

OPERATIONS & ADMINISTRATIVE COMMITTEE AGENDA

Called by: Chairman, Keith McDonald
Members: Jaime Salgado, Joe
Hoffman, Jean Crosby, John Butitta,
Dorothy Redd, Paul Arena

DATE: MONDAY, AUGUST 26, 2019
TIME: 5:00 PM

LOCATION: WINNEBAGO COUNTY
COURTHOUSE
400 WEST STATE STREET
ROCKFORD, IL 61101
COUNTY BOARD ROOM
8TH FLOOR

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Public Comment – This is the time we invite the public to address the Operations and Administrative Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgement by the chair, please stand and state your name. Thank you.
- D. Presentation – Project Manager – Public Safety Building
- E. Other Matters
- F. Adjournment

REVISED
PERSONNEL AND POLICIES AD HOC
COMMITTEE AGENDA

Called by: Chairman, Paul Arena

DATE: Tuesday, August 27, 2019

TIME: 5:30 PM

Members: Fred Wescott, Dave
Kelley, John Butitta, Dorothy Redd,
Angie Goral, Joe Hoffman

LOCATION: ROOM 303
County Administration Building
404 Elm Street
Rockford, IL 61101

AGENDA:

A. Call to Order

B. Roll Call

C. Public Comment – This is the time we invite the public to address the Personnel and Policies Ad Hoc Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgement by the chair, please stand and state your name. Thank you.

D. Einar Forsman, President/CEO of the Rockford Chamber of Commerce will Speak about the Executive Form of County Government

E. Discussion of John C. Phillips' Report

F. Other Matters

G. Adjournment

Report to the Personnel and Policies Ad Hoc Committee

Of the Winnebago County Board

Thursday, August 22, 2019

John C. Phillips, Senior Advisor ILCMA

At a presentation to the committee on August 15, 2019 I was asked to review the Winnebago County Code provisions related to the Board Chair and the County Administrator. It was requested that I recommend the changes that should be considered to reflect "best practice" in Illinois counties.

I conducted a review of the online ordinances for this report. From information you have shared, I understand that this version may not reflect amendments that have been made recently to alter the duties of the County Administrator and the Board Chair. I have not seen any changes that have been made so I have restricted my review to the ordinances that are online.

Board Chair

In the Illinois counties that have administrators, the role of the board chair is to preside over the county board meetings. This position may chair the executive committee, make board appointments and participate in preparation of the board agenda. The board chair also has an important role in the selection of the county administrator by working with other members of the board to make the hiring decision. They are also in close contact with the county administrator and participate with the board in the supervision and review of the county administrator. The board chair also has an important role in serving as the primary spokesperson for the board and may exercise the important role in policy discussions with the board.

The Winnebago County ordinance that I reviewed provides an unusual level of authority to this position that is not typical in other counties in Illinois, particularly in many of the downstate counties with urban populations and the position of county administrator. (McLean, Rock Island, Peoria, McHenry, DeKalb, Sangamon counties were reviewed.) In these counties that have administrators, the county administrator is assigned many of the duties that are designated as the responsibilities of the board chair.

County Administrator

The position of county administrator is typically appointed by the board, a committee of the board or the board chair with approval of the full board. The position works closely with the board chair but reports to and is supervised by the board or one of its committees. The position usually oversees board projects, negotiates contracts, prepares the budget, administers departments, hires staff and carries out the directives and policies of the board. I have provided a copy of the ordinance from Peoria County which outlines the duties of the county administrator. This ordinance is similar to the provisions in the ordinances in the other counties noted above as well. It would be a good model to use for the county administrator position should the board contemplate changes to strengthen the position.

Good Governance and Administration

The ordinances I reviewed for Winnebago County present limitations to a good governance model for the county. While there is a position of county administrator with some specified duties, there is overlap between the role of the chair and the duties of the administrator. While the administrator has responsibility for purchasing, the board chair approves the appointment of the Director of Purchasing. Finance and budget appear to be under the supervision of the administrator, but the board chair appoints and dismisses the Chief Financial Officer. There are many other examples of areas where it appears the intention is for the administrator to have responsibilities, but the ordinance then gives the board chair authority to oversee the administrative function. This sets the stage for uncertainty about authority and can lead to conflict and misunderstanding. The model ordinance I have provided more clearly establishes the responsibilities of the county administrator, holds them responsible to the board for performance and gives them clear authority to do their work. If the board is dissatisfied with the performance of the administrator, they can make a change in the position.

County Administrator positions are growing in Illinois because of the growing complexity of local government. Citizens and boards enjoy the professional, non-partisan, ethical approach to governance. Board members make better decisions when they receive unbiased information based on objective research.

Conclusion

It would be in the best interests of the county to consider a change in ordinance to more clearly establish the duties, authority and responsibilities of the position of county administrator. The changes in the role of the board chair should be made at the same time. The ordinance I have provided can serve as a model and a starting point for your consideration. This change will also help the county in recruiting an experienced and qualified individual for the position. Qualified candidates will consider the specific and substantive duties of the position when considering the position. Hiring and supervising the position by the board provides some reassurance that the position is a professional, non-partisan opportunity.

ARTICLE IV. - COUNTY ADMINISTRATOR^[4]

Footnotes:

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Editor's note— A resolution adopted Oct. 6, 1982, creating the office of county administrator, added Ch. 25 to the Code, which, for the purposes of classification and as authorized by § 1-13(c)(3), the editor has redesignated Ch. 2, Art. IV, §§ 2-38—2-46.

Sec. 2-38. - Establishment.

There is hereby created the position which shall be known as "county administrator" to advise, assist, act as agent for and be responsible to the Peoria County Board, hereinafter referred to as the "board," for the proper and efficient administration of such affairs of the county as are assigned to the position by the board.

(Res. of 10-6-82)

Sec. 2-39. - Intent.

It is the intent of the board to grant to the county administrator only those powers and duties which are administrative or ministerial in nature and which are necessary to the proper execution of policy as established by the board. No provision of this article is intended to vest in the county administrator any duty, or grant to the position any authority which is vested by general law or this Code of in or on any other county officer. No provision of this article shall be construed to delegate to the county administrator any policy decision-making or any other authority required to be performed by the board; nor shall the county administrator have the power to bind, obligate or commit the county in any manner, except as provided herein or by the express grant of authority by the board. It is the intention of the board in adopting this chapter only to create a position to which may be delegated certain administrative duties to be performed in and under its direction.

(Res. of 10-6-82)

Sec. 2-40. - Appointment.

The county administrator shall be selected and approved by a majority of the members of the board and shall then be appointed by the chairman of the board. Upon advice and consent of the county board, the chairman may appoint a person to serve as acting county administrator in case of a vacancy or extended absence or disability or until a successor has been appointed and qualified or the incumbent returns to office as county administrator.

The county administrator is authorized to appoint a deputy to act on behalf of the administrator when the administrator is absent from the office for a short time due to vacation, minor illness or the like.

