

# EXHIBIT D

# ***JHT Employee Orientation Checklist***

**Please bring the following forms completed with you on your first day of work**

- ☒ Signed Copy of Offer Letter
- ☐ Resume
- ☒ Application for Employment
- ☒ Authorization/Certification of Information Form
- ☒ Affirmative Action Form (voluntary)
- ☐ Code of Ethics Signature Page
- ☐ Equipment Use Agreement
- ☐ Proprietary Information Form
- ☐ Protection of JHT Proprietary, Confidential or Sensitive Information Form
- ☐ Release of Customer Documentation Form
- ☐ Sexual Harassment Statement Acknowledgment
- ☐ Substance Abuse Policy Acknowledgment Statement
- ☐ Degrees, Skills, Courses and Professional Organizations Form
- ☐ New Employee Information Form
- ☐ Form W-4
- ☐ Direct Deposit Form (attach voided check or deposit slip)
- ☐ Form I-9, Employment Eligibility Verification
- ☐ Copy of your ID's for your I-9 form (please see back of the I-9 form for list of acceptable ID's)



2710 Discovery Dr, Suite 600 Orlando, FL 32826

HR Phone: (407) 381-7797 x204 | HR Fax: (407) 581-3408 | Email: [Lweaver@jht.com](mailto:Lweaver@jht.com)

Corporate Onsite Employee Checklist

Kurowski 001277

**JHT IS AN EQUAL OPPORTUNITY AND  
AFFIRMATIVE ACTION EMPLOYER**



## APPLICATION FOR EMPLOYMENT

(PLEASE PRINT OR TYPE)

ALL INFORMATION MUST BE COMPLETED  
BEFORE YOU WILL BE CONSIDERED FOR ANY OPENING  
Tab through this box if you wish to email ☐

### GENERAL

LAST NAME - FIRST NAME - MI Kurowski, Bonnie Kurowski, Bonnie		SOCIAL SECURITY NUMBER [REDACTED]	DATE OF APPLICATION 06 / 29 / 2020
HOME ADDRESS (NO. & STREET) 3083 Santa Maria Ave		(CITY) Clermont, FL	(STATE) (ZIP) 34715
CELL PHONE 6880 300-8141 6880 300-8141		HOME PHONE ( ) -	
CITIZENSHIP <input checked="" type="checkbox"/> USA BIRTH <input type="checkbox"/> USA NATURALIZED <input type="checkbox"/> OTHER		WERE YOU PREVIOUSLY EMPLOYED BY JHT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, DATES:	
EMAIL ADDRESS bonniekurowski@gmail.com			

### EDUCATION

NAME AND LOCATION	YEARS COMPLETED	DID YOU GRADUATE?	DIPLOMA, DEGREE, OR CERTIFICATE	COURSE OF STUDY / MAJOR
HIGH SCHOOL/GED Bellevue High School	44	yes yes		
COLLEGE / UNIVERSITY National Louis Univ Chicago, IL	4 <sup>4</sup>	yes yes	BAA	
GRADUATE SCHOOL National Louis Univ	2 2	yes	MAA	
OTHER (TRADE / PROFESSIONAL)				

SPECIAL SKILLS, QUALIFICATIONS, OR EXPERIENCE:

SUPPLEMENTAL DATA (PUBLICATIONS, PATENTS, ETC.):

### REQUIREMENTS

POSITION APPLIED FOR:	SALARY REQUIREMENTS:
EARLIEST START DATE:	WHAT IS YOUR JOB OBJECTIVE:

Kurowski 001278

**JHT IS AN EQUAL OPPORTUNITY AND  
AFFIRMATIVE ACTION EMPLOYER****PREVIOUS EMPLOYMENT:** Please give accurate and complete information about your last three employers.  
Start with your present or most recent employer.

EMPLOYER NAME AND ADDRESS: <b>Iconma</b>	MAY WE CONTACT THIS EMPLOYER: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
TELEPHONE: <b>( 888 ) 451 - 2519</b>	DATES OF EMPLOYMENT: FROM: <b>10-2019</b> TO: <b>6-2020</b>
POSITION TITLE: <b>consultant</b>	NAME OF SUPERVISOR:
BRIEF DESCRIPTION OF WORK: <b>Instructional Designer for Lockheed Martin</b>	ANNUAL SALARY: <b>85000</b>

EMPLOYER NAME AND ADDRESS: <b>Carley Corp/ Kavaliro</b>	MAY WE CONTACT THIS EMPLOYER: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
TELEPHONE: <b>( 407 ) 243- - 1225</b>	DATES OF EMPLOYMENT: FROM: <b>01/2019</b> TO: <b>04/2019</b>
POSITION TITLE: <b>Project Lead Instructional Designer</b>	NAME OF SUPERVISOR:
BRIEF DESCRIPTION OF WORK: <b>Military training</b>	ANNUAL SALARY: <b>65000</b>

EMPLOYER NAME AND ADDRESS: <b>Training Folks</b>	MAY WE CONTACT THIS EMPLOYER: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
TELEPHONE: <b>(866 ) 873 - 6557</b>	DATES OF EMPLOYMENT: FROM: <b>2017</b> TO: <b>2018</b>
POSITION TITLE: <b>Consultant</b>	NAME OF SUPERVISOR: <b>Owen Davis</b>
BRIEF DESCRIPTION OF WORK: <b>Reliance Steel/ Wyndham/ Finestra Projects</b>	ANNUAL SALARY: <b>varied on each project</b>

**REFERENCES**

PLEASE LIST THREE PROFESSIONAL REFERENCES WHO WE MAY CONTACT AT THIS TIME			
NAME	ADDRESS	TELEPHONE	BUSINESS OR OCCUPATION
Brian Wambold	brian.wambold@yahoo.com	(407) 780-0930	ID Manager
Juan Leech	juan.leach2005@gmail	(706) 305-0590	ID Manager
Bob Bowen		(331) 2082764	Procurement Mgr

**Signature****Date**



## AUTHORIZATION/CERTIFICATION OF INFORMATION

THE FOLLOWING STATEMENTS ARE A PART OF THE EMPLOYMENT APPLICATION.  
PLEASE READ THEM CAREFULLY AND SIGN BELOW.

I authorize the investigation of all information provided in this application including, but not limited to, verification of employment, education and standard reference checks. I will not hold JHT, INC. or any of its affiliated companies, liable for any information received during this routine inquiry. (You have the right to request that our firm completely and accurately disclose to you the nature and scope of the investigation. Upon written request, additional information about such an inquiry, if one is made, will be provided to you.)

I understand that if any statement herein is not true or if my references are not satisfactory, any offer of employment may be withdrawn. I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification of this information is grounds for refusal to hire or, if hired immediate dismissal.

I understand that should I be employed by JHT, Inc. my employment is "at will" having no specified duration, and may be terminated at the will of either party. If I am employed, I further understand and agree that when my employment is terminated, for whatever reason, I must return all of the company's property in my custody.

I understand that offers of employment from JHT, Inc. are limited to those offers contained in written offer letters to prospective employees.

I understand that should I be employed by JHT, Inc., I will be required, in accordance with the Immigration Reform and Control Act of 1986 (IRCA), to provide, on my first day of employment, documents establishing my identity and employment eligibility. I acknowledge that compliance with IRCA is a condition of employment.

I understand that this application will remain active for 90 days from this date.

I have read this application carefully and fully understand it.

A handwritten signature in black ink, appearing to read "B. Kurowski", written over a horizontal line.

Applicant Signature

6/29/2020

Date signed

\*JHT, Inc. is an Equal Employment Opportunity/Affirmative Action employer and does not discriminate in hiring or employment practices on the basis of race, color, religion, national origin, gender, age, disability, marital, or veteran status.

JHT, Incorporated

## Affirmative Action Voluntary Information

(JHT, Incorporated) is an EEO/Affirmative Action Employer

Completion of this form is voluntary

In an effort to comply with requirements regarding government record keeping, reporting, and other legal obligations that may apply, we invite you to complete this data survey. Providing this information is **strictly voluntary**. Failure to provide this information will not subject you to any adverse personnel decision or action. Your cooperation is appreciated. The information obtained will be kept in strict confidence, except that (a) necessary management and supervisory personnel may be informed in order to ensure proper placement and to accommodate a disability or disability that you have identified, (b) first aid and safety personnel may be informed when and to the extent appropriate, if the condition might require emergency treatment, and (c) government officials investigating Affirmative Action Program compliance.

**PLEASE CHECK ALL APPROPRIATE BOXES BELOW FOR EACH OF THE FOLLOWING CATEGORIES: RACE/ETHNICITY, DISABILITY, AND VETERAN.**

**\*\*\*DEFINITIONS FOR EACH CATEGORY ARE PROVIDED ON THE BACK OF THIS PAGE.\*\*\***

### EMPLOYEE INFORMATION

Name	Kurowski, Bonnie			
	Last	First	Middle	
Address	[REDACTED] 1364755			
	Street	City	State	ZIP
Date of Hire:	Today's Date:			
<input type="checkbox"/> Male		<input checked="" type="checkbox"/> Female		

### VETERAN CATEGORIES (check as many boxes as are applicable)

<input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Other Protected Veteran <input type="checkbox"/> Recipient of the Armed Forces Services Medal	<input type="checkbox"/> Recently Separated Veteran (if checked please provide discharge release date) Discharge/Release Date: <span style="border: 1px solid black; padding: 0 20px;">/ /</span>
--	--

### DISABILITY CATEGORIES

<input type="checkbox"/> Individual with Disabilities	<input checked="" type="checkbox"/> Individual without Disabilities
---	---

### RACE/ETHNICITY CATEGORIES

<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Native Hawaii or Other Pacific Islander (not Hispanic or Latino) <input type="checkbox"/> Two or more races (not Hispanic or Latino)	<input checked="" type="checkbox"/> White (not Hispanic or Latino) <input type="checkbox"/> Asian(not Hispanic or Latino)	<input type="checkbox"/> Black or African American (not Hispanic or Latino) <input type="checkbox"/> American Indian or Alaska Native (not Hispanic or Latino)
---	--	---



## DEFINITIONS

### VETERAN CATEGORIES:

"Disabled Veteran" is defined as (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (ii) a person who was discharged or released from active duty because of a service-connected disability.

"Other Protected Veteran" is defined as a veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.

"Recipient of the Armed Forces Services Medal" is defined as a veteran who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

"Recently Separated Veteran" includes any veteran within 36 months from discharge or release of active duty.

### DISABILITY CATEGORY:

An "individual with disabilities" is defined to be a person who: (1) has a physical or mental impairment which substantially limits one or more of his or her major life activities, (2) has a record of such impairment, or (3) is regarded as having such an impairment. For purposes of this definition, an individual with disabilities is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of a disability.

### RACE/ETHNICITY CATEGORIES:

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture origin, regardless of race.

White (not Hispanic or Latino) - Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East, or North Africa.

Black or African American (not Hispanic or Latino) – a person having origins in any of the Black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (not Hispanic or Latino) – a person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (not Hispanic or Latino) – a person have origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaskan Native (not Hispanic or Latino) – a person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.

Two or More Races (not Hispanic or Latino) – all persons who identify with more than one of the above five races.



## CODE OF ETHICS

The code of Ethics is a working guide for use by all officers, employees, representatives, and consultants of Jardon and Howard Technologies, Inc. What is presented here is intended to serve as a summary of JHT policy objectives and work requirements in the daily conduct of business. With this in mind, the contents have been prepared to serve as a direct statement of policy and required conduct. A detailed description of the Code of Ethics is available within each Division.

### FUNDAMENTAL BUSINESS CONDUCT REQUIREMENTS

Since its inception, JHT has pursued a policy of transaction business with honesty and integrity. This policy shall be scrupulously pursued in the future so as to preserve the corporation's business reputation and to insure that relations between JHT and its customers, suppliers, and the public are premised upon trust and goodwill. Accordingly, JHT is committed to a policy that it and its representatives will comply with all applicable legal requirements and high ethical standards in the United States and each country in which JHT business is conducted.

All personnel shall comply with all applicable laws in performing their work. The duty to obey the law includes the duty to be aware of applicable laws. All personnel shall conduct their activities on behalf of the company with honesty and integrity.

No code can provide specific answers for all questions relating to ethical standards, so each individual must accept responsibility for their own actions.

Everyone throughout the JHT organization must not only observe the policy set forth in the Code in any new activities undertaken, but must also regularly review activities and arrangements which were undertaken in the past and which are still continuing.

All personnel must be free from any business or other relationships that might conflict with the best interests of JHT. Examples of "conflicts of interest" include performing work for JHT while simultaneously performing work for a business competitor of JHT; communication with employees or representatives of business competitors of JHT for purposes of inducing them to obtain "Proprietary Data" in exchange for any remuneration including employment, and for any JHT employee to hire and/or supervise relatives. These and all other forms of "conflict of interest" must be strictly avoided.

Existing proposed or potential relationship which might involve a conflict of interest should be reported immediately to Management.

### RELATIONS WITH PRIME CONTRACTORS, VENDORS, SUBCONTRACTORS, AND AGENTS

It is the policy of JHT that no funds or anything else of value shall be paid, loaned, given, or otherwise transferred, directly or indirectly, to or from any owner, officer, employee, or agent of a prime contractor, vendor, or subcontractor to secure or retain business or to receive any other favored treatment.

No gifts or entertainment of any significant value may be given or received by any JHT personnel or by any member of their immediate family to or from customers, vendors, government organizations, or anyone in a business relationship. No gift may be offered to influence the business relationship, or be of such value or offered under such circumstances that it may reasonably be perceived to have been made for that purpose.

CODE OF ETHICS continued



There are regulations which place additional limitations on the acceptance of gifts and entertainment by Government employees. JHT's policy is to adhere fully to the implementation of these regulations.

#### **INTERNAL OPERATIONS**

No JHT bank account may be established without the express written authorization of the JHT board of directors. In addition, only personnel expressly authorized by the JHT board of directors, in writing, may execute checks or withdraw funds or proceeds from duly established JHT bank accounts.

All expenses incurred by JHT personnel that are to be reimbursed by JHT should be reasonable, accurately accounted for on the Company's books, and related directly to JHT's business activities.

It is JHT policy that JHT personnel be reimbursed for expenses incurred and directly related to or associated with Company business. Travel expenses in connection with JHT business may only be incurred pursuant to an express authorization from management. All items submitted for reimbursement, including but not limited to travel expenses, should be clearly and accurately described and separately identified on an expense report.

It is a requirement of employment with JHT that all employees fill out time sheets. Time sheet procedures are on the back of each timesheet.

No JHT personnel is authorized to procure goods and services in a manner inconsistent with JHT Procurement Manual without the prior written authorization of the JHT Corporate Procurement Manager.

JHT endorses the principle that every individual must have a fair and equal opportunity to achieve that individual's own full potential. Pursuant to Title VII of the Civil Rights Act of 1964, as amended, discrimination or harassment in employment due to race, age, color, religion, sex, national origin, handicap or veteran status is strictly forbidden.

Under the Occupational Safety and Health Act (29 U.S.C. § 651), the Secretary of Labor and Occupational Safety and Health Administration (OSHA) have adopted standards for job safety and health applicable to employers such as JHT.

No JHT employee, nor any member of their immediate family, shall derive any personal gain or assist any third party to derive gain from the possession of JHT data or information which is not yet in the public domain.

#### **COMPLIANCE AND PENALTIES**

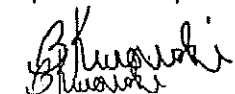
Any JHT personnel having knowledge of any actual, contemplated, or suspected violation of any provision or standard of this Code of Ethics shall promptly report the matter to their immediate supervisor or Management.

JHT shall conduct unannounced, internal audits of each of its divisions from time to time to ensure compliance with the policy statements and requirements set forth in this Code. All JHT personnel shall cooperate fully with such audit efforts.

FAILURE OF ANY JHT PERSONNEL TO COMPLY WITH THE REQUIREMENTS SET FORTH IN THIS CODE SHALL RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION FROM EMPLOYMENT.

### **CODE OF ETHICS ACKNOWLEDGEMENT**

I have read the Jardon & Howard Technologies, Inc. Code of Ethics. I understand that these standards represent the policies of JHT and will abide by them.



Employee Signature

6/29/2020

Date signed



## EQUIPMENT USAGE AGREEMENT

### Equipment:

Types of equipment an employee may be assigned are CPU, monitor, printer, cell phone, laptop, laptop bag, battery, or speakers.

I understand that I am responsible for maintaining the security and safety of the equipment and data entrusted to me. I agree to immediately surrender all company-owned equipment in the event that my employment terminates. I understand that if I do not return this equipment in good working order, except for reasonable wear and tear, I will be responsible for all damage to or loss of the equipment. I am responsible for reporting damage or theft of equipment to the appropriate authorities and the company. A police report will be required to submit to the company in the event of theft. This equipment is to be used solely for company business. I also authorize JHT to withhold from my pay, in accordance with applicable law, any amounts for which I am liable as a result of damage to or loss of the equipment.

A handwritten signature in black ink, appearing to read "B. Kurowski", written over a horizontal line.

Employee Signature

6/29/2020

Date signed



## PROPRIETARY INFORMATION REGARDING JHT EMPLOYEES WORKING AT GOVERNMENT FACILITIES

The employee agrees to enter into a written agreement with JHT or any firm/organization whose proprietary data is used in connection with performance of this employment, to protect all proprietary information from unauthorized disclosure or use for as long as it remains proprietary and to refrain from using any proprietary information in supplying to the Government goods or services, or for any purpose other than that for which it was intended.

