

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 01/28/2021 09:16:21 AM
To: Rita A. Kincheloe
Subject: [Ticket #84] Dir of Admin office - County IT Help Desk

Ticket was assigned to Lance McGinness.

On Jan 28, 2021 @ 09:16 am, rkincheloe@co.champaign.il.us wrote:

--

M.C. Neal

Chief Information Officer

Champaign County

From: Rita A. Kincheloe
Sent: Thursday, January 28, 2021 9:08 AM
To: M.C. Neal
Subject: Dir of Admin office

Hi MC,

As you know, Bill Colbrook will begin on 2/8 and will office in Darlene's 'old' office between Tami and I.

There seems to be some work that needs to be done so that his computer is operational. We will want to have his computer up and running on 2/8.

Let me know if you'd like to gain access to the office.

Rita

Ticket History

On Jan 28, 2021 @ 09:16 am, M.C. Neal wrote:

Assigned to Lance McGinness.

This is an automated response. Your issue has been noted. We'll be in touch soon.

Please reply to this email with any additional details related to your issue.

From: Technology Help Desk
Sent time: 01/28/2021 09:16:24 AM
To: Tim Pavlik
Subject: [Ticket #84] Dir of Admin office - County IT Help Desk

Ticket was assigned to Lance McGinness.

On Jan 28, 2021 @ 09:16 am, rkincheloe@co.champaign.il.us wrote:

--

M.C. Neal

Chief Information Officer

Champaign County

From: Rita A. Kincheloe
Sent: Thursday, January 28, 2021 9:08 AM
To: M.C. Neal
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Hi MC,

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Rita

Ticket Overview

PRIORITY Med
CREATOR rkincheloe@co.champaign.il.us
ASSIGNEE Lance McGinness

Reply Now

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

Ticket History

On Jan 28, 2021 @ 09:16 am, M.C. Neal wrote:

Assigned to Lance McGinness.

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 01/28/2021 09:16:24 AM
To: Lance McGinness
Subject: [Ticket #84] Dir of Admin office - County IT Help Desk

Ticket was assigned to Lance McGinness.

On Jan 28, 2021 @ 09:16 am, rkincheloe@co.champaign.il.us wrote:

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Ticket Overview

PRIORITY Med
CREATOR rkincheloe@co.champaign.il.us
ASSIGNEE Lance McGinness

Reply Now

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Examples: #close, #add 5m, #assign to bob, #priority high

Ticket History

On Jan 28, 2021 @ 09:16 am, M.C. Neal wrote:

Assigned to Lance McGinness.

From: Technology Help Desk
Sent time: 01/28/2021 09:16:27 AM
To: William J. Adams
Subject: [Ticket #84] Dir of Admin office - County IT Help Desk

Ticket was assigned to Lance McGinness.

On Jan 28, 2021 @ 09:16 am, rkincheloe@co.champaign.il.us wrote:

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Champaign County

From: Rita A. Kincheloe
Sent: Thursday, January 28, 2021 9:08 AM
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Ticket Overview

PRIORITY Med
CREATOR rkincheloe@co.champaign.il.us
ASSIGNEE Lance McGinness

Reply Now

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Examples: #close, #add 5m, #assign to bob, #priority high

Ticket History

On Jan 28, 2021 @ 09:16 am, M.C. Neal wrote:

Assigned to Lance McGinness.

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 01/28/2021 09:16:34 AM
To: Tim Breen
Subject: [Ticket #84] Dir of Admin office - County IT Help Desk

Ticket was assigned to Lance McGinness.

On Jan 28, 2021 @ 09:16 am, rkincheloe@co.champaign.il.us wrote:

--

M.C. Neal

Chief Information Officer

Champaign County

From: Rita A. Kincheloe
Sent: Thursday, January 28, 2021 9:08 AM
To: M.C. Neal
Subject: Dir of Admin office

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CREATOR rkincheloe@co.champaign.il.us
ASSIGNEE Lance McGinness

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Examples: #close, #add 5m, #assign to bob, #priority high

Ticket History

On Jan 28, 2021 @ 09:16 am, M.C. Neal wrote:

Assigned to Lance McGinness.

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 01/28/2021 09:16:37 AM
To: Randall E. Cotton
Subject: [Ticket #84] Dir of Admin office - County IT Help Desk

Ticket was assigned to Lance McGinness.

On Jan 28, 2021 @ 09:16 am, rkincheloe@co.champaign.il.us wrote:

--

M.C. Neal

Chief Information Officer

Champaign County

From: Rita A. Kincheloe
Sent: Thursday, January 28, 2021 9:08 AM
To: M.C. Neal
Subject: Dir of Admin office

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Ticket Overview

PRIORITY Med
CREATOR rkincheloe@co.champaign.il.us
ASSIGNEE Lance McGinness

Reply Now

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

Ticket History

On Jan 28, 2021 @ 09:16 am, M.C. Neal wrote:

Assigned to Lance McGinness.

From: Technology Help Desk
Sent time: 01/28/2021 09:16:37 AM
To: M.C. Neal
Subject: [Ticket #84] Dir of Admin office - County IT Help Desk

On Jan 28, 2021 @ 09:16 am, rkincheloe@co.champaign.il.us wrote:

-#assign jl10500@co.champaign.il.us

-#creator rkincheloe@co.champaign.il.us

-#due 2/3/21

--

M.C. Neal

Chief Information Officer

Champaign County

From: Rita A. Kincheloe
Sent: Thursday, January 28, 2021 9:08 AM
To: M.C. Neal
Subject: Dir of Admin office

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Ticket Overview

PRIORITY Med
CREATOR rkincheloe@co.champaign.il.us
ASSIGNEE Lance McGinness

[Reply Now](#)

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

Ticket History

On Jan 28, 2021 @ 09:16 am, M.C. Neal wrote:

Assigned to Lance McGinness.

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 01/28/2021 04:01:24 PM
To: Rita A. Kincheloe
Subject: [Ticket #84] Dir of Admin office - County IT Help Desk

Ticket closed by Lance McGinness.

On Jan 28, 2021 @ 04:01 pm, Lance McGinness wrote:

Ticket closed.

Ticket History

On Jan 28, 2021 @ 09:16 am, M.C. Neal wrote:

Assigned to Lance McGinness.

On Jan 28, 2021 @ 09:16 am, rkincheloe@co.champaign.il.us wrote:

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M.C. Neal

Chief Information Officer

Champaign County

From: Rita A. Kincheloe
Sent: Thursday, January 28, 2021 9:08 AM
To: M.C. Neal
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Rita

This is an automated response. Your issue has been noted. We'll be in touch soon.

Please reply to this email with any additional details related to your issue.

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/04/2021 12:46:20 PM
To: Rita A. Kincheloe
Subject: [Ticket #215] Laptop - County IT Help Desk

Ticket was assigned to Lance McGinness.

On Feb 04, 2021 @ 12:46 pm, rkincheloe@co.champaign.il.us wrote:

Lance, I believe I handed you Isak's old laptop when she went over to the Circuit Clerk. Can you get that prepped and ready to go for Bill (her replacement)?

Thanks much,

--

M.C. Neal

Chief Information Officer

Champaign County

From: Rita A. Kincheloe
Sent: Thursday, February 4, 2021 12:37 PM
To: M.C. Neal
Subject: laptop

Hi MC,

Bill Colbrook should have a laptop that he can use at home.....

Rita

Ticket History

On Feb 04, 2021 @ 12:46 pm, M.C. Neal wrote:

Assigned to Lance McGinness.

This is an automated response. Your issue has been noted. We'll be in touch soon.

Please reply to this email with any additional details related to your issue.

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/04/2021 12:46:21 PM
To: Lance McGinness
Subject: [Ticket #215] Laptop - County IT Help Desk

Ticket was assigned to Lance McGinness.

On Feb 04, 2021 @ 12:46 pm, rkincheloe@co.champaign.il.us wrote:

Lance, I believe I handed you Isak's old laptop when she went over to the Circuit Clerk. Can you get that prepped and ready to go for Bill (her replacement)?

Thanks much,

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M.C. Neal

Chief Information Officer

Champaign County

From: Rita A. Kincheloe
Sent: Thursday, February 4, 2021 12:37 PM
To: M.C. Neal
Subject: laptop

Hi MC,

Bill Colbrook should have a laptop that he can use at home.....

Rita

Ticket Overview

PRIORITY Med
CREATOR rkincheloe@co.champaign.il.us
ASSIGNEE Lance McGinness

Reply Now

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

Ticket History

On Feb 04, 2021 @ 12:46 pm, M.C. Neal wrote:

Assigned to Lance McGinness.

From: Technology Help Desk
Sent time: 02/04/2021 12:46:22 PM
To: M.C. Neal
Subject: [Ticket #215] Laptop - County IT Help Desk

On Feb 04, 2021 @ 12:46 pm, rkincheloe@co.champaign.il.us wrote:

-#assign jl10500@co.champaign.il.us

-#creator rkincheloe@co.champaign.il.us

Lance, I believe I handed you Isak's old laptop when she went over to the Circuit Clerk. Can you get that prepped and ready to go for Bill (her replacement)?

Thanks much,

--

M.C. Neal

Chief Information Officer

Champaign County

From: Rita A. Kincheloe
Sent: Thursday, February 4, 2021 12:37 PM
To: M.C. Neal
Subject: laptop

Hi MC,

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Rita

Ticket Overview

[Reply Now](#)

PRIORITY Med
CREATOR rkincheloe@co.champaign.il.us
ASSIGNEE Lance McGinness

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

Ticket History

On Feb 04, 2021 @ 12:46 pm, M.C. Neal wrote:

Assigned to Lance McGinness.

From: Technology Help Desk
Sent time: 02/04/2021 12:46:23 PM
To: Tim Pavlik
Subject: [Ticket #215] Laptop - County IT Help Desk

On Feb 04, 2021 @ 12:46 pm, rkincheloe@co.champaign.il.us wrote:

Lance, I believe I handed you Isak's old laptop when she went over to the Circuit Clerk. Can you get that prepped and ready to go for Bill (her replacement)?

Thanks much,

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M.C. Neal

Chief Information Officer

Champaign County

From: Rita A. Kincheloe
Sent: Thursday, February 4, 2021 12:37 PM
To: M.C. Neal
Subject: laptop

Hi MC,

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Ticket Overview

PRIORITY Med
CREATOR rkincheloe@co.champaign.il.us
ASSIGNEE Lance McGinness

[Reply Now](#)

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Examples: #close, #add 5m, #assign to bob, #priority high

Ticket History

On Feb 04, 2021 @ 12:46 pm, M.C. Neal wrote:

Assigned to Lance McGinness.

From: Technology Help Desk
Sent time: 02/04/2021 12:46:25 PM
To: William J. Adams
Subject: [Ticket #215] Laptop - County IT Help Desk

On Feb 04, 2021 @ 12:46 pm, rkincheloe@co.champaign.il.us wrote:

Lance, I believe I handed you Isak's old laptop when she went over to the Circuit Clerk. Can you get that prepped and ready to go for Bill (her replacement)?

Thanks much,

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M.C. Neal

Chief Information Officer

Champaign County

From: Rita A. Kincheloe
Sent: Thursday, February 4, 2021 12:37 PM
To: M.C. Neal
Subject: laptop

Hi MC,

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Ticket Overview

PRIORITY Med
CREATOR rkincheloe@co.champaign.il.us
ASSIGNEE Lance McGinness

Reply Now

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Examples: #close, #add 5m, #assign to bob, #priority high

Ticket History

On Feb 04, 2021 @ 12:46 pm, M.C. Neal wrote:

Assigned to Lance McGinness.

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/04/2021 12:46:28 PM
To: Tim Breen
Subject: [Ticket #215] Laptop - County IT Help Desk

On Feb 04, 2021 @ 12:46 pm, rkincheloe@co.champaign.il.us wrote:

Lance, I believe I handed you Isak's old laptop when she went over to the Circuit Clerk. Can you get that prepped and ready to go for Bill (her replacement)?

Thanks much,

--

M.C. Neal

Chief Information Officer

Champaign County

From: Rita A. Kincheloe
Sent: Thursday, February 4, 2021 12:37 PM
To: M.C. Neal
Subject: laptop

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Ticket Overview

PRIORITY Med
CREATOR rkincheloe@co.champaign.il.us
ASSIGNEE Lance McGinness

Reply Now

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Examples: #close, #add 5m, #assign to bob, #priority high

Ticket History

On Feb 04, 2021 @ 12:46 pm, M.C. Neal wrote:

Assigned to Lance McGinness.

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/04/2021 12:46:30 PM
To: Randall E. Cotton
Subject: [Ticket #215] Laptop - County IT Help Desk

On Feb 04, 2021 @ 12:46 pm, rkincheloe@co.champaign.il.us wrote:

Lance, I believe I handed you Isak's old laptop when she went over to the Circuit Clerk. Can you get that prepped and ready to go for Bill (her replacement)?

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M.C. Neal

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From: Rita A. Kincheloe
Sent: Thursday, February 4, 2021 12:37 PM
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Ticket Overview

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PRIORITY Med
CREATOR rkincheloe@co.champaign.il.us
ASSIGNEE Lance McGinness

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Ticket History

On Feb 04, 2021 @ 12:46 pm, M.C. Neal wrote:

Assigned to Lance McGinness.

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/08/2021 10:36:49 AM
To: Rita A. Kincheloe
Subject: [Ticket #215] Laptop - County IT Help Desk

Ticket closed by Lance McGinness.

On Feb 08, 2021 @ 10:36 am, Lance McGinness wrote:

Ticket closed.

Ticket History

On Feb 04, 2021 @ 12:46 pm, M.C. Neal wrote:

Assigned to Lance McGinness.

On Feb 04, 2021 @ 12:46 pm, rkincheloe@co.champaign.il.us wrote:

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To: M.C. Neal
Subject: laptop

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From: Technology Help Desk
Sent time: 02/04/2021 03:31:18 PM
To: Mary A. Ward
Subject: [Ticket #222] Wireless Mouse - County IT Help Desk

On Feb 04, 2021 @ 03:31 pm, maward@co.champaign.il.us wrote:

Hi,

We would like a wireless mouse for Bill Colbrook, new Director Of Administration. He starts on Monday, 2/8.

Thanks!

Mary Ward

Administrative Assistant

Champaign County Administrative Services

Brookens Administrative Center

1776 E Washington Street

Urbana, IL 61802

www.co.champaign.il.us (<http://www.co.champaign.il.us/>)

maward@co.champaign.il.us

(217)384-3776 ext. 2100

(217)384-3896 Fax

This is an automated response. Your issue has been noted. We'll be in touch soon.

Please reply to this email with any additional details related to your issue.

From: Technology Help Desk
Sent time: 02/04/2021 03:31:19 PM
To: M.C. Neal
Subject: [Ticket #222] Wireless Mouse - County IT Help Desk

On Feb 04, 2021 @ 03:31 pm, maward@co.champaign.il.us wrote:

Hi,

We would like a wireless mouse for Bill Colbrook, new Director Of Administration. He starts on Monday, 2/8.

Thanks!

Mary Ward

Administrative Assistant

Champaign County Administrative Services

Brookens Administrative Center

1776 E Washington Street

Urbana, IL 61802

www.co.champaign.il.us (<http://www.co.champaign.il.us/>)

maward@co.champaign.il.us

(217)384-3776 ext. 2100

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Ticket Overview

[Reply Now](#)

PRIORITY Med

CREATOR maward@co.champaign.il.us

ASSIGNEE

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk
Sent time: 02/04/2021 03:31:21 PM
To: Tim Pavlik
Subject: [Ticket #222] Wireless Mouse - County IT Help Desk

On Feb 04, 2021 @ 03:31 pm, maward@co.champaign.il.us wrote:

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Ticket Overview

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PRIORITY Med

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Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk
Sent time: 02/04/2021 03:31:23 PM
To: William J. Adams
Subject: [Ticket #222] Wireless Mouse - County IT Help Desk

On Feb 04, 2021 @ 03:31 pm, maward@co.champaign.il.us wrote:

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From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/04/2021 03:31:27 PM
To: Tim Breen
Subject: [Ticket #222] Wireless Mouse - County IT Help Desk

On Feb 04, 2021 @ 03:31 pm, maward@co.champaign.il.us wrote:

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Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/04/2021 03:31:29 PM
To: Randall E. Cotton
Subject: [Ticket #222] Wireless Mouse - County IT Help Desk

On Feb 04, 2021 @ 03:31 pm, maward@co.champaign.il.us wrote:

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Mary Ward

Administrative Assistant

Champaign County Administrative Services

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Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/04/2021 03:31:31 PM
To: Lance McGinness
Subject: [Ticket #222] Wireless Mouse - County IT Help Desk

On Feb 04, 2021 @ 03:31 pm, maward@co.champaign.il.us wrote:

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Administrative Assistant

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Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk
Sent time: 02/05/2021 09:35:48 AM
To: Mary A. Ward
Subject: [Ticket #222] Wireless Mouse - County IT Help Desk

Ticket was assigned to Tim Breen.

On Feb 05, 2021 @ 09:35 am, Tim Breen wrote:

Assigned to Tim Breen.

Ticket History

On Feb 04, 2021 @ 03:31 pm, maward@co.champaign.il.us wrote:

Hi,

We would like a wireless mouse for Bill Colbrook, new Director Of Administration. He starts on Monday, 2/8.

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Mary Ward

Administrative Assistant

Champaign County Administrative Services

Brookens Administrative Center

1776 E Washington Street

Urbana, IL 61802

www.co.champaign.il.us (<http://www.co.champaign.il.us/>)

maward@co.champaign.il.us

(217)384-3776 ext. 2100

(217)384-3896 Fax

This is an automated response. Your issue has been noted. We'll be in touch soon.

Please reply to this email with any additional details related to your issue.

From: Technology Help Desk
Sent time: 02/05/2021 09:35:50 AM
To: Mary A. Ward
Subject: [Ticket #222] Wireless Mouse - County IT Help Desk

Ticket closed by Tim Breen.

On Feb 05, 2021 @ 09:35 am, Tim Breen wrote:

Ticket closed: wireless mouse connected to the computer

Ticket History

On Feb 05, 2021 @ 09:35 am, Tim Breen wrote:

Assigned to Tim Breen.

On Feb 04, 2021 @ 03:31 pm, maward@co.champaign.il.us wrote:

Hi,

We would like a wireless mouse for Bill Colbrook, new Director Of Administration. He starts on Monday, 2/8.

Thanks!

Mary Ward

Administrative Assistant

Champaign County Administrative Services

Brookens Administrative Center

1776 E Washington Street

Urbana, IL 61802

www.co.champaign.il.us (<http://www.co.champaign.il.us/>)

maward@co.champaign.il.us

(217)384-3776 ext. 2100

(217)384-3896 Fax

This is an automated response. Your issue has been noted. We'll be in touch soon.

Please reply to this email with any additional details related to your issue.

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/05/2021 08:36:26 AM
To: Darlene A. Kloeppel
Subject: [Ticket #230] personnel change - William P. Colbrook (new hire) - County IT Help Desk
Attachments: Colbrook, William - hire Director of Administration - 02082021.pdf

On Feb 05, 2021 @ 08:35 am, ig43434@co.champaign.il.us wrote:

Attached: Personnel change form, approved by Isak Griffiths per pro.
Darlene Kloeppel:

New Hire: William P. Colbrook

Title: Director of Administration

Effective: 02/08/2021

IT request: Please use Isak's old Admin Svs profile

Kronos like Leeann; Adobe DC Pro; add to hr@workcomp@HRWTF@;
needs all Q, R

Training: NEOGOV Counter Staff

NEOGOVL Relay

NEOGOVSHP 30-days

From: Darlene A. Kloeppel
Sent: Monday, January 25, 2021 3:23 PM
To: [REDACTED]
Cc: Rita A. Kincheloe ; Isak Griffiths ; Darlene A. Kloeppel
Subject: employment confirmation letter

Bill,

Attached is the promised follow-up letter outlining our verbal agreement for your employment as our Director of Administration. I have copied Rita, who is my Executive Assistant and Isak Griffiths, who held the position previously and has kindly agreed to help with the transition. Please return one signed letter to me when you come in. We're looking forward to seeing you on Feb 8. My office is in Brookens near where we met for your interview.

Regards,

Darlene

Darlene A. Kloeppel, MSW, MS, MCP

Champaign County Executive

1776 E. Washington St., Urbana, IL 61802-4581

217-384-3776, ext.6

Expect Excellence.

Ticket History

On Feb 05, 2021 @ 08:35 am, ig43434@co.champaign.il.us wrote:

Attachment:

This is an automated response. Your issue has been noted. We'll be in touch soon.

Please reply to this email with any additional details related to your issue.



January 25, 2021

William Colbrook
[REDACTED]

Re: Director of Administration Employment Confirmation Letter

Dear Bill:

I am so pleased to confirm you have accepted our offer of employment for the position of Director of Administration in the Office of the County Executive. The terms we have verbally agreed upon are as follows:

1. Starting salary will be \$39.43 per hour (\$82,014.14 based on an 8-hour day for 2080 working hours per year).
2. Your start date will be Monday, February 8, 2021. This is a fulltime position. Normal open office hours for county buildings are Monday – Friday from 8 am – 4:30 pm, however some flexible hours may be required, as we support 24/7 operations for some departments.
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If you are in agreement with this offer, please sign this letter and return to me at your earliest convenience.

I look forward to you joining our team. Welcome aboard!

Sincerely,

Darlene A. Kloepfel, MSW, MS, MCP
Champaign County Executive

I accept this offer of employment.

Signature _____

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/05/2021 08:36:28 AM
To: Debbie Heiser
Subject: [Ticket #230] personnel change - William P. Colbrook (new hire) - County IT Help Desk
Attachments: Colbrook, William - hire Director of Administration - 02082021.pdf

On Feb 05, 2021 @ 08:35 am, ig43434@co.champaign.il.us wrote:

Attached: Personnel change form, approved by Isak Griffiths per pro.
Darlene Kloepfel:

New Hire: William P. Colbrook

Title: Director of Administration

Effective: 02/08/2021

IT request: Please use Isak's old Admin Svs profile

Kronos like Leeann; Adobe DC Pro; add to hr@workcomp@HRWTF@;
needs all Q, R

Training: NEOGOV Counter Staff

NEOGOVL Relay

NEOGOVSHP 30-days

From: Darlene A. Kloepfel
Sent: Monday, January 25, 2021 3:23 PM
To: [REDACTED]
Cc: Rita A. Kincheloe ; Isak Griffiths ; Darlene A. Kloepfel
Subject: employment confirmation letter

Bill,

Attached is the promised follow-up letter outlining our verbal agreement for your employment as our Director of Administration. I have copied Rita, who is my Executive Assistant and Isak Griffiths, who held the position previously and has kindly agreed to help with the transition. Please return one signed letter to me when you come in. We're looking forward to seeing you on Feb 8. My office is in Brookens near where we met for your interview.

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Darlene

Darlene A. Kloepfel, MSW, MS, MCP

Champaign County Executive

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217-384-3776, ext.6

Expect Excellence.

Ticket History

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January 25, 2021

William Colbrook
[REDACTED]

Re: Director of Administration Employment Confirmation Letter

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Sincerely,

Darlene A. Kloepfel, MSW, MS, MCP
Champaign County Executive

I accept this offer of employment.

Signature _____

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/05/2021 08:36:30 AM
To: Leeann Robeck
Subject: [Ticket #230] personnel change - William P. Colbrook (new hire) - County IT Help Desk
Attachments: Colbrook, William - hire Director of Administration - 02082021.pdf

On Feb 05, 2021 @ 08:35 am, ig43434@co.champaign.il.us wrote:

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Darlene Kloepfel:

New Hire: William P. Colbrook

Title: Director of Administration

Effective: 02/08/2021

IT request: Please use Isak's old Admin Svs profile

Kronos like Leeann; Adobe DC Pro; add to hr@workcomp@HRWTF@;
needs all Q, R

Training: NEOGOV Counter Staff

NEOGOV IL Relay

NEOGOV SHP 30-days

From: Darlene A. Kloepfel
Sent: Monday, January 25, 2021 3:23 PM
To: [REDACTED]
Cc: Rita A. Kincheloe ; Isak Griffiths ; Darlene A. Kloepfel
Subject: employment confirmation letter

Bill,

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Regards,

Darlene

Darlene A. Kloepfel, MSW, MS, MCP

Champaign County Executive

1776 E. Washington St., Urbana, IL 61802-4581

217-384-3776, ext.6

Expect Excellence.

Ticket History

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January 25, 2021

William Colbrook
[REDACTED]

Re: Director of Administration Employment Confirmation Letter

Dear Bill:

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I look forward to you joining our team. Welcome aboard!

Sincerely,

Darlene A. Kloepfel, MSW, MS, MCP
Champaign County Executive

I accept this offer of employment.

Signature _____

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/05/2021 08:36:34 AM
To: Tami Ogden
Subject: [Ticket #230] personnel change - William P. Colbrook (new hire) - County IT Help Desk
Attachments: Colbrook, William - hire Director of Administration - 02082021.pdf

On Feb 05, 2021 @ 08:35 am, ig43434@co.champaign.il.us wrote:

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Darlene Kloepfel:

New Hire: William P. Colbrook

Title: Director of Administration

Effective: 02/08/2021

IT request: Please use Isak's old Admin Svs profile

Kronos like Leeann; Adobe DC Pro; add to hr@workcomp@HRWTF@;
needs all Q, R

Training: NEOGOV Counter Staff

NEOGOVL Relay

NEOGOVSHP 30-days

From: Darlene A. Kloepfel
Sent: Monday, January 25, 2021 3:23 PM
To: [REDACTED]
Cc: Rita A. Kincheloe ; Isak Griffiths ; Darlene A. Kloepfel
Subject: employment confirmation letter

Bill,

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Regards,

Darlene

Darlene A. Kloepfel, MSW, MS, MCP

Champaign County Executive

1776 E. Washington St., Urbana, IL 61802-4581

217-384-3776, ext.6

Expect Excellence.

Ticket History

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January 25, 2021

William Colbrook
[REDACTED]

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Sincerely,

Darlene A. Kloepfel, MSW, MS, MCP
Champaign County Executive

I accept this offer of employment.

Signature _____

From: Technology Help Desk
Sent time: 02/05/2021 08:36:34 AM
To: M.C. Neal
Subject: [Ticket #230] personnel change - William P. Colbrook (new hire) - County IT Help Desk
Attachments: Colbrook, William - hire Director of Administration - 02082021.pdf

On Feb 05, 2021 @ 08:35 am, ig43434@co.champaign.il.us wrote:

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Darlene Kloepfel:

New Hire: William P. Colbrook

Title: Director of Administration

Effective: 02/08/2021

IT request: Please use Isak's old Admin Svs profile

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Training: NEOGOV Counter Staff

NEOGOVL Relay

NEOGOVSHP 30-days

From: Darlene A. Kloepfel
Sent: Monday, January 25, 2021 3:23 PM
To: [REDACTED]
Cc: Rita A. Kincheloe ; Isak Griffiths ; Darlene A. Kloepfel
Subject: employment confirmation letter

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Champaign County Executive

1776 E. Washington St., Urbana, IL 61802-4581

217-384-3776, ext.6

Expect Excellence.

Ticket Overview

Reply Now

PRIORITY Med

CREATOR ig43434@co.champaign.il.us

ASSIGNEE

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

Ticket History

On Feb 05, 2021 @ 08:35 am, ig43434@co.champaign.il.us wrote:

Attachment:



January 25, 2021

William Colbrook
[REDACTED]

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Sincerely,

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Champaign County Executive

I accept this offer of employment.

Signature _____

From: Technology Help Desk
Sent time: 02/05/2021 08:36:36 AM
To: Tim Pavlik
Subject: [Ticket #230] personnel change - William P. Colbrook (new hire) - County IT Help Desk
Attachments: Colbrook, William - hire Director of Administration - 02082021.pdf

On Feb 05, 2021 @ 08:35 am, ig43434@co.champaign.il.us wrote:

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Darlene Kloepfel:

New Hire: William P. Colbrook

Title: Director of Administration

Effective: 02/08/2021

IT request: Please use Isak's old Admin Svs profile

Kronos like Leeann; Adobe DC Pro; add to hr@workcomp@HRWTF@;
needs all Q, R

Training: NEOGOV Counter Staff

NEOGOVL Relay

NEOGOVSHP 30-days

From: Darlene A. Kloepfel
Sent: Monday, January 25, 2021 3:23 PM
To: [REDACTED]
Cc: Rita A. Kincheloe ; Isak Griffiths ; Darlene A. Kloepfel
Subject: employment confirmation letter

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Darlene A. Kloepfel, MSW, MS, MCP

Champaign County Executive

1776 E. Washington St., Urbana, IL 61802-4581

217-384-3776, ext.6

Expect Excellence.

Ticket Overview

Reply Now

PRIORITY Med

CREATOR ig43434@co.champaign.il.us

ASSIGNEE

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

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Ticket History

On Feb 05, 2021 @ 08:35 am, ig43434@co.champaign.il.us wrote:

Attachment:



January 25, 2021

William Colbrook
[REDACTED]

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Sincerely,

Darlene A. Kloepfel, MSW, MS, MCP
Champaign County Executive

I accept this offer of employment.

Signature _____

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/05/2021 08:36:40 AM
To: William J. Adams
Subject: [Ticket #230] personnel change - William P. Colbrook (new hire) - County IT Help Desk
Attachments: Colbrook, William - hire Director of Administration - 02082021.pdf

On Feb 05, 2021 @ 08:35 am, ig43434@co.champaign.il.us wrote:

Attached: Personnel change form, approved by Isak Griffiths per pro.
Darlene Kloepfel:

New Hire: William P. Colbrook

Title: Director of Administration

Effective: 02/08/2021

IT request: Please use Isak's old Admin Svs profile

Kronos like Leeann; Adobe DC Pro; add to hr@workcomp@HRWFTF@;
needs all Q, R

Training: NEOGOV Counter Staff

NEOGOVL Relay

NEOGOVSHP 30-days

From: Darlene A. Kloepfel
Sent: Monday, January 25, 2021 3:23 PM
To: [REDACTED]
Cc: Rita A. Kincheloe ; Isak Griffiths ; Darlene A. Kloepfel
Subject: employment confirmation letter

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Darlene A. Kloepfel, MSW, MS, MCP

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217-384-3776, ext.6

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Ticket Overview

Reply Now

PRIORITY Med

CREATOR ig43434@co.champaign.il.us

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Attachment:



January 25, 2021

William Colbrook
[REDACTED]

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Sincerely,

Darlene A. Kloepfel, MSW, MS, MCP
Champaign County Executive

I accept this offer of employment.

Signature _____

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/05/2021 08:36:43 AM
To: Tim Breen
Subject: [Ticket #230] personnel change - William P. Colbrook (new hire) - County IT Help Desk
Attachments: Colbrook, William - hire Director of Administration - 02082021.pdf

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New Hire: William P. Colbrook

Title: Director of Administration

Effective: 02/08/2021

IT request: Please use Isak's old Admin Svs profile

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Training: NEOGOV Counter Staff

NEOGOVL Relay

NEOGOVSHP 30-days

From: Darlene A. Kloepfel
Sent: Monday, January 25, 2021 3:23 PM
To: [REDACTED]
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Ticket Overview

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Attachment:



January 25, 2021

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Champaign County Executive

I accept this offer of employment.

Signature _____

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/05/2021 08:36:45 AM
To: Randall E. Cotton
Subject: [Ticket #230] personnel change - William P. Colbrook (new hire) - County IT Help Desk
Attachments: Colbrook, William - hire Director of Administration - 02082021.pdf

On Feb 05, 2021 @ 08:35 am, ig43434@co.champaign.il.us wrote:

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Darlene Kloeppe:

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Title: Director of Administration

Effective: 02/08/2021

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Training: NEOGOV Counter Staff

NEOGOVL Relay

NEOGOVSHP 30-days

From: Darlene A. Kloeppe
Sent: Monday, January 25, 2021 3:23 PM
To: [REDACTED]
Cc: Rita A. Kincheloe ; Isak Griffiths ; Darlene A. Kloeppe
Subject: employment confirmation letter

Bill,

Attached is the promised follow-up letter outlining our verbal agreement for your employment as our Director of Administration. I have copied Rita, who is my Executive Assistant and Isak Griffiths, who held the position previously and has kindly agreed to help with the transition. Please return one signed letter to me when you come in. We're looking forward to seeing you on Feb 8. My office is in Brookens near where we met for your interview.

Regards,

Darlene

Darlene A. Kloeppe, MSW, MS, MCP

Champaign County Executive

1776 E. Washington St., Urbana, IL 61802-4581

217-384-3776, ext.6

Expect Excellence.

Ticket Overview

Reply Now

PRIORITY Med

CREATOR ig43434@co.champaign.il.us

ASSIGNEE

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

Ticket History

On Feb 05, 2021 @ 08:35 am, ig43434@co.champaign.il.us wrote:

Attachment:



January 25, 2021

William Colbrook
[REDACTED]

Re: Director of Administration Employment Confirmation Letter

Dear Bill:

I am so pleased to confirm you have accepted our offer of employment for the position of Director of Administration in the Office of the County Executive. The terms we have verbally agreed upon are as follows:

1. Starting salary will be \$39.43 per hour (\$82,014.14 based on an 8-hour day for 2080 working hours per year).
2. Your start date will be Monday, February 8, 2021. This is a fulltime position. Normal open office hours for county buildings are Monday – Friday from 8 am – 4:30 pm, however some flexible hours may be required, as we support 24/7 operations for some departments.
3. Your accrual of paid benefit time will start at 2 weeks of vacation, 2 weeks of sick time and 1 personal day per year.
4. You are eligible for county health, dental, vision, retirement, EAP and other benefits as outlined in our non-bargaining employee benefit packages. More information about these options are available online and at employee orientation.

If you are in agreement with this offer, please sign this letter and return to me at your earliest convenience.

I look forward to you joining our team. Welcome aboard!

Sincerely,

Darlene A. Kloepfel, MSW, MS, MCP
Champaign County Executive

I accept this offer of employment.

Signature _____

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/05/2021 08:36:51 AM
To: Lance McGinness
Subject: [Ticket #230] personnel change - William P. Colbrook (new hire) - County IT Help Desk
Attachments: Colbrook, William - hire Director of Administration - 02082021.pdf

On Feb 05, 2021 @ 08:35 am, ig43434@co.champaign.il.us wrote:

Attached: Personnel change form, approved by Isak Griffiths per pro.
Darlene Kloeppe:

New Hire: William P. Colbrook

Title: Director of Administration

Effective: 02/08/2021

IT request: Please use Isak's old Admin Svs profile

Kronos like Leeann; Adobe DC Pro; add to hr@workcomp@HRWTF@;
needs all Q, R

Training: NEOGOV Counter Staff

NEOGOVL Relay

NEOGOVSHP 30-days

From: Darlene A. Kloeppe
Sent: Monday, January 25, 2021 3:23 PM
To: [REDACTED]
Cc: Rita A. Kincheloe ; Isak Griffiths ; Darlene A. Kloeppe
Subject: employment confirmation letter

Bill,

Attached is the promised follow-up letter outlining our verbal agreement for your employment as our Director of Administration. I have copied Rita, who is my Executive Assistant and Isak Griffiths, who held the position previously and has kindly agreed to help with the transition. Please return one signed letter to me when you come in. We're looking forward to seeing you on Feb 8. My office is in Brookens near where we met for your interview.

Regards,

Darlene

Darlene A. Kloeppe, MSW, MS, MCP

Champaign County Executive

1776 E. Washington St., Urbana, IL 61802-4581

217-384-3776, ext.6

Expect Excellence.

Ticket Overview

Reply Now

PRIORITY Med

CREATOR ig43434@co.champaign.il.us

ASSIGNEE

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

Ticket History

On Feb 05, 2021 @ 08:35 am, ig43434@co.champaign.il.us wrote:

Attachment:



January 25, 2021

William Colbrook
[REDACTED]

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Champaign County Executive

I accept this offer of employment.

Signature _____

From: Technology Help Desk
Sent time: 02/05/2021 08:36:30 AM
To: Mary A. Ward
Subject: [Ticket #230] personnel change - William P. Colbrook (new hire) - County IT Help Desk
Attachments: Colbrook, William - hire Director of Administration - 02082021.pdf

On Feb 05, 2021 @ 08:35 am, ig43434@co.champaign.il.us wrote:

Attached: Personnel change form, approved by Isak Griffiths per pro.
Darlene Kloepfel:

New Hire: William P. Colbrook

Title: Director of Administration

Effective: 02/08/2021

IT request: Please use Isak's old Admin Svs profile

Kronos like Leeann; Adobe DC Pro; add to hr@workcomp@HRWTF@;
needs all Q, R

Training: NEOGOV Counter Staff

NEOGOVL Relay

NEOGOVSHP 30-days

From: Darlene A. Kloepfel
Sent: Monday, January 25, 2021 3:23 PM
To: [REDACTED]
Cc: Rita A. Kincheloe ; Isak Griffiths ; Darlene A. Kloepfel
Subject: employment confirmation letter

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Darlene

Darlene A. Kloepfel, MSW, MS, MCP

Champaign County Executive

1776 E. Washington St., Urbana, IL 61802-4581

217-384-3776, ext.6

Expect Excellence.

Ticket History

On Feb 05, 2021 @ 08:35 am, ig43434@co.champaign.il.us wrote:

Attachment:

This is an automated response. Your issue has been noted. We'll be in touch soon.

Please reply to this email with any additional details related to your issue.



January 25, 2021

William Colbrook
[REDACTED]

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Champaign County Executive

I accept this offer of employment.

Signature _____

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/05/2021 08:36:22 AM
To: Isak Griffiths
Subject: [Ticket #230] personnel change - William P. Colbrook (new hire) - County IT Help Desk
Attachments: Colbrook, William - hire Director of Administration - 02082021.pdf

On Feb 05, 2021 @ 08:35 am, ig43434@co.champaign.il.us wrote:

Attached: Personnel change form, approved by Isak Griffiths per pro.
Darlene Kloeppe:

New Hire: William P. Colbrook

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Effective: 02/08/2021

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NEOGOVL Relay

NEOGOVSHP 30-days

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Subject: employment confirmation letter

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217-384-3776, ext.6

Expect Excellence.

Ticket History

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January 25, 2021

William Colbrook
[REDACTED]

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I look forward to you joining our team. Welcome aboard!

Sincerely,

Darlene A. Kloepfel, MSW, MS, MCP
Champaign County Executive

I accept this offer of employment.

Signature _____

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/05/2021 10:59:53 AM
To: Rita A. Kincheloe
Subject: [Ticket #239] Camera-Bill Colbrook - County IT Help Desk

On Feb 05, 2021 @ 10:59 am, rkincheloe@co.champaign.il.us wrote:

Hi,

Bill Colbrook will need a camera installed for Zoom meetings.

Thanks,

Rita

This is an automated response. Your issue has been noted. We'll be in touch soon.

Please reply to this email with any additional details related to your issue.

From: Technology Help Desk
Sent time: 02/05/2021 10:59:54 AM
To: M.C. Neal
Subject: [Ticket #239] Camera-Bill Colbrook - County IT Help Desk

On Feb 05, 2021 @ 10:59 am, rkincheloe@co.champaign.il.us wrote:

Hi,

Bill Colbrook will need a camera installed for Zoom meetings.

Thanks,

Rita

Ticket Overview

Reply Now

PRIORITY Med

CREATOR rkincheloe@co.champaign.il.us

ASSIGNEE

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk
Sent time: 02/05/2021 10:59:55 AM
To: Tim Pavlik
Subject: [Ticket #239] Camera-Bill Colbrook - County IT Help Desk

On Feb 05, 2021 @ 10:59 am, rkincheloe@co.champaign.il.us wrote:

Hi,

Bill Colbrook will need a camera installed for Zoom meetings.

Thanks,

Rita

Ticket Overview

Reply Now

PRIORITY Med

CREATOR rkincheloe@co.champaign.il.us

ASSIGNEE

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/05/2021 10:59:59 AM
To: William J. Adams
Subject: [Ticket #239] Camera-Bill Colbrook - County IT Help Desk

On Feb 05, 2021 @ 10:59 am, rkincheloe@co.champaign.il.us wrote:

Hi,

Bill Colbrook will need a camera installed for Zoom meetings.

Thanks,

Rita

Ticket Overview

Reply Now

PRIORITY Med

CREATOR rkincheloe@co.champaign.il.us

ASSIGNEE

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/05/2021 11:00:00 AM
To: Tim Breen
Subject: [Ticket #239] Camera-Bill Colbrook - County IT Help Desk

On Feb 05, 2021 @ 10:59 am, rkincheloe@co.champaign.il.us wrote:

Hi,

Bill Colbrook will need a camera installed for Zoom meetings.

Thanks,

Rita

Ticket Overview

Reply Now

PRIORITY Med

CREATOR rkincheloe@co.champaign.il.us

ASSIGNEE

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/05/2021 11:00:02 AM
To: Randall E. Cotton
Subject: [Ticket #239] Camera-Bill Colbrook - County IT Help Desk

On Feb 05, 2021 @ 10:59 am, rkincheloe@co.champaign.il.us wrote:

Hi,

Bill Colbrook will need a camera installed for Zoom meetings.

Thanks,

Rita

Ticket Overview

Reply Now

PRIORITY Med

CREATOR rkincheloe@co.champaign.il.us

ASSIGNEE

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/05/2021 11:00:04 AM
To: Lance McGinness
Subject: [Ticket #239] Camera-Bill Colbrook - County IT Help Desk

On Feb 05, 2021 @ 10:59 am, rkincheloe@co.champaign.il.us wrote:

Hi,

Bill Colbrook will need a camera installed for Zoom meetings.

Thanks,

Rita

Ticket Overview

Reply Now

PRIORITY Med

CREATOR rkincheloe@co.champaign.il.us

ASSIGNEE

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/05/2021 11:28:50 AM
To: Rita A. Kincheloe
Subject: [Ticket #239] Camera-Bill Colbrook - County IT Help Desk

Ticket was assigned to Tim Pavlik.

On Feb 05, 2021 @ 11:28 am, Tim Pavlik wrote:

Assigned to Tim Pavlik.

Ticket History

On Feb 05, 2021 @ 10:59 am, rkincheloe@co.champaign.il.us wrote:

Hi,

Bill Colbrook will need a camera installed for Zoom meetings.

Thanks,

Rita

This is an automated response. Your issue has been noted. We'll be in touch soon.

Please reply to this email with any additional details related to your issue.

From: Technology Help Desk
Sent time: 02/05/2021 11:28:50 AM
To: M.C. Neal
Subject: [Ticket #239] Camera-Bill Colbrook - County IT Help Desk

Ticket was assigned to Tim Pavlik.

On Feb 05, 2021 @ 11:28 am, Tim Pavlik wrote:

Assigned to Tim Pavlik.

Ticket Overview Reply Now

PRIORITY Med
CREATOR rkincheloe@co.champaign.il.us
ASSIGNEE Tim Pavlik

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

Ticket History

On Feb 05, 2021 @ 10:59 am, rkincheloe@co.champaign.il.us wrote:

Hi,

Bill Colbrook will need a camera installed for Zoom meetings.

Thanks,

Rita

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/05/2021 11:40:35 AM
To: Rita A. Kincheloe
Subject: [Ticket #239] Camera-Bill Colbrook - County IT Help Desk

Ticket closed by Tim Pavlik.

On Feb 05, 2021 @ 11:40 am, Tim Pavlik wrote:

Ticket closed: Good morning,

A camera with built-in microphone was installed on Bill Colbrook's computer. Thanks

Ticket History

On Feb 05, 2021 @ 11:28 am, Tim Pavlik wrote:

Assigned to Tim Pavlik.

On Feb 05, 2021 @ 10:59 am, rkincheloe@co.champaign.il.us wrote:

Hi,

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Thanks,

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This is an automated response. Your issue has been noted. We'll be in touch soon.

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From: Technology Help Desk
Sent time: 02/05/2021 11:40:35 AM
To: M.C. Neal
Subject: [Ticket #239] Camera-Bill Colbrook - County IT Help Desk

Ticket closed by Tim Pavlik.

On Feb 05, 2021 @ 11:40 am, Tim Pavlik wrote:

Ticket closed: Good morning,

A camera with built-in microphone was installed on Bill Colbrook's computer. Thanks

Ticket Overview Reply Now

PRIORITY Med
CREATOR rkincheloe@co.champaign.il.us
ASSIGNEE Tim Pavlik

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Thanks,

Rita

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/05/2021 11:43:20 AM
To: Rita A. Kincheloe
Subject: [Ticket #243] headphones? - County IT Help Desk

On Feb 05, 2021 @ 11:43 am, rkincheloe@co.champaign.il.us wrote:

Hi,

Sorry, but I forgot to include that Bill Colbrook will also need headphones.

