



CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT
OF PERSONS WITH A DEVELOPMENTAL DISABILITY

*PLEASE REMEMBER this meeting is being audio recorded.
Speak clearly into the microphone during the meeting.*

Champaign County Developmental Disabilities Board (CCDDDB) AGENDA

Wednesday, January 24, 2018

Brookens Administrative Building, Lyle Shields Room
1776 E. Washington St., Urbana, IL 61802

8AM

(Members of the Champaign County Mental Health Board are invited to sit in as special guests)

1. Call to Order
2. Roll Call
3. Approval of Agenda*
4. Citizen Input/Public Participation
At the chairperson's discretion, public participation may be limited to five minutes per person.
5. President's Comments – Ms. Deb Ruesch
6. Approval of CCDDDB Board Meeting Minutes* **(pages 3-6)**
Minutes from 12/13/17 are included. Board action is requested.
7. Financial Information* **(pages 7-10)**
A copy of the claims report is included in the packet. Action is requested.
8. New Business
 - A. Board Direction
This item supports board discussion of planning and funding. No action is requested.
 - B. Mid-Year Progress Report
Representatives of CU Able will report on the first six months of Community Outreach.
 - C. CCMHB/CCDDDB Personnel Policy* **(pages 11-75)**

Included in the packet are a Decision Memorandum and DRAFT CCMHB/CCDDB Personnel Policy, with all proposed revisions highlighted. Action is requested.

D. IDHS-DDD Person Centered Planning Process (pages 76-97)

Included in the packet are a Briefing Memorandum and documents required by IDHS-DDD for service planning for all with state waiver services.

E. Successes

Funded program providers and self-advocates are invited to give oral reports on individuals' successes.

9. Old Business

A. Meeting Schedules (pages 98-101)

Copies of CCDDB and CCMHB meeting schedules and CCDDB allocation process timeline are included in the packet for information.

B. Acronyms (pages 102-103)

A list of useful acronyms, compiled and published by the Ligas Family Advocacy Program, is included for information.

10. CCMHB Input

11. Executive Director's Report – Lynn Canfield

12. Staff/Consultant Reports (pages 104-123)

Reports from Kim Bowdry, Stephanie Howard-Gallo, Shandra Summerville, Chris Wilson, and Barbara Bressner are included for information.

13. Agency Information

At the chairperson's discretion, agency information may be limited to five minutes per agency.

14. Board Announcements

15. Adjournment

**Board action requested*

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**CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT
OF PERSONS WITH A DEVELOPMENTAL DISABILITY
(CCDDB)
BOARD MEETING**

Minutes –December 13, 2017

*Brookens Administrative Center
Lyle Shields Room
1776 E. Washington St.
Urbana, IL*

8 a.m.

MEMBERS PRESENT: Joyce Dill, David Happ, Cheryl Hanley-Maxwell, Deb Ruesch, Mike Smith

STAFF PRESENT: Kim Bowdry, Lynn Canfield, Mark Driscoll

OTHERS PRESENT: Danielle Matthews, Laura Bennett, Ron Bribrisco, Patty Walters, Felicia Gooler, Dale Morrissey, Janice McAteer, Vicki Tolf, Developmental Services Center (DSC); Kathy Kessler, Rosecrance; Amy Slagell, Diane Gordon, CU Able/IAMC; Kyla Chantos, Tracy Waverling, CTF Illinois; Sheila Krein, Parent; Becca Obuchowski, Community Choices; Katie Harmon, Regional Planning Commission (RPC); Pius Weibel, Champaign County Board, Susan Fowler, Champaign County Mental Health Board (CCMHB)

CALL TO ORDER:

Ms. Deb Ruesch called the meeting to order at 8:00 a.m.

ROLL CALL:

Roll call was taken and a quorum was present.

APPROVAL OF AGENDA:

The agenda was approved as submitted.

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CITIZEN INPUT:

Diane Gordon from CU-Able informed the CCDDDB that she would livestreaming today's meeting on Facebook Live.

CCMHB INPUT:

Dr. Susan Fowler, President of the CCMHB, was welcomed.

APPROVAL OF CCDDDB MINUTES:

Minutes from the October 25th Board meeting and the November 29th Joint Study Session with the CCMHB were included in the Board packet.

MOTION: Dr.. Hanley-Maxwell moved to approve the minutes from the October 25th CCDDDB meeting as presented in the Board packet. Mr. Happ seconded the motion. A voice vote was taken and the motion passed.

MOTION: Dr.. Hanley Maxwell moved to approve the minutes from the November 29th Joint Study Session with the CCDDDB as presented. Ms. Dill seconded the motion. A voice vote was taken and the motion passed.

PRESIDENT'S COMMENTS:

Ms. Deb Ruesch made some comments regarding the Ed McManus presentation that was held at the end of November, jointly with the CCMHB.

EXECUTIVE DIRECTOR'S REPORT:

Lynn Canfield provided a review of staff activities and the McManus presentation.

STAFF REPORTS:

Staff reports from Kim Bowdry, Stephanie Howard-Gallo, and Shandra Summerville were included in the packet for review.

CONSULTANT REPORT:

A report from Barb Bressner was included in the Board packet.

AGENCY INFORMATION:

Kyla Chantos from CTF Illinois announced a new campaign for their agency. "Cookies and Conversation" is being held on December 19th and invitations were distributed.

Patty Walters from DSC announced one of their group homes is being replaced. She also spoke regarding the new reporting system and the challenges the new system has created for DSC. Joyce Dill and Mike Smith expressed concern over the amount of time DSC staff are having to spend on the new system.

FINANCIAL REPORT:

The financial claims report was included in the packet.

MOTION: Mr. Smith moved to accept the claims report as presented. Ms. Dill seconded the motion. A voice vote was taken and the motion passed unanimously.

NEW BUSINESS:

Successes:

Becca Obuchowski from Community Choices (CC) and Annette Becherer from DSC reported on their trainings with area businesses.

PATH Planning Process (Presentation from DSC):

Patty Walters from DSC provided an update on the agency's work toward increased integration of service settings. A Report Summary and PATH Planning Process was included in the Board packet.

OLD BUSINESS:

PY2019 CCDDDB Funding Priorities:

A Decision Memorandum with proposed funding priorities for PY2019 was included in the packet.

MOTION: Ms. Dill moved to accept the proposed PY 2019 CCDDDB Funding Priorities as presented. Mr. Smith seconded the motion. A voice vote was taken and the motion passed.

PY2019 CCMHB Funding Priorities:

A Decision Memorandum with proposed funding priorities for the CCMHB was included in the packet for informational purposes only.

Draft Three-Year Plan with FY2018 Objectives:

A proposed final draft of the CCDDDB Three-Year Plan was included in the Board packet.

MOTION: Ms. Ruesch moved to approve the final draft of the CCDDDB Three-Year Plan with FY 2018 Objectives. Mr. Smith seconded the motion. The motion passed unanimously.

Meeting Schedules:

Copies of the CCDDDB meeting schedule was included in the packet for information only.

Ligas Family Advocate Program Acronym Sheet:

A list of useful acronyms, compiled and published by the Ligas Family Advocacy Program was included for information only.

BOARD ANNOUNCEMENTS:

None.

ADJOURNMENT:

The meeting adjourned at 9: 41 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo

**Minutes are in draft form and subject to CCDDDB approval.*



CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

12/07/17

VENDOR NO	VENDOR NAME	TRN B	TR	TRANS NO	PO NO	CHECK NUMBER	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
***	FUND NO. 108	DEVLPMNTL DISABILITY FUND									
***	DEPT NO. 050	DEVLMTNL DISABILITY BOARD									
161	CHAMPAIGN COUNTY TREASURER							REG PLAN COMM FND075			
	12/04/17 05 VR 108-	108				568830	12/07/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC DECISION SUPPOR	7,205.00
										VENDOR TOTAL	7,205.00 *
11587	CU ABLE										
	12/04/17 05 VR 108-	111				568847	12/07/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC COMM OUTREACH	1,150.00
										VENDOR TOTAL	1,150.00 *
18203	COMMUNITY CHOICE, INC							SUITE 419			
	12/04/17 05 VR 108-	112				568858	12/07/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC CUSTOM EMPLOY	6,175.00
										VENDOR TOTAL	6,175.00 *
19900	CTF ILLINOIS										
	12/04/17 05 VR 108-	109				568867	12/07/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC NURSING	500.00
	12/04/17 05 VR 108-	109				568867	12/07/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC ADVOCACY CENTER	5,000.00
										VENDOR TOTAL	5,500.00 *
22300	DEVELOPMENTAL SERVICES CENTER OF CHAMPAIGN COUNTY INC										
	12/04/17 05 VR 108-	113				568874	12/07/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC APARTMENT SVCS	34,778.00
	12/04/17 05 VR 108-	113				568874	12/07/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC CLINICAL SVCS	14,500.00
	12/04/17 05 VR 108-	113				568874	12/07/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC COMMUNITY EMPLO	30,114.00
	12/04/17 05 VR 108-	113				568874	12/07/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC CONNECTIONS	7,083.00
	12/04/17 05 VR 108-	113				568874	12/07/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC EMPLOYMENT 1ST	6,667.00
	12/04/17 05 VR 108-	113				568874	12/07/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC FAM DEV CENTER	46,857.00
	12/04/17 05 VR 108-	113				568874	12/07/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC INT SITE SVCS	66,591.00
	12/04/17 05 VR 108-	113				568874	12/07/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC SERVICE COORD	34,237.00
										VENDOR TOTAL	240,827.00 *
22816	DOWN SYNDROME NETWORK										
	12/04/17 05 VR 108-	110				568878	12/07/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC DOWN SYNDROME	1,250.00
										VENDOR TOTAL	1,250.00 *

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CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

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12/07/17

VENDOR NO	VENDOR NAME	TRN B TR	TRN NO	PO NO	CHECK NO	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
***	FUND NO. 108	DEVLPMNTL DISABILITY FUND								
35550	IL ASSOC OF MICROBOARDS & COOPERATIVES	12/04/17 05 VR 108- 114	568907	12/07/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC BUILD INCLSV CO	VENDOR TOTAL	4,396.00 *	
54930	PERSONS ASSUMING CONTROL OF THEIR ENVIRONMENT, INC	12/04/17 05 VR 108- 115	568928	12/07/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC OP FOR INDEPEND	VENDOR TOTAL	3,379.00 *	
61780	ROSECRANCE, INC.	12/04/17 05 VR 108- 116	568941	12/07/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC COORD OF SERVIC	VENDOR TOTAL	2,844.00 *	
76107	UNITED CEREBRAL PALSY LAND OF LINCOLN	12/04/17 05 VR 108- 117	568956	12/07/17	108-050-533.92-00	CONTRIBUTIONS & GRANTS	DEC VOCATIONAL SVCS	VENDOR TOTAL	2,883.00 *	
						DEVLPMNTL DISABILITY BOARD	DEPARTMENT TOTAL		275,609.00 *	
						DEVLPMNTL DISABILITY FUND	FUND TOTAL		275,609.00 *	
						REPORT TOTAL	*****		582,244.78 *	

CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

1/09/18

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VENDOR NO	VENDOR NAME	TRN B TR DTE N CD	TRANS NO	PO NO	CHECK NO	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
*** FUND NO. 108 DEVLPMNTL DISABILITY FUND										
*** DEPT NO. 050 DEVLPMNTL DISABILITY BOARD										
90	CHAMPAIGN COUNTY TREASURER	1/03/18 01 VR 108-	12		570090	1/09/18	108-050-533.07-00	PROFESSIONAL SERVICES	JAN ADMIN FEE	28,210.00
									VENDOR TOTAL	28,210.00 *
101	CHAMPAIGN COUNTY TREASURER	1/03/18 01 VR 108-	1		570092	1/09/18	108-050-571.11-00	TO MHB/DDB CILA FACILITY	TFR TO CILA 101	50,000.00
									VENDOR TOTAL	50,000.00 *
161	CHAMPAIGN COUNTY TREASURER	1/03/18 01 VR 108-	2		570096	1/09/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN DECISION SUPPOR	7,205.00
									VENDOR TOTAL	7,205.00 *
11587	CU ABLE	1/03/18 01 VR 108-	5		570122	1/09/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN COMM OUTREACH	1,150.00
									VENDOR TOTAL	1,150.00 *
18203	COMMUNITY CHOICE, INC	1/03/18 01 VR 108-	6		570146	1/09/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN CUSTOM EMPLOY	6,175.00
									VENDOR TOTAL	6,175.00 *
19900	CTF ILLINOIS	1/03/18 01 VR 108-	3		570161	1/09/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN NURSING	500.00
					570161	1/09/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN ADVOCACY CENTER	5,000.00
									VENDOR TOTAL	5,500.00 *
22300	DEVELOPMENTAL SERVICES CENTER OF CHAMPAIGN COUNTY INC	1/03/18 01 VR 108-	7		570165	1/09/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN APARTMENT SVCS	34,778.00
					570165	1/09/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN CLINICAL SVCS	14,500.00
					570165	1/09/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN COMMUNITY EMPLO	30,114.00
					570165	1/09/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN CONNECTIONS	7,083.00

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CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

1/09/18

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VENDOR NO	VENDOR NAME	TRN B TR DTE N CD	TRANS NO	PO NO	CHECK NUMBER	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
*** FUND NO. 108 DEVLPMNTL DISABILITY FUND										
	1/03/18 01 VR 108-	7	570165	1/09/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN EMPLOYMENT 1ST		6,667.00	
	1/03/18 01 VR 108-	7	570165	1/09/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN FAM DEV CENTER		46,857.00	
	1/03/18 01 VR 108-	7	570165	1/09/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN INT SITE SVCS		66,591.00	
	1/03/18 01 VR 108-	7	570165	1/09/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN SERVICE COORD		34,237.00	
							VENDOR TOTAL		240,827.00 *	
22816 DOWN SYNDROME NETWORK										
	1/03/18 01 VR 108-	4	570171	1/09/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN DOWN SYNDROME		1,250.00	
							VENDOR TOTAL		1,250.00 *	
35550 IL ASSOC OF MICROBOARDS & COOPERATIVES										
	1/03/18 01 VR 108-	8	570218	1/09/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN BUILD INCLSV CO		4,396.00	
							VENDOR TOTAL		4,396.00 *	
54930 PERSONS ASSUMING CONTROL OF THEIR ENVIROMENT, INC										
	1/03/18 01 VR 108-	9	570267	1/09/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN OP FOR INDEPEND		3,379.00	
							VENDOR TOTAL		3,379.00 *	
61780 ROSECRANCE, INC.										
	1/03/18 01 VR 108-	10	570288	1/09/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN COORD OF SERVIC		2,844.00	
							VENDOR TOTAL		2,844.00 *	
76107 UNITED CEREBRAL PALSY LAND OF LINCOLN										
	1/03/18 01 VR 108-	11	570319	1/09/18	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JAN VOCATIONAL SVCS		2,883.00	
							VENDOR TOTAL		2,883.00 *	
							DEVLPMNTL DISABILITY BOARD	DEPARTMENT TOTAL	353,819.00 *	
							DEVLPMNTL DISABILITY FUND	FUND TOTAL	353,819.00 *	
							REPORT TOTAL	*****	771,001.07 *	



8.C

DECISION MEMORANDUM

DATE: January 24, 2018
TO: Members, Champaign County Developmental Disabilities Board
FROM: Lynn Canfield, Executive Director
SUBJECT: Champaign County Mental Health Board and
Champaign County Developmental Disabilities Board Personnel Policy

Background: As semi-autonomous units of county government, with an intergovernmental agreement defining administrative functions and cost sharing, the Champaign County Mental Health Board and Champaign County Developmental Disabilities Board make personnel decisions and set policy apart from Champaign County. This authority is defined in the establishing statutes of each board and supported in subsequent legal interpretations of statute.

The CCMHB/CCDDDB Personnel Policy mirrors the Personnel Policy of Champaign County closely, adopting many provisions in part or whole. Because the CCMHB and CCDDDB are specifically exempted from the Champaign County Personnel Policy, updates to the latter which are based in changes in law or best practice should be adopted into our policy as they occur and as is reasonable for the Boards.

The current CCMHB/CCDDDB Personnel Policy was approved in February of 2014. Since that time, Champaign County's policy has incorporated important changes at least twice, in March of 2015 and in December of 2017.

Updates: All proposed revisions to the CCMHB/CCDDDB Personnel Policy are identified by highlights and strikethroughs in the attached document.

Changes which mirror those adopted into Champaign County Policy in March 2015:

- Equal Employment Opportunity and Affirmative Action program;
- Americans with Disabilities Act protections;
- and Job Sharing.

Changes which mirror those adopted into Champaign County Policy in December 2017, which are required as of January 2018, by Illinois law:

- strengthening the Anti-Harassment Policy;
- and prohibition of retaliation and interference in the event of a harassment complaint.

Miscellaneous revisions:

- corrections of typographical error;
- renumbering of sections and pages (index will change again after the removal of strikethroughs or additional revisions to the attached draft);
- clarifications of Executive Director as Department Head;



- updates, where the CCMHB/CCDDB no longer uses an Executive Committee;
- sharing of some authorities by the Boards and the County;
- clarification related to statute;
- deletion of references to the defunct Champaign County Credit Union;
- removal of Exhibit A, wholly duplicated in Section 6-3;
- and inclusion of Exhibit B (now labelled Exhibit A), the Intergovernmental Agreement between the CCMHB and CCDDB.

All changes proposed in the attached DRAFT Personnel Policy are presented for review and action. The Champaign County Mental Health Board reviewed this draft at their January 17, 2018 meeting; any action taken, including additional revisions or deferral, will be discussed at the CCDDB meeting.

Decision Section:

Motion to approve the CCMHB/CCDDB Personnel Policy with revisions as described in this memorandum and attached.

- Approved
- Denied
- Modified
- Additional Information Needed

CHAMPAIGN COUNTY MENTAL HEALTH BOARD
AND CHAMPAIGN COUNTY DEVELOPMENTAL
DISABILITIES BOARD
PERSONNEL POLICY

Revised February 2014
DRAFT Revisions January 2018

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Statement of Applicability

This policy shall not apply to Champaign County Mental Health Board (CCMHB) and Champaign County Developmental Disabilities Board (CCDDB) employees covered by a collective bargaining agreement between the Champaign County Board or a Champaign County Elected Official and a labor union. Nor shall this Policy apply if doing so would violate a collective bargaining agreement.

DISCLAIMER

This Policy provides a guide for CCMHB and CCDDB employees. It is also intended to acquaint new employees with Champaign County procedures. However, the employer reserves the right to take whatever action it deems appropriate given the circumstances. Failure to follow the Policy shall not invalidate any action taken. Employees should not read this Policy as creating an employment contract, express or implied, or a promise that it will be followed in all cases. Except as otherwise stated in its collective bargaining and employment agreements, employees of the CCMHB and CCDDB are employed at-will. Nothing in this Policy is intended to alter this employment-at-will relationship. Interpretation of this Policy is vested solely in the CCMHB and CCDDB, or their designated representative. However, the employer may not unilaterally revise, revoke, suspend, or amend Chapter 7-4 or 7-5, and said compensatory time shall be consideration for this disclaimer and all other changes in this Policy as of ~~(date of adoption)~~ January 2018.

CHAPTER 1 - DEFINITIONS

1-1 FULL-TIME EMPLOYEE - An employee who works in a position which is approved by the County Board, and which is generally budgeted based on a 37.5 or 40.0 hour work week, but must be budgeted for at least 30 hours per week. Full-time employees are eligible for County paid-time-off benefits, health/life insurance benefits, and retirement benefits. Full-time appointed and elected department heads are also eligible for these benefits.

1-2 PART-TIME EMPLOYEE - An employee who works in an approved position, which is budgeted at less than 6.0 hours per day or 30 hours per week. Part-time employees are not eligible for health/life insurance benefits, but generally receive proportionate paid-time-off benefits, and do participate in the retirement plan.

1-3 TEMPORARY EMPLOYEE - A person who is hired for a specific period of time or to complete a specific task. Temporary employees fill no specific position. Hours worked and hourly rate are set by the department head within the constraints of a temporary salary budget approved by the County Board. Temporary employees are not eligible for health/life insurance benefits or for paid-time-off benefits. Temporary employees participate in the retirement plan if they work, or are expected to work, 1,000 hours annually.

1-4 PER DIEM EMPLOYEE - An individual, including Department Heads, who receives a standard sum of remuneration for each day worked is considered a per diem employee and is not eligible for County benefits, unless otherwise stated.

1-5 BOARD - The Champaign County Mental Health Board and the Champaign County Developmental Disabilities Board as delineated in their Inter-Governmental Agreement.

1-6 EXECUTIVE DIRECTOR - The CCMHB/CCDDB executive director is responsible for human resource management and will work in collaboration with the Champaign County Administrator and designated county staff including the county Human Resource Generalist and the Insurance Specialist.

1-7 UNDERUTILIZATION OF MINORITIES - The employment of fewer minority workers in a particular job classification than would reasonably be expected by the minority workers' availability in the workforce.

1-8 JOB SHARING - The sharing of one full-time CCMHB/CCDDB non-supervisory position by two individuals.

1-7 1-9 DAYS - All references to number of days in this policy shall be understood to be working days, and shall not include weekends or legal state/federal holidays or when the County Offices are closed by order of the Sheriff of Champaign County.

1-8 1-10 DOMESTIC PARTNER - Domestic Partners are persons who:

- a. Are at least 18 years of age.
- b. Are competent to contract at the time the domestic partnership statement is completed.
- c. Are not legally married to any person and not related in any way that would prohibit marriage in our state of operation.
- d. Are each other's sole domestic partner.
- e. Share permanent residence.

Domestic partners must have at least three of the following:

- a. Joint lease, mortgage, or deed on which both the employee and his/her partner are identified as owners or tenants.
- b. Joint ownership of vehicle.
- c. Joint ownership of a checking account or credit account.
- d. Designation of the domestic partner as beneficiary for the employee's life insurance or retirement benefits.
- e. Shared household expenses.

CHAPTER 2 - EMPLOYMENT, HIRING, ADA AND PROBATION

2-1 RECRUITMENT AND HIRING-EQUAL EMPLOYMENT OPPORTUNITY and AFFIRMATIVE ACTION PROGRAM

2-1.1 Equal Employment Opportunity (EEO) Statement - Employees and applicants for employment with the CCMHB/CCDDB can be assured fair and equitable treatment with the provisions of EEO. Under the laws enforced by EEOC, it is illegal to discriminate against someone (applicant or employee) because of that person's race, color, religion, sex (including pregnancy), national origin, age, disability, or genetic information. It is also illegal to retaliate against a person because he or she complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Additionally, in accordance with the Illinois Human Rights Act, it is illegal to discriminate against someone because of sexual orientation, ancestry, citizenship status, marital status, military service, unfavorable military discharge, order of protection status, or arrest record.

These laws apply to all aspects of employment including benefits, discharge, discipline, firing, harassment, hiring, promotion, recruitment, renewal of employment, selection for training or apprenticeship, tenure, terms and conditions of employment, training, transfer, and wages.

The Champaign County Mental Health Board and Developmental Disabilities Board wishes to protect all employees and applicants for employment against discrimination based wholly or partially on, or the perception of, an individual's:

- a. Sexual orientation, as defined by the Illinois Human Rights Act;
- b. Race;
- c. Color;
- d. Religious belief or practice;
- e. National origin;
- f. Ancestry;
- g. Sex;
- h. Age;
- i. Citizenship status;
- j. Marital status;

- k. A physical or mental disability unrelated to an individual's ability to perform the essential functions of his or her job with or without reasonable accommodation; and/or
- l. Unfavorable discharge from the military as defined in the Illinois Human Rights Act,

in the recruitment, assignment, promotion, or other aspects of employment or hiring by any Department of County government.

2-1.2 **Affirmative Action Program (AAP)**

The Board shall comply with the Affirmative Action Program adopted by the Champaign County Board and administered by Administration the County Administrator, under the direction of the Policy, Personnel, & Appointments Committee. The Affirmative Action Program shall be implemented in all cases, including, but not limited to employment, promotion, demotion, discipline, grievances, transfers, testing, advertising, lay off, termination, rates of pay or other forms of compensation, and selection for training.

2-2 RECRUITMENT AND HIRING

2-1.3-2-2.1 Recruitment Procedure - Recruitment efforts for position vacancies shall be conducted in the following manner:

- a. Recruitment efforts and publicity for available CCMHB/CCDDB staff positions will be directed to all appropriate sources of applicants in a geographic area wide enough to attract qualified candidates and to assure equal opportunity for the public to apply. Professional positions should be listed in appropriate professional journals. Referral agencies, such as the affirmative action offices of the University of Illinois, Parkland Community College, City of Champaign Community Relations Department, City of Urbana Human Relations Commission staff, etc., should be utilized where appropriate. The County Administrator's Office shall be notified of position openings.
- b. All position openings shall be listed with the Illinois State Employment Service and shall be advertised in local newspapers, except:
 - (i) Openings filled by the promotion of a County employee;
 - (ii) Temporary vacancies of fewer than twenty (20) working days; or
 - (iii) Positions filled by the executive director when advertised for a vacancy in the same job description within the previous four (4) months.
- c. A position shall not be considered vacant if an employee appointed for a specified term is reappointed to continue to fulfill those job responsibilities for a new term.