The employee agrees that any information furnished by the Government to the employee not generally available to other employees shall be used only for performance under this employment, and all copies of such information shall be returned to the Government upon completion of the effort. Any information furnished by the Government containing trade secrets, commercial or financial data, or personal data of other employees shall be treated as proprietary data. Additionally, the employee shall not disclose outside of the Government any information generated in the performance of this contract.

A handwritten signature in dark ink, appearing to read "Blumowski", written over a horizontal line.

Employee Signature

06/29/2020

Date signed



## PROTECTION OF JHT PROPRIETARY, CONFIDENTIAL, OR SENSITIVE INFORMATION

I understand that, in the course of my employment with Jardon & Howard Technologies (JHT), I will have access to proprietary, confidential, or sensitive corporate information and data.

Proprietary, confidential, or sensitive information or data include contractual, financial, performance, or any other corporate information that is not public knowledge and that could, if disclosed without authorization, negatively affect JHT's reputation, contractual relationships, competitive position, ability to obtain contracts, or opportunities to submit proposals or receive orders in any market JHT serves. This information includes, but is not limited to, production processes and methods; business development and marketing ideas, discussions, or plans; employee lists or other employment information or data; identities of or research into prospects; descriptions or specifications of products; compensation and benefits information; customer lists; contracts; proposals; and similar information that JHT intends to protect from unauthorized disclosure. All the foregoing information and data are referred to herein as "proprietary information."

I will protect all proprietary information from unauthorized disclosure or use unless and until I receive express written authorization from JHT to disclose it.

I will not use or disclose any proprietary information for any purpose other than that for which it was intended within the scope of my employment. If disclosure is necessary to comply with government solicitation, contractual, regulatory, or investigative requirements, or any similar request or circumstance, I will receive express consent from JHT prior to that disclosure.

If I become aware of an actual or potential unauthorized disclosure of proprietary information, whether intentional or unintentional, I will inform my supervisor and disclose all known facts relevant to the situation.

I understand that unauthorized disclosure of JHT proprietary information will subject me to appropriate disciplinary action, up to and including termination.

This agreement will remain valid throughout my employment at JHT, and for a period of eighteen (18) months after the termination of my employment with JHT.

A handwritten signature in black ink, appearing to read "B. Kurowski", written over a horizontal line.

Employee Signature

6/29/2020

Date signed



## RELEASE OF CUSTOMER DOCUMENTATION

Under no circumstances is any document in connection with a contract that has been either prepared by or furnished to JHT to be released to anyone other than that customer

Whenever a request is received for the release of documentation to other than the contracted customer, it shall be brought to the attention of the President or Vice President.

Any deviation from this policy will be considered grounds for employment termination. Your attention and cooperation in this matter is appreciated.

A handwritten signature in black ink, appearing to read "B. Kurowski", written over a horizontal line.

Employee Signature

6/29/2020  
06/29/2020

Date signed



## SEXUAL HARASSMENT STATEMENT

TO: ALL JHT EMPLOYEES  
FROM: JAMES E. JARDON II, CEO  
RE: SEXUAL HARASSMENT STATEMENT

I wish to take this moment to reiterate our policy on sexual harassment in the workplace. Our policy states that we will not tolerate actions, which are prohibited, unwelcome, or sexually offensive behavior by either male or female employees. There is no room in the JHT workplace for this type of behavior.

Sexual Harassment is defined as including but not limited to:

- Unwelcome physical contact
- Sexually explicit language or gestures
- Uninvited or unwanted sexual advances
- An offensive overall environment, including the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual stories.

While recognizing that definitions of sexual harassment and classifications of conduct as sexual harassment can be subjective, many court cases have upheld the employer's decision to discharge workers who engage in this type of behavior. In addition to sexually offensive remarks, you are cautioned that ethnic, racial, or off-color jokes must be avoided. The most severe disciplinary actions will be applied to those who violate these policies.

Some ground rules for you to follow include:

1. If you feel that you are being harassed by your supervisor or another employee, tell that person that their actions are offensive to you.
2. If the person continues with the actions, report it to the next level of supervision or directly to the Human Resource Manager.
3. No employee will be subjected to retaliation for reporting sexual harassment against another employee or supervisor.
4. If you think your comment or joke may be offensive in nature, then the best rule is to keep it to yourself.

## SEXUAL HARASSMENT STATEMENT ACKNOWLEDGMENT

I have read and understand JHT's Policy on Sexual Harassment.

A handwritten signature in black ink, appearing to read "B. Kurowski", written over a horizontal line.

Employee Signature

6/29/2020

Date signed





## **SUBSTANCE ABUSE POLICY**

JHT is committed to protecting the safety, health, and well-being of our employees and of other individuals in our workplaces. To further this effort, JHT conforms to the Drug-Free Workplace Act of 1988 and has a substance abuse program that allows us to maintain an environment free from the effects of alcohol and/or drug abuse. JHT employees are expected to be in a suitable mental and physical condition and to be able to perform their assigned duties satisfactorily and safely.

As a condition of employment, JHT requires that employees adhere to the policy regarding the use and possession of illegal drugs, legal drugs, related paraphernalia, and alcohol. It is a violation of JHT policy and JHT's General Rules of Conduct to manufacture, distribute, dispense, possess, use, and/or offer for sale illegal drugs and/or related paraphernalia at a JHT workplace or in a JHT vehicle. A JHT workplace includes properties owned, leased, or contracted for by JHT, as well as JHT customer sites. A JHT vehicle includes any vehicle owned, leased, or rented by or for JHT, as well as vehicles owned, leased, or rented by or for a JHT customer. Violations of this policy may lead to disciplinary action, up to and including termination of employment. Such violations also may have legal consequences.

Prescription drugs are permitted as long as they are taken in accordance with the prescription, are used only by the person for whom the prescription was written, and do not interfere with the employee's ability to safely perform his or her work. Over-the-counter drugs are permitted as long as they are taken in accordance with the drug's directions and do not interfere with the employee's ability to safely perform his or her work.

JHT retains the right to conduct drug testing on current employees. Employees may be tested randomly, for reasonable suspicion, or for work-related accidents. JHT also retains the right to drug test applicants for specific positions. Decisions to test applicants will be based primarily on contract requirements, and drug testing will only be required upon a conditional offer of employment. In such cases, employment is conditioned upon the successful passing of a drug test. Random drug testing decisions will be based upon contract requirements, though JHT reserves the right to institute random drug tests at any time for any and all employees as long as it is done in a non-discriminatory manner. Additionally, JHT reserves the right to randomly test any employee who has been disciplined for drug manufacturing, distribution, dispensation, possession, use, and/or who has offered illegal drugs and/or related paraphernalia for sale at a JHT workplace. JHT will comply with any and all federal or state laws in regards to drug testing.

Drug testing may also be required of all employees in sensitive positions, including those with access to classified information or those in positions involving national security and safety.

All testing will be conducted in compliance with the guidelines adopted by the National Institute of Drug Abuse, except that JHT may test for alcohol and additional controlled substances and may decide not to use the service of a Medical Review Officer (MRO). Testing will be done by urinalysis unless a different specific test is required due to contract requirements. All testing will be conducted at an independent lab that provides testing services and uses accepted professional and technical standards, and in a manner that respects and recognizes the dignity and privacy of our employees. JHT will endeavor, to the greatest extent possible, to protect the confidentiality of information regarding individual test results.

Every employee tested will be required to sign a consent form allowing the drug test. Failure or refusal to sign the form will be grounds for termination.

JHT may require an employee to submit to a mandatory drug test (as permitted by and in accordance with federal and state laws), or may make an immediate termination or other disciplinary decision in any case where an employee's performance appears to be affected by the influence of drugs or alcohol.

In the case of a positive drug test, a retest will be given for confirmation. JHT reserves the right to place any employee testing positive for drugs on an unpaid suspension until the retest can be completed. Testing positive on both the original test and the retest is grounds for immediate termination.

An employee found interfering with, altering, or attempting to alter a drug test will be subject to immediate discipline up to and including termination. Interfering, altering, or attempting to alter includes submitting an adulterated sample (substituting clean, drug-free urine for the employee's own urine).

JHT has an ongoing drug-free awareness program that provides information on dangers of drug abuse in the workplace. Information on this program may be found on the JHT intranet and Services Internet sites. JHT also offers an Employee Assistance Program, which may be used for any employee or family member who may have a chemical or alcohol dependency. JHT encourages its employees to participate in these assistance programs, or in treatment facilities or other similar programs, and notes that participation in an appropriate program may be covered, in part, under JHT's existing health and/or disability benefits. Employees may refer themselves for treatment under the employee assistance program. Supervisors can also refer employees for treatment.

JHT will provide information and training for substance abuse to all employees, which may include live stand-up or electronic training.

JHT complies with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973, in addition to any state laws concerning disabilities and rehabilitation in relation to workplace illegal drug use. Use of illegal drugs is not a protected disability under either federal act. Alcoholism is considered a disability, but federal law provides that an employer may hold an alcoholic employee to the same requirements and job performance standards as other employees, even if unsatisfactory performance is caused by the alcoholism.

In accordance with the Drug-Free Workplace Act of 1988, as a condition of employment, employees must comply with this policy, and must notify the human resources office within five (5) days of conviction for any criminal drug violation occurring in the workplace. Failure to do so will result in immediate termination of employment. JHT will, in turn and as required by the act, report such convictions to the appropriate federal agency within 10 days of learning of the conviction.

JHT will comply with, and expects all JHT employees to comply with, any and all federal and state laws concerning illegal drugs, legal drugs, related paraphernalia, and alcohol in relation to the workplace. Any employee violating any of the provisions of the JHT Substance Abuse Policy will be subject to immediate discipline up to and including termination.

All employees will sign and return the JHT Substance Abuse Policy Acknowledgement form to the HR office.

### JHT Substance Abuse Policy Acknowledgement Statement

I, B Kurowski, do hereby recognize that the use or abuse of alcohol, drugs, and controlled substances, or any combination thereof, by me or my fellow employees, can create an unsafe working environment for all employees. I have read and understand JHT's Substance Abuse Policy and agree to abide by the terms of the policy. I also understand that I must notify JHT of any drug-related criminal conviction for a violation occurring in the workplace within five days and that JHT will, in turn and as required by the Drug-Free Workplace Act of 1988, report such convictions to the appropriate federal agency within 10 days of learning of the conviction. Notification is considered to have been given when I notify the JHT Human Resources Director. Additionally, I understand the consequences of substance abuse at a JHT workplace.

My signature below attests that I have received a copy of the JHT Substance Abuse Policy, have read the policy, and understand JHT's policy on drugs, alcohol, and other prohibited substances, and that I agree to abide by this policy as a condition of employment.

I have read the policy and understand that these changes amend JHT's Employee Handbook – version Revised November 1, 2006. I understand these changes are published on the JHT intranet and JHT Services Internet. I further understand it is my responsibility to review any changes and additions.

B Kurowski  
Employee Signature

6/29/2020  
Date Signed



# Degrees, Skills, Courses & Professional Organizations

Employee Name: Bonnie Kurowski

- **Degrees:** If you obtain a degree at a later date please notify HR at [humanresources@jht.com](mailto:humanresources@jht.com).  
If you have more than 2 degrees please use a separate sheet to report this information.

☐ A.A. Degree    ☐ A.S. Degree    ☐ A.A.S. Degree  
☐ B.S. Degree    ☒ B.A. Degree    ☒ M.A. Degree    ☐ M.S. Degree    ☐ PhD Degree

☐ Please explain:  
Major: Industrial/Organizational Psychology  
Minor: \_\_\_\_\_  
Concentration: \_\_\_\_\_  
University/School: National Louis Univ  
Date Completed: \_\_\_\_\_  
GPA: \_\_\_\_\_

☐ A.A. Degree    ☐ A.S. Degree    ☐ A.A.S. Degree  
☐ B.S. Degree    ☐ B.A. Degree    ☐ M.A. Degree    ☐ M.S. Degree    ☒ PhD Degree abd

☐ Please explain:  
Major: Industrial/Organizational Psychology  
Minor: \_\_\_\_\_  
Concentration: \_\_\_\_\_  
University/School: Capella Univ  
Date Completed: \_\_\_\_\_  
GPA: \_\_\_\_\_

- **Certificate (s):** List all applicable certificates you have received.

\_\_\_\_\_  
\_\_\_\_\_

- **Published Work:** List any papers, articles or books you have published and the date of publication.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Skill (s):** List any specific skills that help you do your job at JHT.

	Level			# of Years
_____	<input type="checkbox"/> Elementary	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced	_____
_____	<input type="checkbox"/> Elementary	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced	_____
_____	<input type="checkbox"/> Elementary	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced	_____

- **Professional Organization (s):**    Start Date    End Date    Years of Membership

\_\_\_\_\_  
\_\_\_\_\_

- **Military Experience:**

## Specific Military Skills

<input type="checkbox"/> Army	How many years? _____	1. _____
<input type="checkbox"/> Marines	How many years? _____	2. _____
<input type="checkbox"/> Navy	How many years? _____	3. _____
<input type="checkbox"/> Air Force	How many years? _____	

Kurowski 001293

## New Employee Information

TO BE COMPLETED BY EMPLOYEE			
Name: Bonnie Kurowski	SSN: [REDACTED]	Date Of Birth: 08/12/1975	Date Of Hire:
Mailing Address: [REDACTED] Clermont, FL 34715			
Home Phone:	Cell Phone: 630-300-8141	Home Email: bonniekurowski1@gmail.com	
Employee Gender: <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Marital Status: <input checked="" type="checkbox"/> Married <input type="checkbox"/> Single x DP	
Emergency Contact: Erik Phelps		Relationship To You: Domestic Partner	Ph: [REDACTED]
Physical Work Location (City, State):			

TO BE COMPLETED BY HUMAN RESOURCES			
Employee #:		Org #:	
WC Code:		Supervisor: Timesheet Authorization:	
Position Description Title:			GLC Code:
Pay Rate: Hourly: Bi-Weekly: Annual: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt			
Work Hours In a Year: <input type="checkbox"/> 2080 <input type="checkbox"/> 1664 <input type="checkbox"/> 1560 <input type="checkbox"/> 1300 <input type="checkbox"/> 1040 <input type="checkbox"/> 780 <input type="checkbox"/> Other:			
Leave Accrual: Corporate <input type="checkbox"/> NULL <input type="checkbox"/> PTO50% <input type="checkbox"/> PTO75% <input type="checkbox"/> PTO1 Org. 20/Org. 23 <input type="checkbox"/> NULL <input type="checkbox"/> PT25% <input type="checkbox"/> PT50% <input type="checkbox"/> PT75% <input type="checkbox"/> PTO2 Org. 24 <input type="checkbox"/> SV1024 <input type="checkbox"/> SV2024 <input type="checkbox"/> SV3024 <input type="checkbox"/> SVFT24 Org. 25 <input type="checkbox"/> SV1025 <input type="checkbox"/> SV2025 <input type="checkbox"/> SV3025 <input type="checkbox"/> SVFT25			
US Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No			
TS Class:	TS Schedule:	Work Sch:	Project #

Kurowski 001294

Form <b>W-4</b>	<b>Employee's Withholding Certificate</b>		OMB No. 1545-0074
Department of the Treasury Internal Revenue Service	<p>▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.</p> <p>▶ Give Form W-4 to your employer.</p> <p>▶ Your withholding is subject to review by the IRS.</p>		<b>2020</b>
<b>Step 1:</b> <b>Enter Personal Information</b>	(a) First name and middle initial <b>Bonnie</b>	Last name <b>Kurowski</b>	(b) Social security number
	Address [REDACTED]		
	City or town, state, and ZIP code <b>Clermont, FL 34715</b>		
	(c) <input checked="" type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

**Step 2:**  
**Multiple Jobs or Spouse Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following.

(a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3–4); or

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or

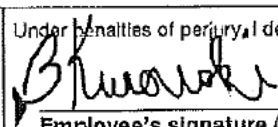
(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. . . . . ☐

**TIP:** To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

<b>Step 3:</b> <b>Claim Dependents</b>	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
	Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$		
	Multiply the number of other dependents by \$500 . . . . . ▶ \$		
	Add the amounts above and enter the total here . . . . .	<b>3</b>	<b>\$ 1</b>
<b>Step 4 (optional):</b> <b>Other Adjustments</b>	(a) <b>Other income (not from jobs).</b> If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . .	<b>4(a)</b>	<b>\$</b>
	(b) <b>Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . .	<b>4(b)</b>	<b>\$</b>
	(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period . . . . .	<b>4(c)</b>	<b>\$</b>

*File 1 "Per Bonnie Jacobber"*

<b>Step 5:</b> <b>Sign Here</b>	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	 Employee's signature (This form is not valid unless you sign it.)		6/29/2020 Date
<b>Employers Only</b>	Employer's name and address	First date of employment	Employer identification number (EIN)



**JHT, INCORPORATED**  
**AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT**

Kurowski 001295

In order to set up direct deposit for a checking account, A VOIDED CHECK MUST BE ATTACHED TO THIS FORM. In order to set up direct deposit for a savings account, A SAVINGS DEPOSIT SLIP MUST BE ATTACHED TO THIS FORM. This form WILL NOT be processed if not filled out completely.

