

UPCOMING MEETINGS

for the

FORD COUNTY BOARD

Tuesday, May 5, 2026

4:30 P.M. Executive Committee Meeting – Sheriff’s Boardroom at the Jail

Wednesday, May 6, 2026

7:00 A.M. Highway Committee Meeting – Highway Department in Roberts

Friday, May 8, 2026

9:00 A.M. Sheriff Committee Meeting – Sheriff’s Boardroom at the Jail

Friday, May 8, 2026

10:00 A.M. Finance Committee Meeting – Small Courtroom in the Courthouse

Monday, May 11, 2026

6:00 P.M. County Board Meeting – Sheriff’s Boardroom at the Jail

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 **MARCH 2026** 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	RENTAL HOUSING SURCHARGE COUNTY (RHSP)	COUNTY CLERK REVENUE	DEDICATED FUNDS AUTO REC. FEE (RSSA)	DEDICATED FUNDS AUTO VITAL FEE (VRSSA)	GIS	DOMESTIC VIOLENCE FUND (DVF)	RENTAL HOUSING SURCHARGE (RHSP)	REVENUE STAMP FUND STATE	DEATH SURCHARGE (DSC)	DELINQUENT TAXES COLLECTED
Dec-25	5,855.00	1,125.00	411.00	5,689.25	2,666.00	114.50	15,860.75	6,580.23	260.00	5,570.00	15.00	4,122.00	11,378.50	272.00	110,197.25
Jan-26	4,260.00	2,108.00	723.00	4,551.50	860.00	79.00	12,581.50	5,791.06	2,181.44	4,056.00	40.00	2,844.00	9,103.00	744.00	35,765.67
Feb-26	4,739.00	1,357.00	457.00	3,129.75	1,548.00	84.50	11,315.25	5,865.08	673.92	4,560.00	20.00	3,042.00	6,259.50	244.00	77,176.01
Mar-26	4,858.00	1,664.00	551.00	9,174.25	2,150.00	96.50	18,493.75	5,669.29	406.00	4,632.00	5.00	3,474.00	18,348.50	488.00	75,204.01
Apr-26							0.00								
May-26							0.00								
Jun-26							0.00								
Jul-26							0.00								
Aug-26							0.00								
Sep-26							0.00								
Oct-26							0.00								
Nov-26							0.00								
MID-YEAR	19,712.00	6,254.00	2,142.00	22,544.75	7,224.00	374.50	58,251.25	23,905.66	3,521.36	18,818.00	80.00	13,482.00	45,089.50	1,748.00	298,342.94
TOTAL	19,712.00	6,254.00	2,142.00	22,544.75	7,224.00	374.50	58,251.25	23,905.66	3,521.36	18,818.00	80.00	13,482.00	45,089.50	1,748.00	298,342.94

36.41% = Percent of estimated revenue generated for year to date.

Total Estimated Revenue = \$ 140,000.00 Actual Office Revenue = \$ 58,251.25

Dedicated Funds = \$ 27,427.02
 Supervisor of Assessments = \$ 18,818.00
 State & Tax Buyers = \$358,742.44
Total Receipts = \$463,238.71

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 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 APRIL 2026.



 Ford County Clerk & Recorder

MONTH END REPORT
March 2026

TOTAL DEATH INVESTIGATIONS	20
TOTAL RESIDENT DEATHS	
TOTAL NON-RESIDENT DEATHS	
PAST INQUIRIES OR <u>INQUESTS PENDING</u>	0
1) NATURAL DEATH INVESTIGATIONS	20
2) UNDETERMINED DEATH	0
3) SUICIDE	
4) HOMICIDE	0
5) ACCIDENTAL DEATH	0
5A) ACCIDENTAL MOTOR VEHICLE DEATH	0
5B) ACCIDENTAL DRUG OR ALCOHOL DEATH	0
AUTOPSIES	0
TOXICOLOGY	0
EXTERNAL EXAMINATIONS	0
HOSPICE CASES.....	0
INQUESTS CONDUCTED	0
CREMATION PERMITS INVESTIGATED & ISSUED	11
NOTIFICATIONS FOR OTHER COUNTIES	0
ORGAN & TISSUE DONATION	0
INVESTIGATIONS RETURNED TO THE MEDICAL PROFESSION	0
CREMATION PERMITS FEES RECEIVED	\$ 1,100.00
REPORT FEES	.00
MISC. FEES (GRANTS)	.00
<hr/>	
TOTAL REVENUE	\$ 1,100.00

RESPECTFULLY SUBMITTED,



Brandon Roderick, Ford County Coroner



**FORD COUNTY
OFFICE OF EMERGENCY MANAGEMENT
200 W. State Street Room B-5
Paxton, IL 60957
Phone 217-379-9415**

**Activity Report
01 March – 31 March 2026**

03 March 2026 Starcom Monthly Radio Drill (Paxton)
Ford County Executive Meeting (Paxton)

04 March 2026 Ford County Sheriff Committee (Paxton)
IEMA-OHS County Call (Virtual Paxton)
Sullivant Township Meeting (Sibley)

05 March 2026 IEMA-OHS Region 7 Meeting (ILEAS Urbana)

06 March 2026 Ford County Finance Committee (Paxton)

09 March 2026 Ford County Board Meeting (Paxton)

11 March 2026 Ford County Panel Meeting (Virtual Paxton)
Ford County EMA Meeting (Paxton)

13 March 2026 Accolade Healthcare Pells EOP Review & Certification (Paxton)

14 March 2026 Principles of Emergency Management Training (Woodford County
EMA, Roanoke)

18 March 2026 Ford County EMA Training (Paxton)

26 March 2026 STIC Meeting

27 March 2026 “Sound the Alarm” install in Gibson City

This report was respectfully submitted by:



Terry L. Whitebird
Ford County EMA

Acronyms used in this report

IEMA OHS: Illinois Emergency Management Agency – Office of Homeland Security

ILEAS - Illinois Law Enforcement Alarm System

STIC: State Terrorism Intelligence Center



Monthly Report to the Ford County Board
On Activities at the Highway Department
April 8, 2026

The Ford County Highway Department completed the following activities during the month of March, 2026.

Engineering Division

- Entered Claims and Allotments to various County and Township funds.
- Attended IDOT PCC 1 and HMA 1 Classes at Lake Land College.
- Attended Piling Class at Lake Land College.
- Attended D3 Implementation Seminar in Ottawa.
- Submitted 2026 GM's for Approval and Acceptance.
- 87890 (Tobey's) Closed CH6 and Began Work on Structure.

Maintenance Division

- Performed Maintenance and Repair on County owned equipment.
- Replaced Damaged Traffic Control Signs.
- Snow Plowing.
- Attended IDOT PCC 1 and HMA 1 Classes at Lake Land College.

County Engineer

- Attended D3 Implementation Seminar in Ottawa.
- Continued to Work on 2026 TBP.
- Met With CDM Smith About Two Bridges in Mona Township.

Ford County Highway Committee Minutes

The Ford County Highway Committee met on April 08, 2026 at the Ford County Highway Department in Roberts, Illinois.

Present at this regular scheduled meeting were Tim Nuss, Lesley King, and Kelsie Vaughn. County Engineer Alan Harwood, Technician Jeremy Putnam and Howard Haley were also present. Mr. Nuss called the meeting to order at 7:00 a.m.

Mrs. King moved to accept the Agenda. Seconded by Mrs. Vaughn. Motion passed.

First on the agenda was the review of March 04, 2026 minutes. Mrs. King moved and Mr. Nuss seconded the motion that they be approved. Motion passed.

Public Comment:

- Howard Haley was following up the discussion about a Bridge on Kempton Road about 1640 E. A beaver dam is present, and areas are starting to erode. IDNR will be contacted.

March bills were read and presented by Mr. Putnam. Mr. Nuss moved and Mrs. Vaughn seconded the motion to send the bills to the full board. Motion passed.

