
Legislative Appointment Handbook

Jackson County Board

Last Revised April 2015

Table of Contents

Table of Contents	2
Jackson County Mental Health (708) Board	4
Airport Authority	5
Alto Pass Water District	6
Animal Control Administrator	7
Blairsville Public Water District	8
Board of Health	9
Board of Review	10
Buncombe Public Water District	11
Cable Television Commission	12
Counties of Illinois Risk Management Agency	13
Crosswalk Community Action Agency	14
Devil's Kitchen Water District	15
Elverado Water District	16
ETSB/911 Board	17
Farmland Assessment Review Committee	18
Flood Plain Manager	19
Greater Egypt Regional Planning and Development Commission	20
Housing Authority	21
Jackson Growth Alliance	22
Jackson-Union Regional Port Authority	23
Kinkaid-Reed's Creek Conservancy District	24
Lakeside Water District	25
Liquor Advisory Board	26
Mass Transit	27
Merit Commission	28
Murdale Water District	29
Murphysboro-Pomona-Somerset Fire Protection District	30
Oraville Water District	31
Public Aid Committee	32
Shawnee Resource Conservation and Development	33
South Highway Water District	34
Southern Illinois Economic Development Authority	35

Southern Illinois Metropolitan Planning Organization	36
Southernmost Illinois Tourism Bureau	37
Jackson County Tuberculosis Care & Treatment Board	38
University of Illinois Extension	39
Franklin, Jackson, Perry, Randolph & Williamson Counties	39

Jackson County Mental Health (708) Board

Jackson County Courthouse, 1001 Walnut Street, Murphysboro IL 62966

Phone: 618-687-7245 – FAX: 618-687-7271

Purpose: The purpose of the Jackson County Mental Health (708) Board is to establish funding rules and regulations pertinent to the rendition of services for the treatment and prevention of mental illness, developmental disabilities, substance abuse, and other services, as determined by the 708 Board, which are aimed at ameliorating negative mental health functioning of their target populations. Funds shall be provided through the levying of taxes within the County. A plan establishes the goals and means for unified delivery of mental health services which will be monitored, evaluated, and coordinated as deemed necessary by this Board. Since its inception, the 708 Board has strived to improve the quality of Mental Health service in Jackson County, assuring delivery of those services in a cost-effective and accountable way to both the service recipient and the taxpayers of Jackson County. The 708 Board is governed by the **Community Mental Health Act (405 ILCS 20/)**. The parameters of mental health services are:

- Primary services which prevent and treat mental illness, developmental disabilities, and substance abuse (drugs and alcohol) to an identifiable age group
- Secondary specialized services aimed at supporting primary services and/or ameliorating negative mental health functioning of clients due to social, environmental, and situational conditions

Members: The Jackson County Board appoints seven members to the 708 Board. The Chair of the County Board may, upon request of the 708 Board, appoint two additional members. No compensation shall be paid to the Board members for their services. Expenses of the Board members in performance of their official duties shall be reimbursed after approval by the Board for each instance.

Conditions on Membership: No member of the 708 Board may be a full-time or part-time member of the Department of Human Services or a board member, employee or any other individual receiving compensation from any facility or service operating under contract to the Board. Only one member shall be a member of the Jackson County Board. Members shall be residents of Jackson County and, as nearly as possible, be representative of interested groups of the community such as local health departments, medical societies, local comprehensive health planning agencies, hospital boards, lay associations concerned with mental health, developmental disabilities, and substance abuse, as well as the general public. Duties of the 708 Board include but are not limited to:

- Attendance at bi-monthly Board meetings and at committee meetings as necessary
- Develop an annual budget
- Review request for 708 funds from local mental health service providers
- Evaluate and monitor mental health services in Jackson County
- Cooperate with the Illinois Department of Mental Health & Development Disabilities
- Set policies of the 708 Board
- Develop short and long-range plans for the delivery of mental health services in Jackson County

Besides the regular bi-monthly meetings and committee time, Board members are encouraged to periodically participate in activities relevant to mental health including agency board meetings. Time commitment will vary with level of interest but generally entails five (5) hours per month.

Qualities useful for 708 Board membership:

- Interest in Mental Health and willingness to learn about the Mental Health needs and services in Jackson County
- Interest in making a contribution to the community of Jackson County on a voluntary basis
- Previous involvement with community volunteer boards and knowledge of program planning and evaluation, grant writing, and budgeting

Meetings: Meetings will be held on the third Monday of the month in January, March, May, July, September, and November. There are four (4) standing committee – Site Visit Committee, Nominating Committee, Budget Committee, and Planning Committee – that meet periodically with frequency of meetings dependent on issues before the Board. Each Board member is expected to serve on at least one committee.

Terms: The term of office of each member of the Board shall be four years; provided, however, that of the members first appointed, two shall be appointed for a term of two years, two for a term of three years, and three for a term of four years. All terms shall be measured from January 1st of the year of appointment. Vacancies shall be filled for the unexpired term in the same manner as original appointments. Any Board member missing three (3) consecutive Board meetings in a fiscal year without written or oral notification to either the 708 Office or Chairperson of the Board shall be considered for removal by a majority of Board members present at the Board meeting following the third absence.

February 2015

Airport Authority

Mailing Address: P.O. Box 1086, Carbondale IL 62903

Physical Address: Southern Illinois Airport, 556 N Airport Road, Murphysboro IL 62966

Phone: 618-529-1721 – FAX: 618-529-5963

Purpose: The Southern Illinois Airport Authority, a local governmental entity created under state law, owns and operates the Southern Illinois Airport (<http://www.siaairport.com/>). Governed by the **Airport Authorities Act (70 ILCS 5/1 – 5/21)**, municipal airport authorities are charged with the establishment, maintenance and operation of safe, adequate and necessary public airports and public airport facilities within the state. Authorities are governed by boards of commissioners and may levy property taxes and issue bonds. In addition to the usual powers of special districts, authorities may locate, construct, approve, maintain, operate, and lease a public airport (s) and related facilities within their corporate limits or upon adjacent property. Authorities have the power of eminent domain. Southern Illinois Airport covers an area of 1200 acres at an elevation of 411 feet above mean sea level. The airport is capable of accommodating a variety of aircraft up to and including the Boeing 757. Southern Illinois Airport is also the home operating base for Southern Illinois University's aviation flight and aviation technologies programs. The airport opened in 1950 and was originally known as Murdale Airport.

Members: A five member board sets policy for the airport authority; daily administration of the airport is carried out by an airport manager and staff. Members are appointed by the mayors of Carbondale (1 member) and Murphysboro (1 member) and the Chairman of the Jackson County Board (3 members). The number of board members is determined by the number of counties and municipalities in the authority which have a population of 5,000 or more. Board members are compensated according to the population within their authority. Members of authorities with 500,000 or less population receive no more than \$150 per month.

Conditions on Membership: The basic qualifications of Board members that are appointed by the County are that they must reside within the Airport Authority Taxing District, which consists of Carbondale and Murphysboro Townships and Sections 31 and 32 of DeSoto Township. They may reside within or outside of the Cities of Carbondale or Murphysboro. The other qualification is that they must not be serving on another local government board during their service to SIAA. Although not a legal condition, it is also best if they have some knowledge of Aviation matters.

Meetings: Regular monthly meetings shall be held on the third Tuesday in each month at 4:00 p.m., or at such other date and time as the Board of Commissioners may decide upon. Meetings shall take place in the Conference Room of the OBY Office Building or at such other location as the Board shall designate.

Terms: The board members serve for five years on a staggered basis.

February 2015

Alto Pass Water District

105 Elm Street, P.O. Box 160, Alto Pass IL 62905
Phone: 618-893-4332 – FAX: 618-893-4332

Purpose: The District Board of Trustees governs the Alto Pass Water District. The Board is governed by the **Public Water District Act (70 ILCS 3705/)**. Job Characteristics, duties, and responsibilities of a Board Member are as follows:

- Establish and maintain a meeting schedule for the Board of Trustees
- Annually, organize the Board with a Chair and Vice-Chair, and appoint a Secretary and Treasurer to ensure oversight and control of all District functions
- Establish, update as necessary, and maintain operational policies and rules for the District
- Interact with other governmental, public, and private organizations to insure maximum public welfare and benefit of sufficient potable water
- Provide direction to the system operator and employees
- Manage the fiscal condition of the District to ensure financial viability of the system
- Set prices for the water product
- Establish and implement employment policies, job positions with descriptions, and employee performance review procedures for employees of the District
- Hire personnel and terminate personnel employment as necessary
- Develop contracts, let bids, sign contracts, and review contractor performance for services, employment, construction, or any other need in the production of water for the District
- Provide information to, and confer with, the public regarding operation of the system
- Hear and rule on customer issues and complaints as necessary
- Perform related functions as required

Members: The Water Board is composed of five board members. Four members are appointed by the Union County Board and one by the Jackson County Board, according to state law. Board members receive \$50.00 a month for attending meetings.

Conditions on Membership: Must be a customer of the Alto Pass Water District. No trustee or employee of such district shall be directly or indirectly interested in any contract, work or business of the district or the sale of any article, the expense, price or consideration of which is paid by such district, nor in the purchase of any real estate or property for or belonging to the district.

Meetings: Board meetings are to be held the first Thursday of every month from January through October. In November, the meeting will be held on the first Wednesday. In December, the meeting will be held on the first Tuesday. All meetings will be held in the Alto Pass Water District Conference Room located at 105 Elm Street, Alto Pass, IL at Grammer's Market Complex Building.

Terms: Initial appointments to a five member board shall be as follows: one for 1, one for 2, one for 3, one for 4, and one for 5 years. Thereafter on or after the first Monday in May of each year the appointing authority shall appoint a successor whose term shall be for 5 years commencing the first Monday in May of the year they are respectively appointed.

February 2015

Animal Control Administrator

Animal Control Office, Jackson County Courthouse, 1001 Walnut Street, Murphysboro IL 62966

Phone: 618-687-7235 – FAX: 618-687-7271

Purpose: In accordance with the **Animal Control Act (510 ILCS 5/)**, the County Board Chairman with the consent of the County Board shall appoint an Administrator. The Administrator may appoint as many Deputy Administrators and Animal Control Wardens to aid him or her as authorized by the Board. The Board shall provide necessary personnel, training, equipment, supplies, and facilities, and shall operate pounds or contract for their operation as necessary to effectuate the program. The Board may enter into contracts or agreements with persons to assist in the operation of the program and may establish a county animal population control program. It shall be the duty of the Administrator or the Deputy Administrator, through sterilization, humane education, rabies inoculation, stray control, impoundment, quarantine, and any other means deemed necessary, to control and prevent the spread of rabies and to exercise dog and cat overpopulation control. It shall also be the duty of the Administrator to investigate and substantiate all claims made regarding reimbursement for domestic animals killed or injured by a dog.

Members: There is one Animal Control Administrator.

Conditions on Membership: “Administrator” means a veterinarian licensed by the State of Illinois and appointed pursuant to this Act, or in the event a veterinarian cannot be found and appointed pursuant to this Act, a non-veterinarian may serve as Administrator under this Act. In the event the Administrator is not a veterinarian, the Administrator shall defer to the veterinarian regarding all medical decisions.

Meetings: N/A

Terms: Appointments shall be made as necessary to keep this position filled at all times. The Administrator may be removed from office by the County Board Chairman, with the consent of the County Board. Upon initial appointment, the Administrator shall be informed by the Board as to the causes which would constitute a basis for removing the Administrator, Deputy Administrator, and Animal Control Wardens from office.