We are pleased to offer this employee service as the fastest, safest and most reliable way to deposit your payroll check.

Direct deposit is a process in which the employee's payroll check is automatically deposited into the employee's checking or savings account at the financial institution of their choice. Deposits are made automatically each payday and a statement issued to the employee (or viewed on ESS) showing gross salary, net pay, taxes, and other deductions. Deposit amounts appear as a credit on the employee's account statement received from their financial institution.

In addition, JHT will direct deposit employee expense reimbursements (for completed travel, mileage, educational expenses, etc.), into an account specified by the employee on this form and listed as Account Number 1, 2, or 3. An advice slip is issued to the employee (or viewed on ESS) by JHT indicating the amounts and dates of any deposits.

Please complete this form and return it to the attention of Lauren Weaver (Lweaver@JHT.com) in Orlando, FL.

Name Bonnie Kurowski Employee I.D.: \_\_\_\_\_

I hereby authorize JHT to initiate credit entries and to initiate if necessary, and after advance notification, debit entries and adjustments for any credit entries in error to my account and the depository named below.

This authority is to remain in full force and effect until JHT has received written notification from me of its termination in such a manner as to afford JHT and the financial institution a reasonable opportunity to act on it. Each employee is limited to three changes per year after the initial enrollment.

**IN ORDER TO HAVE YOUR ADVICE SLIP MAILED TO YOUR HOME, CHECK THIS BOX ☒**  
**\*\*\*\*IF THE BOX IS NOT CHECKED, YOU CAN VIEW THE ADVICE SLIP AT <https://timesheets.jht.com>\*\*\*\***

<b>Account Number 1</b>	<b>Select One:</b>	<b>Checking <input checked="" type="checkbox"/></b>	<b>Savings <input type="checkbox"/></b>
Financial Institution: <u>PNC BANK</u>	Bank Phone No.: _____		
Account No.: _____	Routing/ABA No.: _____		
Indicate a dollar amount or percentage to credit this account: \$ _____ or <u>100</u> %			

<b>Account Number 2</b>	<b>Select One:</b>	<b>Checking <input type="checkbox"/></b>	<b>Savings <input type="checkbox"/></b>
Financial Institution: _____	Bank Phone No.: _____		
Account No.: _____	Routing/ABA No.: _____		
Indicate a dollar amount or percentage to credit this account: \$ _____ or _____ %			

<b>Account Number 3</b>	<b>Select One:</b>	<b>Checking <input type="checkbox"/></b>	<b>Savings <input type="checkbox"/></b>
Financial Institution: _____	Bank Phone No.: _____		
Account No.: _____	Routing/ABA No.: _____		
Indicate a dollar amount or percentage to credit this account: \$ _____ or _____ %			

**\*\* INDICATE ACCOUNT NUMBER TO BE USED FOR EXPENSE REIMBURSEMENTS: No. 1 ☐ No. 2 ☐ No. 3 ☐**

**WHEN MAKING CHANGES TO YOUR ACCOUNT(S) PLEASE CHECK THE APPROPRIATE BOXES:**

- ☐ New hire account  
☐ Adding additional account  
☐ Closing existing account / Replacing with new one. Existing account will be closed: (Date) \_\_\_\_\_  
☐ Adding new account for expense only  
☐ Changing % or \$ amount of deposit

Date: 7-1-2020 Signature: B. Kurowski

**JHT, INCORPORATED**  
**AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT**

In order to set up direct deposit for a checking account, A VOIDED CHECK MUST BE ATTACHED TO THIS FORM. In order to set up direct deposit for a savings account, A SAVINGS DEPOSIT SLIP MUST BE ATTACHED TO THIS FORM. This form WILL NOT be processed if not filled out completely.

We are pleased to offer this employee service as the fastest, safest and most reliable way to deposit your payroll check.

Direct deposit is a process in which the employee's payroll check is automatically deposited into the employee's checking or savings account at the financial institution of their choice. Deposits are made automatically each payday and a statement issued to the employee (or viewed on ESS) showing gross salary, net pay, taxes, and other deductions. Deposit amounts appear as a credit on the employee's account statement received from their financial institution.

In addition, JHT will direct deposit employee expense reimbursements (for completed travel, mileage, educational expenses, etc.), into an account specified by the employee on this form and listed as Account Number 1, 2, or 3. An advice slip is issued to the employee (or viewed on ESS) by JHT indicating the amounts and dates of any deposits.

Please complete this form and return it to the attention of Lauren Weaver (Lweaver@JHT.com) in Orlando, FL.

Name Bonnie Kurowski Employee I.D.: \_\_\_\_\_

I hereby authorize JHT to initiate credit entries and to initiate if necessary, and after advance notification, debit entries and adjustments for any credit entries in error to my account and the depository named below.

This authority is to remain in full force and effect until JHT has received written notification from me of its termination in such a manner as to afford JHT and the financial institution a reasonable opportunity to act on it. Each employee is limited to three changes per year after the initial enrollment.

**IN ORDER TO HAVE YOUR ADVICE SLIP MAILED TO YOUR HOME, CHECK THIS BOX ☐**  
**\*\*\*\*IF THE BOX IS NOT CHECKED, YOU CAN VIEW THE ADVICE SLIP AT <https://timesheets.jht.com>\*\*\*\***

<b>Account Number 1</b>	<b>Select One:</b>	<b>Checking</b> <input type="checkbox"/>	<b>Savings</b> <input type="checkbox"/>
Financial Institution:	<u>PNC Bank</u>	Bank Phone No.:	_____
Account No.:	_____	Routing/ABA No.:	_____
Indicate a dollar amount or percentage to credit this account: \$		or	%

<b>Account Number 2</b>	<b>Select One:</b>	<b>Checking</b> <input type="checkbox"/>	<b>Savings</b> <input type="checkbox"/>
Financial Institution:	_____	Bank Phone No.:	_____
Account No.:	_____	Routing/ABA No.:	_____
Indicate a dollar amount or percentage to credit this account: \$		or	%

<b>Account Number 3</b>	<b>Select One:</b>	<b>Checking</b> <input type="checkbox"/>	<b>Savings</b> <input type="checkbox"/>
Financial Institution:	_____	Bank Phone No.:	_____
Account No.:	_____	Routing/ABA No.:	_____
Indicate a dollar amount or percentage to credit this account: \$		or	%

**\*\* INDICATE ACCOUNT NUMBER TO BE USED FOR EXPENSE REIMBURSEMENTS: No. 1 ☐ No. 2 ☐ No. 3 ☐**

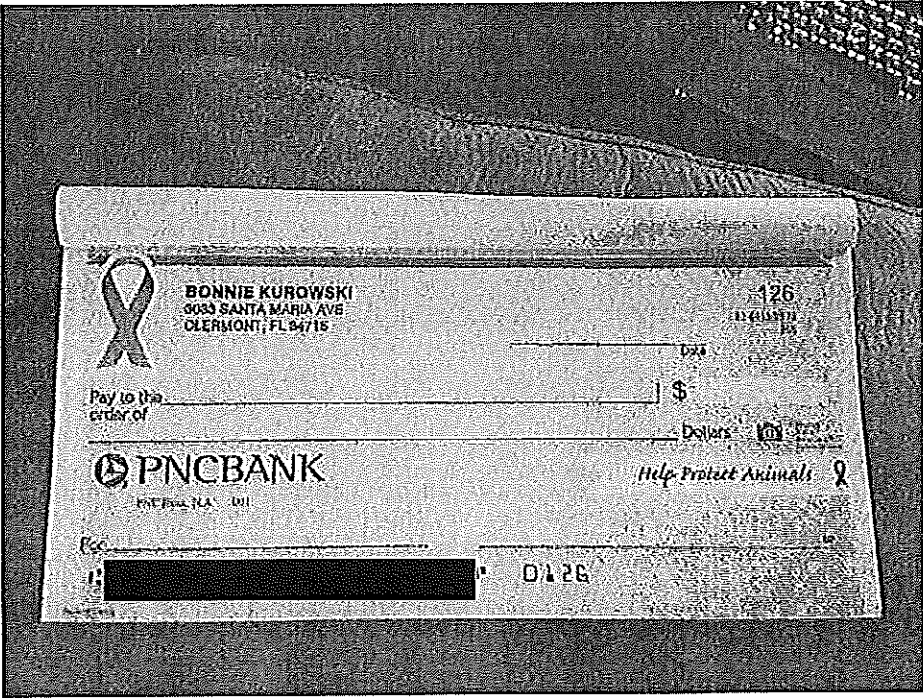
**WHEN MAKING CHANGES TO YOUR ACCOUNT(S) PLEASE CHECK THE APPROPRIATE BOXES:**

- ☐ New hire account  
☐ Adding additional account  
☐ Closing existing account / Replacing with new one. Existing account will be closed: (Date)  
☐ Adding new account for expense only  
☐ Changing % or \$ amount of deposit

**Date:**

**Signature:**

Kurowski 001297



UNDERSTANDING CHALLENGES. CREATING SOLUTIONS.



June 29, 2020

Ms. Bonnie Kurowski  
3033 Santa Maria Ave.  
Clermont, FL 34715

Dear Ms. Kurowski:

JHT, Incorporated is pleased to offer you full-time employment as an Instructional Systems Designer at a yearly rate of \$63,500.00 reporting directly to David Bullock. Your position is classified as a full time (40) salaried exempt position. More information on your classification is available on the enclosed sheet titled "Information on Your Classification". The offer of employment is for an at-will salaried exempt position, contingent upon a Secret Security Clearance, with a starting date of July 6, 2020.

In addition, JHT Inc. offers a generous benefits package to all full-time employees, including 8 scheduled holidays, 12 days paid leave and tuition reimbursement. Group health and dental enrollment, in which JHT and the employee share the cost, is optional. Basic Life Insurance is provided fully by JHT. In addition, you may also purchase additional life insurance as well as short-term disability and long-term disability insurance. Voluntary participation in the JHT Salary Deferral 401(k) Plan will also be available.

In compliance with the 1986 U.S. Immigration Reform and Control Act, upon reporting for work, you are required to provide to JHT: (1) An original document which establishes both employment authorization and identity or (2) An original document which establishes employment authorization and a separate original document which establishes identity. See the List of Acceptable Documents included with the Employment Eligibility Verification Form.

As a cleared Department of Defense facility, JHT is required to submit evidence of US citizenship of our employees to the Defense Security Service. **You must present original US citizenship documentation to JHT for review when you report for work. The documentation can be either your original birth certificate or your passport. You will not be allowed to start work until you provide documentation.**

This offer is valid through July 2, 2020. For our planning purposes, please sign and return this letter indicating your acceptance. You may scan the letter back to [Lweaver@jht.com](mailto:Lweaver@jht.com).

If you should have any questions, please feel free to contact me at the letterhead address or phone number. We look forward to a favorable reply.

Sincerely,  
Lauren Weaver  
Human Resource Manager

\_\_\_\_\_  
Ms. Bonnie Kurowski

\_\_\_\_\_  
Date

■ 12501 Research Pkwy Suite 200  
Orlando, FL 32826  
407.381.7797 fax 407.381.0017  
[www.jht.com](http://www.jht.com)





**JHT, Incorporated**  
**Employee Earnings Report**  
 Check Summary  
 Pay Cycle: All (From: 01/01/20 To: 02/01/22)

Kurowski 001299

Page 1 of 9  
 10/26/21  
 10:59 AM

Home Organization: 2.02.20	Paycheck Type: R	Voided: No
Employee Name: Kurowski, Bonnie	Check Number: 36047	Ref Check Number:
Employee: 00985	Check Date: 07/24/20	Ref Check Date:

Hours: 76.00	EE Medicare Exempt PT: 0.00	SUTA State: FL
Labor Amount: 2,320.20	ER Medicare Exempt PT: 0.00	SUTA Exempt PT: 0.00
Earnings Amount: 2,320.20	Medicare Exempt Ded: 0.00	SUTA Exempt Ded: 0.00
Reimbursements: 0.00	EE Medicare Taxable: 2,320.20	SUTA Subject Wage: 2,320.20
Gross Pay: 2,320.20	ER Medicare Taxable: 2,320.20	SUTA Excess Wage: 0.00
	Medicare Withholding: 33.64	SUTA Taxable: 2,320.20
Federal Exempt PT: 0.00	Addtl Medicare Taxable: 0.00	SUTA Accrued: 29.00
Federal Exempt Ded: 0.00	Addtl Mdcr Withholding: 0.00	
Federal Taxable: 2,320.20	Medicare Accrued: 33.64	Deductions: 0.00
Federal Withholding: 280.83		Contributions: 0.00
	EE Soc Sec Exempt PT: 0.00	
FUTA Exempt PT: 0.00	ER Soc Sec Exempt PT: 0.00	Work Comp Hours: 76.00
FUTA Exempt Ded: 0.00	Soc Sec Exempt Ded: 0.00	Work Comp Labor: 2,320.20
FUTA Subject Wage: 2,320.20	EE Soc Sec Taxable: 2,320.20	Work Comp Earnings: 2,320.20
FUTA Taxable: 2,320.20	ER Soc Sec taxable: 2,320.20	
FUTA Accrued: 13.92	Soc Sec Withholding: 143.85	
	Soc Sec Accrued: 143.85	
State Withholding: 0.00		
Local Withholding: 0.00		NET PAY: 1,861.88

Home Organization: 2.02.20	Paycheck Type: R	Voided: No
Employee Name: Kurowski, Bonnie	Check Number: 36094	Ref Check Number:
Employee: 00985	Check Date: 08/07/20	Ref Check Date:

Hours: 80.00	EE Medicare Exempt PT: 0.00	SUTA State: FL
Labor Amount: 2,442.30	ER Medicare Exempt PT: 0.00	SUTA Exempt PT: 0.00
Earnings Amount: 2,442.30	Medicare Exempt Ded: 0.00	SUTA Exempt Ded: 0.00
Reimbursements: 0.00	EE Medicare Taxable: 2,442.30	SUTA Subject Wage: 2,442.30
Gross Pay: 2,442.30	ER Medicare Taxable: 2,442.30	SUTA Excess Wage: 0.00
	Medicare Withholding: 35.41	SUTA Taxable: 2,442.30
Federal Exempt PT: 0.00	Addtl Medicare Taxable: 0.00	SUTA Accrued: 30.53
Federal Exempt Ded: 0.00	Addtl Mdcr Withholding: 0.00	
Federal Taxable: 2,442.30	Medicare Accrued: 35.41	Deductions: 0.00
Federal Withholding: 307.69		Contributions: 0.00
	EE Soc Sec Exempt PT: 0.00	
FUTA Exempt PT: 0.00	ER Soc Sec Exempt PT: 0.00	Work Comp Hours: 80.00
FUTA Exempt Ded: 0.00	Soc Sec Exempt Ded: 0.00	Work Comp Labor: 2,442.30
FUTA Subject Wage: 2,442.30	EE Soc Sec Taxable: 2,442.30	Work Comp Earnings: 2,442.30
FUTA Taxable: 2,442.30	ER Soc Sec taxable: 2,442.30	
FUTA Accrued: 14.65	Soc Sec Withholding: 151.42	
	Soc Sec Accrued: 151.42	
State Withholding: 0.00		
Local Withholding: 0.00		NET PAY: 1,947.78



# JHT, Incorporated

## Employee Earnings Report

Kurowski 001300

Page 2 of 9

10/26/21

10:59 AM

Check Summary

Pay Cycle: All (From: 01/01/20 To: 02/01/22)

Home Organization: 2.02.20	Paycheck Type: R	Voided: No
Employee Name: Kurowski, Bonnie	Check Number: 36159	Ref Check Number:
Employee: 00985	Check Date: 08/21/20	Ref Check Date:

Hours: 80.00	EE Medicare Exempt PT: 0.00	SUTA State: FL
Labor Amount: 2,442.31	ER Medicare Exempt PT: 0.00	SUTA Exempt PT: 0.00
Earnings Amount: 2,442.31	Medicare Exempt Ded: 0.00	SUTA Exempt Ded: 0.00
Reimbursements: 0.00	EE Medicare Taxable: 2,442.31	SUTA Subject Wage: 2,442.31
Gross Pay: 2,442.31	ER Medicare Taxable: 2,442.31	SUTA Excess Wage: 204.81
	Medicare Withholding: 35.41	SUTA Taxable: 2,237.50
Federal Exempt PT: 0.00	Addtl Medicare Taxable: 0.00	SUTA Accrued: 27.97
Federal Exempt Ded: 0.00	Addtl Mdcr Withholding: 0.00	
Federal Taxable: 2,442.31	Medicare Accrued: 35.41	Deductions: 0.00
Federal Withholding: 307.69		Contributions: 0.00
	EE Soc Sec Exempt PT: 0.00	
FUTA Exempt PT: 0.00	ER Soc Sec Exempt PT: 0.00	Work Comp Hours: 80.00
FUTA Exempt Ded: 0.00	Soc Sec Exempt Ded: 0.00	Work Comp Labor: 2,442.31
FUTA Subject Wage: 2,442.31	EE Soc Sec Taxable: 2,442.31	Work Comp Earnings: 2,442.31
FUTA Taxable: 2,237.50	ER Soc Sec taxable: 2,442.31	
FUTA Accrued: 13.43	Soc Sec Withholding: 151.42	
	Soc Sec Accrued: 151.42	
State Withholding: 0.00		
Local Withholding: 0.00		NET PAY: 1,947.79

