

AGENDA
MACON COUNTY BOARD FINANCE COMMITTEE MEETING
August 2, 2021 @ 5:15 P.M.

Macon County Office Building
141 SOUTH MAIN, ROOM 514
Decatur, IL 62523

NOTICE TO THOSE ATTENDING IN PERSON

Facemasks are not required to be worn by people who are fully vaccinated
(i.e., at least 2 weeks have elapsed since vaccination).

- I. Call to Order**
- II. Roll Call**
- III. Approval of Minutes of Prior Meeting – 6/28/2021**
- IV. Claims**
- V. Reports**
 - A. Audit Sub-Committee**
Review of 11/30/20 Audit
 - B. Auditor**
Macon County Board Resolution Authorizing Plan for Use of Funds Received from the American Rescue Plan Act

Macon County Board Resolution to Establish the Position of County Administrator

Macon County Board Resolution Authorizing Plan for Premium Pay for Essential Workers under the American Rescue Plan Act
 - C. Board of Review**
 - D. Supervisor of Assessments**
 - E. GIS**
 - F. Treasurer**
Macon County Board Resolution to Execute Deed to Convey Property in which Taxes were Delinquent

Citizen Remarks - Public Comment

(Limited to a total of 20 minutes, 5 minutes maximum per person)

An opportunity for public comment will be provided to all those persons who are physically present and wish to do so, subject to the time restrictions set forth above.

VII. Old Business

VIII. New Business

Sheriff's Office

Macon County Board Resolution Approving an Agreement with Macon County Mental Health Board for Inmate Mental Health Services at the Macon County Jail for the Term of July 1, 2021 through June 30, 2022

Macon County Board Resolution Approving Agreement between the Public Safety Training Foundation And the County of Macon, Illinois Acting by and through the Office of the Sheriff, for use of the Grant Farm Law Enforcement Training Center and the Elwin Range

Proposal by Sheriff to Amend Sheriff's Budget to Allow for Addition of Correctional Officers

State's Attorney's Office

Macon County Board Resolution Setting the Salaries for Offices of State's Attorney and Public Defender Effective July 1, 2021

IX. Closed Session (if needed)

X. Next Regular Meeting – August 30, 2021

XI. Adjournment

**MACON COUNTY BOARD RESOLUTION
AUTHORIZING PLAN FOR USE OF FUNDS RECEIVED
FROM THE AMERICAN RESCUE PLAN ACT**

RESOLUTION NO. G

WHEREAS, the United States Congress took action to provide financial assistance to the County of Macon and other governments across the United States to both mitigate the financial impacts of COVID as well as stimulate economic recovery; and

WHEREAS, the American Rescue Plan Act (ARPA) was signed into law on March 11, 2021 providing \$65.1 billion in funding for county governments and;

WHEREAS, Macon County will receive approximately \$20.1 million in ARPA funds, with \$10 million having been already received, and must spend these grant funds within roughly three and one-half years, by December 31, 2024, and any unexpended funds must be returned to the U.S. Treasury; and

WHEREAS, eligible uses of these funds include: Respond to the COVID-19 emergency and address its negative economic impact, support workers that performed essential work during the pandemic, counteract revenue reductions from the crisis, and invest in infrastructure; and

WHEREAS, restrictions on the uses of these funds include: Funds cannot be used to directly or indirectly to offset tax reductions or delay a tax or tax increase; and Funds cannot be deposited into any pension fund: and

WHEREAS, this resolution provides a framework to allow for use of the funds by Macon County and is a broad plan to categorize anticipated spending; and

WHEREAS, this matter has been discussed by the Finance Committee on August 2, 2021 and agreement reached to adopt this plan per the attached document shown;

NOW, THEREFORE, BE IT RESOLVED by the Macon County Board that it hereby approves the plan for use of funds as allowed in the American Rescue Plan Act; and

BE IT FURTHER RESOLVED that this resolution shall become effective upon the adoption thereof.

PRESENTED, PASSED, APPROVED this 12th day of August, 2021

AYES _____ NAYS _____

ATTEST:

Josh Tanner, Clerk for the
County of Macon, State of Illinois

MACON COUNTY BOARD
MACON COUNTY, ILLINOIS
BY:

Kevin R. Greenfield, Chairman
Macon County Board



Macon County American Rescue Plan

Overview

Macon County will receive an estimated \$20 million from the American Rescue Plan Act, which was signed into law by President Biden on March 11, 2021. \$10 million has already been received and is on deposit at a local bank. The funds must be spent by Dec. 31, 2024, and this document represents a draft framework to utilize these funds over the next three years to strengthen our county and community. Additional details for the administration and timing for each program or project will be determined after this plan is approved by the Macon County Board at its August 12th board meeting.

Revenue Replacement - \$4,000,000

Congressional language permits replacing estimated lost revenue during the pandemic. The county proposes to use funds for the following:

Loss of Revenue: Reimburse taxes, revenue from fees, and miscellaneous revenue that did not meet projections to ensure the county remains on solid financial footing. (Est. \$1,125,000/year). Some of these funds may be used to provide additional laptop computer equipment to enable employees to work from home, if necessary, and address other hardware/software needs of the County.