2-1.42-2.2 Advertisement

- a. All solicitations or advertisements for employment will state that the CCMHB and CCDDB is an Equal Opportunity Employer adheres to Equal Employment Opportunity and Affirmative Action, and no advertisement for employment shall make reference to gender, except when gender is a bona fide occupational qualification.

- b. Position advertisement shall include the following:
 - (i) Position title and classification;
 - (ii) A brief description of the job duties;
 - (iii) A brief summary of training, experience, knowledge and skills required for the position; and
 - (iv) Statement that the CCMHB/CCDDB is an Equal Opportunity EEO/AA/ADA Employer.
- c. Advertisements about new or vacant positions shall be posted for the benefit of current employees who wish to apply for the position.
- d. Each advertisement will include a date after which no applications or resumes will be accepted. If there are usually continual openings for that job classification, a deadline date does not need to be included in the advertisement.
- e. Each advertisement announcing a vacant position shall be filed with the Office of the County Administrator.

2-1.5-2-2.3 **Application Process** - Each applicant shall complete an application which shall be signed to certify the truth of all statements contained therein. Deliberately false or misleading statements shall be grounds for rejection of an application or immediate termination if discovered after employment begins. References shall be checked.

2-1.6-2-2.4 **Interviewing and Hiring Procedure** - Qualified applicants shall be notified of the time and place of the interview. Interviews shall be conducted by the Executive Director. The Executive Director may request the assistance of the County Administrator's Office in conducting the interview. All applicants who have either submitted an application or undergone an interview shall be notified when they are no longer being considered for a position. The Office of the County Administrator shall be notified as to the person hired, job title and salary, and the effective date of employment.

2-1.7-2-2.5 **Employee Promotion** - The Executive Director may, without open advertising, promote an employee from one position to another position within the organization in response to changes in scope of work or reorganization of the unit.

2-1.8-2-2.6 **Executive Director Hiring Procedure** - Unless otherwise provided by statute, when the Executive Director position becomes vacant, the process for recruitment and selection of an Executive Director is delineated in the Inter-Governmental Agreement between the Champaign County Mental Health Board and the Champaign County Developmental Disabilities Board. Selection, hiring and contract negotiation with the Executive Director is the exclusive responsibility of the CCMHB and CCDDB as specified in the MOU Intergovernmental Agreement. See Exhibit "B A"

The specific terms and conditions of the agreement between the CCMHB/CCDDB and the Executive Director shall be delineated in a contract between the CCMHB/CCDDB and the Executive Director.

~~2-1.9~~ 2-2.7 **Orientation and Terms of Employment** - Following the final selection of a candidate, the Executive Director or designee shall meet with the new employee to discuss the compensation for the position and criteria for job performance during the probation period. Upon hire of a new employee, the Executive Director or designee shall schedule the new employee for an orientation meeting at the Office of the County Administrator during which the new employee shall register for payroll, IMRF, parking and County-issued identification badge. During orientation, the employee shall receive an overview of County benefits and programs.

The new employee will be asked to sign a receipt for the material presented during orientation. The employee will also be asked to sign an acknowledgement of receipt of an agreement to abide by the Champaign County Drug and Alcohol Policy.

Approximately 30 days prior to the employee's effective date for health and life insurance coverage, the employee will receive information outlining available benefits. A mandatory benefit orientation meeting for the employee will be scheduled by the Office of the County Administrator, with notice of the meeting date and time provided to both the employee and Executive Director.

~~2-1.10~~ 2-2.8 **Anti-Nepotism Policy** – The Executive Director, or person with authority to hire or promote or effectively recommend hiring or promoting employees ~~within a department~~, shall not hire or reclassify or effectively recommend hiring or reclassifying within the department the following persons, whether related by blood, adoption or marriage: parent, grandparent, child, grandchild, sibling, spouse, or domestic partner. Persons hired in violation of this Policy shall be terminated, and persons reclassified in violation of this Policy shall be returned to their previous position, if vacant; otherwise they shall be terminated.

2-3 ADA REASONABLE ACCOMMODATION POLICY

2-3.1 The CCMHB and CCDDDB are committed to the fair and equal employment of individuals with disabilities under the Americans with Disabilities Act (ADA). It is the CCMHB/CCDDDB and Champaign County's policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the organization. Champaign County and the CCMHB/CCDDDB prohibit any harassment of, or discriminatory treatment of, employees on the basis of a disability or because an employee has requested a reasonable accommodation. In accordance with the ADA as amended, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. This policy applies to all applicants for employment and all employees.

2-3.2 **Disability.** "Disability" refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. A "qualified person with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the job.

2-3.3 Reasonable Accommodation. The CCMHB/CCDDB will seek to provide reasonable accommodation for a known disability or at the request of an individual with a disability. Many individuals with disabilities can apply for jobs and perform the essential functions of their jobs without any reasonable accommodations. However, there are situations in which a workplace barrier may interfere. A "reasonable accommodation" is any change or adjustment to the job application process, work environment, or work processes that would make it possible for the individual with a disability to perform the essential functions of the job.

There are three types of reasonable accommodation that may be considered:

- Changes to the job application process so that a qualified applicant with a disability will receive equal consideration for the job opportunity;
- Modifications to the work environment so that the qualified individual with a disability can perform the essential functions of the job; or
- Adjustments that will allow a qualified individual with a disability to enjoy the same benefits and privileges of employment as other similarly situated employees without disabilities.

2-3.4 Essential Job Functions. For each position, the job description typically will identify essential job functions. The CCMHB/CCDDB will review job descriptions on a periodic basis to evaluate job functions designated as essential. An employee's questions about a job's requirements should be directed to the Executive Director.

2-3.5 Requesting a Reasonable Accommodation. An employee with a disability is responsible for requesting an accommodation from the Executive Director using the "Request for Reasonable Accommodation Form" and engaging in an informal process to clarify what the employee needs and to identify possible accommodations. If requested, the employee is responsible for providing medical documentation regarding the disability.

The employee should describe the problem created by a workplace barrier so that an appropriate accommodation may be considered. Typically, the Executive Director will work with the employee to identify possible reasonable accommodations and to assess the effectiveness of each in allowing the employee to perform the essential functions of the job.

Based on this interactive process, a reasonable accommodation will be selected that is appropriate for both the department and the individual employee. While an individual's preference will be considered, the department is free to choose between equally effective accommodations with consideration toward expense and impact on the rest of the organization.

A request for reasonable accommodation may be denied if it would create an undue hardship for the department. Factors to be considered when determining whether an undue hardship exists include the cost of the accommodation, the organization's overall financial resources, the financial resources of the particular facility at which the accommodation is to be made, the number of employees at the facility, the total number of employees of the CCMHB/CCDDB, and the type of operation.

2-3.6 Safety. All employees are expected to comply with all safety procedures. The CCMHB/CCDDB will not place qualified individuals with disabilities in positions in which they will pose a direct threat to the health or safety of others or themselves.

A "direct threat" means a significant risk to the health or safety of one's self or others that cannot be eliminated by reasonable accommodation. The determination that an individual with a disability poses a direct threat typically will be made by the Executive Director and/or County Administrative Services and will be based on factual, objective evidence. A written copy of the determination will be given to the employee so that he or she may submit additional information and/or challenge the determination that he or she poses a direct threat.

2-3.7 Confidentiality. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

2-3.8 Complaint Procedure. It is the policy of the CCMHB and CCDDDB to prohibit any harassment of, or discriminatory treatment of, employees on the basis of a disability or because an employee has requested a reasonable accommodation. If an employee feels he or she has been subject to such treatment or has witnessed such treatment, the situation should be reported using the harassment complaint procedure. CCMHB and CCDDDB policy prohibits retaliation against an employee for exercising his or her rights under the ADA or applicable state civil rights laws. Any employee found to have engaged in retaliation against an employee for exercising his or her rights or for making a request for reasonable accommodation under this policy will be subject to immediate disciplinary action up to and including discharge. If an employee feels he or she has been retaliated against, the situation should be reported to their unit ADA Coordinator.

2-2 2-4 PROBATIONARY PERIOD

2-2.1 2-4.1 Duration

- a. **New Hire** - Each employee hired to fill an authorized full or regular part-time position must successfully complete a probationary period of six (6) months. Immediate supervisors shall conduct several informal meetings to orient the new employee to the position. At the close of the probationary period, the employee's employment will be changed to non-probationary status if the work is satisfactory as determined by the Executive Director; however, employment may be terminated at this time, or earlier, if the employee's performance has not been satisfactory. The Executive Director may extend the probation period up to an additional six months, if the employee's performance is not satisfactory at the end of the initial probationary period.
- b. **Promotions** - Each employee who has been promoted to fill an authorized full or regular part-time position must successfully complete a probationary period in the position to which they have been promoted of three (3) months. At the close of the probationary period, the employee's status in the promotional position will change to non-probationary if the work is satisfactory, as determined by the Executive Director. However, if the employee's work is not deemed satisfactory, every effort will be made to return the promoted employee to the position previously held, or a position of similar classification within the department. In addition, the Executive Director may also consider termination of employment at the unsuccessful completion of the probationary

period. The Executive Director may extend the probation period up to an additional three months, if the employee's performance is not satisfactory at the end of the initial probationary period.

2-2.2 2-4.2 Evaluation - Employees serving a probationary period shall receive a written evaluation once during the six-month (6-month) period. The evaluation should be completed no later than the end of the fifth month. The supervisor shall discuss the evaluation and progress toward satisfactory performance with the employee.

CHAPTER 3 – PERSONNEL RECORDS

3-1 MAINTENANCE

Employee personnel records shall be maintained for all employees at the Office of the Executive Director. The Executive Director or designee, County Administrator or designee, and employee shall have the right to examine the employee's record. Personnel records shall be retained for a period of five (5) years after termination of employment.

3-2 CONTENTS OF EMPLOYEE RECORDS

3-2.1 Personnel records should contain the following information:

- a. A receipt for information received during orientation;
- b. All evaluations;
- c. Letters of reference, commendation or complaint;
- d. Applications;
- e. Memos of oral warnings and written employee warning records;
- f. Training records;
- g. Requests for leaves of absence;
- h. Attendance, sick leave, vacation leave, compensatory time, and overtime (if applicable) records;
- i. A record of persons seeking to examine documents in the employee's file and dates these documents were examined;
- j. Resignation letters; and
- k. All other job-related information used to determine the employee's qualification for employment, promotion, transfer, additional compensation, discharge, or other disciplinary action.

3-2.2 Any information obtained relating to an individual's physical or mental condition, medical history or medical treatment shall be collected and maintained on a separate form, in a separate medical file and will be treated as a confidential medical record, except that:

- a. Staff may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations;
- b. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment; and
- c. Government officials investigating compliance with federal or state regulations may review an employee's confidential medical record.

3-2.3 The Executive Director shall not gather or keep a record of an employee's associations, political activities, publications, communications or non-employment activities, unless the employee submits the information in writing or authorizes the ~~Department Head Executive Director~~ to keep or gather the information. This prohibition shall not apply to the activities that occur on ~~CCMHB/CCDDB or~~ County premises or during the employee's working hours with the County which interfere with the performance of the employee's duties or the duties of other employees or activities, regardless of when and where occurring, which constitute criminal conduct or may reasonably be expected to harm the ~~CCMHB/CCDDB's or~~ County's property, operations or business, or could by the employee's action cause the ~~CCMHB/CCDDB or~~ County financial liability. A record which is kept by the ~~Department Head Executive Director~~ as permitted under this Subsection shall be part of the personnel record.

3-3 RECORDS OF UNSUCCESSFUL APPLICANTS

A record of each unsuccessful applicant will be retained by the Executive Director for a period of eighteen (18) months following rejection of the applicant. The record shall contain the following information:

- a. Sources of recruitment;
- b. Advertisements for the position;
- c. Letters of non-acceptance sent to candidates; and,
- d. Copies of any rating sheets used in selection and rejection of candidates.

3-4 EMPLOYEE ACCESS TO RECORDS

3-4.1 Employee Access - All current employees, and all employees who have left the employ of ~~Champaign County~~ the ~~CCMHB/CCDDB~~ within one year of the date of their request, shall have access to their personnel file, as required by the Personnel Records Review Act. The request to inspect records shall be in writing and the inspection shall be during regular business hours. The employee may request access to records a reasonable number of times per year but, in any case, shall have access, if requested, at least twice per year. The employer shall grant access within seven (7) business days of receiving the written request. The employee may designate in writing a representative to inspect the personnel record. The employee may obtain copies of any open documents in the file upon payment of the ~~County CCMHB/CCDDB's~~ cost of duplication.

If the employee disagrees with any information in the file, and the employer does not remove or amend it, the employee may submit a written statement explaining his/her position which shall be attached to the disputed portion of the record.

3-4.2 Designated Representative Access – Notwithstanding Section 3-4.1, the right of the employee's designated representative to inspect his or her personnel records does not apply to the following, except as otherwise required by law:

- a. Letters of reference for that employee;

- b. Any portion of a test document, except that the employee may see a cumulative total test score for either a section of or the entire test document;
- c. Materials relating to the County or Department Head's staff CCMHB/CCDDB or Executive Director's planning, where the materials relate to or affect more than one employee, provided, however, that this exception does not apply if such materials are, have been, or are intended to be used by the employer in determining an individual employee's qualifications for employment, promotion, transfer, or additional compensation, or in determining an individual employee's discharge or discipline;
- d. Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy;
- e. Records relevant to any other pending claim between the County CCMHB/CCDDB or Executive Director and the employee which may be discovered in a judicial proceeding;
- f. Investigatory or security records maintained by the County or CCMHB/CCDDB to investigate criminal conduct by an employee or other activity by the employee which could reasonably be expected to harm the CCMHB/CCDDB's or County's property, operations, or business or could by the employee's activity cause the CCMHB/CCDDB or County financial liability, unless and until the CCMHB/CCDDB or County takes adverse personnel action based on information in such records.

3-4.3 Disclosure of Disciplinary Information – Except when disclosure is ordered to a party in a legal action or arbitration, or is otherwise required by law, the Board shall not disclose any disciplinary information which is more than four years old to a third party. The Board shall not disclose any disciplinary information without written notice except if disclosure is ordered to a party in a legal action or arbitration; information is requested by a government agency as a result of a criminal investigation by such agency; or disclosure is otherwise required by law. Notice shall be delivered by first class mail to the employee's last known address and shall be postmarked on or before the day the information is disclosed. Disciplinary information less than four years old may be disclosed without written notice if the employee has specifically waived written notice as part of a signed employment application with another employer.

CHAPTER 4 - PERFORMANCE APPRAISAL

4-1 EMPLOYEE APPRAISALS

The Executive Director will be responsible for the completion of one appraisal during the probation period and an annual evaluation thereafter for each employee. Each completed appraisal will be maintained in the employee's personnel file. Appraisals will be based upon performance of job duties and other criteria. It is the responsibility of the Executive Director to maintain a file of individual employee appraisals.

4-2 EXECUTIVE DIRECTOR APPRAISALS

The Executive Director's performance evaluation is the exclusive responsibility of the CCMHB and CCDDDB as specified in the Intergovernmental Agreement between the Boards. Specific requirements of the evaluation are included in the employment agreement between the Boards and the Executive Director.

CHAPTER 5 - RESIGNATION, REDUCTION IN FORCE AND TERMINATION BENEFITS

5-1 RESIGNATION

- 5-1.1 A letter of resignation shall be given to the Executive Director at least two (2) weeks before the employee's last working day. The letter should state the reason for resignation and the last working day.
- 5-1.2 The Executive Director shall notify the Boards and the County Administrator's Office of all resignations.
- 5-1.3 Prior to the last working day, the employee may complete an IMRF separation form or application for retirement at the County Administrator's Office and may contact the Insurance Specialist to continue health insurance through Federal COBRA provisions.

5-2 REDUCTION IN FORCE

- 5-2.1 **Partial Reduction** - Whenever it becomes necessary to reduce the number of employees in the CCMHB/CCDDDB organization, the Executive Director, in collaboration with the CCMHB and the CCDDDB, shall terminate employees in accordance with guidelines adopted by the County Board.
- 5-2.2 An employee may appeal the termination pursuant to the provisions of Section 6-4 (Involuntary Termination).

5-3 NAME-CLEARING HEARING

- 5-3.1 **Purpose** - The purpose of the name-clearing hearing is to enable an employee to publicly rebut any public charges made against him or her in the course of that employee's termination or resignation. A name-clearing hearing is available to any such terminated or resigned Board employee. It is not intended that any adjudication will be made as to the truth or falsity of the charges.
- 5-3.2 **Appeal** - A name-clearing hearing must be requested in writing directed to the Board Presidents within ten (10) days of termination or after the employee learns of the public statement. The letter must contain the statement or statements at issue, who made them, and where and when they were publicly made.
- 5-3.3 **Scheduling/Composition of Committee** - A hearing shall be scheduled within fifteen (15) days of the request unless it is continued with the consent

of the interested persons or by the Hearing Committee for good cause. The Hearing Committee shall consist of all members of the CCMHB and CCDDB.

CHAPTER 6 - GRIEVANCES, DISMISSAL AND DISCIPLINE

6-1 GRIEVANCES

6-1.1 **Definition** - Any claim by a non-probationary employee, unless the probationary employee has been employed by the Boards for a period of at least twelve months and is in probationary status only because of a recent promotion, that there has been a violation, misinterpretation, or misapplication of the terms of these policies shall be termed a grievance. Grievances may involve issues of wages, hours, or working conditions and are initiated by an employee following an administrative action with which the employee disagrees.

6-1.2 **Purpose** - The purpose of the grievance procedure shall be to settle employee grievances on as low an administrative level as possible so as to ensure efficiency and employee morale. No employee making good-faith use of this procedure shall be subjected to any reprisals.

6-1.3 **Procedure** - Grievances will be processed in the following manner and within the stated time limits. Time extensions beyond those outlined below may be arranged by written mutual agreement of the parties concerned. Grievances involving termination shall be processed as described in Section 6-4 (Involuntary Termination).

Step 1 - The aggrieved employee or group of employees will present the grievance in writing to the Executive Director. The grievance must be so presented within ten (10) working days of occurrence, not including the date of occurrence. The grievance shall be prepared in detail, including identification by section number of the policy alleged to have been violated, a brief statement of the conduct or act which is alleged to have violated the policy, and the remedy the grievant is seeking and dated. The Executive Director will give a written answer within three (3) working days of the date of presentation of the grievance, not including the date of presentation.

Step 2 - If the grievance is not settled in Step 1, it shall be signed by the aggrieved employee or group of employees, and the Executive Director, and be presented to the CCMHB and CCDDB Presidents within five (5) working days after the Executive Director's answer is given, or should have been given, not including the day the answer is given. The grievance shall be presented along with the pertinent correspondence to date. The Board President's shall reply within five (5) working days of the date of presentation of the written grievance, not including the day of presentation.

6-2 DISMISSAL OF THE EXECUTIVE DIRECTOR

6-2.1 Procedures for dismissal of the Executive Director are delineated in the Employment Agreement and must be consistent with the requirements of the agreement.

6-3 DISCIPLINARY ACTION

6-3.1 **Policy** - No employee shall be disciplined wholly or partially based on, or the perception of, an individual's sexual orientation; age; sex; race; color; religious belief or practice; national origin; ancestry; marital status; citizenship status; a physical or mental disability unrelated to an individual's ability to perform the essential functions of his or her job with or without reasonable accommodation; or an unfavorable discharge from the military as defined in the Illinois Human Rights Act. The CCMHB and CCDDDB Presidents shall take necessary action against the Executive Director if found not following the intent of this policy.

6-3.2 **Recommended Disciplinary Procedures** - Sections 6-3.2(a) through 6-3.2(d) ~~(listed as Exhibit A in Appendix to this Policy)~~ are a recommended procedure for employee discipline consistent with legal guidelines and good personnel management. These may be utilized in the absence of a procedure provided by statute ~~(e.g., Court Services Department)~~.

- a. **Oral Warning** - The Executive Director will give an oral reprimand and point out the area(s) in which an employee is having difficulties and assist in making the necessary corrections. A short memo will be made of the conversation. The Executive Director and the employee will initial the record. The employee's initial shall document receipt of the warning and shall not constitute agreement with the oral warning. An employee's refusal to initial an oral warning shall not preclude it from having effect. The original copy will be maintained in the employee's personnel file, and a copy will be furnished to the employee.
- b. **Written Warning** - If the employee continues to have difficulties in the same area(s), or if the violation or infraction is more serious, the Executive Director will prepare an Employee Warning Record which contains the 1) employee's name, 2) statement as to the date and the nature of the infraction, 3) employee's statements as to the alleged violations, 4) disciplinary action to be taken, and 5) signature of the employee and the Executive Director. The original copy shall be placed in the employee's personnel file, and a copy will be furnished to the immediate supervisor and employee.
- c. **Suspension** - The Executive Director may use suspension as an optional disciplinary action. Upon evidence or reasonable suspicion of a serious offense against the ~~County~~ CCMHB/CCDDDB or another employee and after consultation with the employee, the Executive Director may order an employee absent from duties without pay for a period not to exceed five (5) working days. The Executive Director shall, within twenty-four (24) hours of such action, prepare a written memorandum stating the grounds for such action and submit it to the CCMHB and CCDDDB President's and to the suspended employee. Such a memorandum shall be held confidential.

- d. **Dismissal** - For severe violation or repeated violations, the Executive Director may dismiss the employee. Before the Executive Director concludes discharge is appropriate, the employee must be given adequate notice of the reasons for dismissal and a fair opportunity to present his or her version of events. The employee and CCMHB and CCDDDB Presidents will be given a written report stating the reasons for dismissal.

6-3.3 The Executive Director may consider the following factors in deciding whether discipline is appropriate in any particular case, and, if so, what level of discipline is appropriate. Regardless of whether an employee is covered by contract, bargaining agreement, or statute, or is an at-will employee, the following are offered as guidance to decision-makers who may apply them with fair consideration of the specifics of the particular case:

- a. **Notice:** Did the employer give to the employee forewarning or foreknowledge of the possible or probable disciplinary consequences of the employee's conduct?
- b. **Reasonable Rule:** Was the employer's rule or managerial order reasonably related to the orderly, efficient, and safe operation of the organization?
- c. **Investigation:** Did the employer make an effort to discover, fairly and objectively, whether the employee did in fact violate a rule or order?
- d. **Fairness:** Was the investigation conducted fairly and objectively?
- e. **Proof:** Did the investigator obtain substantial evidence or proof that the employee was guilty of violating the rule or order?
- f. **Equal Treatment:** Has the employer applied its rules, orders and penalties even-handedly and without discrimination to all similarly-situated employees?
- g. **Penalty:** Was the degree of discipline administered by the employer reasonably related to the seriousness of the offense and the employee's record of service?

6-3.4 **Executive Director** – Recommended disciplinary procedures are specified in the Employment Agreement between the Boards and the Executive Director.

6-4 INVOLUNTARY TERMINATION

6-4.1 **Purpose** - A non-probationary individual who believes their employment was terminated (including dismissal or reduction in force) in violation of these policies has ten (10) days from the date of the written notice of termination to request a termination hearing. A dismissal or termination in violation of these policies by the Executive Director is improper.

6-4.2 **Executive Director Action** - Prior to every involuntary termination, the Executive Director shall conduct an investigation, and there shall be a review of the investigation with the presidents of the CCMHB and the CCDDDB. Prior to the conclusion of the investigation, the employee shall be informed, orally or in writing, of the reason for termination. The employee shall have an explanation of the evidence supporting the charges and the employee shall be allowed to respond orally or, upon consent of the Executive Director, in writing.

An employee may be suspended with pay until a final decision is made by the Executive Director. The investigation shall be concluded within a reasonable length of time after the basis for the charges comes to the attention of the Executive Director.

6-4.3 Hearing Procedures (Champaign County Personnel Policy Applies):

- a. All Termination Hearings shall be heard and decided by a Hearing Officer. The Champaign County Board Policy, Personnel, & Appointments Committee shall designate three (3) individuals biannually, in January after County Board district representation elections, as potential Hearing Officers. When a hearing is requested, the County Administrator shall choose one of that group to hear the evidence and decide the issues relating to each case in which a hearing is requested.
- b. All requests for hearings shall be in writing and directed to the County Administrator. All requests must be received by the County Administrator within ten (10) days from the date of written notice of termination in accordance with Sections 6-4.1 of this Policy. The request shall specify the specific violation as stated in 6-4.1, the remedy sought, and give an address where correspondence regarding the hearing may be mailed. A Termination Hearing must be held within fifteen (15) days of the request, unless the same is continued by agreement of the employee and Department Head or by the Hearing Officer for good cause shown. Availability of the Hearing Officer may be considered good cause.

