LaSalle County
BOARD RULES

ORDINANCE #17-182 dated November 29, 2017
[Compiled through 10-12-17]
(Amended November 29, 2018)
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RE-APPORTIONED 29 MEMBERS
LASALLE COUNTY BOARD
RULE BOOK

1. **HOUR OF MEETING.**
   One o’clock p.m. shall be the standing hour of each meeting unless otherwise ordered by a majority vote of the Board.

2. **DAY OF MEETING – ELECTION YEAR***— [Every Two (2) Years].
   (Board Member Term Commences)

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3. **DAY OF MEETING – NON ELECTION YEAR***

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* Meetings/Sessions may be moved/re-scheduled to accommodate larger crowds, or otherwise when it is in the best interest of the Board and/or Public.
2. DECEMBER SESSION
   A. Regular Business
      (1) Semi-annual reports of County Officials.
      (2) Select and Contract a Radio Engineer on the even number years.
   B. Annual reports of County Officers and semi-annual report of the County Treasurer.
   C. The LaSalle County Nursing Home Administrator shall be appointed at the December Session, 1971, of the County Board for a period of two years thereafter with the consent of the County Board.
   D. Reports of the Administrator of the LaSalle County Nursing Home and the Superintendent of the LaSalle County Detention Home and the Director of Court Services
   E. Unfinished business from the September Session.
   F. Such other business as may come before the meeting.

3. MARCH SESSION.
   A. Regular Business.
   B. Reports of the administrator of the LaSalle County Nursing Home and the Superintendent of the LaSalle County Detention Home and the Director of Court Services
   C. Appointment of the Chief County Assessment Officer (CCAO) and every four years thereafter.
   D. Selection of substitute members of committees and chairperson of said committees be referred to the Committee on Appointments.
   E. Fixing Salaries of County Officials to be elected in November
   F. Unfinished business of December Session.
   G. Such other business as may come before the meeting.

4. JUNE SESSION.
   A. Regular Business.
   B. Semi-annual reports of County Officials.
   C. Action on semi-annual reports of County Officials including Administrator of the LaSalle County Nursing Home, Superintendent of the LaSalle County Detention Home, the Director of Court Services and County Treasurer.
   D. Such other business as may come before the meeting.
5. **SEPTEMBER SESSION.**

A. Regular Business.
   1. Annual appropriation and Tax Levy.
   2. Appointment of Medical Director
   3. Selection of Judges of Election for two year periods 1973 and every two years thereafter.
   4. EMA annual report
   5. Enforcement Officer appointment - 1972 and every two years thereafter.

B. Approval of Road and Bridge levies.

C. Reports of the administrator of the LaSalle County Nursing Home and the Superintendent of the LaSalle County Detention Home and the Director of Court Services.

D. Fixing salaries of members and Clerk of Board of Review; and filing bonds of the County Treasurer and County Collector.

E. Unfinished business from the June Session.

F. Such other business as may come before the meeting.

6. **CHANGES OR SUSPENSIONS.**

No standing rule of the Board shall be rescinded or changed without one day’s notice of the motion thereof, and, by a two-thirds vote of the members present, except as to the hour of meeting during the Session.

7. **ORDER SILENCE.**

When a member is speaking no other person shall entertain any private discourse or pass between the speaker and the Chair.

8. **ROBERTS RULES OF ORDER.**

The rules of parliamentary procedures as stated in “Roberts Rules of Order” shall govern the Board in all cases in which they are applicable and not inconsistent with the standing rules of the Board.
9. **YEAS & NAYS.**

The yeas and nays shall be taken upon any question upon the call of any two members and upon all reports, resolutions, and motions carrying disbursement of money and in all other cases that may or may not be taken at the discretion of the Chairperson.

10. **ACTION ON ALL REPORTS, MOTIONS, AND RESOLUTIONS.**

Action on all reports, motions, and resolutions shall be postponed by majority vote until the next scheduled meeting, upon the motion and second of two members, except be it a matter referred to a committee prior to the last day of a Session and the committee reports on the last day of the Session.

11. **RECONSIDERATION.**

When a motion has been made and carried it shall be in order for any member having voted with the prevailing side to move for reconsideration thereof on the same or succeeding day of each Session.

12. **REDUCED TO WRITING.**

All resolutions and reports of committees shall be in writing, dated, and signed by the majority of committee members.

13. **PETITIONS TO BE READ.**

Petitions shall be read before the entire Board before being referred to the proper committee.
14. MEETINGS

A. All respective members shall be notified of committee meetings at least 48 hours prior to the date of the meeting. All notices of emergency meetings shall be given by telephone from the County Board Office.

B. Special meetings of the Board may be held when requested by 1/3 of the members of the board, addressed to the clerk of the board, naming the time and place of the meeting.

   The clerk shall also have the notice published in some newspaper printed in the county. Where a county board Chairperson is elected, he or she may call special meetings of the board.

C. All meetings shall be governed by the Illinois Open Meetings Act Regulations.

D. All Cell Phones are to be on SILENT MODE or VIBRATE during any county meetings.

15. DOCUMENTS

Whenever any motion or resolution is passed by the LaSalle County Board that requires signatures on a contract, deed, or conveyance, or on any other type of document, the Chairperson of the Board and the County Clerk are authorized to sign the same on behalf of the LaSalle County Board.
16  **SPEAKING AT FULL BOARD MEETINGS for MEMBERS OF THE BOARD & PUBLIC**

**I. Board Members:**

A. Speakers may not address zoning matters which are pending before the Zoning Board of Appeals or the County Board; personnel matters, or pending or threatened litigation may not be addressed in open session. Personal attacks or inappropriate language of any sort will not be tolerated.

B. No member shall speak without recognition of the Chairperson.

C. County Board members may not engage in discussion with, address or ask questions of the Public during the time allowed for Public Citizen Comments.

**II. Public – Full Board:**

A. Speakers may not address zoning matters which are pending before the Zoning Board of Appeals or the County Board; personnel matters, or pending or threatened litigation may not be addressed in open session. Personal attacks or inappropriate language of any sort will not be tolerated.

B. Any individual seeking to comment the Board must give the Chairperson written notice two hours (2) prior to the meeting and must specify to the Chairperson the nature of the subject to be discussed and a contact number in case of cancellation/emergency.

C. There shall be a maximum of fifteen minutes per meeting allowed for Citizen Comments with a limit of five (5) minutes per individual.
17 CORRESPONDENCE or MAIL TO BOARD MEMBERS

I. Correspondence/Mail to County Board Members

A. 1. Any County Board Member wishing to deposit materials into the mailboxes of other County Board Member(s) must sign and date the material and receive written approval from the County Board Chairperson before distribution can be performed.

2. County Department(s) wishing to deposit correspondence/mail into the mailboxes of County Board Member(s) must have the Department Supervisor's/Elected Official's signature and date on the material and it must be presented to the Administration Office, room 245 for final approval by the County Board Chairperson,

3. Correspondence from the General Public will not be accepted by the County Board Office for distribution and shall be sent directly to the published address of the County Board Member(s).
18. **PER DIEM & MILEAGE and MEALS &/or Incidental Expense**

18. A - **PER DIEM & MILEAGE**

I. **Board Members**

A. County Board Members when attending the Session of the Board or engaged in committee work of such Board, shall receive for their services the sum of Sixty Dollars $60.00 per day as per Resolution #11-97 dated 7-14-11 and mileage shall be at the rate published by the Internal Revenue Service as per Resolution #11-98 dated July 14, 2011 effective 9-1-11; per each mile traveled from residence in going to and from the County Seat or out of the County. If the meeting is in the City of Ottawa or at a LaSalle County building the normal mileage will be used.

County Board Members who are assigned and attend two committee meetings on the same day shall only be paid mileage for one day unless the second assigned meeting attended starts three (3) or more hours after the adjournment/recess of the first meeting. Mileage for any an assigned meeting attended that is out-side of Ottawa or the County Board Member’s district will be paid mileage as per Resolution #11-98 dated July 14, 2011 effective 9-1-11.

B. Each County Board Member must request pre-authorization to receive PerDiem and Mileage for non-assigned, outside Committee Meetings or seminars/trainings from the Board Chairman no later than 48 hours prior to the date of the meeting or seminar/training. A pre-authorization and PerDiem form will be prepared by the County Board Office and notification of authorization will be sent to the County Board member by either e-mail or phone call.

The County Board Member must provide a copy of the meeting agenda and/or a handout from the seminar/training and a Mapquest* accounting of roundtrip mileage. All requested documentation is to be attached to the Pre-prepared PerDiem (2 part) form. The pre-prepared PerDiem (2 part) form will be held in the County Board Office for the County Board Member’s signature and requested attachments.

A report will be prepared by the County Board Member and addressed to the relevant Committee, unless the Board Chairman directs otherwise.

