

EXECUTIVE

COMMITTEE

RESOLUTIONS



**Executive Committee
Resolution #10-289**

**RESOLUTION OF THE COUNTY BOARD
WILL COUNTY, ILLINOIS**

**REPLACEMENT HIRES FOR
SUNNY HILL NURSING HOME**

WHEREAS, in accordance with 55 ILCS 5/2-5009, the County Executive shall "appoint, with the advice and consent of the Board, such subordinate deputies, employees, and appointees for the general administration of county affairs as considered necessary, except those deputies, employees and appointees in the office of an elected county officer", and

WHEREAS, the Will County Executive has presented the attached personnel list for the Sunny Hill replacement hires to the Executive Committee of the County Board, and

WHEREAS, that list has been approved by the Executive Committee in the appropriate manner and now the committee recommends the list to the full Will County Board for approval.

NOW, THEREFORE, BE IT RESOLVED, that the Will County Board, in accordance with 55 ILCS 5/2-5009, does hereby concur with the action of its Executive Committee and the County Executive and gives its consent to the list of names attached to this resolution for the Sunny Hill Nursing Home.

BE IT FURTHER RESOLVED, that the Preamble of this Resolution is hereby adopted as if fully set forth herein. This Resolution shall be in full force and effect upon its passage and approval as provided by law.

Adopted by the Will County Board this 19th day of August, 2010.

Vote: Yes ___ No ___ Pass _____ (SEAL)

Nancy Schultz Voots
Will County Clerk

Approved this _____ day of _____, 2010.

Lawrence M. Walsh
Will County Executive



**OFFICE OF THE COUNTY EXECUTIVE
COUNTY OF WILL
Human Resources Department**

WILL COUNTY OFFICE BUILDING • 302 N. CHICAGO STREET • JOLIET, ILLINOIS 60432

Bruce Tidwell, SPHR
Director

Direct Dial: (815) 740-4634
Fax: (815) 774-6355
Email: btidwell@willcountyillinois.com

THE COUNTY OF WILL

PERSONNEL REQUEST

August, 2010

NAME OF EMPLOYEE	PERSONNEL REQUEST	EFFECTIVE DATE	BUDGET CODE	EMPLOYEE POSITION
<u>Sunny Hill Nursing Home of Will County</u>				
Senyard, Sharon	Replacement	July 12, 2010	101-41-285-1010	CNA
Mesa, Heidi	Replacement	July 12, 2010	101-41-289-1020	LPN Part Time
Hardy, Marquita	Replacement	July 12, 2010	101-41-285-1010	CNA
Morrow, Terri	Replacement	July 19, 2010	101-41-283-1020	RN Part Time
Williams, Ebony	Replacement	July 19, 2010	101-41-289-1020	LPN Part Time
Chovan, Laura	Replacement	July 26, 2010	101-41-285-1010	CNA

Recommended:

Bruce L. Tidwell 8/3/10
Bruce L. Tidwell, SPHR
Director, Human Resources
Date

Approved:

Lawrence M. Walsh Aug 3, 2010
Lawrence M. Walsh
Will County Executive
Date



**Executive Committee
Resolution #10-290**

**RESOLUTION OF THE COUNTY BOARD
WILL COUNTY, ILLINOIS**

**REPLACEMENT HIRES FOR
COUNTY EXECUTIVE MAINTENANCE DEPARTMENT**

WHEREAS, in accordance with 55 ILCS 5/2-5009, the County Executive shall "appoint, with the advice and consent of the Board, such subordinate deputies, employees, and appointees for the general administration of county affairs as considered necessary, except those deputies, employees and appointees in the office of an elected county officer", and

WHEREAS, the Will County Executive has presented the attached personnel list for the Maintenance Department replacement hires to the Executive Committee of the County Board, and

WHEREAS, that list has been approved by the Will County Executive Committee in the appropriate manner and now the committee recommends the list to the full Will County Board for approval.

NOW, THEREFORE, BE IT RESOLVED, that the Will County Board, in accordance with 55 ILCS 5/2-5009, does hereby concur with the action of its Executive Committee and the County Executive and gives its consent to the names on the list attached to this resolution for the County Executive's Maintenance Department.

