

## **AGENDA**

1. Call to Order and Roll Call
2. Adoption or Amendment of Agenda
3. Approval or Amendment of Minutes – July 27, 2017
4. Audience Comments
5. Infrastructure Fund/Working Cash Fund
6. Employee Vehicle Use Policy
7. Contract – GIS Management and Consulting Services
8. Sexual Harassment Policy
9. Executive Session:
  - A. Pursuant to Open Meetings Act 5 ILCS 120/2 (c) (1)** The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.
  - B. Pursuant to Open Meetings Act 5 ILCS 120/2 (c) (6)**  
The setting of a price for sale or lease of property owned by the public body.
  - C. Pursuant to Open Meetings Act 5 ILCS 120/2 (c) (11)** Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
10. Items of Information and Committee Concerns
11. Adjournment

**Special Joint Property & Executive/Legislation Committee  
Thursday, July 27, 2017  
Courthouse Annex, Room 319, 5:00 PM**

**MINUTES**

**Agenda Item 1 - Call to Order and Roll Call**

Vice Chairman of the Executive/Legislation Committee Todd Johnson called the meeting to order at 5:04 PM. Upon the call of roll, the following members were present: Kevin Green, Todd Johnson, Becky Stark, Crisi Walls 4 – Present & 3 Absent.

Mike Marron, Steve Fourez were excused. AJ Wright was absent.

Also attending the meeting were: Bill Donahue and Jennifer Jenkins.

Upon the call of roll for the Property Committee, the following members were present: John Criswell and Mitch Weaver. 2 Present and 5 Absent. Wesley Bieritz, Adam Hart, Joe Eakle, Frank Hoskins, and Chad Turner were excused.

There was not a quorum present for the Property Committee.

The meeting continued for Executive/Legislation Committee.

**Agenda Item 2 - Adoption/Amendment to the Agenda**

Walls moved, seconded by Green, to adopt the agenda as presented. Motion passed by acclamation.

**Agenda Item 3 - Audience Comments**

None.

**Agenda Item 4 – Resolution: Transfer of ownership of Michael Cemetery to Carroll Township**

Motion for approval of the resolution discussion by Stark, seconded by Walls.

This is a County owned cemetery. Vermilion County owns 3 additional cemeteries as well. God's Acre, Rose, and Milner.

Vermilion County was unaware that they owned Michael Cemetery until contacted directly from Carroll Township after they did a title search.

Green asked if it would be in the County's best interest to release the other 3 cemeteries owned by the County.

Donahue indicated that they would actually need to request them to start the process.

Upon the call of roll, the following voted yes to wit: Kevin Green, Todd Johnson, Becky Stark, Crisi Walls 4 – yes & 3 Absent.

**Agenda Item 5 - Items of Information and Committee Concerns**

Green shared with the committee that he was recently contacted by an insurance agent that is interested in providing a possible cost savings quote to Vermilion County.

This agent is capable of quoting all types of insurance such as; Health, Liability, Auto, and Building Insurance, etc. This same agent, with competitive bidding, was able to provide other local government with cost savings of around \$350,000.00.

Green shared that this was discussed briefly with Chairman Marron and he is aware that we are self-insured with health insurance. Our liability coverage has been with the same company for several years and Marron shared with Green that Vermilion County has been very pleased with them thus far.

Green suggested that we do however, look into the insurance for our buildings, structures, etc. and on vehicles.

Johnson added that we also need to make sure, when we choose to search for quotes, that the customer service is also a part of our search. We currently have excellent customer service with our current provider and this is very important.

It was suggested that we get together some information together from our current policies and bring this item back when everything is gathered.  
Green also advised the committee that several individuals such as; Chad Hays, Scott Bennett, Mayor Eisenhauer, Ken Konsis, and Vicki Haugen, amongst others, received an invitation by Dynegy to the power plant for a tour.  
Green said he definitely would like to tour. He has contacted Dynegy to set this tour up. This is extended to all County Board members.  
Johnson explained that he wanted to be clear on the details of "why" Vermilion County was touring and not to provide a false sense of hope that there would be an outcome of a solution to this due to the County Board members touring.  
Green will provide additional details as they come in.

