

ILLINOIS ENDANGERED SPECIES PROTECTION BOARD

MINUTES OF THE 167th MEETING

JOHN G. SHEDD AQUARIUM; 1200 S. LAKE SHORE DRIVE; CHICAGO, IL

14 AUGUST, 2015

(Approved at the September 8, 2015 Special Meeting)

BOARD MEMBERS PRESENT: Acting Chair Joyce Hofmann, Secretary Jeff Walk, Ms. Lenore Beyer-Clow, Mr. Vernon LaVia, and Mr. Jim Robinett

BOARD MEMBERS ABSENT: Dr. Janice Coons, Dr. Jeremie Fant, Mr. Randy Schietzelt, and Mr. Wayne Rosenthal

BOARD MEMBER VACANCIES: One

BOARD STAFF PRESENT: Ms. Anne Mankowski

OTHERS PRESENT: Ms. Cara Noel Adkins and Ms. Virginia Yang (Illinois Department of Natural Resources)

167-1 Call to Order, Welcome, Introduction of Board Members and Staff, and Introduction of Audience Members

Acting Chair Hofmann called the meeting to order at 11:31 A.M., in lieu of roll call she asked Board members and staff to introduce themselves, and noted that there was a quorum. She noted there were no audience members present; audience members arriving late were asked introduced themselves at that time.

167-2 Adoption of Agenda

Secretary Walk **moved** to adopt the agenda, Mr. Robinett seconded the motion, and it was **approved** unanimously.

167-3 Approval of Minutes from the 166th Meeting (05/15/2015)

Acting Chair Hofmann reviewed that Ms. Mankowski had indicated some typographic corrections she would make to the minutes and asked if there were any other changes to the draft minutes. Hearing none, she **approved** the minutes of the 166th meeting as final.

167-4 Approval of Minutes from the 07/02/2015 Special Committee Special Meeting

Acting Chair Hofmann reviewed that Ms. Mankowski had indicated some typographic corrections she would make to the minutes and asked members of the Special Committee if there were any other changes to the draft minutes. Hearing none, she **approved** the minutes of the 07/02/15 Special Committee special meeting as final.

167-5 Approval of resolution commending Dan Gooch for 22 years of service as a member of the Illinois Endangered Species Protection Board

Acting Chair Hofmann read the resolution (Attachment A) and asked for a motion to approve it. Secretary Walk so **moved**, Ms. Beyer-Clow seconded the motion, and it was **approved** unanimously.

167-6 ESPB Staff Report

Ms. Mankowski, Director of the Illinois Endangered Species Protection Board, gave her report (Attachment B).

167-7 Semi-Annual Review of Whether to Keep Closed Minutes from Previous Closed Meetings

Ms. Mankowski reviewed that the Open Meetings Act requires that the Board semi-annually review and approve keeping closed the minutes from previous closed-sessions and she circulated a list of previous closed session minutes. The Board is required to make a determination that (1) the need for confidentiality still exists as to all or part of those minutes, or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection. She noted that all closed sessions have been held to review personnel matters, the discussion of personnel matters is allowed under closed session, and those minutes are allowed to remain closed because the need for confidentiality still exists. Secretary Walk **moved** that since all closed minutes involve personnel matters, the need for confidentiality still exists as to all or part of those minutes and the minutes should remain closed, Mr. Robinett seconded the motion, and it was **approved** unanimously.

167-8 Proposed approval of correction to ESPB CMS like-title assignment for ESPB Executive Director job description

Ms. Mankowski reviewed that as directed, members assigned to the July 2, 2015 Special Committee special meeting had reviewed relevant job descriptions, personnel code title descriptions, and use of personnel code titles at IDNR to determine need for correction to the personnel code like-title assignment for the ESPB Executive Director position. She reported that the Special Committee had determined need to correct the like-title assignment to the same as that shared by the Executive Director of the Illinois Nature Preserves Commission. Acting Chair Hofmann asked for a motion to adopt the change in like-title assignment as recommended by the Special Committee, Secretary Walk so **moved**, Mr. Robinett seconded the motion, and it was **approved** unanimously.

