

CARROLL COUNTY BOARD MEETING

****Small Courtroom, Courthouse****

January 4, 2024 9:30 a.m.

*****PLEASE SILENCE CELL PHONES*****

Call to Order

Pledge of Allegiance

Roll Call

Public Comments

Consent Agenda

- 1. Approval of the December 20th and December 21st Meetings Minutes**
- 2. Approval of Bills Paid in Vacation**
- 3. Approval of Committee on Claims**

Tabled Items

Department Reports

Animal Control

Assessor

Circuit Clerk

County Clerk & Recorder

Emergency Management

GIS

Highway

1. Monthly Report

**2. Approval of Carroll County's Quality Based Selection Process for Consultants
when utilizing Federal Funds**

Health Department

Probation

Sheriff

States Attorney

Transit

Treasurer

Zoning

Zoning Board of Appeals

Affiliate Reports

Blackhawk Hills Regional Council – Mrs. Bickelhaupt

Business Employment Skills Team/Workforce – Mr. Flikkema

1. Monthly Report

Community Mental Health Board – Mrs. Bickelhaupt

Emergency Telephone System Board – Mr. Rieck

Health Board – Mr. Iske

Hotel/Motel – Ms. Jacobs

1. Monthly Report

Jo/Carroll Enterprise Zone

Jo Daviess Carroll County Joint Action Solid Waste Agency – Mr. Flikkema

LRA – Ms. Jacobs

1. Monthly Report

NWILED

Senior Services Board – Mr. Vandermyde

Tri-County Opportunities Council – Mr. Preston

United County Council of Illinois – Mr. Payette

Veterans Assistance Commission – Ms. Jacobs

1. Monthly Report

Whiteside Carroll Enterprise Zone - Mr. Payette

Committee Report

Ad Hoc Inmate Housing Committee– Mr. Iske

Old Business

New Business

- 1. Approval of Resolution Declaring a Vacancy in County Board District 1**
- 2. Create and Approve the County Administrator Ad Hoc Hiring Committee**
- 3. Approval of the Mississippi Flyway Chapter Waterfowl USA Raffle License – Sportsman Banquet**
- 4. Approval of the Mississippi Flyway Chapter Waterfowl USA Raffle License – Queen of Hearts Renewal**

Chairman Report

Appointments

- 1. Approve the Appointment of Susan Jacobs to NWILED**
- 2. Approve the Appointment of Chris Flikkema as Highway Remodel Project Board Liaison**

Executive Session- 5 ILCS 120/2 (c)(11) Pending Litigation

Adjournment

Next County Board Meeting – January 18, 2024 9:30 a.m.

Carroll County Special Board Meeting
Carroll County Highway Department, 10735 Mill Rd., Mt. Carroll, IL
Wednesday, December 20, 2023 at 4 p.m.

The meeting was called to order by Chair Payette at 4:02 p.m.

Roll call shows board members, Mr. Payette, Mr. Flikkema, Ms. Jacobs, Mr. Iske and Mrs. Bickelhaupt present. Also in attendance was State's Attorney Kaney, Sheriff Kloepping, County Administrator Doty, Emergency Director Klinefelter, County Engineer Renkes, Animal Control Officer Ashby, 911 Coordinator Magill and David Soldat.

Chair Payette presented from the agenda the discussion and possible action regarding Carroll County Emergency Operations Center/Multi-Purpose Area/Highway Department Building and Renovations.

County Engineer Renkes, Emergency Director Klinefelter and ACO Ashby presented for discussion on procedures and changes for the remodeling of the Highway Department and Emergency Operations Center/Multi-Purpose Area. Director Klinefelter advised that the notice has been submitted to the local newspaper. It was reiterated that on January 3, 2024 at 10:30 a.m. there will be a mandatory meeting for interested contractors where questions can be answered by the specific building office supervisors (Highway, Animal Control and EOC/Multi-Purpose Areas). During the discussion it was commented that all anticipated work would be the responsibility of the contractor. There would be no work to be performed outside of the control of the contractor during this remodel. In addition, County Engineer Renkes would be the contact for work related questions regarding the upstairs and Director Klinefelter for the downstairs. All interested contractors have until January 23, 2024 at 4 p.m. to submit bids. A motion by Mr. Iske, second by Mrs. Bickelhaupt to include a completion date for all work by September 31, 2024. Motion carried.

Motion by Mrs. Bickelhaupt, second by Mr. Iske to adjourn at 5:37 p.m.

Submitted by Amy R. Buss, County Clerk and Recorder

CARROLL COUNTY BOARD MEETING
301 N. MAIN ST., MT. CARROLL, IL IN SMALL COURTROOM
DECEMBER 21, 2023 AT 9:30 A.M.

The meeting was called to order by Chair Payette at 9:30 a.m.

Pledge of Allegiance.

Roll call shows Mr. Payette, Mr. Preston, Mr. Flikkema, Ms. Jacobs, Mr. Iske, Mrs. Bickelhaupt and Mr. Rieck present. Mr. Vandermyde was absent.

Public Comments – None

Chair Payette presented the consent agenda:

1. Approval of the December 21st Meeting Minutes
2. Approval of Bills Paid in Vacation
3. Approval of Committee on Claims
4. Approval of Board Member Services

Motion by Mr. Preston, second by Ms. Jacobs to approve the consent agenda. Roll call shows Mr. Iske, Mr. Preston, Mr. Payette, Ms. Jacobs, Mrs. Bickelhaupt, Mr. Flikkema and Mr. Rieck all voting aye. Motion carried.

Chair Payette moved up No. 2 under Appointments, Approval of County Board Vice Chair position. Mr. Flikkema nominated Mr. Iske to be appointed Vice Chair, second by Ms. Jacobs. Motion carried.

Tabled Items-None

Animal Control-No report

Assessor- Chief Assessor Annette Gruhn reported that around 5,000 notices were sent out, published and, at this time, waiting for approval from the Illinois Department of Revenue. The phones are very active with question of people's assessments. The office is also busy getting ready to send out the Senior Freeze paperwork before postage goes up.

Circuit Clerk- Circuit Clerk Patty Hiher reported that she is busy getting the information to the Auditor for the yearly audit.

County Clerk- County Clerk Amy Buss presented her semi-annual report to be approved. Motion by Mr. Preston, second by Mr. Flikkema to approve. Motion carried.

Ms. Buss presented the winning design for the 2024 I Voted sticker contest. The winner is Kennedy Livengood from the Chadwick Milledgeville School District.

Emergency Management- Chair Payette informed that the Special Board Meeting on December 20, 2023 went well, and many questions and concerns were addressed.

Jim Klinefelter reminded the Board that the walk thru with contractors for the Emergency Management Command Center will be January 3, 2024 and bid opening will be on January 23, 2024.

GIS- No report.

Highway –No report

County Engineer Sara Renkes reported that she took a class for Safety Inspection of In-Service Bridges for Professional Engineers and passed.

Chair Payette congratulated Sara on a job well done getting the new salt shed up in a timely manner.

Health Department – No report.

Probation- No report.

Sheriff & Property-Sheriff Ryan Kloepping presented for Approval to fill vacant dispatch position. Motion by Mr. Flikkema, second by Ms. Jacobs to approve to fill vacant dispatch position. Motion carried.

Sheriff Kloepping presented for Approval to fill two new correctional officer positions. Sheriff Kloepping addressed the Board that since at this time it is unknown what Wold will recommend with the jail study, that these positions can be cross trained. Motion by Mr. Preston, second by Ms. Jacobs to approve filling the two vacant positions for correctional officers. Motion carried.

Sheriff Kloepping presented for Approval of semi-annual report. Motion by Mr. Rieck, second by Mr. Iske to approve semi-annual report. Motion carried.

911 Director Matt Magill informed the Board of grants available for NextGen 911. He is working on the grant application at this time. It will be awarded in June 2024. It was explained by County Administrator Mike Doty and 911 Director Matt Magill how NextGen 911 will help with updating our current GIS mapping information. This new software update would also be very useful to the County Highway Department in regards to GIS mapping.

State's Attorney -State's Attorney Aaron Kaney updated the Board he is still taking applications for Victims Advocate Witness Coordinator. The current coordinator was to retire on December 1, 2023, but has agreed to stay on until a replacement is found.

Transit-No report

Treasurer- Treasurer Lydia Hutchcraft presented for Approval to hire two Deputy Treasurer positions. She is asking for the newly created position to be filled, and she will need to fill another vacancy due to her current payroll clerk giving her notice. Motion by Ms. Jacobs, second by Mr. Iske to approve the two hires. Motion carried.

Chair Payette wished Lydia a Happy 40th Birthday.

Zoning- No report.

Zoning Board of Appeals – No report

Affiliate Reports

Blackhawk Hills Regional Council – No report

Business Employment Skills Team/Workforce – No report

Community Mental Health Board – No report

Emergency Telephone System Board - No report

Health Board – No report

Hotel/Motel – Ms. Jacobs reported that the Hotel/Motel Board is thinking of ways to rebrand itself.

Jo/Carroll Enterprise Zone - No Report

Jo Daviess Carroll County Joint Action Solid Waste Agency - No report

LRA- No report.

NWILED- No report.

Senior Services Board - No report

Tri-County Opportunities Council – No report

United County Council of Illinois – No report.

Veterans Assistance Commission – Ms. Jacobs announced that the Veteran's Commission will be conducting a raffle in the near future.

Whiteside Carroll Enterprise Zone – No report.

Chair Payette reminded Board members that even if they are unable to attend their affiliate committee meetings, to still obtain the agendas and minutes to file in the County Clerk's office and to include them in the Board packet to keep other board members and the public informed.

Ad Hoc Inmate Housing Committee- A monthly report was included in the Board packet.

Mr. Iske reported that Wold Architecture Firm was at the Courthouse over a two-day period. At that time, they interviewed the departments that work with the judicial and County jail.

Wold praised our low process times for inmates and also informed the committee of some in antique process/tools that could be enhanced with technology improvements.

Sheriff Kloepping reported that Wold was able to take another more in-depth tour of the jail.

Old Business

Chair Payette updated the Board that the position for County Administrator has been advertised. No resumes have been received yet.

He will have a committee formed by the next Board meeting. He is encouraging all Board members and Department heads to have input on what we are looking for in our next County Administrator.

County Administrator Doty informed the Board that resumes will be accepted up to January 19, 2024.

Chair Payette presented for Approval of the creation of a Transit PCOM position. He recommend a 30-hour work week position, salary of \$39,000 with IMRF and Health Insurance benefits. He based the hours on what County Administrator Doty provided to complete all transit grant business.

Chair Payette informed the Board that the State has agreed to let Mary Maszke from Carroll County Transit sign grant papers but only for 45 days. After the 45 days, he would be responsible for signing grant paperwork.

County Administrator Doty explained at the last Board meeting the job description for the Transit PCOM. He also explained how this would be funded by the Fund 74 Transportation grant not the general fund.

County Board Member Mrs. Bickelhaupt made a motion to approve the PCOM position at \$39,000 salary, 30-hour work week, IMRF and Health Insurance, second by Ms. Jacobs. Discussion. Director Deb Connor from the Carroll County Senior Service asked how the grant can cover health insurance for the PCOM when it is not offered to any Transit employee. She also wanted to know how the hourly rate of \$25 which adds to \$39,000 was determined. Chair Payette responded that any County employee must be offered health insurance if working 30 hours or more. In regards to the \$25 hourly rate, he based that on what JoDaviess is giving their full time PCOM. Mary Maszke, Carroll County Transit Grants Manager, voiced concerns with using the Transportation grant and how this would further their short fall of funds. Roll call shows Mrs. Bickelhaupt, Mr. Preston, Mr. Payette, Mr. Rieck, Mr. Iske, Mr. Flikkema and Ms. Jacobs all voting aye. Motion carried.

Chair Payette presented for Approval of amendments to Chapter 60 Personnel Code. State's Attorney Kaney explained the amendments to three sections, 60-1-1.3-2 Categories of Employees, 60-1-4-.2 Vacation/Paid Leave and 60-1-4-.4 Excused Absences. Motion by Ms. Jacobs to approve amendments to Chapter 60 as presented, second by Mrs. Bickelhaupt. Roll call shows Mr. Preston, Mr. Payette, Mr. Iske, Mrs. Bickelhaupt, Mr. Rieck, Mr. Flikkema and Ms. Jacobs all voting aye.

Chair Payette informed the Board there will be more changes to Chapter 60 Personnel Code in the future.

New Business

Chair Payette presented Acceptance of a conditional offer of employment for the Director of Zoning Position. The Director of Zoning position has been offered to Jaciee Buckner. The yearly salary for fiscal year 2023-24 will be \$48,925, County Health Insurance, IMRF, all County approved holidays and vacation per County policy. The Conditions of this employment offer are:

1. Approval of this conditional offer by the County Board
2. Background check
3. Completion of six-month probationary period.

Motion by Mr. Preston, second by Ms. Jacobs to approve. Roll call shows Ms. Jacobs, Mr. Iske, Mrs. Bickelhaupt, Mr. Rieck, Mr. Flikkema, Mr. Payette and Mr. Preston all voting aye. Motion carried.

Chair Payette presented for discussion and possible direction on West Carroll Administrative Building. Motion by Ms. Jacobs, second by Mrs. Bickelhaupt not to pursue the purchase of the West Carroll Administrative building until the Wold Jail study is completed. Discussion. Roll call shows Mr. Payette, Mr. Rieck, Ms. Jacobs, Mrs. Bickelhaupt, Mr. Iske voting aye, Mr. Flikkema and Mr. Preston voting nay. Motion carried.

Chair Payette will draft a letter to be sent to the West Carroll School District informing them that at this time the County is not going to proceed on the possible purchase of the administrative building.

Chairman Reports- Chair Payette informed the he signed the engagement letter from WIPFLI for the Circuit Clerk's Audit.

Appointments

Chair Payette withdrew the Appointment of David Soldat to fill District 1 County Board Seat vacated by John Grotto. There are Statutes that must be done to declare a vacancy. The appointment will probably be done in January but no later then February.

Chair Payette presented for Appointment of Joseph Payette to Jo/Carroll Enterprise Zone and NWILED. Motion by Mr. Preston, second by Mr. Flikkema to appoint Chair Payette to Jo/Carroll Enterprise Zone. The appointment to NWILED will be done at the next board meeting. Motion carried.

Chair Payette presented Gary Iben to be reappointed to ETSB for the term of December 2023 thru December 2026. Motion by Mr. Preston, second by Mr. Rieck to approve the appointment.

Chair Payette informed that ESTB is looking to decrease the size of the board.

Chair Payette asked the Board to please join him and County Administrator Doty in a photo.

Chair Payette presented Mike Doty with a Certificate of Appreciation and a gift certificate to a local Italian restaurant in the area they are moving to. He thanked Mike for his fifteen years of service as Carroll County's first County Administrator.

Chair Payette announced there will be a reception for Mike in the small conference room of the Courthouse immediately following the Board meeting.

Executive Session-None

Motion by Mr. Preston, second by Mr. Flikkema to adjourn at 10:43 a.m. Motion carried.

Submitted by Amy R. Buss, Couty Clerk and Recorder

Selection Criteria: Vendor =
Bank =

Bills Paid In Vacation

Batch = CCFB
Due Date =
Invoice Date =

Open Invoices by Fund/Department (APLT22)

Carroll County

Vendor		Account		Account Description	Invoice Amt
Invoice		Inv Date	Invoice Description		
Fund:	011	GENERAL FUND			
Dept:	07	ELECTIONS			
1580	CARROLL CO. FARM BUREAU		01107005323	PRINTING, SUPPLIES & POSTAG	\$100.00
	12.22.23	12/22/2023	CO CLERK / ELECTION SCHOOL 2024		
Subtotal for Department: 07 :					\$100.00
Total for Fund: 011 :					\$100.00

Selection Criteria: Vendor =
Bank =

Batch = THOMAS DODGE
Due Date =
Invoice Date =

Open Invoices by Fund/Department (APLT22)

Carroll County

Vendor		Account		Account Description	Invoice Amt
Invoice		Inv Date	Invoice Description		
Fund:	037	PUBLIC SAFETY			
Dept:	00	NonDepartmental			
640192	THOMAS DODGE-CHRYSLER-JEEP		03700005303	PUBLIC SAFETY--SQUAD CAR	\$41,948.00
	12.27.23 SQUAD CAR	12/27/2023	SHERIFF / NEW SQUAD CAR		
Subtotal for Department: 00 :					\$41,948.00
Total for Fund: 037 :					\$41,948.00

Selection Criteria: Vendor =
Bank =

Batch = POSTAGE
Due Date =
Invoice Date =

Open Invoices by Fund/Department (APLT22)

Carroll County

Vendor		Account		Account Description	Invoice Amt
Invoice		Inv Date	Invoice Description		
Fund:	011	GENERAL FUND			
Dept:	02	SUPPLIES AND RENTALS			
4576	UNITED STATES POSTAL SERVICE		01102005323	PRINTING, SUPPLIES & POSTAG	\$673.87
	12.28.23	12/28/2023	21020656 - COUNTY TREASURER/CLERK		
Subtotal for Department: 02 :					\$673.87
Total for Fund: 011 :					\$2,673.87

Open Invoices by Fund/Department (APLT22)

Carroll County

Vendor		Account		Account Description	Invoice Amt
Invoice		Inv Date	Invoice Description		
Fund:	011	GENERAL FUND			
Dept:	09	PERMANENT REGISTRATION			
4576	UNITED STATES POSTAL SERVICE		01109005329	PERMANENT REGISTRATION	\$2,000.00
	12.28.23	12/28/2023	21020656 - COUNTY TREASURER/CLERK		
Subtotal for Department: 09 :					\$2,000.00
Total for Fund: 011 :					\$2,673.87

Open Invoices by Fund/Department (APLT22)

Carroll County

Vendor		Account		Account Description	Invoice Amt
Invoice		Inv Date	Invoice Description		
Fund:	023	COUNTY RECORDER FEES			
Dept:	00	NonDepartmental			
2156	IACCR		02300005160	EDUCATION	\$170.00
2024 WINTER CONFERENCE		12/28/2023	CO CLERK		
Subtotal for Department: 00 :					\$170.00
Total for Fund: 023 :					\$170.00

Selection Criteria: Vendor =
Bank =

Batch = BECK NOTARY
Due Date =
Invoice Date =

Open Invoices by Fund/Department (APLT22)

Carroll County

Vendor		Account		Account Description	Invoice Amt
Invoice		Inv Date	Invoice Description		
Fund:	011	GENERAL FUND			
Dept:	20	COUNTY SHERRIFF			
2255	CLARK CARROLL INSURANCE AGENCY	01120005323	OFFICE SUPPLIES		\$59.88
	202300127	12/29/2023	KLARISSA BECK NOTARY		
3894	SECRETARY OF STATE	01120005323	OFFICE SUPPLIES		\$15.00
	202300127	12/29/2023	KLARISSA BECK NOTARY		
				Subtotal for Department: 20 :	\$74.88
				Total for Fund: 011 :	\$74.88

Selection Criteria:

Vendor =

Bank =

Committee on Claims

Batch =

Due Date = 1/4/2024

Invoice Date =

Open Invoices by Fund/Department (APLT22)**Carroll County**

Vendor		Account	Account Description	Invoice Amt
Invoice		Inv Date	Invoice Description	
Fund:	011	GENERAL FUND		
Dept:	01	COURTHOUSE UPKEEP		
640762	REPUBLIC SERVICES	01101005003	REPAIRS & MAINTENANCE	\$210.25
	0721-007828842	1/4/2024	SHERIFF	
640697	SYNDEO NETWORKS, INC.	01101005005	UTILITIES--TELEPHONE	\$337.48
	SN022004	1/4/2024	CARROLL COUNTY	
640379	THE HOME DEPOT PRO	01101005003	REPAIRS & MAINTENANCE	\$87.90
	780479267	1/4/2024	SHERIFF	
640379	THE HOME DEPOT PRO	01101005003	REPAIRS & MAINTENANCE	\$459.38
	780035218	1/4/2024	SHERIFF	
640379	THE HOME DEPOT PRO	01101005003	REPAIRS & MAINTENANCE	\$64.80
	780268645	1/4/2024	SHERIFF	
640379	THE HOME DEPOT PRO	01101005003	REPAIRS & MAINTENANCE	\$52.67
	780035226	1/4/2024	SHERIFF	
Subtotal for Department: 01 :				\$1,212.48
Total for Fund: 011 :				\$35,735.77

Open Invoices by Fund/Department (APLT22)

Carroll County

Vendor		Account		Account Description	Invoice Amt
Invoice		Inv Date	Invoice Description		
Fund:	011	GENERAL FUND			
Dept:	02	SUPPLIES AND RENTALS			
640339	PHYSICIANS IMMEDIATE CARE		01102005323	PRINTING, SUPPLIES & POSTAG	\$55.00
1461400_12.14.23		1/4/2024	CARROLL COUNTY / BEMIS		
Subtotal for Department: 02 :					\$55.00
Total for Fund: 011 :					\$35,735.77

Open Invoices by Fund/Department (APLT22)

Carroll County

Vendor		Account		Account Description	Invoice Amt
Invoice		Inv Date	Invoice Description		
Fund:	011	GENERAL FUND			
Dept:	03	OFFICE EQUIPMENT MAINTENANC			
4192	STERLING BUSINESS EQUIP. CENT.	01103005025	OFFICE EQUIPMENT MAINTENAN		\$143.78
	INV599404	1/4/2024	CIRCUIT CLERK		
Subtotal for Department: 03 :					\$143.78
Total for Fund: 011 :					\$35,735.77

Open Invoices by Fund/Department (APLT22)

Carroll County

Vendor		Account		Account Description	Invoice Amt
Invoice		Inv Date	Invoice Description		
Fund:	011	GENERAL FUND			
Dept:	05	SUPERVISOR OF ASSESSMENTS			
640586	PITNEY BOWES GLOBAL FINANCIAL SERV		01105005323	PRINTING SUPPLIES & OTHERS	\$169.29
	3106417970	1/4/2024	ASSESSOR		
Subtotal for Department: 05 :					\$169.29
Total for Fund: 011 :					\$35,735.77

Open Invoices by Fund/Department (APLT22)

Carroll County

Vendor		Account		Account Description	Invoice Amt
Invoice		Inv Date	Invoice Description		
Fund:	011	GENERAL FUND			
Dept:	06	BOARD OF REVIEW			
4576	UNITED STATES POSTAL SERVICE		01106005323	PRINTING, SUPPLIES & POSTAG	\$1,200.00
	128897270_1.4.24	1/4/2024	BOARD OF REVIEW		
Subtotal for Department: 06 :					\$1,200.00
Total for Fund: 011 :					\$35,735.77

Open Invoices by Fund/Department (APLT22)

Carroll County

Vendor		Account		Account Description	Invoice Amt
Invoice		Inv Date	Invoice Description		
Fund:	011	GENERAL FUND			
Dept:	07	ELECTIONS			
640393	LIBERTY SYSTEMS, LLC		01107005323	PRINTING, SUPPLIES & POSTAG	\$2,843.96
	6184	1/4/2024	SOFTWARE LICENSES		
Subtotal for Department: 07 :					\$2,843.96
Total for Fund: 011 :					\$35,735.77

Open Invoices by Fund/Department (APLT22)

Carroll County

Vendor		Account		Account Description	Invoice Amt
Invoice		Inv Date	Invoice Description		
Fund:	011	GENERAL FUND			
Dept:	10	ACCOUNTING SERVICES & AUDIT			
2630	WIPFLI		01110005023	ACCOUNTING SERVICE & AUDIT	\$7,750.00
	2386459	1/4/2024	AUDIT		
Subtotal for Department: 10 :					\$7,750.00
Total for Fund: 011 :					\$35,735.77

Open Invoices by Fund/Department (APLT22)

Carroll County

Vendor		Account		Account Description	Invoice Amt
Invoice		Inv Date	Invoice Description		
Fund:	011	GENERAL FUND			
Dept:	12	COUNTY TREASURER			
2960	MIRROR DEMOCRAT		01112005323	PRINTING & SUPPLIES	\$224.00
	11.30.23 TREAS	1/4/2024	TREASURER		
3565	PEARSON		01112005323	PRINTING & SUPPLIES	\$22.95
	12.15.23 TREASURER	1/4/2024	TREASURER		
Subtotal for Department: 12 :					\$246.95
Total for Fund: 011 :					\$35,735.77

Open Invoices by Fund/Department (APLT22)