Should such continuance be granted by the Hearing Officer, the aggrieved employee shall make himself, or herself, available for a Termination Hearing within an additional fifteen (15) days' time period by offering three (3) times that he or she can be available for said hearing. If this is not done, the right to a termination hearing is waived by the aggrieved employee.

- c. The County Administrator shall inform the employee and the concerned Department Head CCMHB/CCDDDB Executive Director of the date, time and place of the Termination Hearing by mailing notice to the parties at least seven (7) days before the hearing is scheduled. The personal attendance of the Department Head or immediate supervisor, Executive Director and the employee is required.
- d. The employee may be accompanied by counsel or other personal representative, but the County will not pay for, or provide, counsel.

The ~~Department Head Executive Director~~ shall be accompanied by counsel provided by the County (usually the State's Attorney as legal counsel of the County). If the State's Attorney is unavailable, counsel may be employed by the ~~Department Head Executive Director~~ with the approval of the County Administrator and the State's Attorney.

- e. All Termination Hearings shall be informal, and rules of evidence shall NOT apply. Both the employee and the ~~Department Head Executive Director~~ may present relevant testimony, documentary, and physical evidence. All testimony shall be given under oath. Both the employee and the ~~Department Head Executive Director~~, personally or through their representative, shall have the right to cross-examine the other party and all witnesses who testify on behalf of the other party.
- f. A tape recording, or other verbatim record, of hearing shall be made. A transcript shall be prepared upon request and provided to any party requesting the same and paying the costs of producing a transcript to the County Administrator.
- g. The employee has the burden of proving, by a preponderance of evidence, that his/her termination was in violation of these policies.
- h. All appeal proceedings and evidence taken therein shall be confidential, and the public shall not be permitted to attend hearings, unless both the employee and ~~Department Head Executive Director~~ shall otherwise agree.
- i. The Hearing Officer must decide an appeal within ten (10) days of the hearing. If, after hearing the facts of the termination, the Hearing Officer believes the individual has not been improperly terminated, the ~~Department Head Executive Director~~ action will be upheld. If, however, the Hearing Officer determines the employment of the individual has been improperly terminated, according to the guidelines in Section 6-4.1, the employee will be reinstated and compensated any back pay resulting from the termination. The Hearing Officer shall not have the authority to reduce the discipline imposed, but may recommend to the ~~Department Head Executive Director~~ appropriate discipline to be imposed, short of termination. A written decision containing findings of fact shall be made by the Hearing Officer and mailed to the employee, ~~Department Head Executive Director~~, County Administrator, and Chair of the Policy, Personnel, & Appointments Committee within ten (10) days of the hearing.
- j. If an employee does not request a termination hearing within ten (10) days of the written notice of the termination, the termination will be deemed proper.

CHAPTER 7 – WORKING HOURS AND COMPENSATION

7-1 WORKING HOURS

- 7-1.1 Official CCMHB and CCDDDB office hours shall be from 8:00 A.M. to 4:30 P.M., Monday through Friday. Work hours which deviate from official County office hours may be arranged and approved by the Executive Director.
- 7-1.2 Employees who work for at least 7.5 consecutive hours will be permitted at least 20 minutes for a meal period no longer than 5 hours after the start of the work period.
- 7-1.3 Work breaks may be scheduled by the Executive Director.

7-2 HAZARDOUS WEATHER DAYS

- 7-2.1 If a hazardous weather situation arises before the start of an employee's working hours the following procedures will be used:
 - a. An employee will not be required to forfeit a day's pay during times of natural disaster when, by order of the Sheriff or the County Board Chair, the County office building in which he/she works is closed; or if the Executive Director determines it is in the best interest of staff to exercise discretionary authority and close the office.
 - b. If the County Office Building in which an employee works is not declared to be closed and the employee is unable to arrive at work, the employee may utilize personal, vacation or compensatory time, or make arrangement with his/her Executive Director to work additional hours, to compensate for those hours missed.
- 7-2.2 If a hazardous weather situation arises after the start of an employee's working hours, the Executive Director may allow the employee to leave work early if consistent with office staffing requirements, and the employee may utilize personal, vacation or compensatory time, or make arrangement with the Executive Director to work additional hours, to compensate for those hours missed.

7-3 PAYCHECKS, PAYCHECK ERRORS AND DEDUCTIONS

- 7-3.1 Paychecks - Payroll periods end every other Saturday night at 12:00 P.M. and pay periods begin at 12:01 A.M. on Sunday morning. Payroll checks are issued the first Friday following the end of a pay period. Departments are notified when paychecks are available to be distributed ~~by the Executive Director electronically. Paychecks which have not been picked up by the employee will be mailed four days after distribution.~~ All deductions from an employee's gross pay are ~~printed-identified~~ on the stub of each paycheck.
- 7-3.2 Paycheck Errors - Any paycheck errors should be referred to the employee within the department who regularly prepares the payroll. Corrections will be made no later than the following pay period with the approval of the Executive Director.
- 7-3.3 Deductions - The following deductions may be made from an employee's pay in accordance with established benefits, legal requirements and/or employee option:

- a. Federal and State Income Tax;
- b. FICA (Social Security);
- c. IMRF (Illinois Municipal Retirement Fund);
- d. Benefit deductions as requested, including but not limited to health insurance, life insurance, and dental insurance;
- e. Deferred Compensation;
- f. Voluntary Charitable Contribution;
- g. ~~Credit Union~~; h. Others as requested and/or approved.

7-4 COMPENSATORY TIME (EXEMPT EMPLOYEES)

- 7-4.1 Compensatory time ("hour for hour") is available to employees who are exempt under the provisions of the Fair Labor Standards Act as time off for work performed in the regular line of duty beyond normal working hours. Compensatory time may not be accrued beyond seventy-five (75) hours. The Executive Director shall establish the rate at which compensatory time is accrued and shall determine the staff positions subject to the compensatory time policy.
- 7-4.2 Exempt employees shall keep a record of all compensatory time earned and expended to submit to the Executive Director for verification.
- 7-4.3 Compensatory time may be taken at any time with prior approval of the Executive Director. A maximum of one workweek of compensatory time may be taken off consecutively.

7-5 COMPENSATORY TIME/OVERTIME (NON-EXEMPT EMPLOYEES)

- 7-5.1 Statement of Intent - It is the intent of this provision to compensate each Champaign County employee who is not exempt from the provisions of the Fair Labor Standards Act on an hour for hour basis for all hours worked up to forty (40) hours per week and at the rate of 1-1/2 times the hours worked over forty (40) hours per week. This compensation will be in the form of regular pay, compensatory time or overtime pay.
- 7-5.2 Non-exempt employees normally scheduled to work 37.5 hours per week shall earn compensatory time on an hour for hour basis up to forty (40) hours worked per week. All non-exempt employees shall earn compensatory time at the rate of 1-1/2 times the extra hours worked over forty (40) hours per week.
- 7-5.3 At the end of each pay period, the number of hours worked beyond the normal scheduled hours will be converted to compensatory time/overtime hours according to the formula shown above. These hours will be added to the compensatory time hours previously earned less any compensatory time hours used during that pay period.

Compensatory time hours may be accrued up to a maximum of seventy-five (75) hours as determined at the end of each pay period. Hours of compensatory time earned over seventy-five (75) hours will be paid with that paycheck as overtime on an hour for hour basis.

- 7-5.4 Compensatory time earned and expended by non-exempt employees shall be documented in the CCMHB/CCDDB timekeeping system as submitted and approved by the Executive Director.
- 7-5.5 Compensatory time off shall be allowed to be taken with prior approval of the Executive Director, if the use of such time does not unduly disrupt the organizations operations. A maximum of one work week of compensatory time may be taken off consecutively.

7-8 FINAL PAYCHECK

Terminating employees will receive payment for accrued vacation and personal leave, and in the case of non-exempt employees for any unused compensatory time, in a lump sum with the regular biweekly paycheck for the final pay period worked. The rate of payment for unused compensatory time shall be based upon the average regular rate received by the employee during the last three years of the employee's employment, or the final regular rate received by the employee, whichever is higher.

CHAPTER 8 - BENEFITS

8-1 HOLIDAYS

- 8-1.1 Official Holidays - Except as otherwise provided by statute, the annual holiday schedule for CCMHB and CCDDB will be as follows:

New Year's Day	January 1st
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Spring Holiday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11th
Thanksgiving	Fourth Thursday of November and the Friday after
Christmas Eve Day	December 24th
Christmas Day	December 25th

When a holiday falls on a Saturday, the previous Friday shall be given as a holiday. When a holiday falls on Sunday, the following Monday shall be given as a holiday.

- 8-1.2 Holiday Observance - Where an employee is scheduled and required to work on a holiday, equivalent time off will be granted within a reasonable period at a time convenient to the employee and consistent with the department's operating needs.
- 8-1.3 Holiday During Vacation - A holiday falling during an employee's regularly scheduled vacation period shall be counted as a holiday and not as a vacation day.

8-1.4 Eligibility for Holiday Pay - To be eligible for a paid holiday, the employee shall work the last scheduled work day before the holiday and the first scheduled work day after the holiday, unless absence on either or both of these work days is for good cause and approved by the Executive Director. Part-time employees are eligible for holiday pay on a pro-rated basis equitable to the number of hours of regular service.

8-2 VACATION LEAVE

8-2.1 Employees with less than two years of continuous employment shall earn twelve (12) working days vacation annually with full pay at a proportionate rate per pay period, and shall be limited to a maximum accrual of twenty (20) working days.

8-2.2 Employees with more than two years and less than four years of continuous employment shall earn eighteen (18) working days vacation annually with full pay at a proportionate rate per pay period; and shall be limited to a maximum accrual of thirty (30) working days.

8-2.3 Employees with four or more years of continuous employment shall earn twenty-four (24) working days vacation annually with full pay at a proportionate rate per pay period; and shall be limited to a maximum accrual of fifty (50) working days.

No employee shall accumulate more than the maximum accrual as stated above. Hours gained above the maximum will not be credited to the employee's vacation balance, but will be forfeited. This Section shall apply to all current and future employees effective on December 1, 2003. For all current employees, any unused vacation time accrued prior to December 1, 2003 shall be frozen for future use or to be paid upon termination of employment with Champaign County, and shall not be counted toward the maximum accrual rates as stated above.

8-2.7 Vacation leave with full pay shall be taken on a scheduled basis and, subject to exigent circumstances, may be taken at any time with the approval of the Department Head, except that no vacation shall be taken prior to the successful completion of six (6) months continuous employment with the County.

8-2.8 The Executive Director's benefit time is specified in the Employment Agreement with the Boards.

8-3 SICK LEAVE

8-3.1 Employees shall be granted twelve (12) working days sick leave annually, with full pay at a proportionate rate per pay period, which may be accrued not to exceed one hundred thirty-five (135) working days except that a part-time employee shall be granted sick leave proportionately. An employee with less than six (6) months service shall be entitled to two (2) days sick leave.

8-3.2 Sick leave is defined as the absence of an employee due to illness, disability, or injury of the employee; or illness, disability, or injury of an employee's

spouse, mother, father, children, domestic partner, or sibling if the sibling resides in the employee's household.

- 8-3.3 Payment for unused sick leave shall not be made at termination.
- 8-3.4 Employees shall notify their supervisor of their illness as soon as practicable and the approximate length of absence required. The employee's supervisor, within his or her discretion, may require a certificate by the appropriate physician.
- 8-3.5 Sick leave is a privilege granted by the County for the benefit of all County employees. Any abuse by an employee could result in this privilege being denied that individual.

8-4 PERSONAL LEAVE

- 8-4.1 Employees with less than fifteen (15) years of continuous employment shall earn three (3) days of personal leave annually.
- 8-4.2 Employees with more than fifteen (15) years of continuous employment shall earn four (4) days of personal leave annually.
- 8-4.3 A part-time employee shall be granted personal leave proportionately.
- 8-4.4 Personal Leave is granted to every employee in the amounts specified above at the beginning of each year of employment. Effective upon each employee's anniversary date after December 1, 2003, unused personal days shall not be carried over from one year of employment to the next. This Section shall apply to all current and future employees effective on December 1, 2003. For all current employees, any unused personal time granted prior to December 1, 2003 shall be carried until the employee's next anniversary date, and on the anniversary date between December 1, 2003 and November 30, 2004, any unused personal leave shall be placed in the vacation reserve and frozen for future use or to be paid upon termination of employment with Champaign County.
- 8-4.5 Subject to prior approval by the Executive Director or supervisor and exigent circumstances, this leave may be taken at any time.

8-5 BEREAVEMENT

Employees shall be granted paid bereavement leave for the scheduled working hours on five (5) consecutive workdays following the death of a spouse, child, parent, sibling or domestic partner; and for the scheduled working hours on three (3) consecutive workdays following the death of a step-parent, step-child, step sibling, grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law or grandchild.

8-6 JURY/WITNESS DUTY

- 8-6.1 Any employee who is called for jury duty shall be excused from work for the days served. The employee shall receive his/her normal rate of pay for each

day of jury duty for which he or she would have worked. The employee shall give the supervisor reasonable notice of the needed leave for jury service, which requires the employee to deliver to the supervisor a copy of the summons within ten (10) days of the date of issuance of the summons to the employee. During this time, if the employee is not actually performing jury duty, the employee shall return to work for the remainder of the work day. The payment received for jury duty shall be returned to the County; however, the mileage reimbursement shall be retained by the employee.

- 8-6.2 If an employee is served a subpoena to appear for witness duty in a job-related capacity, or if requested to testify at a termination hearing, the individual will be paid his/her normal salary during the time the employee is required to be away from his/her place of work. If the testifying employee is not scheduled for a work shift during the time of a termination hearing, the employee will still be paid his/her normal wage for the time the employee has been requested to attend the hearing.
- 8-6.3 If an employee is served a subpoena to appear in court for a matter that is not related to his/her employment, the employee shall be granted unpaid time off in order to comply with the subpoena. The employee may choose to utilize accrued paid leave time instead.
- 8-6.4 The Executive Director shall maintain records of the days on which jury and witness duty is served by employee.

8-7 FAMILY AND MEDICAL LEAVE OF ABSENCE

Under the Family and Medical Leave Act of 1993 ("FMLA"), eligible employees are allowed to take unpaid leaves of absence for certain specified purposes.

- 8-7.1 **Eligible Employees** – An employee is eligible for FMLA leave if the employee has worked for at least twelve (12) months and has performed 1,250 hours of service for the Boards during the previous twelve (12) month period.
- 8-7.2 **Leave Requirements** - The Boards will extend up to twelve (12) weeks of FMLA leave during any twelve-month period to eligible employees (the twelve month period shall be a "rolling" 12-month period measured backward from the date an Employee uses any FMLA leave):
- a. To care for a newborn child during the first twelve months after birth;
 - b. Because of the placement of a child for adoption or foster care within twelve months after the placement;
 - c. To care for the employee's spouse, son, daughter, or parent (or certain other persons in a "parent" capacity) with a serious health condition;
 - d. To attend to the employee's own serious health condition involving inpatient care or continuing treatment which causes inability to perform his/her job.
- 8-7.3 **Substitution of Paid Leave** - Paid leave will run concurrent with FMLA leave under certain circumstances:

- a. The Boards will require an employee to substitute any accrued paid vacation and personal leave for unpaid FMLA leave taken because of the birth or adoption of a son or daughter of the employee in order to care for the son or daughter, because of the placement of a son or daughter with the employee for adoption or foster care, or in order to care for the spouse, son, daughter, or parent of the employee if the spouse, son, daughter or parent has a serious health condition.
- b. The Boards will require an employee to substitute any accrued paid vacation, personal and sick leave for unpaid FMLA leave taken in order to care for the spouse, son, daughter, or parent of the employee if the spouse, son, daughter or parent has a serious health condition or because of the employee's own serious health condition that makes the employee unable to perform the functions of the employee's position.
- c. Employees may choose to use compensatory time for FMLA leave but are not required to do so.

8-7.4 **Length of Leave** - If medically necessary, a leave relating to a serious health condition may be taken intermittently or by reducing the usual number of hours worked per week or per day. However, an employee who requests leave due to birth or adoption may not take leave intermittently, exceptions to be made by the Executive Director.

An employee is entitled to no more than a total of twelve work weeks of FMLA leave, during any twelve-month period. When both spouses are employed by the County, the total number of workweeks of leave utilized by both spouses will be limited to 12 workweeks if the leave is taken because of the birth of a son or daughter and in order to care for the son or daughter, the placement of a son or daughter with the employee for adoption or foster care, or to care for a sick parent of one of the employees if the parent has a serious health condition.

8-7.5 **Notice and Certification** - When leave is reasonably foreseeable, the employee must provide 30 days' advance notice of the leave to the Executive Director.

When substituting paid sick, vacation, or personal leave for unpaid FMLA leave, the Employer may require a certificate from the appropriate physician. For unpaid leave, a medical certification of illness and its seriousness, both as to the employee and/or a family member, will be required. It must also state the expected duration of the leave.

If there is reason to doubt the validity of the certification, the Boards may, at its own expense, require the employee or family member to obtain from a doctor of the County's choice. If a conflict arises, the County may require a third opinion. The third opinion shall be final and binding.

The Boards may also require that an employee obtain subsequent re-certifications on a monthly basis.

8-7.6 **Compensation/Benefits During Unpaid Leave** - During unpaid leave time, employees' wages and other benefits are not paid or accrued except for health and County paid life insurance, which will be continued on the same

basis as if the employee continued in active status. The employee's portion of health insurance must be paid either through payroll deduction, or by direct payment by the employee to the County. The employee will receive a bill from the County for payment of health, life and/or dental premiums. If the premium is not paid by the stated due date, coverage will be canceled.

- 8-7.7 **Return to Work** - At the conclusion of leave, an employee will be restored to the position he/she held at the time the leave began or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment, unless the employee's position would have been otherwise eliminated during the leave. Fringe benefits accrued prior to the leave will not be lost as a result of the leave. However, employees do not accrue additional seniority or employee benefits during the period of leave.

The Boards may deny reinstatement after leave to a salaried employee who is among the highest paid ten percent of its employees when denial is necessary to prevent substantial and grievous economic injury to the Boards. The Boards will provide prompt notification to the employee that reinstatement will be denied for that reason.

An employee who fails to return to work after the leave expires (other than due to the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control) will be liable to the County for its share of health plan premiums paid by the County during the period of leave. The County will recover the initial sums through deductions from any sums due to the employee (e.g. unpaid wages, vacation pay, etc.) Any balance will be recovered through legal action.

8-8 EXTENDED LEAVE OF ABSENCE WITHOUT PAY (LOA)

- 8-8.1 A Leave of Absence Without Pay (LOA) may be granted for short term disability, or reasons other than those covered by Family Medical Leave of Absence, Section 8-7 as approved by the Executive Director.
- 8-8.2 A non-probationary employee must use all of his/her accrued benefit time, including sick time if it's available under the circumstances, before beginning a leave of absence without pay. The employee may choose to reserve the equivalent of three days of sick time. Benefit time is exhausted when less than one (1) hour is available to be taken.
- 8-8.3 A LOA of less than one (1) calendar month may be arranged between an employee and the Executive Director. If possible an employee requesting a LOA for a period of one month or less shall notify the Executive Director of the request, in writing, at least three (3) days prior to the exhaustion of all applicable accrued benefit time.
- 8-8.4 If the employee will be absent from work longer than the accrued benefit time available to be taken plus one month, if granted under Section 8-8.3, a request for a LOA not to exceed four (4) months shall be submitted to the Executive Director. The employee shall notify the Executive Director in writing of this request as soon as he/she becomes aware of the need for an extended LOA and at least three (3) days prior to the end of benefit time or leave time

already granted if possible. The written request shall contain the reason and expected length of the absence.

- 8-8.5 All LOAs under Section 8-8.3 and 8-8.4 shall be without payment of salary from the CCMHB and CCDDDB. Employees on an approved Leave of Absence will not earn or accrue benefit time (vacation, sick, holiday or personal leave). The Boards will continue to pay the employer's contribution for health and life insurance coverage. Time spent on an approved Leave of Absence will count toward determination of length of service with the County in computing benefits when the employee returns to work. The employee remains responsible for payment of any additional individual or dependent health, life and/or dental insurance coverage premiums while on an approved Leave of Absence. The employee will receive a bill from the County for payment of outstanding premiums. If the premium payment is not received by the due date stated, coverage will be canceled.
- 8-8.6 The Executive Director shall provide copies of an approved LOA which include the various terms and conditions of the leave to the following:
- a. Employee
 - b. County Administrator's Office
- 8-8.7 Before an employee may return to work from a Leave of Absence granted due to a short term disability (either Executive Director approved one month leave or additional four months), the employee must have a doctor's statement approving the return to work in the employee's position.
- 8-8.8 An employee who is granted a LOA under Section 8-8.3 or Section 8-8.4 will be returned to his/her prior position at the end of such leave, unless the position has been abolished, in which case the Reduction in Force Policy (Section 5-2) shall be applied. On return from a LOA, an employee's salary shall be as determined by the Executive Director.
- 8-8.9 An employee who does not report for work at the end of an approved Leave of Absence shall be deemed to have resigned as of the date of the employee's next scheduled work day after the expiration of the LOA. If final action on a request for leave cannot be taken until accrued benefit time has been exhausted or approved leave has expired, an employee who has not returned to work within seven (7) days after notification by the Executive Director shall be deemed to have resigned.
- 8-8.10 The Executive Director may fill a position that is vacant due to an employee being on an approved Leave of Absence, with a temporary employee if sufficient funds are budgeted in the appropriate temporary line item.
- 8-8.11 Although the Leave of Absence policy is designed to be flexible enough to accommodate most specific situations, there will be occasions that require techniques or solutions outside the established guidelines. Requests beyond the Leave of Absence benefits granted by this policy may be referred by the Executive Director to the Presidents of the CCMHB and CCDDDB for final approval. The approval of an extended Leave of Absence maintains length of service credits. However, employer paid health insurance benefits will not be provided, if a Leave of Absence is approved or extended to an employee for a period longer than the four months stipulated by this policy. The Executive

Director may permanently fill a vacancy created by approval of an extended leave. The employee will be placed in his/her previous position only if it is vacant on the date the extended leave expires. If the position has been abolished, the Reduction in Force Policy (Section 5-2) shall be applied.

8-8.12 A leave of absence necessitated by a work-related injury will be granted as of right under Sections 8-8.3 and 8-8.4. The employee shall not be required to exhaust benefit time under Section 8-8.2. When the request for leave is due to a work-related injury, accrued benefit time may be used to supplement Worker's Compensation benefits, not to exceed his or her normal compensation at the option of the employee.

8-9 MILITARY LEAVE

Employees performing military duties are entitled to numerous protections under federal and Illinois law. When addressing issues of military leave and its impact on County CCMHB/CCDDB employment, supervisors are advised to consult with the Civil Division of the State's Attorney's Office or the Human Resources Generalist in the County Administrator's Office.

8-9.1 **Leave** will be granted from Board employment for any period actively spent in military service, whether voluntary or involuntary, including –

- a. A period for which the employee is absent from employment for the purpose of an examination to determine the fitness of the employee to perform military duty;
- b. Active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty;
- c. Basic training, special or advanced training, and annual training;
- d. Training or education under the supervision of the United States preliminary to induction or enlistment into military service;
- e. Active military duty as a result of an order of the President of the United States or the Governor of Illinois;
- f. The performance of funeral honors duty pursuant to military orders in preparation for or to perform funeral honors functions at the funeral of a veteran.

8-9.2 **Pay**

- a. For periods of annual training, the employee shall continue to receive his or her regular compensation as a CCMHB/CCDDB County employee.
- b. For periods of basic training, up to sixty (60) days of special or advanced training, or mobilization as a result of an order of the President of the United States, the employee shall receive his or her regular compensation as a County CCMHB/CCDDB employee minus the amount of his or her base pay for military service.

8-9.3 **Insurance** – Insurance coverage and its automatic continuation upon the employee’s return to County CCMHB/CCDDB employment shall be made available to the employee.

8-9.4 **Other Benefits**

- a. Seniority shall continue to accrue during periods of military leave.
- b. Pay raises, promotions or other benefits dependent on the passage of time accrue to the employee’s benefit as if the employee were present for work during the entire period of military duty.
- c. Pay raises, promotions or other benefits based on merit or otherwise related to demonstrated skill or efficiency shall not accrue during the employee’s absence due to military duty.
- d. Pension rights and benefits shall be protected and preserved for the duration of the employee’s military service as if the employee were a County CCMHB/CCDDB employee for the entire period of military duty.