(Res. of 10-6-82; Amend. of 10-11-94; Amend. of 1-9-96)

Sec. 2-41. - Vacancies.

The position of county administrator shall be deemed vacant if the incumbent is, by death, illness or other casualty, unable to continue in office, or resigns or is removed from office. A vacancy in the office

shall be filled in the same manner as the original appointment. The board may appoint an acting county administrator in case of a vacancy or temporary absence or disability until a successor has been appointed and qualified or the incumbent returns to office.

(Res. of 10-6-82)

Sec. 2-42. - Removal.

The county administrator shall serve at the pleasure of the board and may be removed at any time by an affirmative vote of a majority of the members of the board. The incumbent may request in writing a reconsideration of his removal as county administrator at a regular or special meeting of the board subsequent to his removal. Any such request must be made in writing and directed to the chairman of the Peoria County Board and received at least ten (10) days prior to the meeting of the board.

(Res. of 10-6-82; Amend. of 10-11-94)

Sec. 2-43. - Qualifications.

The county administrator shall be a person having demonstrated administrative and executive ability as shown by at least five (5) years of experience in private or public employment in responsible positions requiring the planning and execution of administrative operations, the budgeting and control of revenue and expenditures, the coordination and leadership of diverse departments and functions, and the service to elected or appointed boards of directions or their equivalent. The county administrator shall be a person having demonstrated training and experience to perform the powers and duties of the position, and preferably possess a masters degree in public administration.

(Res. of 10-6-82; Amend. of 7-12-94)

Sec. 2-44. - Compensation.

The compensation of the county administrator shall be fixed by the board.

(Res. of 10-6-82)

Sec. 2-45. - Authority.

The county administrator shall be responsible for the administration of all departments and functions which are under the jurisdiction of the board. Departments and functions which are exempt from the direct authority of the county administrator should, nevertheless, conform to the budgetary procedures and schedule as set forth from time to time by the county administrator, and should cooperate, insofar as possible, with other directives and procedures of the county administrator as though such directives and procedures were established by the board.

(Res. of 10-6-82)

Sec. 2-46. - Powers and duties.

Within the limits of the authority prescribed in section 2-45, unless otherwise stated below, the county administrator shall have the following powers and duties:

- (a) *Budget.* The county administrator shall establish the schedule and procedures to be followed by all county departments, offices and agencies in connection with the preparation, review,

adoption, implementation and amendment of the annual budget. The county administrator shall supervise and administer all phases of the budgetary process. The county administrator shall review departmental and agency budget requests, and prepare and submit to the board and its committees the annual budget, which includes all of the funds, departments and agencies which the board is required to review and approve.

- (b) *Personnel.* The county administrator shall select, employ, supervise, suspend, discharge or remove all personnel, positions or employment under the jurisdiction of the board except persons appointed by the board as required by the laws of the state. The county administrator shall recommend to the board and maintain a plan for classifying, compensating and evaluating all positions in county service. The county administrator shall be responsible for all other aspects of personnel management, including employee benefits administration, labor relations training and development.
- (c) *Contracts and agreements.* The county administrator is authorized to negotiate leases, contracts and other agreements for goods or services, subject to the approval of the board. The county administrator shall ensure that all terms and conditions of leases, contracts and other agreements are performed and shall notify the board of any violations thereof. The county administrator shall develop, install and maintain a centralized system for purchasing goods and services on behalf of county departments and functions.
- (d) *Property.* The county administrator shall be responsible for the care and custody of all county property. The county administrator shall provide for appropriate protection of the county and its property from loss, damage, liability and other risks. The county administrator shall provide liaison to the public building commission on behalf of the county.
- (e) *Communications and information systems.* The county administrator shall maintain and supervise systems of communication and information processing, including but not limited to data processing, telephone, micrographics and reproduction, word processing and mail services.
- (f) *Support of the board.* The county administrator shall assist the county clerk in preparation and distribution of the agenda and supporting documentation for all meetings of the board, in consultation with the chairman of the board. The county administrator shall prepare and distribute the agenda, minutes and supporting documents for all meetings of committees of the board after consulting with the chairmen of the committees. However, the chairman of the board shall determine and establish the agenda of all meetings of the board after consulting with the chairman of the board's committees; and the county clerk should produce and distribute the agenda and the minutes of all meetings of the board. The county administrator shall review, and may comment on, any documents or reports which are submitted to the board. The county administrator shall attend all meetings of the board and may participate in the discussion of any matter before the board. The county administrator shall provide the board, or individual members thereof, upon request, with data or information concerning the county and provide advice and recommendations on county government operations to the board.
- (g) *Administration.* The county administrator shall administer and carry out the directives and policies of the board, and enforce all orders, resolutions, ordinances and regulations of the board to assure that they are faithfully executed. The county administrator shall report to the board on action taken pursuant to any directive or policy within the time set by the board. The county administrator shall advise the board on matters of policy and may make recommendations to the board on any matter before the board.
- (h) *Organization.* The county administrator shall recommend to the board the structure of county departments and functions, including reporting relationships, physical facilities and location. The county administrator may, from time to time, recommend changes to the organization structure, and may direct departments to undertake tasks for other departments on a temporary basis if the county administrator deems it necessary for the proper and efficient administration of the county government to do so. The county administrator shall organize and supervise the work of the county departments and may call meetings of employees to facilitate and coordinate the

work of the county. The county administrator may require and receive reports from county departments concerning the activities of such departments.

- (i) *Procedures.* The county administrator shall recommend improved or standardized forms and procedures. The county administrator shall provide other central administrative services as may be directed by the board.
- (j) *Intergovernmental relations.* The county administrator shall represent the county in its relations with other governments, directed by the board. The county administrator may comment upon or make recommendations to the board concerning proposed or accomplished actions of other governments, including legislation and regulations of the state and federal governments.
- (k) *Records.* The county administrator shall maintain records appropriate to or required by the powers and duties of the position. The county administrator may examine the records, accounts and operations of county departments and agencies.
- (l) *Reports.* The county administrator shall, from time to time, prepare reports on the state of the county and its government operations and work accomplished, and make any recommendations as to actions or programs the county administrator deems necessary for the efficient operation of the county and the welfare of its residents.
- (m) *Staff.* The county administrator may employ staff to assist in the performance of these powers and duties upon authorization of the board.
- (n) *Other.* The county administrator shall perform such other duties as may be required by the board.

(Res. of 10-6-82)

Secs. 2-47—2-50. - Reserved.

