

UPCOMING MEETINGS

Wednesday, November 7, 2018 (*Held on different day*)

7:30 A.M. Highway Committee Meeting – Highway Department in Roberts

Wednesday, November 7, 2018

9:00 A.M. Sheriff Committee Meeting – Sheriff's Boardroom

Thursday, November 8, 2018

8:30 A.M. Finance Committee Meeting – Small Courtroom in Courthouse

Monday, November 12, 2018

7:00 P.M. County Board Meeting – Sheriff's Boardroom



Ford County Coroner's Office

200 W. State

Paxton, IL 60957

1-217-379-2344 Office

Richard Flessner
Coroner

MONTH END REPORT SEPTEMBER, 2018

TOTAL DEATH INVESTIGATIONS	17
TOTAL RESIDENT DEATHS	15
TOTAL NON-RESIDENT DEATHS	2
Past Inquires or Inquests Pending	1
Inquires Pending this month	0
1) Natural Death Investigations	16
2) Undetermined Death	0
3) Suicide	1
4) Homicide	0
5) Accidental Death	0
5a) Accidental Motor Vehicle Death	0
5b) Accidental Drug or Alcohol Death	0
AUTOPSIES	2
TOXICOLOGY	2
EXTERNAL EXAMINATIONS	0
HOSPICE CASE	10
INQUESTS CONDUCTED	0
CREMATION PERMITS INVESTIGATED AND ISSUED	5
NOTIFICATIONS FOR OTHER COUNTIES	0
ORGAN & TISSUE DONATION	0
INVESTIGATIONS RETURNED TO THE MEDICAL PROFESSION	0
CREMATION PERMIT FEES	\$ 250.00
REPORT FEES	\$.00
MISC. FEES (Grant)	\$.00
TOTAL REVENUE	\$ 250.00

RESPECTFULLY SUBMITTED,

RICHARD FLESSNER
FORD COUNTY CORONER

COUNTY CLERK & RECORDER'S OFFICE

To the Chairman of the County Board of Ford County:

I, Amy Frederick, County Clerk and Recorder, in and for the County of Ford and State of Illinois, respectfully present the following report of all the fees and emoluments of my office, for the month of **SEPTEMBER 2018** and during the month where I state the gross amount of all fees.

COUNTY CLERK														
REVENUE FOR THE MONTH	RECORDING FEES	VITAL RECORDS	MISC FEES	COUNTY TAX STAMPS 1/3	TAX CLERK FEES	COUNTY CLERK REVENUE	DEDICATED FUNDS RSSA	VRSSA	ELECTION REIMBURS	FEES OF OTHERS	GIS	RH	DCS	DELINQUENT TAXES COLLECTED
Dec-17	3,444.50	255.00	2,243.43	1,944.75	315.00	8,202.68	798.50	364.00	0.00	0.00	2,477.00	1,557.00	432.00	18,509.10
Jan-18	2,620.50	425.00	2,862.90	2,282.00	385.00	8,575.40	603.50	582.00	0.00	0.00	1,890.00	1,143.00	732.00	25,486.74
Feb-18	2,789.50	465.00	1,029.70	744.00	805.00	5,833.20	627.50	600.00	0.00	0.00	1,955.00	1,215.00	688.00	54,824.14
Mar-18	3,712.50	405.00	1,155.50	2,012.75	420.00	7,705.75	838.00	572.00	0.00	0.00	2,618.00	1,620.00	700.00	28,470.61
Apr-18	3,904.00	505.00	1,191.25	2,215.00	350.00	8,165.25	884.50	624.00	0.00	0.00	2,746.00	1,737.00	660.00	25,657.91
May-18	3,844.00	405.00	1,228.00	1,844.25	560.00	7,881.25	848.50	514.00	0.00	0.00	2,641.00	1,656.00	608.00	42,791.91
Jun-18	2,913.00	355.00	1,555.00	1,286.75	140.00	6,249.75	663.00	412.00	0.00	0.00	2,072.00	1,278.00	384.00	11,293.04
Jul-18	4,017.50	445.00	896.50	4,873.00	140.00	10,372.00	911.00	558.00	0.00	0.00	2,842.00	1,782.00	652.00	11,029.16
Aug-18	4,670.50	580.00	1,516.00	2,421.00	70.00	9,257.50	1,042.50	598.00	0.00	0.00	3,252.00	1,989.00	520.00	3,057.93
Sep-18	3,589.25	450.00	1,878.00	4,828.25	525.00	11,270.50	835.50	504.00	0.00	0.00	2,599.00	1,647.00	488.00	44,681.36
Oct-18						0.00								
Nov-18						0.00								
MID-YEAR	20,315.00	2,460.00	9,710.78	11,042.75	2,835.00	46,363.53	4,600.50	3,256.00	0.00	0.00	14,327.00	8,928.00	3,820.00	195,740.41
TOTAL	35,505.25	4,290.00	15,556.28	24,451.75	3,710.00	83,513.28	8,052.50	5,328.00	0.00	0.00	25,092.00	15,624.00	5,864.00	265,801.90

72.62% = Percent of estimated revenue generated for year to date.

Total estimated revenue = \$ 115,000.00

Actual office revenue = \$83,513.28

Total County Clerk Receipts = \$ 409,275.68

Election Reimbursment = \$ -

Dedicated Funds = \$ 13,380.50

STATE OF ILLINOIS }
COUNTY OF FORD }

I, Amy Frederick, do solemnly swear that the foregoing account is in all respects just and true according to the best of my knowledge and belief, and that I have neither received directly or indirectly nor directly or indirectly agreed to receive or be paid for my own or another's benefit, any money, article or consideration than therein stated, nor am I entitled to any fee or emolument for the period therein mentioned, other than those specified.

Submitted this 1st day of October 2018.


Ford County Clerk & Recorder

Monthly Report to the Ford County Board
On Activities at the Highway Department
October 2, 2018

The Ford County Highway Department completed the following activities during the month September, 2018.

Engineering Division

- Entered claims and allotments to various county and township funds.
- Assisted Maintenance Division.
- Completed resurfacing Lehigh Road (100N).
- Completed paperwork for Buckingham Road (1600 E Rd.) resurfacing.

Maintenance Division

- Performed maintenance and repair on County owned equipment.
- Conducted routine inspection and maintenance of roads, entrances, shoulders and signs on county system.
- Replaced shoulder stone on County Roads.

County Engineer

- Attended Road Commissioners' meeting in Roberts.
- Worked with Kelly Creek township commissioners and their attorney to close-out township road upgrades and repairs.
- Worked with Heritage Prairie Commissioners on Road Use Agreement.
- Attended IACE Traffic and Safety Committee meeting in Springfield.

Ford County Highway Committee Minutes

The Ford County Highway Committee met on October 2, 2018 at the Ford County Highway Department in Roberts, Illinois.