8-9.5 **Reinstatement**

a. **Notice** – Any Board employee seeking to return to CCMHB and CCDDB employment following the completion of military duty must notify the Executive Director within ninety (90) days of completion of that military duty, or from any hospitalization continuing after discharge for a period of not more than one (1) year in order to be eligible for reinstatement under this Section. If the employee does not notify the Executive Director of his or her request for reinstatement within that time frame, the employee shall be considered absent from work and subject to discipline or discharge.

b. **Reinstatement**

- (i) If the employee seeking reinstatement is still qualified to perform the duties of the position which he or she left, the employee shall be promptly restored to the position which he or she left for military duty, with the same increase in status, seniority and wages that were earned during the period of military service by employees who were in similar positions during the employee’s military duty, or to a position of similar seniority, status and pay, unless the County CCMHB/CCDDB’s circumstances have so changed as to make it impossible or unreasonable to do so.
- (ii) If the employee seeking reinstatement is not qualified to perform the duties of the position which he or she left due to reasons other than disability, such as a lapse in necessary licensure or similar documentary or training requirement, the Board shall make reasonable efforts to qualify the employee in an attempt to restore the employee to the position which he or she left for military duty, with the same increases in status, seniority and wages that were earned during the period of

- military service by employees who were in similar positions during the employee's military duty, or to a position of similar seniority, status or pay, unless the Board's circumstances have so changed as to make it impossible or unreasonable to do so. If the employee cannot become qualified with reasonable efforts by the ~~County CCMHB/CCDDB~~, the employee shall be reemployed in a position which is the nearest approximation of position which the employee left to perform military duty.
- (iii) If the employee seeking reinstatement is not qualified to perform the duties of the position which he or she left by reason of disability suffered during military duty but qualified to perform the duties of any other position within the County, the employee shall be promptly reemployed to another position the duties of which he or she is qualified to perform and as will provide the employee with like seniority, status and pay, or the nearest approximation, consistent with the circumstances of the employee's particular case.
- c. Any employee restored to Board employment following military duty shall not be discharged from Board employment without cause within one (1) year of restoration to employment.

8-10 FAMILY MILITARY LEAVE

An employee who is the spouse or parent of a person called to military service lasting longer than thirty (30) days with the State or United States pursuant to the orders of the Governor or the President of the United States may take up to thirty (30) days of unpaid leave under the Family Military Leave Act.

8-10.1 **Eligible Employees** - An employee is eligible for Family Military Leave if the employee has been employed by the Boards for at least twelve (12) months, and has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. Furthermore, no leave may be taken by an employee under this Section unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee, except sick leave and disability leave.

8-10.2 **Leave Requirements** - The Boards shall provide up to thirty (30) days of unpaid family military leave to an employee during the time federal or state deployment orders are in effect, subject to the conditions set forth in this Section.

8-10.3 **Notice and Certification** - The employee shall give at least fourteen (14) days notice of the intended date upon which the family military leave will commence if leave will consist of five (5) or more consecutive work days. Where able, the employee shall consult with the employer to schedule the leave so as to not unduly disrupt the operations of the employer. Employees taking military family leave for less than 5 consecutive days shall give the employer advanced notice as is practicable. The employer may require certification from the proper military authority to verify the employee's eligibility for the family military leave requested.

8-10.4 **Continuation of Benefits** - During any family military leave, the Boards will make it possible for employees to continue their benefits at the employee's expense. The County and employee may negotiate for the employer to maintain benefits at the employer's expense for the duration of the leave. Furthermore, taking family military leave shall not result in the loss of any employee benefit accrued before the date on which the leave commenced.

8-10.5 **Reinstatement** – Upon expiration of the leave, the employee shall be entitled to be restored to the position held by the employee when the leave commenced or to a position with equivalent seniority status, employee benefits, pay and other terms and conditions of employment.

8-11 SCHOOL VISITATION LEAVE

Under the School Visitation Leave Act, eligible employees are allowed to take unpaid leave for certain school-related functions concerning their children.

8-11.1 **Eligible Employees** – An employee is eligible for School Visitation Leave if the employee has worked for the Boards for at least six (6) months preceding the request and worked an average number of hours per week which is at least half of the full-time hours for that job classification during those six (6) months. Furthermore, no leave may be taken by an employee under this Section unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave.

8-11.2 **Leave Requirements** – The Boards will grant an employee unpaid leave of up to a total of eight (8) hours during any school year, and no more than four (4) hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's biological, adopted, foster, or stepchild, or legal ward of the employee, who is enrolled in a public or private primary or secondary school, if the conference or classroom activities cannot be scheduled during non-work hours.

8-11.3 **Notice and Certification** – Before arranging attendance at the conference or activity, the employee shall provide the Executive Director with a written request for leave at least seven (7) days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer. Upon completion of the school visitation, the employee shall submit verification of the exact time and date the visitation occurred.

8-11.4 **Alternate Work** – An employee who utilizes or seeks to utilize the rights afforded by this Section may choose the opportunity to make up the time so taken on a different day or shift as directed by the Executive Director. An employee may not be required to make up the time taken, but if the employee does not make up the time taken, the employee shall not be compensated for the time taken. An employee who does make up the time taken shall be paid at the same rate as paid for normal working time. The Boards shall make a good faith effort to permit an employee to make up the time taken for the purposes of this Section. If no reasonable opportunity exists for the employee to make up the time taken, the employee shall not be paid for the time. A reasonable opportunity to make up the time taken does

not include the scheduling of make-up time in a manner that would require the payment of wages on an overtime basis. If unpaid leave under this Section conflicts with the unreduced compensation requirement for exempt employees under the federal Fair Labor Standards Act, the Boards may require the employee to make up the leave hours within the same pay period.

8-12 BLOOD DONATION LEAVE

8-12.1 Employees who are employed full-time by the Boards and who have worked for the Boards for at least six (6) months may be granted one (1) paid hour every fifty-six (56) days in order to donate blood.

8-12.2 Employees may take leave pursuant to this Section only after obtaining approval from the Executive Director.

8-13 VOTING LEAVE

8-13.1 Any employee entitled to vote at a general or special election or at any election at which propositions are submitted to a popular vote shall be entitled to take paid leave from work for a period of two (2) hours between the time of opening and closing the polls on the day of the election for the purpose of voting.

8-13.2 The employee must request leave prior to the day of election.

8-13.3 The employer may specify the hours during which the employee may leave to vote, except that the employer must permit a 2-hour absence during working hours if the employee's working hours begin less than 2 hours after the opening of the polls and end less than 2 hours before the closing of the polls.

8-14 HEALTH AND TERM LIFE INSURANCE (Champaign County Personnel Policies Apply)

8-14.1 An employee (including per diem employees) must work at least thirty (30) hours per week and have completed three (3) months of employment to be eligible for the County insurance benefit program. The County provides group health and life insurance coverage. The County Board shall offer such group health and life insurance programs as it determines. The County Board shall determine annually the amount which it will contribute toward group health and life insurance coverage on behalf of each employee. Employee choice of group health insurance program shall not interfere with the employee's group life benefits. If the cost of a particular group health insurance program is more than the County contribution, the employee shall pay the additional amount through payroll deduction. If the employee wishes to have dependent coverage, the employee must assume the responsibility for dependent premiums through payroll deduction.

An employee in a full-time, temporary employment status with the County may be eligible for Health Insurance benefits upon employment as a regular full-time employee under the following condition: That the employee has had three months continuous unbroken employment with the County for a three-month period immediately prior to the employment by the County as a regular full-time employee.

8-14.2 If an employee retires from the County on an IMRF pension or qualifies for IMRF permanent disability, they may retain their health insurance coverage and reimburse the County for their premiums. Arrangements may be made through the County Administrator's Office.

8-15 ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF) – Champaign County Personnel Policies Apply

The benefits of the Illinois Municipal Retirement Fund and eligibility for IMRF are determined by the state law and not by the County. The benefits are subject to change without notice from the County. Included are temporary and permanent disability payments, pension and death benefits. See the most recent edition of the pamphlet distributed by IMRF or visit www.imrf.org for a detailed description of your benefits.

8-16 WORKER'S COMPENSATION AND RETURN TO WORK FOLLOWING INJURY POLICY

It is the policy of the CCMHB and CCDDb to promote a safe work place for its employees. When an employee is off work due to a work-related illness or injury, the Boards will monitor the status of such an employee and when available will assist the employee in obtaining rehabilitation services in order for the employee to return to work. An employee who is off work due to a work-related illness or injury is expected to cooperate with any county programs or policies designed to help the employee return to work and to assume their full job responsibilities. The Boards shall oversee the management of its workers compensation program, and shall investigate all workers compensation claims as necessary to ensure uniform reporting procedures. It is the policy of the Boards to make every reasonable effort to accommodate an injured employee, unless such accommodation poses undue hardship on the CCMHB and CCDDb.

8-16.1 **Procedure** – Any employee injured on the job or who acquired a job-related illness is required to report the incident to the Executive Director as soon as practicable after it is known that such injury or illness is job-related. The report shall contain the approximate date and place of the accident, if known, and may be given to the supervisor either orally or in writing.

- a. When an employee sustains what he/she believes to be a work-related injury or illness, this should be reported to the Executive Director. The employee shall then be assisted by the Executive Director or designee for the coordination of his/her initial care and treatment. The employee is encouraged to seek treatment from Carle Clinic Occupational Medicine. The employee also has the option of seeking treatment through the medical care provider from whom they have insurance coverage. If the employee needs urgent medical attention, the employee's immediate supervisor shall call 9-1-1 to have the employee transported to the closest hospital for treatment.
- b. After coordinating the employee's initial care and treatment as described in 8-16.1(a), the Executive Director shall complete the State of Illinois Employer's First Report of Injury or Illness (known as Form 45) within twenty-four hours of the employee's report. If the Executive

Director or designee is not available to sign the report within the twenty-four hour period, the Associate Director shall fax the said report to the Insurance Specialist in Administrative Services. The Executive Director's Incident Investigation Report should also be prepared within twenty-four hours of the incident, unless the said forms cannot be completed during regular working hours, in which case the immediate supervisor shall advise the County Administrator which forms are incomplete, and what further information is necessary to complete the said forms.

- c. The Executive Director is responsible for the initial investigation of the employee's reported work-related injury or illness. Supplemental and/or conflicting information, including any written statements by the injured employee, should be noted in a separate memorandum. The Executive Director shall also include within the initial investigation report a list of any witnesses to the injury or illness claimed by the employee.
- d. In order to determine whether the injury or illness reported by the employee is a compensable injury and to determine the nature, extent, and probable duration of the injury, the employer may require the employee to undergo a medical evaluation by a duly qualified medical practitioner or surgeon of the employer's choice, with the said evaluation to be paid for by the employer, for the purpose of determining the nature, extent and probable duration of the injury received by the employee, and for the purpose of ascertaining the amount of compensation which may be due the employee from time to time for disability according to the provisions of the Workers Compensation Act.
- e. An employee must provide whatever medical releases of information are necessary to the Executive Director, and the Insurance Specialist, for all physicians, surgeons, therapists, or other medical providers as to any evaluation, treatment, testing, prescribed medications or other medical information relevant to the evaluation and treatment of the employee's work-related illness or injury, as well as any recommendations made by any medical providers as to the employee's ability to return to the employee's job, or transitional work. It shall be the responsibility of the Executive Director to work with the employee to obtain the said releases. The employee shall not be allowed to return to work or transitional return to work duty assignments unless and until the said medical releases have been executed, and the return to work has been authorized by the employee's medical providers in conjunction with the employer.
- f. All employee injury reports will be logged by the Insurance Specialist. If the employee misses work time or is required to undergo medical evaluation and/or treatment for the employee's work-related injury or illness, the Insurance Specialist shall forward all reports for that employee to the designated Third Party Administrator (TPA). All employees and their supervisors are required to cooperate fully with the County's Insurance Specialist and the TPA in the investigation of all reported injuries.

- g. If the employee receives any medical bills for the treatment of his/her work-related injury or illness, the employee shall send such bills to the Insurance Specialist.
- h. The Insurance Specialist shall serve as the administrator of the County's Workers Compensation Program and shall be responsible for working with employees and the Executive Director to answer any questions about benefits, rights, or obligations pursuant to the County's Workers Compensation Program.

8-16.2 External Case Management - Any employee claims for work-related injuries or illnesses which are expected to cause the employee to miss work for more than thirty days, or which require specialized services for the employee not available within the County, will be referred by the Insurance Specialist to a TPA for professional case management, and/or for medical and/or vocational services. The Insurance Specialist shall require the TPA to provide written reports on the employee's progress on a monthly basis.

- a. The employee who has suffered a work-related injury or illness shall be required to participate in the development and implementation of his/her return to work, which shall include:
 - (i) Cooperating with and implementing any recommended treatment, evaluations or therapies from physicians, therapists, and surgeons;
 - (ii) Sharing all information pertinent to the employee's work-related injury or illness with all physicians, therapists, and surgeons;
 - (iii) Signing any and all releases of information necessary for the employer to monitor the employee's progress in returning to work;
 - (iv) Abiding by all recommended medical restrictions while at work, or off work;
 - (v) Requesting assistance for medical or vocational services designed to return the employee to work;
 - (vi) Scheduling and attending medical appointments which will cause the least work disruption, and communicate information about medical appointments to the immediate supervisor as soon as such medical appointments are scheduled;
 - (vii) Maintaining regular contact with the Executive Director;
 - (viii) Contacting the immediate supervisor about any accommodations the employee feels are necessary to assist the employee to return to work;
 - (ix) Participating in a functional capacity evaluation as directed by the employer;
 - (x) Complying with all safety rules and regulations of the employer.
- b. The Executive Director shall work with the employee in developing and implementing the employee's return to work after a job-related illness or injury. The immediate supervisor shall:

- (i) Contact the Insurance Specialist and the Executive Director about any accommodations requested by the employee in the return of the employee to work.
 - (ii) Contact the Insurance Specialist and the Executive Director about any changes in the employee's medical condition.
 - (iii) Contact the Insurance Specialist and the Executive Director if the employee does not cooperate with the requirements of 8-16.2.
- c. The TPA, together with the Executive Director and the Insurance Specialist, will investigate all workers compensation claims and make compensability determinations in accordance with the Illinois Workers Compensation Act. The TPA will determine what benefits are due to the employee and pay such benefits as are required by statute. The Insurance Specialist or the TPA may contact employees to obtain information necessary to process the employee's claim. The TPA shall answer any employee questions concerning the claims process.
 - d. If after a comprehensive investigation of a workers compensation claim, it is determined by the TPA, Insurance Specialist, and the Executive Director that an employee has knowingly submitted a fraudulent claim, said employee will be subject to discipline, up to and including discharge.
 - e. The Insurance Specialist shall serve as the Administrator of the County's Workers Compensation program. The Insurance Specialist shall provide advice and information to the Executive Director concerning the program, and shall assist in meeting responsibilities pursuant to the program.
 - f. The Executive Director or designee shall identify and select a management representative to serve as the coordinator of any and all claims pursuant to the County's Workers Compensation program within that Department.

8-16.3 **County Work Transition Policy (Champaign County Personnel Policies Apply)**– The County shall, when appropriate and available, provide the opportunity for transitional work to any employees suffering from a job-related injury or illness in order to allow the employee to return to work safely by accommodating the employee's inability to meet all of the demands of the employee's regular work position. Work transition may include the following:

- a. Modification of the current job prioritized as follows:
 - (i) Current job—same work location
 - (ii) Modified job—same work location; modifications of work tasks or job demands which meet the employee's functional capacity; modification of work tasks to be completed by the employee which meets the employee's functional capacity
 - (iii) Current job—different work location
 - (iv) Modified job—different work location; modifications of work tasks or job demands which meet the employee's functional

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- capacity; modifications of work tasks to be completed by the employee which meet the employee's functional capacity
- (v) Limited special assignments
 - (vi) Participate in rehabilitation programs to allow the employee to work and also participate in services to reduce the impairment, facilitate the employee's medical progress, and prevent long term disability.

- b. The length of the work transition period should not exceed thirty work days unless an extension is approved by the Executive Director. An extension may be granted based on the employee's medical needs or inability of the employee to fully perform former job demands, but if extended shall not exceed ninety work days in length. Any extension of the work transition period beyond ninety work days must be approved in advance by the County Administrator.

8-17 TRAINING LEAVE

8-17.1 The Executive Director may approve a leave for employee training on subject matter directly related to the employee's job. The training may consist of a training seminar or conference of two (2) weeks duration or less or a course for college credit of up to three (3) semester hours. The employee attending the training will receive his/her normal salary and reimbursement for expenses incurred, and the Boards will pay the registration fee.

8-17.2 Upon Executive Director recommendation, an absence to attend any training seminar or conference lasting more than two (2) weeks or a course for college credit of more than three (3) semester hours, or the equivalent, shall require the approval of the CCMHB and CCDDB Presidents.

8-18 CHAMPAIGN COUNTY EMPLOYEE'S CREDIT UNION

Employees are eligible to join the Champaign County Employee's Credit Union. For more information or the names of the current officers of the Credit Union, please call the County Administrator's Office.

8-18 JOB SHARING

8-18.1 **Time Period and Approval** -Job-sharing will be allowed for a specific period of time, and will be established and renewed annually upon written request by the Executive Director for approval by the County Administrator. All requests shall be made in writing to the executive director by the employee requesting his/her position be shared and shall include the amount of time the employee proposes to share the position and the time period requested. After executive director approval of the requests, the executive director shall forward the request to the County Administrator.

8-18.2 Compensation -The shared position will be budgeted as one position in the CCMHB/CCDDB staffing plan, and both employees sharing the position will be paid at the same hourly rate of pay, based on the number of hours worked within the pay period. Combined hours worked and paid for job-sharing positions will not exceed hours for full-time positions.

8-18.3 Health Insurance -Eligibility for health insurance benefits will be determined by the number of hours worked; therefore, if neither of the employees work thirty (30) hours per week, health insurance benefits will not be provided to either employee.

8-18.4 Accrual of Seniority during Job-Sharing -A former full-time employee who is approved for job-sharing will accrue seniority with Champaign County during the period of time for job-sharing approved by the County Administrator.

8-18.5 Accrual of Leave during Job-Sharing -Both employees in a job-sharing position will accrue vacation, sick and personal leave at rates proportionate to hours worked.

8-18.6 Employment at Conclusion of Job-Sharing -The position which has been shared will be returned to full-time employment at the end of the time period granted for job-sharing, and the position will be filled by the employee who originally held the position. If that employee does not want the full-time position, then the other employee will be offered the position. If neither employee wants to hold the full-time position, then the position will be filled according to CCMHB/CCDDB Personnel Policies.

8-19 VESSA (VICTIM'S ECONOMIC SECURITY AND SAFETY ACT, P.A. 93-0591) – Champaign County personnel Policies Apply

8-19.1 In order to ensure the economic security and safety of Champaign County employees, an eligible employee will be granted unpaid leave for situations when the employee has been subject to domestic or sexual violence, or in order to help a family or household member who is a victim of domestic or sexual violence, not caused by the employee. In addition, victims of domestic or sexual violence will be eligible for insurance and protection from employment and insurance discrimination. Eligibility for such protections is dependent upon the employee's ability to perform the essential functions of their position but for being a victim of domestic or sexual violence, and any requested accommodation must not pose an undue hardship on the County's operations.

8-19.2 Eligible employees will be granted job-protected unpaid leave to conduct the following activities related to the domestic or sexual violence during work hours:

- a. To seek medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence;
- b. To obtain services from a victim services organization;
- c. To obtain psychological or other counseling;

- d. To participate in safety planning, to temporarily or permanently relocate, or to take other actions to increase the safety of the employee from future domestic or sexual violence or to ensure economic security;
- e. To seek legal assistance or remedies to ensure the health and safety of the employee, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

8-19.3 Employees are entitled to 12 workweeks of VESSA leave during any 12-month period and are entitled to take leave upon at least 48 hours notice (where practicable). VESSA does not create a right for an employee to take unpaid leave that exceeds the unpaid leave allowed under, or in addition to, the Family and Medical Leave Act. Sick, vacation, personal, FMLA leave or compensatory time may be substituted for the unpaid leave provided under this Act.

8-19.4 The ~~Department Head~~ Executive Director shall require certification from the employee that VESSA leave is for a qualifying reason. Certification consists of:

- a. A sworn statement of the employee, and
- b. One of the following:
 - (i) Documentation from an employee, agent or volunteer of a victim services organization, an attorney, a member of the clergy, or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of violence;
 - (ii) A police or court record; or
 - (iii) Other corroborating evidence. The ~~Department Head~~ Executive Director shall keep such documentation in the strictest of confidence.

8-19.5 An employee who takes such leave is entitled to be restored to the same or an equivalent position with equivalent benefits, pay and other terms and conditions of employment. The employee shall retain all benefits accrued prior to the date leave commences (including life and health insurance, sick and vacation leave, educational benefits and pensions) but the employee is not entitled to accrue seniority or additional employment benefits during the leave. The employee is also entitled to continued health insurance during any period of leave on the same terms and conditions as if the employee remained continuously employed. If an employee fails to return from leave, the ~~County CCMHB/CCDDB~~ can recover the premium the employer paid for health insurance, provided the reasons the employee has not returned do not include the continuation, recurrence, or onset of domestic or sexual violence or other circumstances beyond the employee's control. The ~~CCMHB/CCDDB~~ County may also require certification of such reasons.

8-19.6 It is unlawful to interfere with an employee's exercise of right under the Act or to discriminate in employment against an individual because:

- a. The individual:
 - (i) Is, or is perceived to be, a victim of domestic or sexual violence;
 - (ii) Has attended, participated in, prepared for, or requested leave to attend, participated in, or prepare for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the individual or a family or household member was a victim; or
 - (iii) Requested an adjustment to a job, structure, workplace facility, or work requirement, including a transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, or implementation of a safety procedure in response to actual or threatened domestic or sexual violence; or
- b. The workplace is disrupted or threatened by the action of a person whom the individual states has committed or threatened to commit domestic or sexual violence against the individual or the individual's family or household member.

CHAPTER 9 – SALARY ADMINISTRATION GUIDELINES

9-1 DEFINITIONS

- 9-1.1 **Position Description** - A written set of criteria regarding the essential duties and responsibilities performed in a position and the minimum knowledge, skills, abilities, education, training and experience required to perform the job. Position descriptions will be written and maintained by the Executive Director.
- 9-1.2 **Authorized Position** - A single job slot authorized by the Executive Director with the approval of the presidents of the CCMHB and the CCDDB. All authorized positions shall be identified by a specified position description.
- 9-1.3 **New Position Description** - Creation of a new job and, therefore, a new position description.
- 9-1.4 **New Position** - Creation of a new authorized position or increase in an existing position by the Executive Director with approval of the presidents of the CCMHB and the CCDDB.
- 9-1.5 **Transfer** - The process of hiring or moving a current employee from one authorized position and position description to a new authorized position.
- 9-1.6 **Reclassification/Position Re-Evaluation** - The process of deleting an existing authorized position and creating a new authorized position based upon an existing or new position description.

- 9-1.7 **Midpoint** - The midpoint as a control point, represents the dollar value that the ~~County~~ CCMHB/CCDDB is willing to pay an experienced employee for performing consistently competent work that fully meets all position requirements in a job of a given level of difficulty and responsibility. It also reflects favorable competitive rates paid in the employment market for experienced employees in similar jobs.
- 9-1.8 **Maximum** - The maximum salary is the highest salary paid for a particular position. The maximum is expressed as 120% of the midpoint.
- 9-1.9 **Minimum** - The minimum salary is beginning salary for a particular position. The minimum is expressed as 80% of the midpoint.
- 9-1.10 **Salary Administrator** – The Executive Director of the CCDDB and CCMHB.
- 9-1.11 **Salary Range** - A salary range is established based on the midpoint, which represents the dollar value the Boards are willing to pay an experienced employee for performing consistently competent work that fully meets all position requirements. The salary range represents the normally expected variation in individual performance. The salary minimum is 80% of the midpoint, and the maximum is 120% of the midpoint. The range, from minimum to maximum is 150%.
- 9-1.12 **Experienced** - A candidate whose Knowledge, Skills, Abilities; and Education and Experience substantially exceed the minimum requirements as stated in the appropriate position description.
- 9-1.13 **Inexperienced** - A candidate whose Knowledge, Skills, Abilities; and Education and Experience meet the minimum requirements as stated in the appropriate position description.
- 9-1.14 **Exempt/Non-Exempt Pay Practice Status** - Determination made by the State's Attorney's Office, according to Fair Labor Standards Act (FLSA) Guidelines, of the salary grid applicable to a position.
- 9-1.15 **Job Content Evaluation Committee** – Determined by the Executive Director with approval by the presidents of the CCMHB and the CCDDB.
- 9-1.16 **Job Content Evaluation Points** - Not applicable.