2ND REVISED
FINANCE COMMITTEE
AGENDA

Called by: Chairman, Jaime Salgado
Members: Joe Hoffman, Burt Gerl,
Dave Boomer, Dave Fiduccia,
Steve Schultz, Keith McDonald

DATE: THURSDAY, AUGUST 29, 2019
TIME: IMMEDIATELY FOLLOWING JOINT
CAUCUS MEETING AT 5:30 PM
LOCATION: ROOM 303
COUNTY ADMINISTRATION BLDG
404 ELM STREET
ROCKFORD, IL 61101

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of April 15, 2019 Minutes
- D. Public Comment – This is the time we invite the public to address the Finance Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgement by the chair, please stand and state your name. Thank you.
- E. Closed Session – Pending Litigation
- F. Resolution Approving Subcontractor Agreement for the Domestic Violence Homicide Prevention Demonstration Initiative Phase II Grant
- G. Resolution Authorizing the Execution of a Second Amendment to a Memorandum of Understanding Between the County of Winnebago and the Board of Trustees of Northern Illinois University for the Domestic Violence Homicide Prevention Grant
- H. Budget Amendment – 2019-030 Dependent Children
- I. Budget Amendment 2019-031 Animal Services Donation Fund – Purchase of Surgical Equipment
- J. Other Matters
- K. Adjournment

**Winnebago County Board
Finance Committee Meeting**
County Administration Building
404 Elm Street, Room 510
Rockford, IL 61101

Monday, April 15, 2019
5:30 PM

Present:

Jaime Salgado, **Chairman**
Steve Schultz
Keith McDonald
Dave Boomer
Burt Gerl
Dave Fiduccia

Others Present:

Carla Paschal, County Administrator
Paul Carpenter, State's Attorney's Office
Marilyn Hite Ross, State's Attorney
Paul Arena, County Board Member

Absent:

Joe Hoffman

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of November 20 and December 6, 2018 Minutes
- D. Public Comment
- E. Closed Session
- F. Chairman Comments
- G. Budget Amendment 2019-022 County Automation Fund (Establish Fund and Appropriate Fiscal Year 2019 Expenditures)
- H. Resolution to Terminate Delinquent Tax Program Agreement with Dennis D. Ballinger
- I. Resolution Adopting Fiscal Year 2020 Budget Policy
- J. Staff Report
- K. Other Matters
- L. Adjournment

Chairman Salgado called the meeting to order at 5:30 PM.

Motion to approve the Minutes of November 20 and December 6, 2018

Moved: Mr. Fiduccia, Seconded: Mr. McDonald.

Motion passed by unanimous voice vote.

Public Comment

Chairman Salgado read the Public Comment section of the Agenda.

- Curtis Newport spoke about the County Trustee Program and potential changes.
- A discussion followed.

Mr. Salgado – Motion to go into closed session.

Moved: Mr. Boomer, Seconded: Mr. Fiduccia.

Motion passed by unanimous voice vote.

Mr. Salgado – No action was taken in closed session.

Chairman Comments

None

Budget Amendment 2019-022 County Automation Fund (Establish Fund and Appropriate Fiscal Year 2019 Expenditures)

- A discussion followed.

Motion was made and Mr. Fiduccia and Mr. Boomer Seconded.

Motion passed by unanimous voice vote.

Resolution to Terminate Delinquent Tax Program Agreement with Dennis D. Ballinger

Motion to place it on the table by Mr. McDonald and Seconded by Mr. Boomer.

- The County is going to get a RFQ.
- A discussion followed.

Motion passed by unanimous voice vote.

Resolution Adopting Fiscal Year 2020 Budget Policy

Motion to place it on the table by Mr. Boomer and Seconded by Mr. Gerl.

- A discussion followed.

Mr. McDonald made a Motion to amend Budget Amendment Process, paragraphs 1 and 2 to be stricken and Seconded by Mr. Gerl.

- A discussion followed.

Mr. McDonald withdrew his Motion.

Mr. Boomer made a Motion to amend Budget Amendment Process paragraph 2, "It is recommended that all requests for amendment to be submitted to the draft budget to be submitted to the County Administrator." Seconded by Mr. Schultz.

Motion passed by unanimous voice vote.

- A discussion followed.

All those in favor of approving the Resolution Adopting Fiscal Year 2020 Budget Policy as amended.

Motion passed by unanimous voice vote.

Staff Report

None

Other Matters

None

Motion to adjourn. Moved: Mr. Fiduccia, Seconded: Mr. Boomer.

Motion passed by unanimous voice vote.

Respectfully submitted,

Amy Ferling
Administrative Assistant

Sponsored by: Jaime Salgado, Chairman

COUNTY BOARD MEETING
September 5, 2019

RESOLUTION
of the
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS

Submitted by: Finance Committee

2019 CR _____

**RESOLUTION APPROVING SUBCONTRACTOR AGREEMENT
FOR THE DOMESTIC VIOLENCE HOMICIDE PREVENTION
DEMONSTRATION INITIATIVE PHASE II GRANT**

WHEREAS, the County has been awarded the Department of Justice/Office on Violence Against Women Domestic Violence Homicide Prevention Demonstration Initiative Phase II Grant (hereinafter the "Grant"); and

WHEREAS, in order to provide the Grant deliverables, the County desires to contract with Remedies Renewing Lives as a subcontractor (hereinafter the "Subcontractor"); and

WHEREAS, the understanding between the County and the Subcontractor related to the terms under which the Subcontractor will provide the necessary Grant services is set forth in the agreement attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED, by the County Board of the County of Winnebago, Illinois, that the agreement between the County of Winnebago and Remedies Renewing Lives is approved in substantially the same form as the agreement attached hereto as Exhibit A.

BE IT FURTHER RESOLVED, that Frank Haney, the Winnebago County Board Chairman, is authorized and directed to, on behalf of the County of Winnebago, to execute the agreement attached hereto as Exhibit A.

BE IT FURTHER RESOLVED, that this Resolution shall be in full force and effect immediately upon its adoption.

BE IT FURTHER RESOLVED, that the Clerk of the County Board is hereby authorized and directed to prepare and deliver certified copies of this Resolution to Nicole Ticknor, Winnebago County Court Services, the Winnebago County Administrator, and the Winnebago County Auditor.

Respectfully submitted,
FINANCE COMMITTEE

AGREE

DISAGREE

Jaime Salgado, Chairman

Jaime Salgado, Chairman

Dave Boomer

Dave Boomer

Dave Fiduccia

Dave Fiduccia

Burt Gerl

Burt Gerl

Joe Hoffman

Joe Hoffman

Keith McDonald

Keith McDonald

Steve Schultz

Steve Schultz

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this ____ day of _____, 2019.

Frank Haney, Chairman of the
County Board of the
County of Winnebago, Illinois

ATTEST:

Lori Gummow, Clerk of the
County Board of the
County of Winnebago, Illinois

**AGREEMENT BETWEEN WINNEBAGO COUNTY,
ILLINOIS AND REMEDIES RENEWING LIVES**

This Agreement is made and entered into this _____ day of _____ 2019, by and between Winnebago County, Illinois with an address at 404 Elm Street, Rockford, IL 61101 (hereinafter the "County") and Remedies Renewing Lives with an address at 220 Easton Parkway Rockford, Illinois 61108 (hereinafter the "Subcontractor").

WHEREAS, the County has been awarded the Department of Justice (DOJ)/ Office on Violence Against Women (OVW) Domestic Violence Homicide Prevention Demonstration Initiative Phase II (Supplemental) grant (hereinafter the "Grant"); and

WHEREAS, the County wishes to utilize the services of Subcontractor in the performance of the grant; and

WHEREAS, the Subcontractor is willing to provide the desired services for the compensation and upon the terms and conditions herein contained.

