

Montgomery County Board Coordinating Committee Meeting Agenda

Date: Tuesday, May 26th, 2020

Time: 8:30 am – County Board Room

In accordance with EXECUTIVE ORDER 2020-07 issued by Governor Pritzker, this meeting will be conducted via remote participation ONLY.

AG Guidance on OMA: For a public body that determines it must hold a meeting during the COVID-19 pandemic, the Executive Order 2020-07 suspends the in-person attendance requirement for members of the public body and allows for remote participation. If a meeting is necessary, public bodies are encouraged to provide video, audio, and/or telephonic access to maintain openness and transparency to members of the public. Public bodies determining whether to hold meetings at this time should exercise good judgment and discretion and utilize the availability of remote participation to help curb the spread of COVID-19.

Conference Call NUMBER IS: 217-532-8500.

Once you are prompted, enter the Conference ID number: 926186 #.

You must enter the pound (#) sign after the ID number. Please mute your phones when not speaking to eliminate background noises.

Members Present: Evan Young, Chuck Graden, Megan Beeler, Bill Bergen, Kirby Furness, Gene Miles, Donna Yeske, Bob Sneed

Members Absent:

Others Present: Bill Schroeder and Sandy Leitheiser

The committee met today to discuss the following:

Coordinating Committee: Evan Young, Board Chairman -

1. Information Systems Report Update/Approval:
2. Census Count Committee Update/Approval:
3. Covid-19 Pandemic Update/Approval:
4. Special Board Meeting Thursday, May 28th, 2020 at 5:30 pm Update/Approval:
5. Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: *(if needed)*
6. Other Business Update/Approval:

Building & Grounds Committee: Bob Sneed, Chairman -

1. Drop Box at the Historic Courthouse Update/Approval:
2. Maintenance and Cleaning Issues and Report Update/Approval:
3. Re-Opening County Buildings Update/Approval:
4. Insurance Claim for Annex Building Roof Update/Approval:
5. Sidewalk Repairs around the Historic Courthouse Update/Approval:
6. Imagine Hillsboro Mural on the Annex Building North Wall Update/Approval:
7. Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: *(if needed)*
8. Other Business Update/Approval:

Economic Development Committee: Donna Yeske, Chairman -

1. MCEDC Update/Approval:
2. Revolving Loan Fund Update/Approval:
3. Tourism Update/Approval:
4. Applications for Event Funding (Tourism) Update/Approval:
5. CEDS Document Update/Approval:
6. Planning Commission Update/Approval:
7. Wind Siting Ordinance Amendments Update/Approval:

8. Bike Trail Update/Approval:
9. West Central Development Update/Approval:
10. Montgomery County Bicentennial Update/Approval:
11. Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: *(if needed)*
12. Other Business Update/Approval:

E.M.A./Ambulance Committee: Bill Bergen, Chairman -

1. EMA Report Update/Approval: Greg Nimmo
2. Ambulance Billing Office Update/Approval:
3. ETSB/911 Update/Approval:
4. Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: *(if needed)*
5. Other Business Update/Approval:

Finance Committee: Megan Beeler, Chairman -

1. SOA Report Update/Approval:
2. Capital Improvement Fund Reports Update/Approval:
3. IMRF Update/Approval:
4. FY 2019 Audit KEB Update/Approval:
5. Property Tax Bill Schedule and Penalty Update/Approval:
6. Ordinance Postponing Delinquency Date Interest for the First Installment 2019 (Payable 2020) Property Tax Payments Pursuant to 35 ILCS 200-21-40(c)(1)(B) Update/Approval:
7. Covid-19 Employees Leave – FMLA/FFCRA (Families First Coronavirus Response Act) Update/Approval:
8. Foresight Energy Update/Approval:
9. FY 2021 Non-Union Salaries Update/Approval:
10. Finance/Budget Control Policies and Procedures Update/Approval:
11. VISTRA Power Plant Legislation Update/Approval:
12. Policy for Bidding out Professional Services Update/Approval:
13. Highway Department Property Agreement Update/Approval:
14. Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: *(if needed)*
15. Other Business Update/Approval:

HWE Committee: Chuck Graden, Chairman -

1. Elections Update/Approval:
2. EPA Report Update/Approval:
3. Recycling Report Update/Approval:
4. Animal Control Facility Program Update/Approval:
5. Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: *(if needed)*
6. Other Business Update/Approval:

Personnel Committee: Kirby Furness, Chairman -

1. Employee Health Insurance Update/Approval:
 - Monthly HRA report:
2. Employee Personnel Manual Update/Approval:
 - Revised Drug Policy addressing Cannabis – Will be reviewed next month.
3. Covid-19 Employees Leave – FMLA/FFCRA (Families First Coronavirus Response Act) Update/Approval:
4. FY 2021 Non-Union Salaries Update/Approval:
5. Vacation Buyback Policy Update/Approval:
6. Employee Transition back to Work Update/Approval:
7. Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: *(if needed)*
8. Other Business Update/Approval:

Road & Bridge Committee: Gene Miles, Chairman -

1. Walshville Bypass Road Update/Approval:
2. New Highway Department Property Purchase Agreement Update/Approval:
3. Highway Safety Improvement Fund Update/Approval:
4. Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: *(if needed)*
5. Other Business Update/Approval:

Motion to Adjourn by _____ and second by _____ All in favor, motion carried.

Meeting adjourned at _____ am.

The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

Appointments:

FULL BOARD Meeting will be held on Tuesday, June 9th at 5:30 PM

Montgomery County Board Personnel Committee Agenda

Date: Thursday, May 28th, 2020

Time: 4:00 pm - County Board Room

In accordance with EXECUTIVE ORDER 2020-07 issued by Governor Pritzker, this meeting will be conducted via remote participation ONLY.

AG Guidance on OMA: For a public body that determines it must hold a meeting during the COVID-19 pandemic, the Executive Order 2020-07 suspends the in-person attendance requirement for members of the public body and allows for remote participation. If a meeting is necessary, public bodies are encouraged to provide video, audio, and/or telephonic access to maintain openness and transparency to members of the public. Public bodies determining whether to hold meetings at this time should exercise good judgment and discretion and utilize the availability of remote participation to help curb the spread of COVID-19.

Conference Call NUMBER IS: 217-532-8500.

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Members Present: Kirby Furness, Bill Bergen, Sandra Johnson, Ron Deabenderfer, Earlene Robinson, Donna Yeske and Chairman Evan Young

Members Absent:

Others Present:

The committee met to discuss the following:

1. **Employee Health Insurance Update/Approval:**
 - a. Monthly HRA report:
2. **Employee Personnel Manual Update/Approval:**
 - a. Revised Drug Policy addressing Cannabis – Will be reviewed next month.
3. **Covid-19 Employees Leave – FMLA/FFCRA (Families First Coronavirus Response Act) Update/Approval:**
4. **FY 2021 Non-Union Salaries Update/Approval:**
5. **Vacation Buyback Policy Update/Approval:**
6. **Employee Transition back to Work Update/Approval:**
7. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (if needed)**
8. **Other Business Update/Approval:**
9. **Public Comments Update/Approval:**

Motion to adjourn by _____ and second by _____

Meeting adjourned at _____ pm

The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

**MONTGOMERY COUNTY
HRA USAGE PER FUND
FY20**

Office	December HRA	January HRA	February HRA	March HRA	April HRA	May HRA	June HRA	July HRA	August HRA	September HRA	October HRA	November HRA
General Fund	\$1,461	\$2,491	\$3,541	\$5,983	\$6,705	\$1,047						
Public Health	\$2,274	\$1,689	\$7,596		\$1,708	\$52						
Highway		\$2,825										
Recycling												
Record Keep-County Clerk												
Automation-County Clerk												
Child Support												
Animal Control												
911	\$139		\$269	\$182								
Grand Total	\$3,874	\$7,005	\$11,406	\$6,165	\$8,413	\$1,099	\$0	\$0	\$0	\$0	\$0	\$0

FY19 Total	Office
\$ 21,228	General Fund
\$ 13,319	Public Health
\$ 2,825	Highway
\$ -	Recycling
\$ -	Record Keep-County Clerk
\$ -	Automation-County Clerk
\$ -	Child Support
\$ -	Animal Control
\$ 590	911
\$ 37,962	Grand Total

**** Last day to submit claims for FY18 HRA was April 30, 2019 ****

Cannabis, Drug and Alcohol Use/Abuse Policy

Background:

The Cannabis Regulation and Tax Act

On June 25, 2019, Governor J.B. Pritzker signed into law the Cannabis Regulation and Tax Act (CRTA) that decriminalizes the use of marijuana by adults age 21 and older and becomes effective on January 1, 2020. The CRTA incorporates provisions of the state's medical marijuana law and specifically provides that nothing in the CRTA shall be construed to enhance or diminish protections afforded by any other law, including but not limited to the Compassionate Use of Medical Cannabis Pilot Program Act.

On December 4, 2019, Governor Pritzker signed a bill amending the CRTA. Public Act 101-0593 went into effect upon signature. The amendments clarify several confusing provisions of the CRTA. One notable clarification provides that an employer may withdraw a job offer based on a failed drug test. This implies that pre-employment/post-offer drug testing by private employers is allowed. Public employers must still address 4th Amendment concerns despite the additional language in the Act.

The Compassionate Use of Medical Cannabis Program Act

On January 1, 2014, the Compassionate Use of Medical Cannabis Pilot Program Act (Medical Cannabis Program Act or MCPA) went into effect. It was amended on August 9, 2019, to remove the repeal language and make the law permanent. The MCPA establishes a patient registry program and protects registered qualifying patients, and their registered designated caregivers and health-care professionals, from "arrest, prosecution, or denial of any right or privilege." The list of qualifying medical conditions has been expanded to include over 50 conditions, including migraines, PTSD and any condition for which an opioid has been or could be prescribed by a physician. The MCPA was also expanded to allow nurse practitioners and physicians' assistants make the determination regarding a patient's qualifying status.

The Right to Privacy in the Workplace Act

The Cannabis Regulation and Tax Act amended the Right to Privacy in the Workplace Act to read, "Except as otherwise specifically provided by law, including Section 10-50 of the Cannabis Regulation and Tax Act,...it shall be unlawful for an employer to refuse to hire or to discharge any individual, or otherwise disadvantage any individual, with respect to compensation, terms, conditions or privileges of employment because the individual uses lawful products off the premises of the employer during nonworking and non-call hours." The definition of on-call under this Act is identical to the definition found in the CRTA provided below.

The Agriculture Improvement Act of 2018

The Agriculture Improvement Act of 2018, also known as the 2018 Farm Bill, was signed into law by President Trump on December 20, 2018. The Farm Bill legalized the cultivation

of "hemp," defined as cannabis and cannabis derivatives with less than 0.3 percent THC. Hemp was removed from the definition of marijuana in the Controlled Substances Act. This is the first time that any form of marijuana was removed from the Controlled Substances Act.

Intent:

The [County of Montgomery] is concerned about the ultimate effects of the use of cannabis, alcohol and illegal drugs upon the health and safety of its employees and the public. We recognize that studies show that alcohol and drug abuse leads to increased accidents and medical claims. Employees who abuse drugs and alcohol present a danger to themselves, their fellow employees, the [County of Montgomery] and the public at large. In addition, the increased medical costs incurred by employees who use/abuse drugs and/or alcohol and the associated decreased productivity of these individuals, because of accidents, absenteeism and turnover adversely affect achievement of the [County of Montgomery]'s mission and goals.

The [County of Montgomery] recognizes that the state legislature has accepted that modern medical research confirms the beneficial uses of cannabis in treating or alleviating the pain, nausea and other symptoms associated with a variety of debilitating medical conditions. For these reasons, the State of Illinois has decriminalized the use of marijuana both for medical and recreational purposes. The [County of Montgomery] also recognizes that under federal law, marijuana is still illegal. The United States Drug Enforcement Agency lists marijuana as a Schedule I drug under the Controlled Substances Act. Schedule I drugs are defined as having no approved medical use and a high potential for abuse.

The [County of Montgomery] recognizes its obligations and responsibilities under these conflicting laws to implement a reasonable drug free workplace policy to ensure the safety of employees and the public at large while protecting the rights of all employees. The [County of Montgomery] will not penalize an employee or applicant solely for his/her status as a registered qualifying patient or registered designated caregiver under the Compassionate Use of Medical Cannabis Program Act, unless failing to do so would put [Montgomery County] in violation of federal law or unless failing to do so would cause it to lose a monetary or licensing-related benefit under federal law or rules. [Montgomery County] prohibits the use and storage of both medical and recreational cannabis on its property, at all workplaces and in any employer-owned vehicles.

No part of this policy, nor any of the procedures hereunder, guarantees employment, continued employment, or terms or conditions of employment or limits in any way the [County of Montgomery]'s rights to manage its workplace or discipline employees.

Definitions:

For purposes of this policy, the following terms shall have the following meanings:

- A. 'Premises' shall include all work sites, work areas, property owned or leased by the [County of Montgomery], or vehicles owned, operated, leased, or under the control

of the [County of Montgomery]. Privately-owned vehicles parked or operated on property owned, leased or managed by the [County of Montgomery] is also included under the definition.

- B. 'Montgomery County time' shall include all times during which an employee is on the [County of Montgomery]'s premises, meal and break times on or off the County of Montgomery's premises, or performing work off the premises for the benefit of the County of Montgomery] or as a representative of the [County of Montgomery].
- C. 'On-call' for purposes of the Cannabis Regulation and Tax Act means when an employee is scheduled with at least 24 hours' notice by his or her employer to be on standby or otherwise responsible for performing tasks related to his or her employment either at the employer's premises or other previously designated location by his or her employer or supervisor to perform a work-related task.
- D. 'Legal drug' means any substance the possession or sale of which is not prohibited by law, including prescription drugs that have been prescribed for the employee, over-the-counter drugs and (after January 1, 2020) cannabis as outlined in the Cannabis Regulation and Tax Act.
- E. 'Illegal drug' means any controlled substance the possession or sale of which is prohibited by law.
- F. 'Cannabis' or 'Marijuana' is a mixture of dried, shredded leaves, stems, seeds and flowers of the hemp plant, *Cannabis sativa*. The main active chemical in cannabis is tetrahydrocannabinol (THC), a psychoactive ingredient that produces a "high" or feeling of being "stoned." The strength of the cannabis or marijuana is correlated to the amount and potency of the THC it contains.
- G. 'Cannabidiol' or 'CBD' is one of over 60 different cannabinoid compounds in marijuana. CBD a non-psychoactive ingredient of cannabis and does not make a person feel "high" or "stoned." CBD is used to provide relief from chronic pain, anxiety, inflammation and epilepsy and its benefits are still being researched. Currently, there are no uniform standards for production of CBD so it is very possible that a CBD product contains small amounts of THC that would show up on a drug test. Such a test result would violate the [County of Montgomery]'s drug-free workplace policy.
- H. 'Substance' means any alcohol, drugs, or other substances (whether ingested, inhaled, injected subcutaneously, or otherwise) that have known mind altering or function-altering effects upon the human body or that impair one's ability to safely perform his or her work, specifically including, but not limited to, prescription drugs and over-the-counter medications; alcohol, drugs, and other substances made illegal under federal or state law; "synthetic or designer" drugs; illegal inhalants; "look-alike" drugs; amphetamines; cannabinoids (marijuana and hashish); cocaine;

phencyclidine (PCP), and opiates; and any drugs or other substances referenced in Schedule I through V of 21 C.F.R. Part 1308 (whether or not such drugs or other substances are narcotics).

- I. **'Traceable in the employee's system'** means that the results of a laboratory's analysis of the employee's urine, saliva, breath or blood specimen is positive for the tested substance.
- J. **'Reasonable suspicion of impairment'** means that the [County of Montgomery]'s representatives have observed and in good faith can describe specific, articulable symptoms of an employee while working that decrease or lessen his or her performance of the duties or tasks of the employee's job position, including symptoms of the employee's speech, breath, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, negligence or carelessness in operating equipment or machinery, disregard for the safety of the employee or others, or involvement in an accident that results in serious damage to equipment or property, disruption of a production or manufacturing process, or carelessness that results in any injury to the employee or others, or detection of a prohibited substance in the area where an employee has/had been working. A registered qualifying user of medical cannabis under the Compassionate Use of Medical Cannabis Program Act must first be given a reasonable opportunity to contest the basis of the suspected impairment before being subject to discipline based on the employer's good faith belief of impairment. A user of cannabis under the Cannabis Regulation and Tax Act must also first be given a reasonable opportunity to contest the basis of the suspected impairment before being subject to discipline based on the employer's good faith belief of impairment.
- K. **'Under the influence'** means the condition wherein any of the body's sensory, cognitive, or motor functions or capabilities is altered, impaired, diminished, or affected due to drugs or alcohol. This also means the detectable presence of Substance(s) within the body, regardless of when or where it (they) may have been consumed, having an alcohol concentration within the violation range specified by the laws of the State of Illinois, and/or having a positive test for any other Substance(s). With respect to employees subject to the Federal Motor Carrier Safety Administration (FMCSA) regulations, U.S. Department of Transportation regulations, or performing safety-sensitive functions including **[insert position descriptions, e.g. those employees who drive commercial motor vehicles, operate or repair heavy or large mobile equipment, police officers, correctional officers, firefighters, EMTs and health care providers with direct patient care]**, under the influence of alcohol is defined in accordance with FMCSA regulations as having an alcohol concentration of 0.04 or greater (compared to the BAC of 0.08 for non-safety sensitive positions). Under the influence of cannabis currently means testing positive for any amount of cannabis (until the legislature determines a specific level of THC in the blood that constitutes statutory impairment).

- L. **'Safety sensitive function'** was defined by the United States Supreme Court as any job function fraught with such risks of injury to others that even a momentary lapse of attention can have disastrous consequences. The category of safety sensitive functions includes job duties described as safety sensitive by applicable FMCSA or other applicable regulations, statutes, or case law. Courts have also held that an employer may prohibit the off-duty use of cannabis, alcohol and other drugs by an employee in a safety sensitive position because these employees can cause great human loss before any signs of impairment become noticeable to supervisors or others.

- M. **'Work related cause'** means the employee has: incurred a work-related injury requiring medical attention at a medical facility; caused the injury of another person on [Montgomery County] premises or during [Montgomery County] time; caused damage to any [Montgomery County] owned or leased property; or commits repeated and/or flagrant violations of safety standards.

Applicability:

- A. This policy applies to all employees and volunteers of the [County of Montgomery] as well as candidates for employment with the [County of Montgomery] who have been given conditional offers of employment. Such persons are responsible to be familiar with and comply with this policy.
- B. The provisions of this policy are subject to any federal, state, or local laws that may prohibit or restrict their applicability, and testing for substances shall be conducted and in accordance with and limited by such laws, notwithstanding any terms of this policy to the contrary.

Policy:

A. Alcohol, Cannabis or Illegal Drugs or Substances:

The possession, sale, purchase, use, distribution, delivery or transfer of alcohol, cannabis or an illegal drug or substance while on the [County of Montgomery]'s premises, while on the County of Montgomery's time or while driving a vehicle owned, operated, rented, leased or under the control of the [insert name of entity] is expressly prohibited. This includes cannabis used for medical purposes in accordance with the Compassionate Use of Medical Cannabis Program Act. In addition, employees may not report to work, be on the [County of Montgomery]'s premises or on [Montgomery County] time under the influence of alcohol or cannabis or with any traceable illegal drug or substance in their system.

Employees who drive commercial motor vehicles, operate or repair heavy or large mobile equipment or perform other safety-sensitive functions including [insert list of covered positions, e.g. police officers, correctional officers, firefighters, EMTs and health care providers with direct patient care] in addition to the prohibitions above must not consume alcohol for four hours prior to duty time and up to eight hours following an accident or until the employee undergoes a post-accident test, whichever comes first.

Individuals who are registered users of medical cannabis will not be disqualified from employment based solely on the detected presence of cannabis on a drug test, unless failing to do so would put the [County of Montgomery] in violation of a federal law of cause it to lose a federal contract or funding. Individuals who are registered users of medical cannabis in accordance with the Compassionate Use of Medical Cannabis Program Act and individuals who use cannabis in accordance with the Cannabis Regulation and Tax Act may not report to work under the influence of cannabis. This policy prohibits the undertaking of any task under the influence of cannabis, when doing so would constitute negligence, professional malpractice or professional misconduct. Any violation of this policy may result in immediate discharge and may subject an employee to legal action.

B. Legal Drugs:

The [County of Montgomery] does not condone the abuse of legal drugs or working under the influence of legal drugs to the extent that job performance and/or safety is adversely affected. Employees using prescription, over-the-counter and/or other legal drugs are responsible for being aware of any potential effect such drugs may have on their judgment or ability to perform their duties.

C. Drug Panel:

DOT Regulations (49 CFR Section 40.85) provides the five drugs or classes of drugs that must be tested for in a DOT drug test. They are: (a) marijuana metabolites, (b) cocaine metabolites, (c) amphetamines, (d) opioids, and (e) phencyclidine (PCP). The [County of Montgomery] cannot exclude cannabis from a drug test performed pursuant to DOT Regulations. The DOT Regulations also prohibit a Medical Review Officer from verifying a test as negative based on information that a physician prescribed the use of marijuana or other Schedule I drug.

D. Pre-Employment Substance Testing:

Upon receipt of a contingent offer of employment, candidates for safety-sensitive or security-sensitive positions may be subject to pre-employment drug testing. Individuals to whom a contingent offer is made and whose pre-employment drug test returns positive for cannabis, alcohol or illegal drugs may be ineligible for employment. Candidates who test positive may have their contingent offer of employment revoked.

E. Random Selection Testing:

The [County of Montgomery] is a drug-free workplace and reserves the right to conduct random testing on employees with safety-sensitive or security-sensitive job duties. The following positions include safety-sensitive or security-sensitive functions, and as such are subject to random testing: [insert list of positions, e.g. those employees who drive commercial motor vehicles, operate or repair heavy or large mobile equipment, police officers, correctional officers, firefighters, EMTs and health care providers with direct patient care]. Where random testing is prohibited or restricted by applicable federal, state or local statute or regulation, or

other legally-binding agreement, the [County of Montgomery] will conform to all applicable laws, regulations, and/or agreements notwithstanding the provisions of this policy.

F. Reasonable Suspicion Testing:

If the [County of Montgomery's] representative has a reasonable suspicion that an employee is impaired based on the representative's observations of the employee at work, and in good faith can describe specific, articulable symptoms of that employee while working that decrease or lessen his or her performance of the duties or tasks of the employee's job position, including symptoms of the employee's speech, breath, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, negligence or carelessness in operating equipment or machinery, disregard for the safety of the employee or others, or involvement in an accident that results in serious damage to equipment or property, disruption of a production or manufacturing process, or carelessness that results in any injury to the employee or others, then the [County of Montgomery] may conduct reasonable suspicion testing.

G. Post-Accident Testing:

If the [County of Montgomery] has reasonable cause to believe an employee has caused an on-the-job injury that is considered recordable under OSHA guidelines (i.e. requiring medical treatment) as a result of being under the influence, the supervisor may require the injured employee to undergo a post-accident Substance test. The employee will also be required to undergo post-accident testing if required by FMCSA, DOT or other applicable regulation.

H. Fitness for Duty:

Employees suspected of being unfit for duty as a result of the use or reasonably suspected use of Substances may be subject to Substance testing. Employees who have successfully completed a substance abuse or rehabilitation program will be required to submit to and successfully pass a fitness for duty substance test before being permitted to return to work.

I. Blood Alcohol Concentration:

A driver subject to FMCSA or DOT regulations, or any other employee who is required to perform a safety-sensitive function and who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform, nor be permitted to perform, safety-sensitive functions for at least 24 hours.

J. THC Concentration:

As of this writing, the State of Illinois has no established limit of tetrahydrocannabinol (THC) in the bloodstream that constitutes impairment under the law. A person may be under the influence of marijuana as defined by a positive test for cannabis without being visibly impaired. The [County of Montgomery] should train its managers and supervisors on the specific, articulable symptoms of impairment as defined above.

K. Reasonable Zero Tolerance or Drug-Free Workplace Policy:

Under the law, the [County of Montgomery] has the right to implement a reasonable zero tolerance or drug-free workplace policy that is applied in a non-discriminatory manner. With the enactment of the Cannabis Regulation and Tax Act and the amendment to the Right to Privacy in the Workplace Act, the [County of Montgomery] is limited in its ability to prohibit or limit the use of cannabis and other Substances considered legal under Illinois law by [Montgomery County] employees while off duty and not on-call unless those employees perform safety sensitive functions. For employees in safety sensitive positions, such as those employees who drive commercial motor vehicles, operate or repair heavy or large mobile equipment, police officers, correctional officers, firefighters, EMTs and health care providers with direct patient care, it is reasonable for the [County of Montgomery] to implement and consistently apply a zero tolerance or drug-free workplace policy that includes a prohibition on off duty use and to terminate any safety sensitive employee who violates this policy. Such a restrictive policy is reasonable because if these employees used cannabis or other Substances while off duty, they could cause great human loss while at work before any signs of impairment become noticeable to supervisors or others. For those employees who work in non-safety sensitive positions, the [County of Montgomery] can test the employee for cannabis or other Substances if first the [County of Montgomery]'s representative can articulate after observing the employee at work that a reasonable suspicion of impairment exists.

L. Disciplinary Action:

- a. Any employee who possesses, sells, purchases, uses, distributes, delivers or transfers alcohol, cannabis or any illegal substance on the [County of Montgomery]'s premises will be removed from the work area, and may be subject to immediate disciplinary action up to and including discharge.
- b. Any employee who reports to work under the influence of alcohol, cannabis or with an illegal drug or Substance traceable in his/her system will be removed from the work area, and may be subject to immediate disciplinary action up to and including discharge.
- c. An employee who refuses to submit to testing when required under this policy will be removed from the work area, and may be subject to immediate disciplinary action up to and including discharge. Refusal to submit to testing shall include, but may not be limited to: (1) failure to appear for any test within a reasonable amount of time, after being directed to do so by the [County of Montgomery], consistent with this policy and/or applicable regulations, including but not limited to FMCSA or DOT regulation; (2) failure to remain at the testing site until testing is complete; (3) failure to provide a sufficient breath, saliva, blood or urine specimen for any drug or alcohol test required by this policy or applicable FMCSA or DOT regulation; (4) in the case of directly observed or monitored collection in a drug test, failure to permit the observation or monitoring of the provision of a specimen; (5) failure to provide a sufficient amount of saliva, breath, blood or urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure; (6) failing or declining to take a second test

that the **County of Montgomery** or the collector has directed the employee to take; (7) failure to undergo a medical examination or evaluation, as directed by the Medical Review Officer as part of the verification process or as directed by the Designated Employer Representative; (8) failure to cooperate with any part of the testing process; (9) having a verified adulterated or substituted test result as reported by the Medical Review Officer.