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

Old Business:

- Mr. Harwood informed the committee of the activities at the County Highway Department during the month of March and will provide a written report for the full board.
- Discussed the County Transportation Agreement. Mr. Nuss updated committee about new developments.
- Discussed the Portable Scales with the only quote coming back under \$17,000.00 to proceed forward with the purchase and also to reimburse the Sherriff's Department the costs for training the officer.
- Discussed the estimates received for a new Security System and more information is needed to make any decisions.

New Business:

- Mr. Harwood presented the two bids that were received for Button Township Bridge, both were within the estimate. Tobey's Construction & Cartage Inc. was the low bidder at \$345,897.00 and Mr. Nuss moved and Mrs. King seconded the motion that the low bid be sent on to the full board for approval. Motion passed.
- The Petition for Aid for Dix Township was discussed as to what that is and what it can be used for. The committee liked that format and wants to continue using it.
- Mr. Harwood gave a brief explanation of Township MFT Funds specifically how Township Funds are divided up by the number of miles they have in a particular township.

Resolutions:

Resolution for Maintenance was discussed. Mr. Nuss moved and Mrs. Vaughn seconded the motion to send the Resolution to the full board. Motion passed.

Next Meeting will be **Wednesday May 6, 2026 at 7:00 a.m.**

Having no further items to discuss, Mrs. King moved to adjourn at 8:27 am. Seconded by Mrs. Vaughn. Motion passed.

FORD COUNTY PROBATION AND COURT SERVICES

Stats for March 2026

MARCH of 2026

ADULTS:

<u>Active Caseload</u>		<u>Administrative Cases</u>	
Felony Cases	61	Active	75
Misdemeanors	16	Warrants	148
DUI Cases	25	TOTAL	223
Traffic Cases	0		
TOTAL	102		

JUVENILES:

<u>Active Caseload</u>		<u>Administrative Cases</u>	
Probation	3	Active	0
Cont'd Supervision	0	Inactive	0
Informal	0	TOTAL	1
Other	0		
TOTAL	3		

PUBLIC SERVICE:

<u>Adults</u>		<u>Juveniles</u>	
Cases	65	Cases	2
Hours	7400	Hours	105
TOTAL CASES:	67		
TOTAL HOURS:	7505		

RESTORATIVE JUSTICE / DIVERSION:

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

INVESTIGATIONS:

PSI's ordered	4	PSI's completed	3
Record Checks completed	0		

INTAKES:

Adults: 12 Juveniles: 0

ELECTRONIC MONITORING / GPS:

Adults: 1 Juveniles: 1

CONTACTS FROM POLICE AND / OR CLIENTS AFTER HOURS:

Police 0 Clients 0

HOME / SCHOOL VISITS CONDUCTED DURING THE MONTH:

Home: 7 School 2

RESTITUTION / COMMUNITY SERVICE COMPLETED:

Restitution collected this month: \$649.23

Community Service collected:

Adults: 150 Juveniles: 0

MARCH 2025 (Same month last year)

ADULTS:

<u>Active Caseload</u>		<u>Administrative Cases</u>	
Felony Cases	70	Active	90
Misdemeanors	25	Warrants	147
DUI Cases	26	TOTAL	237
Traffic Cases	0		
TOTAL	121		

JUVENILES:

<u>Active Caseload</u>		<u>Administrative Cases</u>	
Probation	4	Active	0
Cont'd Supervision	0	Inactive	1
Informal	0	TOTAL	1
Other	0		
TOTAL	4		

PUBLIC SERVICE:

<u>Adults</u>		<u>Juveniles</u>	
Cases	72	Cases	1
Hours	7715	Hours	75
TOTAL CASES:	73		
TOTAL HOURS:	7790		

VIOLATIONS:

Adult: 4 Juveniles: 1

COMMUNITY MEETING ATTENDED THIS MONTH:

Ford County Board Meeting (outside regular hours) ROSC
Ford County Finance Meeting FC Executive Board Meeting
CMO Meeting ROSC Subcommittee
Ford County SART

TRAININGS / PRESENTATIONS COMPLETED DURING THIS MONTH:

Medically Assisted Recovery (MAR) Training ILATSA Training Conference

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>
Jennifer Harrison	55	0	
Ariel Brucker	34	0	
Mallory Lithgow	62	3	
Sarah Uden	29	0	
Warrant Status	148	1	

INTAKES THIS MONTH:

<u>Adult:</u>		<u>Juvenile:</u>	
Felony Cases	6	Probation	0
Misdemeanors	3	Cont'd Supervision	0
DUI Cases	5	Informal	0
Traffic Cases	0	Other	0
TOTAL	14	TOTAL	0

CONFINEMENTS:

Juvenile Detention	1		
IDOC Commitments	0		
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	11	6
DUI Assessment	0	0
Alcohol / Substance Abuse Treatment	12	0
DUI Education / Treatment	0	0
Victim Impact Panel	5	3
Cognitive Classes	4	1
Anger / Domestic Abuse Classes	4	0
Mental Health	3	0
Sex Offender Treatment	1	0
Shoplifting Course	0	0
Psychiatric / Psychological Assessment	0	0
Traffic School	0	0

**FORD COUNTY SHERIFF'S OFFICE
MARCH 2026
ACTIVITY SUMMARY REPORT**

INCOME RECEIVED

\$61,608.00 – Boarding	\$536.50 – DUI Reinforcement
\$ 4,301.57 – Inmate Phones	\$272.00 – Work Release
\$ 4,166.67 – Contracts	\$ 30.00 – Arrestee Medical Fund
\$ 2,758.38 – Transports	\$ 10.00 – Misc. Reimbursements
\$ 878.00 – Civil Process	\$ 5.00 – Reports

TOTAL FOR THE MONTH

\$74,566.12

FY25 TOTAL TO DATE

\$283,598.57

TRAFFIC ACCIDENTS- 13

WARNING CITATIONS-51

TRAFFIC CITATIONS-33

08 – Speeding	01 – Notice of address/name change violation
05 – Suspended/Revoked DL	01 – Equipment Violation
04 – Uninsured Vehicle	01 – Reckless Driving
04 – Suspended/Revoked Registration	01 – Improper use of turn signal
03 – No Driver's License	01 – Improper Lane Usage
02 – DUI	01 – Improper use of Registration
	01 – Failure to obey Stop Sign

FIELD INCIDENT/COMPLAINT REPORTS

19 – Other agency assists	03 – Security alarm
12 – Traffic complaint	02 – Burning complaint
11 – Suspicious person/activity	02 – Custody dispute
11 – Motorist assists	02 – Damage to property
11 – Animal complaint	02 – Juvenile complaint
10 – Investigation follow-up	02 – Court Order violation
09 – Car in ditch	02 – Suicide threat
08 – Civil/Non-criminal complaint	01 – Trespassing
06 – Welfare check	01 – Noise complaint
04 – Theft	01 – Missing person
04 – Road hazard	01 – Burglary
04 – E911 hang-up	01 – Fraud
04 – Domestic trouble	01 – Harassment
04 – Suspicious vehicle	01 – Attempt to locate

CIVIL PROCESS ACTIVITY (SERVICES/ATTEMPTS)

Court Summons: 45/68 Warrants: 14

FORD COUNTY INMATES TOTAL FY26 MANDAYS TO DATE (2729)

Monthly Ford County Inmate Mandays: 655



PROPOSAL

Ford County Sheriff's Office

About Us

Created in 2003 by two attorneys (and former law enforcement officers), Lexipol exists to **serve those who serve others**. We know the weight public safety leaders carry—and we believe no one should bear it alone. That's why we build tools and deliver guidance that help law enforcement and corrections department leaders cut through complexity and protect what matters most: your people, your purpose, and your community. With a range of informational and technological tools that reinforce accountability, reduce liability, and build community trust, Lexipol helps your team achieve total readiness.