NOW, THEREFORE, in consideration of the foregoing premises, and other good and valuable consideration, the exchange, receipt, and adequacy of which the parties hereby acknowledge, the parties agree as follows:

1. **Term:** The term of this Agreement shall begin on June 1, 2019 and terminate on October 1, 2020, unless extended by written agreement of the parties. This agreement will not be automatically renewed.

2. **Scope of Services:** Subcontractor shall act as the primary Domestic Violence Service Provider for the Grant. The services provided by the Subcontractor shall include, but not be limited to, the following:

- (a) Consult and meet with the Project Manager and all project partners regularly;
- (b) Travel to/from meetings, offices, and sites, including out-of-state travel for OVW sponsored technical assistance events;
- (c) Participate in data collection with the local research partner at Northern Illinois University, Dr. Julie Crouch and/or her designee(s);
- (d) Consult in all aspects of Phase II of the Grant by participating in the gathering and evaluation of data, assessment of victim needs and appropriate related services;
- (e) Participate in technical assistance training, events, and related activities;
- (e) Consult with the National Institute of Justice as required

The Subcontractor will provide the services of the following individuals:

1) Subcontractor's Vice President of Domestic Violence Services, who will oversee the implementation of the Lethality Assessment Program (LAP) on behalf of Subcontractor and will supervise the LAP Domestic Violence (DV) Advocates and the LAP DV Hotline Specialist/Residential Coordinator. The Vice President of Domestic Violence Services will ensure staff are in place to provide services related to the Grant and will provide guidance to all project partners surrounding services to survivors of domestic violence. The VP of Domestic Violence Services will attend LAP trainings and meetings and will remain in constant communication with all project partners, including the DV Law Enforcement points of contact, the Project Manager, and the LAP Coordinator.

2) Subcontractor's Grant and Contract Manager, who will oversee the implementation of the LAP on behalf of Subcontractor and will provide support to the LAP DV Advocates and the LAP DV Hotline Specialist/Residential Coordinator. The Grant and Contract Manager will oversee the Grant requirements and contracts and will ensure the LAP DV Advocates and LAP DV Hotline Specialist/Residential Coordinator are adhering to the contractual obligations of the Grant. The Grant and Contract Manager will attend LAP trainings and meetings, will provide guidance to project partners surrounding services to survivors of domestic violence, and will remain in constant communication with the Project Manager and LAP Coordinator.

3) Two full-time LAP DV advocates, one to be stationed at the Criminal Justice Center or other similar Law Enforcement location during normal business hours, and the other to be located at Remedies from 10:30a- 7:30p, or as otherwise determined by program need. The LAP DV Advocates will be employees of the Subcontractor, and Subcontractor shall do all necessary posting, hiring, and terminating for the positions. The LAP DV Advocates shall work 40 hours per week and will be available to law enforcement and shelter staff to answer questions regarding the LAP. Subcontractor shall ensure that the LAP DV Advocates are properly trained and receive the required 40-hour training as defined within the Illinois Domestic Violence Act. Subcontractor shall provide office space for one of the advocates.

The services to be provided by the LAP DV Advocates shall include, but not be limited to, the following:

- (a) Reach out within a 24-72 hour period to all survivors of intimate partner domestic violence identified through the LAP as High Danger;
- (b) Keep detailed case notes and data on the LAP Screens and services rendered;
- (c) Work collaboratively with Rockford Police and Winnebago County Sheriff's Office DV Units to complete LAP protocol with fidelity and facilitate appropriate information sharing in a manner that does not conflict with sub-contractor (agency) confidentiality standards as well as state and federal law(s);
- (d) Complete intake with survivors to establish eligibility and confidentiality and make appropriate referrals to ongoing services;

(e) Participate in all grant-related meetings, calls, site visits, and trainings as requested by Office on Violence Against Women (OVW), project Technical Assistance Providers, the Project Manager or the LAP Coordinator.

(d) Perform any other duties specified by the VP of Domestic Violence Services, Grant and Contract Manager, or Project Manager.

4) A full-time LAP DV Hotline Specialist/Residential Coordinator, who will answer the DV hotline and, when not answering the hotline, provide supportive residential services to survivors of domestic violence. The LAP DV Hotline Specialist/Residential Coordinator will develop an expertise in the LAP protocol and facilitate an immediate safety planning conversation with survivors who score high danger on the LAP Screen as well as assist in setting up follow-up appointments with an advocate.

3. **Payment:**

(a) The County agrees to pay Subcontractor for the services of the Vice President of DV Operations at an hourly rate not to exceed \$38.45 and the Grant and Contract Manager at an hourly rate not to exceed \$30.29, for a total amount for both individuals not to exceed \$6,874.00 over the term of this Agreement. The County agrees to pay Subcontractor for the salary and fringe benefits of two LAP DV Advocates at a total amount not to exceed \$95,000.00 over the term of this Agreement and the salary and fringe benefits of one LAP DV Hotline Specialist/Residential Coordinator not to exceed \$41,000.00 over the term of this Agreement.

(b) Subcontractor shall submit invoices monthly, describing in detail all work performed during the invoice period and itemizing and explaining all expenses for which reimbursement is claimed. Said invoices shall be sent via email to: Nicole Ticknor at nticknor@17thcircuit.illinoiscourts.gov or to such other email address as County may designate in writing. Subcontractor shall submit to the County a final invoice, clearly marked FINAL, not later than thirty (30) days after expiration or termination of this Agreement. Any amounts submitted after the 30-day deadline shall not be reimbursable, unless agreed to in writing by the County.

(c) Subject to the receipt by the County of the funds from the Grant for the purposes of performing this Agreement, the County will make payment to Subcontractor upon the submission of monthly invoices to the County. Within thirty (30) days the County shall approve or disapprove payment of the invoices, and if approved, shall make payments to Subcontractor equal to the amount of such approved expenditures.

(d) Notwithstanding the foregoing, or anything contained in this Agreement to the contrary, Subcontractor acknowledges and agrees that, as Subcontractor's work under this Agreement is being funded by a government grant, the County's obligation to make payments to Subcontractor hereunder is expressly contingent upon the County's actual receipt of monies under such grant.

(e) No amounts, other than those set forth in this Paragraph 3, shall be payable to Subcontractor under this Agreement, unless agreed upon in writing by both parties.

4. **Records:**

(a) Subcontractor shall ensure that records of the funds paid by the County to Subcontractor are separately maintained and that any information required to be accessed pursuant to this Agreement can be readily located. Subcontractor shall protect the records adequately against fire or other damage.

(b) Subcontractor shall maintain, for a minimum of three (3) years after the date of final payment under this Agreement, such books and records relating to performance of this Agreement which are necessary to support the amounts charged to the County by Subcontractor under this Agreement.

