



EXECUTIVE COMMITTEE AGENDA
Room 400, Government Center

Tuesday, July 8, 2008

4:30 p.m.

1. Call to Order
2. Chairman's Approval of Minutes – June 10, 2008
May 20, 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:

None
 - b) APPOINTMENTS:

BLOOMINGTON TOWNSHIP PUBLIC WATER DISTRICT
Ms. Laura A. Kosinski
15940 Quail Hollow Court
Bloomington, IL 61704
(To complete a Three-year term expiring first Monday in May, 2009)

McLEAN COUNTY BOARD OF REVIEW
Mr. Roland Yeast
37 Lone Oak Ct.
Bloomington, IL 61704
(Two-year term to expire June 1, 2010)

McLEAN COUNTY BOARD OF REVIEW (Alternate Member)

Mr. Donald E. Ekstam

623 Eddy Rd.

Bloomington, IL 61704

(Two-year term to expire June 1, 2010)

- c) RESIGNATIONS:
None
- d) Presentation by Candidate seeking appointment –
District #3 County Board Seat
(1) Mr. George Wendt
- 2) Items to be Presented to the Board:
 - a) Information Technologies General Report
 - b) General Report
 - c) Other
- B. Land Use and Development Committee – Chairman Gordon
 - 1) Items to be Presented to the Board:
 - a) General Report
 - b) Other
- C. Property Committee – Chairman Bostic
 - 1) Items to be Presented to the Board:
 - a) General Report
 - b) Other
- D. Transportation Committee – Chairman Hoselton
 - 1) Items to be Presented to the Board:
 - a) Request Approval of Resolution and Bid from
June 22, 2008 Township MFT Construction Letting
 - b) Request Approval of Bridge Construction
Petitions – Hudson Road District
 - (1) 2008 Hudson Jt. Culvert #1 – 1475 East
And 2550 North Roads
 - (2) 2008 Hudson Jt. Culvert #2 – 1475 East
And 2555 North Roads
 - c) Request Approval of IAITC Bicycle Ride Permit
Request – 09/04/2008
 - c) General Report
 - d) Other
- E. Finance Committee – Chairman Selzer
 - 1) Items to be Presented for Action:
 - a) Request Approval of Memorandum of
Agreement between McLean County and
The McLean County Bar Association for
Administrative and Clerical Services –
Law Library; Circuit Court

- 2) Items to be Presented to the Board:
 - a) Request Approval of a Resolution Amending the Funded Full-Time Equivalent Positions Resolution for 2008 – Law Library; Circuit Court 5-6
 - b) Request Approval of the List of Judges of Election – County Clerk’s Office
 - c) Request Approval of a Resolution of the McLean County Board Authorizing the County Engineer to Offer a Salary above the Maximum Salary – County Engineer
 - d) Request Approval of a Resolution Amending the Funded Full-Time Equivalent Positions Resolution for 2008, State’s Attorneys Office Fund 0001, Department 0020, State’s Attorney
 - e) General Report
 - f) Other

F. Justice Committee – Chairman Renner

- 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 – General Fund 0001, Coroner’s Office 0031 7-8
 - b) Request Approval of a Domestic Violence Multi-Disciplinary Team Grant Extension of \$134,021.00 from the Illinois Criminal Justice Information Authority for Fiscal Year 2008-2009 – Sheriff’s Department 9-11
 - c) Request Approval of Crime Detection Network of McLean County Grant of \$6,248.00 – Sheriff’s Department 12-13
- 2) Items to be Presented to the Board:
 - a) Request Approval of Adult Detention Facility Life Skills Contract between the McLean County Sheriff, the County of McLean and Ms. Mary Ann Tulley – Sheriff’s Department
 - b) 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 14-29
 - c) General Report
 - d) Other

OFFICE OF THE CHIEF JUDGE
ELEVENTH JUDICIAL CIRCUIT

Elizabeth A. Robb
Chief Judge

William Scanlon
Trial Court Administrator
Kay Mitchell
Administrative Assistant



Law & Justice Center
104 W. Front Street RM 511
Bloomington, IL 61701
(309) 888-5254
(309) 888-5266 (TCA)
(309) 888-5602 FAX

Counties of:
Ford, Livingston, Logan,
McLean, and Woodford

June 20, 2008

TO: McLean County Finance Committee
John Zeunik, County Administrator

In RE: Supplementing Hours for Law Library Navigator Position

Dear Sirs/Madam:

The McLean County Bar Association has approached the Judge Kevin Fitzgerald with a proposal to supplement the hours of the Navigator position in the McLean County Law Library in order to secure clerical assistance for the Association. As a member of the Bar Association Board of Governors, I have agreed to present this to the County.

Currently, grant funding is paying for 20 hours per week for this position. On or about August 31, 2008, that grant funding will be exhausted and the Law Library fees will pay the personnel costs. The position is a grade 5 (step 1) with an hourly pay rate of \$12.19 per hour.

The proposal from the Bar Association is that the Bar would reimburse the County for an additional 5 hours of time for the position (10 hours per pay period) and would ask the Navigator to provide an equivalent time to the Bar in support of various projects. This additional time would result in the County paying for 25 hours per week for the position. The Bar would make a monthly contribution to the County for these expenses.

I have asked Mr. Scanlon to provide an estimate of the additional costs, and his estimate is:

Salary	95.94
Federal Taxes	8.90
State Taxes	3.66
Medicare	1.78
FICA	6.94
IMRF	4.88
TOTAL	121.90 (biweekly)

Based on the Circuit Court's review of the 2007 expenditures, and the FY 2008 budget, it appears that the Law Library will have sufficient revenues to meet the personnel expenditures for this position.

I am proposing the Finance Committee consider this proposal and amend the FTE for the Law Library from 0.50 to 0.667 beginning on August 1, 2008.

Please contact me if you need additional information on this subject. This office will appear before the Committee during the April Board cycle to answer any questions.

Yours truly,

A handwritten signature in black ink, appearing to read 'Elizabeth A. Robb', written in a cursive style.

Elizabeth A. Robb, Chief Judge
Eleventh Judicial Circuit

*Memorandum of Agreement
Between McLean County and the
McLean County Bar Association for
Administrative and Clerical Services*

The following agreement is entered into between McLean County (County) and the McLean County Bar Association, an Illinois not-for-profit corporation (Bar Association):

1. Effective August 1, 2008, the Navigator position within the McLean County Law Library (Navigator) shall increase from 20 hours to 25 hours per week (from 0.50 FTE to 0.667 FTE)
2. Effective August 1, 2008, the McLean County Bar Association, through the office of the President of the Bar, or his/her designee, may request the Navigator provide clerical or administrative assistance to the Bar Association. The nature of the work shall be in the sole discretion of the Bar Association or its representative. These duties shall include, but shall not be necessarily limited to, bookkeeping, membership records maintenance, records upkeep, correspondence and contact with the public.
3. The Bar Association shall be responsible for providing any additional equipment or resources (unless said resources are nominal in comparison to the current work of the Navigator) for the completion of the tasks assigned within #2 above.
4. Any review of the performance of the Navigator for the tasks outlined in #2 above shall be in the sole discretion of the Bar Association, but any disciplinary measures or complaints regarding the performance of the Navigator shall be the responsibility of the supervising judge for the Law Library or their designee.
5. On a quarterly basis during the fiscal year, the Bar Association shall reimburse the County for the additional cost of the administrative and clerical services provided by the Navigator for the previous quarter. For FY 2008, those payments shall be as follows:

On October 1, 2008:	792.35
On January 1, 2009:	853.30
Total (FY 2008):	\$1645.65

Payments for each quarter shall be remitted to the McLean County Treasurer within 21 days of the dates listed above to the following address:

McLean County Treasurer
Government Center RM 105
115 E. Washington
P.O. Box 2400
Bloomington, IL 61701

6. On January 15, 2009, and on January 15 of any subsequent year this agreement is in effect, the Law Library, through the office of the supervising judge of the Law Library, shall provide the Bar Association President an estimate of quarterly payments for the current fiscal year.
7. This agreement may be terminated by either party with 30 days notice, in writing, to the Resident Circuit Judge and/or Bar Association President. Any element of this agreement may be renegotiated on an annual basis with 30 days written notice to the other party.
8. The hiring and/or termination of the Navigator shall be determined by the Supervising Judge of the Law Library and Circuit Court as appropriate. The funding of the Navigator position, except as outlined above, shall be at the discretion of the McLean County Law Library Committee and McLean County Board.

