COLES COUNTY BOARD
Regular Meeting
September 8, 2026

The Regular Meeting of the Coles County Board was called to order at 6:00 p.m. with the following members present, John Doty, Tad Freezeland, Brian Ingram, David Johnson, Doug Kanouse, Nancy Purdy, Tom Royal, Rick Shook, Brandon Stewart, Bristole Zimmerman with Chairman Darrell Cox presiding. Absent was member Bob Bennett.

Invocation was given by Tom Royal
Moment of Silent Reflection
Pledge to the Flag

PUBLIC COMMENT

Sandra Farris Nancy Purdy Ashley Van Lochen Johna VonBehrens Tom Sherman

APPROVAL OF THE COLES COUNTY BOARD MINUTES

Motion was made by Freezeland, seconded by Royal to approve the August 11, 2026 County Board Minutes.

AYES: Cox, Doty, Freezeland, Ingram, Johnson, Kanouse
Purdy, Royal, Shook, Stewart, Zimmerman (11)
NAYS: None (0)
ABSENT: Bennett (1)

APPOINTMENTS TO THE FOLLOWING DRAINAGE DISTRICTS

Brewster-Rice Drainage District – Rick Price until September, 2028
Brewster -Rice Drainage District – Rick Copeland until September, 2029
Drainage District No. 2 of Mattoon – Cory A. Kauffman until September, 2029
Drainage District No. 1-B of Seven Hickory – David Bumpus until September, 2029
Little Wabash Drainage District – Mark Bell until September, 2029
Union Drainage District No. 1 of Mattoon and Whitley – Bruce Daily until September, 2029

RE-APPOINTMENTS TO THE FOLLOWING JURY COMMISSION DISTRICTS

Jury Commissioner – Eric Finley until September, 2029 & Deanna Marshall until September, 2029

APPOINTMENT TO THE FARMLAND ASSESSMENT REVIEW DISTRICTS

Farmland Assessment Review Committee - Pat Harrington until June, 2028

Motion was made by Darrell Cox to appoint the following with the consent of the County Board.

AYES: Cox, Doty, Freezeland, Ingram, Johnson, Kanouse
Purdy, Royal, Shook, Stewart, Zimmerman (11)
NAYS: None (0)
ABSENT: Bennett (1)

APPROVE REVISIONS TO THE PERSONNEL POLICY MANUAL

For a copy of the policy manual see page(s) 8115-8176

Motion was made by Johnson, seconded by Stewart

AYES: Cox, Doty, Freezeland, Ingram, Johnson, Kanouse
Purdy, Royal, Shook, Stewart, Zimmerman (11)
NAYS: None (0)
ABSENT: Bennett (1)

RESOLUTION TO AMEND FY26 BUDGET – COMPUTER

For a copy of the resolution see page(s) 8177

Motion was made by Doty, seconded by Ingram

AYES: Cox, Doty, Freezeland, Ingram, Johnson, Kanouse
Purdy, Royal, Shook, Stewart, Zimmerman (11)
NAYS: None (0)
ABSENT: Bennett (1)

RESOLUTION TO AMEND FY26 BUDGET – CIRCUIT CLERK

For a copy of the resolution see page(s) 8178 - 8192

Motion was made by Doty, seconded by Shook

AYES: Cox, Doty, Freezeland, Ingram, Johnson, Kanouse
Purdy, Royal, Shook, Stewart, Zimmerman (11)
NAYS: None (0)
ABSENT: Bennett (1)

RESOLUTION TO AMEND FY26 BUDGET – SECURITY

For a copy of the resolution see page(s) 8193

Motion was made by Johnson, seconded by Ingram

AYES: Doty, Ingram, Johnson, Kanouse Purdy, Royal,
Shook, Stewart, Zimmerman (9)
NAYS: Cox, Freezeland (2)
ABSENT: Bennett (1)

TAX SALE RESOLUTIONS (27)

For a copy of the resolution see page(s) 8194 - 8220

Motion was made by Freezeland, seconded by Doty

AYES: Cox, Doty, Freezeland, Ingram, Johnson, Kanouse
Purdy, Royal, Shook, Stewart, Zimmerman (11)
NAYS: None (0)
ABSENT: Bennett (1)

RESOLUTION ENACTING A RECURRING ANNUAL MORATORIUM ON LARGE SCALE DATA CENTER (DEVELOPMENT OVER 5,000 SQUARE FEET)

For a copy of the resolution see page(s) amended below Page 8221

Motion was made by Johnson, seconded by Doty

AYES: Cox, Doty, Freezeland, Ingram, Johnson, Kanouse
Purdy, Royal, Shook, Stewart, Zimmerman (11)
NAYS: None (0)
ABSENT: Bennett (1)

AMENDED
RESOLUTION ENACTING A RECURRING ANNUAL MORATORIUM ON LARGE SCALE DATA CENTER (DEVELOPMENT OVER 5,000 SQUARE FEET)

MOTION AMENDED TO ADD:

Prohibiting continuous or adjacent data centers over 5,000 ft to previous moratorium.

Motion by Zimmerman, seconded by Purdy

AYES: Cox, Doty, Freezeland, Ingram, Johnson, Kanouse
Purdy, Royal, Shook, Stewart, Zimmerman (11)
NAYS: None (0)
ABSENT: Bennett (1)

RESOLUTION AUTHORIZING THE APPLICATION FOR THE CAPITAL ASSISTANCE GRANT FOR PARATRANSIT VEHICLES (CVP)

For a copy of the resolution see page(s) 8222

Motion by Johnson, seconded by Doty

AYES: Cox, Doty, Freezeland, Ingram, Johnson, Kanouse
Purdy, Royal, Shook, Stewart, Zimmerman (11)
NAYS: None (0)
ABSENT: Bennett (1)

ROAD USE AGREEMENT WITH HAYES SOLAR, LLC

For a copy of the agreement see page(s) 8223 - 8226

Motion by Doty, seconded by Kanouse

AYES: Cox, Doty, Freezeland, Ingram, Johnson, Kanouse
Purdy, Royal, Shook, Stewart, Zimmerman (11)
NAYS: None (0)
ABSENT: Bennett (1)

APPOVAL OF BILLS - COLES COUNTY

Motion by Zimmerman, seconded by Johnson to approve the payment of the Coles County bills with the approval of the County Board.

AYES: Cox, Doty, Freezeland, Ingram, Johnson, Kanouse
Purdy, Royal, Shook, Stewart, Zimmerman (11)
NAYS: None (0)
ABSENT: Bennett (1)

DECOMMISSIONING AGREEMENT WITH GLACIER MORAINE SOLAR

For a copy of the agreement see page(s) 8227 - 8230

Motion by Kanouse, seconded by Doty

AYES: Cox, Doty, Freezeland, Ingram, Johnson, Kanouse
Purdy, Royal, Stewart, Zimmerman (10)
NAYS: Shook (1)
ABSENT: Bennett (1)

DISCUSS/APPROVE INMATE HEALTHCARE PROPOSALS- TK HEALTH

Upon motion by Freezeland, seconded by Purdy to approve the proposal from TK Health with the consent of the County Board

For a copy of the Proposal see page(s) 8231 - 8286

AYES: Cox, Doty, Freezeland, Ingram, Johnson, Kanouse
Purdy, Royal, Shook, Stewart (10)
NAYS: Zimmerman (1)
ABSENT: Bennett (1)

ANNOUNCEMENT OF APPOINTMENTS

1. Two appointments to the Public Health Board
2. Two appointments to the Drainage Districts
3. One appointment to the North Fork Conservancy District

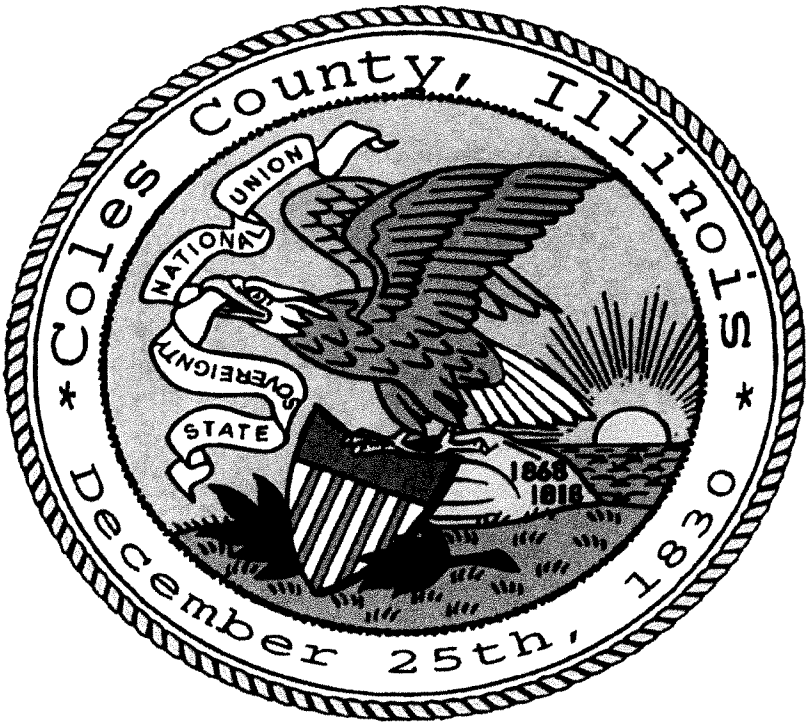
ADJOURNED

Upon motion by Doty, seconded by Ingram, the Coles County Board was adjourned at 7:12 p.m. with the consent of the County Board.

AYES: Cox, Doty, Freezeland, Ingram, Johnson, Kanouse
Purdy, Royal, Shook, Stewart, Zimmerman (11)
NAYS: None (0)
ABSENT: Bennett (1)

Attested by:

_____
Julie Coe, Coles County Clerk



PERSONNEL POLICY MANUAL

FOR

COLES COUNTY, ILLINOIS

Revised July 2026

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2026 ILLINOIS COMPLIANCE UPDATE — REVISION NOTICE

This Personnel Policy Manual has been updated to incorporate findings from the June 2026 Illinois Employment Law Compliance Review. Ten areas of Illinois law that were missing, partially covered, or inadequately addressed have been added or revised throughout this manual, including new Sections 4A, 4B, 5A, 23A, and 23B, and updates to Sections 2, 11, 14, 18, 20, and 21 (renumber and republish the Index/Table of Contents upon final adoption).

DISCLAIMER: The added and revised policy language below is provided for informational purposes and reflects the recommendations of the June 2026 gap analysis. It should be reviewed and approved by your State's Attorney or a qualified employment law counsel and formally adopted by the County Board before it is treated as final, binding policy.

SECTION 1
PURPOSE

The purpose of this Personnel Policy Manual is to provide a working relationship between the County Board, the County Officers and County employees and to make clear the basic terms upon which such relationship depends.

It is the intent of the County to work together with the County Officers to provide and maintain satisfactory terms and conditions of employment for all employees, and to prevent as well as to adjust misunderstandings relating to wages, hours and working conditions.

The Personnel Policy Manual applies to all county employees (except those employees covered under a collective bargaining contract) to ensure that they are clearly informed of the standards which apply to their performance, benefits, and office procedures. The policies, however, are not to be construed as an express or implied contract of employment.

SECTION 2
EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the County to be fair and impartial in all its relations with its employees and applicants for employment. No person shall be refused employment or promotional opportunities, given preference or otherwise discharged from employment on the basis of race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity, disability, or non-job-related disability. Further, the County will employ qualified minorities and women consistent with their availability within the labor market of the County.

All County personnel will be informed of the County's EEO policy. Citizens will be informed of the County's EEO policy through recruiting advertisements in newspapers, posters placed in employment offices, etc. The Affirmative Action Plan will be disseminated to individuals as requested.

It is the policy of Coles County to recruit, hire, and promote in all positions without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity, disability, or non-job-related disability. The Equal Employment Opportunity Policy is posted. All management employees have been instructed to adhere to this policy. Any discriminatory action by one employee against another because of race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity, disability, or non-job-related disability is a violation of the County's policy, and employees responsible for such action will be subject to disciplinary action.

If an applicant or employee has a complaint of this nature, contact your immediate supervisor, Department Head, Elected or Appointed Official, or the County Offices/Rules Committee of the County Board. The County intends to investigate all complaints and take appropriate disciplinary action when there is a violation of this policy. In the event the complaint is against an immediate supervisor, you should contact someone at a different level of the department or the County Offices/Rules Committee.

2026 UPDATE — ILLINOIS HUMAN RIGHTS ACT (775 ILCS 5)

In addition to the protected characteristics listed above, Coles County's Equal Employment Opportunity Policy also prohibits discrimination on the basis of order of protection status and work authorization status, consistent with the Illinois Human Rights Act.

Employees and applicants may also report violations of this policy directly to the Illinois Department of Human Rights (IDHR) at (312) 814-6200 or www.illinois.gov/dhr.

Adopted: _____ *(pending County Board action)* *Revised:* _____

Adopted: February 9, 1999
Revised: May 10, 2016

Equal Employment Opportunity Recruitment Strategies:
Coles County will make a good faith effort to recruit a diverse group of employees and provide equal opportunity for minorities, women and disabled persons to competitive in county contracting opportunities. Coles County will advertise positions in media outlets that will provide information and access to the underserved populations.

Equal Employment Opportunity Selection Strategies:
Coles County will utilize procedures, processes and techniques that are fair and do not have an adverse impact on minorities, women or disabled persons. Prospective employees will not be excluded from the firing process due to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age (40-year-old or more), military status, and veteran status.

Equal Employment Opportunity Placement/Orientation Strategies:
Coles County will provide newly fired employees with basic employment information during the first couple weeks on the job. New employee position descriptions, fringe benefits information, policies, procedures and EEO are a few of the topics which should be covered. Employees will not be denied fringe benefits and/or opportunities for promotion based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age (40-year-old or more), military status, and veteran status.

Equal Employment Opportunity Performance Evaluation Strategies:
Coles County will evaluate the performance of their employees on an annual basis. It should provide the necessary supervisory feedback to identify areas to be improved as well as to reinforce those activities that meet or exceed standards. Performance appraisal will be evaluated without regard to
race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age (40-year-old or more), military status, and veteran status.

Equal Employment Opportunity Training Strategies:
Coles County will attempt to diversify workforce by utilizing training and apprenticeship programs with diverse participants. Training and apprenticeship programs can increase the number of qualified minorities, women disabled persons and veterans available for job placement.

Equal Employment Opportunity Discipline Strategies:
Coles County will set clear disciplinary standards and warn of consequences for non-compliance. Discipline will be designed to rehabilitate employees who choose to correct their behavior as well as justify the termination of those who do not. Coles County will not mistreat or unfairly discipline as employee based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age (40 year old or more), military status, and veteran status.

Equal Employment Opportunity Separation Strategies/Exit Interviews:
Coles County will conduct exit interviews as a problem-solving tool in an attempt to reveal employee turnover. Exit interview can provide the county with information about how to correct the causes of

discontent and reduce the costly problem of employee turnover.

Equal Employment Opportunity Monitoring Strategies:
Coles County will ensure County Officers/Department Heads understand this plan and hold employees accountable for the effectiveness of this plan.

Adopted: May 10, 2016

SECTION 3
DRUG-FREE WORKPLACE POLICY

Coles County has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, Coles County is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of Coles County.

Employee Assistance and Drug-Free Awareness

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from the Department Head.

Coles County will establish a drug free awareness program, to inform employees about the dangers of drug abuse in the workplace and available drug counseling and rehabilitation programs.

Coles County will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

Work Rules

The following work rules apply to all employees:

- Whenever employees are working, are operating any County vehicle, are present on County premises, or are conducting related work off-site, they are prohibited from:
  - Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
  - Being under the influence of alcohol or an illegal drug as defined in this policy.

• The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing County business or while in a County facility is prohibited.
• Coles County will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked. • Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.
• Any employee of the County who is convicted of any criminal drug statute violation occurring within the county workplace shall notify his/her immediate supervisor of such conviction within five (5) days after such conviction. The County will notify appropriate state and federal grant agencies within ten (10) days after receiving notice of such convictions.
• Employees may also be subject to discipline for off duty conduct involving illegal drugs or controlled substances regardless of whether such conduct constitutes or results in any criminal action, where, in the opinion of the Department Head, the employee's conduct adversely affects the County or a Department, including the County's reputation for honesty and safety.

Required Testing
The County retains the right to require the following tests:

• **Pre-employment:** Some applicants must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.
• **Reasonable suspicion:** Employees are subject to drug/alcohol testing based on observations by a supervisor of apparent workplace use, possession or impairment.

Consequences
Applicants who refuse to cooperate in a drug test or who test positive will not be hired. Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. The first time an employee tests positive for alcohol or illegal drug use under this policy, the result may be discipline up to and including discharge.

Employees will be paid for time spent in alcohol/drug testing and then suspended pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting will include a Department Head. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

The County may require employees, as a condition of continued employment, to participate satisfactorily in an approved drug abuse assistance or rehabilitation program, at the employee's expense, as an alternative to, or in conjunction with discipline.

Confidentiality
Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the medical review officer (MRO) shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

Inspections
Coles County reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including discharge.

Crimes Involving Drugs
Coles County prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on County premises or while conducting County business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

Adopted: February 9, 1999

Revised: March 11, 2025

SECTION 4
SEXUAL HARASSMENT POLICY

I. Statement of Policy on Sexual Harassment

It is the policy of Coles County, Illinois to provide to all employees a work environment free from sexual harassment. Coles County prohibits sexual harassment of and by its employees. Sexual harassment is inappropriate, offensive, and illegal, and will not be tolerated by Coles County.

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or any conduct of a sexual nature when:

(a) submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment; or

(b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

(c) such conduct has the purpose or effect of substantially interfering with an individual's work performance; or

(d) such conduct creates an intimidating, hostile, or offensive working environment as measured from the point of view of a reasonable person of the same gender as the aggrieved party.

Coles County directs all supervisory personnel to ensure their workplaces are free from sexual harassment. Supervisory personnel shall be responsible for supporting training on sexual harassment prevention and this sexual harassment policy. Supervisory personnel shall post and distribute this policy, encourage employees to report incidents of sexual harassment, and assure employees they do not have to endure a sexually harassing work environment.

A. Sexual Harassment Behavior most frequently involves a man harassing a woman. However, sexual harassment can also involve a woman harassing a man, or harassment between members of the same gender. Sexually harassing behavior includes, but is not limited to, the following: verbal behavior, nonverbal behavior, physical behavior, visual behavior, and any other behavior that can constitute sexual harassment.

B. Notification

Employees are encouraged to report incidents of sexual harassment and/or ask questions in confidence about conduct that may be considered sexual harassment without fear of retaliation. Employees should immediately report incidents of sexual harassment in the manner set forth below. This includes employees who believe they have witnessed another employee being sexually harassed. Any employee bringing a good faith sexual harassment complaint or assisting in the investigation of a complaint will not be adversely affected in terms and conditions of

employment, nor discriminated against or discharged because of the complaint or assistance.

C. Confidentiality

The disclosure of allegations of sexual harassment shall be restricted to those individuals who have a "need to know." The complaint shall not be discussed with anyone other than those directly involved in the incident or the investigation process. It is as important to protect the confidentiality rights of the alleged harasser as it is to protect those of the complainant.

D. Harassment by Non-Employees

With respect to incidents of sexual harassment where the offending individual is not an employee of Coles County, the appropriate supervisory personnel shall communicate the alleged conduct to the offending person and/or his/her employer. They shall be informed that the offensive conduct will not be tolerated, and that steps must be taken to ensure such actions do not recur.

E. Discipline

Complaints and cases of sexual harassment will be dealt with promptly. Employees who sexually harass others, and/or supervisors who knowingly allow such activities to continue, subject themselves to the full range of disciplinary procedure, including reprimand, suspension, or discharge, depending on the seriousness and/or frequency of the violations. In the most severe cases, employees are subject to immediate discharge.

F. False and Frivolous Complaints

False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action.

G. Application of Policy

This policy, and the procedures set forth herein, shall be applicable to all employees of Coles County, whether full-time, part-time, temporary, or contractual.

H. Further Information

Any employee who has questions regarding this policy should contact the County Offices/Rules Committee of the County Board. All inquiries will be handled in the strictest confidence.

I. Review of Policy and Procedures

The County Offices/Rules Committee of the County Board will be responsible for implementing

this sexual harassment policy for Coles County. On an annual basis, the County Offices/Rules Committee of the County Board shall review the policy and procedures and developments in legislation relating to sexual harassment and shall submit a report of such review to the County Board.

II. Procedures

A. Initial Step

An employee who believes he or she is being sexually harassed may first identify the offensive behavior to the offending party as directly and firmly as possible and request that it stop. Employees are particularly urged to take this step if they believe that the offensive conduct may be unintentional. However, if the employee does not feel comfortable confronting the offending party, or if the behavior does not cease after a confrontation with the offending party, the matters should be reported as set forth below.

1. Complaint Procedure: While the County encourages individuals, who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome, the County also recognizes that power and status disparities between an alleged harasser and the target may make such a confrontation impossible. In the event that such informal, direct communication between individuals is either ineffective or impossible, or even when such communication has occurred, the following steps should be taken to report a sexual harassment complaint:

2. Reporting of Incident: All employees are urged to report any suspected sexual harassment by another employee to the Immediate Supervisor or Department Head except where that person is the individual accused of harassment. In that case, the complaint should be reported to the County Offices/Rules Committee of the Coles County Board. The report may be made initially either orally or in writing, but reports made orally must be reduced to writing before an investigation can be initiated. Any employee in a recognized bargaining unit should follow the agreed-upon grievance procedure.

3. Investigation of Complaint: When a complaint has been rendered in writing, the individual informed pursuant to paragraph (1) above will initiate an investigation of the suspected sexual harassment within five (5) working days of notification. If necessary, the person named above may designate another supervisory or management employee of the opposite sex to assist him/her in the investigation. If anyone named above is the subject of the investigation, the Chairman of the Coles County Board will conduct the investigation. The investigation will include an interview with the employee(s) who made the initial report, the person(s) toward whom the suspected harassment was directed, and the individual(s) accused of the harassment. Any other person who may have information regarding the alleged sexual harassment may also be interviewed. Any employee in a recognized bargaining unit should follow the

agreed upon grievance procedure.

4. Report: The above-mentioned designated person responsible for investigating the complaint shall prepare a written report within ten (10) working days from notification of the suspected harassment unless extenuating circumstances prevent him/her from doing so. The report shall include a finding that sexual harassment occurred, did not occur, or that there is inconclusive evidence to make a determination. A copy of the report will be given to the employee(s) who made the initial report, the employee(s) to whom the suspected harassment was directed, and the employee(s) suspected of the harassment. Any employee in a recognized bargaining unit should follow the agreed upon grievance procedure.

5. Records and Confidentiality: Employees who report incidents of sexual harassment are encouraged to keep written notes in order to accurately record the offensive conduct. Every effort shall be made to keep all matters related to the investigation and various reports confidential. In the event of a lawsuit, however, the County advises that records it maintains and the complainant maintains may not be considered privileged from disclosure. Written records will be maintained for two (2) years from the date of the resolution unless new circumstances dictate that the file should be kept for a longer period of time. Any employee in a recognized bargaining unit should follow the agreed upon grievance procedure.

6. Appeals Process: Any party directly involved in a sexual harassment investigation who is dissatisfied with the outcome or resolution has the right to appeal the decision. The dissatisfied party should submit his/her written comments in a timely manner to the Chairman of the Coles County Board. Any employee in a recognized bargaining unit should follow the agreed upon grievance procedure.

Discipline/Sanctions: Disciplinary action will be taken against any employee found to have engaged in sexual harassment of any other employee. The extent of sanctions may depend in part upon the length of employment of the employee and the nature of the offense. The County has the right to apply any sanction or combination of sanctions, including discharge, to deal with unreasonable conduct or discrimination.

SECTION 4A
HARASSMENT-FREE WORKPLACE POLICY (ALL PROTECTED CLASSES)

Coles County prohibits all forms of unlawful harassment in the workplace, including but not limited to harassment based on race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, order of protection status, work authorization status, or any other characteristic protected by the Illinois Human Rights Act (775 ILCS 5) or federal law.

This policy applies to conduct by employees, supervisors, contractors, vendors, and members of the public. Complaints of non-sexual harassment will be received, investigated, and resolved using the same reporting channels, confidentiality protections, and anti-retaliation protections described in the Sexual Harassment Policy (Section 4) and the Equal Employment Opportunity Policy (Section 2).

Reporting: Employees may report harassment to their supervisor, Department Head, or the County Offices/Rules Committee of the County Board, or directly to the Illinois Department of Human Rights (IDHR) at (312) 814-6200 or www.illinois.gov/dhr.

Adopted: _____ *(pending County Board action)* *Revised:* _____

SECTION 4B
WORKPLACE TRANSPARENCY ACT / ANTI-HARASSMENT TRAINING

In compliance with the Illinois Workplace Transparency Act (820 ILCS 96), Coles County provides annual sexual harassment prevention training to all employees. Training is conducted at least once per calendar year.

Supervisor Training: All supervisory employees receive additional training addressing their specific responsibilities under the law, including responding to and reporting harassment complaints.

Confidentiality Agreements: Nothing in any confidentiality, non-disclosure, or settlement agreement with Coles County shall prohibit any employee from reporting unlawful employment practices, including sexual harassment, to a government agency or cooperating in any government investigation.

Adopted: _____ *(pending County Board action)* *Revised:* _____

Approved: February 9, 1999

Revised: _____

SECTION 5
AMERICANS WITH DISABILITIES ACT POLICY

Coles County complies with the Americans with Disabilities Act and applicable state laws providing for nondiscrimination in employment against qualified individuals with disabilities, including pregnancy disabilities relating to but not limited to, lactation accommodations. Coles County also provides reasonable accommodations for such individuals in accordance with these laws.

I. Coles County Procedures for Requesting an Accommodation

Qualified individuals with disabilities may make requests for reasonable accommodation(s) to Coles County's County Offices/Rules Committee of the County Board. On receipt of an accommodation request the Committee will meet with the requesting individual to discuss and identify the precise limitations resulting from a disability and the potential accommodation that Coles County might make to help overcome those limitations.

The County Officers/Rules Committee and the County's legal counsel, and the County Officers or Department Head will determine the feasibility of the requested accommodation. The County Offices/Rules Committee will inform the employee of Coles County's decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, the employee will be advised of the right to appeal Coles County's decision to the Chairman of the County Board by submitting a written statement to the County Officers/Rules Committee along with the reasons for the request. The Chairman of the County Board will review the employee appeal. After reviewing the appeal, the Chairman of the County Board will notify the County Offices/Rules Committee of the decision who will notify the individual. The Chairman of the County Board's decision will be final.

II. Coles County Grievance Procedure

Coles County has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title 11 of the Americans with Disabilities Act. Title 11 states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.

Complaints should be addressed to the County Offices/Rules Committee, Coles County Board Office, 3rd Floor, Courthouse, 651 Jackson, Charleston, Illinois (217) 348-0595, who has been designated to coordinate ADA compliance efforts.

1. A compliant should be filed in writing or verbally, containing the name and address of the person filing it, and briefly describing the violation of the regulations.

2. A complaint should be filed within 10 days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.)

3. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation shall be conducted by the County Offices/Rules Committee. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the County Offices/Rules Committee and a copy forwarded to the complainant no later than 30 days after its filing.

5. The County Offices/Rules Committee shall maintain the files and records of Coles County relating to the complaints filed.

6. The complainant can request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. The request for reconsideration should be made within 30 days to the Chairman of the County Board.

7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as filing an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

8. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that Coles County complies with the ADA and implementing regulations.

SECTION 5A
NURSING MOTHERS IN THE WORKPLACE

In compliance with the Illinois Nursing Mothers in the Workplace Act (820 ILCS 260), as amended effective January 1, 2026, Coles County provides break time and a private space for nursing mothers to express breast milk, as described below.

Private Space: The County will provide a private location, in close proximity to the employees work area, other than a toilet stall, where employees may express milk in privacy. The location will be functional, clean, shielded from view, and free from intrusion.

Schedule: Coles County will provide reasonable break time, each time the need arises, to any

employee who needs to express breast milk, for up to one year after the birth of a child. This break time is paid at the employee's regular rate of pay. Break time may run concurrently with existing paid break periods. The county will not reduce an employee's compensation for this time, and will not require an employee to use accrued paid leave (such as vacation, personal or sick leave) to cover it.

Requests: Employees should notify their supervisor or Department Head of the need for lactation accommodations to allow the County to make appropriate arrangements.

Retaliation: The County will not retaliate against employees for exercising their rights under this policy.

Adopted: _____ *(pending County Board action)* *Revised:* _____

Approved: February 9, 1999

Revised: May 10, 2016

SECTION 6
FAMILY AND MEDICAL LEAVE POLICY

1. Policy Objective:

The Coles County Board believes that a sound and flexible family and medical leave policy is essential in developing capable, motivated, and cooperative staff.

2. Family & Medical Leave Policy:

In view of the foregoing objective, the Coles County Board provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability and family leaves of absences to employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition; addressing an exigency in relation to a spouse, son, daughter or parent on covered active duty or call to cover active duty status. For purposes of this policy, a serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider. Serious health conditions or disabilities include continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions. Qualifying exigencies for military families may include attending certain military events, arranging for

alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. This policy shall be construed as consistent with the Family and Medical Leave Act of 1993 (Pub. L. 103-3), the Pregnancy Leave Act of 1978, as well as other federal and state provisions governing medical, family and pregnancy leaves, as from time to time in effect, and the regulations promulgated thereunder.

