

Resolution # 6-1

WHEREAS, County policies and procedures require both the assigned oversight committee and the County Board to approve all requests to procure goods and/or services costing \$30,000 or more; and,

WHEREAS, the Department of Community Resources wishes to procure goods and/or services from Lincoln Land Community College for the purpose of implementing a Customized Certified Nursing Assistant Program in the amount of approximately \$40,000; and,

WHEREAS, this purchase will allow Lincoln Land Community College Adult Education and Literacy Program to provide up to 14 income-qualified and selected applicants with an 18-week course which will include instruction on employability skills, computer skills, introduction to healthcare careers, first aid, CPR and the Basic Nurse Assistant course required to earn the Certified Nursing Assistant (C.N.A.) certificate; and

WHEREAS, as documented by the approval of this resolution, the Community Resources Oversight Committee has approved the Community Resources Department's request to procure the items specified and the committee recommends that the County Board approve procurement of the same, and;

NOW, THEREFORE, BE IT RESOLVED that the Sangamon County Board, in session this 8th day of January, 2019, approves the procurement of the goods and/or services detailed above. The Elected Official/Department Head is authorized to sign required documents to execute the provision of this procurement.

FILED

JAN 02 2019

Don / King
Sangamon County Clerk

RECEIVED
2660

DEC 20 2018.

Andy Goleman
SANGAMON COUNTY AUDITOR

Attachment: Purchase Order form

Approved by the Community Resources Committee

December 27, 2018

Linda L. Pulcinzi, Chairman

_____, Member

Terrence J. [Signature], Member

Jason [Signature], Member

Rose [Signature], Member

T. Smith, Member

Lou Williams, Member

Sangamon County Purchase Order Template
(Pre-ERP Implementation)

6-3

-- Purchase Orders are required for all Informal Quotes (>\$3,500) and Formal Solicitations (>\$30,000)

Department Information

Department Community Resources

Employee Contact Sharmin Doering

Purchase Request Information

Vendor Lincoln Land Community College Adult Education

Purchase Description Customized C.N.A. Training Program

Quantity for up to 14 students

Price Per Unit To be determined by students who complete program

Total Price \$40,000

G/L

RECEIVED
2660
DEC 20 2018

Andy Goleman
SANGAMON COUNTY AUDITOR

Tracking

PO Number 2019-1

(Manually assigned by Department)

Date: _____

Legal Review (if applicable; see below) _____

Sent to Auditor's Office for Review _____

Note: PO request documents need to be to the Auditor's Office 5 business days prior to the oversight committee meeting.

Auditor's Office Review Completed T. Vian 12/20/18

Approved by Oversight Committee Kevin H. Sulgenze - chair

Approved by County Board (if applicable) _____

*County Board Resolution Required

Note: Please attach all required documents such as quotes, bids, rfp's, evaluations, etc.

Legal Review is required for:

- All services being performed for or on behalf of the County
- All goods in excess of \$10,000 per year
- Any goods or services being procured through an RFP/Bid Process
- Intergovernmental/Interagency Agreements

6-4

Customized Certified Nursing Assistant Program Agreement

The parties to this Agreement are Sangamon County, Illinois, 200 South Ninth Street, Springfield, IL 62701 ("County") and Lincoln Land Community College, 5250 Shepard Road, Springfield, IL, 62794, (LLCC).

WHEREAS, the County issued a Request for Proposal (RFP) dated December 1, 2018, for a Customized CNA Program (Exhibit A attached hereto); and

WHEREAS, LLCC submitted a written response to the County dated December 10, 2018 (Exhibit A attached hereto), said response proposing to provide a Customized Certified Nursing Assistant Program as requested in the RFP at a specified price; and

WHEREAS, the County desires to accept LLCC proposal, and the parties mutually desire to enter into a formal contract concerning LLCC being compensated for providing a Customized Certified Nursing Assistant Program as requested in the RFP.

WHEREFORE, the County and LLCC agree that all terms and conditions set forth in Exhibit A attached hereto are incorporated into this Agreement in their entirety and shall be binding on the parties.

Each of the undersigned acknowledge that he or she is the lawful agent of the party it represents as indicated by their signatures below and that he or she has been authorized to execute this Agreement on that party's behalf.

Sangamon County, Illinois

By: _____
Its: _____
Date: _____

Land of Lincoln Community College,

By: _____
Its: _____
Date: _____

6-6

SANGAMON COUNTY, ILLINOIS
AMENDED REQUEST FOR PROPOSAL (RFP)
FOR
CUSTOMIZED CERTIFIED NURSING ASSISTANT
(C.N.A.) PROGRAM

ISSUE DATE: DECEMBER 1, 2018

ISSUED BY: SANGAMON COUNTY COMMUNITY RESOURCES
2833 S. GRAND AVE. EAST
SPRINGFIELD, IL 62703

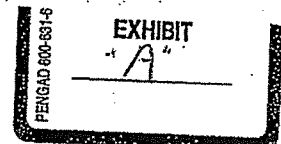
PROJECT CONTACT: SHARMIN DOERING
217-535-3120 MAIN
217-535-3119 FAX
SHARMIN.DOERING@CO.SANGAMON.IL.US

RFP RESPONSE DUE: DECEMBER 10, 2018 - 1:00 PM CST
SANGAMON COUNTY COMMUNITY RESOURCES
ATTN: SHARMIN DOERING
2833 S. GRAND AVE. EAST
SPRINGFIELD, IL 62703

Contact Sharmin Doering to obtain copies of this RFP. The RFP also may be picked up at the address listed below.

Sangamon County Community Resources
2833 S. Grand Ave. East
Springfield, IL 62703

1



ABOUT SANGAMON COUNTY

Sangamon County, Illinois, is located in central Illinois – approximately 200 miles southwest of Chicago, 100 miles northeast of St Louis, and 193 miles west of Indianapolis. The County employs approximately 700 full time employees and 100 part time employees who all are headquartered in facilities located in Springfield, Illinois. County employees are involved in a wide range of job functions typical of local governmental units in Illinois. The major departments of the County include: the Sheriff's Office (includes jail facilities); Public Health Department (includes animal control); Highway Department; Juvenile Center; Court Services (probation); Building and Grounds; and various elected and administrative offices. A full description of the County's activities and functions is available on the Sangamon County website (www.co.sangamon.il.us).

VENDOR INSTRUCTIONS

1. INTRODUCTION

Educational institutions that offer Adult Literacy and the Certified Nursing Assistant (C.N.A.) certification course are invited to provide a written, sealed response to this Request for Proposal (RFP) for implementing a Customized C.N.A. Program for Community Resources clients with multiple barriers. In calendar years 2012-2017, and in 2019, resources for two cohorts per year of up to 10 students each were made available to the vendor.

Contact Sharmin Doering, Project Contact, at 217/535-3288 to obtain copies of this RFP. The RFP also may be picked up at the address listed below.

Sangamon County Community Resources
2833 S. Grand Ave. East.
Springfield, IL 62701

2. GENERAL REQUIREMENTS

A. Customized Certified Nursing Assistant Course

- The selected vendor will be required to implement two customized certified nursing assistant courses each year of the contract for up to 10 Sangamon County Community Resources clients for each course. Due to multiple barriers faced by clients of the agency, as students, the course of study will provide an 18 week course of study including the following:
- Module I: A two-week "academy" covering time management, teamwork, communication, manners, professionalism, ethics, employer expectations, work place management, stress, customer service, attitude, goal setting problem solving and decision making as well as the 12-hour Money Smart curriculum.
- Module II: including pre-C.N.A. preparation using the Introduction to Healthcare along with, employability skills, computer skills and college success skills.
- Module III: including the assignments/schedule Nurse Assistance Program to prepare them for their exam and state certification test.
- Vendor shall provide program material including but not limited to; scrubs, gait belt, stethoscope, shoes and state test fee.

- Vendor shall provide to students a \$100 honorarium to graduates upon proof of successful employment as a CNA to Community Resources.
- Vendor will start 1st cohort in first quarter.
- Vendor will start 2nd cohort in third quarter.
- The vendor shall provide the Sangamon County CSBG Coordinator updates, both telephonic and in writing, during the courses as needed regarding students who are not meeting the requirements, after each module and a final outcome report following completion of each course. The vendor also shall provide the liaison with other update reports and correspondence as requested by the County.
- The vendor will attend monthly meetings of the County's Community Resources Committee upon request and will meet periodically with County staff to review outcomes including making recommendations regarding the curriculum.
- On-line courses will not be considered.

B. Staff Requirements

- The awarded vendor shall be required to provide the following staffing:
 1. 18-week course: One (1) coordinator of the program whole, with a minimum of a Bachelor's degree to coordinate course and students, design flyer, orientate interested individuals, interview potential students with Community Resources and communicate with Community Resources as needed.
 2. Module I: One (1) experienced, dedicated instructor, with a minimum of a Bachelor's degree for the academy and a banking professional to present the 12-hour Money Smart curriculum as defined by the FDIC on two days of the academy.
 3. Module II: One (1) adult education instructor, with a minimum of a Bachelor's degree to provide academic support for the 2nd module with courses including Employability Skills, College Success Skills, Computer Skills and Introduction to Healthcare.
 4. Module III: One (1) adult education C.N.A. instructor with past C.N.A. course teaching experience, and a minimum of a Master's degree to instruct the 3rd module.
One (1) adult education support teacher, with a minimum of a Bachelor's degree to provide additional academic support through the C.N.A. module.

C. Contract and Payments

- The contract term will be a one (1) year contract with an option for the County to exercise a one year extension under the same terms and conditions as the original contract.
Total cost of program for 2 cohorts of up to 7 students each will be submitted at the end of each cohort and before December 1, 2019.
- Program materials, state test fees and honorarium shall be reimbursed by Community Resources to vendor.