9-2 SCHEDULE OF AUTHORIZED POSITIONS & SALARY GRID

- 9-2.1 The Schedule of Authorized Positions reflects the position title of all permanent positions approved by the ~~Executive Committee Presidents~~ of the CCMHB and CCDDB. Temporary positions are controlled solely by the CCMHB/CCDDB line item in the appropriated budget. Recommendations for additions or deletions to the Schedule of Authorized Positions will be made by ~~Executive Committee Presidents~~ with final approval by the full CCDDB and CCMHB. The Salary Administrator is responsible for maintaining the Schedule of Authorized Positions.

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9-2.2 The Salary Grid reflects every position title in the CCDDDB/CCMHB personnel system, with the exception positions represented by bargaining units, with a minimum, midpoint, and maximum salary for each position. An employee's salary may be between the minimum and maximum but may not exceed the maximum.

9-3 HIRING

9-3.1 **Beginning Salary** – To be determined by the Executive Director with oversight and approval of the presidents of the CCMHB and the CCDDDB.

9-3.2 **Salary Administration** - Not applicable.

9-3.3 **Determination of Beginning Salary For Employment Candidate** - The Executive Director has discretionary authority to determine beginning salary subject to review and approval by the presidents of the CCMHB and the CCDDDB.

9-3.4 **Promotion** - A promotion exists when an employee is proposed to be hired to an open position or a re-evaluation of a current position has been accepted by the Executive Director where the job content has increased, resulting in placement at a higher grade range in the salary grade scale. An employee receiving a promotion shall receive up to a 10% increase in salary at the discretion of the Executive Director with approval by the Presidents of the CCMHB and the CCDDDB.

9-3.8 **Lateral Transfer** - A lateral transfer occurs when an employee moves to a new position, which is assigned to the same grade range as the employee's previous position.

9-3.9 **New Employee Training Period** - For purposes of training and subject to budgetary restraints, an authorized position may be filled by two Board employees for a period of no longer than two weeks prior to the last day worked by the employee who is terminating employment or taking a Leave of Absence Without Pay (LOA).

9.4 PROCEDURE

The effective planning and control of salary costs requires a systematic procedure which includes:

- a. Review and adjustment of the midpoint salary policy consistent with competitive and economic conditions.
- b. Determination of funds required for policy implementation.
- c. Market adjustments shall be made bi-annually predicated by salary surveys to review the midpoint valuation of all CCDDDB/CCMHB positions. Authorization of midpoint changes is the purview of the ~~Executive Committee~~ Board Presidents with midpoint changes pursuant to the market to be implemented on January 1 of the ensuing fiscal year.

9-4.1 **Merit Adjustments** – Merit adjustments shall be incorporated into the annual CCMHB and CCDDDB budget development process as recommended by the Executive Director.

- 9-4.2 **New Positions**, Position Descriptions and Salary Ranges will be proposed by the Executive Director with oversight and approval of the CCMHB and CCDDDB Presidents.
- 9-4.5 **Reclassifications/Job Re-Evaluations** - Reclassifications/Job Re-Evaluations may be recommended by the Executive Director with oversight and approval of the CCMHB and CCDDDB Presidents.
- 9-4.6 **Executive Director Salary Adjustments** - Salary adjustments are subject to the terms and conditions of the Employment Agreement between the Board(s) and the Executive Director.

CHAPTER 10 – DRUG- AND ALCOHOL-FREE WORKPLACE

10-1 DRUG- AND ALCOHOL-FREE WORKPLACE- Champaign County Personnel Policies Apply.

Champaign County is committed to programs that promote safety in the workplace, employee health and well-being and citizens' confidence. Employee involvement with drugs and alcohol can adversely affect job performance and employee morale, jeopardize employee safety, and undermine citizens' confidence. The County's goal, therefore, and the purpose of this policy, is to establish and maintain a healthy and efficient workforce free from the effects of drug and alcohol abuse. Consistent with this goal and commitment, and in response to the requirements of the Drug-Free Workplace Act (30 ILCS 580/1-11), the Champaign County Board has developed this policy statement regarding the use, sale, possession, and distribution of controlled substances, including cannabis and alcohol, by its employees, or on its premises.

- 10-1.1 **Use, Possession, Transportation, Sale, Distribution** – The use, possession, sale, transportation, or distribution of controlled substances, including cannabis or alcohol by anyone while on County property or on County business may be cause for discharge. Controlled substances or alcohol shall be taken into custody, and the appropriate law enforcement agencies will be notified.
- 10-1.2 **Over-The-Counter or Prescribed Medications** – Employees who take over-the-counter or prescribed medications are responsible for being aware of any effect the medication may have on the performance of their duties and must promptly report to their supervisors the use of medication likely to impair their ability to do their jobs. An employee who fails to do so shall be subject to disciplinary action, up to and including discharge. Moreover, employees who take over-the-counter or prescribed medication contrary to doctor's instructions may be subject to disciplinary action, up to and including discharge.
- 10-1.3 **County Property Defined** – For purpose of this policy, the term "County property" shall include all land, buildings, structures, parking lots, and means of transportation owned by or leased to the County.
- 10-1.4 **Employee Assistance Program** – The County encourages any employee who feels they may have a drug or alcohol problem to contact his or her

immediate supervisor or the Insurance Specialist for assistance. The County will, at the employee's request, refer him or her to the employee's designated healthcare provider for information or professional assistance, which will be at the employee's expense over and above any covered benefit amount. All communications will be strictly confidential. Employees will not be subject to discipline for seeking such assistance prior to detection. However, this will not thereafter excuse violations of this drug and alcohol policy for which the employee is subject to discipline.

10-1.5 **Discipline** – Any employee who violates this policy will be required to enroll in a drug or alcohol counseling rehabilitation or assistance program at the employee's expense. Any employee who violates this policy for a second time will be discharged.

10-1.6 **Progressive Discipline Not Applicable** – Any other disciplinary methods previously used by the County do not apply to violations of this drug and alcohol policy. Discipline for violations of this drug and alcohol policy shall be governed solely by the policy itself.

10-1.7 **Satisfactory Completion of Program** – Any employee who is required by this policy to satisfactorily participate in a drug or alcohol assistance or rehabilitation program shall furnish his or her Department Head written proof of the satisfactory completion of the program.

10-1.8 **Condition of Employment** – As a condition of employment,

- a. The County requires that all employees acknowledge that they will:
 - (i) Abide by the terms of this policy;
 - (ii) Notify the Department Head of his/her department of any conviction for a violation of a criminal drug statute no later than five days after conviction; and
 - (iii) If convicted of a violation of a criminal drug statute, satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program.
- b. If Champaign County receives notice from an employee of a conviction of a violation of a criminal drug statute, Champaign County will:
 - (i) Take appropriate action against such employee up to and including termination of employment; and/or
 - (ii) Provide employee assistance as stated in subsection 10-1.5 above.

CHAPTER 11 – WORKPLACE VIOLENCE POLICY

11-1 WORKPLACE VIOLENCE POLICY – Champaign County Personnel Policies Apply

The County of Champaign values its employees and citizens and the County Board affirms its commitment to providing workplaces and facilities that minimize the potential for violence. It is the intent of this policy to ensure that everyone associated with Champaign County, including employees and the public, never feel threatened by any form of violence. Champaign County has a zero tolerance policy

for violence, whether by or toward employees. "Violence" shall include physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. It shall also include acts, threats, intentions of harm, destruction towards self, others or property, and may be psychological as well as physical, and the perception thereof.

11-1.1 **Disciplinary Action** – If it has been determined that an employee is engaging in any form of violence in the workplace or threatening violence in the workplace, the employee shall be terminated immediately. No talk of or joking about violence will be tolerated. In cases of acts or threats of violence by employees, the County endorses immediate and definitive use of the disciplinary process outlined in this document, resulting in termination of said employees. Criminal prosecution will be pursued as appropriate, as well.

11-1.2 **Responsibility**

- a. The County Administrator's Office has overall responsibility for maintaining this policy, administering workplace violence prevention measures, and coordinating post-incident activities. The County Administrator's Office will also identify resources that departments may use in developing their training plans and workplace violence measures.
- b. If elected Department Heads or departments operated under the authority of separate governing boards choose to adopt a different policy, they are expected to provide a copy of it to the County Administrator's Office.
- c. Managers and supervisors shall make safety one of their highest concerns. When made aware of a real or perceived threat of violence, management shall conduct a thorough investigation, provide support for employees, and take specific actions to help prevent all acts of violence. Management is also responsible for documenting and reporting such incidences to the respective Department Heads.
- d. Employees shall report all acts and/or threats of violence to their supervisors or Department Heads. Employees should learn to recognize and respond to behaviors by potential perpetrators that may indicate a risk of violence.

11-1.3 **Continual Review** – The County Administrator's Office shall develop a method for receiving and reviewing reports of violence and threats of violence. Information and data from such reports shall be utilized to establish a continual improvement process for reducing the potential for adverse outcomes associated with acts or threats of workplace violence.

CHAPTER 12 – ANTI-HARASSMENT POLICY

12-1 ANTI- HARASSMENT – Champaign County Personnel Policies Apply

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12-1.1 It is the policy of Champaign County Government to provide to all officials and employees a work environment free of harassment based upon gender, ethnicity, race, sexual orientation, religious affiliation, age, physical and mental disability, and marital status, as well as sexual harassment. It is the right of all employees to work in an environment free from harassment and the responsibility of all employees to refrain from harassment. Champaign County prohibits sexual harassment and harassment based upon gender, ethnicity, race, sexual orientation, religious affiliation, age and physical and mental disability of and by its employees. Harassment is inappropriate, offensive, and, in specific cases, may be illegal and will not be tolerated by Champaign County.

Harassment refers to physical or verbal actions that have the purpose or effect of unreasonably interfering with a person's work performance, which create a hostile, intimidating, or offensive environment and which is based on the sexual orientation, race, color, religious belief or practice, national origin, ancestry, gender, age, citizenship status, marital status, or disability of the person that feels harassed or discriminated against. Such actions, intentional or not, can annoy or disturb members of one sex, ethnicity, race, sexual orientation, religion, age, marital status and disability. Examples include but are not limited to:

- a. Unwelcome sexual advances, requests for sexual favors, or physical conduct of a sexual nature;
- b. Any sexual, ethnic, racial, gender or religious-related jokes, comments, insults, cartoons, innuendoes, or personal conduct or mannerisms that could be construed as offensive, intimidating, or hostile as measured from the point of view of a reasonable person of the same protected group;
- c. Demeaning comments or ridicule of an employee based on the employee's status as a member of a protected group;
- d. Repeated unwanted, unwarranted, or unsolicited off-duty telephone calls, contact, or conduct that violates this policy;
- e. Submission to or rejection of such conduct is used as the basis for employment decisions;
- f. Displaying or permitting the display of pictures, drawings, or graffiti that could be considered a violation of this policy.

Champaign County directs all employees and supervisory personnel within Champaign County to ensure that their workplaces are free of harassment. Department Heads and supervisory personnel shall be responsible for supporting training on sexual, ethnic, racial, sexual orientation, religious, age, and disability-related harassment prevention and this harassment policy. Department Heads and supervisory personnel shall post and distribute this policy, encourage employees to report harassment incidents, and assure employees they do not have to endure a hostile or negative work environment. Behavior or acts that employees find offensive or harassing, if not based on protected class as set forth in this Policy, while rude or offensive, are not a violation of this Policy. Employees are advised to present their complaints to their supervisors or personnel identified in the "Complaint Procedure" as set forth in this Chapter.

Any person who knowingly and intentionally makes a false report of harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. If a report of harassment or discrimination is made in good faith, but is unable to be substantiated, it shall not be deemed a false report.

12-2 COMPLAINT PROCEDURE

12-2.1 Employees who wish to register a complaint of sexual harassment (or any form of harassment based on their race, national origin, gender, age, sexual orientation, marital status, religion or disability) may do so through their Department Head or the County Administrator or the Human Resources Generalist.

12-2.2 All allegations of harassment will be investigated thoroughly. The facts will determine the response of the County to each allegation. Substantiated acts of harassment will be met with appropriate disciplinary action by the County up to and including termination. All information regarding any specific incident will be kept confidential within the necessary boundaries of the fact-finding process. No reprisal or retaliation against the employee reporting the allegation of harassment will be tolerated.

12-2.3 Employees are also informed that complaints of harassment or discrimination may also be reported to the Civil Rights Division of the Department of Justice, the Equal Employment Opportunity Commission (EEOC)/Illinois Department of Human Rights (IDHR), or the Office of General Counsel, Illinois Criminal Justice Information Authority.

12-3 RETALIATION AND INTERFERENCE PROHIBITED

12-3.1 The County is committed to maintaining a culture that promotes the prevention, detection, and elimination of any and all forms of harassment. No individual making a report in good faith under this policy shall be subject to any negative employment consequences based upon that report, even if that report is not able to be substantiated. In addition, any witness will be protected from retaliation in accordance with the State officials and Employees Ethics Act (5 ILCS 430/15-10), the Whistleblower Act (740 ILCS 174/15), and the Illinois Human rights Act (775 ILCS 5/6-101).

12-3.2 For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or adverse change in the terms or conditions of any municipal employee that is taken in response to a municipal employee's involvement in protected activity pursuant to this policy.

CHAPTER 13 – PROHIBITED POLITICAL ACTIVITIES AND GIFT BAN

13-1 PROHIBITED POLITICAL ACTIVITIES – Champaign County Personnel Policies Apply

13-1.1 No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the employer in connection with any prohibited political activity.

13-1.2 At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity:

- a. As part of that officer or employee's duties;
- b. As a condition of employment; or
- c. During any compensated time off (such as holidays, vacation or personal time off.)

13-1.3 No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

13-1.4 Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this policy.

13-1.5 No person either:

- a. In a position that is subject to recognized merit principles of public employment; or
- b. In a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

13-2 GIFT BAN – Champaign County Personnel Policies Apply

13-2.1 Except as permitted by this policy, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this policy.

13-2.2 **Exceptions** - Section 13-2.1 is not applicable to the following:

- a. Opportunities, benefits, and services that are available on the same conditions as for the general public;
- b. Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value;

- c. Any:
 - (i) Contribution that is lawfully made under the Election Code; or
 - (ii) Activities associated with a fundraising event in support of a political organization or candidate;
- d. Educational materials and missions;
- e. Travel expenses for a meeting to discuss business;
- f. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée;
- g. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as:
 - (i) The history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;
 - (ii) Whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and
 - (iii) Whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Department Heads or employees, or their spouses or immediate family members.
- h. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
- i. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because

of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

- j. Intra-governmental and inter-governmental gifts. For the purpose of this policy, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer, or employee of another governmental entity.
- k. Bequests, inheritances, and other transfers at death.
- l. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.
- m. Each of the exceptions listed in this section is mutually exclusive and independent of every other.

13-2.3 **Disposition of gifts** - An officer or employee, his or her spouse, or an immediate family member living with the officer or employee, does not violate this Policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

13-3 DEFINITIONS

For purposes of this Section, the following terms shall be given these definitions:

13-3.1 **"Campaign for elective office"** means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-presidential electors, but does not include activities:

- a. Relating to the support or opposition of any executive, legislative, or administrative action;
- b. Relating to collective bargaining; or
- c. That are otherwise in furtherance of the person's official duties.

13-3.2 **"Candidate"** means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election.

13-3.3 **"Collective bargaining"** has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 31513).

13-3.4 **"Compensated time"** means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays,

vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence.

13-3.5 **"Compensatory time off"** means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

13-3.6 **"Contribution"** has the same meaning as that term is defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

13-3.7 **"Employee"** means a person employed by the Employer, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

13-3.8 **"Employer"** means the following elected officials of Champaign County: the Auditor, Coroner, County Clerk, Recorder, Sheriff, and Treasurer, with respect to the officers and employees of their respective offices. Employer also means the Champaign County Board with respect to the officers and employees not under the authority of any elected official. This Policy does not apply to the following elected officials or their officers and employees: Judges of the Sixth Judicial Circuit, the Clerk of the Circuit Court, and the State's Attorney.

13-3.9 **"Gift"** means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

13-3.10 **"Leave of absence"** means any period during which an employee does not receive:

- a. Compensation for employment,
- b. Service credit towards pension benefits, and
- c. Health insurance benefits paid for by the employer.

13-3.11 **"Officer"** means a person who holds, by election or appointment, an office created by the Illinois Constitution, Illinois statute or County ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

13-3.12 **"Political activity"** means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities:

- a. Relating to the support or opposition of any executive, legislative, or administrative action;
- b. Relating to collective bargaining; or
- c. That are otherwise in furtherance of the person's official duties.

13-3.13 **"Political organization"** means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

13-3.14 **"Prohibited political activity"** means:

- a. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event;
- b. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event;
- c. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution;
- d. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question;
- e. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question;
- f. Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question;
- g. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls;
- h. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question;
- i. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office;
- j. Preparing or reviewing responses to candidate questionnaires;
- k. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question;
- l. Campaigning for any elective office or for or against any referendum question.
- m. Managing or working on a campaign for elective office or for against any referendum question;
- n. Serving as a delegate, alternate, or proxy to a political party convention.
- o. Participating in any recount or challenge to the outcome of any election; or
- p. All other political activity on behalf of a candidate for public office, a referendum question, a political campaign, or a political organization.

13-3.15 **"Prohibited source"** means any person or entity who:

- a. Is seeking official action:
 - (i) By an officer or
 - (ii) By an employee, or by the officer or another employee directing that employee;
- b. Does business or seeks to do business:
 - (i) With the officer or
 - (ii) With an employee, or with the officer or another employee directing that employee;
- c. Conducts activities regulated:
 - (i) By the officer or
 - (ii) By an employee, or by the officer or another employee directing that employee; or
- d. Has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

13-4 ENFORCEMENT

No County employee may use his or her official position of employment to coerce or inhibit others (whether County employees or members of the public) in the free exercise of their political rights, including, without limitation, the right to petition, make public speeches, campaign for or against political candidates, speak out on questions of public policy, distribute political literature, make contributions, or seek public office.

13-4.1 Except as specifically stated herein, no Department Head may make or enforce any rule that in any way inhibits or prohibits any of its employees from exercising any political rights, including, but not limited to, those described in Section 13-5.1.

13-4.2 Nothing in this Section 13-5 shall apply to:

- a. Efforts to enforce Chapter 13 of this Policy, the Champaign County Ethics Ordinance, State law, or any comparable provision of a Collective Bargaining Agreement.
- b. Efforts to limit non-work-related activity on County time, even if such efforts have the incidental effect of limiting political activity on the same basis as other non-work-related activity.

CHAPTER 14 – GENERAL RULES AND PROCEDURES

14-1 LEAVE BENEFITS FOR PERSONS RETURNING TO THE EMPLOY OF THE BOARDS

Persons returning to the employ of the Boards shall be credited continuous employment for the purposes of determining eligibility for leave benefits as follows:

- a. Persons returning as Board employees within one (1) year of termination shall be credited with eighty percent (80%) of their prior service.
- b. Persons returning as Board employees within fifty (50) months after termination shall be credited with fifty percent (50%) of their prior service.
- c. Persons returning as Board employees more than fifty (50) months after termination shall receive no credit for prior service.

14-2 REPORTING UNSAFE WORKING CONDITIONS

Employees who become aware of unsafe working conditions must report those conditions to the Executive Director, County Administrator or the Director of the Physical Plant.

14-3 REGISTRATION OF A DOMESTIC PARTNERSHIP (Champaign County Personnel Policies Apply)

Registration of a domestic partnership will be required for coverage under the group health, dental, vision and dependent life insurance.

14-3.1 An employee who wishes to register a domestic partnership needs to contact the Insurance Specialist for information and the registration form. Upon receipt of a properly completed form, the county will consider the Partnership registered as of the date of the signature on the form.

14-3.2 Children of domestic partners are eligible for benefits under the same conditions as are the children of employees' legal spouses.

14-3.3 Enrollment of domestic partners and eligible dependent children is subject to the same rules as enrollment of other dependents.

14-3.4 Domestic partners and their enrolled dependents receive the same or equivalent benefits as spouses and their enrolled dependents receive for group continuation health coverage through COBRA and/or individual conversion.

14-3.5 An employee may terminate a domestic partnership by notifying the Insurance Specialist in writing of the termination of the domestic partnership within thirty days of its termination. (The same guideline exists for married couples that divorce.) The employee must then wait six months from the date of the notice before registering another domestic partnership, except in either of the following cases:

- a. The employee is registering the same domestic partnership within thirty days notification of the termination of that domestic partnership, or
- b. The employee's former domestic partnership was dissolved through the death of the employee's domestic partner.

14-3.6 The tax consequences of a domestic partnership are the responsibility of the employee, not the County. Under the Internal Revenue Code, an employee is

not taxed on the value of benefits provided by an employer to an employee's spouse or dependent. However, the IRS has ruled that a domestic partner does not qualify as a spouse.

The value of benefits provided to an employee's domestic partner (and the domestic partner's eligible children, if any) is considered part of the employee's taxable income, unless the employee's domestic partner qualifies as a dependent under Section 152 of the Internal Revenue Code. This company (the County) will treat the value of the benefits provided to the employee's domestic partner (and the domestic partner's eligible children, if any) as part of the employee's income and will withhold the taxes on the value of those benefits from employee's paychecks. If the employee's domestic partner qualifies as a dependent under Section 125 of the Internal Revenue Code, the employee may file the proper documentation with the IRS and seek a refund for taxes withheld.

Some courts have recognized non-marriage relationships as the equivalent of marriage for the purpose of establishing and dividing community property. A declaration of common welfare, such as the registration of a domestic partnership, may therefore have legal implications.

Questions regarding this policy should be directed to the Insurance Specialist.

14-4 SUGGESTIONS

Employees who have suggestions for the improvement of the administration of the CCMHB and the CCDDDB are encouraged to submit new and original ideas to the Executive Director. In all cases, the Executive Director should notify the employee in writing of the disposition of the suggestions; and a copy shall be sent for retention in the individual's personnel file.

CHAPTER 15 – ADMINISTRATION

15-1 ADMINISTRATION

15-1.1 The Executive Director, in collaboration with the presidents of the CCMHB and the CCDDDB, shall be responsible for enforcement of the personnel policies, unless the provision explicitly cites Champaign County Personnel Policies. In these situations, the County Administrator, the Policy, Personnel, & Appointments Committee, and the Executive Director shall be responsible for the enforcement of the Personnel Policies.

15-1.4 For all circumstances when Champaign County Personnel Policies apply, Personnel, & Appointments Committee may issue opinions construing the provisions of these Policies. A written opinion shall be prepared detailing the facts and circumstances surrounding the question, the issue presented to the Committee, the decision of the Committee and the reasoning upon which the decision is based. These opinions shall be numbered and/or dated, and a copy of each opinion shall be maintained by the County Administrator for future reference.

15-2 REVISION TO POLICIES THIS POLICY MAY BE REVISED AT ANY TIME WITH THE APPROVAL OF THE CHAMPAIGN COUNTY MENTAL HEALTH BOARD AND THE CHAMPAIGN COUNTY DEVELOPMENTAL DISABILITIES BOARD.

EXHIBIT A — RECOMMENDED DISCIPLINARY PROCEDURE

Step 1 — Oral Warning — The Executive Director will give an oral reprimand and point out the area(s) in which an employee is having difficulties and assist in making the necessary corrections. A short memo will be made of the conversation. The Executive Director and the employee will initial the record and both will retain a copy of the record.

Step 2 — Written Warning — If the employee continues to have difficulties in the same area(s), or if the violation or infraction is more serious, the Executive Director will prepare an Employee Warning Record which contains the 1) employee's name, 2) statement as to the date and the nature of the infraction, 3) employee's statements as to the alleged violation(s), 4) disciplinary action to be taken, and 5) signature of the employee and the Executive Director. The original copy shall be placed in the employee's file and a copy will be furnished to the employee.

Step 3 — Suspension — The Executive Director may use suspension as an optional disciplinary action. Upon evidence or reasonable suspicion of a serious offense against the County or another employee, after consultation with the employee, the Executive Director may order an employee absent from duties without pay for a period not to exceed five (5) working days. The Executive Director shall, within twenty four (24) hours of such action, prepare a written memorandum stating the grounds for such action and submit it to the CCMHB and CCDDDB presidents and to the suspended employee. Such a memorandum shall be held confidential.

Step 4 — Dismissal — For the most severe violation or repeated violations, the Executive Director, in collaboration with the approval of the presidents of the CCMHB and the CCDDDB may dismiss the employee. The employee and County Administrator will be given a written report stating the reasons for dismissal.