Carroll County

Vendor		Invoice	Inv Date	Account	Account Description	Invoice Amt
				Invoice Description		
Fund:	011	GENERAL FUND				
Dept:	13	COUNTY CLERK AND RECORDER				
2960	MIRROR DEMOCRAT			01113005323	PRINTING & SUPPLIES	\$40.00
	2024 CO CLERK SUBSCRIP	1/4/2024		CO CLERK		
640417	TBK BANK			01113005323	PRINTING & SUPPLIES	\$89.39
	12.18.23	1/4/2024		CO CLERK / DEPOSIT TICKETS		
Subtotal for Department: 13 :						\$129.39
Total for Fund: 011 :						\$35,735.77

Open Invoices by Fund/Department (APLT22)

Carroll County

Vendor		Invoice	Inv Date	Account	Account Description	Invoice Amt
				Invoice Description		
Fund:	011	GENERAL FUND				
Dept:	20	COUNTY SHERRIFF				
640809	ILLINOIS TOLLWAY			01120005012	TRAVEL	\$22.20
	VN5105974256	1/4/2024		SHERIFF		
2614	LEAF			01120005323	OFFICE SUPPLIES	\$206.49
	15776999	1/4/2024		SHERIFF		
3929	SHAW'S FOODS			01120006073	DIETING OF PRISONERS	\$20,565.19
	12.21.2023	1/4/2024		JAIL		
4510	UNIFORM DEN, INC.			01120006046	UNIFORMS	\$570.00
	115100	1/4/2024		SHERIFF		
4510	UNIFORM DEN, INC.			01120006046	UNIFORMS	\$83.42
	114054-02	1/4/2024		SHERIFF		
					Subtotal for Department: 20 :	\$21,447.30
					Total for Fund: 011 :	\$35,735.77

Open Invoices by Fund/Department (APLT22)

Carroll County

Vendor		Account		Account Description	Invoice Amt
Invoice		Inv Date	Invoice Description		
Fund:	011	GENERAL FUND			
Dept:	26	STATES ATTORNEY			
940	CLINTON COUNTY SHERIFF'S OFF.		01126005341	OTHER EXPENDITURES	\$40.48
	IN2303849	1/4/2024	STATES ATTY		
Subtotal for Department: 26 :					\$40.48
Total for Fund: 011 :					\$35,735.77

Open Invoices by Fund/Department (APLT22)

Carroll County

Vendor		Account		Account Description	Invoice Amt
Invoice		Inv Date	Invoice Description		
Fund:	011	GENERAL FUND			
Dept:	27	CIRCUIT CLERK			
640586	PITNEY BOWES GLOBAL FINANCIAL SERV		01127005327	POSTAGE	\$217.14
3106417675		1/4/2024	CIRCUIT CLERK		
Subtotal for Department: 27 :					\$217.14
Total for Fund: 011 :					\$35,735.77

Open Invoices by Fund/Department (APLT22)

Carroll County

Vendor		Account		Account Description	Invoice Amt
Invoice		Inv Date	Invoice Description		
Fund:	011	GENERAL FUND			
Dept:	39	HLTH INS ADMIN & SELF INS COST			
3276	PACT ADMINISTRATIVE SERVICES CORP		01139006025	HEALTH INS ADMINISTRATIVE FE	\$280.00
	JANUARY 2024		1/4/2024	ADMIN FEE	
				Subtotal for Department: 39 :	\$280.00
				Total for Fund: 011 :	\$35,735.77

Open Invoices by Fund/Department (APLT22)

Carroll County

Vendor	Invoice	Inv Date	Account Invoice Description	Account Description	Invoice Amt
Fund:	014		COUNTY HIGHWAY FUND		
Dept:	00		NonDepartmental		
435	BONNELL INDUSTRIES INC CLAIM 4350-C	1/4/2024	01400005102 GRADER HITCH	EQUIPMENT PURCHASES	\$3,500.00
675	CARGILL, INCORPORATED CLAIM 4350-C	1/4/2024	01400005101 HWY SALT	MAINTENANCE OF COUNTY HIG	\$36,770.99
675	CARGILL, INCORPORATED 4350-C	1/4/2024	01400005112 HWY SALT	REIMBURSEMENTS	\$720.98
1530	E.D. ETNYRE & CO. CLAIM 4350-C	1/4/2024	01400005103 REPAIRS	HIGHWAY EQUIPMENT MAINTEN	\$21,718.05
1568	FASTENAL COMPANY CLAIM 4350-C	1/4/2024	01400005104 SHOP SUPPLIES	MATERIALS, STORES & SUPPLIE	\$139.80
640534	HELM TRUCK AND EQUIPMENT CLAIM 4350-C	1/4/2024	01400005103 LIGHTS	HIGHWAY EQUIPMENT MAINTEN	\$294.04
3054	JOHN MOSHURE CLAIM 4350-C	1/4/2024	01400005104 WINTER WEAR 2023	MATERIALS, STORES & SUPPLIE	\$315.63
2459	KIMBALL MIDWEST CLAIM 4350-C	1/4/2024	01400005104 SHOP SUPPLIES	MATERIALS, STORES & SUPPLIE	\$393.52
2459	KIMBALL MIDWEST CLAIM 4350-C	1/4/2024	01400005103 PARTS	HIGHWAY EQUIPMENT MAINTEN	\$98.43
2491	KUNES' COUNTRY AUTO GROUP INC CLAIM 4350-C	1/4/2024	01400005103 STEERING DAMPER	HIGHWAY EQUIPMENT MAINTEN	\$199.20
3276	PACT ADMINISTRATIVE SERVICES CORP JANUARY 2024	1/4/2024	01400006025 ADMIN FEE	HEALTH INS ADMINISTRATIVE FE	\$48.00
640811	SARA RENKES CLAIM 4350-C	1/4/2024	01400005106 REIMBURSE BRIDGE INSPECTION CLASS	ENGINEERING FEES	\$80.02

Open Invoices by Fund/Department (APLT22)

Carroll County

Vendor		Account		Account Description	Invoice Amt
Invoice		Inv Date	Invoice Description		
4577	U.S. CELLULAR		01400005109	ADMINISTRATIVE	\$168.69
	CLAIM 4350-C	1/4/2024	CO ENG CELLPHONE		
4577	U.S. CELLULAR		01400005112	REIMBURSEMENTS	\$21.90
	CLAIM 4350-C	1/4/2024	ACO CELLPHONE		
Subtotal for Department: 00 :					\$64,469.25
Total for Fund: 014 :					\$64,469.25

Open Invoices by Fund/Department (APLT22)

Carroll County

Vendor		Account	Account Description	Invoice Amt
Invoice		Inv Date	Invoice Description	
Fund:	015	TOWNSHIP MOTOR FUEL TAX		
Dept:	00	NonDepartmental		
2040	CARROLL COUNTY HIGHWAY DEPT.	01500005120	MAINT/CONSTRUCTION - ROADS	\$722.92
	7821-MT	1/4/2024	HWY SALT / SAVANNA	
500	COUNTY BRIDGE FUND	01500005120	MAINT/CONSTRUCTION - ROADS	\$300.00
	7820-MT	1/4/2024	BRIDGE INSPECTION ENGINEERING FEES	
Subtotal for Department: 00 :				\$1,022.92
Total for Fund: 015 :				\$1,022.92

Open Invoices by Fund/Department (APLT22)

Carroll County

Vendor		Account		Account Description	Invoice Amt
Invoice		Inv Date	Invoice Description		
Fund:	023	COUNTY RECORDER FEES			
Dept:	00	NonDepartmental			
1660	FIDLAR TECHNOLOGIES		02300005445	BASTION SYSTEM CLOUD BACK-	\$2,650.00
	0898169-IN	1/4/2024	CO CLERK / BASTION JAN-MARCH 2024		
Subtotal for Department: 00 :					\$2,650.00
Total for Fund: 023 :					\$2,650.00

Open Invoices by Fund/Department (APLT22)

Carroll County

Vendor		Account	Account Description	Invoice Amt
Invoice		Inv Date	Invoice Description	
Fund:	040	COUNTY MOTEL/HOTEL TAX FUND		
Dept:	00	NonDepartmental		
1689	FLOWER FAN A SEE	04000005151	ADMINISTRATION	\$90.25
	1000007220	1/4/2024	HOTEL/MOTEL	
40038	tdg COMMUNICATIONS	04000005154	TOURISM/PROMOTIONS	\$2,400.00
	18078	1/4/2024	HOTEL/MOTEL	
Subtotal for Department: 00 :				\$2,490.25
Total for Fund: 040 :				\$2,490.25

Open Invoices by Fund/Department (APLT22)

Carroll County

Vendor		Account	Account Description	Invoice Amt	
Invoice		Inv Date	Invoice Description		
Fund:	041	COUNTY 911 ETSB FUND			
Dept:	00	NonDepartmental			
640659	AT&T MOBILITY		04100005373	NETWORKING & TELEPHONE	\$1,560.70
	287318886106X12032023	1/4/2024	911		
640705	BRIGHTSPEED		04100005373	NETWORKING & TELEPHONE	\$137.10
	304040318_1.16.24	1/4/2024	ETSB		
41040	DECKER SUPPLY CO INC		04100005192	EQUIPMENT & REPAIRS	\$1,384.38
	926561	1/4/2024	ETSB		
41030	STERLING BUSINESS MACHINES		04100005192	EQUIPMENT & REPAIRS	\$499.95
	INV595823	1/4/2024	911		
41030	STERLING BUSINESS MACHINES		04100005192	EQUIPMENT & REPAIRS	\$300.00
	INV595824	1/4/2024	911		
Subtotal for Department: 00 :					\$3,882.13
Total for Fund: 041 :					\$3,882.13

Open Invoices by Fund/Department (APLT22)

Carroll County

Vendor	Invoice	Inv Date	Account	Account Description	Invoice Amt
			Invoice Description		
Fund:	054		COUNTY HEALTH FUND		
Dept:	00		NonDepartmental		
54000	DAWN HOLLAND		05400005323	PRINTING, SUPPLIES & POSTAG	\$146.07
	1.4.24 REIMBURSE	1/4/2024	HEALTH DEPT		
54000	DAWN HOLLAND		05400005323	PRINTING, SUPPLIES & POSTAG	\$119.98
	REIMBURSE 1.4.24	1/4/2024	HEALTH DEPT		
54000	DAWN HOLLAND		05400005012	TRAVEL	\$43.49
	MILEAGE DEC 2023	1/4/2024	HEALTH DEPT		
1540	EWERS GARAGE		05400005322	REPAIRS	\$412.44
	56709	1/4/2024	HEALTH DEPT		
640148	MITCHELL & MCCORMICK INC		05400005344	CONTRACTUAL	\$200.00
	UPPCT0000004478	1/4/2024	HEALHT DEPT		
3276	PACT ADMINISTRATIVE SERVICES CORP		05400006025	HEALTH INS ADMINISTRATIVE FE	\$32.00
	JANUARY 2024	1/4/2024	ADMIN FEE		
640770	STEPHANIE S. HUGHES		05400005437	PART-TIME JANITOR	\$260.00
	DECEMBER 2023	1/4/2024	HEALTH DEPT		
54018	STEPHENSON COUNTY HEALTH DEPART.		05400005382	MANAGEMENT CONTRACT	\$2,043.40
	JANUARY 2024	1/4/2024	HEALTH DEPT		
54018	STEPHENSON COUNTY HEALTH DEPART.		05400005382	MANAGEMENT CONTRACT	\$2,043.40
	DEC 2023	1/4/2024	HEALTH DEPT		
54050	STERLING BUSINESS MACHINES		05400005323	PRINTING, SUPPLIES & POSTAG	\$112.16
	INV598361	1/4/2024	HEALTH DEPT		
Subtotal for Department: 00 :					\$5,412.94
Total for Fund: 054 :					\$5,412.94

Open Invoices by Fund/Department (APLT22)

Carroll County

Vendor		Account		Account Description	Invoice Amt
Invoice		Inv Date	Invoice Description		
Fund:	084	CORONA VIRUS RELIEF FU			
Dept:	00	NonDepartmental			
640782	MARK SEED AND FEED		08400009208	BUILDING IMPROVEMENTS - EXP	\$17.00
	106399	1/4/2024	HWY DEPT		
Subtotal for Department: 00 :					\$17.00
Total for Fund: 084 :					\$17.00

Vendor	Account	Account Description	Invoice Amt
Invoice	Inv Date	Invoice Description	

Fund Totals		
Fund	Fund Name	Fund Total
011	GENERAL FUND	\$35,735.77
014	COUNTY HIGHWAY FUND	\$64,469.25
015	TOWNSHIP MOTOR FUEL	\$1,022.92
023	COUNTY RECORDER FEES	\$2,650.00
040	COUNTY MOTEL/HOTEL T	\$2,490.25
041	COUNTY 911 ETSB FUND	\$3,882.13
054	COUNTY HEALTH FUND	\$5,412.94
084	CORONA VIRUS RELIEF F	\$17.00
Total:		\$115,680.26

December 27, 2023

HIGHWAY DEPARTMENT MONTHLY REPORT
January 4th, 2024

ORDINANCE SOFT COPY REVIEW

Included with the minutes is the soft copy of the changes to the ordinances I would like to review with our States Attorney and then present to the board via resolution. In the interim, are there any concerns with the items included?

QUALITY BASED SELECTION PROCESS FOR CONSULTANTS WITH FEDERAL FUNDS

AGENDA ITEM

1. Approval of Carroll County's Quality Based Selection Process for Consultants when utilizing Federal Funds.

In the process of establishing the Quality Based Selection (QBS) framework for Fremont Bridge design consultants, I've identified Carroll County's QBS Process in multiple locations. However, none of these documents, that I have been able to locate, are officially approved. Attached is the 2017 draft of the QBS Process, and I seek approval for its use. Once approved, it will be posted publicly on our County Highway Department website. This document supplements our existing Procurement Policy, specifically addressing the Highway Department's procurement of design and construction consultants.

Chapter 800
COUNTY HIGHWAYS AND ROADS

Sec. 800-1 Weight Limits

- (a) This ordinance is enacted pursuant to a grant of authority set forth in 625 ILCS 5/15-316(c).
- (b) No person shall operate or cause to allow to be operated any trucks or other commercial vehicles having any axle load in excess of 20,000 pounds per axle or having a gross weight in excess of 80,000 pounds on any county highway within the County of Carroll, State of Illinois, **except when the above limits will be reduced by separate resolutions of the Carroll County Board.** (625 ILCS 5/15-111 IS THE REFERENCE)
- (c) Penalties
Every person convicted of a violation of the provisions hereof shall, **for a first or second conviction be guilty of petty offense and, for a third or subsequent conviction within one year after the first conviction – I DON'T KNOW WHY THIS IS ITALICIZED THE STATUTES REFERENCE 4 OFFENSES WITHIN A YEAR,** be guilty of Class C Misdemeanor.

Lbs. Overweight	Fine	Surcharge Leads	Clerk Fee	CO Bd. Resol.	Trauma Center	CAF	ISP	Total	New Total by ILCS	Difference
1,000 - 2,000	\$ 50.00	\$ 20.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$ 115.00	\$ 100.00	\$ (15.00)
2,001 - 2,500	\$ 125.00	\$ 40.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$ 210.00	\$ 270.00	\$ 60.00
2,501 - 3,000	\$ 200.00	\$ 50.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$ 295.00	\$ 330.00	\$ 35.00
3,001 - 3,500	\$ 275.00	\$ 70.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$ 390.00	\$ 520.00	\$ 130.00
3,501 - 4,000	\$ 350.00	\$ 90.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$ 485.00	\$ 600.00	\$ 115.00
4,001 - 4,500	\$ 425.00	\$ 110.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$ 580.00	\$ 850.00	\$ 270.00
4,501 - 5,000	\$ 500.00	\$ 130.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$ 675.00	\$ 950.00	\$ 275.00
5,001 - 5,500	\$ 575.00	\$ 150.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$ 770.00	\$ 1,500.00	\$ 730.00
5,501 - 6,000	\$ 650.00	\$ 170.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$ 865.00	\$ 1,650.00	\$ 785.00
6,001 - 6,500	\$ 725.00	\$ 190.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$ 960.00	\$ 1,800.00	\$ 840.00
6,501 - 7,000	\$ 800.00	\$ 200.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$1,045.00	\$ 1,950.00	\$ 905.00
7,001 - 7,500	\$ 875.00	\$ 220.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$1,140.00	\$ 2,100.00	\$ 960.00
7,501 - 8,000	\$ 950.00	\$ 240.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$1,235.00	\$ 2,250.00	\$ 1,015.00
8,001 - 8,500	\$1,025.00	\$ 260.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$1,330.00	\$ 2,400.00	\$ 1,070.00
8,501 - 9,000	\$1,100.00	\$ 280.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$1,425.00	\$ 2,550.00	\$ 1,125.00
9,001 - 9,500	\$1,175.00	\$ 300.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$1,520.00	\$ 2,700.00	\$ 1,180.00
9,501 - 10,000	\$1,250.00	\$ 320.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$1,615.00	\$ 2,850.00	\$ 1,235.00
10,001 - 10,500	\$1,400.00	\$ 350.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$1,795.00	\$ 3,000.00	\$ 1,205.00
10,501 - 11,000	\$1,550.00	\$ 390.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$1,985.00	\$ 3,150.00	\$ 1,165.00
11,001 - 11,500	\$1,700.00	\$ 430.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$2,175.00	\$ 3,300.00	\$ 1,125.00
11,501 - 12,000	\$1,850.00	\$ 470.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$2,365.00	\$ 3,450.00	\$ 1,085.00
12,001 - 12,500	\$2,000.00	\$ 500.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$2,545.00	\$ 3,600.00	\$ 1,055.00
12,501 - 13,000	\$2,150.00	\$ 540.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$2,735.00	\$ 3,750.00	\$ 1,015.00
13,001 - 13,500	\$2,300.00	\$ 580.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$2,925.00	\$ 3,900.00	\$ 975.00
13,501 - 14,000	\$2,450.00	\$ 620.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$3,115.00	\$ 4,050.00	\$ 935.00
In Excess 14,000	\$2,500.00	\$ 630.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$3,175.00	\$ 4,200.00	\$ 1,025.00

The following fines and bonds shall apply for weight over the allowable limit: (625 ILCS 5/15-113 IS THE REFERENCE FOR THE NEW PRICES)

Additional Fees added when there is appearance in court. Persons charged with a violation of this Code **shall post cash bail, I DON'T BELIEVE WE CAN IMPOSE CASH BAIL ANYMORE** in the amount of the fine fixed by the Code plus costs. See above for amount of bond.

Chapter 800
COUNTY HIGHWAYS AND ROADS

- (d) The proceeds derived from the penalties and fines collected under this Section shall be remitted to the Treasurer of the County of Carroll for deposit in the County Highway Fund.

Sec. 800-2 Class III Truck Routes.

The following routes are hereby designated as a Class III truck route, in accordance with the standards adopted by the State of Illinois for Class III truck route:

COUNTY HIGHWAY No. 4 (Benson Road) From Illinois Route 64 to Illinois Route 40
COUNTY HIGHWAY No. 8 (Ideal Road) From Illinois Route 78 to Argo Fay Road
COUNTY HIGHWAY No. 19 (Shannon Road) From Illinois Route 72 to Illinois Route 40

The following size and weight limitations shall apply:

- Width: 8 Feet, 6 Inches
 - Height: 13 Feet, 6 Inches
 - Length: Single Vehicle – 42 Feet
- Semitrailer in a truck tractor – semitrailer combination – 53 feet (for semi-trailers longer than 48 feet, the maximum kingpin to rear axle distance allowed is 40 feet).
- Semitrailer and trailer in a truck tractor – semi-trailer – trailer (double bottom) combinations – 28 feet, 6 inches.
- Overall length of a truck tractor – semitrailer combination – 55 feet.
- Truck tractor – semitrailer – trailer (double bottom combination) – 65 feet
- All other combinations – 60 feet
- Weight:
 - Single Axle – 20,000 pounds
 - Tandem Axle – 34,000 pounds
 - Gross Weight – 80,000 pounds (based on Federal Bridge Formula limitations).

Sec. 800-3 Use of Roads During Temporary Adverse Conditions.

- (a) This Section is enacted pursuant to grant authority set forth in 625 ILCS 5/15-316, and as amended hereafter.
- (b) The County Engineer may prohibit the operation of vehicles upon any County Road(s) or impose restrictions as to weight of any vehicle(s) to be operated upon such County Road(s) for a total period not to exceed 90 days in any one calendar year, whenever, in the sound discretion of such County Engineer, any such County Road(s) by reason of deterioration, rain, snow, or other climate conditions, will be seriously damaged or destroyed unless the use of vehicles thereon is prohibited or the permissible weight thereof reduced.
- (c) The County Engineer shall, during any period of restriction hereunder, erect or cause to be erected and maintained, signs designating the provisions of this Section and restrictions resulting there from, at each end of that portion of any County Road affected thereby, and the restrictions arising hereunder shall not be effective unless and until, such signs are erected and maintained.

Chapter 800
COUNTY HIGHWAYS AND ROADS

- (d) No person shall operate any vehicle or combination thereof, upon any County Road posted in accordance with Section 800-3 hereof, when the weight of said vehicle is in excess of the following:
- a. 2-axle, single rear tires: Maximum Gross Weight 7,000 lbs.
 - b. 2-axle, dual rear tires: Maximum Gross Weight 18,000 lbs.
 - c. 3-axle, dual rear tires: Maximum Gross Weight 30,000 lbs.
 - d. 4-axle, dual rear/trailer: Maximum Gross Weight 38,000 lbs.
 - e. 5-axle, dual rear/trailer: Maximum Gross Weight 48,000 lbs.
 - f. Any vehicle exempt from licensing and/or registration:
 - i. Having tires inflated to a pressure exceeding 30 lbs. per square in, maximum weight per axle 5,000 lbs.
 - ii. Having tires inflated to a pressure of 30 lbs. per square inch or less (herein defined as "Floatation Tires") maximum weight per axle, 7,000 lbs.
 - g. Pick-up & 5th wheel trailer with dual rear tires, Maximum Gross Weight: 17,500 lbs.
- (e) The County Engineer may issue a special permit, at their discretion, upon showing of good cause and taking into consideration the condition of the particular roadways requested, in writing, authorizing the applicant to use said county highways for a specific trip or series of trips, temporarily upon said county highways., However, the County Engineer may require security as may be deemed necessary to compensate for injury to said highway or road structure prior to granting the permit.
- (f) Penalties (or refer to Sec. 800-1 (C))

Chapter 800
COUNTY HIGHWAYS AND ROADS

Every person convicted of a violation of the provisions hereof shall, *for a first or second conviction be guilty of petty offense and, for a third or subsequent conviction within one year after the first conviction,* be guilty of Class C Misdemeanor.

Lbs. Overweight	Fine	Surcharge Leads	Clerk Fee	CO Bd. Resol.	Trauma Center	CAF	ISP	Total	New Total by ILCS	Difference
1,000 - 2,000	\$ 50.00	\$ 20.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$ 115.00	\$ 100.00	\$ (15.00)
2,001 - 2,500	\$ 125.00	\$ 40.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$ 210.00	\$ 270.00	\$ 60.00
2,501 - 3,000	\$ 200.00	\$ 50.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$ 295.00	\$ 330.00	\$ 35.00
3,001 - 3,500	\$ 275.00	\$ 70.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$ 390.00	\$ 520.00	\$ 130.00
3,501 - 4,000	\$ 350.00	\$ 90.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$ 485.00	\$ 600.00	\$ 115.00
4,001 - 4,500	\$ 425.00	\$ 110.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$ 580.00	\$ 850.00	\$ 270.00
4,501 - 5,000	\$ 500.00	\$ 130.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$ 675.00	\$ 950.00	\$ 275.00
5,001 - 5,500	\$ 575.00	\$ 150.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$ 770.00	\$ 1,500.00	\$ 730.00
5,501 - 6,000	\$ 650.00	\$ 170.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$ 865.00	\$ 1,650.00	\$ 785.00
6,001 - 6,500	\$ 725.00	\$ 190.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$ 960.00	\$ 1,800.00	\$ 840.00
6,501 - 7,000	\$ 800.00	\$ 200.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$1,045.00	\$ 1,950.00	\$ 905.00
7,001 - 7,500	\$ 875.00	\$ 220.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$1,140.00	\$ 2,100.00	\$ 960.00
7,501 - 8,000	\$ 950.00	\$ 240.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$1,235.00	\$ 2,250.00	\$ 1,015.00
8,001 - 8,500	\$1,025.00	\$ 260.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$1,330.00	\$ 2,400.00	\$ 1,070.00
8,501 - 9,000	\$1,100.00	\$ 280.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$1,425.00	\$ 2,550.00	\$ 1,125.00
9,001 - 9,500	\$1,175.00	\$ 300.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$1,520.00	\$ 2,700.00	\$ 1,180.00
9,501 - 10,000	\$1,250.00	\$ 320.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$1,615.00	\$ 2,850.00	\$ 1,235.00
10,001 - 10,500	\$1,400.00	\$ 350.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$1,795.00	\$ 3,000.00	\$ 1,205.00
10,501 - 11,000	\$1,550.00	\$ 390.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$1,985.00	\$ 3,150.00	\$ 1,165.00
11,001 - 11,500	\$1,700.00	\$ 430.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$2,175.00	\$ 3,300.00	\$ 1,125.00
11,501 - 12,000	\$1,850.00	\$ 470.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$2,365.00	\$ 3,450.00	\$ 1,085.00
12,001 - 12,500	\$2,000.00	\$ 500.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$2,545.00	\$ 3,600.00	\$ 1,055.00
12,501 - 13,000	\$2,150.00	\$ 540.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$2,735.00	\$ 3,750.00	\$ 1,015.00
13,001 - 13,500	\$2,300.00	\$ 580.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$2,925.00	\$ 3,900.00	\$ 975.00
13,501 - 14,000	\$2,450.00	\$ 620.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$3,115.00	\$ 4,050.00	\$ 935.00
In Excess 14,000	\$2,500.00	\$ 630.00	\$25.00	\$5.00	\$5.00	\$5.00	\$5.00	\$3,175.00	\$ 4,200.00	\$ 1,025.00

The following fines and bonds shall apply for weight over the allowable limit: (625 ILCS 5/15-113)

Additional Fees added when there is appearance in court. Persons charged with a violation of this Code **shall post cash bail** in the amount of the fine fixed by the Code plus costs. See above for amount of bond.