- d. Any employee who refuses to participate in rehabilitation/treatment, as recommended as a result of a positive test and evaluation by a substance abuse professional, will not be allowed to perform work for the **[County of Montgomery]** and may be subject to disciplinary action up to and including discharge.

Testing Procedures:

A. **Testing:** The **[County of Montgomery]** may require an employee or candidate to provide a urine specimen, submit to a blood test, provide saliva samples, and/or undergo breath/alcohol testing for laboratory analysis at a medical clinic or other location as designated by the **[County of Montgomery]**, immediately upon the request of authorized **[Montgomery County]** representatives or agents in accordance with this policy.

1. Where the **[County of Montgomery]** has reasonable suspicion that an employee is under the influence of a substance, he or she will be removed from the work area and provided with transportation to the place of testing. The **[County of Montgomery]** should call the emergency contact indicated by the employee or, if unavailable, arrange for the employee to be transported home following the test.
2. Prior to submitting to testing, an employee or candidate may confidentially disclose to the independent medical examiner any prescription drugs or over-the-counter medications that he/she has taken or known medical condition that might interfere with an accurate test result. Such information will only be revealed to the **[County of Montgomery]** as permitted by law.
3. At the discretion of the **[County of Montgomery]**, employees suspected of violating this policy may be placed on administrative leave without pay pending test results. If the test results are negative; the employee will be reimbursed for any salary lost during administrative leave.
4. Specimens reported by the testing laboratory as adulterated or substituted will be considered a refusal to test, and may be grounds for immediate termination of employment or ineligibility for hire.
5. Should a candidate or employee fail the initial drug test, he or she will be notified of the results and will not be allowed to perform work on behalf of the **[County of Montgomery]**. The candidate or employee will have the option of requesting testing of the split specimen within 72 hours at the **[County of Montgomery's]** expense unless the candidate or employee presents documentation that serious injury, illness, lack of actual knowledge of the verified test result or inability to contact the Medical Review Officer prevented a timely request. If the candidate fails to request testing of the split specimen

within 72 hours and the candidate or employee has not presented sufficient documentation to excuse the delay, [Montgomery County] will take appropriate action including but not limited to discipline or discharge.

6. If the test of the split specimen is also positive, the candidate or employee will have the opportunity to explain the results. The [County of Montgomery] retains the discretion to determine the appropriate disciplinary action, including discharge, following two positive drug tests.
 7. An employee who has been removed from the work area or barred from the working as a result of violating this policy, may be subject to disciplinary action up to and including immediate discharge. If an employee has not been terminated as a result of a violation, he or she may not commence or return to work unless he or she provides sufficient documentation that he or she has tested negative for the presence of a substance and is not under the influence of a substance; has been approved to commence or return to work under the terms of this policy; has received an evaluation from a Substance Abuse Professional, has successfully complied with the recommendations of the Substance Abuse Professional, and testing for the presence of a substance and the handling of test specimens was conducted in accordance with guidelines for laboratory testing procedures and chain-of-custody procedures established by applicable federal or state regulation.
 8. [Montgomery County] will take steps to ensure the integrity of the testing process and to ensure that all test results are attributed to the correct employee.
- B. **Consent:** The employee may be required to sign a consent form authorizing the medical clinic or other location as designated by the [County of Montgomery] to perform the aforementioned tests and release the results of the testing to the [County of Montgomery].
- C. **Chain of Custody Procedures:** At the time specimens are taken, standard 'chain of custody' or 'chain of possession' procedures will be followed and the employee shall be given a copy of these specimen collection procedures.
- D. **Confidentiality and Privacy:** The employee's right to privacy will be respected, and the results of any testing shall be kept strictly confidential by [Montgomery County] to the extent required and permitted by law. However, the [County of Montgomery] may use the results to decide upon an action to be taken towards an employee, or to the extent necessary, to defend its actions in any subsequent grievance, arbitration, or legal or other proceeding.
- E. **Treatment:** An employee who voluntarily informs the [County of Montgomery] that he/she has a drug or alcohol abuse problem and desires rehabilitation assistance may be granted a leave of absence, in accordance with the [County of Montgomery]'s Family Medical Leave Act policy. The sole purpose of such leave is to obtain the necessary rehabilitation assistance. An employee with an alcohol abuse problem

may also qualify for an accommodation under the Americans with Disabilities Act, if appropriate. The employee may be required to periodically provide proof that he/she is participating in an appropriate rehabilitation or after-care program. Any employee who returns to work after completion of a rehabilitation program and who subsequently violates the substance abuse policy may be immediately discharged without regard to a request for further rehabilitation.

Additional Policies:

- A. Searches: Upon reasonable suspicion, authorized representatives or agents of the **[County of Montgomery]** may conduct searches of personal effects, vehicles, lockers, desks and rooms for drugs/alcohol and related paraphernalia, dangerous weapons, **[Montgomery County]** property or property of other employees. Items discovered through such searches may be turned over to law enforcement authorities.
- B. Employees must notify the **[County of Montgomery]** within 5 days of any criminal drug statute conviction.
- C. The **[County of Montgomery]**, with the development and implementation of this policy, is making a good faith effort to maintain a drug/alcohol-free workplace.
- D. The Designated Employer Representatives responsible for receipt of testing results and removal of employees from safety sensitive functions when they violate this policy are **[insert names and contact information (more than one employee should be identified so someone is available on all shifts)]**
- E. Employees who have questions about this policy or who would like more information regarding the effects of alcohol misuse and controlled substances on an individual's health, work and personal life, signs and symptoms of an alcohol or drug problem, and available methods of intervening when an alcohol and or controlled substance problem is suspected should contact **[insert name and contact information]**.

January 23, 2020

Certificate of Receipt

This is to certify that I have received, read and understand the **[insert name of entity]**'s Cannabis, Drug and Alcohol Use/ Abuse Policy.

Employee Name (printed)

Date

Employee Signature

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



FFCRA PAID LEAVE MANDATE APPLICABLE TO LOCAL PUBLIC ENTITIES*
Effective 4/1/20 through 12/31/20

Type of Leave	Covered Employer	Eligible Employee	Time Off	Employee Unable to Work or Telework because:	Compensation
Emergency Paid Sick Leave (EPSL) For employee's own condition	All local public entities (with one or more employees)	Any employee—part-time or full-time	Full-time employee: Up to 80 hours	1) Employee subject to COVID-19 quarantine or isolation order; 2) Employee advised by healthcare provider to self-quarantine 3) Employee has COVID-19 symptoms and is seeking diagnosis	100% of pay but capped at \$511 per day and \$5110 in aggregate Health insurance must be maintained
Emergency Paid Sick Leave (EPSL) Employee needed to care for child or other individual		BUT: Employer can exclude healthcare providers and emergency responders	Part-time employee: Up to the average number of hours worked in 2 week period	4) Employee is NEEDED to care for an individual who is subject to quarantine or isolation order or directive of healthcare provider to self-isolate 5) Employee is NEEDED to care for son or daughter whose school or daycare is closed or whose care provider is unavailable due to COVID-19 6) Any other substantially similar condition as determined by Secretary of HHS	2/3 of pay but capped at \$200 per day and \$2000 in aggregate Health insurance must be maintained
Expanded Family and Medical Leave (EFML)		Employee who has been employed for 30 calendar days BUT: Employer can exclude healthcare providers and emergency responders	Up to 12 weeks BUT: FML used for any other reason in the FML 12-month period is deducted from available amount of leave	Employee is NEEDED to care for son or daughter whose school or daycare is closed or whose care provider is unavailable due to COVID-19	First 2 weeks—unpaid, but employee can substitute paid EPSL or other existing paid leave Remainder—up to 12 weeks at 2/3 of pay, capped at \$200 per day and \$10,000 aggregate Health insurance must be maintained

*This chart does not provide legal advice, is not intended to include all provisions of the FFCRA or relevant regulations and was prepared by O'Halloran Kosoff Geitner & Cook, LLC on 4/6/20 for informational purposes only. Subsequent legislative or regulatory changes may impact the accuracy of this chart. Member entities should consult their State's Attorney, Corporation Counsel, or other legal adviser before taking any employment action or implementing policies.

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O'HALLORAN KOSOFF
GEITNER & COOK, LLC

ATTORNEYS AT LAW

FREQUENTLY ASKED QUESTIONS REGARDING PAID LEAVE MANDATED BY FFCRA*

1. Generally, what paid leave benefits are mandated by the Families First Coronavirus Response Act (FFCRA)?

The FFCRA provides for up to 80 hours of emergency paid sick leave (EPSL) for full-time employees, and the equivalent of two weeks of EPSL for part-time employees for certain COVID-19-related reasons. The FFCRA also provides expanded FML (EFML) for employees who have worked for 30 or more calendar days who are needed to care for a son or daughter whose school, place of care is closed or care provider is unavailable due to COVID-19. The first two weeks of EFML are unpaid, but an employee may substitute paid EPSL or other existing paid leave. The remaining 10 weeks are paid.

2. Are all local public entities required to comply with the leave provisions in the FFCRA?

Yes. The EPSL and EFML provisions apply to local governments with one or more employees.

3. Who is eligible for EPSL?

Any full-time or part-time employee with a qualifying need for leave is eligible for EPSL, but an employer may elect to exclude healthcare providers or emergency responders.

4. When may an employee take EPSL?

Full-time or part-time employees who are unable to work or telework may take EPSL for any one of five reasons. They are as follows:

- (1) The employee is subject to a federal, state or local quarantine or isolation order relating to COVID-19;
- (2) The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19;

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- (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- (4) The employee is caring for an individual who is subject to a quarantine or isolation order or who has been advised by a healthcare provider to self-isolate;
- (5) The employee is caring for a son or daughter whose school or daycare has been closed due to COVID-19 or the child care provider is unavailable for reasons related to COVID-19;
- (6) The employee is experiencing any other substantially similar condition specified by the Secretary of HHS in consultation with the Secretary of the Treasury and the Secretary of Labor.

5. Are there caps on EPSL compensation?

Yes. EPSL taken for reasons (1) through (3) is paid at 100% of an employee's regular rate of pay, but is capped at \$511 per day or \$5,110 in the aggregate. EPSL taken for reasons (4) through (6) is paid at 2/3 of an employee's regular rate, but capped at \$200 per day or \$2,000 in the aggregate.

6. How much EPSL is available?

Full-time employees are eligible for up to 80 hours of EPSL. Part-time employees are eligible for EPSL in an amount which is equivalent to the average number of hours worked in a 14 day period.

7. Who is eligible for EFML?

Any employee who has been employed for 30 or more calendar days is eligible.

8. When may an employee take EFML?

An employee may take EFML if the employee is unable to work or telework because the employee is needed to care for a son or daughter whose school or place of care has been closed or whose childcare provider is unavailable due to COVID-19. An employee is not eligible any day there is another individual caring for the son or daughter.

9. How much EFML may an eligible employee take?

An employee may take up to 12 weeks of EFML. If an employee has already exhausted a portion of the employee's regular FML benefits during the 12-month period (as

defined by the employer's policy), then the employee may only take the remaining portion of the twelve (12) weeks as EFML or FML.

10. What portion of the EFML is paid?

The first two weeks of EFML are unpaid, but an employee may substitute EPSL (or other existing paid leave) for the first two weeks. The remainder is paid at 2/3 the employee's regular rate, and capped at \$200 per day and \$10,000 in the aggregate.

11. Must health insurance benefits be maintained while an employee is on leave?

Yes. The employer must maintain health insurance benefits under the same terms and conditions while an employee is on EPSL or EFML.

12. Who is a healthcare provider?

A healthcare provider (for purposes of determining which employees may be excluded from leave benefits) is anyone employed at any doctor's office, hospital, health care center, clinic, post-secondary educational institution offering health care instruction, medical school, local health department or agency, nursing facility, retirement facility, nursing home, home health care provider, any facility that performs laboratory or medical testing, pharmacy, or any similar institution, employer, or entity. This includes any permanent or temporary institution, facility, location, or site where medical services are provided that are similar to such institutions.

This definition includes any individual employed by an entity that contracts with any of the above institutions, employers, or entities to provide services or to maintain the operation of the facility. This also includes anyone employed by any entity that provides medical services, produces medical products, or is otherwise involved in the making of COVID-19 related medical equipment, tests, drugs, vaccines, diagnostic vehicles, or treatments. This also includes any individual that the governor determines is a health care provider necessary for the state's response to COVID-19.

13. Who is an emergency responder?

An emergency responder (for purposes of determining which employees may be excluded from leave benefits) is an employee who is necessary for the provision of transport, care, health care, comfort, and nutrition of such patients, or whose services are otherwise needed to limit the spread of COVID-19. This includes but is not limited to military or national guard, law enforcement officers, correctional institution personnel, fire fighters, emergency medical services personnel, physicians, nurses, public health personnel, emergency medical technicians, paramedics, emergency management personnel, 911 operators, child welfare workers and service providers, public works personnel, and persons with skills or training in operating specialized

equipment or other skills needed to provide aid in a declared emergency, as well as individuals who work for such facilities employing these individuals and whose work is necessary to maintain the operation of the facility. This also includes any individual that the governor determines is an emergency responder necessary for the state's response to COVID-19.

**SUMMARY OF DOL TEMPORARY RULE ON
THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT**

To: UCCI Members/County Boards & Elected Officials
From: O'Halloran Kosoff Geitner & Cook, LLC
Date: April 2, 2020
Re: Emergency FML and Sick Leave in FFCRA

On April 1, 2020, the Department of Labor ("DOL") issued a temporary rule regarding the Emergency Family and Medical Leave Expansion Act ("EFMLEA") and Emergency Paid Sick Leave Act ("EPSLA") mandated by the Families First Coronavirus Response Act ("FFCRA"). The DOL temporary rule can be accessed [here](#).

Please note that the temporary rule made substantial changes to the prior DOL guidance and the information contained in earlier versions of this memo. The DOL has advised that the temporary rule will be published in the Federal Register on April 6, 2020. There are many inconsistencies in the rule as it stands now, and therefore, it is possible that the DOL will make more substantive changes before it is published.

Members are encouraged to periodically visit the DOL website for updates. DOL has continued to change and expand its guidance on the FFCRA since it was signed into law. The following memo is intended to provide information on the law as it relates to local governmental entities.

EFFECTIVE DATE

The paid leave mandates in the FFCRA are effective as of **April 1, 2020** and apply to leave taken between April 1, 2020 and December 31, 2020. §826.10(b).

Any paid leave benefits that an employer provided to employees prior to April 1, 2020 will NOT offset an employer's obligation to provide EPSL or EFML beginning on April 1, 2020. Similarly, an employer is not obligated to provide EPSL or EFML retroactively for any time off that an employee may have taken prior to April 1, 2020. §826.160(a)(2).

POSTING REQUIREMENTS

The DOL has issued a notice regarding the EPSLA and EFMLEA provisions of the FFCRA. You can obtain a copy of the notice [here](#). Employers must post this notice in a conspicuous place on their premises. §826.80(a). For employers with multiple buildings, the notice should be posted in each building. Employers may satisfy the posting requirement by emailing or direct mailing a copy of the notice to employees or by

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posting the notice on an employee internal or external website. §826.80(b). Additional guidance from the DOL on posting requirements may be found [here](#).

RECORD KEEPING

An employer is required to retain all documentation that an employee provides to substantiate the need for EPSL or EFML for four years, regardless whether leave was granted or denied. If an employee provided oral statements to support his or her request for EPSL or EFML, the employer is required to document and maintain such information in its records for four years. §826.140.

EMERGENCY PAID SICK LEAVE ACT (EPSLA)

General EPSL Requirements

A local public entity, with one or more employees, and a private employer with fewer than 500 employees is required to provide a maximum of 80 hours of paid sick leave to its full-time employees and the equivalent of two weeks of paid sick leave to its part-time employees for certain COVID-19-related reasons **provided the employee is unable to work or telework**. §§826.21; 826.40(c). An employee may substitute these paid sick days for the first ten (10) unpaid days of EFML under the FFCRA (if the employee qualifies for both EPSL and EFML). §§826.60(a)(2); 826.70(f).

Once an employee uses the ten (10) days of leave, they may not take any more EPSL for any other reason. §826.160(f).

Eligibility

EPSL is available to a full-time or part-time employee regardless of how long the employee has been employed with the exception of health care providers and emergency responders (who an employer may exclude) as set forth more fully below. §826.30(a). An employer may not require an employee to use other paid leave first. §826.160(b).

Qualifying Reasons for Leave

Employees may use this paid sick leave for the following reasons under Section 826.20 of the regulations:

- (1) The employee is subject to a federal, state or local quarantine or isolation order relating to COVID-19;

- (2) The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19;
- (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- (4) The employee is caring for an individual who is subject to a quarantine or isolation order or who has been advised by a healthcare provider to self-isolate;
- (5) The employee is caring for a son or daughter whose school or daycare has been closed due to COVID-19 or the child care provider is unavailable for reasons related to COVID-19;
- (6) The employee is experiencing any other substantially similar condition specified by the Secretary of HHS in consultation with the Secretary of the Treasury and the Secretary of Labor.

Reason 1 – Subject to Quarantine or Isolation Order

A quarantine or isolation order related to COVID-19 under reason (1) above includes federal, state, and local government shelter-in-place and stay-at-home orders that cause the employee to be unable to work even though the employer has work for the employee to do. An employee would also be “subject to a quarantine or isolation order” when a federal, state, or local government advises a category of citizens - such as persons in a certain age range or persons with certain medical conditions - to shelter in place, stay at home, isolate, or quarantine, causing those employees to be unable to work even though the employer has work for them. §826.10(a). Therefore, if an employer permits employees to telework and has work for them to perform, the employee would not be eligible for EPSL under reason (1).

In order to be eligible for pay under the EPSLA, the employer must have work for the employee to perform and the employee must be unable to perform the work either at the normal workplace or by telework due to the quarantine or isolation order. §826.20(a)(2); §826.10(a).

Reason 2 -- Health Care Provider Advice to Self-Quarantine

Employees are eligible for sick pay under reason (2) above when the health care provider has advised the employee to self-quarantine based on the belief that:

- (A) The employee has COVID-19;

- (B) The employee may have COVID-19;
- (C) The employee is particularly vulnerable to COVID-19; and
- (D) Following the advice of a health care provider to self-quarantine prevents the employee from being able to work, either at the employee's normal workplace or by telework. §826.20(a)(3).

Reason 3 -- Experiencing COVID-19 Symptoms and Seeking Medical Diagnosis

COVID-19 symptoms, for purposes of EPSL include a fever, dry cough, shortness of breath, or any other symptoms identified by the U.S. Centers for Disease Control and Prevention. §826.20(a)(4). Any EPSL under reason (3) is limited to the time the employee is unable to work because the employee is taking affirmative steps to obtain a medical diagnosis, such as making, waiting for, or attending an appointment for a COVID-10 test. §826.20(a)(4).

Reason 4 -- Caring for an Individual

An "individual" for purposes of reason (4) means an employee's immediate family member, a person who regularly resides in the employee's home, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she were quarantined or self-quarantined. This does not include person with whom the employee has no personal relationship. §826.20(a)(5).

In order to be eligible for EPSL under this section, the employer must have work for the employee to perform and the employee must be unable to perform that work at the normal workplace or by telework because of the need to care for the individual. In addition, the individual who needs care:

- (1) Must be subject to a quarantine or isolation order; or
- (2) Must have been advised to self-quarantine by a health care provider because of a belief that -
 - a. The individual has COVID-19;
 - b. The individual may have COVID-19 due to known exposure or symptoms; or
 - c. The individual is particularly vulnerable to COVID-19. §826.20(a)(6); (a)(7).

Reason 5 -- Caring for a Son or Daughter Whose School or Place of Care is Closed

An employee must meet the following eligibility criteria to take leave for reason (5):

- (1) The employer has work for the employee to perform;
- (2) The employee would be able to perform the work at the normal workplace or by telework but for a need to care for the son or daughter;
- (3) The son or daughter's school or place of care has been closed, or the child care provider is unavailable for reasons related to COVID-19; and
- (4) No other suitable person is available to care for the son or daughter during the period of such leave. §826.20(a)(8) and (a)(9).

School

"School" is defined as an elementary or secondary school up to grade 12. §826.10(a).

Son or Daughter

A "son or daughter" is an employee's own child, including an employee's biological, adopted, or foster child, stepchild, a legal ward, or a child for whom the employee is standing *in loco parentis*, who is under 18 years of age. A "son or daughter" is also an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability. §826.10(a).

Child Care Provider

The term "child care provider" means a provider who receives compensation for providing child care services on a regular basis. The term includes a center-based child care provider, a group home child care provider, a family child care provider, or other provider of child care services for compensation that is licensed, regulated, or registered under state law. The eligible child care provider need not be compensated or licensed if he or she is a family member or friend, such as a neighbor, who regularly cares for the employee's child. §826.10(a).

Sick Leave Pay

Sick leave paid for reasons (1), (2), or (3) above is paid at the employee's regular rate of compensation, except that it is capped at \$511 per day or \$5,110 in the aggregate.

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§826.22(c)(1). Sick leave paid for reasons (4), (5), or (6) is based on two-thirds of the employee's regular rate and is capped at \$200 per day and \$2,000 in the aggregate. §826.22(c)(2).

There are currently inherent inconsistencies in the DOL temporary rule which make it unclear whether an employer can require or permit an employee to use existing paid leave benefits to cover any unpaid portion of EPSL under the EPSLEA. §§826.23(c); 826.70(f).

An employer who is a signatory to multi-employer CBA may, consistent with its bargaining obligations, fulfill its obligation for paid leave by making contributions to a multi-employer fund based on the hours of EPSL or EFML each of its employees is entitled to receive while working under the multi-employer CBA, provided that the fund enables the employees to secure pay from such fund based on the hours they have worked under the CBA. §826.120.

Regular Rate of Compensation

For purposes of the FFCRA the regular rate of pay is the average of the employee's regular rate over a period of up to six (6) months prior to the date on which the employee takes leave. If the employee has not worked for six (6) months, the regular rate is the average of the employee's regular rate for each week the employee has worked. §826.25.

Part-time Employee's Average Hours

A part-time employee is an employee who is normally scheduled to work fewer than 40 hours per week. §826.21(b). A part-time employee is entitled to EPSL for the average number of hours worked in a two-week period. §826.21(b)(1). If the part-time employee's schedule varies and the employee has been employed for at least six months, the employee must be paid fourteen times the average number of hours that the employee was scheduled to work each calendar day over the six-month period ending on the date on which the employee takes paid sick leave, including any hours for which the employee took leave of any type. §826.21(b)(2)(i). If the employee has not been employed for six-months, then the employee is entitled to fourteen times the average number of hours per calendar day that the employee and employer agreed at the time of hiring that the employee would work. If there is no such agreement, the employee is entitled to fourteen times the average number of hours per calendar day that the employee was scheduled to work over the entire period of employment, including hours for which the employee took leave of any type. §826.21(b)(2)(ii).

Full-time Employee's Hours

EPSL for full-time employees is capped at 80 hours. A full-time employee is an employee who is normally scheduled to work 40 or more hours per week. §826.21(a)(2). An employee is considered full-time even if he or she does not have a normal weekly schedule, if the employee's average scheduled hours per workweek, including hours for which the employee took any type of leave, is at least 40 hours over a period of time that is the lesser of: (a) the six-month period prior to the employee taking EPSL; or (2) the entire period of the employee's employment. §826.21(a)(3).

Telework

An employee may telework when the employer permits or allows the employee to perform work from home or at a location other than the normal workplace and the employer has work for the employee to perform. Telework is work for which normal wages must be paid and the employee is not entitled to EPSL. Employees who are teleworking must also be compensated for all hours which the employer knew or should have known were worked by the employee. §826.10(a).

Unable to Work or Telework

An employee is unable to work if the employer has work available for the employee to do, but one of the COVID-19 qualifying reasons prevents the employee from being able to perform that work, either at the normal worksite or by means of telework. §826.10(a).

If the employee and employer agree that the employee will work the normal number of hours, but outside of the normal shift (e.g. early in the morning or late at night), then the employee is able to work and EPSL is not necessary unless a COVID-19 qualifying reason prevents the employee from working that schedule. §826.10(a).

Excluding Healthcare Providers from Eligibility

An employer may elect to exclude certain healthcare providers from EPSL as well as EFML.

The DOL has defined a "health care provider" who may be excluded from eligibility as anyone employed at any doctor's office, hospital, health care center, clinic, post-secondary educational institution offering health care instruction, medical school, local health department or agency, nursing facility, retirement facility, nursing home, home health care provider, any facility that performs laboratory or medical testing, pharmacy, or any similar institution, employer, or entity. This includes any permanent or

temporary institution, facility, location, or site where medical services are provided that are similar to such institutions. §826.30(c)(1)(i).

This definition includes any individual employed by an entity that contracts with any of the above institutions, employers, or entities to provide services or to maintain the operation of the facility. This also includes anyone employed by any entity that provides medical services, produces medical products, or is otherwise involved in the making of COVID-19 related medical equipment, tests, drugs, vaccines, diagnostic vehicles, or treatments. This also includes any individual that the governor determines is a health care provider necessary for the state's response to COVID-19. §826.30(c)(1)(ii).

To minimize the spread of COVID-19, the DOL encourages employers to be judicious when using this definition to exempt healthcare providers. Also, be aware that an employer's exercise of this option to exclude a healthcare provider does not authorize an employer to prevent an employee who is a health care provider from taking earned or accrued leave in accordance with established employer policies.