EXHIBIT B A — INTER-GOVERNMENTAL AGREEMENT BETWEEN THE CCDDDB AND THE CCMHB INTERGOVERNMENTAL AGREEMENT

THIS INTERGOVERNMENTAL AGREEMENT is entered into this 16th day of March, 2016 by and between the **Champaign County Mental Health Board** (hereinafter the "Mental Health Board") and the **Champaign County Board for the Care and Treatment of Persons with a Developmental Disability** (hereinafter the "Developmental Disabilities Board"). The parties hereby enter into this INTERGOVERNMENTAL AGREEMENT to delineate respective roles, responsibilities, and financial obligations associated with the shared administrative structure that shall be responsible for the staffing and operation of the Mental Health Board and the Developmental Disabilities Board. Both parties understand and agree as follows:

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WITNESSETH

WHEREAS, the Mental Health Board has a statutory responsibility (Illinois Community Mental Health Act, 405 ILCS 20 / Section 0.1 et. seq.) to plan, fund, monitor, and evaluate mental health, substance abuse, and developmental disability services in Champaign County;

WHEREAS, the Developmental Disabilities Board has a statutory authority (County Care for Persons with Developmental Disabilities Act, 55 ILCS 105 / Section 0.01 et. seq.) to fund services and facilities for the care and treatment of persons with a developmental disability;

WHEREAS, the Mental Health Board and Developmental Disabilities Board have overlapping responsibilities pertaining to planning, funding, monitoring, and evaluating developmental disability programs and services in Champaign County;

WHEREAS, the members of the Mental Health Board and the Developmental Disabilities Board are appointed by the Chair of the Champaign County Board with consent of the Champaign County Board and as such have committed to share the same administrative structure to maximize the funding available for direct mental health and developmental disabilities programs and services;

WHEREAS, the Parties agree sharing an administrative structure will reduce administrative costs, maximize available funding for direct services, and assure an integrated planning process for developmental disabilities and behavioral health programs and services;

NOW, THEREFORE, it is the agreement of the parties that this INTERGOVERNMENTAL AGREEMENT is entered into in order to assure an efficient, ongoing, cooperative effort that will benefit people with disabilities in Champaign County.

The Parties Agree to the Following Arrangements for a Shared Executive Director and Joint Programs:

1. The chief administrative employee shall serve in a dual (i.e., shared) capacity as Executive Director of the Mental Health Board as well as Executive Director of the Developmental Disabilities Board.
2. The terms and conditions of the Executive Director's employment shall be delineated in an employment contract with both the Developmental Disabilities Board and the Mental Health Board as Parties to the agreement.
3. Each Board shall complete a separate annual performance evaluation of the Executive Director. If either Board rates the Executive Director as "less than satisfactory," a Joint Personnel Committee comprising two (2) officers of the Mental Health Board and two (2) officers of the Developmental Disabilities Board shall be convened to assess the situation and formulate recommendations. A recommendation of termination by the Joint Personnel Committee, or any other action proposed, shall require ratification by each Board by majority vote. The Joint Personnel Committee shall have no other function.

An annual performance review conference with the Executive Director shall be convened by the Presidents of the two Boards. This conference shall be used to provide feedback about performance and discuss goals and objectives for the coming year.

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4. Process for selection of a new shared Executive Director: At such time as it becomes necessary to fill the shared position of Executive Director for the Mental Health Board and the Developmental Disabilities Board, the search and decision process shall include the following steps and processes.
 - a. The Mental Health Board and the Developmental Disabilities Board shall develop and agree upon selection criteria and job description for the shared Executive Director position. If necessary, a separate document delineating the search process shall be developed and agreed upon by each Board.
 - b. The Presidents of the two Boards, with the advice and consent of the two Boards, shall appoint a Search Committee to manage the search and selection process for the shared Executive Director using the job description and selection criteria.
 - c. The Search Committee shall report, in advance, a general schedule for the search process, any advertising content to be used, shall request budget support for the search process, and shall keep the two Boards informed about activities and progress associated with the search with regular reports at each Board meeting during the search schedule.
 - d. Ultimately, finalists for the shared Executive Director position will be determined by majority vote of the Search Committee and forwarded to the two Boards.
 - e. If within 45 days of the planned time of completion of the search, from the schedule in part (c) above, the Search Committee is unable to come to a decision about finalists, then the two Boards may elect to extend the search time to a specific later date or to start the search again from the beginning. If the two Boards do not so elect, this shall be considered to imply that a shared Executive Director is no longer viable and the process of termination or amendment of this agreement shall commence.
 - f. The Executive Director shall be chosen from among the final candidates by majority vote of each Board. If the two Boards do not reach mutual agreement, then the two Boards may elect to start the search again from the beginning. If the two Boards do not so elect, this shall be considered to imply that a shared Executive Director is no longer viable and the process of termination or amendment of this agreement shall commence.

The Parties Agree to the Following Financial Commitments:

5. There shall be ongoing communication between the Mental Health Board and the Developmental Disabilities Board. On at least a quarterly basis, the shared Executive Director shall meet with the Presidents of the Mental Health Board and the Developmental Disabilities Board to review the status of the provision of administrative services, to discuss coordination of funding for developmental disabilities services, to coordinate regarding joint projects and activities, and to address any other items pertinent to the operations of either Board. The Presidents shall report on the discussion and any actions taken at regular meetings of each Board.
6. The Mental Health Board shall provide funding for developmental disabilities services using the FY12 amount of \$529,852 as a base with annual increases or decreases

predicated on the percentage of increase or decrease in the levy fund in subsequent years.

7. The organization of Champaign County Government makes it cumbersome for administrative costs to be paid by both the Mental Health Board and the Developmental Disabilities Board. To simplify matters, all administrative costs shall be paid through the Mental Health Board fund/account. The Developmental Disabilities Board will transfer their share of administrative costs to the Mental Health Board for this purpose.
8. The split for administrative costs on the date of execution of this agreement is 42.15% for the Developmental Disabilities Board share with the remainder paid by the Mental Health Board. This percentage is based on a time study of staff effort to determine the salary cost split between the Boards. Subsequent appropriate cost sharing adjustments, based on time studies, pro rata allocation, or other mutually agreed approach shall be determined through the regular meetings between the Presidents of the Mental Health Board and the Developmental Disabilities Board with the advice and consent of the two Boards.
9. In preparation for the annual budget process, the Executive Committee shall review the proposed administrative costs of the Mental Health Board budget to assure the share in paragraph (8) above is applied only to expenditures which are common for both boards. Administrative costs which are specific to the Mental Health Board or to the Developmental Disabilities Board shall be excluded from (i.e., backed out of) the shared cost pool.
10. All current and future "jointly sponsored programs and activities" shall be shared equally between the Boards unless each Board agrees to some other allocation. These include, but are not limited to, various Acceptance, Inclusion, and Respect programs intended to address discrimination, violations of civil rights, and other stigma directed to people with disabilities.

Miscellaneous Provisions:

11. Nothing contained herein serves to limit, alter, or amend either party's duties, rights, or responsibilities as set out in applicable State statutes, laws, or regulations.
12. This agreement can be amended at any time based on needs identified at the quarterly Presidents Meeting or by either of the two Boards.
13. This agreement may be terminated by first providing notification of intent to terminate the agreement at the President's Meeting, followed by majority vote of either Board, or in the event of disagreement about candidates for the Executive Director position as described in Paragraph 4 above. In the event of a decision to terminate the Intergovernmental Agreement, full implementation of the termination and separation shall be coordinated and concurrent with the Champaign County Budget and fiscal year (January 1).

Governing Law:

14. This Agreement shall be interpreted, construed, and governed by the laws of the State of Illinois.

Entirety of Agreement:

15. This Agreement embodies all representations, obligations, agreements, and conditions in relation to the subject matters hereof, and no representations, obligations, understandings, or agreements, oral or otherwise, in relation thereto exist between the parties except as expressly set forth herein and incorporated herein by reference. This Agreement constitutes the entire agreement between the Mental Health Board and the Developmental Disabilities Board on the subject matters hereof and supersedes and replaces any and all other understandings, obligations, representations, and agreements, whether written or oral, express or implied, between or by the Mental Health Board and the Developmental Disabilities Board. This Agreement may be amended or terminated only by an instrument in writing duly executed by the parties hereto.

IN WITNESS WHEREOF, the Parties have caused this INTERGOVERNMENTAL AGREEMENT to be executed by their authorized representatives on the 16th day of March, 2016.

For the Champaign County Board for the Care and Treatment of Persons with a Developmental Disability:

Philip T. Krein, President



March 16, 2016

For the Champaign County Mental Health Board

Deborah Townsend, President

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ADDENDUM TO INTERGOVERNMENTAL AGREEMENT

This Addendum to Intergovernmental Agreement is entered into this 17th day of September, 2014, by and between the Champaign County Mental Health Board ("MHB") and the Champaign County Board for the Care and Treatment of Persons with a Developmental Disability ("DDB").

Whereas, MHB and DDB entered into an Intergovernmental Agreement dated June 30, 2012 ("Agreement").

Whereas, MHB and DDB desire to amend the Agreement by providing for the sharing of costs related to the acquisition of residences to be used to provide Community Integrated Living Arrangement Services ("CILA").

Now, therefore, MHB and DDB hereby agree as follows:

1. MHB shall acquire residences in Champaign County to be leased to a CILA provider to provide housing to residents in Champaign County that qualify for CILA services.
2. MHB shall acquire such residences with financing provided by one or more local banks.
3. MHB and DDB agree that for so long as a residence is owned by MHB and used to provide CILA services to residents of Champaign County, each party shall be responsible for one-half of all costs associated with the acquisition of such residences, the debt payments associated with such residences, the maintenance costs of such residences and the costs associated with any disposition of a residence.
4. MHB and DDB agree that once a residence is no longer to be used to provide CILA services, MHB shall enter into a listing agreement with a realtor in an attempt to sell such residence. The parties agree that the proceeds, net of all selling expenses, from the sale of such residence shall be distributed equally to MHB and DDB.

In witness whereof, the parties have executed this Addendum as of the date first written above.

For the Champaign County Board for the Care and Treatment of Persons with a Developmental Disability

For the Champaign County Mental Health Board





8.D.

CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT
OF PERSONS WITH A DEVELOPMENTAL DISABILITY

BRIEFING MEMORANDUM

DATE: January 24, 2018
TO: Members, Champaign County Developmental Disabilities Board
FROM: Lynn Canfield, Kim Bowdry
SUBJECT: IDHS-DDD Person Centered Planning Process

Background: So as to comply with Federal Home-and Community-Based Services, Medicaid Requirements and in order to promote Conflict-Free Case Management, DHS-DDD implemented Person Centered Planning for individuals served in community based-services. These regulations are to ensure that individuals enrolled in the HCBS Waiver programs have access to community living and receive services in the most appropriate integrated settings.

The Person-Centered process can be described as finding the balance between what is important to a person and what is important for a person. This identifies strengths, preferences, clinical and support needs, and desired outcomes of a person. Person Centered Planning includes 3 main components: 1) the Discovery Tool and process, 2) the Personal Plan, and 3) Implementation Strategies.

- 1) Discovery is the information gathering component of the Person-Centered process. The Discovery process is designed to gather information in order to capture what is important to the person and what is important for the person.
- 2) The Personal Plan is the single, integrated personal vision for a person's life that focuses on the strengths, preferences, needs and desires in each of the sections of the Discovery Tool. Each service and/or support needed by the person must be identified in the Personal Plan. Frequency, location, and duration for each service and/or support must be indicated in the Personal Plan.
- 3) Implementation Strategies are then created by provider agencies, describing how the provider agency will support the person to achieve his/her desires and needs.

The Discovery Tool and Personal Plan Tool are attached for review.

Implications: All services and supports used by a person who has state waiver funding are described in their service plan, including natural supports and any service or support paid for by another funding source. Providers avoid the risk of Medicaid supplementation by ensuring that those other supports could not be billed to the state under waivers. This requires attention to changes the state makes in what is billable. An important example is that, in the recent renaming of Developmental Training, now Community Day Services, services delivered in the community become billable, at the same rate as traditional in-center DT.

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Service plans which describe all supports used by individuals in a specific community would eventually reveal that community's strengths, gaps, and even priorities. Agencies involved in service planning or provision may find patterns and identify gaps which could be addressed by local funding for new or redesigned services.

Currently, all ID/DD contracts with the CCMHB and CCDDDB require that a person-centered planning process be identified and used for all who are served under the contracts. The person-centered planning model and tools DHS-DDD has implemented for individuals with state funding may also work well for those who rely on local funding exclusively. If we anticipate that people currently using local funding will someday be selected through PUNS for state Medicaid-waiver funding, then adopting this model and tools now would make their eventual transitions smoother.

Personal Plan

(Please refer to the *Personal Plan Guidelines* prior to completing this form)

Name Click here to enter text. **DOB** Click here to enter text.

ISC Contact Name & Agency Click here to enter text. **ISC E-mail & Phone Number** Click here to enter text.

Check type of Plan

- Initial** – Personal Plan development for the first time
- Annual** – The annual Plan for individuals who are enrolled in services and currently have a Plan in place
- Revision** – A change in the individual’s preferences, desires, abilities or support needs changed, therefore prompting a change in the Plan

If the person is seeking supports, please indicate type(s):

<input type="checkbox"/> 24-Hour Stabilization Services	<input type="checkbox"/> Home Accessibility Modifications
<input type="checkbox"/> Adaptive Equipment	<input type="checkbox"/> Home Based Supports
<input type="checkbox"/> Adult Day Care	<input type="checkbox"/> Non-Medical Transportation
<input type="checkbox"/> Assistive Technology	<input type="checkbox"/> Occupational Therapy
<input type="checkbox"/> At-Home Day Program	<input type="checkbox"/> Personal Support
<input type="checkbox"/> Behavior Intervention and Treatment	<input type="checkbox"/> Physical Therapy
<input type="checkbox"/> Behavioral Counseling	<input type="checkbox"/> Psychotherapy
<input type="checkbox"/> Child Group Home	<input type="checkbox"/> Self Direction Assistance
<input type="checkbox"/> CILA – 24 Hour	<input type="checkbox"/> Skilled Nursing
<input type="checkbox"/> CILA – Family	<input type="checkbox"/> Speech Therapy
<input type="checkbox"/> CILA – Host Family	<input type="checkbox"/> Supported Employment
<input type="checkbox"/> CILA – Intermittent	<input type="checkbox"/> Temporary Assistance
<input type="checkbox"/> Community Living Facility	<input type="checkbox"/> Training and Counseling Services for Unpaid Caregivers
<input type="checkbox"/> Developmental Training	<input type="checkbox"/> Vehicle modification
<input type="checkbox"/> Emergency Home Response Services	<input type="checkbox"/> Home Accessibility Modifications

Personal Plan Signatures: By signing, you are indicating that you have participated in the development of the Personal Plan and are aware of the identified outcomes, preferences, strengths, support needs, barriers, risk and plans to minimize these risk.

Typed or Printed Name	Signature	Relationship	Date
		Self	
		Guardian, if applicable	
		Guardian, if applicable	
		ISC	

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IMPORTANT THINGS TO KNOW

Briefly share some key information (from the **Self-Description and other sections** as necessary of the Discovery Tool) to complete this portion of the Plan. This information should help someone who doesn't know the person to create an impression of the person, what makes life meaningful, what is important and what is being sought from the community service system.

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HOME

Identified Outcome(s) in this area: If none, indicate with N/A	
List important strengths, preferences and needs that apply in this area.	
Describe the supports needed to live safely in their home.	
Address the barriers to accomplishing the desired outcomes.	
Describe all known risk factors identified in the Discovery Tool related to this area.	
Describe how these risk factors will be addressed.	

IMPORTANT RELATIONSHIPS

Identified Outcome(s) in this area: If none, indicate with N/A	
List important strengths, preferences and needs that apply in this area.	
Address the barriers to accomplishing the desired outcomes.	
Describe all known risk factors identified in the Discovery Tool related to this area.	

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Describe how these risk factors will be addressed.	
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CAREER AND INCOME

Identified Outcome(s) in this area: If none, indicate with N/A	
List important strengths, preferences and needs that apply in this area.	
Address the barriers to accomplishing the desired outcomes.	
Describe the work activities that should remain the same.	
Describe all known risk factors identified in the Discovery Tool related to this area.	
Describe how these risk factors will be addressed.	

HEALTH AND WELLBEING

Identified Outcome(s) in this area: If none, indicate with N/A	
List important strengths, preferences and needs that apply in this area.	
Address the barriers to accomplishing the desired outcomes.	
List the medications that are currently prescribed.	
Describe all known risk factors identified in the Discovery Tool related to this area.	
Describe how these risk factors will be addressed.	

COMMUNICATION

Identified Outcome(s) in this area: If none, indicate with N/A	
List important strengths, preferences and needs that apply in this area.	
Address the barriers to accomplishing the desired outcomes.	
Describe all known risk factors identified in the Discovery Tool related	

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to this area.	
Describe how these risk factors will be addressed.	

LIFE IN THE COMMUNITY

Identified Outcome(s) in this area: If none, indicate with N/A	
What does the person do now in the community that is important to him/her?	
List important strengths, preferences and needs that apply in this area.	
Address the barriers to accomplishing the desired outcomes.	
Describe all known risk factors identified in the Discovery Tool related to this area.	
Describe how these risk factors will be addressed.	

RECREATION/INTERESTS/HOBBIES

Identified Outcome(s) in this area: If none, indicate with N/A	
What recreation, interest or hobbies does the person do now that is important to him/her?	
List important strengths, preferences and needs that apply in this area.	
Address the barriers to accomplishing the desired outcomes.	
Describe all known risk factors identified in the Discovery Tool related to this area.	
Describe how these risk factors will be addressed.	

CHOICE AND DECISION-MAKING

Identified Outcome(s) in this area:	
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If none, indicate with N/A	
List important strengths, preferences and needs that apply in this area.	
Address the barriers to accomplishing the desired outcomes.	
Describe all known risk factors identified in the Discovery Tool related to this area.	
Describe how these risk factors will be addressed.	

FUTURE PLANS

Identified Outcome(s) in this area: If none, indicate with N/A	
List important strengths, preferences and needs that apply in this area.	
Address the barriers to accomplishing the desired outcomes.	
Describe all known risk factors identified in the Discovery Tool related to this area.	
Describe how these risk factors will be addressed.	

Describe the following:

1. **The person's direct involvement in developing this Plan** [Click here to enter text.](#)

2. **How disagreements that may have arisen during the planning process (including Discovery) were addressed** [Click here to enter text.](#)

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Summary of Services & Supports: List the desired outcomes along with the proposed service and/or supports (natural, self-directed or paid) that will be provided. Each service and/or support needed by the person must be identified even if there is no outcome in that particular area. For each service and/or support, the ISC must also indicate the frequency, location and duration. Attach additional pages if necessary.

Outcome	Service/Support	Entity Responsible	Frequency/Location/Duration

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Provider Signature Page

Personal Plan for: Click here to enter text.

Date of Plan: Click here to enter text.

This page is a part of the Personal Plan for the person identified above. A copy of this page should be completed and signed by each provider agency who has agreed to provide paid services and/or supports. By signing this page you are indicating that you have reviewed the Personal Plan for the person above and agree to develop Implementation Strategies that will move the person toward the desired outcome(s) listed below. You have 21 days from the date of your signature below to complete the Implementation Strategy. A copy of the final Strategy must be provided to the ISC, individual and guardian.

Outcome	Service/Support	Frequency/Location/Duration

Printed/Typed Name and Title of Provider Agency Designee

Signature of Provider Agency Designee

Agency

Date

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Personal Plan Instructions

Information in the final copy of the Personal Plan must be typed, signed and dated

Name: Enter the individual's legal name and include any nicknames.

DOB: Enter the individual's date of birth as XX/XX/XXXX.

ISC Contact Name & Agency: Enter the name of the Independent Service Coordinator who will be responsible for developing the Personal Plan. Also enter the affiliated agency.

E-mail & Phone Number: Enter the ISC's e-mail and phone number.

Check type of Plan: If the Personal Plan is being developed for the first time, check *Initial*. If there is a Plan already in place and this is the annual update, check *Annual*. If the individual's preferences, desires, abilities or support needs changed, prompting a change in the Plan, check *Revision*.

If the person is seeking supports, please indicate type(s): Check the appropriate boxes for people who are new to the DD system and are seeking service, people who are currently in a DD Waiver service and want to add additional services, or people who are currently in a DD Waiver service and want to find a different provider.

Personal Plan Signature: The individual, guardian (if applicable) and ISC are required to sign this section of the plan. If the individual is unable to sign, indicate so. For more information refer to the *Personal Plan Guidelines*.

Important Things to Know: Enter general information that describes the person including how they view themselves, how others view them, likes, dislikes, etc. Most of this information will come from the Self-Description of the Discovery Tool. The ISC can also include important information from any other section of the Discovery Tool.

The ISC must provide a response to each statement in the following areas: **Home, Important Relationships, Career and Income, Health and Wellbeing, Communication, Life in the Community, Recreation/Interests/Hobbies, Choice and Decision-Making and Future Plans.**

- If the person does not have an outcome, risk or barrier in a particular area, enter N/A.
- If the desired outcome will be put on hold indicate this and the reason why in the Outcome Statement box. See *Outcome* section of guidelines for additional information.

In the next section, the ISC must **describe the person's direct involvement in developing this Plan**. This should include the manner in which the person provided input and approval, who they included in the process, and the method which the ISC reviewed the plan with the person. The ISC must also **describe how disagreements that may have arisen during the planning process (including Discovery) were addressed**. Identify the disagreement, the parties involved and the resolution or next steps involved.

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In the **Summary of Services & Supports** section, the ISC will record:

- Each identified outcome.
- All services/supports that the person needs related to the identified outcome. An outcome may have more than one service or support listed. When there is no outcome identified in a particular area, the ISC must still record services and supports that the person needs and have been identified in the Plan. In this case, the ISC should mark N/A in the outcome column. If no entity has agreed to provide the identified service/support, the ISC must document the reason why or their efforts or plan to obtain a responsible entity.
- The entity that is or who will be responsible for providing each service/support.
- The desired frequency, location, and duration of the service/supports identified.

Provider Signature Page: This page is a part of the individual's Personal Plan and will be signed by agencies that have agreed to provide paid service/supports. This page can be copied and distributed to multiple providers.

By signing this page, the provider agency is indicating that they have reviewed the Personal Plan for the person and will develop Implementation Strategies for the outcomes listed on this page. Provider agencies have 21 days, from the date of their signature on the *Provider Signature Page*, to complete the Implementation Strategy. A copy of the final Strategy must be provided to the ISC, individual and guardian.

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Discovery Tool

(Please refer to the *Discovery Process Guidelines* prior to completing this form)

Individual's Identifying Information

- Name:** Click here to enter text.
- Preferred name:** Click here to enter text.
- Phone number:** Click here to enter text.
- E-mail:** Click here to enter text.
- Birthdate:** Click here to enter text.
- Address:** Click here to enter text.

Current Service Providers (if this is an annual review of the Plan): Click here to enter text.

General Information

Check the applicable status:

- Initial Assessment - Meeting the individual for the first time.
- Annual Review – Preparing for the annual Personal Plan meeting.
- Revision – A change in the individual's preferences, desires, abilities or support needs.

Date(s) of the discovery process with the individual/guardian: Click here to enter text.

Describe the individual's participation in the discovery process: Click here to enter text.

Who did the individual invite to participate in the Discovery process? What other sources/documents did ISC use to complete the Tool? (Use chart below.)

Name of Person or Source	Relationship to Individual/Title If document reviewed, mark N/A	Did the individual invite the person? (Yes, No) If document reviewed, mark N/A
	Self	

***Attach additional pages if necessary**

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The questions in each section below are provided to guide the discussion with the person receiving Waiver services, their guardian, family and others who know and support them. The ISC must address each section below. Although it is not necessary to ask every question in each section, it is important to gather enough information to determine the person's preferences, abilities, support needs, barriers and risk. The ISC must address barriers and risk, when applicable. *Barriers* are factors that may prevent a desired outcome or makes it difficult for something to be achieved. *Risks* are factors that could be exposing someone to harm or danger; it is also the possibility that something bad or unpleasant is likely to happen.