D. Insurance

- The selected vendor shall indemnify Sangamon County and hold its officials, employees and agents harmless from any and all liability, losses, damages, claims, suits, judgements, expenses, attorney fees and costs resulting from or arising out of the negligence, willful misconduct and/or omission of the vendor.

D. Insurance

- The selected vendor shall indemnify Sangamon County and hold its officials, employees and agents harmless from any and all liability, losses, damages, claims, suits, judgements, expenses, attorney fees and costs resulting from or arising out of the negligence, willful misconduct and/or omission of the vendor.
- The selected vendor, at its sole cost and expense, will maintain general and professional liability insurance and other insurance as necessary or required by law to protect the vendor, its employees and agents, and Sangamon County against any claims resulting from or arising out of the services provided under the agreement with Sangamon County. Sangamon County will be named as an additional insured on all insurance policies required to be purchased by the vendor.

3. RFP RESPONSE INSTRUCTIONS

A. The submitted response must comply with the requirements set forth in this RFP. Adherence to these requirements will ensure a fair and objective analysis of all RFP responses. Failure to provide any information requested may result in rejection of the RFP response.

If you have questions regarding any part of this RFP, please submit those questions in an e-mail to the Project Contact listed on the front of this RFP by December 6, 2018, 2:00 PM (CST). All questions received, plus answers or responses, will be e-mailed by December 7, 2018 by the County to all vendors who requested copies of the RFP. If there are no questions received, an e-mail indicating such will be sent to each vendor by December 7, 2018.

B. Delivery of RFP Responses: Responses to this RFP must be delivered by the date, time and place specified on the cover page of this RFP. It is the sole responsibility of the vendor to ensure that their RFP response is received in the allowed time. Any RFP response received after the response date and time shall be eliminated from consideration. Submit one (1) original and two (2) printed copies of your response for this RFP. The RFP response must be enclosed in a sealed package, clearly labeled in black lettering:

SEALED RFP RESPONSE
 PROJECT DESCRIPTION: Sangamon County Community Resources Customized
 C.N.A. Program
 PROJECT CONTACT: Sharmin Doering
 RFP DUE DATE/TIME: December 10, 2018, 1:00 PM CST
 VENDOR NAME: Vendor Name

RFP responses will be opened on December 10, 2017, 1:00 p.m. CST at the offices of Sangamon County Community Resources .

4. CONTACT WITH SANGAMON COUNTY EMPLOYEES

To ensure a fair and objective evaluation of all RFP responses, vendors are required to submit all inquiries to the Project Contact noted on the cover of this RFP..

5. ASSESS RFP DOCUMENTS

Before submitting an RFP response, vendors shall examine the specifications in order to understand all existing conditions and limitations. The vendor shall indicate in the RFP response the total cost of all items included in the RFP.

6. COSTS OF RFP PREPARATION AND SUBMISSION

Each vendor shall be responsible for all costs incurred in order to prepare and submit their response to this RFP.

7. TAXES

Sales of any kind to Sangamon County and other governmental body are exempt from the Retailers Occupation Tax, Service User Tax and Federal Excise Tax.

8. AUTHORITY

This Request for Proposal is issued pursuant to applicable provisions of Illinois Law and Sangamon County Ordinances. Any contract resulting from this Request for Proposal shall be governed and construed according to the laws of the State of Illinois. The contracting parties shall agree that any dispute between parties will be resolved in the Sangamon County Circuit Court, said court to be the exclusive venue to resolve any dispute between the parties to the contract, and both parties further agreeing that said court shall have personal jurisdiction over them regarding all disputes involving the contract.

9. RFP RESPONSE REQUIREMENTS

The following items must be included in all responses to this RFP:

1. Detailed syllabi or plans specific to the three Customized C.N. A. Modules including dates, topics and topic descriptions and dates of implementation.
2. A signed "Certifications and Signature of Bidder" page and "Price Page" detailing the vendor's proposed fixed costs the year agreement.
3. A discussion of the vendor's work experience which details the vendor's accreditations and the percentage and number of years of experience with that work.
4. Student outcomes (certifications, employment) and other outputs of previous cohorts of students.
5. Contact information for three (3) customer references with a similar sized employee base.
6. Resumes of each current employee who will be specifically involved in the Sangamon County Customized C.N.A. Certification Program.

- 7. Job description and required qualifications for each position if new employees are to be hired specifically for the Sangamon County Customized C.N.A. Certification Program.
- 8. Responder's suggestions on cost containment methods and pricing alternatives. (Optional)

10. DEMONSTRATIONS AND PRESENTATIONS

Vendors may also be required to make presentations and/or provide written clarifications of their responses at the request of Sangamon County.

11. EVALUATIONS

It is the purpose of this Request for Proposal to obtain the highest quality of services, and to maximize to the fullest extent possible the value of the public funds of Sangamon County. Award shall be made to the responsible offeror whose proposal is determined to be the most advantageous to Sangamon County taking into consideration price and the evaluation factors set forth below.

When evaluating any proposal, Sangamon County shall consider such factors as:

- a. Price and cost effectiveness.
- b. Competence to perform the services as reflected by technical training and education, general experience, experience in providing the required services; management skills, qualifications and competence of persons who would be assigned to perform services; program offerings; ability to perform the services as reflected by workload and the availability of adequate personnel and facilities to perform the services expeditiously, past performance as reflected by the evaluation of private persons and officials of other governmental entities that have retained the services of the firm with respect to such factors as control of costs, quality of work, and an ability to meet deadlines; financial responsibility.
- c. An evaluation of the vendor's syllabi/plans for providing customized C.N.A. services to Sangamon County.

Sangamon County may require of any offeror such information as may be necessary to satisfy the County of the offeror's qualifications.

An evaluation team will evaluate RFP responses. The RFP response selected shall provide the most cost-effective approach that meets the stated requirements. The lowest price RFP response will not necessarily be selected.

Sangamon County reserves the right to reject any or all RFP responses, to make no award, or to request modifications to initial RFP responses. Sangamon County further reserves the right to excuse technical defects in a RFP response when, in its sole discretion, such excuse is beneficial to the Sangamon County.

12. EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

EQUAL EMPLOYMENT OPPORTUNITY CLAUSE: Required by the Illinois Department of Human Rights as a material term of all public contracts:

"EQUAL EMPLOYMENT OPPORTUNITY

In the event of the contractor's non-compliance with the provision of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights (the 'Department'), the contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the contractor agrees as follows:

- a. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will initiate the appropriate affirmative action to rectify any such underutilization.
- b. That, if it hires additional employees in order to perform this contract, or any portion thereof, it will determine the availability (in accordance with the Department's Rules) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- c. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.
- d. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules. If any such labor organization or Representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules, the contractor will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- e. That it will submit reports as required by the Department's Rules, furnish all relevant information as may from time to time be requested by the Department of the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department Rules.
- f. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department Rules.

- g. That it will include verbatim or by reference by provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon every subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations."

With respect to the subcontracts referred to under paragraph 7. of the Equal Opportunity Clause above, the following is an excerpt from the Illinois Administrative Code Title 44, Section 750.5:

SEXUAL HARASSMENT: It is a civil rights violation and an unfair employment practice for any employer, employee or agent of any employer to engage in sexual harassment; provided, that an employer shall be responsible for sexual harassment of the employer's employees by non-employees or non-managerial and non-supervisory employees only if the employer becomes aware of the conduct and fails to take reasonable corrective measures.

The contractor shall have written sexual harassment policies that shall include, at a minimum, the following information: (i) the illegality of sexual harassment, (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the contractor's internal complain process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Illinois Human Rights and the Illinois Human Rights commission; (vi) protections against retaliation as provided by Section 6-101 of the Illinois Human Rights Act. A copy of the policies shall be provided to the Owner upon request.

REQUIRED FORMS

**From this point
forward all forms
must be
submitted with
the Request for
Proposal**

SANGAMON COUNTY, ILLINOIS
REQUEST FOR PROPOSAL (RFP)
FOR
CUSTOMIZED CERTIFIED NURSING ASSISTANT
(C.N.A.) PROGRAM

CERTIFICATIONS AND SIGNATURE OF BIDDER

1. The undersigned bidder submits with this proposal and bid sheet, all information as called for.
2. The undersigned bidder states that he has been regularly engaged in work of the type required by the specifications herein for _____ years.
3. The undersigned bidder hereby certifies that it is not barred from bidding on any contract offered for bid by the State of Illinois or any unit of local government as a result of a conviction for violating Sections 33E-33 or 33E-4 of the Illinois Criminal Code.
4. The undersigned bidder hereby certifies that it is not delinquent in the payment of any tax administered by the Illinois Department of Revenue. If the undersigned bidder has entered into an agreement with the Department of Revenue for the payment of any taxes that are past due and is in compliance with that agreement, the bidder shall so state.
5. The undersigned bidder hereby certifies that it is not barred or suspended from any grants or contracts funded by the Federal government.
6. If your organization is a corporation, limited liability company, limited liability partnership, or limited partnership, etc., you must provide a copy of your current certification of good standing from your State of incorporation with your bid. Failure to do so may result in the rejection of your bid.
7. Pursuant to Illinois law as it pertains to foreign corporations, foreign limited liability companies, foreign limited liability partnerships, or foreign limited partnerships, you may be required to register with the Illinois Secretary of State. A foreign entity is an entity organized or incorporated in a state other than Illinois. The undersigned bidder hereby

certifies that it has examined the relevant statutes and determined that either: (1) It is not required to register as a foreign entity with the Illinois Secretary of State; or (2) It is required to register as a foreign entity with the Illinois Secretary of State, that is has so registered, and that proof of registration is attached hereto.