BE IT FURTHER RESOLVED, that the Preamble of this Resolution is hereby adopted as if fully set forth herein. This Resolution shall be in full force and effect upon its passage and approval as provided by law.

Adopted by the Will County Board this 19th day of August, 2010.

Vote: Yes___ No___ Pass_____ (SEAL)

Nancy Schultz Voots
Will County Clerk

Approved this ___ day of _____, 2010.

Lawrence M. Walsh
Will County Executive



**OFFICE OF THE COUNTY EXECUTIVE
COUNTY OF WILL
Human Resources Department**

Executive Committee
Resolution #10-290
Attachment 1-Page 1 of 4

WILL COUNTY OFFICE BUILDING • 302 N. CHICAGO STREET • JOLIET, ILLINOIS 60432

Bruce Tidwell, SPHR
Director

Direct Dial: (815) 740-4634
Fax: (815) 774-6355
Email: btidwell@willcountyllinois.com

THE COUNTY OF WILL

PERSONNEL REQUEST

August, 2010

NAME OF EMPLOYEE	PERSONNEL REQUEST	EFFECTIVE DATE	BUDGET CODE	EMPLOYEE POSITION
<u>Maintenance</u> Prince, Glen	Replacement	August 23, 2010	101-41-180-1010	Maintenance Worker

Recommended:

Bruce L. Tidwell 8/2/10
Bruce L. Tidwell, SPHR Date
Director, Human Resources

Approved:

Lawrence M. Walsh Aug. 2, 2010
Lawrence M. Walsh Date
Will County Executive

**COUNTY OF WILL
OFFICE OF THE COUNTY EXECUTIVE
PERSONNEL ADVICE AND CONSENT REQUEST**

Candidate Name: Glen A. Prince Internal Candidate
 External Candidate

Job Title/Board Name: Maintenance Worker

Department Name: Maintenance - County Executive

Budget Code

Hiring Manager's Name: Mike Miglorini

101-41-180-1010

Union Position?: Yes No New Position Replacement Hire

If replacement, did predecessor: Terminate County employment Transfer to another position

Is this position critical to departmental operations?: Yes No If Yes, why: _____

This budgeted position is critical for the increased maintenance needs of the county facilities

Is this position included in the current budget? Yes No If no, where will the funds come from to fund this position? _____

Was this position publicly posted? Yes No If no, why? _____

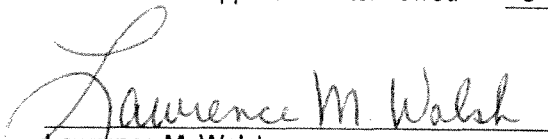
Projected Start Date: Aug. 23, 2010

Projected Annual Salary: \$32,743 Is this a grant-funded position? Yes No

Is this candidate the best qualified for the job? Yes No

Number of Applicants 98 Internal 1 External 97

Number of Applicants Interviewed 3


Lawrence M. Walsh

August 2, 2010
Date

Please attach a copy of the following, if applicable:

- Job Description Review by County Board _____
- Job Posting
- Incumbent Resume

OCCUPATIONAL TITLE: MAINTENANCE WORKER

DEFINITION: Maintains roadways, right-of-way, buildings, grounds and other public facilities, performing a variety of duties.

NATURE OF WORK:

1. Basic Characteristics: FLSA/PELRA included or Non-Exempt Employee.
2. Supervisory Relationships: Responsible to the assigned Department Head, through intermediate supervisors, as directed or required.

ILLUSTRATIVE EXAMPLES OF WORK:

Erects and repairs guard rails, highway markers and snow fences, using hand or power tools;

Dumps, spreads and tamps dirt, sand, gravel, salt, concrete, asphalt and other bituminous materials, using hand or power tools, to patch or repair broken or eroded pavement and to prevent roadway hazards;

Operates hand or powered snow-removal equipment;

Drives light vehicles to operate equipment and transport personnel and materials;

Inspects facilities and equipment, to determine need and extent of service, equipment required and type and number of personnel necessary;

Obtains needed building and maintenance supplies, machinery, equipment and furniture;

Compiles records of labor and material costs of operation and maintenance;

Assists in the installation and repair of signs and other markings;

Issues parts, tools and other items as needed.