Rita

This is an automated response. Your issue has been noted. We'll be in touch soon.

Please reply to this email with any additional details related to your issue.

From: Technology Help Desk
Sent time: 02/05/2021 11:43:20 AM
To: M.C. Neal
Subject: [Ticket #243] headphones? - County IT Help Desk

On Feb 05, 2021 @ 11:43 am, rkincheloe@co.champaign.il.us wrote:

Hi,

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Rita

Ticket Overview

Reply Now

PRIORITY Med
CREATOR rkincheloe@co.champaign.il.us
ASSIGNEE

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk
Sent time: 02/05/2021 11:43:22 AM
To: Tim Pavlik
Subject: [Ticket #243] headphones? - County IT Help Desk

On Feb 05, 2021 @ 11:43 am, rkincheloe@co.champaign.il.us wrote:

Hi,

Sorry, but I forgot to include that Bill Colbrook will also need headphones.

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Ticket Overview

Reply Now

PRIORITY Med
CREATOR rkincheloe@co.champaign.il.us
ASSIGNEE

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/05/2021 11:43:25 AM
To: William J. Adams
Subject: [Ticket #243] headphones? - County IT Help Desk

On Feb 05, 2021 @ 11:43 am, rkincheloe@co.champaign.il.us wrote:

Hi,

Sorry, but I forgot to include that Bill Colbrook will also need headphones.

Rita

Ticket Overview

Reply Now

PRIORITY Med
CREATOR rkincheloe@co.champaign.il.us
ASSIGNEE

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Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/05/2021 11:43:27 AM
To: Tim Breen
Subject: [Ticket #243] headphones? - County IT Help Desk

On Feb 05, 2021 @ 11:43 am, rkincheloe@co.champaign.il.us wrote:

Hi,

Sorry, but I forgot to include that Bill Colbrook will also need headphones.

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Ticket Overview

Reply Now

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CREATOR rkincheloe@co.champaign.il.us
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Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/05/2021 11:43:28 AM
To: Randall E. Cotton
Subject: [Ticket #243] headphones? - County IT Help Desk

On Feb 05, 2021 @ 11:43 am, rkincheloe@co.champaign.il.us wrote:

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From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/05/2021 11:43:30 AM
To: Lance McGinness
Subject: [Ticket #243] headphones? - County IT Help Desk

On Feb 05, 2021 @ 11:43 am, rkincheloe@co.champaign.il.us wrote:

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Reply Now

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From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/05/2021 12:07:20 PM
To: Rita A. Kincheloe
Subject: [Ticket #243] headphones? - County IT Help Desk

Ticket was assigned to Tim Pavlik.

On Feb 05, 2021 @ 12:06 pm, Tim Pavlik wrote:

Assigned to Tim Pavlik.

Ticket History

On Feb 05, 2021 @ 11:43 am, rkincheloe@co.champaign.il.us wrote:

Hi,

Sorry, but I forgot to include that Bill Colbrook will also need headphones.

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This is an automated response. Your issue has been noted. We'll be in touch soon.

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From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/05/2021 12:10:50 PM
To: Rita A. Kincheloe
Subject: [Ticket #243] headphones? - County IT Help Desk

On Feb 05, 2021 @ 12:10 pm, Tim Pavlik wrote:

I just checked and it appears we don't have any in stock. I'm including MC in this update, but since the camera I just put in has a built-in mic hopefully he can use that until we're able to get something. Thanks

Ticket History

On Feb 05, 2021 @ 12:06 pm, Tim Pavlik wrote:

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From: Technology Help Desk
Sent time: 02/05/2021 12:10:50 PM
To: M.C. Neal
Subject: [Ticket #243] headphones? - County IT Help Desk

On Feb 05, 2021 @ 12:10 pm, Tim Pavlik wrote:

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ASSIGNEE Tim Pavlik

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Examples: #close, #add 5m, #assign to bob, #priority high

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On Feb 05, 2021 @ 12:06 pm, Tim Pavlik wrote:

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On Feb 05, 2021 @ 11:43 am, rkincheloe@co.champaign.il.us wrote:

Hi,

Sorry, but I forgot to include that Bill Colbrook will also need headphones.

Rita

From: Technology Help Desk
Sent time: 02/08/2021 11:35:48 AM
To: Megan R. Robison
Subject: [Ticket #273] Outlook Mailing List Update - County IT Help Desk

On Feb 08, 2021 @ 11:35 am, mrobison@co.champaign.il.us wrote:

Good morning,

Could you please add William Colbrook to the following groups in Outlook?

Department Heads

HRWorkForceTaskForce

Human Resources

Non-Bargaining Employees

Worker's Comp

SuggestionBox

FOIA Officers

County Administrators

Brookens East Campus

EOC Crew

Administrative Services

All users

Also, could you please remove Isak from the following groups in Outlook?

Administrative Services

Brookens East Campus

County Administrators

SuggestionBox

Worker's Comp

Human Resources

HRWorkForceTaskForce

Thank you,

Megan Robison

Administrative Assistant

Champaign County Administrative Services

Brookens Administrative Center

1776 E Washington Street

Urbana, IL 61802

www.co.champaign.il.us (<http://www.co.champaign.il.us/>)

mrobison@co.champaign.il.us

(217)384-3776 ext. 2127

(217)384-3896 Fax

This is an automated response. Your issue has been noted. We'll be in touch soon.

Please reply to this email with any additional details related to your issue.

From: Technology Help Desk
Sent time: 02/08/2021 11:35:50 AM
To: M.C. Neal
Subject: [Ticket #273] Outlook Mailing List Update - County IT Help Desk

On Feb 08, 2021 @ 11:35 am, mrobison@co.champaign.il.us wrote:

Good morning,

Could you please add William Colbrook to the following groups in Outlook?

Department Heads

HRWorkForceTaskForce

Human Resources

Non-Bargaining Employees

Worker's Comp

SuggestionBox

FOIA Officers

County Administrators

Brookens East Campus

EOC Crew

Administrative Services

All users

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County Administrators

SuggestionBox

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HRWorkForceTaskForce

Thank you,

Megan Robison

Administrative Assistant

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mrobison@co.champaign.il.us

(217)384-3776 ext. 2127

(217)384-3896 Fax

Ticket Overview

Reply Now

PRIORITY Med

CREATOR mrobison@co.champaign.il.us

ASSIGNEE

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk
Sent time: 02/08/2021 11:35:52 AM
To: Tim Pavlik
Subject: [Ticket #273] Outlook Mailing List Update - County IT Help Desk

On Feb 08, 2021 @ 11:35 am, mrobison@co.champaign.il.us wrote:

Good morning,

Could you please add William Colbrook to the following groups in Outlook?

Department Heads

HRWorkForceTaskForce

Human Resources

Non-Bargaining Employees

Worker's Comp

SuggestionBox

FOIA Officers

County Administrators

Brookens East Campus

EOC Crew

Administrative Services

All users

Also, could you please remove Isak from the following groups in Outlook?

Administrative Services

Brookens East Campus

County Administrators

SuggestionBox

Worker's Comp

Human Resources

HRWorkForceTaskForce

Thank you,

Megan Robison

Administrative Assistant

Champaign County Administrative Services

Brookens Administrative Center

1776 E Washington Street

Urbana, IL 61802

www.co.champaign.il.us (<http://www.co.champaign.il.us/>)

mrobison@co.champaign.il.us

(217)384-3776 ext. 2127

(217)384-3896 Fax

Ticket Overview

Reply Now

PRIORITY Med

CREATOR mrobison@co.champaign.il.us

ASSIGNEE

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk
Sent time: 02/08/2021 11:35:54 AM
To: William J. Adams
Subject: [Ticket #273] Outlook Mailing List Update - County IT Help Desk

On Feb 08, 2021 @ 11:35 am, mrobison@co.champaign.il.us wrote:

Good morning,

Could you please add William Colbrook to the following groups in Outlook?

Department Heads

HRWorkForceTaskForce

Human Resources

Non-Bargaining Employees

Worker's Comp

SuggestionBox

FOIA Officers

County Administrators

Brookens East Campus

EOC Crew

Administrative Services

All users

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County Administrators

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Human Resources

HRWorkForceTaskForce

Thank you,

Megan Robison

Administrative Assistant

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Brookens Administrative Center

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Urbana, IL 61802

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mrobison@co.champaign.il.us

(217)384-3776 ext. 2127

(217)384-3896 Fax

Ticket Overview

Reply Now

PRIORITY Med

CREATOR mrobison@co.champaign.il.us

ASSIGNEE

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/08/2021 11:35:57 AM
To: Tim Breen
Subject: [Ticket #273] Outlook Mailing List Update - County IT Help Desk

On Feb 08, 2021 @ 11:35 am, mrobison@co.champaign.il.us wrote:

Good morning,

Could you please add William Colbrook to the following groups in Outlook?

Department Heads

HRWorkForceTaskForce

Human Resources

Non-Bargaining Employees

Worker's Comp

SuggestionBox

FOIA Officers

County Administrators

Brookens East Campus

EOC Crew

Administrative Services

All users

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Administrative Services

Brookens East Campus

County Administrators

SuggestionBox

Worker's Comp

Human Resources

HRWorkForceTaskForce

Thank you,

Megan Robison

Administrative Assistant

Champaign County Administrative Services

Brookens Administrative Center

1776 E Washington Street

Urbana, IL 61802

www.co.champaign.il.us (<http://www.co.champaign.il.us/>)

mrobison@co.champaign.il.us

(217)384-3776 ext. 2127

(217)384-3896 Fax

Ticket Overview

Reply Now

PRIORITY Med

CREATOR mrobison@co.champaign.il.us

ASSIGNEE

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/08/2021 11:35:59 AM
To: Randall E. Cotton
Subject: [Ticket #273] Outlook Mailing List Update - County IT Help Desk

On Feb 08, 2021 @ 11:35 am, mrobison@co.champaign.il.us wrote:

Good morning,

Could you please add William Colbrook to the following groups in Outlook?

Department Heads

HRWorkForceTaskForce

Human Resources

Non-Bargaining Employees

Worker's Comp

SuggestionBox

FOIA Officers

County Administrators

Brookens East Campus

EOC Crew

Administrative Services

All users

Also, could you please remove Isak from the following groups in Outlook?

Administrative Services

Brookens East Campus

County Administrators

SuggestionBox

Worker's Comp

Human Resources

HRWorkForceTaskForce

Thank you,

Megan Robison

Administrative Assistant

Champaign County Administrative Services

Brookens Administrative Center

1776 E Washington Street

Urbana, IL 61802

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mrobison@co.champaign.il.us

(217)384-3776 ext. 2127

(217)384-3896 Fax

Ticket Overview

Reply Now

PRIORITY Med

CREATOR mrobison@co.champaign.il.us

ASSIGNEE

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/08/2021 11:36:01 AM
To: Lance McGinness
Subject: [Ticket #273] Outlook Mailing List Update - County IT Help Desk

On Feb 08, 2021 @ 11:35 am, mrobison@co.champaign.il.us wrote:

Good morning,

Could you please add William Colbrook to the following groups in Outlook?

Department Heads

HRWorkForceTaskForce

Human Resources

Non-Bargaining Employees

Worker's Comp

SuggestionBox

FOIA Officers

County Administrators

Brookens East Campus

EOC Crew

Administrative Services

All users

Also, could you please remove Isak from the following groups in Outlook?

Administrative Services

Brookens East Campus

County Administrators

SuggestionBox

Worker's Comp

Human Resources

HRWorkForceTaskForce

Thank you,

Megan Robison

Administrative Assistant

Champaign County Administrative Services

Brookens Administrative Center

1776 E Washington Street

Urbana, IL 61802

www.co.champaign.il.us (<http://www.co.champaign.il.us/>)

mrobison@co.champaign.il.us

(217)384-3776 ext. 2127

(217)384-3896 Fax

Ticket Overview

Reply Now

PRIORITY Med

CREATOR mrobison@co.champaign.il.us

ASSIGNEE

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk
Sent time: 02/08/2021 11:36:48 AM
To: Megan R. Robison
Subject: [Ticket #273] Outlook Mailing List Update - County IT Help Desk

Ticket was assigned to Tim Pavlik.

On Feb 08, 2021 @ 11:36 am, Tim Pavlik wrote:

Assigned to Tim Pavlik.

Ticket History

On Feb 08, 2021 @ 11:35 am, mrobison@co.champaign.il.us wrote:

Good morning,

Could you please add William Colbrook to the following groups in Outlook?

Department Heads

HRWorkForceTaskForce

Human Resources

Non-Bargaining Employees

Worker's Comp

SuggestionBox

FOIA Officers

County Administrators

Brookens East Campus

EOC Crew

Administrative Services

All users

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Administrative Services

Brookens East Campus

County Administrators

SuggestionBox

Worker's Comp

Human Resources

HRWorkForceTaskForce

Thank you,

Megan Robison

Administrative Assistant

Champaign County Administrative Services

Brookens Administrative Center

1776 E Washington Street

Urbana, IL 61802

www.co.champaign.il.us (<http://www.co.champaign.il.us/>)

mrobison@co.champaign.il.us

(217)384-3776 ext. 2127

(217)384-3896 Fax

This is an automated response. Your issue has been noted. We'll be in touch soon.

Please reply to this email with any additional details related to your issue.

From: Technology Help Desk
Sent time: 02/08/2021 11:56:47 AM
To: Megan R. Robison
Subject: [Ticket #273] Outlook Mailing List Update - County IT Help Desk

On Feb 08, 2021 @ 11:56 am, Tim Pavlik wrote:

I think I have these changes made. Thanks

Ticket History

On Feb 08, 2021 @ 11:36 am, Tim Pavlik wrote:

Assigned to Tim Pavlik.

On Feb 08, 2021 @ 11:35 am, mrobison@co.champaign.il.us wrote:

Good morning,

Could you please add William Colbrook to the following groups in Outlook?

Department Heads

HRWorkForceTaskForce

Human Resources

Non-Bargaining Employees

Worker's Comp

SuggestionBox

FOIA Officers

County Administrators

Brookens East Campus

EOC Crew

Administrative Services

All users

Also, could you please remove Isak from the following groups in Outlook?

Administrative Services

Brookens East Campus

County Administrators

SuggestionBox

Worker's Comp

Human Resources

HRWorkForceTaskForce

Thank you,

Megan Robison

Administrative Assistant

Champaign County Administrative Services

Brookens Administrative Center

1776 E Washington Street

Urbana, IL 61802

www.co.champaign.il.us (<http://www.co.champaign.il.us/>)

mrobison@co.champaign.il.us

(217)384-3776 ext. 2127

(217)384-3896 Fax

This is an automated response. Your issue has been noted. We'll be in touch soon.

Please reply to this email with any additional details related to your issue.

From: Technology Help Desk
Sent time: 02/08/2021 12:10:48 PM
To: Megan R. Robison
Subject: [Ticket #273] Outlook Mailing List Update - County IT Help Desk

Ticket closed by Tim Pavlik.

On Feb 08, 2021 @ 12:10 pm, Tim Pavlik wrote:

Ticket closed.

Ticket History

On Feb 08, 2021 @ 11:56 am, Tim Pavlik wrote:

I think I have these changes made. Thanks

On Feb 08, 2021 @ 11:36 am, Tim Pavlik wrote:

Assigned to Tim Pavlik.

On Feb 08, 2021 @ 11:35 am, mrobison@co.champaign.il.us wrote:

Good morning,

Could you please add William Colbrook to the following groups in Outlook?

Department Heads

HRWorkForceTaskForce

Human Resources

Non-Bargaining Employees

Worker's Comp

SuggestionBox

FOIA Officers

County Administrators

Brookens East Campus

EOC Crew

Administrative Services

All users

Also, could you please remove Isak from the following groups in Outlook?

Administrative Services

Brookens East Campus

County Administrators

SuggestionBox

Worker's Comp

Human Resources

HRWorkForceTaskForce

Thank you,

Megan Robison

Administrative Assistant

Champaign County Administrative Services

Brookens Administrative Center

1776 E Washington Street

Urbana, IL 61802

www.co.champaign.il.us (<http://www.co.champaign.il.us/>)

mrobison@co.champaign.il.us

(217)384-3776 ext. 2127

(217)384-3896 Fax

This is an automated response. Your issue has been noted. We'll be in touch soon.

Please reply to this email with any additional details related to your issue.

From: Technology Help Desk
Sent time: 02/08/2021 12:13:22 PM
To: Megan R. Robison
Subject: [Ticket #273] Outlook Mailing List Update - County IT Help Desk
Attachments: image001.png

Ticket has been reopened.

On Feb 08, 2021 @ 12:13 pm, mrobison@co.champaign.il.us wrote:

When I look at his info it doesn't show. Also, when I look at some of those groups I don't see him in the list.

Megan Robison

Administrative Assistant

Champaign County Administrative Services

Brookens Administrative Center

1776 E Washington Street

Urbana, IL 61802

www.co.champaign.il.us (<http://www.co.champaign.il.us/>)

mrobison@co.champaign.il.us

(217)384-3776 ext. 2127

(217)384-3896 Fax

Ticket History

On Feb 08, 2021 @ 12:13 pm, mrobison@co.champaign.il.us wrote:

Ticket re-opened.

On Feb 08, 2021 @ 12:13 pm, mrobison@co.champaign.il.us wrote:

Attachment:

On Feb 08, 2021 @ 12:10 pm, Tim Pavlik wrote:

Ticket closed.

On Feb 08, 2021 @ 11:56 am, Tim Pavlik wrote:

I think I have these changes made. Thanks

On Feb 08, 2021 @ 11:36 am, Tim Pavlik wrote:

Assigned to Tim Pavlik.

On Feb 08, 2021 @ 11:35 am, mrobison@co.champaign.il.us wrote:

Good morning,

Could you please add William Colbrook to the following groups in Outlook?

Department Heads

HRWorkForceTaskForce

Human Resources

Non-Bargaining Employees

Worker's Comp

SuggestionBox

FOIA Officers

County Administrators

Brookens East Campus

EOC Crew

Administrative Services

All users

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Administrative Services

Brookens East Campus

County Administrators

SuggestionBox

Worker's Comp

Human Resources

HRWorkForceTaskForce

Thank you,

Megan Robison

Administrative Assistant

Champaign County Administrative Services

Brookens Administrative Center

1776 E Washington Street

Urbana, IL 61802

www.co.champaign.il.us (<http://www.co.champaign.il.us/>)

mrobison@co.champaign.il.us

(217)384-3776 ext. 2127

(217)384-3896 Fax

This is an automated response. Your issue has been noted. We'll be in touch soon.


Please reply to this email with any additional details related to your issue.

William P. Colbrook

General Organization Phone/Notes **Member Of** E-mail Addresses

Group membership:

- Worker's Comp

Add to Contacts  Actions

OK Cancel Apply

From: Technology Help Desk
Sent time: 02/08/2021 12:13:24 PM
To: Tim Pavlik
Subject: [Ticket #273] Outlook Mailing List Update - County IT Help Desk
Attachments: image001.png

Ticket has been reopened.

On Feb 08, 2021 @ 12:13 pm, mrobison@co.champaign.il.us wrote:

When I look at his info it doesn't show. Also, when I look at some of those groups I don't see him in the list.

Megan Robison

Administrative Assistant

Champaign County Administrative Services

Brookens Administrative Center

1776 E Washington Street

Urbana, IL 61802

www.co.champaign.il.us (<http://www.co.champaign.il.us/>)

mrobison@co.champaign.il.us

(217)384-3776 ext. 2127

(217)384-3896 Fax

Ticket Overview

PRIORITY Med
CREATOR mrobison@co.champaign.il.us
ASSIGNEE Tim Pavlik

[Reply Now](#)

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

Ticket History

On Feb 08, 2021 @ 12:13 pm, mrobison@co.champaign.il.us wrote:

Ticket re-opened.

On Feb 08, 2021 @ 12:13 pm, mrobison@co.champaign.il.us wrote:

Attachment:

On Feb 08, 2021 @ 12:10 pm, Tim Pavlik wrote:

Ticket closed.

On Feb 08, 2021 @ 11:56 am, Tim Pavlik wrote:

I think I have these changes made. Thanks

On Feb 08, 2021 @ 11:36 am, Tim Pavlik wrote:

Assigned to Tim Pavlik.

On Feb 08, 2021 @ 11:35 am, mrobison@co.champaign.il.us wrote:

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mrobison@co.champaign.il.us

(217)384-3776 ext. 2127

(217)384-3896 Fax

William P. Colbrook

General Organization Phone/Notes **Member Of** E-mail Addresses

Group membership:

- Worker's Comp

Add to Contacts  Actions

OK Cancel Apply

From: Technology Help Desk
Sent time: 02/08/2021 12:16:31 PM
To: Megan R. Robison
Subject: [Ticket #273] Outlook Mailing List Update - County IT Help Desk

On Feb 08, 2021 @ 12:16 pm, Tim Pavlik wrote:

It can take a while before all of the changes make their way though the network. Check again later this afternoon. Thanks

Ticket History

On Feb 08, 2021 @ 12:13 pm, mrobison@co.champaign.il.us wrote:

Ticket re-opened.

On Feb 08, 2021 @ 12:13 pm, mrobison@co.champaign.il.us wrote:

Attachment:

On Feb 08, 2021 @ 12:13 pm, mrobison@co.champaign.il.us wrote:

When I look at his info it doesn't show. Also, when I look at some of those groups I don't see him in the list.

Megan Robison

Administrative Assistant

Champaign County Administrative Services

Brookens Administrative Center

1776 E Washington Street

Urbana, IL 61802

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mrobison@co.champaign.il.us

(217)384-3776 ext. 2127

(217)384-3896 Fax

On Feb 08, 2021 @ 12:10 pm, Tim Pavlik wrote:

Ticket closed.

On Feb 08, 2021 @ 11:56 am, Tim Pavlik wrote:

I think I have these changes made. Thanks

On Feb 08, 2021 @ 11:36 am, Tim Pavlik wrote:

Assigned to Tim Pavlik.

On Feb 08, 2021 @ 11:35 am, mrobison@co.champaign.il.us wrote:

Good morning,

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Department Heads

HRWorkForceTaskForce

Human Resources

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Worker's Comp

SuggestionBox

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Brookens East Campus

EOC Crew

Administrative Services

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Thank you,

Megan Robison

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(217)384-3776 ext. 2127

(217)384-3896 Fax

This is an automated response. Your issue has been noted. We'll be in touch soon.

Please reply to this email with any additional details related to your issue.

From: Technology Help Desk
Sent time: 02/08/2021 01:45:48 PM
To: Megan R. Robison
Subject: [Ticket #273] Outlook Mailing List Update - County IT Help Desk

Ticket closed by Tim Pavlik.

On Feb 08, 2021 @ 01:45 pm, Tim Pavlik wrote:

Ticket closed.

Ticket History

On Feb 08, 2021 @ 12:16 pm, Tim Pavlik wrote:

It can take a while before all of the changes make their way though the network. Check again later this afternoon. Thanks

On Feb 08, 2021 @ 12:13 pm, mrobison@co.champaign.il.us wrote:

Ticket re-opened.

On Feb 08, 2021 @ 12:13 pm, mrobison@co.champaign.il.us wrote:

Attachment:

On Feb 08, 2021 @ 12:13 pm, mrobison@co.champaign.il.us wrote:

When I look at his info it doesn't show. Also, when I look at some of those groups I don't see him in the list.

Megan Robison

Administrative Assistant

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Brookens Administrative Center

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www.co.champaign.il.us (<http://www.co.champaign.il.us/>)

mrobison@co.champaign.il.us

(217)384-3776 ext. 2127

(217)384-3896 Fax

On Feb 08, 2021 @ 12:10 pm, Tim Pavlik wrote:

Ticket closed.

On Feb 08, 2021 @ 11:56 am, Tim Pavlik wrote:

I think I have these changes made. Thanks

On Feb 08, 2021 @ 11:36 am, Tim Pavlik wrote:

Assigned to Tim Pavlik.

On Feb 08, 2021 @ 11:35 am, mrobison@co.champaign.il.us wrote:

Good morning,

Could you please add William Colbrook to the following groups in Outlook?

Department Heads

HRWorkForceTaskForce

Human Resources

Non-Bargaining Employees

Worker's Comp

SuggestionBox

FOIA Officers

County Administrators

Brookens East Campus

EOC Crew

Administrative Services

All users

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Brookens Administrative Center

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mrobison@co.champaign.il.us

(217)384-3776 ext. 2127

(217)384-3896 Fax

This is an automated response. Your issue has been noted. We'll be in touch soon.

Please reply to this email with any additional details related to your issue.

From: Technology Help Desk
Sent time: 02/08/2021 12:16:18 PM
To: William P. Colbrook
Subject: [Ticket #275] here are the things you'll need - County IT Help Desk

On Feb 08, 2021 @ 12:16 pm, wcolbrook@co.champaign.il.us wrote:

Hi IT,

ISAK and I have found the issues listed below.

I'm sure there will be more identified later.

Bill Colbrook

From: Isak Griffiths
Sent: Monday, February 8, 2021 11:46 AM
To: William P. Colbrook
Subject: here are the things you'll need

Hi Bill,

Try rebooting and then try logging in again.

-- error logging into AS400

-- need Acrobat DC account

-- maybe set HOME for both IE and Edge to www.co.champaign.il.us

-- error logging into Kronos for Managers

* Cannot log into R drive

* Can log into Q drive but do not have access to ADS folders

Isak Griffiths

Chief Deputy Circuit Clerk

Champaign County Circuit Clerk

Champaign County Courthouse

101 East Main Street

Urbana, IL 61801-2703

217-384-3725 isak@co.champaign.il.us

Please direct questions for Administrative Services to
hr@co.champaign.il.us — Thank you.

This is an automated response. Your issue has been noted. We'll be in touch soon.

Please reply to this email with any additional details related to your issue.

From: Technology Help Desk
Sent time: 02/08/2021 12:16:21 PM
To: M.C. Neal
Subject: [Ticket #275] here are the things you'll need - County IT Help Desk

On Feb 08, 2021 @ 12:16 pm, wcolbrook@co.champaign.il.us wrote:

Hi IT,

ISAK and I have found the issues listed below.

I'm sure there will be more identified later.

Bill Colbrook

From: Isak Griffiths
Sent: Monday, February 8, 2021 11:46 AM
To: William P. Colbrook
Subject: here are the things you'll need

Hi Bill,

Try rebooting and then try logging in again.

-- error logging into AS400

-- need Acrobat DC account

-- maybe set HOME for both IE and Edge to www.co.champaign.il.us

-- error logging into Kronos for Managers

* Cannot log into R drive

* Can log into Q drive but do not have access to ADS folders

Isak Griffiths

Chief Deputy Circuit Clerk

Champaign County Circuit Clerk

Champaign County Courthouse

101 East Main Street

Urbana, IL 61801-2703

217-384-3725 isak@co.champaign.il.us

Please direct questions for Administrative Services to
hr@co.champaign.il.us — Thank you.

Ticket Overview

Reply Now

PRIORITY Med

CREATOR wcolbrook@co.champaign.il.us

ASSIGNEE

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk
Sent time: 02/08/2021 12:16:23 PM
To: Tim Pavlik
Subject: [Ticket #275] here are the things you'll need - County IT Help Desk

On Feb 08, 2021 @ 12:16 pm, wcolbrook@co.champaign.il.us wrote:

Hi IT,

ISAK and I have found the issues listed below.

I'm sure there will be more identified later.

Bill Colbrook

From: Isak Griffiths
Sent: Monday, February 8, 2021 11:46 AM
To: William P. Colbrook
Subject: here are the things you'll need

Hi Bill,

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Isak Griffiths

Chief Deputy Circuit Clerk

Champaign County Circuit Clerk

Champaign County Courthouse

101 East Main Street

Urbana, IL 61801-2703

217-384-3725 isak@co.champaign.il.us

Please direct questions for Administrative Services to
hr@co.champaign.il.us — Thank you.

Ticket Overview

Reply Now

PRIORITY Med

CREATOR wcolbrook@co.champaign.il.us

ASSIGNEE

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/08/2021 12:16:26 PM
To: William J. Adams
Subject: [Ticket #275] here are the things you'll need - County IT Help Desk

On Feb 08, 2021 @ 12:16 pm, wcolbrook@co.champaign.il.us wrote:

Hi IT,

ISAK and I have found the issues listed below.

I'm sure there will be more identified later.

Bill Colbrook

From: Isak Griffiths
Sent: Monday, February 8, 2021 11:46 AM
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Ticket Overview

Reply Now

PRIORITY Med

CREATOR wcolbrook@co.champaign.il.us

ASSIGNEE

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Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/08/2021 12:16:28 PM
To: Tim Breen
Subject: [Ticket #275] here are the things you'll need - County IT Help Desk

On Feb 08, 2021 @ 12:16 pm, wcolbrook@co.champaign.il.us wrote:

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Ticket Overview

Reply Now

PRIORITY Med

CREATOR wcolbrook@co.champaign.il.us

ASSIGNEE

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Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/08/2021 12:16:30 PM
To: Randall E. Cotton
Subject: [Ticket #275] here are the things you'll need - County IT Help Desk

On Feb 08, 2021 @ 12:16 pm, wcolbrook@co.champaign.il.us wrote:

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Reply Now

PRIORITY Med

CREATOR wcolbrook@co.champaign.il.us

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Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/08/2021 12:16:31 PM
To: Lance McGinness
Subject: [Ticket #275] here are the things you'll need - County IT Help Desk

On Feb 08, 2021 @ 12:16 pm, wcolbrook@co.champaign.il.us wrote:

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Ticket Overview

Reply Now

PRIORITY Med

CREATOR wcolbrook@co.champaign.il.us

ASSIGNEE

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk
Sent time: 02/08/2021 12:18:18 PM
To: William P. Colbrook
Subject: [Ticket #275] here are the things you'll need - County IT Help Desk

Ticket was assigned to M.C. Neal.

On Feb 08, 2021 @ 12:17 pm, M.C. Neal wrote:

Assigned to M.C. Neal.

Ticket History

On Feb 08, 2021 @ 12:16 pm, wcolbrook@co.champaign.il.us wrote:

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Please direct questions for Administrative Services to
hr@co.champaign.il.us — Thank you.

This is an automated response. Your issue has been noted. We'll be in touch soon.

Please reply to this email with any additional details related to your issue.

From: Technology Help Desk
Sent time: 02/08/2021 12:21:48 PM
To: William P. Colbrook
Subject: [Ticket #275] here are the things you'll need - County IT Help Desk

On Feb 08, 2021 @ 12:20 pm, M.C. Neal wrote:

Hi Bill (and Isak),

*Our Kronos guru (Robin) is out today, but I'll make sure he looks into your issue tomorrow.

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*Can you let me know what error you're having logging into the AS400?

*We'll look into the permissions issue with the R and Q drive and follow up.

Thanks.

Ticket History

On Feb 08, 2021 @ 12:17 pm, M.C. Neal wrote:

Assigned to M.C. Neal.

On Feb 08, 2021 @ 12:16 pm, wcolbrook@co.champaign.il.us wrote:

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From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/08/2021 12:21:52 PM
To: Isak Griffiths
Subject: [Ticket #275] here are the things you'll need - County IT Help Desk

On Feb 08, 2021 @ 12:20 pm, M.C. Neal wrote:

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From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/08/2021 02:16:20 PM
To: Isak Griffiths
Subject: [Ticket #275] here are the things you'll need - County IT Help Desk
Attachments: AS400 Error.PNG Kronos Error.PNG

On Feb 08, 2021 @ 02:16 pm, wcolbrook@co.champaign.il.us wrote:

From a screen capture.

Ticket History

On Feb 08, 2021 @ 02:16 pm, wcolbrook@co.champaign.il.us wrote:

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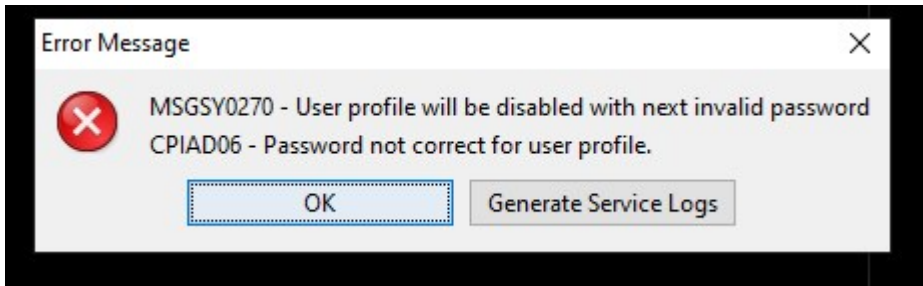
Urbana, IL 61801-2703

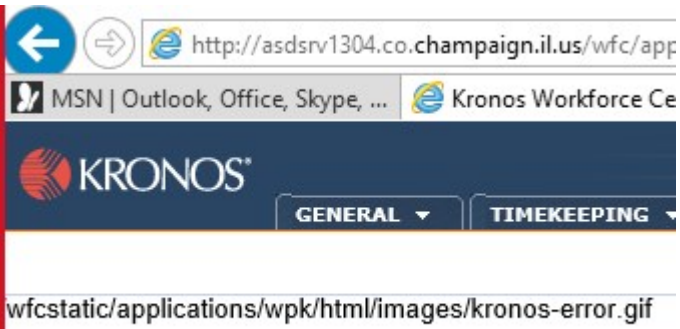
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From a screen capture.

Ticket Overview Reply Now

PRIORITY Med
CREATOR wcolbrook@co.champaign.il.us
ASSIGNEE M.C. Neal

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Examples: #close, #add 5m, #assign to bob, #priority high

Ticket History

On Feb 08, 2021 @ 02:16 pm, wcolbrook@co.champaign.il.us wrote:

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Chief Deputy Circuit Clerk

Champaign County Circuit Clerk

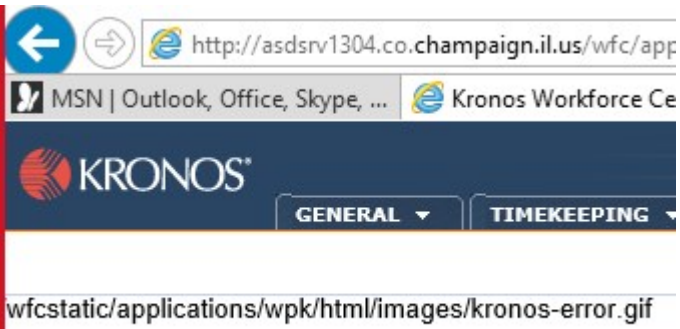
Champaign County Courthouse

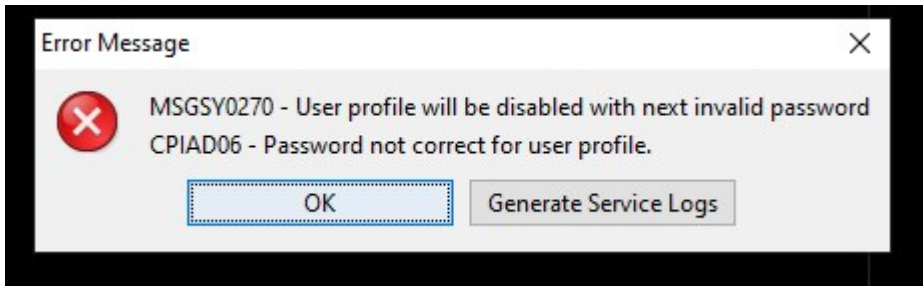
101 East Main Street

Urbana, IL 61801-2703

217-384-3725 isak@co.champaign.il.us

Please direct questions for Administrative Services to
hr@co.champaign.il.us — Thank you.





From: Technology Help Desk
Sent time: 02/08/2021 03:22:18 PM
To: Mary A. Ward
Subject: [Ticket #278] Access for Bill Colbrook - County IT Help Desk

On Feb 08, 2021 @ 03:22 pm, maward@co.champaign.il.us wrote:

In the Q drive Bill needs access to the Administrative Support and HR Generalist folders.

He also needs access to the R:drive. We had asked for that earlier along with the Q:drive and when he rebooted the Q drive showed up but not the R:drive.

Thanks!

Mary Ward

Administrative Assistant

Champaign County Administrative Services

Brookens Administrative Center

1776 E Washington Street

Urbana, IL 61802

www.co.champaign.il.us (<http://www.co.champaign.il.us/>)

maward@co.champaign.il.us

(217)384-3776 ext. 2100

(217)384-3896 Fax

This is an automated response. Your issue has been noted. We'll be in touch soon.

Please reply to this email with any additional details related to your issue.

From: Technology Help Desk
Sent time: 02/08/2021 03:22:20 PM
To: M.C. Neal
Subject: [Ticket #278] Access for Bill Colbrook - County IT Help Desk

On Feb 08, 2021 @ 03:22 pm, maward@co.champaign.il.us wrote:

In the Q drive Bill needs access to the Administrative Support and HR Generalist folders.

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maward@co.champaign.il.us

(217)384-3776 ext. 2100

(217)384-3896 Fax

Ticket Overview

PRIORITY Med
CREATOR maward@co.champaign.il.us
ASSIGNEE

Reply Now

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Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk
Sent time: 02/08/2021 03:22:22 PM
To: Tim Pavlik
Subject: [Ticket #278] Access for Bill Colbrook - County IT Help Desk

On Feb 08, 2021 @ 03:22 pm, maward@co.champaign.il.us wrote:

In the Q drive Bill needs access to the Administrative Support and HR Generalist folders.

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(217)384-3776 ext. 2100

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Ticket Overview

PRIORITY Med
CREATOR maward@co.champaign.il.us
ASSIGNEE

Reply Now

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Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk
Sent time: 02/08/2021 03:22:24 PM
To: William J. Adams
Subject: [Ticket #278] Access for Bill Colbrook - County IT Help Desk

On Feb 08, 2021 @ 03:22 pm, maward@co.champaign.il.us wrote:

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Ticket Overview

PRIORITY Med

CREATOR maward@co.champaign.il.us

ASSIGNEE

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Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/08/2021 03:22:27 PM
To: Tim Breen
Subject: [Ticket #278] Access for Bill Colbrook - County IT Help Desk

On Feb 08, 2021 @ 03:22 pm, maward@co.champaign.il.us wrote:

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Ticket Overview

PRIORITY Med
CREATOR maward@co.champaign.il.us
ASSIGNEE

[Reply Now](#)

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Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/08/2021 03:22:29 PM
To: Randall E. Cotton
Subject: [Ticket #278] Access for Bill Colbrook - County IT Help Desk

On Feb 08, 2021 @ 03:22 pm, maward@co.champaign.il.us wrote:

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Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent time: 02/08/2021 03:22:31 PM
To: Lance McGinness
Subject: [Ticket #278] Access for Bill Colbrook - County IT Help Desk

On Feb 08, 2021 @ 03:22 pm, maward@co.champaign.il.us wrote:

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Examples: #close, #add 5m, #assign to bob, #priority high

From: Technology Help Desk
Sent time: 02/08/2021 03:23:18 PM
To: Mary A. Ward
Subject: [Ticket #278] Access for Bill Colbrook - County IT Help Desk

Ticket was assigned to Randall Cotton.

On Feb 08, 2021 @ 03:23 pm, M.C. Neal wrote:

Assigned to Randall Cotton.

Ticket History

On Feb 08, 2021 @ 03:22 pm, maward@co.champaign.il.us wrote:

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Sent time: 02/08/2021 03:23:21 PM
To: Randall E. Cotton
Subject: [Ticket #278] Access for Bill Colbrook - County IT Help Desk

Ticket was assigned to Randall Cotton.

On Feb 08, 2021 @ 03:23 pm, M.C. Neal wrote:

Assigned to Randall Cotton.

Ticket Overview Reply Now

PRIORITY Med
CREATOR maward@co.champaign.il.us
ASSIGNEE Randall Cotton

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

Ticket History

On Feb 08, 2021 @ 03:22 pm, maward@co.champaign.il.us wrote:

In the Q drive Bill needs access to the Administrative Support and HR Generalist folders.

He also needs access to the R:drive. We had asked for that earlier along with the Q:drive and when he rebooted the Q drive showed up but not the R:drive.

Thanks!

Mary Ward

Administrative Assistant

Champaign County Administrative Services

Brookens Administrative Center

1776 E Washington Street

Urbana, IL 61802

www.co.champaign.il.us (<http://www.co.champaign.il.us/>)

maward@co.champaign.il.us

(217)384-3776 ext. 2100

(217)384-3896 Fax

From: Technology Help Desk
Sent time: 02/08/2021 05:41:25 PM
To: Mary A. Ward
Subject: [Ticket #278] Access for Bill Colbrook - County IT Help Desk

Ticket was assigned to M.C. Neal.

On Feb 08, 2021 @ 05:41 pm, M.C. Neal wrote:

Assigned to M.C. Neal.

Ticket History

On Feb 08, 2021 @ 03:23 pm, M.C. Neal wrote:

Assigned to Randall Cotton.

On Feb 08, 2021 @ 03:22 pm, maward@co.champaign.il.us wrote:

In the Q drive Bill needs access to the Administrative Support and HR Generalist folders.

He also needs access to the R:drive. We had asked for that earlier along with the Q:drive and when he rebooted the Q drive showed up but not the R:drive.

Thanks!

Mary Ward

Administrative Assistant

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1776 E Washington Street

Urbana, IL 61802

www.co.champaign.il.us (<http://www.co.champaign.il.us/>)

maward@co.champaign.il.us

(217)384-3776 ext. 2100

(217)384-3896 Fax

This is an automated response. Your issue has been noted. We'll be in touch soon.

Please reply to this email with any additional details related to your issue.

From: Rita A. Kincheloc
Sent time: 01/15/2021 03:26:59 PM
To: Rita A. Kincheloc; Darlene A. Kloeppe; Tami Ogden; Debbie Heiser; Leeann Robeck; Dana M. Brenner; M.C. Neal
BCc: Brookens Jennifer K. Putman Meeting Room
Subject: 2nd interview: Bill Colbrook

From: Rita A. Kincheloe

Sent time: 01/15/2021 03:27:00 PM

To: Rita A. Kincheloe; Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>; Tami Ogden <togden@co.champaign.il.us>; Debbie Heiser; Leeann Robeck <LRobeck@co.champaign.il.us>; Dana M. Brenner <dbrenner@co.champaign.il.us>; M.C. Neal <mcneal@co.champaign.il.us>

Subject: 2nd interview: Bill Colbrook

From: Rita A. Kincheloe

Sent time: 01/15/2021 03:27:00 PM

To: Rita A. Kincheloe; Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>; Tami Ogden <togden@co.champaign.il.us>; Debbie Heiser <dheiser@co.champaign.il.us>; Leeann Robeck; Dana M. Brenner <dbrenner@co.champaign.il.us>; M.C. Neal <mccneal@co.champaign.il.us>

Subject: 2nd interview: Bill Colbrook

From: Rita A. Kincheloe

Sent time: 01/15/2021 03:27:00 PM

To: Rita A. Kincheloe; Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>; Tami Ogden <togden@co.champaign.il.us>; Debbie Heiser <dheiser@co.champaign.il.us>; Leeann Robeck <LRobeck@co.champaign.il.us>; Dana M. Brenner; M.C. Neal <mcneal@co.champaign.il.us>

Subject: 2nd interview: Bill Colbrook

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To: Rita A. Kincheloe; Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>; Tami Ogden <togden@co.champaign.il.us>; Debbie Heiser <dheiser@co.champaign.il.us>; Leeann Robeck <LRobeck@co.champaign.il.us>; Dana M. Brenner <dbrenner@co.champaign.il.us>; M.C. Neal

Subject: 2nd interview: Bill Colbrook

From: Rita A. Kincheloe

Sent time: 01/15/2021 03:27:00 PM

To: Rita A. Kincheloe; Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>; Tami Ogden; Debbie Heiser <dheiser@co.champaign.il.us>; Leeann Robeck <LRobeck@co.champaign.il.us>; Dana M. Brenner <dbrenner@co.champaign.il.us>; M.C. Neal <mcneal@co.champaign.il.us>

Subject: 2nd interview: Bill Colbrook

From: Rita A. Kincheloe

Sent time: 01/15/2021 03:27:00 PM

To: Rita A. Kincheloe; Darlene A. Kloepfel; Tami Ogden <togden@co.champaign.il.us>; Debbie Heiser <dheiser@co.champaign.il.us>; Leeann Robeck <LRobeck@co.champaign.il.us>; Dana M. Brenner <dbrenner@co.champaign.il.us>; M.C. Neal <mcneal@co.champaign.il.us>

Subject: 2nd interview: Bill Colbrook

From: Rita A. Kincheloe
Sent time: 01/19/2021 11:23:24 AM
To: Darlene A. Kloepfel; Tami Ogden; Debbie Heiser; Leeann Robeck; Dana M. Brenner; M.C. Neal
Subject: 2nd interview: Bill Colbrook

From: Rita A. Kincheloe

Sent time: 01/19/2021 11:23:25 AM

To: Rita A. Kincheloe; Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>; Tami Ogden <togden@co.champaign.il.us>; Debbie Heiser <dheiser@co.champaign.il.us>; Leeann Robeck <LRobeck@co.champaign.il.us>; Dana M. Brenner <dbrenner@co.champaign.il.us>; M.C. Neal <mcneal@co.champaign.il.us>

Subject: 2nd interview: Bill Colbrook

From: M.C. Neal
Sent time: 01/19/2021 11:36:05 AM
To: Rita A. Kincheloe
Subject: Accepted: 2nd interview: Bill Colbrook

From: M.C. Neal
Sent time: 01/08/2021 02:55:52 PM
To: Rita A. Kincheloe
Subject: Accepted: Interview: William Colbrook

From: Darlene A. Kloeppe
Sent time: 01/08/2021 04:47:03 PM
To: Rita A. Kincheloe
Subject: Accepted: Interview: William Colbrook

From: Debbie Heiser
Sent time: 01/11/2021 07:54:35 AM
To: Rita A. Kincheloe
Subject: Accepted: Interview: William Colbrook

From: Dana M. Brenner
Sent time: 01/11/2021 10:07:54 AM
To: Rita A. Kincheloe
Subject: Accepted: Interview: William Colbrook

From: William Colbrook <WColbrook@parkland.edu>
Sent time: 01/12/2021 08:58:25 AM
To: Teresa Schleinz
Subject: Accepted: Monthly Chiefs Meeting

CAUTION: External email, be careful when opening.