12K

PUBLIC SAFETY AGENCIES
AND MUNICIPALITY
CUSTOMERS

670K

FIRST RESPONDERS
USING LEXIPOL
SOLUTIONS

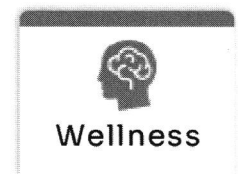
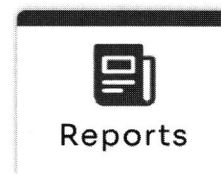
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PARTNERSHIPS WITH PUBLIC
SAFETY ASSOCIATIONS AND
RISK POOLS

Solutions For Today. Ready For Tomorrow.

Lexipol is the only all-in-one platform for law enforcement and corrections leaders that supports every aspect of your operations, so you can stay ready for what's next.

- **Policy:** Improve policy compliance with state-specific policies researched and written by policy and legal professionals – and tools to efficiently distribute them and track personnel acknowledgements as laws and standards evolve.
- **Training:** Meet training mandates and enhance performance with high-quality, compliant training across all levels of your agency, online or in the field.
- **Wellness:** Empower your agency with a wellness program that combines 24/7, confidential, app-based support with data-driven analytics to identify trends, tailor wellness initiatives, and foster a culture of sustained resilience and engagement.
- **Reports:** Proactively address issues, trace patterns, and enhance decision-making and community trust with real-time, centralized access to key metrics.
- **Grants:** Identify, apply for, and secure grants that fund essential agency needs with a real-time, online database and team of experienced grant writers.



Description of Services

Policy Manual

Constitutionally sound, up-to-date policies are the foundation for consistent, safe public safety operations and are key to reducing risk and enhancing personnel and community safety. Lexipol's comprehensive policy manual covers all aspects of your agency's operations.

- More than 155 policies researched and written by public safety attorneys and subject matter experts
- Policies based on State and federal laws and regulations as well as nationwide best practices
- Content customized to reflect your agency's terminology and structure

Daily Training Bulletins (DTBs)

Even the best policy manual lacks effectiveness if it's not backed by training. Lexipol's Daily Training Bulletins are designed to help your personnel learn and apply your agency's policy content through 2-minute training exercises.

- Scenario-based training ties policy to real-world applications
- Understanding and retention of policy content is improved via a singular focus on one distinct aspect of the policy
- Each Daily Training Bulletin concludes with a question that confirms the user understood the training objective
- Daily Training Bulletins can be completed via computers or from smartphones, tablets or other mobile devices
- Reports show completion of Daily Training Bulletins by agency member and topic

Policy Updates

Lexipol's legal and content development teams continuously review state and federal laws and regulations, court decisions and evolving best practices. When needed, we create new and updated policies and provide them to your agency, making it simple and efficient to keep your policy content up to date.

- Updates delivered to you through Lexipol's web-based content delivery platform
- Changes presented in side-by-side comparison against existing policy so you can easily identify modifications/improvements
- Your agency can accept, reject or customize each update

Web-Based Delivery Platform and Mobile App (Knowledge Management System)

Lexipol's online content delivery platform, called KMS, provides secure storage and easy access to all your policy and training content, and our KMS mobile app facilitates staff use of policies and training completion.

- Ability to edit and customize content to reflect your agency's mission and philosophy
- Efficient distribution of policies, updates and training to staff
- Archival and easy retrieval of all versions of your agency's policy manual
- Mobile app provides in-the-field access to policy and training materials

Reports

Lexipol's Knowledge Management System provides intuitive reporting capabilities and easy-to-read reports that enhance command staff meetings and strategic planning.

- Track and report when your personnel have acknowledged policies and policy updates
- Produce reports showing completion of Daily Training Bulletins
- Sort reports by agency member, topic and other subgroups (e.g., shift, assignment)
- Reduce the time your supervisors spend verifying policy acknowledgement and training completion

Agency is Purchasing the following

Order Summary

001 Lexipol Policy Subscriptions						
Qty	Description	Unit Price	Disc (%)	Disc Amt	Tax Amount	Extended
8	Annual Law Enforcement Policy Manual & Daily Training Bulletins	\$8,105.00	25%	\$2,026.25		\$6,078.75
45	Annual Corrections Policy Manual & Daily Training Bulletins	\$8,816.00	25%	\$2,204.00		\$6,612.00
				Discount:	\$4,230.25	Subtotal: \$12,690.75

002 Full Implementation (One Time)						
Qty	Description	Unit Price	Disc (%)	Disc Amt	Tax Amount	Extended
1	Law Enforcement Full Implementation	\$18,685.00	50%	\$9,342.50		\$9,342.50
1	Custody Full Implementation	\$17,945.00	50%	\$8,972.50		\$8,972.50
				Discount:	\$18,315.00	Subtotal: \$18,315.00

Discount:	\$22,545.25
Subtotal:	\$31,005.75
Tax:	
Total Due:	\$31,005.75

Notes

Payment plan available on the One-Time Cost of Policy Implementation: Agency can opt to make two equal payments of Implementation over two fiscal cycles. Estimated fee schedule:

TERM ONE 05/01/2026-04/30/2027

\$12,690.75 - Annual Subscription(s)

\$9,157.50 - payment 1 of 2 of Full Implementation

\$21,848.25 - TOTAL

TERM TWO 05/01/2027-04/30/2028

\$12,690.75 - Annual Subscription(s)

\$9,157.50 - payment 2 of 2 of Full Implementation

\$21,848.25 - TOTAL

This is for the benefit of the Department/Agency; therefore, they agree not to cancel the Annual Policy Subscription before 4/30/2028.

Discount Notes

15% Discount for CIRMA membership.

Additional discounts for agency assistance.

RESOLUTION 26 -

RESOLUTION TO HIRE

WHEREAS, there currently being one vacancy for a part-time position in the County EMA's Office; and

WHEREAS, due to Resolution 15-14 – Resolution of the Ford County Board Enforcing a Hiring Freeze, it is necessary to receive approval to hire; and

WHEREAS, The Coordinator of EMA successfully sought approval to hire from the Finance Committee; and

WHEREAS, that said position will be paid from the EMA General Fund Salary line No. 01-05-400; and

WHEREAS, the position has been previously budgeted for in the FY 2026 Budget.

BE IT FURTHER RESOLVED, that the EMA Director is allowed to hire two part-time employees for the said position at the salary of \$2,210.00 per year.

Dated: April 13, 2026

Signed: _____
Chase McCall
Ford County Board Chairman

Attested: _____
Amy Frederick
Ford County Clerk & Recorder

DEPUTY OF OPERATIONS

Ford County Job Description

Job Title: Deputy EMA Coordinator

Department: EMA (Emergency Management Agency)

Reports to: EMA Coordinator

Prepared Date: February 2026

Salary: \$ 2,210.00

SUMMARY Assists the EMA Coordinator in maintaining the Emergency Operation Plan for Ford County.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists the EMA Coordinator in maintaining the Emergency Operation Plan for the County. Coordinates disaster planning efforts with local EMA organizations, public safety departments, area hospitals, news media, and the University of Illinois, as well as the State of Illinois Management Agency.
- Meets with appropriate agencies to update an on-site coordination plan, which eliminates duplication efforts and confusion during emergency situations. Reviews contingency plans in the event of possible manmade or natural disasters, shares information with area emergency coordinators, and prepares proposals for new equipment and procedures.
- In the Coordinator's absence, is responsible for the activation of emergency plans in accordance with established policy and is on a 24-hour call. Monitors news and severe weather situations. In emergencies, contacts are all required, designated, and volunteer staff in order to secure
- communications personnel, storm spotters, and other necessary resources, equipment, and personnel.
- Responsible for requesting state assistance and enrolling and discharging volunteers during emergency situations.
- Coordinates the County's responsibilities for development of Public Safety Plans and the rewrite/update of current emergency and disaster plans, SARA Title III, and Hazardous Materials Plan.
- Meets with staff from schools, nursing homes, and businesses and assist in developing emergency plans for each facility. Works to secure joint purchases of equipment and shared training costs in order to reduce EMA unit expenses.
- Works to ensure that the general public receives reasonable notification of emergency situations. Meets with the media to encourage cooperation.
- Responsible for maintaining an Emergency Operation Plan that meets State and Federal mandates for accreditation in order to be allowed to participate in State and Federal grant programs.

