



# AGENDA

## County Health Committee

Tuesday, May 25, 2021

@ 11:30 AM

Peoria County Courthouse, Room 403

1. Call to Order
2. Approval of Minutes
  - April 20, 2021
3. Informational Items / Reports / Other Minutes / Updates
  - Board of Health
  - Care and Treatment Board
  - EMA
  - Regional Office of Education
  - Sustainability & Resource Conservation
    - Sustainability Update
    - Landfill Update
4. Joint Resolution
  - FY 2021 appropriation in Peoria City/County Health Department budget to reflect FEMA Public Assistance funding (*joint with Finance Audit and Legislative Affairs Committee*)
5. Resolution
  - Third Amendment to the Landfill Agreement
6. Discussion
  - Landfill Wetlands Update by PDC
  - Health & Human Services Campus
    - Recap of Gift Avenue Complex Tour
    - ARPA Guidance
    - Project Delivery Model
    - Mandated Services Packet
7. Miscellaneous
8. Adjournment

**DRAFT**  
**MINUTES**  
County Health Committee  
April 20, 2021  
@ 2:30 p.m.

MEMBERS PRESENT:	Sharon Williams - Chairperson, Betty Duncan - Vice Chairperson; Jennifer Groves Allison, Eden Blair, Linda Daley, Kate Pastucha, Rachel Reliford, Rob Reneau, Steve Rieker
MEMBERS ABSENT:	Brandy Bryant, Phillip Salzer
OTHERS PRESENT:	Scott Sorrel - County Administrator; Shauna Musselman – Assistant County Administrator; Jennie Cordis Boswell - State's Attorney's Office; Gretchen Pearsall, Jamie Dowell – County Administration; Rebecca Cottrell – Sustainability & Resource Conservation; Monica Hendrickson – Health Department; Alyssa Herman – Care & Treatment Board; Elizabeth Crider, Jennifer Yoder – Regional Office of Education; Dr. Francesca Armmer – Board of Health

Call to Order

Chairperson Williams called the meeting to order at 2:39 pm.

Discussion

➤ Health & Human Services Campus

Mr. Sorrel advised that the Health Department complex as well as the Gift Avenue complex are in need of significant capital improvements in order to continue to be viable facilities. He added that several infrastructure and facilities related planning documents recommend the consolidation of space for the Regional Office of Education, in addition to possible consolidation of multiple county service providers and departments into single campuses. As such, staff and the Committee Chairman are initiating a discussion on policy decisions and project workflow associated with a Health and Human Services Campus.

Mr. Sorrel outlined a general project workflow chart, noting that previous county boards adopted the workflow as the methodology for pursuing a significant capital improvement project. He stated that the capital improvement portion of the Health Department's budget has FY 2021 funds appropriated for the purpose of architectural engineering services related to these capital improvements. He advised that a Management Team would provide analysis and recommendations for a design team and preliminary engineering, as well as a renovate vs. replacement analysis, site alternative analysis, and securing of tenant leases. He noted that the six policy decisions requested of this committee would be 1) Project Delivery Method; 2) Design & Construction Team selection; 3) Renovate / Replacement decision; 4) Site decision; 5) approval of tenant leases; 6) selection of construction packages.

Mr. Sorrel noted that past projects of this size and scope have come in on time or early and under budget, while exceeding goals for jobsite participation for women and minorities and participation by women and/or minority subcontractors.

Ms. Hendrickson summarized outstanding issues of the Health Department and Mr. Sorrel discussed outstanding issues with the Gift Avenue Complex. Ms. Hendrickson advised although the Health Department has been located at its Sheridan Road location since 1958 and is an anchoring institution, maintenance and upkeep are becoming difficult due to both age and the fact that the original facility has been enlarged over years to encompass additions and multiple buildings.

Mr. Sorrel summarized maintenance costs over the next 15 years to the current Health Department facilities, including critical infrastructure upgrades, service improvements, and safety and risk reduction. Ms. Hendrickson remarked that the age of the building would necessitate portions of the facility being brought up to ADA compliance, which would add considerable cost to a remodeling effort.

Mr. Sorrel advised that the current Gift Avenue Complex is comprised of the Coroner's Office, the Children's Advocacy Center of the State's Attorney's Office, and storage for Peoria County records. He stated that the facility is currently in need of a new roof and upgraded HVAC.

Mr. Sorrel advised that a project cost for replacement of the Health Department has been estimated at \$12 million for construction, which includes demolition of both the existing Health Department facility and the demolition of the Coroner's Office and the Children's Advocacy Center. He noted that the Gift Avenue demolition would create a new development opportunity by putting that city block on the tax roll and developing low-moderate income housing and work with the City of Peoria and other partners to stabilize the East Bluff.

Mr. Sorrel advised that an operational analysis on a new structure on Sheridan Road has been conducted. Ms. Hendrickson noted cost savings on a new facility via a reduction in staffing redundancy, savings on utilities, and shared costs, as well as potential revenues from new partner entities.

Ms. Daley asked if there is an accounting of core services for the four county offices impacted by the potential remodel/replacement project (Health Department, Regional Office of Education, Coroner, and Sustainability and Resource Conservation) to ensure there is no duplication of services with other entities within the community. Ms. Hendrickson advised that core public health services comprise 75% of program areas, based upon state and/or federal statutes, with the remaining 25% augmenting core services. She also noted that the Health Department holds annual discussions regarding those core services. Mr. Sorrel advised that he would disseminate pertinent information from the Health Department to the entire committee.

Ms. Daley asked if a study has been done to determine where Health Department customers are coming from within a certain radius of the Health Department's location, and/or if a potential alternative site would be more convenient to the customers served by the Department. Ms. Hendrickson advised that all Health Department program areas capture data points on zip codes as opposed to individual addresses. She stated that the majority of customers come from zip codes 61603, 61604 (the location of the Health Department), and 61605. She also commented that the Health Department is located on a major CityLink bus line, and has a large parking lot which allows ample parking for vehicle traffic.

Mr. Rieker asked if the intent is to procure a construction manager or if Peoria County would become an "in-house" construction manager, as the county moves toward the construction phase. Mr. Sorrel advised although a final decision would be fully evaluated as part of project delivery model analysis, based upon the successful engagement of a Construction Manager at Risk for the Heddington Oaks construction project, and noting that model would be a benefit to Peoria County in the long term, staff will likely recommend a similar approach to this project no matter which path is chosen, in terms of renovation or replacement. Ms. Daley suggested that an Owners Representative would be a positive for the project.

Ms. Williams advised that the next meeting of the County Health Committee is scheduled for Tuesday, April 27<sup>th</sup> at 10:30 a.m. at the Health Department.

### Adjournment

The meeting was adjourned by Chairperson Williams at 3:34 p.m.



## Peoria County Board of Health Minutes of April 19, 2021 Meeting

**MEMBERS PRESENT:**

Dr. Armmer	Mr. Kennedy
Ms. Duncan	Dr. Davis
Dr. Reed	Ms. Mitchell
Mr. Webster	Dr. Agarwal
Rev. Duren	Mr. Brewer
Dr. Na'allah	

**MEMBERS ABSENT:**

**STAFF PRESENT:**

Monica Hendrickson, Public Health Administrator  
Brian Gulley, Director of Finance  
Dr. Leslie McKnight, Director of Community Health Policy & Planning  
Carey Panier, Director of Environmental Health  
Jason Marks, Director of Emergency Management & Preparedness  
Diana Scott, Communications and Programs Manager  
Amy Roberts, Administrative Assistant  
Michelle Compton, WIC Coordinator (via phone)  
Dr. Sue Bishop, Director of Dental (via phone)

**OTHERS PRESENT:**

Kaitlyn Streitmatter, ISPAN Presenter (via phone)  
Amy Fox, TCHD ISPAN Presenter (via phone)

**Item 1 – Call to Order**

The meeting was called to order at 6:02 pm by Dr. Armmer

**Item 2 – Pledge of Allegiance**

**Item 3 – Public Comments**

There were no public comments.

**Item 4 – ISPAN Presentation**

Dr. McKnight, Ms. Scott, Ms. Compton, Kaitlyn Streitmatter, and Amy Fox all presented on the ISPAN (Illinois State Physical Activity and Nutrition Program) grant.

**Dr. Reed entered the meeting at 6:08pm.**

**Rev. Duren entered the meeting at 6:18pm.**

**Item 5 – President's Comments**

Dr. Armmer thanked the presenters and emphasized the importance of policy development.

**Item 6 – Consent Agenda Items**

Mr. Brewer made a motion to approve the consent agenda items. Motion was seconded by Ms. Duncan. Motion carried (11,0).

**Item 7 – Committee Reports**

Emergency Management and Preparedness Program Overview

Ms. Hendrickson stated that both Committees had the program overview and Mr. Marks was there for questions. The consolidated slide deck was in the Board packet.

#### Strategic Planning Committee

Dr. Agarwal stated that the Strategic Planning Committee met and had a presentation of the Emergency Management and Preparedness Program. The Food Safety Ordinance was pending approval at the County Board at that time. Dr. McKnight had shared the results from the Vaccine Readiness Survey.

#### Finance & Personnel Committee

Dr. Davis stated that the Finance and Personnel Committee met and stated they also had updates on the Food Safety Ordinance and an of the Emergency Management and Preparedness Program. Dr. Davis referred to Mr. Gulley for the financial update. Mr. Gulley stated the figures in the packet are through March. The tax levy disbursement has not yet come in, it typically comes in around the beginning of June. Mr. Gulley reviewed the revenues and expenditures in the packet, making the year to date total for revenues as \$1,053,184 and the year to date total for expenses as \$1,704,653. This leaves the reserve fund as a deficit of \$651,469 and the ending balance at \$3,126,730. Mr. Gulley also had a variance report handout for how 2020 was ended. The original 2020 revenue budget was just above \$6.6 million and \$6,884,000 was brought in. On the expense side, the originally budgeted amount was \$6.7 million and \$6.1 million was actually spent. This all lead to a surplus of \$775,576.

### **Item 8 – Old Business**

#### Chapter 10 Food Safety Ordinance

Ms. Hendrickson stated that this Food Safety Ordinance has already been approved by the County Board. Mr. Brewer made a motion to approve the Chapter 10 Food Safety Ordinance. Motion was seconded by Dr. Davis. Motion carried (11,0).

#### Multi Event License Rules

Ms. Panier stated it's easier to make changes on their end to the rules instead of going through a full ordinance change. Ms. Panier reviewed the Multi Event License Rules. Mr. Webster noted that he would abstain from this vote. Mr. Brewer made a motion to approve the Multi Event License Rules. Rev. Duren seconded. Motion carried (10,0,1).

#### Quarterly Reports

Ms. Hendrickson stated that the Quarter 1 reports are in the packet and a handout from Communicable Disease.

#### COVID 19 Update

Ms. Hendrickson stated there has been an increase in cases lately, mostly due to those that are too young to be vaccinated or they have just become qualified to get vaccinated. Over the weekend, the ICU was at the highest capacity since the pandemic began, with over 45 beds in use. There were approximately 140 non-ICU beds in use. Ms. Hendrickson stated that there has also been an increase in variants. Just under 29% of Peoria County is fully vaccinated. Ms. Hendrickson stated they will be transitioning out of Heddington Oaks and becoming more mobile. The first dose strike team scheduled at Heddington Oaks will go out into the field to get closer to the people still needing the vaccine. Ms. Hendrickson stated that they will be getting a National Guard unit to help with that transition, possibly helping with the 2<sup>nd</sup> dose clinic. They have partnered with the hospital systems to set up clinics in the school districts for those 16+, for students, family members, and staff. She noted that they expect to hear a decision on Johnson and Johnson this Thursday or Friday. There was some discussion around being champions in the neighborhood.

**Mr. Brewer exited the meeting at 7:18pm. Mr. Brewer re-entered the meeting at 7:22pm.**

**Item 9 – New Business**

There were no New Business items.

**Item 10 – Miscellaneous**

There were no Miscellaneous items.

**Item 11 – Adjournment**

Being no further business, a motion was made by Rev. Duren to adjourn the meeting. Motion was seconded by Dr. Davis. Motion carried (11,0).

Meeting adjourned at 7:28 pm.

Respectfully submitted,

A handwritten signature in black ink that reads "MIKE Kennedy". The word "MIKE" is in all caps and a simple font, while "Kennedy" is in a cursive script.

Mike Kennedy, MSED  
Secretary

**BOARD OF HEALTH MEETING  
ATTENDANCE RECORD**

***MEETING DATE:*** May 17, 2021

= Members who attended

Francesca Armmer, PhD

Michael Kennedy, MSEd

Betty Duncan

Naresh Agarwal, MD, FACP, MBA

Benjamin Brewer, MBA

James Davis, DDS

Samuel T. Duren, BA

Aloysia Mitchell, MPA

Rahmat Na'Allah, MD, MPH

Sokonie Reed, DNP, MSN, RN

Harreld Webster



# Peoria County Board for the Care and Treatment Of Persons With A Developmental Disability

**Members Present:** Alyssa Herman  
Greg Chance  
Joyce Harant  
Todd Baker  
Andrew Rand (County Board Liaison)

**Members Absent:**

**Others Present:** Amy Roberts, Peoria City/County Health Department  
Brian Gulley, Peoria City/County Health Department  
Ryan LaCosse, Best Buddies  
Amanda Atchley, Camp Big Sky  
Julie Schifeling, Easter Seals  
Kim Cornwell, EP!C  
Patti Gratton, CWTC

**Call to Order**

Meeting was called to order at 11:02 am by Mr. Baker

**Suspension of Bylaws to Conduct Care and Treatment Board Meeting Virtually**

A motion to suspend the bylaws to conduct the Care and Treatment Board meeting virtually was made by Ms. Harant. Motion was seconded by Mr. Chance. Motion carried (4,0).

**Approval of Minutes from December 16, 2020**

A motion was made by Mr. Chance to approve the minutes of the December 16, 2020 meeting. Motion was seconded by Ms. Harant. Motion carried (4,0).

**Fiscal Reports and Summary for FY2020 & FY2021**

Mr. Gulley stated that in the packet are numbers for how FY2020 ended and numbers through March for FY2021. Total revenues for 2020 were \$908,566 and total expenditures were \$729,529 leaving a surplus of \$179,037 and the fund balance at \$472,433, which is what the Board started 2021 with. Mr. Gulley stated that two CPPRT disbursements have come through. Revenues are just over \$52,000. The only expense was to post the RFP, which was \$44. Current fund balance is sitting at \$524,389. The payouts for the first quarter will be made soon, totaling \$217,255. Mr. Chance made a motion to approve the Fiscal Report. Motion was seconded by Ms. Herman. Motion carried (4,0).

**Quarterly Review of Grants/Agency Visit Reports**

Mr. Chance stated that due to COVID there has been limited access to the grant recipients, he has not done any agency visits. Ms. Cornwell stated that they have still had to have walk-through visits done for various purposes and they have been completed virtually with a device going through the building. Mr. Baker stated that the RFP went out and is due back on May 3<sup>rd</sup>. There was discussion with the agencies about if they had heard from the state about funding. Mr. Baker suggested hearing the presentations from the agencies at the May meeting, then rewarding the grants to the agencies at the June meeting. The Board was in agreement with that schedule.



## **Public Comments**

Easterseals – Ms. Schifeling stated that Easter Seals would not be doing their telethon this year and instead would be doing a community rally, which started last Saturday with their Run, Walk, Roll event, where they had 455 participants. This will wrap up this Saturday at the Hero Walk in Bloomington.

CWTC – Ms. Gratton stated that Ms. Cornwell has been working with them on virtually meeting with legislators to make sure they are not forgotten in the budget and are educating new legislators about their services. They currently have about 80% staff back for their day programs but are currently putting a hold due to increased cases. Over the last quarter, they had 17 individuals that got jobs in the community.

Camp Big Sky – Ms. Atchley stated that they will begin their 18<sup>th</sup> camp season on May 5<sup>th</sup>. They will be following CDC guidelines, only having 2 groups per day. They are collaborating with master gardeners through the U of I Extension to build a new sensory garden this year. They will have their volunteer training program start May 26<sup>th</sup> and goes for six weeks, with just one group at a time. They are also working with the Center for Prevention of Abuse to talk to individuals about healthy relationships. They are working on updating necessary upgrades to their aging infrastructure to maintain safety. The floating docks are over 14 years old and they are looking to replace those with volunteers. The 12<sup>th</sup> annual fishing tournament is on May 15<sup>th</sup> at Giant Goose Ranch, where they hope to have around 20 participants. There will be a training this weekend to make sure they know how to cast and get fitted for life jackets. This event is open to the public. Every Saturday this month have been workdays, getting the camp ready for opening, volunteers are always welcome.

EPIC – Ms. Cornwell stated that Ryan Spain is back on the Human Services Committee, which is a positive to have someone from the area on that committee and they are hopeful that he will continue to advocate. She also stated that for their Art Program, she is contributing to the Spring Open House for the plants, for the greenhouse on May 1<sup>st</sup>. There will be a succulent bar, where you can purchase succulents. They had a staff member that was Certified in Customized Employment. The open house has been secured for September 9<sup>th</sup> for the chambers after hours, to celebrate the 71 years that EPIC has been around.

Best Buddies – Mr. LaCosse stated they are hosting the Best Buddies signature walk this Saturday, both in person and virtual. They will be working to open more schools in the fall with Best Buddies friendship chapters and they are looking for more schools in the area that are open to this programming. Starting in May, they will be hosting Financial Fridays to learn more about financial wellness and the best ways to navigate the difficulties of their finances. They are looking to add more individuals to these sessions. It's free to anyone in the area for anyone that has an intellectual or physical disability and their family.

There was discussion around the agencies and their individuals getting vaccinated and if there was vaccine hesitancy or not.

## **Adjournment**

Being no further business, Ms. Harant made a motion to adjourn the meeting. Motion was seconded by Mr. Chance. The meeting ended at 11:39 am.

**CARE & TREATMENT BOARD MEETING  
ATTENDANCE RECORD**

***MEETING DATE:*** May 19, 2021

= Members who attended

Alyssa Herman

Joyce Harant

Todd Baker

Greg Chance

Andrew Rand

# Peoria County Board Health Committee

## Emergency Management Agency Monthly Report – May 2021

### Significant Events (Incident Reports)

- COVID-19
  - Disaster Declaration Issued 03/18/2020 and reauthorized monthly
  - COVID-19: Peoria Co./City of Peoria EOC Activation 03/04/2020
    - EOC Briefs – held every other week
  - COVID-19: IDPH Local Health Dept. Check-in Webinar – weekly on Mondays
  - COVID-19: IDPH Local Health Dept. Mass Vaccination Office Hours – weekly on Tuesdays
  - COVID-19: IDPH Peoria Regional Conference Call – weekly on Fridays
  - COVID-19: IEMA Deputy Director Update Webinar – weekly on Fridays
  - COVID-19: Peoria Co. Healthcare Preparedness Coalition Call – held every other week
  - COVID-19: PCCHD COVID-19 Vaccination Team Meetings – weekly on Monday

### Grant Management

- Emergency Management Performance Grant (EMPG) FY20 Quarter 5 Report Submitted

### Meeting Attendance

- Tri-County Local Emergency Planning Committee Meeting – 04/20/2021
- Peoria Co. Weather Spotter Team 2021 Spring Meeting – 04/21/2021
- Peoria Co. Healthcare Preparedness Coalition Meeting – 04/27/2021

### Drill/Exercise Participation

- Peoria Area Maritime Security Full-scale Exercise Concept and Objectives Meeting – 04/26/2021

### Training Attendance

- NA

### Equipment Status

- NA

### Outreach

- NA

### Misc.

- Illinois Emergency Management Agency Accreditation submission – 05/11/2021
  - Peoria Co. Emergency Operations Plan approval – 04/26/2021

## AGENDA BRIEFING

**COMMITTEE:** Health  
**MEETING DATE:** May 25, 2021

**LINE ITEM:** n/a  
**AMOUNT:** n/a

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**ISSUE:** Sustainability & Resource Conservation Update

Following are highlights of recent activities and upcoming events and projects

### Collections:

- **Electronics Collection**  
The collection the week of April 26<sup>th</sup> at Kuusakoski Recycling in Peoria. This event was open 7am-3pm Monday through Wednesday and half day on Thursday for residential drop-off. Kuusakoski did reach capacity of their storage receiving 270,000 pounds of electronics.
- **Household Hazardous Waste Event**  
IEPA is partnering to provide an annual collection for 5 units of local government including Peoria County. The county was provided with a tentative date of September 18, 2021.

### Composting

- Three food scrap collection starter packs were given away on the County's Sustainability page. These subscriptions can be used at the food scarp composting kiosk located at 1311 SW Adams, Peoria or at the Tazewell County site.

### Education

- **Tri-County Green Heroes**  
Peoria County SRC partners with WMBD, Tazewell and Woodford county health departments for Tri-County Green Heros. This program recognizes businesses or organizations that are committed to conserving resources through composting, recycling, local sourcing and employee education. Businesses can be nominated through [www.HealthyHOI.org](http://www.HealthyHOI.org)  
There were no nominees this month
- **Clean Water Celebration**
- Event has gone online with a virtual environmental classroom with the Peoria Riverfront as the backdrop. Students can navigate through with a recycling avatar to visit various stations for activities and view presentations, including a zero-waste station.
- **Recycling Campaign**  
An ongoing Facebook campaign entitled "Sustainability Sunday" features educational tips for residents. Each week in April expanded on different types of composting.

### Landfill Committee

- Receipts have been steadily declining the past few years, March and April receipts were up over 2020.
- The next Peoria City County Landfill Committee is scheduled for June 23rd at 3:00pm
- An amendment was made to the City County Landfill agreement for an alternate recycling drop-off location. See following brief and resolution

- 2.1 acres of wetland will be disturbed with Landfill 3 site development. Remediation for this development will be a lake rehabilitation project. This on-site project will allow for additional soil management, and stronger water management across the property while habitat is maintained.
- Agendas/documents can be found at [www.peoriagov.org/boards-commissions/](http://www.peoriagov.org/boards-commissions/) Select Solid Waste Disposal Committee (Landfill)

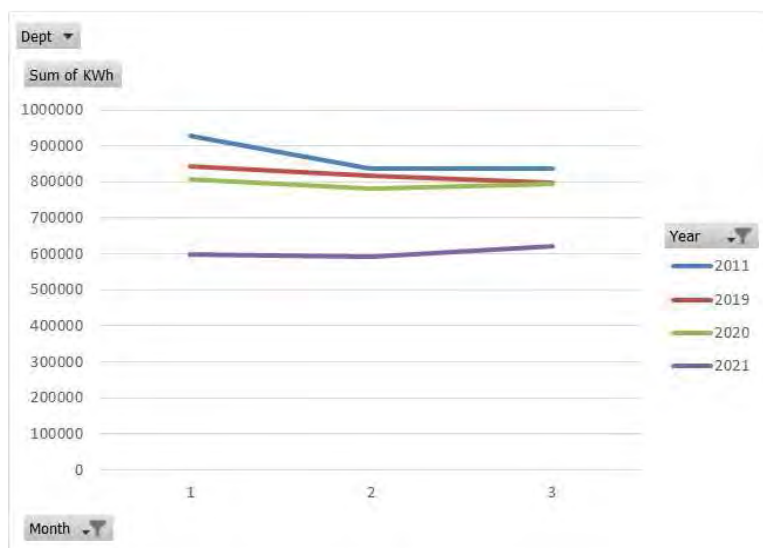
## Regional Food Council

- Regional Food Council of Central Illinois continues to meet virtually
- Building out guides and information on the resource library for food system stakeholders.
- Staff will continue to serve on the council, update Facebook page and host monthly webinars with local food system stakeholders.
- A collaborative feasibility study being conducted by the Illinois Sustainable Technology Center’s Technical Assistance Program, Feeding Illinois, the Illinois Specialty Growers Association, and the Illinois Farm Bureau. [go.illinois.edu/farm2foodbanksurvey](http://go.illinois.edu/farm2foodbanksurvey) This feasibility study works to close the gap on farm to food bank to reduce waste and infuse healthy foods into food banks.

## Sustainability Update

- Sustainability team is meeting bimonthly to review efforts in outlined in the Sustainability plan.
- Updates on County operations/facilities:
  - Jail facilities staff have installed 1605/ 5,040 4’ LED bulbs. Courthouse facilities staff are installing one floor at a time 4943 4’ LED bulbs and have reached approximately 75% of installation.
- First Quarter 2021 electric and natural gas use follows.

## All Facility Electric 1Q 2021

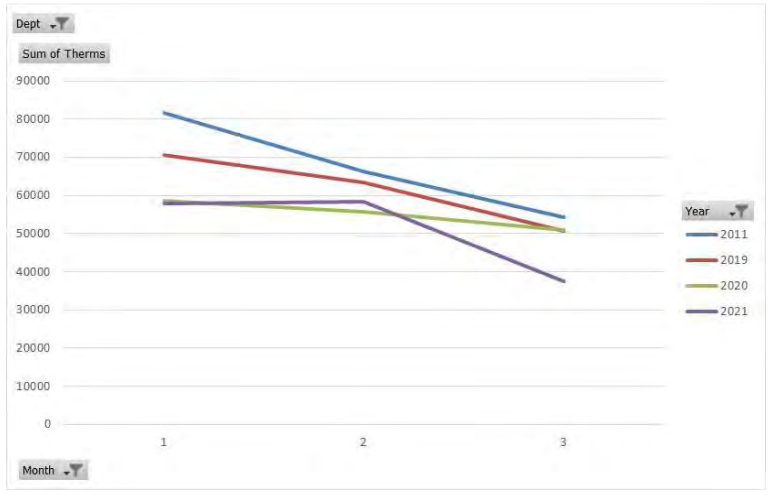


Facilities included: Bel- Wood, Care and Treatment, Courthouse, Dries Lane, Election Commission, EMA, Gift Ave, Hamilton parking deck, Heddington Oaks, Highway, Jail, JDC, PCAPS, and Health Department.

Notes: 2011 usage includes Bel-Wood and Care and Treatment facilities. 2019 and 2020 usage includes Heddington Oaks and Election Commission

Sum of KWh	Year	2011	2019	2020	2021
Month 1		926990	842539	807948	599186
Month 2		837083	817727	782349	592147
Month 3		838356	798772	793388	621422
Grand Total		2602429	2459038	2383685	1812755

### All Facility Natural Gas 1 Q 2021



Sum of Therms	Year	2011	2019	2020	2021
Month 1		81549	70608	58519	57858
Month 2		66386	63369	55820	58435
Month 3		54244	50716	50966	37591
Grand Total		202179	184693	165305	153884

Facilities included: Bel- Wood, Care and Treatment, Courthouse, Dries Lane, Election Commission, EMA, Gift Ave, Hamilton parking deck, Heddington Oaks, Highway, Jail, JDC, PCAPS, and Health Department.

Notes: 2011 usage includes Bel-Wood and Care and Treatment facilities. 2019 and 2020 usage includes Heddington Oaks and Election Commission

### COUNTY BOARD GOALS:



**HEALTHY VIBRANT COMMUNITIES**

**PREPARED BY** Becca Cottrell  
**DATE:** May 14, 2021

**DEPARTMENT:** Sustainability & Resource Conservation

## AGENDA BRIEFING

**COMMITTEE:** County Health Committee  
Finance Audit & Legislative Affairs Committee

**LINE ITEM:** Contractual

**MEETING DATE:** May 25, 2021 / May 25, 2021

**AMOUNT:** \$500,000

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**ISSUE:**

For RESOLUTION: Budget Amendment for COVID-19 vaccination costs eligible for FEMA Public Assistance

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**BACKGROUND/DISCUSSION:**

The Peoria City/County Health Department was notified by FEMA that Public Assistance is available for COVID-19 vaccination costs incurred from January 20, 2020 through September 30, 2021. Contractual costs incurred to form and operate strike teams to go into Peoria County communities and operate mobile vaccination clinics to equitably administer and dispense COVID-19 vaccinations will be 100% reimbursed.

The COVID-19 vaccination costs eligible for FEMA Public Assistance includes:

- Contractual: \$500,000
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**COUNTY BOARD GOALS:**



**FINANCIAL STABILITY**



**EFFECTIVE SERVICE DELIVERY**



**HEALTHY VIBRANT COMMUNITIES**



**WORKFORCE DEVELOPMENT**

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**STAFF RECOMMENDATION:**

**APPROVAL FOR A BUDGET AMENDMENT TO RECOGNIZE UP TO \$500,000.00  
IN SPENDING AUTHORITY AND REVENUES FOR THE PEORIA CITY/COUNTY  
HEALTH DEPARTMENT.**

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**COMMITTEE ACTION:**

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**PREPARED BY:** Monica Hendrickson, MPH / Public Health Administrator

**DEPARTMENT:** Peoria City/County Health Department

**DATE:** 5/18/2021



# Coronavirus (COVID-19) Pandemic: Medical Care Eligible for Public Assistance (Interim) (Version 2)

## FEMA Policy #104-21-0004

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### BACKGROUND

Under the President's March 13, 2020 COVID-19 nationwide emergency declaration<sup>1</sup> and subsequent major disaster declarations for COVID-19, state, local, tribal, and territorial (SLTT) government entities and certain private non-profit (PNP) organizations are eligible to apply for assistance under the FEMA Public Assistance (PA) Program. This interim policy is applicable to eligible PA Applicants only and is exclusive to emergency and major disaster declarations for COVID-19. This revision supersedes the version of this policy issued on May 9, 2020.

### PURPOSE

This interim policy defines the framework, policy details, and requirements for determining the eligibility of medical care work and costs under the PA Program to ensure consistent and appropriate implementation across all COVID-19 emergency and major disaster declarations. Except where specifically stated otherwise in this policy, assistance is subject to PA Program requirements as defined in Version 3.1 of the Public Assistance Program and Policy Guide (PAPPG) published on April 1, 2018.<sup>2</sup>

### PRINCIPLES

- A. FEMA will provide assistance for medical care provided under COVID-19 declarations to improve the abilities of communities to effectively respond to the COVID-19 Public Health Emergency.
- B. FEMA will implement this policy and any assistance provided in a consistent manner through informed decision making and review of an Applicant's supporting documentation.

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<sup>1</sup> [www.fema.gov/news-release/2020/03/13/covid-19-emergency-declaration](http://www.fema.gov/news-release/2020/03/13/covid-19-emergency-declaration).

<sup>2</sup> Version 3.1 of the PAPPG is applicable to all COVID-19 declarations and is available on the FEMA website at [www.fema.gov/sites/default/files/2020-03/public-assistance-program-and-policy-guide\\_v3.1\\_4-26-2018.pdf](http://www.fema.gov/sites/default/files/2020-03/public-assistance-program-and-policy-guide_v3.1_4-26-2018.pdf).





- C. FEMA will engage with interagency partners, including the U.S. Department of Health and Human Services' (HHS) Office of the Assistant Secretary for Preparedness and Response (ASPR), the Administration for Children and Families (ACF), the Centers for Disease Control and Prevention (CDC), the Health Resources and Services Administration (HRSA), the Centers for Medicare and Medicaid Services (CMS), and the U.S. Department of Treasury to ensure this assistance is provided in a coordinated manner without duplicating assistance.

## REQUIREMENTS

### A. APPLICABILITY

Outcome: To establish the parameters of this policy and ensure it is implemented in a manner consistent with program authorities and appropriate to the needs of the COVID-19 Public Health Emergency.

1. This policy applies to:
  - a. All Presidential emergency and major disaster declarations under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), as amended, issued for the COVID-19 Public Health Emergency and is applicable to work performed on or after January 20, 2020.
  - b. Eligible PA Applicants under the COVID-19 emergency declaration or any subsequent COVID-19 major disaster declaration, including:
    - i. SLTT government entities; and
    - ii. PNP organizations that own or operate medical facilities, as defined in Title 44 of the Code of Federal Regulations (44 C.F.R.) § 206.221(e)(5).
  - c. This policy does not apply to any other emergency or major disaster declaration.

### B. GENERAL ELIGIBILITY CONSIDERATIONS FOR COVID-19 MEDICAL CARE

Outcome: To define the overarching framework for all eligible medical care work related to COVID-19 declarations.

1. All work must be required as a direct result of the COVID-19 pandemic incident in accordance with 44 C.F.R. § 206.223(a)(1).
2. Medical care and associated costs refer to assistance to support the provision of medical care, including eligible facility, equipment, supplies, staffing, and wraparound services (as defined in the **Definitions** section at the end of this document), as well as assistance for clinical care of patients not covered by another funding source as described throughout this policy.



### 3. Equitable Pandemic Response and Recovery

- a. As stated in [“Executive Order on Ensuring an Equitable Pandemic Response and Recovery,”](#) dated January 21, 2021, COVID-19 has a disproportionate impact on communities of color and other underserved populations, including members of the LGBTQI+ community, persons with disabilities, those with limited English proficiency, and those living at the margins of our economy.
- b. Through September 30, 2021, FEMA is funding the entire cost of the emergency protective measures made eligible by this policy.
- c. As a condition of receiving this financial assistance, Recipients and Subrecipients must focus the use of FEMA funding on the highest-risk communities and underserved populations as determined by established measures of social and economic disadvantage (e.g., the CDC Social Vulnerability Index). Recipients and Subrecipients must prioritize limited resources to ensure an equitable pandemic response. Failure to adhere to this policy could result in funding reductions and/or delays.
- d. FEMA will monitor compliance with this grant condition in concert with the obligations set forth in 44 C.F.R. part 7 and Title VI of the Civil Rights Act of 1964 that no person on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving financial assistance from FEMA; and the requirement of Stafford Act Section 308 (42 U.S.C. 5151) that distribution of disaster relief be accomplished in an equitable and impartial manner, without discrimination on the grounds of race, color, religion, nationality, sex, age, disability, English proficiency, or economic status.

### C. ELIGIBLE MEDICAL CARE WORK AND COSTS

Outcome: To establish parameters for eligible medical care work and costs for COVID-19 declarations.

#### 1. Primary Medical Care Facility.

For medical care provided in a primary medical care facility (as defined in the **Definitions** section at the end of this document), work must be directly related to the treatment of COVID-19 patients. Work may include both emergency and inpatient treatment of COVID-19 patients; this includes both confirmed and suspected cases of COVID-19. Medical care related to treatment of a non-COVID-19 illness or injury in a primary medical care facility is not eligible. The following medical care activities and associated costs are eligible in primary medical care facilities.



- a. Emergency and inpatient clinical care for COVID-19 patients, including, but not limited to:
  - i. Emergency medical transport related to COVID-19;
  - ii. Triage and medically necessary tests and diagnosis related to COVID-19;
  - iii. Necessary medical treatment of COVID-19 patients; and
  - iv. Prescription costs related to COVID-19 treatment.
  
- b. Purchase, lease, and delivery of specialized medical equipment necessary to respond to COVID-19 (equipment purchases are subject to disposition requirements<sup>3</sup>);
  
- c. Purchase and delivery of Personal Protective Equipment (PPE),<sup>4</sup> durable medical equipment, and consumable medical supplies necessary to respond to COVID-19 (supply purchases are subject to disposition requirements<sup>5</sup>);
  - i. This includes the costs of eligible SLTT government Applicants providing PPE to any public or private medical care facility that treats COVID-19 patients.
  
- d. Medical waste disposal related to COVID-19; and
  
- e. Certain labor costs associated with medical staff providing treatment to COVID-19 patients may be eligible as outlined below. Any labor costs for medical staff that are included in patient billing and/or otherwise covered by another funding source (as described in **Section D.4 Duplication of Benefits** of this policy) are not eligible for PA. Otherwise, the following labor costs may be eligible:
  - i. Overtime for budgeted medical staff providing treatment to COVID-19 patients;
  - ii. Straight time and overtime for temporary medical staff providing treatment to COVID-19 patients; and
  - iii. Straight time, overtime, and other necessary costs for contract medical staff providing treatment to COVID-19 patients. Work and associated costs must be consistent with the scope of the contract and may include costs for travel, lodging, and per diem for contract medical staff from outside the local commuting area.
  
- f. For primary medical care facilities, increased operating costs for administrative activities (such as medical billing) are not eligible.<sup>6</sup>

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<sup>3</sup> As described in Chapter 2:V.E. Disposition of Purchased Equipment and Supplies of the PAPPG (V3.1).

<sup>4</sup> PPE includes items such as N95 and other filtering respirators, surgical masks, gloves, protective eyewear, face shields, and protective clothing (e.g., gowns).

<sup>5</sup> As described in Chapter 2:V.E. Disposition of Purchased Equipment and Supplies of the PAPPG (V3.1).

<sup>6</sup> See Chapter 2:VI.B.2. Expenses Related to Operating a Facility or Providing a Service of the PAPPG (V3.1).



## 2. Temporary and Expanded Medical Facilities.<sup>7</sup>

FEMA may approve work and costs associated with temporary medical facilities or expanded medical facilities when necessary in response to the COVID-19 Public Health Emergency. These facilities may be used to treat COVID-19 patients, non-COVID-19 patients, or both, as necessary. Medical care activities and associated costs related to treating both COVID-19 and non-COVID-19 patients in a temporary or expanded medical facility may be eligible.

- a. Costs must be reasonable and necessary based on the actual or projected need.
- b. Eligible costs for temporary and expanded medical facilities include:
  - i. All eligible items and stipulations included in **Section C.1 Primary Medical Care Facility**, but applicable to both COVID-19 and non-COVID-19 patients;
  - ii. Lease, purchase, or construction costs, as reasonable and necessary, of a temporary facility as well as reasonable alterations to a facility necessary to provide medical care services;<sup>8</sup>
  - iii. Mobilization and demobilization costs associated with setting up and closing the temporary or expanded medical facility;
  - iv. Operating costs including equipment, supplies, staffing, wraparound services (as defined in the **Definitions** section at the end of this document), and clinical care not covered by another funding source; ; and
  - v. Maintenance of a temporary or expanded medical facility in an operationally ready but unused status available for surge capacity for COVID-19 readiness and response when necessary to eliminate or lessen an immediate threat to public health and safety, based on public health guidance, location of areas expected to be impacted, and local/state hospital bed/ICU capacity.
- c. For contract costs related to establishing and/or operating a temporary or expanded medical facility, contracts must include a termination for convenience clause that will be implemented if the site is ultimately not needed, or the needs are less than projected, as determined by the legally responsible entity.
  - i. Ongoing and projected needs regarding continuing operations at a temporary or expanded medical facility should be based on regular assessments and the Applicant must document the review process to support its decision making.
  - ii. The assessments should include adjustments to projected needs based on guidance from public health officials, caseload trends, and/or other predictive modeling or methodologies; lead times and associated costs for

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<sup>7</sup> Temporary medical facilities may include Alternate Care Sites or Community Based Testing Sites if eligible work and costs related to these facilities are incurred by eligible PA Applicants.

<sup>8</sup> As described in Chapter 2:VI.B.17(e) and (g) of the PAPPG (V3.1).



- scaling up or down based on projected needs; and any other supporting information.
- iii. The assessments and supporting information are necessary to determine eligibility of claimed costs and should align with PA reasonable cost guidance provided in the PAPPG<sup>9</sup> and the *Public Assistance Reasonable Cost Evaluation Job Aid*.<sup>10</sup>
  - d. Costs related to expanding a primary medical care facility to effectively respond to COVID-19 must be feasible and cost effective. In most cases, permanent renovations are not eligible unless the Applicant can demonstrate that the work can be completed in time to address COVID-19 capacity needs and is the most cost-effective option. Permanent renovations and other improvements to real property with PA funds are subject to real property disposition requirements.<sup>11</sup>
  - e. For temporary and expanded medical facilities, and the specific type of temporary medical facilities known as Alternate Care Sites, administrative activities and associated costs necessary for the provision of essential medical services are eligible.

### 3. Vaccinations

Work and associated costs to support the distribution and administration of COVID-19 vaccines may be eligible for PA. The federal government will provide the vaccine itself at no cost. There may be additional costs incurred to support the distribution and administration of the vaccine. Such costs may be eligible for PA funding when they are necessary to effectively distribute and administer COVID-19 vaccines consistent with established vaccine protocols, CDC and/or other applicable public health guidance, and PA program requirements. Eligible work and costs under PA include:

- a. Community vaccination centers.<sup>12</sup>
- b. PPE, other equipment, and supplies required for storing, handling, distributing/transporting, and administering COVID-19 vaccinations.
  - i. PPE includes items necessary for proper handling and administration of vaccinations as well as handling dry ice for storage and transportation needs;
  - ii. Equipment includes coolers, freezers, temperature monitoring devices, and portable vaccine storage units for transportation;
  - iii. Supplies include emergency medical supplies (for emergency medical care needs that may arise in the administration of the vaccine), sharps

<sup>9</sup> As described in Chapter 2:V. Cost Eligibility of the PAPPG (V3.1).

<sup>10</sup> The Public Assistance Reasonable Cost Evaluation Job Aid is available on the FEMA website at [www.fema.gov/media-library/assets/documents/90743](http://www.fema.gov/media-library/assets/documents/90743).

<sup>11</sup> As described in Chapter 2:V.F. Disposition of Real Property of the PAPPG (V3.1).

<sup>12</sup>For PA eligibility, community vaccination sites are considered temporary medical facilities consistent with Section C.2. Temporary and Expanded Medical Facilities of this policy.



- containers (for medical waste), and supplies necessary for proper storage like dry ice; and,
- iv. Transportation support such as refrigerated trucks and transport security when reasonable and necessary.
  - c. Facility support costs, including leasing space for storage and/or administration of vaccines, utilities, maintenance, and security.
  - d. Additional staff, if necessary, including medical and support staff not paid for by another funding source and consistent with FEMA PA labor policies.<sup>13</sup>
  - e. Onsite infection control measures and emergency medical care for COVID-19 vaccination administration sites.
    - i. Masks/cloth facial coverings for patients;<sup>14</sup>
    - ii. Disinfection of facility and equipment in accordance with CDC guidance;<sup>15</sup>
    - iii. Temperature scanning, including purchase and distribution of handheld temperature measuring devices and associated supplies;
    - iv. Acquisition and installation of portable temporary physical barriers, such as plexiglass barriers and medical screens/dividers;
    - v. Medical waste disposal related to vaccinations; and
    - vi. Onsite emergency medical care to address adverse reactions to vaccinations or other emergency medical care needs that may arise while administering COVID-19 vaccinations.
  - f. Resources to support mobile COVID-19 vaccination in remote areas and/or transportation support for individuals with limited mobility or lack of access to transportation, when reasonable and necessary.
    - i. Equipment and supplies necessary for proper storage, handling, and transport in accordance with CDC guidance to support mobile vaccination units;
    - ii. Medical and support staff for mobile vaccination units in accordance with PA labor policies and this policy; and
    - iii. Transportation to and from vaccination sites for individuals with limited mobility. "Limited mobility" includes individuals with disabilities that require transportation assistance and individuals that are otherwise unable to get to and from vaccination sites without transportation assistance.