3. Employee Eligibility for Family/Medical Leave:

Employees in the following employment classifications are eligible to request medical leave as described in this policy:

-Regular full-time employees
-Part-time employees

Eligible employees may request family and medical leave only after having completed their probationary period. Exceptions to the service requirement will be considered to accommodate serious health conditions and disabilities.

4. Employee Request Requirements for Family/Medical Leave:

Eligible employees should make requests for family and medical leave to their employer at least 30 days in advance of foreseeable events or as soon as possible for unforeseeable events.

In the case of employee medical leave requests, a health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to your employer. Employees returning from medical leave must submit a health care provider's certification of their fitness to return to work.

In the case of family leave requests related to the serious health condition of a child, spouse, or parent, the employee may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family and medical leave within any 12-month period. Any combination of family leave and medical leave may not exceed this maximum limit. If this initial period of absence proves insufficient, consideration will be given to a request for an extension. Employees may elect to use any accrued paid leave time before taking unpaid medical and family leave. The employer will be responsible for designating all family and medical leave periods based on information provided by the employee. Special leave entitlements permit eligible employees to take up to 26 weeks of leave to care for a covered service-member during a single 12-month period. A covered service member is (1) a current

member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five year period prior to the first date the eligible employee takes leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

5. Family/Medical Leave; Effects on Benefits:

Subject to the terms, conditions, and limitations of the applicable plans, the County will continue to provide health insurance benefits for the full period of the approved family or medical leave.

Benefit accruals, such as vacation, sick leave, personal days, and holiday benefits, will continue during the paid family or medical leave.

6. Family/Medical Leave Policy - Returning to Work:

So that an employee's return to work can be properly scheduled, an employee on family or medical leave is requested to provide the employer with at least two weeks advance notice of the date the employee intends to return to work. When a family or medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. If an employee fails to report to work promptly at the end of the approved leave period, the employer will assume that the employee has resigned.

7. Pregnancy Related Absences:

The employer will not discriminate against any employee who requests an excused absence for medical disabilities associated with a pregnancy. Such leave requests will be made and evaluated in accordance with the medical leave policy provisions outlined in the foregoing and in accordance with all applicable federal and state laws.

Approved: February 9, 1999

Revised: May 10, 2016

SECTION 7
CLEAN AIR POLICY

Pursuant to the Illinois Clean Indoor Air Act, all Coles County facilities are designated as non-smoking. This policy includes, but not limited to, tobacco cigarettes and e-cigarettes. No designated smoking areas will be provided.

Each County Official/Department Head is expected to govern their own particular office and work area.

Approved: February 9, 1999

Revised: May 10, 2016

SECTION 8
SAFETY POLICY/COMMITTEE

It is the intent of the County to provide a safe workplace for all employees and at all times minimize the possibility of injury to any employee or to any member of the public.

The County Board Chairman with the advice and consent of the County Board will appoint members to a Safety Committee as follows:

Seven-member Committee with a representative from:
- Highway Department
- Sheriff's Office
- Court Services (Probation)
- Maintenance Department
- Health Department
- and two (2) at-large members from the remaining offices at the Courthouse.

The Safety Manual as approved by the County Board will serve as the County's Policy on Safety.

Approved: February 9, 1999

Revised: _____

SECTION 9
JOB POSTINGS/VACANCY ANNOUNCEMENTS

Coles County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, sexual identity, national origin, age, disability, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal laws. In addition, Coles County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the County has facilities. This policy applies to all terms and conditions of employment, including hiring.
[FLAG FOR CLIENT REVIEW: This paragraph references "Vietnam-era or special disabled veteran" status, which is federal-contractor (OFCCP) affirmative-action language. Confirm whether Coles County holds federal contracts that require this language; if not, consider updating to current terminology (e.g., "protected veteran status") or removing it. This paragraph also still uses "sexual identity" rather than the current IHRA term "gender identity" used elsewhere in this manual — flagging for consistency, not changed here pending your review.]

Coles County has established a job posting program to give all employees an opportunity to apply for positions in which they are interested and qualify. To assure compliance with equal employment opportunity provisions, it is recommended to include the job title, salary range, minimum hiring specifications, the closing date for filing job applications and state that the County is an equal employment opportunity employer in all job opening postings. Vacancy notices shall be posted in a conspicuous place in the Courthouse as well as in all offices of the County. To assure compliance with equal employment opportunity provisions, it is recommended that job openings be advertised in newspapers of general circulation in the County and likewise include the job title, salary range, minimum hiring specifications, closing date for filing job applications and that the County is an equal employment opportunity employer.

APPOINTMENTS

Every new employee shall be officially notified in writing of their job title, starting salary/wage and the starting date. All new hires in the non-elected County Offices/Departments will be temporary dependent on County Board approval.

Approved: February 9, 1999

Revised: March 11, 2003; May 10, 2016

SECTION 10
CLASSIFICATION OF PERSONNEL

Salaried Exempt This classification includes all County Officials and Department Heads and may include professional, supervisory and administrative personnel. Salaried exempt personnel are exempt from overtime. Salaried exempt personnel are paid at a fixed salary with the expectation that the workload will dictate the number of hours worked.

Regular Full-Time Those personnel scheduled to work a minimum of 35 hours per workweek on a continuous basis. Regular full time personnel are eligible for approved overtime benefits as determined by the County Official/Department Head.

Regular Part-Time Those personnel scheduled to work more than 20 hours per week but less than 35 hours per week on a continuous basis.

Temporary Full-Time Those personnel scheduled to work 35 hours per week for 12 weeks or less on a continuous basis. Temporary personnel are eligible for approved overtime benefits as determined by the County Official/Department Head.

Temporary Part-Time Those personnel scheduled to work less than 35 hours per week and less than 12 weeks on a continuous basis.

Approved: February 9, 1999

Revised: _____

SECTION 11
PERSONNEL RECORDS

The official and sole personnel files of employees are confidential and shall be maintained by each County Officer or Department Head. Records for those officers appointed by the County Board shall be maintained in the County Board office. The files are to be kept in a locked file cabinet. *(It is important to periodically review these guidelines concerning appropriate information to be contained in employee files and employees' rights to access those files.)*

Personnel records shall be retained for a period of sixty (60) years after termination of employment or until Employee reaches seventy-eight (78) years of age. Salary records shall be retained for ten years after Employee's termination. However, personnel records maintained by a payroll department shall be retained pursuant to state statute.

Appropriate Information

The following chart identifies the information appropriate for the employee file;

FILE CONTENTS	DURATION/EXPIRATION	ACTION AT EXPIRATION
Employment Application, Resume	Permanent *(or 60 yrs . . .)*	n/a
New Hire Form Non-disclosure Agreement	Permanent *(or 60 yrs . . .)*	n/a
Transcripts, Tuition Reimbursement Forms, or other training documents	Permanent *(or 60 yrs . . .)*	n/a
Military training service records	Permanent *(or 60 yrs . . .)*	n/a
Forms/memos related to promotions, transfers, compensation	Permanent *(or 60 yrs . . .)*	n/a
Performance Appraisals and Disciplinary Memos	Current year plus three years previous	Destroy documentation
Requests for Verification of Employment	1 year	n/a

FILE CONTENTS	DURATION/EXPIRATION	ACTION AT EXPIRATION
Application for Leave of Absence	Permanent *(or 60 yrs . . ,)*	n/a

It is permissible for individual managers to keep administrative personal files containing brief reference notes of discussions or incidents regarding employee performance for up to 6 months. These files are not to be released/viewed by employees. They should only be accessible to the manager or the County Official/Department Head. After the 6-month period, the individual manager should

- destroy the information **or**
- incorporate the notes into performance review **or**
- forward the information in memo form the official personnel file.

If any disciplinary or performance information is taken from the manager's file and placed in an employee's personnel file, the employee should receive a copy of it.

Special File

A special file for each employee should be maintained **separately** from the personnel file. This special file will include the following records

- Time-off records
- Vacation records

I-9 Forms can be kept in this special file but preferably all I-0 forms should be filed together alphabetically by year. I-9 forms should be retained for one year after date employment is terminated.

Inappropriate Information

Information that **must not** be in an employee's personnel file includes;

- Medical or insurance records
- Criminal investigation records
- Grievance investigations/discrimination charges or responses
- Performance appraisals or disciplinary memos over 4 years old (unless documentation for current legal action)
- While it is not legally required, employee pictures should not be kept in a personnel file. (Employee photographs used for publications and retirements are to be kept separate from the personnel file.

Guidelines for employee review of his/her own personnel file.

- Employees have a right to review their personnel file during normal business hours.
- Employees have a right to submit information to their file, such as a response to a performance appraisal or disciplinary memo.

- Employees have a legal right to copies of information from their file *at the employee's expense*.
- Employees **should not** be given access to:
- Employment reference checks including letters of recommendation
- File documents containing information concerning other employees, such as job level or salary.
  (This information is to be removed from the file prior to employee review, and returned to the file when the employee has completed their review.)

Records of unsuccessful applicants

A record of each unsuccessful applicant will be retained by the officer for a period of two (2) years.

2026 UPDATE — ILLINOIS PERSONNEL RECORD REVIEW ACT (820 ILCS 40)

In compliance with the Illinois Personnel Record Review Act, employees have the right to review their personnel records upon written request. The County will make records available within 7 working days of receiving a written request.

Employees may dispute information in their personnel file by submitting a written statement. If the County does not remove or correct disputed information, the employee's statement shall be attached to the contested information and included in any subsequent disclosure.

Copies of personnel records will be provided to the employee upon request; a reasonable copying fee may be charged.

Approved: February 9, 1999

Revised: _____

SECTION 12
PERFORMANCE EVALUATIONS

All non-elected County Officials/Department Heads will receive an annual evaluation in September by their appropriate County Board Committee. County Officials/Department Heads will be responsible for the evaluations of all personnel. Each completed evaluation will be placed in the employee personnel file. Evaluations will be based upon the job performance of the individual as outlined in the job description.

Approved: February 9, 1999

Revised: March 11, 2003

SECTION 13
GRIEVANCE PROCEDURE

The purpose of a grievance procedure is to establish and maintain harmonious and cooperative working relationships between the County and its employees, to assure equitable treatment of employees, and to provide expeditious means of resolving employee dissatisfaction over circumstances or conditions of employment.

Strict adherence to the grievance procedures and time limits is mandatory, except that the time limits may be extended for a good cause.

A grievance is defined as a dispute, disagreement, complaint, or any matter concerning any terms or conditions of employment, or concerning the application of any departmental policy, or concerning any employee relationship, or work-related issue.

If the grievance involves an allegation by the employee of discrimination, the employee should follow the equal employment opportunity policy of the County.

As used in this section, the term day shall mean working days of the employee filing the grievance.

At any step, if a written response is not provided to the grieving employee within the 10 day time frame, the grievance will be considered denied at that step, and the employee may proceed to the next step.

If any non-elected County Official/Department Head is disciplined and/or discharged by the County Board Chairman, or for the Director of the Court Services Department, the Chief Judge, the discipline and/or discharge shall constitute the final resolution of the matter and there shall be no access in this instance to the various steps of the grievance procedure. The failure of a reappointment of the non-elected County Official/Department Head by the County Board Chairman and/or County Board shall not be interpreted to constitute discipline and/or discharge of an ongoing employment relationship with the County.

Steps:

1. A grieving employee shall within five days after he learns of the circumstances or conditions which prompted the grievance, submit the grievance to the employee's immediate supervisor, in writing, informing such immediate supervisor of the grievance and the particulars concerning the same. The immediate supervisor shall provide a written response to the grieving employee within 10 days after receiving the grievance.

2. If the grievance is not resolved to the employee's satisfaction, the employee may submit the

grievance to the County Official/Department Head by summarizing the grievance in writing. The grievance must be submitted to the County Official/Department Head within five days of the decision of the immediate supervisor.

3. For employees of all County elected office holders, the second step of the grievance procedure constitutes the final resolution of the grievance.

For all employees who do not work for a County elected office holder, the employee may submit the grievance to the County Offices/Rules Committee or appropriate Committee or Board, if the grievance is not resolved to the satisfaction of the employee at the second step. The grievance must be submitted within five days after the decision of the County Officer/Department Head.

For any probation officer, no recourse to the third step is available unless the probation officer has been suspended for more than 30 consecutive days or if the recommendation for termination has been made to the Chief Judge. In these particular cases, the probation officer must make a written request to the Department Head requesting a meeting with the Chief Judge of the Fifth Judicial Circuit. A written decision will be rendered by the Chief Judge at the third step within 10 days of the meeting. At no time is it permissible for any employee to telephone, call upon, or personally seek to directly air grievances, complaints, or conflicts with any judge unless the procedure of the third step of grievance is followed.

For all other employees, the grievance will be before the County Board Chairman.

Approved: February 9, 1999

Revised: March 11, 2003

SECTION 14
HOURS OF WORK/OVERTIME

All County Offices, with the exception of the Coles County Animal Shelter and the Coles County Safety and Detention Center, will observe the working hours of 8:30 A.M. to 4:30 P.M. Monday through Friday. Employees will receive one (1) hour for lunch and two (2) fifteen (15) minute breaks per day. Employees will not receive pay for lunch hours.

Prior to the performance of overtime worked by an employee, the County Official/Department Head and the employee shall reach an understanding as to the method of payment, to whether payment will be compensatory time off or pay. Employees will be paid overtime at the rate of time and one-half their regular straight time pay for all hours worked in excess of 40 hours per week at the County Official/Department Head's option in lieu of providing compensatory time off and in compliance with the Fair Labor Standards Act.

In the case of an emergency and unsafe inclement weather conditions, the Sheriff or his next in command will assess emergency or unsafe weather conditions and confer with the Presiding Judge or his next in command and arrive at a decision as to whether to close the Courthouse on that day or any part of a day. If the decision is made to close the Courthouse, the Sheriff will notify the County Board Administrative Assistant. The Administrative Assistant will notify local radio stations and all County Officers/Department Heads that work in the Courthouse of the closing. It will be the responsibility of each County Officials/Department Head to contact their employees.

2026 UPDATE — ILLINOIS ONE DAY REST IN SEVEN ACT (820 ILCS 140)

In compliance with the Illinois One Day Rest in Seven Act, all employees are entitled to at least 24 consecutive hours of rest in every consecutive 7-day period. Employees working a shift of 7.5 hours or more are entitled to a meal break of at least 20 minutes, occurring no later than 5 hours after the start of the shift.

Employees may not be required to work more than 6 consecutive days without a day of rest except in emergency situations.

Approved: February 9, 1999

Revised: _____

SECTION 15
REIMBURSEMENT POLICY

County personnel shall be reimbursed actual and necessary expenses incurred in the performance of official duties. Expenses shall be documented as per Department policy, and shall be detailed on the approved expense statement at the end of each month.

Should time allow, and if applicable, a check may be issued in advance to the employee for the expense amount.

Mileage reimbursement shall be at the current allowable IRS per-mile amount.

Meal reimbursement shall be at the current allowable county rate.

County Officials/Department Heads on a case-by-case basis may determine exceptions to expense limits.

Hotel, travel expenses, etc. require prior County Official/Department head approval and, where applicable, may be issued in advance to the employee.

Meal Reimbursement Rate

MEAL	MAXIMUM
Breakfast	$10.00
Lunch	$15.00
Dinner	$25.00

Approved: February 9, 1999

Revised: May 13, 2014; April 8, 2025

SECTION 16
OUTSIDE EMPLOYMENT

Personnel are expected to consider their employment with Coles County as their primary employment. The work of the County shall take precedence over all other occupational interests. While secondary employment is not prohibited, all personnel obtaining secondary employment must first have approval by the County Official/Department Head in order to avoid any potential conflicts of interest or misunderstandings. County Officials/Department Heads maintain the authority to approve or disapprove such secondary employment requests.

Non-elected County Officials/Department Heads wishing to secure secondary employment must seek the approval of the County Offices/Rules Committee of the Coles County Board.

Approved: February 9, 1999

Revised: _____

SECTION 17
HOLIDAYS

The Coles County Board shall concur with the holiday schedule as provided by the Presiding Judge of Coles County. All County Offices at any location at which County business is conducted will be closed on these holidays.

Approved: February 9, 1999

Revised: _____

SECTION 18
VACATION POLICY

Part-time employees

Part-time employees shall accrue Paid Time Off (PTO) at the rate of 1 hour per 40 hours worked pursuant to the Paid Leave for All Workers Act 820 ILCS 192/1 et. seq. Paid time off will be accrued on a pro rata basis.

Full-time employees

Vacation time will be paid to an employee up to 20 days upon termination of employment.
Vacation leave is to be administered by individual County Officers or Department Heads.
Vacation time off requests shall be the decision of the individual office supervisors.
Unused vacation may be accumulated and carried over to a maximum of 20 days.
All full-time employees shall earn vacation time in accordance with the following schedule:

After 1 year of service	10 days vacation earned
After 5 years of service	15 days vacation earned
After 10 years of service	18 days vacation earned
After 15 years of service	20 days vacation earned
After 20 years of service	23 days vacation earned
After 25 years of service	25 days vacation earned

2026 UPDATE — ILLINOIS PAID LEAVE FOR ALL WORKERS ACT (820 ILCS 192)

In compliance with the Illinois Paid Leave for All Workers Act, all employees — full-time and part-time — are entitled to use accrued paid leave for any reason. Employees are not required to provide documentation or a reason for taking paid leave of fewer than three consecutive days.

Anti-Retaliation: The County will not retaliate against any employee for exercising rights under the Paid Leave for All Workers Act.

Adopted: February 9, 1999

Revised: April 9, 2024

SECTION 19
SICK LEAVE

County employees shall receive one working day of paid sick leave for every month of service up to a maximum of - 240 days which will be credited to an employee's IMRF account. Up to 90 paid sick days may be used by an employee per illness.

Approved: February 9, 1999

Revised: May 13, 2003

SECTION 20
PERSONAL LEAVE DAYS

County employees shall receive three (3) paid personal leave days per fiscal year. Personal leave days may be used for, but not limited to, time off to vote; child care; school visitation; etc. Personal leave days may not be carried over from one year to the next. Said leave is to be administered by individual County Officers or Department Heads.

2026 UPDATE — ILLINOIS SCHOOL VISITATION RIGHTS ACT (820 ILCS 147)

In compliance with the Illinois School Visitation Rights Act, employees who are parents or guardians of children in kindergarten through 12th grade are entitled to up to 8 hours of leave per school year to attend school conferences, classroom activities, or other school-related events that cannot be scheduled outside of work hours.

Notice: Employees must provide at least 24 hours advance notice to their supervisor, unless an emergency makes advance notice impractical.

Paid/Unpaid: Employees must first use accrued personal or vacation leave for this purpose. Once paid leave is exhausted, additional school visitation leave may be unpaid.

Documentation: The County may require documentation from the school confirming the visit.

Approved: February 9, 1999

Revised: May 10, 2016

SECTION 21
BEREAVEMENT LEAVE

In compliance with the Illinois Bereavement Leave Act (820 ILCS 154), Coles County provides the following bereavement leave:

Death of a Family Member

Employees may receive up to 3 days of paid bereavement leave upon the death of a spouse/domestic partner, child, stepchild, parent, stepparent, sibling, grandparent, grandchild, or parent-in-law.

Additional Unpaid Leave

Eligible employees (employed for at least 6 months, working at least half-time) may take up to 10 days of unpaid leave for: (1) a miscarriage or unsuccessful round of intrauterine insemination or assisted reproductive technology procedure; (2) a failed adoption or surrogacy agreement; (3) a diagnosis of a condition that is fatal to a current pregnancy; or (4) a stillbirth.

Documentation: The County may request documentation within 30 days of the event.

Anti-Retaliation: Employees shall not be retaliated against for exercising rights under this policy.

Approved: February 9, 1999

Revised: _____

SECTION 22
JURY DUTY LEAVE

Employees shall be given time off without loss of pay less jury duty pay, annual or sick leave when they are performing jury duty.

Approved: February 9, 1999

Revised: May 13, 2003

SECTION 23
MILITARY LEAVE

Employees on regular appointments and temporary appointments of more than 3 months who are members of a Reserve Component of the Armed Forces of the United States shall be entitled to military leave with pay less the military pay when placed on military active duty for training by order of an authority of the Armed Forces of the United States and when given constructive credit for such training. Maximum military leave with pay for military active duty for training is fifteen working days per calendar year.

Eligible employees may apply for but shall not be required to take annual or compensatory leave for military purposes. However, they shall be entitled to leave without pay for a period of 180 consecutive calendar days when ordered to military active duty, placed on initial military active duty for training, or when placed on military training duty and the maximum authorized military leave with pay has been exhausted or is not authorized.

If an employee is called to active military duty or to Reserve or National Guard training, or volunteers for the same, copies of the employee's military orders to the supervisor or department head should be submitted as soon as possible.

Employees who perform and return from service in the Armed Forces, the Military Reserves and the National Guard will retain certain rights with respect to reinstatement, seniority, layoffs, compensation, and length of service pay increases as required by applicable federal or state law.

SECTION 23A
VICTIMS' ECONOMIC SECURITY AND SAFETY ACT (VESSA) LEAVE

In compliance with the Illinois Victims' Economic Security and Safety Act (820 ILCS 180), Coles County provides unpaid leave to eligible employees who are victims of domestic violence, sexual violence, gender violence, or stalking, or whose family or household members are such victims.

Eligibility: Employees who have worked for the County for at least 6 months and work at least half-time.

Leave Entitlement: Up to 12 weeks of unpaid leave per 12-month period to seek medical attention, obtain services from a victims' services organization, obtain psychological or other counseling, participate in safety planning, or seek legal assistance.

Documentation: The County may require certification of the need for leave within a reasonable time.

Confidentiality: All information provided by an employee requesting VESSA leave shall be kept confidential.

Anti-Retaliation: No employee shall be disciplined or retaliated against for exercising rights under VESSA.

Adopted: _____ *(pending County Board action)* *Revised:* _____

SECTION 23B
ORGAN AND BONE MARROW DONOR LEAVE

In compliance with the Illinois Bone Marrow and Organ Donation Leave Act (820 ILCS 142), eligible employees may receive paid leave for donation procedures as follows:

Bone Marrow Donation: Up to 10 working days of paid leave per year.

Organ Donation: Up to 30 working days of paid leave per year.

Eligibility: Full-time and regular part-time employees who have completed their probationary period.

Documentation: Employees must provide medical certification confirming the purpose of the leave.

Leave Coordination: Donor leave runs concurrently with FMLA leave where applicable.

Adopted: _____ *(pending County Board action)* *Revised:* _____

Approved: February 9, 1999

Revised: May 13, 2003

SECTION 24
INSURANCE

The County will provide health and life insurance to all full-time employees. The County will pay an amount adopted by the County Board for health and life insurance coverage, for all full-time employees working 30 hours or more per week. Each employee will have the option to purchase health insurance for dependents through payroll deduction. Coles County will adhere to all State and Federal laws relating to the continuation of coverage. Life insurance benefits are reduced as the employee reaches certain ages.

Approved: February 9, 1999

Revised: March 11, 2003; November 14, 2006; December 1, 2012; October 8, 2013; May 10, 2016

SECTION 25
PENSION

The County shall contribute on behalf of all employees working 1000 hours or more per year to the Illinois Municipal Retirement Fund in the amount the County is required to contribute by State Statute.

Approved: February 9, 1999

Revised: _____

SECTION 26
FRAUD POLICY

The purpose of a fraud policy is to establish the development of controls that will aid in the detection and prevention of fraud against Coles County. This policy applies to any irregularity, or suspected irregularity, involving employees as well as consultants, vendors, contractor, outside agencies doing business with employees of such agencies, and/or any other parties with a relationship with Coles County.

Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. The terms of defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to:

- Any dishonest or fraudulent act;
- Misappropriation of funds, securities, supplies or other assets;
- Impropriety in the handling or reporting of money or financial transactions;
- Profiteering as a result of insider knowledge of the County's activities;
- Disclosing confidential and proprietary information to outside parties;
- Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to Coles County;
- Destruction, removal, or inappropriate use of records, furniture, fixtures and equipment.

The County Official/Department Head is responsible for the detection and prevention of fraud, misappropriations, and other irregularities within their respective offices. County Officials/Department Heads will be familiar with the types of improprieties that might occur within his or her office and be alert for any indication of irregularity.

Annually, the Auditors for Coles County, will distribute to every employee a fraud survey that can be filled out and returned to the Auditors anonymously. Any irregularity that is detected or suspected must be reported to the respective County Official/Department Head, who coordinates all investigations with the State's Attorney. With respect to any irregularity that is detected or suspected from a County Official/Department Head, the irregularity must be reported to the County Offices/Rules Committee, who coordinates all investigations with the State's Attorney. The County has set up a fraud hotline for employees to report any irregularity. The number is (217) 348-0595.

If an investigation results in a recommendation to discipline or terminate an employee, the recommendation will be forwarded to the County Official/Department Head or County/Offices/Rules Committee.

Decisions to prosecute or refer the examination results to the Sheriff's Department for investigation will be made by the State's Attorney, as will final disposition of the case.

ADOPTED: September 13, 2016

SECTION 27
INTERNET USER POLICY

PURPOSE: To implement the County's policy on the acceptable use of bulletin boards, on-line subscriptions, and Internet services. The intent of this policy is to clarify a variety of uses which are either acceptable or unacceptable, not to enumerate all possible uses.

POLICY STATEMENTS: Internet access is provided by the County, as a privilege, for County employees to perform authorized duties and responsibilities for the County. This service is funded by the County and is available through equipment owned by the County. Each County Official/Department Head is expected to monitor use in their own particular office, as suggested, but not limited, as follows:

ACCEPTABLE ACTIVITIES: Activities that conform to the purpose of the County and to each user's authorized job duties and responsibilities. The following list, although not all-inclusive, provides some examples of acceptable uses:

· Communication with federal, state, or local government personnel, vendors, and other private businesses;

· Communications, including information exchange, for professional development or to maintain knowledge or skills;

· Activities involving county-association, government-advisory, or standards activities; and

· Communications for administration purposes.

UNACCEPTABLE ACTIVITIES: Activities that do not conform to the purpose of the County and to each user's authorized job duties and responsibilities. The following list, although not all-inclusive, provides some examples of unacceptable uses:

· Private or personal, for profit activities;

· Use for private or personal business and/or gain;

· Use for any illegal purpose, including communications which violate any laws or regulations;

· Transmitting threatening, obscene, or harassing messages;

· Intentionally seeking information about, obtaining copies of, or modify files, other data, or passwords belonging to other users, unless explicitly authorized to do so by those users.

Adopted: February 13, 2001

Revised: _____

ELECTRONIC RESOURCES POLICY

This policy describes Coles County's general guidelines for using its electronic resources, including electronic mail (email), voicemail, Internet access, cell phones (including smartphones and other mobile electronic devices) and computer systems.

Employees should use the County's electronic resources with the understanding that these resources are provided for the benefit of the County's business. Employees may use County electronic resources for personal use, during non-working times, so long as such use complies with County rules and applicable law. Employees should never use the County's electronic resources for personal use in a manner that interferes with their work duties or any responsibilities to customers.

Sending, saving, accessing, or viewing obscene or similarly offensive material on the County's electronic resources is prohibited. Messages stored and/or transmitted by the County's electronic resources, including the computer, voicemail, email, telephone systems or cell phones must not contain content that may reasonably be considered to be obscene or other patently offensive material.

Prohibited material includes, but is not limited to, sexual comments, jokes or images, racial slurs, gender-specific comments, or any comments, jokes or images that would discriminate against or harass someone on the basis of his or her race, color, sex, age, national origin, or ancestry, disability or any other category protected by federal, state or local law. Likewise, any use of the Internet, email or any other electronic resource to engage in harassment or discrimination prohibited by County policies is unlawful and strictly prohibited. Violators may be subject to discipline, up to and including termination of employment.

Unless otherwise noted, all software on the Internet should be considered copyrighted work. Therefore, employees are prohibited from downloading software and/or modifying any such files without permission from the copyright holder.

No Solicitation or Distribution

The County's electronic resources must not be used for solicitation or distribution purposes during working time. The County's no solicitation and no distribution rules apply to the use of electronic resources.

To protect our employees from unnecessary interruptions and annoyances, it is our policy to prohibit the distribution of literature in work areas and to prohibit solicitation and distribution of literature during employees' working time. "Working time" is the time an employee is engaged, or should be engaged, in performing his or her work tasks for the County. These guidelines also apply to solicitation by electronic means. Solicitation or distribution of any kind by non-employees on County premises is prohibited at all times. Nothing in this section prohibits employees from discussing terms and conditions of employment.**Software Code of Ethics**

Employees may not duplicate any licenses, software or related documentation for use on the County's premises or elsewhere, unless the County is expressly authorized to do so by agreement with the licenser. Unauthorized duplication of software may subject users and/or County to both civil and criminal penalties under the United States Copyright Act. Employees may not give software to any outsiders including contractors, customers or others. Employees may use software on local area networks or on multiple machines and cell phones only in accordance with applicable license agreements.

The County reserves the right to audit any County computer or cell phone to determine what software is installed on it.

Employee Responsibility

Each employee is responsible for the content of all text, audio or images that they place or send using the County's electronic resources. The same standards should be utilized for the creation of email messages in connection with an employee's work as would be utilized for other County correspondence or memoranda.

Computer and Systems Security

All computers and the data stored on them are, and remain at all times, the property of Coles County. As such, all messages created, sent or retrieved over the Internet or the County's electronic mail systems are the property of the County, and should be considered County information. The County reserves the right to retrieve and read any message composed, sent or received using the County's electronic resources, including all computer equipment and the electronic mail system, for any business reason including, but not limited to, ensuring compliance with this and all other County policies.