This agreement shall be effective on August 1, 2008.

Dated this _____ day of _____, 2008.

Matt Sorensen, Chair
McLean County Board

Kevin P. Fitzgerald
Resident Circuit Judge

Attested by: Peggy Ann Milton
Clerk of the County Board
McLean County, IL

Catherine Pratt, President
McLean County Bar Association

**RESOLUTION AMENDING THE FUNDED
FULL-TIME EQUIVALENT POSITIONS RESOLUTION
FOR 2008**

WHEREAS, the McLean County Board adopted a Funded Full-Time Equivalent Positions (FTE) Resolution on November 20, 2007 which became effective on January 1, 2008; and,

WHEREAS, the Circuit Court has been the recipient of a grant to staff the position of Law Library Navigator for 20 hours per week; and,

WHEREAS, the grant funding for the Law Library Navigator position will be exhausted on August 31, 2008 and the Circuit Court and the McLean County Bar Association desire that this position be continued; and,

WHEREAS, the Circuit Court has recommended that the fees collected for the Law Library be used to continue staffing the position of Law Library Navigator for 20 hours per week; and,

WHEREAS, the McLean County Bar Association has agreed to reimburse the County to pay for an additional five (5) hours per week for the position of Law Library Navigator; and,

WHEREAS, the Circuit Court has recommended an increase in the full-time equivalent staffing to recognize the additional hours; and,

WHEREAS, the Finance Committee, at its regular Committee meeting on July 2, 2008, recommended the approval of this change in the Full-Time Equivalent Positions Resolution for the remainder of the 2008 Fiscal Year; now, therefore,

BE IT RESOLVED, by the County Board of McLean County, Illinois, now in regular session, that the Funded Full-Time Equivalent Positions Resolution be and hereby is amended as follows:

<u>Fund-Dept-Program</u>	<u>Pay Grade</u>	<u>Position Classification</u>	<u>Full-Time</u>		
			<u>Now</u>	<u>Amend</u>	<u>New</u>
0001-0016-0016	04	0515.0011 Office Support Specialist	0.53	0.13	0.66

BE IT FURTHER RESOLVED by the County Board of McLean County, Illinois that the County Clerk is hereby directed to provide a certified copy of this Resolution to the Trial Court Administrator of the Circuit Court, the County Treasurer and the County Administrator's Office.

(2)

ADOPTED by the McLean County Board this 22nd day of July, 2008.

ATTEST:

APPROVED:

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

Matt Sorensen, Chairman
McLean County Board

ejohn/cobd/fteres_circt_July2008.cbd

**An EMERGENCY APPROPRIATION Ordinance
Amending the McLean County Fiscal Year 2008
Combined Annual Appropriation and Budget Ordinance
General Fund 0001, Coroner's Office 0031**

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 General Fund 0001, Coroner's Office 0031; and,

WHEREAS, the Coroner's Office has received a grant of funds in the amount of \$1,565.00 from the Death Certificate Surcharge Fund and provides that funds may be used to purchase equipment for the Coroner's Office; and the Coroner's Office has received a donation in the amount of \$1,000.00 from the McLean County Funeral Director's Association to be used for the betterment of the Coroner's Office; and,

WHEREAS, the Justice Committee, at its meeting on Tuesday, July 1, 2008, recommended approval of an Emergency Appropriation Ordinance to recognize the receipt and expenditure of the Death Certificate Surcharge Funds in addition to the donation from the McLean County Funeral Director's Association; 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 General Fund 0001, Coroner's Office 0031 the following revenue:

	<u>ADOPTED</u>	<u>ADD</u>	<u>AMENDED BUDGET</u>
Death Certificate Surcharge Fund 0001-0031-0038-0407.0097	\$ 0.00	\$1,565.00	\$1,565.00
Contributions 0001-0031-0038-0410.0013	\$ 0.00	<u>\$1,000.00</u>	<u>\$1,000.00</u>
Total:		\$2,565.00	\$2,565.00

(2)

2. That the County Auditor is directed to add to the appropriated budget of the General Fund 0001, Coroner's Office 0031 the following appropriations:

Non-Major Equipment 0001-0031-0038-0621.0001	\$2,000.00	\$ 1,000.00	\$3,000.00
Photo Supplies/Film Processing 0001-0031-0038-0627.0001	\$5,500.00	\$ 800.00	\$6,300.00
Software License Agreement 0001-0031-0038-0750.0004	\$ 0.00	\$ <u>765.00</u>	\$ 765.00
Total:		\$ 2,565.00	

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

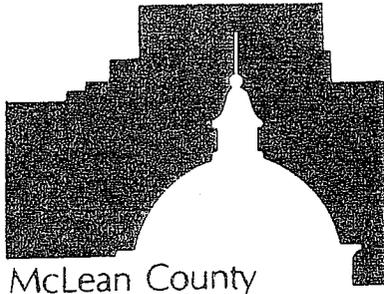
ADOPTED by the County Board of McLean County this 22nd day of July, 2008.

ATTEST:

APPROVED:

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

Matt Sorenson, Chairman
McLean County Board



McLEAN COUNTY SHERIFF'S DEPARTMENT
MIKE EMERY, SHERIFF
"Peace Through Integrity"
Administration Office
(309) 888-5034
104 W. Front Law & Justice Center Room 105
P.O. Box 2400 Bloomington, Illinois 61702-2400

Detective Commander (309) 888-5051
Patrol Commander (309) 888-5859
Patrol Duty Sergeant (309) 888-5019
Jail Division (309) 888-5065
Process Division (309) 888-5040
Records Division (309) 888-5055
Domestic Violence Division (309) 888-4940
FAX (309) 888-5072

June 24, 2008

TO: Mr. Tari Renner, Chairman
Justice Committee
FROM: Sheriff Mike Emery
SUBJ: July 1, 2008 JUSTICE COMMITTEE MEETING

Dear Chairman Renner:

I would respectfully request that the following items be placed on the July 1, 2008 Justice Committee Agenda.

Action

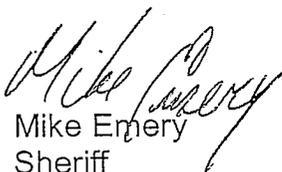
- 1) **Domestic Violence Multi-Disciplinary Team Grant Extension** for 2008-2009 fiscal year (Please see attached).
- 2) **Crime Detection Network of McLean County Grant of \$6,248.00** (Please see attached).
- 3) **Adult Detention Facility Life Skills Contract.** Life Skills program information provided and paid for out of the inmate commissary fund. No general fund expenditure required (Please see attached).

Information

- 1) **McLean County Detention Facility Population Report:** (Please see attached).
- 2) **General Report**

If you have any questions prior to the meeting, please feel free to contact me.