The undersigned, having familiarized himself/herself with condition affecting the cost of the work and its performance and having carefully examined and fully understands the Instructions to Bidders, General Conditions, and othr requirements of the RFP, this Proposal For and its Certifications and Commitments, and all other pertinent contract documents and addenda, hereby proposes to furnish all labor, materials, equipment and services to satisfactorily perform this contract according to its terms for the above stated consideration.

The undersigned further certifies that he/she executed the Proposal with full authority to do so and that all statements contained in the proposal are true and correct and made with full knowledge that Sangamon County will rely upon the truth of the statements contained in this Proposal in awarding the contract.

NOTE: Failure to Sign and/or not return this Certification will result in your bid being determined as "non-responsive.

Name of business submitting this Bid

Date

Type or printed name of person signing

Signature of person signing

Title of capacity of person signing

Business F.E.I.N or Social Security Number

Subscribed and sworn to before me this _____ Day of _____, 20____

SANGAMON COUNTY, ILLINOIS

REQUEST FOR PROPOSAL (RFP)

FOR

**CUSTOMIZED CERTIFIED NURSING ASSISTANT
(C.N.A.) PROGRAM**

PRICE PAGE

Cost for year 2019

\$ _____

Name of business submitting this Bid

Date

6-18

Type or printed name of person signing

Signature of person signing

SANGAMON COUNTY, ILLINOIS
AMENDED REQUEST FOR PROPOSAL (RFP)
FOR
CUSTOMIZED CERTIFIED NURSING ASSISTANT
(C.N.A.) PROGRAM

VENDOR CONTACT INFORMATION

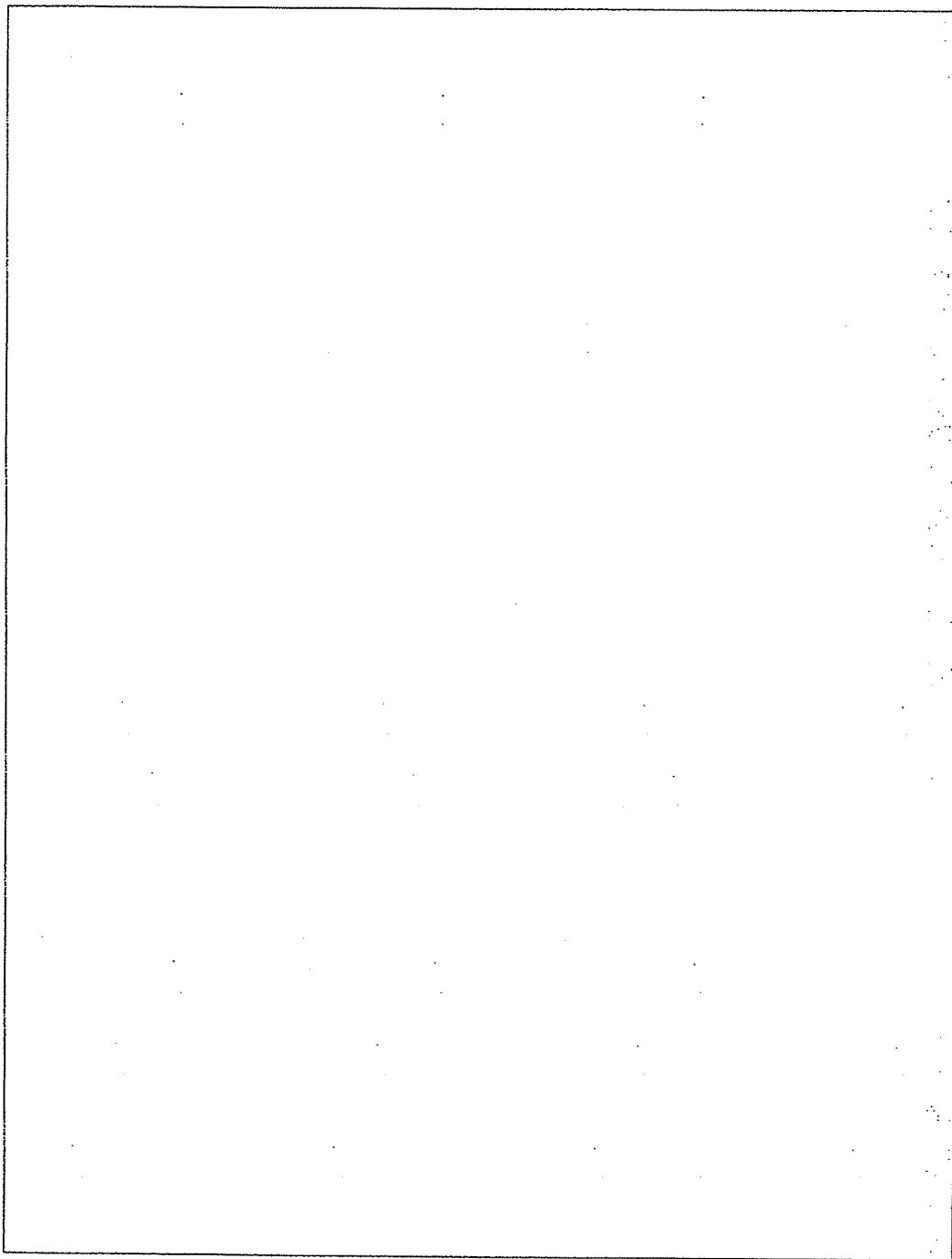
Name of Vendor: _____

Contact Name: _____

Vendor Address: _____

Vendor E-Mail: _____

Phone: _____ Fax: _____



SANGAMON COUNTY, ILLINOIS
REQUEST FOR PROPOSAL (RFP)
FOR
CUSTOMIZED CERTIFIED NURSING ASSISTANT
(C.N.A.) PROGRAM

CERTIFICATIONS AND SIGNATURE OF BIDDER

1. The undersigned bidder submits with this proposal and bid sheet, all information as called for.
2. The undersigned bidder states that he has been regularly engaged in work of the type required by the specifications herein for 7 years.
3. The undersigned bidder hereby certifies that it is not barred from bidding on any contract offered for bid by the State of Illinois or any unit of local government as a result of a conviction for violating Sections 33E-33 or 33E-4 of the Illinois Criminal Code.
4. The undersigned bidder hereby certifies that it is not delinquent in the payment of any tax administered by the Illinois Department of Revenue. If the undersigned bidder has entered into an agreement with the Department of Revenue for the payment of any taxes that are past due and is in compliance with that agreement, the bidder shall so state.
5. The undersigned bidder hereby certifies that it is not barred or suspended from any grants or contracts funded by the Federal government.
6. If your organization is a corporation, limited liability company, limited liability partnership, or limited partnership, etc., you must provide a copy of your current certification of good standing from your State of incorporation with your bid. Failure to do so may result in the rejection of your bid.
7. Pursuant to Illinois law as it pertains to foreign corporations, foreign limited liability companies, foreign limited liability partnerships, or foreign limited partnerships, you may be required to register with the Illinois Secretary of State. A foreign entity is an entity organized or incorporated in a state other than Illinois. The undersigned bidder hereby certifies that it has examined the relevant statutes and determined that either: (1) It is not required to register as a foreign entity with the Illinois Secretary of State; or (2) It is required to register as a foreign entity with the Illinois Secretary of State, that it has so registered, and that proof of registration is attached hereto.

The undersigned, having familiarized himself/herself with condition affecting the cost of the work and its performance and having carefully examined and fully understands the Instructions to Bidders, General Conditions, and othr requirements of the RFP, this Proposal For and its Certifications and Commitments, and all other pertinent contract documents and addenda, hereby proposes to furnish all labor, materials, equipment and services to satisfactorily perform this contract according to its terms for the above stated consideration.

The undersigned further certifies that he/she executed the Proposal with full authority to do so and that all statements contained in the proposal are true and correct and made with full knowledge that Sangamon County will rely upon the truth of the statements contained in this Proposal in awarding the contract.

NOTE: Failure to Sign and/or not return this Certification will result in your bid being determined as "non-responsive."

Lincoln Land Community College


Name of business submitting this Bid

12/10/18

Date

Lyn Buerkett

Type or printed name of person signing



Signature of person signing

Director, Adult Education + Literacy

Title of capacity of person signing

37-0950960

Business F.E.I.N or Social Security Number

Subscribed and sworn to before me this 10 Day of December, 2018

SANGAMON COUNTY, ILLINOIS

REQUEST FOR PROPOSAL (RFP)

FOR

CUSTOMIZED CERTIFIED NURSING ASSISTANT
(C.N.A.) PROGRAM

PRICE PAGE

Cost for year 2019

\$ 40,000

Lincoln Land Community College

12/10/18

Name of business submitting this Bid

Date

Lyn Burkett

Lyn Burkett

Type or printed name of person signing

Signature of person signing

SANGAMON COUNTY, ILLINOIS
REQUEST FOR PROPOSAL (RFP)
FOR
CUSTOMIZED CERTIFIED NURSING ASSISTANT
(C.N.A.) PROGRAM

VENDOR CONTACT INFORMATION

Name of Vendor: Lincoln Land Community College

Contact Name: Lyn Buerkett

Vendor Address: 5250 Shepherd Rd. Springfield, IL 62794

Vendor E-Mail: lyn.buerkett@llcc.edu

Phone: 217-786-4534 Fax: n/a

RFP Response – Sangamon County Community Resources
Customized C.N.A. Program

Submitted by the Lincoln Land Community College
Adult Education & Literacy Program
Lyn Buerkett

The Lincoln Land Community College (LLCC) Adult Education & Literacy program submits the attached program proposal for consideration. Attachments include the following:

- A detailed program summary of the 18-week career pathway,
- the signed "Certifications and Signature of Bidder" page,
- the signed "Price page",
- outcomes for the proposed cohorts of students,
- outcomes of previous cohorts of students served in this career pathway,
- contact information for three customer references with a similar size employee base, (included is a letter of support from one reference – Prairie State College)
- proposed budget,
- resumes for relevant staff / faculty,
- course descriptions (LLCC faculty varies per term, course descriptions are included and all faculty meet all LLCC requirements per course)

Program Summary

The LLCC Adult Education & Literacy program developed a pathway to healthcare careers in 2011, and while it has been modified over time, the premise has remained the same. The pathway is designed to prepare students for the Basic Nurse Assistant course at LLCC, earn 12.5 college credits and 3 industry recognized certificates. While the pathway culminates in the students earning their Certified Nursing Assistant (C.N.A.) certificate, the goal is to successfully prepare them for additional college coursework and certifications, as well as to prepare them for success in the workplace.

