



McLean County

AMENDED
EXECUTIVE COMMITTEE AGENDA
Room 400, Government Center

Tuesday, August 12, 2008

4:30 p.m.

1. Call to Order
2. Chairman's Approval of Minutes – July 8, 2008
June 17, 2008 Stand-Up
3. Appearance by Members of the Public
4. Departmental Matters
5. Report of Standing Committees:
 - A. Executive Committee – Chairman Sorensen
 - 1) Items to be Presented for Action:
 - a) REAPPOINTMENTS:
ADRIAN DRAINAGE DISTRICT
Mr. George J. Call
18000 E 200 North Rd.
Heyworth, IL 61745
(Three-year term to expire 1st Tuesday in September 2011)

BROKAW-BRINING-BAILEY-LINTON DRAINAGE DISTRICT
Mr. George J. Call
18000 E 200 North Rd.
Heyworth, IL 61745
(Three-year term to expire 1st Tuesday in September 2011)

CHENOA DRAINAGE DISTRICT
Mr. Russell Johnson
27577 E. 2900 North Road
Chenoa, IL 61726
(Three-year term to expire 1st Tuesday in September 2011)

EASTERBROOK DRAINAGE DISTRICT

Mr. Byron Jones
37939 E 900 North Rd.
Saybrook, IL 61770
(Three-year term to expire 1st Tuesday in September 2011)

GRIDLEY DRAINAGE DISTRICT

Mr. Herschel P. Kearney
206 West 7th
Gridley, IL 61744
(Three-year term to expire 1st Tuesday in September 2011)

KUMLER DRAINAGE DISTRICT

Mr. Donald W. Wallace
32665 E. 600 West Road
Arrowsmith, IL 61722
(Three-year term to expire 1st Tuesday in September 2011)

LAWNDALE-CROPSEY DRAINAGE DISTRICT

Mr. Jeff Abbey
41266 E. 2100 N. Road
(Three-year term to expire 1st Tuesday in September 2011)

NORMAL-TOWANDA DRAINAGE DISTRICT

Mr. Gregory Kelley
911 Spear Drive
Normal, IL 61761
(Three-year term to expire 1st Tuesday in September 2011)

PATTON DRAINAGE DISTRICT

Mr. Terry Brown
113 Diane Lane
Lexington, IL 61753
(Three-year term to expire 1st Tuesday in September 2011)

PRAIRIE CREEK DRAINAGE DISTRICT

Mr. Warren Bane
32660 E. 1200 North Road
Arrowsmith, IL 61722
(Three-year term to expire 1st Tuesday in September 2011)

SABINA DRAINAGE DISTRICT

Mr. Robert Borngasser
32275 E. 500 North Road
Arrowsmith, IL 61722
(Three-year term to expire 1st Tuesday in September 2011)

SANGAMON RIVER DRAINAGE DISTRICT

Mr. Kent Morefield
10759 N. 3150 East Rd.
Arrowsmith, IL 61722
(Three-year term to expire 1st Tuesday in September 2011)

SOUTH EMPIRE DRAINAGE DISTRICT

Mr. Jim Rafferty
28356 E. Highway 150
LeRoy, IL 61752
(Three-year term to expire 1st Tuesday in September 2011)

WHITE STAR DRAINAGE DISTRICT

Mr. Robert Borngasser
32275 E. 500 North Road
Arrowsmith, IL 61722
(Three-year term to expire 1st Tuesday in September 2011)

LANTZ CEMETERY DISTRICT

Mr. Jerome Denzer
10136 E. 1800 North Road
Bloomington, IL 61704
(Six-year term to expire on August 31, 2014)

LANTZ CEMETERY DISTRICT

Ms. Joyce Kath
R.R. 1, Box 124
Carlock, IL 61725
(Six-year term to expire on August 31, 2014)

LANTZ CEMETERY DISTRICT

Ms. Judy Mohr
R.R. 4
Bloomington, IL 61704
(Six-year term to expire on August 31, 2014)

LANTZ CEMETERY DISTRICT

Mr. Carl Schippert
102 N. Center Street, Box 97
Carlock, IL 61725
(Six-year term to expire on August 31, 2014)

LANTZ CEMETERY DISTRICT

Ms. Joyce Schippert
102 N. Center Street, Box 97
Carlock, IL 61725
(Six-year term to expire on August 31, 2014)

LANTZ CEMETERY DISTRICT

Mr. Stephen Schippert
212 East Douglas
Carlock, IL 61725
(Six-year term to expire on August 31, 2014)

b) APPOINTMENTS:

BLOOMINGTON TOWNSHIP PUBLIC WATER DISTRICT

Mr. Jeff Wilcox
13766 Oak Hill Rd.
Bloomington, IL 61705
(To complete three-year term to expire 1st Monday in May 2009)

ELLSWORTH FIRE PROTECTION DISTRICT

Mr. Doug Huskey
406 N. Main Street
Ellsworth, IL 61737
(To complete a Three-year term to expire April 30, 2010)

MARTIN TOWNSHIP DRAINAGE DISTRICT

Mr. Paul Ummel
14134 N. 3900 East Rd.
Saybrook, IL 61770
(Three-year term to expire 1st Tuesday in September 2011)

McLEAN COUNTY REGIONAL PLANNING COMMISSION

Mr. Neale McCormick
427 Standish Dr.
Bloomington, IL 61704
(Three-year term to expire December 31, 2010 – Recommended by
Airport Authority to fill vacant Airport Authority seat on Commission)

YATES DRAINAGE DISTRICT

Mr. Daryl Haney
31631 E. 3100 N. Rd.
Chenoa, IL 61726
(Three-year term to expire 1st Tuesday in September 2011)

c) RESIGNATIONS:

BLOOMINGTON TOWNSHIP PUBLIC WATER DISTRICT

Mr. Kurt Moser
8174 Kings Mill Rd.
Bloomington, IL 61704

ELLSWORTH FIRE PROTECTION DISTRICT

Mr. Brian Dirks
27639 E. 1300 North Rd.
Ellsworth, IL 61737

MARTIN TOWNSHIP DRAINAGE DISTRICT

Mr. Donald Beecher
35386 E 1700 North Rd.
Colfax, IL 61728

McLEAN COUNTY REGIONAL PLANNING COMMISSION

Mr. Jeff Kowalczyk
5 Reading Rd.
Bloomington, IL 61701

YATES DRAINAGE DISTRICT

Mr. Herbert Miller
611 N. 2nd
Fairbury, IL 61739

- d) Request Approval of Resolution to Amend the Rules of the County Board of McLean County – Rules Subcommittee
 - 2) Items to be Presented to the Board:
 - a) General Report
 - b) Other
- 1-2

B. Property Committee – Chairman Bostic

- 1) Items to be Presented to the Board:
 - a) Request Approval of New Lease Agreement with Fusion Brew, LLC (formerly Coffee Depot, LLC) – Facilities Management
 - b) General Report
 - c) Other

C. Transportation Committee – Chairman Hoselton

- 1) Items to be Presented to the Board:
 - a) Request Approval of Horse Farm Road – Sec 07-00058-06-WR
 - (1) IDOT – Truck Access Route Program (TARP) Agreement
 - (2) 80,000# Weight Limit Resolution
 - b) Request Approval of Bridge Construction Petition for 2008 Randolph Joint Culvert, Randolph Township
 - c) General Report
 - d) Other

- D. Finance Committee – Chairman Selzer
- 1) Items to be Presented for Action:
 - a) Request Approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2008 Combined Annual Appropriation and Budget Ordinance Collector's Automation Fund 0168, County Treasurer 0004, Financial Management 0004 – County Treasurer 3-4
 - 2) Items to be Presented to the Board:
 - a) Request Approval of a Resolution Authorizing the Director of Court Services to offer a Salary above the Starting Maximum Salary – Court Services Department
 - b) Request Approval to Award Contract for Indexing of Documents and Redaction of Social Security Numbers – Recorder's Office (to be considered at a Stand-up meeting) 5-27
 - c) Request Approval of an Emergency Appropriation Ordinance Amending the Fiscal Year 2008 Combined Annual Appropriation and Budget Ordinance – Recorder's Document Storage Fund 0137, Recorder's Officer (to be considered at a Stand-up meeting)
 - d) General Report
 - e) Other
- E. Justice Committee – Chairman Renner
- 1) Items to be Presented for Action:
 - a) Request Approval of a Domestic Violence Multi-Disciplinary Team Grant Extension of \$76,386.00 from the Illinois Criminal Justice Information Authority for Fiscal Year 2008-2009 – State's Attorneys Office 28-35
 - b) Request Approval of a Domestic Violence Multi-Disciplinary Team Grant Extension of \$50,923.00 from the Illinois Criminal Justice Information Authority for Fiscal Year 2008-2009 – Court Services Department 36-44
 - *c) Request Approval of an Intergovernmental Agreement between McLean County Sheriff's Office and the Olympia School District #16 for a School Resource Officer 45-50
 - 2) Items to be Presented to the Board:
 - a) Request Approval of Renewal of an Agreement with Eric Abreu, DDS, for the Provision of Dental Clinician Services at the McLean County Adult Detention Facility – Jail Medical Department

- b) Request Approval of Renewal of Identix Maintenance Agreement for Livescan Digital Fingerprinting Scanner – Sheriff's Department
- c) Request Approval of an Ordinance of the McLean County Board Increasing the Filing Fee in all Civil Cases to fund the Neutral Site Custody Exchange Program of the Family Visitation Center – Circuit Court
- d) Request Approval of Renewal of Intergovernmental Agreement between the City of Bloomington, the County of McLean and the Town of Normal Regulating the Use by the County of McLean and the Town of Normal of the Police Shooting Range Facility of the City of Bloomington (to be considered at a Stand-up meeting)
- e) General Report
- f) Other

51-57

F. Land Use and Development Committee – Chairman Gordon

- 1) Items to be Presented to the Board:
 - a) General Report
 - b) Other

G. Report of the County Administrator

- 1) Items to be Presented to the Board:
 - a) General Report
 - b) Other

6. Other Business and Communications

7. Recommend Payment of Bills and Approval of Transfers, if any, to County Board

8. Adjournment

RESOLUTION of the McLEAN COUNTY BOARD
APPROVING and ADOPTING an AMENDMENT to the
RULES of the COUNTY BOARD of McLEAN COUNTY

WHEREAS, the McLean County Board adopted the *Rules of the County Board of McLean County* on February 20, 2007; and,

WHEREAS, the McLean County Board deems it necessary and appropriate to amend the Preamble to its *Rules* to incorporate the Recommendations presented by Mr. Robert T. Kearney in his report to the Board dated June 13, 2008; and,

WHEREAS, the McLean County Board deems it necessary and appropriate to amend Section 5.11-3 of the *Rules* governing who shall serve as Temporary Chairman at a Standing Committee meeting when both the Chairman and Vice Chairman are absent; now, therefore,

BE IT RESOLVED that the Preamble of the *Rules of the County Board of McLean County* shall be amended by adding the following paragraphs:

8. Be dedicated and act in accordance with the highest ideals of honor and integrity in all public and personal relationships that are related to his/her responsibilities as a Board member, in order that the member may merit the respect and confidence of their fellow Board members, other elected officials and employees, and the public.

