

Committee of the Whole

September 10, 2013
Handouts

1. Item VI-Communication for Support of Self-Representation Desk
2. Item IX-F3- Court Document Storage Fee
3. Item IX-G1-Compliance Program Agreement-Updated
4. General Corporate Fund Projection and Change Reports

**Anne L. Brown
27 Hickory Lane
White Heath, IL 61884**

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SEP - 4 2013

CHAMPAIGN COUNTY
ADMINISTRATIVE SERVICES

August 31, 2013

Mr. Al Kurtz, Chairman
Champaign County Board
776 East Washington
Urbana, IL 61801

Dear Mr. Kurtz,

I have attached my first letter in defense of continuing the "Help Area" program at the Court House. I would like to add to the my first letter some of my thoughts.

Because Mr. Bob Spencer is there to help those of us who cannot afford an attorney. We have hope. There is nothing worse than knowing you cannot help your son because you can not afford the cost of an attorney.

Mr. Spencer helps us find our cases, find the paperwork needed, and answer our questions on how to fill it out. He gave me the confidence that I can fill out the necessary papers and I can make the call myself to obtain a court date. We now have the court date.

Please do what you can to continue funding his office. This "help office" is invaluable to so many of us. It would be even more of a benefit if the hours and days could be extended. The "help office" is a wonderful service to our community. Mr. Bob Spencer is the perfect person to be there in the office welcoming those of us who need help with the court system.

Sincerely,



Anne Brown

**Anne L. Brown
27 Hickory Lane
White Heath, IL 61884**

copy

March 6, 2012

Honorable Thomas J. Difanis
101 E. Main Street 330b.
Urbana, IL 61801

Dear Mr. Difanis,

I had need to help our son give a response to a Complaint filed against him. I read the sheet "Answer" to tell us how to give a response. I had many questions regarding the instructions given on the sheet.

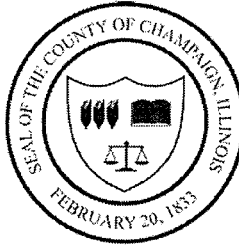
My son told me that there is a "Help Area" where we can find help in giving this response. I found the Help Area and introduced myself to Mr. Bob Spencer who is the person that gives the advice and helps us understand what the legal requirements are. He spent time with me answering my questions and helping me fill out the response. He was extremely helpful. I would not have been able to fill out the response in a way that the court would accept if it had not been for Mr. Spencer. He is invaluable! We who are regular citizens do not know the laws or requirements needed in filing papers for the court system. Mr. Spencer tells me that his office of "Help" is being cut at the end of this month. Why would you cut a help area that guides the average person who has NO KNOWLEDGE of what is required in court cases? If this office is cut, who will be there to help us fill out required papers for the judges? If petitions and responses are not filled out correctly then it seems to me the judges waste their time dealing with unprepared citizens who are unable to hire an expensive attorney.

I would like to ask the court and the court system to reconsider cutting this very helpful part of the court system.

Sincerely,

Anne Brown

Katie M. Blakeman
Clerk of the Circuit Court



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

CHAMPAIGN COUNTY
OFFICE OF THE CIRCUIT CLERK

**TO: Christopher Alix, Deputy Chair – Finance & MEMBERS OF THE
CHAMPAIGN COUNTY BOARD COMMITTEE of the WHOLE**

FROM: Katie M. Blakeman, Circuit Clerk

DATE: September 4th, 2013

RE: Request for Increase of Court Document Storage Fee

A. Introduction and History

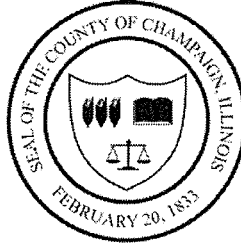
The Circuit Clerk Document Storage Fund, established by 705 ILCS 105 *et seq.*, contains revenue derived from a \$5.00 fee assessed on virtually all court cases. This fee was established at \$5.00 by County Board Resolution #3477 on August 16, 1994. It has never been increased or altered from the initial established level. The purpose of this fund is to defray the County's cost of establishing and maintaining a document storage system, including the cost of converting to electronic or micrographic storage. The statutory maximum for this fee is \$15.00. Revenue from this fee for Fiscal Year 2012 was \$126,274 while expenditures from the Fund were \$169,935.

B. Report

Expenditures from the Fund include: (1) microfilming files as required by statute (approximately \$50,000 annually) ; the maintenance of the PASS public access system (\$12,000 annually); replacement of large equipment such as scanners (\$20,000 every five years); replacement of microfilm machine required by statute (\$20,000 every 10-15 years); the purchase of will cabinets (\$5,000 every 3 years or as needed). The fund also covers \$112,461 in personnel costs. All of these expenses are deemed essential to the operation of the Office of the Circuit Clerk, and would otherwise pose a burden on the General Corporate Fund.

The expenses required to store, preserve, and provide public access to court documents have remained fairly constant throughout the last several years. However, revenue has steadily declined. Our largest expense each year is in sending files to be microfilmed, as we are required to do by Illinois statute. Without microfilming, we would be required to keep paper files indefinitely. As it stands, we do not have the physical space in order to house these documents in archival condition. The Champaign County Historical Archives (located in the Urbana Free Library) has housed,

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CHAMPAIGN COUNTY
OFFICE OF THE CIRCUIT CLERK

indexed, and made publically available over 77,000 Champaign County court case files. However, though Champaign County court records comprise more than a third of the collection maintained from Champaign County, the Circuit Clerk has never compensated the Archives for this service. It is my hope that the Document Storage Fund could begin assist the General Corporate Fund in providing funding to the Archives. Additionally, many other Illinois Counties are using their Document Storage Funds for the purchase of e-filing systems or upgrades to case management systems. Without an increase in revenue to the Document Storage Fund, these initiatives will not be possible.

C. Recommended Action

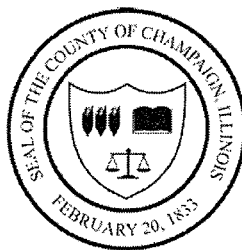
Based on our review of the declining fund balance and the projections for increased expenditures, it is our recommendation that the County Board increase the Document Storage fee to \$15.00, effective October 1st, 2013. However, we ask that fee be increased to a lower amount for traffic offenses that do not require a court appearance, as well as Small Claims civil cases. For those two case types, we recommend that the fee be increased only to \$10.00.

