

MADISON COUNTY BOARD

Alan J. Dunstan, *Chairman*
Jack Minner, *Chairman Pro-Tem*
Joseph D. Parente, *Director of Administration*

157 North Main St., Ste. 165, Edwardsville, IL 62025
(618) 692-6200 ext. 4341

Madison County is organized under the township form of County government. The County Board Chairman is elected at large by all of the voters in the County. The Chairman is the chief executive officer of County Government and is responsible for overseeing the daily operations of County departments and coordinating management with other Countywide Officeholders. The Director of Administration works at the direction of the Chairman to carry out Board policy, to assist in the management of Board departments and to coordinate operations with Countywide Officeholders. The Board Chairman appoints the department heads who manage those County offices not under the control of a Countywide Officeholder and coordinates the overall operation of the various offices and departments.

The County is divided into 29 County Board Districts with equal populations. Each district elects one member to the County Board. The Madison County Board functions as the legislative branch of the County Government and is responsible for adopting all ordinances for the governance of Madison County, approves the County budget and levys taxes.

The County Board Chairman presides over the meetings of the County Board and appoints Board members to serve on the standing committees of the Board. These committees maintain an informed relationship with the departments and offices under their oversight. The Chairman of each committee regularly reports to the Board Chairman and the full Board on the operations of their respective departments. The committees study issues within their areas of responsibility that are assigned to them by the Chairman and submit recommendations and resolutions to the full Board for action.

The Chairman-Pro Tem is appointed by the Chairman with the advice and consent of the Board and presides over Board meetings in the absence of the Chairman.

The County Board passes all ordinances, rules and regulations to implement the powers granted to counties. The Board approves all contracts and expenditures, and does all other acts necessary to exercise the corporate powers of the County. It has the authority to levy taxes for the support of County Government operations. The Board has the task of reviewing and adopting the County's annual budget submitted by the County Board Chairman. It purchases and maintains all real and personal property owned by the County. The Board also approves and supervises the use of all federal and state grants.

MADISON COUNTY BOARD MEMBERS
2006 - 2008

District # 1

Judy Kuhn (R) (2010)
16 Primrose Lane
Trenton, IL 62293
654-8281

District #2

Christopher Wangard(R) (2012)
702 Huntley Court
Troy, IL 62294
667-5991

District # 3

William S. Meyer (R) (2010)
9406 St Rt. 140 P.O. Box 7
Hamel, IL 62046
633-2252

District #4

Kelly Tracy (D) (2012)
P.O. Box 421
Marine, IL 62061
887-4656

District # 5

Michelle Ruppert (R) (2012)
3525 Hill Creek
Bethalto, IL 62010
465-3586

District #6

Stephen Adler (R) (2012)
1212 Bridge Park Drive
Alton, IL 62002
550-9539

District. # 7

Mike Walters (R) (2010)
5221 Foxglove Lane
Godfrey, IL 62035
466-0707

District #8

Michael Holiday (D) (2010)
2201 Edwards
Alton, IL 62002
465-6974

District. # 9

Peggy Voumard (D) (2010)
3904 Aberdeen Avenue
Alton, IL 62002
465-7430

District #10

Bruce Malone (D) (2012)
2219 Marquette Dr.
Alton, IL 62002
467-0196

District #11

Jean Myers (R) (2010)
8332 Maple Grove
Troy, IL 62294
667-6577

District #12

Mark Burris (D) (2010)
861 Halloran
Wood River, IL 62095
254-2292

District #13

Steve Brazier (D) (2012)
37 Bert Avenue
East Alton, IL 62024
259-1404

District #14

Nathan Hartman (D) (2010)
515 Vermont
Bethalto, IL 62010
377-0340

District #15

Chris Slusser (R) (2012)
2 Eastmore Ct.
Wood River, IL 62095
254-9400

District #16

Helen Hawkins (D) (2010)
2600 Angela Drive
Granite City, IL 62040
797-6009

District #17

Hal Patton (R) (2010)
101 Pleasant Ridge Dr.
Edwardsville, IL 62025
656-9733

District #18

Jack Minner (D) (2012)
645 Harvard Dr.
Edwardsville, IL 62025
656-8084

District #19

Rick Fancher (D) (2012)
3403 Franklin Place
Granite City, IL 62040
876-8212

District #20

Kristen Novacich (D) (2010)
2828 Dogwood
Granite City, IL 62040
451-2523

District #21

Art Asadorian (D) (2012)
3316 Colgate Place
Granite City, IL 62040
451-1353

District #22

Nick Petrillo (D) (2012)
2230 Cleveland
Granite City, IL 62040
876-5556

District #23

Gussie Glasper (D) (2010)
517 Fillmore Ave.
Venice, IL 62090
451-9549

District #24

Kent Scheibel (D) (2012)
893 Malibu Way
Edwardsville, IL 62025
656-9536

District #25

Allan Schuler (D) (2010)
2 Hansen Drive
Granite City, IL 62040
931-4163

District #26

Brenda Roosevelt (D) (2010)
19 Crestwood River
Glen Carbon, IL 62034
288-2953

District #27

M. Joe Semanisin (D) (2012)
300 Bauer Lane, P.O. Box 1
Maryville, IL 62062
288-7422

District #28

Joyce Fitzgerald (2012)
207 Fairview
Collinsville, IL 62234
344-2743

District #29

Larry Trucano (D) (2012)
#5 Driftwood Lane
Collinsville, IL 62234
344-0013

IDENTIFYING YOUR COUNTY BOARD MEMBER

The easiest way to locate your County Board member is to look on your Voter Registration Card. On the back side of the card, a small box in the upper right hand corner will list the County Board district in which you live. You may also find your County Board District by locating your voting precinct in the following list of precincts in each Board District. The County Board District Map on the following page may also be used as a reference.

VOTING PRECINCTS BY COUNTY BOARD DISTRICT

District:	Precincts:
1.	Helvetia 1,2,3,4,5,6; Saline 4
2.	Jarvis 3,4,5,6,7,8; Collinsville 25,26
3.	New Douglas 1; Alhambra 2; Olive 1,2; Hamel 1,2; Omphghent 1,2; Moro 1,2
4.	Saline 1,2,3; Leef 1; St. Jacob 1,2; Marine 1,2; Alhambra 1
5.	Wood River 17, 27; Foster 1,3,4; Alton 2,15,28
6.	Foster 2; Alton 9; Godfrey 1,2,10,11,12,13,14
7.	Godfrey 3,4,5,6,7,8,9,15
8.	Alton 7,8,11,12,13,19,23,26
9.	Alton 6,16,17, 20, 21, 25,27,29,30
10.	Wood River 20; Alton 1,3,4,5,10,14,18,22,24
11.	Jarvis 1,2; Pin Oak 1,2; Edwardsville 19
12.	Wood River 3,4,7,8,9,10,21,22
13.	Wood River 11,13,14,19,24,25,28,29
14.	Fort Russell 2,4; Wood River 15,16,18,26
15.	Chouteau 2,3; Wood River 1,2,5,6,12,23
16.	Edwardsville 22; Nameoki 5; Chouteau 1,4,5,6,7
17.	Edwardsville 1,2,5,8,9,14,15
18.	Edwardsville 3,4,6,10,13,16,23
19.	Nameoki 6,8,11; Granite City 5,21,22,23,24,29,31
20.	Granite City 2,12,14,18,19,20,27,28; Nameoki 10,12
21.	Granite City 4,6,11,13,16,26,30; Nameoki 3; Venice 10
22.	Granite City 1,7,8,9,10,15,17,25
23.	Nameoki 2,4; Venice 1,2,3,4,5,6,7,8,9; Granite City 3
24.	Moro 3; Edwardsville 12,21; Fort Russell 1,3,5, 6
25.	Nameoki 1,7,9; Collinsville 7,10,13,21,23
26.	Edwardsville 7,11,17,18,20,24,25,26
27.	Collinsville 9,11,14,17,18,19,24
28.	Collinsville 3,4,5,6,12,22
29.	Collinsville 1,2,8,15,16,20

COUNTY BOARD MEETING DATES

The Madison County Board normally meets at 5:00 p.m. on the third Wednesday of each month. The meetings are held in the Nelson Hagnauer County Board Room (Room 203) in the Madison County Administration Building at 157 N. Main Street, Edwardsville, Illinois. The meeting dates for Fiscal Years 2009 and 2010 are listed below. These meeting times and dates are subject to change. The official weekly calendar of meetings is kept up to date by the Madison County Clerk, Suite 109, Administration Building, Edwardsville, IL 62025, 618 692-6290. The meeting calendar is also posted on the Madison County Website at www.co.madison.il.us.

Fiscal Year 2009

Wednesday, December 17, 2008
Wednesday, January 21, 2009
Wednesday, February 18, 2009
Wednesday, March 18, 2009
Wednesday, April 15, 2009
Wednesday, May 20, 2009
Wednesday, June 17, 2009
Wednesday, July 15, 2009
Wednesday, August 19, 2009
Wednesday, September 16, 2009
Wednesday, October 21, 2009
Wednesday, November 18, 2009

Fiscal Year 2010

Wednesday, December 16, 2009
Wednesday, January 20, 2010
Wednesday, February 17, 2010
Wednesday, March 17, 2010
Wednesday, April 21, 2010
Wednesday, May 19, 2010
Wednesday, June 16, 2010
Wednesday, July 21, 2010
Wednesday, August 18, 2010
Wednesday, September 15, 2010
Wednesday, October 20, 2010
Wednesday, November 17, 2010

RULES OF THE MADISON COUNTY BOARD

I. ORGANIZATION OF COUNTY BOARD

- a. The Board shall meet at the time prescribed by State Statute following the General Election at which County Board members are elected to seat the newly elected members. The County Board Chairman shall appoint a member of the Board to serve as Chairman Pro Tem for a term of two (2) years, with the approval of a simple majority of the Board.
- b. The County Board Chairman and Board members shall receive such compensation as set by Board resolution as provided by State Statute.
- c. Vacancies on the Board or in the position of County Board Chairman due to resignation or death shall be filled under the procedures prescribed by State Statute.