Home Organization: 2.02.20	Paycheck Type: R	Voided: No
Employee Name: Kurowski, Bonnie	Check Number: 36208	Ref Check Number:
Employee: 00985	Check Date: 09/04/20	Ref Check Date:

Hours: 80.00	EE Medicare Exempt PT: 0.00	SUTA State: FL
Labor Amount: 2,442.32	ER Medicare Exempt PT: 0.00	SUTA Exempt PT: 0.00
Earnings Amount: 2,442.31	Medicare Exempt Ded: 0.00	SUTA Exempt Ded: 0.00
Reimbursements: 0.00	EE Medicare Taxable: 2,442.31	SUTA Subject Wage: 2,442.31
Gross Pay: 2,442.31	ER Medicare Taxable: 2,442.31	SUTA Excess Wage: 2,442.31
	Medicare Withholding: 35.41	SUTA Taxable: 0.00
Federal Exempt PT: 0.00	Addtl Medicare Taxable: 0.00	SUTA Accrued: 0.00
Federal Exempt Ded: 0.00	Addtl Mdcr Withholding: 0.00	
Federal Taxable: 2,442.31	Medicare Accrued: 35.41	Deductions: 0.00
Federal Withholding: 307.69		Contributions: 0.00
	EE Soc Sec Exempt PT: 0.00	
FUTA Exempt PT: 0.00	ER Soc Sec Exempt PT: 0.00	Work Comp Hours: 80.00
FUTA Exempt Ded: 0.00	Soc Sec Exempt Ded: 0.00	Work Comp Labor: 2,442.32
FUTA Subject Wage: 2,442.31	EE Soc Sec Taxable: 2,442.31	Work Comp Earnings: 2,442.31
FUTA Taxable: 0.00	ER Soc Sec taxable: 2,442.31	
FUTA Accrued: 0.00	Soc Sec Withholding: 151.42	
	Soc Sec Accrued: 151.42	
State Withholding: 0.00		
Local Withholding: 0.00		NET PAY: 1,947.79





**JHT, Incorporated**  
**Employee Earnings Report**  
 Check Summary  
 Pay Cycle: All (From: 01/01/20 To: 02/01/22)

Kurowski 001301

Page 3 of 9  
 10/26/21  
 10:59 AM

Home Organization: 2.02.20	Paycheck Type: R	Voided: No
Employee Name: Kurowski, Bonnie	Check Number: 36258	Ref Check Number:
Employee: 00985	Check Date: 09/18/20	Ref Check Date:

Hours: 80.00	EE Medicare Exempt PT: 0.00	SUTA State: FL
Labor Amount: 2,442.32	ER Medicare Exempt PT: 0.00	SUTA Exempt PT: 0.00
Earnings Amount: 2,442.31	Medicare Exempt Ded: 0.00	SUTA Exempt Ded: 0.00
Reimbursements: 0.00	EE Medicare Taxable: 2,442.31	SUTA Subject Wage: 2,442.31
Gross Pay: 2,442.31	ER Medicare Taxable: 2,442.31	SUTA Excess Wage: 2,442.31
	Medicare Withholding: 35.41	SUTA Taxable: 0.00
Federal Exempt PT: 0.00	Addtl Medicare Taxable: 0.00	SUTA Accrued: 0.00
Federal Exempt Ded: 0.00	Addtl Mdcr Withholding: 0.00	
Federal Taxable: 2,442.31	Medicare Accrued: 35.41	Deductions: 0.00
Federal Withholding: 307.69		Contributions: 0.00
	EE Soc Sec Exempt PT: 0.00	
FUTA Exempt PT: 0.00	ER Soc Sec Exempt PT: 0.00	Work Comp Hours: 80.00
FUTA Exempt Ded: 0.00	Soc Sec Exempt Ded: 0.00	Work Comp Labor: 2,442.32
FUTA Subject Wage: 2,442.31	EE Soc Sec Taxable: 2,442.31	Work Comp Earnings: 2,442.31
FUTA Taxable: 0.00	ER Soc Sec taxable: 2,442.31	
FUTA Accrued: 0.00	Soc Sec Withholding: 151.42	
	Soc Sec Accrued: 151.42	
State Withholding: 0.00		
Local Withholding: 0.00		<b>NET PAY: 1,947.79</b>

Home Organization: 2.02.20	Paycheck Type: R	Voided: No
Employee Name: Kurowski, Bonnie	Check Number: 36310	Ref Check Number:
Employee: 00985	Check Date: 10/02/20	Ref Check Date:

Hours: 80.00	EE Medicare Exempt PT: 0.00	SUTA State: FL
Labor Amount: 2,442.32	ER Medicare Exempt PT: 0.00	SUTA Exempt PT: 0.00
Earnings Amount: 2,442.31	Medicare Exempt Ded: 0.00	SUTA Exempt Ded: 0.00
Reimbursements: 0.00	EE Medicare Taxable: 2,442.31	SUTA Subject Wage: 2,442.31
Gross Pay: 2,442.31	ER Medicare Taxable: 2,442.31	SUTA Excess Wage: 2,442.31
	Medicare Withholding: 35.41	SUTA Taxable: 0.00
Federal Exempt PT: 0.00	Addtl Medicare Taxable: 0.00	SUTA Accrued: 0.00
Federal Exempt Ded: 0.00	Addtl Mdcr Withholding: 0.00	
Federal Taxable: 2,442.31	Medicare Accrued: 35.41	Deductions: 0.00
Federal Withholding: 307.69		Contributions: 0.00
	EE Soc Sec Exempt PT: 0.00	
FUTA Exempt PT: 0.00	ER Soc Sec Exempt PT: 0.00	Work Comp Hours: 80.00
FUTA Exempt Ded: 0.00	Soc Sec Exempt Ded: 0.00	Work Comp Labor: 2,442.32
FUTA Subject Wage: 2,442.31	EE Soc Sec Taxable: 2,442.31	Work Comp Earnings: 2,442.31
FUTA Taxable: 0.00	ER Soc Sec taxable: 2,442.31	
FUTA Accrued: 0.00	Soc Sec Withholding: 151.42	
	Soc Sec Accrued: 151.42	
State Withholding: 0.00		
Local Withholding: 0.00		<b>NET PAY: 1,947.79</b>



# JHT, Incorporated

## Employee Earnings Report

Kurowski 001302

Page 4 of 9

10/26/21

10:59 AM

Check Summary

Pay Cycle: All (From: 01/01/20 To: 02/01/22)

Home Organization: 2.02.20	Paycheck Type: R	Voided: No
Employee Name: Kurowski, Bonnie	Check Number: 251279	Ref Check Number:
Employee: 00985	Check Date: 10/16/20	Ref Check Date:

Hours:	80.00	EE Medicare Exempt PT:	0.00	SUTA State:	FL
Labor Amount:	2,442.31	ER Medicare Exempt PT:	0.00	SUTA Exempt PT:	0.00
Earnings Amount:	2,442.31	Medicare Exempt Ded:	0.00	SUTA Exempt Ded:	0.00
Reimbursements:	0.00	EE Medicare Taxable:	2,442.31	SUTA Subject Wage:	2,442.31
Gross Pay:	2,442.31	ER Medicare Taxable:	2,442.31	SUTA Excess Wage:	2,442.31
		Medicare Withholding:	35.41	SUTA Taxable:	0.00
Federal Exempt PT:	0.00	Addtl Medicare Taxable:	0.00	SUTA Accrued:	0.00
Federal Exempt Ded:	0.00	Addtl Mdcr Withholding:	0.00		
Federal Taxable:	2,442.31	Medicare Accrued:	35.41	Deductions:	0.00
Federal Withholding:	306.85			Contributions:	0.00
		EE Soc Sec Exempt PT:	0.00		
FUTA Exempt PT:	0.00	ER Soc Sec Exempt PT:	0.00	Work Comp Hours:	80.00
FUTA Exempt Ded:	0.00	Soc Sec Exempt Ded:	0.00	Work Comp Labor:	2,442.31
FUTA Subject Wage:	2,442.31	EE Soc Sec Taxable:	2,442.31	Work Comp Earnings:	2,442.31
FUTA Taxable:	0.00	ER Soc Sec taxable:	2,442.31		
FUTA Accrued:	0.00	Soc Sec Withholding:	151.42		
		Soc Sec Accrued:	151.42		
State Withholding:	0.00				
Local Withholding:	0.00			NET PAY:	1,948.63

Home Organization: 2.02.20	Paycheck Type: R	Voided: No
Employee Name: Kurowski, Bonnie	Check Number: 251366	Ref Check Number:
Employee: 00985	Check Date: 10/30/20	Ref Check Date:

Hours:	80.00	EE Medicare Exempt PT:	0.00	SUTA State:	FL
Labor Amount:	2,442.31	ER Medicare Exempt PT:	0.00	SUTA Exempt PT:	0.00
Earnings Amount:	2,442.31	Medicare Exempt Ded:	0.00	SUTA Exempt Ded:	0.00
Reimbursements:	0.00	EE Medicare Taxable:	2,442.31	SUTA Subject Wage:	2,442.31
Gross Pay:	2,442.31	ER Medicare Taxable:	2,442.31	SUTA Excess Wage:	2,442.31
		Medicare Withholding:	35.41	SUTA Taxable:	0.00
Federal Exempt PT:	0.00	Addtl Medicare Taxable:	0.00	SUTA Accrued:	0.00
Federal Exempt Ded:	0.00	Addtl Mdcr Withholding:	0.00		
Federal Taxable:	2,442.31	Medicare Accrued:	35.41	Deductions:	0.00
Federal Withholding:	306.85			Contributions:	0.00
		EE Soc Sec Exempt PT:	0.00		
FUTA Exempt PT:	0.00	ER Soc Sec Exempt PT:	0.00	Work Comp Hours:	80.00
FUTA Exempt Ded:	0.00	Soc Sec Exempt Ded:	0.00	Work Comp Labor:	2,442.31
FUTA Subject Wage:	2,442.31	EE Soc Sec Taxable:	2,442.31	Work Comp Earnings:	2,442.31
FUTA Taxable:	0.00	ER Soc Sec taxable:	2,442.31		
FUTA Accrued:	0.00	Soc Sec Withholding:	151.42		
		Soc Sec Accrued:	151.42		
State Withholding:	0.00				
Local Withholding:	0.00			NET PAY:	1,948.63



# JHT, Incorporated Employee Earnings Report

Kurowski 001303

Page 5 of 9

10/26/21

10:59 AM

Check Summary

Pay Cycle: All (From: 01/01/20 To: 02/01/22)

Home Organization: 2.02.20	Paycheck Type: R	Voided: No
Employee Name: Kurowski, Bonnie	Check Number: 251456	Ref Check Number:
Employee: 00985	Check Date: 11/13/20	Ref Check Date:

Hours:	80.00	EE Medicare Exempt PT:	0.00	SUTA State:	FL
Labor Amount:	2,442.31	ER Medicare Exempt PT:	0.00	SUTA Exempt PT:	0.00
Earnings Amount:	2,442.31	Medicare Exempt Ded:	0.00	SUTA Exempt Ded:	0.00
Reimbursements:	0.00	EE Medicare Taxable:	2,442.31	SUTA Subject Wage:	2,442.31
Gross Pay:	2,442.31	ER Medicare Taxable:	2,442.31	SUTA Excess Wage:	2,442.31
		Medicare Withholding:	35.41	SUTA Taxable:	0.00
Federal Exempt PT:	0.00	Addtl Medicare Taxable:	0.00	SUTA Accrued:	0.00
Federal Exempt Ded:	0.00	Addtl Mdcr Withholding:	0.00		
Federal Taxable:	2,442.31	Medicare Accrued:	35.41	Deductions:	0.00
Federal Withholding:	306.85			Contributions:	0.00
		EE Soc Sec Exempt PT:	0.00		
FUTA Exempt PT:	0.00	ER Soc Sec Exempt PT:	0.00	Work Comp Hours:	80.00
FUTA Exempt Ded:	0.00	Soc Sec Exempt Ded:	0.00	Work Comp Labor:	2,442.31
FUTA Subject Wage:	2,442.31	EE Soc Sec Taxable:	2,442.31	Work Comp Earnings:	2,442.31
FUTA Taxable:	0.00	ER Soc Sec taxable:	2,442.31		
FUTA Accrued:	0.00	Soc Sec Withholding:	151.42		
		Soc Sec Accrued:	151.42		
State Withholding:	0.00				
Local Withholding:	0.00			NET PAY:	1,948.63

Home Organization: 2.02.20	Paycheck Type: R	Voided: No
Employee Name: Kurowski, Bonnie	Check Number: 251544	Ref Check Number:
Employee: 00985	Check Date: 11/27/20	Ref Check Date:

Hours:	80.00	EE Medicare Exempt PT:	0.00	SUTA State:	FL
Labor Amount:	2,442.31	ER Medicare Exempt PT:	0.00	SUTA Exempt PT:	0.00
Earnings Amount:	2,442.31	Medicare Exempt Ded:	0.00	SUTA Exempt Ded:	0.00
Reimbursements:	0.00	EE Medicare Taxable:	2,442.31	SUTA Subject Wage:	2,442.31
Gross Pay:	2,442.31	ER Medicare Taxable:	2,442.31	SUTA Excess Wage:	2,442.31
		Medicare Withholding:	35.41	SUTA Taxable:	0.00
Federal Exempt PT:	0.00	Addtl Medicare Taxable:	0.00	SUTA Accrued:	0.00
Federal Exempt Ded:	0.00	Addtl Mdcr Withholding:	0.00		
Federal Taxable:	2,442.31	Medicare Accrued:	35.41	Deductions:	0.00
Federal Withholding:	306.85			Contributions:	0.00
		EE Soc Sec Exempt PT:	0.00		
FUTA Exempt PT:	0.00	ER Soc Sec Exempt PT:	0.00	Work Comp Hours:	80.00
FUTA Exempt Ded:	0.00	Soc Sec Exempt Ded:	0.00	Work Comp Labor:	2,442.31
FUTA Subject Wage:	2,442.31	EE Soc Sec Taxable:	2,442.31	Work Comp Earnings:	2,442.31
FUTA Taxable:	0.00	ER Soc Sec taxable:	2,442.31		
FUTA Accrued:	0.00	Soc Sec Withholding:	151.42		
		Soc Sec Accrued:	151.42		
State Withholding:	0.00				
Local Withholding:	0.00			NET PAY:	1,948.63



# JHT, Incorporated

## Employee Earnings Report

Kurowski 001304

Page 6 of 9

10/26/21

10:59 AM

Check Summary

Pay Cycle: All (From: 01/01/20 To: 02/01/22)

Home Organization: 2.02.20	Paycheck Type: R	Voided: No
Employee Name: Kurowski, Bonnie	Check Number: 251633	Ref Check Number:
Employee: 00985	Check Date: 12/11/20	Ref Check Date:

Hours:	80.00	EE Medicare Exempt PT:	0.00	SUTA State:	FL
Labor Amount:	2,442.31	ER Medicare Exempt PT:	0.00	SUTA Exempt PT:	0.00
Earnings Amount:	2,442.31	Medicare Exempt Ded:	0.00	SUTA Exempt Ded:	0.00
Reimbursements:	0.00	EE Medicare Taxable:	2,442.31	SUTA Subject Wage:	2,442.31
Gross Pay:	2,442.31	ER Medicare Taxable:	2,442.31	SUTA Excess Wage:	2,442.31
		Medicare Withholding:	35.41	SUTA Taxable:	0.00
Federal Exempt PT:	0.00	Addtl Medicare Taxable:	0.00	SUTA Accrued:	0.00
Federal Exempt Ded:	0.00	Addtl Mdcr Withholding:	0.00		
Federal Taxable:	2,442.31	Medicare Accrued:	35.41	Deductions:	0.00
Federal Withholding:	306.85			Contributions:	0.00
		EE Soc Sec Exempt PT:	0.00		
FUTA Exempt PT:	0.00	ER Soc Sec Exempt PT:	0.00	Work Comp Hours:	80.00
FUTA Exempt Ded:	0.00	Soc Sec Exempt Ded:	0.00	Work Comp Labor:	2,442.31
FUTA Subject Wage:	2,442.31	EE Soc Sec Taxable:	2,442.31	Work Comp Earnings:	2,442.31
FUTA Taxable:	0.00	ER Soc Sec taxable:	2,442.31		
FUTA Accrued:	0.00	Soc Sec Withholding:	151.42		
		Soc Sec Accrued:	151.42		
State Withholding:	0.00				
Local Withholding:	0.00			NET PAY:	1,948.63

Home Organization: 2.02.20	Paycheck Type: R	Voided: No
Employee Name: Kurowski, Bonnie	Check Number: 251806	Ref Check Number:
Employee: 00985	Check Date: 12/24/20	Ref Check Date:

Hours:	80.00	EE Medicare Exempt PT:	0.00	SUTA State:	FL
Labor Amount:	2,442.31	ER Medicare Exempt PT:	0.00	SUTA Exempt PT:	0.00
Earnings Amount:	2,442.31	Medicare Exempt Ded:	0.00	SUTA Exempt Ded:	0.00
Reimbursements:	0.00	EE Medicare Taxable:	2,442.31	SUTA Subject Wage:	2,442.31
Gross Pay:	2,442.31	ER Medicare Taxable:	2,442.31	SUTA Excess Wage:	2,442.31
		Medicare Withholding:	35.41	SUTA Taxable:	0.00
Federal Exempt PT:	0.00	Addtl Medicare Taxable:	0.00	SUTA Accrued:	0.00
Federal Exempt Ded:	0.00	Addtl Mdcr Withholding:	0.00		
Federal Taxable:	2,442.31	Medicare Accrued:	35.41	Deductions:	0.00
Federal Withholding:	306.85			Contributions:	0.00
		EE Soc Sec Exempt PT:	0.00		
FUTA Exempt PT:	0.00	ER Soc Sec Exempt PT:	0.00	Work Comp Hours:	80.00
FUTA Exempt Ded:	0.00	Soc Sec Exempt Ded:	0.00	Work Comp Labor:	2,442.31
FUTA Subject Wage:	2,442.31	EE Soc Sec Taxable:	2,442.31	Work Comp Earnings:	2,442.31
FUTA Taxable:	0.00	ER Soc Sec taxable:	2,442.31		
FUTA Accrued:	0.00	Soc Sec Withholding:	151.42		
		Soc Sec Accrued:	151.42		
State Withholding:	0.00				
Local Withholding:	0.00			NET PAY:	1,948.63



# JHT, Incorporated

## Employee Earnings Report

Kurowski 001305

 Page 7 of 9  
 10/26/21  
 10:59 AM

### Check Summary

Pay Cycle: All (From: 01/01/20 To: 02/01/22)

Home Organization: 2.02.20	Paycheck Type: R	Voided: No
Employee Name: Kurowski, Bonnie	Check Number: 251896	Ref Check Number:
Employee: 00985	Check Date: 01/08/21	Ref Check Date:

Hours:	80.00	EE Medicare Exempt PT:	0.00	SUTA State:	FL
Labor Amount:	2,442.31	ER Medicare Exempt PT:	0.00	SUTA Exempt PT:	0.00
Earnings Amount:	2,442.31	Medicare Exempt Ded:	0.00	SUTA Exempt Ded:	0.00
Reimbursements:	0.00	EE Medicare Taxable:	2,442.31	SUTA Subject Wage:	2,442.31
Gross Pay:	2,442.31	ER Medicare Taxable:	2,442.31	SUTA Excess Wage:	0.00
		Medicare Withholding:	35.41	SUTA Taxable:	2,442.31
Federal Exempt PT:	0.00	Addtl Medicare Taxable:	0.00	SUTA Accrued:	30.53
Federal Exempt Ded:	0.00	Addtl Mdcr Withholding:	0.00		
Federal Taxable:	2,442.31	Medicare Accrued:	35.41	Deductions:	0.00
Federal Withholding:	306.85			Contributions:	0.00
		EE Soc Sec Exempt PT:	0.00		
FUTA Exempt PT:	0.00	ER Soc Sec Exempt PT:	0.00	Work Comp Hours:	80.00
FUTA Exempt Ded:	0.00	Soc Sec Exempt Ded:	0.00	Work Comp Labor:	2,442.31
FUTA Subject Wage:	2,442.31	EE Soc Sec Taxable:	2,442.31	Work Comp Earnings:	2,442.31
FUTA Taxable:	2,442.31	ER Soc Sec taxable:	2,442.31		
FUTA Accrued:	14.65	Soc Sec Withholding:	151.42		
		Soc Sec Accrued:	151.42		
State Withholding:	0.00				
Local Withholding:	0.00			NET PAY:	1,948.63

Home Organization: 2.02.20	Paycheck Type: R	Voided: No
Employee Name: Kurowski, Bonnie	Check Number: 251983	Ref Check Number:
Employee: 00985	Check Date: 01/22/21	Ref Check Date:

Hours:	39.16	EE Medicare Exempt PT:	0.00	SUTA State:	FL
Labor Amount:	1,195.51	ER Medicare Exempt PT:	0.00	SUTA Exempt PT:	0.00
Earnings Amount:	1,195.51	Medicare Exempt Ded:	0.00	SUTA Exempt Ded:	0.00
Reimbursements:	0.00	EE Medicare Taxable:	1,195.51	SUTA Subject Wage:	1,195.51
Gross Pay:	1,195.51	ER Medicare Taxable:	1,195.51	SUTA Excess Wage:	0.00
		Medicare Withholding:	17.33	SUTA Taxable:	1,195.51
Federal Exempt PT:	0.00	Addtl Medicare Taxable:	0.00	SUTA Accrued:	14.94
Federal Exempt Ded:	0.00	Addtl Mdcr Withholding:	0.00		
Federal Taxable:	1,195.51	Medicare Accrued:	17.33	Deductions:	0.00
Federal Withholding:	98.48			Contributions:	0.00
		EE Soc Sec Exempt PT:	0.00		
FUTA Exempt PT:	0.00	ER Soc Sec Exempt PT:	0.00	Work Comp Hours:	39.16
FUTA Exempt Ded:	0.00	Soc Sec Exempt Ded:	0.00	Work Comp Labor:	1,195.51
FUTA Subject Wage:	1,195.51	EE Soc Sec Taxable:	1,195.51	Work Comp Earnings:	1,195.51
FUTA Taxable:	1,195.51	ER Soc Sec taxable:	1,195.51		
FUTA Accrued:	7.17	Soc Sec Withholding:	74.12		
		Soc Sec Accrued:	74.12		
State Withholding:	0.00				
Local Withholding:	0.00			NET PAY:	1,005.58



# JHT, Incorporated

## Employee Earnings Report

Kurowski 001306

Page 8 of 9

10/26/21

10:59 AM

Check Summary

Pay Cycle: All (From: 01/01/20 To: 02/01/22)

### Employee Totals

Employee Name:	Kurowski, Bonnie	Employee:	00985
Hours:	1,075.16	EE Medicare Exempt PT:	0.00
Labor Amount:	32,823.45	ER Medicare Exempt PT:	0.00
Earnings Amount:	32,823.42	Medicare Exempt Ded:	0.00
Reimbursements:	0.00	EE Medicare Taxable:	32,823.42
Gross Pay:	32,823.42	ER Medicare Taxable:	32,823.42
		Medicare Withholding:	475.89
Federal Exempt PT:	0.00	Addtl Medicare Taxable:	0.00
Federal Exempt Ded:	0.00	Addtl Mdcr Withholding:	0.00
Federal Taxable:	32,823.42	Medicare Accrued:	475.89
Federal Withholding:	4,065.71		
		EE Soc Sec Exempt PT:	0.00
FUTA Exempt PT:	0.00	ER Soc Sec Exempt PT:	0.00
FUTA Exempt Ded:	0.00	Soc Sec Exempt Ded:	0.00
FUTA Subject Wage:	32,823.42	EE Soc Sec Taxable:	32,823.42
FUTA Taxable:	10,637.82	ER Soc Sec taxable:	32,823.42
FUTA Accrued:	63.82	Soc Sec Withholding:	2,035.01
		Soc Sec Accrued:	2,035.01
State Withholding:	0.00		
Local Withholding:	0.00		
		NET PAY:	26,246.81





# JHT, Incorporated

## Employee Earnings Report

Kurowski 001307

Page 9 of 9

10/26/21

10:59 AM

Check Summary

Pay Cycle: All (From: 01/01/20 To: 02/01/22)

### Company Totals

Hours:	1,075.16	EE Medicare Exempt PT:	0.00
Labor Amount:	32,823.45	ER Medicare Exempt PT:	0.00
Earnings Amount:	32,823.42	Medicare Exempt Ded:	0.00
Reimbursements:	0.00	EE Medicare Taxable:	32,823.42
Gross Pay:	32,823.42	ER Medicare Taxable:	32,823.42
		Medicare Withholding:	475.89
Federal Exempt PT:	0.00	Addtl Medicare Taxable:	0.00
Federal Exempt Ded:	0.00	Addtl Mdcr Withholding:	0.00
Federal Taxable:	32,823.42	Medicare Accrued:	475.89
Federal Withholding:	4,065.71		
		EE Soc Sec Exempt PT:	0.00
FUTA Exempt PT:	0.00	ER Soc Sec Exempt PT:	0.00
FUTA Exempt Ded:	0.00	Soc Sec Exempt Ded:	0.00
FUTA Subject Wage:	32,823.42	EE Soc Sec Taxable:	32,823.42
FUTA Taxable:	10,637.82	ER Soc Sec taxable:	32,823.42
FUTA Accrued:	63.82	Soc Sec Withholding:	2,035.01
		Soc Sec Accrued:	2,035.01
State Withholding:	0.00		
Local Withholding:	0.00		
		NET PAY:	26,246.81

UNDERSTANDING CHALLENGES. CREATING SOLUTIONS

Kurowski 001275



Mr. Ball,

Bonnie Kurowski received an interim eligibility at the SECRET level on July 15, 2020. Her investigation was completed on December 2, 2020, and a Secret adjudication was completed with a determination of Favorable on December 11, 2020. On or about the date of termination I removed JHT's relationship/sponsorship with Bonnie Kurowski, which is standard operating procedure as the companies FSO for all terminated employees. Bonnie Kurowski's security eligibility is still active however she does not have a sponsor and therefore does not have access.

The information contained in Defense Counterintelligence and Security Agency (DISS), which is the only system security clearance information is stored, is not owned by JHT therefore I am not authorized to do screen captures or print screen functions from the program.

I certify that paragraph one is an accurate representation of her clearance history while employed by JHT.



Lawrence Kennedy

Facility Security Officer

■ 12501 Research Pkwy, Suite 200  
Orlando, FL 32826  
407.381.7797 fax 407.381.0017  
[www.jht.com](http://www.jht.com)

**EMPLOYEE WARNING NOTICE**

Name: <u>Bonnie Kurowski</u>	Employee Number: <u>00985</u>	Date: <u>10/21/2020</u>
------------------------------	-------------------------------	-------------------------

## TYPE OF VIOLATION:

Time and Attendance	<input type="checkbox"/>
Insubordination	<input type="checkbox"/>
Quality of Work	<input type="checkbox"/>
Unauthorized Absence from Work	<input type="checkbox"/>
Sexual Harassment	<input type="checkbox"/>
No Call/No Show	<input type="checkbox"/>
Refusal to Comply with a Directive	<input type="checkbox"/>
Violation of JHT Policy	<input checked="" type="checkbox"/>
Other	<input type="checkbox"/>

## Description of Incident:

On September 17<sup>th</sup> and 18<sup>th</sup>, Bonnie used her JHT email account for personal use to submit FOIA requests to the Township of DuPage (Township) to request the following:  
"Alyssia Benford allowed her daughters access to the financial records and information approx. (2 years ago in a private, unsupervised meeting.)"  
"Asian Taxi Company \$6500 payout. The board approved a payout for a new start-up company 2018-current. This company has disappeared."

It is against JHT policy to use your work email for personal use. The requests stated above, do not align with the statement Bonnie provided to JHT, after several media outlets contact management. The statement from Bonnie is attached.

## PREVIOUS WARNINGS:

	Oral	Written	Date	Issued By
1st Warning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10/21/2020	JHT Management
2nd Warning	<input type="checkbox"/>	<input type="checkbox"/>	/ /	
3rd Warning	<input type="checkbox"/>	<input type="checkbox"/>	/ /	

## TYPE OF ACTIONS:

- ☐ Verbal Warning
 ☒ Written Warning
 ☐ Final Warning  
☐ Disciplinary Suspension
 ☐ Discharge

**EMPLOYEE WARNING NOTICE**

Consequences/Next type of discipline if improvement not achieved: Continued action of this type may result in disciplinary action up to and including termination.

I have already agreed to this term weeks ago and have not used company email for personal use. However, my statement was written under duress, blackmail, and being told that my signature line and Company information was on the bottom, making it look like I was representing the company. This was not the case.

Employee Remarks: ☐ I concur with above data.  
☒ I disagree with above data.

Comments: I am not going to document anything else since I need to review the current Whistle Blower protections laws and PPD-19. As far as my statements not aligning, it was in complete alignment. When a government official authorizes and uses excessive money, peoples taxes go up. If this issue was just about using company email, I would just ask that all employees are treated fairly and all employees who have used personal email for any purpose, receive the same warning notice. If it is about Political speech or involvement, or about making protective disclosures, then this is mislabeled. If it is about security clearance, then PPD-19 protects this situation. So I am not sure if this is about Politics or email useage, as this has been mixed. Clarification needed before signing.  
**I have read and understand this Employee Warning Notice. I understand that JHT is an "at-will" employer, meaning that my employment has no specified term and that the employment relationship may be terminated any time at the will of either party on the notice to the other. I also realize that JHT is opting to provide me with corrective action measures, and can terminate such corrective measures at any time, solely at its own discretion, and that the use of progressive discipline will not change my at-will employment status.**

Employment Signature: \_\_\_\_\_ Date:   /  /  

Supervisor Signature: \_\_\_\_\_ Date:   /  /  

Human Resource Manager: \_\_\_\_\_ Date:   /  /  

Employee refused to sign this form: Bonnie Kurowski - employee number 00985

Supervisor: Lauren Weaver Date: 10 / 26 / 2020

Witness: Carla G Holoman Digitally signed by Carla G Holoman  
DN: cn=Carla G Holoman, o=JHT Inc, ou=JHT,  
email=choloman@jht.com, c=US  
Date: 2020.11.02 15:20:23 -05'00' Date: 11 / 02 / 2020

Routing:  
Copy to Employee \_\_\_\_\_  
Personnel File \_\_\_\_\_

Kurowski 001310

**From:** Bonnie Kurowski  
**To:** Lauren Weaver  
**Subject:** media  
**Date:** Wednesday, September 23, 2020 2:33:08 PM

---

Hey Lauren,

I just looked into the situation. I think it is all fine. The only two people inquiring with you is the department who received the FOIA because "Felix" the Supervisor wanted to make sure they weren't under investigation. The Edger watch group that called was calling to verify the same thing. They were just worried but feel better now. They wanted to hear it from you I guess, but I let them know my Uncle that lives there wanted me to submit the FOIA and that is all that it was. They are breathing a sign of relief. So this is not going anywhere from here.

Again, I am sorry for the misunderstanding. I was out on assignment but I am back now.

Thanks,

**Bonnie Kurowski**

M: 630.300.8141

**Lauren Weaver**

---

**From:** Lauren Weaver  
**Sent:** Monday, January 4, 2021 1:43 PM  
**To:** Bonnie Kurowski  
**Subject:** JHT, Inc.  
**Attachments:** Bonnie Kurowski .pdf

Hi Bonnie,

Thank you for meeting with Carla Holoman and I this morning.

Unfortunately, the purpose of this email is to officially notify you of your termination from JHT, Inc. as of January 4, 2021. Please accept the attached letter. This letter will also be mailed to the home address we have on file.

If you have any personal belongings in your cubical, I will carefully pack them up and FedEx them to you this afternoon. Included in the box will be the return label for you to send your equipment back to JHT. As a reminder, all JHT equipment and property will need to be returned, undamaged or the funds will be deducted from your final paycheck. You will also have a security clearance form in the box that will need your wet signature and mailed back to us with your equipment.

Attached in the letter are all the details I discussed via Zoom this morning.

If you have any additional questions, please let me know.

Lauren Weaver | Human Resources Manager

JHT Inc. | 12501 Research Pkwy, Suite 200 | Orlando, FL 32826  
O: 407.381.7797 x204 | E: [Lweaver@jht.com](mailto:Lweaver@jht.com)

Discover innovative solutions and services at [www.jht.com](http://www.jht.com)



UNDERSTANDING CHALLENGES. CREATING SOLUTIONS.



January 4, 2021

Ms. Bonnie Kurowski  
3033 Santa Maria Ave.  
Clermont, FL 34715

Ms. Kurowski,

Unfortunately, your employment with JHT, Inc. has been terminated effective January 4, 2021.

Any accrued unused leave will be paid in your last check, on January 22, 2021. The payment of any accrued paid leave may affect your taxes for that paycheck. Please let me know if you wish to discuss and/or change your taxes. If any money is owed to JHT, it will be deducted from your final paycheck.

If you are enrolled in the JHT 401(k) program, JHT will notify Voya of your termination date. You will then be able to contact Voya either via the "800#" (800-584-6001) or the website (<https://www.voya.com/>) to receive a distribution. Should you wish to do so and if your balance is \$5,000 or more, you may leave your money in the plan and continue to manage it as you have as an active employee.

Your insured benefits (health, dental, vision, life, short-term disability, and long-term disability) will be terminated as of the last day of the month, January 31, 2021. You have the right to continue your health, dental, and vision benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986. You will receive information in the mail from Optum with the process for enrolling in the COBRA program if you wish to continue your medical coverage(s).

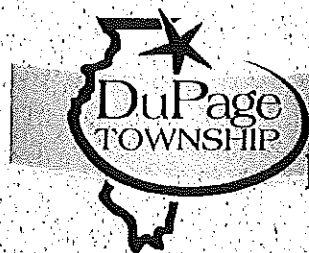
Please return all JHT property via FedEx (Laptop, charger, docking station, keyboard, mouse, access card, badge, desk keys, customer files, etc.). Included in the box mailed to you is a FedEx slip for the return of all JHT property.