Present at this regular scheduled meeting were committee members Bob Lindgren, Jon Clark, Tim Nuss and Bud Otto. County Board Chairman Randy Berger, and County Engineer Greg Perkinson were also present. Mr. Otto called the meeting to order at 7:30 a.m.

First on the agenda was the review of the September minutes. Mr. Nuss moved and Mr. Berger seconded the motion that they be approved as presented. The motion carried.

During public comment Ms. Ann Irhke presented her concerns over Ford County becoming an "Industrial Park" due to possible increase in number of wind farms. This would create an environment where citizens would not want to live in Ford County.

September bills were read and presented by Mr. Perkinson. Mr. Lindgren moved and Mr. Nuss seconded the motion to approve the bills and present to the full board. The motion carried.

The committee then reviewed the fund balance report and the highway appropriations and expenses report.

Under old business the following items were discussed:

Mr. Perkinson informed the committee of the activities at the County Highway Department during the month of September and will provide a written report for the full board.

Mr. Perkinson provided an update on the road use agreement for Pattern Energy's Heritage Prairie Wind project.

Mr. Perkinson updated the committee on the Township Settlement Agreement for the Kelly Creek Windfarm.

New Business

Mr. Perkinson presented Snow Removal Agreements for Townships of Button, Mona, and Rogers. Mr. Berger moved and Mr. Otto seconded to present to the full board.

Having no further items to discuss, Mr. Nuss moved to adjourn at 8:25 am, seconded by Mr. Berger. The motion carried.

Ford County Public Health Department
Report to Ford County Board
September 2018, Statistics

Administration

Food Ordinance approved by Board of Health. Will be presenting to County Board next month.

One open nurse position

GATA will be requiring a audit specific to grants with the State of Illinois and each FEIN.

Community Health

Immunizations:

Flu	44
Child	12
Adult	1
Lead Screening	16
Pregnancy test	0
Paternity test	1
TB skin tests	7
Blood Pressure checks	5

Vision screens	422
Hearing screens	600

Investigations:

Animal bites/Rabies	0
Chlamydia	1
Gonorrhea	0
Hep C - suspect	2
Hep B - suspect	1
Salmonellosis	0
Spotted Fever	0
West Nile - suspect	1

Kempton Clinic:

Seniors served	23
Home visits	5
Phone visits	0

Environmental Health

Inspections:

Food	17
Well	1
Septic	3
Birds submitted	2
Radon kits	6
Water sample kits	3

Smoke Free Illinois Act:

Inspections	19
Passed	17

Senior Programs

Senior Information Services

Over 60 clients	16
Under 60 clients	5
Total contacts	88

Adult Protective Services

Over 60 reports	1
Under 60 reports	0
Open cases	3
Self-Neglect reports	0

Community Care Program

Current clients	97
Nursing home screens	10

Additional Activities

Flu clinics are happening.

Ford County Public Health Department
Transaction Report
September 1-28, 2018

CASH

Payables Account

Date	Num	Name	Memo/Description	Amount
Beginning Balance				
09/10/2018	184	UPS	Postage	-56.49
09/11/2018	186	Doubletree Hotel	Hotel for PHEP	-182.10
09/11/2018	185	Walmart	GRG	-216.89
09/12/2018	2477	Ford County Treasurer	Payroll Reimbursement	-15,211.90
09/12/2018	2478	Gibson Area Hospital & Health Services	IBCCP Client	-78.02
09/12/2018	2479	Henry Schein	Immun. Supplies	-42.49
09/12/2018	2480	Kami Kimmel	Mileage	-172.26
09/12/2018	2481	Lana Sample	Mileage	-217.08
09/12/2018	2482	MCS Office Technologies	Computer Services	-1,504.29
09/12/2018	2483	Mediacom	Phone	-200.15
09/12/2018	2484	Nancy Mandamuna	Mileage	-358.94
09/12/2018	2485	Page Eads	Mileage	-116.64
09/12/2018	2486	PDC Laboratories, Inc	Water sample kits	-150.00
09/12/2018	2487	Quill	Office Supplies	-425.88
09/12/2018	2488	Sue Burklund	Mileage	-43.20
09/12/2018	2489	USPS	postage	-105.10
09/12/2018	2473	Christina Wallace	Mileage	-421.20
09/12/2018	2472	CDS Office Technologies	Copier Services	-121.74
09/12/2018	2471	Brandi Williams	Mileage	-60.75
09/12/2018	2476	Elson's Paxton Sanitary	Garbage	-31.00
09/12/2018	2475	Don McCall	Meals Reimb.	-37.80
09/12/2018	2474	Diane Tavenner	Mileage	-172.80
09/12/2018	2470	Ameren Illinois	Electric	-112.58
09/18/2018	187	Walmart	Caregiver GAP	-86.37
09/18/2018	188	UPS	Postage	-48.07
09/21/2018	189	Walmart	Caregiver GAP	-238.94
09/24/2018	194	Bull Publishing	Caregiver books	-11.96
09/24/2018	195	Positive Promotions	Caregiver, GRG	-397.91
09/24/2018	192	Quickbooks	Accounting software	-80.00
09/24/2018	193	BK Books	Grandparents books	-29.00
09/25/2018	191	Walmart	GRG Gap	-126.60
09/26/2018	196	Walmart	GRG Gap	-80.36
09/26/2018	190	Subway	APS M team	-47.62
09/28/2018	2493	Sanofi Pasteur	TB solution	-151.91
09/28/2018	2491	Nicor	gas	-29.24
09/28/2018	2490	Ford County Treasurer	Payroll Reimbursement	-12,055.67
09/28/2018	2492	Page Eads	Meals Reimb.	-36.28
09/28/2018	2494	VecTOR Test Systems, Inc	Test Kits for WNV	-1,325.00

MA

SL

**Ford County Board of Health Meeting
Gibson Area Hospital and Health Services Board Room
September 18, 2018 at 6:00 PM**

The Ford County Public Health Department Board of Health met at the Gibson Area Hospital and Health Services board room on September 18, 2018. The meeting was called to order at 6:03pm by President, Mike Short. Those members present were Dr. Austman, Suzie Shell, Laurelyn Crokek, Marcia Peznowski, Dr. Brucker and Mike Short. Dr. Spangler and Randy Berger was absent. Lana Sample, Administrator, was also present.

Approve payment of current bills.

Dr. Austman made the motion to approve payment of current bills. Laurelyn Crokek seconded the motion. Motion carried unanimously.

Approval of previous minutes

Marcia Peznowski made the motion to approve previous meeting minutes. Dr. Brucker seconded the motion. Motion carried unanimously.

Administrator's Report

Certified Local Health Department Code has recently been submitted for public comment. Discussion will be held at the IAPHA Regional meeting. Certification is purposed for every 2 years with a Community Health Needs Assessment requirement but no IPLAN.

Current and future staffing discussed and fiscal year 2019 has a third nurse budgeted for the office.

Notice was sent to Tyler Technologies that the on-line health inspection program will not be renewed, and back charges will not be paid; after consultation with the State's Attorney. The plan is to contract with USA Food Safety starting January 1, 2019.