167-9 Proposed approval to terminate the current Memorandum of Understanding between the ESPB and IDNR and commit to developing a new cooperative agreement

Ms. Mankowski reviewed that as had been discussed at several meetings, the Board had determined need for revisions and update to the Memorandum of Understanding (MOU) between the Board and IDNR and at this time the recommendation was to send notification to IDNR for termination of the MOU with commitment to jointly develop a new cooperative agreement after the Board had obtained independent legal counsel and opinion regarding authorities and duties articulated in the Illinois Endangered Species Protection Act (Act). Mr. Robinett **moved** to send to IDNR notification of termination of the MOU with commitment to jointly develop a new cooperative agreement after the Board had obtained independent legal counsel and opinion regarding authorities and duties articulated in the Act, Ms. Beyer-Clow seconded the motion, and it was **approved** unanimously.

167-10 ESPB Executive Officers Election

Ms. Mankowski reviewed the status of ESPB Executive Officer terms and led discussion for respective nominations and voting. Ms. Mankowski reviewed a nomination of Acting Chair Hofmann for the Chair position and asked for a motion and second. Mr. LaVia so **moved**, Ms. Beyer-Clow seconded the motion, and the Board unanimously **approved** Dr. Hofmann as ESPB Chair. Ms. Mankowski then reviewed a nomination of Mr. Robinett for the Vice-chair position and asked for a motion and second. Mr. LaVia so **moved**, Ms. Beyer-Clow seconded the motion, and the Board unanimously **approved** Mr. Robinett as ESPB Vice-chair.

167-11 Approval of ESPB FY2017 Budget Request

Ms. Mankowski reviewed the draft request she had prepared. Chair Hofmann asked for a motion to approve the budget request. Secretary Walk so **moved**, Vice-chair Robinett seconded the motion, and it was **approved** unanimously.

167-12 Next Regular Meeting Information

The next regular meeting of the Board will be at Midewin National Tallgrass Prairie, Main Meeting Room, Visitor Center; 30239 South State Route 53; Wilmington, IL 60481; November 13, 2015; 10:00 A.M.

167-13 Public Comment Period (3 minutes per person)

Chair Hofmann asked if there were comments from the public. Virginia Yang commented that she was not familiar with the MOU between the ESPB and IDNR, but noted that IDNR Legal Counsel should probably be involved in drafting a new agreement and Cara Noel Adkins commented that there may be space in IDNR buildings other than the Springfield IDNR headquarters if the Board needed space. Chair Hofmann thanked Ms. Yang and Ms. Adkins for their comments.

167-14 Closed Session (personnel matters - Open Meetings Act exception 2(c)(1))

Chair Hofmann noted need to go to closed session to discuss personnel matters under Open Meetings Act exception 2(c)(1) and asked for a motion, second, and vote to do so. Vice-chair Robinett so **moved**, Secretary Walk seconded the motion, and Chair Hofmann took a vote of individual members, with each member, Beyer-Clow, Hofmann, LaVia, Robinett, and Walk, voting to **approve** the motion to go to closed session.

The Board took a recess from 12:16 P.M. until 12:27 P.M. and the closed session was held from 12:27 P.M. until 12:41 P.M.

167-15 Any Actions Resulting from the Closed Session

The Board returned to open session at 12:42 P.M. and took action on one item resulting from closed session. Secretary Walk **moved** that the Board approve the staff-prepared FY2016 spending plan with staff authorized to make adjustments, in coordination with ESPB Executive Officers, as necessary based on the Illinois General Assembly's final approved and appropriated ESPB budget line. Ms. Beyer-Clow seconded the motion and it was **approved** unanimously.

167-16 Approval of Minutes from the Closed Session of the 166th Meeting (05/15/2015)

Ms. Beyer-Clow **moved** to approve the minutes from the Closed Session of the 166th meeting, Secretary Walk seconded the motion, and it was **approved** unanimously.

