NOTE – due to Covid-19, the Road and Bridge Meeting will be held by teleconference. If you wish to attend, please contact Deb Breyman at (309) 467-7343 or wccoor@woodford-county.org.

Meeting attendees wishing to participate in public comment please submit your comments to the email address above. Public comments must be received from meeting attendees by 12:00 PM on May 12, 2020 to be included. Due to time limitations in the teleconference, comments received by the deadline from meeting attendees only will be read during the meeting as time permits.

1. Call to Order
2. Roll Call – Russ Cotton, Chuck Nagel, Emily Barker, Dan Steffen, Jason Spence
3. Approval of Minutes
   a. Approval of March 10, 2020 regular meeting minutes.
4. Public Input
5. Appointments
   a. Approval of appointment of Greg Umland to the Carlock Fire Protection District to complete the unexpired 3 year term of Wayne Gustafson expiring April 20, 2022.
   c. Reappointment of Mike Storm to the Washburn Fire Protection District for a three year term expiring April 30, 2023.
6. Approval of Claims
   a. Approval of December claims
   b. County Board Per Diem – Roll Call Vote
7. Unfinished Business
8. New Business
   a. Approval of Laptop Computers for Elections.
   b. Approval of Title VI Program
   c. Approval of Annual Peopleware Agreement with Computer Information Concepts
   d. Approval of Resolution 2019-20 059 Approving 5311 Grant Application (We Care)
   e. Discuss on entering an agreement with Ncourt Services to allow on-line payments in County Clerk Office
9. Budget
10. Other
11. Executive Session (if necessary)
12. Any action coming out of Executive Session
13. Adjournment
COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, MARCH 10, 2020
MINUTES
4:30 P.M.

1. Call to Order
3. Approval of Minutes
   a. Approval of February 11, 2020 regular meeting minutes. Motion to approve February 11, 2020 minutes made by Nagel, seconded by Spence. Motion passed.
4. Public Input
5. Appointments
   a. Approval of Appointment of Vincent Winkler to the Mt. Vernon Cemetery Association to complete the unexpired 4 year term of Robert Beschorner expiring April 30, 2021.
   b. Approval of Appointment of Robin Strauch to the Mt. Vernon Cemetery Association to complete the unexpired 4 year term of Steven Beschorner expiring April 30, 2022
   c. Approval of Appointment of Linda Haas to the El Paso Fire Protection District to complete the unexpired 3 year term of Ronald Mool expiring April 30, 2021.
   d. Approval of the reappointment of Robert Sutton to the Caterpillar Trail Water District for a 5 year term expiring May 1, 2025.
   e. Approval of the reappointment of Zachery M. Taylor to the Caterpillar Trail Water District for a 5 year term expiring May 1, 2025.
   f. Approval of the reappointment of Bolden Malcolm to the Board of Review for a 2 year term expiring June 1, 2022.
   g. Approval of the reappointment of Shirley A. Miller to the Board of Review for a 2 year term expiring June 1, 2022.
   h. Approval of the reappointment of Jim Ott to the Roanoke Fire Protection District for a 3 year term expiring May 12, 2023.
   i. Approval of the reappointment of Brian Shirey to the Roanoke Fire Protection District for a 3 year term expiring May 13, 2023.
   Motion to approve appointments ‘a’ through ‘i’ as written made by Spence, seconded by Nagel. Motion passed.

6. Approval of Claims
   a. Approval of March claims
   Motion to approve March claims made by Nagel, seconded by Spence. It was asked about the three County Clerk charges. Those charges were for the upcoming election—ballot styles, ballots and cards for the voting machines. In November there will be the same
COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, MARCH 10, 2020
MINUTES
4:30 P.M.

charges, but the charges will be slightly lower because there are not that many ballot styles. 
Motion passed.

b. County Board Per Diem – Roll Call Vote
There is one per diem claim for Bryant Kempf. Motion to approve per diem claim made by Spence, seconded by Nagel. Roll call vote – Cotton-yes; Nagel-yes; Spence-yes. Motion passed.

7. Unfinished Business

8. New Business
   a. Discussion of salary survey
The information on the survey is what was gathered from other counties. We just took the information they provided and plugged it into a spreadsheet.

The Assessor is due for her annual raise. There needs to be some kind of evaluation done on the three appointed positions. The data from the salary survey will be used to set base pay. It was questioned if we raise the base pay, then give an annual raise or give the annual raise and then set the base pay. It was felt that raising the base pay and then giving the raise was the best option. Extra money was put into the budget to accommodate the Assessor’s raise. The Assessor will receive a raise on her anniversary date every year. Before the next meeting in April, Ms. Goff should receive an evaluation. Ms. Goff requested that her evaluation be done by three people – the Board Chairman, the County Office Chairman, and Mr. Nagel. Motion to table this discussion until Mr. Cotton, Mr. Krug, and Mr. Nagel meet with the Assessor and report back in April in executive session made by Spence. It was asked if we have an objective measurable list for the evaluation. What do we use to evaluate her with? The Assessor’s job description is laid out by statute. That is the job she was hired to do. So a raise should be based on what is done above and beyond that job description. There were 6 performance standards given to CP&Z to evaluate the Zoning Administrator. The same set of standards would be used at this time to evaluate the Assessor. It was brought up that all three should have the same guidelines so one is not seen as more difficult than the others. The 6 indicators given to CP&Z are in areas that are general in nature so they could be used for any job evaluation. Ms. Barker seconded motion. Motion passed.

Ms. Breyman requested that her salary be based on the work she does in her office and not based on someone in another office who may or may not run for an elected position years down the road. That has nothing to do with the work that she does. Mr. Nagel assured her that she will be evaluated on the work she does.
It was asked about the other two positions. CP&Z will handle the raise for the Zoning Administrator and the County Coordinator salary will be handled by this committee at budget time.

9. Budget

10. Other

11. Executive Session (if necessary)

12. Any action coming out of Executive Session

13. Adjournment
Motion to adjourn made by Spence, seconded by Barker. Motion passed.

Meeting adjourned at 5:05 PM.

Submitted by; Deb Breyman

Russ Cotton, Chairman
County Office Committee
CARLOCK FIRE PROTECTION DISTRICT
P.O. BOX 228
CARLOCK, ILLINOIS 61725-0228

April 29, 2020

Woodford County Board
115 N. Main, Room 202
Eureka, IL 61530-1273

To the Woodford County Board:

This letter is to respectfully request that the Woodford County Board appoint Greg Umland to replace Wayne Gustafson on the Carlock Fire Protection District Board of Trustees. Wayne’s term was set to expire April 30, 2022. I am enclosing a copy of Wayne’s resignation letter.

Our Board will then be as follows:

Jairon Walk, Trustee
22040 Skyline Ct
Carlock, IL 61725
Term Expires 4/30/21

Randy Miller
12447 E. 2100 North Rd
Hudson, IL 61748
Term Expires 4/30/21

John C. Blakeney
211 Denman Road
Carlock, IL 61725
Term Expires 4/30/21

Tom Maruna, Trustee
8279 Edgewater Drive
Carlock, IL 61725
Term Expires 4/30/22

Greg Umland
2213 County Rd 355N
Carlock, IL 61725
Term Expires 4/30/22

Sincerely,

Cynthia A. Cook, Treasurer
309-825-4353
Enclosure

Appointment of Greg Umland to the Carlock Fire Protection District to complete the unexpired 3 year term of Wayne Gustafson expiring April 30, 2022.
February 19, 2020

TO: Board of Trustees, Carlock Fire Protection District

Greg Mohr, Chief, Carlock Fire Protection District

The purpose of this letter is to give you formal notice that I am resigning my position as a trustee of the Carlock Fire Protection District. The effective date of my action will be April 30 2020. This will provide several weeks of time for a search and vetting process to be undertaken to find someone to fill my position.

