



**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE**

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

County of Champaign, Urbana, Illinois

Tuesday, February 11, 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. January 14, 2025 – Regular Meeting

1-7

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 – December 2024 & 4th Quarter Statistics
- Public Defender – January 2025
- Animal Control – November & December 2024
- Emergency Management Agency – January 2025

B. Rosecrance Re-Entry Reports (*information only*)

- Financial Report – December 2024
- Program Report – December 2024

8

9-11

C. Advocates for Aging Care

1. Presentation on Market Study Results (*information only*)

D. Public Defender

1. Year-End Summary for FY2024 (*information only*)

12-15

E. Circuit Court

1. Resolution Supporting Senate Bill 180 to Protect Judicial Representation in the Sixth Judicial Circuit

16-19

F. Other Business

D. Chair’s Report

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

VIII. Finance

A. Budget Amendments/Transfers

1. Budget Amendment BUA 2024/12/987 20-21
Fund 1080 General Corporate / Dept 031 Circuit Court
Increased Appropriations: \$25,000
Increased Revenue: \$0
Reason: To cover outstanding invoices for professional services.

2. Budget Amendment BUA 2025/1/142 22-34
Fund 2109 Indoor Climate Resources Agency / Dept 932 Indoor Climate Resources Agency
Increased Appropriations: \$3,308,055
Increased Revenue: \$3,308,055
Reason: Appropriation of grant funds for the Indoor Climate Research & Training Division of the RPC.

3. Budget Amendment BUA 2025/1/313 35-36
Fund 2110 Workforce Development / Dept 110 Workforce Development
Increased Appropriations: \$126,898
Increased Revenue: \$126,898
Reason: Appropriation of grant funds for the Workforce Development Division of the RPC.

4. Budget Amendment BUA 2025/2/7 37-38
Fund 2500 County Grant Fund / Dept 075 General County
Increased Appropriations: \$122,836.63
Increased Revenue: \$0
Reason: To appropriate the remaining Firearm Safe Storage Strategies grant funds from FY2024 to the FY2025 budget.

5. Budget Amendment BUA 2025/2/10 39-40
Fund 2106 Public Safety Sales Tax / Dept 237 Delinquent Prevention Grants
Increased Appropriations: \$13,670
Increased Revenue: \$0
Reason: The County funds the Youth Assessment Center based on 5% of the estimated Public Safety Sales Tax. The FY2025 budget needs to be updated to match the final estimated amount of PSST revenue.

6. Budget Amendment BUA 2025/2/11 41-42
Fund 1080 General Corporate / Dept 124 Regional Office of Education
Increased Appropriations: \$7,066
Increased Revenue: \$0
Reason: The estimated EAV changed after the FY2025 budget was approved, requiring additional funds for the Regional Office of Education.

7. Budget Amendment BUA 2025/2/21 43-44
Fund 2500 County Grant Fund / Dept 031 Circuit Court & 036 Public Defender
Increased Appropriations: \$147,624.52
Increased Revenue: \$0
Reason: To appropriate the remaining Adult Redeploy Illinois grant funds from FY2024 to the FY2025 budget.

8. Budget Amendment BUA 2025/2/23 45-46
Fund 2500 County Grant Fund / Dept 031 Circuit Court & 036 Public Defender
Increased Appropriations: \$229,796
Increased Revenue: \$229,796
Reason: Appropriation of grant funds from the Illinois Criminal Justice Information Authority for the Adult Redeploy Illinois program.

B. Auditor

1. Reports are available on the Auditor’s webpage at:
<http://www.co.champaign.il.us/auditor/countyboardreports.php>
- November & December 2024
 - 4th Quarter Report

C. Treasurer

1. Monthly Report – December 2024 – Reports are available on the Treasurer’s webpage at:
<https://www.co.champaign.il.us/treasurer/reports.php>

D. County Executive

1. Establishing a Capital Asset Policy 47-55
2. Resolution Abating Certain Taxes Hereto Levied to Pay the Principal of and Interest on Various Outstanding Bonds of the County of Champaign, Illinois 56-59

E. Regional Planning Commission

1. Approving the Application for, and if awarded, acceptance of the Assessing IEQ for Health and Weatherization Impacts for Sustainable Environments (The IEQ-Health-WISE Study) Grant 60-64
2. Approving the Application for, and if awarded, acceptance of the Integration of Indoor Air Quality (IAQ) in Multifamily Building Energy Audits (INSPIRE-MF) Grant 65
3. Approving the Application for, and if awarded, acceptance of the Residential Energy Auditor Training Grant 66-69
4. Approving the Application for, and if awarded, acceptance of the Microbiome-linked Indoor Environmental Health Factors and Risk Estimation Grant 70-71
5. Approving the Application for, and if awarded, acceptance of the Climate and Equitable Jobs Act (CEJA) Grant 72-83
6. Request for investment in RPC’s future location 84-87

F. Other Business

G. Chair’s Report

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

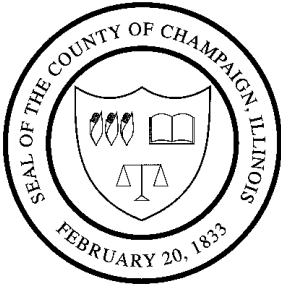
IX. Policy, Personnel, & Appointments

A. County Executive

1. Monthly HR Report – January 2025 88-93

2. Appointments/Reappointments (<i>italics indicates incumbent</i>)	
a. Resolution Appointing <i>Chelsea Angelo</i> as the Animal Control Administrator, term 3/1/2025-2/28/2027	94
b. Resolution Appointing Tony Stierwalt to the Pesotum Consolidated Drainage District, unexpired term ending 8/31/2027	95
c. Currently vacant appointments – full list and information is available on the County’s website at: http://www.co.champaign.il.us/CountyExecutive/appointments/CurrentVacantOpenings.pdf (<i>information only</i>)	
d. Applications for open appointments (<i>information only</i>)	96-97
B. County Clerk	
1. Monthly Fee Reports – January 2025	98
C. Sheriff	
1. Resolution Authorizing a Change in Administrative Operating Hours for the Champaign County Sheriff’s Office	99-100
D. County Board	
1. Changes to County Board Rules	101-125
a. Order of Business	
b. Presentation designation for outside entities	
c. Public Participation not for elected officials to address the Board regarding their department	
E. <u>Other Business</u>	
E. <u>Chair’s Report</u>	
F. <u>Designation of Items to be Placed on the Consent Agenda</u>	
X. <u>Other Business</u>	
XI. <u>Adjournment</u>	

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.



**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE**

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

County of Champaign, Urbana, Illinois

Tuesday, January 14, 2025 at 6:30 p.m.

Shields-Carter Meeting Room

Brookens Administrative Center

1776 East Washington Street, Urbana, Illinois

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MINUTES – Subject to Approval

Members Present: Jon Cagle, Ben Crane, Aaron Esry, John Farney, Jake Fava, Stephanie Fortado, Carolyn Greer, Jenny Lokshin, Brett Peugh, Emily Rodriguez, Jilmala Rogers, Tom ‘Ed’ Sexton, Chris Stohr, Matt Sullard, Eric Thorsland, Bethany Vanichtheeranont, Daniel Wiggs, Jeff Wilson and Jennifer Locke

Members Absent: Samantha Carter, Lorraine Cowart, and Elly Hanauer-Friedman

Others Present: Steve Summers (County Executive), Michelle Jett (Director of Administration), Dustin Heurman (Sheriff), Susan McGrath (Circuit Clerk), Julia Rietz (State’s Attorney) and Megan Robison (Recording Secretary)

Agenda Items

I. Call to Order

Chair Locke called the meeting to order at 6:32 p.m.

II. Roll Call

Roll Call was taken, and a quorum was declared present.

III. Approval of Agenda/Addenda

MOTION by Mr. Sexton to approve the agenda; seconded by Ms. Lokshin. Upon vote, the **MOTION CARRIED** unanimously.

IV. Approval of Minutes

A. November 12, 2024 – Regular Meeting

MOTION by Ms. Vanichtheeranont to approve the minutes of November 12, 2024; seconded by Mr. Esry. Upon vote, the **MOTION CARRIED** unanimously.

V. Public Participation

None

VI. Communications

None

VII. Justice and Social Services

A. Monthly Reports – All reports are available on each department’s webpage through the department reports page

- 58 • Probation & Court Services – July, August, September, October & November 2024 & 3rd
59 Quarter Statistics
60 • Emergency Management Agency – November & December 2024
61 • Public Defender – November & December 2024
62 • Animal Control – October 2024
63

64 Received and placed on file
65

- 66 B. Rosecrance Re-Entry Reports
67 • Financial Report – October & November 2024
68 • Program Report – October & November 2024
69

70 Information only
71

- 72 C. Circuit Clerk
73 1. Amendment to Professional Services Agreement between Champaign County and Berry, Dunn,
74 McNeil & Parker, LLC
75

76 **MOTION** by Mr. Farney to recommend County Board approval of a resolution amending the professional
77 services agreement between Champaign County and Berry, Dunn, McNeil & Parker LLC; seconded by Mr.
78 Thorsland. Upon vote, the **MOTION CARRIED** unanimously.
79

80 D. Other Business
81

82 None
83

84 D. Chair’s Report
85

86 None
87

88 E. Designation of Items to be Placed on the Consent Agenda
89

90 VII. C. 1
91

92 **VIII. Finance**

- 93 A. Budget Amendments/Transfers
94 1. Budget Amendment BUA 2024/12/744
95 Fund 2091 Animal Control / Dept 047 Animal Control
96 Increased Appropriations: \$32,450
97 Increased Revenue: \$0
98 Reason: Additional funds required to pay retiring employee payout.
99

100 **MOTION** by Ms. Vanichtheeranont to recommend County Board approval of a resolution approving BUA
101 2024/12/744; seconded by Ms. Rogers. Upon vote, the **MOTION CARRIED** unanimously.
102
103
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107

108 2. Budget Amendment BUA 2024/12/771
109 Fund 1080 General Corporate / Dept 071 Physical Plant
110 Increased Appropriations: \$53,745.31
111 Increased Revenue: \$0
112 Reason: Additional funds required to pay retiring employee payout.

113
114 **MOTION** by Mr. Sullard to recommend County Board approval of a resolution approving BUA
115 2024/12/771; seconded by Mr. Farney. Upon vote, the **MOTION CARRIED** unanimously.

116
117 3. Budget Amendment BUA 2024/12/816
118 Fund 1080 General Corporate / Dept 041 State's Attorney
119 Increased Appropriations: \$25,000
120 Increased Revenue: \$0
121 Reason: Additional funding required for outstanding invoices.

122
123 **MOTION** by Mr. Thorsland to recommend County Board approval of a resolution approving BUA
124 2024/12/816; seconded by Ms. Greer. Upon vote, the **MOTION CARRIED** unanimously.

125
126 4. Budget Amendment BUA 2025/1/21
127 Fund 2109 Indoor Climate Resources Agency / Dept 932 Indoor Climate Resources Agency
128 Increased Appropriations: \$3,649,631
129 Increased Revenue: \$3,649,631
130 Reason: Appropriation of grant funds for the Indoor Climate Research & Training Division of the
131 RPC.

132
133 **MOTION** by Mr. Esry to recommend County Board approval of a resolution approving BUA 2025/1/21;
134 seconded by Ms. Lokshin. Upon vote, the **MOTION CARRIED** unanimously.

135
136 5. Budget Amendment BUA 2025/1/30
137 Fund 1080 General Corporate / Dept 40 Sheriff
138 Increased Appropriations: \$62,676.55
139 Increased Revenue: \$0
140 Reason: Appropriation of grant funds from the Illinois Law Enforcement Training and Standards
141 Board.

142
143 **MOTION** by Mr. Sexton to recommend County Board approval of a resolution approving BUA 2025/1/30;
144 seconded by Ms. Rogers. Upon vote, the **MOTION CARRIED** unanimously.

145
146 6. Budget Amendment BUA 2025/1/60
147 Fund 1080 General Corporate / Dept 140 Correctional Center
148 Increased Appropriations: \$375,000
149 Increased Revenue: \$0
150 Reason: The jail consolidation project was not completed by the end of FY2024, as originally
151 planned. Additional funds are required for out of county boarding in FY2025 until the project is
152 completed.

153
154 **MOTION** by Ms. Lokshin to recommend County Board approval of a resolution approving BUA 2025/1/60;
155 seconded by Mr. Farney. Discussion continued with Sheriff Heuerman about the timeline for completion of
156 renovations, reasons renovating the older side of the jail, and the capacity of the jail when completed. Upon
157 vote, the **MOTION CARRIED** unanimously.

158

159 Chair Fortado reminded the Board members that unexpected items like long-time employees retiring and out-
160 of-county boarding are the reason they need to keep a healthy fund balance.

161
162 B. Auditor

163 1. Monthly Report – October 2024 – Reports are available on the Auditor’s webpage

164
165 Received and placed on file

166
167 C. Treasurer

168 1. Monthly Report – October & November 2024 – Reports are available on the Treasurer’s webpage

169
170 Received and placed on file

- 171
172 2. Resolution Authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of
173 Purchase, permanent parcel 30-056-0096
174 3. Resolution Authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of
175 Purchase, permanent parcel 30-059-0050
176 4. Resolution Authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of
177 Purchase, permanent parcel 14-018-0003

178
179 **OMNIBUS MOTION** by Ms. Vanichtheeranont to recommend County Board approval of resolutions
180 authorizing the County Executive to assign mobile home tax sale certificates for the above-mentioned parcels;
181 seconded by Mr. Sullard. Upon vote, the **MOTION CARRIED** unanimously.

182
183 D. County Executive

184 1. Establishing a Capital Asset Policy

185
186 **MOTION** by Mr. Farney to recommend County Board approval of an ordinance establishing a capital asset
187 policy; seconded by Ms. Locke. Discussion followed regarding what policy was used prior to the creation of
188 this policy, why the policy is necessary and who has created/reviewed this policy. Upon vote, the **MOTION**
189 **CARRIED** unanimously.

190
191 2. Resolution Adopting and Authorizing Intergovernmental Agreements for Computer Assisted Mass
192 Appraisal Software (CAMA)

193
194 **MOTION** by Ms. Vanichtheeranont to recommend County Board approval of a resolution adopting and
195 authorizing intergovernmental agreements for computer assisted mass appraisal software; seconded by Mr.
196 Cagle. Upon vote, the **MOTION CARRIED** unanimously.

197
198 E. Regional Planning Commission

- 199 1. Approving the Application for, and if awarded, acceptance of the COBotics for Attic Technical
200 Testing and Infiltration Control Grant (DE-EE0011592)
201 2. Approving the Application for, and if awarded, acceptance of the Illinois Building Electrification
202 Research Subaward
203 3. Approving the Application for, and if awarded, acceptance of the Residential Energy Auditor
204 Training Grant

205
206 **OMNIBUS MOTION** by Mr. Esry to recommend County Board approval of resolutions approving the
207 application for, and if awarded, acceptance of the three grants listed above; seconded by Mr. Wiggs. Ms.
208 Fortado spoke about the procedure for approving these and thanked the State’s Attorney’s Office for their
209 work on the procedural process. Upon vote, the **MOTION CARRIED** unanimously.

210 F. Other Business

211
212 None

213
214 G. Chair's Report

215
216 None

217
218 H. Designation of Items to be Placed on the Consent Agenda

219
220 VIII. A. 1-6, C. 2-4, D. 1-2, E. 1-3

221
222 **IX. Policy, Personnel, & Appointments**

223 A. County Executive
224 1. Monthly HR Report – November & December 2024

225
226 Received and placed on file – Mr. Stohr spoke about the currently vacant positions.

- 227
228 2. Appointments/Reappointments (*italics indicates incumbent*)
229 a. Resolution Appointing *Doug Stierwalt* to the Two Mile Slough, unexpired term ending
230 08/31/2027

231
232 **MOTION** by Mr. Esry to recommend County Board approval of a resolution appointing Doug Stierwalt to
233 the Two Mile Slough Drainage District; seconded by Mr. Wilson. Upon vote, the **MOTION CARRIED**
234 unanimously.

- 235
236 b. Resolution Appointing Alicia Beck to the Rural Transit Advisory Group, term 1/1/2025-
237 12/31/2025
238 c. Resolution Appointing *Rick Williams* to the Rural Transit Advisory Group, term 1/1/2025-
239 12/31/2026
240 d. Resolution Appointing *Martha Newton* to the Rural Transit Advisory Group, term 1/1/2025-
241 12/31/2026
242 e. Resolution Appointing *Wendy Hundley* to the Rural Transit Advisory Group, term 1/1/2025-
243 12/31/2026
244 f. Resolution Appointing *Ashley Richey* to the Rural Transit Advisory Group, term 1/1/2025-
245 12/31/2026

246
247 **OMNIBUS MOTION** by Mr. Thorsland to recommend County Board approval of resolutions appointing
248 Alicia Beck, Rick Williams, Martha Newton, Wendy Hundley and Ashley Richey to the Rural Transit
249 Advisory Group; seconded by Ms. Lokshin. Upon vote, the **MOTION CARRIED** unanimously.

- 250
251 g. Resolution Appointing Jon Kelly as the Regional Superintendent of Schools for Champaign and
252 Ford Counties, unexpired term 3/1/2025-6/30/2027

253
254 **MOTION** by Mr. Wilson to recommend County Board approval of a resolution appointing Jon Kelly as the
255 Regional Superintendent of Schools for Champaign and Ford Counties; seconded by Mr. Esry. Mr. Farney
256 will be abstaining from this vote as he is an ROE employee. Upon vote, the **MOTION CARRIED** with one
257 abstention.

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260

261 h. Resolution Appointing County Board Liaisons

262

263 **MOTION** by Ms. Rogers to recommend County Board approval of a resolution appointing County Board
264 Liaisons; seconded by Mr. Cagle. The attached listed was modified to add Ms. Lokshin to the Developmental
265 Disabilities Board, Ms. Greer to the MLK Jr. Celebration Committee and they removed the vacant position
266 listed for the Re-Entry Council. Upon vote, the **MOTION CARRIED** unanimously.

267

268 i. Currently vacant appointments – full list and information is available on the County’s website

269

270 Information only

271

272 j. Applications for open appointments

273

274 Information only

275

276 B. County Clerk

277

278 1. Fee Reports

279

- Monthly Reports – November & December 2024

279

- Semi-Annual Report – July-December 2024

280

281 Received and placed on file

282

283 C. County Board

284

285 1. Changes to County Board Rules

286

287 a. Listing Presentations in Order of Business

286

287 b. Clarifying Presentation Designation in Order of Business

287

288 c. Communications Location

288

289 d. Public Participation for Department Heads

289

290 e. Public Participation – Engaging in Dialogue

290

291 Ms. Jett provided a memo in the packet with all of the items that had been discussed previously. Many of the
292 items are already addressed in the Board Rules or Robert’s Rules of Order. She wants to receive everyone’s
293 feedback on the items listed and they will bring this back to the Board in February for a vote.

294

295 Mr. Sullard suggested placing more of the items for the public towards the top of the agenda and wondered
296 why presentations was placed so high. Mr. Stohr explained the intention for the presentations is to allow
297 outside presenters don’t have to wait to get through Board business before their presentation. Mr. Sullard also
298 suggested renaming Public Participation to Public Comment since the Board is not able to engage with them.
299 Mr. Thorsland also suggested Public Input as the name for that section.

300

301 Mr. Wilson asked if they could clarify who is allowed to speak during public participation and with freedom
302 of speech in mind Ms. Locke stated that “public” means anyone that is not on this governmental body. Ms.
303 Jett also suggested adding language requesting that Department Heads do not use public participation as a
304 time to speak about their office as they can be added to other sections of the agenda where the Board can
305 engage with the Department Head. Ms. Fortado suggested creating a standard of decorum. Board members
306 continued to discuss items that could be added to the standard of decorum.

307

308 D. Other Business

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310 Ms. Jett reminded everyone that they will continue to have vacancies until they have additional revenue.

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E. Chair's Report

Chair Stohr mentioned the Auditor and Treasurer reports. These reports are full of information but lack context. This is why it is really helpful for them to come to meetings and share information about their reports.

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

IX. A. 2a-h

X. Other Business

None

XI. Adjournment

Chair Locke adjourned the meeting at 7:46 p.m.

Rosecrance, Inc (Formerly Community Elements)
 Champaign Co Re-Entry Grant
 For the Month Ending December 31, 2024

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total YTD
1. Personnel Costs	\$21,549	\$20,698	\$22,752	\$21,514	\$22,547	\$21,279	\$23,461	\$22,853	\$18,391	\$21,211	\$22,756	\$14,837	\$253,848
2. Payroll Taxes/Benefits	\$5,548	\$4,466	\$5,135	\$5,996	\$6,491	\$5,962	\$7,915	\$7,852	\$807	\$6,416	\$6,480	\$4,851	\$67,919
Computer Hardware & Software	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Property Insurance	\$32	\$32	\$32	\$32	\$32	\$32	\$32	\$32	\$32	\$32	\$30	\$30	\$380
Building & Grounds Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities	\$338	\$123	\$76	\$88	\$69	\$83	\$127	\$138	\$156	\$877	\$83	\$137	\$2,295
Janitorial Service	\$2,300	\$163	\$207	\$179	\$196	\$192	\$285	\$181	\$184	\$230	\$187	\$197	\$4,501
Equip Maintenance Agreements	\$50	\$250	\$36	\$50	\$83	\$496	\$144	\$147	\$147	\$125	\$108	\$141	\$1,777
Depreciation	\$250	\$258	\$240	\$2,382	\$226	\$2,077	\$207	\$180	\$180	\$180	\$180	\$182	\$6,542
Total Occupancy	\$2,970	\$826	\$591	\$2,731	\$606	\$2,880	\$795	\$678	\$699	\$1,444	\$588	\$687	\$15,495
Office Supplies	\$234	\$51	\$169	\$89	\$178	\$125	\$130	\$74	\$159	\$104	\$34	\$86	\$1,433
Contractual / Professional Fees	\$418	\$488	\$586	\$507	\$454	\$599	\$398	\$560	\$501	\$468	\$499	\$538	\$6,016
Travel / Training	\$346	\$173	\$1,300	\$612	\$525	\$528	\$312	\$634	\$841	\$344	\$913	\$568	\$7,096
Client Assistance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Rent	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone / Cell Phone	\$259	\$271	\$267	\$257	\$251	\$242	\$252	\$270	\$356	\$356	\$357	\$324	\$3,462
Liability / Malpractice Insurance	\$338	\$354	\$344	\$344	\$344	\$336	\$336	\$336	\$336	\$330	\$574	\$576	\$4,548
Moving & Recruiting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Program Expenses	\$31,662	\$27,327	\$31,144	\$32,050	\$31,396	\$31,951	\$33,599	\$33,257	\$22,090	\$30,673	\$32,201	\$22,467	\$359,817
ALLOCATED M&G	\$6,095	\$6,082	\$11,075	\$7,852	\$8,047	\$4,542	\$6,901	\$7,243	\$6,974	\$7,550	\$6,907	\$6,855	\$86,123
TOTAL EXPENSE	\$37,757	\$33,409	\$42,219	\$39,902	\$39,443	\$36,493	\$40,500	\$40,500	\$29,064	\$38,223	\$39,108	\$29,322	\$445,940
Re-Entry Indirect - 11.9% Max													
Max M&G Allowed	\$4,277	\$3,691	\$4,207	\$4,329	\$4,241	\$4,316	\$4,538	\$4,492	\$2,984	\$4,143	\$4,350	\$3,035	\$48,602
Champaign County Total	\$35,939	\$31,018	\$35,351	\$36,379	\$35,637	\$36,267	\$38,137	\$37,749	\$25,074	\$34,816	\$36,551	\$25,502	\$408,419
Champaign County Paid	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$8,333	\$100,000

December Reentry Monthly Program Report

Total active clients: 7

Clients continuing from previous quarters: 7

Total new clients: 0

- 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): 0

Total discharges: 2

Total Veteran clients: 0

Continuing Client Demographics (7)

ID	Client Type	Sex (M/F)	Age	Race	Ethnicity (Hispanic/Latino) Y/N	Zip Code	Date of Admit
116816	TPC	F	39	Black	N	61801	12/20/23
121550	TPC	M	44	Black	N	61820	1/15/24
224848	TPC	M	46	White	N	61821	6/10/24
160012	TPC	M	37	White	N	61802	11/9/23
101283	NTPC	F	41	Black	N	61821	7/16/24
114200	TPC	M	28	Black	N	61821	9/13/24
228984	TPC	M	44	Black	N	61826	9/26/24

New Admission Demographics (0)

ID	Admission Type	Sex (M/F)	Age	Race	Ethnicity (Hispanic/Latino) Y/N	Zip Code	Date of Admit

Total client service contacts (this includes all service contacts such as case management, counseling, phone calls, etc): 20

Number of clients receiving multiple Rosecrance services: 6

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	6
MAT services	0

Linkage to resources

MRT/AM Groups:	0
Housing:	0
Employment:	0
Education:	0
Insurance:	0
Other Benefits:	2
PCP:	4
MH/SA treatment:	3
Transportation:	2
Other:	5

***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 (2)

ID	Length of Stay	Sex (M/F)	Age	Race	Ethnicity (Hispanic /Latino) Y/N	Zip Code	Discharge type
99801	74	M	40	White	N	61801	ASA
227446	105	M	45	Black	N	61822	Incarcerated

Recidivism Rate for the month: 11%

Recidivism Rate for the calendar year: 11%

Reentry Council and Executive Committee Information

The December Reentry Council Meeting hosted Melissa Courtwright and Cedar King from CU at Home. They presented on their many housing support programs and services to help individuals achieve housing stability and community integration. The programs discussed included the mid-barrier shelter, intensive case management, advanced program, extended care, and transportation program. Cedar gave a detailed breakdown of how each program functions and how collectively they operate as a continuum of housing support services that allow for an individual to enter in the door unhoused and work towards obtaining stable housing and sustain it semi-independently or fully-independently. The upcoming annual One Winter Night Event was also discussed and how to get involved.