Recruitment for this program is the responsibility of both the LLCC Adult Education program and Sangamon County Community Resources. Recruitment activities will include presenting program information at WIOA orientations, LLCC adult education classes, SCCR clientele, and other relevant agencies serving a similar target population. LLCC will schedule program orientations prior to the start of each cohort. Potential participants must attend an orientation to be considered for the program.

Orientation will include an overview of the healthcare pathway program, eligibility requirements and a reading assessment. Eligibility requirements will include meeting the income threshold set by Community Action, meeting the state requirements for direct patient care, and passing the LLCC Accuplacer reading assessment. Students who meet these requirements will be scheduled for an individual interview with the LLCC Transition Coordinator. Interviews are designed to further ensure that potential participants have the ability to pass the required background check for the C.N.A. course, have no restrictions for enrolling in credit coursework at LLCC (i.e. unpaid tuition bills), have submitted the required income documentation to SCCR, have a plan in place for transportation and childcare if needed, have the ability to participate in an 18-week program, and have a genuine interest in a healthcare career.

Students who successfully complete orientation and an interview will be required to attend a 2-week Academy. Students must successfully complete the academy in order to enroll in the first 8 weeks of academic programming in the pathway. The syllabus for the Academy is included in this proposal. The purpose of the Academy is to assist the participants in preparing for the next 16 weeks of academic classes in terms of time management, conflict resolution, team-building, overcoming barriers, developing "plan Bs and Cs" for when transportation or childcare falls through, effective communication strategies and more. A financial planning class is also included in the Academy. The Academy is taught by an LLCC Adult Education instructor, whose resume is included in this application.

The academic courses in the pathway are divided into two 8-week modules and will follow the college schedule. The first 8-week module will consist of the following courses, all contextualized to the healthcare field.

- College Success Skills – 2 college credits
- Employability Skills – 2 college credits
- Introduction to Technology – 2 college credits
- Introduction to Healthcare Careers – adult education course, no college credit

The College Success Skills, Employability Skills and Introduction to Technology courses are taught by LLCC faculty. Faculty assignments vary by term, so we have not included resumes for these courses. Course descriptions, however, are included in this application. All faculty have met the requirements set by LLCC for each course.

The Introduction to Healthcare Careers course is an adult education course, and is vital in this module, as the content is the preparation for the C.N.A. program. This course is taught by faculty from the LLCC Basic Nurse Assistant program, and was developed in partnership with adult education and C.N.A. faculty. Faculty for this course also varies by term, and the course description and syllabus are included in this application.

During this 8-week module, students earn 6 college credits and their First Aid / CPR for Healthcare certificate, which is an industry recognized credential.

Cohort participants are expected and required to successfully complete the courses in this first 8 weeks before moving on to the C.N.A. course in the second 8 weeks. Student support services are built in to the pathway to assist in this goal.

The second 8-week module is the Basic Nurse Assistant course (NAS 101). This course is required in order to earn a Certified Nurse Assistant (C.N.A.) certificate. This 8-week course is state regulated and taught by LLCC faculty. As with the other academic courses, faculty will vary by term, so in lieu of a resume we have included the course description. All NAS 101 faculty are highly qualified and meet all college and state requirements.

NAS 101 consists of classroom and hands-on lab instruction, as well as a required clinical experience. Clinical experiences are held at employer locations and coordinated by the LLCC C.N.A. program. Successful completion of NAS 101 culminates in 6.5 college credits and an LLCC certificate of completion. Additional state certification is also required to practice as a C.N.A. in our state. This program is designed to prepare students to successfully pass the state exam.

LLCC faculty teach NAS 101 and provide oversight for the clinicals. Additionally, an Adult Education instructor provides a support class for NAS 101, as well as a review class prior to the state certification exam.

A full-time Adult Education Transition Coordinator is responsible for the implementation of the Healthcare Careers Pathway. Coordination will include everything from marketing to

recruitment to orientation and interviews to enrollment to completion. The Coordinator will act as student advisor and provide case management as needed, often in conjunction with staff at SCCR. The Coordinator will work closely with all faculty, as well as with staff in the LLCC assessment department, financial aid department and C.N.A. faculty and staff. The Coordinator will handle attendance issues, assessment, academic issues and transition services, as well as reporting and evaluation activities. This role is a necessary component for the successful completion of this or any career pathway program for our target population.

Outcomes

It is the intention of this pathway that every participant have an equal opportunity to complete, but the reality of serving the target population is that 100% completion is unrealistic. The LLCC Adult Education program has 7 years of experience in this type of programming and has served 17 healthcare pathway cohorts to date. We are proud that the average successful completion rate of this program is 73.6%. Of the 140 students served to date, 103 successfully completed the pathway, with over 1500 college credits earned, 329 industry recognized certificates awarded and 96 participants employed to date.

Evaluation activities, from student surveys, faculty feedback, coordinator and administrator feedback, is ongoing. Our program strives to improve outcomes with each cohort. While our overall success rate is 73.6%, the success rate of the past 8 cohorts has averaged 87%! Included in this application is a spreadsheet detailing the outcomes for all 17 cohorts.

The proposed outcomes for the cohorts in this application (cohorts 18 and 19) are in line with past cohorts, however always with the intention of a 100% completion rate.

Contact Information for References

Kim Kunce, Dean of Adult Education & Literacy, Prairie State College
202 South Halsted Street, Chicago Heights, IL 60411 708-709-3684

Vicki Hinkle, Director of Adult Education, Lewis and Clark Community College
5800 Godfrey Road, Godfrey, Illinois 62035 (618) 468-4141

Tawanna Nickens, Assistant Dean, Adult Education & Workforce Development, Parkland College
2400 West Bradley Avenue, Champaign, IL 61821 (217) 351-2390

Budget

The proposed budget for 2 cohorts for this grant period is as follows:

Tuition	\$ 24,500
Academy instruction	\$ 3,700
Academy lunches	\$ 900
Scrubs, shoes, gait belts, watches	\$ 1,600
Textbooks	\$ 3,700
Pre-C.N.A. instruction	\$ 520
Support class instruction	\$ 400
Background checks	\$ 310
TB tests	\$ 420
State exam fee	\$ 950
Transition Coordinator	\$ 3,000
	<hr/>
Total	\$ 40,000

Itemized Program Cost for 2 cohorts of up to 7 students each is as follows:

	<u>Cohort I</u>	<u>Cohort II</u>
Tuition	\$11,750	\$11,750
Academy instruction	\$ 1,850	\$ 1,850
Academy lunches	\$ 450	\$ 450
Scrubs, shoes, gait belts, watches	\$ 800	\$ 800
Text Books	\$ 1,850	\$ 1,850
Pre-C.N.A. Instruction	\$ 260	\$ 260
Support class instruction	\$ 200	\$ 200
Background checks	\$ 155	\$ 155
TB Tests	\$ 210	\$ 210
State Exam Fee	\$ 475	\$ 475
Transition Coordinator	\$ 1,500	\$ 1,500
Honorarium/stipend	<u>\$ 500</u>	<u>\$ 500</u>
Total	\$20,000	\$20,000
Grand total		\$40,000

CSS 100-OL College Success Skills Online
Fall 2018

Course Description: This course provides the information and learning skills basic to student success in college. Topics include study techniques, critical-thinking skills, effective communication skills and personal development as it relates to college success.

Learning Outcomes:

LLCC students completing College Success Skills should be able to do the following:

1. Make the transition to the college learning environment.
2. Appropriately use college resources, including the college catalog and student handbook, to gain knowledge of institutional policies and procedures for academic success.
3. Identify personal, preferred learning styles and apply that information to the college learning environment.
4. List and apply specific methods to improve memory skills; manage time more effectively; read with improved retention; prepare for and take tests; take effective notes; present clear reports, both written and verbal; and listen with comprehension to a lecture.
5. Make well-informed decisions regarding issues typically faced by college students: personal relationships, drug abuse, health practices and budgeting of money.
6. Communicate effectively, orally and in writing, with peers and professionals.

7. Identify and apply effective conflict management strategies.
8. Demonstrate knowledge of the critical thinking steps necessary for problem solving.
9. Assess transferable skills and begin the development of a personal career plan.

College Ready Academy Syllabus

- Day 1 **Being a Successful Student**
 Time Management

- Day 2 **Teamwork**

- Day 3 **Communication**
 Manners

- Day 4 **Professionalism**
 Ethics
 Employer Expectations

- Day 5 **Financial class**

- Day 6 **Work Place Management / Stress**
 Customer Service

- Day 7 **Attitude**

- Day 8 **Goal Setting**

- Day 9 **Problem Solving**
 Decision Making

- Day 10 **Financial class**

**Success at school = success at work =
a successful career = a successful life**

COURSE OUTLINE - NOTE: This outline may change. An updated outline will be on Blackboard.

1 Introduction to the course.

"Brand You"

Always watched. A small place.

Course Professional Rules.

Personality Inventory: <https://www.16personalities.com/free-personality-test>

Assignments:

Read Preface and chapter 1 of "Quick Job Search".

Read chapter 1 of "Job Savvy"

Write your "Elevator Pitch".