167-17 Other Business

The Board discussed the need for considerable additional administrative work by staff, including for the overdue strategic planning meeting, in the next quarter. Chair Hofmann asked Ms. Mankowski to try to prepare for a strategic planning meeting in February 2016, perhaps the day before the Board's 169th meeting. The Board agreed that this work should be staff's highest priority and that staff would need to delay by at least another quarter work on the next review of the Illinois List of Endangered and Threatened Species.

167-14 Adjournment

Chair Hofmann asked if there was any other business and noting none, **adjourned** the meeting at 1:08 P.M.

Resolution 167-5

Illinois Endangered Species Protection Board

August 14, 2015

Whereas **Mr. R. Dan Gooch** began serving on the Illinois Endangered Species Protection Board in 1993 and served as a dedicated, loyal, and highly valued Board member until 2015 - some 22 years;

Whereas he served as a Board Executive Officer for 19 years, including as vice-chair for 5 years and as chair for 14 years, and in those capacities presided at over 50 Board meetings, participated in 5 of the Board's 5-year reviews of the Illinois List of Endangered and Threatened Species, provided overall agency leadership, and conducted some general administration of Board business during the years when the Board had no staff;

Whereas over his tenure he was a dedicated, enthusiastic, and engaged member who promoted and supported the business of the Board, at times serving as a Board liaison with the Department of Natural Resources and frequently assisting with preparing Board advice to the Department, and Board strategic planning, policy and procedure development, and educational outreach materials; and,

Whereas he demonstrated himself to be a champion of endangered, threatened, and rare species conservation with 22 years of service at the time of his resignation standing as the longest membership and marking over one-half of the Board's history.

Now therefore, The Illinois Endangered Species Protection Board resolves to commend Dan Gooch and thank him for exemplary service **on the Board** on behalf of the people of Illinois. The Board further directs that a copy of this resolution be transmitted to Mr. Gooch upon its passage.

Passed and approved by the Illinois Endangered Species Protection Board this Fourteenth day of August, Two Thousand and Fifteen.

Signature on file

Chair

Illinois Endangered Species Protection Board

**Illinois Endangered Species Protection Board staff report
for the 167th Meeting, August 14, 2015**
Submitted by Anne Mankowski, Director

The Board has one full-time staff person, its Director; all activities were conducted by the ESPB Director unless otherwise noted. Ms. Mankowski has not been able to complete all required work in the course of a 37.5-hour work week. Since the last staff report, Ms Mankowski has worked the following overtime hours toward ESPB and IDNR duties: May: claimed = 46.0, donated = 0.0; June: claimed = 42.5, donated = 0.0; July: claimed = 22.5, donated = 0.0.

1. Illinois List of Endangered and Threatened Species Review and Revision

Illinois List Review ending in 2014 and Revision

The Board's amendments to 1010 and 1050 became official May 19, 2015. Prepared and posted to the Board's website an updated ESPB Checklist of Illinois Endangered and Threatened Species and sent email notice of the new Illinois List to ESPB email distribution list.

Illinois List Review and Revision Petition Process

Finalized the ESPB petition process and forms for anyone to make recommendations to the Board to add a species to, remove a species from, or change the listed status of a species currently on, the Illinois List, posted necessary updates to the ESPB website, and sent email notice of the updates to ESPB email distribution list.

2. Legislation and Regulations Related to Illinois Endangered and Threatened Species

SB 3049 amendments to 520 ILCS 5/ Wildlife Code for take of black bear, cougar, and grey wolf

There has been no activity or communication on this item since the 166th meeting, May 15, 2015. The following summary prepared for the 166th meeting, is retained as placeholder.

Ms. Mankowski made request in mid-December to then IDNR Director Mark Miller for explanation of if and/or how the IDNR plans to reconcile or otherwise address SB 3049 amendments to 520 ILCS 5/ Wildlife Code for take of the grey wolf and conflicts with protections under the Illinois Endangered Species Protection Act and the US Endangered Species Act. The amendments were incorporated into law in 2014. The Board was not engaged by IDNR as this legislation was developed and reviewed.