January 2015

Blairsville Public Water District

P.O. Box 78, Hurst IL 62947

Phone: 618-987-2285 – FAX: 618-987-2534

Purpose: The District Board of Trustees governs the Blairsville Public Water District. The Board is governed by the **Public Water District Act (70 ILCS 3705/)**. The District Manager is responsible for the following:

- Establish and maintain a meeting schedule for the Board of Trustees
- Establish and implement employment policies, job positions with descriptions, and employee performance review procedures for employees of the District
- Hire personnel and terminate personnel employment as necessary
- Provide information to, and confer with, the public regarding operation of the system

Job Characteristics, duties, and responsibilities of a Board Member are as follows:

- Annually, organize the Board with a Chair and Vice-Chair, and appoint a Secretary and Treasurer to ensure oversight and control of all District functions
- Establish, update as necessary, and maintain operational policies and rules for the District
- Interact with other governmental, public, and private organizations to insure maximum public welfare and benefit of sufficient potable water
- Provide direction to the system operator and employees
- Manage the fiscal condition of the District to ensure financial viability of the system
- Set prices for the water product
- Develop contracts, let bids, sign contracts, and review contractor performance for services, employment, construction, or any other need in the production of water for the District
- Hear and rule on customer issues and complaints as necessary
- Perform related functions as required

Members: Appointments to the Board are made by the respective County Boards. Two members of the Board reside in Jackson County; five members reside in Williamson County. Board members are paid \$25.00 per meeting and are paid quarterly.

Conditions on Membership: The Board is comprised of men and women from Jackson and Williamson Counties who are customers of the Blairsville Public Water District. No trustee or employee of such district shall be directly or indirectly interested in any contract, work or business of the district or the sale of any article, the expense, price or consideration of which is paid by such district, nor in the purchase of any real estate or property for or belonging to the district.

Meetings: The meeting time is 3:00 p.m. on the fourth Monday of every month. Meetings are held on that Tuesday if the fourth Monday falls on a holiday.

Terms: Initial appointments to a seven member board shall be as follows: one for 1, one for 2, one for 3, two for 4, and two for 5 years. Thereafter on or after the first Monday in May of each year the appointing authority shall appoint a successor whose term shall be for 5 years commencing the first Monday in May of the year they are respectively appointed.

March 2015

Board of Health

Jackson County Health Department, P.O. Box 307, Murphysboro IL 62966
Phone: 618-684-3143 – FAX: 618-684-6023

Purpose: The Jackson County Board of Health is the governance board for Jackson County Health Department (<http://www.jchdonline.org/>). The Board is responsible for approving and monitoring the budget, setting personnel policy, providing input on public health policy, hiring the administrator, and ensuring that adequate facility and resources are available to conduct public health programming. Board of Health Member Duties include

- Attending Board of Health meetings
- Participating in the Board's deliberations and decisions by listening, asking questions, studying the facts, considering the alternatives, expressing your opinion, and voting on action items
- Being informed on state legislation, county board issues, public health issues, and community concerns
- Representing the Board, Jackson County Health Department and its programs to your friends and colleagues, to other organizations to which you belong, and to the community

Members: Appointments to the Board of Health shall be made by the Chairman of the County Board with the approval of the County Board, in conformity with the **County Health Department Act (55 ILCS 5/5-25)**. Each county health department shall be managed by a Board of Health consisting of eight members.

Conditions on Membership: At least two members shall be Illinois licensed physicians, one member shall be an Illinois licensed dentist, and one member shall be a member of the County Board. If a relative (spouse, children, spouses of children, parents, siblings, spouses of siblings) of a Jackson County Health Department Board member is hired to work at Jackson County Health Department, the related Board member must resign from the Board of Health effective the date the relative is hired.

Meetings: Meetings are usually held monthly on the first Wednesday of the month at 7:00 p.m. at the Jackson County Health Department, 415 Health Department Road, Murphysboro. The schedule of meetings may sometimes change to meet the needs of the Board and agency.

Terms: The terms of office shall be for three years, with the exception of the County Board member, who shall serve a one-year term. Appointments to the Board of Health shall be for terms beginning July 1. The terms of all members shall continue until their successors are appointed. Any member may be removed for misconduct or neglect of duty by the Chairman of the County Board, with the approval of the County Board.

January 2015

Board of Review

16 S 10th Street, Murphysboro IL 62966
Phone: 618-684-4907 – FAX: 618-687-7275

Purpose: The function of the Board of Review is to hear cases presented by the tax payer when he/she feels that the current assessment is incorrect. Appeals can be filed in person, by email, or by fax. The Board of Review is the final local authority with the power to ensure a uniform and equitable local property assessment. Once an assessment is completed, the township assessor no longer has jurisdiction over the assessment for that particular year. The Township Assessor returns the assessment books to the Supervisor of Assessments, who is empowered to make necessary revisions before the assessment changes are published. Once the assessments are published, the books are certified to the Board of Review. If the Township Assessor identifies the need for an assessment correction after the assessment books are certified to the Board of Review, the assessor may recommend an assessment revision by submitting a timely petition to the Board of Review. The primary duty of the Board of Review is to examine and review the assessment roll to determine that the assessment work was accurately completed. In addition, it is the board's responsibility to review the degree of uniformity between individual assessments, assessment jurisdictions, and classes of property, and make the necessary corrections to ensure uniform results. This, in turn, ensures that the tax burden is equitably and uniformly distributed among all taxpayers within a particular taxing district. The Board of Review must address four questions:

1. Is all of the taxable property listed on the assessment roll?
2. Is comparable property valued similarly?
3. Is the median level of assessment uniform between all classes of property in all assessment districts?
4. What property should be exempt from property taxes because of its use or ownership?

The duties of the Board of Review include the following:

- Raise individual assessments when it is determined the assessments are too low. (After notice to the taxpayer and an opportunity for a hearing.)
- Lower individual assessments when it is determined the assessments are too high. (After notice to the taxpayer and Supervisor of Assessments in accordance with Section 16-55 of the Property Tax Code.)
- Add taxable property to the roll. (After notice to the taxpayer and an opportunity for hearing, when real property has been omitted for the current or prior years.)
- Determine the exemption of homestead property.
- Assess property no longer exempt from taxation.
- Equalize assessments between townships, areas, and classes of property.
- Correct any and all factual errors after a tax bill is generated.
- Note: In all six of the above duties, the Board of Review may act either on its own motion or on the complaint of a property owner or a taxing body.
- Review non-homestead exemption applications and make recommendation to the department for final determination.

Members: The Jackson County Board of Review is comprised of a three member board, appointed by the Chairman of the County Board with approval of the County Board, and is governed by the **Property Tax Code (35 ILCS 200/)**. The positions earn a salary of \$15,500 per year.

Conditions on Membership: The Board of Review shall consist of three members, two of whom are affiliated with the political party polling the highest vote for any county office in the county at the last general election prior to any appointment made. The third member shall not be affiliated with that same party. Members of the County Board may be appointed to the Board of Review. Within the first year of appointment, testing qualifications through the State of Illinois must be met. No person may serve on the Board of Review who is not qualified by experience and training in property appraisal and property tax administration. A member of the Board of Review may be reappointed.

Meetings: When in session, the members meet daily at the Board of Review Office beside the Jackson County Courthouse.

Terms: When an appointed board of review already exists, successors shall be appointed and qualified to serve for terms of 2 years commencing on June 1 of the year of appointment and until their successors are appointed and qualified. Terms are staggered with two members being appointed in one year and the other member being appointed in the next.

January 2015

Buncombe Public Water District

Mailing Address: P.O. Box 33, Makanda IL 62958
Physical Address: 79 Wiley Lane, Makanda IL 62958
Phone: 618-549-0432 – FAX: 618-549-0433

Purpose: The District Board of Trustees governs the Buncombe Public Water District. The Board is governed by the **Public Water District Act (70 ILCS 3705/)**. Job Characteristics, duties, and responsibilities of a Board Member are as follows:

- Establish and maintain a meeting schedule for the Board of Trustees
- Annually, organize the Board with a Chair and Vice-Chair, and appoint a Secretary and Treasurer to ensure oversight and control of all District functions
- Establish, update as necessary, and maintain operational policies and rules for the District
- Interact with other governmental, public, and private organizations to insure maximum public welfare and benefit of sufficient potable water
- Provide direction to the system operator and employees
- Manage the fiscal condition of the District to ensure financial viability of the system
- Set prices for the water product
- Establish and implement employment policies, job positions with descriptions, and employee performance review procedures for employees of the District
- Hire personnel and terminate personnel employment as necessary
- Develop contracts, let bids, sign contracts, and review contractor performance for services, employment, construction, or any other need in the production of water for the District
- Provide information to, and confer with, the public regarding operation of the system
- Hear and rule on customer issues and complaints as necessary
- Perform related functions as required
- Provide for and deliver an annual audit of financial viability from a certified third party CPA firm

Members: The Board has seven Trustees, with six appointed from Jackson County and one appointed from Union County.

Conditions on Appointment: All Trustees must reside within the water district. The initial and primary responsibility of an individual in an active position on the Board of Trustees is to be in attendance and participate wholly in all regularly scheduled monthly meetings and, at times, special meetings; and to make intelligent and responsible decisions and recommendations while keeping at heart the best interest of Water District customers and the community. In addition it would be beneficial for the applicant to:

1. Understand this to be a five year term and accept the appointment with every intention to fulfill that requirement
2. Attend at least one meeting prior to being appointed in an effort to better understand the operations of the District
3. Understand that their products and/or services cannot be contracted by the District as it is a conflict of interest
4. Abide by the District Ordinance 3.29 which indicates that termination will result upon three consecutive unexcused absences from regularly scheduled monthly meetings.

No trustee or employee of such district shall be directly or indirectly interested in any contract, work or business of the district or the sale of any article, the expense, price or consideration of which is paid by such district, nor in the purchase of any real estate or property for or belonging to the district.

Meetings: The Board meets on the second Tuesday of each month at 7:00 p.m.

Terms: Initial appointments to a seven member board shall be as follows: one for 1, one for 2, one for 3, two for 4, and two for 5 years. Thereafter on or after the first Monday in May of each year the appointing authority shall appoint a successor whose term shall be for 5 years commencing the first Monday in May of the year they are respectively appointed.

April 2015

Cable Television Commission

Jackson County Courthouse, 1001 Walnut Street, Murphysboro IL 62966
Phone: 618-687-7245 – FAX: 618-687-7271

Purpose: The Commission is governed by (55 ILCS 5/5-1095) as well as the Public Utilities Act (220 ILCS 5/) and Jackson County Ordinance No. 91-1: An Ordinance Regulating Franchise, Establishment, Construction, Operation, and Maintenance of a Cable Television System within the County of Jackson, Illinois. The Commission has the following responsibilities and duties as well as such other responsibilities that the County Board may assign to it:

- To resolve disputes or disagreements among franchises, and between subscribers, public and private users of the System, and the Franchisee. Such action shall only be taken if those involved in such dispute are not first able to resolve their dispute or disagreement without the aid of the Commission.
- To review and audit all reports and filings submitted to the County as required by the Ordinance and such other correspondence as may be submitted to the County concerning the operation of the Cable Television system
- To review the rules and regulations set by the Franchisee
- To assure that all tariffs, rates, and rules pertinent to the operation of Cable Television in the Jackson County area are made available for inspection by the public at reasonable hours and upon reasonable request
- To act in any capacity in which the County may participate in Countywide Programming and recommending any changes to the County Board
- To advise the County Board on applications for franchises, unless the County Board shall otherwise provide for the handling of this function
- To advise the County Board on matters which might constitute grounds for revocation of the franchise in accordance with the Ordinance
- To advise the County Board on regulation of rates in accordance with the Ordinance. Such advice shall be in the form of a written report to the County Board.
- To coordinate the Franchisee's local programming services for best use of public facilities and channels of the System
- To advise the County Board regarding general policy relating the services provided subscribers and the operations and use of public channels, with a view to maximizing the diversity of programs and services to subscribers. The use of public channels shall be allocated on a first come, first serve basis, subject to limitations on monopolization of System time or prime time.