II. BOARD MEETINGS

- a. Regular meetings of the Board shall be held as required by State Statute and at such other times as may be determined by the Board.
- b. The Board shall by resolution set the date, time and place of all regular meetings of the Board at the initial organization meeting after each General Election. The schedule of meetings shall cover the two year session of the Board and shall be followed unless changed by Board resolution.
- c. Special meetings of the Board shall be held when requested by at least one-third of the members of the Board. Such requests shall be addressed in writing to the Clerk of the Board and shall specify the time, place and purpose of the meeting. The Clerk shall make such notice to Board members and the public as is required by State Statute.
- d. The County Board Chairman shall preside over the meetings of the Board. The Chairman Pro Tem shall preside in the absence of the Chairman.
- e. Members shall be seated by districts as determined by the Board.
- f. Robert's Rules of Order Newly Revised shall govern in all cases when not set aside by rules adopted herein.
- g. The County Clerk shall prepare an agenda for each regular meeting and special meeting of the Board. The agenda shall be sufficiently itemized to inform Board members and the public of the business to be considered by the Board. Any Board member may place an item on the agenda by notifying the County Board Chairman and the Clerk of the Board. Such items to be placed on the agenda shall be communicated to the County Board Chairman and the Clerk of the Board by 12:00 noon on the fourth (4th) working day prior to the appropriate meeting, and may be referred to the appropriate committee by the County Board Chairman.

- h. New Business items shall be referred by the County Board Chairman to a committee he/she deems appropriate for consideration. Such items shall be considered at the committee meeting following the Board meeting at which they were introduced. The committee shall report back to the full Board with the its recommendation not later than the second Board meeting following the introduction of the item. The committee may recommend that the Board approve the item, not approve the item, approve the item with the committee's recommended amendment or request an extension of time to consider the matter further. The resolution shall be reintroduced in its original form and may be passed, defeated or passed with amendments according to the wish of the Board.
- i. A majority of the Board shall constitute a quorum for the transaction of business. All questions that arise shall be determined by a simple majority voice vote of those present, except as otherwise provided by statute or herein.
- j. Any member may demand a roll call vote on any question. The member demanding the roll call vote and the vote of each member shall be recorded in the minutes.
- k. Votes of the Board involving the appropriation of funds, approval of the annual budget and tax levy, the issuance of bonds or other instruments of debt, approval of collective bargaining agreements and the fixing of salaries shall be by roll call vote.
- l. All questions involving the transfer of funds within the County Budget and appropriations and immediate emergency appropriations as provided by State Statute, shall require a two thirds (2/3) majority vote for passage and be by roll call.
- m. All members present shall be required to vote. However, it is the duty of a Board member to determine whether or not that Board member has a conflict of interest regarding any matter pending before the Board. In the event of a conflict, it shall be the duty of the Board member to withdraw from any consideration of the matter, to inform the Board of the conflict and to refrain from voting on any such matter.
- n. No member may speak more than once or longer than three (3) minutes on the same subject without approval by the County Board Chairman. This rule may be suspended by a 2/3 majority vote of the County Board.
- o. No member shall leave before the formal close of the day's session without notifying the County Board Chairman.
- p. The Order of Business at Board meetings shall generally be as follows:
 - i. Pledge of Allegiance
 - ii. Roll Call
 - iii. Public Input
 - iv. Approval of Minutes
 - v. Presentation of Communications
 - vi. Appointment Recommendations
 - vii. Consent Agenda
 - viii. Standing Committee Reports & Resolutions

- ix. New Business
 - x. Recess or Adjournment
- q. Procedure for Public Input at County Board Meetings
- i. Fifteen minutes shall be set-aside at the beginning of each County Board meeting for the purpose of allowing members of the public or county employees to make comments to the County Board or ask questions.
 - ii. Each speaker shall be allowed three minutes to address the Board.
 - iii. Anyone wishing to address the Board will be required to pre-register by filing a completed Request To Address The Board Form with the County Clerk's Office by 12:00 noon on the second working day before the Board Meeting day, (e.g. on the Monday preceding a Wednesday County Board Meeting).
 - iv. The County Board Chairman will have the prerogative to determine the order of the speakers and the procedures to be followed in making the presentations.
 - v. There will be no audio/visual aid allowed during the public input period.
 - vi. All speakers will be required to address the Board from the designated location in the Boardroom, using the microphone provided. All comments will be recorded and made part of the official record of the meeting.
 - vii. The Chairman will refer all questions to the appropriate Board Committee, Elected Official or Department Head for a response at a later date.
 - viii. No dialogue between the speakers and Board members will be allowed.
 - ix. Each presentation shall be in consonance with good taste and decorum befitting the occasion and the dignity of the meeting. Shouting, loud statements, threats, name calling, offensive personal references or other improper conduct are strictly forbidden.
- r. The County Board Chairman shall determine the procedures to be followed should any person wish to video tape or otherwise record the Board meeting.

III. BOARD COMMITTEES

- a. Standing Committees exist as created by resolution of the Board.
- b. Committee meetings may be called by the committee chairman or by a majority of the committee members.

- c. A majority of the committee members shall constitute a quorum for transacting business. All questions that arise shall be determined by a simple majority voice vote of those present, except as otherwise provided by statute or herein.
- d. Committees shall set a regular meeting date each month. Notice of all meetings shall be placed on the County Board Calendar, which is maintained by the County Clerk. Committee Chairmen are responsible for placing all committee meetings on the calendar and providing an agenda of each meeting. All meetings shall be held in compliance with the Illinois Open Meetings Act. Sufficient notice of changes of meeting dates and times must be given to the County Clerk to allow compliance with the Open Meetings Act.
- e. Minutes shall be kept on all committee meetings, including separate minutes of any executive sessions, with copies sent to the County Clerk's Office for distribution to committee members. A file of minutes for each committee shall be kept in the County Clerk's Office to be used by Board members and the public. All minutes of executive sessions shall be kept in a separate file by the County Clerk, with disposition of them handled according to law.
- f. All committees shall report to the Board in writing, stating their findings and opinions on items referred to them. The report and/or resolutions shall be signed by the majority of the committee present. A minority report may be presented and, if so presented, shall be signed by the minority members.
- g. All items to be placed on the Board agenda shall be communicated to the County Board Chairman and the Clerk of the Board by 12:00 noon on the fourth (4th) working day prior to the appropriate meeting.
- h. All Board members shall notify the Chairman of their committees if they are going to be unable to attend a committee meeting twenty four (24) hours in advance. If such notification is not possible, a Board member who is going to be absent from a committee meeting is asked to notify the County Board Office as soon as possible.
- i. A portion of a Committee meeting may be set-aside at the discretion of the Committee Chairman for the purpose of allowing members of the public or county employees to make comments to the Committee or ask questions. The Chairman shall have the prerogative to determine the order of speakers and the procedures to be followed in making presentations. Each presentation shall be in consonance with good taste and decorum befitting the occasion and the dignity of the meeting. Shouting, loud statements, threats, name calling, offensive personal references or other improper conduct are strictly forbidden.
- j. The Committee Chairman shall determine the procedures to be followed should any person wish to video tape or otherwise record the Committee meeting.

IV. COUNTY BOARD CHAIRMAN

- a. The County Board Chairman shall appoint the members of the standing and special committees established by Board resolution, with the approval of the Board. The Chairman shall be an ex-officio member of all Board committees. Committee assignments shall remain until the next County Board election and qualification of members, unless changed by action of the Chairman of the County Board.
- b. The County Board Chairman shall implement the decisions and policies of the Board. The County Board Chairman shall appoint the Director of Administration, Department Heads and other Officials as required by statute, with approval of the Board.
- c. The County Board Chairman shall appoint members of public boards, commissions, and committees as are required by Illinois Statutes. These appointments shall be subject to approval by simple majority vote of the Board.
- d. The County Board Chairman will work with the Director of Administration and County Auditor to prepare a draft County Budget for presentation to the Finance & Government Operations Committee for consideration and recommendation to the full Board. In preparing the draft budget the County Board Chairman may consult with other Board Committee Chairmen, Elected Officeholders and Department Heads as the Chairman determines to be appropriate and necessary. The draft budget shall be presented to the Finance & Government Operations Committee by September 15th of each year.
- e. Any ordinance passed, adopted or otherwise enacted by the Board shall be presented to the County Board Chairman before it becomes effective. If the County Board Chairman approves such ordinance, resolution or motion, he shall sign it and it shall become law on the date prescribed; if not, he/she shall return it to the Board within ten (10) business days with his objections and the Board shall proceed to reconsider the matter at its next meeting, to be held within thirty (30) business days of the Board's receipt of the County Board Chairman's objections. If after such reconsideration a majority of the members of the Board pass such ordinance, it shall become effective on the date prescribed but not earlier than the date of passage following reconsideration. If any ordinance is not returned by the County Board Chairman to the Board within ten (10) business days after it is presented to him, it shall become effective at the end of the tenth (10th) day. (As per the provisions of 55 ILCS 5/2-1005.)

V. COUNTY BOARD OFFICE – DIRECTOR OF ADMINISTRATION

- a. The County Board Office shall assist any County Board member or County Board committee in drafting resolutions and shall provide typing assistance or photocopying service related to Board or committee business.
- b. The Director of Administration, under the direction of the County Board Chairman, shall coordinate and implement the actions of the County Board and shall attend County Board Committee meetings as required.

- c. The Director of Administration shall act as staff advisor to the County Board Chairman for the overall management of all departments under the jurisdiction of the Board and shall provide, under the direction of the County Board Chairman, administration and management oversight to these offices, as well as coordination of operations with Elected Officeholders.