9. Handle all personnel matters that may come before the Board on the basis of merit so that fairness and impartiality govern a member's actions pertaining to all employment and personnel issues.

BE IT FURTHER RESOLVED that Section 5.11-3 of the *Rules* shall be amended by adding the following:

Section 5.11-3 Appointment of Standing Committees: The Chairman shall appoint the members of all standing committees not later than the December Board meeting in each year in which the Board elections are held, subject to approval by the members of the Board. Members of standing committees shall serve for two years. The first member named shall be Chairman and the second named shall be Vice Chairman. The third named shall serve as Temporary Chairman in the absence of the Chairman and Vice Chairman.

This amendment shall become effective immediately upon and after its adoption.

(2)

ADOPTED by the McLean County Board this 19th day of August, 2008.

ATTEST:

APROVED:

Peggy Ann Milton, Clerk of the
McLean County Board, McLean
County, Illinois

Matt Sorensen, Chairman
McLean County Board

**An EMERGENCY APPROPRIATION Ordinance
Amending the McLean County Fiscal Year 2008
Combined Annual Appropriation and Budget Ordinance
Collector's Automation Fund 0168, County Treasurer 0004, Financial Management 0004**

WHEREAS, the McLean County Board, on November 20, 2007, adopted the Combined Annual Appropriation and Budget Ordinance, which sets forth the revenues and expenditures deemed necessary to meet and defray all legal liabilities and expenditures to be incurred by and against the County of McLean for the 2008 Fiscal Year beginning January 1, 2008 and ending December 31, 2008; and,

WHEREAS, the Combined Annual Appropriation and Budget Ordinance includes the operating budget for the Collector's Automation Fund 0168, County Treasurer 0004, Financial Management Program 0004; and,

WHEREAS, The County Treasurer has determined that the tax collection process would be improved by acquisition of a high speed envelope opener and an automatic check endorser; and,

WHEREAS, sufficient funds exist for such a purchase in the unappropriated fund balance of the Collector's Automation Fund; and,

WHEREAS, the Finance Committee, on Wednesday, August 6, 2008, recommended approval of an Emergency Appropriation Ordinance to amend the Fiscal Year 2007 Combined Annual Appropriation and Budget Ordinance to appropriate sufficient funds to permit the County Treasurer to purchase a high speed envelope opener and an automatic check endorser; now, therefore,

BE IT ORDAINED by the McLean County Board as follows:

1. That the County Treasurer is directed to add to the appropriated budget of the Collector's Automation Fund 0168, County Treasurer 0004, Financial Management Program 0004 the following revenue:

	<u>ADOPTED</u>	<u>ADD</u>	<u>AMENDED</u>
Unappropriated Fund Balance 0168-0004-0004-0400.0000	\$ 0.00	\$ 4,250.00	\$ 4,250.00

2. That the County Auditor is directed to add to the appropriated budget of the Collector's Automation Fund 0168 County Treasurer 0004, Financial Management Program 0004 the following appropriation:

Purchase of Furn/Office Equipment 0168-0004-0004-0832.0001	\$ 0.00	\$ 4,250.00	\$ 4,250.00
---	---------	-------------	-------------

3. That the County Clerk shall provide a certified copy of this ordinance to the County Administrator, County Auditor and County Treasurer.

ADOPTED by the McLean County Board this 19th day of August, 2008.

ATTEST:

APPROVED:

Peggy Ann Milton, Clerk of the County Board,
McLean County, Illinois

Matt Sorensen, Chairman
McLean County Board

E:/ea_treas_auto_aug08



H. Lee Newcom
 McLean County Recorder
 115 E. Washington Street, Room M-104
 Post Office Box 2400
 Bloomington, IL 61702-2400
 (309) 888-5170
 (309) 888-5927

August 6, 2008

Memorandum

To: McLean County Board Finance Committee

From: Lee Newcom, County Recorder

Re: Social Security Number Redaction and Indexing contract

On August 4th the bids were opened for the Request for Proposals issued by my office on July 16, 2008. This project will accomplish two important tasks for our office:

- Redact (cover so they are not viewable) Social Security Numbers from our entire 35 year inventory of images that are available for viewing by the public. This measure is necessary to prevent potential identity theft and to comply with new state legislation.
- We have discovered a large body of documents, covering the period from 1971 to 1993, which were received, stamped with our recording stamp and imaged on microfilm, but never properly recorded (indexed) into our books or system so that they could be found. This project will enter each of the documents into the land records system.

The RFP was properly issued publicly, notice published and made available. 8 firms made inquiry, received copies of the RFP and participated in the mandatory pre-bid conference. 4 firms submitted proposals. One firm was eliminated as they did not meet the bid specifications. The three qualifying bidders and their bids are listed below:

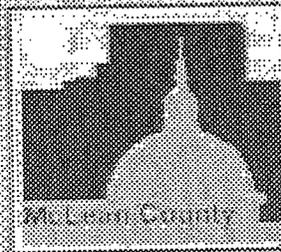
	Indexing per instrument est. 75,087	extension	SSN Redaction per image (est 3,902,000)	extension	Estimated Total Project
Cott Systems	1.73	\$129,900.51	0.0275	\$107,305.00	\$237,205.51
US Imaging	0.65	\$48,806.55	0.05	\$195,100.00	\$254,531.55*
AmCad	0.25	\$18,771.75	0.059	\$230,218.00	\$259,614.75*

* The US Imaging and AmCac bids are increased by \$10,625 each because of the extra charges by Cott Systems required to convert and import the data produced by a different firm into our Cott land records system.

The bids are per instrument and per image. The exact number of images we expect will increase by up to 20,000, based on recent finds of significant new blocks of documents. The ultimate project cost may therefore increase by up to approximately \$35,000. I have requested the States Attorney's office produce a contract for Cott's signature and approval by the Finance Committee at a stand-up meeting before the August County Board meeting.

**Response to:
Request for Proposals
for
Index Digital Document Images &
Redaction of Social Security Numbers**

August 4, 2008



**McLean County, Illinois
Recorder's Office**

Prepared by:



McLean County, IL

Table of Contents

		TABLE
Section 1	Cover Letter	1-1
Section 2	Company Information	2-1
Section 3	Qualification of Staff	3-1
Section 4	Technical Approach	4-1
Section 5	Fee Schedule	5-1



Aug. 1, 2008

H. Lee Newcom
McLean County Recorder
115 East Washington Street, Room M-104
Bloomington, IL 61701

Dear Mr. Newcom:

Cott Systems, Inc. has the necessary resources in technology and people along with a proven record of service to Recorders across the country to assist Mclean County in achieving its vision for this project. Cott brings a unique knowledge and understanding of your office's needs and the technical requirements to import both indexing data and redacted images into the existing system.

We believe in listening to our clients to gain a full understanding of their challenges before recommending solutions. After careful review of the RFP and information gathered from meetings and phone conversations we will provide these unique services.

Indexing Services (Task 1)

- ✓ Proven import processes and programs will be utilized for the importing of index data into you existing database.
- ✓ Kind Groups and Kind Codes will be created from the existing Resolution tables and used for indexing to achieve complete consistency in the search database.
- ✓ An established and certified business partner with a successful history of completed projects will be utilized for your project.
- ✓ All work will be performed by US companies located in the USA.
- ✓ We propose a staged import of data into the Recorders production database allowing progress to be realized by the searching public throughout project.
- ✓ Newly indexed data will be linked to the documents within the Resolution search database.
- ✓ "Turn Key" advantages – Cott already understands what is expected for a successful project.

Redaction Services (Task 2)

- ✓ Cott already understands what is expected for a successful project.
- ✓ We are in the position to acquire the entire Resolution image database while requiring little Recorder intervention.
- ✓ Better redaction rules written because of better image samples pulled by Cott.
- ✓ 100% of questionable images reviewed by Cott specialists.
- ✓ We include the necessary upgrade of existing Resolution software to support "true" redaction.
- ✓ We include the import of redacted images back into Resolution database.

We are confident that our proven record of service to local governments, coupled with our financial stability and strong technical resources, places us in a premier position to provide the services defined in your request for proposal.

Sincerely,



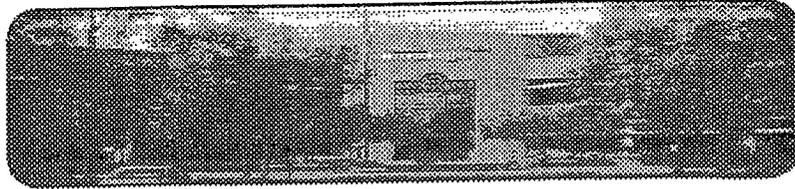
Cott Systems, Inc.

Eric H. Foreman

Senior Product Manager

cc: Bob Heisner, Sales Consultant

SECTION 2
COMPANY INFORMATION



Cott Systems, Inc
350 E. Wilson Bridge Rd.
Worthington, Ohio 43085
1-800-234-2688

Fed Tax No 31-4157730

Cott Systems is a chapter "S", privately held corporation, employing 100 people and headquartered in Worthington Ohio, a suburb of Columbus.

The Company is financially stable with minimal debt and consistent profitability. The company principals are Deborah Ball, CEO and Secretary and Karen Bailey, Treasurer.

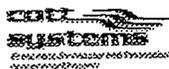
Established in 1888 and incorporated in the state of Ohio in 1911, Cott Systems began serving local governments providing record and index books.

SOFTWARE SYSTEMS DEPARTMENT

With the fast changing world of computer technology, we enhanced our relationship with local governments in 1964 by expanding our company as a Service Bureau. To this day, we continue to provide data processing services and periodically produce alphabetized indexes for land and other vital records.

In 1978, as computer technology became more affordable for large government entities, we developed systems to provide our customers with the ability to produce alphabetized indexes on site. We complemented this service with long-term merges of records from flexible disks or magnetic tape.

In the 1980s, dramatic decreases in the cost of computer systems made it possible for many local governments to take advantage of improved efficiencies by centralizing their operations (as opposed to distributed processing with various systems housed in affiliate offices). With this centralization came the opportunity for local governments to improve customer service and realize fee income by providing the private sector with computer access to public records.



The most recent decade has seen document imaging become a central strategy in land record and vital record management for local government. With our vast experience in designing and supporting indexing systems Cott has developed a document imaging system for a total records management solution. Since our first installation in 1993, our solutions for County Recorders, Clerks, and Register of Deeds has been "re-invented" several times and currently receives continual enhancements that take advantage of new technologies and hardware.

Today we provide a fully integrated land records management solution designed to empower public officials to fulfill their statutory obligations as custodians of official records. It provides all the tools needed for cashiering, indexing, imaging, archiving and retrieving of documents including access of the system via the Internet, e-commerce and e-recording.

PROFESSIONAL SERVICES DEPARTMENT

Many years before our entry into the world of computers, we utilized our expertise to design "modern" manual index systems. These systems provided improved ease and search ability for the public in locating the desired record book and page reference. As early as the 1930's we provided a service of re-indexing old inefficient (Grantor/Grantee) name based indexes into Cott developed indexes. Although the process was time consuming and performed without the aid of computers, the resulting product was praised by the searching public for its effectiveness.