Members: The County Board Chairman, with the advice and consent of the County Board, may appoint five members to the Commission. No compensation is given for these appointments.

Conditions on Membership: Members must be County residents and shall reflect the "diverse" population of the County, as such term is determined by the County Board. No employee or person with ownership interest in a Cable Television franchise granted pursuant to this Ordinance shall be eligible for membership on the Commission.

Meetings: The Commission meets when needed and directed by the Chairman of the County Board. The Chairman of the Commission can also call for a meeting.

Terms: Each member shall serve for a single three year term. Initial terms shall be for one, two, and three years, determined by lots as follows: one member shall serve for one year, two members shall serve for two years, and two members shall serve for three years.

February 2015

Counties of Illinois Risk Management Agency

413 West Monroe, Springfield IL 62704
Phone: 217-528-5331 – FAX: 217-528-5562

Purpose: The Counties of Illinois Risk Management Agency (CIRMA) is a protected self-insurance risk management program that is county owned and county managed. CIRMA is dedicated to serving Illinois counties and the people they serve by providing long-term stability in insurance coverage while controlling these costs. Arthur J. Gallagher Risk Management Services, Inc. has been selected as the Program Manager through a careful process by IACBMC. Coverage for exposures unique to Illinois counties include county jail, nursing homes and workers compensation. CIRMA program benefits include direct input and a very strong voice on coverage, administration, claims management, and loss prevention decisions; more direct control of claims management and claim costs; professional loss prevention programs tailored to specific needs; and direct control of growth.

Members: 18 Counties statewide

Conditions on Membership: Member in good standing with the Illinois Association of County Board Members and Commissioners.

Meetings: Board of Directors meetings are held quarterly in Bloomington, Illinois.

Terms: Each county designates its own representative to the Board of Directors (no term limit). The Executive Committee officers serve rotating 2 and 3 year terms.

January 2015

Crosswalk Community Action Agency

410 W Main Street, West Frankfort IL 62896
Phone: 618-937-3581 – FAX: 618-932-8069
<http://crosswalkcaa.com/>

Purpose: The Board shall function as the policy-making body of Crosswalk Community Action Agency, a 501 (c) (3) corporation serving the Southern Illinois counties of Franklin, Jackson, Jefferson, and Williamson, and shall have final authority over all deliberative matters and decisions relating to Crosswalk. Crosswalk works for the elimination of poverty or the cause or causes of poverty through greater employment opportunities, improving human performances, motivation, and productivity. Crosswalk serves to better conditions in which people live, learn, and work and incorporate any other services that will result in the social and economic development of the area encompassed by the agency. Crosswalk Community Action Agency administers many programs including, but not limited to, Low-Income Home Energy Assistance (LIHEAP), Weatherization, Housing Rehabilitation, Emergency Rent and Utilities, Food Pantry, and Scholarships. Eligibility for Crosswalk assistance and services is generally based upon household income. CCAA receives funding from a variety of state and federal sources, and the income eligibility level differs among the programs. Board members are appointed to fill the capacities of either elected officials, representatives of the poor, or the private section which includes business, industry, labor, religious, law enforcement, and education. Responsibilities of the board members include, but are not limited to, assisting in the allocation of the Community Service Block Grant funds, scholarship review, and input regarding the needs of the low-income and disadvantaged of the area.

Members: Crosswalk consists of twenty-four members of the Board of Directors. Six members are selected from each of the four counties represented. Each member shall have one vote in all matters. Information to be discussed at the meeting is sent to each board member in advance for their review. Upon appointment to the Board of Directors, members receive a packet of information consisting of the By-Laws, Personnel Policies, Handbook Governing Community Action in Illinois, and Articles of Incorporation.

Conditions on Membership: Board members must be of at least eighteen years of age and reside in the county from which they are appointed and which they represent. No more than 2 members from each county shall represent any one of the tripartite constituency groups of elected officials, representatives of the poor, and representatives of the private sector:

- Each county shall appoint two elected officials, or their representatives, to serve on the Board
- Representatives of the poor must be chosen in accordance with democratic selection procedures adequate to assure that the members are representatives of low-income individuals. Each county shall identify organizations representing the poor. The CCAA Board shall then select two representatives from each county, from the identified organizations, to serve.
- Each county shall appoint two representatives to the board from one or more of the private categories of business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community served

Meetings: The Board of Directors meets the third Wednesday of every other month beginning in January which is the annual meeting. No monetary compensation is received for attendance at the meetings; however, mileage is paid in accordance with the federal rate.

Terms: Board members shall be appointed to staggered two year terms, with twelve Board members being appointed each year. Board terms shall be staggered so that one half of the Board members in each of the three tripartite groups in each of the counties shall be appointed each year.

January 2015

Devil's Kitchen Water District

3324 Grassy Road, Carbondale IL 62902
Phone: 618-549-5141 – FAX: 618-351-1815
<http://www.dkh2o.com/>

Purpose: Devil's Kitchen Water District (DKH20) was established in 1976 to provide water to Grassy Township in Williamson County in southern Illinois. The new water supply system initially served about 282 customers. Today, DKH20 provides water to over 550 customers. Led by a seven member board of directors and three employees, DKWD strives to provide their district customers with fresh palatable water, free of contamination and at an economical rate. The Board is governed by the **Public Water District Act (70 ILCS 3705/)**. Job Characteristics, duties, and responsibilities of a Board Member are as follows:

- Establish and maintain a meeting schedule for the Board of Trustees
- Annually, organize the Board with a Chair and Vice-Chair, and appoint a Secretary and Treasurer to ensure oversight and control of all District functions
- Establish, update as necessary, and maintain operational policies and rules for the District
- Interact with other governmental, public, and private organizations to insure maximum public welfare and benefit of sufficient potable water
- Provide direction to the system operator and employees
- Manage the fiscal condition of the District to ensure financial viability of the system
- Set prices for the water product
- Establish and implement employment policies, job positions with descriptions, and employee performance review procedures for employees of the District
- Hire personnel and terminate personnel employment as necessary
- Develop contracts, let bids, sign contracts, and review contractor performance for services, employment, construction, or any other need in the production of water for the District
- Provide information to, and confer with, the public regarding operation of the system
- Hear and rule on customer issues and complaints as necessary
- Perform related functions as required

Members: The Board consists of seven Trustees. This water district is also governed by **Williamson County Ordinance No. 8-2012: Devil's Kitchen Water District Rules, Rates, and Regulations for Water Service**. All of the original documents of the district, all ordinances, and other matters are filed and on record at the Williamson County Courthouse. Approximately 95% of the district is in rural Williamson County and all of the board members except one are Williamson County residents. The remaining appointment is made by the Jackson County Board. (If the district is located in more than one county, the number of trustees who are residents of a county shall be in proportion, as nearly as practicable, to the number of residents of the district who reside in that county in relation to the total population of the district. Trustees shall be appointed by the county board of their respective counties.) Trustees shall be compensated \$588.00 per year for their service as a Trustee. There shall be no additional compensation paid for service as a Chairman or Vice-Chairman. Should the Trustee, also, be an employee of the District, the compensation paid for the services provided in the capacity as an employee shall be in addition to the foregoing compensation paid for services as a Trustee, and shall be no greater than market rate for the services being performed as an employee.

Conditions on Membership: Trustees shall be selected from among those persons who are patrons of the District who are currently connected to water distribution systems and are paying for water service as assessed by the District. Employees of the District shall be eligible to be appointed as a Trustee; and no Trustee shall be removed as such solely because such person becomes employed by the District.

Meetings: The Board meets on the 2nd Thursday of each month at 7 pm.

Terms: Initial appointments to a seven member board shall be as follows: one for 1, one for 2, one for 3, two for 4, and two for 5 years. Thereafter on or after the first Monday in May of each year the appointing authority shall appoint a successor whose term shall be for 5 years commencing the first Monday in May of the year they are respectively appointed.

February 2015

Elverado Water District

P.O. Box 116, Vergennes IL 62994
Phone: 618-318-3077 – FAX: 618-568-1830

Purpose: The District Board of Trustees governs the Elverado Water District. The Board is governed by the **Public Water District Act (70 ILCS 3705/)**. Job Characteristics, duties, and responsibilities of a Board Member are as follows:

- Establish and maintain a meeting schedule for the Board of Trustees
- Annually, organize the Board with a Chair and Vice-Chair, and appoint a Secretary and Treasurer to ensure oversight and control of all District functions
- Establish, update as necessary, and maintain operational policies and rules for the District
- Interact with other governmental, public, and private organizations to insure maximum public welfare and benefit of sufficient potable water
- Provide direction to the system operator and employees
- Manage the fiscal condition of the District to ensure financial viability of the system
- Set prices for the water product
- Establish and implement employment policies, job positions with descriptions, and employee performance review procedures for employees of the District
- Hire personnel and terminate personnel employment as necessary
- Develop contracts, let bids, sign contracts, and review contractor performance for services, employment, construction, or any other need in the production of water for the District
- Provide information to, and confer with, the public regarding operation of the system
- Hear and rule on customer issues and complaints as necessary
- Perform related functions as required

Members: There are seven members on the Board, with five being appointed by Jackson County. There is no pay for members that serve on the Elverado Water District. It is a volunteer, service-oriented position.

Conditions on Membership: All members must reside within the water district. No trustee or employee of such district shall be directly or indirectly interested in any contract, work or business of the district or the sale of any article, the expense, price or consideration of which is paid by such district, nor in the purchase of any real estate or property for or belonging to the district.

Meetings: The Board meets at 475 Kathleen Road at 7:00 p.m. on the third Monday of each month.

Terms: Initial appointments to a seven member board shall be as follows: one for 1, one for 2, one for 3, two for 4, and two for 5 years. Thereafter on or after the first Monday in May of each year the appointing authority shall appoint a successor whose term shall be for 5 years commencing the first Monday in May of the year they are respectively appointed.

February 2015

ETSB/911 Board

303 N Robinson Circle, Carbondale IL 62901

Phone: 618-457-5911 – FAX: 618-529-5501

<http://www.ic911.org/>

Purpose: Jackson County 911 exists to enhance the quality of life of every person entering or residing in Jackson County, Illinois by receiving and processing 9-1-1 emergency calls; dispatching Police, Fire, and Emergency Medical Services in a prompt, efficient, courteous, and professional manner; to help save lives, protect property, and assist the public, making Jackson County, Illinois a safer community in which to live, work, and visit. The Jackson County 9-1-1 program operates on a county wide basis with 9-1-1 calls being electronically sent to four public service answer points – the Jackson County Sheriff's Department, the Murphysboro Police Department, the Carbondale Police Department, and the Southern Illinois University Department of Public Safety. These public service answering points not only dispatch police but handle the emergency dispatch of firefighters and emergency medical services provided by the Jackson County Ambulance Service. The Jackson County 9-1-1 dispatch system was created as a result of a general referendum held on November 6, 1990 wherein a majority of legal voters voting in the referendum voted in favor of the imposition of a surcharge on telephone service. That surcharge, along with a fee on wireless phones, funds the operation of the 9-1-1 dispatch system. The Board is the policy making body, governed by the **(50 ILCS 750/) Emergency Telephone System Act**. The powers and duties of the ETSB shall include, but are not limited to, the following:

- Planning a 9-1-1 system
- Coordinating and supervising the implementation, upgrading, and maintenance of the 9-1-1 system, including the establishment of equipment specifications and coding systems
- Receiving monies from the surcharge imposed and from any other source, for deposit into the Emergency Telephone System Fund to be maintained by the Treasurer of Jackson County, Illinois
- Authorizing all disbursements from the Emergency Telephone System Fund in accordance with 50 ILCS 750/15.4(c)
- Hiring any staff necessary for the implementation or upgrade of the 9-1-1 system
- Making and entering into any contracts
- Acquiring, holding, and disposing of property
- Incurring debts, liabilities, or obligations necessary for the accomplishment of its purpose
- Taking any and all action necessary to achieve its purpose
- Obtaining any and all types of insurance to protect itself from all claims, accidents, and losses
- Adopting bylaws, rules, and regulations to govern its internal operations
- Implementing and executing any additional duties as are lawful and in furtherance of the ETSB's purpose

Members: The Jackson County Emergency Telephone System Board is a 14 member body that was created by state statute to govern and direct the operation of the 9-1-1 emergency dispatch program. The most recent ordinance determining membership is the 2014 **Jackson County Ordinance, An Ordinance Amending the Membership, Appointments, Terms of Office, and Duties of the Emergency Telephone System Board**.