Excluding Emergency Responders from Eligibility as well as Public Works Personnel

The DOL has defined an "emergency responder" who may be excluded from eligibility under the EPSLA and EFMLEA as an employee who is necessary for the provision of transport, care, health care, comfort, and nutrition of such patients, or whose services are otherwise needed to limit the spread of COVID-19. This includes but is not limited to military or national guard, law enforcement officers, correctional institution personnel, fire fighters, emergency medical services personnel, physicians, nurses, public health personnel, emergency medical technicians, paramedics, emergency management personnel, 911 operators, child welfare workers and service providers, public works personnel, and persons with skills or training in operating specialized equipment or other skills needed to provide aid in a declared emergency, as well as individuals who work for such facilities employing these individuals and whose work is necessary to maintain the operation of the facility. This also includes any individual that the governor determines is an emergency responder necessary for the state's response to COVID-19. §826.30(c)(2).

To minimize the spread of COVID-19, the DOL encourages employers to be judicious when using this definition to exempt emergency responders. Also, be aware that an employer's exercise of this option to exclude an emergency responder does not authorize an employer to prevent an employee who is a health care provider from taking earned or accrued leave in accordance with established employer policies.

Intermittent EPSL

The rules applicable to intermittent leave vary depending on whether an employee is working or teleworking and the reason for leave. An employee may take EPSL on an intermittent basis if the employer allows it, and the employee is **unable to telework** for the normal schedule of hours due to one of the qualifying reasons. §826.50(c).

The DOL encourages employers to consider this option and permits intermittent leave to be taken in any hourly increment. §826.50(d).

If the employee is working at the usual worksite, then intermittent leave is not permissible for EPSL taken because the employee is under quarantine or isolation order or directive due to COVID-19, experiencing symptoms of COVID-19, seeking a diagnosis for COVID-19, or caring for an individual who is subject to a quarantine or isolation directive or order due to COVID-19. Unless the employee is teleworking, once the employee begins to take EPSL for one of the aforementioned reasons, the employee must continue to take EPSL until either (1) the employee has used the full amount of EPSL or (2) no longer has a qualifying reason for EPSL. §826.50(b)(2). This limitation is in place because if the employee is sick or caring for someone who is sick, the intent of the FFCRA is to provide leave as necessary to keep the virus from spreading.

If the employee no longer has a qualifying reason for EPSL before the full amount has been exhausted, the employee may take the remaining portion at a later time until December 31, 2020, if the employee qualifies. §826.160(f).

By contrast, if the employee and employer agree, the employee may take EPSL intermittently if the employee is taking EPSL to care for the employee's child whose school or place of care is closed, or whose child care provider is unavailable, because of COVID-19 related reasons. For example, if the employee's child is at home because his or her school or place of care is closed, or child care provider is unavailable, because of COVID-19 related reasons, the employee may take paid sick leave on Mondays, Wednesdays, and Fridays to care for the child, but work at the normal worksite on Tuesdays and Thursdays. §826.50(b)(1).

Employers and employees may also agree to intermittent leave on less than a full work day for employees taking EPSL to care for a child whose school or place of care is closed, or child care provider is unavailable, because of COVID-19-related reasons. §826.50(b)(1).

Reasonable Notice

After the first workday that an employee receives paid sick time, an employer may require an employee to follow reasonable notice procedures in order to continue receiving such paid sick time, with the exception of leave to care for a son or daughter pursuant to reason (5). §826.90(a)(1).

Employees are encouraged, but not required, in all circumstances where leave is needed to notify employers about their request for EPSL or EFML as soon as practicable. If an employee fails to give proper notice, the employer should give the employee notice of the failure and an opportunity to provide the required documentation prior to denying the request for leave. §826.90(a)(1) and (a)(2).

Notice may not be required in advance, and may only be required after the first workday (or portion thereof) for which an employee takes EPSL or EFML. After the first workday, it will be reasonable for an employer to require notice as soon as practicable under the facts and circumstances of the particular case. Generally, it will be reasonable for notice to be given by the employee's spokesperson (*e.g.* spouse, adult family member, or other responsible party) if the employee is unable to do so personally. §826.90(b).

Generally, it will be reasonable for an employer to require oral notice and sufficient information for an employer to determine whether the requested leave is covered by the EPSLA or the EFMLEA. An employer may not require the notice to include documentation beyond what is allowed by §826.100. §826.90(c). It is also reasonable for an employer to require the employee to comply with the employer's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances. §826.90(d).

Documentation

Prior to taking leave under the EPSLA or EFMLEA, an employee is required to provide the employer with documentation containing the following information:

- (1) Employee's name;
- (2) Date(s) for which leave is requested;
- (3) Qualifying reason for leave;
- (4) Oral or written statement that the Employee is unable to work because of the qualified reason for leave; and
- (5) When leave is pursuant to reason (1) only, the name of the government entity that issued the quarantine or isolation order; and

- (6) When leave is pursuant to reason (2) only, the name of the health care provider who advised the employee to self-quarantine due to concerns related to COVID-19; and
- (7) When leave is pursuant to reason (3) only, either the name of the government entity that issued the quarantine or isolation order to which the individual being cared for is subject or the name of the health care provider who advised the individual being cared for to self-quarantine due to concerns related to COVID-19; and
- (8) When leave is pursuant to reason (5) or for EFML, the name of the son or daughter being cared for; the name of the school, place of care, or child care provider that has closed or become unavailable; and a representation that no other suitable person will be caring for the son or daughter during the period for which the employee takes EPSL or EFML. §826.100(a)-(e).

An employer may also request an employee to provide such additional material as needed for the employer to support a request for tax credits pursuant to the FFCRA. The employer is not required to provide leave if materials sufficient to support the applicable tax credit have not been provided. §826.100(f). The tax credit, however, is not available to public employers.

A “health care provider” who can advise an employee to self-quarantine due to concerns related to COVID-19 means a licensed doctor of medicine, nurse practitioner, or other health care provider permitted to issue a certification for purposes of the FMLA.

Return to Work

In most instances, an employer must return the employee to the same (or nearly equivalent) job following leave. §826.130(a).

The FFCRA does not protect an employee from an employment action, such as a layoff, that would have affected the employee regardless of whether the employee took EPSL. Employers may lay off employees for legitimate business reasons, such as the closure of its worksite. §826.130(b)(1).

Small Business Exemption

Small businesses with fewer than 50 employees do not have to provide EPSL or EFML if the imposition of such requirements would jeopardize the viability of the business. This exemption does not apply to local government. §826.40(b).

Tax Credit does NOT apply to Local Governmental Entities

Although the FFCRA allows private entities to take a tax credit for EPSL paid to employees, the Act specifically excludes “the government of any State or political subdivision thereof, or any agency or instrumentality of any of the foregoing.”

Worksite Closure

If an employer closes a worksite, an employee is not entitled to take EPSL. However, the employee may be eligible for unemployment insurance benefits. This is true whether the worksite was closed for lack of business or because it was required to close pursuant to a Federal, State, or local directive.

Health Insurance

If an employee takes EPSL, the employer must continue the employee’s health coverage. §826.110(a). The employee remains responsible for paying his or her portion of the group health plan premiums through normal payroll deductions. §826.110(e).

Employees not required to Find Replacement

Employers cannot require, as a condition of providing EPSL, that the employee search for or find a replacement employee to cover the hours during which the employee is using paid sick time.

No Carry-Over

An employee’s entitlement to EPSL does not carry over into the year 2021. §826.160(e).

No Discrimination or Retaliation

Employers are prohibited from firing, disciplining, or otherwise discriminating against an employee because the employee took EPSL or filed any type of complaint or participated in a proceeding alleging a violation. §826.150(a).

Any employer who is considering terminating an employee who has been out on EPSL should first contact their legal advisor for further guidance on this issue.

Pre-Existing Benefits

Nothing in the FFCRA should be construed to diminish an employee’s existing rights under the law, a CBA, or an existing employer policy.

EPSL is in addition to other leave provided under Federal, State, or local law, an applicable collective bargaining agreement, or the employer's existing policy. §826.160(a)(1).

No Compensation for Unused EPSL

An employer has no obligation to provide—and an employee or former employee has no right or entitlement to receive—financial compensation or other reimbursement for unused EPSL upon the employee's termination, resignation, retirement, or any other separation from employment. §826.160(d). Similarly, an employer has no obligation to provide—and an employee or former employee has no right or entitlement to receive—financial compensation or other reimbursement for unused EPSL upon the expiration of the FFCRA on December 31, 2020. §826.160(e).

One Time Use

Any person is limited to a total of 80 hours EPSL. An employee who has taken all such leave and then changes employers is not entitled to additional EPSL from his or her new employer. An employee who has taken some, but not all of his EPSL, and then changes employers is entitled only to the remaining portion of such leave from his or her new employer and only if his or her new employer is covered by the EPSLA. Such an employee's EPSL would expire upon reaching 80 hours of total EPSL, or when the employee reaches the number of hours of EPSL to which he or she is entitled based on a part-time schedule with the new employer. §826.160(f).

EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT (EFMLEA)

General EFMLEA Provisions

All local public entities with one or more employees must provide up to 12 weeks EFML to an employee who has been employed for at least 30 calendar days when the employee is unable to work or telework **only due to reason (5) of the EPSLA** - where the employee is needed to care for a son or daughter whose school or place of daycare is closed due to COVID-19, or whose child care provider is unavailable for reasons related to COVID-19. §826.20(b); 826.30(b). The EFMLEA contains the same exclusions for health care providers and emergency responders as in the EPSLA. §826.30(c). The definitions of "son or daughter," "school," and "child care provider" are the same under the EPSLA and EFMLEA. §826.10(a).

In contrast to typical FML benefits, a portion of the EFML must be paid as described more fully below.

Covered Employers

All local governmental employers, with one or more employees, and private employers with fewer than 500 employees must provide EFML to qualified employees. §826.10(a).

Qualified Employees

Employees (regardless of whether they are part-time or full-time) who have been employed for at least 30 calendar days can take EFML for “a qualifying need related to a public health emergency.”

Thirty (30) Calendar Days

An employee is considered to have been employed for at least 30 calendar days if the employee was on the payroll for the 30 calendar days immediately prior to the first day of EFML. §826.10(a). For example, if the employee wants to begin EFML on April 1, 2020, the employee must have been on the payroll as of March 2, 2020.

If a temporary employee is subsequently hired on a full-time basis, the employer should count any days the employee previously worked as a temporary employee toward this 30-day eligibility period.

An employee who was laid off on or after March 1, 2020, had worked for the employer for not less than 30 of the last 60 calendar days prior to the layoff, and was rehired by the employer is also eligible.

Unpaid vs. Paid Leave

The first ten (10) days of EFML for “a qualifying need related to a public health emergency” may consist of unpaid leave, but an employee may elect to substitute any accrued vacation leave, personal leave, medical or sick leave, including EPSL (described above). §826.60(a)(2).

After the first ten (10) days, the remaining days EFML must be paid by the employer at a rate that is no less than two-thirds (2/3) of the employee’s regular rate of pay for the number of hours the employee would normally be scheduled to work, but in no event shall pay for the remaining ten (10) weeks exceed \$200 per day and \$10,000 in the aggregate. §826.24(a).

Use of Existing Paid Leave for Unpaid 1/3 may be allowed, but not required

The employer may permit employees to use existing leave benefits to cover any unpaid portion of EFML. §826.70(f). For example, an employer may allow employees to use existing paid leave benefits to cover the unpaid one-third (1/3) of their wages for weeks two (2) through twelve (12) of EFML.

For employers entitled to tax credits, there is a \$200 a day or \$10,000 aggregate limit, even if the employee is using paid benefits to receive a full day's pay. §826.24(d).

There are currently inconsistencies in the temporary rule which make it unclear whether an employer can require employees to use existing paid leave benefits for any unpaid portion of EFML. §§826.23(c); 826.60(b); 826.70(f).

Documentation

The required documentation for EFML is the same documentation required for EPSL reason (5).

Calculating Hours

The employer must pay the employee for hours the employee would normally have been scheduled to work on that workday. §826.24(b)(1).

An employee with a varying work schedule who has worked for the employer for at least six months is entitled to EFML for the average number of hours the employee was scheduled to work each workday over a six month period ending on the date on which the employee first takes EFML, including the hours for which the employee took leave of any type. §826.24(b)(2).

If this calculation cannot be made because the employee has not been employed for at least six months and the employee's schedule varies to such an extent that the above calculation cannot be made, an employer should use the average number of hours that the employer and employee agreed that the employee would work each workday upon hiring. If there is no such agreement, the employer may calculate the appropriate number of hours of leave based on the average hours per day the employee was scheduled to work over the entire term of his or her employment, including hours for which the employee took leave of any type. §826.24(b)(3).

As an alternative, the amount of pay may be computed in hourly increments instead of a full day. Each hour of EFML taken after the first two weeks shall be paid at 2/3 the employee's average regular rate, as computed under §826.25. §826.24(c).

Certain Healthcare Providers and Emergency Responders Excluded

An employer of a healthcare provider or emergency responder may elect to exclude such employees from application of EFML. Healthcare providers and emergency responders who may be excluded from EFML are the same employees who may be excluded from EPSL as described above.

Telework

To the extent that an employee is able to telework while caring for a child, the employee is not eligible for EFML.

Intermittent EFML

If an employee is prevented from working or teleworking a normal schedule of hours because the employee needs to care for the employee's child whose school or place of care is closed or unavailable because of COVID-19, the employer and employee may agree to intermittent EFML. §826.50(a).

The DOL encourages employers and employees to collaborate to achieve flexibility and meet mutual needs and is supportive of voluntary arrangements that combine work and intermittent leave.

Twelve (12) Week Total for Any FML

If an employee has already exhausted a portion of the employee's regular FML benefits during the 12-month period (as defined by the employer's policy), then the employee may only take the remaining portion of the twelve (12) weeks as EFML or FML. §§826.23(b); 826.70(b). For example, if the employer uses a rolling, backward- looking 12-month period, and an employee used four (4) weeks in January of 2020 to care for a child after birth, then the employee would only be entitled to eight (8) more weeks for EFML or FML.

Be aware, however, that in certain cases, employees who take EPSL in addition to EFML may be entitled to up to 14 weeks of leave. For example, this might occur if an employee took EPSL because he was advised by a healthcare provider to self-quarantine, and then later took 12 weeks of EFML because he was needed to care for his child whose school was closed. In that situation, the first two weeks of EFML may be unpaid because the employee already exhausted his or her EPSL entitlement. §826.60(b)(1). Alternatively, the employee can choose to substitute any available paid benefit time. §826.60(b)(2).

Worksite Closure

If an employer closes a worksite even for a short period of time, an employee is not entitled to take EFML. However, the employee may be eligible for unemployment insurance benefits. This is true whether the worksite was closed for lack of business or because it was required to close pursuant to a Federal, State, or local directive.

Tax Credit does NOT apply to Local Governmental Entities

Although the FFCRA allows private entities to take a tax credit for EFML paid to employees, the Act specifically excludes "the government of any State or political subdivision thereof, or any agency or instrumentality of any of the foregoing."

Health Insurance

An employee is entitled to continued group health coverage during EFML on the same terms as if the employee continued to work. If the employee is enrolled in family coverage, the employer must maintain coverage during EFML, but the employee must continue to make any normal contributions to the cost of the health coverage. §826.110(a) and (b).

Small Business Exemption

A small business with fewer than 50 employees is exempt from providing EFML when providing the leave would jeopardize the viability of the business. §826.40(b). This provision does not apply to local governmental entities.

Job Restoration Following Leave

With certain exceptions, employees who take EFML must be reinstated to their position with equivalent benefits, pay, and other terms and conditions of employment. §826.130(a). An employer may deny restoration to key eligible employees as defined under the FMLA, if such denial is necessary to prevent substantial and grievous economic injury to the operations of the employer. §826.130(b)(2).

Any employer who is considering terminating an employee who has been out on EFML should first contact their legal advisor for further guidance on this issue.

Prohibited Acts

Employers are prohibited from interfering with an employee's exercise of rights under the EFMLEA, discriminating against such person, or interfering with proceedings or inquiries described in the FMLA. §826.151(a).

Pre-Existing Benefits

Nothing in the FFCRA should be construed to diminish an employee's existing rights under the law, a CBA, or an existing employer policy. §826.160(a)(1).

EFML is in addition to other leave provided under Federal, State, or local law, an applicable collective bargaining agreement, or the employer's existing policy. §826.160(a)(1). However, neither law is retroactive so no employee has a right or entitlement to receive any retroactive reimbursement or financial compensation through EPSL or EFML for any unpaid or partially paid leave taken prior to April 1, 2020, even if such leave was taken for COVID-19 related reasons. §826.160(a)(2).

No Compensation for Unused EFML

An employer has no obligation to provide – and an employee or former employee has no right or entitlement to receive – financial compensation or other reimbursement for unused EFML upon the employee's termination, resignation, retirement, or any other separation from employment. §826.160(d). Similarly, an employer has no obligation to provide – and an employee or former employee has no right or entitlement to receive – financial compensation or other reimbursement for unused EFML upon the expiration of the FFCRA on December 31, 2020. §826.160(e).

Pre-Existing FML Benefits

The FFCRA did not change FML benefits that existed before April 1, 2020. The FFCRA relaxed the eligibility rules only with respect to EFML taken for a qualifying need relating to a public health emergency (as described above). Moreover, the FFCRA's requirement of EFML only applies to leave taken for a qualifying need relating to a public health emergency.

It is possible that an employee who has COVID-19 or who is caring for a family member with COVID-19 will qualify for FML (as opposed to EFML) under certain circumstances. The FMLA allows an eligible employee to take unpaid leave for the employee's own serious health condition or when the employee is needed to care for a family member with a serious health condition. A COVID-19 infection may constitute a serious health condition where complications arise.

Vacation: (12-9-14)

County employees shall, beginning with their day of hire, (the date a new employee is hired will be pro-rated to coincide with the first day of the subsequent fiscal year) will earn vacation leave as outlined in this policy.

Amount of Vacation Leave:

1. After one (1) year of employment, employees are allowed two (2) weeks paid vacation.
2. After five (5) years of employment, employees are allowed three (3) weeks paid vacation.
3. After ten (10) years of employment, employees are allowed four (4) weeks paid vacation.
(5 & 6 Weeks vacations are eliminated for employees hired after January 10th, 2012)

Vacation Leave:

1. After one (1) year of service, all employees must take at least one (1) week of earned vacation per fiscal year.
2. Notice of intention to exercise vacation must be given to the Elected Official or Department Head, and is subject to subsequent change of dates upon approval by the Elected Official or Department Head.
3. Approval of dates of vacation must be obtained from the Elected Official or Department Head who must regulate vacation dates so as not to render the department ineffective.
4. Reasonable efforts will be made to accommodate vacation requests, however, Montgomery County reserves the right to deny specific vacation dates or times requested in order to ensure that Montgomery County needs are met.
5. Vacation days shall be taken in full day increments.
6. Vacation time not used within a year is lost and is not cumulative. However, up to five (5) days of earned vacation may be sold back to the County at regular pay in any fiscal year. Payment will be made in the month of November of that fiscal year, the cost of which will be applied against the budget of that office.



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Montgomery County Board EMA Committee Meeting Agenda

Date: Monday, June 1st, 2020

Time: 4:00 pm – County Board Room

AG Guidance on OMA: For a public body that determines it must hold a meeting during the COVID-19 pandemic, the Executive Order 2020-07 suspends the in-person attendance requirement for members of the public body and allows for remote participation. If a meeting is necessary, public bodies are encouraged to provide video, audio, and/or telephonic access to maintain openness and transparency to members of the public. Public bodies determining whether to hold meetings at this time should exercise good judgment and discretion and utilize the availability of remote participation to help curb the spread of COVID-19.

Conference Call NUMBER IS: 217-532-8500.

Once you are prompted, enter the Conference ID number: 926186 #.

You must enter the pound (#) sign after the ID number. Please mute your phones when not speaking to eliminate background noises.

Members Present: Chair – Bill Bergen, Vice Chair – Chuck Graden, Connie Beck, Tim Fogle,
Jeremy Jones, Richard Wendel

Members Absent:

Others Present:

The committee met today to discuss the following:

1. **Ambulance Billing Office Update/Approval:** Sherry Greenwood
2. **EMA Report Update/Approval:** Greg Nimmo
3. **ETSB/911 Update/Approval:** Bill Bergen
4. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** *(if needed)*
5. **Other Business Update/Approval:**
6. **Public Comments Update/Approval:**
7. **Pay EMA and/or Ambulance Bills:**

Motion to Adjourn by _____ and second by _____ All in favor, motion carried.
Meeting adjourned at _____ pm.

The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

Montgomery County Board Economic Development Committee Meeting Agenda

Date: Tuesday, June 1st, 2020

Time: 5:30 pm– County Board Room

AG Guidance on OMA: For a public body that determines it must hold a meeting during the COVID-19 pandemic, the Executive Order 2020-07 suspends the in-person attendance requirement for members of the public body and allows for remote participation. If a meeting is necessary, public bodies are encouraged to provide video, audio, and/or telephonic access to maintain openness and transparency to members of the public. Public bodies determining whether to hold meetings at this time should exercise good judgment and discretion and utilize the availability of remote participation to help curb the spread of COVID-19.

Conference Call NUMBER IS: 217-532-8500.

Once you are prompted, enter the Conference ID number: 926186 #.

You must enter the pound (#) sign after the ID number. Please mute your phones when not speaking to eliminate background noises.

Members Present: Donna Yeske, Ron Deabenderfer, Mark Hughes, Dennis McCammack, Tim Fogle,
Glenn Savage and Evan Young

Members Absent:

Others Present: Sandy Leitheiser

The committee met today to discuss the following:

1. **COVID-19 Relief Grant Update/Approval:**
2. **MCEDC Update/Approval:** Belusko will report.
 - **Revolving Loan Fund Update/Approval:**
3. **Tourism Update/Approval:**
4. **Applications for Event Funding (Tourism) Update/Approval:**
5. **CEDS Document Update/Approval:**
6. **Planning Commission Update/Approval:**
7. **Wind Energy & Siting Ordinance Amendments Update/Approval:**
8. **Bike Trail Update/Approval:**
9. **West Central Development Update/Approval:**
10. **Montgomery County Bicentennial Update/Approval:**
11. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** *(if needed)*
12. **Other Business Update/Approval:**
13. **Public Comments Update/Approval:**

There are no bills this month.

Motion by _____ and second by _____ to adjourn the meeting. All in favor, motion carried.

Meeting was adjourned at _____ pm.

The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.



Chris Daniels <chrisd@montgomeryco.com>

Fw: Wind and Renewables Coalition

1 message

Michael Sherer <michael.sherer@west-central.org>

Fri, May 29, 2020 at 7:32 AM

To: Staff <Staff@west-central.org>, WCDC Members <WCDCMembers@west-central.org>

Hope you are all handling the Covid mess well. Here is some info. on wind energy in Illinois. Stay safe. Mike

From: Robert Scott <robert@powerupillinois.org>**Sent:** Thursday, May 28, 2020 4:53 PM**To:** Michael Sherer <michael.sherer@west-central.org>**Subject:** Re: Wind and Renewables Coalition

Mike,

I've attached a general update on the state of wind in Illinois and background on our coalition for your workforce board. Please feel free to distribute as you see fit.

I'd like to formally invite the West Central EDC, your workforce board, and their associated organizations to endorse Power Up Illinois. We are asking for an endorsement only - no financial commitment, no liability, and no formal structure or commitment required should you choose to do so. Should your board be willing to support us, I'll provide you with a final list of endorsers before we use your name.

I'd also like to invite your interested members to follow us on Facebook at <https://www.facebook.com/PowerUpIllinois> for regular updates.

We plan on listing our supporters once we reach a critical mass of 6-12. Currently, LIUNA's Great Plains District Council LECET has voted to endorse. And the below organizations are taking it up with their boards or leadership in the near future:

- Peoria EDC (Chris Setti)
- North Central EDC (Mike Kirchoff)
- AGC
- IMA
- Several area Community Colleges
- Western Illinois University
- Illinois State University
- IL Green Economy Network
- Various IBEW locals
- Various IUOE locals
- Numerous local Chambers

Thanks for your assistance here.

Robert Scott

C: 937-776-8143

On Fri, May 22, 2020 at 4:39 PM Michael Sherer <michael.sherer@west-central.org> wrote:

Robert, Our regular meeting has been postponed again til 4th Thursday in June. We are planning a remote meeting. Yes it is with our LWIB which we call the Job Center Board. The list you mentioned should be updated except for a few members. Please send me any info and I could send an e-mail blast out to them. Take Care, Mike

From: Robert Scott <robert@powerupillinois.org>**Sent:** Friday, May 22, 2020 10:14 AM

To: Michael Sherer <michael.sherer@west-central.org>

Subject: Re: Wind and Renewables Coalition

Hi Michael,

Looking forward to speaking next week at your meeting on the 28th. Some logistics questions:

- Confirming the meeting is at your 116 South Plum location, at 6:00pm?
- I'd like to bring a short presentation. I can print it out. How many copies should I bring?
- This meeting is with your JCB board, correct? Is that the same as the Workforce Innovation board members? Or different? I looked online for the list of board members but could only seem to find the Innovation board list.

Thanks again for keeping me on the radar in such a weird time!

-Robert
937-776-8143

On Tue, Apr 28, 2020 at 1:33 PM Robert Scott <robert@powerupillinois.org> wrote:

Great - I'll keep it on the calendar. Thanks!

On Tue, Apr 28, 2020, 2:32 PM Michael Sherer <michael.sherer@west-central.org> wrote:

Robert, Yes I hope we are able to have our regular meeting and you are more than welcome to attend. It is planned for May 28th and it should be an average time as meetings go. Mike

From: Robert Scott <robert@powerupillinois.org>

Sent: Tuesday, April 28, 2020 12:26 PM

To: Michael Sherer <michael.sherer@west-central.org>

Subject: Re: Wind and Renewables Coalition

Hi Michael,

Were you still interested in having Power Up IL on the agenda for your May meeting? I'm sure you have a massive amount to cover in the current environment, so I can be as brief as you'd like. I'm sure hoping the Gov's order has been eased up down state by then!