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<sup>13</sup> See Chapter 2:A. Applicant (Force Account) Labor of the PAPPG (V3.1).

<sup>14</sup> For this policy, face masks, such as cloth face coverings, are not considered PPE. See <https://www.fda.gov/food/food-safety-during-emergencies/use-respirators-facemasks-and-cloth-face-coverings-food-and-agriculture-sector-during-coronavirus>. Note that FDA has issued an emergency use authorization (EUA) for face masks/cloth face coverings for use by members of the general public and for healthcare personnel in healthcare settings. See [www.fda.gov/media/137121/download](https://www.fda.gov/media/137121/download).

<sup>15</sup> [www.cdc.gov/coronavirus/2019-ncov/community/cleandisinfect/index.html](https://www.cdc.gov/coronavirus/2019-ncov/community/cleandisinfect/index.html).



# FEMA

- g. Federally Qualified Health Centers– Vaccine-related costs incurred by a Federally Qualified Health Center (FQHC),<sup>16</sup> Rural Health Clinics and Critical Access Hospitals that are not covered by HHS or another funding source. FQHCs fall under the authority of HHS. PA funding can be provided for eligible costs that are not covered under this authority or another source of funding.
- h. Communications to disseminate public information regarding vaccinations including translation and interpretation services as necessary.<sup>17</sup> This may also include work and costs associated with setting up and operating a call center or website, when reasonable and necessary, for the purpose of sharing vaccination information with the public and/or to support the implementation and management of COVID-19 vaccination plans.
- i. Information Technology (IT) equipment and systems, when reasonable and necessary, for patient registration and tracking, vaccine-related inventory management, and/or analytics and reporting needs.
  - i. To the extent possible, vaccination providers should utilize existing IT systems and processes for managing the distribution and administration of COVID-19 vaccines.
  - ii. The CDC also developed the Vaccine Administration Management System (VAMS)<sup>18</sup> for jurisdictions and healthcare providers that do not have existing IT systems for vaccination management. VAMS is an optional, web-based application that supports planning and execution for temporary, mobile, or satellite COVID-19 vaccination clinics.
  - iii. In the event existing IT systems and VAMS are both inadequate to meet the needs of vaccination providers, IT equipment and systems necessary for the distribution and administration of COVID-19 vaccines are eligible for PA.
  - iv. The systems should collect demographic data required under the Stafford Act and consistent with guidance from FEMA, and the system must be able to report data to FEMA when requested.
- j. Training and technical assistance specific to the proper storage, handling, distribution,<sup>19</sup> and administration of COVID-19 vaccinations in accordance with CDC guidance.
- k. Vaccination administration consistent with equitable pandemic response and recovery.

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<sup>16</sup> For more information on FQHCs, visit [www.hhs.gov/guidance/sites/default/files/hhs-guidance-documents/FQHC-Text-Only-Factsheet.pdf](http://www.hhs.gov/guidance/sites/default/files/hhs-guidance-documents/FQHC-Text-Only-Factsheet.pdf).

<sup>17</sup> Stafford Act, Section 403(a)(3)(F) and (G); and as described at Chapter 2:VI.B. Emergency Protective Measures (Category B) at page 58 of the PAPPG (V3.1).

<sup>18</sup> See [www.cdc.gov/vaccines/covid-19/reporting/vams/index.html](http://www.cdc.gov/vaccines/covid-19/reporting/vams/index.html) for more information on VAMS.

<sup>19</sup> CDC Vaccine Storage and Handling Toolkit



- i. Recipients and Subrecipients of FEMA assistance shall collect data on race, ethnicity and disability status.<sup>20</sup> Recipients must also make best efforts to collect additional anonymized equity-focused person-level data, including information on primary language, and sexual orientation or gender identity (SO/GI). Recipients and Subrecipients must incorporate these data in their development of short-term targets for the equitable deployment of FEMA financial assistance and identify data sources, proxies, or indices, including demographic data disaggregated to reveal socioeconomic, racial, linguistic, age, gender, disability, and other indices that will enable recipients to develop short-term targets for equitable delivery of FEMA-funded assistance and to reach communities of color and other underserved populations.
- ii. Recipients and Subrecipients must submit to FEMA information documenting the following for sites selected for vaccination administration every 30 days:
  - a) For each site, provide a score on the CDC’s Social Vulnerability Index or a similar social deprivation, disadvantage, or vulnerability composite index.
  - b) A description of how the location of the site(s)—relative to other candidate locations—best advances FEMA’s focus on supporting the highest-risk communities. This justification may also include a comparison of vaccination rates for demographic groups by geographic area.
  - c) A site strategy to operationalize equitable access including, but not limited to:
    - 1) A plan for community outreach and engagement, both before and during implementation;
    - 2) A registration process that advances equity with a focus on prioritizing minoritized, marginalized, and otherwise disadvantaged groups;
    - 3) Equitable physical design of the site, including transportation and accessibility considerations; and
    - 4) A plan for ongoing evaluation and continuous improvement to ensure equitable access.

## D. GENERAL ELIGIBILITY CONSIDERATIONS FOR COVID-19 COSTS

Outcome: To provide additional information about eligible costs and cost-related considerations.

1. **Allowability of Costs.** To be eligible, claimed costs must be allowable under 2 C.F.R.

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<sup>20</sup> Consistent with the Office of Management and Budget (OMB) minimum standard collection categories as per OMB Statistical Policy Directive No. 15.





part 200.<sup>21</sup> In considering allowability, FEMA will evaluate, among other factors:

- a. Whether the cost was necessary and reasonable in order to respond to the COVID-19 pandemic. A cost is considered reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.<sup>22</sup> For COVID-19 declarations, FEMA will use Medicare rates<sup>23</sup> as the basis to determine reasonable costs for eligible clinical care not covered by another funding source. Both patient payments and insurance payments are considered another funding source; clinical care for which providers have received or will receive payments from patients or insurance is not eligible.
  - b. Whether the cost conforms to standard PA program eligibility and other federal requirements.<sup>24</sup>
  - c. Whether the applicant followed its established practices and policies and procedures that apply when federal funding is not available, including standard billing and fee collection.<sup>25</sup>
    - i. FEMA will not require Applicants to create a new billing process at temporary medical facilities described in C.2 and C.3.
    - ii. All work conducted and costs incurred in Primary Medical Care Facilities described in C.1 should follow the facility's standard billing practice.
    - iii. If the Primary Medical Care Facility described in C.1 did not follow its standard billing practice, the Applicant must demonstrate why following such practices would have increased an immediate threat to life and demonstrate that all costs not reimbursed by FEMA followed the same procedures.
  - d. Whether the cost is documented with sufficient detail for FEMA to evaluate its compliance with federal laws, rules and other PA program requirements.<sup>26</sup>
2. **Cost Share for COVID-19 Declarations.** PA funding authorized under COVID-19 declarations is subject to the following cost share provisions:
- a. In accordance with the February 17, 2021 memorandum from the FEMA Recovery Assistant Administrator titled "100% Federal Cost Share for COVID-19 Public Assistance Funding," FEMA will increase the federal cost share for all

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<sup>21</sup> 2 CFR 200.403.

<sup>22</sup> 2 CFR 200.403(a) and 404.

<sup>23</sup> FEMA will use standard Medicare rates that do not include the 20 percent increase in COVID-19 Medicare DRG rates implemented by the CARES Act.

<sup>24</sup> See 2 CFR 200.403(b),(d),(e).(f) and (h) and PAPPG V3.1 (2018), and [www.fema.gov/grants/procurement](http://www.fema.gov/grants/procurement) for additional guidance.

<sup>25</sup> 2 CFR 200.403(c).

<sup>26</sup> 2 CFR 200.302(a).



COVID-19 declarations from 75 percent to 100 percent for eligible work performed or to be performed from January 20, 2020 through September 30, 2021.

- b. For previously awarded projects, FEMA will obligate additional funding to increase the federal funding from 75 percent to 100 percent. To minimize the administrative burden and expedite assistance, FEMA will obligate the additional 25 percent on each project via automatic amendments. Subsequently, any previously awarded donated resource project must be de-obligated. Donated resources are only eligible to offset the non-federal cost share which is no longer applicable to COVID-19 declarations.

### 3. Procurement Requirements for COVID-19 Declarations.<sup>27</sup>

- a. States and territorial governments are required to follow their own procurement procedures as well as the federal requirements for procurement of recovered materials and inclusion of required contract provisions per 2 C.F.R. §§ 200.317, 200.322, and 200.326.<sup>28</sup>
- b. Tribal governments, local governments, and PNPs must comply with the requirements of 2 C.F.R. §§ 200.318-200.326.
- c. In accordance with the March 17, 2020 memorandum from the FEMA Acting Associate Administrator for the Office of Response and Recovery, and the FEMA Assistant Administrator for the Grant Programs Directorate, for the duration of the Public Health Emergency, as determined by HHS, local governments, tribal governments, nonprofits, and other non-state entities may proceed with new and existing non-competitively procured contracts using the exigent/emergency circumstances exception in 2 C.F.R. § 200.320(c)(3). Additional resources on COVID-19 specific to grants are also available at [www.fema.gov/grants](http://www.fema.gov/grants) under “News and Announcements” and [www.fema.gov/coronavirus](http://www.fema.gov/coronavirus).
- d. SLTT governments may contract with medical providers, including private entities, to carry out any eligible activity described in **Section C. Eligible Medical Care by Facility** of this policy.
- e. Contracts must include an actionable termination for convenience clause that will be implemented if any part of the contract scope of work is ultimately not needed, or the needs are less than projected, as determined by the legally responsible entity. Ongoing and projected needs should be based on regular reviews and the

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<sup>27</sup> Additional guidance regarding procurement standards is available at [www.fema.gov/grants/procurement](http://www.fema.gov/grants/procurement).

<sup>28</sup> For additional guidance regarding required contract clauses, see the Procurement Disaster Assistance Team’s “FEMA Contract Provisions Template” (2019 ed.) available online at [www.fema.gov/media-library-data/1569959119092-92358d63e00d17639d5db4de015184c9/PDAT\\_ContractProvisionsTemplate\\_9-30-19.pdf](http://www.fema.gov/media-library-data/1569959119092-92358d63e00d17639d5db4de015184c9/PDAT_ContractProvisionsTemplate_9-30-19.pdf).



Applicant must document the review process to support its decision making. All claimed contract costs must be necessary and reasonable pursuant to applicable federal regulations and federal cost principles.

#### 4. Duplication of Benefits.

Pursuant to Section 312 of the Stafford Act, FEMA is prohibited from providing financial assistance where such assistance would duplicate funding available from another program, insurance, or any other source for the same purpose.

- a. FEMA cannot duplicate assistance provided by HHS or other federal departments and agencies. This includes, but is not limited to, funding provided by the programs listed below. FEMA is providing this list as a helpful reference, but SLTT government entities and PNPs should consult with the appropriate federal agency and the terms and conditions of each program or source of funding to determine what funding may be considered duplicative.
  - i. The Public Health Emergency Preparedness Cooperative Agreement Program;
  - ii. The Public Health Crisis Response Cooperative Agreement;
  - iii. The Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases;
  - iv. The Hospital Preparedness Program Cooperative Agreement;
  - v. The Regional Ebola and Other Special Pathogen Treatment Centers Cooperative Agreement;
  - vi. The National Emerging Special Pathogens Training and Education Center Cooperative Agreement;
  - vii. The Hospital Association COVID-19 Preparedness and Response Activities Cooperative Agreement;
  - viii. The Partnership for Disaster Health Response Cooperative Agreement;
  - ix. The Coronavirus Relief Fund and the Provider Relief Fund;
  - x. The COVID-19 Uninsured Program
  - xi. The Paycheck Protection Program; and
  - xii. The Immunizations and Vaccines for Children Cooperative Agreement.
  
- b. FEMA cannot provide PA funding for clinical care and other costs funded by another source, including private insurance, Medicare, Medicaid/CHIP, other public insurance, a pre-existing private payment agreement, or the COVID-19 Uninsured Program for uninsured patients.<sup>29</sup> The Applicant must certify that it has not received and does not anticipate receiving assistance from these sources or any other source for the same work or costs. FEMA will deobligate any PA funding that has been provided in the event that another source provides funds to the Applicant for the same clinical care or other costs.

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<sup>29</sup> The COVID-19 Uninsured Program reimburses for testing and clinical care costs for the uninsured which is being provided at Medicare rates.



**FEMA**

- c. At no time will FEMA request or accept any Personally Identifiable Information related to the medical care of individual COVID-19 patients or for any other individual.
- d. FEMA will reconcile final funding based on any funding provided by another agency or covered by insurance or any other source for the same purpose. FEMA will coordinate with HHS to share information about funding from each agency to assist in preventing duplication of benefits.

**5. Time Limitations for the Completion of Work.**

- a. For all COVID-19 declarations, FEMA has extended the deadline in accordance with regulatory timeframes for emergency work at 44 C.F.R. §206.204(d) beyond six months of the date of the declaration and will notify applicants no less than 30 days prior to establishment of the deadline.

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**Keith Turi**  
**Assistant Administrator, Recovery Directorate**

March 15, 2021

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**Date**



## ADDITIONAL INFORMATION

### REVIEW CYCLE

This interim policy will be reviewed periodically during the COVID-19 Public Health Emergency period. The Assistant Administrator for the Recovery Directorate is responsible for authorizing any changes or updates. This interim policy will sunset with the closure of the national emergency declaration for COVID-19 and any subsequent major disaster declarations for COVID-19.

### AUTHORITIES and REFERENCES

#### Authorities

- Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121-5207, as amended
- Title 44 of the Code of Federal Regulations, Part 206, Subpart H
- Title 2 of the Code of Federal Regulations, Part 200

#### References

- Public Assistance Program and Policy Guide, Version 3.1

### DEFINITIONS

To establish consistent terminology for purposes of implementing this policy, the following definitions are provided below. These definitions are specific to this policy and may differ from definitions prescribed for the same or similar terms in other policies.

1. **Medical Care:** Medical Care refers both to assistance provided to support the provision of medical care and assistance for clinical care. Examples of medical care support include eligible facility, equipment, supplies, and staffing costs.
2. **Clinical Care:** Clinical Care refers to medical treatment of individual patients including testing, diagnosis, treatment, hospitalization, prescriptions, and other costs associated with individual patient treatment typically billed to individual patients, their insurance carriers, Medicare, Medicaid, or other pre-existing payment agreements.
3. **Primary Medical Care Facility:** A primary medical care facility is the facility owned and/or operated by an eligible PA Applicant that provides medical care services. This includes any licensed hospital, outpatient facility, rehabilitation facility, or facility for long-term care.
4. **Temporary Medical Facility:** A temporary medical facility is a facility separate from the primary medical care facility that is used to provide medical care services when the primary medical care facility is overwhelmed by the declared event.



5. **Expanded Medical Facility:** An expanded medical facility is part of the primary medical care facility and refers to an expansion of the primary medical care facility to increase its capacity when the primary medical care facility is overwhelmed by the declared event.
6. **Alternate Care Sites:** Alternate Care Site is a type of Temporary Medical Facility and broadly describes any building or structure of opportunity converted for healthcare use. It provides additional healthcare capacity and capability for an affected community separate from a traditional, established healthcare institution, though healthcare institutions may partner with eligible Applicants operating an Alternate Care Site.
7. **Community-Based Testing Sites:** Community-Based Testing Sites are strategically located sites within a community operated by a SLTT government for the purpose of providing COVID-19 testing to members of the community.
8. **Wraparound Services:** Wraparound services in the context of this policy are the same as those defined in the Alternate Care Site Toolkit. The services will differ at each temporary medical facility. Such services include, but are not limited to, the following: linen and laundry services; food preparation and delivery; biomedical waste removal, including contaminated items such as personal protective equipment; perimeter fencing; contracted security guards; professional cleaning; and other related services. The toolkit and other Alternate Care Site resources are available on the HHS website at <https://asprtracie.hhs.gov/technical-resources/111/covid-19-alternate-care-site-resources>.

## MONITORING AND EVALUATION

FEMA will closely monitor the implementation of this policy through close coordination with regional and field staff, as appropriate, as well as interagency partners and SLTT stakeholders.

## QUESTIONS

Applicants should direct questions to their respective FEMA regional office.

TO THE HONORABLE COUNTY BOARD )  
 )  
COUNTY OF PEORIA, ILLINOIS )

Your County Health Committee and Your Finance Audit & Legislative Affairs Committee do hereby recommend passage of the following Resolution.

Re: Budget Amendment for COVID-19 vaccination costs eligible for FEMA Public Assistance

**RESOLUTION**

**WHEREAS**, the Federal Emergency Management Agency (FEMA) notified Peoria City/County Health Department that Public Assistance is available for COVID-19 vaccination costs incurred from January 20, 2020 through September 30, 2021, and;

**WHEREAS**, Peoria City/County Health Department is utilizing a mobile strike-team approach in administering vaccinations based on the state's vaccination planning guide and health equity approach, and;

**WHEREAS**, outreach and engagement includes working with faith-based, social service agencies and community champions to determine locations in under-served and vulnerable populations as well as assisting in advertising and making of appointments, and;

**WHEREAS**, Peoria City/County Health Department utilizes a web-based system to register for appointments, but also has partnered with 2-1-1 for individuals to get assistance making calls, allows for walk-in vaccinations at strike team locations, and sets aside appointments from our dose-saver wait list, and;

**WHEREAS**, the physical space for mobile sites requires wheelchair and physical needs are addressed, privacy is maintained, social-distancing requirements and waiting areas, and;

**WHEREAS**, sites are determined by their ability to reach underserved populations and evaluated by the number of appointments, and;

**WHEREAS**, data is collected through the state's immunization registry (ICARE) to assess progress in addressing gaps by zip code, age-range, and demographics on a weekly basis, and;

**WHEREAS**, the Peoria City/County Health Department seeks a budget amendment for the purposes of increasing its spending authority related to the Public Assistance revenues that will be received, subject to the final approval of the Federal Emergency Management Agency (FEMA), as follows:

Contractual:	<u>\$500,000</u>
TOTAL:	\$500,000

**NOW, THEREFORE, BE IT RESOLVED**, that the Peoria City/County Health Department's FY2021 appropriation is increased to reflect the FEMA Public Assistance funding in the spending category as shown herein.

RESPECTFULLY SUBMITTED,  
COUNTY HEALTH COMMITTEE  
FINANCE AUDIT AND LEGISLATIVE AFFAIRS COMMITTEE

## AGENDA BRIEFING

**COMMITTEE:** Health Committee  
**MEETING DATE:** May 25, 2018 @ 11:30am

**LINE ITEM:** n/a  
**AMOUNT:** n/a

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**ISSUE:** Third Amendment to the Landfill Agreement

### BACKGROUND:

Attached please find a Third Amendment to the Landfill Agreement, which adjusts the location of one of the four recycling drop off locations from the identified sites in the Landfill Agreement effective December 11, 2009.

This Third Amendment to the Landfill Agreement replaces section 16b of the Landfill Agreement “ PDC Laboratories, INC located at 2231 W Altorfer Drive, Peoria IL 61615” with “ Lot 4,5 or 6 in Galena Road Industrial Park located at North Old Galena Road, Chillicothe, Illinois”

The Third Amendment to the Landfill Agreement reflects a proposal provided by PDC Services, Inc., as an alternate location to ensure safety and better service delivery than the site identified in the Landfill Agreement.

The Peoria City/County Landfill Committee approved this Third Amendment to the Landfill Agreement at the May 12, 2021 meeting.

**RECOMMENDATION:** Request to Approve the Third Amendment to the Landfill Agreement.

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### COUNTY BOARD GOALS:



HEALTHY VIBRANT COMMUNITIES

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**PREPARED BY:** Becca Cottrell  
**DATE:** May 17, 2021

**DEPARTMENT:** Sustainability & Resource Conservation



### THIRD AMENDMENT TO LANDFILL AGREEMENT

THIS THIRD AMENDMENT TO LANDFILL AGREEMENT ("Agreement") is made and effective \_\_\_\_\_, 2021, by and among the COUNTY OF PEORIA, ILLINOIS, a body politic and corporate (the "County"), the CITY OF PEORIA, ILLINOIS, a municipal corporation (the "City") (the County and the City shall be collectively referred to as the "Owners"), the JOINT CITY OF PEORIA-COUNTY OF PEORIA SOLID WASTE DISPOSAL FACILITY BOARD (the "Committee") and PEORIA CITY/COUNTY LANDFILL, INC., an Illinois corporation (the "Contractor").

#### **RECITALS**

WHEREAS, the Owners, the Committee and the Contractor entered into a certain Landfill Agreement effective December 11, 2009, as amended by First Amendment To Landfill Agreement effective May 10, 2012, as amended by Second Amendment to Landfill Agreement effective June 30, 2018 (collectively the "Landfill Agreement");

WHEREAS, the Owners, the Committee and the Contractor desire to amend the Landfill Agreement to effectuate certain changes and revisions thereof;

NOW, THEREFORE, for and in consideration of the foregoing recitals, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Owners, the Committee and the Contractor, intending to be legally bound, hereby amend the Landfill Agreement as follows:

1. Section 16 of the Landfill Agreement is deleted in its entirety and the following is substituted in lieu thereof:

#### **16. RECYCLING DROP-OFF SITES**

Commencing upon the acceptance of Municipal Waste at the Expansion Solid Waste Facility, the Contractor shall provide the County, at no cost, with four (4) recycling drop-off sites for the placement of containers to increase the convenience of recycling for residents and businesses in Peoria County. In addition, the Contractor shall arrange for the servicing of these sites at no cost to the County. The four (4) recycling drop-off sites will be located at the following places:

- (a) Wigand Disposal Company located at 19908 N. Route 29, Chillicothe, IL 61523
- (b) Lot 4, 5 or 6 in Galena Road Industrial Park located at North Old Galena Road, Chillicothe, Illinois.
- (c) PDC Services, Inc. located at 1113 N. Swords Avenue, Peoria, IL 61604.
- (d) Peoria Disposal Company located at 4349 Southport Road, Peoria, IL 61615.

In addition, upon the acceptance of Municipal Waste at the Expansion Solid Waste Facility, the Contractor shall service, upon mutually agreed upon collection rates, four (4) recycling drop-off sites at locations arranged for by the County.

The Contractor shall retain all proceeds from the sale of recyclable material collected at the above recycling drop-off sites.

2. Except as hereinabove set forth, the Landfill Agreement shall remain unmodified and be in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized officers or representatives on the date first above written.

COUNTY OF PEORIA

CITY OF PEORIA

By: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_

Attest:

Attest:

By: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_

JOINT CITY OF PEORIA-COUNTY OF  
PEORIA SOLID WASTE DISPOSAL  
FACILITY BOARD

PEORIA CITY/COUNTY LANDFILL,  
INC.

By: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_

Attest:

By: \_\_\_\_\_  
Its: \_\_\_\_\_



# Lake Rehabilitation and Wetlands Enhancement Peoria City/County Landfill

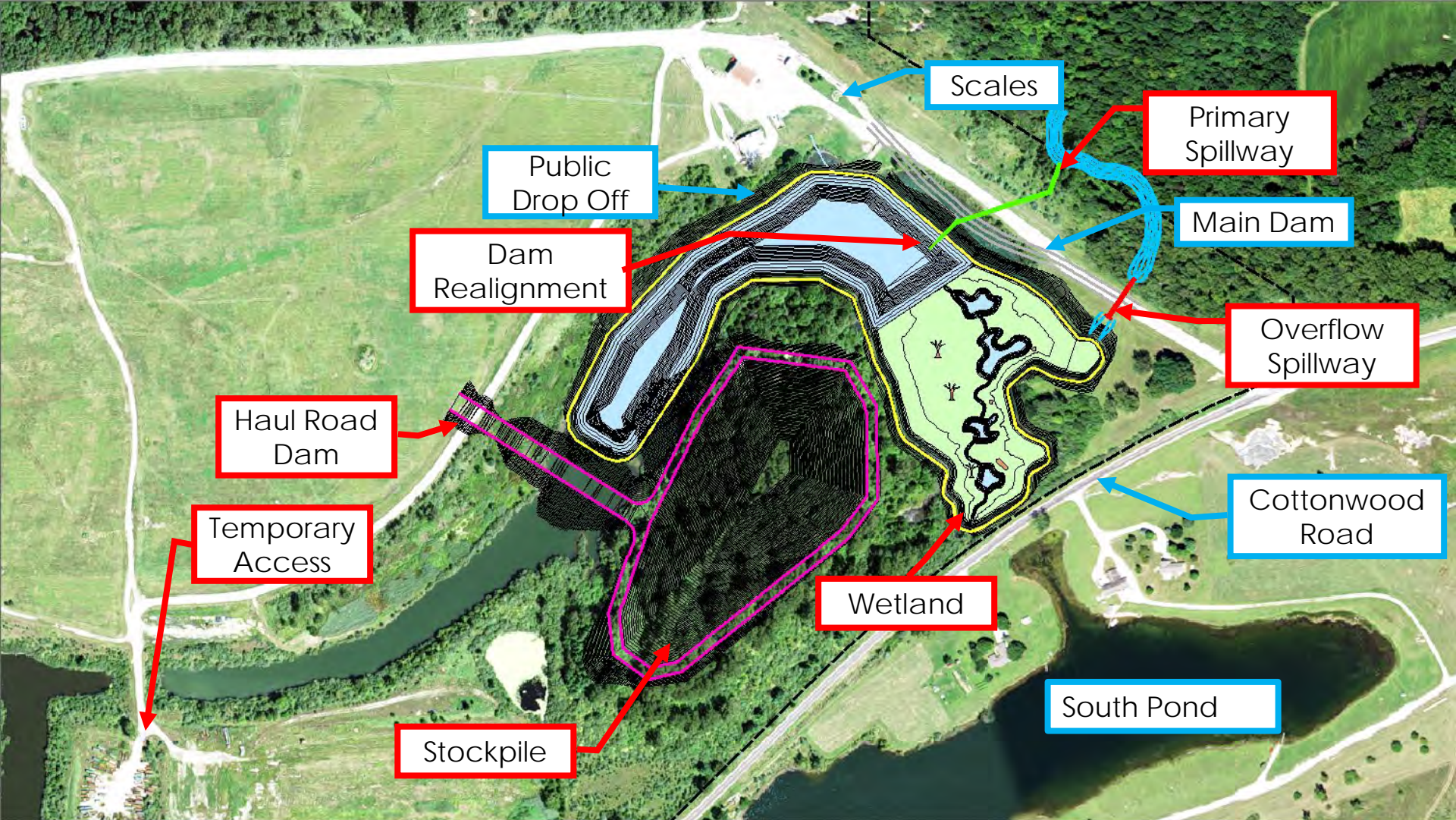


**April 20, 2021**

# Site Map - Existing



# Site Map - Proposed



# Dam Size Classification

SIZE CLASSIFICATION	IMPOUNDING CAPACITY (AC-FT)	DAM HEIGHT FEET
Small	< 1,000	< 40
Intermediate	> 1,000 to	> 40 to < 100
	< 50,000	
Large	> 50,000	> 100

# Dam Hazard Classification

Size Classification	Principal Spillway			Total Spillway		
	Class I (High)	Class II (Significant)	Class III (Low)	Class I (High)	Class II (Significant)	Class III (Low)
Small	100-YR	50-YR	25-YR	0.5PMF*	100-YR	100-yr
Intermediate	100-YR	50-YR	25-YR	PMF*	0.5PMF*	100-yr

Haul Road Dam

Main Dam (~80-ft)

\*PMF – Probable Maximum Flood

# Watershed Map

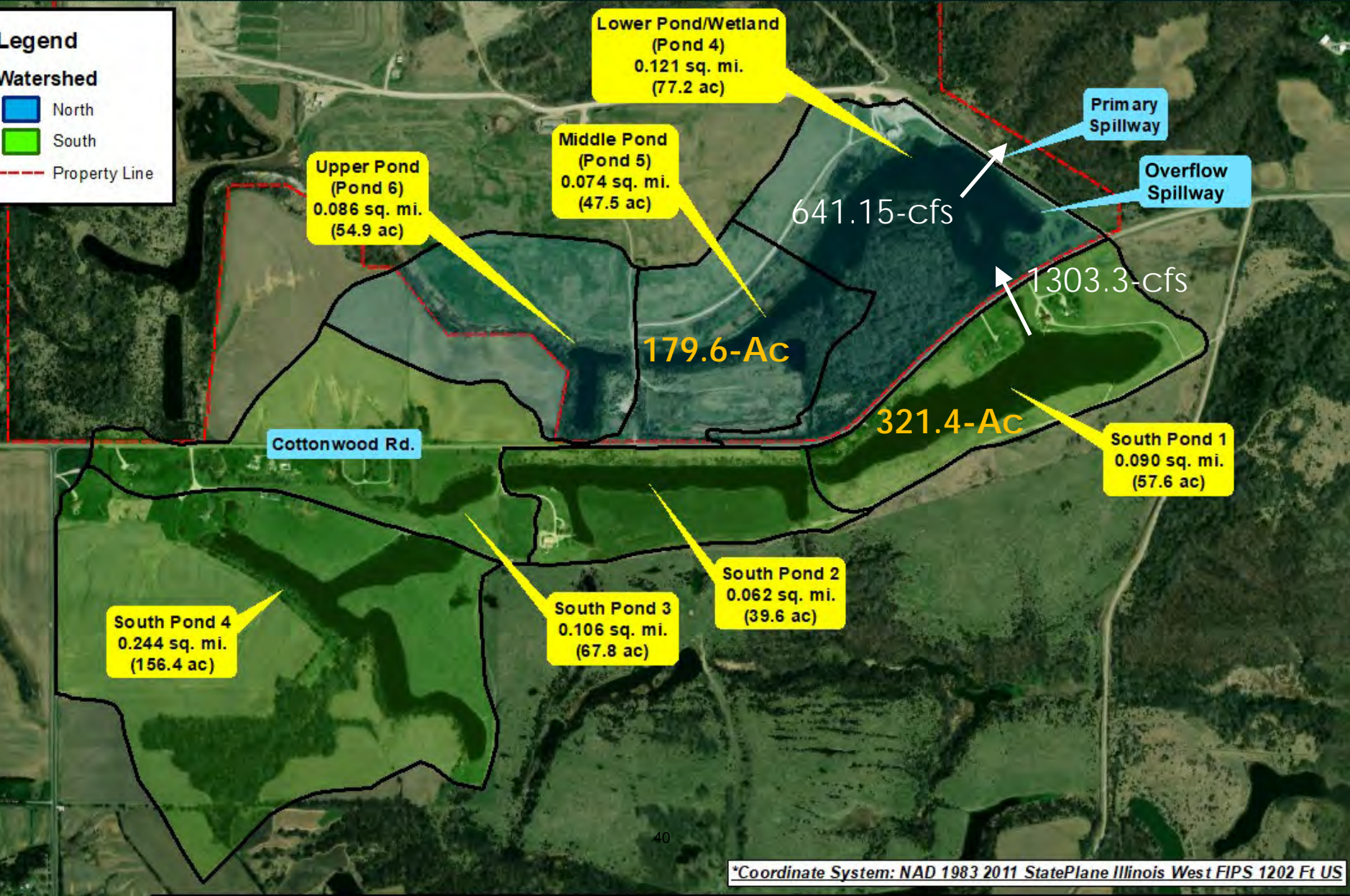
## Legend

### Watershed

North

South

Property Line

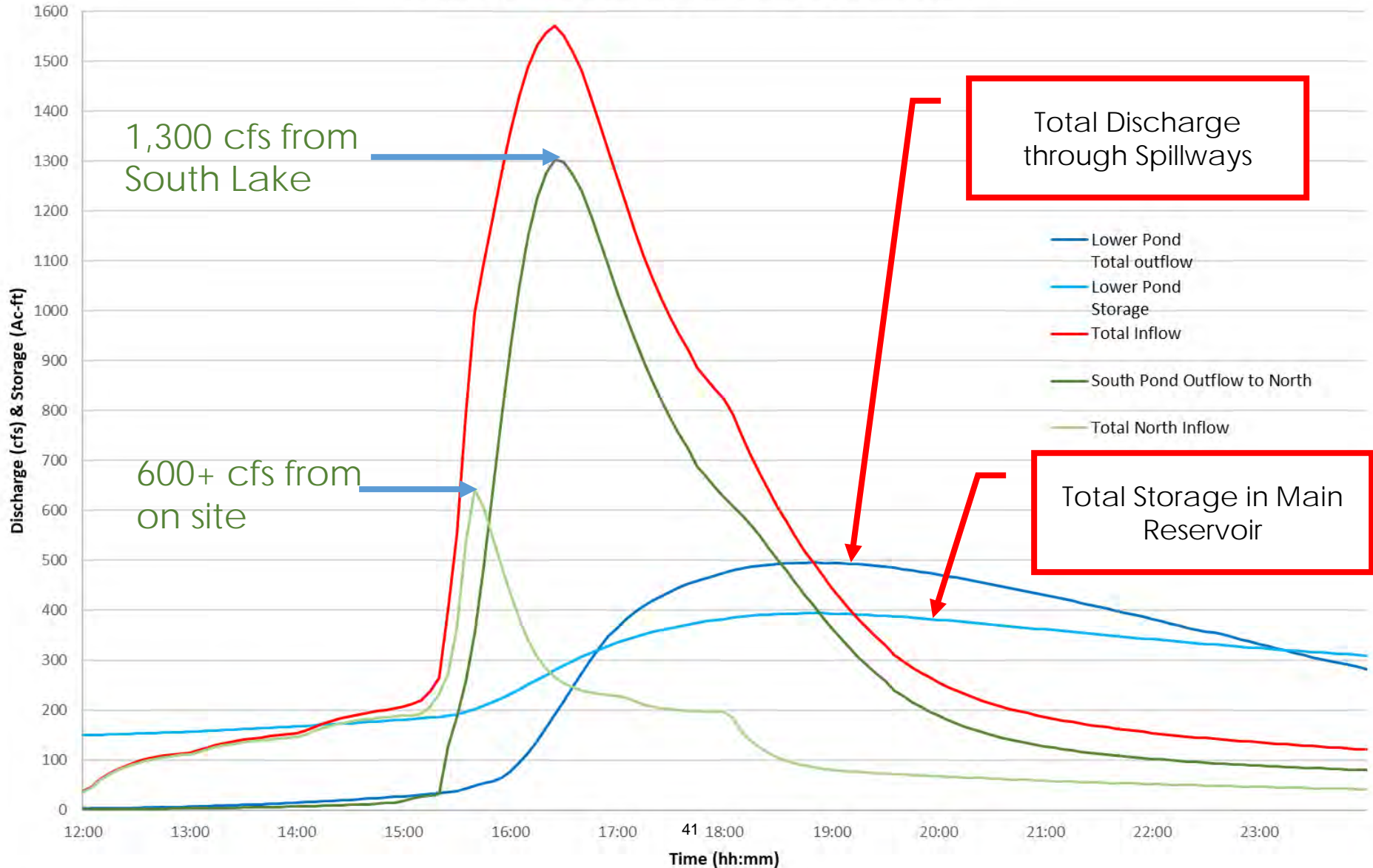




# Flow Hydrographs – Proposed Spillway

(Normal Pool = 615.0-ft, Top of Dam = 632.9-ft)

### 0.5xPMF Peak Reservoir Inflow vs Outflow



# Table of Discharges and Elevations

<b>Total Spillway Discharge (cfs)</b>			
Precipitation Event	No Dam	Existing	Proposed (631.7)
5-YR	49.7	7.5	14.2
10-YR	61.8	9.8	21.6
50-YR	101.6	14.1	53.1
100-YR	127.3	15.5	61.3
0.5xPMF	1672.2	665.9	495.5

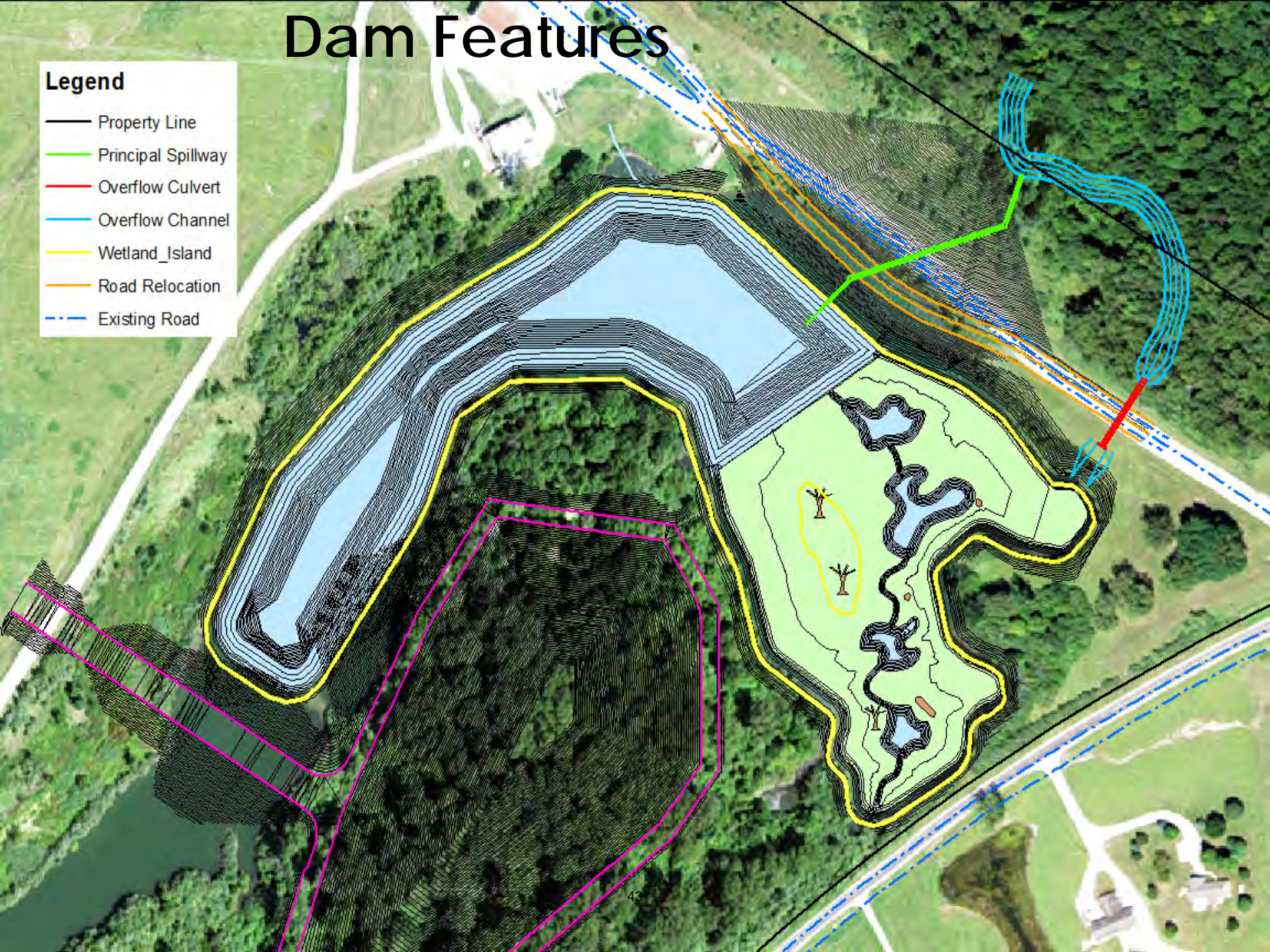
Dam Overtops

<b>Freeboard (ft)</b>		
Precipitation Event	Existing	Proposed
<b>Top of Dam</b>	<b>631.7</b>	<b>631.7</b>
5-YR	6.6	14.9
10-YR	5.9	14.4
50-YR	4.1	12.4
100-YR	3.3	11.7
0.5xPMF	-1	3.5

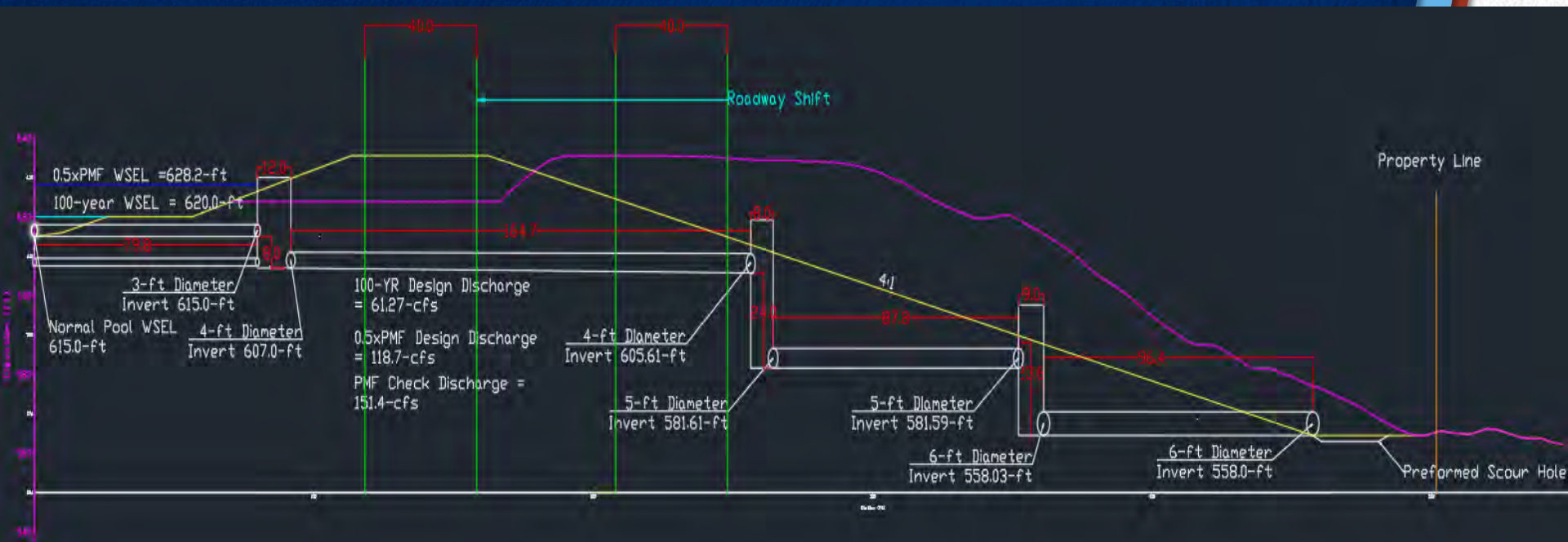
Dam Overtops

# Dam Features

- Legend**
- Property Line
  - Principal Spillway
  - Overflow Culvert
  - Overflow Channel
  - Wetland\_Island
  - Road Relocation
  - Existing Road