Finance Report

Suzie Shell made the motion to approve the finance report. Dr. Austman seconded the motion. Motion carried unanimously.

Old Business

Leaf Burning

Discussion held on the Board of Health's stance and recommendation of whether leaf burning should occur in Ford County. It was recommended that the Administrator research options for leaf disposal other than burning. The Board of Health will review that information and determine how to proceed.

Food Ordinance

The Administrator presented a revised and updated Ford County Food Ordinance. As the Illinois Department of Public Health will be adopting the 2017 US FDA Food Code, it requires that Counties revise their ordinances to meet the State requirements. Discussion held. Dr. Austman made the motion to accept the revised Ford County Food Ordinance as presented with the addition of the 2017 US FDA Food Code Chapter 8 under Section 1.

Laurelyn Crokek seconded the motion. Motion carried unanimously.

New Business

2019 Budget

The Administrator presented the Fiscal Year 2019 Ford County Public Health Department Budget. Discussion held. Marcia Peznowski motioned to approve and send the budget to the County Board for approval. Dr. Austman seconded the motion. Motion carried unanimously.

Financial Accounts

Discussion held on the need to have another Board of Health member added to the Payables (checking) Account that would be available to sign checks when needed. Dr. Austman made the motion to add Laurelyn Crokek to the payables account. Marcia Peznowski seconded the motion. Motion carried unanimously.

Discussion held on Tuberculosis program and the current line item in the budget for those potential expenses. Administrator suggested a separate account be set up to ensure these funds are kept separate from the general budget as they would only be used if a tuberculosis case were present in Ford County. Laurelyn Crokek made

the motion to open a money market account for the Tuberculosis funds with the Board of Health Treasurer and the FCPHD Executive Assistant as signers. Suzie Shell seconded the motion. Motion carried unanimously.

Adjourn

Marcia Peznowski made the motion to adjourn the meeting at 7:15 pm. Dr. Austman seconded the motion. Motion carried unanimously.

Dr. Mark Spangler, Secretary

Date

DRAFT

FORD COUNTY PROBATION AND COURT SERVICES

Stats for September 2018

SEPTEMBER of 2018

ADULTS:

<u>Active Caseload</u>		<u>Administrative Cases</u>	
Felony Cases	94	Active	47
Misdemeanors	91	Warrants	99
DUI Cases	65	TOTAL	146
Traffic Cases	70		
TOTAL	320		

JUVENILES:

<u>Active Caseload</u>		<u>Administrative Cases</u>	
Probation	6	Active	10
Cont'd Supervision	12	Inactive	0
Informal	0	TOTAL	10
Other	0		
TOTAL	18		

PUBLIC SERVICE:

<u>Adults</u>		<u>Juveniles</u>	
Cases	161	Cases	18
Hours	21079	Hours	946
TOTAL CASES:	201		
TOTAL HOURS:	22025		

RESTORATIVE JUSTICE / DIVERSION:

Intakes this month	0		
Cases reviewed this month	0		
Active Conference/Diversion Cases		Restorative Justice / Diversion	7

INVESTIGATIONS:

PSI's ordered	0	PSI's completed	3
Record Checks completed	0		

INTAKES:

Adults:	23	Juveniles:	0
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ELECTRONIC MONITORING / GPS:

Adults:	0	Juveniles:	0
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CONTACTS FROM POLICE AND / OR CLIENTS AFTER HOURS:

Police	5	Clients	22
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HOME / SCHOOL VISITS CONDUCTED DURING THE MONTH:

Home:	2	School	4
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RESTITUTION / COMMUNITY SERVICE COMPLETED:

Restitution collected this month 1344.54

Community Service collected:

Adults:	296	Juveniles:	35
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SEPTEMBER 2017 (Same month last year)

ADULTS:

<u>Active Caseload</u>		<u>Administrative Cases</u>	
Felony Cases	82	Active	67
Misdemeanors	123	Warrants	100
DUI Cases	65	TOTAL	167
Traffic Cases	19		
TOTAL	289		

JUVENILES:

<u>Active Caseload</u>		<u>Administrative Cases</u>	
Probation	3	Active	11
Cont'd Supervision	11	Inactive	0
Informal	3	TOTAL	11
Other	0		
TOTAL	17		

PUBLIC SERVICE:

<u>Adults</u>		<u>Juveniles</u>	
Cases	173	Cases	28
Hours	24655	Hours	1138
TOTAL CASES:	201		
TOTAL HOURS:	25793		

VIOLATIONS:

Adult:	11	Juveniles:	0
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COMMUNITY MEETINGS ATTENDED THIS MONTH:

Ford County Board Meeting

Ford County Network Panel

Veterans Court

TRAININGS / PRESENTATIONS COMPLETED DURING THIS MONTH:

LEADS Training and Recertification

TOTAL NUMBER OF HOURS WORKED OUTSIDE MON. - FRI. 8:30 - 4:30: 14

<u>OFFICER CASELOAD</u>	<u>ADULTS</u>	<u>JUVENILES</u>	<u>PRE-TRIAL</u>
Drug Court	2	0	
Jennifer Anderson	76	20	
Rocky Marron	93	0	
Ellen Maxey	19	1	26
Ariel Ochoa	103	6	
Suzie Shell	52	0	
Warrant Status	120	1	

INTAKES THIS MONTH:

<u>Adult:</u>		<u>Juvenile:</u>	
Felony Cases	7	Probation	0
Misdemeanors	5	Cont'd Supervision	0
DUI Cases	3	Informal	0
Traffic Cases	8	Other	0
TOTAL	23	TOTAL	0

CONFINEMENTS:

Juvenile Detention	0		
IDOC Commitments	1		
Group Home	Adults: 0	Juveniles: 0	
Residential Substance Abuse Treatment:	Adults: 1	Juveniles: 0	

ADULT PROGRAMS ORDERED THIS MONTH:**COMPLETED THIS MONTH:**

Alcohol / Substance Abuse Assessment	10	3
DUI Assessment	3	5
Alcohol / Substance Abuse Treatment	0	1
DUI Education	3	7
Victim Impact Panel	3	1
Cognitive Classes	4	1
Anger / Domestic Abuse Classes	0	1
Mental Health	3	0
Sex Offender Treatment	0	0
Parenting Classes	0	0
Psychiatric / Psychological Assessment	0	0
Traffic School	8	5

FORD COUNTY SHERIFF'S OFFICE
SEPTEMBER 2018
ACTIVITY SUMMARY REPORT

INCOME RECEIVED

\$29,993.16 – Boarding	\$600.00 – Sheriff Sale	\$320.00 – Bond Fees
\$ 6,459.84 – Contracts	\$520.00 – Dedicated Vehicle Fund	\$180.00 – Work Release
\$ 1,462.23 – Civil Process	\$510.00 – Seized/Forfeiture Fund	\$169.85 – Arrestee Medical Fund
\$ 952.40 – Transports	\$340.36 – Misc. Reimbursements	\$ 35.00 – Reports

