



REPORT TO TOWN BOARD

FROM: Andrew J. Quarnstrom, Township Supervisor

DATE: March 27, 2023

SUBJECT: A Resolution Approving a Memorandum of Understanding Between C-U at Home and The City of Champaign Township

A. Introduction: The purpose of this MOU is to create an agreement between the City of Champaign Township and C-U at Home for the operations of the C-U at Work program, including a grant of up to \$55,000 to support the program's operations.

B. Recommended Action: The Township Administration recommends approval of this Resolution and associated MOU.

C. Summary:

The City of Champaign Township's C-U at Work program employs an average of 12-15 unhoused men and women in each program cohort. The City of Champaign Township provides oversight, operational control, and management of the program and C-U at Home assists with case management as well as providing workers' compensation insurance for employees and payroll for employees.

D. Background:

1. C-U at Work: The City of Champaign Township started the C-U at Work program in August of 2019. Originally intended to do beautification work throughout Champaign, the program now also employs unhoused men and women at the Township's Prosperity Gardens. As noted, the Township provides oversight and management, and C-U at Home provides case management as well as payroll functions.

2. Costs: The Township has already budgeted the costs of this program in its FY 2022/2023 budget and will be budgeting for this program at the same level in FY 2023/2024. This MOU streamlines the process and reduces the costs for the Township by having C-U at Home pay employees and associated costs and in turn billing the Township for these costs. All money associated with this MOU is for C-U at Work operational purposes and no funding remains with C-U at Home. Costs incurred include participant salaries, employment costs, and workmen's compensation costs.

E. Alternatives:

1. Approve Resolution 2023-0401, a resolution approving a memorandum of understanding between the City of Champaign Township and C-U at Home for C-U at Work operations.

2. Do not approve Resolution 2023-0401, a resolution approving a memorandum of understanding between the City of Champaign Township and C-U at Home and provide further direction to Township staff.

F. Discussion of Alternatives:

Alternative 1 approves Resolution 2023-0401 and gives the Township Supervisor authority to enter into a memorandum of understanding with C-U at Home for the purposes of operating the C-U at Work program.

a. Advantages

- Approving Resolution 2023-0401 ensures the C-U at Work program continues.

b. Disadvantages

- Although already budgeted, the costs of this program to the Township are \$55,000.00 annually.

Alternative 2 Do not approve Resolution 2023-0401.

a. Advantages

- None.

b. Disadvantages

- Not approving this MOU will create greater costs and additional challenges in continuing the Township's C-U at Work program.

G. Community Input: Input can be given during the public comments section of the meeting at which this item is considered.

H. Budget Impact: This MOU has no additional budget impact outside of the line items already approved by the Town board for FY 2022/2023 and the tentative FY 2023/2024 budget set to be approved by the Town board in June of 2023.

I. Staffing Impact: Approximately 1 hour of Township staff time was needed to write this report plus approximately 1 hour of review from the Finance Department.

J. Attachment: Agreement between C-U at Home and the City of Champaign Township for the C-U at Work Program.

Prepared by:

Andrew Quarnstrom
Township Supervisor