From: Mary A. Ward
Sent time: 02/08/2021 03:21:05 PM
To: IT Helpdesk (County Departments)
Subject: Access for Bill Colbrook

In the Q drive Bill needs access to the Administrative Support and HR Generalist folders.

He also needs access to the R:drive. We had asked for that earlier along with the Q:drive and when he rebooted the Q drive showed up but not the R:drive.

Thanks!

Mary Ward
Administrative Assistant
Champaign County Administrative Services
Brookens Administrative Center
1776 E Washington Street
Urbana, IL 61802
www.co.champaign.il.us
maward@co.champaign.il.us
(217)384-3776 ext. 2100
(217)384-3896 Fax


From: Champaign County <mailbot@applitrack.com>
Sent time: 12/21/2020 10:59:12 AM
To: Isak Griffiths
Subject: An Application has been routed to you.

CAUTION: External email, be careful when opening.

An Application has been completed and routed to you.

Here is the applicant's information.

Name: William Colbrook

You can log in at 


From: Champaign County <mailbot@applitrack.com>
Sent time: 12/21/2020 10:59:13 AM
To: Rita A. Kincheloe
Subject: An Application has been routed to you.

CAUTION: External email, be careful when opening.

An Application has been completed and routed to you.

Here is the applicant's information.

Name: William Colbrook

You can log in at 

From: Rita A. Kincheloe
Sent time: 01/26/2021 08:41:46 AM
Subject: Bill Colbrook begins....

Appointment

Required attendees:

Location:

Start time: Monday, February 8, 2021 12:00:00 AM

End time: Tuesday, February 9, 2021 12:00:00 AM

From: Rita A. Kincheloe
Sent time: 01/29/2021 10:37:01 AM
To: Darlene A. Kloeppel
Subject: Bill Colbrook's new hire checklist
Attachments: Bill Colbrook new hire checklist.docx

Darlene,
Attached is Bill's new hire checklist that I will update as I get additional info, ie. email address, etc.

Comments?
Rita



NEW HIRE CHECKLIST

Please complete, sign, and give a copy to your supervisor within 30 days of hire. Thank you.

Name:	William Colbrook	Office:	Administrative Services
Title:	Director of Administration	Department:	
Hire Date:	2/8/2021	Manager:	
Date of First Performance Review:	2/8/2022	Direct Supervisor:	Darlene Kloeppe

Employee ID:		Phone Number:	217-384-3776 ext. 2115
Email:		Work Schedule:	M-F; 8am-4:30pm
Office Location:			

Mentor:		Contact Info:	
---------	--	---------------	--

Date, time, and location of employment processing: 2/8/2021; 9am

Complete and turned in to Administrative Services, or to Leeann Robeck

- Champaign County direct deposit form [Forms / Payroll / Deposit](#)
(with voided check or letter from bank)
- IL W-4 Federal withholding form [Forms / Payroll / W-4](#)
- US I-9 Employment eligibility form [Federal government website](#)
- US W-4 Federal withholding form [Forms / Payroll / W-4](#)

Received:

- Time punch card/fob
- Timekeeping instructions
- ID
- Schedule and shift information
- Payroll schedule
- Holiday schedule
- Uniform(s)
- Job description
- Clearly defined performance expectations
- Procedures for emergencies
- Keys (_____)
- Laptop
- Credit Card

Date, time, and location of benefits orientation: _____

- Forms received
- Forms completed and submitted to _____ by _____
- First paycheck with benefits deductions will be _____

Date, time, and location of bargaining unit orientation: _____

Date, time, and location of New Hire Orientation: _____

NEW HIRE CHECKLIST

Please complete, sign, and give a copy to your supervisor within 30 days of hire. Thank you.

Successfully completed:

- | | |
|---|--|
| <input type="checkbox"/> Verified login to Office 365
<input type="checkbox"/> Verified login to Kronos
<input type="checkbox"/> Verified ability to print
<input type="checkbox"/> Submitted the Policy Verification Form(s) used by my department to _____
<input type="checkbox"/> Enrolled in the Employee Assistance Program (https://champaign.lifeworks.com/) | <input type="checkbox"/> Configured voice mailbox and greeting
<input type="checkbox"/> Configured email signature block
<input type="checkbox"/> Configured access to shared drives |
|---|--|

Acknowledgement of new-hire training to be completed:

Ack	Complete by	Training	Resource / System / Contact
<input type="checkbox"/>	30 days	FOIA Officer	http://foia.ilattorneygeneral.net/electronic_foia_training.aspx
<input type="checkbox"/>	30 days	OMA Designee	http://foia.ilattorneygeneral.net/electronic_foia_training.aspx
<input type="checkbox"/>	30 days	ADA IL Relay	hr@co.champaign.il.us (MindFlash)
<input type="checkbox"/>	30 days	ADA Counter Staff	hr@co.champaign.il.us (Intranet videos)
<input type="checkbox"/>	30 days	Sexual Harassment Prevention, interactive, required by law:	
		<input type="checkbox"/> New Hire Orientation	
		<input type="checkbox"/> Other in-person training (_____)	
		<input type="checkbox"/> Interactive on-line, coordinated by hr@co.champaign.il.us	
		<input type="checkbox"/> Other training, coordinated by department	

Other:

Acknowledgement of annual training to be completed:

Ack	Frequency	Training	Usual Schedule
<input type="checkbox"/>	Annual	Sexual Harassment Prevention	January
<input type="checkbox"/>	Semi-annual	Fraud/ Whistleblower	March, September
<input type="checkbox"/>	Semi-annual	Ethics	March, September
<input type="checkbox"/>	Annual	ADA Refresh	July
<input type="checkbox"/>	Annual	OMA Designee	Anniversary of hire
<input type="checkbox"/>	Annual	FOIA Officer	Anniversary of hire

Other:

*Complete, sign, date, and submit to Supervisor / Manager / Department Head to be added to your personnel file within 30 days of hire.
 ADA, domestic partnership, FMLA, and other info is on the Website under the Forms tab and the General tabs.
 Keep a copy of this signed form for your own records.*

Employee Signature

Date

From: Darlene A. Kloeppe
Sent time: 02/08/2021 12:27:38 PM
To: Rita A. Kincheloe
Cc: Darlene A. Kloeppe
Subject: bill's offer letter
Attachments: B Colbrook hire letter.docx

Rita, Please revise the hours/hourly total in Bill's hire letter attached, per Isak's message I just forwarded, and have Bill sign this one – one for him and one for my file. I have spoken with him about it this am. My mistake – thanks.

Regards,
Darlene

Darlene A. Kloeppe, MSW, MS, MCP
Champaign County Executive
1776 E. Washington St., Urbana, IL 61802-4581
217-384-3776, ext.6

Expect Excellence.

B Colbrook hire letter.docx

Darlene A. Kloepfel
County Executive



Champaign County
co.champaign.il.us

January 25, 2021

William Colbrook
[REDACTED]
[REDACTED]

Re: Director of Administration Employment Confirmation Letter

Dear Bill:

I am so pleased to confirm you have accepted our offer of employment for the position of Director of Administration in the Office of the County Executive. The terms we have verbally agreed upon are as follows:

1. Starting salary will be \$39.43 per hour (\$82,014.14 based on an 8-hour day for 2080 working hours per year).
2. Your start date will be Monday, February 8, 2021. This is a fulltime position. Normal open office hours for county buildings are Monday – Friday from 8 am – 4:30 pm, however some flexible hours may be required, as we support 24/7 operations for some departments.
3. Your accrual of paid benefit time will start at 2 weeks of vacation, 2 weeks of sick time and 1 personal day per year.
4. You are eligible for county health, dental, vision, retirement, EAP and other benefits as outlined in our non-bargaining employee benefit packages. More information about these options are available online and at employee orientation.

If you are in agreement with this offer, please sign this letter and return to me at your earliest convenience.

I look forward to you joining our team. Welcome aboard!

Sincerely,

Darlene A. Kloepfel, MSW, MS, MCP
Champaign County Executive

I accept this offer of employment.

Signature _____

From: Rita A. Kincheloe
Sent time: 02/08/2021 10:07:20 AM
To: Isak Griffiths
Subject: Call this morning with bill?

Hi Isak,
Can Bill Colbrook call you on your cell phone around 11am this morning?

Rita

From: Rita A. Kincheloe
Sent time: 02/05/2021 10:59:03 AM
To: IT Helpdesk (County Departments)
Cc: M.C. Neal
Subject: Camera-Bill Colbrook

Hi,
Bill Colbrook will need a camera installed for Zoom meetings.

Thanks,
Rita

From: Isak Griffiths
Sent time: 02/05/2021 08:37:11 AM
To: Leeann Robeck
Subject: change forms sent to Darlene

Leeann,

I've sent out the following change forms... could you let me know if you've seen any I've missed?

- hire Bill Colbrook
- hire Mackensie Larson
- term Taylor Doege
- term Timothy Beckett
- term Zebo Zebe
- other Heidi Hewkin
- other Kimberly Bowdry

I'll update the wage information today as well.

Thanks,
Isak

From: William Colbrook <WColbrook@parkland.edu>
Sent time: 01/29/2021 09:28:13 AM
To: John Dwyer
Subject: Changes at Parkland

CAUTION: External email, be careful when opening.

Hi John,

I'm not sure you have heard, so I want to reach out to you.

After much thought and contemplation, and with a tremendous amount of mixed emotions, I have decided to retire from law enforcement. My last day on campus will be Friday, February 5th.

I have been honored to have served the citizens of Illinois as a sworn police officer for almost 35 years. I have been blessed to be in a position to help improve the lives of our students and to ensure a safe learning environment.

I have also been honored to have worked with you on public safety issues.

As difficult of a decision this has been for me, I am looking forward to the new chapter, challenges, and opportunities in my professional career.

I will not be going far. I have accepted a position with Champaign County as the Director of Administration. My duties will include HR, Payroll, Ethics, EEO, and Policy Development.

Giving up the badge and gun so I can finish out my working years doing something other the LE.

We'll be close as I will be working at Brookens. After I get my feet under me, we can catch lunch sometime.....Bill C.

William P. Colbrook
Chief of Police/Director of Public Safety
Parkland College
2400 W. Bradley Ave., Room A160
Champaign, IL 61821
217/351-2369
wcolbrook@parkland.edu

today. tomorrow. together.  PARKLAND COLLEGE

Email to or from Parkland College employees may be subject to disclosure under the Illinois Freedom of Information Act. This communication is the property of Parkland College and is intended only for use by the recipient identified. If you have received this communication in error, please immediately notify the sender and delete the original communication. Any distribution or copying of this message without the College's prior consent is prohibited.

From: Rita A. Kincheloe
Sent time: 01/11/2021 03:54:40 PM
To: Darlene A. Kloeppel
Subject: Dir of Admin Interviews
Attachments: Dir of Admin Candidate Evaluation Rating Form.xlsx

Darlene,

Please see the attached document that has:

- A list of questions decided by the Interview Team and the person who will ask the question. Let me know if you would like any of the order changed....
- A 4-point evaluation form, to be completed by each team member, for scoring the answers of each question.
- A summary of the above form that I will complete for your review.

Comments?

Rita

Interview Questions

- DH What is your understanding of this position
- TO Talk about the differences and similarities in responsibilities between your current position and the Director of Administration position. Follow-up: what challenges do you anticipate and how do you plan to address them?
- MC What do you view as the top HR risks for an organization? What would you do to minimize these risks?
- LR What is your experience dealing with numerous department head with varying personalities
- RK What was the most difficult employee relations situation you've been involved in?
- DK Please talk a little about your experience with budgeting for personnel?

Discuss your experience in implementation of financial & HR systems
- TO Give an example the most complex excel spreadsheet you have built.
- LR Please describe your working knowledge of how Champaign County operates.
- DB What significance do you think ethics and integrity have in public administration? Describe your personal and/or professional approach to ensuring integrity and ethical behavior.
- MC How would you effectively deal with challenges within a team you are leading?

Last 10 minutes: What questions do you have for us?

Questions we can ask if there is time:

- What inovative ideas have you implemented with previous employers to improve their staffing
- Please give us an example of how your attention to detail made a difference in your work environment?
- How would you describe your management style?
- How do you approach the development of a recruitment strategy?
- What steps would you take to ensure diversity in an organization?
- As Deputy Director--what core initiatives do you foresee implementing?

Rating Scale 1=Below
Expectations

Director of Administration - Applicant Evaluation Form
Evaluator:

	HR Experience			
	Understanding the position	Discuss the differences/ similarities in responsibilities; anticipated challenges	What are top HR risks for C. County and what can be done to minimize these risks	Experience in dealing with numerous dept. heads with varying personalities
Candidate				
Jodi [REDACTED]				
William Colbrook				
Julie [REDACTED]				

2 = Somewhat Meets Expectations

3 = Meets Expectations

4= Exceeds Expectations

Budgeting & Systems Experience				Working with others		
Difficult employee relations situation & handling the situation	Experience in personnel budgeting	Experience in Implementing financial & HR systems	Excel spreadsheet knowledge & experience	Knowledge of C. County operation	Significance of ethics & integrity in public admin; personal/ professional approach to ensure integrity	Dealing with challenges within a team

TOTAL SCORE

Director of Administrator - Evaluator Rating Totals

Candidate	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Evaluator 5
Jodi [REDACTED]					
William Colbrook					
Julie [REDACTED]					

Evaluator 6	Evaluator 7	TOTALS

From: Rita A. Kincheloe
Sent time: 01/07/2021 01:29:55 PM
To: Darlene A. Kloeppel
Subject: Dir of Admin Applicant Summary
Attachments: Dir of Admin Applicant Summary.xlsx

Darlene,

Please see the attached Excel document that summarizes the feedback from the interview team.

Let me know if you would like to discuss or have questions.

Rita

Director of Administration Candidates--ranked by interest to interview the candidate

Want to Interview (Y/N)

	DH	TO	LR	DK	MC	DB	RK
Jodi [REDACTED]	Y	Y	Y	Y	Y	Y	Y
William Colbrook	Y	Y	Y	Y	Y	N	Y
Julie [REDACTED]	Y	Y	Y	Y	[REDACTED]	Y	Y
Kayla [REDACTED]	Y	N	Y	N	[REDACTED]	Maybe	N
Heather [REDACTED]	Y	Y	Y	N	N	N	N
Linda [REDACTED]	Y	Y	N	N	[REDACTED]	Maybe	N
Courtney [REDACTED]	N	N	Y Maybe	N	Y	N	N
Laura [REDACTED]	N	N*	N	Y	N	N	N
Leonard [REDACTED]	N	N	N	N	N	N	N
Brandon [REDACTED]	N	N	N	N	N	N	N
Laquita [REDACTED]	N	N	N	N	N	N	N
William [REDACTED]	N	N	N	N	[REDACTED]	N	N
Devorian [REDACTED]	N	N	N	N	N	N	N

*noted that the applicant did not follow instructions on application

**"maybe" was included as a Y (Yes) for scoring purposes

no comments submitted...

Score (# of Y's)

- 7
- 6
- 6
- 3**
- 3
- 3**
- 2
- 1
- 0
- 0
- 0
- 0
- 0
- 0

What are the **qualities** that you are looking for in the Dir. of Admin candidate?

- 1 a person with HR experience
- 2 a person with knowledge regarding the structure of Champaign County
- 3 a person with innovative ideas to improve Champaign County
- 4 Advanced Excel skills and experience, and the ability to analyze, compile and prepare compl
- 5 Attention to detail, efficient work, team player, self-motivated, ethics
- 6 HR training and applicable experience
- 7 good working knowledge of how a governmental entity operates/administrates/financials
- 8 HR/salary admin/budgeting experience
- 9 detail oriented/people skills/team-oriented
- 10 Personnel management
- 11 Familiarity with Excel
- 12 Familiarity with staff development resources
- 13 *Ethical
- 14 *Competent
- 15 *Communicative
- 16 *Approachable
- 17 Experience with conflict resolution
- 18 Experience in working with Unions

ex information/data (i.e. review comp county CBAs and prepare pay scales for negotiations, calculate re

tro-pay for contracts with steps and ATB increases)

What questions would you like asked during the interview process?

- 1 What is your understanding of this position
- 2 What inovative ideas have you implemented with previous employers to improve their staff
- 3 What is your experience dealing with numerous department head with varying personalities
- 4 Give an example the most complex excel spreadsheet you have built.
- 5 Talk about the differences and similarities in responsibilities between your current position
- 6 What significance do you think ethics and integrity have in public administration? Describe y
- 7 Please give us an example of how your attention to detail made a difference in your work er
- 8 How would you describe your management style?
- 9 Please talk a little about your experience with budgeting for personnel?
- 10 *How do you approach the development of a recruitment strategy?
- 11 What do you view as the top HR risks for an organization? What would you do to minimize t
- 12 What steps would you take to ensure diversity in an organization?
- 13 What was the most difficult employee relations situation you've been involved in?
- 14 Please describe your working knowledge of how Champaign County operates.
- 15 As Deputy Director--what core initiatives do you foresee implementing?
- 16 How would you effectively deal with challenges within a team you are leading?

and the Director of Administration position. Follow-up: what challenges do you anticipate and how do y

ou plan to address them?

From: Rita A. Kincheloe
Sent time: 01/15/2021 02:21:50 PM
To: Darlene A. Kloeppel
Subject: Dir of Admin Interview Ratings
Attachments: rk's Dir of Admin Evaluation Summary.xlsx

Darlene,
Plz see both tabs on the attached.

Rita

**Director of Administration -
Evaluator Rating Totals**

Candidate	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Evaluator 5	Evaluator 6	Evaluator 7
Jodi [REDACTED]	12	13	16			9	
William Colbrook	16	11	17			18	
Heather [REDACTED]	14	8	8			10	

TOTALS
50
62
40

Comments:

██████ - not clear on how county works, no clear understanding of job, she does not smile, seems meek -
-concern (need additional clarification) all former positions are listed as "no" cannot contact emp
Colbrook - interviewed well, seems to have handle on position requirements, a lot of experience, clear
- HR experience however no formal HR training

██████████ - interviewed well, as long time county employee knows county operation, teachable, qui
- no formal HR training and very little experience/very limited budget & excel experience

I would choose ████████ for the job because of her longevity with the county, she knows how the count
she is willing to learn and with her experience dealing with difficult personalities, she will be able to har

ck learner, established relationship with county depart heads

From: Rita A. Kincheloe
Sent time: 01/19/2021 01:26:52 PM
To: Debbie Heiser; Leeann Robeck; Tami Ogden; Dana M. Brenner; M.C. Neal
Cc: Darlene A. Kloepfel; Rita A. Kincheloe
Subject: Dir of Admin Interviews

Hi,

Tomorrow, January 20th, we will hold in-person interviews with Jodi Bear at 3:30pm and Bill Colbrook at 4:30pm in the Putman meeting room.

Each team member should be prepared to ask one interview question.

Also, the interviews will last between 30-45 minutes.

Let me know if you have any questions,
Rita

From: Rita A. Kincheloe
Sent time: 01/28/2021 09:08:11 AM
To: M.C. Neal
Subject: Dir of Admin office

Hi MC,

As you know, Bill Colbrook will begin on 2/8 and will office in Darlene's 'old' office between Tami and I.

There seems to be some work that needs to be done so that his computer is operational. We will want to have his computer up and running on 2/8.

Let me know if you'd like to gain access to the office.

Rita

From: Rita A. Kincheloe
Sent time: 01/28/2021 11:29:49 AM
To: Daniel Busey
Subject: Dir of Admin phone

Dan,
Bill Colbrook, the new Dir of Admin, will begin on Monday, 2/8 and office in Darlene's 'old' office.

We will need to program him phone, provide contact lists, directions in using the phone, etc.

Thanks for your help,
Rita

From: Darlene A. Kloepfel
Sent time: 01/25/2021 03:07:25 PM
To: Rita A. Kincheloe; Dana M. Brenner; MC Neal <mc.neal@outlook.com>; Debbie Heiser; Leeann Robeck; Tami Ogden
Subject: Director of Admin

All:

I'm pleased to let you know that Bill Colbrook has accepted our offer to be the new Director of Administration. He will begin on Feb 8!

Darlene A. Kloepfel
Champaign County Executive
Expect Excellence.

From: Rita A. Kincheloe
Sent time: 12/22/2020 03:24:59 PM
To: Tami Ogden; Debbie Heiser; Lecann Robeck; Dana M. Brenner; M.C. Neal
Cc: Darlene A. Kloepfel; Rita A. Kincheloe
Subject: Director of Administration Interview Team
Attachments: Director of Administration.pdf [REDACTED].pdf [REDACTED].pdf Colbrook, William.pdf [REDACTED].pdf [REDACTED].pdf [REDACTED].pdf [REDACTED].pdf Dir of Admin Candidates.xlsx

Dear Interview Team,

There were eight applicants for the Director of Administration position. Attached is the job description and the PDF's of the information submitted by each applicant for your review.

I have attached an Excel spreadsheet for you to complete as you review the applications.

- Mark a Y or N next to each candidate's name to note whether you would like the applicant interviewed.
- List the top qualities, attributes or qualifications that you would like to see in the person we hire.
- Lastly, please include questions that you would like the candidates to answer during the interview.

Please submit your feedback/Excel spreadsheet **no later than Thursday, 12/31**. We plan to begin the interview process early January. I realize that most of you are in training meetings the first week of January. We will need to schedule a quick meeting with the interview team on Friday, 1/8 to address the interview process.

Please let me know if you have any questions and thanks for helping us choose our next Director of Administration.

Rita

William P Colbrook

[REDACTED]
[REDACTED]
[REDACTED]

Contents:

1. Online Application
2. Attachment: Cover Letter
3. Attachment: Resume
4. Attachment: Transcripts
5. Attachment: Transcripts p. 2

Prepared for: Rita Kincheloe
Champaign County
Dec 21, 2020 11:12 AM

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Champaign County Online Application

Colbrook, William - AppNo: 29677

Date Submitted: 12/21/2020

Personal Data

Name: William P Colbrook
 (First) (Middle Initial) (Last)

Other name(s) under which transcripts, certificates, and former applications may be listed:

Other: (First) (Middle Initial) (Last)

Email Address: [REDACTED]

Postal Address

Permanent Address

Number & Street: [REDACTED]
 Apt. Number:
 City: [REDACTED]
 State/Province: IL
 Zip/Postal Code: [REDACTED]
 Country: United States of America
 Daytime Phone: [REDACTED]
 Home/Cell Phone: [REDACTED]

Present Address

Number & Street:
 Apt. Number:
 City:
 State/Province:
 Zip/Postal Code:
 Country:
 Phone Number:

Employment Desired

Open Vacancy Desired:	Date Last Submitted	Experience in Similar Positions
JobID: 2689 Champaign County: Director of Administration at 1776 E. Washington Street (Brookens Building)	12/21/2020	5 years

Experience

Please list ALL relevant work experience beginning with the most recent.

Current or Most Recent Position		Employer Contact Information		Supervisor/Reference Contact Information	
Parkland College Chief of Police/Director of Public Safety		2400 W. Bradley Ave. Champaign, IL 61821 309-275-2616		Mike Trame, Vice President 217-493-4973 mtrame@parkland.edu Only immediately prior to job offer, w/ consent	
Date From - Date To:	05/2014 - 12/2020	Full or Part Time:	Full		
Reason for Leaving:	Currently employed - See note on contacting supervisor				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	I am responsible for all daily police operations, providing security services to all stakeholders of Parkland College and maintaining a safe environment for the college community. I provide leadership, establish goals, budgets and standards for the department. In addition, I serve as an advisor to the campus senior level management, assume responsibility for matters involving major incidents, coordinate investigations, crime prevention, victim advocacy, safety awareness, emergency preparedness and disaster planning.				

Champaign County Online Application

Colbrook, William - AppNo: 29677

Date Submitted: 12/21/2020

Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
City of Urbana, Illinois Alderman, Ward 6		400 S. Vine Urbana, IL 61801 309-275-2616		Constituents N/A wpcolbrook@urbanaillinois.us N/A	
Date From - Date To:	03/2020 - 12/2020	Full or Part Time:	Part		
Reason for Leaving:	Currently hold the position				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	I am an Alderman for the City of Urbana, Illinois, representing Ward 6. I was appointed by the Mayor and confirmed by the City Council due to a vacancy in Ward 6. As an Alderman, I am directly responsible for representing the citizens of Ward 6 and the City of Urbana in matters related to city government. As a member of the City Council, I help establish laws and ordinances for the welfare of citizens, determine policies that govern municipal services, and approve mayoral appointments.				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Illinois State Police Captain, District Commander		801 S. 7th St. Springfield, IL 62703 217-782-3878		Personnel Bureau 217-782-3878 askisp@isp.state.il.us Yes	
Date From - Date To:	01/2012 - 10/2013	Full or Part Time:	Full		
Reason for Leaving:	Retirement				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Commander, District 6, Pontiac, and District 8, Peoria. I was responsible for all daily State Police patrol operations in an eight-county area of central Illinois which included the metro areas of Peoria and Bloomington/Normal. I acted as the on-scene commander of any critical incident in which the State Police had operational control. In addition to these duties, I acted as the interim Region Commander for 4 months.				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Illinois State Police Lieutenant, EEO		801 S. 7th St. Springfield, IL 62703 217-782-3878		Personnel Bureau 217-782-3878 askisp@isp.state.il.us Yes	
Date From - Date To:	01/2011 - 12/2012	Full or Part Time:	Full		
Reason for Leaving:	Promotion				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Chief EEO Program Manager, Office of Equal Employment Opportunity, Office of the Director. I was responsible for ensuring equal employment opportunity for employees and applicants in all personnel actions. In addition, I was responsible for advising the Director of the Illinois State Police on EEO programs, policies, procedures, regulations, reports, and the Agency's EEO Plan.				

Champaign County Online Application

Colbrook, William - AppNo: 29677

Date Submitted: 12/21/2020

Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Illinois State Police Lieutenant, Investigations Commander		801 S. 7th St. Springfield, IL 62703 217-782-3878		Personnel Bureau 217-782-3878 askisp@isp.state.il.us Yes	
Date From - Date To:	01/2009 - 12/2011	Full or Part Time:	Full		
Reason for Leaving:	Different Assignment				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Investigations Commander, Medicaid Fraud Control Bureau. I was responsible for supervising and directing investigators with geographic responsibilities which encompassed the northern third of the state, including the Chicago metro area, in complex investigations and enforcement of state and federal laws. Through collaboration with state, federal, and industry partners, ensured quality measures were provided to residents of long-term care facilities. I had the distinguished honor of serving as the official State Police representative on Governor Quinn's Nursing Home Task Force. In addition, I conducted outreach to the long-term care community through presentations at industry conferences and facilities.				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Illinois State Police Master Sergeant, Asset Forfeiture Section Manager		801 S. 7th St. Springfield, IL 62703 217-782-3878		Personnel Bureau 217-782-3878 askisp@isp.state.il.us Yes	
Date From - Date To:	01/2004 - 12/2009	Full or Part Time:	Full		
Reason for Leaving:	Different Assignment				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Section Manager, Asset Forfeiture Section, Fiscal Management Bureau. I was responsible for overseeing and administering provisions of the Drug Asset Forfeiture Procedure Act and the Illinois drug and money laundering laws for all law enforcement agencies in the state of Illinois. My duties included daily supervision of sworn and civilian staff and all operations of the Section, overseeing legislative issues, reviewing all award requests, and liaison with federal, state, and local law enforcement agencies and all prosecutorial entities. I was directly responsible for the deposit, disbursement and accounting of over 18 million dollars annually and the management of the Section budget.				

Champaign County Online Application

Colbrook, William - AppNo: 29677

Date Submitted: 12/21/2020

Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Illinois State Police Master Sergeant, Human Resource Bureau Asst. Bur. Chief		801 S. 7th St. Springfield, IL 62703 217-782-3878		Personnel Bureau 217-782-3878 askisp@isp.state.il.us Yes	
Date From - Date To:	01/2001 - 12/2004	Full or Part Time:	Full		
Reason for Leaving:	Different Assignment				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Assistant Bureau Chief, Human Resource Bureau, Division of Administration. I was responsible for overseeing the activities of the civilian and sworn Personnel Transaction Sections, the sworn officer Recruitment Section, the Payroll Section, the Benefits Section, the Human Services Section, the Awards Program, the Inspector Program, promotional ceremonies, and all personnel-related special projects.				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Illinois State Police Master Sergeant, Medicaid Fraud Squad Leader		801 S. 7th St. Springfield, IL 62703 217-782-3878		Personnel Bureau 217-782-3878 wpcolbrook@urbanaininois.us Yes	
Date From - Date To:	01/1999 - 12/2001	Full or Part Time:	Full		
Reason for Leaving:	Different Assignment				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Squad Leader, Medicaid Fraud Control Bureau. I was responsible for the daily supervision of investigators that conducted complex investigations and enforcement of state and federal laws. Through collaboration with state, federal, and industry partners, ensured quality measures were provided to residents of long-term care facilities. I conducted outreach to the long-term care community through presentations at industry conferences and facilities.				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Illinois State Police Master Sergeant, Inspection & Audits Internal Auditor		801 S. 7th St. Springfield, IL 62703 217-782-3878		Personnel Bureau 217-782-3878 askisp@isp.state.il.us Yes	
Date From - Date To:	01/1997 - 12/1999	Full or Part Time:	Full		
Reason for Leaving:	Different Assignment				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Internal Auditor, Office of Inspection and Audits, Office of the Director. I was responsible for performing internal audits for the Illinois State Police with expertise in investigative and patrol units, case file review, Official Advanced Funds, evidence and operational procedures. I received my promotion to Sergeant in this Unit as well.				

Champaign County Online Application

Colbrook, William - AppNo: 29677

Date Submitted: 12/21/2020

Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Illinois State Police Trooper		801 S. 7th St. Springfield, IL 62703 217-782-3878		Personnel Bureau 217-782-3878 askisp@isp.state.il.us Yes	
Date From - Date To:	09/1987 - 12/1996	Full or Part Time:	Full		
Reason for Leaving:	Promotion				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Upon graduating from the ISP Academy, I was first assigned to District 3 in Chicago. I performed patrol duties on the expressways in Cook County. I then transferred to District 6 in Pontiac. I performed patrol duties and obtained specialties in highway drug interdiction, truck enforcement, crash investigation and instructor development. In addition, I was a member of the Region IV SWAT team. I was then assigned to Zone 6 Investigations as a General Criminal Special Agent.				

Education

Please tell us about your educational background beginning with the most recent.

High School Attended: Stonington High School
Location: Stonington, IL
Graduation Status: H.S. Diploma

Colleges, Universities and Technical Schools Attended:

Name and location	Dates Attended: From - To	Major area of study	Minor area of study	Degree	Date Conferred or Expected	GPA	Graduated
IL - Illinois State University	08/1981 05/1993	Criminal Justice	Sociology	B.S.	05/1993	2.0	Yes
AZ - Grand Canyon University	05/2020 12/2020	Public Administration	Govt. & Policy	Masters	11/2021	4.0	No

List honors, awards or distinctions you have earned:

Currently have a 4.0 GPA with an overall average of 98%.

Language Skills

Do you know any language other than English? No

Champaign County Online Application

Colbrook, William - AppNo: 29677

Date Submitted: 12/21/2020

Professional References

	Reference 1 of 5	Reference 2 of 5
Name:	Mike Snyders	Suzanne Yokley-Bond
Employer:	National HDTA Assistance Center	Illinois State Police
Current Position:	National DHE Coordinator	Special Counsel - Legal Advisor
Home Phone:	217-351-2369	
Cell Phone:		
Work Phone:	217-255-0683	217-836-5645
Mailing Address:	9890 E. 1200 St. Macomb, Il 61455 or 11200 NW 29th St. Suite 100 Miami, FL 33172	801 S. 7th St. Suite 600 South Springfield, Illinois 62703
Email:	mrsnyders@nhac.org	suzanne.bond@illinois.gov
Relationship to Candidate:	Friend, Former Supervisor & Colleague	Colleague
Years Known:	34 years	21 years
	Reference 3 of 5	Reference 4 of 5
Name:	Tim Becker	Major General Mike Zerbonia
Employer:	Village of Athens, Illinois	Illinois National Guard
Current Position:	City Administrator/Chief of Police	Assistant Adjutant General - Army
Home Phone:		
Cell Phone:		217-899-3316
Work Phone:	217-502-0996	217-761-3569
Mailing Address:	210 Dottie Bednarko Dr. Athens, Illinois 62613	1301 N. MacArthur Blvd. Springfield, Illinois 62702
Email:	beckr992@yahoo.com	michael.r.zerbonia.mil@mail.mil
Relationship to Candidate:	Friend & Former Colleague	Friend, Former Supervisor & Colleague
Years Known:	33 years	33 years

Computer Skills

Include software titles and years of experience.

Word Processing

Microsoft Word - 15 years
Word Perfect - 10 years

Spreadsheet

Microsoft Excel - 15 years

Presentation

PowerPoint - 15 years

E-Mail

Outlook - 7 years
Yahoo - since the beginning of the internet

Champaign County Online Application

Colbrook, William - AppNo: 29677

Date Submitted: 12/21/2020

Computer Skills continued

Internet

Yahoo - S/A
 Google - 15 years
 Safari - 10 years
 Chrome - 5 years

Other

Disclosures

Contract Status

* Are you currently under contract?	No
If Yes, which employer?	N/A
If Yes, when does it expire?	
When may your present employer be contacted?	Just prior to job offer, with notification to me

Professional Status

* Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment?	No
--	----

If Yes, explain:

N/A

* Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation?	Yes
--	-----

Additional Information

Please include any job-related organizations (professional, trade, etc.) do you belong?

Society for Human Resource Management (SHRM) - Pending
 American Society of Public Administration (ASPA) - Pending
 Illinois Association of Chiefs of Police
 International Assoc. of Campus Law Enforcement Officers
 Illinois Assoc. of Campus Law Enforcement Officers
 National Assoc. of Clery Compliance Officers and Professionals

Champaign County Online Application

Colbrook, William - AppNo: 29677

Date Submitted: 12/21/2020

Additional Information continued

List any additional information which will help in determining your professional qualifications for a position.

Legal Information

Please note: Applicants are not obligated to disclose sealed or expunged records of conviction or arrest.

* Are you eligible to work in the United States?

Yes

Is there anything you would like to disclose or address at this time?

No

If yes, please elaborate:

Please Note: A conviction will not necessarily bar you from employment. Facts, such as date of occurrence and rehabilitation will be considered. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

* Are you over the age of 18?

Yes

If no, State Date of Birth.

Equal Opportunity Employer

Employees and applicants for employment at Champaign County can be assured fair and equitable treatment with the provisions of EEO. Under the laws enforced by EEOC, it is illegal to discriminate against someone (applicant or employee) because of that person's race, color, religion, sex (including pregnancy), national origin, age, disability or genetic information. It is also illegal to retaliate against a person because he or she complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Additionally, in accordance with the Illinois Human Rights Act, it is illegal to discriminate against someone because of sexual orientation, ancestry, citizenship status, marital status, military service, unfavorable military discharge, order of protection status, or arrest record.

Applicant's Acknowledgment and Agreement

By checking the box below, candidate authorizes the Champaign County to conduct an investigation of candidate to determine whether candidate has been convicted of any criminal or drug offenses as set forth in such statute, and, upon request, agrees to execute an investigation authorization form as a condition for candidate's employment. Candidate may not be employed unless such investigations have been initiated.

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in the application to verify my statement, and I authorize past employers, all references and any other person to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

Champaign County Online Application

Colbrook, William - AppNo: 29677

Date Submitted: 12/21/2020

Applicant's Acknowledgment and Agreement continued

I, William Colbrook, agree to all of the terms above.

I agree

Champaign County Online Application

Colbrook, William - AppNo: 29677

Date Submitted: 12/21/2020

Veteran Status

Applicants who are veterans are encouraged to apply; however, disclosing your status is optional. If you believe you belong to any of the categories listed, please indicate by checking the appropriate box below

A "disabled veteran" is one of the following:

- A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
- A person who was discharged or released from active duty because of a service-connected disability.

A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.

An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE.

No

An "eligible veteran" means a person who:

- served on active duty for a period of more than 180 days and was discharged or released therefrom with other than a dishonorable discharge;
- was discharged or released from active duty because of a service-connected disability; or
- as a member of a reserve component under an order to active duty pursuant to section 12301(a), (d), or (g), 12302, or 12304 of title 10, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge.

I AM AN ELIGIBLE VETERAN

No

Champaign County Online Application

Colbrook, William - AppNo: 29677

Date Submitted: 12/21/2020

Referrals

How did you hear about employment with us?

Friend or Relative NOT employed by the
County

Statement

Tip: Use your word processor to copy and paste in your answers. Copy your answers from the word processor and then hit CTRL+V for PC or OpenApple+V for Mac to paste.

1. Please explain how your past personal and professional experience make you a quality candidate for the position for which you are applying.

I have extensive knowledge and experience with management, leadership, policy development, payroll management, Equal Employment Opportunity (EEO), and all facets of human resources. During my 34-year career in law enforcement, I held senior leadership positions in the Human Resource Bureau and the Equal Employment Opportunity Office for the Illinois State Police (ISP), overseeing programs for nearly five thousand sworn and civilian employees. I was the Assistant Bureau Chief of the Human Resource Bureau for nearly three years. In that role, I was directly responsible for all facets of human resources for the agency, including overseeing civilian and sworn transactions, sworn recruitment, payroll, benefits, human services, awards, the Inspector program, promotional ceremonies, and personnel-related special projects. The civilian and sworn transaction section included performance evaluations, transfers, grade promotions, discipline, and demotions. The benefits section included retirement, insurance, and worker's compensation. I was the Chief EEO Program Manager for two years, in which I reported to the Director of the Illinois State Police and was confirmed by the Illinois Department of Human Rights. As the EEO Program Manager, I was directly responsible for ensuring equal employment opportunities for all employees and applicants in all personnel matters. This included overseeing internal investigations related to allegations of bias or misconduct, recommendations for discipline, voluntary mediation, training programs, and compliance with ADA regulations. In addition, I advised the Director of the ISP on EEO programs, policies, procedures, regulations, reports, and the agency EEO Plan.

Identification

Provide your Driver's License Number or State issued Identification Number and the State it was issued.

Driver's License Number and State it was issued. XXXXXXXXXX

OR

State Identification Number and State it was issued.

William P. Colbrook



December 20, 2020

Darlene Kloeppel
County Executive
Champaign County

Dear Ms. Kloeppel,

I am applying for the position of Director of Administration for Champaign County. I have extensive knowledge and experience with management, leadership, policy development, payroll management, Equal Employment Opportunity (EEO), and all facets of human resources.

During my 34-year career in law enforcement, I held senior leadership positions in the Human Resource Bureau and the Equal Employment Opportunity Office for the Illinois State Police (ISP), overseeing programs for nearly five thousand sworn and civilian employees. I was the Assistant Bureau Chief of the Human Resource Bureau for nearly three years. In that role, I was directly responsible for all facets of human resources for the agency, including overseeing civilian and sworn transactions, sworn recruitment, payroll, benefits, human services, awards, the Inspector program, promotional ceremonies, and personnel-related special projects. The civilian and sworn transaction section included performance evaluations, transfers, grade promotions, discipline, and demotions. The benefits section included retirement, insurance, and worker's compensation. I was the Chief EEO Program Manager for two years, in which I reported to the Director of the Illinois State Police and was confirmed by the Illinois Department of Human Rights. As the EEO Program Manager, I was directly responsible for ensuring equal employment opportunities for all employees and applicants in all personnel matters. This included overseeing internal investigations related to allegations of bias or misconduct, recommendations for discipline, voluntary mediation, training programs, and compliance with ADA regulations. In addition, I advised the Director of the ISP on EEO programs, policies, procedures, regulations, reports, and the agency EEO Plan.

As a former Captain in the ISP, and current Chief of Police, I have substantial management and leadership experience which I have demonstrated throughout my career, including overseeing operations, developing and ensuring compliance with policies and procedures, budgeting, personnel management, building community relations, and facility management. My skill set includes connecting with people of all backgrounds and cultures through compassion and empathy, budget management, community engagement, personnel management, among others.

During my tenure at the ISP and at Parkland College, I have made it my personal and professional mission to build positive relationships with the constituents that I serve. I have continued those efforts

throughout my career, as I have collaborated with diverse groups in various settings, in order to connect with these groups on a personal level. I have given presentations at industry conferences, and internally within the agencies to enhance professional development.

I am also an Alderman for the City of Urbana, a position that I have held since March 2020. I have a Bachelor of Science degree from Illinois State University (May 1993). I am currently enrolled at Grand Canyon University in which I am pursuing my Master's degree in Public Administration, Emphasis in Government and Policy.

My management philosophy is rooted in relationship building, effective communication, inclusion and appreciation of all cultures and backgrounds. I believe my skills and experience make me highly qualified for the position in order to serve the stakeholders of Champaign County. I would be honored to receive an interview for this position to further explain my experience and qualifications. If I were to serve as the Director of Administration for Champaign County, I would bring to the team a proven leadership and management track record, and a clear understanding of the mission of the office of the County Executive to meet the needs of all stakeholders.

Sincerely,

A handwritten signature in black ink, appearing to read "W.P. Colbrook". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

William P. Colbrook

WILLIAM P. COLBROOK

PROFILE

Experienced professional with demonstrated management and leadership skills, gained as a law enforcement executive throughout a 34-year career. Skilled at meeting the challenges of an everyday business environment, outreach with the community and managing dynamic, critical issues.

EXPERIENCE

ALDERMAN, WARD 6, URBANA CITY COUNCIL MARCH, 2020 – PRESENT

I am an Alderman for the City of Urbana, Illinois, representing Ward 6. I was appointed by the Mayor and confirmed by the City Council due to a vacancy in Ward 6. As an Alderman, I am directly responsible for representing the citizens of Ward 6 and the City of Urbana in matters related to city government. As a member of the City Council, I help establish laws and ordinances for the welfare of citizens, determine policies that govern municipal services, and approve mayoral appointments.

CHIEF OF POLICE/DIR. OF PUBLIC SAFETY, PARKLAND COLLEGE MAY, 2014 – PRESENT

I am responsible for all daily police operations, providing security services to all stakeholders of Parkland College and maintaining a safe environment for the college community. I provide leadership, establish goals, budgets and standards for the department. In addition, I serve as an advisor to the campus senior level management, assume responsibility for matters involving major incidents, coordinate investigations, crime prevention, victim advocacy, safety awareness, emergency preparedness and disaster planning.

CAPTAIN, ILLINOIS STATE POLICE 2012 - 2013

Commander, District 6, Pontiac, and District 8, Peoria. I was responsible for all daily State Police patrol operations in an eight-county area of central Illinois which included the metro areas of Peoria and Bloomington/Normal. I acted as the on-scene commander of any critical incident in which the State Police had operational control. In addition to these duties, I acted as the interim Region Commander for 4 months.