**Agenda Item 7 - Executive Session**

Not necessary

**Agenda Item 8 - Adjournment**

Johnson adjourned the meeting at 5:16P.M.

Minutes by: Jennifer Jenkins, Administrative Assistant

## **ORIDINANCE**

### **Re: INFRASTRUCTURE MAINTENANCE**

Whereas, it is essential that the County maintain needed infrastructure and encourage economic activity, and

Whereas, it is critical to ensure that a process is in place to maintain such infrastructure issues and provide for the general good of all County residents thereby inasmuch and any improvement to infrastructure aids and assists in the combined growth and strength of the County which helps all, and

Whereas, it is possible to accomplish this by use of funds held by the County due to the abolishment of the working cash fund and the transfer of funds to the use of said money to fund infrastructure projects with the cooperation and joint funding of various other local government units as may wish to cooperate in

IT IS THEREFORE ORDAINED that to assist in the continued development of economic activity and the general welfare of the people of Vermilion County there is hereby established a fund for infrastructure improvement and the funds formally held as a working cash fund, now abated and abolished, shall be transferred to a fund or line as may be appropriate under general accounting principles, to accomplish the work of infrastructure repair under the direction of three County Board members appointed by and guided by the County Board Chairman to oversee the use of said funds for necessary and feasible projects. Each individual project will be approved by the entire Board by way of intergovernmental agreements defining the funding and/or repayment for each project.

BE IT FURTHER ORDAINED that such funds as expended will be for the common good of Vermilion County residents and shall be replenished as needed by County funding and funding or repayment by other local government units of Vermilion County.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the JANUARY 9, 2018 A.D. Session.

DATED this 9<sup>th</sup> day of JANUARY 2018 A.D.

AYE \_\_\_\_\_ NAY \_\_\_\_\_ ABSTAIN \_\_\_\_\_

\_\_\_\_\_  
Chairman, Vermilion County Board

ATTEST:

\_\_\_\_\_  
Clerk of the County Board

APPROVED BY EXECUTIVE/LEGISLATION COMMITTEE:      Date \_\_\_\_\_

Michael Marron                      Y   N   A                      \_\_\_\_\_

Chairman

Todd Johnson                      Y   N   A

Steve Fourez                      Y   N   A

Kevin Green                      Y   N   A

Crisi Walls                      Y   N   A

A.J. Wright                      Y   N   A

Becky Stark                      Y   N   A

**Ordinance**

**RE: Working Cash Fund**

WHEREAS, the County Board of Vermilion County, Illinois has a working cash fund as provided by 55 ILCS 5/6-29007; and,

WHEREAS, inasmuch as the County may no longer levy to increase the fund and it exists solely as an emergency fund which is now of limited value and simply invested with low return rates; and,

WHEREAS, the possibility of using such funds to invest in the infrastructure of the County is more valuable and the law provides that the County may abate and abolish this fund as stated at: 55 ILCS 5/6-29007 *“Abatement or abolishment of fund. If any county which has created a working cash fund under this Division abates or abolishes that fund, that county may not again create such a working cash fund until at least 10 years have elapsed after the date that fund was abated or abolished.”*; and,

WHEREAS, the Vermilion County Board believes that there is a better use for such money to assist the community by establishing a working infrastructure fund;

NOW, THEREFORE BE IT ORDAINED by the County Board of Vermilion County, Illinois, that working cash fund is hereby abated and abolished.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the January 9, 2018 A.D. Session.

DATED this 9<sup>th</sup> day of January 2018 A.D.

AYE \_\_\_\_\_ NAY \_\_\_\_\_ ABSTAIN \_\_\_\_\_

\_\_\_\_\_  
Chairman, Vermilion County Board

ATTEST:

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Clerk of the County Board

APPROVED BY EXECUTIVE/LEGISLATION COMMITTEE:

Michael Marron	Y	N	A	_____
Chairman				Date
Todd Johnson	Y	N	A	
Steve Fourez	Y	N	A	
Kevin Green	Y	N	A	
Crisi Walls	Y	N	A	
A.J. Wright	Y	N	A	
Becky Stark	Y	N	A	

**R E S O L U T I O N**

**RE: Vehicle Use Policy**

WHEREAS, the County Board of Vermilion County, Illinois has previously established a vehicle use policy; and,

WHEREAS, it is necessary to update the policy to recognize the need to limit our liability and cost with regard to use of county vehicles; and,

WHEREAS, any ability to save costs and limit liability, even if incremental, will over time assist our ability to serve the public and maintain appropriate wage levels and any opportunity to review the need of some expenses is useful to that end.