Essential County Employees - \$1,000,000

The American Rescue Plan allows for “premium pay” for public employees who provided essential government services, so the county is proposing to use funds in the following ways:

Employee Pay:

- Provide extra pay to employees who fall under County Board/Officeholder oversight in fixed dollar amounts based on an employee’s service during the pandemic and full-time status. This is in recognition of county staff who have remained on the frontlines, continued important public services, and ensured residents received the help they needed at a time when it was critical. (\$1,000,000)

Infrastructure and Emergency Management - \$7,000,000

The Congressional language permits using the funds for water, sewer and broadband purposes, so the county proposes the following:

Broadband Access: A program to connect homes to broadband, focusing on communities, which do not currently have broadband access in order to increase access and affordability to reliable high-speed internet for students and families.

Emergency Operations: Replenish the County's PPE stock and replace or upgrade necessary EMA vehicles and equipment to ensure adequate readiness for any future pandemic issues.

Stormwater Infrastructure: Make necessary investments to stormwater infrastructure to improve runoff and flood control from severe weather events.

County Administrator - \$500,000

Funds may be used to cover the costs related to administrative work necessary due to the COVID-19 public health emergency and its negative economic impact. This includes but is not limited to disbursing payments and managing grant programs established using Fiscal Recovery Funds.

Rehiring Local Government Staff to Pre-pandemic levels - \$1,000,000

Rehiring of public sector workers who may have been laid off or workers not replaced when terminations occurred due to the COVID-19 pandemic.

Support Public Health Response - \$1,000,000

Funds may be used to meet and address emergent health needs – this may include new adaptive drinking fountains or other adaptive measures to provide for health and safety in our buildings or provide PPE and other sanitization equipment to county agencies.

Business and Employment Assistance - \$5,500,000

The legislation allows for assistance to businesses and nonprofits. Macon County's leisure and hospitality sectors were particularly hard hit during the pandemic and the county proposes using funds for the following:

Business Assistance: Business grants, scaled in size based on a business' number of employees, focused on the retail, service, leisure, tourism, hospitality sectors and childcare facilities. (\$2,000,000)

Nonprofit Assistance: Grants to nonprofits that have been negatively impacted or were not able to continue operations at some point during the pandemic. This may include grants for mental health assistance, crisis intervention or other social service agencies filling a need in our community. (\$2,000,000)

Total Amount of Funding Outlined in the County's Plan: \$20,000,000

**MACON COUNTY BOARD RESOLUTION
TO ESTABLISH THE POSITION OF
COUNTY ADMINISTRATOR**

G-

WHEREAS, the Macon County Board has determined that there is a need for professional administration of Macon County's operations to more ably accomplish the objectives of the board; and

WHEREAS, circumstances have given rise to an emergency situation in that this expense is not included in the FY 2021 budget and this opportunity will be lost without amending this budget.

NOW, THEREFORE BE IT RESOLVED by the Macon County Board that the position of County Administrator shall be created using the attached job description;

BE IT FURTHER RESOLVED that the following budget line items be created or amended to provide for the functions of the County Administrator's Office:

001-021-5005-000	County Administrator	\$50,000
001-021-6010-000	Group Health Insurance	\$10,000
001-021-7195-000	Training	\$2,000
001-021-7210-000	Dues	\$2,000
001-021-8020-000	Office Supplies	\$2,000
001-021-9040-000	Equipment	\$2,000

BE IT FURTHER RESOLVED that the board authorizes Workforce Investment Solutions to conduct a search for candidates and to bring the best three (3) candidates before the board for consideration.

PRESENTED, PASSED, and APPROVED this 12th day of August, 2021.

AYES ____ NAYS ____

MACON COUNTY BOARD
MACON COUNTY, ILLINOIS

ATTEST:

BY:

Josh Tanner, Clerk for the
County of Macon, State of Illinois

Kevin R. Greenfield, Chairman
Macon County Board



Macon County Administrator

County Administrator Selection Criteria

Macon County is seeking a motivated professional for the position of County Administrator who is passionate about local government and administration. Responsibilities include management of County Board personnel, assisting with the annual budget preparation, long range planning, and inter-governmental relations. The county Administrator will perform their functions in accordance with the policies and directives formulated by the Macon County Board.

Essential Functions

- Collaborate with other departments, elected offices, and jurisdictions.
- Oversees and implements the organizational vision of the County Board.
- Ensures that laws, ordinances, resolutions and policies of the County Board are enforced.
- Responsible for coordinating short and long range planning for the county.
- Participate with legal counsel in all collectively bargained negotiations.
- Monitors departmental budget performance against budget on a monthly basis.
- Serves as the Public Information Officer for the County Board, corresponding with the public, individuals, state and federal agencies as well as elected officials.
- Researches and provides information to the County Board members as requested.
- Develops policies and procedures for County Board consideration and adoption.
- Reviews, analyzes and prepares proposals for liability, property and casualty, workers compensation, health, and other necessary insurance and personnel bond programs.
- Manages the recruitment, selection, termination, promotion, demotion, transfer and suspension of County Administrator Office staff.
- Coaches, disciplines and evaluates the work of County Administrator Office staff.
- Makes recommendations for hiring of appointed officials.
- Works with outside funding agencies, and actively researches grant opportunities.
- Serves as the County Board's legislative liaison and monitors legislative sessions for potential impacts on county government.
- Maintains working relationship with state representatives and senators and their staff members to ensure county opinions are heard.
- Assists in resolving conflicts with citizens, staff and other individuals and groups.
- Serves as the county representative on various boards, as requested by the Chairman.
- Serves as the FOIA Officer for the County Board.
- Coordinates County Board committee meetings at the direction of the committee chairs.
- Performs other duties as directed by the Board.