Sincerely,

*Lauren Weaver*

Lauren Weaver  
Human Resources Manager

■ 12501 Research Pkwy, Suite #200  
Orlando, FL 32826  
407.381.7797  
407.381.0017 fax  
[www.jht.com](http://www.jht.com)



**IS  
^ WORKING FOR YOU!  
RIGHT NOW!**

Kurowski 001273

**Felix George**  
Supervisor

Clerk  
**Kulsum Ali**

Trustees  
**Alyssia Benford**  
**Ken Burgess**  
**Maripat Oliver**  
**Dennis Raga**

Assessor  
**Jean Kelly**

Collector  
**Gary Hoffman**

September 22, 2020

*Via Electronic Mail:* bkurowski@jht.com  
Ms. Bonnie Kurowski

RE: Freedom of Information Act Request 20-45  
DuPage Township

Dear Ms. Kurowski:

Thank you for writing to the Township of DuPage ("Township") with your request for information pursuant to the Illinois Freedom of Information Act (FOIA), 5 ILCS 140/1 et seq.

On September 18, 2020 you requested the following documents:

**"I am requesting the following:**

**Asian Taxi Company \$6500 payout. The board approved a payout for a new start-up company 2018-current. This company has disappeared.**

**This includes any and all information pertaining to the above mentioned topic.**

1. Meeting minutes that discussed this issue and passing the payment to this company. (Voting record)
2. Agenda's for this issue
3. Emails between Trustees regarding this issue, as well as to attorneys
4. Documents to show that they had authorization prior to this transaction to fund a private start up with tax payer money. Example, bids for service, proposals, promised, emails from the company, invoices, permission to do this, Non-disclosures, any all documents pertaining to this transaction for business. Any follow up with this company and the funds lost.
5. Video's
6. Audio"

With regard to your FOIA request, assuming you are referring to the American Association of Retired Asians, said request is partially granted and partially denied as follows. The Township is releasing the attached responsive records to you at no charge. There are no responsive documents to #5 or #6. The records contain information that is exempt from disclosure under the following exemptions in FOIA:

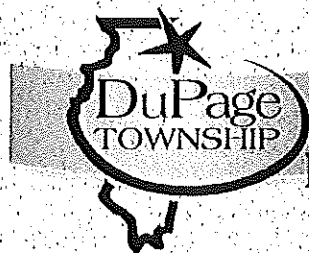
1. 5 ILCS 140/7 (1)(b)- Private Information as defined in 5 ILCS 140/2(c-5) means unique identifiers, including but not limited to: social security number, driver's license number, personal financial

241 Canterbury Lane  
Bolingbrook, IL 60440

(630) 759-1317  
fax (630) 759-3412

www.dupagetownship.com

Est. 1850



**IS WORKING FOR YOU!  
RIGHT NOW!**

Kurowski 001274

**Felix George**  
Supervisor

Clerk  
**Kulsum Ali**

Trustees  
**Alyssia Benford**  
**Ken Burgess**  
**Maripat Oliver**  
**Dennis Raga**

Assessor  
**Jean Kelly**

Collector  
**Gary Hoffman**

information, employee identification number, personal home address. Personal email addresses, dates of birth, signatures, and other unique identifiers.

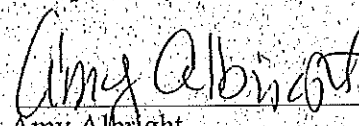
2. 5 ILCS 140/7 (m) Communications between a public body and an attorney or auditor representing the public body that would not be subject to discovery in litigation, and materials prepared or compiled by or for a public body in anticipation of a criminal, civil or administrative proceeding upon the request of an attorney advising the public body, and materials prepared or compiled with respect to internal audits of public bodies.

You have the right to have the Township's denial of your FOIA request reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General:

Public Access Counselor  
Office of the Attorney General  
500 South Second Street  
Springfield, Illinois 62706  
Phone: (877) 299-3642

You also have the right to seek judicial review of the denial under Section 11 of the Illinois Freedom of Information Act. If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of this denial, 5 ILCS 140/9.5(a). Please note that you must include a copy of your original FOIA request and this denial letter when filing a Request for Review with the PAC.

Respectfully Submitted,

  
Amy Albright  
FOIA Officer  
DuPage Township

241 Canterbury Lane  
Bolingbrook, IL 60440

(630) 759-1317  
fax (630) 759-3412

[www.dupagetownship.com](http://www.dupagetownship.com)

Est. 1850

**REGULAR MEETING OF THE  
DUPAGE TOWNSHIP SUPERVISOR  
AND THE BOARD OF TRUSTEES  
241 Canterbury Lane  
Bolingbrook IL**

**TUESDAY, JUNE 25, 2019  
7:00PM**

**AGENDA**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call for Quorum**
- IV. Approval of Minutes**
  - A. Approval of April 16, 2019 Township Board Meeting Minutes.
  - B. Approval of April 30, 2019 Township Budget Workshop Meeting Minutes.
  - C. Approval of May 21, 2019 Township Board Meeting Minutes.
- V. Supervisor's Report**
  - Report and Announcements from Township Supervisor
- VI. Action Items**
  - A. Approval of Ordinance 19-15, "An Ordinance Amending DuPage Township Ordinance 19-10 Establishing Advisory Committees for DuPage Township to Include the Establishment of a Social Service Advisory Committee."
  - B. Approval of Township Supervisor's additional appointments to Township Advisory Committees pursuant to Ordinance 19-15.
  - C. Adoption and Approval of the Budget & Appropriation Ordinance for DuPage Township for the 2019-2020 Fiscal Year (Ordinance 19-16).
  - D. Approval of vendor for IT Service after receipt of proposals, approval of Agreement terms, and scope of work; Authorization for Township Supervisor to execute Contract.
  - E. Approval of request for use of Township Levy Center and Township Bus by "Bolingbrook Senior Club" on August 14, 2019 and December 10, 2019.
  - F. Approval of request for use of Township Levy Center by "Will County Supervisor of Assessment" on August 22, 2019.
  - G. Approval of request for use of Township Levy Center by "Operation Christmas" for Breakfast with Santa December 21, 2019.
  - H. Approval of sponsorship request for Rainbow Council Scouting Program in an amount not to exceed \$500.00.
  - I. Approval of Grant Request "The Heart Organization."
  - J. Approval of open Invoices from BKD CPAs & Advisors.
  - K. Approval of Grant Request American Association of Retired Asians.

- L. Approval of Grant Request BB Junteenth.
- M. Approval to participate in the Village of Bolingbrook Parade September 8, 2019.

**VII. Audit of Bills & Claims**

**VIII. Approval of Township Bills & Claims (for 05/16/2019 through 06/20/2019 in the amount of \$144,965.42**

- i. Open Payables - \$70,497.31
- ii. Paid Payables - \$74,468.11

**IX. New Business**

- A. Discussion and direction for issuance of Request for Proposal (RFP) for Phone System and Service plan in accordance with the requirements of the Illinois Township Code and the Township's Purchasing and Accounts Payable Policy.

**X. Elected Officials & Advisory Committee Reports**

- A. Assessor
- B. Clerk
- C. Trustees
  - i. Alyssia Benford (Finance & Social Services Committees)
  - ii. Ken Burgess (Youth Services Committee)
  - iii. Maripat Oliver (Senior Services Committee)
  - iv. Dennis Raga

**XI. Reports from Administrative Staff and Contractors**

- A. Legal Report – Township Attorney
- B. Senior Report – Lynne Woodard / Maureen Fox
- C. Food Pantry Report – Dave Locke
- D. General Assistance Report – Kymberlee Owens
- E. Human Resource Report – Amy Albright
- F. Banquets Report – Kelli Lizardo

**XII. Public Comments**

Invitation to speak on any issue on the agenda or anything regarding Township government. (Limited to one 3-minute comment per person).

**X. Roll Call to Enter Closed Session (If Necessary)**

- a. Approval to convene Closed Session of the DuPage Township Board of Trustees to consider one or more of the following subjects pursuant to the Illinois Open Meetings Act, 5 ILCS 120/1, *et. seq.*:
  - i. Section 2(c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the



public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity;

- ii. Section 2(c)(11): Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting;
- iii. Section 2(c)(21): Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06;

**XI. Return to Open Session**

**XII. Possible Action Items Following Closed Session**

- A. Action regarding the review of Closed Session minutes following consideration of whether a need for confidentiality still exists as to all or parts of minutes, or whether the minutes or portions thereof no longer require confidential treatment and should be made available for public inspection, pursuant to 2.06(d) of the Illinois Open Meetings Act, for the following Closed Session minutes:
  - i. May 29, 2001;
  - ii. March 27, 2018;
  - iii. May 15, 2018;
  - iv. May 22, 2018;
  - v. June 12, 2018;
  - vi. June 26, 2018;
  - vii. July 10, 2018;
  - viii. August 22, 2018;
  - ix. November 20, 2018
  - x. February 15, 2019;
  - xi. February 19, 2019

**XIII. Adjournment**

Persons with disabilities requiring reasonable accommodations in this meeting should contact Supervisor Felix George at the Township Administrative Office, 241 Canterbury Lane, Bolingbrook. Office hours are Monday through Friday from 8:30 a.m. until 4:30 p.m. Please give at least 48 hours notice prior to the meeting. Request for ASL Interpreters require five (5) working days advance notice. Telephone number: (630) 759-1317; Email: [fgeorge@dupagetownship.com](mailto:fgeorge@dupagetownship.com)



**MEETING OF THE  
DUPAGE TOWNSHIP  
BOARD OF TRUSTEES  
Tuesday, June 25, 2019  
MINUTES**

- I. **CALL TO ORDER:** Meeting was called to order at 7:07 p.m. by Supervisor George.
- II. **PLEDGE OF ALLEGIANCE:** Pledge of Allegiance was recited by all led by Trustee Oliver.
- III. **ROLL CALL FOR QUORUM:** Trustees Raga, Benford, Burgess, Oliver and Supervisor George were present.
- IV. **APPROVAL OF AGENDA:**

A motion was made by Trustee Oliver and seconded by Trustee Burgess to approve the agenda as presented. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

V. **APPROVAL OF MINUTES:**

A motion was made by Trustee Burgess and seconded by Trustee Raga to approve the minutes from the April 16, 2019 Regular Board Meeting. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

A motion was made by Trustee Burgess and seconded by Trustee Oliver to approve the minutes from the April 30, 2019 Budget Workshop Meeting. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

A motion was made by Trustee Benford and seconded by Trustee Raga to table the minutes from the May 21, 2019 Regular Board Meeting. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

VI. **SUPERVISOR'S REPORT:** No additional or separate report given.

VII. **ACTION ITEMS:**

- A. Approval of Ordinance 19-15, "An Ordinance Amending DuPage Township Ordinance 19-10 Establishing Advisory Committees for DuPage Township to Include the Establishment of a Social Service Advisory Committee."

A motion to approve was made by Trustee Oliver and seconded by Trustee Benford. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

- B. Approval of Township Supervisor's additional appointments to Township Advisory Committees pursuant to Ordinance 19-15.

A motion to approve was made by Trustee Raga and seconded by Trustee Benford. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

- C. Adoption and Approval of the Budget & Appropriation Ordinance for DuPage Township for the 2019-2020 Fiscal Year (Ordinance 19-16).

A motion to approve was made by Trustee Benford and seconded by Trustee Burgess. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

- D. Approval of vendor for IT Service after receipt of proposals, approval of Agreement terms, and scope of work; Authorization for Township Supervisor to execute Contract.

A brief description of bids was presented by Assistant to the Supervisor and presentation was made by a vendor. A motion to approve \$250.00 monthly fee for outsourcing services and pre-purchasing a block of 25 support hours from Outsource (*service provider*), and IT Rite (*service provider*) will handle the BSA conversion. A motion to approve was made by Trustee Burgess and seconded by Trustee Benford. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

- E. Approval of request for use of Township Levy Center and Township Bus by "Bolingbrook Senior Club" on August 14, 2019 and December 10, 2019.

A motion to approve was made by Trustee Burgess and seconded by Trustee Raga. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

- F. Approval of request for use of Township Levy Center by "Will County Supervisor of Assessment" on August 22, 2019.

A motion to approve was made by Trustee Burgess and seconded by Trustee Benford. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

- G. Approval of request for use of Township Levy Center by "Operation Christmas" for Breakfast with Santa December 21, 2019.

A motion to approve was made by Trustee Burgess and seconded by Trustee Raga. Upon roll call vote the following voted yes: Trustees Raga, Burgess, Oliver and Supervisor George. Trustee Benford voted present. There were no nay votes. The motion passed.

- H. Approval of sponsorship request for Rainbow Council Scouting Program in an amount not to exceed \$500.00.

A motion to approve was made by Trustee Oliver and seconded by Trustee Benford. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

- I. Approval of Grant Request "The Heart Organization." in an amount not to exceed \$5,000.00.

A motion to approve was made by Trustee Burgess and seconded by Trustee Raga. Upon roll call vote the following voted yes: Trustees Raga, Burgess, Oliver and Supervisor George. Trustee Benford voted present. There were no nay votes. The motion passed.

- J. Approval of open invoices from BKD CPAs & Advisors.

A motion to approve was made by Trustee Burgess and seconded by Trustee Oliver. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

- K. Approval of Grant Request American Association of Retired Asians in an amount not to exceed \$4,000.00.

A motion to approve was made by Trustee Benford and seconded by Trustee Raga. Upon roll call vote the following voted yes: Trustees Raga, Benford, Oliver and Supervisor George. Trustee Burgess voted no. The motion passed.

- L. Approval of Grant Request BB Junteenth.

A request was made by Supervisor George to table the motion. A motion to table the matter was made by Trustee Burgess and seconded by Trustee Oliver. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion to table passed.

- M. Approval to participate in the Village of Bolingbrook Parade September 8, 2019.

A motion to approve was made by Trustee Burgess and seconded by Trustee Raga. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

#### **VIII. AUDIT OF BILLS & CLAIMS**

#### **IX. APPROVAL OF TOWNSHIP BILLS: \$144,965.42 (for 05/16/2019 thru 06/12/2019)**

- i. Open Payables: \$70,497.31
- ii. Paid Payables: \$74,468.11

A motion to approve the Township Bills was made by Trustee Burgess and seconded by Trustee Benford. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

**X. NEW BUSINESS:**

A. Discussion and direction for issuance of Request for Proposal (RFP) for Phone System and Service plan in accordance with the requirements of the Illinois Township Code and the Township's Purchasing and Accounts Payable Policy.

After a brief discussion, Supervisor George stated that he would like to begin the process of searching for a new phone system and service plan. A motion to approve was made by Trustee Benford and seconded by Trustee Burgess. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

**XI. ELECTED OFFICIALS & ADVISORY COMMITTEE REPORTS:**

A. Assessor: Comments provided regarding 2019 Assessments.

B. Clerk: No Report.

C. Trustees:

a. Trustee Benford: Updates provided on finance and social service committees.

b. Trustee Burgess: Updates provided on search for youth committee; 4 applications received.

c. Trustee Oliver: Updates provided on senior services committee and how the team is discussing ideas to improve levy center membership.

d. Trustee Raga: No Report.

**XII. REPORTS FROM ADMINISTRATIVE STAFF AND CONTRACTORS:**

A. Legal Report: No written report provided.

C. Senior Report: Written report provided.

D. Food Pantry Report: Written report provided.

E. General Assistance Report: Written report provided.

F. Human Resource Report: No written report provided.

G. Banquets Report: Written report provided.

**XIII. PUBLIC COMMENTS:**

(1) Public comment was given by Pat (resident).

(2) Public comment was given by Maureen Hill.

(3) Public comment was given by Jackie Randall.

(4) Public comment was given by Judy Bredewig.

(5) Public comment was given by Gary Marshke.

(6) Public comment was given by Male (no name given).

(7) Public comment was given by Antonio (resident).

(8) Public comment was given by Lee Bush.

(9) Public comment was given by Dan Falese.

**XIV. ROLL CALL TO ENTER CLOSED SESSION (IF NECESSARY):**

A. Approval to convene Closed Session of the DuPage Township Board of Trustees to consider one or more of the following subjects pursuant to the Illinois Open Meetings Act, 5 ILCS 120/1, *et seq.*:

iii. Section 2(c)(21): Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06;

A motion was made to enter Closed Session at 8:03 p.m. by Trustee Oliver and seconded by Trustee Benford. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

**XV. RETURN TO OPEN SESSION:**

A motion was made to reconvene open session at 8:37 p.m. by Trustee Raga and seconded by Trustee Benford. Upon roll call vote the following voted yes: Trustee Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed and Open Session reconvened.

**XVI. POSSIBLE ACTION ITEMS FOLLOWING CLOSED SESSION:**

Action regarding the review of Closed Session minutes following consideration of whether a need for confidentiality still exists as to all or parts of minutes, or whether the minutes or portions thereof no longer require confidential treatment and should be made available for public inspection, pursuant to 2.06(d) of the Illinois Open Meetings Act, for the following Closed Session minutes:

**i. May 29, 2001**

A motion was made by Trustee Benford and seconded by Trustee Burgess to release the minutes with first paragraph redacted as a need for confidentiality was found to still exist with respect to that portion of the minutes. Upon roll call vote the following voted yes: Trustee Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

**ii. March 27, 2018**

A motion was made by Trustee Burgess and seconded by Trustee Benford to not release the minutes as a need for confidentiality still remains. Upon roll call vote the following voted yes: Trustee Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

**iii. May 15, 2018**

A motion was made by Trustee Benford and seconded by Trustee Burgess to not release the minutes as a need for confidentiality still remains. Upon roll call vote the following voted yes: Trustee Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

**iv. May 22, 2018**

A motion was made by Trustee Benford and seconded by Trustee Burgess to not release the minutes as a need for confidentiality still remains. Upon roll call vote the following voted yes: Trustee Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.