VI. MISCELLANEOUS MATTERS

- a. The County Auditor and County Treasurer shall present financial reports at each Board meeting up to the first day of the month in which the meeting is held showing receipts, disbursements, investments and balances in each of the County budgets and funds.
- b. The County Auditor shall assist and advise the Board in all matters of finance and contracts, and specifically assist and advise the County Board Chairman and Government & Finance Operations Committee in the preparation of the annual County budget.
- c. The County Auditor shall audit all financial reports and statements of Officeholders and Department Heads when due, whether made pursuant to State Statute or by direction of the County Board Chairman and Board.
- d. The County Clerk, as Clerk of the Board, shall keep the County Calendar of meetings, post agendas and notify Board members of committee meetings.
- e. The County Clerk shall provide a copy of the proceedings of all regular and special meetings of the Board to each Board member at least five (5) working days before the next regular meeting of the Board.
- f. The County Clerk shall mail the agenda for each regular and special Board meeting, or provide e-mail notification of the agenda's availability on the County's website, not less than three (3) working days prior to the scheduled regular or special Board meeting.

COUNTY BOARD COMMITTEES 2008-2010

Buildings & Facilities Management

Peggy Voumard, Chairman
Chairman
Jean Myers
Joe Semanisin
Mark Burris
Bruce Malone
Art Asadorian
Stephen Adler

County Institutions

Kent Scheibel, Chairman
Nick Petrillo
Hal Patton
Peggy Voumard
Kristen Novacich
Joyce Fitzgerald
Christopher Wangard

Finance & Government Operations
Committee

Jack Minner, Chairman
Michael Holliday, Sr.
Larry Trucano
Kelly Tracy
Allan Schuler
Chris Wangard
Michelle Ruppert

Grants

Allan Schuler, Chairman
Bruce Malone
Chris Slusser
Gussie Glasper
Joyce Fitzgerald
Judy Kuhn
Bill Meyer

Government Relations

Mark Burris, Chairman
Jack Minner
Nick Petrillo
Judy Kuhn
Mike Walters
Brenda Roosevelt
Peggy Voumard

Sewer Committee

Kristen Novacich, Chairman
Rick Fancher
Allan Schuler
Helen Hawkins

Health Department

Michael Holliday, Sr., Chairman

Kent Scheibel
Mark Burris
Helen Hawkins
Judy Kuhn
Christopher Wangard
Joyce Fitzgerald

Information Systems

Jean Myers, Chairman
Michael Holliday, Sr.
Chris Slusser
Kelly Tracy
Steve Brazier
Rick Fancher
Art Asadorian

Judiciary

Michelle Ruppert, Chairman
Steve Brazier
Gussie Glasper
Hal Patton
Mike Walters
Nathan Hartman
Kent Scheibel

Personnel & Labor Relations

Steve Adler, Chairman
Joe Semanisin
Jean Myers
Rick Fancher
Brenda Roosevelt
Jack Minner
Michael Holliday, Sr.

Planning & Development

Bill Meyer, Chairman
Jack Minner
Helen Hawkins
Brenda Roosevelt
Jean Myers
Kelly Tracy
Michelle Ruppert

Public Safety

Gussie Glasper,

Bruce Malone
Art Asadorian
Chris Slusser
Nathan Hartman
Judy Kuhn
Stephen Adler

Real Estate Tax Cycle

Larry Trucano, Chairman
Kristen Novacich
Nick Petrillo
Steve Brazier
Mike Walters
Hal Patton
Michelle Ruppert

Transportation

Joe Semanisin, Chairman
Rick Fancher
Nathan Hartman
Larry Trucano
Bill Meyer
Mike Walters
Mark Burris

Executive Committee

Alan Dunstan, Chairman
Jack Minner
Joe Semanisin
Kent Scheibel
Gussie Glasper
Mark Burris
Mark Burris
Michael Holliday, Sr.
Michelle Ruppert
Bill Meyer
Kristen Novacich
Larry Trucano
Allan Schuler
Peggy Voumard
Joyce Fitzgerald
Chris Wangard
Jean Myers

COUNTY BOARD COMMITTEE RESPONSIBILITIES

Buildings and Facilities Management Committee

- Oversees Facilities Management Department
- Recommends needs for new or remodeled facilities
- Recommends janitorial and waste disposal services
- Oversees utility management
- Approves or recommends Board approval of expenditures according to purchasing ordinance

County Institutions Committee

- Oversees County Museum
- Provides liaison with Regional Superintendent's Offices, Child Advocacy Center, Veteran's Assistance Commission and Community Mental Health Board
- Recommends needs for new programs and facilities
- Approves or recommends Board approval of expenditures according to purchasing ordinance

Executive Committee

- Works with all Departments and Elected Officials
- Provides a forum for discussion of issues impacting major policy decisions
- Direct labor negotiations
- Hears and decides grievances concerning Department Heads and other management personnel according to Personnel Policies
- Supervises overall planning of general operations of County government

Finance and Government Operations Committee

- Oversees Support Services, Safety and Risk Management
- Provides liaison with Auditor, County Clerk, Recorder and Treasurer
- Provides general liaison with other Elected Officials as needed
- Approves or recommends worker's compensation and general liability settlements, and property and stop loss insurance coverage
- Works with County Board Chairman to develop and recommend an annual budget and tax levy ordinance
- Authorizes and takes formal bids according to purchasing ordinance and refers bids to appropriate committees and departments for review and recommendation
- Approves or recommends Board approval of expenditures according to purchasing ordinance

Grants Committee

- Oversees Community Development and Employment and Training Departments
- Provides liaison with Workforce Development Board and Park and Recreation Grant Commission
- Reviews grant opportunities and recommends approval of grant applications
- Makes recommendations on all loans and grants made to developers and municipalities/townships
- Approves or recommends Board approval of expenditures according to purchasing ordinance

Government Relations Committee

- Works with all Departments and Elected Officials to identify needed legislative changes
- Provides liaison between County and other local governments (municipalities, townships and special purpose districts)
- Works with County Board Chairman to develop County's legislative agenda and to communicate legislative needs to State and Federal legislative contingents

Health Department Committee

- Oversees Health Department
- Works with Health Advisory Committee to develop program priorities and to prepare periodic updates to the IPLAN
- Provide liaison between County Health Board (County Board) and other State and local government entities and other groups relative to issues concerning public health and bioterrorism responses

Information Systems Committee

- Oversees Information Systems Department
- Recommends needed enhancements to the County's information management facilities, including local area networks, mainframe operations, telephone systems, e-mail, intranet and internet applications
- Coordinates operation of the payroll system
- Provides liaison between County Board and Elected Officials relative to information system priorities
- Approves or recommends Board approval of expenditures according to purchasing ordinance

Judiciary Committee

- Provides liaison with Circuit Court, Circuit Clerk, State's Attorney, Sheriff –Jail operations, Probation and Court Services, Juvenile Detention Home, Public Defender and Jury Commission
- Works with appropriate Elected Officials to coordinate criminal justice operations and recommend changes in procedures

Personnel and Labor Relations Committee

- Provide liaison between County Board and Elected Officials concerning personnel and labor relations issues
- Oversee the personnel and labor relations aspects of the operations of County Board Departments
- Oversee County's health benefits program and recommend program changes
- Recommend stop loss insurance coverage
- Oversee County employee benefit programs and recommend necessary or desirable changes
- Hear and decide grievances under appropriate labor agreements and County Board personnel policies
- Review and approve all employee related functions such as health fairs and fund raising events

Planning and Development Committee

- Oversee Planning and Development Department
- Provides liaison with Zoning Board of Appeals and County Regional Planning Commission
- Recommends needed amendments to the County's Zoning Ordinance, Environmental Regulations, Subdivision Regulations, Mobile Home Regulations and Building/Housing Codes
- Review and approve subdivision plats
- Review and recommend action on Zoning Board of Appeals decisions
- Oversee County's solid waste inspection and recycling programs
- Provide liaison between County Board and Illinois Environmental Protection Agency
- Oversee the County's involvement in regional, State and Federal storm water control programs
- Approves or recommends Board approval of expenditures according to purchasing ordinance

Public Safety Committee

- Oversee Emergency Management, Animal Control and License Investigation Departments
- Provide liaison with 9-1-1 Emergency Management Telephone System, Sheriff – Patrol Operations and Coroner
- Review and recommend emergency management plan

- Works with appropriate Departments and Elected Officials to coordinate County's ability to respond to public safety and emergency response situations, including police activities, criminal investigations and homeland security issues
- Provide liaison between County Board and Humane Society and State/Federal law enforcement agencies
- Works with County Board Chairman (Liquor Commissioner) to enforce County Liquor Ordinance and liquor license issues
- Approves or recommends Board approval of expenditures according to purchasing ordinance

Real Estate Tax Cycle Committee

- Oversees County Assessment Office
- Provides Liaison with Board of Review
- Works with County Departments and Elected Officials to coordinate and manage the real estate tax cycle
- Provide liaison between the County Board and property trustee contract manager
- Recommend actions necessary for the County Board to carry out its responsibilities as property trustee for delinquent tax properties
- Approves or recommends Board approval of expenditures according to purchasing ordinance

Sewer Facilities Committee

- Oversees the Sewer Department (Special Service Area #1)
- Recommends and oversees additional special services areas as desirable or necessary
- Monitors State and Federal regulations concerning sewer facilities
- Provide liaison between the County Board and regional sewer systems as necessary
- Approves or recommends Board approval of expenditures according to purchasing ordinance

Transportation Committee

- Oversees the Highway Department
- Recommends the purchase and sale of rights of way
- Provide liaison between the County Board and the Madison County Transit District
- Provides liaison between the County Board and the State and Federal Departments of Transportation
- Monitor IDOT and Federal DOT programs, policies and regulations
- Approves or recommends Board approval of expenditures according to purchasing ordinance

MADISON COUNTY ELECTED OFFICIALS

Auditor

Rick Faccin (D)
157 N. Main Street, Ste. 382
Edwardsville, IL 62025
(618) 692-6200 Ext. 4575

Circuit Clerk

Matt Melucci (D)
155 N. Main Street, Ste. 120
Edwardsville, IL 62025
(618) 692-6240

Coroner

Stephen P. Nonn (D)
157 N. Main Street, Ste. 354
Edwardsville, IL 62025
(618) 692-7478

County Clerk

Mark Von Nida (D)
157 N. Main Street, Ste. 109
Edwardsville, IL 62025
(618) 692-6290

Recorder

Daniel Donohoo (D)
157 N. Main Street, Ste. 211
Edwardsville, IL 62025
(618) 692-8919