Employees should be aware that even when a message is deleted or erased, it is still possible to recreate the message; therefore, ultimate privacy of a message cannot be ensured to anyone. Accordingly, Internet and email messages are not private. Furthermore, all communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Employees should also be aware that duplicates of email transmitted through a personal, web-based email account using County equipment could be stored on that equipment; likewise, information regarding Internet sites that an employee has accessed may also be stored.

Email Content Screening

The County maintains the right to screen all inbound and outbound email content. Email message or attachments that contain obscene or similarly offensive material may be quarantined and held from transmission or receipt until the sender or recipient can verify the message or attached document is work related.

The county may, in its discretion, review communications to and from a personal account, subject to state laws regarding attorney-client communications.

If an employee wants to communicate with an attorney or send an otherwise confidential piece of communication that he or she does not want the County to monitor, the employee should consider using a personal email address and personal computer equipment. If an employee does use County equipment, he or she consents to any monitoring by the County and should understand that he or she has no right to privacy with respect to such communications, to the extent permissible under applicable law.

Cell Phone Use/Texting While Driving

Employees whose job responsibilities include regular or occasional driving and who are issued a County cell phone (including smartphones and other mobile electronic devices) or use their personal cell phone for business-related work are expected to put safety first. Therefore, personal and County-supplied cell phones are not to be used while driving.

If an employee needs to make or receive a call on a cell phone while driving, he or she must pull over safely, park, and then either answer the phone or return the call. Alternatively, the employee may use a hands-free device such as a Bluetooth headset or use the integrated Bluetooth connection in their vehicle, if equipped. Employees also may not send or review text messages while driving as part of their job responsibilities, unless the employee is able to do so by means of a hands-free integrated into their vehicle.

The purpose of this part of this policy is to ensure the safety of employees, other motorists and County Property. Employees who are charged with traffic violations, or cause accidents or injuries, resulting from their use of personal or County-issued cell phones or smartphones while driving will be solely responsible for all liabilities, fines, etc., that result, to the extent permissible under the law.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a County-provided cell phone for business use or who use their personal cellular telephone for business use, are also expected to abide by the provisions of this policy.

Adopted: July 10, 2018, Revised:_____

SECTION 28
ETHICS POLICY

SECTION 1: The Code of Ordinances/Policies of Coles County is hereby amended by the addition of the following provisions:

ARTICLE I - DEFINITIONS

Section 1-1. For purposes of this ordinance, the following terms shall be given these definitions:

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

"Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

"Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

"Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

"Employee" means a person employed by the County of Coles, whether on a full- time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

"Employer" means the County of Coles.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

"Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

"Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means:

(1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

(2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.

(3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

(4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.

(7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.

(8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

(9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

(10) Preparing or reviewing responses to candidate questionnaires.

(11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

(12) Campaigning for any elective office or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any election.

"Prohibited source" means any person or entity who:

(1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;

(2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;

(3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or

(4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

ARTICLE 2 - PROHIBITED POLITICAL ACTIVITIES

Section 2-1. Prohibited political activities.

(a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the County of Coles in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or- employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a

condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.

(e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

ARTICLE 3 - GIFT BAN

Section 3-1. Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 3- 2. Exceptions. Section 3-1 is not applicable to the following:

(1) Opportunities, benefits, and services that are available on the same conditions as for the general public.

(2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.

(3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.

(4) Educational materials and missions.

(5) Travel expenses for a meeting to discuss business.

(6) A gift from a relative, meaning those people related to the individual as father, mother,

son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother- in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

(7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(8) Food or refreshments not exceeding $75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means, food or refreshments that are purchased ready to consume which are delivered by any means.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "intergovernmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than $100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Section 3-3. Disposition of gifts. A officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 4 - PENALTIES

Section 6-1. Penalties.

(a) A person who intentionally violates any provision of Article 2 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed $2,500.

(b) A person who intentionally violates any provision of Article 3 of this Ordinance is subject to a fine in an amount of not less than $ 1,001 and not more than $5,000.

(c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed $2,500.

(d) A violation of Article 2 of this Ordinance shall be prosecuted as a criminal offense by an attorney for the County of Coles by filing in the circuit court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt. A violation of Article 3 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the County of Coles.

(e) In addition to any other penalty that maybe applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 2 or Article 3 of this Ordinance is subject to discipline or discharge.

SECTION 2: This Ordinance shall be in effect upon its passage and approval as provided by law.

Approved: June 8, 2004

Revised: _____

SECTION 29
CREDIT CARD POLICY

Purpose

The purpose of this Credit Card Policy is to facilitate purchases necessary for the County's operation, lodging and travel to approved County functions, and to facilitate other necessary transactions where the use of a credit card would expedite the transaction in an efficient manner. The purpose of the use of credit cards is not to override the procedures set forth in the County's Bill Paying Policy as established by the Supplies & Claims Committee, but to provide an alternative method of purchase for necessary goods and services.

Policies

1. County Officials/Department Heads shall be responsible for the issuance, accounting, monitoring, retrieval and general oversight of compliance with the Credit Card Policy. When a credit card is issued, the County Official/Department Head shall register the card with the Treasurer's Office.

2. Credit cards may be used for any County purchase where the vendor or merchant accepts credit card payments.

3. County credit cards shall only be used for the purchases of goods and services that are the official business of Coles County.

4. Documentation detailing the goods and services purchased with a County credit card shall be required for all transactions. At no time shall the Supplies & Claims Committee approve payment of credit card invoices without adequate documentation.

5. County credit cards shall not be used for personal uses, personal cash advances, or other merchant category exclusions (i.e., alcoholic beverages, tobacco products, etc.).

6. Any employee of Coles County who violates the provisions of this Credit Card Policy shall be subject to disciplinary action, up to and including discharge and/or civil or criminal action.

7. Employees to whom credit cards are issued for County purchases shall be responsible for the protection and custody of the credit card. The employee to whom credit cards are issued shall immediately notify the financial institution issuing the card if lost or stolen, and the employee shall notify the County Official/Department Head as soon as possible. Employees shall not knowingly post or otherwise make publicly available credit card data that could potentially result in fraud or unauthorized charges.

8. Employees to whom credit cards are used for County purchases shall immediately surrender all County credit cards upon termination of employment or layoff from active work status.

9. All benefits derived from the use of credit cards shall become the property of the County.

10. The balance due on any credit card account shall be paid in full by the due date listed on the credit card statement.

11. Credit card transactions are hereby authorized for the following methods of acquisition:

A. In person: The employee shall present the credit card for purchases of goods and services. The employee shall obtain a receipt for all purchases and credits, and submit the receipt to the County Official/Department Head for reconciliation with the credit card invoice.

B. Via telephone or mail order: The employee shall provide the vendor or merchant with the credit card number, expiration date, and other pertinent data necessary to complete the transaction. The employee shall take necessary precautions to ensure that the transaction is valid prior to providing pertinent credit card data. The employee shall properly document the transaction and submit written documentation to the County Official/Department Head for reconciliation with the credit card invoice.

C. Via the Internet: The employee shall provide the vendor or merchant with the credit card number, expiration date, and other pertinent data necessary to complete the transaction. The employee shall take necessary precautions to ensure that the transaction is valid prior to providing pertinent credit card data. The employee shall properly document the transaction with a hard copy screen printout, and/or other document, and this documentation shall be submitted to the County Official/Department Head for reconciliation with the credit card invoice.

Adopted: August 12, 2014

Revised: _____

SECTION 30
DISCIPLINE/TERMINATION POLICY

The formal disciplinary process is a five-step procedure, but dismissal may occur at any step in the process. County Officials/Department Heads may use the Discipline Form attached as Appendix A of this Section for documentation purposes. For those employees covered under a collective bargaining agreement, the agreement's process will prevail. Under normal circumstances, these steps would be as follows:

A. Verbal Reprimand - A verbal reprimand informs an employee of unsatisfactory conduct, attitude or performance, and acknowledges that continued such actions will result in more severe disciplinary actions. The reprimand should be done in private, and should be documented with the date and nature of the problem and placed in the employee's personnel file.

B. Written Reprimand - A written reprimand informs an employee of unsatisfactory conduct, attitude or performance. Written reprimand is more severe than a verbal reprimand, but serves the same purpose to acknowledge further unsatisfactory conduct, attitude, or performance will result in more severe disciplinary action. A copy of the written reprimand will be sent to the employee, the County Official/Department Head and employee's personnel file.

C. Probation - Employee may be placed on probation by the County Official/Department Head if the employee's performance is substandard and/or the employee's conduct and behavior are inappropriate and not condoned. Employee may be placed on probation not to exceed six months. At the end of three months, an informal evaluation of the employee's performance will be conducted. At the end of the probationary period, the employee's performance will be formally evaluated. Evaluations will determine if the employee should be retained. If the employee violates the conditions of the probation, the employee may be subject to termination. Removal from probationary status is based upon satisfactory completion of the probationary period, recommendation from the employee's immediate supervisor, and approval of the County Official/Department.

D. Suspension - Suspension of an employee would be at the discretion of the County Official/Department Head. The suspension will result in a loss of salary for the period of the suspension. Upon return to work, the suspended employee will be placed on probationary status for a period not to exceed six months. If the employee violates the conditions of the probation, the employee may be subject to termination. Removal from probationary status is based upon satisfactory completion of a probationary period, a recommendation from the employee's immediate supervisor, and the approval of the County Official/Department Head. The period of suspension may be up to but not exceeding 30 days off without pay in one calendar year. The suspension may include demotion, and is within the discretion of the County Official/Department Head.

E. Dismissal - Dismissal should be used as a disciplinary action of last resort at the discretion of the County Official/County Board. All employees are subject to discharge by the County Official/Department Head during any of the disciplinary steps. Non-elected County Officials/Department Heads will recommend dismissal to the County Board for final approval.

F. Code of Conduct - Disciplinary action may be brought against an employee for the following, including but not limited to:

1. Violating any provision of this Personnel Handbook.
2. Knowingly falsifying a report.
3. Being insubordinate to or showing disrespect towards superiors.
4. Neglecting to perform the job or performing the job inefficiently.
5. Engaging in any conduct unbecoming of a County employee or that discredits the County.
6. Leaving the assigned job without permission.
7. Absence from work without leave or permission.
8. Willfully destroying or damaging any property of the County.
9. Taking or giving bribes.
10. Being under the influence of intoxicating beverages while at work.
11. Using, manufacturing, distributing, dispensing, or possessing any statutorily defined illegal drugs, narcotics, or controlled substances, or failing to report to the employee's County Official/Department Head any arrest or conviction for using, manufacturing, distributing, dispensing, or possessing any statutorily defined illegal drugs, narcotics, or controlled substance.
12. Failure of any employee to notify their County Official/Department Head within five days after an arrest or conviction of any local, state, or federal criminal drug statute.
13. Using a County vehicle without the knowledge of the immediate supervisor.
14. Improperly operating a County vehicle or permitting an unauthorized person to operate a County vehicle.
15. Excessive unexcused absence from work and tardiness.
16. Possession of explosives, fire arms or other dangerous weapons on County premises, unless otherwise permitted.
17. Use of overtime for other than work purposes.
18. Failure to follow any safety rules, regulations, or manuals.
19. Gambling during working hours around County premises.
20. Sleeping on the job.
21. Being discourteous to the public.
22. Engaging in or instigating or causing an interruption or impeding work.
23. Substantial misrepresentation of facts in obtaining employment with the County.
24. The use or consumption of County property for personal or private purposes, or the use of County employees during working hours for such purposes.
25. Disorderly conduct during working time or on County premises, including fighting, interfering with work of another, or threatening or abusing any person by work or act.
26. Unauthorized use of County property such as County owned vehicles, equipment and materials.
27. Abuse of sick leave by misrepresentation of the leave request.

28. Violation of a written order of a County Official/Department Head.
29. Failure to pay legitimate debts, thus exposing the County to harassment by creditors.
30. Using profanity on the job.
31. Releasing confidential information.
32. Using or attempting to use an official position to secure special privileges, exemptions, or personal gain except as may be otherwise provided by law.
33. Engaging in disreputable acts and not conducting themselves with "good moral character".
34. Abuse of telephone usage.
35. Theft of any County or employee property.
36. Discriminating against any person, individual, entity, co-employee, on the basis of race, color, religion, sex, national origin, age, handicap or disability, ancestry, marital status, sex harassment or any other prohibited form of discrimination under federal or state law or government contract or grantee regulations.

G. Political Activities - No form of discipline can occur because of any employee's political beliefs. This prohibition on discipline does not apply to individuals in policy making or confidential positions or where an overriding interest of vital importance exists which requires that an employee's political beliefs and activities conform to those of the County Official/Department Head.

The County also recognizes that false accusations can have serious effects on innocent men and women. We trust that all employees will continue to act in a responsible and professional manner to establish a pleasant working environment free of discrimination.

Approved: February 9, 1999

Revised: March 11, 2003

APPENDIX A

COLES COUNTY EMPLOYEE DISCIPLINE FORM

DATE: _____

EMPLOYEE NAME: _____

EMPLOYEE'S JOB POSITION: _____

COUNTY OFFICE/DEPARTMENT: _____

COUNTY OFFICIAL/DEPARTMENT HEAD: _____

TYPE OF DISCIPLINE (check one):

____ Verbal Reprimand
____ Written Reprimand
____ Probation
____ Suspension
____ Dismissal

STATE THE FACTS WHICH SUPPORT THE VIOLATION: _____
_____
_____
_____
_____
_____
_____

SIGNED:

Date: _____ Date: _____

_____ _____
County Official/Department Head Employee

SECTION 31
REDUCTION IN FORCE

The County may discharge personnel whenever it becomes necessary due to shortage of funds or work, abolishment of a position, or other changes in duties or organization as determined by the Elected Officials/Department Head in consultation with the County Offices/Rules Committee or other appropriate authority. In determining the personnel to be retained as a part of a reduction in the work force, the primary consideration should be given to seniority in the Department provided personnel holding seniority possess the qualifications to fill the position.

Approved: February 9, 1999

Revised: _____

SECTION 32
RIGHT TO AMEND

The County Offices/Rules Committee reserves the right to change and/or amend this Personnel Policy Manual from time to time as needed. All changes or amendments will be submitted to the full County Board for approval.

Approved: February 9, 1999

Revised: _____

POLICY MANUAL
EMPLOYEE ACKNOWLEDGEMENT

I have received the Personnel Policy Manual, which is a general outline of Coles County policies and the employees' responsibilities to the County. I understand this Manual supersedes all previous Policy Manual and Policies. I agree to read, and I understand I am responsible for complying with its policies. I also understand I should consult my supervisor if I have any questions that are not answered in this Manual.

I understand the Manual expresses only current policies. I understand the County can, at its sole discretion, modify, eliminate, revise, or deviate from the guidelines and information in this Manual as circumstances or situations warrant, as provided by law, except as restricted by any active, executed collective bargaining agreement. Such changes will supersede, modify, or eliminate the policies and benefits in this Manual. Each employee's continued employment constitutes acceptance of these and future changes.

I understand that unless otherwise provided by a collective bargaining agreement, my employment is "at will". The Manual is not a contract of employment and does not create any legal rights, obligations or guarantees express or implied, on the part of the employee or the County. Either the County or I can terminate my employment at any time, with or without cause, and with or without notice. Termination shall be effective as of the date set forth in a written notice from one party to the other, or as otherwise determined.

_____

Employee Signature

_____

Employee Name (Printed)

_____

Date

State of Illinois)
)ss
County of Coles)

RESOLUTION TO AMEND BUDGET

WHEREAS, Coles County experienced a lightning strike on August 6th 2026; and

WHEREAS, an additional line item is needed in the computer budget to purchase equipment that was damaged; and

WHEREAS, the following Damage replacement line item be added; and

WHEREAS, the following FY26 County Board Contingency Reserve line item be decreased by $38,000; and

WHEREAS, the IT Department requests the Finance Committee recommend the Coles County Board amend the FY2026 Computer budget as follows:

New Expenditure Line Item	001-002-7460-000 Damage Replacement	$38,000
Decrease Line Item	001-005-7590-000 County Board Contingency Reserve	$38,000

NOW, THEREFORE, BE IT RESOLVED by the County Board of Coles County, Illinois that the FY2026 budget be amended as stated above.

APPROVED this _____ day of _____, 2026.

_____
Chairman

ATTEST:

_____
Clerk

RESOLUTION
OF THE
COUNTY BOARD OF THE COUNTY OF COLES, ILLINOIS

A RESOLUTION ESTABLISHING CIVIL FEES AND
CRIMINAL AND TRAFFIC ASSESSMENTS
TO BE CHARGED BY THE CLERK OF THE CIRCUIT COURT

WHEREAS, the Illinois General Assembly passed comprehensive legislation in 2018, which completely overhauls the criminal, traffic and civil fee structures in the circuit courts throughout the State of Illinois; and

WHEREAS, the purpose of the legislation was to consolidate fees into unified schedules for all counties, to realign fees to be constitutional, and to provide for fee waivers for low income individuals; and

WHEREAS, effective July 1, 2019, Section 27.1b of the Clerks of Courts Act, 705 ILCS 105/27.1b, sets out the fees to be charged in all counties in the State of Illinois by the Clerks of the Circuit Court for the filing of pleadings and for other services provided by the Clerks in civil cases; and

WHEREAS, Section 27.1b of the Clerks of Courts Act creates four schedules for civil filing fees, three schedules for civil appearance fees, and establishes various other fees that Clerks of the Circuit Court are authorized to assess in civil cases, all of which are generally classified as "not to exceed" amounts; and

WHEREAS, Section 27.1b provides that, unless otherwise specified, the amount of the fees shall be determined by ordinance or resolution of the county board and remitted to the county treasurer to be used for purposes related to the operation of the court system in the county; and

WHEREAS, effective July 1, 2019, the newly-adopted Criminal and Traffic Assessment Act, 705 ILCS 105/135 *et seq.*, sets out minimum fines to be levied and assessments to be charged in criminal and traffic cases by the Clerks of the Circuit Court in all counties in the State of Illinois; and

WHEREAS, Sections 15-5 through 15-65 of the Criminal and Traffic Assessment Act establish thirteen (13) assessment schedules for various criminal, traffic, conservation and non-traffic offenses, and for each schedule the County's portion of the assessment is specifically listed; and

WHEREAS, Sections 15-5 through 15-65 break down how the assessment amounts are to be distributed to various County funds, if those funds are in existence; otherwise, the amounts designated for funds that are not in existence are to be placed in the County's general fund for purposes related to operation of the court system in the County.

WHEREAS, the Governor of Illinois signed into law Public Act 104-0468 and parts of the act amend 705 ILCS 105/27.1b(a), 705 ILCS 105/27.1b(b) by adding a $5.00 fee to the Guardianship and Advocacy Fund and repeals the Guardianship and Advocacy Operations Fee under 705 ILCS 105/27.3(f) and removes the Current Account fee for a ward of $25.00 under 705 ILCS 105/27.1b(v) from the Guardianship case – GR/P.

NOW THEREFORE, BE IT RESOLVED by the County Board for the County of Coles, Illinois, any ordinance, resolution or local rule in conflict with this resolution are hereby repealed in their entireties and replaced with the following:

1. Civil Fees and Criminal Assessments

   A. Civil fees and criminal assessments shall meet the requirements of Section 27.1b of the Clerks of Courts Act, 705 ILCS 105/27.1b, and the Criminal and Traffic Assessment Act, 705 ILCS 105/135 *et seq.*

2. Civil Fees

   A. Fees in civil matters shall be assess and distributed as set forth herein, in compliance with Section 27.1b of the Clerks of Courts Act, 705 ILCS 105/27.1b.

   B. The fees for filing a complaint, petition or other pleading initiating a civil action shall be as set forth in the schedules below in accordance with case categories established by the Illinois Supreme Court:

      1. SCHEDULE 1: $311.00 to be divided as follows:

         a. $45.00 to be retained by the Clerk of the Circuit Court and deposited as follows:
            (1) Court Automation Fund - $20.00
            (2) Court Document Storage Fund - $20.00
            (3) Circuit Court Clerk Operation and Administrative Fund - $5.00

         b. $16.00 to be remitted to the State Treasurer and deposited as follows:
            (1) Access to Justice Fund - $2.00
            (2) Guardianship and Advocacy Fund - $5.00
            (3) Supreme Court Special Purposes Fund - $9.00

         c. $250.00 to be remitted to the County Treasurer and deposited as follows:
            (1) Circuit Clerk - $181.00
            (2) Court – $29.00
            (3) Judicial Security - $40.00

2. SCHEDULE 2: $256.00 to be divided as follows:

   a. $45.00 to be retained by the Clerk of the Circuit Court and deposited as follows:
      (1) Court Automation Fund - $20.00
      (2) Court Document Storage Fund - $20.00
      (3) Circuit Court Clerk Operation and Administrative Fund - $5.00

   b. $11.00 to be remitted to the State Treasurer and distributed as follows:
      (1) Access to Justice Fund - $2.00
      (2) Supreme Court Special Purposes Fund - $9.00

   c. $200.00 to be remitted to the County Treasurer and distributed as follows:
      (1) Circuit Clerk - $131.00
      (2) Court – $29.00
      (3) Judicial Security - $40.00

3. SCHEDULE 3: $94.00 to be divided as follows:

   a. $22.00 to be retained by the Clerk of the Circuit Court and deposited as follows:
      (1) Court Automation Fund - $10.00
      (2) Court Document Storage Fund - $10.00
      (3) Circuit Court Clerk Operation and Administrative Fund - $2.00

   b. $16.00 to be remitted to the State Treasurer and distributed as follows:
      (1) Access to Justice Fund - $2.00
      (2) Guardian and Advocacy Fund - $5.00
      (3) Supreme Court Special Purposes Fund - $9.00

   c. $56.00 to be remitted to the County Treasurer and distributed as follows:
      (1) Circuit Clerk - $30.00
      (2) Court – $16.00
      (3) Judicial Security - $10.00

4. SCHEDULE 4: $0.00

C. The fees for filing an appearance in a civil action shall be as set forth in the schedules below in accordance with case categories established by the Illinois Supreme Court:

   1. SCHEDULE 1: $186.00 to be divided as follows:

      a. $45.00 to be retained by the Clerk of the Circuit Court and distributed as follows:
         (1) Court Automation Fund - $20.00
         (2) Court Document Storage Fund - $20.00
         (3) Circuit Court Clerk Operation and Administrative Fund - $5.00

b. $16.00 to be remitted to the State Treasurer and distributed as follows:
   (1) Access to Justice Fund - $2.00
   (2) Guardian and Advocacy Fund - $5.00
   (3) Supreme Court Special Purposes Fund - $9.00

c. $125.00 to be remitted to the County Treasurer and distributed as follows:
   (1) Circuit Clerk - $60.00
   (2) Court - $29.00
   (3) Judicial Security - $36.00

2. SCHEDULE 2: $114.00 to be divided as follows:

   a. $10.00 to be retained by the Clerk of the Circuit Court and distributed as follows:
      (1) Court Automation Fund - $4.00
      (2) Court Document Storage Fund - $4.00
      (3) Circuit Court Clerk Operation and Administrative Fund - $2.00

   b. $14.00 to be remitted to the State Treasurer and distributed as follows:
      (1) Guardian and Advocacy Fund - $5.00
      (2) Supreme Court Special Purposes Fund - $9.00

   c. $90.00 to be remitted to the County Treasurer and distributed as follows:
      (1) Circuit Clerk - $38.00
      (2) Court – $27.00
      (3) Judicial Security - $25.00

D. Except as otherwise specifically provided, the following miscellaneous fees are to be deposited in the County General Fund to be used for purposes related to the operation of the court system in the County:

1. Alias summons or citation:	$5.00
2. Jury services:	$212.50
3. Change of venue:	$40.00
4. Petition to vacate or modify:	
a. If filed within 30 days	$40.00
b. If filed after 30 days:	$40.00
c. Notice sent to Secretary of State:	
a. Motion to vacate or amend a final order	$40.00
b. Motion to vacate an ex parte judgment	$40.00
c. Motion to vacate Judgment of forfeiture	$40.00
d. Motion to vacate Failure to appear	$40.00
e. Motion to vacate Failure to comply	$40.00

5. Appeals preparation:
   a. If record is 100 pages or less: $50.00
   b. If record is between 100 and 200 pages: $100.00
   c. If record is 200 pages or more: Add'l fee of $0.25 per page

6. Garnishment, wage deduction, and citation proceedings:
   a. Amount in controversy $1,000 or less: $15.00
   b. Amount in controversy greater than $1,000 and not more than $5,000: $30.00
   c. Amount in controversy greater than $5,000: $50.00

7. Collections:
   a. In child support and maintenance cases: $36 annually to be deposited in the Child Support Maintenance Fund
   b. Certifications to Secretary of State pursuant to Section 7-703 of the Family Financial Responsibility Law: $5.00

8. Mailing: $10.00 plus the cost of postage

9. For each certified copy of a judgment, following the first copy: $10.00

10. Certification, authentication, and reproduction:
    a. Each certification or authentication for taking acknowledgement of a deed or other instrument in writing with the seal of office: $6.00
    b. Reproduction of any document contained in the Clerk's files:
       a. $2.00 for the first page
       b. $0.50 per page for the next 19 pages
       c. $0.25 per page for all additional pages

11. For each record search, within a division or municipal district: $6.00 for each year searched

12. For each page of hard copy print output, when case records are maintained on an automated medium: $6.00

13. Performing a marriage in court: $10.00 to be deposited in the Marriage and Civil Union Fund

14. For filing each deed of voluntary assignment: $20.00; for recording a deed of voluntary assignment: $0.50 for each 100 words

15. Expungement
    a. Each expungement petition filed $60.00
    b. Each expungement ISP fee $60.00
    c. Each certified copy of an order to expunge arrest records $ 4.00

16. Probate filings:
    a. For each account (other than one final account) filed in the estate of a decedent: $25.00
    b. Filing a claim:
        a. Amount claimed greater than $150 and not more than $500 $25.00
        b. Amount claimed greater than $500 and not more than $10,000 $40.00
        c. Amount claimed greater than $10,000 $60.00
    c. For filing a claim, petition, or supplemental proceeding based upon an action seeking equitable relief including:
        a. Construction of Testamentary Trust: $60.00
        b. Construction of Will: $60.00
        c. Will Contest: $60.00
    d. For a jury demand: $137.50
    e. For each certified copy of letters of office, of court orders or other certifications: $2.00 per page
    f. For each exemplification: $2.00 plus the fee for certification
    g. The executor, administrator, guardian, petitioner, or other interested person or his or her attorney shall pay the cost of publication by the clerk directly to the newspaper.
    h. The person or whose behalf a charge is incurred for witness, court reporter, appraiser, or other miscellaneous fee shall pay the same directly to the person entitled thereto.
    i. The executor, administrator, guardian, petitioner, or other interested person or his or her attorney shall pay to the clerk all postage charges incurred by the clerk in mailing petitions, order, notices, or other documents pursuant to the provisions of the Probate Act of 1975.

17. For correction of the case number, case title, or attorney computer identification number, if required by rule of court, on any document filed in the Clerk's Office, to be charged against the party that filed the document: $25.00

18. For any check, draft, or other bank instrument returned to the clerk for non-sufficient funds, account closed, or payment stopped: $25.00

19. Small Claims filings:
    a. For a jury demand:
        1. Jury demand – 12 person: $25.00
        2. Jury demand – 6 person: $12.50

E. Unpaid Fees

1. Unless a court ordered payment schedule is implemented or the fee requirements of this Section are waived by court order, the Clerk is authorized to add to any unpaid fees and

costs a delinquency amount equal to 5% of the unpaid fees that remain unpaid after 30 days, 10% of the unpaid fees that remain unpaid after 60 days, and 15% of the unpaid fees that remain unpaid after 90 days. Notice to those parties may be made by signage posting or publication.

2. Delinquency amounts collected pursuant to this provision shall be deposited into the Circuit Clerk Operations and Administration Fund to defray additional administrative costs incurred by the Clerk in collecting unpaid fees and costs.

3. Criminal Assessments

A. Assessments shall be imposed in criminal, traffic, conservation and non-traffic matters in accordance with the schedules set forth in the Criminal and Traffic Assessment Act, 705 ILCS 135/1-5 *et seq.*, and shall be distributed as set forth herein.