- v. **June 12, 2018**  
A motion was made by Trustee Benford and seconded by Trustee Burgess to not release the minutes as a need for confidentiality still remains. Upon roll call vote the following voted yes: Trustee Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.
- vi. **June 26, 2018**  
A motion was made by Trustee Benford and seconded by Trustee Burgess to not release the minutes as a need for confidentiality still remains. Upon roll call vote the following voted yes: Trustee Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.
- vii. **July 10, 2018**  
A motion was made by Trustee Burgess and seconded by Trustee Benford to not release the minutes as a need for confidentiality still remains. Upon roll call vote the following voted yes: Trustee Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.
- viii. **August 22, 2018**  
A motion was made by Trustee Benford and seconded by Trustee Burgess to not release the minutes as a need for confidentiality still remains. Upon roll call vote the following voted yes: Trustee Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.
- ix. **November 20, 2018**  
A motion was made by Trustee Benford and seconded by Trustee Raga to not release the minutes as a need for confidentiality still remains. Upon roll call vote the following voted yes: Trustee Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.
- x. **February 15, 2019**  
A motion was made by Trustee Benford and seconded by Trustee Raga to not release the minutes as a need for confidentiality still remains. Upon roll call vote the following voted yes: Trustee Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.
- xi. **February 19, 2019**  
A motion was made by Trustee Burgess and seconded by Trustee Raga to not release the minutes as a need for confidentiality still remains. Upon roll call vote the following voted yes: Trustee Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.
- XVII. ADJOURNMENT:**  
A motion was made by Trustee Raga and seconded by Trustee Benford to adjourn at 8:44 p.m. Upon roll call vote the following votes yes: Trustees Raga,



Burgess, Oliver and Supervisor George. All were in favor and the meeting adjourned.

Respectfully submitted,

Kulsum Ali  
DuPage Township Clerk

Approved 07/16/19

Motion Trustee Burgess/ 2nd Trustee Benford. Roll Call Vote: All were in favor.  
There were no nay votes.

**REGULAR MEETING OF THE  
DUPAGE TOWNSHIP SUPERVISOR  
AND THE BOARD OF TRUSTEES**

**241 Canterbury Lane  
Bolingbrook IL**

**TUESDAY, JULY 16, 2019  
7:00PM**

**AGENDA**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call for Quorum**
- IV. Motion to Reconsider**
  - A. Motion reconsider the June 25, 2019 vote to approve the Grant Request for the American Association of Retired Asians.**
  - B. If necessary, consideration of approval of Grant Request for the American Association of Retired Asians.**
- V. Approval of Agenda**
- VI. Approval of Minutes**
  - A. Approval of May 21, 2019 Township Board Meeting Minutes.**
  - B. Approval of June 25, 2019 Township Board Meeting Minutes.**
- VII. Supervisor's Report**
- VIII. Action Items**
  - A. Approval of Resolution 19-17 adopting a Money Handling and Petty Cash Policy for DuPage Township.**
  - B. Approval of Ordinance 19-18 enacting an Investment Policy for DuPage Township.**
  - C. Receipt of the 2018-2019 Annual Audit presented by Mack & Associates.**
  - D. Approval of 0-3% raises for Township Employees to be determined by the Township Supervisor and in accordance with Township Policies and any applicable laws.**
  - E. Approval of agreement renewal with Hudson Energy Gas & Electric service.**
  - F. Approval of Grant Request received from "Heart Haven Outreach."**
  - G. Approval of Grant Request received from "Bolingbrook Buccaneers."**
  - H. Approval of Grant Request received from "Community Service Council."**
  - I. Approval of request for use of Township Bus by "Bolingbrook Red Hat's Club" September 5, 2019 and October 3, 2019.**
  - J. Approval to participate in the Village of Romeoville Parade September 15,**

2019.

K. Approval of appointments to DuPage Township Youth Services Committee.

**IX. Audit of Bills & Claims**

**X. Approval of Township Bills & Claims (for 06/21/2019 through 07/12/2019 in the amount of \$92,533.79**

- i. Open Payables - \$33,892.80
- ii. Paid Payables - \$58,640.99

**XI. New Business**

- A. Review any bids/proposals or feedback received in response to Phone System / Service RFP; Discussion of potential modifications to RFP
- B. Discussion regarding Audio or Video Recordings of Township Board Meetings.
- C. Discussion of possible Open Meeting Act Policy for meeting attendance by a means other than physical presence pursuant to 5 ILCS 120/7.
- D. Discussion of estimates for costs of proposed traffic control devices on certain township roads.

**XII. Elected Officials & Advisory Committee Reports**

A. Assessor

B. Clerk

C. Trustees

- i. Alyssia Benford
- ii. Ken Burgess
- iii. Maripat Oliver
- iv. Dennis Raga

**XIII. Reports from Administrative Staff and Contractors**

- A. Legal Report – Township Attorney
- B. Senior Report – Lynne Woodard
- C. Senior Report – Maureen Fox
- D. Food Pantry – Report Dave Locke
- E. General Assistance Report – Kymberlee Owens
- F. Human Resource Report – Amy Albright
- G. Banquets Report – Kelli Lizardo

**XIV. Public Comments**

Invitation to speak on any issue on the agenda or anything regarding Township government.

(Limited to one 3-minute comment per person).

**X. Roll Call to Enter Closed Session (If Necessary)**

- a. Approval to convene Closed Session of the DuPage Township Board of Trustees to consider one or more of the following subjects pursuant to the Illinois Open Meetings Act, 5 ILCS 120/1, *et. seq.*:
  - i. Section 2(c)(21): Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06;

**XI. Return to Open Session**

**XII. Possible Action Items Following Closed Session**

- A. Action regard Report regarding the review of Closed Session minutes and approval of action following consideration of whether a need for confidentiality still exists as to all or parts of those minutes whether the minutes or portions thereof no longer require confidential treatment and should be made available for public inspection, pursuant to 2.06(d) of the Illinois Open Meetings Act, for the following Closed Session minutes: May 10, 2001; May 29, 2001; June 4, 2001; June 14, 2001; March 11, 2014; and April 22, 2014.

**XIII. Adjournment**

Persons with disabilities requiring reasonable accommodations in this meeting should contact Supervisor Felix George at the Township Administrative Office, 241 Canterbury Lane, Bolingbrook. Office hours are Monday through Friday from 8:30 a.m. until 4:30 p.m. Please give at least 48 hours notice prior to the meeting. Request for ASL Interpreters require five (5) working days advance notice. Telephone number: (630) 759-1317; Email: [fgeorge@dupagetownship.com](mailto:fgeorge@dupagetownship.com)

**MEETING OF THE  
DUPAGE TOWNSHIP  
BOARD OF TRUSTEES  
Tuesday, July 16, 2019  
MINUTES**

- I. **CALL TO ORDER:** Meeting was called to order at 7:00 p.m. by Supervisor George.
- II. **PLEDGE OF ALLEGIANCE:** Pledge of Allegiance was recited by all led by Trustee Oliver.
- III. **ROLL CALL FOR QUORUM:** Trustees Raga, Benford, Burgess, Oliver and Supervisor George were present.
- IV. **MOTION TO RECONSIDER:**
  - A. Motion to reconsider the June 25, 2019 vote to approve the Grant Request for the American Association of Retired Asians.

A motion was made by Trustee Oliver and seconded by Trustee Burgess to reconsider the Grant Request. Upon roll call vote the following voted yes: Trustees Oliver and Burgess. The following voted no: Trustees Raga, Benford and Supervisor George. The motion failed.

V. **APPROVAL OF AGENDA:**

A motion was made by Trustee Burgess and seconded by Trustee Benford to approve the agenda as presented. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

VI. **APPROVAL OF MINUTES:**

A motion was made by Trustee Burgess and seconded by Trustee Raga to approve the minutes from the May 21, 2019 Regular Board Meeting. Upon roll call vote the following voted yes: Trustees Raga, Burgess, Oliver and Supervisor George. Trustee Benford voted present. There were no nay votes. The motion passed.

A motion was made by Trustee Burgess and seconded by Trustee Benford to approve the minutes from the June 25, 2019 Regular Board Meeting. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

VII. **SUPERVISOR'S REPORT:**

Supervisor George shared that Pat Schanks, a long-time resident of DuPage Township passed away over the weekend.

VIII. **ACTION ITEMS:**

- A. Approval of Resolution19-17 adopting a Money Handling and Petty Cash Policy for DuPage Township

A motion to approve was made by Trustee Benford and seconded by Trustee Burgess. Upon roll call vote the following voted yes: Trustees Raga, Benford,

Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

**B. Approval of Ordinance 19-18 enacting an Investment Policy for DuPage Township.**

A motion to approve was made by Trustee Benford and seconded by Trustee Burgess. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

**C. Receipt of the 2018-2019 Annual Audit presented by Mack & Associates.**

A representative of Mack & Associates provided a detailed report to the board on the audit findings while presenting the Township's annual financial report for the 2018-2019 fiscal year.

**D. Approval of 0-3% raises for Township Employees to be determined by the Township Supervisor and in accordance with Township Policies and any applicable laws.**

A motion to approve was made by Trustee Burgess and seconded by Trustee Benford. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

**E. Approval of agreement renewal with Hudson Energy Gas & Electric service.**

After a brief presentation by the company representative to the board on the amount of savings the Township can expect, a motion to approve the agreement renewal and authorize the Supervisor to execute same was made by Trustee Burgess and seconded by Trustee Benford. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

**F. Approval of Grant Request received from "Heart Haven Outreach".**

An extended discussion took place between the board after a motion to table the grant request was made by Trustee Burgess and seconded by Trustee Oliver. Upon roll call vote the following voted yes: Trustees Raga, Burgess and Oliver. The following voted no: Trustee Benford and Supervisor George. The motion passed.

**G. Approval of Grant Request received from "Bolingbrook Buccaneers".**

A motion to approve the grant request in the amount of \$500.00 was made by Trustee Benford and seconded by Trustee Burgess. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess and Supervisor George. The following voted no: Trustee Oliver. The motion passed.

**H. Approval of Grant Request received from "Community Service Council".**

An extended discussion took place between the board after a motion to table the grant request was made by Trustee Burgess and seconded by Trustee



Oliver. Upon roll call vote the following voted yes: Trustees Raga, Burgess and Oliver. The following voted no: Trustee Benford and Supervisor George. The motion passed.

- I. Approval of request for use of Township Bus by "Bolingbrook Red Hat's Club" September 5, 2019 and October 3, 2019.

A motion to approve was made by Trustee Burgess and seconded by Trustee Oliver. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

- J. Approval to participate in the Village of Romeoville Parade September 15, 2019.

A motion to approve was made by Trustee Burgess and seconded by Trustee Oliver. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

- K. Approval of appointments to DuPage Township Youth Services Committee.

A motion to approve the appointment of Trustee Ken Burgess, Dan Falese, Steve Miller, Schin Kerr, Geno Bagnuolo and Duane Bell to the Township Youth Services Committee was made by Trustee Burgess and seconded by Trustee Raga. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. The motion passed.

**IX. AUDIT OF BILLS & CLAIMS**

**X. APPROVAL OF TOWNSHIP BILLS: \$92,533.79 (for 06/21/2019 thru 07/12/2019)**

- i. Open Payables: \$33,892.80
- ii. Paid Payables: \$58,640.99

A motion to approve the Township Bills was made by Trustee Burgess and seconded by Trustee Benford. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess, Oliver and Supervisor George. There were no nay votes. The motion passed.

**XI. NEW BUSINESS:**

- A. Review any bids/proposals or feedback received in response to Phone System / Service RFP; Discussion of potential modifications to RFP.
- B. Discussion regarding Audio or Video Recordings of Township Board Meetings.
- C. Discussion of possible Open Meetings Act Policy for meeting attendance by a means other than physical presence pursuant to 5 ILCS 120/7.
- D. Discussion of estimates of costs of proposed traffic control devices on certain township roads.

All items above were discussed briefly between the board, the Assistant to the Supervisor and the Township attorney. No items were voted on.

**XII. ELECTED OFFICIALS & ADVISORY COMMITTEE REPORTS:**

- A. Assessor: Written report provided.
- B. Clerk: No Report.
- C. Trustees:
  - a. Trustee Benford: Updates provided on finance and social service committees.
  - b. Trustee Burgess: Condolences to Schanks family.
  - c. Trustee Oliver: Updates provided on senior services committee and transportation needs for seniors. After the updates Trustee Oliver left the meeting.
  - d. Trustee Raga: No Report. Trustee Raga will be chairing Bldg./Grounds Committee per Supervisor George.

**XIII. REPORTS FROM ADMINISTRATIVE STAFF AND CONTRACTORS:**

- A. Legal Report (Ross Secler): No written report provided.
- B. Senior Report (Lynne Woodward): Written report provided.
- C. Senior Report (Maureen Fox): Written report provided.
- D. Food Pantry Report (Dave Locke): Written report provided.
- E. General Assistance Report (Kymberlee Owens): Written report provided.
- F. Human Resource Report (Amy Albright): Written report provided.
- G. Banquets Report (Kelli Lizardo): Written report provided.

**XIV. PUBLIC COMMENTS:**

- (1) Public comment was given by Petra Burgess.
- (2) Public comment was given by Gary Marshke.
- (3) Public comment was given by Diane Kloepper.
- (4) Public comment was given by Timothy (resident).
- (5) Public comment was given by Female (resident).
- (6) Public comment was given by Lynne Woodward.
- (7) Public comment was given by Linda Youngs / Amy Albright.
- (8) Public comment was given by Alicia Benford.
- (9) Public comment was given by Judy Bredewig.
- (10) Public comment was given by Dwayne Bell.
- (11) Public comment was given by Joe Giamanco.

**XV. ROLL CALL TO ENTER CLOSED SESSION (IF NECESSARY):**

A. Approval to convene Closed Session of the DuPage Township Board of Trustees to consider one or more of the following subjects pursuant to the Illinois Open Meetings Act, 5 ILCS 120/1, *et seq.*:

I. Section 2(c)(21): Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06;

A motion was made to enter Closed Session for the above-listed purpose at 9:01 p.m. by Trustee Benford and seconded by Trustee Burgess. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess and Supervisor George. There were no nay votes. The motion passed.

**XVI. RETURN TO OPEN SESSION:**

A motion was made to reconvene open session at 9:09 p.m. by Trustee Burgess and seconded by Trustee Raga. Upon roll call vote the following voted yes: Trustee Raga, Benford, Burgess and Supervisor George. There were no nay votes. The motion passed and Open Session reconvened.

**XVII. POSSIBLE ACTION ITEMS FOLLOWING CLOSED SESSION:**

Action regarding the review of Closed Session minutes following consideration of whether a need for confidentiality still exists as to all or parts of minutes, or whether the minutes or portions thereof no longer require confidential treatment and should be made available for public inspection, pursuant to 2.06(d) of the Illinois Open Meetings Act, for the following Closed Session minutes:

May 10, 2001  
May 29, 2001  
June 4, 2001  
June 14, 2001  
March 11, 2014  
April 22, 2014

A motion was made to release for public inspection the Closed Session minutes for the above-listed dates by Trustee Burgess and seconded by Trustee Benford. Upon roll call vote the following voted yes: Trustee Raga, Benford, Burgess and Supervisor George. There were no nay votes. The motion passed in Open Session.

**XVIII. ADJOURNMENT:**

A motion was made by Trustee Burgess and seconded by Trustee Raga to adjourn at 9:10 p.m. Upon roll call vote the following votes yes: Trustees Raga, Benford, Burgess and Supervisor George. All were in favor and the meeting adjourned.

Respectfully submitted,

Kulsum Ali  
DuPage Township Clerk

Approved 08/22/19

Motion Trustee Burgess/ 2nd Trustee Benford. Roll Call Vote: All were in favor. There were no nay votes.

**Linda Youngs**

---

**From:** Ken Burgess [REDACTED]  
**Sent:** Tuesday, July 2, 2019 11:02 AM  
**To:** Ross Secler; Felix George  
**Subject:** Asian Americans

Good morning,

I would like to request that we revote on the motion because I feel that after listening to the audio of the meeting that

1. It's discriminatory of them to only transport Asian Americans.

2. Listening to the audio that Trustee benford whispered to clerk Ali and changed her vote from pass to present. I feel this also is wrong and could lead to issues down the road.

thank you  
Ken Burgess  
dupage township  
trustee

Sent from Yahoo Mail on Android

**Linda Youngs**

---

**From:** Maripat Oliver [REDACTED]  
**Sent:** Tuesday, July 2, 2019 8:19 PM  
**To:** Kulsum Ali; Linda Youngs; Felix George  
**Subject:** Fwd: Vote Taken at Last Meeting

I am requesting that the donation to the Retired Asians be put on the agenda for our July 2019 meeting. Please see email below.