Sheriff

Robert Hertz (D)
405 Randle Street
Edwardsville, IL 62025
(618) 692-6087

State's Attorney

William A. Mudge (D)
157 N. Main Street, Ste. 402
Edwardsville, IL 62025
(618) 692-6280

Regional Superintendent

Dr. Robert Daiber (D)
157 N. Main Street, Ste. 438
Edwardsville, IL 62025
(618) 692-6200 Ext. 4530

Treasurer

Fred Bathon (D)
157 N. Main Street, Ste. 125
Edwardsville, IL 62025
(618) 692-6260

THIRD JUDICIAL CIRCUIT COURT

Ann Callis, *Chief Judge*

155 North Main Street, Fourth Floor, Edwardsville, IL 62025
Phone: (618) 296-4576

CIRCUIT JUDGES

Ann Callis
Barbara Crowder
David Hylla
John Knight
A.A. Matoesian
Charles Romani
Dennis Ruth
Richard Tognarelli
Daniel J. Stack

ASSOCIATE JUDGES

Duane Bailey
Tom Chapman
Ellar Duff
David Grounds
James Hackett
Clarence Harrison
Janet Heflin
Keith Jensen
Ralph Mendelsohn
Nelson Metz
Kyle Napp
Stephen Stobbs

Court Locations:

Courthouse (296-4580)
Criminal Justice Center (296-4580)
Granite City Area Court (877-6721)

Alton Area Court (462-5712)
Collinsville Area Court (344-3813)

155 N. Main St., Edwardsville, IL 62025
500 Ramey St., Edwardsville, IL 62025
Granite City Hall, 2000 Edison, Granite
City, IL 62040
1700 E. Broadway, Alton, IL 62002
125 S. Center, Collinsville, IL 62234

Probation Community Correction Centers:

Madison (451-2047)
East Alton (258-0021)
Edwardsville (296-5127)

1539 3rd Street, Madison, IL 62060
211 N. Shamrock, East Alton, IL 62024
130 Hillsboro, Ste 200, Edwardsville, IL
62025

MADISON COUNTY DEPARTMENT ADDRESSES

Dept. Name	Phone	Official/Director	Address
Animal Control	692-1701	David S. Hall, DVM	8501 State Route 143
Auditor	296-4011	Rick Faccin	Ste. 382, Admin. Bldg.
Board of Review	692-6210	Kerry Miller	Ste. 222, Admin. Bldg.
Chief Co Assessment Off	692-6270	Debra Ming-Mendoza	Ste. 229, Admin. Bldg
Child Advocacy Center	296-5366	Carrie Cohan	Wood River Facility
Circuit Clerk	692-6240	Matt Melucci	Ste. 120, Courthouse
Alton Traffic Div	462-3213	Matt Melucci	1700 E. Broadway, Alton
Collinsville Traffic Div	343-3376	Matt Melucci	125 S. Center, Collinsville
Circuit Court	296-4580	Chief Judge Ann Callis	4th Floor, Courthouse
Community Development	692-8940	Cheryl Jouett	130 Hillsboro
County Board	296-4341	Alan Dunstan	Ste. 165, Admin. Bldg.
County Clerk	692-6290	Mark Von Nida	Ste. 109, Admin. Bldg.
County Coroner	692-7478	Stephen P. Nonn	Ste. 354, Admin. Bldg.
County Historical Museum	656-7562	Suzanne Dietrich	715 North Main
Criminal Justice Center – Court	296-4580	Chief Judge Ann Callis	Criminal Justice Center
Criminal Justice Center – Cir Clerk	692-6240	Matt Melucci	Criminal Justice Center
Director of Administration	296-4341	Joseph D. Parente	Ste. 165, Admin. Bldg.
Emergency Management	692-0537	Larry Ringering	Ste. 33, Admin. Bldg.
Employment & Training	692-8942	David Stoecklin	Wood River Facility
Environmental Lab	296-5234	Frank Miles	Ste. 53, Admin. Bldg.
Facilities Management	296-4494	Marty Siglock	Ste. 57, Admin. Bldg.
Health Department	692-8954	Toni Corona	Wood River Facility
Highway Department	296-4540	Gary Stahlhut	7037 Marine Road
Information Systems	296-4555	Patrick Morrison, Sr.	Ste. 29, Admin. Bldg.
Jury Commission	296-4599	Linda Murray	Ste. 6, Courthouse
Juvenile Detention Home	692-1002	Steve Bowker	100 W. Fifth Avenue
Law Library	296-5921	Kay Pile	Basement, Courthouse
License Investigation	296-5205	Frank Hanfelder	Ste. 254, Admin. Bldg.
Liquor Commissioner	296-4341	Alan Dunstan	Ste. 165, Admin. Bldg.
Maps & Plats	296-4586	Fred Michael	Ste. 229, Admin. Bldg.
Mental Health	296-4357	Marcia Wickenhauser	Ste. 380, Admin. Bldg.
Morgue	692-9304	Stephen P. Nonn	Wood River Facility
Planning & Development	296-4468	Frank Miles	Ste 254, Admin. Bldg.
Probation & Court Services	692-6255	Judy Dallas	Ste. 312, Admin. Bldg.
Public Defender	692-7474	John Rekowski	Ste. 397, Admin. Bldg.
Recorder	692-8919	Daniel Donohoo	Ste. 211, Admin. Bldg.
Safety & Risk Management	296-4567	Annette Schoeberle	Ste. 159, Admin. Bldg.
Sheriff	692-6087	Robert Hertz	405 Randle
Special Service Area #1	931-3400	Ralph R. Burnett, Jr. (Sewer Department)	301 E. Chain of Rocks Granite City 62040
State's Attorney	692-6280	William A. Mudge	Ste. 402, Admin. Bldg.
Support Services	296-4951	Dennis Dubbelde	Ste. 154 Admin. Bldg.
Regional Supt. Of Schools	296-4530	Dr. Robert Daiber	Ste. 438, Admin. Bldg.
Treasurer	692-6260	Fred Bathon	Ste. 125, Admin. Bldg.
Veteran's Assistance	296-4554	Greg Henn	Ste. 115, Admin. Bldg.
Workforce Investment Bd	692-8943	David Stoecklin	130 Hillsboro
911 Emergency	296-5911	William Gamblin	Wood River Facility

Courthouse: 155 N. Main Street, Edwardsville, IL 62025
 Criminal Justice Center: 500 Ramey Street, Edwardsville, IL 62025
 Administration Building: 157 N. Main Street, Edwardsville, IL 62025
 Wood River Facility: 101 East Edwardsville, Wood River, IL 62095
 All other addresses Edwardsville, IL 62025 unless otherwise noted.

MADISON COUNTY DEPARTMENT FAX NUMBERS

Department	Fax Number
Animal Control	659-0390
Auditor	655-2001
Board of Review	296-3230
Chief County Assessment Office.....	692-8298
Child Advocacy Center.....	296-5380
Circuit Clerk	692-0676
Circuit Court (Chief Judge)	692-7475
Circuit Court (Granite City Court).....	877-7220
Community Development.....	692-7022
Coroner	692-6042
County Board.....	692-7476
County Clerk.....	692-8903
Detention Home	692-8959
Educational Service Region.....	692-7018
Emergency Management Agency	692-6042
Employment & Training	656-6945
Facilities Management.....	296-

7050

Health Department.....	692-8905
Highway	692-7049
Information Systems	692-4002
Mental Health	692-8986
Planning & Development & Environ Lab	692-8982
Probation and Court Services	656-4591
Public Defender	692-7011
Recorder.....	692-9843
Safety & Risk Management.....	692-8907
Sheriff	656-1210
Special Service Area #1	931-3445
State's Attorney	656-7312
Support Services	692-7476
Treasurer	692-7020
Veterans Assistance	692-8958
Weatherization (Community Development)	655-0472
911 Coordinator	692-7480

MADISON COUNTY DEPARTMENT FUNCTIONS

ANIMAL CONTROL

Dr. David S. Hall, DVM
8501 State Route 143, Edwardsville, IL 62025
(618) 692-1701

The Animal Control Department performs numerous functions, most of which are mandated by the Illinois Animal Control Act. This department provides services relating to stray animal control, rabies prevention, the killing or injuring of all domestic animals or poultry, animal bite investigations and impoundment of biting animals.

Animal Control operates a pound that houses stray and unwanted animals and provides patrol and pick-up service for stray, injured and unwanted animals. They also provide veterinary services for the care of stray and injured animals. And, if necessary, they will provide euthanasia for animals that are too sick or injured to be adopted or are not adopted in a reasonable time.

State law mandates County registration of domestic animals. Animal Control keeps those registration records, also registers all dogs and cats that are vaccinated for rabies and issues a rabies tag which can be used to identify lost animals.

AUDITOR

Rick Faccin, Auditor
157 North Main St., Ste. 382 Edwardsville, IL 62025
(618) 296-4573

The Auditor's Office is the primary department for auditing and accounting of all County funds. In essence, it is the public accounting branch of County Government. The main functions of the Auditor and his employees are numerous. They audit all claims against the County and recommend payment or rejection of bills to the County Board, collect and maintain statistical information on the operating costs of the various County offices and departments, and recommend approval or disapproval of all orders for supplies. Additionally, they keep complete records of all contracts entered into by the County Board and all authorized County officials, submitting quarterly reports to the Board with complete information on all financial operations of the County.

As the general financial accountant of the County, the Auditor maintains a continuous internal audit of all accounts. He and his staff audit the receipts of the various County offices presented for deposit with the County Treasurer. The Auditor also maintains a record of all insurance policies held by the County.

BOARD OF REVIEW

Kerry Miller, Chair

157 North Main St., Ste.222, Edwardsville, IL 62025
(618) 692-6210

The Board of Review (BOR) is a three-member board appointed by the County Board Chairman with the advice and consent of the County Board. It is the final assessment and equalization authority for property tax purposes at the County level. The BOR is governed by the Property Tax Code of the State of Illinois and its own operating procedures.