LIEUTENANT, ILLINOIS STATE POLICE 2011 - 2012

Chief EEO Program Manager, Office of Equal Employment Opportunity, Office of the Director. I was responsible for ensuring equal employment opportunity for employees and applicants in all personnel actions. In addition, I was responsible for advising the Director of the Illinois State Police on EEO programs, policies, procedures, regulations, reports, and the Agency's EEO Plan.

LIEUTENANT, ILLINOIS STATE POLICE 2009 - 2011

Investigations Commander, Medicaid Fraud Control Bureau. I was responsible for supervising and directing investigators with geographic responsibilities which encompassed the northern third of the state, including the Chicago metro area, in complex investigations and enforcement of state and federal laws. Through collaboration with state, federal, and industry partners, ensured quality measures were provided to residents of long-term care facilities. I had the distinguished honor of serving as the official State Police representative on Governor Quinn's Nursing Home Task Force. In addition, I conducted outreach to the long-term care community through presentations at industry conferences and facilities.

WILLIAM P. COLBROOK

MASTER SERGEANT, ILLINOIS STATE POLICE 2004 - 2009

Section Manager, Asset Forfeiture Section, Fiscal Management Bureau. I was responsible for overseeing and administering provisions of the Drug Asset Forfeiture Procedure Act and the Illinois drug and money laundering laws for all law enforcement agencies in the state of Illinois. My duties included daily supervision of sworn and civilian staff and all operations of the Section, overseeing legislative issues, reviewing all award requests, and liaison with federal, state, and local law enforcement agencies and all prosecutorial entities. I was directly responsible for the deposit, disbursement and accounting of over 18 million dollars annually and the management of the Section budget.

MASTER SERGEANT, ILLINOIS STATE POLICE 2001 - 2004

Assistant Bureau Chief, Human Resource Bureau, Division of Administration. I was responsible for overseeing the activities of the civilian and sworn Personnel Transaction Sections, the sworn officer Recruitment Section, the Payroll Section, the Benefits Section, the Human Services Section, the Awards Program, the Inspector Program, promotional ceremonies, and all personnel-related special projects.

MASTER SERGEANT, ILLINOIS STATE POLICE 1999 - 2001

Squad Leader, Medicaid Fraud Control Bureau. I was responsible for the daily supervision of investigators that conducted complex investigations and enforcement of state and federal laws. Through collaboration with state, federal, and industry partners, ensured quality measures were provided to residents of long-term care facilities. I conducted outreach to the long-term care community through presentations at industry conferences and facilities.

MASTER SERGEANT, ILLINOIS STATE POLICE 1997 - 1999

Internal Auditor, Office of Inspection and Audits, Office of the Director. I was responsible for performing internal audits for the Illinois State Police with expertise in investigative and patrol units, case file review, Official Advanced Funds, evidence and operational procedures. I received my promotion to Sergeant in this Unit as well.

TROOPER, ILLINOIS STATE POLICE 1987 - 1996

Upon graduating from the ISP Academy, I was first assigned to District 3 in Chicago. I performed patrol duties on the expressways in Cook County. I then transferred to District 6 in Pontiac. I performed patrol duties and obtained specialties in highway drug interdiction, truck enforcement, crash investigation and instructor development. In addition, I was a member of the Region IV SWAT team. I was then assigned to Zone 6 Investigations as a General Criminal Special Agent.

EDUCATION

ILLINOIS STATE UNIVERSITY, NORMAL - BACHELOR OF SCIENCE, 1993

GRAND CANYON UNIVERSITY, PHOENIX - MASTER'S OF PUBLIC
ADMINISTRATION, GOVERNMENT & POLICY, MAY 2020 - CURRENT

WILLIAM P. COLBROOK

CHARITABLE/NON-PROFIT INVOLVEMENT

Habitat for Humanity – Raised funds, participated in fundraising activities, and volunteered on build sites for 30 years.

Special Olympics – Raised funds, participated in fundraising activities, and volunteered at State Annual Games for 30 years.

St. Jude Children’s Research Hospital – Raised funds, and participated in fundraising activities for 10 years.

ALS Association – Raised funds, and participated in fundraising activities for 5 years.

Champaign County Community Coalition - Actively participate, both professionally and personally, in Community Coalition activities that seek to better the quality of life for the citizens of Champaign County, especially the youth and vulnerable citizens.

SKILLS

Personnel Management - Adept in all facets of personnel management, including EEO, team building, performance evaluations and skill set improvement

Compassion and Empathy - A demonstrated ability to connect with people of all backgrounds and cultures, with compassion and empathy, through relationship building, effective communication, inclusion and appreciation

Budget Management – Adept at all facets of budget management, including allocations, revenue, cost controls, and overall fiscal strength

Community Engagement – Skilled with connecting with residents of the community from all geographic, social and educational backgrounds

Public Speaking - Hundreds of public and internal speaking engagements

Student Engagement – Skilled with connecting with students from all geographic, social and educational backgrounds

Community-based Policing – A career-long history of community engagement demonstrated on and off duty

Critical Incidents - Tactical experience as a SWAT Operator and as the Critical Incident Commander

NIMS and ICS - National Incident Management System and Incident Command System certified

Certified Instructor – 35 years of experience instructing internally and on a national venue

Legislative/Legal – Have testified in front of House and Senate legislative committees regarding police matters

Williamis State University

Normal, Illinois

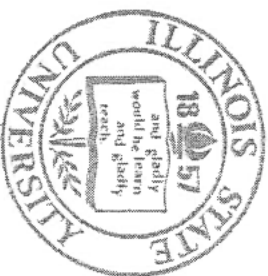
On recommendation of the President and Faculty,
the Board of Regents, by virtue of the Authority vested in it,
has conferred on

William Astrick Colbrook

the degree of
Bachelor of Science

and has granted this Diploma as evidence thereof
this eighth day of May, nineteen hundred and ninety-three.

Robert O. Baker
Chair, Board of Regents



John Wallace
President

GRAND CANYON UNIVERSITY™

William Colbrook



Program: Master of Public Administration

GPA: 4

School Status: Active

Course	Description	Instructor	Start Date	End Date	Credits	Status	Grade
ADM-640	Program Evaluation	Staff, Faculty	9/23/2021	11/17/2021	4.00	Scheduled	
ADM-614	Economics for Public Administrators	Staff, Faculty	7/29/2021	9/22/2021	4.00	Scheduled	
ADM-634	Policy Studies	Staff, Faculty	6/3/2021	7/28/2021	4.00	Scheduled	
ADM-626	Public Budgeting and Financial Management	Staff, Faculty	4/8/2021	6/2/2021	4.00	Scheduled	
ADM-620	Leading Public Organizations	Staff, Faculty	2/11/2021	4/7/2021	4.00	Scheduled	
ADM-560	Influence, Power, and Politics in Public Administration	Gizaw, Tassew	12/3/2020	2/10/2021	4.00	Current	
HRM-635	Acquiring, Developing, and Leveraging Human Capital	McGlory, Elliott	10/8/2020	12/2/2020	4.00	Completed	A
ADM-530	Public and Nonprofit Administration	Spurlock, Michael	8/13/2020	10/7/2020	4.00	Completed	A
ADM-624	Public Governance	Borok, John	6/16/2020	8/12/2020	4.00	Completed	A
UNV-503	Introduction to Graduate Studies in the Liberal Arts	Neel, Megan	5/21/2020	6/17/2020	2.00	Completed	A

My Courses

HRM-635

ADM-560

My Counselors

Student Services Counselor

Adam Blair
Adam Blair@gcu.edu (mailto:Adam.Blair@gcu.edu)
1.800.801.9775 ext. 501.3167

My Information

William Colbrook
GPA: 4.00
Primary Program: Master of Public Administration

My Apps

(https://outlook.office.com/owa/?realm=my.gcu.edu#path=/mail)



Email

(https://classschedule.gcu.edu/)



Class Schedule/Grades

(https://students.gcu.edu/student-resources/student-success/accelerators/academic-resources.php)



Academic Excellence Center

(https://newportal.gcu.edu/LoginToOnPremiseApp/Login?redirectUri=https://portaledocs.gcu.edu/Account/LoginUsingStudentPortal)



Edocs

(https://newportal.gcu.edu/LoginToOnPremiseApp/Login?redirectUri=https://portaledocs.gcu.edu/Account/LoginUsingStudentPortalForUploadDoc)



Upload Documents

(https://educationdocs.gcu.edu)



Document Management

(http://library.gcu.edu)



Library

(https://classschedule.gcu.edu/gpacalculator)



GPA Calculator

(https://quicklinks.gcu.edu/gcumedu)



Student Success Center

(https://www.office.com/launch/onedrive?auth=2)



OneDrive

(https://newportal.gcu.edu/LoginToOnPremiseApp/Login?redirectUri=https://studentinvoices.gcu.edu)



Invoices

(https://payment.gcu.edu/paymentform/index)



Finance Hub

(https://ledger.gcu.edu/awardletter/index)



Financial Estimate

(https://www.office.com/launch/word?auth=2)



Word

(https://newportal.gcu.edu/LoginToOnPremiseApp/Login?redirectUri=https://transcripts.gcu.edu/Campus/LoginUsingStudentPortal)



Transcript Request

(https://quicklinks.gcu.edu/FinancialAidLinks)



Financial Aid Links

(https://quicklinks.gcu.edu/HelpfulLinks)



Helpful Links

(https://www.gcumedu.com/mediaElement/gcu-placement-exam/v)



Placement Exams

(https://support.gcu.edu/hc/en-us)



Technical Support

(https://quicklinks.gcu.edu/GraduationResources)



Graduation

(http://students.gcu.edu/student-resources.php)



Student Resources

(http://www.gcumedu.com/imm-resources/student-success-center/v2.1/#/tools/online_learning)



Tutorials

(http://www.gcumedu.com/mediaElements/iti-competency-tests/v1.1/#/)



Competency Test

(http://lopeshops.gcu.edu)



Lopes Apparel Shop

(https://lopesactivitytracker.gcu.edu)



Lopes Activity Tracker

From: Darlene A. Kloeppel
Sent time: 01/25/2021 03:23:29 PM
To: [REDACTED]
Cc: Rita A. Kincheloe; Isak Griffiths; Darlene A. Kloeppel
Subject: employment confirmation letter
Attachments: B Colbrook hire letter.docx

Bill,

Attached is the promised follow-up letter outlining our verbal agreement for your employment as our Director of Administration. I have copied Rita, who is my Executive Assistant and Isak Griffiths, who held the position previously and has kindly agreed to help with the transition. Please return one signed letter to me when you come in. We're looking forward to seeing you on Feb 8. My office is in Brookens near where we met for your interview.

Regards,
Darlene

Darlene A. Kloeppel, MSW, MS, MCP
Champaign County Executive
1776 E. Washington St., Urbana, IL 61802-4581
217-384-3776, ext.6

Expect Excellence.

B Colbrook hire letter.docx

Darlene A. Kloepfel
County Executive



Champaign County
co.champaign.il.us

January 25, 2021

William Colbrook
[REDACTED]
[REDACTED]

Re: Director of Administration Employment Confirmation Letter

Dear Bill:

I am so pleased to confirm you have accepted our offer of employment for the position of Director of Administration in the Office of the County Executive. The terms we have verbally agreed upon are as follows:

1. Starting salary will be \$39.43 per hour (\$82,014.14 based on an 8-hour day for 2080 working hours per year).
2. Your start date will be Monday, February 8, 2021. This is a fulltime position. Normal open office hours for county buildings are Monday – Friday from 8 am – 4:30 pm, however some flexible hours may be required, as we support 24/7 operations for some departments.
3. Your accrual of paid benefit time will start at 2 weeks of vacation, 2 weeks of sick time and 1 personal day per year.
4. You are eligible for county health, dental, vision, retirement, EAP and other benefits as outlined in our non-bargaining employee benefit packages. More information about these options are available online and at employee orientation.

If you are in agreement with this offer, please sign this letter and return to me at your earliest convenience.

I look forward to you joining our team. Welcome aboard!

Sincerely,

Darlene A. Kloepfel, MSW, MS, MCP
Champaign County Executive

I accept this offer of employment.

Signature _____

From: /O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=89EACE14DAD7444AB5EA59837B7595F1-DARLENE A.
To: [REDACTED]
Cc: Rita A. Kincheloe; Isak Griffiths; Darlene A. Kloepfel
Subject: employment confirmation letter
Attachments: B Colbrook hire letter.docx

Bill,

Attached is the promised follow-up letter outlining our verbal agreement for your employment as our Director of Administration. I have copied Rita, who is my Executive Assistant and Isak Griffiths, who held the position previously and has kindly agreed to help with the transition. Please return one signed letter to me when you come in. We're looking forward to seeing you on Feb 8. My office is in Brookens near where we met for your interview.

Regards,
Darlene

Darlene A. Kloepfel, MSW, MS, MCP
Champaign County Executive
1776 E. Washington St., Urbana, IL 61802-4581
217-384-3776, ext.6

Expect Excellence.

B Colbrook hire letter.docx

Darlene A. Kloepfel
County Executive



Champaign County
co.champaign.il.us

January 25, 2021

William Colbrook
[REDACTED]
[REDACTED]

Re: Director of Administration Employment Confirmation Letter

Dear Bill:

I am so pleased to confirm you have accepted our offer of employment for the position of Director of Administration in the Office of the County Executive. The terms we have verbally agreed upon are as follows:

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4. You are eligible for county health, dental, vision, retirement, EAP and other benefits as outlined in our non-bargaining employee benefit packages. More information about these options are available online and at employee orientation.

If you are in agreement with this offer, please sign this letter and return to me at your earliest convenience.

I look forward to you joining our team. Welcome aboard!

Sincerely,

Darlene A. Kloepfel, MSW, MS, MCP
Champaign County Executive

I accept this offer of employment.

Signature _____

From: Rita A. Kincheloe
Sent time: 01/15/2021 04:22:35 PM
To: William Colbrook [REDACTED]
Subject: Follow-up Interview

Hi Bill,

The Administrative Services Interview Committee enjoyed our conversation during your interview earlier this week. I would like to schedule a second in-person interview next Wednesday, January 20th at 4:30pm at the Brookens Administrative Center.

Does this date and time work for you?

Have a great weekend!

Sincerely,

Rita Kincheloe

Executive Assistant to the County Executive
Brookens Administrative Center
1776 E. Washington Street
Urbana, IL 61802
(217) 384-3776 ext. 2112

From: Lance McGinness
Sent time: 01/28/2021 09:18:38 AM
To: Rita A. Kincheloe
Subject: FW: [Ticket #84] Dir of Admin office - County IT Help Desk

I just need the computer number that is that office

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent: Thursday, January 28, 2021 9:16 AM
To: Lance McGinness <lmcginness@co.champaign.il.us>
Subject: [Ticket #84] Dir of Admin office - County IT Help Desk

Ticket was assigned to Lance McGinness.

On Jan 28, 2021 @ 09:16 am, rkincheloe@co.champaign.il.us wrote:

--

M.C. Neal

Chief Information Officer

Champaign County

From: Rita A. Kincheloe
Sent: Thursday, January 28, 2021 9:08 AM
To: M.C. Neal
Subject: Dir of Admin office

Hi MC,

As you know, Bill Colbrook will begin on 2/8 and will office in Darlene's 'old' office between Tami and I.

There seems to be some work that needs to be done so that his computer is operational. We will want to have his computer up and running on 2/8.

Let me know if you'd like to gain access to the office.

Rita

Ticket Overview

Reply Now

PRIORITY Med

CREATOR rkincheloe@co.champaign.il.us

ASSIGNEE Lance McGinness

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

Ticket History

On Jan 28, 2021 @ 09:16 am, M.C. Neal wrote:

Assigned to Lance McGinness.

From: Lance McGinness
Sent time: 02/04/2021 01:16:51 PM
To: M.C. Neal
Subject: FW: [Ticket #215] Laptop - County IT Help Desk

Only laptop in my office besides Snyders broken laptop is ASDXXL1703. I thought she had a brand new laptop last year or earlier this year?

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent: Thursday, February 4, 2021 12:46 PM
To: Lance McGinness <lmcginness@co.champaign.il.us>
Subject: [Ticket #215] Laptop - County IT Help Desk

Ticket was assigned to Lance McGinness.

On Feb 04, 2021 @ 12:46 pm, rkincheloe@co.champaign.il.us wrote:

Lance, I believe I handed you Isak's old laptop when she went over to the Circuit Clerk. Can you get that prepped and ready to go for Bill (her replacement)?

Thanks much,

--

M.C. Neal

Chief Information Officer

Champaign County

From: Rita A. Kincheloe
Sent: Thursday, February 4, 2021 12:37 PM
To: M.C. Neal
Subject: laptop

Hi MC,

Bill Colbrook should have a laptop that he can use at home.....

Rita

Ticket Overview

Reply Now

PRIORITY Medium

CREATOR rkincheloe@co.champaign.il.us

ASSIGNEE Lance McGinness

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

Ticket History

On Feb 04, 2021 @ 12:46 pm, M.C. Neal wrote:

Assigned to Lance McGinness.

From: IT Helpdesk (County Departments)
Sent time: 02/08/2021 03:21:07 PM
To: Randall E. Cotton
Subject: FW: Access for Bill Colbrook

From: Mary A. Ward
Sent: Monday, February 8, 2021 3:21:05 PM (UTC-06:00) Central Time (US & Canada)
To: IT Helpdesk (County Departments)
Subject: Access for Bill Colbrook

In the Q drive Bill needs access to the Administrative Support and HR Generalist folders.

He also needs access to the R:drive. We had asked for that earlier along with the Q:drive and when he rebooted the Q drive showed up but not the R:drive.

Thanks!

Mary Ward
Administrative Assistant
Champaign County Administrative Services
Brookens Administrative Center
1776 E Washington Street
Urbana, IL 61802
www.co.champaign.il.us
maward@co.champaign.il.us
(217)384-3776 ext. 2100
(217)384-3896 Fax

From: IT Helpdesk (County Departments)
Sent time: 02/05/2021 10:59:05 AM
To: Randall E. Cotton
Subject: FW: Camera-Bill Colbrook

From: Rita A. Kincheloe
Sent: Friday, February 5, 2021 10:59:03 AM (UTC-06:00) Central Time (US & Canada)
To: IT Helpdesk (County Departments)
Cc: M.C. Neal
Subject: Camera-Bill Colbrook

Hi,
Bill Colbrook will need a camera installed for Zoom meetings.

Thanks,
Rita

From: Rita A. Kincheloe
Sent time: 01/12/2021 11:16:00 AM
To: Darlene A. Kloepfel
Subject: FW: Dir of Admin Interviews
Attachments: Dir of Admin Candidate Evaluation Rating Form.xlsx

Darlene,
Did you have a chance to review the attached?

Rita

From: Rita A. Kincheloe
Sent: Monday, January 11, 2021 3:55 PM
To: Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>
Subject: Dir of Admin Interviews

Darlene,

Please see the attached document that has:

- A list of questions decided by the Interview Team and the person who will ask the question. Let me know if you would like any of the order changed....
- A 4-point evaluation form, to be completed by each team member, for scoring the answers of each question.
- A summary of the above form that I will complete for your review.

Comments?

Rita

Interview Questions

- DH What is your understanding of this position
- TO Talk about the differences and similarities in responsibilities between your current position and the Director of Administration position. Follow-up: what challenges do you anticipate and how do you plan to address them?
- MC What do you view as the top HR risks for an organization? What would you do to minimize these risks?
- LR What is your experience dealing with numerous department head with varying personalities
- RK What was the most difficult employee relations situation you've been involved in?
- DK Please talk a little about your experience with budgeting for personnel?

Discuss your experience in implementation of financial & HR systems
- TO Give an example the most complex excel spreadsheet you have built.
- LR Please describe your working knowledge of how Champaign County operates.
- DB What significance do you think ethics and integrity have in public administration? Describe your personal and/or professional approach to ensuring integrity and ethical behavior.
- MC How would you effectively deal with challenges within a team you are leading?

Last 10 minutes: What questions do you have for us?

Questions we can ask if there is time:

- What inovative ideas have you implemented with previous employers to improve their staffing
- Please give us an example of how your attention to detail made a difference in your work environment?
- How would you describe your management style?
- How do you approach the development of a recruitment strategy?
- What steps would you take to ensure diversity in an organization?
- As Deputy Director--what core initiatives do you foresee implementing?

Rating Scale 1=Below Expectations

Director of Administration - Applicant Evaluation Form
Evaluator:

HR Experience				
	Understanding the position	Discuss the differences/ similarities in responsibilities; anticipated challenges	What are top HR risks for C. County and what can be done to minimize these risks	Experience in dealing with numerous dept. heads with varying personalities
Candidate				
Jodi [REDACTED]				
William Colbrook				
Julie [REDACTED]				

2 = Somewhat Meets Expectations

3 = Meets Expectations

4= Exceeds Expectations

Budgeting & Systems Experience				Working with others		
Difficult employee relations situation & handling the situation	Experience in personnel budgeting	Experience in Implementing financial & HR systems	Excel spreadsheet knowledge & experience	Knowledge of C. County operation	Significance of ethics & integrity in public admin; personal/ professional approach to ensure integrity	Dealing with challenges within a team

Director of Administrator - Evaluator Rating Totals

Candidate	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Evaluator 5
Jodi [REDACTED]					
William Colbrook					
Julie [REDACTED]					

Evaluator 6	Evaluator 7	TOTALS

From: M.C. Neal
Sent time: 01/28/2021 09:14:59 AM
To: Technology Help Desk
Subject: FW: Dir of Admin office

#assign jlm10500@co.champaign.il.us
#creator rkincheloe@co.champaign.il.us
#due 2/3/21

--

M.C. Neal
Chief Information Officer
Champaign County

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Thursday, January 28, 2021 9:08 AM
To: M.C. Neal <mcneal@co.champaign.il.us>
Subject: Dir of Admin office

Hi MC,

As you know, Bill Colbrook will begin on 2/8 and will office in Darlene's 'old' office between Tami and I.

There seems to be some work that needs to be done so that his computer is operational. We will want to have his computer up and running on 2/8.

Let me know if you'd like to gain access to the office.

Rita

From: IT Helpdesk (County Departments)
Sent time: 02/05/2021 11:43:07 AM
To: Randall E. Cotton
Subject: FW: headphones?

From: Rita A. Kincheloe
Sent: Friday, February 5, 2021 11:43:06 AM (UTC-06:00) Central Time (US & Canada)
To: IT Helpdesk (County Departments)
Subject: headphones?

Hi,
Sorry, but I forgot to include that Bill Colbrook will also need headphones.

Rita

From: William P. Colbrook
Sent time: 02/08/2021 12:15:58 PM
To: IT Helpdesk (County Departments)
Subject: FW: here are the things you'll need

Hi IT,

ISAK and I have found the issues listed below.

I'm sure there will be more identified later.

Bill Colbrook

From: Isak Griffiths <ig43434@co.champaign.il.us>
Sent: Monday, February 8, 2021 11:46 AM
To: William P. Colbrook <wcolbrook@co.champaign.il.us>
Subject: here are the things you'll need

Hi Bill,

Try rebooting and then try logging in again.

- error logging into AS400
- need Acrobat DC account
- maybe set HOME for both IE and Edge to www.co.champaign.il.us
- error logging into Kronos for Managers
- Cannot log into R drive
- Can log into Q drive but do not have access to ADS folders

Isak Griffiths
Chief Deputy Circuit Clerk

*Champaign County Circuit Clerk
Champaign County Courthouse
101 East Main Street
Urbana, IL 61801-2703
217-384-3725 isak@co.champaign.il.us*

Please direct questions for Administrative Services to hr@co.champaign.il.us — Thank you.

From: IT Helpdesk (County Departments)
Sent time: 02/08/2021 12:16:03 PM
To: Randall E. Cotton
Subject: FW: here are the things you'll need

From: William P. Colbrook
Sent: Monday, February 8, 2021 12:15:58 PM (UTC-06:00) Central Time (US & Canada)
To: IT Helpdesk (County Departments)
Subject: FW: here are the things you'll need

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Sent: Monday, February 8, 2021 11:46 AM
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Isak Griffiths
Chief Deputy Circuit Clerk

*Champaign County Circuit Clerk
Champaign County Courthouse
101 East Main Street
Urbana, IL 61801-2703
217-384-3725 isak@co.champaign.il.us*

Please direct questions for Administrative Services to hr@co.champaign.il.us — Thank you.

From: M.C. Neal
Sent time: 02/08/2021 12:25:30 PM
To: Randall E. Cotton
Subject: FW: here are the things you'll need

Bill is the new HR person (taking over for Isak).
Can you look into the highlighted sections below?

Thanks,

--

M.C. Neal
Chief Information Officer
Champaign County

From: William P. Colbrook <wcolbrook@co.champaign.il.us>
Sent: Monday, February 8, 2021 12:16 PM
To: IT Helpdesk (County Departments) <Helpdesk@co.champaign.il.us>
Subject: FW: here are the things you'll need

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Isak Griffiths
Chief Deputy Circuit Clerk

*Champaign County Circuit Clerk
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101 East Main Street
Urbana, IL 61801-2703
217-384-3725 isak@co.champaign.il.us*

Please direct questions for Administrative Services to hr@co.champaign.il.us — Thank you.

From: Lance McGinness
Sent time: 02/08/2021 12:21:06 PM
To: Tim Pavlik
Subject: FW: here are the things you'll need

Can you sign into Adobe? I cannot, it says I do not have access to Adobe Admin Console. I did last week but not today.

William P Colbrook needs an adobe acrobat DC account if you can sign in. I will keep trying to sign in

From: William P. Colbrook <wcolbrook@co.champaign.il.us>
Sent: Monday, February 8, 2021 12:16 PM
To: IT Helpdesk (County Departments) <Helpdesk@co.champaign.il.us>
Subject: FW: here are the things you'll need

Hi IT,

ISAK and I have found the issues listed below.

I'm sure there will be more identified later.

Bill Colbrook

From: Isak Griffiths <ig43434@co.champaign.il.us>
Sent: Monday, February 8, 2021 11:46 AM
To: William P. Colbrook <wcolbrook@co.champaign.il.us>
Subject: here are the things you'll need

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Isak Griffiths
Chief Deputy Circuit Clerk

*Champaign County Circuit Clerk
Champaign County Courthouse
101 East Main Street
Urbana, IL 61801-2703
217-384-3725 isak@co.champaign.il.us*


Please direct questions for Administrative Services to hr@co.champaign.il.us — Thank you.

From: Lance McGinness
Sent time: 02/08/2021 12:26:19 PM
To: Tim Pavlik
Subject: FW: here are the things you'll need

I still can't get in. Did my account expire?

From: Tim Pavlik <tpavlik@co.champaign.il.us>
Sent: Monday, February 8, 2021 12:25 PM
To: Lance McGinness <lmcginness@co.champaign.il.us>
Subject: Re: here are the things you'll need


Yep, I could get in. Here you go:

 **William Colbrook**

User Details

Email	wpc44160@co.champaign.il.us
Identity Type	Adobe ID

Products

 Acrobat Pro DC

From: Lance McGinness <lmcginness@co.champaign.il.us>
Sent: Monday, February 8, 2021 12:21 PM
To: Tim Pavlik <tpavlik@co.champaign.il.us>
Subject: FW: here are the things you'll need

Can you sign into Adobe? I cannot, it says I do not have access to Adobe Admin Console. I did last week but not today.

William P Colbrook needs an adobe acrobat DC account if you can sign in. I will keep trying to sign in

From: William P. Colbrook <wcolbrook@co.champaign.il.us>
Sent: Monday, February 8, 2021 12:16 PM
To: IT Helpdesk (County Departments) <Helpdesk@co.champaign.il.us>
Subject: FW: here are the things you'll need

Hi IT,

ISAK and I have found the issues listed below.

I'm sure there will be more identified later.

Bill Colbrook

From: Isak Griffiths <ig43434@co.champaign.il.us>
Sent: Monday, February 8, 2021 11:46 AM
To: William P. Colbrook <wcolbrook@co.champaign.il.us>

Subject: here are the things you'll need

Hi Bill,

Try rebooting and then try logging in again.

- error logging into AS400
- need Acrobat DC account
- maybe set HOME for both IE and Edge to www.co.champaign.il.us
- error logging into Kronos for Managers
 - Cannot log into R drive
 - Can log into Q drive but do not have access to ADS folders

Isak Griffiths
Chief Deputy Circuit Clerk

*Champaign County Circuit Clerk
Champaign County Courthouse
101 East Main Street
Urbana, IL 61801-2703
217-384-3725 isak@co.champaign.il.us*

Please direct questions for Administrative Services to hr@co.champaign.il.us — Thank you.

From: IT Helpdesk (County Departments)
Sent time: 02/08/2021 11:35:23 AM
To: Randall E. Cotton
Subject: FW: Outlook Mailing List Update

From: Megan R. Robison
Sent: Monday, February 8, 2021 11:35:21 AM (UTC-06:00) Central Time (US & Canada)
To: IT Helpdesk (County Departments)
Subject: Outlook Mailing List Update

Good morning,

Could you please add William Colbrook to the following groups in Outlook?

Department Heads
HRWorkForceTaskForce
Human Resources
Non-Bargaining Employees
Worker's Comp
SuggestionBox
FOIA Officers
County Administrators
Brookens East Campus
EOC Crew
Administrative Services
All users

Also, could you please remove Isak from the following groups in Outlook?

Administrative Services
Brookens East Campus
County Administrators
SuggestionBox
Worker's Comp
Human Resources
HRWorkForceTaskForce

Thank you,

Megan Robison
Administrative Assistant

Champaign County Administrative Services

Brookens Administrative Center
1776 E Washington Street
Urbana, IL 61802
www.co.champaign.il.us
mrobison@co.champaign.il.us
(217)384-3776 ext. 2127
(217)384-3896 Fax

From: Teresa Schlein
Sent time: 01/25/2021 04:31:25 PM
To: Nathaniel "Shane" Cook
Subject: FW: Parkland Public Safety Changes

Teresa Schlein

Champaign County Sheriff's Office
204 E. Main Street
Urbana IL 61801
217-384-1205 Extension 1600
217-384-1219 Fax
tschlein@co.champaign.il.us

From: William Colbrook
Sent: Monday, January 25, 2021 3:48 PM
To: Alice Cary - UIPD (alicekay@illinois.edu) <alicekay@illinois.edu>; Anthony Cobb <anthony.cobb@ci.champaign.il.us>; Kestner, Anthony <Anthony.Kestner@illinois.gov>; Brendan Heffner <BRENDAN.HEFFNER@USDOJ.GOV>; Bryan Freres <Bryan.Freres@usdoj.gov>; Seraphin, Bryant <seraphbd@urbanainillinois.us>; Ralph Caldwell <Ralph.Caldwell@ci.champaign.il.us>; Jim Page <jpage@ILEAS.ORG>; Gallo, Joseph Franklin <jfgallo@illinois.edu>; 'Julia Rietz' <jrietz@co.champaign.il.us>; 'Kristin Wright' <kristin.wright@champaignil.gov>; Louis Kink <Louis_Kink@ISP.state.il.us>; Michael Campbell <Michael.Campbell@illinois.gov>; Michele Watson <mwatson@ileas.org>; 'Emery, Mike (USAILC)' <Mike.Emery@usdoj.gov>; Michael Metzler <mmetzler@police.mahomet-il.gov>; 'krwilson@ileas.org' <krwilson@ileas.org>; Tony Brown <brown@village.rantoul.il.us>; Short, Todd E <tshort@illinois.edu>; 'ryan.starrick@illinois.gov' <ryan.starrick@illinois.gov>
Subject: Parkland Public Safety Changes

Friends and Colleagues,

After much thought and contemplation, and with a tremendous amount of mixed emotions, I have decided to retire from law enforcement. My last day on campus will be Friday, February 5th.

I have been honored to have served the citizens of Illinois as a sworn police officer for almost 35 years. I have been blessed to be in a position to help improve the lives of our students and to ensure a safe learning environment.

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Vice President Trame and I are working together on a transition plan for Public Safety. Rest assured, we have a very capable and professional staff that will continue to serve the stakeholders of the Parkland campus community.

As difficult of a decision this has been for me, I am looking forward to the new chapter, challenges, and opportunities in my professional career.

I have already shared this news with my department, so please feel free to share with your staff.

I wish each of you all the very best.

Please take care.....Bill

William P. Colbrook
Chief of Police/Director of Public Safety
Parkland College
2400 W. Bradley Ave., Room A160
Champaign, IL 61821
217/351-2369
wcolbrook@parkland.edu

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From: William Colbrook <WColbrook@parkland.edu>
Sent time: 01/25/2021 04:28:23 PM
To: Dustin D. Heuerman
Subject: FW: Parkland Public Safety Changes

CAUTION: External email, be careful when opening.

I somehow did not include you on the list. My apologies.

From: William Colbrook
Sent: Monday, January 25, 2021 3:48 PM
To: Alice Cary - UIPD (alicecay@illinois.edu) <alicecay@illinois.edu>; Anthony Cobb <anthony.cobb@ci.champaign.il.us>; Kestner, Anthony <Anthony.Kestner@illinois.gov>; Brendan Heffner <BRENDAN.HEFFNER@USDOJ.GOV>; Bryan Freres <Bryan.Freres@usdoj.gov>; Seraphin, Bryant <seraphbd@urbanillinois.us>; Ralph Caldwell <Ralph.Caldwell@ci.champaign.il.us>; Jim Page <jrpage@ILEAS.ORG>; Gallo, Joseph Franklin <jfgallo@illinois.edu>; 'Julia Rietz' <jrietz@co.champaign.il.us>; 'Kristin Wright' <kristin.wright@champaignil.gov>; Louis Kink <Louis_Kink@ISP.state.il.us>; Michael Campbell <Michael.Campbell@illinois.gov>; Michele Watson <mwatson@ileas.org>; 'Emery, Mike (USAILC)' <Mike.Emery@usdoj.gov>; Michael Metzler <mmetzler@police.mahomet-il.gov>; 'krwilson@ileas.org' <krwilson@ileas.org>; Tony Brown <tbrown@village.rantoul.il.us>; Short, Todd E <tshort@illinois.edu>; 'ryan.starrick@illinois.gov' <ryan.starrick@illinois.gov>
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today. tomorrow. together. 

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From: Dustin D. Heuerman
Sent time: 01/25/2021 07:02:48 PM
To: Teresa Schleinz
Subject: Fw: Parkland Public Safety Changes

Dustin D. Heuerman, M.S., Ed.D.

Champaign County Sheriff
204 E. Main Street
Urbana, IL 61801
217-384-1205

From: William Colbrook <WColbrook@parkland.edu>
Sent: Monday, January 25, 2021 6:30 PM
To: Dustin D. Heuerman <dheuerman@co.champaign.il.us>
Subject: Re: Parkland Public Safety Changes

Thanks. But, I won't be going far. I will be the next Director of Administration for the county.

Sent from my iPhone
Bill Colbrook

On Jan 25, 2021, at 4:59 PM, Dustin D. Heuerman <dheuerman@co.champaign.il.us> wrote:

External Email

Awe man...sorry to see ya go!

Dustin D. Heuerman
Champaign County Sheriff

On Jan 25, 2021, at 4:28 PM, William Colbrook <WColbrook@parkland.edu> wrote:

I some how did not include you on the list. My apologies.

From: William Colbrook
Sent: Monday, January 25, 2021 3:48 PM
To: Alice Cary - UIPD (alicekay@illinois.edu) <alicekay@illinois.edu>; Anthony Cobb <anthony.cobb@ci.champaign.il.us>; Kestner, Anthony <Anthony.Kestner@illinois.gov>; Brendan Heffner <BRENDAN.HEFFNER@USDOJ.GOV>; Bryan Freres <Bryan.Freres@usdoj.gov>; Seraphin, Bryant <seraphbd@urbanailinois.us>; Ralph Caldwell <Ralph.Caldwell@ci.champaign.il.us>; Jim Page <jrpage@ILEAS.ORG>; Gallo, Joseph Franklin <jfgallo@illinois.edu>; 'Julia Rietz' <jrietz@co.champaign.il.us>; 'Kristin Wright' <kristin.wright@champaignil.gov>; Louis Kink <Louis_Kink@ISP.state.il.us>; Michael Campbell <Michael.Campbell@illinois.gov>; Michele Watson <mwatson@ileas.org>; 'Emery, Mike (USAILC)' <Mike.Emery@usdoj.gov>; Michael Metzler <mmetzler@police.mahomet-il.gov>; 'krwilson@ileas.org' <krwilson@ileas.org>; Tony Brown <tbrown@village.rantoul.il.us>; Short, Todd E <tshort@illinois.edu>; 'ryan.starrick@illinois.gov' <ryan.starrick@illinois.gov>
Subject: Parkland Public Safety Changes

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I wish each of you all the very best.

Please take care.....Bill

William P. Colbrook
Chief of Police/Director of Public Safety
Parkland College
2400 W. Bradley Ave., Room A160
Champaign, IL 61821
217/351-2369
wcolbrook@parkland.edu

<image001.jpg>

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From: Teresa Schleinz
Sent time: 01/26/2021 08:20:55 AM
To: Nathaniel "Shane" Cook
Subject: FW: Parkland Public Safety Changes
Attachments: image001.jpg

Teresa Schleinz

Champaign County Sheriff's Office
204 E. Main Street
Urbana IL 61801
217-384-1205 Extension 1600
217-384-1219 Fax
tschleinz@co.champaign.il.us

From: William Colbrook <WColbrook@parkland.edu>
Sent: Monday, January 25, 2021 7:04 PM
To: Teresa Schleinz <tschleinz@co.champaign.il.us>
Subject: Re: Parkland Public Safety Changes

CAUTION: External email, be careful when opening.

Thanks Teresa.

I'm not going far. I will be working at the county, too. I will be the Director of Administration, working for the County Executive.

So, you'll have to put up with me for many years to come.

Sent from my iPhone
Bill Colbrook

On Jan 25, 2021, at 4:32 PM, Teresa Schleinz <tschleinz@co.champaign.il.us> wrote:

External Email

CONGRATS to you !

I know I did not see much of you but always enjoyed talking with you

ENJOY !!!!!!!

Teresa Schleinz

Champaign County Sheriff's Office
204 E. Main Street
Urbana IL 61801
217-384-1205 Extension 1600
217-384-1219 Fax
tschleinz@co.champaign.il.us

From: William Colbrook
Sent: Monday, January 25, 2021 3:48 PM
To: Alice Cary - UIPD (alicekay@illinois.edu) <alicekay@illinois.edu>; Anthony Cobb <anthony.cobb@ci.champaign.il.us>; Kestner, Anthony <Anthony.Kestner@illinois.gov>; Brendan Heffner <BRENDAN.HEFFNER@USDOJ.GOV>; Bryan Freres <Bryan.Freres@usdoj.gov>; Seraphin, Bryant <seraphbd@urbanainillinois.us>; Ralph Caldwell <Ralph.Caldwell@ci.champaign.il.us>; Jim Page <jpage@ILEAS.ORG>; Gallo, Joseph Franklin <jfgallo@illinois.edu>; 'Julia Rietz' <jrietz@co.champaign.il.us>; 'Kristin Wright' <kristin.wright@champaignil.gov>; Louis Kink <Louis_Kink@ISP.state.il.us>; Michael Campbell

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I wish each of you all the very best.

Please take care.....Bill

William P. Colbrook
Chief of Police/Director of Public Safety
Parkland College
2400 W. Bradley Ave., Room A160
Champaign, IL 61821
217/351-2369
wcolbrook@parkland.edu

<image001.jpg>

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From: IT Helpdesk (County Departments)
Sent time: 02/05/2021 08:35:27 AM
To: Randall E. Cotton
Subject: FW: personnel change - William P. Colbrook (new hire)
Attachments: Colbrook, William - hire Director of Administration - 02082021.pdf

From: Isak Griffiths
Sent: Friday, February 5, 2021 8:35:18 AM (UTC-06:00) Central Time (US & Canada)
To: Rita A. Kincheloe; Darlene A. Kloepfel; Debbie Heiser; IT Helpdesk (County Departments); Leeann Robeck; Mary A. Ward; Tami Ogden
Subject: personnel change - William P. Colbrook (new hire)

Attached: Personnel change form, approved by Isak Griffiths per pro. Darlene Kloepfel:

New Hire: William P. Colbrook
Title: Director of Administration
Effective: 02/08/2021

IT request: Please use Isak's old Admin Svs profile
Kronos like Leeann; Adobe DC Pro; add to hr@workcomp@HRWFTF@; needs all Q, R

Training: NEOGOV Counter Staff
NEGOV IL Relay
NEGOV SHP 30-days

From: Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>
Sent: Monday, January 25, 2021 3:23 PM
To: [REDACTED]
Cc: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>; Isak Griffiths <jg43434@co.champaign.il.us>; Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>
Subject: employment confirmation letter

Bill,

Attached is the promised follow-up letter outlining our verbal agreement for your employment as our Director of Administration. I have copied Rita, who is my Executive Assistant and Isak Griffiths, who held the position previously and has kindly agreed to help with the transition. Please return one signed letter to me when you come in. We're looking forward to seeing you on Feb 8. My office is in Brookens near where we met for your interview.

Regards,
Darlene

Darlene A. Kloepfel, MSW, MS, MCP
Champaign County Executive
1776 E. Washington St., Urbana, IL 61802-4581
217-384-3776, ext.6

Expect Excellence.



January 25, 2021

William Colbrook
[REDACTED]

Re: Director of Administration Employment Confirmation Letter

Dear Bill:

I am so pleased to confirm you have accepted our offer of employment for the position of Director of Administration in the Office of the County Executive. The terms we have verbally agreed upon are as follows:

1. Starting salary will be \$39.43 per hour (\$82,014.14 based on an 8-hour day for 2080 working hours per year).
2. Your start date will be Monday, February 8, 2021. This is a fulltime position. Normal open office hours for county buildings are Monday – Friday from 8 am – 4:30 pm, however some flexible hours may be required, as we support 24/7 operations for some departments.
3. Your accrual of paid benefit time will start at 2 weeks of vacation, 2 weeks of sick time and 1 personal day per year.
4. You are eligible for county health, dental, vision, retirement, EAP and other benefits as outlined in our non-bargaining employee benefit packages. More information about these options are available online and at employee orientation.

If you are in agreement with this offer, please sign this letter and return to me at your earliest convenience.

I look forward to you joining our team. Welcome aboard!

Sincerely,

Darlene A. Kloepfel, MSW, MS, MCP
Champaign County Executive

I accept this offer of employment.

Signature _____

From: Darlene A. Kloepfel
Sent time: 01/13/2021 05:27:27 PM
To: M.C. Neal; Dana M. Brenner; Rita A. Kincheloe; Leeann Robeck; Debbie Heiser; Tami Ogden
Cc: Darlene A. Kloepfel
Subject: FW: Thank You

Forwarding FYI...

From: William Colbrook [REDACTED]
Sent: Wednesday, January 13, 2021 8:27 AM
To: Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>
Subject: Thank You

CAUTION: External email, be careful when opening.

Ma'am,

I want to thank you for the opportunity to interview for the vacant Director of Administration position.

I am excited about the potential opportunity to serve the stakeholders of Champaign County government and to join a team of dedicated public servants.

I would like to clarify one point. If there were to be a timely decision and if I were the successful candidate, I could start as soon as February 1, 2021, as I would need to provide at least a two week notice to Parkland College.

In my opinion, the two week notice would not jeopardize the safety environment at Parkland College as I have assembled a very capable command staff that could step in at a moments notice.

I am looking forward to hearing from you.

Best Regards,

Bill C.

From: IT Helpdesk (County Departments)
Sent time: 02/04/2021 03:31:02 PM
To: Randall E. Cotton
Subject: FW: Wireless Mouse

From: Mary A. Ward
Sent: Thursday, February 4, 2021 3:30:59 PM (UTC-06:00) Central Time (US & Canada)
To: IT Helpdesk (County Departments)
Subject: Wireless Mouse

Hi,

We would like a wireless mouse for Bill Colbrook, new Director Of Administration. He starts on Monday, 2/8.

Thanks!

Mary Ward
Administrative Assistant
Champaign County Administrative Services
Brookens Administrative Center
1776 E Washington Street
Urbana, IL 61802
www.co.champaign.il.us
maward@co.champaign.il.us
(217)384-3776 ext. 2100
(217)384-3896 Fax

From: Darlene A. Kloepfel
Sent time: 01/27/2021 05:59:58 PM
To: Darlene A. Kloepfel
Subject: Fwd: Orientation for Bill

Darlene A. Kloepfel
Champaign County Executive
Expect Excellence.