Assists in maintaining inventory and records;

Washes and polishes vehicles;

Cleans work site, machinery, tools and other equipment;

Salvages or disposes of scrap and waste items properly;

Cuts lawns, trims vegetation and washes windows;

Operates snow removal equipment;

Maintains premises of public buildings and other facilities in a clean and orderly condition;

Cleans, scrubs, polishes or waxes surfaces, fixtures and trim;

Burns or otherwise disposes of waste and cleans incinerator;

Tends furnace, air-conditioner and boiler, to provide heat, cool air and hot water;

Sweeps and mops hallways and stairs;

Regulates flow of fuel into automatic or hand-fired furnace;

Empties trash and garbage containers;

Performs minor and routine painting, plumbing, electrical and other related facilities maintenance activities, using hand or power tools;

Replaces lights, filters and fuses;

Reports need for major facilities repairs;

Performs other related duties, as assigned or required.

MINIMUM QUALIFICATIONS:

1. Education: High school graduation or equivalency preferred.
2. Experience: None required, although preferred.

SPECIAL REQUIREMENTS: None

REVISED



**OFFICE OF THE COUNTY EXECUTIVE
COUNTY OF WILL
Human Resources Department**

WILL COUNTY OFFICE BUILDING • 302 N. CHICAGO STREET • JOLIET, ILLINOIS 60432

Bruce Tidwell, SPHR
Director

Direct Dial: (815) 740-4634
Fax: (815) 774-6355
Email: btidwell@willcountyillinois.com

VACANCY NOTICE

DATE: July 19, 2010

JOB TITLE: Maintenance Worker (2:30 pm to 10:30 pm)

DUTIES AND REQUIREMENTS: Currently assigned to the Will County Office Building. Completes repairs and maintains buildings and grounds by performing a variety of duties. Installs and repairs plumbing, heating and ventilation systems and fixtures. Performs repair or remodeling of building features including electrical wiring, lights, drywall partitions woodwork, doors, locks, ceiling, floor tile and painting. Performs maintenance tasks in accordance with safety rules and procedures; must follow oral and written instructions effectively; operates vehicles, trucks and vans.

Minimum requirements: High School Diploma or equivalent; prior maintenance experience in commercial buildings preferred. Thorough working knowledge of tools and materials used in general building maintenance and repair work. Must have valid Illinois driver's license. Applicants are subject to a criminal background check, driver's license check, and pre-employment drug-screening test.

DEPARTMENT: County of Will Executive Department

SALARY RANGE: \$32,743 - \$51,057
(D3 – F3)

APPLY TO: Will County Human Resources Department
302 N. Chicago Street -2nd Floor
Joliet, IL 60432
Fax: (815) 774-6355
Email: jobs@willcountyillinois.com

APPLY BY: July 28, 2010 (Revised)

Applicants are subject to a Background Check and Physical Examination and Drug Screening

*Completed Will County Employment Application or Resume may be submitted by mail, fax or hand delivered. Only interviewed applicants will be notified of the selection process.

Equal Opportunity Employer
Website: www.willcountyillinois.com



**Executive Committee
Resolution #10-291**

**RESOLUTION OF THE COUNTY BOARD
WILL COUNTY, ILLINOIS**

**AUTHORIZING THE COUNTY CLERK TO APPLY FOR AND ACCEPT HELP AMERICA
VOTE ACT GRANT FUNDS & VOTING ACCESS FOR INDIVIDUALS WITH DISABILITIES
GRANT FUNDS FROM THE STATE BOARD OF ELECTIONS**

WHEREAS, one of the purposes of the Help America Vote Act of 2002 (HAVA) is to promote polling place accessibility to all voters, including those who are blind and visually impaired, to educate citizens concerning voting procedures, voting rights and voting systems, as well as train election judges and field technicians. The United States Department of Health and Human Services has appropriated additional funding to the State Board of Elections for these purposes, and