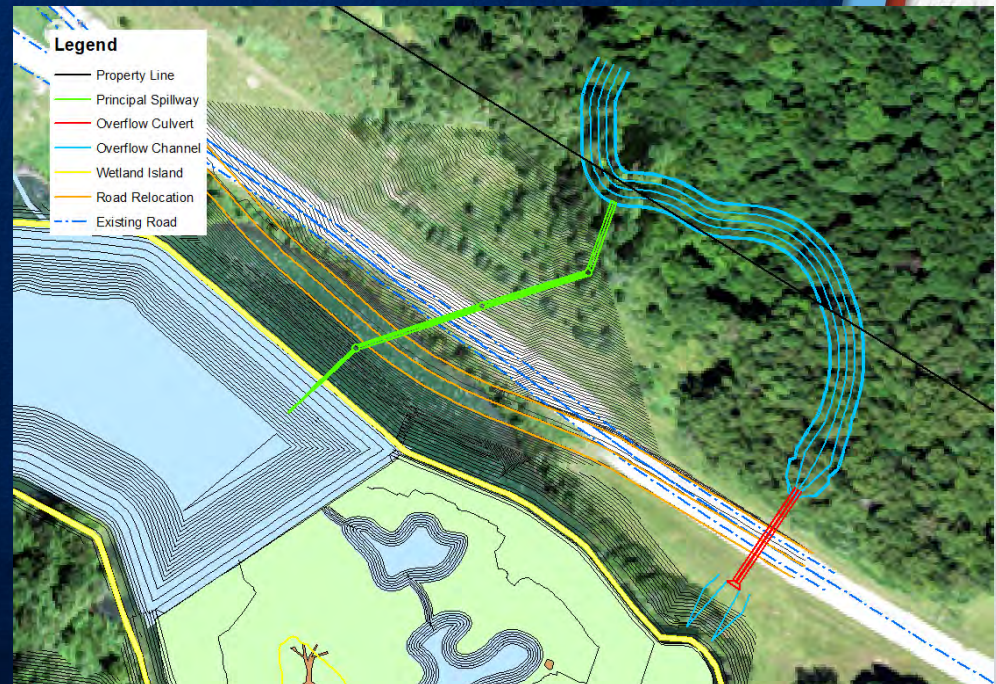


# Principal Spillway Concept 4:1 Slope Dam Crest 632-ft (Match Existing Top Dam)



# Overflow Spillway

- Activates above 100-YR
- Three 4x4 box culverts under entrance road
  - Elevation 620-ft
  - Maintain road profile
- Protected channel
- Energy dissipating riprap
- 0.5xPMF Capacity – 400 cfs



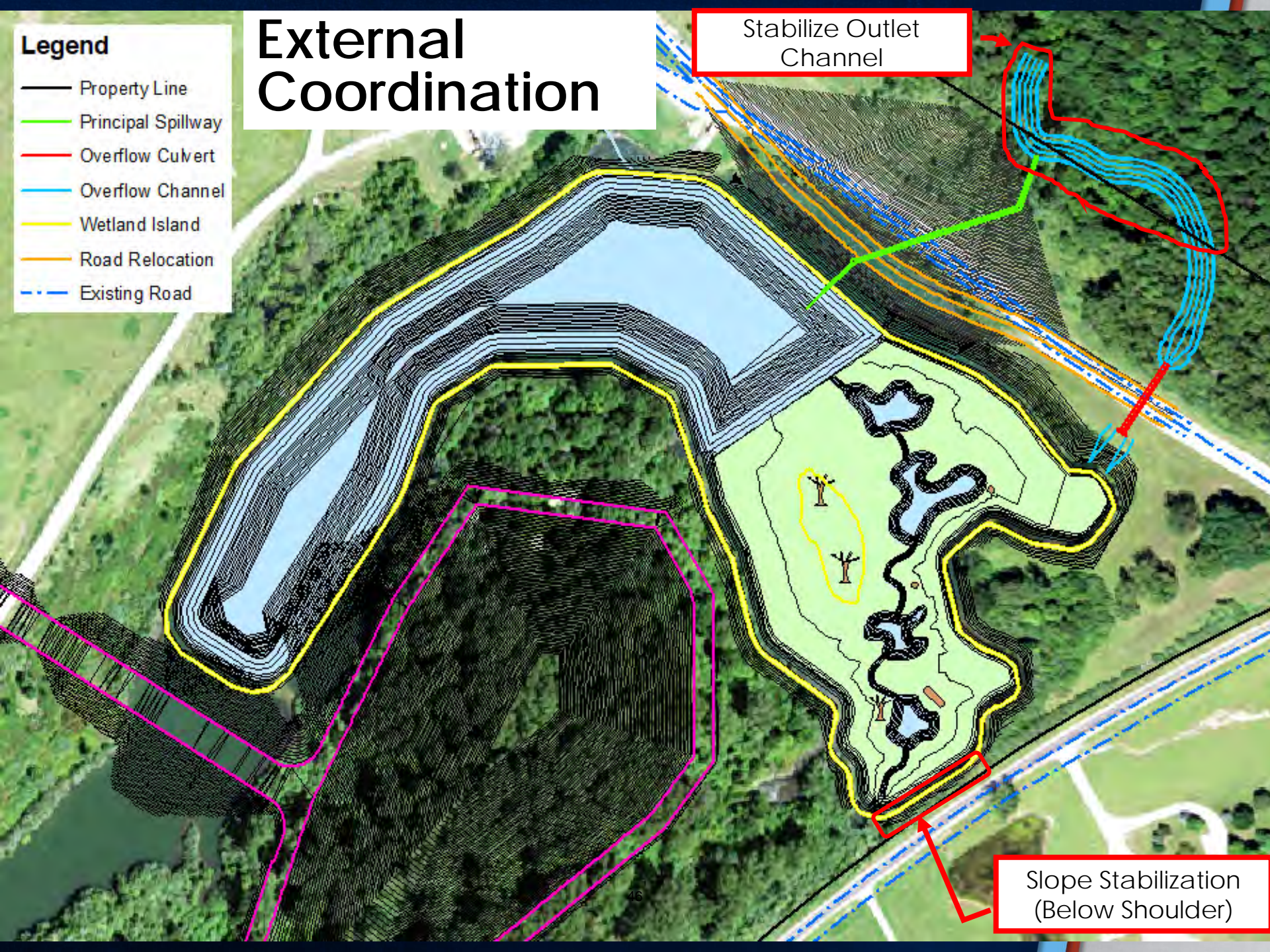
# External Coordination

## Legend

- Property Line
- Principal Spillway
- Overflow Culvert
- Overflow Channel
- Wetland Island
- Road Relocation
- - Existing Road

Stabilize Outlet Channel

Slope Stabilization (Below Shoulder)



# Wetlands Conceptual Design



## LEGEND

- NORMAL POOL = 815'
- POOL
  - CHANNEL
  - EMERGENT WETLAND
  - UPLAND PRAIRIE
  - PEDESTRIAN BRIDGE
  - ROOSTING TREES
  - LOAFING LOGS
  - PEDESTRIAN TRAIL

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**CONCEPTUAL WETLANDS MITIGATION PLAN**

PEORIA CITY/COUNTY LANDFILL NO. 3  
PEORIA COUNTY, ILLINOIS

HANSON  
Hanson Professional Services Inc.

HANSON NO. 20L0016 FIGURE NO. 2

Hanley, Christopher E.

Patton, Mark A.

Robert D. Carman Trust

Patton, Mark A.

Patton, Mark A.

1226200009

1225100015

1226200013

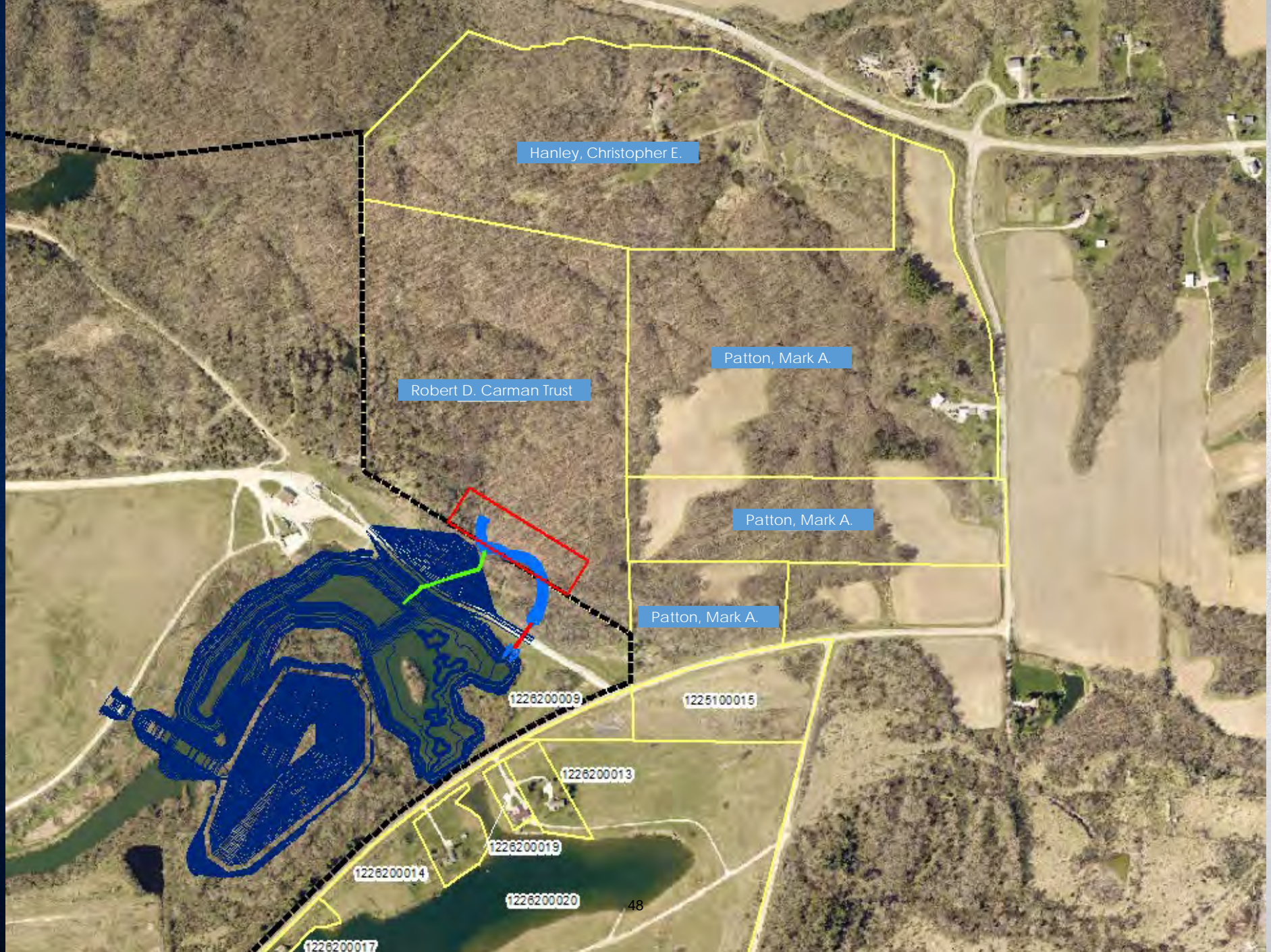
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1226200020

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48





1223400008

1224300020

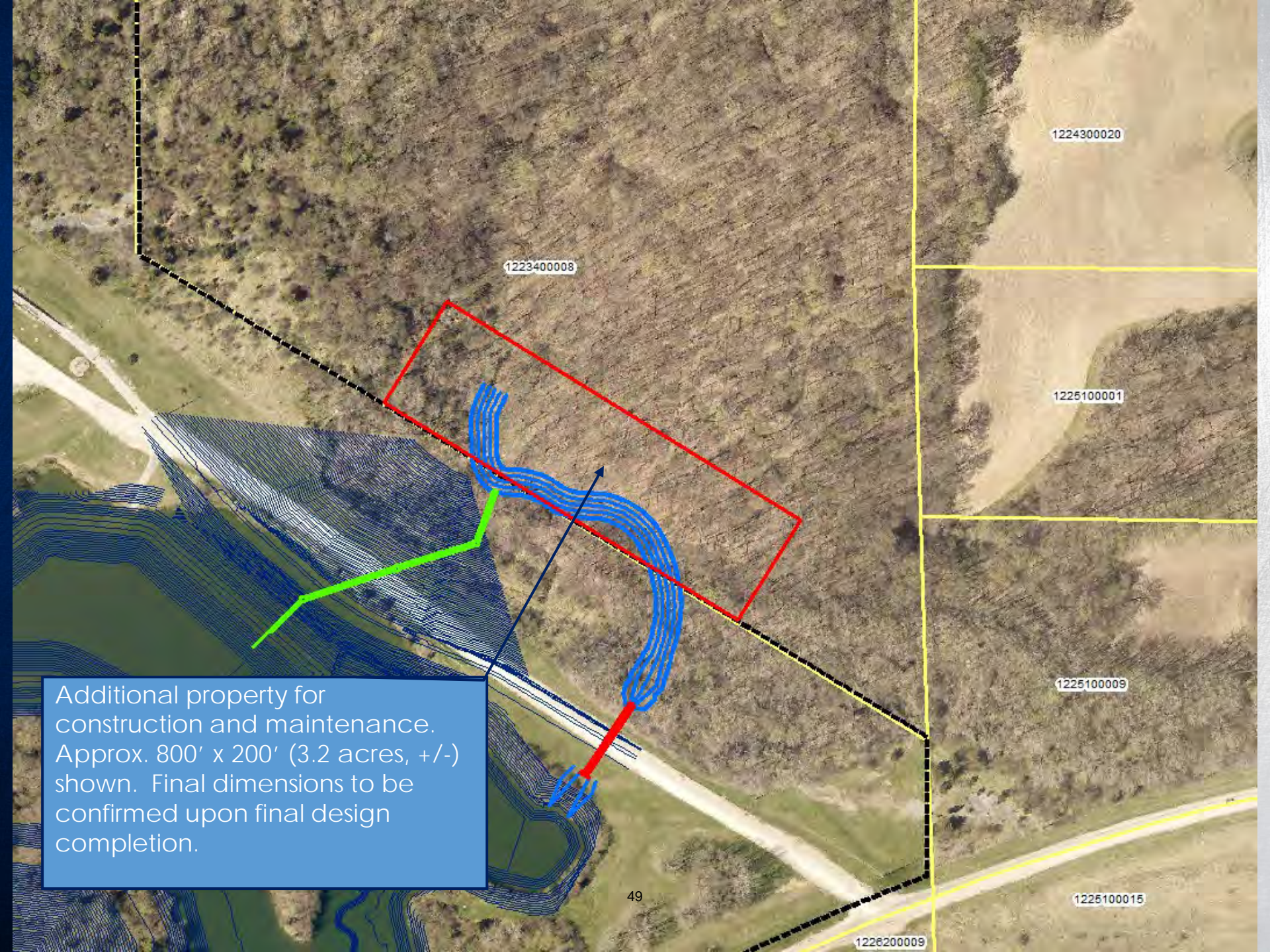
1225100001

1225100009

1225100015

1226200009

Additional property for construction and maintenance. Approx. 800' x 200' (3.2 acres, +/-) shown. Final dimensions to be confirmed upon final design completion.



# Questions?

# PROJECT DELIVERY METHODS

## Basics:

- ★ Project delivery consists of planning, design, construction, and other services necessary for organizing, executing, and completing a building facility.
- ★ What are the fundamental decisions that an owner must make?
  - ◇ What type of project delivery method to use?
  - ◇ What will be the procurement method?
  - ◇ What will the contract be like?
- ★ Generally, 3 parties are involved in the process:
  - ◇ Owner
  - ◇ Designer
  - ◇ Builder

## Types of Project Delivery

- ★ Design-Bid-Build (D-B-B)
- ★ Design-Build (D-B)
- ★ Construction Management-at-Risk (CMAR)

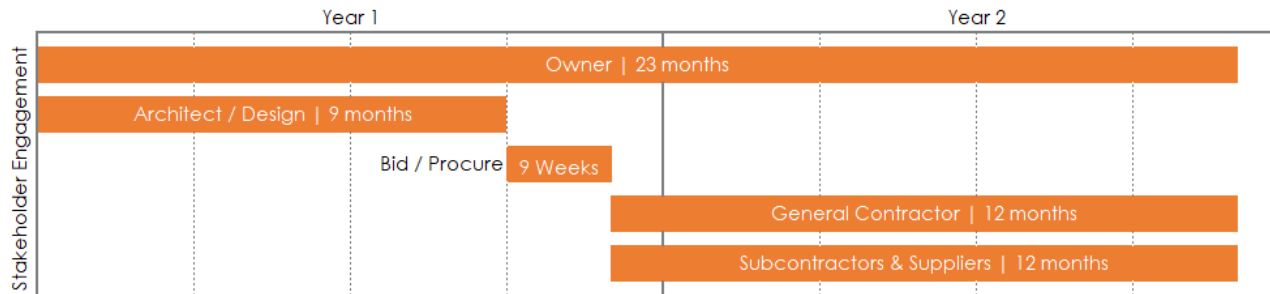
## Overlay Concepts

- ★ Integrated Project Delivery: Overlay to any delivery method that attempts to reduce the redundant efforts (waste) associated with the current delivery process.
- ★ Agency Construction Manager: Add on service that an Owner can use to add expertise to any type of delivery.

## Sources:

- ★ American Institute of Architects (AIA)
- ★ M. A. Mortenson Company

## DESIGN-BID-BUILD



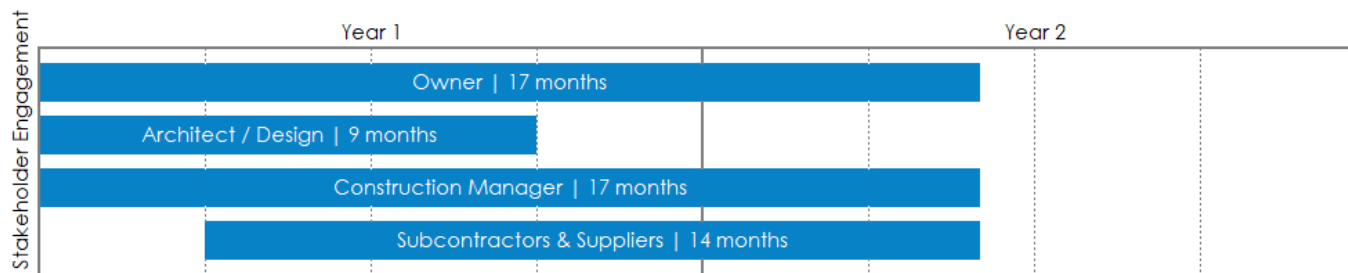
### PROS

- + **Bidding** - Competitive bidding of work to General Contractor.
- + **Clarity of Scope** - Project scope finalized prior to start of construction.
- + **Single Bid Package** - A/E prepares one set of bid documents vs. phased "bid packages".
- + **Linear Sequence** - Project progresses through a linear sequence

### CONS

- ⊗ **Reduced Quality** - No input during design phase from contractor on alternative materials, equipment, or methods that may save money, time, improve quality.
- ⊗ **Delays & Cost Over-runs** - Schedule delays due to redesign when bids come in over budget.
- ⊗ **Change Orders** - If project scope is incomplete or unclear, it may result in adversarial relationships and potential claims.
- ⊗ **Limited Collaboration** - No opportunity to design to a target budget.
- ⊗ **Limited Space for Innovation** - General Contractor has no opportunity to bring solutions that save time and money.
- ⊗ **Lack of Input** - No Owner input for subcontractor selection.
- ⊗ **Increased Time of Delivery** - Total duration of project delivery is typically longer.
- ⊗ **Reduced Opportunity for Savings** - All cost savings accrue to General Contractor, no open book accounting.

# DESIGN-BUILD



## PROS

- + **Single Source of Responsibility** – One entity is held accountable for design, cost, schedule, and performance.
- + **Relationship with Designer** – The Owner / Designer interface is maintained, while being enhanced by Design-Builder participation.
- + **Faster Delivery** – Collaborative project management means work is completed faster with fewer problems.
- + **Better Quality** – Design-Builders meet performance needs, not minimum design requirements, often developing innovations to deliver a better project than initially imagined.
- + **Cost Savings** – An integrated team is efficient and innovative.
- + **Procurement Input** – Owner input on all subcontractor selection.
- + **Open Book Accounting** – Savings accrue to Owner or are shared.
- + **Decreased Administrative Burden** – Owners can focus on the project rather than managing disparate contracts.
- + **Reduced Risk** – Design-Build team assumes additional risk, shifting the risk away from the Owner.
- + **Bidding** – Competitive bidding of work to subcontractors.
- + **Contract Price** – Contract Price established prior to construction; earliest certainty of price.
- + **Bid Packages** – Risk of multiple bid packages carried by Design-Builder.

## CONS

- ⊗ **Owner Effort** – Requires more Owner resources up front.
- ⊗ **Fewer Qualified Firms** – GCs and CMs with experience delivering in a D-B-B or CMAR role may lack expertise in D-B delivery.
- ⊗ **Procurement Laws** – When used in the public sector, only permitted by certain Federal Agencies, State, or Municipalities.

# CONSTRUCTION MANAGER AT RISK



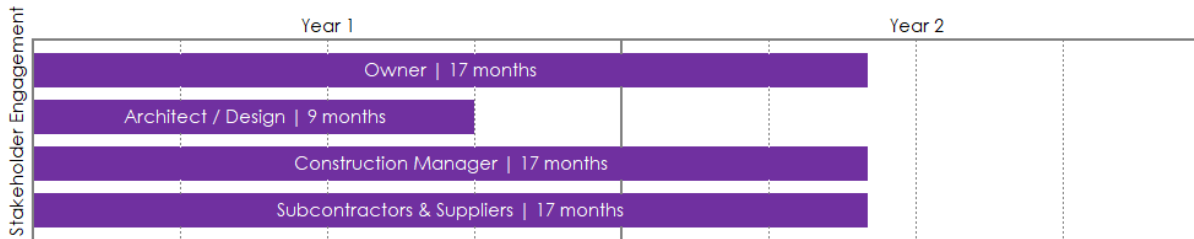
## PROS

- + **Open Book Accounting** – Savings accrue to Owner or are shared.
- + **Faster Delivery** – Early CM involvement allows for earlier start of construction and schedule compression.
- + **Bidding** – Competitive bidding of work to subcontractors.
- + **Procurement Input** – Owner input in all subcontractor selections.
- + **Financial Certainty** – CM manages project budget throughout design and construction.
- + **Highly Collaborative** – Owner, CM, and A/E team work collaboratively.
- + **Improved Quality** – CM input on alternative materials, equipment, or methods that may save money, time, or improve quality.
- + **Contract Price** – Contract Price based on the defined scope is established prior to construction.

## CONS

- ⊗ **Bid Packages** – Includes the use of multiple “bid packages” produced by the design team increasing risk to the Owner.
- ⊗ **Fewer Qualified Firms** – GCs with experience delivering projects in a D-B-B role may lack preconstruction and construction management capabilities.
- ⊗ **Owner Effort** – Requires more Owner resources up front.

# INTEGRATED PROJECT DELIVERY



## PROS

- + **Highly Collaborative** – Owner, CM, and A/E team work collaboratively as one team.
- + **Faster Decision-Making** – Collective team buy-in promotes a faster decision-making process.
- + **Scope & Budget Alignment** – IPD uses a target cost approach maintained through consistent, real-time trending reports.
- + **Minimal Scope Gaps** – Early on-boarding of trade partners mitigates cost escalation and scope gaps.
- + **Cost Savings** – An integrated team manages change in a more nimble, effective manner and eliminating redesign costs.
- + **Improved Productivity** – An achievable workflow minimizes waste and rework.
- + **Shared Risk & Rewards** – Risks and rewards are managed collaboratively.
- + **Open Book Accounting** – Savings accrue to the Owner or are shared.
- + **Target Cost** – Established prior to design, earliest certainty of price.
- + **Procurement Input** – Owner input on all subcontractors selections.

## CONS

- ⊗ **Less Familiarity** – Owners and architects less familiar with this process are less inclined to pursue it.
- ⊗ **Fewer Qualified Firms** – Fewer firms have delivered projects via IPD.
- ⊗ **Trust Isn't Automatic** – This approach requires all team members to “buy in” to a change in culture and approach.



**Public Health**  
Prevent. Promote. Protect.

**Peoria City/County  
Health Department**

[www.pchd.org](http://www.pchd.org)

# Peoria County Health and Human Services Campus

## Mandated Services Packet



Inside the Courthouse

The Relationship Between County Governments and Regional Offices of Education

Peoria City / County Health Department Program Narrative

Peoria City / County Health Department Prioritization Matrix

Organizational Review and Evaluation Study

Facility Utilization Analysis

# Inside the Courthouse

Summarizes Statutory Duties of Elected Officials and County Boards.

Published by Illinois Association of County Board  
Members  
2019

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# INSIDE THE COURTHOUSE

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## ILLINOIS COUNTY GOVERNMENT



*There are several elected officials and appointed officials that carry out the functions of county government in Illinois. Most county offices are open to laypersons, while others require special training or professional standing. Some positions have additional requirements and are followed by prerequisites. Inside the Courthouse presents the primary duties of Illinois county government officials including departments and special districts.*

### ILLINOIS ASSOCIATION OF COUNTY BOARD MEMBERS

828 S. Second Street, Suite 101  
Springfield, Illinois 62704  
[www.ilcounty.org](http://www.ilcounty.org)

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# INSIDE THE COURTHOUSE

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## ILLINOIS COUNTY GOVERNMENT

*The Illinois General Assembly, by statute, provides for three kinds of counties: counties under township organization, counties under a commission form of government, and counties under a county executive form of government.*

### **Township Form**

The Illinois Constitution of 1848 allowed voters in each county to choose to establish township governments or a county commission form of government. Today, 85 of the 102 counties in Illinois operate under the township form of government. Township counties usually operate with standing committees. These committees study the particular problems that arise within their areas of responsibility and submit recommendations to the full board for action. A county board member can also hold the office of township supervisor.

### **Commission Form**

The commission form of government is the oldest and most traditional county organizational structure. Under the commission form, the county governing body consists of an elected board composed of three (3) or five (5) commissioners who serve as the legislative body and also perform executive functions. No single administrator or executive oversees a county's operations under the commission form of government. Each year the commissioners select one of themselves as chairperson, most often alternating the designation.

There are 17 counties operating under the commission form of government in Illinois: Alexander, Calhoun, Edwards, Hardin, Johnson, Massac, Menard, Monroe, Morgan, Perry, Pope, Pulaski, Randolph, Scott, Union, Wabash and Williamson.

### **County Executive Form**

A county which has a chief executive officer is considered a "home rule unit". A county-wide referendum is required to establish this plan. Home rule counties have broad authority to provide for local government issues. The advantage of this designation is that, except as limited by State law, home rule counties may exercise any power and perform any function relating to its government and affairs, including the power to regulate for the protection of the public health, safety, morals and welfare; to license; and to borrow money and levy taxes.

Cook County is the only home rule county in Illinois. Will County voters elected to go to a county executive form without home rule in 1988. Champaign County voters approved restructure to executive form in 2016.



# INSIDE THE COURTHOUSE COUNTY BOARD

## Primary Duties

The Illinois Constitution mandates that a county board be elected in each county. The number of members of the county board are set by ordinance in each county with limitations provided by law. Counties with township organization may see boards between 5 and 29 members, while counties under commission form are governed by a 3 or 5 member board. Voters can establish whether county board members will be selected at large, from single member, or multi-member districts. However, the number of members and the number of districts is decided by the county board, not the voters.

The county board is both the legislative and executive branch of county government. As a legislative body, the board enacts ordinances and resolutions that can apply either to the county as a region, including the cities within it, or specifically to the unincorporated area of the county. As an executive body, the board administers the activities of county departments and offices, except those headed by the other elected county officials. As the governing body, the county board adopts an annual budget for the county, establishes tax rates, and authorizes bond issues, subject to voter approval. In a quasi-judicial role, the board reviews zoning, planning and land use matters and considers appeals in granting or denying certain permits and licenses. The county board is also empowered to establish and control special districts to provide services in unincorporated areas of the county. In order to effectively supervise operations of the county, the board elects a chairman from its membership who serves as the head of the county government. The chairman facilitates the operations of the county board and the other departments of the county.

Most county boards are organized into committees with members appointed by the chairman. This allows each member to develop greater expertise on a set of issues than would be possible if the whole board dealt with all the details. How the committees are organized and how members are assigned to them varies depending upon the size of the board and the form of the county government. In most instances, the chairman of each committee reports to the full board on the operations of the departments with which they deal. Some of the more standard committees include:

**Executive Committee** acts in an advisory capacity to all standing committees and is usually composed of the chair of all committees. It oversees matters concerning the coordination and operation of the county's programs and policies. **Judicial Committee** reviews all matters related to law enforcement, including public safety, criminal justice and the county corrections facilities. **Land Use Committee or Zoning and Building Committee** recommends and enforces all of the county's zoning ordinances and regulations. **Legislative Committee** is responsible for monitoring, reviewing and recommending positions on state and federal legislation impacting local governments. **Transportation Committee** reviews all matters that involve the construction of county highways. It considers and makes recommendations relating to the maintenance and improvement of public road and bridge systems.

## Training

The office of county board and county commissioner is open to lay persons. Because of the extent of control which a county board exercises and the diversity of responsibilities associated with the office, board members must remain alert to all issues relative to the county and local governments. Board members must continually review state and federal laws, legislation, technology, polices and procedures to increase the effectiveness of the county. Board members need to have a clear understanding of the Illinois Constitution, the Counties Code, the Illinois Open Meetings Act and the Illinois Freedom Information Act. A good working knowledge of the rules of parliamentary procedure are also required.

## Term

Every ten years, the county board in counties under township form, reapportion the county so that each member represents an equal number of residents. Since county boards are reapportioned every ten years, the length of terms are staggered (four, four, two years or two, four, four years). County commissioners serve rotating six-year terms.



*The office of county board member cannot be eliminated by referendum, as the office is mandated by constitution.*

# INSIDE THE COURTHOUSE COUNTY BOARD

## Major functions of county boards and commissions

Counties' governmental and service functions are broken into two broad categories: (1) functions that are mandated by state law or constitution, and (2) optional, or discretionary, functions that counties may choose to perform or not to perform. The second category is much more extensive than the first.

### Mandatory Functions:

- Elect a chairman to conduct meetings, hold meetings at prescribed times, and publish a report of each meeting.
- Furnish space, fixtures, fittings and other necessary equipment for county offices. This includes providing a courthouse, a jail, and other buildings necessary for the operation of the courts and other county administrative offices.
- Adopt an annual budget that appropriates funds to cover expenditures for various county offices and functions. Included in the overall budgeting responsibility is the obligation to prepare an annual financial report.
- Evaluate all claims made on county funds, and prosecute or defend lawsuits brought by or against the county and any officers thereof. In the event that a lawsuit results in a judgment against the county or one of its officers, the board or commission is responsible for paying any damage awarded by the court.

### Discretionary Functions:

- May oversee the care and custody of county-owned property, including museums, animal control facilities, waste treatment plants, recreational facilities and sanitary landfills.
- May assume general management responsibility for obtaining and administering federal funds, for levying and collecting taxes on real property and on the sale of goods and services, and for issuing bonds to provide funds for acquisition or construction of capital equipment projects.
- Have broad discretionary authority in the area of public and environmental health and safety. The county board may act as a board of health or establish a health department; provide for various emergency services; make available clinics, hospitals and shelters; and engage in environmental health activities.
- May engage in land use planning and zoning, including participating in regional planning, and may regulate in the area of building and safety codes, building permits, and subdivisions regulations.



***Reporters are a conduit to the public at large. County board members should develop a professional relationship with the local media to keep citizens informed of decisions.***

- May provide employment procedures, personnel policies, maintenance of property record system, business and economic development, and various types of insurance.
- May provide public parks and open spaces, museums, historic preservation activities, county libraries, county fairs, and funding of soil and crop improvement associations.
- May provides social services, including making grants to community action agencies and providing services for youth, the aging, the mentally deficient, and neglected or delinquent children. Many counties in Illinois have provided funding to establish veterans' assistance agencies.
- Have some authority to engage in emergency services planning, to provide ambulance services, to provide for police and fire communication systems, and to work closely with other public agencies in the provision of emergency services.
- Have extensive power to provide for the construction of highways, roads, bridges, lighting, culverts, etc.; to organize county unit road districts; to establish a road naming or numbering system; to construct and operate parking facilities; and to operate an airport.
- May support the local elections authority with regard to all aspects of the election process: voter registration, fixing election districts and polling places, appointing election judges, providing for balloting boxes, etc.

# INSIDE THE COURTHOUSE COUNTY AUDITOR

## Primary Duties

The auditor is the general accountant of the county. The auditor is the watchdog over all county funds and maintains the official records of all receipts, disbursements and funds balances.

It is the responsibility of the auditor to account for the millions of dollars received each year by the county and to issue warrants (checks) in payment of all county obligations. This includes distribution of tax dollars to townships, villages, school districts and other county agencies. The operations of the county auditor's office are numerous, but essentially the office functions as the primary department for auditing county funds. Audit means to examine claims to determine whether they are just and legal. Claims against the county include any county board order authorizing disbursement of county funds.

Not every county has an elected auditor. Illinois statutes provide that only those counties with a population over 75,000 must elect an auditor. There are seventeen elected county auditors in the State of Illinois.



*The governor commissions every elected auditor.*

## Duties of the county auditor include:

- Audit all claims against the county and recommend the payment or rejection of all claims presented. The auditor physically looks at every invoice or claim for accuracy, possible overcharges, and to insure that they are legitimate county expenses.
- Collect, analyze and preserve statistical and financial information with respect to the operation of the county. The auditor consistently monitors budget usage and spending patterns of the various county offices.
- Approve all county supply orders issued by the various county offices before they are placed. Even requests for funds to purchase minor items such as postage stamps must be submitted to the auditor.
- Maintain a file of all county contracts for or on behalf of the county.
- Make quarterly reports to the county board of the county's entire financial operations. The report must include anticipated and paid expenditures, unpaid obligations, the condition of all funds and appropriations and any other pertinent information.
- Audit all receipts of the county that are to be deposited with the treasurer.
- Maintain a continuous internal audit of county operations and financial records.
- Audit the inventory of all county real and personal property.
- Audit county bills.

## Other Responsibilities

The county auditor serves as a Freedom of Information officer for the county. The Freedom of Information Act (FOIA) requires "public bodies" to make their records available for inspection to all citizens.

## Training

In most states, including Illinois, the Office of County Auditor is open to lay persons. However, the majority of county auditors have an extensive background in accounting and some are Certified Public Accountants. County auditors are required to obtain not less than 20 hours of continuing professional education each year.

## Term

County auditor is an elected office serving a four-year term.

# INSIDE THE COURTHOUSE COUNTY CLERK

## Primary Duties

The county clerk is the keeper of all county records. Duties of the county clerk's office range from administering elections to conducting a great deal of the state's taxation duties. The complexity of the recording process, along with the volume of work and the many different types of instruments required to be filled in the clerk's office, place much responsibility on the clerk.

### Major functions of the clerk's office include:

#### Keeper of County Records

As the keeper of county records, the clerk's office is responsible for the care and custody of all the records, book and papers filed or deposited in the respective offices of the county. Records in the clerk's office include notary public applications, liquor licenses, mobile home files, business registrations, prevailing wage rates, lawsuits, delinquent tax records, tax levies and voter lists just to name a few. The county clerk is responsible for developing a records management program and ensuring the preservation of these essential records.

#### Clerk of the County Board

As clerk of the county board, the county clerk attends all county board meetings and is responsible for keeping an accurate record of all the proceedings of the board. The clerk also preserves all bills of account acted upon by the board. All claims for county expenses are processed in the county clerk's office.

#### Registrar of Vital Records

The county clerk is the only official in the county authorized to issue, record and maintain birth and death certificates and issue marriage licenses. Access to such records is granted in specific circumstances.

#### Tax Extender

The county clerk calculates and extends the tax rates on all real estate in the county. The clerk files the annual budgets and levies of all taxing bodies, computes the tax rates for each unit, extends the taxes by applying the tax rates to the equalized assessed valuation, and certifies the information to the county treasurer. The clerk also collects delinquent tax payments and calculates Enterprise Zone abatements.

#### Elections

Elections are to be conducted by the "election authority". The election authority is the county clerk, unless there has been established a board of election commissioners. In that case, the board of election commissioners is the election authority for that city or county.

## Other Responsibilities

The clerk's office provides numerous services to the public including genealogical searches, county assistance to those visiting the courthouse, instructions on obtaining licenses and passports and notary public registry. Except in counties with jury commissions, the county clerk has certain duties in relationship to the selection of grand and petit jurors. The county clerk is also the keeper of the seal of the county.

## Training

The office of County Clerk is open to lay persons.

## Term

County clerk is an elected office serving a four-year term.





# INSIDE THE COURTHOUSE COUNTY ENGINEER

## Primary Duties

The county engineer is the caretaker of the county's network of roads. The engineer is responsible for the maintenance, repair, widening, resurfacing and construction of all roads and bridges on the county highway system. In counties with a population over 3 million, the position is called "county superintendent of highways."

County Highways are roads that meet the criteria for secondary arterial highways as established by State law, having been designated by the county board and approved by the State of Illinois. Similar to state highways, county highways crisscross each of the 102 counties in the state and extend through municipalities.

In Illinois, the county engineer is responsible for the safe operation of over 16,000 miles of designated county highways. Under the direction of the county board, the engineer works to carry out a wide variety of obligations including preparing plans for the use of motor fuel tax funds. In addition, the engineer is fully responsible for bridges on both county and township highway systems. The county engineer performs an annual inspection and evaluation of the condition and load-carrying capacity of each bridge.

The county engineer works closely with townships and municipalities to assist with maintenance of streets within their boundaries. The county engineer serves as the engineering advisor to the township trustees for the maintenance and repair of their highways. Maintenance duties include traffic control, safety projects guardrail repair and replacement, mowing and snow removal. County engineers are required to keep records of all township road contracts in excess of \$5,000. The engineer also serves as representative of the county's interest with the Illinois Department of Transportation (IDOT).

Any two or more counties may, with the approval of IDOT, appoint the same person as county engineer or superintendent of highways for each of the counties and may by agreement provide for the proportionate share of the salary and expenses of the appointee to be borne by each county.

## Other Responsibilities

The county engineer is the tax map draftsman for the county and generally serves on the local regional planning commission. Regional planning commissions provide advocacy, planning, technical assistance and project development in areas such as transportation, housing, land use and solid waste. In some counties, the engineer serves as the county sanitary engineer, working with the county board to supervise the construction of sewer and water lines. Approval and operation of landfills may also be a function of the engineer's office.

## Training

Illinois requires county engineers to be graduate, licensed professional engineers. This accreditation requires a minimum of a college degree in engineering. In addition, many county engineers are also licensed registered professional surveyors.

## Term

County engineers, as provided by Illinois law, are appointed by the county board to a six-year term and must be approved by the Illinois Department of Transportation (IDOT).



***No part of any moneys appropriated by the State for the building and maintaining of county highways shall be apportioned to any county unless a county engineer has been appointed.***

# INSIDE THE COURTHOUSE ASSESSMENT OFFICER

## Primary Duties

The Chief County Assessment Officer (CCAO) or supervisor of assessments is the county appraiser. The assessor is responsible for assessing the value of all real property within their jurisdiction for the purpose of real estate taxation. The assessment process plays an important role in local government. Equitable assessments assure property owners that they are paying their fair share of the costs of operating schools, providing police and fire protection, road construction and maintenance, and other basic public services.

The assessor is concerned with value, not taxes. The assessor does not collect taxes, calculate taxes or determine the tax rate. Taxing jurisdictions such as schools, cities, and townships, adopt budgets which determine the tax levy. The actual dollar amount of your tax bill is determined by how much money these local agencies need to operate. Every dollar of property tax remains in the local area to fund local government.

Property is assessed as of January 1 each year. The CCAO, in conjunction with township assessors, determines a full or partial value of new construction or improvements. In Illinois, a legal assessment is 33 1/3% of market value. Market value is an estimate of the price the property would sell for on the open market. To estimate market value, the assessor generally uses three approaches. The first approach is to find properties which have sold recently that are comparable to the property being assessed. The second approach, the "cost approach", is an estimate of how much money it would take to replace the property with one similar to it. The third approach known as the "income approach" is used to assess property such as an apartment or office building which produce income. State law requires that all real property be reassessed every two years.

After the assessor places a property value on each parcel of land in the county, the board of review hears complaints and determines those property values. The Illinois Department of Revenue analyzes the assessments in every county throughout the state and determines the State Equalization Factor. This multiplier is then applied to those counties' assessments which fall below the statutory 33 1/3 level of property value. The county clerk then reviews the taxing jurisdiction budgets and determines the tax rates that should be applied to the assessments based on the estimated expenditures for each unit of local government. The county treasurer calculates the tax bills, mails them out, and collects the tax dollars.

## Other Responsibilities

The assessor is the clerk of the board of review and is present at all the hearings. The board of review hears complaints from taxpayers concerning real estate assessments, and renders decisions regarding values of property. The assessor also prepares and maintains up-to-date tax maps, lists of property owners' names and addresses, and property record cards.

## Training

To be eligible for the office of supervisor of assessments, a person must possess one of the following:

- Certified Illinois Assessing Official certificate from the Illinois Property Assessment Institute
- Certified Assessment Evaluator certificate from International Association of Assessing Officers
- Member of Appraisal Institute (MAI), Residential Member (RM), Senior Real Estate Analyst (SREA), Senior Real Property

Analyst (SRPA) or Senior Residential Analyst (SRA) certificate from Appraisal Institute or its predecessor organizations. In addition, a person must have at least 2 years' experience in the field of property sales, assessments, finance or appraisals and must have passed an examination conducted by the Department of Revenue.

## Term

Supervisor of assessments are elected or appointed by the county board and serve a four-year term.



# INSIDE THE COURTHOUSE CIRCUIT CLERK

## Primary Duties

The Clerk of the Circuit Court is the official record keeper for the courts. The circuit clerk is an integral part of the entire county governmental process and is endowed with certain authority to aid and promote the judicial process. The circuit clerk is not an official of local government but a state constitutional officer.

The primary duty of the circuit clerk is to assist the Circuit Court judge in the execution of their judicial duties by preparing and maintaining court records, collecting fees and fines, and processing paperwork. The circuit clerk issues all processes such as citations, notices and summons for service to the sheriff and subpoenas all witnesses in trials of matters. The circuit clerk must be present at all court sessions and keep complete records of the proceedings and determinations of that court.