There will not be a reentry council meeting held in January due to the holidays and subsequent PTO.



OFFICE OF THE PUBLIC DEFENDER
CHAMPAIGN COUNTY, ILLINOIS

MEMO

To: Honorable Members of the Champaign County Board

From: Elisabeth Pollock
Champaign Co. Public Defender

Date: 1/30/25

Re: Year-End Summary for FY24

Now that we have concluded FY24, I wanted to take a few moments to update you about the operations of and the work being done by the dedicated staff at the Public Defender's Office. Although caseloads remain high, we continue to strive to provide the highest quality legal representation to the most vulnerable citizens of Champaign County. What follows is a summary of our current staffing and caseload statistics for informational purposes.

Staffing

The Public Defender's Office includes the following positions (totaling 25 FTE):

- 1) Attorneys - 17
 - a. 1 - Chief Public Defender
 - b. 1 - Specialty Courts
 - c. 1 - Misdemeanors
 - d. 1 - Juvenile Delinquency
 - e. 2 - Juvenile Abuse and Neglect
 - f. 4 - Traffic
 - g. 7 - Felonies
- 2) Mitigation Specialists - 2
- 3) Secretaries - 3
- 4) Paralegal - 1
- 5) Investigator - 1
- 6) Executive Assistant - 1

At the end of FY24, we lost two attorneys – Betsy Wilson (felony caseload) retired and Peter Ladwein (traffic) moved to Minnesota to be closer to family. Mr. Ladwein’s position in traffic court has been filled as of 1/6/25, leaving us with one vacancy in the felony division. All other positions are filled.

Caseload

Attached are spreadsheets of our caseload statistics for the past three years. As you can see, our felony case numbers are up slightly as compared to 2022, but our closed felony cases are up substantially. I attribute this to the fact that all our attorney positions are filled; however, it’s not just about having warm bodies in those slots – my staff are motivated to serve, and work extremely hard to communicate with clients regularly and to provide compassionate and accurate legal advice in a timely fashion. This is also reflected in the jail census numbers – as of today’s date, we have 205 souls in custody with 86 being housed outside of Champaign County. When I began tracking the daily jail census on 9/13/23, we had 294 souls in custody with 144 being housed out of county. Apart from felonies, all other caseloads were slightly lower in 2024 as compared to 2022, though we continue to consistently resolve more cases than are opened in the majority of case categories.

It should also be noted that my office handles the vast majority of the criminal cases in Champaign County. In 2024, there were 1709 criminal felonies filed by the State’s Attorney’s Office. Public defenders appeared in 1632 of those cases. Due to the limitations of our existing case management system, there is no way to accurately state how many of those cases stayed with my office from start to finish – often private counsel will enter an appearance in the middle of a case, or we will be appointed to a case after private counsel withdraws halfway through. What we *can* say is that a public defender was involved in some way with over 95% of the felonies filed in this county. On average, my felony attorneys have between 175-250 cases at a time. I personally have over 150 as of today. Nevertheless, in spite of what can seem like a crushing workload, attorneys in my office conducted over 25 jury trials last year – and more than 60% resulted in not guilty verdicts.

I also want to highlight the impact that our mitigation specialists have had on the quality of representation we are able to provide to our clients since they started with us in 2024. Madisyn Welsh and Linda Jancola, both licensed social workers, contribute to a holistic model of representation in which clients and their needs are the focus. The goal of this model is to improve case outcomes and reduce recidivism by addressing clients’ past trauma and existing needs, *outside* of the carceral system.

In the second half of 2024 alone, Maddie and Linda assisted on 135 cases in a variety of ways, including obtaining past medical, substance abuse, school and psychological records, speaking with clients and their family members to prepare biopsychosocial histories, obtaining letters of support, facilitating substance abuse evaluations and placements, assisting clients with finding appropriate housing and services, and helping clients apply for benefits such as SSDI. The information they gather is presented to prosecutors and judges to provide a full picture of the people we represent and to obtain more positive case outcomes. The tasks referenced herein are collateral to the attorney's legal analysis of guilt vs. innocence and trial vs. plea, and are things that attorneys simply do not have the time to accomplish. I can say with absolutely certainty that we have kept clients out of prison as a direct result of their work.

Budget

At this time, I have five full time employees whose salaries and fringe benefits are paid by grants. Those employees are:

Andrea Fuentes, Paralegal
Madisyn Welsh, Mitigation Specialist
Linda Jancola, Mitigation Specialist
Howard Zheng, Attorney
Ernest Springer, Attorney

Their salaries alone, not including fringe benefits, total approximately \$305,000.00. A large part of the reason that the Public Defender's Office is able to stay afloat is due to these staff members. If any of these grants are jeopardized or become unavailable, I intend to ask this Board to assist me with retaining essential staff.

I could not be prouder of my staff for the hard work and dedication with which they continue to serve the citizens of Champaign County. Thank you for allowing me the opportunity to update you.



ELISABETH POLLOCK
Public Defender

Year	Felony Cases Opened	Felony Cases Closed	JA Cases Opened	JA Cases Closed	MD Cases Opened	MD Cases Closed	JD Cases Opened	JD Cases Closed	Traffic Cases Opened	Traffic Cases Closed	PC Cases Opened	PC Cases Closed	Contempt Cases Opened	Contempt Cases Closed	Probation Violations Opened	Probation Violations Closed
2022	1548	1546	182	136	622	682	138	160	1840	2474	8	2	3	3	205	174
2023	1516	1821	212	141	610	832	97	128	1608	1871	7	8	3	2	248	187
2024	1632	1954	135	106	576	776	95	110	1698	1964	7	4	13	11	219	167

CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT

RANDALL B ROSENBAUM
CHIEF JUDGE SIXTH JUDICIAL CIRCUIT
PRESIDING JUDGE CHAMPAIGN COUNTY
CHAMPAIGN COUNTY COURTHOUSE
101 EAST MAIN STREET
CHAMPAIGN, IL 61801
rrosenbaum@illinoiscourts.gov



ADMINISTRATIVE OFFICE:
MOULTRIE COUNTY COURTHOUSE
10 SOUTH MAIN, STE. 12
SULLIVAN, IL 61951-1988
TELEPHONE 217.728.4521
FACSIMILE 217.728.8301
jwaite550@me.com - www.sixthcircu@court.com

To: Champaign County Board
From: Randall Rosenbaum, Chief Judge of the 6th Judicial Circuit
Re: Resolution concerning SB 180 - Circuit Judgeships in the 6th Judicial Circuit
Date: 1/27/25

I am writing to you as Chief Judge of the Sixth Judicial Circuit. I want to bring to your attention a recent legislative change that may wreck havoc on the 6th judicial circuit by eliminating multiple Macon County judgeship and increasing judgeships in Champaign County unless a change is made. On behalf of the judiciary, we are asking for the Champaign County Board to support SB 180, introduced by State Senator Paul Faraci, to correct the problem.

The Champaign County Bar Association has voted to support SB 180 and I expect the Decatur Bar Association and Macon County Board to do the same in the near future. Please let me first explain the judgeships, in case you are not aware of how they are established.

In the Sixth Judicial Circuit, there are 6 circuit judges elected in Champaign and 4 in Macon counties. Half of them are elected by residents of the entire Sixth Circuit (6 counties) and are called "at-large" judgeships while half are elected as resident judges by only Champaign or Macon County residents.

In 2022, 730 ILCS 25/2 and 2f-14 were amended. The new language reads:

"The at-large judgeships of the 6th judicial circuit existing Jan. 7, 2022, shall be converted to resident judgeships...as those judgeships are or become vacant. The first 3 that become vacant after Feb. 7, 2022, shall be converted to resident judgeships elected from Champaign County. The remaining two at-large judgeships that become vacant shall be converted to resident judgeships elected from Macon County."

It is my understanding that the purpose behind this legislation was to eliminate at-large judgeships within the 6th Circuit. The way in which the legislation was worded will wreck havoc in the Circuit. The reason is because of the timing of the vacancies.

There are 5 at-large Circuit Judges, 3 in Champaign and 2 in Macon. If the next 3 who retire are all from Champaign, there is no problem. When each retires, that spot becomes a Champaign Resident Judge elected by citizens only from Champaign and when the final 2 from Macon retire, they become Macon resident judgeships.

The problem is if one or two of the first 3 to retire is from Macon County (and it is my understanding that may well be what occurs). Let's say the next at-large judge to retire is a Macon County Judge. Under the current law, that becomes a Champaign County judgeship, meaning that Macon County loses a judge and Champaign County adds one.

As the Chief Judge, I find that unacceptable; Macon cannot afford to lose a judge, even if temporarily. Therefore, if the legislation is not amended, upon a Macon County Judge retiring, the new judge would be elected by Champaign County residents but I would administratively assign that person to sit in Macon County. This affects your constituents because that judge will be elected by Champaign residents but serving the citizens of Macon County.

There is a simple fix which has been proposed by Senator Faraci in SB 180. It eliminates the timing provision and inserts the following:

“When a vacancy occurs in an at-large judgeship of the 6th judicial circuit, the at-large judgeship shall be converted to a resident judgeship for either Champaign County or Macon County, depending on which of those 2 counties the incumbent at-large circuit judge resided in when the incumbent judge was elected.”

This simple change actually accomplishes the purpose of the original legislation – that when a Champaign at-large judge retires, it becomes a Champaign resident judgeship. Likewise, when a Macon at-large judge retires, it becomes a Macon resident judgeship.

The problem with the current law affects Champaign County. We have 12 judges and 11 courtrooms. Two judges sharing a courtroom has created many difficulties. There was also the added cost of a new court clerk. There is now way Champaign County can handle an addition of another judge or two in the next year or so.

The local judiciary urges the Champaign County Board to support SB 180 and to communicate that to your local state senator and representatives. We are including a proposed resolution that you could use. You can certainly change it in any way you see fit.

**CHAMPAIGN COUNTY BOARD RESOLUTION
SUPPORTING SENATE BILL 180 TO
PROTECT JUDICIAL REPRESENTATION
IN THE SIXTH JUDICIAL CIRCUIT**

Resolution No. _____

WHEREAS, the Sixth Judicial Circuit of Illinois currently consists of six counties, including Champaign and Macon Counties, and includes a combination of at-large and resident circuit judgeships; and

WHEREAS, recent amendments to 730 ILCS 25/2 and 2f-14 eliminated at-large judgeships in the Sixth Judicial Circuit and established a process for converting those judgeships into resident judgeships, with the first three vacancies being assigned to Champaign County and the remaining two to Macon County; and

WHEREAS, this timing mechanism risks disproportionately affecting Macon County should the next at-large judgeship vacancy occur in Macon County, resulting in the loss of a Macon County judge and undermining judicial representation in Macon County; and

WHEREAS, Macon County requires a full complement of judges to ensure the fair and efficient administration of justice for its residents; and

WHEREAS, Champaign County added a 12th judge about one year ago which has required judges to share courtrooms and caused the elimination of the law library to create a judicial chamber's area. This sharing of courtrooms has not provided for effective administration of justice. There will soon be discussion at the County board level to determine how best to provide a different and better temporary solution, as well as a permanent solution, to the shared courtroom model. There has also been additional cost to the County for a court clerk. Adding more judges to Champaign County would only increase its cost; and

WHEREAS, State Senator Paul Faraci has introduced SB 180 to address this issue by amending the timing provision and ensuring that vacancies in at-large judgeships are converted to resident judgeships based on the county of residence of the retiring judge, thereby preserving judicial representation for both Champaign and Macon Counties; and

WHEREAS, this legislative change aligns with the original intent of the 2022 amendments while safeguarding the ability of Macon and Champaign counties to maintain their judicial capacity and uphold the quality of its legal system;

NOW, THEREFORE, BE IT RESOLVED, that the Champaign County Board strongly supports SB 180 and urges its legislative delegation to the Illinois General Assembly, including Senators Paul Faraci and Chapin Rose and Representatives Adam Niemerg, Chris Miller, Brandun Schweizer and Carol Ammons, to advocate for and vote in favor of SB 180; and

BE IT FURTHER RESOLVED, that the Champaign County Board directs this Resolution to be forwarded to the legislative delegation, to other local legislators who represent areas that will be affected by this situation, and to Governor JB Pritzker, to emphasize the importance of this legislative amendment for the administration of justice in Champaign County and the Sixth Judicial Circuit.

PRESENTED, PASSED and APPROVED this ___ day of _____, 2025.

AYES _____ NAYS _____

**CHAMPAIGN COUNTY BOARD
CHAMPAIGN COUNTY, ILLINOIS**

ATTEST:

BY:

Clerk for the
County of Champaign, Illinois

Chair
Champaign County Board

CHAMPAIGN COUNTY CIRCUIT COURT

101 East Main Street
Urbana, Illinois 61801



Lori Hansen
Court Administrator

Telephone (217) 384-0154
Fax (217) 384-8638

Sixth Judicial Circuit
Champaign County

TO: Stephanie Fortado, Chair of Finance.
John Farney, Vice-Chair of Finance.
Honorable Members of the County Board

FROM: Lori Hansen, Court Administrator
Christine Rantissi, Executive Assistant

DATE: January 23, 2025

RE: Budget Amendment Journal 987

The Circuit Court is requesting a budget amendment in the amount of \$25,000 to cover outstanding professional services and attorney/legal services invoices.

Estimates for remaining invoices:

- Outstanding appointed counsel fees \$ 18,000
- Outstanding interpreter fees \$ 7,000
- Outstanding fitness evaluations \$ 11,000

\$ 36,000

We currently have approximately \$14,000 in available budget. While these estimates total less than the requested amount of \$25,000, the extra budget authority would allow us to cover unexpected invoices we may receive after this request is submitted.

Journal Proof Report



Journal Number: 987 Year: 2024 Period: 12 Description: FY24 amend Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1080-00-0254t-02-031-000-000-0000-502001-	PROFESSIONAL SERVICES	Dec24 MD + Spanish invoices		\$21000.00	
BUA	1080-00-0254t-02-031-000-000-0000-502045-	ATTORNEY/LEGAL SERVICES	Dec24 appt counsel fees		\$4000.00	
				Journal 2024/12/987	Total	\$25000.00
						\$0.00

Fund: 1080 General Corporate
 Dept: 031 Circuit Court
 Reason: To cover outstanding invoices for professional services.

Fund	Account Description	Debit	Credit
1080	GENERAL CORPORATE		
	1080-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS		\$25000.00
	1080-00-0146t-00-000-000-000-0000-300703- BUDGETARY FUND BALANCE	\$25000.00	
		Fund Total	25000
			25000



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

Date: February 6, 2025
To: Champaign County Finance Committee
From: Paul Francisco, Director, Indoor Climate Research and Training
RE: County Board approval for acceptance of Grants/Subawards

The Indoor Climate Research & Training division (ICRT) of CCRPC has two grants and two subawards in progress for which we are seeking County Board approval to accept once awarded. Below is a brief summary of each along with its status. Supporting documents have also been provided. A budget amendment requesting appropriation for funds is also presented to the County Board for approval. Thank you for your consideration.

1. **Funder:** Department of Housing and Urban Development (HUD)
Grant: Assessing IEQ for Health and Weatherization Impacts for Sustainable Environments (The IEQ-Health-WISE Study)
Description: Research project to Assess Indoor Environmental Quality in Homes.
Grant Total: \$999,871
Status: Approved, awaiting final award documents
Start: Potential start March 2025

2. **Funder:** Department of Energy (DOE)
Grant: Integration of Indoor Air Quality (IAQ) in Multifamily Building Energy Audits (INSPIRE-MF)
Description: Research how to address and account for indoor air quality benefits in multifamily housing in weatherization.
Grant Total: \$1,999,972
Status: Under DOE review
Start: Potential start June 2025

3. **Funder:** Department of Commerce and Economic Opportunity (DCEO)
Grantee: Parkland College
Grant: Residential Energy Auditor Training
Description: Deliver two rounds of energy auditor training to participating students in Parkland’s CEJA programs.
Grant total: \$88,212
Status: Approved, awaiting final award documents
Start: Potential start March 2025

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



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

4. **Funder:** National Institutes of Health (NIH)
Grantee: University of Illinois at Urbana-Champaign (UIUC)
Grant: Microbiome-linked Indoor Environmental Health Factors and Risk Estimation
Description: Partner with UIUC to provide guidance and analysis support for characterizing residential building factors that can influence the indoor microbiome, which can impact the health of residents.
Grant total: \$220,000
Status: Under NIH review
Start: Potential start June 2025

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: 142 Year: 2025 Period: 1

Description: BUA ICRT

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2109-00-0225f-06-932-000-934-0000-400452-	FEDERAL - HOUSING/COMM.				\$3308055.00
BUA	2109-00-0251c-06-932-000-934-0000-502025-	CONTRIBUTIONS & GRANTS			\$3308055.00	
				Journal 2025/1/142	Total	\$3308055.00
						\$3308055.00

Fund: 2109 Indoor Climate Resources Agency

Dept: 932 Indoor Climate Resources Agency

Reason: Appropriation of grant funds for the Indoor Climate Reasearch & Training Division of the RPC.

Fund	Account Description	Debit	Credit
2109	INDOOR CLIMATE RESOURCES AGENCY		
	2109-00-0146t-00-000-000-000-0000-300101-	BUDGETED REVENUES	\$3308055.00
	2109-00-0146t-00-000-000-000-0000-300301-	APPROPRIATIONS	
		Fund Total	3308055
			3308055

Title: Assessing IEQ for Health and Weatherization Impacts for Sustainable Environments (The IEQ-Health-WISE Study)

Names and affiliations of investigators:

Champaign County Regional Planning Commission (CCRPC):

Dr. Masih Alavy, Principal Investigator; Mr. Paul Francisco; Dr. Yigang Sun; Mr. Zach Merrin; Mr. Kiel Gilleade.

National Center for Healthy Housing (NCHH):

Mr. Jonathan Wilson; Dr. David E. Jacobs; Dr. Sherry Dixon.

Abstract

This research study seeks to address critical gaps in understanding indoor environmental quality (IEQ) by investigating the relationships between indoor pollutant concentrations, housing types, and demographic profiles of residents, as well as evaluating the effectiveness of weatherization interventions on reducing indoor health hazards. The study aims to provide a comprehensive analysis of these interactions, with a focus on low-income housing, and enhance our knowledge of the impact of weatherization strategies on IEQ.

To achieve these objectives, the study first aims to extract meaningful insights from a combination of existing project datasets and a thorough review of the literature. By analyzing indoor pollutant concentrations in relation to housing types and demographic characteristics, the study seeks to characterize the prevalence of key contaminants in homes. It will encompass a wide range of housing types and consider socio-economic factors that may influence pollutant levels. Additionally, the research will explore issues related to mold, moisture, and allergens across different residential settings. This comprehensive literature review and data synthesis will identify the scope of IEQ challenges and highlight remaining knowledge gaps.

The second objective evaluates the effectiveness of common weatherization interventions in reducing indoor health hazards. By analyzing a broad spectrum of pollutants—including particulate matter (PM), nitrogen dioxide (NO₂), combustion byproducts, moisture, and allergens in dust—the study aims to develop a comprehensive assessment of multiple contaminants from multiple source types in a fashion that has not been previously done. It hypothesizes that weatherization will lead to a significant reduction in indoor health hazards. Notably, the study includes dust allergen measurements, an aspect often overlooked in previous healthy housing research, providing a more comprehensive assessment of indoor contaminants and their control.

The third objective is to quantify the prevalence and severity of indoor pollutants in specifically low-income housing. The study will explore how various housing factors—such as building age, construction type, ventilation systems, and occupancy patterns—affect pollutant concentrations. By developing a nuanced understanding of these factors, the study aims to identify disparities and determine which characteristics contribute most significantly to pollutant levels in low-income housing. This analysis will help pinpoint specific areas where interventions can be most effective.

The study design comprises three key phases. The first phase involves a detailed review of existing data sources, including prior research, national housing surveys, environmental monitoring data, and weatherization assessments. This foundational understanding of IEQ challenges will guide subsequent analyses. The second phase employs advanced statistical techniques to analyze relationships between housing characteristics, demographic factors, and indoor pollutants. This analysis will uncover significant factors influencing pollutant levels and guide the development of strategies for improving IEQ. The third phase includes comprehensive indoor contaminant assessments in 200 homes undergoing weatherization. Using advanced monitoring technologies, the study will measure indoor and outdoor pollutants, temperature, relative humidity, and allergens in settled dust. Pre- and post-weatherization data collection will evaluate intervention effectiveness and gather demographic information to analyze correlations with pollutant levels.

The expected outcomes of the study include a thorough examination of indoor pollutants such as combustion products, particulate matter, mold, moisture, and allergens across diverse housing types. By integrating both airborne and settled dust sampling, the study will provide valuable insights into the unique challenges posed by these pollutants and how housing characteristics and resident demographics influence their prevalence and severity. The findings are anticipated to bridge existing knowledge gaps and inform evidence-based decision-making for improving IEQ. Ultimately, the research aims to contribute to healthier indoor environments and better overall well-being for diverse communities, marking a significant advancement in the field of indoor environmental health.