Education

- Candidates should have a Bachelor's degree or higher in public administration, business administration, or a closely related field.
- MBA or MPA preferred, with at least seven years of progressively responsible experience in city/county administration or equivalent experience involving private/public institutions.

Knowledge

- Comprehensive knowledge of public administration principles and practices
- Comprehensive knowledge of local government finance practices
- Comprehensive knowledge of collectively bargained compensation and benefits
- Comprehensive knowledge of county government laws, ordinances and regulations

Personal Skills

- A high degree of integrity and responsiveness are required
- Ability to communicate effectively both orally and in writing
- Ability to write clear and concise reports, memoranda, directives and letters
- Ability to analyze complex problems and develop comprehensive plans from general instructions Ability to meet the public and to discuss problems and complaints
- Ability to plan and direct the work of employees
- Ability to establish and maintain effective working relationships with associates, elected officials, local, state and federal governmental agency representatives and the general public

Submit Resume to:

Workforce Investment Solutions
ATTN: Rocki Wilkerson
757 W Pershing Road
Decatur, IL 62526

rwilkerson@mdwis.org

**MACON COUNTY BOARD RESOLUTION
AUTHORIZING PLAN FOR PREMIUM PAY FOR
ESSENTIAL WORKERS UNDER THE AMERICAN RESCUE PLAN ACT**

RESOLUTION NO. G

WHEREAS, the United States Congress took action to provide financial assistance to the County of Macon and other governments across the United States to both mitigate the financial impacts of COVID as well as stimulate economic recovery; and

WHEREAS, the American Rescue Plan Act (ARPA) was signed into law on March 11, 2021 providing \$65.1 billion in funding for county governments and;

WHEREAS, Macon County has received \$10 million of the approximately \$20.1 million in ARPA funds which have been allocated to Macon County, and must spend these grant funds within roughly three and one-half years, by December 31, 2024, and any unexpended funds must be returned to the U.S. Treasury; and

WHEREAS, recovery funds may be used by recipients, including counties, to provide premium pay to eligible county workers performing essential county work during the COVID-19 public health emergency; and

WHEREAS, this premium pay may be provided retrospectively for work performed at any time since the start of the COVID-19 public health emergency; and

WHEREAS, Macon County wishes to recognize employees for work previously performed by providing full time employees as of August 12, 2021, who fall under County Board/Officeholder oversight, \$125 per month worked for the periods April, 2020 to March, 2021 (maximum \$1500) and part-time employees as of August 12, 2021 \$62.50 per month worked (maximum \$750) for the same period; and

WHEREAS, the total expenditure for this premium pay is estimated not to exceed \$800,000; and

WHEREAS, this matter was discussed by the Finance Committee on August 30, 2021 and recommended for approval by the Macon County Board;

NOW, THEREFORE, BE IT RESOLVED by the Macon County Board that it hereby approves the plan for use of funds for premium pay as allowed in the American Rescue Plan Act; and

BE IT FURTHER RESOLVED that this resolution shall become effective upon the adoption thereof.

PRESENTED, PASSED, APPROVED this 9th day of September, 2021

AYES _____ NAYS _____

MACON COUNTY BOARD

MACON COUNTY, ILLINOIS

**MACON COUNTY BOARD RESOLUTION
TO EXECUTE DEEDS TO CONVEY PROPERTY
ON WHICH TAXES WERE DELINQUENT**

RESOLUTION NO. G-

WHEREAS, the County of Macon has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases where the taxes on same have not been paid pursuant to 35 ILCS 200/21-90; and

WHEREAS, pursuant to this program the County of Macon, as Trustee for the taxing districts involved, has acquired an interest in the real estate described in the attachment to this resolution; and

WHEREAS, it appears to the Macon County Board that it would be to the best interest of the taxing districts of Macon County to dispose of this interest in said property.

NOW, THEREFORE, BE IT RESOLVED by the Macon County Board that the Chairman of the Macon County Board is hereby authorized to execute a deed of conveyance of the county's interest, authorization, or the cancellation of the appropriate certificate of purchase as the case may be on the following real estate for the sums shown on the attachment and to be disbursed as shown and according to law.

BE IT FURTHER RESOLVED by the Macon County Board that this resolution shall become effective upon the adoption thereof.

PRESENTED, PASSED, APPROVED the 12th day of August, 2021.

AYES _____ NAYS _____

MACON COUNTY BOARD
MACON COUNTY, ILLINOIS

ATTEST:

BY:

Josh A. Tanner, Clerk for the
County of Macon, State of Illinois

Kevin R. Greenfield, Chairman
Macon County Board

Macon County Monthly Resolution List - August 2021

RES#	Account	Type	Account Name	Parce#	Total Collected	County Clerk	Auctioneer	Recorder/ Sec of State	Agent	Misc/ Overpmt	Treasurer
08-21-001	201700850	SUR	LASHON CRUE	04-12-14-478-028	4,528.81	113.00	0.00	0.00	1,681.45	0.00	2,734.36
08-21-002	201701056	SUR	DARREL CORRINGTON	04-12-23-131-011	2,896.45	80.00	0.00	0.00	988.43	159.00	1,669.02
Totals					\$7,425.26	\$193.00	\$0.00	\$0.00	\$2,669.88	\$159.00	\$4,403.38

 _____ Clerk Fees **\$193.00**
 _____ Recorder/Sec of State Fees **\$0.00**
 _____ Total to County **\$4,596.38**

 _____ Committee Members

**MACON COUNTY BOARD RESOLUTION
APPROVING AN AGREEMENT WITH
MACON COUNTY MENTAL HEALTH
BOARD FOR INMATE MENTAL HEALTH
SERVICES AT THE MACON COUNTY JAIL
FOR THE TERM OF JULY 1, 2021 THROUGH
JUNE 30, 2022**

