



January 19, 2022

Nicole L. Dowling  
1608 South Vine Street  
Urbana, Illinois 61801

Dear Ms. Dowling

Congratulations! It is my pleasure to welcome you to CRIS Rural Mass Transit District as Chief Executive Officer.

The first day of your employment is February 7, 2022. Please report to Human Resources at 8:00 am that morning for orientation. Please bring your driver's license and Social Security card or certified birth certificate or passport with you on your first day. Due to Federal mandate, you must present at least two of the above documents upon beginning a new job. If you are unable to provide the required documents, your start date will be delayed until you are able to present them.

Your salary is established at a rate of \$7500 per month. Your retirement match by CRIS Rural Mass Transit will be 3% as stated in the personnel manual plus 6%, as CEO. Your paid time off (vacation and sick days) and all other matters will match the personnel manual. CRIS Rural Mass Transit is a Local Governmental Entity. As the CEO, your Holiday schedule will match the City of Danville's Holiday schedule. The district will offer a \$3,500 moving allowance if you relocate to Vermilion County IL. You will receive a Health Spending Account of \$2,500 annually on the first business day of the year for the current year. Your HSA will be prorated for 2022.

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Your normal business hours are 8:00 am – 5:00 pm Monday through Friday with up to 1 hour for lunch. Maximum coverage through the day is the goal and it is the intention that you would be available at least the full 9 hour spread each day with flexibility of when you take your 1-hour mid-day lunch. You are an exempt employee and are responsible for the organization during all business hours, community or after hour board meetings and including holidays that we have business contracts for coverage.

If you have any questions or need further assistance, please do not hesitate to contact Amy Brown at (217) 443-2287. Thank you for your interest in this new role, and we look forward to you being an integral and contributing member of the CRIS team.

Sincerely,

CRIS Rural Mass Transit  
Board President



January 19, 2022

Kathy Cooksey  
2314 W Tower Rd  
Williamsport, IN 47993

Dear Kathy Cooksey

This letter of employment confirms the arrangement of salary and benefits for you.

Your salary is established at a rate of \$69,523 per year and any increase will be reflected in future minutes of the organization. Your retirement match by CRIS Rural Mass Transit will be 3% as stated in the personnel manual plus 6%, as CFO. Your paid vacation time off (is equal to 25 days per year) and you have the exception to the personnel manual to accumulate up to 60 days of Vacation accrual that is allowable, and any vacation time accrued at your last date of employment is payable up to that level. It is noted that at the date of this letter you are at the full 60 days of vacation accrual. You may accrue comp time during fiscal or IDOT RLS audit preparation periods, (counted for 60 days before the scheduled audit date and up to 60 days after the audit scheduled date.) You will receive a Health Spending Account of \$2,500 annually on the first business day of the year for the current year.

Your weekly hours are established at 17.5 hours per week and you acclimate benefit time at that equal as any FTE employee.

Sincerely,

CRIS Rural Mass Transit  
Board President