Sec. 800-4 Fees for Overweight and Over-dimension Permits.

Be it resolved that the Carroll County Board hereby authorizes the collection of fees for overweight/over-dimension permits issued by the Carroll County Highway Department in conjunction with 625 ILCS 5/15-301 of the Illinois Vehicle Code General Provisions of the Permit Policy and the following attached fee schedule:

Chapter 800
COUNTY HIGHWAYS AND ROADS

OVERWEIGHT FEES				
CATEGORY	1	2	3	4
FEE TOTAL	\$ 35.00	\$ 115.00	\$ 145.00	\$ 280.00
TOTAL AXLES	6 OR MORE	6 OR MORE	6 OR MORE	6 OR MORE
GROSS WEIGHT (MAX)	88,000 LBS	100,000 LBS	110,000 LBS	120,000LBS
FRONT TANDEM OR AXLE, MAX/AXLE	34,000/2	44,000/2	44,000/2	48,000/2
REAR TANDEM OR AXLE, MAX/AXLE	48,000/3	54,000/2	54,000/3	60,000/3
CATEGORY	5	6	7	8
FEE TOTAL	\$ 145.00	\$ 280.00	\$ 115.00	\$ 145.00
TOTAL AXLES	5	5	4 OR MORE	4 OR MORE
GROSS WEIGHT (MAX)	88,000 LBS	100,000 LBS	72,000 LBS	76,000LBS
FRONT TANDEM OR AXLE, MAX/AXLE	44,000/2	48,000/2	34,000/2	44,000/2
REAR TANDEM OR AXLE, MAX/AXLE	44,000/2	48,000/2	40,000/2	44,000/2
CATEGORY	9	10	11	12
FEE TOTAL	\$ 102.50	\$ 145.00	\$ 115.00	\$ 145.00
TOTAL AXLES	3 OR MORE	3 OR MORE	2	2
GROSS WEIGHT (MAX)	60,000 LBS	68,000 LBS	48,000 LBS	64,000LBS
FRONT TANDEM OR AXLE, MAX/AXLE	21,000/1	21,000/1	25,000/1	28,000/1
REAR TANDEM OR AXLE, MAX/AXLE	40,000/2	48,000/2		

In excess of the above category – add 4 cents per pound

OVERDIMENSION FEES

CATEGORY	DIMENSIONS	FEE TOTALS
A	10' WIDE OR LESS	\$ 21.00
	14'6" HIGH OR LESS	
	70' LONG OR LESS	
B	12' WIDE OR LESS	\$ 30.00
	14'6" HIGH OR LESS	
	85' LONG OR LESS	
C	14' WIDE OR LESS	\$ 21.00
	15' HIGH OR LESS	
	100' LONG OR LESS	
	MOBILE HOME	
	COMBINATIONS	
	85' LONG OR LESS	
D	18' WIDE OR LESS	\$ 60.00

Chapter 800
COUNTY HIGHWAYS AND ROADS

E	16' HIGH OR LESS	\$ 125.00
	120' LONG OR LESS	
	MORE THAN 18' WIDE	
	MORE THAN 16' HIGH	
	MORE THAN 120' LONG	

Sec. 800-6

Resolution to designate a Planning Commission to adopt an Official Comprehensive Plan for County from Economic Development Committee: This Comprehensive Plan is now located in first section of ordinances, adopted June 25, 2000

Items that I would like to add to the County Ordinances through Resolutions if necessary

PERMIT POLICY FOR ACCESS DRIVEWAYS TO CARROLL COUNTY HIGHWAY SYSTEM

The county highway department engineer shall issue driveway installation permits upon approval by the engineer of the location of said driveway entrance fronting on a county roadway.

Permit application forms are located on the Carroll County Highway Department's website within the link stating "Permit Policy for Driveway Access". This can be returned to the county highway department as to allow the department to evaluate the application. These can also be picked up at the Carroll County Highway office.

Ordinance to charge for permit

Chapter 800
COUNTY HIGHWAYS AND ROADS

ORDINANCE NO.

WHEREAS, the Illinois Compiled Statutes, 605 ILCS 5/5-413, provides that access roads and driveways for private and public use may, upon receipt of a permit from the County Superintendent of Highways/County Engineer, be laid out from a county highway, and

WHEREAS, the County of Carroll possesses the authority to exact a Permit fee for the purpose of defraying all or a part of regulation or inspection.

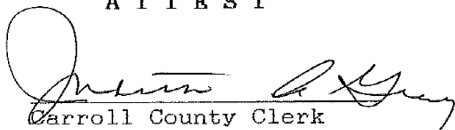
NOW THEREFORE BE IT RESOLVED, that the County Engineer is authorized to execute permits on behalf of the Carroll County Board which comply with the said adopted policy,

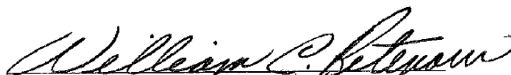
BE IT FURTHER RESOLVED, that a fee of Fifty Dollars (\$50.00) be assessed per permit to defray the cost of inspection.

BE IT FURTHER RESOLVED, that the proceeds derived from the issuance of permits under this ordinance shall be remitted to the Treasurer of the County of Carroll for deposit in the County Highway Fund.

Approved and passed this 18th Day of July, 1996.

A T T E S T


Carroll County Clerk


Chairman, Carroll County Board

USE OF COUNTY ROADS BY UTILITY COMPANIES

CONSENT REQUIRED:

Chapter 800
COUNTY HIGHWAYS AND ROADS

No ditches, drains, track, rails, poles, wires, pipeline or other equipment of any public utility company, municipal corporation or other public or private corporation, association or person shall be located, placed or constructed upon, under or along any county road without first obtaining the written consent of the county highway department.

APPLICATION FOR CONSENT:

Any entity applying for consent shall submit such information in a permit application form, located on the Carroll County Highway Department's website within the link stating "Utilities Accommodations Manual", to the county highway department as to allow the department to evaluate the entity's application. These can also be picked up at the Carroll County Highway office.

Ordinance to charge for permit

Chapter 800
COUNTY HIGHWAYS AND ROADS

BOOK 39 PAGE 132

State of Illinois
Before the County Board of Carroll County
Amended Ordinance No. 0615-06

A Resolution Amending the Policy on the "Accommodation of Utilities on Rights-Of-Way of the Carroll County Highway System"

WHEREAS, it is allowed by State Statute 605 ILCS 5/9-113 that utility installations for private and public use may, upon receipt of a permit from the County Engineer, be located, placed or constructed upon or along a County Highway, and

WHEREAS, the County of Carroll possesses the authority to promulgate reasonable and necessary rules, regulations and specifications for County Highways for the administration of this Section, and

WHEREAS, the County of Carroll possesses the authority to exact a permit fee for the purpose of defraying all or a part of the regulation or inspection.

NOW THEREFORE BE IT RESOLVED, That the County Board adopts the revised "POLICY ON THE ACCOMMODATION OF UTILITIES ON RIGHTS-OF-WAY OF THE CARROLL COUNTY HIGHWAY SYSTEM", attached hereto, and

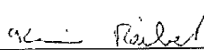
BE IT FURTHER RESOLVED, that the County Engineer is authorized to execute permits on behalf of the Carroll County board which comply with the said adopted policy,

BE IT FURTHER RESOLVED, that a fee of One Hundred Dollars (\$100.00) be assessed per permit to defray the cost of inspection,

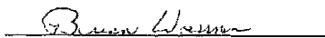
BE IT FURTHER RESOLVED, that the proceeds derived from the issuance of permits under this ordinance shall be remitted to the Treasurer of the County of Carroll for deposit in the County Highway Fund.

Approved and passed this 15 Day Of June, 2015.

ATTEST



Chairman, Carroll County Board



Carroll County Clerk

Sec. 800-8 DEPOSITS ON COUNTY ROADS
(This would be a completely new section)

Chapter 800
COUNTY HIGHWAYS AND ROADS

DEPOSITS PROHIBITED:

It shall be unlawful for any person to deposit or cause to be deposited on any county road or right of way any snow, ice, mud or refuse in such manner as to create an obstruction or hazard to vehicular traffic thereon.

PENALTY:

Violations of this chapter shall be punishable by a fine as provided in **section 1-4-1 GENERAL PENALTY** of this code. Each day's failure to comply with the provisions of this chapter shall constitute a separate offense.

GENERAL PENALTY: **this is section 1-4-1 referenced above**

A. Penalty Imposed: Whenever in this code, or in any ordinance of the county, any act or omission is prohibited or is made or declared to be unlawful or an offense, or whenever in said code or ordinance the doing of any act or the failure to do any act is declared to be unlawful or an offense or is prohibited, and no specific penalty is provided therefor, and state law does not provide otherwise, the violation of any such provision of this code or any ordinance shall be an offense punishable by a fine of up to one thousand dollars (\$1,000.00).

B. Separate Offense For Each Day: Unless specifically provided otherwise, or the context thereof so dictates, each day any violation of any provision of this code or any ordinance shall continue shall constitute a separate offense.

Carroll County Highway Department

Policy for the Consultant Qualification Based Selection (QBS) Process

The following sets forth the policy adopted by the Carroll County Highway Department (CCHD) that establishes procedures to be followed for the selection of Consulting firms that provide engineering, geotechnical, architectural and environmental services as well as other firms that provide specialized services that may be required by CCHD. This policy as adopted governs consultant selection using both federal aid highway program funding (including state and MFT) as well as local funding.

This policy has been adopted in compliance with IDOT Bureau of Local Roads and Streets (BLR&S) Policy Memorandum (PM) 2012-06, Section 5-5 of the BLR&S Manual and the Brooks Act, 40 U.S.C. 1101, Section 1103(c).

Selection of Funding Options

The Carroll County Highway Department (CCHD) may choose to enter into an agreement with a professional design firm or a sole proprietorship meeting the requirements of 225 ILCS 325/23 to provide engineering services financed in whole or in part with Federal Aid (FA), State, Motor Fuel Tax (MFT), Township Bridge Program (TBP) funds or local funds.

The selection of funding to be used and the applicable process will be based on the conditions as outline below:

Condition	Procurement Process
Local funding only to be used for engineering services	Local
FA funds to be used. Carroll Co. passes resolution declaring an emergency.	Local
FA funds to be used. CCHD estimates engineering services to cost less than \$25,000.	Local
FA funds to be used and CCHD has an existing relationship with a consulting firm. Engineering fees would be less than \$100,000. (IDOT District approval required for fees over \$100,000 but less than \$150,000)	Local
FA funds to be used and engineering fees are over \$150,000.	QBS

Note: CCHD may elect to use QBS process under any conditions.

Carroll County Highway Department Policy for the Consultant Qualification Based Selection (QBS) Process

QBS Procedure for Consultant Agreements using Federal, State, MFT funding

Process	Requirements
General Request for Qualifications (RFQ)	Every two years a non-project specific RFQ is to be sent to known consultants that have previously expressed an interest in performing services for CCHD. The responses are to indicate the type of projects in which a firm is interested and qualified and will be kept on file until updated.
Projects selected for which consultant services are to be used.	CCHD Administration with staff consultation will select projects on the basis of expertise needed and CCHD staffing availability as well as scheduling requirements. A project scope and tentative schedule will be determined for the RFQ.
Project specific RFQ's	Project specific RFQ's will be sent to consultants who have responded to the non-project specific RFQ that have indicated an interest and meet the qualifications required for the type of project for which services are being requested.
Review and selection of consultants to be interviewed.	At least three firms will be selected from those responding to the project specific RFQ based on an assessment, by CCHD staff knowledgeable of the project for which services are being requested. The rating will be based on the firm's qualifications, current workload and the ability of the firm to meet the CCHD schedule, and past CCHD experiences with the firm. The firms judged by CCHD staff to be viable candidates based on the aforementioned criteria will be invited to be interviewed.
Interview process	Firms selected to be interviewed will be judged on the basis of qualifications, present workload, staffing availability and proximity to CCHD, understanding of the project and past experience. A point system will be used to rate the firms being interviewed.
Consultant selection and invitation to submit a proposal.	The top three firms (rated by points) will be determined and recorded. The top rated firm will be notified and invited to submit a proposal on the appropriate format (As designated by CCHD) that provides costs and scope of work.
Contract negotiations	The submitted proposal will be used as a basis for negotiations of the scope of work, schedule and fee. If negotiations cannot be completed in a manner acceptable to CCHD, the second highest rated Consultant will be invited to submit a proposal.
Contract approval	Once the scope, fee and timetable have been agreed upon, the Consultant will submit an applicable agreement which is reviewed in the CCHD office, submitted to IDOT for review and approval and then presented to the County Board for final approval.

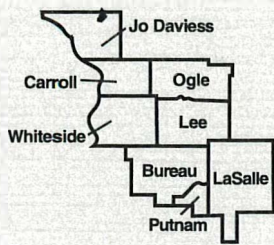
Carroll County Highway Department Policy for the Consultant Qualification Based Selection (QBS) Process

QBS Procedure for Consultant Agreements using Local funding

Process	Requirements
General Request for Qualifications (RFQ)	Every two years a non-project specific RFQ is to be sent to known consultants that have previously expressed an interest in performing services for CCHD. The responses are to indicate the type of projects in which a firm is interested and qualified and will be kept on file until updated.
Projects selected for which consultant services are to be used.	CCHD Administration with staff consultation will select projects on the basis of expertise needed and CCHD staffing availability as well as scheduling requirements. A project scope and tentative schedule will be determined for the RFQ.
Project specific RFQ's	Project specific RFQ's will be sent to Consultants who have demonstrated the capability of completing similar projects in a satisfactory manner and have maintained a cooperative relationship with CCHD.
Review and selection of consultants to be interviewed.	Firms responding to the project specific RFQ will be rated based on an assessment, by CCHD staff knowledgeable of the project for which services are being requested. The rating will be based on the firm's qualifications, current workload and the ability of the firm to meet the CCHD schedule as well as past CCHD experiences with the firm.
Interview process	The highest rated firm will be interviewed to discuss in detail the scope of work and CCHD expectations for the project and services.
Consultant selection and invitation to submit a proposal.	The interviewed firm will be directed to submit a proposal in a format designated by CCHD.
Contract negotiations	The submitted proposal will be used as a basis for negotiations of the scope of work, schedule and fee. If negotiations cannot be completed in a manner acceptable to CCHD, the second highest rated Consultant will be invited for an interview and given the opportunity to submit a proposal.
Contract approval	Once the scope, fee and timetable have been agreed upon, the Consultant will submit an applicable agreement which is reviewed in the CCHD office, and then presented to the County Board for final approval.

Date Adopted: _____

Approved: _____



BEST, Inc.

Business Employment Skills Team
Serving Northwest Central Illinois
www.best-inc.org



A proud partner of the AmericanJobCenter® network

MEMORANDUM

TO: Kathy Enbom, Co-Chair
James Duffy
Keane Hudson
Steve Malavolti
Kerwin Paris
LaDon Trost

Gary Camarano
Chris Flikkema
Kevin Lindeman
Michael McEmery
Wayne Reising
Jamey Sulser

FROM: Carrie Folken, Executive Director

DATE: December 12, 2023

RE: BEST, Inc. Board Meeting Notice

The Business Employment Skills Team, Inc. **Board of Director's** will meet on **Monday, December 18, 2023, 6:30 p.m. at the Lee County Board Conference Room in the Old Lee County Courthouse, Dixon, IL or by Zoom.** A light dinner will be served starting at 6:00 p.m.

Should you have any questions regarding any of the materials that are enclosed, please feel free to contact Carrie at **815-224-0369** or email her at carrie_folken@best-inc.org.

Please confirm your participation at this meeting by emailing Jo Ann at joann_johnson@best-inc.org or calling her at **815-224-0375**. Thank you.

**Business Employment Skills Team, Inc.
Board of Directors' Meeting
December 18, 2023
6:30 p.m.
Lee County Board Conference Room
Old Lee County Courthouse, Dixon, IL
Or
Join Zoom
<https://us02web.zoom.us/j/89563520031>
Meeting ID: 895 6352 0031
Dial by your location
• +1 312 626 6799 US (Chicago)
Meeting ID: 895 6352 0031**

AGENDA

- I. Call to Order (James Duffy / Kathy Enbom)
- II. Roll Call
- III. PY 22 Audit Report (Jessica Green / Rusty Gibson) (Adult Report is available as a separate document)
- IV. Approval of the October 23, 2023 Meetings Minutes (Page 1) (*Action Item*)
- V. Public Comments.
- VI. Executive Director Report
 - Legislative Update (Page 4)
 - NCI Works Update (Page 4)
 - Apprenticeship Activities Update (Page 4)
 - Healthcare Summit (Page 5)
 - Supplemental Grant (Page 5)
 - Trade Grant (Page 7)
 - Program Services Team (Page 7)
 - Podcast Numbers (Page 8)

- Outreach (Page 8)
 - Tracking of our outreach efforts with new customers
- Offices and Personnel (Page 8)
- Activities since last meeting (Page 8)

PY 23 Dashboard (Page 10)

PY '23 Participant Reports (Page 15)

PY '23 Business Relations Unit Report (Page 16)

Success Stories/Recognitions (Page 17)

VII. HR Committee Report (Wayne Reising)

1. Approval of Employee Health and Life Insurance Renewal (Page 28) (*Action Item*)
2. 2024 Holiday Schedule (Page 30) (informational only)

VIII. Finance Director Report (Jessica Green) (Page 31)

1. Trade Grant
2. PY 23 WIOA Expenditure Ratios
3. PY 23 Apprenticeship Expansion
4. PY 22 Audit Approval (Sent Under Separate Cover) (*Action Item*)
5. Approval of the Fiscal Reports ending October 31, 2023 (32) (*Action Item*)

IX. **Other Business**

- Election of Officers (*Action Item*)

Current Officers: James Duffy/Kathy Enbom – Co-Chairs
Stephen Malavolti – Secretary

- Meeting Schedule for 2024
 - February 26
 - April 22
 - June 24
 - August 26
 - October 28
 - December 23

X. Adjournment

**Business Employment Skills Team, Inc.
(Hybrid) Meeting Minutes
October 23, 2023**

The Business Employment Skills Team, Inc. Board of Director's Meeting was called to order at 6:30 p.m. by Co-Chair James Duffy. Roll call was taken.

Name	Present	Absent	Name	Present	Absent
Gary Camarano	X		Steven Malavolti	Proxy	
James Duffy	X		Michael McEmery	X	
Kathy Enbom	Proxy		Kerwin Paris	X	
Chris Flikkema	Proxy		Wayne Reising	X	
Keane Hudson	X		Jamey Sulser	Proxy	
Kevin Lindeman	Proxy		LaDon Trost		X

PROXY: Kathy Enbom to Jim Duffy, Chris Flikkema to Jim Duffy, Kevin Lindeman to Wayne Reising, Steven Malavolti to Kerwin Paris, Jamey Sulser to Wayne Reising

OTHERS PRESENT: Carrie Folken, Jo Ann Johnson, Jessica Green

Approval of Meetings Minutes

Kerwin Paris motioned to approve the August 28, 2023 Meeting Minutes. Motion was seconded by Keane Hudson. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Gary Camarano	X		Steven Malavolti	X	
James Duffy	X		Michael McEmery	X	
Kathy Enbom	X		Kerwin Paris	X	
Chris Flikkema	X		Wayne Reising	X	
Keane Hudson	X		Jamey Sulser	X	
Kevin Lindeman	X		LaDon Trost		

Motion carried.

Public Comments

None

Executive Director Report

Carrie informed members that she had a few updates to her typed report that was included with the meeting materials. She told members that she received a phone call this morning regarding the Supplemental Grant application that was submitted to DCEO after the August CEO meeting. Carrie said that DCEO requested some additional information so she in the process of making those revisions and will resubmit it to DCEO. Carrie explained to members the formulas that the State used to determine

the funding available for the grant. She said that our local area was allowed \$460,000 but the grant was written for \$442,000.

Carrie thanked the Chief Elected Officials for allowing her to attend their respective County Board meetings to give an overview of the previous Program Year achievements.

Carrie pointed out that in the Offices and Personnel section of her typed report, she mentioned that an Exit Interview was completed by Jessica McCann who left BEST for personal circumstances. Carrie said that one of the questions in the Exit Interview is “What suggestions would you offer for improving the office in which you have worked?” Carrie told members that Jessica pointed out that the Ottawa office is extremely unhealthy. Carrie noted that IDES is the Leaseholder of this office and throughout the years it has animal infestation, broken pipes that caused flooding, dead squirrels in the ceiling, mold and now the adjacent building is storage for chemicals from Carus Chemicals. Carrie told members that currently the Ottawa Office serves as the One Stop for the Local Workforce Area but is planning to talk with local Partners and Local Workforce Board about possibly moving the One Stop to the Sterling IDES Office. After discussion, members expressed their concern regarding the condition of the building and concurred with Carrie’s decision to talk with the Partners and Local Workforce Board. Although the BEST Board does not have a voting right to move the One Stop Center, they all expressed their support to move the One Stop Center to Sterling.

PY 23 Dashboard

In reviewing the Dashboard, Jim had a few questions on the Direct Training Expenditure and Adult Program slides. After reviewing the documents, corrections were noted and will be reflected in the next Dashboard. Carrie informed members that the Trade Grant has been closed out so the next Dashboard will not have any Trade Grant information.

Success Stories

Carrie pointed out to members that one of the Facebook post was of Martin Foster who was the Illinois Workforce Partnership Local Award Winner. Carrie said that he was honored at a luncheon recently in Springfield, IL.

Finance Director Report

Jessica informed members that the Auditors are finishing up the PY 22 Audit and they are still reporting zero findings. She said that they are planning to make a presentation to the full Board at the December BEST Board Meeting.

In reviewing the Fiscal Reports, Jim asked why there were negative costs on the PY 23 Grant Page. Jessica explained how projections are reflected on the current financial report and noted that the format is cumbersome and she is in the process of reformatting it to a simpler easy to understand document. Jessica also noted that at the time of this report, there were no expenditures recorded to the PY 23 Grant, adding the next report will reflect PY 23 expenditures beginning in September. Members told Jessica that they were open to a report that was easier to understand. She thanked them for their support and said she is hoping to have it for their review at the next meeting.

Approval of the Fiscal Reports

Wayne Reising motioned to approve the July & August 2023 Fiscal Reports. Motion was seconded by Kerwin Paris. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Gary Camarano	X		Steven Malavolti	X	
James Duffy	X		Michael McEmery	X	
Kathy Enbom	X		Kerwin Paris	X	
Chris Flikkema	X		Wayne Reising	X	
Keane Hudson	X		Jamey Sulser	X	
Kevin Lindeman	X		LaDon Trost		

Motion carried.

Other Business

Jim informed members that the next BEST Board Meeting will be Monday, December 18, 2023 with the location to be announced closer to the date. Jo Ann noted that the HR Committee would be meeting prior to the BEST Board meeting in December.

Adjournment

With there being no further business, Kerwin Paris motioned to adjourn. Motion was seconded by Keane Hudson and carried. Meeting adjourned at 6:57 p.m.

Jo Ann Johnson

Approved by:



Steven Malavolti
Secretary

Director Report for December Board meeting

Legislative update

FEDERAL: A continuing resolution was passed until February but DCEO did receive all the funds for PY 23 after October 1st so we should have access to our whole allocation.

A new bipartisan bill was drafted to replace WIOA - A Stronger Workforce for America Act. It is still very new and we are getting information about it daily.