NOW, THEREFORE BE IT RESOLVED by the County Board of Vermilion County, Illinois, that the amended vehicle use policy is adopted as set forth in the attached policy.

PRESENTED, APPROVED AND RESOLVED by the County Board of Vermilion County, Illinois at the January 9, 2018 A.D. Session.

DATED this 9<sup>th</sup> day of January 2018 A.D.

AYE \_\_\_\_\_ NAY \_\_\_\_\_ ABSTAIN \_\_\_\_\_

\_\_\_\_\_  
Chairman, Vermilion County Board

ATTEST:

\_\_\_\_\_  
Clerk of the County Board





## Vehicle Use Policy

### Policy

The purpose of this policy is to ensure the safety of employees who drive county vehicles and personal vehicles used for county-designated business and to provide guidance on the proper use of those vehicles. The county provides vehicles for business use to those employees holding jobs that regularly require driving as an essential job function. County designated business is defined as work related to the day to day operations of the various County departments. The guidelines below are for those employees assigned a vehicle to drive for county-designated business and for those employees who may occasionally use their personal vehicle for county-designated business. The Sheriff's Department is not covered by this policy. The reimbursement policy for employees using their personal vehicles for county-designated business can be found in Section 20 – Business and Transportation Policy of the Personnel Policies and Procedures Manual. The following guidelines include, but are not limited to cars, trucks, equipment vehicles, tractors, backhoes, front-end loaders, and graders.

It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the county endorses all applicable state laws and motor vehicle regulations relating to driver responsibility.

#### **Authorized Personnel, Personal Use and Passengers of County Vehicles**

Employees may not drive county vehicles without prior approval from their supervisor. Employees who drive for county-designated business must show proof of a valid and current driver's license and, if using a personal vehicle, must provide proof of auto insurance coverage. Annually, each supervisor should verify the existence of a valid driver's license and, for employees using personal vehicles, proof of insurance coverage. Employees driving county vehicles or personal vehicles for county-designated business are required to inform their supervisor of any changes immediately that may affect their legal or physical ability to drive or their continued insurability.

Any employee who has a driver's license revoked or suspended shall immediately notify their supervisor. Failure to do so may result in disciplinary action, up to and including termination of employment.

County vehicles are to be driven by authorized employees only. Passengers are limited to those individuals who need to ride in the vehicle to conduct county business and then only if authorized by the

supervisor. Spouses, other family members or other non-employees are not authorized to drive county vehicles.

*Department Heads or employees who are on-call on a 24-hour basis may be allowed to take a county vehicle home in order to respond as soon as possible to emergency events requiring their presence. Departments under direct authority of the County Board must discuss and demonstrate the need with the County Board Chairman to obtain permission in writing. Other departments are encouraged to follow this same practice as the County will no longer budget for vehicles used in violation of this policy. Such employees need to provide a written acknowledgment that they fully understand that the vehicle is used only as part of emergency response and not for personal use.*

Any employee authorized to take a vehicle home should drive the vehicle directly home and not use that vehicle unless responding to a call or traveling on County business at the direction of their supervisor. A short stop on the way to or from work is permitted so long as it does not unduly prolong the use of the vehicle and is not a great distance from a route directly to and from the jobsite and home.

Transporting animals, responding to calls during or after hours, plowing snow, picking up supplies during the work day, constitute County business. Examples which do not constitute County business include traveling for groceries or shopping, running errands for personal needs or travel done on non-work hours for personal needs.

If you have questions about appropriate need-based personal use, please ask your supervisor.

To provide accommodation for restricted, need based personal use of county vehicles, it should be noted that while dropping off or picking up children on the way to and from the jobsite, it is expected that all state laws and regulations concerning child safety be followed.