The re-indexing expertise learned from our heritage is still in great demand today. We combine our experienced Professional Services staff with the talents of our Software and Systems Department to provide all the services a County Recorder, Clerk, or Register of Deeds need to meet the goals of preserving and modernizing the rich history of their county.

These services include:

Backfile Services

Backfile Image Creation – We can make historical document images available electronically by converting from varying types of media (microfiche, aperture cards, microfilm, CD) or by capturing images via onsite scanning.

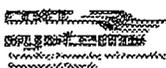
Plat Scanning – Creating digital image or microfilm from a hard copy map.

Online Manual Index Books – Scanning images of manual index books and utilizing software that mimics the manual index method leading the public to the document for which they are searching more quickly and efficiently.

Auditing & Indexing Services

Re-indexing Services – Re-indexing manual indexes (or from original documents) so they are in an electronic format and available to be printed or imported into an existing land records management system for optimal searching and reference.

Audit Services – This service involves the visual examination of index data. The service includes professional proofreaders cross-comparing indexed records to the associated legal document to ensure accuracy, compliancy with indexing standards, and optimal searching.



Data Management Services

Conversion/Migration – To have data converted/migrated for load to a current application; source of data may be Cott or another vendor.

Data Acquisition – Acquisition of data by a third party (upon officeholder's approval). The data is either stored at Cott or on a Cott system.

Historical Loads (for customers utilizing Cott land records software) – To have historical data loaded where the data is not being accessed by their current application. The source of the data may be Cott or another vendor.

Disaster Planning Services

Microfilm Creation Services – We will create 16mm security microfilm from varying types of media.

Storage Services – Coordinating offsite storage of mission critical media/data.

Web Hosting Service – We can host your data and images on a server that is housed in an offsite, secure data center supplying your sever with 24 x 7 access to redundant power and internet connectivity and is 100% supported by Cott. Your records can be made accessible to the public no different than if the server was housed at your location. As a byproduct of this solution, your data and images are backed up every night to this server.

Bindery Services

Binders, Paper and Bindery Supplies – We provide a variety of binders for storing official records and paper of various grades and quality. Other supplies, tabs, flyleaves, etc. are available from Cott.

Canvas Covers/Vinyl Jackets – We produce custom handmade canvas covers to fit over any size binder.

Printout Services – We can provide hardcopy alphabetical (Grantor/Grantee) indexes complete with binders of various styles and types of paper for use in your office.

Better Data | Better Decisions

Solutions & Capabilities

Each OneWorld project is unique and tailored to meet our client's specific needs. Individualized attention and continuous communication are core elements of our management philosophy. This approach enables OneWorld to develop an understanding of your philosophy, perspective and purpose. A deep understanding of your needs allows OneWorld to provide a fully integrated solution with a single point of contact and accountability. We have developed strong partnerships with many complimentary organizations that are experts in their service area. These relationships enable OneWorld to offer an integrated approach which creates cost and operational efficiencies. Many of our client's realize at least a 25% savings within the first year of our contract.

After a consultation to assess your needs we are able to provide the following services:

- * *Imaging*
- * *Data extraction/capture*
- * *Form and document design*
- * *Form management*
- * *Print management*
- * *Data warehousing*
- * *Data analysis*
- * *Customer profiling & modeling*
- * *Workflow design & consulting*
- * *Fulfillment services*
- * *Lockbox service*
- * *Complete turnkey program management services*
- * *Customized programs to meet your needs.....*

Better Data | Better Decisions

Our Team of Helpful Professionals

OneWorld is unified in our commitment to provide the highest level of customer service possible. We pride ourselves on our accessibility, agility, expertise, and the commitment to exceed our customer's expectations.

Here are the bios of our leadership team, followed by a profile of our organization:

Robin Rose, President & CEO

The owner and founder of OneWorld, Robin has developed the company's business model and detailed execution plan from inception through today. Robin has built an extensive portfolio of resources at OneWorld and has developed strategic relationships with service partners. This enables OneWorld to deliver complete solutions for our clients encompassing every stage of the document intelligence business, from consultation and program design, to printing, analyzation, and execution. Robin has over 20 years of accomplishments in strategic planning, marketing, logistics, workflow-management, image and data manipulation, consultation, visionary sales/marketing management, and partnership building. She has worked both in the profit and non-profit industry, managing multi-million dollar budgets for her clients, reducing operating costs and increasing efficiency.

Tarina Berger, Vice President, Data Operations

Tarina joined OneWorld in 2002, she is a database designers and programmer with substantial experience in Microsoft Access. She has developed databases for many public and private entities. Tarina has experience developing databases capable of updating and publishing WebPages with ISO compliance information. She has also developed databases for managing schedules and billing systems. In addition to her database design and programming skills, Tarina is well versed in supporting end-users of Microsoft Windows and Microsoft Office products. As the Data Operations Manager at OneWorld, Tarina uses her knowledge and skill to continually improve processing accuracy and efficiency by automating as many steps of data collection as possible.

Better Data | Better Decisions

Company Profile:

Type of Business - Data extraction, Integration, Imaging, Management & Intelligence; Form design, Print Management, Form Management, Fulfillment, Lockbox

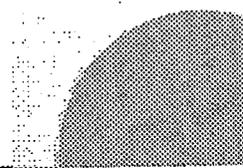
Year Established - 1996

Number of Employees - 22

Capacity - More than 50,000,000 units annually

Sites - Onshore & Offshore

Certifications - Certified Female-Minority Business
SBA – Certificate of Competency



Better Data | Better Decisions

How We Help

OneWorld uses state of the art technology to help put your data to work, enabling you to make more informed and more efficient decisions. Simply put, we take what you have on paper or stored electronically and create databases which can be accessed, searched and mined for the information you need to enhance your operation.

"Better Data...Better Decisions" describes what we do. We are seasoned business strategists who examine every challenge from a big picture perspective. We seek to understand the entire issue from how data is captured, to the end business decisions the data drives. Looking at issues from all angles, we partner with our clients and other OneWorld partner organizations to present a total solution.

We focus on imaging, accuracy, data integration, and intelligence.

Imaging

Using the latest technology we capture images of forms and handwriting to create digital pictures. We are technology experts in this field utilizing the latest developments in both optical character recognition (OCR) and intelligent character recognition (ICR) software.

Accuracy

The accuracy of information is paramount in making an informed decision. Standard procedure at OneWorld is our three tier checkpoint process:

- * Each original document is checked
- * Verification of system recognition
- * Cross check data to ensure it matches the form or original source

We also ensure accurate data through continual audits of our internal procedures, technology and people.

Integration

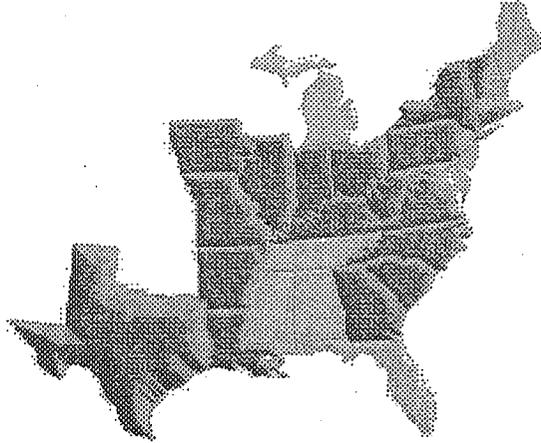
We convert each digital picture into data that can be integrated, manipulated, and easily retrieved. We offer different levels of indexing for retrieval, from images to automatic key words to customized schemes tailored to your needs.

Intelligence

By making information easier to access and analyze, we automatically create important business intelligence enabling all areas of management to make critical decisions more effectively from human resources, marketing, sales, and customer service to accounting, finance and operations.

**SECTION 3
EXPERIENCE**

Cott Systems currently serves over 225 local government entities in eastern half of the United States in providing solutions to their information management needs. For over 120 years, we have devoted our resources exclusively to the public sector in designing and developing a wide variety of applications.



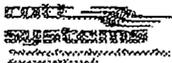
Below are several installations of re-indexing and redaction projects of land record documents. They represent similar requirements to Mclean County's RFP.

**#1 Linn County, IA
Address P.O. Box 1406
Cedar Rapids, Iowa 52406**

Contact person Ms. Joan McCalmant, County Recorder
Telephone 319-892-5420
E-Mail Address joan.mccalmant@linncounty.org
Project Historical redaction of SS# on land records
Subcontractor None

**#2 Lorain County, OH
Address 226 Middle Ave.
Elyria OH 44035**

Contact person Judy Nedwick, County Recorder
Telephone 440-329-5613
E-Mail Address lcrecorder@loraincountv.com
Project Historical redaction of SS# on land records
Subcontractor None



#3 Lafayette Parish, LA
Address PO Box 2009
Lafayette, La. 70502

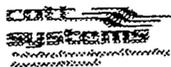
Contact person Louis Perret, Clerk of Court
Telephone 337 291 6323
E-Mail Address ljperret@lpclerk.com
Project Historical redaction of SS# on land records
Subcontractor None

#4 Johnson County, IN
Courthouse Annex- PO Box 489
Franklin, IN 46131

Contact person Suzie Misiniec, Recorder
Telephone 317 736 3092
E-Mail Address smisiniec@co.johnson.in.us
Project Indexing of historical documents
Subcontractor One World

#5 Buncombe County, NC
60 Court Plaza Room 110
Asheville, NC 28801

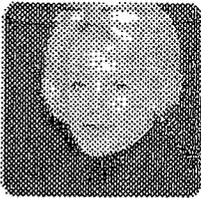
Contact person Otto De Bruhl, Register of Deeds
Telephone 828 250 4303
E-Mail Address otto.debruhl@buncombecounty.org
Project Indexing of historical documents
Subcontractor One World



SECTION 4
QUALIFICATIONS OF STATE

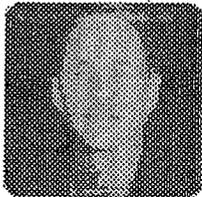
Executive Profiles

Cott Systems is owned by the two daughters of Nelson T. Ball. Nelson began his career with Cott in 1941, working under his uncle, Mr. Edison Cott. During his 48 year career, Nelson led the company through its transformation from a provider of index and record books, to a provider of software and information management services. The legacy continues with his two daughters, Deborah and Karen.



Deborah A. Ball
Chief Executive Officer

Deborah graduated from Hollins College, Virginia with a BA degree in 1980. Her Masters in Business Administration (MBA) degree came from the University of South Carolina with a focus on Marketing. In 1992, Deborah also received her Certified Financial Planner (CFP) designation. Prior to joining her family's business, Deborah spent 15 years working in the areas of Strategic Marketing and Strategic Corporate Planning in the Banking, Insurance, and Investment industries.



Gary J. Ross
President

In 2003, Gary J. Ross joined Cott Systems as President. Gary brings to the organization over 20 years of experience in developing, leading and growing technology service businesses.