Sincerely,


Mike Emery
Sheriff

McLEAN COUNTY – GRANT INFORMATION FORM

General Grant Information

Requesting Agency or Department: McLean County Sheriff's Department		This request is for: <input type="checkbox"/> A New Grant <input checked="" type="checkbox"/> Renewal/Extension of Existing Grant	
Granting Agency: Illinois Criminal Justice Information Authority		Grant Type: <input checked="" type="checkbox"/> Federal, CFDA #: 16.588 <input type="checkbox"/> State <input type="checkbox"/> Other	Grant Date: Start: 9/1/2008 End: 8/31/2009
Grant Title: Domestic Violence Multi-Disciplinary Team			
Grant Amount: \$134,021.00		Grant Funding Method: <input checked="" type="checkbox"/> Reimbursement, Receiving Cash Advance <input type="checkbox"/> <input type="checkbox"/> Pre-Funded	
Match Amount (if applicable): Required Match :\$44,674.00 Overmatch: \$22,041.00		Expected Initial Receipt Date:	
Grant Total Amount: \$200,736.00		Source of Matching Funds (if applicable): Sheriff's General Fund	
Will it be likely to obtain this grant again next FY? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Equipment Pass Through? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Monetary Pass Through? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Grant Costs Information

Will personnel be supported with this grant: <input checked="" type="checkbox"/> Yes (complete personnel portion below) <input type="checkbox"/> No	A new hire will be responsible for financial reporting: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																								
<table border="1"> <thead> <tr> <th align="center" colspan="2">Grant Expense Chart</th> </tr> <tr> <th align="left">Personnel Expenses</th> <th align="right">Costs</th> </tr> </thead> <tbody> <tr> <td>Number of Employees:</td> <td align="right">1</td> </tr> <tr> <td>Personnel Cost</td> <td align="right">\$82,647.00</td> </tr> <tr> <td>Fringe Benefit Cost</td> <td align="right">\$20,669.00</td> </tr> <tr> <td>Total Personnel Cost</td> <td align="right">\$103,316.00</td> </tr> <tr> <td>Additional Expenses</td> <td></td> </tr> <tr> <td>Subcontractors</td> <td align="right">\$97,420.00</td> </tr> <tr> <td>Equipment</td> <td align="right">\$0.00</td> </tr> <tr> <td>Other</td> <td align="right">\$0.00</td> </tr> <tr> <td>Total Additional Expenses</td> <td align="right">\$97,420.00</td> </tr> <tr> <td>GRANT TOTAL</td> <td align="right">\$200,736.00</td> </tr> </tbody> </table>	Grant Expense Chart		Personnel Expenses	Costs	Number of Employees:	1	Personnel Cost	\$82,647.00	Fringe Benefit Cost	\$20,669.00	Total Personnel Cost	\$103,316.00	Additional Expenses		Subcontractors	\$97,420.00	Equipment	\$0.00	Other	\$0.00	Total Additional Expenses	\$97,420.00	GRANT TOTAL	\$200,736.00	Description of equipment to be purchased: N/A Description of subcontracting costs: Mid Central Community Action will provide law enforcement advocates to work with domestic violence victims. Other requirements or obligations: N/A
Grant Expense Chart																									
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GRANT TOTAL	\$200,736.00																								

Grant Total must match "Grant Total Amount" from General Grant Information

Responsible Personnel for Grant Reporting and Oversight:

Department Head Signature _____
Date

Grant Administrator/Coordinator Signature (if different) _____
Date

OVERSIGHT COMMITTEE APPROVAL	
_____ Chairman	_____ Date

**EXHIBIT B: BUDGET
IDENTIFICATION OF SOURCES OF FUNDING**

Implementing Agency: **McLean County Sheriff's Department**
 Agreement #: **605371**

	<u>SOURCE</u>	<u>AMOUNT</u>
Federal Amount:	VIOLENCE AGAINST WOMEN ACT FUNDS FFY(\$134,021
	Subtotal:	\$134,021
Match:	McLean County Sheriff's Department	\$44,674
	Subtotal:	\$44,674
Over Match:	McLean County Sheriff's Department	\$22,041
	Subtotal:	\$22,041
	GRAND TOTAL	\$200,736



Date: June 23, 2008

SALES QUOTATION FOR:

Tim Tyler

McLean County Sheriff's Department (Illinois)

Qty.	Catalog No.	Description	Price	Total
1	97259 DV	Digital Groundhog Video System – includes two (2) hot-swappable 20 GB drives, 250 GB downloading unit drive with USB firewire connector, seismic and beam-breaking sensors, color pinhole camera, black & white and a color bullet camera, 30 ft. video cable, Pelican case & instructions.	\$8,695.00	\$8,695.00
1	Freight	Approximate Shipping & Handling	\$50.00	\$50.00
			Subtotal	\$8,745.00
			6% NC Tax	\$0.00
			Total	\$8,745.00

Make All Purchase Orders to:

Law Enforcement Associates
2609 Discovery Drive
Raleigh, NC 27616
LEA Factory: 800-354-9669

Cell Phone: 269-876-6069
Office Phone: 269-605-4908
Office Fax: 773-541-8900
e-mail: wittice@sbcglobal.net

- Quotation prepared by Mark A. Witt, Midwest Representative for LEA and AID.
- The quotation shall be honored if an order is received within thirty (30) days from the issue date.
- When ordering audio equipment, operating frequency information should accompany order.
- Freight and insurance charges will be prepaid and added to the invoice.
- This equipment is provided with a full THREE (3) year warranty on parts and labor.

Terms of Payment:	Open Account/Net thirty (30) days.
Delivery:	Thirty (30) days A.R.O.
Freight:	Terms are FOB Factory, Youngsville, NC

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 July 1, 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 August 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) 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 August 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 22nd day of July, 2008.

ATTEST:

APPROVED:

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

Matt Sorensen, Chairman
McLean County Board

Circuit Court of Illinois

Eleventh Judicial Circuit

McLean County

CHAMBERS OF
ELIZABETH A. ROBB
CIRCUIT JUDGE
LAW & JUSTICE CENTER
ROOM 511
BLOOMINGTON, IL 61701
(309) 888-5254

COUNTIES
FORD
LIVINGSTON
LOGAN
McLEAN
WOODFORD



May 27, 2008

McLean County Board
Government Center
Bloomington, IL 61701

Re: Children's Foundation Supervised Visitation Center

Dear County Board Members:

It is the unanimous belief of McLean County judges that the Supervised Visitation Center has been providing a most valuable service to the families of our community and that the loss of this resource would be detrimental to the welfare of children who benefit from the availability of the Center.

In those cases in which circumstances require that visitation be supervised, most often due to misconduct by the non-custodial parent, it is simply not always possible to find a suitable relative or friend able and/or willing to supervise the visits. With the Center available, the court has a resource which can insure the safety of the child and minimize conflicts between the parents which can often occur upon the exchange of children. The highly trained professionals of the Children's Foundation then provide invaluable input which assists the court in determining the future course of visitation.

While the judges are cognizant that additional filing fees should be carefully scrutinized, our collective judgment is that the highest priority should be given to assisting children being served by the court system and we therefore request favorable consideration of the filing fee increase to enable the continuation of this excellent program.

Sincerely,

Handwritten signature of Elizabeth A. Robb in cursive.

Elizabeth A. Robb
Chief Judge

Handwritten signature of James E. Souk in cursive.

James E. Souk
Circuit Judge



Children's Home + Aid

for the love of children since 1883

Children's Foundation
403 South State Street
Bloomington, IL 61701-5558
309.27.0374
309.28.0745 fax

Morgan Washington Home
Bloomington, IL

2/15/08

The Honorable Elizabeth Robb
Chief Circuit Judge, 11th Judicial Circuit
Law and Justice Center
104 E. Front St
Bloomington, IL 61701

Dear Judge Robb,

Per our conversation on 2/7/08, I am writing you regarding the assessment of a filing fee to support the continuation of the Family Visitation Center (FVC). By statute (the Neutral Site Custody Exchange Funding Act; PA 91-117), a filing fee up to \$8.00 may be imposed on all civil court filings, to be used to support the operation of family visit centers. Our current annual federal funding of \$175,000 will end on September 30th, 2008. The federal Department of Justice Safe Havens grant has successfully funded the FVC for the last six years. There is a remote, last minute, opportunity to attempt to renew this grant for one final 2-year funding cycle. We will definitely write for the Safe Haven's grant renewal, however, even if successful, the grant will be at a greatly reduced amount; an annual maximum of \$75,000.

