

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.

- J. The Consent Agenda shall be approved by roll call vote without debate or discussion.

16. Areas of County Board Responsibilities Assigned to the Committee of the whole

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 Administrator 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 Deputy Chair for each Area of Responsibility shall chair the Committee of the Whole Meeting for their respective portion of the Agenda.

D. DUTIES OF DEPUTY CHAIR

1. The Deputy Chair may vote on all motions before the Committee of the Whole.
2. The Deputy Chair, in cooperation with the County Board Chair and the County Administrator, shall be responsible for developing the agenda for each meeting.
3. The Deputy Chair shall notify the Administrative Services Department, in a timely manner, of any recommendations or actions requiring County Board action.
4. The Deputy Chair, with the approval of the 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 Deputy Chair, the Assistant Deputy Chair shall serve in the Deputy Chair's stead.

E. AREAS OF RESPONSIBILITY: DUTIES AND ROLES

1. Finance
 - a) Establishes process with County Administrator for annual budget preparation.
 - b) Plans overall county long-range needs, including consideration of the County's information technology systems and infrastructure.

- c) Plans overall budget, in view of department proposal and County needs.
 - d) Convenes a public hearing on the preliminary budget in compliance with legal requirements.
 - e) Reviews departments' budgets and reports to the Board any recommendations necessary for the reasonable adherence to the budget.
 - f) Prepares and submits final budget to the Board.
 - g) Confers with the County Treasurer to determine the proper and legal investment and deposit of County funds.
 - h) Approves transfer of funds on line item accounts as necessary.
 - i) Evaluates distribution of funds and appropriation of expenditures within the County with the goal to achieve maximum efficiency and economy within the government structure.
 - j) **Per Resolution No. 10132 Adopted September 21, 2017 Rule 16E-1J - is no longer valid** (Receives and considers for recommendation to the County Board all grant applications and/or awards for Champaign County offices and agencies);
 - k) Receives, reviews, and considers recommendation to the County Board from the Champaign County Salary Administrator regarding position classification, evaluation, salary administration, and County staffing.
 - l) Reviews and recommends Champaign County Financial Policies annually.
2. Justice & Social Services
- a) Considers issues and receives reports from the Champaign County Mental Health Board, Developmental Disabilities Board, Cooperative Extension Services Board, RPC Head Start, RPC Senior Services, Regional Office of Education, Children's Advocacy Center, Veterans' Assistance Commission, and Community Services Board.
 - b) Works with the County Sheriff on all matters pertaining to adult correctional programs and policies.
 - c) Confers with Circuit Judges on operation of courts and court related offices and agencies.
 - d) Considers programs and receives reports involving Courts, Circuit Clerk, State's Attorney, Public Defender, Court Services, Coroner, Animal Control, and Emergency Management Agency departments.
3. Policy, Personnel, & Appointments
- a) Reviews and acts upon all appointments recommended by the County Board Chair.
 - b) Develops, maintains, and recommends County policies, in compliance with federal and state regulation.
 - c) Accepts and reviews reports for County Administrator, County Board Chair, and County Clerk.
 - d) Receives, reviews, and makes recommendations from subcommittees.
 - e) Serves as final step for hearing process in grievance procedures as provided in Champaign County Personnel Policy.
 - f) Responsible for reviewing and recommending positions on state and federal legislation impacting the County.

- g) Receives, reviews, and considers requests from department heads and recommendations from 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.

17. Standing Committees

A. Names and Sizes of Standing Committees

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

County Facilities Committee (7 members)
Environment and Land Use Committee (7 members)
Highway and Transportation Committee (8 members)

B. 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 participation 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 Administrator 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 Assistant Chair of the standing committee, or in the absence of the Assistant Chair, by a member of the committee elected by a majority of the committee members present.

C. Duties of Standing Committees

1. County Facilities Committee
 - a) Reviews and approves construction and remodeling, maintenance and operation of County buildings, property and recreational land, in compliance with all federal and state requirements
 - b) Reviews topics involving acquisition, leasing, and disposition of real property for the County.
 - c) Establishes, plans, and approves long-range goals and development of plans for County facilities.
 - d) Provides overall supervision of matters relating to County facilities.
2. Environment and Land Use Committee

- a) Works with the Regional Planning Commission and other units of government to meet the need for regional planning and zoning.
- b) Makes recommendations for guidance and control of the future economic development of the County.
- c) Drafts rules and regulations for subdivisions.
- d) Acts on approval of plats.
- e) Issues various licenses as established by the Board.
- f) Provides Cable television oversight.
- g) Provides Solid Waste oversight.
- h) Reviews and recommends policies and actions regarding all zoning and enforcement issues.

3. Highway and Transportation

- a) Establishes and approves long-range plans for County roads and highway construction.
- b) Provides overall supervision of matters relating to County roads, bridges, and right-of-way.
- c) Approves all highway construction plans.
- d) Considers acquisition and disposition of County Highway equipment and materials.

18. 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.

19. Effective Date

This Resolution shall become effective March 19, 2015.

PRESENTED, ADOPTED, APPROVED, AND RECORDED This 19th day of March
A.D. 2015.

Patti Petrie, Chair
Champaign County Board