C. The below listed Committees with non County Board Members will receive the same per diem and mileage from their residence in going to and from the County Seat or out of the County based on Mapquest* accounting of roundtrip mileage:

- LaSalle County Oversight-Landfill
- LaSalle County Public Aid
- LaSalle County Zoning Board of Appeals
- LaSalle County Stormwater Management Committee

D. The below listed Committees for non County Board Members will receive the mileage from their residence in going to and from the County Seat or **out of the County** based on Mapquest* accounting of roundtrip mileage:

    *Mapquest= mapping type software which provides a printout
18. A - PER DIEM & MILEAGE – continued

II. LaSalle County Elected/Appointed Officeholder and Employees
A. LaSalle County Elected or Appointed Officeholders and employees of the County when traveling on approved business pertaining to the County shall be allowed mileage at the rate published by the Internal Revenue Service for each mile traveled unless not applicable due to Illinois State statute or LaSalle County resolution or ordinance.

B. Requestors for mileage reimbursement are to provide a Mapquest* trip accounting of roundtrip mileage to be attached to the expense report or the voucher of trip and submitted as per Department procedure. If this is a frequent trip to the same location a Mapquest* trip report needs only to be done once since the mileage will be identical each trip.

LaSalle County Elected/Appointed Officeholder shall not receive mileage for travel where the origin and the destination of the trip are both within the City of Ottawa.

*This paragraph does not apply to employees of County Offices.*

C. Individuals shall NOT receive mileage when using County owned vehicles.

18. B – LODGING, MEALS and/or Incidental Expenses

A. Lodging, Meals, Tips Tolls, and/or Incidental Expenses must be in accordance with Internal Revenue Service publications

B. Lodging, Meals, Tips Tolls, and/or Incidental Expenses will be reimbursed when attending seminars, job training, conference or conventions that have been pre-approved by the appropriate committee/official and meals are not part of the registration fee and/or unless not applicable due to Illinois State statute or LaSalle County resolution or ordinance.

C. Meals may be reimbursed if a Standing Board Committee lasts longer than four (4) hours and will require Board Members to be away from home during mealtime with approval by the County Board Chairperson.

D. Alcoholic beverages, games, or movies are not reimbursable.

E. Original receipts must be attached to a voucher procured from Elected/Appointed Official and submitted to the Auditor's Office.

NOTE: Ordinance #17-13 Established a maximum amount allowable for travel expense reimbursements per trip in the amount of $600.00 to compile with Public Act 099-0604 – See Appendix for Form to submit to Committee and Full Board.
19. CONVENTIONS & SEMINARS

A. Any extra days or mileage required of any Elected or Appointed Officeholder because he or she is an officer of a Statewide organization is not to be billed to or paid by the Treasurer of LaSalle County. County board members shall not receive per diem for voluntary work.

B. Any person attending a convention or seminar must have approval of the Elected/Appointed Official’s committee. In no instance, shall the County pay for spouses to attend conferences/conventions.

C. Seminars, workshops, or in-service training are allowable for an officeholder and/or his or her employees with prior approval of the officeholders committee.

D. Any officeholder and his or her committee are held responsible for including approximate amounts are in that particular office yearly budget requirements for seminar and convention expenses. These amounts to be of a reasonable nature and to meet final approval of the Finance Committee and the LaSalle County Board.

E. The County will pay no expense of any kind to a County Board Member, Elected Official, Appointed or employee outside of the State of Illinois. Any such individuals attending a seminar or convention will be responsible for their own expenses, and no Per Diem will be paid to County Board Members for such out of State conventions or seminars. Exceptions will be approved by the appropriate committee majority of the Full Board.

F. Any officeholder and member(s) of his or her office staff who attend(s) a seminar, workshops or convention and whose expenses are paid for by the County shall make a written report to his or her committee.

G. Reimbursement shall not be paid to a County Board Member, Elected or Appointed Officeholder, Department Head or employee for any lodging for any day/night prior to, or after, the convention or seminar is in session. Exceptions to this rule may be approved by County Board Chairperson. County Board members shall receive no more than one per diem for each day while attending a conference/convention. No advance payments for lodging/hotel bills will be made.
20. THE CHAIRPERSON

Section 1. Creation of Office

The county board chairperson shall be elected by the voters of the county and shall serve a four-year term commencing on the first Monday of the month following the month of his election and continuing until his/her successor is elected and qualified.

Section 2. Membership on County Board

The county board chairperson shall preside at all regular and special meetings of the county board but shall not vote on any questions before the county board except to break a tie. However, if the county board chairperson is also an elected representative of a county board district, he/she shall be permitted to vote once on all ordinances, resolution, or motions as the district representative.

Section 3. Action of Ordinances and Resolutions

Any ordinance, resolution, or motion approved by the county board shall be presented to the chairperson before it becomes effective. If the county board chairperson approves such ordinance, resolution, or motion, he shall sign it and it shall become law on the date prescribed.

If the county board chairperson does not approve the ordinance, resolution, or motion, he/she shall return it to the board within ten days with his objections and the board shall reconsider the matter at its next meeting to be held within 30 business days of the board’s receipt of the chairman’s objections.

If after such reconsideration, a majority of the members of the board pass such ordinance, resolution, or motion, it shall become effective on the date prescribed but not earlier than the date of passage following the reconsideration.

If any ordinance, resolution, or motion, is not returned by the county board chairperson to the board within ten business days after it had been presented to him/her, it shall become effective at the end of the tenth day.

Section 4. Duties

The county board chairperson shall be responsible for the effective administration of all governmental affairs of the county which may properly be placed in his charge. The county board chairperson shall ensure conformance to and enforcement of ordinances, resolutions, policies, rules and regulations of the county and any applicable state statutes.
Section 5. Appointments

a. Committee on Appointments
   The county board chairperson of the Committee on Appointments shall be made by nomination from the floor and election by the county board. This committee shall remain in place for two years, or until changed by consent of the county board. The committee shall be chosen by its chairperson, and consist of the board members including the county board chairperson. The majority party shall be represented by four members and the minority party shall be represented by three members.

b. Public Boards, Commissions, and Committees
   The county board chairperson shall appoint members of public boards, commissions, or committees as are required by Illinois Statutes. These appointments shall be subject to approval by simple majority vote of the board.

c. Employees
   The county board chairperson shall appoint, with the recommendation of the appropriate committee and approval of the board, employees to positions under the jurisdiction of the county board: non–elected department heads, office managers, and supervisors.

d. The county board chairperson may, with the recommendation of the appropriate committee and approval of the board, suspend, discharge, or remove any employee listed in paragraph c above.

Section 6. Committee Membership

The county board chairperson shall be an ex-officio member of all standing and special committees and may call special meetings of standing and special committees for cause. The county board chairperson may recommend to the committee on appointments that a committee member or a committee chairperson may be replaced.

Section 7. Finance

a. Budget formation –
   The county board chairperson shall work with the Finance Committee to prepare the annual county budget for consideration and recommendation to the full board. In preparing the annual budget the chairman and Finance Committee may consult with other standing and special committees, County Elected officials, and department heads as necessary.
   The county board chairperson shall monitor all reports of the county and report to the county board the financial conditions of the county with respect to the annual budget.

b. The county board chairperson shall monitor, review, and recommend to the Finance Committee all departmental and agency requests for transfers of budgeted funds between general object classifications. Said transfers shall then be recommended to the board for approval.

c. The county board chairperson shall monitor the preparation of financial reports setting appropriate long range capital improvement programs, budgets, and projected financial trends.

d. The county board chairperson shall monitor all grant applications in order to determine the proper budget classification and financial ramifications.

e. The county board chairperson along with the appropriate committee shall negotiate leases, contracts, and other agreements for goods and services, subject to the approval of the appropriate standing committee and the board and ensure that all terms and conditions of leases, contracts, and other agreements are performed and shall notify the appropriate standing committee of any violations thereof.
Section 8. Agendas

The county board chairperson shall prepare and post the agenda for all county board meetings, and shall also place on the agenda items requested by a majority of the county board, and all items recommended for approval or discussion by any standing or special committee.

The county board chairperson may place items on the agenda of standing and special committees.

Section 9. Personnel

a. The county board chairperson shall develop and recommend to the Salary & Labor Committee an annual employee compensation program for all non-elected and non-collective bargaining employees.

b. The county board chairperson shall, in conjunction with the Salary & Labor Committee, negotiate all collective bargaining agreement and make recommendations to the board on all collective bargaining agreements.

c. The county board chairperson shall monitor the administration of the county’s personnel policies and codes, affirmative action program, and applicable state and federal laws.

d. The county board chairperson shall monitor the enforcement of all collective bargaining agreements between the county and any employees governed by the state public employees labor relations act.

Section 10. Limit of Authority

No provision of this division is intended to vest in or grant to the county board chairperson any duty or any authority which is vested by law or by ordinance in any other county officer, official, or employee. No provision of this division shall be construed to delegate to the county board chairperson authority to be performed by the county board; nor shall the county board chairperson have the power to bind, obligate, or commit the county in any manner except as provided herein or by the express grant of the authority by the county board.

Section 11. Salary

The county board chairperson shall be paid compensation per annum of such amount as established by the county board from time to time as in compliance with state statute.
21 THE VICE CHAIRPERSON

The Vice-Chairperson shall be a County Board Member and appointed by the County Board Chairperson.