The BOR is charged with the duty of ensuring that all property tax assessments in the County are full, fair and equitable. It may raise or lower any assessment under its jurisdiction, either on its own motion or upon written complaint by the owner/taxpayer. Written complaints must be filed within thirty days of the publication of the new assessment list by the Chief County Assessment Officer or September 10th, whichever is later. Any written decision of the BOR may be appealed to the Illinois Property Tax Appeal Board (PTAB). The BOR must prepare and defend its actions before PTAB in all appeals filed from Madison County. The BOR may also assist the State's Attorney's Office in resolution of tax objection cases.

The BOR must also process and forward all applications for property tax exemptions to the Illinois Department of Revenue, process all applications for the Senior Citizen Assessment Freeze Homestead Exemption, process all Home Improvement Exemption applications, correct names and legal descriptions, add omitted properties to the tax rolls, compile and certify to the County Clerk a list of all properties entitled to an Enterprise Zone abatement and remove any pollution control facilities from the tax rolls after certification by the State of Illinois.

As the final equalization authority, the BOR must calculate tentative intra-county equalization factors (township multipliers), publish the tentative multipliers and hold a public hearing before adopting the final township multipliers. Written notice of the change due to the multiplier is mailed to the taxpayer. Any excessive increase due to application of the multiplier may be appealed to the PTAB within 30 days of the date of the postmark on the notice.

CHIEF COUNTY ASSESSMENT OFFICER

Debra Ming-Mendoza, Chief County Assessment Officer
157 North Main St., Ste. 229, Edwardsville, IL 62025
(618) 692-6270

This Department functions to ensure that the property tax assessments and records are kept accurate and up-to-date for all properties throughout Madison County. The Chief County Assessment Officer supervises and assists township assessors in the preparation of annual property assessment records and certifies township assessments to ensure they comply with uniform standards. In this capacity, the office checks all township assessment books to ensure that each parcel of land is accounted for, excluding state exempt property. This office also reviews all township tax codes to check the accuracy of the records.

It is the job of the Assessment Office to publish lists of changes and assessments in non-quadrennial years and publish a list of every parcel of land in the County in quadrennial years with the accompanying assessed valuation of each parcel. This office prepares an abstract of the assessor's books and certifies this abstract with the Board of Review. In addition, they review all complaints filed with the Board of Review to check recent sales and make property record cards for each complaint.

CHILD ADVOCACY CENTER

Carrie Cohan, Executive Director
101 E. Edwardsville Road, Wood River, IL 62095
(618) 296-5366

The mission of the Madison County Child Advocacy Center is to minimize the trauma to any child who is involved in allegations of sexual abuse and/or serious physical abuse and the subsequent investigation of those allegations. Specially trained staff at the Center will coordinate children's interviews in this neutral, child-friendly setting as part of a comprehensive, multi-disciplinary team that includes representatives of the State's Attorney's Office, Law Enforcement, Illinois Department of Children and Family Services, medical and mental health professionals. Protection and the best interests of each child will be foremost in all recommendations related to investigation, prosecution, advocacy, resource referrals and case management.

CIRCUIT COURT

Ann Callis, Chief Judge
155 North Main St., 4th Floor, Edwardsville, IL 62025
(618) 296-4580

The Circuit Court for the Third Judicial Circuit in Madison County is staffed by eight Circuit Judges and eleven Associate Judges. The Third Judicial Circuit also includes Bond County, where there is one resident Circuit Judge who is assisted from time to time by an Associate Judge from Madison County. In addition to the judges, there are numerous non-judicial employees of the Circuit Court including administrative personnel, court reporters and bailiffs.

The Circuit Court is a trial court of general jurisdiction and under the Illinois Constitution has original jurisdiction to hear all judicial matters. The court system is divided into divisions which include Criminal, Civil, Domestic Relations, Traffic, Misdemeanor, Small Claims, Miscellaneous Remedies, Chancery, Probate and Juvenile. The Circuit Court in Madison County maintains branch facilities at Alton, Granite City and Collinsville for the disposition of Traffic, Misdemeanor and Small Claims cases.

The Circuit Court has the duty to call citizens for service on petit juries and for Grand Jury duty. The Court issues summonses for jurors to serve on jury duty, summonses to citizens to testify as witnesses and warrants for the arrest of persons charged with crimes.

CLERK OF THE CIRCUIT COURT

Matt Melucci, Circuit Clerk
155 North Main St., Ste. 120, Edwardsville, IL 62025
(618) 692-6240

The Clerk of the Circuit Court in Madison County is elected by the people to a four-year term. The overall responsibility of the Circuit Clerk is to create and maintain case records, receive fines and fees, and manage circuit court dockets.

The varied duties of the Circuit Clerk include the collection and safeguarding of all court monies and their distribution to state, county and municipal agencies. The Clerk is also the keeper of the official court seal and issues all court summonses and subpoenas.

The Clerk of the Circuit Court, or one of his deputies, attends sessions of the court, documenting and preserving complete records of all proceedings and judgments thereof. The Clerk is also responsible for taking custody and securing the integrity of case evidence and exhibits.

Currently, all case filings are automated in the Madison County Clerk's office. Information on cases is accessible to the public at computer terminals located at the office and in the lobby of the Courthouse.

COMMUNITY DEVELOPMENT

Cheryl Jouett, Administrator
130 Hillsboro, Edwardsville, IL 62025
(618) 692-8940

The Community Development Department is responsible to the County Board for the management of various federal and state grants received by the County. The major programs include: the Community Development Block Grant Program, the HOME program, Energy Assistance, Weatherization, Community Services Block Grant and the Lead Hazard Control Program.

The Community Development program is designed primarily to provide funding directly to cities, villages and townships within the County. The Energy Assistance, Weatherization and Lead Hazard Control programs are intended to provide assistance directly to income eligible households. The Community Services program provides assistance directly to individual households primarily through contracts with social service organizations located within the County. The HOME program is designed to expand the availability of affordable housing for low and very low income households. The HOME program provides local governments the flexibility to decide what kinds of housing assistance are most appropriate to meet local housing needs.

Additionally the Department works to encourage appropriate economic development activity in Madison County. Over time, many new programs and services have been created to assist businesses in retaining and expanding economic opportunities. There are three state designated Enterprise Zones managed by the Department within the County. Various programs are available to businesses, including low interest loans, to help with the expansion of employment opportunities. Madison County communities are able to access low interest loans for infrastructure needs in support of job creation efforts. Further information on available programs and services, eligibility guidelines and application procedures can be obtained by contacting the Department at the above address and phone.

COUNTY CLERK

Mark Von Nida, County Clerk
157 North Main St., Ste. 109, Edwardsville, IL 62025
(618) 692-6290

In essence, the Office of the County Clerk can be described as the clerical arm of Madison County Government. In one aspect of this capacity, the County Clerk serves as Clerk to the County Board. The Clerk, or an appointee of the Clerk, attends all meetings of the County Board, performing such duties as officially filing all matters to be brought before the Board, notifying all Board members of meetings, preparing and publishing the minutes of the Board meetings and keeping accurate files of Board minutes.

On a day-to-day basis, the Office of the County Clerk administers services to the general public, such as issuing marriage licenses, commissioning notary publics, receiving delinquent taxes, and publishing an annual County Directory of the personnel and elected officials for both County and municipal office holders. They also maintain population statistics and assessed valuation records for the County as well as for various school districts, townships and municipalities.

Furthermore, the County Clerk's Office is charged with the task of administering and delivering tax services. They annually calculate the rate for various taxing authorities and work with the Chief County Assessment Official, Board of Review, County Auditor, County Treasurer and Information Systems Department to issue property tax bills.

Other responsibilities of the Clerk include conducting and administering voter registration services; managing all election proceedings; maintaining records of the County's vital statistics, including birth, death and marriage certificates; and reporting such statistics to the State, as required by law.

COUNTY CORONER

Stephen P. Nonn, Coroner
157 North Main St., Ste. 354, Edwardsville, IL 62025
(618) 692-7478

The Office of the County Coroner is staffed by the elected County Coroner and appointed Deputy Coroners. The Coroner investigates all sudden, natural and violent deaths in the County that occur under unusual or questionable circumstances to determine the cause and manner of death. At the discretion of the Coroner, a post-mortem examination by staff pathologists may be authorized to ascertain this information. The Coroner issues death certificates and cremation permits.

At the discretion of the Coroner, a jury may be summoned and an inquest conducted where criminal activities are suspected. The essence of the juror's responsibility is to establish the cause and manner of death (suicide, homicide, accident, natural or undetermined).

COUNTY HISTORICAL MUSEUM

Suzanne Dietrich, Director
715 North Main, Edwardsville, IL 62025
(618) 656-7562

The County Historical Museum is housed in the 1836 Weir House. Designated in 1985 as a *National Historic Place*, the house is the second oldest brick home in Edwardsville. The County leases the Museum and new Archival Library from the Madison County Historical Society. The County funds the operational and maintenance expenses, in conjunction with the Society, under the supervision and direction of the Educational Committee of the County Board and the Board of Directors of the Madison County Historical Society.

In addition to the Archival reference library, the Museum has an Indian artifacts display, antiques, quilts, costumes and offers tours of the restored rooms that have been decorated and furnished to replicate the historical past. The Museum provides educational, recreational and historical opportunities to County residents. Its hours are Wednesday-Friday, 9-4; Saturday, 1-4; closed holidays.

DELINQUENT TAXES

Joseph E. Meyer & Associates
141 St. Andrews Ave, Edwardsville, IL 62025
(618) 656-2744

The Madison County Board acts as Trustee for all taxing districts for parcels of real estate that have gone through the annual tax auction unsold. Under the supervision of the Property Trustee Committee of the County Board, the firm of Joseph E. Meyer & Associates operates a program intended to collect delinquent taxes on behalf of all taxing bodies in Madison County and to return these delinquent tax parcels to private ownership.

DIRECTOR OF ADMINISTRATION

Joseph D. Parente, Director of Administration
157 North Main St., Ste. 165, Edwardsville, IL 62025
(618) 296-4341

The Director of Administration, under the supervision of the County Board Chairman, coordinates and implements the actions of the County Board, directs the day-to-day operation of County facilities, programs, and personnel and provides staff support to the County Board in policy-making. The Director of Administration has direct supervision over the appointed department heads and coordinates overall County operations with Elected Officials. The Director also advises the County Board on issues of overall management of the departments under its jurisdiction.