### The circuit clerk keeps the following books:

- A general docket book, upon which is entered all suits in the order in which they are commenced.
- Proper books of record, indexed to show the names of all parties to a suit.
- Judgment and execution docket, in which all final judgments are minuted.
- Two well bound books, known as Plaintiff's Index to Court Records and Defendant's Index to Court Records, which include all information concerning all cases commenced and decided by the Court.
- A fee book, in which is set down the title of the suit, cost of each suit, and witness fees.
- Such other books of record and entry as may be required by law.

In order to efficiently manage these duties, the areas of responsibility are commonly divided into four divisions which are Civil, Criminal, Family, and Traffic. The circuit clerk assigns a chief deputy to each division to help facilitate communication between the circuit clerk and deputy clerks. The **Civil Division** deals with a variety of cases including personal injury, probate (wills), small claims and product liability just to name a few. The **Criminal Division** is where all felony charges are processed. Charges filed here are initiated by either the State's Attorney, Attorney General, or the grand jury on behalf of law enforcement agencies and range from homicide and armed robbery to felony drug charges and juvenile delinquency. The **Family Division** processes payment records for divorces, child adoptions, orders of protection for victims of abuse, paternity suits and maintains payment records for all child support cases. The **Traffic Division** usually handles the highest volume of cases which include traffic violations, DUIs, and misdemeanors.

## Other Responsibilities

The circuit clerk also manages the Courts's docket and juries. The circuit clerk furnishes the county clerk a list of all persons who have served as jurors and draws the names for jury service as needed.

## Training

The office of Clerk of Circuit Court is open to lay persons. The circuit clerk has many different constituencies to serve including judges, the states attorney, the county board, law enforcement, social service agencies, witnesses and jurors. To maintain this high level of professionalism, circuit clerks continually review law, technology, policies and procedures to increase efficiency and effectiveness.

## Term

Clerk of the Circuit Court is an elected office serving a four-year term.

# INSIDE THE COURTHOUSE CORONER / M.E.

## Primary Duties

The coroner's office is the oldest administrative office of government. The coroner is responsible for the investigation and certification of cause and manner of death in cases of violence or undue means.

The county coroner is notified when a death warrants investigation and works in conjunction with the police authorities to investigate deaths of a violent nature or unnatural cause (accident, homicide, suicide). When the dead body of a person is found or lying within the county, the coroner will immediately go to the place where the body is and make a preliminary investigation. The coroner's jurisdiction is determined by where the death actually occurs, not where a particular incident/accident happened that might have caused the death. In other words, the jurisdiction lies where the actual pronouncement of death occurs.



*The coroner has discretion to determine if an autopsy shall be done. The coroner may cause an autopsy to be performed regardless of the objections of the deceased's family.*

The coroner, having viewed the body, will investigate the facts concerning the death. An inquest is a formal hearing into the cause and circumstances of any death resulting from a violence of occurring under conditions which give reason to suspect that the death may have been due to a criminal act or criminal negligence. The hearing is conducted to make a formal determination of the cause and manner of death to allow for further legal proceedings. Although the coroner has the power of subpoena and may compel the attendance of any witness at an Open Inquest, the coroner is not a judicial office and the coroner's verdict is not admissible in civil suit. As soon as the coroner completes the investigation and the cause and manner of death has been determined, he/she files the death certificate with the local registrar (municipal or county clerk), who certifies the record.

## Other Responsibilities

The coroner's office is a law enforcement agency and the coroner is a law enforcement official. Where the office of the sheriff or under sheriff is vacant, the coroner performs all duties of the sheriff until another qualified sheriff is elected or appointed. When the coroner acts as sheriff, he/she is authorized to serve process in the same manner as the sheriff. The coroner also acts as the warden of the jail in the event the sheriff may be imprisoned in the county jail of his/her own county.

## Training

In most states, including Illinois, the Office of the Coroner is open to lay persons. However, some states require that the coroner be a physician (medical examiner). A medical examiner is an appointed official with necessary qualifications, while a coroner is an elected official with no required qualifications. The Office of the Medical Examiner of Cook County is the only medical examiner system in Illinois. Within 30 days of assuming office, a coroner must apply for admission to the Illinois Law Enforcement Training Standards Board coroners training program. The program must be completed within six months of application. All coroners must complete the training program at least once during their time in office. In addition, every coroner shall attend at least 24 hours of accredited continuing education each year.

## Term

Coroner is an elected office serving a four-year term. The office may be eliminated or become appointed by a county-wide referendum or state law.

# INSIDE THE COURTHOUSE COUNTY RECORDER

## Primary Duties

The county recorder is the official land records manager for the county. The recorder is responsible for recording, archiving and retrieving all documents submitted by the public to be recorded, the most prominent being mortgages, deeds and liens. Originally, the office was known as the recorder of deeds, but in light of the wider range of documents filed in the office, it is now known simply as the Office of Recorder.

The main responsibility of the recorder is to record all documents transferring land in order to establish legal ownership. When an individual or business purchases property, the seller gives the new owner a deed to the property. This deed is recorded and placed on record in the recorder's office. Mortgage and trust deeds, assigned when an owner borrows money, are also recorded. The documents are carefully indexed and cross-referenced, so that they can be retrieved by knowing the approximate date of the transaction or the name of the buyer or seller. The recorder's office also maintains records of all subdivisions platted within the county. A subdivision plat is a detailed map which defines such specifics as lot sizes, lot number, outside boundary lines, and utility easements. A developer must present the subdivision plat to the county board or municipality it lies within for approval before the plat can be recorded.



## Various other types of documents filed by the recorder include:

- Copy of Judgment (Supreme Court Rule)
- Mechanic's Lien
- Release of Mortgages
- Organization of Sanitary Districts
- Filing Town Tax Collector's Bond
- Military Certificates of Discharge
- Tax Sale Certificates
- Adoption of Commission Form of Government
- Statement to Dissolve a Corporation
- Consolidation of Corporations

All records kept in the Office of the Recorder are subject to the Freedom of Information Act and open for public inspection. Therefore, it is essential that all documents be indexed accurately for efficient retrieval. As soon as a recorder receives any instrument in writing entitled to be recorded, he assigns the instrument a document number and certifies the date, time, recorder's name and county. The information is then entered into a computing indexing system, imaged, and microfilmed for permanent archival storage. Each month, the recorder makes available to other county officials and the township assessor copies of all documents, plats and deeds conveying real estate filed in the recorder's office during that month.

The recorder's office comprises the largest library of permanent property records within a county and consistently houses over 100 different types of documents. The average recorder's office processes between 500 and 1400 transactions daily.

## Other Responsibilities

The recorder is the keeper of the county field notes and plats of the U.S. surveys. All records belonging to the county surveyor are deposited with the recorder. In some counties the county board designates the recorder to establish a permanent real estate index numbering system and map making department which are most commonly used for tax collection purposes.

## Training

The Office of the Recorder is open to lay persons.

## Term

In Illinois, the Office of the Recorder is not a mandatory county office, the county clerk is the recorder in counties having a population of less than 60,000 inhabitants. In counties having a population of 60,000 or more inhabitants, there is an elected recorder. Elected recorders serve a four-year term.

# INSIDE THE COURTHOUSE

## REGIONAL SUPERINTENDENT

### Primary Duties

The Regional Superintendent of Schools is the chief administrative officer of a Regional Office of Education (ROE). Regional superintendents exercise supervision and control over all school districts within the region and act as the official advisor and assistant of the school officer and teachers in his/her region.

The regional superintendent works in cooperation with the Illinois State Board of Education and local districts in the region to initiate, refine and fulfill both local and statewide directives. The regional superintendent ensures that students receive the best possible education in order to meet the challenges of tomorrow.

The primary responsibility of the regional superintendent is to ensure compliance with legal and curriculum requirements. Regional superintendents visit each public school in the county at least once a year noting such things as the methods of teaching, the text-books used and the general condition of the school – this includes the enforcement of health and life safety standards. They report annually to the county board and the State Board of Elections regarding the activities of the office and the condition of the schools. Regional superintendents also advise in controversies under school law and respond in instances of chronic truancy and education neglect. They respond to questions, including legal questions, from parents, teachers, administrators, board of education and other citizens of the region.

The regional superintendent is directly responsible to the legislature and electorate. In most instances, enforcement responsibilities become services to help schools and school personnel meet minimum expectations in the ongoing process of school regulation. They register teaching certificates, conduct GED testing programs, and provide in-service training for school bus drivers. Regional superintendents also serve as the fiscal agent for school districts. They distribute state and federal funds, examine vouchers and certify claims.

Until 1973, there were 102 regional superintendents in Illinois, one for each county. By consolidation of smaller counties into regions, that number was reduced to 78 in 1973 and reduced again to 57 in 1977. As a result of a state law passed in 1995, this number was reduced to 45 and further reduced by law in 2011 to 35 offices.

### Other Responsibilities

The regional superintendent acts as the secretary for the regional Board of School Trustees and conducts school district property proceedings. They review school construction plans and specification for remodeling, school additions, and new school construction for compliance with applicable codes. Regional superintendents also provide school improvement services, technology assistance, and staff development activities.

### Training

In addition to good character, eligibility requirements for the regional superintendent of schools include:

- Master's Degree
- A valid all-grade supervisory certificate or limited supervisory certificate or state life supervisory certificate or administrative certificate
- 20 graduate level credits in professional education
- Four years experience teaching and at least two of the last four years teaching or supervising schools

### Term

Regional superintendent of schools is an elected office serving a four-year term.



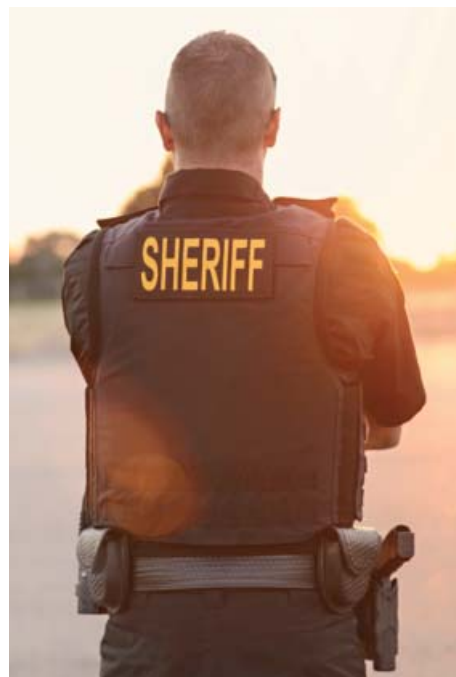
# INSIDE THE COURTHOUSE SHERIFF

## Primary Duties

The sheriff is the primary law enforcement officer in the county. As the conservator of the peace, the sheriff strives to prevent crime and maintain the safety and order of the citizens in the region. Although the sheriff may enforce laws within the entire county, by professional courtesy, he/she does not do so within individual municipalities, villages, or towns which have their own respective law enforcement agency.

As an "arm" of the judiciary, the sheriff is responsible for the service of civil documents by order of the court such as subpoenas, summonses, and judgments just to name a few. The sheriff, in person or by representation of deputy, attends all courts in his/her county when in session.

The sheriff has the authority to appoint deputies who may perform any and all duties of the sheriff. In addition to regular deputies, the sheriff may appoint special deputies and auxiliary deputies. Special deputies perform specified duties such as serving a summons, while auxiliary deputies perform limited duties, such as traffic control and emergency aid. In counties with less than 3 million inhabitants, the sheriff may also hire court security officers to provide for security of the courthouse. These officers have arrest power solely connected to their function in the courthouse and may carry weapons if appropriately trained, with the consent of the sheriff.



The sheriff's office strives to improve services to the community through innovative programs and additional services. Some of the more familiar programs include D.A.R.E. which provides education in schools to teach kids the dangers of drug abuse and how to prevent it; Crime Stoppers which provides an anonymous way to report crime and fugitives; K-9 Program which provides canine drug detection and tracking abilities for both law enforcement and search and rescue operations; and I Live Alone which provides home visits and crime prevention for the elderly.

## Custodian of Courthouse and Jail

The custody and care of the courthouse and jail are under the jurisdiction of the sheriff. The sheriff is authorized to impose reasonable rules to control access to the county building(s) on holidays, weekends and during hours when it is closed to the public. The sheriff, having custody and care of the courthouse, has the power to employ courthouse janitors and all other custodial personnel, and the county board has no authority to deprive the sheriff of such power by ordinance. While the sheriff exercises possession of the courthouse in a custodial capacity, the county board controls occupancy and judges assign courtrooms. The sheriff shall, in person or by deputy, county corrections officers or court security officer, attend all courts in his/her county when in session.

## Other Responsibilities

The office of supervisor of safety is held by the sheriff. The supervisor of safety has the duty of enforcing all the laws of Illinois relating to the regulation of motor vehicle traffic and the promotion of safety on public highways. Foreclosures, property sales and auctions are also the responsibility of the sheriff's office.

## Training

The Office of the Sheriff is open to lay persons. Sheriffs must obtain at least 20 hours of training each year approved by the Illinois Law Enforcement Training Standards Board.

## Term

Sheriff is an elected office serving a four-year term. Under the Constitution the Office of the Sheriff may not be eliminated.

# INSIDE THE COURTHOUSE STATE'S ATTORNEY

## Primary Duties

The state's attorney is the chief prosecuting officer of the county. The state's attorney has the exclusive and statutory responsibility for prosecuting violations of the criminal law of the State of Illinois, as well as many other regulatory laws of the state and county including traffic regulation, juvenile court matters and mental health hearing. The state's attorney is a constitutional officer, part of the executive branch of state government, and his powers are executive powers.

## Duties of each state's attorney are:

- To commence and prosecute all actions, suits, indictments and prosecutions, civil and criminal, in the circuit court for his/her county.
- To prosecute all forfeited bonds and all actions for the recovery of moneys, debts, revenues, fines, penalties and forfeitures accruing to his/her state, county or to any school district or road district.
- To commence and prosecute all actions and proceedings brought by any county officer in his/her official capacity.
- To defend all actions and proceedings brought against his/her county, or against any county or state officer, in his/her official capacity, within his/her county.
- To attend the examination of all persons brought before any judge on habeas corpus, when the prosecutions is in his/her county.
- To prosecute charges of felony or misdemeanor, for which the offender is required to be recognized to appear before the circuit court.
- To give his/her opinion without fee, to any county officer in his/her county, upon any question or law relating to any criminal or other matter.
- To assist the attorney general whenever it may be necessary.
- To pay all money received by him/her in trust, without delay, to the officer who by law is entitled to the custody of it.
- To notify complaining witnesses (by first class mail) of the ultimate disposition of the case arising from an indictment or other information.
- To perform such duties as may, from time to time, be placed upon him/her by law.
- To appear in all proceedings by collectors of taxes against delinquent taxpayers for judgments to sell real estate, and see that all the necessary steps have been taken to make the judgments legal and binding.



## Other Responsibilities

The state's attorney is also responsible for enforcement of county ordinances and collections of child support payments.

## Training

To be eligible for the Office of States Attorney, a person must be a United States citizen and a licensed attorney-at-law of the state. The position is full time and the state's attorney may not have a private practice of law.

## Term

State's attorney is an elected office serving a four-year term. While the position is a county elected office, it is partially funded by the state.



# INSIDE THE COURTHOUSE TREASURER

## Primary Duties

The county treasurer serves as the county's banker, responsible for the safe keeping and prudent investing of public funds. As the lawful custodian of county funds, the treasurer has the responsibility to receive and distribute the revenue and public monies of the county.

The treasurer must keep an account of all monies received by the county and all monies paid out, stating the time, to whom payment is made, and on what account payment has been made. Payments must be specifically authorized by law or by the county board. The treasurer must invest and reinvest any funds that are not used within 30 days. Investments are made in savings accounts, treasury bills, certificate of deposits and other interest bearing bank accounts which allow for the liquidity, safety of principal and maximum return of investment. Each month the treasurer's books of account are subject to the provisions of the Local Records Act and are available for inspection by any person wishing to examine them.



***Counties are required by law to have a written investment policy. The county treasurer receives and safely keeps the revenues and other public monies of the county.***

The Public Funds Investment Act requires counties to have a written investment policy to address safety of principal, liquidity of funds, and return on investment. This policy is to be adopted by the county treasurer and presented to the county board.

The county treasurer also serves as county collector of taxes. The county collector is responsible for the preparation of tax bills and for the collection and distribution of property taxes. Real estate taxes are due in two yearly installments. The first installment is due around June 1 and the second is due around September 1 of each year. Upon receipt of the tax monies the county collector proceeds to disburse these funds to the various taxing districts. Along with the collection of real estate taxes, the county treasurer also collects Mobile Home Local Service Taxes.

The county collector holds a tax sale at the end of every tax year to sell the tax on parcels that remain unpaid. The county collector gives notice of the intended application for judgment of sale of delinquent lands and lots by publication of a notice in the local newspaper. Properties for which the taxes haven't been paid for two or more years are subject to a scavenger sale. The purpose of the scavenger sale is to return delinquent and deteriorating property to productive use as quickly as possible. For this reason the amount required to be paid by the tax purchaser is less than the accumulated tax delinquencies.

## Other Responsibilities

County treasurers assist senior citizens in filing for real estate tax deferral. The Senior Citizens Real Estate Tax Deferral Program provides tax relief for qualified senior citizens by allowing them to defer all or part of their property tax and special assessment payments on their principal residence. The deferral is similar to a loan against the property's fair market value. Deferred amounts are borrowed from the state, who then pays the tax bill to the County Collector's Office.

## Training

The Office of County Treasurer is open to lay persons. Within 60 days of assuming office, a treasurer must apply to the state comptroller for admission to the comptroller's county treasurer training program. The program must be completed within one year after applying for admission and each treasurer must complete the program at least once during their term of office.

## Term

County treasurer is an elected office serving a four-year term. The county treasurer is commissioned by the governor.

# INSIDE THE COURTHOUSE COUNTY DEPARTMENTS

## **County Administrator**

The county administrator is appointed and serves as chief administrative officer of the county. The administrator under the supervision of the county board chairman directs the day-to-day operation of the county and provides staff support to the county board in policy-making. The administrator assists in the preparation and monitoring of the annual county budget and serves as the liaison between the county board and the elected/appointed officers and employees. Not every county has a county administrator.



## **Public Defender**

The Office of the Public Defender was created by the General Assembly to provide constitutionally mandated representation to indigent persons accused of crimes. The responsibility of the public defender is to represent every person arrested or charged with a crime who cannot afford an attorney. Qualified persons are appointed to this position by a majority vote of the Circuit Judges. In counties over 1 million in population, the appointment is made by the county board chairman. The office of public defender is mandatory in counties over 35,000 in population. In counties of less than 35,000, the county board may create the office by resolution.

## **Zoning Department**

The zoning department administers and enforces all zoning and land use ordinances of the county. A major portion of the work of this department is directed towards enhancing the livability and economy of the county. Responsibilities of the zoning department include the issuance of sanitary permits, review of subdivision plats, preservation of wetland areas and floodplain management. The zoning department also works with landowners to achieve compliance with zoning ordinances and regulates the location and use of buildings and structures. Only counties that have adopted county-wide zoning maintain a zoning department.

## **Emergency Services Disaster Agency**

The Emergency Services Disaster Agency (ESDA) exists to coordinate responses to disasters in the county. The ESDA provides citizens with the necessary information they may use to prepare for and respond to disasters that may threaten the county such as floods, tornadoes, and hostile enemy action. The ESDA has a broad range of responsibilities beyond disaster response which include maintaining the county's hazardous materials plan, coordinating rescue teams, vehicle and equipment maintenance, volunteer training and homeland security.

## **Regional Planning Commission**

Regional planning commissions or regional councils are formed by counties, cities and towns to assist with planning activities. The primary function of a planning commission is to study the needs and conditions of a region and to develop strategies which enhance the region's communities. The commission provides planning services related to land use, housing, transportation, solid waste, community development, recreation and natural resources. The agency also serves as the census coordinator and maintains existing base maps and zoning maps for the county.

## **Department of Public Health**

The county health department provides services designed to protect, promote and maintain the health of all county residents. Programs required by the Illinois Department of Public Health include communicable disease control, food sanitation, private sewage and potable water. Other health services provided by the county health department include childhood and adult immunizations, Tuberculosis testing, health education, water well sampling, recycling programs, and enforcement of the Illinois Animal Control Act, just to name a few. The county health department is governed by a board of health appointed by the county board.

## **Veterans Assistance Commission**

The Veterans Assistance Commission is a separate county government agency operated by and for veterans. The Commission provides emergency aid and services to military veterans and their families. Commission personnel assist veterans in filing claims for U.S. Department of Veterans Affairs (VA) compensation, pension and death benefits, insurance, home loans, and hospitalization care, as well as numerous other benefits.

# INSIDE THE COURTHOUSE SPECIAL DISTRICTS

Special purpose districts are most often created to provide services that counties, municipalities, and townships are unable to provide due to financial constraints. Special purpose governments may be divided into two classes – school districts and all others. School districts that provide primary and secondary education have elected governing boards and taxing authority. The majority of other special purpose governments have their own funding mechanisms and are run by managers and governing bodies appointed by the county board.

## Special Purpose Districts in Illinois include:

### Airport Authority

Authorities to provide and operate airport facilities are created by the circuit court judge on petition of voters, after hearing and local referendum. The authority is governed by a board of commissioners. Members representing municipalities of 5,000 or more population in the area are appointed by the presiding officer of the municipal governing body. The members from other municipalities, unincorporated territory, and members at large are appointed by the county governing body. Airport authorities may levy taxes, fix rates and fees, and, with approval of the State department of transportation, issue bonds.



### Cemetery Maintenance Districts

Cemetery maintenance districts are created by the circuit court judge on petition of the voters, after public hearing and referendum. The governing body is a board of trustees appointed by county, municipal, or township officials depending on the area of the district. Cemetery districts may levy property taxes.

### Civic Center Authorities

These authorities to provide auditorium and exposition facilities are established by special acts. A civic center board is appointed by the governing body of the county, city, village or township it serves. All civic center authorities may fix rents and charges, and issue revenue bonds. Some civic authorities may also levy ad valorem taxes.

### Conservation Districts

These districts are established to conserve open spaces for recreational purposes. Such districts are created upon petition of voters to the circuit court of a county under 1,000,000 population with no forest preserve, or by petition of voters from not more than five counties, followed by local referendum. Conservation districts may collect fees, levy an annual tax, and issue bonds after voter approval.

### Historical Museum Districts

Districts to provide museums and historic preservation efforts are created by petition of voters to the circuit court of the most populous county to be served, after public hearing and referendum. A board of five trustees, appointed by the county governing body, governs each district. The district may charge fees for its services, issue bonds, and, after voter approval, may levy ad valorem taxes.

### Water Commissions

These commissions were reorganized under provisions of 1985 law. The governing body consists of two representatives appointed by each participating government. The commission may, after voter approval, certify the amount of property taxes to be levied for commission purposes, and may issue bonds.

### Drainage Districts

These districts, to provide drainage and levee facilities for agricultural, mining and sanitary purposes, may be established by the circuit court after petition of landowners, report of temporary commissioner appointed by the court and public hearing or, alternatively, after petition, hearing, and referendum. Such districts are governed by three commissioners who may be appointed by the circuit court or, upon petition of landowners, elected. Drainage districts may levy benefit assessments and issue bonds.

### Exposition Authorities

Exposition authorities to provide expositions, convention facilities, stadiums, and exhibitions are created by petition of park district commissioners to the secretary of state. A board of commissioners appointed by the mayor governs each authority. Exposition authorities may fix rentals, fees, and charges, and issue revenue bonds.

### Fire Protection Districts

Districts to provide fire protection and ambulance services are established by the circuit court on petition of voters, after a local referendum. They are governed by local boards of trustees that may be elected or appointed by county, municipal, or township officials, depending on the area in the district. Boards may issue bonds and levy property taxes.



# INSIDE THE COURTHOUSE SPECIAL DISTRICTS

## Hospital Districts

These districts to provide and operate hospital facilities are established by the circuit court on petition of the voters, after local referendum. The board of directors is appointed by the county governing body or the chief executive officer in home rule counties. Hospital districts may issue bonds, levy property taxes, and fix charges for use of facilities and services.

## Housing Authorities

Housing authorities may be established by the governing bodies of municipalities having more than 25,000 inhabitants, or by any county. Housing authority commissioners are appointed by the presiding officers of the municipalities of counties, subject to approval of the State department of commerce and community affairs. The authorities may issue bonds and fix rents, fees and charges.

## Mosquito Abatement Districts

These districts are established by the circuit court judge on petition of voters, after hearing and local referendum. The district board of trustees is appointed by the county or municipal governing body or the township board of auditors depending on the area in the district. Mosquito abatement districts may levy property taxes.



## Municipal Zoo Authorities

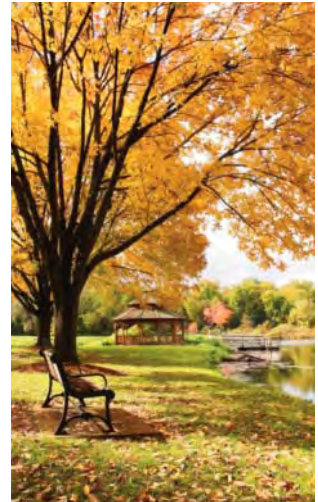
Authorities to provide zoo facilities are created by ordinance of one or more municipalities. A board of nine members appointed by the mayor of the municipalities served governs each authority. Zoo authorities may fix charges, receive grants and contributions, and issue revenue bonds.

## Museum Districts

Districts to provide museum facilities are created by petition to the county board, after public hearing and referendum. A board of commissioners, appointed by the county board governs each district. The districts may levy ad valorem taxes, fix rates and charges, and, after voter approval, may issue bonds.

## Park Districts

Under present Illinois law, only general park districts may be created. However, the statutes allow township park districts, established under earlier law, to continue in existence. A park district is established by the circuit court judge on petition of the voters, after local referendum. An elected board of trustees or commissioners governs each district. Park districts may issue bonds and levy property taxes.



## Port Districts

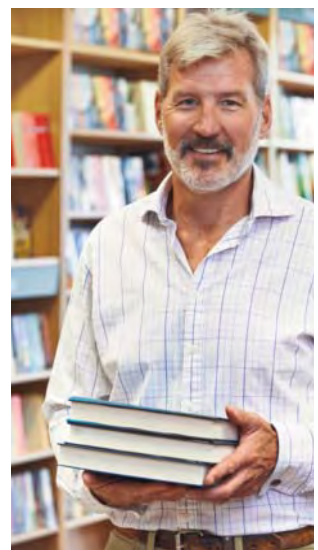
Port districts maintain and operate airports, aquariums, museums, and planetariums, as well as port and terminal facilities. Board members are selected by the Governor and/or by local officials. These districts may issue bonds upon voter approval, collect rates and fees, and accept grants from the Federal Government and other sources.

## Public Building Commissions

Public building commissions may be established by resolution of one or more governments in a particular county to finance the construction of public buildings. The governing body consists of a board of five or more commissioners appointed by the presiding officers of the participating governments. Public building commissions may collect rentals or other charges, and may issue revenue bonds.

## Public Library Districts

Public library districts are established by the circuit court judge on petition of voters, after hearing and local referendum. The initial board of trustees that administers each district is appointed by the county governing body. In districts located in more than one county, the board is appointed by members of the General Assembly from the overlying legislative districts. Library districts may levy taxes and issue bonds with the approval of voters.



# INSIDE THE COURTHOUSE SPECIAL DISTRICTS

## Rescue Squad Districts

Districts to provide rescue services may be established by petition to the circuit court, after voter approval. A board of five trustees governs each district. Its members are appointed by the municipal, township, or county governing body, depending on the area in the district. Rescue squad districts may levy ad valorem taxes.

## River Conservancy Districts

Districts to prevent stream pollution, conserve and protect water supplies, and promote public health are established by the circuit court judge on petition of the voters, after referendum. A board of trustees governs each district. The trustees are appointed by county, municipal, or township officials, depending on the area served by the districts. River conservancy districts may levy ad valorem taxes and issue bonds.

## Sanitary Districts

Sanitary districts for drainage and sewage disposal under the 1936 law may be formed in contiguous areas of single counties outside the boundaries of any municipality. The districts are established by the circuit court on petition of resident voters, after hearing and local referendum. Each district is governed by a three-member board of trustees appointed by the presiding officer of the county governing board or elected upon voter approval. The board may levy taxes and special assessments, impose charges, and issue bonds.

## Soil and Water Conservation Districts

Soil and water conservation districts may be established by the State department of agriculture on petition of residents of the area, after hearing and local referendum. A board of five directors, elected from among landowners in the district, governs each district. The district may levy compulsory charges against landowners for work performed. In addition, subdistricts may be established in watershed areas of soil and water conservation district and a property tax levy made for operations.

## Street Lighting Districts

Districts to provide street lighting are established by the circuit court judge on petition of resident voters, after hearing and local referendum. A three-member board of trustees is appointed by the county governing body. The district board of trustees may levy taxes and issue bonds with the approval of the voters.



## Surface Water Protection Districts

Districts to provide flood control facilities may be established by the circuit court on petition of resident voters, after public hearing and local referendum. A five-member district board of trustees is appointed by the county governing body. Surface water districts may levy taxes and issue bonds after voter approval.



## Transit Districts

Under general law, mass districts may be created to operate, maintain, or subsidize transit service by ordinance or resolution of one or more municipalities, counties, or any combination thereof. A board of trustees governs each district appointed by the relative governing bodies. Transit districts may issue revenue bonds, fix rates of service, accept grants, and levy property taxes with voter approval.

## Tuberculosis Sanitarium Districts

These districts, which must lie wholly within a single county, may be established by the circuit court judge on petition of the voters, after hearing and referendum. Such districts may provide and maintain a sanitarium for the treatment of tuberculosis and other diseases. A board of directors is appointed by the county governing body. These boards may levy taxes and issue bonds.

## Water Districts

Public water districts provide water supply and sewerage services and are created by the circuit court on petition of the voters, after hearing and local referendum. A seven-member board of trustees is appointed by county, municipal, or township officials, depending on the area served by the district. Water districts may fix water rates and rentals, issue revenue bonds, and levy a property tax after voter approval.

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## **ILLINOIS ASSOCIATION OF COUNTY BOARD MEMBERS**

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### **Mission Statement**

It is the mission of the Illinois Association of County Board Members (IACBM) to enhance the stature, role and responsiveness of county government in the State of Illinois. IACBM will promote the ability of Illinois counties to provide responsible public service, efficiently through cooperative legislative action, education of public officials, provision of quality member services and programs, and increasing public awareness of local government issues.

# The Relationship Between County Governments and Regional Offices of Education

Summarizes Statutory Duties of ROEs.

Source: Regional Superintendent of Schools  
2014

The Relationship  
Between  
County Governments  
and  
Regional Offices of Education

Regional Office of Education #48  
with  
Peoria County

2014

(This document is intended for internal use only. It is to help clarify for all parties the relationship between these government bodies.)



## The Charge to County Governments

### - From Illinois School Code 105 ILCS 5

#### ARTICLE 4. DUTIES OF COUNTY BOARD

(105 ILCS 5/4-1) (from Ch. 122, par. 4-1)

Sec. 4-1. Duties of county board.

The county board of each county shall perform the duties prescribed in this article.

(Source: Laws 1961, p. 31.)

### - Provide Office Space and Furnishings

105 ILCS 5/4-2) (from Ch. 122, par. 4-2)

Sec. 4-2. Office and supplies. Provide for the county superintendent of schools a suitable office with necessary furniture and office supplies.

On and after July 1, 1994, the provisions of this Section shall have no application in any county having a population of 2,000,000 or more inhabitants.

(Source: P.A. 87-654; 87-1251.)

### - Examine, approve and reject reports

105 ILCS 5/4-3) (from Ch. 122, par. 4-3)

Sec. 4-3. Report of county superintendent.

Examine and approve or reject the report of the county superintendent of schools made to it.

(Source: Laws 1961, p. 31.)

#### > Monthly reports made to Ways and Means Committee

### - Provide traveling expenses

105 ILCS 5/4-4) (from Ch. 122, par. 4-4)

Sec. 4-4. Traveling expenses. Allow, when they deem it proper, reasonable traveling expenses for the office of county superintendent of schools.

On and after July 1, 1994, the provisions of this Section shall have no application in any county having a population of 2,000,000 or more inhabitants.

(Source: P.A. 87-654; 87-1251.)

#### > Some travel expenses offset by state funding for Professional Development

### - Audit bills presented to the counties -

(105 ILCS 5/4-5) (from Ch. 122, par. 4-5)

Sec. 4-5. Audit of bills.

Audit at the regular meeting in September, and as near quarterly thereafter as it may have regular or special meetings, the itemized bills of the county superintendent of schools for his office and traveling expenses.

(Source: Laws 1961, p. 31.)

#### > Counties don't pay for this now. Auditor General audits ROE.

- Employ assistants 105 ILCS 5/4-6) (from Ch. 122, par. 4-6)

Sec. 4-6. Employment of assistants. Authorize the county superintendent of schools to employ such assistants as he needs for the discharge of his duties and fix the compensation thereof, which compensation shall be paid out of the county treasury.

On and after July 1, 1994, the provisions of this Section shall have no application in any county having a population of 2,000,000 or more inhabitants.

(Source: P.A. 87-654; 87-1251.)

> Asst. Regional Superintendent is employed by state; therefore, clerical employees are paid by the county

- Examine financial statements

(105 ILCS 5/4-7) (from Ch. 122, par. 4-7)

Sec. 4-7. Examination of financial statements.

(a) Examine the financial statements of the county superintendent of schools required by Section 15-21 and compare them with vouchers.

(b) The county board, or so many thereof as are present at its meeting, shall be liable individually to the fund injured and to the sureties of the county superintendent, if judgment is recovered from the sureties, for all damages occasioned by neglect of the duties, or any of them, required of the board by this section; but nothing herein shall be construed to exempt the sureties and they shall remain liable to the fund injured the same as if the members of the county board were not liable to them for neglect of their duty. On and after July 1, 1994, the provisions of this subsection (b) shall have no application in any county having a population of 2,000,000 or more inhabitants.

(Source: P.A. 87-654; 87-1251.)

>ROE operates its own financial department which is audited by the Auditor General of the State of Illinois. All expenses of the ROE paid for by county funds go through the internal auditor.

- Approve the bonding

(105 ILCS 5/4-8) (from Ch. 122, par. 4-8)

Sec. 4-8. Bond -- approval -- increase. Approve the bond of the county superintendent of schools, and increase the penalty thereof if, in its judgment the penalty should be increased.

On and after July 1, 1994, the provisions of this Section shall have no application in any county having a population of 2,000,000 or more inhabitants.

(Source: P.A. 87-654; 87-1251.)

>

- Removal from office

105 ILCS 5/4-10) (from Ch. 122, par. 4-10)

Sec. 4-10. Reports -- Removal from office.

(a) Require the county superintendent of schools to make the reports to it provided for by law.

(b) Remove the county superintendent of schools from office in case of neglect or refusal so to do, or for any palpable violation of law or omission of duty. On and after July 1, 1994, the provisions of this subsection (b)

shall have no application in any county having a population of 2,000,000 or more inhabitants.

(Source: P.A. 87-654; 87-1251.)

**- Life skills**

(105 ILCS 5/4-10.5)

Sec. 4-10.5. Expenses for life-skills programs. Allow, when the county board deems it proper, reasonable expenses of the regional superintendent of schools to administer life-skills programs related to the healthy social and emotional development of children.

(Source: P.A. 95-391, eff. 8-23-07.)

>Currently not funded

**- Done sometime in the past**

105 ILCS 5/4-11) (from Ch. 122, par. 4-11)

Sec. 4-11. Depositories. The county board, when requested by the county superintendent of schools, shall designate one or more banks or savings and loan associations in which the funds and moneys received by him by virtue of his office may be deposited. When a bank or savings and loan association has been designated as a depository, it shall continue as such until 10 days have elapsed after a new depository is designated and qualified by furnishing the statement of resources and liabilities required by this Section. When a new depository is designated, the county board shall notify the sureties of the county superintendent of that fact, in writing, at least 5 days before the transfer of funds. The county superintendent of schools shall be discharged from responsibility for all funds and moneys deposited in the banks or savings and loan association so designated while such funds and moneys are so deposited.

No bank or savings and loan association shall receive public funds as permitted by this Section, unless it has complied with the requirements established pursuant to Section 6 of "An Act relating to certain investments of public funds by public agencies", approved July 23, 1943, as now or hereafter amended.

(Source: P.A. 83-541.)

**ARTICLE 3. REGIONAL  
SUPERINTENDENT OF SCHOOLS**

105 ILCS 5/3-1) (from Ch. 122, par. 3-1)

Sec. 3-1. Election; eligibility. Quadrennially there shall be elected in every county, except those which have been consolidated into a multicounty educational service region under Article 3A and except those having a population of 2,000,000 or more inhabitants, and beginning in 1994 in that portion of a Class II county outside a city of 500,000 or more inhabitants and constituting an educational service region, a regional superintendent of schools, who shall enter upon the discharge of his duties on the first Monday of August next after his election; provided, however, that the term of office of each regional superintendent of schools in office on June 30, 2003 is terminated on July 1, 2003, except that an incumbent regional superintendent of schools shall continue to serve until his successor is elected and qualified, and each regional superintendent of schools elected at the general election in 2002 and every four years thereafter shall assume office on the first day of July next after his election. No one is eligible to file his

petition at any primary election for the nomination as candidate for the office of regional superintendent of schools nor to enter upon the duties of such office either by election or appointment unless he possesses the following qualifications: (1) he is of good character, (2) he has a master's degree, (3) he has earned at least 20 semester hours of credit in professional education at the graduate level, (4) he holds a valid all grade supervisory certificate or a valid state limited supervisory certificate, or a valid state life supervisory certificate, or a valid administrative certificate, (5) he has had at least 4 years experience in teaching, and (6) he was engaged for at least 2 years of the 4 previous years in full time teaching or supervising in the common public schools or serving as a county superintendent of schools or regional superintendent of schools for an educational service region in the State of Illinois. . . .

(Source: P.A. 89-383, eff. 8-18-95; 90-280, eff. 7-31-97.)

>

(105 ILCS 5/3-2) (from Ch. 122, par. 3-2)

Sec. 3-2. Oath of office - Bond - Salary. If any vacancy in the office of regional superintendent of schools occurs, such vacancy shall be filled in the manner provided by Section 3A-6.

Regional Superintendents of Schools shall receive the salary provided by (Source: P.A. 88-387; 89-233, eff. 1-1-96.)

#### - Salaries

(105 ILCS 5/3-2.5)

Sec. 3-2.5. Salaries.

(a) Except as otherwise provided in this Section, the regional superintendents of schools shall receive for their services an annual salary according to the population, as determined by the last preceding federal census, of the region they serve, as set out in the following schedule:

#### SALARIES OF REGIONAL SUPERINTENDENTS OF SCHOOLS

POPULATION OF REGION	ANNUAL SALARY
Less than 48,000	\$73,500
48,000 to 99,999	\$78,000
100,000 to 999,999	\$81,500
1,000,000 and over	\$83,500

The changes made by Public Act 86-96 in the annual salary that the regional superintendents of schools shall receive for their services shall apply to the annual salary received by the regional superintendents of schools during each of their elected terms of office that commence after July 26, 1989 and before the first Monday of August, 1995.

The changes made by Public Act 89-225 in the annual salary that regional superintendents of schools shall receive for their services shall apply to the annual salary received by the regional superintendents of schools during their elected terms of office that commence after August 4, 1995 and end on August 1, 1999.

The changes made by this amendatory Act of the 91st General Assembly in the annual salary that the regional superintendents of schools shall receive for their services shall apply to the annual salary received by the regional superintendents of schools during each of their elected terms of office that commence on or after August 2, 1999.

Beginning July 1, 2000, the salary that the regional superintendent of schools receives for his or her services shall be adjusted annually to reflect the percentage increase, if any, in the most recent Consumer Price Index, as defined and officially reported by the United States Department of

Labor, Bureau of Labor Statistics, except that no annual increment may exceed 2.9%. If the percentage of change in the Consumer Price Index is a percentage decrease, the salary that the regional superintendent of schools receives shall not be adjusted for that year.

When regional superintendents are authorized by the School Code to appoint assistant regional superintendents, the assistant regional superintendent shall receive an annual salary based on his or her qualifications and computed as a percentage of the salary of the regional superintendent to whom he or she is assistant, as set out in the following schedule:

SALARIES OF ASSISTANT REGIONAL SUPERINTENDENTS

QUALIFICATIONS OF ASSISTANT REGIONAL SUPERINTENDENT	PERCENTAGE OF SALARY OF REGIONAL SUPERINTENDENT
No Bachelor's degree, but State certificate valid for teaching and supervising.	70%
Bachelor's degree plus State certificate valid for supervising.	75%
Master's degree plus State certificate valid for supervising.	90%

However, in any region in which the appointment of more than one assistant regional superintendent is authorized, whether by Section 3-15.10 of this Code or otherwise, not more than one assistant may be compensated at the 90% rate and any other assistant shall be paid at not exceeding the 75% rate, in each case depending on the qualifications of the assistant.

The salaries provided in this Section for regional superintendents and assistant regional superintendents are payable monthly from the Common School Fund. The State Comptroller in making his or her warrant to any county for the amount due it from the Common School Fund shall deduct from it the several amounts for which warrants have been issued to the regional superintendent, and any assistant regional superintendent, of the educational service region encompassing the county since the preceding apportionment of the Common School Fund.

County boards may provide for additional compensation for the regional superintendent or the assistant regional superintendents, or for each of them, to be paid quarterly from the county treasury.

(105 ILCS 5/3-3) (from Ch. 122, par. 3-3)

Sec. 3-3. Practice of other profession. It is unlawful for any county superintendent of schools to practice or to hold himself out as practicing any other profession. Violation of this section shall be a cause of forfeiture of office.

- Quarterly reports

105 ILCS 5/3-5) (from Ch. 122, par. 3-5)

Sec. 3-5. Report of official acts. The county superintendent shall present under oath or affirmation to the county board at its meeting in September and as nearly quarterly thereafter as it may have regular or special meetings, a report of all his acts as county superintendent, including a list of all the schools visited with the dates of visitation. (Source: Laws 1961, p. 31.)

>

(105 ILCS 5/3-6.1) (from Ch. 122, par. 3-6.1)

Sec. 3-6.1. Presentation of records for financial audit. shall present for inspection or otherwise make available to the Auditor General, or to the agents designated by the Auditor General, all financial statements, books, vouchers and other records required to be so presented or made available pursuant to Section 2-3.17a and the rules and regulations of the Auditor General pursuant to that Section.