Thought you'd also enjoy some recent coverage of wind I worked on with the Jacksonville Courier: <https://www.myjournalcourier.com/news/article/Wind-projects-boost-to-economy-report-15214393.php>

Best,
-Robert

On Tue, Mar 17, 2020 at 2:48 PM Robert Scott <robert@powerupillinois.org> wrote:

Thanks, Mike - I appreciate that. I'll put it on the calendar, and let me know if I can provide anything else in the meantime.

Hope everyone stays healthy!

On Tue, Mar 17, 2020 at 1:12 PM Michael Sherer <michael.sherer@west-central.org> wrote:

Robert, We just decided today that we will not be having meeting. Thanks for the info. We will try and get you on the next meeting agenda which will be May 28th. Mike

From: Robert Scott <robert@powerupillinois.org>

Sent: Tuesday, March 17, 2020 12:22 PM

To: Michael Sherer <michael.sherer@west-central.org>

Subject: Fwd: Wind and Renewables Coalition

Hi Michael,

Hope you're well. Sharing a few updates for you on our wind coalition. First off - new email address for you here. Please use this going forward.

Second, I've updated our document in the attached.

Last and most importantly - I wanted to check in on the status of your March 26th board meeting. Will you be going ahead with it or delaying given Covid restrictions?

Best,

-Robert

----- Forwarded message -----

From: **Robert Scott** <rws.scott@gmail.com>
Date: Tue, Mar 3, 2020 at 12:37 PM
Subject: Re: Wind and Renewables Coalition
To: Michael Sherer <michael.sherer@west-central.org>

Michael,

I look forward to presenting on the 26th. I've attached

I've attached the overview of our coalition along with some key facts about wind and renewables generally in Illinois for your board's consideration. As we discussed, coalition "membership" is only an endorsement and presents no financial or legal liability to any participant.

Apologies for the rough nature of this, I was hoping to have our official logo/letterhead back. I'll have more formal materials for the presentation.

Please let me know if there's anything else I can provide you to evaluate "joining" or endorsing before our meeting.

Best,

-Robert

On Thu, Feb 27, 2020 at 2:45 PM Robert Scott <rws.scott@gmail.com> wrote:

I'm available - give me a ring at 937-776-8143. Or let me know what's best for you next week.

Thanks, Mike!

On Thu, Feb 27, 2020 at 2:40 PM Michael Sherer <michael.sherer@west-central.org> wrote:

Robert, I have a little time now or it would probably have to wait til next week. Mike

From: Robert Scott <rws.scott@gmail.com>
Sent: Thursday, February 27, 2020 9:11 AM
To: Michael Sherer <michael.sherer@west-central.org>
Subject: Wind and Renewables Coalition

Hi Michael,

I'm working on a new initiative supported by the American Wind Energy Association in Illinois, helping to strengthen community affairs in new project development areas for wind and renewables generally.

I'd appreciate the chance to hear and learn more from you about perception of the industry in the your region and Morgan County in particular, if you're willing to chat. We're also looking for opportunities to work more closely with interested groups on our coalition efforts.

Would you be available for a quick call this week?

Thanks in advance,

Robert Scott
Illinois Executive Director, AWEA
C: 937-776-8143

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Robert Scott
Executive Director
Power Up Illinois
C: 937-776-8143

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Robert Scott
Executive Director
Power Up Illinois
C: 937-776-8143
PowerUpIllinois.org

Montgomery County COVID19 Business Relief Grant Program

Goal: Provide financial relief to Montgomery County IL based businesses suffering from the COVID19 closures and economic recession.

Objectives of COVID19 Business Relief Grant Program:

- Provide tangible support to Montgomery County Illinois businesses.
- Sustain businesses that are threatened by current economic impacts.
- Foster an environment of economic growth in Montgomery County Illinois.

Eligible Projects:

- Reimbursement for operating or labor expenses incurred between March 1 and May 31.
- Reimbursement for rent or mortgage payments incurred between March 1 and May 31.

Ineligible Projects:

- Businesses less than six months old on July 1, 2020.
- Reimbursement for taxes including but not limited to sales, income, payroll or property

General Information Regarding COVID19 Business Relief Grant Program

Eligible Parties for Requesting Grant Funds:

Businesses located within Montgomery County Illinois whose primary location is based within the County that have filed with the Montgomery County Clerk/Recorder or Illinois Secretary of State. Businesses located within Montgomery County Illinois whose primary location is based outside of the County can apply for reimbursement for operating, labor or rent/mortgage expenses incurred at their Montgomery County location only. Home-based, independent contractors, self-employed and sole-proprietorships on file with the Montgomery County Clerk/Recorder or Illinois Secretary of State are eligible to apply.

Ineligible Parties:

Businesses less than 6 months old on July 1, 2020. Businesses not on file with the Montgomery County Clerk/Recorder or Illinois Secretary of State. Businesses located outside Montgomery County Illinois except where a business can claim a location within the County limits and applies for only the expense reimbursement related to the Montgomery County location.

Availability of Funds:

Grants are subject to availability of funds.

Allowable Request Amounts:

Grants between \$5000 and \$15,000 will be considered. Partial funding may be awarded.

Requirements of Request for Grant Funds

Completed Montgomery County COVID19 Business Relief Grant Application
Copy of Montgomery County Clerk/Recorder Business Certificate or Illinois Secretary of State Business Registration.

2019 Income Tax Return

Copies of receipts reflecting operating expenses of reimbursements sought and/or

Copies of payroll transactions reflecting expenses of reimbursements sought and/or

Copies of rent or mortgage payments made reflecting expenses of reimbursements sought.

Must have a valid EIN or taxpayer identification number.

Montgomery County COVID19 Business Relief Grant Application

Business Name:

Business owner/Name of Applicant:

Primary Address:

Montgomery County Address (if different from primary address):

Phone number:

Email address:

Grant Amount Request from March 1 to May 31 reimbursement requested:

Operating Expense	\$
Total Labor Expense	\$
Rent/Mortgage Expense	\$
Total Grant Request	\$

Funding received from other sources:

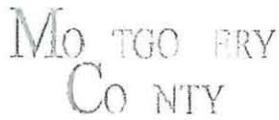
Please list all Federal, State and Local COVID19 relief funds you have received to date.

Attachments Required

- 2019 Income Tax Return
- Copies of receipts reflecting operating expenses of reimbursements sought and/or

- Copies of payroll transactions reflecting expenses of reimbursements sought and/or
- Copies of rent or mortgage payments made reflecting expenses of reimbursements sought.

Applications and all supporting documents must be received by June 30 at 4:00pm Central. Applications will be reviewed on July 1. Funds will be awarded July 14, 2020.



Chris Daniels <chrisd@montgomeryco.com>

County Relief Funds

1 message

Bryant Hitchings <bryanth@montgomeryco.com>

Fri, May 29, 2020 at 12:55 PM

To: Megan Beeler <meganbeeler2012@gmail.com>, evan.young@montgomeryco.com

Good Afternoon,

Mr. Chairman and Vice-Chairman

I believe that both options for the relief program would legally be available to the county. Through economic development in section 55 ILCS 5/5-1005 paragraph 21. And through the townships via 60 ILCS 1/85-13 and their general assistance. I don't see any legal authority to the contrary. I think we could do both programs or one or the other.

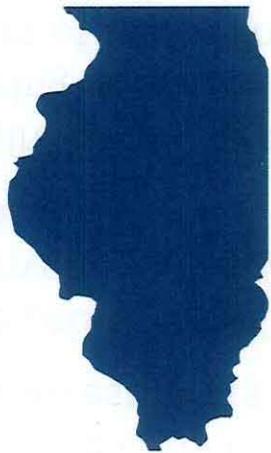
One thing on the township side though is that the business has to have been open for over 1 year not the 6 months that we asked for. Megan I sent you that code section. Hope this helps and have a good weekend

Bryant Hitchings
Montgomery County State's Attorney

This e-mail was sent by Montgomery County.

If you feel this e-mail looks suspicious:

- Do not reply to it
- Do not click on any links
- Do not open any attachments
- Forward the e-mail to phishing@montgomeryco.com



POWER UP ILLINOIS

*An initiative of the
American Wind Energy Association*

Background

- ▶ Power Up Illinois is an alliance of pro-growth voices, community groups, and civic leaders supporting the value wind and renewable energy investments are creating for our communities.
- ▶ We are providing a "safe home" for those positively impacted by wind investment in Illinois, to learn, more easily engage, and to be heard.
- ▶ By raising awareness of wind's positive impact in the community, educating decision-makers, and promoting the local economic benefits of wind, Power Up Illinois will help ensure our state maintains its leadership role as the 3rd fastest growing wind-state in the nation.



Benefits

- ▶ Wind energy is enabling Illinois' rural communities to secure their own economic future, providing new revenue and unprecedented investment in rural areas.
- ▶ Our growing national leadership in wind and renewable generation provides a stronger tax base for communities and schools, new revenue for family farms and landowners, and cleaner, more affordable sources of energy for Illinois industry.
- ▶ Wind investment here is helping Illinois secure a new era of energy leadership and wealth.



Illinois Wind Power - 2019

Growth	30+ projects underway (#3 in the U.S.)
Wind energy produced	Enough energy to power 1,268,900 homes
Wind power installed	5,659 MW (#6 in the U.S.)
Carbon dioxide emissions avoided	7.2 million metric tons

A Typical Wind Project in Illinois

Amount invested (when constructed)	\$240 million
Property Taxes Paid by Operator (per tower)	~ equal to a \$350k home
Amount of turbines per project	70-90 turbines
Estimated Lifespan	35 years
Temporary construction jobs	200
Permanent jobs created	10
Annual salary of new permanent jobs created	\$64,320
Economic benefit from new jobs created (life of project)	\$22.5 million
Annual lease payments to landowners per wind turbine	\$4,000 - \$10,000
Lease payments to landowners (life of project)	\$21 million

Strengthening the Rural Economy

New investment and stable income to family farms strengthens communities.

While a growing tax base for local governments means less tax burden on residents, new money for roads, and stronger schools.

Economic Stats on the Power of Wind, 2019

Total capital investment (through 2019)	\$10.9 billion
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Annual tax revenue generated	\$49 million
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Annual land lease payments	\$37 million
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Top tax beneficiaries	County gov'n'ts, schools and colleges, fire and library districts
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Statewide Economic Benefits

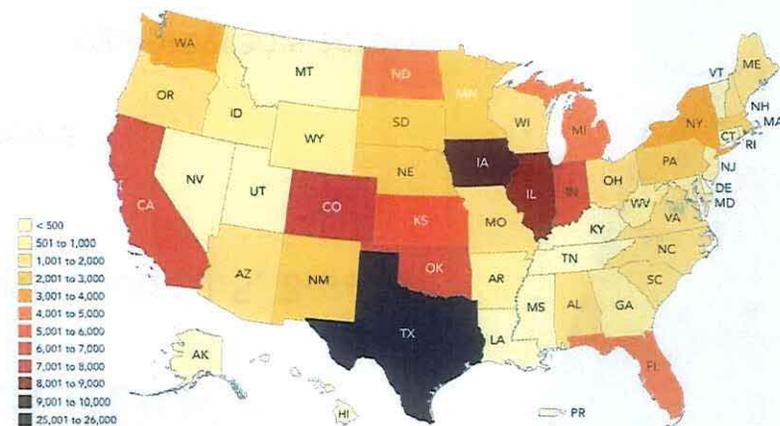
An investment in wind power is an investment in Illinois' workforce, including jobs in operations, maintenance, construction, manufacturing, transportation, and many support sectors.

Economic Stats on the Power of Wind, 2019

Jobs supported in Illinois 8,000 - 9,000
(#3 in the US)

Active manufacturing facilities / supply chain 34

Direct Wind Jobs by State, 2019



Wind Powering Jobs and Education

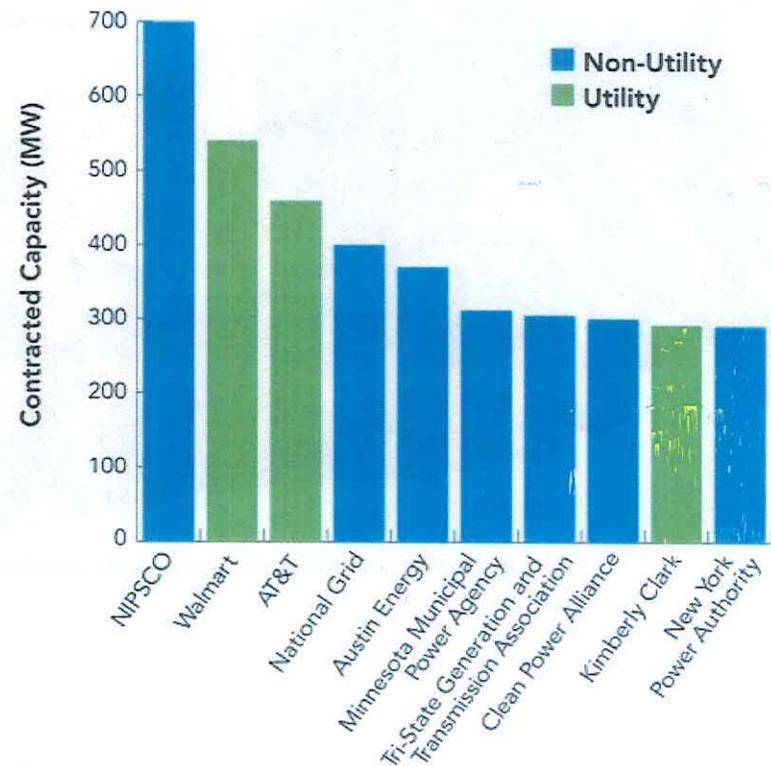
- ▶ Wind technician is America's second fastest growing job (U.S. Bureau of Labor Statistics).
 - Expected to increase by 108% over the next 10 years.
 - Illinois has 10 community colleges with wind technology programs across the state
 - The annual salary of wind technician in Illinois is \$64,320 while traveling wind techs make \$80,000 a year after graduating with a 2-year degree
 - The wind industry employs veterans at a higher rate than any other industry in the nation.

Powering Growth

Many Illinois wind projects are supported by power purchase agreements from notable businesses like Amazon, Microsoft, Walmart and others.

Our diverse energy make-up is an important asset for maintaining and attracting new investment in Illinois from more than just the wind industry.

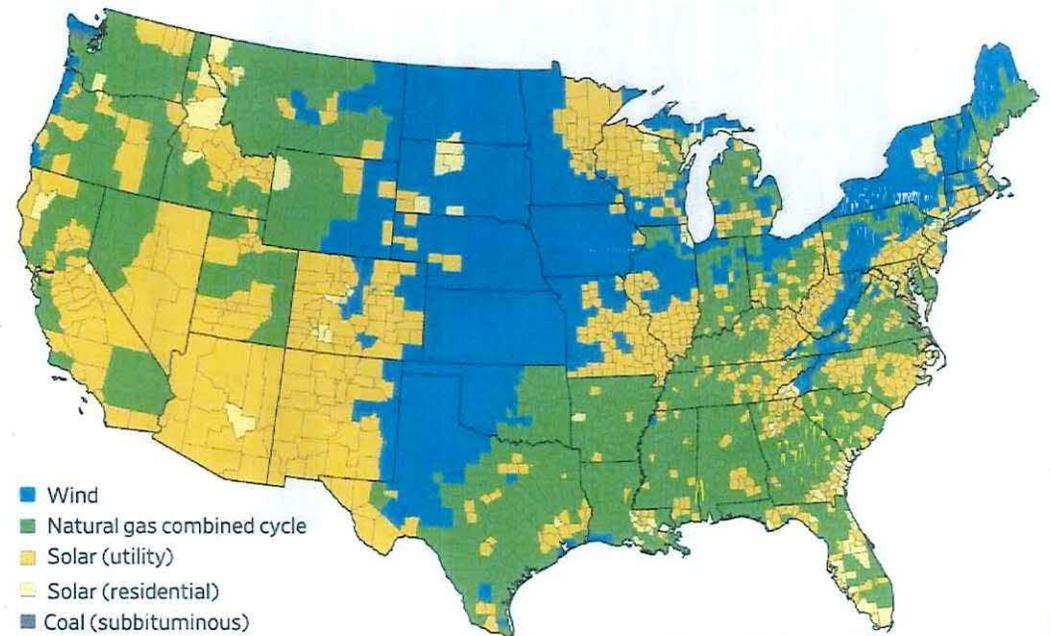
Top Wind Power Purchases by Companies, 2019



An Affordable Source of Energy

The rapid pace of energy innovation has made wind and renewables the least expensive technology for generating electricity in nearly every county in Illinois.

Least expensive technology for generating electricity, by county



Since 2009, wind turbine costs have fallen by 69%

Economics: Global wind turbine price index by delivery date



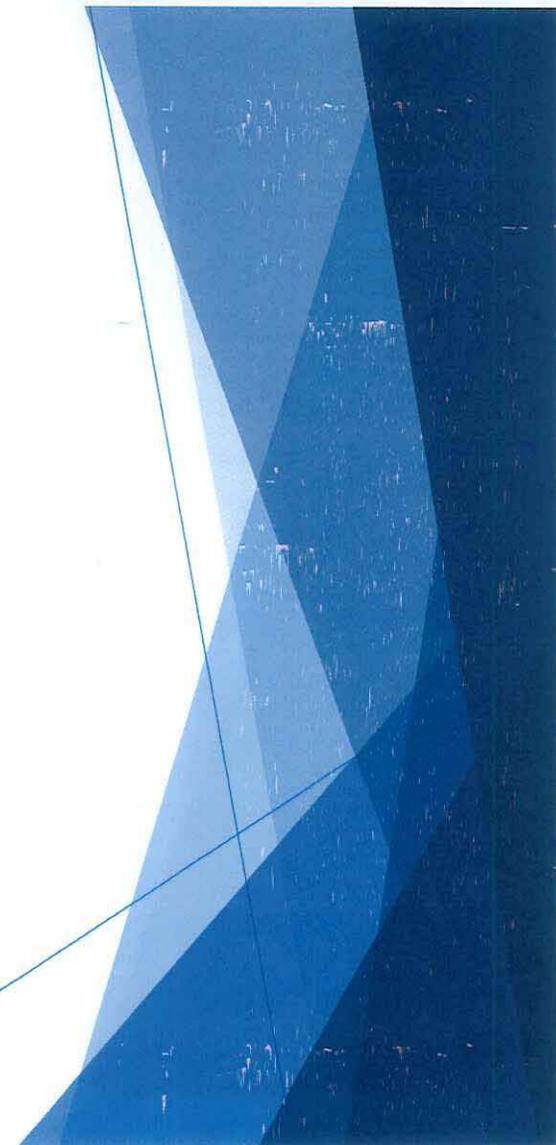
Who Makes Up Power Up Illinois?

- ▶ Chambers
- ▶ Local business owners
- ▶ Community colleges and universities
- ▶ Organizations impacted by the wind industry
- ▶ Renewable energy advocates
- ▶ Elected officials

Join Illinoisans from across the state to promote wind energy
and maintain Illinois position as a leader!

How You Can Help

- ▶ Join Power Up Illinois as a coalition member
- ▶ Follow and Share our effort on Social Media
- ▶ Letters to the editor highlighting Illinois' wind energy leadership
- ▶ Share your community's positive wind stories
 - Video testimonials
 - Press releases/conferences
 - Radio Interviews



How We Can Help You

Nurturing and maintaining our role as a national wind energy leader is vital to the success of our state and its economy.

Power Up Illinois can help you be a champion for capturing these benefits by:

- ▶ Providing an expert voice on the benefits of wind energy to your organization, area leaders, elected officials, and the press.
- ▶ Amplifying your personal story on the economic benefits of wind
- ▶ Identifying and connecting you with local opportunities for educational forums & press events to make your voice heard



POWER UP ILLINOIS

www.powerupillinois.org





JB Pritzker, Governor
Thomas D. Chan, Acting Director

NEWS RELEASE

FOR RELEASE:
May 29, 2020

CONTACT:
Sam Salustro | 312.550.1582 | Rebecca Cisco | 217.524.1219
sam.salustro@illinois.gov | rebecca.cisco@illinois.gov

Unemployment Rates Rise in all Metro Areas as COVID-19 Impacts Entire State

Not Seasonally Adjusted Unemployment Rates

Metropolitan Area	April 2020*	April 2019**	Over-the-Year Change
Bloomington	12.8%	3.3%	9.5
Carbondale-Marion	17.1%	3.4%	13.7
Champaign-Urbana	10.9%	3.3%	7.6
Chicago-Naperville-Arlington Heights	17.6%	3.5%	14.1
Danville	17.2%	4.3%	12.9
Davenport-Moline-Rock Island, IA-IL	15.2%	3.6%	11.6
Decatur	16.2%	4.5%	11.7
Elgin	16.6%	3.9%	12.7
Kankakee	15.9%	4.4%	11.5
Lake-Kenosha, IL-WI	15.1%	3.7%	11.4
Peoria	17.8%	4.1%	13.7
Rockford	22.4%	4.5%	17.9
Springfield	14.2%	3.5%	10.7
St. Louis (IL-Section)	15.1%	3.5%	11.6
Illinois Statewide	16.9%	3.6%	13.3

* Preliminary | ** Revised

SPRINGFIELD –The number of nonfarm jobs decreased over-the-year in April in all fourteen Illinois metropolitan areas, with six metro areas at record low payrolls, according to preliminary data released today by the U.S. Bureau of Labor Statistics (BLS) and the Illinois Department of Employment Security (IDES). Data also shows that the unemployment rate increased over-the-year in all metro areas to record highs for the month of April as the COVID-19 pandemic continued to impact local areas across the state. The official, BLS approved, sub-state unemployment rate and nonfarm jobs series begins in 1990. Data reported prior to 1990 are not directly comparable due to updates in methodology.

“With every corner of our nation impacted by the COVID-19 pandemic, it is time for the federal government to provide state and local governments with additional relief,” said Deputy Governor Dan Hynes. “Our administration is focused on helping small businesses rebuild and ensuring working families recover as communities across the state begin safely reopening their economies next week.”

Data shows the number of nonfarm jobs decreased in all fourteen Illinois metropolitan areas. Total nonfarm jobs were down in Peoria (-17.9%, -30,500), Decatur (-17.6%, -9,000) and Rockford (-15.6%, -23,600). Jobs were down -12.8% (-483,200) in Chicago-Naperville-Arlington Heights. Job losses occurred across all industries and there were no industry sectors that recorded job growth in a majority of metro areas.

Not seasonally adjusted data compares April 2020 with April 2019. The not seasonally adjusted Illinois rate was 16.9 percent in April 2020, a record high for the month of April, dating back to 1976. Nationally, the not seasonally adjusted unemployment rate was 14.4 percent in April 2020, also a record high, dating back to 1948. The unemployment rate identifies those individuals who are out of work and seeking employment.

Total Nonfarm Jobs (Not Seasonally Adjusted) – April 2020

Metropolitan Area	April 2020*	April 2019**	Over-the-Year Change
Bloomington MSA	82,600	94,700	-12,100
Carbondale-Marion MSA	52,200	59,300	-7,100
Champaign-Urbana MSA	108,000	117,300	-9,300
Chicago-Naperville-Arlington Heights Metro Division	3,284,200	3,767,400	-483,200
Danville MSA	24,100	27,400	-3,300
Davenport-Moline-Rock Island MSA	165,400	186,600	-21,200
Decatur MSA	42,100	51,100	-9,000
Elgin Metro Division	223,900	262,100	-38,200
Kankakee MSA	41,800	45,700	-3,900
Lake-County-Kenosha County Metro Division	365,100	419,000	-53,900
Peoria MSA	140,200	170,700	-30,500
Rockford MSA	127,500	151,100	-23,600
Springfield MSA	97,500	110,000	-12,500
Illinois Section of St. Louis MSA	226,200	241,900	-15,700
Illinois Statewide	5,293,200	6,102,100	-808,900

*Preliminary | **Revised

- continued -

**Not Seasonally Adjusted Unemployment Rates
(percent) for Local Counties and Area**

Labor Market Area	Apr 2020	Apr 2019	Over the Year Change
Decatur MSA			
Macon County	16.2 %	4.5 %	11.7
Springfield MSA			
Menard County	12.4 %	3.3 %	9.1
Sangamon County	14.4 %	3.5 %	10.9
Cities			
Decatur City	17.7 %	5.0 %	12.7
Rock Island City	17.0 %	4.1 %	12.9
Springfield City	14.9 %	3.7 %	11.2
Counties			
Adams County	12.0 %	3.0 %	9.0
Brown County	8.4 %	2.1 %	6.3
Calhoun County	17.2 %	4.3 %	12.9
Christian County	14.1 %	4.1 %	10.0
De Witt County	11.4 %	3.8 %	7.6
Greene County	11.7 %	3.7 %	8.0
Hancock County	14.8 %	3.9 %	10.9
Jersey County	15.5 %	3.9 %	11.6
Logan County	11.6 %	3.6 %	8.0
McDonough County	11.6 %	3.6 %	8.0
Macoupin County	13.9 %	3.7 %	10.2
Montgomery County	16.2 %	4.4 %	11.8
Morgan County	11.1 %	3.4 %	7.7
Moultrie County	8.1 %	2.8 %	5.3
Piatt County	9.9 %	3.2 %	6.7
Pike County	11.3 %	3.8 %	7.5
Schuyler County	11.5 %	3.3 %	8.2
Scott County	10.7 %	3.8 %	6.9
Shelby County	11.5 %	3.3 %	8.2
Other Areas			
LWIA 19	15.5 %	4.4 %	11.1
LWIA 20	13.8 %	3.6 %	10.2
LWIA 21	13.0 %	3.7 %	9.3
Central EDR	14.0 %	3.8 %	10.2

Central Illinois Highlights

Decatur MSA

The not seasonally adjusted unemployment rate increased to 16.2 percent in April 2020 from 4.5 percent in April 2019. There were an estimated 6,728 unemployed people in the labor force in April 2020.

The total number of nonfarm jobs in the Decatur metro area decreased by -9,000 compared to one year ago.

No payroll gains were reported in April 2020 compared to April 2019.