Attachment A depicts the Fund balance based on current expenditures and anticipated future expenses outlined below. Without an increase in the fee in FY2013, the filming and imaging of essential index books and drainage files will not be possible, and the projected fund deficit beginning FY2014 grows each year thereafter.

Attachment B depicts the Fund balance with the same expenditures and anticipated future expenses with an increase of the fee to \$10. While the fund does cover expenses through FY2015, a deficit would be predicted in FY2016, and increases each year thereafter.

Attachment C depicts the Fund balance with the same expenditures and anticipated future expenses with an increase of the fee to \$15.00 effective October 1, 2013. All expenditures are covered by anticipated revenue, and while the fund balance diminishes initially following one time projects, it is expected to recover completely by FY2018, building a balance that would offset unforeseen expenses or additional projects.

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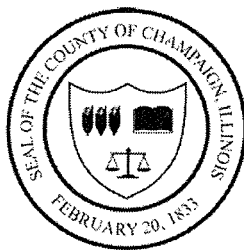
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D. Comparison

A comprehensive survey of other jurisdictions has provided valuable comparisons for both proximity counties and counties of comparable size. It is clear from the comparisons that Champaign County's Document Storage Fee is lower than those of both surrounding counties and of those of comparable population. It should also be noted that in the 2013

spring legislative session, a bill was introduced that would increase the statutory maximum of the Court Automation and Document Storage Fees to \$25. Though the bill was not called for a vote this session, it was supported by the Illinois Association of Court Clerks, and is expected to pass in 2014.

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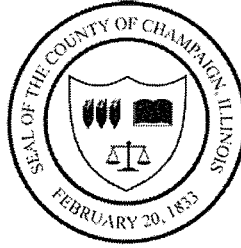
Proximity Counties *Indicates plans to increase fee

County	Population	Document Storage Fee
Champaign	201,081	\$5
Coles	53,873	\$8*
Dewitt	16,561	\$15
Douglas	19,980	\$15
Macon	110,768	\$15
Moultrie	14,846	\$15
Piatt	16,729	\$5
Vermillion	81,625	\$15

Comparable Counties

County	Population	Document Storage Fee
Kankakee	114,449	\$15
Kendall	114,736	\$15
LaSalle	113,924	\$15
McHenry	308,760	\$15
Peoria	186,494	\$15
Rock Island	147,546	\$15
Sangamon	197,465	\$15
St. Clair	270,056	\$15
Winnebago	295,266	\$15

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Document Storage Fund Projected Expenditures:

Equipment

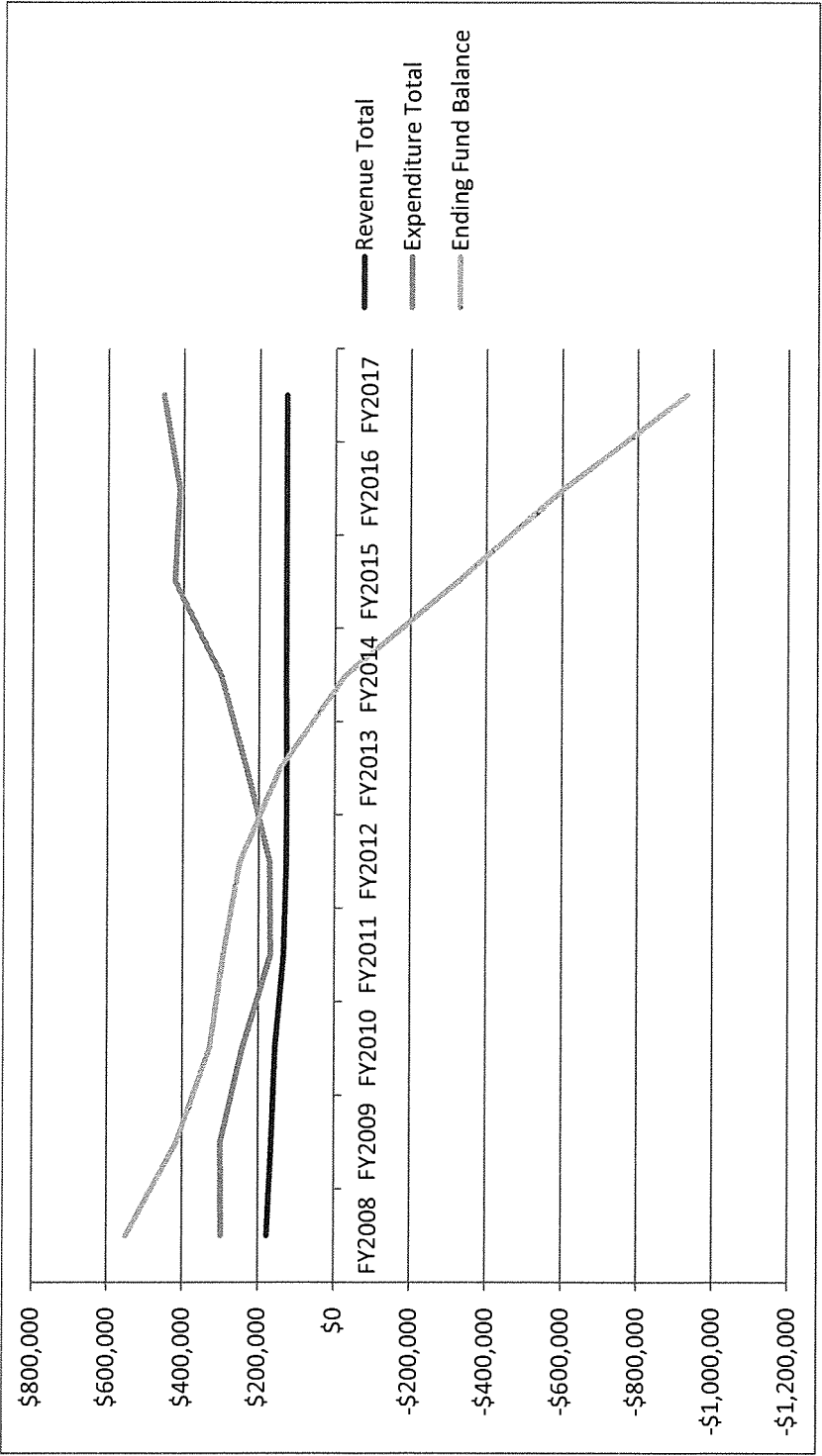
Kodak Scanners	\$20,000	1x per year
Will Cabinets	\$5,000	1 every 3 years
Microfilm Reader	\$20,000	1 every 10 years
RFID Tags for all case files	\$75,000 - \$250,000	One time with ongoing maintenance