NCI Works

The Workforce Board approved another year for Jeff Marcella to be the independent contractor for the MOU budget negotiations. I did ask all the partners if we would like to have NCI Works look at different opportunities for the comprehensive one stop. We are looking for 2 new business members for the workforce board. We have had a retirement and a switch of job responsibilities.

Apprenticeship Activities

Our signed grant has now been received. It was received October 2nd.

Requirements of the grant:

Monthly grantee meetings – Staff have been attending monthly grantee meetings conducted by NIU and the state's Apprenticeship Mentor. These are held on the first Monday of each month. There are 3 contractors from NIU, in addition to our DCEO Grant Manager, that provide technical assistance to the grantees. The state mentor provides technical assistance as well. Topics of these meetings include reports by each grantee as to progress and challenges being met. Additional meetings have been scheduled that will focus on meeting DEIA (Diversity, Equity, Inclusion and Accessibility) expectations of the grant and will begin in December. Illinois workNet also holds technical assistance sessions concerning the use of workNet for our tracking and reporting of planned and actual numbers. Reporting is done quarterly and we have made good use of this technical assistance for our first reporting period that ended October 31st.

Talent Pipeline Management Training – Training on the US Chamber's TPM tool has also begun since my last report. Tammy Nehrkorn, Laura Olson and I were all accepted into the program. DCEO is paying for the course for grantees so it is not part of our grant agreement or budget. This training meets 2 hours a week and consists of a capstone project. Capstone project teams, of which Tammy is one group and Laura and I in another, meet anywhere from 1 to 3 hours a week to work on the required project. Total approximate time spent in this effort ranges from 5 to 7 hours per week for each of us between the classroom time, project time, and pre-work that is required for each week's class.

Apprenticeship Activities:

Staff have held 3 of our 6 planned events thus far with the most recent being the Healthcare Event at IVCC. These events along with individual meetings with companies has resulted in 74 contacts met out of the 175 planned.

Wolf Line Construction Update: We have the training information for Wolf Line and will be meeting with them weekly now to finalize the standards. Illinois has 2 additional requirements that we will be inserting: training in safety relevant to the occupation and anti-sexual harassment training. This fall in order to keep employees on track we covered some training through our regular WIOA Incumbent Worker Training while we awaited our final signed grant.

Jo Carroll Energy: We are waiting on a good amount of information from Jo Carroll energy so that this project can move forward. We need company and union information for the standards in order to submit them. We have received the training information from the National Broadband Association and once we receive the company information we can draft the standards and get them to DOL Region 5 Office of Apprenticeships.

Morrison Technical Institute Train the Trainer and Training Materials – We have all the information necessary to provide the train the trainer training for the instruction at MIT for the Jo Carroll project. However, the standards need to be completed and signed before it would be prudent to finalize train the trainer plans. Training materials, which were included in our grant budget, would also need to be purchased once the standards are finalized. Jo Carroll Energy volunteered to procure the materials through their established providers and the grant will either pay for them upfront on a net 30 basis or reimburse Jo Carroll for the costs.

For the virtual reality career exploration goggles, we are waiting for the completion of procurement on 2 sets of goggles and 10 virtual experiences. Jo Carroll Energy volunteered to complete this task and once done those can be purchased and placed at the Whiteside CTE and the CTE Academy in Elizabeth.

Healthcare Summit

On Tuesday, November 14th BEST, Inc with the partnership of IVCC brought in Pat Schou to give her expertise in providing valuable perspectives on the transformations occurring within the healthcare industry, particularly in rural settings. 23 individuals were present for the meeting.

Looking ahead, we are enthusiastic about building on the conversations initiated during the event. The potential for collaboration between local healthcare entities and IVCC/BEST is substantial and holds the promise of creating positive change within our region! Meetings will be conducted twice a year for input and feedback of workforce needs.

Supplemental Grant

Project Number 1

The local area had communication with homeless shelters and other community based organization to discover that a lack of computers to be used in the growing population of the shelters was a big issue. In one shelter particularly, they have seen an increase of over 20 people for a longer time span then in previous years at this time. Computers would be used for job search, online interviews, and education to better advance the residents to be job ready. In this

project 2-3 computers would be purchased for each shelter or community based organization with the grant funds along with essential supplies needed for the job search. Some essentials supplies would consist of resume paper, printer, ink, and envelopes.

The very nature of a shelter indicates that most of the population will be accessing these tools in the evening and overnight hours which little to no access in the community would be available during those times. It is vital to our declining workforce pool to put the tools in the hands of individuals that could increase that population.

Project Number 2

Professional Development in the form of an inclusive conference is needed in rural Illinois. Although workshops are offered online for a reasonable amount, some workforce professionals do not have in their budget, money for an in-person rural professional development opportunity to network with like professionals to aid in common workforce needs. This conference would be centered on Workforce Professionals, Educators and Business that have common needs to help assist today's and tomorrow's workforce. Some examples may include; mental health, job coaching, substance abuse, rural resources, and barriers to overcome. This conference would be paid for in total by this grant to allow for more individuals to participate on a very limited budget. Increasing the network to work together in a rural community will benefit all the interested parties.

Project Number 3

Work Based Learning in the form of Work Experience for individuals who are not WIOA participants: This was brought up in conversation with the homeless shelters, the older workers, and also with individuals who may be involved in the court system. Allowing for a more structured staff assisted work experience to gain that positive work reference for individuals with all types of barriers. This would allow for individuals who may be having a hard time finding that perfect job/career to test the waters before jumping in. It also allows for the employer to invest without having 100% of the cost. Wages, Workers Compensation and FICA would be paid out of this grant. Number of hours, length of agreement and pay would depend on the occupation and the individual experience.

Project Number 4

"Work in the Real World" career exploration. This event would be located in two areas of the Local Workforce Area. It would be a career exploration event with presentations from local businesses to attract young local talent to stay or return to our local area. Careers in occupations that are in demand or are facing a large number of openings due to retirement will be represented as well as the military. This event will target high school students and college enrollees. Cost of the event will be paid for by this grant along with transportation, giveaways, and lunch.

Administration costs in the amount of 10% of the full grant amount would allow for overseeing and managing this grant.

Total Grant \$452,153.39

Trade Grant

Since Trade is a mandated partner for WIOA, Department of Labor has issued funds to maintain staff through reauthorization or a change in WIOA mandated partners. The CEOs will be voting on the initial Trade application for 13,799.06 (10/1/2023 to 9/30/2024)

Program Service Team

A representative from North Central Behavioral Systems joined the group this month. NCBHS recently received a grant to become a Certified Community Behavioral Health Center, which will allow them to expand their services, including a new Behavioral Health Outpatient Urgent Care Clinic for individuals experiencing mild or moderate psychiatric distress or crisis should be up and running in early 2024.

They also spoke about their other services, who they serve, and how to make referrals.

astone@ncbhs.org

Rick Koshko is the new TCOC staff member covering Ottawa.

Rick's contact information-

Phone: 815-590-7224.

Email: rkoshko@tcochelps.org. Primary office is located at a Servant's Heart in Ottawa.

Adult Ed.

GED registration for spring is ongoing now. Goodwill is no longer holding classes, but will help pay for the testing.

TCOC

Energy assistance program is now in full-swing.

60+ SSDI or households with children 5 and under.

In November, those with disconnection notice or are disconnected will open. Can take up to a week to get back to people.

Homeless Prevention - PADS shelter, etc. Have some funding for rehousing. Have to find housing, which is a stumbling block. A lot of the housing resources are getting filled up.

DHS - Holding workshops for TANF recipients. Will refer to IDES workshops as well.

IDES - RESEA workshops are monthly, about 6-10 attend. Referrals to WIOA are continuing as well.

BEST - Noted that the online referral system would be reviewed. Currently seeing clients by appointment in Ottawa office, but IVCC is open for drop-ins.

PODCAST Numbers

Total = 20,806

July = 284

August = 114

September- 104

October- 211

November- 174

OUTREACH

Total New Clients for September and October= 34

COUNTY

Whiteside: **13**, Lee: **6**, Ogle: **5**, Carroll: **0**, Jo Daviess: **0**, Bureau: **1**, LaSalle: **9**, Putnam:

REFERRAL SOURCES

Rapid Response -1, Client 2, Friend 8, Relative 2, Training Provider 14, Partner 7, Self -2

OFFICES and PERSONNEL

2 Sterling Staff have moved to the new IDES office and that transition went well.

We have received word that the Dixon location in the Old Lee County Courthouse does not have an end date but were told that we should be good for the next 6 mo to stay in the office. I will touch base with the New Administrator mid-March for progress.

We are starting the MOU process and have introduced the option for Sterling to be the One Stop with the partners. Our first MOU meeting will be in January to further discuss this for the year starting July 1, 2024.

Janelle Mrowicki was hired to fill the vacant position in the Ottawa office working with the Youth in the Contracted programs.

Activities since last meeting:

Manufacturing Expo – NCIBC

Illinois Workforce Partnership Legislative Committee

Weekly DCEO Technical Assistance work group (x4)

Illinois Workforce Partnership Executive Committee (x2)

Illinois Workforce Partnership Monthly meeting (x2)

Conference Call with DCEO on WIOA Funding

National Association of Workforce Development Conference (x5)

LaSalle County Healthier Community Steering Committee

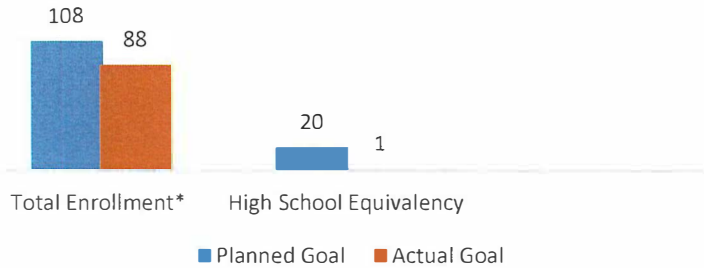
Healthcare Summit

DCEO Trade call
Manufacturing Expo debriefing committee
DCEO MOU/Planning webinar for PY 2024
Monthly DCEO meeting
NCI Works Targeted Populations meeting
LaSalle County Healthy Behaviors work group
Monthly management meeting
IVAC breakfast with OSF updates in the Illinois Valley
OSF Hospital Board meeting
Vacation
Rapid Response calls planning Monterey Mushroom RR

PY 23 Dashboard

July 1, 2023 – October 31, 2023 Reporting Period

Lee, Ogle, Whiteside Regional Office of Education July 1, 2023 - June 30, 2024

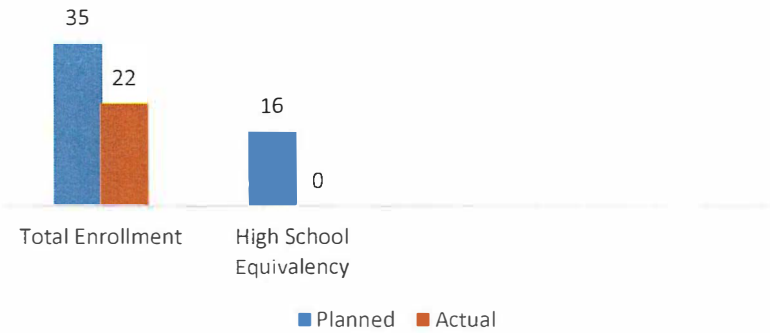


88 Students are enrolled in 1 of the 14 elements that the contractor provides

Contract Amount: \$ 189,456.00

Expenditure Amount: \$ 35,986.54

Bureau Henry Stark Regional Office of Education July 1, 2023 - June 30, 2024

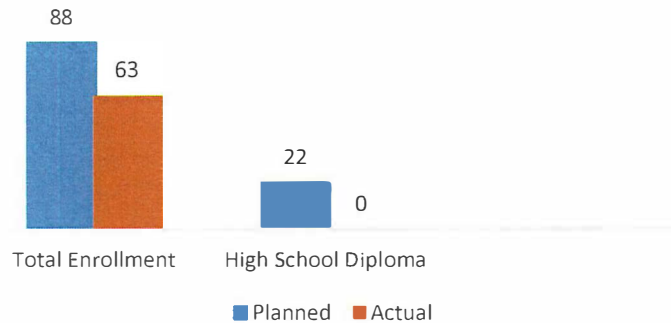


22 Students are enrolled in 1 of the 14 elements that the contractor provides

Contract Amount: \$ 83,357.25

Expenditure Amount: \$ 11,310.41

LaSalle County Reigonal Office of Education July 1, 2023 - June 30, 2024



63 Students are enrolled in 1 of the 14 elements that the contractor provides

Contract Amount: \$ 128,940.44

Expenditure Amount: \$ 0

Youth Service Provider Expenditures July 1, 2023 - June 30, 2024



Planned Enrollments: 230

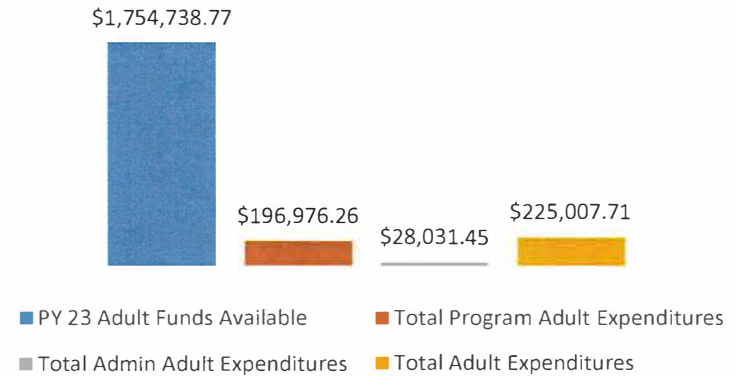
Actual Enrollments: 173

Youth Program (includes Youth Providers)
July 1, 2023 - June 30, 2024



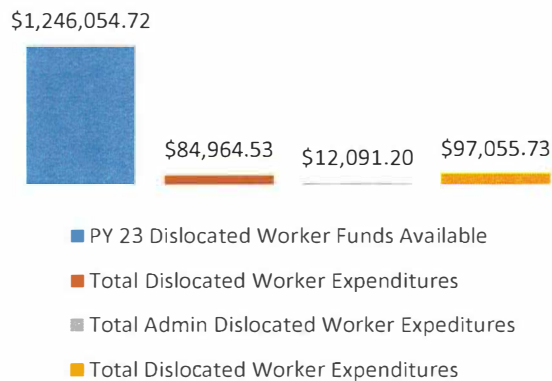
Planned Enrollments: 200
 Actual Enrollments: 152

Adult Program
July 1, 2023 - June 30, 2024



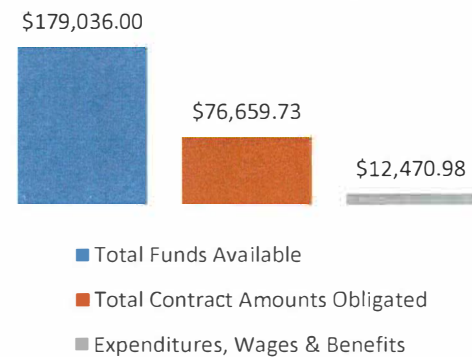
Planned Enrollments: 191
 Actual Enrollments: 144

Dislocated Worker Program
July 1, 2023 - June 30, 2024



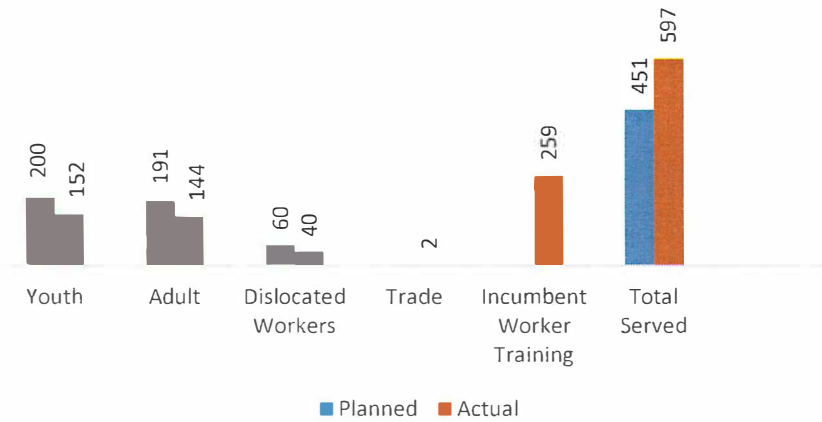
Planned Enrollments: 76
 Actual Enrollments: 40

Incumbent Worker Program
July 1, 2023 - June 30, 2024



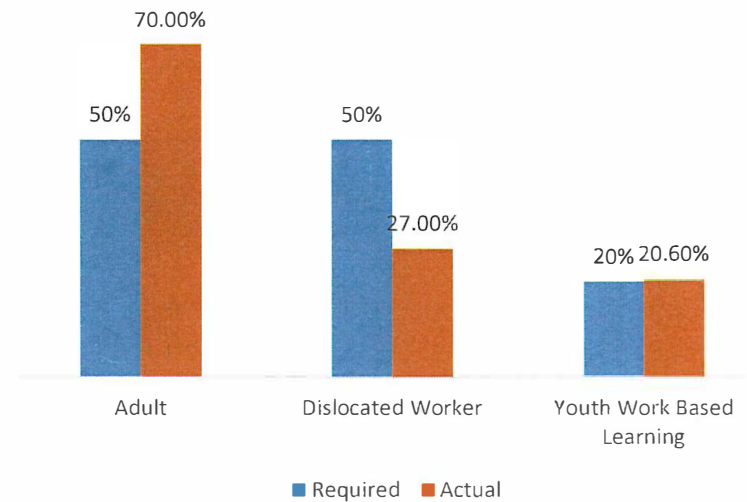
Total Number of Individuals In Contracts to be Trained: 259

Customers Receiving Services July 1, 2023 - June 30, 2024

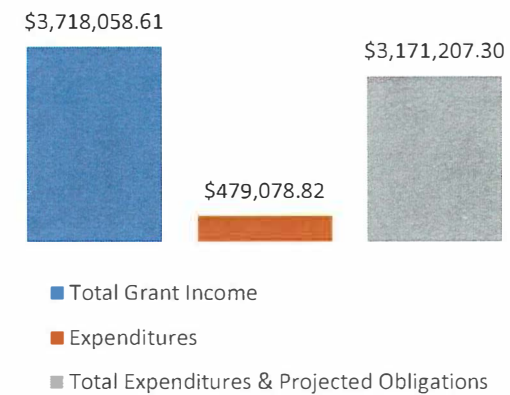


Note: There are no "Planned" numbers for Trade, IE and Incumbent Worker Training

Direct Training Expenditure July 1, 2023 - June 30, 2024

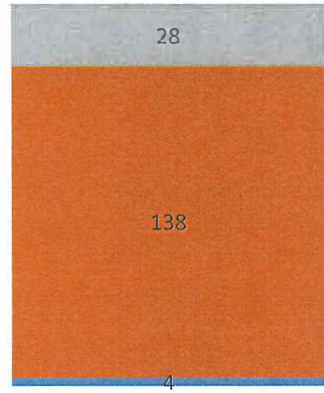


Financial Snapshot (Adult, Dislocated Worker, Youth & Trade) July 1, 2023 - June 30, 2024



Percentage of Budget Spent: 13%
Percentage of Funds Obligated: 85%

**Business Relations Unit Contacts
July 1, 2022 – June 30, 2023**



■ Telephone ■ In Person ■ Email

Business Contacts: 170

Incumbent Worker Training Contracts: 6

Program Year 22 Local Performance Measures for Title IB
Q4 Report

Adults

Measure	Threshold - Goal	Current	Num/Dem of exits	Per quarter earnings
2 nd Quarter Employment	77.4 – 86	84.75	100/118	\$ 898,414.03
Median	\$9360. – \$10,400.	9,809.75	100	
4 th Quarter Employment	77.4 – 86	84.68	105/124	\$ 1,176,340.27

Dislocated Workers

Measure	Threshold – Goal	Current	Num/Dem of exits	Per quarter earnings
2 nd Quarter Employment	77.4-86.0	87.5	56/64	\$ 692,176.42
Median	\$8235-\$9150.	\$12,336.68	56	
4 th Quarter Employment	72.9-81	84	42/50	\$ 557,005.27

Youth

Measure	Threshold – Goal	Current	Num/Dem of exits	Per quarter earnings
2 nd Quarter Employment	63.9 – 71	76.71	56/73	\$ 274,580.61
4 th Quarter Employment	65.25-72.5	66.7	40/60	\$ 246,721.89
Median	\$3420. – \$3800.	\$4,386.62	55	

Definitions:

2nd Quarter Performance: The percentage of participants who are in unsubsidized employment during the second quarter after exit from the program (for title I Youth, the indicator is the percentage of participants in education or training activities, or in unsubsidized employment during the second quarter after exit)

4th Quarter Performance: The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program (for title I Youth, the indicator is the percentage of participants in education or training activities, or in unsubsidized employment during the fourth quarter after exit)

Median Earnings: The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program

Credential Attainment: The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.

Active Participant Reporting

10/31/2023

Adults:	Current	Total	Youth	Current	Total		Current	Total
Classroom Training	154	132	Work Experience	25	25	Total Number Enrolled all titles	328	355
Transportation/Child Care	118	131	Tutoring	0	0	Total Number in Follow up	159	
On-the-Job Training	1	1	Credit Recovery Program	66	66	Total Number of Universal Services	452	
Job Search	119	180	GED	22	22			
Work Experience	2	3	Occupational Training	6	6			
Follow up services	0	51	Supportive Services	18	18			
Total non duplicated #	144	163	Follow up services	0	93			
			Total non duplicated #	150	153			

Dislocated Workers	Current	Total
Classroom Training	26	28
Transportation/Child Care	18	19
On-the-Job Training	1	1
Job Search	27	46
Work Experience	0	0
Follow up services	0	15
Total non duplicated #	34	39

Clients by county

Bureau	35
Carroll	5
Jo Daviess	1
LaSalle	113
Lee	67
Ogle	38
Putnam	6
Whiteside	107
Other	1

Offices	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Dixon	8	5	5	10									28
IVCC	13	9	3	3									28
Ottawa	1	8	17	7									33
Oregon	1	4	5	4									14
Princeton	8	20	8	9									45
Sterling	99	84	46	75									304
													452

PY23 BSU Report for BEST Board (through October 2023) Rapid Response Numbers are Program Year to Date

County	Total Number of Initial Contacts	Total Number Follow Up Contacts	Number of contacts that were face to face	Number of contact that were through email	Number of Contacts that were through phone	Purpose of Contacts	Number of Chamber Events attended	**Number of Rapid Response Workshop	***Number of other meetings/event s Attended
Bureau	2	0	1	0	1	WBL, other	0	0	1
Carroll	5	11	8	8	0	WBL, other	0	0	4
Jo Daviess	6	5	6	5	0	WBL, other	0	0	3
LaSalle	88	113	201	0	0	WBL, other	13	0	22
Lee	16	18	16	15	3	WBL, other	0	0	3
Ogle	17	9	10	12	4	WBL, other	0	0	4
Putnam	7	0	7	0	0	WBL, other	0	0	1
White-side	28	58	55	27	4	WBL, other	0	0	13
Total	169	214	304	67	12	N/A	4	0	51

** Number of RR workshops includes both local and state level WARN events.

***Includes job search workshops, conferences, personnel associations, LWIB committees meeting, and other business services related meetings including individual meetings for apprenticeship development. Does not include Apprenticeship Events which will be reported in the narrative update.

County	Number of Incumbent Worker Training Projects	Adult/DW New WE	# of New OJTs
Bureau	3 Carried Forward: Martin Engineering - \$1,330 for 1 employee in CNC Reg. Apprenticeship. Martin Engineering - \$8675.75 for 25 employees in Welding. Martin Engineering - \$20,311.78 for 90 employees Lean Overview with Simulation, 5 New: LW Schneider \$23,850 for 137 employee in ISO Certification, Martin Engineering - Principles of Project Management \$1,695 for 1 employee, Martin Engineering - Root Cause \$1,295 for 1 employee, Martin Engineering - GD&T \$1,000 for 1 employee, Martin Engineering - Forklift Driving and Safety \$390 for 3 employees		
Carroll			1 Adult
Jo Daviess	2 New: Wolf Line Construction \$20,600.55 for Fiber Optic for 8 employees, Wolf Line Construction \$7,315 for High Voltage Safety for 8 employees 1 Carried Forward: Starved Rock Wood Products \$289.20 for 1 employee in CAD. 2 New: Epsilyte \$12,079 for 4 employees in Operator Fundamentals, Carus \$9,500 for 2 Employees in Welding Apprenticeship		
LaSalle			
Lee			
Ogle			
Putnam			
White-side	1 Carried Forward: P&P Industries \$624 1 employee for Tool and Die Apprenticeship, 1 New: Cimco Recycling \$5,148 CDL for 1 employee	2 Adults	
Total	5 Carried Forward for 118 employees and New for 156 employees		1 Adult

Current Projects: This month was busy with manufacturing events and chamber events. I was able to attend the Manufacturing Expo put on by the Streator Chamber of Commerce. Over 200 students from different schools were in attendance with over 8 different Vendors present. I also attended the Manufacturing Expo that IVCC put on. There were also over 200 students in attendance at this Expo. Other meetings included Apprenticeship Grant meetings, TPM training events, Ambassador meeting and the IVAC Planning Session with the Ambassador and Board members. I was also able to attend IVACs after hours on October 5 at Machinery Maintenance. I was able to start 4 new In School Youth Work Experience Work Sites this month as well. Hennepin Food Mart, Valley Flowers and Gifts, LJ's Garden Cafe and Putnam County High School. Dianna, Laura, and Tammy continue to work with area businesses and DOL on apprenticeship efforts through the new apprenticeship expansion grant. Dianna will continue to provide narrative updates on those apprenticeship efforts.