B. Schedules:

1. SCHEDULE 1: Generic Felony Offenses

a. The Clerk shall collect $549.00 and remit as follows:

(1) $354.00 to the County Treasurer who shall deposit the money as follows:

(a) $20.00 to the Court Automation Fund
(b) $20.00 to the Court Document Storage Fund
(c) $5.00 to the Circuit Court Clerk Operation and Administrative Fund
(d) $255.00 to the County General Fund to be distributed as follows:
i. Circuit Clerk - $110.00
ii. State's Attorney - $35.00
iii. Judicial Security - $40.00
iv. Court - $50.00
v. CASA - $15.00
vi. Drug Court - $5.00
(e) $10.00 to the Child Advocacy Center Fund
(f) $2.00 to the State's Attorney Records Automation Fund
(g) $2.00 to the Public Defender Records Automation Fund
(h) $20.00 to the County Jail Medical Costs Fund
(i) $20.00 to the Probation and Court Services Fund

(2) $195.00 to the State Treasurer

2. SCHEDULE 2: Felony DUI Offenses

a. The Clerk shall collect $1,709.00 and remit as follows:

(1) $399.00 to the County Treasurer who shall deposit the money as follows:

(a) $20.00 to the Court Automation Fund
(b) $20.00 to the Court Document Storage Fund
(c) $5.00 to the Circuit Court Clerk Operation and Administrative Fund
(d) $300.00 to the County General Fund to be distributed as follows:
i. Circuit Clerk - $110.00
ii. State's Attorney - $35.00
iii. Judicial Security - $40.00
iv. Court - $95.00
v. CASA - $15.00
vi. Drug Court - $5.00
(e) $10.00 to the Child Advocacy Center Fund
(f) $2.00 to the State's Attorney Records Automation Fund
(g) $2.00 to the Public Defender Records Automation Fund
(h) $20.00 to the County Jail Medical Costs Fund
(i) $20.00 to the Probation and Court Services Fund

(2) $1,110.00 to the State Treasurer

(3) $200.00 to the treasurer of the unit of local government of the arresting agency

3. SCHEDULE 3: Felony Drug Offenses

a. The Clerk shall collect $2,215.00 and remit as follows:

(1) $354.00 to the County Treasurer who shall deposit the money as follows:

(a) $20.00 to the Court Automation Fund
(b) $20.00 to the Court Document Storage Fund
(c) $5.00 to the Circuit Court Clerk Operation and Administrative Fund
(d) $255.00 to the County General Fund to be distributed as follows:
i. Circuit Clerk - $110.00
ii. State's Attorney - $35.00
iii. Judicial Security - $40.00
iv. Court - $50.00
v. CASA - $15.00
vi. Drug Court - $5.00
(e) $10.00 to the Child Advocacy Center Fund
(f) $2.00 to the State's Attorney Records Automation Fund
(g) $2.00 to the Public Defender Records Automation Fund

(h) $20.00 to the County Jail Medical Costs Fund
(i) $20.00 to the Probation and Court Services Fund

(2) $1,861.00 to the State Treasurer

4. SCHEDULE 4: Felony Sex Offenses

a. The Clerk shall collect $1,314.00 and remit as follows:

(1) $354.00 to the County Treasurer who shall deposit the money as follows:

(a) $20.00 to the Court Automation Fund
(b) $20.00 to the Court Document Storage Fund
(c) $5.00 to the Circuit Court Clerk Operation and Administrative Fund
(d) $255.00 to the County General Fund to be distributed as follows:
i. Circuit Clerk - $110.00
ii. State's Attorney - $35.00
iii. Judicial Security - $40.00
iv. Court - $50.00
v. CASA - $15.00
vi. Drug Court: $5.00
(e) $10.00 to the Child Advocacy Center Fund
(f) $2.00 to the State's Attorney Records Automation Fund
(g) $2.00 to the Public Defender Records Automation Fund
(h) $20.00 to the County Jail Medical Costs Fund
(i) $20.00 to the Probation and Court Services Fund

(2) $960.00 to the State Treasurer

5. SCHEDULE 5: Generic Misdemeanor Offenses

a. The Clerk shall collect $439.00 and remit as follows:

(1) $282.00 to the County Treasurer who shall deposit the money as follows:

(a) $20.00 to the Court Automation Fund
(b) $20.00 to the Court Document Storage Fund
(c) $5.00 to the Circuit Court Clerk Operation and Administrative Fund
(d) $8.00 to the Circuit Court Clerk Electronic Citation Fund
(e) $185.00 to the County General Fund to be distributed as follows:
i. Circuit Clerk - $85.00
ii. State's Attorney - $15.00

iii. Judicial Security - $40.00
iv. Court - $25.00
v. CASA - $15.00
vi. Drug Court: $5.00

(f) $10.00 to the Child Advocacy Center Fund
(g) $2.00 to the State's Attorney Records Automation Fund
(h) $2.00 to the Public Defender Records Automation Fund
(i) $10.00 to the County Jail Medical Costs Fund
(j) $20.00 to the Probation and Court Services Fund

(2) $155.00 to the State Treasurer

(3) $2.00 to the treasurer of the unit of local government of the arresting agency

6. SCHEDULE 6: Misdemeanor DUI Offenses

a. The Clerk shall collect $1,381.00 and remit as follows:

(1) $322.00 to the County Treasurer who shall deposit the money as follows:

(a) $20.00 to the Court Automation Fund
(b) $20.00 to the Court Document Storage Fund
(c) $5.00 to the Circuit Court Clerk Operation and Administrative Fund
(d) $8.00 to the Circuit Court Clerk Electronic Citation Fund
(e) $225.00 to the County General Fund to be distributed as follows:
i. Circuit Clerk - $85.00
ii. State's Attorney - $15.00
iii. Judicial Security - $40.00
iv. Court - $65.00
v. CASA - $15.00
vi. Drug Court: $5.00
(f) $10.00 to the Child Advocacy Center Fund
(g) $2.00 to the State's Attorney Records Automation Fund
(h) $2.00 to the Public Defender Records Automation Fund
(i) $10.00 to the County Jail Medical Costs Fund
(j) $20.00 to the Probation and Court Services Fund

(2) $707.00 to the State Treasurer

(3) $352.00 to the treasurer of the unit of local government of the arresting agency

7. SCHEDULE 7: Misdemeanor Drug Offenses

   a. The Clerk shall collect $905.00 and remit as follows:

      (1) $282.00 to the County Treasurer who shall deposit the money as follows:

         (a) $20.00 to the Court Automation Fund
         (b) $20.00 to the Court Document Storage Fund
         (c) $5.00 to the Circuit Court Clerk Operation and Administrative Fund
         (d) $8.00 to the Circuit Court Clerk Electronic Citation Fund
         (e) $185.00 to the County General Fund to be distributed as follows:
            i. Circuit Clerk - $85.00
            ii. State's Attorney - $15.00
            iii. Judicial Security - $40.00
            iv. Court - $25.00
            v. CASA - $15.00
            vi. Drug Court: $5.00
         (f) $10.00 to the Child Advocacy Center Fund
         (g) $2.00 to the State's Attorney Records Automation Fund
         (h) $2.00 to the Public Defender Records Automation Fund
         (i) $10.00 to the County Jail Medical Costs Fund
         (j) $20.00 to the Probation and Court Services Fund

      (2) $621.00 to the State Treasurer

      (3) $2.00 to the treasurer of the unit of local government of the arresting agency

8. SCHEDULE 8: Misdemeanor Sex Offenses

   a. The Clerk shall collect $1,184.00 and remit as follows:

      (1) $282.00 to the County Treasurer who shall deposit the money as follows:

         (a) $20.00 to the Court Automation Fund
         (b) $20.00 to the Court Document Storage Fund
         (c) $5.00 to the Circuit Court Clerk Operation and Administrative Fund
         (d) $8.00 to the Circuit Court Clerk Electronic Citation Fund
         (e) $185.00 to the County General Fund to be distributed as follows:
            i. Circuit Clerk - $85.00
            ii. State's Attorney - $15.00
            iii. Judicial Security - $40.00

iv. Court - $25.00
v. CASA - $15.00
vi. Drug Court: $5.00

(f) $10.00 to the Child Advocacy Center Fund
(g) $2.00 to the State's Attorney Records Automation Fund
(h) $2.00 to the Public Defender Records Automation Fund
(i) $10.00 to the County Jail Medical Costs Fund
(j) $20.00 to the Probation and Court Services Fund

(2) $900.00 to the State Treasurer

(3) $2.00 to the treasurer of the unit of local government of the arresting agency

9. SCHEDULE 9: Major Traffic Offenses

a. The Clerk shall collect $325.00 and remit as follows:

(1) $203.00 to the County Treasurer who shall deposit the money as follows:

(a) $20.00 to the Court Automation Fund
(b) $20.00 to the Court Document Storage Fund
(c) $5.00 to the Circuit Court Clerk Operation and Administrative Fund
(d) $8.00 to the Circuit Court Clerk Electronic Citation Fund
(e) $150.00 to the County General Fund to be distributed as follows:
i. Circuit Clerk - $33.00
ii. State's Attorney - $15.00
iii. Judicial Security - $32.00
iv. Court - $50.00
v. CASA - $15.00
vi. Drug Court - $5.00

(2) $97.00 to the State Treasurer

(3) $25.00 to the treasurer of the unit of local government of the arresting agency

10. SCHEDULE 10: Minor Traffic Offenses

a. The Clerk shall collect $226.00 and remit as follows:

(1) $168.00 to the County Treasurer who shall deposit the money as follows:

(a) $20.00 to the Court Automation Fund

(b) $20.00 to the Court Document Storage Fund
(c) $5.00 to the Circuit Court Clerk Operation and Administrative Fund
(d) $8.00 to the Circuit Court Clerk Electronic Citation Fund
(e) $115.00 to the County General Fund to be distributed as follows:
i. Circuit Clerk - $33.00
ii. State's Attorney - $15.00
iii. Judicial Security - $32.00
iv. Court - $30.00
v. CASA - $3.00
vi. Drug Court: $2.00

(2) $46.00 to the State Treasurer

(3) $12.00 to the treasurer of the unit of local government of the arresting agency

11. SCHEDULE 10.5: Truck Weight and Load Offenses

a. The Clerk shall collect $260.00 and remit as follows:

(1) $168.00 to the County Treasurer who shall deposit the money as follows:

(a) $20.00 to the Court Automation Fund
(b) $20.00 to the Court Document Storage Fund
(c) $5.00 to the Circuit Court Clerk Operation and Administrative Fund
(d) $8.00 to the Circuit Court Clerk Electronic Citation Fund
(e) $115.00 to the County General Fund to be distributed as follows:
i. Circuit Clerk - $55.00
ii. Judicial Security - $10.00
iii. Court - $50.00

(2) $92.00 to the State Treasurer

12. SCHEDULE 11: Conservation Offenses

a. The Clerk shall collect $195.00 and remit as follows:

(1) $168.00 to the County Treasurer who shall deposit the money as follows:

(a) $20.00 to the Court Automation Fund
(b) $20.00 to the Court Document Storage Fund

(c) $5.00 to the Circuit Court Clerk Operation and Administrative Fund
(d) $8.00 to the Circuit Court Clerk Electronic Citation Fund
(e) $115.00 to the County General Fund to be distributed as follows:
i. Circuit Clerk - $50.00
ii. Judicial Security - $10.00
iii. Court - $55.00

(2) $25.00 to the State Treasurer

(3) $2.00 to the treasurer of the unit of local government of the arresting agency

13. SCHEDULE 12: Dispositions under Supreme Court Rule 529 (No Court Appearance Required Traffic Offenses)

a. The Clerk shall collect $164.00 and remit as follows:

(1) $100.00 to the County Treasurer who shall deposit the money as follows:

(a) $20.00 to the Court Automation Fund
(b) $20.00 to the Court Document Storage Fund
(c) $5.00 to the Circuit Court Clerk Operation and Administrative Fund
(d) $8.00 to the Circuit Court Clerk Electronic Citation Fund
(e) $47.00 to the County General Fund to be distributed as follows:
i. Circuit Clerk - $37.00
ii. Judicial Security - $10.00

(2) $14.00 to the State Treasurer

(3) $50.00 to the treasurer of the unit of local government of the arresting agency

14. SCHEDULE 13: Petty Offense, Business Offense, or Non-Traffic Ordinance Violation

a. The Clerk shall collect $100.00 and remit as follows:

(1) $75.00 to the County Treasurer who shall deposit the money as follows:

(a) $20.00 to the Court Automation Fund
(b) $20.00 to the Court Document Storage Fund
(c) $5.00 to the Circuit Court Clerk Operation and Administrative Fund

(d) $8.00 to the Circuit Court Clerk Electronic Citation Fund
(e) $22.00 to the County General Fund to be distributed as follows:
i. Circuit Clerk - $12.00
ii. Judicial Security - $10.00

(2) $25.00 to the treasurer of the unit of local government of the arresting agency

C. Unpaid Assessments.

1. Unless a court ordered payment schedule is implemented or the assessment requirements of this Section are waived by court order, the Clerk is authorized to add to any unpaid assessments a delinquency amount equal to 15% of the unpaid assessments that remain unpaid after 90 days.

2. Delinquency amounts collected pursuant to this provision shall be deposited into the Circuit Clerk Operations and Administration Fund to defray additional administrative costs incurred by the Clerk in collecting unpaid assessments.

D. Additional Filing Fees.

1. Law Library: Pursuant to 55 ILCS 5/5-39001, a fee of $8 will be added in addition to any Civil Schedule for deposit into the Law Library fund. Fees shall not be charged in any criminal or quasi-criminal case, in any matter coming to the clerk on change of venue, or in any proceeding to review the decision of any administrative officer, agency, or body.

BE IT FURTHER RESOLVED, that this Resolution shall be effective on September 8, 2026.

PRESENTED, PASSED, APPROVED AND ADOPTED by the Coles County Board on this _____ day of _____, 2026.

_____
Darrell Cox
Chairman of the County Board
of the County of Coles, Illinois

Attested by:

_____
Julie Coe
Coles County Clerk

State of Illinois)
)ss.
County of Coles)

RESOLUTION TO AMEND BUDGET

WHEREAS, The Finance Committee approved to amend revenue & expense line items of the Unbudgeted Emergency Expenses to Security Equipment; and

WHEREAS, these funds are needed to purchase two onsite AED defibrillators with accessories for the second and third floor of the courthouse; and

WHEREAS, the Finance Committee recommends the FY2026 budget be amended as follows:

Line Item 001-001-7596-000 a budget decrease of $3,221
Line Item 001-008-7441-000 a budget increase of $3,221

NOW, THEREFORE, BE IT RESOLVED by the County Board of Coles County, Illinois, to amend the FY 2026 budget as stated above.

DATED this ____ day of _____, 2026.

_____
Chairman

ATTEST:

_____Clerk

RESOLUTION

WHEREAS, The County of Coles, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Coles, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

CHARLESTON TOWNSHIP

PERMANENT PARCEL NUMBER: 02-1-03215-000

As described in certificates(s) : 202200035 sold October 2023

and it appearing to the Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, EVERLAST PORTABLE BUILDINGS, has bid $900.00 for the County's interest, such bid having been presented to the Finance Committee at the same time it having been determined by the Finance Committee and the Agent for the County, that the County shall receive from such bid $274.68 as a return for its certificate(s) of purchase. The County Clerk shall receive $0.00 for cancellation of Certificate(s), the Tax Revolving Account Fund shall receive $105.32 to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive $0.00 for his services and the Recorder of Deeds shall receive $70.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is $900.00.

WHEREAS, your Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF COLES COUNTY, ILLINOIS, that the Chairman of the Board of Coles County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest on the above described real estate for the sum of $274.68 to be paid to the Treasurer of Coles County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this _____ day of _____, _____

ATTEST:

_____ CLERK

_____ COUNTY BOARD CHAIRMAN

SALE TO NEW OWNER



WHEREAS, The County of Coles, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Coles, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

CHARLESTON TOWNSHIP

PERMANENT PARCEL NUMBER: 02-1-03626-000

As described in certificates(s) : 202200041 sold October 2023

and it appearing to the Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, RIVER VIEW PROPERTY SOLUTIONS LLC, has bid $6,205.00 for the County's interest, such bid having been presented to the Finance Committee at the same time it having been determined by the Finance Committee and the Agent for the County, that the County shall receive from such bid $4,485.49 as a return for its certificate(s) of purchase. The County Clerk shall receive $0.00 for cancellation of Certificate(s), the Tax Revolving Account Fund shall receive $115.76 to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive $0.00 for his services and the Recorder of Deeds shall receive $70.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is $6,205.00.

WHEREAS, your Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF COLES COUNTY, ILLINOIS, that the Chairman of the Board of Coles County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest on the above described real estate for the sum of $4,485.49 to be paid to the Treasurer of Coles County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this _____ day of _____, _____

ATTEST:

_____ _____

CLERK COUNTY BOARD CHAIRMAN

SALE TO NEW OWNER 09-26-002



WHEREAS, The County of Coles, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Coles, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

CHARLESTON TOWNSHIP

PERMANENT PARCEL NUMBER: 02-1-03970-000

As described in certificates(s) : 202200047 sold October 2023

and it appearing to the Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, GENE JIANG, has bid $3,051.00 for the County's interest, such bid having been presented to the Finance Committee at the same time it having been determined by the Finance Committee and the Agent for the County, that the County shall receive from such bid $2,119.99 as a return for its certificate(s) of purchase. The County Clerk shall receive $0.00 for cancellation of Certificate(s), the Tax Revolving Account Fund shall receive $115.76 to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive $0.00 for his services and the Recorder of Deeds shall receive $70.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is $3,051.00.

WHEREAS, your Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF COLES COUNTY, ILLINOIS, that the Chairman of the Board of Coles County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest on the above described real estate for the sum of $2,119.99 to be paid to the Treasurer of Coles County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this _____ day of _____, _____

ATTEST:

_____ _____

CLERK COUNTY BOARD CHAIRMAN

SALE TO NEW OWNER 09-26-003

WHEREAS, The County of Coles, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Coles, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

CHARLESTON TOWNSHIP

PERMANENT PARCEL NUMBER: 02-1-05930-000, 05931-000

As described in certificates(s) : 202200061, 202200060 sold October 2023

and it appearing to the Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, PIGGY BANK INVESTMENT PROPERTIES, LLC, has bid $1,223.00 for the County's interest, such bid having been presented to the Finance Committee at the same time it having been determined by the Finance Committee and the Agent for the County, that the County shall receive from such bid $419.28 as a return for its certificate(s) of purchase. The County Clerk shall receive $0.00 for cancellation of Certificate(s), the Tax Revolving Account Fund shall receive $283.72 to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive $0.00 for his services and the Recorder of Deeds shall receive $70.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is $1,223.00.

WHEREAS, your Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF COLES COUNTY, ILLINOIS, that the Chairman of the Board of Coles County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest on the above described real estate for the sum of $419.28 to be paid to the Treasurer of Coles County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this _____ day of _____, _____

ATTEST:

_____ _____

CLERK COUNTY BOARD CHAIRMAN



WHEREAS, The County of Coles, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Coles, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

CHARLESTON TOWNSHIP

PERMANENT PARCEL NUMBER: 02-2-06819-000

As described in certificates(s) : 202200066 sold October 2023

and it appearing to the Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, KALEB BROWN, has bid $1,501.00 for the County's interest, such bid having been presented to the Finance Committee at the same time it having been determined by the Finance Committee and the Agent for the County, that the County shall receive from such bid $792.16 as a return for its certificate(s) of purchase. The County Clerk shall receive $0.00 for cancellation of Certificate(s), the Tax Revolving Account Fund shall receive $188.84 to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive $0.00 for his services and the Recorder of Deeds shall receive $70.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is $1,501.00.

WHEREAS, your Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF COLES COUNTY, ILLINOIS, that the Chairman of the Board of Coles County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest on the above described real estate for the sum of $792.16 to be paid to the Treasurer of Coles County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this _____ day of _____, _____

ATTEST:

_____ CLERK

_____ COUNTY BOARD CHAIRMAN



WHEREAS, The County of Coles, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Coles, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

CHARLESTON TOWNSHIP

PERMANENT PARCEL NUMBER: 02-2-07588-000

As described in certificates(s) : 202200070 sold October 2023

and it appearing to the Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, COLES COUNTY HABITAT FOR HUMANITY, has bid $5,000.00 for the County's interest, such bid having been presented to the Finance Committee at the same time it having been determined by the Finance Committee and the Agent for the County, that the County shall receive from such bid $3,581.74 as a return for its certificate(s) of purchase. The County Clerk shall receive $0.00 for cancellation of Certificate(s), the Tax Revolving Account Fund shall receive $115.76 to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive $0.00 for his services and the Recorder of Deeds shall receive $70.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is $5,000.00.

WHEREAS, your Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF COLES COUNTY, ILLINOIS, that the Chairman of the Board of Coles County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest on the above described real estate for the sum of $3,581.74 to be paid to the Treasurer of Coles County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this _____ day of _____, _____

ATTEST:

_____ CLERK

_____ COUNTY BOARD CHAIRMAN

SALE TO NEW OWNER 09-26-006

RESOLUTION

WHEREAS, The County of Coles, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Coles, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

CHARLESTON TOWNSHIP

PERMANENT PARCEL NUMBER: 02-2-08622-000

As described in certificates(s) : 202200077 sold October 2023

and it appearing to the Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, COLES COUNTY HABITAT FOR HUMANITY, has bid $7,500.00 for the County's interest, such bid having been presented to the Finance Committee at the same time it having been determined by the Finance Committee and the Agent for the County, that the County shall receive from such bid $5,456.74 as a return for its certificate(s) of purchase. The County Clerk shall receive $0.00 for cancellation of Certificate(s), the Tax Revolving Account Fund shall receive $115.76 to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive $0.00 for his services and the Recorder of Deeds shall receive $70.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is $7,500.00.

WHEREAS, your Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF COLES COUNTY, ILLINOIS, that the Chairman of the Board of Coles County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest on the above described real estate for the sum of $5,456.74 to be paid to the Treasurer of Coles County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this _____ day of _____, _____

ATTEST:

_____ CLERK

_____ COUNTY BOARD CHAIRMAN

RESOLUTION

WHEREAS, The County of Coles, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Coles, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

CHARLESTON TOWNSHIP

PERMANENT PARCEL NUMBER: 02-2-10575-000

As described in certificates(s) : 202200084 sold October 2023

and it appearing to the Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, EVERLAST PORTABLE BUILDINGS, has bid $2,500.00 for the County's interest, such bid having been presented to the Finance Committee at the same time it having been determined by the Finance Committee and the Agent for the County, that the County shall receive from such bid $1,696.30 as a return for its certificate(s) of purchase. The County Clerk shall receive $0.00 for cancellation of Certificate(s), the Tax Revolving Account Fund shall receive $126.20 to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive $0.00 for his services and the Recorder of Deeds shall receive $70.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is $2,500.00.

WHEREAS, your Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF COLES COUNTY, ILLINOIS, that the Chairman of the Board of Coles County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest on the above described real estate for the sum of $1,696.30 to be paid to the Treasurer of Coles County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this _____ day of _____, _____

ATTEST:

_____ CLERK

_____ COUNTY BOARD CHAIRMAN

SALE TO NEW OWNER

WHEREAS, The County of Coles, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Coles, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

CHARLESTON TOWNSHIP

PERMANENT PARCEL NUMBER: 02-2-13641-000

As described in certificates(s) : 202200100 sold October 2023

and it appearing to the Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, EVERLAST PORTABLE BUILDINGS, has bid $1,000.00 for the County's interest, such bid having been presented to the Finance Committee at the same time it having been determined by the Finance Committee and the Agent for the County, that the County shall receive from such bid $364.24 as a return for its certificate(s) of purchase. The County Clerk shall receive $0.00 for cancellation of Certificate(s), the Tax Revolving Account Fund shall receive $115.76 to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive $0.00 for his services and the Recorder of Deeds shall receive $70.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is $1,000.00.

WHEREAS, your Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF COLES COUNTY, ILLINOIS, that the Chairman of the Board of Coles County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest on the above described real estate for the sum of $364.24 to be paid to the Treasurer of Coles County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this _____ day of _____, _____

ATTEST:

_____ CLERK

_____ COUNTY BOARD CHAIRMAN



WHEREAS, The County of Coles, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Coles, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

CHARLESTON TOWNSHIP

PERMANENT PARCEL NUMBER: 02-2-13644-000

As described in certificates(s) : 202100094 sold October 2022

and it appearing to the Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, EVERLAST PORTABLE BUILDINGS, has bid $1,000.00 for the County's interest, such bid having been presented to the Finance Committee at the same time it having been determined by the Finance Committee and the Agent for the County, that the County shall receive from such bid $317.23 as a return for its certificate(s) of purchase. The County Clerk shall receive $0.00 for cancellation of Certificate(s), the Tax Revolving Account Fund shall receive $162.77 to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive $0.00 for his services and the Recorder of Deeds shall receive $70.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is $1,000.00.

WHEREAS, your Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF COLES COUNTY, ILLINOIS, that the Chairman of the Board of Coles County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest on the above described real estate for the sum of $317.23 to be paid to the Treasurer of Coles County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this _____ day of _____, _____

ATTEST:

_____ _____

CLERK COUNTY BOARD CHAIRMAN

RESOLUTION

WHEREAS, The County of Coles, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Coles, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

EAST OAKLAND TOWNSHIP

PERMANENT PARCEL NUMBER: 03-0-02506-000

As described in certificates(s) : 202200117 sold October 2023

and it appearing to the Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, BRADLEY LEE JR, ASHLIE LEE, has bid $2,501.00 for the County's interest, such bid having been presented to the Finance Committee at the same time it having been determined by the Finance Committee and the Agent for the County, that the County shall receive from such bid $1,707.49 as a return for its certificate(s) of purchase. The County Clerk shall receive $0.00 for cancellation of Certificate(s), the Tax Revolving Account Fund shall receive $115.76 to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive $0.00 for his services and the Recorder of Deeds shall receive $70.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is $2,501.00.

WHEREAS, your Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF COLES COUNTY, ILLINOIS, that the Chairman of the Board of Coles County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest on the above described real estate for the sum of $1,707.49 to be paid to the Treasurer of Coles County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this _____ day of _____, _____

ATTEST:

_____ CLERK

_____ COUNTY BOARD CHAIRMAN

SALE TO NEW OWNER

RESOLUTION

WHEREAS, The County of Coles, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Coles, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

EAST OAKLAND TOWNSHIP

PERMANENT PARCEL NUMBER: 03-0-02507-000

As described in certificates(s) : 202200118 sold October 2023

and it appearing to the Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, BRADLEY LEE JR, ASHLIE LEE, has bid $2,501.00 for the County's interest, such bid having been presented to the Finance Committee at the same time it having been determined by the Finance Committee and the Agent for the County, that the County shall receive from such bid $1,676.17 as a return for its certificate(s) of purchase. The County Clerk shall receive $0.00 for cancellation of Certificate(s), the Tax Revolving Account Fund shall receive $147.08 to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive $0.00 for his services and the Recorder of Deeds shall receive $70.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is $2,501.00.

WHEREAS, your Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF COLES COUNTY, ILLINOIS, that the Chairman of the Board of Coles County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest on the above described real estate for the sum of $1,676.17 to be paid to the Treasurer of Coles County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this _____ day of _____, _____

ATTEST:

_____ CLERK

_____ COUNTY BOARD CHAIRMAN

SALE TO NEW OWNER



WHEREAS, The County of Coles, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Coles, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

EAST OAKLAND TOWNSHIP

PERMANENT PARCEL NUMBER: 03-0-03182-000

As described in certificates(s) : 202200132 sold October 2023

and it appearing to the Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, MARCO SAWIRES, has bid $1,111.11 for the County's interest, such bid having been presented to the Finance Committee at the same time it having been determined by the Finance Committee and the Agent for the County, that the County shall receive from such bid $423.15 as a return for its certificate(s) of purchase. The County Clerk shall receive $0.00 for cancellation of Certificate(s), the Tax Revolving Account Fund shall receive $167.96 to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive $0.00 for his services and the Recorder of Deeds shall receive $70.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is $1,111.11

WHEREAS, your Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF COLES COUNTY, ILLINOIS, that the Chairman of the Board of Coles County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest on the above described real estate for the sum of $423.15 to be paid to the Treasurer of Coles County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this _____ day of _____, _____

ATTEST:

_____ _____

CLERK COUNTY BOARD CHAIRMAN

SALE TO NEW OWNER 09-26-013

WHEREAS, The County of Coles, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Coles, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

HUTTON TOWNSHIP

PERMANENT PARCEL NUMBER: 05-0-01626-000

As described in certificates(s) : 202200152 sold October 2023

and it appearing to the Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, JUSTIN THOMAS, SARAH THOMAS, has bid $11,600.00 for the County's interest, such bid having been presented to the Finance Committee at the same time it having been determined by the Finance Committee and the Agent for the County, that the County shall receive from such bid $8,531.74 as a return for its certificate(s) of purchase. The County Clerk shall receive $0.00 for cancellation of Certificate(s), the Tax Revolving Account Fund shall receive $115.76 to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive $0.00 for his services and the Recorder of Deeds shall receive $70.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is $11,600.00.

WHEREAS, your Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF COLES COUNTY, ILLINOIS, that the Chairman of the Board of Coles County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest on the above described real estate for the sum of $8,531.74 to be paid to the Treasurer of Coles County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this _____ day of _____, _____

ATTEST:

_____ CLERK

_____ COUNTY BOARD CHAIRMAN

WHEREAS, The County of Coles, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Coles, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

MATTOON TOWNSHIP

PERMANENT PARCEL NUMBER: 07-1-03616-000

As described in certificates(s) : 202200196 sold October 2023

and it appearing to the Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, EVERLAST PORTABLE BUILDINGS, has bid $1,500.00 for the County's interest, such bid having been presented to the Finance Committee at the same time it having been determined by the Finance Committee and the Agent for the County, that the County shall receive from such bid $843.36 as a return for its certificate(s) of purchase. The County Clerk shall receive $0.00 for cancellation of Certificate(s), the Tax Revolving Account Fund shall receive $136.64 to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive $0.00 for his services and the Recorder of Deeds shall receive $70.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is $1,500.00.

WHEREAS, your Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF COLES COUNTY, ILLINOIS, that the Chairman of the Board of Coles County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest on the above described real estate for the sum of $843.36 to be paid to the Treasurer of Coles County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this _____ day of _____, _____

ATTEST:

_____ _____

CLERK COUNTY BOARD CHAIRMAN



WHEREAS, The County of Coles, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Coles, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

MATTOON TOWNSHIP

PERMANENT PARCEL NUMBER: 07-2-09993-000

As described in certificates(s) : 202200238 sold October 2023

and it appearing to the Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, DAVID PAUL, has bid $7,500.00 for the County's interest, such bid having been presented to the Finance Committee at the same time it having been determined by the Finance Committee and the Agent for the County, that the County shall receive from such bid $5,456.74 as a return for its certificate(s) of purchase. The County Clerk shall receive $0.00 for cancellation of Certificate(s), the Tax Revolving Account Fund shall receive $115.76 to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive $0.00 for his services and the Recorder of Deeds shall receive $70.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is $7,500.00.