Services

Conversion of Alchemy Images	\$40,000	One time cost FY14
Filming and imaging of Index Books	\$60,000	One time cost FY15
Filming and imaging of Drainage files	\$25,000	One time cost FY14
Filming and imaging of tri-fold probate files	\$145,000	One time cost FY16/FY17
Filming and imaging of flat probate files	\$95,000	One time cost FY17
Filming and imaging of County and Common law tri-fold case files	\$56,000	One time cost FY15
Preservation and indexing by Champaign County Historical Archives	\$10,000	Annual contribution to Urbana Free Library

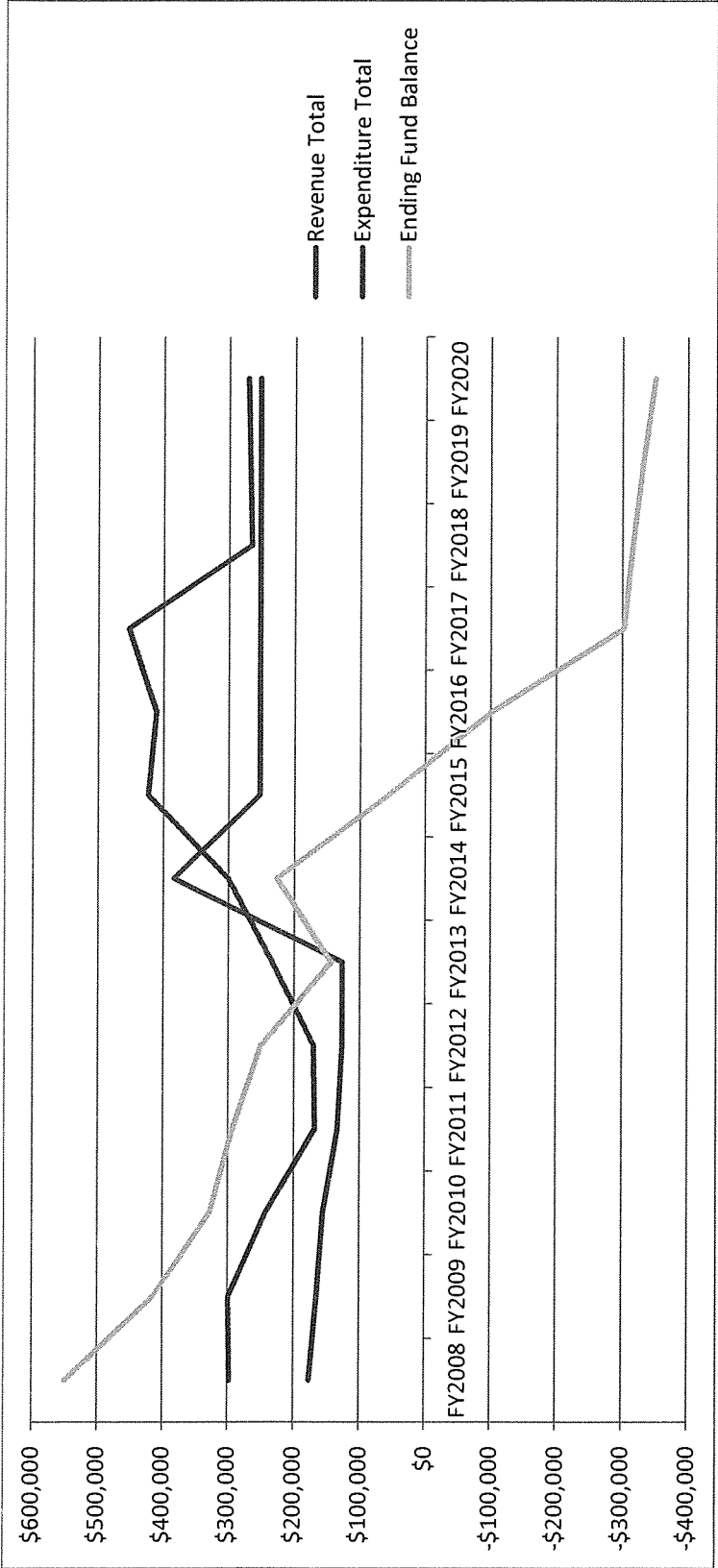
Appendix A - Document Storage – Current Revenue and Expenditures

	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
Beginning Fund Balance	\$670,399	\$549,203	\$414,763	\$327,808	\$293,476	\$249,815	\$143,390	-\$28,790	-\$323,421	-\$605,552
Court Fees	\$156,551	\$161,616	\$153,086	\$132,420	\$125,976	\$126,225	\$128,414	\$128,414	\$128,414	\$128,414
Miscellaneous	\$19,571	\$3,072	\$2,204	\$1,003	\$298	\$150	\$1	\$1	\$1	\$1
Revenue Total	\$176,122	\$164,688	\$155,290	\$133,423	\$126,274	\$126,375	\$128,415	\$128,415	\$128,415	\$128,415
Personnel	\$85,293	\$97,300	\$93,391	\$90,198	\$94,160	\$112,461	\$122,545	\$124,996	\$127,496	\$130,046
Commodities	\$2,354	\$935	\$440	\$2,992	\$996	\$2,500	\$3,050	\$3,050	\$3,050	\$3,050
Services	\$209,671	\$188,742	\$106,267	\$73,228	\$74,779	\$69,839	\$145,000	\$195,000	\$180,000	\$220,000
Capital	\$0	\$12,151	\$42,147	\$1,337	\$0	\$4,000	\$30,000	\$100,000	\$100,000	\$100,000
Miscellaneous						\$44,000				
Expenditure Total	\$297,318	\$299,128	\$242,245	\$167,755	\$169,935	\$232,800	\$300,595	\$423,046	\$410,546	\$453,096
Ending Fund Balance	\$549,203	\$414,763	\$327,808	\$293,476	\$249,815	\$143,390	-\$28,790	-\$323,421	-\$605,552	-\$930,232