I joined the Board of Trustees in 2009 (I believe). Over the intervening years I always have been impressed with the level of dedication and professionalism displayed by the department members, officers and board of trustees. During that time, any challenges we’ve had have been met and dealt with effectively. We are privileged to have this department serving our community and it is no surprise that we have the communities’ strong support.

For me it has been an honor and privilege to have been a part of the department. Thank you and best wishes.

Sincerely

[Signature]

Wayne A. Gustafson

CC: Cindy Cook, Carlock Fire Protection District
John McIntyre, McLean County Board Chairman
John Krug, Woodford County Board Chairman
April 10, 2020

Dawn Kupfer
Woodford County Clerk
Woodford County Courthouse
115 N. Main Street
Eureka, IL 61530

Ms Kupfer:

On behalf of the Germantown Fire Protection District, I request that the Woodford County Board approve the following appointment for the Germantown Fire Protection District Board of Trustee positions:

- Reappointment of Brian Christensen as trustee to a 3 year term from May 1, 2020 through April 30, 2023.

If you have any questions or would like to discuss the matter please feel free to contact me.

Respectfully,

Randy J. Nash, President
Germantown Fire Protection District Trustees

Reappointment of Brian Christensen to the Germantown Hills Fire Protection District for a 3 year term expiring April 30, 2023.
March 6, 2020

Woodford County Board:

I would like to nominate Mike Storms, of 859 Washburn Rd., Washburn, Ill. 61570, to another three (3) year term as trustee to The Washburn Fire Protection District.

Mike has served the board well and does an excellent job and should remain a Trustee of the W.F.P.D..

Sincerely,

[Signature]

Dennis Pfanz, President/Trustee W.F.P.D.

Reappointment of Mike Storms to the Washburn Fire Protection District for a three year term expiring April 30, 2023.
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9 @ 75.00 = 675.00
13 @ 50.00 = 650.00

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832 x 0.58 = $482.56
1325.00
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**TOTALS**

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I certify this form for per diem and mileage is true and correct.

23 @ 50.00 = 1150.00
11 @ 75.00 = 825.00
1975.00

Barry L. Logan
DEAR BARBARA SMITH,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. Click here to convert your quote to an order.

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<th>QUOTE DATE</th>
<th>QUOTE REFERENCE</th>
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**PURCHASER BILLING INFO**

Billing Address:
WOODFORD COUNTY BOARD
ACCOUNTS PAYABLE
115 N MAIN ST STE 103
EUREKA, IL 61530-1287
Phone: (309) 467-2375
Payment Terms: Net 30 Days-Govt State/Local

| SUBTOTAL | $4,105.50 |
| SHIPPING  | $0.00    |
| SALES TAX | $0.00    |
| GRAND TOTAL | $4,105.50 |

**DELIVER TO**

Shipping Address:
WOODFORD COUNTY BOARD
Barbara Smith
115 N MAIN ST STE 103
EUREKA, IL 61530-1287
Phone: (309) 467-2375
Shipping Method: UPS Ground (1-2 day)

Please remit payments to:
CDW Government
75 Remittance Drive
Suite 1513
Chicago, IL 60675-1515

This quote is subject to CDW’s Terms and Conditions of Sales and Service Projects at
For more information, contact a CDW account manager.

© 2020 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239
We have prepared a quote for:

Woodford County Government
Election Laptops
Quote # BB004383EP Version 2

Prepared by:
Blake Barnard

Engineered by:
Aaron Sherman
## Products

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<th>Qty</th>
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Subtotal: $4,540.80
Election Laptops

Prepared by:
Heart East Peoria
Blake Barnard
(309) 427-7264
bbarnard@heart.net
3105 N Main St.
East Peoria, IL 61611

Prepared for:
Woodford County Government
Dawn Kupfer
(309) 467-2822
cntyclk@woodford-county.org
115 N. Main Street
Eureka, IL 61530

Quote Information:
Quote #: B8004383EP
Version: 2
Delivery Date: 04/16/2020
Expiration Date: 05/01/2020

Quote Summary

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Payment Schedule

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Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Heart East Peoria

Signature: ____________________________
Name: ________________________________
Title: ________________________________
Date: ________________________________

Woodford County Government

Signature: ____________________________
Name: Dawn Kupfer
Title: ________________________________
Date: ________________________________
Statement of Work

Customer Responsibility

This job will not be taxable. Customer shall provide tax-exempt certificate.

Provide adequate space for equipment in an environment suitable for the required equipment.

Provide 110v, power as needed to support this installation.

All administrative credentials, hostnames, IP addresses, and other network details must be supplied by the customer before installation can begin.

Heart Technologies, Inc., Responsibility

This equipment is limited to distributor availability – If an item becomes back-ordered or otherwise not available in the required time-frame, Heart reserves the right to cancel this order and propose an alternative model at a comparable price.

Current availability of most desktops and laptops are delayed – estimated arrival is end of April.

Reduced labor is included to perform the following:

- Install Windows 10
- Perform all necessary firmware updates and OS updates to date
- Join to domain & load voter.exe and ensure laptop has access to wcapps shares
- Deploy to end user

Customer has reviewed and acknowledged statement of work._
Standard Terms and Conditions

1. This proposal is in accordance with our understanding of the requirements of the project and from verbal information which we received from the Customer, or its agent, and if written plans and specifications are furnished by Customer, and HEART Technologies, Inc., (from here on referred to as HEART Technologies, Inc.) interpretation of them. HEART Technologies, Inc. assumes no responsibility as to the accuracy of such plans and specifications. It is further understood and agreed that this proposal and contract does not include any labor or materials not specifically mentioned herein. Any additional work not covered herein shall be billed as time and material.

2. Terms and amount of payment shall be those specified herein. If not specified in the proposal, payment shall be 50% down at contract signing, 30% upon receipt of materials, and the remaining 20% due upon completion of this contract where the work is completed within the same month as the billing period. Where work continues beyond a period of 30 days, or is delayed for reasons beyond the control of HEART Technologies, Inc., monthly progress payments shall be paid in an amount equal to 90% of the first 50% of the job covered by this contract and 100% of the last 50% of the job covered by this contract. Payment shall be made to HEART Technologies, Inc. by the 10th of the month following the date of any billing. HEART Technologies, Inc. shall not be required to proceed with the installation of the work if the payments applying on same have not been made as specified in the contract. In the event suit is filed by HEART Technologies, Inc. to collect any Moneys due hereunder or to enforce any other provisions of the contract, the Customer agrees to pay all cost, and the attorney's fees incurred. Past Due balances shall be charged finance charges at a rate of 1.5% per month. Customer agrees to pay these charges, if for any reason payments are not received by due date.

3. Alterations or additional work ordered by Customer or his agent shall constitute an addition to this proposal, and shall be charged for on a time and material basis in accordance with the current prices shown in a locally recognized trade pricing standard, in effect at time of billing. If any additions to the contract are ordered, the amount to be paid for the same shall be determined by the Customer and HEART Technologies, Inc. at the time that they are ordered, and if they do not agree upon an amount to be paid, then the Customer shall pay a reasonable price therefor. If the change requested by the Customer shall reduce the amount of labor or material, or both, that HEART Technologies, Inc. shall furnish to the project, then the Customer and HEART Technologies, Inc. shall agree at the time that the change is requested on the amount of credit that shall be given by HEART Technologies, Inc. to the Customer, and if they do not agree upon an amount of credit then the reasonable value of the labor and material shall be credited to the Customer. HEART Technologies, Inc. shall receive written orders for all additional work or changes signed by an authorized person before proceeding with such additions or changes. However, if such written orders are not received this shall not affect the right of HEART Technologies, Inc. to receive payment as outlined above for said labor and materials so furnished. Payments for additions or changes shall be made under the same terms and conditions as are embodied in the original proposal and contract.

4. All prices quoted herein are firm upon acceptance of this proposal, and are subject to correction prior to acceptance. All written proposals are conditioned upon acceptance within time limit specified on the face of this proposal. Verbal quotations are subject to immediate acceptance and terminate the day they are made.