2 Networking 1.

Traditional Job Searching.

Introduction to Networking!

You and your network.

You are always networking! Finding jobs.

Assignments:

Read chapter 2 of "Quick Job Search".

Create your "Warm List".

Continue working on your personal brand statement.

3 Networking 2.

Networking and your lists.

Warm and cold calling.

Business cards?

Activity: Practice warm and cold calling.

Assignments:

Read chapter 5 of "Job Savvy".

Create your list of 5 people on your "Employment Network".

Create your list of 5 people on your "Mentor Network".

Create your list of 5 people on your "Support Network".

4 Communication.

On and off the job. "A Small Place".

Listening skills.

Eye Contact.

Body Language.

Online communications.

Emoticons, jargon, spelling, signature, address.

"Brand You!"

Activity: Talking and Listening.

Assignments:

Read Chapter 4 of "Job Savvy".

The Time Game.

5 Time Management.

Time = money = survival of the business.

Being on time.

Managing time.

Choices.

Assignments:

Read chapter 3 of "Quick Job Search".

Read chapter 7 of "Job Savvy".

Prepare a list of 3 adaptive, 3 transferable and 3 job-related skills. Have a member of each of your network groups verify those skills.

- 6 Skills Assessment.
- Adaptive skills.
- Transferable skills.
- Job-related skills.

Assignments:

- Read chapter 4 of Very Quick Job Search.
- Read chapter 3 of Job Savvy.

- 7 Interviews.
- "Brand You" – ALWAYS INTERVIEWING!
- How interviews work!
- Planning/research.
- Be on time.
- Appearance.
- Your questions/lines?
- During the interview:
- Walkaround/staff.
- Interview questions.
- Problem questions.
- "Brand You" – ALWAYS INTERVIEWING!

Assignments:

- Read chapter 5 of Very Quick Job Search.
- Write a telephone script for job interviews by phone.
- Write out the answers to the 10 most commonly asked interview questions using your skills.

- 8 Interviews Part Two.
- Problem questions: Your greatest strength and weakness? Pre-interview questions.
- Salary negotiations.
- Telephone Interviews.
- After the interview.
- Activity: Role play questions. Role play telephone interviews.

Assignments:

Read chapter 14 of Very Quick Job Search.

Write out your script for the 10 key questions.

9 Interviews Part Three

"Brand You" – ALWAYS INTERVIEWING!

Telephone interviews.

Informal Interviews.

Activity: Role Play.

Assignments:

1. Read chapter 12 of "Quick Job Search".

10 Resumes.

Functional.

Chronological.

Combination.

Online.

Activity: Review resumes.

Assignments:

Read chapter 13 of "Quick Job Search".

Draft functional and chronological resumes.

11 After the interview.

Follow-up: timing, method.

Thank you notes.

Phone call/visit.

Assignments:

Read chapters 8 and 9 of Job Savvy.

Write a cover letter for your resumes.

Write a thank you note for your interview.

- 12 Teamwork Part One
 - Working with supervisors.
 - Working with co-workers.
 - Activity: Role Play.

Assignments:

Read chapters 10 and 12 of "Job Savvy".

- 13 Teamwork Part Two
 - Dealing with customers and clients.
 - Activity: Role Play.

Assignments:

1. Read chapter 6 and chapter 13 of Job Savvy.

- 14 Learning More.
 - Your job.
 - Your career.
 - Lifelong learning.

Read chapter 6 and chapter 13 of Job Savvy.

- 15 Leaving a job.
 - Resignation.
 - Released.
 - Exit interview.

- 16 Moving forward from here!
 - Next Steps!



Lincoln Land Community College

COURSE SYLLABUS

Division: Business and Information Technology

Course: ESI 101-09 – Employment Skills

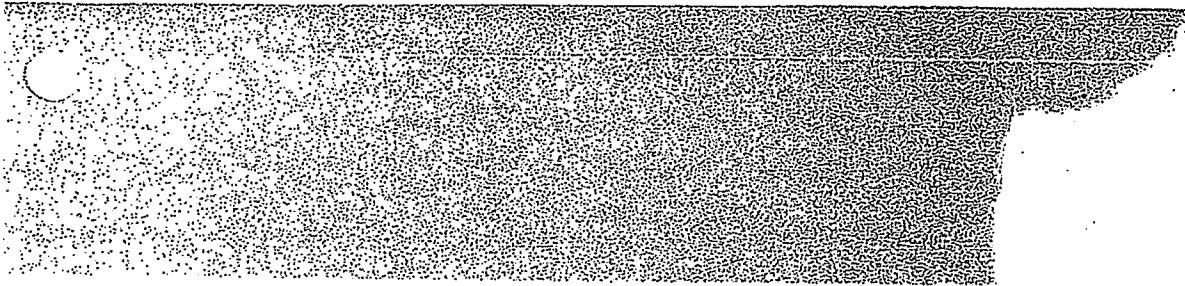
CATALOG DESCRIPTION

This course is designed to prepare the student with entry level employment skills, and includes self-evaluation and goal-setting, flexibility and coping skills. This course examines business organizations and dealing with problems often encountered in the job search procedure. Tasks are oriented to a specific career cluster.

COURSE OBJECTIVES

1. Identify potential employment opportunities.
2. Write lifetime goals consistent with employment opportunities.
3. Conduct a job search for employment opportunities.
4. Identify your adaptive, transfereable and job related skills.
5. Develop a network of employment contacts.
6. Compile a personal data sheet.
7. Develop a personal employment business card.
8. Master interviewing skills.
9. Develop telephone interview skills.
10. Prepare a telephone interview script.

11. Prepare an interview script for the 10 most commonly asked interview questions.
12. Write a chronological resume.
13. Write a skills or function resume.
14. Prepare a cover letter.
15. Write thank you letters.
16. Demonstrate positive employee-supervisor behavior and employee-employee relationships.
17. Prepare a letter of resignation.



Lincoln Land Community College
Course Syllabus
Introduction to Technology
2018FL-CAS-109-1

- Course Credits: 2

Course Description

This course is intended to provide an introduction to technology: It is assumed that students have varying levels of knowledge of the technology available. There is no prerequisite for this course. While covering a range of technologies, this course is designed to have special emphasis on those technologies relating to health care, as well as the issues relating to the use of technology by health care workers.

Student Outcomes

1. Identify the major types of technologies commonly used today.
2. Explain the key features of the major PC applications.
3. Explain the key issues relating to technology used for personal and professional communication.
4. Explain the key issues relating to key security issues when using technology.
5. Explain the key issues relating to privacy and other legal factors when using technology.
6. Explain the key issues relating to technology use in the Health Care Industry.
7. Access the internet and retrieve information.

Adult and Career Education Health Science Contextualized Curriculum

Syllabus

Module 1: Part of a Team – Health Care Careers and Characteristics of Health Care Employees

Lesson 1: Members of the health team

Competency: Students will be able to identify the primary responsibilities of each member of the health team

Lesson 2: Responsibilities of members of the health

Competency: Students will be able to describe the characteristics and value of working as a member of a health care team.

Lesson 3: Personal strengths and interests

Competency: Students will be able to identify different learning styles and personal strengths and interests

Lesson 4: Personal fitness and appearance as a professional member of the health team

Competency: Students will be able to understand the key components of personal fitness and appearance as it relates to getting and keeping a job

Module 2: Work Ethic – Responsibilities of Health Care Employees

Lesson 1: Patient privacy and confidentiality

Competency: Students will be able to understand the legal obligations of various health care professionals related to patient privacy and confidentiality of patient information

Lesson 2: Overview of HIPAA

Competency: Students will be able to understand the legal obligations of various health care professionals related to patient privacy and confidentiality of patient information

Lesson 3: Ethics and obligations

Competency: Students will be able to understand the concept of a personal or professional code of conduct

Module 3: Communication in the Health Care Setting

Lesson 1: Common courtesies and communication styles

Competency: Students will be able to recognize the accepted norms of common courtesies and learn about different communication styles

Lesson 2: Verbal and non-verbal communication

Competency: Students will be able to define and give examples of verbal and nonverbal communication

Lesson 3: Listening and responding to patients

Competency: Students will be able to recognize the relative importance of communicating with the patient about his or her needs: basics, safety, love, respect and achievement

Lesson 4: Expressing tact, empathy, patience

Competency: Students will be able to describe the qualities necessary to provide care to patients: tact, empathy and patience

Module 4: Patient Assessment

Lesson 1: Objective and subjective observation

Competency: Students will be able to discuss the principle methods used to observe and note patient assessment both objectively and subjectively

Lesson 2: Patients' activities of daily living

Competency: Students will be able to list patients' activities of daily living (ADL)

Lesson 3: Measuring vital signs

Competency: Students will be able to identify components of measuring vital signs

Module 5: Body Systems

Lesson 1: The body's system of intake and output

Competency: Students will be able to identify the main components and function of the body's system of intake and output: breathing, eating, and elimination

Lesson 2: Circulatory system

Competency: Students will be able to identify the main components and function of the body's system of circulation: heart, vessels, blood.

Lesson 3: The body's control system

Competency: Students will be able to identify the main components and function of the body's system of control: nerves and hormones

Lesson 4: The body's motion and protection systems

Competency: Students will be able to identify the main structures and functions of the body's motion and protection: skin, bones, muscles

Lesson 5: Reproductive system

Competency: Students will be able to identify the main components and functions of the body's system of reproduction: male and female

Module 6: Patient Nutrition and Diet

Lesson 1: Elements of basic nutrition

Competency: Students will be able to name and give sources of the elements of basic nutrition

Lesson 2: Features of a good diet

Competency: Students will be able to learn and understand the terms related to a good diet and good nutrition

Lesson 3: Patient meals

Competency: Students will be able to understand elements of procedures in matching meals to patients and in helping them eat their meals

Module 7: Patient Positioning and Movement

Lesson 1: Insuring patient safety

Competency: Students will be able to identify and describe measures to insure patient safety from falls and burns

Lesson 2: Proper positioning.