Conditions on Membership: The ETSB shall consist of 14 members. The individual members of the ETSB shall be appointed by the Chairman of the Jackson County Board, with the advice and consent of the Jackson County Board. The ETSB members shall include:

- The Sheriff of Jackson County – term expires 01/01/2017
- The Police Chief and Fire Chief for the City of Carbondale – term expires 01/01/2017
- The Police Chief and Fire Chief for the City of Murphysboro – term expires 01/01/2017
- The Director of the Jackson County Ambulance Service – term expires 01/01/2016
- The Director of Public Safety for Southern Illinois University – Carbondale – term expires 01/01/2016
- Five individuals representative of the Public Safety Agency 9-1-1 users appointed on the basis of their ability or experience with emergency services, four of whom must be representative of the Public Safety Agency 9-1-1 users whose system is located outside of the corporate limits of the City of Carbondale and the City of Murphysboro – term expires 01/01/2015
- One individual who is a public member and who is a resident of the local exchange service territory included in the 9-1-1 coverage area – term expires 01/01/2016
- One individual who is a member of the Jackson County Board, to be recommended by the Chair of the Jackson County Board, with the advice and consent of the said Board – term expires 01/01/2016

Meetings: The ETSB/911 Board meets monthly, on the third Monday of each month, at 6 p.m.

Terms: The terms of the ETSB shall be three years with the terms staggered so as to provide continuity to the performance of the ETSB (expiration date of initial term is given above, as specified in the Ordinance). Members of the ETSB shall continue to serve in office after their respective term of office has expired or terminated (unless the member has been removed in accordance with the Ordinance) until their successor has been duly appointed, qualified, and seated to the ETSB. It is intended that the ETSB be a continuous public body.

Farmland Assessment Review Committee

County Assessment Office, 20 S 10th Street, Murphysboro IL 62966
Phone: 618-687-7220 – FAX: 618-687-7243

Purpose: The Farmland Assessment Review Committee is governed by the **Property Tax Code (35 ILCS 200/)**. A County Farmland Assessment Review Committee shall be established in each county to advise the chief county assessment officer on the interpretation and application of the State-certified farmland values, guidelines, and the implementation of this Section. The Committee may solicit public input. Each chief county assessment officer shall present annually to the committee the farmland valuation procedure to be used in that county and the equalized assessed valuations by productivity index to be used for the next assessment year. On or about June 1, the committee shall hold a public hearing on the equalized assessed values of farmland proposed by the Department and the implementation of the procedures proposed by the chief county assessment officer. If the Committee concurs with the procedures and valuations, the chief county assessment officer shall proceed with the farmland assessment process. If the Committee objects to the procedures or valuations proposed, the Committee shall make alternate recommendations to the Department by August 1. The Department shall rule within 30 days and direct the chief county assessment officer to implement the ruling. The Committee may appeal the Department's ruling to the Property Tax Appeal Board within 30 days. The Property Tax Appeal Board shall be the final authority in any appeal and its decisions under this paragraph shall not be subject to the Administrative Review Law. Appeals by the Committee shall be heard by the Property Tax Appeal Board within 30 days of receipt; a decision must be rendered within 60 days of receipt and not later than December 31 of the year preceding the assessment year. Appeals by the Committee of any county shall take precedence over all individual taxpayer appeals.

Members: The Committee shall consist of five members. The County Board of each county may fix the compensation of members of the Committee for attendance at meetings of the committee.

Conditions on Membership: The Committee's members shall be the following: the chief county assessment officer or his/her designee, the Chairman of the County Board of Review or another member of that Board appointed by the Chairman, and three farmers appointed by the Chairman of the County Board.

Meetings: The chief county assessment officer or designee shall be chairman and shall convene the Committee on or about May 1 of each year. The Committee meets just once a year.

Terms: The term for this appointment is five years.

January 2015

Flood Plain Manager

Jackson County Courthouse, 1001 Walnut Street, Murphysboro IL 62966
Phone: 618-529-5158 ext.557 – FAX: 618-687-4387

Purpose: The Emergency Management Agency (EMA) exists to implement mitigation, preparedness, response, and recovery programs for Jackson County. The Emergency Management Agency is responsible for the general administration of the **Jackson County 2009 Flood Damage Prevention Ordinance** and shall ensure that all development activities within the floodplains under the jurisdiction of Jackson County meet the requirements of this ordinance. Specifically, the Jackson County EMA shall:

- Process development permits
- Ensure that all development in a floodway (or a floodplain with no delineated floodway) meets the damage prevention requirements
- Ensure that the building protection requirements for all buildings are met and maintain a record of the “as-built” elevation of the lowest floor (including basement) or a floodproof certificate
- Assure that all subdivisions and annexations meet requirements
- Ensure that water supply and waste disposal systems meet Public Health standards
- If a variance is requested, ensure that the requirements are met and maintain documentation of any variances granted
- Inspect all development projects and take any and all penalty actions as necessary to ensure compliance with this ordinance
- Assure that applicants are aware of and obtain any and all other required local, state, and federal permits
- Notify IDNR/OWR and any neighboring communities prior to any alteration or relocation of a watercourse
- Provide information and assistance to citizens upon request about permit procedures and floodplain construction techniques
- Cooperate with state and federal floodplain management agencies to coordinate base flood data and to improve the administration of the ordinance
- Maintain for public inspection base flood data, floodplain maps, copies of state and federal permits, and documentation of compliance for development activities subject to the ordinance
- Perform site inspections to ensure compliance with the ordinance and make substantial damage determinations for structures within the floodplain
- Maintain the accuracy of floodplain maps including notifying IDNR/OWR and/or submitting information to FEMA within six months whenever a modification of the floodplain may change the base flood elevation or result in a change to the floodplain map

Members: There is one Flood Plain Manager.

Conditions on Membership: This position is filled by the head of the Jackson County EMA. The Emergency Management Agency is the agent administering the Ordinance; therefore, the head of that agency is ultimately responsible.

Meetings: N/A

Terms: Indefinite

January 2015

Greater Egypt Regional Planning and Development Commission

3000 West De Young Street, Suite 800B-3, Marion IL 62959

Phone: 618-997-9351 – FAX: 618-997-9354

<http://greateregypt.org/>

Purpose: The Greater Egypt Regional Planning and Development Commission (Greater Egypt) has been serving southern Illinois communities, citizens, businesses, and local governments since 1961. Within the five counties of Franklin, Jackson, Jefferson, Perry, and Williamson, Greater Egypt provides economic development planning and assistance, water quality management planning, local government services, technical assistance, and provides administrative services for local, state, and Federal programs such as: Economic Development Administration grants, Delta Regional Authority grants, Energy Efficiency Conservation Block Grant, Community Development Assistance Program, Enterprise Zone, and administers a Revolving Loan Fund. The staff consists of an interdisciplinary team coordinated by the Executive Director. Together they carry out the planning and development activities of the Commission. Examples of the typical services provided by Greater Egypt are detailed below.

- Economic Development Planning and Assistance — Greater Egypt serves as the Region's Economic Development District for the federal Economic Development Administration and the Local Development District for the Delta Regional Authority. Greater Egypt utilizes funds made available by the member local governments and EDA to complete an ongoing Comprehensive Economic Development Strategy. Funds from EDA and DRA also allow Greater Egypt to work within the region to develop economic development projects and seek funds for their implementation. Greater Egypt also administers an EDA Revolving Loan Fund to provide financial assistance to local business.
- Grant Administration — Greater Egypt provides grant administration for entities within the District for local, state, and federal programs such as: Economic Development Administration grants, Delta Regional Authority grants, Energy Efficiency Conservancy Block Grants, and the Community Development Assistance Program.
- Water Quality Management Planning – Greater Egypt is contracted by the Illinois Environmental Protection Agency to develop a Watershed-based Plan for Hurricane Creek Watershed in Williamson County. The plan will consist of a comprehensive watershed inventory which will define the physical components of the Watershed. This will be used to complement the watershed-based plan which will address water quality issues within the watershed. Greater Egypt is also under contract with IEPA to coordinate the Volunteer Lake Monitoring Program (VLMP) in the southern tip of Illinois: Alexander, Franklin, Gallatin, Hamilton, Hardin, Jackson, Jefferson, Johnson, Massac, Perry, Pope, Pulaski, Saline, Union, and Williamson Counties. The VLMP serves as an educational program for citizens to learn about lake ecosystems, as well as a cost-effective method of gathering fundamental information on Illinois' inland lakes.
- Transportation Planning – Greater Egypt helped to establish the Southern Illinois Metropolitan Planning Organization in 2013 to serve the newly designated Carbondale Urbanized Area. Currently Greater Egypt serves as the Lead Agency and staff for the SIMPO.
- Multi-Hazard Mitigation Planning — Greater Egypt provides assistance to the local governments to complete Multi-Hazard Mitigation Plans. These plans are then used by the region to implement projects designed to minimize the loss of property and life in the event of a natural disaster. Greater Egypt assists organizations in the region with applications for funding hazard mitigation projects.
- Technical Assistance — Greater Egypt provides a wide variety to technical assistance services. These services include demographic data collection and distribution, GIS mapping, and identifying and assisting with grant opportunities.
- Local Government Services — Greater Egypt also provides specific services to the local governments. An example of these services is the administration of the Williamson County Enterprise Zone and assistance with the administration of the Jackson County Enterprise Zone.

Members: Jackson County holds four seats on the Commission. All members of the Commission shall serve without compensation; however, the Commission has a policy to reimburse those members not otherwise reimbursed for mileage to and from Official Commission meetings.

Conditions on Membership: These seats consist of the Jackson County Board Chairman or his/her designee, and three others. The Chairman of each County Board shall designate, subject to confirmation of the county Board, three members who shall be residents of said County.

Meetings: The Commission meets on the second Tuesday of each month at 7:00 p.m. The Commission generally meets at their Marion office, with five meetings at different locations within the region.

Terms: The three appointed hold a three year term. Terms of office shall begin on January 1. The terms of all existing members shall be extended to expire on the 31st day of December in the calendar year in which they would otherwise expire. The Chairman, or his/her written designee, of the county Board shall have a term coterminous with his/her term of office as such chairman.

January 2015

Housing Authority

300 N 7th Street, Murphysboro IL 62966
Phone: 618-684-3183 – FAX: 618-684-3222
<http://jacksoncountyhousingauthority.org/>

Purpose: The Housing Authority of the County of Jackson, Illinois, is committed to providing quality, affordable housing, that is decent and safe, to eligible families in this community. We strive to make the best use of all available resources so that our residents may live in an environment that is clean, well maintained and attractive. Our goal is to manage our public housing units in a manner that is consistent with good, financially sound property management practices. By taking advantage of available community and government resources, we intend to provide our residents with as many opportunities for economic self-sufficiency as we can identify. We endeavor to instill pride and a desire for an enhanced quality of life for our residents and their families. We are committed to serving our residents and this entire community in a manner that demonstrates professional courtesy, respect and caring. The Housing Authority, as a Public Housing Agency, is governed by the Federal **Department of Housing and Urban Development**.