### **Driver Guidelines, Driver Safety and Reporting Requirements**

If an employee receives a traffic citation or is in any kind of accident while driving a county vehicle, or while using personal vehicle for county-designated business, it must be reported immediately to their supervisor and the County Board Office as soon as practicable if same day reporting is not possible. This also applies to county vehicles during off-duty hours as it may affect our insurance rates. If there is an accident with any injury, that should be reported immediately if possible. Failure to report

an accident or a traffic violation may result in disciplinary action, up to and including termination of employment.

The use of a county vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden. There shall be no alcohol or illegal drugs present in the vehicle at any time. Violations of this paragraph are sufficient cause for discipline, up to and including termination of employment.

Drivers are expected to park county owned vehicles in legal areas intended for such.

Drivers are responsible for the security of county vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed and vehicle doors locked whenever the vehicle is left unattended.

Drivers who are assigned a county vehicle are expected to keep the vehicle clean and shall be fully responsible for the general maintenance and proper care of the vehicle. Drivers will be held accountable for maintaining proper fluid levels and tire air pressure.

There shall be no smoking in any county vehicle.

Headlights shall be used 2 hours before sunset and until 2 hours after sunrise, or during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be clearly seen.

All state and local laws must be obeyed.

The driver must not operate the company vehicle if they have:

- Consumed any alcoholic beverages
- Taken any prescription, over the counter or illegal drug or substance that may impair driving ability
- Become intoxicated or are under the influence of any prescription, over the counter or illegal drug or substance

The following uses are not allowed with company vehicles:

- Towing of trailers, campers or boats
- Transporting of hazardous materials
- Traveling into any foreign country (Canada or Mexico)
- Attaching equipment such as luggage carriers, winches, or plows (unless that is the purpose for which the vehicle was intended, e.g. Highway Department snowplow.)
- For hiring to others or transporting others to generate income

- Giving rides to hitchhikers
- Using for any other purpose not approved by the County.

### **Safe Driving**

Safe driving of Vermilion County vehicles, or your own vehicle, while conducting county business is important for your safety.

To prevent vehicular accidents, Vermilion County prohibits the following acts while driving County vehicles or while driving a vehicle while performing your job duties:

- Driving under the influence of alcohol or drugs;
- Operating any vehicle without proper license;
- Speeding;
- Operating a vehicle carelessly, negligently, improperly, illegally or outside recommended safety protocols;
- Driving a vehicle without using a seat belt, shoulder belt or other safety harness;
- Operating a vehicle while holding or physically operating a cellular phone or other device unnecessary to the operation of the vehicle; and
- Turning off or dismantling vehicle safety devices, like airbags.
- Driving carelessly, negligently or recklessly

Any decision requiring whether or not a vehicle is driven carelessly is at the sole discretion of the County. While not an exclusive list, an operator is considered to have operated a vehicle carelessly if he or she:

- Is operating a vehicle while holding or physically operating a cellular phone or other device unnecessary to the operation of the vehicle;
- Operating a vehicle while eating, writing, reading or performing other functions that reduce the driver's awareness or ability to control the vehicle;
- Looks away or down while driving or otherwise becomes distracted while operating a vehicle;
- Passes another vehicle in a no pass lane or in the wrong lane;
- Tailgates another vehicle;
- Drives too fast or aggressively during poor conditions, like rain or snow;
- Is ticketed by law enforcement after an accident; or
- Operates a vehicle while overly tired or with an illness or condition that impairs or could impair motor skills and judgment.

It is not considered careless to drive and speak to a hands-free device for a cellular phone so long as the employee is not distracted while using that device, both hands are on the steering wheel, and eyes are focused on the road.

Driving a vehicle carelessly is not permitted and may result in discipline including, but not limited to, termination of employment.

### **Reporting Careless Driving**

If you know or suspect another employee or workplace participant is violating this policy, you must report it immediately to your manager, your supervisor or the County Board Chairman.

If you do not feel comfortable reporting as listed above or if you did report and are not satisfied with the response, then you should direct your report or dissatisfaction to Human Resources Department.

If for any reason you do not want to discuss the matter with the persons or departments listed above, you may report the matter to the State's Attorney's Office-Civil Division.