Gary graduated with honors from Kent State University in 1981 with a B.S. degree in Mathematics. He achieved his Masters in Business Administration (MBA) degree in 1991 from the Ohio State University with a focus on International Business and Marketing. Gary also attended Thunderbird University for Spanish International studies and Global Marketing. Before joining Cott Systems in November, 2003, Gary spent 14 years with Emerson Electric, the last 5 years as President of European and North America service businesses with up to 600 associates. Prior, Gary worked for Unisys and General Electric in high technology sales and marketing roles. He has had experience with various facets of developing, growing and restructuring businesses at every level.



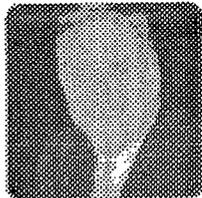
Karen L. (Ball) Bailey
Treasurer

Karen graduated from The Ohio State University with a BS degree in 1985. She joined Cott Systems and was responsible for various duties in the Administration Division. In 1987 she was promoted to Office Manager of that Division. After returning to school to study Finance, Karen began managing the Company's assets. She was elected Company Treasurer in 1989. Today, Karen continues to oversee the Company's assets as well as participate in the management of the Purchasing, Billing, and Bookkeeping Departments.



Bob Mains
Vice President, Technology & Services

Before joining Cott Systems in May, 2004, Bob spent 22 years with Liebert Corporation, the last 5 years as Director of Information Technology for the North American service business. His experience includes all levels of information technology including both domestic and international applications. Bob graduated with honors from Franklin University with a B.S. degree in Business Management. He achieved his Masters in Business Administration (MBA) degree from Franklin University with a focus on Organizational Leadership and Business Management.



Bill Holehouse
Vice President of Sales

Bill Holehouse graduated from The Ohio State University in 1985 with a B.S.B.A degree in Marketing and Transportation Logistics. Before joining Cott Systems in March of 2006, Bill has had various sales, marketing and leadership roles with Cable Link, Sprint, AT&T, Sterling Commerce and Adobe Systems, Inc. His background includes training and skills development in strategic account management and customer needs analysis. He is well educated on the Solution Selling sales process and has successfully implemented formal sales processes while maintaining sales team morale. Bill understands the criticality of cognizant listening to understand what the clients needs are - then preparing how the system will meet and exceed those needs. Bill brings a high level of energy, enthusiasm and positive style that is an excellent fit for the dedicated and passionate work force at Cott Systems.



Jodie Bare
Vice President, Director of Professional Services

Over the last 15 months, working with the Technology & Services team and her associates, Jodie has led the transition from a technical help desk to a customer service operation. She has streamlined the identification, prioritization, and resolution of hardware and software problems, in addition to developing processes for responding appropriately to customer issues. Jodie's background includes coming from Sterling Commerce where she spent 5 years in managing varying levels of support departments, including leading a world-wide help desk organization. Jodie will now utilize her knowledge and experience with business process development and re-engineering to grow and refine the Professional Services organization working as Vice President, Director of Professional Services.

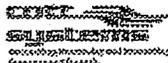
Key Personnel for this project - Our Professional Services division has experienced a growth of 105% in 2006 over the previous year. It is lead by a talented team of individuals dedicated to serving the local government marketplace. Cott will manage all aspects of the project. Here are some of our dedicated associates.

Jodie Bare, Vice President - Jodie oversees the operational and strategic direction for the Professional Services division. Responsibilities include, leading a team of 26 people to increase orders by 105% in 2006 over the previous year, developing strategic road maps to grow the business, and defining operational processes to drive efficiency for better return in profitability.

Mark Buchan, Business Development and Partner Delivery - Mark has 24 years of experience with Cott working with the departments of Sales, Finance and Professional Services. In addition to business development activities, Mark manages Cott's partner delivery program. This program was implemented to enhance Cott's existing services through the certification of vendors that compliment Cott's core service offering. Through co-sourcing activity, Cott is able to offer more products and services with demonstrated cost savings to our customers.

Monty Wickerham, Operations Manager of Professional Services - Monty is responsible for the direction of the Redaction Services, Data Services (Indexing), Backfile Services and Disaster Preparedness Teams. He was instrumental in establishing Cott Systems Redaction Services offering. This service meets the growing demand for efficient and cost effective methods of blocking sensitive data from public records. Mr. Wickerham will serve as the liaison to Mclean County in this project.

Ladonna Keathley, Senior Redaction Verification Clerk - Ladonna has been working with land record documents for 19 years as a Data Auditor and Backfile Conversion Technician. Today, she is part of our growing team of Redaction Verification Clerks.



**SECTION 5
TECHNICAL APPROACH**

Indexing Services (Task 1)

We will be utilizing assistance from One World in the performance of this task. One World has met the requirements of our company as a business partner for indexing of land records. Our partnership has been successful in similar projects including Johnson County IN and Buncombe County NC. All project management issues will be handled by our project leader at Cott Systems. Vendor information for One World is included in Section 2.

1. Define Statement of Work with co-partner

Immediately after award of the contract Cott will develop a specific Statement of Work with detailed instructions with our business partner.

2. Exporting Images to be indexed from the Resolution database

A special program will be developed to export only the instruments (approx. 75,000) to be indexed. Audit procedures will be implemented to assure all images are included.

3. Developed of data entry programs

We will leverage existing data entry programs from past projects and make custom changes to produce the desired outcome for this specific project.

4. Data indexing – Initial entry

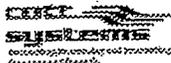
Utilizing a dual monitor workstation, our data entry specialist will index the document per the Statement of Work. A sample of the data will be reviewed with a representative designated by the Recorder for approval. Indexing practices will be modified if mutually agreed upon by both parties.

5. Data indexing – Second entry

Using a blind key verification process the documents will be indexed a second time to assure a 99% accuracy rate.

6. Data import and image linking

A data import program will be developed to import the data and link it to the corresponding image in Resolution. If the Recorder desires, we can import "batches" of data as work is completed. For example, we could import the 75,000 instruments in three groups. This would allow progress to be seen by the searching public. In addition, we can set up a temporary search database so that index data could be reviewed by the Recorder's staff for quality. Once approved, the data would be moved into the production database.



Redaction Services (Task 2)

No subcontractor will be utilized in the performance of this task. Cott Systems uses the latest OCR technology and zoning, coupled with rule driven recognition to identify and redact sensitive data. Verification Clerks visually examine software identified documents to ensure higher levels of redaction accuracy (OCR + 1 manual review).

1. Sample Images used to create rules

Cott's project manager will work with your office to ensure a representative sample of your documents is used to create rules. These rules allow the software to identify data that point to sensitive information. A more complete sample set will lead to better rules that will lead to a higher redaction rate.

We will identify document types and date ranges that are known to be heavily populated with sensitive data. These images will make up the bulk of our sample, allowing the software to be "trained" to recognize sensitive data.

2. Optical Character Recognition and Zoning

Optical Character Recognition (OCR) technology is utilized to analyze the content of images and identify data relating to sensitive data. Additionally, zoning allows identified document types (forms) that are known to contain sensitive data to be redacted based on the position of that data on the form.

3. Identified Data

The OCR engine will identify several types of data:

Clues are identified and presented to a Verification Clerk. Examples of clues are "Social Security Number" or "SSN".

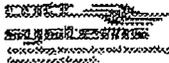
Low Confidence Data is identified and presented to a Verification Clerk. An example of low confidence data may be 123-456-7899 (a phone number).

Medium Confidence Data is identified and presented to a Verification Clerk. An example of medium confidence data may be 123456789 (nine digits unstructured).

High Confidence Data is identified and presented to a Verification Clerk. An example of high confidence data may be 123-45-6789 (a well structured nine digit number).

4. Verification

In the verification model, the above mentioned identified data is presented to a Verification Clerk in a color-coded format. This allows easy recognition of identified



data. The Verification Clerk has the ability to either accept or reject the recommendations provided by the software.

5. Implementation

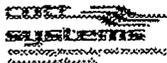
Each image containing a redaction is saved as a separate file. The original image remains unaltered. Images will be delivered via FTP, external hard drive, DVD or CD. Cott will provide the necessary changes to the Resolution software to manage the original and redacted image. Cott will be responsible for all image import services.

6. Risk Management

The redaction process involves two parties: Redaction Administrators and Redaction Users. The Redaction Administrators manage the redaction job processing, loading of redaction data, and job archiving. The Redaction Users perform the image verification. Of these two groups, only the administrators have physical access to the redaction servers in the Data Center. The Data Center is physically secured by an electronic key card system which further limits access to the servers. Only a limited number of key card holders have access to the data center. The data center also has redundant power, heating/cooling, and fire suppression that further protects the infrastructure. In addition, a dedicated support team monitors the data center to achieve optimal efficiency and up time.

Additional layers of security are in the application, database and the file system. These security measures ensure that only authorized users have access to the job data. The job data is always stored on the server and is only read from the workstations through the application. Once jobs are completed, they're archived to tape in an encrypted state and stored in the vault located in the data center.

The redaction servers have a regular backup policy consisting of a daily backup differential (Monday – Thursday) and a Friday full backup. There is a 5 week rotation on the media and a monthly archive that never rotates. Jobs are also archived to tape in an encrypted format.



**SECTION 6
FEE SCHEDULE**

McLean County Recorder: Index & Redaction Project

ATTACHMENT B

McLean County Recorder
 115 E. Washington Street, Room M-104
 Bloomington, IL 61701

Vendor's Name: COTT SYSTEMS, INC.

Address: 350 E. WILSON BRIDGE RD City/State/Zip Code: WORTHINGTON, OH 43085

Contact Person: ERIC FOREMAN Telephone 1-800-234-2688 ext. 224

E-mail address: eforeman@cottsystems.com Fax 1-614-847-4405

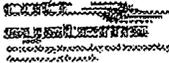
Task 1 - Price per instrument for indexing service \$ 1.73
 Task 2 - Price per image for redaction service \$.0275

Price for any additional services or deliverables: \$ 0
 Details of additional services or deliverables:

See separate page for ALTERNATE BID.

REFERENCES

Organization, Organization Address, Contact Person, Telephone Number, Email (if any)	Work Done for Reference Organization and When
1. See References in Section 3	
2. See References in Section 3	
3. See References in Section 3	



McLean County Recorder: Index & Redaction Project

ALTERNATE BID

McLean County Recorder
115 E. Washington Street, Room M-104
Bloomington, Il 61701

Vendor's Name: COTT SYSTEMS, INC.

Address: 350 E. WILSON BRIDGE RD City/State/Zip Code: WORTHINGTON, OH 43085

Contact Person: ERIC FOREMAN Telephone 1-800-234-2688 ext. 224

E-mail address: eforeman@cottsystems.com Fax 1-614-847-4405

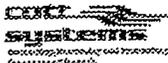
Our ALTERNATE BID includes Cott services required to work with the Recorder and winning vendor(s) to meet the project vision of the County Recorder.