Job losses were reported in Leisure and Hospitality (-4,000), Manufacturing (-1,400), Educational and Health Services

(-1,100), Construction and Mining (-800), Other Services (-500), Professional and Business Services (-400), Government (-300), Wholesale Trade (-100), Retail Trade (-100), Transportation, Warehousing and Utilities (-100), Information (-100) and Financial Activities (-100) over-the-year.

Springfield MSA

The not seasonally adjusted unemployment rate increased to 14.2 percent in April 2020 from 3.5 percent in April 2019. This is the highest April unemployment rate on record for the Springfield MSA. There were an estimated 13,819 unemployed people in the labor force in April 2020.

The total number of nonfarm jobs in the Springfield metro area decreased by -12,500 compared to a year ago. The April 2020 employment level is the lowest on record for April.

Payrolls increased in Information (+200).

Over-the-year payroll declines were reported in Leisure and Hospitality (-5,500), Professional and Business Services (-1,900), Government (-1,300), Other Services (-1,100), Manufacturing (-900), Mining and Construction (-800), Retail Trade (-600), Educational and Health Services (-300), Wholesale Trade (-200), and Transportation, Warehousing and Utilities (-100).

No changes were reported in Financial Activities compared to April 2019.

Montgomery County Board HWE Committee Meeting Agenda

Date: Tuesday, June 2nd, 2020

Time: 4:00 PM – County Board Room

AG Guidance on OMA: For a public body that determines it must hold a meeting during the COVID-19 pandemic, the Executive Order 2020-07 suspends the in-person attendance requirement for members of the public body and allows for remote participation. If a meeting is necessary, public bodies are encouraged to provide video, audio, and/or telephonic access to maintain openness and transparency to members of the public. Public bodies determining whether to hold meetings at this time should exercise good judgment and discretion and utilize the availability of remote participation to help curb the spread of COVID-19.

Conference Call NUMBER IS: 217-532-8500.

Once you are prompted, enter the Conference ID number: 926186 #.

You must enter the pound (#) sign after the ID number. Please mute your phones when not speaking to eliminate background noises.

Members Present: Chuck Graden, Connie Beck, Mark Hughes, Sandy Johnson, Glenn Savage, Richard Wendel and Evan Young

Members Absent:

Others Present:

The committee met today to discuss the following:

1. **Elections Update/Approval:** Clerk Leitheiser will give an update.
2. **EPA Report Update/Approval:**
3. **Recycling Report Update/Approval:** Open Surplus Bids
4. **Animal Control Facility Program Update/Approval:**
5. **Waive Per Diem for Special Full Board Meeting Update/Approval:**
6. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval:** (if needed)
7. **Other Business Update/Approval:**
8. **Public Comments Update/Approval:**

Motion by _____ and second by _____ to pay the Bills. All in favor, motion carried.

Motion by _____ and second by _____ to adjourn the meeting. All in favor, motion carried.

Meeting adjourned _____ pm.

Minutes respectfully submitted by acting secretary Chris Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.

Montgomery County Board Finance Committee Agenda

Date: Wednesday, June 3rd, 2020

Time: 3:00 pm - County Board Room

In accordance with EXECUTIVE ORDER 2020-07 issued by Governor Pritzker, this meeting will be conducted via remote participation.

AG Guidance on OMA: For a public body that determines it must hold a meeting during the COVID-19 pandemic, the Executive Order 2020-07 suspends the in-person attendance requirement for members of the public body and allows for remote participation. If a meeting is necessary, public bodies are encouraged to provide video, audio, and/or telephonic access to maintain openness and transparency to members of the public. Public bodies determining whether to hold meetings at this time should exercise good judgment and discretion and utilize the availability of remote participation to help curb the spread of COVID-19.

Conference Call NUMBER IS: 217-532-8500.

Once you are prompted, enter the Conference ID number: 926186 #.

You must enter the pound (#) sign after the ID number. Please mute your phones when not speaking to eliminate background noises.

Members Present: Megan Beeler, Kirby Furness, David Loucks, Jim Moore, Earlene Robinson, Bob Sneed and Chairman Eyan Young.

Members Absent:

Others Present:

The committee met today to discuss the following:

1. **SOA Report Update/Approval:**
2. **COVID-19 Relief Grant Update/Approval:**
3. **Capital Improvement Fund Reports Update/Approval:**
4. **Committee Meeting Date and Time Change Update/Approval:**
5. **IMRF Update/Approval:**
6. **FY 2019 Audit KEB Update/Approval:** Approval after 30 day review.
7. **Foresight Energy Update/Approval:**
8. **FY 2021 Non-Union Salaries Update/Approval:**
9. **Finance/Budget Control Policies and Procedures Update/Approval:**
10. **VISTRA Power Plant Legislation Update/Approval:**
11. **Policy for Bidding out Professional Services Update/Approval:**
12. **Highway Department Property Agreement Update/Approval:**

13. Revised Prepaid Vendor List Update/Approval:

14. Void Tax Bills for Parcels #16-13-177-005 & #16-13-327-002 for Highway Department Update/Approval:

15. Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (if needed)

16. Other Business Update/Approval:

- FY 2021 Budget
- EMA COVID-19 Budget & Expenses
- Farmersville Surplus Property – 7+ acres

17. Public Comments Update/Approval:

Motion by _____ and second by _____ to pay bills and approve payroll. All in favor, motion carried.
Motion by _____ and second by _____ to adjourn the meeting. All in favor, motion carried.
Meeting adjourned at _____ PM. The summaries of minutes were respectfully submitted by acting secretary Chris Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

**Office of The
Supervisor of Assessments
Montgomery County
1 Courthouse Square
Hillsboro, IL. 62049**

**Ray Durston, CIAO-I
Chief County Assessment Officer**

**Phone: 217-532-9595
Fax : 217-532-9599**

June 2020 Report

BOARD OF REVIEW/2020 Assessment

2020 Board Session opened Monday, June 1, 2020.

2020 Assessments

Assessor books have been printed and will be picked up soon. Most assessors have started their work but haven't done many inspections at this time due to the stay at home order.

Exemptions

Legislation was passed (SB685) and is waiting to be signed by the Governor that allows my office to approve Senior Freeze, Disabled Persons & Disabled Veteran Standard homestead exemptions without application for 2020. Also we have been mailing new applications to first time qualifiers instead of having them come into the office to apply which has been office policy.

GIS

Kevin continues with plat act reviews and parcel maintenance. Kevin will be out of the office June 1-June 5.

Miscellaneous

All staff members came back on Monday June 1 to be ready for tax bill questions, our phones have been busy.

Vistra (Coffeen Power plant)

I am still panning to have a meeting with taxing bodies sometime soon to discuss any counter proposals and who might be on a negotiating committee.

Pictometry

Final payment was made on the flyover in April we received an invoice this week for the Pictometry Connect license which had always been included in the flyover payment.

Beacon

See attached activity report.



Yearly

Year	Requests	%	Visits	%
2014	212,673	4.87%	19,471	4.00%
2015	374,323	8.57%	42,275	8.69%
2016	395,366	9.05%	83,927	17.26%
2017	466,938	10.69%	67,863	13.95%
2018	483,512	11.07%	95,131	19.56%
2019	1,570,409	35.95%	137,550	28.28%
2020	864,947	19.80%	40,136	8.25%

Monthly

Month	Requests	%	Visits	%
2014 March	182	0.00%	19	0.00%
2014 April	4,745	0.11%	466	0.10%
2014 May	13,737	0.31%	1,443	0.30%
2014 June	27,902	0.64%	2,579	0.53%
2014 July	15,889	0.36%	1,907	0.39%
2014 August	16,740	0.38%	2,184	0.45%
2014 September	16,973	0.39%	2,516	0.52%
2014 October	17,809	0.41%	2,870	0.59%
2014 November	48,637	1.11%	2,914	0.60%
2014 December	50,059	1.15%	2,573	0.53%
2015 January	52,028	1.19%	4,010	0.82%
2015 February	20,397	0.47%	3,633	0.75%
2015 March	59,720	1.37%	3,762	0.77%
2015 April	23,470	0.54%	3,115	0.64%
2015 May	57,260	1.31%	3,433	0.71%
2015 June	23,142	0.53%	3,859	0.79%
2015 July	20,753	0.48%	3,084	0.63%
2015 August	22,846	0.52%	3,650	0.75%
2015 September	22,740	0.52%	3,270	0.67%
2015 October	25,273	0.58%	3,739	0.77%
2015 November	21,738	0.50%	3,164	0.65%
2015 December	24,956	0.57%	3,556	0.73%
2016 January	24,724	0.57%	3,669	0.75%
2016 February	31,018	0.71%	4,172	0.86%
2016 March	40,607	0.93%	4,855	1.00%
2016 April	26,922	0.62%	4,465	0.92%
2016 May	24,686	0.57%	4,074	0.84%
2016 June	28,365	0.65%	4,423	0.91%
2016 July	25,635	0.59%	4,243	0.87%
2016 August	90,173	2.06%	36,154	7.43%
2016 September	26,758	0.61%	4,407	0.91%
2016 October	27,215	0.62%	4,581	0.94%
2016 November	25,285	0.58%	4,671	0.96%
2016 December	23,978	0.55%	4,213	0.87%
2017 January	30,190	0.69%	4,717	0.97%
2017 February	29,645	0.68%	5,006	1.03%
2017 March	55,941	1.28%	6,239	1.28%
2017 April	30,532	0.70%	5,507	1.13%
2017 May	61,873	1.42%	5,452	1.12%
2017 June	35,412	0.81%	5,619	1.16%
2017 July	47,566	1.09%	5,274	1.08%
2017 August	40,602	0.93%	5,947	1.22%
2017 September	30,183	0.69%	4,903	1.01%
2017 October	35,203	0.81%	6,657	1.37%
2017 November	32,325	0.74%	5,425	1.12%
2017 December	37,466	0.86%	7,117	1.46%
2018 January	33,750	0.77%	5,735	1.18%
2018 February	33,009	0.76%	5,260	1.08%
2018 March	46,765	1.07%	7,501	1.54%
2018 April	34,630	0.79%	6,100	1.25%
2018 May	36,896	0.84%	5,919	1.22%
2018 June	43,351	0.99%	6,574	1.35%
2018 July	39,075	0.89%	6,138	1.26%
2018 August	37,146	0.85%	6,975	1.43%
2018 September	56,152	1.29%	13,893	2.86%
2018 October	45,404	1.04%	10,589	2.18%
2018 November	49,927	1.14%	15,117	3.11%
2018 December	27,407	0.63%	5,330	1.10%
2019 January	41,444	0.95%	6,851	1.41%

2019 February	38,084	0.87%	6,490	1.33%
2019 March	39,637	0.91%	6,559	1.35%
2019 April	154,771	3.54%	7,446	1.53%
2019 May	127,262	2.91%	6,488	1.33%
2019 June	126,170	2.89%	6,594	1.36%
2019 July	174,705	4.00%	34,069	7.00%
2019 August	132,526	3.03%	6,586	1.35%
2019 September	206,022	4.72%	22,258	4.58%
2019 October	187,243	4.29%	20,294	4.17%
2019 November	139,825	3.20%	6,711	1.38%
2019 December	202,720	4.64%	7,204	1.48%
2020 January	207,816	4.76%	7,755	1.59%
2020 February	150,688	3.45%	7,807	1.61%
2020 March	135,657	3.11%	7,415	1.52%
2020 April	178,267	4.08%	7,918	1.63%
2020 May	177,448	4.06%	8,502	1.75%
2020 June	15,071	0.35%	739	0.15%

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Montgomery County COVID19 Business Relief Grant Program

Goal: Provide financial relief to Montgomery County IL based businesses suffering from the COVID19 closures and economic recession.

Objectives of COVID19 Business Relief Grant Program:

- Provide tangible support to Montgomery County Illinois businesses.
- Sustain businesses that are threatened by current economic impacts.
- Foster an environment of economic growth in Montgomery County Illinois.

Eligible Projects:

- Reimbursement for operating or labor expenses incurred between March 1 and May 31.
- Reimbursement for rent or mortgage payments incurred between March 1 and May 31.

Ineligible Projects:

- Businesses less than six months old on July 1, 2020.
- Reimbursement for taxes including but not limited to sales, income, payroll or property

General Information Regarding COVID19 Business Relief Grant Program

Eligible Parties for Requesting Grant Funds:

Commercial enterprises located within Montgomery County Illinois whose primary location is based within the County that have filed with the Montgomery County Clerk/Recorder or Illinois Secretary of State. Businesses located within Montgomery County Illinois whose primary location is based outside of the County can apply for reimbursement for operating, labor or rent/mortgage expenses incurred at their Montgomery County location only. Home-based, independent contractors, self-employed and sole-proprietorships on file with the Montgomery County Clerk/Recorder or Illinois Secretary of State are eligible to apply.

Ineligible Parties:

Businesses less than 6 months old on July 1, 2020. Businesses not on file with the Montgomery County Clerk/Recorder or Illinois Secretary of State. Businesses located outside Montgomery County Illinois except where a business can claim a location within the County limits and applies for only the expense reimbursement related to the Montgomery County location.

Availability of Funds:

Grants are subject to availability of funds. The County retains the right to deny any application. All decisions by the Montgomery County Board regarding awards is final.

Allowable Request Amounts:

Grants up to \$5000 will be considered. Partial funding may be awarded.

Requirements of Request for Grant Funds

Completed Montgomery County COVID19 Business Relief Grant Application
Copy of Montgomery County Clerk/Recorder Business Certificate or Illinois Secretary of State Business Registration.
2019 Income Tax Return (Business)
Copies of receipts reflecting operating expenses of reimbursements sought and/or
Copies of payroll transactions reflecting expenses of reimbursements sought and/or
Copies of rent or mortgage payments made reflecting expenses of reimbursements sought.
Must have a valid EIN or taxpayer identification number.

Montgomery County COVID19 Business Relief Grant Application

Business Name:

Business owner/Name of Applicant:

Primary Address:

Montgomery County Address (if different from primary address):

Phone number:

Email address:

Grant Amount Request from March 1 to May 31 reimbursement requested:

Operating Expense \$ _____

Total Labor Expense \$ _____

Rent/Mortgage Expense \$ _____

Total Grant Request \$ _____

Funding received from other sources:

Please list all Federal, State and Local COVID19 relief funds you have received to date and attach relative documentation:

Montgomery County Affiliations:

Please list any affiliations between applicant and Montgomery County elected officials or employees:

Attachments Required

- 2019 Business Income Tax Return (Business)
- Copies of receipts reflecting operating expenses of reimbursements sought and/or
- Copies of payroll transactions reflecting expenses of reimbursements sought and/or
- Copies of rent or mortgage payments made reflecting expenses of reimbursements sought.
- Documentation of any other COVID19 funds received.
- EIN, Tax ID number and Business Registration certificate (County or State issued)
- Montgomery County retains the right to request further information and documentation from applicants.

Applications and all supporting documents must be received by June 30 at 4:00pm Central. Applications will be reviewed on July 1. Funds will be awarded July 14, 2020. For assistance with application, contact Megan Beeler, Finance Committee Chair at 217-246-0392 or mbeeler@montgomeryco.com



Chris Daniels <chrisd@montgomeryco.com>

County Relief Funds

4 messages

Bryant Hitchings <bryanth@montgomeryco.com>

Fri, May 29, 2020 at 12:55 PM

To: Megan Beeler <meganbeeler2012@gmail.com>, evan.young@montgomeryco.com

Good Afternoon,

Mr. Chairman and Vice-Chairman

I believe that both options for the relief program would legally be available to the county. Through economic development in section 55 ILCS 5/5-1005 paragraph 21. And through the townships via 60 ILCS 1/85-13 and their general assistance. I don't see any legal authority to the contrary. I think we could do both programs or one or the other.

One thing on the township side though is that the business has to have been open for over 1 year not the 6 months that we asked for. Megan I sent you that code section. Hope this helps and have a good weekend

Bryant Hitchings
Montgomery County State's Attorney

This e-mail was sent by Montgomery County.

If you feel this e-mail looks suspicious:

- Do not reply to it
- Do not click on any links
- Do not open any attachments
- Forward the e-mail to phishing@montgomeryco.com

AT&T

4G LTE 44% 9:14 PM



21. To appropriate and expend funds from the county treasury for economic development purposes, including the making of grants to any other governmental entity or commercial enterprise deemed necessary or desirable for the promotion of economic development in the county.

22. To lease space on a telecommunications tower to

May 2020

TREASURER'S SUMMARY REPORT
2% ROYALTY PAYMENTS TO MONTGOMERY COUNTY
FY20

Bank Balance - 12/01/19 \$4,036,236

Receipts:

Royalty Payment - 12/25/19	19,918.42	(18559.72 royalty, 1358.70 central paper)
Royalty Payment - 01/25	15,307.50	(14084.63 royalty, 1222.87 Quincy)
Royalty Payment - 02/25	10,493.74	(3174.60 RT 185, 737.10 Rt 185 3309.10 Central , 3272.94 Central)
Royalty Payment - 03/25	35,734.44	(11,294.67 interest, 24439.77 interest)
Royalty Payment - 04/25	55,298.78	(30310.23 royalty, 24988.55 interest)
Royalty Payment - 05/25	-	
Royalty Payment - 06/25	-	
Royalty Payment - 07/25	-	
Royalty Payment - 08/25	-	
Royalty Payment - 09/25	-	
Royalty Payment - 10/25	-	
Royalty Payment - 11/25/20	-	

Total Royalty Payments -

Interest Earned \$1,076

Total Receipts \$1,076

Expenses:

12/6/19 Smart Watt	(268,276.00)
1/15/2020 Smart Watt	(2,110.00)
4/13/2020 Roger Jennings	(36,030.00)
4/14/20 Pictomertry	(26,338.75)

Total Expenses (332,754.75)

Loans \$50,000

Total Expenses and Loans (\$282,755)

Certificate of Deposit (LFNB, 365 @ 1.50%) 03/26/20	\$200,000
Certificate of Deposit (LFNB, 365 @ 1.50%) 03/26/20	\$200,000
Certificate of Deposit (LFNB, 365 @ 1.50%) 03/26/20	\$200,000
Certificate of Deposit (LFNB, 365 @ 1.50%) 03/26/20	\$200,000
Certificate of Deposit (LFNB, 365 @ 1.50%) 03/26/20	\$200,000
Certificate of Deposit (SNB, 364 @ 2.50%) 09/21/19	\$1,000,000
Certificate of Deposit (BOH, 3276 @ 1.00%) 3/27/20	\$600,000
Cash in Bank	<u>\$1,241,311</u>
Total Funds Available -4/30/20	<u><u>\$3,841,311</u></u>

SUMMARY

Reserve	\$3,401,745
Operating & Maintenance	(\$965,712)
Capital Improvement	<u>\$1,405,277</u>
Total Funds Available	<u><u>\$3,841,311</u></u>

exam of the animal and offer Parvo Distemper shots if the pet owner wants their animal vaccinated.

- Update on Revenues: The City of Hillsboro has asked to be billed every other month. Other municipalities will be billed each quarter.
- Dept. of Agriculture: Stacey Ballard of the Department of Agriculture came and performed the annual inspection of the facility. The facility passed the inspection. Ballard had not received any calls or complaints about the facility and stated that bite case animals should be micro chipped before leaving the facility. The County Ordinance states to micro chip when an animal is claimed by its owner, which is has not been done in the past. Ballard wasn't that concerned with micro chipping claimed animals as much as the bite cases. There is a \$15 fee to micro chip.
- New Fosters: Nancy Richardson will need to do home visits for new fosters.
- PAWS CARE: Will be applying for a Paper Shelter License to foster animals. Richardson stated that she has emailed several questions to PAWS CARE.

4. Update/Approval Property & Casualty Liability Insurance Consulting Services: Committee discussed the two proposals submitted last month for consulting services. Sam Valeo submitted a proposal for \$10,000 and Tom Couch submitted a bid for \$5,000. **Motion by Sharon Kuchar to Accept the Proposal from Sam Valeo as the Consultant for the Property and Casualty Insurance. After some discussion, Kuchar later withdraws her motion.** Durbin stated that the Board once approved only spending up to \$5,000 for an insurance consultant to prepare bid specs for Property, Casualty and Workers Compensation Insurance. Durbin feels that the County should stay with the \$5,000 fee cap. The committee discussed the huge difference between the two proposals and the services that would be performed. **Motion by Gene Miles, second by Ed Helgen to Recommend the Proposal from Gentry Couch to Prepare the Bid Specs in the Amount of \$4,218. Nays- 2 (Ogden, Kuchar). Motion carried.** Tom Couch will be invited to the November Full Board Meeting. Bob Durbin stated that the total ICRMT Premium is \$359,317. **Motion by Gene Miles, second by Richard Wendel to Approve the ICRMT Premium of \$359,317 which includes \$208,412 for Property/Casualty and \$150,905 for Workers Compensation. All in favor, motion carried.**

5. Update/Approval UCCI Seminar: UCCI will host a dinner and seminar at the Lincoln Museum on October 22nd & 23rd. The deadline to register is October 13th.

6. Update/Approval Safety Meetings for Employees: The committee discussed setting up a safety committee and having safety meetings County-wide on a quarterly basis. **Motion by Richard Wendel, second by Gene Miles to Approve Setting up Safety Meetings for all County offices to help cut down on Workers Compensation Claims at No Charge to the County. All in favor, motion carried.**

Motion by Gene Miles, second by Richard Wendel to pay bills. All in favor, motion carried.

Motion by Sharon Kuchar, second by Richard Wendel to adjourn the meeting. All in favor, motion carried.

Meeting adjourned at 10:10 a.m.

The summaries of minutes were respectfully submitted by acting secretary Chris Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

May 10, 2011

Blankenship stated that the school district will be the main beneficiary of the increased assessment on coal rights.

2. **Dean Lee, Director of Human Resources for Patton Mining -Update:** Dean Lee gave the Committee an update on the progress of the construction at the Deer Run Coal Mine. Dean Lee reported that they are currently working on the Bottom Development Stage which is the construction of the starting gates for the longwall operation. During this process, they are producing some coal and have about 60,000 to 75,000 tons on the ground. The slope to the coal seam is 2,500 feet long and was constructed to descend at a 9 degree angle. Dean Lee also gave an update on the Transportation methods that will be used. Two rail spurs are currently being constructed from the mine site that will hook up with the Northfolk Southern and the Union Pacific Rail Roads. The rail spurs should be finished by the end of this summer. The Coal Company is also constructing a large docking area on the Ohio River in order to ship coal on barges. Dean Lee stated that the projection plans to mine 5 to 6 million tons of Coal in 2012 and they could produce 8 to 10 million tons of coal in 2013. Dean Lee stated that when complete, the Deer Run mine will be the number one coal producing mine (per man hour) in the world. The committee also discussed the 2% royalty that the county will receive per the contract. Chairman Plunkett asked Dean Lee to come to the full board meeting in June to give the entire board an update on the progress of the coal mine.

1. **Resolution# 2011-06 Establishing Fees for Civil Union License and Certified Copies - Approval:** Clerk Leitheiser presented a resolution to establish a fee for a Civil Union License to charge the equivalent as the fee for Marriage Licenses. Plunkett stated that it will be \$45 for the Civil Union License, \$10 for a Certified Copy and \$4 for an additional copy. **Motion by Blankenship, second by Bathurst to Approve the Resolution Establishing Fees for Civil Union License and Certified Copies. All in favor, motion carried. (See Resolution Book 11, page 73).**

2. **FY 2010 County Audit -Approval:** The committee discussed the County Audit that was presented last month by Patton & Company. The committee reviewed and recommends the approval of the FY 2010 County Audit to the full board. **Motion by Blankenship, second by Kuchar to Approve of the FY 2010 County Audit Report presented last month. All in favor, motion carried.**

3. **2 Year Proposal to Perform the Audit -Approval:** The committee reviewed and discussed a 2 year proposal from Patton & Company to complete the County audit for the next 2 years. The FY 2011 County Audit would be \$33,000 and \$7,000 for the Circuit Clerk's Audit. The FY 2012 County Audit would be \$35,000 and \$7,000 for the Circuit Clerk's Audit. Bathurst asked why this service is not going out for proposal so other County auditors can compete for this service. Deabenderfer asked if it was feasible to put this out for bid when the proposal from Patton & Company has already been read which would put competitors at an advantage. Chairman Plunkett stated that the County asked Patton & Company for their proposal. Hertel stated we would be paying the same amount for FY 2011 as we did in FY 2010 and there would be an increase only in FY 2012. Kuchar suggested we accept Patton & Company's proposal today and ask for proposals in two years. Bathurst reminded the Board that when we put out for proposals last year, the other proposal came in lower but the board did not accept it. **Motion by Bathurst, second by Graden to Request Audit Proposals for FY 2011 and FY 2012. Roll Call Vote: Ayes - 9, Nays - 10. Those voting Aye: Bathurst, Beck, Bone, Deabenderfer, Gasparich, Graden, Helgen, Miles, Williams. Those voting Nay: Bishop, Blankenship, Branum, Durbin, Hertel, Hitchings, Kuchar, Meraño, Plunkett, Wendel. Those Absent: Komor, Moore. Motion failed.** Kuchar suggested staying with Patton & Company and to ask for new proposals when their new contract is up, and Bishop asked Chairman Plunkett for the best time for getting new proposals. Chairman Plunkett replied that to prepare for the budget, best time would be in the spring after the current audit has been completed. Bathurst asked Plunkett if the Board has to accept both years in Patton's proposal, and Plunkett replied no, that it is up to what the Board wants. **Motion by Kuchar, second by**

5/10/11

4. Animal Control Facility and Program:

- Animal Control Intake Summary -Update: Durbin stated for the month of August there were a total of 47 animals brought to the facility. There were 5 animals claimed, 19 were adopted, 23 animals went to rescue, 2 were euthanized and 2 died for a total of 51 leaving the facility.
- Revenues & Expenses -Update: Durbin stated total revenue year to date is \$45,593 and year to date expenses are \$61,805.

5. Property Casualty and Workers' Compensation Insurance Bid Opening -Update: Durbin stated that four bids were opened on August 16th, 2011:

- Illinois Counties Risk Management Trust (ICRMT) - \$321,895,
- Central Illinois Agents Alliance/The Unland Companies - \$246,013,
- Cameron-Weis Insurance Agency, LLC DBA Affiliated Insurance Agencies - \$316,170,
- Dimond Bros. Insurance Agency, Inc., Bliss McKnight - \$288,515.