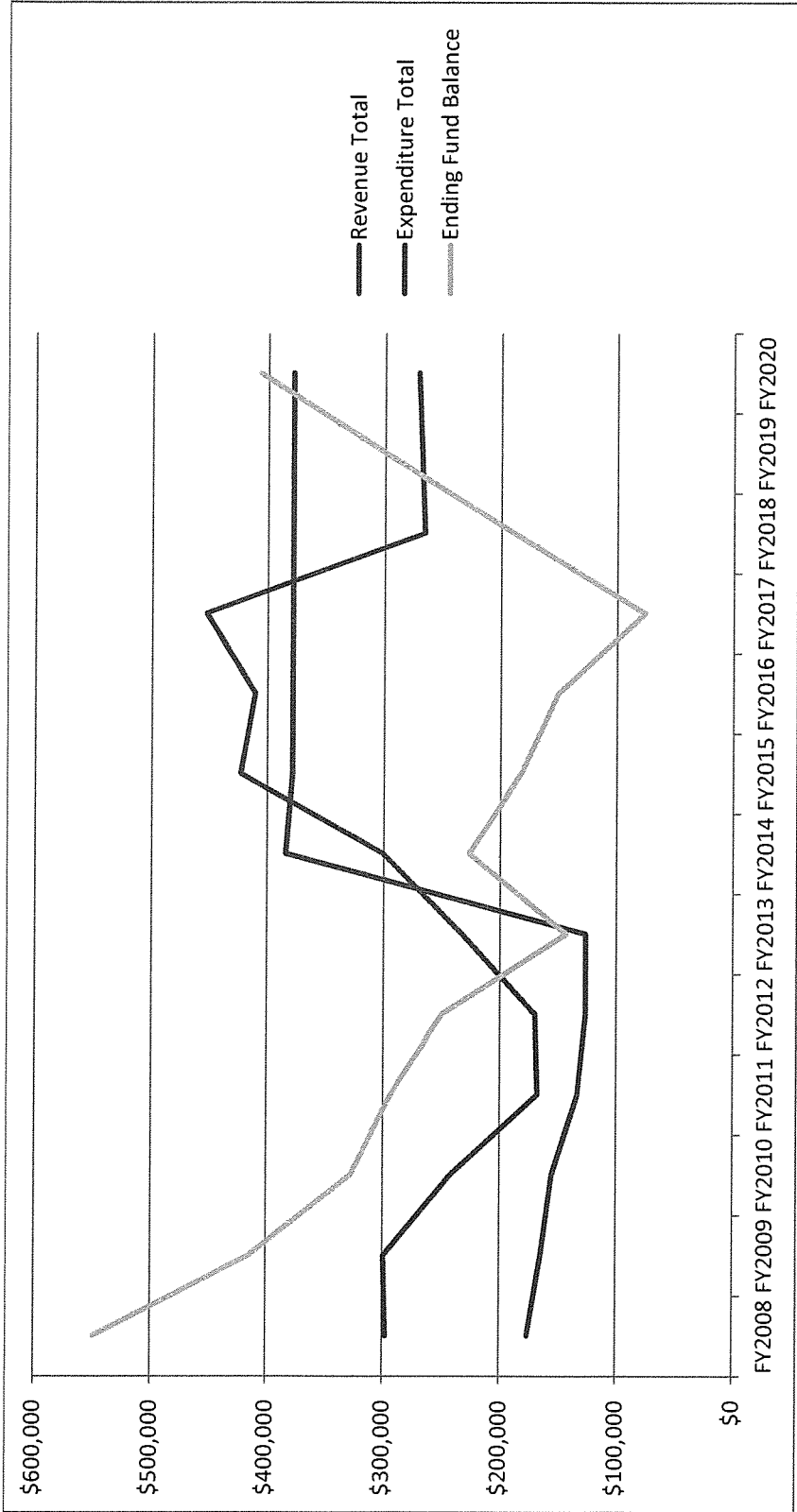
Appendix B - Document Storage – Including \$5 Increase

	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
Beginning Fund Balance	\$670,399	\$549,203	\$414,763	\$327,808	\$293,476	\$249,815	\$143,390	\$226,795	\$56,200	-\$101,895
Court Fees	\$156,551	\$161,616	\$153,086	\$132,420	\$125,976	\$126,225	\$252,450	\$252,450	\$252,450	\$252,450
Miscellaneous	\$19,571	\$3,072	\$2,204	\$1,003	\$298	\$150	\$1	\$1	\$1	\$1
Revenue Total	\$176,122	\$164,688	\$155,290	\$133,423	\$126,274	\$126,375	\$384,000	\$252,451	\$252,451	\$252,451
Personnel	\$85,293	\$97,300	\$93,391	\$90,198	\$94,160	\$112,461	\$122,545	\$124,996	\$127,496	\$130,046
Commodities	\$2,354	\$935	\$440	\$2,992	\$996	\$2,500	\$3,050	\$3,050	\$3,050	\$3,050
Services	\$209,671	\$188,742	\$106,267	\$73,228	\$74,779	\$69,839	\$145,000	\$195,000	\$180,000	\$220,000
Capital	\$0	\$12,151	\$42,147	\$1,337	\$0	\$4,000	\$30,000	\$100,000	\$100,000	\$100,000
Miscellaneous						\$44,000				
Expenditure Total	\$297,318	\$299,128	\$242,245	\$167,755	\$169,935	\$232,800	\$300,595	\$423,046	\$410,546	\$453,096
Ending Fund Balance	\$549,203	\$414,763	\$327,808	\$293,476	\$249,815	\$143,390	\$226,795	\$56,200	-\$101,895	-\$302,539



