

  
**MINUTES OF A BUILDING AND GROUNDS COMMITTEE MEETING IN THE COUNTY  
OF HANCOCK COUNTY, HELD AT THE HANCOCK COUNTY COURTHOUSE IN THE  
CITY OF CARTHAGE, ON MARCH 14, 2022**

The meeting was called to order by chairman Mark Hanson. Members in attendance were Delbert Kreps, Gary Stansbery, Tom Rodgers, Patsy Davis, Andrew Asbury, Katherine Phillips, and Mark Hanson. Absent was Steven Finney. Visitors included Miranda Lambert and Travis Duffy. Stephanie Swisegood was in attendance to take the minutes of the meeting.

Ms. Lambert presented the 5311 grant. This is for downstate operating systems. This is a federal grant in which we would receive \$55,501. These funds are to use for funds for the public transportation. This grant will need a grant and ordinance to be applied to IDOT. This is the same ordinances that have been presented in the past. We have a notice to the public that we have this in place and process so if anyone has any questions they can attend. The policy and statement will be attached to this application. The last approval needed is the lobbying certification. This states that Hancock County will not use federal appropriated funds to not be used outside of public transportation. It is a grant for nonurban areas for public transportation. Mr. Kreps asked if we sign the back page if we are only getting \$55,000, yes everything needs to be signed. Mr. Hanson stated it will need to be signed at full board. Ms. Lambert stated what she had in the paper was that there will be a public hearing notice for this application on Monday at 10 a.m. at the Hancock County Health Department. Melita Finney and she can answer any questions the public has.

Regarding the FTA assistance, after contacting our program manager for IDOT we need to select that the applicant certifies to the provision of all categories. It states we will be following the federal guidelines in these categories. This will require affirmation of the applicant's attorney who is Ms. Rachel Mast, this is updated every year, and this is for the fiscal year 2022. Mr. Rodgers stated so this is the one that Ms. Mast signs. Ms. Lambert stated that the chairman and Ms. Mast will sign.

Ms. Lambert stated as far as the GATA budget, the only one that receives GATA budget is 5311. The FTA is going to be giving us \$55,501 which goes directly to purchase transportation. This breaks it into categories. Any maintenance, operational or administrative contracts we have for the year, fuel, oil, tires, etc. I did increase this based on the current gas prices. We do not know where things will go this year. This is a 10% increase. We do have additional money available if this is not enough.

Ms. Lambert stated the only thing needed on this grant is the description. They cover 65% of operational and administrative costs for the program. How this contract works is you spend

money upfront and they reimburse you. These grants is what makes public transportation possible in Hancock County. Mr. Rodgers asked if this had been handled by the finance committee in previous years. Ms. Davis stated no it had been us. Last year was probably COVID and you did not notice. Mr. Asbury stated it got postponed. Ms. Lambert stated since this is her first year she wanted to have everything done ahead of time. Mr. Kreps stated that usually Nathan would let him know and he would go and sign the papers. Ms. Lambert stated if we thought of an easier way of getting this done to let her know. Patsy made a motion to pass the item onto to full board. Ms. Phillips seconded this. Ms. Lambert stated that when she was talking to Ms. Wilde-Tillman that this needed to be on the agenda and then it could go on to the board. All members present voted "aye". Ms. Lambert left at 6:51.

Mr. Duffy gave the sheriff's report. There are 30 males and 5 females. The K9 is doing good. The flu is going through the office. There was a baby with a broken leg and he had to go to Peoria. He stated there may be some concerns down the road with gas prices. Mr. Duffy left at 6:53.

During the zoom meeting with Mr. McClurry, we discussed the need for a safety committee. He stated since we are a smaller community that rather than having a whole committee for safety that he recommends adding safety to a current committee's agenda. When you have anyone report any injuries that have happened since the last report, discuss if an accident investigation was done and what the results were. Discuss the causal factors and any corrective actions that you would like to recommend to try to prevent that kind of accident from happening in the future. Mr. McClurry stated as you move forward you will be able to decide by the level of activity you see, just keep putting it on as an agenda item and if the frequency of losses start getting beyond just an agenda item you will see very quickly if you need to form its own unique safety committee. Illinois OSHA handles all public entities. If you are subjected to a random inspection, the OSHA inspectors will look to see if you have a safety committee in place, and if you are documenting it. After this committee is up and running then you will have situational awareness over everything that is going on. Mr. McClurry had sent a sample procedure last month. He stated we did not have to do it all today, it is a goal, you will build up to this over time. The main thing is to put safety on the agenda and review key points. Ms. Davis asked if there was an accident that occurs, who is going to tell us that it happened. Mr. McClurry stated there is a reporting process and he will send Ms. Wilde-Tillman some more information on the reporting process but there is a section on their website. This has step-by-step instructions for how to handle an injury, how to report it, what forms to fill out, etc. Mr. McClurry stated in short the employee who is injured should fill out an injury report, gives it to the supervisor before they leave for the day unless they are incapacitated. Employees need to be trained to turn in forms for all injuries. Supervisors would talk to witnesses and witnesses would make out a report. Mr. Hanson asked do we as a committee contact each office or department in the county before each meeting to make sure nothing has happened or do we leave it up to them to bring it to us. Mr. McClurry stated we will set a process in place. As long as all the

supervisors are trained in what to do, they should fill out the supervisory report and then turn it in to Ms. Wilde-Tillman and she will let the committee know. The zoom meeting ended at 7:14.

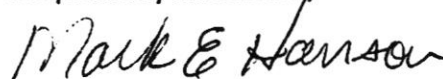
Ms. Phillips asked if this has been done by the board before, Mr. Hanson stated no. She asked if this had anything to do with the K9 incident at the sheriff's department. Mr. Asbury stated no it is a change in state protocol. Mr. Kreps asked if we had ever appointed a FOIA officer. Mr. Hanson replied not to his knowledge. He thought that the clerk and states attorney actually have done that. Ms. Phillips asked if FOIA needs to be done from this committee. Ms. Davis made a motion to make the states attorney the official FOIA officer. Rodgers seconded. All members present voted "aye". Mr. Kreps stated he will take this to full board and have her appointed.

Mr. Asbury made a motion to make the Building and Grounds committee the safety committee and to change the committee name to Building, Grounds, Safety, and Insurance. Mr. Stansbery seconded. All members present voted "aye".

Claims were gone over. Motion to approve the claims and send on to full board approval was made by Mr. Rodgers. Mr. Stansbery seconded. All members present voted "aye".

Ms. Phillips made a motion to adjourn until April 11, 2022, at 6:30 p.m. Mr. Rodgers seconded. All members present voted "aye". Meeting adjourned at 7:45 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Mark E. Hanson". The signature is written in a cursive, flowing style.

Mark Hanson, Chairman