Insurance Consultant Tom Couch reported the analysis of these bids is coming together. There are still a few loose ends to get information on - (IPRF, IL Public Risk Fund) still needs to respond to a few questions and information that Tom Couch has requested. The committee reviewed a report that shows a comparison of possible pricing combinations between the insurance carriers. Tom Couch stated to the committee he recommends the low bid on the Workers' Compensation quote, and would like to see that company's most recent audit, financials, references and client list. The current bids have the broker fees built in. The board is free to do what they want in regards to the broker. An Agent acts on behalf of the Insurance Company, whereas a Broker acts on behalf of the policy holder. Durbin stated there were two low bids on Workers' Compensation and can't understand why they are so low so the committee will look at this next month. Bone asked if the county's current insurance carrier ICRMT came in at a lower bid than our current rate, and was told it did. Chairman Plunkett stated we can mix and match or choose what company we want for each service.

PERSONNEL COMMITTEE REPORT: Given by Chairman Sharon Kuchar as follows:

1. Employee Personnel Manual -Update: Kuchar reported the committee has reviewed and introduces the following for county board approval at the October full board meeting:

Appointments and Hiring – Amended: Language re: hiring by Department
Head and Nepotism

1-2

Deabenderfer asked if Nepotism has been a big issue and Kuchar replied in some offices, yes. She said this change will address the issue in the future. She stated we can't tell elected officials who to hire and fire but once the Employee Manual is completed, the committee would like the Elected Officials to accept and sign off on the Manual. Bathurst stated the Manual reads that the County encourages the Officials to sign it.

Personnel Files – Amended: Added language re: copy of valid driver's license in
personnel file

5

Bathurst stated this was driven and suggested by our Insurance Company.

Outside Employment – Amended: Eliminate words "Elected Official"

5

Separation Procedures – Amended: grammar changes

6

Reduction in Force – Amended: grammar, delete language about seniority.

6

Separation for Disability – Amended: – Eliminate section

6

Inclement Weather - Amended: added language for discipline if employee does not
have time off accumulated on the books.

7

Pension – Amended: – Change 600 hours to 1000 hours for IMRF

8

Workers Compensation - Amended:-Added language for state statute and using
appropriate workers comp forms and a time frame to submit

9

Vacation Leave – Amended: Change Vacation to: 3 weeks after 10 years. And 4 wks.
After 20 years. Eliminate 5 & 6 weeks vacation for New hires

Montgomery County Board

Coordinating Committee Meeting Agenda

Date: Tuesday, September 27th, 2011

Time: 5:30 PM – County Board Room

Members Present: County Board Chairman **Mike Plunkett**, Vice Chairman/ Building & Grounds Chairman **Terry Bone**, Finance Chairman **George Blankenship**, Economic Development Chairman **Ron Deabenderfer**, EMA/Ambulance Chairman **Jim Moore**, HWE Chairman **Bob Durbin**, Personnel Chairman **Sharon Kuchar**, Road & Bridge Chairman **Bonnie Branum**.

The committee met today to discuss the following:

Coordinating:

1. **Update/Approval Coal Mine Presentation:** Roger Dennison is scheduled to be at the Full Board meeting.
- * 2. **Update/Approval How Often We Bid Out Professional Services:** Motion by Bone, second by Kuchar for Engineering Services to be bid out on a case by case basis, Property Casualty and Workers' Compensation Insurance Request for Proposal every 5 years, Auditors Request For Proposal every 4 years, Health Insurance Request For Proposal every 5 years. Can Request For Proposal anytime in between if circumstances warrant. All in favor, motion carried.
3. **Update/Approval "RULES OF ORDER" Change:** The approval from Full Board in September for members to charge mileage from home or work, whichever is closer to attend their per diem allowable meetings will be included in the "Rules of Order" as #34. New copies will be made for Board members.
4. **Update/Approval West Central Development By-Laws Amendment:** Motion by Kuchar, second by Moore to Agree with the "Conflict of Interest" Statement added to the West Central Development By-Laws. All in favor, motion carried.

Building & Grounds: Terry Bone, Chairman

1. **Update/Approval Historic Courthouse Renovations:** A meeting was held with Korte & Luitjohan and Bill Purcell on October 4th, 2011 at 10:00 a.m.
2. **Update/Approval Maintenance Issues and Report:** Will discuss issues at Committee meeting.
3. **Update/Approval A/C at Courthouse Complex:** A new air conditioning unit would cost \$75,000 to \$80,000. DCEO rebate program available for energy efficient units will help with 10- 20% of the cost depending on the energy efficiency of the unit. This unit would need to be bid out and will not be put in FY2012 budget.
4. **Update/Approval Parking Lot at 141 N. Main, Hillsboro:** Mekala's project next to the County's parking lot is on hold. The parking will remain as is for now.

Economic Development: Ron Deabenderfer, Chairman

1. **Update/Approval County Comprehensive Plan:** The next Comprehensive Planning meeting is scheduled for October 13th at 5:30 p.m. at the U of I Extension office.
2. **Update/Approval MCEDC:** The new Executive Director of Montgomery County Economic Development Corporation has been hired and will be introduced to the Board of Directors at their meeting tonight on September 27th.
3. **Update/Approval Resolution Authorizing the Village of Harvel to Create and Implement a Tax Abatement Program for Economic Development:** Will review at Committee meeting.
4. **Update/Approval Resolution to Adopt the West Central Development Council Economic Development Planning Report:** Deabenderfer read over the West Central Development Economic Development Plan report that the Economic Development Committee will need to approve and recommend to the Full Board.

- Meeting with Veterinaries: Dr. Probst requested a meeting with Veterinaries sometime this fall.

5. Update/Approval Property Casualty and Workers' Compensation Insurance Bid Opening: Four bids were opened on August 16th, 2011:

- Illinois Counties Risk Management Trust (ICRMT) - \$321,895,
- Central Illinois Agents Alliance/The Unland Companies - \$246,013,
- Cameron-Weis Insurance Agency, LLC DBA Affiliated Insurance Agencies - \$316,170,
- Dimond Bros. Insurance Agency, Inc., Bliss McKnight - \$288,515.

Insurance Consultant, Tom Couch reported the analysis is coming together. There are still a few loose ends to get information on - (IPRF, IL Public Risk Fund) still needs to respond to a few questions and information that Tom Couch has requested. The committee reviewed a report that shows a comparison of possible pricing combinations between the insurance carriers. Tom Couch stated he recommends the low bid on the Workers' Compensation quote. Mr. Couch would like to see that company's most recent audit, financials, references and client list. Claims made coverages is prior act coverage and you must have a retro date for coverage. A policy has to be in force to cover past claims. Our retroactive date with ICRMT is 1987. This is critical if changing to a new liability insurance company. You need to find out what is covered for any past incidents. The committee also reviewed reports that showed the coverage amounts for the Property and Workers' Compensation between the 3 top companies. Tom Couch stated that Errors Emissions Insurance should be held by the broker. Our current broker hasn't responded that he has this insurance coverage. Broker services can be bid independently from bidding out your insurance. The current bids have the broker fees built in. The board is free to do what they want in regards to the broker. An Agent acts on behalf of the Insurance Company, whereas a Broker y acts on behalf of the policy holder. The committee learned that CIRMA didn't bid and they didn't want to give out their financials as part of the bid process. The committee discussed the possibility of having a special meeting once Tom Couch has completed the process of summarizing and analyzing the bids.

9/8/2011
HWE Com
Min.

Motion by Mary Bathurst, second by Richard Wendel to pay bills. All in favor, motion carried.

Motion by Gene Miles, second by Richard Wendel to adjourn the meeting. All in favor, motion carried.

Meeting adjourned at 11:12 a.m.

The summaries of minutes were respectfully submitted by acting secretary Chris Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

Full Bd.

Oct 11th 2011

Coord. Com. Report

1. **Frequency for Bidding Out Professional Services -Approval:** Chairman Plunkett reported that the Coordinating committee discussed the frequency for bidding out Professional services for Insurances and Auditing. **Motion by Bone, second by Wendel to Approve Property Casualty and Workers' Compensation Insurance Request for Proposals every 5 Years, Request For Proposal for Auditing Services every 4 Years, Health Insurance Request For Proposal every 5 Years. All in favor, motion carried.** Chairman Plunkett stated we can request for proposals anytime in between these years if circumstances warrant and reported that Property Casualty and Workers' Compensation Insurance proposals were received this year and Auditors are on a 2-year cycle with 1 year remaining.
2. **"RULES OF ORDER" Changes -Update:** Chairman Plunkett stated the "Rules of Order" has been updated for accuracy. Among those changes was to add Rule #34 regarding mileage reimbursement that was voted on last month and committee assignments for Bathurst and Merano were also updated. New handouts reflecting the changes were in the board packets.
3. **West Central Development By-Laws Amendment -Approval:** West Central Development submitted a change in their by-laws for "Conflict of Interest". Chairman Plunkett stated members who have a conflict of interest would refrain from voting. **Motion by Kuchar, second by Merano to Agree with the "Conflict of Interest" Statement Added to the West Central Development By-Laws. All in favor, motion carried.**
4. **Jackie Rakers with Village of Ohlman – Nuisance Ordinance Concerns -Update:** Ohlman Village Trustee Jackie Rakers and Village President Dennis Aumann were in attendance at the County Board meeting seeking advice and guidance in enforcing their Nuisance Ordinance. Rakers reported the Village of Ohlman has a population of 135 and is operating in the red with revenues of \$17,800 and expenses of \$29,200. She stated they are having a difficult time enforcing ordinances and explained in the past they have gone to court and won the case, but never collected on the fines and are now at a loss on what to do. They don't have a police officer and it is not financially feasible to hire an attorney. Rakers asked the County Board if Ohlman could work with the Montgomery County Sheriff's office for them to help the Village with citations and collection of fines. She spoke of abandoned cars and properties and has checked with EPA Inspector Bill Gonet for assistance as well. Chairman Plunkett stated he would like to set up a meeting with the Village, the Sheriff, State's Attorney and Treasurer's office to see if the County can help the situation. He also suggested holding a forum with the county's 20 municipalities to come up with effective ways in dealing with nuisance problems. Board member Chuck Graden from Nokomis also volunteered to attend the meeting to help address the issue.

BUILDING AND GROUNDS COMMITTEE REPORT: Given by Chairman Terry Bone as follows:

1. **Historic Courthouse Renovations -Approval:** Chairman Bone reported that Korte & Luitjohan Contractors are in the demolition stage on the second floor and some of the walls have been removed, with abatement on the floors to start next week. A meeting was held on October 4th, 2011 with IT Representative Bill Purcell and the contractors regarding the data lines in the Historic Courthouse. The HVAC installers were here on October 6th to measure and will start the replacement of the new air conditioners after the floor abatement. Lance will need to get with Engineer Ritter to see what cables will need to go into the storage closet in the County Clerk's office and how much space will be affected. The committee also discussed the need to Committee Chairman Bone to have limited decision making for small changes that may need to take place during the Historic Courthouse renovation to keep the project moving. The Committee approved that Chairman Bone will make decisions on change orders under \$5,000 and also will have Coordinator Daniels notify committee members of these changes. Lance would like to have meetings with the contractor twice a month and will report after each meeting. Korte & Luitjohan and tradesmen met on Tuesday morning regarding the Project

- **Department of Agriculture Inspection:** Inspection was completed by Stacy Ballard and everything checked okay.
- **Humane Investigator Training:** Training and testing is October 27th, 2011 for Assistant Animal Control Officer Andrew Beers.
- **Rabies Clinic:** A rabies clinic is scheduled for Saturday, November 5th, starting at 1:30 pm at the facility. Dr. Probst will administer the shots at a cost of \$10 each and will offer parvo/distemper shots for the same price. If 50 or more rabies shots are given the cost will go to \$9.00 each. The Pet Population Control fund will be used to pay for the rabies shots for low income qualifying pet owners for up to 3 pets per household. Pet owners will still have to pay the registration fees of \$5 or \$15 per animal.
- **Microchip Clinic:** Checking with PAWS to see if they will pay \$5.00 of the \$15.00 microchip fee at a microchip clinic planned for the fall.
- **Additional Fencing:** PAWS is interested in putting up more fencing. Chairman Plunkett stated that PAWS doesn't have to pay prevailing wage if they purchase the fencing.
- **Low Income spay/neuter:** Will offer a \$50 voucher for spay/neuter of 1 animal per low income household.
- **Revisions to Ordinance:** Currently working on the "Running at large" definition and the definition for "adequate shelter" for the County ordinance.

5. **Update/Approval Property Casualty and Workers' Compensation Insurance Recommendation:**

Consultant Tom Couch reviewed his recommendation handout with the committee. One of the recommendations from Couch was that ICRMT broker Paul Hamrock provides proof of Errors and Omissions Insurance. Couch prepared pricing combinations of the Insurance companies that submitted bids and came up with the two best scenarios. After reviewing the two best combinations, the committee wanted more input regarding IPRF (Illinois Public Risk Fund). Tom Couch replied that they are a very large Worker's Compensation carrier that insures many public operations besides counties and gets a much larger pool of workers to spread the Worker's Compensation risk. Treasurer Jenkins reported that he has checked with other counties that have IPRF for Workers' Compensation and they are very satisfied. Jenkins also stated that IPRF's financials are strong and assets are in good shape. IPRF also gives grants to their clients for Risk Management training and programs. Jenkins is checking with State's Attorney Chris Matoush to see if this is okay. The budgeted amount for Worker's Compensation and Property/Casualty Insurance is over \$343,000. After discussing all the options the committee decided to recommend ICRMT for the Property Casualty Insurance and Illinois Public Risk Fund for the Worker's Compensation insurance with the Cameron-Weis Insurance Agency. The total premium will be \$273,148.00 **Motion by Mary Bathurst, second by Sharon Kuchar to Approve and Recommend Illinois Public Risk Fund (IPRF) Workers' Compensation with Cameron-Weis Insurance Agency, LLC DBA Affiliated Insurance Agencies, and Illinois Counties Risk Management Trust (ICRMT) for Property Casualty Insurance with Paul Hamrock as Broker for a Total Premium of \$273,148.00. All in favor, motion carried.** Mr. Couch will notify all bidders on the committee's action. The committee will require Broker Paul Hamrock to obtain Errors and Omissions Insurance by the renewal date of December 1, 2011. Chairman Plunkett will send a letter to Mr. Hamrock advising him of the recommendation. The committee expressed their complete satisfaction and appreciation to Tom Couch for his consulting services during this request for proposal process. The committee and Treasurer Jenkins stated that they could be used as a reference for Mr. Couch.

6. **Update/Approval UCCI Seminar:** UCCI will host a dinner and seminar at the Lincoln Museum on October 28th & 29th. The deadline to register is October 18th, 2011.

Motion by Ed Helgen, second by Sharon Kuchar to pay bills. All in favor, motion carried.

Motion by Mary Bathurst, second by Sharon Kuchar to adjourn the meeting. All in favor, motion carried.

Meeting adjourned at 10:00 a.m. *The summaries of minutes were respectfully submitted by acting secretary Chris Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.*

Oct. 6
2011
HWE
Comm

was last amended in 2008. Once the revisions are complete, Daniels will get the ordinance to Assistant States Attorney Betsy Wilson to review and approve. The ordinance will then be mailed to board members so that they will have a chance to review before the December board meeting.

- **Storage Shed:** Shed is in place and is nearly full.

5. **Update/Approval Illinois Public Risk Fund Pooling Agreement:** Jeff Weis, president of Affiliated Insurance Agencies, addressed the committee regarding the (IPRF) Illinois Public Risk Fund. IPRF currently has \$30 Million in assets and over 500 members. The new County annualized premium is \$85,545.00. Weis reported that \$3,311.00 is needed for a short term policy to get the policy started. Signatures are needed to start policy. IPRF has 12 claim specialists. Workers' compensation forms are completed and then sent to IPRF. There are several different types of training: 1. Via the Internet. 2. Risk Representatives will come to County offices and review work practices and offer suggestions to correct the safety issues. Loss control seminars will be held. The Treasurer's office will be the County point of contact. Legal representation will be handled by local attorneys and any larger claim will be handled by their law firm in the Chicago area. If a case goes to court then other attorneys could get involved. Weis also presented the "Pooling Agreement" that will need to be signed. The State's Attorney needs to look at the Pooling Agreement before the full board on Tuesday. **Motion by Ed Helgen, second by Gene Miles to Approve and Recommend the Illinois Public Risk Fund Pooling Agreement to the County Board. All in favor, motion carried.** Mr. Weis explained that a County Safety Committee should be established after a Risk Management Representative reviews all the department operations. IPRF Loss Control person will make a recommendation on how often the Department Safety Committee should meet. Treasurer Jenkins asked about County non-compliance of holding Safety Meetings or making Safety Change Recommendations. Weis stated that it could be looked at unfavorably by the Insurance Company. The committee would like to have the Insurance agents give the updates to the committee as needed when Treasurer Jenkins feels an issue needs to be addressed.

Cor-3-2011
HWE
Com

6. **Update/Approval Gentry-Couch Inc.:** Tom Couch was present to respond to questions regarding working with ICRMT and if there is a conflict. At the initial meeting last fall when Tom Couch gave his background, he explained his relationship with ICRMT and other insurance companies. Couch stated that he didn't give them any sort of advantage. Tom Couch stated that his job was to get the insurance quotes and give to the committee to review. It was at the direction of the committee for Couch to make a recommendation after he researched and analyzed deviancies in the insurance proposals. Kuchar asked how he can serve as an agent for ICRMT. Couch replied that he is not an agent for ICRMT, however he has used them in the past along with other companies. An agent works for the insurance company and receives some type of compensation. Couch is an Independent broker and has no contractual agreement with ICRMT. Couch stated that he did present a bid to Jackson County on October 3rd for ICRMT. Bathurst stated that she felt that everything was above board and everything was professional in regards to Couch's consulting services. Bathurst added that she is very satisfied with his services and appreciates his work. Helgen stated that he doesn't see any problems and thought Couch's consulting services were very satisfactory. Kuchar asked if it is typical for consultants to write insurance. Couch replied consultants usually have worked in the industry and have formed relationships with insurance companies. **Motion by Ed Helgen, second by Mary Bathurst to Pay the balance of approximately \$3000 for Mr. Couch's Invoice. All in favor, motion carried.** ICRMT broker Paul Hamrock stated that he has applied and paid for his Errors and Omissions Policy and that he should have it by Monday. Hamrock gave a copy of his Insurance Broker License to the committee.
7. **Update/Approval 2012 HWE Committee Meeting Dates and Time:** There are no conflicts. 2012 HWE Committee Meeting Dates are the Thursday before Full Board at 8:30 a.m.

Motion by Richard Wendel, second by Mary Bathurst to pay bills. All in favor, motion carried.

Motion by Ed Helgen, second by Sharon Kuchar to adjourn the meeting. All in favor, motion carried.

Meeting adjourned at 10:10 a.m. *The summaries of minutes were respectfully submitted by acting secretary Chris Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.*

o Exemptions:

Durston reported that approximately 2,500 Senior renewals and about 300 Disabled exemptions have been mailed for 2013.

4. GIS Report -Update: Gasparich reported that GIS Coordinator Mary Purcell is now printing assessment books.
5. Resolution for Raymond-Harvel Area Ambulance Service Tax Levy Increase -Update: Gasparich reported that Raymond-Harvel Ambulance Attorney Pam Hart attended the Coordinating Committee. Tobin Gunn of Raymond-Harvel Ambulance Service was present at the full board meeting and asked them to consider raising their tax ceiling from 15 cents to 30 cents per \$100 assessed valuation. He stated that they are not asking for a tax increase now, just the ability to raise it in the future. If the County Board gives the ability, then they will need to have a public hearing and the County Clerk must mail post cards to all Raymond/Harvel Ambulance Taxpayers. The Ambulance District's current levy's maximum rate is .15% and they could raise it to a maximum rate of .30%. The Resolution was introduced this month; the Board will review it for one month and take action at the April Board Meeting. Gasparich commended Raymond-Harvel Ambulance Service which is volunteer service.
6. Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report -Update: Gasparich reported that there are two graph reports on everyone's desk regarding the General Fund Balance and Coal Revenue Summary. Recent coal royalty revenue was \$158,000. Another \$148,000 was received and not included on the report yet. (For copy of reports, see Resolution Book 13, pages 26-28).
7. Discussion of Auditing Services -Update: Gasparich reported the committee reviewed minutes from the past four years regarding the Audit services. Patton's two year audit agreement is complete after this year, and the committee discussed the frequency for bidding professional services that was approved by the County Board in October 11, 2011. According to that approval, Property Casualty, Workers Compensation and Health Insurance would be bid every 5 years, and auditing services would be bid out every 4 years. The committee will discuss this further at next month's meeting.
8. ROE Quarterly Report -Approval: Superintendent of Schools Marchelle Kassebaum submitted the ROE Quarterly Report for Full Board approval and shared maps on the new State-wide ROE realignment, which will not affect our area of Montgomery and Christian Counties. Kassebaum stated that reorganization to this new district map will take place on July 1st, 2015. **Motion by Gasparich, second by Savage to Approve the Regional Office of Education Quarterly Report. All in favor, motion carried. (For copy of ROE maps, see Resolution Book 13, pages 29-30).**
9. Revolving Loan Fund -Update: Gasparich reported the Revolving Loan Fund will now be overseen by the Economic Development Committee.
10. Time Change for Finance Committee Meetings -Update: Gasparich reported the Finance Committee discussed and approved changing the Finance Committee time to begin at 8:00 a.m. each month.

PERSONNEL COMMITTEE REPORT: Given by Vice Chairman Joe Gasparich as follows:

1. Change Time of Regular Personnel Committee -Update: Gasparich reported the next regular Personnel Committee meeting will be held on March 28th at 4:30 p.m. The meeting time was changed from 8:30 am to 4:30 pm. The Committee discussed changing their regular monthly meeting to the evening at 5:00 pm. The Committee will discuss a time change at their March Committee meeting.
2. Consociate Dansig – Employee Health Insurance -Update: Gasparich stated this was discussed earlier.

HIGHWAY DEPARTMENT PROPERTY AGREEMENT

THIS AGREEMENT is made this _____ day of _____, 20____, by THE MONTGOMERY COUNTY BOARD (hereinafter referred to as "Seller") and MONTGOMERY COUNTY HIGHWAY DEPARTMENT, (hereinafter referred to as "Buyer"),

WHEREAS, Seller and buyer, heretofore enter into a Purchase Agreement, wherein Seller agrees to sell and Buyer agrees to purchase certain real property interests referred to in the Agreement as the "Property"; and

WHEREAS, the Seller had previously purchased property formerly known as Wright Automotive on March 1, 2019 located at;

That part of the Northeast Quarter of the Southwest Quarter of Section 13, Township 8 North, Range 4 West of the Third Principal Meridian, Montgomery County, Illinois, described as follows: Beginning at an iron pin at the center of said Section 13, thence West 922.61 feet along the North line of the aforesaid Quarter-Quarter Section to the centerline of Illinois Route 185; thence Southeasterly 740.26 feet along the said centerline of Illinois Route 185; thence Northeasterly 593.42 feet on an angle of 90° 00' to the left with the centerline of Illinois Route 185 to the point of beginning, situated in the Village of Taylor Springs, Montgomery County, Illinois; except, that part thereof conveyed to the State of Illinois by Warranty Deed recorded Aug. 10, 1990 in Deed Record 337 Page 241, and except the coal, oil, gas, and other minerals underlying the land, and all rights and easements in favor of the estate of said coal, oil, gas, and other minerals.

Parcel number 16-13-327-002

Commonly known as South IL Route 127 and Route 185 Hillsboro, IL 62049

And

That part of the Northwest Quarter (NW 1A) of Section Thirteen (13), Township Eight (8) North, Range Four (4) West of the Third Principal Meridian described as follows: Beginning at the Southeast corner of the said Northwest Quarter (NW 14) of Section Thirteen (13); thence on the South line of said Quarter Section South 89° 32' 26" West, 828.14 feet to a point on the existing Easterly right-of-way line of F.A. Route 42 (Illinois Route 127); thence on the said existing Easterly right-of-way line North 00° 51' 13" West, 122.06 feet; thence continuing on the said existing Easterly right-of-way line North 04° 01' 20" East, 225.96 feet; thence continuing on the said existing Easterly right-of-way line North 14° 38' 25" West, 54.33 feet; thence North 89° 32' 26" East, 424.63 feet; thence South 45° 27' 34" East, 565.69 feet to the point of beginning; Excepting any interest in the coal, oil, and other minerals underlying the land which have heretofore been

conveyed or reserved and all rights and easements in favor of the estate of said coal, oil, and other minerals; if any.

Parcel number 16-13-177-005

Commonly known as 11159 IL Route 185, Hillsboro, IL 62049.

NOW, THEREFORE, for and in consideration of the foregoing, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

- A. The Highway Department will purchase said above listed property from seller in exchange for \$300,000 total over 10 years (\$30,000 annually beginning FY20) for the purchase of the former Wright Automotive property situated at 11159 IL Rte 185, Hillsboro, IL 62049; located on Parcels 16-13-177-005 and 16-13-327-002.
- B. The County Board shall claim all revenue acquired from the sale of the existing Highway Department situated at 1215 Seymour Avenue, Hillsboro, IL 62049; located on Parcels 16-11-403-010, 16-11-403-011, 16-11-403-012, 16-11-403-013, 16-11-403-016, 16-11-403-017, 16-11-404-007, and 16-11-404-028.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the date set opposite their names.