Appendix C - Document Storage – Including \$10 Increase

	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
Court Fees										
Beginning Fund Balance	\$670,399	\$549,203	\$414,763	\$327,808	\$293,476	\$249,815	\$143,390	\$226,795	\$182,420	\$150,545
Court Fees	\$156,551	\$161,616	\$153,086	\$132,420	\$125,976	\$126,225	\$378,670	\$378,670	\$378,670	\$378,670
Miscellaneous	\$19,571	\$3,072	\$2,204	\$1,003	\$298	\$150	\$1	\$1	\$1	\$1
Revenue Total	\$176,122	\$164,688	\$155,290	\$133,423	\$126,274	\$126,375	\$384,000	\$378,671	\$378,671	\$378,671
Personnel	\$85,293	\$97,300	\$93,391	\$90,198	\$94,160	\$112,461	\$122,545	\$124,996	\$127,496	\$130,046
Commodities	\$2,354	\$935	\$440	\$2,992	\$996	\$2,500	\$3,050	\$3,050	\$3,050	\$3,050
Services	\$209,671	\$188,742	\$106,267	\$73,228	\$74,779	\$69,839	\$145,000	\$195,000	\$180,000	\$220,000
Capital	\$0	\$12,151	\$42,147	\$1,337	\$0	\$4,000	\$30,000	\$100,000	\$100,000	\$100,000
Miscellaneous						\$44,000				
Expenditure Total	\$297,318	\$299,128	\$242,245	\$167,755	\$169,935	\$232,800	\$300,595	\$423,046	\$410,546	\$453,096
Ending Fund Balance	\$549,203	\$414,763	\$327,808	\$293,476	\$249,815	\$143,390	\$226,795	\$182,420	\$150,545	\$76,121



**AGREEMENT for COMPLIANCE PROGRAM SERVICES for the CHAMPAIGN COUNTY
NURSING HOME**

THIS AGREEMENT is made and entered into as of the _____th day of _____ (Month), 2013 by and between the Champaign County Board, acting on behalf of the County of Champaign, a body politic and corporate owning and operating as Champaign County Nursing Home (the "Home"), and Management Performance Associates, Inc., a Missouri corporation (the "Manager").

RECITALS

- a. The parties hereto have previously entered a Management Contract dated June 19, 2011; and
- b. The parties desire to enter into this additional Agreement for the purpose of development and implementation of a Compliance Program for the Champaign County Nursing Home (the "Compliance Services"), subject to the terms and conditions as set forth below:
- c. Other than the specific terms noted in this Agreement for Compliance Program Development and Implementation, all other terms and conditions of the Management Contract between the parties dated June 19, 2011 shall apply to this Agreement, to the extent that any such terms apply to the Compliance Services.

WITNESSETH

NOW, THEREFORE, the parties agree as follows:

- 1 Program:** Manager shall be responsible for designing, and overseeing the implementation and ongoing management of, a Compliance Program for Home. Manager shall be responsible for conducting a baseline compliance audit; assisting with policy and procedure development and compliance training; providing strategic guidance for compliance audits; providing ongoing updates to the Compliance Program; serving as a compliance resource to Home; and conducting an annual review of the Compliance Program's effectiveness. The specific terms for the compliance program services are documented in Exhibits A (Detailed Description of Compliance Program Services), and B (Table of Responsibilities) to this Agreement, which are incorporated herein by reference.
- 2 Management Fee:** Manager shall invoice the Home the amount of \$33,933.30 for the Compliance Program, payable in monthly payments of \$3,393.33 in advance. In addition to the fee, direct costs of Manager for expenses such as travel and lodging expenses, long distance telephone, and webinar and other training costs shall be reimbursed separately by the Home on a monthly basis, subject to the terms of the Champaign County Travel Policy and monthly review by the Nursing Home Board of Directors. The professional fee will be adjusted annually for growing in CPI using the All Urban Consumers Index.

- 3 **Term:** This agreement shall be in effect for ten (10) months – from September 1, 2013 through June 30, 2014. This Agreement may renew for one additional one year period on July 1, 2014 with mutually agreed upon modifications, unless this Agreement is terminated by either party by giving thirty (30) days' written or notice of termination is given, as set forth below.
- 4 **Scope.** MPA's Compliance Services are designed to reduce your risk of regulatory penalty via a compliance program that is well-documented and maintained. However, there can be no assurance that all risk will be eliminated. Any damages arising from or out of MPA's work will be limited to the lesser of either one year's professional fees or actual damages. MPA's Compliance Services do not constitute legal advice.

IN WITNESS THEREOF, the undersigned have executed this AGREEMENT for COMPLIANCE PROGRAM DEVELOPMENT and IMPLEMENTATION as of the day and year first written above.

Alan Kurtz
Chair
Champaign County Board

Michael A. Scavotto
President
Management Performance Associates,
Inc.

Date: _____

Date: _____

Exhibit A

Detailed Description of Compliance Program Services

MPA will work with CCNH to develop and maintain a Compliance Program with the following elements:

1. Written policies, procedures, and standards of conduct
2. A designated compliance officer and compliance committee
3. An effective training and education strategy
4. Effective lines of communication
5. Enforcement of standards through well-publicized disciplinary guidelines
6. Internal monitoring and auditing (to be performed by CCNH staff with MPA guidance)
7. Prompt response to detected offenses and corrective action
8. Regular review of Compliance Program
9. Updates to the Compliance Program

The Compliance Program is divided into the following six stages:

I. Ongoing Assessment of Compliance Status

MPA will work with CCNH staff to assess CCNH's current state of compliance with the nine Compliance Program Components.

II. Compliance Program Document Development

MPA will review and revise the Compliance Program document as needed. This document will be tailored to organization-specific practices.

Building on CCNH's current compliance practices, MPA will review and revise existing P&P, as well as develop new P&P as needed for the following Compliance Program elements:

- **Compliance officer and compliance committee**
MPA will work with CCNH the Compliance Officer and Compliance Committee, and refine the roles of the officer and committee as needed. MPA will also revise the method for which the compliance officer and committee will interface with and report to CCNH.
- **Conducting effective training and education**

The Compliance Program will describe CCNH's plan for compliance related training (including how often employees will be trained and on what topics, and how training is documented). MPA will continue to work with CCNH to maintain effective and timely training and education.

