sent to "remit to" address on invoice. Delinquent invoices or portions thereof are subject to a service charge of 1.5% per month until paid (or the legal maximum allowable in the Buyer's state.) Overdue and delinquent account balances are subject to being placed for collection. Buyer shall pay all expenses incurred including collection fees, court costs, and reasonable attorney fees. If Buyer's account is overdue, Buyer agrees that Thompson Electronics Company may offset the account balance or any portion thereof against any funds due Buyer by Thompson Electronics Company. Orders from corporations to be shipped on open account must be confirmed with written purchase orders. All shipments are FOB Peoria, Illinois. Prepay Terms: New customers without previous history with Thompson Electronics Company, must pay by wire transfer, certified check, credit card or cash for product needed to be shipped immediately. New Buyers may pay by a personal or buyers check, but the order may be held for a period of up to two weeks for check clearance. Established buyers will have orders processed immediately. A credit application on file will be very helpful in expediting orders whether on account or COD, and we request that all buyers fill one out for us as soon as possible even if they intend to deal on a COD basis. *VISA/MC Buyers:* Customer may choose to pay account balances or for orders placed by using visa or MasterCard. Please contact our office in advance of order for details. COD Terms: COD's for up to \$300.00 can be paid by company check. For invoicing exceeding \$300.00. Thompson Electronics Company requires payment by cash or certified check, until a Buyer has established a good payment history with Thompson Electronics Company. Orders for custom fabricated materials are accepted as prepaid orders only and not subject to cancellation.
- 4. TAXES** Thompson Electronics Company's prices are exclusive of brokerage fees, duty or taxes of any type unless specified and noted otherwise. Any taxes of any type applicable to any purchases from Thompson Electronics shall be borne by the Buyer. Buyer shall provide Thompson Electronics Company with a current tax exemption certificate acceptable to the taxing authorities in the state, province or nation in which the merchandise is to be delivered, if said purchase is tax exempt. It is the buyer's responsibility to report the tax status to Thompson Electronics Company of any purchase made here in. All tax liability and the duty to pay such taxes shall be the Buyer's responsibility.
- 5. TITLE** passes from Thompson Electronics Company to the Buyer and risk of loss is borne by the Buyer when product is delivered to the carrier at the FOB point stated herein. All reports of, and claims for damage resulting from or incurred in transportation must be filed with carrier by Buyer.
- 6. LIMITED WARRANTY UNLESS WRITTEN OR SPECIFIED OTHERWISE, OUR WARRANTY IS AS FOLLOWS:**
Material only Purchases (Includes projects where Thompson Electronics Company provides final termination labor only.)
The warranty period is one year from date of final invoice, unless stated differently by the manufacturer. This warranty does not cover after hour emergency service calls. The buyer is responsible for removing and reinstalling material suspected to be defective and incurs all expenses thereof. Prior to returning material, the buyer must obtain a return authorization from Thompson Electronics Company. Shipping must be prepaid.
There will be no equipment repair charge, other than shipping charges, and service labor (if on-site labor is required) for material determined by the manufacturer to be defective from the factory. Thompson Electronics Company will go to the buyer's location for diagnosis or problem inspection of material suspected to be defective if requested. Service labor rates will apply. Thompson Electronics Company's obligation under this warranty is limited to the repair or replacement of defective material. Thompson Electronics Company will not be responsible for subsequent damages resulting from the defect in the material. This warranty does not cover material, which has been damaged by acts of nature, accident, abuse, misuse, or has been improperly stored, installed, or serviced.
- 7. Material and Installation Purchases** (Does not include projects where Thompson Electronics Company makes only final connections at panels or final checkout of system. See warranty for material only purchases.) The warranty period is one year from date of final invoice, unless stated differently by the manufacturer. This warranty does not cover after hour's emergency calls. Installations made by Thompson Electronics Company are warranted for one year from date of final invoice. It is the buyer's responsibility to notify Thompson Electronics Company of problems relating to the proper installation of the material within one year. Should the buyer elect to remove suspected defective material himself, a return authorization is required prior to returning equipment to Thompson Electronics Company. There will be no repair charge, other than shipping charges, for material determined by the manufacturer to be defective from the factory. Thompson Electronics Company's obligation under this warranty is limited to the repair or replacement of defective material. Thompson Electronics Company will not be responsible for subsequent damages resulting from the defect in the material. This warranty does not cover material, which has been damaged by acts of nature, accident, abuse, misuse, or has been improperly stored or serviced.
- 8. BUYER'S PURCHASE ORDER – CONFLICT OF TERM** In the event the Buyer shall submit purchase orders and the written terms of which are at variance or conflict with the terms and conditions of sale contained herein, such purchase order terms shall have no effect to the extent that they may conflict and the Thompson Electronics Company terms and conditions of sale shall prevail.
- 9. DELIVERY** Deliveries shall be subject to and contingent upon timely receipt of order by Thompson Electronics Company, together with Buyer qualification of credit requirements, and Thompson Electronics Company shall not be liable for failure to meet required delivery due to credit clearance requirements, or causes beyond its control, including without limitation, unavailability of product from Thompson Electronics Company's source of supply, strikes and other labor difficulty, riot, war, fire, delay or default of common carrier, or other delays beyond Thompson Electronic Company's reasonable control. Unless otherwise instructed, Thompson Electronics Company will choose the most economical means and routing consistent with the requirements and type of product involved. Goods are packed for shipment in accordance with standard commercial practice of Thompson Electronics Company

10. DISCREPANCY CLAIMS – FAILED DELIVERY CLAIMS Merchandise is shipped FOB shipping point and risk of loss due to damage or shortage or non-delivery due to carrier fault lies with the Buyer. All claims for damage or shortages should be made by Buyer upon receipt of material and filed with the carrier handling the shipment. Claims stemming from discrepancies between invoiced descriptions or quantities and actual product received by Buyer due to error by Thompson Electronics Company must be made in writing thirty (30) days of invoice date. Any such claim not presented within the time limit specified will be waived and actual delivery of invoiced descriptions or quantities will be conclusively presumed. Any Buyer who wishes to dispute a delivery of merchandise may make written request upon Thompson Electronic Company for carrier's proof of delivery within thirty (30) days from date of invoice. Failure by Buyer to request such proof of delivery within the 30-day time period will result in a waiver of Buyer's right to raise the issue of delivery and thereafter delivery will be conclusively presumed.

11. RETURNED MATERIAL No product or equipment of any kind shall be returned without prior approval and specific shipping instructions from Thompson Electronics Company. No returns are permitted on custom ordered material.

12. RESTOCK CHARGE Unless otherwise agreed, a restock charge will be assessed upon the return of products because of buyer ordering error or when the product has suffered damage while in buyer's possession, or late cancellation of order, custom ordered, or when assessed by the manufacturer.

13. ALTERATION OF TERMS AND CONDITIONS No alteration or waiver of the terms contained herein shall be effective unless such authorization or waiver is in writing signed by a duly authorized Thompson Electronics Company officer.

14. PRESUMPTION AS TO AUTHORITY OF BUYER'S PERSONNEL Thompson Electronics Company assumes and is entitled to rely upon the apparent authority of all Buyer's employees and agents in placing orders under Buyer's account.

15. CHANGE OF BUYER'S NAME OR ADDRESS; REORGANIZATION Buyer hereby agrees to notify Thompson Electronics Company's Credit Department in writing of any changes of name or address, or of any corporate reorganization or change of ownership, or a change of name or location of the Buyer. All Agreements made and in force with previous owners, partners or business units shall remain intact until formally cancelled. All obligations of the previous ownership shall be borne by the new ownership.

16. ACCEPTANCE OF SALES ORDERS All sales are subject to acceptance and no sales are final until accepted by Thompson Electronics at its principal place of business: 905 South. Bosch Road. Peoria, Illinois.

17. ASBESTOS/HAZARDOUS WASTE Nothing in this Agreement shall impose liability on Thompson Electronics Company for claims, lawsuits, expenses or damages arising from or in any manner related to, the exposure to or the handling, manufacture or disposal of, asbestos, asbestos products or hazardous waste in any of its various forms, as defined by the EPA. The Buyer shall indemnify and hold harmless Thompson Electronics Company from all claims, damages, losses and expenses, including attorney's (s') fees arising out of or resulting there from.

18. LIABILITY LIMITATIONS AND FORCE MAJEURE a.) Apart from any other terms herein limiting Thompson Electronics Company's liability, Thompson Electronics Company in no event shall be liable to buyer for any incidental, indirect, consequential, punitive or special damages relating in any manner of buyer's purchases from Thompson Electronics Company, or any other aspect of the parties' business relationship, even if advised of the possibility of same by the other party. b.) Apart from any other terms herein excusing Thompson Electronics Company's performance, Thompson Electronics Company shall be excused from any failure or delay in performance, if caused in whole or in part by a "force majeure", which shall include any inability to obtain materials (finished or otherwise) from usual sources of supply, transit failure or delay, labor disputes, governmental laws, orders or restrictions, fire, flood, hurricane or other acts of nature, accident, war, civil disturbance, or any other cause(s) beyond Thompson Electronics Company's reasonable control. The time within which Thompson Electronics Company may timely perform shall be extended during the entire period of any force majeure. c.) The Buyer agrees to limit Thompson Electronics Company's liability to the Buyer and to all construction contractors and subcontractors or other parties on the project due to Thompson Electronics Company's professional negligent acts, errors or omissions such that the total aggregate liability to all those named shall not exceed Thompson Electronics Company's total fee for services rendered under this Agreement. d.) Thompson Electronics Company's liability shall further be limited to liability for its own and sole negligence, errors or omissions alone, and not for any actions by others of or in conjunction with others, including architects, individuals, buyer's representatives, construction contractors or sub-contractors; and Thompson Electronics Company shall have no joint or several liability with any such parties, regardless of such parties' insured status and ability to satisfy claims, and Buyer agrees to hold Thompson Electronics Company harmless against such joint or several claims.

19. REUSE OF DOCUMENTS all documents including drawings and specifications furnished by Thompson Electronics Company pursuant to this Agreement are instruments of services in respect to the project. They are not intended or represented to be suitable for reuse by the Buyer or others on extensions of this project on any other project. Any reuse without specific written verification or adaptation by Thompson Electronics Company will be at Buyer's sole risk and without liability or legal exposure to Thompson Electronics Company and Buyer shall indemnify and hold harmless Thompson Electronics Company from all claims, damages, losses and expenses including attorney's fees arising out of or resulting there from. Any such verification or adaptation will entitle Thompson Electronics Company to further compensation. All proposal documents and drawings represent intellectual property originated and developed by Thompson Electronics Company. Any use of these documents other than as named by Thompson Electronics Company may be considered as theft of intellectual property and may result in legal action against those converting said property.

20. CANCELLATION/TERMINATION Following acceptance by Thompson Electronics Company, the Buyer's purchase order may only be cancelled or shipments delayed with the consent of Thompson Electronics Company. Should Thompson Electronics Company consent to a request by the Buyer to stop work or to cancel the whole or any part of an order, the Buyer shall make payments to Thompson Electronics Company as follows: a.) Any and all work that can be completed within ten (10) days from date of notification to stop work on account of cancellation shall be completed shipped and paid in full. b.) For work in process, any materials and supplies procured or for which definite commitments have been made by Thompson Electronics Company in connection with the order. c.) Buyer shall pay Thompson Electronics Company fees for all services rendered to the date of termination and later dates as related to such cancellation, and further pay all expenses including engineering labor, site labor, and shop labor and reimbursable termination expenses, including freight, handling, material restocking charges and reasonable attorney's fees and costs.


21. MISCELLANEOUS This document shall be governed by the laws of the State of Illinois. In the event that any part of this document is held invalid by any court of competent jurisdiction, the remainder of the Agreement shall remain in full force and effect.


22. FORUM FOR DISPUTES Any litigation which buyer may desire to institute against Thompson Electronics Company relating directly to any business dealings between the parties must be filed before a court of competent jurisdiction in Peoria, Illinois. Buyer consents irrevocably to the jurisdiction of the Peoria County or Federal Courts over its person in the event that Thompson Electronics Company elects to institute litigation against buyer in Illinois relating to any such matters. In such event, service of process may be made by certified mail, air courier, or any other method permitted under Illinois Law.

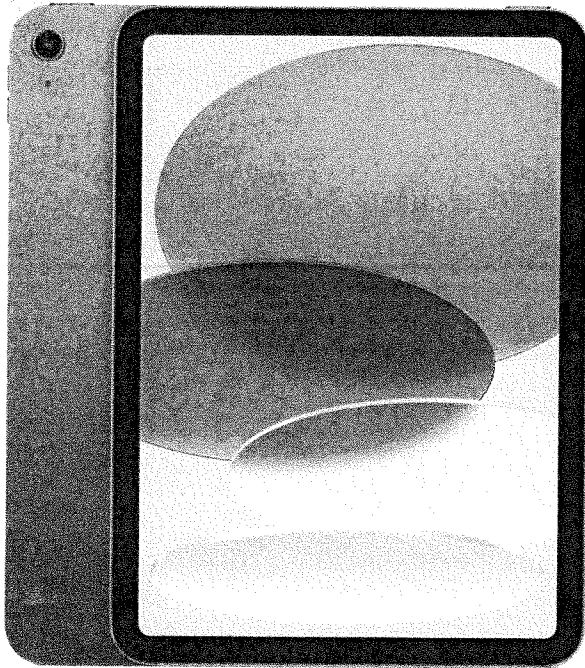
23. EXECUTION This agreement is considered in force when agreement to purchase has been made by the Buyer and accepted by Thompson Electronics Company.

Buy iPad

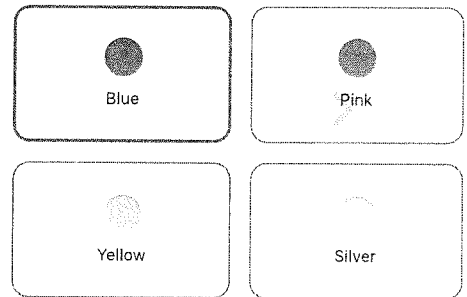
\$349.00 or \$29.08/mo. for 12 mo.*

Now through January 15, get extra trade-in credit.* 

Get 3% Daily Cash back with Apple Card. 



Finish. Pick your favorite color.



iPad

\$349.00 or \$29.08/mo. for 12 mo.*

Delivers to:




Unavailable for 2-hr delivery



Tomorrow (Free)



Pick up Today at

 Now through 12/8, Apple is donating \$5 to the Global Fund for every purchase made with Apple Pay at Apple.*

Your bag total is \$1,112.44.

Free delivery and free returns.

Check Out with Apple Pay

Check Out

Now through 12/8, Apple is donating \$5 to the Global Fund for every purchase made with Apple Pay at Apple.*




10.9-inch iPad Wi-Fi 64GB -
Blue

3 


\$1,047.00


[Remove](#)

 **Add AppleCare+ for iPad (10th generation) for \$69.00**



[Add](#)


- Unlimited repairs for accidental damage protection
- Apple-certified service and support
- Express Replacement Service — we'll ship you a replacement so you don't have to wait for a repair
- 24/7 priority access to Apple experts
- Coverage for your iPad, Apple Pencil, and Apple keyboard, all for a single price

[Learn more](#) 

 **Add free engraving**

[Add](#)

 Order by 4 p.m.. Delivers to 61820^{††} 
Tomorrow — Free

 Order now. Pick up, in-store:
Today at [Apple Orland Square Mall](#)

Subtotal	\$1,047.00
Shipping	FREE
 Estimated tax for: 61820 ^{††} 	\$65.44

Total **\$1,112.44**

Get Daily Cash with Apple Card

Check Out with Apple Pay

Check Out

Customer Name: Champaign County Courthouse
 Customer Primary Address: 101 E. Main St Urbana IL 61801
 Quote Number: CCC00112032024
 Quote Effective Start Date: 12/3/24
 Quote Effective Expiration Date: 1/2/25

The rates below are stated in US Dollars

Quote Summary	
Proposed Term (months)	12
Invoice Cadence	Monthly
Subscription Services Total	\$13,800
Specialty Services Total	\$0
Services Total	\$13,800
One Time Account Set Up Fee (Due at Signature)	\$500
Quote Total *	\$14,300

Service Details		
Service Type	Service	Descriptions*
Specialty	Scheduled VRI	Hourly Rate: \$155
Subscription	Sorenson Express Essential	Monthly Subscription Amount: \$1,150 Monthly Usage**: 5 hours Overage Rate: \$300 per hour
Set Up Fee	Sorenson Express Essential	\$500
<p>**Notwithstanding anything to the contrary in the Service Descriptions, any unused Monthly Usage will continue to roll-over to subsequent months, but will not roll-over if unused at the end of the Service Order Term.</p>		

*The rates above do not include overages, travel, or additional fees set forth in the Additional Service Terms, which will apply, as applicable.

Susan W. McGrath

From: M.C. Neal
Sent: Tuesday, December 3, 2024 12:36 PM
To: Susan W. McGrath
Subject: RE: Champaign IL - Circuit Clerk Scan Project

Follow Up Flag: Follow up
Flag Status: Flagged

Added.

M.C. Neal
Chief Information Officer
Champaign County

From: Susan W. McGrath <smcgrath@champaigncountyil.gov>
Sent: Tuesday, December 3, 2024 12:14 PM
To: M.C. Neal <mc.neal@champaigncountyil.gov>
Subject: RE: Champaign IL - Circuit Clerk Scan Project
Importance: High

Could you please add to this snip the From line so that I can prove this is a quote from Fidar? Thanks! Susan

From: M.C. Neal <mc.neal@champaigncountyil.gov>
Sent: Tuesday, December 3, 2024 12:12 PM
To: Susan W. McGrath <smcgrath@champaigncountyil.gov>
Subject: FW: Champaign IL - Circuit Clerk Scan Project

Susan,

Again, sorry for delay in forwarding this along/was out of office last week. Once you have reviewed, please let me know either: a) how many boxes you believe would be scanned or b) what would be the not to exceed amount and I'll re-engage/will work on getting a formal quote.

Thanks,

M.C. Neal
Chief Information Officer
Champaign County

From: Danielle Westerfield DanielleW@fidlar.com
To: M.C. Neal <mc.neal@champaigncountyil.gov>
Subject: FW: Champaign IL - Circuit Clerk Scan Project

CAUTION: External email, be careful when opening.

M.C.,

we have put together a per-box quote of \$521.42 per box. However, this does not include the Transportation and PM fees associated with the project. I am providing you with a preliminary idea of what we are looking at in terms of pricing.

Here is the Fidlar Price for these services (And there will be a contract PM fee that is not included into the pricing below):

\$521.42 per box (12" Linear Files) to Prep, Scan & Single Index

\$7,428.57 per Trip to Pack Media & Transport to Saginaw, MI (up to 180 boxes per trip)

\$4,857.14 per Trip to Return Transport Media to County (up to 180 per trip)

In terms of creating an actual contract, it would be ideal if we could know how much money is allocated for this project and/or how many boxes the county wants to do. With the per-trip cost of up to 180 boxes and the per box cost, I am not able to make an exact contract unless :

1. We could create an open-ended contract if you would like to. Should you decide to do this, we could put in language that says, "Do not exceed the amount of \$xxxxxx." I would just need to know what that X is.
2. If you know how many boxes she wants, I can write a contract based on the prices above. Again, the number of boxes will determine how many "trips" are needed, which will alter the price.

I hope this makes sense. Just a little bit more information would be helpful to create the actual agreement. I am available to answer any questions you may have. Please feel free to call me directly if you would like.

Thanks M.C.



Search County Records Online with [Tapestry!](#)
Protect your most valuable investment with [Property Fraud Alert!](#)

Susan W. McGrath

From: Isak Griffiths
Sent: Thursday, December 5, 2024 9:43 AM
To: Susan W. McGrath
Subject: D, F, SC estimate December 2024
Attachments: Dec 2024 digitization quote from Fildar -- D F SC only.xlsx

Calculating the number of Fildar Loads

	34" boxes	Linear inches	12" boxes	Loads (180 boxes)
D	104	3536	294.7	1.64
F	109	3706	308.8	1.72
SC	47	1598	133.2	0.74
	260	8840	736.67	4.09

round down to 4 boxes

Calculating the cost of D, F, SC digitization

Load/Trip	# Boxes	Digitization	Pack & Ship	Return Ship	Total per Load
Load 1	180	\$93,855.60	\$7,428.57	\$4,857.14	\$106,321.31
Load 2	180	\$93,855.60	\$7,428.57	\$4,857.14	\$106,321.31
Load 3	180	\$93,855.60	\$7,428.57	\$4,857.14	\$106,321.31
Load 4	180	\$93,855.60	\$7,428.57	\$4,857.14	\$106,321.31
	720	\$375,422.40	\$29,714.28	\$19,428.56	\$425,285.24

Dec 2024 estimate of Fildar's digitization of D, F, and SC cases more than 4 or 5 years old

Calculating the number of Fildar Loads

	34" boxes	Linear inches	12" boxes (180 boxes)	
D	104	3536	294.7	1.64
F	109	3706	308.8	1.72
SC	47	1598	133.2	0.74
	260	8840	736.67	4.09

round down to 4 boxes

Calculating the cost c

Load/Trip	# Boxes
Load 1	180
Load 2	180
Load 3	180
Load 4	180
	720

Estimated cost of digitization is \$521.42 per box, plus packing and transport.

A "box" is defined as 12" of linear shelf space.

of D, F, SC digitization

Digitization	Pack & Ship	Return Ship	Total per Load
\$93,855.60	\$7,428.57	\$4,857.14	\$106,321.31
\$93,855.60	\$7,428.57	\$4,857.14	\$106,321.31
\$93,855.60	\$7,428.57	\$4,857.14	\$106,321.31
\$93,855.60	\$7,428.57	\$4,857.14	\$106,321.31
\$375,422.40	\$29,714.28	\$19,428.56	\$425,285.24



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

Memorandum

Date: March 25, 2025

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

From: Lisa Benson, Community Services Director

RE: Additional Emergency and Transitional Housing (ETH) Support

ETH Renovation/Supplies

The Illinois Department of Human Services provided a one-time funding opportunity to current Emergency & Transitional Housing Providers for the purchase of new equipment to improve shelter facilities so that the program can better serve program participants. RPC currently manages the Emergency Shelter for Families with the support of ETH funds. This one-time funding will support purchases of furnishings, bedding, and kitchen and bath supplies for eight 2-bedroom apartment units used for emergency shelter of families with minor children, to ensure that the program can better serve families who are homeless or at imminent risk of becoming homeless. Furnishings include bed sets, tables and dressers to replace furnishings currently in disrepair. Bedding includes new blankets, sheets, linens and pillows for shelter units as well as air mattresses to support additional beds for units when family composition exceeds available beds within the unit. Kitchen items include microwaves, dinnerware, silverware, cookware, utensils, towels, storage containers and trash cans to support the cooking, health and sanitation needs of families in shelter units. Bath items include towels, shower curtain liners and toilet brush holders to support shelter unit health and basic hygiene needs for families.

County Board approval of the grant and accompanying budget amendment is requested. Thank you for your consideration.

Champaign County Regional Planning Commission

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

Journal Proof Report



Journal Number: 342 Year: 2025 Period: 3

Description: 632 BUA

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2075-00-0251c-06-100-000-000-0000-501019-	OPERATIONAL SUPPLIES	632 Budget Amendment		\$5,000.00	
BUA	2075-00-0251c-06-100-000-000-0000-501008-	MAINTENANCE SUPPLIES	632 Budget Amendment		\$5000.00	
BUA	2075-00-0251c-06-100-000-000-0000-501017-	EQUIPMENT LESS THAN \$5000	632 Budget Amendment		\$6,880.00	
BUA	2075-00-0251c-06-100-000-000-0000-400407-	STATE - PUBLIC WELFARE	632 Budget Amendment			\$16,880.00
				Journal 2025/3/342	Total	\$16880.00
						\$16880.00

Fund: 2075 Regional Planning Commission

Dept: 100 Regional Planning Commission

Reason: Appropriation of additional Emergency and Transitional Housing Support grant funds.

Fund	Account Description	Debit	Credit
2075	REGIONAL PLANNING COMMISSION		
	2075-00-0146t-00-000-000-000-0000-300101-	BUDGETED REVENUES	\$16880.00
	2075-00-0146t-00-000-000-000-0000-300301-	APPROPRIATIONS	\$16880.00
		Fund Total	16880
			16880



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

Agreement Numbers. N/A

State Agency Illinois Department of Human Services

FY. 2025

Grantee CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION

Notice of Funding Opportunity (NOFO) Number. N/A

Data Universal Number System (DUNS) Number 097322861

FEIN 376006910

Catalog of State Financial Assistance (CSFA) Number 444-80-0659

CSFA Short Description. ETH TAX WRITE IN

Catalog of Federal Domestic Assistance (CFDA) Number see linked Agreement Exhibit-A

CFDA Short Description. see linked Agreement Exhibit-A

Section A: State of Illinois Funds

REVENUES	Total
State of Illinois Requested:	\$16,880.00
Budget Expenditure Categories	
1. Personnel (200.430)	N/A
2. Fringe Benefits (200.431)	N/A
3. Travel (200.475)	N/A
4. Equipment (200.439 and 200.436(a))	N/A
5. Supplies (200.1 and 200.453)	\$16,880.00
6. Contractual Services/Subawards (200.318 and 200.1)	N/A
7. Consultant (200.459)	N/A
8. Construction	N/A
9. Occupancy - Rent and Utilities (200.465 and 200.436(a))	N/A
10. Research and Development (R & D) (200.1)	N/A
11. Telecommunications	N/A
12. Training and Education (200.473)	N/A
13. Direct Administrative Costs (200.413)	N/A
14. Other or Miscellaneous Costs	N/A
15. Grant Exclusive Line Item(s)	N/A
16. Total Direct Costs (add lines 1-15) (200.413)	\$16,880.00
17. Indirect Cost (200.414)	N/A
Rate %: N/A	
Base: N/A	
18. Total Costs State Grant Funds Lines 16 and 17 MUST EQUAL REVENUE TOTALS ABOVE	\$16,880.00

Note: Total may be adjusted for rounding.

3



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

Agreement Numbers. N/A

State Agency Illinois Department of Human Services

FY. 2025

Grantee CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION

Notice of Funding Opportunity (NOFO) Number. N/A

Data Universal Number System (DUNS) Number 097322861

FEIN 376006910

Catalog of State Financial Assistance (CSFA) Number 444-80-0659

CSFA Short Description. ETH TAX WRITE IN

Catalog of Federal Domestic Assistance (CFDA) Number see linked Agreement Exhibit-A

CFDA Short Description. see linked Agreement Exhibit-A

5). Supplies (200.1 and 200.453)

List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Item	Quantity/Duration	Cost Per Item	Supplies Cost
Twin Bed Sets	2.000	\$350.000	\$700.000
Microwaves	8.000	\$100.000	\$800.000
Dressers	16.000	\$200.000	\$3,200.000
Bedside Tables	16.000	\$100.000	\$1,600.000
Air Mattresses (Twin Size)	2.000	\$100.000	\$200.000
16 Piece D+A1:E12	2.000	\$100.000	\$200.000
Air Mattresses (Queen Size)	2.000	\$125.000	\$250.000
Bed Sheets (Full Size w/2 Pillow Cases)	6.000	\$25.000	\$150.000
Bed Sheets (Twin Size w/2 Pillow Cases)	24.000	\$20.000	\$480.000
Pillows (Set of 2)	24.000	\$25.000	\$600.000
Fleece Blankets (Full Size)	6.000	\$30.000	\$180.000
Fleece Blankets (Twin Size)	24.000	\$20.000	\$480.000
16-Piece Dinnerware Sets	24.000	\$40.000	\$960.000
Silverware Sets	24.000	\$20.000	\$480.000
Pots, Pans & Utensils	24.000	\$80.000	\$1,920.000
Glass Food Storage Containers	24.000	\$60.000	\$1,440.000
Kitchen Trash Cans	24.000	\$25.000	\$600.000
Bath Towel Sets	48.000	\$30.000	\$1,440.000
Kitchen Towels	24.000	\$20.000	\$480.000
Toilet Brush/holders	24.000	\$15.000	\$360.000
Shower Curtain Liners	24.000	\$15.000	\$360.000
State Total			\$16,880.00
Non-State: Item data NOT entered for this category			
Non-State Total			
Total Supplies			\$16,880.00

Supplies Narrative (State):

34

Funds will be used to purchase furnishings, bedding, and kitchen and bath supplies for emergency shelter units to ensure that the program can better serve families who are homeless or at imminent risk of becoming homeless. Furnishings include bed sets, tables and dressers to replace furnishings currently in disrepair. Bedding includes new blankets, sheets, linens and pillows for shelter units as well as air

CHAMPAIGN COUNTY HIGHWAY DEPARTMENT

JEFF BLUE
COUNTY ENGINEER

1605 E. MAIN STREET

(217) 384-3800
FAX (217) 328-5148

URBANA, ILLINOIS 61802

3/26/25

Memo Regarding Budget Amendment to County Highway Fund for Solar Panels

A contract was awarded on February 20, 2025, to Ruyle Mechanical Services Inc. for the installation of solar panels at the Champaign County Highway Department. The contract amount is \$483,493.00 and the work on the project should be complete by the end of this fall. Even though the majority of the money will come back over the next 7 years in rebates and incentives, the highway department must front the initial investment. Therefore, I am requesting a budget amendment to the Highway Fund (2083-060) for \$500,000 from the fund balance and credited to our Capital Expenditure line 800401 to be used to pay the initial cost of the solar panels.

Sincerely,



Jeff Blue, P.E.
Champaign County Engineer

Journal Proof Report



Journal Number: 407 Year: 2025 Period: 3

Description: SOLAR PANL

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2083-00-0280t-07-060-000-000-0000-800401-	EQUIPMENT	INCREASE FOR SOLAR PANELS		\$500000.00	
			Journal 2025/3/407	Total	\$500000.00	\$0.00

Fund: 2083 County Highway

Dept: 060 Highway

Reason: Initial investment for the Highway Department Solar Panels.

Fund	Account Description	Debit	Credit
2083	COUNTY HIGHWAY		
	2083-00-0146t-00-000-000-000-0000-300301-		\$500000.00
	2083-00-0146t-00-000-000-000-0000-300703-	\$500000.00	
		Fund Total	500000
			500000



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

TO: Elly Hanauer-Friedman, Finance Committee Chairperson

FROM: Kait Kuzio, Grant Coordinator

DA: April 3, 2025

RE: Budget Amendment

The purpose of this MEMO is to request a Budget Amendment to appropriate \$15,000.00 from the opioid settlement fund balance to allow for expenditure of funds in FY25 to Champaign Urbana Public Health District for harm reduction.