Competency: Students will be able to describe the details and importance of proper positioning of patients

Lesson 3: Moving and walking a patient

Competency: Students will be able to identify elements involved in moving and walking a patient

Lesson 4: Preventing bed sores

Competency: Students will be able to define "bed sores" and list steps necessary in their prevention

Module 8: Personal Care of Patients

Lesson 1: Infection control

Competency: Students will be able to distinguish between the concept of "clean" and "dirty" for infection control

Lesson 2: Hygiene

Competency: Students will be able to list areas and elements necessary in providing personal care of residents

Lesson 3: Dressing and undressing

Competency: Students will be able to understand details and attitudes involved in dressing and undressing of a patient

Lesson 4: Elimination needs

Competency: Students will be able to identify features encountered in dealing with elimination needs of residents

Lesson 5: Issues of dementia and other chronic conditions

Competency: Students will be able to become aware of symptoms and problems of dementia, arthritis and stroke

Module 9: Introduction to Health Professions and Associated Pathways

Lesson 1: Short-term training programs and requirements

Competency: Students will be able to identify titles, duties, and training required for several short-term programs in the health professions

Lesson 2: One-year training programs and requirements

Competency: Students will be able to identify titles, duties, and training required for one-year programs in the health professions

Lesson 3: Two-year associate degree programs and requirements

Competency: Students will be able to identify titles, duties, and training required for two-year degree programs in the health professions

Additional Resources

Women Employed "Career Coach" Strategies for Success in Career Development

GED Illinois for GED test preparation and basic skills supplemental practice

Steck-Vaughn Keys to GED Success

JIST Workforce Development series

Assignments/Schedule Nurse Assistant Program

MOD 2 Days
Fall 2018

<p>October 15 Monday</p>	<p style="text-align: center;">Orientation</p> <p style="text-align: center;"><u>2 Hours</u></p> <p style="text-align: center;">Theory</p> <p><u>Injury Prevention in the Health Care Environment</u> Discussion of Safety, Infection control and Residents Rights—Beginning & Completion Actions</p> <p><u>Introduction to Health Care</u> Chapter 1, pp 1-9 Hospitals & Nursing Centers Chapter 2, pp 10-17 The Person's Rights</p>	<p style="text-align: center;">Homework</p> <p><u>Reading:</u> Chapter 1, pp. 1-9 Chapter 2, pp. 10-17 Chapter 3, pp. 18-29 Chapter 4, pp. 30-41 Chapter 5, pp. 42-51</p> <p><u>Workbook Chapters</u> 1, 2, 3, 4 & 6 due Thursday</p>
<p>October 16 Tuesday</p>	<p style="text-align: center;">Theory</p> <p><u>Introduction to Health Care</u> Health Care Chapter 3, pp. 18-29 The Nursing Assistant</p> <p><u>Rights and Relationships</u> Chapter 4, pp. 30-41 Ethics and Laws Chapter 5, pp. 42-51 Students & Work Ethics</p>	<p style="text-align: center;">Homework</p> <p><u>Study for Quiz #1:</u> Chapters 1, 2 & 3</p> <p><u>Reading:</u> Chapter 6, pp. 52-67 Chapter 7, pp. 68-78 Chapter 9, pp. 98-106 Chapter 34, pp. 494-503</p>
<p>October 17 Wednesday</p>	<p style="text-align: center;">Theory</p> <p>Quiz # 1: Chapters 1, 2 & 3</p> <p><u>Communication and Relationships</u> Chapter 6, pp. 52-67 Communicating with Health Team Chapter 7, pp. 68-78 Understanding the Person Chapter 9, pp. 98-106 Care of the Older Person Chapter 34, pp.494-503 Caring for Persons with Mental Health Disorders</p> <p>Body Systems Preview and Integumentary System</p>	<p style="text-align: center;">Homework</p> <p><u>Study for Quiz #2:</u> Chapters 4, 5 & 6</p> <p><u>Reading:</u> Chapter 13, pp. 149-173</p> <p>Video – Blackboard (Hand-Washing)</p> <p><u>Workbook:</u> Chapters 1, 2, 3, 4 & 6 due Thursday</p>
<p>October 18 Thursday</p>	<p style="text-align: center;">Theory</p> <p>QUIZ #2: Chapters 4, 5 & 6 Theory</p> <p><u>Infection Control in the Health Care Setting</u> Chapter 13, pp. 149-173 Preventing Infection</p> <p><u>LAB:</u> Practice Hand Hygiene and PPE (return demonstration to be done when possible)</p> <p>Workbook Chapters 1, 2, 3, 4, & 6 due today</p>	<p style="text-align: center;">Homework</p> <p><u>Study for Quiz #3</u> Chapters 7, 9, & 34</p> <p><u>Reading:</u> Chapter 10, pp. 107-121 Chapter 11, pp. 122-132 Chapter 12, pp. 133-148 Chapter 14, pp. 174-177</p> <p><u>Workbook:</u> Chapter 7 due Monday Chapter 13 due Tuesday</p> <p><u>Physicals: Due on Lecture Day for Lifting, Moving and Transfers October 29. Turn in at beginning of class or before. Will be dropped from class if not in compliance.</u></p>

Assignments/Schedule
Nurse Assistant Program

<p>October 22 Monday</p>	<p style="text-align: center;">Theory</p> <p>QUIZ #3: Chapters 7, 9, & 34</p> <p><u>Emergency Procedures</u> Chapter 10, pp. 107-121 Assisting with Safety</p> <p><u>Injury Prevention in the Health Care Environment</u> Chapter 11, pp. 122-132 Assisting with Fall Prevention Chapter 12, pp. 133-148 Restraint Alternatives & Safe Restraint use Chapter 14, pp. 174-177 Body mechanics</p> <p>LAB: Practice One man transfer and ambulating with gait belt</p> <p>Workbook Chapter 7 due today</p>	<p style="text-align: center;">Homework</p> <p><u>Study for Quiz #4:</u> Chapter 13</p> <p><u>Reading:</u> Chapter 17, pp. 220-246 Chapter 25, pp. 378-379 (Pain) Chapter 25, pp. 379-382 (Ht. & Wt.)</p> <p>Workbook Chapter 13 due Tuesday</p> <p>Video: Blackboard Occupied Bed</p>
<p>October 23 Tuesday</p>	<p style="text-align: center;">Theory</p> <p>QUIZ #4: Chapter 13</p> <p><u>Care of the Resident--The Patient's Unit</u> Chapter 17, pp. 220-246 Assisting with Comfort & Bed making Chapter 25, pp. 378-379 Assisting with Assessment (Pain) Chapter 25, pp. 379-382 Assisting Assessment (Ht & Wt)</p> <p>Admission, Transfer & Discharge Handout</p> <p>LAB: Bed making (demonstrate the closed and open bed. Demonstrate Ht. & Wt.) <u>Students to practice the closed and open bed.</u></p> <p>Workbook Chapter 13 due today</p> <p><u>Wear Uniform</u></p>	<p style="text-align: center;">Homework</p> <p><u>Study for Quiz #5:</u> Chapter 10, 11, 12 & 14</p> <p><u>Study for Lab Skills Test:</u> Bed Making</p> <p>Video: Blackboard Occupied Bed</p>
<p>October 24 Wednesday 2nd Instructor</p>	<p style="text-align: center;">Theory</p> <p>QUIZ #5: Chapters 10, 11, 12 & 14</p> <p><u>Care of the Resident--The Patient's Unit</u></p> <p><u>LAB Practice:</u> Hand Hygiene, Bed Making Practice Occupied Bed.</p> <p>Practice Ht. & Wt.</p> <p><u>Wear Uniform</u></p>	<p style="text-align: center;">Homework</p> <p><u>Study for Quiz #6:</u> Chapter 17</p> <p><u>Practice Lab Skill:</u> Occupied Bed, Ht & Wt</p> <p><u>Workbook:</u> Chapters 9, 10, 11, 13, 14, & 17 due tomorrow</p> <p>Physicals are due Monday October 29 or before</p>

Assignments/Schedule
Nurse Assistant Program

<p>October 25 Thursday</p> <p align="center">2nd Instructor</p>	<p align="center">Theory</p> <p>QUIZ #6: Chapter 17</p> <p><u>Care of the Resident--The Patient's Unit</u></p> <p>LAB: Return Demonstration Hand Hygiene, Occupied Bed, plus Ht. & Wt. (May need to do Ht. & Wt. at later date)</p> <p><u>Wear Uniform</u></p> <p>Workbook Chapters 9, 10, 11, 13, 14 & 17 due today</p>	<p align="center">Homework</p> <p><u>Study for Quiz #7:</u></p> <p><u>Reading:</u> Chapter 14, pp. 178-184 Chapter 15, pp. 185-202 Chapter 16, pp. 203-219 Chapter 27, pp. 396-410</p> <p><u>Physicals are due Monday Morning or before</u></p> <p>Bring your Gait Belts for Lifting, Moving & Transfer Lecture/Lab.</p>
<p>October 29 Monday</p> <p align="center">2nd Instructor</p>	<p align="center">Theory</p> <p>Physicals are due today before class!</p> <p>QUIZ #7: Beginning and Completion Actions plus Chapter 25 (pp. 378-379 & 379-382). Lecture over Admission, Transfer and Discharge.</p> <p><u>Care of the Resident--Lifting, Moving & Transfers</u> Chapter 14, pp. 178-184 Body mechanics Chapter 15, pp. 185-202 Assist with Moving the Person Chapter 16, pp. 203-219 Assist with Transferring the Person Chapter 27, pp. 396-410 Assisting with Exercise & Activity</p> <p>Body Systems: Handout Musculoskeletal System & Common Health Concerns</p> <p>LAB: Return Demonstration Ambulate with Gait Belt</p> <p><u>Wear Uniform</u></p>	<p align="center">Homework</p> <p><u>Study for Quiz #8:</u> Chapter 14, 15, 16 & 27</p> <p><u>Reading:</u> Chapter 18, pp. 247-272 Chapter 19, pp. 273-292 Chapter 28, pp. 411-422 Chapter 29, pp. 429-440</p> <p>Video – Blackboard PROM</p>
<p>October 30 Tuesday</p>	<p align="center">Theory</p> <p>QUIZ #8: Chapters 14, 15, 16 & 27</p> <p><u>Care of the Resident--Personal Care</u> Chapter 18, pp. 247-272 Assist with Hygiene Chapter 19, pp. 273-292 Assisting with Grooming Chapter 28, pp. 411-422 Assisting with Wound Care Chapter 29, pp. 429-440 Assisting with Pressure Injuries</p> <p>Instructor Demonstrate a complete bed bath and partial bed bath. If time demonstrate shower</p>	<p align="center">Homework</p> <p><u>Study for Quiz #9:</u> Chapters 18, 19, 28 & 29</p> <p><u>Practice Lab Skills:</u> Personal Care</p> <p>Video-Blackboard View Shower Procedure</p>

