

**INDEPENDENT CONTRACTOR AGREEMENT BETWEEN**  
**Beth Knecht**  
**AND THE VERMILION COUNTY BOARD**  
**FOR PROFESSIONAL SERVICES**  
**MENTAL HEALTH FIRST AID TRAININGS**

This Agreement is between **Elizabeth Bray Knecht**, located at **823 East Penn St., Hoopston, IL, 60942** (hereinafter Independent Contractor) and the Vermilion County Board, 201 N. Vermilion, Danville, IL 61832 (hereinafter VCB).

WHEREAS the VCB finds there is a need for the professional services (hereinafter Services) set forth in Article A, below; and

WHEREAS the Independent Contractor is a nationally certified trainer and instructor for the Mental Health First Aid Courses, and who has substantial working knowledge of mental health services in the community, and is ready, willing, and able to provide the Services set forth in Article A, below; and

WHEREAS the VCB is authorized to enter into the Agreement under the provisions of the American Recovery Act;

NOW, THEREFORE, for valuable consideration, it is agreed as follows:

**ARTICLE A. SERVICES:**

Independent Contractor agrees to provide the VCB with the following services and activities throughout the area:

**MENTAL HEALTH FIRST AID TRAINING-**

*\* Mental Health First Aid (MHFA) is an evidence-based, 8-hour training course designed to give agency employees and members of the public key skills to help someone who is developing a mental health problem or experiencing a mental health crisis. Just as CPR training helps a layperson without medical training assist an individual following a heart attack, MHFA training helps an individual or team assist someone experiencing a mental health crisis.*

QUALIFICATION: Nationally Certified Instructor

***Specifically by:***

1. Providing MHFA Training throughout the area.
2. Coordinate trainings with community providers.
3. Attend provider and stakeholders meetings as available for coordination of services.
4. Maintain data entry and appropriate records of trainings; participants; certifications; and other paperwork as required by MHFA and funder.
5. Ensure, along with the VCMHB Executive Director, that all requirements of the funding are met, with an average of twenty hours per week devoted to this effort.

If the Independent Contractor is not able to perform any portion of the above mentioned Services, Independent Contractor shall provide the County Board Chairman of the VCB

immediate notice of such non-performance. In the case of specific events which are pre-scheduled, such notification of non-performance will be provided **5 days** prior to the scheduled event. Said notice should be by telephone and by e-mail.

#### ARTICLE B. COMPENSATION.

1. Compensation Rate. The VCB shall pay Independent Contractor:
  - A. **\$ 4,508.75** monthly, payable the first day of the month, starting in December, 2023 through November, 2024 for Services provided under this Agreement; the total compensation to be received by Independent Contractor under this Agreement shall not exceed **\$54,105**.
  - B. **\$ 54,105** for Services provided under this Agreement pursuant to Article A.

It is understood that the Independent Contractor is responsible for income and Social Security taxes and insurance expenses; and that those expenses are deemed to be included within the above agreed upon Compensation Rate and shall not be separately billed to the VCB.

2. Compensation Dispensation. Independent Contractor shall submit to the Executive Director of the VCB the Independent Contractor's Employer Identification Tax Number. This position is grant funded, and compensation of the Independent Contractor is dependent upon that funding. Payment will be made at the start of each month. Payment shall be made in accordance with applicable provisions of the Local Government Prompt Payment Act (50 ILCS 505/1 et al).

#### ARTICLE C. CONFIDENTIALITY.

All Services provided by Independent Contractor will be provided in accordance with ethical standards of accepted practices applicable to the VCB. The independent Contractor shall abide by the Illinois Mental Health and Developmental Disabilities Confidentiality Act, as amended (740 ILCS 110/1 et. seq.) and HIPPA policies and procedures (see Article F, paragraph 4.D below).

#### ARTICLE D. REVIEW.

Notwithstanding any terms to the contrary in this Agreement, the VCB may review the Services of Independent Contractor and retains the right to cancel or modify this Agreement on five (5) days written notice.

#### ARTICLE E. TERM.

The duties to be performed by Independent Contractor shall commence on Dec. 1, 2023 and shall terminate on Nov. 30, 2024. Nothing in this agreement shall prevent the VCB and the

Independent Contractor from entering into subsequent agreements for additional Services should the need for such Services be deemed necessary by the VCB.

#### ARTICLE F. MISCELLANEOUS.

1. Independent Contractor Status. Nothing in the Agreement is intended nor shall be construed to create an agency relationship, an employer/employee relationship, a joint venture relationship, or any other relationship allowing the VCB to exercise control or direction over the manner or method by which Independent Contractor performs hereunder.