Task 1 – Indexing

- 1) Develop a method of exporting 193,902 images that did not get linked to an index line in Resolution. These images will be required by the winning index vendor.
Cost - \$ 2,000
- 2) Consult with the winning index vendor & Recorder to define requirements, go through the testing phase, and develop an import strategy of the 75,087 instrument that will go into the Resolution database.
Cost - \$ 4,000
- 3) Once the index data has successfully been imported into Resolution, “re-import” the stranded images back into Resolution so they are linked to the new data.
Cost - \$ 125

Task 2 – Redaction

- 4) Assist the County in coping off 3,708,113 images to the winning redaction vendor.
Cost - \$ 500
- 5) Make necessary changes to the Resolution software and import the redacted images from the winning vendor.
Cost - \$4,000



ATTACHMENT C: BIDDER'S FORM

To: H. Lee Newcom
McLean County Recorder
115 East Washington Street, Room M-104
Bloomington, IL 61701

Bidder's Name: COTT SYSTEMS, INC.

Contact person: ERIC FOREMAN

Bidder's Address: 350 EAST WILSON BRIDGE RD City/State/Zip Code: WORTHINGTON, OH 43085

Telephone: 1-800-234-2688 EXT. 224

E-mail Contact: eforeman@cottsystems.com

To Whom it May Concern:

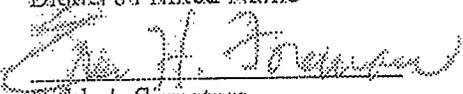
I have received and reviewed the documents entitled "REQUEST FOR PROPOSALS -- Index Digital Document Images & Redact Social Security Numbers on Images." I have examined all documents and the referenced specifications on the bid documents and have familiarized myself with the conditions affecting the scope of this project and do herewith submit the following bid.

In submitting this bid, I agree:

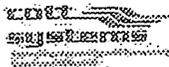
1. To hold my bid valid for a minimum of sixty (60) days from the stated expiration date of the receipt of all bids.
2. To enter into and accept a contract from McLean County if awarded on the basis of my bid.
3. To furnish Certificates of Insurance in accordance with the instructions contained in the bid packet.
4. To perform in accordance with the bid specifications.
5. To ensure that my performance complies with all federal, state, and local codes, laws, ordinances, regulations, policies, and provisions governing same.
6. Please see attached documents which constitute our bid for this project.
7. That I am authorized by my firm to sign bids.

Eric M. Foreman
Bidder's Printed Name

Senior Product Manager
Title of Bidder


Bidder's Signature

Aug. 1, 2008
Date Submitted



Memo

To: Honorable Members of the Justice Committee
From: Bill Yoder
CC: Chief Judge Elizabeth A. Robb
Date: 7/21/2008
Re: Domestic Violence Grant

In September of 2004 McLean County was awarded a grant from the Illinois Criminal Justice Information Authority to fund a domestic violence multi-disciplinary team program. The grant is a renewable three year grant. We have completed four years of this grant and have been approved for two more years of the grant with a required renewal after each year. The fifth year of the grant funding is \$76,386 and covers one (1) Assistance State's Attorney and an additional Assistant State's Attorney's salary is provided for match for 60% of her time spent working with Domestic Violence cases.

The Project Coordinator and I will be present at the justice meeting, to answer any questions you may have.

Thank you for your consideration in this matter.

McLEAN COUNTY - GRANT INFORMATION FORM

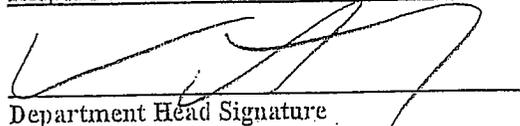
General Grant Information

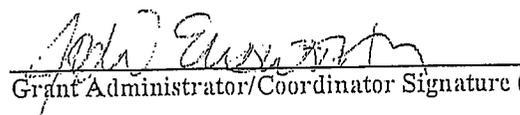
<u>Requesting Agency or Department:</u> State's Attorney's Office		<u>This request is for:</u> <input type="checkbox"/> A New Grant <input checked="" type="checkbox"/> Renewal/Extension of Existing Grant	
<u>Granting Agency:</u> Illinois Criminal Justice Information Authority		<u>Grant Type:</u> <input checked="" type="checkbox"/> Federal, CFDA #: <input type="checkbox"/> State <input type="checkbox"/> Other	<u>Grant Date:</u> Start: 9/1/2008 End: 8/31/2009
<u>Grant Title:</u> Domestic Violence Multi Disciplinary Team Program		<u>Grant Funding Method:</u> <input checked="" type="checkbox"/> Reimbursement, Receiving Cash Advance <input checked="" type="checkbox"/> <input type="checkbox"/> Pre-Funded Expected Initial Receipt Date: 9/1/2008	
<u>Grant Amount:</u> \$76,386.00		<u>Source of Matching Funds (if applicable):</u> State's Attorney's Office	
<u>Match Amount (if applicable):</u> Required Match :\$25,462.00 Overmatch: \$34,421.68		<u>Equipment Pass Through?</u> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <u>Monetary Pass Through?</u> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<u>Grant Total Amount:</u> \$136,269.68		<u>Will it be likely to obtain this grant again next FY?</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Grant Costs Information

<u>Will personnel be supported with this grant:</u> <input checked="" type="checkbox"/> Yes (complete personnel portion below) <input type="checkbox"/> No	<u>A new hire will be responsible for financial reporting:</u> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																										
<table border="1"> <thead> <tr> <th colspan="2">Grant Expense Chart</th> </tr> <tr> <th>Personnel Expenses</th> <th>Costs</th> </tr> </thead> <tbody> <tr> <td>Number of Employees:</td> <td>3</td> </tr> <tr> <td>Personnel Cost</td> <td>\$99,851.40</td> </tr> <tr> <td>Fringe Benefit Cost</td> <td>\$21,418.28</td> </tr> <tr> <td>Total Personnel Cost</td> <td>\$121,269.68</td> </tr> <tr> <td colspan="2"><u>Additional Expenses</u></td> </tr> <tr> <td>Subcontractors</td> <td>\$</td> </tr> <tr> <td>Equipment</td> <td>\$</td> </tr> <tr> <td>Other</td> <td>\$15,000.00</td> </tr> <tr> <td>Trainings</td> <td></td> </tr> <tr> <td>Total Additional Expenses</td> <td>\$</td> </tr> <tr> <td>GRANT TOTAL</td> <td>\$136,269.68</td> </tr> </tbody> </table> <p><i>Grant Total must match "Grant Total Amount" from General Grant Information</i></p>	Grant Expense Chart		Personnel Expenses	Costs	Number of Employees:	3	Personnel Cost	\$99,851.40	Fringe Benefit Cost	\$21,418.28	Total Personnel Cost	\$121,269.68	<u>Additional Expenses</u>		Subcontractors	\$	Equipment	\$	Other	\$15,000.00	Trainings		Total Additional Expenses	\$	GRANT TOTAL	\$136,269.68	<u>Description of equipment to be purchased:</u> N/A <u>Description of subcontracting costs:</u> N/A <u>Other requirements or obligations:</u> N/A
Grant Expense Chart																											
Personnel Expenses	Costs																										
Number of Employees:	3																										
Personnel Cost	\$99,851.40																										
Fringe Benefit Cost	\$21,418.28																										
Total Personnel Cost	\$121,269.68																										
<u>Additional Expenses</u>																											
Subcontractors	\$																										
Equipment	\$																										
Other	\$15,000.00																										
Trainings																											
Total Additional Expenses	\$																										
GRANT TOTAL	\$136,269.68																										

Responsible Personnel for Grant Reporting and Oversight:


 Department Head Signature 7/28/08
 Date


 Grant Administrator/Coordinator Signature (if different) 7/28/08
 Date

OVERSIGHT COMMITTEE APPROVAL	
Chairman	Date

COMMODITIES Item	Cost / Month	# of Months	Federal Amount	Match Contribution	Total Cost
None	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
TOTAL COMMODITIES COST					\$ -

Budget Narrative for Commodities. Please give a brief description for each line of the Commodities Budget.
 (See Attached Budget Instructions)

TRAVEL	Cost/Mile	# of Miles/mo	# of Months	Federal Amount	Match Contribution	Total Cost
Program Staff Mileage*	\$ -			\$ -	\$ -	\$ -
Client Transportation	\$ -			\$ -	\$ -	\$ -
Conference Travel**	Cost/ person	# of people	# of days			
Airfare	\$ 1,215.00	6		\$ 6,190.17	\$ 1,099.83	\$ 7,290.00
PerDiem	\$ 42.00	6	5	\$ 1,260.00	\$ -	\$ 1,260.00
Lodging	\$ 115.00	6	5	\$ 3,450.00	\$ -	\$ 3,450.00
Other (Specify)	\$ -			\$ -	\$ -	\$ -
				TOTAL TRAVEL COST	\$ 10,900.17	\$ 12,000.00

* State rate is calculated at \$.405/mile. If agency rate is lower use that lower rate.

** Out of State Travel requires prior Authority approval.

Budget Narrative for Travel. Please give a brief description for each line of the Travel Budget.

(See Attached Budget Instructions)

3 people attending 2 conferences each totals 6 units of airfare, per diem & lodging. Therefore, the "number of people" is shown as 6. Lodging is an estimated figure of \$100 plus 15% tax per night for 5 nights per conference. Total cost per person per conference (airfare, per diem & lodging) would be \$2,000 (a total of \$12,000 for 3 people to attend 2 conferences each).

CONTRACTUAL	Cost/month	Dollar/hour	# of hours per month	Pro-rated Share	Federal Amount	Match Contribution	Total Cost
Cell Service	\$ -				\$ -	\$ -	\$ -
Telephone Service	\$ -				\$ -	\$ -	\$ -
Pager service	\$ -				\$ -	\$ -	\$ -
Conference Registration Fees	\$ 3,000.00				\$ 3,000.00	\$ -	\$ 3,000.00
Other: (Specify)	\$ -				\$ -	\$ -	\$ -
Other (Specify)	\$ -				\$ -	\$ -	\$ -
Use Boxes Below for Contractual Personnel					\$ -	\$ -	\$ -
		\$ -			\$ -	\$ -	\$ -
		\$ -			\$ -	\$ -	\$ -
		\$ -			\$ -	\$ -	\$ -
TOTAL CONTRACTUAL COST					\$ 3,000.00	\$ -	\$ 3,000.00

Budget Narrative for Contractual. Please give a brief description for each line of the Contractual Budget.
 (See Attached Budget Instructions)

Total shown is for three people to attend two conferences each during the grant term with a registration fee of \$500.00 per person per conference. 3 people x 2 conferences each = 6 conference units, at a cost of \$500 each (6 x \$500 = \$3,000).

	Federal Amount	Match Contribution	Total Cost
PERSONNEL SERVICES	\$ 62,485.83	\$ 58,783.85	\$ 121,269.68
EQUIPMENT	\$ -	\$ -	\$ -
COMMODITIES	\$ -	\$ -	\$ -
TRAVEL	\$ 10,900.17	\$ 1,099.83	\$ 12,000.00
CONTRACTUAL	\$ 3,000.00	\$ -	\$ 3,000.00
GRAND TOTAL			
	\$ 76,386.00	\$ 59,883.68	\$ 136,269.68
TOTAL COST			

All procurements must be competitive

Memo

To: Honorable Members of the Justice Committee

From: Lori McCormick

CC: Chief Judge Elizabeth A. Robb

Date: 7/21/2008

Re: Domestic Violence Grant

In September of 2004 McLean County was awarded a grant from the Illinois Criminal Justice Information Authority to fund a domestic violence multi-disciplinary team program. The grant is a renewable three year grant. We have completed three years of this grant and have been approved for two more years of the grant with a required renewal after each year. The fifth year of the grant funding is \$50,923 and covers the Grant Project Coordinator's position as well as training for three (3) Probation Officers.