Due to high demand for FVC services and increased referrals, we made additional visitation room space available, so we could complete two visits or exchanges simultaneously. The current level of Safe Havens grant funding enables staff coverage for both rooms currently in use. If the grant is renewed, but at a significantly reduced amount, we will have to reduce services to 1 staff and 1 room, thus reducing the numbers of overall families receiving FVC support. If this final grant renewal is not successful and we do not obtain an alternative funding source, such as the \$8.00 filing fee, the FVC will be forced to close completely.

2007 statistics:

- 41 cases from the following referral sources- 24 Orders of Protections, 14 Family Court Orders, 2 Juvenile Court Orders, 1 other Civil Court Order
- 484 Supervised Visits and 231 Supervised Exchanges safely occurred.
- No safety / security problems occurred during service provision. This includes attempted parental abductions, threats and/or violence.



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Illinois DCFS License ID Number 006286

- Reasons for case closings: 13 Cessation of threats/violence, 13 change in court order, 4 child refused to participate, 8 habitual non-compliance with program rules, 5 habitual no-shows/ cancellations, 10 mutual agreement of both parties, 1 parent completed treatment, 2 closed at supervisors discretion
- 9 cases were successfully transitioned from supervised visits to supervised exchanges.

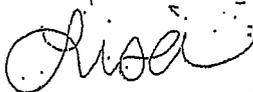
Over the past eight years, the FVC has provided visitation/ exchange services to victims of domestic violence. Since opening in 2002, the FVC has served over 200 families: 95% of the families served showed decreased need of police intervention both during and 6 months after FVC services. The judiciary and legal community have provided constant and consistent referrals. Currently 90% of our referrals are the result of a court order (30%) or Order of Protection (60%). The FVC has become a vital resource in the 11th Judicial Circuit and a community safety net for victims of domestic violence in McLean, DeWitt, Ford, Piatt, and Woodford counties. At this time, 27% of FVC parents reside in rural areas outside Bloomington-Normal.

Parent Testimonials:

- "The staff was courteous, friendly and always professional."
- "After receiving no visitation with my daughter after a period of eight months, the FVC provided me with an opportunity to build a relationship with her in a safe environment."
- "The FVC staff was not there to judge me or make this a form of punishment. Their purpose was to provide a safe place for my child and me to spend time together while I put my life back in order."
- "Through supervised visitation I was able to learn a lot about my child's interests and how my role as a father could be improved."
- "This period in my life has been difficult at times but I believe that if it was not for the FVC and its staff, I would not appreciate what a blessing my daughter is in my life today."

Thank you for your ongoing and continued support of the FVC over the last several years. Also, thank you for your efforts to help us secure sustainable funding through the \$8.00 filing fee for this valuable program.

Sincerely,



Lisa Pieper LCSW, ACSW
Regional Vice-President

CC: Will Scanlon, Trial Court Administrator

Family Visitation Center Projected Budget: FY09

Line Item	DOJ grant & Filing Fee	DOJ grant no filing fee	Filing Fee Only
Revenue:			
DOJ grant	\$140,000	\$140,000	\$0
Filing Fee	\$60,000	\$0	\$60,000
Income from Trust	\$8,534	\$20,000	\$16,641
Service Fees*	\$2,000	\$2,000	\$18,480
Total Revenue	\$210,534	\$162,000	\$95,121
Staff Salaries			
1 FTE Supervisor	\$34,000	\$34,000	\$34,000
.30 FTE Program Director	\$11,711	\$11,711	\$0
1 FTE Visit Facilitator	\$27,000	\$27,000	\$27,000
1 FTE Personal Security Monitor	\$33,000	\$33,000	\$0
.5 FTE Visit Facilitator	\$13,500	\$13,500	\$13,500
1 PT Relief Facilitator	\$4,000	\$4,000	\$2,000
Bilingual Facilitator	\$4,000	\$4,000	\$0
.05 Receptionist / Maintenance / Accounting	\$10,000	\$10,000	\$0
Benefits	\$27,484	\$27,484	\$15,860
Total Salaries	\$164,695	\$164,695	\$92,360
Travel	\$5,000	\$5,000	\$2,500
Office Supplies	\$2,000	\$2,000	\$700
Postage	\$800	\$800	\$600
Telephone/Intern	\$1,800	\$1,800	\$800
Utilities	\$4,000	\$4,000	\$1,000
Printing	\$500	\$500	\$250
Staff Training	\$23,000	\$23,000	\$0
Neville House Passthrough for DV Training	\$3,000	\$3,000	\$0
Children's Items for room	\$1,000	\$960	\$600
Total	\$41,100	\$41,060	\$6,450
Assistance to Clients			
Infant Items	\$1,500	\$960	\$0
Travel Assisstance	\$1,200	\$960	\$0
Total Assisstance	\$2,700	\$1,920	\$0
Total Revenue	\$210,534	\$162,000	\$95,121
Total Expenditures	\$208,495	\$207,675	\$98,810
Deficit / Surplus	\$2,039	-\$45,675	-\$3,689

**THE McLEAN COUNTY FAMILY VISITATION CENTER
AT THE CHILDREN'S FOUNDATION**

Purpose of Supervised Visitation and Exchanges:

Supervised Visitation Centers were developed in response to the increased instances of homicide and injury to the victim and children during non-custodial parent / child visitation in cases of domestic battery. Additionally, the supervised visitation centers can provide the courts with insight into the true family dynamics that are often hidden or misrepresented during the "snapshot" provided to the Court.

In the past, judges asked parents to find a "neutral third party" to supervise visits. Visitation programs are designed to avoid such a decision, because parents' volunteers may be vulnerable to the non-custodial parent's demands and threats, rendering the supervision ineffective and unsafe.

Supervised Visitation Centers were developed:

1. To provide a safe and neutral location for non-custodial parents to maintain contact with their children;
2. To prevent child abuse;
3. To reduce the potential for harm to victims of domestic violence;
4. To enable an ongoing relationship between the non-custodial parent and child;
5. To facilitate appropriate child/parent interaction during supervised contact;
6. To help build safe and healthy relationships between parents and children; and,
7. Where appropriate, to provide written factual information to the court regarding supervised contact.

The McLean County Family Visitation Center (FVC) opened in 1999. In 2002, a grant from the Department of Justice afforded the program to run full time, 7 days a week, from 9:00am to 9:00pm to accommodate the circuit need.

Since 1999, the FVC has provided services to **304 unduplicated families, which includes 1,064 children**. The program has had **409 admissions** (this includes families who were discharged and returned to the FVC for additional services). The FVC has worked with 608 parents, not including attorneys, therapists, stepparents, paramours, grandparents aunts, and uncles.

The first quarter of calendar year 2008 has served:

- 168 supervised visitations
- 68 supervised exchanges
- **cost per supervised exchange/supervised visit =\$183.26**

The average length of time a family receives services is 14 months. However, some families have used the FVC services for more than 2 years, depending on risk.

Reasons for admissions:

- Domestic violence
- High conflict divorce
- Child abuse
- Parental substance abuse
- Parental mental illness
- Sexual abuse
- Stalking
- Recently discovered parentage

The FVC takes referrals from: the courts, attorneys, psychologists, therapists, community services agencies, schools, physicians, law enforcement, victim services, businesses, other FVCs, and self- referrals. At this time 90% of our current 26 families are court referred:

- 60% have an Order of Protection
- 30% have a court order within the child custody case

The FVC serves an average of 22 families per week. There is currently a waiting list of 4 families.