RESOLUTION NO. G

WHEREAS, Macon County is required by law to provide mental health medical services for inmates and detainees in the custody of the Macon County Sheriff; and

WHEREAS, it is in the best interest of Macon County to contract mental health services for inmates in the Macon County Jail rather than to employ its own mental health physicians; and

WHEREAS, Macon County Mental Health Board and the Macon County Sheriff's Office has entered into agreements for Jail Counseling and Psychiatric Services previously and

WHEREAS, the parties have agreed to the terms and conditions as set forth in the attached contract; and

WHEREAS, Macon County Mental Health Board shall pay up to the sum of \$104,401 per year for Jail Counselling and Psychiatric Services under the agreement; and

WHEREAS, the terms and conditions in the contract were discussed and approved by the Justice Committee on July 22, 2021, and the Finance Committee on August 2, 2021.

Revenue	001-061-4548-000	\$101,401
Expense	001-061-7340-000	\$101,401

NOW, THEREFORE, BE IT RESOLVED by the Macon County Board that it hereby approves the attached agreement for inmate mental health services at the Macon County Jail beginning July 1, 2021 through June 30, 2022 and that the Board Chair is authorized to execute said contract on behalf of the Board and to take any other actions necessary to finalize the agreement.

PRESENTED, PASSED and APPROVED this 12th day of August, 2021.

AYES _____ NAYS _____

**MACON COUNTY BOARD
MACON COUNTY, ILLINOIS**

ATTEST:

BY:

**Josh Tanner, Clerk for the
County of Macon, State of Illinois**

**Kevin Greenfield, Chairman
Macon County Board**

MACON COUNTY MENTAL HEALTH BOARD

CONTRACT

SECTION A: GENERAL PROVISIONS AND CONDITIONS

- Parties

The Parties to this Contract are the Macon County Mental Health Board, a special unit of Macon County government (herein referred to as the "Board") and **Macon County Sheriff's Office** (herein referred to as the "Entity").

- Legal Authorization

This Contract is entered into pursuant to the provisions of the Illinois Compiled Statutes, Chapter 405, Act 20, Section 01 et. seq., the Community Mental Health Act.

- Effective Date

Effective date of this date shall be **07/01/2021 to 06/30/2022**.

- Purpose

The Board desires to contract for deliverables from the Entity; and the Entity agrees to the Board's conditions to receive payments to provide those deliverables.

- Amounts and Deliverables

The total payment under this Contract shall not exceed:

- a. **\$104,401 for Jail Counseling and Psychiatric Services** deliverables in cost-center **862701 (Jail Counseling/tx)**.

- Amendments and Termination

- a. This Contract may be amended only via mutual agreement of the Board and the Entity.
- b. Each party reserves the right to terminate this Contract at any time upon provision of thirty (30) days written notice to the other party. The Board may terminate this Contract immediately in the event the Entity substantially or materially breaches the Contract. The Entity shall be paid for work satisfactorily completed prior to the date of termination.

- Non-Assignability

The Entity shall make no assignment of this Contract or any of the duties, deliverables, or monies due hereunder without prior written approval of the Board.

- Liability

- a. All liability, loss, or damages as a result of claims, demands, costs, or judgments arising out of activities to be carried out pursuant to the legal obligations of the Entity shall be the responsibility of the Entity, unless the liability, loss, or damages were caused by or arose out of the actions or failure to act on the part of any Board member, employee, or agent; provided, however, that nothing herein shall be construed as a waiver of any immunity from suit which the Board, and its members, employees, or agents may have as provided by statute or court decisions.
- b. The Entity agrees to indemnify and hold the Board harmless for any and all losses and payments for which the Board shall become liable, including but not limited to the Board's reasonable attorney's fees incurred in enforcing its rights and interests under this Contract or in defending claims arising out of the provision or omission of deliverables under this Contract.
- c. The Entity agrees to reimburse the Board if payments were made that were rejected for reimbursement of Board by any entity from which reimbursement was anticipated and payment by Board funds would exceed the contract limits.
- d. The Entity agrees to reimburse the Board if it is determined by any means that the Entity inappropriately billed services, except in the event that the error in billing is a result of the failure or malfunction of the Board's designated software billing system, and for any legitimate penalty that has been assessed. The Entity agrees to reimburse the Board for expenses, including reasonable attorney's fees, related to any payback and/or the activities necessary to determine if a potential payback exists due to a failure of Entity to comply with any Board requirement, guidelines for funding or this contract.

- Conditions

- a. The Entity agrees to comply with the terms of this Contract and with the Board's *Requirements and Guidelines for Funding*, which this reference is incorporated herein.
- b. The Entity agrees to provide all financial and service information needed to establish Board payment rates.
- c. The Entity agrees and stipulates that under this Contract it is providing deliverables as an independent contractor for the Board and not as an agent of the Board and that all of the acts or omissions of any Board member, officer, employee or agent of the Entity committed or omitted in the provision of deliverables under this Contract are committed or omitted in such independent contractor status and not in any agency status for the Board.