These funds will support programs and services for opioid-impacted individuals and communities in Champaign County as prioritized and recommended by the Champaign County Opioid Settlement Task Force and Champaign County Board.

Increased Expense: \$15,000.00

Thank you for your consideration and support.

Journal Proof Report



Journal Number: 33 Year: 2025 Period: 4

Description: Op Sett 25

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2680-00-0251a-01-075-000-103-0000-502025-	CONTRIBUTIONS & GRANTS	Opioid Settlement fy25 approp		\$15000.00	
			Journal 2025/4/33	Total	\$15000.00	\$0.00

Fund: 2680 Opioid Settlement Fund

Dept: 075 General County

Reason: Appropriation of funds to support programs and services for opioid-impacted individuals and communities as prioritized by the Opioid Settlement Task Force

Fund	Account Description	Debit	Credit
2680	OPIOID SETTLEMENT FUND		
	2680-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS		\$15000.00
	2680-00-0146t-00-000-000-000-0000-300703- BUDGETARY FUND BALANCE	\$15000.00	
	Fund Total	15000	15000

RESOLUTION NO.

AUTHORIZING INTERFUND LOANS FROM FUND RESERVES TO OTHER FUNDS

WHEREAS, The Champaign County Board has created, maintained and administered fund reserves within individual funds for operations, capital and debt service purposes; and

WHEREAS, the County Board may make interfund loans available to any Fund from other Fund(s) as available and unrestricted to cover temporary fund balance shortfalls of accounting periods should the need arise. It has been determined that at the end of the Fiscal Year, certain funds of Champaign County will on occasion require the transfer of monies into said fund(s) in order cover these temporary fund balance shortfalls.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County, that the County Auditor is hereby authorized and directed to make the following interfund loans in the amount needed to cover these temporary fund balance shortfalls.

TO: Fund 2109 Indoor Climate Resources Agency	\$ 71,207.96
TO: Fund 2110 Workforce Development	\$ 128,405.05
FROM: Fund 2075 Regional Planning Commission	\$ 199,613.01
TO: Fund 2628 Election Assist/Accessibility	\$ 102,539.36
FROM: Fund 1080 General Corp	\$ 102,539.36

Further, the County Auditor is directed to make the necessary entries to effect this change. Said loans are to be repaid at the earliest possible time sufficient funds are available to effect partial to full reimbursement. In no case shall any reimbursement take longer than the current fiscal year.

PRESENTED, ADOPTED, APPROVED AND RECORDED this 24th Day of April, 2025.

Steve Summers, County Executive

ATTEST: _____
Aaron Ammons, County Clerk



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

MEMORANDUM

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

From: **Travis Woodcock, Budget Director**

Date: April 15, 2025

Re: Year End Transfer to Balance Overdrawn Lines for FY2024

Resolution No 2025-96 was passed to authorize the County Executive’s Office to reconcile the overdrawn lines for FY2024. In addition to the balancing entries submitted at the March 20, 2025 meeting, two final items were identified that needed reconciled.

A budget amendment was entered on March 25, 2025 to adjust the following accounts:

<u>TRANSFER TO ACCOUNT</u>	<u>AMOUNT</u>	<u>TRANSFER FROM ACCOUNT</u>
Fund 1080 General Corp; Department 022 County Clerk 500105 TEMPORARY STAFF	4,503.00	Fund Balance
Fund 1080 General Corp; Department 040 Sheriff 500103 REGULAR FULL-TIME EMPLOYEE	270.03	501003 BOOKS, PERIODICALS, AND MANUALS

Attached to this memorandum is a summary page detailing the final entry, which has been entered into Munis by the County Executive’s Office.

JOURNAL INQUIRY

YEAR PER	JOURNAL SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	DEBIT	CREDIT	OB
2024	12	1466	BUA	12/31/2024	03/25/2025	YE Trxfr	brakat	1	N	Hist	2024		
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION					
1	10000135	500105					YE Transfer from Fund Bala				242.68		
2	1080-00-0251c-01-022-000-000-0000-500105-						TEMPORARY STAFF				270.03		
3	10000108	500103					YE Transfer					270.03	
3	1080-00-0252a-02-040-000-000-0000-500103						REGULAR FULL-TIME EMPLOYEES						
4	10000108	501003					YE Transfer					242.68	1
4	1080-00-0252a-02-040-000-000-0000-501003						BOOKS, PERIODICALS, AND MANUAL						
5	10000009	300301					APPROPRIATIONS				242.68		1
5	1080-00-0146t-00-000-000-000-0000-300301-						BUDGETARY FUND BALANCE						
1080-00-0146t-00-000-000-000-0000-300703-											242.68		
** JOURNAL TOTAL											242.68	242.68	
** GRAND TOTAL											242.68	242.68	

1 Journals printed

** END OF REPORT - Generated by Brandi L. Katrein **



Financial Forecast Champaign County, Illinois

FY2025-FY2030



Introduction

The County's budget process begins with the presentation of the Financial Forecast in April. It is difficult to accurately forecast beyond one year due to unknown variables in future fiscal years such as Consumer Price Index (CPI) changes, new Equalized Assessed Valuation (EAV) added to the tax rolls, legislative changes, and unknown rates for health insurance and Illinois Municipal Retirement Fund (IMRF). Additionally, small deviations in one year can result in significant differences in later years since projections in future years are based on outcomes in previous years.

The uncertainty of economic conditions and therefore, the Financial Forecast is significantly higher due to the current federal administration's economic policy decisions.

The Forecast provides a framework for future financial decisions and can be used as a planning tool prior to beginning the FY2026 budget process. Presentation is by summary of revenue and expenditure categories and is based on current and projected economic conditions, historical performance, recognized budget impacts, and anticipated trends in revenues and expenditures. Over fifty funds support County operations; however, the Forecast's focus is on the following funds: General, Public Safety Sales Tax (PSST), Capital Asset Replacement (CARF) and American Rescue Plan Act (ARPA).

Strategic Plan

The County Board approved a Six-Year Strategic Plan with five goals in July 2019.

[Champaign County Strategic Plan.](#)

Financial Rating and Outlook

Prior to the County's issuance of bonds in December 2022, Moody's Investors Services upgraded the County's bond rating to Aa1. This is the highest rating ever awarded to Champaign County. This rating was maintained in October 2024 when the County refunded a current bond. Moody's cited available fund balance and liquidity with low long-term liabilities ratio and fix costs as credit strengths. However, available fund balance was much lower than other agencies with the same score. Moody's stated in its rating action that significant growth in long-term liabilities ratio and/or declines in fund balance ratio could lead to a rating downgrade. As such, it may be prudent to increase fund balance policy from 16.7% to 25% going forward.

- For the period ending December 31, 2023, the unreserved General Fund budgetary fund balance was \$13.0 million, or 28.0% of operating expenditures (inclusive of transfers out).
- Rate setting Equalized Assessed Value (EAV) for tax year 2024 increased 10.53% to \$5.93 billion.

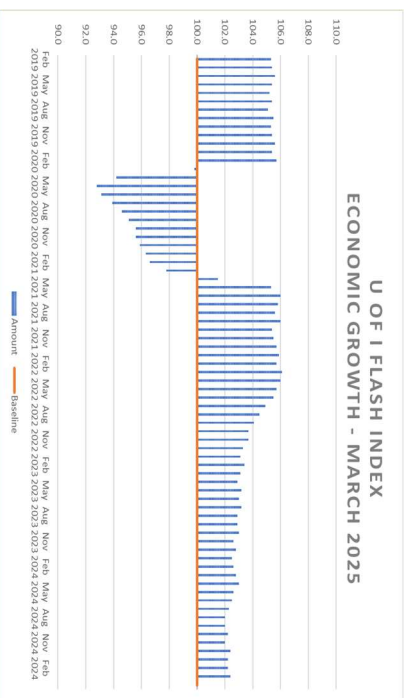
Economic Conditions

The inflationary percentage recognized by the Illinois Department of Revenue (IDOR) for the 2024 levy, paid in FY2025, calculations under the Property Tax Extension Limitation Law (PTELL) were limited to 3.4%, which is the lower of CPI or 5%. For the 2025 levy, payable in FY2026, the PTELL limit is 2.9%. The prior two levy years, 2022 and 2023, were capped at 5%, while CPI was 7.0% and 6.5% in those years. This limitation can be problematic when the increasing cost of operations exceeds the ability of the County to generate enough revenue to cover increasing costs.

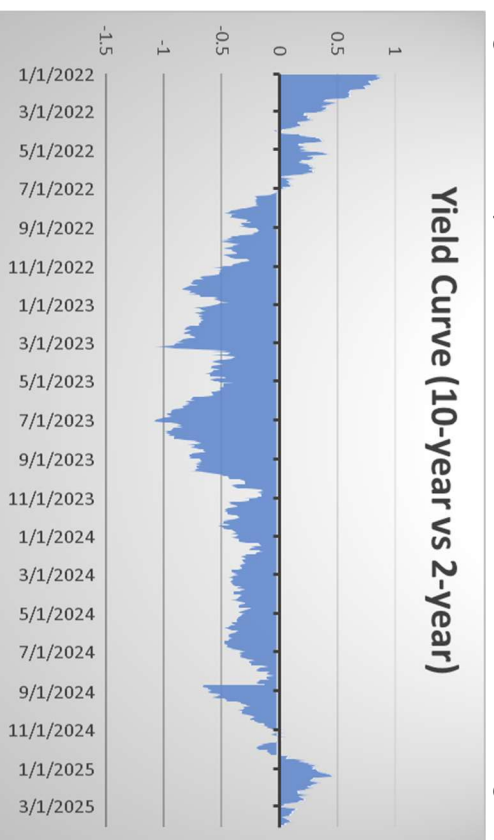
Sales Tax revenue for both the County and the State are at all-time highs. In 2021, legislative changes with the Level the Playing Field Act provided the County with a permanent increase to revenue. Also, since these taxes are paid on a percentage of goods sold, high inflation has also been a significant factor to the growth of these revenues. Additional factors are historically low interest rates, stimulus money, and ARPA spending in the community. There is concern that these revenues could flatten out, or potentially drop, in the near future as interest rates rise, ARPA and stimulus money in the community are fully spent, inflation slows down, and/or an economic downturn occurs.

References to a possible recession or economic slowdown are a recurring theme in public and private sector finance publications. Many economists are stating that the likelihood of a recession is rising, especially with the new Federal policies, such as tariffs.

In March 2025, the University of Illinois Flash Index, designed to give a quick reading of the state economy, is down from 102.8 to 102.4 compared to the prior year. The Flash Index analyzes Illinois growth rates in corporate earnings, consumer spending, and personal income. Amounts over 100 represent an expanding economy. Consistent with other indicators, the economy has been growing since 2021 but has recently slowed.

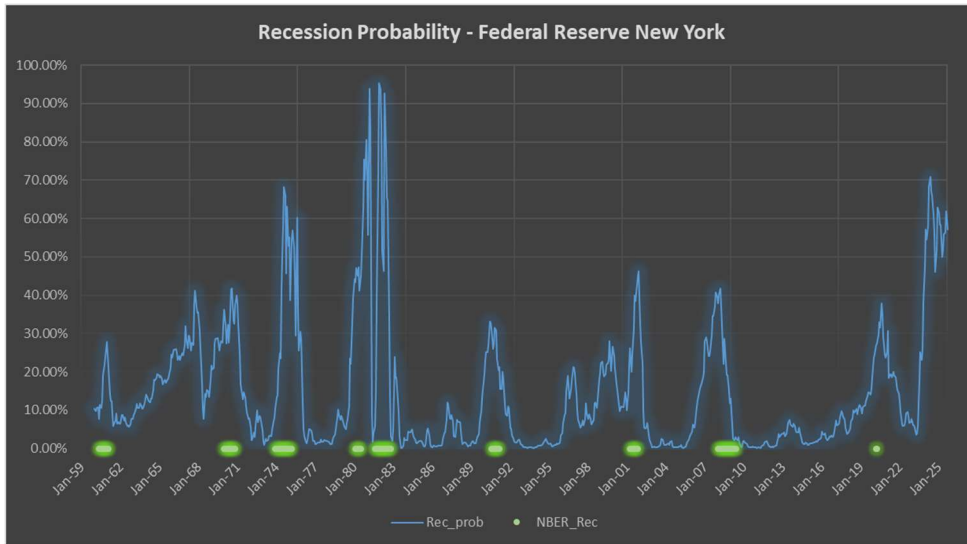


The 10-2 Treasury Yield Curve is the difference between the 10-year treasury rate and the 2-year treasury rate. A negative 10-2 yield curve has historically been viewed as a precursor to a recessionary period. Nearly each recession since 1955 was preceded by a negative yield curve 6 to 24 months prior to the start of the recession. The yield curve was negative from July 2022 until December 2024 and has become negative again in April 2025.



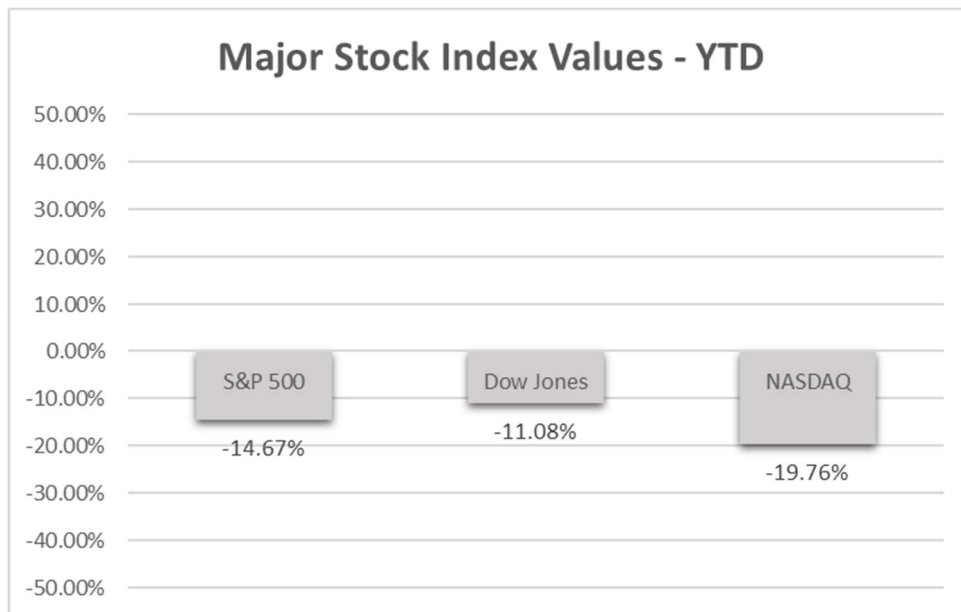
Source: https://home.treasury.gov/resource-center/data-chart-center/interest-rates/textview?type=daily_treasury_yield_curve&field_tdr_date_value_month=202206

The Federal Reserve Bank of New York uses a variation of the yield curve to calculate the probability of a recession in the United States in the twelve months ahead. The graph below shows this probability (blue line) back to January 1959 compared to recessions that occurred (green dot) defined by the National Bureau of Economic Research (NBER).



Source: https://www.newyorkfed.org/research/capital_markets/yfaq#/interactive

At the time of writing this, the values for three of the major stock market indexes have significantly dropped this year. Much of the drop in value occurred when tariff policies were enacted by the Federal Government earlier this month.



News and Highlights

1. **Investment in County Facilities** The County issued \$36 million in bonds at the end of 2022 for the purpose of consolidating the jail facilities, and for renovating the Scott M. Bennett Administrative Center, formerly County Plaza building, to relocate various County offices. All of the bond proceeds have been spent and the County will be paying debt service on the jail bond until FY2036 and the Bennett Administrative Center bond until FY2042. An additional \$6.4 million of American Rescue Plan Act (ARPA) funds will support the jail consolidation project taking some burden off of CARF, which would have required additional transfers from the General Fund or Public Safety Sales Tax Fund. The work for the Bennett Administrative Center and the jail consolidation project is expected to wrap up in FY2025. These investments reflect the County Board's strategic goal to maintain high quality public facilities.
2. **American Rescue Plan Act (ARPA)** The County Board appropriated \$22 million of ARPA funding. This is helping support a countywide broadband expansion. Funding has been allocated for affordable housing assistance, community violence intervention, county department projects, early learning assistance, water infrastructure projects, small business support, mental health services, and household assistance. ARPA helped to ease some costs from the General Fund and CARF on a short-term basis. Some of these costs will need to be absorbed back into the General Fund budget going forward, for example about \$200 thousand in annual software costs. More information about projects is posted on the County website [Champaign County ARPA](#).
3. **Capital Plan and IT Plan** The County is currently working on updating the latest capital and IT plans. This will help keep the County's facility infrastructure and IT hardware/software up to date in order to provide high quality services to the public. The move to the Bennett Administrative Center will hopefully help to reduce yearly maintenance costs of County facilities in the future. The County is exploring options for the Brookens Administrative Center, but are still in preliminary stages.

Challenges

1. **Recruiting, Retention, and Retirements** A state and local government workforce survey conducted in 2023 asserts the rate of state and local government job openings are still some of the highest they have been over the past 20 years. While the private sector has largely recovered to pre-pandemic employment levels, state and local government still lags behind.¹ Policing and Corrections/Jails are listed among some of the hardest positions to fill in the report, which is consistent with the County's present vacancies.

Per the survey, the top three reasons public sector employees listed for leaving are 1.) compensation is not competitive, 2.) retirement and 3.) advancement with another public employer.² The acceleration of retirement plans after the pandemic increased dramatically, which is problematic for the public sector since its workforce tends to be older.

¹ <https://research.missionsq.org/resources/state-and-local-government-workforce-survey-2023>

² <https://research.missionsq.org/resources/state-and-local-government-workforce-survey-2023>

In 2024 the County asked the voters to increase the Public Safety Sales Tax, and this would have allowed the County to make significant progress towards offering competitive wages, increasing rates for long term employees. Unfortunately, the referendum did not pass, and the County is financially unable to enact any of the recommendations from the 2024 Gallagher Salary Study at this time.

2. **Adding Additional Positions to Operating Funds** In FY2022, FY2023, and FY2024, the County added new positions to the General Fund. The positions were funded through increased sales tax revenue generated by Level the Playing Field legislation. In the FY2025 budget, 3.5 FTEs were added.

As the County begins the FY2026 budget process, balancing requests for new positions alongside the County's need to maintain a healthy fund balance is essential. New positions put additional financial pressure on County funds, thereby competing with available funds to replace equipment, maintain facilities, and increase wages to retain current staff and recruit for vacancies. Limited revenue sources require the County to approach the addition of positions with caution as it deals with its current high level of vacancies.

3. **Legislative and Administrative Changes** Decisions made at the State and Federal level impact County operations as well as revenue and expenditure streams.

- Veterans Assistance Commission

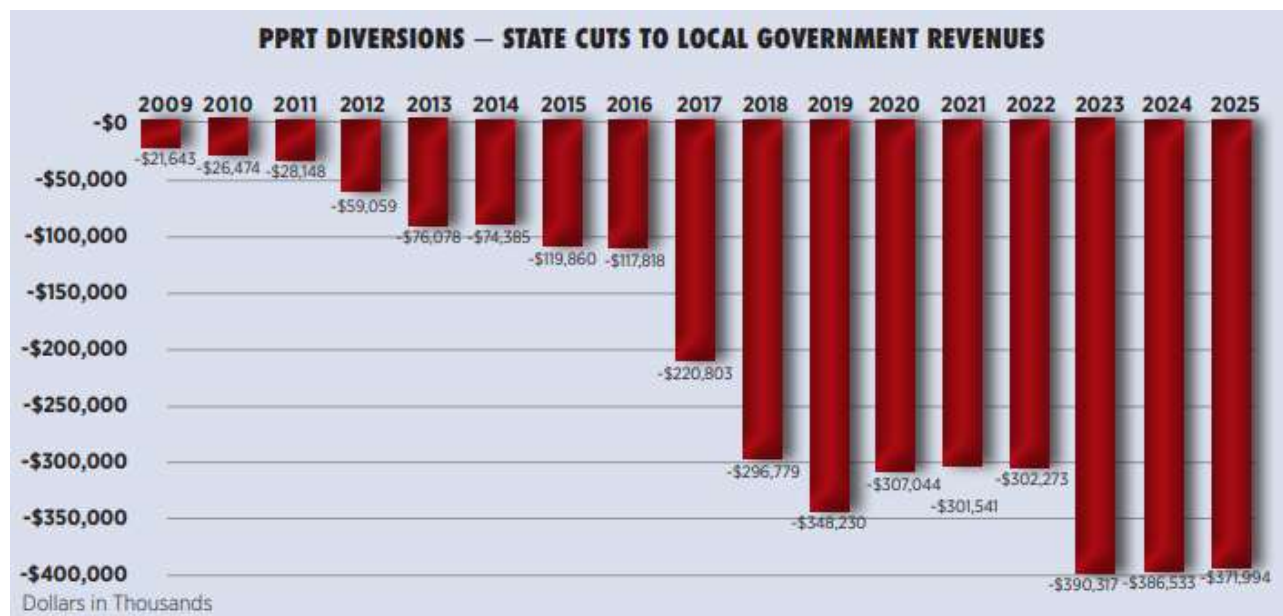
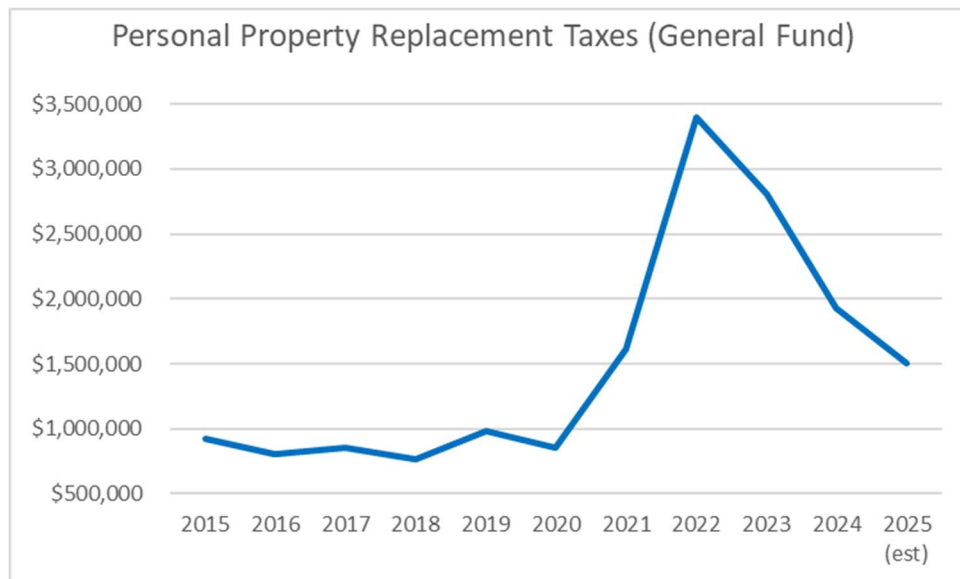
Legislation passed by the State makes significant changes to the laws governing the Veteran's Assistance Commission (VAC). Discussions between the County and the VAC are ongoing to plan for the required changes. One provision establishes a minimum annual funding requirement of 0.02% of EAV or an amount determined by the VAC to be "just and necessary." If funding at the established minimum is required without implementation of a new revenue stream it will result in a serious financial hardship on the County.

Sangamon County is currently litigating the ambiguity of the statute language regarding "shall" and "just and necessary."

- Personal Property Replacement Tax

This revenue is collected by the Illinois Department of Revenue (IDOR) to replace money lost by local governments when their powers to impose personal property taxes were taken away. Prior to distributing to local governments, the State garnishes funds at a level that has increased significantly since 2009 and then applies a formula with 51.65% of revenues going to Cook County and the remainder being split between the other 101 counties.

Legislation approved in 2021 eliminating corporate loopholes is expected to result in sustainable revenue levels; however, separate legislation enacted for pass-through entities causing 2022 revenue increases is not expected to be ongoing. Fiscal year 2024 through 2026 revenues are adjusted down from the prior years based on IDOR and Illinois Municipal League (IML) projections due to the State changing their formula and claw back of past revenue due to this formula error.



Source: <https://legal.iml.org/file.cfm?key=14820>

- Administrative Fees
State imposed administrative fees on local sales taxes have been in effect for several years now. The total amount of funding lost from the County's Public Safety Sales Tax has reached over \$500,000. This fee is also imposed on the County Cannabis Sales Tax.
 - Criminal Justice Reform
Legislation known as the SAFE-T Act eliminated bond processing fees. A separate financial impact is the loss of revenue from the application of bond payments to court-ordered fees. A Civic Federation report for the Illinois Supreme Court found that 70% of bond payments were used to pay court-ordered³ The legislature has not replaced these lost revenues used to fund the offices of the circuit court clerks and other county-level court services. Reform mandates also implement changes that increase County costs while reducing County revenues.
 - Future Legislation
There are current discussions of bills on the State and Federal levels that could have a significant impact on the County if they are passed. On the State side, there are multiple discussions on possible changes to property taxes and PTELL caps. On the Federal side, are discussions on removing tax-exempt status on government bonds, which would significantly increase cost of capital projects. In addition, there are questions on Federal funding for grants and other programs in the future.
4. **Health Insurance** For the FY2025 plan, the County implemented a Health Reimbursement Arrangement (HRA). With the County taking on extra risk for employee health costs instead of the insurance company, another double-digit premium increase was avoided and the 5% reduction to premiums was passed back to County employees. The County budgeted just over \$650 thousand in FY2025 in order to cover the costs of the HRA, but the actual amount needed won't be known until the end of the plan year, so additional funds may need to be transferred from the General Fund to cover any amount over the budgeted estimate.
 5. **Technology Investment** The County has been progressively and strategically investing in its technology. One important system still requiring evaluation is the Justice Case Management System, presently JANO. The County budgeted in 2022 and 2023 to engage outside services to study the current system to determine whether it meets the County's needs and recommend an action plan. The County budgeted \$2 million from PSST in FY2025 to start moving forward with implementing necessary changes to the court case management system.
 6. **Hospital Property Tax Liability** The County settled one case, 2008-L-202, last year. There are presently two outstanding cases against Champaign County and other taxing districts related to hospital property tax exemptions, 2013-CH-170 and 2015-L75. These two cases are expected to be settled in FY2025. The County has not set aside funds specifically for this liability, and any ruling against the County in either of these cases would come from fund balance of the General Fund.

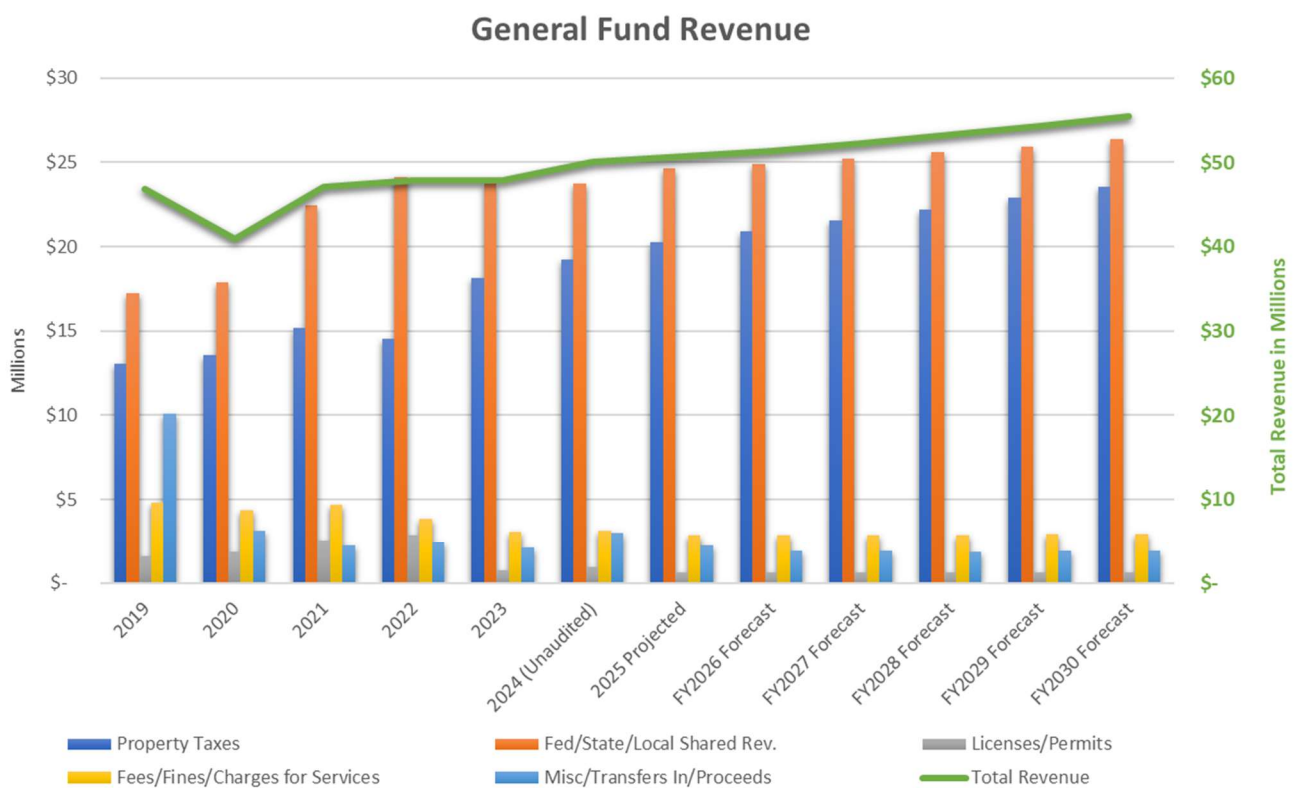
³https://www.civicfed.org/sites/default/files/financial_impact_of_eliminating_cash_bail_report_revised_august_2022.pdf

General Fund

Revenue

Forecast Assumptions

Revenue assumptions are based on historical averages, information provided by outside sources such as IDOR and IML, contracts and agreements, and anticipated growth or decline based on economic and legislative factors. Because the County has limited control over most of its revenue sources, fiscal year revenues must guide General Fund budgeting. Some of the expenses paid from the General Fund are eligible to be paid with Public Safety Sales Tax funds; therefore, transfers from the Public Safety Sales Tax Fund to the General Fund are often budgeted to help support the operating expenses of eligible departments. The level of transfers fluctuates annually based on the need to balance budgeted funds.