Begin forwarded message:

From: "Darlene A. Kloepfel" <dkloepfel@co.champaign.il.us>
Date: January 27, 2021 at 5:59:23 PM CST
To: Isak Griffiths <ig43434@co.champaign.il.us>
Subject: **Orientation for Bill**

Hi, Isak,

As I mentioned, Bill Colbrook is starting Feb 8. I'll have Rita send over a new employee form to you. Trying to schedule his orientation/training and wondered if you wanted to use his start that first week as the way to show him how the onboarding process works?

To complicate things a little, Debbie is on vacation his first week and I'll also be working out of office as I'm having my hip surgery on the 3rd. There's lots for him to learn, but want to get him up to speed on the tasks you're doing to free you up as soon as is convenient for your schedule.

He can be flexible on hours if you need to do training after hours for your "real" job. Let me know what will work... Take care.

Darlene A. Kloepfel
Champaign County Executive
Expect Excellence.

From: ncook@co.champaign.il.us
To: Stuart "Tony" Shaw; David Sherrick; Curtis Apperson
Subject: Fwd: Parkland Public Safety Changes

Captain Shane Cook

Champaign County Sheriff's Office

FBI NA Graduate - 267

Sent from iPhone-

From: William Colbrook
Sent: Monday, January 25, 2021 3:48 PM
To: Alice Cary - UIPD <alicekay@illinois.edu> <alicekay@illinois.edu>; Anthony Cobb <anthony.cobb@ci.champaign.il.us>; Kestner, Anthony <Anthony.Kestner@illinois.gov>; Brendan Heffner <BRENDAN.HEFFNER@USDOJ.GOV>; Bryan Freres <Bryan.Freres@usdoj.gov>; Seraphin, Bryant <seraphbd@urbanillinois.us>; Ralph Caldwell <Ralph.Caldwell@ci.champaign.il.us>; Jim Page <jrpage@ILEAS.ORG>; Gallo, Joseph Franklin <jfgallo@illinois.edu>; 'Julia Rietz' <jrietz@co.champaign.il.us>; 'Kristin Wright' <kristin.wright@champaignil.gov>; Louis Kink <Louis_Kink@ISP.state.il.us>; Michael Campbell <Michael.Campbell@illinois.gov>; Michele Watson <mwatson@ileas.org>; 'Emery, Mike (USAILC)' <Mike.Emery@usdoj.gov>; Michael Metzler <mmetzler@police.mahomet-il.gov>; 'krwilson@ileas.org' <krwilson@ileas.org>; Tony Brown <tbrown@village.rantoul.il.us>; Short, Todd E <tshort@illinois.edu>; 'ryan.starrick@illinois.gov' <ryan.starrick@illinois.gov>
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Please take care.....Bill

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Parkland College
2400 W. Bradley Ave., Room A160
Champaign, IL 61821
217/351-2369
wcolbrook@parkland.edu

today. tomorrow. together.  PARKLAND COLLEGE

you have received this communication in error, please immediately notify the sender and delete the original communication. Any distribution or copying of this message without the College's prior consent is prohibited.

From: Nathaniel "Shane" Cook
Sent time: 01/25/2021 05:00:20 PM
To: Stuart "Tony" Shaw; David Sherrick; Curtis Apperson
Subject: Fwd: Parkland Public Safety Changes

Captain Shane Cook

Champaign County Sheriff's Office

FBI NA Graduate - 267

Sent from iPhone-

From: William Colbrook
Sent: Monday, January 25, 2021 3:48 PM
To: Alice Cary - UIPD (<alicekay@illinois.edu> <alicekay@illinois.edu>); Anthony Cobb (<anthony.cobb@ci.champaign.il.us>); Kestner, Anthony (<Anthony.Kestner@illinois.gov>); Brendan Heffner (<BRENDAN.HEFFNER@USDOJ.GOV>); Bryan Freres (<Bryan.Freres@usdoj.gov>); Seraphin, Bryant (<seraphbd@urbanainllinois.us>); Ralph Caldwell (<Ralph.Caldwell@ci.champaign.il.us>); Jim Page (<jrpge@ILEAS.ORG>); Gallo, Joseph Franklin (<jfgallo@illinois.edu>); 'Julia Rietz' (<jrietz@co.champaign.il.us>); 'Kristin Wright' (<kristin.wright@champaignil.gov>); Louis Kink (<Louis_Kink@ISP.state.il.us>); Michael Campbell (<Michael.Campbell@illinois.gov>); Michele Watson (<mwatson@ileas.org>); 'Emery, Mike (USAILC)' (<Mike.Emery@usdoj.gov>); Michael Metzler (<mmetzler@police.mahomet-il.gov>); 'krwilson@ileas.org' (<krwilson@ileas.org>); Tony Brown (<tbrown@village.rantoul.il.us>); Short, Todd E (<tshort@illinois.edu>); 'ryan.starrick@illinois.gov' (<ryan.starrick@illinois.gov>)
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After much thought and contemplation, and with a tremendous amount of mixed emotions, I have decided to retire from law enforcement. My last day on campus will be Friday, February 5th.

I have been honored to have served the citizens of Illinois as a sworn police officer for almost 35 years. I have been blessed to be in a position to help improve the lives of our students and to ensure a safe learning environment.

I have also been honored to have worked with each of you on public safety issues.

Vice President Trame and I are working together on a transition plan for Public Safety. Rest assured, we have a very capable and professional staff that will continue to serve the stakeholders of the Parkland campus community.

As difficult a decision this has been for me, I am looking forward to the new chapter, challenges, and opportunities in my professional career.

I have already shared this news with my department, so please feel free to share with your staff.

I wish each of you all the very best.

Please take care.....Bill

William P. Colbrook
Chief of Police/Director of Public Safety
Parkland College
2400 W. Bradley Ave., Room A160
Champaign, IL 61821
217/351-2369
wcolbrook@parkland.edu

today. tomorrow. together.  PARKLAND COLLEGE

Act. This communication is the property of Parkland College and is intended only for use by the recipient identified. If you have received this communication in error, please immediately notify the sender and delete the original communication. Any distribution or copying of this message without the College's prior consent is prohibited.

From: Rita A. Kincheloe
Sent time: 02/05/2021 11:43:06 AM
To: IT Helpdesk (County Departments)
Subject: headphones?

Hi,
Sorry, but I forgot to include that Bill Colbrook will also need headphones.

Rita

From: HRPayrollNotifications@co.champaign.il.us

Sent time: 02/05/2021 09:04:19 AM

To: Andy Rhodes; Becky Krueger; Debbie Heiser; Greg Vasen; Isak Griffiths; Janice E. Mann; Kathy L. Berger; Leeann Robeck; Robin R. Curtiss; Tim Breen

Subject: Hire an Employee

CAUTION: External email, be careful when opening.

WILLIAM COLBROOK has been hired effective 02/08/2021. Employee ID [REDACTED]

Fund: 080 General County Fund

Dept: 016 ADMINISTRATIVE SERVICES

Line: REGULAR FULL-TIME EMPLOYEE

From: Darlene A. Kloepfel
Sent time: 01/15/2021 12:56:04 PM
To: Rita A. Kincheloe
Cc: Darlene A. Kloepfel
Subject: Interview evaluations
Attachments: Copy of Dir of Admin Candidate Evaluation Rating Form (002).xlsx

See attached. I'd like to set up a conference call or my office meeting with everyone this afternoon.

Regards,
Darlene

Darlene A. Kloepfel, MSW, MS, MCP
Champaign County Executive
1776 E. Washington St., Urbana, IL 61802-4581
217-384-3776, ext.6

Expect Excellence.

Interview Questions

- DH What is your understanding of this position
- TO Talk about the differences and similarities in responsibilities between your current position and the Director of Administration position. Follow-up: what challenges do you anticipate and how do you plan to address them?
- MC What do you view as the top HR risks for an organization? What would you do to minimize these risks?
- LR What is your experience dealing with numerous department head with varying personalities
- RK What was the most difficult employee relations situation you've been involved in?
- DK Please talk a little about your experience with budgeting for personnel?
- DK Discuss your experience in implementation of financial & HR systems
- TO Give an example the most complex excel spreadsheet you have built.
- LR Please describe your working knowledge of how Champaign County operates.
- DB What significance do you think ethics and integrity have in public administration? Describe your personal and/or professional approach to ensuring integrity and ethical behavior.
- MC How would you effectively deal with challenges within a team you are leading?

Last 10 minutes: What questions do you have for us?

Questions we can ask if there is time:

- What innovative ideas have you implemented with previous employers to improve their staffing
- Please give us an example of how your attention to detail made a difference in your work environment?
- How would you describe your management style?
- How do you approach the development of a recruitment strategy?
- What steps would you take to ensure diversity in an organization?
- As Deputy Director--what core initiatives do you foresee implementing?

Rating Scale 1=Below
Expectations

Director of Administration - Applicant Evaluation Form

Evaluator:

Candidate	HR Experience	Budgeting Experience	Excel & ERP Experience	Government Experience
Jodi [REDACTED]	4	4	4	1
William Colbrook	4	4	3	3
Heather [REDACTED]	1	1	1	3

2 = Somewhat Meets Expectations 3 = Meets Expectations 4 = Exceeds Expectations

Team Fit	TOTAL SCORE
3	16
3	17
2	8

From: Rita A. Kincheloc
Sent time: 01/08/2021 02:09:36 PM
To: Rita A. Kincheloc; Darlene A. Kloeppel; Leeann Robeck; Debbie Heiser; Tami Ogden; M.C. Neal; Dana M. Brenner
Subject: Interview: William Colbrook

Darlene Kloeppel is inviting you to a scheduled Zoom meeting.

Topic: Interview

Time: Jan 12, 2021 05:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87168733835?pwd=MHlxMlhZSWhmbGswaGhzZFBKMzVqdz09>

Meeting ID: 871 6873 3835

Passcode: 475986

One tap mobile

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+1 253 215 8782 US (Tacoma)

Meeting ID: 871 6873 3835

Find your local number: <https://us02web.zoom.us/j/kQpxWMTeO>

From: Rita A. Kincheloe
Sent time: 01/08/2021 02:09:38 PM
To: Rita A. Kincheloe; Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>; Leeann Robeck <LRobeck@co.champaign.il.us>; Debbie Heiser; Tami Ogden <togden@co.champaign.il.us>; M.C. Neal <meneal@co.champaign.il.us>; Dana M. Brenner <dbrenner@co.champaign.il.us>
Subject: Interview: William Colbrook

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To: Rita A. Kincheloe; Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>; Leeann Robeck <LRobeck@co.champaign.il.us>; Debbie Heiser <dheiser@co.champaign.il.us>; Tami Ogden <togden@co.champaign.il.us>; M.C. Neal <mcneal@co.champaign.il.us>; Dana M. Brenner
Subject: Interview: William Colbrook

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Subject: Interview: William Colbrook

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Topic: Interview
Time: Jan 12, 2021 05:00 PM Central Time (US and Canada)

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Meeting ID: 871 6873 3835
Find your local number: <https://us02web.zoom.us/u/kQpxWMTeO>

From: Rita A. Kincheloe
Sent time: 01/08/2021 02:43:59 PM
To: Darlene A. Kloepfel; Leeann Robeck; Debbie Heiser; Tami Ogden; M.C. Neal; Dana M. Brenner
Subject: Interview: William Colbrook

Darlene Kloepfel is inviting you to a scheduled Zoom meeting.

Topic: Interview

Time: Jan 12, 2021 05:00 PM Central Time (US and Canada)

Join Zoom Meeting

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Meeting ID: 871 6873 3835

Find your local number: <https://us02web.zoom.us/j/kQpxWMTeO>

From: Rita A. Kincheloe
Sent time: 02/04/2021 12:37:06 PM
To: M.C. Neal
Subject: laptop

Hi MC,
Bill Colbrook should have a laptop that he can use at home.....

Rita

From: M.C. Neal
Sent time: 02/04/2021 12:44:37 PM
To: Technology Help Desk
Subject: Laptop

#assign jlm10500@co.champaign.il.us
#creator rkincheloe@co.champaign.il.us

Lance, I believe I handed you Isak's old laptop when she went over to the Circuit Clerk. Can you get that prepped and ready to go for Bill (her replacement)?

Thanks much,

--

M.C. Neal
Chief Information Officer
Champaign County

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Thursday, February 4, 2021 12:37 PM
To: M.C. Neal <mcneal@co.champaign.il.us>
Subject: laptop

Hi MC,
Bill Colbrook should have a laptop that he can use at home.....

Rita

From: Rita A. Kincheloe
Sent time: 02/03/2021 04:05:36 PM
To: William Colbrook [REDACTED]
Subject: Monday, 2/8

Hi Bill,

On Monday, 2/8 please drive to the same parking lot that you came to for your interview. Your assigned parking space is #14. I will meet you at the doors at 8am. It's not necessary to come earlier to the building. The office is closed from 12 noon to 1pm. We have a breakroom or you can leave the building for lunch. And, most of the offices at Brookens close at 4:30pm for the day.

I'm starting to plan your first few days with us. I will have your itinerary ready on Monday. Please bring two ID's for I-9 processing, any information you would need for W-4 processing, and Direct Deposit account(s) information.

Darlene had surgery today and will not physically be in the office much next week. I will do my best to get you acclimated to your new job!

If you need to reach me, my direct line is (217) 819-3432 and my cell is [REDACTED].

I look forward to working with you, Bill!

Sincerely,

Rita Kincheloe

Executive Assistant to the County Executive
Brookens Administrative Center
1776 E. Washington Street
Urbana, IL 61802
(217) 819-3432

From: Rita A. Kincheloe
Sent time: 02/01/2021 04:16:26 PM
To: Isak Griffiths
Cc: Darlene A. Kloepfel
Subject: New Hire Form Completion
Attachments: Bill Colbrook new hire form.pdf

Hi Isak,
Please complete the attached new hire form for Bill Colbrook and forward the document to Darlene.

We would appreciate a quick turnaround, please!

Thanks,
Rita

CHAMPAIGN COUNTY PERSONNEL INFORMATION **HIRE** FORM
Hire — New Hire / Re-Hire / Hire from Other Department

Employee Information:

Employee Name: _____ SSN: ____/____/____
Address: _____ DOB: ____/____/____
Phone (mobile preferred) _____ Gender: ____ Marital Status: _____ Race: _____
Emergency Contact Name: _____ Phone: _____
Name of Team/Peer Mentor: _____ Contact: _____

Position Information

Position Title: _____ Pay Grade: _____ Effective: ____/____/____
Office/Dept: _____ Annual Hrs: _____ Hourly Wage: _____
Contract: _____ FT/PT/Temp: _____
Reason for Starting Salary Recommendation: _____
Former Employee in Position: _____ Wage: _____ Last Day: ____/____/____

Training Information

Sexual Harassment Training Within 30 days by: Department Online/NEOGOV AdminSvs in-person orientation

ADA Training: None IL Relay Counter Staff BOTH Counter Staff and IL Relay

Create Training Profile In: NEOGOV MindFlash Other: _____

I.T. Requests

Use Same Profile As: _____
Additional Requests: _____

Parking Permit Request

Parking Space Location: _____
Vehicle #1 Make/Model: _____ License Plate: _____
Vehicle #2 Make/Model: _____ License Plate: _____

Department Authorization

Submitted: ____/____/____ By: _____
Name of Authorizing Elected Official / Department Head (initials of person completing the form)

Payroll Authorization

Approval Authority: _____ Effective: ____/____/____
Hourly Rate: _____ Bi-Weekly Rate: _____ Annual Rate: _____
Approved By: _____ Date: ____/____/____

Notes:

From: Darlene A. Kloeppe

Sent time: 01/26/2021 01:20:50 PM

To: Mary A. Ward; Megan R. Robison; Rita A. Kincheloe; Joel H. Palomaki; Debbie Heiser; Leeann Robeck; Tami Ogden; Daniel Busey; M.C. Neal; Dana M. Brenner

Subject: next few weeks

Admin folks:

As mentioned, I am working from home more this week in preparation for my upcoming hip surgery on Feb 3. It appears that our remote connection is having intermittent difficulty. If you schedule zoom meetings on my calendar, please also send the link to my email, which I can get via my phone.

My cell number is [REDACTED]. From Feb 3-8, I will likely be unavailable. If you need assistance, Tami is "in charge". Thanks for carrying on!

Our new Director of Admin, Bill Colbrook, will start on Feb 8. Please plan to spend some time to get him oriented that week. Send me some available times, and I'll put a schedule together for him to meet with each of you.

Regards,
Darlene

Darlene A. Kloeppe, MSW, MS, MCP
Champaign County Executive
1776 E. Washington St., Urbana, IL 61802-4581
217-384-3776, ext.6

Expect Excellence.

From:

To: Mary A. Ward; Megan R. Robison; Rita A. Kincheloe; Joel H. Palomaki; Debbie Heiser; Leeann Robeck; Tami Ogden; Daniel Busey; M.C. Neal; Dana M. Brenner

Subject: next few weeks

Admin folks:

As mentioned, I am working from home more in preparation for my upcoming hip surgery on Feb 3. It appears that our remote connection is having intermittent difficulty. If you schedule zoom meetings on my calendar, please also send the link to my email, which I can also get via my phone for my home computer as back up.

My cell number is [REDACTED] From Feb 3-8, I will likely be unavailable. If you need assistance, Tami is "in charge". Thanks for carrying on!

Our new Director of Admin, Bill Colbrook, will start on Feb 8.

Regards,
Darlene

Darlene A. Kloeppel, MSW, MS, MCP
Champaign County Executive
1776 E. Washington St., Urbana, IL 61802-4581
217-384-3776, ext.6

Expect Excellence.

From: Rita A. Kincheloe
Sent time: 01/27/2021 10:15:55 AM
To: Megan R. Robison
Subject: Office/Title Plate

Megan,
Bill Colbrook is our new Director of Administration, beginning 2/8.

Can you update his office 'name' plate to this (remove 'deputy')?
rk

From: Darlene A. Kloeppe
Sent time: 01/27/2021 05:59:21 PM
To: Isak Griffiths
Subject: Orientation for Bill

Hi, Isak,

As I mentioned, Bill Colbrook is starting Feb 8. I'll have Rita send over a new employee form to you. Trying to schedule his orientation/training and wondered if you wanted to use his start that first week as the way to show him how the onboarding process works?

To complicate things a little, Debbie is on vacation his first week and I'll also be working out of office as I'm having my hip surgery on the 3rd. There's lots for him to learn, but want to get him up to speed on the tasks you're doing to free you up as soon as is convenient for your schedule.

He can be flexible on hours if you need to do training after hours for your "real" job. Let me know what will work...

Take care.

Darlene A. Kloeppe
Champaign County Executive
Expect Excellence.

From: Megan R. Robison
Sent time: 02/08/2021 11:35:21 AM
To: IT Helpdesk (County Departments)
Subject: Outlook Mailing List Update

Good morning,

Could you please add William Colbrook to the following groups in Outlook?

Department Heads
HRWorkForceTaskForce
Human Resources
Non-Bargaining Employees
Worker's Comp
SuggestionBox
FOIA Officers
County Administrators
Brookens East Campus
EOC Crew
Administrative Services
All users

Also, could you please remove Isak from the following groups in Outlook?

Administrative Services
Brookens East Campus
County Administrators
SuggestionBox
Worker's Comp
Human Resources
HRWorkForceTaskForce

Thank you,

Megan Robison
Administrative Assistant

Champaign County Administrative Services

Brookens Administrative Center
1776 E Washington Street
Urbana, IL 61802
www.co.champaign.il.us
mrobison@co.champaign.il.us
(217)384-3776 ext. 2127
(217)384-3896 Fax

From: William Colbrook <WColbrook@parkland.edu>

Sent time: 02/05/2021 10:20:20 AM

To: Bryant Seraphin (seraphbd@city.urbana.il.us) <seraphbd@city.urbana.il.us>; Anthony Cobb <anthony.cobb@ci.champaign.il.us>; Cary, Alice <alicekay@illinois.edu>; Dustin D. Heuerman; Tony Brown <tbrown@village.rantoul.il.us>; Michael Metzler <mmezler@police.mahomet-il.gov>; Julia Rietz; Ralph Caldwell <Ralph.Caldwell@champaignil.gov>; Emery, Mike (USAILC) <Mike.Emery@usdoj.gov>; Schlosser, Michael David <schlossr@illinois.edu>

Cc: Jared Ping <JPing@parkland.edu>

Subject: Parkland PD Interim Chief

CAUTION: External email, be careful when opening.

Colleagues,

Parkland College executive leadership has named Sgt. Jared Ping as Interim Chief, Parkland College Police Department, effective Monday, February 8th.

Interim Chief Ping will lead Parkland PD until the permanent Chief is selected and appointed by the Parkland College Board of Trustees.

I am certain you will welcome Interim Chief Ping, just as you welcomed me nearly 7 years ago.

Please take care and be safe.....WPC

William P. Colbrook
Chief of Police/Director of Public Safety
Parkland College
2400 W. Bradley Ave., Room A160
Champaign, IL 61821
217/351-2369
wcolbrook@parkland.edu

today. tomorrow. together. 

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From: William Colbrook <WColbrook@parkland.edu>

Sent time: 01/25/2021 03:48:00 PM

To: Alice Cary - UIPD (alicekay@illinois.edu) <alicekay@illinois.edu>; krwilson@ileas.org; ryan.starrick@illinois.gov; Anthony Cobb <anthony.cobb@ci.champaign.il.us>; Kestner, Anthony; Brendan Heffner <BRENDAN.HEFFNER@USDOJ.GOV>; Bryan Freres <Bryan.Freres@usdoj.gov>; Seraphin, Bryant <seraphbd@urbanillinois.us>; Ralph Caldwell <Ralph.Caldwell@ci.champaign.il.us>; Jim Page <jrpage@ILEAS.ORG>; Gallo, Joseph Franklin <jfgallo@illinois.edu>; Julia Rietz; Kristin Wright <kristin.wright@champaignil.gov>; Louis Kink <Louis_Kink@ISP.state.il.us>; Michael Campbell <Michael.Campbell@illinois.gov>; Michele Watson <mwatson@ileas.org>; Emery, Mike (USAILC) <Mike.Emery@usdoj.gov>; Michael Metzler <mmezler@police.mahomet-il.gov>; Tony Brown <tbrown@village.rantoul.il.us>; Short, Todd E <tshort@illinois.edu>

Subject: Parkland Public Safety Changes

CAUTION: External email, be careful when opening.

Friends and Colleagues,

After much thought and contemplation, and with a tremendous amount of mixed emotions, I have decided to retire from law enforcement. My last day on campus will be Friday, February 5th.

I have been honored to have served the citizens of Illinois as a sworn police officer for almost 35 years. I have been blessed to be in a position to help improve the lives of our students and to ensure a safe learning environment.

I have also been honored to have worked with each of you on public safety issues.

Vice President Trame and I are working together on a transition plan for Public Safety. Rest assured, we have a very capable and professional staff that will continue to serve the stakeholders of the Parkland campus community.

As difficult of a decision this has been for me, I am looking forward to the new chapter, challenges, and opportunities in my professional career.

I have already shared this news with my department, so please feel free to share with your staff.

I wish each of you all the very best.

Please take care.....Bill

William P. Colbrook
Chief of Police/Director of Public Safety
Parkland College
2400 W. Bradley Ave., Room A160
Champaign, IL 61821
217/351-2369
wcolbrook@parkland.edu

today. tomorrow. together. 

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From: Isak Griffiths
Sent time: 02/05/2021 08:35:18 AM
To: Rita A. Kincheloe; Darlene A. Kloepfel; Debbie Heiser; IT Helpdesk (County Departments); Leeann Robeck; Mary A. Ward; Tami Ogden
Subject: personnel change - William P. Colbrook (new hire)
Attachments: Colbrook, William - hire Director of Administration - 02082021.pdf

Attached: Personnel change form, approved by Isak Griffiths per pro. Darlene Kloepfel:

New Hire: William P. Colbrook
Title: Director of Administration
Effective: 02/08/2021

IT request: Please use Isak's old Admin Svs profile
Kronos like Leeann; Adobe DC Pro; add to hr@workcomp@HRWFTF@; needs all Q, R

Training: NEOGOV Counter Staff
NEOGOVL Relay
NEOGOVSHP 30-days

From: Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>

Sent: Monday, January 25, 2021 3:23 PM

To: [REDACTED]

Cc: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>; Isak Griffiths <ig43434@co.champaign.il.us>; Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>

Subject: employment confirmation letter

Bill,

Attached is the promised follow-up letter outlining our verbal agreement for your employment as our Director of Administration. I have copied Rita, who is my Executive Assistant and Isak Griffiths, who held the position previously and has kindly agreed to help with the transition. Please return one signed letter to me when you come in. We're looking forward to seeing you on Feb 8. My office is in Brookens near where we met for your interview.

Regards,
Darlene

Darlene A. Kloepfel, MSW, MS, MCP
Champaign County Executive
1776 E. Washington St., Urbana, IL 61802-4581
217-384-3776, ext.6

Expect Excellence.



January 25, 2021

William Colbrook
[REDACTED]

Re: Director of Administration Employment Confirmation Letter

Dear Bill:

I am so pleased to confirm you have accepted our offer of employment for the position of Director of Administration in the Office of the County Executive. The terms we have verbally agreed upon are as follows:

1. Starting salary will be \$39.43 per hour (\$82,014.14 based on an 8-hour day for 2080 working hours per year).
2. Your start date will be Monday, February 8, 2021. This is a fulltime position. Normal open office hours for county buildings are Monday – Friday from 8 am – 4:30 pm, however some flexible hours may be required, as we support 24/7 operations for some departments.
3. Your accrual of paid benefit time will start at 2 weeks of vacation, 2 weeks of sick time and 1 personal day per year.
4. You are eligible for county health, dental, vision, retirement, EAP and other benefits as outlined in our non-bargaining employee benefit packages. More information about these options are available online and at employee orientation.

If you are in agreement with this offer, please sign this letter and return to me at your earliest convenience.

I look forward to you joining our team. Welcome aboard!

Sincerely,

Darlene A. Kloepfel, MSW, MS, MCP
Champaign County Executive

I accept this offer of employment.

Signature _____

From: Isak Griffiths
Sent time: 02/05/2021 07:37:30 AM
To: Darlene A. Kloepfel; Rita A. Kincheloe
Subject: personnel change - William P. Colbrook (new hire)
Attachments: Colbrook, William - hire Director of Administration - 02082021.pdf

Darlene,

If you approve, please delete this part of the message and forward to the following:

Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>; Rita A. Kincheloe <rkincheloe@co.champaign.il.us>; Debbie Heiser <dheiser@co.champaign.il.us>; IT Helpdesk (County Departments) <Helpdesk@co.champaign.il.us>; Leeann Robeck <LRobeck@co.champaign.il.us>; Mary A. Ward <maward@co.champaign.il.us>; Rita A. Kincheloe <rkincheloe@co.champaign.il.us>; Tami Ogden <togden@co.champaign.il.us>; Isak Griffiths <ig43434@co.champaign.il.us>

Subject: personnel change - William P. Colbrook (new hire)

Attached is the approved personnel change form:

New Hire: William P. Colbrook
Title: Director of Administration
Effective: 02/08/2021

IT request: Please use Isak's old Admin Svs profile
Kronos like Leeann; Adobe DC Pro; add to hr@workcomp@HRWFTF@; needs all Q, R

Training: NEOGOV Counter Staff
NEOGOVL Relay
NEOGOVSHP 30-days

From: Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>
Sent: Monday, January 25, 2021 3:23 PM
To: 'colbrook63@yahoo.com' <colbrook63@yahoo.com>
Cc: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>; Isak Griffiths <ig43434@co.champaign.il.us>; Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>
Subject: employment confirmation letter

Bill,

Attached is the promised follow-up letter outlining our verbal agreement for your employment as our Director of Administration. I have copied Rita, who is my Executive Assistant and Isak Griffiths, who held the position previously and has kindly agreed to help with the transition. Please return one signed letter to me when you come in. We're looking forward to seeing you on Feb 8. My office is in Brookens near where we met for your interview.

Regards,
Darlene

Darlene A. Kloepfel, MSW, MS, MCP
Champaign County Executive
1776 E. Washington St., Urbana, IL 61802-4581
217-384-3776, ext.6

Expect Excellence.



January 25, 2021

William Colbrook
[REDACTED]

Re: Director of Administration Employment Confirmation Letter

Dear Bill:

I am so pleased to confirm you have accepted our offer of employment for the position of Director of Administration in the Office of the County Executive. The terms we have verbally agreed upon are as follows:

1. Starting salary will be \$39.43 per hour (\$82,014.14 based on an 8-hour day for 2080 working hours per year).
2. Your start date will be Monday, February 8, 2021. This is a fulltime position. Normal open office hours for county buildings are Monday – Friday from 8 am – 4:30 pm, however some flexible hours may be required, as we support 24/7 operations for some departments.
3. Your accrual of paid benefit time will start at 2 weeks of vacation, 2 weeks of sick time and 1 personal day per year.
4. You are eligible for county health, dental, vision, retirement, EAP and other benefits as outlined in our non-bargaining employee benefit packages. More information about these options are available online and at employee orientation.

If you are in agreement with this offer, please sign this letter and return to me at your earliest convenience.

I look forward to you joining our team. Welcome aboard!

Sincerely,

Darlene A. Kloepfel, MSW, MS, MCP
Champaign County Executive

I accept this offer of employment.

Signature _____

From:	donotreply@neogov.com
Sent time:	02/05/2021 0 :19:21 PM
cc:	William P. Colbrook
Subject:	Please activate NEOGOV Learn account

To: William Colbrook

This email is sent by NEOGOV on behalf of Champaign County.

As requested by your department head, you now have an account in NEOGOV Learn. This portal will be used to provide some of your online training.

Please follow the link at the end of this message to activate your account. Please note that the link is good for 5 days before it expires. Please email hr@co.champaign.il.us if you have any problems with this activation or if you need a new activation email sent to you. Thank you.

<https://login.neogov.com/setpassword?>



From: Rita A. Kincheloe
Sent time: 01/28/2021 11:08:45 AM
To: Lance McGinness
Subject: RE: [Ticket #84] Dir of Admin office - County IT Help Desk

Lance,
I could not find any number on the hard drive. The office is open if you'd like to check it.....

Rita

From: Lance McGinness <lmcginness@co.champaign.il.us>
Sent: Thursday, January 28, 2021 9:19 AM
To: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Subject: FW: [Ticket #84] Dir of Admin office - County IT Help Desk

I just need the computer number that is that office

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent: Thursday, January 28, 2021 9:16 AM
To: Lance McGinness <lmcginness@co.champaign.il.us>
Subject: [Ticket #84] Dir of Admin office - County IT Help Desk

Ticket was assigned to Lance McGinness.

On Jan 28, 2021 @ 09:16 am, rkincheloe@co.champaign.il.us wrote:

--

M.C. Neal

Chief Information Officer

Champaign County

From: Rita A. Kincheloe
Sent: Thursday, January 28, 2021 9:08 AM
To: M.C. Neal
Subject: Dir of Admin office

Hi MC,

As you know, Bill Colbrook will begin on 2/8 and will office in Darlene's 'old' office between Tami and I.

There seems to be some work that needs to be done so that his computer is operational. We will want to have his computer up and running on 2/8.

Let me know if you'd like to gain access to the office.

Ticket Overview

Reply Now

PRIORITY Med

CREATOR rkincheloe@co.champaign.il.us

ASSIGNEE Lance McGinness

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

Ticket History

On Jan 28, 2021 @ 09:16 am, M.C. Neal wrote:

Assigned to Lance McGinness.

From: M.C. Neal
Sent time: 02/04/2021 01:39:42 PM
To: Lance McGinness
Subject: RE: [Ticket #215] Laptop - County IT Help Desk

That was the laptop I brought you maybe back in December? I said it would be needed for Isak's replacement, but that person wouldn't start for some months, so you said you would just sit it to the side until it was closer to their start date. I didn't make note of the system name.

And not sure if it's the same thing, but we got Isak a new desktop and a new laptop, I believe for her role at Circuit Clerk. But the desktop and laptop that she had during her role while here at Brookens are what Bill will need.

Feel free to pop over if anything isn't clear...I should be in my office the next couple of hours (only thing I have is an interview at 3:30p).

Thanks,

--

M.C. Neal
Chief Information Officer
Champaign County

From: Lance McGinness <lmcginness@co.champaign.il.us>
Sent: Thursday, February 4, 2021 1:17 PM
To: M.C. Neal <mcneal@co.champaign.il.us>
Subject: FW: [Ticket #215] Laptop - County IT Help Desk

Only laptop in my office besides Snyders broken laptop is ASDXXL1703. I thought she had a brand new laptop last year or earlier this year?

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent: Thursday, February 4, 2021 12:46 PM
To: Lance McGinness <lmcginness@co.champaign.il.us>
Subject: [Ticket #215] Laptop - County IT Help Desk

Ticket was assigned to Lance McGinness.

On Feb 04, 2021 @ 12:46 pm, rkincheloe@co.champaign.il.us wrote:

Lance, I believe I handed you Isak's old laptop when she went over to the Circuit Clerk. Can you get that prepped and ready to go for Bill (her replacement)?

Thanks much,

--

M.C. Neal
Chief Information Officer
Champaign County

From: Rita A. Kincheloe
Sent: Thursday, February 4, 2021 12:37 PM
To: M.C. Neal
Subject: laptop

Hi MC,

Bill Colbrook should have a laptop that he can use at home.....

Rita

Ticket Overview

Reply Now

PRIORITY Med

CREATOR rkincheloe@co.champaign.il.us

ASSIGNEE Lance McGinness

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

Ticket History

On Feb 04, 2021 @ 12:46 pm, M.C. Neal wrote:

Assigned to Lance McGinness.

From: Lance McGinness
Sent time: 02/04/2021 02:02:39 PM
To: M.C. Neal
Subject: RE: [Ticket #215] Laptop - County IT Help Desk

The Tims said she only had a basic Streaming laptop to remote into her Desktop so this one that's been on my table forever is most likely it. I will reformat it and get it ready.

From: M.C. Neal <mcneal@co.champaign.il.us>
Sent: Thursday, February 4, 2021 1:40 PM
To: Lance McGinness <lmcginness@co.champaign.il.us>
Subject: RE: [Ticket #215] Laptop - County IT Help Desk

That was the laptop I brought you maybe back in December? I said it would be needed for Isak's replacement, but that person wouldn't start for some months, so you said you would just sit it to the side until it was closer to their start date. I didn't make note of the system name.

And not sure if it's the same thing, but we got Isak a new desktop and a new laptop, I believe for her role at Circuit Clerk. But the desktop and laptop that she had during her role while here at Brookens are what Bill will need.

Feel free to pop over if anything isn't clear...I should be in my office the next couple of hours (only thing I have is an interview at 3:30p).

Thanks,

--

M.C. Neal
Chief Information Officer
Champaign County

From: Lance McGinness <lmcginness@co.champaign.il.us>
Sent: Thursday, February 4, 2021 1:17 PM
To: M.C. Neal <mcneal@co.champaign.il.us>
Subject: FW: [Ticket #215] Laptop - County IT Help Desk

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From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent: Thursday, February 4, 2021 12:46 PM
To: Lance McGinness <lmcginness@co.champaign.il.us>
Subject: [Ticket #215] Laptop - County IT Help Desk

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On Feb 04, 2021 @ 12:46 pm, rkincheloe@co.champaign.il.us wrote:

Lance, I believe I handed you Isak's old laptop when she went over to the Circuit Clerk. Can you get that prepped and ready to go for Bill (her replacement)?

Thanks much,

--

M.C. Neal

Chief Information Officer

Champaign County

From: Rita A. Kincheloe
Sent: Thursday, February 4, 2021 12:37 PM
To: M.C. Neal
Subject: laptop

Hi MC,

Bill Colbrook should have a laptop that he can use at home.....

Rita

Ticket Overview

Reply Now

PRIORITY Med

CREATOR rkincheloe@co.champaign.il.us

ASSIGNEE Lance McGinness

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

Ticket History

On Feb 04, 2021 @ 12:46 pm, M.C. Neal wrote:

Assigned to Lance McGinness.

From: M.C. Neal
Sent time: 02/04/2021 02:07:43 PM
To: Lance McGinness
Subject: RE: [Ticket #215] Laptop - County IT Help Desk

Sounds good / 10-4. Thanks much.

--

M.C. Neal
Chief Information Officer
Champaign County

From: Lance McGinness <lmcginness@co.champaign.il.us>
Sent: Thursday, February 4, 2021 2:03 PM
To: M.C. Neal <mcneal@co.champaign.il.us>
Subject: RE: [Ticket #215] Laptop - County IT Help Desk

The Tims said she only had a basic Streaming laptop to remote into her Desktop so this one that's been on my table forever is most likely it. I will reformat it and get it ready.

From: M.C. Neal <mcneal@co.champaign.il.us>
Sent: Thursday, February 4, 2021 1:40 PM
To: Lance McGinness <lmcginness@co.champaign.il.us>
Subject: RE: [Ticket #215] Laptop - County IT Help Desk

That was the laptop I brought you maybe back in December? I said it would be needed for Isak's replacement, but that person wouldn't start for some months, so you said you would just sit it to the side until it was closer to their start date. I didn't make note of the system name.

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Feel free to pop over if anything isn't clear...I should be in my office the next couple of hours (only thing I have is an interview at 3:30p).

Thanks,

--

M.C. Neal
Chief Information Officer
Champaign County

From: Lance McGinness <lmcginness@co.champaign.il.us>
Sent: Thursday, February 4, 2021 1:17 PM
To: M.C. Neal <mcneal@co.champaign.il.us>
Subject: FW: [Ticket #215] Laptop - County IT Help Desk

Only laptop in my office besides Snyders broken laptop is ASDXXL1703. I thought she had a brand new laptop last year or earlier this year?

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent: Thursday, February 4, 2021 12:46 PM
To: Lance McGinness <lmcginness@co.champaign.il.us>
Subject: [Ticket #215] Laptop - County IT Help Desk

Ticket was assigned to Lance McGinness.

On Feb 04, 2021 @ 12:46 pm, rkincheloe@co.champaign.il.us wrote:

Lance, I believe I handed you Isak's old laptop when she went over to the Circuit Clerk. Can you get that prepped and ready to go for Bill (her replacement)?

Thanks much,

--

M.C. Neal

Chief Information Officer

Champaign County

From: Rita A. Kincheloe
Sent: Thursday, February 4, 2021 12:37 PM
To: M.C. Neal
Subject: laptop

Hi MC,

Bill Colbrook should have a laptop that he can use at home.....

Rita

Ticket Overview

Reply Now

PRIORITY Med

CREATOR rkincheloe@co.champaign.il.us

ASSIGNEE Lance McGinness

Ticket Commands let you take control of your help desk remotely. For a full list of available commands and usage [click here](#).

Examples: #close, #add 5m, #assign to bob, #priority high

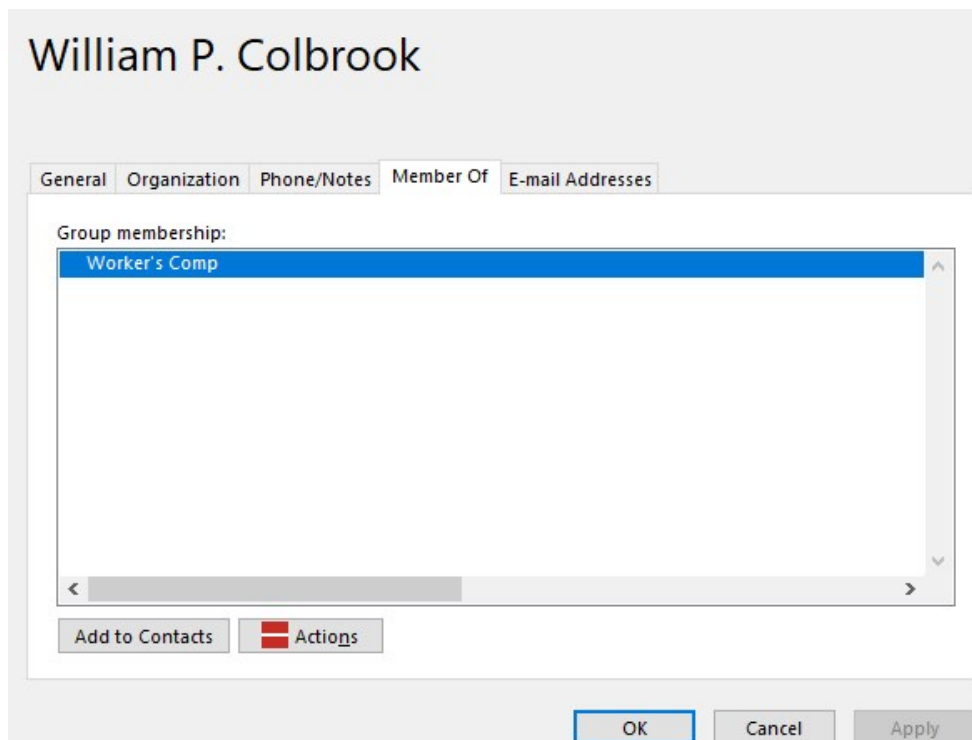
Ticket History

On Feb 04, 2021 @ 12:46 pm, M.C. Neal wrote:

Assigned to Lance McGinness.

From: Megan R. Robison
Sent time: 02/08/2021 12:12:46 PM
To: Technology Help Desk
Subject: RE: [Ticket #273] Outlook Mailing List Update - County IT Help Desk

When I look at his info it doesn't show. Also, when I look at some of those groups I don't see him in the list.



Megan Robison
Administrative Assistant

Champaign County Administrative Services

Brookens Administrative Center
1776 E Washington Street
Urbana, IL 61802
www.co.champaign.il.us
mrobison@co.champaign.il.us
(217)384-3776 ext. 2127
(217)384-3896 Fax

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent: Monday, February 8, 2021 11:57 AM
To: Megan R. Robison <mrobison@co.champaign.il.us>
Subject: [Ticket #273] Outlook Mailing List Update - County IT Help Desk

On Feb 08, 2021 @ 11:56 am, Tim Pavlik wrote:

I think I have these changes made. Thanks

Ticket History

On Feb 08, 2021 @ 11:36 am, Tim Pavlik wrote:

Assigned to Tim Pavlik.

On Feb 08, 2021 @ 11:35 am, mrobison@co.champaign.il.us wrote:

Good morning,

Could you please add William Colbrook to the following groups in Outlook?

Department Heads

HRWorkForceTaskForce

Human Resources

Non-Bargaining Employees

Worker's Comp

SuggestionBox

FOIA Officers

County Administrators

Brookens East Campus

EOC Crew

Administrative Services

All users

Also, could you please remove Isak from the following groups in Outlook?

Administrative Services

Brookens East Campus

County Administrators

SuggestionBox

Worker's Comp

Human Resources

HRWorkForceTaskForce

Thank you,

Megan Robison

Administrative Assistant

Champaign County Administrative Services

Brookens Administrative Center

1776 E Washington Street

Urbana, IL 61802

www.co.champaign.il.us (<http://www.co.champaign.il.us/>)

mrobison@co.champaign.il.us

(217)384-3776 ext. 2127

(217)384-3896 Fax

This is an automated response. Your issue has been noted. We'll be in touch soon.

Please reply to this email with any additional details related to your issue.

From: William P. Colbrook
Sent time: 02/08/2021 02:14:39 PM
To: Technology Help Desk
Subject: RE: [Ticket #275] here are the things you'll need - County IT Help Desk
Attachments: AS400 Error.PNG Kronos Error.PNG

From a screen capture.

From: Technology Help Desk <techhelp@co.champaign.il.us>
Sent: Monday, February 8, 2021 12:22 PM
To: William P. Colbrook <wcolbrook@co.champaign.il.us>
Subject: [Ticket #275] here are the things you'll need - County IT Help Desk

On Feb 08, 2021 @ 12:20 pm, M.C. Neal wrote:

Hi Bill (and Isak),

*Our Kronos guru (Robin) is out today, but I'll make sure he looks into your issue tomorrow.

*Lance has on his to do list to install Adobe and should have that done in coming days

*Can you let me know what error you're having logging into the AS400?

*We'll look into the permissions issue with the R and Q drive and follow up.

Thanks.

Ticket History

On Feb 08, 2021 @ 12:17 pm, M.C. Neal wrote:

Assigned to M.C. Neal.

On Feb 08, 2021 @ 12:16 pm, wcolbrook@co.champaign.il.us wrote:

Hi IT,

ISAK and I have found the issues listed below.

I'm sure there will be more identified later.