Due to a reduction in funding for many federal grants each county office was looking for ways to fund all of the necessary staff without budget overages. A resolution to this problem was to move the Project Coordinator position from the State's Attorney's Office to the Court Services budget to utilize their grant funds and to allow Court Services staff to attend Domestic Violence related trainings in the upcoming grant year.

I have attached a copy of the county's grant information form for your review and approval.

The Project Coordinator and I will be present at the justice meeting, to answer any questions you may have.

Thank you for your consideration in this matter.

McLEAN COUNTY - GRANT INFORMATION FORM

General Grant Information

<u>Requesting Agency or Department:</u> Adult Court Services		<u>This request is for:</u> <input type="checkbox"/> A New Grant <input checked="" type="checkbox"/> Renewal/Extension of Existing Grant	
<u>Granting Agency:</u> Illinois Criminal Justice Information Authority		<u>Grant Type:</u> <input checked="" type="checkbox"/> Federal, CFDA #: <input type="checkbox"/> State <input type="checkbox"/> Other	<u>Grant Date:</u> Start: 9/1/2008 End: 8/31/2009
<u>Grant Title:</u> Multi Disciplinary Domestic Violence Grant			
<u>Grant Amount:</u> \$50,923.00		<u>Grant Funding Method:</u> <input checked="" type="checkbox"/> Reimbursement, Receiving Cash Advance <input checked="" type="checkbox"/> <input type="checkbox"/> Pre-Funded Expected Initial Receipt Date: 9/1/2008	
<u>Match Amount (if applicable):</u> Required Match :\$16974.00 Overmatch: \$76,060.00			
<u>Grant Total Amount:</u> \$143,957		<u>Source of Matching Funds (if applicable):</u> McLean County Court Services	
<u>Will it be likely to obtain this grant again next FY?</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<u>Equipment Pass Through?</u> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <u>Monetary Pass Through?</u> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

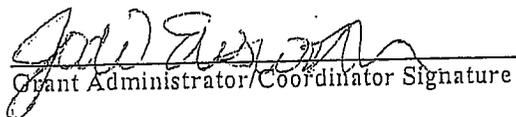
Grant Costs Information

<u>Will personnel be supported with this grant:</u> <input checked="" type="checkbox"/> Yes (complete personnel portion below) <input type="checkbox"/> No		<u>A new hire will be responsible for financial reporting:</u> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Grant Expense Chart</th> </tr> <tr> <th style="width: 70%;">Personnel Expenses</th> <th style="width: 30%;">Costs</th> </tr> </thead> <tbody> <tr> <td>Number of Employees:</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Personnel Cost</td> <td style="text-align: right;">\$127,262.00</td> </tr> <tr> <td>Fringe Benefit Cost</td> <td style="text-align: right;">\$8,873.00</td> </tr> <tr> <td>Total Personnel Cost</td> <td style="text-align: right;">\$136,135.00</td> </tr> <tr> <td colspan="2">Additional Expenses</td> </tr> <tr> <td>Subcontractors</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Equipment</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">\$7,821.48</td> </tr> <tr> <td></td> <td style="text-align: right;">Trainings & Cell</td> </tr> <tr> <td>Total Additional Expenses</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>GRANT TOTAL</td> <td style="text-align: right;">\$143,956.48</td> </tr> </tbody> </table> <p style="font-size: small;">Grant Total must match "Grant Total Amount" from General Grant Information</p>		Grant Expense Chart		Personnel Expenses	Costs	Number of Employees:	4	Personnel Cost	\$127,262.00	Fringe Benefit Cost	\$8,873.00	Total Personnel Cost	\$136,135.00	Additional Expenses		Subcontractors	\$0	Equipment	\$0	Other	\$7,821.48		Trainings & Cell	Total Additional Expenses	\$	GRANT TOTAL	\$143,956.48	<u>Description of equipment to be purchased:</u> N/A	
Grant Expense Chart																													
Personnel Expenses	Costs																												
Number of Employees:	4																												
Personnel Cost	\$127,262.00																												
Fringe Benefit Cost	\$8,873.00																												
Total Personnel Cost	\$136,135.00																												
Additional Expenses																													
Subcontractors	\$0																												
Equipment	\$0																												
Other	\$7,821.48																												
	Trainings & Cell																												
Total Additional Expenses	\$																												
GRANT TOTAL	\$143,956.48																												
		<u>Description of subcontracting costs:</u> N/A																											
		<u>Other requirements or obligations:</u> We have funded trainings as well as cell phone service under the federal dollars portion of this budget.																											

Responsible Personnel for Grant Reporting and Oversight:


 Department Head Signature

7.23.08
 Date


 Grant Administrator/Coordinator Signature (if different)

7/24/08
 Date

OVERSIGHT COMMITTEE APPROVAL	
Chairman	Date

The Probation Supervisor will provide assistance with the Domestic Violence Offender Case Load. This position will provide supervisory responsibilities over the two DV probation officers. Time sheets will be kept for this position. An annual salary of \$47080 is paid for this position. 10% of this position's time will be spent on this program as match. The total match contribution will be \$4,708.00. Benefits will not be covered under this grant.

Budget & Budget Narrative		McLean County Court Services		Agreement#		606174		
COMMODITIES	Item	Cost / Month	# of Months	Federal Amount	Match Contribution	Total Cost		
	N/A	\$ -		\$ -	\$ -	\$ -		
		\$ -		\$ -	\$ -	\$ -		
		\$ -		\$ -	\$ -	\$ -		
		\$ -		\$ -	\$ -	\$ -		
		\$ -		\$ -	\$ -	\$ -		
		\$ -		\$ -	\$ -	\$ -		
		\$ -		\$ -	\$ -	\$ -		
TOTAL COMMODITIES COST							\$ -	\$ -

Budget Narrative for Commodities. Please give a brief description for each line of the Commodities Budget.
(See Attached Budget Instructions)

TRAVEL	Cost/Mile	# of Miles/mo	# of Months	Federal Amount	Match Contribution	Total Cost
Program Staff Mileage*	\$ -			\$ -	\$ -	\$ -
Client Transportation	\$ -			\$ -	\$ -	\$ -
Conference Travel**	Cost/ person	# of people	# of days	\$ -	\$ -	\$ -
Airfare	400	4		\$ 2,000.00	\$ -	\$ 2,000.00
PerDiem	\$ 42.00	4	4	\$ 840.00	\$ -	\$ 840.00
Lodging	\$ 150.00	4	3	\$ 2,250.00	\$ -	\$ 2,250.00
Other (Specify)	\$ -			\$ -	\$ -	\$ -
TOTAL TRAVEL COST				\$ 5,090.00	\$ -	\$ 5,090.00

* State rate is calculated at \$.405/mile. If agency rate is lower use that lower rate.

** Out of State Travel requires prior Authority approval.

Budget Narrative for Travel. Please give a brief description for each line of the Travel Budget.

(See Attached Budget Instructions)
 \$400 dollars per airfare equals \$400 for airfare for each probation officer and deputy director supervisor to fly to a training for a total of \$1,200. Then the PC will attend two trainings with airfare of \$400 each for a total of \$800. The total airfare for trainings will total \$2,000.00.

Per Diem for the 3 probation officers will total \$42 a day for 4 days for a total of \$168 each person for a total of \$504.00 Then the Project Coordinator is requesting to attend two trainings with per diem of \$42 a day for 4 days for each training. So for each trip \$168 of per diem will be expended for a total of \$336.00. The total per diem costs for the 3 probation officers and the Project Coordinator will total \$804.00

Lodging costs for 3 probation officers of \$150 a day for 3 days equals \$450 for each probation officer for a total of \$1350.00. The Project Coordinator is attending two conferences with lodging at \$150 a night for 3 nights equalling \$450 for each of the two trainings for a total of \$900.00 for the Project Coordinators lodging. The total lodging expenses for 3 probation officers and the project coordinator totals \$2,250.00

Three (3) DV probation officers will attend one national training and the Projecto Coordinator would be attending two national conferences in the upcoming year. The project Coordinator will come back and train the MDT team on the information learned at both trainings being requested to attend.

CONTRACTUAL	Cost/month	Dollar/hour	# of hours per month	Pro-rated Share	Federal Amount	Match Contribution	Total Cost
Cell Service	\$ 19.29				\$ 231.48	\$ -	\$ 231.48
Telephone Service	\$ -				\$ -	\$ -	\$ -
Pager service	\$ -				\$ -	\$ -	\$ -
Conference Registration Fees	\$ 2,500.00				\$ 2,500.00	\$ -	\$ 2,500.00
Other: (Specify)	\$ -				\$ -	\$ -	\$ -
Other (Specify)	\$ -				\$ -	\$ -	\$ -
Use Boxes Below for Contractual Personnel					\$ -	\$ -	\$ -
		\$ -			\$ -	\$ -	\$ -
		\$ -			\$ -	\$ -	\$ -
		\$ -			\$ -	\$ -	\$ -
TOTAL CONTRACTUAL COST					\$ 2,731.48	\$ -	\$ 2,731.48

Budget Narrative for Contractual. Please give a brief description for each line of the Contractual Budget.
(See Attached Budget Instructions)

Three (3) DV probation officers would attend a training session in the upcoming year and the Project Coordinator will attend two national trainings.

The cell phone is for the Project Coordinator.

	<u>Federal Amount</u>	<u>Match Contribution</u>	<u>Total Cost</u>
GRAND TOTAL	\$ 43,101.00	\$ 93,034.00	\$ 136,135.00
PERSONNEL SERVICES	\$ -	\$ -	\$ -
EQUIPMENT	\$ -	\$ -	\$ -
COMMODITIES	\$ -	\$ -	\$ -
TRAVEL	\$ 5,090.00	\$ -	\$ 5,090.00
CONTRACTUAL	\$ 2,731.48	\$ -	\$ 2,731.48
TOTAL COST	\$ 50,922.48	\$ 93,034.00	\$ 143,956.48

All procurements must be competitive

**INTERGOVERNMENTAL AGREEMENT BETWEEN
THE COUNTY OF MCLEAN, OLYMPIA
COMMUNITY UNIT SCHOOL DISTRICT 16, AND
THE MCLEAN COUNTY SHERIFF**

This Agreement entered into this _____ day of _____, 2008 between the County of McLean (hereinafter "County"), Olympia Community Unit School District No. 16 (hereinafter "Olympia"), and the McLean County Sheriff (hereinafter "Sheriff"), pursuant to the following terms and conditions.

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et. seq., enable the parties to enter into agreements among themselves and provide authority for intergovernmental cooperation.

For and in consideration of the mutual promises, terms, covenants, and conditions set forth herein, the parties agree as follows:

1. **Purpose.** This Agreement establishes and delineates the mission of the School Resource Officer, herein referred to as the SRO Program, as a joint cooperative effort. Additionally, the Agreement formalizes relationships between the participating entities in order to foster an efficient and cohesive program that will build a positive relationship between police officers and the youth of our community in addition to reducing crime committed by juveniles and young adults.