- Responsible for exercising the County plans with Public Safety Departments and private agencies.

SUPERVISORY RESPONSIBILITIES

- May directly supervise up to 10 volunteer personnel during various emergencies and other activities. Also strongly influences individuals and organizations involved with emergencies throughout the County. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- During emergencies, one or more of the following may also report to the Deputy Coordinator: Chief of Communications and Chief of Disaster Response.

EDUCATION and/or EXPERIENCE:

- One to three years' experience in emergency management. Knowledge of State and Federal system operations. Knowledge of the grant process.

LANGUAGE SKILLS:

- Ability to read and interpret documents such as Federal and State regulations, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of employees, public safety employees, or the general public.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage, and draw graphs or simple maps.

REASONING ABILITY:

- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in written or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

- You must possess ICS 100, 200, 700, and 800 Certification or obtain in 6 months.
- Must possess ICS 300 & 400 or Command and General Staff within 1 year.
- Must possess the Illinois Professional Development Series or obtain in one year.
- Must possess the Illinois Professional Emergency Management Certificate or obtain in 3 years.
- Certificates, licenses, and registrations will be maintained in accordance with statute requirements. The Ford County Board Chair and/or designee can require other certifications, licenses, or registrations to be obtained and maintained.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Normal physical activity, although during times of emergencies, individuals may encounter difficult situations such as severe weather, flooding, or possible man-made catastrophes. While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk; or hear. The employee is occasionally required to use their hands to finger, handle, or feel objects, and reach with their hands and arms. The employee will have to work 10 documented hours per week (preferably in the office can be remote if approved). The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to outside-weather conditions. Normal office conditions unless they are involved with directing on-site disaster recovery. The noise level in the work environment is usually quiet.

Applicant: _____ Date: _____

EMA Coordinator: _____ Date _____

Witness: _____ Date: _____

DEPUTY OF ADMINISTRATION

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ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists the EMA Coordinator in maintaining the Emergency Operation Plan for the County. Coordinates disaster planning efforts with local EMA organizations, public safety departments, area hospitals, news media, and the University of Illinois, as well as the State of Illinois Management Agency.
- Meets with appropriate agencies to update an on-site coordination plan, which eliminates duplication efforts and confusion during emergency situations. Reviews contingency plans in the event of possible manmade or natural disasters, shares information with area emergency coordinators, and prepares proposals for new equipment and procedures.
- In the Coordinator's absence, is responsible for the activation of emergency plans in accordance with established policy and is on a 24-hour call. Monitors news and severe weather situations. In emergencies, contacts are all required, designated, and volunteer staff in order to secure
- communications personnel, storm spotters, and other necessary resources, equipment, and personnel.
- Responsible for requesting state assistance and enrolling and discharging volunteers during emergency situations.
- Coordinates the County's responsibilities for development of Public Safety Plans and the rewrite/update of current emergency and disaster plans, SARA Title III, and Hazardous Materials Plan.
- Meets with staff from schools, nursing homes, and businesses and assist in developing emergency plans for each facility. Works to secure joint purchases of equipment and shared training costs in order to reduce EMA unit expenses.
- Works to ensure that the general public receives reasonable notification of emergency situations. Meets with the media to encourage cooperation.
- Responsible for maintaining an Emergency Operation Plan that meets State and Federal mandates for accreditation in order to be allowed to participate in State and Federal grant programs.

- Responsible for exercising the County plans with Public Safety Departments and private agencies.

SUPERVISORY RESPONSIBILITIES

- May directly supervise up to 10 volunteer personnel during various emergencies and other activities. Also strongly influences individuals and organizations involved with emergencies throughout the County. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- During emergencies, one or more of the following may also report to the Deputy Coordinator: Chief of Communications and Chief of Disaster Response.

EDUCATION and/or EXPERIENCE:

- One to three years' experience in emergency management. Knowledge of State and Federal system operations. Knowledge of the grant process.

LANGUAGE SKILLS:

- Ability to read and interpret documents such as Federal and State regulations, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of employees, public safety employees, or the general public.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage, and draw graphs or simple maps.

REASONING ABILITY:

- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in written or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

- You must possess ICS 100, 200, 700, and 800 Certification or obtain in 6 months.
- Must possess ICS 300 & 400 or Command and General Staff within 1 year.
- Must possess the Illinois Professional Development Series or obtain in one year.
- Must possess the Illinois Professional Emergency Management Certificate or obtain in 3 years.
- Certificates, licenses, and registrations will be maintained in accordance with statute requirements. The Ford County Board Chair and/or designee can require other certifications, licenses, or registrations to be obtained and maintained.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Normal physical activity, although during times of emergencies, individuals may encounter difficult situations such as severe weather, flooding, or possible man-made catastrophes. While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk; or hear. The employee is occasionally required to use their hands to finger, handle, or feel objects, and reach with their hands and arms. The employee will have to work 10 documented hours per week (preferably in the office can be remote if approved). The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to outside-weather conditions. Normal office conditions unless they are involved with directing on-site disaster recovery. The noise level in the work environment is usually quiet.

Applicant: _____ Date: _____

EMA Coordinator: _____ Date: _____

Witness: _____ Date: _____

MEMORANDUM

TO: Ford County Personnel Committee and County Board

FROM: Andrew L. Killian, Ford County State's Attorney

DATE: March 25, 2026

RE: Status Report on the January 2026 Employee Handbook: Independent Legal Review, Remaining Deficiencies, and Recommended Corrections

I. EXECUTIVE SUMMARY

I reviewed the January 2026 draft Employee Handbook against current Illinois and federal employment law, including the statutes that changed in 2025 and 2026. I also reviewed the draft as a working county document: whether the provisions fit together, whether they match the structure of a county government with multiple independently run offices, and whether the language is ready to be adopted without creating avoidable risk.

There has been real improvement. The draft now acknowledges the statutory authority of independently elected officials over their own offices, it removes the earlier grievance-escalation structure that centralized authority where it did not belong, and it adds a Whistleblower Act section. Even so, I do not believe the handbook should be adopted yet. Five defects still need to be corrected before adoption. Each one either creates meaningful legal exposure or leaves the County out of step with controlling law. I also identified eight additional issues that were not the focus of the prior review, most of them tied to statutory changes that took effect in 2025 and 2026.

What follows is a practical, issue-by-issue review. For each item, I explain what remains wrong, why it matters, how I rank it, the legal authority supporting that view, and language that can be inserted into the next redline.

II. PRIORITY SUMMARY

The following table summarizes every issue identified, ranked by priority.

Priority	Issue	Bottom Line
HIGH	Disability Leave / ADA	Automatic-termination, 6-month cutoff, and “final decision rests with the County” language must be replaced with interactive-process requirements. Creates severe ADA risk under Seventh Circuit precedent.
HIGH	Sexual Harassment Routing	State’s Attorney remains a county-wide complaint intake point; creates conflict-of-interest exposure. Replace with neutral multi-path reporting.
HIGH	PLAWA Compliance	Current vacation/sick structure does not satisfy the 40-hour “any reason” leave requirement. Statutory rewrite needed.
HIGH	Lactation / Breastfeeding	Section does not reflect paid-break requirement effective January 1, 2026. Must be updated before adoption.
HIGH	Scope / Adoption Architecture	Coverage language still conflicts with the autonomy framework the foreword establishes. Internally inconsistent.