2. Personnel.

Independent Contractor warrants and represents:

- A. That he/she/it is an individual legally authorized to do business in the State of Illinois; and
- B. That the person who is signing this Agreement is the Independent Contractor, the Independent Contractor does not employ any other individual, that he/she is trained and qualified to provide such Services and that Independent Contractor shall not delegate nor assign Independent Contractor duties under this Agreement to any third party or future employee without the written consent of the VCB. The Independent Contractor will provide documentation of all background and security checks as required by local, state and federal regulation. Independent contractor shall submit documentation of competency and/or education and/or licensure and/or certification upon request of VCB. Independent contractor shall cooperate as requested by the VCB.

3. Hold Harmless Clause. The Independent Contractor agrees to indemnify, save harmless and defend the VCB, its agents, servants, and employees, and each of them, against and hold them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney's fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with the Services covered by this Agreement. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the willful and wanton conduct of the VCB, its agents, servants, or employees or any other person indemnified hereunder.

4. Compliance With Laws.

- A. Independent Contractor shall abide by all federal, state and local statutes, ordinances, rules and regulations pertaining to, or regulating the provisions of such services, including those now in effect and hereafter adopted. Any violation of said statutes, ordinances, rules or regulations shall constitute a material breach of the Agreement, and shall entitle the VCB to terminate this Agreement immediately upon delivery of written notice of termination to the Independent Contractor.
- B. Independent Contractor shall comply with all applicable provisions of State and Federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to, the following laws and regulations and all subsequent amendments thereto:
- i. Public Works Employment Discrimination Act (775 ILCS 10);
  - ii. The United States Civil Rights Act of 1964 (as amended), (42 U.S.C. 2000a-2000h-6). (See also guidelines to Federal Financial Assistance Recipients regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons [Federal Register: February 18, 2002 (Volume 67, Number 13, Pages 2671-2685)]);
  - iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
  - iv. The Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.);
  - v. Executive Orders 11246 and 11375 (Equal Employment Opportunity) and Executive Order 13160 (2000) (Improving Access to Services for Persons with Limited English Proficiency);
  - vi. Charitable Choice - In accordance with Public Law 104-193, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.
- C. Independent Contractor shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith including, but not limited to, the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference.

- D. Independent Contractor certifies that it is in compliance with and shall comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Public Law No. 104-191, 45 CFR Parts 160, 162 and 164, the Social Security Act 42 U.S.C. 1320d-2 through 1320d-7. Independent Contractor shall not use or disclose protected health information other than as permitted or required by law and agrees to use appropriate safeguards to prevent use or disclosure of the protected health information.

5. Services Not Provided For. No claim for Services furnished by the Independent Contractor, not specifically provided in the Agreement, will be allowed by the VCB, nor shall the Independent Contractor do any work not covered by this Agreement, unless this is approved in writing by the VCB. Such approval shall be considered to be a modification of the Agreement.

6. Assignment. Independent Contractor shall not assign the Agreement to any other corporation, agency, or contractor without the express written consent of the VCB Chairman Director. The VCB and Independent Contractor each binds itself, its successors, assigns and legal representatives to the representatives of such other party in respect to all covenants, agreements and obligations contained herein.

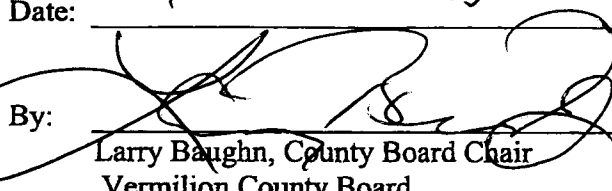
7. Controlling Law. This Agreement is to be governed by the laws of the State of Illinois and the parties agree that venue shall be in Vermilion County, Illinois.


8. Entire Agreement. This Agreement constitutes the entire agreement of the parties and is intended as a complete and exclusive statement of the promises, representations, negotiations, discussions and agreements that have been made in connection with the subject matter hereof. No modification or amendment to this Agreement shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto.


9. Severability. If any clause or provision of this Agreement is determined to be illegal, invalid or unenforceable by any court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby and shall remain in full force and effect.

10. Equipment and Supplies. Independent Contractor shall provide its own equipment and supplies necessary to conduct its business. However, in the event that for its convenience or otherwise, the VCB makes any such equipment and/or supplies available to the Independent Contractor, use of such equipment or supplies provided by the VCB pursuant to this Agreement shall be strictly limited to official business covered in this agreement and not for any other purpose, including any personal benefit or gain. Training and office supplies, equipment, postage and other needed materials will be purchased by the Vermilion County Mental Health 708 Board. The Independent Contractor will be reimbursed for allowable mileage expenses; this reimbursement will be provided by the Vermilion County Mental Health 708 Board at the rate set by Vermilion County.

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Date: 7-3-2023  
By:   
Larry Baughn, County Board Chair  
Vermilion County Board

By:   
Jim Russell, Executive Director  
Vermilion County Mental Health 708 Board

Date: 6-22-23  
By:   
Independent Contractor  
(SSN): 334-56-8922