TRAFFIC ACCIDENTS-05

WARNING CITATIONS-44

CIVIL CITATIONS-03

TRAFFIC CITATIONS-69

39 – Speeding	02 – Driver's view Obstructed
05 – Suspended/Revoked Driver's License	01 – DUI
04 – Disregard Traffic Control Device	01 – Improper Lane Usage
03 – Failure to Signal	01 – Child Restraint Violation
03 – Equipment Violation	01 – Illegal use of Registration
02 – Illegal Transportation of Alcohol	01 – Failure to Yield Right of Way
02 – No Seat Belt	01 – Fleeing/Attempt to Elude Police
02 – Operating an Uninsured Vehicle	01 – Reckless Driving

FIELD INCIDENT/COMPLAINT REPORTS

40 – Other Agency Assistance	02 – E911 Hang-ups
13 – Motorist Assists	02 – Harassment
13 – Non-criminal/Civil Complaints	02 – Juvenile Complaints
09 – Animal Complaints	02 – Theft
08 – Welfare Checks	01 – Damage to Property
08 – Investigation Follow-ups	01 – Fight in Progress
06 – Security Checks	01 – Intoxicated Pedestrian
06 – Suspicious Persons	01 – Missing Person
04 – Domestic Trouble	01 – Noise Complaint
04 – Suspicious Vehicle	01 – Violation of Court Order
03 – Property Stand-by	01 – Suspicious Activity
03 – Fraud	01 – Vandalism

CIVIL PROCESS ACTIVITY (SERVICES/ATTEMPTS)

Court Summons: 43/57 Warrants: 13

TOTAL FOR THE MONTH

\$41,542.84

FY TOTAL TO DATE

\$454,015.10

FORD COUNTY INMATES TOTAL MANDAYS TO DATE (3774)

Ford County Inmate Mandays: 362

MONTHLY REPORT FROM THE SUPERVISOR'S OFFICE

Well September was a SUPER busy month!! Our CAMA (valuing system) is finally installed. We spent most of last week getting trained, while keeping the office up and running. We are about 90% live, which is good. Now the real work begins. As of today October 2, 2018, at 2:30p.m., Katie and I have valued 57 parcels, which is around 25% of the parcels in the work which includes 2016, 2017 & 2018. We will of course continue to value and hope to be done by the end of October. Most of the work has been turned in by the multi-township assessors. There are still questions and tweaks on several of the parcels in the work, but we are getting there.

I have not had much luck tracking down the contracts between the County and the Multi-Township Districts for billing of the valuing our office does for them, but have contacted another county who does similar work for their rural townships to get an example of their contract and will be working with Andrew to rewrite new contracts.

Also, this month the newest GIS flight was installed. The picture is much clearer and of course up to date. Next will be running the find and assess for the 2019 Quad year.

I apologize for missing this month's meeting, but I am in Collinsville at a class. I'll be back in the office on Monday, October 15th as a 42-year-old, rather than 41 (insert sad face).

My September bills are on the back.

Sept	Sidwell	86-00-476	\$7,109.31	Orthophoto Production
		01-59-423		
	Dave Hastings	86-00-476	\$64.85	viewing mileage
		01-59-423		
	Sidwell	86-00-476	\$8,925.00	annual GIS maintenance
		01-59-423		
	Kim Hooper	86-00-476	\$17.44	mileage for trip to Melivn
		01-59-423		
	Katie Moore	86-00-476	\$33.79	mileage for trip to Urbana for notary
		01-59-427		
	Sidwell	86-00-476	\$325.63	Orthophoto Production
		01-59-427		
	MCS	86-00-476	\$33.75	remote access issue

Matt Rock
Zoning Office
Ford County, Illinois

MONTHLY REPORT
TO THE CHAIRMAN OF THE COUNTY BOARD OF FORD COUNTY
OF
OFFICIAL FEES AND EMOLUMENTS RECEIVED

I, Matthew E. Rock, Zoning Enforcing Officer in and for the County of Ford and State of Illinois, respectfully present the following report of all the fees and emoluments of the Zoning Office, for the month ending September 30th, 2018 wherein I state the gross amount of all fees or emoluments.

NATURE OF SERVICES:

(2) Construction Permits: \$204.00

I do solemnly swear that the foregoing account is in all respects just and true according to the best of my knowledge and belief, and that I have neither received directly or indirectly nor directly or indirectly agreed to receive or be paid for my own or another's benefit, any other money, article or consideration than therein stated, nor am I entitled to any fee or emolument for the period therein mentioned, other than those therein specified.

Respectfully submitted this 30th day of September, 2018.



Zoning Enforcing Officer

RESOLUTION 18-

WHEREAS: THE FREEDOM OF SPEECH IS GUARANTEED BY THE UNITED STATES' CONSTITUTION; AND

WHEREAS: THE FORD COUNTY BOARD RECOGNIZES THIS RIGHT AND ENCOURAGES ANYONE WISHING TO SPEAK AT ITS MEETINGS DO SO; AND

WHEREAS: THE FORD COUNTY BOARD DESIRES TO HAVE ORDERLY MEETINGS; AND

THEREFOR LET IT BE RESOLED: ANYONE DESIRING TO ADDRESS THE FORD COUNTY BOARD SHALL SIGN UP TO SPEAK BEFORE THE MEETING IS CALLED TO ORDER. A TOTAL OF THIRTY (30) MINUTES WILL BE ALLOTTED AT THE MEETING FOR ALL PUBLIC COMMENT; AND

PUBLIC COMMENTS SHOULD BE GERMAINE TO THE BUSINESS OF THE COUNTY BOARD, AND THEREFORE, SHOULD BE RESTRICTED TO ITEMS ON THE AGENDA, AND ONLY THOSE SIGNED UP SHALL BE GRANTED THREE (3) MINUTES TO ADDRESS THE BOARD; AND

SHOULD MORE PEOPLE SIGN UP TO ADDRESS THE BOARD THAN CAN BE ACCOMMODATED IN THE 30 MINUTE PERIOD, THEN THOSE PERMITTED TO SPEAK WILL BE CHOSEN BY LOTTERY; AND

THOSE INDIVIDUALS WHO WISH TO ADDRESS THE BOARD, BUT ARE NOT SELECTED BY THE LOTTERY ARE ENCOURAGED TO PRESENT THEIR COMMENTS IN WRITING TO THE COUNTY BOARD; AND

THE CHAIRMAN OF THE BOARD, IN HIS OR HER SOLE DISCRETION SHALL HAVE THE RIGHT TO EXTEND THE PERIOD OF TIME ALLOTTED FOR PUBLIC COMMENT BY NO MORE THAN FIFTEEN (15) MINUTES.

PASSED BY THE FORD COUNTY BOARD THIS 8TH DAY OF OCTOBER, 2018.