(c) The County shall have the right of access to any books, documents, papers, or other records of Subcontractor which are pertinent to this Agreement in order to make audits or fiscal reviews, examinations, excerpts, and transcripts. This right of access shall not be limited to the required retention period, but shall last as long as the records are retained by the Subcontractor.

5. **Assurances:** This agreement governs work to be done under a federal award. Such federal award imposes upon the County specific responsibility for ensuring that all required assurances are obtained. Accordingly, Subcontractor agrees to comply with all applicable federal and state laws, including, but not limited to, the following:

(a) **Lobbying:** Subcontractor hereby certifies the following:

(1) No federally-appropriated funds have been paid or will be paid, whether by or on behalf of a Subcontractor, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds, other than federally- appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence any of the above persons in connection with this federal contract, grant, loan, or cooperative agreement, Subcontractor shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.

(3) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. §1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(b) Subcontractor shall require that any person assigned to perform services hereunder comply with all provisions of the Illinois Motor Vehicle Code, including: (1) the requirement contained in Section 12-603.1 of the Code, 625 ILCS 5/12-603.1, that drivers and passengers of motor vehicles operated on a street or highway wear a seat safety belt; and (2) the prohibition contained in Section 12-610.2 of the Code, 625 ILCS 5/12-610.2, that a person not use an electronic communication device to compose, send, or read an electronic message when operating a motor vehicle on a roadway.

6. Termination:

(a) Right to terminate for convenience: Either party may terminate this Agreement for convenience upon thirty (30) days written notice.

(b) County's right to terminate for cause: County may terminate this Agreement, in whole or in part, immediately upon written notice to Subcontractor or at such later date as the County may establish in such notice, upon the occurrence of any of the following events:

(1) The County fails to receive funding at levels sufficient to pay for Subcontractor's work;

(2) Federal or state laws, regulations, or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or the County is prohibited from paying for such work from the planned funding source;

(3) Subcontractor no longer holds any license or certificate that is required to perform the work;

(4) Subcontractor commits any material breach or default of any covenant, obligation, or agreement under this Agreement, fails to perform the work under this Agreement within the time specified herein or any extension thereof, or so fails to pursue the work as to endanger Subcontractor's performance under this Agreement in accordance with its terms, and such breach, default, or failure is not cured within five (5) business days after receipt by the Subcontractor of the County's notice, or such longer period as the County may specify in such notice.

(c) Subcontractor's right to terminate for cause: Subcontractor may terminate this Agreement upon thirty (30) days written notice to the County if the County fails to pay

Subcontractor pursuant to the term of this Agreement and the County fails to cure within thirty (30) days after receipt of Subcontractor's notice, or such longer period of cure as Subcontractor may specify in such notice.

(d) Remedies upon termination:

(1) In the event of termination pursuant to subsection (b)(1), (b)(2), or (c), Subcontractor's sole remedy shall be a claim for the amount due for any work completed under this Agreement until the date of receipt of the notice of termination.

(2) In the event of termination pursuant to subsection (b)(3) or (b)(4), the County shall have any remedy available to it in law or equity. If it is determined for any reason that Subcontractor was not in default under subsection (b)(3) or (b)(4), then the rights and obligations of the parties shall be the same as if the Agreement was terminated pursuant to subsection (b)(1), (b)(2) or (c).

(e) Subcontractor's tender upon termination: Upon receiving a notice of termination of this Agreement, Subcontract shall immediately cease all activities under this Agreement, unless the County expressly directs otherwise in such notice of termination. Upon termination of this Agreement, Subcontractor shall deliver to the County all documents, information, works-in-progress and other property that are or would be deliverables had the Agreement been completed. Upon the County's request, Subcontractor shall surrender to anyone the County designates, all documents, research, or objects or other tangible things needed to complete the work.

7. **Relationship of Parties:** It is understood and agreed between the parties that this Agreement is not intended to nor does it create an employment contract between the County, on the one hand, and the Subcontractor and any of its employees, on the other hand, nor does it create a joint relationship or partnerships between the parties hereto. Neither subcontractor nor its employees are entitled to benefits that the County provides for County employees. Subcontractor's relationship to the County is solely and exclusively that of an independent contractor. Except as specifically permitted in this Agreement, neither party shall incur any obligation or expense for or on behalf of the other party without the other party's prior written consent in each instance.

8. **Assignment:** Subcontractor shall not assign this Agreement or enter into subcontracts for any of the work described herein without the prior written consent of the County.

9. **Indemnification:** Subcontractor agrees to indemnify and hold harmless the County, its officers, agents and employees from and against any and all claims or demands whatsoever, including associated costs, expenses, and reasonable attorney's fees incurred on account thereof, that may be asserted for loss, damage, death, or injury to persons or property

arising in any manner out of or incident to Subcontractor's performance or nonperformance of this Agreement.

10. **Warrant of Authority:** Each party to this agreement warrants to the other that each has full authority to enter into this Agreement and to perform under its terms.

11. **Disputes:** Except as may be preempted by federal law, this Agreement is governed by the laws of the State of Illinois, without regard to its choice of law principles. Litigation of all disputes between the parties arising from or in connection with this Agreement shall be conducted in a court of competent jurisdiction in the County of Winnebago, State of Illinois.

12. **Compliance with laws:** Both parties hereto agree to comply with all applicable laws, statutes, regulations, rulings, or enactments of any governmental authority.

13. **Insurance:** Where Subcontractor requires the use of a vehicle in the performance of work under this Agreement, Subcontractor shall, at all times during the term hereof and at its own expense, keep in full force and effect automobile insurance, in amounts acceptable to the County, for property damage, bodily injury or death. Subcontractor shall provide the County with evidence of such insurance upon request.

Subcontractor agrees to maintain general liability insurance, or self-insurance, in the minimum amount of \$1,000,000 per claim or occurrence, \$3,000,000 aggregate, for its employees, agents, and servants with an insurance carrier acceptable to the County. Client shall furnish the County, upon request, with a certificate of insurance or other written document reasonably satisfactory to the County as evidence of its insurance coverage in full force and effect.

14. **Notices:** All notices to the County in connection with this Agreement shall be sent to:

Trial Court Administration
Domestic Violence Coordinated Courts
Attn: Nicole Ticknor
400 W. State St., Suite 215
Rockford, IL 61101

All notices to Subcontractor in connection with this Agreement shall be sent to:

Remedies Renewing Lives
Attn: Heather Beaufls
220 Easton Parkway
Rockford, IL 61108

15. **Force Majeure:** Anything to the contrary notwithstanding, the parties to this Agreement shall not be liable, nor shall any credit or other remedy be extended, for the parties' failure in whole or in part, to fulfill their obligations under this Agreement where such failure arises from or in connection with causes beyond the parties' control, including, but not limited to, acts of God, flood, extreme weather, fire or other natural calamity, terrorist attacks, any law, order, or regulation or action of any governmental entity or civil or military authority, power or utility failure, national emergencies, riots, wars, strikes, lock-outs, work stoppages, or other labor difficulties (each a "Force Majeure Event"). If a Force Majeure Event occurs during the terms hereof, the parties shall be excused from performance hereunder.