SUCCESS STORIES / RECOGNITIONS

From Princeton Office

“My name is Tasha and I live in Bureau County. I am a 2nd year nursing student entering into my very last semester in Fall 2023! With the assistance of your program, the financial demands of nursing school that I was not able to meet on my own were graciously met and I was able to focus on academics versus how or if I was going to be able to make that next tuition payment. With your help, I’ve maintained a 4.0 GPA throughout the program, made the Presidents list each semester, was inducted into Alpha Delta Nu Nursing Honor Society and now serve as the President. In addition to these things that your help and support have helped me achieve, I was also selected for a wonderful 8 week summer internship learning opportunity that has the potential to evolve into a job offer contingent upon graduation and successful licensure. Words can never express my gratitude! Thank you for your dedication and involvement in such a life giving and life changing program!”

Respectfully,

Natashia

The above Success Story was submitted by Natashia on May 17, 2023. I would like to provide an update on her successes as of November 28, 2023.

Natashia completed her 3rd round of interviews with the Mayo Clinic and has been offered a residency position as soon as she completes her NCLEX, not to mention, that these offers are not generally given to a 2 year Nursing Student.

Natashia is also receiving the honor of Summa cum laude for her achievements of maintaining all A’s the duration of her studies. Natashia’s pinning will be December 14th at Waubensee Community College.

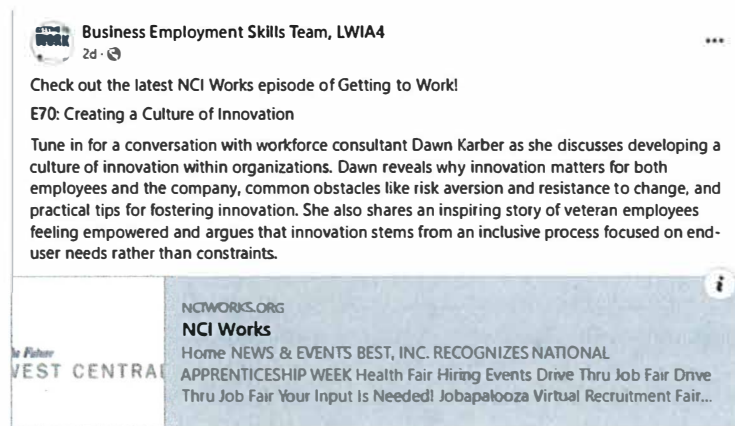
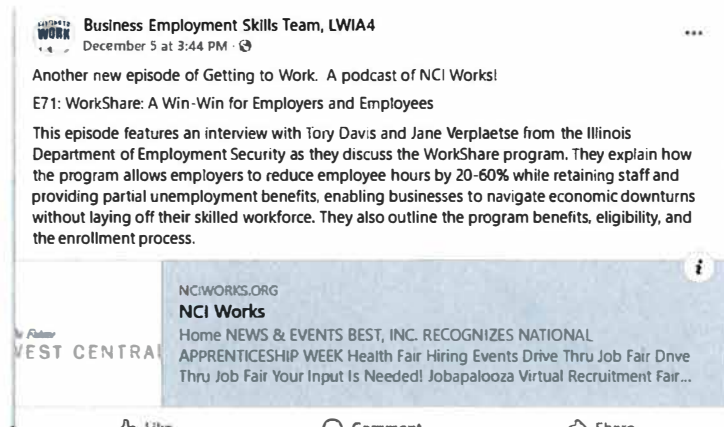
With every accomplishment that she has achieved, Natashia has always made sure to call me and provide me with the best reports. All her hard work and determination have certainly been paying off. The sky is the limit for this girl!

From Sterling Office

Cheryl was referred to the BEST, Inc office in Sterling by the Illinois Department of Employment Security. She lost her job in an Amazon warehouse in Seattle, WA in 2022 and relocated to Illinois. She wanted to train for a different career and contacted BEST to see if she qualified for assistance with tuition and fees for a nursing program in Rock Island.

Cheryl was determined eligible for WIOA services as a dislocated worker and was able to get help from BEST, Inc. with tuition assistance and mileage reimbursement for the nursing program at Trinity College of Nursing. She successfully completed the program in September of 2023 and passed her NCLEX shortly thereafter.

Cheryl was hired as an ER nurse in October of 2023 at Unity Point Trinity in the Quad Cities.





Business Employment Skills Team, LWIA4

November 22 at 10:54 AM · 🌐

...

BEST, Inc. will be closed Thursday, November 23rd and Friday, November 24th.

3 shares



Business Employment Skills Team, LWIA4

November 17 at 11:27 AM · 🌐

...

!! Job Opportunity !!

McKeown International Inc. is looking for a Generalist. Please see complete information below!



USA • ENGLAND • MEXICO • INDIA • CHINA • SOUTH AFRICA • CANADA • NEW ZEALAND • SOUTH AMERICA

NOW HIRING

Who We Are

McKeown International Inc. has been supplying to the Refractory industry for over 30 years. A multi-national, multi-disciplined company with plant and office locations in the USA, China, South Africa, Europe, and Mexico. McKeown International supplies items such as: Refractory Brick, Manufacturing Equipment, Carbon Products, Non-Ferrous Supplies, Furnace Electrodes, Raw Materials, Engineering, Maintenance Contracts, and Metal Fabrication Services.

Website: www.mckeown-group.com

Who We Are Seeking

A Generalist.

This position will report directly to the Chairman.

A person who can multi-task bilingual is preferred.

This position will have a variety of tasks such as, but not limited to: Multi-State Sales, filing, and facility maintenance.

The ideal candidate will have a solid understanding of the full sales process and as a result be able to prospect clients and close deals. They should be well organized and be able to manage the daily operations of assigned accounts.

Qualifications

- Must be able to Multi-Task
- Must be bilingual in English and Spanish
- Must be able to operate a computer and programs such as Excel, Word, LinkedIn, Internet.
- Must have a valid Driver license
- Willingness to travel.
- Must be able to lift a minimum of 50 lbs.

Salary

Salary starting compensation at \$15.00 per hour with gradual increase overtime.

How To Apply

Interested Applicants should send a copy of their resume to nicole@mckeowninternational.com

Corporate Address: 901 S. Mopac, Building V, Suite 200, Austin, Texas 78746

Warehouse: 1031 Ave Road, Princeton IL 61336

Phone: (312) 828 3138 / Email: mckeown@mckeowninternational.com / Website: www.mckeown-group.com

WORLDWIDE ENGINEERED PRODUCTS



Business Employment Skills Team, LWIA4

November 15 at 1:45 PM · 🌐

If your company is interested in learning how apprenticeship programs can assist you with recruitment, training and retention contact Dianna at 815-640-9406.



Business Employment Skills Team, LWIA4

November 9 at 8:18 AM · 🌐

BEST, Inc. hosted a Veteran's Event on November 9, 2023 at the Oregon BEST Office.

Business Employment Skills Team, Inc. (BEST, Inc.) will be hosted a Veterans Open House on Thursday, November 9, 2023 at the Oregon BEST Office. Jack Kromer, IDES Veterans Career Coach (VCC), was on hand to speak to Veterans. Those in attendance were given information from the Goodwill Veteran Career Resources Program and other resources for Veterans. Luz Marie Gilkey, Veterans Assistance Commission of Ogle County attended this event.

Pictured left to right are: Tammy Nehrkorn, BEST, Jack Kromer of IDES and Luz Marie Gilkey, Veterans Assistance Commission of Ogle County.



Business Employment Skills Team, LWIA4

November 9 at 3:00 PM · 🌐

In honor of our veterans, the Business Employment Skills Team will be closed Friday, November 10th. Please be sure to thank a veteran for their service.



You and 2 others

1 share



FOOD FOR THOUGHT

Sunday, November 12

11 am - 1 pm

Streator Unlimited 305 N Sterling St



Chili Cook Off

Gift Card Extravaganza Drawing

Raffles

Tours of SU

Now in our 12th year! In 2022, we raised over \$25,000 to support Streator Unlimited's services to adults with disabilities.

Gift Card Extravaganza tickets now on sale at Streator Unlimited!!!!



Streator Unlimited, Inc.



BEST, INC. RECOGNIZES NATIONAL APPRENTICESHIP WEEK Earn While You Learn

Business Employment Skills Team, Inc. (BEST) announces that November 13th through November 19th is National Apprenticeship Week. In its ninth year, National Apprenticeship Week (NAW) is a nationwide celebration established by the U.S. Department of Labor to bring together leading business, labor, education, and other critical partners to showcase the impact apprenticeship programs have on closing the U.S. skills gap for the American workforce. Apprenticeship is an industry-driven, high-quality career pathway in which workers can obtain paid work experience, classroom instruction, and a transferable credential while job creators develop and prepare their future workforce. Apprenticeship is a flexible training model that can be customized to meet the needs of every business and industry. Apprenticeship programs provide flexible training models that can be customized to meet the needs of every business and industry. Dianna Schuler, Business Service Manager for BEST, Inc. said "According to the US Department of Labor the retention rate for employees in a Registered Apprenticeship Program is 91%" Schuler went on to say "the average return on investment to employers is \$1.40 for every \$1.00 spent on training an apprentice." For more information on how your company could benefit from an apprenticeship program contact Dianna Schuler at 815-640-9406 or email her at dianna_schuler@best-inc.org.





Business Employment Skills Team, LWIA4
November 9 at 8:18 AM · 🌐

...



Business Employment Skills Team, LWIA4
November 7 · 🌐

...

Morrison Institute of Technology and BEST, Inc. partnered to develop an IT internship at the college. During his time as a Morrison Tech student Travis Null built and reconfigured a business-critical PC for the college, designed middle school STEM activities using Arduino Micro Controllers and C++ programming for 7th Grade Experience Days, and assisted and supported Dual Enrollment instruction for area high school students.

Pictured are from left to right, Dr. Robert Anderson, Travis Null and Scott Connelly





Check out the newest Getting to Work Podcast Episode

E69: Frame of Mind for Success: How to Overcome Limiting Beliefs and Achieve Your Goals

This episode features a conversation with entrepreneur coach Kim Ades as she provides insights on identifying limiting blind spots, taking responsibility for thoughts, feelings, and behaviors, and pivoting focus to move in the right direction. Kim shares practical tips on overcoming common struggles like isolation and self-criticism. Discover how to unlock your potential through self-coaching.

www.nciworks.org

Google:

<https://www.google.com/podcasts...>

Apple Link: <https://itunes.apple.com/.../getting-to-work/id1423132481...>

Spotify: <https://open.spotify.com/show/1iiCVPz47fpozZS2hgX60...>

GETTING TO WORK



DCFS IS HIRING

JOIN US FOR A VIRTUAL EVENT

AND LEARN HOW TO APPLY FOR STATE OF ILLINOIS EMPLOYMENT

JULY THRU DECEMBER 2023 EVENTS

"I get up every day to protect
children from abuse and neglect.
It's not my job, it's
my mission."



Date	Time	Event	Registration	DCFS is Seeking Qualified Candidates Vacancies/Counties
JUL 10	11 am - 1 pm	DCFS Virtual Employment Workshop	https://bit.ly/2MhWvrc	Child Protection Specialist: Adams, Champagne, Cook, Kane, Kankakee, Mason, McLean, Lake, St. Henry, Union, Williamson, St. Clair, Sangamon, Will, Woodhull
SEP 12	11 am - 1 pm	DCFS Virtual Employment Workshop	https://bit.ly/2u1H0C8	Child Welfare Specialist: Adams, Alexander, Champagne, Cook, Cook, DeKalb, DuPage, Edwards, Ford, Fulton, Grundy, Iroquois, Kane, Kendall, Lake, Logan, Madison, McLean, Morgan, Newton, Peoria, Rock Island, St. Clair, Sangamon, Union, Woodhull, Woodstock, Williamson, Will, Woodhull
OCT 10	11 am - 1 pm	DCFS Virtual Employment Workshop	https://bit.ly/2V7Dv8t	Child Protection Specialist, April 25: Cook, Lake, Madison, Sangamon, Woodhull
NOV 7	11 am - 1 pm	DCFS Virtual Employment Workshop	https://bit.ly/2V7Dv8t	Child Welfare Specialist, April 25: Cook, Woodhull
DEC 5	11 am - 1 pm	DCFS Virtual Employment Workshop	https://bit.ly/2V7Dv8t	Child Welfare Specialist, April 25: Cook, Woodhull



Apply Directly: <http://dcfsjobs.illinois.gov/>
DCFS.Employment@illinois.gov
www2.illinois.gov/DCFS





Business Employment Skills Team, LWIA4

October 31 · 🌐

...

Start your Career with the Illinois Department of Corrections! Please see the information below!



Work for the Illinois Department of



CORRECTIONS

Starting Salary: COT \$52,512* CTOT \$56,832* annually
*with increase upon completion of probationary period

Apply first at www.illinois.gov/ides then attend a screening at:

Sauk Valley Community College

173 IL Rt 2, Dixon, IL 61021

When: Wednesday, November 8, 2023

Correctional Officer Trainee/Correctional Treatment Officer Trainee

Time: Sign in 7:30am-8:30am

Please plan to be at the screening venue until at least 5:00pm.

Contact Central Screening Office for invitation and paperwork.

217-785-9921

Applicants must be a US citizen or national of the United States, a permanent U.S. resident or a registered alien who is authorized to work in the United States, who is at least 18 years old with a High School Diploma or GED and a valid driver's license.

CTOT requires Bachelor's Degree in Criminal Justice, Penology, Social Work, Psychology, or Related field

*The IDOC is an Affirmative Action and Equal Opportunity employer with a strong commitment to diversity. In that spirit, they are particularly interested in receiving applications from a broad spectrum of people including, but not limited to, minorities, women, veterans, and individuals with disabilities.



Business Employment Skills Team, LWIA4

October 26 · 🌐

...

The Illinois Department of Employment Services (IDES) hosted a State of Illinois Job Fair on Wednesday, October 26, 2023 at the Sterling IDES Office.





Business Employment Skills Team, LWIA4
October 25 · 🌐

...

ILLINOISJOBS2WEB.COM

Careers at State of Illinois



Jo Ann Johnson

1 share



Like



Comment



Share



Write a comment...



Business Employment Skills Team, LWIA4
October 19 · 🌐

...

Kishwaukee College hosted an Open House at their new state-of-the-art welding lab on Tuesday. Those in attendance had the opportunity to learn more about Kish's Welding Technology program including their state-of-the-art welding booths.



Business Employment Skills Team, LWIA4
October 19 · 🌐

...

GOODWILL INDUSTRIES

Expungement and Sealing Resource Fair

Expungement is how a record of criminal conviction is erased, destroyed or sealed from a state or federal record. This **FREE** event will provide information about expungements and seals and provide an opportunity to speak with and connect with resources in the community.

Monday, October 30th
1:30pm to 4:30pm

Freeport Public Library
100 E Douglas Street
Freeport, IL

Quad Cities Fall Success Fair

Tuesday, November 08, 2023
9am - 3:30pm

Jay Inn Hotel & Conference Center Ballroom
17th Street, Rock Island Illinois 61201

Where the Quad-Cities finds Connections for Employment
Education & Services for its Veterans, Citizens, and
Transitioning Soldiers'

DES American Job Center **IowaWORK**



Business Employment Skills Team, LWIA4
October 16 · 🌐

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JOB OPPORTUNITY

D&M Landscaping is looking for help to finish the year prior to snowfall. If you have a valid drivers license and are interested in outdoor work you can apply at D&M landscaping located at 100 Northview Dr in Spring Valley between 8:00am-4:00pm Monday, Tuesday or Thursday.

CAREER FAIR



Wednesday, Nov. 8
9 a.m. - 3 p.m.
Student / Conference Center (H-201)

Ignite your career interests and take action by attending HCC's Fall Career Fair!

Various employers within HCC's district will be present and are eager to meet you and share opportunities for your future!

All are welcome to attend: Highland students, high school students, alumni and community members!

Need help with your resume or interview skills before you attend? Contact Career Services at 815-599-3678 or email deedra.shippert@highland.edu to schedule an appointment!

IT'S ALL HERE



Nice group of area resources turned out for the Goodwill Veterans Job Fair and Resource Fair.



We at BEST would like to congratulate Kerri Hicks; Career Advisor, BEST, Inc. and John Spencer; President and CEO, Starved Rock Media and member of NCI Works for their recent Cornerstone Award recognition from Illinois Valley Area Chamber of Commerce. The chamber has stated that this award is a "tribute to those individuals who have dedicated themselves to making our communities stronger, kinder, and more vibrant." We couldn't agree more. Congratulations Kerri and John!

Employee Health Insurance Renewal Information

Employee Health (and Life) Insurance coverage with United Health Care will renew on January 1, 2024. The current plan that we have with UHC is no longer available, but they did quote us a plan that is similar. The plan is somewhat similar to what we already have, but there is an increase of out of pocket from \$7,750/\$10,000 to \$8,000/\$10,000.

Listed below is the current and renewal rates with the United Health Care plan we received. You can see that we received a 22.5% increase. Although inflation may contribute to a small portion of the increase, I suspect that the major cause is due to claims history. Since we did not receive our renewal rates until a few weeks ago, United Health Care will honor our current rate for the month of January.

United Health Care (Plan Summary attached)

	Current Rate	Renewal Rate
Employee	\$1,067.47	\$1,308.45
Employee & Spouse	\$2,134.94	\$2,616.90
Employee & Child	\$1,974.82	\$2,420.63
Employee & Family	\$3,042.29	\$3,042.29

I did secured quotes from our agent and another local agent to see what other options are available. The quotes that we received were from Blue Cross/Blue Shield and Health Alliance. The Blue Cross/Blue Shield provided a narrow network which would not include all areas of the local workforce area. The Health Alliance plan was more expensive than the renewal rates with United Health Care.

After a review of the insurance plans and our agency budget with Carrie and Jessica, we are proposing to accept the renewal rates with United Health Care. As I mentioned, we just received the renewal rates a few weeks ago and time does not allow for a thorough search of the market for comparable plans for this year. I have talked with another agent about starting look for other options for our employee health plan.

As a reminder, staff currently pay \$40.00/month (\$20.00 for each pay during the month but not to exceed \$40.00/month) for their individual Health benefits.



Medical Plan Summary/Rates

Company Name: BUSINESS
EMPLOYMENT SKILLS TEAM
INC
IL - 61348
of Eligibles:
SIC Code: 7361

Broker: WILLIAM T PAYTON
Broker Phone: 8152244242

Agency: -
Agency Phone: N/A

UHC Sales Rep: Wade Johnson
UHC Sales Rep Phone: N/A

General Agent: MUTUAL MED INS SERVICES
LLC
General Agent Phone: N/A

Renewal Effective Date:
01/01/2024
Creation Date: 12/2/2023, 9:07:12
AM CST
Member Group ID: 1562877

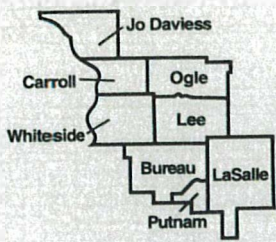
Medical coverage minimum participation for IL = 25%														
License				Total Monthly Health Cost \$	Deductible		Coins	Out of Pocket		Copay	PCP Required	Prescription Drugs		Composite Rates
Plan Name	Medical Plan Code	RX Plan Code	Package Code		Individual (In/ Out) \$	Family (In/ Out) \$	(In/Out) %	Individual (In/ Out) \$	Family (In/ Out) \$	PCP/Spec¹ \$		Ded \$	T1/T2/T3/T4 \$	
Current Plan														
INS														
Premier	CVDB Core Rewards	410Y		\$19,054.34	\$1,500 / \$5,000	\$3,000 / \$10,000	80% / 50%	\$7,750 / \$10,000	\$15,500 / \$20,000	\$15/\$60	No	None	\$10.00/\$40.00/ \$125.00/\$300.00/	EE: \$1,067.47 ES: \$2,134.94 EC: \$1,974.82 F: \$3,042.29
Renewing Plan														
INS														
Premier w/ Premium Rewards	DG3I Premium Rewards	410S	CIL26	\$23,355.83	\$1,500 / \$5,000	\$3,000 / \$10,000	80% / 50%	\$8,000 / \$10,000	\$16,000 / \$20,000	\$15/\$60	No	None	\$10.00/\$40.00/ \$125.00/\$300.00/	EE: \$1,308.45 ES: \$2,616.90 EC: \$2,420.63 F: \$3,729.08

¹Refer to the benefit summary if referrals are required

²No out of network benefits available

³Refer to the benefit summary for the full PCP and Specialist cost share information

The rates and benefits included within this proposal are for general information and discussion purposes only and not valid unless approved by UnitedHealthcare. This rate quote is not an offer or a guarantee of coverage. The rates quoted are applicable to the plan design selected. We reserve the right to modify your rates in the event your plan design must be modified as a result of any change, modification or clarification in law, including the Patient Protection and Affordable Care Act. This group should not, under any circumstances, cancel its existing coverage unless and until coverage is offered by us and final rates have been accepted by and initial premium paid by the group. Final rates are determined by UnitedHealthcare's underwriting guidelines and final enrollment. The insurance policy, not general rates and descriptions in this Web site or printed output, will form the contract between the insured and UnitedHealthcare, and the Certificate of Coverage issued to the subscriber will provide the legal description of coverage.



BEST, Inc.

Business Employment Skills Team
Serving Northwest Central Illinois
www.best-inc.org



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HOLIDAY SCHEDULE

<u>Date</u>	<u>Holiday</u>	<u>Date Observed for 2024</u>
January 1	New Year's Day	Monday, January 1
January 15	Martin Luther King Day	Monday, January 15
February 19	President's Day	Monday, February 19
March 29	Spring Holiday	Friday, March 29
May 27	Memorial Day	Monday, May 27
July 4	Independence Day	Thursday, July 4
September 2	Labor Day	Monday, September 2
November 11	Veteran's Day	Monday, November 11
November 28	Thanksgiving	Thursday, November 28 Friday, November 29
December 25	Christmas	Tuesday, December 24 Wednesday, December 25

FISCAL UPDATE

September-October 2023

- **PY 23 WIOA expenditure ratios:**
 - PY 22 WIOA – Fully Expended.
 - PY23 WIOA Adult/DW 50% direct training requirement at 10/31/23
 - Projected at 61%.
 - Required Work Based Learning expenditure ratio at 10/31/23
 - PY 22 30% *Final*
 - PY 23 is projected at 28%.
- **Grant 24-071004: Supplemental State Funding 7/1/23-6/30/24**
 - Funding Expected: \$452,153.39

Business Employment Skills Team Inc.