In the event of the County Board Chairperson’s absence (less than 60 days), the Vice-Chairperson shall chair the County Board meetings and exercise the duties of the County Board Chairperson as they relate to the County Board and LaSalle County. The Vice-Chairperson shall have the power to sign all ordinances, resolutions, or written acts of the County Board. The Vice-Chairperson shall perform all other duties prescribed to him/her by the County Board Chairperson’s, and receive per diem pay for all duties prescribed.

In the event of the County Board Chairperson’s, long-term absence (more than 60 days) the Vice-Chairperson shall perform all duties prescribed to the County Board Chairperson per the County Board Chairperson Job Description until the County Board Chairperson return or a new County Board Chairperson is appointed or elected.
22 GENERAL RULES AS TO BOARD MEMBERS/COMMITTEES.

A. All Committees will follow the State of Illinois’ current Public Act for OPEN MEETINGS ACT
   1. Speaking at Committee Meetings
      a. Speakers may not address zoning matters which are pending before the Zoning Board of Appeals
         or the County Board; personnel matters, or pending or threatened litigation may not be addressed
         in open session. Personal attacks or inappropriate language of any sort will not be tolerated
      b. A Citizen upon recognition from the Committee Chair may make comment or ask questions.

B. All Board Members will turn-in completed Certifications to Board Administration Office for the
   Freedom of Information and Open Meetings Act within 90 days of being elected and renewed as per
   Open Meetings Act.

C. The member first named shall be Committee Chairperson; with second named to be in charge during his
   or her absence; when such Committee Chairperson ceases to be a member of the Board he/she ceases
   to be a member of the committee.
   The Committee on Appointments shall be authorized to name the Committee Chairperson for all
   committees and also fill all other vacancies that may occur.

D. No Standing Committee shall contain more than seven (7) members, including the Chairperson of the
   Committee.

E. Members are to contact the Board Administrative Office when they will be absent, preferably no later
   than 24 hours before scheduled meeting. Committee Chairperson may provide a list of substitutes to
   the Board Office at the time Committee Assignments are published and those substitutes may be
   contacted-in order to join committee for the meeting to constitute a quorum.
   If there is no available board member on contact list the Board Chairperson/or their designee may
   proceed to contact the necessary Board Member(s) to make a quorum.

F. Any additional Standing Committee meeting or date/hour change must have the approval from the Board
   Chairperson.

G. Every Committee’s roll call sheet must be personally signed by each member present before adjournment.
   It shall be the duty of the Committee Chairperson of each and every committee to:
   1. Verify and provide written approval on the Committee’s sign-in sheet
   2. Verify their Committee’s minutes that all motions are fully written, votes recorded, any hand-outs, or
      resolution-ordinance/etc are included.
   3. Turn in all items listed in G1 & G2 that are applicable to Board Administration Office after their
      Committee meeting along with approved bills.
   4. At the end of each quarter, Per Diems will be approved by Finance Committee and forwarded to
      Full County Board for approval of payment.

H. Any electronic communication concerning county business during a county meeting is subject to
   Freedom of Information Act (FOIA).

I. Agenda items (Appointments, Ordinances, Resolutions, etc) may be submitted to the County Board
   Administrative Office at a minimum of two business days before the 48 hour deadline for posting of
   agendas.
J. All Committee Minute Books will contain the following items and be placed in the order listed below:
   1. Typed Minutes
   2. Reports/Resolutions-Ordinances/any hand-outs
   3. Copy of Department’s Fund Committee Report of Bills & Balance sheet
   4. Copy of Sign-In Sheet
   5. Copy of agenda

K. Any Committee requesting “paperless” reports must have the department submit their reports, resolutions/ordinances, budgets, etc in either word or excel format to Board Administration office to be incorporated into applicable section of minutes for month presented to their Committee.

L. Recommendations for appointments or reappointments of employees to positions under the jurisdiction of the county board shall be made by the appropriate committee and then forwarded via resolution to Committee On Appointments and Legislation Committee for approval by the Full Board.

M. Recommendations for all proposed salaries for appointed or reappointed employees must be sent by the appropriate committee to Salary & Labor for approval and then forwarded via resolution to Committee On Appointments and Legislation Committee for approval by the Full Board.

N. No changes, improvements, or repairs to the building by a department shall be undertaken without the consent of the County Property Committee or Maintenance Director (such as painting, pictures hanging on walls, addition of any electrical items, etc)

Any changes, improvements, or repairs to the building by a department shall require a Maintenance Work Order to be completed and submitted to the below locations in the Maintenance’s Mailbox:
   1. Etna Road Complex - Central Services.
   2. Downtown Courthouse - inside entrance of the Basement Stair.
   3. Nursing Home - Business Office

O. Special Committees may only be established after a recommendation to and approval from the Committee on Appointment and Legislation & Rules Committee and the Finance Committee.

P. 1. Supplies, equipment, hardware, software, services, professional services, leases, improvements, changes or new construction that are over Thirty Thousand Dollars ($30,000.00) shall be purchased with the bid process, except for contracts for utility services such as water, electricity, heat, and telephone.

   The County Board may extend contracts for up to ninety days without the bid process only by a two-thirds vote of the members present of the Full County Board.

   2. In an emergency situation, the bid process may be by-passed, but each County Board member must be notified in writing that the bid process has been by-passed before the next monthly meeting of the Full County Board.

Q. All Contracts are to run from December 1st to November 30 to align with the County’s fiscal year for Budget purposes.

R. All Contracts/Leases/Proposals:
   1. Shall be presented to appropriate Standing Committee
   2. For Service or Maintenance shall then be forwarded to County Property Committee or IT/Central Service Committee, depending on which is applicable
   3. Shall contain a Certificate of Insurance as per Minimum Insurance Requirement and have the County’s Risk Manager approval.
4. Shall be reviewed by the County Board Attorney
5. Shall have obtained a written approval by the County Board Chairperson prior to Elected or Appointed Officeholder signing the contract
6. Shall have a Copy, along with the approved Certificate of Insurance filed, in the Auditor’s Office.

S. Elected or Appointed Officeholders or their Designee shall present their Budget proposal to the appropriate Standing Committee within eight weeks from receipt of budget worksheet from Auditor’s office.

T. 1. Requests for needed new equipment or replacement equipment shall be prepared by the elected official, appointed official, or department head for use by the appropriate committee members at Budget Time and a copy of the approved items with their accompanying costs will be provided to the Finance Committee at the time scheduled to present their budget.

2. No deviations will be allowed from the requested items that have been approved by the Finance Committee except in the case of emergency, and no transfer of line item balances will be allowed near the end of the fiscal year in order to obtain equipment that was not requested at Budget Time.

3. All appropriations in the annual budget shall terminate as of November 30th of each year and that any remaining balances shall be available until thirty (30) days thereafter only for the authorization of the payment of obligations incurred prior to the close of said fiscal year. In order for an obligation to be considered to be incurred prior to the close of the fiscal year, one of the following two (2) conditions must be met:

   a. The item must have been delivered to LaSalle County and received before November 30th.
   b. The purchase of the item must have been approved by the Finance Committee of the LaSalle County Board prior to November 30th.

U. Smoking is prohibited in County Buildings. Smoking is allowed as noted in Illinois Clean Indoor Air Act 410 ILCS 80/1 et. seq.

V. All vehicles titled under County Jurisdiction shall display the County Logo except on specially designated vehicles.
22 GENERAL RULES AS TO BOARD MEMBERS/COMMITTEES.

*Blank at this time for future additions to General Rules*
23 All Software/Hardware Purchases by One or More Departments

A. The department(s) wishing to purchase the new software/hardware shall inform the IT committee/department. In the event that the software/hardware will be used by only one department, the department supervisor, or designee, will work with the IT Director to prepare and submit bid/purchase specifications and software/hardware requirements to the IT Committee and department committee. If more than one department will utilize or be affected by the software/hardware, a selection committee will be formed consisting of one representative from all departments involved/affected, the IT Director and the IT Committee Chairman.

B. The Selection Committee shall prepare and submit bid/purchase specifications and software/hardware requirements.

C. The Selection Committee shall evaluate submitted bids and select vendor.

D. The Selection Committee shall make recommendation(s) to each committee that approves the budget for the proposed software/hardware purchase. Funds for the software/hardware purchase and support shall be budgeted to the department(s) using the software/hardware on a prorated basis.

E. The affected board committees shall consider for approval the purchase and forward said approval to the IT Committee for their consideration and submission to the County Board.

F. The department supervisor, or designee, will be the Project Manager or in the case of a multiple department purchase the Project Manager shall be selected by the Selection Committee. The Project Manager shall provide written monthly (at a minimum) progress reports to the affected committee(s) and department(s).
ALLOWANCE OF CLAIMS.

A. Claims shall be approved by Board Committees. Claims are to be signed by Committee Members attending the meeting and also signed by the County Auditor before payment is made. The County Auditor shall sign all claims approved by the proper Board Committee.

B. Claims shall be presented to the County Auditor no fewer than three (3) days prior to the Committee meeting date. Late claims presented will be held over until the next meeting, unless Board Chairperson or Vice Chairperson authorize to proceed without Board Committee approval. The Committee shall not be allowed to process claims that have not first been audited and entered in the financial records of the County.