- **Developing effective lines of communication**

MPA will help CCNH maintain the communication of the program including the use of a toll-free hotline for employees, residents, and others to report potential compliance program violations.

- **Enforcing standards through well-publicized disciplinary guidelines**

MPA will continue to review and revise CCNH's employee handbook to ensure that compliance is sufficiently addressed as an element of evaluating employees and managers. While compliance training and education are designed to prevent disciplinary action, the Compliance Program must state how non-compliance will be addressed. If additional P&P are needed, MPA will work with staff input to develop P&P that include consequences for violating the Compliance Program and failing to detect Compliance Program violations. Corrective action may take the form of employee education. P&P will explain the range of discipline; who is responsible for taking action and how matters are handled; and that disciplinary action will be taken on an equitable basis. These P&P will be listed in the Compliance Program document and become a part of employee training.

- **Responding promptly to detected offenses and developing corrective action**

MPA will continue to review CCNH's P&P for handling internal investigations, and expand them in the Compliance Program document. There will be guidelines for: investigating incidents or reports of alleged non-compliance, including P&P for developing a proper corrective action plan; self-reporting overpayments; and how to document the investigation and corrective action process.

III. Development of Policies and Procedures that Target Organization-Specific Compliance Risks

MPA will continually review CCNH's P&P against changes in OIG compliance guidance; prior surveys; staff input; and the results of the baseline assessment. The P&P development will focus on the compliance risks identified in the baseline assessment as well as risk areas identified by the OIG.

IV. Training and Education

MPA will continue to review and revise the training plan for CCNH which will set out training topics, frequency, and documentation requirements. In addition, MPA will provide the following training programs:

- ▶ General compliance training emphasizing the importance of compliance, and explaining the Compliance Program and how to report non-compliance. This training will be one live seminar or

workshop (1 to 2 hours) provided to CCNH employees and County Board members.

- ▶ Two additional training sessions (live seminar, workshop, and/or webinar) addressing two compliance topics identified with CCNH (e.g. HIPAA, managing the QA process; etc.)

With each webinar or seminar, MPA will provide P&P for documenting completion of training and measuring training effectiveness. Training on additional topics and for employees and directors who join CCNH after the above training is complete is available for an additional fee.

V. Auditing and Monitoring

After year one, the compliance program is shifting from development to a focus on ongoing auditing and monitoring of areas of risk. For each compliance risk area, MPA will work with CCNH staff (management, administrative, clinical and/or billing) to review and revise existing audit tools and well as develop new audit tools as necessary to benchmark CCNH's compliance progress in each compliance risk area. Audit tools include: random sampling of records or charts, reviewing written contracts, observing clinical staff, assessing HIPAA documentation, evaluating employee training and discipline records, and reviewing compliance report complaint logs and investigative files. Audits will be conducted by CCNH personnel, with direction from MPA.

Audits will be completed by CCNH staff at measured intervals as appropriate (monthly, quarterly, annually, or bi-annually, depending on the complexity of the standard and degree of risk involved). After each audit, CCNH will create a results report to be shared with management staff. MPA will be involved in the creation of these reports. Periodically, MPA and CCNH staff will review these reports, identify areas needing improvement, update goals, and develop a plan to achieve these new goals. MPA will be heavily involved in assisting CCNH in the ongoing auditing and monitoring program.

VI. Updates and Improvements

MPA will provide ongoing regulatory updates to the Compliance Program. In addition, and in connection with the annual audit, MPA will organize an annual evaluation of the Compliance Program, specifically addressing whether:

- adequate resources are dedicated to compliance
- P&P need to be updated based on audit results
- the Compliance Program is followed by employees
- the roles of Compliance Officer and Compliance Committee need clarification or modification
- further employee education and training are needed

- the reporting mechanism is used
- disciplinary P&P are followed, applied consistently, and effective to prevent non-compliance
- audit techniques successfully identify risk areas and monitor improvements
- investigation and corrective action procedures promptly identify, minimize the effects of, and prevent further non-compliance
- the Compliance Program is sufficiently documented

The results of the evaluation will be reported to senior management along with recommendations for improving the Compliance Program in the following year.

Corporate Support

MPA will serve as a resource to you and will be available to answer questions that may arise regarding the Compliance Program and its policies and procedures.

Ongoing Management of Your Program for Results

The following steps are crucial for continuing a successful program:

- Creating a compliance culture that compliments the organization's mission
- Training and education
- Reviewing the effectiveness of auditing and monitoring
- Assessing the Compliance Program annually
- Updating the Compliance Program based on new regulations, OIG guidance, and improvements in best practices

When performed on an annual basis, the above services, combined with the efforts of your staff, will keep your Compliance Program effective.

Exhibit B

Table of Responsibilities

Task	MPA Responsibility	CCNH Responsibility
Assessment of Compliance Status	<p>Provide checklists, requests for information</p> <p>Review and analyze responses to requests for information, and develop strengths, weaknesses, and goals</p>	<p>Distribute checklists, requests for information to relevant personnel for completion</p> <p>Provide information about existing compliance policies and procedures</p> <p>Facilitate timely and accurate completion of checklists and requests</p> <p>Participate in discussion about results</p>
Compliance Program Document Review and Development	Draft compliance program document for CCNH as needed. Review and revise document based on OIG compliance regulatory changes	<p>Review and provide feedback on documents</p> <p>Disseminate compliance program to employees, directors, and vendors</p>
Review, Revise and Develop new Policies and Procedures that Target Organization-Specific Compliance Risks	Amend existing policies. Draft additional policies and procedures	<p>Provide existing policies and procedures</p> <p>Review amended policies and new policies</p> <p>Disseminate completed policies and procedures and incorporate them into daily operations</p>
Training and Education	Review and Revise the plan for how CCNH will conduct, document and evaluate training on an ongoing basis	<p>Work with MPA to identify risk areas appropriate for additional training</p> <p>Identify facility personnel who will provide ongoing employee education (new employee orientation, quarterly, annual in-services)</p>
Auditing and Monitoring	Review, revise and develop audit tools for each of the risk areas that are a part of the CCNH compliance program	<p>Assign responsibility (CCNH staff) for conducting audits</p> <p>Complete the audits and report the results back to MPA</p>