SELLER:

THE MONTGOMERY COUNTY BOARD

Dated: _____, 20__ By _____

Its _____

BUYER:

MONTGOMERY COUNTY HIGHWAY DEPARTMENT

Dated: _____, 20__ By: _____

Its _____

**PRE-PAID VENDORS NEEDING PAYMENT PRIOR TO COUNTY BOARD
DATE (REV. June, 2020)**

ALL UTILITIES

AMEREN ILLINOIS – AEP ENERGY
AMERICAN MESSAGING
AT&T MOBILITY
CITY OF HILLSBORO
CTI
CONSOLIDATED COMMUNICATIONS
DC WASTE & RECYCLING
ILLINOIS CENTURY NETWORK
M & M SERVICE
MJM ELECTRIC
NEWWAVE COMMUNICATIONS
SANTANNA ENERGY SERVICES
TECHNOLOGY MANAGEMENT REVOLVING FUND- DEPT. OF INNOVATIVE TECHNOLOGY (DOIT)
TRAYLOR PEST CONTROL
VERIZON WIRELESS

CONTRACTUAL AND LEASE SERVICES

ADVANCED CORRECTIONAL HEALTHCARE
RICOH USA, INC.
KERBER, ECK & BRAEKEL LLP
NATIONAL MAINTENANCE AND CLEANING, INC.

COURT ORDERED EXPENSES

ALL JUDGE SIGNED VOUCHERS
ATTORNEY FEES
INTERPRETERS & TRANSCRIPTS
ESCHEATS (435)

POSTAGE

CMRS-POC/NEOPOST/NEOFUNDS
IL DEPT. OF REVENUE - REVENUE STAMP REPLENISHMENT
MAIL FINANCE - LEASE ON POSTAGE METER & SCALES
UPS
U.S. POST OFFICE

OTHER

708 BOARD AUTHORIZED VENDORS
BEELMAN LOGISTICS, LLC
BOND COUNTY HEALTH DEPARTMENT
CASEY'S BUSINESS MASTERCARD (For Sheriff's Office) added June 9th, 2020
COUNTRYSIDE VETERINARY
COUNTY BOARD COMMITTEE CHAIRMEN ANNUAL REIMBURSEMENT EXPENSE
COUNTY BOARD MEMORIAL FUND
ELECTION & PROCESSING JUDGES
ELECTION POLLING PLACES RENT
FARMER'S OIL
FKG OIL
J.T.C. PETROLEUM
LITCHFIELD BITUMINOUS CORPORATION
LOUIS MARSCH
JOE MEYER TRUSTEE & DELINQUENT PROPERTY MAINTENANCE FUND
MONTGOMERY COUNTY CIRCUIT CLERK
NEWMAN SIGNS
NOKOMIS QUARRY
NOKOMIS VETERINARY
PROBATION FUNDS (495, 496, 497, 498)
SCHINDLER ELEVATOR
SHERIFF FUNDS (286, 287, 288, 289)
TRANSFER AMONG COUNTY FUNDS
VETERANS ASSISTANCE COMMISSION (284)

PAYROLL/SALARY/INSURANCE

BENEFIT PLANNING CONSULTANTS (BPC)
CENTRAL LABORER'S PENSION, WELFARE & ANNUITY FUNDS
DEDUCTION CHECKS
HEALTH ALLIANCE
ILLINOIS COUNTIES RISK MANAGEMENT TRUST (ICRMT)
IDES (UNEMPLOYMENT TAX)
ILLINOIS PUBLIC RISK FUND
IL 501 (STATE PAYROLL TAX)
IMRF (RETIREMENT)
IRS-941 (FEDERAL PAYROLL TAX)
METROPOLITAN LIFE
REIMBURSE SALARIES
SOCIAL SECURITY

DISCLAIMER

LIST MAY INCLUDE ANY UNFORESEEN EXPENSE FOR WHICH OFFICE HOLDER DETERMINES IS REQUIRED FOR DAILY COUNTY OPERATIONS AND RECEIVES VERBAL AND/OR WRITTEN APPROVAL FROM COUNTY BOARD COMMITTEE CHAIRPERSON.

DATED JUNE 9th, 2020,

NIKKI LOHMAN
MONTGOMERY COUNTY TREASURER

AIMEE SHELTON
ASSISTANT TREASURER

SANDY LEITHEISER
MONTGOMERY COUNTY CLERK/RECORDER

TRICIA MAULDING
ACCOUNTS PAYABLE DEPT. HEAD/CHIEF DEPUTY CLERK/RECORDER

RESOLUTION # 20- _____

**RESOLUTION FOR MONTGOMERY COUNTY BOARD TO VOID TAX
BILL FOR 2019 TAXES, PAYABLE 2020 ON PROPERTY ID #16-13-327-002
& 16-13-177-005**

WHEREAS, there has been presented to the Montgomery County Board a tax bill on Parcel #16-13-327-002 & 16-13-177-005, which describes property located at PT E 1/2 SW EX RD Triangular Tract Docket No 19-068-0003 Lands Corp Limit Taylor Springs 8-4-237 S13 T08 R4 and property located at PT NW ¼ W 828.14' N 122.06 NLY 225.96' NW 54.33' E 424.63' SE 565.69 TO POB 8-4-231-3 S13 T8 R4; and

WHEREAS, Montgomery County is in possession of the above mentioned property pursuant to deed recorded on March 26th, 2019 and does hereby direct that the tax bill for 2019, payable 2020, on Parcel #16-13-327-002 & 16-13-177-005, be voided.

Approved by the Montgomery County Board on the 9th day of June, 2020.

Evan Young, Montgomery County Board Chairman

Attest by: _____
Sandy Leitheiser, Montgomery County Clerk & Recorder

A copy of this resolution is to be provided to the following:

Montgomery County Treasurer/Collector, Nikki Lohman
Montgomery County Clerk & Recorder, Sandy Leitheiser
Montgomery County Chief Assessment Officer, Ray Durston

NIKKI LOHMAN
MONTGOMERY COUNTY TREASURER
1 COURTHOUSE SQUARE
ROOM 101
HILLSBORO, IL 62049

FIRST DUE DATE	SECOND DUE DATE		
07/02/2020	09/04/2020		
FIRST INSTALLMENT	SECOND INSTALLMENT		
\$1,652.95	\$1,652.95		
TAX YEAR	FORFEITED	LENDING CODE	PERMANENT PARCEL NUMBER
2019	\$0.00		16-13-177-005

MONTGOMERY COUNTY
REAL ESTATE TAX BILL

1537.1.2

LEGAL DESC: PT NW1/4 BEG SE COR NW1/4 W 828.14' N 122.06 NLY 225.96' NW 54.33' E 424.63' SE 565.69' TO POB 8-4-231-3 S13 T8 R4

16-13-177-005
 MONTGOMERY COUNTY ILLINOIS
 1 COURTHOUSE SQ
 ROOM 202
 HILLSBORO IL 62049-1137

PROPERTY CLASS	0060
ACRES	5.72
TIF TAX VALUE	0
FAIR CASH VALUE (NON-FARM)	103,420
TOWNSHIP FACTOR	1.0935
FORMULATION FOR TAX CALCULATION	
LAND ASMT	2,930
BUILDING ASMT	31,540
HOME IMP/VET EXEMPTION	- 0
STATE FACTOR	X 1.0000
EQUALIZED ASSESSED VALUE (EAV)	= 34,470

TAX CODE 08003 MONTGOMERY COUNTY ITEMIZED STATEMENT TOWNSHIP HILLSBORO

Taxing Body	Prior Year Rate	Prior Year Tax	Current Rate	Current Tax	Pension Amount
CES EXTENSION SERV	0.03528	\$48.36	0.03331	\$11.48	\$0.00
HILLSBORO AMB	0.06088	\$83.45	0.05977	\$20.60	\$0.00
COUNTY TAX	1.13891	\$1,561.12	1.07387	\$370.15	\$93.68
LINCOLN LAND COLLEGE	0.49035	\$672.12	0.49393	\$170.26	\$2.80
HILLSBORO AREA PUBLIC LIBRARY	0.23149	\$317.30	0.19285	\$66.48	\$0.00
HILLSBORO ROAD DIST	0.60248	\$825.82	0.58337	\$201.09	\$15.80
HILLSBORO TWP	0.22449	\$307.71	0.20445	\$70.47	\$2.53
HILLSBORO UNIT 3	5.15565	\$7,066.85	5.06039	\$1,744.32	\$170.20
HILLSBORO CORP	1.95612	\$2,681.25	1.88873	\$651.05	\$435.14
Totals	9.89565	\$13,563.98	9.59067	\$3,305.90	\$720.15

OWNER OCCUPIED EXEMPTION	-	0
SENIOR CITIZEN EXEMPTION	-	0
SENIOR ASSESSMENT FREEZE	-	0
DISABLED VET HOMESTEAD	-	0
DISABLED PERSONS EXEMPTION	-	0
NRTL DISASTER HOMESTEAD	-	0
RETURNING VET EXEMPTION	-	0
VET/FRAT EXEMPTIONS	-	0
DRAINAGE EXEMPTION	-	0
FARM LAND ASMT	+	0
FARM BUILDING ASMT	+	0
TAXABLE VALUE (TV)	=	34,470
TAX RATE / PER \$100 TV	X	9.59067
TOTAL TAX	=	\$3,305.90
ENTERPRISE ZONE ABATEMENT	-	\$0.00
DRAINAGE	+	\$0.00
FORFEITED TAX	+	\$0.00
TOTAL AMOUNT DUE		\$3,305.90

TAX DISTRICT PENSION AND SOCIAL SECURITY TAX AMOUNTS ARE INCLUDED IN ABOVE CURRENT TAX.

Please see reverse side for important information.

18936



RETURN THIS PORTION WITH PAYMENT

TAX YEAR	PERMANENT PARCEL NUMBER	
2019	16-13-177-005	
DUE DATE	FIRST INSTALLMENT	FORFEITED TAX
07/02/2020	\$1,652.95	\$0.00
	AMOUNT PAID	TOTAL INSTALLMENT
		\$1,652.95
IF PAID ON OR AFTER THE DATES BELOW, AND PRIOR TO MAILING THE "DELINQUENT NOTICE", THE AMOUNT BELOW INCLUDES THE TAX AND PENALTY DUE.		
07/03/2020	\$1,677.74	09/03/2020 \$1,727.33
08/03/2020	\$1,702.54	

NAME: MONTGOMERY COUNTY ILLINOIS
 ADDRESS: 1 COURTHOUSE SQ
 ROOM 202
 Hillsboro IL 62049-



RETURN THIS PORTION WITH PAYMENT

TAX YEAR	PERMANENT PARCEL NUMBER	
2019	16-13-177-005	
DUE DATE	SECOND INSTALLMENT	
09/04/2020	\$1,652.95	
	AMOUNT PAID	BALANCE DUE
		\$1,652.95
IF PAID ON OR AFTER THE DATES BELOW, AND PRIOR TO MAILING THE "DELINQUENT NOTICE", THE AMOUNT BELOW INCLUDES THE TAX AND PENALTY DUE.		
	09/05/2020	\$1,677.74

NAME: MONTGOMERY COUNTY ILLINOIS
 ADDRESS: 1 COURTHOUSE SQ
 ROOM 202
 Hillsboro IL 62049-

NIKKI LOHMAN
MONTGOMERY COUNTY TREASURER
1 COURTHOUSE SQUARE
ROOM 101
HILLSBORO, IL 62049

FIRST DUE DATE	SECOND DUE DATE		
07/02/2020	09/04/2020		
FIRST INSTALLMENT	SECOND INSTALLMENT		
\$1,152.42	\$1,152.42		
TAX YEAR	FORFEITED	LENDING CODE	PERMANENT PARCEL NUMBER
2019	\$0.00		16-13-327-002

MONTGOMERY COUNTY
REAL ESTATE TAX BILL

1537.3.2

PROPERTY CLASS	0060
ACRES	4.37
TIF TAX VALUE	0
FAIR CASH VALUE (NON-FARM)	78,310
TOWNSHIP FACTOR	1.0935
FORMULATION FOR TAX CALCULATION	
LAND ASMT	3,770
BUILDING ASMT	22,330
HOME IMP/VET EXEMPTION	- 0
STATE FACTOR	X 1.0000
EQUALIZED ASSESSED VALUE (EAV)	= 26,100
OWNER OCCUPIED EXEMPTION	- 0
SENIOR CITIZEN EXEMPTION	- 0
SENIOR ASSESSMENT FREEZE	- 0
DISABLED VET HOMESTEAD	- 0
DISABLED PERSONS EXEMPTION	- 0
NRTL DISASTER HOMESTEAD	- 0
RETURNING VET EXEMPTION	- 0
VET/FRAT EXEMPTIONS	- 0
DRAINAGE EXEMPTION	- 0
FARM LAND ASMT	+ 0
FARM BUILDING ASMT	+ 0
TAXABLE VALUE (TV)	= 26,100
TAX RATE / PER \$100 TV	X 8.83081
TOTAL TAX	= \$2,304.84
ENTERPRISE ZONE ABATEMENT	- \$0.00
DRAINAGE	+ \$0.00
FORFEITED TAX	+ \$0.00
TOTAL AMOUNT DUE	\$2,304.84

LEGAL DESC: PT E 1/2 SW EX RD TRIANGULAR TRACT DOCKET NO 19-068-0003 LANDS CORP LIMIT TAYLOR SPRING 8-4-237 S13 T08 R4						
NAME: MONTGOMERY COUNTY ILLINOIS 1 COURTHOUSE SQ ROOM 202 Hillsboro IL 62049-						
TAX CODE	08002	MONTGOMERY COUNTY ITEMIZED STATEMENT		TOWNSHIP	HILLSBORO	
Taxing Body	Prior Year Rate	Prior Year Tax	Current Rate	Current Tax	Pension Amount	
CES EXTENSION SERV	0.03528	\$36.63	0.03331	\$8.69	\$0.00	
HILLSBORO AMB	0.06088	\$63.20	0.05977	\$15.60	\$0.00	
COUNTY TAX	1.13891	\$1,182.37	1.07387	\$280.28	\$70.94	
LINCOLN LAND COLLEGE	0.49035	\$509.06	0.49393	\$128.92	\$2.12	
HILLSBORO AREA PUBLIC LIBRARY	0.00000	\$0.00	0.19285	\$50.33	\$0.00	
HILLSBORO ROAD DIST	0.60248	\$625.46	0.58337	\$152.26	\$11.96	
HILLSBORO TWP	0.22449	\$233.05	0.20445	\$53.36	\$1.92	
HILLSBORO UNIT 3	5.15565	\$5,352.34	5.06039	\$1,320.76	\$128.87	
TAYLOR SPR CORP	1.17506	\$1,219.89	1.12887	\$294.64	\$77.71	
Totals	8.88310	\$9,222.00	8.83081	\$2,304.84	\$293.52	

TAX DISTRICT PENSION AND SOCIAL SECURITY TAX AMOUNTS ARE INCLUDED IN ABOVE CURRENT TAX.

Please see reverse side for important information.

19020



RETURN THIS PORTION WITH PAYMENT

TAX YEAR	PERMANENT PARCEL NUMBER		
2019	16-13-327-002		
DUE DATE	FIRST INSTALLMENT	FORFEITED TAX	
07/02/2020	\$1,152.42	\$0.00	
	AMOUNT PAID	TOTAL INSTALLMENT	
		\$1,152.42	
IF PAID ON OR AFTER THE DATES BELOW, AND PRIOR TO MAILING THE "DELINQUENT NOTICE", THE AMOUNT BELOW INCLUDES THE TAX AND PENALTY DUE.			
07/03/2020	\$1,169.71	09/03/2020	\$1,204.28
08/03/2020	\$1,186.99		

NAME: MONTGOMERY COUNTY ILLINOIS
 ADDRESS: 1 COURTHOUSE SQ
 ROOM 202
 Hillsboro IL 62049-



RETURN THIS PORTION WITH PAYMENT

TAX YEAR	PERMANENT PARCEL NUMBER		
2019	16-13-327-002		
DUE DATE	SECOND INSTALLMENT		
09/04/2020	\$1,152.42		
	AMOUNT PAID	BALANCE DUE	
		\$1,152.42	
IF PAID ON OR AFTER THE DATES BELOW, AND PRIOR TO MAILING THE "DELINQUENT NOTICE", THE AMOUNT BELOW INCLUDES THE TAX AND PENALTY DUE.			
	09/05/2020	\$1,169.71	

NAME: MONTGOMERY COUNTY ILLINOIS
 ADDRESS: 1 COURTHOUSE SQ
 ROOM 202
 Hillsboro IL 62049-

- This is strictly a potential budget for COVID-19 for the remainder of this year
- Not knowing what the virus will do, it is very hard to budget to the future.

Note: •The Anticipated Budget is in green.
 •The worst case scenario budget is in red.

	Anticipated	Christian 1/2	Montgomery 1/2	Worst Case	Christian 1/2	Montgomery 1/2
Salary - Deputy EMA	6,250	3,275	3,275	12,500	6250	6250
Office/Postage/Meeting	1,000	500	500	4,000	2000	2000
Telephone	1,080	540	540	1,500	750	750
Vehicle (fuel/maint)	1,250	625	625	2,500	1250	1250
Comms	1,000	500	500	1,500	750	750
PPE	5,000	1500	1500	10,000	3750	3750
Outbreak Contingency *	0	0	0	5,000	2500	2500
Total	15,580	6,940	6,940	37,000	17250	17250

* Outbreak Contingency Funds would be used for life safety purposes at quarantined facilities.

NIKKI LOHMAN
MONTGOMERY COUNTY TREASURER
1 COURTHOUSE SQUARE
ROOM 101
HILLSBORO, IL 62049

FIRST DUE DATE	SECOND DUE DATE		
07/02/2020	09/04/2020		
FIRST INSTALLMENT	SECOND INSTALLMENT		
\$1,152.42	\$1,152.42		
TAX YEAR	FORFEITED	LENDING CODE	PERMANENT PARCEL NUMBER
2019	\$0.00		16-13-327-002

MONTGOMERY COUNTY
REAL ESTATE TAX BILL

1537.3.2

PROPERTY CLASS	0060
ACRES	4.37
TIF TAX VALUE	0
FAIR CASH VALUE (NON-FARM)	78,310
TOWNSHIP FACTOR	1.0935
FORMULATION FOR TAX CALCULATION	
LAND ASMT	3,770
BUILDING ASMT	22,330
HOME IMP/VET EXEMPTION	- 0
STATE FACTOR	X 1.0000
EQUALIZED ASSESSED VALUE (EAV)	= 26,100
OWNER OCCUPIED EXEMPTION	- 0
SENIOR CITIZEN EXEMPTION	- 0
SENIOR ASSESSMENT FREEZE	- 0
DISABLED VET HOMESTEAD	- 0
DISABLED PERSONS EXEMPTION	- 0
NRTL DISASTER HOMESTEAD	- 0
RETURNING VET EXEMPTION	- 0
VET/FRAT EXEMPTIONS	- 0
DRAINAGE EXEMPTION	- 0
FARM LAND ASMT	+ 0
FARM BUILDING ASMT	+ 0
TAXABLE VALUE (TV)	= 26,100
TAX RATE / PER \$100 TV	X 8.83081
TOTAL TAX	= \$2,304.84
ENTERPRISE ZONE ABATEMENT	- \$0.00
DRAINAGE	+ \$0.00
FORFEITED TAX	+ \$0.00
TOTAL AMOUNT DUE	\$2,304.84

LEGAL DESC: PT E 1/2 SW EX RD TRIANGULAR TRACT DOCKET NO 19-068-0003 LANDS CORP LIMIT TAYLOR SPRING 8-4-237 S13 T08 R4						
NAME: MONTGOMERY COUNTY ILLINOIS 1 COURTHOUSE SQ ROOM 202 Hillsboro IL 62049-						
TAX CODE	08002	MONTGOMERY COUNTY ITEMIZED STATEMENT		TOWNSHIP	HILLSBORO	
Taxing Body	Prior Year Rate	Prior Year Tax	Current Rate	Current Tax	Pension Amount	
CES EXTENSION SERV	0.03528	\$36.63	0.03331	\$8.69	\$0.00	
HILLSBORO AMB	0.06088	\$63.20	0.05977	\$15.60	\$0.00	
COUNTY TAX	1.13891	\$1,182.37	1.07387	\$280.28	\$70.94	
LINCOLN LAND COLLEGE	0.49035	\$509.06	0.49393	\$128.92	\$2.12	
HILLSBORO AREA PUBLIC LIBRARY	0.00000	\$0.00	0.19285	\$50.33	\$0.00	
HILLSBORO ROAD DIST	0.60248	\$625.46	0.58337	\$152.26	\$11.96	
HILLSBORO TWP	0.22449	\$233.05	0.20445	\$53.36	\$1.92	
HILLSBORO UNIT 3	5.15565	\$5,352.34	5.06039	\$1,320.76	\$128.87	
TAYLOR SPR CORP	1.17506	\$1,219.89	1.12887	\$294.64	\$77.71	
Totals	8.88310	\$9,222.00	8.83081	\$2,304.84	\$293.52	

TAX DISTRICT PENSION AND SOCIAL SECURITY TAX AMOUNTS ARE INCLUDED IN ABOVE CURRENT TAX.

Please see reverse side for important information.

19020



RETURN THIS PORTION WITH PAYMENT

TAX YEAR	PERMANENT PARCEL NUMBER		
2019	16-13-327-002		
DUE DATE	FIRST INSTALLMENT	FORFEITED TAX	
07/02/2020	\$1,152.42	\$0.00	
	AMOUNT PAID	TOTAL INSTALLMENT	
		\$1,152.42	
IF PAID ON OR AFTER THE DATES BELOW, AND PRIOR TO MAILING THE "DELINQUENT NOTICE", THE AMOUNT BELOW INCLUDES THE TAX AND PENALTY DUE.			
07/03/2020	\$1,169.71	09/03/2020	\$1,204.28
08/03/2020	\$1,186.99		

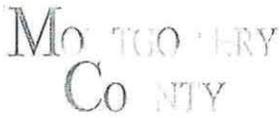
NAME: MONTGOMERY COUNTY ILLINOIS
 ADDRESS: 1 COURTHOUSE SQ
 ROOM 202
 Hillsboro IL 62049-



RETURN THIS PORTION WITH PAYMENT

TAX YEAR	PERMANENT PARCEL NUMBER		
2019	16-13-327-002		
DUE DATE	SECOND INSTALLMENT		
09/04/2020	\$1,152.42		
	AMOUNT PAID	BALANCE DUE	
		\$1,152.42	
IF PAID ON OR AFTER THE DATES BELOW, AND PRIOR TO MAILING THE "DELINQUENT NOTICE", THE AMOUNT BELOW INCLUDES THE TAX AND PENALTY DUE.			
	09/05/2020	\$1,169.71	

NAME: MONTGOMERY COUNTY ILLINOIS
 ADDRESS: 1 COURTHOUSE SQ
 ROOM 202
 Hillsboro IL 62049-



Chris Daniels <chrisd@montgomeryco.com>

COVID funds

2 messages

Rick Robbins <robbins@montgomeryco.com>

Tue, Jun 2, 2020 at 12:00 PM

To: Greg Nimmo <gregn@montgomeryco.com>, Evan Young <evan.young@montgomeryco.com>

Greg do you have a contact that I can speak with, reference Covid funds for counties? Congressman Davis said that the State of Illinois has already received a large amount of funds but has not heard if our Governor has released any Covid payback funds.

--

Semper Fi

Rick Robbins
Sheriff
Montgomery County Sheriff's Office
140 N. Main St.
Hillsboro, IL
217.532.9511

This e-mail was sent by Montgomery County.

If you feel this e-mail looks suspicious:

- Do not reply to it
- Do not click on any links
- Do not open any attachments
- Forward the e-mail to phishing@montgomeryco.com

Greg Nimmo <gregn@montgomeryco.com>

Tue, Jun 2, 2020 at 12:40 PM

To: Rick Robbins <robbins@montgomeryco.com>

Cc: Evan Young <evan.young@montgomeryco.com>

We currently do not qualify for funds through the \$150 billion dollar cares act funds that were approved for counties with populations of 500,000 or more. Illinois is to receive a proportional share of around \$5 billion I believe. Nikki and I are getting ready to start the PA (Public Assistance) process as a county to obtain COVID-19 fund reimbursements as required. Check the link to the dept of the treasury for details. No funds have been released to smaller counties according to IEMA to date. We have routinely been in touch with Senator Manar regarding funding/resources for our counties throughout this response. The health dept will be applying directly for their cost as they are instructed to do. I also believe the health dept is receiving over \$800,000 through Illinois to help with specific guidelines for pandemic related expenses and future needs.

<https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

At this point, we do not have a specific contact established. IEMA/FEMA will assist us with working through the grant programs once we get started.

Greg

[Quoted text hidden]

--

Montgomery County
Board Administration Office
#1 Courthouse Square
2nd Floor – Room 202
Hillsboro, IL 62049

Date: Tuesday, January 08, 2019

Please print 1 time in your next edition:

(small box ad)

“County Surplus Property – Seeking Sealed Bids”

The Montgomery County Finance Committee is accepting bids to sell surplus property Parcel ID #03-04-200-088 located in Pitman Township. This parcel is 7.69 acres and is near the Village of Farmersville. Sealed Bids must be returned by Monday, January 28th, at 3:00 pm to the County Board Admin Office at #1 Courthouse Square – Room 202 in Hillsboro, IL 62049. Bids will be opened at the Coordinating Committee meeting on Tuesday, January 28th, at 8:30 AM. For questions, please call the County Board Office at 217-532-9577.

Other Business

Montgomery County Board Road & Bridge Committee Meeting Agenda

Date: Thursday, June 4th, 2020

Time: 8:30 AM – County Board Room

In accordance with EXECUTIVE ORDER 2020-07 issued by Governor Pritzker, this meeting will be conducted via remote participation.

AG Guidance on OMA: For a public body that determines it must hold a meeting during the COVID-19 pandemic, the Executive Order 2020-07 suspends the in-person attendance requirement for members of the public body and allows for remote participation. If a meeting is necessary, public bodies are encouraged to provide video, audio, and/or telephonic access to maintain openness and transparency to members of the public. Public bodies determining whether to hold meetings at this time should exercise good judgment and discretion and utilize the availability of remote participation to help curb the spread of COVID-19.

Conference Call NUMBER IS: 217-532-8500.

Once you are prompted, enter the Conference ID number: 926186 #.

You must enter the pound (#) sign after the ID number. Please mute your phones when not speaking to eliminate background noises.