- d. Unless noted otherwise in this Contract, the Entity may not bill another source of funding for the same services, including the indirect service associated with direct service for which the Board is providing payment. Additionally, the Entity may not bill the Board for services that another source of funding exists and supports. This includes such sources as the "All Kids" insurance program, which is operated by the State of Illinois.
- e. The Entity agrees to notify the Board prior to issuing public announcements or press releases concerning work done pursuant to this Agreement, or funded in whole or in part by this Agreement, and to cooperate with the Board in joint or coordinate releases of information.
- f. The Entity agrees to operate these services so that they are compliant with all State of Illinois and Federal Laws, Rules and Regulations. The Entity agrees to maintain current all certification(s) required by the State of Illinois, the Federal government and the Board.
- g. The Entity agrees to operate these services so that the Entity is compliant with all HIPAA requirements.
- h. If it is determined by any means that services provided by Entity are non-allowable, Entity shall reimburse the Board the amount of any payback and penalty required by the State or Federal government.
- i. Additionally, if Entity has failed to meet any law, rule, guideline or requirement and investigative or compliance related activities must be carried out by the Board, Entity shall reimburse the Board for all expenses, including reasonable attorneys' fees, incurred by it in such activities.

SECTION B: ENTITY DUTIES

- Deliverables
 - a. The Entity shall provide the specified deliverables in accordance with the Board-approved *Service Delivery and Payment Plan* (SDPP) form, which is attached to this Contract as Appendix B and by this reference is incorporated herein.
 - b. The Entity shall provide evaluation information in accordance with the Board-approved *Service Demographic and Evaluation Requirements* (SDER) form, which is attached to this Contract as Appendix C and by this reference is incorporated herein.
 - c. The Entity shall provide services in accordance with the *Service Summary*, which is attached to this Contract as Appendix D and by this reference is incorporated herein.

SECTION C: BOARD DUTIES

- Funding
 - a. Commencement of the transfer of payments from the Board to the Entity shall begin only after all of the conditions have been met:
 - 1) Review, completion, and acceptance of Board-approved form: *Service Delivery and Payment Plan* in the online system, which is located in Appendix B.
 - 2) Review, completion, and acceptance of Board-approved form: *Service Demographic and Evaluation Requirements* in the online system, which is noted belowlocated in Appendix C.
 - 3) Review, completion, and acceptance of Board-approved document: *Service Summary* in the online system, which is located in Appendix D.
 - 4) Formal execution of this Contract.
 - b. The Board shall transfer payments to the Entity for the provision of Board-approved deliverables in accordance with the terms of the Board-approved *Service Delivery and Payment Plan, Service Summary, and Requirements and Guidelines for Funding.*
 - c. The Board's payments will be made within fifteen (15) working days of the Board's receipt of an accurate, appropriate electronic voucher from the Entity.
 - d. Deliverables payable under this Contract, which the Entity does not voucher for within 30 days of the end of this Contract period, shall not be paid by the Board, and the Board shall not be liable under this Contract or any other Contracts to pay for such deliverables.

Macon County Sheriff's Office

by _____
Authorized Agent/Entity

Date

Macon County Mental Health Board

by 
Board: Authorized Agent



Date

Appendix A: Standards of Conduct

Contracted Provider's Standards of Conduct

In demonstrating the Macon County Mental Health Board (Board) [A unit of Macon County government] commitment to honest, ethical, and responsible conduct, the Board has voluntarily implemented a compliance plan with the relevant Office of Inspector General (OIG) and Centers for Medicare & Medicaid Services (CMS) statutory and regulatory transmittals, program memoranda and other guidance and the Federal and State fraud and abuse statutes. This includes relevant state and county laws, rules, and regulations that govern the operation of the Macon County Mental Health Board. Within the compliance plan are the following standards of conduct for contracted providers which will be a part of the contracting process for the Board.

Standards of Conduct

The Standards of Conduct (Standards) apply to all contracted providers, and include a clearly delineated commitment by the Board to insure compliance with all Local, Federal and State and private insurer standards. The Standards promote integrity, support objectivity, and foster trust. The standards are distributed to all contracted providers. Each contracted provider's Executive Director or Designee is asked to sign a statement certifying that they have received, read, and understood the Standards. Each certification shall be kept by the Board in each contracted providers file. The contracted provider demonstrates this commitment upon legal execution of their service contract. These standards are developed by the Board and apply to all contracted providers.

1. The Board will monitor contracted providers to ensure provider personnel; delivering services under such contract have the proper qualification, licensure or credentials.
2. Ensure that all employees and contracted providers protect the confidentiality of protected health information (PHI) and individually identifiable health information, as defined in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its related Rules and Regulations and state laws;
3. Ensure that providers are required to maintain good standing with Federal and State healthcare programs and that they have a continuing duty to report any investigations, sanctions or exclusions immediately to the Board;
4. Ensure that contracted providers have not billed another public or private funding source for a service that has been billed to and/or reimbursed by the Board;
5. Ensure that contracted providers have not billed and/or received reimbursement from the Board for services that should have been vouchered to another public or private funding source;
6. Ensure that the Board monitors various aspects of the compliance plan by conducting periodic audits to the effectiveness of operations and adherence to applicable laws in its own operations and in contracted providers operations.
7. Ensure that whenever billing errors or overpayments are found, whether in the Board's operation or a contracted provider's operation, corrective action is taken immediately;

8. Ensure that any contracted provider that violates their Board contract, their compliance plan, these standards of conduct, Board funding regulations and guidelines and/or any State, or Federal regulations are subject to a review of their contractual status and appropriate Board action;