Having not received response to previous requests, Ms. Mankowski made request to IDNR Legal Counsel (LC) asking for any information about if/how the IDNR is planning to deal with the conflicts. She received 04/10/15 explanation that IDNR LC had made recommendations to IDNR Office of Resource Conservation (ORC) for implementing the new law with respect to some conflicts with the endangered species (ES) acts as ORC is developing a response plan and proposed regulation for implementation that may include E&T permits. IDNR LC reviewed that the Wildlife Code amendment allows take for the wolf, which is IL T and Fed E. The ESA prohibits take for Illinois E&T species and the ESA prohibits take for federal E species (although allows some provisions for take of an E species in defense of human life or safety, but not in defense of property). It was noted that the provisions of the new Wildlife Code language are not consistent with the provisions of either ES act, although, that when there is a contradiction of laws, there is a tenet of statutory construction that allows an argument that the most recent and most specific should govern, in which case the wolf would lose respective protections under the ESPA; however, it remains unclear that is what the General Assembly intended when it passed a bill promoted as a measure to protect the three species. IDNR LC recommendations to ORC included amending the Wildlife Code to eliminate conflict with the ES acts, handling the wolf differently than the other two species when developing permit regulations to avoid conflict with the ES acts, and additional alternatives for amending and clarifying parts of the forthcoming permit regulations and response plan to avoid conflict with the ES acts. The Board has not been engaged by IDNR ORC about the response plan or respective permit regulation promulgations, but may be with respect to the IDNR's requirements to seek the advice of the Board as it plans and implements its E&T conservation program and gain the Board's written approval when promulgating E&T permit regulations.

SB0048 proposed amendments to 520 ILCS 10/ Illinois Endangered Species Protection Act and HB0109 proposed amendments to 520 ILCS 5/ Wildlife Code, both referred to as “Good Samaritan” laws.

There has been no activity or communication on this item since the 166th meeting, May 15, 2015. The following summary prepared for the 166th meeting, is retained as placeholder.

Ms. Mankowski was advised by constituents of the two legislative pieces, which propose amendments to allow exemptions from take prohibitions and permit requirements for removing certain animals (including endangered animals) from the wild in certain circumstances. She made request on 01/20/2015 to IDNR’s Legislation Office to please keep her informed about the subject items and any legislation relating to endangered and threatened species and the Department’s position. Ms. Mankowski was subsequently contacted by IDNR LC seeking input regarding potential conflicts from the proposed legislation with federal and state laws and regulations. She reviewed with IDNR LC apparent conflicts with several federal laws and protection and enforcement provisions of the ESPA, issues associated with non-professionals intervening with wildlife/population management and welfare, and that the Board would probably view such allowance as diminished protection and a new threat to affected endangered species. IDNR LC submitted to the IDNR Legislation Office a review of apparent conflicts with federal laws and provided Ms. Mankowski copy. Subsequent to the February Board meeting, she received explanation from IDNR Legislative Liaison that the bills’ sponsors were not pursuing them and the IDNR had made recommendations to the sponsors that a system is already in place for IDNR Law Enforcement response to reported injured wildlife, that system should be used, and the IDNR would work to enhance communication about the system to partners and constituents.