Bill Colbrook

From: Isak Griffiths

Sent: Monday, February 8, 2021 11:46 AM

To: William P. Colbrook

Subject: here are the things you'll need

Hi Bill,

Try rebooting and then try logging in again.

-- error logging into AS400

-- need Acrobat DC account

-- maybe set HOME for both IE and Edge to www.co.champaign.il.us

-- error logging into Kronos for Managers

* Cannot log into R drive

* Can log into Q drive but do not have access to ADS folders

Isak Griffiths

Chief Deputy Circuit Clerk

Champaign County Circuit Clerk

Champaign County Courthouse

101 East Main Street

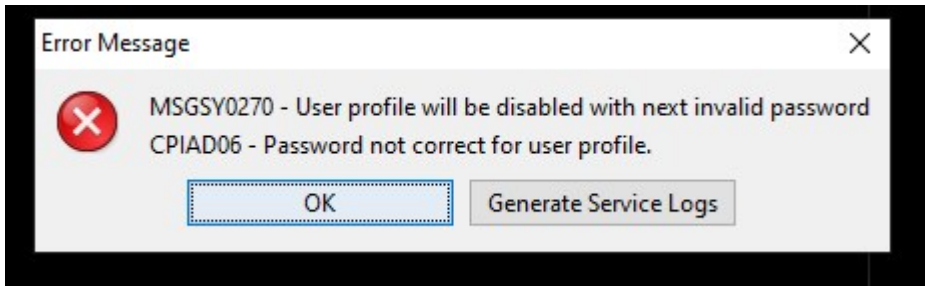
Urbana, IL 61801-2703

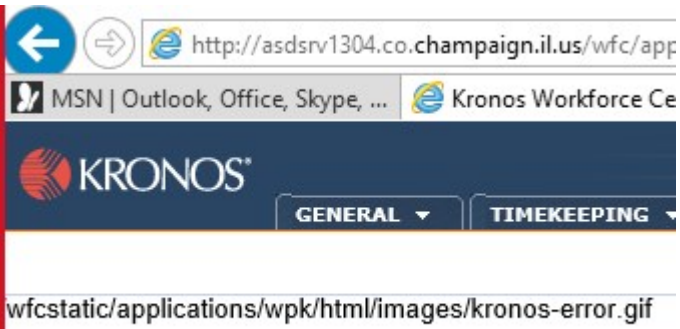
217-384-3725 isak@co.champaign.il.us

Please direct questions for Administrative Services to
hr@co.champaign.il.us — Thank you.

This is an automated response. Your issue has been noted. We'll be in touch soon.

Please reply to this email with any additional details related to your issue.





From: Rita A. Kincheloe
Sent time: 01/26/2021 10:08:49 AM
To: Mary A. Ward
Subject: RE: AppliTrack

William (Bill) Colbrook accepted the position and will begin on Monday, 2/8.

From: Mary A. Ward <maward@co.champaign.il.us>
Sent: Tuesday, January 26, 2021 10:06 AM
To: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Subject: RE: AppliTrack

This is closed and no longer appears on the website.

Mary

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Tuesday, January 26, 2021 9:49 AM
To: Mary A. Ward <maward@co.champaign.il.us>
Subject: AppliTrack
Importance: High

Mary,
Please close the Dir of Admin job opening.

Thanks,
rk

From: Darlene A. Kloepfel
Sent time: 01/29/2021 03:30:33 PM
To: Rita A. Kincheloe
Cc: Darlene A. Kloepfel
Subject: RE: Bill Colbrook's new hire checklist

This looks good, Rita. Thank you for taking the lead on this.

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Friday, January 29, 2021 10:37 AM
To: Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>
Subject: Bill Colbrook's new hire checklist

Darlene,
Attached is Bill's new hire checklist that I will update as I get additional info, ie. email address, etc.

Comments?
Rita

From: Isak Griffiths
Sent time: 02/05/2021 09:50:42 AM
To: Rita A. Kincheloe
Subject: RE: Bill's priorities for working with Isak

Hi Rita,

I knew he'd meet with Leeann, but I didn't know he'd be with you. Sorry about that. This is the direction I received from Darlene:

As I mentioned, Bill Colbrook is starting Feb 8. I'll have Rita send over a new employee form to you. Trying to schedule his orientation/training and wondered if you wanted to use his start that first week as the way to show him how the onboarding process works?

To complicate things a little, Debbie is on vacation his first week and I'll also be working out of office as I'm having my hip surgery on the 3rd. There's lots for him to learn, but want to get him up to speed on the tasks you're doing to free you up as soon as is convenient for your schedule.

He can be flexible on hours if you need to do training after hours for your "real" job. Let me know what will work...

I took that to mean she wanted me to do the kind of orientation she wants him to do with others. I can be available to get him started on Monday, but I'm totally cool with not 😊

In truth, I'm a bit at a loss because I don't have a sense for what his role will be or how it will differ from mine. But I'm happy to help as a can. I had meant to send Bill invitations for those times.

And I'll be working the 15th since I'll need to make up whatever time I work with Bill, so I keep forgetting it's a holiday.

How would you like to me do handle next week with Bill in Darlene's absence?

Thanks,
Isak

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Friday, February 5, 2021 9:39 AM
To: Isak Griffiths <ig43434@co.champaign.il.us>
Subject: RE: Bill's priorities for working with Isak

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101 East Main Street
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217-384-3725 isak@co.champaign.il.us*

Please direct questions for Administrative Services to hr@co.champaign.il.us — Thank you.

From: William Colbrook <colbrook63@yahoo.com>
Sent time: 02/05/2021 09:55:29 AM
To: Rita A. Kincheloe; Isak Griffiths
Cc: Darlene A. Kloepfel; Susan McGrath
Subject: Re: Bill's priorities for working with Isak

CAUTION: External email, be careful when opening.

Thank you all for the assistance and coordination!

I'm very eager to get started!

On Friday, February 5, 2021, 09:32:51 AM CST, Isak Griffiths <ig43434@co.champaign.il.us> wrote:

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Cc: Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>; colbrook63@yahoo.com; Susan McGrath

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Thu	02/11	10am - 12pm
Fri	02/12	1 - 2:30pm

Just let me know what you'd like me to do.

And I'm sorry, I didn't mean to step on your toes. I thought Darlene was asking me to take that lead, and didn't realize it was on your to-do. Again, sorry.

Regards,

Isak Griffiths
Chief Deputy Circuit Clerk

*Champaign County Circuit Clerk
Champaign County Courthouse
101 East Main Street
Urbana, IL 61801-2703
217-384-3725 isak@co.champaign.il.us*

Please direct questions for Administrative Services to hr@co.champaign.il.us — Thank you.

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Friday, February 5, 2021 10:07 AM
To: Isak Griffiths <ig43434@co.champaign.il.us>
Subject: RE: Bill's priorities for working with Isak

Isak,

Monday, 2/8 in the afternoon would be a better time to meet with him. That way he will have time to get acquainted with the staff & building, complete his new hire orientation, as well as set up his computer & phone. I'm overseeing his first week so, please include me on any meeting requests that you may send so I can work around those and help Bill out.

rk

From: Isak Griffiths <ig43434@co.champaign.il.us>
Sent: Friday, February 5, 2021 9:51 AM
To: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Subject: RE: Bill's priorities for working with Isak

Hi Rita,

I knew he'd meet with Leeann, but I didn't know he'd be with you. Sorry about that. This is the direction I received from Darlene:

As I mentioned, Bill Colbrook is starting Feb 8. I'll have Rita send over a new employee form to you. Trying to schedule his orientation/training and wondered if you wanted to use his start that first week as the way to show him how the onboarding process works?

To complicate things a little, Debbie is on vacation his first week and I'll also be working out of office as I'm having my hip surgery on the 3rd. There's lots for him to learn, but want to get him up to speed on the tasks you're doing to free you up as soon as is convenient for your schedule.

He can be flexible on hours if you need to do training after hours for your "real" job. Let me know what will work...

I took that to mean she wanted me to do the kind of orientation she wants him to do with others. I can be available to get him started on Monday, but I'm totally cool with not 😊

In truth, I'm a bit at a loss because I don't have a sense for what his role will be or how it will differ from mine. But I'm happy to help as a can. I had meant to send Bill invitations for those times.

And I'll be working the 15th since I'll need to make up whatever time I work with Bill, so I keep forgetting it's a holiday.

How would you like to me do handle next week with Bill in Darlene's absence?

Thanks,
Isak

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Friday, February 5, 2021 9:39 AM
To: Isak Griffiths <ig43434@co.champaign.il.us>
Subject: RE: Bill's priorities for working with Isak

Isak,

I'm confused..... what do you mean 'times that I will set up'???

For example, on 2/8 from 8-10:30am. He will be busy at that time with Leeann and I.

rk

From: Isak Griffiths <ig43434@co.champaign.il.us>
Sent: Friday, February 5, 2021 9:33 AM
To: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Cc: Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>; colbrook63@yahoo.com; Susan McGrath <smcgrath@co.champaign.il.us>
Subject: RE: Bill's priorities for working with Isak

Thanks!

Here are some initial times that I will set up once Bill's email is live.

Mon	02/08	8am - 10:30	at Brookens
Tue	02/09	9:30 - 11am	Zoom or Teams
Thu	02/11	10am - 12pm	Zoom or Teams

At that point we should have a feel for next steps, and how much time to block out for each meeting.

In the meantime, I'll reserve the following times but won't actually schedule anything yet; mostly I want to make sure there is time available if needed. I have lots of Munis training the week of 2/15; we've been ending early, so hopefully I have more availability than my calendar shows.

Mon 2/14 1 - 2:30pm
Thur 2/18 2:30 - 4pm if Munis Training is over
Fri 2/19 1 - 2:30pm if Munis Training is over
Wed 2/24 9:30am - 12pm
Fri 2/26 9:30am - 12pm

Regards,

Isak

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Friday, February 5, 2021 8:21 AM
To: Isak Griffiths <ig43434@co.champaign.il.us>
Cc: Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>; colbrook63@yahoo.com; Susan McGrath <smcgrath@co.champaign.il.us>
Subject: RE: Bill's priorities for working with Isak

What is **highlighted below** are the crucial items that Bill needs to know to get him started....

From: Isak Griffiths <ig43434@co.champaign.il.us>
Sent: Friday, February 5, 2021 8:07 AM
To: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Cc: Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>; colbrook63@yahoo.com; Susan McGrath <smcgrath@co.champaign.il.us>
Subject: Bill's priorities for working with Isak

Good morning, Rita,

I know I need to get you and Bill a list of my availability over the next few weeks. First, though, I have a question for you....

Do you have a feel for what would be most helpful for Bill will master and own first? I know that Darlene said the things I'm still doing, but thought it might be helpful to give you a bigger picture of the general tasks since I can't work with him on everything at the same time.

Here are the things that floated to the top of my brain as I was writing this email:

- **personnel change orders (#1 top priority since this is a daily function)**
- **keeping salary related files up to date**
- JEC (job evaluation) process
- toolkit updates and improvements
- general discipline and termination support
- **general hiring support for departments, including applitrack**
- new hire information / orientation / onboarding
- **budget process on the personnel side**
- fraud / ethics / sexual harassment prevention research & training
- annual reminder for sexual harassment policy review
- ethics officer responsibilities
- **monthly vacancy report**
- **hr and salary admin physical file locations and updates**
- **knowing / updating / supporting policies**
- **knowing / supporting bargaining contracts**
- biannual EEO reporting
- **FMLA / FFCRA / Admin leave**
- awareness of Tammy A's old work in case there is anything we all missed
- various salary surveys
- LifeWorks

Sorry... I have no doubt that there are several rather obvious things missing from this list. But it's a start.

If you have any suggestions regarding how to prioritize the type of work, that would be helpful.

Thanks,

Isak Griffiths
Chief Deputy Circuit Clerk

*Champaign County Circuit Clerk
Champaign County Courthouse
101 East Main Street
Urbana, IL 61801-2703
217-384-3725 isak@co.champaign.il.us*

Please direct questions for Administrative Services to hr@co.champaign.il.us — Thank you.

From: Isak Griffiths
Sent time: 02/08/2021 10:41:30 AM
To: Rita A. Kincheloe
Subject: RE: Call this morning with bill?

[Sheepishly...] ... I won't have my phone until 12:45.

But I'd be available to do MS Teams at 11 if he's got MS Office installed.

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Monday, February 8, 2021 10:07 AM
To: Isak Griffiths <ig43434@co.champaign.il.us>
Subject: Call this morning with bill?
Importance: High

Hi Isak,
Can Bill Colbrook call you on your cell phone around 11am this morning?

Rita

From: Rita A. Kincheloe
Sent time: 02/08/2021 10:45:02 AM
To: Isak Griffiths
Subject: RE: Call this morning with bill?

Unfortunately, we haven't started his computer yet. Is there a time we can set him up for a quick phone call?

From: Isak Griffiths <ig43434@co.champaign.il.us>
Sent: Monday, February 8, 2021 10:42 AM
To: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Subject: RE: Call this morning with bill?

[Sheepishly...] ... I won't have my phone until 12:45.

But I'd be available to do MS Teams at 11 if he's got MS Office installed.

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Monday, February 8, 2021 10:07 AM
To: Isak Griffiths <ig43434@co.champaign.il.us>
Subject: Call this morning with bill?
Importance: High

Hi Isak,
Can Bill Colbrook call you on your cell phone around 11am this morning?

Rita

From: Rita A. Kincheloe
Sent time: 02/08/2021 10:53:35 AM
To: Isak Griffiths
Subject: RE: Call this morning with bill?

We will focus on having Bill reach out to you via MS Teams shortly after 11am

From: Isak Griffiths <ig43434@co.champaign.il.us>
Sent: Monday, February 8, 2021 10:42 AM
To: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Subject: RE: Call this morning with bill?

[Sheepishly...] ... I won't have my phone until 12:45.

But I'd be available to do MS Teams at 11 if he's got MS Office installed.

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Monday, February 8, 2021 10:07 AM
To: Isak Griffiths <ig43434@co.champaign.il.us>
Subject: Call this morning with bill?
Importance: High

Hi Isak,
Can Bill Colbrook call you on your cell phone around 11am this morning?

Rita

From: Isak Griffiths
Sent time: 02/08/2021 11:05:21 AM
To: Rita A. Kincheloe
Subject: RE: Call this morning with bill?

perfect
thanks

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Monday, February 8, 2021 10:54 AM
To: Isak Griffiths <ig43434@co.champaign.il.us>
Subject: RE: Call this morning with bill?
Importance: High

We will focus on having Bill reach out to you via MS Teams shortly after 11am

From: Isak Griffiths <ig43434@co.champaign.il.us>
Sent: Monday, February 8, 2021 10:42 AM
To: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Subject: RE: Call this morning with bill?

[Sheepishly...] ... I won't have my phone until 12:45.

But I'd be available to do MS Teams at 11 if he's got MS Office installed.

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Monday, February 8, 2021 10:07 AM
To: Isak Griffiths <ig43434@co.champaign.il.us>
Subject: Call this morning with bill?
Importance: High

Hi Isak,
Can Bill Colbrook call you on your cell phone around 11am this morning?

Rita

From: Leeann Robeck
Sent time: 02/05/2021 08:53:48 AM
To: Isak Griffiths
Subject: RE: change forms sent to Darlene

That looks like everything in my pending file. Thanks and have a great weekend! 😊

From: Isak Griffiths <ig43434@co.champaign.il.us>
Sent: Friday, February 5, 2021 8:37 AM
To: Leeann Robeck <LRobeck@co.champaign.il.us>
Subject: change forms sent to Darlene

Leeann,

I've sent out the following change forms... could you let me know if you've seen any I've missed?

- hire Bill Colbrook
- hire Mackensie Larson
- term Taylor Doege
- term Timothy Beckett
- term Zebo Zebe
- other Heidi Hewkin
- other Kimberly Bowdry

I'll update the wage information today as well.

Thanks,
Isak

From: John Dwyer
Sent time: 01/29/2021 09:34:24 AM
To: William Colbrook <WColbrook@parkland.edu>
Subject: RE: Changes at Parkland

Chief,
Congrats on your retirement and your new position! Looking forward to working with you close by.
Sincerely,
John

John Dwyer, MPH
Coordinator
Champaign County EMA
1905 E. Main Street
Urbana, IL 61802
Office: (217) 384-3826
Email: jdwyer@co.champaign.il.us
www.champaigncountyema.org
EMA Twitter: @ChampCoEMA

From: William Colbrook <WColbrook@parkland.edu>
Sent: Friday, January 29, 2021 9:28 AM
To: John Dwyer <jdwyer@co.champaign.il.us>
Subject: Changes at Parkland

CAUTION: External email, be careful when opening.

Hi John,

I'm not sure you have heard, so I want to reach out to you.

After much thought and contemplation, and with a tremendous amount of mixed emotions, I have decided to retire from law enforcement. My last day on campus will be Friday, February 5th.

I have been honored to have served the citizens of Illinois as a sworn police officer for almost 35 years. I have been blessed to be in a position to help improve the lives of our students and to ensure a safe learning environment.

I have also been honored to have worked with you on public safety issues.

As difficult of a decision this has been for me, I am looking forward to the new chapter, challenges, and opportunities in my professional career.

I will not be going far. I have accepted a position with Champaign County as the Director of Administration. My duties will include HR, Payroll, Ethics, EEO, and Policy Development.

Giving up the badge and gun so I can finish out my working years doing something other the LE.

We'll be close as I will be working at Brookens. After I get my feet under me, we can catch lunch sometime.....Bill C.

William P. Colbrook
Chief of Police/Director of Public Safety
Parkland College
2400 W. Bradley Ave., Room A160
Champaign, IL 61821
217/351-2369
wcolbrook@parkland.edu

today. tomorrow. together. 

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*have received this communication in error, please immediately notify the sender and delete the original communication.
Any distribution or copying of this message without the College's prior consent is prohibited.*

From: William Colbrook <WColbrook@parkland.edu>
Sent time: 01/29/2021 09:40:28 AM
To: John Dwyer
Subject: RE: Changes at Parkland

CAUTION: External email, be careful when opening.

Thanks John.

From: John Dwyer <jdwyer@co.champaign.il.us>
Sent: Friday, January 29, 2021 9:34 AM
To: William Colbrook <WColbrook@parkland.edu>
Subject: RE: Changes at Parkland

External Email

Chief,
Congrats on your retirement and your new position! Looking forward to working with you close by.
Sincerely,
John

John Dwyer, MPH
Coordinator
Champaign County EMA
1905 E. Main Street
Urbana, IL 61802
Office: (217) 384-3826
Email: jdwyer@co.champaign.il.us
www.champaigncountyeema.org
EMA Twitter: @ChampCoEMA

From: William Colbrook <WColbrook@parkland.edu>
Sent: Friday, January 29, 2021 9:28 AM
To: John Dwyer <jdwyer@co.champaign.il.us>
Subject: Changes at Parkland

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Parkland College

2400 W. Bradley Ave., Room A160
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today. tomorrow. **together.**  PARKLAND
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From: John Dwyer
Sent time: 01/29/2021 10:53:02 AM
To: William Colbrook <WColbrook@parkland.edu>
Subject: RE: Changes at Parkland

Welcome Sir.
- John

John Dwyer, MPH
Coordinator
Champaign County EMA
1905 E. Main Street
Urbana, IL 61802
Office: (217) 384-3826
Email: jdwyer@co.champaign.il.us
www.champaigncountyema.org
EMA Twitter: @ChampCoEMA

From: William Colbrook <WColbrook@parkland.edu>
Sent: Friday, January 29, 2021 9:40 AM
To: John Dwyer <jdwyer@co.champaign.il.us>
Subject: RE: Changes at Parkland

CAUTION: External email, be careful when opening.

Thanks John.

From: John Dwyer <jdwyer@co.champaign.il.us>
Sent: Friday, January 29, 2021 9:34 AM
To: William Colbrook <WColbrook@parkland.edu>
Subject: RE: Changes at Parkland

External Email

Chief,
Congrats on your retirement and your new position! Looking forward to working with you close by.
Sincerely,
John

John Dwyer, MPH
Coordinator
Champaign County EMA
1905 E. Main Street
Urbana, IL 61802
Office: (217) 384-3826
Email: jdwyer@co.champaign.il.us
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Sent: Friday, January 29, 2021 9:28 AM
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William P. Colbrook
Chief of Police/Director of Public Safety
Parkland College
2400 W. Bradley Ave., Room A160
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today. tomorrow. together.  PARKLAND
COLLEGE

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From: Debbie Heiser
Sent time: 01/15/2021 01:17:30 PM
To: Rita A. Kincheloe
Subject: RE: Dir of Admin Eval Forms
Attachments: Copy of Dir of Admin Candidate Evaluation Rating Form.xlsx

Here you go.

Debbie Heiser

Insurance Specialist
Administrative Services Department
County of Champaign
217-384-3776 ext 2117
dheiser@co.champaign.il.us

“No act of kindness, no matter how small, is ever wasted.” – **Aesop**

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Friday, January 15, 2021 1:06 PM
To: Tami Ogden <togden@co.champaign.il.us>; M.C. Neal <mcneal@co.champaign.il.us>; Dana M. Brenner <dbrenner@co.champaign.il.us>; Debbie Heiser <dheiser@co.champaign.il.us>
Subject: Dir of Admin Eval Forms
Importance: High

Please send me your completed eval forms asap.

Thanks,
rk

Interview Questions

- DH What is your understanding of this position
- TO Talk about the differences and similarities in responsibilities between your current position and the Director of Administration position. Follow-up: what challenges do you anticipate and how do you plan to address them?
- MC What do you view as the top HR risks for an organization? What would you do to minimize these risks?
- LR What is your experience dealing with numerous department head with varying personalities
- RK What was the most difficult employee relations situation you've been involved in?
- DK Please talk a little about your experience with budgeting for personnel?
- DK Discuss your experience in implementation of financial & HR systems
- TO Give an example the most complex excel spreadsheet you have built.
- LR Please describe your working knowledge of how Champaign County operates.
- DB What significance do you think ethics and integrity have in public administration? Describe your personal and/or professional approach to ensuring integrity and ethical behavior.
- MC How would you effectively deal with challenges within a team you are leading?

Last 10 minutes: What questions do you have for us?

Questions we can ask if there is time:

- What innovative ideas have you implemented with previous employers to improve their staffing
- Please give us an example of how your attention to detail made a difference in your work environment?
- How would you describe your management style?
- How do you approach the development of a recruitment strategy?
- What steps would you take to ensure diversity in an organization?
- As Deputy Director--what core initiatives do you foresee implementing?

Rating Scale 1=Below Expectations 2 = Somewhat Meets Expectations 3 = Meets Expectations 4= Exceeds Expectations

Director of Administration - Applicant Evaluation Form

Evaluator:

Candidate	HR Experience	Budgeting Experience	Excel & ERP Experience	Government Experience	Team Fit	TOTAL SCORE
Jodi [REDACTED]	3	2	3	2	2	12
William Colbrook	4	3	2	4	3	16
[REDACTED]						0
Heather [REDACTED]	2	2	2	4	4	14

My Comments:

[REDACTED] - not clear on how county works, no clear understanding of job, she does not smile, seems meek - county board/elected officials will run over Colbrook - interviewed well, seems to have handle on position requirements, a lot of experience, clear on structure of county

[REDACTED] - interviewed well, as long time county employee knows county operation, teachable, quick learner, established relationship with county depart heads

I would choose [REDACTED] for the job because of her longevity with the county, she knows how the county operates, she has relationships with county dept heads, she is willing to learn and with her experience dealing with difficult personalities, she will be able to handle working with others.

From: Tami Ogden
Sent time: 01/15/2021 01:27:40 PM
To: Rita A. Kincheloe
Subject: RE: Dir of Admin Eval Forms
Attachments: Dir of Admin Candidate Evaluation Rating Form.xlsx

Rita,

I added a couple of tabs that I need to finish filling out, but my rating matrix is finished. Thanks!

Tami Ogden, MPA, CMC
Deputy Director of Finance Champaign County
Brookens Administrative Center
1776 E. Washington St.
Urbana IL 61802
217-384-3776, ext. 2110

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Friday, January 15, 2021 1:06 PM
To: Tami Ogden <togden@co.champaign.il.us>; M.C. Neal <mcneal@co.champaign.il.us>; Dana M. Brenner <dbrenner@co.champaign.il.us>; Debbie Heiser <dheiser@co.champaign.il.us>
Subject: Dir of Admin Eval Forms
Importance: High

Please send me your completed eval forms asap.

Thanks,
rk

Interview Questions

- DH What is your understanding of this position
- TO Talk about the differences and similarities in responsibilities between your current position and the Director of Administration position. Follow-up: what challenges do you anticipate and how do you plan to address them?
- MC What do you view as the top HR risks for an organization? What would you do to minimize these risks?
- LR What is your experience dealing with numerous department head with varying personalities
- RK What was the most difficult employee relations situation you've been involved in?
- DK Please talk a little about your experience with budgeting for personnel?
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- TO Give an example the most complex excel spreadsheet you have built.
- LR Please describe your working knowledge of how Champaign County operates.
- DB What significance do you think ethics and integrity have in public administration? Describe your personal and/or professional approach to ensuring integrity and ethical behavior.
- MC How would you effectively deal with challenges within a team you are leading?

Last 10 minutes: What questions do you have for us?

Questions we can ask if there is time:

- What innovative ideas have you implemented with previous employers to improve their staffing
- Please give us an example of how your attention to detail made a difference in your work environment?
- How would you describe your management style?
- How do you approach the development of a recruitment strategy?
- What steps would you take to ensure diversity in an organization?
- As Deputy Director--what core initiatives do you foresee implementing?

Rating Scale 1=Below Expectations

Director of Administration - Applicant Evaluation Form

Evaluator:

Candidate	HR Experience	Budgeting Experience	Excel & ERP Experience	Government Experience
Jodi [REDACTED]	4	3	2	1
William Colbrook	2	3	2	2
Heather [REDACTED]	1	1	1	3

Jodi-concern (need additional clarification) all former positions are listed as "no" cannot contact employer
 Bill-HR experience however no formal HR training
 Heather-no formal HR training and very little experience/very limited budget & excel experience

2 = Somewhat Meets Expectations 3 = Meets Expectations 4= Exceeds Expectations

Team Fit	TOTAL SCORE
3	13
2	11
2	8

Interview Questions

DH What is your understanding of this position

TO Talk about the differences and similarities in responsibilities between your current position and the Director of Administration position. Follow-up: what challenges do you anticipate and how do you plan to address them?

U of I HR/Supervision, familiar with budget cuts, re-eval of positions/creativity in filling positions, conflict resolution Challenge: familiar with unions/county structure

MC What do you view as the top HR risks for an organization? What would you do to minimize these risks?

Different faculty, addressing "immediate" needs, prioritization

LR What is your experience dealing with numerous department head with varying personalities

attendance issues

RK What was the most difficult employee relations situation you've been involved in?

DK Please talk a little about your experience with budgeting for personnel?

DK Discuss your experience in implementation of financial & HR systems

TO Give an example the most complex excel spreadsheet you have built.

pivot tables

LR Please describe your working knowledge of how Champaign County operates.

DB What significance do you think ethics and integrity have in public administration? Describe your personal and/or professional approach to ensuring integrity and ethical behavior.

important in leadership roles/put aside personal feelings/let people know you care

MC How would you effectively deal with challenges within a team you are leading?

understand each perspective/ask about concerns/understand other viewpoints

Last 10 minutes: What questions do you have for us?

Questions we can ask if there is time:

What innovative ideas have you implemented with previous employers to improve their staffing

Please give us an example of how your attention to detail made a difference in your work environment?

How would you describe your management style?

How do you approach the development of a recruitment strategy?

What steps would you take to ensure diversity in an organization?

As Deputy Director--what core initiatives do you foresee implementing?

Interview Questions

- DH What is your understanding of this position
- TO Talk about the differences and similarities in responsibilities between your current position and the Director of Administration position. Follow-up: what challenges do you anticipate and how do you plan to address them?

Chief Recruiter and admin for Parkland Police dept. Internal audit school. Municipal gov/state gov/comm college but not county government
- MC What do you view as the top HR risks for an organization? What would you do to minimize these risks?
- LR What is your experience dealing with numerous department head with varying personalities
- RK What was the most difficult employee relations situation you've been involved in?
- DK Please talk a little about your experience with budgeting for personnel?
- DK Discuss your experience in implementation of financial & HR systems
- TO Give an example the most complex excel spreadsheet you have built.
- LR Please describe your working knowledge of how Champaign County operates.
- DB What significance do you think ethics and integrity have in public administration? Describe your personal and/or professional approach to ensuring integrity and ethical behavior.
- MC How would you effectively deal with challenges within a team you are leading?

Last 10 minutes: What questions do you have for us?

Questions we can ask if there is time:

- What innovative ideas have you implemented with previous employers to improve their staffing
- Please give us an example of how your attention to detail made a difference in your work environment?
- How would you describe your management style?
- How do you approach the development of a recruitment strategy?
- What steps would you take to ensure diversity in an organization?
- As Deputy Director--what core initiatives do you foresee implementing?

Interview Questions

- DH What is your understanding of this position
- TO Talk about the differences and similarities in responsibilities between your current position and the Director of Administration position. Follow-up: what challenges do you anticipate and how do you plan to address them?
- MC What do you view as the top HR risks for an organization? What would you do to minimize these risks?
- LR What is your experience dealing with numerous department head with varying personalities
- RK What was the most difficult employee relations situation you've been involved in?
- DK Please talk a little about your experience with budgeting for personnel?
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Last 10 minutes: What questions do you have for us?

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- How would you describe your management style?
- How do you approach the development of a recruitment strategy?
- What steps would you take to ensure diversity in an organization?
- As Deputy Director--what core initiatives do you foresee implementing?

From: Darlene A. Kloepfel
Sent time: 01/20/2021 03:14:12 PM
To: M.C. Neal; Rita A. Kincheloe; Debbie Heiser; Leeann Robeck; Tami Ogden; Dana M. Brenner
Cc: Darlene A. Kloepfel
Subject: RE: Dir of Admin Interviews

We are trying to follow up on anything we couldn't determine by zoom and additional detail. Don't worry about the questions overlapping. This is more of a discussion format.

From: M.C. Neal <mcneal@co.champaign.il.us>
Sent: Wednesday, January 20, 2021 2:47 PM
To: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>; Debbie Heiser <dheiser@co.champaign.il.us>; Leeann Robeck <LRobeck@co.champaign.il.us>; Tami Ogden <togden@co.champaign.il.us>; Dana M. Brenner <dbrenner@co.champaign.il.us>
Cc: Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>
Subject: RE: Dir of Admin Interviews

Afternoon all,

- Is there anything in particular we're hoping to glean from the round 2 interviews?
 - E.g. should we be focusing more on questions related to the candidates' personality, if they would be a good organizational fit, scenario questions to see how they would respond in a given situation, etc?
- Are we going to meet ahead of time to ensure our questions aren't overly similar to each other?
-or am I completely misunderstanding the "be prepared to ask one interview question" and the questions we'll be asking have already been chosen?

Thanks!

--

M.C. Neal
Chief Information Officer
Champaign County

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Tuesday, January 19, 2021 1:27 PM
To: Debbie Heiser <dheiser@co.champaign.il.us>; Leeann Robeck <LRobeck@co.champaign.il.us>; Tami Ogden <togden@co.champaign.il.us>; Dana M. Brenner <dbrenner@co.champaign.il.us>; M.C. Neal <mcneal@co.champaign.il.us>
Cc: Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>; Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Subject: Dir of Admin Interviews

Hi,

Tomorrow, January 20th, we will hold in-person interviews with Jodi [REDACTED] at 3:30pm and Bill Colbrook at 4:30pm in the Putman meeting room.

Each team member should be prepared to ask one interview question.

Also, the interviews will last between 30-45 minutes.

Let me know if you have any questions,
Rita

From: M.C. Neal
Sent time: 01/20/2021 02:47:17 PM
To: Rita A. Kincheloe; Debbie Heiser; Leeann Robeck; Tami Ogden; Dana M. Brenner
Cc: Darlene A. Kloepffel
Subject: RE: Dir of Admin Interviews

Afternoon all,

- Is there anything in particular we're hoping to glean from the round 2 interviews?
 - E.g. should we be focusing more on questions related to the candidates' personality, if they would be a good organizational fit, scenario questions to see how they would respond in a given situation, etc?
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Champaign County

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Each team member should be prepared to ask one interview question.

Also, the interviews will last between 30-45 minutes.

Let me know if you have any questions,
Rita

From: M.C. Neal
Sent time: 01/28/2021 09:12:42 AM
To: Rita A. Kincheloe
Subject: RE: Dir of Admin office

Morning ma'am,

I'll get this created as a ticket and we should have things ready to go well ahead of his start date.

Thanks,

--

M.C. Neal
Chief Information Officer
Champaign County

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Thursday, January 28, 2021 9:08 AM
To: M.C. Neal <mcneal@co.champaign.il.us>
Subject: Dir of Admin office

Hi MC,

As you know, Bill Colbrook will begin on 2/8 and will office in Darlene's 'old' office between Tami and I.

There seems to be some work that needs to be done so that his computer is operational. We will want to have his computer up and running on 2/8.

Let me know if you'd like to gain access to the office.

Rita

From: Rita A. Kincheloe
Sent time: 01/28/2021 09:13:36 AM
To: M.C. Neal
Subject: RE: Dir of Admin office

Thank you!

From: M.C. Neal <mcneal@co.champaign.il.us>
Sent: Thursday, January 28, 2021 9:13 AM
To: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Subject: RE: Dir of Admin office

Morning ma'am,

I'll get this created as a ticket and we should have things ready to go well ahead of his start date.

Thanks,

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M.C. Neal
Chief Information Officer
Champaign County

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
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There seems to be some work that needs to be done so that his computer is operational. We will want to have his computer up and running on 2/8.

Let me know if you'd like to gain access to the office.
Rita

From: Daniel Busey
Sent time: 01/28/2021 11:33:49 AM
To: Rita A. Kincheloe
Subject: RE: Dir of Admin phone

Do you know what Isaks EXT was?

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Thursday, January 28, 2021 11:30 AM
To: Daniel Busey <djbusey@co.champaign.il.us>
Subject: Dir of Admin phone

Dan,
Bill Colbrook, the new Dir of Admin, will begin on Monday, 2/8 and office in Darlene's 'old' office.

We will need to program him phone, provide contact lists, directions in using the phone, etc.

Thanks for your help,
Rita

From: Rita A. Kincheloe
Sent time: 01/28/2021 11:38:49 AM
To: Daniel Busey
Subject: RE: Dir of Admin phone

#2115

From: Daniel Busey <djbusey@co.champaign.il.us>
Sent: Thursday, January 28, 2021 11:34 AM
To: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Subject: RE: Dir of Admin phone

Do you know what Isaks EXT was?

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Thursday, January 28, 2021 11:30 AM
To: Daniel Busey <djbusey@co.champaign.il.us>
Subject: Dir of Admin phone

Dan,
Bill Colbrook, the new Dir of Admin, will begin on Monday, 2/8 and office in Darlene's 'old' office.

We will need to program him phone, provide contact lists, directions in using the phone, etc.

Thanks for your help,
Rita

From: Debbie Heiser
Sent time: 01/05/2021 08:35:22 AM
To: Rita A. Kincheloe
Subject: RE: Director of Admin - New Applicants
Attachments: 20201228 Copy of Dir of Admin Candidates - Heiser.xlsx

Updated spreadsheet is attached.

Debbie Heiser

Insurance Specialist
Administrative Services Department
County of Champaign
217-384-3776 ext 2117
dheiser@co.champaign.il.us

“No act of kindness, no matter how small, is ever wasted.” – **Aesop**

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Monday, January 4, 2021 4:08 PM
To: Tami Ogden <togden@co.champaign.il.us>; Debbie Heiser <dheiser@co.champaign.il.us>; Leeann Robeck <LRobeck@co.champaign.il.us>; Dana M. Brenner <dbrenner@co.champaign.il.us>; M.C. Neal <mcneal@co.champaign.il.us>
Cc: Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>; Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Subject: Director of Admin - New Applicants

Hi,

While I was out of the office last week, we received a few more applicants for the Director of Administration position.

Would you please review the attached documents and update your Excel spreadsheet as to whether you would like the applicant interviewed and return the spreadsheet to me by Wednesday morning?

Thanks for your time and being part of the interview team.

Rita

Director of Administration Candidates

Please review the attached applications and complete the following:

	Want to Interview (Y/N)
Jodi [REDACTED]	Y
Laura [REDACTED]	N
William Colbrook	Y
Brandon [REDACTED]	N
Laquita [REDACTED]	N
Healthier [REDACTED]	Y
Devorian [REDACTED]	N
Courtney [REDACTED]	N
Leonard [REDACTED]	N
William [REDACTED]	N
Julie [REDACTED]	Y
Kayla [REDACTED]	Y
Linda [REDACTED]	Y

What are the qualities that you are looking for in the Dir. of Admin candidate?

- 1 a person with HR experience
- 2 a person with knowledge regarding the structure of Champaign County
- 3 a person with innovative ideas to improve Champaign County

What questions would you like asked during the interview process?

- 1 what is your understanding of this position
- 2 what inovative ideas have you implemented with previous employers to improve their staff
- 3 what is your experience dealing with numerous department head with varying personalities

ing

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From: Tami Ogden
Sent time: 01/06/2021 10:19:54 AM
To: Rita A. Kincheloe
Subject: RE: Director of Admin - New Applicants
Attachments: Dir of Admin Candidates 2020.xlsx

Tami Ogden, MPA, CMC
Deputy Director of Finance Champaign County
Brookens Administrative Center
1776 E. Washington St.
Urbana IL 61802
217-384-3776, ext. 2110

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Monday, January 4, 2021 4:08 PM
To: Tami Ogden <togden@co.champaign.il.us>; Debbie Heiser <dheiser@co.champaign.il.us>; Leeann Robeck <LRobeck@co.champaign.il.us>; Dana M. Brenner <dbrenner@co.champaign.il.us>; M.C. Neal <mcneal@co.champaign.il.us>
Cc: Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>; Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Subject: Director of Admin - New Applicants

Hi,

While I was out of the office last week, we received a few more applicants for the Director of Administration position.

Would you please review the attached documents and update your Excel spreadsheet as to whether you would like the applicant interviewed and return the spreadsheet to me by Wednesday morning?

Thanks for your time and being part of the interview team.
Rita

Director of Administration Candidates

Please review the attached applications and complete the following:

	Want to Interview (Y/N)	
Jodi [REDACTED]	Y	
Laura [REDACTED]	N	Did not follow application directio
William Colbrook	Y	
Brandon [REDACTED]	N	
Laquita [REDACTED]	N	
Heather [REDACTED]	Y	
Devorian [REDACTED]	N	
Courtney [REDACTED]	N	
Leonard [REDACTED]	N	
Linda [REDACTED]	Y	
Julie [REDACTED]	Y	
William [REDACTED]	N	
Kayla [REDACTED]	N	

What are the qualities that you are looking for in the Dir. of Admin candidate?

- 1 Advanced Excel skills and experience, and the ability to analyze, compile and prepare compl
- 2 Attention to detail, efficient work, team player, self-motivated, ethics
- 3 HR training and applicable experience

What questions would you like asked during the interview process?

- 1 Give an example the most complex excel spreadsheet you have built.
- 2 Talk about the differences and similarities in responsibilities between your current position
- 3 What significance do you think ethics and integrity have in public administration? Describe y

lex information/data (i.e. review comp county CBAs and prepare pay scales for negotiations, calculate re

and the Director of Administration position. Follow-up: what challenges do you anticipate and how do y

etro-pay for contracts with steps and ATB increases)

From: /O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=FA90D8B049084F8087B47FE93C621B79-TAMI OGDEN
To: Rita A. Kincheloe
Subject: RE: Director of Admin - New Applicants
Attachments: Dir of Admin Candidates 2020.xlsx

Tami Ogden, MPA, CMC
Deputy Director of Finance Champaign County
Brookens Administrative Center
1776 E. Washington St.
Urbana IL 61802
217-384-3776, ext. 2110

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Monday, January 4, 2021 4:08 PM
To: Tami Ogden <togden@co.champaign.il.us>; Debbie Heiser <dheiser@co.champaign.il.us>; Leeann Robeck <LRobeck@co.champaign.il.us>; Dana M. Brenner <dbrenner@co.champaign.il.us>; M.C. Neal <mcneal@co.champaign.il.us>
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Brandon [REDACTED]	N	
Laquita [REDACTED]	N	
Heather [REDACTED]	Y	
Devorian [REDACTED]	N	
Courtney [REDACTED]	N	
Leonard [REDACTED]	N	
Linda [REDACTED]	Y	
Julie [REDACTED]	Y	
William [REDACTED]	N	
Kayla [REDACTED]	N	

What are the qualities that you are looking for in the Dir. of Admin candidate?

- 1 Advanced Excel skills and experience, and the ability to analyze, compile and prepare compl
- 2 Attention to detail, efficient work, team player, self-motivated, ethics
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What questions would you like asked during the interview process?

- 1 Give an example the most complex excel spreadsheet you have built.
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lex information/data (i.e. review comp county CBAs and prepare pay scales for negotiations, calculate re

and the Director of Administration position. Follow-up: what challenges do you anticipate and how do y

etro-pay for contracts with steps and ATB increases)

From: Darlene A. Kloepfel
Sent time: 12/23/2020 01:50:03 PM
To: Rita A. Kincheloe
Cc: Darlene A. Kloepfel
Subject: RE: Director of Administration Interview Team
Attachments: DK- Dir of Admin Candidates.xlsx

Rita,
Here you go...will be interesting to see what others pick.

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Tuesday, December 22, 2020 3:25 PM
To: Tami Ogden <togden@co.champaign.il.us>; Debbie Heiser <dheiser@co.champaign.il.us>; Leeann Robeck <LRobeck@co.champaign.il.us>; Dana M. Brenner <dbrenner@co.champaign.il.us>; M.C. Neal <mcneal@co.champaign.il.us>
Cc: Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>; Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Subject: Director of Administration Interview Team

Dear Interview Team,
There were eight applicants for the Director of Administration position. Attached is the job description and the PDF's of the information submitted by each applicant for your review.

I have attached an Excel spreadsheet for you to complete as you review the applications.

- Mark a Y or N next to each candidate's name to note whether you would like the applicant interviewed.
- List the top qualities, attributes or qualifications that you would like to see in the person we hire.
- Lastly, please include questions that you would like the candidates to answer during the interview.

Please submit your feedback/Excel spreadsheet **no later than Thursday, 12/31**. We plan to begin the interview process early January. I realize that most of you are in training meetings the first week of January. We will need to schedule a quick meeting with the interview team on Friday, 1/8 to address the interview process.

Please let me know if you have any questions and thanks for helping us choose our next Director of Administration.
Rita

Director of Administration Candidates

Please review the attached applications and complete the following:

	Want to Interview (Y/N)
Jodi Bear	Y
Laura Clark	Y
William Colbrook	Y
Brandon Crouch	N
Laquita Hodges	N
Healthier Rumpel-Stahl	N
Devorian Ware	N
Courtney Whitener	N

What are the qualities that you are looking for in the Dir. of Admin candidate?

- 1 PERSONNEL MANAGEMENT
- 2 FAMILIARITY WITH EXCEL
- 3 FAMILIARITY WITH STAFF DEVELOPMENT RESOURCES

What questions would you like asked during the interview process?

- 1 Please give us an example of how your attention to detail made a difference in y
- 2 How would you describe your management style?
- 3 Please talk a little about your experience with budgeting for personnel?

our work environment?

From: Debbie Heiser
Sent time: 12/28/2020 03:27:46 PM
To: Rita A. Kincheloe
Subject: RE: Director of Administration Interview Team
Attachments: 20201228 Copy of Dir of Admin Candidates - Heiser.xlsx

Spreadsheet attached.

Debbie Heiser

Insurance Specialist
Administrative Services Department
County of Champaign
217-384-3776 ext 2117
dheiser@co.champaign.il.us

If you are going to speak truth to power, make sure it's the truth.

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Tuesday, December 22, 2020 3:25 PM
To: Tami Ogden <togden@co.champaign.il.us>; Debbie Heiser <dheiser@co.champaign.il.us>; Leeann Robeck <LRobeck@co.champaign.il.us>; Dana M. Brenner <dbrenner@co.champaign.il.us>; M.C. Neal <mcneal@co.champaign.il.us>
Cc: Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>; Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
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Rita

Director of Administration Candidates

Please review the attached applications and complete the following:

	Want to Interview (Y/N)
Jodi [REDACTED]	Y
Laura [REDACTED]	N
William Colbrook	Y
Brandon [REDACTED]	N
Laquita [REDACTED]	N
Healthier [REDACTED]	Y
Devorian [REDACTED]	N
Courtney [REDACTED]	N
Leonard [REDACTED]	N

What are the qualities that you are looking for in the Dir. of Admin candidate?