2. **Mission.** The mission of the SRO Program is the reduction and prevention of school-related violence and crime committed by juveniles and young adults. This is accomplished by assigning McLean County Deputies to school facilities on a *full-time* basis during the regular school year. The SRO Program accomplishes the mission by creating and maintaining safe, secure and orderly learning environment to students, teachers and staff. The SRO Program will strive to establish a trusting channel of communication with students, parents and teachers. SRO's will serve as a positive roll model to instill in students good moral standards, good judgment, respect for other students and a sincere concern for the school community. SRO's will promote citizen awareness of the law to enable students to become better informed and effective citizens, while empowering students with the knowledge

of law enforcement efforts and obligations regarding enforcement as well as consequences for violations of the law. SRO's will serve as a confidential source of counseling for students and parents concerning law-related problems they face as well as providing information on community resources available to them.

3. Organizational Structure

A. Composition. The SRO (Student Resource Officer) Program will consist of one (1) full-time McLean County Sheriff's Department Deputy who is a Certified Police Officer and meet all requirements as set forth by McLean County Sheriff's Department Rules and Regulations.

B. Supervision. The day-to-day operational and administrative control of the SRO Program will be the responsibility of the McLean County Sheriff's Department. Responsibility for the conduct of SRO personnel, both personally and professionally, shall remain with the McLean County Sheriff's Department. On a daily basis, the School Resource Officer will collaborate with school and district administrators on many issues, including the disposition of various situations they may encounter. The SRO will report to the school's administrators and carry out tasks as requested, however their ultimate responsibility is to carry out their duties as police officers, as expressed and interpreted through the McLean County Sheriff's Department chain of command.

C. Relationship of Parties. The County and the assigned deputy shall have the status of an independent contractor for purposes of this Agreement. The deputy assigned to the School District shall be considered to be an employee of the County and shall be subject to its control and supervision. The assigned deputy will be subject to current procedures in effect for certified deputy sheriffs, including attendance at all authorized training. This Agreement, is not intended to and will not constitute, create, give rise to, or otherwise recognize a joint venture, partnership, or formal business association or organization of any kind between the parties, and the rights and obligations of the parties shall be only those expressly set forth in this Agreement. The parties agree that no person supplied by the Olympia Community Unit School District No. 16 to accomplish the goals of this Agreement is a County employee and that no rights under County employment, retirement, or personnel rules accrue to such person, and the parties agree that no person supplied by the McLean County Sheriff's Department to accomplish the goals of this Agreement is an

Olympia Community Unit School District No. 16 employee and that no rights under school district employment, retirement, of personnel rules accrue to such person.

4. Procedures.

A. Concept. SROs are first and foremost law enforcement officers to the McLean County Sheriff's Department. SROs shall be responsible for carrying out all duties and responsibilities of a deputy sheriff and shall remain at all times under the control, through the chain of command of the McLean County Sheriff's Department. All acts of commission or omission shall conform to the McLean County Sheriff's Department Rules of Conduct. SROs are enforcement officers in regards to criminal matters only and not enforcers of school regulations. SROs are not school disciplinarians and should not assume this role. SROs report directly to the SRO Sheriff's Department supervisor in connection with the assignment of law enforcement instructions and not to the law enforcement duties. SROs are not formal counselors and will not act as such, however, they are to be used as a law-related resource to assist students, faculty, staff and all persons involved with the Olympia Community Unit School District No. 16. SROs are to be used as instructors of law enforcement topics, and will provide instruction when the Olympia Community Unit School District No 16 requests, under the supervision of a certified teacher. SROs can instruct on a variety of law enforcement subjects to students and staff, including alcohol and drug education. SROs may use this instruction to build rapport between the students and the staff while under the supervision of a certified teacher.

B. Duties. McLean County Sheriff's Department responsibilities of the SRO will include, but not be limited to:

- 1. To enforce criminal law and protect the students, staff, and public at large against criminal activity:**
- 2. Provide information concerning questions about law enforcement topics to students and staff:**
- 3. Speak to students on a variety of law enforcement related topics including, but not limited to, narcotics, safety, public relations, occupational training, leadership, and life skills when the Olympia Community Unit School District No. 16 requests it under supervision of a certified teacher:**
- 4. Coordinate investigative procedures between Police and school administrators:**

5. Provide law-related counseling on a limited basis to students, staff and faculty:
6. Handle initial police reports of crime committed on campus:
7. Take enforcement action on criminal matters when appropriate:
8. Wear an approved police uniform at all times or other apparel approved by the McLean County Sheriff's Department:
9. As the need arises, and when mutually agreed to by and between the parties, attend school special events and non-regular school year functions as assigned by the McLean County Sheriff's Department and requested by the school administrators.

C. Enforcement. Although SROs have been placed in a formal education environment, they are not relieved of the official duties as an enforcement officer. Decisions to intervene formally will be made when it is necessary to prevent any criminal act. Citations may be issued and arrest made when appropriate and in accordance with McLean County Sheriff's Department's standard operation procedure.

5. Equipment and Working Conditions

A. County Responsibilities. The County shall provide one (1) SRO deputy who has or will obtain training from the Cops in Schools Regional Training Program within six months of the execution of this agreement as a school resource officer. Each officer shall be a fully equipped non-probationary McLean County Sheriff's Department Deputy in good standing.

B. Olympia Community Unit School District No. 16 Responsibilities. The Olympia Community Unit School District No. 16 shall provide the SRO the following materials and facilities, which are deemed necessary to the performance of the SROs duties:

1. Access to an air-conditioned and properly lighted private office, which shall contain a telephone, which may be used for general business purposes:
2. A location for files and records, which can be properly locked and secured:
3. A desk with drawers, chair, worktable, and filing cabinets:
4. Access to and encouragement of classroom participation by SROs:

5. Opportunity for SROs to address teachers and school administrators about the SRO Program, goals, and objectives:

C. Olympia Community Unit School District No. 16 shall assign one of its administrators or teachers to the Cops in Schools Regional Training Program within six months of the execution of this agreement.

D. Reporting of Serious Crimes. If the investigation uncovers evidence of a serious crime as defined in state and county school system administrative regulations, the school official shall notify the SRO, the student's parents/guardian, and the appropriate school personnel. The SRO officers shall comply with the Illinois School Student Records Act (105 ILCS 10/1 et seq.) The records release must be necessary for the discharge of the officer's duties, and the student records will not be disclosed to any other party except as provided under law or order of court.

6. Time and Place of Performance. The County will endeavor to have an SRO available for duty at the assigned school each day that the school is in session during the regular school year. The County is not required to furnish substitute officers on days when regular SRO is absent due to illness, other authorized leave or McLean County Sheriff's Department training requirements. The SRO will inform school administrators when an absence is anticipated. The McLean County Sheriff at all times maintains the authority to reassign an officer to other duties, whether on a temporary basis or permanent basis.

7. Evaluation. It is mutually agreed that the Olympia Community Unit School District No. 16 shall evaluate annually the SRO Program and the performance of each SRO with forms developed jointly by the parties. The evaluation shall be shared with the McLean County Sheriff. It is furthered understood that the Olympia Community Unit School District No. 16's evaluation of each officer is advisory only and the McLean County Sheriff's Department retains the final authority to evaluate the performance of the SRO. The Olympia Community Unit District School No. 16 may request that an SRO be reassigned or replaced by the McLean County Sheriff's Department.

8. Reimbursement. The intent of the parties is that the Olympia Community Unit District No. 16 shall reimburse McLean County for the partial cost of one (1) deputy for the program. Accordingly, the cost set forth herein is the total cost to be paid by the Olympia Community Unit School District No. 16 and not calculated on an hourly basis or actual time basis but for the program as a whole. The Olympia Community Unit School District No. 16 shall pay an annual cost of 75% of the SRO's salary and fringe benefits for

each of the four years under this Agreement. Installments are to be paid on a monthly basis upon invoice from McLean County. The payments shall be made payable to the McLean County Sheriff's Department, 104 West Front Street, Bloomington, IL 61701.

9. Term of the Agreement. The term of the agreement is four years commencing on the ____ of August, 2008 and ending on the ____ of August 2012.

10. Insurance and Indemnification. McLean County agrees to the extent allowed by law to hold the Olympia Community Unit School District No. 16, its agents and employees free, harmless and indemnified from and against any and all claims, suits, or causes of action arising from or in any way out of the performance of the duties of the SRO officers. The Olympia Community Unit School District No. 16 agrees to the extent allowed by law to hold McLean County, the McLean County Sheriff, their agents and employees free, harmless and indemnified from and against any and all claims, suits or causes of action arising from or in any way out of the performance of the Olympia Community Unit School District No. 16 agents or employees.

The foregoing shall constitute all of the Agreement between the parties and in witness thereof the parties have affixed their respective signatures on the date first noted above.

County of McLean,

ATTEST:

Chairman, McLean County Board

Clerk of the County Board of
McLean County, Illinois

McLean County Sheriff,

Olympia Community Unit School
District No. 16,

ATTEST:

President, Board of Education

Clerk, Board of Education



OFFICE OF THE ADMINISTRATOR
(309) 888-5110 FAX (309) 888-5111
115 E. Washington, Room 401 P.O. Box 2400 Bloomington, Illinois 61702-2400

July 31, 2008

To: The Honorable Chairman and Members of the Justice Committee

From: John M. Zeunik
Terry Lindberg
Chris Behrns

Re: Family Visitation Center – Neutral Site Custody Exchange Fee

At the July 22, 2008 County Board meeting, the Board voted to refer the proposed fee increase to support the Neutral Site Custody Exchange program currently operated by the Children's Foundation to the County Administrator's Office for further review.

I. Background and History

The McLean County Domestic Violence Task Force first convened in 1993. One of their tasks was to improve the safety of visitations and child exchanges. The McLean County Domestic Violence team continues to meet on a monthly basis. In June, 1998, local officials identified the need for a neutral site custody exchange program. In 1999, the Children's Foundation (TCF) and Partners for Community (PFC) offered to collaborate on the development of such a site. Gathering information on program design and service delivery from the Umbrella Tree program in Thief River Falls, MN, the McLean County Family Visitation Center (FVC) was opened in September, 1999.

Funding was first available through the Illinois Violence Prevention Authority (IVPA) pilot grant which ended in 2001. In July, 2001, FVC services operated on a part-time basis, with funding from a one-time grant of \$10,000.00 approved by the McLean County Board and contributions from churches, individual donations, and in-kind donations from TCF.

In March, 2002, the FVC was awarded a 2 year Safe Havens grant of \$223,559.00 from the U. S. Department of Justice. The FVC was awarded a second 2 year federal grant totaling \$347,568.00. A third federal grant of \$349,796.00 funded the program through September 30, 2008. The Safe Havens grants allowed the FVC to run a seven day neutral site custody exchange program, provide extensive training and outreach opportunities, and collaborate with other similar programs across the country, as well as refine the evaluation and monitoring components of the custody exchange program. The federal grant funding enabled the FVC to purchase necessary capital equipment

items (e.g. secure locks, cameras and monitors) and to offer a comprehensive program of services. The FVC has submitted an application for another Safe Havens federal grant for the period beginning October 1, 2008. In past grant cycles, there was an indication that funding was forthcoming at least 30 to 60 days before the grant period, and that has not occurred at this point.