EMERGENCY MANAGEMENT

Larry Ringering, Director
157 North Main St., Ste. 33, Edwardsville, IL 62025
(618) 692-0537

The Emergency Management Agency (formerly E.S.D.A.) serves as the coordinating agency for all emergency preparedness operations in the County. This department maintains equipment and personnel to manage natural disaster operations and to protect County residents in the event of a man-made disaster.

EMA is responsible for issuing official warnings to the public in the event of emergency or disaster conditions. They will conduct evacuation, rescue and rehabilitation operations, coordinating the activities of local police departments and the County Sheriff's Department relative to a disaster situation.

EMPLOYMENT AND TRAINING

David Stoecklin, Executive Director
101 E. Edwardsville Road, Wood River, IL 62095
(618) 692-8942

The Madison County Employment and Training Department's primary responsibilities are to administer employment and training programs under the Workforce Investment Act, the Welfare-to-Work program and other state and federal funding sources. A focus of Madison County Employment and Training is to create partnerships between business and government that will establish services that prepare customers for employment.

All the services offered by the Department are designed to assist either business or job seekers. These services include job listings, employment training, skills assessment, career counseling, job search assistance, vocational training, on-the-job training tax credit programs,

recruitment assistance, youth employment and training programs, referral services and many other types of employer/employee assistance.

The Madison County Employment and Training Department has offices in both Madison and Bond Counties. Staff are located in Illinois Employment Training Centers Alton, Glen Carbon and Granite City.

FACILITIES MANAGEMENT

Marty Siglock, Administrator
157 North Main St., Ste. 57, Edwardsville, IL 62025
(618) 296-4494

The Buildings & Lands Department provides preventative, corrective, and daily maintenance of all County-owned buildings and lands, with the exception of highways and bridges. Other vital services of the department include energy management, janitorial services, grounds maintenance, architectural coordination, construction contract administration and snow removal. This department provides various services for the County facilities and their employees. The bulk of their responsibilities involve the proper care and maintenance of County buildings and lands to insure the full utilization of all County owned property.

HEALTH DEPARTMENT

Toni Corona, Public Health Administrator
101 East Edwardsville Road, Wood River, IL 62095
(618) 692-8954

The Madison County Health Department is the entity certified by the Illinois Department of Public Health to undertake the planning and implementation of a community health program designed to address the priority community health needs of Madison County residents. The Department provides a core of services in the areas of potable water supplies, food protection, infectious disease control and community health education. Other programs are instituted as local needs are identified and resources to support addressing those needs are found.

HIGHWAY DEPARTMENT

Gary Stahlhut, County Engineer
7037 Marine Road, Edwardsville, IL 62025
(619) 296-4540

This department ensures that the highway network within Madison County is adequate to meet the needs of business, industry and private citizens. The County Engineer, under the direction of the County Board, makes improvements to and maintains the County-owned highways and bridges. Some of these duties include maintaining the shoulders, ditches, drainage structures and pavement surfaces on County roads. The Department also provides inspection of all County and township bridges every two years; reporting the findings to Springfield as required by Statute. Other

duties of the Highway Department include maintaining highway and construction equipment, snow and ice removal, signing and roadside mowing.

In conjunction with the Transportation Committee of the County Board, the County Engineer sets priorities for highway construction, administers the preparing and letting of contract proposals for bridge and road construction, and directs the engineering staff through contract completion. The County Highway Department cooperates with State and local road districts to construct or maintain connecting highways (including the Federal Aid System).

INFORMATION SYSTEMS

Patrick Morrison, Sr., Director
157 North Main St., Ste. 29, Edwardsville, IL 62025
(618) 296-4555

Madison County's Information Systems Department provides computing services for all County Offices. The Department works to facilitate more efficient and economical operations within and among the departments by developing and implementing computerized systems to handle large volumes of data. In addition, the computerization of County information allows for more flexibility in preparing various reports and studies. The Department is governed by the County Board Information Systems Committee.

Some examples of tasks Information Systems carries out for other departments include supporting the software used to assess property, calculate tax rates, prepare tax bills and collect property taxes; printing bi-weekly payroll checks, payment of bills, etc. as authorized by other departments and officials; designing, converting and maintaining record systems for offices; and producing reports on data stored at the request of County offices. For more information on highlights of the Information Systems Department, please refer to the Madison County web site at <http://www.co.madison.il.us>.

JURY COMMISSION

155 North Main St., Ste. 6, Edwardsville, IL 62025
(618) 296-4599

The Jury Commission is created by statute and consists of three persons appointed by the Circuit Judges. The jury commissioners prepare a general list that consists of all registered voters, licensed drivers and holders of Illinois Identification Cards that reside in Madison County. From the combined list the jury commissioners prepare a secondary list known as the active jury list. The Chief Judge certifies the number of petit jurors required each month and the jury commissioners draw, by random electronic process, the required number of names from the active jury list. The

same general procedure is followed for Grand Juries and Coroner's Juries. Summonses are then mailed to the persons whose names have been drawn. The jury commissioners also consider requests of citizens to be excused from jury duty.

JUVENILE DETENTION HOME

Steve Bowker, Director
100 West Fifth Ave., Edwardsville, IL 62025
(618) 692-1002

The Juvenile Detention Home is a 42 bed facility which serves as the County's temporary placement center for juveniles awaiting court decisions on their cases. Correctional officers work mainly at this facility. The Detention Home provides teaching services for continuing education while juveniles are housed in the facility as well as internal and community recreational opportunities for the juveniles. The officers also provide counseling and social service activities relative to the individual cases.

LAW LIBRARY

Kay Pile, Librarian
155 North Main Street , Edwardsville, IL 62025
(618) 296-5921

The Madison County Law Library is located in the basement of the Courthouse in Edwardsville. The Madison County Board maintains the library with advice from the circuit judges as defined at 55 ILCS 5/5-39001. The Circuit Clerk collects a fee on all civil cases filed to support the library. The library is a public facility, open to all. The hours of the library are 8:30 a.m. - 12 and 1 p.m. - 4:30 p.m. Monday through Friday. Materials may be photocopied, but lent only to judges and members of the Illinois bar. The library is a member of the Lewis and Clark Library System, www.lcls.org.

LICENSE INVESTIGATION

Frank Hanfelder, License Investigator
157 North Main St., Ste. 254, Edwardsville, IL 62025
(618) 296-5205

The License Investigator works in conjunction with the License Committee and the Liquor Commissioner to enforce the Madison County Liquor Ordinances as well as the Mobile Home Park

Code; enforce resolutions governing licensing of campgrounds, motels or lodging of transients and amusement, such as pool tables, juke boxes and video games; collect all delinquent license fees; and enforce resolutions governing licensing of salesmen and transient merchants. The License Investigator also continually inspects mobile home parks for violations concerning the Mobile Home Park Code, including sanitation, electrical, plumbing and sewage disposal, roads, pads and service buildings.

LIQUOR COMMISSIONER

Alan J. Dunstan, Liquor Commissioner
157 North Main St., Ste. 165, Edwardsville, IL 62025
(618) 296-4341

According to State Law, the Chairman of the County Board also serves as Liquor Commissioner of the County. In this capacity, the Chairman, with the advice of the County Board's License Committee, receives and reviews all requests for liquor licenses for businesses located in the unincorporated areas of the County. He then grants approves or disapproves all liquor license requests as per Illinois State Statutes and County Ordinances.

MAPS & PLATS DIVISION

Fred Michael, Director
157 North Main St., Ste. 229, Edwardsville, IL 62025
(618) 296-4586

Under the direction of the Chief County Assessment Officer, this Division operates primarily to prepare and maintain accurate property maps relative to the County assessment rolls. The Maps and Plats Division prepares property maps of the entire County for use by those departments that participate in the taxation process. In addition, they prepare and maintain taxing districts and tax code maps, and prepare voting precinct maps for the entire County.

MENTAL HEALTH SERVICES

Marcia Wickenhauser, Executive Director
157 North Main St., Ste. 380, Edwardsville, IL 62025
(618) 296-4357

The Madison County Community Mental Health Board (a.k.a. the 708 Board) has existed since 1966 when Madison County voters passed a referendum to establish a local tax base to fund mental health services for its residents. The referendum passed under the enabling legislation of the Community Mental Health Act (House Bill 708). The 708 Board supports mental health services to persons suffering from mental illness, developmental disabilities, and substance abuse through prudent allocation of public funds. It also promotes information and education for those who are disabled, for persons at risk of disability, and for the general public.

The seven member Board also initiates opportunities for local service provider cooperation and coordination of services and programs to better serve the current and future needs of the local community. It also encourages and engages in cooperative endeavors with other Madison County Government offices.

PLANNING & DEVELOPMENT

Frank Miles, Administrator
157 North Main St., Ste. 254, Edwardsville, IL 62025
(618) 296-4468
Environmental Lab: Ste. 53, (618) 296-5234

The Planning and Development Department is a multifaceted operation that oversees the County's development controls, planning operation, building codes and environmental regulations. Its function is primarily to ensure orderly development of land use throughout the County. The Department supervises all matters related to new subdivisions, zoning, and building permits for those residents who live in the unincorporated areas of Madison County. They are also responsible for land use planning, primarily through the development and implementation of a comprehensive plan.

The Department also processes applications for building permits and recommends approval (or disapproval) of those permits, based on whichever is in the best interest of promoting the conservation of property values as well as public health, safety, comfort and general welfare. Once a permit has been granted, this office is then in charge of inspecting the construction activities. They also administer and enforce the Property Maintenance Code that insures the upkeep of existing structures and the Stormwater Management and Sediment Control Ordinance. It also has the responsibility to recommend the adoption of new or revised County ordinances concerning regulations of land development throughout the County.

Department also administers the County's sanitation services and manages the natural resources of Madison County. It administers ordinances related to noxious weeds, private sewage disposal, and air and water pollution, among others. Some of the activities which relate to these duties include conducting laboratory analyses on the County's water supply sources and swimming pools and providing weed control services.