Federal, State, and Local Revenue

This category is the largest source of General Fund revenues. Beginning in 2021, sales taxes have generated additional permanent revenue largely due to legislation that imposes both state and local taxes based on the delivery destination, essentially “leveling the playing field” between remote and brick-and-mortar businesses.

With a possible economic slowdown pending, sales and income tax revenues are forecasted at 2.25%. Personal Property Replacement Tax revenues, as explained previously, are expected to drop while still remaining at higher levels than the past.

Property Taxes

The second principal source of General Fund revenue is property taxes. The County has relied on consistent increases in property tax revenues primarily due to inflationary growth allowed under PTELL, and new property

added to the tax rolls. The CPI increase for taxes to be levied is capped at the lower of CPI or the 5% PTELL cap. Considering historical growth based on new property added to the tax rolls, this forecast projects combined inflationary and new growth in the levy for fiscal years 2026-2030 at 3.2%

Fees/Fines/Charges for Services

Due to legislative changes, criminal justice fees, fines, and charges have declined from prior levels. FY2025 was budgeted nearly flat compared to FY2024 as the declines have started to flatten out. In addition to declining fees and fines revenues, there has been a significant shift in fees/fines revenue allocation between County funds starting in the spring of 2022.

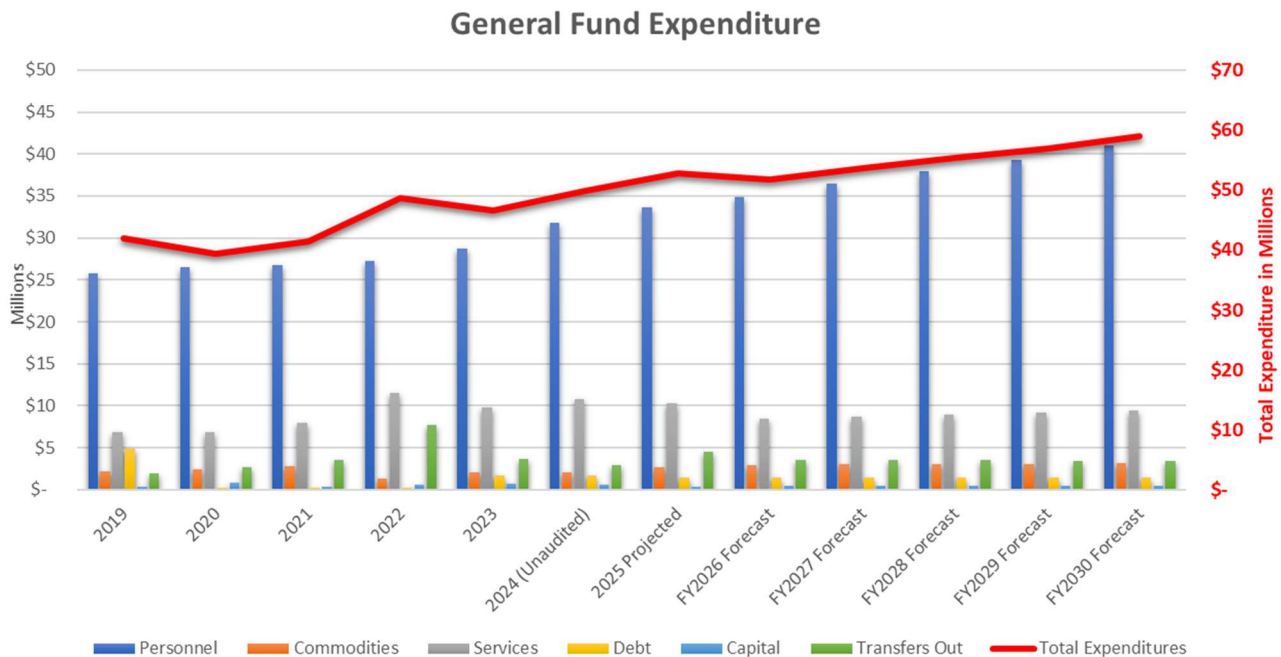
Other Revenue

Rent, royalties (includes aggregation and cable television fees) and transfers are the largest revenue sources in this category. Not all transfers between the funds in future fiscal years are included in the forecast, since the need is determined each year, but some additional transfers will be necessary to support the operating costs of the County. This is discussed in more detail later in the report.

Expenditure

Forecast Assumptions

Expenditure assumptions are based on historical trends, anticipated increases in wages and health insurance costs, contracts, agreements, known and anticipated debt service payments, and strategic funding per the County’s capital and technology plans.



Personnel

Personnel expenditures, which include wages and health insurance, account for the largest percentage of the General Fund budget, about 64%. Although IMRF, workers compensation and FICA expenditures are budgeted in separate funds, fluctuations in those rates can have an impact on General Fund revenue since the County is under PTELL. As an example, when IMRF rates fluctuate, the County must fully fund the annual amount mandatory to support the pension plan, which may require reallocation between the General Corporate levy and the IMRF levy. Health insurance rates for future fiscal years are unknown but are expected to grow significantly.

Commodities and Services

Historically, the state's portion of pass-through funds for revenue stamps and the Rental Housing Support Program (RHSP) were recorded on the County financials artificially inflating both revenue and expenditure. Beginning in FY2023, the County is recording state pass-through funding as 'due to others' thereby reducing total expenditures and slightly improving the General Fund balance as a percentage of operating expenditures. From FY2022 through FY2024, just over \$8.1 million was spent on out of county housing of inmates while the jail consolidation project was being completed. With the project on track to complete in early FY2025, there is just over \$500 thousand budgeted for these costs remaining. Some commodities and services costs are forecasted assuming increases based on historical trends such as year-over-year increases in the jail medical and food contracts, utility costs, and METCAD fees. However, other commodities and services are otherwise forecasted as flat.

Debt

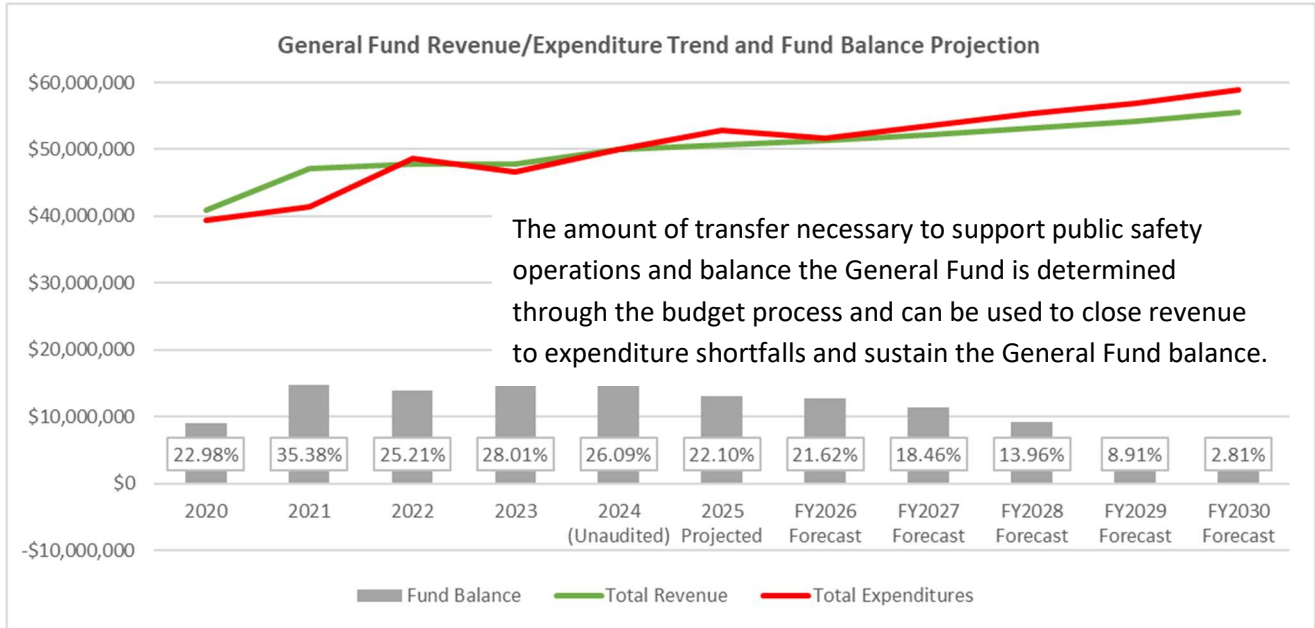
The Forecast includes debt service payments that began in FY2023 based on a 20-year, \$20 million issue for Bennett Administrative Center renovations. Future fiscal year debt service payments are just under \$1.5 million per year.

Transfers

Future fiscal year transfers for CARF are estimated based on County plans for facilities, technology, software, and equipment. However, these transfers do not include funding for replacement of the Justice Case Management System or reserve funding in CARF.

General Fund Summary

The chart below does not reflect transfers from the Public Safety Sales Tax Fund to the General Fund in future fiscal years. Through the budget process, it is determined whether a transfer from the Public Safety Sales Tax fund is necessary, if funding is available, to support public safety operations and balance the General Fund.



County policy is to maintain a minimum unrestricted General Fund budgetary fund balance percentage of 16.7%, although based on the County’s financial advisor’s recommendation and the GFOA fund balance worksheet, there is a goal of maintaining 25%, which could be made into policy in the future.

Fiscal Year	Budget Performance Explanation
2019	A budget surplus was generated when \$1.98 million was transferred back to the General Fund following the sale of the home. Additional budget factors included the early receipt of AOIC reimbursement, redemption of the nursing home bond eliminating the debt service payment, posting an additional income tax distribution to the fiscal year aligning the income and use tax deposits, and underspending in personnel and services.
2020	Budget surplus driven by underspending and receipt of Coronavirus Urgent Remediation Emergency (CURE) funding.
2021	Due to economic uncertainty and the financial impact of the ongoing pandemic, the budget was prepared with conservative revenue estimates. Underspending, better than expected economic performance, and the boost in sales tax revenues due to Level the Playing Field legislation resulted in a budget surplus.
2022	The budget was prepared with a planned draw on fund balance to pay for the architecture and engineering costs for Bennett Administrative Center and the Jail Consolidation project. Increased revenue and underspending resulted in a smaller revenue to expenditure deficit than originally budgeted.
2023	A surplus was largely due to underspending from larger than normal vacancies.
2024 (unaudited)	FY2024 was budgeted at a deficit but is projected to end with a small surplus due to carry over of vacancies.
2025 - 2030	Future fiscal year revenues and expenditures, and thus fund balance projections, are conceptual based on forecasted performance, and as stated do not include transfers from the Public Safety Sales Tax fund. Through the budget process the County will determine what actions are necessary to balance the General Fund budget.

General Fund

General Fund	2025 Projected	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast
Property Taxes	20,234,120.00	20,891,435.88	21,531,120.23	22,191,274.48	22,872,553.66	23,575,633.78
Fed/State/Local Shared Rev.	24,606,874.00	24,893,202.67	25,206,696.54	25,576,402.76	25,922,601.64	26,405,580.49
Licenses/Permits	666,509.00	666,509.00	666,509.00	666,509.00	666,509.00	666,509.00
Fees/Fines/Charges for Services	2,911,333.00	2,915,263.00	2,918,222.30	2,921,211.19	2,924,229.97	2,927,278.94
Misc/Transfers In/Proceeds	2,254,828.00	1,907,312.00	1,919,812.00	1,882,624.50	1,895,757.31	1,909,218.45
Total Revenue	50,673,664.00	51,273,722.55	52,242,360.07	53,238,021.93	54,281,651.59	55,484,220.66
Personnel	33,594,463.00	34,858,287.83	36,446,932.23	37,970,017.36	39,306,360.01	40,959,225.08
Commodities	2,645,692.00	2,932,799.71	2,981,846.72	3,031,874.67	3,082,903.18	3,134,952.26
Services	10,270,473.00	8,431,310.72	8,673,613.62	8,897,828.22	9,134,674.75	9,384,919.14
Debt	1,467,200.00	1,465,200.00	1,466,700.00	1,466,450.00	1,464,450.00	1,465,700.00
Capital	312,479.00	495,060.01	495,060.01	495,060.01	495,060.01	495,060.01
Transfers Out	4,528,470.00	3,571,300.00	3,486,572.24	3,526,793.56	3,461,776.51	3,461,776.51
Total Expenditures	52,818,777.00	51,753,958.27	53,550,724.82	55,388,023.81	56,945,224.45	58,901,632.99
Difference	(2,145,113.00)	(480,235.72)	(1,308,364.75)	(2,150,001.88)	(2,663,572.87)	(3,417,412.33)

Public Safety Sales Tax Fund

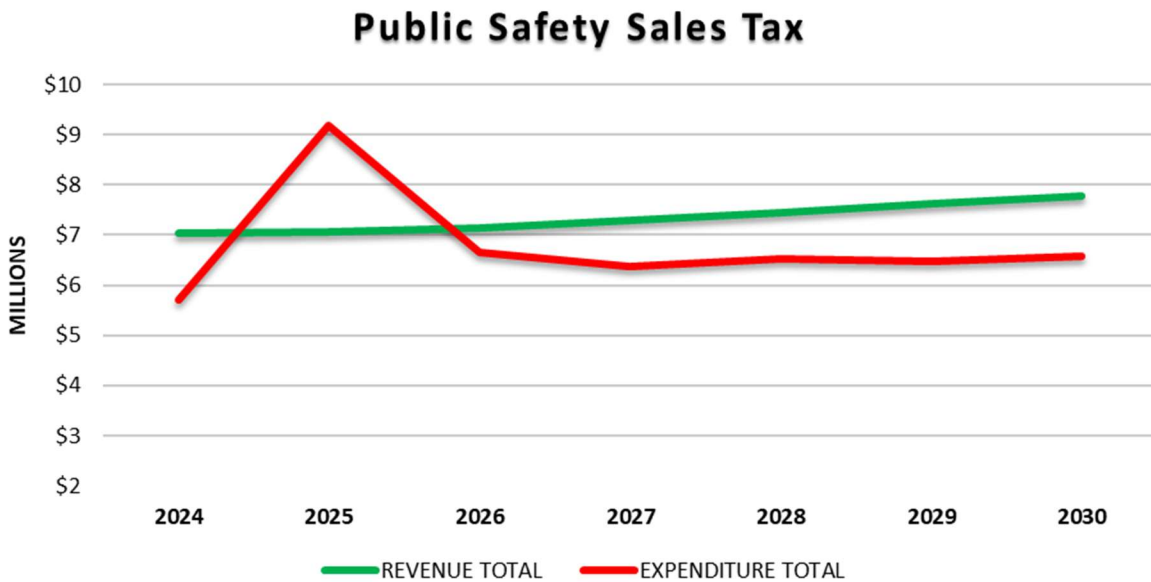
Revenue

Revenue assumptions for future fiscal years are forecasted at 2.25%. The fund balance at the end of FY2023, which is calculated based off the most recently finalized audited, was a healthy at \$7.6 million, as a result of intentionally building fund balance over the past few years. In FY2025, \$3.1 million of the balance is pledged for debt service. Reserve funding sufficient to pay debt service on the bonds is required prior to the abatement of the pledged taxes.

Expenditure

Generally, 45% of revenues are required for annual debt Service payments. Other costs paid from this fund are for delinquency prevention, justice technology, the utility and minor maintenance costs of public safety facilities, re-entry programming, jail classification, and a transfer to the General Fund and CARF to help support public safety operations.

In FY2025, increased expenditures were budget for the replacement of the court case management system. This fund had been purposefully growing fund balance in previous years in order to fund this large expense. Also, additional money was budgeted for transfers to CARF in FY2025 to provide some relief to the General Fund.



Capital Asset Replacement Fund (CARF)

The primary revenue sources for this fund are transfers from the General and Public Safety Sales Tax funds. The fund was established to implement long-term planning for facilities, technology, software, vehicles, and office equipment for the General Fund departments. If CARF is fully funded on an annual basis, equipment and vehicles scheduled for replacement will have reserve funding sufficient to purchase items in the year they are scheduled. Most items scheduled for replacement in the fund are on a five-to-seven-year cycle. Due to the lack of available revenue in some years, the budget can only support current-year funding. The inability to build reserve funding prevents costs from being smoothed out over multiple years and puts additional pressure on County funds, especially in years when there are higher cost items scheduled.

ARPA funding has reduced pressure on CARF in recent years, temporarily relieving the General and Public Safety Sales Tax funds. However, beginning in FY2025, some software costs, such as the Digital Evidence Management System (DEMS), was shifted back to CARF, resulting in the need for increased contributions from County funds.

The most significant recurring appropriations within the fund requiring annual contributions are for software and facilities. Facilities maintenance investment per the County's Facilities Plan requires an average of \$2 million per year. Many of the County's annual software costs are paid from CARF, including Microsoft and Adobe licenses, property tax, financial, payroll, backup, jail management, and security software. On average, these total costs exceed \$800,000, with many contracts increasing yearly.

In FY2022, the County funded architecture and engineering fees for the Jail Consolidation and Bennett Administrative Center projects, reflecting increased expenditures in that fiscal year. In FY2023, the two facility projects were budgeted in CARF, with most of the funding coming from bond proceeds in addition to a \$6.4 million ARPA contribution for the Jail Consolidation project. In FY2024, funding for the facilities projects was once again budgeted in CARF, and the ARPA contribution was carried over to be used in FY2024 and FY2025 once bond funds for the Jail Consolidation project have been fully expended. It is anticipated that both projects will be completed FY2025.

The Court Case Management System, JANO, is one County system still requiring evaluation and consideration for replacement. In FY2022, FY2023, and FY2024, the County budgeted to engage outside services to study the current system to determine whether it meets the County's needs and recommend an action plan. In FY2025, funding to start implementing this project was budgeted in the Public Safety Sales Tax fund.

American Rescue Plan Act Fund (ARPA)

The following is a summary of ARPA revenues and expenditures to date and projections for fiscal years 2024-2026. This summary is intended to give a high-level financial overview of the fund.

All funds needed to be obligated by the end of 2024 as unobligated funds need to be returned. Obligated funds that are not expended by December 31, 2026 must also be returned.

	Projected 2021	Actual 2021 (12/31/2021)	Projected 2022	Actual 2022 (12/31/2022)	Projected 2023	Actual 2023 (12/31/2023)	Projected 2024	Actual 2024 (12/31/2024)	Projected 2025	Actual 2025 (12/31/2025)	Projected 2026	Projected Totals
INCOME												
Dept of Treasury	\$20,364,815	\$20,364,815	\$20,364,815	\$20,364,815								\$40,729,630
Investment Interest (flex funds)	\$40,000	\$10,963	\$195,211	\$206,995	\$120,000	\$348,551		\$108,419				\$674,929
TOTAL INCOME	\$20,404,815	\$20,375,778	\$20,560,026	\$20,571,810	\$120,000	\$348,551	\$0	\$108,419	\$0	\$0	\$0	\$41,404,559
EXPENSES												
Administration Subtotal	\$49,862	\$33,609	\$127,334	\$116,986	\$107,017	\$105,028	\$110,664	\$112,652	\$126,727	\$0	\$130,130	\$625,131
Affordable Housing Subtotal	\$0	\$0	\$1,195,000	\$150,000	\$1,705,000	\$135,000	\$1,415,490	\$512,793	\$902,697	\$0	\$0	\$1,700,490
Broadband Projects Subtotal	\$0	\$0	\$3,000,000	\$154,228	\$9,845,773	\$4,993	\$4,165,112	\$132,219	\$4,836,310	\$0	\$4,732,642	\$9,860,391
Community Violence Intervention Subtotal	\$0	\$0	\$1,500,000	\$185,769	\$3,874,391	\$1,595,238	\$2,317,427	\$1,160,213	\$1,263,935	\$0	\$0	\$4,205,154
County Department Projects Subtotal	\$0	\$0	\$4,361,791	\$3,940,300	\$9,173,151	\$1,088,409	\$8,989,689	\$3,605,948	\$5,383,740	\$0	\$0	\$14,018,398
Early Learning Assistance Subtotal	\$0	\$0	\$2,000,000	\$25	\$1,999,975	\$2,000,025	\$0	\$0	\$0	\$0	\$0	\$2,000,050
Household Assistance Subtotal	\$0	\$0	\$450,000	\$438,000	\$0	\$0	\$150,000	\$130,000	\$20,000	\$0	\$0	\$588,000
Mental Health Services Subtotal	\$770,436	\$373,276	\$269,625	\$219,621	\$120,000	\$30,000	\$90,000	\$61,697	\$28,304	\$0	\$0	\$712,897
Non-Profit Assistance Subtotal	\$0	\$0	\$250,000	\$83,333	\$566,667	\$254,700	\$311,967	\$167,031	\$144,936	\$0	\$0	\$650,000
Small Business Assistance Subtotal	\$0	\$0	\$1,000,000	\$81,400	\$918,600	\$416,157	\$502,443	\$25,656	\$476,787	\$0	\$0	\$1,000,000
Water Infrastructure Projects Subtotal	\$0	\$0	\$3,500,000	\$1,039,378	\$4,460,622	\$1,330,554	\$1,337,160	\$729,119	\$2,608,042	\$0	\$0	\$5,707,092
TOTAL EXPENSES	\$820,298	\$406,885	\$17,653,750	\$6,409,040	\$32,771,196	\$6,960,102	\$19,389,953	\$6,637,328	\$15,791,477	\$0	\$4,862,772	\$41,067,603

Final Thoughts

Projections for FY2025 are still very preliminary as the County has only receipted one month of state-shared revenues in the fiscal year due to the delay between collection and disbursement. Forecasted expenditures include wage and health insurance increases in addition to increases for some non-personnel costs such as METCAD fees, jail food and medical contracts. As previously cautioned, small deviations in one year can result in significant differences in later years since projections in future years are based on outcomes in previous years.

IMPORTANT INFORMATION TO UNDERSTAND: There are County needs and/or desires that are not yet addressed in the forecasts summarized below. An incomplete list includes:

- **Increased funding for Veteran’s Assistance Commission**
- **Reserve CARF funding for future fiscal years**
- **Implementing the Gallagher Salary Study recommendations**
- **Addressing space needs at the Courthouse**
- **Funding for new position requests**
- **Additional BUAs throughout the year**

	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
General Fund	\$ (2,145,113)	\$ (480,236)	\$ (1,308,365)	\$ (2,150,002)	\$ (2,663,573)	\$ (3,417,412)
Public Safety Sales Tax Fund	\$ (2,117,954)	\$ 480,261	\$ 914,083	\$ 926,640	\$ 1,150,906	\$ 1,211,569
Difference	\$ (4,263,067)	\$ 25	\$ (394,282)	\$ (1,223,362)	\$ (1,512,667)	\$ (2,205,843)

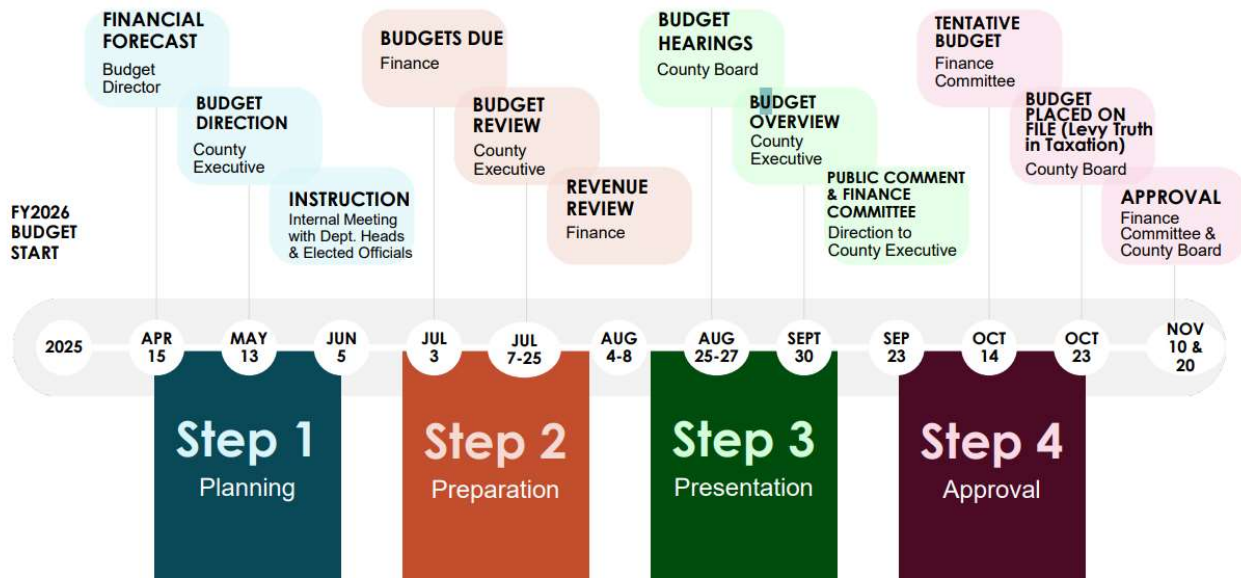
While the County has large known expenses driving up the deficit in FY2025, a steadily growing deficit is forecasted to emerge if projected revenues fail to keep pace with expenditures. While it is conceivable that property tax and state-shared revenue streams may perform better than forecasted, it is just as likely that they perform worse due to economic factors. Some revenue streams such as PPRT already reflect declines. Year-over-year expenditure increases will happen even if the County holds most non-personnel costs flat, growth in wages and benefits are certain and represent the largest costs in the General Fund.

As stated previously, the Forecast is meant to serve as a framework for financial decision making. The County has consistently demonstrated sound fiscal management by balancing its budgets and improving its fund balances the past few years, placing itself in a solid financial position to head into any recession that might happen. The actual work to ensure fiscal responsibility occurs during each fiscal year budget process and includes collaboration between elected officials, department heads, outside entities, staff, and the County Board.

The County Executive’s Office will provide information for the FY2026 budget process in May. Budget instructions will be given to Department Heads and Elected Officials in June, followed by meetings in July to begin developing the FY2026 budget. By this time, more data will be available to better analyze revenue and expenditure performance in the current fiscal year and fine tune projections for the upcoming fiscal year.

FY2026 BUDGET PROCESS

Champaign County



Forecast prepared by:

Travis Woodcock
Budget Director
4/15/25



AARON AMMONS
CHAMPAIGN COUNTY CLERK & RECORDER

Champaign County, Illinois

1776 East Washington Street

Urbana, IL 61802

Office/Vitals: 217-384-3720 Taxes: 217-384-3722 Elections 217-384-3724 Recorder: 217-384-3774

www.champaigncountyclerk.il.gov

3/19/25

TO: Chair Locke, Executive Summers, and the Committee of the Whole

FROM: County Clerk & Recorder Aaron Ammons

RE: RFP Award to Tenex Software Solutions

The Champaign County Clerk and Recorder's office issued an RFP at the end of 2024 for a new voter registration program. Our contract with our current vendor, Platinum, ends June 1, 2025 and we MUST have a voter registration system in place for future elections.

Two entities responded to the RFP (Governmental Business Systems and Tenex Solutions). GBS also brought in with them two other companies (KNOWiNK and Modern Litho) that we were not aware of during the initial DEMO of their equipment. The combined cost of GBS, KNOWiNK, and Modern Litho far exceeds the cost of the entire Tenex Solution and does NOT offer the level of security we will have with Tenex. Tenex is the County Clerk's vendor for election judge training and assignments during elections. Therefore, after extensive conversations and negotiations, the evaluation team has decided that Tenex Software Solutions is the best fit for Champaign County. Andrew Bequette from the States Attorney's Office helped with the finalization of the proposed contract.

The cost of the complete Tenex solution is \$414,580 up front and then \$160,580 per year. The annual cost can be absorbed by our annual grant from the State. The upfront cost cannot be paid for with grant money. The Clerk and the office



AARON AMMONS

CHAMPAIGN COUNTY CLERK & RECORDER

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admin team is available to field any questions and further discuss the contract and vendor.

Thank you for your consideration,

A handwritten signature in black ink that reads "Aaron Ammons".

Aaron Ammons

Champaign County Clerk & Recorder

Tenex Software Solutions, Inc.

SOFTWARE AS A SERVICE SUBSCRIPTION AGREEMENT

This contract ("Agreement") is entered into on this ____day of _____ 2025 (the "Effective Date") by and between Tenex Software Solutions, Inc., a Florida corporation, having its principal place of business at 3031 N Rocky Point Drive W Suite 580, Tampa, Florida 33607 ("Tenex" "Vendor" or "Company"), and Champaign County, Illinois ("Customer") a venue within Illinois. This agreement, covered by Illinois law, with an agreed venue of any dispute of Champaign County, Illinois, governs the provision of the Tenex Election Desk (TED) Solution (the "Solution(s)" as defined herein) by Tenex to Customer, and the use of the System(s) (as defined below) by Customer, together with related services provided by Tenex to Customer, all in accordance with its terms. For convenience, Tenex and Customer are sometimes referred to in the Contract Documents as "Parties".