WHEREAS, the Will County Clerk has requested to apply for and accept the grant application from the State Board of Elections for Voting Access for Individuals with Disabilities – Application for Funding for Grant #6 – VAID III in the amount of \$41,033.00, and

WHEREAS, the Executive Committee of the Will County Board hereby concurs with the Will County Clerk’s request to apply for and accept additional grant funds from the Illinois State Board of Elections and further applauds her efforts to seek any and all grant funding to alleviate the growing pressures on the County’s Corporate funds.

NOW, THEREFORE, BE IT RESOLVED, the Will County Board hereby concurs with the County Clerk’s request to apply for and accept the grant application from the State Board of Elections for Voting Access for Individuals with Disabilities – Application for Funding for Grant #6 – VAID III in the amount of \$41,033.00.

BE IT FURTHER RESOLVED, the Will County Board hereby applauds the Will County Clerk and her respective staff on their willingness to seek grant funds to alleviate the growing pressures on the County’s Corporate funds.

BE IT FURTHER RESOLVED, that the Preamble of this Resolution is hereby adopted as if fully set herein. This Resolution shall be in full force and effect upon its passage and approval as provided by law.

Adopted by the Will County Board this 19th day of August, 2010.

Vote: Yes___ No___ Pass_____ (SEAL)

Nancy Schultz Voots
Will County Clerk

Approved this _____ day of _____, 2010.

Lawrence M. Walsh
Will County Executive

STATE BOARD OF ELECTIONS
STATE OF ILLINOIS

1020 South Spring Street, P.O. Box 4187
Springfield, Illinois 62708
217/782-4141 TTY: 217/782-1518
Fax: 217/782-5959

James R. Thompson Center
100 West Randolph, Suite 14-100
Chicago, Illinois 60601
312/814-6440 TTY: 312/814-6431
Fax: 312/814-6485



EXECUTIVE DIRECTOR
Daniel W. White

BOARD MEMBERS
Bryan A. Schneider, Chairman
Wanda L. Rednour, Vice Chairman
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Albert S. Porter
Jesse R. Smart
Robert J. Walters

FILED
2009 AUG -3 AM 11:58
NANCY SCHEDL & VOOTS
COUNTY CLERK
MILL COUNTY, ILLINOIS

TO: All Election Authorities
FROM: Daniel W. White, Executive Director
RE: Voting Access for Individuals with Disabilities - Application for Funding
(Grant #6 - VAID III)
DATE: July 29, 2009

As you will recall, one of the purposes of the Help America Vote Act of 2002 (HAVA) is to promote polling place accessibility – to all voters, including those who are blind and visually impaired. The State Board of Elections has through three previous grants appropriated money to the jurisdictions strictly for polling place accessibility.

The United States Department of Health and Human Services (HHS) has appropriated additional funding to the State Board of Elections to improve polling place accessibility. These funds are available under the Voting Access for Individuals with Disabilities (VAID) grant. In addition to this grant, the State Board of Elections will allocate the remaining VAID grant money (from previous VAID grant) to the VAID III grant.

As provided in previous grants, the State Board of Elections will distribute this money based upon voting age population to election authorities. Your jurisdiction's share of this amount, should you apply for it, can be found on the enclosed Acceptance Agreement. You may apply for this money anytime between now and December 17, 2010 (for purchases made during the time period beginning July 1, 2008 through December 1, 2010). Treasury guidelines are found at the end of this letter. **Do not request this money until you are ready (within 30 days) to pay the vendor.**

The purpose of these funds is to assist you with making improvements that will be in place for the November 2, 2010 General Election. Your staff should take steps now to evaluate the accessibility of your polling places in accordance with the criteria set forth in the State Board of Elections polling place accessibility survey. With the funds provided, you can purchase and install accessible voting equipment, provide training to the election judges on the accessible voting equipment and/or sensitivity training, address the specific needs of your polling places and also provide information to voters with disabilities including newspaper publication of accessible polling places and accessible voting equipment.