Masih Alavy

Subject: Canceled: Debriefing: Application Number GRANT14227548
Location: Microsoft Teams Meeting

Start: Wed 1/15/2025 12:00 PM
End: Wed 1/15/2025 1:00 PM
Show Time As: Free

Recurrence: (none)

Organizer: Devine, Dequetta A

Importance: High

CAUTION: External email, be careful when opening.

Good Morning,

On January 3, 2025, HUD announced the funding of nine additional grant applications for the Lead and Healthy Homes Technical Studies Grant Program. Your organization was one of the applicants funded. Congratulations! Therefore, I will be canceling this debrief.

You will receive more information over the next three weeks on your recently awarded grant i.e. your award amount, your welcome letter, and the supporting documentation required for grant negotiations.

Here is the link to the HUD press release announcing your recently awarded application [HUD Awards More Than \\$226 Million to Protect Families from Home Health Hazards | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#)

Very Respectfully,

Dequetta Devine

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 218 719 815 85

Passcode: t5E6A7U6

Dial in by phone

[+1 202-510-9533,,610260362#](#) United States, Washington

Summary for Public Release

DE-FOA-0003407, Control Number: 3407-1546

Lead Organization: Champaign County Regional Planning Commission (CCRPC)

Title: INSPIRE-MF: Integration of Indoor Air Quality (IAQ) in Multifamily Building Energy Audits

The INSPIRE-MF project, led by the Indoor Climate Research & Training (ICRT) group of the Champaign County Regional Planning Commission (CCRPC), focuses on improving the health and energy efficiency of multifamily buildings. In partnership with Colorado State University (CSU) and Energy Outreach Colorado (EOC), the project aims to integrate indoor air quality (IAQ) improvements into energy audits of multifamily units, enhancing both energy savings and occupant health.

Funded by the U.S. Department of Energy, this initiative will assess the effects of weatherization interventions, such as air sealing and ventilation upgrades, on IAQ. By incorporating health metrics into cost-effectiveness analyses, the project will quantify the health benefits of improved IAQ. The study will focus on eight multifamily buildings in Illinois and Colorado, using advanced diagnostic tools to measure airflow, airtightness, and indoor contaminants.

The results of INSPIRE-MF will lead to the development of scalable methods for incorporating IAQ benefits into standard weatherization programs, ensuring healthier living environments for underserved communities, particularly in older, low-income housing. The project will also provide training and guidelines for energy auditors to consistently apply these methods in the field, promoting nationwide adoption of these innovations in multifamily housing weatherization.

Project outcomes from the project's novel approach include:

- Enhanced understanding of how air sealing and ventilation influence IAQ across different multifamily housing types.
- Effective methods for integrating IAQ benefits into cost-effectiveness analyses to enhance pre-weatherization audit decisions.
- Development of standardized procedures for measuring and incorporating non-energy benefits into financial assessments.
- Thorough guidelines and training programs for energy auditors to implement the newly developed methodologies consistently and accurately.
- Improved energy audits to elevate energy performance and indoor environmental quality in multifamily buildings.

EAST CENTRAL ILLINOIS HUB (ECIH)

Parkland College, along with its the Champaign County Regional Planning Commission (RPC); Indoor Climate Research and Training (ICRT); and FirstFollowers, will coordinate the Illinois Clean Jobs Workforce Network Program for the Champaign-Urbana and Danville Hub sites. Through this program, participants will have the opportunity to receive training in the clean energy sectors: solar; wind; energy auditor; weatherization; HVAC; and automotive fields with a Hybrid/EV focus. The program will serve 75 students in the first year and undertake capacity building initiatives to increase training opportunities and participant numbers in the second and third years of the grant program. Participants will receive barrier reduction support services through the project partners and will be connected to job opportunities and/or further clean energy training.

Team Overview

Parkland College will be the project lead for the East Central Illinois Hub (ECIH). Parkland will work with various partners to complete project activities:

- **Parkland College (lead applicant):** Parkland College, established in 1966, covers the third largest of 39 districts in the Illinois Community College System. The college is located in Champaign, Illinois, and serves 54 communities. The college serves over 20,000 students per year in many areas including adult education, community education, and transfer programs. As a community college, Parkland has an open-door policy, offers low tuition, and provides a great deal of one-on-one attention to students. As such, the college attracts a large number of low-income students who lack experience in a college environment, have disabilities, or have not excelled in their schoolwork in the past. This population has needs beyond the immediate concerns of financial aid, learning accommodations, guidance, and counseling. These students have tenuous personal support, work long hours, support families, and struggle to chart an educational path to gainful employment. Parkland has a long history of success helping students with barriers enroll, complete, and transition through higher education. For this project Parkland will be the administrative lead, provide training, coordinate support services, and connect all project partners.
- **Indoor Climate Research and Training:** ICRT conducts basic research at the intersection of energy efficiency and indoor air quality, and also runs the training program for the Illinois Home Weatherization Assistance Program which provides weatherization services to families around the state of Illinois. Research projects include studies on radon, ventilation, and combustion safety and the impacts on human health. ICRT was previously a part of the Applied Research Institute (ARI) within the University of Illinois College of Engineering and is now housed at the RPC. ICRT was one of the first training centers accredited by the Interstate Renewable Energy Council (IREC) to deliver quality building science training. For the ECIH, ICRT will train participants in weatherization work such as energy audits, quality control inspections, insulation, air sealing, and HVAC inspection and improvements.

Instructors

Faculty at Parkland as well as trainers through Parkland Community Education and ICRT will provide multiple levels of clean energy jobs training in a variety of sectors. All instructors will be certified in the areas they are teaching and have all required credentials.

Curriculum Overview

Energy Auditor Training: ICRT was one of the first training centers accredited by the Interstate Renewable Energy Council (IREC) to deliver quality building science training. The program trains and certifies assessors, inspectors, and others to perform weatherization work such as energy audits, quality control inspections, insulation, air sealing, HVAC inspection and improvements on qualifying residences. Curriculum covers the following topics: Weatherization Basics; Heat Transfer; Building Fundamentals; Introduction to Building Diagnostics; Infrared Thermography; Mid-Course Field Session; Introduction to Heating Systems; Advanced Heating Systems; Air-conditioning/Heat Pumps; Health & Safety, Indoor Pollutants, Lead-safe Weatherization; Proficiency Test; Weatherization Building Assessment.

Goals and Outcomes

The ECIH program will serve 75 participants in its first year. 25 participants will come from a geographic area designated as both R3 and Environmental Justice (EJ) area; 25 participants will come from a geographic area designated as either a R3 or EJ area; and 25 participants will have other barriers to employment or be from underserved populations.

Program	Provider	# of ECIH participants	# receiving an ECIH credential	# transitioning to clean-energy employment	# transitioning to advanced education
Energy Auditor Training	ICRT	15	10	3	3

Given the duration, start-time, and delivery method is different for each program, these numbers are only estimates and will be dependent on the start date of CEJA funding and the negotiation process with DCEO.

Budget

- *Instructional Delivery Costs—ICRT -- \$152,600.00:* This covers the cost of training 20 students through ICRT at Parkland Community Education to become energy auditors at a cost of \$7,630 per student
- *Student Stipends -- \$200,250.00:* This will provide an average stipend of \$2,670 per participant. The stipend amount will vary based on performance and length of training.

Lori Shupe

From: Cayla Waters <CWaters@parkland.edu>
Sent: Tuesday, November 19, 2024 4:12 PM
To: Paul Francisco; Lori Shupe
Cc: Alicia Beck; Triss Henderson; Maureen E Fuller
Subject: Requesting Dates for 2025 Weatherization/ICRT Classes

CAUTION: External email, be careful when opening.

Hi Paul and Lori,

We are excited to kick off the ICRT weatherization classes for the Climate Equity Jobs Act (CEJA)! The first cohort of students have started the bridge programming classes, which is the first step to starting with the program. Once students are finished with CEJA bridge classes, they are eligible to start their chosen programs.

As we move into the next stage, we'd like dates and details about the weatherization courses with ICRT. Can you please provide additional information? Let me know if you'd like to schedule a call to discuss this.

Also, you had some questions about the sub-recipient agreements for the CEJA grant. We have received more guidance from DCEO on how to proceed and we're happy to share this information with you.

Please let me know when you're available to discuss this.

Thank you!

Cayla Waters, MA, CPP

Associate Director, Customized Training & Professional Development

cwaters@parkland.edu | 217/353-2102 | Room J107

register now

Parkland College Community Education

217-351-2235

1315 N. Mattis Ave., Champaign, IL 61821





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Indoor Climate Research & Training Budget

2 cohorts of 10 students each

Comprehensive Budget Submitted 8.24.23

Certification classes	Instructor	Class fee
Heat Transfer	Price	\$ 1,922
Weatherization Basics	Hunter	\$ 1,569
Building Fundamentals	Francisco	\$ 2,769
Diagnostics	Price	\$ 1,922
Mid-Course Field Session	Price	\$ 1,922
Basic Heating	Duden	\$ 1,569
Advanced Heating	Duden	\$ 1,569
AC-HP	Duden	\$ 1,569
Health and Safety	Johnson	\$ 1,569
Building Assessment	Johnson	\$ 1,255
Site Visit Trainers	Multiple	\$ 1,326
Online Certification Exam	Johnson	\$ 314
Certification Field Exam	Multiple	\$ 2,562
	Salaries	\$21,839
48% indirect rate on salaries only		\$10,483
Materials cost for cohort		\$935
CO monitors		\$1,050
Site visit rental fees		\$1,400
BPI exam administration		\$8,400
Cost per cohort		\$44,106
Total 2 cohorts of 10 each		\$88,212

SCOPE OF WORK

Indoor Climate Research and Training (ICRT)
A division of the Champaign County Regional Planning Commission

As a partner in the project, BioLIFE (Microbiome-linked Indoor Environmental Health Factors and Risk Estimation), ICRT's tasks will include:

Task 1 – Identify the Parameters of Building Characteristics to be Collected

Building characteristics, such as building's size, location, floor type, foundation type, envelope leakage, ventilation capacity, cooking stove type, etc., can significantly impact the indoor environments and occupant comfort and health. We will identify parameters related to the building characteristics, HVAC systems, and other appliances, to be collected in the project. The resulting collected data will be included in the database which will be established as a deliverable of the project, and most of the data will also be used for developing the final model for estimating health risks inside a building. Any excluded parameters from the final model serve to help administrators and researchers obtain an overview of the test buildings.

Deliverable: A list of all the identified parameters with their definitions included.

Task 2 – Develop the Protocol for Collecting the Building Characteristic Data

ICRT will develop a protocol to prescribe methods and procedures for collecting the data identified in Task 1. A data collection form associated with the protocol will also be developed for use by the field data collection team.

Deliverables:

- a. Protocol for collecting the building characteristic data.
- b. Data collection form.

Task 3 – Develop the Protocol for Collecting the Non-biological IAQ Data

ICRT will develop a protocol for collecting data of the non-biological IAQ parameters, which include indoor air temperature and relative humidity, PM1, PM2.5, PM10, CO2, CO, NO2, O3, H2S, and TVOC. An instrumentation deployment form associated with the protocol will also be developed for the field data collection team to use for recording the instrument's IDs and locations on site.

Deliverables:

- a. Protocol for collecting the data of the non-biological IEQ parameters.
- b. Instrumentation deployment form for recording instrument's IDs and locations on site.

Task 4 – Provide Training and Consultations for the Field Data Collection Team

ICRT will train the field data collection team for collecting building characteristic data and non-biological IEQ data on site prior to the beginning of the field data collection phase. We will travel to the first building of each category of the test buildings, including single-family residential building, multi-family building, nursing home (if any), school building (if any), within Illinois, together with the field data collection team to provide on-site training and quality assurance. We assume the data collection team will be well trained after the on-site practices in those first

buildings, and we will not go to any other test buildings after the first building of each category. We will provide consultations when the field data collection team encounters an issue related to the building characteristic and/or non-biological IEQ data collection in the later stages for other buildings.

Task 5 – Execute Data Quality Checks

ICRT will perform data quality checks on the data related to the building characteristics and non-biological IEQ parameters collected by the field data collection team, after they complete each building’s field test, to detect any possible data issues. The focus of the checks will be on data completeness, consistency, validity, and accuracy, and will be aligned with data quality objectives that will be determined by the overall study team. If a data issue is identified, ICRT will work together with the field data collection team to address the issue and take one or more necessary measures to avoid recurrence in later field data collection.

Task 6 – Assist in Database Establishment and Model Development

ICRT will aid in establishing the database of the indoor environmental health baseline and factors and developing the model for estimating health risks, related to building characteristics and indoor/outdoor air non-biological contaminants.

Task 7 – Assist in Drafting the Final Report

ICRT will help draft the portion of the final report related to the building characteristics and non-biological IEQ parameters.

Budget

Task #	Stage	Task Title	Budget
1	Stage 1.1	Identify the parameters of building characteristics to be collected	\$10,000
2	Stage 1.1	Develop the protocol for collecting the building characteristic data	\$25,000
3	Stage 1.1	Develop the protocol for collecting the non-biological IEQ data	\$20,000
4	Stage 1.1 Stage 1.2	Provide training and consultations for the field data collecting team	\$15,000 (Stage 1.1) and \$25,000 (Stage 1.2)
5	Stage 1.2	Execute data quality checks	\$25,000
6	Stage 2	Assist in database establishment and model development	\$50,000
7	Stage 2	Assist in drafting the final report	\$50,000
Total			\$220,000



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

Date: January 27, 2025
To: Champaign County Finance Committee
From: Dr. Justin Arnold, Director of Workforce Development
RE: County Board approval for acceptance of Sub-award for CEJA Grant

As part of the Climate and Equitable Jobs Act (CEJA), Parkland College was awarded an Illinois Clean Jobs Workforce Network Grant from the Illinois Department of Commerce and Economic Opportunity, and desires to engage the Champaign County Regional Planning Commission (CCRPC), through its Workforce Development Division, as a subrecipient. The deliverables are as follows:

- a. Collaborate with Parkland staff to support successful grant outcomes.
- b. Provide career counseling and placement services to participants at Parkland College and engage with businesses in the impacted sectors to facilitate employment opportunities.
- c. Hire, onboard, compensate, and evaluate a career placement coordinator and integrate participants into the existing career coaching infrastructure of the CCRPC.

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

Funder: Illinois Department of Commerce and Economic Opportunity (DCEO)
Grantee: Parkland Community College
Subaward: Champaign County Regional Planning Commission
Grant: Sub-Award for CEJA Grant
Description: To provide career counseling and placement services to participants in Parkland College’s service areas and engage with businesses in the impacted sectors to facilitate employment opportunities. CEJA-funded staff will work with program participants to find, prepare, and apply for clean energy job opportunities.
Grant Total: \$126,897.63
Status: Approved, Final award documents are ready to be signed
Term: July 1, 2024 – June 30, 2025

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: 313 Year: 2025 Period: 1

Description: WIOA CEJA

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2110-00-0226t-06-110-000-000-0000-400476-	OTHER INTERGOVERNMENTAL	INCREASE			\$126898.00
BUA	2110-00-0251c-06-110-000-000-0000-500103-	REGULAR FULL-TIME EMPLOYEES	INCREASE		\$98103.00	
BUA	2110-00-0251c-06-110-000-000-0000-502022-	OPERATIONAL SERVICES	INCREASE		\$28795.00	
				Journal 2025/1/313	Total	\$126898.00
						\$126898.00

Fund: 2110 Workforce Development

Dept: 110 Workforce Development

Reason: Appropriation of grant funds for the Workforce Development Division of the RPC.

Fund	Account Description	Debit	Credit
2110	WORKFORCE DEVELOPMENT FND		
	2110-00-0146t-00-000-000-000-0000-300101-	BUDGETED REVENUES	\$126898.00
	2110-00-0146t-00-000-000-000-0000-300301-	APPROPRIATIONS	\$126898.00
		Fund Total	126898
			126898



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

MEMORANDUM

To: Stephanie Fortado, Chair of Finance; and
John Farney, Vice-Chair of Finance; and
Honorable Members of the Champaign County Board

From: **Kait Kuzio, Grant Coordinator**

Date: February 7, 2025

Re: Firearm Safe Storage Strategies Grant

Funding year July 1, 2024 to June 30, 2025. Requesting to move remaining FSSS Grant calendar year 24 funds into calendar year 2025 to spend down.

Journal Proof Report



Journal Number: 7 Year: 2025 Period: 2 Description: fsss 24-25 Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2500-00-0252d-02-075-000-111-0000-500103-	REGULAR FULL-TIME EMPLOYEES	reg empl		\$46169.00	
BUA	2500-00-0252d-02-075-000-111-0000-500105-	TEMPORARY STAFF	temp empl		\$5207.00	
BUA	2500-00-0252d-02-075-000-111-0000-500301-	SOCIAL SECURITY-EMPLOYER	ss		\$207.09	
BUA	2500-00-0252d-02-075-000-111-0000-500304-	WORKERS' COMPENSATION	work comp		\$17.56	
BUA	2500-00-0252d-02-075-000-111-0000-500305-	UNEMPLOYMENT INSURANCE	unemp		\$98.97	
BUA	2500-00-0252d-02-075-000-111-0000-501001-	STATIONERY AND PRINTING	station & prnt		\$2425.00	
BUA	2500-00-0252d-02-075-000-111-0000-501002-	OFFICE SUPPLIES	suppl		\$8262.01	
BUA	2500-00-0252d-02-075-000-111-0000-501017-	EQUIPMENT LESS THAN \$5000	equip		\$18538.31	
BUA	2500-00-0252d-02-075-000-111-0000-502001-	PROFESSIONAL SERVICES	pro srvcs		\$41411.69	
BUA	2500-00-0252d-02-075-000-111-0000-502004-	CONFERENCES AND TRAINING	conf & trn		\$500.00	
				Journal 2025/2/7	Total	\$122836.63
						\$0.00

Fund: 2500 County Grant Fund

Dept: 075 General County

Reason: To appropriate the remaining Firearm Safe Storage Strategies grant funds from FY2024 to the FY2025 budget.

Fund	Account Description	Debit	Credit
2500	COUNTY GRANT FUND		
	2500-00-0146t-00-000-000-000-0000-300301-		\$122836.63
	2500-00-0146t-00-000-000-000-0000-300703-	\$122836.63	
	Fund Total	122836.63	122836.63



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

MEMORANDUM

To: Stephanie Fortado, Chair of Finance; and
John Farney, Vice-Chair of Finance; and
Honorable Members of the Champaign County Board

From: **Travis Woodcock, Budget Director**

Date: February 4, 2025

Re: Youth Assessment Center

Champaign County funds YAC based on 5% of estimated Public Safety Sales Tax revenue. PSST revenues were updated multiple times throughout the budget process for FY25 and the 5% for YAC did not get updated to match the final estimated amount of PSST. So this BUA increases the budget to YAC by \$13,670.

Journal Proof Report



Journal Number: 10 Year: 2025 Period: 2

Description: YAC Grant

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2106-00-0254t-02-237-000-000-0000-502025	CONTRIBUTIONS & GRANTS	Increase to correct YAC budget		\$13670.00	
			Journal 2025/2/10	Total	\$13670.00	\$0.00

Fund: 2106 Public Safety Sales Tax

Dept: 237 Delinquent Prevention Grants

Reason: The County funds the Youth Assessment Center based on 5% of the estimated Public Safety Sales Tax. The FY2025 budget needs to be updated to match the final estimated amount of PSST revenue.

Fund	Account Description	Debit	Credit
2106	PUBL SAFETY SALES TAX FND		
	2106-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS		\$13670.00
	2106-00-0146t-00-000-000-000-0000-300703- BUDGETARY FUND BALANCE	\$13670.00	
	Fund Total	13670	13670



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

MEMORANDUM

To: Stephanie Fortado, Chair of Finance; and
John Farney, Vice-Chair of Finance; and
Honorable Members of the Champaign County Board

From: **Travis Woodcock, Budget Director**

Date: February 4, 2025

Re: Regional Office of Education

ROE's budget is funded by multiple counties. The breakdown of the funding is determined by estimated EAV from each county. The estimated EAVs changed after the budget was approved, so Champaign County's portion was \$7,066 higher.

Journal Proof Report



Journal Number: 11 Year: 2025 Period: 2 Description: ROE Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1080-00-0251a-01-124-000-000-0000-502025-	CONTRIBUTIONS & GRANTS	increase to correct ROE budget		\$7066.00	
			Journal 2025/2/11	Total	\$7066.00	\$0.00

Fund: 1080 General Corporate
 Dept: 124 Regional Office of Education
 Reason: The estimated EAV changed after the FY2025 budget was approved, requiring additional funds for the Regional Office of Education.

Fund	Account Description	Debit	Credit
1080	GENERAL CORPORATE		
	1080-00-0146t-00-000-000-000-0000-300301- APPROPRIATIONS		\$7066.00
	1080-00-0146t-00-000-000-000-0000-300703- BUDGETARY FUND BALANCE	\$7066.00	
	Fund Total	7066	7066



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

MEMORANDUM

To: Stephanie Fortado, Chair of Finance; and
John Farney, Vice-Chair of Finance; and
Honorable Members of the Champaign County Board

From: **Kait Kuzio, Grant Coordinator**

Date: February 7, 2025

Re: Adult Redeploy Illinois Grant

Funding year July 1, 2024 to June 30, 2025. Requesting to move remaining Adult Redeploy Illinois (ARI) Grant calendar year 24 funds into calendar year 2025 to spend down.

Adult Redeploy Illinois, ARI, funds personnel, services, and supplies for Champaign County Problem Solving Courts, specifically Drug Court. This is the second year of a 3-year award.

Journal Proof Report



Journal Number: 21 Year: 2025 Period: 2

Description: ari 24-25

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit	
BUA	2500-00-0254t-02-031-000-112-0000-500103-	REGULAR FULL-TIME EMPLOYEES	reg empl		\$52027.75		
BUA	2500-00-0254t-02-031-000-112-0000-500301-	SOCIAL SECURITY-EMPLOYER	ss		\$5958.00		
BUA	2500-00-0254t-02-031-000-112-0000-500302-	IMRF - EMPLOYER COST	imrf		\$1989.00		
BUA	2500-00-0254t-02-031-000-112-0000-500304-	WORKERS' COMPENSATION	work comp		\$141.00		
BUA	2500-00-0254t-02-031-000-112-0000-500305-	UNEMPLOYMENT INSURANCE	unempl		\$370.00		
BUA	2500-00-0254t-02-031-000-112-0000-500306-	EE HLTH/LIF (HLTH ONLY FY23)	health		\$17286.00		
BUA	2500-00-0254t-02-031-000-112-0000-500314-	EMP LIFE INS	life ins		\$36.00		
BUA	2500-00-0254t-02-031-000-112-0000-501005-	FOOD NON-TRAVEL	food		\$1088.00		
BUA	2500-00-0254t-02-031-000-112-0000-501017-	EQUIPMENT LESS THAN \$5000	equip		\$2130.00		
BUA	2500-00-0254t-02-031-000-112-0000-502013-	RENT	rent		\$750.00		
BUA	2500-00-0254t-02-031-000-112-0000-502039-	CLIENT RENT/HLTHSAF/TUITION	client rent		\$875.00		
BUA	2500-00-0254t-02-031-000-112-0000-502047-	SOFTWARE LICENSE & SAAS	software		\$857.00		
BUA	2500-00-0254t-02-031-000-112-0000-502051-	CLIENT OTHER	subcontr		\$53560.44		
BUA	2500-00-0254t-02-036-000-112-0000-500103-	REGULAR FULL-TIME EMPLOYEES	pd reg emp		\$6152.15		
BUA	2500-00-0254t-02-036-000-112-0000-500301-	SOCIAL SECURITY-EMPLOYER	pd ss		\$470.65		
BUA	2500-00-0254t-02-036-000-112-0000-500302-	IMRF - EMPLOYER COST	pd imrf		\$128.74		
BUA	2500-00-0254t-02-036-000-112-0000-500304-	WORKERS' COMPENSATION	pd work comp		\$13.54		
BUA	2500-00-0254t-02-036-000-112-0000-500305-	UNEMPLOYMENT INSURANCE	pd unempl		\$79.25		
BUA	2500-00-0254t-02-036-000-112-0000-500306-	EE HLTH/LIF (HLTH ONLY FY23)	pd health		\$3704.25		
BUA	2500-00-0254t-02-036-000-112-0000-500314-	EMP LIFE INS	pd life		\$7.75		
Journal 2025/2/21					Total	\$147624.52	\$0.00

Fund: 2500 County Grant Fund

Dept: 031 Circuit Court & 036 Public Defender

Reason: To appropriate the remaining Adult Redeploy Illinois grant funds from FY2024 to the FY2025 budget.