- 1 a person with HR experience
- 2 a person with knowledge regarding the structure of Champaign County
- 3 a person with innovative ideas to improve Champaign County

What questions would you like asked during the interview process?

- 1 what is your understanding of this position
- 2 what inovative ideas have you implemented with previous employers to improve their staff
- 3 what is your experience dealing with numerous department head with varying personalities

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From: M.C. Neal
Sent time: 12/28/2020 12:43:24 PM
To: Rita A. Kincheloe
Subject: RE: Director of Administration Interview Team
Attachments: mcn_Dir of Admin Candidates.xlsx

Here you go ma'am; please let me know if anything else is needed.

Thanks,

--

M.C. Neal
Chief Information Officer
Champaign County

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Monday, December 28, 2020 8:36 AM
To: Tami Ogden <togden@co.champaign.il.us>; Debbie Heiser <dheiser@co.champaign.il.us>; Leeann Robeck <LRobeck@co.champaign.il.us>; Dana M. Brenner <dbrenner@co.champaign.il.us>; M.C. Neal <mcneal@co.champaign.il.us>
Cc: Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>
Subject: RE: Director of Administration Interview Team

Good morning,

Attached is a recently received application & resume for the Director of Administration position. Please review....

I'd appreciate your feedback by the end of this week, if possible.

Thanks,
Rita

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Tuesday, December 22, 2020 3:25 PM
To: Tami Ogden <togden@co.champaign.il.us>; Debbie Heiser <dheiser@co.champaign.il.us>; Leeann Robeck <LRobeck@co.champaign.il.us>; Dana M. Brenner <dbrenner@co.champaign.il.us>; M.C. Neal <mcneal@co.champaign.il.us>
Cc: Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>; Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
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Please let me know if you have any questions and thanks for helping us choose our next Director of Administration.
Rita

Director of Administration Candidates

Please review the attached applications and complete the following:

- Jodi [REDACTED]
- Laura [REDACTED]
- William Colbrook
- Brandon [REDACTED]
- Laquita [REDACTED]
- Healthier [REDACTED]
- Devorian [REDACTED]
- Courtney [REDACTED]
- Leonard [REDACTED]

What are the qualities that you are looking for in the Dir. of Admin candidate?

- *Ethical
- *Competent
- *Communicative
- *Approachable

What questions would you like asked during the interview process?

- *How do you approach the development of a recruitment strategy?
- *What do you view as the top HR risks for an organization? What would you do to minimize these risks?
- *What steps would you take to ensure diversity in an organization?
- *What was the most difficult employee relations situation you've been involved in?

Want to Interview (Y/N)

Y
N
Y
N
N
N
N
Y
N

From: Tami Ogden
Sent time: 12/29/2020 12:23:06 PM
To: Rita A. Kincheloe
Subject: RE: Director of Administration Interview Team
Attachments: Dir of Admin Candidates 2020.xlsx

Tami Ogden, MPA, CMC
Deputy Director of Finance Champaign County
Brookens Administrative Center
1776 E. Washington St.
Urbana IL 61802
217-384-3776, ext. 2110

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Monday, December 28, 2020 8:36 AM
To: Tami Ogden <togden@co.champaign.il.us>; Debbie Heiser <dheiser@co.champaign.il.us>; Leeann Robeck <LRobeck@co.champaign.il.us>; Dana M. Brenner <dbrenner@co.champaign.il.us>; M.C. Neal <mcneal@co.champaign.il.us>
Cc: Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>
Subject: RE: Director of Administration Interview Team

Good morning,
Attached is a recently received application & resume for the Director of Administration position. Please review....

I'd appreciate your feedback by the end of this week, if possible.
Thanks,
Rita

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Tuesday, December 22, 2020 3:25 PM
To: Tami Ogden <togden@co.champaign.il.us>; Debbie Heiser <dheiser@co.champaign.il.us>; Leeann Robeck <LRobeck@co.champaign.il.us>; Dana M. Brenner <dbrenner@co.champaign.il.us>; M.C. Neal <mcneal@co.champaign.il.us>
Cc: Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>; Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Subject: Director of Administration Interview Team

Dear Interview Team,
There were eight applicants for the Director of Administration position. Attached is the job description and the PDF's of the information submitted by each applicant for your review.

I have attached an Excel spreadsheet for you to complete as you review the applications.

- Mark a Y or N next to each candidate's name to note whether you would like the applicant interviewed.
- List the top qualities, attributes or qualifications that you would like to see in the person we hire.
- Lastly, please include questions that you would like the candidates to answer during the interview.

Please submit your feedback/Excel spreadsheet **no later than Thursday, 12/31**. We plan to begin the interview process early January. I realize that most of you are in training meetings the first week of January. We will need to schedule a quick meeting with the interview team on Friday, 1/8 to address the interview process.

Please let me know if you have any questions and thanks for helping us choose our next Director of Administration.
Rita

Director of Administration Candidates

Please review the attached applications and complete the following:

	Want to Interview (Y/N)	
Jodi [REDACTED]	Y	
Laura [REDACTED]	N	Did not follow application directio
William Colbrook	Y	
Brandon [REDACTED]	N	
Laquita [REDACTED]	N	
Heather [REDACTED]	Y	
Devorian [REDACTED]	N	
Courtney [REDACTED]	?	On the fence-If we are interviewin
Leonard [REDACTED]	N	

What are the qualities that you are looking for in the Dir. of Admin candidate?

- 1 Advanced Excel skills and experience, and the ability to analyze, compile and prepare compl
- 2 Attention to detail, efficient work, team player, self-motivated, ethics
- 3 HR training and applicable experience

What questions would you like asked during the interview process?

- 1 Give an example the most complex excel spreadsheet you have built.
- 2 Talk about the differences and similarities in responsibilities between your current position
- 3 What significance do you think ethics and integrity have in public administration? Describe y

lex information/data (i.e. review comp county CBAs and prepare pay scales for negotiations, calculate re

and the Director of Administration position. Follow-up: what challenges do you anticipate and how do y

etro-pay for contracts with steps and ATB increases)

From: Leeann Robeck
Sent time: 12/31/2020 09:21:28 AM
To: Rita A. Kincheloe
Subject: RE: Director of Administration Interview Team
Attachments: Dir of Admin Candidates (Leeann).xlsx

Rita—attached are my inputs. If I come up with any other questions I'll let you know. Thanks!

Leeann

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Tuesday, December 22, 2020 3:25 PM
To: Tami Ogden <togden@co.champaign.il.us>; Debbie Heiser <dheiser@co.champaign.il.us>; Leeann Robeck <LRobeck@co.champaign.il.us>; Dana M. Brenner <dbrenner@co.champaign.il.us>; M.C. Neal <mcneal@co.champaign.il.us>
Cc: Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>; Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
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Please let me know if you have any questions and thanks for helping us choose our next Director of Administration.
Rita

Director of Administration Candidates

Please review the attached applications and complete the following:

	Want to Interview (Y/N)	
Jodi [REDACTED]	Y	
Laura [REDACTED]		N
William Colbrook	Y	
Brandon [REDACTED]		N
Laquita [REDACTED]		N
Healthier [REDACTED]	Y	
Devorian [REDACTED]		N
Courtney [REDACTED]	Y (maybe)	

What are the qualities that you are looking for in the Dir. of Admin candidate?

- 1 good working knowledge of how a governmental entity operates/administrates/financials
- 2 HR/salary admin/budgeting experience
- 3 detail oriented/people skills/team-oriented

What questions would you like asked during the interview process?

- 1 Please describe your working knowledge of how Champaign County operates.
- 2 As Deputy Director--what core initiatives do you foresee implementing?
- 3 How would you effectively deal with challenges within a team you are leading?

From: Darlene A. Kloepfel
Sent time: 12/23/2020 01:50:03 PM
To: Rita A. Kincheloe
Cc: Darlene A. Kloepfel
Subject: RE: Director of Administration Interview Team
Attachments: DK- Dir of Admin Candidates.xlsx

Rita,
Here you go...will be interesting to see what others pick.

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Tuesday, December 22, 2020 3:25 PM
To: Tami Ogden <togden@co.champaign.il.us>; Debbie Heiser <dheiser@co.champaign.il.us>; Leeann Robeck <LRobeck@co.champaign.il.us>; Dana M. Brenner <dbrenner@co.champaign.il.us>; M.C. Neal <mcneal@co.champaign.il.us>
Cc: Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>; Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Subject: Director of Administration Interview Team

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Please let me know if you have any questions and thanks for helping us choose our next Director of Administration.
Rita

Director of Administration Candidates

Please review the attached applications and complete the following:

	Want to Interview (Y/N)
Jodi [REDACTED]	Y
Laura [REDACTED]	Y
William Colbrook	Y
Brandon [REDACTED]	N
Laquita [REDACTED]	N
Healthier [REDACTED]	N
Devorian [REDACTED]	N
Courtney [REDACTED]	N

What are the qualities that you are looking for in the Dir. of Admin candidate?

- 1 PERSONNEL MANAGEMENT
- 2 FAMILIARITY WITH EXCEL
- 3 FAMILIARITY WITH STAFF DEVELOPMENT RESOURCES

What questions would you like asked during the interview process?

- 1 Please give us an example of how your attention to detail made a difference in y
- 2 How would you describe your management style?
- 3 Please talk a little about your experience with budgeting for personnel?

our work environment?

From: Rita A. Kincheloe
Sent time: 01/26/2021 08:39:12 AM
To: William Colbrook [REDACTED]
Subject: RE: employment confirmation letter

Hi Bill,

I am sooooo happy that you accepted the position and will help you get acclimated to the County! If there is anything you need, just let me know.

Looking forward to working with you!
Rita

From: William Colbrook [REDACTED]
Sent: Monday, January 25, 2021 4:16 PM
To: Darlene A. Kloeppel <dkloeppel@co.champaign.il.us>
Cc: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>; Isak Griffiths <ig43434@co.champaign.il.us>
Subject: Re: employment confirmation letter

CAUTION: External email, be careful when opening.

Thank you very much.

I will see you then, with a signed letter!

On Monday, January 25, 2021, 3:23:34 PM CST, Darlene A. Kloeppel <dkloeppel@co.champaign.il.us> wrote:

Bill,

Attached is the promised follow-up letter outlining our verbal agreement for your employment as our Director of Administration. I have copied Rita, who is my Executive Assistant and Isak Griffiths, who held the position previously and has kindly agreed to help with the transition. Please return one signed letter to me when you come in. We're looking forward to seeing you on Feb 8. My office is in Brookens near where we met for your interview.

Regards,

Darlene

Darlene A. Kloeppel, MSW, MS, MCP

Champaign County Executive

1776 E. Washington St., Urbana, IL 61802-4581

217-384-3776, ext.6

Expect Excellence.

From: William Colbrook [REDACTED]
Sent time: 01/26/2021 10:08:28 AM
To: Rita A. Kincheloe
Subject: Re: employment confirmation letter

CAUTION: External email, be careful when opening.

Thank you so very much, Rita!

I am very excited!

I can't wait to start working with you too!

On Tuesday, January 26, 2021, 8:39:15 AM CST, Rita A. Kincheloe <rkincheloe@co.champaign.il.us> wrote:

Hi Bill,

I am sooooo happy that you accepted the position and will help you get acclimated to the County! If there is anything you need, just let me know.

Looking forward to working with you!

Rita

From: William Colbrook [REDACTED]
Sent: Monday, January 25, 2021 4:16 PM
To: Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>
Cc: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>; Isak Griffiths <ig43434@co.champaign.il.us>
Subject: Re: employment confirmation letter

CAUTION: External email, be careful when opening.

Thank you very much.

I will see you then, with a signed letter!

On Monday, January 25, 2021, 3:23:34 PM CST, Darlene A. Kloepfel <dkloepfel@co.champaign.il.us> wrote:

Bill,

Attached is the promised follow-up letter outlining our verbal agreement for your employment as our Director of Administration. I have copied Rita, who is my Executive Assistant and Isak Griffiths, who held the position previously and has kindly agreed to help with the transition. Please return one signed letter to me when you come in. We're looking forward to seeing you on Feb 8. My office is in Brookens near where we met for your interview.

Regards,
Darlene

Darlene A. Kloepfel, MSW, MS, MCP
Champaign County Executive
1776 E. Washington St., Urbana, IL 61802-4581
217-384-3776, ext.6

Expect Excellence.

From: William Colbrook [REDACTED]
Sent time: 01/25/2021 04:16:08 PM
To: Darlene A. Kloeppel
Cc: Rita A. Kincheloe; Isak Griffiths
Subject: Re: employment confirmation letter

CAUTION: External email, be careful when opening.

Thank you very much.

I will see you then, with a signed letter!

On Monday, January 25, 2021, 3:23:34 PM CST, Darlene A. Kloeppel <dkloeppel@co.champaign.il.us> wrote:

Bill,

Attached is the promised follow-up letter outlining our verbal agreement for your employment as our Director of Administration. I have copied Rita, who is my Executive Assistant and Isak Griffiths, who held the position previously and has kindly agreed to help with the transition. Please return one signed letter to me when you come in. We're looking forward to seeing you on Feb 8. My office is in Brookens near where we met for your interview.

Regards,

Darlene

Darlene A. Kloeppel, MSW, MS, MCP

Champaign County Executive

1776 E. Washington St., Urbana, IL 61802-4581

217-384-3776, ext.6

Expect Excellence.

From: Rita A. Kincheloe
Sent time: 01/19/2021 11:13:58 AM
To: William Colbrook [REDACTED]
Subject: RE: Follow-up Interview

Hi Bill,

Thank you for the quick response and sorry that I didn't get back to you sooner....

You will be interviewing with the same Administrative Services interview team that you spoke to in our Zoom meeting. Your interview will begin at 4:30pm and we hope to keep it to 30-45 minutes in length. The meeting will be held in the Putman Meeting room.

I'm not sure if you have been to Brookens Administrative Center. I suggest that you take Lierman Avenue to Art Bartell Road, and turn right at the 2nd entrance that leads to the Northeast parking lot of the Brookens Administrative Center. There are numerous visitor parking spots by the door. I will be at the door to help you find the meeting room.

Please let me know if you have any questions or concerns. You can always reach me on my direct line: 217-819-3432.

Rita

From: William Colbrook [REDACTED]
Sent: Friday, January 15, 2021 5:13 PM
To: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Subject: Re: Follow-up Interview

CAUTION: External email, be careful when opening.

Hi Ma'am,

Yes, it does!

Thank you so much for the wonderful news.

I am very much looking forward to the opportunity!

Have a great weekend!

Bill C.

On Friday, January 15, 2021, 4:22:37 PM CST, Rita A. Kincheloe <rkincheloe@co.champaign.il.us> wrote:

Hi Bill,

The Administrative Services Interview Committee enjoyed our conversation during your interview earlier this week. I would like to schedule a second in-person interview next Wednesday, January 20th at 4:30pm at the Brookens Administrative Center.

Does this date and time work for you?

Have a great weekend!

Sincerely,

Rita Kincheloe

Executive Assistant to the County Executive

Brookens Administrative Center

1776 E. Washington Street

Urbana, IL 61802

(217) 384-3776 ext. 2112

From: Rita A. Kincheloe
Sent time: 01/19/2021 11:21:03 AM
To: William Colbrook [REDACTED]
Subject: RE: Follow-up Interview

Sounds good!

From: William Colbrook [REDACTED]
Sent: Tuesday, January 19, 2021 11:21 AM
To: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Subject: Re: Follow-up Interview

CAUTION: External email, be careful when opening.

Thank you ma'am. I am looking forward to the opportunity!

I'll see you at the door a few minutes before 4:30 pm.

On Tuesday, January 19, 2021, 11:14:01 AM CST, Rita A. Kincheloe <rkincheloe@co.champaign.il.us> wrote:

Hi Bill,

Thank you for the quick response and sorry that I didn't get back to you sooner....

You will be interviewing with the same Administrative Services interview team that you spoke to in our Zoom meeting. Your interview will begin at 4:30pm and we hope to keep it to 30-45 minutes in length. The meeting will be held in the Putman Meeting room.

I'm not sure if you have been to Brookens Administrative Center. I suggest that you take Lierman Avenue to Art Bartell Road, and turn right at the 2nd entrance that leads to the Northeast parking lot of the Brookens Administrative Center. There are numerous visitor parking spots by the door. I will be at the door to help you find the meeting room.

Please let me know if you have any questions or concerns. You can always reach me on my direct line: 217-819-3432.

Rita

From: William Colbrook [REDACTED]
Sent: Friday, January 15, 2021 5:13 PM
To: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Subject: Re: Follow-up Interview

CAUTION: External email, be careful when opening.

Hi Ma'am,

Yes, it does!

Thank you so much for the wonderful news.

I am very much looking forward to the opportunity!

Have a great weekend!

Bill C.

On Friday, January 15, 2021, 4:22:37 PM CST, Rita A. Kincheloe <rkincheloe@co.champaign.il.us> wrote:

Hi Bill,

The Administrative Services Interview Committee enjoyed our conversation during your interview earlier this week. I would like to schedule a second in-person interview next Wednesday, January 20th at 4:30pm at the Brookens Administrative Center.

Does this date and time work for you?

Have a great weekend!

Sincerely,

Rita Kincheloe

Executive Assistant to the County Executive

Brookens Administrative Center

1776 E. Washington Street

Urbana, IL 61802

(217) 384-3776 ext. 2112

From: William Colbrook [REDACTED]
Sent time: 01/15/2021 05:12:35 PM
To: Rita A. Kincheloe
Subject: Re: Follow-up Interview

CAUTION: External email, be careful when opening.

Hi Ma'am,

Yes, it does!

Thank you so much for the wonderful news.

I am very much looking forward to the opportunity!

Have a great weekend!

Bill C.

On Friday, January 15, 2021, 4:22:37 PM CST, Rita A. Kincheloe <rkincheloe@co.champaign.il.us> wrote:

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Does this date and time work for you?

Have a great weekend!

Sincerely,

Rita Kincheloe

Executive Assistant to the County Executive

Brookens Administrative Center


1776 E. Washington Street

Urbana, IL 61802

(217) 384-3776 ext. 2112

From: Tim Pavlik
Sent time: 02/08/2021 12:25:22 PM
To: Lance McGinness
Subject: Re: here are the things you'll need


Yep, I could get in. Here you go:

**William Colbrook**

User Details

Email	wpc44160@co.champaign.il.us
Identity Type	Adobe ID

Products

 Acrobat Pro DC

From: Lance McGinness <lmcginness@co.champaign.il.us>
Sent: Monday, February 8, 2021 12:21 PM
To: Tim Pavlik <tpavlik@co.champaign.il.us>
Subject: FW: here are the things you'll need

Can you sign into Adobe? I cannot, it says I do not have access to Adobe Admin Console. I did last week but not today.

William P Colbrook needs an adobe acrobat DC account if you can sign in. I will keep trying to sign in

From: William P. Colbrook <wcolbrook@co.champaign.il.us>
Sent: Monday, February 8, 2021 12:16 PM
To: IT Helpdesk (County Departments) <Helpdesk@co.champaign.il.us>
Subject: FW: here are the things you'll need

Hi IT,

ISAK and I have found the issues listed below.

I'm sure there will be more identified later.

Bill Colbrook

From: Isak Griffiths <ig43434@co.champaign.il.us>
Sent: Monday, February 8, 2021 11:46 AM
To: William P. Colbrook <wcolbrook@co.champaign.il.us>
Subject: here are the things you'll need

Hi Bill,

Try rebooting and then try logging in again.

-- error logging into AS400

-- need Acrobat DC account

-- maybe set HOME for both IE and Edge to www.co.champaign.il.us

-- error logging into Kronos for Managers

- Cannot log into R drive
- Can log into Q drive but do not have access to ADS folders

Isak Griffiths
Chief Deputy Circuit Clerk

*Champaign County Circuit Clerk
Champaign County Courthouse
101 East Main Street
Urbana, IL 61801-2703
217-384-3725 isak@co.champaign.il.us*

Please direct questions for Administrative Services to hr@co.champaign.il.us — Thank you.

From: Tim Pavlik
Sent time: 02/08/2021 12:29:59 PM
To: Lance McGinness
Subject: Re: here are the things you'll need


Nope, it still says you're active as a system admin

From: Lance McGinness <lmcginness@co.champaign.il.us>
Sent: Monday, February 8, 2021 12:26 PM
To: Tim Pavlik <tpavlik@co.champaign.il.us>
Subject: FW: here are the things you'll need

I still can't get in. Did my account expire?

From: Tim Pavlik <tpavlik@co.champaign.il.us>
Sent: Monday, February 8, 2021 12:25 PM
To: Lance McGinness <lmcginness@co.champaign.il.us>
Subject: Re: here are the things you'll need


Yep, I could get in. Here you go:

 **William Colbrook**

User Details

Email	wpc44160@co.champaign.il.us
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Isak Griffiths
Chief Deputy Circuit Clerk

*Champaign County Circuit Clerk
Champaign County Courthouse
101 East Main Street
Urbana, IL 61801-2703
217-384-3725 isak@co.champaign.il.us*

Please direct questions for Administrative Services to hr@co.champaign.il.us — Thank you.

From: Lance McGinness
Sent time: 02/08/2021 12:30:27 PM
To: Tim Pavlik
Subject: RE: here are the things you'll need

Weird

From: Tim Pavlik <tpavlik@co.champaign.il.us>
Sent: Monday, February 8, 2021 12:30 PM
To: Lance McGinness <lmcginness@co.champaign.il.us>
Subject: Re: here are the things you'll need


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User Details

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From: William P. Colbrook <wcolbrook@co.champaign.il.us>
Sent: Monday, February 8, 2021 12:16 PM
To: IT Helpdesk (County Departments) <Helpdesk@co.champaign.il.us>
Subject: FW: here are the things you'll need

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Bill Colbrook

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Isak Griffiths
Chief Deputy Circuit Clerk

*Champaign County Circuit Clerk
Champaign County Courthouse
101 East Main Street
Urbana, IL 61801-2703
217-384-3725 isak@co.champaign.il.us*

Please direct questions for Administrative Services to hr@co.champaign.il.us — Thank you.

From: M.C. Neal
Sent time: 02/08/2021 12:47:30 PM
To: Randall E. Cotton
Subject: RE: here are the things you'll need

Oh, and I created a role group (County Director of Admin), please tie the access to that.

--
M.C. Neal
Chief Information Officer
Champaign County

From: M.C. Neal
Sent: Monday, February 8, 2021 12:26 PM
To: Randall E. Cotton <rcotton@co.champaign.il.us>
Subject: FW: here are the things you'll need

Bill is the new HR person (taking over for Isak).
Can you look into the highlighted sections below?

Thanks,

--
M.C. Neal
Chief Information Officer
Champaign County

From: William P. Colbrook <wcolbrook@co.champaign.il.us>
Sent: Monday, February 8, 2021 12:16 PM
To: IT Helpdesk (County Departments) <Helpdesk@co.champaign.il.us>
Subject: FW: here are the things you'll need

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I'm sure there will be more identified later.

Bill Colbrook

From: Isak Griffiths <ig43434@co.champaign.il.us>
Sent: Monday, February 8, 2021 11:46 AM
To: William P. Colbrook <wcolbrook@co.champaign.il.us>
Subject: here are the things you'll need

Hi Bill,

Try rebooting and then try logging in again.

- error logging into AS400
- need Acrobat DC account
- maybe set HOME for both IE and Edge to www.co.champaign.il.us
- error logging into Kronos for Managers
- Cannot log into R drive
- Can log into Q drive but do not have access to ADS folders

Isak Griffiths
Chief Deputy Circuit Clerk

*Champaign County Circuit Clerk
Champaign County Courthouse
101 East Main Street*

Urbana, IL 61801-2703
217-384-3725 isak@co.champaign.il.us

Please direct questions for Administrative Services to hr@co.champaign.il.us — Thank you.

From: William Colbrook <[REDACTED]>
Sent time: 02/03/2021 04:11:42 PM
To: Rita A. Kincheloe
Subject: Re: Monday, 2/8

CAUTION: External email, be careful when opening.

Hi Rita!

Thank you for the information.

I'm eager to work with you, too!

See you Monday at 8:00 am!

Bill

On Wednesday, February 3, 2021, 04:05:39 PM CST, Rita A. Kincheloe <rkincheloe@co.champaign.il.us> wrote:

Hi Bill,

On Monday, 2/8 please drive to the same parking lot that you came to for your interview. Your assigned parking space is #14. I will meet you at the doors at 8am. It's not necessary to come earlier to the building. The office is closed from 12 noon to 1pm. We have a breakroom or you can leave the building for lunch. And, most of the offices at Brookens close at 4:30pm for the day.

I'm starting to plan your first few days with us. I will have your itinerary ready on Monday. Please bring two ID's for I-9 processing, any information you would need for W-4 processing, and Direct Deposit account(s) information.

Darlene had surgery today and will not physically be in the office much next week. I will do my best to get you acclimated to your new job!

If you need to reach me, my direct line is (217) 819-3432 and my cell is [REDACTED]

I look forward to working with you, Bill!

Sincerely,

Rita Kincheloe

Executive Assistant to the County Executive

Brookens Administrative Center

1776 E. Washington Street

Urbana, IL 61802

(217) 819-3432

From: Rita A. Kincheloe
Sent time: 02/04/2021 08:21:44 AM
To: Isak Griffiths
Cc: Darlene A. Kloeppe
Subject: RE: New Hire Form Completion
Attachments: Bill Colbrook new hire form.pdf

Isak,
Were you able to complete the attached form for Bill Colbrook and forward it to Darlene?

Rita

From: Rita A. Kincheloe
Sent: Monday, February 1, 2021 4:16 PM
To: Isak Griffiths <ig43434@co.champaign.il.us>
Cc: Darlene A. Kloeppe <dkloeppe@co.champaign.il.us>
Subject: New Hire Form Completion
Importance: High

Hi Isak,
Please complete the attached new hire form for Bill Colbrook and forward the document to Darlene.

We would appreciate a quick turnaround, please!
Thanks,
Rita

CHAMPAIGN COUNTY PERSONNEL INFORMATION **HIRE** FORM
Hire — New Hire / Re-Hire / Hire from Other Department

Employee Information:

Employee Name: _____ SSN: ____/____/____
Address: _____ DOB: ____/____/____
Phone (mobile preferred) _____ Gender: ____ Marital Status: _____ Race: _____
Emergency Contact Name: _____ Phone: _____
Name of Team/Peer Mentor: _____ Contact: _____

Position Information

Position Title: _____ Pay Grade: _____ Effective: ____/____/____
Office/Dept: _____ Annual Hrs: _____ Hourly Wage: _____
Contract: _____ FT/PT/Temp: _____
Reason for Starting Salary Recommendation: _____
Former Employee in Position: _____ Wage: _____ Last Day: ____/____/____

Training Information

Sexual Harassment Training Within 30 days by: Department Online/NEOGOV AdminSvs in-person orientation

ADA Training: None IL Relay Counter Staff BOTH Counter Staff and IL Relay

Create Training Profile In: NEOGOV MindFlash Other: _____

I.T. Requests

Use Same Profile As: _____
Additional Requests: _____

Parking Permit Request

Parking Space Location: _____
Vehicle #1 Make/Model: _____ License Plate: _____
Vehicle #2 Make/Model: _____ License Plate: _____

Department Authorization

Submitted: ____/____/____ By: _____
Name of Authorizing Elected Official / Department Head (initials of person completing the form)

Payroll Authorization

Approval Authority: _____ Effective: ____/____/____
Hourly Rate: _____ Bi-Weekly Rate: _____ Annual Rate: _____
Approved By: _____ Date: ____/____/____

Notes:

From: Rita A. Kincheloe
Sent time: 01/26/2021 01:55:35 PM
To: Darlene A. Kloepfel
Subject: RE: next few weeks

Darlene,
I am flexible and can meet with Bill any time except Thursday, 2/11 from 9:30-11am (our EOC Policy Mtg.).

I look forward to meeting with Bill,
Rita

From: Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>
Sent: Tuesday, January 26, 2021 1:21 PM
To: Mary A. Ward <maward@co.champaign.il.us>; Megan R. Robison <mrobison@co.champaign.il.us>; Rita A. Kincheloe <rkincheloe@co.champaign.il.us>; Joel H. Palomaki <jhp43584@co.champaign.il.us>; Debbie Heiser <dheiser@co.champaign.il.us>; Leeann Robeck <LRobeck@co.champaign.il.us>; Tami Ogden <togden@co.champaign.il.us>; Daniel Busey <djbusey@co.champaign.il.us>; M.C. Neal <mcneal@co.champaign.il.us>; Dana M. Brenner <dbrenner@co.champaign.il.us>
Subject: next few weeks

Admin folks:

As mentioned, I am working from home more this week in preparation for my upcoming hip surgery on Feb 3. It appears that our remote connection is having intermittent difficulty. If you schedule zoom meetings on my calendar, please also send the link to my email, which I can get via my phone.

My cell number is [REDACTED]. From Feb 3-8, I will likely be unavailable. If you need assistance, Tami is "in charge". Thanks for carrying on!

Our new Director of Admin, Bill Colbrook, will start on Feb 8. Please plan to spend some time to get him oriented that week. Send me some available times, and I'll put a schedule together for him to meet with each of you.

Regards,
Darlene

Darlene A. Kloepfel, MSW, MS, MCP
Champaign County Executive
1776 E. Washington St., Urbana, IL 61802-4581
217-384-3776, ext.6

Expect Excellence.

From: Tami Ogden
Sent time: 01/27/2021 08:44:11 AM
To: Darlene A. Kloepfel
Subject: RE: next few weeks

Darlene,
I have Monday Feb 8 pretty much open as of now to meet with Bill.

Tami Ogden, MPA, CMC
Deputy Director of Finance Champaign County
Brookens Administrative Center
1776 E. Washington St.
Urbana IL 61802
217-384-3776, ext. 2110

From: Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>
Sent: Tuesday, January 26, 2021 1:21 PM
To: Mary A. Ward <maward@co.champaign.il.us>; Megan R. Robison <mrobison@co.champaign.il.us>; Rita A. Kincheloe <rkincheloe@co.champaign.il.us>; Joel H. Palomaki <jhp43584@co.champaign.il.us>; Debbie Heiser <dheiser@co.champaign.il.us>; Leeann Robeck <LRobeck@co.champaign.il.us>; Tami Ogden <togden@co.champaign.il.us>; Daniel Busey <djbusey@co.champaign.il.us>; M.C. Neal <mcneal@co.champaign.il.us>; Dana M. Brenner <dbrenner@co.champaign.il.us>
Subject: next few weeks

Admin folks:

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Regards,
Darlene

Darlene A. Kloepfel, MSW, MS, MCP
Champaign County Executive
1776 E. Washington St., Urbana, IL 61802-4581
217-384-3776, ext.6

Expect Excellence.

From: Mary A. Ward
Sent time: 01/26/2021 03:29:03 PM
To: Darlene A. Kloepfel
Subject: RE: next few weeks

I would be available to meet just about any time.

Mary

From: Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>
Sent: Tuesday, January 26, 2021 1:21 PM
To: Mary A. Ward <maward@co.champaign.il.us>; Megan R. Robison <mrobison@co.champaign.il.us>; Rita A. Kincheloe <rkincheloe@co.champaign.il.us>; Joel H. Palomaki <jhp43584@co.champaign.il.us>; Debbie Heiser <dheiser@co.champaign.il.us>; Leeann Robeck <LRobeck@co.champaign.il.us>; Tami Ogden <togden@co.champaign.il.us>; Daniel Busey <djbusey@co.champaign.il.us>; M.C. Neal <mcneal@co.champaign.il.us>; Dana M. Brenner <dbrenner@co.champaign.il.us>
Subject: next few weeks

Admin folks:

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Regards,
Darlene

Darlene A. Kloepfel, MSW, MS, MCP
Champaign County Executive
1776 E. Washington St., Urbana, IL 61802-4581
217-384-3776, ext.6

Expect Excellence.

From: Debbie Heiser
Sent time: 01/26/2021 01:45:17 PM
To: Darlene A. Kloepfel
Subject: RE: next few weeks

I will be on vacation the week that Bill's employment begins. I am returning to the office on February 16. The first day or two back will be hectic. I am happy to meet with him February 18 or 19; or the following week. Good luck with your surgery, I hope it is successful!

Out of the office: February 5 – February 15, 2021

Debbie Heiser

Insurance Specialist
Administrative Services Department
County of Champaign
217-384-3776 ext 2117
dheiser@co.champaign.il.us

"No act of kindness, no matter how small, is ever wasted." – Aesop

From: Darlene A. Kloepfel <dkloepfel@co.champaign.il.us>

Sent: Tuesday, January 26, 2021 1:21 PM

To: Mary A. Ward <maward@co.champaign.il.us>; Megan R. Robison <mrobison@co.champaign.il.us>; Rita A. Kincheloe <rkincheloe@co.champaign.il.us>; Joel H. Palomaki <jhp43584@co.champaign.il.us>; Debbie Heiser <dheiser@co.champaign.il.us>; Leeann Robeck <LRobeck@co.champaign.il.us>; Tami Ogden <togden@co.champaign.il.us>; Daniel Busey <djbusey@co.champaign.il.us>; M.C. Neal <mcneal@co.champaign.il.us>; Dana M. Brenner <dbrenner@co.champaign.il.us>

Subject: next few weeks

Admin folks:

As mentioned, I am working from home more this week in preparation for my upcoming hip surgery on Feb 3. It appears that our remote connection is having intermittent difficulty. If you schedule zoom meetings on my calendar, please also send the link to my email, which I can get via my phone.

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Regards,
Darlene

Darlene A. Kloepfel, MSW, MS, MCP
Champaign County Executive
1776 E. Washington St., Urbana, IL 61802-4581
217-384-3776, ext.6

Expect Excellence.

From: Rita A. Kincheloe
Sent time: 01/27/2021 10:21:13 AM
To: Megan R. Robison
Subject: RE: Office/Title Plate

Thanks!

From: Megan R. Robison <mrobison@co.champaign.il.us>
Sent: Wednesday, January 27, 2021 10:18 AM
To: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Subject: RE: Office/Title Plate

Yes, I will try to get that done this week.

Thank you,

Megan Robison
Administrative Assistant

Champaign County Administrative Services

Brookens Administrative Center
1776 E Washington Street
Urbana, IL 61802
www.co.champaign.il.us
mrobison@co.champaign.il.us
(217)384-3776 ext. 2127
(217)384-3896 Fax

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Wednesday, January 27, 2021 10:16 AM
To: Megan R. Robison <mrobison@co.champaign.il.us>
Subject: Office/Title Plate

Megan,
Bill Colbrook is our new Director of Administration, beginning 2/8.

Can you update his office 'name' plate to this (remove 'deputy')?
rk

From: Megan R. Robison
Sent time: 01/27/2021 10:18:02 AM
To: Rita A. Kincheloe
Subject: RE: Office/Title Plate

Yes, I will try to get that done this week.

Thank you,

Megan Robison
Administrative Assistant

Champaign County Administrative Services

Brookens Administrative Center
1776 E Washington Street
Urbana, IL 61802
www.co.champaign.il.us
mrobison@co.champaign.il.us
(217)384-3776 ext. 2127
(217)384-3896 Fax

From: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Sent: Wednesday, January 27, 2021 10:16 AM
To: Megan R. Robison <mrobison@co.champaign.il.us>
Subject: Office/Title Plate

Megan,
Bill Colbrook is our new Director of Administration, beginning 2/8.

Can you update his office 'name' plate to this (remove 'deputy')?
rk

From: Isak Griffiths
Sent time: 01/28/2021 10:53:35 AM
To: Darlene A. Kloepfel
Subject: RE: Orientation for Bill

Let me take a look, and let's touch base next week.

Isak

-----Original Message-----

From: Darlene A. Kloepfel
Sent: Wednesday, January 27, 2021 5:59 PM
To: Isak Griffiths
Subject: Orientation for Bill

Hi, Isak,

As I mentioned, Bill Colbrook is starting Feb 8. I'll have Rita send over a new employee form to you. Trying to schedule his orientation/training and wondered if you wanted to use his start that first week as the way to show him how the onboarding process works?

To complicate things a little, Debbie is on vacation his first week and I'll also be working out of office as I'm having my hip surgery on the 3rd. There's lots for him to learn, but want to get him up to speed on the tasks you're doing to free you up as soon as is convenient for your schedule.

He can be flexible on hours if you need to do training after hours for your "real" job. Let me know what will work...

Take care.

Darlene A. Kloepfel
Champaign County Executive
Expect Excellence.

From: Isak Griffiths
Sent time: 02/05/2021 07:59:18 AM
To: Rita A. Kincheloe
Cc: Darlene A. Kloepfel
Subject: RE: Orientation for Bill

I just did a deeper read of this email.

Sorry... in my mind Darlene was out starting Monday.

Which would you prefer --
-- that I forward the change forms for you to authorize
-- or if I authorize them for now

Isak

-----Original Message-----

From: Isak Griffiths
Sent: Thursday, January 28, 2021 10:54 AM
To: Darlene A. Kloepfel
Subject: RE: Orientation for Bill

Let me take a look, and let's touch base next week.

Isak

-----Original Message-----

From: Darlene A. Kloepfel
Sent: Wednesday, January 27, 2021 5:59 PM
To: Isak Griffiths
Subject: Orientation for Bill

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He can be flexible on hours if you need to do training after hours for your "real" job. Let me know what will work...
Take care.

Darlene A. Kloepfel
Champaign County Executive
Expect Excellence.

From: Rita A. Kincheloe
Sent time: 02/05/2021 08:15:22 AM
To: Isak Griffiths
Cc: Darlene A. Kloepffel
Subject: RE: Orientation for Bill

Sine you are the one with the information, it would probably be best for you to authorize for now
- if Darlene is ok with this....

-----Original Message-----

From: Isak Griffiths
Sent: Friday, February 5, 2021 7:59 AM
To: Rita A. Kincheloe
Cc: Darlene A. Kloepffel
Subject: RE: Orientation for Bill

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Sorry... in my mind Darlene was out starting Monday.

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-----Original Message-----

From: Isak Griffiths
Sent: Thursday, January 28, 2021 10:54 AM
To: Darlene A. Kloepffel
Subject: RE: Orientation for Bill

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To: Isak Griffiths
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He can be flexible on hours if you need to do training after hours for your "real" job. Let me know what will work...
Take care.

Darlene A. Kloepffel
Champaign County Executive
Expect Excellence.

From: Isak Griffiths
Sent time: 02/05/2021 08:18:00 AM
To: Rita A. Kincheloe
Subject: RE: Orientation for Bill

If it helps, I could send them out as

Approved by "Isak Griffiths for Darlene Kloepfel"

Or send them you with
Approved by "Rita Kincheloe for Darlene Kloepfel"

Isak

-----Original Message-----

From: Isak Griffiths
Sent: Friday, February 5, 2021 7:59 AM
To: Rita A. Kincheloe
Cc: Darlene A. Kloepfel
Subject: RE: Orientation for Bill

I just did a deeper read of this email.

Sorry... in my mind Darlene was out starting Monday.

Which would you prefer --
-- that I forward the change forms for you to authorize
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Isak

-----Original Message-----

From: Isak Griffiths
Sent: Thursday, January 28, 2021 10:54 AM
To: Darlene A. Kloepfel
Subject: RE: Orientation for Bill

Let me take a look, and let's touch base next week.

Isak

-----Original Message-----

From: Darlene A. Kloepfel
Sent: Wednesday, January 27, 2021 5:59 PM
To: Isak Griffiths
Subject: Orientation for Bill

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He can be flexible on hours if you need to do training after hours for your "real" job. Let me know what will work...
Take care.

Darlene A. Kloepfel
Champaign County Executive
Expect Excellence.

From: Rita A. Kincheloe
Sent time: 02/05/2021 08:21:51 AM
To: Isak Griffiths
Subject: RE: Orientation for Bill

It should be approved by you for Darlene.

-----Original Message-----

From: Isak Griffiths
Sent: Friday, February 5, 2021 8:18 AM
To: Rita A. Kincheloe
Subject: RE: Orientation for Bill

If it helps, I could send them out as

Approved by "Isak Griffiths for Darlene Kloeppe"

Or send them you with
Approved by "Rita Kincheloe for Darlene Kloeppe"

Isak

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From: Isak Griffiths
Sent: Friday, February 5, 2021 7:59 AM
To: Rita A. Kincheloe
Cc: Darlene A. Kloeppe
Subject: RE: Orientation for Bill

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Isak

-----Original Message-----

From: Isak Griffiths
Sent: Thursday, January 28, 2021 10:54 AM
To: Darlene A. Kloeppe
Subject: RE: Orientation for Bill

Let me take a look, and let's touch base next week.

Isak

-----Original Message-----

From: Darlene A. Kloeppe
Sent: Wednesday, January 27, 2021 5:59 PM
To: Isak Griffiths
Subject: Orientation for Bill

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He can be flexible on hours if you need to do training after hours for your "real" job. Let me know what will work...

Take care.

Darlene A. Kloeppe
Champaign County Executive
Expect Excellence.

From: Darlene A. Kloepfel
Sent time: 02/05/2021 10:25:08 AM
To: Rita A. Kincheloe
Cc: Isak Griffiths
Subject: Re: Orientation for Bill

Please hi ahead and authorize for me

Darlene A. Kloepfel
Champaign County Executive
Expect Excellence.

> On Feb 5, 2021, at 8:15 AM, Rita A. Kincheloe wrote:

>

> Sine you are the one with the information, it would probably be best for you to authorize for now - if Darlene is ok with this....

>

> -----Original Message-----

> From: Isak Griffiths

> Sent: Friday, February 5, 2021 7:59 AM

> To: Rita A. Kincheloe

> Cc: Darlene A. Kloepfel

> Subject: RE: Orientation for Bill

>

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> Isak

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> From: Isak Griffiths

> Sent: Thursday, January 28, 2021 10:54 AM

> To: Darlene A. Kloepfel

> Subject: RE: Orientation for Bill

>

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>

> Isak

>

>

> -----Original Message-----

> From: Darlene A. Kloepfel

> Sent: Wednesday, January 27, 2021 5:59 PM

> To: Isak Griffiths

> Subject: Orientation for Bill

>

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> He can be flexible on hours if you need to do training after hours for your "real" job. Let me know what will work...

> Take care.

>

>

> Darlene A. Kloepfel

> Champaign County Executive

> Expect Excellence.

From: Isak Griffiths
Sent time: 02/05/2021 11:00:00 AM
To: Darlene A. Kloepfel
Subject: RE: Orientation for Bill

Done -- go back to rest!

-----Original Message-----

From: Darlene A. Kloepfel
Sent: Friday, February 5, 2021 10:25 AM
To: Rita A. Kincheloe
Cc: Isak Griffiths
Subject: Re: Orientation for Bill

Please hi ahead and authorize for me

Darlene A. Kloepfel
Champaign County Executive
Expect Excellence.

> On Feb 5, 2021, at 8:15 AM, Rita A. Kincheloe wrote:

>

> Since you are the one with the information, it would probably be best for you to authorize for now - if Darlene is ok with this....

>

> -----Original Message-----

> From: Isak Griffiths
> Sent: Friday, February 5, 2021 7:59 AM
> To: Rita A. Kincheloe
> Cc: Darlene A. Kloepfel
> Subject: RE: Orientation for Bill

>

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> Isak

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> From: Isak Griffiths
> Sent: Thursday, January 28, 2021 10:54 AM
> To: Darlene A. Kloepfel
> Subject: RE: Orientation for Bill

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> Isak

>

>

> -----Original Message-----

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> Sent: Wednesday, January 27, 2021 5:59 PM
> To: Isak Griffiths
> Subject: Orientation for Bill

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> Hi, Isak,

> As I mentioned, Bill Colbrook is starting Feb 8. I'll have Rita send over a new employee form to you. Trying to schedule his orientation/training and wondered if you wanted to use his start that first week as the way to show him how the onboarding process works?

> To complicate things a little, Debbie is on vacation his first week and I'll also be working out of office as I'm having my hip surgery on the 3rd. There's lots for him to learn, but want to get him up to speed on the tasks you're doing to free you up as soon as is convenient for your schedule.

> He can be flexible on hours if you need to do training after hours for your "real" job. Let me know what will work...

> Take care.

>

>

> Darlene A. Kloeppel
> Champaign County Executive
> Expect Excellence.