Please note that you are not required to confront the person or persons that have given you reason to report. Discussing or reporting acts of careless driving to any person not listed above does not constitute a report of wrongdoing.

### **Retaliation Prohibited**

If you believe you are being subjected to retaliation for reporting a violation of this policy, or participating in an investigation of a violation of this policy, you should report the retaliation immediately in the manner provided above. Please note that you do not have to confront the person that is the source of the retaliation before reporting it, but to help prevent retaliation from continuing, you must report it.

Any employee or workplace participant that retaliates against another employee or workplace participant for making a good faith complaint of a violation of this policy, or for assisting in an investigation of a complaint of a violation of this policy, is subject to discipline or termination. Retaliation can include, but is not limited to, harassment, discrimination, bullying or any other unfair treatment or abuse of power.

### **False Claims Prohibited**

Any employee or workplace participant that makes a knowingly false claim of a violation of this policy will be subject to discipline or termination.

### **Questions about This Policy**

If you have questions, suggestions or concerns about this policy, you should direct them to your manager, your supervisor or the County Board Office.

### **Accident Review Panel**

For all Departments, other than the Sheriff's Department which has their own review process, any accident involving a county vehicle must as noted above be reported to the County Board Office. The County Board Chairman, Department Head, Human Resources Director, Civil Attorney and any other person designated by the Board Chairman will review the facts and circumstances of the accident and make recommendations to the Department Head concerning any changes in policy or the need for any discipline based upon the incident.

**CONTRACT TO PROVIDE  
GIS MANAGEMENT  
AND  
CONSULTING SERVICES**

**BETWEEN:  
VERMILION COUNTY, ILLINOIS**

**AND  
BRUCE HARRIS & ASSOCIATES, INC.  
21 N. River Street  
Batavia, IL 60510**

**Bruce Harris**



**CONFIDENTIAL BUSINESS INFORMATION**



## CONTRACT

THIS AGREEMENT entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2017, between Bruce Harris & Associates, Inc., hereinafter called "Contractor", party of the first part, and Vermilion County, Illinois, hereinafter called "Vermilion County", party of the second part, WITNESSETH:

THAT WHEREAS, the Contractor is in the business of providing Geographic Information Services for various governmental agencies in the United States, and

WHEREAS, Vermilion County is desirous of having the Contractor provide GIS Management and Consulting Services to the County of Vermilion.

NOW, THEREFORE, in consideration of the covenants and conditions of the Contract, IT IS AGREED between the parties as follows:

## **PROJECT INTRODUCTION**

Bruce Harris & Associates and Vermilion County originally began working together in 2004 on the County's initial GIS implementation project. The project included aerial photography, parcel mapping, and farmland assessment services. In 2008, Bruce Harris & Associates began working as Vermilion County's GIS management service provider. We have provided a wide variety of services to various offices including the Supervisor of Assessments, County Clerk, EMA, and Highway Department. We have also created multiple GIS websites for the County. This contract is a continuation of these services.

## **OBJECTIVES**

Vermilion County, Illinois intends to further the County's use and expansion of GIS throughout the County staff. The County's GIS intends to serve the internal needs of the County staff as well as provide communication, data integration, and access to the public. Project goals include:

1. GIS Website Improvements and Enhancements
2. Expand Use of GIS Throughout the County
3. Support All County Department GIS efforts
4. Use the latest in GIS technology to improve communication and decision-making
5. Continued improvement of emergency response efforts through expanded use of GIS

These GIS Consulting and GIS Management services include the following:

1. MapAscend Parcel Editing Tools support
2. Parcel Map Maintenance and Support
3. BHA Farmland Calculation Tools support
4. Parcel Access Template (GIS Property Search Website) Enhancements and Support
5. GIS Integration with DevNET
6. ArcGIS for Server (ArcSDE) Database Administration, Maintenance and Support
7. ArcGIS for Server (Map Services) Administration, Maintenance and Support
8. ArcGIS Online Administration
9. GIS Website Creation, Administration, Maintenance and Support
10. Training and Technical Support for GIS Users
11. Damage Assessment GIS Support
12. Emergency Management GIS Support Services

This agreement shall support the following proprietary software/systems currently being used at Vermilion County:

1. MapAscend Productivity Enhancements
2. MapAscend Parcel Management
3. BHA Farmland Tools
4. Parcel Access Template (PAT)

## STATEMENT OF WORK

### Overall Purpose

The Contractor will provide the necessary expertise and resources to support Vermilion County's GIS. The Contractor staff will manage and expand the use of GIS within Vermilion County. The Contractor staff will act as the County's GIS Manager. The Contractor will oversee all aspects of GIS implementation in the County related to Esri's ArcGIS Platform as well as countywide GIS data acquisition efforts.