Appendix B: Service Delivery and Payment Plan (SDPP) Form,
See "Program Detail" in Main Menu/Agency/"Service" tab reflecting MHA Approved

a. Jail Counseling and Pyschiatric Services

July 2021 (07/01/21 to 07/31/21)	\$8,700.08
August 2021 (08/01/21 to 08/31/21)	\$8,700.08
September 2021 (09/01/21 to 09/30/21)	\$8,700.08
October 2021 (10/01/21 to 10/31/21)	\$8,700.08
November 2021 (11/01/21 to 11/30/21)	\$8,700.08
December 2021 (12/01/21 to 12/31/21)	\$8,700.08
January 2022 (01/01/22 to 01/31/22)	\$8,700.08
February 2022 (02/01/22 to 02/28/22)	\$8,700.08
March 2022 (03/01/22 to 03/31/22)	\$8,700.09
April 2022 (04/01/22 to 04/30/22)	\$8,700.09
May 2022 (05/01/22 to 05/31/22)	\$8,700.09
June 2022 (06/01/22 to 06/30/22)	\$8,700.09
TOTAL	\$104,401.00

Appendix C: Service Demographic & Evaluation Requirements

The Entity shall provide the following evaluation information in accordance with the Board-approved *Service Demographic and Evaluation Requirements* (SDER) form by the due dates specified.

b. MHB Monitoring Reports	10/31/2021
c. MHB Monitoring Reports	01/31/2022
d. Executed Contracting Documents	08/31/2021
e. MHB Monitoring Reports	07/31/2021
f. MHB Monitoring Reports	04/30/2022

Appendix D: Service Summary

Jail Counseling and Pyschiatric Services

Service Description: 1. Definition of a unit of service

Direct service is defined as time spent by Macon Co. Jail staff, and contracted providers, providing eligible services to inmates at the Macon Co. Jail, and calculated to the nearest quarter of an hour.

2. Service Requirements: When appropriate or necessary all inmates will, at a minimum receive:

- a) 24-hour crisis intervention
- b) Counseling services
- c) Psychiatric services
- d) Coordinate/Establish behavioral health aftercare services prior to release

3. Unit Rate

The Mental Health Board shall pay a unit rate of \$39.79 per staff hour and \$285.00 per hour for psychiatry services.

Eligibility Parameters: Eligible Services:

1. Identification and referral of potential mental health court clients.
2. Work with the Macon County Mental Health Court staff when appropriate on behalf of a client/inmate.
3. 24-hour crisis intervention
4. Medication assessment
5. Suicidal risk assessment and intervention
6. Review and follow up after intake screening
7. Supportive counseling to facilitate adjustment to incarceration
8. Individual counseling
9. Group counseling
10. Support group facilitation
11. Coordination of other mental health or other relevant services
12. Communication with and maintenance of appropriate working relationship with outside agencies.
13. Coordination and communication with jail medical staff
14. Activities that provide help for jail inmates for mental health problems, mental illness, substance abuse problems or prevention of such problems and/or illnesses
15. AA, NA, Anger Management, Growing Strong Sexual Abuse/Assault therapy
16. Coordination with medicated assisted treatment program staff
17. Read and respond to inmate mental health requests
18. Assist in placement for those found unfit for trial – DHS and IDOC
19. Completion of IDOC mental health transfer summaries
20. Identification and referral of those in need of Psychiatric services
21. Administrative costs related to the tele-psychiatry clinic
22. Coordinate/Establish behavioral health aftercare services prior to

release

Client

1. Inmate of the Macon County Jail

Documentation: Documentation

Macon County Jail will maintain a file/electronic record for each client served. The file/electronic record will be assigned an identifying number or ID that is consistent throughout the file and on any pertinent documents. The Macon County Jail will ensure that all necessary and required documentation is present in the files/electronic records and up-to-date.

The following specific items will be placed in each client's file:

- a. Inmate data
 1. Demographic information
 2. Diagnosis (if applicable)
- b. Progress notes related to the client's participation.
 1. Reason for session
 2. Intervention offered
 3. Progress made

Vouchering Procedures: The Macon County Jail shall voucher monthly using the on-line billing system and in accordance with the Service Delivery and Payment Plan. In addition to the voucher The Macon County Jail will upload documentation that includes:

- a. A report on staff hours worked during the billing period
- b. Service level data (.csv or excel format)
 - a. Identifying number
 - b. Demographic information
 - c. Reason for Incarceration
 - d. Service provided
 - e. Service date
 - f. Diagnosis
 - g. Start/Stop times for service
 - h. Units (program hour to the nearest quarter hour)
 - i. Clinician/staff

No vouchers will be approved without the required documentation.

Vouchers should be submitted no later than 60 days after a period has ended.

Monitoring Procedures: The Macon County Mental Health Board expects that the provider accepts and recognizes that it has the responsibility to comply and to provide the deliverables according to the parameters of this contract. Board staff will monitor aspects of this contract to ensure compliance but primary responsibility for contract compliance lies with the provider. Board staff will monitor to ensure that the provider is documenting the requisite information as well as providing eligible services to eligible service recipients. Board staff will review documentation, service recipients' records and may observe the provision of services.

A monitoring visit shall include, but is not limited to, the following:

- a. Interviewing key staff related to this service

- b. Reviewing randomly selected files for required documentation
- d. Reviewing any other documents that assist with the monitoring process.
- e. Reviewing information to determine the eligibility of clients and services

**Macon County Board Resolution Approving Agreement
Between the Public Safety Training Foundation
And the County of Macon, Illinois Acting By and Through the
Office of the Sheriff, For Use of the Grant Farm Law Enforcement
Training Center and the Elwin Range**

RESOLUTION NO. G- _____

WHEREAS, Macon County previously leased access to Grant Farm Law Enforcement Training Center in County Board resolution G-4857-07-18 signed July 12, 2018 to provide a law enforcement training facility consisting of classroom training, a simunition house, a K-9 training course, and an indoor live firing range without cost to Macon County.

