

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, MARCH 14, 2023
AGENDA
5:00 P.M.**

The public may feel free to participate via Zoom.

The ID is: 825 7992 8287

Password is: 737915

- 1. Call to Order**
- 2. Roll Call** – Autum Jones (ch), Nathan Schertz, Denise Durst, Randy Barth, Zack Ferris
- 3. Approval of Minutes**
 - a. Approval of February 14, 2023 regular meeting minutes.
 - b. Approval of and Release or Keep Confidential February 14, 2023 Executive Session Minutes
- 4. Public Input**
- 5. Appointments**
- 6. Claims**
 - a. Approval of March claims
 - b. County Board Per Diem – Roll Call Vote
- 6. New Business**
 - a. Approval of Resolution 2022/23 #26 Authorizing Execution of 5311 Grant Agreement (We Care)
 - b. Approval of Resolution 2022/23 #27 Title VI Program Policy
 - c. Approval of Ordinance 2022/23 #06 Public Transportation Applicant Ordinance (We Care)
 - d. Approval of Special Warranty (We Care)
 - e. Approval of Title VI Policy
 - f. Discussion on Moving Location of Veteran’s Office
- 7. Unfinished Business**
 - a. Supervisor of Assessment Update
- 8. Other**
- 9. Executive Session (if necessary)**
- 10. Any action coming out of Executive Session**
- 11. Adjournment**

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, FEBRUARY 14, 2023
MINUTES
5:00 P.M.**

1. Call to Order

The meeting was called to order at 5:02 PM by Chairman Jones.

2. Roll Call

Autum Jones (ch), Denise Durst, Zach Ferris and Jerry Smith all present. Randy Barth is excused, and Nathan Schertz is absent. Also present via Zoom is Board Chairman Chuck Nagel.

3. Approval of Minutes

a. Approval of January 20, 2023, regular meeting minutes.

Motion to approve January minutes made by Durst, seconded by Ferris. *Motion passed.*

4. Public Input

None

5. Appointments

a. Approval of the Reappointment of Richard Burmood to the Benson Fire Protection District for a 3-year term expiring May 1, 2026.

Motion to approve the reappointment of Richard Burmood to the Benson Fire Protections District for a 3 year term made by Ferris, seconded by Durst. *Motion passed.*

6. Claims

a. Approval of February claims

Motion to approve February claims made by Ferris, seconded by Durst. *Motion passed.*

b. County Board Per Diem – Roll Call Vote

There are no Per Diem's this month.

6. Unfinished Business

None

7. New Business

a. Cost to Agreement with Bellwether

This discussion should be held with the Finance Committee, but since that committee is not meeting this month, and since there is a timing issue, County Offices will address it. Legislative HB 3878 – Rental Housing Support – fee is being increased by \$10. The County Clerk currently charges \$57. By statute she cannot increase her fee by \$10 without a cost study. In the past, Bellwether has been used for our cost studies. The last study was done in 2018 and it is recommended that one be done every three (3) years. Bellwether would do the cost study for \$6,000 which would include the County Clerk fees, GIS fees and the Recorder fees. Bellwether would also do the Sheriff's fees for an additional \$5,000 and animal control for \$5,000 – total for all would be \$16,000. Discussion on doing just the Clerk fees at this time and the Sheriff and Animal Control at a later date. Motion to approve the cost study through Bellwether made by Ferris, seconded by Durst. It would be beneficial to do it all. The \$6,000 for the Clerk's cost study would come from three sources - \$2,500 from GIS, \$2,500 from the County Contingency fund and \$1,000 from the County Clerk's automation fund. This study would look at where we are currently with fees, and where we should be. There are a lot of fees in the Sheriff's

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office and a cost study has not been done in that office in a long time. It was discussed that we would recoup the \$16,000 cost in price increases. It was discussed that this is the perfect example of when to use contingency funds. The contingency fund was explained to the new committee members – funds used for items that were not anticipated through out the year. Last year the Circuit Clerk’s office took in \$48,000 in the Rental Housing fees – however, it all went to Chicago. It was felt that contingency would cover the cost of the study for the Sheriff and Animal Control. *Motion passed.*

8. Other

9. Executive Session (if necessary)

a. 5 ILCS 120/2 (c)(1) Discussion on the appointment, employment, compensation of personnel. Motion to go into executive session under 5 ILCS 120/2(c)(1) made by Durst, seconded by Ferris. Roll call vote – Durst-yes; Ferris-yes; Smith-yes; Jones-yes. *Motion passed.*

10. Any action coming out of Executive Session

a. 5 ILCS 120/2 (c)(1) Discussion on the appointment, employment, compensation of personnel. Motion to come out of executive session made by Ferris, seconded by Durst. *Motion passed.*

11. Adjournment

Motion to adjourn made by Smith, seconded by Durst. *Motion passed.*

Meeting adjourned at 5:25 PM.

Submitted by: Deb Breyman

Autum Jones, Chairman
County Offices Committee

**RESOLUTION AUTHORIZING EXECUTION AND AMENDMENT OF
SECTION 5311 GRANT AGREEMENT**

Resolution 2022/2023 #026

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 2024 for the purpose of off-setting 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 Woodford 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 Woodford 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 Woodford 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 2024.

Section 6. That the Woodford 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 2024.

PRESENTED and ADOPTED this day of .

Signature of Authorized Official

Date

Attest

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Title

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STATE OF ILLINOIS)
) SS.
COUNTY OF WOODFORD)

WOODFORD COUNTY BOARD

May 19, 2020

RESOLUTION 2022/23-027
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 2023 to 2026 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 21st day of March, A. D. 2023.