The FVC averages 14 supervised visits per week and 8 exchanges. To accommodate the families we will have 2 visits or exchanges per time period with 2 visit facilitators.

The highest volume times are Wednesday evenings, Friday evenings, Saturday mornings, and Sunday afternoons. We attempt to provide supervised visits and exchanges on holidays when there is worker availability.

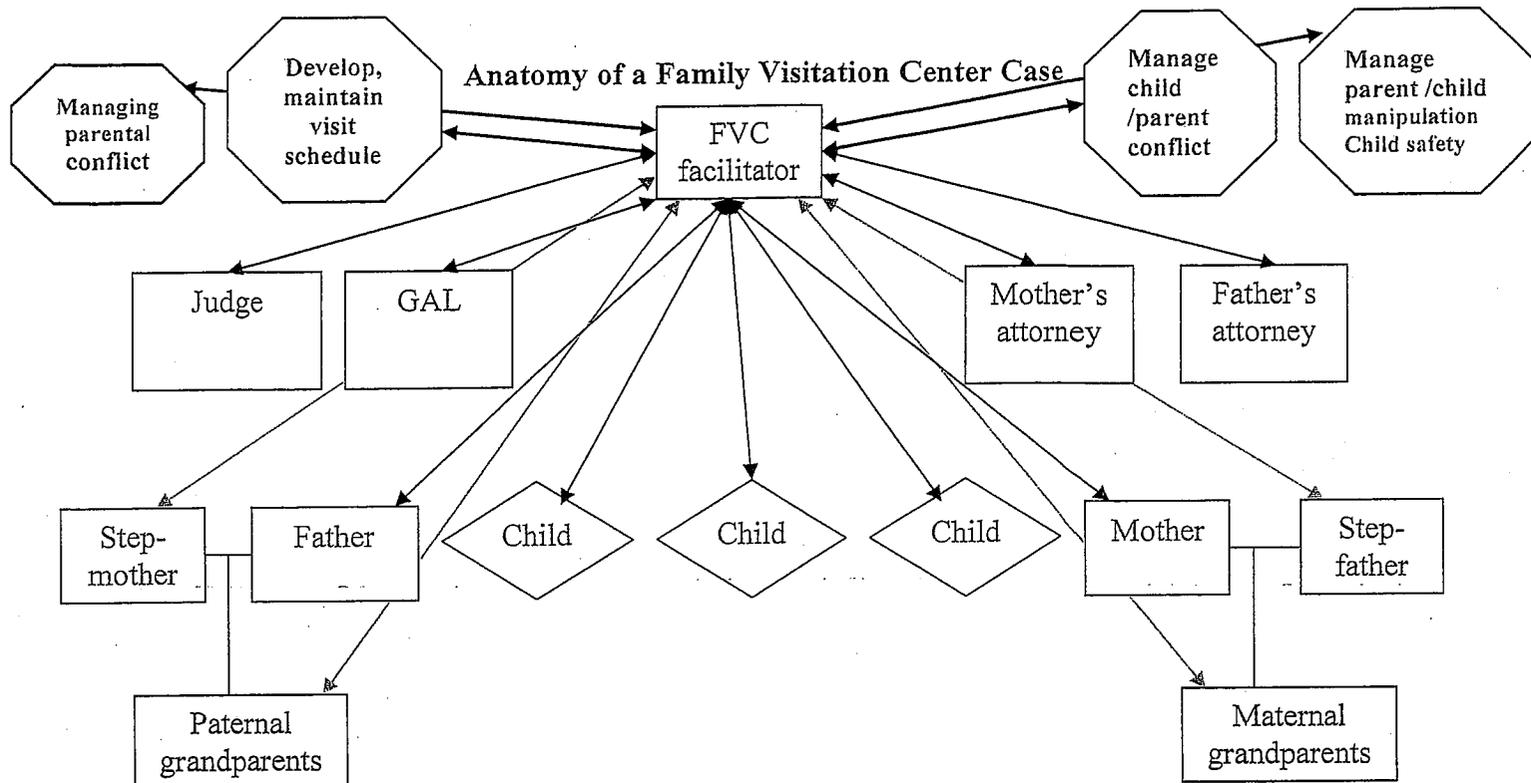
55 Illinois Complices Statute 42 Neutral Site Custody Exchange Funding Act Family Visitation Center

Funding

By Illinois County

	DuPage County	Madison County	McLean County	Peoria & Tazewell Counties	Rock Island County	St. Clair County	Will County	Winnebago County	LaSalle County
Funding	\$8.00 Filing Fee	\$4.00 Filing Fee in 2005. Have requested increase to \$8.00 in 2008	DOJ grant Requesting \$8.00 filing fee	\$8.00 Filing Fee / Tax percentage	\$25.00 registration fee; \$5.00 per visit	\$5.00 filing fee in 2005. Have requested increase to \$8.00 in 2008	\$5.00 filing fee	\$8.00 filing fee	DOJ grant
Hours of Operation	Wed. 4-9pm Thurs. 4-9pm Fri. 4-9pm Sat. 8am-12pm Sun. 3-8pm Total: 24 hours	Fri. 5-7:45pm Sun. 5-7:45pm Total: 5½ hrs	Mon. 9am-9pm Tues. 9am-9pm Wed. 9am-9pm Thurs. 9am-9pm Fri. 9am-9pm Sat. 9am-9pm Sun. 9am-9pm Total: 84 hours	Tues. 5-8pm Fri. 5-8pm Sat. 9am-5pm Sun 1-8pm Total: 21 hrs	Fri. 5:30-6:15pm Sun. 4:30-6:00pm Total: 2¾ hrs	Wed. 4-7:45pm Fri. 5-7:45pm Sun. 5-7:45pm Total: 9.25 hrs	Wed 7-9pm Fri, 5-7pm Sun: 5-7pm Total: 6 hrs		
Average # of families served per month	60 families	10 families	22 families	25 families	24 families	63 families	15 families		
Number of staff Present During visits	2 facilitators 2 support staff	1 staff	1 to 2 facilitators	4 staff	1 staff 4 volunteers	1 staff	2 facilitators	1 staff	1 staff

Filing fees in populous counties such as DuPage generate large dollar amounts, e.g. DuPage County filing fee generated \$240,000.00 in 2006 to fund their FVC.



Primary objective

Primary relationships / contacts
Primary information exchange

Secondary relationships

FVC Facilitator Duties:

- Intake for both parents
- Intake for children & FVC tour
- Coordination with parents
- Ensure adherence to court order
- Coordination with attorneys
- Coordination with GAL
- Scheduling visits / exchanges
- Writing reports for court (minimum quarterly)
- Performing visits and exchanges
- Completing case notes
- Ensuring data base is up to date
- Attend trainings / provide trainings on program
- Day to day up keep of facility
- Develop and print program information material

Children's Home & Aid Society Of Illinois
FY 2009 Budget Summary
Bloomington / All Central Region