IDNR Proposed Title 17 Part 885 Herptile Code

Ms. Mankowski is included on the IDNR LC distribution list for internal review of proposed new or amended IDNR administrative rules. Upon receipt of the subject rule as part of IDNR internal review in early March 2015, Ms. Mankowski notified IDNR LC of the requirement under the ESPA (520 ILCS 10/4) that IDNR consult with and gain written approval from the Board prior to promulgating rules on E&T permits and asked when that would take place. She received follow-up from IDNR LC that such coordination and approval should have taken place before it came to IDNR LC and that IDNR LC notified IDNR ORC of the requirement and provided advice that IDNR ORC either consult with and gain written approval from the Board of the proposed rule or remove E&T references from the proposed rule. She was then informed by IDNR LC that IDNR ORC was amending the proposed rule by removing references to E&T. Subsequently, she received in early May a revised version of the proposed rule as part of the same IDNR internal review. She notified IDNR LC that she was unable to accommodate the brief timeframe for review and comments and noted that upon brief scan of the document, it appeared the proposed rule was still attempting to regulate permitting for IL E&T species and she would therefore plan to review the proposed rule and provide appropriate comments on behalf of the Board during JCAR’s first notice comment period.

3. ESPB Staff Hiring

Ms. Mankowski continues attempting to work with IDNR Human Resources (HR) for hiring to fill staff vacancies - an Executive Assistant, Listing and Recovery Coordinator for Animals, Listing and Recovery Coordinator for Plants, Data Specialist, and General Counsel.

4. ESPB Operations Confirmation - gaining clarification regarding: Roles and responsibilities of and relationship between the Board and IDNR; securing independent legal counsel; and, review of the Endangered Species Protection Act

Ms. Mankowski continued work on a request for opinion from the IAG Opinions Division and/or independent legal counsel, regarding roles and responsibilities of and relationship between the Board and the Department and the Board securing independent legal counsel. She has been attempting work on this item since spring 2014, but due to competing priorities has been unable to complete it. At the 166th ESPB meeting in May, 2015, the Board asked Ms. Mankowski to develop the request by July 1, 2015 and offered that she work with a volunteer attorney to gain some legal review of the request before it was sent. Ms. Mankowski engaged the volunteer attorney shortly after the May meeting, but the attorney, as a volunteer, has been challenged to carve-out adequate time and the request is still under development. Ms. Mankowski also continues work begun in 2011 on initial proposed draft amendments to the Illinois Endangered Species Protection Act and related to the clarification of roles, responsibilities, and relationship exercise. Information from the findings will be incorporated into the

Board's policy manual and will inform the Board's strategic planning exercise that was scheduled for February 2014, but has been postponed.

5. ESPB Operations Confirmation - gaining clarification regarding: real or perceived conflicts of interest in conducting Board business

Ms. Mankowski continues work on a request for opinion from the Public Access Counselor of the Office of the Illinois Attorney General (IAG), the Executive Ethics Commission, and/or independent legal counsel, regarding real or perceived conflicts of interest in conducting Board business. The Board needs to clarify conflict of interest criteria for determining Board member participation or recusal when respective actions are under consideration and when conducting any business of the Board. Information from any findings will be incorporated into the Board's policy manual and will inform the Board's strategic planning exercise that was scheduled for February 2014, but has been postponed.

6. ESPB Member appointments

Ms. Mankowski conducted administration for outreach and interview and vetting of potential nominees and coordinates with ESPB Executive Officers regarding Board recommendation to the Governor's Office for member appointments. There has been no action on Board member appointments from the Governor's Office during the last quarter.

7. ESPB Budget

Ms. Mankowski continues working with IDNR on budget tracking and assignments related to the FY2015 and FY2016 budgets. She prepared an FY2017 ESPB budget request for Board approval.

8. ESPB Website

Made multiple updates to the ESPB website including changes to the Recovery page regarding the Board's approved recovery planning process and format. In response to direction from IDNR IT staff, conducted updates, cross-checking, and corrections necessary due to the agency's conversion to a newer website software version.

9. ESPB Research/Strategic Projects Program

There was no ESPB research project administration during the last quarter. The Board agreed in 2012 that the research program would be put on hiatus while Ms. Mankowski worked on the List review and revision and Ms. Mankowski's time is still dominated by that process, as well as other priorities. At the 163rd Board meeting in August 2014, the Board agreed that all funding available to the Board would be directed toward staffing and staff would then address some of the Board's research priorities identified in 2012.