WHEREAS, your Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF COLES COUNTY, ILLINOIS, that the Chairman of the Board of Coles County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest on the above described real estate for the sum of $5,456.74 to be paid to the Treasurer of Coles County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this _____ day of _____, _____

ATTEST:

_____ _____

CLERK COUNTY BOARD CHAIRMAN

RESOLUTION

WHEREAS, The County of Coles, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Coles, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

MATTOON TOWNSHIP

PERMANENT PARCEL NUMBER: 07-2-11402-000

As described in certificates(s) : 202200254 sold October 2023

and it appearing to the Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, EVERLAST PORTABLE BUILDINGS, has bid $900.00 for the County's interest, such bid having been presented to the Finance Committee at the same time it having been determined by the Finance Committee and the Agent for the County, that the County shall receive from such bid $274.68 as a return for its certificate(s) of purchase. The County Clerk shall receive $0.00 for cancellation of Certificate(s), the Tax Revolving Account Fund shall receive $105.32 to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive $0.00 for his services and the Recorder of Deeds shall receive $70.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is $900.00.

WHEREAS, your Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF COLES COUNTY, ILLINOIS, that the Chairman of the Board of Coles County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest on the above described real estate for the sum of $274.68 to be paid to the Treasurer of Coles County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this _____ day of _____, _____

ATTEST:

_____ CLERK

_____ COUNTY BOARD CHAIRMAN

09-26-018

RESOLUTION

0726055K

RESOLUTION AUTHORIZING THE COUNTY BOARD CHAIR TO ASSIGN
MOBILE HOME TAX SALE CERTIFICATE OF PURCHASE

WHEREAS, pursuant to the authority of 35 ILCS 516/35 the County of Coles, as Trustee for the Taxing Districts, has undertaken a program to collect delinquent mobile home taxes;

AND WHEREAS, pursuant to this program the County of Coles, as Trustee for the Taxing Districts, has obtained a Tax Sale Certificate of Purchase as to the following described mobile home:

4808 PARADISE ROAD LOT#20

PERMANENT PARCEL NUMBER: 10-C-LAKE-00020

As described in certificates(s) : 202190085 sold October 2022

AND WHEREAS, pursuant to public auction sale, LAKELAND ESTATES MHP, LLC., VAL FOSTER, Purchaser(s), has/have deposited the total sum of $915.00 for the purchase of the said Certificate of Purchase and has/have requested that the County of Coles assign to said Purchaser(s) the said Certificate of Purchase and all of the rights of Coles County to obtain a Tax Certificate of Title as to the said mobile home and further, from said payment the County shall receive $216.71 as a return for its certificates(s) of Purchase. The County Clerk shall receive $0.00 for cancellation of certificate(s) , the Tax Revolving Account Fund shall receive $83.29 to reimburse for the charges advanced therefrom; the Auctioneer shall receive $0.00 for services rendered; the Illinois Secretary of State shall receive the sum of $165.00 for issuance of the Tax Certificate Title to said Purchaser(s); The remainder is the amount due the Agent under his contract for services;

AND WHEREAS, it appears to the Finance Committee that Coles County and its taxing districts will be best served by assigning its said Tax Sale Certificate of Purchase to said Purchaser(s) in exchange for the aforesaid payment;

NOW THEREFORE BE IT RESOLVED BY THE COUNTY BOARD OF COLES COUNTY, ILLINOIS, that the County Board Chair is authorized to assign the abovesaid Tax Sale Certificate of Purchase as to the above described mobile home in exchange for payment to the Treasurer of Coles County, Illinois, of the sum of $216.71, which shall be disbursed according to law. This resolution shall be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this _____ day of _____, _____

ATTEST:

_____ CLERK

_____ COUNTY BOARD CHAIRMAN

SALE TO NEW OWNER

09-26-018

09-26-019

RESOLUTION

0726056K

RESOLUTION AUTHORIZING THE COUNTY BOARD CHAIR TO ASSIGN
MOBILE HOME TAX SALE CERTIFICATE OF PURCHASE

WHEREAS, pursuant to the authority of 35 ILCS 516/35 the County of Coles, as Trustee for the Taxing Districts, has undertaken a program to collect delinquent mobile home taxes;

AND WHEREAS, pursuant to this program the County of Coles, as Trustee for the Taxing Districts, has obtained a Tax Sale Certificate of Purchase as to the following described mobile home:

4808 PARADISE RD LOT 130

PERMANENT PARCEL NUMBER: 10-C-LAKE-00130

As described in certificates(s) : 202290030 sold October 2023

AND WHEREAS, pursuant to public auction sale, LAKELAND ESTATES MHP, LLC., VAL FOSTER, Purchaser(s), has/have deposited the total sum of $915.00 for the purchase of the said Certificate of Purchase and has/have requested that the County of Coles assign to said Purchaser(s) the said Certificate of Purchase and all of the rights of Coles County to obtain a Tax Certificate of Title as to the said mobile home and further, from said payment the County shall receive $218.66 as a return for its certificates(s) of Purchase. The County Clerk shall receive $0.00 for cancellation of certificate(s) , the Tax Revolving Account Fund shall receive $81.34 to reimburse for the charges advanced therefrom; the Auctioneer shall receive $0.00 for services rendered; the Illinois Secretary of State shall receive the sum of $165.00 for issuance of the Tax Certificate Title to said Purchaser(s); The remainder is the amount due the Agent under his contract for services;

AND WHEREAS, it appears to the Finance Committee that Coles County and its taxing districts will be best served by assigning its said Tax Sale Certificate of Purchase to said Purchaser(s) in exchange for the aforesaid payment;

NOW THEREFORE BE IT RESOLVED BY THE COUNTY BOARD OF COLES COUNTY, ILLINOIS, that the County Board Chair is authorized to assign the abovesaid Tax Sale Certificate of Purchase as to the above described mobile home in exchange for payment to the Treasurer of Coles County, Illinois, of the sum of $218.66, which shall be disbursed according to law. This resolution shall be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this _____ day of _____, _____

ATTEST:

_____ CLERK

_____ COUNTY BOARD CHAIRMAN

SALE TO NEW OWNER

09-26-019

09-26-020

RESOLUTION

0726057K

RESOLUTION AUTHORIZING THE COUNTY BOARD CHAIR TO ASSIGN
MOBILE HOME TAX SALE CERTIFICATE OF PURCHASE

WHEREAS, pursuant to the authority of 35 ILCS 516/35 the County of Coles, as Trustee for the Taxing Districts, has undertaken a program to collect delinquent mobile home taxes;

AND WHEREAS, pursuant to this program the County of Coles, as Trustee for the Taxing Districts, has obtained a Tax Sale Certificate of Purchase as to the following described mobile home:

4808 PARADISE ROAD LOT#160

PERMANENT PARCEL NUMBER: 10-C-LAKE-00160

As described in certificates(s) : 202190090 sold October 2022

AND WHEREAS, pursuant to public auction sale, LAKELAND ESTATES MHP, LLC., VAL FOSTER, Purchaser(s), has/have deposited the total sum of $915.00 for the purchase of the said Certificate of Purchase and has/have requested that the County of Coles assign to said Purchaser(s) the said Certificate of Purchase and all of the rights of Coles County to obtain a Tax Certificate of Title as to the said mobile home and further, from said payment the County shall receive $207.07 as a return for its certificates(s) of Purchase. The County Clerk shall receive $0.00 for cancellation of certificate(s) , the Tax Revolving Account Fund shall receive $92.93 to reimburse for the charges advanced therefrom; the Auctioneer shall receive $0.00 for services rendered; the Illinois Secretary of State shall receive the sum of $165.00 for issuance of the Tax Certificate Title to said Purchaser(s); The remainder is the amount due the Agent under his contract for services;

AND WHEREAS, it appears to the Finance Committee that Coles County and its taxing districts will be best served by assigning its said Tax Sale Certificate of Purchase to said Purchaser(s) in exchange for the aforesaid payment;

NOW THEREFORE BE IT RESOLVED BY THE COUNTY BOARD OF COLES COUNTY, ILLINOIS, that the County Board Chair is authorized to assign the abovesaid Tax Sale Certificate of Purchase as to the above described mobile home in exchange for payment to the Treasurer of Coles County, Illinois, of the sum of $207.07, which shall be disbursed according to law. This resolution shall be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this _____ day of _____, _____

ATTEST:

_____ CLERK

_____ COUNTY BOARD CHAIRMAN

SALE TO NEW OWNER

09-26-020

09-26-021

RESOLUTION

0726060K

RESOLUTION AUTHORIZING THE COUNTY BOARD CHAIR TO ASSIGN
MOBILE HOME TAX SALE CERTIFICATE OF PURCHASE

WHEREAS, pursuant to the authority of 35 ILCS 516/35 the County of Coles, as Trustee for the Taxing Districts, has undertaken a program to collect delinquent mobile home taxes;

AND WHEREAS, pursuant to this program the County of Coles, as Trustee for the Taxing Districts, has obtained a Tax Sale Certificate of Purchase as to the following described mobile home:

300 E MAIN

PERMANENT PARCEL NUMBER: 11-C-0000-11026

As described in certificates(s) : 202290037 sold October 2023

AND WHEREAS, pursuant to public auction sale, LISA RIECK, Purchaser(s), has/have deposited the total sum of $1,000.00 for the purchase of the said Certificate of Purchase and has/have requested that the County of Coles assign to said Purchaser(s) the said Certificate of Purchase and all of the rights of Coles County to obtain a Tax Certificate of Title as to the said mobile home and further, from said payment the County shall receive $355.86 as a return for its certificates(s) of Purchase. The County Clerk shall receive $0.00 for cancellation of certificate(s) , the Tax Revolving Account Fund shall receive $29.14 to reimburse for the charges advanced therefrom; the Auctioneer shall receive $0.00 for services rendered; the Illinois Secretary of State shall receive the sum of $165.00 for issuance of the Tax Certificate Title to said Purchaser(s); The remainder is the amount due the Agent under his contract for services;

AND WHEREAS, it appears to the Finance Committee that Coles County and its taxing districts will be best served by assigning its said Tax Sale Certificate of Purchase to said Purchaser(s) in exchange for the aforesaid payment;

NOW THEREFORE BE IT RESOLVED BY THE COUNTY BOARD OF COLES COUNTY, ILLINOIS, that the County Board Chair is authorized to assign the abovesaid Tax Sale Certificate of Purchase as to the above described mobile home in exchange for payment to the Treasurer of Coles County, Illinois, of the sum of $355.86, which shall be disbursed according to law. This resolution shall be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this _____ day of _____, _____

ATTEST:

_____ CLERK

_____ COUNTY BOARD CHAIRMAN

SALE TO NEW OWNER

09-26-021

WHEREAS, The County of Coles, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Coles, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

LAFAYETTE TOWNSHIP

PERMANENT PARCEL NUMBER: 06-0-02648-000

As described in certificates(s) : 202200163 sold October 2023

and it appearing to the Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, City of Mattoon, has bid $801.00 for the County's interest, such bid having been presented to the Finance Committee at the same time it having been determined by the Finance Committee and the Agent for the County, that the County shall receive from such bid $173.80 as a return for its certificate(s) of purchase. The County Clerk shall receive $0.00 for cancellation of Certificate(s), the Tax Revolving Account Fund shall receive $126.20 to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive $0.00 for his services and the Recorder of Deeds shall receive $51.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is $801.00.

WHEREAS, your Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF COLES COUNTY, ILLINOIS, that the Chairman of the Board of Coles County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest on the above described real estate for the sum of $173.80 to be paid to the Treasurer of Coles County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this _____ day of _____, _____

ATTEST:

_____ _____

CLERK COUNTY BOARD CHAIRMAN

WHEREAS, The County of Coles, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Coles, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

LAFAYETTE TOWNSHIP

PERMANENT PARCEL NUMBER: 06-0-02825-000

As described in certificates(s) : 202200167 sold October 2023

and it appearing to the Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, City of Mattoon, has bid $801.00 for the County's interest, such bid having been presented to the Finance Committee at the same time it having been determined by the Finance Committee and the Agent for the County, that the County shall receive from such bid $152.92 as a return for its certificate(s) of purchase. The County Clerk shall receive $0.00 for cancellation of Certificate(s), the Tax Revolving Account Fund shall receive $147.08 to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive $0.00 for his services and the Recorder of Deeds shall receive $51.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is $801.00.

WHEREAS, your Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF COLES COUNTY, ILLINOIS, that the Chairman of the Board of Coles County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest on the above described real estate for the sum of $152.92 to be paid to the Treasurer of Coles County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this _____ day of _____, _____

ATTEST:

_____ _____

CLERK COUNTY BOARD CHAIRMAN

09-26-024 **RESOLUTION** 0726904



WHEREAS, The County of Coles, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Coles, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

MATTOON TOWNSHIP

PERMANENT PARCEL NUMBER: 07-1-06132-000

As described in certificates(s) : 202200211 sold October 2023

and it appearing to the Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, City of Mattoon, has bid $801.00 for the County's interest, such bid having been presented to the Finance Committee at the same time it having been determined by the Finance Committee and the Agent for the County, that the County shall receive from such bid $173.80 as a return for its certificate(s) of purchase. The County Clerk shall receive $0.00 for cancellation of Certificate(s), the Tax Revolving Account Fund shall receive $126.20 to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive $0.00 for his services and the Recorder of Deeds shall receive $51.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is $801.00.

WHEREAS, your Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF COLES COUNTY, ILLINOIS, that the Chairman of the Board of Coles County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest on the above described real estate for the sum of $173.80 to be paid to the Treasurer of Coles County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this _____ day of _____, _____

ATTEST:

_____ _____

CLERK COUNTY BOARD CHAIRMAN

SALE TO NEW OWNER 09-26-024

09-26-025 **RESOLUTION** 0726905

WHEREAS, The County of Coles, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Coles, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

MATTOON TOWNSHIP

PERMANENT PARCEL NUMBER: 07-2-12433-000

As described in certificates(s) : 202200263 sold October 2023

and it appearing to the Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, City of Mattoon, has bid $801.00 for the County's interest, such bid having been presented to the Finance Committee at the same time it having been determined by the Finance Committee and the Agent for the County, that the County shall receive from such bid $173.80 as a return for its certificate(s) of purchase. The County Clerk shall receive $0.00 for cancellation of Certificate(s), the Tax Revolving Account Fund shall receive $126.20 to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive $0.00 for his services and the Recorder of Deeds shall receive $51.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is $801.00.

WHEREAS, your Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF COLES COUNTY, ILLINOIS, that the Chairman of the Board of Coles County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest on the above described real estate for the sum of $173.80 to be paid to the Treasurer of Coles County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this _____ day of _____, _____

ATTEST:

_____ _____

CLERK COUNTY BOARD CHAIRMAN

SALE TO NEW OWNER 09-26-025



WHEREAS, The County of Coles, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Coles, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

EAST OAKLAND TOWNSHIP

PERMANENT PARCEL NUMBER: 03-0-03176-000

As described in certificates(s) : 202200131 sold October 2023

and it appearing to the Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, City of Oakland, has bid $801.00 for the County's interest, such bid having been presented to the Finance Committee at the same time it having been determined by the Finance Committee and the Agent for the County, that the County shall receive from such bid $100.72 as a return for its certificate(s) of purchase. The County Clerk shall receive $0.00 for cancellation of Certificate(s), the Tax Revolving Account Fund shall receive $199.28 to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive $0.00 for his services and the Recorder of Deeds shall receive $51.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is $801.00.

WHEREAS, your Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF COLES COUNTY, ILLINOIS, that the Chairman of the Board of Coles County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest on the above described real estate for the sum of $100.72 to be paid to the Treasurer of Coles County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this _____ day of _____, _____

ATTEST:

_____ CLERK

_____ COUNTY BOARD CHAIRMAN



WHEREAS, The County of Coles, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Coles, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

EAST OAKLAND TOWNSHIP

PERMANENT PARCEL NUMBER: 03-0-03205-000

As described in certificates(s) : 202200133 sold October 2023

and it appearing to the Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, City of Oakland, has bid $801.00 for the County's interest, such bid having been presented to the Finance Committee at the same time it having been determined by the Finance Committee and the Agent for the County, that the County shall receive from such bid $152.92 as a return for its certificate(s) of purchase. The County Clerk shall receive $0.00 for cancellation of Certificate(s), the Tax Revolving Account Fund shall receive $147.08 to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive $0.00 for his services and the Recorder of Deeds shall receive $51.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is $801.00.

WHEREAS, your Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF COLES COUNTY, ILLINOIS, that the Chairman of the Board of Coles County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest on the above described real estate for the sum of $152.92 to be paid to the Treasurer of Coles County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this _____ day of _____, _____

ATTEST:

_____ _____

CLERK COUNTY BOARD CHAIRMAN

State of Illinois

County of Coles

AMENDED

RESOLUTION ENACTING A RECURRING MORATORIUM ON LARGE-SCALE DATA CENTER DEVELOPMENTS OVER 5,000 SQUARE FEET

Whereas, Coles County wishes to protect the health, safety, resources, and character of the county; and

Whereas, Coles County understands that small commercial scale data center developments under 5,000 square feet are necessary for operations of small and regional businesses; and

Whereas, Coles County wishes to better understand the impacts of the development of large-scale data centers.

Therefore, Be it Resolved, that a moratorium be placed on all large-scale data center developments over 5,000 square feet. Multiple data-centers that are adjacent to each other are prohibited. The moratorium shall automatically renew every year on September 1st, unless otherwise determined by the County Board through an official resolution ending the moratorium on data centers.

Dated this ____day of _____, 2026.

_____

Chairman

Attest:

_____

County Clerk

Resolution

No. _____

Resolution authorizing application for a Capital Assistance Grant for paratransit vehicle(s) under the Illinois Department of Transportation's general authority to make such Grants.

WHEREAS, The provision and improvement of public transportation and specialized transportation for seniors and individuals with disabilities is essential to the development of a safe, efficient, functional transportation system; and

WHEREAS, The Illinois Department of Transportation has the authority to make such Grants and makes paratransit vehicles available to private non-profits, general public transportation systems or IDOT Certified Public Provider transportation systems providing specialized paratransit service; and

WHEREAS, Grants for said assets will impose certain obligations upon the recipient.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF Coles County:

Section 1. That an application be made to the Office of Intermodal Project Implementation (OIPI), Department of Transportation, State of Illinois, for a financial assistance grant under the Illinois Department of Transportation's general authority to make such Grants, for the purpose of providing paratransit vehicles to Coles County.

Section 2. That the Board Chairman of Coles County is hereby authorized and directed to execute and file on behalf of Coles County such application.

Section 3. That the Board Chairman of Coles County is authorized to furnish such additional information as may be required by the Office of Intermodal Project Implementation in connection with the aforesaid application for said Grant.

Section 4. That that Board Chairman of Coles County is hereby authorized and directed to execute and file on behalf of Coles County all required Grant Agreements with the Illinois Department of Transportation.

PRESENTED and ADOPTED the 8th day of September, 2026.

_____	_____
(Signature of Designated Official)	ATTEST:
Coles County Board Chairman	_____
Title	Title

Revised 7/10/2026

Docusign Envelope ID: 9F7F9336-4756-8404-81A9-D5D7F5360FBB

ROAD USE AGREEMENT

This Road Use Agreement this "**Agreement**" is made this _____[Date] by and between Hayes Solar LLC, a Illinois limited liability company "**Developer**" with offices at 1407 Broadway, 24th Floor, New York, NY, 10018, and Coles County Highway Department the "**County**" with address at 825 18th St. Charleston, IL 61920.

RECITALS

A. Developer is currently developing a solar energy project located in the County of Coles the "**Project**".

B. In connection with the development, construction, and operation of the Project, Developer and its contractors, agents, and representatives collectively "affiliates" will use East County Road 1000 N and N County Road 400 E /Road Description: Bituminous Surface roadway within the County, as shown on **Exhibit A** attached hereto the "Roadways".

C. The County has expressed a concern regarding responsibility for damage to the Roadways caused by Developer during the construction of the Project.

D. The County has asked Developer to enter into this Agreement in connection with permission to use the Roadways.

AGREEMENT

In consideration of the foregoing, the mutual covenants herein contained and other good and valuable consideration (the receipt, adequacy, and sufficiency of which are acknowledged by the parties by their execution), the parties agree as follows:

1. Use of Roadways. The County hereby grants permission to Developer, its affiliates, and their contractors and subcontractors the right to use the Roadways in connection with the development, construction, and operation of the Project. The County execution of this Agreement constitutes its authorization of such use to the extent permitted by applicable law, but the County makes no separate representation or warranty regarding its authority to grant such permission. Developer acknowledges that it is responsible for confirming all necessary permits, rights, or approvals required for its use of the Roadways.

2. Operations. Developer agrees to keep traffic open along the Roadways, except as necessary to make temporary or emergency repairs, and to keep traffic flowing in the same manner as customary on the Roadways.

3. Agreement to Repair Damage. Developer agrees at its sole expense that it shall document via digital recording the condition of the Roadways prior to the start of Project construction and again upon completion of construction activities. In the event damage to the Roadways is caused by Developer (or its contractors, agents, and

representatives), upon completion of construction of the Project, Developer agrees to repair, at its sole cost and expense, such damage. The digital recording and a pre-construction inventory with representatives from the County and Developer will define existing distresses and road conditions. The digital recording and a post-construction survey with representatives from the County and Developer will define post-construction road distress, if any. The Developer will not be required to pay cost, fees or charges for damages that are not attributable to use of the Roadways for construction of the Project. Repairs shall be made to the Roadways within thirty (30) days following completion of the construction of the Project or upon notice by the County. If road damage occurs from solar activities during the life of the solar project, Developer will repair. Solar activity includes maintenance, repairs or replacements and for which maintenance vehicles, heavy equipment or the like are utilized in repairs and upkeep of the solar project.

4. Insurance. Developer agrees, at its own expense, to carry and maintain insurance in commercially reasonable amounts that will cover its operations in connection with the Project including general liability, automobile liability, workers' compensation, and excess liability.

5. Performance Bond. Prior to commencement of construction, Developer agrees, at its own expense, to obtain a bond in the amount of $150,000 (the "**Security**") securing Developer's obligations to repair the Roadways pursuant to this Agreement. Developer will furnish to the County appropriate evidence of the Security and agrees to not commence construction of the Project until such evidence of the Security has been provided to the County. The County may draw on the bond for actual, reasonable, and documented expenses if Developer does not make repairs as required in Section 3 and County makes the repairs. For the avoidance of doubt, once the Developer makes the Roadways repairs to the County's reasonable satisfaction and upon written release by the County, the Developer may terminate the bond.

6. Notices. All notices, requests, consents, and other communications hereunder shall be in writing and be mailed or sent by electronic mail to the receiving party at the address or email set forth below. The date and time of a notice shall be the date and time the electronic mail is sent.

If to Developer:

Hayes Solar LLC
Attn: Tiffiny Chase
1407 Broadway, 24th Floor
New York, NY, 10018
Email: tchase@aspenpower.com

If to County:

Coles County Highway Department
Attn: Rick Johnson
825 18th St., Charleston, IL 61920
Email: rjohnson@co.coles.il.us

7. Captions. Captions contained in this Agreement have been inserted herein only as a matter of convenience and in no way define, limit, extend or describe the scope of this Agreement or the intent of any provision.

Docusign Envelope ID: 9F7F9336-4756-8404-81A9-D5D7F5360FBB

8. Successors and Assigns. All provisions of this Agreement are binding upon, inure to the benefit of and are enforceable by or against the parties and their respective heirs, executors, administrators or other legal representative and successors and assigns. Developer shall have the right to assign this Agreement, in whole or in part, in connection with any financing relating to the Project and/or to any purchaser of the Project's assets.

9. Governing Law. This Agreement and the rights and obligations of the parties hereunder are to be governed by and construed and interpreted in accordance with the laws of the State of Illinois without regard to choice or conflict of laws rules or rule of that state or any other jurisdiction that would cause the application of the laws of any jurisdiction other than the State of Illinois.

Signatures Below

Hayes Solar LLC

DocuSigned by:

By: Dan Gulick
3C29C70CBC5A434...

Name: Dan Gulick

Title: Authorized Representative

Coles County

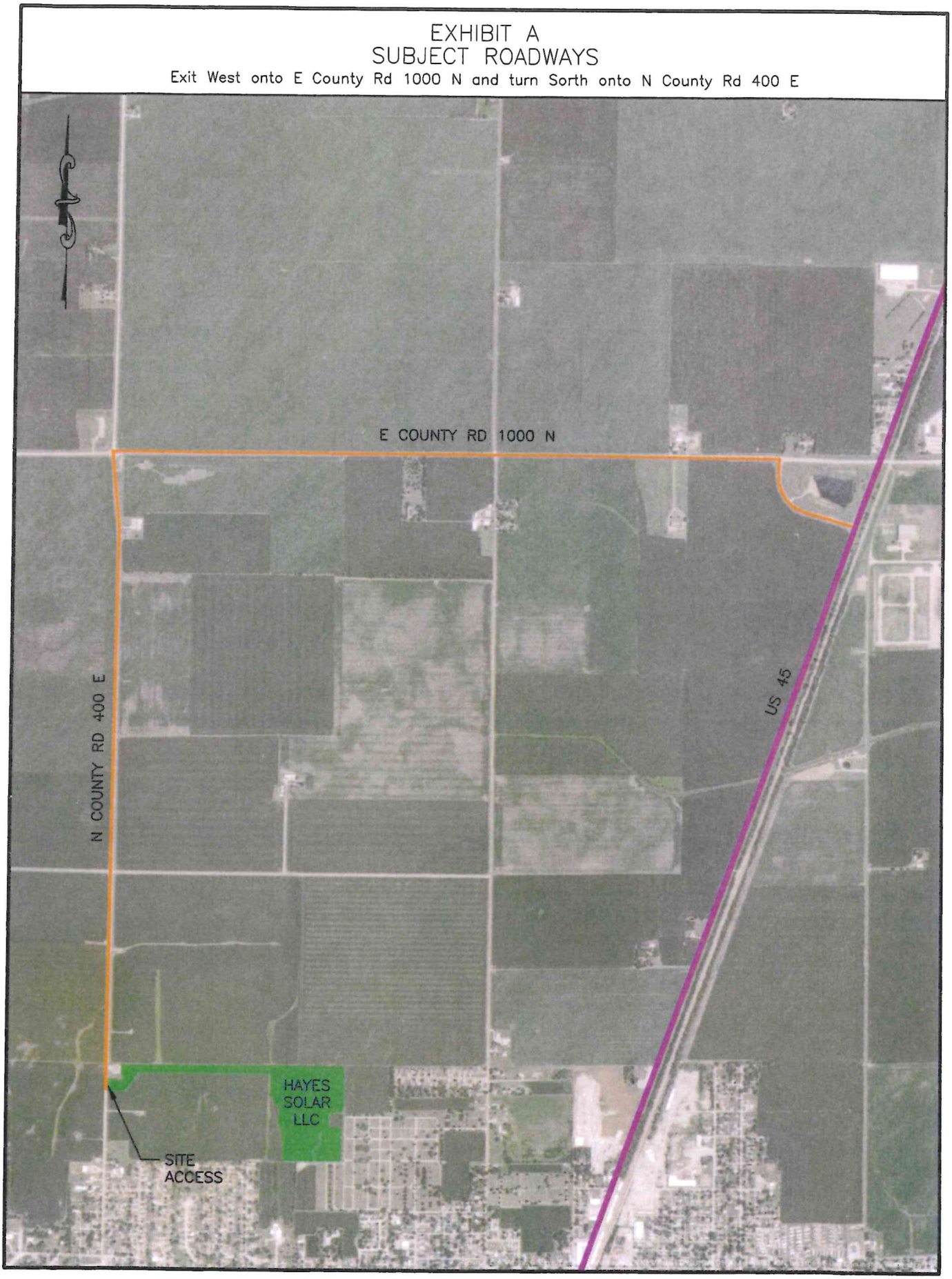
By: _____

Name: _____

Title: _____

EXHIBIT A
SUBJECT ROADWAYS

Exit West onto E County Rd 1000 N and turn Sorth onto N County Rd 400 E



FILE NAME: H:\Projects\26\260312-00-HayesSolar\Eng\Reports\RUA\EX-A ~ Subject Roadways.dwg
DATE/TIME: 7/9/2026 9:27:39 AM
USER: Ryan Gasparini

Coles County, Illinois

Resolution No. 2026 - 002

Resolution Approving Decommissioning Agreement for Glacier Moraine Solar, LLC

(a subsidiary of Earthrise Energy, PBLLC)

WHEREAS, Glacier Moraine Solar, LLC was previously approved for the construction and operation of a Commercial Solar Energy Facility ("Project") pursuant to Coles County;

WHEREAS, the Ordinance approving the Project included certain conditions by satisfied prior to the issuance of any building permits related to the Project;

WHEREAS, those Conditions, included a requirement that a Decommissioning Agreement be approved by the County Board;

WHEREAS, the developer and county have negotiated terms for a Decommissioning Agreement, and counsel has recommended approval of same, attached hereto as Exhibit A, as the proposed Decommissioning Agreement (with supporting exhibits); and

WHEREAS, the County has reviewed and approves the agreement.

NOW, THEREFORE, BE IT RESOLVED by the Coles County Board that the attached Decommissioning Agreement (Ex. A) is approved.

PRESENTED, APPROVED, and ADOPTED by the County Board of Coles County, Illinois this September 8, 2026.