### Services

Bruce Harris & Associates, Inc. (BHA) staff will provide services designed to support and expand the current GIS and/or implement a new GIS. BHA's Project Manager will allocate staff resources in accordance with the expertise level required to complete a given task. The following personnel shall be made available to Vermilion County:

**Project Manager** - A Project Manager will be assigned and will be responsible for collecting and organizing tasks as well as assigning BHA's resources. The Project Manager will also be responsible for progress reporting.

**GIS Manager** - a GIS Manager has expertise in the following areas:

- ArcGIS for Server (ArcSDE) Administration
- ArcGIS for Server Map Services Creation and Maintenance
- Geodatabase Design and Configuration
- ArcGIS Online Setup, Configuration and Map/App Creation including Collector for ArcGIS and Operations Dashboard
- GIS Data Conversion and Data Creation
- Map Production and Cartography
- GIS Integration with CAMA/Assessment Databases
- Parcel Fabric
- Parcel Mapping

**GIS Consultant** - a GIS Consultant has expertise in the following areas:

- ArcGIS for Server (ArcSDE) Administration
- ArcGIS for Server Map Services Creation and Maintenance
- Geodatabase Design and Configuration
- ArcGIS Online Setup, Configuration and Map/App Creation including Collector for ArcGIS and Operations Dashboard
- GIS Data Conversion and Data Creation
- Map Production and Cartography
- GIS Integration with CAMA/Assessment Databases
- Parcel Fabric

**GIS Data Technician** - a GIS Data Technician has expertise in the following areas:

- GIS Data Conversion and Data Creation

- Map Production and Cartography
- Parcel Map Creation and Maintenance
- Parcel Fabric

GIS Web Developer - a GIS Web Developer has expertise in the following areas:

- GIS website design, creation, configuration and management
- Esri's JavaScript API
- ArcGIS Online Web App Builder Development

GIS Programmer - a GIS Programmer has expertise in the following areas:

- ArcObjects Programming
- Python Scripting
- ArcGIS for Server (ArcSDE) Administration
- ArcGIS for Server Map Services Creation and Maintenance
- Geodatabase Design and Configuration
- GIS Integration with CAMA/Assessment Databases
- ArcGIS Online Setup, Configuration and Map/App Creation including Collector for ArcGIS and Operations Dashboard

The Contractor team has expertise available to Vermilion County in the following areas:

- Parcel Editing and Support
- Farmland Calculations and Support
- GIS Integration with Assessment/CAMA Databases
- ArcGIS for Server (ArcSDE) Database Administration, Maintenance and Support
- ArcGIS for Server (Map Services) Administration, Maintenance and Support
- ArcGIS Online Administration
- GIS Website Creation, Administration, Maintenance and Support
- Training and Technical Support for GIS Users

### **Progress Reporting**

A project progress report will be provided and made available as a PDF to the Contractor and County's project team. This will be updated on a monthly basis. All tasks and subtasks will be listed. Vermilion County will be notified that progress on a task has been completed and is ready for review. The County will indicate they have reviewed the progress and ask for clarification if needed. The progress reporting is not meant to replace regular project status meetings, but is meant to ensure incremental progress is made, all requests and revisions are well documented, and the project stays on track and within the projected time line.

### **System User Acceptance Testing (UAT)**

For any GIS development work, the County will go through a single user acceptance testing (UAT) cycle for each application review once the final application has been installed. The Contractor will provide the County with a template which contains all of the functional requirements developed for the application. The County will have four weeks to complete their review and provide feedback. Once the County performs their user acceptance testing and tests

the application they may enter their feedback into the document in the form of a bug/fix or completed as expected. A bug/fix is defined as:

- Bug/Fix – A bug/fix occurs when the application functionality is not behaving as expected or as per the requirements identified and an error message is displayed.