5. It is a condition of this proposal that all materials or devices which are supplied by HEART Technologies, Inc. for installation will be of a type that is approved for the purpose. It is further stipulated that the Customer will assume the same responsibility for any material or equipment not furnished by HEART Technologies, Inc.

6. This proposal including any plans, specifications, drawings or engineering data are furnished by HEART Technologies, Inc. to Customer in trust for determining the scope of the work to be performed and shall remain the property of HEART Technologies, Inc. They shall be immediately returned to HEART Technologies, Inc. in the event it is not awarded the contract to perform such work. If such plans, specifications or other data are used for the purpose of obtaining other bids or in connection with the installation, the Customer shall pay HEART Technologies, Inc. for all expense incurred in preparing such plans or other data on an engineering fee basis.

7. Unless otherwise provided herein, the amount of any present or future sales or other tax, Federal, State or City, which we now, or hereafter shall be required to pay, either on our own behalf or on behalf of the Customer, or otherwise, with respect to any labor or material covered by this proposal shall be added to the prices quoted herein and paid by the Customer in the same manner and with the same effect as if originally added hereto.

8. If the Customer shall enter into a sale or shall sell all or any part of the premises herein involved, the full amount remaining unpaid on this contract becomes due and payable within 48 hours after date of such sale or agreement of sale at the option of HEART Technologies, Inc. Title to any of the materials sold or installed hereunder by HEART Technologies, Inc. shall remain HEART Technologies, Inc. until all the terms hereof have been complied with, and in the event such materials are affixed to realty, it is expressly understood and agreed that they shall remain personal property subject to removal by HEART Technologies, Inc. The owner, buyer and Customer hereby waive any and all claims for damage to said realty or buildings caused by the removal of said materials or any part thereof.

9. This proposal is contingent upon approval by the authority having jurisdiction. Should additions or modifications be recommended by the authority having jurisdiction, or should the scope of protection change, this proposal will be adjusted accordingly.

10. We represent that the products listed within this quotation are free from defects in material or workmanship. Any product or part, thereof, which proves to be defective in workmanship or material during a period equal to manufacturer's warranty but not to exceed twelve (12) months from the date of purchase (unless otherwise stated in the proposal) shall be replaced at no charge during normal working hours.

11. Any repairs or modifications of the system as installed by the owner, owner's representative or any third party will void the warranty as stated herein.

12. HEART Technologies, Inc. maintains the capability to service your system using our factory-trained technicians from our nearest service facility on a 24-hour emergency basis.

13. The price has been determined on the basis of straight time and normal work week. No overtime will be worked unless ordered by Customer or his representative. In the event overtime is worked, the overtime premium rates plus HEART Technologies, Inc. regular mark-up for overhead and profit will be paid as an extra.

14. Upon acceptance, it is understood and agreed that this contract cannot be canceled except by mutual consent, and then only after payment to HEART Technologies, Inc. for all labor, material and job costs plus his regular mark-up for overhead and profit.

Authorization to proceed with work or issuance of purchase orders by Customer to HEART Technologies, Inc. accepting any or all parts of this proposal shall be subject to the foregoing conditions.
Standard Terms and Conditions

It is the policy of HEART Technologies, Inc. to provide equal opportunity in employment for all qualified persons and to prohibit discrimination in employment on the basis of race, creed, color, sex, age, national origin, religion, disability or veteran status.
ANNUAL PEOPLEWARE AGREEMENT

THIS AGREEMENT is made and entered into as of June 1, 2020, by and between

Computer Information Concepts, Inc.
2843 31st Avenue
Greeley, Colorado 80631

a Colorado Corporation, hereinafter referred to as "CIC" and

Woodford County
115 North Main Street, Room 202
Eureka, Illinois 61530

hereinafter referred to as "Customer".

WITNESSETH:

WHEREAS, CIC has determined to provide Customer access to support, enhancements and training for Customer's computer hardware, operating and application systems, communication networks and/or other related areas of Customer's automation environment, hereinafter referred to as "Annual PEOPLEWARE" and additional products and/or services Customer may request in the future, to maintain or enhance Customer's automation environment, hereinafter referred to as "Products / Services"; and

WHEREAS, Customer has elected to purchase CIC's Annual PEOPLEWARE as evidenced on Exhibit A, attached hereto and by this reference made a part hereof, and in the future may purchase additional Products / Services, as will then be evidenced on Exhibit B(s), "SAMPLE" attached hereto and by this reference made a part hereof.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties agree that CIC will deliver Annual PEOPLEWARE to Customer, twenty-four (24) hours/day, seven (7) days/week.

ANNUAL PEOPLEWARE

A. Hardware

Maintenance - CIC will assist in problem determination and cooperate with Customer and Customer's maintenance personnel to maximize up time. Although CIC may recommend computer hardware maintenance options, actual agreement execution and resultant costs, remain Customer's responsibility.

Emergency Backup - CIC will provide personnel to assist Customer in locating backup computer hardware; coordinate the temporary relocation of Customer's operating / application systems / data and assist in Customer's emergency processing, at CIC’s then current hourly rate.
B. **Software**

**Operating Systems** – CIC trained personnel will promptly respond / resolve all connectivity and communication questions, problems, etc. encountered in the use of your hardware, operating systems, local area and wide area networks, including hubs, routers, VPN devices, communication lines, etc. and will inform, recommend and assist you in ordering / pre-testing all future operating system releases, enhancements and/or program temporary fixes from CIC’s vendors necessary to maintain your hardware at a level supportable by CIC.

**Application Systems** – CIC develops and maintains a working knowledge of not only the Application Systems, but more importantly, how each of our many features are currently used in your operation, permitting our PEOPLEWARE Team’s active participation in recommending procedural changes necessary to increase utilization of our new features and enhancements as they become available. Following initial implementation, CIC will continue to inform, recommend and assist in ordering, providing and pre-testing all new Application System Releases, Enhancements and/or Program Temporary Fixes from CIC’s vendors, as necessary, to maintain your software at a level supportable by CIC.

**Future Releases / Enhancements / Program Temporary Fixes** – CIC will inform, recommend and assist Customer in ordering / pre-testing all future operating or application system releases, enhancements and/or program temporary fixes from CIC and CIC’s vendors necessary to maintain Customer at a level supportable by CIC. Actual acquisition and/or on-site installation / implementation costs for such future releases, enhancements and/or program temporary fixes remain Customer’s responsibility unless specifically included on Exhibit A.

C. **PEOPLEWARE**

**“INSTANT Response”** – Customers utilizing our **“Internet Accessible” Annual PEOPLEWARE System (APS)** to log support calls by **“Task Code” - Twenty-Four (24) Hours/Day – Seven (7) Days/Week**, may enter their specific questions and/or concerns in their own words, attach all related screen / report images for further clarification, select priority / maximum response times of **IMMEDIATE, 2, 4 or 8 working hours and receive automatic e-mail updates triggered by every support call action.**

1. APS provides retrieval / displays CIC’s resolution documentation for a date range within the same **“Task Code”** to our staff, providing immediate resolution for a high percentage of your support calls along with excellent cross training to prevent related calls in the future.

2. Our APS **“Quick Reference”** also provides Customers instant access to our most current Web Based Documentation for your specific **“Task Code”**, saving you valuable time normally spent looking for your current copy of CIC’s manual or the applicable section, page and paragraph.

3. APS enables our Customers to confirm CIC’s open support call status (Internet & Telephone), reassignment, escalation and projected resolution date / time plus provide an opportunity for our Customers to add additional information to their original open call(s) at any time.

4. When requested, APS displays a list of current **“PeopleWires”**, which describe CIC known problems / issues communicated to our Customers. If a CIC program temporary fix (PTF) is available, our FTP location and automatic downloading instructions will be provided. Otherwise, CIC’s recommended “temporary work around” with instructions can be viewed and printed, along with our current estimated PTF availability.
5. Finally, using APS, Customers are provided the ability to access their Support Issues, along with all associated Actions and Resolutions, that have been closed within the past year by “Keyword”, Date Range and/or Reference Number.