(Source: P.A. 92-544, eff. 6-12-02.)

Sec. 3-6.1. Presentation of records for financial audit. Each regional superintendent of schools, whether for a multicounty or for a single county educational service region, shall present for inspection or otherwise make available to the Auditor General, or to the agents designated by the Auditor General, all financial statements, books, vouchers and other records required to be so presented or made available pursuant to Section 2-3.17a and the rules and regulations of the Auditor General pursuant to that Section.

(Source: P.A. 92-544, eff. 6-12-02.)

(105 ILCS 5/3-7) (from Ch. 122, par. 3-7)

Sec. 3-7. Failure to prepare and forward information.

> Collect audits from school districts and cooperatives

(105 ILCS 5/3-8) (from Ch. 122, par. 3-8)

Sec. 3-8. School treasurer's bond - Duties of regional superintendent.

(105 ILCS 5/3-9) (from Ch. 122, par. 3-9)

Sec. 3-9. School funds; apportionment and payment. Whenever the regional superintendent receives amounts due to local school districts, the regional superintendent shall apportion and distribute the moneys to the appropriate local school districts as directed.

(105 ILCS 5/3-9.1) (from Ch. 122, par. 3-9.1)

Sec. 3-9.1. Investment of funds. Funds of the educational service region are public funds within the meaning of the Public Funds Investment Act and may be invested by the educational service region as provided in that Act, except as otherwise provided in this Code.

(105 ILCS 5/3-9.5)

Sec. 3-9.5. Interfund loans allowed. A regional office of education is allowed to make interfund loans. If a regional office of education makes an interfund loan, then it must repay the loan by the end of the fiscal year.

(Source: P.A. 92-169, eff. 1-1-02.)

(105 ILCS 5/3-10) (from Ch. 122, par. 3-10)

Sec. 3-10. Controversies - opinion and advice - Appeal. In all controversies arising under the school law, the opinion and advice of the regional superintendent shall first be sought, whence appeal may be taken upon a written statement of facts certified by the regional superintendent to the State Board of Education.

(Source: P.A. 81-1508.)

(105 ILCS 5/3-11) (from Ch. 122, par. 3-11)

Sec. 3-11. Institutes or inservice training workshops. In counties of less than 2,000,000 inhabitants, the regional superintendent may arrange for or conduct district, regional, or county institutes, or equivalent professional educational experiences, not more than 4 days annually. Of those 4 days, 2 days may be used as a teacher's workshop, when approved by the regional superintendent, up to 2 days may be used for conducting parent-teacher conferences or up to 2 days may be utilized as parental institute days as provided in Section 10-22.18d.

A school district may use one of its 4 institute days on the last day of the school term. "Institute" or "Professional educational experiences" means any educational gathering, demonstration of methods of instruction, visitation of schools or other institutions or facilities, sexual abuse and sexual assault awareness seminar, or training in First Aid (which may include cardiopulmonary resuscitation or defibrillator training) held or approved by the regional superintendent and declared by him to be an institute day, or parent-teacher conferences. With the concurrence of the State Superintendent of Education, he or she may employ such assistance as is necessary to conduct the institute. Two or more adjoining counties may jointly hold an institute. Institute instruction shall be free to holders of certificates good in the county or counties holding the institute, and to those who have paid an examination fee and failed to receive a certificate.

"Professional educational experiences" means any educational gathering, demonstration of methods of instruction, visitation of schools or other institutions or facilities, sexual abuse and sexual assault awareness seminar, or training in First Aid (which may include cardiopulmonary resuscitation or defibrillator training) held or approved by the regional superintendent and declared by him to be an inservice training workshop, or parent-teacher conferences. With the concurrence of the State Superintendent of Education, he may employ such assistance as is necessary to conduct the inservice training workshop. With the approval of the regional superintendent, 2 or more adjoining districts may jointly hold an inservice training workshop. In addition, with the approval of the regional superintendent, one district may conduct its own inservice training workshop with subject matter consultants requested from the county, State or any State institution of higher learning.

Such teachers institutes as referred to in this Section may be held on consecutive or separate days at the option of the regional superintendent having jurisdiction thereof.

Whenever reference is made in this Act to "teachers institute", it shall be construed to include the inservice training workshops or equivalent professional educational experiences provided for in this Section.

Districts providing inservice training programs shall constitute inservice committees, 1/2 of which shall be teachers, 1/4 school service personnel and 1/4 administrators to establish program content and schedules.

The teachers institutes shall include teacher training committed to (i) peer counseling programs and other anti-violence and conflict resolution programs, including without limitation programs for preventing at risk students from committing violent acts, and (ii) educator ethics and teacher-student conduct. Beginning with the 2009-2010 school year, the teachers institutes shall include instruction on prevalent student chronic health conditions.

(Source: P.A. 95-969, eff. 1-1-09; 96-431, eff. 8-13-09.)

(105 ILCS 5/3-11.5)

Sec. 3-11.5. Regional professional development review committee. The regional superintendent of schools shall constitute a regional professional development review committee or committees, as provided in paragraph (2) of subsection (g) of Section 21-14 of this Code, to advise the regional superintendent of schools, upon his or her request, and to hear appeals relating to the renewal of teaching certificates, in accordance with Section 21-14 of this Code. The expenses of these review committees shall be funded, in part, from the fees collected pursuant to Section 21-16 of this Code and deposited into the institute fund.

(Source: P.A. 91-102, eff. 7-12-99.)

(105 ILCS 5/3-12) (from Ch. 122, par. 3-12)

#### - Teacher Certification

105 ILCS 5/3-12) (from Ch. 122, par. 3-12)

Sec. 3-12. Institute fund.

(a) All certificate registration fees and a portion of renewal and duplicate fees shall be kept by the regional superintendent as described in Section 21-16 of this Code, together with a record of the names of the persons paying them. Such fees shall be deposited into the institute fund and shall be used by the regional superintendent to defray expenses associated with the work of the regional professional development review committees established pursuant to paragraph (2) of subsection (g) of Section 21-14 of this Code to advise the regional superintendent, upon his or her request, and to hear appeals relating to the renewal of teaching certificates, in accordance with Section 21-14 of this Code; to defray expenses connected with improving the technology necessary for the efficient processing of certificates; to defray expenses incidental to teachers' institutes, workshops or meetings of a professional nature that are designed to promote the professional growth of teachers or for the purpose of defraying the expense of any general or special meeting of teachers or school personnel of the region, which has been approved by the regional superintendent.

>Sec. 3-12. Institute fund.

(a) All certificate registration fees and a portion of renewal and duplicate fees shall be kept by the regional superintendent as described in Section 21-16 of this Code, together with a record of the names of the persons paying them. Such fees shall be deposited into the institute fund and shall be used by the regional superintendent to defray expenses associated with the work of the regional professional development review committees established pursuant to paragraph (2) of subsection (g) of Section 21-14 of this Code to advise the regional superintendent, upon his or her request, and to hear appeals relating to the renewal of teaching certificates, in accordance with Section 21-14 of this Code; to defray expenses connected with improving the technology necessary for the efficient processing of certificates; to defray all costs associated with the administration of teaching certificates; to defray expenses incidental to teachers' institutes, workshops or meetings of a professional nature that are designed to promote the professional growth of teachers or for the purpose of defraying the expense of any general or special meeting of teachers or school personnel of the region, which has been approved by the regional superintendent.

(b) In addition to the use of moneys in the institute fund to defray expenses under subsection (a) of this Section, the State Superintendent of Education, as authorized under Section 2-3.105 of this Code, shall use moneys in the institute fund to defray all costs associated with the administration of teaching certificates within a city having a population exceeding 500,000.

(c) The regional superintendent shall on or before January 1 of each year



publish in a newspaper of general circulation published in the region or shall post in each school building under his jurisdiction an accounting of (1) the balance on hand in the Institute fund at the beginning of the previous year; (2) all receipts within the previous year deposited in the fund, with the sources from which they were derived; (3) the amount distributed from the fund and the purposes for which such distributions were made; and (4) the balance on hand in the fund.

(Source: P.A. 96-893, eff. 7-1-10.)

#### - Truant Officer

(105 ILCS 5/3-13) (from Ch. 122, par. 3-13)

Sec. 3-13. Truant officer - Duties. Each county superintendent of schools shall appoint a county truant officer. Such appointee shall receive such compensation as may be fixed by the county board, together with his necessary traveling expenses, to be paid out of the county treasury. He shall file his acceptance with the county clerk and shall take and subscribe an oath of office. He shall perform the duties of truant officer in all the school districts of the county; provided, that the school board in any school district may appoint one or more truant officers and fix his or their compensation, which shall be paid by the district.

The county superintendent of schools shall furnish the county truant officer, at the opening of the schools, with a list of the teachers and superintendents employed in his county other than in school districts that employ truant officers.

(Source: P.A. 88-50.)

>Peoria County currently pays for .5 FTE for a county-wide truancy officer. The additional 2.5 FTE's area paid through a state grant (TAOEP)

(105 ILCS 5/3-14) (from Ch. 122, par. 3-14)

Sec. 3-14. Duties of regional superintendent. The regional superintendent of schools shall perform the duties enumerated in the following Sections preceding Section 3-15.

(Source: P.A. 93-404, eff. 8-1-03.)

(105 ILCS 5/3-14.1) (from Ch. 122, par. 3-14.1)

Sec. 3-14.1. New bond. To execute, upon notice by the county board, a new bond, conditioned and approved as the first bond.

(Source: Laws 1961, p. 31.)

(105 ILCS 5/3-14.2) (from Ch. 122, par. 3-14.2)

Sec. 3-14.2. Supervision and control of school districts.

(105 ILCS 5/3-14.3) (from Ch. 122, par. 3-14.3)

Sec. 3-14.3. Township fund lands. To sell township fund lands, issue certificates of purchase, report to the county board and the Secretary of State in the manner provided in Article 15 of this Code, and perform all other duties pertaining thereto.

(Source: P.A. 95-496, eff. 8-28-07.)

(105 ILCS 5/3-14.6) (from Ch. 122, par. 3-14.6)

Sec. 3-14.6. Directions to teacher and school officers. To give teachers

and school officers such directions in the science, art and methods of teaching, and in regard to courses of study, as he deems expedient.  
(Source: Laws 1961, p. 31.)

(105 ILCS 5/3-14.7) (from Ch. 122, par. 3-14.7)

Sec. 3-14.7. Official adviser and assistant of school officers and teachers. To act as the official adviser and assistant of the school officers and teachers in his region. In the performance of this duty he shall carry out the advice of the State Board of Education.  
(Source: P.A. 81-1508.)

(105 ILCS 5/3-14.8) (from Ch. 122, par. 3-14.8)

Sec. 3-14.8. Teachers' institute and other meetings. To conduct a teachers' institute, to insure that instruction in the warning signs of suicidal behavior in adolescents and teens and intervention techniques are offered at such an institute, to aid and encourage the formation of other teachers' meetings, and to assist in their management.  
(Source: P.A. 85-297.)

(105 ILCS 5/3-14.9) (from Ch. 122, par. 3-14.9)

Sec. 3-14.9. Elevation of standard of teaching - Improvement of schools. To labor in every practicable way to elevate the standard of teaching and improve the condition of the common schools of his county.  
(Source: Laws 1961, p. 31.)

(105 ILCS 5/3-14.15) (from Ch. 122, par. 3-14.15)

Sec. 3-14.15. Returns, reports, statements. To file and keep all the returns of elections required to be returned to him and the reports and statements returned by school treasurers and trustees of schools.  
(Source: P.A. 81-1490.)

(105 ILCS 5/3-14.16) (from Ch. 122, par. 3-14.16)

Sec. 3-14.16. Census. To take a special census of a school district when petitioned by 10% or 1,500 legal voters, whichever is less, to determine if such district has the proper type of school board, either of directors or a board of education, required by this Act. The expense of such census shall be a school district expense. If such census shows that the proper type of board does not exist, then such regional superintendent shall immediately notify the school district and certify to the proper election authorities that an election shall be held at the time next provided for the regular election of school district officers and in the manner provided by the general election law to select an entirely new board of the type legally required. The length of term of each of the members of the new board shall be determined in the manner provided for such type of board in this Act.  
(Source: P.A. 81-1490.)

(105 ILCS 5/3-14.17) (from Ch. 122, par. 3-14.17)

Sec. 3-14.17. Notice of amount of money distributed. To notify the presidents of boards of trustees and the clerks and secretaries of school districts, on or before September 30, annually, of the amount of money distributed by him to the school treasurer, with the date of distribution.

(Source: Laws 1961, p. 31.)

(105 ILCS 5/3-14.18) (from Ch. 122, par. 3-14.18)

Sec. 3-14.18. Map - Numbering of districts. To keep in his office a map of his county on a scale of not less than two inches to the mile and to indicate thereon the boundary lines and numbers of all school districts. Districts shall be numbered consecutively. If a new district composed of parts of two or more counties is formed, the county superintendents of such counties shall agree upon a number by which the district shall be designated, which number shall not be a duplicate of any number in either of such counties.

(Source: Laws 1961, p. 31.)

(105 ILCS 5/3-14.20) (from Ch. 122, par. 3-14.20)

Sec. 3-14.20. Building plans and specifications. To inspect the building plans and specifications, including but not limited to plans and specifications for the heating, ventilating, lighting, seating, water supply, toilets and safety against fire of public school rooms and buildings submitted to him by school boards, and to approve all those which comply substantially with the building code authorized in Section 2-3.12. If a municipality or, in the case of an unincorporated area, a county or, if applicable, a fire protection district wishes to be notified of plans and specifications received by a regional office of education for any future construction or alteration of a public school facility located within that entity's jurisdiction, then the entity must register this wish with the regional superintendent of schools. Within 10 days after the regional superintendent of schools receives the plans and specifications from a school board and prior to the bidding process, he or she shall notify, in writing, the registered municipality and, if applicable, the registered fire protection district where the school that is being constructed or altered lies that plans and specifications have been received. In the case of an unincorporated area, the registered county shall be notified. If the municipality, fire protection district, or county requests a review of the plans and specifications, then the school board shall submit a copy of the plans and specifications. The municipality and, if applicable, the fire protection district or the county may comment in writing on the plans and specifications based on the building code authorized in Section 2-3.12, referencing the specific code where a discrepancy has been identified, and respond back to the regional superintendent of schools within 15 days after a copy of the plans and specifications have been received or, if needed for plan review, such additional time as agreed to by the regional superintendent of schools. This review must be at no cost to the school district.

If such plans and specifications are not approved or denied approval by the regional superintendent of schools within 3 months after the date on which they are submitted to him or her, the school board may submit such plans and specifications directly to the State Superintendent of Education for approval or denial.

(Source: P.A. 94-225, eff. 7-14-05.)

(105 ILCS 5/3-14.21) (from Ch. 122, par. 3-14.21)

Sec. 3-14.21. Inspection of schools.

(a) The regional superintendent shall inspect and survey all public schools under his or her supervision and notify the board of education, or the trustees of schools in a district with trustees, in writing before July

30, whether or not the several schools in their district have been kept as required by law, using forms provided by the State Board of Education which are based on the Health/Life Safety Code for Public Schools adopted under Section 2-3.12. The regional superintendent shall report his or her findings to the State Board of Education on forms provided by the State Board of Education.

(b) If the regional superintendent determines that a school board has failed in a timely manner to correct urgent items identified in a previous life-safety report completed under Section 2-3.12 or as otherwise previously ordered by the regional superintendent, the regional superintendent shall order the school board to adopt and submit to the regional superintendent a plan for the immediate correction of the building violations. This plan shall be adopted following a public hearing that is conducted by the school board on the violations and the plan and that is preceded by at least 7 days' prior notice of the hearing published in a newspaper of general circulation within the school district. If the regional superintendent determines in the next annual inspection that the plan has not been completed and that the violations have not been corrected, the regional superintendent shall submit a report to the State Board of Education with a recommendation that the State Board withhold from payments of general State aid due to the district an amount necessary to correct the outstanding violations. The State Board, upon notice to the school board and to the regional superintendent, shall consider the report at a meeting of the State Board, and may order that a sufficient amount of general State aid be withheld from payments due to the district to correct the violations. This amount shall be paid to the regional superintendent who shall contract on behalf of the school board for the correction of the outstanding violations.

(c) The Office of the State Fire Marshal or a qualified fire official, as defined in Section 2-3.12 of this Code, to whom the State Fire Marshal has delegated his or her authority shall conduct an annual fire safety inspection of each school building in this State. The State Fire Marshal or the fire official shall coordinate its inspections with the regional superintendent. The inspection shall be based on the fire safety code authorized in Section 2-3.12 of this Code. Any violations shall be reported in writing to the regional superintendent and shall reference the specific code sections where a discrepancy has been identified within 15 days after the inspection has been conducted. The regional superintendent shall address those violations that are not corrected in a timely manner pursuant to subsection (b) of this Section. The inspection must be at no cost to the school district.

(d) If a municipality or, in the case of an unincorporated area, a county or, if applicable, a fire protection district wishes to perform new construction inspections under the jurisdiction of a regional superintendent, then the entity must register this wish with the regional superintendent. These inspections must be based on the building code authorized in Section 2-3.12 of this Code. The inspections must be at no cost to the school district.

(Source: P.A. 96-734, eff. 8-25-09.)

(105 ILCS 5/3-14.23) (from Ch. 122, par. 3-14.23)

Sec. 3-14.23. School bus driver permits.

(a) To conduct courses of instruction for school bus drivers pursuant to the standards established by the Secretary of State under Section 6-106.1 of the Illinois Vehicle Code and to charge a fee based upon the cost of providing such courses of up to \$6 per person for fiscal years 2010, 2011, and 2012; up to \$8 per person for fiscal years 2013, 2014, and 2015; and up to \$10 per person for fiscal year 2016 and each fiscal year thereafter for

the initial classroom course in school bus driver safety and of up to \$6 per person for fiscal years 2010, 2011, and 2012; up to \$8 per person for fiscal years 2013, 2014, and 2015; and up to \$10 per person for fiscal year 2016 and each fiscal year thereafter for the annual refresher course.

(b) To conduct such investigations as may be necessary to insure that all persons hired to operate school buses have valid school bus driver permits as required under Sections 6-104 and 6-106.1 of "The Illinois Vehicle Code". If a regional superintendent finds evidence of non-compliance with this requirement, he shall submit such evidence together with his recommendations in writing to the school board.

If the regional superintendent finds evidence of noncompliance with the requirement that all persons employed directly by the school board to operate school buses have valid school bus driver permits as required under Sections 6-104 and 6-106.1 of "The Illinois Vehicle Code", the regional superintendent shall schedule a hearing on a date not less than 5 days nor more than 10 days after notifying the district of his findings. If based on the evidence presented at the hearing the regional superintendent finds that persons employed directly by the school board to operate school buses do not have valid school bus driver permits as required under Sections 6-104 and 6-106.1 of "The Illinois Vehicle Code", the regional superintendent shall submit such evidence and his findings together with his recommendations to the State Superintendent of Education. The State Superintendent of Education may reduce the district's claim for reimbursement under Sections 29-5 and 14-13.01 for transportation by 1.136% for each day of noncompliance.

If a school board finds evidence of noncompliance with the requirement that all persons employed by a contractor to operate school buses have valid school bus driver permits as required under Sections 6-104 and 6-106.1 of "The Illinois Vehicle Code", the school board shall request a hearing before the regional superintendent. The regional superintendent shall schedule a hearing on a date not less than 5 days nor more than 10 days after receiving the request. If based on the evidence presented at the hearing the regional superintendent finds that persons employed by a contractor to operate school buses do not have valid school bus driver permits as required under Sections 6-104 and 6-106.1 of "The Illinois Vehicle Code", the school board's financial obligations under the contract shall be reduced by an amount equal to 1.136% for each day of noncompliance. The findings of the regional superintendent and the relief provided herein shall not impair the obligations of the contractor to continue to provide transportation services in accordance with the terms of the contract.

The provisions of the Administrative Review Law, and all amendments and modifications thereof and the rules adopted pursuant thereto shall apply to and govern all proceedings instituted for judicial review of final administrative decisions of the regional superintendent under this Section. (Source: P.A. 96-616, eff. 1-1-10.)

(105 ILCS 5/3-14.26) (from Ch. 122, par. 3-14.26)

Sec. 3-14.26. To coordinate, aid and encourage the indemnification of members of regional boards of school trustees by county boards, as provided in Section 5-1102 of the Counties Code. (Source: P.A. 86-1475.)

(105 ILCS 5/3-14.28) (from Ch. 122, par. 3-14.28)

Sec. 3-14.28. To remove any member of a school board from office upon the direction of the State Superintendent of Education pursuant to action of the State Board of Education authorized under Section 2-3.25f and to appoint

individuals to fill vacancies thereby created within 30 days.  
(Source: P.A. 87-559.)

(105 ILCS 5/3-14.29)

Sec. 3-14.29. Sharing information on school lunch applicants. Whenever requested by the Department of Healthcare and Family Services

(105 ILCS 5/3-14.30)

Sec. 3-14.30. Grant applications. To assist and support school districts with the preparation and submission of grant applications.  
(Source: P.A. 93-1036, eff. 9-14-04.)

(105 ILCS 5/3-14.31)

Sec. 3-14.31. School facility occupation tax proceeds.

(a) Within 30 days after receiving any proceeds of a school facility occupation tax under Section 5-1006.7 of the Counties Code, each regional superintendent must disburse those proceeds to each school district that is located in the county in which the tax was collected.

(b) The proceeds must be disbursed on an enrollment basis and allocated based upon the number of each school district's resident pupils that reside within the county collecting the tax divided by the total number of resident students within the county.

(Source: P.A. 95-675, eff. 10-11-07; 95-850, eff. 1-1-09.)

(105 ILCS 5/3-15) (from Ch. 122, par. 3-15)

Sec. 3-15. Powers of county superintendent. The county superintendent shall have the powers enumerated in the subsequent sections of this article.  
(Source: Laws 1961, p. 31.)

(105 ILCS 5/3-15.1) (from Ch. 122, par. 3-15.1)

Sec. 3-15.1. Reports. To require the appointed school treasurer in Class II counties, in each school district which forms a part of a Class II county school unit but which is not subject to the jurisdiction of the trustees of schools of any township in which such district is located, and in each school district of the Class I counties to prepare and forward to his office on or before October 15, annually, and at such other times as may be required by him or by the State Board of Education a statement exhibiting the financial condition of the school for the preceding year commencing on July 1 and ending June 30.

(105 ILCS 5/3-15.2) (from Ch. 122, par. 3-15.2)

Sec. 3-15.2. Recommending imposition or remission of penalty. To recommend to the State Board of Education the imposition or remission of the penalty provided in Section 2-3.24.  
(Source: P.A. 88-641, eff. 9-9-94.)

(105 ILCS 5/3-15.3) (from Ch. 122, par. 3-15.3)

Sec. 3-15.3. School treasurer's accounts. To direct in what manner school treasurers shall keep their books and accounts.  
(Source: Laws 1961, p. 31.)

(105 ILCS 5/3-15.4) (from Ch. 122, par. 3-15.4)

Sec. 3-15.4. Suit against county collector. To bring suit against the

county collector for failure to pay the amount due upon the auditor's warrant.

(Source: Laws 1961, p. 31.)

(105 ILCS 5/3-15.5) (from Ch. 122, par. 3-15.5)

Sec. 3-15.5. Removal of school board members. To remove any member of a school board from office for wilful failure to perform his official duties.

(Source: Laws 1961, p. 31.)

#### - Additional Employees

(105 ILCS 5/3-15.6) (from Ch. 122, par. 3-15.6)

Sec. 3-15.6. Additional employees. To employ, with the approval of the county board, such additional employees as are needed for the discharge of the duties of the office. The non-clerical employees shall be persons versed in the principles and methods of education, familiar with public school work, competent to visit schools and certificated pursuant to this Code if their duties are comparable to those for which certification is required by this Code.

On and after July 1, 1994, the provisions of this Section shall have no application in any educational service region having a population of 2,000,000 or more inhabitants.

(Source: P.A. 86-361; 87-654; 87-1251.)

(105 ILCS 5/3-15.7) (from Ch. 122, par. 3-15.7)

Sec. 3-15.7. Maps and records of new districts. To demand of the trustees of schools or regional board of school trustees having custody of maps and records of school districts as organized certified copies of the same. In case of discrepancies or defects in defining the boundaries of school districts the county superintendent, or in case of a district lying in two or more counties, the county superintendents of such counties acting jointly, may define such boundaries in conformity with what appears to have been the intention of the trustees of schools when such boundaries were established.

(Source: P.A. 87-473.)

(105 ILCS 5/3-15.8) (from Ch. 122, par. 3-15.8)

Sec. 3-15.8. Report to State Board of Education. On or before November 15, annually, to present to the State Board of Education such information relating to schools in his region as the State Board of Education may require.

(Source: P.A. 82-143.)

(105 ILCS 5/3-15.9) (from Ch. 122, par. 3-15.9)

Sec. 3-15.9. Delivery of money, books, papers and property to successor. Upon his removal or resignation, or at the expiration of his term of office, or in case of his death his representatives to deliver to his successor in office, on demand, all moneys, books, papers and personal property belonging to his office or subject to his control or disposition.

(105 ILCS 5/3-15.10) (from Ch. 122, par. 3-15.10)

Sec. 3-15.10. Assistant Regional Superintendent. To employ, in counties or regions of 2,000,000 inhabitants or less, in addition to any assistants authorized to be employed with the approval of the county board, an assistant regional superintendent of schools who shall be a person of good attainment, versed in the principles and methods of education, and qualified to teach and

supervise schools under Article 21 of this Act; to fix the term of such assistant and direct his work and define his duties.

Assistant regional superintendents shall each be a person of good attainment, versed in the principles and methods of education, and qualified to teach and supervise schools under Article 21 of this Act. The work of such assistant regional superintendent shall be so arranged and directed that the county or regional superintendent and assistant superintendent, together, shall devote an amount of time during the school year, equal to at least the full time of one individual, to the supervision of schools and of teaching in the schools of the county.

A regional superintendent of schools shall not employ his or her spouse, child, stepchild, or relative as an assistant regional superintendent of schools. By September 1 each year, a regional superintendent shall certify to the State Board of Education that he or she has complied with this paragraph.

(105 ILCS 5/3-15.12) (from Ch. 122, par. 3-15.12)

Sec. 3-15.12. High school equivalency testing program. The regional superintendent of schools shall make available for qualified individuals residing within the region a High School Equivalency Testing Program. For that purpose the regional superintendent alone or with other regional superintendents may establish and supervise a testing center or centers to administer the secure forms of the high school level Test of General Educational Development to qualified persons. Such centers shall be under the supervision of the regional superintendent in whose region such centers are located, subject to the approval of the President of the Illinois Community College Board.

The regional superintendent of schools shall furnish the Illinois Community College Board with any information that the Illinois Community College Board requests with regard to testing and certificates under this Section.

(Source: P.A. 94-108, eff. 7-1-05; 95-609, eff. 6-1-08.)

(105 ILCS 5/3-15.14) (from Ch. 122, par. 3-15.14)

Sec. 3-15.14. Cooperative Educational Programs. To administer and direct a cooperative or joint educational program or project when 2 or more districts request and authorize him to provide and administer these services. He may provide and contract for the staff, space, necessary materials, supplies, books and apparatus for such agreements. The school boards of the respective districts shall pay to the regional superintendent the pro rata share of the expenses of the operation of such programs, and the regional superintendent shall use such funds in payment of such operational expenses. The regional superintendent shall collect and remit the required pension contributions from the participating districts if the board of control of the program participates in Article 7 of the Illinois Pension Code.

A board of control composed of one member from each cooperating district and one member from the office of the regional superintendent will set policy for the cooperative. The agreement establishing the cooperative may provide that the cooperative shall act as its own administrative district and shall be an entity separate and apart from the Educational Service Region.

Each regional superintendent that is the administrator of a joint agreement shall cause an annual financial statement to be submitted on forms prescribed by the State Board of Education exhibiting the financial condition of the program established pursuant to the joint agreement for the fiscal



year ending on the immediately preceding June 30.

The regional superintendent may also administer, direct and account for educational programs of single or multi-county educational service region, or of multi-regional design which are sponsored and financed by State or federal educational agencies, or by both such agencies. In cases where funding for any such approved program is delayed, the regional superintendent may borrow the funds required to begin operation of the program in accordance with the terms of the grant; and the principal amount so borrowed, together with the interest due thereon, shall be paid from the grant moneys when received. (Source: P.A. 83-815; 86-1332.)

(105 ILCS 5/3-15.15) (from Ch. 122, par. 3-15.15)

Sec. 3-15.15. Local education agency. To apply as a local education agency for any grant, loan, program authorization or other assistance provided to local education agencies by the State Board of Education. (Source: P.A. 87-1124; 88-670, eff. 12-2-94.)

(105 ILCS 5/3-15.17)

Sec. 3-15.17. Civic education advancement.

(a) The General Assembly finds that civic education and participation are fundamental elements of a healthy democracy, and schools are in need of support to identify civic learning opportunities and to implement new strategies to prepare and sustain high quality citizenship among their student body.

(b) Subject to appropriation, funding for civic education professional development for high school teachers must be provided by line item appropriation made to the State Board of Education for that purpose. When appropriated, the State Board of Education must provide this funding to each regional superintendent of schools based on high school enrollment as reported on the State Board of Education's most recent fall enrollment and housing report, except that 20% of each annual appropriation must be reserved for a school district organized under Article 34 of this Code.

(c) In order to establish eligibility for one or more of its schools to receive funding under this Section, a school district shall submit to its regional superintendent of schools an application, accompanied by a completed civic audit, for each school. A regional superintendent shall award funds to a district based on the number of teachers identified by the district to receive professional development multiplied by \$250. A district must not be awarded more than \$3,000 in any year, unless additional funds remain available after all eligible applicants have received funding. A district may not use funds authorized under this Section in any school more than once every 2 years. Funds provided under this Section must be used exclusively for professional development provided by entities that are approved providers for purposes of certificate renewal under Section 21-14 of this Code.

(d) The civic audit form and its content must be designed and updated as deemed necessary by the Illinois Civic Mission Coalition. Data from completed civic audits must be processed by the Illinois Civic Mission Coalition. The civic audit must be made available by the Illinois Civic Mission Coalition and must be designed to provide teachers and principals with a blueprint to better understand how current curriculum, service learning, and extracurricular activities are providing civic learning experiences for their students.

(Source: P.A. 95-225, eff. 8-16-07.)

Our functions compiled from the Illinois Association of Regional Superintendents Web Site

### **Responsibilities of the Regional Superintendent (from IARSS website)**

#### **Educational Administration**

- Respond to legal questions from educators, boards of education and other citizens.
- Issue, register and renew teacher certificates.
- Supervise and assist in transportation programs, scientific literacy programs and other staff development program.
- Provide G.E.D. educational programs, testing and diplomas.
- Disseminate information on scholarships and teacher vacancies.
- Conduct professional growth opportunities.
- Approve school calendars, in-service days, workshops and institutes.
- Conduct hearings for formation of Unit Districts and consolidation of existing school districts.

#### **Cooperation Management**

- Assist the Illinois State Board of Education, Compliance division, in the evaluation and recognition of public schools, and private schools, and private schools who ask to be recognized.
- Maintain maps of all school districts.
- Administer cooperative programs.
- Monitor public schools during strikes.
- Remove any member of a school board for failure to perform official duties.
- Assist with cooperatives, special education programs and vocational programs.
- Serve as Ex-Officio secretary of the Regional Board of School Trustees.

#### **Financial**

- Audit district claims for General State Aid, categorical funds, and Federal grants.
- Review budgets, audits, evidence of indebtedness and annual financial reports.
- Check bonding of school treasurers.
- Disburse state and federal funds.
- Act as administrative and/or fiscal agent for appropriate programs.

#### **Health and Life Safety**

- Visit and inspect each public school annually.
- Supervise school buildings for health and life safety and condemn buildings if necessary.
- Provide courses in safety and first aid for bus drivers.
- Approve building permits and occupancy permits.

#### **Public Relations**

- Respond to questions and concerns, including legal questions, from parents, teachers, administrators, board of education and other citizens.
- Promote and support educational programs and achievements of the schools and educators.
- Hold public hearings on topics vital to education.
- Serve as liaison between the state legislature and local school districts.
- Serve as liaison between the Illinois State Board of Education and local school districts.

# Peoria City / County Health Department Program Narrative

Summarizes Statutory Citations for Local Health  
Department Powers.

Source: Peoria City / County Health Department  
2021

## Peoria City/County Health Department Program Narrative

### Objectives (Reference/State Statute, etc)

55 Illinois Compiled Statutes 5/20  
55 Illinois Compiled Statutes 5/25  
Powers and Duties of County Boards 55ILCS 5/5-1052 Public Health  
Powers and Duties of County Boards 55ILCS 5/5-1115 Retail Food Establishments  
Powers and Duties of County Boards 55ILCS 5/25 County and Multi-County Health Departments  
77 IL Admin Code 600; Certified LHD  
77 IL Admin Code 615 LHP Grant Rules  
Peoria County Ordinance / Policy & Procedures  
Finance - GAAP, GATA, CFR, CMS  
Human Resources - Fair Labor Standards Act, National Labor Relations Board, EOE, IDHR, IL Labor Law.  
Compliance - HIPAA, FOIA, OMA,  
Public Health Accreditation  
20 ILCS 2305 Department of Public Health Act  
(410 ILCS 45/) Lead Poisoning Prevention Act  
IL Admin Code Title 77: Part 665 Immunization Code  
Illinois STD Control Act 410 ILCS 325/1  
IL Admin Code Title 77: Part 696 Control of Tuberculosis Cod  
IL Admin Code Title 77: Part 690 Control of Communicable Diseases  
IL Admin Code Title 77: Part 693 Control of STI Code  
IL Admin Code Title 77: Part 845 Lead Poisoning Prevention Code  
630.40 - Health Services For Children In The First Year Of Life  
Section 630.50 Health Services For Children From One Year Of Age To Early Adolescence  
600.400 Certified Local Health Department Code: Public Health Standards and IPLAN  
410 ILCS 82/ Smoke Free Illinois Act  
Local Health Protection Grant Code 77 Ill.Admin.Code 615  
IEMA Act  
Vital Records Act (410 ILCS 535/25)  
Vector Control Act 410 ILCS 95  
Food Service Sanitation Code 77 IllAdm. Code 750  
Private Sewage Disposal Licensing Act 225 ILCS 225 and Code 77 ILCS Adm. Part 905  
Water Well and Pump installation Contractors Act 225 ILCS 345 and Code 77 Ill Adm. Part 920  
Illinois Food Drug and Cosmetic Act 410 ILCS 620  
Peoria County Code: Chapter 10, Chapter 19, and Chapter 23  
Sanitary Food Preparation Act 410 ILCS 625  
Food Handling Regulation Enforcement Act 410 ILCS 625  
Strategic Plan & Performance Management

# Peoria City / County Health Department Prioritization Matrix

Summarizes PCCHD's Services as Prioritized by the Board of Health.

Source: Peoria City / County Health Department  
2021

### Prioritization Matrix

*Directions* Use the following scores to complete the matrix below.

- Weight**
- 1 Not Mandated; this program is not required to fulfill the requirements for a LHD
  - 2 Mandated
- Value**
- 1 Limited Value; size of population impacted is limited
  - 5 Moderate Value; majority of the population is impacted
  - 9 High Value; Essential; the entire population is impacted
- Role**
- 1 Limited Role; little to no role in providing service/program
  - 5 Shared; PCCHD operates as one of many providers
  - 9 Only; PCCHD is the key or primary provider of program
- Impact**
- 1 Limited; the program/service as little to no impact on health based on data
  - 5 Moderate; the program/service has moderate impact on the health
  - 9 High; the program/service contributes significantly to health

ADMINISTRATION					
Program	Weight	Value for Population	Role in Providing	Public Health Impact	Ranking Score
Certified Public Health Administrator	2	9	9	9	54
Strategic Planning	2	9	9	9	54
Public Health Accreditation	1	9	9	9	27
Compliance	2	5	5	1	22
Finance/Building and Grounds	2	1	5	1	14
Human Resources	2	1	5	1	14
Billing	1	1	5	5	11

VITAL RECORDS					
Program	Weight	Value for Population	Role in Providing	Public Health Impact	Ranking Score
Birth Certificates	1	9	5	5	19
Death Certificates	1	9	5	5	19

**COMMUNITY HEALTH POLICY AND PLANNING**

Program	Weight	Value for Population	Role in Providing	Public Health Impact	Ranking Score
CHNA/CHIP (Partnership)	2	9	9	9	54
Coord./collaborate.	1	9	5	9	23
Public Information	1	5	9	9	23
IL Tobacco Free Communities	1	5	5	9	19
IL SPAN Grant	1	5	5	9	19
Building Healthy Communities	1	5	5	9	19
Outreach/Education	1	5	5	9	19

**CHILD AND FAMILY HEALTH**

Program	Weight	Value for Population	Role in Providing	Public Health Impact	Ranking Score
WIC	1	5	9	9	23
BF Peer Counsel.	1	5	5	9	19
Farmers' Market	1	5	9	5	19
Lead Screening	1	5	5	9	19

**DENTAL**

Program		Value for Population	Role in Providing	Public Health Impact	Ranking Score
Children and Adult Dental Services **	1	9	5	9	23
Oral Health Care for HIV	1	1	9	9	19
Oral Health Developmentally Challenge	1	1	9	9	19
Sealant Program	1	5	5	9	19

ENVIRONMENTAL HEALTH					
Program	Weight	Value for Population	Role in Providing	Public Health Impact	Ranking Score
Food Safety	2	9	9	9	54
Onsite Wastewater	2	9	9	9	54
Water	2	9	9	9	54
Non-community Water	2	1	9	5	30
Environmental Lead	1	5	9	9	23
West Nile Virus	1	9	9	5	23
Summer Food/CAFCP	1	1	9	9	19
HUD	1	5	9	9	23

Ended Grant

Ended Grant

EPIDEMIOLOGY / CLINICAL SERVICES					
Program	Weight	Value for Population	Role in Providing	Public Health Impact	Ranking Score
Disease Investigation	2	9	9	9	54
Outbreak Investigation	2	9	9	9	54
TB Case Management	2	9	9	9	54
STD Partner Services	2	5	5	9	38
Childhood Vaccine - VFC	1	9	5	9	23
Childhood Vaccine - Private Pay	1	9	5	9	23
Adult Vaccine - Medicaid	1	9	5	9	23
Lead Nurse Case Management	1	5	9	9	23
HIV Surveillance	1	5	9	9	23
Adult Vaccine - Private Pay	1	5	5	9	19
Foreign Travel Vaccines	1	5	5	5	15
STD Testing	1	5	1	9	15
TB Skin Testing	1	5	1	1	7
Medication Assisted Treatment	1	5	5	9	19
Heartland Health Services	1	5	5	5	15

Supported by TB Case Management



**EMERGENCY MANAGEMENT AND PREPAREDNESS**

<b>Program</b>	<b>Weight</b>	<b>Value for Population</b>	<b>Role in Providing</b>	<b>Public Health Impact</b>	<b>Ranking Score</b>
EOP	2	9	9	9	54
24 Hr Notification	2	5	9	5	38
Info Sharing	2	9	5	5	38
Mass Dispensing	2	5	9	5	38
Mutual Aid	2	5	5	5	30
Coalition Building	1	9	5	5	19
Training	1	5	5	5	15
Exercise	1	5	5	5	15

# Organizational Review and Evaluation Study

County's Efficiency Study Final Report with Selected Departments Included In The HHS Discussion.

Source: County Administration  
2016

# **Organizational Review and Evaluation Study**

## **PEORIA COUNTY, ILLINOIS**

### **FINAL REPORT**



**January 22, 2016**

# TABLE OF CONTENTS

REPORT SECTION	PAGE NUMBER
1. Introduction and Executive Summary	1
2. Summary Assessment of the County Organization	13
3. Animal Protection Services	18
4. Chief Judge/Court Administration	21
5. Circuit Clerk	40
6. County Administrator's Office	54
7. County Auditor	59
8. County Clerk	66
9. County Coroner	70
10. County Treasurer	77
11. Facilities Management	81
12. Finance	91
13. Heddington Oaks Nursing Home	97
14. Highway/Fleet	104
15. Information Technology	115
16. Planning and Zoning	122
17. Recorder of Deeds	132
18. Recycling and Conservation	135
19. Regional Office of Education	144
20. Sheriff	152
21. State's Attorney	171
22. Supervisor of Assessment	182
23. Potential Service Reductions	191

# **1. INTRODUCTION AND SUMMARY**

The Matrix Consulting Group was retained by Peoria County to conduct an Organizational Review and Evaluation. The report, which follows, presents the results of Phase 1 of the study. This study was designed to provide an assessment of the County's organization including efficiency and effectiveness of the operations, staffing approaches, management systems and operational practices. The project team has assembled this final report, which summarizes our findings, conclusions and recommendations for each department and office reviewed.

## **1. INTRODUCTION AND STUDY SCOPE**

Peoria County sought assistance in evaluating its current organization specifically related to operational efficiency and effectiveness. The County sought this review to complement its continued efforts to streamline operations while maintaining appropriate service levels in a challenging economic environment that has resulted in a structural imbalance between revenues and expenditures.

As stated in the County's Request for Proposals, the primary intent and goal of the project of the Organizational Review and Evaluation was to consider, among other areas, the following aspects of service delivery:

- Service and Product Quality;
- Customer and Service Quality;
- Employee and Leadership Development;
- Organizational Optimization and Efficiency; and
- Financial Viability.

The range of this study encompassed the majority of functions within the County organization including all functions reporting to the County Administrator and most Offices that are overseen by elected officials. Several functions, notably, the Health Department were excluded from evaluation.

This report includes recommendations based on the project team's review that will enable the County to deliver services in a more efficient and effective manner. It also identifies a variety of areas that warrant further evaluation. These are items which either were not suitable for addressing in the timeframe of the initial study phase or where issues were identified regarding future service or staffing requirements that may have sizeable financial impact on the organization. Further evaluation of these areas would provide the County an opportunity to potentially minimize or avoid future costs.

These recommendations include issues such as the following:

- Changes in staffing configurations or staffing levels;
- Review of services provided and their appropriateness;
- Changes in methods of service delivery;
- Consolidation or relocation of operations;
- Use of technology and enhancements that would improve effectiveness and efficiency; and
- Other changes that will provide for more effective utilization of resources.

The report also provides, where feasible, preliminary estimates of the cost impacts associated with each recommendation and identification of potential implementation issues and how to overcome these issues. In general, this report for Peoria County is intended to provide a baseline assessment and analysis of efficiency and effectiveness issues and the development of direction for the resolution of the identified issues.