MEDIUM	Voting Leave	Notice and receipt requirements exceed what the Election Code permits.
MEDIUM	Weapons / Parking Lot	Blanket parking-lot ban overstates County authority even with shared courthouse/jail lot. Section 65(b) vehicle-storage carve-out applies; only nuclear and federal facilities are exempted.
MEDIUM	FMLA / Template Cleanup	Private-sector template language ("company") and routing through Clerk & Recorder need correction.
MEDIUM	Whistleblower Act (2025 Expansion)	Current section reflects pre-2025 version. Must add internal-disclosure protection and public health/safety reporting.
MEDIUM	Personnel Record Review Act	Handbook does not reflect the 7-working-day response deadline or expanded scope effective January 1, 2025.
MEDIUM	EEO / Protected Classes	"Family responsibilities" appears in EEO statement but is not carried through consistently; "reproductive health decisions" is missing entirely (effective 1/1/2025).
MEDIUM	Pay Transparency	Job postings already include salary range/benefits but lack Equal Pay Act citation and promotion-notice requirement (14 calendar days).
LOW	Office Closure Contradiction	Section says it applies to and does not apply to the same departments. One clean sentence needed.
LOW	Miscellaneous Cleanup	Empty Diversity heading, cross-reference inconsistencies, "company" references, capitalization.

III. HIGH-PRIORITY ISSUES

These are the items I would not leave for later. If the handbook is adopted without fixing them, the County will be taking on avoidable legal risk from the outset.

1. Disability Leave / ADA Language

The Problem

The disability-leave section remains the most problematic part of the draft. It does three things at once: it says an employee may be automatically terminated if no comparable position is available at the end of leave; it imposes a hard six-month endpoint; and it says the final decision on whether the employee is ready to return rests with the County. Read together, that is functionally a 100%-healed rule.

Why This Matters

That creates a serious ADA problem. The Seventh Circuit has made clear that a 100%-healed or must-be-cured policy violates the ADA because it skips the individualized assessment the law requires. Hendricks-Robinson says exactly that. The EEOC's leave guidance takes the same position: an employer cannot simply enforce a hard maximum-leave rule without first considering whether additional leave or some other accommodation would be reasonable. The current draft stacks several risky ideas together-- automatic termination, a fixed six-month cutoff, and unilateral County discretion on return to work--so it is difficult to defend as anything other than a maximum-leave regime. The Illinois Human Rights Act creates parallel exposure on the state-law side.

Authority

42 U.S.C. § 12112 (ADA, Title I); 775 ILCS 5/2-102(A) (IHRA); Hendricks-Robinson v. Excel Corp., 154 F.3d 685, 699 (7th Cir. 1998); Kauffman v. Petersen Health Care VII, 769 F.3d 958 (7th Cir. 2014); EEOC, Employer-Provided Leave and the Americans with Disabilities Act (2016).

Proposed Language

ADA Savings Clause. Nothing in this disability-leave section creates an automatic separation date, automatic denial of reinstatement, or a requirement that an employee be free of all medical restrictions before returning to work. Before denying a return to work, refusing additional leave, or separating an employee whose medical condition may qualify as a disability under applicable law, the County and the relevant employing office shall engage in the interactive process and determine whether additional leave, temporary reassignment, schedule modification, light duty (if available), or another reasonable accommodation can be provided without undue hardship.

Return to Work. An employee returning from disability leave shall provide medical information sufficient to identify any work restrictions and expected duration. The County shall evaluate whether the employee can perform the essential functions of the position with or without reasonable accommodation. The County may obtain a lawful fitness-for-duty evaluation when appropriate, but no decision shall be made solely on a blanket rule or arbitrary leave cutoff.

Separation. If, after an individualized review, no reasonable accommodation is available that would permit the employee to perform the essential functions of the position without undue hardship, the employee may be separated in accordance with applicable law.

2. Sexual Harassment Complaint Routing

The Problem

The harassment section is better than it was, but one basic routing problem remains. The draft still says an employee may report sexual harassment directly to the State's Attorney and that the State's Attorney will counsel the employee and assist with filing a formal complaint. That is not a sound county-wide reporting structure.

Why This Matters

For a county government, the intake path needs to be neutral. This one is not. It creates an obvious problem if the complaint involves the State's Attorney, someone in this office, or another independently elected office that should not have its personnel intake routed through a separate elected official. It also muddies privilege issues and weakens any later argument that the County maintained a fair and reasonable complaint procedure. Given the IHRA's treatment of supervisory harassment and its requirement that employers maintain an internal complaint process, this section should be rebuilt before adoption.

Authority

775 ILCS 5/2-102(D); 775 ILCS 5/2-105(A)(4); Sangamon County Sheriff's Dep't v. IHRC, 233 Ill.2d 125 (2009); IDHR Model Sexual Harassment Policy (dhr.illinois.gov).

Proposed Language

Complaint Options. An employee who believes they have experienced or witnessed sexual harassment may report the conduct to any of the following: (a) the employee's immediate supervisor; (b) the elected or appointed official for the employee's office; (c) the County's designated HR/risk-management resource, including the CIRMA HR consultant; or (d) if the complaint involves the employee's supervisor or office head, directly to outside labor counsel designated for that purpose. No employee is required to report a complaint to the person accused of misconduct.

Complaints Involving an Office Head. If a complaint alleges misconduct by an elected or appointed official, the complaint shall be referred promptly for neutral outside investigation. Nothing in this section transfers disciplinary authority away from the official or body that lawfully possesses that authority, but the intake and investigation process must be handled in a neutral manner that avoids conflicts of interest.

Designation of Outside Counsel. The State's Attorney shall designate outside labor counsel to serve as the neutral investigator for complaints under this section. The State's Attorney's role in this designation is limited to identifying qualified outside counsel and does not include receiving, reviewing, or participating in the investigation of any complaint. If a complaint involves the State's Attorney's Office or the State's Attorney personally, CIRMA shall be consulted to select independent outside counsel for that matter.

External Filing Rights. Nothing in this policy limits an employee's right to file a complaint directly with the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC). An IDHR complaint must be filed within two (2) years of the alleged incident(s). An EEOC complaint must be filed within 300 days.

3. Illinois Paid Leave for All Workers Act

The Problem

The PLAWA section still says that "time off for this Act will come from vacation or sick days." That is the core problem. An existing leave policy satisfies PLAWA only if the employee already receives at least 40 hours of paid leave per year that can be used for any reason the employee chooses, without having to explain why the leave is needed. The handbook's vacation benefit is earned during one year and

generally used in the next; sick leave is limited to illness-related purposes. Neither fits the statute's any-reason standard on the Act's timetable. The collective-bargaining language is also too broad. For post-2024 CBAs, any waiver of PLAWA has to be explicit, clear, and unambiguous.

Why This Matters

This is a straightforward compliance issue. The Illinois Department of Labor's guidance says existing leave satisfies PLAWA only if employees have at least 40 hours they can use for any reason of their choosing. If the County's current leave banks do not actually provide that, the County needs a separate PLAWA-compliant leave benefit. There is a second problem as well: if PLAWA leave is folded into a vacation bank, unused accrued time may have to be paid out at separation under the Illinois Wage Payment and Collection Act. The present wording leaves exposure on both fronts.

Authority

820 ILCS 192/15 (Paid Leave for All Workers Act); 56 Ill. Admin. Code 200; IDOL PLAWA FAQ (labor.illinois.gov/faqs/paidleavefaq.html); 820 ILCS 115 (Wage Payment and Collection Act).

Proposed Language

Paid Leave for All Workers Act. Ford County will provide paid leave in compliance with the Paid Leave for All Workers Act, 820 ILCS 192. Employees who do not otherwise receive at least 40 hours of paid leave during a 12-month period that may be used for any reason of the employee's choosing shall accrue paid leave at the rate of one hour for every 40 hours worked, up to 40 hours in the 12-month period, unless the County lawfully frontloads the required amount.

Accrual and Use. Accrual begins at the commencement of employment. Employees may begin using paid leave after 90 days of employment or as otherwise required by law. Paid leave under this section may be used for any reason of the employee's choosing. Employees are not required to provide a reason for the leave and may not be required to provide documentation or certification supporting the leave.