1.0 DEFINITIONS

The following definitions will apply:

- a. **System.** "System" means the modules or products that make up the Tenex Election Desk (TED) system.
- b. **Customer Data.** "Customer Data" means any of the customer's information, documents, or electronic files that are provided to Tenex.
- c. **Service.** "Service" means Tenex's work product necessary for providing the Tenex Election Desk (TED) modules and election-related support.
- d. **Support.** "Support" means the ongoing services by Tenex to support & maintain the System as defined below.
- e. **Solution(s).** "Solution(s)" means the Tenex Election Desk (TED) modules provided by Tenex, under the Agreement, inclusive of all software and services required to make the Tenex Election Desk (TED) System fully functional.
- f. **Contract Documents.** "Contract Documents" means this Agreement, including all exhibits and attachments.
- g. **Agreement.** "Agreement" shall mean this software purchase agreement document, including all exhibits and attachments hereto.
- h. **Deliverables.** "Deliverables" shall mean any products furnished or services provided by or through Tenex under the Contract Documents.
- i. **CAS.** "CAS" or "Custom Application Software" means custom software components of the Solution(s) developed by Tenex and required to fulfill the specifications in the Contract Documents including, but not limited to, parametric instructions, program source statements, and customization of standard software components. CAS does not include software developed by other or third parties ("TPS").
- j. **TPS.** "TPS" means the software components of the Solution(s) other than CAS, including computer programs, documentation, updates and related material.
- k. **Software.** "Software" means a collection of computer programs, codes or data used to direct the operation of a computer or tablet device, including any documentation giving instructions on how to use them, including CAS and TPS.
- m. **Acceptance.** "Acceptance" means written acceptance of Deliverables provided by Tenex under the Agreement following successful completion of acceptance testing of the Solution(s) by Customer. Payment, progress payments, or partial use of the Solution(s) by the Customer shall not constitute

acceptance of Deliverables not furnished, implemented or operating in accordance with the requirements of the Contract Documents.

o. **Contract Price.** "Contract Price" means the maximum price to be paid by Customer for all Deliverables to be rendered by or through Tenex under the Agreement for all Deliverables, including a fully implemented and fully functioning Solution(s) as described in the Contract Documents, together with the cost of the Warranty Period following Acceptance.

p. **Purchased Product(s).** "Purchased Product(s)" means the complete Solution(s) being licensed to Customer by Tenex on a yearly basis.

q. **Warranty Period.** "Warranty Period" means the 12-month period after Acceptance of the Solution(s) by Customer during which period Tenex will correct any hardware deficiencies related to Hardware provided as part of this solution at Tenex's expense.

r. **Prime Time Hours.** "Prime Time Hours" means any time during the 30 days prior to election day, election day, and 21 days after election day.

s. **Major Downtime.** "Major Downtime" means problem(s) with Tenex Election Desk (TED) or its components which significantly interfere with the functionality or reliability of its operations or intended purpose.

2.0 DELIVERABLES & DEADLINES

Tenex Software Solutions, Inc. shall perform the Services and provide the software ("Software") to Customer, according to a Project Schedule to be outlined at the outset of the project. Tenex will implement the following modules ("Solution(s)") for the Customer, overviewed below:

Tenex Election Desk - Voter Central: The Tenex TED solution is a complete solution for managing voter registration applications with a complete history of all voter activity. These are the core modules for managing the day-to-day tasks of administering voter rolls and ancillary data. This includes Election Setup, Voters, Streets and Districts, Vote-by-Mail Processing, Election Link, Election PAL, and Security Management.

Tenex Election Desk - Precinct Central: Precinct Central is an electronic poll book solution that runs on an iPad and provides functionality for checking-in voters at the polls. The solution provides powerful tools for verifying voter eligibility to vote during an election. The hardware included with the system depends on the configuration of the County and usually consists of an iPad, Tenex proprietary Flip & Share stand, and carrying case for all equipment.

As a part of this agreement with Champaign County, Tenex will take best reasonable efforts to support ballot printing using the County's existing Brother HL-L2370DW wireless printer. The County acknowledges that this is a nonstandard configuration from the Tenex recommended configuration and takes responsibility for testing and verifying the accuracy and acceptability of the prints.

Any delays in Tenex's performance caused by Customer third parties shall not constitute a breach of this Agreement by Tenex. Any delays in Customer's performance caused by Tenex Software Solutions, Inc. or third parties shall not constitute a breach of this Agreement by Customer.

Tenex's RFP response has been incorporated as Attachment A to this agreement.

3.0 SOFTWARE LICENSE AND SERVICE AGREEMENT

3.1 Use Rights

During the term and subject to the terms of this Agreement, Tenex hereby grants to Customer a non-exclusive, non-transferable, non-sublicensable right to permit Customer's Users to use the Software and its Components for Customer's business purposes.

3.2 License and Use Restrictions

Customer shall not, directly, indirectly, alone or with another party, (i) copy, disassemble, reverse engineer, or decompile the System or its Components; (ii) modify, create derivative works based upon, or translate the System or its Components; (iii) license, sell, rent, lease, transfer, grant any rights in or otherwise commercially exploit the System in any form to any other party, (iv) describe, show, tell, or explain any feature or portion of features or capabilities to any party including other vendors of county nor shall Customer attempt to do any of the foregoing or cause or permit any third party to do or attempt to do any of the foregoing, except as expressly permitted hereunder. You acknowledge and agree that Tenex shall own all right, title, and interest in and to all intellectual property rights (including all derivatives or improvements thereof) in the System and any suggestions, enhancement requests, feedback, recommendations or other information provided by Customer.

3.3 Customer Data

Customer owns all right, title, and interest in the Customer Data. Customer hereby grants to Tenex, a non-exclusive, non-transferable, non-sublicensable right and license to use, copy, transmit, modify and display the Customer Data solely for the purposes of the Customer's use of the System. Tenex shall not use the Customer Data except to improve the System and as necessary to perform its obligations set forth in this Agreement.

3.4 Security

Customer is solely responsible for maintaining the security of all user names and passwords granted to it, for the security of its information systems used to access the System, and for its Users compliance with the terms of this Agreement. Tenex will act as though any electronic communications it receives under Customer's user names have been sent by Customer. Customer will immediately notify Tenex if it becomes aware of any loss or theft or unauthorized use of any Customer's passwords or user names. Tenex has the right at any time to terminate or suspend access to any Customer if Tenex believes in good faith that such termination or suspension is necessary to preserve the security, integrity, or accessibility of the System or Tenex's network.

All performance under this Agreement, shall be in accordance with the Customer's security requirements, policies, and procedures. Vendor shall at all times use industry best practices and methods with regard to the prevention, detection, and elimination, by all appropriate means, of fraud, abuse, and other inappropriate or unauthorized access to Customer systems accessed in the performance of Services in this Agreement.

The Customer agrees that it will take appropriate action by instruction, agreement or otherwise with its employees or other persons permitted access to licensed software and other proprietary data to satisfy its obligations in this Agreement with respect to use, copying, modification, protection, and security of proprietary software and other proprietary data.

Tenex's security document is incorporated as Attachment B to this agreement.

4.0 SUPPORT

4.1 Updates

Tenex shall deliver Updates to the System that apply to the Customer's current edition at no additional charge. Only those Updates that apply to the Customer's current edition will be delivered automatically to the Customer at no additional charge. This means any software issues/bugs that are preventing the proper use of the software will be fixed at Tenex's cost in a reasonable amount of time. The scope of this statement covers the demonstrated and reviewed functionality and does not cover any enhancements that are requested by the County. As a SaaS agreement, typical service and support is included as part of annual SaaS license, support and maintenance fees.

4.2 **Error** **Correction**

Tenex shall use commercially reasonable efforts to correct all errors or to provide a reasonable workaround as soon as possible using its reasonable efforts during Tenex's normal business hours. Customer shall provide such access, information, and support as Tenex may reasonably require in the process of resolving any error. Tenex will provide a service line telephone number that is answered during business hours every day and 24/7 during elections on a pre-scheduled basis. Tenex remote support is available 24/7 during peak election periods and during normal business hours (Monday through Friday, 8 AM to 6 PM EST) during non-peak times. Election periods include pre-election setup, Early Voting, Voting Day and the Day after Election Day. Tenex must be notified of your election schedule to ensure staffing is made available to you for the extended support coverage during these times.

4.3 Support Exclusions

Tenex is not obligated to correct any Errors or provide any other support to the extent such Errors or need for support was created in whole or in part by: (i) the acts, omissions, negligence, or willful misconduct of the Customer, including any unauthorized modifications of the System or its operating environment; (ii) any failure or defect of Customer's or a third party's equipment, software, facilities, third party applications, or internet connectivity (or other causes outside of Tenex's firewall). This section is meant to provide clarification on issues brought on by extreme situations such as deliberate, willful and/or changes made to the operating environment by non-Tenex personnel that results in degradation of the effectiveness of the system. This is not meant to cover business as usual scenarios where data errors, misunderstandings, and election preparation processes result in a fixable, supportable corrections that will be identified as part of normal business process.

4.4 **Transfer** **of** **License** **Software**

Software for the Tenex Election Desk (TED) system is accessed via a web browser so no software transfer will be necessary with hardware replacement. For the Precinct Central EPB, software can be transferred onto an iPad version approved by Tenex when the original unit is decommissioned. In case of a hardware replacement, the software may be transferred to the new device at no additional license cost. This replacement will be coordinated with the Support team at Tenex to ensure the software is installed correctly. For security purposes, the Customer will work with Tenex Support to ensure the removal of software from the device being replaced.

5.0 OWNERSHIP OF PURCHASED PRODUCTS

5.1

Warranties

Hardware purchased as part of this agreement is owned by the County. New iPads purchased from Tenex shall be covered by the 1 year Apple Manufacturer's warranty. The Customer may optionally purchase AppleCare Extended Warranty coverage for the new units at the MSRP for such warranty within 60 days of placing the order for this equipment. Tenex will assist and troubleshoot with the customer at no additional cost to determine if a unit has failed. If an iPad fails during the 1 year warranty period, the customer may choose to send the iPad to Tenex to have it repaired by Apple on behalf of the Customer and then return the repaired unit to the customer. Shipping costs for this are at the customer's expense. Otherwise, the customer may choose to take the iPad to a local Apple certified repair store directly and Tenex will assist with any technical explanations for this repair and/or device replacement if deemed necessary. Tenex advises the customer to escalate any equipment issues using the Tenex Helpdesk and Support Services outlined in All damage caused by the Customer will be treated as outside the warranty and repairs would be at the Customer's expense.

5.2

Deliverables

Title to all other Deliverables, such as training documentation, to be provided to Customer by or through Tenex as a part of this Agreement shall remain sole property of Tenex and should not be distributed, shared or shown to any other third party without written explicit permission from an authorized Tenex employee. Training documentation relevant to the election operation of the Precinct Central electronic poll book may be shared with election workers as needed.

6.0 FEES, EXPENSES & PAYMENT

6.1 Project Fees

Customer agrees to pay the following fees as a part of this agreement. Approved quotes are attached as attachments C and D to this agreement.

Tenex Election Desk - Voter Central

Implementation Fees

- \$15,000.00 to be paid on the date this Agreement commences for Project Management
- \$13,000.00 to be paid on the date this Agreement commences for Data Migration and Mapping
- \$15,000.00 to be paid on the date this Agreement commences for Training
 - Training includes 3 days onsite as referenced in Attachment D quote

Total Implementation Fees: \$43,000

Voters Module SaaS Licensing

- \$45,000.00 to be paid on the date this Agreement commences
 - License Dates - April 1, 2025 - March 31, 2026
- \$45,000.00 to be paid on the 1st year anniversary of this Agreement
 - License Dates - April 1, 2026 - March 31, 2027
- \$45,000.00 to be paid on the 2nd year anniversary of this Agreement
 - License Dates - April 1, 2027 - March 31, 2028
- \$45,000.00 to be paid on the 3rd year anniversary of this Agreement
 - License Dates - April 1, 2028 - March 31, 2029

Vote-By-Mail Module SaaS Licensing

- \$15,000.00 to be paid on the date this Agreement commences
 - License Dates - April 1, 2025 - March 31, 2026
- \$15,000.00 to be paid on the 1st year anniversary of this Agreement
 - License Dates - April 1, 2026 - March 31, 2027
- \$15,000.00 to be paid on the 2nd year anniversary of this Agreement
 - License Dates - April 1, 2027 - March 31, 2028
- \$15,000.00 to be paid on the 3rd year anniversary of this Agreement
 - License Dates - April 1, 2028 - March 31, 2029

Streets & Districts Module SaaS Licensing

- \$10,000.00 to be paid on the date this Agreement commences
 - License Dates - April 1, 2025 - March 31, 2026
- \$10,000.00 to be paid on the 1st year anniversary of this Agreement
 - License Dates - April 1, 2026 - March 31, 2027
- \$10,000.00 to be paid on the 2nd year anniversary of this Agreement
 - License Dates - April 1, 2027 - March 31, 2028
- \$10,000.00 to be paid on the 3rd year anniversary of this Agreement
 - License Dates - April 1, 2028 - March 31, 2029

Election Link Module SaaS Licensing

- \$10,000.00 to be paid on the date this Agreement commences
 - License Dates - April 1, 2025 - March 31, 2026

- **\$10,000.00** to be paid on the 1st year anniversary of this Agreement
 - License Dates - April 1, 2026 - March 31, 2027
- **\$10,000.00** to be paid on the 2nd year anniversary of this Agreement
 - License Dates - April 1, 2027 - March 31, 2028
- **\$10,000.00** to be paid on the 3rd year anniversary of this Agreement
 - License Dates - April 1, 2028 - March 31, 2029

Total Yearly SaaS Fees: \$85,000

Tenex Election Desk - Precinct Central

The customer agrees to pay \$286,805.00 to be billed on contract signing for the new hardware and year 1 Precinct Central EPB Annual License, Support & Maintenance. Reference Attachment C for details on hardware and software included.

- **\$286,805.00** to be billed upon executing the contract for hardware and year 1 licensing and support for 215 EPB units
 - License Dates - April 1, 2025 - March 31, 2026
- **\$50,850.00** to be paid on the 1st year anniversary of this Agreement for license and maintenance of 215 EPBs
 - License Dates - April 1, 2026 - March 31, 2027
- **\$50,850.00** to be paid on the 2nd year anniversary of this Agreement for license and maintenance of 215 EPBs
 - License Dates - April 1, 2027 - March 31, 2028
- **\$50,850.00** to be paid on the 3rd year anniversary of this Agreement for license and maintenance of 215 EPBs
 - License Dates - April 1, 2028 - March 31, 2029

Onsite support or training will be billed separately at a rate of \$2,500 per person, per day with a 3 day minimum.

Additional requirements outside the scope of the project and requirements of the RFP can be billed at an hourly rate seen in the table below.

Activity	Hourly Rate
Development	\$200.00
Testing	\$175.00
Project Management	\$200.00
IT Services	\$200.00

6.2 Expenses

Unless an expense is approved in advance by Customer, Tenex Software Solutions, Inc. shall be responsible for all expenses incurred while performing services under this Agreement. The agreement includes support services, and the expenses incurred to provide these services (labor, equipment, time, etc.) is included in this as Tenex's responsibility. This paragraph is clarifying that there are no additional charges to be billed to the customer outside

of the annual support and maintenance fees. If the customer requires additional services such as onsite support or network troubleshooting (anything outside the norm in relation to this project) this will be quoted, approved by customer, and billed separately based on the fees outlined in 6.1 above.

6.3 Payment Terms

Customer will pay Tenex Software Solutions, Inc. as follows:

- Tenex Software Solutions, Inc. will submit an invoice at Agreement signing date ("Effective Date") for the full amount of year 1 software, hardware, and implementation fees to be paid by the Customer upon receipt of invoice.
- Tenex Software Solutions, Inc. will submit an invoice annually at the anniversary of the contract year. Payment will be due from Customer on receipt of invoice.
- The Customer will comply with the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., in that any invoice approved for payment must be paid or the payment issued to the Company within 60 days of receipt of a proper bill or invoice. If payment is not issued to Tenex within this 60 day period, an interest penalty of 1.0% of any amount approved and unpaid shall be added for each month or fraction thereof after the end of this 60 day period, until final payment is made.

7.0 INTELLECTUAL PROPERTY

7.1 Intellectual Property Ownership

Tenex Software Solutions, Inc. owns the entire copyright, title and interest in the following content ("Content"):

- All information regarding the Tenex Election Desk (TED), scripts used to create reports, data transformation utilities and monitoring modules used to keep track of the health of the System.
- All training materials and documentation provided to the Customer.

Customer will secure all necessary rights to copyright, trademark or other intellectual property to any materials it submits to Tenex Software Solutions, Inc. for use in the Services.

Nothing in this section will affect ownership of intellectual property created and owned by any entities not a party to this Agreement and not pursuant to an agreement with Tenex. Prior agreements for other products will not be affected by this Agreement.

7.2 Warranty

Contractor warrants to the County during the Term of this contract that the Service will comply with the system functionality as of the date of system purchase and that such functionality will be maintained in all material respects in subsequent upgrades to the Service. Customer's sole and exclusive remedy for Vendor's breach of this warranty shall be that Vendor shall use commercially reasonable efforts to correct such errors or modify the Service to achieve the material functionality within a reasonable period of time.

8.0 TERM & TERMINATION

8.1 Term

The term of this Agreement shall commence on the Effective Date for four (4) years with an option to extend two (2) years at a time for a total of six (6) more years (3 renewal periods). The contract will be terminated at the end of the initial term or at the end of the renewal terms (if opted in), Tenex has fulfilled their software as a service

subscription agreement obligation, and payment of all Project Fees and Expenses as specified in this Agreement has been completed, unless otherwise extended by mutual written agreement or terminated in accordance with this Agreement.

8.2 Termination

(a) Either party may terminate this Agreement effective immediately if the other party (i) commits any material breach or default of this Agreement; (ii) becomes the subject of any voluntary or involuntary proceeding under the U.S. Bankruptcy Code or state insolvency proceeding and such proceeding is not terminated within sixty (60) days of its commencement; or (iii) ceases to be actively engaged in business and has not assigned this Agreement.

(b) If this Agreement is terminated other than by reason of a material breach by Tenex, Tenex Software Solutions, Inc. shall be entitled to a pro-rated payment for work in progress based on the percentage of the Services then completed, as reasonably determined by Tenex.

Mediation will be required before termination for any reason above.

9.0 CONTRACTOR RELATIONSHIP

Tenex Software Solutions, Inc. is an independent contractor, and neither Tenex Software Solutions, Inc. nor Tenex's employees or contract personnel are, or shall be deemed, Customer's employees. This Agreement does not create a partnership relationship. Neither Tenex Software Solutions, Inc. nor Customer has authority to enter into contracts on the other's behalf.

10.0 NON-SOLICITATIONS & CONFIDENTIAL INFORMATION

10.1 Non-solicitation

During, and for a period of one year after termination of this Agreement, Customer agrees not to solicit or recruit Tenex's employees, contractors, or freelancers of which Customer becomes aware as a result of Tenex's services for Customer.

10.2 Confidential Information

Tenex Software Solutions, Inc. and Customer agree not to use or disclose to any third party, either during or after the term of this Agreement, any proprietary or confidential information of the other party without the other party's consent. Tenex Software Solutions, Inc. and Customer shall not be restricted in using any material, which is publicly available, already in their possession, or known to them, or which is rightfully obtained from sources other than the other party.

Proprietary or confidential information includes business plans, customer lists, operating procedures, trade secrets, design formulas, know-how and processes, computer programs and inventories, discoveries and improvements of any kind owned by Tenex Software Solutions, Inc. or by Customer; and any information marked "Proprietary" or "Confidential."

11.0 WARRANTIES & REPRESENTATIONS

Tenex Software Solutions, Inc. warrants that it is able to complete the Services in a professional and timely manner; that any Project Deliverables shall be original or all necessary permissions and releases obtained and paid for; and that any Project Deliverables shall not contain any false, misleading, libelous or unlawful matter.

Customer warrants that any material given by Customer to Tenex Software Solutions, Inc. for use in the Services under this Agreement shall be original or all necessary permissions and releases obtained and paid for; and that any such material shall not contain any false, misleading, libelous or unlawful matter.

12.0 LIABILITY

12.1 Total Liability

In no event shall Tenex’s aggregate liability for all cases or controversies arising out of the subject matter of this Agreement, whether in contract, tort or otherwise, exceed the aggregate payments actually received by Tenex Software Solutions, Inc. under this Agreement. In no event shall Champaign County’s aggregate liability exceed the amount owed to Tenex under this contract. In no event will either party. be liable to the other or any third party for any special, incidental or consequential damages or lost profits, whether based in breach of contract, tort (including negligence), product liability or otherwise, and whether or not the other has been advised of the possibility of such damage.

12.2 Limitation of Remedies

Customer’s exclusive remedy, and Tenex's sole liability for any case or controversy arising out of Tenex's failure to perform any of its obligations hereunder shall be to terminate this Agreement pursuant to Section 7.2 and receive a refund from Tenex Software Solutions, Inc. of the unearned portion of any fees paid with respect to the Services.

Client: Champaign County, IL Clerk	Contractor: Tenex Software Solutions, Inc.
Signature: _____ Name: _____ Title: _____ Mailing Address: _____ _____ Date: _____	Signature: _____ Name: Ravi Kallem Title: President Mailing Address: 3031 N Rocky Point Drive W Suite 580 Tampa, FL 33607 Tax ID #: 59-3647858 Date: _____



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

Memorandum

Date: March 25, 2025

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

From: Lisa Benson, Community Services Director

RE: Additional Emergency and Transitional Housing (ETH) Support

ETH Renovation/Supplies

The Illinois Department of Human Services provided a one-time funding opportunity to current Emergency & Transitional Housing Providers for the purchase of new equipment to improve shelter facilities so that the program can better serve program participants. RPC currently manages the Emergency Shelter for Families with the support of ETH funds. This one-time funding will support purchases of furnishings, bedding, and kitchen and bath supplies for eight 2-bedroom apartment units used for emergency shelter of families with minor children, to ensure that the program can better serve families who are homeless or at imminent risk of becoming homeless. Furnishings include bed sets, tables and dressers to replace furnishings currently in disrepair. Bedding includes new blankets, sheets, linens and pillows for shelter units as well as air mattresses to support additional beds for units when family composition exceeds available beds within the unit. Kitchen items include microwaves, dinnerware, silverware, cookware, utensils, towels, storage containers and trash cans to support the cooking, health and sanitation needs of families in shelter units. Bath items include towels, shower curtain liners and toilet brush holders to support shelter unit health and basic hygiene needs for families.

County Board approval of the grant and accompanying budget amendment is requested. Thank you for your consideration.

Champaign County Regional Planning Commission

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



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

Agreement Numbers. N/A

State Agency Illinois Department of Human Services

FY. 2025

Grantee CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION

Notice of Funding Opportunity (NOFO) Number. N/A

Data Universal Number System (DUNS) Number 097322861

FEIN 376006910

Catalog of State Financial Assistance (CSFA) Number 444-80-0659

CSFA Short Description. ETH TAX WRITE IN

Catalog of Federal Domestic Assistance (CFDA) Number see linked Agreement Exhibit-A

CFDA Short Description. see linked Agreement Exhibit-A

Section A: State of Illinois Funds

REVENUES	Total
State of Illinois Requested:	\$16,880.00
Budget Expenditure Categories	
1. Personnel (200.430)	N/A
2. Fringe Benefits (200.431)	N/A
3. Travel (200.475)	N/A
4. Equipment (200.439 and 200.436(a))	N/A
5. Supplies (200.1 and 200.453)	\$16,880.00
6. Contractual Services/Subawards (200.318 and 200.1)	N/A
7. Consultant (200.459)	N/A
8. Construction	N/A
9. Occupancy - Rent and Utilities (200.465 and 200.436(a))	N/A
10. Research and Development (R & D) (200.1)	N/A
11. Telecommunications	N/A
12. Training and Education (200.473)	N/A
13. Direct Administrative Costs (200.413)	N/A
14. Other or Miscellaneous Costs	N/A
15. Grant Exclusive Line Item(s)	N/A
16. Total Direct Costs (add lines 1-15) (200.413)	\$16,880.00
17. Indirect Cost (200.414)	N/A
Rate %: N/A	
Base: N/A	
18. Total Costs State Grant Funds Lines 16 and 17 MUST EQUAL REVENUE TOTALS ABOVE	\$16,880.00

Note: Total may be adjusted for rounding.



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

Agreement Numbers. N/A

State Agency Illinois Department of Human Services

FY. 2025

Grantee CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION

Notice of Funding Opportunity (NOFO) Number. N/A

Data Universal Number System (DUNS) Number 097322861

FEIN 376006910

Catalog of State Financial Assistance (CSFA) Number 444-80-0659

CSFA Short Description. ETH TAX WRITE IN

Catalog of Federal Domestic Assistance (CFDA) Number see linked Agreement Exhibit-A

CFDA Short Description. see linked Agreement Exhibit-A

5). Supplies (200.1 and 200.453)

List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Item	Quantity/Duration	Cost Per Item	Supplies Cost
Twin Bed Sets	2.000	\$350.000	\$700.000
Microwaves	8.000	\$100.000	\$800.000
Dressers	16.000	\$200.000	\$3,200.000
Bedside Tables	16.000	\$100.000	\$1,600.000
Air Mattresses (Twin Size)	2.000	\$100.000	\$200.000
16 Piece D+A1:E12	2.000	\$100.000	\$200.000
Air Mattresses (Queen Size)	2.000	\$125.000	\$250.000
Bed Sheets (Full Size w/2 Pillow Cases)	6.000	\$25.000	\$150.000
Bed Sheets (Twin Size w/2 Pillow Cases)	24.000	\$20.000	\$480.000
Pillows (Set of 2)	24.000	\$25.000	\$600.000
Fleece Blankets (Full Size)	6.000	\$30.000	\$180.000
Fleece Blankets (Twin Size)	24.000	\$20.000	\$480.000
16-Piece Dinnerware Sets	24.000	\$40.000	\$960.000
Silverware Sets	24.000	\$20.000	\$480.000
Pots, Pans & Utensils	24.000	\$80.000	\$1,920.000
Glass Food Storage Containers	24.000	\$60.000	\$1,440.000
Kitchen Trash Cans	24.000	\$25.000	\$600.000
Bath Towel Sets	48.000	\$30.000	\$1,440.000
Kitchen Towels	24.000	\$20.000	\$480.000
Toilet Brush/holders	24.000	\$15.000	\$360.000
Shower Curtain Liners	24.000	\$15.000	\$360.000
State Total			\$16,880.00
Non-State: Item data NOT entered for this category			
Non-State Total			
Total Supplies			\$16,880.00

Supplies Narrative (State):

74

Funds will be used to purchase furnishings, bedding, and kitchen and bath supplies for emergency shelter units to ensure that the program can better serve families who are homeless or at imminent risk of becoming homeless. Furnishings include bed sets, tables and dressers to replace furnishings currently in disrepair. Bedding includes new blankets, sheets, linens and pillows for shelter units as well as air



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

**MONTHLY HR REPORT
MARCH 2025**

UNEMPLOYMENT REPORT

Notice of Claims Received – 1
RPC Head Start – 1*

Benefit Determination – 4
RPC Head Start – 1 Chargeable (Result of Protest noted on the January 2025 Report); 2 Non-Chargeable (Result of Protests noted on the February 2025 Report)
Treasurer – 1 Chargeable

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

PAYROLL REPORT

MARCH PAYROLL INFORMATION

Pay Group	3/7/2025		3/21/2025	
	EE's Paid	Total Payroll \$\$	EE's Paid	Total Payroll \$\$
General Corp	573	\$1,563,094.20	535	\$1,521,050.45
RPC/Head Start	315	\$611,560.71	311	\$616,987.26
Total	888	\$2,174,654.91	846	\$2,138,037.71

HEALTH INSURANCE/BENEFITS REPORT

Total Number of Employees Eligible: 626
General County Union (includes AFSCME & FOP):
 189 Single; 25 EE+spouse; 55 EE+child(ren); 6 Family; 75 waived
Non-bargaining employees:
 137 Single; 33 EE+spouse; 44 EE+child(ren); 11 Family; 51 waived
 Life Insurance Premium paid by County: \$1,537.51
 Health Insurance Premium paid by County: \$511,728.30

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

March 2025: .90% average over the last 12 months

March 2025: 7 out of 777 Employees left Champaign County: 5 resignations, 1 dismissal, 1 retirement

WORKERS' COMPENSATION REPORT

<u>Entire County Report</u>	<u>March 2024</u>	<u>March 2025</u>
New Claims	5	2
Closed	5	6
Open	20	23

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

Agendas Posted	21	Meetings Staffed	7	Minutes Posted	14
Appointments Posted	16	Notification of Appointment	1	Contracts Posted	0
Calendars Posted	5	Resolutions Prepared	29	Ordinances Prepared	4

VACANT POSITIONS

As of Close of Business 3/31/2025

Total Position Vacancies	41	13 Departments with unintended vacancies of the 23 departments
New Vacancies This Month	12	
Vacancies from 2025 - prior to current month	4	
Vacancies from 2024	16	\$ 2,269,824.82 Payroll for the current, budgeted vacancies if remain unfilled 1 year
Vacancies from 2023	5	
Vacancies from 2022	4	
Intentionally Vacant	2	78,876 Hours of all current vacancies if remained unfilled for 1 year

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

ANIMAL CONTROL	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Assistant Director	2/20/2025	\$ 35.41	2080 \$	73,652.80
Deputy Administrator/Veterinarian	3/24/2023	\$ 51.72	1000 \$	51,720.00

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

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

CHILDREN'S ADVOCACY CENTER	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Forensic Interviewer/Community Educator	3/27/2025	\$ 27.79	1950 \$	54,190.50

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

CIRCUIT COURT	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Law Librarian		\$ -	1040	
Problem Solving Court Case Manager	New Position 1/2/25	\$ 22.00	1950 \$	42,900.00

CORONER	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Deputy Coroner	1/31/2025	\$ 24.50	2096 \$	51,352.00
Deputy Coroner	3/14/2025	\$ 24.50	2096 \$	51,352.00

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

COUNTY CLERK & RECORDER	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
None		\$ -	0 \$	-

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

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

INFORMATION TECHNOLOGY	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Systems Administrator (Courthouse) (New Position)	1/1/2023	\$ 31.75	1950 \$	61,912.50
Systems Administrator (Courthouse)	7/15/2022	\$ 31.75	1950 \$	61,912.50

JUVENILE DETENTION CENTER	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
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Court Services Officer - JDC	11/28/2024	\$	26.01	1950	\$	50,719.50
Court Services Officer - JDC	12/6/2024	\$	26.01	1950	\$	50,719.50
Court Services Officer - JDC	12/30/2024	\$	26.01	1950	\$	50,719.50
Court Services Officer - JDC	1/16/2025	\$	27.18	1950	\$	53,001.00
Court Services Officer - JDC	3/15/2025	\$	26.62	1950	\$	51,909.00
Court Services Officer - JDC	3/24/2025	\$	26.62	1950	\$	51,909.00
Assistant Detention Officer (PT) - JDC	11/30/2023	\$	15.60	975	\$	15,210.00
Assistant Detention Officer (PT) - JDC	9/8/2024	\$	15.60	975	\$	15,210.00

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

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

PLANNING & ZONING	Date Vacated		Rate of Pay	Annual Hours		Annual Rate of Pay
Zoning Officer (New Position)	1/1/2022	\$	21.83	1950	\$	42,568.50
Planner	6/24/2022	\$	32.06	1950	\$	62,517.00
Zoning Officer	3/4/2024	\$	26.39	1950	\$	51,460.50