LWIA 04

PY23

PERIOD ENDING: 10/31/2023

	TOTAL GRANT INCOME	PLANNED CARRY FORWARD	Total Expenditures	Total Exp & Obl	Projected Balance
WIOA	\$ 3,708,905.17	\$ 406,052.74	\$ 1,303,123.95	\$ 3,302,852.43	\$ 406,052.74
OTHER	\$ 109,836.17	\$ -	\$ 4,745.79	\$ 109,567.36	\$ 268.81
	\$ 3,818,741.34		\$ 1,307,869.74	\$ 3,412,419.79	\$ 406,321.55

50% DIRECT TRAINING Requirement	
Adult Training Exp	\$ 946,685.07
DW Training Exp	\$ 332,295.13
Adult Total Exp	\$ 1,457,572.26
DW Total Exp	\$ 634,495.69
Training %	61.13%

50% Youth-In Limitation	
PY22 YI %	16.81%
PY22 YO %	83.19%
PY23 YI %	24.67%
PY23 YO %	75.33%

80% Obligation Requirement	
Adult Obligation %	156.89%
DW Obligation %	45.68%
Youth Obligation %	82.87%
Total Funds Obligation %	85.37%

20% WBL Requirement	
PY22 Total Exp	729,341.78
PY22 Total WBL	219268.65
PY22 %	30%
PY23 Total Exp	565,946.20
PY23 Total WBL	159,357.04
PY23 %	28%

WIOA

22-681004	BUDGET	TRANSFER	20% PLANNED CARRY FORWARD	TOTAL FUNDS AVAILABLE	TOTAL EXP+OBL	PROJECTED BALANCE
ADMIN	\$ 411,216.73	\$ -	\$ 55,491.20	\$ 355,725.53	342,040.02	\$ 13,685.51
ADULT	\$ 1,065,950.67	\$ -	\$ 137,665.20	\$ 928,285.47	1,457,572.26	\$ (529,286.79)
DW	\$ 1,246,039.29	\$ -	\$ 225,173.60	\$ 1,020,865.69	634,495.69	\$ 386,370.00
YOUTH	\$ 985,698.48	\$ -	\$ 136,584.20	849,114.28	868,744.46	\$ (19,630.18)
	\$ 3,708,905.17		\$ 554,914.20	\$ 3,153,990.97	3,302,852.43	\$ (148,861.46)

Apprenticeship Expansion

23-112004	BUDGET	TRANSFER	20% PLANNED CARRY FORWARD	TOTAL FUNDS AVAILABLE	TOTAL EXP+OBL	PROJECTED BALANCE
Overhead	\$ 45,101.17	\$ -	\$ -	\$ 45,101.17	44,832.36	\$ 268.81
Projects	\$ 64,735.00	\$ -	\$ -	\$ 64,735.00	64,735.00	-
	\$ 109,836.17	\$ -	\$ -	\$ 109,836.17	\$ 109,567.36	\$ 268.81

Supplemental

24-071004	BUDGET	TRANSFER	20% PLANNED CARRY FORWARD	TOTAL FUNDS AVAILABLE	TOTAL EXP+OBL	PROJECTED BALANCE
Overhead	\$ -	\$ -	\$ -	\$ -	-	\$ -
Projects	\$ -	\$ -	\$ -	\$ -	-	\$ -
	WAITING FOR FINAL APPROVAL FROM DCEO					
	\$ -				-	\$ -

BUSINESS EMPLOYMENT SKILLS TEAM, INC.
Statement of Revenues and Expenditures
From 9/1/2023 Through 10/31/2023

999 - NONE

				Total Budget Variance -	Percent Total Budget	
		Total Budget - Original	Current Period Actual	Current Year Actual	Original	Remaining - Original
REVENUES						
REVENUES						
22-681004 WIOA FORMULA	22WIOA	0.00	479,250.00	922,750.00	922,750.00	0.00%
23-681004 WIOA FORMULA	23WIOA	0.00	108,000.00	108,000.00	108,000.00	0.00%
Total REVENUES		0.00	587,250.00	1,030,750.00	1,030,750.00	0.00%
Total REVENUES		0.00	587,250.00	1,030,750.00	1,030,750.00	0.00%

BUSINESS EMPLOYMENT SKILLS TEAM, INC.
Statement of Revenues and Expenditures
From 9/1/2023 Through 10/31/2023

ADMIN - ADMINISTRATION

					Total Budget Variance	Percent Total Budget
		Total Budget - Original	Current Period Actual	Current Year Actual	Original	Remaining - Original
EXPENDITURES						
INDIRECT						
22-681004 WIOA FORMULA	22WIOA	0.00	69,195.95	128,785.96	(128,785.96)	0.00%
Total INDIRECT		0.00	69,195.95	128,785.96	(128,785.96)	0.00%
Total EXPENDITURES		0.00	69,195.95	128,785.96	(128,785.96)	0.00%

BUSINESS EMPLOYMENT SKILLS TEAM, INC.
Statement of Revenues and Expenditures
From 9/1/2023 Through 10/31/2023

ADULT - ADULT

				Total Budget Variance	Percent Total Budget
				Original	Remaining - Original
Total Budget - Original	Current Period Actual	Current Year Actual			
REVENUES					
REVENUES					
22-681004 WIOA FORMULA	22WIOA	0.00	18.14	18.14	0.00%
Total REVENUES		0.00	18.14	18.14	0.00%
Total REVENUES		0.00	18.14	18.14	0.00%
EXPENDITURES					
INDIRECT					
22-681004 WIOA FORMULA	22WIOA	0.00	46,563.72	140,636.40	(140,636.40) 0.00%
23-681004 WIOA FORMULA	23WIOA	0.00	44,686.43	44,686.43	(44,686.43) 0.00%
Total INDIRECT		0.00	91,250.15	185,322.83	(185,322.83) 0.00%
DIRECT TRAINING					
22-681004 WIOA FORMULA	22WIOA	0.00	127,237.11	223,126.02	(223,126.02) 0.00%
23-681004 WIOA FORMULA	23WIOA	0.00	225,968.25	225,968.25	(225,968.25) 0.00%
Total DIRECT TRAINING		0.00	353,205.36	449,094.27	(449,094.27) 0.00%
Total EXPENDITURES		0.00	444,455.51	634,417.10	(634,417.10) 0.00%

**ADULT-OJT - WIOA ADULT
ON-THE-JOB-TRAINING**

				Total Budget Variance	Percent Total Budget
				Original	Remaining - Original
Total Budget - Original	Current Period Actual	Current Year Actual			
EXPENDITURES					
INDIRECT					
22-681004 WIOA FORMULA	22WIOA	0.00	492.41	2,187.93	(2,187.93) 0.00%
23-681004 WIOA FORMULA	23WIOA	0.00	280.73	280.73	(280.73) 0.00%
Total INDIRECT		0.00	773.14	2,468.66	(2,468.66) 0.00%
ON-THE-JOB TRAINING					
22-681004 WIOA FORMULA	22WIOA	0.00	2,479.63	2,479.63	(2,479.63) 0.00%
23-681004 WIOA FORMULA	23WIOA	0.00	1,682.12	1,682.12	(1,682.12) 0.00%
Total ON-THE-JOB TRAINING		0.00	4,161.75	4,161.75	(4,161.75) 0.00%
Total EXPENDITURES		0.00	4,934.89	6,630.41	(6,630.41) 0.00%

**ADULT-WBL - WIA ADULT
WORK BASED LEARNING**

				Total Budget Variance	Percent Total Budget
				Original	Remaining - Original
Total Budget - Original	Current Period Actual	Current Year Actual			
EXPENDITURES					
INDIRECT					
23-681004 WIOA FORMULA	23WIOA	0.00	55.64	55.64	(55.64) 0.00%
Total INDIRECT		0.00	55.64	55.64	(55.64) 0.00%
WORK BASED LEARNING					
22-681004 WIOA FORMULA	22WIOA	0.00	2,264.91	7,584.06	(7,584.06) 0.00%
23-681004 WIOA FORMULA	23WIOA	0.00	2,817.76	2,817.76	(2,817.76) 0.00%
Total WORK BASED LEARNING		0.00	5,082.67	10,401.82	(10,401.82) 0.00%
Total EXPENDITURES		0.00	5,138.31	10,457.46	(10,457.46) 0.00%

BUSINESS EMPLOYMENT SKILLS TEAM, INC.
Statement of Revenues and Expenditures
From 9/1/2023 Through 10/31/2023

DW - DISLOCATED WORKER

			Total Budget - Original	Current Period Actual	Current Year Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
REVENUES							
REVENUES							
23-681004 WIOA FORMULA	23WIOA		0.00	10.93	10.93	10.93	0.00%
Total REVENUES			0.00	10.93	10.93	10.93	0.00%
Total REVENUES			0.00	10.93	10.93	10.93	0.00%
EXPENDITURES							
INDIRECT							
22-681004 WIOA FORMULA	22WIOA		0.00	812.37	55,185.37	(55,185.37)	0.00%
23-681004 WIOA FORMULA	23WIOA		0.00	50,226.61	50,226.61	(50,226.61)	0.00%
Total INDIRECT			0.00	51,038.98	105,411.98	(105,411.98)	0.00%
DIRECT TRAINING							
22-681004 WIOA FORMULA	22WIOA		0.00	12,606.04	25,577.30	(25,577.30)	0.00%
23-681004 WIOA FORMULA	23WIOA		0.00	43,219.62	43,219.62	(43,219.62)	0.00%
Total DIRECT TRAINING			0.00	55,825.66	68,796.92	(68,796.92)	0.00%
Total EXPENDITURES			0.00	106,864.64	174,208.90	(174,208.90)	0.00%

**DW-IWT - WIOA DW
INCUMBENT WORKER
TRAINING**

			Total Budget - Original	Current Period Actual	Current Year Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
EXPENDITURES							
INDIRECT							
22-681004 WIOA FORMULA	22WIOA		0.00	66.68	3,058.91	(3,058.91)	0.00%
23-681004 WIOA FORMULA	23WIOA		0.00	2,218.52	2,218.52	(2,218.52)	0.00%
Total INDIRECT			0.00	2,285.20	5,277.43	(5,277.43)	0.00%
INCUMBENT WORKERS							
22-681004 WIOA FORMULA	22WIOA		0.00	21,641.78	31,120.53	(31,120.53)	0.00%
23-681004 WIOA FORMULA	23WIOA		0.00	42,670.55	42,670.55	(42,670.55)	0.00%
Total INCUMBENT WORKERS			0.00	64,312.33	73,791.08	(73,791.08)	0.00%
Total EXPENDITURES			0.00	66,597.53	79,068.51	(79,068.51)	0.00%

**DW-OJT - DISLOCATED
WORKER ON-THE-JOB
TRAINING**

			Total Budget - Original	Current Period Actual	Current Year Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
EXPENDITURES							
INDIRECT							
22-681004 WIOA FORMULA	22WIOA		0.00	17.55	600.35	(600.35)	0.00%
23-681004 WIOA FORMULA	23WIOA		0.00	573.31	573.31	(573.31)	0.00%
Total INDIRECT			0.00	590.86	1,173.66	(1,173.66)	0.00%
ON-THE-JOB TRAINING							
22-681004 WIOA FORMULA	22WIOA		0.00	0.00	4,566.49	(4,566.49)	0.00%
23-681004 WIOA FORMULA	23WIOA		0.00	2,195.65	2,195.65	(2,195.65)	0.00%
Total ON-THE-JOB TRAINING			0.00	2,195.65	6,762.14	(6,762.14)	0.00%
Total EXPENDITURES			0.00	2,786.51	7,935.80	(7,935.80)	0.00%

BUSINESS EMPLOYMENT SKILLS TEAM, INC.
Statement of Revenues and Expenditures
From 9/1/2023 Through 10/31/2023

YI - YOUTH IN SCHOOL

		Total Budget - Original	Current Period Actual	Current Year Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
REVENUES						
REVENUES						
22-681004 WIOA FORMULA	22WIOA	0.00	2.46	2.46	2.46	0.00%
Total REVENUES		0.00	2.46	2.46	2.46	0.00%
Total REVENUES		0.00	2.46	2.46	2.46	0.00%
EXPENDITURES						
INDIRECT						
22-681004 WIOA FORMULA	22WIOA	0.00	4,250.44	12,106.81	(12,106.81)	0.00%
23-681004 WIOA FORMULA	23WIOA	0.00	7,191.41	7,191.41	(7,191.41)	0.00%
Total INDIRECT		0.00	11,441.85	19,298.22	(19,298.22)	0.00%
DIRECT TRAINING						
22-681004 WIOA FORMULA	22WIOA	0.00	54.46	54.46	(54.46)	0.00%
23-681004 WIOA FORMULA	23WIOA	0.00	620.00	620.00	(620.00)	0.00%
Total DIRECT TRAINING		0.00	674.46	674.46	(674.46)	0.00%
Total EXPENDITURES		0.00	12,116.31	19,972.68	(19,972.68)	0.00%

**YI-WBL - WIA ISY WORK
BASED LEARNING**

		Total Budget - Original	Current Period Actual	Current Year Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
EXPENDITURES						
INDIRECT						
22-681004 WIOA FORMULA	22WIOA	0.00	82.23	5,116.49	(5,116.49)	0.00%
23-681004 WIOA FORMULA	23WIOA	0.00	6,121.29	6,121.29	(6,121.29)	0.00%
Total INDIRECT		0.00	6,203.52	11,237.78	(11,237.78)	0.00%
DIRECT TRAINING						
22-681004 WIOA FORMULA	22WIOA	0.00	0.00	50.00	(50.00)	0.00%
Total DIRECT TRAINING		0.00	0.00	50.00	(50.00)	0.00%
WORK BASED LEARNING						
22-681004 WIOA FORMULA	22WIOA	0.00	360.67	16,728.08	(16,728.08)	0.00%
23-681004 WIOA FORMULA	23WIOA	0.00	14,240.19	14,240.19	(14,240.19)	0.00%
Total WORK BASED LEARNING		0.00	14,600.86	30,968.27	(30,968.27)	0.00%
Total EXPENDITURES		0.00	20,804.38	42,256.05	(42,256.05)	0.00%

BUSINESS EMPLOYMENT SKILLS TEAM, INC.
Statement of Revenues and Expenditures
From 9/1/2023 Through 10/31/2023

YO - YOUTH OUT OF SCHOOL

				Total Budget Variance	Percent Total Budget
				Original	Remaining - Original
				Total Budget - Original	Current Period Actual
				Current Year Actual	
REVENUES					
REVENUES					
22-681004 WIOA FORMULA	22WIOA	0.00	7.93	7.93	7.93
Total REVENUES		0.00	7.93	7.93	7.93
Total REVENUES		0.00	7.93	7.93	7.93
EXPENDITURES					
INDIRECT					
22-681004 WIOA FORMULA	22WIOA	0.00	29,010.45	100,288.70	(100,288.70)
23-681004 WIOA FORMULA	23WIOA	0.00	17,983.02	17,983.02	(17,983.02)
Total INDIRECT		0.00	46,993.47	118,271.72	(118,271.72)
DIRECT TRAINING					
22-681004 WIOA FORMULA	22WIOA	0.00	20,478.51	37,390.50	(37,390.50)
23-681004 WIOA FORMULA	23WIOA	0.00	4,321.23	4,321.23	(4,321.23)
Total DIRECT TRAINING		0.00	24,799.74	41,711.73	(41,711.73)
Total EXPENDITURES		0.00	71,793.21	159,983.45	(159,983.45)

**YO-WBL - WIA OSY WORK
BASED LEARNING**

				Total Budget Variance	Percent Total Budget
				Original	Remaining - Original
				Total Budget - Original	Current Period Actual
				Current Year Actual	
EXPENDITURES					
INDIRECT					
22-681004 WIOA FORMULA	22WIOA	0.00	122.60	6,398.83	(6,398.83)
23-681004 WIOA FORMULA	23WIOA	0.00	6,903.30	6,903.30	(6,903.30)
Total INDIRECT		0.00	7,025.90	13,302.13	(13,302.13)
DIRECT TRAINING					
23-681004 WIOA FORMULA	23WIOA	0.00	50.00	50.00	(50.00)
Total DIRECT TRAINING		0.00	50.00	50.00	(50.00)
WORK BASED LEARNING					
22-681004 WIOA FORMULA	22WIOA	0.00	271.19	13,293.33	(13,293.33)
23-681004 WIOA FORMULA	23WIOA	0.00	12,762.17	12,762.17	(12,762.17)
Total WORK BASED LEARNING		0.00	13,033.36	26,055.50	(26,055.50)
Total EXPENDITURES		0.00	20,109.26	39,407.63	(39,407.63)

BUSINESS EMPLOYMENT SKILLS TEAM, INC.
Statement of Revenues and Expenditures
From 9/1/2023 Through 10/31/2023
23APP- APPRENTICESHIP EXPANSION

	Total Budget \$ - Original	Current Period Actual	Current Year Actual	Total Budget \$ Variance - Original	Percent Total Budget Remaining - Original
EXPENDITURES					
INDIRECT	<u>0.00</u>	<u>3,644.86</u>	<u>3,644.86</u>	<u>(3,644.86)</u>	<u>0.00%</u>
Total EXPENDITURES	<u>0.00</u>	<u>3,644.86</u>	<u>3,644.86</u>	<u>(3,644.86)</u>	<u>0.00%</u>
NET REVENUE OVER EXPENDITURES	<u>0.00</u>	<u>(3,644.86)</u>	<u>(3,644.86)</u>	<u>(3,644.86)</u>	<u>0.00%</u>

Chief Elected Officials for Workforce Investment Area #4

Serving Bureau, Carroll, Ogle, Jo Daviess, LaSalle, Lee, Putnam and Whiteside Counties

MEMORANDUM

TO: Kerwin Paris, Bureau County Board Representative
Michael McEmery, LaSalle County Board Representative
Steven Malavolti, Putnam County Board Representative
Chris Flikkema, Carroll County Board Representative
LaDon Trost, Jo Daviess County Board Chairman
Keane Hudson, Lee County Board Representative
Wayne Reising, Ogle County Board Representative

FROM: James C. Duffy, Chairman
Chief Elected Officials / Whiteside County Board Representative

DATE: December 12, 2023

RE: Meeting Notice

The Chief Elected Officials (CEO) of Local Workforce Investment #4 will meet on **Monday, October 23, 2023 following the BEST, Inc. Board of Directors' Meeting.**

Enclosed please find the **Agenda** and **materials** for this meeting.

If you have any questions regarding these documents, please give Carrie a call at 815-224-0369.

If you are unable to attend this meeting, please contact Jo Ann Johnson at 815-224-0375. Thank you.

cc: Marshann Entwistle, Bureau County Board Chair
Don Jensen, LaSalle County Board Chair
John Finrock, Ogle County Board Chair
Charles Lenkaitis, Putnam County Board Chair
Joseph Payette, Carroll County Board Chair

**Chief Elected Officials Meeting
To follow the BEST, Inc. Board of Director's Meeting
December 18, 2023**

**Approximately 7:00 p.m.
Lee County Board Conference Room
Old Lee County Courthouse, Dixon, IL**

or

**Join Zoom Meeting
<https://us02web.zoom.us/j/89563520031>**

Meeting ID: 895 6352 0031

Dial by your location

• +1 312 626 6799 US (Chicago)

Meeting ID: 895 6352 0031

AGENDA

Call to Order (James Duffy, Chairman)

Roll Call

Approval of October 23, 2023 Meeting Minutes *(Page 1) (Action Item)*

Business Meeting

- Election of Officer(s) *(Action Item)*

Current Officers: Chairman (James Duffy)
 Vice-Chairman (Chris Flikkema)
 Secretary (Wayne Reising)

- Application for the Trade Case Management Grant (Carrie Folken) *(Action Item)*
- Pre-Planning Guide PY 2024 MOU Modification *(Page 3) (Informational)*
- Request approval to post the PY 24 Regional & Local Plans for Public Review *(Action Item)*
- One Stop Center Reopening Plan (Carrie Folken) *(Action Item)*
- Request approval for any grant modifications (if necessary) (Carrie Folken) *(Possible Action Item)*

Other Business

- Meeting Schedule for 2024
February 26
April 22
June 24

August 26
October 28
December 23

Public Comments

Adjournment

**Chief Elected Officials
(Hybrid) Meeting Minutes
October 23, 2023**

The Chief Elected Officials meeting was called to order at 6:59 p.m. by Chairman James Duffy. Roll Call was taken.

Name	Present	Absent	Name	Present	Absent
James Duffy	X		Michael McEmery	X	
Chris Flikkema	Proxy		Kerwin Paris	X	
Keane Hudson	X		Wayne Reising	X	
Steven Malavolti	Proxy		LaDon Trost		X

PROXY: Chris Flikkema to Jim Duffy, Steve Malavolti to Kerwin Paris

OTHERS PRESENT: Carrie Folken, Jo Ann Johnson, Jessica Green

Approval of Meeting Minutes

Keane Hudson motioned to approve the August 28, 2023 Meeting Minutes. Motion was seconded by Kerwin Paris. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
James Duffy	X		Michael McEmery	X	
Chris Flikkema	Proxy		Kerwin Paris	X	
Keane Hudson	X		Wayne Reising	X	
Steven Malavolti	Proxy		LaDon Trost		

Motion carried.

Business Meeting

CEO Agreement Amendment

Jim presented the CEO Agreement Amendment that was submitted to members on October 4, 2023. Carrie told members that when the Amendment was revised and approved at the February 2023 CEO Meeting she failed to reconstruct how private sector board members are selected. She told members that the original Agreement was done when the consolidation of the two local workforce areas took place and it does not represent how the process actually works. Wayne Reising motioned to approve the CEO Agreement Amendment as presented. Motion was seconded by Kerwin Paris. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
James Duffy	X		Michael McEmery	X	
Chris Flikkema	Proxy		Kerwin Paris	X	
Keane Hudson	X		Wayne Reising	X	
Steven Malavolti	Proxy		LaDon Trost		

Motion carried.

LWIB Recertification Update / Membership Update

Carrie reported that the LWIB Recertification has been completed and NCI Works continues to have a business majority led board. She told members that she will be looking for a new member in January to replace Cary Robbins as he is retiring. Additionally, Carrie said that NCI Works will accept a resignation from Abby Farrell. Carrie told members that she has some prospects from the Carroll and Jo Daviess Counties. Carrie noted that once a resignation is accepted by NCI Works, the CEOs have 90 days to appoint a new members.

PY 23 Memorandum of Understanding (MOU) Update

Carrie informed members that a few corrections were needed to the PY 23 MOU. She told members that a copy of the Letter along with the Required Modification table was included with the meeting materials. Carrie said that the corrections were clerical in nature and were submitted accordingly.

Request approval for any grant modifications (if necessary)

Carrie said that no approval was needed for any grant modification at this time.

Other Business

Jim informed members that the next CEO Meeting will be on Monday, December 18, 2023 following the BEST Board of Director's Meeting. Location will be announced closer to the date.

Public Comments

None

Adjournment

With there being no further business, Kerwin Paris motioned to adjourn. Motion was seconded by Wayne Reising. Motion carried. Meeting adjourned at 7:10 p.m.

Jo Ann Johnson

Approved by:

DocuSigned by:

28CFBC1E378E4E0...
Wayne Reising
Secretary

PRE-PROGRAM YEAR PLANNING FORM FOR LWIA 4

PROGRAM YEAR 2024

In preparation for annual MOU and budget negotiations each program year, it is important to begin planning each fall to meet various WIOA benchmarks and deadlines. To help ensure each local area is in the best position to fulfill all WIOA requirements related to submission of MOUs and one-stop operating budgets within the allotted timeframe for the upcoming program year, please complete and submit the following form to CWD-wioaplan@siu.edu by December 31.

Included at the bottom of this form is a waiver request section that must be completed if the local workforce innovation board seeks a waiver from a specific provision of the Governor's Guidelines – **Revision 4** or PY 2024 Supplemental Guidance. If no waiver requests are known by December 31, then local areas should request any applicable waivers with the April 15 submittal of the preliminary budget and MOU negotiation Report of Outcomes.

For technical assistance in completing this form, please contact Mike Baker at Michael.Baker@illinois.gov. Additionally:

1. To ensure all required partners in the local area are aware of the submitted contents of this form, the form must be circulated to all required partners. Please indicate here the date by which the preliminary budget will be shared with all required partners: 1/26/2024
2. Please identify the lead negotiator for the MOU negotiations in your LWIA.
Joel Torbeck
Joel_torbeck@best-inc.org
815-640-9405
Business Employment Skills Team, Inc.
3. Please identify the impartial budget negotiator in your LWIA. **If the local workforce board chair and required partners in the local area determine that the individual(s) designated by the local workforce board chair to lead annual budget negotiations is not impartial, please complete and submit a waiver request as provided at the bottom of this form and as described in Section 4 of the Governor's Guidelines – Revision 4.**
Jeffrey Marcella
Jeff_marcella@gmail.com
773-391-2546
Non-Profit and Public Sector Consultant
4. Please identify the individual responsible for conducting periodic reconciliation of budgeted to actual costs in your LWIA.
Jessica Green
Jessica_green@best-inc.org
815-224-0373

Enter phone number here

5. Please identify the frequency at which reconciliation of budgeted to actual costs will occur in your local area (must occur at least semi-annually).

Semi-annually

Initial Communication with Partners

6. Using the fillable table below, please submit the proposed schedule for Program Year MOU and Budget Negotiations, in alignment with the general timeline provided in Appendix A of the Governor's Guidelines – **Revision 4** (Use only the rows needed to fully describe your specific negotiations schedule). Please include:
- Title of the meeting;
 - What is to be discussed and/or decided in accordance with the timeline below;
 - Whether the meeting is slotted to be in-person or over the phone; and
 - The week and year of the planned date of completion of task.