Assignments/Schedule
Nurse Assistant Program

<p>October 31 Wednesday</p> <p align="center">2nd Instructor</p>	<p align="center">Theory</p> <p>QUIZ #9: Chapters 18, 19, 28 & 29</p> <p><u>LAB:</u> Oral Hygiene Partial Bath and Perineal Care (MUST bring towel, 7 washcloths, body wash, toothbrush, and toothpaste to class)</p> <p><u>Wear Uniform</u></p>	<p align="center">Homework</p> <p><u>Study for Quiz:</u> Bones of Skeleton</p> <p><u>Practice Lab Skills:</u> Personal Care</p> <p><u>Workbook:</u> Chapters 15, 16, 18, 19, 29 and 35 due tomorrow</p>
<p>November 1 Thursday</p> <p align="center">2nd Instructor</p>	<p align="center">Theory</p> <p>QUIZ: Bones of Skeleton</p> <p><u>Lab:</u> Return Dem Partial Bath & Perineal Care (Must bring towel, 7 washcloths, body wash, toothbrush, & toothpaste to class)</p> <p>Video-- Shower</p> <p>Workbook Chapters 15, 16, 18, 19, 29 and 35 due today</p> <p><u>Wear Uniform</u></p>	<p align="center">Homework</p> <p><u>Study for Quiz # 10</u> 50 Terms and 50 abbreviations (Matching)</p> <p><u>Reading:</u> Chapter 23, pp. 331-348 Chapter 24, pp. 349-358</p>
<p>November 5 Monday</p>	<p align="center">Theory</p> <p>QUIZ 10: 50 terms, 50 abbreviations</p> <p><u>Care of the resident--Food and Fluids</u> Chapter 23, pp. 331-348 Assisting with Nutrition Chapter 24, pp- 349-358 Assisting with Fluids</p> <p>Body Systems: Gastrointestinal System & Health Concerns</p> <p>Handout: Intake and Output</p> <p>Bring breakfast for feeding exercise (at least 2-3 items plus drink)</p>	<p align="center">Homework</p> <p><u>Study for Quiz #11:</u> Chapter 23 & 24</p> <p><u>Reading:</u> Chapter 20, pp. 293-308 Chapter 21, pp. 309-319 Chapter 22, pp. 320-330 Chapter 26, pp. 384-395</p>
<p>November 6 Tuesday</p>	<p align="center">College Closed</p> <p align="center">No School</p>	

Assignments/Schedule Nurse Assistant Program

<p>November 7 Wednesday</p>	<p style="text-align: center;">Theory</p> <p>QUIZ #11: Chapter 23 & 24</p> <p><u>Care of the Resident--Fluid I & O, Urinary Elimination, Bowel Elimination & Specimen Collection</u> Chapter 20, pp. 293-308 Assisting with Urinary Elimination Chapter 21, pp. 309-319 Assisting with Urinary Catheters Chapter 22, pp. 320-330 Assisting with Bowel Elimination Chapter 26, pp. 384-395 Assisting with Specimen Collection</p> <p>Body Systems: Urinary System & Health Concerns Reproductive System & Health Concerns</p>	<p style="text-align: center;">Homework</p> <p><u>Study for Quiz #12:</u> Chapters 20, 21, 22 & 26</p> <p><u>Reading:</u> Chapter 25, pp. 359-377 Chapter 30, pp. 441-450</p>
<p>November 8 Thursday</p>	<p style="text-align: center;">Theory</p> <p>QUIZ #12: Chapters 20, 21, 22 & 26</p> <p><u>Care of the Resident--Vital Signs</u> Chapter 25, pp. 359-377 Assisting with Measurements Chapter 30, pp. 441-450 Assisting with Oxygen Needs</p> <p>Body Systems: Cardiovascular System & Health Concerns Respiratory System & Health Concerns</p>	<p style="text-align: center;">Homework</p> <p><u>Study for Quiz #13:</u> Chapters 25 & 30</p> <p><u>Practice for Lab Skills: Vital Signs</u></p> <p>Bring a watch with a second hand to class</p>
<p>November 9 Friday</p> <p>2nd Instructor</p>	<p style="text-align: center;">Theory</p> <p>QUIZ #13: Chapters 25 & 30</p> <p>LAB : Practice Vitals Sign</p> <p><u>Wear Uniform</u></p> <p><u>Uniform Inspection Today</u></p>	<p style="text-align: center;">Homework</p> <p><u>Practice for Lab Skills: Vital Signs Return Demonstration</u></p> <p><u>Workbook:</u> Chapters 20, 21, 22, 23, 24 & 25 due Monday Uniform Inspection Monday</p>
<p>November 12 Monday</p> <p>2nd Instructor</p>	<p style="text-align: center;">Theory</p> <p>LAB: Return Demonstration on Vital Signs & finish up on PPE & Ht. and Wt. if needed</p> <p><u>Workbook:</u> Chapters 20, 21, 22, 23, 24, & 25 due today</p> <p><u>Uniform Inspection Today</u></p>	<p style="text-align: center;">Homework</p> <p><u>Study for Quiz:</u> <u>Normal Vital Signs (see handout)</u></p> <p><u>Reading:</u> Chapter 28, pp. 422-428 Chapter 31, pp. 451-457 Chapter 32, pp. 458-468</p>

Assignments/Schedule
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<p>November 13 Tuesday</p>	<p style="text-align: center;"><u>Theory</u></p> <p>QUIZ: Normal Vital Sign Quiz</p> <p><u>Fundamentals of Rehabilitation/Restorative Nursing</u> Chapter 31, pp. 451-457 Assisting with Rehabilitation</p> <p><u>Care of the Resident</u> Chapter 28, pp. 422-428 Assisting with Heat & Cold Applications Chapter 32, pp. 458-468 Assisting with Hearing Vision Problems</p>	<p style="text-align: center;"><u>Homework</u></p> <p><u>Study for Quiz # 14:</u> Chapters 28, 31, & 32</p> <p><u>Reading:</u> Chapter 37, pp. 533-541</p>
<p>November 14 Wednesday</p>	<p style="text-align: center;"><u>Theory</u></p> <p>QUIZ #14: Chapters 28, 31 & 32</p> <p><u>End-of-Life Care</u> Chapter 37, pp. 533-541 End-of-Life Care</p> <p>Body System: Immune System and Health Concerns Cancer</p>	<p style="text-align: center;"><u>Homework</u></p> <p><u>Study for Quiz #15:</u> Chapter 37</p> <p><u>Reading:</u> Chapter 36, pp. 519-532</p>
<p>November 15 Thursday</p> <p style="text-align: center;">2nd Instructor</p>	<p style="text-align: center;"><u>Theory</u></p> <p>Quiz # 15 Chapter 37</p> <p><u>Care of the Resident—Basic Emergency Care & CPR</u> Chapter 36, pp. 519-532</p> <p>Body Systems: Nervous System and Health Concerns</p> <p><u>Wear Uniform</u></p>	<p style="text-align: center;"><u>Homework</u></p> <p><u>Study for Quiz #16</u> Chapter 35 & 36</p> <p><u>Reading:</u> Chapter 35, pp. 504-518</p> <p>Study for Final Exam</p>

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November 19 Monday	<p align="center">Theory</p> QUIZ #16: Chapters 35 & 36 <u>Alzheimer's and Other Dementia's</u> Chapter 35, pp. 504-518 Assisting Persons With Confusion and Dementia Handout on Alzheimer's Disease Must have TB skin test before allowed to do clinical	<p align="center">Homework</p> Study for Final Exam: 200 multiple choice and matching questions. <u>Workbook:</u> Chapters 26, 27, 31, 36, & 37 due Tuesday
	Students must have all lab skills passed, in addition must have passed the I/O and the normal VS quiz and all missed theory must be made up before being allowed to go to clinical	
November 20 Tuesday 2 nd Instructor	<p align="center">Theory</p> Final Exam: 200 multiple choice questions Workbook chapters 26, 27, 31, 36 & 37 due today Must have TB skin test before allowed to do clinical	<p align="center">Homework</p> Be prepared for Clinical. Must not be absent on First Day of Clinical
	<p align="center">Thanksgiving Break</p> <p align="center">College Closed November 21, 22 and 23</p>	
November 26 Monday 2 nd Instructor	<p align="center">CLINICAL 7:00-3:00</p> <p align="center">The Villas</p> <p align="center">Must Not be Absent!</p>	<p align="center">Homework</p> Be prepared for Clinical.
November 27 Tuesday 2 nd Instructor	<p align="center">CLINICAL 7:00-3:00</p> <p align="center">The Villas</p>	<p align="center">Homework</p> Be prepared for Clinical.
November 28 Wednesday 2 nd Instructor	<p align="center">CLINICAL 7:00-3:00</p> <p align="center">The Villas</p>	<p align="center">Homework</p> Be prepared for Clinical.