The exception to this being the County Highway Department. The County Highway Department processes their own claims, prepares their own committee reports and enter them into the financial system and then a copy is brought to the Auditor’s office to be audited and filed.

C. Claims shall be attached to an affidavit/County Claim Voucher declaring the following:
   1. Date
   2. Vendor name and address
   3. Fund, Department, account number to be charged
   4. Description of the goods or service
   5. Amount less sales tax
   6. Signature of an Authorized Department Representative, following the words: “The items above are true, and were rendered or furnished as described and the amount claimed is due and unpaid, after allowing all credits.”

D. Authorized Department Representative shall include elected and appointed officials and their designees that have registered their names and signatures with the County Clerk and the County Auditor.

E. Vendor checks shall be mailed directly from the Office of the LaSalle County HR/PR Department or Board Office for Internal Control purposes.

F. Claims for contracted services may be paid and considered prepaid for committee action when the committee determines that the contract is complete (i.e.: telephone and other utilities).

G. Claims subject to valuable discounts for prompt payment may receive special handling with the consent of the Board Chairperson, Vice Chairperson or Finance Committee (i.e.: hand drawn checks).

H. Investments by the Treasurer are not considered claims.

I. Claims for the reimbursement of the jury imprest account shall be included as prepayment items.

J. Claims under $1,500.00 may be paid through the General County Imprest Fund when considered necessary and jointly authorized by an office holder, appropriate committee Chairperson or County Board Chairperson.

K. Reimbursements for allowed expenses to an employee will be marked on Voucher “prepaid” for payment within the closest 15 day cycle if signed by the Elected or Appointed Officeholder, Department Head and any of the following in this order Board Chairperson, Vice Chairperson or Finance Committee reimbursements.

L. Any work done by a Special Committee Board Member for the County will be initialed by the Chairperson of that Special Committee before being sent to the County Board Chairperson for review and processing.
PROCEDURES FOR GRANTS IF FUNDED

Statutorily, all grants and contracts must be on file in the County Auditor’s Office.

THE DEPARTMENT WILL:

1. Fill out the grant application and will do all due diligence associated with the grant (matching funds, length of grant, requirements to continue after the grant has ended and related operating expenses)
2. Understand ALL reporting requirements.
3. All completed applications shall be presented to the County Auditor’s Office along with:
   (a) A web address or paper copy of grant guidelines in order for the County Auditor’s Office to prepare the necessary information needed for the future of the grant (as stated below).
   (b) Please be sure to include a ‘return by’ date when submitting the application to the County Auditor’s Office. All grants that have the counties’ FEIN number on it need to follow this procedure, even pass through grants.

A. GRANT APPLICATION PROCEDURE:

1. Original application shall be brought to the County Auditor’s Office for review for necessary information that is needed (e.g.)
   (a) Repeat Grant-Yes/No
   (b) Line items needed
   (c) Interest or non-interest account
   (d) Fund specific
   (f) Matching funds for budget purposes
2. Once reviewed and initialed by the County Auditor’s Office it will be returned to the department.
3. After review the responsibilities for the grant will be as follows:
   (a) Auditor’s Office: Provide copy of grant application to Board Office to place on next Finance Committee agenda
   (b) Department: 1) Attend Finance Committee meeting to explain details of grant. If needed, attend Full Board meeting to explain details of grant. 2) Submit grant application to granting organization

B. FUNDED GRANT PROCEDURE:

1. Department Responsibility:
   Immediately upon receiving grant award information:
   (a) Notify Board Office that the grant has been awarded—the Board Office will forward this information to the Finance Committee
   (b) If not already presented to the Full Board arrange a presentation date for the Full Board.
   (c) Furnish the County Auditor’s Office with the original signed grant application and signed grant agreement.

   Ongoing grant administration
   (a) Provide County Auditor’s Office copies of any and all ongoing financial grant correspondence (e.g. monthly reports, quarterly reports, annual reports, closeout reports)

Responsibility for compliance and fulfilling all obligations for the grant shall rest with the Department that submitted the grant. Although copies of the major components of the grant are forwarded to the County Auditor’s office, all departments shall manage their own grants. This includes all reporting, administration and compliance requirements.

All grant Money received shall be deposited with the LaSalle County Treasurer. No other checking accounts for grants will be allowed.

C. IF FUNDED GRANT IS ELIMINATED that covers a county employee, the position shall be eliminated.
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27 (1) COMMITTEE on APPOINTMENTS & LEGISLATIVE & RULES.

(a) Said Committee shall assist the Chairperson of the Board in selecting the various standing committees’ members.

(b) Said Committee, of which the Chairperson of the Board shall be one member, shall examine all questions pertaining to rules and regulations of the Board which may be referred to them.

(c) Said Committee will review, adopt and amend rule changes and bring forth to the full county board for approval.

(d) Said Committee shall examine proceedings of the Board and will publish and update yearly the Rules of the Board.

(e) Said Committee shall consider legislation pending and proposed before the General Assembly of the State of Illinois affecting all Illinois Counties.
(2) COUNTY PROPERTY – (County Buildings/Grounds and Parks & Memorials)

(a) This Committee shall purchase all necessary supplies and furniture for the Courthouse & Jail except that no supplies or furniture costing more than Thirty Thousand Dollars ($30,000.00) shall be purchased without bid process.

(b) The Committee shall have charge of all necessary repairs and improvements on and for the Courthouse, Jail and Governmental Center. No repairs or improvements costing over Thirty Thousand Dollars ($30,000.00) shall be made without the consent of the Board.

(c) Minor repairs for the Courthouse, Jail and Governmental Center shall be granted by the Chairperson of the Committee in regular meeting without consulting an architect. The Committee is empowered and authorized to recommend to the Board an architect when the Committee believes it to be to the best interest of the people of LaSalle County for the reconstruction, remodeling, or construction of any new building for the purpose of housing humans, such as inmates of the Jail and the County Offices and employees and for the maintenance and repairs of the Courthouse, Jail and Governmental Center.

(d) The Maintenance Director is authorized to make emergency repairs up to the limit of Five Thousand Dollars ($5,000.00) based on his/her judgment. All expenditures must be presented to the Committee at their next regular scheduled meeting.

(e) No furniture or fixtures or equipment in the Courthouse or Jail may be disposed of without the consent of the Committee. Inventory must be made of the furniture and fixtures and equipment to be disposed of and one copy shall be left with the County Auditor.

(f) The Committee shall install and keep in force a perpetual inventory of all equipment moveable and stationary, in each building, office or institution of LaSalle County and also catalog the purchase price and depreciation record of each item. Special inventories are to be made before each primary election of officials affected by said election and before appointments in appointive offices and final check-out receipts made on change-over administration. The Committee has authority to pool all equipment and also to transfer same from office to office or institution as the need and occasion may demand and issue transfer receipt for the same.

The Committee has authority to act in a supervisory and advisory capacity and make investigations of all problems of efficiency and economy pertaining to any office (elective or appointive) and institution and make recommendations direct and also to standing Committees and County Board.

(g) It shall be the duty of the County Property Committee and Maintenance Director or designee to oversee any improvements, changes, or new construction, or work for the County.

(h) Said Committee shall recommend all contracts for all utilities, energy, fuel & telephone that come under its jurisdiction and forward to Chairperson for authorized signature.

(i) Said Committee shall see that the grave of William Reddick and Lots 21 Block 1 of the Ottawa Avenue Cemetery be kept in good condition as required by the contract pertaining to this matter as found on record in the Recorder’s Office.

(j) It shall be the duty of said Committee to have the care, management, and control of the cemeteries located upon the Nursing Home Property.

(k) The operation and control of the Catlin Park and Shabbona Park shall be under this Committee.
(a) This Committee shall have a general oversight over County finances and shall report at each Session of the Board as to the amount of cash on hand in the County Treasurer’s Office showing balances in each account;

(b) At the September Session they shall present a budget setting out separately the amount’s recommended by each of the different committees whose departments require the expenditures of County Funds as proper to be appropriated for the ensuing year for such departments, respectively; they shall also recommend a tax levy;

(c) The report of the Appropriations recommended by the various committees shall be delivered to the Finance and Fee Committee, and the report of the Committee shall be prepared and presented to the Board with all reasonable dispatch at the September Session of the Board;

(d) This Committee may confer with and aid the County Auditor in all matters pertaining to the County business over which the said Auditor has jurisdiction. The Committee and the County Auditor shall examine all reports of the various county offices and shall acknowledge the same if they are in all respects true and correct;

(e) The Committee shall examine all claims not otherwise provided for;

(f) In the event that no other federal, state or township public aid or assistance is available, the estate of the deceased is insufficient to cover the expenses of a burial and no responsible relative can be found who is financially able to assist, a fee shall be allowed to undertakers in LaSalle County for pauper burials. The maximum fee allowed to the undertaker for such burial expenses shall be $600.00. The same to cover all expense in connection therewith;

(g) No miscellaneous claims shall be paid before being approved by the Committee and prior to the purchase of any equipment or any expenditure previously not authorized by his or her budget or appropriate committee. All office holders and department heads shall obtain the approval of his/her committee and the Finance Committee.

(h) This Committee shall act on written requests for extra help.