WHEREAS, the Facility has changed control to the Public Safety Training Foundation and the Foundation would like to allow use of the Grant Farm Training Center and Elwin Range to certified public law enforcement officers and correctional officers currently employed by the Sheriff's Office.

WHEREAS, pursuant to Article Four of the agreement the County of Macon agrees to indemnify, hold harmless, and assume liability for any loss, cost, claims, demands, damage and/or expense arising out of any demand, claim, suit or judgment for damages to property arising from the acts or omissions of any Sheriff's Office personnel related to the County's use of the Facility, including tortious acts of omissions resulting in injury to or death of persons, including the officers, agents and employees.

WHEREAS, the Justice Committee reviewed this Agreement on July 22, 2021, and the Finance Committee reviewed this Agreement on August 2, 2021, and both committees voted to recommend the approval of the Agreement to the full County Board.

NOW, THEREFORE, BE IT RESOLVED by the Macon County Board that it hereby approves entering into the attached Agreement with the Public Safety Training Foundation to provide use of Grant Farm Law Enforcement Training Center and Elwin Range to Macon County Sheriff's Office.

BE IT FURTHER RESOLVED that the Chair of the Board is authorized to execute said attached Agreement on behalf of this Board and to take such further action as may be necessary to give effect to this Resolution.

BE IT FURTHER RESOLVED that the Macon County Board expressly agrees to assume liability as required by the terms set forth in Article 4 of the Agreement.

BE IT FURTHER RESOLVED that this resolution shall become effective immediately upon the adoption thereof.

PRESENTED, PASSED, AND APPROVED this 12th day of August, 2021.

AYES _____ NAYS _____

MACON COUNTY BOARD
MACON COUNTY, ILLINOIS

ATTEST:

BY:

Josh Tanner, Clerk for the
County of Macon County, Illinois

Kevin Greenfield, Chairman
Macon County Board

**AGREEMENT BETWEEN THE PUBLIC SAFETY TRAINING FOUNDATION AND
THE COUNTY OF MACON, ILLINOIS ACTING BY AND THROUGH THE OFFICE
OF THE SHERIFF, FOR USE OF THE GRANT FARM
LAW ENFORCEMENT TRAINING CENTER AND THE ELWIN RANGE**

This Agreement (“**Agreement**”) is made by THE PUBLIC SAFETY TRAINING FOUNDATION, an Illinois not-for-profit corporation (the “**Foundation**”), and THE COUNTY OF MACON, ILLINOIS, a body politic and corporate under the laws of the State of Illinois, acting by and through the Office of the Sheriff (the “**County**” or the “**Sheriff’s Office**”), with reference to the following facts, and subject to the following terms and conditions:

RECITALS

- A. The Foundation owns the Grant Farm Law Enforcement Training Center located at 1975 Heritage Road, Decatur, Illinois, and the Elwin Range located at 2894 Craycroft Lane, Macon, Illinois, (the “**Facilities**”).
- B. The Foundation now desires to allow the Sheriff’s Office to use the Facilities, subject at all times to the terms and conditions of this Agreement.

ARTICLE ONE – GENERAL TERMS

- A. In consideration for the County’s covenants hereinafter expressed and made, the Foundation grants to the Sheriff’s Office non-exclusive access to and use of the Facilities on days exclusively determined and approved by the Foundation.
- B. The County agrees that the Foundation shall maintain control of the Facilities and further agrees to abide by the Foundation’s operational rules for the Facilities, which rules and subsequent amendments shall be provided by the Range Master to the Sheriff’s Office personnel utilizing the Facilities.
- C. The County and Sheriff’s Office understand and agree that no Sheriff’s Office personnel will bring guests, nor will they use in their personal capacity or allow any non-sworn officers or Correctional Officers that are not in good standing onto the property.

ARTICLE TWO – PARTICULAR TERMS AND CONDITIONS

- A. The Facilities are available to the County only for tactical training of certified law enforcement officers and correctional officers currently employed by the Sheriff’s Office.
- B. The Facilities may be scheduled by Sheriff’s Office personnel by contacting the Foundation’s Range Master for available dates.
- C. The Sheriff’s Office acknowledges that other parties, including personnel of the Decatur Police Department, Illinois State Police, the FBI, other law enforcement agencies approved by the Foundation, and Foundation staff will be using the Facilities from time to time.

D. Sheriff's Office personnel shall use personal safety equipment, to include but not limited to, hearing and eye protection and body armor, at all times when training at the Facilities.

ARTICLE THREE – LIMITATIONS

As part of the consideration of the Foundation entering into this Agreement, the County agrees that the Macon County Board shall first pass a resolution whereby the County approves the terms of this Agreement and fully indemnifies the Foundation, as more fully set forth below, which obligations shall survive the termination or expiration of this Agreement.

ARTICLE FOUR – LIABILITY

The County agrees to assume liability for any loss, cost, claims, demands, damage and/or expense arising out of any demand, claim, suit or judgment for damages to property arising from the acts or omissions of any Sheriff's Office personnel related to the County's use of the Facility, including tortious acts of omissions resulting in injury to or death of persons, including the officers, agents and employees of either party herein.