The Contractor will honor all bug/fix items to application functionality. Poor data quality or errors in data content/values and quality does not constitute a bug/fix.

Fixes will be completed in bulk. The County will be notified when revisions are posted. After the first revision the task will enter a final review period.

### **Project Team Responsibilities**

#### **Bruce Harris & Associates Responsibilities:**

- Allocate staff resources as needed
- Provide all hardware and software required for offsite work

#### **County Responsibilities:**

- Provide all necessary system access privileges required to complete this project by the date requested by BHA.
- Provide onsite hardware and software to support applications.
- Provide the necessary support staff from the County to assist the Contractor.

### **Overall Project Assumptions**

#### **Communication**

- All status reports will be delivered to the County Project Sponsor/Lead according to the agreed upon schedule.

**ADDITIONAL PROVISIONS**

Vermilion County shall pay the Contractor the sum of \$603,400 (Six Hundred Three Thousand Four Hundred Dollars) as compensation for the services listed within the Contract, provided the number of hours devoted to this agreement by Bruce Harris & Associates does not exceed 4,310 hours. This sum shall be paid over four years as follows:

- FY 2018 - \$150,850
- FY 2019 - \$150,850
- FY 2020 - \$150,850
- FY 2021 - \$150,850

**TERM OF CONTRACT**

The contract is subject to the annual budget and appropriation process and may be cancelled upon notice or reduced in scope if not funded in whole or in part for each budget year.

This Contract, as heretofore described, made and entered on this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

BRUCE HARRIS & ASSOCIATES, INC.  
Contractor

COUNTY OF VERMILION  
Danville, Illinois

By: \_\_\_\_\_  
Bruce C. Harris  
President

By: \_\_\_\_\_  
County Board Chairman

Attest:

By: \_\_\_\_\_  
County Clerk

Bruce Harris personally appeared before me as an officer and agent of said corporation this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Notary Public

## **RESOLUTION**

### **Re: SEXUAL HARASSMENT**

Whereas, it is required by Public Act 95-880\* that each local government unit adopt a policy to prohibit sexual harassment and since it is critical to the success of all human relations that we respect the value of another person and avoid the intentional or unintentional demeaning of another, and

Whereas, it is critical to value the worth and integrity of each person that we do all that we can to ensure a positive environment for work and professional development that can only benefit all, and to ensure that no one is subject to a hostile or demeaning environment due to sexual harassment, and

Whereas it is important that we therefore re-affirm and re-advertise our already existing and current policy against sexual harassment and discrimination of any kind and pledge again to ensure that the work environment of every individual in the employ of this County is free from harassment and reaffirm our policy to so assist in this goal as shown in the attached Exhibit "A" attached hereto and incorporated herein by reference, and

IT IS THEREFORE RESOLVED that to assist in the continued adherence to this goal, the County of Vermilion re-affirms and restates its policy against sexual harassment or any harassment, and that appropriate training as provided by, or facilitated by, the Human Resources Director will be made available for each employee and official of this County and such completion of the training will be encouraged within each department.

BE IT FURTHER RESOLVED that where necessary to comply with State or Federal mandates, such policy or practice changes shall be implemented on a temporary basis upon notification to the chairman of the respective named committees as well as the County Board Chairman and absent objection by the County Board Chairman after discussion with the named committee chairman, such policies and practices shall be adopted with the proviso that the full

board shall vote to concur as soon as it practicable to ensure ongoing compliance with State and Federal Regulations and Laws as well as needed best practices based upon experience and necessity to ensure the intent of this Resolution is observed.

\*No later than 60 days after the effective date of this amendatory Act of the 100th General Assembly, each governmental unit shall adopt an ordinance or resolution establishing a policy to prohibit sexual harassment. The policy shall include, at a minimum: (i) a prohibition on sexual harassment; (ii) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Rights; (iii) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under this Act, the Whistleblower Act, and the Illinois Human Rights Act; and (iv) the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report. (Source P.A. 95-880).