Memo to Election Authorities – VAID III
July 29, 2009
Page 2

According to the regulations of the U.S. Treasury, recipients of Federal monies (State governments) that pass the funds on to sub-recipients in advance (Local governments) must ensure that only those monies determined necessary for immediate cash needs are advanced (34 CFR 80.20). The State Auditor General has interpreted 'immediate cash needs' as receiving advance funds 30 days or less from the expected date of paying the subrecipient's vendors.

Consequently, please submit your completed Voting Access for Individuals with Disabilities III Acceptance Agreement, Information Sheet, Expenditure Sheets and copies of vendor invoices to Amy Calvin only when you are ready to pay your vendors for qualifying expenses under this Program within the timelines given above. If you would like to request your allocation in smaller increments, please also submit an addendum. (The information sheet, expenditure sheets, and addendum will be e-mailed to you.)

Awards will be made upon receipt and approval of your Acceptance Agreement and accompanying materials. Copies of the check(s) will be due within ten (10) days of your spending the funds. If you need assistance with this matter, please contact Becky Glazier at 217-782-1536 or bglazier@elections.il.gov or Amy Calvin at 217-782-1531 or acalvin@elections.il.gov. Thank you for your continued work on behalf of voters in Illinois.

Enclosures
VAID III Acceptance Agreement



Illinois State Board of Elections
Acceptance Agreement
Voting Access for Individuals with Disabilities – VAID III

You are receiving this Voting Access for Individuals with Disabilities Grant pursuant to Title II, Section 261 of the Help America Vote Act of 2002, ("HAVA") (CFDA # 93.617). Generally stated, the purpose of this grant is to ensure that all polling places are made accessible to voters with disabilities. Your election jurisdiction, Will County ("Election Authority"), will receive the amount of \$41,033.00 (*Forty one thousand thirty-three dollars and 00/100*), which will be distributed in a lump sum payment. We calculated this amount based on the proportion of your jurisdiction's voting age population to that of the entire State.

Specifically, this grant is to be used to:

1. Make polling places, including the path of travel, entrances, exits, and voting areas of each polling facility, accessible to individuals with disabilities, including the blind and visually impaired, in a manner that provides the same opportunity for access and participation (including privacy and independence) as for other voters; and
2. Provide individuals with disabilities and the other individuals described in paragraph (1) with information about the accessibility of polling places, including outreach programs to inform the individuals about the availability of accessible polling places and training election authorities, election judges, poll workers, and other election volunteers on how best to promote the access and participation of individuals with disabilities in elections for Federal Office.

The State Board of Elections and you, the Election Authority, have responsibilities under HAVA both as to spending the grant for its intended purposes and tracking grant expenditures in accordance with applicable State and Federal laws and regulations. By accepting this grant, you agree to document all expenditures for audit purposes in accordance with generally accepted auditing standards, Federal Single Audit requirements, and any specific additional provisions contained in HAVA (42 U.S.C. § 15542). You must keep all expenditure documentation and receipts in your records until you are notified by the State Board of Elections to either supply them to us or dispose of them. Furthermore, you agree to provide all documentation (i.e., receipts, invoices, copies of checks) applicable to activity under this grant program to the State Board of Elections or other auditing entity upon request.

Under no circumstances is this grant money to be supplanted into the county's election budget by the County Board or the Board of Election Commissioners. These grant funds must be kept separate and segregated. These funds may not be used in any way in a private residence. For example, they may not be used to make permanent improvements to the building(s) or property of a private residence. These grant funds may be used only to make improvements to publicly owned buildings and/or property. Furthermore, purchases made with this grant shall become the responsibility and property of the Election Authority, or to whom the assignment of any permanent property is made by the Election Authority, not the State Board of Elections. All property control and custody responsibilities will be assumed by the Election Authority. The Election Authority must follow the federal equipment management requirements included in 41 CFR 105-71.132 and maintain adequate records of equipment purchased with HAVA funds. Likewise, the Election Authority agrees that all future costs related to maintenance, repairs, and upgrades to equipment or property purchased with these grant funds shall be the sole responsibility of the Election Authority, not the State Board of Elections.