Fund	Account Description	Debit	Credit
2500	COUNTY GRANT FUND		
	2500-00-0146t-00-000-000-000-0000-300301-		\$147624.52
	2500-00-0146t-00-000-000-000-0000-300703-	\$147624.52	
	Fund Total	147624.52	147624.52



Champaign County – Adult Redeploy Illinois

1776 East Washington Street, Urbana, Illinois 61802-4581

TO: Dr. Stephanie Fortado, Finance Committee Chairperson

and County Board Members

FROM: Krista March, PSC Coordinator

Kait Kuzio, Grant Coordinator

DATE: February 5, 2025

Grant Agreement Terms: July 1, 2024 to June 30, 2025

RE: Budget Amendment – ARI

Champaign County received a continuation grant for State FY25 from the Illinois Criminal Justice Information Authority, which administers Adult Redeploy Illinois (ARI). We expect a deposit of \$229,796.00 to offset program expenses of \$229,796.00 in County FY25. This is a partial reimbursement from the total award of \$400,000.00. A budget transfer and memo for the remainder of the total executed funds, \$168,624.00, was approved by County Board in August 2024, to be spent in calendar year 2024. The remaining funds will be appropriated for use upon receipt as follows:

\$109,025.00 Personnel (salaries for 3 positions)

\$36,028.00 Fringe Benefits (fringe benefits for 3 positions)

\$2,087 Travel (Allrise Conference)

\$5,098.00 Client Other (client court fees, hygiene and food items)

\$1,790 (Training and Education)

\$75,768.00 Subcontracts and Subawards (client housing, case management software, sober event space rental)

Totaling \$229,796.00

The Adult Redeploy Illinois grant aims to reduce the number of individuals being sent to the Illinois Department of Corrections by funding community-based alternatives to incarceration—Champaign County Problem-Solving Court.

The purpose of this MEMO is to request a Budget Amendment so that these remaining grant funds can be received and expended for this program.

Increased Revenue: \$229,796.00

Increased Expense: \$229,796.00

Thank you for your support.

Journal Proof Report



Journal Number: 23 Year: 2025 Period: 2

Description: ari 2025

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	2500-00-0215j-02-031-000-112-0000-400411-	STATE - OTHER (NON-MANDATORY)	increase for calendar year 25			\$229796.00
BUA	2500-00-0254t-02-036-000-112-0000-500103-	REGULAR FULL-TIME EMPLOYEES	personnel for calendar year 25		\$109025.00	
BUA	2500-00-0254t-02-036-000-112-0000-500103-	REGULAR FULL-TIME EMPLOYEES	fringe for calendar year 25		\$36028.00	
BUA	2500-00-0254t-02-031-000-112-0000-502003-	TRAVEL COSTS	travel for calendar year 25		\$2087.00	
BUA	2500-00-0254t-02-031-000-112-0000-502004-	CONFERENCES AND TRAINING	conf for calendar year 25		\$1790.00	
BUA	2500-00-0254t-02-031-000-112-0000-502001-	PROFESSIONAL SERVICES	pro srvcs for calendar year 25		\$75768.00	
BUA	2500-00-0254t-02-031-000-112-0000-502051-	CLIENT OTHER	client ot for calendar year 25		\$5098.00	
				Journal 2025/2/23	Total	\$229796.00 \$229796.00

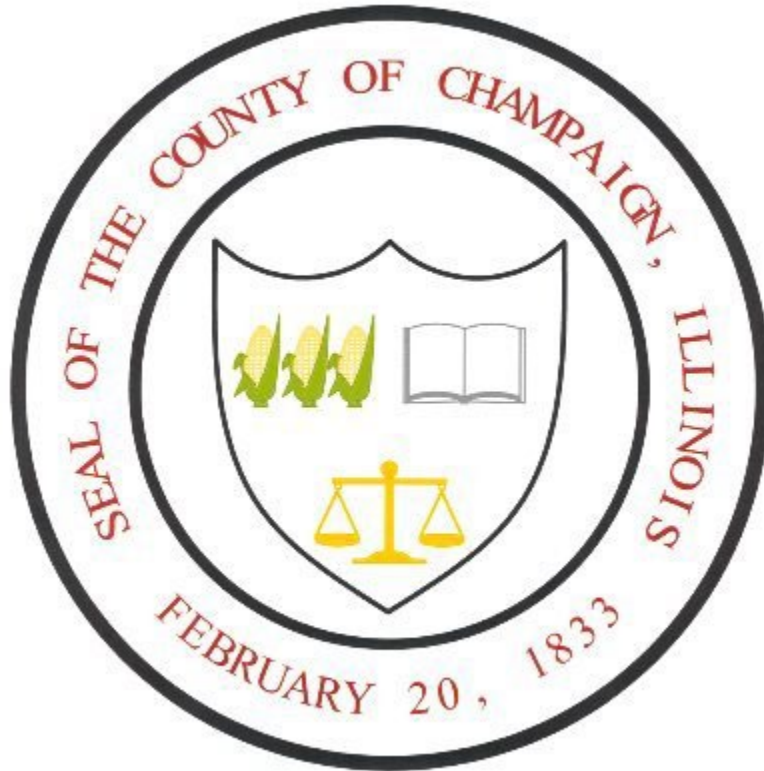
Fund: 2500 County Grant Fund

Dept: 031 Circuit Court & 036 Public Defender

Reason: Appropriation of grant funds from the Illinois Criminal Justice Information Authority for the Adult Redeploy Illinois program.

Fund	Account Description	Debit	Credit
2500	COUNTY GRANT FUND		
	2500-00-0146t-00-000-000-000-0000-300101-	BUDGETED REVENUES	\$229796.00
	2500-00-0146t-00-000-000-000-0000-300301-	APPROPRIATIONS	\$229796.00
		Fund Total	229796 229796

Champaign County



Capital Asset Policy and Procedure Manual

*As Adopted by Champaign County Board
Ordinance No. 2025-2*

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1. Introduction

Champaign County, Illinois, maintains a capital asset accounting system to ensure consistent, accurate, and transparent recording and reporting of monetary amounts associated with capital asset transactions. This system encompasses policies, procedures, and methods designed to address the acquisition, use, control, protection, maintenance, and disposal of capital assets.

The establishment of this Capital Asset Policy and Procedure Manual was approved by the Champaign County Board on January 23, 2025, and supersedes all previously established policies. This policy outlines the requirements for the capitalization and management of movable equipment and real property. It includes guidelines for the acquisition of land, buildings, capital equipment, and renovations or improvements to existing real property owned or leased by Champaign County.

2. Scope

This policy applies to all departments, divisions, and entities under the jurisdiction of Champaign County, including boards, commissions, and agencies responsible for the acquisition, maintenance, and disposal of capital assets.

The policy has been established to ensure conformity with:

- Generally Accepted Accounting Principles (GAAP) as applicable to governments,
- Federal requirements under 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and
- Other applicable federal and state laws.

3. Policy Statement

Champaign County shall ensure proper accounting and stewardship of public assets through consistent recording, monitoring, and reporting of capital assets. This policy aims to support transparency, accountability, and efficient use of taxpayer resources.

4. Definition of Capital Assets

Land is real property owned by Champaign County that is used for operations, development, or public purposes. It includes all costs incurred to acquire the land, such as purchase price, legal fees, closing costs, and site preparation expenses (e.g., grading, clearing). Land is not depreciated.

Land improvements are enhancements made to land to increase its functionality or usability. Examples include landscaping, fencing, parking lots, sidewalks, irrigation systems, and outdoor lighting.

Buildings refer to structures owned by the Champaign County that are used for administrative, operational, or public purposes. This includes costs associated with acquisition, construction, legal fees, architectural services, and permanently attached fixtures.

Building improvements are modifications or renovations to existing buildings that extend their useful life, enhance their functionality, or increase their value. Examples include major structural changes, HVAC system upgrades, or roof replacements. Routine maintenance and minor repairs are not capitalized.

Infrastructure – Roads includes long-lived capital assets that provide essential transportation networks, such as streets, highways, and paved pathways. The costs of constructing, reconstructing, or improving roads, including grading, paving, signage, and curbs, are capitalized. Routine maintenance is not capitalized.

Infrastructure – Bridges encompasses long-lived capital assets used for transportation and public access, such as vehicular or pedestrian bridges. Costs

associated with construction, reconstruction, or major improvements, including materials, labor, and engineering services, are capitalized. Routine maintenance costs is not capitalized.

Equipment consists of tangible, movable items owned by Champaign County that are used in operations. Examples include vehicles, machinery, computers, and office furnishings. Equipment shall be capitalized on a per unit basis. A "unit" is defined as a single piece or collection of equipment that, when assembled, operates as an independent, stand-alone asset or serves as an enhancement to an existing asset. The definition of a unit includes any installation costs and accessory components necessary to achieve full functionality, provided these costs are incurred at the time of acquisition of the primary equipment, or within 6 months of purchase of squad vehicles.

Construction in Progress (CIP) refers to the costs incurred for projects under construction or development that are not yet completed or ready for their intended use. These projects typically include new buildings, infrastructure, major renovations, or other capital improvements. Once the project is completed and placed into service, the total accumulated costs are reclassified to the appropriate asset category (e.g., Buildings, Infrastructure) and begin depreciation based on their useful life. CIP is not depreciated while the project is still in progress.

Right-to-use assets relate to leases and information technology contracts. GASB Statement No. 87, *Leases*, defines a lease as a contract that conveys control of the right to use another entity's non-financial asset, as specified in the contract for a period of time greater than a year in an exchange or exchange-like transaction. Non-financial assets include land, buildings, building improvements, vehicles and equipment, GASB Statement No. 96, *Subscription-Based Technology Arrangements (SBITA)*, defines SBITA as a contract that conveys controls of the right to use another party's information technology (IT) software, alone or in combination with tangible capital assets, as specified in the contract for a period of time greater than a year in an exchange or exchange-like transaction.

5. Procedures

Capital assets purchased for use in governmental activities are recorded as expenditures in governmental funds at the time of purchase. Governmental capital assets are reported in the government-wide financial statements, offset by accumulated depreciation and amortization. Capital assets are valued at actual or estimated historical cost (except for intangible right-to-use assets, the measurement of which is discussed below), while donated capital assets are valued at acquisition value as of the date donated. Capital assets received in a service concession arrangement are valued at acquisition value.

5.1. Asset Acquisition

- Capital asset purchases shall follow the Champaign County Procurement Policy Rules, Regulations, and Procedures For Purchasing.
- Costs included in capitalization may consist of:
 - Purchase price, including taxes, shipping, and handling.
 - Installation and preparation costs.
 - Direct legal, engineering, or architectural fees.
- Right-to-use lease assets are initially measured at the present value of payments expected to be made during the lease term, adjusted for the lease payments made at or before the lease commencement date, plus certain initial direct costs.
- Right-to-use SBITA assets are initially measured as the sum of the present value of payments expected to be made during the subscription term, payments associated with the SBITA contract made to the SBITA vendor at the commencement of the subscription term, when applicable, and capitalizable implementation costs, less any SBITA vendor incentives received from the SBITA vendor at the commencement of the SBITA term.

5.2. Capitalization Criteria

- Thresholds:
 - *Land* of any cost.
 - *Buildings and Land Improvements* valued at or above \$25,000
 - *Infrastructure* costs at or above \$100,000
 - *Equipment* costs at or above \$10,000

- Assets with costs below the thresholds are not capitalized unless required for grant or program reporting.

5.3. Depreciation and Amortization

- Depreciation and amortization is calculated on all assets, other than land and construction in progress, using the straight-line method. Depreciation (and amortization) commence when an asset is placed in service, which is the date it becomes available for its intended purpose. Capital assets have the following estimated useful lives:
 - Land Improvements: 15 years
 - Buildings: 20-40 years
 - Building Improvements: 15 years
 - Infrastructure - Roads: 15 years
 - Infrastructure - Bridges: 50 years
 - Equipment: 5-10 years
- Lease and SBITA right-to-use assets are amortized in a systematic and rational manner over the shorter of the lease/subscription term or the useful life of the underlying asset.

5.4. Inventory and Tracking

- An inventory of all capital assets shall be conducted annually by the County Executive's Office or other designated department.
- All capital assets will be tagged or otherwise identified to ensure proper tracking.

5.5. Reporting

- All capital assets shall be recorded in the Champaign County Capital Asset Register, maintained by the County Executive's Office or other designated department.
- Annual financial reports will include any required footnote disclosures or schedules of capital assets, consistent with GAAP under Governmental Accounting Standards Board (GASB) reporting requirements.

5.6. Disposal of Assets

- Disposal of assets requires prior approval from designated department head in which the asset resides.
- Disposal of assets requires the completion of the Capital Asset Equipment Change Form, which must be submitted to the County Executive's Office or the designated department.
- Methods of disposal include public auction, trade-in, donation, or recycling, as permitted by law.
- Proceeds from the sale of assets shall be deposited into the appropriate fund from which the original purchase was financed.
- In compliance with GASB Statement No. 34, if an asset is disposed of before the end of its useful life, a gain or loss will be recognized and reported at the government-wide level. However, at the fund level, only the proceeds from the sale of the asset will be reported, rather than the associated gain or loss.

5.7 Transfer of Assets

- Transfers typically involve updating specific details within a capital asset record, such as location codes, department codes, or custodial responsibility. These updates do not impact the asset's useful life, original cost, or other fundamental characteristics.
- As transfers represent changes to capital asset records, all updates must be promptly reported to the County Executive's Office or the designated department. This reporting is accomplished by completing and submitting the Capital Asset Equipment Change Form to ensure accurate and up-to-date records.

6. Responsibilities

- Department Heads: Ensure compliance with this policy and provide accurate records of assets assigned to their departments.
- The County Executive's Office or other designated department: Oversee capitalization, depreciation schedules, and reporting of assets.
- Auditor's Office: Periodically review compliance with asset management procedures.

7. Policy Review

This policy will be reviewed annually by the County Executive's Office and updated as necessary.

RESOLUTION NO. 2025-XX

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

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

WHEREAS, the County Board (the “*Board*”) of The County of Champaign, Illinois (the “*County*”), by Ordinance Number 2024-11 (the “*2024 Ordinance*”), did provide for the issue of \$8,800,000 General Obligation Refunding Bonds (Public Safety Sales Tax Alternate Revenue Source), Series 2024 (the “*2024 Bonds*”), and the levy of a direct annual tax sufficient to pay the principal of and interest on the 2024 Bonds; and

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

WHEREAS, the Board, by Ordinance Number 2022-17 (the “*2022A Ordinance*”), did provide for the issue of \$15,425,000 General Obligation Bonds (Public Safety Sales Tax Alternate Revenue Source), Series 2022A (the “*2022A Bonds*”), and the levy of a direct annual tax sufficient to pay the principal of and interest on the 2022A Bonds; and

WHEREAS, the Board, by Ordinance Number 2022-18 (the “*2022B Ordinance*” and collectively with the 2014 Ordinance, the 2016 Ordinance and the 2022A Ordinance, the “*Bond Ordinances*”), did provide for the issue \$19,015,000 General Obligation Bonds (General Sales Tax Alternate Revenue Source), Series 2022B (the “*2022B Bonds*” and collectively with the 2014 Bonds, the 2016 Bonds and the 2022A Bonds, the “*Outstanding Alternate Bonds*”), and the levy of a direct annual tax sufficient to pay the principal of and interest on the 2022B Bonds; and

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

WHEREAS, it is necessary and in the best interests of the County that the taxes heretofore levied for the year 2024 to pay the principal of and interest on the Outstanding Alternate Bonds be abated in their entirety:

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

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

Section 2. Abatement of Taxes. The taxes heretofore levied for the year 2024 in each of the Bond Ordinances for each series of the Outstanding Alternate Bonds are hereby abated in their entirety.

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

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

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

Presented, Adopted, Approved on February 20, 2025.

Jennifer Locke, Chair
Champaign County Board

APPROVED: _____
Steve Summers, County Executive

Date: _____

RECORDED & ATTEST:

Aaron Ammons, County Clerk
Date: _____

STATE OF ILLINOIS)
) SS
COUNTY OF CHAMPAIGN)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Champaign, Illinois, and as such official I do further certify that on the ___ day of _____, 2025, there was filed in my office a duly certified copy of Resolution No. _____ entitled:

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

duly adopted by the County Board of the County on the ___ day of _____, 2025, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF I hereunto affix my official signature and the seal of said County this ___ day of _____, 2025.

Aaron Ammons, County Clerk

[SEAL]



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

Date: February 6, 2025
To: Champaign County Finance Committee
From: Paul Francisco, Director, Indoor Climate Research and Training
RE: County Board approval for acceptance of Grants/Subawards

The Indoor Climate Research & Training division (ICRT) of CCRPC has two grants and two subawards in progress for which we are seeking County Board approval to accept once awarded. Below is a brief summary of each along with its status. Supporting documents have also been provided. A budget amendment requesting appropriation for funds is also presented to the County Board for approval. Thank you for your consideration.

1. Funder: Department of Housing and Urban Development (HUD)
Grant: Assessing IEQ for Health and Weatherization Impacts for Sustainable Environments (The IEQ-Health-WISE Study)
Description: Research project to Assess Indoor Environmental Quality in Homes.
Grant Total: \$999,871
Status: Approved, awaiting final award documents
Start: Potential start March 2025

2. Funder: Department of Energy (DOE)
Grant: Integration of Indoor Air Quality (IAQ) in Multifamily Building Energy Audits (INSPIRE-MF)
Description: Research how to address and account for indoor air quality benefits in multifamily housing in weatherization.
Grant Total: \$1,999,972
Status: Under DOE review
Start: Potential start June 2025

3. Funder: Department of Commerce and Economic Opportunity (DCEO)
Grantee: Parkland College
Grant: Residential Energy Auditor Training
Description: Deliver two rounds of energy auditor training to participating students in Parkland's CEJA programs.
Grant total: \$88,212
Status: Approved, awaiting final award documents
Start: Potential start March 2025

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



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

4. **Funder:** National Institutes of Health (NIH)
Grantee: University of Illinois at Urbana-Champaign (UIUC)
Grant: Microbiome-linked Indoor Environmental Health Factors and Risk Estimation
Description: Partner with UIUC to provide guidance and analysis support for characterizing residential building factors that can influence the indoor microbiome, which can impact the health of residents.
Grant total: \$220,000
Status: Under NIH review
Start: Potential start June 2025

Champaign County Regional Planning Commission

1776 E. Washington St. Urbana, IL 61802

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TTY 217.384.3862 CCRPC.ORG

Title: Assessing IEQ for Health and Weatherization Impacts for Sustainable Environments (The IEQ-Health-WISE Study)

Names and affiliations of investigators:

Champaign County Regional Planning Commission (CCRPC):

Dr. Masih Alavy, Principal Investigator; Mr. Paul Francisco; Dr. Yigang Sun; Mr. Zach Merrin; Mr. Kiel Gilleade.

National Center for Healthy Housing (NCHH):

Mr. Jonathan Wilson; Dr. David E. Jacobs; Dr. Sherry Dixon.

Abstract

This research study seeks to address critical gaps in understanding indoor environmental quality (IEQ) by investigating the relationships between indoor pollutant concentrations, housing types, and demographic profiles of residents, as well as evaluating the effectiveness of weatherization interventions on reducing indoor health hazards. The study aims to provide a comprehensive analysis of these interactions, with a focus on low-income housing, and enhance our knowledge of the impact of weatherization strategies on IEQ.

To achieve these objectives, the study first aims to extract meaningful insights from a combination of existing project datasets and a thorough review of the literature. By analyzing indoor pollutant concentrations in relation to housing types and demographic characteristics, the study seeks to characterize the prevalence of key contaminants in homes. It will encompass a wide range of housing types and consider socio-economic factors that may influence pollutant levels. Additionally, the research will explore issues related to mold, moisture, and allergens across different residential settings. This comprehensive literature review and data synthesis will identify the scope of IEQ challenges and highlight remaining knowledge gaps.

The second objective evaluates the effectiveness of common weatherization interventions in reducing indoor health hazards. By analyzing a broad spectrum of pollutants—including particulate matter (PM), nitrogen dioxide (NO₂), combustion byproducts, moisture, and allergens in dust—the study aims to develop a comprehensive assessment of multiple contaminants from multiple source types in a fashion that has not been previously done. It hypothesizes that weatherization will lead to a significant reduction in indoor health hazards. Notably, the study includes dust allergen measurements, an aspect often overlooked in previous healthy housing research, providing a more comprehensive assessment of indoor contaminants and their control.

The third objective is to quantify the prevalence and severity of indoor pollutants in specifically low-income housing. The study will explore how various housing factors—such as building age, construction type, ventilation systems, and occupancy patterns—affect pollutant concentrations. By developing a nuanced understanding of these factors, the study aims to identify disparities and determine which characteristics contribute most significantly to pollutant levels in low-income housing. This analysis will help pinpoint specific areas where interventions can be most effective.

The study design comprises three key phases. The first phase involves a detailed review of existing data sources, including prior research, national housing surveys, environmental monitoring data, and weatherization assessments. This foundational understanding of IEQ challenges will guide subsequent analyses. The second phase employs advanced statistical techniques to analyze relationships between housing characteristics, demographic factors, and indoor pollutants. This analysis will uncover significant factors influencing pollutant levels and guide the development of strategies for improving IEQ. The third phase includes comprehensive indoor contaminant assessments in 200 homes undergoing weatherization. Using advanced monitoring technologies, the study will measure indoor and outdoor pollutants, temperature, relative humidity, and allergens in settled dust. Pre- and post-weatherization data collection will evaluate intervention effectiveness and gather demographic information to analyze correlations with pollutant levels.

The expected outcomes of the study include a thorough examination of indoor pollutants such as combustion products, particulate matter, mold, moisture, and allergens across diverse housing types. By integrating both airborne and settled dust sampling, the study will provide valuable insights into the unique challenges posed by these pollutants and how housing characteristics and resident demographics influence their prevalence and severity. The findings are anticipated to bridge existing knowledge gaps and inform evidence-based decision-making for improving IEQ. Ultimately, the research aims to contribute to healthier indoor environments and better overall well-being for diverse communities, marking a significant advancement in the field of indoor environmental health.