	FY09	45-109	45-110	45-120	45-232	45-310	45-534	45-535	45-538	45-537	45-538	45-560	45-765	45-920
2510 Building and Grounds Supplies	2,684	100	1,500	100	500	100	100	800	500	500	100	200	200	2,000
2515 Medical Supplies	2,376	125	125	125	2,000	213	240	600	250	1,500	1,500	1,500	1,500	1,500
2520 Recreation Supplies	16,178	125	125	125	13,000	125	100	100	200	250	1,500	1,500	1,500	1,500
2525 Education Supplies	800	800	800	800	800	800	800	800	800	800	800	800	800	800
2530 Kitchen Supplies	118,898	300	300	300	44,200	350	240	550	200	200	400	400	10,500	14,000
2535 Household Supplies	84,800	800	800	800	1,000	500	1,440	300	1,440	200	300	300	200	300
2540 Food	4,480	100	300	500	6,000	500	500	100	500	500	200	200	200	200
2545 Other Supplies	9,100	100	300	500	6,000	500	500	100	500	500	200	200	200	200
2550 Linen Supplies	6,000	500	500	500	500	500	500	500	500	500	500	500	500	500
2555 Laundry Supplies	600	150	150	150	300	150	100	100	100	100	100	100	100	100
2560 Non-specified Equipment	29,170	1,250	1,250	750	2,300	1,000	3,000	3,000	3,000	3,000	1,440	1,500	1,500	8,000
2810 Telecommunications	9,844	200	200	200	2,000	200	200	200	200	200	200	200	200	7,754
2815 Telecommunications	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
2820 Telecommunications	4,530	650	650	650	650	650	650	650	650	650	650	650	650	650
2825 Telecommunications	7,000	700	700	700	700	700	700	700	700	700	700	700	700	700
2830 Public Communications	1,931	150	150	20	150	40	40	40	40	40	50	50	50	1,250
2835 Postage and Shipping	3,250	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
2840 Rent	87,761	31,000	31,000	31,000	13,000	500	500	500	500	500	1,000	2,000	2,000	13,200
2845 Cases of Buildings and Grounds	31,000	31,000	31,000	31,000	31,000	31,000	31,000	31,000	31,000	31,000	31,000	31,000	31,000	31,000
2850 Property Insurance	11,951	878	878	878	3,000	3,000	3,000	3,000	3,000	3,000	871	1,543	1,543	200
2855 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
2860 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
2865 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
2870 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
2875 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
2880 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
2885 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
2890 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
2895 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
2900 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
2905 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
2910 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
2915 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
2920 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
2925 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
2930 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
2935 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
2940 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
2945 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
2950 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
2955 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
2960 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
2965 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
2970 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
2975 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
2980 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
2985 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
2990 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
2995 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
3000 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
3005 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
3010 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
3015 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
3020 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
3025 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
3030 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
3035 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
3040 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
3045 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
3050 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
3055 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
3060 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
3065 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
3070 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
3075 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
3080 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
3085 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
3090 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
3095 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
3100 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
3105 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
3110 Occupancy	2,684	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	250
3115 Occupancy	2,684	1,000	1,000	1,0										

The Children's Foundation
A Region of Children's Home & Aid

The Children's Foundation touched the lives of 3,250 children with healing and hope in the year 2007.

Young Children were protected, nurtured and helped to thrive.

Troubled Teens rebuild their lives and prepared for success as young adults.

Fragile Families were stabilized and strengthened to ensure their ability to care for their children.

***We are unique in McLean County due to our agency's concentration of services to families facing the impact and danger of domestic violence. We serve families throughout the seriousness spectrum of domestic violence; ranging from education (IVPA funded Butterfly project and Kid's Turn) to prevention (The Crisis Nursery and Family Visit Center exchanges) to early intervention (Healthy Start, Early Start and the Butterfly project) to intervention (Family Solutions, the Crisis Nursery, and Family Visit Center supervised visits). The Family Visit Center is integrated into this unique service array and is a critical component to help keep children safe from the harm and negative impact of domestic violence.

Early Intervention and Prevention Programs for Children.

Nurturing care and safe haven were provided for infants, toddlers, pre-school and school age children through the following programs:

- Crisis Nursery - 534 children were served, 1,351 admission and over 11,956 hours of care provided
- Foster Care - 75 children who felt the pain of abuse/neglect found relief, support, and permanency.
- Child Care Center - 228 young children were helped off to a good start with special care. Approximately 80% of these children are from families at or below the poverty level.
- Early Start - 110 families were enrolled in this program for at-risk infants and toddlers. A pre-kindergarten class assists 3-5 year olds with cognitive skills.
- Healthy Start - 102 newborns, infants and toddlers are thriving as their parent's work to build strong parenting skills and address obstacles to their child's development. We serve McLean, DeWitt and Piatt Counties.

Preparing Teenagers to Succeed

Education as well as job search and other life skills were provided to adolescents who had endured extreme hardship in their childhood.

- Transitional Living - 15 teens were assisted in building a bridge to independence and taking the giant step to living on their own.
- Independent Living Program - 5 older adolescents were guided to self-reliance by helping them to secure jobs, skills and apartments.
- Preparing For Adult Living (PAL) - 7 teens completed coursework, which included budgeting, job skills, nutrition, and other living skills.

Strengthening Fragile Families

The knowledge, support and abilities needed to raise their children and provide for their basic needs was provided to 616 fragile families (over 1800 children).

- Family Systems Support - 187 children and 84 families were served in McLean, DeWitt, Livingston counties. They received home-based services which included effective parenting skills and help in resolving the problems that jeopardized their children's safety and wellness.
- Family Solutions - 101 families were helped to meet the basic needs of their children by linking them with community resources and helping the families build stronger support systems.
- Family Visit Center - 57 families affected by domestic violence utilized the center for exchanges of children or supervised visits. This continues to be offered as a model to other communities working to address the issue of domestic violence.
- Parents Care & Share - 230 families attend this child abuse prevention program based on the principles of self-help, peer support, caring, and nonviolence. Support groups for anyone parenting children - grandparents, parents, teens, singles, etc. are being formed throughout Central Illinois, including McLean, Piatt, Tazewell, Livingston, Macon, DeWitt and Sangamon Counties.
- Kid's Turn - 28 children (10 families) received divorce education classes to enable them to handle the pain and conflict associated with divorce
- Educational Advocacy - 15 at-risk children were served from Bloomington Junior High School in District #87 to help them remain in school and be successful.

We save children's lives... Move families forward... Go where the need is greatest...



children's home + aid

The Children's Foundation
403 S. State St.
Bloomington, IL 61701
(309) 827-0374

FVC Budget: \$173,000 annually (This represents the current FY08 FVC budget fully funded by the Department of Justice grant with hours of operation from 9:00 am to 9:00 pm 7 days of the week.)

Program Director: .30 FTE-----\$18,333.00
Program Supervisor: 1 FTE-----\$35,500.00
Visitation Facilitator: 1 FTE-----\$27,000.00
Visitation Facilitator: .5FTE-----\$13,000.00
Visitation Facilitator: .5FTE-----\$13,000.00
Visitation Facilitator (relief) .10 FTE--\$2,000.00

Benefits-----\$29,385.00

Total Salaries & Benefits---\$138,218.00

Specific assistance to clients:

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

Total Specific Assistance:---\$2,880.00

Staff mileage-----\$6,000.00
Postage-----\$420.00
Office Supplies-----\$600.00
Spanish translator-----\$3,000.00
Neville House pass through---\$3,000.00 (for domestic violence training)
Telephone-----\$1,500.00
Utilities-----\$2,400.00
Maintenance-----\$600.00

Total:---\$17,520.00

Dept of Justice Required Training / Travel Cost set aside-----\$21,000.00

Total DOJ Training:-----\$21,000.00

Total: \$179, 618.00 (\$6,618.00) overage comes from charitable dollars and trust account

FVC Annual Budget at \$60,000.00 (This represents a reduced budget based on revenue from an \$8.00 filing fee.)

FVC hours would be reduced to: Friday 9:00am to 8:00pm
Saturday 9:00am to 6:00pm
Sunday 9:00am to 5:00pm
Wednesday 5:00pm to 7:00pm

Program Supervisor 1 FTE-----\$36,500.00
Visitation Facilitator .5 FTE-----\$13,000.00

Benefits-----\$13,365.00

Total-----\$62,865.00 (\$2,865.00) overage would come from charitable dollars and trust account

The agency employs a full time development manager who is responsible for fund raising for agency programs. We also employ a part time development coordinator who helps with special events. They are responsible for multiple special events throughout the year, mailings, and all corporate and individual contributions. These donated funds are then distributed throughout the regional programs based on need.