ATTEST:

Dawn Kupfer
Clerk of the Woodford County Board

Chuck Nagel
Chairman of Woodford County Board

Public Transportation Applicant Ordinance

ORDINANCE NUMBER: 2022-2023 #06

AN ORDINANCE TO PROVIDE PUBLIC TRANSPORTATION
IN WOODFORD COUNTY, ILLINOIS

WHEREAS, public transportation is an essential public purpose for which public funds may be expended under Article 13, Section 7 of the Illinois Constitution; and

WHEREAS, Woodford County wishes to provide public transportation for its citizens and become eligible for grants from the State of Illinois or any department or agency thereof, from any unit of local government, from the Federal government or any department or agency thereof; and

WHEREAS, Illinois Compiled Statutes 740/2-1 et seq., authorizes a county to provide for public transportation within the (county or counties) limits:

NOW, THEREFORE, BE IT ORDAINED by the Woodford County Board Chairman and Woodford County that:

Section 1. Woodford County shall hereby provide public transportation within the county or counties limits.

Section 2. The clerk/secretary to the governing board of Woodford County shall file a certified copy of this Ordinance, within sixty days after passage of this ordinance.

Section 3. This Ordinance shall be in full force and effect from and after its passage and approval, as required by law.

Section 4. That the Woodford 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 Grant Application to the Illinois Department of Transportation.

Section 5. That the Woodford County Board Chairman of the Woodford County Woodford County Board is hereby authorized and directed to execute and file on behalf of Woodford County all required Grant Agreements with the Illinois Department of Transportation.

PASSED by the Woodford County Board Chairman and the Woodford County Board on the of , and deposited and filed in the office of the clerk/secretary on that date.

Elected Board Members: _____

Members Present at Vote: _____

Members Voting "Aye": _____ Members Voting "Nay": _____ Members Abstaining: _____

Signature of

Date

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Acceptance of the Special Warranty

WHEREAS, Section 5311 of the Federal Transit Act of 1964, as amended, makes funds available to help offset certain operating deficits of a system providing public transit service in non-urbanized areas; and

WHEREAS, 49 U.S.C. § 5333(b) requires that fair and equitable arrangements must be made to protect the interests of employees affected by such assistance as a condition of receipt of funds under Section 5311; and

WHEREAS a simplified process for assuring employee protections that accommodates the needs of participants in the Section 5311 program has been agreed upon by the U.S. Department of Labor and the U.S. Department of Transportation by allowing execution of a Special Section 5333(b) Warranty for Section 5311 projects (Special Warranty), which the Secretary of Labor certified on May 31, 1979;

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 of the Federal Transit Act of 1964, as amended.

Section 2. As a condition of the receipt of Section 5311 funds, Woodford County hereby agrees in writing to the terms and conditions of the Special Warranty (attached) regarding fair and equitable arrangements to protect the interests of employees affected by such assistance.

PASSED by the Woodford County Board on the day of .

Signature of Authorized Official

Date

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Authorized Official's Name Typed

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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 compliant 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)
) SS.
COUNTY OF WOODFORD)

WOODFORD COUNTY BOARD

May 19, 2020

RESOLUTION 2022/23–027 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 2023 to 2026 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 21st day of March, A. D. 2023.

ATTEST:

Dawn Kupfer
Clerk of the Woodford County Board

Chuck Nagel
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 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)

Empty box for additional information.

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 way:

- 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 person 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:

Language Spoken at Home	Total	%
Total Population - Service Area	38,463	
Language other than English	824	2.14

Speak English less than "very well"	156	0.41%
Spanish	315	0.82%
Speak English less than "very well"	59	0.15%
Other Indo-European languages	384	1.0%
Speak English less than "very well"	59	0.15%
Asian and Pacific Islander languages	97	0.25%
Speak English less than "very well"	38	0.01%
Other languages	28	0.07%
Speak English less than "very well"	0	0.00%

- (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.

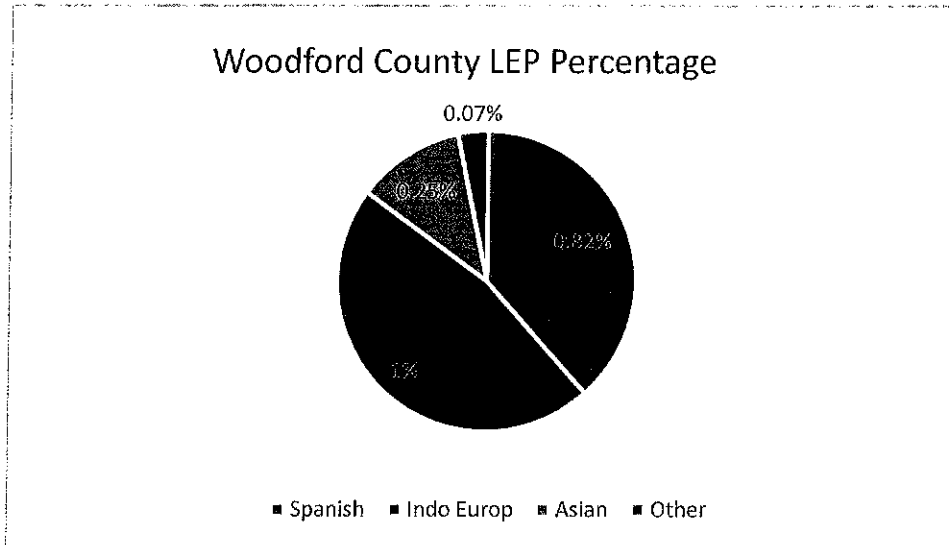
Future revisions and updates to this plan will be based upon the following:

- 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.



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