(i) This Committee shall act as a liaison between the County Board and the Mental Health No. 708 Board, and the 708 Board shall report to the Finance Committee as the Finance Committee deems necessary.

(j) The Finance Committee is authorized to make all necessary transfers in the Budget for salary adjustments and year end transfers.

(k) This Committee will meet annually with the Chief County Assessment Officer (CCAO)/Clerk of the Board of Review.

(l) No additional Attorney shall be hired without the permission of the States Attorney and Finance Committee.

(m) This Committee shall act with the County Board Chairperson for the Illinois Municipal Retirement Fund.

(n) No Committee is authorized to enter into any agreement or contract that establishes fees without agreement with the Finance & Fees Committee.

(o) This Committee shall secure a lease for County Park land and report to Full Board for approval.

(p) This Committee shall receive the quarterly report and other reports from the County Auditor.
27 (4) HEALTH INSURANCE (Benefits)

(a) Said Committee shall have charge of all County employment benefits including group health plans, retirement, and unemployment.

(b) Shall recommend to the full County Board group health benefits, choice of third party administrator &/or insurance company, reinsurance retention limits, premium rates and eligibility requirements

(c) Shall approve for payment benefit expenditures including incurred claims and administration fees, premiums, contributions and taxes.

(d) Shall oversee the collection of premiums from active employees, retirees, and former employees covered by COBRA and the IL Health Continuation Act.

(e) Shall have the right to contract for the performance of professional services such as actuaries, appraisals, surveys, or studies made, as it deems necessary to evaluate financial & legal liability.

27 (5) HIGHWAY (Bridge & Township Roads)

(a) Investigate, report and act on all matters concerning county highways including the repair, maintenance and improvements thereto;

(b) Purchase and acquire all land by condemnation or otherwise for the construction and improvement of county highways;

(c) Let and award contracts and approve purchases for labor, materials and machinery needed for the construction and maintenance of county highways;

(d) Furnish general supervision of the actions of the County Engineer and operation of the Highway Department;

(e) Let and award contracts and approve purchases for the construction and maintenance of buildings needed for the housing and repair of road equipment;

(f) Approve purchases for supplies and equipment for the office of the County Engineer;

(g) Dispose of all excess or used vehicles and equipment by public sale or trade;

(h) Prepare and recommend a long range and one year plan for improvements on the County Highway System;

(i) Prepare and recommend budgets and appropriations for the County Highway Fund, Special Tax Matching Fund, County Bridge Fund and County Motor Fuel Tax Fund; and supervise and approve the expenditure of all said funds;

(j) Recommend action on all petitions for aid from the County Bridge Fund;

(k) Act for the County Board in all matters relating to letting contracts for and expenditure of Township Motor Fuel Tax Funds and Township Bridge Funds;

(l) Concur in the award of Federal Aid projects and make recommendations on the expenditure of said funds;

(m) Investigate and recommend actions on all road and bridge matters in other jurisdictions that may be of interest to the County Board;

(n) Maintain a list of approved contractors meeting the requirements of LaSalle County’s “Resolution Defining Responsible Bidder” and to hear and adjudicate protests filed under this resolution; and to disqualify contractors not in compliance with said resolution or for reasons of unsatisfactory performance for a period not to exceed one year.

(o) The Highway Department’s regular hours as approved by the Highway Committee and in accordance with the union contract are weekdays from 7:00 a.m. to 3:30 p.m.
27 (6) IT & CENTRAL SERVICE

(a) The Informational Technology (IT) Department shall not be placed under the jurisdiction of any other County Office with the exception of the LaSalle County Board.

(b) All expenditures of county funds for both computer hardware and software require the prior approval of this committee.

(c) This Committee has the responsibility of determining the informational technology needs of the County and seeing that those needs are met.

(d) IT related maintenance/service contracts/leases/proposals shall be reviewed annually by the IT committee.

(e) This Committee shall examine the cost of all Central Service Department repairs to the machinery, instruments, and equipment for the Microfilm, Printing & Postal Department, and the cost of all necessary paper and supplies required for the performance of the requested services of said Office shall be paid for by the County Board of said County as authorized and recommended by this said Committee.
(a) This Committee shall consider all petitions relative to township boundaries and consider all petitions for approving of plats for subdivisions or approving plats vacating subdivisions and report recommendations to the County Board;

(b) It will be the duty of said Committee to recommend the necessary County ordinances regulating, controlling, or abating all types of domestic and industrial solid waste in order to protect the public health, safety and welfare.

(c) The Committee is required to review and update all ordinances under their jurisdiction annually.

(d) The Committee shall endeavor to eliminate any violation through conference, conciliation, and persuasion; and to cooperate with other interested governmental agencies, groups or persons.

(e) The County Enforcement Officer shall report monthly to this Committee.

(f) The Environmental Services & Land Use Departments will be component parts of this Committee.

(g) The Environmental Services and Land Use Director will report monthly to this Committee. an Annual Report will be presented to the County Board for approval and filing.

(h) The TIF Committee tries to provide information and communicates with municipalities as to what the county’s goal and objectives are regarding TIFs and its expectations in dealing with municipalities in regard to TIF matters. First, the committee would like to make clear that they are not opposed to the legitimate use of tax increment financing in the county so long as it is conducted within both the meaning and spirit of the TIF statute. Our goal is to assure that tax increment financing, if used, is used in the proper fashion, within the meaning of the law and in a manner that truly revitalizes blighted areas and creates positive job growth and economic growth.
State's Attorney
(a) The duties of the State’s Attorney are as follows:
   To assist the County Collector in collecting all delinquent taxes; to represent the County Treasurer
   in defending all objection to judgment for taxes as the time of his/her application each year; to
   prosecute all cases which may be instituted by the County Board is directed to do so; to defend
   all cases in the Court of last resort without additional compensation; to advise the Board or any
   member thereof or any County Officer or any assessor or collector within the County in any
   matter pertaining to the County business and give his/her opinion in writing when so requested;
   to advise the County Board from time to time of such suggestions as may occur to him/her as
   necessary to that legal branch of the County business.

(b) The States Attorney will keep his or her Committee informed as to the status of his or her Drug Fund.

(c) The State’s Attorney shall update the Committee on workshops, and seminars that are not deemed confidential.

Circuit Clerk/ Judiciary
(a) This Committee shall consider all matters pertaining to the Thirteenth Judicial Circuit Court presented
   to them and make the necessary reports and recommendations to the County Board;

(b) Said Committee shall examine all legal matters presented to them and report their conclusion to the
   County Board.

(c) This Committee shall cause to be prepared and keep a log showing persons placed in any institution
   who are County charges, showing names, when committed, by whom, to which institution,
   monthly or yearly charge, and time to which the same is paid; audit all claims from such
   institutions; may consult with the Judge as to what institutions he/she may commit such person.

Public Defender
(a) This Committee shall review the Public Defenders monthly and yearly report which involves total cases
   opened and closed.

Detention Home
(a) This Committee may have charge of the Detention Home and grounds thereof and shall adopt rules for
   the conduct of said Home as they deem proper and reasonable. Said rules shall be posted in three
   of the most public places at said Home.

(b) The Director of the Home is appointed by the Chief Judge with the confirmation by the County Board.
   Said Director must file a Ten Thousand Dollar ($10,000.00) bond for performance and care of
   property.
27 (9) License Committee

The County Board Chairperson or Vice Chairperson/Liquor Commissioner shall approve and issue all liquor, amusement and entertainment licenses required by the County. The Committee shall inspect and investigate the operations and premises of all licenses. All compensation paid to members of the County License Committee will be paid as salary.

27 (10) NURSING HOME & VAC

(a) This Committee is authorized and empowered to have general supervision of the LaSalle County Nursing Home.

(b) Is authorized to advise with and direct the Administrator of the Home.

(c) Shall approve all claims and bills presented by the Administrator after audit by the County Auditor.

(d) Shall visit the Home as often as they deem it necessary.

(e) Shall inquire into the conditions of the patients.

(f) Shall make and adopt such rules for the conduct of the Home as they deem reasonable and proper and said rules shall be made available to the public.

(g) The Committee shall make enterprise type reports of income and expense.

(h) Shall have charge of all necessary repairs and improvements on all building at the Home. No repairs or improvements costing over Thirty Thousand Dollars ($30,000.00) shall be made without the consent of the entire County Board.

(i) Minor repairs shall be granted by the Chairperson of the Committee with full report to the remainder of the Committee in regular Committee meetings without consulting an architect.

(j) No person shall be admitted to the Home that is not in compliance with the rules and regulations of the I.D.P.H.

(k) The Administrator of the Home shall have full charge of the Home and the patients thereof and all the employees; shall transact all business pertaining thereto; shall at each regular Session of the Committee make an itemized report, of all monies received and expended by the Administrator.

(l) The Medical Director shall be appointed for two (2) years at the September Session, and perform duties specified in the agreement between the Medical Director and the LaSalle County Board. [Moved to Nursing Home from Finance]

(m) All Facilities {moved to Finance} on the Nursing Home property shall be administered by this Committee subject to the Full Board approval.

(n) The Chairperson of the County Board designates the County Board’s Veterans’ Assistance Committee as his/her representative with regard to aid to indigent war veterans under the Bogardus Act, as amended.