Notice and Pay. For foreseeable leave, the County may require up to 7 calendar days' notice. For unforeseeable leave, the employee shall provide notice as soon as practicable under the County's written notification procedure. Employees shall be paid their regular rate as required by law.

Collective Bargaining Agreements. Employees covered by a collective bargaining agreement shall be treated in accordance with 820 ILCS 192 and any valid waiver language contained in that agreement. Nothing in this section shall be construed to diminish earned vacation benefits that must be paid out under applicable wage-payment law.

4. Lactation / Breastfeeding

The Problem

The current section provides only a minimum 30-minute break and says the County will designate a room for that purpose upon request. It does not say the break time is paid, it does not bar the County from forcing an employee to use other paid leave, and it does not clearly require a private space other than a bathroom that is shielded from view and free from intrusion.

Why This Matters

That is now out of date. The January 2026 amendment changed the law in a meaningful way: break time for expressing breast milk must be paid at the employee's regular rate, and the employer may not require the employee to use paid leave for that time. Federal law separately requires an appropriate private non-bathroom space. The current draft still reads like the pre-2026 version of the statute, so this section needs to be updated now rather than cleaned up later.

Authority

820 ILCS 260/10 and 260/15, as amended by P.A. 104-0076 (effective January 1, 2026); 29 U.S.C. § 207(r) (federal PUMP Act).

Proposed Language

For up to one year after a child's birth, the County shall provide reasonable paid break time each time an employee needs to express breast milk for the employee's nursing infant child. The break time may run concurrently with any break time already provided to the employee. The employee shall be compensated during the break time at the employee's regular rate of compensation. The County shall not require the employee to use paid leave during the break time or reduce compensation for that time in any other manner. The County shall make reasonable efforts to provide a room or other location, in close proximity to the work area, other than a bathroom or toilet stall, that is shielded from view and free from intrusion and that may be used by the employee to express milk in private.

5. Scope and Adoption Architecture

The Problem

The foreword moves in the right direction by recognizing that independently elected officials retain statutory authority over their own offices. The problem is that the Application of Handbook section does not line up with that approach. It says the handbook applies to employees who are not under the direction of elected or appointed officials, which is far too narrow for a county handbook, and it still includes centralized language suggesting that only the County Board can authorize terms contrary to the at-will provision. As written, the draft does not clearly separate Board-controlled employees, office-adopted employees, and county-wide mandatory compliance rules.

Why This Matters

That matters because the legal structure of county government is not optional. Under the Counties Code, independently elected county officers retain statutory control over the internal operations of their own offices. A handbook can create county-wide standards, but it cannot quietly transfer supervisory authority, discipline, hiring control, or day-to-day management away from the office holder who has that authority by law. The current draft is better than the earlier version, but it still needs a cleaner adoption framework.

Authority

55 ILCS 5/3-2003.2, 5/3-6018, 5/3-10005.1; Carver v. Sheriff of LaSalle County, 203 Ill.2d 497 (2003); Sangamon County Sheriff's Dep't v. IHRC, 233 Ill.2d 125 (2009).

Proposed Language

Scope and Adoption. This Handbook establishes County-wide employment policies for: (a) employees working in offices or departments under the authority of the County Board; and (b) employees of independently elected or appointed offices only to the extent the relevant elected or appointed official adopts this Handbook, in whole or in part, in writing for that office.

Notwithstanding the foregoing, any provision of this Handbook that states a policy required by federal or Illinois law shall apply to all County offices and employees to the extent required by law.

Preservation of Office Authority. Nothing in this Handbook shall be construed to transfer, reduce, or impair the statutory authority of any independently elected or appointed official over the internal operations, supervision, discipline, staffing, scheduling, or day-to-day management of that official's office. Except where a different result is required by statute, collective bargaining agreement, insurance plan document, or court order, the elected or appointed official for the office remains the final decision-maker for employees in that office. This provision does not affect the County Board's

authority over centralized administrative functions, including but not limited to budget appropriation, payroll processing, IMRF administration, group health insurance plan administration, and benefits recordkeeping, which remain with the County Board or its designee.

Employment-at-Will. Nothing in this Handbook creates a contract of employment. Employees remain at will unless a different status is required by law, established by an applicable collective bargaining agreement, or created by a written agreement executed by the person or body with lawful authority to bind the employing office.

IV. MEDIUM-PRIORITY ISSUES

These items should also be corrected before adoption. They are not at the same level as the top five, but they are still the kinds of statutory mismatches and drafting errors that create avoidable problems once a handbook is put into use.

6. Voting Leave

The handbook currently requires an employee to request voting leave at least two working days before Election Day and to produce a voter's receipt afterward. The Illinois Election Code does not go that far. It requires only that the employee apply before Election Day, and it does not authorize a receipt requirement. This is an easy fix and it should be made.

Proposed Language

Any employee entitled to vote at an election in Illinois shall, on election day, be entitled to be absent from work for up to 2 hours between the opening and closing of the polls if the employee's working hours begin less than 2 hours after the opening of the polls and end less than 2 hours before the closing of the polls. Application for such leave shall be made prior to the day of election. The County may specify the hours during which the employee may be absent. No employee shall suffer any penalty, including any reduction in compensation, for taking leave authorized by this section.

Authority: 10 ILCS 5/17-15.

7. Weapons / Parking-Lot Exception

The Problem

The weapons section says Ford County always prohibits the possession of weapons on County property, including parking lots. The problem is not the ban inside County buildings; that is legally supportable. The problem is the blanket statement about parking lots. Illinois law preserves a vehicle-storage exception in many parking areas, including areas that would otherwise be restricted under Section 65(a).

Why This Matters: The Shared Courthouse/Jail Parking Lot

The shared courthouse/jail lot makes the analysis more complicated, but not in a way that saves the present wording. The statute distinguishes among buildings, real property, and parking areas, and those distinctions matter here.

Paragraph (4) prohibits carrying in any building designated for matters before a circuit court. That covers the courthouse building itself, but it does not extend the ban to the surrounding real property or parking area.

Paragraph (5) prohibits carrying in any building or portion of a building under the control of a unit of local government. Again, that reaches buildings, not all surrounding parking areas by default.

Paragraph (6) is broader. It covers any building, real property, and parking area under the control of an adult or juvenile detention or correctional institution, prison, or jail. That is the provision that matters most for a shared courthouse/jail parking lot.

Even so, Section 65(b) carves out vehicle storage notwithstanding subsections (a), (a-5), and (a-10), except for paragraphs (22) and (23). In other words, even where a location is otherwise covered by paragraph (6), the statute still allows a licensee to keep the firearm concealed in a locked vehicle or

locked container within the vehicle, out of plain view, unless the location is a nuclear facility or federally prohibited site.

That was a deliberate structural choice by the General Assembly. Only two categories of facility lose the vehicle-storage exception altogether. Jails, courthouses, schools, hospitals, and similar places do not.

For that reason, the handbook's flat ban on firearms in County parking lots goes too far, even taking the shared courthouse/jail lot into account. Firearms inside County buildings can be prohibited. Firearms stored lawfully in a locked private vehicle in a parking area cannot be banned by handbook language that ignores Section 65(b).

Authority

430 ILCS 66/65(a)(4), (5), and (6); 430 ILCS 66/65(b). The only exceptions to the Section 65(b) vehicle-storage carve-out are paragraphs (22) (nuclear facilities) and (23) (federal properties).

Proposed Language

Firearms are prohibited inside all County buildings, including the Ford County Courthouse, the Ford County Jail/Correctional Facility, and all other buildings under the control of the County or its officers, pursuant to 430 ILCS 66/65(a)(4), (5), and (6). Employees may not carry a weapon of any type while on duty unless possession is required by their job duties. Weapons include, but are not limited to, handguns, rifles, automatic weapons, knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments used to open packages or cut string and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas.