OFFICE OF THE ADMINISTRATOR

(309) 888-5110 FAX (309) 888-5111

115 E. Washington, Room 401 P.O. Box 2400 Bloomington, Illinois 61702-2400

McLean County

July 3, 2008

Memo to: The Honorable Chairman and Members of the Executive Committee

From: John M. Zeunik

Re: Follow-up: Recommendations Received from Mr. Robert A. Kearney

Pursuant to the action approved by the County Board at the Board's regular meeting on June 17, 2008, I have listed below the recommendations received from Mr. Robert A. Kearney. The recommendations are grouped according to whether they relate to the County Personnel Code, County Board Rules, or another action step.

Recommendations Received from Mr. Robert A. Kearney that are addressed by the Personnel Code

1. County offices should develop a system whereby position vacancies are publicly posted. Public offices (such as county government) should be open to candidates from the public for public sector jobs. Not only does this serve to provide a level playing field for job candidates, but it also gives the county a chance to recruit the best qualified person for a job. Limited, or referral-only searches may be quicker than open searches, but by definition they result in a process whereby, at best, the most qualified person with access to the right public officials is hired rather than the most qualified person, period. At worst, such searches result in the hire of well-connected individuals without regard to their qualifications.
2. No job applicant should have special advantage or access to information about jobs, job responsibilities, or pay rates. Information about job duties and pay rates should be helpful and uniformly given to all job applicants regardless of their access to public officials or to non-public information.

5. The Board should recommend a uniform set of employment practice policies governing all county employees. Policies that are not uniform (or, worse, unwritten) are unhelpful. They may also be sources of harm. (Uniformity in this case does not mean that elected officials have less control over their individual offices. Rather, it means they can agree on some fundamental principles, the vast majority of which are legal principles and are not debatable matters anyway.) The policies should, at a minimum, constitute a set of standards that define unacceptable workplace conduct (including harassment) and that further define the county's commitment to prevent retaliation against any employee who complains in good faith about harassment. The policies should be widely distributed and publicly available to all county employees.

The McLean County Personnel Policies and Procedures Ordinance, Chapter 10 of the McLean County Revised Code, specifies the following procedure for Department Heads to use when filling vacancies within a County department. As noted in Section 10.12 of the Personnel Policies and Procedures Ordinance, the County Elected Officials are specifically listed as exempt from being covered by this policy:

“10.12 SCOPE OF COVERAGE AND GENERAL PROVISIONS: The McLean County Board recognizes the appointing authority vested, by various Statutes, in the Elected Officers of the County. Nothing in these policies should be construed as avoidance of that authority; however, the appointment should be made from a field of candidates developed under the guidelines of these policies and procedures.

10.12-1 SPECIFIC SCOPE OF COVERAGE: All County employment positions not expressly exempted from coverage by these policies and procedures shall be subject to these provisions, including bargaining unit members except where superseded by collective bargaining agreements.

All individual Elected Officers, all advisory boards, commissions and committees appointed by the McLean County Board, all consultants, advisers, and counsel rendering temporary professional service, independent contractors, and Sheriffs Department personnel, to the extent that rules of the Merit Board supersede these rules, are expressly exempted from coverage.

10.12-2 EXCLUSION PROCEDURE: Upon passage of these policies and procedures by the McLean County Board, Elected Officers of McLean County are encouraged to submit, to the County Administrator's Office, a tabulation of the specific areas of conflict and cite the statutory authority which prohibits cooperation with said policies and procedures. Such tabulation will become an appendix to this document."

Therefore, in order to achieve full compliance with this recommendation, the individual County Elected Officials will have to voluntarily agree to follow the Board's policy on job posting. However, it would be appropriate for the County Board to request that each Elected Official follow the Exclusion Procedure described in Section 10.12-2, and to notify the Board as to any practice or policy that would result in a financial or legal liability to the County.

The County Board approved and adopted the McLean County Personnel Policies and Procedures Ordinance, Chapter 10 of the McLean County Revised Code (see Appendix A for a complete copy of the Ordinance). This ordinance was prepared with the assistance of the Wessels & Pautsch law firm to insure that all of the provisions within the ordinance comply with Federal and State employment law and regulations. After the Board adopted the ordinance, the County Elected officials were asked to review the ordinance and advise the County Administrator's Office whether their office would adopt and follow the County ordinance. If the County elected official chose to adopt their own Personnel Policy, the Administrator's Office requested that the Elected Official formally confirm this in writing and forward a copy of the Elected Official's policy to the Administrator's Office. We plan to update this confirmation process in the near future.

Article 2, Section 10.20 of the Personnel Ordinance states:

"10.20 MERIT PRINCIPLES. It is the policy of McLean County to hire the most qualified employees available for all jobs. It is the policy to encourage a career service within the County by promoting present employees whenever possible to fill vacancies.

10.20-1 APPOINTMENTS AND PROMOTIONS: Appointments and promotions in the County shall be based on merit and fitness and may include competitive examination."

The Board's policy supports Merit as the sole basis for appointing and/or promoting an individual to a position in a County office or department. When County offices and departments follow the provisions contained in Section 10.20.2 and post vacant positions, the Job Posting provides current County employees and external candidates with the same information describing the duties and responsibilities of the position, the

educational and work experience needed for the position, the hours of work, and the salary range for the position.

10.20-2 METHODS OF FILLING VACANCIES: *Department Heads are responsible for the final selection and filling of authorized positions within the departments. In order to provide control and to ensure that our objective in Equal Employment Opportunity and all personnel system goals are met, the Department Heads shall notify the County Administrator of their needs to fill a vacancy. Applicants hired for employment with McLean County must meet the minimum qualifications established in the approved job description.*

- A) When a vacancy occurs the Department Head shall inform the County Administrator's Office of intent to fill said vacancy.*
- B) The County Administrator is to prepare a notice of the position vacancy and post that vacancy in selected spots in the County. The notice will be based on information supplied by the Department Head and in the job description.*
- C) Department Heads are encouraged to consider current County employees and applications on hand before the general public and are required to post job vacancies for a minimum of five (5) days unless extenuating circumstances exist.*
- D) The County Administrator will be responsible for ensuring that the procedures defined at Section 10.61 entitled Transfer and Promotion Procedure are complied with.*
- E) Court Services positions are filled in accordance with the Administrative Office of the Illinois Courts (AOIC) guidelines.*

10.20-3 RECRUITMENT, EVALUATION AND CERTIFICATION:

- A) All applicants for employment will complete the County employment application. Within sixty (60) days of filling a vacancy, all applications received will be forwarded to the County Administrator's Office unless express written arrangements are made for the department to retain the applications.*
- B) At the request of the Department Head, preliminary interviews will be conducted to determine basic eligibility. Items reviewed and procedures undertaken to make this determination include:*

- 1) *Written application.*
- 2) *The approved job description.*
- 3) *Verification of references.*
- 4) *License verification where applicable.*
- 5) *Copies of certificates of training received.*
- 6) *Testing procedures, where necessary, to ascertain the necessary job qualification factors.*
- 7) *Each applicant shall be checked against existing personnel files to determine whether the individual has worked for the County during a prior period.*

C) Applicants will be selected by Department Heads.

- 1) *Department Heads will either complete an interviewer check-off list and indicate reasons why the applicant was accepted or rejected, or at least keep sufficient evidence for decision, such as interview notes.*
- 2) *Pre-employment health examinations shall be conducted to determine physical fitness for the position applied for when said position requires particular physical demands of the candidate. These examinations shall be made after an offer of employment and prior to the end of the evaluation period. Court Services positions may also require drug screening and a criminal background check.*
- 3) *Department Heads shall submit a Payroll Change Form to the County Administrator by noon on Tuesday of the week preceding the payday. (See 10.20-2)*

4. Board members and county supervisors (including public officials) should undergo periodic supervisor training that provides them with important human resource tools, such as (1) what should my response be if an employee complains about workplace harassment? (2) should my response be in person or in writing? (3) what protections am I legally required to provide to employees who may feel threatened in the workplace? (4) what interview questions are appropriate and what types of questions are inappropriate? (5) what ethical and legal boundaries affect the hiring process? (6) how far can a board member or a public official go in recommending an individual for a county position? and (7) what types of personal relationships can pose a conflict of interest?