**Toll Free Access** - CIC will continue to provide Customer with toll free telephone access plus CIC’s assistance in entering Customer's questions / concerns and requested maximum response time of 2, 4 or 8 working hours into CIC’s Annual PEOPLEWARE System.

**Support** - In summary, CIC will provide the computer hardware, operating and application systems, communication networks and/or other related support necessary to assure Customer’s optimum utilization of existing / future functionality regardless of Customer’s employee turnover, reassignment and/or future operating or application system releases, enhancements and/or program temporary fixes, by telephone, “**DESKTOP Response**” and/or “**ON-DEMAND Response**” unless, dependent upon severity, expediency and other pertinent factors, CIC determines to travel to Customer's location.

**Training** - CIC will also provide the computer hardware, operating and application systems, communication networks and/or other related training necessary to assure Customer’s optimum utilization of existing / future functionality regardless of Customer’s employee turnover, reassignment and/or future operating or application system releases, enhancements and/or program temporary fixes, at CIC’s then current telephone / “**DESKTOP Response**” / “**ON-DEMAND Response**” hourly rates or regional workshop / on-site daily rates.

**Problem Identification / Vendor Communication** - Customer assumes responsibility for identifying probable cause and providing additional information as required, to assist CIC and CIC’s vendors in resolving Customer’s questions / concerns. CIC assumes exclusive responsibility for communicating and coordinating with all vendors in resolving Customer's questions / concerns.

**Products / Services** - CIC will maintain the configuration, system / communication schematics, file utilization and staff knowledge necessary to assure the continuing compatibility of any Products / Services purchased from CIC with Customer's existing computer hardware, operating and application systems, communication networks and/or other related areas of Customer's automation environment.

**Site Evaluation** - CIC will periodically review and discuss Customer's satisfaction with the Annual PEOPLEWARE and Products / Services provided by CIC and CIC’s vendors, the effectiveness of Customer's computer hardware, operating and application systems, communication networks and/or other related areas of Customer's automation environment and recommend additional Annual PEOPLEWARE and/or Products / Services for Customer's consideration.

**GENERAL**

**Delivery** - Although CIC may assist Customer in purchasing and coordinating the timely delivery and installation of Products / Services from CIC’s vendors, CIC shall not be liable for any damages, penalty for delay in delivery and/or failure to give notice of delay when such delay is due to acts of God, delay in transportation, delay in delivery or any other causes beyond the reasonable control of CIC.

**Access** - Subject to statutory or Customer determined limitations, Customer agrees to permit CIC’s employees access to Customer's computer hardware, operating and application systems, communication networks and/or other related areas of Customer's automation environment including access to Customer's Internet connection and a telephone, for purposes of performing CIC’s obligations under this Agreement.
Customer further agrees to make its employees available to CIC at Customer's location to facilitate effective implementation / utilization of Annual PEOPLEWARE and/or Products / Services and understands that failure to do so can result in additional CIC effort / time, which may be billable to Customer.

Non-Disclosure - CIC and Customer acknowledge confidential information considered proprietary by one of the parties may be furnished by it to the other party from time to time in the performance of this Agreement. CIC and Customer agree to not discuss, reveal or provide such confidential information except to the extent disclosure is required by law or by an order of a court of competent jurisdiction.

The parties further agree the proprietary nature of CIC's Annual PEOPLEWARE procedures and related documentation are of substantial importance and it shall be Customer's obligation to protect said procedures and related documentation from unauthorized disclosure or use and to destroy all such confidential information upon the expiration or termination of this Agreement.

Additional Expenses – All miscellaneous expenses incurred by CIC, i.e., travel, mileage, lodging and meals are additional and will be invoiced at cost and paid monthly to CIC by Customer upon receipt of invoice, unless otherwise stated herein.

Financial Liability – Each party shall be solely responsible for any liability resulting from that party's negligence.

Ownership - Customer will defend and indemnify CIC against any claim or legal proceedings with regard to Customer's proprietary rights to use all computer hardware, operating and application systems, communication networks and/or other related areas of Customer's automation environment. CIC will defend and indemnify Customer against any claim or legal proceedings with regard to CIC's proprietary rights to provide the Annual PEOPLEWARE and Products / Services delivered in this Agreement subject to CIC's and CIC's respective vendor software license agreements, which CIC shall provide and Customer agrees to sign.

Warranty and Limitation of Remedy - CIC warrants the Products provided hereunder will perform according to the respective vendor's and CIC's published specifications, that any and all such warranties provided by the manufacturers or original vendors shall be passed on and inure to the benefit of the Customer. CIC further warrants the Annual PEOPLEWARE and Products / Services provided under this Agreement will not prevent the Customer's computer hardware, operating and application systems, communication networks and/or other related areas of Customer's automation environment from operating and providing the functionality previously available to Customer. The warranty stated herein shall survive during the entire term of this Agreement.

The aforesaid warranty and CIC's obligation and liabilities thereunder are in lieu of, and Customer hereby waives, all other guarantees and warranties and all obligations and liabilities thereunder, expressed or implied arising by law or otherwise, including without limitation any implied warranty of fitness for a particular purpose or of merchantability, and all obligations and liabilities with respect to loss of use, indirect and consequential damages including but not limited to loss of profits or revenue, loss of use of equipment, costs of substitute equipment, or other down-time costs.

Customer agrees CIC's maximum liability will be limited to the EXHIBIT A - ANNUAL PEOPLEWARE TOTAL CIC received in the most recent year, minus any funds owed or disbursed for support and enhancements.
Non-Employment - Independent of any other obligation under this Agreement, CUSTOMER and CIC agree to not intentionally, whether directly or indirectly, whether as an individual for its own account, for or with any other person, firm, corporation, partnership, joint venture, association, organization, or other entity whatsoever, interview or attempt to employ, contract with or otherwise obtain the services of a current or former employee of the other party without such party's approval, for a period of one (1) year after completion of this Agreement. The interviewing company agrees to inform the employee that notification must be made to their current (or past) employer prior to any offer being extended to the individual. This provision is not intended to restrict the civil rights or liberties of any private individual, but to curtail counter productive human resource depletion of one (1) party for the advantages of the other party while both parties have rights and obligations under this Agreement.

Execution / Term - This Agreement is in full force and effect as of the date of execution, for one (1) year from the day and year first above written and shall be considered renewed annually by CIC's issuance of an invoice for this same EXHIBIT A - ANNUAL PEOPLEWARE TOTAL or in subsequent years, CIC's revised EXHIBIT A - ANNUAL PEOPLEWARE TOTAL and invoice paid by Customer, within thirty (30) days of each renewal date.

Notwithstanding the foregoing, Customer may terminate this Agreement for cause upon ninety (90) days written notice to CIC and the EXHIBIT A - ANNUAL PEOPLEWARE TOTAL received by CIC in the most recent year, minus any funds owed or disbursed for support and enhancements, prorated through the date of such termination, returned to Customer, providing CIC is given such ninety (90) days to resolve the issues at hand to Customer's satisfaction.

Either party may also terminate this Agreement in writing, at least ninety (90) days prior to each renewal date.

Governing Law - This Agreement constitutes the entire Agreement between the parties, and shall be construed in accordance with the laws of the State of Illinois.

Waiver – The waiver of one breach or default hereunder shall not constitute the waiver of any subsequent breach or default.

Assignment – This Agreement shall be binding upon and shall inure solely to the benefit of the parties hereto and their respective successors in interest and not for the benefit of any other person or legal entity.

Although CIC may assign data translation, installation, training, support and enhancement development to its vendors, distributors and/or subcontractors, CIC shall at all times be responsible for their performance.