RANDY BERGER, CHAIRMAN OF THE BOARD

ATTEST: _____
AMY FREDERICK, CLERK & RECORDER

RESOLUTION 18 -

RESOLUTION AMENDING THE PERSONNEL POLICY

WHEREAS, the Employee Policy Manual was adopted Nov. 13, 2001 and last updated Dec. 14, 2015; and

AND WHEREAS, the Employee Policy Manual may be amended by the County Board, at its discretion, at any duly constituted regular County Board Meeting; and

BE IT HEREBY RESOLVED, Section 601 and Section 603 will be abolished, and Section 602 shall be amended in its entirety, as follows:

Volunteer Emergency Worker Job Protection Act

This County fully complies with all the regulations of the Volunteer Emergency Worker Job Protection Act. The definition of a "volunteer emergency worker" is a firefighter, licensed EMT, ambulance driver or attendant, or "First Responder" per the EMT System's Act who provides services to a fire department, fire protection district, or other governmental entity without receiving compensation. If you are an employee who is involved in such a role you must supply verification of that role per the employer's request. If you are going to be absent or late for your assigned shift due to volunteer emergency duties, it is your responsibility to make a reasonable effort to notify your supervisor. The employee will be asked to provide documentation of service. They will not be subject to discipline for absence or tardiness due to their service but their time off the job will not be paid.

Disability Leave

Disability is defined as a physical or mental condition that incapacitates an employee to a point that he/she is unable to perform their job requirements. Disability may be work or non-work related, and must be certified by a licensed physician. It is the responsibility of the employee or his/her representative to contact the Department Head to keep him/her advised of the extent of the disability and contact the Treasurer's Office for a disability application as soon as it is anticipated that the employee may go on disability. Employees with a disability may qualify for IMRF or workman's compensation disability benefits; however, IMRF disability benefits are not paid for the first 30 days of disability. An employee may also be eligible for leave under the Family and Medical Leave Act (FMLA) policy, if the employee meets certain eligibility requirements and the employee's disability qualifies as a serious health condition. In such cases, disability leave will run concurrently with FMLA leave and the terms of the FMLA policy will control to the extent such terms conflict with the provisions of this disability policy, until the employee's FMLA leave rights are exhausted.

- Employees requesting a disability leave must submit a request for leave in writing, stating the reason for the leave, at least thirty (30) days in advance to his or her supervisor. In emergencies, written notice must be provided as soon as possible under the circumstances.

The employee must also submit certification from his or her physician stating the diagnosis and nature of the disability, why the disability will preclude the employee from working and the recommended course of treatment, and the estimated length of time that the employee will be out of work because of the disability. This medical certification generally must be provided at the time of the request of the leave, but no later than fifteen (15) days after the request for leave is made. The County reserves the right to require a second medical opinion by another physician at its designation.

- Employees must use all accrued sick days in conjunction with a disability leave. Employees may (but are not required to) use vacation and personal days during a disability leave to continue their salary, after sick days are exhausted. Sick leave, vacation and personal time will continue to be accrued only during the period when the employee is being paid by the County. Otherwise, sick leave, vacation, or personal days will not be accrued while the employee is on disability.
- Disability beyond 30 calendar days may be covered by the Illinois Municipal Retirement Fund (IMRF). The County Treasurer's Office will prepare the required forms to request IMRF disability coverage and forward them to the disabled employee. It is the employee's responsibility to sign the forms as required, provide the necessary physician's statement or other proof of disability, and return all forms to the County Clerk's Office for processing. The amount of IMRF disability benefits is 50% of the employee's average monthly earnings for the 12 calendar months prior to the date he or she is disabled.
- An employee will be returned to his or her former position if the employee returns from a sick/disability leave within 30 calendar days after the first day of absence, provided that the employee is able to perform the essential job functions of the position. Employees who are unable or unwilling to resume their duties on the same schedule to which they were assigned immediately prior to the period of disability within the thirty days are not guaranteed reemployment. For example, a full-time staff member is not guaranteed the right to demand rehire on a part-time basis.
 - Health Insurance will be paid by **[County Name]** County only while on paid absence, unless otherwise required by applicable law. Continued participation by the employee in the Group Life and Health Insurance program during unpaid disability leave will be at the employee's expense of paying the premium for continued coverage.
 - During a disability leave, the County may require the employee to periodically report on his or her status and intent to return to work. The County may also periodically require certification of the employee's medical condition.

- Unused vacation, and personal time will be held pending the employee's return. In the event the employee does not return to work; unused benefits will be paid in accordance with the County's separation policy.
- In any event, if after six months of a disability leave the employee is unable or unwilling to perform the normal job functions of their position, the employee will be separated and all unused benefits paid in accordance with routine separation policy.
- If the employee's disability continues beyond the original requested and approved leave time but the employee has not yet used the maximum six months allowed for a disability leave, the County may extend the disability leave for up to the maximum leave available upon written request for an extension and presentation of a statement from the employee's physician stating the reason why the employee cannot report back to work and the estimated additional time that will be required for the employee to recover from the disability.
- Failure to return from a disability leave upon the expiration of the approved leave period will be considered a voluntary resignation.
- When an employee returns from a disability leave, the employee must provide a statement of disability from his or her physician stating that the employee is medically fit to return to work and further stating any limitations that may be imposed by the physician on the employee's ability to work. The County, in its sole discretion, may require an employee to be examined by a physician designated by the County before the employee is permitted to return to work from a disability leave. The final decision on whether an employee is ready to return to work rests with the County.

Family and Medical Leave Act

Upon hire, [County Name] County provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employees Rights and Responsibilities under the Family and Medical Leave Act.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns or disputes with this policy, you must contact your manager in writing.

General Provisions

Under this policy, [County Name] County will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Eligibility

To qualify to take family or medical leave under this policy, the employee must meet the following conditions:

- The employee must have worked for the county for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, if the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours' eligibility test for an employee under FMLA.
- The employee must work in a work site where 50 or more employees are employed by the county within 75 miles of that office or work site. The distance is to be calculated by using available transportation by the most direct route.

Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide the Department Head with verbal or written notice of the need for the leave. Within five business days after the employee has provided this notice, the Department Head will provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the county's usual and customary notice and procedural requirements for requesting leave.

Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the Department Head will provide the employee with a written response to the employee's request for FMLA leave.

Amount of Leave

An eligible employee may take up to 12 weeks for the first five FMLA circumstances above (under heading "Type of Leave Covered") under this policy during any 12-month period. The county will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the county will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave circumstance above during a single 12-month period. For this military caregiver leave, the county will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If spouses both work for the county and each wish to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the spouses may only take a combined total of 12 weeks of leave. If spouses both work for the county and each wish to take leave to care for a covered injured or ill service member, the spouses may only take a combined total of 26 weeks of leave.

Types of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child and to care for that child.
- The placement of a child for adoption or foster care and to care for a newly placed child.
- To care for a spouse, child or parent with a serious health condition.
- The serious health condition (described below) of the employee.
 - An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.
 - A serious health condition as defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any subsequent treatment about such inpatient care or as a condition that requires continuing care by a licensed health care provider.