## **2. PROJECT METHODOLOGIES**

In this Organizational Review and Analysis, the Matrix Consulting Group's project team utilized a wide variety of data collection and analytical techniques. The project team conducted the following data collection and analytical activities:

- **Initiated the study by developing an initial understanding of the key issues impacting the County.** To evaluate the County's organizational structure, staffing and operations, the Matrix Consulting Group at the outset of this study conducted initial interviews with the leadership and key staff within each Department and Office under review. Interviews focused on goals and objectives of the study, the evolution of government reorganization in Peoria County, the levels of service provided, the resources available to provide those services, and identification of key constraints.
- **Developed a study baseline descriptive profile of Peoria County.** The Matrix Consulting Group conducted over 200 interviews with County staff in each operating department in the scope of this study to document current organization of services, the structure and functions of the various departments, budgets, workload data, management systems, etc. This results of this informational baseline was utilized by the project team as a baseline understanding of operations.
- **Provided an opportunity for employee input.** In addition to interviews, the Matrix Consulting Group administered an online anonymous employee survey. This survey asked employees to evaluate a variety of statements regarding the overall operations of the County as well as their departments, and to identify constraints they faced as well as their perceptions on improvement opportunities.
- **Conducted a comparative survey of other counties in Illinois and elsewhere to understand staffing, budget and organizational approaches utilized by other entities.** While no specific recommendation was developed based solely upon the results of the comparative survey effort, it provided useful context for understanding how Peoria County's operation compared to other entities in selected metrics.
- **Identifies key strengths and opportunities for improvement in each department.** A best management practices assessment was conducted to compare Peoria County to appropriate standards and best practices for each of the reviewed Departments and Offices. This analysis was a critical task in identifying improvement opportunities for Peoria County. Additionally, this task provided an assessment of existing strengths of the County organization related to service delivery in the various functions.

- **Conducted further analysis of issues identified and summarize analysis in the project report.** Based on initial findings developed, the project team evaluated additional data, analyzed issues and alternatives, resulting in the recommendations contained within this report.

Throughout this process the project team reviewed interim findings with County leadership and the project steering committee.

### **3. KEY THEMES IN THE REPORT.**

Conducting an Organizational Evaluation and Review for a large and complex entity such as Peoria County will identify many opportunities for improvement and this is the primary focus of the report and evaluation. However, it would be easy for the many positive aspects of the County operations, including areas where the County currently meets or exceeds standard of efficiency and effectiveness, to be overlooked in the report when the focus is on the improvement opportunities. To address this, each chapter provides a summary of key best practices that are in place within the Department or Office being discussed. Additional details regarding these best practices were also contained in the interim documents developed and provided to the County outlining key issues by Department.

A few overarching issues should be noted in this executive summary to place the organizational review and recommendations in context. Important issues to keep in mind as the report is reviewed and specific recommendations are evaluated include the following:

- In most functional areas, Peoria County is operating with staffing levels below what would be identified as “best practice”. This is not to imply that the staffing levels are insufficient, just that opportunities to further achieve staffing modifications to implement efficiencies and streamlining of operations will likely, in more cases than not, require modifications to the existing service levels provided. This is particularly true in the administrative functions – where many



services are not fully centralized and where implementation of changes county-wide cannot always be implemented solely by administrative directive.

- The large number of functions that are overseen by elected officials requires a high level of cooperation between officials in order to address many of the key issues identified. This is especially true in relation to further improvement in the use of Odyssey and other operational improvements within the general criminal justice operations. Changes within individual Offices have direct impacts upon other Offices and their service delivery. Key improvements cannot be achieved without a commitment of these individuals to focus on best practices for the County and not solely on impact to their operations.
- The relatively recent implementation of a single criminal justice software system has begun the process of integrating operations and improving efficiency of operations. However, many key functionalities of this system have not been implemented despite clear indications of the benefits these would have for the organization. Further implementation of this technology to streamline processes and reduce work requirements is the single greatest efficiency and cost-saving opportunity available to the County (exceeding and estimated \$200,000 annually when fully implemented and utilized). Implementation will require extensive cooperation among elected officials who oversee the various criminal justice functions. Further implementation of Odyssey is dependent upon the involved elected officials reaching consensus on how to utilize and when to implement as it requires the approval of elected officials to proceed.
- The ability of the County to address the structural deficit and implement further cost reductions will require extensive cooperation between the various departments and offices. It cannot be addressed by each department or office focusing only on reductions within their area of control. Many of the recommendations made in the report require inter-departmental cooperation and reassignment of duties, changes in processes, and consideration of new approaches to service delivery to implement the recommendations that will have the greatest long-term benefit for the County organization.

Recommendations within each department have been organized into two categories: those that should be considered immediately for implementation and those where further evaluation is warranted to develop a specific plan to address the identified issue.

## **2. SUMMARY ASSESSMENT OF THE COUNTY ORGANIZATION**

In reviewing the following chapters and discussion regarding improvement opportunities for each of the County's Offices and Departments, it is important to put this study and the evaluation in an appropriate context. This study focused on opportunities to increase efficiencies within the organization, and where possible, to identify opportunities to reduce the resources allocated to the provision of services. During the study, several issues became readily apparent, including:

- Peoria County, in virtually all areas, provides a solid and strong level of service to the public. This is typically done with a limited staff allocation and budget in comparison to other entities.
- Historically, the County has operated in a lean manner where staffing allocations and resources devoted to provide services were done with a strong focus on achieving maximum value for the resource allocations and keeping staffing increases or allocations to a minimum.
- The County has, over the last several years, been reducing staff allocations and resources to balance the annual budget. Generally, service levels provided by the County's operations have not declined with the resource reductions.
- The project team believes, that in most areas of the organization, the County can no longer make further reductions without reducing the level or frequency of services provided to the public.
- The County appears to be at the tipping point where existing staff cannot be asked to assume any significant increase in duties without an impact being felt.
- The current and projected budget scenarios continued to show an imbalance between revenues and expenditures that needed to be addressed to prevent budget deficits.
- The County has recently made a significant investment in new software for the criminal justice area with the purchase and implementation of

Odyssey. This resulted in a single system utilized by all departments and offices that impact the criminal justice function. This provided an opportunity to leverage technology to increase operational efficiencies (through electronic processes), and by reducing staffing requirements (through elimination of manual processes).

- Given budget difficulties present, this study focused on recommendations with no or limited fiscal impact, unless the change was required to meet a recognized standard or a clear return-on-investment could be identified to justify the expenditure of funds.

Given these realities of the organization, the recommendations were not focused on achieving a “best in class” organization providing the highest levels of service to the public. This would have resulted in budget increases in virtually every department or office when the County is struggling with the current service portfolio. Notwithstanding these challenges, it should be noted that the County of Peoria is generally **a high performing organization in delivering services** with the resources allocated.

Similarly, recommendations developed were not focused solely on cutting positions or service levels in order to address the budget imbalance. The modification of service levels is in many situations a policy decision that needs to be decided cooperative by the Board and top Executives of the County. However, when it became apparent that the County was not generally overstaffed, and that efficiencies in process modifications, would not result in the level of savings needed, the County did ask that the project team provide a list of potential reductions for their future consideration – should it be necessary to achieve a balanced budget. These reductions are outlined in the last chapter of the report and, where practical, outline the service reductions that would result and the staffing implication. Where possible, areas for reduction were first

targeted at those services that are not statutorily required to be provided or provided at a specific level. This approach focused on maintaining core services (defined as those the County is statutorily obligated to provide) and looking at non-core services for reductions or modifications first. These additional reductions total between \$1.35 and \$1.45 million.

To move to an overall best in class organization, there are several areas where service enhancements could occur – though all of these have either substantial cost implications or significant changes in operating philosophy and guiding policy. Select examples of the best in class operating models for each of the major departments reviewed are shown in the following table. The items listed are not exhaustive but rather illustrative examples changes needed.

Department / Office	Service Modifications / Staffing Implications to Move to Best in Class
Animal Protection Services	<ul style="list-style-type: none"> <li>• Adoption of “No Kill” Philosophy</li> <li>• Expansion of Service Hours to provide coverage on select nights and expanded weekend hours.</li> </ul>
Chief Judge / Court Administration	<ul style="list-style-type: none"> <li>• Expanded use of technology to implement electronic case files, real-time entry of case actions, and electronic filing.</li> <li>• Implementation of video arraignments.</li> </ul>
Circuit Clerk	<ul style="list-style-type: none"> <li>• Full use of Odyssey to implement electronic case management, real time entry of case actions, and electronic filings.</li> <li>• Online case status inquiries.</li> </ul>
County Administrator’s Office	<ul style="list-style-type: none"> <li>• Further centralization of human resources services and enhanced service levels and support to operating departments and offices. This would require staff modifications.</li> <li>• Implementation of centralized and electronic personnel records.</li> <li>• Implementation of greater consistency in personnel policies between administrative and elected offices and departments to provide a single policy for most employees.</li> </ul>

**PEORIA COUNTY, ILLINOIS**  
**Organizational Review and Evaluation Final Report**

Department / Office	Service Modifications / Staffing Implications to Move to Best in Class
County Auditor	<ul style="list-style-type: none"> <li>• Development of a strong performance auditing program focused on internal controls, service delivery, and compliance reviews.</li> <li>• Reduction in the focus on auditing routine financial transactions.</li> </ul>
County Clerk	<ul style="list-style-type: none"> <li>• Increased provision of online services for current services and those that will be acquired with the merger of the Recorder's Office.</li> </ul>
County Treasurer	<ul style="list-style-type: none"> <li>• Development and implementation of financial policies and practices for implementation throughout the entire County organization by all departments and offices.</li> </ul>
Facilities Management	<ul style="list-style-type: none"> <li>• Stronger focus on preventive maintenance and implementation of a robust asset management program for all County facilities and equipment systems.</li> <li>• Long-range planning to establish condition levels for all County facilities and to develop operational, financial and maintenance plans designed to maintain these facilities over the long-term at the established level.</li> </ul>
Finance	<ul style="list-style-type: none"> <li>• Increased centralization of financial transactions and further implementation of electronic processing and approvals.</li> <li>• Providing financial guidance and consultation to departments and offices to assist them in developing 5-year operating plans with projections on revenues and expenditures linked to services performed and established performance benchmarks.</li> <li>• Implementation of ability to link budget allocations to service outcomes.</li> </ul>
Heddington Oaks Nursing Home	<ul style="list-style-type: none"> <li>• Development of an achievable financial model to establish the operation as a self-sustaining enterprise.</li> </ul>
Highway / Fleet	<ul style="list-style-type: none"> <li>• Implementation of enhanced asset management program outlining long-term financial investments needed to maintain fleet and transportation network at an established level.</li> </ul>
Information Technology	<ul style="list-style-type: none"> <li>• Further enhanced ability to service as partner with operating departments to focus on process enhancements through technology utilization.</li> </ul>
Planning and Building	<ul style="list-style-type: none"> <li>• Provision of services online and through electronics submittals and reviews to streamline review and permitting functions and field access to data by employees.</li> </ul>

**PEORIA COUNTY, ILLINOIS**  
**Organizational Review and Evaluation Final Report**

Department / Office	Service Modifications / Staffing Implications to Move to Best in Class
Recorder of Deeds	<ul style="list-style-type: none"> <li>• Further implementation of electronic access and filing of documents as the office is phased into the County Clerk's operation.</li> </ul>
Recycling and Conservation	<ul style="list-style-type: none"> <li>• Adoption of clearly defined long-term recycling and conservation efforts and expanded focus into overall sustainability of County operations.</li> <li>• Provision of consulting services to operations to integrate sustainability, conservation and recycling into service delivery.</li> </ul>
Regional Office of Education	<ul style="list-style-type: none"> <li>• Implementation of a technology plan to address service delivery issues and increase efficiency of staff and support to schools.</li> </ul>
Sheriff	<ul style="list-style-type: none"> <li>• Advanced use of crime data and calls for service to make operational decisions regarding resource allocations, patrol beats, and staffing schedules.</li> </ul>
State's Attorney	<ul style="list-style-type: none"> <li>• Collaboration with other components of the criminal justice system to further utilize Odyssey system to automate administrative and court processes.</li> </ul>
Supervisor of Assessments	<ul style="list-style-type: none"> <li>• Development and implementation, in consultation with IT, of a technology plan to streamline data entry and data transfer between existing systems.</li> </ul>

As shown in the above table, there are opportunities to enhance service delivery and transition towards a best in class public entity. These changes typically fall into two main categories, increase use of technology and stronger internal service delivery (both by further centralization of selected functions and through more consistent policies and procedures that apply consistently to all offices and departments).

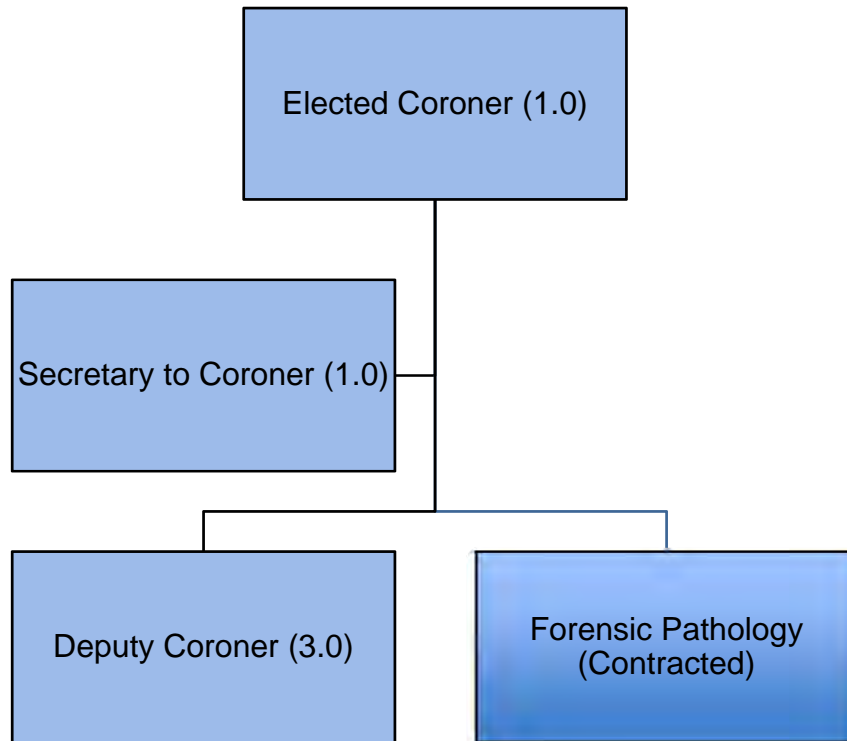
While improvement opportunities are identified, it again must be noted and stressed that the overall service delivery of the County is high and quality services are being provided despite limitations on resources (financial and staff) that can be allocated in the budget.

## 9. COUNTY CORONER

This section of our report provides the project team's observations, findings, and recommendations related to the organization and operation of the County Coroner.

### 1. DEPARTMENT SUMMARY

The County Coroner is responsible for investigation sudden, unusual and traumatic deaths in the County. The Coroner also ensures the body is examined, identified and autopsies are conducted when required. The Coroner also summons juries to conduct inquests when needed to determine the manner of death. The overall plan of organization of the County Coroner is shown in the following chart:



## **2. SUMMARY OF BEST PRACTICE ASSESSMENT**

The project team reviewed the operations, staffing and management systems and practices in the County Coroner Office. This review identified strengths, as well as potential opportunities for improvement and were detailed in a separate interim document. However, the following strengths of the County Coroner are important to note provide:

- The Coroner Office has developed performance objectives to respond to death scenes within 30 minutes and is able to meet the objective.
- The Coroner Office conducts death investigations that are autonomous and independent of any law enforcement investigation into the manner of death.
- The Coroner Office is located in a secure facility that is clean and secure with the autopsy room and body receiving area separate from any public areas of the building.
- The Coroner Office has well established procedures for the release of records that are compliant with the Freedom of Information Act and provides forms on the agency website to file information requests.
- Access to secure areas of the Office is restricted to authorized personnel through an electronic key card system.
- Spans of control are appropriate in the Coroners Office at 1:4.

## **3. SUMMARY OF MAJOR FINDINGS AND RECOMMENDATIONS.**

As a result of the project team's analysis, there are specific recommendations the County should consider for the County Coroners Office. The Matrix Consulting Group makes the following recommendations:



Issue	Recommendation	Cost / (Savings)
The County Coroner Office currently does not have a Chief Deputy Coroner appointed to act in the absence of the Coroner.	The County Coroner should designate one of the Deputy Coroners as the Chief Deputy to serve as the supervisor of the office in the absence of the Coroner. This can be accomplished by paying out of class pay to the selected employee when they are filling that capacity.	Unknown based on the number of hours dedicated to serving in the Chief Deputy Coroner role.
The County Coroner Office has seen a continual rise in overtime costs as deaths requiring investigation rise in the County.	The County should examine the ongoing increase in service calls for the Coroner and determine the financial impact of adding a fourth Deputy Coroner to position to reduce the frequency of overtime in the Office as compared to paying overtime to the current staff.	Currently no cost savings, but continued service demands after hours could make this an option in the future.
The current records storage areas are inadequate to house the records required to be retained by the County Coroner.	The County should seek opportunities to digitize and electronically store records required to be retained by the Coroner Office to increase the accessibility of the records and reduce the space required to store records.	Varies depending on vendor and quality of document required.

Additional details regarding each of the above issues can be found in the following section, which provides more details on each specific recommendation.

**4. DETAIL ON FINDINGS AND RECOMMENDATIONS.**

The following tables provide detail on each of the specific recommendations made for the County Coroner Office.

**Issue:**

The County Coroner Office has seen a continual rise in overtime costs since FY 2009.

**Current Situation:**

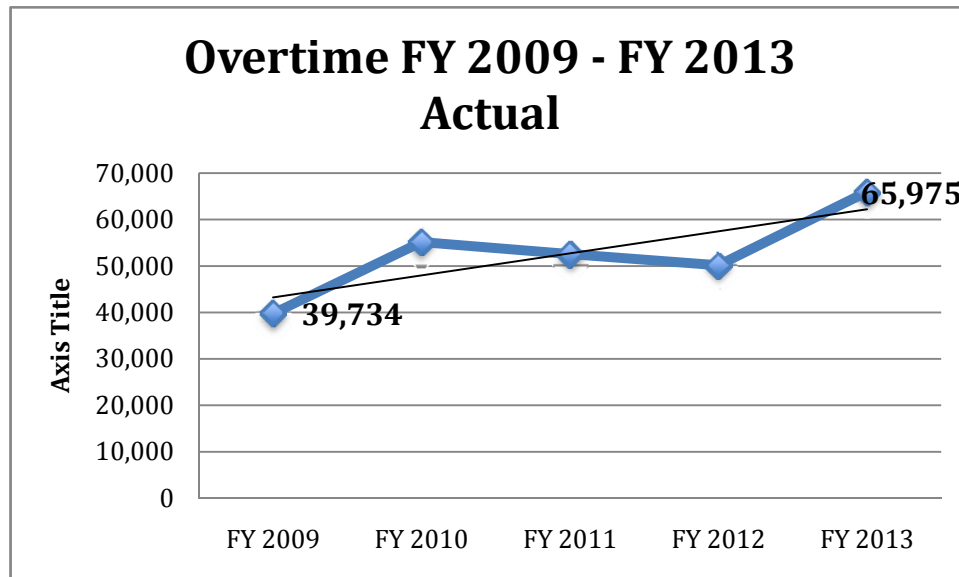
The County Coroner Office is allocated three (3) full time Deputy Coroners to provide 24 hour / 365 day response to deaths requiring investigation. The increase in deaths requiring investigation over the past several years has caused a significant increase in the overtime budget expenses for the Coroner Office related to responding to deaths when Deputy Coroners are not on duty and respond after hours.

**Analysis and Discussion:**

The current staff of three (3) Deputy Coroners staffs the Coroner Office from 7:00 am – 7:00 pm seven days per week on an altering schedule. There is also a Deputy Coroner designated as on call from 7:00 a.m. – 7:00 p.m. and another on call from 7:00 p.m. – 7:00 a.m. every day of the year. This ensures the Coroner’s Office can respond to deaths requiring investigation within 30 minutes of notification.

The increase in caseload due to increases in the number of health care facilities in the County has resulted in steady increases in overtime expenditures for the County related to responses to death scenes. The Coroner estimates that approximately 1/3 of the caseload is from citizens in neighboring counties utilizing health care facilities in Peoria County.

The following chart illustrates the changes in actual overtime expenditures since FY 2009.



As shown above, actual overtime expenditures increased 66% between FY 2009 and

FY 2013. As the caseload continues to increase, it is expected that this upward trend will continue.	
<b>Recommendation:</b>	
The County should continue to monitor the caseload of the Coroner Office to determine when it would be more cost effective to add an additional Deputy Coroner as opposed to paying overtime for after hour coverage and response.	
<b>Recommendation Type:</b>	<b>Cost Impact:</b>
<input type="checkbox"/> Efficiency / Process Modification <input type="checkbox"/> Organizational <input type="checkbox"/> Revenue Enhancement <input type="checkbox"/> Service Level Adjustment <input checked="" type="checkbox"/> Staffing <input type="checkbox"/> Technology	Hiring should occur when the impact is cost neutral or shows a cost benefit to the County.
<b>Priority:</b>	<b>Timeframe:</b>
Medium	Annually

<b>Issue:</b>	
Best practices for the operation of a Coroner Office state that a Chief Deputy Coroner should be appointed to act in the absence of the Coroner.	
<b>Current Situation:</b>	
The County Coroner currently has no Chief Deputy appointed to act in her absence.	
<b>Analysis and Discussion:</b>	
As stated earlier, the current span of control in the Coroner Office is appropriate at 1:4, but there is no clear second in command to act in the absence of the Coroner. Budget documents indicate a "Chief Deputy" position, but currently none of the Deputy Coroners have been designated as the Chief Deputy.	
<b>Recommendation:</b>	
The Coroner should appoint a Chief Deputy to act in her absence. This position could receive step up pay for the additional responsibilities associated with acting out of class during the absence of the Coroner, but otherwise be paid the same as the other Deputy Coroners when not acting in the absence of the Coroner.	
<b>Recommendation Type:</b>	<b>Cost Impact:</b>
<input type="checkbox"/> Efficiency / Process Modification <input checked="" type="checkbox"/> Organizational <input type="checkbox"/> Revenue Enhancement <input type="checkbox"/> Service Level Adjustment <input type="checkbox"/> Staffing <input type="checkbox"/> Technology	Varies and is dependent on the number of hours the selected person serves in the absence of the Coroner.
<b>Priority:</b>	<b>Timeframe:</b>
High	FY 2016

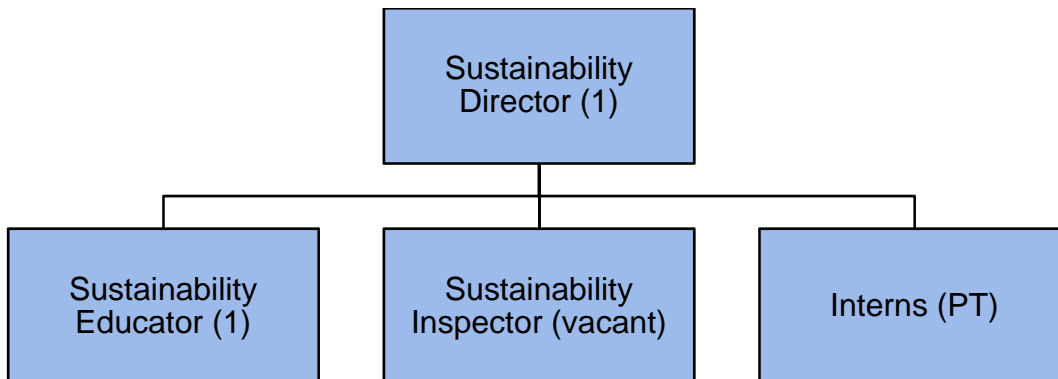
<b>Issue:</b>	
The current records storage areas in the County Coroner Office are inadequate to store records that are required to be retained by the Coroner.	
<b>Current Situation:</b>	
Best practices for storage of death investigation records are to have the records stored in a single location. Currently the Coroner Office has records stored within two location in the building due to limited space availability for the storage of records.	
<b>Analysis and Discussion:</b>	
Accessing and locating records can be a very time consuming process due to the current method of storage and could be greatly improved through the digitizing of these records to ensure they are readily available when records are requested, especially as the records are older and less likely to be requested.	
<b>Recommendation:</b>	
County should explore opportunities to digitize the County Coroner records to allow improved access and preservation of the records required to be retained.	
<b>Recommendation Type:</b>	<b>Cost Impact:</b>
<input checked="" type="checkbox"/> Efficiency / Process Modification <input type="checkbox"/> Organizational <input type="checkbox"/> Revenue Enhancement <input type="checkbox"/> Service Level Adjustment <input type="checkbox"/> Staffing <input checked="" type="checkbox"/> Technology	Cost will depend on the number of documents digitized and the quality of the document required.
<b>Priority:</b>	<b>Timeframe:</b>
Medium	Up to 2 years

## 18. SUSTAINABILITY & RESOURCE CONSERVATION

This section of our report provides the project team's observations, findings, and recommendations related to the organization and operation of the Sustainability & Resource Conservation Department.

### 1. DEPARTMENT SUMMARY

The Sustainability and Resource Conservation Department advocates for, and reports on, sustainability measures according to the County's resource management plan. The department administers sustainability grants, enforces the Commercial Recycling Ordinance, collects recyclable materials from County residents and employees, and provides educational programming to schools, businesses, and civic organizations. The Department's current budget of \$321,215 sustains a staff of 3 FTE's, one of which is currently vacant. The overall plan of organization of the Sustainability & Resource Conservation Department is shown in the following chart:



## **2. SUMMARY OF BEST PRACTICE ASSESSMENT**

The project team reviewed the operations, staffing and management systems and practices in the Sustainability & Resource Conservation Department. This review identified strengths, as well as potential opportunities for improvement and were detailed in a separate interim document. However, the following strengths of the Sustainability & Resource Conservation Department provide a basis for future improvements:

- The Department operates according to an established resource management plan required by the state.
- The Department generates regular reports on the use of the grant funds they oversee and the programs receiving those funds.
- The Department reaches out to schools, businesses, and civic organizations to offer sustainability presentations.
- The Department tracks the number of presentations given and audience members reached on an annual basis.
- The Department maintains a database of businesses and haulers in the County which must be checked for compliance with the recycling ordinance and sustainability regulations.
- The Department's website provides clear contact information and easily navigable links to sustainability resources.

## **3. SUMMARY OF MAJOR FINDINGS AND RECOMMENDATIONS.**

As a result of the project team's analysis, there are specific recommendations the County should consider for the Sustainability & Resource Conservation Department. The Matrix Consulting Group makes the following recommendations:

**PEORIA COUNTY, ILLINOIS**  
**Organizational Review and Evaluation Final Report**

Issue	Recommendation	Cost / (Savings)
The Department currently asks each of the waste haulers active in the County for their landfill diversion rate, but a consistent formula for calculating that rate is not in place.	The department should seek to establish consistent reporting mechanisms with the various waste haulers active within the County in order to collect and compile accurate landfill diversion data.	None
The Department's inspector position, which generates revenue for the County by collecting hauler fees, is currently vacant. The other 2 employees are pulled away from their assigned duties in order to cover the duties of this position.	The department should seek to fill the vacant inspector position in a part-time capacity to ensure that the department can record the approximately 130 inspections of waste hauler trucks and verify compliance with the County recycling ordinance for approximately 200 businesses annually with minimal impact to the duties of other staff.	(\$20,000)
The Department oversees 4 public recycling receptacles. Many residents leave non-recyclable materials at those locations.	The department should seek ways to discourage dumping of non-recyclable materials at recycling bins. This may include posting signage prohibiting such dumping, placing the bins next to bulk item disposal locations, or displaying information clarifying the process for disposing of large items.	< \$1,000
The Department is responsible for ensuring that businesses are in compliance with the County recycling ordinance, but they maintain their own list of businesses instead of utilizing existing databases.	The department should coordinate with the County business licensing office to maintain an accurate and updated list of businesses that must comply with the commercial recycling ordinance.	None
The Department tracks the number of audience members reached by sustainability presentations each year, but does not report that figure in the budget.	Along with the number of presentations given, the department should report on the number of audience members reached annually by their sustainability education programs in the annual budget document.	None
The Department's website does not include information about composting, school recycling programs, bulk item disposal, and how to report illegal dumping.	The department should update its website to include information about composting, school recycling programs, how to dispose of bulk items, and how residents can report illegal dumping.	None

Additional details regarding each of the above issues can be found in the following section which provides more details on each specific recommendation.



**4. DETAIL ON FINDINGS AND RECOMMENDATIONS.**

The following tables provide detail on each of the specific recommendations made for the Sustainability & Resource Conservation Department.

<b>Issue:</b>	
Landfill Diversion Rate	
<b>Current Situation:</b>	
The Department currently asks each of the waste haulers active in the County for their landfill diversion rate, but a consistent formula for calculating that rate is not in place.	
<b>Analysis and Discussion:</b>	
The landfill diversion rate indicates the percentage of waste that is kept out of landfills by recycling, incineration, or other alternative means of disposal. It serves as an important metric for determining the effectiveness of recycling, sustainability, and waste reduction efforts, and the Department makes an effort to track it in Peoria County. The current method of determining the diversion rate, however, consists of asking each of the licensed waste haulers in the County for their landfill diversion rate. The County lacks a way to ensure that each waste hauler uses the same landfill diversion rate calculation, which makes their calculations of the countywide diversion rate less consistent and useful.	
<b>Recommendation:</b>	
The department should seek to establish consistent reporting mechanisms with the various waste haulers active within the County in order to collect and compile accurate landfill diversion rate data.	
<b>Recommendation Type:</b>	<b>Cost Impact:</b>
<input checked="" type="checkbox"/> Efficiency / Process Modification <input type="checkbox"/> Organizational <input type="checkbox"/> Revenue Enhancement <input type="checkbox"/> Service Level Adjustment <input type="checkbox"/> Staffing <input type="checkbox"/> Technology	None
<b>Priority:</b>	<b>Timeframe:</b>
Moderate	2-4 Months

<b>Issue:</b>	
Inspector Vacancy	
<b>Current Situation:</b>	
The Department's inspector position, which generates revenue for the County by collecting hauler fees, is currently vacant. The other 2 employees are pulled away from their assigned duties in order to cover the duties of this position.	
<b>Analysis and Discussion:</b>	
<p>While the position of Sustainability Inspector is authorized in the current budget, the position currently sits unfilled. This position is responsible for ensuring that commercial establishments are in compliance with the County Recycling Ordinance (CRO), and the inspector also issues licenses to vehicles of waste haulers operating in the County. These haulers pay fees for licensing, which approximate \$6,300 in annual revenue.</p> <p>According to the annual budget, the inspector should complete approximately 200 commercial recycling ordinance compliance checks on an annual basis, along with approximately 130 waste hauler licensing inspections, for a total of 330 inspections. In addition to inspections, the position generates reports on CRO compliance and assists businesses with proper recycling and reporting practices.</p> <p>If the County fills the inspector position with a part-time employee at 20 hours per week (1,040 hours annually), and assuming that 50% of that time is spent performing inspections in the field, this would result in an allocation of more than 1.5 hours per inspection for the 330 annual inspections.</p> <p>The position is currently funded in the budget at a full-time level. The project team estimates that filling this position in a part-time capacity rather than a full-time role could save the County approximately \$20,000 annually.</p>	
<b>Recommendation:</b>	
The department should seek to fill the vacant inspector position in a part-time capacity to ensure that the department can record inspections of waste hauler trucks and verify commercial compliance with the CRO with minimal impact to the duties of other staff.	
<b>Recommendation Type:</b>	<b>Cost Impact:</b>
<input type="checkbox"/> Efficiency / Process Modification <input type="checkbox"/> Organizational <input type="checkbox"/> Revenue Enhancement <input type="checkbox"/> Service Level Adjustment <input checked="" type="checkbox"/> Staffing <input type="checkbox"/> Technology	(\$20,000)
<b>Priority:</b>	<b>Timeframe:</b>
High	1-2 Months

<b>Issue:</b>	
Misuse of Recycling Locations	
<b>Current Situation:</b>	
The Department oversees four public recycling receptacles. Many residents leave non-recyclable materials at those locations.	
<b>Analysis and Discussion:</b>	
<p>The Department's 3 stationary recycling locations and 1 mobile location are intended only for a defined range of recyclable materials, but the locations frequently see residents dump non-recyclable materials and large items at the locations. The resulting cleanup requires staff time that can be better used elsewhere.</p> <p>Residents may be dumping trash and large items at the recycling sites because they believe that they are intended as receptacles for both recyclable and non-recyclable waste. They may also be dumping at these locations because an alternative receptacle for trash is unavailable or they are unsure how to dispose of bulk items.</p> <p>The Department should seek to discourage dumping at the recycling locations. This may be accomplished by posting signage prohibiting dumping and listing the items which may be appropriately placed in the recycling bins, displaying information clarifying the process for disposing of large items, or placing the bins next to locations where residents can dispose of bulk items. The Department could also post cameras at the recycling sites to deter illegal dumping.</p>	
<b>Recommendation:</b>	
The department should seek ways to discourage dumping of non-recyclable materials at recycling bins.	
<b>Recommendation Type:</b>	<b>Cost Impact:</b>
<input checked="" type="checkbox"/> Efficiency / Process Modification <input type="checkbox"/> Organizational <input type="checkbox"/> Revenue Enhancement <input type="checkbox"/> Service Level Adjustment <input type="checkbox"/> Staffing <input type="checkbox"/> Technology	< \$1,000
<b>Priority:</b>	<b>Timeframe:</b>
High	1-2 months

<b>Issue:</b>	
Commercial Recycling Compliance Database	
<b>Current Situation:</b>	
The Department is responsible for ensuring that businesses are in compliance with the County Recycling Ordinance (CRO), but they maintain their own list of businesses instead of utilizing existing databases.	
<b>Analysis and Discussion:</b>	
The Department is responsible for conducting inspections and audits of County businesses to verify that they are in compliance with the CRO and assist them in meeting its requirements if necessary. For this task, the Department maintains their own list of businesses within the County. Because the County business license office already maintains an up-to-date list of all establishments with a business license in Peoria County, the Sustainability & Resource Conservation Department could access a complete list of businesses for audits and inspections with minimal time and effort.	
<b>Recommendation:</b>	
The department should coordinate with the County business licensing office to maintain an accurate and updated list of businesses that must comply with the commercial recycling ordinance.	
<b>Recommendation Type:</b>	<b>Cost Impact:</b>
<input checked="" type="checkbox"/> Efficiency / Process Modification <input type="checkbox"/> Organizational <input type="checkbox"/> Revenue Enhancement <input type="checkbox"/> Service Level Adjustment <input type="checkbox"/> Staffing <input type="checkbox"/> Technology	None
<b>Priority:</b>	<b>Timeframe:</b>
High	1-2 months

<b>Issue:</b>	
Sustainability Presentation Reporting – Individuals Reached	
<b>Current Situation:</b>	
The Department tracks the number of audience members reached by sustainability presentations each year, but does not report that figure in the budget.	
<b>Analysis and Discussion:</b>	
The Department reports the number of sustainability presentations given during the year on the annual budget. They also track the number of audience members during the year, but this number is not reported. Reporting the number of audience members will provide more meaningful data than solely the number of presentations given.	
<b>Recommendation:</b>	
Along with the number of presentations given, the department should report on the number of audience members reached annually by their sustainability education programs in the annual budget document.	
<b>Recommendation Type:</b>	<b>Cost Impact:</b>
<input checked="" type="checkbox"/> Efficiency / Process Modification <input type="checkbox"/> Organizational <input type="checkbox"/> Revenue Enhancement <input type="checkbox"/> Service Level Adjustment <input type="checkbox"/> Staffing <input type="checkbox"/> Technology	None
<b>Priority:</b>	<b>Timeframe:</b>
Low	At Next Budget

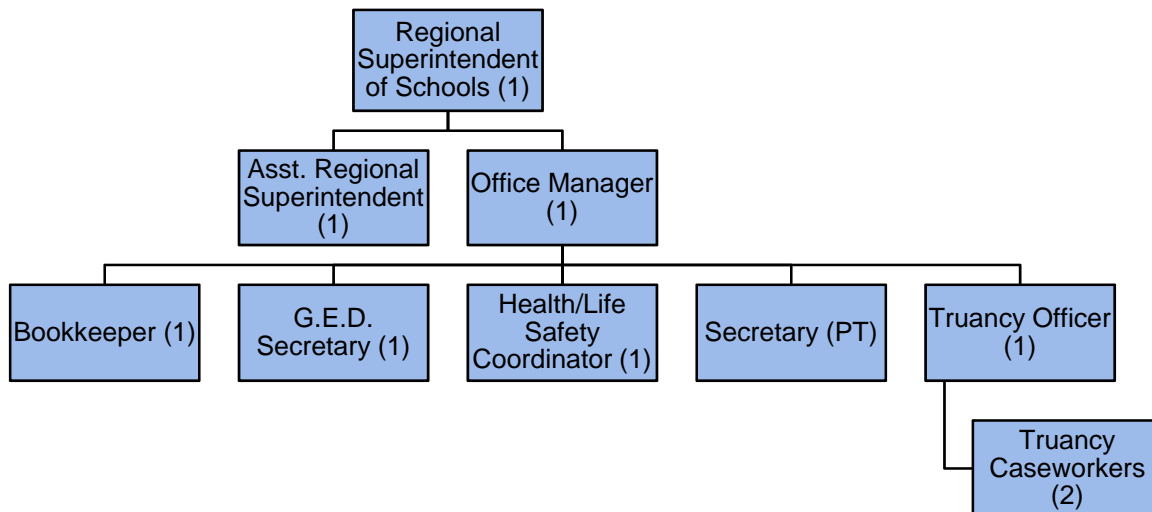
<b>Issue:</b>	
Website Information Availability	
<b>Current Situation:</b>	
The Department's website does not include information about composting, school recycling programs, bulk item disposal, and how to report illegal dumping.	
<b>Analysis and Discussion:</b>	
The Department exists to serve as a resource for recycling and sustainability in Peoria County. The existing web page for the Department includes some valuable information, but does not provide resources on composting, school recycling programs, proper bulk item disposal, and how to report illegal dumping. Including these items on the website would provide an additional resource for residents and may also help to deter some of the improper dumping and bulk item drop-offs mentioned above.	
<b>Recommendation:</b>	
The department should update its website to include information about composting, school recycling programs, how to dispose of bulk items, and how residents can report illegal dumping.	
<b>Recommendation Type:</b>	<b>Cost Impact:</b>
<input type="checkbox"/> Efficiency / Process Modification <input type="checkbox"/> Organizational <input type="checkbox"/> Revenue Enhancement <input type="checkbox"/> Service Level Adjustment <input type="checkbox"/> Staffing <input checked="" type="checkbox"/> Technology	None
<b>Priority:</b>	<b>Timeframe:</b>
Moderate	Immediate

## 19. REGIONAL OFFICE OF EDUCATION

This section of our report provides the project team's observations, findings, and recommendations related to the organization and operation of the Regional Office of Education.

### 1. DEPARTMENT SUMMARY

The Regional Office of Education provides educational leadership in support of schools and educators in Peoria County. The Office promotes high quality instruction and provides professional development to districts within the County, oversees educator licensing and fingerprint/background checks, conducts health/life safety inspections of district school buildings, oversees truancy prevention efforts within the County, and serves as the County's G.E.D. testing location. In addition, the office applies for and manages a number of grants annually. The Office's current operating budget is \$250,935, which includes 7.5 FTE's. The overall plan of organization of the Regional Office of Education is shown in the following chart:



## **2. SUMMARY OF BEST PRACTICE ASSESSMENT**

The project team reviewed the operations, staffing and management systems and practices in the Regional Office of Education. This review identified strengths, as well as potential opportunities for improvement and were detailed in a separate interim document. However, the following strengths of the Regional Office of Education provide a basis for future improvements:

- The Office has a strategic plan and comprehensive employee handbook in place.
- The Office's management team is and staff maintain constant, clear communication.
- The Office's staff are cross-trained and frequently fill in to cover for each other.
- The truancy intervention program is operated according to clearly defined goals and metrics.
- The Office tracks certifications online and automatically reminds the holders of those certifications when their renewal is due.
- The Office regularly completed budget and performance reports for the programs funded by the various grants it administers.
- The website is easily navigable, with clearly marked links for each of the major service functions provided by the Office.

## **3. SUMMARY OF MAJOR FINDINGS AND RECOMMENDATIONS.**

As a result of the project team's analysis, there are specific recommendations the County should consider for the Regional Office of Education. The Matrix Consulting Group makes the following recommendations:



Issue	Recommendation	Cost / (Savings)
The current health/life safety inspector is not a trained building inspector, but performs the inspections using a state-provided manual with occasional assistance from the County Fire Marshall.	The County should strongly consider involving the building inspections division in school safety inspections of new construction and remodeling.	None
The Office frequently receives calls and emails from teachers, staff, and administrators asking for information that has already been distributed through the newsletter or email.	The ROE should seek to bolster communication with school districts (and particularly with individual teachers) to ensure that they no longer need to call the Regional Office with questions that have been answered in the newsletter.	None
The Office uses multiple forms of technology, but does not have a comprehensive technology plan in place.	The Regional Office of Education should collaborate with County IT to develop a written multi-year technology plan for the Office and the various technological applications that its duties require.	None
A new profile must be created for a background check applicant every time a new set of their fingerprints is rolled, even if they already have a profile in the system.	The Office should seek to streamline the process of creating background check profiles in AccurateID so that a new profile does not have to be created every time a new set of prints is rolled.	None
The truancy office relies on alerts from school district staff to identify students who are repeatedly truant. This method does not allow the truancy officer to identify at-risk students proactively or view their attendance records in real time.	The Office should request that the truancy officer have access to school districts' student information systems in order to view students' attendance profiles in real time.	None

Additional details regarding each of the above issues can be found in the following section which provides more details on each specific recommendation.

**4. DETAIL ON FINDINGS AND RECOMMENDATIONS.**

The following tables provide detail on each of the specific recommendations made for the Regional Office of Education.