16. **Entire Agreement:** This Agreement constitutes the sole, full and complete Agreement by and between the parties with regard to the subject matter of this Agreement. No amendments, changed, additions, deletions, or modifications to or of this Agreement shall be valid unless reduced to writing and countersigned by the parties. This Agreement supersedes and cancels any previous agreement, whether written or oral, entered into between the parties related to the subject matter hereof. All terms of this Agreement which by their nature have continuing effects shall survive the termination or expiration of this Agreement.

17. **Waiver:** The failure of either party hereto at any time or times to enforce an provision of this Agreement shall in no way be construed to be a waiver of such provisions or to affect the validity of this Agreement or any part hereof, or the right of either party thereafter to enforce each and every provision in accordance with the terms of this Agreement.

18. **Invalidity:** If any term, provision, or condition contained in this Agreement is held to be invalid or unenforceable, to any extent, the remainder of this Agreement (or the application of the term, provision, or condition to persons or circumstances other than those in respect of which it is invalid or unenforceable) shall not be affected thereby, and each and every other term, provision and condition of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

19. **Headings:** The headings contained in this Agreement are inserted solely for convenience of reference and do not constitute a part of this Agreement, nor do they affect its meaning, construction or effect.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as of the date indicated above.

THE COUNTY OF WINNEBAGO

REMEDIES RENEWING LIVES

By: _____

By: _____

**RESOLUTION
OF THE
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS**

2019 CR _____

SUBMITTED BY: FINANCE COMMITTEE

SPONSORED BY: JAIME SALGADO

RESOLUTION AUTHORIZING THE EXECUTION OF A SECOND AMENDMENT
TO A MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF
WINNEBAGO AND THE BOARD OF TRUSTEES OF NORTHERN ILLINOIS
UNIVERSITY FOR THE DOMESTIC VIOLENCE
HOMICIDE PREVENTION GRANT

WHEREAS, Winnebago County currently has a Memorandum of Understanding (“MOU”) in place with the Board of Trustees of Northern Illinois University for the Board of Trustees to provide services as a subcontractor under the Domestic Violence Homicide Prevention Demonstration Initiative Phase Two grant from the Department of Justice/Office on Violence Against Women; and

WHEREAS, the MOU is currently set to expire on November 1, 2019; and

WHEREAS, the parties desire to extend the term of the MOU to July 31, 2020, based upon the receipt of additional funding in the amount of \$353,104.00.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED, by the County Board of the County of Winnebago, Illinois, that the Winnebago County Board Chairman is authorized to execute the First Amendment to the Memorandum of Understanding between the County of Winnebago and the Board of Trustee of Northern Illinois University, in substantially the same form as the First Amendment attached hereto as Exhibit A.

BE IT FURTHER RESOLVED that this Resolution shall be in full force and effect immediately upon its adoption.

**Respectfully submitted,
FINANCE COMMITTEE**

AGREE

Jaime Salgado, Chairman

Dave Boomer

Dave Fiduccia

Burt Gerl

Joe Hoffman

Keith McDonald

Steve Schultz

DISAGREE

Jaime Salgado, Chairman

Dave Boomer

Dave Fiduccia

Burt Gerl

Joe Hoffman

Keith McDonald

Steve Schultz

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this ____ day of _____, 2019.

Frank Haney, Chairman of the
County Board of the
County of Winnebago, Illinois

ATTEST:

Lori Gummow, Clerk of the
County Board of the
County of Winnebago, Illinois

SECOND AMENDMENT
TO MEMORANDUM OF AGREEMENT
BETWEEN WINNEBAGO COUNTY, ILLINOIS
AND
NORTHERN ILLINOIS UNIVERSITY

This Second Amendment (hereinafter "Second Amendment") is made and entered into this 1st day of August, 2019, by and between Winnebago County, Illinois (hereinafter the "County") and the Board of Trustees of Northern Illinois University (hereinafter the "Subcontractor") (collectively the "Parties").

WHEREAS, the Parties entered into a Memorandum of Understanding (hereinafter "MOU") dated June 1, 2017, for Subcontractor to provide services to County under the Domestic Violence Homicide Prevention Demonstration Initiative Phase Two grant from the Department of Justice/ Office on Violence Against Women (hereinafter the "Grant"); and subsequently on October 23, 2017 entered into a First Amendment to Memorandum of Agreement ("First Amendment") extending the term of the MOU to November 1, 2019; and,

WHEREAS, the Parties desire to extend the term of the MOU to July 31, 2020 with additional funding;

NOW, THEREFORE, in consideration of the foregoing premises, and other good and valuable consideration, the exchange, receipt, and adequacy of which the Parties hereby acknowledge, the Parties agree as follows:

1. The term of the MOU entered into between the Parties dated June 1, 2017, and amended on October 23, 2017, shall be extended to **July 31, 2020**;
2. The cost of the additional period of performance will be **\$353,104**, per the attached Budget (Exhibit A). The agreed-upon Scope of Work for the additional period of performance is attached as Exhibit B.
3. All other terms and conditions contained in the MOU and First Amendment, other than those specifically referenced above, shall remain the same and are incorporated herein by reference. This Second Amendment, First Amendment and MOU shall constitute the entire agreement between the Parties.
4. This Amendment shall bind and benefit both Parties and any successors or assigns.

The Parties have executed this Second Amendment to the Memorandum of Understanding dated June 1, 2017, relating to the Domestic Violence Homicide Prevention Demonstration Phase Two Grant effective as of the date indicated in the first sentence of this Second Amendment.

(Signature page follows)

WINNEBAGO COUNTY, ILLINOIS

By: _____
Name: Frank Haney
Title: County Board Chairman

BOARD OF TRUSTEES OF NORTHERN
ILLINOIS UNIVERSITY

By: _____
Name: Kellie Dyslin
Title: Director for Pre-Award
Support, Sponsored Programs
Administration

17TH JUDICIAL CIRCUIT COURT

By: _____
Name: Eugene G. Doherty,
Title: Chief Judge

17TH JUDICIAL CIRCUIT COURT

By: _____
Name: Randy Wilt
Title: Presiding Judge of the Domestic
Violence Coordinated Courts

EXHIBIT A - BUDGET

Budget Detail Worksheet

Winnebago County LAP Evaluation Budget

Northern Illinois University

8/1/2019—7/31/2020

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Julie Crouch, PI	3 cal mos x \$11,052/mo	\$33,156
Joel Milner, co-I	.50 cal mo x \$11,600/mo	\$5,800
Joseph Pryzbyla, co-I	1 cal mos x \$9725/mo	\$9,725
Shelby Savoree, co-I	6 cal mos x \$3605/mo	\$21,630
Research Assistant 1	12 mos x \$2084/mo	\$25,008
Research Assistant 2	12 mos @ \$3500/mo	\$42,000
Extra Help	700 x \$15/hr	\$10,500
Total		\$147,819

Description:

Julie L. Crouch, Ph.D., effort = 3 calendar months. Dr. Crouch will direct (and maintain responsibility for) all aspects of the Winnebago County evaluation, including: (a) obtaining MOUs/data sharing agreements as needed, (b) assisting the Yale team with the collaboration surveys and key informant interviews as needed, (c) ensuring timely collection, entry, and transfer of the completed LAP protocols, (d) working with staff at Remedies (i.e., the domestic violence service provider) to develop the on-site data collection protocol, monitoring data collection (at baseline, 3 mo., and 6 mo.), and transferring these data (with appropriate releases) to Yale, (e) ensuring timely and accurate collection and transfer of the administrative data at the appropriate time points, and (f) ensuring timely participant recruitment and data collection for the longitudinal victim impact interviews (i.e., approximately 1,100 2-hr interviews from 450 victims over the course of the entire project). Dr. Crouch will oversee the human subjects and HIPPA compliance training of the research staff and maintain IRB approval for this project. In addition, she will be responsible for managing relationships between the project and the various administrative units at Northern Illinois University (e.g., sponsored programs office, accounting, human resources, human subjects review board, legal department, etc.).

Joel S. Milner, Ph.D., Consultant, effort = .5 calendar month. As the Center's official liaison to NIU's Institutional Review Board, Dr. Milner will provide consultation on human subjects issues and HIPPA compliance issues. Dr. Milner will also assist in providing consultation and supervision for all research staff, and serve as an on-campus back-up for Dr. Crouch when she is off-campus (i.e., working on the project in Winnebago County).

Joseph Pryzbyla, MBA, Consultant, effort = 1 calendar month. In conjunction with Dr. Crouch, Commander Pryzbyla will work with the Rockford City Police Department and Winnebago County Sheriffs office to ensure timely and accurate completion of the administrative data pulls at baseline, during LAP program implementation, and 6 months post-implementation.

Shelby Savoree, B.A., effort = 6 calendar months. Ms. Savoree will provide administrative assistance (e.g., complete human resources paperwork; process accounting paperwork related to travel reimbursements, participants fees, procuring supplies) throughout the course of the project. In addition, Ms. Savoree will help coordinate/conduct the longitudinal victim impact interviews.

Research Assistant 1, effort = 12 calendar months. The research assistant will work primarily on the longitudinal victim impact component of the evaluation. Specifically, she will be responsible for overseeing mailings (as part of the active recruitment process), conducting the phone screens to identify eligible participants, obtaining consents, scheduling interviews, and conducting victim impact interviews.

Research Assistant 2, effort = 12 calendar months. This research assistant will assist with all facets of the LAP evaluation, including: the administrative data extraction, data management, victim impact interviews (in both English and Spanish) as needed, mailing recruitment materials, conducting phone screens, and scheduling interviews.

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
Julie Crouch, PI	40% x \$33,156	\$13,262
Joel Milner, co-I	1.45% x \$5800	\$84
Joseph Pryzbyla, co-I	28% x \$9725	\$2,723
Shelby Savoree, co-I	49% x \$21,630	\$10,599
Research Assistant 1	128.1% x \$25,008	\$32,035
Research Assistant 2	85.5% x \$42,000	\$35,910
Extra Help	7.7% x \$10,500	\$809
Total:		\$95,422
<i>Description:</i> Fringe benefits are calculated on personnel salaries in accordance with NIU policies and procedures and State of Illinois Department of Central Management Services requirements. Fringe benefits for faculty are calculated at calendar year rates according to current NIU appointment.		

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
-------------------	----------	------	-------------	------

To collect data/attend meetings with law enforcement, court staff, and domestic violence service providers	Rockford	Mileage reimbursement	500 trips x \$52 RT = \$	\$26,000
Total				\$26,000
<i>Description:</i> To collect data (e.g., conduct in-person victim impact interviews) and meet with law enforcement personnel, judicial staff, and domestic violence service providers to implement and oversee data collection procedures. Travel will be governed by NIU and State of Illinois travel policy as well as 2 CFR 200. Mileage is calculated at State of Illinois rates.				

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
None		NA

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
None		N/A
<i>Description:</i> N/A		

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
None		NA

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant fees:

Name of Consultant	Service Provided	Computation	Cost
TBA	Translation services	10 interviews x 2 hr x \$50/hr	\$1,000
Total			\$1,000

Description: Translators will be needed to assist with victim impact interviews involving individuals who do not speak English or Spanish. NIU's formal written procurement policy, which follows 2 CFR 200, will govern.

Consultant expenses:

Name of Consultant	Location	Computation	Cost
None			NA

Contracts:

Item	Cost
None	NA

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
Participant fees	Year 2: 200 victim impact interviews x \$50 each	\$10,000
Total		\$10,000

Description: Funds are requested to cover the cost of providing stipends to individuals who participate in the longitudinal victim impact interviews (\$50 per 2-hr interview x 200 interviews).

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
26% of Modified Total Direct Costs	.26 X \$280,241	\$72,863
Total		\$72,863

Description: F&A costs are charged as a percentage of the modified total direct costs at a rate of 26.0% (off-site rate) negotiated on September 21, 2011. This rate is set by the University's Cognizant Audit Agency, the Department of Health and Human Services.

Budget Summary- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	\$147,819
B. Fringe Benefits	\$95,422
C. Travel	\$26,000
D. Equipment	N/A
E. Supplies	N/A
F. Construction	N/A
G. Consultation/Contract	\$1,000
H. Other	\$10,000
Total Direct Costs	\$280,241
I. Indirect Costs	\$72,863
TOTAL PROJECT COSTS	\$353,104

EXHIBIT B - SCOPE OF WORK

Scope of Work for Winnebago County LAP Evaluation Northern Illinois University

Oversight of Project
Oversight of project and project staff, meetings with National Evaluation Team
Meetings with community partners to establish MOUs and data sharing agreements and to create cross-walk between those data systems and the data elements requested by the Yale/MSU team
Work with local DVSP to embed requested data elements into their data systems and assist them to use data to inform their program development
Preparation of local IRB protocol
Processing payment and HR paperwork (e.g., interviewer payments, reimbursement for participant fees, travel reimbursement, etc)
Coordination of Evaluation Site Visits
Coordination of evaluation feasibility and implementation site visits
Data Entry and Processing
Obtain the LAP Screens from PD and the DVSP and enter into the Yale RedCap system
Collection and entry of paper pencil data
Victim Interviews (~1,100 interviews)
Recruit participants via phone calls and letters
Screen potential participants and if they meet criteria schedule interview
Consent participants to participate in the interview
Conduct interviews using computer system developed by Yale team (no data entry needed)
Set aside dollars for translators to interview people in languages other than English or Spanish
Track participants so that they can be interviewed at 3- and 6-month follow-up
Materials
Laptop computers for data collection

2019 Fiscal Year

Finance: August 29, 2019
Lay Over: September 5,
2019
**Final Vote: September 26,
2019**

Sponsored by:

Jaime Salgado, Finance Committee Chairman

2019 CO

TO: THE HONORABLE MEMBERS OF THE COUNTY OF WINNEBAGO, ILLINOIS

The Winnebago County Finance Committee presents the following Ordinance amending the Annual Appropriation Ordinance for the fiscal year ending September 30, 2019 and recommends its adoption.