Masih Alavy

Subject: Canceled: Debriefing: Application Number GRANT14227548
Location: Microsoft Teams Meeting

Start: Wed 1/15/2025 12:00 PM
End: Wed 1/15/2025 1:00 PM
Show Time As: Free

Recurrence: (none)

Organizer: Devine, Dequetta A

Importance: High

CAUTION: External email, be careful when opening.

Good Morning,

On January 3, 2025, HUD announced the funding of nine additional grant applications for the Lead and Healthy Homes Technical Studies Grant Program. Your organization was one of the applicants funded. Congratulations! Therefore, I will be canceling this debrief.

You will receive more information over the next three weeks on your recently awarded grant i.e. your award amount, your welcome letter, and the supporting documentation required for grant negotiations.

Here is the link to the HUD press release announcing your recently awarded application [HUD Awards More Than \\$226 Million to Protect Families from Home Health Hazards | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#)

Very Respectfully,

Dequetta Devine

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 218 719 815 85

Passcode: t5E6A7U6

Dial in by phone

[+1 202-510-9533,,610260362#](#) United States, Washington

Summary for Public Release

DE-FOA-0003407, Control Number: 3407-1546

Lead Organization: Champaign County Regional Planning Commission (CCRPC)

Title: INSPIRE-MF: Integration of Indoor Air Quality (IAQ) in Multifamily Building Energy Audits

The INSPIRE-MF project, led by the Indoor Climate Research & Training (ICRT) group of the Champaign County Regional Planning Commission (CCRPC), focuses on improving the health and energy efficiency of multifamily buildings. In partnership with Colorado State University (CSU) and Energy Outreach Colorado (EOC), the project aims to integrate indoor air quality (IAQ) improvements into energy audits of multifamily units, enhancing both energy savings and occupant health.

Funded by the U.S. Department of Energy, this initiative will assess the effects of weatherization interventions, such as air sealing and ventilation upgrades, on IAQ. By incorporating health metrics into cost-effectiveness analyses, the project will quantify the health benefits of improved IAQ. The study will focus on eight multifamily buildings in Illinois and Colorado, using advanced diagnostic tools to measure airflow, airtightness, and indoor contaminants.

The results of INSPIRE-MF will lead to the development of scalable methods for incorporating IAQ benefits into standard weatherization programs, ensuring healthier living environments for underserved communities, particularly in older, low-income housing. The project will also provide training and guidelines for energy auditors to consistently apply these methods in the field, promoting nationwide adoption of these innovations in multifamily housing weatherization.

Project outcomes from the project's novel approach include:

- Enhanced understanding of how air sealing and ventilation influence IAQ across different multifamily housing types.
- Effective methods for integrating IAQ benefits into cost-effectiveness analyses to enhance pre-weatherization audit decisions.
- Development of standardized procedures for measuring and incorporating non-energy benefits into financial assessments.
- Thorough guidelines and training programs for energy auditors to implement the newly developed methodologies consistently and accurately.
- Improved energy audits to elevate energy performance and indoor environmental quality in multifamily buildings.

EAST CENTRAL ILLINOIS HUB (ECIH)

Parkland College, along with its the Champaign County Regional Planning Commission (RPC); Indoor Climate Research and Training (ICRT); and FirstFollowers, will coordinate the Illinois Clean Jobs Workforce Network Program for the Champaign-Urbana and Danville Hub sites. Through this program, participants will have the opportunity to receive training in the clean energy sectors: solar; wind; energy auditor; weatherization; HVAC; and automotive fields with a Hybrid/EV focus. The program will serve 75 students in the first year and undertake capacity building initiatives to increase training opportunities and participant numbers in the second and third years of the grant program. Participants will receive barrier reduction support services through the project partners and will be connected to job opportunities and/or further clean energy training.

Team Overview

Parkland College will be the project lead for the East Central Illinois Hub (ECIH). Parkland will work with various partners to complete project activities:

- **Parkland College (lead applicant):** Parkland College, established in 1966, covers the third largest of 39 districts in the Illinois Community College System. The college is located in Champaign, Illinois, and serves 54 communities. The college serves over 20,000 students per year in many areas including adult education, community education, and transfer programs. As a community college, Parkland has an open-door policy, offers low tuition, and provides a great deal of one-on-one attention to students. As such, the college attracts a large number of low-income students who lack experience in a college environment, have disabilities, or have not excelled in their schoolwork in the past. This population has needs beyond the immediate concerns of financial aid, learning accommodations, guidance, and counseling. These students have tenuous personal support, work long hours, support families, and struggle to chart an educational path to gainful employment. Parkland has a long history of success helping students with barriers enroll, complete, and transition through higher education. For this project Parkland will be the administrative lead, provide training, coordinate support services, and connect all project partners.
- **Indoor Climate Research and Training:** ICRT conducts basic research at the intersection of energy efficiency and indoor air quality, and also runs the training program for the Illinois Home Weatherization Assistance Program which provides weatherization services to families around the state of Illinois. Research projects include studies on radon, ventilation, and combustion safety and the impacts on human health. ICRT was previously a part of the Applied Research Institute (ARI) within the University of Illinois College of Engineering and is now housed at the RPC. ICRT was one of the first training centers accredited by the Interstate Renewable Energy Council (IREC) to deliver quality building science training. For the ECIH, ICRT will train participants in weatherization work such as energy audits, quality control inspections, insulation, air sealing, and HVAC inspection and improvements.

Instructors

Faculty at Parkland as well as trainers through Parkland Community Education and ICRT will provide multiple levels of clean energy jobs training in a variety of sectors. All instructors will be certified in the areas they are teaching and have all required credentials.

Curriculum Overview

Energy Auditor Training: ICRT was one of the first training centers accredited by the Interstate Renewable Energy Council (IREC) to deliver quality building science training. The program trains and certifies assessors, inspectors, and others to perform weatherization work such as energy audits, quality control inspections, insulation, air sealing, HVAC inspection and improvements on qualifying residences. Curriculum covers the following topics: Weatherization Basics; Heat Transfer; Building Fundamentals; Introduction to Building Diagnostics; Infrared Thermography; Mid-Course Field Session; Introduction to Heating Systems; Advanced Heating Systems; Air-conditioning/Heat Pumps; Health & Safety, Indoor Pollutants, Lead-safe Weatherization; Proficiency Test; Weatherization Building Assessment.

Goals and Outcomes

The ECIH program will serve 75 participants in its first year. 25 participants will come from a geographic area designated as both R3 and Environmental Justice (EJ) area; 25 participants will come from a geographic area designated as either a R3 or EJ area; and 25 participants will have other barriers to employment or be from underserved populations.

Program	Provider	# of ECIH participants	# receiving an ECIH credential	# transitioning to clean-energy employment	# transitioning to advanced education
Energy Auditor Training	ICRT	15	10	3	3

Given the duration, start-time, and delivery method is different for each program, these numbers are only estimates and will be dependent on the start date of CEJA funding and the negotiation process with DCEO.

Budget

- *Instructional Delivery Costs—ICRT -- \$152,600.00:* This covers the cost of training 20 students through ICRT at Parkland Community Education to become energy auditors at a cost of \$7,630 per student
- *Student Stipends -- \$200,250.00:* This will provide an average stipend of \$2,670 per participant. The stipend amount will vary based on performance and length of training.

Lori Shupe

From: Cayla Waters <CWaters@parkland.edu>
Sent: Tuesday, November 19, 2024 4:12 PM
To: Paul Francisco; Lori Shupe
Cc: Alicia Beck; Triss Henderson; Maureen E Fuller
Subject: Requesting Dates for 2025 Weatherization/ICRT Classes

CAUTION: External email, be careful when opening.

Hi Paul and Lori,

We are excited to kick off the ICRT weatherization classes for the Climate Equity Jobs Act (CEJA)! The first cohort of students have started the bridge programming classes, which is the first step to starting with the program. Once students are finished with CEJA bridge classes, they are eligible to start their chosen programs.

As we move into the next stage, we'd like dates and details about the weatherization courses with ICRT. Can you please provide additional information? Let me know if you'd like to schedule a call to discuss this.

Also, you had some questions about the sub-recipient agreements for the CEJA grant. We have received more guidance from DCEO on how to proceed and we're happy to share this information with you.

Please let me know when you're available to discuss this.

Thank you!

Cayla Waters, MA, CPP

Associate Director, Customized Training & Professional Development
cwaters@parkland.edu | 217/353-2102 | Room J107

register now

Parkland College Community Education

217-351-2235

1315 N. Mattis Ave., Champaign, IL 61821



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Indoor Climate Research & Training Budget

2 cohorts of 10 students each

Comprehensive Budget Submitted 8.24.23

Certification classes	Instructor	Class fee
Heat Transfer	Price	\$ 1,922
Weatherization Basics	Hunter	\$ 1,569
Building Fundamentals	Francisco	\$ 2,769
Diagnostics	Price	\$ 1,922
Mid-Course Field Session	Price	\$ 1,922
Basic Heating	Duden	\$ 1,569
Advanced Heating	Duden	\$ 1,569
AC-HP	Duden	\$ 1,569
Health and Safety	Johnson	\$ 1,569
Building Assessment	Johnson	\$ 1,255
Site Visit Trainers	Multiple	\$ 1,326
Online Certification Exam	Johnson	\$ 314
Certification Field Exam	Multiple	\$ 2,562
	Salaries	\$21,839
48% indirect rate on salaries only		\$10,483
Materials cost for cohort		\$935
CO monitors		\$1,050
Site visit rental fees		\$1,400
BPI exam administration		\$8,400
Cost per cohort		\$44,106
Total 2 cohorts of 10 each		\$88,212

SCOPE OF WORK

Indoor Climate Research and Training (ICRT)
A division of the Champaign County Regional Planning Commission

As a partner in the project, BioLIFE (Microbiome-linked Indoor Environmental Health Factors and Risk Estimation), ICRT's tasks will include:

Task 1 – Identify the Parameters of Building Characteristics to be Collected

Building characteristics, such as building's size, location, floor type, foundation type, envelope leakage, ventilation capacity, cooking stove type, etc., can significantly impact the indoor environments and occupant comfort and health. We will identify parameters related to the building characteristics, HVAC systems, and other appliances, to be collected in the project. The resulting collected data will be included in the database which will be established as a deliverable of the project, and most of the data will also be used for developing the final model for estimating health risks inside a building. Any excluded parameters from the final model serve to help administrators and researchers obtain an overview of the test buildings.

Deliverable: A list of all the identified parameters with their definitions included.

Task 2 – Develop the Protocol for Collecting the Building Characteristic Data

ICRT will develop a protocol to prescribe methods and procedures for collecting the data identified in Task 1. A data collection form associated with the protocol will also be developed for use by the field data collection team.

Deliverables:

- a. Protocol for collecting the building characteristic data.
- b. Data collection form.

Task 3 – Develop the Protocol for Collecting the Non-biological IAQ Data

ICRT will develop a protocol for collecting data of the non-biological IAQ parameters, which include indoor air temperature and relative humidity, PM1, PM2.5, PM10, CO2, CO, NO2, O3, H2S, and TVOC. An instrumentation deployment form associated with the protocol will also be developed for the field data collection team to use for recording the instrument's IDs and locations on site.

Deliverables:

- a. Protocol for collecting the data of the non-biological IEQ parameters.
- b. Instrumentation deployment form for recording instrument's IDs and locations on site.

Task 4 – Provide Training and Consultations for the Field Data Collection Team

ICRT will train the field data collection team for collecting building characteristic data and non-biological IEQ data on site prior to the beginning of the field data collection phase. We will travel to the first building of each category of the test buildings, including single-family residential building, multi-family building, nursing home (if any), school building (if any), within Illinois, together with the field data collection team to provide on-site training and quality assurance. We assume the data collection team will be well trained after the on-site practices in those first

buildings, and we will not go to any other test buildings after the first building of each category. We will provide consultations when the field data collection team encounters an issue related to the building characteristic and/or non-biological IEQ data collection in the later stages for other buildings.

Task 5 – Execute Data Quality Checks

ICRT will perform data quality checks on the data related to the building characteristics and non-biological IEQ parameters collected by the field data collection team, after they complete each building’s field test, to detect any possible data issues. The focus of the checks will be on data completeness, consistency, validity, and accuracy, and will be aligned with data quality objectives that will be determined by the overall study team. If a data issue is identified, ICRT will work together with the field data collection team to address the issue and take one or more necessary measures to avoid recurrence in later field data collection.

Task 6 – Assist in Database Establishment and Model Development

ICRT will aid in establishing the database of the indoor environmental health baseline and factors and developing the model for estimating health risks, related to building characteristics and indoor/outdoor air non-biological contaminants.

Task 7 – Assist in Drafting the Final Report

ICRT will help draft the portion of the final report related to the building characteristics and non-biological IEQ parameters.

Budget

Task #	Stage	Task Title	Budget
1	Stage 1.1	Identify the parameters of building characteristics to be collected	\$10,000
2	Stage 1.1	Develop the protocol for collecting the building characteristic data	\$25,000
3	Stage 1.1	Develop the protocol for collecting the non-biological IEQ data	\$20,000
4	Stage 1.1 Stage 1.2	Provide training and consultations for the field data collecting team	\$15,000 (Stage 1.1) and \$25,000 (Stage 1.2)
5	Stage 1.2	Execute data quality checks	\$25,000
6	Stage 2	Assist in database establishment and model development	\$50,000
7	Stage 2	Assist in drafting the final report	\$50,000
Total			\$220,000



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

Date: January 27, 2025
To: Champaign County Finance Committee
From: Dr. Justin Arnold, Director of Workforce Development
RE: County Board approval for acceptance of Sub-award for CEJA Grant

As part of the Climate and Equitable Jobs Act (CEJA), Parkland College was awarded an Illinois Clean Jobs Workforce Network Grant from the Illinois Department of Commerce and Economic Opportunity, and desires to engage the Champaign County Regional Planning Commission (CCRPC), through its Workforce Development Division, as a subrecipient. The deliverables are as follows:

- a. Collaborate with Parkland staff to support successful grant outcomes.
- b. Provide career counseling and placement services to participants at Parkland College and engage with businesses in the impacted sectors to facilitate employment opportunities.
- c. Hire, onboard, compensate, and evaluate a career placement coordinator and integrate participants into the existing career coaching infrastructure of the CCRPC.

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

Funder: Illinois Department of Commerce and Economic Opportunity (DCEO)
Grantee: Parkland Community College
Subaward: Champaign County Regional Planning Commission
Grant: Sub-Award for CEJA Grant
Description: To provide career counseling and placement services to participants in Parkland College’s service areas and engage with businesses in the impacted sectors to facilitate employment opportunities. CEJA-funded staff will work with program participants to find, prepare, and apply for clean energy job opportunities.
Grant Total: \$126,897.63
Status: Approved, Final award documents are ready to be signed
Term: July 1, 2024 – June 30, 2025

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

SUB-AWARD FOR CEJA GRANT

This Illinois Clean Jobs Workforce Network Grant Sub-award (hereinafter referred to as "Sub-award"), as part of the Climate and Equitable Jobs Act (CEJA), is made and entered into between **Board of Trustees of Parkland Community College District No. 505**, 2400 West Bradley Avenue, Champaign, IL 61821 (hereinafter referred to as "Parkland"), as grantee of the Illinois Department of Commerce and Economic Opportunity (DCEO) (hereafter referred to as "agency"), and **Champaign County Regional Planning Commission**, 1776 E Washington St, Urbana, IL 61802 (hereinafter referred to as the "Sub-recipient").

WHEREAS, Parkland, as the grantee for DCEO, received funding appropriated from the state of Illinois, by way of Notice of Award dated June 7th, 2024 through State Award Identification # 23-451006 to form the "Parkland CEJA Hub".

WHEREAS, Parkland, as the grantee of the Grant, has the authority to issue Sub-awards to accomplish the purposes of the grant;

Now, therefore, in consideration of the covenants and condition hereinafter set forth, Parkland and the Sub-recipient agree to the following:

1. Description of the Parties and Award

Grantor: Board of Trustees of Parkland Community College District No. 505 as agent for the Strengthening Community Colleges Training Grant

Address: c/o Parkland College, 2400 West Bradley Avenue, Champaign, IL 61821

Awarding Organization: the Illinois Department of Commerce and Economic Opportunity

Sub-recipient: Champaign County Regional Planning Commission

Address: 1776 E Washington St, Urbana, IL 61802

Sub-award Period of Performance: July 1st, 2024 – June 30th, 2025

Total Sub-award: \$126,897.63

2. Services

The Sub-recipient shall perform all required and agreed services as set forth in the deliverables of this Agreement consistent with the mission and objectives of the Illinois Clean Jobs Workforce Network Grant (hereinafter referred to as "Grant") between Parkland and the Illinois Department of Commerce and Economic Opportunity (hereinafter referred to as "Agency").

The Sub-recipient, as a sub-grantee, agrees to fully perform and comply with all duties imposed upon Parkland on behalf of the DCEO Grant as grantee under the applicable Grant with respect to activities performed or undertaken and to work collaboratively and cooperatively with the DCEO administrative team and Parkland so that all Grant obligations are met in a timely manner. Sub-recipient will execute any certifications and disclosures required by the Agency Grant of Grantees and Sub-recipients.

3. Required Deliverables and sub-recipient budget

Sub-recipient is required to complete the following deliverables with the applicable timelines:

- a. Collaborate with Parkland staff to support successful grant outcomes.
- b. Provide career counseling and placement services to participants at Parkland College and engage with businesses in the impacted sectors to facilitate employment opportunities.
- c. Hire, onboard, compensate, and evaluate a career placement coordinator and integrate participants into the existing career coaching infrastructure of the CCRPC.

The sub-recipient budget is as follows:

A total of \$126,897.63 to include Salary = \$70,577.10; Benefits = \$27,522.07; and Indirect costs = \$28,795.46. These funds will support portions of three positions throughout the grant period (Career Coach, Career Coach Coordinator, and a Program Manager). These positions will ensure the RPC provides career counseling and placement services to participants in Parkland College's service areas. The position will also engage with businesses in the impacted sectors to facilitate employment opportunities. Additionally, CEJA-funded staff will work with program participants to find, prepare, and apply for clean energy job opportunities.

4. Reporting/Accountability

Sub-recipient will provide all necessary invoicing, fiscal activity data, information, and progress, and final reports to Parkland and, if requested, DCEO or its designee so that all required reporting can be achieved in a timely fashion.

5. Period of Performance/Funding

Sub-recipient shall commence activities on July 1st 2024 and shall continue work through June 30th, 2025, as necessary to accomplish the deliverables provided in this Agreement. Sub-recipient is not authorized to perform any additional work beyond the scope of work or the performance period set forth unless such scope or period is extended by written modification to this Sub-award.

6. Sub-recipient Award Amount and Compensation

A. Amount

In consideration of the Sub-recipient's responsibilities under this Sub-award and those set forth in the Illinois Clean Jobs Workforce Network grant agreement Parkland as grantee for DCEO, as the Grantor, agrees to compensate the Sub-recipient in an amount up to \$126,897.63.

Payments to the Sub-recipient are subject to DCEO/Parkland pre-authorization and Agency funding provisions.

B. Compensation

Parkland agrees to pay Sub-recipient the amount of \$126,897.63 under this agreement. Sub-recipient shall submit an invoice for all expenditures for completed work at the conclusion of each quarter for reimbursement. Reimbursement of the last payment will be made upon submission of the final invoice and report establishing the completion of the required activities and the expenditure of total funds authorized under this Agreement.

The invoice that the Sub-recipient submits each quarter for completed work must include a summary of authorized expenditures incurred under this Sub-award and a signed certification as to the truth and accuracy of the expenditure.

Each invoice and report submitted by Grantee (or subrecipient) must contain the following certification by an official authorized to legally bind Grantee (or subrecipient):

By signing this report [or payment request or both], I certify to the best of my knowledge and belief that the report [or payment request] is true, complete, and accurate; that the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the State or federal pass-through award; and that supporting documentation has been submitted as required by the grant agreement. I acknowledge that approval for any other expenditure described herein is considered conditional subject to further review and verification in accordance with the monitoring and records retention provisions of the grant agreement. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812; 30 ILCS 708/120).

Such a summary must be submitted to Parkland no later than 21 days after the end of the applicable quarterly period and period of performance. Sub-recipient will furnish to Parkland supporting documentation of such authorized costs/expenses.

Parkland will not compensate Sub-recipient for expenditures incurred prior to the sub-award period of performance of this Agreement. Parkland will not be obligated to pay Sub-recipient any amount in excess of the amount currently obligated. Any costs incurred by Sub-recipient in excess of the amount currently obligated will be Sub-recipient's sole liability.

Sub-recipient shall notify Parkland as soon as it becomes aware that funds provided under this agreement will not likely be expended and/or the Sub-recipient will not fulfill the purposes of the grant in part or in whole.

Payments are subject to documentation of actual amounts expended.

7. Procurement Procedures

The Sub-recipient must ensure that grant funds are expended in accordance with the following principles: (i) grant expenditures should be made in accordance with generally accepted sound, business practices, arms-length bargaining, applicable federal and state laws and regulations,

including procurement procedures for state and federal grants; (ii) grant expenditures should conform to the terms and conditions of this Agreement; (iii) grant expenditures should not exceed the amount that would be incurred by a prudent person under the circumstances prevailing at the time the decision is made to incur the costs; (iv) grant accounting should be consistent with generally accepted accounting principles; and (v) all grant expenditures must be consistent in compliance with the requirements of DCEO and the Notice of Award which is attached to this sub-award.

8. Conflict of Interest

The Sub-recipient represents that it is free to accept this Sub-award and that this engagement does not violate the terms of any agreement between the Sub-recipient and any third party. Furthermore, the Sub-recipient, in rendering its duties shall not utilize any invention, discovery, development, improvement, innovation or trade secret in which it does not have a proprietary interest. During the terms of this Sub-award Agreement, the Sub-recipient shall devote as much of its productive time, energy, and abilities to the performance of its duties hereunder as is necessary to perform required duties in a timely and productive manner. The Sub-recipient is expressly free to perform services for other parties while performing services for DCEO/Parkland; however, such other work will not interfere with, excuse or inhibit the Sub-recipient from the timely completion of all duties required by this Sub-award and the underlying Grant.

9. Covenants of Sub-recipient

All experts, consultants or employees of the Sub-recipient who are employed by the Sub-recipient to perform work under this Sub-award are not employees of Parkland. Sub-recipient alone is responsible for their work, direction, compensation and personal conduct while engaged under this Sub-award. In accordance with such status as independent contractor, Sub-recipient covenants and agrees that neither it nor its employees or agents will hold themselves out as, nor claim to be officers or employees of Parkland by reason hereof, and that they will not by reason hereof, make any claims, demands or applications to or for any privilege applicable to an employee of Parkland or the Agency.

Nothing in this contract shall impose any liability or duty on Parkland or the Agency for the acts, omissions, liabilities or obligations of the Sub-recipient or any person, firm, company, agency, association, corporation or organization engaged by the Sub-recipient as expert, consultant, independent contractor, specialist, trainee, employee, servant, or agent.

The Sub-recipient shall be solely responsible for all property damage and physical injuries or death to its agents, servants, or employees or to any other person or damage to any property sustained during its operations and work on the project under this Sub-award resulting from any act of omission or commission or error in judgment of any of its officers, trustees, employees, agents, servants, or independent contractors, and shall hold harmless and indemnify Parkland, DCEO, and the Agency from liability upon any and all claims for damages on account of such injuries or death to any such person or damage to property on account or any neglect, fault or default of the Sub-recipient, its officers, trustees, employees, agents, servants, or independent contractors. The Sub-recipient shall be solely responsible for the safety and protection of all of its employees.

