



**CHAMPAIGN COUNTY BOARD**  
**COMMITTEE OF THE WHOLE**  
**Finance/ Policy, Personnel, & Appointments/Justice & Social Services Agenda**  
County of Champaign, Urbana, Illinois  
Tuesday, October 9, 2018 – 6:30 p.m.

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

**Agenda Items**

**Page**

- I. Call To Order**
- II. Roll Call**
- III. Approval of Agenda/Addenda**
- IV. Approval of Minutes**
- |   |      |
|---|------|
| A. Legislative Budget Hearing-August 27, 2018 | 1-4  |
| B. Legislative Budget Hearing-August 28, 2018 | 5-8  |
| C. Committee of the Whole-September 11, 2018  | 9-15 |
- V. Public Participation**
- VI. Communications**
- VII. Justice & 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>
1. Animal Control – August 2018
  2. Emergency Management Agency – August 2018
  3. Head Start – August 2018
  4. Public Defender – August 2018
  5. Probation & Court Services – August 2018
  6. Veterans’ Assistance Commission – August 2018
- B. Court Services/Probation
1. FY2019 Annual Probation Plan – Available on department webpage here:  
<http://www.co.champaign.il.us/probation/annualplans.php>
- C. Sheriff
1. Request Approval of An Intergovernmental Agreement with the City of Champaign, the City of Urbana, & Champaign County for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program 16-18
- D. Other Business
- E. Chair’s Report
- F. Designation of Items to be Placed on the Consent Agenda
- VIII. Policy, Personnel, & Appointments**
- A. Appointments/Reappointments
1. Rural Transit Advisory Group – 1 Unexpired Term Ending 12/31/2019 19-21  
Applicant:
    - Kyle Shartzter
  2. Lincoln Legacy Committee – 1 Unexpired Term Ending 2/28/2019 22-23  
Applicant:
    - Breaden Belcher

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B. County Clerk	
1. September 2018 Report	24
C. County Administrator	
1. Administrative Services Monthly Report – September 2018	25-27
2. Job Content Evaluation Committee Recommendation for Planner Position for Planning & Zoning Department	28-32
3. Job Content Evaluation Committee Recommendation for Office Manager/Accountant Position for Highway Department	33-38
4. Recommendation for Amendment to Travel Policy – Fly Local	39-50
5. Update on Employee Recognition Event (information only)	51-52
D. Other Business	
1. Approval of County Board Rules	53-72
2. Membership in Statewide County Organizations (discussion only-information to be distributed)	
E. Chair’s Report	
1. County Board Appointments Expiring November 30, 2018: (information only)	
• Public Aid Appeals Committee	
• Senior Services Advisory Committee	
• Zoning Board of Appeals	
F. Designation of Items to be Placed on the Consent Agenda	

**IX. Finance**

A. Budget Amendments/Transfers	
1. Budget Transfer 18-00005	73
Fund 080 General Corporate / Dept. 141 State’s Attorney Support Enforcement	
Total Amount: \$3,000	
Reason: to Pay for a Temporary Contractor Via Spherion Staffing	
2. Budget Amendment 18-00056	74
Fund 619 Tax Sale Automation / Dept. 026 County Treasurer	
Increased Appropriations: \$2,338	
Increased Revenue: None: from Fund Balance	
Reason: to Cover Salary of Temporary Help During Tax Collection	
B. Treasurer	
1. Monthly Report – September 2018 – Reports are available on the Treasurer’s Webpage at: <a href="http://www.co.champaign.il.us/treasurer/Reports.php">http://www.co.champaign.il.us/treasurer/Reports.php</a>	
2. General Corporate Fund Cash Flow Report Presentation	
3. Resolution Authorizing Disbursement of Funds on Defaulted Contract for Mobile Home Tax Sale, Permanent Parcel 30-064-0115	75
C. Auditor	
1. Monthly Report – September 2018 – Reports are available on the Auditor’s Webpage at: <a href="http://www.co.champaign.il.us/Auditor/countyboardreports.php">http://www.co.champaign.il.us/Auditor/countyboardreports.php</a>	
D. County Clerk	
1. Request Approval of Illinois State Board of Elections Cyber Navigator Program Certification of Participation	76-77
2. Request Approval of Help America Vote Act (HAVA) Election Security Grant Acceptance Agreement	78-82

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- E. County Administrator
  - 1. FY2018 General Corporate Fund Budget Projection & Budget Change Reports (to be distributed)
  - 2. Recommendation to County Board to Receive & Place on File the FY2019 Tentative Budget 83-98
  - 3. Job Content Evaluation Committee Recommendation for Planner Position for Planning & Zoning Department 28-32
  - 4. Job Content Evaluation Committee Recommendation for Office Manager/Accountant Position for Highway Department 33-38
  - 5. Recommendation of Contract for Nursing Home Post-Closing Accounting Services 99-118
    - a. Budget Amendment 18-00058 119
      - Fund 080 General Corporate / Dept. 075 General County
      - Increased Appropriations: \$89,950
      - Increased Revenue: None: from Fund Balance
      - Reason: to Pay Outstanding Obligation of Accounting Services Owed by the Nursing Home to RSM. Payment to be Made on Date of Closing of the Sale of the Nursing Home.

F. Other Business

G. Chair's Report

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

**X. Other Business**

**XI. Adjournment**

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