PROBATION	Date Vacated		Rate of Pay	Annual Hours		Annual Rate of Pay
Court Services Supervisor - Supervision	3/12/2025	\$	28.42	1950	\$	55,419.00

PUBLIC DEFENDER	Date Vacated		Rate of Pay	Annual Hours		Annual Rate of Pay
Assistant Public Defender	12/13/2024	\$	41.34	1950	\$	80,613.00

SHERIFF'S OFFICE	Date Vacated		Rate of Pay	Annual Hours		Annual Rate of Pay
Secretary	12/27/2024	\$	25.62	1950	\$	49,959.00
Clerk - Corrections	7/15/2023	\$	21.75	1950	\$	42,412.50
Master Control Officer - FT	3/19/2025	\$	18.68	2080	\$	38,854.40
Master Control Officer - PT	11/17/2024	\$	18.68	1040	\$	19,427.20
Master Control Officer - PT	3/23/2025	\$	18.92	1040	\$	19,676.80
Master Control Officer - PT	3/16/2025	\$	18.68	1040	\$	19,427.20
Correctional Officer	10/10/2024	\$	24.74	2080	\$	51,459.20
Correctional Officer	12/2/2024	\$	24.74	2080	\$	51,459.20
Correctional Officer	12/7/2024	\$	24.74	2080	\$	51,459.20
Correctional Officer	3/22/2025	\$	28.48	2080	\$	59,238.40
Correctional Officer	3/28/2025	\$	27.88	2080	\$	57,990.40
Correctional Officer	4/21/2025	\$	28.48	2080	\$	59,238.40
Correctional Officer	4/4/2025	\$	26.67	2080	\$	55,473.60
Court Security Officer	12/30/2024	\$	23.14	2080	\$	48,131.20

STATE'S ATTORNEY	Date Vacated		Rate of Pay	Annual Hours		Annual Rate of Pay
Assistant State's Attorney - Civil	12/13/2024	\$	32.03	1950	\$	62,458.50
Assistant State's Attorney - Criminal	9/13/2024	\$	38.47	1950	\$	75,016.50
Assistant State's Attorney - Criminal	9/9/2024	\$	41.46	1950	\$	80,847.00

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

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

VETERAN'S ASSISTANCE COMMISSION	Date Vacated		Rate of Pay	Annual Hours		Annual Rate of Pay
Administrative Assistant	6/27/2024	\$	20.93	1664	\$	34,827.52

EEO REPORT

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

March 2025 Monthly EEO Report General County Only	postings closing this month:			postings with later or no end date:											
	Master Control Officer (PT) - Sheriff	Full-time Clerk - Sheriff	Court Services Officer (JDC) - Probation & Court Services	Detention Officer (PT) (JDC) - Probation & Court Services	Deputy Sheriff - Sheriff	Correctional Officer - Sheriff	Assistant Public Defender - Criminal Defense Attorney - Public Defender	Legal Clerk - Circuit Clerk	Court Services Officer (JDC) - Probation & Court Services	Master Control Officer (FT) - Sheriff	Deputy Coroner - Coroner	Problem -Solving Court Case Manager (Coordinator) - Circuit Court	Court Services officer (Adult Probation) - Probation & Court Services	Family Advocate/Forensic Interviewer (CAC) - State's Attorney	
Total Applicants	2	15	4	10	2	11	0	3	9	9	9	8	0	24	106
Male		3	1	4	2	7	0	1	5	6	2	1	0	1	33
Female	2	12	3	6		3	0	2	2	2	6	7	0	22	67
NonBinary						0	0		1	1			0		2
Undisclosed						1	0		1		1		0	1	4
Hispanic or Latino	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
White	0	7	1	3	2	7	0	2	5	4	8	6	0	15	60
Black or African-American	2	7	0	7	0	4	0	0	0	0	0	0	0	0	20
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Two or more races	0	1	0	0	0	0	0	1	0	1	0	0	0	1	4
Undisclosed	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Veteran Status	0	1	0	0	1	1	0		1	0	3	1	0	1	9



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

MEMORANDUM

TO: Chris Stohr, Chair – Policy, Personnel & Appointments Committee of the Whole

FROM: Michelle Jett, Director of Administration, and
Job Content Evaluation Committee

DATE: January 22, 2025

RE: **REVIEW and RECOMMENDATION for HR Generalist & HR Associate**

HR GENERALIST ADJUSTMENT REPORT:

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by Michelle Jett, Director of Administration. The Committee was also provided with a job description for the position. Ms. Jett met with the Committee and explained the parameters and scope of responsibility for the position, including the level of expertise, the understanding of human resource practices, attention to detail, and professionalism required of this position due to the nature of the work. The significant change to the position would be the addition of supervisory responsibilities.

The Job Content Evaluation Committee Report is as follows:

Date of Review by the JEC: January 15, 2025
Department Requesting: County Executive
Recommended Title of Position: HR Generalist changed to HR Manager
Evaluated Job Points: 604 changed to 747
Recommended Classification Range: H changed to J
FY2025 Current Range Minimum: \$21.84 changed to \$29.08
FY2025 Current Range Midpoint: \$27.30 changed to \$36.34
FY2025 Current Range Maximum: \$32.75 changed to \$43.60
Bargaining Status: Non-Bargaining
FLSA Status: Exempt

Pursuant to this review and evaluation, the Committee recommends the adjustment of the HR Generalist position to the title of HR Manager and classification Grade Range H to J. A copy of the job description and updated table of organization are attached for your information and review.

At this time there is no additional funding request.

HR ASSOCIATE CREATION REPORT:

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by Michelle Jett, Director of Administration. The Committee was also provided with a job description for the position. Ms. Jett met with the Committee and explained the parameters and scope of responsibility for the position, including the level of expertise, the understanding of human resource practices, attention to detail, and professionalism required of this position due to the nature of the work.

The Job Content Evaluation Committee Report is as follows:

Date of Review by the JEC: January 15, 2025
Department Requesting: County Executive
Recommended Title of Position: HR Associate
Evaluated Job Points: 363
Recommended Classification Range: F
FY2025 Current Range Minimum: \$17.96
FY2025 Current Range Midpoint: \$22.45
FY2025 Current Range Maximum: \$26.94
Bargaining Status: Non-Bargaining
FLSA Status: Non-Exempt

Pursuant to this review and evaluation, the Committee recommends the creation of the HR Associate with the classification Grade Range F. A copy of the job description and updated table of organization are attached for your information and review.

At this time there is no additional funding request.

REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:

The Policy, Personnel & Appointments Committee recommends to the Committee of the Whole approval of the creation of the HR Manager and HR Associate positions, effective February 21st, 2025.

Thank you for your consideration of this recommendation.

Attachments

- HR Generalist Job Description
- Administrative Services Org Chart

Champaign County Job Description

Job Title: Human Resources Manager
Department: County Executive
Reports to: Director of Administration
FLSA Status: Exempt
Grade Range: J
Prepared Date: December 2024

SUMMARY: Manage and lead the human resources division of the County Executive's Office.

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

Oversees the comprehensive record keeping system with regard to all human resource regulatory compliance including EEO and ADA and maintain employee files and records in electronic and paper form.

Assists the Director of Administration in managing and maintaining the County's salary administration system for all positions, with the exception of the positions of the Regional Planning Commission.

Assists in preparation of the annual budget through review of department budget requests regarding personnel to ensure staffing budgets are in compliance with the current salary administration plan for all offices and updating staffing budgets for the ensuing fiscal year.

Responsible for contributing to the creation of and implementation of employee training and development programs.

Responsible for managing new employee onboarding, contributing to the consistent improvement of the process, and supporting the HR Associate in organizing continuing training and development initiatives.

Represent the County in the community as a career destination, develop and facilitate recruitment initiatives.

Promote the employee wellness program and other human resources to support an efficient, healthy work environment at the County.

Provide support to employees in various human resource-related topics such as leaves and compensation and with the involvement of the Director of Administration, resolve any issues that may arise.

Gather and analyze data with useful human resource metrics.

Ensure compliance with labor regulations and union contracts.

Champaign County Job Description

KNOWLEDGE, SKILLS, AND ABILITIES

Excellent verbal and written communication skills.

Excellent interpersonal, negotiation, and conflict resolution skills.

Excellent organizational skills and attention to detail.

Excellent time management skills with a proven ability to meet deadlines.

Strong analytical and problem-solving skills.

Ability to prioritize tasks and to delegate them when appropriate.

Ability to act with integrity, professionalism, and confidentiality.

Thorough knowledge of employment-related laws and regulations.

Proficient with Microsoft Office Suite or related software.

Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

EDUCATION and/or EXPERIENCE

Bachelor's degree with a major in human resources from an accredited four-year college or university and at least three years of human resources, payroll and employee benefits, or equivalent combination of education and experience that would provide the above-noted knowledge, skills, and abilities.

PHYSICAL DEMANDS

This position has the physical capability requirements of the Department of Labor classification of Light Work.

These physical demands of this position require activities such as sitting, walking, standing, bending, stooping, climbing stairs, lifting, moving, and carrying light objects, operating office equipment, and driving an automobile.

WORK ENVIRONMENT

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

Champaign County Job Description

Job Title: HR Associate
Department: County Executive
Reports To: HR Generalist
FLSA Status: Non-Exempt
Prepared Date: December 2024
Pay Rate: F

SUMMARY Provides technical support and assistance on human resource functions of the county. Serves as a back-up to the Payroll Accountant and Insurance Specialist in the area of payroll and benefit processes.

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

Supports the HR Generalist with comprehensive record keeping system with regard to all human resource regulatory compliance including EEO and ADA and maintain employee files and records in electronic and paper form.

Assists the HR Generalist in managing and maintaining the County's salary administration system for all positions, with the exception of the positions of the Regional Planning Commission.

Promote the employee wellness program and other human resources to support an efficient, healthy work environment at the County.

Serves as backup to the Insurance Specialist and the Payroll Accountant.

Coordinates and facilitates new employee orientation and other trainings as directed.

Organize employee and workplace events as directed.

Complete and submit required reports.

KNOWLEDGE, SKILLS, AND ABILITIES

Excellent verbal and written communication skills.

Excellent interpersonal, negotiation, and conflict resolution skills.

Excellent organizational skills and attention to detail.

Excellent time management skills with a proven ability to meet deadlines.

Strong analytical and problem-solving skills.

Ability to prioritize tasks and to delegate them when appropriate.

Ability to act with integrity, professionalism, and confidentiality.

Thorough knowledge of employment-related laws and regulations.

Proficient with Microsoft Office Suite or related software.

Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

EDUCATION and/or EXPERIENCE

An associate degree with a major in human resources from an accredited institution or equivalent combination of education and experience that would provide the above-noted knowledge, skills, and abilities.

PHYSICAL DEMANDS

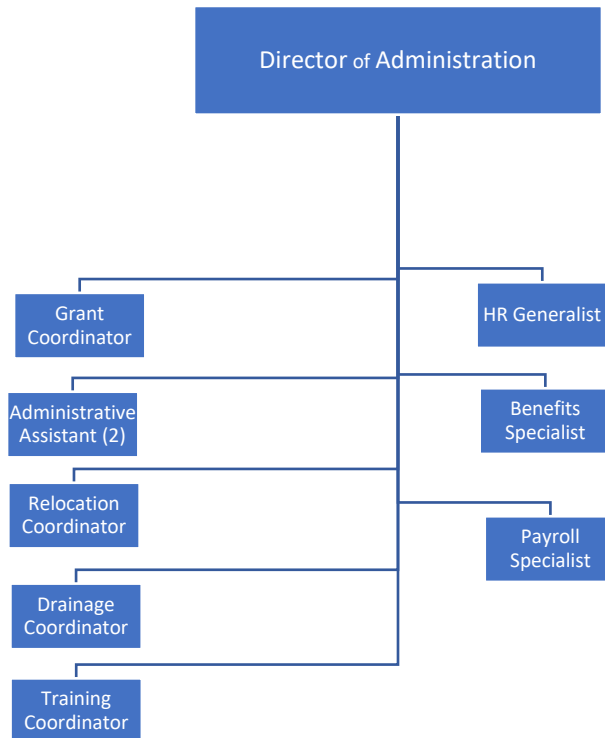
This position has the physical capability requirements of the Department of Labor classification of Light Work.

These physical demands of this position require activities such as sitting, walking, standing, bending, stooping, climbing stairs, lifting, moving, and carrying light objects, operating office equipment, and driving an automobile.

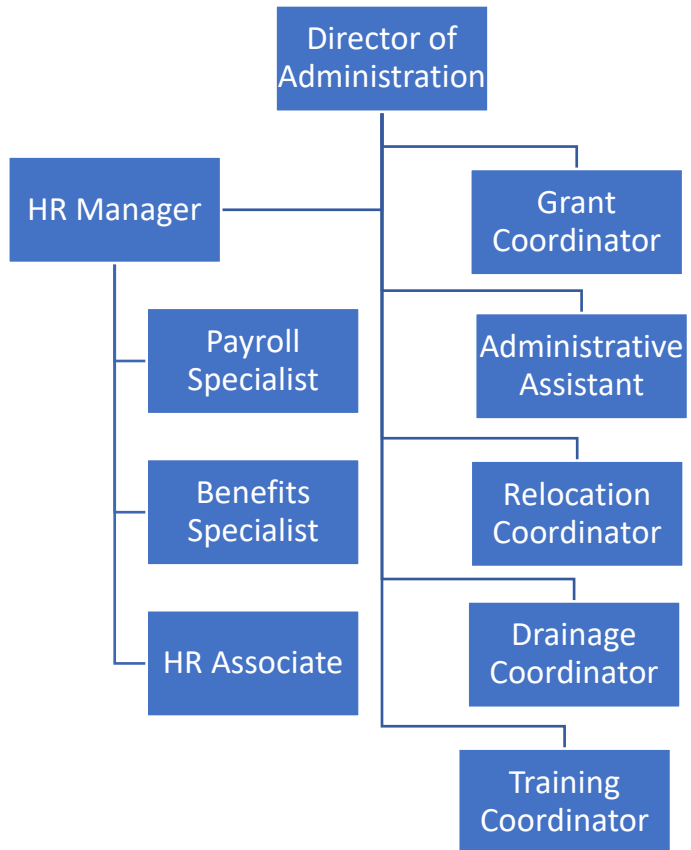
WORK ENVIRONMENT

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

Current Org Chart



Proposed Org Chart





OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

MEMORANDUM

TO: Chris Stohr, Chair – Policy, Personnel & Appointments

**FROM: Michelle Jett, Director of Administration, and
Job Content Evaluation Committee**

DATE: April 1, 2025

**RE: REVIEW and RECOMMENDATION for Child Advocacy Center Deputy
Administrator**

DEPUTY ADMINSTRATOR REPORT:

The Child Advocacy Center has requested the addition of the Deputy Administrator position to their options of job positions. The Job Content Evaluation Committee has reviewed the job description and determined the following grading.

The Job Content Evaluation Committee Report is as follows:

Date of Review by the JEC: March 19, 2025
Department Requesting: Child Advocacy Center
Recommended Title of Position: Deputy Administrator
Recommended Classification Range: H
FY2025 Current Range Minimum: \$21.84
FY2025 Current Range Maximum: \$32.75
Bargaining Status: Non-bargaining
FLSA Status: Exempt

REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:

The Policy, Personnel & Appointments Committee recommends to the Committee of the Whole approval of the addition of the Deputy Administrator position in the Child Advocacy Center's office, effective April 25th, 2025.

The Child Advocacy Center is fully funded by grants, donations, and fees for service. There is no request for the Finance Committee.

Thank you for your consideration of this recommendation.

Attachments

- Deputy Administrator Job Description
- Child Advocacy Center Org Chart, Current and Proposed

Deputy Administrator Job Description

SUMMARY: The Deputy Administrator increases the efficiency of the Children's Advocacy Center (CAS) by supporting operational leadership to provide services to coordinate timely, comprehensive and multi-disciplinary response to child sexual abuse and serious physical abuse allegations in a safe, agency-neutral, child-focused setting.

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

- Assists with operational activities for funding sources to maintain and update grants to ensure smooth day-to-day operations.
- Assists with responsibility for development and administration of standards and procedures related to personnel, including staff development, budget and physical facilities.
- Strategize process improvements to maximize funding with grants for resource allocation.
- Assists with fund raising activities and organizes them in the community to meet CAC objectives.
- Prepares, distributes, and maintains variety of funding reports.
- Researching deadlines.
- Draft grant proposals and supporting documents based on the funding requirements of the organization.
- Submit grant proposals to the Director for approval.
- Respond to internal and external queries on drafted and submitted proposals from funding agencies.
- Maintain positive relationships with fund providers and other stakeholders.
- Manage the daily tasks of CAC by providing administrative and clerical support.
- Ensuring office supplies are maintained, including checking inventory and working with vendors to always ensure adequate levels of necessary supplies.
- Occasionally traveling off-site to deliver reports or files to other departments.
- Ensuring the confidentiality and security of files and filing systems.
- Operating copy equipment, fax machines, printers or other equipment necessary.
- Conducts forensic interviews.

Supervisory Responsibilities May provide some direct supervision to interns and volunteers.

Education Bachelor's degree (B.A.) from a four-year college or university and a major in social work or a related field.

Experience Previous experience in criminal justice, human services and professional training in child abuse is recommended. Previous experience clerical or secretarial role or experience handling administrative tasks in a related field, a strong understanding of business management.

- Good organization, time management and scheduling skills
- Basic bookkeeping experience, especially in accounts payable/receivable
- Experiencing using office management software, including Excel and other word processing software and spreadsheets
- Strong communication skills
- Ability to multitask

Mathematical Skills Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Previous experience with grant writing.

LANGUAGE SKILLS Ability to read and interpret documents such as law enforcement reports, Page 2 of 2 government or agency regulations and legal interpretations. Ability to write reports and business correspondence. Ability to speak effectively before individuals, public groups and employees of the organization.

REASONING ABILITY Deputy Administrator must solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

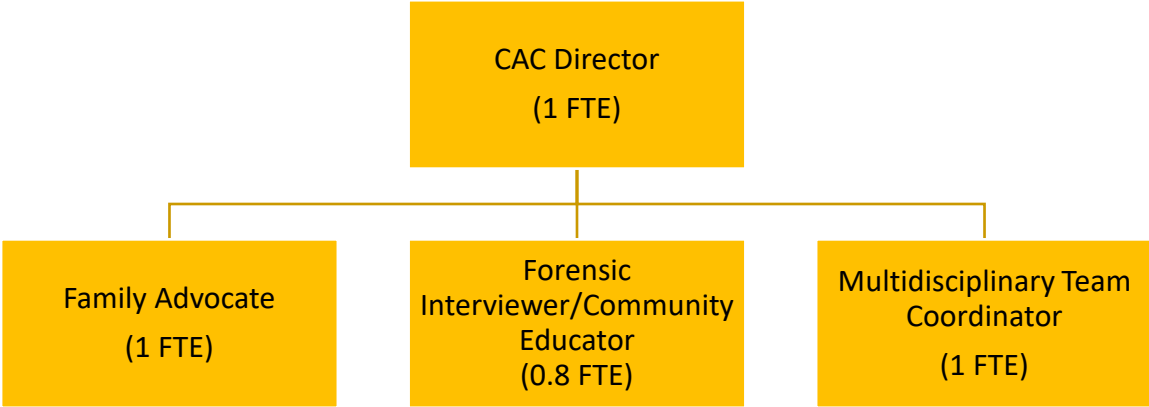
CERTIFICATES, LICENSES, REGISTRATIONS As required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential

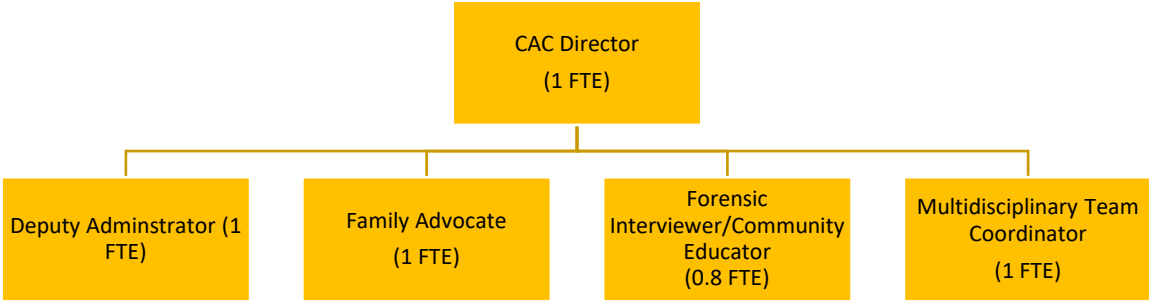
functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and talk; or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance 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. Occasionally will do home or on-site visits. The noise level in the work environment is usually moderate.

CURRENT



PROPOSED



Mr. Justin Leerkamp

Champaign County IL | Generated 3/4/2025 @ 11:38 am by OnBoardGOV - Powered by ClerkBase

Status

Name Mr. Justin Leerkamp
Application Date 2/28/2025
Expiration Date 2/28/2124
Status Received

Board	Vacancies	Status	Actions
Broadlands-Longview Fire Protection District	1	Pending	<input type="checkbox"/>

Basic Information

Name
Mr. Justin Leerkamp

What experience and background do you have which you believe qualifies you for this appointment?
Reappointment to present position

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
I have experience with both this taxing body and another taxing body. I have served on this board for the last several months.

Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.
Broadlands-Longview Fire Protection District Trustee, Union Drainage District #1 of Raymond & Murdock

Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? If yes, please explain.
none

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

What is your gender?
Male

What is your ethnicity?
White

Contact Information

Address
548 County Road 1900E
Sidney
IL, IL 61877

Email
Justin.leerkamp@gmail.com

Phone
2174178545

Occupation

Additional Information

Notes

Generated 3/4/2025 @ 11:38 am

Keith G Miller

Champaign County IL | Generated 3/4/2025 @ 11:50 am by OnBoardGOV - Powered by ClerkBase

Status

Name Keith G Miller
Application Date 3/4/2025
Expiration Date 3/4/2124
Status Received

Board	Vacancies	Status	Actions
Broadlands-Longview Fire Protection District	1	Pending	<input type="checkbox"/>

Basic Information

Name
Keith G Miller

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

38 years in the fire service of which 17 years as chief and 7 years as treasurer of fire department

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

Have been to every board meeting for the last 17 years

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

None

Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? If yes, please explain.

None

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

Yes

What is your gender?

Male

What is your ethnicity?

White

Additional Information

Notes

Generated 3/4/2025 @ 11:50 am

Contact Information

Address
504 Public Street
Villa Grove, IL 61956

Email
kgfiremiller@yahoo.com

Phone
217-202-5428

Occupation

Professional Licenses
EMR Certified

Patricia Chancellor

Champaign County IL | Generated 3/4/2025 @ 11:11 am by OnBoardGOV - Powered by ClerkBase

Status

Name Patricia Chancellor
Application Date 2/26/2025
Expiration Date 2/26/2124
Status Received

Board	Vacancies	Status	Actions
Eastern Prairie Fire Protection District	1	Pending	<input type="checkbox"/>

Basic Information

Name
Patricia Chancellor

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

I am currently holding this position and have for over 16 years with an excellent work record for the department's achievements.

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

With 16+ years of experience I have learned, practiced and maintained the responsibilities of this position. I have worked with other trustees and firefighters, as well as the department's Chief(s), in achieving the goals of this department. Being a trustee gives me a vote in the direction of this excellent group. I have accomplished the skills through the privilege of being a long-time trustee. Just a couple of years ago working with both the trustee(s), firefighters and our Chief(s) of this department we were able to add on a new large addition to the old firehouse which was badly needed and we were able to do this without any need of additional funds other than what we had been saving for. I feel my record and necessary knowledge to continue on as a trustee is shown in my past commitment for this department.

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

I am currently serving and have for over 16 years for this department as trustee, treasurer.

Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? If yes, please explain.

No.

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

Yes.

What is your gender?

Female

What is your ethnicity?

White

Additional Information

Notes

Generated 3/4/2025 @ 11:11 am

Contact Information

Address
2710 BARTLOW RD
Urbana, IL 61802

Email
oakandpat@yahoo.com

Phone
[2178981321](tel:2178981321)

Occupation

Lorenzo Macedo Hernández

Champaign County IL | Generated 4/8/2025 @ 3:14 pm by OnBoardGOV - Powered by ClerkBase

Status

Name Lorenzo Macedo Hernández
Application Date 3/11/2025
Expiration Date 3/11/2124
Status Received

Board	Vacancies	Status	Actions
Edge-Scott Fire Protection District	0	Pending	<input type="checkbox"/>

Basic Information

Name
Lorenzo Macedo Hernández

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

I have been serving as a volunteer firefighter at Edge-Scott FPD for the past 4 and a half years.

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

I'm still getting familiar with all the duties and processes that a trustee has in their hands. But I will be learning more with the training that is offered to be able to perform my duties.

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

I'm a coo-president at The Latino Partnership. A nonprofit organization that helps the local Latino community.

Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? If yes, please explain.

No

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

Yes

What is your gender?

Male

What is your ethnicity?

Hispanic or Latino

Additional Information

Notes

Generated 4/8/2025 @ 3:14 pm

Contact Information

Address
2820 East Main street, Spur
Urbana, IL 61802-2200

Email
dantomacedo@comcast.net

Phone
2178401218

Cell Phone
2178401218

Occupation

Professional Licenses
Associates degree in applied sciences

President Jeff M White

Champaign County IL | Generated 4/8/2025 @ 3:16 pm by OnBoardGOV - Powered by ClerkBase

Status

Name President Jeff M White
Application Date 3/11/2025
Expiration Date 3/11/2124
Status Received

Board	Vacancies	Status	Actions
Ivesdale Fire Protection District	0	Pending	<input type="checkbox"/>

Basic Information

Name
President Jeff M White

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

Have served on Ivesdale Fire Protection district for over 30 years, first as a trustee and more recently, president.

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

Having served on the board, I have known all staff and board members for many years. I plan the budget, purchase equipment, set up levees for our tax base, and use checks and balances within the board.

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

I am currently Colfax Road Commissioner and have held that position since 1997. I have served on the board of the St. Joseph, (Ivesdale) Cemetery for over 30 years.

Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? If yes, please explain.

No

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

Yes

What is your gender?

Male

What is your ethnicity?

White

Additional Information

Notes

Generated 4/8/2025 @ 3:16 pm

Contact Information

Address
267 County Road 800 North
Ivesdale, IL 61851

Email
jmwhite0427@gmail.com

Phone
2173693951

Cell Phone
2173693951

Occupation

Professional Licenses
None

Trustee Kenny During

Champaign County IL | Generated 4/8/2025 @ 3:15 pm by OnBoardGOV - Powered by ClerkBase

Status

Name Trustee Kenny During
Application Date 3/23/2025
Expiration Date 3/23/2124
Status Received

Board	Vacancies	Status	Actions
Ludlow Fire Protection District	0	Pending	<input type="checkbox"/>

Basic Information

Name
Trustee Kenny During

What experience and background do you have which you believe qualifies you for this appointment?
Have previously served on this board for six years

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
Have served on this for six years

Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.
None

Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? If yes, please explain.
No

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

What is your gender?
Male

What is your ethnicity?
White

Contact Information

Address
3393 CR 1300 E
Rantoul, IL 61866

Email
kduring65@gmail.com

Phone
[2172023230](tel:2172023230)

Occupation

Professional Licenses
Real estate broker

Additional Information

Notes

Generated 4/8/2025 @ 3:15 pm

Vice President Ken Alan Osterbur

Champaign County IL | Generated 3/4/2025 @ 11:47 am by OnBoardGOV - Powered by ClerkBase

Status

Name Vice President Ken Alan Osterbur
Application Date 3/1/2025
Expiration Date 3/1/2124
Status Received

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

Basic Information

Name
Vice President Ken Alan Osterbur

What experience and background do you have which you believe qualifies you for this appointment?
Served on fire dept. For over 30 years and been on the board for 13 years.

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
Have worked with day to day operations of the fire department and worked with personnel in charge of budget and treasury. Have been in charge of ordering new trucks and equipment.

Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.
Trustee for Ogden-Royal Fire Protection. District

Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? If yes, please explain.
No

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

What is your gender?
Male

What is your ethnicity?
White

Contact Information

Address
401 W. Kristi St
Royal, IL 61871

Email
kosterbur@illinifs.com

Phone
2178411583

Occupation

Additional Information

Notes

Generated 3/4/2025 @ 11:47 am

Brooke Mohr

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

Status

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

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

Basic Information

Name
Brooke Mohr

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

Previously work history as well as serving on other community boards.

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

To keep record of meetings throughout the year

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

Champaign County Farm Bureau Foundation Board of Directors

Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? If yes, please explain.

No

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

Yes

What is your gender?

Female

What is your ethnicity?

White

Additional Information

Notes

Generated 1/10/2025 @ 10:22 am

Contact Information

Address
2770 CR 1800 N
Ogden, IL 61859

Email
brooke.mohr@yahoo.com

Phone
2178403725

Occupation

Alan Edward Holt

Champaign County IL | Generated 3/4/2025 @ 11:49 am by OnBoardGOV - Powered by ClerkBase

Status

Name Alan Edward Holt
Application Date 3/3/2025
Expiration Date 3/3/2124
Status Received

Board	Vacancies	Status	Actions
Pesotum Fire Protection District	0	Pending	<input type="checkbox"/>

Basic Information

Name
Alan Edward Holt

What experience and background do you have which you believe qualifies you for this appointment?
Previous 3 years on this board. Many years as an officer of Local 149 Plumbers and Pipefitters; and the Joint Apprenticeship Committee Trustee.

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
I am currently the Treasurer of this body, so I have intimate knowledge of all aspects.