Nothing in this Sub-award requires a waiver of either party's defenses or immunities provided by law. Sub-recipient must maintain in full force and effect during the Term of this Agreement casualty and bodily injury insurance, as well as insurance sufficient to cover the replacement cost of any and all real or personal property, or both, purchased or, otherwise acquired, or improved in whole or in part, with funds disbursed to fulfill its obligations under this Sub-award. Sub-recipient shall provide evidence of such insurance upon request by Parkland.

Sub-recipient shall be consistent in compliance with the requirements of DCEO and the Notice of Award which is attached to this document.

10. Indemnification

To the extent provided by Illinois law, Parkland shall indemnify and hold harmless Sub-recipient against any and all liability, loss, claim, lawsuit, injury, cost, damage or expense whatsoever (including reasonable attorney's fees and court costs), joint and several, which may be brought or assessed by third parties against Sub-recipient arising out of negligent actions or willful misconduct by Parkland; provided that said liabilities, losses, claims, lawsuits, injuries, costs, damages or expenses have not been caused or alleged to have been caused in whole or in part by the negligence or willful misconduct of Sub-recipient.

Sub-recipient shall indemnify and hold harmless Parkland against any and all liability, loss, claim, lawsuit, injury, cost, damage or expense whatsoever (including reasonable attorney's fees and court costs), joint and several, which may be brought or assessed by third parties against Parkland arising out of negligent actions or willful misconduct by Sub-recipient; provided that said liabilities, losses, claims, lawsuits, injuries, costs, damages or expenses have not been caused or alleged to have been caused in whole or in part by the negligence or willful misconduct of Parkland.

11. Assignment

The Sub-recipient shall not assign, transfer, convey or otherwise dispose of this Sub-award or of Sub-recipient's rights, obligations, duties, in whole or in part, or of its right to execute it, or its right, title or interest in it or any part thereof, or assign by power of attorney or otherwise, any of the monies due or to become due under this Sub-award, unless the prior written consent of Parkland on behalf of DCEO shall be obtained. Any such assignment, transfer, conveyance or other disposition without such consent shall be void.

Failure of the Sub-recipient to obtain any required consent to any assignment, shall be cause for termination for cause, at the option of Parkland and if so terminated, Parkland shall thereupon be relieved and discharged from any further liability and obligation to the Sub-recipient, its assignees or transferees, and all monies that may become due under the Agreement shall be forfeited to Parkland, except so much thereof as may be necessary to pay the Sub-recipient's employees.

12. Termination

This Sub-award can be terminated for cause by either party with a ten (10) days' written notice. Cause is a failure to comply with the requirements set forth in this sub-award agreement or the Illinois Clean Jobs Workforce Network grant agreement. Upon termination for cause, Sub-recipient may avail itself of any opportunities to object and challenge such termination according to the attached Agreement No 23-451006, Section 13.4. Effects of a termination will be handled according to the attached Agreement No 23-451006, Section 13.5. Sub-recipient shall be required to return any procured equipment to Parkland, at Sub-recipient's sole cost and expense, within thirty (30) days of termination.

Additionally, Parkland may terminate this Sub-award, in its sole discretion, without notice, including but not limited to lack of state funding/reimbursement, during the project period. Upon termination without cause, the Sub-recipient shall be paid allowable costs up to and including date of termination or such reasonable part of his fee as shall apply to services properly performed hereunder prior to the date of such termination, and Parkland shall not be liable for any further payment to Sub-recipient and/or claims for damages or for other or extra remuneration.

13. Antitrust

The Sub-recipient has not, within a three (3) year period preceding this Sub-award, been convicted of or had a civil judgment rendered against if for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or agreement under a public transaction, violation of Federal or State Antitrust Statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement of receiving stolen property.

The Sub-recipient is not presently indicted or criminally or civilly charged by a government entity (Federal, State, or Local) with commission of any of the offenses enumerated above.

14. Default

The Sub-recipient has not within a three (3) year period preceding this Sub-award had one or more public transactions (Federal, State or Local) terminated for cause or default.

15. Drug Free Workforce

The Sub-recipient certifies that it will comply with the Drug Free Workplace Act (30 ILCS 580) and will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this contract.

16. Choice of Law

The laws of the State of Illinois shall govern the validity of this Sub-award, the construction of its terms and the interpretation of the rights and duties of the parties hereto.

17. Records Retention/Audit

Parkland is accountable for all funds received under the Grant. The Sub-recipient along with Parkland, shall maintain, for a minimum of four (4) years following the Agency's most recently issued written approval of all required close-outs adequate books, records, and supporting documents, including digital and electronic data, to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the Sub-award.

All books, records and supporting documents related to this Sub-award shall be available for inspection and audit by Parkland, Agency, the Auditor General or any of their duly authorized representative(s), and the Sub-recipient agrees to fully cooperate with any audit performed by the Agency and/or Parkland.

18. Final Invoice

The Final Invoice shall be marked as final and submitted by the Sub-recipient within forty-five (45) days of the expiration of this Sub-award, unless another time period is agreed upon between the parties and/or specified in this Agreement. If the Final Invoice is not received within forty-five (45) days of expiration or the agreed upon date of submission, it may be processed at the sole discretion of Parkland.

19. Notification

The Sub-recipient agrees to notify Parkland immediately upon knowledge of any material facts or circumstances that may impede the progress of the work required by the Sub-award. A failure to notify Parkland will relieve Parkland of any duty to give notice of termination required herein, and the effects of a termination will be handled according to the attached Agreement No 23-451006, Section 13.5. Parkland also retains all its remedies at law in the event of a breach of contract.

20. Waiver

The failure of either party to object to or to take affirmative action with respect to any conduct of the other party, which is in violation of the provisions of this Sub-award, shall not be construed as a waiver of that violation nor any future violation of the provisions of this Sub-award. Any such waiver, in order to be effective in the first instance, must be in writing and signed by the party against whom the waiver is asserted. A waiver by either party at any time of any breach by the other party of or compliance with any provision of this Sub-award shall not be deemed or construed to be a waiver of any subsequent breach by the other party of such provision or a waiver of any other provisions of this Sub-award.

21. Entire Understanding

This Sub-award in conjunction with the DCEO grant and any certification and disclosures required hereunder outlines the entire agreement between Parkland and Sub-recipient with respect to its subject matter and supersedes any and all previous agreements, written or oral, between the parties relating to the subject matter hereof. No amendment or modification of the terms of this Sub-award shall be binding upon the parties hereto unless reduced to writing and signed by Parkland and Sub-recipient.

22. Notices

Any notice or other communication given under this Sub-award must be in writing and mailed, to the other party at its business address. Such notice or communication is deemed delivered when sent prepaid, certified mail, return receipt requested.

23. Audit

Sub-recipient agrees that it will provide Parkland and/or DCEO and any of their respective auditors access to Sub-recipient's records and financial statements as necessary to ascertain compliance with this agreement and with the Grant itself.

24. Assignment

The Sub-recipient shall not assign any of his rights under this Agreement, or delegate the performance of any of the obligations or duties hereunder, without the prior written consent of Parkland or DCEO and any attempt by Sub-recipient to so assign, transfer or subcontract any rights, duties, or obligations arising hereunder shall be void and of no effect.

25. Time is of the Essence

Time is of the essence with respect to Sub-recipient's performance of this agreement. Sub-recipient shall continue to perform its obligations while any dispute concerning this agreement is being resolved unless otherwise directed by Parkland.

26. Lobbying

Improper Influence. Sub-recipient certifies that it will not use and has not used Grant Funds to influence or attempt to influence an officer or employee of any government agency or a member or employee of the State or federal legislature in connection with the awarding of any agreement, the making of any grant, the making of any loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment or modification of any agreement, grant, loan or cooperative agreement. Additionally, Sub-recipient certifies that it has filed the required certification under the Byrd Anti-Lobbying Amendment (31 USC 1352), if applicable.

Federal Form LLL. If any federal funds, other than federally-appropriated funds, were paid or will be paid to any person for influencing or attempting to influence any of the above persons in connection with this Agreement, the undersigned must also complete and submit Federal Form LLL, Disclosure of Lobbying Activities Form, in accordance with its instructions.

Lobbying Costs. Sub-recipient certifies that it is in compliance with the restrictions on lobbying set forth in 2 CFR 200.450. For any Indirect Costs associated with this Agreement, total lobbying costs must be separately identified in the Program Budget, and thereafter treated as other Unallowable Costs.

Procurement Lobbying. Sub-recipient warrants and certifies that it and, to the best of its knowledge, its subrecipients have complied and will comply with Illinois Executive Order No. 1 (2007) (EO 1-2007). EO 1-2007 generally prohibits Sub-recipients and subcontractors from hiring the then-serving Governor's family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments, if that procurement may result in a contract valued at over \$25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.

Subawards. Sub-recipient must include the language of this ARTICLE in the award documents for any subawards made pursuant to this Award at all tiers. All subrecipients are also subject to certification and disclosure. Pursuant to Appendix II(I) to 2 CFR Part 200, Sub-recipient must forward all disclosures by contractors regarding this certification to Grantor.

Certification. This certification is a material representation of fact upon which reliance was placed to enter into this transaction and is a prerequisite for this transaction, pursuant to 31 USC 1352. Any person who fails to file the required certifications will be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

27. Sub-recipient Information

The Sub-recipient's legal name is: Champaign County Regional Planning Commission

The Sub-recipient's Federal Taxpayer Identification Number is: 376006910

The Sub-recipient's Data Universal Numbering System is: 97322861

The Sub-recipient's Unique Entity Identifier is: C4KVFF5UJVD3

Legal status (please select one):

Individual____ Sole proprietor____ Not for profit____ Corporation____ Government X

28. Submitting a Certificate of Good Standing

If Sub-recipient is a corporation (including a not-for-profit corporation) or a limited liability partnership, it is in good standing for operations in the State of Illinois and will provide a copy of its “Certificate of Good Standing” from the Illinois Secretary of State’s office to be maintained in the Subaward file and must remain current with this requirement.

29. Monitoring of Sub-recipient

The sub-recipient must monitor its activities to assure compliance with applicable state and federal requirements and to assure its performance expectations are being achieved. Parkland will monitor the activities of the sub-recipient to assure compliance with all requirements and performance expectations of the sub-award. The sub-recipient must timely submit any required financial and performance reports and must supply, upon Parkland’s request, documents and information relevant to the sub-award. Parkland may make site visits as warranted by program needs.

30. Counterparts

The parties may sign this Agreement in one or more counterparts, each of which constitutes an original and all of which together constitute the Agreement. Facsimile signatures and scanned PDF signatures shall constitute original signatures for all purposes.

IN WITNESS WHEREOF the undersigned have executed this Sub-award as of the day and year first written below. The parties hereto agree that facsimile signatures shall be effective as if originals.

Parkland College

Community College District No. 505

BY: _____
Signature

BY: _____
Signature

NAME: _____
Printed Name

NAME: _____
Printed Name

TITLE: _____
Printed Title

TITLE: _____
Printed Title

DATE: _____

DATE: _____



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

Date: January 21, 2025
To: Honorable Members of the Champaign County Board
From: Champaign Regional Planning Commission
Dalitso Sulamoyo, CEO
Tami Ogden, Director of Operations
RE: Request for County Support

Introduction

The purpose of this memo is to convey the status of RPC's search for a new administrative home as the rest of the County relocates to the Bennett Administrative Center, and to request financial assistance in support of RPC's plan to purchase a facility.

Background

The Regional Planning Commission, which is a department of Champaign County, has been co-located with Champaign County government at the Brookens Administrative Center since 1995. In 1995, RPC loaned the County \$1,050,000 at 0% interest sourced from RPC funds held in Fund 4785 to go towards the purchase of the Brookens building. The loan was repaid over a 20-year period. RPC spent an additional \$300,000 renovating POD 100. When the County purchased the Bennett Administrative Center, regrettably, it did not include enough space to accommodate RPC.

RPC's current lease with the County ends December 31, 2026. While renting space from another entity is an option, it does not provide the same stability and security as renting from the County or another unit of local government. Additionally, if RPC were to rent from a for-profit entity, it would become subject to property taxes which would be an additional expense that would reduce the amount of funding available for programs and assistance. The most ideal path forward is for RPC to own its facility.

Planning

In 2024, RPC took several strategic steps to position itself for the future in identifying a future home.

1. Initiated a legislative change that allows regional planning commissions in Illinois to own property.
2. Updated RPC's Bylaws so if ever dissolved its assets would be distributed to Champaign County after paying or making provision for all liabilities and obligations.
3. Engaged bond counsel to determine the eligibility of RPC to issue tax-exempt debt for the purchase and/or renovation of a building.

Champaign County Regional Planning Commission

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4. Identified internal funding of \$2.65 million, of which \$1.2 million would be a loan to be paid back to the Community Development Assistance Program (CDAP) fund.
5. Received a \$250,000 grant to put towards the purchase and/or renovation of a facility.
6. Participated in discussions with MTD about its future plans and the possibility of co-locating.
7. Identified two potential facilities that could be purchased, one of which will require renovation.

Needs

Stability

The RPC is not a taxing body. It is funded with about 95% federal and state grants and the rest consisting of local funds from the County and other governmental entities within Champaign County. Owning a facility will provide security and stability for RPC. The County and RPC have a mutually shared goal to provide services, assistance, and resources to the residents of Champaign County. Over the years, the RPC has been assured of fair and reasonable rent rates and exempted from property tax costs because it has rented space from the County. This stability is at risk without the County as RPC's landlord.

Over the past several years, the late completion of the County audit has posed a significant risk to RPC's grant funding. In addition to the occasional tumultuous environment of both the state and federal government, RPC must also navigate the funding delays and disruptions caused from within our own entity. The majority of RPC's grants operate on a reimbursement basis. Therefore, when there are funding disruptions caused by federal, state, or local government issues, RPC must have adequate cash flow to navigate temporary funding delays and stop pays. While RPC is most grateful for the County's generous offer of support during the most recent stop pay, the environment of unpredictability, which is out of RPC's control, causes additional stress and anxiety for RPC staff.

Affordable Space to Keep Administrative Costs Low

Even though the RPC has worked with a broker over the past year to try to identify affordable space to purchase in the community, it has been challenging. Finding affordable space is crucial to keeping administrative costs as low as possible, and remaining competitive in a grant funding environment. Owning a building eliminates the expense of rent and property tax payments, which in turn reduces administrative overhead.

During its search, RPC identified two facilities we believe are viable options for RPC's future home. While neither building is presently on the market, we have had discussions with both owners about the building's availability for sale. We have worked with architects to undertake a preliminary analysis of

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COMMISSION

both buildings. One building will require nominal modifications, while the other will require more extensive improvements. Each building, similar in size, is estimated to require a \$5 million investment. As stated previously, RPC has identified \$2.9 million in funding to use towards the purchase and renovation of a facility, leaving a shortfall of \$2.1 million.

Opportunities

Debt Issuance

In January, RPC, the State's Attorney's Office and County staff met with the County's bond counsel, Chapman and Cutler. The purpose of the discussion was to determine whether RPC had the authority to issue tax-exempt debt for the purchase of a building. The analysis undertaken by Chapman and Cutler and the State's Attorney's Office resulted in the determination that RPC, as a department of the County, cannot issue tax-exempt debt. The County would have to issue the debt with an internal agreement for RPC to cover the cost of the debt service.

While this is a potential option, it is not the most desirable option given the uncertainty of federal and state funding. Based on bond market assumptions, debt issuance of \$2.1 million at 4.5%, coupled with a \$1.2 million internal loan from CDAP at 0%, RPCs annual space costs would increase 38% over what is currently being paid in rent. This does not take into consideration the cost of future facility maintenance.

ARPA Funding

When the pandemic impacted our community, RPC through its programs was positioned to respond and provide resources and assistance to the most vulnerable families and individuals in Champaign County. When ARPA funding was distributed to Champaign County, RPC was instrumental in assisting the County with grant management. Investing ARPA funding in a facility for RPC provides security and stability for the programs and services the families and individuals in our community rely on for security and stability.

Appeal

The County's investment in RPC's future home, is an investment in Champaign County's future.

Growing from a staff of 5 in 1966, to a staff of 385 in 2025, every year RPC serves thousands of individuals and families and manages over 150 state and federal grants, providing resources, assistance, planning, training, and education services throughout our community.

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LIHEAP

Data Services
Youth Services
Weatherization
Work Experience
On-the-Job Training
Mobile Home Initiative
Youth Assessment Center
Early Childhood Education
Incumbent Worker Training
Emergency Shelter for Families
Homeless Services Coordination
Human Services Transportation Plan
Indoor Climate Research and Training
East Central Illinois Police Training Project
Housing Subsidy Vouchers for Homeless

Planning

Mini Job Fairs
Senior Services
Rapid Response
Job Seeker Services
Basic Career Services
Economic Development
Transportation Assistance
Financial Literacy Services
Tenant Based Rent Assistance
Employer and Business Services
Developmental Disabilities Services
Homeless Prevention Rent Assistance
Water/Wastewater Assistance Program
Transportation Planning and Engineering (CUUATS)
Supportive Case Management for Homeless Households

Thank you so very much for your support and consideration of this request. We are available to meet and/or attend a County Board meeting to further discuss these needs at your request.

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



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

**MONTHLY HR REPORT
JANUARY 2025**

UNEMPLOYMENT REPORT

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

Benefit Determination – 0

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

PAYROLL REPORT

JANUARY PAYROLL INFORMATION				
	1/10/2025		1/24/2025	
Pay Group	EE's Paid	Total Payroll \$\$	EE's Paid	Total Payroll \$\$
General Corp	496	\$1,488,199.80	529	\$1,221,888.56
RPC/Head Start	303	\$623,044.76	311	\$621,055.67
Total	799	\$2,111,244.56	840	\$1,842,944.23

HEALTH INSURANCE/BENEFITS REPORT

Total Number of Employees Eligible: 615

General County Union (includes AFSCME & FOP):

190 Single; 26 EE+spouse; 54 EE+child(ren); 7 Family; 67 waived

Non-bargaining employees:

134 Single; 34 EE+spouse; 42 EE+child(ren); 10 Family; 51 waived

Life Insurance Premium paid by County: \$1,511.51

Health Insurance Premium paid by County: \$507,195.78

TURNOVER REPORT

Turnover is the rate at which an employer gains and loses employees. To get the best picture for turnover the calculations are based on rolling year averages.

General County

January 2025: .39% average over the last 12 months

January 2025: 3 out of 772 Employees left Champaign County: 1 resignation, 2 dismissals

WORKERS' COMPENSATION REPORT

<u>Entire County Report</u>	<u>January 2024</u>	<u>January 2025</u>
New Claims	5	4
Closed	6	7
Open	27	22

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

Agendas Posted	16	Meetings Staffed	4	Minutes Posted	9
Appointments Posted	0	Notification of Appointment	6	Contracts Posted	35
Calendars Posted	6	Resolutions Prepared	30	Ordinances Prepared	2

VACANT POSITIONS

As of Close of Business 1/31/2025

Total Position Vacancies	45	
New Vacancies This Month	2	12 Departments with unintended vacancies of the 23 departments
Vacancies from 2024	34	\$ 2,551,286.16 Payroll for the current, budgeted vacancies if remain unfilled 1 year
Vacancies from 2023	6	
Vacancies from 2022	4	88,366 Hours of all current vacancies if remained unfilled for 1 year
Intentionally Vacant	2	

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
Director	11/15/2024	\$ 37.44	2096 \$	78,474.24
Deputy Administrator/Veterinarian	3/24/2023	\$ 51.72	1000 \$	51,720.00
AUDITOR'S OFFICE	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 \$	-
CIRCUIT CLERK'S OFFICE	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Legal Clerk	8/15/2024	\$ 18.00	1950 \$	35,100.00
Legal Clerk	11/19/2024	\$ 17.43	1950 \$	33,988.50
Supervisor	7/5/2024	\$ 38.89	1950 \$	75,835.50
CIRCUIT COURT	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Law Librarian		\$ -	1040	
CORONER	Date Vacated	Rate of Pay	Annual Hours	Annual Rate of Pay
Deputy Coroner	1/8/2025	\$ 26.00	2096 \$	54,496.00
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
Court Services Officer - JDC	10/15/2024	\$ 25.47	1950 \$	49,666.50

Court Services Officer - JDC	11/11/2024	\$	26.40	1950	\$	51,480.00
Court Services Officer - JDC	11/22/2024	\$	27.91	1950	\$	54,424.50
Court Services Officer - JDC	11/28/2024	\$	26.01	1950	\$	50,719.50
Court Services Officer - JDC	12/2/2024	\$	25.47	1950	\$	49,666.50
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
Assistant Detention Officer (PT) - JDC	11/30/2023	\$	15.60	975	\$	15,210.00
Assistant Detention Officer (PT) - JDC	12/14/2023	\$	15.60	975	\$	15,210.00
Assistant Detention Officer (PT) - JDC	9/8/2024	\$	15.60	975	\$	15,210.00
Assistant Detention Officer (PT) - JDC	9/30/2024	\$	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
None		\$	-	0	\$	-

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 - PT	11/17/2024	\$	18.68	1040	\$	19,427.20
Correctional Officer	3/17/2024	\$	23.56	2080	\$	49,004.80
Correctional Officer	5/20/2024	\$	24.74	2080	\$	51,459.20
Correctional Officer	6/3/2024	\$	24.74	2080	\$	51,459.20
Correctional Officer	6/6/2024	\$	24.74	2080	\$	51,459.20
Correctional Officer	10/10/2024	\$	24.74	2080	\$	51,459.20
Correctional Officer	10/11/2024	\$	24.74	2080	\$	51,459.20
Correctional Officer	12/2/2024	\$	24.44	2080	\$	50,835.20
Correctional Officer	12/7/2024	\$	25.99	2080	\$	54,059.20
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	7/9/2024	\$	38.47	1950	\$	75,016.50
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
Paralegal	12/31/2024	\$	33.35	1950	\$	65,032.50
Executive Director - CAC	11/12/2024	\$	39.77	1950	\$	77,551.50

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
Account Clerk (New Position)	8/22/2024	\$	18.50	1950	\$	36,075.00

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.