	<p>Schedule timelines for audits</p> <p>Review ongoing audit results with CCNH staff and monitor results for improvement and effectiveness</p>	<p>Provide feedback to MPA to identify the most effective audit processes</p>
<p>Updates and Improvement</p>	<p>Oversee an annual audit of overall compliance program effectiveness at CCNH</p> <p>Provide updates based on regulations, best practices, and other guidance</p>	<p>Participate in the annual audit; provide requested information to MPA</p> <p>Incorporate updates into training, policies and procedures, and audit process</p> <p>Report new compliance concerns to MPA</p>

FY2013 General Corporate Fund Revenue Projection Report

	9/10/2013	FY2012 Actual 8/31/2012	FY2012 Actual 12/31/2012	FY2013 BUDGET 12/1/2012	FY2013 YTD 8/31/2013	Projected % to be Received	Projected \$\$ to be Received	\$ Difference to Original Budget
SIGNIFICANT REVENUES								
PROPERTY TAXES (CURRENT)	\$5,078,613	\$8,255,678	\$8,686,118	\$5,188,045	\$8,522,918	98%	\$8,522,918	-\$163,200
PROPERTY TAXES (BACK)	\$0	\$12,844	\$5,200	\$0	\$5,200	100%	\$5,200	\$0
MOBILE HOME TAXES	\$0	\$9,116	\$8,500	\$0	\$8,500	100%	\$8,500	\$0
PAYMENT IN LIEU OF TAXES	\$1,345	\$1,345	\$4,500	\$2,241	\$4,500	100%	\$4,500	\$0
COUNTY HOTEL/MOTEL TAX	\$17,907	\$26,177	\$21,000	\$20,602	\$31,692	151%	\$31,692	\$10,692
COUNTY AUTO RENTAL TAX	\$18,885	\$29,933	\$30,000	\$18,274	\$29,368	98%	\$29,368	-\$632
PENALTIES ON TAXES	\$188,555	\$694,211	\$677,000	\$119,347	\$677,000	100%	\$677,000	\$0
BUSINESS LICENSES & PERMITS	\$37,259	\$37,364	\$40,500	\$32,594	\$38,500	95%	\$38,500	-\$2,000
NON-BUSINESS LIC. & PERMITS	\$941,890	\$1,410,816	\$1,195,425	\$963,518	\$1,444,554	121%	\$1,444,554	\$249,129
FEDERAL GRANTS	\$282,203	\$391,947	\$423,762	\$282,524	\$423,762	100%	\$423,762	\$0
STATE GRANTS	\$174,451	\$203,962	\$219,381	\$182,705	\$219,381	100%	\$219,381	\$0
STATE SHARED REVENUE								
CORP. PERS. PROP. REPL. TAX	\$559,477	\$688,933	\$782,641	\$865,463	\$956,045	122%	\$956,045	\$173,404
1% SALES TAX (UNINCORPOR.)	\$713,161	\$1,043,741	\$1,155,478	\$775,161	\$1,256,475	109%	\$1,256,475	\$100,997
1/4% SALES TAX (ALL COUNTY)	\$3,430,708	\$5,158,766	\$5,389,687	\$3,486,657	\$5,300,616	98%	\$5,300,616	-\$89,071
USE TAX	\$327,549	\$494,737	\$495,626	\$349,641	\$519,922	105%	\$519,922	\$24,296
INHERITANCE TAX	\$328,274	\$328,274	\$0	\$0	\$0	0%	\$0	\$0
STATE REIMBURSEMENT	\$671,849	\$674,978	\$1,320,153	\$1,304,419	\$1,320,153	100%	\$1,320,153	\$0
SALARY REIMBURSEMENT	\$304,101	\$422,714	\$307,471	\$224,557	\$307,471	100%	\$307,471	\$0
STATE REV./SALARY STIPENDS	\$40,728	\$48,500	\$48,500	\$45,500	\$48,500	100%	\$48,500	\$0
INCOME TAX	\$2,119,269	\$2,948,008	\$2,870,635	\$2,242,891	\$3,035,730	106%	\$3,035,730	\$165,095
CHARITABLE GAMES/LICENSE	\$0	\$0	\$0	\$29,062	\$43,593	100%	\$43,593	\$43,593
OFF-TRACK BETTING	\$47,200	\$47,200	\$55,000	\$31,701	\$37,582	68%	\$37,582	-\$17,418
POLICE TRAINING REIMBURSEMENT	\$20,365	\$20,365	\$25,472	\$9,821	\$25,472	100%	\$25,472	\$0
LOCAL GOVERNMENT REVENUE	\$410,979	\$569,615	\$535,580	\$402,327	\$600,071	112%	\$600,071	\$64,491
LOCAL GOVERNMENT REIMBURSE.	\$346,116	\$563,306	\$563,182	\$365,660	\$610,640	108%	\$610,640	\$47,458
GENERAL GOVERNMENT	\$2,694,957	\$4,113,942	\$4,196,398	\$2,669,466	\$4,025,751	96%	\$4,025,751	-\$170,647
FINES	\$671,846	\$1,014,698	\$1,017,000	\$636,722	\$965,226	95%	\$965,226	-\$51,774
FORFEITURES	\$6,676	\$28,878	\$30,000	\$3,699	\$18,961	63%	\$18,961	-\$11,039
INTEREST EARNINGS	\$8,434	\$14,553	\$14,400	\$2,721	\$5,371	37%	\$5,371	-\$9,029
RENTS & ROYALTIES	\$443,700	\$584,808	\$591,514	\$410,407	\$591,514	100%	\$591,514	\$0
GIFTS & DONATIONS	\$10,687	\$12,687	\$7,500	\$9,929	\$14,254	190%	\$14,254	\$6,754
OTHR FIN. SOURCES--FIX. ASSETS	\$12,708	\$27,104	\$4,000	\$18,742	\$18,742	469%	\$18,742	\$14,742
OTHR. MISC. REVENUE	\$66,052	\$91,262	\$79,105	\$165,972	\$165,972	210%	\$165,972	\$86,867
INTERFUND TRANSFERS	\$773,452	\$1,495,136	\$1,329,440	\$661,719	\$1,304,440	98%	\$1,304,440	-\$25,000
INTERFUND REIMBURSEMENTS	\$120,686	\$402,997	\$413,903	\$90,012	\$413,903	100%	\$413,903	\$0
TOTALS	\$20,870,083	\$31,868,595	\$32,544,071	\$21,612,097	\$32,991,779	101%	\$32,991,779	\$447,708