Entire Agreement - The Agreement and the attachments hereto represent the entire agreement between the parties and shall supersede all existing contracts and/or agreements previously executed between said parties, with respect to the subject matter hereof. All parties have negotiated this Agreement at arms length, and no party shall be deemed as the drafter of the Agreement for purpose of interpreting any potential ambiguities in the Agreement and each provision and Exhibit hereof, may be modified only in writing duly executed by all parties. In the event Customer issues a purchase order or other instrument for the Annual PEOPLEWARE and/or Products / Services herein specified, it is understood and agreed that such purchase order or other instrument is for the Customer's internal use and purpose only and shall in no way affect any of the terms and conditions of this Agreement.
Status - CIC shall be considered an independent contractor, and this Agreement does not constitute or imply that CIC is or will be an employee of Customer.

Insurance - During the term of this Agreement, CIC shall carry and maintain Workmen's Compensation and Employer's Liability Insurance covering its employees in accordance with statutory requirements applicable to the performance of its business.

Subject Headings - The subject headings of the paragraphs of this Agreement are included for purposes of convenience only, and shall not affect the construction or interpretation of its provision.

Severability - In the event that any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such provision shall be changed and interpreted to accomplish the objectives of such provision to the greatest extent possible under applicable law and the remaining provisions of this Agreement shall continue to remain in effect.

Notices - The notices to be given under this Agreement shall be made in writing and shall be sufficient if delivered personally or mailed by First Class United States Mail, postage prepaid, to the other party at the address previously indicated.

The parties hereto have executed this Agreement the day and year first above written.

By: ____________________________  By: ____________________________

Computer Information Concepts, Inc.  Woodford County, Illinois
EXHIBIT A
Page 1 of 2

Annual PEOPLEWARE Agreement by and between Computer Information Concepts, Inc. (CIC) and Woodford County, Illinois, dated June 1, 2020

ANNUAL PEOPLEWARE

$ 3,085.00 Support – Operating Systems
   $ .00 – Server Farm
      “Without an On-Site Full Time Network Technician”
$ .00 – Personal Computer / Server, Department and/or County File Server(s)
      “With an On-Site Full Time Network Technician”
$ 750.00 – Department / County with Maximum of Six (6) Hardware Devices
      “Without an On-Site Full Time Network Technician”
$ 1,500.00 – Personal Computer / Server or Department File Server
      “Without an On-Site Full Time Network Technician”
$ 2,500.00 – County File Server(s)
      “Without an On-Site Full Time Network Technician”

CIC trained personnel will promptly respond by telephone, DESKTOP Response and/or ON-DEMAND Response to all connectivity and communication questions, problems, etc. encountered in the use of your hardware, operating systems, local area and wide area networks during operation of the following Application Systems and will inform, recommend and assist you in ordering / pre-testing all future operating system releases, enhancements and/or program temporary fixes from CIC's vendors necessary to maintain your hardware at a level supportable by CIC. On-Site operating system support and installation / configuration of new equipment is additional and will be invoiced in one (1) hour increments at CIC’s then current travel & on-site hourly rates plus mileage, lodging and meals at cost and paid monthly to CIC by Customer upon receipt of invoice.

1,270.00 Server Farm – Unlimited Remote Processing / Storage (Includes M/S Word, Excel, PowerPoint, SQL & Terminal Server) – Annual Lease / User – 2 Users
920.00 Server Farm – Unlimited Remote Processing / Storage – Annual Lease / Inquiry Only – 4 Users
895.00 Server Farm- Web Site Hosting (Includes Unlimited Concurrent Users, Virus Protection, SQL Server & SSL Certificate plus 20.0Mbps Committed Information Rate (CIR) Access) – Annual Lease – 5 GB

$7,385.00 Support – Application Systems

940.00 E-Recording Acceptance – w/ "CIC State Wide Software License"
6,035.00 Records Management / Imaging – CIC / Illinois
320.00 Server Farm – Unlimited Remote Processing / Storage (Includes M/S Word, Excel, PowerPoint, SQL & Terminal Server) – Annual Lease / User – 2 Users
Annual PEOPLEWARE Agreement by and between Computer Information Concepts, Inc. (CIC) and Woodford County, Illinois, dated June 1, 2020

ANNUAL PEOPLEWARE Continued

90.00  Server Farm – Web Site Hosting (Includes Unlimited Concurrent Users, Virus Protection, SQL Server & SSL Certificate plus 20.0Mbps Committed Information Rate (CIR) Access) – Annual Lease – 5 GB

$1,010.00  Enhancements – Application Systems

260.00  E- Recording Acceptance – w/ “CIC State Wide Software License”
660.00  Records Management / Imaging – CIC / Illinois
90.00  Server Farm – Unlimited Remote Processing / Storage (Includes M/S Word, Excel, PowerPoint, SQL & Terminal Server) – Annual Lease / User – 2 Users

(370.00)  Annual Peopleware INSTANT Response Support Call Log Credit – 85.23% Logged

$11,110.00  ANNUAL PEOPLEWARE TOTAL
EXHIBIT B#

Annual PEOPLEWARE Agreement by and between Computer Information Concepts, Inc. (CIC) and Woodford County, Illinois, dated June 1, 2020

PRODUCTS / SERVICES TO BE PROVIDED:

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Retail</th>
<th>Discounted</th>
</tr>
</thead>
</table>

TOTAL RETAIL PRICE $x,xxx.xx
TOTAL EXHIBIT PRICE $x,xxx.xx

Miscellaneous Expenses, i.e.: travel, mileage, lodging, meals, etc., at cost, will be paid by Customer upon receipt of a separate CIC invoice.

SCHEDULED DELIVERY:

It is anticipated the Products / Services will be delivered / provided within thirty (30) days after CIC's receipt of this signed exhibit and your Check or Purchase Order.

ACCEPTANCE / PAYMENT TERMS:

To complete the ordering process, please:

1. Mail a signed copy of this Exhibit along with your Check for the Total Exhibit Price to 2843 31st Avenue, Greeley, Colorado 80631

   OR

2. Fax a signed copy of this Exhibit along with your Purchase Order for the Total Exhibit Price to (970) 330-0839. Full Payment will then be due and payable upon delivery of the Products / Services.

Failure to execute within twenty (20) days will render this Exhibit null and void.

By: ________________________________
   Computer Information Concepts, Inc.

Exhibit Date

By: ________________________________
   Customer

Acceptance Date
RESOLUTION AUTHORIZING EXECUTION AND AMENDMENT OF
SECTION 5311 GRANT AGREEMENT

WHEREAS, the provision of public transit service is essential to the transportation of persons in the non-urbanized area; and

WHEREAS, 49 U.S.C. § 5311 ("Section 5311"), makes funds available to the State of Illinois to help offset certain operating deficits and administrative expenses of a system providing public transit service in non-urbanized areas; and

WHEREAS, the State of Illinois, acting by and through the Illinois Department of Transportation, is authorized by 30 ILCS 740/3-1 et seq. to provide the Section 5311 grant; and

WHEREAS, grants for said funds will impose certain obligations upon the recipient, including the provision by it of the local share of funds necessary to cover costs not covered by funds provided under Section 5311.

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

Section 1. That an application be made to the Office of Intermodal Project Implementation, Department of Transportation, State of Illinois, for a financial assistance grant under Section 5311 for fiscal year 2021 for the purpose of offsetting a portion of the Public Transportation Program operating deficits of Woodford County.

Section 2. That while participating in said operating assistance program, Woodford County will provide all required local matching funds.

Section 3. That the County Board Chairman of the Woodford County Woodford County Board is hereby authorized and directed to execute and file on behalf of Woodford County such application.

Section 4. That the County Board Chairman of the Woodford County Woodford County Board is authorized to furnish such additional information as may be required by the Office of Intermodal Project Implementation and the Federal Transit Administration in connection with the aforesaid application for said grant.

Section 5. That the County Board Chairman of the Woodford County Woodford County Board is hereby authorized and directed to execute and file on behalf of Woodford County a Section 5311 Grant Agreement ("Agreement") with the Illinois Department of Transportation, and amend such Agreement, if necessary, in order to obtain grant assistance under the provisions of Section 5311 for fiscal year 2021.