(o) To recommend to the Full County Board any changes in the relief allowance schedule and any other policy changes associated with carrying-out the Bogardus Act, as amended.

(p) No payment for assistance to indigent war veterans and their families as authorized by the Bogardus Act, as amended, will be allowed except upon approval of this Committee.

(q) No expenditure for the administrative costs of carrying-out the Bogardus Act, as amended, will be allowed except upon approval of this committee.
Sheriff, Court Security, Radio

(a) The Sheriff will report monthly on the following areas of his/her department:
   1. Average Daily Population
   2. Inmates held for other Agencies
      a. Amount received
   3. Overtime
      a. Jail
      b. Patrol
      c. Investigations
   4. Rotation 3-4 year Squad Cars

(b) The committee is authorized to dispose by public sale used vehicles and equipment of the Sheriff’s Office.

(c) The Committee for County Radio shall have supervision of the operation and maintenance of all Radios within the County System and also all stations operated with and in connection with the County Radio System. They shall meet and advise making the necessary rules and regulations for the operation and maintenance of County Radios.

(d) The Sheriff shall keep his/her Committee informed as to the status of his/her Drug Fund.

(e) The Sheriff shall keep his/her committee informed as to the status of courthouse security.

(f) Acadations and recommendations

Coroner

(a) Whenever in the opinion of the Coroner it is necessary for proper administration, the Coroner shall employ a competent stenographer at a reasonable fee for transcribing testimony and copy therefore.

(b) Whenever in the opinion of the Coroner it is necessary that a post mortem be held, he/she shall have the right to employ a competent pathologist at a reasonable fee.

(c) The Coroner may appoint one or more deputies, not exceeding the number allowed by rule of the Circuit Court of his/her County. Such appointment shall be in writing and signed by the Coroner, and their compensation shall be determined by the County Board.

EMA

(a) The Committee shall examine in June and December of each year the reports, books, and accounts pertaining to EMA and make a report of all receipts and earnings of the Office when necessary.

Animal Control

(a) The LaSalle County Animal Disease Control Committee is responsible for the administration of the Illinois Animal Control Act.

   It is the purpose of this committee to cooperate with the County Veterinarian in the control of those diseases of animals which can be transmitted to man and may seriously affect or be fatal to man; and, to assist him in the control of wild animals so they may not inflict bodily injury to man; and, to compensate livestock owners according to the Animal Control Act for losses incurred due to the action of stray dogs, and eradication of all animal disease in the County.

(b) The County Veterinarian shall submit a monthly report and bills payment.
27 (12) Regional Superintendent of Schools, School Health Services & Health Department

(a) The LaSalle County Truant Officer works out of the Superintendent of Schools Office with his/her duties as per Statutes, Section 26-5 School Code.

(b) There is hereby created a LaSalle County School Health Service consisting of two nurses and a clerk/typist.

(c) The Committee is authorized to employ the necessary personnel, provide an office, equipment, and supplies for the said County School Health Service and shall report quarterly to this Board on receipts, expenditures, and work accomplished by the personnel and by the Committee. The County School Health Service employees shall perform public health services as delineated by Committee in public and private schools.

27 (13) Safety & Health Committee (County Buildings/Employees)

The Safety & Health Committee (county buildings/employees) will be a standing committee comprised of seven board members, with one being the chair of the committee to oversee the representatives of all departments with the goal of creating and maintaining an active interest safety and reducing accidents throughout County departments. Members should be knowledgeable regarding general safety and knowledge of their department’s safety rules.

The duties of the Safety & Health (county buildings/employees) Committee consist of the following:

1. Discuss and assist with the formulation of safety polices and recommend adoption.
2. Discover unsafe conditions and practices and recommend remedies.
3. Assist with the coordination of the safety training programs.
4. Assist with safety walk through inspections.
27 (14) SALARY & LABOR

(a) This Committee shall recommend salaries of all elected and appointed officials and department heads.

(b) The Committee shall recommend salaries of all elected officials in the March Session prior to their taking office.

(c) The Committee shall fix salaries of all appointed officials.

(d) All petitions for changes in salaries for the coming year must be filed with the Salary & Labor Committee by the 1st day of the September Session.

(e) No Committee is authorized to enter any agreement or contract setting wages, hours or conditions of employment without agreement with the Salary & Labor Committee.

(f) The County payroll department shall set all physical appointments. No one is to start work as a county employee until the county payroll department receives satisfactory report in writing on the employees physical and TB test where same is required. The employee’s and said supervisor’s signature shall be required on the physical form before any physicals will be performed.

(g) All new employee’s salary will not begin before signed approval by the Salary & Labor Committee Chairperson or County Board Chairperson.

(h) The elimination of a position shall also cause the elimination of the associated salary.

(i) New designations of a position shall require the approval of a new salary range.

(j) Time clocks may be used at the discretion of the Elected/Appointed Officeholders/Department heads.

(k) All overtime must be approved with written signature by Elected/Appointed Officeholders/Department heads.

(l) The Salary & Labor Committee shall recommend to the Full Board a set of wages, hours and conditions of employment for union and non-union employees.

(m) The committee shall conduct hearings on all grievances and disputes as defined in the collective bargaining agreements.

(n) The Committee shall approve all new positions and hiring as well as the termination of employees or employment related appointments, agreements and/or contracts under the statutory provision of the County Board.
(a) Said Committee shall be authorized and empowered to compensate all Election Judges and pay all other election expenses.

(b) The Committee shall consider all petitions to establish new election precincts or change the boundaries of the present election precincts and arrange for booths and ballot boxes and other supplies for various precincts. Changes in the precinct boundaries are to be made only at the June Session of the LaSalle County Board preceding the Primary Election.

(c) The County Clerk shall furnish at the County expense, for the all State and County Primary and General Elections only, specimen ballots not to exceed eighty thousand (80,000) to be divided between the major political parties and distributed by the County Clerk.

(d) This Committee shall examine in June and December of each year the reports, books, and accounts pertaining to the above offices receipts of previous earnings, all monies received not earnings of the office and not paid out and see that all money on hand is turned over to the County Treasurer as provided by law.

(e) This committee shall meet monthly with the Chief County Assessment Officer (CCAO), GIS Coordinator and Treasurer or their appointed designee.

(f) Department Reports:

Recorder
(a) This Committee shall examine monthly the reports, books, and accounts pertaining to the Recorder of Deeds’ Office and make a report of all receipts and earnings of the Office and not paid out and see that all money on hand is turned over to the County Treasurer as provided by law.

Treasurer’s Report
(a) The Treasurer shall report to the committee monthly and keep the committee members apprised of the current and future activities, operations and needs of the Treasurer’s Office regarding Billing, Collection, Investment and Distribution.

(b) This information will be used as a base for positive discourse to produce improvement in policies and procedures in operations and activities within the Treasurer’s Office; ability to work in harmony with the Chief County Assessment Officer (CCAO), County Clerk, and other offices, officials and members of the general public.

Assessments/ Board of Review
(a) The Chief County Assessment Officer (CCAO) Clerk of the Board of Review shall report monthly on the status of the tax cycle, Legislative changes and State proposals.

G.I.S.
(a) The Coordinator shall report monthly on the status of projects and Departments involved.
27 (16) TOURISM

The purpose of the Tourism Committee is to provide financial assistance, to the Hotel/Motel Tax Collectors and local promotion groups. This is done through the promotion and marketing of Tourism attractions and events within LaSalle County. It is the intent of LaSalle County to generate and increase Hotel/Motel occupancy and travel throughout the County, Impacting the economic growth.

The Committee takes in the County Tourism Tax collected by the Hotel/Motel Tax Collectors. The Committee approves or denies all distributions of Tourism funds through Application Requests for Tourism Funds presented to the Committee.

28 Non Standard Committees/Board

(1) INSURANCE TRUST (Five Board Members & Two Citizens-at-Large)

(a) Said Committee shall have full power to establish, provide, maintain, and effect all aspects of the County’s self-insurance program according to the provisions set forth in the Trust Agreement and applicable Laws or Regulations.

(b) May seek excess insurance coverage for liabilities and risks by the purchase of commercial insurance and to make payment of premiums on any Policy or Policies when such premiums shall become due.

(c) Shall contract for administrative, legal, expert, financial, and other professional services deemed necessary or appropriate in the performance of the Trust Agreement.

(d) Shall review claims and determine all questions of coverage, eligibility, methods of providing or arranging benefits, and all other related matters including establishing reserves and settlement of claims.

(e) Shall have charge of the County’s loss prevention programs implemented to prevent incidents and to develop procedures, provide training and other services necessary to decrease or eliminate future losses.

(f) Shall be responsible for the management of risks at the County and shall design steps to reduce or mitigate costs such as:

1) development of policies and procedures;
2) review of documents, agreements, contracts;
3) recommend actions or practices; and
4) set minimum insurance requirements for contractors or subcontractors performing work for the County as well as provide a method of review for compliance.

(g) As sole authority of all Trust Funds, shall manage monies in accordance with the Trust Agreement, applicable laws and regulations. Shall seek an annual outside audit of funds and provide annually to the full County Board, a report representing the status of the Trust, the application of contributions received and any other pertinent information regarding the operation of the Trust.