From: Rita A. Kincheloe
Sent time: 01/08/2021 02:43:40 PM
To: William Colbrook [REDACTED]
Subject: RE: Schedule an Interview

Hi William,
Thank you for the quick reply!

You will interview with our interview team consisting of Darlene Kloeppel (County Executive), Tami Ogden (Director of Finance), Dana Brenner (Director of Facilities), MC Neal (Chief Information Officer), Leeann Robeck (Payroll Accountant), Debbie Heiser (Insurance Specialist), and myself.

Below are the Zoom meeting instructions. Please feel free to contact me with any questions or concerns.

Have a good evening,
Rita

Darlene Kloeppel is inviting you to a scheduled Zoom meeting.

Topic: Interview
Time: Jan 12, 2021 05:00 PM Central Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/87168733835?pwd=MHlxMlhZSWhmbGswaGhzZFBKMzVqdz09>

Meeting ID: 871 6873 3835
Passcode: 475986
One tap mobile
+13126266799,,87168733835# US (Chicago)
+16468769923,,87168733835# US (New York)

Dial by your location
+1 312 626 6799 US (Chicago)
+1 646 876 9923 US (New York)
+1 301 715 8592 US (Washington D.C.)
+1 346 248 7799 US (Houston)
+1 408 638 0968 US (San Jose)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)

Meeting ID: 871 6873 3835
Find your local number: <https://us02web.zoom.us/j/87168733835>

From: William Colbrook <colbrook63@yahoo.com>
Sent: Friday, January 8, 2021 2:25 PM
To: Rita A. Kincheloe <rkincheloe@co.champaign.il.us>
Subject: Re: Schedule an Interview

CAUTION: External email, be careful when opening.

Hi Mrs. Kincheloe,

Yes! I am available for an interview on the 12th at 5:00 pm.

I am looking forward to the opportunity.

On Friday, January 8, 2021, 2:17:54 PM CST, Rita A. Kincheloe <rkincheloe@co.champaign.il.us> wrote:

Hi William,

Thank you for applying for the Director of Administration position with Champaign County.

I would like to schedule an interview via Zoom for next week. Are you available on Tuesday, January 12th at 5pm?

Please let me know at your earliest convenience.

Sincerely,

Rita Kincheloe

Executive Assistant to the County Executive

Brookens Administrative Center

1776 E. Washington Street

Urbana, IL 61802

(217) 384-3776 ext. 2112

From: William Colbrook [REDACTED]
Sent time: 01/08/2021 02:46:37 PM
To: Rita A. Kincheloe
Subject: Re: Schedule an Interview

CAUTION: External email, be careful when opening.

Thank you!

On Friday, January 8, 2021, 2:43:42 PM CST, Rita A. Kincheloe <rkincheloe@co.champaign.il.us> wrote:

Hi William,

Thank you for the quick reply!

You will interview with our interview team consisting of Darlene Kloepfel (County Executive), Tami Ogden (Director of Finance), Dana Brenner (Director of Facilities), MC Neal (Chief Information Officer), Leeann Robeck (Payroll Accountant), Debbie Heiser (Insurance Specialist), and myself.

Below are the Zoom meeting instructions. Please feel free to contact me with any questions or concerns.

Have a good evening,

Rita

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Topic: Interview

Time: Jan 12, 2021 05:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87168733835?pwd=MHlxMlhZSWhmbGswaGhzZFBKMzVqdz09>

Meeting ID: 871 6873 3835

Passcode: 475986

One tap mobile

+13126266799,,87168733835# US (Chicago)

+16468769923,,87168733835# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 871 6873 3835

Find your local number: <https://us02web.zoom.us/j/kQpxWMTeO>

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Sincerely,

Rita Kincheloe

Executive Assistant to the County Executive
Brookens Administrative Center
1776 E. Washington Street
Urbana, IL 61802
(217) 384-3776 ext. 2112

From: William Colbrook <[REDACTED]>
Sent time: 01/08/2021 02:24:31 PM
To: Rita A. Kincheloe
Subject: Re: Schedule an Interview

CAUTION: External email, be careful when opening.

Hi Mrs. Kincheloe,

Yes! I am available for an interview on the 12th at 5:00 pm.

I am looking forward to the opportunity.

On Friday, January 8, 2021, 2:17:54 PM CST, Rita A. Kincheloe <rkincheloe@co.champaign.il.us> wrote:

Hi William,

Thank you for applying for the Director of Administration position with Champaign County.

I would like to schedule an interview via Zoom for next week. Are you available on Tuesday, January 12th at 5pm?

Please let me know at your earliest convenience.

Sincerely,

Rita Kincheloe

Executive Assistant to the County Executive

Brookens Administrative Center

1776 E. Washington Street

Urbana, IL 61802

(217) 384-3776 ext. 2112

From: Rita A. Kincheloe
Sent time: 12/22/2020 11:38:43 AM
To: Darlene A. Kloeppe
Subject: SAMPLE: Dir of Admin Applicants
Attachments: Dir of Admin Candidates.xlsx

Darlene,

Here's a draft of the email that we can send to the interview team for the Dir. Of Admin position.... The email will have the PDFs of applicant's resumes/application, the Job Description, and the attached Excel document. Comments?

Dear Interview Team,

There were seven applicants for the Director of Administration position. Attached are the PDF's of the information submitted by each applicant.

Also attached is the job description for your reference.

Lastly, I have attached an Excel spreadsheet for you to complete after you have reviewed the resumes and applications.

- Simply include a Y or N next to each candidate's name to note whether you would like the applicant interviewed.
- Then, please include the qualities, attributes or qualifications that you would like to see in the individual.
- Lastly, if you could include questions that you would like the candidates to answer during the interview.

Please submit your feedback/Excel spreadsheet no later than Thursday, 12/31. We plan to begin the interview process early January. I realize that most of you are in training meetings the first week of January and would like to schedule a quick meeting with the interview team on Friday, 1/8 to address the interview process.

Please let me know if you have any questions.

Rita

Director of Administration Candidates

Please review the attached applications and complete the following:

Want to Interview (Y/N)

- Jodi [REDACTED]
- Laura [REDACTED]
- William Colbrook
- Brandon [REDACTED]
- Laquita [REDACTED]
- Devorian [REDACTED]
- Courtney [REDACTED]

What are the qualities that you are looking for in the Dir. of Admin candidate?

- 1
- 2
- 3

What questions would you like asked during the interview process?

- 1
- 2
- 3

From: William Colbrook [REDACTED]
Sent time: 01/13/2021 08:27:09 AM
To: Darlene A. Kloeppel
Subject: Thank You

CAUTION: External email, be careful when opening.

Ma'am,

I want to thank you for the opportunity to interview for the vacant Director of Administration position.

I am excited about the potential opportunity to serve the stakeholders of Champaign County government and to join a team of dedicated public servants.

I would like to clarify one point. If there were to be a timely decision and if I were the successful candidate, I could start as soon as February 1, 2021, as I would need to provide at least a two week notice to Parkland College.

In my opinion, the two week notice would not jeopardize the safety environment at Parkland College as I have assembled a very capable command staff that could step in at a moments notice.

I am looking forward to hearing from you.

Best Regards,

Bill C.

From: Rita A. Kincheloe
Sent time: 01/12/2021 03:40:58 PM
To: Tami Ogden; Debbie Heiser; Leeann Robeck; Dana M. Brenner; M.C. Neal
Cc: Darlene A. Kloeppel; Rita A. Kincheloe
Subject: Today's Interviews
Attachments: Bear, Jodi.pdf Colbrook, William.pdf Julie Dockham.pdf Dir of Admin Candidate Evaluation Rating Form.xlsx

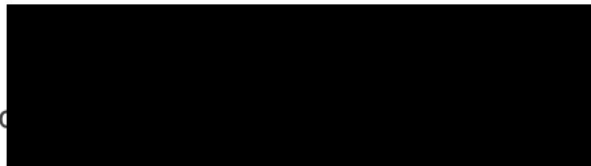
As noted on your calendars, today we have a 4pm interview with Jodi [REDACTED] and a 5pm interview with William Colbrook. On Thursday, 1/14 at 4pm is an interview with Julie [REDACTED]. Their application packets are attached.

Also attached is an Excel document. The 1st tab has the list of questions in the order we will follow for the interview. The first column has the initials of the person who will ask each question. The 2nd tab has a rating grid where you can rate each applicant's answers to our questions.

Please send me your completed Excel document after all three interviews have been completed.

Rita

William P Colbrook



Contents:

1. Online Application
2. Attachment: Cover Letter
3. Attachment: Resume
4. Attachment: Transcripts
5. Attachment: Transcripts p. 2

Prepared for: Rita Kincheloe
Champaign County
Dec 21, 2020 11:12 AM

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Champaign County Online Application

Colbrook, William - AppNo: 29677

Date Submitted: 12/21/2020

Personal Data

Name: William P Colbrook
 (First) (Middle Initial) (Last)

Other name(s) under which transcripts, certificates, and former applications may be listed:

Other: (First) (Middle Initial) (Last)

Email Address: [REDACTED]

Postal Address

Permanent Address

Number & Street: [REDACTED]
 Apt. Number: [REDACTED]
 City: [REDACTED]
 State/Province: [REDACTED]
 Zip/Postal Code: [REDACTED]
 Country: United States of America
 Daytime Phone: [REDACTED]
 Home/Cell Phone: [REDACTED]

Present Address

Number & Street:
 Apt. Number:
 City:
 State/Province:
 Zip/Postal Code:
 Country:
 Phone Number:

Employment Desired

Open Vacancy Desired:	Date Last Submitted	Experience in Similar Positions
JobID: 2689 Champaign County: Director of Administration at 1776 E. Washington Street (Brookens Building)	12/21/2020	5 years

Experience

Please list ALL relevant work experience beginning with the most recent.

Current or Most Recent Position		Employer Contact Information		Supervisor/Reference Contact Information	
Parkland College Chief of Police/Director of Public Safety		2400 W. Bradley Ave. Champaign, IL 61821 309-275-2616		Mike Trame, Vice President 217-493-4973 mtrame@parkland.edu Only immediately prior to job offer, w/ consent	
Date From - Date To:	05/2014 - 12/2020	Full or Part Time:	Full		
Reason for Leaving:	Currently employed - See note on contacting supervisor				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	I am responsible for all daily police operations, providing security services to all stakeholders of Parkland College and maintaining a safe environment for the college community. I provide leadership, establish goals, budgets and standards for the department. In addition, I serve as an advisor to the campus senior level management, assume responsibility for matters involving major incidents, coordinate investigations, crime prevention, victim advocacy, safety awareness, emergency preparedness and disaster planning.				

Champaign County Online Application

Colbrook, William - AppNo: 29677

Date Submitted: 12/21/2020

Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
City of Urbana, Illinois Alderman, Ward 6		400 S. Vine Urbana, IL 61801 309-275-2616		Constituents N/A wpcolbrook@urbanaillinois.us N/A	
Date From - Date To:	03/2020 - 12/2020	Full or Part Time:	Part		
Reason for Leaving:	Currently hold the position				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	I am an Alderman for the City of Urbana, Illinois, representing Ward 6. I was appointed by the Mayor and confirmed by the City Council due to a vacancy in Ward 6. As an Alderman, I am directly responsible for representing the citizens of Ward 6 and the City of Urbana in matters related to city government. As a member of the City Council, I help establish laws and ordinances for the welfare of citizens, determine policies that govern municipal services, and approve mayoral appointments.				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Illinois State Police Captain, District Commander		801 S. 7th St. Springfield, IL 62703 217-782-3878		Personnel Bureau 217-782-3878 askisp@isp.state.il.us Yes	
Date From - Date To:	01/2012 - 10/2013	Full or Part Time:	Full		
Reason for Leaving:	Retirement				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Commander, District 6, Pontiac, and District 8, Peoria. I was responsible for all daily State Police patrol operations in an eight-county area of central Illinois which included the metro areas of Peoria and Bloomington/Normal. I acted as the on-scene commander of any critical incident in which the State Police had operational control. In addition to these duties, I acted as the interim Region Commander for 4 months.				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Illinois State Police Lieutenant, EEO		801 S. 7th St. Springfield, IL 62703 217-782-3878		Personnel Bureau 217-782-3878 askisp@isp.state.il.us Yes	
Date From - Date To:	01/2011 - 12/2012	Full or Part Time:	Full		
Reason for Leaving:	Promotion				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Chief EEO Program Manager, Office of Equal Employment Opportunity, Office of the Director. I was responsible for ensuring equal employment opportunity for employees and applicants in all personnel actions. In addition, I was responsible for advising the Director of the Illinois State Police on EEO programs, policies, procedures, regulations, reports, and the Agency's EEO Plan.				

Champaign County Online Application

Colbrook, William - AppNo: 29677

Date Submitted: 12/21/2020

Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Illinois State Police Lieutenant, Investigations Commander		801 S. 7th St. Springfield, IL 62703 217-782-3878		Personnel Bureau 217-782-3878 askisp@isp.state.il.us Yes	
Date From - Date To:	01/2009 - 12/2011	Full or Part Time:	Full		
Reason for Leaving:	Different Assignment				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Investigations Commander, Medicaid Fraud Control Bureau. I was responsible for supervising and directing investigators with geographic responsibilities which encompassed the northern third of the state, including the Chicago metro area, in complex investigations and enforcement of state and federal laws. Through collaboration with state, federal, and industry partners, ensured quality measures were provided to residents of long-term care facilities. I had the distinguished honor of serving as the official State Police representative on Governor Quinn's Nursing Home Task Force. In addition, I conducted outreach to the long-term care community through presentations at industry conferences and facilities.				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Illinois State Police Master Sergeant, Asset Forfeiture Section Manager		801 S. 7th St. Springfield, IL 62703 217-782-3878		Personnel Bureau 217-782-3878 askisp@isp.state.il.us Yes	
Date From - Date To:	01/2004 - 12/2009	Full or Part Time:	Full		
Reason for Leaving:	Different Assignment				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Section Manager, Asset Forfeiture Section, Fiscal Management Bureau. I was responsible for overseeing and administering provisions of the Drug Asset Forfeiture Procedure Act and the Illinois drug and money laundering laws for all law enforcement agencies in the state of Illinois. My duties included daily supervision of sworn and civilian staff and all operations of the Section, overseeing legislative issues, reviewing all award requests, and liaison with federal, state, and local law enforcement agencies and all prosecutorial entities. I was directly responsible for the deposit, disbursement and accounting of over 18 million dollars annually and the management of the Section budget.				

Champaign County Online Application

Colbrook, William - AppNo: 29677

Date Submitted: 12/21/2020

Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Illinois State Police Master Sergeant, Human Resource Bureau Asst. Bur. Chief		801 S. 7th St. Springfield, IL 62703 217-782-3878		Personnel Bureau 217-782-3878 askisp@isp.state.il.us Yes	
Date From - Date To:	01/2001 - 12/2004	Full or Part Time:	Full		
Reason for Leaving:	Different Assignment				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Assistant Bureau Chief, Human Resource Bureau, Division of Administration. I was responsible for overseeing the activities of the civilian and sworn Personnel Transaction Sections, the sworn officer Recruitment Section, the Payroll Section, the Benefits Section, the Human Services Section, the Awards Program, the Inspector Program, promotional ceremonies, and all personnel-related special projects.				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Illinois State Police Master Sergeant, Medicaid Fraud Squad Leader		801 S. 7th St. Springfield, IL 62703 217-782-3878		Personnel Bureau 217-782-3878 wpcolbrook@urbanaininois.us Yes	
Date From - Date To:	01/1999 - 12/2001	Full or Part Time:	Full		
Reason for Leaving:	Different Assignment				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Squad Leader, Medicaid Fraud Control Bureau. I was responsible for the daily supervision of investigators that conducted complex investigations and enforcement of state and federal laws. Through collaboration with state, federal, and industry partners, ensured quality measures were provided to residents of long-term care facilities. I conducted outreach to the long-term care community through presentations at industry conferences and facilities.				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Illinois State Police Master Sergeant, Inspection & Audits Internal Auditor		801 S. 7th St. Springfield, IL 62703 217-782-3878		Personnel Bureau 217-782-3878 askisp@isp.state.il.us Yes	
Date From - Date To:	01/1997 - 12/1999	Full or Part Time:	Full		
Reason for Leaving:	Different Assignment				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Internal Auditor, Office of Inspection and Audits, Office of the Director. I was responsible for performing internal audits for the Illinois State Police with expertise in investigative and patrol units, case file review, Official Advanced Funds, evidence and operational procedures. I received my promotion to Sergeant in this Unit as well.				

Champaign County Online Application

Colbrook, William - AppNo: 29677

Date Submitted: 12/21/2020

Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Illinois State Police Trooper		801 S. 7th St. Springfield, IL 62703 217-782-3878		Personnel Bureau 217-782-3878 askisp@isp.state.il.us Yes	
Date From - Date To:	09/1987 - 12/1996	Full or Part Time:	Full		
Reason for Leaving:	Promotion				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Upon graduating from the ISP Academy, I was first assigned to District 3 in Chicago. I performed patrol duties on the expressways in Cook County. I then transferred to District 6 in Pontiac. I performed patrol duties and obtained specialties in highway drug interdiction, truck enforcement, crash investigation and instructor development. In addition, I was a member of the Region IV SWAT team. I was then assigned to Zone 6 Investigations as a General Criminal Special Agent.				

Education

Please tell us about your educational background beginning with the most recent.

High School Attended: Stonington High School
Location: Stonington, IL
Graduation Status: H.S. Diploma

Colleges, Universities and Technical Schools Attended:

Name and location	Dates Attended: From - To	Major area of study	Minor area of study	Degree	Date Conferred or Expected	GPA	Graduated
IL - Illinois State University	08/1981 05/1993	Criminal Justice	Sociology	B.S.	05/1993	2.0	Yes
AZ - Grand Canyon University	05/2020 12/2020	Public Administration	Govt. & Policy	Masters	11/2021	4.0	No

List honors, awards or distinctions you have earned:

Currently have a 4.0 GPA with an overall average of 98%.

Language Skills

Do you know any language other than English? No

Champaign County Online Application

Colbrook, William - AppNo: 29677

Date Submitted: 12/21/2020

Professional References

	Reference 1 of 5	Reference 2 of 5
Name:	Mike Snyders	Suzanne Yokley-Bond
Employer:	National HDTA Assistance Center	Illinois State Police
Current Position:	National DHE Coordinator	Special Counsel - Legal Advisor
Home Phone:	217-351-2369	
Cell Phone:		
Work Phone:	217-255-0683	217-836-5645
Mailing Address:	9890 E. 1200 St. Macomb, Il 61455 or 11200 NW 29th St. Suite 100 Miami, FL 33172	801 S. 7th St. Suite 600 South Springfield, Illinois 62703
Email:	mrsnyders@nhac.org	suzanne.bond@illinois.gov
Relationship to Candidate:	Friend, Former Supervisor & Colleague	Colleague
Years Known:	34 years	21 years
	Reference 3 of 5	Reference 4 of 5
Name:	Tim Becker	Major General Mike Zerbonia
Employer:	Village of Athens, Illinois	Illinois National Guard
Current Position:	City Administrator/Chief of Police	Assistant Adjutant General - Army
Home Phone:		
Cell Phone:		217-899-3316
Work Phone:	217-502-0996	217-761-3569
Mailing Address:	210 Dottie Bednarko Dr. Athens, Illinois 62613	1301 N. MacArthur Blvd. Springfield, Illinois 62702
Email:	beckr992@yahoo.com	michael.r.zerbonia.mil@mail.mil
Relationship to Candidate:	Friend & Former Colleague	Friend, Former Supervisor & Colleague
Years Known:	33 years	33 years

Computer Skills

Include software titles and years of experience.

Word Processing

Microsoft Word - 15 years
Word Perfect - 10 years

Spreadsheet

Microsoft Excel - 15 years

Presentation

PowerPoint - 15 years

E-Mail

Outlook - 7 years
Yahoo - since the beginning of the internet

Champaign County Online Application

Colbrook, William - AppNo: 29677

Date Submitted: 12/21/2020

Computer Skills continued

Internet

Yahoo - S/A
 Google - 15 years
 Safari - 10 years
 Chrome - 5 years

Other

Disclosures

Contract Status

* Are you currently under contract?	No
If Yes, which employer?	N/A
If Yes, when does it expire?	
When may your present employer be contacted?	Just prior to job offer, with notification to me

Professional Status

* Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment?	No
--	----

If Yes, explain:

N/A

* Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation?	Yes
--	-----

Additional Information

Please include any job-related organizations (professional, trade, etc.) do you belong?

Society for Human Resource Management (SHRM) - Pending
 American Society of Public Administration (ASPA) - Pending
 Illinois Association of Chiefs of Police
 International Assoc. of Campus Law Enforcement Officers
 Illinois Assoc. of Campus Law Enforcement Officers
 National Assoc. of Clery Compliance Officers and Professionals

Champaign County Online Application

Colbrook, William - AppNo: 29677

Date Submitted: 12/21/2020

Additional Information continued

List any additional information which will help in determining your professional qualifications for a position.

Legal Information

Please note: Applicants are not obligated to disclose sealed or expunged records of conviction or arrest.

* Are you eligible to work in the United States?

Yes

Is there anything you would like to disclose or address at this time?

No

If yes, please elaborate:

Please Note: A conviction will not necessarily bar you from employment. Facts, such as date of occurrence and rehabilitation will be considered. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

* Are you over the age of 18?

Yes

If no, State Date of Birth.

Equal Opportunity Employer

Employees and applicants for employment at Champaign County can be assured fair and equitable treatment with the provisions of EEO. Under the laws enforced by EEOC, it is illegal to discriminate against someone (applicant or employee) because of that person's race, color, religion, sex (including pregnancy), national origin, age, disability or genetic information. It is also illegal to retaliate against a person because he or she complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Additionally, in accordance with the Illinois Human Rights Act, it is illegal to discriminate against someone because of sexual orientation, ancestry, citizenship status, marital status, military service, unfavorable military discharge, order of protection status, or arrest record.

Applicant's Acknowledgment and Agreement

By checking the box below, candidate authorizes the Champaign County to conduct an investigation of candidate to determine whether candidate has been convicted of any criminal or drug offenses as set forth in such statute, and, upon request, agrees to execute an investigation authorization form as a condition for candidate's employment. Candidate may not be employed unless such investigations have been initiated.

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in the application to verify my statement, and I authorize past employers, all references and any other person to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

Champaign County Online Application

Colbrook, William - AppNo: 29677

Date Submitted: 12/21/2020

Applicant's Acknowledgment and Agreement continued

I, William Colbrook, agree to all of the terms above.

I agree

Champaign County Online Application

Colbrook, William - AppNo: 29677

Date Submitted: 12/21/2020

Veteran Status

Applicants who are veterans are encouraged to apply; however, disclosing your status is optional. If you believe you belong to any of the categories listed, please indicate by checking the appropriate box below

A "disabled veteran" is one of the following:

A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or

A person who was discharged or released from active duty because of a service-connected disability.

A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.

An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE.

No

An "eligible veteran" means a person who:

served on active duty for a period of more than 180 days and was discharged or released therefrom with other than a dishonorable discharge;

was discharged or released from active duty because of a service-connected disability; or

as a member of a reserve component under an order to active duty pursuant to section 12301(a), (d), or (g), 12302, or 12304 of title 10, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge.

I AM AN ELIGIBLE VETERAN

No

Champaign County Online Application

Colbrook, William - AppNo: 29677

Date Submitted: 12/21/2020

Referrals

How did you hear about employment with us?

Friend or Relative NOT employed by the
County

Statement

Tip: Use your word processor to copy and paste in your answers. Copy your answers from the word processor and then hit CTRL+V for PC or OpenApple+V for Mac to paste.

1. Please explain how your past personal and professional experience make you a quality candidate for the position for which you are applying.

I have extensive knowledge and experience with management, leadership, policy development, payroll management, Equal Employment Opportunity (EEO), and all facets of human resources. During my 34-year career in law enforcement, I held senior leadership positions in the Human Resource Bureau and the Equal Employment Opportunity Office for the Illinois State Police (ISP), overseeing programs for nearly five thousand sworn and civilian employees. I was the Assistant Bureau Chief of the Human Resource Bureau for nearly three years. In that role, I was directly responsible for all facets of human resources for the agency, including overseeing civilian and sworn transactions, sworn recruitment, payroll, benefits, human services, awards, the Inspector program, promotional ceremonies, and personnel-related special projects. The civilian and sworn transaction section included performance evaluations, transfers, grade promotions, discipline, and demotions. The benefits section included retirement, insurance, and worker's compensation. I was the Chief EEO Program Manager for two years, in which I reported to the Director of the Illinois State Police and was confirmed by the Illinois Department of Human Rights. As the EEO Program Manager, I was directly responsible for ensuring equal employment opportunities for all employees and applicants in all personnel matters. This included overseeing internal investigations related to allegations of bias or misconduct, recommendations for discipline, voluntary mediation, training programs, and compliance with ADA regulations. In addition, I advised the Director of the ISP on EEO programs, policies, procedures, regulations, reports, and the agency EEO Plan.

Identification

Provide your Driver's License Number or State issued Identification Number and the State it was issued.

Driver's License Number and State it was issued.

OR

State Identification Number and State it was issued.

William P. Colbrook



December 20, 2020

Darlene Kloeppel
County Executive
Champaign County

Dear Ms. Kloeppel,

I am applying for the position of Director of Administration for Champaign County. I have extensive knowledge and experience with management, leadership, policy development, payroll management, Equal Employment Opportunity (EEO), and all facets of human resources.

During my 34-year career in law enforcement, I held senior leadership positions in the Human Resource Bureau and the Equal Employment Opportunity Office for the Illinois State Police (ISP), overseeing programs for nearly five thousand sworn and civilian employees. I was the Assistant Bureau Chief of the Human Resource Bureau for nearly three years. In that role, I was directly responsible for all facets of human resources for the agency, including overseeing civilian and sworn transactions, sworn recruitment, payroll, benefits, human services, awards, the Inspector program, promotional ceremonies, and personnel-related special projects. The civilian and sworn transaction section included performance evaluations, transfers, grade promotions, discipline, and demotions. The benefits section included retirement, insurance, and worker's compensation. I was the Chief EEO Program Manager for two years, in which I reported to the Director of the Illinois State Police and was confirmed by the Illinois Department of Human Rights. As the EEO Program Manager, I was directly responsible for ensuring equal employment opportunities for all employees and applicants in all personnel matters. This included overseeing internal investigations related to allegations of bias or misconduct, recommendations for discipline, voluntary mediation, training programs, and compliance with ADA regulations. In addition, I advised the Director of the ISP on EEO programs, policies, procedures, regulations, reports, and the agency EEO Plan.

As a former Captain in the ISP, and current Chief of Police, I have substantial management and leadership experience which I have demonstrated throughout my career, including overseeing operations, developing and ensuring compliance with policies and procedures, budgeting, personnel management, building community relations, and facility management. My skill set includes connecting with people of all backgrounds and cultures through compassion and empathy, budget management, community engagement, personnel management, among others.

During my tenure at the ISP and at Parkland College, I have made it my personal and professional mission to build positive relationships with the constituents that I serve. I have continued those efforts

throughout my career, as I have collaborated with diverse groups in various settings, in order to connect with these groups on a personal level. I have given presentations at industry conferences, and internally within the agencies to enhance professional development.

I am also an Alderman for the City of Urbana, a position that I have held since March 2020. I have a Bachelor of Science degree from Illinois State University (May 1993). I am currently enrolled at Grand Canyon University in which I am pursuing my Master's degree in Public Administration, Emphasis in Government and Policy.

My management philosophy is rooted in relationship building, effective communication, inclusion and appreciation of all cultures and backgrounds. I believe my skills and experience make me highly qualified for the position in order to serve the stakeholders of Champaign County. I would be honored to receive an interview for this position to further explain my experience and qualifications. If I were to serve as the Director of Administration for Champaign County, I would bring to the team a proven leadership and management track record, and a clear understanding of the mission of the office of the County Executive to meet the needs of all stakeholders.

Sincerely,

A handwritten signature in black ink, appearing to read "W.P. Colbrook". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

William P. Colbrook

WILLIAM P. COLBROOK

PROFILE

Experienced professional with demonstrated management and leadership skills, gained as a law enforcement executive throughout a 34-year career. Skilled at meeting the challenges of an everyday business environment, outreach with the community and managing dynamic, critical issues.

EXPERIENCE

ALDERMAN, WARD 6, URBANA CITY COUNCIL MARCH, 2020 – PRESENT

I am an Alderman for the City of Urbana, Illinois, representing Ward 6. I was appointed by the Mayor and confirmed by the City Council due to a vacancy in Ward 6. As an Alderman, I am directly responsible for representing the citizens of Ward 6 and the City of Urbana in matters related to city government. As a member of the City Council, I help establish laws and ordinances for the welfare of citizens, determine policies that govern municipal services, and approve mayoral appointments.

CHIEF OF POLICE/DIR. OF PUBLIC SAFETY, PARKLAND COLLEGE MAY, 2014 – PRESENT

I am responsible for all daily police operations, providing security services to all stakeholders of Parkland College and maintaining a safe environment for the college community. I provide leadership, establish goals, budgets and standards for the department. In addition, I serve as an advisor to the campus senior level management, assume responsibility for matters involving major incidents, coordinate investigations, crime prevention, victim advocacy, safety awareness, emergency preparedness and disaster planning.

CAPTAIN, ILLINOIS STATE POLICE 2012 - 2013

Commander, District 6, Pontiac, and District 8, Peoria. I was responsible for all daily State Police patrol operations in an eight-county area of central Illinois which included the metro areas of Peoria and Bloomington/Normal. I acted as the on-scene commander of any critical incident in which the State Police had operational control. In addition to these duties, I acted as the interim Region Commander for 4 months.

LIEUTENANT, ILLINOIS STATE POLICE 2011 - 2012

Chief EEO Program Manager, Office of Equal Employment Opportunity, Office of the Director. I was responsible for ensuring equal employment opportunity for employees and applicants in all personnel actions. In addition, I was responsible for advising the Director of the Illinois State Police on EEO programs, policies, procedures, regulations, reports, and the Agency's EEO Plan.

LIEUTENANT, ILLINOIS STATE POLICE 2009 - 2011

Investigations Commander, Medicaid Fraud Control Bureau. I was responsible for supervising and directing investigators with geographic responsibilities which encompassed the northern third of the state, including the Chicago metro area, in complex investigations and enforcement of state and federal laws. Through collaboration with state, federal, and industry partners, ensured quality measures were provided to residents of long-term care facilities. I had the distinguished honor of serving as the official State Police representative on Governor Quinn's Nursing Home Task Force. In addition, I conducted outreach to the long-term care community through presentations at industry conferences and facilities.

WILLIAM P. COLBROOK

MASTER SERGEANT, ILLINOIS STATE POLICE 2004 - 2009

Section Manager, Asset Forfeiture Section, Fiscal Management Bureau. I was responsible for overseeing and administering provisions of the Drug Asset Forfeiture Procedure Act and the Illinois drug and money laundering laws for all law enforcement agencies in the state of Illinois. My duties included daily supervision of sworn and civilian staff and all operations of the Section, overseeing legislative issues, reviewing all award requests, and liaison with federal, state, and local law enforcement agencies and all prosecutorial entities. I was directly responsible for the deposit, disbursement and accounting of over 18 million dollars annually and the management of the Section budget.

MASTER SERGEANT, ILLINOIS STATE POLICE 2001 - 2004

Assistant Bureau Chief, Human Resource Bureau, Division of Administration. I was responsible for overseeing the activities of the civilian and sworn Personnel Transaction Sections, the sworn officer Recruitment Section, the Payroll Section, the Benefits Section, the Human Services Section, the Awards Program, the Inspector Program, promotional ceremonies, and all personnel-related special projects.

MASTER SERGEANT, ILLINOIS STATE POLICE 1999 - 2001

Squad Leader, Medicaid Fraud Control Bureau. I was responsible for the daily supervision of investigators that conducted complex investigations and enforcement of state and federal laws. Through collaboration with state, federal, and industry partners, ensured quality measures were provided to residents of long-term care facilities. I conducted outreach to the long-term care community through presentations at industry conferences and facilities.

MASTER SERGEANT, ILLINOIS STATE POLICE 1997 - 1999

Internal Auditor, Office of Inspection and Audits, Office of the Director. I was responsible for performing internal audits for the Illinois State Police with expertise in investigative and patrol units, case file review, Official Advanced Funds, evidence and operational procedures. I received my promotion to Sergeant in this Unit as well.

TROOPER, ILLINOIS STATE POLICE 1987 - 1996

Upon graduating from the ISP Academy, I was first assigned to District 3 in Chicago. I performed patrol duties on the expressways in Cook County. I then transferred to District 6 in Pontiac. I performed patrol duties and obtained specialties in highway drug interdiction, truck enforcement, crash investigation and instructor development. In addition, I was a member of the Region IV SWAT team. I was then assigned to Zone 6 Investigations as a General Criminal Special Agent.

EDUCATION

ILLINOIS STATE UNIVERSITY, NORMAL - BACHELOR OF SCIENCE, 1993

GRAND CANYON UNIVERSITY, PHOENIX - MASTER'S OF PUBLIC
ADMINISTRATION, GOVERNMENT & POLICY, MAY 2020 - CURRENT

WILLIAM P. COLBROOK

CHARITABLE/NON-PROFIT INVOLVEMENT

Habitat for Humanity – Raised funds, participated in fundraising activities, and volunteered on build sites for 30 years.

Special Olympics – Raised funds, participated in fundraising activities, and volunteered at State Annual Games for 30 years.

St. Jude Children’s Research Hospital – Raised funds, and participated in fundraising activities for 10 years.

ALS Association – Raised funds, and participated in fundraising activities for 5 years.

Champaign County Community Coalition - Actively participate, both professionally and personally, in Community Coalition activities that seek to better the quality of life for the citizens of Champaign County, especially the youth and vulnerable citizens.

SKILLS

Personnel Management - Adept in all facets of personnel management, including EEO, team building, performance evaluations and skill set improvement

Compassion and Empathy - A demonstrated ability to connect with people of all backgrounds and cultures, with compassion and empathy, through relationship building, effective communication, inclusion and appreciation

Budget Management – Adept at all facets of budget management, including allocations, revenue, cost controls, and overall fiscal strength

Community Engagement – Skilled with connecting with residents of the community from all geographic, social and educational backgrounds

Public Speaking - Hundreds of public and internal speaking engagements

Student Engagement – Skilled with connecting with students from all geographic, social and educational backgrounds

Community-based Policing – A career-long history of community engagement demonstrated on and off duty

Critical Incidents - Tactical experience as a SWAT Operator and as the Critical Incident Commander

NIMS and ICS - National Incident Management System and Incident Command System certified

Certified Instructor – 35 years of experience instructing internally and on a national venue

Legislative/Legal – Have testified in front of House and Senate legislative committees regarding police matters

Williamis State University

Normal, Illinois

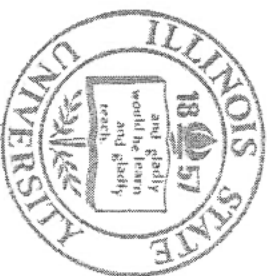
On recommendation of the President and Faculty,
the Board of Regents, by virtue of the Authority vested in it,
has conferred on

William Astrick Colbrook

the degree of
Bachelor of Science

and has granted this Diploma as evidence thereof
this eighth day of May, nineteen hundred and ninety-three.

Robert O. Baker
Chair, Board of Regents



John Wallace
President

GRAND CANYON UNIVERSITY™

William Colbrook



Program: Master of Public Administration

GPA: 4

School Status: Active

Course	Description	Instructor	Start Date	End Date	Credits	Status	Grade
ADM-640	Program Evaluation	Staff, Faculty	9/23/2021	11/17/2021	4.00	Scheduled	
ADM-614	Economics for Public Administrators	Staff, Faculty	7/29/2021	9/22/2021	4.00	Scheduled	
ADM-634	Policy Studies	Staff, Faculty	6/3/2021	7/28/2021	4.00	Scheduled	
ADM-626	Public Budgeting and Financial Management	Staff, Faculty	4/8/2021	6/2/2021	4.00	Scheduled	
ADM-620	Leading Public Organizations	Staff, Faculty	2/11/2021	4/7/2021	4.00	Scheduled	
ADM-560	Influence, Power, and Politics in Public Administration	Gizaw, Tassew	12/3/2020	2/10/2021	4.00	Current	
HRM-635	Acquiring, Developing, and Leveraging Human Capital	McGlory, Elliott	10/8/2020	12/2/2020	4.00	Completed	A
ADM-530	Public and Nonprofit Administration	Spurlock, Michael	8/13/2020	10/7/2020	4.00	Completed	A
ADM-624	Public Governance	Borok, John	6/16/2020	8/12/2020	4.00	Completed	A
UNV-503	Introduction to Graduate Studies in the Liberal Arts	Neel, Megan	5/21/2020	6/17/2020	2.00	Completed	A

My Courses

HRM-635

ADM-560

My Counselors

Student Services Counselor

Adam Blair
Adam Blair@gcu.edu (mailto:Adam.Blair@gcu.edu)
1.800.801.9775 ext. 5013167

My Information

William Colbrook | [Redacted]
GPA: 4.00
Primary Program: Master of Public Administration

My Apps

(https://outlook.office.com/owa/?realm=my.gcu.edu#path=/mail)



Email

(https://classschedule.gcu.edu/)



Class Schedule/Grades

(https://students.gcu.edu/student-resources/student-success/academic-resources/academic-resources.php)



Academic Excellence Center

(https://newportal.gcu.edu/LoginToOnPremiseApp/Login?redirectUri=https://portaledocs.gcu.edu/Account/LoginUsingStudentPortal)



Edocs

(https://newportal.gcu.edu/LoginToOnPremiseApp/Login?redirectUri=https://portaledocs.gcu.edu/Account/LoginUsingStudentPortalForUploadDoc)



Upload Documents

(https://educationdocs.gcu.edu)



Document Management

(https://library.gcu.edu)



Library

(https://classschedule.gcu.edu/gpacalculator)



GPA Calculator

(https://quicklinks.gcu.edu/gcumedu)



Student Success Center

(https://www.office.com/launch/onedrive?auth=2)



OneDrive

(https://newportal.gcu.edu/LoginToOnPremiseApp/Login?redirectUri=https://studentinvoices.gcu.edu)



Invoices

(https://payment.gcu.edu/paymentform/index)



Finance Hub

(https://ledger.gcu.edu/awardletter/index)



Financial Estimate

(https://www.office.com/launch/word?auth=2)



Word

(https://newportal.gcu.edu/LoginToOnPremiseApp/Login?redirectUri=https://transcripts.gcu.edu/Campus/LoginUsingStudentPortal)



Transcript Request

(https://quicklinks.gcu.edu/FinancialAidLinks)



Financial Aid Links

(https://quicklinks.gcu.edu/HelpfulLinks)



Helpful Links

(https://www.gcumedu.com/mediaElement/gcu-placement-exam/v)



Placement Exams

(https://support.gcu.edu/hc/en-us)



Technical Support

(https://quicklinks.gcu.edu/GraduationResources)



Graduation

(https://students.gcu.edu/student-resources.php)



Student Resources

(https://www.gcumedu.com/imm-resources/student-success-center/v2.1/#/tools/online_learning)



Tutorials

(https://www.gcumedu.com/mediaElements/iti-competency-tests/v1.1/#/)



Competency Test

(http://lopeshops.gcu.edu)



Lopes Apparel Shop

(https://lopesactivitytracker.gcu.edu)



Lopes Activity Tracker

From: Rita A. Kincheloe
Sent time: 01/12/2021 03:46:21 PM
To: Debbie Heiser; Leeann Robeck; Dana M. Brenner; M.C. Neal; Tami Ogden
Cc: Darlene A. Kloepfel; Rita A. Kincheloe
Subject: Use this Excel Rating Sheet
Attachments: Dir of Admin Candidate Evaluation Rating Form.xlsx

There was a slight formatting error on the Excel document that I sent with the applications.

Please use the attached!

rk

Interview Questions

- DH What is your understanding of this position
- TO Talk about the differences and similarities in responsibilities between your current position and the Director of Administration position. Follow-up: what challenges do you anticipate and how do you plan to address them?
- MC What do you view as the top HR risks for an organization? What would you do to minimize these risks?
- LR What is your experience dealing with numerous department head with varying personalities
- RK What was the most difficult employee relations situation you've been involved in?
- DK Please talk a little about your experience with budgeting for personnel?
- DK Discuss your experience in implementation of financial & HR systems
- TO Give an example the most complex excel spreadsheet you have built.
- LR Please describe your working knowledge of how Champaign County operates.
- DB What significance do you think ethics and integrity have in public administration? Describe your personal and/or professional approach to ensuring integrity and ethical behavior.
- MC How would you effectively deal with challenges within a team you are leading?

Last 10 minutes: What questions do you have for us?

Questions we can ask if there is time:

- What innovative ideas have you implemented with previous employers to improve their staffing
- Please give us an example of how your attention to detail made a difference in your work environment?
- How would you describe your management style?
- How do you approach the development of a recruitment strategy?
- What steps would you take to ensure diversity in an organization?
- As Deputy Director--what core initiatives do you foresee implementing?

Rating Scale 1=Below
Expectations

Director of Administration - Applicant Evaluation Form

Evaluator:

Candidate	HR Experience	Budgeting Experience	Excel & ERP Experience	Government Experience
Jodi [REDACTED]				
William Colbrook				
Julie [REDACTED]				

2 = Somewhat
Meets
Expectations

3 = Meets
Expectations

4= Exceeds
Expectations

Team Fit	TOTAL SCORE
	0
	0
	0

From:
Subject: William Colbrook - Champaign County Government

Contact

Name William P. Colbrook
Company Champaign County Government
Office Location County Executive
Department Name Administrative Services
Business Phone 217-384-3776 | ext. 2115

Email address(es):

wcolbrook@co.champaign.il.us

wpc44160@co.champaign.il.us

From:	donotreply@neogov.com
Sent time:	02/05/2021 04:20:48 PM
To:	William P. Colbrook
Subject:	William Colbrook has been enrolled into County ADA Counter Staff Training (due Sunday, March 7, 2021)

Dear William Colbrook,

William Colbrook has been enrolled into County ADA Counter Staff Training. Please log into [NEOGOV LEARN](#) to view the course details page or access the course link below to launch course.

Course Name: [County ADA Counter Staff Training](#)

Due Date: Sunday, March 7, 2021

Enrollment Status: Not Started

From:	donotreply@neogov.com
Sent time:	02/05/2021 04:21:32 PM
To:	William P. Colbrook
Subject:	William Colbrook has been enrolled into County ADA IL Relay Training (due Sunday, March 7, 2021)

Dear William Colbrook,

William Colbrook has been enrolled into County ADA IL Relay Training. Please log into [NEOGOV LEARN](#) to view the course details page or access the course link below to launch course.

Course Name: [County ADA IL Relay Training](#)

Due Date: Sunday, March 7, 2021

Enrollment Status: Not Started

From:	donotreply@neogov.com
Sent time:	02/05/2021 04:22:06 PM
To:	William P. Colbrook
Subject:	William Colbrook has been enrolled into County Fraud / Whistleblower Training, 2021 (due Friday, February 26, 2021)

Dear William Colbrook,

William Colbrook has been enrolled into County Fraud / Whistleblower Training, 2021. Please log into [NEOGOV LEARN](#) to view the course details page or access the course link below to launch course.

Course Name: [County Fraud / Whistleblower Training, 2021](#)

Due Date: Friday, February 26, 2021

Enrollment Status: Not Started

From:	donotreply@neogov.com
Sent time:	02/05/2021 04:22:48 PM
To:	William P. Colbrook
Subject:	William Colbrook has been enrolled into Harassment Prevention for Illinois Employees (due Tuesday, April 6, 2021)

Dear William Colbrook,

William Colbrook has been enrolled into Harassment Prevention for Illinois Employees. Please log into [NEOGOV LEARN](#) to view the course details page or access the course link below to launch course.

Course Name: [Harassment Prevention for Illinois Employees](#)

Due Date: Tuesday, April 6, 2021

Enrollment Status: Not Started

From: Mary A. Ward
Sent time: 02/04/2021 03:30:59 PM
To: IT Helpdesk (County Departments)
Subject: Wireless Mouse

Hi,

We would like a wireless mouse for Bill Colbrook, new Director Of Administration. He starts on Monday, 2/8.

Thanks!

Mary Ward
Administrative Assistant
Champaign County Administrative Services
Brookens Administrative Center
1776 E Washington Street
Urbana, IL 61802
www.co.champaign.il.us
maward@co.champaign.il.us
(217)384-3776 ext. 2100
(217)384-3896 Fax