Section 6. That the County Board Chairman of the Woodford County Woodford County Board is hereby authorized to provide such information and to file such documents as may be required to perform the Agreement and to receive the grant for fiscal year 2021.

PRESENTED and ADOPTED this 19th day of May 2020.

Signature of Authorized Official __________________________ Date ____________ Attest __________________________

LeRoy Linwood, Jr.

Title County Board Chairman
Uniform Application for State Grant Assistance

Agency Completed Section

1. Type of Submission  □ Pre-application  □ Application  □ Change/Corrected Application
2. Type of Application  □ New  □ Continuation (i.e. multiple year grant)  □ Revision (modification to initial application)
3. Completed by State Agency upon Receipt of Application
   Date Received by State  
   Time Received by State  

4. Name of the Awarding State Agency
   Illinois Department of Transportation

5. Catalog of State Financial Assistance (CSFA) Number
   494-80-0338

6. CSFA Title
   Section 5311 Operating

Catalog of Federal Domestic Assistance (CFDA)

7. CFDA Number 20.509
8. CFDA Title Section 5311 Formula Grants Funds for Rural Areas

9. CFDA Number N/A
10. CFDA Title N/A

Funding Opportunity Information

11. Funding Opportunity Number 20-494-80-0338-01
12. Funding Opportunity Title Section 5311 Formula Grants Funds for Rural Areas
13. Funding Opportunity Program Field Economic Development

Funding Opportunity Information

14. Competition Identification Number
15. Competition Identification Title

Applicant Completed Section

Applicant Information

16. Legal Name (Name used for Data Universal Number System (DUNS) registration and grantee pre-qualification)
   Woodford County

17. Common Name (Doing Business As-DBA)
   Woodford County

18. Employer/Taxpayer Identification Number (EIN, TIN)
   37-1212522

19. Organizational Data Universal Number System (DUNS) Number
   075623260

   IX7N1

21. Business Address
   1st Floor Courthouse 115 N. Main Street
   Eureka  Woodford
   IL 61530

Printed 06/01/20
Page 1 of 3
TR CP XX (DRAFT)
### Applicant's Organization Unit

<table>
<thead>
<tr>
<th>22. Department Name</th>
<th>23. Division Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Woodford County Transportation</td>
<td>Woodford County Transportation</td>
</tr>
</tbody>
</table>

### Applicant's Name and Contact Information for Person to be Contacted for Program Matters Involving this Application

<table>
<thead>
<tr>
<th>24. First Name</th>
<th>25. Last Name</th>
<th>26. Suffix</th>
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<tbody>
<tr>
<td>LeRoy</td>
<td>Linwood</td>
<td>Jr</td>
</tr>
</tbody>
</table>

- **Title**: Executive Director, We Care, Inc.
- **Organizational Affiliation**: Provider
- **Phone Number**: (309) 263-1015
- **Fax Number**: (309) 263-4011
- **E-mail**: wecare75@gmail.com

### Applicant's Name and Contact Information for Person to be Contacted for Business/Administrative Office Matters Involving this Application

<table>
<thead>
<tr>
<th>32. First Name</th>
<th>33. Last Name</th>
<th>34. Suffix</th>
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<tr>
<td>Deb</td>
<td>Breyman</td>
<td></td>
</tr>
</tbody>
</table>

- **Title**: Woodford County Program Compliance Monitor
- **Organizational Affiliation**: Zoning Specialist
- **Phone Number**: (309) 467-7381
- **Fax Number**: (309) 467-7351
- **E-mail**: WCCoor@Woodford-County.org

### Areas Affected
- Rural Woodford County
- Legislative and Congressional Districts of Applicant
  - State Senate 53 House 106 Congress 18
- Legislative and Congressional Districts of Program/Project
  - State Senate 53 House 106 Congress 18

### Applicant's Project
- Woodford County Rural Transportation

### Proposed Project Term
- **Start Date**: 07/01/20
- **End Date**: 06/30/21

### Estimated Funding

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Applicant Contribution (e.g., in kind, matching)</td>
<td>$445.00</td>
</tr>
<tr>
<td>Local Contribution</td>
<td></td>
</tr>
<tr>
<td>Other Source of Contribution</td>
<td>$394,430.00</td>
</tr>
<tr>
<td>Program Income</td>
<td>$94,067.00</td>
</tr>
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</table>

### Applicant Certification

By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 218, Section 1001)

(*) the list of certification and assurances, or an internet site where you may obtain this list is contained in the Notice of Funding Opportunity

[Signature]

Printed: 09/01/20
**Authorized Representative**

<table>
<thead>
<tr>
<th>46. First Name</th>
<th>47. Last Name</th>
<th>48. Suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>Krug</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>49. Title</th>
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</thead>
<tbody>
<tr>
<td>Woodford County Board</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>50. Phone Number</th>
<th>51. Fax Number</th>
<th>52. E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>(309) 467-7343</td>
<td>(309) 467-7391</td>
<td><a href="mailto:jkrug@woodford-county.org">jkrug@woodford-county.org</a></td>
</tr>
</tbody>
</table>

**Signature of Authorized Representative**

[Signature]

**Date**

[Date]
TITLE IV PROGRAM

Purpose
Introduction:

Woodford County is committed to ensuring that no person is excluded from participation in, or denied the benefits of, or subjected to discrimination in the receipt of any of Woodford County services on the basis of race, color or national origin. The contents of this program have been prepared in accordance with Section 601 of Title VI of the Civil Rights Act of 1964 and Executive Order 13116.

Woodford County is committed to a workplace complaint to Title VI of the Civil Rights Act of 1964.

Under the Civil Rights Act of 1964, and as a recipient of federal funding under the programs of the Federal Transit Administration (FTA) and the US Department of Transportation, Woodford County has an obligation to ensure that:

- A program is in place for correcting any discrimination, whether intentional or unintentional;
- The benefits of services that are provided within the County are shared equitably throughout the county;
- No one is precluded from participating in Woodford County’s service planning and development process;
- The level and quality of services are sufficient to provide equal access to all riders in its service area;
- Decisions regarding service changes or facility locations are made without regard to race, color, or national origin.

Definitions:

Woodford County recognizes that the definitions in chapter 53 of title 49, United States Code, and in 49 CFR part 21 apply to FTA Circular 4702.1 B. Woodford County uses the following definitions:

**Discrimination** refers to any action or inaction, whether intentional or unintentional, in any program or activity of a Federal aid recipient, subrecipient, or contractor that results in disparate treatment, disparate impact, or perpetuating the effects of prior discrimination based on race, color, or national origin.

**Limited English Proficiency (LEP) Person** refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. It includes people who reported to the U.S. Census that they speak English less than very well, not well, or not at all.

**Low-Income Person** means a person whose median household income is at or below the U.S. Department of Health and Human Services poverty guidelines.
Minority Person include the following:

1. American Indian and Alaska Native, which refers to people having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
2. Asian, which refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
3. Black or African American, which refers to people having origins in any of the Black racial groups of Africa.
4. Hispanic or Latino, which includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
5. Native Hawaiian or Other Pacific Islander, which refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

General Requirements:

- Woodford County Board Resolution Approval
- Notifying Beneficiaries of Their Rights under Title VI
- Title VI Complaint Procedure
- Title VI Complaint Form
- Record of Title VI Investigations Complaints and Lawsuits
- Inclusive Public Participation
- Provide Meaningful Access to LEP Persons
- Demographic Data
- Minority Representation on Planning and Advisory Bodies
- System-Wide Service Standards and Policies
- Monitoring Procedures and Efforts
STATE OF ILLINOIS  )
COUNTY OF WOODFORD  ) SS.