1. Self-Description

<p>What do you think you do well?</p> <p>What do you think others like about you?</p> <p>What is most important to you?</p> <p>Do you identify yourself to be a part of a particular cultural group?</p> <p>What are the cultural customs you like to practice as part of that?</p> <p>Do you have any spiritual connections or interests that you want to develop or maintain?</p> <p>When do you feel happy?</p> <p>What makes you feel happy?</p> <p>When do you feel down?</p> <p>What helps you to feel better?</p> <p>What have others done to help you feel better when down?</p> <p>What do others need to know about you?</p> <p>How do you spend your day?</p>	
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2. Home

<p>What are some things you like about where you live or What preferences do you have for where you want to live?</p> <p>Describe some things about the people you'll live with that are important to you?</p> <p>Describe the kind of lifestyle and routine you prefer in your home.</p> <p>Do you need help to get ready in the morning? Do you need help to get ready for bed?</p> <p>Do you need help moving around your home?</p> <p>What household chores do you know how to do? What household chores do you still need to learn about?</p> <p>Is there anything in or near your home that you think isn't safe for you to do? Why?</p> <p>Are you comfortable being alone at home or do you prefer someone to be with you? Why?</p>	
<p>Identify barriers that need to be addressed in this area.</p>	
<p>Risks that need to be identified in this area (any support needed to adjust water temperature, to evacuate, to transfer, environmental hazards, personal safety, emergency evacuation safety, others in the home, emergency situation response, cooking, chemicals, cleaning products, and other similar issues):</p>	

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3. Important Relationships

<p>Who are the people that are most important to you?</p> <p>What makes them important to you?</p> <p>What is the type of people you like to spend time with?</p> <p>What are the types of people you prefer to not spend time with?</p>	
<p>Identify barriers that need to be addressed in this area.</p>	
<p>Are there any risks that need to be identified in this area (consider presence, loss and involvement of natural supports; inability to receive/understand information communicated, the ability to understand personal relationships, potential vulnerabilities in relationships. Is there anyone that could be dangerous to you)?</p>	

4. Career and Income

<p>Is earning your own money important to you?</p> <p>How do you handle your money?</p> <p>Where do you get your money from?</p> <p>What have you done for work in the past?</p> <p>What are you currently doing for work?</p> <p>What would you like to do for work?</p>	
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<p>What would you need to learn to that type of work?</p> <p>What assistance would you need when in a work situation?</p>	
<p>Identify barriers that need to be addressed in this area.</p>	
<p>Are there any risks that need to be identified in this area (financial exploitation, loaning money to others, income or job loss, insurance/benefit loss; conflict resolution with others, use of tools and equipment on the job, avoidance of dangers associated with tasks, dangers posed by other persons at the school or worksite)?</p>	

5. Health and Wellbeing

<p>Tell us about your health.</p> <p>Do you have a doctor(s) that you go to?</p> <p>What health area do they assist you with?</p> <p>Are you taking any medications? If yes, do you know what medications you are taking and why?</p> <p>Is there anything you would want others to know about how you hear, your vision, your dental, or your health?</p> <p>Do you have a special diet that you follow for your health?</p> <p>What assistance do you need to maintain your health?</p> <p>Do you have any food, medication, or environmental allergies?</p> <p>Do you need any help at mealtime?</p>	
<p>Identify barriers that need to be addressed in this area.</p>	

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<p>Are there any risks that need to be identified in this area (chronic medical conditions, medical recommendations that are not being followed, dietary needs, inability to tolerate medical procedures/exams, inability to communicate pain, constipation, swallowing difficulties, history of choking, aspiration, PICA, medication side effects, mobility concerns, skin breakdown, sensory impairments, frequent falls, seizures; psychiatric concerns, suicidal threats or attempts, history of escaping or attempts to escape undesirable situations; risky sexual behavior, injuring self and other similar issues)?</p>	
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6. Communication

<p>What is the best way for you to communicate with others?</p> <p>How do you interact, connect with, or relate to others?</p> <p>Do you need assistance to talk to others?</p> <p>If so, what assistance do you need (i.e. communication device, sign language)?</p> <p>What is your primary language; primary language of your family?</p> <p>Do you believe that people understand you? If not, how do you feel when you are not understood? What is your reaction to not being understood?</p>	
<p>Identify barriers that need to be addressed in this area.</p>	
<p>Are there any risks that need to be identified in this area (the ability to interact with others, have a dialogue with others to communicate needs or concerns, ability to ask for help and other</p>	

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similar issues)?	
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7. Life in the Community

<p>Are you involved in any group activities?</p> <p>Are you involved in community activities?</p> <p>What community activities sound interesting to learn about?</p> <p>When you're out in the community, who do you like to visit with?</p> <p>Why do you like to spend time with them?</p> <p>Where do you see them?</p> <p>How often do you like to see those people or do these group activities?</p> <p>Is there anything you would like to do to help others?</p> <p>What assistance would you need to be able to spend time in the community?</p> <p>Is there any place in the community where you don't feel safe?</p> <p>Are you comfortable being alone in the community or do you prefer to have others with you? Why?</p> <p>Is there anything you haven't been able to do in the community that you want to? Why?</p>	
<p>Identify barriers that need to be addressed in this area.</p>	
<p>Are there any risks that need to be identified in this area (is support needed to remain safe around traffic, while getting in/out of or riding in a vehicle; ability to navigate self, vulnerability of strangers, what do to if lost or</p>	

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separated, who to go to for help, and other similar issues)?	
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8. Recreation/Interests/Hobbies

<p>What do you like to spend time doing?</p> <p>Do you have hobbies?</p> <p>What would you like to learn more about?</p>	
<p>Identify barriers that need to be addressed in this area.</p>	
<p>Are there any risks that need to be identified in this area?</p>	

9. Choice and Decision-Making

<p>Do you decide how to spend your day?</p> <p>Do you think your decisions keep you safe?</p> <p>Do you need help making decision? If so, who assists you in making decisions?</p> <p>Name of person who has legal responsibility to make decisions for this person, if applicable.</p> <p>If someone other than the person is legally allowed to make decisions for them, how does the person feel about this arrangement?</p>	
<p>Identify barriers that need to be addressed in this area.</p>	
<p>Are there any risks that need to be identified in this area?</p>	

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10. Future Plans

<p>What do you want your future to look like?</p> <p>What would you need to learn to get there?</p> <p>What are your time frames for achieving these desires?</p> <p>Who do you want to assist you in learning it?</p> <p>What is most important to you to achieve first?</p> <p>How will you know if you've achieved the things that are important to you?</p>	
<p>Identify barriers that need to be addressed in this area.</p>	
<p>Are there any risks that need to be identified in this area?</p>	

ISC Printed Name

ISC Signature

Date

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Instructions for Completing the Discovery Tool

Prior to completing this Tool, please refer to the *Discovery Process Guidelines*
Please type all information, excluding signatures

Individual's Identifying Information

- Record the individual's full name. Then record any common or nicknames.
- Record the phone number and e-mail address (as applicable) for the individual, not for the guardian.
- Record the individual's date of birth as MM/DD/YYYY.
- Record the individual's full address, including zip code, of their current residence.
- If the individual is already in DD Waiver services, enter the name of the current service provider(s), including providers who are not Waiver provider agencies.

General Information

- Under ***applicable status***, select the box that best represents the current use of this Tool. Only 1 box should be selected.
 - Select ***Initial Assessment*** if the person has not previously completed a Discovery process and is not enrolled in the DD Waiver.
 - Select ***Annual Review*** if the person is already in the DD Waiver and has previously had an Individual Service Plan or Personal Plan.
 - Select ***Revision*** when the preferences, desires, abilities or needs of the individual have changed in between the annual review.
- ***Date(s) of discovery process*** should reflect the date of the initial date of conversation with the individual/guardian.
- ***Describe the individual's participation in the discovery process.*** This section should briefly describe how the individual chose to participate in the process. If the individual chose not to participate please indicate as well.
- ***Who did the individual invite to participate in the Discovery process and what other sources/documents did ISC use to complete the Tool:*** In the chart provided (see example below) list all sources of information used. Attach additional pages if necessary.
 - Begin by recording the individual's name in the first column under ***Name of Person or Source***. This column should identify the guardian, family, staff or any other person included in the process. It should also include the name of documents that were used, such as medical records or previous assessments.
 - In the second column, ***Relationship to Individual/Title***, briefly describe the relationship the identified person has to the individual or their title. If the source of information is from a document, list the person's name that completed the document and the date the document was completed.
 - In the third column, enter **YES** if the ***individual invited the person*** to be a part of the discovery process, indicate with N/A.

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Example:

Name of Person or Source	Relationship to Individual/Title If document reviewed, mark N/A	Was this person invited by the individual (Yes, No) If document, mark N/A
John Doe	Plenary guardian/brother	Yes
Inventory for Client Assessment and Planning (ICAP)	Agency QIDP, 3/18/2017	N/A

For Sections 1-10

- The ISC should use the boxes provided to outline the information gathered under each topic.
- Although the ISC will obtain information from various sources, it is not necessary to identify the source of information in these boxes.
- When having a conversation with the individual and others they invited to the process, it's best to begin the conversation with the Self-Description section.
- The sections outlined in the document do not have to be discussed in the order in which they are presented, but each section must be addressed.
- It is not necessary to ask every question in each section, but it is important to gather enough information to determine the person's preferences, abilities, support needs and to identify risk.
- When identifying barriers, consider any factor that makes it difficult or impossible for something to happen or to be achieved.
- When identifying risks, consider what could be exposing someone to danger, harm, or loss; the possibility that something bad or unpleasant is likely to happen.

Signature

At the end of the document, the ISC should type or print their name, sign and date the document.

9.A.

CCDDB 2017-2018 Meeting Schedule

Board Meetings

8:00AM except where noted

Brookens Administrative Building, Lyle Shields Room
1776 East Washington Street, Urbana, IL

September 20, 2017

October 25, 2017

~~November 15, 2017~~ cancelled

November 29, 2017 – Study Session, 5:30PM

December 13, 2017

January 24, 2018

February 21, 2018

March 21, 2018

April 25, 2018

May 23, 2018

June 27, 2018

*This schedule is subject to change due to unforeseen circumstances.
Please call the CCMHB/CCDDB office to confirm all meetings.*

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July 2017 to June 2018 Meeting Schedule with Subject and Allocation Timeline

The schedule provides the dates and subject matter of meetings of the Champaign County Developmental Disabilities Board through June 2018. The subjects are not exclusive to any given meeting, as other matters requiring Board review or action may also be addressed or may replace the subject listed. Study sessions may be scheduled; topics will be based on issues raised at meetings, brought by staff, or in conjunction with the Champaign County Mental Health Board. Regular meetings of the CCDDDB are usually at 8AM; study sessions at 5:30PM. Included with meeting dates are tentative dates for steps in the funding allocation process for Program Year 2019 (July 1, 2018 – June 30, 2019) and deadlines related to current (PY2018) agency contracts.

- | | |
|----------|---|
| 07/12/17 | Regular Board Meeting
Approve Draft Budget; Election of Officers |
| 08/25/17 | <i>Agency PY2017 Fourth Quarter and Year End Reports Due</i> |
| 09/20/17 | Regular Board Meeting |
| 10/25/17 | Regular Board Meeting
Draft Three Year Plan 2016-2018 with FY18 Objectives
Release Draft Program Year 2019 Allocation Criteria |
| 10/27/17 | <i>Agency PY2018 First Quarter Reports Due</i> |
| 10/31/17 | <i>Agency Independent Audits Due</i> |
| 11/15/17 | Regular Board Meeting - cancelled |
| 11/29/17 | Study Session with Ed McManus, 5:30PM |
| 12/13/17 | <i>Public Notice to be published on or before this date, giving at least 21-day notice of application period.</i> |
| 12/13/17 | Regular Board Meeting
Approve Three Year Plan with One Year Objectives
Allocation Decision Support – PY19 Allocation Criteria |
| 01/05/18 | <i>CCMHB/CCDDDB Online System opens for Agency Registration and Applications for PY19 Funding.</i> |
| 01/24/18 | Regular Board Meeting |
| 1/26/18 | <i>Agency PY2018 Second Quarter Reports Due</i> |
| 02/02/18 | <i>Agency deadline for submission of applications for PY2019 funding. Online system will not accept forms after 4:30PM.</i> |

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02/21/18	Regular Board Meeting List of Requests for PY19 Funding
03/21/18	Regular Board Meeting
04/18/18	<i>Program summaries released to Board, copies posted online with the CCDDDB April 25, 2018 Board meeting agenda</i>
04/25/18	Regular Board Meeting Program Summaries Review and Discussion
04/27/18	<i>Agency PY2018 Third Quarter Reports Due</i>
05/14/18	<i>Allocation recommendations released to Board, copies posted online with the CCDDDB May 23, 2018 Board meeting agenda.</i>
05/23/18	Regular Board Meeting Allocation Decisions Authorize Contracts for PY2019
05/24/18-06/01/18	<i>Contract Negotiations</i>
06/27/18	Regular Board Meeting Approve FY2019 Draft Budget
06/28/18	<i>PY19 Contracts completed/First Payment Authorized</i>

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CCMHB 2017-2018 Meeting Schedule

**First Wednesday after the third Monday of each month--5:30 p.m.
Brookens Administrative Center
Lyle Shields Room
1776 E. Washington St., Urbana, IL (unless noted otherwise)**

September 20, 2017

September 27, 2017 – study session

October 18, 2017

October 25, 2017 – study session

November 15, 2017

November 29, 2017 – study session

~~December 13, 2017 (tentative) cancelled~~

January 17, 2018

January 24, 2018 – study session

February 21, 2018

February 28, 2018 – study session

March 21, 2018

March 28, 2018 – study session

April 18, 2018 – in John Dimit Conference Room

April 25, 2018 – study session

May 16, 2018 – study session

May 23, 2018

June 27, 2018

****This schedule is subject to change due to unforeseen circumstances. Please call the CCMHB-CCDDB office to confirm all meetings.***

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ACRONYMS

ABA	Applied Behavior Analysis
ADA	Americans with Disabilities Act
ADL	Activities of Daily Living
ASD	Autism Spectrum Disorders
CART	Clinical Administrative Review Team
CILA	Community Integrated Living Arrangement
CMS	Center for Medicaid & Medicare Services
DCFS	Department of Children and Family Services
DD	Developmental Disabilities
DDD	Division of Developmental Disabilities
DHS	Department of Human Services
DMH	Division of Mental Health
DPH	Department of Public Health
DRS	Division of Rehabilitation Services
DSCC	Division of Specialized Care for Children
DT	Developmental Training Day Program for adults
EI	Early Intervention (birth to 3)
HBS	Home Based Services
HFS	Department of Health Care and & Family Services (Public Aid)
HUD	Housing & Urban Development
ICAP	Inventory for Client and Agency Planning
ICF – DD	Intermediate Care Facility for Individuals with Developmental Disabilities
IDEA	Individual with Disabilities Education Act
IDPH	Illinois Department of Public Health
IEP	Individual Education Plan
ISBE	Illinois State Board of Education
ISC	Individual Service Coordination
ISP	Individual Support Plan
ISSA	Individual Service and Support Advocacy

OIG	Office of the Inspector General
PACKET	Information on paper going to Network Facilitator advocating your need for help
PAS	Pre-Admission Screening
PDD	Pervasive Developmental Disorder
POS	Purchase of Service funding method – fee for service
PUNS	Prioritization of Urgency of Need for Services (waiting list)
QA	Quality Assurance
QIDP	Qualified Intellectual Disabilities Professional
QSP	Qualified Support Professional
SEP	Supported Employment Program
SNAP	Supplemental Nutritional Assistance Program (food stamps)
SNT	Special Needs Trust
SODC	State Operated Developmental Center
SSA	Social Security Administration
SSDI	Social Security Disability Insurance
SSI	Supplemental Security Income
SST	Support Service Team
UCP	United Cerebral Palsy

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Kim Bowdry, Associate Director for Intellectual & Developmental Disabilities
Staff Report – January 2018

CCDDB Reporting: As of January 1, 2018, all DD service agencies are reporting into the reporting system. Some of the agencies continue to receive technical support from myself and EMK systems as they troubleshoot various complications that they may be having with reporting into the system or with uploading from Excel into the system. Some of the agencies were not used to this method of tracking services, so the transition has been more time consuming and more challenging than hoped.

FY18 2nd Quarter reports are due by January 26, 2018 at 4:30 PM.

FY19: FY18 applications were cloned for FY19 applications, the application period for FY19 funding opened up on January 5, 2018 at 8:00 AM and will remain opened until February 2, 2018 at 4:30 PM. No late applications will be accepted.

Excess Revenue: PACE, Inc. returned excess revenue for FY11 and FY13 to the CCDDB in the amount of \$2528.00.

Community Needs Survey: The CCMHB and CCDDB online community needs survey is available until January 31, 2018. Please go to www.champaigncountysurvey.com to access the surveys. The survey for persons with ID/DD continues to see the lowest number of responses. Board staff will likely plan outreach events to reach those individuals.

DisABILITY Resource Expo: In an effort to spread the word about the disABILITY Resource Expo, the disABILITY Resource Expo is now on Twitter! Please follow @resourceexpo on Twitter to stay up-to-date on the Expo.

Association Activities: I participated in an ACMHAI ID/DD conference call.

Community Learning Lab School of Social Work Students: I will be meeting with the School of Social Work students later this month. The previous group of students reached out to CCMHB/CCDDB funded agencies and local businesses to learn about the barriers individuals with ID/DD faced when seeking community employment. The next group will focus on developing an employment training program.

NACBHDD: I have included an article, *Bringing self-determination to our services*, written by Ron Manderscheid, PhD, Exec Dir, NACBHDD and NARMH. As ID/DD systems continue to move forward with person-centered care, self-determination should remain at the forefront. From the article, *“self-determination not only will require self-management of one’s illness and one’s healthcare, but also self-management of one’s life in the community—one’s friends, housing and job. To accomplish this, we will need to transform our current concepts of how*

rehabilitation is achieved. Today, we create opportunities for clients; tomorrow, we will need to help our clients create their own opportunities. Our role will move from center stage to a position of support.”

I participated in the NACBHDD I/DD committee call and a follow-up call working on a Hill briefing on WIOA legislation and employment, sustainable services and supporting families, and Medicaid and the importance of funding.

Other activities: I attended the CTF Cookies and Conversation event. I participated in an nTide Lunch n’ Learn webinar. I also attended the January TPC meeting. I participated in the monthly MHDDAC meeting.

Consumer Involvement Program Consumer Stipend Funds: I have included an overview and the registration form for the Consumer Involvement Program Consumer Stipend Funds. The program enables people with developmental disabilities and their family members to attend conferences of their choice related to developmental disability issues. Individuals applying for this program must be Illinois residents, a person with a developmental disability or family members of a person with a developmental disability or a guardian/foster parent of a person with a developmental disability. Individuals are limited to \$400 per year and a maximum of two stipends per year. Family members are limited to \$700 per year and a maximum of two stipends per year.

PUNS Selection & Reports: DHS-DDD selected sixteen Champaign County individuals from the PUNS database in April. Seven of those individuals have completed the PAS process and are currently receiving services. The remaining individuals continue to work with the ISC to complete the PAS process. In Champaign County it is becoming more and more difficult to find a Service Facilitation agency. Finding PSWs after an individual has been successfully enrolled in the HBS program continues to be challenging for families.

PUNS data pulled from the DHS-DDD website for Champaign County is attached below. I have also included a breakdown of active and total PUNS clients for Champaign County. The number of individuals on the active PUNS list for Champaign County continues to rise. Champaign County had 390 individuals on the active PUNS waiting list, as of December 4, 2017, an increase of 62 since July.

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Bringing self-determination to our services

BEHAVIORAL HEALTHCARE EXECUTIVE

December 4, 2017

Ron Manderscheid, PhD, Exec Dir, NACBHDD and NARMH

Self-determination is a powerful and transformational bridging concept. It has great potency to promote personal recovery and independence for large numbers of behavioral healthcare and intellectual development or developmental disabilities (ID/DD) clients. It also can bridge from a care system rooted in the past to a future one based in person-centered care.

Today, self-determination is the focus of initiatives in both the public and private sectors. SAMHSA and CMS have projects underway to develop and test self-directed care and self-management of care resources. Optum has developed an initiative to transform care for ID/DD clients via a broad-scale self-determination strategy. Many recovery-oriented systems of care throughout the country are beginning to experiment with these possibilities. Clearly, these efforts are very energizing and full of exceptional promise.

How can we embrace this vision and bring it to reality? In earlier commentaries, I have discussed the holy trinity of health literacy, health activation and self-determination. Each of these builds upon its predecessor: health literacy is a prerequisite for health activation; health activation is a prerequisite for self-determination.

In our care system, we will need to introduce the person-centered care tools that can promote this progression toward self-determination. A few moments of reflection will assure you that peer support to develop health literacy, supported decision-making on health activation, and ultimately self-directed healthcare are key tools that can be employed sequentially to help clients move from dependence toward independence. When employed in a strong recovery-oriented environment, they can be even more powerful.

Yet, self-determination not only will require self-management of one's illness and one's healthcare, but also self-management of one's life in the community—one's friends, housing and job. To accomplish this, we will need to transform our current concepts of how rehabilitation is achieved. Today, we create opportunities for clients; tomorrow, we will need to help our clients create their own opportunities. Our role will move from center stage to a position of support.

The same progression toward self-determination used for healthcare will be required for social services. First, peer interventions will be needed to develop social service literacy. Then, supported decision making can be introduced around social services. Finally, clients will be able to engage in self-direction of social services.

At the policy and system levels, true self-determination also will require transformation of payment systems for healthcare and community supports. Instead of providers being paid by a third-party insurer, the client will pay for care and supports. How this can be organized effectively across different payment systems and how it will operate in practice both remain to

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be worked out. An urgent need exists to develop practical and implementable models to achieve this goal.

Self-determination will encourage clients to regain their own voices, both literally and figuratively, and to take control of their own lives. Regaining one's voice, developing friends in the community, and inclusion in community activities are essential prerequisites for personal self-respect and for achieving recovery and independence.

The importance of self-determination for effective long-term recovery and independence cannot be overemphasized. Those who have had the opportunity to participate in self-direction of care frequently will say that it literally saved their lives. I cannot think of a stronger endorsement. That fact alone should motivate us to move rapidly to implement self-determination of health care and social services.

Consumer Involvement Program Consumer Stipend Funds

The Arc of Illinois, through a grant from the Illinois Council on Developmental Disabilities, administers the Consumer Involvement Program and distributes consumer stipend funds to enable people with developmental disabilities and their family members to attend conferences of their choice that are directly related to developmental disability issues.

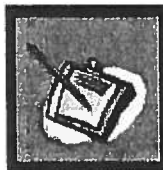
Who can apply?

- Illinois resident
- A person with a developmental disability
- Family members of a person with a developmental disability
- A guardian/foster parent of a person with a developmental disability



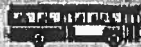
What Can I Apply For?

- Conference must be directly related to developmental disabilities
- In-state or out-of state conference



What can I use these funds for?

- Conference Registration
- Personal Attendant
- Child Care
- Hotel
- Respite Care
- Transportation
- Meals



How much can I apply for?

- \$400 per person per year
- \$700 per family per year

Limitations:

- Participants are limited to a maximum of two stipends per year per individual or family within funding limit.
- Any single conference is limited to a maximum of 25 consumer stipends or a maximum of \$10,000 which ever occurs first. The stipends are issued on a first come first served basis.
- Organizations are limited to a maximum of 15 consumer stipends per conference submitted on behalf of people in their care.
- Anyone that has not provided complete documentation of and receipts for any Consumer Involvement Fund stipend received is ineligible for any further support until documentation is provided.

How do I apply?

Any Questions? Call 815-464-1335

- The application form must be completed and returned to The Arc of Illinois with a copy of the conference brochure and a completed registration form.
- The application must be filled out in the person(s) name attending the conference and hotel/motel information and rates should be included, if requesting.
- All applications and conference registration forms should be received 30 days prior to the date of the conference/workshop.
- Conference or workshop topics must specifically relate to developmental disability issues.
- Stipends are not approved retroactively for previously attended conferences.

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Consumer Involvement Program Consumer Stipend Funds

VALUES PEOPLE
Illinois Council on
Developmental Disabilities
WEAVE A SUCCESS

Where do I apply?

Complete the application form and mail or fax it to the following address. A completed copy of the conference registration form and a copy of the conference brochure **MUST** be submitted with the application.

Consumer Involvement Program - The Arc of Illinois
20901 S. LaGrange Rd., Suite 209
Frankfort, IL 60423
Fax (24 hours), 815-464-5292



How do I learn if I get a stipend?

- Completed applications are reviewed by a review team committee to determine whether the conference is related to a developmental disability issue, whether the applicant is eligible for funds, and whether or not there are funds available. A consumer self-advocate serves on the review team.
- Applicants are notified in writing following the review team's decision. Every effort is made to ensure the stipends are received before the scheduled event.
- The maximum financial assistance per year is \$400/person or \$700/family.
- Denials may be appealed in writing to The Arc of Illinois.