January 2025 Monthly EEO Report General County Only	ads closing this month:						ads with later or no end date:														
	Accountant - Auditor	Accountant - Auditor	Court Security Officer - Sheriff	Administrative Legal Secretary (State's Attorney)	Executive Director - Children's Advocacy Center - State's Attorney	Court Security Officer - Sheriff	Detention Officer (PT) (JDC) - Probation & Court Services	Planning Internship - Planning & Zoning	Zoning Officer - Planning & Zoning	Deputy Sheriff - Sheriff	Correctional Officer - Sheriff	Assistant State's Attorney (Experienced) - State's Attorney	Assistant State's Attorney (Entry Level) - State's Attorney	Assistant Public Defender - Criminal Defense Attorney - Public Defender	Assistant Public Defender (Traffic) - Public Defender	Administrative Legal Secretary (State's Attorney)	Master Control Officer (PT) - Sheriff	Legal Clerk - Circuit Clerk	Court Services Officer (JDC) - Probation & Court Services	Administrative Legal Secretary (State's Attorney)	
Total Applicants	1	5	12	21	1	3	4	3	3	4	11	0	1	0	0	1	6	10	12	8	106
Male		1	11	2		3	1	2	2	3	6	0		0	0		2	2	6	1	42
Female	1	4	1	18	1		3	1	1	5	0	1	0	0	1	4	7	6	6		61
NonBinary													0	0							0
Undisclosed				1							0		0	0				1		1	3
Hispanic or Latino	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
White	0	3	4	10	1	2	0	2	2	6	0	0	0	0	0	0	4	5	5	5	50
Black or African-American	1	2	7	4	0	1	3	0	1	5	0	0	0	0	0	2	2	5	2		38
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Asian	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	3
American Indian or Alaska Native	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Two or more races	0	0	1	5	0	0	1	1	0	0	0	1	0	0	1	0	2	1	1	1	14
Undisclosed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Veteran Status	0	0	1	0	0	0	1	0	1	1	0	0	0	0	0	0	1	0	1	1	8

RESOLUTION NO. 2025-XXX

RESOLUTION APPOINTING CHELSEA ANGELO AS
THE ANIMAL CONTROL ADMINISTRATOR

WHEREAS, Steve Summers, County Executive, has submitted to the County Board his appointment of Chelsea Angelo as the Animal Control Administrator; and

WHEREAS, Such appointment requires the advice and consent of the County Board under 510 ILCS 5/3; and

NOW, THEREFORE, BE IT RESOLVED By the Champaign County Board that the County Board does hereby advise and consent to the appointment of Chelsea Angelo as the Animal Control Administrator for a term commencing March 1, 2025 and ending February 28, 2027; and

BE IT FURTHER RESOLVED That the County Clerk transmit a certified copy of this resolution to: Chelsea Angelo, 210 S. Art Bartell Road, Urbana, IL 61802.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 20th day of February 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: _____

Tony Stierwalt

Champaign County IL | Generated 1/21/2025 @ 12:36 pm by OnBoardGOV - Powered by ClerkBase

Status

Name Tony Stierwalt
Application Date 9/30/2024
Expiration Date 9/30/2123
Board Member [Tony Stierwalt](#)
Status Validated

Board	Vacancies	Status	Actions
Pesotum Consolidated Drainage District	1	Pending	<input type="checkbox"/>

Basic Information

Name
Tony Stierwalt

What experience and background do you have which you believe qualifies you for this appointment?
I am a farmer who lives in this district. I have knowledge of tiling, we have done our own laterals for 20+ years and I know the area.

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

Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.
Premier Cooperative Board of Directors. United Prairie 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?
Male

What is your ethnicity?
White

Contact Information

Address
868 County Road 250 N
PESOTUM, IL 61863

Email
astierwalt21@gmail.com

Phone
2174947155

Occupation

Additional Information

Notes

Generated 1/21/2025 @ 12:36 pm



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

MEMORANDUM

TO: County Board Members
FROM: Steve Summers, County Executive
DATE: February 4, 2025
RE: Recommended Board/Committee Appointments

Executive appointments for expiring terms of other community boards and committees are staggered throughout the year. In advance of term expirations, the Executive's Office advertises upcoming vacancies to notify interested applicants and to offer the Board the opportunity to recruit applicants or provide input to the Executive regarding any concerns or recommendations. Methods used to publicize upcoming vacancies include:

- Post on the county's website on the County Executive's page
- Post on the "vacancies" bulletin board located in Administrative Services
- E-mail notice to County Board Members and the news media
- Notice in the County Board's Committee of the Whole agenda under the Policy, Personnel and Appointments area of responsibility
- Word-of-mouth and inquiries from interested members of the public

Applications are reviewed and applicants interviewed. Considerations for making appointments include:

- Qualifications required by the board/commission statute or by-laws, including residence in the district, specific professional representation, required partisan balance, certifications and bonding requirements
- Constituent representation for demographic characteristics, including gender, race, age
- Constituent representation for geography of the district, including rural/urban or areas of the county
- Representation of consumers of the board's activities
- Difficulties or gaps in skills the board is experiencing
- Balance of experienced and newer members
- Balance of resources, interests and skills appointees can contribute to the board
- Input from County Board members; County officials; board members; staff and partners of the board with the vacancy, and interested members of the public

Prior to appointments being named, Board Members have an opportunity to see all applications (*italics indicates incumbent*) received in the February Committee of the Whole agenda packet. I have attached here the applications for appointments for open positions (*incumbents are noted in italics*) and will forward my recommendations to fill these openings at the March Committee of the Whole meeting.

Prairieview Cemetery Association – 1 position – term ending 6/30/2026

- Marcus Shaw

Marcus James Shaw

Champaign County IL | Generated 2/4/2025 @ 10:35 am by OnBoardGOV - Powered by ClerkBase

Status

Name Marcus James Shaw
Application Date 1/24/2025
Expiration Date 1/24/2124
Status Received

Board	Vacancies	Status	Actions
Prairie View Cemetery	1	Pending	<input type="checkbox"/>

Basic Information

Name
Marcus James Shaw

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

I have a background in agriculture, business, finance, and record keeping. A lot of my skills I have learned would qualify me for this appointment. Also I have family members buried at this cemetery, and attended last year's meeting to get an idea of what this role would require.

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

My mother and other family members our buried at this cemetery.

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

Additional Information

Notes

Generated 2/4/2025 @ 10:35 am

Contact Information

Address
32 Nightingale Cir
Camargo, IL 61919

Email
mjshaw2@gmail.com

Phone
217-840-6005

Occupation



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
JANUARY
2025

Per 55 ILCS 5/3-2003.4

Liquor Licenses & Permits	500.00
Civil Union License	-
Marriage License	4,620.00
Interests	16.00
Fidlar Processing Fees	650.00
Vital Clerk Fees	21,490.00
Tax Clerk Fees	5,201.90
Refunds of Overpayments	-
TOTAL	32,477.90
Additional Clerk Fees	1,760.00



SHERIFF DUSTIN D. HEUERMAN CHAMPAIGN COUNTY SHERIFF'S OFFICE

204 E. Main Street
Urbana, Illinois 61801-2702
(217) 384-1204

Dustin D. Heurman

Sheriff

ph (217) 384-1205

fax (217) 384-3023

Chief Deputy

Shannon Barrett

ph (217) 384-1222

fax (217) 384-1219

Captain

Law Enforcement

David Sherrick

ph (217) 384-1207

fax (217) 384-1219

Captain/Jail Supt.

Corrections

Karee Voges

ph (217) 819-3534

fax (217) 384-1272

Jail Information

ph (217) 384-1243

fax (217) 384-1272

Investigations

ph (217) 384-1213

fax (217) 384-1219

Civil Process

ph (217) 384-1204

fax (217) 384-1219

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

FROM: Dustin D. Heurman, Sheriff

DATE: January 30, 2025

SUBJECT: Request for Sheriff's Office Hours Change

The majority of Champaign County government offices are open between the hours of 8am – 4:30pm, including the Courthouse and county offices at Brookens. The Sheriff's Office, however, has the hours of 8am – 5pm. These hours are prescribed by the Illinois Compiled Statutes. There is a provision in the statute, however, that allows the County Board to pass a resolution changing the hours of County offices (55 ILCS 5/3-6019). The County passed a resolution in 1972 authorizing the changing of many Champaign County offices from the statutory 8am – 5pm to 8am – 4:30pm, however the Sheriff's Office was not explicitly included in that and has maintained business hours from 8am – 5pm.

As we plan for relocation to the Bennett Administrative Building later this year, I have realized that all offices relocating to that building will close at 4:30pm, with the exception of the Sheriff's Office, which will be located on the fourth floor. Changing the business hours of the Sheriff's Office from 8am – 4:30pm will allow us to be consistent with other County offices in the building, allowing securing of the building at the end of the business day to be safer and more efficient. It will also provide the public with consistent office hours for all County offices within the building. Without this change, I am concerned that individuals could enter the building without our knowledge during that 30-minute period, potentially affecting the security of County property.

I have consulted with the State's Attorney's Office, which believes my justification for this request is sound, but a resolution authorizing the change in hours is required. I am requesting the County Board consider this request for a change in hours of operation for the Sheriff's Office.

Please let me know if you have questions and thank you for your consideration.

RESOLUTION NO. ____

RESOLUTION AUTHORIZING A CHANGE IN ADMINISTRATIVE OPERATING HOURS FOR THE CHAMPAIGN COUNTY SHERIFF’S OFFICE

WHEREAS, The Champaign County Sheriff’s Office (hereinafter “Sheriff’s Office”) has established administrative operating hours of Monday thru Friday from 8:00am until 5:00pm per the Illinois Compiled Statutes; and

WHEREAS, the Illinois Compiled Statutes (55 ILCS 5/3-6019) allows the County Board, through Resolution, to approve a change in those operating hours; and

WHEREAS, with the exception of the Sheriff’s Office, all other Champaign County offices have established office hours of Monday thru Friday from 8:00am until 4:30pm through Resolution 899; and

WHEREAS, the Sheriff’s Office will be relocated into the same County building with other County offices; and

WHEREAS, the County Board wants to establish standard and consistent office hours among County offices in the same building;

NOW, THEREFORE, BE IT RESOLVED that the County Board of Champaign County authorizes the change of regular administrative operating hours for Champaign County Sheriff’s Office from Monday thru Friday from 8:00am until 5:00pm to Monday thru Friday from 8:00am until 4:30pm at the time the Bennett Administrative Center becomes open to the public.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 20th day of February, 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: _____



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

MEMORANDUM

TO: Champaign County Board Members
FROM: Michelle Jett, Director of Administration
Megan Robison, Administrative Assistant
DATE: February 5, 2025
RE: Board Rule Changes Proposal

The attached board rules contain the changes discussed at the January 14th Committee of the Whole meeting and additional changes proposed at that meeting.

For reference, here is the memo presented at the 12/2/2024 County Board Organizational Meeting:

Throughout the year the Board has mentioned potential changes or issues they would like to address in the Board rules at the next organizational meeting. The Executive's Office has kept track of these items and has placed them on this organization meeting agenda to be discussed:

- XI. Recommendation to the Policy, Personnel, & Appointments Committee for changes to County Board Rules
- Presentations
 - Communications
 - Public Participation

The following are the proposed changes from administrative staff per the direction of the County Board.

PRESENTATIONS – AGENDA ORDER

Currently presentations are not officially listed in the Board rules section XI. Order of Business, items C & D. The current agenda order is on page 13 of the County Board Rules. Presentations are scheduled at the beginning of the agenda for the relevant committee and that committee is placed first on the overall agenda. The proposal below moves the presentation out of committees and on to the overall agenda. That would also change it from the committee chair facilitating the presentation to the Board Chair facilitating the presentation.

Proposal: officially list presentations in the agenda order as designated below.

REQUIRES A VOTE BY THE BOARD.

XI. ORDER OF BUSINESS

C. The Order of Business for **each Regular meeting of the Board** shall be as follows:

Call to Order and Roll Call
Prayer and Pledge of Allegiance
Reading of Notice of Meeting(s)
Approval of Agenda and Addendum
Next Meeting Announcements
Employee Recognition

Public Participation
Approval of the Consent Agenda
Proclamations
Presentations From Outside Entities
Communications
Approval of Minutes of Previous Meetings
Reports of Standing Committees
Areas of Responsibility Reports
Old Business
New Business
Other Business
Veto Announcements
Adjournment/Recess
D. The order of business for meetings of **Committee of the Whole** shall include the following:

Call to Order and Roll Call
Approval of Agenda/Addenda
Approval of Minutes of Previous Meeting(s)
Public Participation
Presentations From Outside Entities
Communications
Areas of Responsibility Items:
New Business items
Other Business
Presiding officer's Reports
Designation of Items to be Placed on the Consent Agenda
Other Business
Adjournment

E. The order of business for meetings of **standing committees, special committees and subcommittees** shall include the following:

Call to Order and Roll Call
Approval of Agenda/Addendum
Approval of Minutes of Previous Meeting(s)
Public Participation
Presentations From Outside Entities
Communications
New Business
Other Business
Presiding officer's Report
Designation of Items to be Placed on the Consent Agenda (standing committee only)
Adjournment

PRESENTATIONS – PUBLIC USAGE

If the Board chooses to add presentations as an official entry in the agenda, a follow up question was should the use of the agenda item be clarified county officials are not restricted to utilizing the

presentation agenda item to meet with the Board and will be scheduled as most appropriate for the current circumstance.

Proposal: Clarify in the Board rules that the presentation designation on the agenda is for the public to present to the board, county officials and departments will have their presentations placed on the agenda in the appropriate section by adding the following statement to the Board rules.

REQUIRES A VOTE BY THE BOARD.

XI. ORDER OF BUSINESS

I. The presentation designation in the agenda for Committee of the Whole and the County Board is for outside entities. Champaign County Government elected officials and department heads are welcome and encouraged to present information to the County Board and will be scheduled on the agenda in the most appropriate manner for the topic and meeting schedule.

COMMUNICATIONS – AGENDA LOCATION

There had been discussion about moving where Communications were placed on the agenda. The current agenda order is on page 13 of the County Board Rules.

Proposal: If the Board chooses to adopt the official entry of presentations on the agenda and it is followed by Communications, the root of this issue should be resolved. There is no recommendation currently.

PUBLIC PARTICIPATION – BOARD MEMBER ENGAGEMENT

Due to a few incidents in the last year, there had been discussion of clarifying public participation is for the public to address the Board, not for elected officials to address the Board.

There are two parts to this issue –

1. an elected official using the public’s designated time to speak to the Board when the elected/appointed official can request their own designated place on the agenda.
2. the Board’s ability to engage in dialogue with an elected/appointed official if they speak to the Board during Public Participation.

Proposal for #1 – add the following item to the Board rules regarding public participation.

REQUIRES A VOTE BY THE BOARD.

X. BOARD MEETINGS

Time for public participation shall be provided on the agenda for members of the public to be heard, on both the regular meeting of the Board and Committee of the Whole meetings of the Board, and meetings of standing committees, as follows:

1. Any person wishing to address the Board shall be allotted not more than five (5) minutes to do so.
2. The total time allotted for public participation shall not exceed sixty (60) minutes.
3. Members of the public wishing to speak at other times on the agenda may do so only if recognized by the presider or by majority vote of the Board or committee members present.
4. Elected officials and appointed department heads shall not use public participation to address the Board in their official capacity regarding their office or department.

5. No Board member shall be permitted to address the Board during the time reserved for public participation.
6. Board members shall not engage in dialogue with members of the public during public participation

Proposal for #2 – It doesn't seem a change is needed currently, just a reminder of the following language that already exists in the Board rules.

XII. Recognition of Members of the Board, Committees, and Others

E. The appearance of elected and appointed officials of Champaign County Government and other persons requested to appear before the Board, Committee of the Whole, standing committee, special committee or subcommittee shall not be subject to the limitations regarding public participation and shall be recognized at the discretion of the presiding officer.

At the December 2nd organizational meeting there was a request to draft a proposal to address Board members responding during public participation, potentially adding sanctions.

At this time there is no proposal for changes to the current rules, but a reminder of existing rules and procedures that can resolve this issue.

The Board Rules do state Section X. Board Meetings, item E, point 5 (page 12) says "Board members shall not engage in dialogue with members of the public during public participation."

Any Board member may call for a point of order to redirect in the event a Board member is engaging in dialogue during public participation.

Or if the issue continues, the Board may wish to utilize a parliamentarian.

VII. PARLIMENTARIAN

- A. The Board Chair and the County Executive may designate a Parliamentarian.
- B. The Parliamentarian shall advise the County Executive, Board Chair, or any presiding office on any Rule when called upon to do so by the presiding officer.

An additional request during the organizational meeting was to identify a way to encourage more frequent dialogue with elected officials and appointed department heads. There is no proposal yet, administrative staff will be talking with elected officials and department heads about the best way to accomplish this and will report back to the Board.

**RULES AND PROCEDURES
OF THE CHAMPAIGN COUNTY BOARD
IN THE COUNTY OF CHAMPAIGN, ILLINOIS**



ADOPTED: August 22, 2024

EFFECTIVE: August 22, 2024

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RESOLUTION NO. 2025-XXX

A RESOLUTION THAT SUPERSEDES RESOLUTION NO. 2018-413 ON ESTABLISHMENT OF ORGANIZATION, DUTIES, RULES, POLICIES, AND PROCEDURES OF THE CHAMPAIGN COUNTY BOARD ON THE EFFECTIVE DATE OF FEBRUARY 20TH, 2025

WHEREAS, the Champaign County Board by Resolution No. 2018-413, established the organization, duties, rules, policies, and procedures of the Champaign County Board; and

WHEREAS, the Champaign County Board has determined that Resolution 2018-413 requires revision and adopted updates in Resolution 2024-XXX; and

WHEREAS, the Champaign County Board has determined that Resolution 2024-XX requires revision and adopted updates in Resolution 2025-XXX; and

NOW, THEREFORE, BE IT RESOLVED, by the Champaign County Board that the following rules shall govern the organization, duties, rules, policies, and procedures of the Champaign County Board and the Champaign County Executive, except as otherwise required by law, and shall supersede all previous resolutions, ordinances, or specifically referenced portions of ordinances concerning the same matters adopted by the Champaign County Board.

- I. COUNTY BOARD.** The governing body of Champaign County, Illinois, as legally constituted, shall be known as the Champaign County Board (hereinafter “Board”). Until the County is again reapportioned as required by statute, the Board shall be comprised of 22 members with 2 Board members to be elected from each of 11 Board districts.
- II. BIENNIAL ORGANIZATIONAL MEETING.** The Board shall hold a Biennial Organizational Meeting on the first Monday in December of each even numbered year, being the first meeting in the month following the month in which Board members are elected. The Biennial Organizational Meeting will be conducted as follows:
 - A.** The meeting will be presided by the County Executive. If the County Executive is absent, a temporary presiding officer will be selected by the majority of Board members present. The presider shall accept nominations from the floor for the position of Board Chair. Any member may nominate any member who is not currently a nominee, including herself or himself. A member may decline nomination. When all members who wish to have offered nominations have done so, the presiding officer shall declare the nominations closed.

B. The presiding officer shall give each nominee an opportunity to speak, once, in order of their nomination. The nominee shall speak on her/his behalf only.

C. A nominee may choose to withdraw from consideration at any time prior to the start of the Roll Call vote.

D. After all nominees have one opportunity to speak, the presiding officer shall call for a Roll Call vote. Each member present shall vote by stating the name of their preferred nominee. A member may not abstain. A member may vote for any nominee.

E. If a nominee receives the votes of a majority of the members present during the Roll Call vote, the nominee is elected. If no nominee receives the votes of a majority of the members present, the presiding officer shall call for a ten-minute recess for individual or caucus discussion (subject to the provisions of the Illinois Open Meetings Act). Upon return from the recess, the process shall start over with II.A, except that all current nominees remain nominated, and members who previously declined nomination or withdrew from consideration may be nominated again. The process continues until a nominee has been successfully elected.

III. BOARD CHAIR. The Board Chair serves for a term of two years. The term of the Chair shall commence upon selection by the Board and extend so long as the Board Chair remains a member of the Board or until a successor is selected by the Board at the next Biennial Organizational Meeting. In the event of the death, resignation, or extended disability of the Board Chair, the Board shall elect a successor as soon as practical following the same process as in the Biennial Organizational Meeting.

IV. VICE-CHAIR. The Vice-Chair serves for a term of two years and shall assume the duties of the Board Chair in the event of the absence of the Chair. In the event of the death, resignation, or extended disability of the Chair, the Vice-Chair shall serve as Board Chair until the election of a new Board Chair by the Board. In the event of the death, resignation, or extended disability of the Vice-Chair, the Board shall elect a successor as soon as practical following the same process as in the Biennial Organizational Meeting.

V. DUTIES OF THE BOARD CHAIR.

A. The Board Chair shall preside at meetings of Committee of the Whole.

B. The Board Chair shall appoint the Chair, Vice-Chair, and members of each area of responsibility assigned to the Committee of the Whole, and members of each standing

committee, subject to the advice and consent of the Board, and after receiving the advice of the respective party caucuses. To the greatest extent possible, appointments made by the Board Chair shall reflect the expressed will of the party caucuses.

C. Subject to the advice and consent of the Board, and after receiving the advice of the respective party caucuses, the Board Chair may establish special committees and appoint their members, Chair and Vice-Chair and fix the duration of their existence. To the greatest extent possible, such appointments by the Board Chair shall reflect the expressed will of the party caucuses. Such special committees shall be dissolved upon the completion of the assigned task(s) or completion of a session of the Board.

D. All Standing committees, special committees, and subcommittees shall be composed of members of each of the political parties represented on the Board, in approximate proportion to those parties' representation on the Board. Each member of the Board shall be appointed to at least one standing committee.

E. Unless assigned to the relevant committee, the Board Chair is a non-voting ex-officio member of all standing committees, special committees, and subcommittees.

F. The Board Chair shall be the Board liaison with the office of the County Executive.

G. The Board Chair shall timely perform all duties set forth herein or otherwise imposed by action of the Board or by law.

H. The Board Chair, in accordance with statute, shall, whenever a Board vacancy occurs, give notice of the vacancy to the County Central Committee of each political party within the County within three (3) days of the occurrence of the vacancy. Within 60 days, the Board Chair, with the advice of the respective party's Central Committee, shall appoint a successor to that office who shall be of the same political party as that to which the holder of that office belonged when elected. Such appointments shall be subject to the approval of the Board.

I. The Board Chair, in cooperation with appropriate Department Heads, the Chairs for areas of responsibility assigned to the Committee of the Whole, the Chairs of the standing committees, the County Executive, and the Administrative Services Department, shall be responsible for developing the agenda for each meeting.

J. The Board Chair shall request legal opinions, on behalf of the Board, from the State's Attorney Office on an as needed basis.

VI. DUTIES OF THE COUNTY EXECUTIVE. (pursuant to 55 ILCS 5/2-5009)

A. The County Executive shall see that all of the orders, resolutions and regulations of the Board are faithfully executed; shall require reports and examine accounts, records and operations of all county administrative units, with the exception of units of elected and appointed officials; shall supervise the care and custody of all county property including institutions and agencies; shall perform such other duties as shall be required of her/him by the Board; and shall provide staff support for the Board as set forth below:

1. The County Executive shall assist the Board Chair in preparation and distribution of the agenda and supporting documents for all meetings of the Board.
2. The County Executive shall assist the chairs of the Board's committees and subcommittees, in the preparation and distribution of the agenda, minutes and supporting documents for meetings of committees and subcommittees of the Board.
3. The County Executive shall attend Board committee and subcommittee meetings when requested by chairs of the committees or subcommittees, and may participate in discussions, and recommend measures for adoption when appropriate or requested.
4. The County Executive shall provide the Board, or its committees or subcommittees, upon request, with data or information concerning the County and provide advice and recommendations on County government operations.

B. The County Executive shall coordinate and direct by executive order or otherwise all administrative and management functions of the county government, except the offices of elected and appointed county officers.

C. The County Executive shall prepare and submit to the Board for its approval the annual budget for the county in September, in accordance with the Board's annual budget resolution.

D. The County Executive shall make an annual report to the Board on the affairs of the county within the month of either April or May, and keep the Board fully advised as to the financial condition of the county and its future financial needs.

E. The County Executive shall appoint, with the advice and consent of the Board, persons to serve on the various boards and commissions to which appointments are provided by law to be made by the Board, and the various special districts within the county except where appointment to serve on such districts is otherwise provided by law.

F. The County Executive shall appoint, with the advice and consent of the Board, such subordinate deputies, employees and appointees for the general administration of county affairs as considered necessary, except those deputies, employees and appointees in the office of an elected and appointed county officer.

G. The County Executive shall designate appointees to public boards, commissions, and committees as required by statute or by action of the Board, subject to review and recommendation of the Policy, Personnel, and Appointments Committee of the Whole, and further subject to the advice and consent of the Board.