WOODFORD COUNTY BOARD

May 19, 2020

RESOLUTION 2019/20–058
Woodford County Title VI Program

WHEREAS, Title VI of the Civil Rights Act of 1964, as amended, requires that “no person in the United States shall, on the grounds of race, color, or nation origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance;” and

WHEREAS, Woodford County contracts with We Care to provide transportation services for the residents of Woodford County; and

WHEREAS, We Care is funded through Federal Funds; and

WHEREAS, the FTA requires recipients and sub-recipients of federal public transportation funds to submit, every three years, at Title VI program update as a condition of receipt of FTA financial assistance; and

WHEREAS, it is the intent of Woodford County to adopt the 2020 to 2023 Title VI Program with subsequent submission to the FTA.

NOW THEREFORE BE IT RESOLVED THAT:
1. That the Woodford County Board hereby authorizes and adopts the Title VI Program.
2. That the Woodford County Chairman, or his designee, is hereby authorized to administer to provide such information as may be required to submit the Title VI Program to the FTA.

ADOPTED by a majority vote of all the members of the Woodford County Board this ** day of **, A. D. 2020.

ATTEST:

Dawn Kupfer
Clerk of the Woodford County Board

John Krug
Chairman of Woodford County Board
Notifying Beneficiaries of Their Rights under Title VI:

To make Woodford County residents aware of its commitment to Title VI compliance, and of their right to file a complaint, Woodford County has presented the following language on its website (www.woodford-county.org).

The following is the Woodford County Title VI Notice:

**Notifying the Public of Rights under Title VI**

- Woodford County operates without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes he or she has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Woodford County.

- For more information on Woodford County’s procedures to file a complaint, contact the County Coordinator at (309) 467-7343; or visit our administrative office at 115 N. Main Street, Room 103, Eureka, IL

- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

- If information is needed in another language, contact (309) 467-7343.

**Title VI Complaint Procedure:**

Title VI of the Civil Rights Act of 1964 as amended prohibits discrimination on the basis of race, color and national origin for programs and activities receiving federal financial assistance. As a recipient of federal financial assistance, Woodford County has in place the following complaint procedure.

1. Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation by Woodford County’s administration of federally funded programs, as prohibited by Title VI of the Civil Rights Act of 1964, as amended, and related statutes, may file a written complaint. Woodford County investigates complaints received no more than 180 days after the alleged incident.

Written complaints shall be sent to:

**Woodford County**
**Attention: County Coordinator**
**115 N. Main  Room 103**
**Eureka, IL  61530**

2. Verbal and non-written complaints received by Woodford County shall be resolved informally by the County Coordinator. If the issue has not been satisfactorily resolved
through informal means, or if at any time the complainant requests to file a formal written complaint, the Complainant shall be permitted to do so, and the complaint shall follow the process for written complaints.

3. Within thirty (30) calendar days of receipt of the complaint(s), the Woodford County Coordinator will acknowledge receipt of the complaint(s), inform the complainant of proposed action to process the complaint(s), and advise the complainant of other avenues.

4. Within one-hundred twenty (120) calendar days of receipt of the complaint(s), the Coordinator will conduct and complete a full investigation of the complaint(s) and, based on the information obtained, will render a recommendation for action in a report of findings to the Board. A resolution with no actions will be recommended if the complaint is found not valid or questionable.

5. Within thirty days (30) calendar days of the completion of the full investigation (one hundred fifty (150) calendar days since the original receipt of the complaint(s)), the County Coordinator will notify the complainant in writing of the final decision reached. The notification will advise the complainant of his or her right to submit a request for reconsideration within thirty (30) calendar days from the date of the notice of disposition is issued. Appeals will be reviewed within thirty (30) calendar days from the dated request for reconsideration.

7. The Woodford County Coordinator will maintain a log of all verbal and non-written complaints received. The log will include the following information:

- Name of complainant
- Name of respondent
- Basis of complaint
- Date complaint received
- Explanation of the actions taken or proposed to resolve the issue raised in the complaint

8. A person may also file a complaint directly with the Federal Transit Administration at:
   Office of Civil Rights
   Attention: Title VI Program Coordinator
   East Building 5th Floor-TCR
   1200 New Jersey Avenue SE
   Washington, DC, 20590

The County Board will conduct a quarterly review of all Title VI complaints received. Corrective actions taken at the time of each resolution will be reviewed in these quarterly sessions.
SECTION I

Name:
Address:
Telephone: (____) ___
Accessible Format requirements? (circle) Large Print TDD Audio Other

SECTION II

Are you filing the complaint on your own behalf? Yes____ No____
If yes, go to SECTION III.

Name & relationship of the person for whom you are filing the complaint:

Please explain why you have filed for a third party:

You do____ or do not____ have permission from the aggrieved third party to file complaint.

SECTION III

I believe the discrimination I experienced was based on (check all that apply):
_____Race _____Color _____National Origin _____Disability
Date of alleged discrimination (Month, Day, Year): _______________________

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use back of this form.
SECTION IV
Have you previously filed a complaint with the County  ____Yes  ____No

SECTION V
Have you filed this complaint with any other Federal, State or local agency, or with any Federal or State Court?  ____Yes  ____No

If yes, check all that apply:
____Federal Agency:____________________________________
____Federal Court:____________________________________
____State Court:____________________________________
____State Agency:____________________________________
____Local Agency:____________________________________

Please provide information about a contact person at the agency/court where complaint was filed:

Name: ____________________________
Title: ____________________________
Agency/Court ____________________________
Telephone ____________________________

SECTION VI

Printed name: ____________________________
Signature: ____________________________ Date: ____________________________

Form must be signed and dated
Include additional information here (or attach addition sheet as needed, indicate below)

____ Check if additional sheet is attached

*****For Office Use Only*****

Received by: ____________________________ Date: ____________________________

Please submit this form in person or by mail to: Woodford County States Attorney
                                                115 N. Main
                                                Eureka, IL  61530
Record of Title VI Investigations Complaints and Lawsuits:

All FTA recipients are required to prepare and maintain a list of any complaints alleging discrimination on the basis of race, color, or national origin. Woodford County has not had any Title VI investigations, complaints or lawsuits.

Inclusive Public Participation:

The Woodford County Board meets monthly, with all meetings open to the public. Time is provided for the public to comment on any issue at each meeting. The Woodford County Coordinator maintains a list of persons and organizations that wish to receive information from the County. Information sent to those on the list include Board meeting agendas and minutes, appointments, resolutions/ordinances, monthly financial statements, monthly claims, budget documents, and quarterly reports along with any new business information. Persons and organizations can be added to the list at their request for no charge.

Woodford County seeks to understand public comments/concerns by meeting to investigate ways to reduce or eliminate any negative impacts. Persons and organizations are afforded an opportunity to provide input in several ways:

- By e-mail
- By telephone
- In writing
- In person by coming into the Board Office at 115 N. Main Room 103, Eureka
- In person at Committee meetings
- In person at public meetings conducted by the Woodford County Board. Meetings are held in the Board Room at 107 East Court Street, Eureka on the third Tuesday of each month at 6:30 P.M.

Woodford County's public input process emphasizes two-way communications. The intention is not just to receive comments, but to be transparent in all government matters. In many cases several messages or a conversation takes place.

Provide Meaningful Access to LEP Persons

Limited English Proficiency Plan

The purpose of the Language Assistance Implementation plan (hereinafter "plan") is to meet Federal Transit Administration's (FTA's) requirements to comply with obligations of Executive Order 13166 and Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the
basis of race, color, or national origin, including limited English proficiency. As a subrecipient of FTA funds, the County is pledged to take reasonable steps to provide meaningful access to its citizens for persons who do not speak English as their primary language and who limited ability to read, speak, write or understand English. The FTA refers to these persons as Limited English Proficient (LEP) persons.

The U.S. DOJ's Federal Coordination and Compliance Section (FCS) publication Language Access Assessment Planning Tool for Federally Conducted and Federally Assisted Programs was used in the preparation of this plan.