Notwithstanding the foregoing, nothing in this policy is intended to prohibit conduct expressly protected by Section 65(b) of the Firearm Concealed Carry Act. Under that provision, a licensee who is prohibited from carrying a concealed firearm into the parking area of a prohibited location shall be permitted to carry a concealed firearm within a vehicle into the parking area and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view. This vehicle-storage exception applies to all prohibited locations except those described in paragraphs (22) and (23) of Section 65(a). 430 ILCS 66/65(b).

Authority: 430 ILCS 66/65(a)(4), (5), (6), and 65(b).

8. FMLA / Template Cleanup

The FMLA section is mostly correct on substance, but it still shows its private-sector template origins. It uses "company" instead of "County" in several places and routes all leave discussions through the Clerk & Recorder without clearly separating payroll and recordkeeping functions from office-level supervisory authority. That should be cleaned up before adoption.

Recommended Correction

Replace all references to "company" with "County" throughout the FMLA section. Add: "Employees requesting FMLA leave should notify their Elected Official/Appointed Official and, where applicable, the Clerk & Recorder's Office for payroll, insurance, and record-administration purposes. Nothing in this section transfers office-level supervisory or return-to-work authority away from the employing office except as required by law."

Authority: 29 U.S.C. §§ 2611, 2612; 29 C.F.R. § 825.104(a).

9. Whistleblower Act (2025 Expansion)

The handbook's Whistleblower Act section protects only external disclosures to a government or law-enforcement agency. As of January 1, 2025, that is no longer enough. The statute now also protects

internal disclosures and reports involving a substantial and specific danger to public health or safety. The handbook should say so directly.

Recommended Addition

Add to the Whistleblower section: "Effective January 1, 2025, the Act also protects employees who make internal disclosures of suspected violations to any supervisor, principal officer, or board member, and employees who report activities they reasonably believe pose a substantial and specific danger to employees, public health, or safety. 740 ILCS 174/15, as amended by P.A. 103-867."

Authority: 740 ILCS 174/10, 15, 20, 25, 30, as amended by P.A. 103-867 (effective January 1, 2025).

10. Personnel Record Review Act

The Personnel Files section says requests will be handled in accordance with the Illinois Personnel Record Review Act, but it does not tell employees what that means in practice. As of January 1, 2025, the Act generally requires access within 7 working days of a written or electronic request and reaches a broader set of records. The handbook should reflect that timeline.

Recommended Addition

Add to the Personnel Files section: "The County will provide access to requested personnel records within 7 working days of receiving a written or electronic request, as required by the Personnel Record Review Act, 820 ILCS 40. Employees may request access at least twice per calendar year. Copies will be provided at actual duplication cost."

Authority: 820 ILCS 40/2, as amended by P.A. 103-201 (effective January 1, 2024) and P.A. 103-727 (effective January 1, 2025).

11. EEO / Protected Classes Update

Effective January 1, 2025, the Illinois Human Rights Act added "family responsibilities" and "reproductive health decisions" as protected classes. The draft partially catches up to that change, but not all the way. "Family responsibilities" appears in the EEO statement, but the protected-class language is not carried through consistently, and "reproductive health decisions" is missing. That inconsistency should be fixed throughout the handbook.

Authority: 775 ILCS 5/1-103(O-2) (reproductive health decisions); 775 ILCS 5/2-101(M), 5/2-102(A) (family responsibilities), as amended (effective January 1, 2025).

12. Pay Transparency in Job Postings

Effective January 1, 2025, amendments to the Illinois Equal Pay Act require employers with 15 or more employees to include the pay scale and benefits in job postings and to notify current employees of promotional opportunities within 14 calendar days after an external posting is made. The current handbook already says postings will include salary range and benefits, which is good, but it does not address the promotion-notice requirement and does not clearly tie the policy to the statute.

Recommended Addition

Add to the Job Posting section: "In accordance with the Illinois Equal Pay Act (820 ILCS 112/10), all job postings for positions covered by this Handbook shall include the pay scale and a general description of benefits offered. Promotion opportunities shall be announced to current employees within 14 calendar days of any external posting."

Authority: 820 ILCS 112/10 (Equal Pay Act, as amended effective January 1, 2025).

V. LOW-PRIORITY ISSUES

13. Office Closure Contradiction

The Office Closure section says, in one sentence, that it applies to Highway office personnel and Sheriff's Office personnel, and then says it does not apply to the Highway Department and Sheriff's Department. That is a direct contradiction. One clean sentence will fix it.

Proposed Language

This section applies to courthouse offices, Public Health Department administrative personnel, Highway office personnel, and Sheriff's Office administrative personnel when those offices are officially closed due to emergency conditions. This section does not apply to Highway field operations, sworn or correctional Sheriff's personnel, union employees whose collective bargaining agreements control, or other personnel designated as essential and required to remain on duty.

14. Miscellaneous Cleanup

A final cleanup pass should also address several smaller drafting problems: the empty Diversity heading should either be completed or removed; the ADA section refers to a Harassment and Complaint Procedure that does not clearly exist as a stand-alone procedure; several sections still switch between "County" and "company"; and capitalization and cross-references should be normalized throughout.

VI. ADDITIONAL STATUTES FOR THE COMMITTEE'S AWARENESS

The following laws either already apply to Ford County or will take effect in 2026. They do not all require immediate handbook amendments, but the Committee should keep them in view as the County updates its policies and administration practices.

Worker Freedom of Speech Act (820 ILCS 57, effective January 1, 2025). This Act bars employers from requiring employees to attend employer-sponsored meetings about religious or political matters, subject to exceptions. The Act has been the subject of litigation, but Illinois continues to publish compliance guidance. The County should avoid adopting any policy that could be read as compelling attendance at that kind of meeting.

Child Extended Bereavement Leave Act (820 ILCS 156). This law provides unpaid leave when an employee loses a child to suicide or homicide. For employers with 50-249 full-time employees, the leave is up to 6 weeks; for employers with 250 or more employees, up to 12 weeks. The County should confirm whether its workforce size triggers coverage.

Family Bereavement Leave Act (820 ILCS 154). This Act requires up to 10 work days of unpaid leave for covered events, including miscarriage, unsuccessful reproductive procedures, failed adoptions, failed surrogacy agreements, diagnosis affecting pregnancy or fertility, and other qualifying losses. Existing bereavement language should be read with that broader scope in mind.

VESSA Amendments (P.A. 104-0171, effective January 1, 2026). These amendments allow employees to use employer-issued electronic devices to record incidents of violence without discipline. County technology and workplace-conduct policies should be checked for consistency.

Family Neonatal Intensive Care Leave Act (P.A. 104-0259, effective June 1, 2026). Employers with 50 or more employees must provide unpaid, job-protected leave for NICU hospitalization of a child. That will need to be addressed if the County meets the coverage threshold.

AI in Employment Decisions (HB 3773, P.A. 103-0804, effective January 1, 2026). This amends the IHRA to add notice and anti-discrimination obligations when employers use AI in employment decisions. It matters less for the handbook text itself and more for hiring and personnel practices going forward.

Blood and Organ Donation Leave (P.A. 104-0193, effective January 1, 2026). This amendment extends organ-donation leave to part-time employees for employers with 51 or more employees. The handbook already has a section on this subject, but the County should confirm the current wording matches the amended law if coverage applies.

Military Funeral Honors Detail Leave (P.A. 104-0078, effective January 1, 2026). The handbook already includes a section on this subject, and it appears substantively compliant.

VII. CONCLUSION AND RECOMMENDATION

The January 2026 draft is moving in the right direction. It is materially better than the version that came before it, and the overall framework--recognizing the authority of independently elected officials while still setting county-wide employment standards--is a workable one.

But I still cannot recommend adoption in its current form. The five high-priority issues discussed above need to be corrected first. The disability-leave language is the single most serious problem because it creates the clearest ADA exposure, but the harassment-routing, PLAWA, lactation, and scope/adoption issues also need to be fixed before this document is ready.