Members: Five members are appointed to the Jackson County Housing Authority Commission.

Conditions on Membership: As stated in **Department of Housing and Urban Development 24 CFR Part 964: Public Housing Agency Organization; Required Resident Membership on Board of Directors or Similar Governing Body; Final Rule**, the membership of the board of directors of a Public Housing Agency (PHA) must contain not less than one member who is directly assisted by the PHA. This is designed to provide for more resident involvement, and to increase resident participation and awareness in creating and maintaining a positive living environment. In order for a resident to be eligible for board membership, the resident's name must appear on the lease and the resident must be at least 18 years of age. "Directly assisted" means residing in public housing or receiving Section 8 tenant-based assistance. Direct assistance does not include any State-financed housing assistance programs, Section 8 project-based assistance, or Section 8 new construction assistance.

Meetings: The Jackson County Housing Authority's Board of Commissioners holds its regular monthly board meeting on the fourth Wednesday of each month at 5:30 p.m. This meeting is held at the Housing Authority's main office located at 300 N 7th Street, Murphysboro IL.

Terms: Members serve a five year term.

January 2015

Jackson Growth Alliance

P.O. Box 23, Carbondale IL 62903

Phone: 618-713-9210 – FAX: none

<http://www.jacksonbiz.org/>

Purpose: The Mission of the Jackson Growth Alliance (JGA) is to encourage economic and community development for all of Jackson County and the greater southern Illinois region. The Jackson Growth Alliance unites the efforts of the Jackson County government, City of Carbondale, City of Murphysboro, Southern Illinois University, Southern Illinois Airport Authority, and the Jackson County business community for the achievement of economic development goals. It is a priority in Jackson County that businesses are successful. A friendly and helpful business environment has been created to assist businesses achieve their goals. Programs are offered to help start a new business, transfer technology from the laboratory to commercial products, find new business locations, network with other business professionals, and finance business ventures. Jackson Growth Alliance, a 501 (c)(6) not for profit corporation, is incorporated as the Jackson County Business Development Corporation under the General Not-For-Profit Corporation Act of Illinois. The trade name of the Corporation is Jackson Growth Alliance. The purposes of the Corporation are:

- To promote economic activity and development in Jackson County, Illinois through the attraction and retention of primary job enterprises from outside of the area
- To assist in projects, undertakings, studies, and other activities in cooperation and in coordination with local governmental and civic bodies of Jackson County, Illinois, for economic industrial and business development
- To promote the social welfare of the residents of Jackson County through the expansion of primary job enterprises within Jackson County, Illinois
- To educate parties both in Jackson County, Illinois, and outside the area concerning the county, its resources, its population makeup, and its service facilities
- To take, accept, hold and acquire by bequest, devise, gift, purchase, loan or lease any property, real, personal or mixed, whether tangible or intangible, without limitation as to kind, amount or value
- To secure related facilities, services and conditions, economic or otherwise, which are conducive to the progress and general business welfare of Jackson County, Illinois
- To carry on such activities and to deal with and expand any corporate property and income therefrom for any of the aforementioned purposes without limitation, except such limitations, if any, as may be contained in the instrument under which such property is received, or restricted under the certificate of incorporation, or any such limitations as described by law
- To make loans, grants or pledges of any such corporate property, or any interest therein or proceeds therefrom, and to invest and reinvest the principal thereof and receipts therefrom, if any, consistent with the aforementioned purposes, so long as such loans, grants, or pledges are not prohibited by the certificate of incorporation, or any other limitations as described by law
- To operate at all times as a tax exempt organization within the meaning of the Internal Revenue Code of 1954 as amended

Conditions on Membership:

Permanent Members: Permanent members shall be five in number and consist of the following presiding officers of the named governmental entities: the Chairman of the Jackson County Board, the Mayor of the City of Carbondale, the Mayor of the City of Murphysboro, the Manager of the Southern Illinois Airport Authority, and the President of Southern Illinois University.

Community Members: Membership is available to any resident of Jackson County or person who holds a leadership position in any governmental unit, business, or not for profit organization situated in Jackson County and paying the prescribed dues as determined by the Board of Directors. These members are elected by the Jackson Growth Alliance general membership at the annual meeting.

Board of Directors: The total number of Directors shall be Eleven (11), comprised of the Five (5) Permanent Members and Six (6) Community Members as set out below:

- A. The five permanent members as defined above; or their designees, shall also constitute the five Permanent Directors.
- B. The six Community Directors shall be individuals elected by the members, each to serve no more than four consecutive two year terms which shall coincide with fiscal years. The six (6) Community Director terms shall be staggered with three (3) terms expiring each year.

Meetings: Regular monthly meetings of the Board of Directors are held on the first Monday of the month at 4:30 p.m. at the Southern Illinois University Dunn-Richmond Economic Development Center, 1740 Innovation Drive (Off of Pleasant Hill Road).

Terms: In the event any of the above-designated presiding officers be unable to regularly attend membership and board meetings, he or she shall be entitled to appoint an executive-level representative with decision-making authority to serve as such member or board member until the end of the current fiscal year, subject to being reappointed by said presiding officer. Community members serve two year terms.

January 2015

Jackson-Union Regional Port Authority

P.O. Box 361, 1205 Chautauqua Road, Carbondale IL 62903
Phone: 618-549-6674 – FAX: none

Purpose: The Port Authority District provides a public depot for receiving goods or persons for transport by water, land, or air. Under the **Jackson-Union Counties Regional Port District (70 ILCS 1820/)**, the Board governs the port district embracing Jackson and Union Counties, develops and regulates the port's harbor and facilities, issues construction permits, prevents obstruction in navigable water, and establishes and maintains public airports and airport facilities. The Jackson-Union County Port District is a political subdivision and

- Is a municipal corporation, just as Carbondale and Anna are municipal corporations
- Embraces the areas of Jackson and Union Counties
- May annex territory
- May sue and be sued in its corporate name
- May adopt a common seal
- May acquire, own, lease and sell land
- Has eminent domain authority
- May levy a property tax
- May issue bonds
- Has certain police powers

Members: The Board is composed of three members appointed by the Governor, two members appointed by the Union County Board, and two members appointed by the Jackson County Board. The members of the Board shall serve without compensation but shall be reimbursed for actual expenses incurred by them in the performance of their duties. However, any member of the Board who is appointed to the office of secretary or treasurer may receive compensation for his services as such officer.

Conditions on Membership: Every person appointed to the Board shall be a resident of the unit of local government which makes the appointment. Persons appointed by the Governor shall reside in the district. No member of the Board or employee of the District shall have any private financial interest, profit or benefit in any contract, work or business of the District nor in the sale or lease of any property to or from the District.

Meetings: Meetings are held once monthly. The schedule is determined annually. Meetings are held at the office on Chautauqua.

Terms: Terms are for three years, beginning June 1 of staggered years, and run until successor is appointed and qualified.

January 2015

Kinkaid-Reed's Creek Conservancy District

1763 Water Plant Road, Murphysboro IL 62966

Phone: 618-687-2951 – FAX: 618-687-3002

Purpose: Kinkaid-Reed's Creek Conservancy District is governed by the **River Conservancy Districts Act (70 ILCS 2015/)**. The purpose of the District shall be the conservation and protection of water supply; preservation of water levels; control or prevention of floods; reclamation of wet and overflowed lands; development of irrigation; conservation of soil; provision of domestic, industrial and public water supply; collection and disposal of sewage and other public liquid wastes; provision of forests, wild-life area, parks and recreational facilities; and the promotion of public health, comfort, and convenience.

Members: The District shall be governed by a Board of Trustees. There are four members appointed by the Jackson County Board and three members appointed by the City of Murphysboro. The Kinkaid-Reed's Creek Conservancy District Board of Trustee members receive a salary of \$3,000 per annum divided into 12 monthly checks.

Conditions on Membership: Each trustee shall reside within the district. No more than two appointments by each appointing authority may be from the same political party.

Meetings: Dates for regular monthly meetings and special meetings shall be determined by the Board. The trustees set the regular monthly meetings each year at their annual meeting in May. For the past several years, the trustees selected the second Wednesday of each month at 7:00 p.m. as their regular scheduled monthly meeting date and time. Meetings are held in the Water Plant Office at 1763 Water Plant Road.

Terms: All initial appointments of trustees shall be made within 60 days after the determination of the result of the election. Each appointment shall be in writing and shall be filed and made a matter of record in the office of the county clerk. A trustee shall qualify within 10 days after appointment by acceptance and the taking of the constitutional oath of office, both to be in writing and similarly filed for record in the office of such county clerk. The successors of all such initial members of the board of trustees of a river conservancy district shall serve for terms of 5 years, all such appointments and appointments to fill vacancies shall be made in like manner as in the case of the initial trustees. A trustee having been duly appointed shall continue to serve after the expiration of his term until his successor has been appointed. Attendance at meetings of the Board of Trustees, both regular and special, is an integral and important part of the duties of each Trustee. If a Trustee is absent, without prior notice to the District and reasonable cause, for three consecutive board meetings, or more than five board meetings in a twelve month period, or if a Trustee in any other way fails to perform the duties of Trustee so as to be detrimental to the District, the Board, by majority vote, may assess such compensation forfeiture as the Board deems appropriate.

February 2015

Lakeside Water District

3384 Dillinger Road, Carbondale IL 62901

Phone: 618-457-5547 – FAX: 618-457-5547

<http://www.lakesidewatercarbondale.com/>

Purpose: Lakeside Water District serves Southern Illinois. Tap water in Carbondale comes from Cedar Lake. Cedar Lake is a 1,750-acre reservoir in southern Illinois, created by the damming of Cedar Creek, a tributary of the Big Muddy River, in 1974. The lake is located in Jackson County, southwest of Carbondale, Illinois. The District Board of Trustees governs the Lakeside Water District. The Board is governed by the **Public Water District Act (70 ILCS 3705/)**. Job Characteristics, duties, and responsibilities of a Board Member are as follows:

- Establish and maintain a meeting schedule for the Board of Trustees
- Annually, organize the Board with a Chair and Vice-Chair, and appoint a Secretary and Treasurer to ensure oversight and control of all District functions
- Establish, update as necessary, and maintain operational policies and rules for the District
- Interact with other governmental, public, and private organizations to insure maximum public welfare and benefit of sufficient potable water
- Provide direction to the system operator and employees
- Manage the fiscal condition of the District to ensure financial viability of the system
- Set prices for the water product
- Establish and implement employment policies, job positions with descriptions, and employee performance review procedures for employees of the District
- Hire personnel and terminate personnel employment as necessary
- Develop contracts, let bids, sign contracts, and review contractor performance for services, employment, construction, or any other need in the production of water for the District
- Provide information to, and confer with, the public regarding operation of the system
- Hear and rule on customer issues and complaints as necessary
- Perform related functions as required

Members: The Board has seven members, with four being appointed by the Jackson County Board. Members of the Lakeside Water District Board are reimbursed annually at \$50.00 per Board Meeting that they are in attendance.

Conditions on Membership: Any person desiring appointment to the Board of Trustees of the Lakeside Water District shall be a resident and customer of the Water District. In addition they should want to be an asset to the Board, and want to make their community better.

Meetings: The Board holds regular monthly meetings, held at the District Office, on the second Tuesday at 5:00 p.m.

Terms: Initial appointments to a seven member board shall be as follows: one for 1, one for 2, one for 3, two for 4, and two for 5 years. Thereafter on or after the first Monday in May of each year the appointing authority shall appoint a successor whose term shall be for 5 years commencing the first Monday in May of the year they are respectively appointed.