- This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care visits for treatment, such visits must take place at least twice a year.
 - Employees with questions about what illnesses are covered under this FMLA policy or under the county's sick leave policy are encouraged to consult with management.
 - If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the county may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.
- Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: a) short-notice deployment, b) military events and activities, c) child care and school activities, d) financial and legal arrangements, e) counseling, f) rest and recuperation, g) post-deployment activities, and h) additional activities that arise out of active duty, if the employer and employee agree, including agreement on timing and duration of the leave.

Covered active duty means:

- In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country.
- In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in Title 10 U.S.C. §101(a) (13) (B).

The leave may commence as soon as the individual receives the call-up notice. (*Son or daughter* for this type of FMLA leave is defined the same as for *child* for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

- Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to care for that service member.

Next of kin is defined as the closest blood relative of the injured or recovering service member.

The term *covered service member* means:

- A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy or is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- A veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

The term *serious injury or illness* means:

- In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.
- In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

Employee Status and Benefits During Leave

While an employee is on leave, the county will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider.

Use of Paid and Unpaid Leave

All paid vacation, personal and sick leave runs concurrently with FMLA leave.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

Certification for the Employee's Serious Health Condition

The county will require certification for the employee's serious health condition. The employee must respond to such a request within 15 business days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for the Family Member's Serious Health Condition

The county will require certification for the family member's serious health condition. The employee must respond to such a request within 15 business days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification of Qualifying Exigency for Military Family Leave

The county will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 business days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave

The county will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 business days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Recertification

The county may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the county may request recertification for the serious health condition of the employee or the employee's family member every six months about an FMLA absence.

Intent to Return to Work from FMLA Leave

The County may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

NOW THEREFORE BE IT RESOLVED, that the Ford County Board has reviewed the amendment to Section 602 and that the Ford County Board adopt the amendment as of the following date.

Date: October 8, 2018

Randy Berger
Ford County Chairman

ATTEST: _____
Amy Frederick
Ford County County Clerk & Recorder

RESOLUTION 18 -

WHEREAS, the Ford County Public Building Commission was duly formed on June 20, 1990 for the purpose of selecting, locating and designating those sites to be acquired for the erection, alteration or improvement of buildings and facilities used to furnish essential governmental services;

WHEREAS, the Public Building Commission Act allows for the governing body of any municipal corporation to enter into a lease with a Public Building Commission for the use of said building or facility;

WHEREAS, The Public Building Commission Act allows for the governing body of any municipal corporation to levy and collect a direct annual tax sufficient to pay the annual rent payable under such lease;

WHEREAS, Ford County has previously levied \$263,000 for the 2017-2018 budget year for the rent payable under the lease between Ford County and the Ford County Public Building Commission for the use of the Ford County Courthouse and Ford County Sheriff's Office in furnishing essential governmental services;

WHEREAS, Ford County and the Ford County Public Building Commission will enter into a new lease for the 2018-2019 budget year for the use of the Ford County Courthouse, Ford County Sheriff's Office and Ford County Public Health Building in furnishing essential governmental services;

NOW THEREFORE BE IT RESOLVED, that the levy and collection of a direct annual for the rent payable under the 2018-2019 lease shall be \$225,000 for the 2018-2019 budget year.

Dated: October 8, 2018

Randy Berger
County Board Chairman

Attest: _____
Amy Frederick
Ford County Clerk & Recorder

**RESOLUTION 18 -
OF THE FORD COUNTY BOARD
RELATED TO AN APPOINTMENT TO THE FORD COUNTY PUBLIC BUILDING
COMMISSION**

WHEREAS, the Ford County Public Building Commission is governed by 50 ILCS 20/1 *et seq.*; and

WHEREAS, 50 ILCS 20/5 governs the appointment of Commissioners to the Ford County Public Building Commission; and

WHEREAS, there is a vacancy on the Ford County Public Building Commission due to the resignation of Commissioner Elynor Stagen; and

WHEREAS, Gibson City Mayor Daniel Dickey has nominated Thomas Townsend to serve as a Commissioner on the Ford County Public Building Commission to serve an unexpired 2 year term; and

WHEREAS, Ford County Board Chairman Randy Berger concurs in said nomination; and

THEREFORE, BE IT RESOLVED BY THE FORD COUNTY BOARD that Thomas Townsend is hereby appointed to the Ford County Public Building Commission to serve an unexpired 2 year term, said term expiring June 2020.

Passed in open session this 8th day of October, 2018.

Ford County Board Chairman, Randy Berger

Amy Frederick, Ford County Clerk& Recorder

RESOLUTION 18 -

WHEREAS, 55 ILCS 5/4-4001 provides that the statutory County Clerk fees may be increased by the County Board if an increase is "justified by an acceptable cost study showing that the fees allowed by this Section (55 ILCS 5/4-4001) are not sufficient to cover the costs of providing the services"; and

WHEREAS, both 55 ILCS 5/4-4001 require a statement of the costs of providing each service, program and activity be prepared and be part of the public record; and

WHEREAS, a statement of cost (attached hereto and made a part hereof) and cost analysis by Bellwether, LLC. has been prepared; and

WHEREAS, 410 ILCS 535/25 directs the County Clerk to collect \$2.00 for the Death Certificate Surcharge Fund and \$2.00 for the Cemetery Oversight Licensing and Disciplinary Fund added to each certified Death Certificate; and

WHEREAS, 55 ILCS 5/4-4001 directs the County Clerk to collect \$5.00 added to each Marriage and Civil Union License for the Domestic Violence Fund; and

WHEREAS, 55 ILCS 5/4-4001 provides authority to the County Board to establish a County Clerk's Automation Fund and collect a \$3.00 fee for each copy of a certified document produced by the County Clerk; and

WHEREAS, based on the Bellwether, LLC study and the recommendation of the County Clerk and the County Board agrees that the County Code should be amended to change and establish the fees charged by the Ford County Clerk.