<b>Issue:</b>	
Health/Life Safety Inspections	
<b>Current Situation:</b>	
The current health/life safety inspector is not a trained building inspector, but performs the inspections using a state-provided manual with occasional assistance from the County Fire Marshall.	
<b>Analysis and Discussion:</b>	
<p>The ROE's health/life safety inspector conducts inspections of school buildings each year to ensure that they meet health/life safety standards. He also inspects new construction and remodeling of school district buildings, as required by state statute (105 ILCS 5/3-14.21). These inspections are sometimes conducted with assistance the County Fire Marshall, who conducts fire safety inspections. The health-life safety inspections are conducted using a state-provided manual. School districts have a finite amount of time to correct shortcomings identified by the health/life safety inspector through the use of the manual, depending on the severity of their violation.</p> <p>The State statute governing the Regional Office of Education allows the County building inspectors to request review and approval authority. Because building inspectors possess expertise in examining the structural and trades work in buildings to ensure that they meet County building standards, the project team recommends that the ROE invite the County building inspectors to exercise their right to review and approve new construction and remodeling of school district buildings.</p>	
<b>Recommendation:</b>	
The County should strongly consider involving the building inspections division in school safety inspections of new construction and remodeling.	
<b>Recommendation Type:</b>	<b>Cost Impact:</b>
<input type="checkbox"/> Efficiency / Process Modification <input type="checkbox"/> Organizational <input type="checkbox"/> Revenue Enhancement <input checked="" type="checkbox"/> Service Level Adjustment <input type="checkbox"/> Staffing <input type="checkbox"/> Technology	None
<b>Priority:</b>	<b>Timeframe:</b>
High	1-2 months

<b>Issue:</b>	
School District Communication	
<b>Current Situation:</b>	
The Office frequently receives calls and emails from teachers, staff, and administrators asking for information that has already been distributed through the newsletter or email.	
<b>Analysis and Discussion:</b>	
<p>The ROE distributes timely and important information to school districts through their website and a regular email newsletter. However, they still regularly receive phone calls from educators, staff, and administrators asking for information that has been sent in the newsletter.</p> <p>There may be a number of reasons that staff call the Office with questions about previously disseminated information. District employees may not be reading the newsletter because they do not believe it contains information that is relevant to them, or because they find the useful information to be buried amidst information intended for others. Additionally, the newsletter may not be forwarded from district or school building administrators to the teachers themselves.</p> <p>In order to improve the clarity of communication with the school districts' staff, the ROE should seek to refine the distribution of the newsletter so that only relevant information is sent to district staff. This could include sending newsletters to teachers as well as administrators, or sending separate newsletters for teachers and administrators.</p>	
<b>Recommendation:</b>	
The ROE should seek to bolster communication with school districts (and particularly with individual teachers) to ensure that they no longer need to call the Regional Office with questions that have been answered in the newsletter.	
<b>Recommendation Type:</b>	<b>Cost Impact:</b>
<input checked="" type="checkbox"/> Efficiency / Process Modification <input type="checkbox"/> Organizational <input type="checkbox"/> Revenue Enhancement <input type="checkbox"/> Service Level Adjustment <input type="checkbox"/> Staffing <input type="checkbox"/> Technology	None
<b>Priority:</b>	<b>Timeframe:</b>
Moderate	1-2 months

<b>Issue:</b>	
Technology Plan	
<b>Current Situation:</b>	
The Office uses multiple forms of technology, but does not have a comprehensive technology plan in place.	
<b>Analysis and Discussion:</b>	
<p>The duties of the ROE require them to use multiple types of technology. Computers for the testing station, electronic fingerprints scanners, and access to online state and school district databases are some examples of the technology utilized by the Office.</p> <p>In order to ensure that the Office's technology needs are anticipated and supported, the ROE should work with the IT department to develop a forward-looking technology plan to provide necessary technological resources for the Office's duties.</p>	
<b>Recommendation:</b>	
The Regional Office of Education should collaborate with County IT to develop a written multi-year technology plan for the Office and the various technological applications that its duties require.	
<b>Recommendation Type:</b>	<b>Cost Impact:</b>
<input type="checkbox"/> Efficiency / Process Modification <input type="checkbox"/> Organizational <input type="checkbox"/> Revenue Enhancement <input type="checkbox"/> Service Level Adjustment <input type="checkbox"/> Staffing <input checked="" type="checkbox"/> Technology	None
<b>Priority:</b>	<b>Timeframe:</b>
Moderate	6-12 months

<b>Issue:</b>	
Redundancy of AccurateID Applicant Profile Creation	
<b>Current Situation:</b>	
A new profile must be created for a background check applicant every time a new set of their fingerprints is rolled, even if they already have a profile in the system.	
<b>Analysis and Discussion:</b>	
<p>When conducting a background check for an applicant, fingerprints are electronically scanned into a bio-informatics application called AccurateID, produced by iTouch. A profile is created for each applicant. On the occasions when the initial sets of fingerprints are smudged or when an applicant who has previously had prints taken comes in for a background check, an entirely new profile must be created for the applicant in AccurateID. This is a waste of staff time and results in redundant profiles within the system.</p> <p>The project team recommends contacting iTouch to determine whether this redundancy can be removed, and existing profiles simply updated with new sets of fingerprints when the old ones will not suffice.</p>	
<b>Recommendation:</b>	
The Office should seek to streamline the process of creating background check profiles in AccurateID so that a new profile does not have to be created every time a new set of prints is rolled.	
<b>Recommendation Type:</b>	<b>Cost Impact:</b>
<input type="checkbox"/> Efficiency / Process Modification <input type="checkbox"/> Organizational <input type="checkbox"/> Revenue Enhancement <input type="checkbox"/> Service Level Adjustment <input type="checkbox"/> Staffing <input checked="" type="checkbox"/> Technology	None
<b>Priority:</b>	<b>Timeframe:</b>
Low	3-6 months

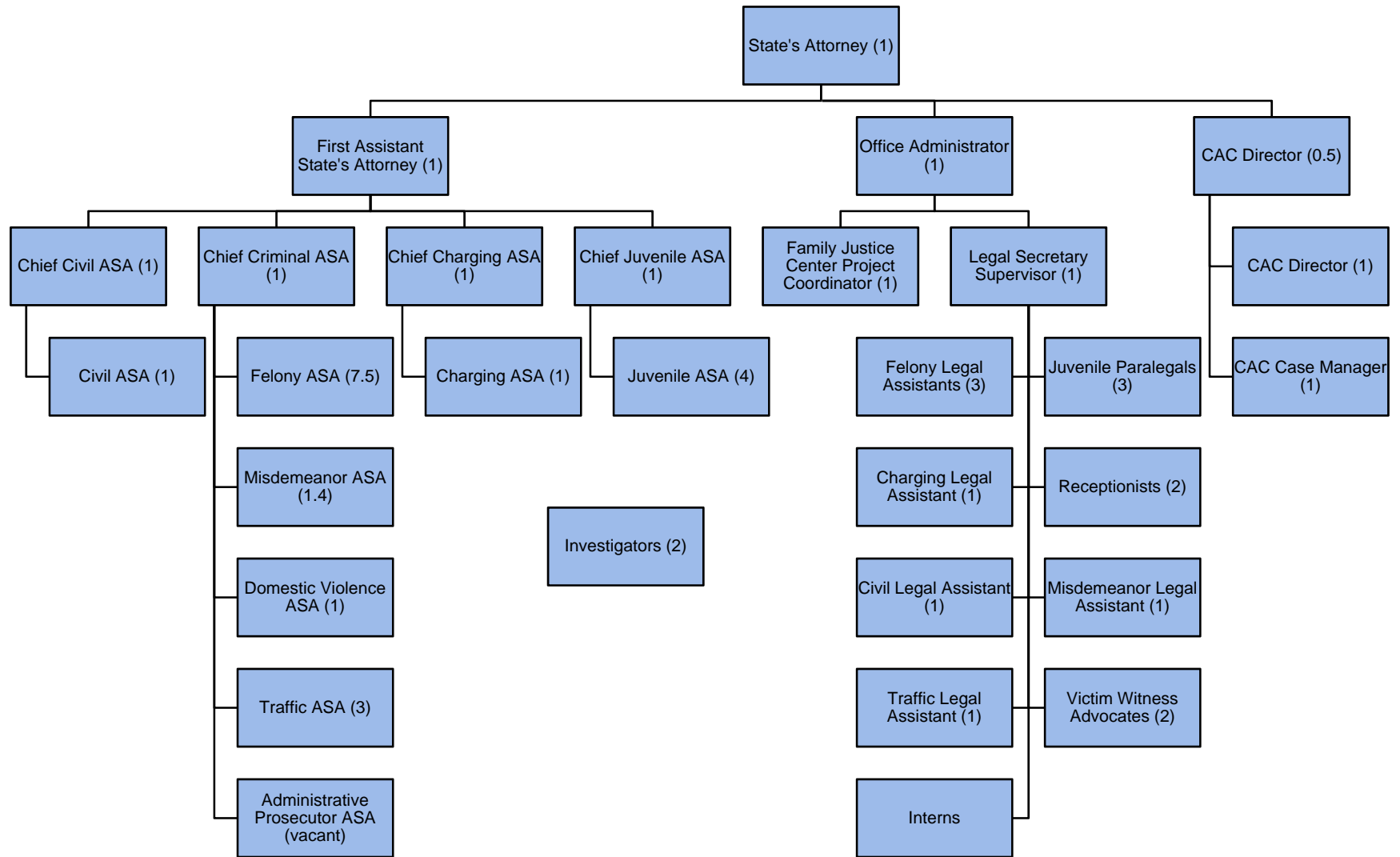
<b>Issue:</b>	
Accessibility of Regional Student Attendance Records	
<b>Current Situation:</b>	
The truancy office relies on alerts from school district staff to identify students who are repeatedly truant. This method does not allow the truancy officer to identify at-risk students proactively or view their attendance records in real time.	
<b>Analysis and Discussion:</b>	
The truancy officer intervenes when students are repeatedly absent or tardy and are deemed to have missed an excessive number of school days. In order to make contact with a truant student, however, the office relies on references from school district staff, which sometimes are received long after the student has been excessively absent. School districts maintain daily attendance records for each student, but the truancy officer does not have access to those records. If he did, he would be able to monitor student attendance in real time and take steps to prevent truancy as it begins. The project team recommends that the ROE request access to the Districts' SIS data for the truancy officer so that he is able to monitor students and prevent patterns of excessive truancy.	
<b>Recommendation:</b>	
The Office should request that the truancy officer have access to school districts' student information systems in order to view students' attendance profiles in real time.	
<b>Recommendation Type:</b>	<b>Cost Impact:</b>
<input checked="" type="checkbox"/> Efficiency / Process Modification <input type="checkbox"/> Organizational <input type="checkbox"/> Revenue Enhancement <input type="checkbox"/> Service Level Adjustment <input type="checkbox"/> Staffing <input type="checkbox"/> Technology	None
<b>Priority:</b>	<b>Timeframe:</b>
High	Immediate

## **21. STATE'S ATTORNEY'S OFFICE**

This section of our report provides the project team's observations, findings, and recommendations related to the organization and operation of the State's Attorney's Office.

### **1. DEPARTMENT SUMMARY**

The State's Attorney's Office functions as the chief law enforcement officer and primary legal advisor for Peoria County. The Office serves as the prosecutor for all criminal, traffic, and civil cases and initiates all juvenile cases and proceedings. The Office commences and prosecutes all actions and proceedings brought against the County or its officers. Additionally, the State's Attorney's Office provides legal expertise and advice to all county officers. The Office has a total of 51.5 authorized positions currently budgeted, of which 46.5 are filled. The Office's budget is \$3,488,045. The elected State's Attorney leads the office and delegates responsibilities for key functions to the First Assistant State's Attorney, four Chief Assistant State's Attorneys, and an Office Administrator. The overall plan of organization of the State's Attorney's Office is shown in the chart on the following page.





## **2. SUMMARY OF BEST PRACTICE ASSESSMENT**

The project team reviewed the operations, staffing and management systems and practices in the State's Attorney's Office. This review identified strengths, as well as potential opportunities for improvement and were detailed in a separate interim document. However, the following strengths of the State's Attorney's Office provide a basis for future improvements:

- The Office regularly makes adjustments to work processes and staffing allocations, and attorneys and staff regularly shift across functions in order to accommodate heavy workloads.
- The Office is equipped with experienced attorneys, and decision-makers in each function are constantly in communication with each other.
- The Office is effective in recruiting and hiring qualified attorneys, and the turnover rate for attorneys is low, particularly among experienced staff.
- The Office has an established mechanism for tracking continuing legal education.
- The Office is constantly reviewing cases and strategically manages caseload on an ongoing basis, dependent on the availability and expertise of attorneys.
- The Office has strong relationships with a handful of legal firms which they occasionally engage on a contract basis for certain case types.
- Victims of domestic violence and abuse, as well as child abuse and neglect, are supported throughout their legal proceedings by the Family Justice Center and Child Advocacy Center, respectively.

## **3. SUMMARY OF MAJOR FINDINGS AND RECOMMENDATIONS.**

As a result of the project team's analysis, there are specific recommendations the County should consider for the State's Attorney's Office. The Matrix Consulting Group makes the following recommendations:

Issue	Recommendation	Cost / (Savings)
The Office does not currently have formal performance management standards.	The Office would benefit from drafting a set of written performance measures by which to evaluate the effectiveness of its prosecution functions.	None
The Office's attorneys spend much of their time in trial and have minimal preparation time as a result. The ratio of lawyers to paralegals exceeds 4:1.	The Office should consider increasing the number of paralegal staff in order to provide more support to attorneys.	\$53,000 annually
The Child Advocacy Center relies on the Police Department to assign trained forensic interviewers to cases of child abuse and neglect.	The Child Advocacy Center should make long-term arrangements with the Police Department to maintain adequate availability of trained forensic interviewers.	None
The Child Advocacy Center must maintain certain levels of training in order to maintain eligibility for grant funding.	The State's Attorney's Office should ensure that adequate funds are dedicated to meeting training requirements in order to remain eligible for state CAC grants.	\$0 - \$5,000
The Office maintains good relationships with a handful of outside firms to which some cases are delegated on a contract basis. Formal guidelines for these engagement are not typically included in the contract unless the firm is a new one or the case is of an unfamiliar type.	Each contract established with outside counsel should include formal guidelines for addressing the tasks to be performed, the work will be handled as well as responsiveness guidelines.	None

Additional details regarding each of the above issues can be found in the following section which provides more details on each specific recommendation.

**4. DETAIL ON FINDINGS AND RECOMMENDATIONS.**

The following tables provide detail on each of the specific recommendations made for the State's Attorney's Office.

<b>Issue:</b>	
Initiation of Formal Performance Management Standards	
<b>Current Situation:</b>	
The Office does not currently have formal performance management standards.	
<b>Analysis and Discussion:</b>	
<p>The State's Attorney's Office currently manages the performance of its attorneys and prosecution functions as a whole on an informal basis. The leadership of the office is well-informed of attorneys' daily activities and maintains strong communication between divisions, as well as between managers and staff. The office does not have a set of criteria, however, for assessing efficiency and performance on a regular and formal basis. The project team recommends that the Office establish such a formal set of assessment guidelines in order to allow a standardized perspective on the performance of the Office and its staff over time. The measures selected should be used as a standard against which to grade the performance of the Office and its staff and as a basis for developing goals and policy/procedure adjustments.</p> <p>Due to the nuance and complexity of the work performed by the Office's attorneys, performance standards should not be outcome-based or seek to dictate the dispensation of justice in the County. Instead, they should be focused on professional competencies such as the timeliness of case plan and brief preparation, responsiveness to communication, thoroughness of research and analysis, communication skills, and professionalism. Some of these can be objectively calculated, while others would take the form of case work evaluations conducted by experienced supervisors.</p>	
<b>Recommendation:</b>	
The Office would benefit from drafting a set of written performance measures by which to evaluate the effectiveness of its prosecution functions.	
<b>Recommendation Type:</b>	<b>Cost Impact:</b>
<input checked="" type="checkbox"/> Efficiency / Process Modification <input type="checkbox"/> Organizational <input type="checkbox"/> Revenue Enhancement <input type="checkbox"/> Service Level Adjustment <input type="checkbox"/> Staffing <input type="checkbox"/> Technology	None
<b>Priority:</b>	<b>Timeframe:</b>
Medium	2-4 months

<b>Issue:</b>	
Ratio of Attorneys to Paralegals	
<b>Current Situation:</b>	
The Office's attorneys spend much of their time in trial and have minimal preparation time as a result. The ratio of lawyers to paralegals exceeds 4:1.	
<b>Analysis and Discussion:</b>	
The attorneys in the Office maintain a heavy trial caseload, often spending large portions of their day in trial. As a result, they require a robust system of support from legal assistants, paralegals, and clerical staff to ensure that the Office can adequately prepare for trial. As evident in the organizational chart above, the office currently staffs 24 attorneys, 7 legal assistants, and 3 paralegals. The project team recommends increasing the number of filled paralegal positions to 4 in order to support the Office's attorneys in trial preparation.	
<b>Recommendation:</b>	
The Office should consider increasing the number of paralegal staff by 1 in order to provide more support to attorneys, at an estimated salary and benefits cost of \$53,000 annually.	
<b>Recommendation Type:</b>	<b>Cost Impact:</b>
<input type="checkbox"/> Efficiency / Process Modification <input type="checkbox"/> Organizational <input type="checkbox"/> Revenue Enhancement <input type="checkbox"/> Service Level Adjustment <input checked="" type="checkbox"/> Staffing <input type="checkbox"/> Technology	\$53,000 annually
<b>Priority:</b>	<b>Timeframe:</b>
Medium	1 year

<b>Issue:</b>	
Availability of CAC Forensic Interviewers	
<b>Current Situation:</b>	
The Children's Advocacy Center relies on the Police Department to assign trained forensic interviewers to cases of child abuse and neglect.	
<b>Analysis and Discussion:</b>	
<p>State law governing Children's Advocacy Centers requires that they be staffed with trained forensic interviewers who can conduct interviews with children in a safe and welcoming environment in cases of child abuse and neglect. The CAC in Peoria County relies on the Police Department to provide forensic interviewers. While this is typically a workable arrangement, the CAC must work around the availability of the Police Department's officers, which limits their ability to process cases as fast as they otherwise could.</p> <p>The project team recommends that the State's Attorney's Office make arrangements for long-term Police Department interviewers at the CAC. To the degree possible, the Police Department should station interviewers at the CAC as a permanent post, rather than rotating officers to other duties. This approach of communicating the CAC's needs to the Police Department and coordinating the availability of forensic interviewers should not place additional fiscal strain on the Office, whereas hiring a forensic interviewer from the CAC budget would require additional expenditure.</p>	
<b>Recommendation:</b>	
The Children's Advocacy Center should make long-term arrangements with the Police Department to maintain adequate availability of trained forensic interviewers.	
<b>Recommendation Type:</b>	<b>Cost Impact:</b>
<input type="checkbox"/> Efficiency / Process Modification <input type="checkbox"/> Organizational <input type="checkbox"/> Revenue Enhancement <input type="checkbox"/> Service Level Adjustment <input checked="" type="checkbox"/> Staffing <input type="checkbox"/> Technology	None
<b>Priority:</b>	<b>Timeframe:</b>
Medium	6 months

<b>Issue:</b>	
CAC Training and Grant Eligibility	
<b>Current Situation:</b>	
The Children's Advocacy Center must maintain certain levels of training in order to maintain eligibility for grant funding.	
<b>Analysis and Discussion:</b>	
The Children's Advocacy Center relies on grant funding to cover its staffing and operational expenses. The \$76,000 state grant on which they rely requires that staff at the CAC obtain certain training and professional development specific to child abuse/neglect cases throughout the year in order to remain eligible for the grant. The project team recommends that the Office take measures to ensure that maintaining eligibility for the state CAC grant is a priority. This may involve an initiative to strategically schedule the most cost-effective attorney training in advance at the beginning of the year. It may also involve providing funds for required training and professional development. The objective should be to protect the CAC's grant eligibility with minimum expense and interruption to the Office's attorneys.	
<b>Recommendation:</b>	
The State's Attorney's Office should ensure that adequate measures are taken to ensure that training requirements are met in order to remain eligible for state CAC grants.	
<b>Recommendation Type:</b>	<b>Cost Impact:</b>
<input type="checkbox"/> Efficiency / Process Modification <input type="checkbox"/> Organizational <input checked="" type="checkbox"/> Revenue Enhancement <input type="checkbox"/> Service Level Adjustment <input type="checkbox"/> Staffing <input type="checkbox"/> Technology	\$0 - \$5,000
<b>Priority:</b>	<b>Timeframe:</b>
High	Immediate

<b>Issue:</b>	
Contracts With Outside Counsel	
<b>Current Situation:</b>	
The Office maintains good relationships with a handful of outside firms to which some cases are delegated on a contract basis. Formal guidelines for these engagements are not typically included in the contract unless the firm is a new one or the case is of an unfamiliar type.	
<b>Analysis and Discussion:</b>	
<p>On occasion, the State's Attorney's Office in Peoria County will contract case work to an outside firm, particularly for environmental cases or those dealing with HIPPA regulations. Each of these engagements is conducted according to an established contract. Cases dealing with unfamiliar subject matter, or those contracted to a new firm, typically include language specifying how the work should be handled and establishing guidelines for communication with the Office. The project team recommends that this language be included in all contracts, including those given to firms with which the Office is familiar.</p> <p>Guidelines included in contract to outside counsel should be intended to reinforce clarity of expectations and provide a standard against which to assess their performance. These guidelines should be similar to those used for gauging the performance of the Office's own attorneys – timeliness, responsiveness, professionalism, and work plans that are consistent with sound legal judgment.</p>	
<b>Recommendation:</b>	
Each contract established with outside counsel should include formal guidelines for addressing the tasks to be performed, how the work will be handled as well as responsiveness guidelines.	
<b>Recommendation Type:</b>	<b>Cost Impact:</b>
<input checked="" type="checkbox"/> Efficiency / Process Modification <input type="checkbox"/> Organizational <input type="checkbox"/> Revenue Enhancement <input type="checkbox"/> Service Level Adjustment <input type="checkbox"/> Staffing <input type="checkbox"/> Technology	None
<b>Priority:</b>	<b>Timeframe:</b>
Low	Immediate

**5. AREAS FOR FURTHER EVALUATION.**

In addition to the recommendations outlined above, the project team has identified the following areas that may warrant further evaluation by the County. These items have been identified as having potential for additional service efficiencies or cost savings, but could not be fully explored during the time and scope of the initial Phase 1 effort.

<b>Issue to be Analyzed:</b>	
Optimization of Odyssey	
<b>Potential Improvement:</b>	
The criminal justice functions in Peoria County have adopted Odyssey as their case management system across all departments. While the use of a single system across all departments holds great potential for inter-departmental cooperation and efficiency, these benefits are not being realized under the current use model. The project team recommends that the county conduct a study in Phase 2 of the ways in which Odyssey can be fully optimized to provide maximum functionality and efficiency gains across all criminal justice departments.	
<b>Evaluation Type:</b>	<b>Estimated Potential Impact:</b>
<input type="checkbox"/> Efficiency / Process Modification <input type="checkbox"/> Organizational <input type="checkbox"/> Revenue Enhancement <input type="checkbox"/> Service Level Adjustment <input type="checkbox"/> Staffing <input checked="" type="checkbox"/> Technology	Significant ongoing efficiency gains across all criminal justice functions, likely greater than \$100,000 annually.
<b>Steps Needed to Evaluate:</b>	<b>Timeframe:</b>
The Phase 2 study of Odyssey should occur with assistance from its designer/distributor. It would include significant employee training for staff to familiarize them with key functions and data entry/retrieval procedures. It would also include an analysis of changes that may ease data retrieval for the regular reporting required by the AOIC. Additionally, the analysis should include an evaluation of modifications to the system itself to eliminate data redundancies and reduce data entry error rates.	6-12 months



<b>Issue to be Analyzed:</b>	
Implementation of Electronic Filing	
<b>Potential Improvement:</b>	
<p>Electronic filing has the potential to drastically improve the document management functions of the criminal justice functions in Peoria County. E-filing can be an effective tool for expediting the transfer of files and eliminating the inefficiencies that accompany lost documents.</p> <p>The County's criminal justice departments have not yet received approval to implement fully electronic filing. The project team recommends that the County conduct an analysis of the benefit of e-filing when there is reasonable assurance that they will be permitted to implement it.</p>	
<b>Evaluation Type:</b>	<b>Estimated Potential Impact:</b>
<input type="checkbox"/> Efficiency / Process Modification <input type="checkbox"/> Organizational <input type="checkbox"/> Revenue Enhancement <input type="checkbox"/> Service Level Adjustment <input type="checkbox"/> Staffing <input checked="" type="checkbox"/> Technology	Significant cost savings and efficiency gains in document management/ transfer. Likely over \$100,000 annually.
<b>Steps Needed to Evaluate:</b>	<b>Timeframe:</b>
This evaluation would be jointly led by the IT Department and the Court, and would include analysis of document filing and transfer mechanisms, as well as the court's needs for document availability in courtrooms. The intent should be to provide seamless accessibility to all authorized case documents for staff in each criminal justice department.	FY 17

# Facility Utilization Analysis

Study Evaluating Use of Space Across All County Facilities.

Source: County Administration  
2019

# Facility Utilization Analysis

Peoria County

January 29, 2019

# Table of Contents

Executive Summary.....3  
Facilities Inventory.....4  
Existing Utilization (by department).....5  
Space Use Recommendations.....26  
Health Department Redevelopment.....32

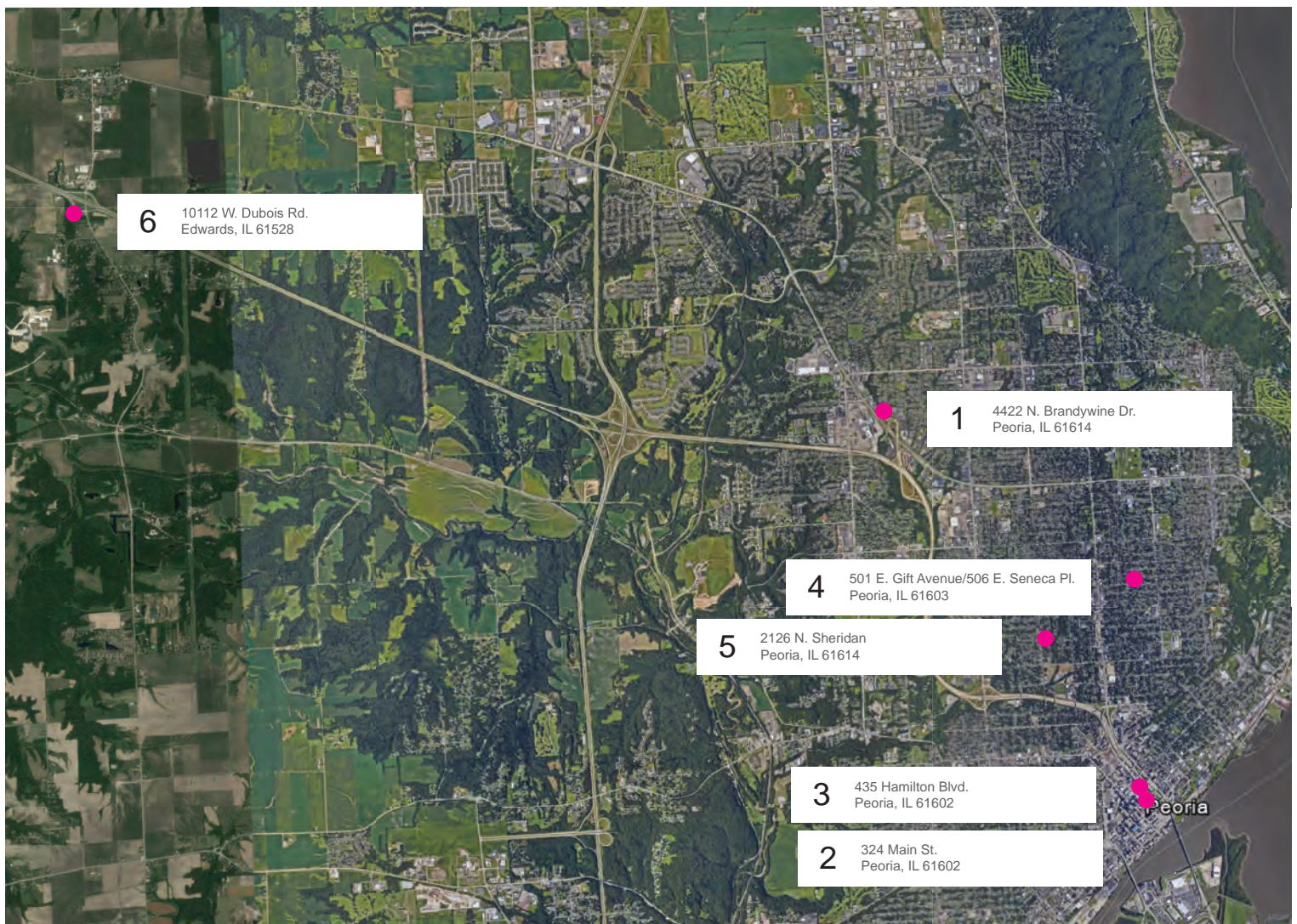
## Executive Summary

This facility utilization analysis is a study of the current use of space and 5-year space projections for Peoria County departments located within the six facilities mapped below and further outlined in the following pages.

A review of the facilities and interviews with representatives from each of the departments showed that most departments are operating in their current spaces without significant hardship, and in some cases, departments have more than enough space. Staffing levels have dropped in recent years, and most departments do not anticipate adding employees within the next five years. Over that period of time, storage demands are also expected to shrink, as records are being moved to a digital format. In almost all cases, current departmental space needs appear to be at their highest expected levels as predicted from the time of study into the foreseeable future.

While there are departments with underutilized space, there are a limited number of opportunities to repurpose space for other uses. The need for privacy, customer access, and working adjacencies makes it difficult to distribute excess space without multiple departmental moves and/or significant costs. The "Space Use Recommendations" section highlights the highest priority projects which are either required (in the case of creating a lactation room within the courthouse) or would bring additional functionality or efficiency to county operations. Keep in mind that these recommendations are made with the overall improvement of utilization in mind. For that reason, they may conflict with the "recommendations" that were noted as each department was analyzed individually.

With recommendations that serve as a prioritized list of future projects, Peoria County can choose to budget for and execute them according to its desired timeline. In some cases, the recommendations come with multiple options which should be further discussed in a detailed design phase for each project.



# Peoria County Facilities Inventory

## Locations and Departments Included in Utilization Analysis



- 1** 4422 N. Brandywine Dr.  
Peoria, IL 61614
- Vacant Office Space
  - (Peoria County Election Commission Located within Bldg.)



- 4** 501 E. Gift Avenue/506 E. Seneca Pl.  
Peoria, IL 61603
- Children's Advocacy Center
  - Peoria County Coroner



- 2** 324 Main St.  
Peoria, IL 61602
- IT, GIS, Office Services
  - County Auditor
  - Circuit Clerk
  - Orders of Protection
  - Court Administration
  - Public Defender
  - Regional Office of Education
  - Planning & Zoning
  - Supervisor of Assessments
  - Law Library
  - Jury Commission
  - CASA



- 5** 2126 N. Sheridan  
Peoria, IL 61614
- Peoria County Health Department
  - Recycling Services



- 3** 435 Hamilton Blvd.  
Peoria, IL 61602
- Family Justice Center



- 6** 10112 W. Dubois Rd.  
Edwards, IL 61528
- Regional Office of Education

# REGIONAL OFFICE OF EDUCATION

## Location

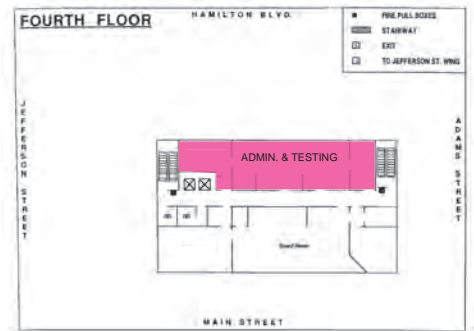
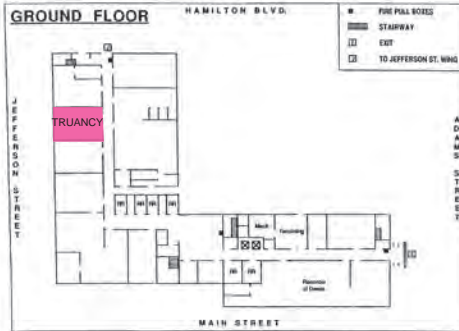


324 Main St.  
Peoria, IL 61602



10112 W. Dubois Rd.  
Edwards, IL 61528

324 Main St. Location



## Overview of Space

Square Footage	9,085 s.f.
Staff	18 Full Time 3 Part Time
Space	Sufficient - Oversized
Recommendation	Consolidate

### About the Recommendation:

Co-locating administrative offices, a Pearson Vue testing center, and a truancy office (located within the courthouse), with a center for professional learning and other programs and storage (located in a leased bldg. in Edwards) would bring operational and space efficiencies to this department. The ROE could operate effectively in a smaller space.

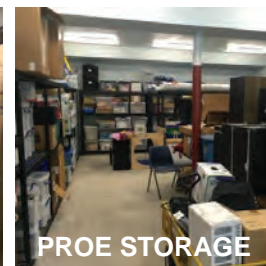
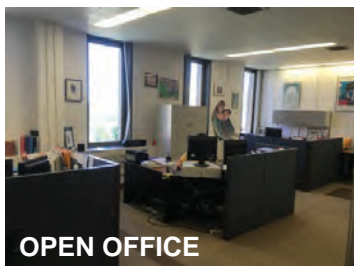
### Primary Requirements:

A certified testing center; accessible storage; and easy access to a bus route.

## 5 Yr. Growth Projections

Staff — Storage ▼ Space Needs ▼

## Photos



## VACANT OFFICE SPACE

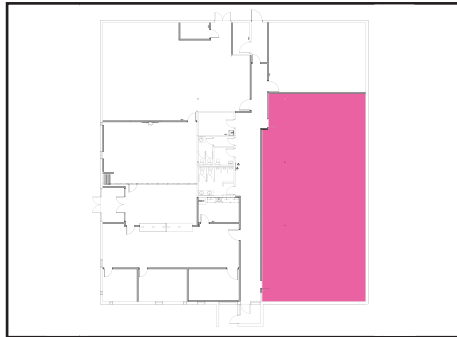
Located within Peoria County Election Commission Building

### Location



4422 N. Brandywine Dr.  
Peoria, IL 61614

4422 N. Brandywine Dr. Location



### Overview of Space

Square Footage	3,096 s.f.
Staff	N/A
Space	Unoccupied
Recommendation	Evaluate

#### About the Recommendation:

Consider this space for departments in need of relocation. It is adjacent to the newly renovated election commission and could benefit from restroom, break room, and meeting facilities in place at this location. Peoria County is currently leasing the election commission space, but the building could be purchased from the current owner. There is corridor space beyond the 3,096 s.f. that could potentially be built into this tenant space.

### 5 Yr. Growth Projections

**Staff** N/A   **Storage** N/A   **Space Needs** N/A

### Photos



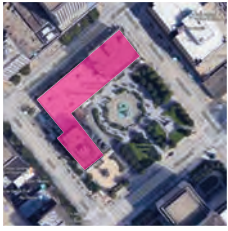
UNFINISHED SPACE



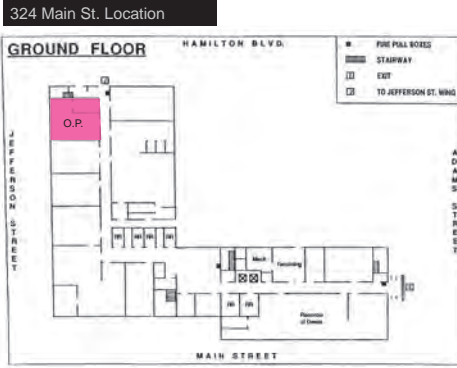
# ORDERS OF PROTECTION

Located within Peoria County Courthouse

## Location



324 Main St.  
Peoria, IL 61602



## Overview of Space

Square Footage	945 s.f.
Staff	5 Full Time 2 Part Time
Space	Undersized
Recommendation	Expand

### About the Recommendation:

Already forced to use the corridor as a waiting area and expecting a higher volume of orders to be filed in the future, orders of protection is in need of additional square footage. This department should look for a space that offers a larger space for filing and a designated waiting area located off of the main corridor. The office area could also benefit from a reconfiguration.

### Primary Requirements:

Designated waiting area; secure reception; computer terminals for e-filing.

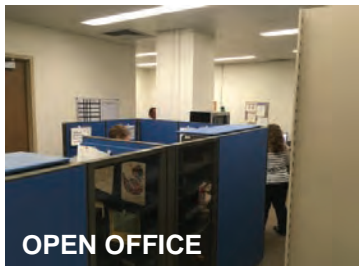
## 5 Yr. Growth Projections

Staff — Storage — Space Needs ▲

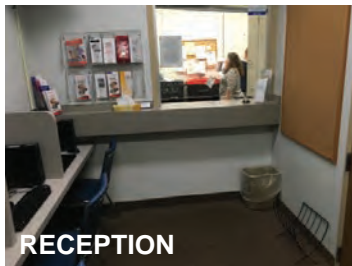
## Photos



OPEN OFFICE



OPEN OFFICE



RECEPTION

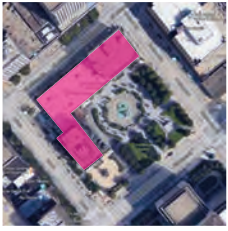


161 WAITING AREA

# CASA

Located within Peoria County Courthouse

## Location



324 Main St.  
Peoria, IL 61602

324 Main St. Location



## Overview of Space

Square Footage	900 s.f.
Staff	10-11 Full Time
Space	Undersized
Recommendation	Relocate

### About the Recommendation:

With the addition of staff, CASA recently leased space across the street to supplement its offices within the courthouse. A single location would be more efficient. Consider relocating this department. Note: CASA is a nonprofit organization and not a county department. Peoria County has provided space to the organization free of charge.

### Primary Requirements:

Offices for supervisors

## 5 Yr. Growth Projections

Staff — Storage — Space Needs —

## Photos



SHARED OFFICE

162



RECEPTION

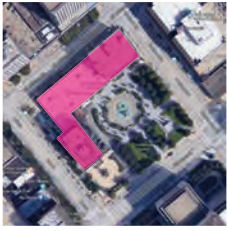


SHARED OFFICE

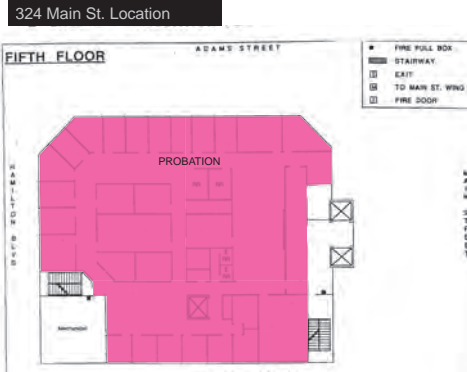
# PROBATION

Located within Peoria County Courthouse

## Location



324 Main St.  
Peoria, IL 61602



## Overview of Space

Square Footage	Unknown
Staff	Unknown
Space	Undersized
Recommendation	Expand

### About the Recommendation:

This department was not included in the facility utilization analysis, but the space was toured as part of the study. There appeared to be a shortage of individual offices. Consider renovating the current space and/or expanding into other areas of the courthouse.

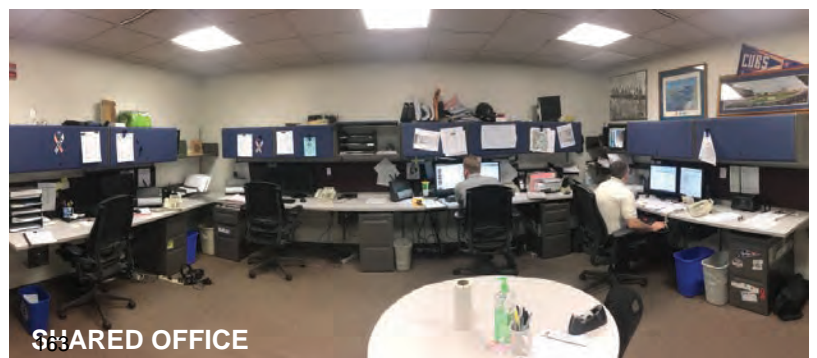
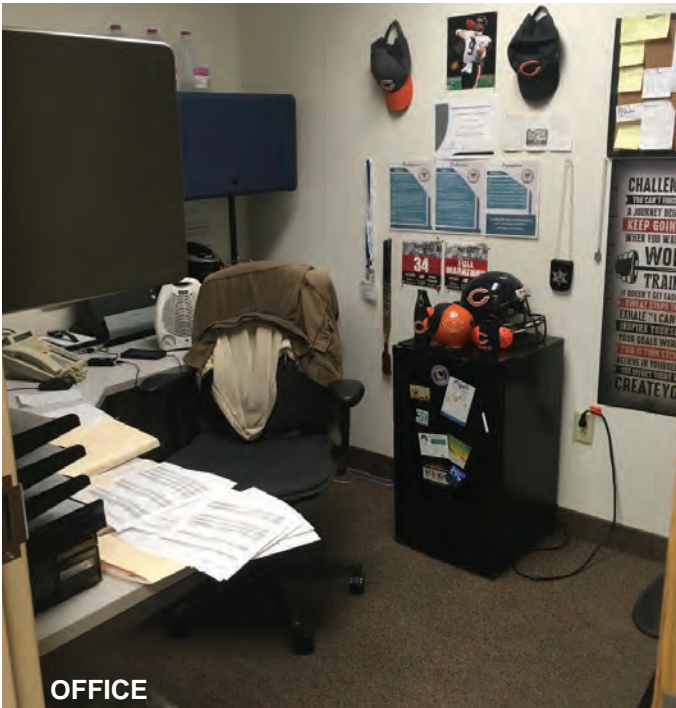
### Primary Requirements:

Secure office space from reception; separation between adult and juvenile space in lobby; conference room

## 5 Yr. Growth Projections

Staff — Storage — Space Needs —

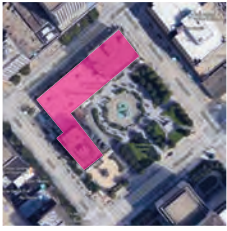
## Photos



# PUBLIC DEFENDER

Located within Peoria County Courthouse

## Location



324 Main St.  
Peoria, IL 61602



## Overview of Space

Square Footage	955 s.f.
Staff	3 Full Time 21 Contractors
Space	Sufficient-Undersized
Recommendation	Consolidate

### About the Recommendation:

The three full-time staff within the public defender's office are currently scattered across the courthouse building. The department would benefit from consolidating into one ADA accessible location, and that should be considered in the short term. In the longer-term, if the courts rule that assistant public defenders (currently contracted) are county employees, a much larger office space would likely be needed.