FY2013 General Corporate Fund Expenditure Projection Report

SIGNIFICANT EXPENDITURE LINE ITEMS/CATEGORIES	FY2012 YTD 8/31/2012	FY2012 FINAL 12/31/2012	FY2013 BUDGET 12/1/2012	FY2013 YTD 8/31/2013	PROJECTED % TO BE SPENT	PROJECTED \$ TO BE SPENT	\$ Difference to Original BUDGET (+/-)
PERSONNEL							
Regular Salaries & Wages	\$9,161,755	\$12,804,410	\$13,172,314	\$9,184,709	98.00%	\$12,908,240	-\$264,074
SLEP Salaries	\$4,961,284	\$6,946,772	\$7,344,343	\$5,234,646	99.39%	\$7,299,638	-\$44,705
SLEP Overtime	\$218,824	\$371,447	\$456,685	\$255,723	78.70%	\$359,395	-\$97,290
Fringe Benefits	\$1,981,955	\$2,625,138	\$2,736,605	\$2,020,416	98.44%	\$2,693,888	-\$42,717
COMMODITIES							
Postage	\$232,348	\$237,503	\$243,741	\$203,013	98.42%	\$239,886	-\$3,855
Purchase Document Stamps	\$600,000	\$870,000	\$748,150	\$600,000	116.29%	\$870,000	\$121,850
Gasoline & Oil	\$153,816	\$236,781	\$251,343	\$161,420	92.36%	\$232,130	-\$19,213
All Other Commodities	\$399,688	\$608,126	\$688,336	\$394,851	92.80%	\$638,763	-\$49,573
SERVICES							
Gas Service	\$222,320	\$300,072	\$390,000	\$249,438	82.25%	\$320,790	-\$69,210
Electric Service	\$564,519	\$872,397	\$895,000	\$517,123	89.61%	\$802,021	-\$92,979
Medical/Professional Services	\$766,551	\$1,089,242	\$1,070,935	\$781,537	94.42%	\$1,011,199	-\$59,736
All Other Services	\$2,505,200	\$3,575,200	\$3,774,583	\$2,484,828	95.00%	\$3,585,854	-\$188,729
CAPITAL							
Vehicles	\$42,306	\$228,237	\$214,705	\$79,140	100.00%	\$214,705	\$0
All Other Capital	\$0	\$88,686	\$143,720	\$85,549	100.00%	\$143,720	\$0
TRANSFERS							
To Capital Improvement Fund	\$0	\$86,319	\$123,278	\$0	100.00%	\$123,278	\$0
All Other Transfers	\$47,965	\$167,205	\$515,025	\$380,631	100.00%	\$515,025	\$0
DEBT REPAYMENT							
	\$531,541	\$549,556	\$545,536	\$531,706	100.00%	\$545,536	\$0
TOTAL	\$22,390,072	\$31,657,090	\$33,314,299	\$23,164,730	97.57%	\$32,504,068	-\$810,231

FY2013 General Corporate Fund Projection Summary Report

SUMMARY

FUND BALANCE 11/30/12 (<i>unaudited</i>)	\$4,348,086	
BEGINNING FUND BALANCE % OF BUDGET -	13.05%	
ADD FY2013 REVENUE	Budgeted \$32,544,071	Projected \$32,991,779
LESS FY2013 EXPENDITURE	\$33,314,299	\$32,504,068
Revenue to Expenditure Difference	-\$770,228	\$487,711
FUND BALANCE PROJECTION - 11/30/13	\$3,577,858	\$4,835,797
% OF 2013 Expenditure Budget	10.74%	14.52%

GENERAL CORPORATE FUND - FY2013 BUDGET CHANGE REPORT

General Corporate Fund Original Budget As Of:	12/1/2012
Expenditure	\$32,643,640
Revenue	\$32,517,745
Revenue/Expenditure Difference	(\$125,895)

General Corporate Fund Budget As Of: 9/10/2013

Expenditure	\$33,314,299	% Inc/Dec	2.05%	<i>Revenue/Exp.</i> (\$770,228)
Revenue	\$32,544,071	% Inc/Dec	0.08%	

EXPENDITURE CHANGES

Department	Description	Expenditure Change	Revenue Change	Difference
Sheriff	Re-Encumber Purchase of Vehicles from FY2012	\$85,585	\$0	(\$85,585)
County Board	Re-Encumber Funds Pledged for Clinton Landfill Legal Challenge	\$13,642	\$0	(\$13,642)
Public Properties	Re-Encumber Funds for Downtown Correctional Center Repair/Maintenance	\$5,960	\$0	(\$5,960)
County Board	Appropriate Funds for Participation in Mahomet Aquifer Sole Source Coalition	\$14,000	\$0	(\$14,000)
EMA	Grant Award for Training Exercises	\$3,730	\$3,730	\$0
IT	Re-Encumber Funds for Lyle Shields Meeting Room Remodel	\$3,116	\$0	(\$3,116)
General County	Grant to Nursing Home to Forgive Outstanding Loan	\$333,142	\$0	-\$333,142
Correctional Center	Signing Bonus for Corrections Contract	\$141,000	\$0	-\$141,000
Coroner	Public Health Grant	\$625	\$625	\$0
Physical Plant	Elevator Upgrades	\$9,110	\$0	-\$9,110
IT	Internet Bandwidth Upgrade	\$13,936	\$0	-\$13,936
IT	E-Mail Server Upgrades	\$20,367	\$0	-\$20,367
Coroner	Cooler	\$21,971	\$21,971	\$0
Auditor	Full-Time Accountant from Part Time	\$4,475	\$0	-\$4,475
TOTAL		\$670,659	\$26,326	(\$644,333)

<i>Changes Attributable to Recurring Costs</i>	\$46,813	\$21,971	(\$24,842)
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<i>Changes Attributable to 1-Time Expenses</i>	\$623,846	\$4,355	(\$619,491)
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