This plan contains:
A. A needs assessment based on the four-factor analysis  
B. Language assistance measures  
C. Staff training plan  
D. Methods for notifying LEP person about available language assistance  
E. Methods for monitoring, evaluating and updating plan

Part I
Four Factor Analysis

LEP guidance requires a four factor analysis to determine the level of assistance required to provide meaningful access. The assessment performed by the County is contained within this document.

I. The Number or Proportion of LEP Persons Served or Encountered by the program or recipient.

Utilizing available US Census Bureau data, Woodford County was able to determine that of 38,463(a) persons within Woodford County's service area, 824(b) speak a language other than English at home. Of those speaking another language at home 169 are reported as having a limited English proficiency. Persons of limited English proficiency, or LEP, indicated on the census that they speak English less than "very well".

Those reporting to have a limited English proficiency consist of 0.41% of Woodford County. Of the portion of respondents with a limited English proficiency, the following information is provided:

<table>
<thead>
<tr>
<th>Language Spoken at Home</th>
<th>Total</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Population - Service Area</td>
<td>38,463</td>
<td></td>
</tr>
<tr>
<td>Language other than English</td>
<td>824</td>
<td>2.14</td>
</tr>
<tr>
<td>Language</td>
<td>Number</td>
<td>Percentage</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>--------</td>
<td>------------</td>
</tr>
<tr>
<td>Spanish</td>
<td>315</td>
<td>0.82%</td>
</tr>
<tr>
<td>Other Indo-European languages</td>
<td>384</td>
<td>1.0%</td>
</tr>
<tr>
<td>Asian and Pacific Islander languages</td>
<td>97</td>
<td>0.25%</td>
</tr>
<tr>
<td>Other languages</td>
<td>28</td>
<td>0.07%</td>
</tr>
<tr>
<td>Speak English less than &quot;very well&quot;</td>
<td>156</td>
<td>0.41%</td>
</tr>
</tbody>
</table>

(a) Information obtained from the U.S. Census Bureau
(b) Information obtained from 2010 American Community Survey Language Spoken at Home Information.

II.

The Frequency That People of Limited English Proficiency Come Into Contact With the Programs, Activities, and Services

While Woodford County has had no requests for translated materials or interpreters.

III.

The Importance of Woodford County’s Programs, Activities, and Services to Persons of Limited English Proficiency

Woodford County is a small rural community operating as a county government. Its contact with LEP individuals is limited, however Woodford County ensures that its LEP population groups are afforded the opportunity to participate in the services.

IV.

Resources Available to Customers and the Associated Costs

Although Woodford County will provide translators upon request at no cost to the citizen, there have been no requests for translated materials or interpreters.

Conclusion

Based on the above four factors, Woodford County will continue to monitor the LEP population and continue to rely on local community organizations for aid in language interpreting, while outlining additional steps to give meaningful access to persons of limited English proficiency. These steps are outlined in the next pages as part of the county’s Limited English Proficiency Plan.
Part II:
Woodford County's Limited English Proficiency Plan
Identification of Limited English Persons and Notices

Woodford County employees make every reasonable effort to accommodate all customers, regardless of the challenge. In order to ensure persons of limited English proficiency have meaningful access to services, employees should follow these few guidelines:

a. Examine requests for language assistance from past meetings or events to anticipate future language service needs;
b. At any future outreach meetings, an employee member will be at the door to greet any people entering the meeting and should also be tasked with identifying any persons of limited English proficiency;
c. Maintain a tabulation of persons requiring language assistance, including those that provide their own interpreting service.

Language Assistance Measures

Woodford County's following procedures are based on the relatively low need for language service and the limited resources that can be dedicated for this purpose.

1. Attempt to determine what language is required;
2. If the person can speak some English, try to discern their needs without the help of language service;
3. Oral Interpretation: Staff that are bi-lingual will attempt to communicate with LEP individuals in their native languages;
4. Oral Interpretation Telephone support will utilize services of a professional telephone interpretation service when needed;
5. For help with translating individual words, visit https://www.babelfish.com/ for a free translator;
6. In limited instances where telephone interpretation services or bilingual staff are insufficient, Woodford County will provide LEP individuals with the following community organizations for language services:

Western Community Center
600 N. Western Ave
Bloomington, IL 61701
(309) 829-4807

Language Line
The 11th Judicial Circuit roster of language interpreters

- If the above does not work, the citizen will be given a copy of the list of agencies so they can call for assistance;
- Should it be necessary, and all other options are exhausted, employees may use any other creative means of communicating with the person of limited English proficiency.

Training and Coordination

Woodford County will provide training on LEP awareness and required assistance actions under the Language Assistance Plan for employees. This will include:
1. Employees be given an opportunity to review this Language Assistance Plan ("LAP");
2. Informing staff of their responsibilities related to LEP persons
3. Each department will be given a hardcopy of this plan to consult should the need arise;
4. Customer service employees will also be directed to keep a record of any language assistance requests.

Woodford County will continue to update the LEP analysis and address staff with questions and issues related to LEP matters.

Outreach Techniques

Woodford County has a low need for language service but will make every effort to service and assist the LEP population in communication efforts. Woodford County will continue to monitor the LEP citizen and update our outreach efforts as well as future options should the need arise.

Monitoring and Updating the LEP Plan

This plan is meant to be a flexible guide and reference tool for employees. It should be updated when it becomes necessary, but minimally it should follow the Title VI Program's update schedule. This plan will be revisited once the Census 2020 data becomes available, as this will help identify any unmet needs.

Future revisions and updates to this plan will be based upon the following:

- LEP populations in the service area or population encountered;
- Frequency of encounters with LEP language groups;
- Availability of resources, including technological advances and sources of additional resources, and the costs imposed;
- Whether existing assistance is meeting the needs of LEP persons;
- Whether employees know and understand the LEP plan and how to implement it;
- Whether identified sources for assistance are still available and viable.
Demographic Data:

United States Census Data and Geographic Scope
DEMOGRAPHIC DATA ANALYSIS

In accordance with the Four-Factor Analysis below illustrates the estimated number of percentage of LEP citizen within the county.

Woodford County LEP Percentage

- Spanish
- Indo Europ
- Asian
- Other

Minority Representation on Planning and Advisory Bodies:

The Woodford County Board meets once a month on the third Tuesday of each month at 6:30 PM in the County Board room located at 107 E. Court Street, Eureka, IL. The demographics of the Woodford County Board is 100% Caucasian. Any Woodford County citizen may run for County Board.

System-Wide Service Standards and Policies: Introduction

Woodford County only receives FTA funds by operating as a pass-through for FTA funds. Woodford County has no restrictions and is fully complaint with FTA’s requirements determined by the examination of grant management, program implementation, and audits.

The Service Standards and Policies are a planning and decision making guide, and not a rigid set of rules. It does not limit the discretion of the Board to approve, deny or modify any proposed or existing service. It may be necessary, from time to time, to revise as local, State, or Federal guidelines, regulations and circumstances may dictate.

Sub-recipient Assistance and Monitoring

Woodford County receives Federal Grant Funds for a sub-recipient which offers transportation throughout Woodford County. This sub-recipient offers rides to any and all Woodford County
citizens and the disabled, but is not a transit system. All rides are scheduled through the sub-recipient’s office. Woodford County ensures that this financial assistance is pass through to the sub-recipient in a non-discriminatory manner. The sub-recipient is required to provide the Program Compliance Oversight Manager (PCOM) reports on a monthly basis. These reports include number of citizens serviced, miles traveled, safety issues, financial information, complaints, investigations, accidents, driver evaluations, and compliance information. The PCOM attends monthly meetings of the sub-recipient and oversees the operations. The PCOM also oversees that the sub-recipient is in compliance with all DOT’s Title VI regulations.

Conclusion

On an annual basis Woodford County signs the FTA’s Certifications and Assurances which stipulates that Woodford County agrees to assure compliance by any subrecipients, lessees, third party contractors, or any other participant involved in an FTA grant award with all Title VI requirements. Woodford County will submit an updated Title VI Program to the regional FTA Civil Rights Officer every three years.