The Department is responsible for the licensing and inspection of landfills, the enforcement of illegal dumping laws, the planning for future solid waste needs and facilities, and the recycling program. In addition to regulating and supervising matters relating to solid waste disposal and sewage treatment facilities, they also work on preparations of County-wide plans for the long-term management of sanitation services.

PROBATION AND COURT SERVICES

Judy Dallas, Director
157 North Main St., Ste. 312, Edwardsville, IL 62025
(618) 692-6255

The Probation and Court Services Department serves to help adult and juvenile offenders successfully complete their probationary periods as prescribed by the court and to supervise children who are made wards of the court. Probationer and other services are provided in Community Corrections Centers in Madison, East Alton and Edwardsville.

Probation and Court Services investigates the social background of defendants appearing before court prior to sentencing and notifies the Court of any previous convictions of crimes or probation violations. After sentencing, this department aids the defendant in rehabilitating him/herself and reintegrating into the social mainstream.

PUBLIC DEFENDER

John Rekowski, Public Defender
157 North Main St., Ste. 397, Edwardsville, IL 62025
(618) 692-7474

The Public Defender provides legal representation to any person charged with a criminal offense where incarceration is a possibility, if he or she is unable to retain a private attorney. The Public Defender's Office will provide representation without fees before any court within the County for persons held in custody.

RECORDER

Daniel Donohoo, Recorder
157 North Main St., Ste. 211, Edwardsville, IL 62025
(618) 692-8919

The Recorder records all documents transferring land in order to establish legal ownership and protect rights. The Recorder maintains a detailed system of recording all real estate transfers and holders of deeds throughout the County. His office maintains records of subdivision plats, mortgages and all types of liens against property by cities or villages and incorporation of cities and releases of same.

This office also has the responsibility of maintaining records of dissolution of corporation, articles of incorporation, as well as records of veterans discharged from the military. The Recorder also oversees U.C.C. filings and financing statements.

REGIONAL OFFICE - EDUCATIONAL SERVICE REGION

Dr. Robert Daiber, Regional Superintendent
157 North Main St., Ste. 438, Edwardsville, IL 62025
(618) 296-4530

Headed by the Regional Superintendent, the Regional Office of Education serves as the liaison between the local public school systems in Madison County and the Illinois State Board of Education. This office supervises the operations of school boards and administrators. It also has the responsibility of disbursing State funds to schools. They examine the financial records of each school treasurer as well as the bonding of treasurers. The Education Office keeps records and reports on all schools and submits an annual report to the State Superintendent of Education.

The Regional Superintendent has the responsibility of administering teacher examinations, conducting teacher's institutes, administering the high school equivalency test (G.E.D.), and the U.S. and State Constitution tests. The Superintendent also administers professional development programs, as well as educational programs, for regular and special education students.

SAFETY & RISK MANAGEMENT

Annette Schoeberle, Director
157 North Main St., Ste. 159, Edwardsville, IL 62025
(618) 296-4567

The primary function of the Safety & Risk Management Department is to develop and implement safety programs and to assure that the liability risks of the County are favorably managed. The safety program includes policy development, employee training, work site inspections, maintaining OSHA standards and record keeping requirements. Damage to County property and employee accidents and injuries are reported to this Department for investigation, corrective action and the compilation of information for record keeping purposes.

Because the County is a self-insured entity, this Department administers the general liability, auto liability and the workers compensation programs. This includes accident and damage investigation, claims administration, securing excess coverage, and recovery of losses when appropriate. Property insurance is acquired and managed through this Department.

The employee health benefits program is managed and related information disseminated by the Safety and Risk Management Department, including the purchase of excess insurance, claims administration services and the administration of Section 125 benefits. This Department promotes employee wellness through health fairs, testing and immunizations.

SHERIFF

Robert Hertz, Sheriff
405 Randle, Edwardsville, IL 62025
(618) 692-6087

The Sheriff is the chief law enforcement officer for the County. He serves as the Acting Officer of the Circuit Court, as well as the County's Director of Safety and Administrator of the County Jail. His primary duties are to operate the County Jail, to investigate all crimes of violence and fraud, to arrest suspects, and to recover stolen property and evidence. His office also provides basic police services to the unincorporated areas of the County.

The Sheriff's Office maintains a complete record of all traffic accidents, arrests, investigations and complaints. They also must serve warrants issued at the request of the State's Attorney and all writs, summonses and other official papers issued by the Circuit Court. The Sheriff's Department also manages all prisoners confined to the County Jail and delivers prisoners to court for arraignments and trials, and to penitentiaries for incarceration.

SHERIFF'S MERIT COMMISSION

Robert Means, Chair
405 Randle, Edwardsville, IL 62025
(618) 692-6087

The Police Merit Board serves as a semi-judicial administrative review panel for the appointment of Sheriff's Deputies. The members of the Board are appointed by the Sheriff and approved by the County Board. The Board maintains a merit system for deputies in the Sheriff's Department, which assists them in screening applicants for the positions of deputy. The Board administers written examinations for promotion of law enforcement personnel within the Sheriff's Department. The Merit Board is charged with the task of conducting hearings on charges of misconduct or personnel complaints brought before the Merit Board.

SPECIAL SERVICE AREA # 1 (Sewer Office)

Ralph R. Burnett, Jr., Sewer Superintendent
301 East Chain of Rocks Road, Granite City, IL 62042
(618) 931-3400

The Sewer Office provides for the operation and maintenance of the sewer system serving the residents and businesses in the Special Service Area # 1 District. The office performs accounts payable and accounts receivable functions and responds to service related problems.

STATE'S ATTORNEY

William A. Mudge, State's Attorney
157 North Main St., Ste. 402, Edwardsville, IL 62025
(618) 692-6280

The State's Attorney is the Chief Legal Officer of the County, the Public Prosecutor, and the Chief Legal Advisor for the County itself. As the chief law enforcement office of the County, the Office of the State's Attorney is an agency of the Executive Branch of government, which is charged with the duty to see that the laws are faithfully executed in order to maintain the rule of law. Because of the wide discretion allowed by the law in performance of this duty, the State's Attorney is also considered as part of the Judicial Branch.

As the chief law enforcement officer, the State's Attorney commences and prosecutes all criminal actions in the name of the People of Illinois, whether they are misdemeanor offenses or felonies. The State's Attorney may begin an action by *Information* or *Complaint* in matters which are felony or misdemeanor or he may appear before the Grand Jury and request an indictment. His office must also prosecute all violations filed in name of the People of Illinois by duly commissioned peace officers pursuant to the Illinois Vehicle Code including offenses related to driving under the influence.

The State's Attorney must attend the examination of all persons brought before any judge on any habeas corpus within Madison County. He may commence actions to extradite persons who are charged in other states and held by lawful warrant issued by another State, and bring all persons charged in the Circuit Court of Madison County who are in another State or jurisdiction in order to stand trial to Madison County.

The State's Attorney provides legal advice to all local and state police departments operating in Madison County concerning police functions and duties in criminal matters and investigations and gives counsel to the Grand Jury. He commences and prosecutes all investigations before the Grand Jury. He has the right to request the sentence of death in any felony in which capital punishment is provided by law and is warranted by the circumstances.

The State's Attorney is charged with the task of commencing and prosecuting all matters pursuant to the Juvenile Court Act of Illinois. This includes actions to adjudicate minors to be wards of the Court as a result of abuse, neglect or delinquency. Further, the State's Attorney is to advise the Illinois Department of Children and Family Services concerning their duties and functions as they occur in Madison County.

The State's Attorney may proceed on behalf of private persons and the Illinois Department of Public Aid in causes to assure the support of minor children in Madison County, or elsewhere by reciprocal action with other states. It is also his responsibility to commence and prosecute all actions pursuant to the laws and statutes of Illinois that provide for the involuntary commitment of mentally ill persons to the Illinois Department of Mental Health, particularly the Alton Mental Health Center.

SUPPORT SERVICES

Dennis Dubbelde, Director
157 North Main St., Ste. 154, Edwardsville, IL 62025
(618) 296-4951

The department provides for the supervision of the purchasing of all supplies and equipment for all departments and offices of County Government in accordance with the regulations set forth in the County's Purchasing Manual and Ordinance. The department also manages the internal mail operation and the information desk, as well as overseeing the vehicle maintenance operation.

TREASURER

Fred Bathon, Treasurer
157 North Main St., Ste. 125, Edwardsville, IL 62025
(618) 692-6260

The Office of the County Treasurer serves the dual functions of treasurer and collector of County funds. The County Treasurer has the responsibility to receive, invest, and safely keep the tax revenues and other public monies of the County. The Treasurer's Office engages in a comprehensive investment program for idle funds to earn additional revenue for the County; investment objectives include safety of principal, liquidity, and maximum rate of return. The Treasurer disburses County revenues as authorized by law or by the County Board.

The County Treasurer prepares bills and receipts for the purpose of tax collection. The office collects tax revenues for all taxing districts in the County. They must report on the status of delinquent property taxes in local newspapers.

The County Treasurer receives and records inheritance tax, and must report and pay inheritance tax collections to the State Treasurer. Quarterly reports are sent to the Illinois Attorney General on unpaid inheritance taxes. The Treasurer's Office maintains complete records of all accounts.

VETERANS ASSISTANCE COMMISSION

Greg Henn, Superintendent
157 North Main St., Ste. 115, Edwardsville, IL 62025
(618) 296-4554

The County Veterans Assistance Program is directed by the County Veteran's Commission and provides financial assistance to indigent war veterans and their families. This Office also operates to help veterans secure all benefits to which they are entitled under Federal and State laws. It serves as the liaison between veterans and the Veteran Administration and assists in the completion of forms, processing of claims for both non-service and service connected disabilities, and helping the indigent veteran and his family. In some cases, the County may provide financial assistance to needy veterans through this department. The Veterans Assistance Department maintains close working relationships with various veterans' organizations throughout the County.