NOW, THEREFORE, BE IT RESOLVED that the County Code is amended as follows:

FORD COUNTY COUNTY CLERK'S OFFICE FEES AS OF DEC. 1, 2018	
COPIES OF DEEDS/MORTGAGES/OTHER RECORDED DOCS.	\$1.00 PER PAGE/PER SIDE
CERTIFIED COPY OF RECORDED DOC.	\$20.00
GENEALOGY COPIES	\$10.00 1st PAGE/\$5.00 EACH ADDITIONAL
SEARCH FEE	\$10.00 PER RECORD
LIST OF DELINQUENT TAXES	\$.25 PER PAGE/PER SIDE
TAX REDEMPTION FEE	\$86.00
MILITARY DISCHARGE TO RECORD	FREE OF CHARGE
COPIES OF DISCHARGE TO VETERAN	FREE OF CHARGE
COPIES OF DISCHARGE TO FAMILY OF VETERAN (AFTER PROOF PROVIDED)	\$1.00 PER COPY
COPIES OF VOTER REGISTRATION LISTS	\$.25 EACH PAGE/PER SIDE
PRECINCT COMMITTEEMAN (PER ELECTION PERIOD OF THEIR PRECINCT)	1 FREE COPY
CANDIDATE (PER ELECTION PERIOD OF THEIR DISTRICT)	1 FREE COPY
LABELS OF REGISTERED VOTERS	\$.50 PER PAGE
ASSUMED NAME OR NAME CHANGE	\$27.00
NOTARY IN PERSON OR MAILED	\$27.00
APPLICATION FOR MARRIAGE	\$55.00 (CASH ONLY)
CERTIFIED COPY OF BIRTH/MARRIAGE RECORD	\$17.00 1st COPY/\$8.00 EACH ADDITIONAL
CERTIFIED DEATH	\$23.00 1st COPY/\$10.00 EACH ADDITIONAL
TO FAX NON CERTIFIED COPIES ONLY	\$5.00
COUNTY HIGHWAY MAPS	
8 1/2" X 14"	\$1.00 PER MAP
11" X 17"	\$2.00 PER MAP
18 1/2" X 27"	\$5.00 PER MAP

Passed this 8th day of October, 2018 by the Ford County Board.

Randy Berger, Chairman of the Board

ATTEST: _____
Amy Frederick, Ford County Clerk & Recorder

FORD COUNTY PUBLIC BUILDING COMMISSION
SEPTEMBER 26, 2018

The Ford County Public Building Commission met in the Jury Room of the Courthouse in Paxton on Wednesday, September 26, 2018. The meeting was called to order by Chairman Ron Shapland at 7:00 P.M.

The roll call showed the following members in attendance: Chairman Ronald Shapland, Tom McQuinn, Del Bruens and Treasurer Nancy Krumwiede. Also in attendance was Ford County Board Chairman Randy Berger, Mr. and Mrs. Chase McCall, Sheriff Mark Doran, Will Brumleve with the Ford County Record and County Clerk Frederick. Not present was Mr. Bleich and State's Attorney Killian.

Motion by Mr. McQuinn to approve the agenda. Mr. Bruens seconded. Voice Vote - Carried

When reviewing the June 2018 minutes, Mr. McQuinn asked if the Boiler is now hooked up to the generator? Sheriff Doran answered yes it is hooked up now. Approval of the June 28, 2018 Minutes motion made by Mr. Bruens. Mr. McQuinn seconded it. Voice Vote - Carried

Treasurer Krumwiede passed out mileage checks, the FY 2017 Audit and her Treasurer's report. Treasurer Krumwiede stated there were "No Findings" with the FY 2017 Audit and that it was a pleasure to work with the new Auditors. Mr. McQuinn made the motion to accept the FY 2017 Audit Report. Mr. Bruens seconded. Roll Call - Unanimous

Mr. Bruens made a motion to accept the Treasurer's Report. Mr. McQuinn seconded it. Roll call - Unanimous

The committee discussed the FY 2019 Ford County Levy amount. The Maintenance Fund was reviewed and discussed. After discussion it was agreed to levy for \$225,000.00 to cover the Maintenance Fund. The Public Building Committee Bond for FY 2019 is \$145,006.00. Bringing the total FY 2019 Levy amount to \$370,006.00. Mr. Bruens made the motion to accept the FY 2019 Levy amount of \$370,006.00. Chairman Shapland seconded it. Roll Call - Unanimous

Since no one was present to represent the Public Health Dept. the repairs were not further discussed at this time.

Sheriff Doran stated there is a need for a new boiler in the Jail. After discussion it was decided that Sheriff Doran will run an advertisement in the paper for bids for one new boiler. The Committee will meet once the bids have been received. Mr. Bruens made the motion allowing Sheriff Doran to advertise for bids for a new boiler. Mr. Shapland seconded it. Roll Call - Unanimous.

Sheriff Doran also mentioned he will replace one air handler units per year until they are all replaced. County Board Chairman Mr. Berger stated that someone is interested in filling the vacancy in the committee and that the County Board will be able to appoint this person at the October 2018 meeting.

Mr. McQuinn motion to adjourn the meeting, Mr. Bruens seconded it. Voice Vote - Carried

Meeting adjourned at 8:11 P.M.
Respectfully Submitted,

Amy Frederick
Ford County Clerk & Recorder

**FORD COUNTY BOARD SPECIFICALLY
INSURANCE & PERSONNEL COMMITTEE MEETING MINUTES
SEPTEMBER 27, 2018**

The Insurance & Personnel Committee met on Thursday, September 27, 2018 at 5:00 P.M. in the Small Courtroom in the Courthouse. Those in attendance were: Chairman McQuinn, Mr. Ferguson and Dr. Bernadette Ray. Also in attendance were Mr. Berger, Mr. May, Greg Perkinson and Clerk Frederick. Mr. Johnson and Mr. Nuss were not in attendance.

Mr. Ferguson made a motion to approve the Agenda. Mr. Berger seconded.

Voice Vote – Carried

The Committee discussed the current Personnel Manual and reviewed a template manual suggested by CIRMA. After discussion, Dr. Ray recommended to the County Board that a resolution be drawn up to abolish Sections 601 & 603 of the current Personnel Manual and that Section 602 shall be amended in its entirety, as follows:

Volunteer Emergency Worker Job Protection Act

This County fully complies with all the regulations of the Volunteer Emergency Worker Job Protection Act. The definition of a "volunteer emergency worker" is a firefighter, licensed EMT, ambulance driver or attendant, or "First Responder" per the EMT System's Act who provides services to a fire department, fire protection district, or other governmental entity without receiving compensation. If you are an employee who is involved in such a role you must supply verification of that role per the employer's request. If you are going to be absent or late for your assigned shift due to volunteer emergency duties, it is your responsibility to make a reasonable effort to notify your supervisor. The employee will be asked to provide documentation of service. They will not be subject to discipline for absence or tardiness due to their service but their time off the job will not be paid.

Disability Leave

Disability is defined as a physical or mental condition that incapacitates an employee to a point that he/she is unable to perform their job requirements. Disability may be work or non-work related, and must be certified by a licensed physician. It is the responsibility of the employee or his/her representative to contact the Department Head to keep him/her advised of the extent of the disability and contact the Treasurer's Office for a disability application as soon as it is anticipated that the employee may go on disability. Employees with a disability may qualify for IMRF or workman's compensation disability benefits; however, IMRF disability benefits are not paid for the first 30 days of disability. An employee may also be eligible for leave under the Family and Medical Leave Act (FMLA) policy, if the employee meets certain eligibility requirements and the employee's disability qualifies as a serious health condition. In such cases, disability leave will run concurrently with FMLA leave and the terms of the FMLA policy will control to the extent such terms conflict with the provisions of this disability policy, until the employee's FMLA leave rights are exhausted.