Assignments/Schedule
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November 29 Thursday 2 nd Instructor	CLINICAL 7:00-3:00 The Villas	Homework Be prepared for Clinical.
December 3 Monday 2 nd Instructor	CLINICAL 7:00-3:00 The Villas	Homework Be prepared for Clinical.
December 4 Tuesday 2 nd Instructor	CLINICAL 7:00-3:00 The Villas	Homework Be prepared for Clinical.
December 5 Wednesday 2 nd Instructor	CLINICAL 7:00-2:00 The Villas	Study for Illinois State Competency Exam <u>January 17, 18 and 19 2019</u>

Most quizzes are 20 questions (multiple choice) with the exception of the Skeleton Quiz, Normal Vital Signs and Quiz 10 (matching 50 abbreviations and 50 terms).

There are 29 chapters that are required to be turned in. It is not necessary to do the "Case Study" or "Additional Learning Exercises" section at the end of chapters. The back portion of the workbook (page 192-346), entitled "Procedure Checklists," is for your use in practicing your manual skills.

There are two good review tests in the back of the workbook along with an outline of every chapter.

Workbook Chapters 5, 8, 12, 28, 30, 32, 33, 34 & 38 are not required to be turned in.

Breakdown by Cohort

Cohort #	Enrolled	Completed	Credits	GED	Certificates	Employed	Cont Ed
1	11	8	97.5	3	25	9	1
2	10	9	112	0	26	7	0
3	10	6	99	0	22	8	6
4	13	7	111.5	0	25	6	2
5	12	4	67.5	0	20	5	0
6	9	8	106	0	25	8	1
7	8	5	197	0	17	5	0
8	6	5	68.5	0	14	4	1
9	8	5	74.5	0	17	7	0
10	7	7	87.5	1	21	6	0
11	6	5	68.5	0	15	6	0
12	9	8	106	0	24	6	1
13	6	5	68.5	0	16	4	0
14	5	4	50	0	13	4	1
15	7	6	75	0	18	6	1
16	8	6	81	0	22	5	1
17	5	5	62.5	0	9	0	0
Totals	140	103	1532.5	4	329	96	15

Lisa Heyen

4063 Old Litchfield Trail Litchfield IL 62056 | 217-324-5594

Education

B.S. BUSINESS EDUCATION | 1983 | EASTERN ILLINOIS UNIVERSITY

Experience

ADULT EDUCATION TRANSITION COORDINATOR | LINCOLN LAND COMMUNITY COLLEGE | 2009 - PRESENT

- Provide oversight for Adult Career Pathway programs, inclusive of healthcare, automotive, early childhood education and manufacturing.
- Develop and implement marketing, recruitment, retention, assessment, and evaluation strategies.
- Coordinate with faculty across various academic departments.
- Coordinate with staff from advising/counseling, financial aid, assessment and testing.
- Provide student support services, inclusive of case management.
- Submit required reports.

ADULT EDUCATION COORDINATOR | LINCOLN LAND COMMUNITY COLLEGE | 2007 - PRESENT

- Coordinate and supervise adult basic and adult secondary education classes at the Springfield, Litchfield, Beardstown, Jacksonville, Hillsboro and Taylorville campuses.
- Promote program throughout the LLCC district.
- Provide registration, orientation, assessment, evaluation and transition services.
- Provide student support services, inclusive of case management.
- Submit required reports.

ADULT EDUCATION INSTRUCTOR | LINCOLN LAND COMMUNITY COLLEGE | 1987 - 2007

- Instructor for Office Technology courses in the adult education program

Addendum to Margaret Stier Santos resume

Experience

Adult Education Instructor, Lincoln Land Community College, Springfield, IL
2010- Present

- Serve as classroom instructor for adult basic education, adult secondary education and career pathway students
- Maintain attendance and testing records for reporting purposes
- Administer student tests as required or needed
- Assist students in defining, implementing and accomplishing educational, training and career goals
- Attend meetings and conferences as necessary and available
- Participate in the evaluation process as scheduled

Margaret Stier Santos

418 Hemlock Dr.
Petersburg, IL 62675
Phone: 217-741-6129 E-mail: ms@x-gen.com

With a successful track record in creating and executing business plans, objectives, goals with the highest level of ethics, I have proven over the years, to be a dynamic and energetic leader, a key motivator and an effective team player.

AREAS OF EXPERTISE

- | | |
|--------------------------------|-------------------------|
| Strategic Planning & Execution | Project Management |
| Office/Staff Management | Relationship Management |
| Legal Case Management | Business Reengineering |
| Teaching | Mentoring |

EXPERIENCE

Athens CUDS #213
Greenview CUDS #200
PORTA CUDS #202
April 2008 – Present
Substitute teaching certified & Paraprofessional certified
Substitute teaching the arts and general education classes. Taking positions that include individual aid to C.B.E. children and autistic children as well as class room aid positions. Working one on one with children on hand-writing, math and reading.

John V. Boshardy & Assoc. P.C.
November 2005 – April 2008
Responsible for scheduling client appointment, depositions, opening files, preparing documents, settlement tracking, medical records summarization, closing files and staff training.

Craig Lewis CPA / C.S.B. Inc.
January 2005 – November 2005
Assisted founder with the tax and credit bureau businesses. Assisted with procedures, forms, document preparation and computer training.

Kanoski & Associates – Springfield, IL
June 2001 to December 2004 – Executive Assistant / Case Manager
Executive Assistant to the Principal lawyer in a multi-office multi-discipline law firm. Responsible for confidential projects and correspondence, over 130+ legal cases, managing the docket for interview to settlement involving highly confidential information, interfacing between client and attorney, and, for various office parties and fund raisers.

Garrett Aviation – Springfield, IL
Permanent July 2000 to June 2001 – Airframe Warranty Specialist
Contract March 2000 to July 2000 – Work Order Administration Assistant
Duties included completing, submitting, tracking, confirming and follow-up warranty claims with numerous vendors as well as developing additional tracking systems for these claims to insure accuracy, completeness and timeliness. Other duties included opening new files, input of work orders, engine data, completed work information and filing closed work orders. Duties also

included input of freight charges against work orders, verification of estimated vs. actual costs, making corrective entries to invoices and writing customer credits.

Vincent Law Office – Springfield, IL

July 1999 to January 2000 – Office Manager / Administrator

Tracked attorney's billable hours, sent out monthly bills and statements to clients and ensure timely payment. Supervised staff, assigned duties and provided support to staff members. Provided assistance to staff for general computer and word processor issues, questions and training. Resolved day to day business issues. Responsible for scheduling appointments for the Principal attorney. General managerial duties and performed final liquidation of the business.

Vincent Title Insurance Company, Inc. – Springfield, IL

March 1993 to July 1999 – Office Manager

First employee hired by the company. Duties included the building and design of the company structure along with the overall general day to day management of the business. Searched, typed, prepared and reviewed commitment documents and policies. Tracked title orders and ensured they were processed and issued within the required time frame. Resolved daily conflicts, interviewed potential employees, hired/terminated employees and was responsible for employee training. Managed and supervised up to 15 full-time employees. Coordinated company events, outings, parties and fundraisers. Purchased office furniture and supplies. With over 1000 members in the state of Illinois, this office was ranked number 3 in volume with in 3 years.

Inacomp Computer Center aka Custom Computer Services Inc. – Springfield, IL

May 1992 to February 1993 – Purchasing Agent

Assisted two sales account managers in daily activities, wrote purchase orders, placed orders with multiple vendors, invoicing, typing bids/quotes, tracked order and miscellaneous other duties.

EDUCATION

University of Illinois – Springfield (f/k/a Sangamon State University)

May 1992 – B.A. Management, Average GPA 3.67

National Dean's List

Dean's List

Certificate of Merit, Recognition of scholastic achievement and managerial development

Robert Morris College – Springfield, IL

December 1990 A.A.S. – Secretarial Science

Honorary Student Ambassador

ASSOCIATIONS

Central Illinois Corvette Club – Past President, Past VP, Past Secretary & Charity Director

Daughters of the American Revolution

Colonial Dames XVII Century – Outstanding Junior of the State of IL and Charter Member

Buerkett, Lyn

From: Kim Kunce <KKunce@prairiestate.edu>
Sent: Monday, December 10, 2018 8:23 AM
To: Buerkett, Lyn
Subject: Letter of Support-Prairie State College

To Whom it May Concern:

My name is Kim Marisa Kunce, and I serve as dean of the adult education and literacy program at Prairie State College. Similar to Lincoln Land Community College, my adult education program is funded with federal and state funds through the Illinois Community College Board. Additionally, my adult volunteer literacy program is funded through the Secretary of State. As a funded provider of adult education and literacy services in the state of Illinois, providers must adhere to the Grant Accountability and Transparency Act and as such, are subject to statutory regulations, policies, and guidelines that dictate the dollars we spend and the quality programs we offer.

Our programs are required to meet performance outcomes with priority goals to increase postsecondary transitions and credential attainment, strengthen college and career readiness, develop life-long career pathways and improve outcomes across partnerships. All providers across the state of Illinois swerve a common mission: to provide adults access to education and literacy services.

Sincerely,

Kim Marisa Kunce, M.Ed. | Dean, Adult Education and Literacy | Prairie State College
702 South Halsted Street | Office 105 | Chicago Heights, Illinois 60411
708.709.3684 Direct | 708.709.7818 Facsimile | kkunce@prairiestate.edu

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