PRESENTED, APPROVED AND RESOLVED by the County Board of Vermilion County, Illinois at the January 9, 2018 A.D. Session.

DATED this 9<sup>th</sup> day of JANUARY 2018 A.D.

AYE \_\_\_\_\_ NAY \_\_\_\_\_ ABSTAIN \_\_\_\_\_

\_\_\_\_\_  
Chairman, Vermilion County Board

ATTEST:

\_\_\_\_\_  
Clerk of the County Board



APPROVED BY EXECUTIVE/LEGISLATION COMMITTEE:

Michael Marron            Y   N   A            \_\_\_\_\_            Date \_\_\_\_\_  
Chairman

Todd Johnson    Y   N   A

Steve Fourez     Y   N   A

Kevin Green     Y   N   A

Crisi Walls      Y   N   A

A.J. Wright      Y   N   A

Becky Stark     Y   N   A

# ARTICLE 18

## SEXUAL HARASSMENT POLICY

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### **18.1 POLICY STATEMENT.**

All employees should be aware of Vermilion County's prohibition regarding any form of sexual harassment in the workplace. All employees must be allowed to work in an environment free from sexual overtones and intimidation.

### **18.2 DEFINITION.**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

### **18.3 PROHIBITED CONDUCT.**

No employee shall directly or indirectly: (a) threaten or insinuate that another employee's refusal to submit to sexual advances will adversely affect that employee's relationship with County, work status evaluation, wages, advancement, assigned duties, or any other condition of employment; (b) promise, imply or grant preferential treatment in connection with another employee engaging in sexual conduct; or, (c) abuse the dignity of another employee through insulting or degrading sexual remarks or conduct.

### **18.4 REPORTING OF INCIDENT.**

Any incident of perceived sexual harassment should be reported as quickly as possible, in confidence, to the State's Attorney, the Sheriff, or the Human Resources Director, so that an immediate investigation may be conducted. Every effort will be made to promptly investigate any allegation of sexual harassment in as confidential a manner as possible and appropriate action will be taken where warranted.

### **18.5 DISCIPLINE.**

Anyone who is determined, after an investigation, to have engaged in sexual harassment in violation of this policy will be subject to disciplinary action up to and including termination. In addition, because false accusations regarding sexual harassment can have serious effects on the person or person accused, any person who deliberately and in bad faith makes a false accusation shall be subject to appropriate disciplinary action when warranted.

### **18.6 RETALIATION.**

Retaliating or discriminating against an employee for reporting sexual harassment is prohibited. Protection is provided by this policy, by the Illinois Human Rights Act and the Whistleblower Act.

### **18.7 QUESTIONS.**

You are encouraged to raise any questions regarding this policy with the Human Resources Director.

## **RESOLUTION**

### **Re: SEXUAL HARASSMENT**

Whereas, it is required by Public Act 95-880\* that each local government unit adopt a policy to prohibit sexual harassment and since it is critical to the success of all human relations that we respect the value of another person and avoid the intentional or unintentional demeaning of another, and

Whereas, it is critical to value the worth and integrity of each person that we do all that we can to ensure a positive environment for work and professional development that can only benefit all, and to ensure that no one is subject to a hostile or demeaning environment due to sexual harassment, and

Whereas it is important that we therefore re-affirm and re-advertise our already existing and current policy against sexual harassment and discrimination of any kind and pledge again to ensure that the work environment of every individual in the employ of this County is free from harassment and reaffirm our policy to so assist in this goal as shown in the attached Exhibit "A" attached hereto and incorporated herein by reference, and

IT IS THEREFORE RESOLVED that to assist in the continued adherence to this goal, the County of Vermilion re-affirms and restates its policy against sexual harassment or any harassment, and that appropriate training as provided by, or facilitated by, the Human Resources Director will be made available for each employee and official of this County and such completion of the training will be encouraged within each department.

BE IT FURTHER RESOLVED that where necessary to comply with State or Federal mandates, such policy or practice changes shall be implemented on a temporary basis upon notification to the chairman of the respective named committees as well as the County Board Chairman and absent objection by the County Board Chairman after discussion with the named committee chairman, such policies and practices shall be adopted with the proviso that the full