PRESENT 11 AYES 11 NAYS_____ ABSTAIN_____

Darrell Cox

Chair, Coles Count Board

ATTEST:

Clerk of the County Board

Bond No. _____

DECOMMISSIONING BOND

KNOW ALL BY THESE PRESENTS: That we, Glacier Moraine Solar, LLC, a Delaware limited liability company, as Principal, and, Ascot Surety & Casualty Company, a corporation duly authorized under the laws of the State of Colorado, as Surety, are held and firmly bound unto Coles County, Illinois, as Obligee in the maximum aggregate penal sum of One Million Two Hundred Forty Three Thousand Five Hundred and 00/100 Dollars ($1,243,500.00), (herein "Penal Sum") lawful money of the United States of America, to be paid to the said Obligee, successors or assigns; for which payment, well and truly to be made, we bind ourselves, our heirs, executors, successors, administrators and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THE OBLIGATION IS SUCH THAT:

Whereas, the Obligee approved the Coles County Commercial Solar Energy Facility Siting Ordinance dated March 11, 2025 (the "Coles County Ordinance"), which sets forth the terms and conditions that govern the siting approval process, development, construction, operation, maintenance and decommissioning of commercial solar energy facilities in Coles County, Illinois;

Whereas, Glacier Moraine Solar, LLC, was approved for the construction and operation of a solar energy facility, a portion of which is to be located on privately-owned land in Coles County, Illinois with all required above and below ground infrastructure and other improvements, which is known as "Glacier Moraine Solar" (the "Project"), pursuant to Coles County, Illinois Ordinance No. 2025-05 dated September 9, 2025 along with those Conditions of Approval attached thereto as Exhibit A (collectively, the "Approval Permit Ordinance"); and;

Whereas, Ordinance No. 2025-05, included Conditions of Approval ("SUP and Conditions of Approval"), specifically that Glacier Moraine Solar, LLC shall, enter into an agreed upon Decommissioning Agreement and post 100% of the agreed upon Decommissioning Cost Estimate in a Financial Assurance, without a discount for salvage value, prior to the issuance of Building Permits for the project;

Now, Therefore, if the above bounded Principal, his or its heirs, executors, administrators, successors or assigns, performs complete decommissioning pursuant to the decommissioning provisions in the agreed upon decommissioning plan to the satisfaction of the Obligee, and any subsequent version thereof then this Agreement shall become null and void; otherwise it shall be and remain in full force and effect.

Provided further, the parties herein agree and understand that the Principal and the Obligee are parties to an agreed upon Decommissioning Agreement, which includes an agreed upon Decommissioning Plan and an agreed upon Decommissioning Cost Estimate. The parties agree that the agreed upon Decommissioning Agreement shall govern the decommissioning of the project and the County's rights and ability to access the bond funds. The parties acknowledge and agree that the agreed upon Decommissioning Agreement, including the agreed upon Decommissioning Plan and agreed upon Decommissioning Cost Estimate, may be amended from time to time and the parties shall abide by said amendments. To the extent there is a conflict regarding a claim on the Bond between or among the relevant documents governing decommissioning and this Bond and the obligations, the parties agree that the conflict shall be resolved in the following order of preference:

1. Agreed upon Decommissioning Agreement, including Decommissioning Plan and

Decommissioning Cost Estimates (and agreed upon amendments thereto) (the "Decommissioning Agreement");

2. SUP and Conditions of Approval;

3. Coles County Ordinance;

4. This Bond, or any replacement Decommissioning Financial Assurance; and then

5. The Agricultural Impact Mitigation Agreement dated April 8, 2025.

Obligee shall notify Principal and Surety in writing of an Event of Default under the Decommissioning Agreement or conditions that exist which give rise to Principal's obligation to perform its decommissioning responsibilities. Provided, however, that Obligee is not obligated to notify Principal of such conditions within a specified time frame of the occurrence of those conditions, or within a specified time frame of Obligee obtaining knowledge of such conditions.

Provided further, that if the Principal fails to respond to the Obligee's notice of conditions that give rise to Principal's obligation to perform decommissioning as outlined in said agreed upon Decommissioning Agreement, or agreed upon Decommissioning Plan, the Surety shall promptly and at the Surety's sole expense take one of the following actions, subject to the Penal Sum of the Bond:

1. Arrange for the Principal, with consent of the Obligee, to perform and complete the Decommissioning; or

2. Pay the penal sum of the Bond to the Obligee, or a requested portion of the penal sum of the Bond to the Obligee.

Obligee may make a claim upon the Bond for the performance of the decommissioning or partial Decommissioning of the Project. Obligee is not authorized to make a claim(s) upon this Bond unless the Principal fails to perform or complete or pay for the project decommissioning under the terms of the Decommissioning Agreement. In the event the Principal intends to perform and complete decommissioning, Principal shall provide written notice of its intention to do so within 30 days of receipt of notice from the Obligee stating that conditions exist which require decommissioning of the Project or a portion of the Project. If the Principal provides such notice, then Principal must complete decommissioning within 18 months of providing notice to the Obligee of its intention to perform decommissioning. In the event Principal elects to perform decommissioning, then commercially reasonable evidence of activity in furtherance of decommissioning must be provided to the Obligee. In the event commercially reasonable evidence of activity in furtherance of decommissioning is not provided to the Obligee within 30 days of a request from the Obligee, then Obligee may access the decommissioning funds for the purpose of performing decommissioning. If the Obligee requests the release of any funds in writing, then Surety shall pay said funds to the Obligee within 30 days of receipt of a written request for said funds. In the event the Surety disputes that any funds are due and owed, the Surety must identify the specific deficiencies of the request or specific facts demonstrating that the events warranting a claim upon the bond funds have not been satisfied within 14 days of receipt of the request for said funds. Failure of the Obligee to seek decommissioning funds from the Surety within a specified timeframe of the facts warranting decommissioning arising or coming to the knowledge of the Obligee shall not be cause for denial of a request for any funds.

The Parties agree to work cooperatively to achieve the goals of decommissioning, but in no event does the Obligee get to elect the Surety's method of performance under the Bond, except as to compliance with the Decommissioning Agreement.

In the event Surety chooses to arrange for the Principal to perform decommissioning, the consent of the Obligee includes but is not limited to consent to any means or methods of decommissioning which vary from or may be in addition to the agreed upon Decommissioning Plan and lease agreements with landowners.

The Surety may cancel this bond at any time by giving the Obligee sixty (60) days written notice of its desire to be relieved of liability. Principal must file a replacement bond or other Financial Assurance at least thirty (30) days prior to the expiration of date provided by the Surety. In the event that the Principal fails to file a replacement bond or other Financial Assurance at thirty (30) days prior the expiration date provided by the Surety, then the Obligeee may claim the full amount of the penal sum of the bond.

Nonpayment of the premiums associated with this bond will not invalidate this bond and the Surety shall perform any and all of its obligations regardless of said payment. Under no circumstances shall the Obligee be obligated for the payment of any premiums or expenses associated with decommissioning.

The liability of the Surety under this bond and all continuation certificates issued in connection therewith shall not be cumulative and shall in no event exceed the amount as set forth in this bond or in any additions, riders, or endorsements properly issued by the Surety as supplements thereto.

The circuit courts of Coles County, Illinois and the appellate courts of Illinois, shall be the sole and exclusive venue for the resolution of any litigated issues between the parties. The parties agree the law of the state of Illinois shall govern the agreement between the parties.

Notices related to this Agreement shall be provided to:

Obligee	**Surety**	**Principal**
Chairman Coles County Board 651 Jackson Avenue Charleston, IL 61920 With copy to: Coles County State's Attorney 651 Jackson Avenue Charleston, Illinois 61920 With copy to: Coles County Regional Planning Commission 651 Jackson Avenue Charleston, IL 61920	Ascot Surety & Casualty Company Attn: Jen Leuschner P.O. Box 2240 Ridgeland, MS 39158	General Counsel Glacier Moraine Solar, LLC C/o Earthrise Energy 2311 Wilson Blvd, Floor 3 Arlington, VA 22201

TK HEALTH

September 2, 2026

Technical & Cost Proposal

COLES COUNTY

COLES COUNTY

Inmate Health Care Services

Presented to

Coles County Sheriff's Office
Sheriff Kent Martin
22701 7th Street
Charleston, IL 61920

Presented by

Flint Junod, CEO
TK Health
900 NW 12th St.
Oklahoma City, OK 73106
(405) 516-0276
Tax ID: 47-0993028

T+K HEALTH

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Appendix

Copy of Insurance

TK HEALTH

September 2, 2026

Coles County Sheriff's Office
Sheriff Kent Martin
22701 7th Street
Charleston, IL 61920

Sheriff Martin and Evaluation Committee Members:

TK Health appreciates the opportunity to submit our proposal to provide correctional healthcare services for Coles County.

We are excited about the opportunity to discuss a partnership with your County as TK Health continues to expand our presence in Illinois. Since entering the state in 2025 through partnerships with Jefferson and Livingston counties, we have continued to grow there. We added Adams County in 2026 and were awarded a fourth Illinois partnership just this month, with contract negotiations in the final stages.

This continued growth reflects our commitment to serving Illinois correctional facilities and our growing familiarity with the state's correctional healthcare requirements. With an established presence, experienced leadership, and resources already supporting operations in Illinois, TK Health is well positioned to seamlessly welcome another County partner.

We've been selected repeatedly by correctional agencies to replace incumbent healthcare providers, and we've successfully transitioned healthcare operations with minimal disruption. Today, more than half of our partnerships began as healthcare vendor transitions. This demonstrates our ability to stabilize programs, retain qualified staff, improve service delivery, and earn the confidence of correctional leaders.

Staffing is one of the most important factors in any correctional healthcare program. Simply put, no other correctional healthcare company staffs as well as TK Health. We maintain greater than 100% contractual staffing compliance across our partner facilities. We accomplish this through experienced clinical leadership, dedicated recruiters, regional support staff, an internal float pool, and our affiliated medical staffing agency.

TK HEALTH

Our healthcare model follows a whole-person approach that integrates medical, nursing, mental health, and substance use treatment. By addressing physical and mental health needs together, we improve patient outcomes, strengthen continuity of care, and promote a safer, more stable correctional environment.

To further strengthen clinical operations, TK Health offers a proprietary version of CorEMR, an electronic health record system developed specifically for correctional environments. Our version of CorEMR has been refined through years of successful installation across our partner facilities and provides a stable, proven platform for clinical documentation, medication management, provider workflows, reporting, and quality assurance. The implementation of a secure, real-time electronic system, like CorEMR, can improve communication between providers, reduce documentation errors, enhance continuity of care, and support regulatory compliance. The result is a more efficient healthcare operation that can significantly reduce the County's operational and clinical liability.

Finally, our leadership team understands correctional healthcare because we've lived it. Collectively, our executive team has more than 150 years of correctional healthcare experience. Five members of our senior leadership team have personally managed correctional healthcare programs. Our Chief Executive Officer spent nearly a decade serving as a jail Health Services Administrator. Our Chief Operating Officer served for nearly 20 years as General Counsel for a county sheriff's department. Our Chief Medical Officer previously held the same position for a state department of corrections. The hands-on leadership experiences of these and other members of our leadership team shape every decision we make.

We appreciate your consideration and welcome the opportunity to further discuss how TK Health can provide Coles County with a stable, clinically advanced, and cost-effective correctional healthcare program.

Sincerely,

Flint Junod
Chief Executive Officer
TK Health

Certification Statement

I certify that the information contained in this proposal is true, accurate, and complete. I further certify that TK Health is authorized to conduct business in the State of Illinois and has reviewed and understands all requirements, specifications, and conditions set forth in this Request for Proposals (RFP).

TK Health acknowledges that all terms and conditions in this proposal are valid for 120 days from the proposal closing date.

Authorized Representative: Flint Junod

Title: Chief Executive Officer

Signature: 

Date: September 2, 2026

Qualifications & Experience

TK HEALTH

Basic Company Information

- **Legal Company Name:** Turn Key Health Clinics; DBO: TK Health
- **Corporate Headquarters Address:** 900 NW 12th Street, Oklahoma City, OK 73106
- **Year Established:** 2009
- **Total Number of Years Providing Healthcare Services:** 17 years
- **Ownership Structure:** Private
- **Parent Company:** N/A
- **Number of Employees Nationwide:** 1,115
- **Number of Employees Dedicated to Healthcare:** 1,044
- **Primary Contact Information:** Flint Junod, CEO Email: fjunod@tkhealth.care Phone: (405) 516-0276

OUR MISSION & VALUES

TK Health exists to support our patients and law enforcement. We treat our patients with dignity while delivering compassionate care to an underserved community.

- **Collaboration.** We strive to build trust through collaborative relationships with each other, our patients, partners, and the greater communities we serve.

- **Excellence.** We set high standards for ourselves, cultivate continuous improvement, and take pride in the exceptional care we provide.

- **Integrity.** We do the right thing in service to each other, our patients, and partners, even when it's challenging.

- **Compassion.** We believe every person is deserving of high-quality care, dignity, and respect, regardless of their circumstance or situation.

TK HEALTH

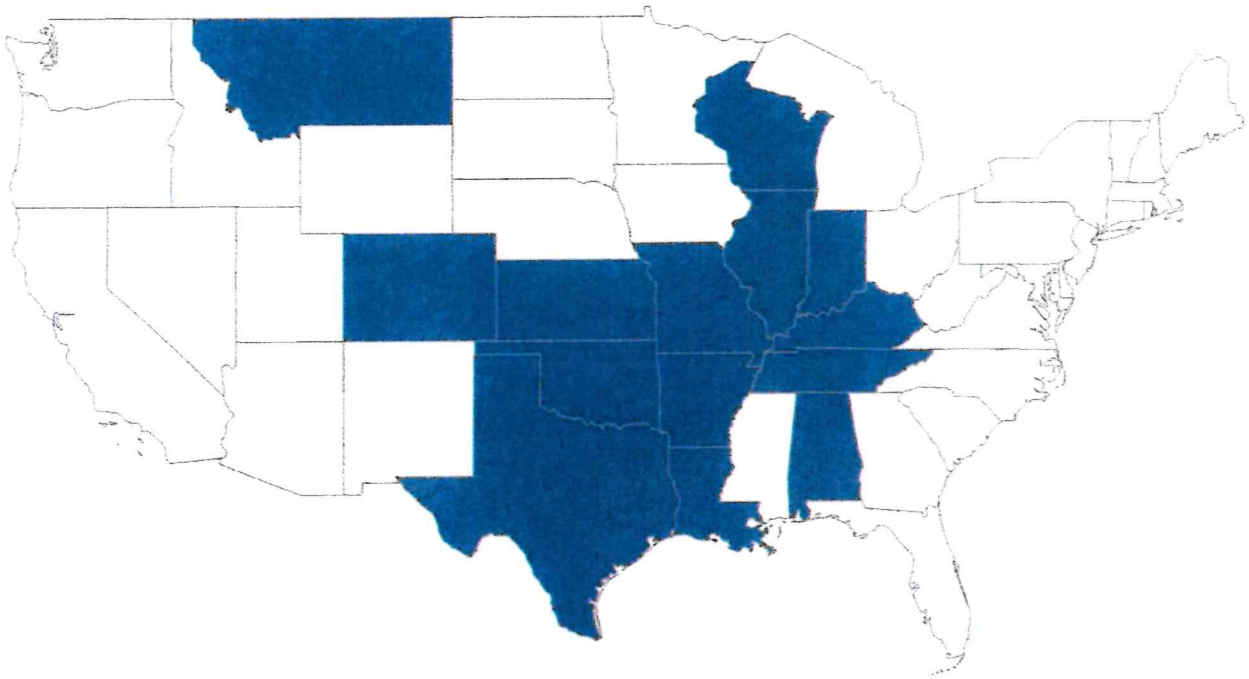
Company Profile

Strong Foundation. Experienced Leadership. National Reach.

TK Health has provided client-focused correctional healthcare services since 2009. Our vision to deliver enhanced, yet affordable, healthcare services to correctional facilities has made us one of the fastest-growing correctional health providers in the nation.

Our executive leadership team boasts more than 150 years of collective experience in correctional healthcare, and most of our senior leadership team members have Certified Correctional Health Professional (CCHP) status with the National Commission on Correctional Healthcare (NCCHC).

Today, we partner with **143** correctional facilities in 14 states: Alabama, Arkansas, Colorado, **Illinois**, Indiana, Kansas, Kentucky, Louisiana, Missouri, Montana, Oklahoma, Tennessee, Texas, and Wisconsin.



We remain committed to our founding purpose: delivering enhanced, yet affordable, healthcare services with the personalized support our partners want, need, and deserve.

TK HEALTH

Company History

Proven Excellence in Correctional Healthcare Since 2009.

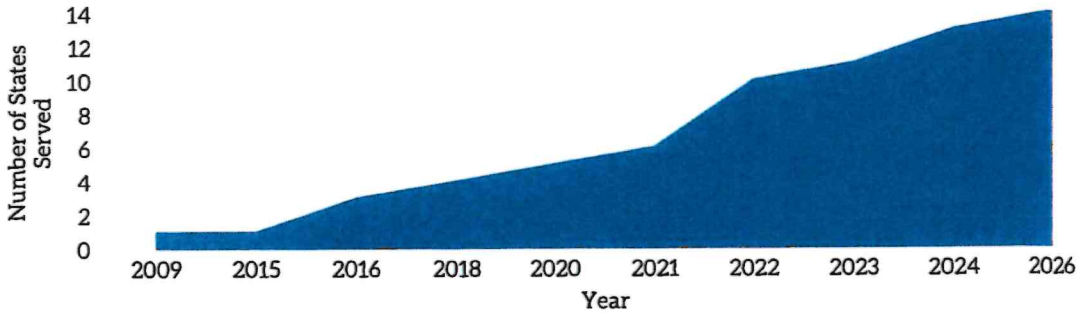
TK Health was founded in 2009 at the request of an Oklahoma sheriff seeking a healthcare provider for a new 550-bed detention center. The sheriff met with national correctional healthcare providers and determined none of them offered the level of personalized support or program commitment he wanted.

The sheriff contacted Sooner Medical Staffing, TK Health's sister company under common ownership. Sooner Medical had established, and still maintains, a remarkable reputation for healthcare staffing in the region. The ownership team decided to step up to the sheriff's challenge. They formed ESW Correctional Healthcare, which became Turn Key Health Clinics in 2014 and began doing business as TK Health in 2024.

By 2015, the company had expanded throughout Oklahoma. The company expanded into Arkansas and Kansas in 2016, then into Illinois in 2025, and continues to grow across the Central and Southern U.S.

Seventeen years after our inception, TK Health now serves more than 140 counties across the heartland.

Growth and Geographic Expansion Over Time



Since 2009, TK Health has expanded deliberately from a single-state operation into 14 states, reflecting sustained growth driven by partner demand and operational capacity.

> ***"TK Health exists to provide compassionate care to those who are in a really hard time in their life."***
>
> Jon Echols
> Co-Founder
> TK Health

TK HEALTH

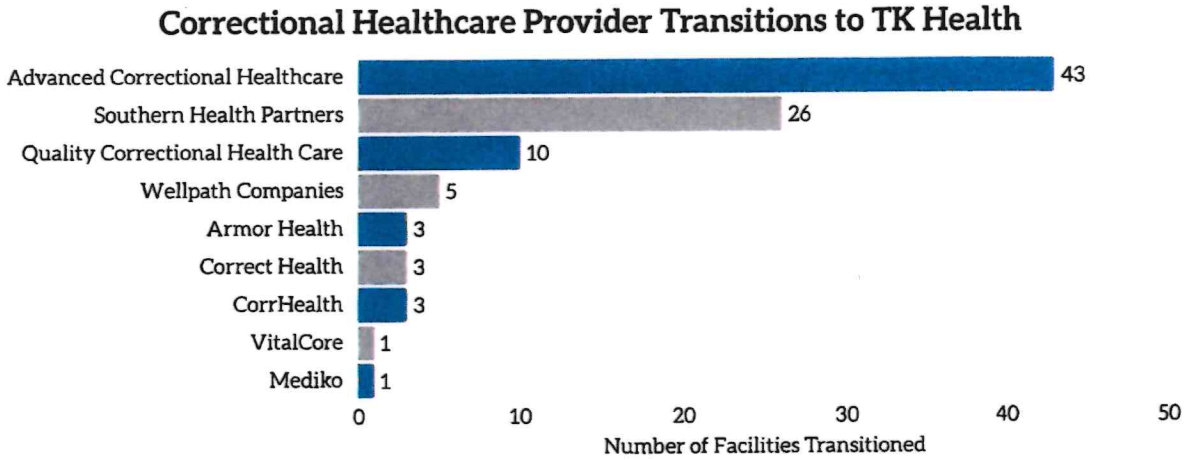
Competitive Analysis

Improving Care. Strengthening Partnerships.

TK Health's partners consistently report improved services delivered at a better overall value. Our integrated medical, mental health, dental, and pharmaceutical programs are tailored to each facility's operational needs while remaining focused on individual patient care and compliance.

This customized approach has reduced unwarranted costs, improved efficiency, and decreased inmate grievances by up to 40%. As a result, TK Health is repeatedly selected to assume healthcare operations previously managed by other correctional healthcare providers. By assuming responsibility for the healthcare program, we reduce the administrative burden on county leadership while delivering a structured, low-stress transition that maintains continuity of care and daily operations.

The following graphic demonstrates TK Health's experience transitioning facilities from national and regional competitors. Today, more than 60% of the operations we serve transitioned to TK Health from another correctional healthcare provider, reflecting our proven implementation process and the confidence correctional agencies place in our team.

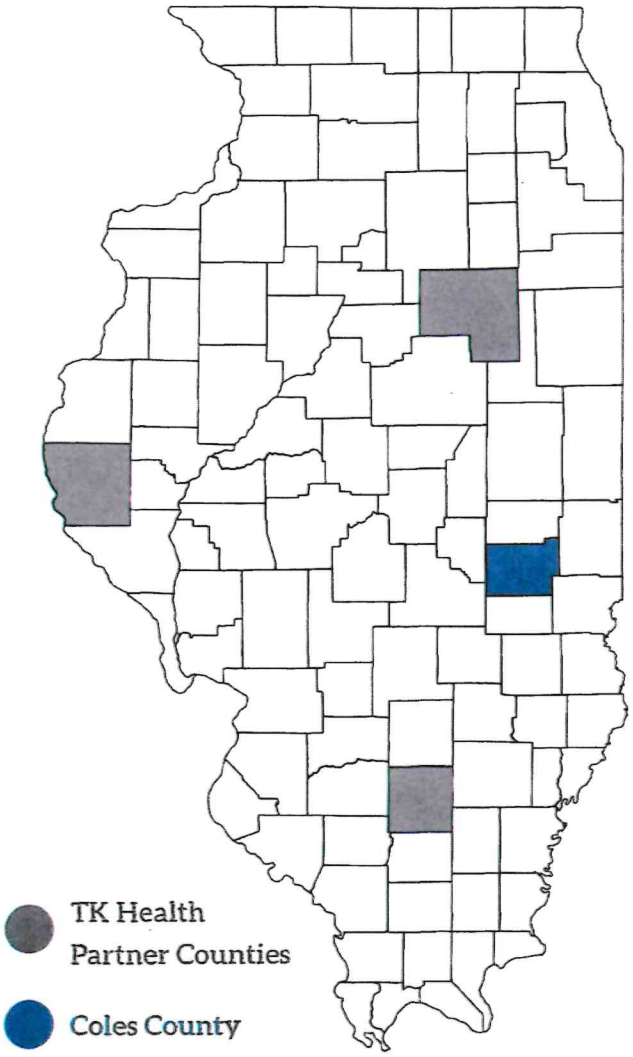


> *"Not only was TK Health able to lower the cost of services, but your enhancements have been nothing short of phenomenal. TK Health's commitment to our agency far exceeds that of our previous provider."*
>
> **Sheriff Damon Devereaux**
> Logan County Sheriff's Office
> Guthrie, Oklahoma
> former ACH client

TK HEALTH

Similar Facility Experience

TK Health brings meaningful experience supporting facilities similar in size and operational scope to Coles County. **We partner with three correctional facilities in Illinois and are in the final stages of contract execution with a fourth facility, following a contract award just this month.** In addition, we serve numerous facilities with comparable average daily populations across the surrounding region. This experience allows our team to apply proven, practical solutions that align with the realities of mid-sized correctional environments, while also leveraging regional resources and leadership support to ensure consistent, professional care.



Illinois Sites

- Jefferson County, ADP: 150
- Livingston County, ADP: 175
- Adams County, ADP: 135

Sites of Comparable Size

Arkansas

- Boone County, ADP: 110
- Carroll County, ADP: 100

Kansas

- Cowley County, ADP: 100
- Lyon County, ADP: 100

Texas

- Houston County, ADP: 100
- Lampasas County, ADP: 100
- San Jacinto County, ADP: 100

Oklahoma

- Custer County, ADP: 110
- Garvin County, ADP: 110
- Lincoln County, ADP: 110
- Mayes County, ADP: 100
- McClain County, ADP: 110
- Woodward County, ADP: 110

Tennessee

- Jackson County, ADP: 110
- Sequatchie County, ADP: 110

TK HEALTH

Scalable Site Experience

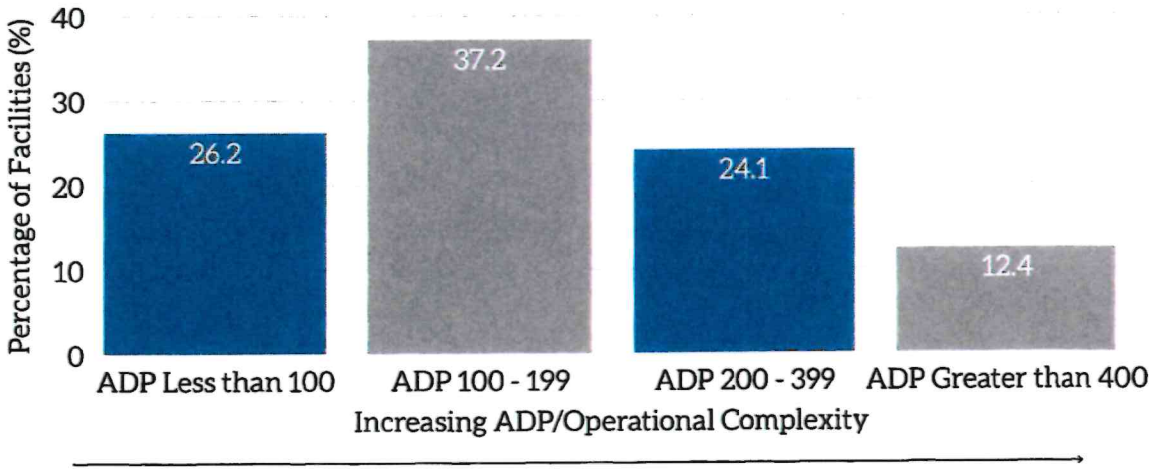
TK Health has extensive experience managing correctional healthcare programs for facilities with average daily populations comparable to Coles County.

Our portfolio is particularly well aligned with Coles County's needs:

- **More than 60% of the facilities we serve have an average daily population between 100 and 399,** where efficient staffing, strong clinical oversight, and effective coordination are essential.
- Nearly one-quarter of our partner facilities fall within the 200 to 399 ADP range.
- Our **regional leadership and established clinical resources** allow us to quickly respond to operational needs while maintaining consistent, high-quality healthcare services.

Our experience serving facilities of similar size has allowed us to develop proven processes that support reliable staffing, continuity of care, and efficient day-to-day operations.

Operational Experience Across Facility Sizes (Average Daily Population)



TK HEALTH

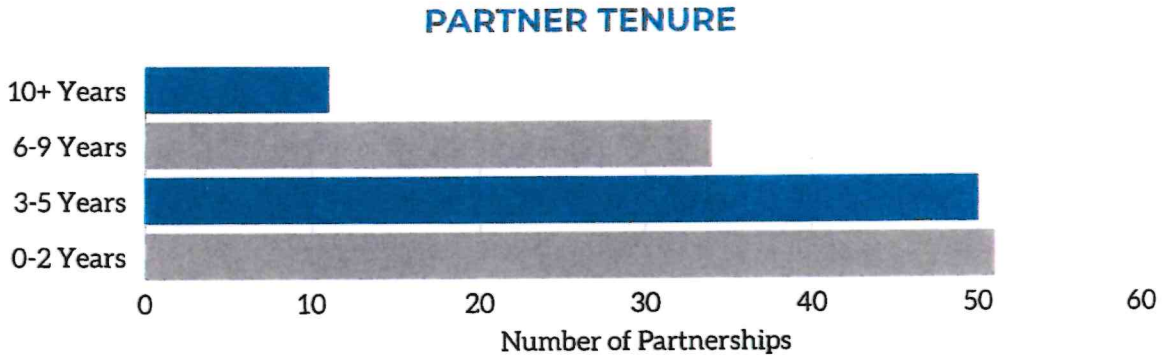
Proven Partnerships

Experience That Delivers Confidence.

TK Health's partner tenure reflects sustained growth and long-standing client confidence, demonstrating our ability to build and maintain durable correctional healthcare partnerships.

While our portfolio continues to expand, a significant portion of our relationships extend well beyond initial contract periods, highlighting consistent performance, operational reliability, and successful program delivery over time.

Our long-term partnerships illustrate an ability to adapt alongside evolving facility needs, regulatory expectations, and population demands, while newer partnerships reflect ongoing trust from agencies seeking scalable, modern correctional healthcare solutions.



OUR ILLINOIS PRESENCE

Building strong partnerships and delivering reliable correctional healthcare in Illinois.



2025

Expanded into Illinois

3

Illinois partner counties, a fourth finalizing soon

TK HEALTH

Communication & Collaboration

Working Together. Supporting Safe, Effective Operations.

Strong coordination between healthcare staff and facility leadership is essential in any correctional environment. TK Health will work alongside Coles County's jail administration to ensure medical and mental health considerations are addressed in a way that supports patient care and the facility's day-to-day operational needs.