### Primary Requirements:

ADA compliant office suite; conference room; reception with secure access to office

## 5 Yr. Growth Projections

Staff ▲ Storage ▲ Space Needs ▲

## Photos



# IT and OFFICE SERVICES

Located within Peoria County Courthouse

## Location



324 Main St.  
Peoria, IL 61602



## Overview of Space

Square Footage	5,556 s.f.
Staff	19 Full Time
Space	Sufficient
Recommendation	Relocate

### About the Recommendation:

The office services space is currently undersized, and the department has to store oversized materials in the corridor outside of its space. The primary IT office space down the hall is forced to work around the constraints of a dual-purpose conference room/county training room. The office layout is also not overly functional or conducive to staff collaboration. Office services needs space to expand and IT would benefit from a more effective layout.

### Primary Requirements:

Server room; equipment set-up space; secure equipment storage; conference room; outdoor access for building services

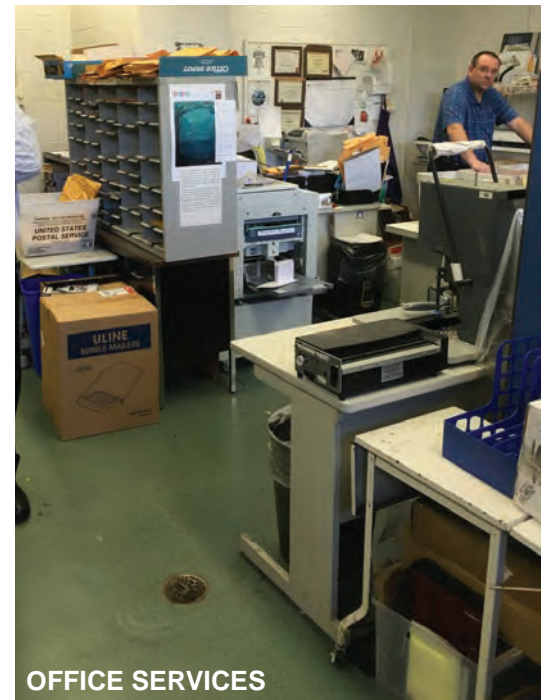
## 5 Yr. Growth Projections

Staff ▲ Storage — Space Needs —

## Photos



COMPUTER ROOM



OFFICE SERVICES



CLASSROOM



OVERFLOW STORAGE

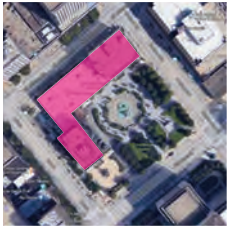


STORAGE

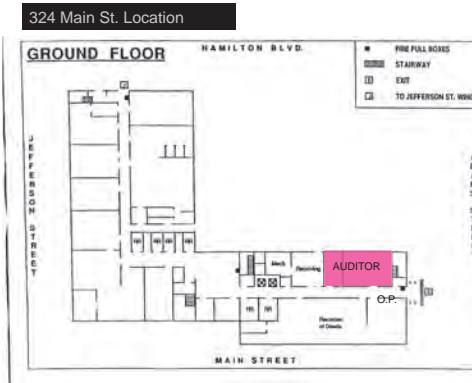
# AUDITOR

Located within Peoria County Courthouse

## Location



324 Main St.  
Peoria, IL 61602



## Overview of Space

Square Footage	2,014 s.f.
Staff	2 Full Time
Space	Sufficient-Oversized
Recommendation	Maintain

### About the Recommendation:

The current space is adequate for current staffing levels and an additional staff member. It's possible that the department could relocate to a smaller space; however, it shouldn't be considered a priority.

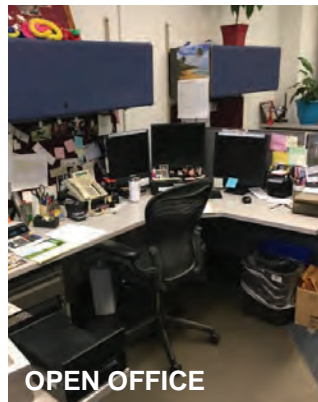
### Primary Requirements:

Offices/workstations and storage room

## 5 Yr. Growth Projections

Staff ▲ Storage — Space Needs —

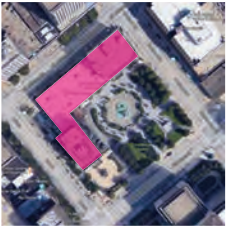
## Photos



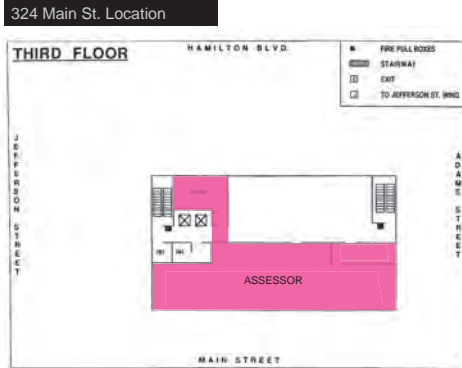
# SUPERVISOR of ASSESSMENTS

Located within Peoria County Courthouse

## Location



324 Main St.  
Peoria, IL 61602



## Overview of Space

Square Footage	3,960 s.f.
Staff	7 Full Time
Space	Oversized
Recommendation	Consolidate

### About the Recommendation:

This department is currently occupying much more space than is needed. Consider reducing the office space that the department occupies and reallocating the remainder to an adjacent department.

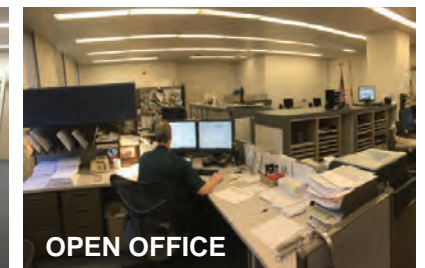
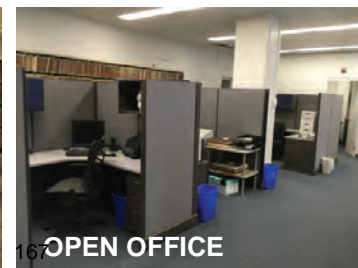
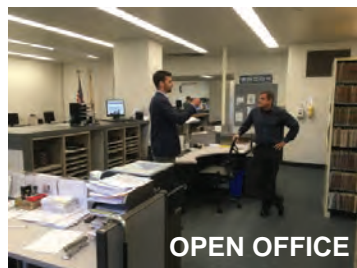
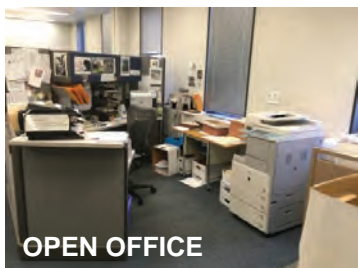
### Primary Requirements:

Conference room and offices for Board of Review; accessible storage

## 5 Yr. Growth Projections

Staff — Storage ▼ Space Needs ▼

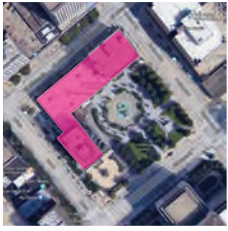
## Photos



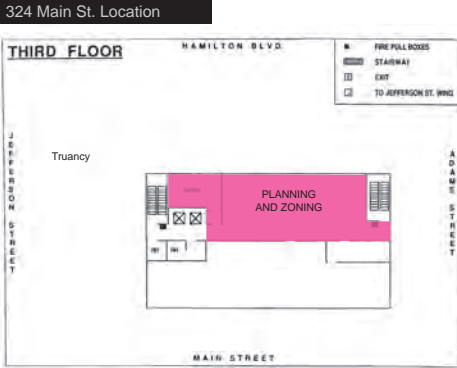
# PLANNING and ZONING

Located within Peoria County Courthouse

## Location



324 Main St.  
Peoria, IL 61602



## Overview of Space

Square Footage	2,976 s.f.
Staff	8 Full Time 1 Part Time
Space	Sufficient - Undersized
Recommendation	Expand

### About the Recommendation:

This department operates out of its existing space without significant hardships; however, the inspectors' desks offer limited space for the requirements of the position. With changes in technology and less reliance on paper drawings, the space may become more comfortable. Given the available space within the adjacent assessor's office, the county could consider expansion in that direction.

### Primary Requirements:

Conference room; accessible storage; employee coordination workspace

## 5 Yr. Growth Projections

Staff — Storage ▲ Space Needs ▲

## Photos



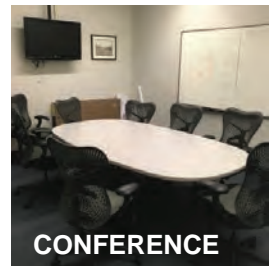
INSPECTOR'S OFFICE



STORAGE



OPEN OFFICE



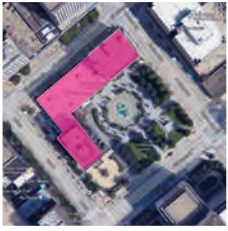
CONFERENCE



# COURT ADMINISTRATION

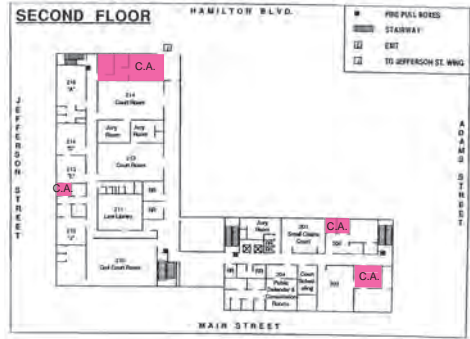
Located within Peoria County Courthouse

## Location



324 Main St.  
Peoria, IL 61602

324 Main St. Location



## Overview of Space

Square Footage	78,136 s.f.
Staff	38 Full Time 2 Part Time
Space	Sufficient
Recommendation	Renovate

### About the Recommendation:

The department would benefit from layout changes that would bring staff closer together and simplify collaboration.

### Primary Requirements:

Access to secure corridor; adjacency to courtrooms; conference room

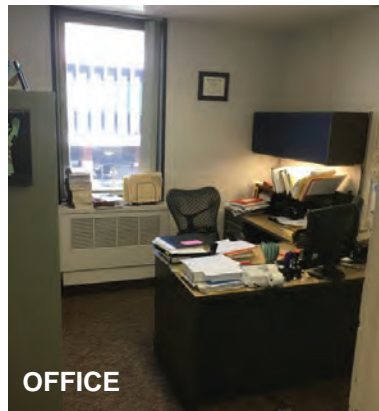
## 5 Yr. Growth Projections

Staff — Storage — Space Needs —

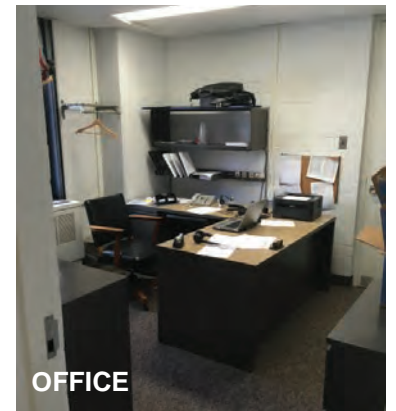
## Photos



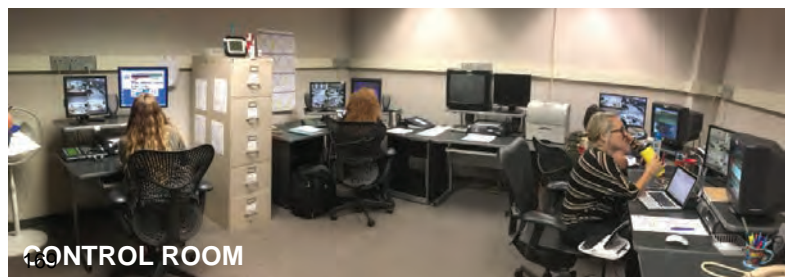
RECEPTION



OFFICE



OFFICE



CONTROL ROOM

# FAMILY JUSTICE CENTER

## Location



435 Hamilton Blvd.  
Peoria, IL 61602

## Overview of Space

Square Footage	1,499 s.f.
Staff	4 Full Time
Space	Sufficient
Recommendation	Maintain

### About the Recommendation:

Adequate space in close proximity to the courthouse.

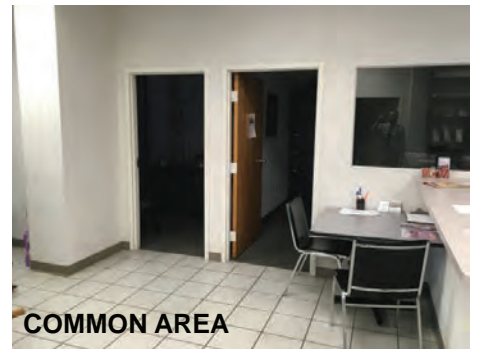
### Primary Requirements:

Offices and meeting space

## 5 Yr. Growth Projections

Staff — Storage — Space Needs —

## Photos



COMMON AREA

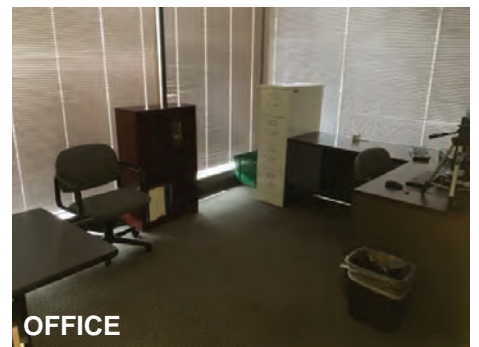


OFFICE



OFFICE

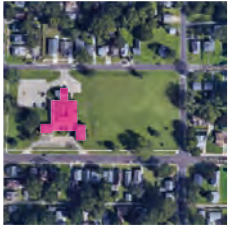
170



OFFICE

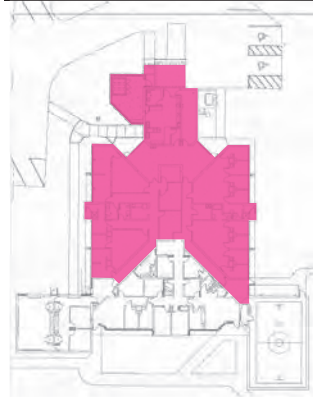
# CORONER

## Location



501 E. Gift Avenue  
506 E. Seneca Pl.  
Peoria, IL 61603

501 E. Gift Avenue / 506 E. Seneca Pl. Location



## Overview of Space

Square Footage	9,195 s.f.
Staff	5 Full Time 4 Part Time
Space	Sufficient
Recommendation	Reallocate/Renovate

### About the Recommendation:

The coroner has ample space; however, the “customer service” offered could be improved. Namely, there should be additional acoustical separation between the lobby and autopsy station and the carport should have a level surface to ease the delivery process. Improvements could be made at the existing location.

### Primary Requirements:

Carport for loading and unloading of remains; delineation between public and secure space

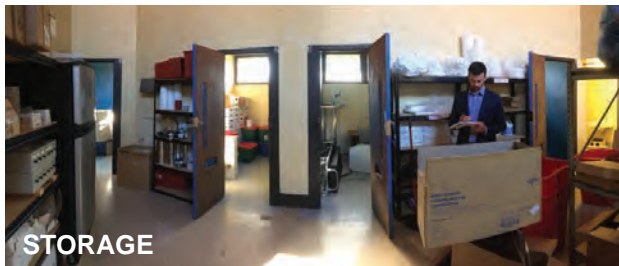
## 5 Yr. Growth Projections

Staff — Storage — Space Needs —

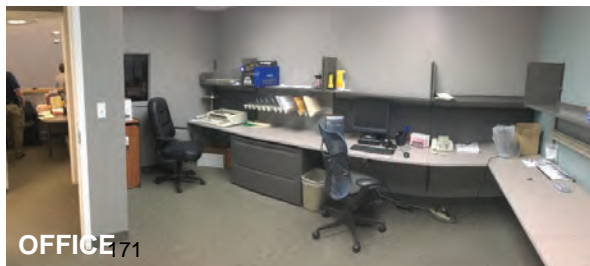
## Photos



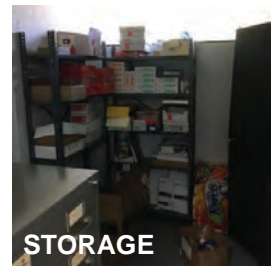
AUTOPSY LAB



STORAGE



OFFICE 71



STORAGE

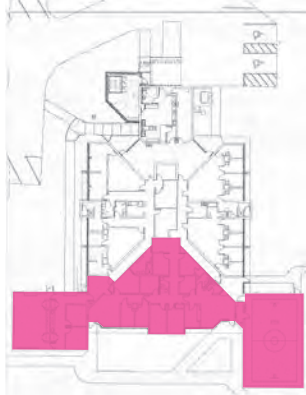
# CHILDREN'S ADVOCACY CENTER

## Location



501 E. Gift Avenue  
506 E. Seneca Pl.  
Peoria, IL 61603

501 E. Gift Avenue / 506 E. Seneca Pl. Location



## Overview of Space

Square Footage	5,726 s.f.
Staff	5 Full Time
Space	Sufficient
Recommendation	Maintain

### About the Recommendation:

This department has adequate space and is located within a neighborhood setting which is preferred.

### Primary Requirements:

Interview rooms with recording technology; storage; non-threatening setting; evaluation rooms (1-way glass); 24-hour access

## 5 Yr. Growth Projections

**Staff** — **Storage** — **Space Needs** —

## Photos



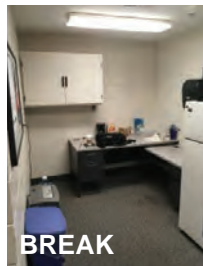
LOBBY



RECEPTION



STORAGE



BREAK



OFFICE

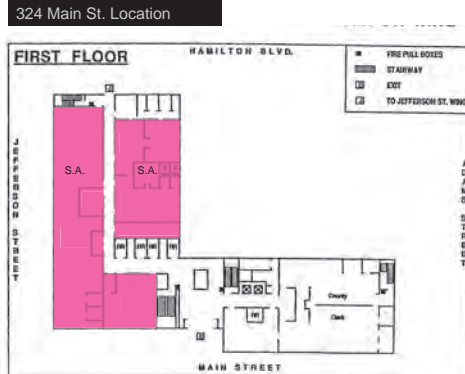
# STATE'S ATTORNEY

Located within Peoria County Courthouse

## Location



324 Main St.  
Peoria, IL 61602



## Overview of Space

Square Footage	Unknown
Staff	Unknown
Space	Sufficient - Undersized
Recommendation	Maintain

### About the Recommendation:

This department was not included in the facility utilization analysis, but the space was toured as part of the study. The department could benefit from larger offices, additional room for file storage, an improved layout, and additional vault space; however, the staff has adapted to the space currently available to them. The growth of evidence that must be kept will eventually necessitate additional vault storage. Due to the size of the department and connection to the courtrooms, there are limited options for relocation.

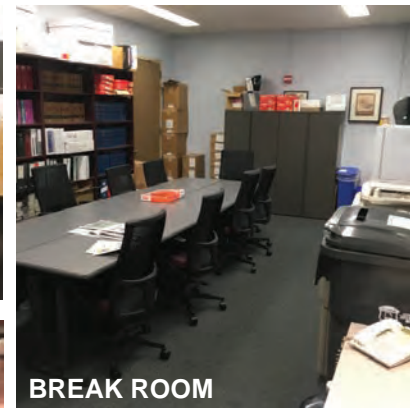
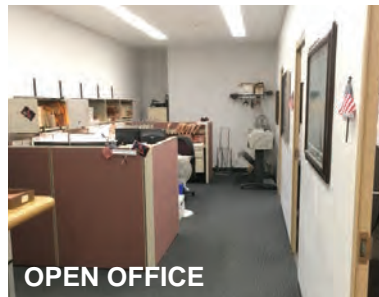
## 5 Yr. Growth Projections

**Staff ▲ Storage ▲ Space Needs ▲**

### Primary Requirements:

Access to secure vault(s); secure access to office suite; grand jury room; case file storage

## Photos



# CIRCUIT CLERK

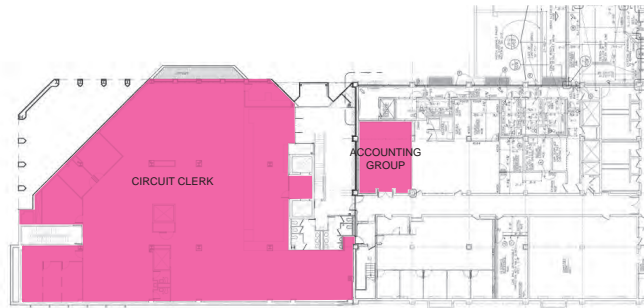
Located within Peoria County Courthouse

## Location



324 Main St.  
Peoria, IL 61602

324 Main St. Location



## Overview of Space

Square Footage	6,627 s.f.
Staff	35 FTE
Space	Sufficient - Oversized
Recommendation	Renovate

### About the Recommendation:

The department has seen a decrease in staffing needs and is also making an effort to reduce its file storage needs. The current space could be optimized for the current staff size and storage.

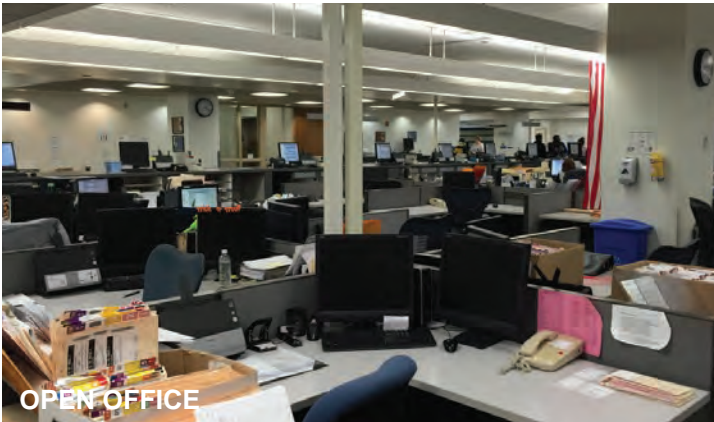
### Primary Requirements:

Access to vault for evidence storage; accessible paper file storage; public access

## 5 Yr. Growth Projections

Staff — Storage ▼ Space Needs ▼

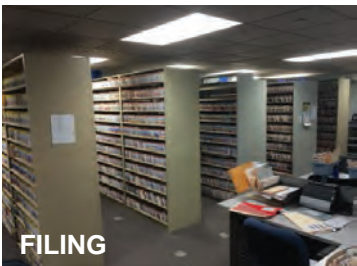
## Photos



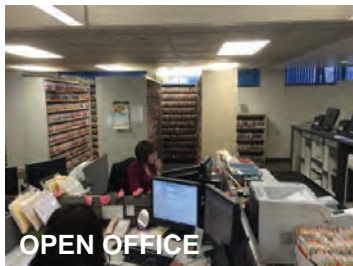
OPEN OFFICE



174 OPEN OFFICE



FILING



OPEN OFFICE

# HEALTH DEPARTMENT

## Location



2126 N. Sheridan  
Peoria, IL 61614

2126 N. Sheridan Location



## Overview of Space

Square Footage	39,040 s.f.
Staff	38 Full Time
Space	Sufficient - Oversized
Recommendation	Replace

### About the Recommendation:

The building has been reconfigured over time to accommodate the evolution of the health department and the services offered. Customer service and staff spaces could be improved by reworking the layout, but the gains are limited by the constraints of the existing building. In order to achieve a facility that is well suited to the department's needs, the county should eventually consider replacement of the facility.

### Primary Requirements:

Easy access to a bus route; utilities to support specialized services (i.e., medical and dental)

## 5 Yr. Growth Projections

Staff — Storage — Space Needs —

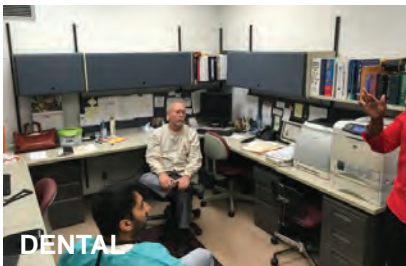
## Photos



MEDICAL



WIC



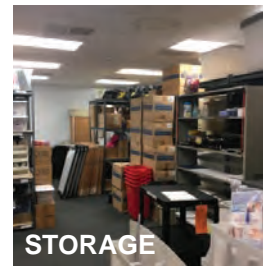
DENTAL



VITAL RECORDS



INSPECTORS



STORAGE

# RECYCLING SERVICES

Located within Peoria County Health Department

## Location



2126 N. Sheridan  
Peoria, IL 61614

2126 N. Sheridan Location



## Overview of Space

Square Footage	960 s.f.
Staff	2 Full Time
Space	Sufficient
Recommendation	Maintain

### About the Recommendation:

This department could be located in almost any county building. There is adequate space in this location and no immediate reason to relocate or change.

### Primary Requirements:

Offices/workstations and storage

## 5 Yr. Growth Projections

Staff — Storage — Space Needs —

## Photos

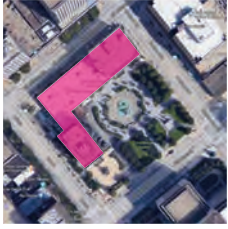




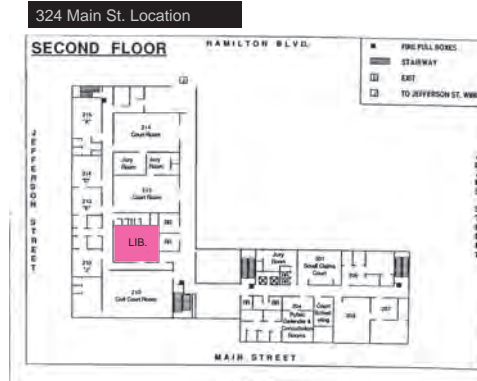
# LAW LIBRARY

Located within Peoria County Courthouse

## Location



324 Main St.  
Peoria, IL 61602



## Overview of Space

Square Footage	782 s.f.
Staff	1 Part Time
Space	Sufficient - Oversized
Recommendation	Maintain/Renovate

### About the Recommendation:

As law library materials exist almost entirely online, there are few space needs outside of computer stations and room for guidance that the Prairie State Legal Services staff provides. If the current space is needed for other uses, the law library could be relocated. Minor renovations could be made to optimize the space for its current use.

### Primary Requirements:

Workspace for “navigator” assistant; computer stations

## 5 Yr. Growth Projections

Staff — Storage — Space Needs —

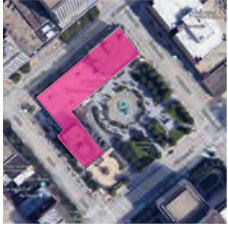
## Photos



# ADMINISTRATION

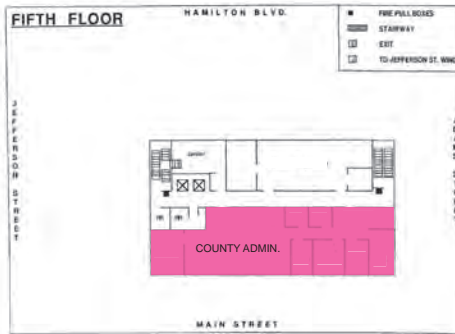
Located within Peoria County Courthouse

## Location



324 Main St.  
Peoria, IL 61602

324 Main St. Location



## Overview of Space

Square Footage	3,800 s.f.
Staff	8 Full Time 2 Seasonal
Space	Sufficient
Recommendation	Maintain

### About the Recommendation:

The current space is adequate for the department, and the location is desirable.

### Primary Requirements:

Secure storage

## 5 Yr. Growth Projections

Staff — Storage ▲ Space Needs —

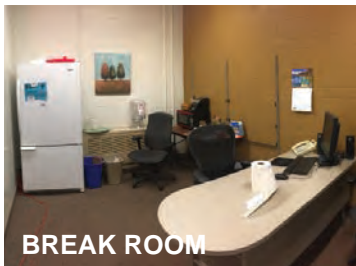
## Photos



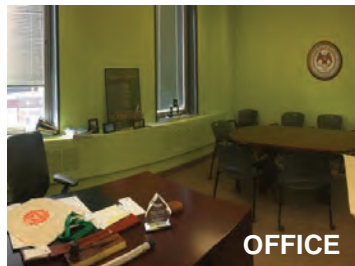
OPEN OFFICE



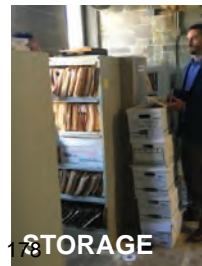
OFFICE



BREAK ROOM



OFFICE

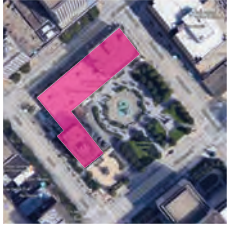


STORAGE

# FINANCE

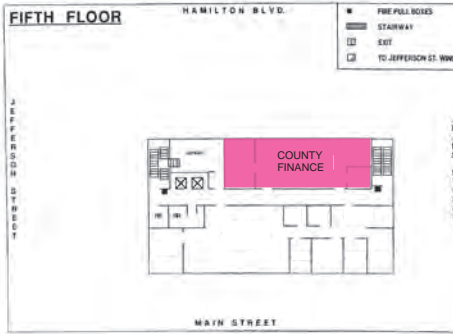
Located within Peoria County Courthouse

## Location



324 Main St.  
Peoria, IL 61602

324 Main St. Location



## Overview of Space

Square Footage	1,956 s.f.
Staff	9 Full Time
Space	Sufficient
Recommendation	Renovate

### About the Recommendation:

The workstations within this space could be redesigned to create room for the CFO whose office is currently located across the hall. Consider a renovation.

### Primary Requirements:

CFO office; conference room/meeting space; workspace for seasonal contractors

## 5 Yr. Growth Projections

Staff — Storage — Space Needs —

## Photos



# Space Use Recommendations

The recommendations are listed in order of priority, and many of them must be completed in sequence.

## 1 Create a Lactation Room

Option A



### About the Recommendation:

Per the Supreme Court's "Minimum Courtroom Standards in the State of Illinois", each court facility shall include at least one lactation room by no later than June 1, 2019. Each of the three possible locations shown could accommodate a chair, table, and electrical outlet as required by the standard. In addition, all of the locations are near plumbing and could be outfitted with a sink, as recommended by the standard.

Option B

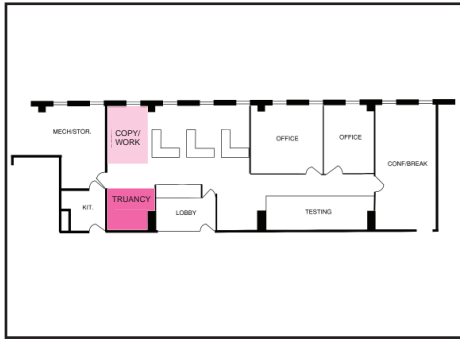


Option C



## 2 Consolidate Truancy and ROE Admin./Testing in Existing 4th Floor ROE Suite

324 Main St. Location

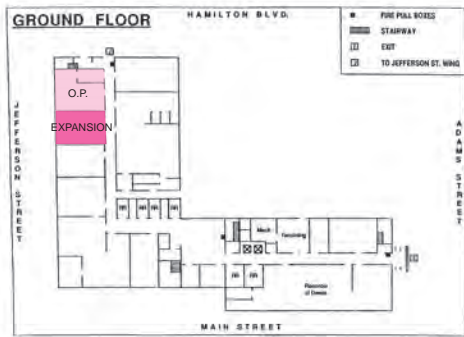


### About the Recommendation:

The ROE has adequate space within its fourth floor courthouse suite to accommodate the limited office needs of the truancy department. If needed, shared desk space could serve the truancy staff who are primarily working away from a desk. Truancy is currently located on the first floor of the courthouse.

As a longer term objective, further consolidation of the ROE's courthouse-based departments and the PROE Center in Edwards should be considered. The ROE's current footprint is oversized, as restrooms, break rooms, storage, work areas, and meeting spaces are replicated across the courthouse and PROE Center locations. Consolidation would further reduce square footage and ease collaboration. Ideally, a location on a bus route and not within the courthouse would be identified to house all ROE departments.

## 3 Expand Orders of Protection into the Adjacent ROE Truancy Space



### About the Recommendation:

Once the ROE's truancy offices are relocated, orders of protection could expand into that vacated space which is immediately adjacent to its existing offices. The expansion would add approximately 800 square feet that could be used to create a more organized office layout and appropriately sized filing and waiting areas.

## 4 Expand Probation Office into the CASA Office

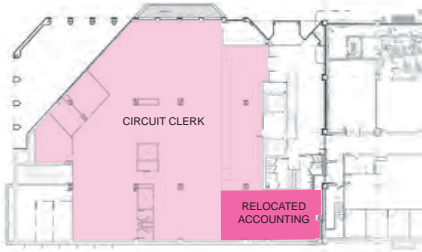


### About the Recommendation:

Probation could provide its staff with more adequate space by making use of the CASA suite on the floor below. With a stair in close proximity, staff could move relatively seamlessly between the floors. The relocation would require minimal renovation cost as the vacated space is presently operational and contains existing private offices.

CASA has outgrown its space and has already moved some of its employees to an office outside of the courthouse. Without a significant reallocation of space, there doesn't appear to be a viable option for relocating the entire department within the courthouse.

5 Relocate Circuit Clerk Accounting to Circuit Clerk’s Office

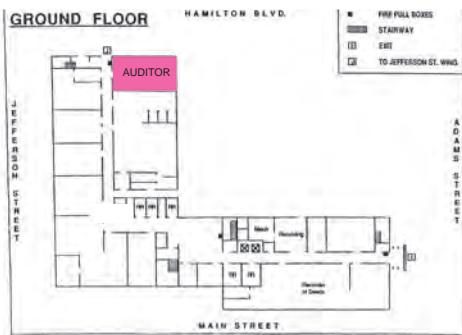


**About the Recommendation:**

With a smaller staff and fewer storage needs than in the past, the circuit clerk has been left with underutilized square footage that could absorb its accounting staff. The three-person staff is currently located down the hall.

As a longer term objective, the entire circuit clerk’s office should be renovated to meet the current staff and storage needs which have changed since the space was designed.

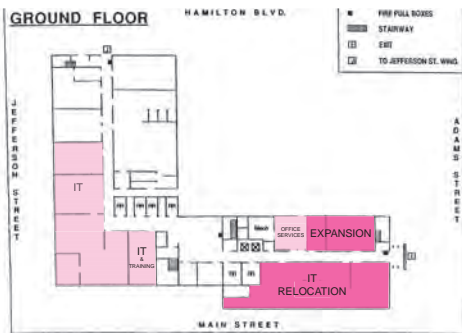
6 Relocate Auditor to Vacated Accounting Office



**About the Recommendation:**

The auditor has more than enough space for the 2-3 person staff. Vacating the department’s current space would make way for improvements to office services and IT, and the circuit clerk’s accounting group would leave behind a space equally well-suited to this department.

7 Relocate IT Office to Former County Recorder’s Office and Expand Office Services into Auditor’s Office

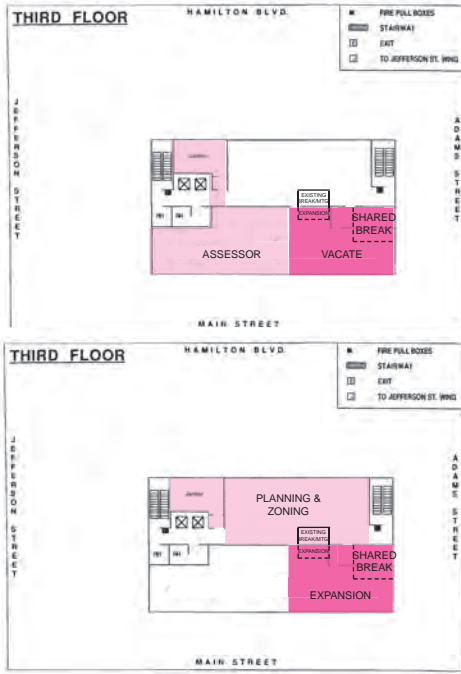


**About the Recommendation:**

Expanding office services into the auditor’s space would provide the storage space needed to remove the oversized materials from the corridor. It should also provide adequate space for additional IT storage.

The IT move, along with new furniture, would allow for staff to operate in a more collaborative and effective work environment. Power, data, and mechanical infrastructure is already in place. A conference room could be added within the suite, which would eliminate conflicts that occur as a result of the current dual-purpose conference/training room arrangement. Finally, the proximity of IT staff to office services would allow staff to work more efficiently between the two spaces.

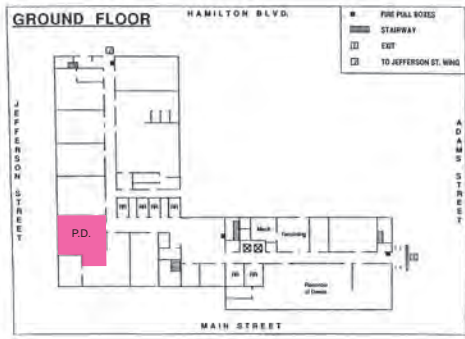
8 Consolidate Supervisor of Assessments Office and Expand Planning & Zoning Office



**About the Recommendation:**

The supervisor of assessments could vacate the back portion of its office to give the planning & zoning office room to expand. Planning and zoning is currently functioning without major hardship, but additional space may allow the department to operate more efficiently. The two departments could also explore opportunities to improve and share conference and break areas.

9 Relocate Public Defender’s Office to Vacated IT Office

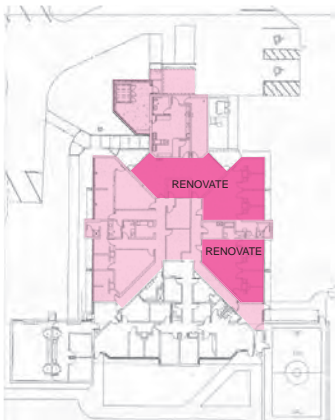


**About the Recommendation:**

The current IT office would provide accessibility that doesn't currently exist in the public defender's space. The space could be subdivided to fit the private offices, conference room, and secure reception that the public defender's office would benefit from. The location is still in close proximity to the courts, and power, data, and mechanical infrastructure is in place.

Note that the IT space could accommodate the public defender's office as well as a much smaller IT computer room that would be maintained in place, and access to vault space could be made available to the state's attorney.

10 Renovate Peoria County Coroner’s Office



**About the Recommendation:**

A re-design of the public lobby could create needed sound isolation from the autopsy room and potentially enough additional space for an expanded autopsy and identification viewing area for families. Underutilized storage areas could be redeveloped to provide more storage for the coroner or other departments in need of it.

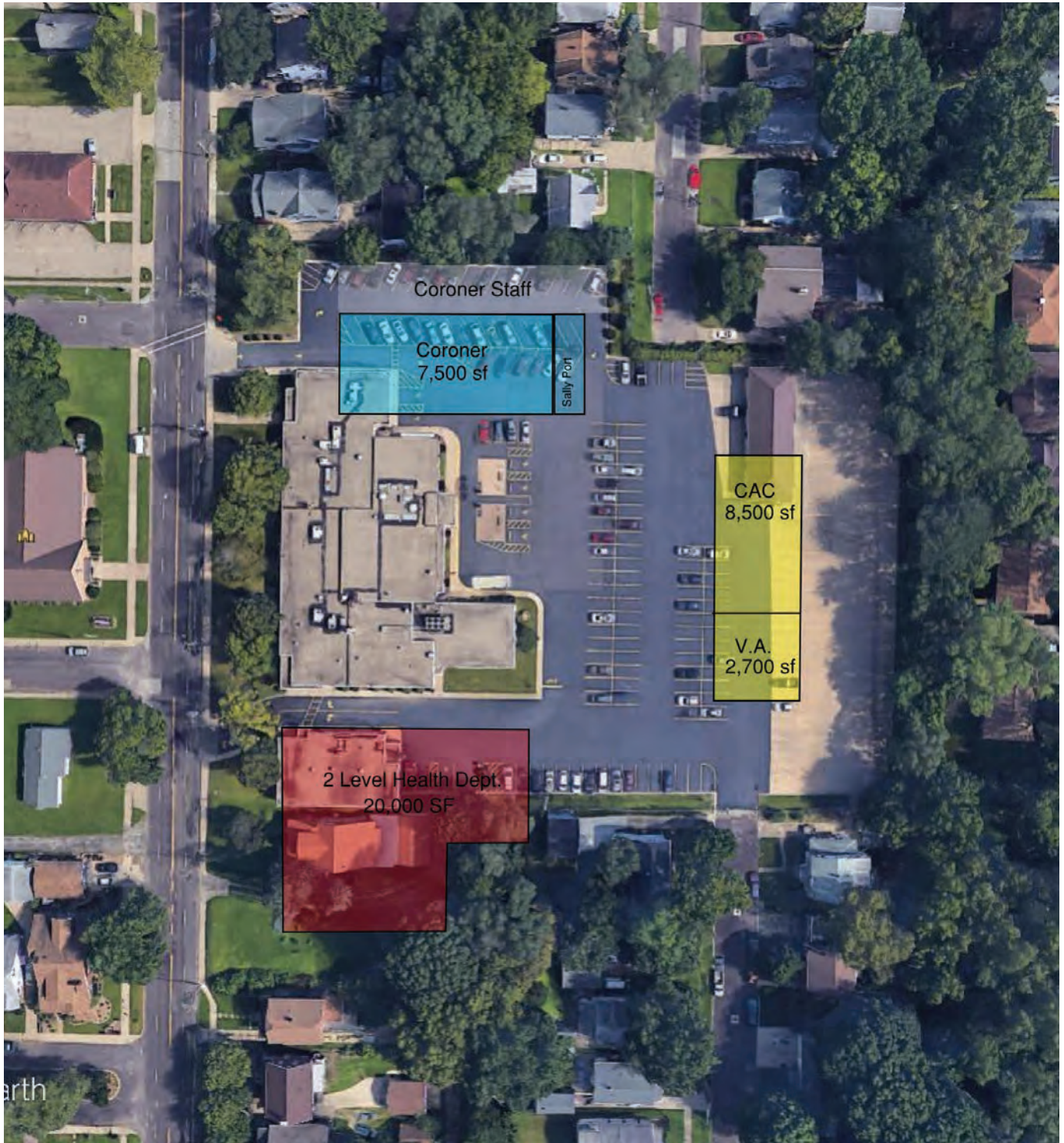
As a longer term objective, a new coroner's facility should be considered, as it could be designed to meet the exact needs of the department.





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Peoria County Health Department Campus Redevelopment: Option 1



Peoria County Health Department Campus Redevelopment: Option 2



Peoria County Health Department Campus Redevelopment: Option 3



Peoria County Health Department Campus Redevelopment: Option 4