Appeal Process:

- If you have been denied a consumer stipend after submitting a complete application, you may appeal the denial.
- To appeal a denial, write a letter stating the reasons for your appeal and either fax it to 815-464-5292 or mail it to:
The Arc of Illinois, Consumer Involvement - Appeal
20901 S. LaGrange Rd., Suite 209
Frankfort, IL 60423

Requirements of Stipend Fund Users:

- It is the applicant's responsibility to make sure that the original application form is complete. Where applications are incomplete, project staff will contact you to try and assist in completing the application; however, it is the applicant's responsibility to make sure that they complete the application accurately.
- Applications are not considered completed until the conference brochure, conference registration form, and total conference expense details are submitted.
- Funds must be used for the stated purposes.
- Unused funds are returned so that more people with developmental disabilities can attend more conferences.
- Receipts are submitted for all expenses funded through the stipend.
- Any individual, family, or organization that has not provided complete documentation of and receipts for any Consumer Involvement Program stipend funds received is ineligible for further support until such documentation is provided.
- People using stipends must complete and submit a post-conference evaluation form and are expected to:
 1. use the information received through the conference attended to make a change in their life or to share the information with others.
 2. include on the evaluation form what changes have been made or information shared after the conference.



Application Form - Consumer Involvement Program
Consumer Stipend Funds

ILLINOIS PEOPLE
Illinois Council on
Developmental Disabilities
MAKING A DIFFERENCE

Name _____ Date _____

Address _____

City _____ County _____ Zip _____

Phone _____ E-Mail _____

Fill in the blanks that apply:

- I am a person with a developmental disability. My disability is _____
- My family member (circle one: son, daughter, other _____) is a person with a developmental disability.
Family Member Name: _____
Their disability is: _____
- I am the guardian/foster parent of a person with a developmental disability. Their disability is: _____

Names and date of birth (DOB) of all family members attending the conference/workshop.

- _____ DOB _____
- _____ DOB _____
- _____ DOB _____
- _____ DOB _____

Name of conference/workshop you want to attend: _____

Dates _____ Location _____

Have you used the Consumer Stipend Project before?
If so, when _____ For what conference? _____

Enter amount of financial assistance needed for (maximum received is \$400/person or \$700/family):

Registration	\$ _____	Child Care	\$ _____
Attendant	\$ _____	Respite Care	\$ _____
Hotel	\$ _____	Meals	\$ _____
Transportation	\$ _____		
Total Costs	\$ _____		

The following statement must be signed to validate this request: I am requesting assistance from The Arc of Illinois, through funding from the Illinois Council on Developmental Disabilities, to attend a conference that I would be unable to attend without this support. I promise to use the funds for the stated purposes and to submit receipts for all expenditures funded through this stipend. I will also complete a post-conference evaluation form.

Signature _____

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20901 S. LaGrange Rd., Suite 209
Frankfort, IL 60423



Funded through a grant from
the Illinois Council on
Developmental Disabilities



**Illinois Council on
Developmental Disabilities
and The Arc of Illinois**

ALL PEOPLE
HAVE EQUAL
OPPORTUNITIES
TO PARTICIPATE
IN SOCIETY



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Division of Developmental Disabilities
Prioritization of Urgency of Needs for Services (PUNS)
Summary By County and Selection Detail

December 04, 2017

County: Champaign

Reason for PUNS or PUNS Update

New	124
Annual Update	215
Change of category (Emergency, Planning, or Critical)	29
Change of service needs (more or less) - unchanged category (Emergency, Planning, or Critical)	29
Person is fully served or is not requesting any supports within the next five (5) years	181
Moved to another state, close PUNS	14
Person withdraws, close PUNS	21
Deceased	15
Individual Moved to ICF/DD	1
Individual Determined Clinically Ineligible	2
Unable to locate	31
Submitted in error	2
Other, close PUNS	181

EMERGENCY NEED(Person needs in-home or day supports immediately)

1. Individual needs immediate support to stay in their own home/family home (short term - 90 days or less); e.g., hospitalization of care giver or temporary illness of an individual living in their own home.	7
2. Individual needs immediate support to stay in their own home/family home or maintain their employment situation (long term); e.g., due to the person's serious health or behavioral issues.	11
3. Care giver needs immediate support to keep their family member at home (short term - 90 days or less); e.g., family member recuperating from illness and needs short term enhanced supports.	2
4. Care giver needs immediate support to keep their family member at home (long term); e.g., care giver is permanently disabled or is terminally ill and needs long term enhanced supports immediately to keep their family member at home.	6

EMERGENCY NEED(Person needs out-of-home supports immediately)

1. Care giver is unable or unwilling to continue providing care (e.g., person has been abandoned).	18
2. Death of the care giver with no other supports available.	3
3. Person has been committed by the court or is at risk of incarceration.	2
4. Person is living in a setting where there is suspicion of abuse or neglect.	12
5. Person is in an exceedingly expensive or inappropriate placement and immediately needs a new place to live (for example, an acute care hospital, a mental health placement, a homeless shelter, etc.).	9
6. Other crisis, Specify:	87

CRITICAL NEED(Person needs supports within one year)

1. Individual or care giver will need support within the next year in order for the individual to continue living in their current situation.	119
2. Person has a care giver (age 60+) and will need supports within the next year.	66
3. Person has an ill care giver who will be unable to continue providing care within the next year.	28
4. Person has behavior(s) that warrant additional supports to live in their own home or family home.	72
5. Individual personal care needs cannot be met by current care givers or the person's health has deteriorated.	22
6. There has been a death or other family crisis, requiring additional supports.	3
7. Person has a care giver who would be unable to work if services are not provided.	54
8. Person or care giver needs an alternative living arrangement.	17
9. Person has graduated or left school in the past 10 years, or will be graduating in the next 3 years.	183
10. Person is living in an inappropriate place, awaiting a proper place (can manage for the short term; e.g., persons aging out of children's residential services).	7
11. Person moved from another state where they were receiving residential, day and/or in-home supports.	8
12. The state has plans to assist the person in moving within the next year (from a state-operated or private Intermediate Care Facility for People with Developmental Disabilities, nursing home or state hospital).	2
13. Person is losing eligibility for Department of Children and Family Services supports in the next year.	6
17. Person is residing in an out-of-home residential setting and is losing funding from the public school system.	3
20. Person wants to leave current setting within the next year.	9
21. Person needs services within the next year for some other reason, specify:	22

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Division of Developmental Disabilities
Prioritization of Urgency of Needs for Services (PUNS)
Summary By County and Selection Detail

December 04, 2017

PLANNING FOR NEED(Person's needs for service is more than a year away but less than 5 years away, or the care giver is older than 60 years)

1. Person is not currently in need of services, but will need service if something happens to the care giver.	164
2. Person lives in a large setting, and person/family has expressed a desire to move (or the state plans to move the person).	1
3. Person is dissatisfied with current residential services and wishes to move to a different residential setting.	1
4. Person wishes to move to a different geographic location in Illinois.	4
5. Person currently lives in out-of-home residential setting and wishes to live in own home.	1
6. Person currently lives in out-of-home residential setting and wishes to return to parents' home and parents concur.	1
7. Person is receiving supports for vocational or other structured activities and wants and needs increased supports to retire.	1
8. Person or care giver needs increased supports.	47
9. Person is losing eligibility for Department of Children and Family Services supports within 1-5 years.	3
13. Person is residing in an out-of-home residential setting and is losing funding from the public school system within 1-5 years.	1
14. Other, Explain:	7

EXISTING SUPPORTS AND SERVICES

Respite Supports (24 Hour)	12
Respite Supports (<24 hour)	12
Behavioral Supports (includes behavioral intervention, therapy and counseling)	134
Physical Therapy	48
Occupational Therapy	108
Speech Therapy	128
Education	179
Assistive Technology	49
Homemaker/Chore Services	2
Adaptions to Home or Vehicle	10
Personal Support under a Home-Based Program, Which Could Be Funded By Developmental Disabilities, Division of Rehabilitation Services or Department on Aging (can include habilitation, personal care, respite, retirement supports, budgeting, etc.)	54
Medical Equipment/Supplies	34
Nursing Services in the Home, Provided Intermittently	5
Other Individual Supports	121

TRANSPORTATION

Transportation (include trip/mileage reimbursement)	121
Other Transportation Service	289
Senior Adult Day Services	1
Developmental Training	88
"Regular Work"/Sheltered Employment	85
Supported Employment	72
Vocational and Educational Programs Funded By the Division of Rehabilitation Services	71
Other Day Supports (e.g. volunteering, community experience)	24

RESIDENTIAL SUPPORTS

Community Integrated Living Arrangement (CILA)/Family	3
Community Integrated Living Arrangement (CILA)/Intermittent	4
Community Integrated Living Arrangement (CILA)/Host Family	1
Community Integrated Living Arrangement (CILA)/24 Hour	30
Intermediate Care Facilities for People with Developmental Disabilities (ICF/DD) 16 or Fewer People	1
Intermediate Care Facilities for People with Developmental Disabilities (ICF/DD) 17 or More People	1
Skilled Nursing Facility/Pediatrics (SNF/PED)	5
Supported Living Arrangement	8
Shelter Care/Board Home	1

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Division of Developmental Disabilities
Prioritization of Urgency of Needs for Services (PUNS)
Summary By County and Selection Detail

December 04, 2017

Nursing Home	1
Children's Residential Services	8
Child Care Institutions (Including Residential Schools)	7
Children's Foster Care	1
Other Residential Support (Including homeless shelters)	16
SUPPORTS NEEDED	
Personal Support (includes habilitation, personal care and intermittent respite services)	324
Respite Supports (24 hours or greater)	17
Behavioral Supports (includes behavioral intervention, therapy and counseling)	128
Physical Therapy	58
Occupational Therapy	96
Speech Therapy	110
Assistive Technology	71
Adaptations to Home or Vehicle	18
Nursing Services in the Home, Provided Intermittently	9
Other Individual Supports	85
TRANSPORTATION NEEDED	
Transportation (include trip/mileage reimbursement)	319
Other Transportation Service	339
VOCATIONAL OR OTHER STRUCTURED ACTIVITIES	
Support to work at home (e.g., self employment or earning at home)	13
Support to work in the community	260
Support to engage in work/activities in a disability setting	160
RESIDENTIAL SUPPORTS NEEDED	
Out-of-home residential services with less than 24-hour supports	129
Out-of-home residential services with 24-hour supports	79

http://www.dhs.state.il.us/OneNetLibrary/27897/documents/DD%20Reports/PUNS/PUNS_by_county_and_selection_detail110916.pdf

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**Division of Developmental Disabilities Prioritization of Urgency of Needs for Services (PUNS)
Summary of Total and Active PUNS By Zip Code**

<http://www.dhs.state.il.us/OneNetLibrary/27897/documents/DD%20Reports/PUNS/PUNSbyZipallandactives05102016.pdf>

Zip Code		Active PUNS	Total PUNS
60949	Ludlow	2	4
61801	Urbana	46	83
61802	Urbana	53	97
61815	Bondville (PO Box)	1	1
61816	Broadlands	3	3
61820	Champaign	46	76
61821	Champaign	81	167
61822	Champaign	47	91
61840	Dewey	0	2
61843	Fisher	10	12
61845	Foosland	1	1
61847	Gifford	2	3
61849	Homer	1	5
61851	Ivesdale	1	1
61852	Longview	1	1
61853	Mahomet	30	57
61859	Ogden	2	10
61862	Penfield	1	2
61863	Pesotum	1	2
61864	Philo	5	10
61866	Rantoul	23	72

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61871	Royal (PO Box)	--	--	no data on website
61872	Sadorus	1	1	
61873	St. Joseph	13	24	
61874	Savoy	5	10	
61875	Seymour	1	2	
61877	Sidney	5	8	
61878	Thomasboro	1	3	
61880	Tolono	7	27	
Total		390	775	

<http://www.dhs.state.il.us/page.aspx?item=56039>

Summary of PUNS by ISC Agency

Updated 12/04/17

ISC Agency	Individual Count	% of Total PUNS	Estimated Total Census for Agency	Estimated % of IL Census
*CCRPC Total	950	1.82%	244,880	1.90%
ISC Agency	Individual Count	% of Total PUNS	Estimated Total Census for Agency	Estimated % of IL Census
*CCRPC Active	421	2.21%	244,880	1.90%

*Totals include Ford & Iroquois Counties

DHS Definition of Closed PUNS Records

Death
Fully Served
Moved out of state
Withdrawn
Other Closed

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Stephanie Howard-Gallo

Operations and Compliance Specialist Staff Report –

January 2018 Board Meeting

SUMMARY OF ACTIVITY:

OMA/FOIA Certification:

As the Open Meeting Act Designee and the Freedom of Information Act Officer, I must successfully complete training on an annual basis. I completed the trainings and submitted my certificates to Lynn Canfield in November.

First Quarter Reporting:

First Quarter financial and program reports were due at the end of October. Most agencies report on time. A few ask for a small extension. Several agencies were asked to revise and/or correct their reports. One letter of non-compliance was sent out for this quarter for a CCMHB funded program—DREAM House. Mr. Dace was given an opportunity to submit his reports and was able to do so without us having to hold a payment.

A few of the agencies forget to send us their approved Board minutes, but this is usually resolved by an informal email to them. Second quarter reporting is due at the end of January.

The National Association of Counties' (NACo) Creative Counties Placemaking Challenge:

Unfortunately, our application to the NACo's Creative Counties Placemaking Challenge was not chosen to participate in this initial round of hands-on technical assistance and training.

Association of Community Mental Health Authorities of Illinois:

Chris Wilson (CCMHB/CCDDB Financial Manager) and I attended the ACMHAI Winter Membership Meeting on December 7 and December 8, at Lynn Canfield's request. On December 7th, we attended 2 presentations:

- 1) Value-Based Purchasing – What Does Transformation Look Like?-- Kate Davidson
 - 2) Illinois Community Mental Health -The Last 50 Years, Today and Tomorrow--Dennis Crowley
- On December 8th, we attended the membership meeting. Election of officers took place and there were no changes. Debby Humphrey will remain President and Scott Block will remain Treasurer. It was interesting to hear the challenges and triumphs other counties in Illinois are experiencing. In April, I will attend their strategic planning meeting.

Other:

- Preparing meeting materials for CCMHB/CCDDB regular meetings and study sessions/presentations.
- Composing minutes for the meetings.
- Participated in staff review of existing application instructions and made some changes.

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January 2018 Monthly Staff Report- Shandra Summerville

Cultural and Linguistic Competence Coordinator

Agency Cultural and Linguistic Competence (CLC) Technical Assistance, Monitoring, Support and Training for CCMHB/DDB Funded Agencies

C-U Able- CLC Board Training will be on January 27 at 10:00am. We will cover The National CLAS Standards and organization cultural competence development.

Prairie Center Health Systems and Rosecrance C-U- I had a meeting with staff from Prairie Center and Rosecrance about the new CLC Plan Format and reporting requirements about CLC activities after the merger of Prairie Center and Rosecrance C-U.

Promise Healthcare- Staff members reached out about FY19 CLC Plan Instructions.

Community Choices- I will conduct the CLC Site Visit for Community Choices on January 22, 2018. I will review the 2017 CLC Reports and answer questions about their CLC Plan FY 2018.

Training and Webinars Attended:

I attended the following trainings in person and on-line:

- *Mental Health First Aid US Cultural Considerations*
- *Improving Behavioral Health Integration through Culturally Appropriate Service Delivery*
- *5 Ways to Build Relationships with Young People.*

CLC Coordinator Direct Service Activities:

Champaign County Need Assessment Survey - The Survey is live and you can access the survey at www.champaigncountysurvey.com. The survey will close this month. If you have completed paper surveys, please feel free to bring them to the CCMHB/DDB Office and we will be happy to collect them.

2019 CLC Application Instructions - 2019 CLC Plan instructions have been updated and posted to the System. The major change was that all of the actions reported by the agencies must be centered around the National CLAS Standards.

Georgetown University- My application was accepted for the 2018 Leadership Academy for Cultural Diversity and Cultural Competence. I will be participating in the enhancement of my leadership skills within the network that will support people with DD/IDD. This will build upon the leadership training that I attended on addressing mental health disparities. Activities for the Leadership Academy will take place over the next year.

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Anti-Stigma Activites/Community Collaborations and Partnerships

University of Illinois African-American Community Healing Storytelling Project- The IRB Requirements have been submitted and we will start talking to community members about sharing their stories. The project should be completed by August 2018. I will assist with enagaging faith based and community organizations to ensure that we get broad participation. The purpose of the research study is to understand experiences with gun violence in the Champaign-Urbana community and personal thoughts on community healing.

YWCA/Welcome Center - The Welcome Center has partnered with the YWCA Women in Leadership Program to begin to look at solutions about implementing cultural competence training for the staff and volunteers of the New American Welcome Center. The group presented on December 9th to report their research and propose 4 possible approaches to CLC Training for the Volunteers and Staff of the Welcome Center. I provided the team with resources and support on how to implement a Cultural Competence Toolkit along with other ways of measuring the outcomes for the training.

Disability Resource Expo Committee - We are starting to recruit volunteers for the disAbility Expo 2018. Please email me potential volunteers and interested groups at shandra@ccmhb.org

UC2B Champaign/Urbana IL – I served on the Evaluation Team for the UC2B Community Benefit Fund Application Review. There were 15 proposals submitted and 11 proposals were selected. The review of applications and evaluation meetings were held from November 11th - December 18th. The purpose of the Community Benefit Fund is focused on improving digital inclusion and digital equity for low- to moderate-income people in the Champaign -Urbana area.

AIR- Alliance for Inclusion and Respect- Please continue to support the Artists and notice new artwork that has been submitted on the website www.champaigncountyair.com

Human Services Council of Champaign County: January 4, 2018 -There was an agency presentation from the following:

Sheri Williamson, MSW and Financial Wellness Educator. Presenting on financial literacy and understanding different cultural views on finance. “Your Money, Your Goals: A financial empowerment toolkit for Social Services Programs” was presented to the group. This toolkit is available on-line for free. Here is the link that is available for the public.

http://files.consumerfinance.gov/f/201407_cfpb_your-money-your-goals_toolkit_english.pdf

University of Illinois School of Social Work- Introduction to Social Work- Understanding Stigma - I presented a 1 hour presentation to Intro to Social Work class about Stigma in Mental Health on December 1, 2017. This presentation addressed ways to talk about Mental Health without the stigma associated with Mental Illness. I also talked about the common reasons that

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individuals do not seek services and supports. Professor Tanisha King provided me with some of the evaluation feedback from her students. Here are a few comments listed below:

"I also very much enjoyed Ms. Summerville's lecture. She in my opinion did an amazing job covering the concept of stigma that surrounds mental health. She explained it in a way that made me see a new perspective and think more deeply of how people treat those with mental health. Furthermore, she gave helpful tips such as talking to people with mental health by asking more simple questions rather than addressing their mental health frankly. Her analogy between a common cold and symptoms of mental illness really drove home with me and it highlights the extreme need for mental clinics."

"This interactive lecture was very personal to me and I had many contributions. It was informational and very enjoyable. After the lecture, I felt as if I wanted to learn more and I wanted to help individuals overcome the barriers to treatment by simply educating them on the overall topic of mental health. That is what Shandra did today with our class and I'm sure it had an impact on her audience."

Centennial High School- Social Justice Student Presentation

YPAR: Youth Participatory Action Research - On December 12, I attended the culmination presentations for the YPAR Social Justice Seminar at Centennial High School. YPAR is a concept from UC Berkley and it asks students to conduct research around an issue about which they would like to investigate and propose a solution. There were 3 topic areas and the students provided solutions to the issues that are listed below:

Mental Health and Transgender Transition Protocols

- Envisioning a Transition Process for k-12 Transgender Students at Unit 4
- Better Accessibility to Mental Health Services Builds Stronger African American Students
- Rethinking Privacy and Mental Health Spaces at Centennial HS

Community, Art, and Physical Space

- Art Therapy as it Intersects with Trauma Informed School Practices
- Reflecting Our Culture Back to Us: Large Scale Art Builds Community
- Liquor Stores, Convenience Stores, and Gambling Locations Congregate in Champaign's Lower Income Neighborhoods. Why?

Sexual Harassment Protocols & Dress Code

- Seeking Clarity and Empowerment in Sexual Harassment Protocols for HS students
- Consent Should be Taught in School
- When a Dress Code Negatively Impacts the Culture and Climate of the School

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January 2018 Staff Report

Champaign County Mental Health Board
Revenues and Expenditures as of 12/31/17

	Q4	YTD	Budget	% of Budget
Revenue				
Property Tax Distributions	\$ 126,995.58	\$ 4,425,348.19	\$ 4,449,552.00	99.46%
From Developmental Disabilities Board	\$ 59,002.00	\$ 324,511.00	\$ 350,653.00	92.54%
Gifts & Donations	\$ 491.55	\$ 5,224.80	\$ 25,000.00	20.90%
Other Misc Revenue	\$ 49,054.10	\$ 132,991.35	\$ 500.00	>100%
TOTAL	\$ 235,543.23	\$ 4,888,075.34	\$ 4,825,705.00	101.29%
Expenditure				
Personnel	\$ 131,006.31	\$ 444,306.13	\$ 509,225.00	87.25%
Commodities	\$ 2,015.98	\$ 5,972.76	\$ 17,922.00	33.33%
Contributions & Grants	\$ 895,599.75	\$ 3,602,435.75	\$ 3,733,794.00	96.48%
Professional Fees	\$ 70,027.01	\$ 327,956.41	\$ 368,213.00	89.07%
Transfer to CILA Fund	\$ -	\$ 50,000.00	\$ 50,000.00	100.00%
Other Services	\$ 15,605.80	\$ 92,091.59	\$ 146,551.00	62.84%
TOTAL	\$ 1,114,254.85	\$ 4,522,762.64	\$ 4,825,705.00	93.72%

Champaign County Developmental Disability Board
Revenues and Expenditures as of 12/31/17

	Q4	YTD	Budget	% of Budget
Revenue				
Property Tax Distributions	\$ 105,953.25	\$ 3,692,099.61	\$ 3,712,310.00	99.46%
From Mental Health Board	\$ -	\$ 7,065.41	\$ -	-
Other Misc Revenue	\$ 3,283.07	\$ 23,703.50	\$ 300.00	>100%
TOTAL	\$ 109,236.32	\$ 3,722,868.52	\$ 3,712,610.00	100.28%
Expenditure				
Contributions & Grants	\$ 826,827.00	\$ 3,293,869.45	\$ 3,311,957.00	99.45%
Professional Fees	\$ 59,002.00	\$ 324,511.00	\$ 350,653.00	92.54%
Transfer to CILA Fund	\$ -	\$ 50,000.00	\$ 50,000.00	100.00%
TOTAL	\$ 885,829.00	\$ 3,668,380.45	\$ 3,712,610.00	98.81%

Does not include Dec payment from DDB to MHB. Payment will be calculated once FY17 expenses for MHB are finalized.

disABILITY Resource Expo: Reaching Out For Answers
Board Report
January, 2018

11th disABILITY Resource Expo – Coming Saturday, April 7, 2018:

Barb and Jim met with representatives from Signature Events out of Springfield on January 9 to review the exhibitor layout at The Vineyard, in preparation for the pipe and drape provided by this company.

Exhibitors: A request for applications was emailed to potential exhibitors on January 3 & 4. Applications are due to be submitted by Feb. 21. We have already received confirmation from several exhibitors, via submitted applications. We have received several inquiries from potential exhibitors who are new to us this year.

Marketing/Sponsorship: This sub-committee met on December 7 and will meet again January 11. A list of potential sponsors was developed, and will continue to be expanded upon. Sponsorship letters were mailed in mid-December, and we are beginning to see some responses coming in.

Our promotional plan and schedule is currently being developed. Window clings were ordered and received from CU Banners. Personal Mobility has agreed to apply the clings for us at their facility in early February, so that they're on the streets approximately two months prior to our event. The clings have been a great way for our members to help promote the event on their personal vehicles.

Save-The-Date magnets for the Expo are continuing to be distributed at various events and activities happening throughout the community. The magnets highlight our April 7 Expo date and location, as well as our newly-expanded Expo website. Please let Barb Bressner know if you would like some of these magnets to distribute as you attend various meetings in the coming months.

A new supply of Expo bags have been ordered.

We are winding down another Schwan's Cares Fundraiser, but are still receiving 5% of orders made through this campaign. If you would like to support the Expo through the Schwan's Fundraiser, please place your Schwan's orders through their website, www.schwans-cares.com/c/35969 or phone in your order at 1-855-870-7208 and provide our Campaign ID# 35969. This has been a great on-going fundraiser for us over the past couple of years, so please tell your friends and family how they can help.

Entertainment/Accessibility: Entertainment ideas from our last Steering Committee have been shared with the Entertainment Committee. That committee will be pursuing several of these ideas. We will be utilizing two different stages at The Vineyard for entertainment throughout the day.

Website: Expo website improvements continue, including work towards greater website accessibility, and an expanded search feature for the Expo Resource Guide. There are approximately 140 different

organizations listed. It is hoped that many participating local organizations will consider adding a link on their websites, directing people to the Expo website/directory. The goal is to launch the new, fully accessible Expo website/directory by the end of January, 2018.

Respectfully submitted
Barb Bressner & Jim Mayer
Consultants

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