WORKFORCE DEVELOPMENT

David Stoecklin, Administrator
101 E. Edwardsville Road, Wood River, IL 62095
(618) 692-8943

The Madison County Workforce Investment Board was established to promote workforce development issues within Madison County. The Department is financially supported by the federal Workforce Investment Act and operates in cooperation with the Madison County Employment and Training Department. It's primary responsibility is to furnish staff support to the newly appointed Madison-Bond Workforce Investment Board. The business led Board of thirty-five local community leaders was appointed by the Madison County Board and confirmed by the Governor. A separate Madison-Bond Youth Council of twenty-nine local youth experts was similarly formed.

The mission of the Madison-Bond Workforce Investment Board is to build a customer driven system that improves the Workforce and the local economy. The role of the Workforce Development Department is to support the Board in accomplishing this mission. Key functions of the Department include responsibilities for the day to day operations of the Board, including financial and staff management, contracting, record keeping, financial and programmatic reporting. The Department will also serve as the liaison with Madison County and various other agencies and groups.

911-EMERGENCY TELEPHONE SYSTEM

William Gamblin, Administrator
101 East Edwardsville Road, Wood River, IL 62095
(618) 296-5911

The Madison County Emergency Telephone System Board was established to oversee implementation and maintenance of the enhanced 911 emergency telephone system in Madison County. 911 is a three-digit telephone number that can be dialed from any phone in Madison County, 24 hours a day, in order to report police, fire, or medical emergencies. This service is available to both wire line and wireless (cellular or PCS) telephones.

The Madison County 911 Coordinator's office offers experienced personnel who provide day-to-day operation, maintenance and upgrading of the existing 911 system. In addition, the office accepts applications for new addresses from individual citizens, developers and builders of new residences, subdivisions or businesses throughout Madison County. The new addresses are added to the 911 property address file which is the most comprehensive address file in the County. Employees of the 911 Coordinator's office also coordinate all training for 911 telecommunicators throughout the County. These employees also maintain a database of the records of the training completed on an individual basis. This is done to ensure that all required certifications are maintained at all times.

The employees also make presentations to Madison County residents concerning the 911 system that are geared to audiences of all ages. If your group or organization is interested in booking a speaker, please call the office at the above number.

APPOINTED BOARDS & COMMISSIONS

Emergency Telephone System Board

Larry Ringering
Timothy Connolly
William J. Webber
Nathan Hartman

Stephen Nonn
Darren Carlton
Russell Klaustermeier

Community Mental Health Board

Anthony J. Traxler, Ph.D.
Jeanne Meyer
Christine Wallace
Kent Scheibel

Edward Pinnell
Charlotte Charbonnier
Sandra Giger

Health Department Advisory Committee

Marcia Custer, R.N., Ph.D., Chair
David Ayres, D.C. Chair-Elect
Elouise McMahon Secretary
Betty Stone, R.N., MS, NCSN
Jack J. Miller, D.D.S., F.A.G.D., P.C.

Arthur L. Grist, Sr. M.P.H.
Dorothy Droste, R.N., B.S.N.
Harold M. Johnson, MBA
Jane Hamilton Rubin
Dr. Edward B. Blair, Jr.

Madison County Park and Recreation Commission

Joyce Fitzgerald, Chair
Brenda Roosevelt
Mike Drake

Ron Parente
Wayne Sinnock

Sheriff's Merit Commission

Robert Means
Jon Walker
Tyrone Echols

Zoning Board of Appeals

Michael Campbell, Chair
Loren Davis
Richard Carter
Frank Quatto

Robert Dauderman
Lawrence Kacer
Fred Young

ORGANIZATION CHART
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MADISON COUNTY ETHICS ORDINANCE

Section

40.01	Definitions
40.10	Gift Ban
40.20	Prohibited Political Activities
40.30	False Reports
40.40	Ethics Advisor
40.99	Penalties

40.01 DEFINITIONS

For the purpose of this chapter 40, the following definitions shall apply unless context clearly indicates or requires a different meaning.

CAMPAIGN FOR ELECTIVE OFFICE. 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 (a) relating to the support or opposition of any executive, legislative or administrative action, (b) relating to collective bargaining, or (c) that are otherwise in furtherance of the person's official duties.

CANDIDATE. A person who had 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. This term has the same meaning as the term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

COMPENSATED TIME. 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 the 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. Any 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. This term 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. A person employed by the County of Madison, 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, employees of the State's Attorney, or employees of the Clerk of the Circuit Court.

EMPLOYER. The County of Madison, Illinois.

GIFT. 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. Any period during which an employee does not receive (a) compensation for employment, (b) service credit towards pension benefits, and (c) health insurance benefits paid for by the employer.

OFFICER. 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, but does not include the State's Attorney or the Clerk of the Circuit Court.

POLITICAL ACTIVITY. Any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (a) relating to the support or opposition of any executive, legislative or administrative action, (b) relating to collective bargaining, or (c) that are otherwise in furtherance of the person's official duties.

POLITICAL ORGANIZATION. 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. Any one or more of the following activities:

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

PROHIBITED SOURCE. Any person or entity who:

- (1) Is seeking official action (a) by an officer, or (b) by an employee, or (c) by the officer or other employee directing that employee;
- (2) Does business or seeks to do business (a) with the officer, or (b) with an employee, or (c) with the officer or other employee directing that employee;
- (3) Conducts activities regulated (a) by the officer, or (b) by an employee, or (c) by the officer or other employee directing that employee;
- (4) Has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee; or
- (5) Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act.

40.10 GIFT BAN ORDINANCE.

40.11 GIFT BAN.

Except as otherwise provided in this chapter, 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 any federal or state statute, rule, regulation or ordinance. No prohibited source shall intentionally offer or make a gift that violates this chapter.

40.12 EXCEPTIONS.

The restrictions in Section 40.11 do not apply to the following:

- (A) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
- (B) Any contribution that is lawfully made under the Election Code, or activities associated with a fundraising event in support of a political organization or candidate.
- (C) 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.
- (D) 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 of 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 public official or employee shall consider the circumstances under which the gift was offered, such as:
 - (1) 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;
 - (2) 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
 - (3) 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.
- (E) Educational materials and missions.
- (F) Travel expenses for a meeting to discuss business.
- (G) Intra-governmental and intergovernmental gifts. For the purposes of this Chapter, "intra-governmental gift" means any gift given to an officer or employee of the employer from another officer or employee of the employer, and "inter-governmental gift" means any gift given to an officer or employee of one governmental entity by an officer or employee of another governmental entity.
- (H) 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;
- (I) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (1) consumed on the premises

from which they were purchased or prepared, or (2) catered. For purposes of this Section, “catered” means food or refreshments that are purchased ready to consume which are delivered by any means.

- (J) Opportunities, benefits, and services that are available on the same conditions for the general public.
- (K) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.
- (L) Bequests, inheritances, and other transfers at death.

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

40.13 DISPOSITION OF GIFTS.

An 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.

40.20 PROHIBITED POLITICAL ACTIVITIES

40.21 PROHIBITED ACTIVITIES

(A) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined in Section 40.01.

(B) No officer or employee shall intentionally use any property or resources of the County of Madison in connection with any prohibited political activity.

(C) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (1) as part of that officer or employee’s duties; (2) as a condition of employment; or (3) during any compensated time off, including but not limited to holidays, vacation, or personal time off.

(D) 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.

40.22 PERMISSABLE ACTIVITIES.

(A) Nothing in Section 40.21 shall be construed to prohibit activities that are permissible for an officer or employee to engage in as part of his or her official duties.

(B) Nothing in section 40.21 shall be construed to prohibit activities that are

undertaken by an officer or employee on a voluntary basis and are not otherwise prohibited under Section 40.21.

40.23 MERIT SYSTEM, FEDERAL FUNDS.

No person either (1) in a position that is subject to recognized merit principles of public employment, or (2) 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, or a political party, or of a political organization or club.

40.30 FALSE REPORTS.

40.31 PROHIBITION ON FALSE REPORTS.

No person shall intentionally make 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.

40.40 ETHICS ADVISOR.

40.41 APPOINTMENT OF ETHICS ADVISOR.

The County Board Chairman, with the advice and consent of the County Board, shall designate an Ethics Advisor for the County of Madison. No person shall be appointed as Ethics Advisor who serves as or is employed as an officer or employee of the County of Madison. No person shall be appointed as Ethics Advisor who is related by blood or marriage, up to the degree of first cousin, to any elected officer of the County of Madison.

40.42 TERM OF ETHICS ADVISOR.

The initial appointee to the position of Ethics Advisor shall serve a term ending on June 30, 2006. Thereafter, successive appointments shall be made for a two-year term ending on June 30 of each even-numbered year. If the position of Ethics Advisor becomes vacant, an individual shall be appointed to fill the unexpired term in accordance with Section 40.41.

40.43 DUTIES OF ETHICS ADVISOR.

The Ethics Advisor shall provide guidance to the officers and employees of the County of Madison concerning the interpretation of and compliance with the provisions of this Ordinance and State ethics laws. The Ethics Advisor may perform other such duties as may be delegated by the County of Madison.

40.99 PENALTY

(A) An individual who intentionally violates any provision of Section 40.21 of this Ordinance may be punished by a term of incarceration in the Madison County Jail for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

- (B) An individual who intentionally violates any provision of Section 40.11 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 individual who intentionally violates Section 40.31 of this Ordinance may be punished by a term of incarceration in the Madison County Jail 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 Section 40.21 or Section 40.31 of this Ordinance shall be prosecuted as a criminal offense by the State's Attorney by the filing of an information or sworn complaint in the Circuit Court 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.
- (E) A violation of Section 40.11 of this Ordinance shall be prosecuted as a quasi-criminal offense by the State's Attorney by the filing of a sworn complaint in the Circuit Court charging such offense. The prosecution shall be under and conform to applicable rules for quasi-criminal procedure. Adjudication against the defendant or respondent shall require establishment of guilt by a preponderance of the evidence.
- (F) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Section 40.11 or Section 40.21 of this Ordinance is subject to discipline or discharge.
- (G) Any complaint alleging a violation of this Ordinance must be filed with the Circuit Court within one year of the occurrence of the alleged violation.

OFFICE LOCATION MAPS
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