There are certain federal financial controls applicable to this grant. According to the regulations of the U.S. Treasury, recipients of Federal monies (State governments) that pass the funds on to the election authority in advance must ensure that only those monies determined necessary for immediate cash needs are advanced (34 CFR 80.20). The State Auditor General has interpreted 'immediate cash needs' as receiving advance funds **30 days or less from the expected date of paying the sub-recipient's vendors.**

The Election Authority agrees that it will not purchase goods/services with HAVA funds with any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549. These can be found on the Excluded Parties List System located at www.gsa.gov (http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=19944&noc=T)

You may apply for this money anytime between now and December 17, 2010. Please submit **only when you are ready to pay your vendors for qualifying expenses under this Program within the timelines given above.** Therefore, the grant may be applied toward any purchase or lease meeting the above criteria made between July 1, 2008 and December 1, 2010. The Election Authority agrees to indemnify and hold the State Board of Elections

harmless against any claims brought against it by the Comptroller General or other agency of the federal government, for reimbursement of the grant funds in the event that the Election Authority is found liable for misapplication, misuse, or misappropriation of funds.

THIS GRANT IS SUBJECT TO THE ILLINOIS GRANT FUNDS RECOVERY ACT (30 ILCS 705/1, et seq.). THEREFORE, ANY UNSPENT PORTION OF THE GRANT THAT REMAINS AFTER 30 DAYS MUST BE RETURNED WITH INTEREST TO THE STATE BOARD OF ELECTIONS IMMEDIATELY. ANY MISSPENT OR IMPROPERLY HELD GRANT FUNDS ARE SUBJECT TO RECOVERY BY THE STATE BOARD OF ELECTIONS.

Election authorities that fail to pay their vendors for qualifying expenses within the 30-day time period as specified by the terms of this Agreement and underlying federal rule shall become liable to the State Board of Elections for interest penalties for failing to meet the 30-day interval (unless the applicable grant amount, or any unused portion thereof, is returned to the State before the 30-day period has elapsed). An election authority failing to meet this 30-day requirement will be liable for interest at the rate applicable to the State's payments to its vendors under the terms of the State Prompt Payment Act (30ILCS 540). The interest calculation for this mandatory reimbursement is based on the historical interest rates earned by the State HAVA fund and paid by the State Treasurer during the specific time periods the money was improperly held by the local jurisdiction. The election authority assessed this interest penalty must remit the penalty amount to the State Board of Elections within 30 days of receipt of notice from SBE. Such interest payment shall be identified separately from any grant returns or other refunds.

By signing this document, you certify that you agree to use the grant funds provided for the purposes articulated above and certify that you understand and agree to the record keeping and documentation requirements set forth above. Further, you certify that you will return to the SBE any of the unspent funds remaining within thirty days after receipt of such funds as noted above. For purposes of this paragraph, the unspent funds shall be considered timely returned if it is actually received in either of the SBE offices (Chicago or Springfield) within 30 days of receipt or, if received beyond such 30-day period, the envelope containing the unspent funds is postmarked within such 30-day period. If the postmark on the envelope containing the unspent funds is missing or illegible, the return of the unspent funds will be considered timely if such envelope is received by the SBE no later than 5 business days following the end of such 30-day period.

In addition, you understand and accept that no additional HAVA related funds will be forthcoming, or in the alternative, that additional grant funds may be reduced by the amount of any outstanding funds owed to the State Board of Elections, until the terms of those agreements are satisfied and any unspent or unaccounted for funds are returned with interest as indicated above.

Any violations of this agreement may be reported to appropriate legal authorities for review and appropriate action.

**Chairman of County Board or Board of Election
Commissioners Authorized Agent**

Election Authority Authorized Agent

Signature _____

Signature _____

Printed Name _____

Printed Name _____

Date _____

Date _____

Illinois State Board of Elections

Signature _____

Printed Name Daniel W. White, Executive Director

Date _____