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

Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? If yes, please explain.
no

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

What is your gender?
Male

What is your ethnicity?
White

Additional Information

Notes

Generated 3/4/2025 @ 11:49 am

Contact Information

Address
921 County Road 250 N
Pesotum, IL 61863

Email
aechrh99@gmail.com

Phone
217-649-9402

Occupation

Professional Licenses
IL State Plumbing License

Trustee Clifford Martin Gorman

Champaign County IL | Generated 3/4/2025 @ 11:47 am by OnBoardGOV - Powered by ClerkBase

Status

Name Trustee Clifford Martin Gorman
Application Date 3/1/2025
Expiration Date 3/1/2124
Status Received

Board	Vacancies	Status	Actions
Philo Fire Protection District	0	Pending	<input type="checkbox"/>

Basic Information

Name
Trustee Clifford Martin Gorman

What experience and background do you have which you believe qualifies you for this appointment?
Been involed wit department for 36 years

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
Have been trustee for 28 plus years

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

Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? If yes, please explain.
No

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

What is your gender?
Male

What is your ethnicity?
White

Contact Information

Address
509 s clrvland
Philo, IL 61864

Email
cliffordmgorman@yahoo.com

Phone
2178411785

Cell Phone
2178411785

Occupation

Additional Information

Notes

Generated 3/4/2025 @ 11:47 am

Mr. Frederick William Seibold

Champaign County IL | Generated 3/4/2025 @ 11:10 am by OnBoardGOV - Powered by ClerkBase

Status

Name Mr. Frederick William Seibold
Application Date 2/26/2025
Expiration Date 2/26/2124
Status Received

Board	Vacancies	Status	Actions
Sadorus Fire Protection District	0	Pending	<input type="checkbox"/>

Basic Information

Name
Mr. Frederick William Seibold

What experience and background do you have which you believe qualifies you for this appointment?
I have been Board Secretary and Trustee for many years and currently treasurer pro tem.

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
Nearly total as I have done all the paperwork for decades.

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

Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? If yes, please explain.
No.

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

What is your gender?
Male

What is your ethnicity?
White

Additional Information

Notes

Generated 3/4/2025 @ 11:10 am

Contact Information

Address
Post Office Box 140
Sadorus, IL 61872

Email
seibold@trainride.com

Phone
217-598-2555

Cell Phone
217-762-7972

Occupation

Professional Licenses
FCC General Radiotelephone, Illinois drivers, retired Navy

Blake Kuhns

Champaign County IL | Generated 3/4/2025 @ 11:08 am by OnBoardGOV - Powered by ClerkBase

Status

Name Blake Kuhns
Application Date 2/10/2025
Expiration Date 2/10/2124
Status Received

Board	Vacancies	Status	Actions
Sangamon Valley Fire Protection District	0	Pending	<input type="checkbox"/>

Basic Information

Name
Blake Kuhns

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

I have been a member of the SVFPD for 19 years, my father was the fire chief and a member for 40 years. My grandfather was a firefighter, Fire Chief, then Trustee for 43 years. I believe I have the institutional knowledge of SVFPD to ensure prudent, fiscally responsible decision making for the district. I also believe that my career as a firefighter and officer with the Urbana Fire Department has given me the knowledge, skills, and abilities to ensure that all federal, state, and local requirements are met and followed accordingly.

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

Through my 19 years of service with the SVFPD I believe I have a good knowledge of operations, taxing, and the limited fee structure established. My intent is to ensure fiscal responsibility to the taxpayers, by ensuring the most efficient operations possible on the limited budget for the fire protection district.

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

I currently serve as a Lieutenant with the Urbana Fire Department as well as the EMS Program Manager with the Illinois Fire Service Institute.

Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? If yes, please explain.

No

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

yes

What is your gender?

Male

What is your ethnicity?

White

Additional Information

Notes

Generated 3/4/2025 @ 11:08 am

Contact Information

Address
103 Ashlyn Dr
Fisher, IL 61843

Email
blake.kuhns@gmail.com

Phone
2177783188

Occupation

Professional Licenses
EMT-Paramedic

Registrations/Certifications

Advanced Fire Officer, Bachelor's Degree in Fire Service Management, Technical Rescue Technician, HAZMAT Technician, Tactical Paramedic, Fire Investigator, Training Program Manager, Fire Service Instructor II, Incident Safety Officer.

Mr. Roger Louis Ponton, Jr.

Champaign County IL | Generated 3/4/2025 @ 11:09 am by OnBoardGOV - Powered by ClerkBase

Status

Name Mr. Roger Louis Ponton, Jr.
Application Date 2/13/2025
Expiration Date 2/13/2124
Status Received

Board	Vacancies	Status	Actions
Sangamon Valley Fire Protection District	0	Pending	<input type="checkbox"/>

Basic Information

Name
Mr. Roger Louis Ponton, Jr.

What experience and background do you have which you believe qualifies you for this appointment?
I have been on the department for 42 years. I have been a firefighter, EMT, Trustee for the last 20 years.

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
I have been doing the Budget for the last 16 years. I have been involved in the placement of are Chief and the purchase of new Fire Trucks. And i review the monthly bank statements every month.

Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.
I am currently on the Sangamon Valley Fire Department as a Trustee and i am a elected Trustee of the Village of Fisher. of the Village of Fisher for the last 20 years.

Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? If yes, please explain.
No.

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

What is your gender?
Male

What is your ethnicity?
White

Additional Information

Notes

Generated 3/4/2025 @ 11:09 am

Contact Information

Address
62 glenbrook
fisher, IL 61843

Email
pontons@aol.com

Phone
217-417-3893

Cell Phone
217-417-3893

Occupation

Professional Licenses
Retired from Solo Cup after 40 years

Bernie Magsamen

Champaign County IL | Generated 3/4/2025 @ 11:49 am by OnBoardGOV - Powered by ClerkBase

Status

Name Bernie Magsamen
Application Date 3/3/2025
Expiration Date 3/3/2124
Status Received

Board	Vacancies	Status	Actions
Scott Fire Protection District	0	Pending	<input type="checkbox"/>

Basic Information

Name
Bernie Magsamen

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

I have served on the Scott Fire Protection Board for the past 15 years. I have also served as a township supervisor for the past 16 years and served as a township trustee before that.

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

I have knowledge of the body's operations and property holdings pertaining to this fire district. I am very aware of how the taxes are collected and how they are used within the district. I have worked with the levy and budgeting process. I know the staff and the other 2 trustees of the fire district and have worked with them very well and see no reason we wouldn't in the future.

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

Colfax Township Supervisor and Sadorus/Colfax Multi Township Assessment Chairperson

Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? If yes, please explain.

No

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

Yes

What is your gender?

Male

What is your ethnicity?

White

Additional Information

Notes

Generated 3/4/2025 @ 11:49 am

Contact Information

Address
1124 County Road 100 E
White Heath, IL 61884

Email
bmagsamen@yahoo.com

Phone
[2173695071](tel:2173695071)

Occupation

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Fire Protection District

NAME: Danny Ehmen

ADDRESS: 2049 CR 1850 North St. Joseph Ill 61813
Street City State Zip Code

EMAIL: DKTS8@aol.com PHONE: 217-202-5922

Check Box to Have Email Address Redacted on Public Documents

FIRE PROTECTION DISTRICT: St. Joseph - Stanton FIRE

BEGINNING DATE OF TERM: _____ ENDING DATE: 4-30-2025

The Champaign County Executive appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Executive 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, CANDIDATE MUST COMPLETE THIS APPLICATION AND AN INTERVIEW WITH THE COUNTY EXECUTIVE.**

1. Are you a resident of Champaign County? Yes No

2. Do you live within the fire protection district? Yes No

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

I was a St. Joe & Stanton Fireman & EMT for
22 years

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

Certainly Stanton TWP Highway Commissioner

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

Highway Commissioner - Stanton TWP 16 years
St. Joseph Sportsman Club President 2 years

6. 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:

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

Will Retire from Stanton TWP Commission In 2025

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 Office of the County Executive.

Mary E. Luma

Signature

Date: *Dec 7- 2023*

william wilken

Champaign County IL | Generated 4/8/2025 @ 3:16 pm by OnBoardGOV - Powered by ClerkBase

Status

Name william wilken
Application Date 3/5/2025
Expiration Date 3/5/2124
Status Received

Board	Vacancies	Status	Actions
Thomasboro Fire Protection District	0	Pending	<input type="checkbox"/>

Basic Information

Name
william wilken

What experience and background do you have which you believe qualifies you for this appointment?
lifelong district resident , business owner and longtime school board member

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
served on an advisory panel for the district in 2024

Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.
school board president for TGS #130

Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? If yes, please explain.
no

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

What is your ethnicity?
White

Contact Information

Address
2787 county road 1600e
rantoul, IL 61866

Email
wilkenfarms@gmail.com

Phone
[2172028410](tel:2172028410)

Occupation

Additional Information

Notes

Generated 4/8/2025 @ 3:16 pm

Roger Hayden

Champaign County IL | Generated 3/4/2025 @ 11:11 am by OnBoardGOV - Powered by ClerkBase

Status

Name Roger Hayden
Application Date 2/26/2025
Expiration Date 2/26/2124
Status Received

Board	Vacancies	Status	Actions
Tolono Fire Protection District	0	Pending	<input type="checkbox"/>

Basic Information

Name
Roger Hayden

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

I possess over 50 years of total experience in the public safety field in both professional and volunteer capacities. I served for 25 years with the Illinois State Police and retired as the District 10 commander in Pesotum. My volunteer fire service experience began in 1974 and has continued with several different agencies since that time. Since my original appointment to the Tolono Fire Protection District Board of Trustees in 2010, I have attended annual trustee training conducted by the Illinois Association of Fire Protection Protection Districts every year to maintain a thorough working knowledge of legal and legislative updates, FOIA and OMA requirements, procurement rules, and fiscal considerations as well as best practices and emerging trends in the fire service. Attendance at these training sessions serves as a valuable networking opportunity with other district trustees from throughout the state. The knowledge and experience I have acquired during my 15 years of service to the Board enables me to successfully and effectively perform my duties and responsibilities. I have always taken my board position very seriously and have rarely not been in attendance for regular or special meetings. I currently serve as the Board secretary and perform the duties of Board president during his absence. It has been an honor and privilege to serve as a member of TFPD Board of Trustees for the past 15 years. I am totally confident my knowledge and experiences qualifies me to continue serving in this capacity and respectfully request reappointment to the trustee position

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

I have proudly served as a member of the Tolono Fire Protection District Board of Trustees since 2010. As a result of my service on the Board, I possess a thorough knowledge of the district's operations, budget, levy, properties, staff, tax revenues and fees. Since my appointment in 2010, the District has constructed a new fire station on the east side of town, acquired a structure to serve as a secondary station on the west side of town, procured several additions to the District EMA/EMS fleet, updated technologies and developed a District strategic plan. Recruitment and retention of volunteer members and replacement of an aging fleet of increasingly expensive fire engines are two critical areas facing the Board. I look forward to continuing my work with the TFPD Board of Trustees to address these important challenges and prepare the District for the future.

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

None

Contact Information

Address
813 East Jackson Street
Tolono, IL 61880

Email
rogerhayden_tfpd@yahoo.com

Phone
2179790174

Cell Phone
2179790174

Occupation

Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? If yes, please explain.

No,

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

Yes,

What is your gender?

Male

What is your ethnicity?

White

Additional Information

Notes

Generated 3/4/2025 @ 11:11 am

Trustee Kevin M Harden

Champaign County IL | Generated 3/4/2025 @ 11:47 am by OnBoardGOV - Powered by ClerkBase

Status

Name Trustee Kevin M Harden
Application Date 3/1/2025
Expiration Date 3/1/2124
Status Received

Board	Vacancies	Status	Actions
Tolono Fire Protection District	0	Pending	<input type="checkbox"/>

Basic Information

Name
Trustee Kevin M Harden

What experience and background do you have which you believe qualifies you for this appointment?
Current trustee and life long Tolono resident.

What is your knowledge of the appointed body's operations, property holding's staff, taxes, and fees?
Current trustee since April 2022.

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

Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? If yes, please explain.
No

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

What is your gender?
Male

What is your ethnicity?
White

Contact Information

Address
PO Box 1025
PO Box 1025
TOLONO, IL 61880

Email
kmharden@mail.com

Phone
[2174855331](tel:2174855331)

Cell Phone
[2173699731](tel:2173699731)

Occupation

Professional Licenses
None

Registrations/Certifications
None

Additional Information

Notes
Current trustee on Tolono Fire Protection District board since April 2022.

Generated 3/4/2025 @ 11:47 am

Tod Courtney

Champaign County IL | Generated 3/4/2025 @ 11:10 am by OnBoardGOV - Powered by ClerkBase

Status

Name Tod Courtney
Application Date 2/26/2025
Expiration Date 2/26/2124
Status Received

Board	Vacancies	Status	Actions
Windsor Park Fire Protection District	0	Pending	<input type="checkbox"/>

Basic Information

Name
Tod Courtney

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

I have served as a Windsor Park Fire Protection District trustee for more than 12 years.

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

While trustee, I have served as treasurer for the Windsor Park Fire Protection district and lead the effort to file all of our county and state reports.

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

none

Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? If yes, please explain.

no

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

yes

What is your ethnicity?

White

Additional Information

Notes

Generated 3/4/2025 @ 11:10 am

Contact Information

Address
608 park lane dr
champaign, IL 61820

Email
tod_courtney@yahoo.com

Phone
2177215400

Cell Phone
2177215400

Occupation

Mr. Adam Sharp

Champaign County IL | Generated 3/4/2025 @ 11:09 am by OnBoardGOV - Powered by ClerkBase

Status

Name Mr. Adam Sharp
Application Date 2/14/2025
Expiration Date 2/14/2124
Status Received

Board	Vacancies	Status	Actions
Lower Big Slough Drainage District	3	Pending	<input type="checkbox"/>

Basic Information

Name
Mr. Adam Sharp

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

I am a farmer that has repaired our own field tile as well as hiring contractors to fulfill larger drainage projects.

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

I know the commissioners levy taxes on the properties in the drainage district. This tax is used to do maintenance and repairs to the district. The commissioners are responsible for recognizing the issues and having them resolved.

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

Beaver Lake Drainage District

Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? If yes, please explain.

No

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

Yes

What is your ethnicity?

White

Additional Information

Notes

Generated 3/4/2025 @ 11:09 am

Contact Information

Address
2392 County Road 1300 East
Champaign, IL 61822

Email
sharp.adam.d@gmail.com

Phone
217-649-1696

Occupation

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Cemetery Association/Board

NAME: David Waters

ADDRESS: 1938 County Road 1950 N Urbana IL 61802
Street City State Zip Code

EMAIL: dwtr55@yahoo.com PHONE: 217 202 3959

Check Box to Have Email Address Redacted on Public Documents

CEMETERY ASSOCIATION/BOARD: Yearley

BEGINNING DATE OF TERM: _____ ENDING DATE: _____

The Champaign County Executive appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Executive 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, CANDIDATE MUST COMPLETE THIS APPLICATION AND AN INTERVIEW WITH THE COUNTY EXECUTIVE.**

1. Are you a resident of the State of Illinois? Yes No
2. Do you live within 15 miles of the cemetery or have a family interest? Yes No
3. What experience and background do you have which you believe qualifies you for this appointment?
Board member since 1988


4. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?
Board President

5. Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.
Stanton Drainage #1

6. 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:

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

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


Signature

Date: 2-18-2025



AARON AMMONS
 CHAMPAIGN COUNTY CLERK & RECORDER
 Champaign County, Illinois

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

**COUNTY CLERK
 MONTHLY REPORT
 MARCH
 2025**

Per 55 ILCS 5/3-2003.4

Liquor Licenses & Permits	1,510.00
Civil Union License	-
Marriage License	5,110.00
Interests	3.13
Fidlar Processing Fees	1,090.00
Vital Clerk Fees	28,678.50
Tax Clerk Fees	3,106.95
Refunds of Overpayments	-
TOTAL	39,498.58
Additional Clerk Fees	2,446.00

CHAMPAIGN COUNTY PROBATION AND COURT SERVICES

Shannon L. Siders
Director

Probation Services
Courthouse – Third Floor
101 E. Main Street
Urbana, IL 61801
Phone: (217) 384-3753
Fax: (217) 384-1264

Detention Services
400 S. Art Bartell Road
Urbana, IL 61802
Phone: (217) 384-3780
Fax: (217) 384-8617

MEMORANDUM

DATE: March 26, 2025

TO: Chris Stohr, Chair, Policy, Personnel, and Appointments Committee
Jeff Wilson, Vice Chair, Policy, Personnel, and Appointments Committee

FROM: Shannon L. Siders

RE: Additional Senior Probation Officer
Upgrade of Current Probation Officer to Senior Probation Officer

This memo is to provide information on some changes happening in the Probation and Court Services Department through the Adult Redeploy Initiative grant. We will be converting our current Drug Court Probation Officer position to a Senior Probation Officer, and we will be adding an additional Senior Probation Officer to support expansion of the Champaign County Drug Court Program.

These requests will be funded by the Adult Redeploy Initiative grant. Both positions will be opened to our current staff as promotional opportunities per the Fraternal Order of Police (FOP) contract. The exact fiscal impact is unknown at this time as it will depend on the current salary of the employees chosen for these promotional opportunities. The selected employees will be given a 10% increase through the promotion. The increase in fringe benefits will be covered by the grant.

The Champaign County Drug Court currently serves around 30 clients. This expansion, through the Adult Redeploy Initiative, hopes to increase this number to 70 clients. One Probation Officer cannot provide adequate supervision to 70 high risk/high need clients thus the request for an additional officer.

The need to upgrade these positions from Standard Probation Officer to Senior Probation Officer is due to the experience needed to supervise these high risk/high need clients and the additional duties in this position that Standard Probation Officers are not required to do. Standard Probation Officer positions are entry level experience. Senior Probation Officer positions require two years' experience in a probation position. This specialized population requires additional experience. There are regular meetings with the judiciary, other key stakeholders, and community agencies. These officers will be operating and ordering supplies for our drug testing instrument. There is a need to complete evening home visits on these clients which is a task assigned to Senior Probation Officers. These officers will be aiding in grant development and administration by

identifying client needs and sharing them with grant administrators. There will also be some grant reporting these officers will be assisting our Problem-Solving Court Coordinator with.

The addition of two promotional opportunities is beneficial to our staff and will improve morale and aid in retention. These opportunities are strictly being funded through the Adult Redeploy Initiative grant. However, should the status of this grant change in the future, I will be seeking assistance from the County to retain these positions.

Respectfully submitted,

A handwritten signature in cursive script that reads "Shannon L. Siders".

Shannon L. Siders
Director, Champaign County Probation & Court Services

cc: The Honorable Randall B Rosenbaum
Steve Summers, Champaign County Executive
Jennifer Locke, Chair, Champaign County Board
Lori Hansen, Champaign County Court Administrator

RESOLUTION NO. _____

RESOLUTION APPROVING THE PROCLAMATION DESIGNATING THE WEEK OF
MAY 4th AS NATIONAL CORRECTIONAL OFFICER WEEK

WHEREAS, the Congress and President of the United States have designated the week of May 4th as National Correctional Officer Memorial Week; and

WHEREAS, the members of the Champaign County Sheriff's Office play an essential role in the Criminal Justice System; and

WHEREAS, the contributions they make to American law enforcement, while not highly visible, are substantial. These men and women are responsible for ensuring the custody, control, and safety of inmates held in U.S. jails and prisons. Directly supervising the incarceration and rehabilitation of criminal offenders, correctional officer are an essential part of our Nation's criminal justice system; and

WHEREAS, the general public should fully appreciate correctional officers' capable handling of the physical and emotional demands made upon them daily. Their profession requires careful and constant vigilance, and the threat of violence is always present. At the same time, these dedicated employees try to improve the living conditions of those who are being confined; and

WHEREAS, the men and women of the Champaign County Sheriff's Office unceasingly provide a vital public service.

NOW, THEREFORE, IT IS PROCLAIMED by the Champaign County Board, that the County Board calls upon all citizens of Champaign County and upon all patriotic, civic and educational organizations to observe the week of May 4th through May 10th, 2025, as Correctional Officer Week with appropriate observance which all of our people may join in commemorating correctional officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

IT IS FURTHER PROCLAIMED, that the Champaign County Board calls upon all citizens of Champaign County to observe the week of May 4th as National Correctional Officer Week in honor of those correctional officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

PRESENTED, ADOPTED, APPROVED by the County Board this ____ day of _____ A.D. 2025.

Jennifer Locke, Chair
Champaign County Board

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

Approved: _____
Steve Summers, County Executive
Date: _____

RESOLUTION NO. _____

RESOLUTION APPROVING THE PROCLAMATION DESIGNATING THE WEEK OF
MAY 11th AS NATIONAL POLICE WEEK

WHEREAS, the Congress and President of the United States have designated the week of May 11th as Peace Officers’ Memorial Week; and

WHEREAS, the members of the Champaign County Sheriff’s Office play an essential role in safeguarding the rights and freedoms of the citizens of Champaign County; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

WHEREAS, the men and women of the Champaign County Sheriff’s Office unceasingly provide a vital public service.

NOW, THEREFORE, IT IS PROCLAIMED by the Champaign County Board, that the County Board calls upon all citizens of Champaign County and upon all patriotic, civic and educational organizations to observe the week of May 11th through May 17th, 2025, as Police Week with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

IT IS FURTHER PROCLAIMED, that the Champaign County Board calls upon all citizens of Champaign County to observe the 13th day of May, as Peace Officers’ Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

PRESENTED, ADOPTED, APPROVED and RECORDED this ____ day of _____, A.D. 2025.

Jennifer Locke, Chair
Champaign County Board

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

Approved: _____
Steve Summers, County Executive
Date: _____

ORDINANCE NO. 2025-XXX

AN ORDINANCE AMENDING CHAPTER 5 OF THE HEALTH ORDINANCE OF CHAMPAIGN COUNTY AND ADOPTING THE CHAMPAIGN COUNTY PUBLIC HEALTH DEPARTMENT RETAIL FOOD PROGRAM ENFORCEMENT POLICY

WHEREAS, 55 ILCS 5/5-1052 empowers the Champaign County Board to do all acts and make all regulations which may be necessary or expedient for the promotion of health or the prevention of disease; and

WHEREAS, the Champaign County Board adopted Ordinance No. 969, *Health Ordinance of Champaign County, Illinois*, on November 10, 2015, and amended the Health Ordinance through the adoption of Ordinance 975 on December 17, 2015; and

WHEREAS, after the adoption of Ordinances 969 and 975 the County Board amended Chapter 5 of the Ordinance through the adoption of Ordinance No. 2018-9; and

WHEREAS, 55 ILCS 5/5-25013(B)(3) provides that the Champaign County Board of Health may recommend to the County Board the adoption of such ordinances and of such rules and regulations as may be deemed necessary or desirable for the promotion and protection of health and control of disease; and

WHEREAS, the Champaign County Board of Health recommends by Ordinance No. 2025-03-01 that Chapter 5 of Ordinance No. 969, as amended, should be replaced in its entirety by this Ordinance and Ordinance No. 2018-9 should be rescinded; and

WHEREAS, the Champaign County Board of Health has adopted by Resolution No. 2024-10-01 a Retail Food Program Enforcement Policy, and further recommends that the Champaign County Board adopt the same Retail Food Program Enforcement Policy to assure compliance with the Illinois legislature and the Illinois Department of Public Health;

NOW, THEREFORE, BE IT ORDAINED by the County Board of Champaign County that Chapter 5 of Ordinance No. 969, as amended, and Ordinance No. 2018-9 be hereby rescinded and that the Recommended Champaign County Public Health District Retail Food Program Ordinance that is attached hereto be adopted as Chapter 5 of the Health Ordinance of Champaign County, Illinois and that the Champaign County Public Health Department Retail Food Program Enforcement Policy adopted as Resolution 2024-10-01 on December 3, 2024 be adopted by the Champaign County Board.

PRESENTED, PASSED, APPROVED and RECORDED this 24th day of April, A.D. 2025.

Jennifer Locke, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

Approved: _____
Steve Summers
Champaign County Executive
Date: _____

Ordinance No. 2025-03-01

**Champaign County Public Health Department
Recommended Retail Food Program Ordinance**

Whereas the Board of Health of the Champaign County Public Health Department deems it desirable and necessary to conduct a comprehensive retail food protection program to protect the citizens within its jurisdiction from contracting foodborne diseases and to prevent disease transmission, and

Whereas, 55 ILCS 5/5-25013(B)(3) provides that the Champaign County Board of Health may recommend to the County Board the adoption of such ordinances and of such rules and regulations as may be deemed necessary or desirable for the promotion and protection of health and control and disease

Whereas, the Champaign County Public Health Department passed Resolution No. 2018-10-01 Recommended Retail Food Program Ordinance and recognizes a change needs to be made to Chapter 5, Section 5; and

Whereas, Resolution No. 2018-10-01 is hereby rescinded; and

Now, therefore, the Champaign County Public Health Department hereby recommends the adoption of Chapter 5 of the Health Ordinance of Champaign County by the Champaign County Board as follows:

SECTION 1: GENERAL PROVISIONS

1-01: Short Title

This Ordinance shall be known as the “Retail Food Program Ordinance.”

1-1: Purpose

The purpose of this Ordinance is to prevent foodborne illness, to promote safe food handling and hygienic practices, and to protect consumers.

1-2: Scope

This Ordinance provides requirements for the issuance, suspension, and revocation of PERMITS, inspections, review of plans, prohibiting the sale of unsound or mislabeled food, employee restrictions, and enforcement of this Ordinance by the Champaign County Public Health Department. Definitions and standards for management, personnel, food operations, equipment, and facilities are also included in this Ordinance.

1-3: Application

This Ordinance applies to retail FOOD ESTABLISHMENTS that are required to have PERMITS and that are issued by the HEALTH AUTHORITY.

1–4: Adoption by Reference

In addition to the provisions set forth herein, this Ordinance hereby adopts by reference and incorporates the current provisions and subsequent revisions of the “Illinois Food Service Sanitation Code,” 77 Ill. Adm. Code 750.

In addition, FOOD ESTABLISHMENTS are also subject to all other applicable ordinances of the HEALTH AUTHORITY.

1–5: Definitions

In addition to the definitions contained in the laws, rules, and regulations referenced in 1–4, the following definitions shall apply in the interpretation and enforcement of this Ordinance:

APPLICANT: Any PERSON making application to the HEALTH AUTHORITY for a PERMIT.

APPROVED: Accepted by the HEALTH AUTHORITY based on its determination as to conformance with principles, practices, and generally recognized standards that protect public health.

AUTHORIZED REPRESENTATIVE: Those PERSONS designated by the HEALTH AUTHORITY to enforce the provisions of this Ordinance.

BOARD: The Board of Health of the HEALTH DEPARTMENT.

BUSINESS DAYS: Monday through Friday from 8:00 a.m. to 4:00 p.m., excluding HEALTH DEPARTMENT observed holidays.

CATEGORY: A classification based on the Illinois Department of Public Health’s local health protection grant standards for conducting a food protection program. Each FOOD ESTABLISHMENT will be assessed to determine the relative risks of causing foodborne illness. The minimum number of routine inspections per year is determined by the FOOD ESTABLISHMENT’s risk classification.

CEASE AND DESIST ORDER: A written order issued by the HEALTH AUTHORITY which directs the responsible PERSON to immediately stop doing or allowing a specific action to occur. A CEASE AND DESIST ORDER may or may not include a direction to completely cease operations at a FOOD ESTABLISHMENT. A CEASE AND DESIST ORDER may include a timeframe to achieve compliance as long as there is not an IMMINENT HEALTH HAZARD.

CHANGE OF OWNERSHIP: A change in the permit holder. This means that the entity that is legally responsible for the operation of the FOOD ESTABLISHMENT, such as the owner or other PERSON, has changed.

CONTINENTAL BREAKFAST: A meal limited to only coffee, tea, and/or commercially prepared juice and commercially prepared sweet baked goods.

COTTAGE FOOD OPERATION: A business operated by an individual who produces or packages non-time/temperature control for safety food in a kitchen located in the person’s

primary domestic residence or another approximately equipped residential or commercial-style kitchen on that property.

EMPLOYEE: Includes the permit holder, PERSON in CHARGE, a food employee, a PERSON having supervisory or management duties, a PERSON on the payroll, a family member, a volunteer, a PERSON performing work under contractual agreement, or other PERSON working in a FOOD ESTABLISHMENT.

ENFORCEMENT POLICY: A separate document that will serve as a guide for enforcing violations set out in this Ordinance.

FOOD CODE: “Illinois Food Service Sanitation Code,” 77 Ill. Adm. Code 750.

FOOD ESTABLISHMENT: An operation that stores, prepares, packages, serves, vends food directly to the consumer, or otherwise provides food for human consumption such as a restaurant; satellite or catered feeding location; catering operation if the operation provides food directly to a consumer or to a conveyance used to transport people; market; vending location; conveyance used to transport people; institution; or food pantry and relinquishes possession of food to a consumer, directly or indirectly, through a delivery service such as home delivery of grocery orders, restaurant takeout orders, or a delivery service that is provided by common carriers.

FOOD ESTABLISHMENT includes an element of the operation such as a transportation vehicle or a central preparation facility that supplies a vending location or satellite feeding location unless the vending or feeding location is permitted by the HEALTH AUTHORITY. It also includes an operation that is conducted in a mobile, stationary, temporary, or permanent facility or location; where consumption is on or off the premises; and regardless of whether there is a charge for the food.

FOOD ESTABLISHMENT does not include an establishment that offers only prepackaged foods that are not time/temperature control for safety; a produce stand that only offers whole, uncut fresh fruits and vegetables; a food processing plant including those that are located on the PREMISES of a FOOD ESTABLISHMENT; a kitchen in a private home, such as a small family daycare provider or a bed and breakfast operation as defined in the Bed and Breakfast Act (50 ILCS 820) that prepares and offers food to guests; a private home that receives catered or home delivered food; a closed family function where food is prepared or served for individual family consumption; or a COTTAGE FOOD OPERATION.

FOOD PREPARATION: The handling, processing, and/or serving of foods.

HAZARD ANALYSIS and CRITICAL CONTROL POINT (HACCP): A systematic approach to identifying, evaluating, and controlling food safety hazards. Food safety hazards are biological, chemical, or physical agents that are reasonably likely to cause illness or injury in the absence of their control.

HEALTH AUTHORITY: The PUBLIC HEALTH ADMINISTRATOR of the HEALTH DEPARTMENT or his/her AUTHORIZED REPRESENTATIVE.

HEALTH DEPARTMENT: The Champaign County Public Health Department.

HOLD ORDER: An order issued by the HEALTH AUTHORITY that acts as a temporary isolation or quarantine of food or equipment that the HEALTH AUTHORITY believes or has reason to believe is in violation of this Ordinance.

IMMINENT HEALTH HAZARD: Significant threat or danger to health that exists when there is evidence sufficient to show that a product, practice, circumstance, or event creates a situation that requires immediate correction or cessation of operation to prevent injury, based on:

- a) The number of potential injuries.
- b) The nature, severity, and duration of the anticipated injury.