Notwithstanding the indemnity obligations contained herein or assumed by this Agreement, the County has no liability, and shall not be responsible to indemnify any party, for any demand, claim, suit or judgment arising out of the acts or omissions of the Foundation or their respective employees, agents, and contractors.

ARTICLE FIVE – TERMINATION

This initial Agreement is effective upon the last to occur of the County passing its approving resolutions and shall end on the last day of the twelfth full calendar month falling after such commencement. This Agreement shall automatically be renewed thereafter for successive twelve-month periods, provided that this Agreement may be terminated by either party hereto at any time, by giving fifteen (15) days written notice to the other party at the address shown on the signature page. Termination may be for any reason at any time.

ARTICLE SIX – ENTIRE AGREEMENT

This Agreement constitutes the entire agreement of the Foundation and the County as to the Facilities and the matters set forth herein.

[Intentionally left blank]

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the date first above written.

FOUNDATION:

THE PUBLIC SAFETY
TRAINING FOUNDATION

By: _____
Name: Charlotte B. Ryan
Title: Treasurer

Public Safety Training Foundation
1087 W. Rotary Way
Decatur, Illinois 62521

COUNTY:

THE COUNTY OF MACON, ILLINOIS,

By: _____
Name: Kevin Greenfield
Title: Chairman

The County of Macon, Illinois
141 S. Main Street, Room 501
Decatur, IL 62523

**MACON COUNTY BOARD RESOLUTION
SETTING THE SALARIES FOR
OFFICES OF STATE'S ATTORNEY AND
PUBLIC DEFENDER EFFECTIVE JULY 1, 2021**

Resolution No. G-

WHEREAS, the salaries of the various state's attorneys in Illinois are set by the General Assembly, not by this Board; and

WHEREAS, in the State's budget for the fiscal year beginning July 1, 2021, the General Assembly increased the salary of the various state's attorneys; and

WHEREAS, the Illinois Department of Revenue has notified the County of the amount of the increase as well as the amount of reimbursement from the State pursuant to statute by letter of June 30, 2021; and

WHEREAS, the County has been advised by the Illinois Department of Revenue that it must receive a resolution from the County Board authorizing the new salaries before the State will appropriately reimburse the County for the State's portion of the salaries, creating an emergency situation wherein the failure to amend midyear the FY21 budgets for the State's Attorney's and Public Defender's general fund accounts will result in the County losing valuable funding from the State; and

WHEREAS, effective July 1, 2020 the base salary of the State's Attorney will receive a 2.50% cost of living adjustment increase per the notification from the Illinois Department of Revenue, establishing a new salary amount of \$183,434.18 annually; and

WHEREAS, per 55 ILCS 5/3-4007, the salary of a full-time public defender, which Macon County has, must be at least 90% of the state's attorney's salary; thus, the public defender's salary must rise to \$165,090.76 annually; and

WHEREAS, this matter has been discussed and recommended for approval by the Finance Committee on August 2, 2021.

NOW, THEREFORE, BE IT RESOLVED by the Macon County Board that it hereby adopts the following salaries effective July 1, 2021:

State's Attorney	\$183,434.18 per annum
Public Defender	\$165,090.76 per annum

BE IT FURTHER RESOLVED that the State's Attorney's and Public Defender's FY21 general fund budgets are amended as follows:

State's Attorney

001-090-4533-000	INCREASE	\$1,242.78
001-090-5717-000	INCREASE	\$1,864.17

Public Defender

001-120-4533-000	INCREASE	\$1,118.50
001-120-5001-000	INCREASE	\$1,677.75

PRESENTED, PASSED, and APPROVED this 12th day of August, 2021.

AYES _____ NAYS _____

MACON COUNTY BOARD
MACON COUNTY, ILLINOIS

ATTEST:

BY:

Josh Tanner, Clerk for the
County of Macon, State of Illinois

Kevin R. Greenfield, Chairman
Macon County Board



Illinois Department of Revenue
Salary Reimbursement

MACON COUNTY
 141 S MAIN STREET
 DECATUR, IL 625231210

Letter Date: 6/30/2021
 Fiscal Year: 2022
 Effective as of: 7/1/2021

The state's attorney and assistant state's attorney salary reimbursement amounts will be:

Base Salary	2.50 % COLA	Salary
\$178,960.18	\$4,474.00	\$183,434.18

Reimbursement breakdown

	Total Reimbursement	Monthly Reimbursement
1 State's Attorney Salary	\$161,603.18	\$13,466.93
less 1988 deduction \$21,831	\$0.00	\$0.00
2 Assistant State's Attorney		
Mental Health Institution:		
3 Assistant State's Attorney	\$0.00	\$0.00
Higher Education Facility:		
Total	\$161,603.18	\$13,466.93

Our records indicate that you have a Full-time Public Defender, per Illinois Statute 55 ILCS 5/3-4007, the Public Defender's salary must be at least 90% of the State's Attorney's salary. Effective 7/1/2021 the new salary for your Public Defender should be \$165,090.76. We will need the attached PTAX-451, as well as County Board action authorizing the new salary (minutes/resolution).

If you have any questions, please contact our Springfield office weekdays between 8:30 a.m. and 4:30 p.m.

PROPERTY TAX DIVISION 3-450
 ASSESSMENT EDUCATION
 ILLINOIS DEPARTMENT OF REVENUE
 PO BOX 19033
 SPRINGFIELD IL 62794-9033

217 785-1356
 217 782-9932 fax
 rev.propertytaxed@illinois.gov