February 2015

Liquor Advisory Board

Jackson County Courthouse, 1001 Walnut Street, Murphysboro IL 62966
Phone: 618-687-7245 – FAX: 618-687-7271

Purpose: Governed by the **Jackson County Liquor Control Ordinance**, amended December 2013; this ordinance shall be liberally construed to the end that the health, safety, and welfare of the people of Jackson County may thereby be protected, and, to the end that temperance in the consumption of alcoholic liquors may be encouraged and fostered by judicious and careful regulation and control of the sale and distribution of alcoholic liquors. The Liquor Advisory Board shall have the following powers and duties:

- To review all liquor license applications, both new and renewals
- To meet and discuss liquor license applications with all applicants
- To render an advisory opinion as to the merits or demerits of each liquor license application it reviews
- To receive complaints made against licenses and to inform the Liquor Control Commissioner of these complaints which require further action
- To monitor all licensees for compliance with state and local law
- To seek public input and to receive community concerns regarding liquor and liquor licenses

Members: The Chairman of the County Board of the County of Jackson, State of Illinois, shall be the Liquor Control Commissioner, and shall act as such in and for that area in the County of Jackson, State of Illinois, which is not within the limits of any city, incorporated town, or village. The Liquor Control Commissioner of Jackson County shall receive compensation in the amount of \$1000.00 per year for performing his/her duties of office, said sum shall be paid monthly in equal installments.

Conditions on Membership: The Liquor Advisory Board shall consist of the following members:

- The Sheriff or his/her representative
- The State's Attorney or his/her representative
- The Chair of the Health and Safety Committee
- A representative from the Jackson County Health Department
- At least one, but not more than three, citizens of the County to be appointed biannually by the Chair of the County Board with the approval of the full County Board

In cases where an application for a new liquor license has been made, the Liquor Advisory Board shall also include, for purposes of reviewing such new applications, the two County Board members for the district in which the proposed establishment is to be located.

Meetings: The Liquor Advisory Board shall meet not less than semi-annually to carry out its duties. The Liquor Advisory Board shall establish dates, times, and places for its meetings.

Terms: Those appointments for citizens of the County shall be two year terms.

February 2015

Mass Transit

608 E College Street, Suite 102, Carbondale IL 62901
Phone: 618-457-4080 – FAX: 618-457-0171

Purpose: The Jackson County Mass Transit District was established to provide general public transportation services for county residents. Anyone is eligible to ride on the district's bus system. All rides must originate in Jackson County. It is recommended to call at least 48 hours in advance to schedule rides. Dispatch office hours are 7 a.m. to 5:30 p.m. Monday through Friday. For bus service on a Monday, reservations must be made before 5:00 PM on the previous Friday. Responsibilities:

- Attend Board Meetings – JCMTD Board of Trustees are required to attend all regularly scheduled monthly board meetings, as well as any special or closed-session meetings as scheduled. If a member is unable to attend a meeting, notification should be made to the Managing Director prior to the scheduled meeting time.
- Supervisory Duties – The Board of Trustees is responsible for the supervision of the Managing Director. The Board also retains the authority to hear and take action on any conflicts between staff and management.
- Voting Privileges – Members vote on issues such as policy, budget, and employment matters that come before the Board. A majority (quorum) must be present in order for the Board to vote on a motion.

Each board member receives \$35.00 per meeting attended. At such time as financial resources become available, the Trustees shall appoint a Managing Director, who shall be responsible for and direct the operation of the transit system within the limits of the budget and policies established by the Trustees. The Managing Director shall have all administrative duties not specifically required by statute, ordinance, or the bylaws to be performed by the Trustees. The members of the Board of Trustees shall act as a policy-making body, except as specifically provided otherwise by ordinance, statute or the bylaws; and the Managing Director shall act as the administrative and executive agent of the District. The Managing Director shall attend all meetings of the District unless excused by authorization of or at the request of the Trustees. The Managing Director may designate an Acting Managing Director to serve in his/her place during vacations, illness, or other short-term absences. If the position of Managing Director becomes vacant, the Board of Trustees may designate a person to serve as Interim Managing Director until the Managing Director's position is filled. If no Managing Director or Interim Managing Director has been designated by the Board of Trustees, the Chairperson of the Board of Trustees shall exercise those responsibilities assigned to the Managing Director, unless the bylaws specifically assign a responsibility to another Board of Trustees officer.

Members: There are five trustees, who are appointed by the Jackson County Board.

Conditions on Membership: Members of the Board of Trustees shall be as approved by the Jackson County Board pursuant to the Ordinances of Jackson County and the Statutes of the State of Illinois. Members must be a resident of Jackson County. Experience with business matters is helpful; members who own their own business are particularly welcome.

Meetings: The principal office of the District shall be at the office of the Managing Director of the District, which office shall be designated by resolution of the Board of Trustees. Regular meetings of the Trustees shall be held once each month at the time and place within the District designated by the Trustees. If the date of the regular meeting comes on a legal holiday, the Chairperson shall designate at the next preceding meeting the date of such regular meeting. Meetings are currently held at 5:30 p.m. on the third Monday of the month.

Terms: Members shall serve terms designated at the time of appointment in compliance with County Ordinances and State Statutes. Terms are currently for four years.

January 2015

Merit Commission

Jackson County Sheriff's Office, 1001 Mulberry Street, Murphysboro IL 62966

Phone: 618-687-3822 – FAX: 618-684-3443

Purpose: Governed by **Counties Code (55 ILCS 5/)**, the Merit Commission is responsible for the administration and operation of a Merit Commission System for all Merit Personnel of the Jackson County Sheriff's Office. It is the mission of the Sheriff's Office Merit Commission to provide professional, high quality, and effective personnel to the Sheriff's Office. We, the members of the Commission, believe that our work has a vital impact on the quality of life in our community. By recognizing the changing and diverse needs of the community, the Commission promotes and encourages a policy of professional individual excellence. We support an organizational climate of mutual trust and respect. The Merit Commission is a quasi-judicial administrative agency. It operates independently of both the Sheriff and the County Board, administering a system along recognized principles of public employment, promotion and discipline, as prescribed by state statute and county ordinance. The Commission shall:

- Keep and maintain the minutes of all meetings and report the decisions rendered to appropriate authorities
- Maintain a personnel file on each employee of the Sheriff's Office appointed under the authority of the Merit Commission. These files will be considered confidential; however, any employee under Merit may review that individual's file upon request in the presence of a Merit Commission member. The file will consist of, but not be restricted to,
 - a. Letter of notification of eligibility for interview including test
 - b. Application
 - c. Letter of notification of certification
 - d. Letter of appointment
 - e. Educational record
 - f. Law enforcement training record
 - g. Letters of commendation including promotions
 - h. Letters of reprimand including demotions
 - i. Notifications of all disciplinary action
 - j. Records and minutes of all hearings
 - k. Any other correspondence or documents pertaining to the employment of the individual
- Keep and maintain all other records and files necessary for the proper administration and operation of the Commission's business including any information required for compliance with the requests of the County Board or other authorized authorities for reports of activity

Members: The Merit Commission shall consist of five members appointed by the sheriff with the approval of a majority of the members of the county board. If the sheriff fails to make the appointments within 60 days, the members of the commission shall be appointed by the chairman of the county board with the approval of a majority of the members of the county board.

Conditions on Membership: Members must be residents of Jackson County. In a five member commission, no more than three of the members appointed may be affiliated with the same political party. No member of the Commission shall hold a statutory partisan political office.

Meetings: A regular meeting of the Commission shall be held as needed.

Terms: The term of appointment of the individual members shall be determined by action of the County Board at the time of appointment. Currently, terms are for six years. If a vacancy occurs in the office of a commissioner, the sheriff, with the approval of a majority of the members of the county board, shall appoint a suitable person to serve the unexpired portion of that commissioner's term. If the sheriff fails to appoint a person to fill the vacancy within 30 days, the chairman of the county board shall appoint a person to fill the unexpired portion of the term, with the approval of a majority of the members of the county board. No member of a Merit Commission shall be removed except for palpable incompetence or malfeasance in office upon written charges filed by or at the direction of the sheriff or the county board and heard before the Board of Hearings. The Board of Hearings shall hear and determine the charges and its findings shall be final. If the charges are sustained, the member of the Commission so charged shall be forthwith removed from office.

January 2015

Murdale Water District

8598 Old Highway 13, Murphysboro IL 62966

Phone: 618-684-8039 – FAX: 618-684-6329

Purpose: The Murdale Water District began in 1956 to provide citizens within its boundaries an alternative to ground water wells. Today, the district operates over 115 miles of water main to over 1900 homes and businesses in Pomona, Sand Ridge, Desoto, Carbondale, and Murphysboro Townships. The district operates three pumping stations and four elevated water storage towers to distribute more than 400,000 gallons of water per day purchased from the Kinkaid Area Water System. The Board with the assistance of the Officers (Treasurer and Secretary) ensures the health, safety, comfort, convenience, and welfare of the public who subscribes to consume the potable water provided to their homes and businesses. The District has within its employ a professional staff comprised of persons who are certified as Illinois Public Water Supply Operators, and persons who are trained and responsible for the tracking and keeping of records of the District's finances and individuals' water accounts. Staff members through the Manager advise the Board and follow the directives of the Board on matters of policy and procedure within the laws of the state of Illinois and the regulations of the Illinois Environmental Protection Agency. The Board is governed by the **Public Water District Act (70 ILCS 3705/)**. Job Characteristics, duties, and responsibilities of a Board Member are as follows:

- Establish and maintain a meeting schedule for the Board of Trustees
- Annually, organize the Board with a Chair and Vice-Chair, and appoint a Secretary and Treasurer to ensure oversight and control of all District functions
- Establish, update as necessary, and maintain operational policies and rules for the District
- Interact with other governmental, public, and private organizations to insure maximum public welfare and benefit of sufficient potable water
- Provide direction to the system operator and employees
- Manage the fiscal condition of the District to ensure financial viability of the system
- Set prices for the water product
- Establish and implement employment policies, job positions with descriptions, and employee performance review procedures for employees of the District
- Hire personnel and terminate personnel employment as necessary
- Develop contracts, let bids, sign contracts, and review contractor performance for services, employment, construction, or any other need in the production/distribution of water for the District
- Provide information to, and confer with, the public regarding operation of the system
- Hear and rule on customer issues and complaints as necessary
- Perform related functions as required

Members: The Murdale Water District is a seven member board that oversees the operation and maintenance of the District.

Conditions on Membership: Rest assured that if you are confirmed to become a member of the Board of Trustees you will learn more about the water which flows from your faucet than you ever imagined, and that you will become part of a top notch public organization that you will find challenging and uniquely rewarding. All members must reside within the water district. No trustee or employee of such district shall be directly or indirectly interested in any contract, work or business of the district or the sale of any article, the expense, price or consideration of which is paid by such district, nor in the purchase of any real estate or property for or belonging to the district.

Meetings: The Board of Trustees meets monthly on the second Tuesday at 7:30 p.m.

Terms: Initial appointments to a seven member board shall be as follows: one for 1, one for 2, one for 3, two for 4, and two for 5 years. Thereafter on or after the first Monday in May of each year the appointing authority shall appoint a successor whose term shall be for 5 years commencing the first Monday in May of the year they are respectively appointed.

February 2015

Murphysboro-Pomona-Somerset Fire Protection District

Mailing Address: P.O. Box 625, Murphysboro IL 62966
Physical Address: 322 S Williams Street, Murphysboro IL 62966
Phone: 618-687-1344 – FAX: 618-687-1997

Purpose: Murphysboro-Pomona-Somerset Fire Protection District is a Paid on Call fire department, consisting of two fire stations. The fire department provides emergency services to the following three townships: Murphysboro, Pomona, and Somerset, as well as the surrounding area, when requested by mutual aid. The Fire Protection District was formed in the general election of November 1988 by a majority vote of the voters in the District. It is a body politic and corporate, similar to the County Board. The District does not have by-laws, but it does have Ordinances, that are passed by the Board of Trustees at their monthly meetings.