TK Health leadership will remain actively engaged with Coles County through routine operational discussions, problem-solving efforts, and collaborative planning when medical or mental health issues intersect with facility operations. Having experienced correctional healthcare leaders involved in those conversations helps reduce communication gaps, improve continuity between departments, and support safer, more efficient daily operations throughout the facility.

OPEN COMMUNICATION

Ongoing, transparent communication between the healthcare team and facility leadership builds trust, clarity, and stronger decision-making.

FACILITY COLLABORATION

We will work alongside County leadership through routine discussions, problem-solving, and collaborative planning.



CLINICAL INSIGHT

Ongoing, timely medical and behavioral health information supports decisions that impact housing, observation, work assignments, and more.

OPERATIONAL COORDINATION

Coordinated efforts help align healthcare considerations with facility operations while maintaining chain of command and operational authority.

PATIENT & FACILITY SAFETY

Integrated healthcare and facility operations lead to better outcomes for patients, staff, and leadership.

Stronger communication. Better coordination. Safer outcomes.

TK HEALTH

Compliance Built Into Every Program

TK Health's clinical, operational, and administrative programs are designed around nationally recognized correctional healthcare standards and decades of experience supporting local, state, and federal detention systems.

NATIONALLY RECOGNIZED STANDARDS

- National Commission on Correctional Health Care (NCCHC)
- American Correctional Association (ACA)
- Illinois Department of Corrections (IDOC)
- Illinois Department of Juvenile Justice (IDJJ)

EXTENSIVE FEDERAL EXPERIENCE

- U.S. Marshal Service (USMS)
- Federal Bureau of Prisons
- Immigration and Customs Enforcement (ICE)
- Bureau of Indian Affairs
- U.S. Department of Justice

EXPERIENCE THAT TRANSLATES TO RESULTS

TK Health has extensive experience supporting correctional healthcare programs operating under county, state, and federal detention requirements, including those within Illinois. Our team understands the operational expectations of Illinois county jails and delivers healthcare services that align with Illinois Department of Correction Jail Standards and other applicable state requirements.

In addition, TK Health partners with numerous Immigration and Customs Enforcement (ICE) detention facilities, giving our team firsthand experience with federal clinical protocols, documentation standards, staffing expectations, and quality assurance measures necessary to support ongoing compliance across multiple correctional environments.

We adapt quickly to jurisdiction-specific requirements while maintaining consistent clinical quality, accountability, and compliance.

TK HEALTH

Site Transitions

TK Health has a strong track record of successfully launching or transitioning healthcare programs in more than 140 facilities. Our leadership team manages clearly defined transition responsibilities, ensuring thorough preparation and consistent execution.

TK Health has extensive experience transitioning correctional healthcare programs from incumbent providers, including in time-sensitive situations. In Rockwall County, Texas, we completed a full operational transition within 72 hours after the prior provider exited without an adequate transition plan. In Morgan County, Tennessee, our Operations Manager was on site and established continuity of care in less than 24 hours following an abrupt vendor departure. In each instance, our focus remained on maintaining uninterrupted clinical services, regulatory compliance, and operational stability for the facility.

TK Health stands ready to begin the transition for Coles County immediately upon contract award and will be fully operational within 90 days or less, while striving to make the process seamless and maintain uninterrupted care throughout.



PROVEN TRACK RECORD
Successfully launched or transitioned healthcare programs in more than **140** facilities.



EXPERIENCED LEADERSHIP
Our leadership team manages clearly defined transition responsibilities for thorough preparation and consistent execution.



READY TO TRANSITION COLES COUNTY
We stand ready to begin immediately upon contract award and will be fully operational in **90** days or less while providing uninterrupted care throughout.

> ***"Bowie County took back operations of its jail after 20 years of being run by a private operator. We ended up choosing TK Health to provide medical services to our facility. The transition went as flawlessly as possible. The daily medical services provided, as well as the communication, have been great. I highly recommend TK Health if you are in the market for medical services in your jail facility."***

Sheriff Jeffrey Neal
Bowie County Sheriff's Office
Texarkana, Texas

TK HEALTH

Financial Standing

Financial Strength. Operational Stability. Proven Results.

TK Health delivers professional, cost-effective correctional healthcare programs supported by strong financial stability and responsible fiscal management.



FINANCIAL SECURITY

TK Health maintains a secure financial position thanks to fiscal discipline, operating efficiency, and a loyal recurring customer base.



LENDER SUPPORT

We maintain a working capital line of credit that can be accessed as needed to support operational growth. However, we have historically funded growth through operating cash flow.



EXCEPTIONAL STRATEGIC GROWTH

On a service-hour-adjusted basis, we increased operational revenue at an average rate of **37%** per year from 2012–25 and continue to grow in 2026 as new clients recognize the unique level of service and commitment we provide.



NOTABLE STABILITY

Throughout our 17-year history, TK Health has **never had an adverse judgment entered against the company** and has never experienced financial distress resulting in bankruptcy or insolvency.

BUILT ON STABILITY. COMMITTED TO EXCELLENCE.

TK Health delivers professional, cost-effective correctional healthcare programs supported by strong financial stability and responsible fiscal management. Our organizational resources and operational structure ensure consistent service delivery and reliable performance, regardless of industry or economic conditions.

TK HEALTH

Protecting Coles County From Risk

Proactive Risk Management. Unmatched Liability Protection.

TK Health aims to shield our partners from legal exposure through experienced leadership, strategic legal partnerships, and a culture of risk prevention. Our proactive approach works to protect your county, team, and taxpayers.

A PROVEN RECORD OF LIABILITY PROTECTION

TK Health's leadership team applies significant legal experience to proactively manage risk and maintain an exceptionally low litigation profile.

- As of May 2026, more than 85% of claims were dismissed by the court, and we have **never incurred an adverse judgment.**
- Many resolved cases were concluded for nuisance value to avoid disproportionate defense costs.
- Other matters were settled, despite strong legal defenses, due to the unpredictability of jury trials and the potential for outsized verdicts unrelated to the actual merits of the case.
- Settlement in these contexts represents prudent risk management, not an admission of fault.

To have settled such a small number of claims over 17 years, while serving potentially more than 33,000 patients daily, is a record unmatched in the industry.



LEADERSHIP THAT SHIELDS YOUR COUNTY

Our leadership team's background in law enforcement and healthcare law uniquely positions TK Health to shield clients from legal exposure. We also strategically partner with leading local defense firms in each state and federal. jurisdiction in which we operate. These firms bring substantial experience defending healthcare providers and public entities in complex litigation.

This localized approach ensures knowledgeable representation grounded in familiarity with regional courts, judges, and procedural norms, while maintaining centralized oversight to promote consistency, cost control, and strategic alignment.

****This page contains confidential and proprietary information belonging to TK Health and is intended solely for the evaluation of this proposal.*

TK HEALTH

References

TK Health considers every client a reference. Please feel free to contact any of our partners to learn more about our services. For your convenience, here is contact information for three of our current partners.



JEFFERSON COUNTY
ILLINOIS

Facility:
Jefferson County Jail, 911 Casey Avenue, Mount Vernon, IL 62864
Contact: Sheriff Jeff Bullard, Sr., Phone: (618) 244-8004
ADP: 150
Contact Length: Feb. 1, 2025 -Current
Scope of Services: Medical, Administrative, Pharmacy, EMR Services



LIVINGSTON COUNTY
ILLINOIS

Facility: Livingston County Jail, 844 W. Lincoln Street, Pontiac, IL 61764
Contact: Lisa Draper, Jail Administrator, Phone: (815) 844-5774
ADP: 175
Contact Length: April 1, 2025 -Current
Scope of Services: Medical, Mental Health, Psychiatry, Administrative, Pharmacy, EMR Services



CHRISTIAN COUNTY
MISSOURI

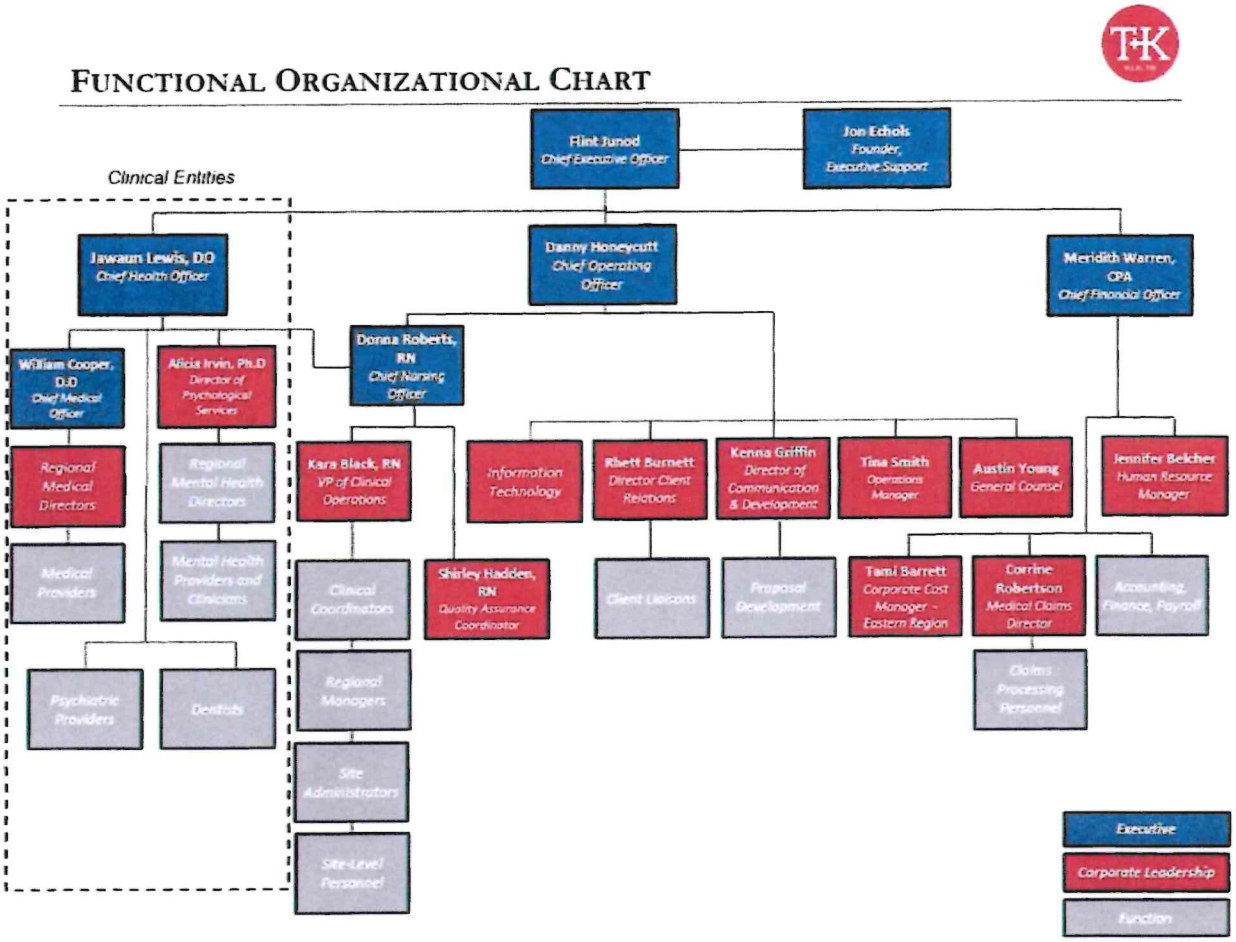
Facility:
Christian County Detention Center, 110 W. Elm St. #70, Ozark, MO 65720
Contact: Sheriff Brad Cole, Phone: (417) 582-5330
ADP: 120
Contact Length: Feb. 1, 2021 -Current
Scope of Services: Medical, Mental Health, Administrative, Pharmacy, EMR Services

TK HEALTH

Organizational Overview

TK Health's organizational structure is led by experienced professionals who understand corrections from the inside out. **Our executive, clinical, and operational leadership teams include correctionally experienced legal counsel, board-certified medical and behavioral health experts, and seasoned regional and clinical operations leaders with extensive backgrounds in correctional healthcare environments.** This experience-driven approach ensures decisions are grounded in practical knowledge of facility operations, security considerations, and regulatory expectations.

To strengthen partnership and communication, TK Health provides dedicated client liaison support that promotes direct communication, responsiveness, and collaboration, ensuring we remain aligned with each facility's operational needs and priorities.



TK HEALTH

Leadership Built on Experience

Real Experience. Real Accountability. Real Partnership.

With TK Health, you are dealing with people who have personally experienced the challenges of site-level jail administration. Our executive leadership team has **more than 150 years of combined correctional healthcare administrative experience.**

We've worked side-by-side with corrections teams, have an understanding of how difficult your jobs can be, and strive to be partners you can trust and rely on.



CEO - NEARLY A DECADE OF ON-SITE EXPERIENCE

Our CEO, Flint Junod, served nearly a decade as a jail Health Services Administrator at multiple facilities, including managing facilities with high operational complexity and demands.

PRACTICAL LEADERSHIP. PROVEN EXPERIENCE.



COO - 17 YEARS AS GENERAL COUNSEL

Our COO, Danny Honeycutt, served for 17 years as General Counsel for a county sheriff's department, including oversight of a correctional facility with an ADP exceeding 2,000.

LEGAL EXPERTISE. OPERATIONAL UNDERSTANDING.



CHO - 25+ YEARS IN PSYCHIATRIC PRACTICE

Our CHO, Dr. Jawaun Lewis, has dedicated his career to helping patients with behavioral health issues and brought more than a decade of previous experience in corrections to his role as CHO.

CLINICAL LEADERSHIP. PSYCHIATRIC EXPERTISE.



CMO - 25 YEARS IN CORRECTIONAL HEALTH

Prior to TK, our CMO, Dr. William Cooper, served for 15 years for a state department of corrections, including the role of the state-wide CMO, leading correctional healthcare operations and clinical programs.

CORRECTIONAL MEDICINE. CLINICAL EXCELLENCE.

- ***ENGAGED LEADERSHIP:*** *Our leaders are accessible, involved, and committed to your success*
- ***HANDS-ON EXPERIENCE:*** *We've worked inside jails and detention facilities and know what it's like.*
- ***UNDERSTAND YOUR WORLD:*** *We understand security considerations, clinical challenges, staffing pressures, and operational demands.*
- ***SITE-LEVEL PARTNERSHIP:*** *We empower site administrators and support your team on the ground.*

TK HEALTH

About Us

TK Health's corporate offices are located in Oklahoma City, Oklahoma. **Our leadership team has extensive, firsthand experience working inside correctional facilities.** Our organization is led not just by business professionals but by people who understand the daily operations, security considerations, and clinical challenges inherent to jail and detention environments. We support our partners through engaged corporate leadership, experienced field and regional staff, site-level administrators, and dedicated support personnel.



Jon Echols, Co-Founder

One of the original founders of TK Health, Jon has more than 16 years of correctional healthcare leadership experience, more than 18 years of healthcare personnel management experience and more than two decades of healthcare law experience.



Flint Junod, Chief Executive Officer, CCHP

Flint Junod joined TK Health in 2014 after working in correctional healthcare since 2005. He leads the TK Health team in fulfilling the mission to support patients and law enforcement by delivering compassionate healthcare to an underserved community. Flint has maintained his Certified Correctional Health Professional (CCHP) credentials with the National Commission on Correctional Health Care since 2009, and he has led multiple facilities through accreditation processes with NCCHC and ACA.



Danny Honeycutt, Chief Operating Officer, CCHP

Danny Honeycutt joined TK Health in 2021 with more than 17 years of public-sector legal experience. He oversees day-to-day operations and personnel for TK Health. Danny earned his Juris Doctor from the University of Oklahoma. His background includes service as General Counsel for the Oklahoma County Sheriff's Office, and participation in the National Sheriffs' Association Legal Advisors Section and the International Association of Chiefs of Police Legal Officers Section. He has the Certified Correctional Health Professional (CCHP) designation through the National Commission on Correctional Health Care.



Meridith Warren, Chief Financial Officer

Meridith Warren joined TK Health in 2020 to oversee the company's financial operations. She has a Bachelor of Science and a Master of Science in Accounting from Oklahoma City University and is a Certified Public Accountant. Before joining TK Health, Meridith spent 10 years as an Audit Senior Manager at an international accounting firm, overseeing audits for governmental, not-for-profit, public, and private-sector entities.

TK HEALTH



Dr. Jawaun Lewis, Chief Health Officer

Dr. Jawaun Lewis joined TK Health in 2016, having worked in psychiatry since 2002. He became the company's Chief Health Officer in 2025, overseeing the company's overall health strategy and ensuring patient well-being. His background includes more than a decade in private practice, experience in jail-based mental health care, and clinical work across acute crisis care, residential treatment, inpatient services, and forensic psychiatry. Before joining TK Health, Dr. Lewis was in private practice for more than 10 years and worked in correctional settings. He has extensive experience in psychiatric care, including private practice, acute crisis care, residential care, inpatient treatment, and forensic care.



Dr. William Cooper, Chief Medical Officer, CCHP-CP

Dr. William Cooper joined TK Health in 2015. As Chief Medical Officer, he oversees clinical strategy and quality of care. Dr. Cooper joined TK Health with experience in family medicine, behavioral health, emergency medicine, and more than 15 years of correctional healthcare with the Oklahoma Department of Corrections, where he previously served as Chief Medical Officer. He is board certified in Family Practice and Correctional Medicine, has the Certified Correctional Health Professional–Physician (CCHP-P) designation through the National Commission on Correctional Health Care, and is a member of the American College of Correctional Physicians.



Donna Roberts, Chief Nursing Officer, CCHP-RN

Donna Roberts joined TK Health in 2018, bringing with her more than 20 years of nursing experience spanning medical-surgical care, cardiac telemetry, surgical practice, and correctional healthcare. During her time at TK Health, she has served in progressive leadership roles, including CQI Registered Nurse, Director of Nursing, and Health Services Administrator. As Chief Nursing Officer, Donna provides executive-level oversight of nursing practice, quality improvement, and clinical compliance across operations, ensuring consistent standards of care, regulatory adherence, and strong support for site-level nursing leadership. She has the Certified Correctional Health Professional (CCHP-RN) designation through the National Commission on Correctional Health Care.



Dr. Alicia Irvin, Director of Psychological Services, CCHP

Dr. Alicia Irvin, PhD, joined TK Health in 2016. Before joining the organization, she worked for the Oklahoma Department of Corrections. She earned her Doctorate in Counseling Psychology from Oklahoma State University in 2008 and is a licensed psychologist in Oklahoma. In her current role, Dr. Irvin provides clinical and administrative oversight of mental health services, ensuring evidence-based treatment, regulatory compliance, and coordinated care for people with mental health needs while supporting and supervising mental health staff. Her areas of specialization include corrections, forensic psychology, juvenile offenders, severe mental illness, and geriatric populations.

TK HEALTH



Kara Black, RN, Vice President of Clinical Operations, CCHP

Kara Black joined TK Health in 2018. Kara helps guide clinical operations for TK Health by overseeing clinical programs and site operations, ensuring the consistent delivery of high-quality, compliant care while aligning clinical performance, staffing, and operational processes with organizational goals. She began her nursing career in 2006 and entered correctional healthcare in 2015. Her experience includes serving as a facility health administrator, leading multiple startup operations, and overseeing healthcare programs at numerous facilities across Arkansas. She is certified by the National Commission on Correctional Health Care.



Stacey Miller, RN, Clinical Coordinator

Stacey Miller, RN, joined TK Health in 2024 and serves as a Clinical Coordinator for Missouri, Illinois, Wisconsin, Kansas, Oklahoma, Montana, and Colorado. She became a Clinical Coordinator after serving in the roles of Regional Nurse Manager and Health Services Administrator. Before joining TK Health, Stacey was the Director of Nursing for the Missouri Department of Corrections and a travel corrections nurse, among other roles. She's been a nurse since 2010.



Jeff Johnson, Mental Health Regional Manager

Jeff Johnson is a Licensed Mental Health Counselor who joined TK Health in 2022 as a Mental Health Counselor and now serves as a Mental Health Regional Manager in Colorado, Montana, Wisconsin, Kansas, Missouri, Illinois, and Indiana. He brought with him nearly a decade of experience working with people from diverse backgrounds and with a wide range of behavioral health needs. His areas of expertise include behavior modification, depression, anxiety, psychosis, trauma, risk assessment, and Eye Movement Desensitization and Reprocessing (EMDR) therapy.



Chasity Jones, Regional Nurse Manager, Illinois

Chasity Jones joined TK Health in 2026 as a Regional Nurse Manager for Illinois, Kansas, and Missouri. Chasity earned her RN in 2014, beginning her career in long-term care before transitioning into correctional healthcare in 2019. She previously served as a Charge Nurse, Health Services Administrator, Assistant Director of Nursing, and Director of Nursing before joining TK Health.

TK HEALTH



Austin Young, General Counsel

Austin Young joined TK Health in 2023 as the company's chief legal advisor. Austin has a Juris Doctor from Oklahoma City University. Licensed to practice in Oklahoma, he is also admitted to federal courts in Oklahoma and Arkansas, as well as the Tenth Circuit Court of Appeals. Before joining TK Health, Austin focused on civil rights and Eighth Amendment litigation, medical malpractice, and appellate practice. His experience includes risk management matters such as employee discrimination claims, nursing board complaints, HIPAA compliance, and drafting complex contracts and agreements.



Rhett Burnett, Director of Client Relations & Risk Manager

Rhett Burnett joined TK Health in 2017, bringing with him more than 35 years of law enforcement experience. Today, he manages the company's partnerships, oversees the client liaisons, and supports operational compliance and transitions into new facilities. Rhett's background includes service as Undersheriff for Cleveland County, District Attorney Investigator, Lead Detective, Patrol Supervisor, Police Trainer, Patrol Officer, and U.S. Air Force Security Police Supervisor and Trainer. He is recognized for expertise in homicide, violent crime, sex crime, fraud investigations, and investigative techniques.



Art Rose, Client Liaison, Illinois

Art Rose joined TK Health in 2023, serving as a Client Liaison between the company and its partners in Kansas, Illinois, Missouri, and Alabama. Art has worked in correctional healthcare since 2011 and brought more than 10 years of experience in local government client relations, account management, and correctional healthcare consulting to the team

Scope of Services

TK HEALTH

Program Introduction

TK Health understands the balance correctional leaders must maintain between delivering excellent healthcare and managing operational and fiscal realities. Our program is built around a whole-patient approach that integrates medical care, mental health services, and compliance oversight into one coordinated system.

Rather than providing isolated services, we deliver a comprehensive framework where experienced correctional professionals, structured staffing models, and innovative systems work together to ensure continuity of care, regulatory compliance, and operational stability.



"As the Sheriff of the County, I sleep better at night knowing that TK Health is responsible for the medical needs at the Craighead County Detention Center."

Sheriff Marty Boyd
Craighead County Sheriff's Office
Jonesboro, Arkansas
former Advanced Correctional Healthcare client

TK HEALTH

Integrated Care Approach

TK Health delivers an integrated correctional healthcare program that treats the whole patient through coordinated medical and mental health services. Our model combines correctional expertise, innovative systems, and structured compliance oversight into one unified operational framework.

Whole Patient Care

Integrated medical and behavioral health services from intake through discharge

- Timely intake screening and clinical evaluation
- Integrated medical and mental health treatment planning
- Daily sick call triage and chronic care management
- Detoxification management and MOUD *(formerly MAT)* capability
- Emergency response

Correctional Expertise and Staffing

Experienced professionals aligned with operational realities

- Consistent and reliable healthcare coverage and provider services
- Nurse staffing aligned with acuity and population needs
- Leadership with extensive correctional experience
- Retention of qualified existing staff when desired

Integrated Operations and Innovation

Training, staffing, services, and technology work together

- CorEMR correctional-specific electronic medical record
- Integrated clinical workflows and standardized protocols

Continuous Quality Improvement and Compliance

Oversight embedded into daily operations

- Structured performance monitoring
- Utilization review and risk reduction practices
- Transparent communication with facility leadership

TK HEALTH

Intake Screening

Our nursing personnel will conduct an initial evaluation for all patients upon presentation by jail staff to identify emergent or urgent health needs, confirm fitness for incarceration, and maintain continuity of care.

Intake screenings are completed in the electronic medical records system using reliable forms with built-in clinical triggers to ensure timely follow-up for higher-risk concerns, such as mental health needs or withdrawal risk. All documentation is electronically dated, time-stamped, and signed by the completing staff member.

During intake, patients are also educated on the Sick Call process and how to request healthcare services.

The Intake Screening includes assessment of:

- Current illness and health problems
- Sexually Transmitted Diseases (STDs) and other infectious diseases
- Medications taken and special health requirements
- Mental illness/retardation or mental instability and predisposition to suicidal tendencies
- Past and present treatment or hospitalization for mental disturbance or suicide
- Observation of mental status and likelihood of suicide or other self-destructive behavior
- Use of alcohol and other drugs, including types of drugs used, mode of use, amounts used, frequency, date or time of last use, and history of problems after ceasing use
- Condition of skin and body orifices, including rashes and infestations, needle marks, or other indications of drug use
- Observations of behavior, including state of consciousness, appearance, conduct, tremor, and sweating
- Observations of body deformities, trauma markings, bruises, lesions, jaundice, ease of movement, etc.
- Referral to appropriate healthcare service on an emergency basis
- Review of a patient's existing prescription medications for continuity of care
- Gynecological history, including pregnancies, when applicable

TK HEALTH

Comprehensive Health Assessment

A TK Health nurse or provider completes a comprehensive health assessment for every patient, including review of the Intake Screening and collection of additional medical, dental, and mental health history. Comprehensive health assessments will take place within 72 hours of presentation.

Providers evaluate any abnormal findings, make appropriate referrals as clinically indicated, and document all assessments in the electronic medical records system. Documentation is electronically dated, time-stamped, and signed by the completing staff member.

This comprehensive screening includes assessment of:

- Review of the Intake Screening
- Recording of vital signs, height, and weight
- Immunization history and initiation of any needed immunizations and therapy
- Tuberculosis test (if not previously administered)
- Laboratory and/or diagnostic tests when clinically indicated or judicially mandated
- Vision and hearing screenings
- Physical examination
- Pap testing for female patients as medically indicated
- Dental screening and hygiene education
- Mental health assessment, including suicide potential and psychiatric screenings
- Review of health history and gathering of any additional data needed to complete the medical, dental, and mental health histories
- Documentation of allergies
- Other tests and examinations as appropriate, required, and indicated

TK HEALTH

Sick Call

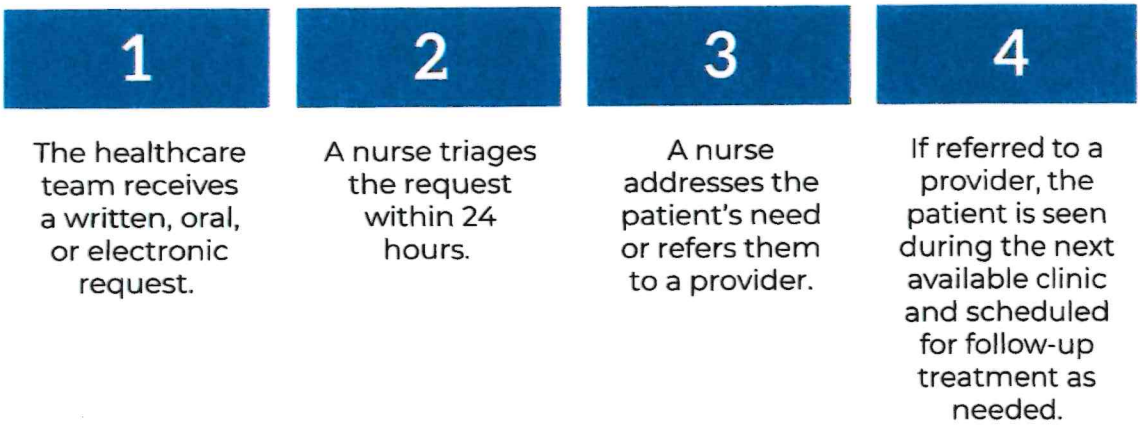
When the TK Health team receives a Sick Call request (written, oral, or via electronic kiosk), they triage the request within 24 hours and schedule the patient for the appropriate level of care.

Nurses see non-urgent requests a minimum of once a day, seven days a week, including holidays. If a patient can't come to the clinic, the nurse goes to them.

Nurses also address non-urgent requests that they can resolve through patient education or over-the-counter medication.

If a nurse can't resolve a patient's issues, they refer them to the facility's provider. Providers handle any emergency requests immediately. If the request isn't urgent, the provider sees the patient at the next possible opportunity.

4 Steps in the Sick Call Process



TK HEALTH

Special Needs Program & Chronic Illness Care

TK Health offers a Special Needs Program for patients who require ongoing medical supervision or multidisciplinary care. The program helps us identify, refer, and treat patients with special needs.

Any patient with long-term healthcare needs related to chronic conditions, acute medical concerns, and/or mental health issues is a special needs patient. These patients may include those who are:

- Diagnosed with communicable diseases
- Physically handicapped
- Requiring ongoing physical therapy
- Frail and/or elderly
- Developmentally disabled
- Pregnant

The healthcare provider will evaluate special needs patients to determine the need for continued services and the frequency of assessments or special treatments.

Our team will document special needs in an updated treatment plan and continue to notify you of special needs patients.

Special Needs Program Overview

- This program is for patients who require ongoing medical supervision or multidisciplinary care, including those with chronic illness or notable mental health concerns.
- The provider will determine what special services or treatments the patient needs and how frequently.
- Our team will document these special needs and inform you that there's a patient with these needs in the facility.

TK HEALTH

Hospital & Off-Site Medical Services

TK Health partners with local hospitals and community providers to streamline off-site care and control costs. Our providers make appropriate outpatient referrals without delay when services can't be managed on-site or require continued specialty care.