The FVC strives to fulfill the following objectives:

- Provide a safe and neutral location for non-custodial parents to maintain contact with their children,
- Prevent child abuse,
- Reduce the potential for harm to victims of domestic violence,
- Enable an ongoing relationship between the non-custodial-parent and child,
- Facilitate appropriate child/parent interaction during supervised contact,
- Help build safe and healthy relationships between parents and children,
- Where appropriate, provide written factual information to the court regarding supervised contact.

The FVC is currently open 9:00 am – 9:00 pm, seven days a week. The operation serves an average of 22 families per week and there is currently a waiting list of 4 families. The FVC averages 14 supervised visits and 8 exchanges per week.

Supervised visits involve the non-custodial parent visiting with the child in a supervised setting, in which a trained facilitator monitors the behavior and interaction between the child and parent and then makes a recommendation on whether the parent should be granted non-supervised partial custody of the child.

Local Family Visitation Center staff note that the McLean County program is one of only nine family visitation centers in the state. The nine cited programs are supported by either participant fees or dedicated filing fees.

The Family Visitation Center is one of 13 major programs operated by the McLean County division of the Children's Home and Aid Society of Illinois (CHASI), formerly known as the Children's Foundation. The fiscal year 2009 budget for all of these programs totals more than \$4 million dollars, comprised of federal and state grants, restricted and unrestricted donations, program participant fees and other miscellaneous funding sources.

II. Future Options

To continue operations of the Neutral Site Custody Exchange program, the FVC is requesting County Board approval of an additional filing fee on all civil cases. The Neutral Site Custody Exchange Funding Act 55 ILCS 82/1 was passed by the General Assembly and signed into law in 2000. It provides that a County Board may vote to

authorize the addition of a civil case filing fee of not less than \$1.00, nor more than \$8.00, to be paid at the time of filing. For your information, the standard civil case filing fee is currently \$223.00, while the small claims filing fee is currently \$73.00. An \$8.00 increase in the civil case filing fee represents a 3.58% increase in the civil case filing fee for a standard civil filing, and an 11% increase in the filing fee for a small claims case.

The County Board has approved two increases in Court filing fees in the past years. In August, 2006, the Board approved a \$10.00 fee to be assessed on all civil cases to support the Law Library. In June, 2006, the Board approved an increase of \$5.00 in the Civil Case filing fee to support the Children's Waiting Room in the Law and Justice Center. In August, 2006, to support the County's Drug Court, the Board approved a \$5.00 and a \$10.00 fee to be paid by the defendant in specific criminal cases upon the order of the Court as a result of a conviction or court ordered supervision. In April of this year, to support the Children's Advocacy Center, the Board approved a \$15.00 fee to be paid by the defendant upon the order of the Court as a result of a conviction or court ordered supervision.

At the previous meeting of the Justice Committee, the FVC projected that an \$8.00 civil case filing fee would generate estimated \$60,000.00 in revenue (an average of 7,500 cases). However, in many instances, there will be more than one filing per case. On the other hand, there are some cases that would not require any filings at all. We have carefully assessed the yield on the proposed neutral site custody fee and estimate that every \$1.00 of additional fees would result in \$10,000.00 of new annual revenue, i.e., an \$8.00 fee would raise \$80,000.00 annually.

To get a better estimate of how many filings would be collected, the following table has been constructed. The 2003-2007 Average is the average of cases from 2003 to 2007. The factor is an estimate of how many filings will be collected per case. The total filings are the average multiplied by the factor.

<u>Civil Case</u>	<u>2003-2007 Avg.</u>	<u>Factor</u>	<u>Total Filings</u>
Adoption	84	0.00	0
Arbitration	678	2.00	1,356
Chancery	514	2.00	1,028
Dissolution	629	1.33	836
Eminent Domain	3	0.00	0
Family	441	2.00	882
Law	200	2.00	400
Law (Minor)	1,139	1.33	1,515
Municipal Corp.	0	0.00	0

<u>Civil Case</u>	<u>2003-2007 Avg.</u>	<u>Factor</u>	<u>Total Filings</u>
Mental Health	154	0.00	0
Misc. Remedy	271	0.80	217
Order for Protection	204	0.00	0
Probate	290	1.00	290
Small Claims	2,685	1.33	3,571
Tax	1	1.00	1
<u>Total</u>			<u>10,095</u>

III. Staff Recommendation

Discussions with FVC staff and a review of previously submitted materials suggest a limited, 30 hour per week neutral site exchange program could be operated without any federal funding, relying solely on filing fees at the \$8.00 level.

Friday 9:00 a.m. - 8:00 p.m.
 Saturday 9:00 a.m. - 6:00 p.m.
 Sunday 9:00 a.m. - 5:00 p.m.
 Wednesday 5:00 p.m. - 7:00 p.m.

If the County Board supports the continued existence of a neutral site custody exchange program, the statutorily authorized increase in the civil case filing fee should be enacted at the \$8.00 level. The statute provides that the FVC will need to obtain approval from the Chief Judge annually prior to receiving filing fee revenue. If federal grant funds are awarded, consideration should be given to rescinding the filing fee increase or withholding a grant to the FVC until federal funds are fully exhausted.

The total projected expenditures to operate a 30 hour per week program total \$79,285.00. Below is the projected budget for a 30 hour per week program.

Program Supervisor:	1.0 FTE	\$36,500.00
Visitation Facilitator	0.5FTE	13,000.00
Benefits		13,365.00
Total Salaries & Benefits		\$62,865.00

Specific assistance to clients:

The Honorable Chairman and Members of the Justice Committee
July 31, 2008
Page Five

\$80.00 per month to assist victim & children with transportation to FVC:	960.00
\$40.00 per month for snacks & drinks:	480.00
\$80.00 per month for infant items:	960.00

Total Specific Assistance: \$ 2,400.00

Staff mileage:	2,500.00
Postage:	420.00
Office Supplies:	600.00
Spanish Translator:	3,000.00
Neville House pass-through: (for domestic violence training)	3,000.00
Telephone:	1,500.00
Utilities:	2,400.00
Maintenance:	600.00

Total: \$14,020.00

Total Operating Budget – 30 Hour per Week: \$79,285.00

If there is no additional funding, the proposed \$8.00 increase in the civil case filing would generate \$80,760.00 in revenue (10,095 multiplied by \$8.00). Therefore, an increase of \$8.00 in the civil case filing fee will likely fund the operating budget for a 30 hour per week neutral site custody exchange program. Over time, the personnel and benefit expenses and contractual operating expenses are likely to increase. Therefore, the Children's Foundation will need to continue soliciting additional donations and other grant funding to support this program since an increase in the number of civil case filings is the only factor that will generate an increase in revenues attributable to the \$8.00 civil case filing fee.

We will be pleased to discuss this recommendation with the Committee members.

Thank you.

An ORDINANCE of the McLEAN COUNTY BOARD
INCREASING THE FILING FEE IN ALL CIVIL CASES
TO FUND THE NEUTRAL SITE CUSTODY EXCHANGE PROGRAM
OF THE FAMILY VISITATION CENTER

WHEREAS, the Children's Foundation has proposed that the McLean County Circuit Court support an increase in the filing fee in all civil cases to fund the Neutral Site Custody Exchange Program of the Family Visitation Center; and,

WHEREAS, pursuant to 55 *ILCS* 82/1, the County Board may increase the filing fee in all civil cases up to \$8.00 to fund the Neutral Site Custody Exchange Program of the Family Visitation Center; and,

WHEREAS, pursuant to 55 *ILCS* 82/1, the County Board may require the Circuit Court Clerk to charge and collect a Neutral Site Custody Exchange fee of not more than \$8.00 to be paid by the plaintiff at the time of the filing of the case and by the defendant at the time of filing an appearance in all civil cases, except that the fee shall not be charged in any proceeding commenced by or on behalf of a unit of local government; and,

WHEREAS, on March 12, 2008, the McLean County Circuit Court unanimously agreed to support increasing the filing fee in all civil cases \$8.00 to fund the Neutral Site Custody Exchange Program of the Family Visitation Center; and,

WHEREAS, the McLean County Circuit Court recommends that the County Board adopt an Ordinance increasing the filing fee in all civil cases \$8.00 to fund the Neutral Site Custody Exchange Program of the Family Visitation Center to be effective as of August 1, 2008; and,

WHEREAS, the Justice Committee, at its regular meeting on August 5, 2008, recommended to the County Board that, pursuant to 55 *ILCS* 82/1, the filing fee in all civil cases be increased \$8.00 to fund the Neutral Site Custody Exchange Program of the Family Visitation Center to be effective as of September 1, 2008; now, therefore,

BE IT ORDAINED by the McLean County Board, now meeting in regular session, as follows:

- (1) Pursuant to 55 *ILCS* 82/1, the County Board hereby increases the filing fee in all civil cases \$8.00 to be paid by the plaintiff at the time of the filing of the case and by the defendant at the time of filing an appearance in all civil cases, except that the fee shall not be charged in any proceeding commenced by or on behalf of a unit of local government.

(2)

- (2) Pursuant to 55 *ILCS* 82/1, the County Board hereby requires the Circuit Court Clerk to charge and collect a Neutral Site Custody Exchange Act fee of not more than \$8.00 to be paid by the plaintiff at the time of the filing of the case and by the defendant at the time of filing an appearance in all civil cases, except that the fee shall not be charged in any proceeding commenced by or on behalf of a unit of local government.
- (3) Pursuant to 55 *ILCS* 82/1, the County Board hereby establishes September 1, 2008 as the effective date of this Ordinance and hereby provides notice to the Circuit Court Clerk of the effective date to commence the charges and collection of this fee.
- (4) Pursuant to 55 *ILCS* 82/1, the County Board hereby directs the County Treasurer to establish a Special Revenue Fund designated as the Neutral Site Custody Exchange Act Fund.
- (5) Pursuant to 55 *ILCS* 82/1, upon monthly remittance of the fees collected by the Circuit Court Clerk, the County Treasurer shall deposit the fees in the Neutral Site Custody Exchange Act Fund.
- (6) Pursuant to 55 *ILCS* 82/1, the County Board shall make and approve disbursements from the Neutral Site Custody Exchange Act Fund to one or more qualified not-for-profit organizations that operate within the County based on each such organization's proportionate share of the total number of neutral site custody exchanges handled by all such organizations in the County during the year prior to the grant application.
- (7) The County Board hereby directs the County Clerk to forward a certified copy of this Ordinance to the Chief Judge of the Eleventh Judicial Circuit Court, the Circuit Court Clerk, the County Treasurer, and the County Administrator.

ADOPTED by the McLean County Board this 19th day of August, 2008.

ATTEST:

APPROVED:

Peggy Ann Milton, Clerk of the County Board,
McLean County, Illinois

Matt Sorensen, Chairman
McLean County Board