PRIMARY ACTIVITY IN NEGOTIATIONS	PLANNED DATE OF COMPLETION (WEEK ENDING ON A SPECIFIC CALENDAR DATE AND YEAR)
Initial Communication with Partners	11/14/2023
Pre-Program Year Planning Form submitted to State	12/31/2023
Initial Meeting with Partners (Virtual)	1/12/2024
Distribute draft of MOU and budget in preparation of second meeting	1/26/2024
Second Meeting with Partners (Virtual)	2/9/2024
Distribute additional Draft of MOU and Budget to Partners	2/16/2024
Third and final meeting with Partners for MOU and budget finalization (Virtual)	3/8/2024
Submit Report of Outcomes and Draft Budget to State	4/15/2024
Submit Final MOU and Budget to State with all signatures	5/31/2024
PY 2023 MOU take effect	7/1/2024
Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date

7. ☐ Please select this checkbox if there is a partner agency or individual new to the MOU negotiations process in your local that would benefit from a WIOA orientation.
8. ☐ Please select this checkbox if the Local Workforce Innovation Area would benefit from technical assistance on enforcing safety protocols in American Job Centers.

SERVICE LOCATIONS

1. Please list all designated comprehensive one-stop centers, designated affiliate sites or designated specialized centers, as well as non-designated connection (access) sites in the local area. The information provided in this section must match the Illinois workNet listings.

COSCs	DESIGNATED AFFILIATE SITES	DESIGNATED SPECIALIZED CENTERS	NON-DESIGNATED CONNECTION (ACCESS) SITES
NCI Works One Stop Center, 1550 First Avenue, Ottawa, IL 61350	Click or tap here to enter text.	Click or tap here to enter text.	Business Employment Skills Team, Inc., 402 Avenue C, Sterling, IL 61081
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Business Employment Skills Team, Inc., 112 E. Second Street, 3 rd Floor, Dixon, IL 61021
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Business Employment Skills Team, Inc., 225 E. Backbone Road, Princeton, IL 61356
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Business Employment Skills Team, Inc., 815 N. Orlando Smith Avenue, Room C328, Oglesby, IL 61348
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Business Employment Skills Team, Inc., 2605 Woodlawn Road, Suite 1, Sterling, IL 61081
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Business Employment Skills Team, Inc., 810 S. 10 th Street, Oregon, IL 61061
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Business Employment Skills Team, Inc., 301 N. Main Street, Mt Carroll, IL 61053
			Illinois Department of Human Services, 1560 First Avenue, Ottawa, IL 61350
			Illinois Department of Human Services, 225 E. Backbone Road, Princeton, IL 61356
			Illinois Department of Human Services, 1001 Pines Road, Oregon, IL 61061

			Illinois Department of Human Services, 905 Second Street, LaSalle, IL 61301
			Illinois Department of Human Services, 2605 Woodlawn Road, #4, Sterling, IL 61081
			Illinois Valley Community College (Adult Education & Perkins), 815 N. Orlando Smith Avenue, Oglesby, IL 61348
			Sauk Valley Community College (Adult Education & Perkins), 173 IL Route #2, Dixon, IL 61021
			Illinois Department of Employment Security, 406 Avenue C, Sterling, IL 61081
			Tri-County Opportunities Council/Bureau County Food Pantry, 1019 N. Main Street, Princeton, IL 61356
			Tri-County Opportunities Council, Mel Foster Realty, 1801 Chicago Avenue, Savanna, IL 61074
			Tri-County Opportunities Council, 208 N. 30 th Road, LaSalle, IL 61301
			Tri-County Opportunities Council, A Servant's Heart, 610 Jefferson Street, Ottawa, IL 61350
			Tri-County Opportunities Council, 111 Spring Street, 3 rd Floor, Streator, IL 61364
			Tri-County Opportunities Council, 306 N. 6 th Street, Rochelle, IL 61068
			Tri-County Opportunities Council, 2018 4 th Avenue, Sterling, IL 61081
			Tri-County Opportunities Council, 405 Emmons Avenue, Rock Falls, IL 61071

			Northwestern Illinois Community Action Agency, 27 S. State Avenue, Suite 201, Freeport, IL 61032
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WAIVER REQUESTS

- ☐ Described below is a request to be waived from specific provisions of the Governor's Guidelines – **Revision 4** or PY 2024 Supplemental Guidance, as agreed upon by all required partners in the local area and the local workforce board chair.

Please describe the waiver request(s) below, including:

- The specific requirement (including relevant citations of the Governor's Guidelines – **Revision 4** or PY 2024 Supplemental Guidance) the local area is requesting be waived for the current program year MOU and budget negotiations, and
- Rationale for the State not holding the local area responsible for compliance with the specific requirement as described in the Governor's Guidelines – **Revision 4** or PY 2024 Supplemental Guidance.

Requirement (including applicable citation(s) to specific provisions of the Governor's Guidelines)	Rationale and Description of Negative Consequences or Impact in the Absence of a Waiver
1.	
2.	
3.	

Hotel/Motel Tax Board Minutes
Tuesday, October 10, 2023
Carroll County Courthouse
1:30 PM

Call to Order: 1:35PM

Attendance: Maria Krull, Susan Jacobs, Amber Mantua, Matthew Lenox, Madeline Barry, James Bratta (Late)

Absent: Sherry Vidinich, Char Spathies, Lydia Hutchcraft

Guests: None

Minutes from September 12, 2023: Table – August and September Minutes was tabled for email vote

Treasurer Report: Lydia Hutchcraft – Table - vote in October

Approved Licenses : Madeline Barry – no new licenses

Blackhawk Waterway Report: Matthew Lenox – Matthew reported their new name is now Visit Northwest Illinois

Social Media Report: Amber Mantua: Amber will email report to Board. Everything is caught up with Chris at Modern One. The board discussed for future projects connecting with Matthew and TDG. Cancelling contract with Modern One. Amber has been working with Matthew Lenox with working on Giveaway Package. Will go live on Thursday, October 12, 2023. Their next project is the Christmas giveaway package. Amber will create content and Matthew will set it up.

Old Business:

Rack Cards: Amber ordered quantity 1000. The cost is \$280.00. Cards will be delivered on October 17, 2023.

New Business:

Nominated David Schmit, Northwest Illinois Economic Development, for the CC Alternate for BlackHawk Waterways/NW Illinois

General Audience: Maria Krull suggested we change our name to represent tourism and tax.

Adjourn: 2:35PM

AGENDA
HOTEL/MOTEL TAX BOARD MEETING
TUESDAY, DECEMBER 12, 2023
CARROLL COUNTY COURTHOUSE
1:30PM

CALL TO ORDER:

ATTENDANCE:

GUESTS:

MINUTES FROM OCTOBER 10, 2023

TREASURER REPORT: LYDIA HUTCHCRAFT

APPROVED LICENSES:

VISIT NW ILLINOIS: MATTHEW LENOX

SOCIAL MEDIA REPORT: AMBER MANTUA

OLD BUSINESS:

GIVEAWAY PACKAGE

WEBSITE

NEW BUSINESS:

AD FOR VISIT NW ILLINOIS TRAVEL GUIDE:

DCEO ILLINOIS TOURISM GRANT

GOVERNOR'S CONFERENCE: MARCH 19-21, 2024, PEORIA, IL

SCHEDULE FOR JANUARY 2024 TO NOVEMBER 2024

GENERAL AUDIENCE:

ADJOURN:

ORTLY REPORTS			FY COLLECTED IN: >>>			FY 2020	FY 2020	FY 2021	FY 2021	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022	FY 2023	FY 2023	FY 2023
			1st qtr 2020	2nd qtr 2020	3rd qtr 2020	4th qtr 2020	1st qtr 2021	2nd qtr 2021	3rd qtr 2021	4th qtr 2021	1st qtr 2022	2nd qtr 2022	3rd qtr 2022	4th qtr 2022	1ST QTR 2023	2ND QTR 2023	3RD QTR 2023	4TH QTR 2023
SHORT TERM RENTAL NAME	OWNER NAME	Location Address	due 4-30-20	due 6-30-20	due 9-30-20	due 12-31-20	due 3-31-21	due 6-30-21	due 9-30-21	due 12-31-21	due 3-31-22	due 6-30-22	due 9-30-22	due 12-31-22	due 3-31-23	due 6-30-23	due 9-30-23	due 12-31-23
The Driftless Muse	Wendy Lauter	104 N Carroll St, Mt Carroll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13.00	\$ -	\$ -	\$ 17.22	\$ 18.58	\$ 9.83	\$ -	\$ 19.06
Executive Inn	Peak Enterprises	800 One Mile Rd, Thomson										\$ 616.56	\$ 2,549.54	\$ 1,481.02	\$ 733.24	partial month		
Hickory Hollow	George Votrich	24385 Payne Rd, Thomson	\$ 503.13	\$ 3,176.10	\$ 2,068.34	\$ 1,611.23	\$ 1,864.29	\$ 2,974.02	\$ 1,740.97	\$ 919.62	\$ 1,827.03	\$ 2,900.70	\$ 1,056.51	\$ 669.44	\$ 1,383.73	\$ 2,432.05		
Bridgewater Inn	Marie Krul	116 E Market St, Mt Carroll	\$ 107.00	\$ 47.00	\$ 64.75	\$ 16.25	\$ 243.50	\$ 294.75	\$ 141.63	\$ 48.75	\$ 125.25	\$ 234.50	\$ 141.75	\$ -	\$ 435.25	\$ 522.25		
Seven Eagles	Natasha & Jason Ritchie	5734 E Hwy 84, Swanton	\$ -	\$ 342.35	\$ -	\$ -	\$ 271.39	\$ 523.56	\$ -	\$ -	\$ 336.39	\$ 268.33	\$ 83.00	\$ -	\$ 144.50	\$ 548.75		
One Ten Market St	Patricia Johnson	110 E Market St, Mt Carroll	\$ 126.00	\$ 338.75	\$ 182.40	\$ 110.25	\$ 352.25	\$ 509.50	\$ 483.75	\$ 161.00	\$ 364.25	\$ 447.25	\$ 341.50	\$ 95.00	\$ 386.75	\$ 516.50		
Best Western Sandbun Inn	Best Western Sandbun Inn	5520 E. Hwy 84, Thomson	\$ 674.72	\$ 1,980.21	\$ 2,518.25	\$ 2,437.89	\$ 4,363.44	\$ 7,534.24	\$ 2,938.88	\$ 1,900.83	\$ 4,462.37	\$ 6,896.97	\$ 2,423.08	\$ 1,464.80	\$ 5,183.39			
Timber Lake Resort	Ron Swanson	8216 Black Oak Rd, Mt Carroll	\$ 138.60	\$ 2,805.41	\$ 778.20	\$ 892.35	\$ 1,779.52	\$ 2,871.74	\$ 601.73	\$ 488.60	\$ 1,347.92	\$ 2,387.82	\$ 848.10	\$ 520.55	\$ 1,668.80	\$ 2,914.53		
Trailside Inn	Todd and Char Smith	2178 Lake Carroll Blvd, Lemaire	\$ 11.10	\$ 1,189.33	\$ 599.70	\$ 183.80	\$ 897.09	\$ 914.76	\$ 474.80	\$ 135.30	\$ 946.69	\$ 1,057.08	\$ 605.90	\$ 222.55	\$ 960.95	\$ 531.55		
Cozy Cabin	Guy Eddies	5320 Riverview Cir Dr, Thomson	\$ 200.00	\$ 156.40	\$ 139.65	\$ 34.90	\$ 175.57	\$ 192.00	\$ 184.94	\$ 210.00	\$ 220.00	\$ 167.74	\$ 178.16	\$ 197.91	\$ 254.00			
Mobile Home Gateway	Guy Eddies	5331 Riverview Cir Dr, Thomson						\$ 23.28	\$ 132.00	\$ 63.15	\$ 105.25	\$ 69.00	\$ 59.36	\$ 128.09	\$ 95.00	\$ 107.00		
Main Street Place	Grant Bendermer	102 N Main St, Mt Carroll									\$ 439.77	\$ 403.75	\$ 140.60	\$ 57.81	\$ 189.90	\$ 179.86		
Center Hill	James Dittus	10110 Getz Rd, Mt Carroll										\$ 245.59	\$ 230.75	\$ 84.50	\$ 478.91			
Springlake Campground	Danika Person	8048 Hwy 84 Swanton											\$ 114.15	\$ -	\$ 187.10	\$ 389.35		
No Business Name	Jeffrey Bouray	5510 Riverview Cir Thomson												\$ 37.95	\$ 159.00	\$ 181.35		
No Business Name	Jennifer Randolph	5884 Riverview Rd Thomson												\$ 159.68	\$ 212.52	\$ 415.31		
TOTAL			\$ 1,560.55	\$ 9,986.15	\$ 6,498.07	\$ 5,391.22	\$ 9,796.38	\$ 15,821.42	\$ 6,718.78	\$ 3,881.99	\$ 10,771.48	\$ 17,397.83	\$ 7,714.04	\$ 4,390.99	\$ 11,684.31	\$ 9,013.56		

From: 11/1/2023 To: 11/30/2023

MTD Revenue Report

Carroll County

Fund	Dept	Acct						
	Voucher	Trans No	Date	Period	Amount	Description	Notes	
040	COUNTY MOTEL/HOTEL TAX							
	00	NonDepartmental						
	3004	5% TAX RECEIPTS						
	IVRE23122	525038	11/6/2023	12	\$361.00	HOTEL/MOTEL	HOTEL / MOTEL (RE ONLY)	
	IVRE23124	526442	11/17/2023	12	\$19.06	HOTEL/MOTEL	HOTEL / MOTEL (RE ONLY)	
	IVRE23128	527119	11/27/2023	12	\$179.86	HOTEL/MOTEL	HOTEL / MOTEL (RE ONLY)	
			Acct.	3004	Total:	\$559.92		
	3027	INTEREST EARNED						
	IVRE23125	526567	11/20/2023	12	\$268.99	INVESTMENT FUNDS	NOVEMBER INTEREST	
			Acct.	3027	Total:	\$268.99		
	Dept.:	00	Total By Dept.:		\$828.91			
	Fund:	040	Total By Fund:		\$828.91			
Grand Total:		\$828.91						

Operator: LydiaH
Report ID: BSLT20

12/10/2023 3:55:18 PM

Page 1 of 1

MTD Expenditure Report

Carroll County

From: 11/1/2023 To: 11/30/2023

Detail by Transaction Date

Fund	Dept	Acct	Vendor ID	Vendor Name	Check No.	PO No.	Invoice ID	Date Paid	Amount	Description	Notes
040	COUNTY MOTEL/HOTEL TAX FUND										
00	NonDepartmental										
5153	TRAN TO 11-3044 GEN FD 5% FEE										
0					0			11/6/2023	\$2,000.00	TO GEN FUND- 5% TO COUNT PER BUDGET	
							Acct.	5153	Total:	\$2,000.00	
5154	TOURISM/PROMOTIONS										
	640695		AMBERS CREATIONS		95759		0016	11/2/2023	\$2,500.00	AP; HOTEL-MOTEL / SO	HOTEL-MOTEL / SOCIAL MEDI
	640695		AMBERS CREATIONS		95795		0018	11/3/2023	\$104.99	AP; HOTEL-MOTEL / ME	HOTEL-MOTEL / META ADS RE
							Acct.	5154	Total:	\$2,604.99	
			Dept.	00	Total:	\$4,604.99					
		Fund:	040	Total:	\$4,604.99						
Grand Total:	\$4,604.99	(3 Invoices)									

Operator: LydiaH
Report ID: BSLT10d

12/10/2023 3:54:42 PM

Page 1 of 1

Revenue and Expense Report

Carroll County

YEAR : 2023 PERIOD : 12 FUND: 040 DEPT: All SUB-DEPT: All

AS OF : 11/29/2023

ACCOUNT RANGE : 0 - 9999999999

Ledger ID	Ledger Description	Current Budget	Current Act	YTD Act	Encumbrances YTD	Remaining	Percent
040	COUNTY MOTEL/HOTEL TAX FUND						
	REVENUES						
00	<i>NonDepartmental</i>						
040-00-00-3004	5% TAX RECEIPTS	\$45,000.00	\$559.92	\$44,265.94	\$0.00	\$734.06	98.37%
040-00-00-3027	INTEREST EARNED	\$50.00	\$268.99	\$2,242.94	\$0.00	(\$2,192.94)	4485.88%
040-00-00-3099	OTHER INCOME	\$100.00	\$0.00	\$1,545.43	\$0.00	(\$1,445.43)	1545.43%
	Subtotal NonDepartmental:	\$45,150.00	\$828.91	\$48,054.31	\$0.00	(\$2,904.31)	106.43%
	TOTAL REVENUES - :	\$45,150.00	\$828.91	\$48,054.31	\$0.00	(\$2,904.31)	106.43%
	EXPENDITURES						
	<i>NonDepartmental</i>						
040-00-00-5151	ADMINISTRATION	\$500.00	\$0.00	\$269.76	\$0.00	\$230.24	53.95%
040-00-00-5153	TRAN TO 11-3044 GEN FD 5% FE	\$2,250.00	\$2,000.00	\$2,000.00	\$0.00	\$250.00	88.89%
040-00-00-5154	TOURISM/PROMOTIONS	\$35,000.00	\$2,604.99	\$16,185.06	\$0.00	\$18,814.94	46.24%
040-00-00-5155	BLACKHAWK WATERWAYS CVB	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	100.00%
	Subtotal NonDepartmental:	\$52,750.00	\$4,604.99	\$33,454.82	\$0.00	\$19,295.18	63.42%
	TOTAL EXPENDITURES - :	\$52,750.00	\$4,604.99	\$33,454.82	\$0.00	\$19,295.18	63.42%
	YTD Revenue Less Expenses : COUNTY MOTEL/HOTEL TAX FUND			\$14,599.49			

Combined Balance Sheet**Carroll County**

Selection Criteria: Fund: 040 - COUNTY MOTEL/HOTEL TAX FUND**Fiscal Year:** 2023**To Fiscal Period:** 12**Month:** 11**From Account:** 0**To Account:** 9999999999**Include Zero Activity Accounts:** ☐

040 - COUNTY MOTEL/HOTEL TAX FUND**Asset Accounts**

040-00-00-0001 - CASH ACCOUNT

\$69,709.87

Asset Total: \$69,709.87**Liability and Fund Balance Accounts**

040-00-00-2000 - ACCOUNTS PAYABLE

\$519.00

Liability Total: \$519.00

040-00-00-2500 - FUND BALANCE

\$69,190.87

Fund Balance Total: \$69,190.87**Liability and Fund Balance Total:** \$69,709.87

Combined Balance Sheet**Carroll County****Selection Criteria:** Fund: 040 - COUNTY MOTEL/HOTEL TAX FUND**Fiscal Year:** 2023**To Fiscal Period:** 12**Month:** 11**From Account:** 0**To Account:** 9999999999**Include Zero Activity Accounts:** ☐**Combined Balance Sheet - Grand Totals****Asset Accounts**

0001 - CASH ACCOUNT

\$69,709.87

Asset Total:**\$69,709.87****Liability and Fund Balance Accounts**

2000 - ACCOUNTS PAYABLE

\$519.00

Liability Total:**\$519.00**

2500 - FUND BALANCE

\$69,190.87

Fund Balance Total:**\$69,190.87****Liability and Fund Balance Total:****\$69,709.87**

Agenda



**Jo-Carroll Depot LRA Board of Directors
18901 B Street
Savanna Depot Business, Industry & Technology Park
Savanna, IL 61074**

3:00 p.m., Wednesday, December 13th, 2023

JCDLRA Boardroom

18901 B Street, Savanna, IL, 61074

**-----
Zoom Meeting Link**

**<https://us02web.zoom.us/j/5791926975>
Meeting ID: 579 192 6975**

- I. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Agenda Additions**
- 5. Approval of November Minutes**
- 6. Old Business**
 - A. Grant Update –**
 - B. Transition Planning Update –**
- 7. New Business**

- A. Bills over \$2,500 –
- B. Staff Reports
 - 1. Executive Director
 - a. Report/issues updates – Campground Water & Sewer, Water & Sewer Agreement
 - b. Correspondence –
 - c. Property transfers –
 - d. Employment report-
 - 2. Deputy Director –
 - 3. Bookkeeping – 2024 Budget Amendment
 - a. Bank account balances
 - b. CD Transfers
 - c. Cash flow
 - d. Budget update
 - e. Water/Sewer Income vs. Expenses
 - f. Outstanding Invoices-
- C. Board of Directors Reports
 - 1. Foreign Trade Zone #271 -
 - 2. Jo-Carroll Enterprise Zone -
 - 3. Other directors' reports –
- D. Attorney's Report: -
- E. Other new business –

8. Reports to the Board

- A. Site Manager / BRAC Environmental Coordinator –
- B. Tenants -
- C. UMRI Port District –
- D. USFWS –
- E. Water/Sewer Operator Update –
- F. NWILED –
- G. Guests -

9. Public Comments

10. Executive Session

- a. 5 ILCS 120/2(5) - The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

- b. 5 ILCS 120/2(11) - Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

11. Motions from Executive Session (if any):

12. Adjournment

Carroll County Veterans Assistance Commission

17612 E. Benton St., P.O. Box 126
Mount Carroll, Illinois 61053

Carroll County Veterans Assistance Commission
Quarterly Meeting Agenda
Wednesday, December 20, 2023 @ 7:00 pm
Senior Citizens Center Meeting Room

✓ Call to Order: 7:10

✓ Invocation:

✓ Pledge of Allegiance:

✓ Roll Call:

✓ Approval of Previous Meeting Minutes:

✓ Agenda Approval:

✓ Treasurer's Report:

Old Business:

- ✓ ● Update on Audit.
- Legal Fund – Don't need at this time.
- We are working on Thursdays as needed.
- ✓ ● Have not done radiothon yet.
- ✓ ● New domain up and running.
- ✓ ● Advertising for a new VSO is on hold.

Carroll County Veterans Assistance Commission

17612 E. Benton St., P.O. Box 126
Mount Carroll, Illinois 61053

Carroll County Veterans Assistance Commission

Quarterly Meeting Minutes

Wednesday, September 27, 2023 @ 7:00 pm

Senior Citizens Center Meeting Room

minutes

Call to Order: 7:02 p.m. by Danielle Eberle

Invocation: Led by Ellis Boughton

Pledge of Allegiance: Recited by all.

Roll Call: Wayne Leonard, Doug Bergren, Danielle Eberle, Waldon Lee Gibbs, Ellis Boughton, Joe Drozd, Terry Lattin, Kevin Hovorka, Lamoille Poffenberger, Rod Clemens, Darlene Sisler, Susan Jacobs, Laurel Bergren

Approval of Previous Meeting Minutes: Motion by Joe Drozd; Seconded by Lamoille Poffenberger; carried.

Amended Agenda Approval:

- Discuss approving financial report.
Motion to approve: Kevin Hovorka, seconded by: Joe Drozd, carried.
- Transportation for a veteran.
Motion to approve: Kevin Hovorka; Seconded by: Rod Clemens, carried.
- Charging other counties.
Motioned to approve by Kevin Hovorka; Seconded by Rod Clemens, carried.

Agenda Approval: Motion: Kevin Hovorka, Seconded by Joe Drozd, carried.

Treasurer's Report:

- The balance is down \$7,000.00 and we need to transfer \$8,000.00 from the reserve fund.
Motion to approve: Joe Droze; Seconded by Kevin Hovorka; carried.
- The fees for an audit by the county's auditors are \$12,500 up to \$15,000.
We will keep looking for an auditor.
- The bus fund is gone.
- The bills weren't all in yet for September, so it wasn't figured in the budget.
- Switching from Mediacom will save \$90.00 per month.

Motion to approve pending audit by Joe Drozd; Seconded by Lamoille Poffenberger; carried.

Old Business:

- The office still hasn't put anything together yet for fundraising with local businesses. Wayne stated that he will get started on that.
- Danielle is still working on Wayne's evaluation.

Motion to approve by Joe Drozd; Ellis Boughton seconded it; carried.

New Business:

- It is suggested that we approve the treasurer's report pending audit.
Motion to approve: Joe Drozd; seconded by: Ellis Boughton; carried.
- It was presented to pay for transportation for a veteran for his cancer treatments that don't qualify for the usual reimbursement to the Carroll County Transit. Ellis made a motion to approve and then Lee Gibbs said that the American Legion would pay for it. Ellis then rescinded his motion.
- Charging other counties for the veterans we assist who live out of our county has been suggested by some County Board members. This can't be done and a letter stating that should be written and presented to the Carroll County Board.
Motion to approve: Kevin Hovorka; seconded by: Ellis Boughton; carried.

- The Dairy Queen card for \$10.00 that was donated by a client will be a prize for a fundraiser.

Motion to approve by Kevin Hovorka; Joe Drozd seconded it; carried.