- Employees requesting a disability leave must submit a request for leave in writing, stating the reason for the leave, at least thirty (30) days in advance to his or her supervisor. In emergencies, written notice must be provided as soon as possible under the circumstances. The employee must also submit certification from his or her physician stating the diagnosis and nature of the disability, why the disability will preclude the employee from working and the recommended course of treatment, and the estimated length of time that the

employee will be out of work because of the disability. This medical certification generally must be provided at the time of the request of the leave, but no later than fifteen (15) days after the request for leave is made. The County reserves the right to require a second medical opinion by another physician at its designation.

- Employees must use all accrued sick days in conjunction with a disability leave. Employees may (but are not required to) use vacation and personal days during a disability leave to continue their salary, after sick days are exhausted. Sick leave, vacation and personal time will continue to be accrued only during the period when the employee is being paid by the County. Otherwise, sick leave, vacation, or personal days will not be accrued while the employee is on disability.
- Disability beyond 30 calendar days may be covered by the Illinois Municipal Retirement Fund (IMRF). The County Treasurer's Office will prepare the required forms to request IMRF disability coverage and forward them to the disabled employee. It is the employee's responsibility to sign the forms as required, provide the necessary physician's statement or other proof of disability, and return all forms to the County Clerk's Office for processing. The amount of IMRF disability benefits is 50% of the employee's average monthly earnings for the 12 calendar months prior to the date he or she is disabled.
- An employee will be returned to his or her former position if the employee returns from a sick/disability leave within 30 calendar days after the first day of absence, provided that the employee is able to perform the essential job functions of the position. Employees who are unable or unwilling to resume their duties on the same schedule to which they were assigned immediately prior to the period of disability within the thirty days are not guaranteed reemployment. For example, a full-time staff member is not guaranteed the right to demand rehire on a part-time basis.
 - Health Insurance will be paid by **[County Name]** County only while on paid absence, unless otherwise required by applicable law. Continued participation by the employee in the Group Life and Health Insurance program during unpaid disability leave will be at the employee's expense of paying the premium for continued coverage.
 - During a disability leave, the County may require the employee to periodically report on his or her status and intent to return to work. The County may also periodically require certification of the employee's medical condition.
 - Unused vacation, and personal time will be held pending the employee's return. In the event the employee does not return to work; unused benefits will be paid in accordance with the County's separation policy.
 - In any event, if after six months of a disability leave the employee is unable or unwilling to perform the normal job functions of their position, the employee will be separated and all unused benefits paid in accordance with routine separation policy.

- If the employee's disability continues beyond the original requested and approved leave time but the employee has not yet used the maximum six months allowed for a disability leave, the County may extend the disability leave for up to the maximum leave available upon written request for an extension and presentation of a statement from the employee's physician stating the reason why the employee cannot report back to work and the estimated additional time that will be required for the employee to recover from the disability.
- Failure to return from a disability leave upon the expiration of the approved leave period will be considered a voluntary resignation.
- When an employee returns from a disability leave, the employee must provide a statement of disability from his or her physician stating that the employee is medically fit to return to work and further stating any limitations that may be imposed by the physician on the employee's ability to work. The County, in its sole discretion, may require an employee to be examined by a physician designated by the County before the employee is permitted to return to work from a disability leave. The final decision on whether an employee is ready to return to work rests with the County.

Family and Medical Leave Act

Upon hire, [County Name] County provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employees Rights and Responsibilities under the Family and Medical Leave Act.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns or disputes with this policy, you must contact your manager in writing.

General Provisions

Under this policy, [County Name] County will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Eligibility

To qualify to take family or medical leave under this policy, the employee must meet the following conditions:

- The employee must have worked for the county for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be

counted, if the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours' eligibility test for an employee under FMLA.
- The employee must work in a work site where 50 or more employees are employed by the county within 75 miles of that office or work site. The distance is to be calculated by using available transportation by the most direct route.

Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide the Department Head with verbal or written notice of the need for the leave. Within five business days after the employee has provided this notice, the Department Head will provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the county's usual and customary notice and procedural requirements for requesting leave.

Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the Department Head will provide the employee with a written response to the employee's request for FMLA leave.

Amount of Leave

An eligible employee may take up to 12 weeks for the first five FMLA circumstances above (under heading "Type of Leave Covered") under this policy during any 12-month period. The county will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the county will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave circumstance above during a single 12-month period. For this military caregiver leave, the county will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If spouses both work for the county and each wish to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the spouses may only take a combined total of 12 weeks of leave. If spouses both work for the county and each wish to take leave to care for a covered injured or ill service member, the spouses may only take a combined total of 26 weeks of leave.

Types of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child and to care for that child.
- The placement of a child for adoption or foster care and to care for a newly placed child.
- To care for a spouse, child or parent with a serious health condition.
- The serious health condition (described below) of the employee.
 - An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.
 - A serious health condition as defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any subsequent treatment about such inpatient care or as a condition that requires continuing care by a licensed health care provider.
 - This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care visits for treatment, such visits must take place at least twice a year.
 - Employees with questions about what illnesses are covered under this FMLA policy or under the county's sick leave policy are encouraged to consult with management.
 - If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the county may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.
- Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: a) short-notice deployment, b) military events and activities, c) child care and school activities, d) financial and legal arrangements, e) counseling, f) rest and recuperation, g) post-deployment activities, and h) additional activities that arise out of active duty, if the employer and employee agree, including agreement on timing and duration of the leave.

Covered active duty means:

- In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country.

- In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in Title 10 U.S.C. §101(a) (13) (B).

The leave may commence as soon as the individual receives the call-up notice. (*Son or daughter* for this type of FMLA leave is defined the same as for *child* for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

- Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to care for that service member.

Next of kin is defined as the closest blood relative of the injured or recovering service member.

The term *covered service member* means:

- A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy or is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- A veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

The term *serious injury or illness* means:

- In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.
- In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use

the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

Employee Status and Benefits During Leave

While an employee is on leave, the county will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider.

Use of Paid and Unpaid Leave

All paid vacation, personal and sick leave runs concurrently with FMLA leave.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

Certification for the Employee's Serious Health Condition

The county will require certification for the employee's serious health condition. The employee must respond to such a request within 15 business days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for the Family Member's Serious Health Condition

The county will require certification for the family member's serious health condition. The employee must respond to such a request within 15 business days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification of Qualifying Exigency for Military Family Leave

The county will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 business days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave

The county will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 business days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Recertification

The county may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the county may request recertification for the

serious health condition of the employee or the employee's family member every six months about an FMLA absence.

Intent to Return to Work from FMLA Leave

The County may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Mr. Ferguson seconded.

Voice Vote – Carried

Dr. Ray then made a motion for Ford County to transition the current Personnel Manual to the CIRMA template pending a final professional review. Mr. Ferguson seconded it.

Voice Vote – Carried

Dr. Ray made the motion to adjourn. Mr. Ferguson seconded.

The meeting adjourned at 6:04 P.M.

Respectfully Submitted,

Amy Frederick
Ford County Clerk & Recorder