(h) Shall be responsible for protecting liabilities not covered by the Insurance Trust through the purchase of conventional insurance or reinsurance policies as well as paying incurred expenses attributed to said coverage(s).

(i) Shall levy for and transfer funds to the Insurance Trust for payment of annual debt obligations.

(2) Circuit Wide Probation Committee (Two Board Members)

The Circuit Wide Probation Committee includes Board Members from Bureau and Grundy County.
(3) **Oversight - Landfill Committee**

The Oversight Committee reviews and monitors Landfill activities and reviews disposal fees. The committee is comprised of:

- one (1) Member of the LaSalle County Board in whose district the Landfill is located
- two (2) Members of the LaSalle County Board
- one (1) Township or municipal government representative of the township or municipality in which the Landfill is located, the Director of the Department of Solid Waste Management
- one (1) Citizen at large, appointed by the Board Chairperson for a two (2) year term.

The Committee shall meet no less than quarterly to review the Landfill’s operations and problems, if any. The Committee shall act in an advisory capacity to the LaSalle County Board.

The Vendor shall cooperate in any manner with the Committee by allowing access to the site and allowing access to the records and books.

(4) **Hiring SubCommittee (as required)**

Sub-Committee for interviewing future applicants for appointed hires and presents their recommended candidate to appropriate Committee for their review, motion to approve and forward to Full Board. This Committee shall consist of the following:

- Chairperson of the LaSalle County Board
- LaSalle County Board Finance Chairperson or designee of that Committee
- LaSalle County Board Salary & Labor Chairperson or designee of that Committee
- LaSalle County Chairperson of the Committee making the hire or designee of that Committee
- A LaSalle County Board Member of the Committee making the hire

29 **Additional Committees, Subcommittees, & Boards - continued**

| (1) Sergeant at Arms                  | One Board Member |
| (2) B.E.S.T                          | One Board Member |
| (3) C.A.S.A                          | One Board Member |
| (4) Coalition for Tourism            | One Board Member of Committee Chair Tourism* |
| (5) Health Department                | One Board Member |
| (6) Heritage Corridor (Tourism)      | One Board Member of Committee Chair Tourism* |
| (7) Mental Health 708 Board          | One Board Member |
| (8) TriCounty                        | Two Board Members |
| (9) UCCI                             | Two Board Members |
| (10) University of IL Extension Service | Two Board Members |
Blank Page for Future Additional
30 OFFICE HOURS

It shall be the duty of each Officeholder and appointee to keep his/her office open each business day Monday through Friday from the hours of 8:00 o’clock in the morning to 4:30 in the afternoon.

31 PAYMENT OF SERVICES

All appointed and elected officials of the County of LaSalle, State of Illinois, who are paid on a salary basis per month and who shall at the time of entering upon the duties of their offices serve less than a full month for the first month of their term are to be paid on a pro-rata basis for that month and upon resigning or going out of office, if said appointed or elected officer shall service a portion of a month said officer shall be paid on a pro-rata basis for the portion of the month so served.

32 ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)

A. According to the Illinois Pension Code, LaSalle County is required to participate under the Illinois Municipal Retirement Fund (IMRF) and is considered an IMRF Employer. The Pension Code also determines which persons are eligible for IMRF coverage and provides the program for contributions by employers and members as well as retirement pension and other benefits.

B. LaSalle County excludes from participation in IMRF persons in positions normally requiring performance of duty for less than one thousand (1,000) hours per year who never participated while employed by the County or to an elected position prior to August 1, 2011
33 HOLIDAYS
The holidays for LaSalle County employees are as follows:
   New Year’s Day
   Lincoln’s Birthday
   President’s Day
   Spring Holiday
   Memorial Day
   Independence Day
   Labor Day
   Columbus Day
   Veteran’s Day
   Thanksgiving Day
   Day after Thanksgiving
   Christmas Day

If one of the above holidays falls on a Saturday, it shall be observed on the proceeding Friday. If one of the above holidays falls on a Sunday, it shall be observed on the following Monday.

34 APPOINTMENTS
Animal Control Administrator
Board of Review
Chief County Assessment Officer (CCAO)
County Engineer
EMA Director
Enforcement Officer
Environmental Services & Land Use Director
Insurance Trust
IT Director
Maintenance Director
Medical Director
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Credit Card Policy
Travel Expense Form
&
IRS example of Rates
ORDINANCE #18-106 Amending Ordinance #17-46 – Exhibit “A"
LASALLE COUNTY BUSINESS CREDIT CARD USAGE POLICY

Purpose:

The purpose of the LaSalle County Credit Card policy is to:

- Assure sufficient controls of LaSalle County expenditures by the LaSalle County Board.
- Provide efficient and alternative means of payment for approved expenses.
- Prevent inappropriate credit card expenditures in conducting LaSalle County business.

Authorization Policy:

If possible, the preferred method of payment for purchases by LaSalle County Departments is by a check drawn from the appropriate line item of a departmental budget. LaSalle County credit card issuance must be approved by each departmental oversight committee and the Finance and Fees Committee. Department Heads/Elected Officials are responsible for all cards issued to their department, or employee, and the use of those cards. All purchases by use of a credit card must comply with all Federal, State and County statutes, rules and policies.

Ownership:

Upon the direction of the LaSalle County Finance and Fee Committee, business credit cards will be procured by the County Auditor's Office. A maximum $5,000.00 spending limit will be set on all credit cards. The Card remains the property of the Bank. Cards may be used only for the purchase of goods or services for the official business of the County. Personal use of the County credit card is expressly prohibited, even if an employee later reimburses the County for purchases made for personal use.

Oversight of Credit Cards:

The LaSalle County Auditor is responsible for issuing, accounting for, monitoring, and generally overseeing compliance with this policy. Requests for credit cards by County employees, including elected office holders, must be submitted in writing to the Auditor by the Department Head/Elected Official. The request must identify to whom the credit card will be issued. A card issued to an employee is to be used by that employee only. The Finance and Fee Committee may, at any time, and without notice, cancel the credit card if it is determined that the credit card usage exhibits violations of this policy.
Secure Location:

Cardholders are responsible for the safekeeping of the card and account number. Cards must be kept in a secure location and should only be used to process transactions. The County Auditor is to be notified immediately if the card is lost or stolen or if there is reason to believe the account number has been compromised. If the cardholder is unable to make contact with the County Auditor, contact is to be made with the Bank via the customer service phone number printed on the back of the card.

Credit Card Expenditures in General:

(a) Under no circumstances is the use of a County issued credit card intended to enable the cardholder to circumvent the existing County bid process and established procedures regarding fixed assets, budgeting, purchasing or the cardholder's obligation to submit an itemized Travel Statement in accordance with the County's Travel Policy.

(b) The card will be used only for those activities that are a direct consequence of the cardholder's function within the County and that under no circumstances will the card be used for personal reasons; furthermore, the cardholder agrees to be personally liable for any unauthorized transactions unless the card is lost, stolen, or subject to fraud on the part of a third party.

(c) When using the card to make online internet purchases, the cardholder shall make every effort to ensure that the purchase is made from a secure website using secure online access.

(d) All credit card purchases that require shipment will be shipped to the cardholder's business address. In no instance shall any shipment resulting from a credit card purchase be shipped to the cardholder's home address.

(e) Credit card statements will be audited monthly by the County Auditor to ensure that the card is used for authorized purchases; adequate receipts and/or sufficient documentation to support purchases is provided by the cardholder; and the card use is not in violation of County policies, including the County's Travel and Purchasing Policies. A credit card statement does not serve as an “itemized receipt”.

(f) Use of the card for the purchase of alcoholic beverages is strictly prohibited.

(g) Cardholders have a duty to present themselves as government employees at the point of purchase and request sales tax exemption to ensure the County is not charged sales tax. Cardholders can request a copy of the County's tax exempt letter from their immediate supervisors or from the County Auditor. In the event taxes are charged, it is the cardholder's responsibility to request a refund of the tax amount from the merchant.

(h) Any points, cash back rewards, or other benefits earned on a County credit card are to be redeemed strictly for County purposes.

(i) Credit Card Statements must be submitted to the Auditor’s Office upon receipt so they can be processed and paid before the due date to avoid late payment fees. If an officeholder/employee fails to submit the statement or payment promptly and late fees are assessed, the payment of such fees will be the responsibility of the cardholder and not the County.
Merchandise Credit/Exchange:

The Cardholder is responsible for contacting the merchant when merchandise purchased with the card is not acceptable (incorrect, damaged, defective, etc.) and for arranging for a return for credit or an exchange. If merchandise is returned for credit, the Cardholder is responsible for obtaining a credit receipt from the merchant and retaining the receipt with the supporting documentation for the original purchase. If merchandise is to be exchanged, the Cardholder is responsible for returning the merchandise to the merchant and obtaining a replacement. Receiving cash or checks to resolve a credit is prohibited. The vendor must credit your account.