- New domain. Paul is closing his business and Eina Schroeder's bid was accepted.

Motion to approve: Kevin Hovorka; seconded by: Joe Drozd, carried.

- Possible radiothon for transportation costs. Wayne hasn't started setting that up yet.

Motion to approve: Kevin Hovorka; seconded by: Joe Drozd; carried.

- Dental program update by Darlene Sisler presenting statistics. Guest speaker, Laurel Bergren presented a check to Ellis for \$10,000 for dental program and she described the function of her foundation and all the organizations they help.

- Ellis' need to transfer \$2,000 to funds was previously voted on and approved in the treasurer's report.

- As per the county paying for the audit from the \$29,000, we are going to search for a cheaper auditor.

- As per the legal fund, we are entitled to have one and it was recommended that we have \$50,000 that can be accrued over time.

- As per training expenses, the conferences that the VSOs should attend in order to maximize their ability to help veterans are not in the budget and should be added.

Motion to approve: Lee Gibbs; Seconded by: Kevin Hovorka; carried.

- As per working on Thursdays, it was agreed to use Thursdays as a workday as needed.

Motion to approve: Kevin Hovorka; seconded by: Joe Drozd; carried.

- As per the proposed budget, milage and training, transportation assistance, and equipment maintenance needs to be raised, and the .02% that is required by law needs to be added.

Motion to approve: Lee Gibbs; Seconded by: Joe Drozd; carried.

Superintendent's Report:

- The VAC office is having an average of 3.2 visitors per day; we have completed 35 new claims in the last quarter; and 84 of our clients since 2017 have been from out of county.
- The bylaws must be updated.

Report from the Board President: None

Discussion:

- It was suggested that the 4th quarter board meeting be held on December 20th instead of December 27th so that it won't come between the Christmas and New Years holidays.
- It was discussed and agreed to, that the CCVAC requests the .02% tax levy that the law allows us to cover the increase in transportation costs, and additional training costs.

Motion to approve: Lee Gibbs; seconded by: Joe Drozd; carried.

Public Comments: None

Executive Session: None

Adjournment: Motioned to adjourn: Kevin Hovorka; seconded by: Rod Clemmons; carried.

Meeting adjourned at 7:36 p.m.

New Business:

3 weeks of 5 years

• Change vacation bylaw.

• Approve bylaws.

• Raffle.

A 30 day panel for board
plus calendar

Superintendent's Report:

Report from the Board President:

Discussion:

Public Comments:

Executive Session if any:

Adjournment:

March 7

June 26

Sept 25

Dec 18



Carroll County Veterans Assistance Commission

17612 E. Benton St. P.O. Box 126

Mount Carroll, Illinois 61053

MONTHLY EXPENSES

November 2023

Administration:	\$12.00
Office Equipment and Supplies:	\$
Printing Supplies & Postage	\$
Transit to Iowa City:	\$1,184.00
Transit to Madison:	\$1,890.00
Transit to Other:	\$343.00
Phone/Internet:	\$174.99
Insurance:	\$
Equipment Maintenance:	\$
Training:	\$
Dues:	\$50.00

December 11, 2023

Proposed change to vacation policy.

Add three weeks vacation after five years of service to paragraph one of the Carroll County Veterans Assistance Commission vacation time policy located in the CVCAC bylaws.

**Carroll County
Veterans Assistance
Commission**

**17612 E. Benton St., P.O. Box 126
Mount Carroll, Illinois 61053**

**Carroll County Veterans Assistance Commission
Quarterly Meeting Agenda
Wednesday, December 20, 2023 @ 7:00 pm
Senior Citizens Center Meeting Room**

Call to Order:

Invocation:

Pledge of Allegiance:

Roll Call:

Approval of Previous Meeting Minutes:

Agenda Approval:

Treasurer's Report:

Old Business:

- Update on Audit.
- Legal Fund – Don't need at this time.
- We are working on Thursdays as needed.
- Have not done radiothon yet.
- New domain up and running.
- Advertising for a new VSO is on hold.

New Business:

- Change vacation bylaw.
- Approve bylaws.
- Raffle.

Superintendent's Report:

Report from the Board President:

Discussion:

Public Comments:

Executive Session if any:

Adjournment:



**Carroll County
Veterans Assistance
Commission**

301 North Main Street – Mount Carroll, Illinois 61053

Date: _____

Memorandum for: Carroll County Veterans Assistance Commission (CCVAC).

Subject: Appointment of Delegate and Alternate Representative for the CCVAC Board Meetings.

1. The Below Delegate and Alternate Delegate are authorized to represent Post # _____ of the VFW / American Legion at any CCVAC Board meetings in Carroll County, Illinois.
 - a. Delegate: _____ Member #: _____
 - b. Alternate Delegate: _____ Member #: _____
2. In the event that the Delegate or Alternate Delegate are unable to attend a CCVAC Board meeting. This memorandum can be used as authorization for the Post Member named below to attend the CCVAC Board meeting vested with all voting rights on a temporary basis for a specific Board meeting only.
 - a. Member's Name: _____ Member # _____ Meeting Date: _____
3. This memorandum is in accordance with Illinois Statue 330 ILCS 45/9 and Public Act SB2532. This also serves as the annual requirement set forth by the above mentioned Illinois Statue.
4. Any questions regarding this memorandum can be addressed to the CCVAC Board President or the Post Commander authorizing this document.

Post Commander's Name: _____ Post #: _____

Post Commander's Signature: _____

[illegible]

VAC	BUDGET YEAR ENDING NOVEMBER 2024	BUDG 2023	1st Qtr FY 23-24 YTD	31-Dec	31-Jan	28-Feb	EXP QTR	NEW YTD	BALANCE
	4th QUARTER 2023								
5010	DUES	\$ 1,645.00							
5323	PRINTING, SUPPLIES & POSTAGE	\$ 1,400.00					\$ -	\$ -	\$ 35,000.00
9190	STAFF WAGES (3 PT)	\$ 35,000.00							
0023-2	ILLINOIS WITHOLDING TAX						\$ -	\$ -	
0023-1	FEDERAL WITHOLDING TAX						\$ -	\$ -	
0023-3	FICA EMPLOYEE WITHELD						\$ -	\$ -	
0023-3	FICA EMPLOYER						\$ -	\$ -	
9193	MILEAGE & TRAINING	\$ 3,000.00					\$ -	\$ -	\$ 3,000.00
9198	VETERANS ASSISTANCE	\$ 3,000.00					\$ -	\$ -	\$ 3,000.00
9199	TRANSP ASSISTANCE	\$ 30,000.00							\$ 30,000.00
9201	EQUIPMENT	\$ 2,000.00							\$ 2,000.00
9202	EQUIPMENT MAINTENANCE	\$ 1,000.00					\$ -	\$ -	\$ 1,000.00
9203	ADMINISTRATIVE	\$ 3,000.00					\$ -	\$ -	\$ 3,000.00
9204	CREDIT REFUNDS						\$ -	\$ -	
9205	JO-CARROLL INTERNET	\$ 3,000.00					\$ -	\$ -	\$ 3,000.00
9206	INSURANCE	\$ 625.00					\$ -	\$ -	\$ 625.00
	AUDIT	\$ 15,000.00							
	BUDGET PROPOSED 2022-23		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	RESERVE FUND-ALL FUNDS	\$ 10,900.00					\$ -	\$ -	\$ 10,900.00
	FUND 77 DISPURSMENTS	\$ 98,670.00					\$ -	\$ -	
	DEPT. SUBTOTAL								
	RESTRICTED FUNDS								
3003	HOMELESS DISASTER	\$ 1,947.00							\$ 1,947.00
3004	UNDESIGNATED GIFTS	\$ 790.00							\$ 790.00
							\$ -	\$ -	\$ -
3007	DENTAL GRANT	\$ 6,806.00					\$ -	\$ -	\$ -
	COUNTY TAX DEPOSIT 2023 TAXES			\$ 15,800.00				\$ -	
	BALANCE November 30, 2023	\$ 11,413.42	\$ 790.00	\$ 1,947.00	\$ 619.73		\$ 5,040.00		\$ 11,413.42
	OVERPAYMENT TAXES RETURNED		unassigned	designated	donation		grant		
	BANK DEPOSITS			\$ 30,000.00					

Veterans Assistance Commission

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Item	Actual Year Ended November 30, 2022	Estimated Year Ending November 30, 2023	Budget Year Ending November 30, 2023	Budget Year Ending November 30, 2024	Percent Inc./Dec. 2019 to 2024
3001 REAL ESTATE TAX COLLECTION	45,756	45,800	45,800	85,000	186%
3002 MOBILE HOME TAX COLLECTION	16				
	45,772	45,800	45,800	85,000	186%
TOTAL REVENUE					
5506 DISBURSMENTS	45,830	45,800	45,800	110,000	240%
TOTAL EXPENSES	45,830	45,800	45,800	110,000	240%
NET CHANGE IN FUND BALANCE (REV/EXP)	(58)	0	0	-25,000	
FUND BALANCE, BEGINNING OF YEAR	30,441	30,383	30,383	30,383	
FUND BALANCE, END OF YEAR	30,383	30,383	30,383	5,383	

WORKSHEET	Budget 2023	Budget 2024	
DUES	1,645	1,645	100.0%
PRINTING, SUPPLIES & POSTAGE	1,400	1,400	100.0%
WAGES	25,500	35,000	137.3%
MILEAGE & TRAINING	2,516	3,000	119.2%
VETERANS ASSISTANCE	7,000	3,000	42.9%
TRANSPORTATION ASSISTANCE	7,000	30,000	428.6%
EQUIPMENT	2,000	2,000	100.0%
EQUIPMENT MAINTENANCE	550	1,000	181.8%
ADMINISTRATIVE	3,000	3,000	100.0%
AUDIT	-	15,000	#DIV/0!
INTERNET	\$3,000	3,000	100.0%
INSURANCE	\$625.00	625	100.0%
	\$54,236	\$98,670	181.9%

State of Illinois
Before the County Board of Carroll County
Resolution No. _____

A resolution to declare a vacancy in the Carroll County Board District 1.

WHEREAS, John Grotto was a duly elected Member of the Carroll County Board District 1 as a member of the Republican Party; and

WHEREAS, the term to which the said John Grotto had been elected has not expired but the said John Grotto has resigned from the said position effective December 7, 2023; and

WHEREAS, the County Board has accepted the resignation of the said John Grotto with regret;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY BOARD OF CARROLL COUNTY:

- A. The County Board hereby declares the position of County Board Member from District 1, formerly held by the said John Grotto, to be vacant.
- B. The County Clerk shall within 3 days of this date cause a certified copy of this resolution to be mailed to the chairman of each established political party in the County, in accordance with the Election Code.
- C. The vacancy shall be filled by appointment of the Chairman of the Carroll County Board within 60 days of this date, with the advice and consent of the County Board, in accordance with law.

Passed this ____ day of January, 2024 by the County Board of Carroll County.

Chairman

State of Illinois)
) ss
County of Carroll)

I, Amy Buss, County Clerk for Carroll County, State of Illinois, keeper of the records and files thereof in accordance with law, do hereby certify the foregoing resolution was passed by the Carroll County Board at it regular monthly meeting held at Mt. Carroll, Illinois and the date aforesaid in accordance with law.

In testimony whereof, I have hereunto set my hand and seal at my office at Mt. Carroll, Illinois this ____ day of January, A.D. 2024.

[Seal]

Amy Buss
Carroll County Clerk

Sports man's Banquet
held Feb 24 2024

CARROLL COUNTY, ILLINOIS

APPLICATION to CONDUCT RAFFLE/POKER RUN

Please circle options which apply & NA if not applicable

Organization Name: Water Fowl USA Mississippi Flyway chapter

Address (Street & Mail): 7619 Holly Rd Fulton IL 61252

Type: BUSINESS ☒ CHARITABLE EDUCATIONAL FIRE (R) FRATERNAL
LABOR LAW (R) NFP FUND RAISE(R) RELIGIOUS VETERANS

Organization in continual existence for 5 years, carrying out their objects, immediately prior to application? ☒ YES ☐ NO If no, is there State/National Affiliation YES NO

Presiding Officer Name: Ron Kaufman

Address (Street & Mail): 7619 Holly Rd Fulton IL 61252

Birth Date: 4-30-1956 Phone: 563-357-7988 Email: ronKAUFMAN1@msn.com

Manager Name (Bona fide director, officer, employee or sponsoring organization member):

Ryan Kaufman

Address (Street & Mail): 9073 Spring Valley Rd Fulton IL 61252

Birth Date: 10-29-1989 Phone: 815-631-4677 Email: RYANKAUFMAN99@yahoo.com

Raffle Fidelity Bond: \$ _____ (Total Aggregate Retail Value of prizes, notice received) or
Waiver Provision ☒ (Organization's majority affirmative vote, copy attached)

Aggregate Retail Value of all prizes/merchandise in a single raffle (Max \$100,000): 4900⁰⁰

Maximum Retail Value of each prize awarded (Max \$100,000): \$ 950⁰⁰

Maximum Price which may be charged for each raffle chance issued/sold (Max \$100): 20⁰⁰

Number of days chances may be issued/sold (Max 365): 55

Application for: ☒ RAFFLE ☐ POKER RUN Number of: 1

Date(s) of Raffle chances sold/issued or Poker Run(s) conducted: _____

Jan 1 2024 to Feb 24 2024

Date(s), Time(s) and Key Location(s) determining winning chances or prizes awarded: Feb 24 2024

by 10⁰⁰ pm Majestic Pines Event Center 11503 3 mile Rd

Thomson IL 61252

CARROLL COUNTY, ILLINOIS

APPLICATION to CONDUCT RAFFLE/POKER RUN

Please circle options which apply & NA if not applicable

Has the applicant or organization's director, officer, employee or person participating in the management or operation of a raffle been previously convicted of a felony: YES NO

SWORN STATEMENT

The undersigned attest that the above-named organization is a not-for-profit organization under the laws of the State of Illinois and maintains a bona fide membership actively engaged in carrying out its objectives. The undersigned do further hereby state, under penalties of perjury, that all statements in the foregoing application are true and correct; that the entire net proceeds of any raffle or poker run must be exclusively devoted to the lawful purposes of the organization permitted to conduct that game(s); that only a bona fide director, officer, employee or member of the sponsoring organization may manage or participate in the management of the raffle or poker run; no person is receiving any remuneration or profit for managing or participating in the management of the raffle or poker run, except where lawful; no person has a felony conviction which will impair the person's ability to engage in the licensed position; no person is or has been a professional gambler or professional gambling promoter; and all persons are of good moral character; that if a license is granted hereunder, the undersigned will be responsible for the conduct of the game(s) in accordance with the provisions of the laws of the State of Illinois and ordinance of Carroll County governing the conduct of the raffle or poker run.

Organization Presiding Officer: Rin Kaufman

Organization Secretary: Celia Anderson

#####

COUNTY CLERK ACTION - Application, Bond/Waiver Documents, Fee Received

Fee Paid: \$25 Raffle or Poker Run

Received by Clerk: Kendra Strauch

Date: 12/27/23

If License Denied – written notice sent & fee returned

Date: _____

Licensee gross receipts, expenses & net proceeds & distribution of net proceeds received:

Received by Clerk: _____ Date: _____

COUNTY BOARD ACTION – 5yr Organizational requirement waived: YES NO

Raffle Fidelity Bond: GIVEN WAIVED – Provision attached

License: APPROVED DENIED

County Board Chair: _____ Date: _____

Mississippi Flyway Waterfowlers

Meeting Minutes

December 13, 2023

Purpose of meeting: Regular Meeting

Members Present: Ron Kaufman, Ryan Kaufman, Michael Kussmaul, Cora Artman, Sarah Powell, Michael Langley, Amy Kauffman

Meeting Place: Majestic Pines, Thomson, IL

Call to Order: 6:15PM

Minutes from previous meeting: Meeting held August 2nd; minutes approved by all present

Old Business:

Ron discussed Jap Millet

A meeting will need to be scheduled with Nick Heid concerning name change

Ron discussed Millroad Marsh

Ron donated \$10,000 to the Whiteside County Education Foundation, will need a 1099 for taxes

Ron discussed donation to Whiteside County landowners as previously discussed, will still pay \$500 to each as needed

Ryan purchased banquet items for the next two banquets at Rogers Sporting Goods, receipts available, all items stored at Majestic

New Business:

A 1099 for Queen of Hearts winner for 2023 will need to be sent to Heid

Amy Kauffman gave info on meat raffle to be held at Majestic, will discuss at next meeting and start after the new year, will be one Saturday a month, may include a 50/50 raffle as well

A raffle permit will be needed for each separate event, Queen of Hearts (every Tuesday at 7PM), meat raffle (one Saturday a month, TBD), and Annual Waterfowler Banquet (held in February 2024, date TBD). A vote was held to release the raffle manager from his bond, and elect a new raffle manager, Ryan motioned, Michael K, seconded, all approved. A vote will be held at the next meeting to elect raffle manager.

Ron discussed possible banquet ideas/changes: keep/eliminate silent auction, hold a general progressive raffle with more big items in place of silent auction, continue punch cards

Election of officers: A unanimous decision was made for all officers to continue in their respective offices at this time, all present approved, motion passed

Ron discussed Iowa DNR Wildlife Biologist Curt Bremmerer will be leaving his position, Nick Climon will be replacing him

With no other business, meeting adjourned at 6:41PM

Minutes completed and submitted by Cora Artman, Chapter Secretary

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

MAR 12 2020

Date:

WATERFOWL USA MISSISSIPPI FLYWAY
CHAPTER
C/O RON KAUFMAN
7619 HOLLY ROAD
FULTON, IL 61252-0000

Employer Identification Number:
81-4492269

DLN:

26053434004330

Contact Person:

CUSTOMER SERVICE

ID# 31954

Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
January 31

Public Charity Status:
509(a)(2)

Form 990/990-EZ/990-N Required:
Yes

Effective Date of Exemption:
January 31, 2020

Contribution Deductibility:
Yes

Addendum Applies:
Yes

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

Based on the information you submitted in your application, we approved your request for reinstatement under Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is the submission date of your application.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt

Letter 947

Queen of Hearts renewal
Expires 3/15/24

CARROLL COUNTY, ILLINOIS

APPLICATION to CONDUCT RAFFLE/POKER RUN

Please circle options which apply & NA if not applicable

Organization Name: Mississippi Flyway - Waterfowl USA

Address (Street & Mail): 7619 Holly Rd Fulton IL 61252

Type: BUSINESS CHARITABLE EDUCATIONAL FIRE (R) FRATERNAL
LABOR LAW (R) NFP FUND RAISE(R) RELIGIOUS VETERANS

Organization in continual existence for 5 years, carrying out their objects, immediately prior to application? YES NO If no, is there State/National Affiliation YES NO

Presiding Officer Name: Ron Kaufman

Address (Street & Mail): 7619 Holly Rd Fulton IL 61252

Birth Date: 04-30-1956 Phone: 563-357-7988 Email: ron.kaufman@icmsn.com

Manager Name (Bona fide director, officer, employee or sponsoring organization member):

Ryan Kaufman

Address (Street & Mail): 9073 Spring Valley Rd Fulton IL 61252

Birth Date: 10-29-1989 Phone: 815-631-4077 Email: ryan.kaufman99@yahoo.com

Raffle Fidelity Bond: \$ _____ (Total Aggregate Retail Value of prizes, notice received) or

Waiver Provision X (Organization's majority affirmative vote, copy attached) ✓

Aggregate Retail Value of all prizes/merchandise in a single raffle (Max \$100,000): 100,000

Maximum Retail Value of each prize awarded (Max \$100,000): \$100,000 -

Maximum Price which may be charged for each raffle chance issued/sold (Max \$100): 5⁰⁰

Number of days chances may be issued/sold (Max 365): 313 6 days/WK

Application for: RAFFLE POKER RUN Number of: 1

Date(s) of Raffle chances sold/issued or Poker Run(s) conducted: March 16 2024 thru
March 15 2025 Sold Tuesday thru Sunday

Date(s), Time(s) and Key Location(s) determining winning chances or prizes awarded: 7⁰⁰ pm
Weekly at Majestic Pines Event Center 11503 3 mile Rd Thomson IL

CARROLL COUNTY, ILLINOIS

APPLICATION to CONDUCT RAFFLE/POKER RUN

Please circle options which apply & NA if not applicable

Has the applicant or organization's director, officer, employee or person participating in the management or operation of a raffle been previously convicted of a felony: YES NO

SWORN STATEMENT

The undersigned attest that the above-named organization is a not-for-profit organization under the laws of the State of Illinois and maintains a bona fide membership actively engaged in carrying out its objectives. The undersigned do further hereby state, under penalties of perjury, that all statements in the foregoing application are true and correct; that the entire net proceeds of any raffle or poker run must be exclusively devoted to the lawful purposes of the organization permitted to conduct that game(s); that only a bona fide director, officer, employee or member of the sponsoring organization may manage or participate in the management of the raffle or poker run; no person is receiving any remuneration or profit for managing or participating in the management of the raffle or poker run, except where lawful; no person has a felony conviction which will impair the person's ability to engage in the licensed position; no person is or has been a professional gambler or professional gambling promoter; and all persons are of good moral character; that if a license is granted hereunder, the undersigned will be responsible for the conduct of the game(s) in accordance with the provisions of the laws of the State of Illinois and ordinance of Carroll County governing the conduct of the raffle or poker run.

Organization Presiding Officer:

Ron Kaufman

Organization Secretary:

Corey Anderson

#####

COUNTY CLERK ACTION - Application, Bond/Waiver Documents, Fee Received

Fee Paid: \$25 Raffle or Poker Run

Received by Clerk: Kendra Stauch

Date: 12/27/23

If License Denied – written notice sent & fee returned

Date: _____

Licensee gross receipts, expenses & net proceeds & distribution of net proceeds received:

Received by Clerk: _____ Date: _____

COUNTY BOARD ACTION – 5yr Organizational requirement waived: YES NO

Raffle Fidelity Bond: GIVEN WAIVED – Provision attached

License: APPROVED DENIED

County Board Chair: _____ Date: _____

Mississippi Flyway Waterfowlers

Meeting Minutes

December 13, 2023

Purpose of meeting: Regular Meeting

Members Present: Ron Kaufman, Ryan Kaufman, Michael Kussmaul, Cora Artman, Sarah Powell, Michael Langley, Amy Kauffman

Meeting Place: Majestic Pines, Thomson, IL

Call to Order: 6:15PM

Minutes from previous meeting: Meeting held August 2nd; minutes approved by all present

Old Business:

Ron discussed Jap Millet

A meeting will need to be scheduled with Nick Heid concerning name change

Ron discussed Millroad Marsh

Ron donated \$10,000 to the Whiteside County Education Foundation, will need a 1099 for taxes

Ron discussed donation to Whiteside County landowners as previously discussed, will still pay \$500 to each as needed

Ryan purchased banquet items for the next two banquets at Rogers Sporting Goods, receipts available, all items stored at Majestic

New Business:

A 1099 for Queen of Hearts winner for 2023 will need to be sent to Heid

Amy Kauffman gave info on meat raffle to be held at Majestic, will discuss at next meeting and start after the new year, will be one Saturday a month, may include a 50/50 raffle as well

A raffle permit will be needed for each separate event, Queen of Hearts (every Tuesday at 7PM), meat raffle (one Saturday a month, TBD), and Annual Waterfowler Banquet (held in February 2024, date TBD). A vote was held to release the raffle manager from his bond, and elect a new raffle manager, Ryan motioned, Michael K, seconded, all approved. A vote will be held at the next meeting to elect raffle manager.

Ron discussed possible banquet ideas/changes: keep/eliminate silent auction, hold a general progressive raffle with more big items in place of silent auction, continue punch cards

Election of officers: A unanimous decision was made for all officers to continue in their respective offices at this time, all present approved, motion passed

Ron discussed Iowa DNR Wildlife Biologist Curt Bremmerer will be leaving his position, Nick Climon will be replacing him

With no other business, meeting adjourned at 6:41PM

Minutes completed and submitted by Cora Artman, Chapter Secretary

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

MAR 12 2020

Date:

WATERPOWL USA MISSISSIPPI FLYWAY
CHAPTER
C/O RON KAUFMAN
7619 HOLLY ROAD
FULTON, IL 61252-0000

Employer Identification Number:
81-4492269

DLN:

26053434004330

Contact Person:

CUSTOMER SERVICE

Contact Telephone Number:
(877) 829-5500

ID# 31954

Accounting Period Ending:
January 31

Public Charity Status:
509(a)(2)

Form 990/990-EZ/990-N Required:
Yes

Effective Date of Exemption:
January 31, 2020

Contribution Deductibility:
Yes

Addendum Applies:
Yes

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

Based on the information you submitted in your application, we approved your request for reinstatement under Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is the submission date of your application.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt

Letter 947