For security purposes, patients are not notified of outside appointments. However, facility staff are informed at least one week in advance for routine visits and earlier for surgical or inpatient care. Our on-site team coordinates all outside services, and all care and follow-up are thoroughly documented in the patient's electronic medical record.

Provider Network

To avoid unnecessary delays in scheduling off-site medical visits, TK Health's team will start by confirming the efficiencies of the providers currently utilized. Then, we will expand outside coverage as we identify the need to supplement or replace off-site providers as necessary.

Hospital Discharge

TK Health's team monitors the medical necessity for all hospitalizations throughout a patient's stay and seeks discharge as soon as the patient's medical needs can be effectively met at your facility.

Our team will update you daily on all hospitalized patients' status, prognosis, and plans for return to the facility.

TK HEALTH

Ancillary Services

TK Health partners with local and national ancillary services to help us offer on-site care.

Laboratory Services

TK Health will provide on-site laboratory services. The lab will provide most reporting within 24 hours. A provider will review labs within 48 hours during regular business days and 72 hours on weekends and holidays. The provider will document all lab reports and plans for follow-up care. We will use free lab services through the local health department when possible.

X-ray Services

TK Health will provide mobile X-ray services through a third-party provider. A radiologist will review X-rays and special studies, providing a report with treatment or intervention recommendations within 24 hours of the testing. The medical team will have online access to view the images and X-ray reports. They will log these images, reports, and results in the patient's file. A provider will review these results daily and meet with patients to discuss abnormal results and establish a treatment plan, as needed. The medical team will perform X-ray services on-site whenever possible. Otherwise, they will arrange for X-ray services through a community provider.

Biohazardous Waste Disposal

TK Health will provide for the removal and disposal of biohazardous waste. We will store the waste according to medical standards and work with you to establish a pickup schedule with an area provider. We will store controlled medications, sharps, and surgical instruments in a secured, locked location until pickup.

TK HEALTH

Pharmaceuticals

Patients with medical and mental health issues will receive medications from licensed providers as quickly as possible upon intake to avoid lapses. If a patient received medical or mental health care before incarceration, TK Health's nursing team will attempt to obtain the patient's treatment history and verify medications.

TK Health's electronic records system directly interfaces with our partner pharmacies. When a provider orders medications for a patient after a clinical encounter, the system automatically sends the order to the pharmacy and records it on the patient's record. This automation minimizes delays.

Our medical team conducts scheduled medication administration in the housing units at least twice daily and can fulfill the RFP requirements regarding timing and distribution processes. Our team documents each medication in the patient's chart at the time of administration. We will also establish policies and procedures with your team to provide patients with over-the-counter medications. When patients access non-prescription medications outside of health services, both teams will jointly approve the items and review them annually.

As indicated, TK Health will provide "bridge" medications to discharged patients upon release.

Pharmacy Partnerships

TK Health will provide pharmaceutical services in partnership with corrections-focused pharmacies to obtain medications and further realize cost savings for Coles County.

We frequently cross-reference medication costs with all our pharmacy providers. This ensures we're getting the best prices. We will use a local backup pharmacy when necessary.

A licensed pharmacist will oversee the pharmacy program at your facility.

We will also implement a Pharmacy and Therapeutics Committee to monitor pharmaceutical processes and practices. The committee will help balance efficacy, safety, and cost of certain medications by providing oversight. The committee will meet quarterly and provide your team with meeting minutes and related reports.

TK HEALTH

Mental Health Services Overview

Mental health needs are increasingly recognized as being intertwined with overall patient health and well-being. Our approach focuses on integrating mental health, substance use treatment, and medical care into one coordinated system that supports early identification, timely intervention, continuity of care, and ongoing collaboration among clinical staff.

This integrated model helps ensure patients receive the appropriate level of support throughout their incarceration while also promoting a safer and more stable environment. **Our Chief Health Officer, Dr. Jawaun Lewis, is a psychiatrist who has dedicated the majority of his career to caring for incarcerated individuals. Under his leadership, TK Health brings strong clinical oversight and practical operational expertise to behavioral health service delivery.**

TK HEALTH

Mental Health Assessment

TK Health nursing personnel perform an initial mental health screening of all patients as part of the Intake Screening and a more in-depth assessment soon after.

If nurses identify a patient who may be at risk for suicide or who has a mental illness, they recommend disposition and referral, if appropriate. They also obtain the patient's authorization to release information regarding their mental health history and place them into monitoring or alternative housing, when necessary.

During evaluation, mental health staff will complete a mental health exam and assess the patient's risk level. For patients determined to be at risk of self-harm, mental health staff will complete a Suicide Watch Initial Assessment and start suicide precautions.

If the mental health evaluation indicates that the patient needs ongoing evaluation and treatment, mental health staff will establish a treatment plan, schedule the patient's next session, and make the appropriate referrals, including to the psychiatrist, if necessary.

All patients receive a mental health screening and a more comprehensive mental health assessment. These screenings include assessment of:

- Suicidal ideation
- Current and prior psychotropic medications
- Intellectual functioning
- History of
  - Psychiatric hospitalization and outpatient mental health treatment
  - Suicidal ideation or suicidal behavior
  - Non-suicidal self-injury
  - Alcohol and/or other substance use
  - Substance abuse hospitalization and residential treatment
  - Medically supervised substance use withdrawal and treatment
  - Sexually abusive and/or other violent behavior
  - Sexual, physical, and/or psychological trauma
  - Victimization
  - Special education placement
  - Cerebral injury and/or seizures
  - Suicidal behavior by loved ones
- Recent significant loss, such as the death of a family member
- Availability of family/social support

TK HEALTH

Mental Health Treatment

The TK Health team develops a patient's initial mental health treatment plan at assessment or at a subsequent mental health contact, as necessary. They document the initial plan in the patient's file. If a patient needs ongoing mental health services, the provider creates a comprehensive treatment plan.

The team updates and reviews mental health treatment plans regularly and updates all treatment plans in each patient's electronic medical record.

Each patient with an open mental health case is assigned a Licensed Mental Health Professional (LMHP). The LMHP manages the patient's case, including interacting with the mental health provider in accordance with the patient's treatment plan, monitoring treatment effectiveness, and updating your team on the patient's situation, as needed.

If a patient needs ongoing mental health services, they receive a comprehensive treatment plan that includes:

- DSM-V diagnosis(es)
- Level of necessary mental health care
- Problems and needs relevant to mental health services
- Patient's identified strengths and skills
- Treatment goals and timeframes for goal achievement
- Therapeutic modalities
- Frequency of therapy and/or psychoeducation
- Monthly follow-up plans
- Team responsibilities for treatment plan execution
- Signature of patient indicating agreement with treatment plan
- Mental health provider signature

TK HEALTH

Therapeutic Intervention

TK Health will implement policies and procedures for patients' therapeutic intervention, including sessions about general mental health, sexual abuse, and substance use.

Our team will encourage patients assigned to outpatient and residential levels of care to participate in trauma-informed therapy that's appropriate for their age and gender.

Group sessions may be traditional therapy, skills training, or psychoeducational, depending on the group's needs.

Our team will document each patient's participation in group sessions in their electronic medical record.

They will report quarterly to your team on the number of patients participating in:

- General mental health counseling
- Sexual abuse counseling
- Substance abuse counseling
- Individual counseling

Individual Therapy

Group therapy is the preferred mode of psychological treatment in corrections facilities. However, acutely suicidal or actively psychotic people are sometimes unable to function in a group setting.

Therefore, TK Health will schedule and conduct individual therapy for patients who require this service.

The Licensed Mental Health Professional who conducts the sessions will record the sessions' frequency and therapeutic modality in the patient's mental health treatment plan and document each session in the patient's electronic medical record.

As soon as the patient stabilizes, they will move to group therapy sessions.

TK HEALTH

Crisis Intervention & Disposition

TK Health adheres to national and state detention standards on patient restraint and/or seclusion.

Medical personnel will only order clinical restraints and/or seclusion for patients exhibiting behavior dangerous to themselves or others resulting from a serious medical issue or mental illness.

Our policies specify the following in relation to restraints and/or seclusion:

- Types of restraints and/or conditions of seclusion that may be used
- When, where, how, and for how long
- How proper peripheral circulation is maintained
- Proper nutrition, hydration, and toileting

A provider will order these methods when no other less restrictive treatment is possible. They will make your team aware immediately if this treatment is necessary or if restraints or seclusion may exacerbate an issue.

The healthcare team will assess the patient every 15 minutes and document their condition. They will remove the order as quickly as possible.

Segregation

TK Health also adheres to national and state detention standards for patient segregation.

Our team will review the patient's health records to identify any contraindications to segregation and will notify correctional staff of any such findings.

Additionally, our team will:

- Monitor patients in segregation
- Document all segregation rounds, noting any significant health findings in the patient's health record
- Promptly identify and notify your team of patients who are physically or psychologically deteriorating or exhibiting symptoms of failing health

TK HEALTH

Detoxification

TK Health recognizes that substance withdrawal is one of the highest-risk clinical situations in a correctional setting. More than 60% of people entering U.S. jails have a substance use disorder, making early identification and proactive management essential to preventing serious complications and avoidable deaths. Our evidence-based withdrawal protocols are consistent with guidance from the National Commission on Correctional Health Care (NCCHC), the American Society of Addiction Medicine (ASAM), and the U.S. Department of Justice.

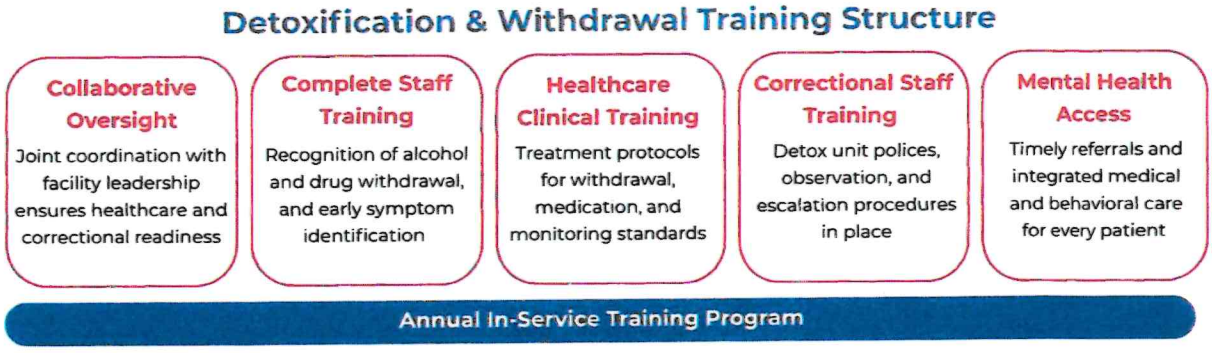
Our withdrawal management program includes:

- Immediate intake screening to identify patients at risk for alcohol, opioid, benzodiazepine, or other substance withdrawal.
- Standardized clinical assessments using CIWA-Ar for alcohol withdrawal and COWS for opioid withdrawal.
- Frequent nursing monitoring in a safe observation area until withdrawal symptoms resolve.
- Ongoing reassessment using CIWA-Ar and COWS to guide medication management and clinical decision-making.
- Immediate transfer to an acute care facility when a patient requires services beyond those safely provided on-site.

This proactive approach supports early intervention, reduces the risk of adverse outcomes, and promotes safe, effective withdrawal management for patients entering custody.

TK Health partners with your team to help ensure healthcare and correctional staff have the knowledge and clinical awareness to identify and respond appropriately to patients experiencing detoxification and withdrawal.

We support this through annual in-service training focused on early recognition, response protocols, staff roles, and coordinated care. When clinically appropriate, patients are also evaluated for Medication for Opioid Use Disorder (MOUD), allowing withdrawal management to transition into evidence-based treatment.



TK HEALTH

Disaster Plan

Your full TK Health team trains and stays ready to respond to any internal or external emergency or natural disaster that may impact your facility.

We provide you with an emergency response plan, which outlines:

- The responsibilities of healthcare staff, including how they notify your team
- Procedures for triaging multiple casualties
- Locations of alternative care sites
- Security procedures for transporting or evacuating patients during emergencies
- Guidelines for using an emergency vehicle
- Procedures for contacting the healthcare team and activating the emergency response system
- Use of one or more designated hospital emergency departments or other appropriate facilities
- Alternate backups for each element of the plan, including charting and other patient documentation
- A defined time frame for response

Disaster Plan Overview

- TK Health is prepared for any emergency or natural disaster that may impact your facility.
- We will provide you with a comprehensive emergency response plan that outlines our procedures for responding to various situations.
- The plan addresses how we would continue providing care for patients while communicating with your team and outside partners.

TK HEALTH

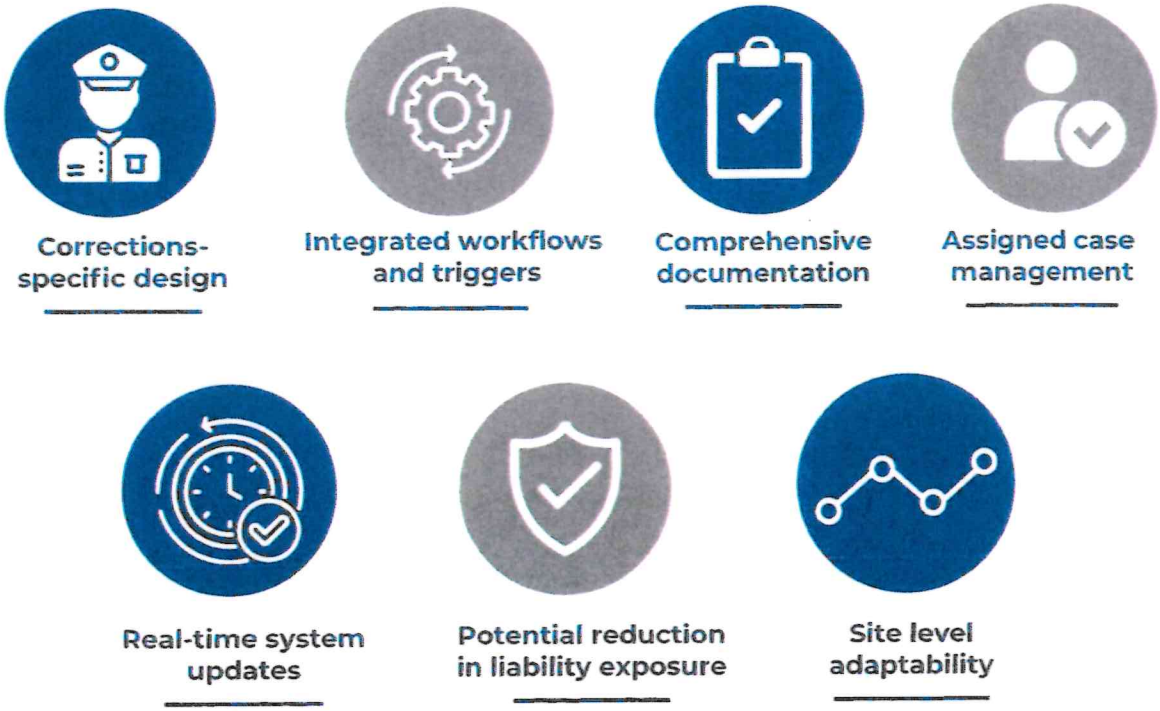
Medical Records Management

TK Health uses an enhanced, proprietary version of CorEMR, a correctional-specific electronic medical record designed around the operational realities of correctional healthcare.

Rather than relying on a generic out-of-the-box platform, TK Health's enhanced CorEMR system has been refined through years of real-world correctional healthcare operations to better support clinical documentation, medication management, compliance tracking, reporting, and day-to-day operational oversight. This correctional-focused approach helps improve workflow efficiency, strengthen defensible documentation practices, support continuity of care, and reduce operational and liability risk for the facility, all at no additional ongoing cost to Coles County.

TK Health maintains all medical records on a HIPAA-compliant, duplicate server system separate from County records systems. We will develop medical records policies and procedures in coordination with facility leadership. Patient access to records will remain restricted in accordance with facility policy and applicable regulations.

KEY BENEFITS OF TK HEALTH'S *CorEMR*



Staffing

TK HEALTH

Recruitment that Strengthens Operations

Our recruitment infrastructure, staffing resources, and regional presence allow us to attract top talent and fill positions quickly. This approach helps minimize disruptions and maintain continuity of care.

OUR PROVEN STAFFING MODEL

RECRUIT	Targeted recruitment of experienced healthcare professionals
LEAD	Engaged leadership that develops our team
SUPPLEMENT	Internal float pool that provides immediate coverage of needs
BACKUP	Rapid clinical support through our affiliated staffing agency
DELIVER	Reliable coverage every day with greater than 100% staffing

RECRUITING FOR STABILITY

REGIONAL PRESENCE

Existing sites in Illinois and local leadership give us access to more candidates, faster.

EXPERIENCED RECRUITERS

Our dedicated recruiters specialize in correctional healthcare and know how to find the right fit.

RAPID RESPONSE

When vacancies occur, we average fewer than 14 days from job posting to employee orientation.

QUALITY HIRES

Rigorous screening and credentialing ensure we place experienced, reliable professionals.

DEPTH OF RESOURCES

Internal float pool and staffing agency under the same ownership give us access to hundreds of credentialed clinicians.

BUILT-IN STAFFING ADVANTAGE

Our affiliated staffing company, Sooner Medical Staffing, gives us immediate access to hundreds of credentialed clinicians if we need additional coverage. This depth allows us to respond quickly to needs and maintain greater than 100% staffing compliance companywide.

TK HEALTH

Retaining the People Who Make a Difference

TK Health believes that valuing our team is the foundation of quality care. **By offering compensation that exceeds the market and our competitors**, we attract experienced providers, retain top talent, and help ensure continuity of care for the populations we serve.

OUR APPROACH TO RETENTION



COMPETITIVE COMPENSATION

Above-market wages help us retain talent and reward our team's hard work.



RESPECT & RECOGNITION

We value our people and show it through appreciation, support, and open communication.



STABILITY & SUPPORT

We provide the tools, leadership, and resources our team needs to succeed every day.



RETENTION OF EXISTING STAFF

We prioritize retaining qualified incumbent staff whenever possible to secure institutional knowledge and enhance continuity of care.



LOWER TURNOVER. BETTER OUTCOMES.

Stable teams reduce turnover, lower liability, and create a better environment for patients and staff.

100%+ STAFFING COMPLIANCE	TK Health maintains greater than **100% staffing compliance companywide.**
LOWER VACANCY RATES	TK Health's **vacancy rate is 13% below national benchmarks.**
RAPID RESPONSE TO VACANCIES	We average less than **14 days from job posting to employee orientation.**
ESTABLISHED IN ILLINOIS	We have established sites in the state with existing resources in place.

TK HEALTH

Staffing Overview

Our proposed staffing model provides Coles County with reliable healthcare coverage, enhanced mental health services, and modern healthcare technology, while also maintaining a cost-effective program.

INTEGRATED, WHOLE-PATIENT CARE

Our staffing model integrates medical and mental healthcare into a coordinated system to improve patient outcomes while supporting facility safety and stability.



Continuity of services | **Integrated treatment** | **Comprehensive care**

EXPANDED MENTAL HEALTH SERVICES

These added services provide meaningful value by expanding access to specialized behavioral healthcare and strengthening the overall continuum of care for your population.

DEDICATED PSYCHIATRIC RESOURCES
Increased access to psychiatric evaluation, medication management, and follow-up care

STRONGER MENTAL HEALTH PROGRAM
Enhances stability, supports better outcomes, and promotes safer facilities

ADDS VALUE TO YOUR PROGRAM
Meaningful clinical enhancement with no surprise costs to Coles County

CorEMR
NO ONGOING COSTS

TK Health will implement our proprietary version of CorEMR, a correctional healthcare EMR platform, at no ongoing cost to Coles County.

CORRECTIONAL-SPECIFIC PLATFORM
Built for the unique needs of correctional healthcare environments

DOCUMENTATION & REPORTING
Improves accuracy, compliance, and visibility into patient care

IMPROVED EFFICIENCY
Streamlines workflows, reduces redundancy, and supports better decision-making

MORE VALUE FOR COLES COUNTY

The combination of expanded psychiatric coverage and implementation of CorEMR provides meaningful clinical and operational enhancements beyond the current service model, improving access, strengthening information, increasing efficiency, and supporting better long-term patient outcomes.

- *Expanded Access*
- *Better Information*
- *Greater Efficiency*
- *Whole-Patient Care*

TK HEALTH

Proposed Staffing

The following staffing matrix demonstrates TK Health's ability to fully meet the County's required medical and mental health coverage levels. Each position and schedule is aligned with the county's specifications to ensure ample clinical presence, appropriate oversight, and regulatory compliance.

PROPOSED STAFFING FOR COLES COUNTY, ADP - 120									
POSITION	**Mon**	**Tues**	**Wed**	**Thur**	**Fri**	**Sat**	**Sun**	**Hrs/ Wk**	**FTE**
DAY SHIFT									
Medical Provider (MD, DO, NP, PA)	Up to 3 hours per week (may include telemedicine)							3	0.08
Registered Nurse	8	8	8	8	8			40	1.00
Psychiatry	Up to 2 hours per week							2	0.05
Mental Health Professional	Up to 20 hours per week							20	0.50
Total Hours / FTE								**65**	**1.63**

** Actual clinic days may change to accommodate the facility and provider workflow.*

Cost Proposal

TK HEALTH

Cost Overview

Transparent Pricing. Purposeful Staffing.

Our pricing reflects the staffing model presented in the proposal and the resources we think are necessary to provide a reliable, well-managed healthcare program.

TRANSPARENT BY DESIGN

Our pricing is built around the actual staffing, clinical resources, and services proposed for your county.

- No hidden assumptions
- No artificially low starting point

BUILT FOR THE PROGRAM

We use our correctional healthcare knowledge and operational expertise to build a staffing model that balances patient care, facility operations, and cost.

- Every position has a purpose

ENHANCED CARE. ADDED VALUE.

The addition of psychiatric services provides greater access to specialized behavioral healthcare, medication management, and treatment planning. CorEMR further enhances the program by streamlining clinical workflows, reducing administrative burdens, improving communication among healthcare staff, and supporting more efficient healthcare operations. Because CorEMR is provided as part of TK Health's services, Coles County receives the benefits of a purpose-built correctional healthcare technology platform without additional software licensing, implementation, or maintenance costs.



Together, these enhancements provide long-term operational and clinical value, allowing Coles County to receive expanded services, modern healthcare technology, and improved efficiency while maintaining a cost-effective correctional healthcare program

TK HEALTH

Cost Table

Coles County Jail Transparent Pricing Model - ADP : 120		Annual Cost
Personnel	Personnel-related costs for nursing, providers, psychiatry, mental health, and support personnel, including benefits	**$259,041.64**
Medical Supplies	TK Health will manage the ordering and utilization of disposable medical supplies required for the healthcare program. The cost of general disposable medical supplies (syringes, gloves, bandages, etc.) will be the responsibility of TK Health. However, the County will be responsible for the costs of durable products and equipment and patient-specific supplies (prosthesis, glasses, CPAP, etc.) required for the program.	**$6,506.26**
Lab, X-ray, Offsite, & Specialty Care Services	TK Health will coordinate and monitor all off-site and specialty services such as labs, X-ray, ambulance services, hospitalizations, ER visits, medical waste disposal, and other specialty services. We will defer claims that can be paid by the patient or another responsible party. Turn Key shall have no financial responsibility for these services. The County shall be responsible for the resolution of claims not paid by the patient or another responsible party. TK Health is willing to review, scrub, and reprice claims and invoices upon request for a $15.00 administrative fee per claim/invoice.	**N/A**
Pharmaceuticals (POOL)	All pharmaceuticals for the treatment of inmates will be managed by TK Health up to an annual limit of $15,000.00 per year (POOL). Should the cost of pharmaceuticals be exceeded in a given year, the County shall be responsible for any additional costs. The POOL shall be utilized as a budgetary management tool only and shall have no impact on any treatment plan initiated by any provider.	**$15,000.00**
Insurance & Legal Fees	Fees associated with maintaining professional and general liability insurance, workers' comp insurance, and any associated attorney and legal fees.	**$24,591.19**
Electronic Health Records (CorEMR)	The fees associated with the implementation and maintenance of CorEMR, including required computer equipment. This does not cover possible third-party JMS fees that cannot be estimated.	**$17,299.45**
Corporate Travel Costs	Auto, fuel, hotel, meals, and other travel costs associated with corporate trips to the operation.	**$3,876.00**
Corporate Services & Marginal Fees	Regional and corporate oversight, payroll, human resources, and other corporate administrative costs associated with supporting the healthcare program.	**$45,347.38**
TOTAL ANNUAL COST		**$371,661.93**

Per Diem Rate

- **Rate:** $0.49 PIPD (Per Inmate Per Day)
- **Applicability:** Calculated on an Average Daily Population (ADP) exceeding 120
- **Structure:** Costs are applied only to the population above the 120 ADP threshold, ensuring a scalable and cost-efficient model aligned with actual census levels.

TK HEALTH

Annual Escalator

TK Health understands that you budget taxpayer funds for our services. We strive to be good stewards of those funds. Annual increases keep pace with the Consumer Price Index (CPI) for medical care and provide salary increases for our on-site medical personnel.

Any contract continuing services with TK Health is subject to an annual increase for the reimbursement of services, as outlined in the table below. The annual increase will begin at the renewal date and each subsequent year thereafter.

Annual Renewals - Option 1: Current Staffing		
	% of Increase	**Annual Cost**
Year 1	N/A	$371,661.93
Year 2	3.25%	$383,740.94
Year 3	3.25%	$396,212.52
Year 4	3.25%	$409,089.43

Potential Scope Changes

Occasionally, there are changes or modifications to local, national, or community standards of care or scope of services, court rulings and interpretations, or state or federal law/statute changes that result in sustained changes in costs. Coverage of costs related to such changes isn't included in this proposal. We would need to address it immediately if such changes arise. Changes such as the opening of new areas in the facility or the construction of additional space are a change in the scope of services and require renegotiation.

TK HEALTH

Cost Containment

TK Health's Cost & Information Management Program allows us to partner with County leadership to help steward resources in an informed, intentional manner.



ON AVERAGE COUNTIES PAY

10%

OF ORIGINAL BILLED CHARGES on legitimate claims after our claim scrubbing process.

OUR CLAIMS MANAGEMENT PROCESS

CLAIM RECIEVED	Claims are collected and submitted.
RIGOROUS SCRUBBING	We review every claim in detail, verify charges, and identify errors and savings opportunities.
VALIDATION	Only accurate, appropriate charges are approved for payment.
TRANSPARENT BILLING	County pays providers directly or receives a single, detailed pass-through invoice.
COUNTY BENEFIT	Lower costs. Greater transparency. Stronger stewardship of resources.

INFORMATION MANAGEMENT

TK reports provide a snapshot of the previous month's activity in a clear, cohesive format.

- Timely reporting you can trust
- Extended reporting available
- Custom reporting tailored to your needs

MEDICAL CLAIMS MANAGEMENT

As your third-party claims administrator, we ensure you pay only appropriate, validated charges.

- Rigorous claim scrubbing
- Billing errors and savings opportunities identified
- Unnecessary costs reduced before payment

COST MANAGEMENT

Our Corporate Cost Manager applies a County-first approach to all other healthcare costs.

- Apply our knowledge of cost options & no-cost provisions
- Source insurance/ reimbursement opportunities
- Reductions in pharmacy, lab, and imaging costs across the board

Appendix

TK HEALTH

Copy of Insurance

ACORD

CERTIFICATE OF LIABILITY INSURANCE

7/9/2027

DATE (MM/DD/YYYY): 7/10/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Lockton Companies, LLC
DBA Lockton Insurance Brokers, LLC in CA
CA license #0F15767
1185 Avenue of the Americas, Ste. 2010
New York NY 10036
(646) 572-7300

CONTACT NAME:
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE — NAIC #

INSURER A: Ironshore Specialty Insurance Co — 25445
INSURER B: Hartford Underwriters Insurance Company — 30104
INSURER C:
INSURER D:
INSURER E:
INSURER F:

INSURED
1579825
Turn Key Health Clinics, LLC
1221 N Francis Ave.
Oklahoma City OK 73106

COVERAGES — **CERTIFICATE NUMBER:** 20237273 — **REVISION NUMBER:** XXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY X CLAIMS-MADE ___ OCCUR X RetroDate: 4/10/2020 GEN'L AGGREGATE LIMIT APPLIES PER X POLICY ___ PRO-JECT ___ LOC X OTHER	N	N	HC7NABSIE006	7/9/2026	7/9/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 50,000 $ XXXXXXX $ Included $ 3,000,000 $ Included $
B	AUTOMOBILE LIABILITY X ANY AUTO ___ OWNED AUTOS ONLY ___ SCHEDULED AUTOS ___ HIRED AUTOS ONLY ___ NON-OWNED AUTOS ONLY	N	N	42 UEC AG6343	7/9/2026	7/9/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ XXXXXXX $ XXXXXXX $ XXXXXXX $ XXXXXXX
	___ UMBRELLA LIAB ___ OCCUR ___ EXCESS LIAB ___ CLAIMS-MADE ___ DED ___ RETENTION $			NOT APPLICABLE			EACH OCCURRENCE AGGREGATE	$ XXXXXXX $ XXXXXXX $ XXXXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N ___ N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			NOT APPLICABLE			PER STATUTE ___ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ XXXXXXX $ XXXXXXX $ XXXXXXX
A	Professional Liability Retro Date: 4/10/2018	N	N	HC7NABSIE006	7/9/2026	7/9/2027		

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of Coverage

CERTIFICATE HOLDER

20237273
Evidence of Coverage

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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