Members: There are three members, appointed by the County Board Chairman with the advice and consent of the full board.

Conditions on Membership: One trustee from each of the townships represented by the fire protection district.

Meetings: Third Wednesday of each month at the Fire Station at 771 Kimmel Bridge Road.

Terms: Appointed for three year terms by the County Board. Terms are staggered.

February 2015

Oraville Water District

Mailing Address: P.O. Box 205, Ava IL 62907
Physical Address: 100 N Howard Street, Ava IL 62907
Phone: 618-426-3170 – FAX: none

Purpose: Oraville Water District is a non profit water system established to provide clean, safe potable water to portions of four Jackson County townships within certain outlined boundaries. A hired Secretary/Treasurer will ensure oversight and control of all District functions. The Board is governed by the **Public Water District Act (70 ILCS 3705/)**. Job Characteristics, duties, and responsibilities of a Board Member are as follows:

- Establish and maintain a meeting schedule for the Board of Trustees
- Annually, organize the Board with a Chair and Vice-Chair
- Establish, update as necessary, and maintain operational policies and rules for the District
- Interact with other governmental, public, and private organizations to insure maximum public welfare and benefit of sufficient potable water
- Provide direction to the system operator and employees
- Manage the fiscal condition of the District to ensure financial viability of the system
- Set prices for the water product
- Establish and implement employment policies, job positions with descriptions, and employee performance review procedures for employees of the District
- Hire personnel and terminate personnel employment as necessary
- Develop contracts, let bids, sign contracts, and review contractor performance for services, employment, construction, or any other need in the production of water for the District
- Provide information to, and confer with, the public regarding operation of the system
- Hear and rule on customer issues and complaints as necessary
- Perform related functions as required

Members: Oraville Water District Board of Trustees shall consist of seven board members selected from water customers of the district. The District does not reimburse any expenses or pay its board members any fees. All members' services are contributed and members often volunteer additional time and services during a water break, etc.

Conditions on Membership: All members must reside within the water district. No trustee or employee of such district shall be directly or indirectly interested in any contract, work or business of the district or the sale of any article, the expense, price or consideration of which is paid by such district, nor in the purchase of any real estate or property for or belonging to the district.

Meetings: All regular public meetings for the year of the Oraville Water District will be held on the first Thursday of the month beginning at 7:00 p.m. for the months January through March and November through December. The months of April through October will begin at 8:00 p.m. The meetings will be held at the office building in Ava.

Terms: Initial appointments to a seven member board shall be as follows: one for 1, one for 2, one for 3, two for 4, and two for 5 years. Thereafter on or after the first Monday in May of each year the appointing authority shall appoint a successor whose term shall be for 5 years commencing the first Monday in May of the year they are respectively appointed. There are no term limits.

February 2015

Public Aid Committee

Jackson County Courthouse, 1001 Walnut Street, Murphysboro IL 62966
Phone: 618-687-7245 – FAX: 618-687-7271

Purpose: The Public Aid Committee is governed by the **Illinois Public Aid Code (305 ILCS 5/)**. Applicants or recipients of aid may, at any time within 60 days after the decision of the County Department or local governmental unit, as the case may be, appeal a decision denying or terminating aid, or granting aid in an amount which is deemed inadequate, or changing, cancelling, revoking or suspending grants as provided in Section 11-16, or determining to make a protective payment under the provisions of Sections 3-5a or 4-9, or a decision by an administrative review board to impose administrative safeguards as provided in Section 8A-8. An appeal shall also lie when an application is not acted upon within the time period after filing of the application as provided by rule of the Illinois Department. An appeal shall be without cost to the appellant and shall be made, at the option of the appellant, either upon forms provided and prescribed by the Illinois Department or, for appeals to a Public Aid Committee, upon forms prescribed by the County Board; or an appeal may be made by calling a toll-free number provided for that purpose by the Illinois Department and providing the necessary information. The Illinois Department may assist County Boards or a Commissioner of Appeals in the preparation of appeal forms, or upon request of County Board or Commissioner of Appeals may furnish such forms. County Departments and local governmental units shall render all possible aid to persons desiring to make an appeal. The provisions of Sections 11-8.1 to 11-8.7, inclusive, shall apply to all such appeals. If an appeal is not made, the action of the County Department or local governmental unit shall be final.

Members: In counties under township organization appeals shall be to a Public Aid Committee consisting of the Chairman of the County Board, and 4 members who are township supervisors of general assistance, appointed by the Chairman, with the advice and consent of the county board. The Chairman of the County Board shall appoint, with the advice and consent of the county board, one or more alternate members of the Public Aid Committee. In any appeal involving a local governmental unit whose Supervisor of General Assistance is a member of the Committee, he shall be replaced for that appeal by an alternate member designated by the Chairman of the County Board, with the advice and consent of the county board. The salary and other expenses of the Commissioner of Appeals shall be paid from General Assistance funds available for administrative purposes, and all expenses incident to such hearings, shall be borne by the township and the per diem and traveling expenses of the township supervisors serving on the Public Aid Committee shall receive the compensation and expenses provided by law for attendance at meetings of the County Board.

Conditions on Membership: All regular and alternate members shall be Supervisors of General Assistance. Not more than 3 of the 5 regular appointees shall be members of the same political party unless the political composition of the Supervisors of the General Assistance precludes such a limitation. At least one member of the Public Aid Committee shall be a person knowledgeable in the area of general assistance and the regulations of the Illinois Department pertaining thereto. If no member of the Committee possesses such knowledge, the Illinois Department shall designate an employee of the Illinois Department having such knowledge to be present at the Committee hearings to advise the Committee.

Meetings: Meetings are held as needed.

Terms: The term length is not specified in the Illinois Public Aid Code.

February 2015

Shawnee Resource Conservation and Development

354 State Highway 145 N, Simpson IL 62985

Phone: 618-944-1736 – FAX: none

Purpose: The Shawnee RC&D Area, Inc. is a 501(c)3 not-for-profit organization serving the southern 16 counties of Illinois. Our mission is to provide local leadership and the framework required to develop and carry out a plan of action for the conservation, development, and wise use of the resources within the RC&D area. The goals of the Shawnee RC&D Area can be accomplished through improving the following: agriculture, industry, recreation, education, culture, health, and the environment. The Shawnee RC&D Area is composed of Zone 1 (Pope, Hardin, Saline, Gallatin); Zone 2 (Alexander, Pulaski, Massac, Johnson); Zone 3 (Union, Jackson, Williamson, Perry); Zone 4 (White, Hamilton, Franklin, Jefferson). Participating Soil and Water Conservation Districts (SWCD) are Franklin, Gallatin, Hamilton, Jackson, Jefferson, Johnson, Massac, Perry, Pope-Hardin, Pulaski-Alexander, Saline, Union, White, and Williamson. Participating County Governments are Alexander, Franklin, Gallatin, Hamilton, Hardin, Jackson, Jefferson, Johnson, Massac, Perry, Pope, Pulaski, Saline, Union, White, and Williamson. Participating River Conservancy Districts are Bay Creek, Bonpas, Kinkaid-Reed's Creek, Lusk Creek, and Saline Valley.

Members: The Shawnee RC&D Area, Inc. Council shall be comprised of not less than 12 members.

Conditions on Membership: There will be three members from each of the county zones. Additional members at large may be added.

Meetings: Meetings are held four times a year, with the exception of the Fall. Meetings are held every three months on the third week of the month, on Tuesday at 6 pm. The meeting place is the USDA Extension Branch Office (Williamson County) at 201-B W Main, Marion, IL 62959

Terms: Members shall be nominated by the Executive Committee and confirmed by the Council. Terms will be for 3 years and will be staggered within the county zones. Members may be reappointed. Members missing 3 consecutive meetings or 3 meetings in one year shall be contacted by the Chairperson as to their availability to serve the remainder of their term. They may be removed upon a majority vote of the Council.

April 2015

South Highway Water District

111 Cedar Creek Road, Makanda IL 62958
Phone: 618-529-5313 – FAX: 618-549-0111

Purpose: The District Board of Trustees governs the South Highway Water District. The District serves approximately 1900 accounts which equate to over 8000 people. The District boundaries encompass Sections 2 through 11; Sections 13 through 18; Sections 23 & 24, and half of sections 1 & 2 in Makanda Township; Section 12, 13, and part of Section 11 in Pomona Township; and Sections 32 through 36, Sections 27, and part of Sections 28, 29, 30, & 31 in Carbondale Township. The District employs a full time Office Manager who is supported by a part time Office Clerk, as well as a full time Field Manager who is supported by two part time Field positions. The District also employs a Treasurer, who reports directly to the Board. The Board is governed by the **Public Water District Act (70 ILCS 3705/)**. Job Characteristics, duties, and responsibilities of a Board Member are as follows:

- Establish and maintain a meeting schedule for the Board of Trustees
- Annually, organize the Board with a Chair and Vice-Chair, and appoint a Secretary and Treasurer to ensure oversight and control of all District functions
- Establish, update as necessary, and maintain operational policies and rules for the District
- Interact with other governmental, public, and private organizations to insure maximum public welfare and benefit of sufficient potable water
- Provide direction to the system operator and employees
- Manage the fiscal condition of the District to ensure financial viability of the system
- Set prices for the water product
- Establish and implement employment policies, job positions with descriptions, and employee performance review procedures for employees of the District
- Hire personnel and terminate personnel employment as necessary
- Develop contracts, let bids, sign contracts, and review contractor performance for services, employment, construction, or any other need in the production of water for the District
- Provide information to, and confer with, the public regarding operation of the system
- Hear and rule on customer issues and complaints as necessary
- Perform related functions as required

Members: Seven members serve on the Board. All seven are appointed by the Chairman with the advice and consent of the County Board. Board members are paid \$50.00 per meeting.

Conditions on Membership: All members must reside within the water district. No trustee or employee of such district shall be directly or indirectly interested in any contract, work or business of the district or the sale of any article, the expense, price or consideration of which is paid by such district, nor in the purchase of any real estate or property for or belonging to the district.

Meetings: Meetings are held on the third Wednesday of each month at 7:00 p.m. at the District office which is located at 111 Cedar Creek Road, Makanda.

Terms: Initial appointments to a seven member board shall be as follows: one for 1, one for 2, one for 3, two for 4, and two for 5 years. Thereafter on or after the first Monday in May of each year the appointing authority shall appoint a successor whose term shall be for 5 years commencing the first Monday in May of the year they are respectively appointed.

February 2015

Southern Illinois Economic Development Authority

Illinois Department of Commerce & Economic Opportunity
Office of Regional Economic Development, 2309 West Main Street, Marion IL 62859
Phone: 618-993-7630 – FAX: 618-993-7648

Purpose: Governed by (70 ILCS 519/) Southern Illinois Economic Development Authority Act, the Authority promotes industrial, commercial, and residential development, services, transportation, and recreational activities and facilities in Franklin, Perry, Randolph, Jackson, Williamson, Hardin, Alexander, Saline, Gallatin, Union, Johnson, Pope, Pulaski, and Massac counties and any navigable waters and air space located therein; authorized to issue bonds, enter into loans, contracts, agreements, and mortgages.

Members: There are 21 members:

- 6 public members appointed by Governor
- 1 representative appointed by Franklin County Chairman
- 1 representative appointed by Perry County Chairman
- 1 representative appointed by Randolph County Chairman
- 1 representative appointed by Jackson County Chairman
- 1 representative appointed by Williamson County Chairman
- 1 representative appointed by Hardin County Chairman
- 1 representative appointed by Alexander County Chairman
- 1 representative appointed by Saline County Chairman
- 1 representative appointed by Gallatin County Chairman
- 1 representative appointed by Union County Chairman
- 1 representative appointed by Johnson County Chairman
- 1 representative appointed by Pope County Chairman
- 1 representative appointed by Pulaski County Chairman
- 1 represented appointed by Massac County Chairman
- Director of DCEO, Ex-Officio

Members are compensated for expenses.