1. On or before February 1 of each year, the County Executive shall direct the preparation and distribution of a list of appointments expiring during the next twelve (12) months. This list shall be distributed to all Board members, all affected public boards, commissions, and committees, and any news media, which has filed an annual request to receive public notices under the Illinois Open Meetings Act. This list shall be made available for public inspection and copying.
2. All persons desiring to be considered for appointment to any such appointive office shall make written application to the County Executive. Forms for those applications shall be approved by the County Executive who shall direct that they be made available at a place of County business reasonably convenient to the public and available for download from the County website.
3. All Board members, public officials, and members of the public are encouraged to make recommendations for appointive offices by encouraging the timely submission of the necessary application to the County Executive.
4. The County Executive shall direct that a press release be issued as to any appointive position(s) to be filled, which shall state where application forms may be obtained and delivered when complete, the deadline by which applications must be received, and any special qualifications required of persons appointed to that office. The press release also shall be posted on the County website.
5. To the extent practicable, the County Executive shall personally interview all applicants for such offices.

H. The County Executive may remove or suspend in her/his discretion, after due notice and hearing, anyone whom she/he has the power to appoint.

I. The County Executive may call a special meeting of the Board, by a written executive order signed by her/him and upon 24 hours-notice by delivery of a copy of such order to the residence of each Board member, or by delivery via email.

J. The County Executive shall preside over regular and special Board meetings; however, the County Executive is not entitled to vote except to break a tie vote. If the County Executive is temporarily not available to preside over a Board meeting, the Board Chair shall preside over the Board meeting.

K. The County Executive shall approve or veto ordinances or resolutions (Section 2-5010).

L. The County Executive, with the advice and consent of the Board, shall enter into intergovernmental agreements with other governmental units.

M. The County Executive, with the advice and consent of the Board, shall negotiate on behalf of the county with governmental units and the private sector for the purpose of promoting economic growth and development.

N. The County Executive, at her/his discretion, may appoint a person to serve as legal counsel at an annual salary established by the Board at an amount no greater than the annual salary of the state's attorney of the county.

O. The County Executive shall direct that a weekly calendar be prepared indicating the date and place of all meetings of the Board and special committees. This calendar shall be distributed weekly, in advance, to all Board members, all news media which have filed an annual request under the Illinois Open Meetings Act, and to any citizen of the County who provides a written request. This calendar shall also be posted, in advance, in the lobby of the Brookens Administrative Center. The calendar shall also be posted on the County website.

P. The County Executive shall assist the Policy, Personnel and Appointments Committee in the development and implementation of the policies and guidelines for the selection, employment, supervision, suspension, discharge or removal of all personnel, positions, or employment under the jurisdiction of the Board, except non-elected persons appointed by the Board as required by State law. The County Executive shall assist the Policy, Personnel and Appointments Committee and the Finance Committee in the development and implementation of policies and guidelines for salary administration, including classifying, compensating, and evaluating all positions. The Champaign County Affirmative Action Program shall be administered by the County Executive, under the direction of the Policy, Personnel and Appointments Committee. [from Ord. 837]

Q. The County Executive shall assist all Board committees in evaluation of job performance of appointed department heads and report finding to appropriate Board

committees; screen applicants and recommend candidates to be interviewed following Board policy, unless otherwise provided by State statute. [from Ord. 837]

R. The County Executive shall assist the County Facilities Committee in the development and implementation of policies and guidelines to provide for appropriate protection of the County and its property from loss, damage, liability, and other risks. [from Ord. 837]

S. The County Executive shall maintain and supervise systems of communication and information technology, including but not limited to information technology and data processing, telephone, micrographics, copier services and printing services, and mail services. The County Executive shall assist the Board and its committees and subcommittees, in coordination with the various county departments, offices and agencies, in the development and implementation of policies and guidelines to provide for systems of communication and information technology to allow computerized electronic access by County employees, members of the public, and other interested persons or entities to records and information that is lawfully available to the public and which is kept in the various departments, offices and agencies of Champaign County government. [from Ord. 837]

T. The County Executive shall monitor and recommend to the Board the structure of County departments and agencies, and their functions, including reporting relationships, physical facilities and location. The County Executive may recommend changes to the County government organization structure. The County Executive may direct non-elected department heads to undertake tasks for other departments on a temporary basis if the County Executive deems it necessary for the proper and efficient administration of the County government to do so, subject to review by the Board. [from Ord. 837]

U. The County Executive shall be the Local Liquor Commissioner [COMMISSIONER] and shall be charged with the administration of the Champaign County Ordinance Establishing the Rules and Regulations Governing the Sale and Consumption of Alcoholic Liquor in Champaign County, Illinois [Ord. 742 and any and all amendments thereof] and shall have all of the powers, duties and functions as provided by the laws of the State of Illinois. 235 ILCS 5/4-2, 4-4, 4-5, and 7-5.

VII. RULES.

A. The business of the Board, Committee of the Whole, standing committees, and special committees or subcommittees shall be conducted in conformity with these Rules.

- B.** Except otherwise required by these Rules or by statute, the conduct of all meetings of the Board, Committee of the Whole, and special committees or subcommittees shall be governed by *Roberts Rules of Order Newly Revised*.
- C.** Every item listed on a Board, Committee of the Whole, standing committee, or special or subcommittee agenda is considered to be an item subject to action unless it is listed as DISCUSSION ONLY or INFORMATION ONLY on the agenda.
- D.** Whenever there is a tie vote on a main motion in standing committee, special committee, subcommittee or Committee of the Whole, the matter is reported to the Board for action as “without recommendation” out of special committee, subcommittee or Committee of the Whole. The Chair, or upon a motion approved by the body, may request a straw poll (conducted by a show of hands) on an issue, without a binding vote, which will also be reported to the Board for action “without recommendation” from the standing committee, special committee, subcommittee or Committee of the Whole.
- E.** Written notice of any proposed change(s) to these Rules is to be presented to the Policy, Personnel, and Appointments Committee of the Whole prior to any consideration of such changes.
- F.** Any Rule, except Rule VI.E (Rule changes), may be suspended for a specific question by a two-thirds vote of the Board or Committee of the Whole members present, except as otherwise required by law.
- G.** Board members shall conduct themselves in accordance with the following standards of decorum:
- a. Speak clearly into a working microphone.
 - b. Address their comments to the meeting Chair, not other Members, individuals in the gallery, or persons who might be observing through the media.
 - c. Refrain from personal attacks on fellow board members or staff; including naming specific individuals and ascribing intent and motive to an individual.
 - d. Do not use obscene or profane language, including name calling.
 - e. Do not interrupt fellow board members when they rightfully have the floor and wait for the Chair to acknowledge before speaking.
- H.** Do not raise their voice, make physical gestures, or otherwise attempt to intimidate fellow board members. In the event a member is not adhering to the conduct outlined in G, any member may call for a Point of Order to address the violation, the Chair may interrupt the offending member and direct them to the specific conduct violation, and/or a recess may be called.

VIII. PARLIAMENTARIAN.

- A. The Board Chair and the County Executive may designate a Parliamentarian.
- B. The Parliamentarian shall advise the County Executive, Board Chair, or any presiding officer on any Rule when called upon to do so by the presiding officer.

IX. QUORUM.

- A. A majority of the members of the Board shall constitute a quorum for the purpose of the transaction of business by the Board or Committee of the Whole.
- B. A majority of the number of the members appointed to a standing committee, special committee, or subcommittee shall constitute a quorum of that committee.
- C. No business shall be conducted in the absence of a quorum.
- D. If, at any time during any meeting of the Board, Committee of the Whole, or any standing committee, special committee or subcommittee, the number of members of the Board Committee of the Whole, or standing or special or subcommittee present falls below that constituting a quorum, that meeting shall cease and no further business be conducted until such time as a quorum is present.
- E. Any member of the Board, Committee, or subcommittee may suggest that the presider determine the presence or absence of a quorum.

X. BOARD MEETINGS.

- A. As required by statute, the Board shall meet during the months of June and September of each year as well as the Biennial Organizational Meeting in December of each even numbered year.
- B. Regular meetings of the Board shall be scheduled in compliance with the Annual Calendar of Meetings approved by the Board each year pursuant to the Illinois Open Meetings Act.
- C. A special meeting of the Board may be called, in accordance with 55 ILCS 5/2-1002, by written request of 1/3 of the membership of the Board, addressed to the Clerk of the Board (County Clerk) and specifying the time and place of the meeting. Upon receipt

of such request, the Clerk shall immediately transmit written notice to the County Executive and to each member of the Board, and shall publish notice as required by law.

D. Emergency meetings of the Board may be held only in accordance with Section 2.02 of the Illinois Open Meetings Act (5 ILCS 120/1).

E. Time for public input shall be provided on the agenda for members of the public to be heard, on both the regular meeting of the Board and Committee of the Whole meetings of the Board, and meetings of standing committees, as follows:

1. Any person wishing to address the Board shall be allotted not more than five (5) minutes to do so.
2. The total time allotted for public input shall not exceed sixty (60) minutes.
3. Members of the public wishing to speak at other times on the agenda may do so only if recognized by the presider or by majority vote of the Board or committee members present.
4. 4. Elected officials and appointed department heads are asked not to use public input to address the Board in their official capacity regarding their office or department.
5. No Board member shall be permitted to address the Board during the time reserved for public input.
6. Board members shall not engage in dialogue with members of the public during public input.
7. The Chair reserves the right to order public input to prioritize County residents and group public input topics for continuity.

F. The following requirements shall apply to items to be considered for placement on the Agenda:

1. Any resolution or ordinance submitted shall be accompanied by a summary of its contents, unless it is so brief in nature that a summary is unnecessary.
2. Only items first presented to Committee of the Whole or a standing committee or a special committee of the Board shall be placed on the agenda of the Board for action with the exception of:
 - a) Matters relating to pending litigation;
 - b) Correction of the form of matters previously presented to the Board;
 - c) Matters which the Board has, as a body, directed to be returned directly to the Board at a previous meeting;
 - d) Matters presented to the Board at its Biennial Organizational Meeting;
 - e) Collective bargaining and employment matters;
 - f) Purely procedural matters, such as scheduling meetings;
 - g) Announcements, and matters for consideration and not formal action;

- h) Emergency budget amendments;
- i) Items that must be acted on to meet an external deadline; and
- j) Employee Recognition
- k) All items as listed above in 2a – 2i shall be listed on the agenda as “New Business”.

G. The Board Chair shall designate a portion of the regular monthly Board Meeting agenda as the Consent Agenda. Items included in the Consent Agenda shall be items that were unanimously adopted out of committee. Any item on the Consent Agenda may be pulled off for discussion by a Board member prior to a vote on the Consent Agenda.

H. To the extent possible, seating of Board members shall be by district.

XI. ORDER OF BUSINESS.

County Board, Committee of the Whole, and Standing Committee Meetings

A. The presiding officer shall call the meeting to order at the time scheduled for the meeting or as soon thereafter, as it shall appear that a quorum is present.

B. Prior to the conduct of any other business, the presiding officer shall direct that the roll be called if a quorum is present and, if so, the meeting shall immediately proceed according to the designated order of business.

C. The Order of Business for each Regular meeting of the Board shall be as follows:

- Call to Order and Roll Call
- Prayer and Pledge of Allegiance
- Reading of Notice of Meeting(s)
- Approval of Agenda and Addendum
- Next Meeting Announcements
- Employee Recognition
- Public Input
- Approval of the Consent Agenda
- Proclamations
- Presentations from Outside Entities
- Communications
- Approval of Minutes of Previous Meetings
- Reports of Standing Committees
- Areas of Responsibility Reports
- Old Business
- New Business

Other Business
Veto Announcements
Adjournment/Recess

D. The order of business for meetings of Committee of the Whole shall include the following:

Call to Order and Roll Call
Approval of Agenda/Addenda
Approval of Minutes of Previous Meeting(s)
Public Input
Presentations from Outside Entities
Communications
Areas of Responsibility Items:
 New Business items
 Other Business
 Presiding officer's Reports
 Designation of Items to be Placed on the Consent Agenda
Other Business
Adjournment

E. The order of business for meetings of standing committees, special committees and subcommittees shall include the following:

Call to Order and Roll Call
Approval of Agenda/Addendum
Approval of Minutes of Previous Meeting(s)
Public Input
Presentations from Outside Entities
Communications
New Business
Other Business
Presiding officer's Report
Designation of Items to be Placed on the Consent Agenda (standing committee only)
Adjournment

F. All questions regarding the priority of business shall be decided by the presiding officer, subject to these rules and subject to appeal by the board.

G. The presiding officer shall decide all questions of order and procedure, subject to appeal to the Board.

- H. Breaks or recesses shall be taken at the discretion and by declaration of the presiding officer.
- I. I. The presentation designation in the agenda for Committee of the Whole and the County Board is for outside entities. Champaign County Government elected officials and department heads are welcome and encouraged to present information to the County Board and will be scheduled on the agenda in the most appropriate manner for the topic and meeting schedule.

XII. RECOGNITION OF MEMBERS OF THE BOARD, COMMITTEES, AND OTHERS.

- A. Each member of the Board shall have the privilege of the floor upon seeking and obtaining recognition by the presiding officer. In meetings of the Committee of the Whole, the County Board Chair shall designate who shall preside over all sections of the Agenda except for the specified areas of Committee Chair responsibilities, where the relevant Chair shall preside.
- B. No member of the Board, Committee of the Whole, standing committee, special committee, or subcommittee may speak twice on the same question until all members wishing to be heard have spoken unless otherwise recognized by the presiding officer.
- C. The presiding officer shall determine the order in which members shall be recognized; however, special and subcommittee chairs or designees of the special or subcommittee reporting to the Board on behalf of their committee shall be heard first on those matters.
- D. No member who has the floor shall be interrupted except for the following:
 - 1. By a call to order by the presiding officer;
 - 2. By an objection to the introduction of the question;
 - 3. By a call for a point of order;
 - 4. A Question of Privilege;
 - 5. A Parliamentary inquiry.
- E. The appearance of elected and appointed officials of Champaign County Government and other persons requested to appear before the Board, Committee of the Whole, standing committee, special committee or subcommittee shall not be subject to the limitations regarding public input and shall be recognized at the discretion of the presiding officer.

XIII. MOTIONS, RESOLUTIONS, ORDINANCES, VOTING AND ROLL CALL.

- A.** Motions shall be stated by the mover. No motion shall be debated before it has received a second.
- B.** Except as herein specified or as required by Statute, all motions may be adopted by majority vote of the members present.
- C.** Every member of the Board present shall be given the opportunity to vote on all questions. There shall be no “absentee” or “proxy” voting on any question.
- D.** In a case where a member abstains, the member shall state the reason and the facts shall be noted in the minutes of the Board.
- E.** The vote on all propositions to appropriate money, approve the annual budget and tax levy, issue bonds and fix salaries, shall be by roll call.
- F.** Transfers from one appropriation of any one fund to another of the same fund not affecting the total amount appropriated, and appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the Board by a two-thirds (2/3) vote of all the members constituting such Board; the vote shall be by roll call.
- G.** A roll call vote shall be called on any question upon the demand of any two members. The Roll Call shall be in alphabetical order and shall be advanced one name each meeting, with the County Board Chair always voting last at County Board meetings and the presiding officer always voting last at other meetings. This shall be recorded in the minutes.
- H.** A motion before the Board may be withdrawn by the proposer with the consent of the second at any time prior to the adoption of an amendment to the motion or vote of the Board on the motion.
- I.** Any Board member may request assistance in drafting resolutions and may receive assistance in preparation through county administration.
- J.** Prior to approval of the Consent Agenda and upon the request of any County Board member, any item(s) in the Consent Agenda shall be removed and returned to the appropriate Area of Responsibility. Such a request does not require a reason, a second, or a vote. Items may not be added to the Consent Agenda during the meeting.
- K.** The Consent Agenda shall be approved by roll call vote without debate or discussion.

L. Procedure for Approval/Veto of Ordinances. Any ordinance passed, adopted, or otherwise enacted by the Board shall before it becomes effective be presented to the County Executive. If the County Executive approves such ordinance, resolution or motion, she/he shall sign it; if not, she/he shall return it to the Board with her/his objections, which shall be entered and spread upon the journal, and the Board shall proceed to reconsider the matter. If after such reconsideration 3/5 of the members of the Board pass such ordinance, it shall become effective on the date prescribed, but not earlier than the date of passage following reconsideration. In all such cases the votes of the members of the Board shall be determined by roll call and the names of the members voting for or against such ordinance objected to by the County Executive shall be entered in the minutes. If any ordinance is not returned by the County Executive to the Board at its first meeting occurring not less than 6 days, Sundays excepted, after it has been presented to her/him, it shall become effective unless the Board has recessed or adjourned for a period in excess of 60 days, in which case it shall not become effective without her/his approval. Items of appropriation may be approved or vetoed by the County Executive. Any item approved by the County Executive and all items not vetoed shall become law, and any item vetoed shall be returned to and reconsidered by the Board in the same manner as provided in this Section for other ordinances returned to the Board without approval. (Sec. 2-5010)

XIV. AREAS OF COUNTY BOARD RESPONSIBILITIES ASSIGNED TO THE COMMITTEE OF THE WHOLE AND STANDING COMMITTEES

A. Finance

1. Establishes process with County Executive for annual budget preparation.
2. Plans overall county long-range needs, with the County Executive, including consideration of the County's information technology systems and infrastructure.
3. Reviews overall budget, in view of departmental proposals and County needs, and submits final budget to the Board for approval.
4. Reviews departments' budgets and reports to the Board any recommendations necessary for the reasonable adherence to the budget.
5. Confers with the County Treasurer to determine the proper and legal investment and deposit of County funds.
6. Approves transfer of funds online item accounts as necessary.
7. Evaluates, in conjunction with the County Executive, distribution of funds and appropriation of expenditures within the County with the goal to achieve maximum efficiency and economy within the government structure.
8. Receives, reviews, and considers recommendation to the County Board from the County Executive/Champaign County Salary Administrator regarding position classification, evaluation, salary administration, and County staffing.
9. Reviews and recommends Champaign County Financial Policies annually.

B. Justice & Social Services

1. Considers Justice and Social services issues and receives such reports from county agencies and boards that are funded by the County and/or statutorily required to report to the Board.
2. Works with the County Sheriff on all matters pertaining to adult correctional programs and policies.
3. Confers with Circuit Judges on operation of courts and court related offices and agencies.
4. Considers programs and receives reports involving Courts, Circuit Clerk, State's Attorney, Public Defender, Court Services, Coroner, and Emergency Management Agency departments.

C. Policy, Personnel, & Appointments

1. Reviews and acts upon all appointments recommended by the County Executive.
2. *Shall be invited to attend all appointment interviews (added 10/24/19 – Resolution 2019-283)*
3. Develops, maintains, and recommends County policies, in compliance with federal and state regulation.
4. Accepts and reviews reports for County Executive, County Board Chair, and County Clerk.
5. Serves as final step for hearing process in grievance procedures, as provided in Champaign County Personnel Policy.
6. Responsible for reviewing and recommending positions on state and federal legislation impacting the County.
7. Receives, reviews, and considers requests from department heads and recommendations from County Executive/Champaign County Salary Administrator regarding position classification and evaluation, and forwards recommendations to Finance Committee of the Whole, and/or County Board, pursuant to the terms of the Champaign County Personnel Policy.

D. Facilities

1. Reviews and approves construction and remodeling, maintenance and operation of County buildings, property and recreational land, in compliance with all federal and state requirements subject to appropriation by the County Board.
2. Reviews topics involving acquisition, leasing, and disposition of real property for the County.
3. Establishes, plans, and approves long-range goals and development of plans for County facilities.

E. Environment and Land Use

1. Works with the Regional Planning Commission and other units of government to meet the need for regional planning and zoning.
2. Reviews and recommends rules and regulations for subdivisions.
3. Acts on approval of plats.
4. Issues various licenses as established by the Board.
5. Provides Solid Waste and Recycling oversight.
6. Reviews and recommends policies and actions regarding all zoning and enforcement issues.
7. Reviews and recommends policies and actions related to the Champaign County Land Resource Management Plan.

F. Highway and Transportation

1. Establishes and approves long-range plans for County roads and highway construction.
2. Provides overall supervision of matters relating to County roads, bridges, and right-of-way.
3. Approves all highway construction plans.
4. Considers acquisition and disposition of County Highway equipment and materials.
5. Provides supervision related to County Bridge expenditures on Township bridges and culverts.

XV. COMMITTEE STRUCTURE.

A. Structure of Areas of Responsibility

The following shall be the Areas of Responsibility of the Champaign County Board assigned to the Committee of the Whole:

- Finance
- Policy, Personnel, & Appointments
- Justice & Social Services

B. Meetings of Committee of The Whole

1. Regular Meetings of the Committee of the Whole shall be held in compliance with the Annual Calendar of Meetings approved by the County Board each year. Any changes of meeting dates and times must be submitted to the County Executive in time to be placed on the weekly County Calendar.
2. All members present at a Committee of the Whole Meeting shall vote on all action items presented on that agenda. The chair of the Committee of the Whole Meeting shall be the County Board Chair. The Chair for each Area of Responsibility shall chair the Committee of the Whole Meeting for their respective portion of the agenda.

C. Duties of Committee Chair

1. The Committee Chair may vote on all motions before the Committee of the Whole.
2. The Committee Chair, in cooperation with the County Board Chair, shall be responsible for developing the agenda for each meeting.
3. The Committee Chair shall notify the Administrative Services Department, in a timely manner, of any recommendations or actions requiring County Board action.
4. The Committee Chair, with the approval of a majority of the Board members, may designate a subcommittee of one or more members and a Subcommittee Chair to conduct specific duties.
5. In the absence of a Committee Chair, the Committee Vice-Chair shall serve in the Chair's stead.

D. Standing Committees

1. Names and Sizes of Standing Committees

The following shall be the standing committees of the Champaign County Board and their respective sizes:

County Facilities (8 members)

Environment and Land Use (7 members)

Highway and Transportation (7 members)

E. Rules for Standing Committees

1. Except as specifically provided for in this section, all rules and procedures set forth elsewhere in this Resolution (including but not limited to those related to notice of meetings, conduct of meetings, establishment of quorum, provision for public input and compliance with the Illinois Open Meetings Act) shall apply to standing committees.
2. Regular Meetings of standing committees shall be held in compliance with the Annual Calendar of Meetings approved by the County Board each year. Any changes of meeting dates and times must be submitted to the County Executive in time to be placed on the weekly County Calendar.
3. Standing committee meetings shall be presided over by the Chair of the standing committee or in the absence of the Chair, the Vice-Chair of the standing committee, or in the absence of the Vice-Chair, by a member of the committee elected by a majority of the committee members present.

XVI. PER DIEM.

A. Per Diem payments shall be established by the County Board for each term of office and shall prevail throughout that term of office including any replacement Board members.

B. Per Diem shall be determined by the County Board biennially in advance of the election of new Board members.

C. No more than one Per Diem shall apply on any given calendar day.

D. Board members shall be reimbursed for mileage for attendance at meetings and events approved based on the rate established by the County Board. Mileage for a second meeting on any one day shall be chargeable. In the absence of a quorum at a duly called meeting, those members attending the called meeting shall be entitled to Per Diem and mileage.

XVII. EFFECTIVE DATE.

This Resolution shall become effective on February 20th, 2025.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 25th day of February, A.D. 2025.

Jennifer Locke, Chair
Champaign County Board

ATTEST: _____
Aaron Ammons, County Clerk
and ex-officio Clerk of the
Champaign County Board

Approved: _____
Steve Summers, County Executive
Date: _____