Credit Card Misuse:

In accordance with the County's Credit Card Policy, any misuse of the business credit card will serve as grounds for disciplinary action, including and up to termination of employment with LaSalle County. Additionally, whenever a breach in this Policy occurs, the Department Head, County Board Chairman and Auditor shall assess the nature of the breach and they reserve the right to report the misuse of the card to law enforcement for possible criminal investigation. Restrictive charges include, but are not limited to the following: employee's personal or family member's expenses; cash advances; and where, under normal circumstances, a competitive bid is required. The Cardholder is responsible for repayment of any unauthorized charges he or she may initiate. Payment of unauthorized charges may be made by the Cardholder with a money order payable in United States dollars or with a certified check drawn on a bank in the United States payable to the LaSalle County Treasurer. The employee may also set up deductions from his or her County paycheck for the purpose of repaying the unauthorized charge back to the County.

Billing Inquiries:

If you have any questions, problems, or disputes concerning your use of the business credit card, you should immediately contact the County Auditor to take reasonable and appropriate steps to provide the information needed to resolve the dispute. In the case of a dispute, that charge will be suspended until resolved. However, if after the County's investigation it is unable to resolve the dispute in the cardholder's favor, the Cardholder must settle the dispute directly with the merchant.

Return of Credit Card:

1. Prior to changing Departments or ending employment with the LaSalle County, the business credit cards must be returned to the Auditor.
AN ORDINANCE FOR COMPLIANCE WITH THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT (Public Act 99-0604)

WHEREAS, the Governor signed House Bill 4379 into law on July 22, 2016. The new law, Public Act 099-0604, called the "Local Government Travel Expense Control Act," hereinafter referred to as the "Act," will go into effect January 1, 2017.

WHEREAS, the Act mandates that all public agencies in Illinois enact an ordinance or resolution regulating the reimbursement of travel, meal, and lodging expenses, hereinafter referred to as "travel expenses," of employees and officers of said public agencies including, but not limited to, the types of official business for which travel, meal, and lodging expenses are allowed and to establish the maximum allowable reimbursement for travel, meal, and lodging.

WHEREAS, the Act defines "Local Public Agency" as a school district, community college district, or unit of local government other than a home rule unit.

WHEREAS, "travel" is defined as any expenditure directly incident to official travel by employees and officers of a local public agency or by wards or charges of a local public agency involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

WHEREAS, the Act bars reimbursements for entertainment and sets restrictions on amounts for qualified expenses.

WHEREAS, reimbursements for expenses related to entertainment, defined as shows, amusements, theatres, circuses, sporting events, or any other place of public or private entertainment or amusement is prohibited, unless the entertainment expense is "ancillary to the purpose of the program or event."
WHEREAS, the public agency must create guidelines to establish:

- The maximum allowable reimbursement amount for travel expenses.
- The types of official business for which travel expenses are allowed.
- A standard form for requesting reimbursement of travel expenses, including submission of expense-related documents.

WHEREAS, the public agency shall create a standard form for members of the county board, employees and officers requesting reimbursement for travel expenses as set for in the Act. Before travel expenses may be approved for a member of the county board, or in the case of an officer or employee of the county that exceeds the established maximum allowable reimbursements, the following minimum documentation must first be submitted, in writing, to the governing board:

1. If the travel expenses have not yet been incurred, an estimate of the travel expenses.
2. If the travel expenses already have been incurred, receipts showing the costs of the travel expenses.
3. The name of the individual requesting reimbursement.
4. The job title or office of the individual requesting reimbursement.
5. The date or dates on which the travel expenses will be or were expended.
6. The nature of the official business for which the travel expenses will be or were expended.
7. Reimbursement for travel expenses that exceed the established maximum allowable amount may be allowed, but only if the expenses relate to an emergency or other extraordinary circumstance.

WHEREAS, the Act mandates that all reimbursements must be documented and open to public review, and are public records subject to disclosure under the Illinois Freedom of Information Act.

WHEREAS, the following travel expenses must be approved by a roll-call vote during an open meeting of the governing board of the public agency:

1. The travel expenses of any officer or employee that exceed the maximum amount allowed under the regulation adopted by the relevant local public agency.
2. The travel expenses of any member of the governing board.
THEREFORE, BE IT ORDAINED BY THE COUNTY BOARD AS FOLLOWS:

1. The LaSalle County Board is a unit of local government and is subject to the regulations set forth in Public Act 099-0604 and 55 ILCS 5/5-1018.

2. The LaSalle County Board has enacted regulations for travel expenses to comply with the regulations set forth in the Act and as per the current Internal Revenue Service publications.

3. The LaSalle County Board has
   - Adopted a standardized form (attached) to document the expenses which includes no less than the minimum amount of information as set forth in the Act.
   - Established a maximum amount allowable for travel expense reimbursements per trip in the amount of $600.00.
   - Defined the types of official business for which travel expenses are allowed.
   - Mandated that any employee or official complete and submit the standard form and provide documentation for travel expenses that exceed the established maximum allowable reimbursements before monies are expended.
   - Mandated that travel expenses of any officer or employee of the LaSalle County Board must be approved by roll-call vote during an open meeting of the governing board.
   - Mandated that travel expenses that exceed the maximum amount allowed under the regulation adopted must be approved by roll-call vote during an open meeting of the governing board.
   - Prohibited all reimbursements for entertainment unless otherwise permitted as set forth in the Act.

4. The term "officers" shall have the meaning set out in Art. 7, Section 4 of the Illinois Constitution.

5. This ordinance shall be effective upon adoption.

ADOPTED BY THE LASALLE COUNTY BOARD BY THE REQUIRED TWO-THIRDS MAJORITY OF ITS MEMBERS AT ITS REGULAR MONTHLY MEETING THIS 9TH DAY OF FEBRUARY, 2017

ATTEST:

Jerry L. Hicks, Chairman
LaSalle County Board

LaSalle County Clerk
TRAVEL, MEAL AND LODGING EXPENSE REIMBURSEMENT REQUEST FORM

Before an expense for travel, meals, or lodging may be approved under LaSalle County Ordinance No. 17-13, the following minimum documentation must first be submitted, in writing, to the County Board of LaSalle County:

(1) The name of the individual who received or is requesting the travel, meal, or lodging expense and the individual’s job title or office.

______________________________
Name of Employee or Officer

______________________________
Job Title/Office

(2) The date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended. Please attach supporting documentation describing the nature of the official business event or program.

______________________________  ________________________________
Name of Event or Program        Date(s) of Event or Program

______________________________  ________________________________
Location of Event or Program     Purpose of Event or Program

(3) An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred. Please attach either (a) a document explaining the basis for your estimate if expenses have not yet been incurred or (b) receipts if the expenses have already been incurred.

You may also provide such other documentation as would assist the corporate authorities in considering your request for reimbursement. In the discretion of the corporate authorities, additional documentation relevant to the request for reimbursement may be required prior to action by the corporate authorities with respect to the reimbursement request.

______________________________  ________________________________
Employee/Officer Signature       Date

Committee Approved on:

______________________________  ________________________________

______________________________  ________________________________

______________________________  ________________________________

□ Check that IRS allowance, estimate expense information attached [NO STAPLES, Please]
**Meals and Incidental Expenses (M&IE) Breakdown**  
The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to Section 301-11.18 of the Federal Travel Regulation for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.

The table lists the six M&IE tiers in the lower 48 continental United States (currently ranging from $51 to $74). If you need to deduct a meal amount, first determine the location where you will be working while on official travel. You can look up the location-specific information at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). The M&IE rate for your location will be one of the six tiers listed on this table. Find the corresponding amount on the first line of the table (M&IE Total) and then look below for each specific meal deduction amount.

The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently $5 for all tiers).

<table>
<thead>
<tr>
<th>Total</th>
<th>Continental Breakfast/Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>IE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$51</td>
<td>$11</td>
<td>$12</td>
<td>$23</td>
<td>$5</td>
</tr>
<tr>
<td>$54</td>
<td>$12</td>
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<td>$64</td>
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</tr>
<tr>
<td>$69</td>
<td>$16</td>
<td>$17</td>
<td>$31</td>
<td>$5</td>
</tr>
<tr>
<td>$74</td>
<td>$17</td>
<td>$18</td>
<td>$34</td>
<td>$5</td>
</tr>
</tbody>
</table>

This table lists the amount receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

<table>
<thead>
<tr>
<th>Total</th>
<th>First &amp; Last Day of Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>$51</td>
<td>$38.25</td>
</tr>
<tr>
<td>$54</td>
<td>$40.50</td>
</tr>
<tr>
<td>$59</td>
<td>$44.25</td>
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<tr>
<td>$64</td>
<td>$48.00</td>
</tr>
<tr>
<td>$69</td>
<td>$51.75</td>
</tr>
<tr>
<td>$74</td>
<td>$55.50</td>
</tr>
</tbody>
</table>
Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

<table>
<thead>
<tr>
<th>Primary Destination (1, 2)</th>
<th>County (3, 4)</th>
<th>Max lodging by Month (excluding taxes)</th>
<th>M&amp;IE (5)</th>
</tr>
</thead>
</table>

Footnotes

1. Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.
2. Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."
3. Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."
4. When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.
5. Meals and Incidental Expenses, see Breakdown of M&IE Expenses for important information on first and last days of travel.