ORDINANCE

WHEREAS, the Winnebago County Board adopted the "Annual Budget and Appropriation Ordinance" for the fiscal year ending September 30, 2019 at its September 27, 2018 meeting; and,

WHEREAS, 55ILCS 5/6-1003(2014), states, "After the adoption of the county budget, no further appropriations shall be made at any other time during such fiscal year, except as provided in this Act. Appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the board by a two-thirds vote of all the members constituting such board, the vote to be taken by ayes and nays and entered on the record of the meeting."

NOW, THEREFORE, BE IT ORDAINED, that the County Board deems that pursuant to the provisions as set forth in 55ILCS 5/6-1003(2014), certain conditions have occurred in connection with the operations of the County which are deemed to be immediate emergencies; therefore the following increases are hereby authorized.

2019-030 Dependent Children

Reason: Additional funds needed for court ordered placement expenses through the end of the fiscal year

Alternative: N/A

Impact to fiscal year 2020 budget: None

Revenue Source: General Fund – Fund Balance

<u>Acct Description</u>	<u>Org</u>	<u>Obj</u>	<u>Prj</u>	<u>Debit (Credit)</u>
Institutional Care	22500	43922		20,000
		<u>Total Adjustment:</u>		<u>\$20,000</u>

(AGREE)

JAIME SALGADO,
FINANCE CHAIRMAN

DAVID FIDUCCIA

JOE HOFFMAN

BURT GERL

DAVID BOOMER

STEVE SCHULTZ

KEITH McDONALD

Respectfully Submitted,
FINANCE COMMITTEE
(DISAGREE)

JAIME SALGADO,
FINANCE CHAIRMAN

DAVID FIDUCCIA

JOE HOFFMAN

BURT GERL

DAVID BOOMER

STEVE SCHULTZ

KEITH McDONALD

The above and foregoing Ordinance was adopted by the County Board of the County of Winnebago, Illinois this ____ day of _____ 2019.

ATTESTED BY:

FRANK HANEY
CHAIRMAN OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

LORI GUMMOW
CLERK OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

2019
WINNEBAGO COUNTY
 FINANCE COMMITTEE
 REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED: 8/20/2019 AMENDMENT NO: 2019-030							
DEPARTMENT: Court Service SUBMITTED BY: Debbie Jarvis							
FUND#: 0001 DEPT. BUDGET NO. 22500							
Department Org Number	Object (Account) Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
Expenditures							
22500	43922	Institutional Care	\$102,892	\$0	\$102,892	\$20,000	\$122,892
Revenue							
TOTAL ADJUSTMENT:						(\$20,000)	(\$122,892)
Reason budget amendment is required:							
The Dependent Childred budget is for court ordered juvenile residential placements expenses related to those placements as well as court ordered specialized treatment. The requested amount is for the remainder of the fiscal year as expenses are estimate to exceed the budgeted line item by \$16,000-20,000							
Potential alternatives to budget amendment:							
N/A							
Impact to fiscal year 2020 budget:							
None							
Revenue Source: <u>General Fund - Fund Balance</u>							

2019 Fiscal Year

Finance: August 29, 2019
Lay Over: September 5,
2019
**Final Vote: September 26,
2019**

Sponsored by:

Jaime Salgado, Finance Committee Chairman

2019 CO

TO: THE HONORABLE MEMBERS OF THE COUNTY OF WINNEBAGO, ILLINOIS

The Winnebago County Finance Committee presents the following Ordinance amending the Annual Appropriation Ordinance for the fiscal year ending September 30, 2019 and recommends its adoption.

ORDINANCE

WHEREAS, the Winnebago County Board adopted the "Annual Budget and Appropriation Ordinance" for the fiscal year ending September 30, 2019 at its September 27, 2018 meeting; and,

WHEREAS, 55ILCS 5/6-1003(2014), states, "After the adoption of the county budget, no further appropriations shall be made at any other time during such fiscal year, except as provided in this Act. Appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the board by a two-thirds vote of all the members constituting such board, the vote to be taken by ayes and nays and entered on the record of the meeting."

NOW, THEREFORE, BE IT ORDAINED, that the County Board deems that pursuant to the provisions as set forth in 55ILCS 5/6-1003(2014), certain conditions have occurred in connection with the operations of the County which are deemed to be immediate emergencies; therefore the following increases are hereby authorized.

2019-031 Animal Services Donation, surgery equipment

Reason: Amendment needed to properly account for revenues and expenditures related to improvements to surgical suite. Donations anticipated to cover 50% of cost of new surgical equipment. Expenditures in excess of donations to come from fund balance

Alternative: N/A

Impact to fiscal year 2020 budget: None

Revenue Source: Animal Services Donation Fund

<u>Acct Description</u>	<u>Org</u>	<u>Obj</u>	<u>Pri</u>	<u>Debit (Credit)</u>
Other Department equipment	83000	46440		100,000
Donations	83000	39620		-50,000
		<u>Total Adjustment:</u>		<u>\$50,000</u>

(AGREE)

Respectfully Submitted,
FINANCE COMMITTEE
(DISAGREE)

JAIME SALGADO,
FINANCE CHAIRMAN

JAIME SALGADO,
FINANCE CHAIRMAN

DAVID FIDUCCIA

DAVID FIDUCCIA

JOE HOFFMAN

JOE HOFFMAN

BURT GERL

BURT GERL

DAVID BOOMER

DAVID BOOMER

STEVE SCHULTZ

STEVE SCHULTZ

KEITH McDONALD

KEITH McDONALD

The above and foregoing Ordinance was adopted by the County Board of the County of Winnebago, Illinois this ____ day of _____ 2019.

ATTESTED BY:

FRANK HANEY
CHAIRMAN OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

LORI GUMMOW
CLERK OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

2019
WINNEBAGO COUNTY
FINANCE COMMITTEE
REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:		8/27/2019		AMENDMENT NO: 2019-031			
DEPARTMENT:		Animal Services Donation		SUBMITTED BY: Brett Frazier			
FUND#:		0710		DEPT. BUDGET NO.		83000	
Department Org Number	Object (Account) Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
Expenditures							
83000	46440	Other Dept. equipment	\$0	\$90,000	\$90,000	\$100,000	\$190,000
Revenue							
83000	39620	Donations	\$0	\$0	\$50,000	\$50,000	\$50,000
TOTAL ADJUSTMENT:						\$50,000	\$140,000
Reason budget amendment is required:							
Amendment is needed to properly account for revenues and expenditures related to improvements to surgical suite. Donations anticipated to cover 50% of cost of new surgical equipment. Expenditures in excess of donations to come from fund balance.							
Potential alternatives to budget amendment:							
N/A							
Impact to fiscal year 2020 budget:							
None							
Revenue Source: _____							