MENU LIMITATION: A modification or constraint imposed by the HEALTH AUTHORITY on a FOOD ESTABLISHMENT's FOOD PREPARATION based on the type of operation, menu items, or available equipment.

MOBILE FOOD ESTABLISHMENT: A FOOD ESTABLISHMENT that is operated from a movable, motor-driven, or propelled vehicle, a portable structure, or watercraft that can change location.

OUTDOOR COOKING OPERATION: A cooking operation that is operated in conjunction with a FOOD ESTABLISHMENT with a PERMIT, but is not located within the fully enclosed permanent structure of the FOOD ESTABLISHMENT or within a MOBILE FOOD ESTABLISHMENT.

OPERATOR: A PERSON who has been approved by the permit holder to perform and/or oversee the day-to-day food operation of the FOOD ESTABLISHMENT.

PERMIT: The document issued by the HEALTH AUTHORITY that authorizes a PERSON to operate a FOOD ESTABLISHMENT.

PERSON: An association, corporation, individual, partnership, other legal entity, government, or governmental subdivision or agency.

PERSON IN CHARGE: The individual present at a FOOD ESTABLISHMENT who is responsible for the operation at the time of inspection.

PLAN REVIEW: An evaluation process conducted by the HEALTH AUTHORITY to determine whether minimum standards are met for the sanitary design, facility layout, operational and product flow, menu processes and food handling procedures, construction, operation and maintenance of a FOOD ESTABLISHMENT and its PREMISES.

PREMISES: The physical structure, its contents, and the contiguous land or property under the control of the permit holder.

PRIORITY FOUNDATION ITEM: Includes those items that require the purposeful incorporation of specific actions, equipment or procedures by industry management to attain control of risk factors that contribute to foodborne illness or injury such as personnel training, infrastructure or necessary equipment, HAZARD ANALYSIS CRITICAL CONTROL POINT plans, documentation or record keeping, and labeling.

PRIORITY FOUNDATION ITEM VIOLATION: A violation of a provision in this Ordinance whose application supports, facilitates, or enables one or more PRIORITY FOUNDATION ITEMS.

PRIORITY ITEM: Includes those items with a quantifiable measure to show control of hazards such as cooking, reheating, cooling, and/or handwashing.

PRIORITY ITEM VIOLATION: A violation of a provision in this Ordinance whose application contributes directly to the elimination, prevention, or reduction to an acceptable level, of hazards associated with foodborne illness or injury and for which there is no other provision that more directly controls the hazard.

PUBLIC EVENT: Any event open to the public where food is prepared or served. An event open to the public that is advertised with fliers, banners, newspaper articles, radio or television announcements, Internet postings, social media, or by other means is a PUBLIC EVENT and subject to regulation under this Ordinance. Any event that is not a PUBLIC EVENT shall be treated as private. Any determination of whether an event shall be regulated as a PUBLIC EVENT is at the sole discretion of the HEALTH AUTHORITY.

REMODEL: The repair, construction, alteration or installation of new equipment, modification of existing equipment or fixtures, changes in floor plan layout, the addition of more seating and/or toilet rooms, extensive changes in surface finishes or lighting, expansion to new space, or significant changes to use of space or equipment.

Generally, a REMODEL does not include redecorating; cosmetic refurbishing; cleaning surfaces; altering seating design; minimal repairs of finish surfaces; "like-for-like" equipment exchanges; equipment or infrastructure minimal repair, service or maintenance; additions of equipment that require no installation or modification of existing fixtures (such as countertop "plug-in" equipment); or a "like-for-like" menu item exchange or addition utilizing the same existing equipment and same food handling processes.

A REMODEL requires a PLAN REVIEW when one or more of the following criteria, at the sole discretion of the HEALTH AUTHORITY, are met:

- a. Requires a permit from the building authority having jurisdiction.
- b. Menu item exchange or additions with the need for different process, preparation method, equipment or service.
- c. Extensive equipment changes.
- d. Extensive utility changes or repairs.
- e. Extensive repairs after an incident, e.g. fire or flood.
- f. Conversion of a building/space/operation from a non-FOOD ESTABLISHMENT to a FOOD ESTABLISHMENT.
- g. Equipment changes that alter capacity or location that may result in a reduction of the FOOD ESTABLISHMENT's capabilities.

REPEAT VIOLATION: A violation noted on the previous inspection report that is observed again on the next routine inspection on the same piece of equipment, same area of the facility, or same practice.

SPECIAL EVENT: A unique PUBLIC EVENT at a particular location, such as a celebration, festival, or fundraiser.

TEMPORARY FOOD ESTABLISHMENT: A FOOD ESTABLISHMENT that operates at a fixed location for a period of time that is not more than fourteen (14) consecutive days in conjunction with a SPECIAL EVENT.

VALID PERMIT: A PERMIT that is not suspended, revoked, or expired.

VARIANCE: A written document issued by the HEALTH AUTHORITY that authorizes a modification or waiver of one or more requirements of this Ordinance. Any such modification or wavier is at the sole discretion of the HEALTH AUTHORITY.

WHOLESOME: In sound condition, clean, free from adulteration or contamination, and otherwise suitable for human consumption.

SECTION 2: ADMINISTRATION

2–1: General Permit Requirements

It shall be unlawful for any PERSON to operate a FOOD ESTABLISHMENT within the jurisdiction of the HEALTH DEPARTMENT who does not possess a Valid Permit issued to that PERSON. Only a PERSON who complies with the requirements of this Ordinance shall be entitled to receive and retain such a PERMIT.

PERMITS shall not be transferable from one PERSON to another PERSON. PERMITS shall not be applicable to any location, building, place, or menu other than that for which the PERMIT was issued.

Changes may occur after a FOOD ESTABLISHMENT is permitted. The changes that invalidate a PERMIT include a CHANGE OF OWNERSHIP of the permit holder, a change in the physical location of the establishment, a change in the type of operation, a change in menu that requires the addition of equipment and/or structural modifications of the FOOD ESTABLISHMENT, a change of menu that requires a FOOD PREPARATION process that did not occur when the PERMIT was issued, or a change in menu where raw animal food is to be served raw or undercooked.

The HEALTH AUTHORITY shall solely determine if a change invalidates a VALID PERMIT.

2–2: Permit Terms

- A. **All Permits:** All PERMITS shall be valid from December 1 of the current year through November 30 of the following year unless otherwise noted in this Ordinance.
- B. **Permits for Temporary Food Establishments:** PERMITS issued to TEMPORARY FOOD ESTABLISHMENTS shall be valid for the dates stated on the PERMIT and shall expire not more than fourteen (14) consecutive days after the start date.

2–3: Permit Categories

The HEALTH AUTHORITY shall assess the risks of a foodborne illness for every FOOD ESTABLISHMENT operating within the jurisdiction of the HEALTH DEPARTMENT. The

HEALTH AUTHORITY shall use this assessment in classifying a FOOD ESTABLISHMENT for purposes of a CATEGORY.

The HEALTH AUTHORITY shall apply the criteria in the Food Code to determine the CATEGORY for a FOOD ESTABLISHMENT. If a health hazard will not result from reclassification or if reclassification will provide better protection for the public, the HEALTH AUTHORITY may reclassify a FOOD ESTABLISHMENT based upon inspection history, the number, frequency and severity of violations, and corrective action. The basis for this decision shall be documented, and a copy will be retained in the FOOD ESTABLISHMENT's file.

2-4: Permit Posting

Every FOOD ESTABLISHMENT shall prominently and conspicuously post a VALID PERMIT for public view.

2-5: Issuance

Any PERSON desiring to operate a FOOD ESTABLISHMENT or to renew an expired PERMIT within the jurisdiction shall make written application for a PERMIT on forms provided by the HEALTH DEPARTMENT, accompanied by a PERMIT fee, if required, in the amount provided in the HEALTH DEPARTMENT fee schedule.

- A. **When Plans are Required:** A PERMIT APPLICANT or permit holder shall submit to the HEALTH AUTHORITY properly prepared plans and specifications for review and approval before any of the following occur:
 - 1. The construction of a FOOD ESTABLISHMENT.
 - 2. The conversion of an existing structure for use as a FOOD ESTABLISHMENT.
 - 3. The REMODELING of a FOOD ESTABLISHMENT.
 - 4. A change of type of FOOD ESTABLISHMENT or food operation if the HEALTH AUTHORITY determines that plans and specifications are necessary to ensure compliance with this Ordinance.

- B. **Application for Permit:** After APPROVAL of the plans proposed for a PERMIT by a FOOD ESTABLISHMENT, the HEALTH AUTHORITY shall conduct an inspection of the PREMISES. If the HEALTH AUTHORITY finds the FOOD ESTABLISHMENT in compliance with the provisions of this Ordinance and upon receipt of a completed application for a PERMIT, the HEALTH AUTHORITY shall issue a PERMIT authorizing the FOOD ESTABLISHMENT to operate.

- C. **Annual Renewal of Permits:** For continued operation of the FOOD ESTABLISHMENT, annual renewal of the PERMIT is required. Any permit holder desiring to renew a PERMIT shall apply on renewal forms provided by the HEALTH DEPARTMENT and pay all money due, i.e., fees and taxes, to the HEALTH DEPARTMENT including, but not limited to, PERMIT renewal fee, late fees, reinstatement fees, re-inspection fees, insufficient funds charges, and all fines assessed for any purpose. If a permit holder is delinquent on any money due the HEALTH DEPARTMENT, the annual renewal PERMIT shall be denied and shall not be issued until such time as the permit holder pays in full.

D. Denial of Application for Permit: If an application for a PERMIT to operate is denied, the HEALTH AUTHORITY shall provide the APPLICANT with a notice that includes:

1. The specific reasons and code citations for the PERMIT denial.
2. The actions, if any, that the APPLICANT must take to qualify for a PERMIT.
3. The advisement of any appeal process.

E. Change of Ownership: If a PERSON is purchasing an existing FOOD ESTABLISHMENT, a CHANGE OF OWNERSHIP plan review is required prior to issuing a new PERMIT. For any determination of what constitutes a change in permit holder, consult the HEALTH AUTHORITY. To assist in the transition of business, the HEALTH AUTHORITY will allow an open and operating FOOD ESTABLISHMENT to change ownership without interruption of business provided that the following are satisfied:

1. A PLAN REVIEW application for the new PERMIT is submitted within thirty (30) BUSINESS DAYS of the execution of the change of owner documents, such as a deed, close of escrow, dealers' report of sale, lease agreement, or other legal document.
2. The FOOD ESTABLISHMENT stays within the same CATEGORY as the previous PERMIT.
3. The FOOD ESTABLISHMENT has not been physically altered, equipment has not been removed or added, and the FOOD ESTABLISHMENT has not been closed for extensive REMODELING for other reasons.
4. The FOOD ESTABLISHMENT has not changed the menu in a manner that requires new FOOD PREPARATION processes, procedures, and/or equipment.
5. The time to correct all violations cited in a CHANGE OF OWNERSHIP inspection does not exceed ninety (90) BUSINESS DAYS from delivery of an inspection by the HEALTH AUTHORITY. Time extensions are not to exceed another ninety (90) BUSINESS DAYS and may be granted in writing as determined by the HEALTH AUTHORITY.

If the provisions above are not met, then the FOOD ESTABLISHMENT shall close, and the new owner will be required to apply for a new PERMIT, including completing the PLAN REVIEW process.

2-6: Permit Fees

PERMIT fees are pursuant to all other applicable ordinances of the HEALTH AUTHORITY.

2-7: Food Sources Outside of the Department

Food from FOOD ESTABLISHMENTS outside the jurisdiction of the HEALTH DEPARTMENT may be allowed if such FOOD ESTABLISHMENTS conform to the provisions of this Ordinance or equivalent provisions and can provide proof of a VALID PERMIT from the applicable public health authority.

2-8: Plan Reviews

No FOOD ESTABLISHMENT shall be constructed, REMODELed, or converted except in accordance with plans and specifications approved by the HEALTH AUTHORITY.

A. **Plan Review:** The HEALTH AUTHORITY shall conduct a PLAN REVIEW whenever a FOOD ESTABLISHMENT:

1. Is newly constructed or REMODELed.
2. Is in a facility converted for use as a FOOD ESTABLISHMENT.
3. Undergoes a CHANGE OF OWNERSHIP.

B. **Waiver:** The HEALTH AUTHORITY, at its sole discretion, may waive a PLAN REVIEW based on information provided in the PLAN REVIEW application for a new PERMIT.

C. **Submission of Documents:** Before such work begins or change occurs, a FOOD ESTABLISHMENT shall submit the following to the HEALTH AUTHORITY for review and approval:

1. PLAN REVIEW application form as provided by the HEALTH AUTHORITY.
2. Properly prepared plans to scale and specifications, including those illustrating layout, arrangement, location, size and type of fixed equipment, finish schedule of surface materials, and custom shop drawings.
3. Proposed menu.
4. Food safety assessment worksheet.
5. Proposed auxiliary food operations, such as OUTDOOR COOKING OPERATIONS, catering, special processes, or extended food operations held on the PREMISES.
6. Any other information that the HEALTH DEPARTMENT deems necessary to evaluate the proposal.
7. PLAN REVIEW fee.

2-9: Pre-Operational Inspections

Prior to the issuance or reinstatement of a PERMIT to operate, every FOOD ESTABLISHMENT shall be inspected by or obtain approval from the HEALTH AUTHORITY before beginning or resuming operations in order to determine compliance with APPROVED plans, specifications, corrective actions, and the requirements of this Ordinance.

2-10: Permit Suspension

At any time that the HEALTH AUTHORITY determines that a permit holder or OPERATOR is not in compliance with the provisions of this Ordinance or the ENFORCEMENT POLICY, the HEALTH AUTHORITY shall issue a notice to the permit holder or OPERATOR. The notice shall state the nature of the violation and a reasonable timeframe in which corrective action must be taken.

Whenever a permit holder or operator has failed to comply with any notice issued under the provisions of this Ordinance or the ENFORCEMENT POLICY, the HEALTH AUTHORITY may serve the permit holder or operator with a notice stating that the PERMIT is suspended and operations are to cease immediately or as ordered by the HEALTH AUTHORITY.

Notwithstanding the other provisions of the Ordinance, whenever the HEALTH AUTHORITY finds unsanitary or other conditions in the operation of a FOOD ESTABLISHMENT or TEMPORARY FOOD ESTABLISHMENT which, in the HEALTH AUTHORITY's judgment, constitutes substantial hazard to the public health, it may, without warning, notice, or hearing issue a written notice to the permit holder or operator citing such condition, specifying the corrective action to be taken; and state that the PERMIT is immediately suspended.

Any PERSON to whom such an order is issued shall comply immediately therewith, but upon written petition to the HEALTH AUTHORITY, shall be afforded a hearing as soon as possible. The hearing process is described in the Champaign County Public Health Department Retail Food Program Enforcement Policy.

2-11: Permit Revocation

For REPEATED VIOLATIONS of any provisions of the ENFORCEMENT POLICY, or for interference with the HEALTH AUTHORITY in the performance of its duties, the HEALTH AUTHORITY may revoke a PERMIT permanently. This process is described in Section 4 of the ENFORCEMENT POLICY. The permit holder shall be given notice of the revocation and the opportunity to request a hearing before the HEALTH AUTHORITY. Prior to such action, the HEALTH AUTHORITY shall notify the permit holder that the PERMIT is subject to revocation and that the PERMIT shall be permanently revoked at the end of ten (10) BUSINESS DAYS following service of such notice unless the permit holder files a request for a hearing with the HEALTH AUTHORITY within that period. The hearing process is described in the Champaign County Public Health Department Retail Food Program Enforcement Policy.

SECTION 3: INSPECTIONS

3-1: Frequency

At minimum, the HEALTH AUTHORITY shall inspect each FOOD ESTABLISHMENT within the HEALTH DEPARTMENT as determined in 77 Il Adm. Code Section 650.310. TEMPORARY FOOD ESTABLISHMENTS may or may not be inspected as determined by the HEALTH AUTHORITY.

All CATEGORIES and types of FOOD ESTABLISHMENTS shall be inspected as many times as the HEALTH AUTHORITY deems necessary to enforce the provisions of this Ordinance.

3-2: Right of Entry

The HEALTH AUTHORITY shall have the right to enter any FOOD ESTABLISHMENT or any TEMPORARY FOOD ESTABLISHMENT at any reasonable time for the purpose of conducting inspections to determine compliance with this Ordinance. The HEALTH AUTHORITY

representative(s) shall properly identify themselves prior to entering the property and initiating an inspection.

3-3: Refusal of Entry

If a PERSON denies access to the HEALTH AUTHORITY, the HEALTH AUTHORITY shall inform the PERSON that:

- A. The permit holder is required to allow access to the HEALTH AUTHORITY.
- B. Access is a condition of acceptance and retention of a PERMIT to operate.
- C. If access is denied, the HEALTH AUTHORITY will take such legal action as required.

If a PERSON IN CHARGE denies the HEALTH AUTHORITY access to a permitted FOOD ESTABLISHMENT pursuant to 3-2 of this Ordinance, the HEALTH AUTHORITY may gain access in any manner provided by law. In addition, the HEALTH AUTHORITY may issue a CEASE AND DESIST ORDER or seek a temporary restraining order or other relief to cease the FOOD ESTABLISHMENT's operations until the inspection is conducted.

3-4: Examination of Records

The HEALTH AUTHORITY may examine the records of a FOOD ESTABLISHMENT to obtain pertinent information including, but not limited to, food and supplies purchased, food and food supplies received, and persons employed in such establishments.

3-5: Inspection Report

Whenever an inspection of a FOOD ESTABLISHMENT is conducted to determine compliance with this Ordinance, the findings shall be recorded on the inspection report form provided by the HEALTH AUTHORITY.

The inspection report form shall constitute a legal notice of violations relating to this Ordinance.

One (1) copy of the inspection report form shall be furnished to the operator or PERSON IN CHARGE of the FOOD ESTABLISHMENT and a copy of the inspection report will be available in the FOOD ESTABLISHMENT's file.

The inspection report is a public document.

3-6: Refusal to Sign Report

If a PERSON IN CHARGE refuses to sign an acknowledgement of receipt of an inspection report, the HEALTH AUTHORITY shall inform the person who declines to sign the acknowledgment that:

- a) Acknowledgement of receipt does not indicate agreement with the inspection findings.
- b) Refusal to sign an acknowledgement of receipt will not affect the permit holder's obligation to correct the violation(s) noted in the inspection report within the timeframes specified.

- c) A refusal to sign an acknowledgement of receipt is noted in the inspection report.

Electronic reports do not require a signature.

3-7: Correction of Violations

- A. **Inspection Report:** The completed inspection report form shall specify the time period for correction of the violations in accordance with the ENFORCEMENT POLICY.
- B. **Imminent Health Hazard:** If an IMMINENT HEALTH HAZARD exists, the FOOD ESTABLISHMENT shall immediately cease FOOD PREPARATION operations until such hazard is corrected and the HEALTH AUTHORITY grants authorization to resume operations.
- C. **Failure to Comply:** Failure to comply with any notice regarding violations which pose IMMINENT HEALTH HAZARDS or REPEAT VIOLATIONS issued in accordance with the provisions of this Ordinance and/or the ENFORCEMENT POLICY may result in the immediate suspension of the PERMIT.
- D. **Ceasing Operations:** A FOOD ESTABLISHMENT may be required under the provisions of this Ordinance to cease all or a portion of their operations. A FOOD ESTABLISHMENT shall not resume operations until such time as the HEALTH AUTHORITY grants authorization to resume operations.
- E. **Follow-up Inspection:** When necessary a follow-up inspection of a FOOD ESTABLISHMENT is needed to ensure APPROVED corrective action has occurred to resolve a violation on a previous inspection including, but not limited to, an equipment performance check, a physical change in equipment or structure, or a change in FOOD PREPARATION. Receipts indicating work completed, pictures or videos showing correction may be used as documentation of correction.

3-8: Examination and Condemnation of Food and Equipment

- A. **Sampling:** Food may be examined or sampled by the HEALTH AUTHORITY as often as it deems necessary for enforcement of this Ordinance.
- B. **Hold Order Justifying Conditions and Removal of Food:** The HEALTH AUTHORITY may place a HOLD ORDER on a food which it determines or has probable cause to believe to:
 - 1. Originate from an unAPPROVED source.
 - 2. Be not WHOLESOME, adulterated, misbranded, or not honestly presented.
 - 3. Be not labeled according to law, or, if raw molluscan shellfish, is not tagged or labeled according to law.
 - 4. Be otherwise not in compliance with this Ordinance.
- C. **Hold Order for Food:**
 - 1. Food subject to the HOLD ORDER shall be identified by the common name, the label information, a container description, the quantity, the HEALTH AUTHORITY's tag or identification information, and a location.
 - 2. Food shall be allowed to be suitably stored. If storage is not possible without risk to the public health, then the HEALTH AUTHORITY shall require the denaturing

or destruction of the food.

3. It shall be unlawful for any PERSON to remove or alter a HOLD ORDER, notice or tag placed on the food or food container by the HEALTH AUTHORITY.
4. It shall be unlawful for any PERSON to sell, give or donate, use (relabel, repack, reprocess, alter), denature, dispose, destroy, or remove food from the FOOD ESTABLISHMENT without the written release of the HEALTH AUTHORITY, except on order by a court of competent jurisdiction.

D. Removing Hold Order for Food:

1. The owner or PERSON IN CHARGE disposes or destroys the food in the presence of the HEALTH AUTHORITY accompanied with written documentation using a form provided by the HEALTH AUTHORITY.
2. The owner or PERSON IN CHARGE has the right to a hearing regarding the HOLD ORDER and may request a hearing with the HEALTH AUTHORITY if a written request is submitted with seven (7) calendar days of the HOLD ORDER being issued. The hearing process is described in the Champaign County Public Health Department Retail Food Program Enforcement Policy.
3. After the owner or PERSON IN CHARGE has had a hearing and on the basis of evidence produced at such hearing, the HEALTH AUTHORITY may vacate the HOLD ORDER if the evidence is APPROVED by the HEALTH AUTHORITY.
4. In the event that a written request for a hearing is not received within seven (7) calendar days of the HOLD ORDER being issued, the HEALTH AUTHORITY may direct the owner or PERSON IN CHARGE to bring the food in compliance with the provisions of this Ordinance or order the food to be denatured or destroyed.

If the HEALTH AUTHORITY issues an order to denature or destroy such food shall be stayed if the HOLD ORDER is appealed to a court of competent jurisdiction within three (3) business days.

E. Hold Order for Equipment: The HEALTH AUTHORITY may place a HOLD ORDER on equipment which it determines or has probable cause to believe to be:

1. Constructed from unsafe materials.
2. Found in a state of disrepair so that it is not easily cleanable, unsuitable for use, or in an unsanitary condition.
3. Found unable to perform as intended.

The HEALTH AUTHORITY shall tag, label, or otherwise identify any equipment subject to the HOLD ORDER. The owner or PERSON IN CHARGE shall take the equipment out of use until written permission is obtained from the HEALTH AUTHORITY. It shall be unlawful for any PERSON to move or alter a HOLD ORDER notice or tag placed on equipment by the HEALTH AUTHORITY.

F. Removing Hold Order for Equipment: The owner or PERSON IN CHARGE has the same rights and responsibilities for equipment as for food as in 3-8 (F).

3-9: Imminent Health Hazard

A permit holder shall immediately discontinue operations and must notify the HEALTH AUTHORITY if an IMMINENT HEALTH HAZARD may exist because of an emergency including, but not limited to, fire, flood, extended interruption of electrical or water service, sewage backup, misuse of poisonous or toxic materials, onset of an apparent foodborne illness outbreak, gross unsanitary occurrence or condition, disease transmission from an employee, or other circumstances that may endanger public health.

3-10: When Disease Transmission is Suspected

When the HEALTH AUTHORITY has reasonable cause to suspect possibility of disease transmission from any FOOD ESTABLISHMENT EMPLOYEE, it shall secure a morbidity history of the suspected EMPLOYEE or make any other inspection or investigation as may be indicated, and take appropriate action. The HEALTH AUTHORITY may require any or all of the following measures:

- A. Immediate exclusion of the EMPLOYEE from any FOOD PREPARATION.
- B. Immediate closure of the FOOD ESTABLISHMENT concerned until in the opinion of the HEALTH AUTHORITY, no further danger of disease outbreak exists.
- C. Restriction of EMPLOYEE's services to some area of the FOOD ESTABLISHMENT where there will be no danger of transmitting disease.
- D. Adequate medical and laboratory examinations of the EMPLOYEE or other EMPLOYEES and of his/her or their body discharges.

3-11: Re-inspections

Any permit holder whose PERMIT has been suspended may make a written request to the HEALTH AUTHORITY to re-inspect the PREMISES for the purpose of re-instating the PERMIT. Such a request shall include a statement signed by the APPLICANT indicating that, to the best of the APPLICANT's knowledge, violations have been corrected. The HEALTH AUTHORITY shall conduct a re-inspection within a reasonable time period. A re-inspection fee pursuant to the applicable Environmental Health fee schedule as adopted by the BOARD shall be assessed.

3-12: Ceasing and Resumption of Operations

Whenever a FOOD ESTABLISHMENT is required under the provisions of this Ordinance to cease operations, it shall cease and not resume operations until such time the HEALTH AUTHORITY grants authorization to resume operations. The HEALTH AUTHORITY shall offer the opportunity for follow-up inspection within a reasonable time period, upon receipt of a written request for follow-up inspection from the FOOD ESTABLISHMENT.

3-13: Variances

- A. Modification and Waivers: The HEALTH AUTHORITY may grant a VARIANCE by modifying or waiving the requirements of this Ordinance or FOOD CODE, if in the opinion of the HEALTH AUTHORITY, a public health hazard or nuisance will not result from the issuance of the VARIANCE. If a VARIANCE is granted, the HEALTH AUTHORITY shall retain all pertinent information in the FOOD ESTABLISHMENT's file.
- B. Documentation of Proposed Variance and Justification: Before a VARIANCE from a requirement of this Ordinance or Food Code is APPROVED, the PERSON requesting the VARIANCE shall supply information and apply on forms provided by the HEALTH AUTHORITY. The HEALTH AUTHORITY shall retain forms in FOOD ESTABLISHMENT's file.
- C. Conformance with Approved Procedures: If the HEALTH AUTHORITY grants a VARIANCE or a HAZARD ANALYSIS CRITICAL CONTROL POINT plan, the permit holder shall comply with the plan and procedures that are submitted and APPROVED as a basis for the modification or waiver and also maintain and provide to the HEALTH AUTHORITY, upon request, records that demonstrate conformance.
- D. Variances are not transferable between owners.

3-14: When a Hazard Analysis Critical Control Point Plan is Required

As required in the FOOD CODE or before engaging in FOOD PREPARATION that requires a HAZARD ANALYSIS CRITICAL CONTROL POINT plan, an APPLICANT or permit holder shall submit to the HEALTH AUTHORITY for APPROVAL a properly prepared HAZARD ANALYSIS CRITICAL CONTROL POINT plan.

3-15: Menu Limitation

The HEALTH AUTHORITY may determine that MENU LIMITATION at a FOOD ESTABLISHMENT is necessary for food safety. The FOOD ESTABLISHMENT will comply with any notice of MENU LIMITATION issued by the HEALTH AUTHORITY.

3-16: Additional Requirements

If necessary to protect against public health hazards or nuisances, the HEALTH AUTHORITY may impose specific requirements in addition to the requirements contained in this Ordinance. The HEALTH AUTHORITY shall document the conditions that necessitate the imposition of additional requirements and the underlying public health rationale. The documentation shall be provided to the APPLICANT or permit holder, and shall be maintained by the HEALTH DEPARTMENT in the FOOD ESTABLISHMENT's file.

SECTION 4: TEMPORARY FOOD ESTABLISHMENTS

4-1: Temporary Food Establishment General

The requirements outlined in this section apply only to TEMPORARY FOOD ESTABLISHMENTS and are in addition to the requirements stated in other sections of this Ordinance.

4-2: Temporary Food Establishment Permit

- A. **Submission of Application:** A Temporary Food Permit Application and the appropriate fee, if required, should be submitted at least fourteen (14) business days prior to the start date of the event at which food will be provided. Late fees apply if application is made less than seventy-two (72) hours prior to the day of the event.
- B. **Term:** See 2-2 (B).
- C. **Frequency:** PERMITS for TEMPORARY FOOD ESTABLISHMENTS may be issued for up to three (3) SPECIAL EVENTS. If a TEMPORARY FOOD ESTABLISHMENT needs to operate for more than three (3) SPECIAL EVENTS within any calendar year, then it would need the same type of PERMIT as other FOOD ESTABLISHMENTS (stationary or MOBILE FOOD ESTABLISHMENT).
- D. **Education:** At least one PERSON IN CHARGE of the TEMPORARY FOOD ESTABLISHMENT shall show documentation of completion of food safety training. This requirement could be achieved by a Certified Food Protection Manager certificate, a Food Handler Training document, or by completing and passing the test for the HEALTH DEPARTMENT's Temporary Food Vendor Training. The Temporary Food Vendor Training is valid for three (3) years.
- E. **Issuance:** Food operators seeking PERMITS for a TEMPORARY FOOD ESTABLISHMENT shall meet all applicable provisions of this Ordinance and the FOOD CODE. All PRIORITY ITEM and PRIORITY FOUNDATION ITEM VIOLATIONS shall be corrected prior to issuance of the temporary food PERMIT.

4-3: Temporary Food Establishment Fees

Unless exempt from fees as provided in section 12.4 of the Health Ordinance of Champaign County, each food OPERATOR shall pay a PERMIT fee for each FOOD ESTABLISHMENT pursuant to Ordinance No. 2017-09-01 Ordinance Establishing Fees for the Environmental Health Division of the Health Department.

4-4: Temporary Food Establishment Inspections and Corrections

- A. **Frequency:** The HEALTH AUTHORITY may provide consultation and/or on-site inspection for each TEMPORARY FOOD ESTABLISHMENT a minimum of one (1) time for each PERMIT issued and shall make as many follow-up inspections as are necessary for the enforcement of this Ordinance.