Even though the County has offered supervisory training in cooperation with the City of Bloomington and Chestnut Health Systems, there is a need for additional training to be scheduled on a regular basis for all County offices. The agreement between Mr. Robert A. Kearney and the County provides that Mr. Kearney will assist the County to implement the recommendations contained in his letter dated June 13, 2008. The County Administrator's Office is working with Mr. Kearney to determine his availability and specific content for appropriate supervisory training for County offices before the end of this year. During the preparation of the fiscal year 2009 Recommended Budget, the

Administrator's Office plans to request additional funds in order to schedule necessary supervisory training.

Recommendations Received from Mr. Robert A. Kearney that could be addressed by the County Board Rules

3. Board members should not participate in job interviews for county jobs, especially entry-level positions and positions in areas that fall within their oversight responsibilities on the board. When their presence is meant to show support for a job candidate, it is arguably coercive and injects the board into the hiring decisions of county offices. And because the board member is likely able to sit in on an interview only by virtue of his position on the board, it stacks the deck against applicants without such special connections.
6. The Board should revisit its ethics policy and seek to update and strengthen it. The exercise should result in a policy that answers this fundamental question: what does the board see as its role in the community and what limitations does it impose on itself?
7. A Board member who is intimate with a county employee should not be involved in evaluating the employee's performance.

The Preamble to the Rules of the McLean County Board, Chapter 5 of the McLean County Revised Code, includes the following provision:

"3. Avoid participation in any action, which would result in a conflict of personal interest with County responsibility."

The Honorable Chairman and Members of the Executive Committee
July 3, 2008
Page Seven

As the governing body responsible for approving and adopting the Personnel Policies and Procedures Ordinance, Board members should take great care to insure that their actions do not compromise or contradict the policies, procedures and ordinances that they have approved and adopted. If Board members participate in job interviews for County positions, then the Board's stated policy of merit based hiring is jeopardized. And, when a Board member participates in a job interview, whether in a County Elected Office or in an appointed office, the Board member's presence compromises the objectivity of a merit based hiring procedure. To strengthen the recommendation that Board members should not participate in job interviews, the Rules Sub-Committee may wish to consider amending the Board's Rules.

Recommendations Received from Mr. Robert A. Kearney to be addressed by the other specific actions.

8. The top official in the office where the complainant is employed should work closely with the complainant to ensure that her environment is free of harassment.

This recommendation has been referred to the appropriate office.

9. The County Administrator should meet with the complainant to describe the County's investigation into her complaint and these recommendations.

The County Administrator and the Director of Administrative Services met with the complainant at 3:30 p.m. on Tuesday, June 17, 2008.

10. The Office of the State's Attorney, or, by referral, a special investigator/prosecutor, should determine what legal issues are raised by the conflicting affidavits provided during the course of the investigation.

This recommendation has been referred to the State's Attorney for further review.

Please feel free to contact the County Administrator's office if you have any questions or need additional information.

Robert A. Kearney
Retainer and Fee Agreement

1. The McLean County Administrator (McLean County) has determined to retain the services of Robert A. Kearney for the purpose of following through on recommendations made by him on June 13, 2008 in connection with an employment investigation.
2. In consideration of this Agreement, Mr. Kearney will provide assistance to the county in implementing the recommendations, including, but not limited to, employee training and policy development.
3. In consideration of this Agreement, McLean County will assist Mr. Kearney in his work and participate in his work in good faith, and further will compensate Mr. Kearney according to the following fee schedule:
 - i. An hourly fee for services in the amount of \$242 per hour.
4. McLean County also agrees that it will pay Mr. Kearney for his reasonable costs incurred in connection with this matter according to the following schedule:
 - i. Travel time at the rate of one-half the regular hourly rate;
 - ii. Access to on-line legal research databases (such as Lexis and Westlaw) at its actual cost to Mr. Kearney without any mark-up in cost;
 - iii. Postage at the rate of its actual cost; and
 - iv. Ordinary copying or fax jobs (less than 25 pages per run) at no cost, but extraordinary copying or fax jobs (such as jobs reproduced through an outside service) at the rate of its actual cost Mr. Kearney.
5. Mr. Kearney will provide periodic billing statements to McLean County in connection with his services. The statements will set out in detail the work performed on each day of service, and the total amount of time (billed in no more than quarter-hour increments) spent working for McLean County on each day of service. McLean County will pay Mr. Kearney in full within 10 days of its receipt of each statement.
6. McLean County may end this professional relationship at any time upon written notice to Mr. Kearney, but agrees that all fees and costs will be paid before it sends such notice. McLean County also agrees that Mr. Kearney may withdraw from this agreement at any time at his discretion.

7. McLean County agrees to hold Mr. Kearney harmless and not to sue Mr. Kearney for any act, omission, or failure attributable to Mr. Kearney in connection with his services performed under this contract. McLean County also agrees to hold Mr. Kearney harmless and not to sue Mr. Kearney in the event that a third party seeks to hold McLean County responsible for any act by Mr. Kearney or for the failure of McLean County to comply with local, county, state, or federal law. McLean County will fully indemnify Mr. Kearney for any legal fees or costs incurred in defending himself against any claim brought against him in connection with his services under this contract, and for any judgment entered against him.

This Agreement is effective June 24, 2008, and has been understood and accepted by the following parties:

For McLean County, with date

For Robert A. Kearney, with date

Proposed Training Content

Component One: Interviewing and Recruiting (Why Good Practices Matter)

1. Why do hiring practices matter? (Understanding why some employees last and continuously learn while others leave).
2. Nuts and Bolts: What employment laws apply to the interviewing and recruiting process and what impact do they have on the public sector employer?
3. Nuts and Bolts: What County policies apply at this stage?
4. Whom should jobs be open to and why?
5. Fine Points: What types of interview questions are off limits? What happens if an employee's references won't talk? Can I call someone on my own to inquire about the applicant?

Component Two: Performance Issues

6. How do I use performance assessment techniques to develop my employees?
7. Nuts and Bolts: What employment laws and county policies apply to this stage of the employment relationship?
8. Fine Points: How do I document performance issues and do I have the discretion to treat employees differently when it comes to evaluating performance (and disciplining employees)?

Component Three: Leave Requests

9. What are the possible leave requests (and special requests) that I may encounter as a manager?
10. Nuts and Bolts: What employment laws and county policies apply to this part of the employment relationship?
11. Fine Points: What happens when an employee claims to be disabled but appears to be fine? What happens when an employee uses up his/her leave but does not come back to work as scheduled?

Component Four: Harassment

12. What types of harassment complaints am I likely to encounter as a manager?
13. Nuts and Bolts: What employment laws and county policies apply in this situation?
14. Fine Points: How do I investigate a harassment complaint and what steps should I take to protect the complaining employee?
15. Why is the manager's response to a harassment complaint so important?

Component Five: Ending the Employment Relationship

16. When do I know it's time to terminate an employee?
17. How do I communicate that decision to the employee?
18. Nuts and Bolts: What employment laws and county policies apply to this situation?
19. Fine Points: Can I simply ask an employee to resign? Can I require two weeks notice before an employee quits?
20. Can I be held **individually** liable for violating any of the laws we have discussed today?

Concluding Remarks

G. Report of the County Administrator

1) Items to be Presented for Committee Action:

a) Follow-up: Recommendation Received from
Mr. Robert A. Kearney

30-39

b) EXECUTIVE SESSION: Personnel Matters

2) 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

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