Members present: Gene Miles, Bill Bergen, Jim Moore, Glenn Bishop, Dave Loucks, Dennis McCammack, & Evan Young

Members Absent:

Other Present: County Engineer Cody Greenwood

The committee met to discuss the following:

1. **Walshville Bypass Road Update/Approval:**
2. **Resolution 2020-04 to appropriate funds for 1205 BCA, E. 20th Rd. Pipe Culvert, Nokomis Twp. 50%/County 50% Update/Approval:**
3. **Resolution 2020-05 to appropriate funds for 1206 BCA, Janssen Tr. Pipe Culvert, Rountree Twp. 50%/County 50% Update/Approval:**
4. **Resolution 2020-06 to appropriate funds for 1207 BCA, N. 14th Ave. Pipe Culvert, Witt Twp. 50%/County 50% Update/Approval:**
5. **Resolution 2020-07 to appropriate funds for 1208 BCA, McCords Tr. Pipe Culvert, Irving Twp. 50%/County 50% Update/Approval:**
6. **Resolution 2020-08 to appropriate funds for 1209 BCA, Burg Rd. Pipe Culvert Liner, 100% County Update/Approval**
7. **Section 09-00132-00-RS Taylorville Rd. Resurfacing Construction Engineering Services Update/Approval:**
8. **Surplus Property Sale Update/Approval:**
9. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (if needed)**
10. **Other Business Update/Approval:**
11. **Public Comments Update/Approval:**

Motion by _____, second by _____ to Pay Bills. All in favor, motion carried.

Motion by _____, second by _____ to adjourn the meeting. All in favor, motion carried.

Meeting adjourned at _____ a.m. Minutes respectfully submitted by acting secretary Christine Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.

Local Public Agency Montgomery County Highway Dept.	 Illinois Department of Transportation Construction Engineering Services Agreement For Federal Participation	C O N S U L T A N T	Consultant Prairie Engineers, P.C.
County Montgomery			Address 6405 Canadian Cross Drive
Section 09-00132-00-RS			City Springfield
Project No. BEBE(072)			State IL
Job No. C-96-103-18			Zip Code 62711
Contact Name/Phone/E-mail Address Cody Greenwood/217-532-6109/ montgomerycoeng@gmail.com			Contact Name/Phone/E-mail Address Evan Cervi/217-825-7337/ ecervi@prairieengineers.com

THIS AGREEMENT is made and entered into this 12th day of May, 2020 between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the PROJECT described herein. Federal-aid funds allotted to the LPA by the state of Illinois under the general supervision of the Illinois Department of Transportation (STATE) will be used entirely or in part to finance engineering services as described under AGREEMENT PROVISIONS.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

Regional Engineer	Deputy Director Division of Highways, Regional Engineer, Department of Transportation
Resident Construction Supervisor	Authorized representative of the LPA in immediate charge of the engineering details of the PROJECT
In Responsible Charge	A full time LPA employee authorized to administer inherently governmental PROJECT activities
Contractor	Company or Companies to which the construction contract was awarded

Project Description

Name Resurfacing CH 7 Route CH 7 Length 2.99 Mi Structure No. 068-0030

Termini Sta: 5+31.00 TO 163+02.23

Description: Resurfacing CH 7 from the Christian County line to Nokomis Blacktop.

Agreement Provisions

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT hereinbefore described and checked below:
 - a. Proportion concrete according to applicable STATE Bureau of Materials and Physical Research (BMPR) Quality Control/Quality Assurance (QC/QA) training documents or contract requirements and obtain samples and perform testing as noted below.
 - b. Proportion hot mix asphalt according to applicable STATE BMPR QC/QA training documents and obtain samples and perform testing as noted below.
 - c. For soils, to obtain samples and perform testing as noted below.
 - d. For aggregates, to obtain samples and perform testing as noted below.

NOTE: For 1a. through 1d. the ENGINEER is to obtain samples for testing according to the STATE BMPR "Project Procedures Guide", or as indicated in the specifications, or as attached herein by the LPA; test according to the STATE BMPR "Manual of Test Procedures for Materials", submit STATE BMPR inspection reports; and verify compliance with contract specifications.

- e. Inspection of all materials when inspection is not provided at the sources by the STATE BMPR, and submit inspection reports to the LPA and the STATE in accordance with the STATE BMPR "Project Procedures Guide" and the policies of the STATE.
 - f. For Quality Assurance services, provide personnel who have completed the appropriate STATE BMPR QC/QA trained technician classes.
 - g. Inspect, document and inform the LPA employee In Responsible Charge of the adequacy of the establishment and maintenance of the traffic control.
 - h. Geometric control including all construction staking and construction layouts.
 - i. Quality control of the construction work in progress and the enforcement of the contract provisions in accordance with the STATE Construction Manual.
 - j. Measurement and computation of pay items.
 - k. Maintain a daily record of the contractor's activities throughout construction including sufficient information to permit verification of the nature and cost of changes in plans and authorized extra work.
 - l. Preparation and submission to the LPA by the required form and number of copies, all partial and final payment estimates, change orders, records, documentation and reports required by the LPA and the STATE.
 - m. Revision of contract drawings to reflect as built conditions.
 - n. Act as resident construction supervisor and coordinate with the LPA employee In Responsible Charge.
2. Engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with the AGREEMENT.
 3. To furnish the services as required herein within twenty-four hours of notification by the LPA employee In Responsible Charge.
 4. To attend meetings and visit the site of the work at any reasonable time when requested to do so by representatives of the LPA or STATE.
 5. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without the written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall not be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
 6. The ENGINEER shall submit invoices, based on the ENGINEER's progress reports, to the LPA employee In Responsible Charge, no more than once a month for partial payment on account for the ENGINEER's work completed to date. Such invoices shall represent the value, to the LPA of the partially completed work, based on the sum of the actual costs incurred, plus a percentage (equal to the percentage of the construction engineering completed) of the fixed fee for the fully completed work.
 7. That the ENGINEER is qualified technically and is entirely conversant with the design standards and policies applicable to improvement of the SECTION; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated herein.
 8. That the ENGINEER shall be responsible for the accuracy of the ENGINEER's work and correction of any errors, omissions or ambiguities due to the ENGINEER'S negligence which may occur either during prosecution or after acceptance by the LPA. Should any damage to persons or property result from the ENGINEER's error, omission or negligent act, the ENGINEER shall indemnify the LPA, the STATE and their employees from all accrued claims or liability and assume all restitution and repair costs arising from such negligence. The ENGINEER shall give immediate attention to any remedial changes so there will be minimal delay to the contractor and prepare such data as necessary to effectuate corrections, in consultation with and without further compensation from the LPA.
 9. That the ENGINEER will comply with applicable federal statutes, state of Illinois statutes, and local laws or ordinances of the LPA.
 10. The undersigned certifies neither the ENGINEER nor I have:
 - a) employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for me or the above ENGINEER) to solicit or secure this AGREEMENT;
 - b) agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or

- c) paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for me or the above ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - d) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
 - e) have not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
 - f) are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (e) of this certification; and
 - g) have not within a three-year period preceding this AGREEMENT had one or more public transactions (Federal, State or local) terminated for cause or default.
11. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
 12. To submit all invoices to the LPA within one year of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement.
 13. To submit BLR 05613, Engineering Payment Report, to the STATE upon completion of the work called for in the AGREEMENT.
 14. To be prequalified with the STATE in Construction Inspection when the ENGINEER or the ENGINEER's assigned staff is named as resident construction supervisor. The onsite resident construction supervisor shall have a valid Documentation of Contract Quantities certification.
 15. Will provide, as required, project inspectors that have a valid Documentation of Contract Quantities certification.

II. THE LPA AGREES,

1. To furnish a full time LPA employee to be In Responsible Charge authorized to administer inherently governmental PROJECT activities.
2. To furnish the necessary plans and specifications.
3. To notify the ENGINEER at least 24 hours in advance of the need for personnel or services.
4. To pay the ENGINEER as compensation for all services rendered in accordance with this AGREEMENT, on the basis of the following compensation formulas:

Cost Plus Fixed Fee Formulas

- $FF = 14.5\%[DL + R(DL) + OH(DL) + IHDC]$, or
- $FF = 14.5\%[(2.3 + R)DL + IHDC]$

Where: DL = Direct Labor
 IHDC = In House Direct Costs
 OH = Consultant Firm's Actual Overhead Factor
 R = Complexity Factor
 FF=Fixed Fee
 SBO = Services by Others

Total Compensation = $DL + IHDC + OH + FF + SBO$

- Specific Rate (Pay per element)
- Lump Sum _____

5. To pay the ENGINEER using one of the following methods as required by 49 CFR part 26 and 605 ILCS 5/5-409:

With Retainage

- a) **For the first 50% of completed work**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to 90% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- b) **After 50% of the work is completed**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments covering work performed shall be due and payable to the ENGINEER, such payments to be equal to 95% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- c) **Final Payment** – Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and the STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

Without Retainage

- a) **For progressive payments** – Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
 - b) **Final Payment** – Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.
6. The recipient shall not discriminate on the basis on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31U.S.C. 3801 et seq.).
7. To submit approved form BC 775 (Exhibit C) and BC 776 (Exhibit D) with this AGREEMENT.
8. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the Local Government Professional Services Selection Act 50 ILCS 510, the Brooks Act 40USC 11, and Procurement, Management, and Administration of Engineering and Design related Services (23 CFR part 172). Exhibit C is required to be completed with this agreement.

III. It is Mutually Agreed,

1. That the ENGINEER and the ENGINEER's subcontractors will maintain all books, documents, papers, accounting records and other evidence pertaining to cost incurred and to make such materials available at their respective offices at all reasonable times during the AGREEMENT period and for three years from the date of final payment under this AGREEMENT, for inspection by the STATE, Federal Highway Administration or any authorized representatives of the federal government and copies thereof shall be furnished if requested.
2. That all services are to be furnished as required by construction progress and as determined by the LPA employee In Responsible Charge. The ENGINEER shall complete all services specified herein within a time considered reasonable to the LPA, after the CONTRACTOR has completed the construction contract.
3. That all field notes, test records and reports shall be turned over to and become the property of the LPA and that during the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.
4. That this AGREEMENT may be terminated by the LPA upon written notice to the ENGINEER, at the ENGINEER's last known address, with the understanding that should the AGREEMENT be terminated by the LPA, the ENGINEER shall be paid for any services completed and any services partially completed. The percentage of the total services which have been rendered by the ENGINEER shall be mutually agreed by the parties hereto. The fixed fee stipulated in numbered paragraph 4d of Section II shall be multiplied by this percentage and added to the ENGINEER's actual costs to obtain the earned value of work performed. All field notes, test records and reports completed or partially completed at the time of termination shall become the property of, and be delivered to, the LPA.
5. That any differences between the ENGINEER and the LPA concerning the interpretation of the provisions of this AGREEMENT shall be referred to a committee of disinterested parties consisting of one member appointed by the ENGINEER, one member appointed by the LPA, and a third member appointed by the two other members for disposition and that the committee's decision shall be final.

6. That in the event the engineering and inspection services to be furnished and performed by the LPA (including personnel furnished by the ENGINEER) shall, in the opinion of the STATE be incompetent or inadequate, the STATE shall have the right to supplement the engineering and inspection force or to replace the engineers or inspectors employed on such work at the expense of the LPA.
7. That the ENGINEER has not been retained or compensated to provide design and construction review services relating to the contractor's safety precautions, except as provided in numbered paragraph 1f of Section I.
8. This certification is required by the Drug Free Workplace Act (30ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the State unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of a contract or grant and debarment of contracting or grant opportunities with the State for at least one (1) year but no more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State, as defined in the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying the actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (A) abide by the terms of the statement; and
 - (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
 - (b) Establishing a drug free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's or contractor's policy of maintaining a drug free workplace;
 - (3) any available drug counseling, rehabilitation and employee assistance program; and
 - (4) the penalties that may be imposed upon an employee for drug violations.
 - (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
 - (d) Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
 - (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is convicted, as required by section S of the Drug Free Workplace Act.
 - (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
 - (g) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.
9. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of DOT-assisted contracts. Failure by the ENGINEER to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination this AGREEMENT or such other remedy as the LPA deems appropriate.
 10. When the ENGINEER is requested to complete work outside the scope of the original AGREEMENT, a supplemental AGREEMENT will be required. Supplements will also be required for the addition or removal of subconsultants, direct costs, the use of previously unspecified staff, and other material changes to the original AGREEMENT.

Exhibit A - Construction Engineering

Route: FAS Route 645 (CH 7)
 Local: Montgomery County
 (Municipality/Township/County)
 Section: 09-00132-00-RS
 Project: BEBZ(072)
 Job No.: C-96-103-18

*Firm's approved rates on file with Bureau of Accounting and Auditing:
 Overhead Rate (OH) 163.32 %
 Complexity Factor (R) 0.00
 Calendar Days 60

Cost Plus Fixed Fee Methods of Compensation:

- Fixed Fee 1 14.5%[DL + R(DL) + OH(DL) + IHDC]
 Fixed Fee 2 14.5%[(2.3 + R)DL + IHDC]
 Specific Rate
 Lump Sum

Cost Estimate of Consultant's Services in Dollars									
Element of Work	Employee Classification	Man-Hours	Payroll Rate	Payroll Costs (DL)	Overhead (OH*DL)	Services by Others (SBO)	In-House Direct Costs (IHDC)	Fixed Fee (FF)	Total
Construction Ob	Staff E/S/S	896.00	\$31.58	\$28,295.68	\$46,212.50	\$2,250.00	\$0.00	\$10,803.68	\$87,561.86
Construction Ob	Project Eng	144.00	\$49.67	\$7,152.48	\$11,681.43	\$0.00	\$0.00	\$2,730.91	\$21,564.82
		0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Totals		1,040.0		\$35,448.16	\$57,893.93	\$2,250.00		\$13,534.59	\$109,126.68

Exhibit C Federal Qualification Based Selection (QBS) Checklist

Local Public Agency _____
 Section Number _____
 Project Number _____
 Job Number _____

The LPA must complete Exhibit C, if federal funds are used for this engineering agreement and the value will exceed \$25,000. The LPA must follow federal small purchase procedures, if federal funds are used and the engineering agreement has a value less than \$25,000.

Form Not Applicable (engineering services less than \$25,000)

1.	Do the written QBS policies and procedures discuss the initial administration (procurement, management, and administration) concerning engineering and design related consultant services? <input type="checkbox"/> Yes <input type="checkbox"/> No																				
2.	Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06(e) of the <i>BLRS Manual</i> ? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, IDOT's approval date: _____																				
3.	Was the scope of services for this project clearly defined? <input type="checkbox"/> Yes <input type="checkbox"/> No																				
4.	Was public notice given for this project? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Due date of submittal: _____ Method(s) used for advertisement and dates of advertisement: _____																				
5.	Do the written QBS policies and procedures cover conflicts of interest? <input type="checkbox"/> Yes <input type="checkbox"/> No																				
6.	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment? <input type="checkbox"/> Yes <input type="checkbox"/> No																				
7.	Do the written QBS policies and procedures discuss the method of evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left; width: 25%;">Criteria for this project</th> <th style="text-align: left; width: 15%;">Weighting</th> <th style="text-align: left; width: 25%;">Criteria for this project</th> <th style="text-align: left; width: 15%;">Weighting</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____ %</td> <td>_____</td> <td>_____ %</td> </tr> </tbody> </table>	Criteria for this project	Weighting	Criteria for this project	Weighting	_____	_____ %	_____	_____ %	_____	_____ %	_____	_____ %	_____	_____ %	_____	_____ %	_____	_____ %	_____	_____ %
Criteria for this project	Weighting	Criteria for this project	Weighting																		
_____	_____ %	_____	_____ %																		
_____	_____ %	_____	_____ %																		
_____	_____ %	_____	_____ %																		
_____	_____ %	_____	_____ %																		
8.	Do the written QBS policies and procedures discuss the method of selection? <input type="checkbox"/> Yes <input type="checkbox"/> No Selection committee (titles) for this project: _____ _____ Top three consultants selected for this project in order: 1) _____ 2) _____ 3) _____ If less than 3 responses were received, IDOT's approval date: _____																				
9.	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation? <input type="checkbox"/> Yes <input type="checkbox"/> No																				
10.	Were negotiations for this project performed in accordance with federal requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No																				
11.	Were acceptable costs for this project verified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> LPA will rely on IDOT review and approval of costs.																				
12.	Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval? <input type="checkbox"/> Yes <input type="checkbox"/> No																				
13.	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, record retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)? <input type="checkbox"/> Yes <input type="checkbox"/> No																				

Montgomery County Board Buildings & Grounds Meeting Agenda

Date: Friday, June 5th, 2020

Time: 8:30 AM – County Board Room

In accordance with EXECUTIVE ORDER 2020-07 issued by Governor Pritzker, this meeting will be conducted via remote participation.

AG Guidance on OMA: For a public body that determines it must hold a meeting during the COVID-19 pandemic, the Executive Order 2020-07 suspends the in-person attendance requirement for members of the public body and allows for remote participation. If a meeting is necessary, public bodies are encouraged to provide video, audio, and/or telephonic access to maintain openness and transparency to members of the public. Public bodies determining whether to hold meetings at this time should exercise good judgment and discretion and utilize the availability of remote participation to help curb the spread of COVID-19.

Conference Call NUMBER IS: 217-532-8500.

Once you are prompted, enter the Conference ID number: 926186 #.

You must enter the pound (#) sign after the ID number. Please mute your phones when not speaking to eliminate background noises.

Members Present: Bob Sneed, Chuck Graden, Glenn Bishop, Jeremy Jones, Dennis McCammack, Gene Miles, Richard Wendel, and Evan Young

Members Absent:

Others Present:

The committee met today to discuss the following:

1. **Maintenance and Cleaning Issues and Report Update/Approval:**
 - B&G Work Orders
 - Historic Courthouse Elevator
 - HVAC at New Courthouse
2. **Re-Opening County Buildings Update/Approval:**
3. **Sidewalk Repairs around the Historic Courthouse Update/Approval:**
4. **Committee Meeting Date and Time Change Update/Approval:**
5. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (if needed)**
6. **Maintenance Staff Update/Approval:**
7. **Other Business Update/Approval:**
8. **Public Comments Update/Approval:**

Motion by _____ and second by _____ to pay the bills. Motion carried.

Motion by _____ and second by _____ to adjourn the meeting. All in favor, motion carried.

Meeting adjourned at _____ am

Minutes respectfully submitted by acting secretary Chris Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.

Maintenance Work Orders May 2020

	Timestamp	Office	Work	Location	Priority	Assigned to:	Completed by:	Start		End		Total Time
								Date	Time	Date	Time	
1	5/8/2020 11:35:55 AM	Circuit Clerk	Disinfecting (5/8-5/15)	Courtrooms	1	Mark/ Roger	Mark/ Roger	5/8/20	1:00 PM	5/15/20	3:30 PM	
2	5/8/2020 12:57:12 PM	County Clerk / Recorder	Replace batteries in clock	County Clerk's Office	2	Roger	Roger	5/8/20	2:00 PM	5/8/20	2:30 PM	0:30
3	5/12/2020 2:49:40 PM	County Coordinator	Install drop box	Historic Courthouse	2	Mark	Evan	5/12/20	10:00 AM	5/12/20	11:30 AM	1:30
4	5/15/2020 12:10:06 PM	County Coordinator	Fog at 4 PM	New & Historic Courthouse	2	Mark	Mark	5/15/20		5/15/20		0:00
5	5/15/2020 1:23:34 PM	County Coordinator	Deliver paper towels	Circuit Clerk's Office	2	Mark/ Roger	Roger	5/15/20	1:10 PM	5/15/20	1:35 PM	0:25
6	5/15/2020 1:55:18 PM	County Coordinator	Painting	Jail	3	Mark/ Roger	Mark/ Roger	5/7/20	8:15 AM	5/15/20	1:37 PM	5:22
7	5/15/2020 1:56:33 PM	County Coordinator	Disinfecting (5/11-5/15)	New Courthouse & Jail	2	Mark/ Roger	Mark/ Roger	5/11/20	7:20 AM	5/15/20	8:00 AM	
8	5/15/2020 1:57:50 PM	County Coordinator	Disinfecting bathrooms (daily)	New Courthouse & Jail	2	Mark/ Roger	Mark/ Roger	5/15/20	8:00 AM	5/15/20	9:00 AM	1:00
9	5/15/2020 1:58:20 PM	County Coordinator	Sweep stair cases front and back	New Courthouse	3	Mark/ Roger	Mark/ Roger	5/15/20	2:00 PM	5/15/20	2:40 PM	0:40
10	5/15/2020 2:03:11 PM	County Coordinator	Fix exhaust fan	Circuit Clerk's Bathroom	2	Mark/ Roger	Mark/ Roger	5/15/20	9:50 AM	5/15/20	10:17 AM	0:27
11	5/15/2020 2:03:55 PM	County Coordinator	Deliver (daily)	Courthouse Complex	2	Mark/ Roger	Mark/ Roger	5/15/20	11:20 AM	5/15/20	11:50 AM	0:30
12	5/15/2020 2:53:42 PM	County Clerk / Recorder	Fix Door Carpet Strip	Recorder's Office	2	Mark/ Roger	Mark	5/18/20	10:30 AM	5/18/20	11:04 AM	0:34
13	5/18/2020 8:19:53 AM	County Coordinator	Purchase and install new door	Chris storage room in basement	3	Mark/ Roger	Mark	5/26/20	10:50 AM	5/26/20	11:14 AM	0:24
14	5/18/2020 8:23:01 AM	County Coordinator	Fog at 4 PM	Treasurer's Office, SOA, 3rd floor	3	Mark	Mark	5/18/20	3:45 PM	5/18/20	4:07 PM	0:22
15	5/18/2020 8:23:47 AM	County Coordinator	Fix basement entry door	Historic Courthouse	2	Mark/ Roger	Mark	5/18/20	11:10 AM	5/18/20	11:30 AM	0:20
16	5/18/2020 11:36:21 AM	County Coordinator	Mow (5/18-5/22)	Courthouse Complex	3	Mark/ Roger	Mark/ Roger	5/18/20	7:30 AM	5/21/20	10:30 AM	
17	5/18/2020 11:40:03 AM	County Coordinator	Fix refrigerator seal	County Board Office	2	Mark/ Roger	Mark	5/19/20	7:30 AM	5/19/20	7:40 AM	0:10

18	5/18/2020 3:24:00 PM	County Coordinator	Fog at 4 PM	County Clerk's Office	2	Mark	Mark	5/22/20	4:00 PM	5/22/20	4:05 PM	0:05
19	5/18/2020 3:33:50 PM	County Coordinator	Install time clock	County Board Office	2	Mark/ Roger	Mark/ Roger	5/20/20	7:50 AM	5/20/20	8:05 AM	0:15
20	5/19/2020 9:44:17 AM	County Coordinator	Purchase 3 new keys	EPA Office	2	Roger	Mark/ Roger	5/20/20	8:40 AM	5/20/20	9:30 AM	0:50
21	5/19/2020 9:45:52 AM	County Coordinator	Purchase 2 new keys	Drop Box	2	Roger	Mark	5/20/20	8:45 AM	5/20/20	9:30 AM	0:45
22	5/19/2020 2:26:23 PM	Assessment	Fix AC in Ray and Miles office	SOA	2	Mark	Mark	5/21/20	3:00 PM	5/21/20	3:38 PM	0:38
23	5/19/2020 2:28:14 PM	Assessment	Fix light in Elevator Lobby	Historic Courthouse 2nd floor	2	Mark	Mark	5/12/20	8:28 AM	5/12/20	8:30 AM	0:02
24	5/20/2020 2:22:14 PM	Assessment	Move 4 chairs to surplus and bring 6 plastic back	SOA	2	Mark	Mark	5/21/20	1:15 PM	5/21/20	1:40 PM	0:25
25	5/20/2020 2:30:15 PM	County Coordinator	Organize Storage Room	Historic Courthouse Basement	3	Roger	Roger	5/21/20	10:30 AM	5/22/20	3:30 PM	
26	5/22/2020 9:26:00 AM	County Coordinator	Call Schindler - elevator is down.	Historic Courthouse	1	Mark	Mark	5/22/20	9:35 AM	5/22/20	12:00 PM	2:25
27	5/26/2020 9:44:24 AM	GIS	Fix AC, look at ceiling tiles for water damage	GIS Office	3	Mark	Mark	5/29/20	2:30 PM	5/29/20	3:28 PM	0:58
28	5/26/2020 10:05:20 AM	Sheriff's Office	Haul away front landscape debris	Historic Courthouse	3	Mark/ Roger	Mark/ Roger	5/11/20	8:00 AM	5/22/20	1:00 PM	5:00
29	5/26/2020 12:35:33 PM	Sheriff's Office	Call Schindler - elevator is down.	Historic Courthouse	1	Mark	Chris	5/26/20	1:07 PM	6/1/20	11:00 AM	
30	5/26/2020 2:28:24 PM	Assessment	Fix AC in Ray's Office	SOA Office	2	Mark	Mark	5/29/20	2:30 PM	5/29/20	3:28 PM	0:58
31	5/27/2020 10:20:34 AM	County Coordinator	Organize	County Board Office	2	Roger	Roger	5/27/20	10:40 AM	5/27/20	3:30 PM	4:50
32	5/27/2020 10:27:34 AM	County Coordinator	Fix AC	New Courthouse	1	Mark	Mark	5/27/20	12:05 PM	6/1/20	12:00 PM	
33	5/28/2020 8:23:14 AM	Sheriff's Office	Assist Christian Co Sheriff @ 10 am	Sheriff's Office	3	Mark/ Roger						0:00
34	5/28/2020 9:27:43 AM	Sheriff's Office	Fix basement toilet	Historic Courthouse	3	Mark/ Roger	Mark	6/3/20	11:30 AM	6/3/20	11:54 AM	0:24
35	5/28/2020 9:42:05 AM	County Coordinator	Organize	County Board Room	3	Roger						0:00
36	5/29/2020 11:42:35 AM	County Coordinator	Meet someone to look at surplus equipment	Wright Automotive	3	Roger	Mark/ Roger	6/1/20	8:00 AM	6/1/20	9:30 AM	1:30

37	5/29/2020 11:43:20 AM	Sheriff's Office	Call Schindler - elevator is down.	Historic Courthouse	1	Mark	Mark					0:00
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