Conditions on Membership: Members must have ability and experience in one of the following: economic development, finance, banking, industrial development, state or local government, real estate development, community development, venture finance, organized labor, and civic or community organization. Executive Director is to have experience in finance, including requirements of issuing bonds, real estate or economic development, and administration.

Meetings: As needed.

Terms: Members serve 6 year terms, beginning on the 3rd Monday in January, and until their successor is appointed and qualified.

January 2015

Southern Illinois Metropolitan Planning Organization

3000 West De Young Street, Suite 800B-3, Marion IL 62959

Phone: 618-997-9351 – FAX: 618-997-9354

<http://www.greateregypt.org/SIMPO/>

Purpose: On March 26th 2012 the U.S. Census Bureau released their 2010 Urban-Rural classifications. The Census Bureau's urban and rural classification provides an important baseline for analyzing changes in the distribution and characteristics of urban and rural populations. The Census Bureau's urban areas also form the cores of metropolitan and micropolitan statistical areas, as defined by the Office of Management and Budget, and are used in other agencies' and organization's urban and rural classifications. For 2010, the U.S. Census designated 36 new Urbanized Areas in the United States including two affecting southern Illinois communities. One is located along the Route 13 Corridor which has a population of 67,821, and a second is centered in Cape Girardeau, Missouri, that includes parts of East Cape Girardeau in Illinois, and has a total population of 52,900. Along the Route 13 Corridor there are nine Illinois municipalities spanning two counties in the Urbanized Area's boundary. The communities included are: Cambria, Carbondale, Carterville, Colp, Crainville, Energy, Herrin, Marion, Spillertown, Jackson County, and Williamson County. The Southern Illinois Metropolitan Planning Organization (SIMPO) was created to perform and carry out a continuing, cooperative and comprehensive transportation planning process for the Carbondale Urbanized Area in accordance with applicable federal laws, policies and procedures, and with the cooperation and assistance of its members and the U.S. Department of Transportation. Unless otherwise specified by the subsequent amendments to MAP-21, the duties of SIMPO shall include:

- Providing a forum for cooperative transportation planning and decision-making, and establishing a public involvement process that ensures opportunities for early and continuing involvement of local governmental units, transit operators, and the general public in the review and evaluation of all transportation plans and programs.
- Formulating, approving, and periodically updating a multi-modal transportation plan for the metropolitan area which shall conform to all applicable federal requirements and schedules to make more efficient use of existing and proposed transportation systems.
- Formulating and annually approving the Transportation Improvement Program ("TIP") for the metropolitan planning area, which shall cover a period of not less than three (3) years consistent with the transportation plan.
- Complying with all applicable federal, State, and local laws, policies, and federal requirements regarding transportation planning and programming.
- Formulating and annually approving a transportation planning work program which shall identify all transportation-related planning activities funded with State and federal financial aids and technical assistance, including transit planning and programming, in accordance with the provisions of this Agreement.
- Other planning and project development activities necessary to address transportation issues in the metropolitan planning area.

The work of SIMPO is guided by the Policy Committee, which has final authority over all matters within the jurisdiction of SIMPO. A Technical Committee provides technical advice and recommendations to the Policy Committee and conducts or oversees the technical planning functions and duties of SIMPO. An Advisory Committee provides technical assistance, as needed, to the Technical and Policy Committees on all transportation and related issues, and includes non-voting members from Federal and State transportation agencies and other interest groups. For administrative purposes, Greater Egypt Regional Planning and Development Commission serves as the local Lead Agency.

Members: The representatives of the countries and communities of the Carbondale Urbanized Area (the Illinois 13 corridor from Carbondale to Marion) comprise the members of the SIMPO.

Conditions on Membership: The Jackson County representative on the Technical Advisory Committee is the County Engineer. The county representative on the Policy Committee is the Jackson County Board chairman or his designee.

Meetings: The Technical Advisory Committee meets the first Monday of the month at 1:00 p.m. at the Greater Egypt office in Marion. The Policy Committee meets the second Monday of the month at 1:00 p.m. at the Greater Egypt office.

Terms: The designee for the Jackson County Board chairman serves a term coterminous with the length of the chairman's term; however, he/she can also choose to designate a term length which is shorter. In the past, the designee has served for a 1 year term.

January 2015

Southernmost Illinois Tourism Bureau

P.O. Box 378, Anna IL 62906
Phone: 618-833-9928 – FAX: 618-833-9928
<http://southernmostillinois.com/>

Purpose: In order to share the vast natural resources, beauty, and tourism opportunities in the region, the Southernmost Illinois Tourism Bureau (SITB) will advance the promotion and development of tourism to broaden the number of travelers and to increase tourist spending in the region, thereby contributing to the quality of life for both residents and visitors to Southernmost Illinois. The SITB Board of Directors is a governing board responsible for overall policy and direction of the corporation and control of its assets. The Board delegates the day-to-day operations to the Executive Director and staff. The Directors shall in all cases act as a Board. The Board may adopt such rules and regulations for the conduct of their meetings and the management of SITB as they may deem proper, not inconsistent with their bylaws, the laws of the State of Illinois, and the laws of the United States dealing with tax-exempt status of organizations. The Board shall have full power and authority to:

- Appoint and remove, at its discretion, all officers, agents, and employees of SITB and to prescribe their duties and fix their compensation
- Make such expenditures as the Board deems expedient
- Collect dues and assessment to be paid by the members of SITB
- Manage and conduct the affairs and business of SITB and generally do and perform, or cause to be done and performed, any and every act which the Corporation may lawfully do and perform
- The Board of Directors may not make political or charitable donations of the corporation funds or property

Members: The Board shall consist of members from each contracted county participating with SITB. The size of the Board will vary with a maximum of three (3) members from each county eligible to be seated on the Board. Per the Agreement between the Illinois County of Jackson and the Southernmost Illinois Tourism Bureau, Jackson County shall at all times have three (3) representatives on the Board of Directors of the Southernmost Illinois Tourism Bureau. The three (3) representatives must be first approved by the Jackson County Board. The Board will receive no compensation other than the reasonable expenses agreed upon and approved by the Board.

Conditions on Membership: No employee will hold a job with the Tourism Bureau while any member of the employee's immediate family serves on the Governing Board, or any committee of such Board that sets policy that relates to the employee's job without approval of the Governing Board.

Meetings: The Board shall meet at least quarterly in any given calendar year at an agreed at time and location to be set by the Board. The Board meeting is generally held on the fourth Tuesday of every other month, starting with January, at 2 pm in Vienna.

Terms: Resignations from the Board must be in writing or emailed if not personally delivered. A Board Member may be terminated and removed from the Board if a majority of the Board feels there is just cause for the removal. The Board, at its discretion, may remove a board member after three consecutive meeting absences.

January 2015

Jackson County Tuberculosis Care & Treatment Board

Jackson County Health Department, 415 Health Department Road, Murphysboro IL 62966
Phone: 618-687-3143 – FAX: 618-687-1255

Purpose: Jackson County has a three member Tuberculosis Care and Treatment Board which is governed by the **Tuberculosis Sanitarium District Act (70 ILCS 920/)**. This Board is formed for the purpose of controlling and eradicating the disease of tuberculosis in Jackson County, Illinois, and to administer the law of this state which applies thereto. The Board proposes to cooperate to the fullest extent with all other agencies in this county, state, and nation which are functioning for improved public health, in so far as such cooperation is consistent with the intent of the legislature as expressed in the legislation and administrative rules on this subject adopted in this state. The Jackson County Tuberculosis Care and Treatment Board is the governance board for the Jackson County Tuberculosis Care and Treatment Program. The staff members conducting the work of the Program are hired by the Jackson County Health Department and the space for this programming is leased from the Health Department. The Board is not responsible for individual client treatment orders or the medical standing orders necessary to carry out the policies of the Board. The Board is responsible for:

- Approving an annual budget for the program which covers estimated needs for the ensuing fiscal year
- Providing input on program operation
- Establishing program eligibility guidelines
- Determining the scope of diagnostic and treatment services the program will provide to the community for the purpose of controlling tuberculosis disease in Jackson County
- Monitoring expenditures and program activities throughout the year

TB Board member duties include

- Attendance at TB Board meetings
- Participation in the Board's discussions and decisions by listening, asking questions, studying the facts, expressing your opinion, and voting on action items
- Being informed of Illinois Department of Public Health and U.S. Centers for Disease Control and Prevention rules and regulations for tuberculosis care and treatment as well as Jackson County Tuberculosis Control policies
- The physician member of the Board acts as a liaison between community physicians and the Jackson County Tuberculosis Care and Treatment Program

Members: As stated in the statute, the membership of this Board shall consist of three persons. Members are appointed by the Jackson County Board.

Conditions on Membership: At least one member of the Board shall be a licensed physician, and all shall be chosen with reference to their special fitness for the office. Each member of the Board shall be a legal voter in the district. No more than 2 members of such Board shall be of the same political party. Each member of the Board before entering upon the duties of his office shall take the oath prescribed by the Constitution:

OATH OR AFFIRMATION OF OFFICE

Each prospective holder of a State office or other State position created by this Constitution, before taking office, shall take and subscribe to the following oath or affirmation:

"I do solemnly swear (affirm) that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of to the best of my ability."

(Source: Illinois Constitution.)

Meetings: Meetings are held three times per year. The schedule of meetings sometimes changes to meet the needs of the Board and agency.

Terms: At the time of the making of the first appointments, one director shall be appointed for a term of one year, one for a term of 2 years, and one for 3, as the case may be, for a term of 3 years, and until their successors are appointed and qualified. At the expiration of the term of any member, his successor shall be appointed in like manner for a term of 3 years and until his successor is appointed and qualified.

January 2015

University of Illinois Extension

Franklin, Jackson, Perry, Randolph & Williamson Counties

402 Ava Road, Murphysboro IL 62966
Phone: 618-687-1727 – FAX: 618-687-1612
<http://web.extension.illinois.edu/fjprw/>

Purpose: A county extension board shall be established in each county upon the request of the director of extension for the University of Illinois to facilitate effective cooperation between the extension councils and the county governing board, per **County Cooperative Extension Law (505 ILCS 45/)**. The county extension board, after reviewing the budgets and requests for funds of the county extension councils, shall prepare annually a budget for the total funds needed for the Cooperative Extension Service education program in the county, taking into consideration the programs in agriculture and home economics for adults and youth and the coordination of such programs. The county extension board shall then certify funds needed from the county and the Agricultural Premium Fund to the county governing board. The county extension board shall inform the county extension councils of the final disposition of their budget request and the amount of the appropriation from the governing board. The director of extension shall establish such additional policies and procedures as may be needed for the effective functioning of the county extension board.

Members: Where more than one county forms an extension administrative unit, or where the director of cooperative extension, the extension councils and the county extension boards of two or more counties determine that the needs of each county can best be served by a multi-county organization of cooperative extension, a multi-county or area extension board shall be created upon the request of the director of extension. Such multi-county extension boards shall perform the same duties as are designated for county extension boards.

Conditions on Membership: Each multi-county extension board shall be comprised of two men and two women appointed by the director of cooperative extension from the constituent county extension councils, but not less than one person from each county, and three representatives, but not less than one from each county, appointed by the presiding officer of the county board of each county, with the advice and consent of the county board, who *may* be members of the county board.

Meetings: The Extension Board usually meets once a year.

Terms: Members serve a three year term.

January 2015