- B. **Correction of Violations:** All PRIORITY ITEM and PRIORITY FOUNDATION ITEM VIOLATIONS shall be corrected prior to issuance of the temporary food PERMIT. The TEMPORARY FOOD ESTABLISHMENT shall immediately cease FOOD PREPARATION if any PRIORITY ITEM or PRIORITY FOUNDATION ITEM VIOLATION(s) are not satisfactorily corrected at the sole discretion of the HEALTH AUTHORITY and pose an IMMEDIATE HEALTH HAZARD after temporary food PERMIT issuance.

SECTION 5: INSPECTION NOTICE PLACARDS

After inspection of a Food Establishment, if no Inspection Notice placard is in effect or if the Inspection Notice placard is being changed, the Health Authority shall issue an Inspection Notice placard to the owner or operator pursuant to the provisions of this Ordinance.

5-1: Placard Content

- A. The content of the Inspection Notice placard shall be as determined by the Public Health Administrator.

- B. The Inspection Notice placard shall be as follows:
 - a. Green indicates “SATISFACTORY COMPLIANCE” as determined by the Health Authority. The Food Establishment is in satisfactory compliance with this Ordinance and with all applicable rules and regulations.
 - b. Yellow indicates “FOOD SAFETY ALERT” as determined by the Health Authority. The Food Establishment is in non-compliance with administrative enforcement actions pending.
 - c. Red indicates “CLOSED” as determined by the Health Authority. The Food Establishment is out of compliance with this Ordinance or the applicable rules or regulations to the extent that it poses an immediate threat to the public health and closure is ordered by the Health Authority.

5-2: Placard Placement

- A. The Inspection Notice placard shall be placed in a location as follows:
 - a. The Inspection Notice placard shall be placed in a location which is clearly visible to the public and to patrons or potential patrons of the Food Establishment and to any interested person and from which it is easily readable.

- b. The exact placement of the Inspection Notice placard shall be as determined by the Health Authority giving due regard to the nature of the facility.
- B. It shall be a violation of this Ordinance if the Inspection Notice placard or the clear view of it is altered or obstructed in any way.

5-3: Placard Removal or Replacement

- C. The Inspection Notice placard is the property of the Champaign County Health Department.
- D. It is a violation of this Ordinance for the owner or operator of the Food Establishment to remove the Inspection Notice placard or to cause or allow it to be removed from the location designated by the Health Authority. Every such day on which the placard is not in the designated location shall constitute a separate violation.
- E. An Inspection Notice placard may be removed and replaced by a different placard only by the Health Authority upon any routine inspection or upon any inspection made for any purpose.
- F. If an Inspection Notice placard is damaged or removed, a replacement placard will be provided by the Health Authority upon request. If the placard is damaged or removed without the fault of the operator or owner or employees, the replacement will be without a fee. Otherwise, there will be a fee as set forth in the fee schedule.

5-4: Penalty for Violation

- A. In addition to any other penalties provided by law, violation of this Ordinance will result in suspension of the Permit and the posting of the Inspection Notice placard stating that the Food Establishment is closed, which placard shall remain posted until the violations are corrected. In the sole discretion of the Health Authority, the Health Authority may waive the suspension for any particular occasion upon such terms as the Health Authority deems appropriate. Any such waiver of suspension shall not create any right to a waiver for any other occasion. Enforcement of the suspension of the Permit shall be by any means provided by law including judicial proceedings for temporary restraining order, preliminary injunction and injunction.

5-5: Placard Transferrability

- A. A Permit and the Inspection Notice placard may not be transferred from one person or entity to another, from one Food Establishment to another, from one type of operation to another, or from one location to another.

SECTION 6: ENFORCEMENT

- A. Enforcement provisions are stated in Champaign County Public Health Department Retail Food Program Enforcement Policy as adopted by the BOARD.
- B. **Conditions Warranting Remedy:** The HEALTH AUTHORITY may seek administrative or judicial remedy to achieve compliance with the provisions of this Ordinance if a PERSON operating a FOOD ESTABLISHMENT or EMPLOYEE:
1. Fails to obtain or have a VALID PERMIT to operate a FOOD ESTABLISHMENT.
 2. Violates any term or condition of a PERMIT.
 3. Allows a PRIORITY ITEM VIOLATION or a PRIORITY FOUNDATION ITEM VIOLATION or a REPEAT VIOLATION to remain uncorrected beyond the timeframes for correction that was APPROVED, directed, or ordered by the HEALTH AUTHORITY.
 4. Fails to comply with a HEALTH AUTHORITY order concerning an EMPLOYEE suspected of having a disease transmissible through food by infected PERSONs.
 5. Fails to comply with a HOLD ORDER.
 6. Fails to comply with an order issued as a result of a hearing for an administrative remedy.
 7. Fails to comply with a summary suspension order issued by the HEALTH AUTHORITY.
- C. **Institution of Proceedings:** Proceedings to enforce this Ordinance may be instituted by the HEALTH AUTHORITY according to law by issuing a citation or summons, by filing a misdemeanor complaint affidavit and request for a warrant of arrest with the court of competent jurisdiction, or by referring the complaint to a grand jury for indictment, as appropriate. The HEALTH AUTHORITY may designate a representative to issue summons or citations or sign warrants on behalf of the HEALTH AUTHORITY.

SECTION 7: AUTHORITY

This Ordinance shall be published in pamphlet form not later than April 25, 2025.

This Ordinance shall be in full force and effective on and after June 1, 2025. At that time, all ordinances and parts of ordinances in conflict with this Ordinance are repealed.

Should any section, paragraph, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid for any reason, the remainder of this Ordinance will not be affected. Those sections will remain valid.

Approved and adopted this 11th day of March, 2025, by the Board of Health of the Champaign County Public Health Department.

CHAMPAIGN COUNTY PUBLIC HEALTH DEPARTMENT

DocuSigned by:
Krista Jones
By 36D149D5D055401...
KRISTA JONES, D.N.P.
President, Board of Health
3/12/2025
Date: _____

DocuSigned by:
Cathy Emanuel
ATTEST: 99012F068C02456...
Cathy Emanuel
Secretary, Board of Health
3/12/2025
Date: _____

Resolution No. 2024-10-01

Champaign County Public Health Department Retail Food Program Enforcement Policy

Whereas the Champaign County Board has adopted an Ordinance known as the Retail Food Ordinance, and

Whereas the Board of Health of the Champaign-Urbana Public Health District deems it desirable and necessary to provide a retail food safety program policy to promote fair and objective guidance for administrative enforcement and judicial procedures,

Now, therefore, be it resolved by the Board of Health of the Champaign County Public Health Department as follows:

SECTION 1: GENERAL PROVISIONS

1-01: Short Title

This Enforcement Policy shall be known as the “Retail Food Program Enforcement Policy.”

1-1: Application

This policy applies to all retail Food Establishments permitted by the Champaign County Public Health Department.

Words and phrases included in this policy are defined in Section II, in the Food Code (“Illinois Food Service Sanitation Code,” 77 Ill. Adm. Code 750), 2022 U.S. Food and Drug Administration (FDA) Food Code, and in the Health District’s Retail Food Program Ordinance (Retail Food Ordinance).

This policy is intended to provide a progressive enforcement process.

1-2: Inspections

Inspections determine the Food Establishment's compliance with the Food Code and Retail Food Ordinance. Inspections are generally unannounced to obtain a more accurate assessment of normal operating practices and conditions. Exceptions can be made for construction and opening inspections where an appointment is needed to ensure that all parties are available for discussion or where work is intermittent and access to a new establishment is limited; or during follow-up inspections which may require the presence of specific personnel or management from the establishment.

- Construction inspections are conducted during construction to ensure that the food establishment is built or remodeled in accordance with the approved plans and specifications. A construction inspection for a Change of Ownership is to verify that the new operation is in compliance with the Food Code and Retail Food Ordinance prior to issuing a new Permit to a new owner.

- Opening inspection is for final approval and for permit issuance.
- Routine inspections are conducted on a frequency based on risk classification Category. These compliance inspections are full reviews of the Food Establishment operations and facilities and their impact on food safety. They include assessment of food Employee and management health, practices, and knowledge of food safety; food flows, source, storage, thawing, preparation (including cooking temperatures and times) and post-preparation processes; equipment and Premises construction; cleaning and sanitizing processes; water sources; sewage disposal; and vermin control. A detailed report is prepared at the conclusion of each inspection and presented to the Person in Charge. Items found not to be in compliance are categorized as Priority Item, Priority Foundation Item, or Core Item violations. Items found to be repeated from the previous inspection are also noted and are known as Repeat Violations. The Food Code section in violation is included in the report citation section. The time period for the correction of violations shall be in accordance with Section 3: Timely Correction of Violations.
- Follow-up inspections at a Food Establishment, if needed, are conducted by the Health Authority to verify that Priority Item, Priority Foundation Item, or Core Item Violations have been satisfactorily corrected as determined by the Health Authority within Timely Correction days after the routine inspection that detected them. Follow-up inspections should be briefer than the routine inspection, since they concentrate on the previously cited, specified violations. Continued violations should be used to initiate further compliance and enforcement actions.
- Re-inspections are full review inspections conducted after a Permit was suspended. If satisfactory compliance is found and upon payment of any fees, the permit shall be re-instated.
- Special Process inspections are conducted to review procedures that require food safety controls to address increased potential health risks; often requiring specialized equipment, ingredients, or technology.
- Complaint inspections may be conducted as part of consumer complaints and generally are not full reviews but concentrate on the specific issue mentioned. Consumer complaints received about a Food Establishment shall be classified as an illness investigation or as a non-illness investigation.
 - Illness investigations are led by the Health District's Epidemiologist and/or Communicable Disease Investigator using the procedures and time schedules in the Illinois Department of Public Health's Illinois Reportable Disease guideline.
 - Non-illness investigations are led by the Health District's Environmental Health Division. A formal complaint is where a complainant supplies his/her name, address and contact information along with the complaint specifics. Formal complaints determined by the Health District as an Imminent Health Hazard are investigated as soon as possible and routinely less than 24 hours after receipt. Other formal complaints generally are investigated within ten (10) Health District

Business Days. An anonymous complaint may be investigated during the next routine inspection, if not sooner.

SECTION 2: DEFINITIONS

In addition to the words and phrases referred to in 1-1, the following definitions shall apply in interpretation and enforcement:

COMPLIANCE HEARING: A legal proceeding to review compliance with conditions of an agreement and address outstanding discrepancies in order for the operation to determine health permit status.

COMPLIANCE MEETING: A structured meeting to discuss and address matters related to regulatory compliance and risk management between the departments' authorized personnel and designated persons in charge of a facility's operations.

CORRECTIVE ACTION PLAN: Identifies what a Food Establishment or permit holder will do to correct a remaining violation from an inspection, what will be done to prevent reoccurrence of the violation, and when the corrective action is to be completed.

CORE ITEM VIOLATION: Violations that are not designated as a Priority Item or a Priority Foundation Item. It includes those items usually related to general sanitation, operational controls, sanitation standard operating procedures, facilities or structures, equipment design, or general maintenance.

FOOD CODE: Violations of the U.S. Food and Drug Administration (FDA) Food Code.

FOOD ESTABLISHMENT INSPECTION REPORT: The form found in Appendix A of the Food Code used by the Health District in substantially the same format.

FOOD SAFETY MANAGEMENT SYSTEM: A system developed and implemented by Food Establishment Operators to ensure that food handling practices known to contribute to foodborne illness are under control. The system is comprised of knowledgeable food Employees, written operating procedures, and regular self-assessments to ensure that procedures are being followed.

OFFICE CONFERENCE: An informal, scheduled meeting between the Permit holder or designated representative, and the Health Authority at a location determined by the Health Authority.

PART 750 VIOLATIONS: Violations of Part 750 of the Illinois Food Code (Illinois Food Service Sanitation Code," 77 Ill. Adm. Code 750). These rules are specific to and are applicable in Illinois.

REINSTATEMENT FEE: A fee paid to restore a health permit to active status after the permit was suspended under provisions of the Retail Food Program Enforcement Policy.

RISK CONTROL PLAN (RCP): A written management plan developed by the Food Establishment operator with input from the Health Authority that describes a management system for controlling specific out-of-control foodborne illness risk factors.

SECTION 3: TIMELY CORRECTION OF VIOLATIONS

3-1: Imminent Health Hazard

A permit holder or a Person in Charge shall immediately cease and discontinue food operations if an Imminent Health Hazard exists during an inspection or during an emergency. An Imminent Health Hazard includes, but is not limited to:

- Fire
- Flood
- Extended interruption of electrical or water service
- Sewage backup
- Misuse of poisonous or toxic materials
- Onset of an apparent foodborne illness outbreak
- Gross unsanitary occurrence or condition or
- Other circumstances that may endanger public health

A permit holder or a Person in Charge shall immediately notify the Health Authority if there is an Imminent Health Hazard. In the Health Authority's judgment, it may modify a Permit to cease a portion of the food operations depending upon the location and type of Imminent Health Hazard or it may suspend a Permit to cease all food operations.

Food operations due to an Imminent Health Hazard may not resume until authorization has been granted by the Health Authority.

3-2: Priority Item Violations

When a Priority Item Violation is observed during a routine inspection, the violation shall be documented on the FOOD ESTABLISHMENT INSPECTION REPORT. A compliance correction acceptable to the Health Authority shall be obtained. Acceptable compliance corrections include the following options:

- A. **Violation Corrected On-site (COS):** This occurs when immediate on-site corrective action is conducted by the Person in Charge and is verified and documented by the Health Authority during the inspection, with a brief explanation of the corrective action taken.
- B. **Violation Correction Form (VCF):** A VCF is issued only for a Priority Item Violation that cannot be corrected on-site and is not an Imminent Health Hazard. The VCF will be left with the Person in Charge with instructions to have the violation corrected properly and to return the VCF to the Health Authority within ten (10) business days.

The VCF must be adequately filled out, including documentation of the corrective action, such as a picture of the correction or any receipts that indicate that corrective action was taken.

After the VCF is received by the Health Authority, a Priority Item Violation may require a follow-up inspection within ten (10) additional business days.

- C. **Corrective Action Plan:** If a Priority Item Violation is not an Imminent Health Hazard and cannot be corrected on-site or does not qualify for a VCF, then the Health Authority may require a CORRECTIVE ACTION PLAN acceptable to the Health Authority.

If the Food Establishment's Person in Charge is unable or unwilling to take suitable compliance corrective action as listed above, then the Health Authority shall take enforcement actions starting with Permit suspension. The hearing process is described in Section 6.

3-3: Priority Foundation Item Violations

When a Priority Foundation Item Violation is observed, the violation will be documented on the FOOD ESTABLISHMENT INSPECTION REPORT. An acceptable compliance correction must be obtained. Acceptable compliance corrections include the following options:

- A. Violation corrected on-site (COS): as stated in 3-2.
- B. Violation Correction Form (VCF): as stated in 3-2.
- C. Health Authority approval: as stated in 3-2 (C).

If the Person in Charge is unable or unwilling to take suitable compliance corrective action as listed above, then the Health Authority shall take enforcement actions starting with an informal office consultation

3-4: Core Item Violations

When a CORE ITEM VIOLATION is observed, the violation will be documented on the FOOD ESTABLISHMENT INSPECTION REPORT. The permit holder shall correct the CORE ITEM VIOLATION by no later than the next routine inspection date. Reassessment will occur during the next routine inspection unless there is an alternative written compliance schedule.

If an alternative timeframe is requested by the permit holder or by the Health Authority, a written compliance schedule shall be submitted by the permit holder. The alternative time schedule shall be approved by the Health Authority. The compliance schedule shall contain the specific violation(s), the methods of correction(s), and the date(s) for correction. Verification of correction may be provided by documentation or by a follow-up inspection by the Health Authority.

3-5: Part 750 Violations

When a PART 750 VIOLATION is observed, the violation will be documented on the FOOD ESTABLISHMENT INSPECTION REPORT. An acceptable compliance correction must be obtained. Acceptable compliance corrections are included in Appendix 750.

If the Person in Charge is unable or unwilling to take suitable compliance corrective action as listed above, then the Health Authority shall take enforcement actions starting with an informal office consultation.

3-6: Deviations from Special Process Plan Elements

The timely correction of a Special Process plan element that is not in compliance with the approved plan is categorized as a Priority Foundation Item Violation.

If a Special Process plan element is found to deviate from the plan, the deviation will be documented on the inspection report. An acceptable compliance correction must be obtained. Depending upon the Hazard Analysis Critical Control Point plan, the acceptable corrective action and the time schedule for timely correction shall follow the procedures for correcting Priority Item or Priority Foundation Item Violations as listed in 3-2 and 3-3.

If the Food Establishment's Person in Charge is unable or unwilling to take suitable compliance corrective action as listed above, then the Health Authority shall take enforcement actions starting with an informal office consultation.

3-7: Complaints

Consumer complaints are complaints made by members of the public. Corrective actions for consumer complaints that are Priority Item or Priority Foundation Item Violations are required to be satisfactorily corrected as in 3-2 or 3-3. Corrective actions for consumer complaints that are Core Item Violations are required to be satisfactorily corrected as in 3-4.

3-8: Failure to Return a Violation Correction Form

When a VCF is left with the Person in Charge the instruction and goal is to have the violation properly corrected and adequately documented on the VCF, with the VCF returned to the Health Authority within ten (10) business days.

If the VCF is not returned or if the Health Authority determines that the violation was not properly corrected or that the correction was not adequately documented, then the Health Authority will follow-up to gain compliance within an additional ten (10) business days.

If still not returned, properly corrected, or adequately documented, then the Person in Charge, Food Establishment operator or owner shall attend an OFFICE CONSULTATION with the Health Authority. Failure to properly correct the violation with adequate documentation within the extended timeframe may result in further administrative actions including permit suspension or revocation.

SECTION 4: TIMEFRAME FOR INSPECTIONS AND CORRECTIONS

4-1: Timeframe for Routine Inspections

Category I Food Establishments have routine inspections two to three (2-3) times per calendar year with approximately ninety (90) calendar days between routine inspections. Category II Food Establishments have at a minimum one (1) routine inspection per calendar year, while Category III Food Establishments have at a minimum one (1) routine inspection every two (2) calendar years.

4-2: Documentation of Repeat Violations

On-site corrections (COS) address a short-term correction and may not negate the need for implementation of long-term correction actions when the violation is not an isolated occurrence, i.e. a Repeat Violation.

When a violation is observed during an inspection and it is a Repeat Violation from the last routine inspection, it will be documented and tracked by using and including the notation of “R1” for being a Repeat Violation the first time, “R2” for being a Repeat Violation for the 2nd time, and so on.

4-3: Repeat Priority Item or Priority Foundation Item Violations

- A. **First-Time (R1) Repeat Violations:** When any Priority Item or Priority Foundation Item Violation is observed that is an R1 Repeat Violation, the violation shall be documented on the FOOD ESTABLISHMENT INSPECTION REPORT and subsequent enforcement action will focus on establishing long-term compliance and a behavior change by the Food Establishment.

In consultation with the Health Authority, the Food Establishment must conduct a process to find corrective actions designed to prevent the recurrence of the violation by addressing the root cause(s) of the R1 Repeat Violation. This process may require the Food Establishment to schedule a discussion between the Health Authority and the Food Establishment’s management (owner and/or operator), as well as the Person(s) in Charge, if needed, to complete the following requirements:

1. Determine the root cause(s) of the specific violation.
 2. Identify and implement targeted preventative corrective actions or control measures.
 3. Assess the effectiveness of these actions.
 4. Redo the process if the corrective actions or control measures did not effectively eliminate the root cause(s) of the specific violation.
- B. **Second Time (R2) Repeat Violations:** When a Priority Item or Priority Foundation Item Violation is observed that is an R2 Repeat Violation, an OFFICE CONSULTATION will

be conducted by the Health Authority with the permit holder and Person(s) in Charge.

The purpose of the OFFICE CONSULTATION is to clarify expectations for food protection and sanitation, as well as the consequences of failure to correct any Repeat Violations and to maintain standards. This consultation also offers an opportunity for the permit holder to demonstrate corrective actions for addressing Repeat Violations. Pursuant to the OFFICE CONSULTATION, the Health Authority may require the permit holder to do any of the following:

1. Develop and submit a compliance plan, e.g. a written CORRECTIVE ACTION PLAN, with an agreement from the Health Authority.
2. Develop and implement a RISK CONTROL PLAN (RCP) with a follow-up inspection for correction verification.
3. Issue an order to change or cease menu items or recipe processes with repeated uncontrolled Priority Item or Priority Foundation Item Violations.

Examples of corrective actions include:

1. Changing equipment and layout, e.g., adding rapid cooling equipment or adding an additional hand sink.
2. Establishing written buyer specifications, e.g., purchasing from Approved alternative sources.
3. Developing and implementing recipe and/or process instructions, e.g. establishing demonstrated rapid cooling methods or including end temperatures for the cooking step.
4. Developing and implementing Standard Operating Procedures (SOPs) or requiring food temperature monitoring and recording.
5. Employee training or re-training on the procedures and/or manager training or re-training on taking, verifying, and recording corrective actions.

C. Third Time (R3) Repeat Violations: When a Priority Item or Priority Foundation Item Violation is observed that is an R3 Repeat Violation, an administrative enforcement action will be conducted. These actions may include:

1. Written notice of the Food Establishment's violations and subsequent failure to comply with the necessary corrective actions. The written notice will include a final compliance correction date and, if needed, a Compliance Meeting date.
2. Conducting a Compliance Hearing to determine if a Permit should be limited in menu with an order to cease preparation of a menu item; to cease a Food Preparation process; to cease using an equipment item; or to suspend Food Preparation in a particular department or area.
3. Conducting a Compliance Hearing to determine if a Permit should be suspended or revoked.

D. Fourth Time (R4) Repeat Violations: When a Priority Item or Priority Foundation Item Violation is observed that is an R4 Repeat Violation, the Health Authority will pursue

administrative and/or judicial remedies against the Food Establishment and/or permit holder. These remedies may include:

1. Suspension of the Food Establishment's Permit with or without civil fines.
2. Revocation of the Food Establishment's Permit with or without civil fines.
3. An administrative hearing concerning administrative remedies to achieve compliance.
4. Petition for a Temporary Restraining Order and other relief in a court of competent jurisdiction.
5. Petitions for temporary and/or permanent injunctive relief in a court of competent jurisdiction to achieve compliance with the provisions of this Policy and/or the Health District Ordinance.
6. Criminal proceeding as described below in Section 6-7.

4-4: Repeat Core Item Violations

When a repeat Core Item Violation is observed, the violation shall be documented on the FOOD ESTABLISHMENT INSPECTION REPORT and subsequent enforcement action will focus on establishing long-term compliance and a behavior change by the Food Establishment.

If the Health Authority determines that progression into one of these two conditions is:

a) Unlikely to occur and has not already occurred, the Core Item violation will be documented and tracked as a Repeat Violation, e.g. R4, R5, etc., and reevaluated as in 4-4 (B) during the next routine inspection. Eventually, corrective action(s) to remove the violation(s) shall be completed to the sole satisfaction of the Health Authority when:

1. The Food Establishment is inactive for more than thirty (30) calendar days and under the same ownership.
2. There is a permit holder change of ownership.
3. The Food Establishment's internal premises are remodeled.

b) Likely to occur or has already occurred, the violation(s) shall be corrected according to a compliance correction action schedule submitted by the permit holder and approved by the Health Authority. If the permit holder does not correct repeat Core Item Violations in the manner of, and by a date and time agreed to in the approved CORRECTIVE ACTION PLAN, the Health Authority will proceed with administrative enforcement actions and/or judicial remedies as described above in 4-3(C) and 4-3 (D).

4-5: Repeat Part 750 Violations

Repeat Violations of PART 750 VIOLATIONS shall follow the same procedures as in this Section depending upon the designation of a 750 violation as a Priority Item, Priority Foundation Item, or Core Item Violation as designated in appendix 750.

SECTION 5: INADEQUATE FOOD SAFETY MANAGEMENT SYSTEM

In addition to Section 3 and Section 4, when the total number of Priority and Priority Foundation violations documented on a FOOD ESTABLISHMENT INSPECTION REPORT during a routine inspection equals ten (10) or more, it is considered substandard compliance and is indicative that the facility has an inadequate FOOD SAFETY MANAGEMENT SYSTEM, resulting in a failed health inspection.

The FOOD SAFETY MANAGEMENT SYSTEM needs improvement to protect the public from foodborne illness and shall require compliance corrections acceptable to the Health Authority. The Health Authority shall review and approve any correction documentation. Follow-up inspection(s) shall be conducted to assess the effectiveness of the FOOD SAFETY MANAGEMENT SYSTEM. Acceptable effectiveness is demonstrated by having no violations in these categories.

SECTION 6: PENALTIES FOR NON-COMPLIANCE

6-1: Permit Suspension

- A. **Notice of Suspension:** Whenever a permit holder or Operator has failed to comply with any notice issued under the provisions of the Enforcement Policy, the Health Authority may serve the permit holder or Operator with a notice stating that their Permit is suspended, and Operations are to cease immediately or as ordered by the Health Authority.

The summary suspension notice shall state the following:

1. That the Permit is immediately suspended and that all food Operations shall immediately cease.
 2. The nature of the violation supporting summary suspension, with reference to the specific Enforcement Policy or Ordinance provisions that are in violation.
 3. A reasonable time in which corrective action must be taken by the permit holder or Operator.
 4. Contact information for the Health Authority to whom a written request for re-inspection may be made and who may certify that reasons for the suspension are eliminated.
 5. That the permit holder may request an appeal hearing by submitting a timely request as in 6-4.
- B. **Imminent Health Hazard:** In the event that a violation constitutes an Imminent Health Hazard, the aforesaid notice may also require the immediate suspension of the entire Operation of the Food Establishment or portions thereof. Any Person to whom such notice is issued shall comply immediately therewith. The permit holder shall obtain Approval from the Health Authority prior to resuming Operations. Approval may be granted by written, electronic, or telephone notification.

C. **Repeat Suspensions:** Two (2) suspensions during a period of twelve (12) consecutive months shall constitute grounds for permanent revocation of a Permit.

D. **Cause:** A Permit may be suspended for cause pending its revocation or a hearing relative thereto.

6-2: Reinstatement of Suspended Permits

Any Person whose Permit has been suspended may, at any time, submit a written application for re-inspection in accordance with the procedure in 6-1 (A).

6-3: Permit Revocation

For Repeat Violations of any provisions of the Enforcement Policy or for interference with the Health Authority in the performance of its duties, the Health Authority may hold a hearing to permanently revoke a Permit. The permit holder shall be given notice of the revocation and of the opportunity to request a hearing before the Health Authority. Prior to such action, the Health Authority shall notify the permit holder that the Permit is subject to revocation, and the Permit shall be permanently revoked at the end of ten (10) business days following service of such notice, unless the permit holder files a request for a hearing with the Health Authority within that period.

Upon revocation the Person and other related Persons or organizations may be approved for a new annual health permit after the facility submits required documentation and complies with all requirements under the plan review process.

6-4: Appealing Decisions by the Health Authority

A. **Appeals:** A permit holder or Operator whose Permit has been suspended or revoked may make a written request to the Health Authority for a hearing to contest the conditions of the suspension or revocation. In such cases where a Permit has been suspended, a permit holder may additionally or alternatively make a written request to the Health Authority for re-inspection.

Any Food Establishment for which the Permit has been suspended or revoked shall remain closed during those periods when an appeal and/or a hearing is being sought or under consideration.

The permit holder may appeal the final decision of the Health Authority to the Health District or its successor.

B. **Timeliness:** The Health Authority shall afford a hearing within thirty (30) calendar days but no earlier than seven (7) calendar days after the service of a hearing notice to consider administrative remedies for matters as determined necessary by the Health Authority.

6-5: Hearings

All hearings shall be conducted by the Health Authority at a time and place to be designated by the same.

All hearings shall be conducted to provide the parties with written notice of the hearings, adequate time to prepare, the right to present evidence in support of their position, the right to cross-examine, and the right to legal counsel at their expense. Either party may record the hearing. Written notice of the hearing to a party may be waived by that party.

An Administrative Hearing will be conducted by the Public Health Administrator of the Health District, or his/her designee, and any Health District staff that may be necessary. All hearings shall be conducted in an informal manner, with consideration to all parties. The formal rules of evidence shall not apply; however, the hearing body may exclude irrelevant or immaterial evidence. The hearing body may ask questions of any witness to clarify a point or to assist the body in reaching a decision.

Based upon the hearing, the Health Authority shall make a finding and sustain, modify, or rescind any official notice or order considered in the hearing. This hearing may result in the closure of the Food Establishment and may be used to establish legal action(s) against the Food Establishment.

A written report of the hearing decision shall be furnished to the permit holder by the Health Authority within forty-eight (48) hours.

6-6: Service of Notices

Notices provided for under this Policy shall be deemed to have been properly served when a physical or electronic copy thereof has been delivered to the permit holder; if a corporation, to any officer thereof; or to the Person in Charge. The Health District shall maintain a physical or electronic copy of such notices.

6-7: Penalties Other Than Suspension and Revocation of Licenses

Any Person that violates any provisions of this Policy shall be guilty of a class B misdemeanor, and upon conviction thereof, shall be punished by a term of imprisonment for not more than six (6) months, by a fine not to exceed five hundred dollars (\$500.00), or by both such term and fine. Each day upon which a violation occurs shall constitute a separate violation.

In addition to suspension, revocation, criminal conviction, or other remedy, the Health Department may seek an injunction against any permit holder or Person violating this Policy, as provided in the Illinois Food Handling Regulation Enforcement Act (410 ILCS 625/1 et seq.).

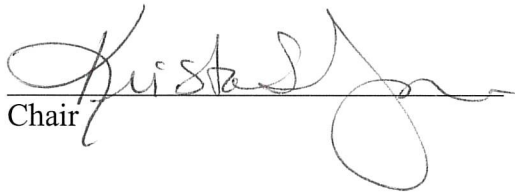
SECTION 7: AUTHORITY

This Enforcement Policy shall be published in pamphlet form not later than December 20, 2024.

This Enforcement Policy shall be in full force and effective on January 1, 2025. At that time, all enforcement policies and provisions in conflict with this Enforcement Policy are repealed.

Should any section, paragraph, sentence, clause or phrase of this Enforcement Policy be declared unconstitutional or invalid for any reason, the remainder of this Enforcement Policy will not be affected. Those sections will remain valid.

Passed and adopted this 3rd day of December, 2024, by the Board of Health of the Champaign County Health Department.


Chair

12-3-24.
Date