My recommendation is straightforward: authorize one final redline that incorporates the proposed language set out in this memorandum. The model language provided for each issue is intended to be practical and ready to use, with only minimal conforming edits needed for the final handbook draft.

I am available to answer questions from the Committee and to assist with the final redline if needed.

Andrew L. Killian

Ford County State's Attorney

200 West State Street

Paxton, Illinois 60957

RESOLUTION 26 -

A RESOLUTION ESTABLISHING THE COMPENSATION OF THE FORD COUNTY CLERK & RECORDER

WHEREAS, pursuant to 50 ILCS 145/2 and known as The Local Government Officer Compensation Act ("the Act"), the County Board of Ford County ("County Board") has the legal duty and power to establish the salary and other compensation of the Ford County Clerk & Recorder ("County Clerk"); and

WHEREAS, the County Board must establish said salary for the entire said term of office 180 days before the term begins and cannot vote to alter said salary during said term; and

WHEREAS, the County Board establishes the current compensation for the County Clerk to include such benefits as may be defined by the County Board; and

WHEREAS, County Clerks, providing due services to and for the State of Illinois as a part of their official duties, are afforded payment in the form of stipend as defined in 55 ILCS 5/4-6001. In such resolution fixing the compensation of County Clerk, the County Board shall separately list each stipend the County Clerk is expected to receive in addition to the compensation to be paid by the County.

BE IT HEREBY RESOLVED:

SECTION 1: The total compensation for the Ford County Clerk shall be as follows:

Direct Compensation from Ford County:

A. Beginning December 1, 2026 - \$67,000.00

B. Beginning December 1, 2027 - \$69,000.00

C. Beginning December 1, 2028 - \$71,000.00

D. Beginning December 1, 2029 - \$73,000.00

Stipend Payment from the State of Illinois:

A. \$6,500.00 (yearly).

NOW THEREFORE BE IT HEREBY FURTHER RESOLVED THAT:

SECTION 1: The total compensation for the Ford County Clerk shall be set no later than 180 days prior to the general election for which the office is decided; and

SECTION 2: The definition of benefits for the Ford County Clerk shall be defined by the County Board of Ford County and shall be consistent with the other countywide elected officials, and the Ford County Clerk shall not be required to contribute more towards those individual benefits than they must on the first day of their term; and

SECTION 3: The Ford County Clerk shall receive any stipends as defined by the State of Illinois; and

SECTION 4: This resolution shall be in full force and effect upon its passage and approval according to law.

Dated: _____, 2026

Chase McCall

Chairman of the Ford County Board

ATTEST: _____

County Clerk & Recorder

RESOLUTION

26 -

ESTABLISHING THE COMPENSATION OF THE FORD COUNTY TREASURER

WHEREAS, pursuant to 50 ILCS 145/2 and known as The Local Government Officer Compensation Act, ("the Act") the County Board of Ford County ("County Board") has the legal duty and power to establish the salary and other compensation of the Ford County Treasurer ("Treasurer"); and

WHEREAS, the County Board must establish said salary for the entire said term of office 180 days before the term begins, and cannot vote to alter said salary during said term; and

WHEREAS, the County Board establishes the current compensation for the County Treasurer to include such benefits as may be defined by the County Board; and

WHEREAS, Treasurers, providing due services to and for the State of Illinois as a part of their official duties, are afforded payment in the form of stipend as defined in 35 ILCS 200/4-20. In such resolution fixing the compensation of Treasurer, the County Board shall separately list each stipend the Treasurer is expected to receive in addition to the compensation to be paid by the County.

BE IT HEREBY RESOLVED:

SECTION 1: The total compensation for the Ford County Treasurer shall be as follows:

- (1) Direct Compensation from Ford County:
 - A. Beginning December 1, 2026 - \$67,000.00
 - B. Beginning December 1, 2027 - \$69,000.00
 - C. Beginning December 1, 2028 - \$71,000.00
 - D. Beginning December 1, 2029 - \$73,000.00

- (2) Stipend Payment from the State of Illinois:
 - A. \$6,500.00 (yearly).

NOW THEREFORE BE IT HEREBY FURTHER RESOLVED THAT:

SECTION 1: The total compensation for the Ford County Treasurer shall be set no later than 180 days prior to the general election for which the office is decided; and

SECTION 2: The definition of benefits for the Ford County Treasurer shall be defined by the County Board of Ford County and shall be consistent with the other countywide elected officials, and the Ford County Treasurer shall not be required to contribute more towards those individual benefits than they must on the first day of their term; and

SECTION 3: The Ford County Treasurer shall receive any stipends as defined by the State of Illinois; and

SECTION 4: This resolution shall be in full force and effect upon its passage and approval according to law.

Dated: April 13,2026

Chase McCall
Ford County Board Chairman

ATTEST: _____
Amy Frederick
Ford County Clerk & Recorder

RESOLUTION 26 -

WHEREAS, Krisha Whitcomb, current Elected County Treasurer, has filed her letter of resignation effective April 10, 2026 @ 4:30 P.M., and the position is an Elected position; and

WHEREAS, Taylor Burnett was Nominated as the Republican Candidate for the November 3, 2026, General Election; and

WHEREAS, that Taylor Burnett be appointed as County Treasurer beginning April 10, 2026, at 4:31 P.M. through November 30, 2026, due to a vacancy in the County Treasurer position; and

WHEREAS, that the salary for the County Treasurer position was set at the sum of \$67,000 for the current term pursuant to Resolution 22 - 31; and

BE IT RESOLVED, that the Ford County Board approved the appointment of Taylor Burnett for the term of April 10, 2026, at 4:31 P.M. through November 30, 2026, and be filed among the records of Ford County, Illinois.

Dated: April 13, 2026

Signed: _____

Chase McCall
Ford County Board Chairman

Attest: _____

Amy Frederick
Ford County Clerk & Recorder

ORDER REAPPOINTING TRUSTEE OF
PIPER CITY FIRE PROTECTION DISTRICT
FORD COUNTY, ILLINOIS

Pursuant to the written Petition of WILLIAM MANHART, WILLIAM K. BERRY and RICHARD HITCHENS, for the reappointment of WILLIAM MANHART as a Trustee of the PIPER CITY FIRE PROTECTION DISTRICT of Ford County, Illinois, WILLIAM MANHART is hereby reappointed Trustee of Piper City Fire Protection District for three years ending on the first Monday in May 2029, upon his filing his Bond as Trustee as provided by statute.

WHEREUPON WILLIAM MANHART presented his bond as Trustee in the form required by statute, duly executed with surety, which Bond is ordered approved and filed among the records of Ford County, Illinois.

Chairman, County Board of Supervisors,
Ford County, Illinois

Ford County Clerk

**FORD COUNTY BOARD SPECIFICALLY
INSURANCE & PERSONNEL COMMITTEE MEETING MINUTES
WEDNESDAY, APRIL 1, 2026**

The Insurance & Personnel Committee met on Wednesday, April 1, 2026, at 2:00 P.M. in the Small Courtroom in the Courthouse. Those in attendance were as follows: Chairman Lesley King, Garret Kerber, Gene May and Tom McQuinn. Also in attendance was EMA Coordinator Whitebird and Chief Probation Officer Harrison. Mrs. Ihrke was seated at 2:05 P.M.

Mr. Kerber made a motion to accept the agenda as presented. Mr. McQuinn seconded it.
Voice Vote – Carried

Mrs. C. Ihrke made a motion to discuss the proposed updates from CIRMA & Ford County State’s Attorney Killian for the Ford County employee handbook. Mr. Kerber seconded it. After discussion, Mrs. C. Ihrke made a motion to send the Ford County Employee Handbook to the full County Board for consideration. Mr. May seconded it.
Voice Vote – Carried

Mrs. C. Ihrke made the motion to adjourn. Mr. Kerber seconded it.

Respectfully Submitted,

Lesley King
Ford County Chairman of Insurance & Personnel Committee