Maripat Oliver

----- Forwarded message -----

**From:** Ross Secler <[RSecler@odelsonsterk.com](mailto:RSecler@odelsonsterk.com)>  
**Date:** Tue, Jul 2, 2019, 5:08 PM  
**Subject:** RE: Vote Taken at Last Meeting  
**To:** Maripat Oliver [REDACTED]  
**Cc:** Felix George <[fgeorge@dupagetownship.com](mailto:fgeorge@dupagetownship.com)>, Linda Youngs <[lyoungs@dupagetownship.com](mailto:lyoungs@dupagetownship.com)>

Dear Trustee Oliver,

[REDACTED]

[REDACTED]

[REDACTED]

Should you have any questions, or should you require anything further, please let me know.

Yours very truly,

Ross Secler

---

Ross D. Secler

**ODELSON & STERK, LTD.**

3318 West 95th Street

Evergreen Park, Illinois 60805

Office: (708) 424-5678

Mobile: (312) 841-7450

Fax: (708) 425-1898

[rsecler@odelsonsterk.com](mailto:rsecler@odelsonsterk.com)

[www.odelsonsterk.com](http://www.odelsonsterk.com)

**CONFIDENTIALITY NOTE:**

This message, which contains information from a law firm, may be confidential and privileged. If you have received this communication in error (you are not the addressee or authorized to receive for the addressee), you may not use, copy or disclose the message or any information contained in the message. If you have received the message in error, please advise the sender by reply e-mail and delete the message

From: Marlpat Oliver [REDACTED]

Sent: Tuesday, July 2, 2019 9:14 AM

To: Ross Secler <[RSecler@odelsonsterk.com](mailto:RSecler@odelsonsterk.com)>

Cc: Felix George <[fgeorge@dupagetownship.com](mailto:fgeorge@dupagetownship.com)>; Linda Youngs <[lyoungs@dupagetownship.com](mailto:lyoungs@dupagetownship.com)>

Subject: Vote Taken at Last Meeting



Good Morning Ross,

Some dust has been kicked up about the vote we took last meeting in regard to the Retired Asian's request for the transportation grant. I can honestly say this is the first vote I REGRET taking. It was not entirely clear about the group making plans to move to Bolingbrook soon, but not having an office here currently. Also I was not clear about only retired Asians being able to ride the bus. In error I believed they were the group running the transportation, but that it would be open to all seniors. That was clarified as not being correct when a citizen asked the question directly during public comments and were told, no it is for the Retired Asians Group.

I am not sure if you witnessed how the actual vote was taken that night and if it was even lawful. When Trustee Beneford was called on she said PASS. The vote went around and then she whispered to Clerk Ali, change my vote to present. She did not say it out loud, she was not called on directly. It was a side whisper to the Clerk, who then changed the vote. Or in actuality recorded the vote. Since the meetings are recorded on video by citizen's and then posted on the Bolingbrook Politics Page (which I have removed myself from) it will not be difficult to clarify what I am saying. I would like to call for the vote to be retaken and Trustee Beneford to verbally out loud express her vote when being called on in rotation. Again, this can be confirmed through the video take by Jackie Randal and Antonio Timothee.

With Kindest Regards,

Maripat Oliver

**Linda Youngs**

---

**From:** Ken Burgess [REDACTED]  
**Sent:** Tuesday, July 2, 2019 8:44 PM  
**To:** Felix George  
**Cc:** Linda Youngs; Kulsum Ali; Ross Secler  
**Subject:** second for maripat

Good evening,  
I am writing this to back and be the second for maripat Olivers request for the agenda item of revisiting the donation to retired Asian Americans  
thank you

Ken Burgess  
dupage township  
trustee

Sent from Yahoo Mail on Android

**American Association of Retired Asians**

380 S. Schmale Rd. Suite 204

Carol Stream, IL 60188

[www.retiredasians.org](http://www.retiredasians.org)[info@retiredasians.org](mailto:info@retiredasians.org)

LINDA, SOCIAL SERVICES

\$4,100 5% OF

THEIR BUDGET

PAYABLE IN TWO

INSTALLMENTS

ONE NOW, 2ND

AFTER REPORT ON

START OF PROGRAM

Felix 6/11/19

for

March 25, 2019

Felix A. George  
 Supervisor, DuPage Township  
 241 Canterbury Lane  
 Bolingbrook, IL 60440

Dear Mr. George:

American Association of Retired  
 our South Asian senior citizens transportation project.

Tasneem Matthis  
 President

Shamim Chalisa  
 Vice-President

Ahsan Hafeez, MBA  
 Treasurer

Indra Makhija, Ph.D.  
 Secretary

Board of Directors:

Arshad Qureshi, Ph.D.

Fatema Bhanpuri

Ghousia Sultana

Narima Azam

Executive Director:  
 Talat Khan, Ph.D.

AARA is enthusiastic about our transportation program and eager to launch it as soon as possible so we can provide seniors with the service they desperately need.

In our last meeting on Thursday, March 7, 2019, you have advised to us to see Ms. Maureen Fox, senior program director. On our meeting with Ms. Fox, she suggested to submit a proposal requesting funds to the Board of Directors's consideration.

We have attached a proposal including a portion of the annual operating budget so that the program becomes an integral part of our core services.

Thank you for your consideration of our request. I will follow up with you in the next week to answer any questions you might have, as well as to learn whether we might meet with you to discuss the merits of our proposal. Meanwhile, should you have any questions, please free to contact me at (630) 803-8130 or [talat@retiredasians.org](mailto:talat@retiredasians.org).

Best Regards

Sincerely,

Talat Khan, Ph.D.

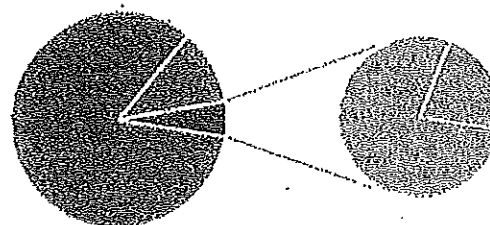
Executive Director

## TRANSPORTION PURPOSAL FOR DUPAGE TOWNSHIP

### Needs Statement and Target Group

South Asian Americans have grown significantly over the past decade, including people of Indian, Pakistani, Bangladeshi, Sri Lankan, Nepali, and Bhutanese descent, as well as other smaller populations. Since last decade, South Asians have grown by over 55% in Illinois, and this rate is notably higher than the growth rate of Asian Americans overall or other racial minorities (U.S. Census Bureau, 2010 Census.) Most of the South Asian Americans in Illinois are concentrated in Chicago Metropolitan area, favoring the suburbs over the city.

Total Population of Bolingbrook	74,548
60+ Population of Bolingbrook	10,107
South Asians Americans	4908
60+ of South Asian Americans	1006



■ Total Population of Bolingbrook  
■ South Asians Americans

■ 60+ Population of Bolingbrook  
■ 60+ of South Asian Americans

US census Bureau 2013-2017 American Community survey estimate

### Language

Most of the South Asian Americans speak English and their native language, mainly Hindi, Urdu, Gujarati, Bengali and Punjabi and other dialects.

American Association of Retired Asians (AARA) is a not for profit 501C3 organization dedicated to serving the senior members of South Asian American community. While the services provided by AARA are available to all, AARA was specifically established to address the complex needs of the underserved South Asian American senior population. This population has long gone underserved due to various cultural, dietary and linguistic barriers that have prevented access to public and private resources. AARA strives to overcome these barriers by providing cultural and linguistically compatible services or assistance to seniors to access available public resources and private service providers.

The ability to travel around the town, going where we want or need to go whenever we need or choose to be a freedom that most of us enjoy. However, for a growing portion of the older population, once routine outings such as going to the doctor's office, to the grocery store, the library, or even to the mall for shopping or a movie now present daily challenges. As we age, driving is not an option for many of us, due to health conditions, and we need to find other methods for getting to and from our daily activities.

Several of our senior citizens need transportation services to local dialysis centers, chemotherapy centers, and physical therapy centers in Bolingbrook area on daily basis. They need some extra care and attention to their comfort and a safe, timely ride home!

Suburban area older American residents have their own share of mobility difficulties; especially, when one older partner (possible driver) passes away, the other partner is left alone to take care of her/his transportation needs. Public transportation is scarce in suburban area and due to old age and physical difficulties, not to forget weather conditions' walking to bus stop is very difficult for some.

In our target population, transportation is one of the major challenges. Older adults from South Asian Americans underutilize services because of problems related to language, transportation, cost, long waits for appointment, fear and distrust of Western culture, and the obligation to refrain from using the mainstream services. These problems are further complicated by geographical distances in the local South Asian community.

Overall, these observations reinforce the importance of both developing transportation program at AARA and continue helping improve the lives of older American Adults from South Asian descent.

AARA's goal of this program is to provide the target population mobility to fulfill personal, medical and social activities.

"American Association of Retired Asians (AARA has recently been awarded a vehicle from the Illinois Department of Transportation's 2017 Consolidated Vehicle Procurement 5310 Specialized Transportation Procurement Award. The vehicle is worth \$40,000".

AARA plans to hire a transportation coordinator who will be responsible for enabling an efficient day-to-day operation of transportation program.

The driver will be responsible to door-to-door service for the older adult. This service will include from picking up the passenger from his/her residence and dropping off him/her to the destination, opening the door, assisting with getting on and off the vehicle and helping them get in the building of destination. Driver will be adequately trained to ensure the safety of passengers.

AARA requesting a grant from the DuPage Township to proceed with this transportation project for individuals residing within the township. In Bollingbrook, there are fifty to sixty individuals already signed up for the transportation services and waiting to launched the program (see attachment)

**Budget: See Attached.**



## AMERICAN ASSOCIATION OF RETIRED ASIANS

## •Financial Planning &amp; Management

(Item)	CY 2019 (Projected)	
<b>Revenues</b>		
Passenger Fares & Passenger Donations	\$ 15,000	
Income from Service Contracts	\$ 2,000	
Income from Operating Grants		
Income from Donations/Fundraising	\$ 10,000	
Other (please list below)		
[other 1]		
[other 2]		
[other 3]		
<b>Total Revenues</b>	<b>\$ 27,000</b>	<b>\$</b>
<b>Expenses</b>		
Drivers (salary + benefits)	\$ 35,000	
Dispatch/Supervisor	\$ 12,000	
Maintenance (labor)	\$ 4,000	
Maintenance (parts)	\$ 5,500	
Fuel + Tolls/Registration	\$ 15,000	
Insurance Costs	\$ 3,000	
Vehicle Storage		
Other (please list below)		
Phone Bill + Misc. Expense	\$ 5,000	
Dispatcher Software, Tracking Device	\$ 2,500	
Training Fees	\$ 1,000	
<b>Total Expenses</b>	<b>\$ 82,000</b>	
<b>Net Revenues/Deficit</b>	<b>50.00</b>	

Pro-rate for % of time if  
transportation staff have  
other program duties

**Comments:**

Are transportation programs running at a net surplus or deficit?

The transportation will be running at a surplus of around \$1,500. This is expected to increase after one year as funds continue to be raised.



## AARA TRANSPORTATION

American Association of Retired Asians launching a program to provide transportation for older adults of 60+ years. This curb-to-curb service operates Monday through Friday from 9:30AM to 3:30PM. We provide service on a first come, first served basis and reservations should be made at least 24 hours in advance by calling (847) 414-AARA (2272)

There is a suggested donation within 5 miles. Longer trips will be based on mileage. Transportation is provided for

- Doctor's Appointment
- Dental Appointments
- Dialysis Treatment
- Physical Therapy
- Outpatient
- Adult Day Care Facility
- Social outing/Shopping
- Masjid/Temple

Our drivers communicate well in Urdu, Hindi and Gujarati.

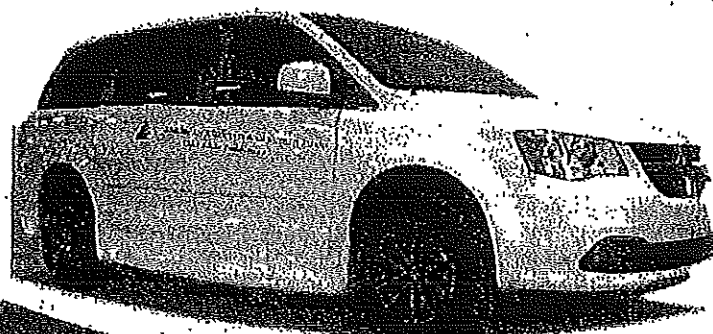
### SERVICE LOCATION:

Bolingbrook and surrounding area

### SERVICE HOURS:

Monday through Friday

9:30AM to 3:30PM



For Appointment Call: (847) 414-AARA (2272)

## TRANSPORTATION

[illegible]

Kurowski 001341

**American Association of  
Retired Asians**

**Nuzreen Sayla**  
Program Coordinator

**630-915-5277**

[nsayla@gmail.com](mailto:nsayla@gmail.com)



1380 S. Schmale Rd., Suite 204  
Carol Stream, IL 60188

[www.retiredasians.org](http://www.retiredasians.org)



**Talat Khan, PhD**  
Executive Director

630-803-8130  
380 S. Schmale Rd. Suite 204  
Carol Stream, IL 60188

[talat@retiredasians.org](mailto:talat@retiredasians.org)  
[www.retiredasians.org](http://www.retiredasians.org)

**American Association of Retired Asians**  
*Older Adult Services*

**Amy Albright**

---

**From:** Felix George [REDACTED]  
**Sent:** Wednesday, June 26, 2019 4:13 PM  
**To:** Amy Albright; Felix George  
**Subject:** Fwd: AARA Transportation Meeting 3-7-2019

-----Original Message-----

**From:** Felix George [REDACTED]  
**To:** mfox <mfox@dupagetownship.com>  
**Cc:** lyongs <lyongs@dupagetownship.com>  
**Sent:** Sun, Mar 10, 2019 3:15 pm  
**Subject:** AARA Transportation Meeting 3-7-2019

Hi Maureen,

Roger Claar (Mayor Bolingbrook), Beth Gonzalez (Pace), Talat Kahn, Ph.D. (Director of American Association of Retired Asians), Nazneen Sayla (Program Coordinator, AARA) and myself met with the AARA after they requested a meeting with Roger to explore opportunities in transportation for the members living in Dupage Township. Pace made a presentation on the offerings in transportation for seniors. This group meets every Thursday 1:00pm - 3:00pm at the Desi Diner on Bolingbrook drive.

The program Coordinator will reach out to you in the near future to discuss transportation issues and funding opportunities for their group.

I will place the info I got from the meeting in your mail box Monday evening.

Thanks,  
Supervisor George

**Amy Albright**

---

**From:** Felix George [REDACTED]  
**Sent:** Wednesday, June 26, 2019 4:15 PM  
**To:** Amy Albright; Felix George  
**Subject:** Fwd: Pace Bus and Senior Transportation in Dupage Township

-----Original Message-----

**From:** Felix George [REDACTED]  
**To:** mfox <mfox@dupagetownship.com>  
**Sent:** Tue, Mar 5, 2019 12:55 pm  
**Subject:** RE: Pace Bus and Senior Transportation in Dupage Township

Thanks Maureen.  
Felix  
Sent from AOL Mobile Mail

---

On Tuesday, March 5, 2019 Maureen Fox <mfox@dupagetownship.com> wrote:

Good morning.

Our RTA rep is dropping off some flyers today for you to hand out on Thursday will have on your desk tomorrow.

Maureen

**From:** Felix George [REDACTED]  
**Sent:** Monday, March 04, 2019 12:12 PM  
**To:** Maureen Fox <mfox@dupagetownship.com>  
**Subject:** Pace Bus and Senior Transportation in Dupage Township

Hi Maureen,

Roger Claar invited me to meet with a Senior group at the Desi Diner in Bolingbrook RT 53 at 4:00pm this Thursday, do you have any literature about pace and any other senior rides? They will have questions about transportation. Roger will be there also.

Thanks,  
Felix George  
[REDACTED]

**Amy Albright**

---

**From:** Felix George [REDACTED]  
**Sent:** Wednesday, June 26, 2019 4:17 PM  
**To:** Amy Albright; Felix George  
**Subject:** Fwd: Dupage Township Grant Request

-----Original Message-----

**From:** Talat Khan <talat@retiredasians.org>  
**To:** Felix George [REDACTED]  
**Sent:** Sun, Jun 16, 2019 2:51 pm  
**Subject:** Re: Dupage Township Grant Request

Good Afternoon Mr. Felix,  
Thank you for your email. In response to your questions,  
American Association of Retired Asians (AARA) is a not for profit 501C3 organization and incorporated in State of Illinois and in 2007. It is in existence since 2007.  
Secondly, we are ready to start the transportation project in Bolingbrook, as soon funds are available to AARA.  
Regards,  
Talat Khan

Talat Khan, Ph.D.  
Executive Director  
American Association of Retired Asians  
380 S. Schmale Rd. Suite 204  
Carol Stream, IL 60188

*"A Society's greatness is measured by how it treats its weakest members"*  
*Mahatma Ghandi*

---

**From:** Felix George [REDACTED]  
**Sent:** Sunday, June 16, 2019 12:18 PM  
**To:** Talat Khan; fgeorge@dupagetownship.com; Retired Asians  
**Subject:** Dupage Township Grant Request

Good morning Ms. Talat Khan,

I'm in the process of reviewing your request for funding for your transportation funding in Dupage Township (Bolingbrook).  
I have two questions:

1. How long has your organization has been in existence?
2. When will you start the transportation project in Bolingbrook?

Sincerely,  
Supervisor Felix George, Dupage Township