10. Meetings, Presentations, and Publications

- There were no meetings of the IDNR Natural Areas Evaluation Committee; May, June, and July meetings were cancelled. There have been no meetings since December 2014. The Board is a voting member of the committee.
- Due to competing priorities, was unable to attend the August 12, 2015 meeting of the Illinois Wildlife Action Team. The Board is a voting member of the team.
- Due to competing priorities, was unable to attend the July 15, 2015 Chicago Wilderness Executive Council meeting in DuPage County. The Board is voting member of the council.
- Working with staff from IDNR Natural Heritage and The Nature Conservancy, co-authored an invited article about Barn Owl (*Tyto alba*) recovery in Illinois for *The Wildlife Professional* publication of The Wildlife Society.

11. Coordination with IDNR and INPC:

Ms. Mankowski coordinated with the Endangered Species Program ORC, Division of Wildlife ORC, Impact Assessment Section OREP, Office of Land Management, Office of Law Enforcement, Office of Legal Counsel, Office of Strategic Services, Media Relations, and Illinois Nature Preserves Commission, on multiple matters listed below, by topic:

E&T vouchering and translocation

- No follow-up to report about vouchering and translocation issues discussed at the ESPB 157th meeting, held February 8, 2013.

E&T consultation

- No activity.

E&T incidental take authorization

- The Board decided in October 2013, that it did not have staff necessary to continue providing review and comments on draft incidental take authorizations due to competing priorities and directed staff to cease doing so until after a time when the Board gained adequate staffing. There has been no change to this assignment.

E&T translocation

- There was again no activity on the planned INPC, IDNR, ESPB joint animal translocation policy, an effort initiated in June 2013. The Board should expect a joint policy to be consistent with the Board's current E&T animal translocation policy and a draft joint policy will need to be approved by all three agencies before becoming official.

E&T recovery planning and implementation

- Following the Board's 166th meeting, finalized the Board's recovery planning process and form and posted them to the Board's website. Made additional relative and necessary updates to the website and sent notice of the new process and form and website updates.
- Continued working with IDNR Natural Heritage staff on grant proposal administration of a recent State Wildlife Grant award for implementation of parts of the Recovery Outline with Status Review Triggers for the Illinois Endangered Eryngium Stem Borer (*Papaipema eryngii*).
- Continued working with staff from IDNR Natural Heritage and The Nature Conservancy on implementation of the *Illinois Barn Owl (Tyto alba) Recovery Plan*. Began work on the Year-5 implementation report that will be posted to the Board's website.

ESPB advising the IDNR on E&T conservation - ESPB/IDNR review and approval coordination

- For many meetings leading up to the 158th meeting in May 2013, Ms. Mankowski reported ongoing issues regarding IDNR ORC seeking the advice of the Board as it plans and implements its E&T Conservation Program, per statutory requirement. In May 2013, she reported that she was continuing to remind IDNR ORC of several standing agreements for coordination of reviews and approvals between the two agencies of E&T recovery planning, E&T animal translocation proposals, E&T possession permits, and E&T ITA and that the agreements for coordination of reviews and approvals were not being practiced. She subsequently recommended that IDNR ORC address with the Board directly whether it would prefer to vacate the standing agreements. She never received response from IDNR ORC and the Board was never addressed directly by IDNR ORC. Since then, there has been no additional communication from IDNR ORC on this topic, except for limited communication from Natural Heritage in April 2015.

There remains no protocol or standard for ORC or other parts of IDNR to seek the advice of the ESPB about E&T conservation planning and implementation; the current ESPB IDNR MOU only addresses certain items and only with ORC, but as has been previously noted, some provisions of the MOU are not accurately or appropriately worded with respect to the ESPA and regulations. Since E&T programs, projects, and activities are conducted by multiple divisions of ORC and other offices at IDNR formalizing such communication is necessary. Additionally, in light of the Board's ongoing understaffing, it is not tenable that one staff person could or should track down information from each individual unit.

In order to facilitate and hopefully improve the Board's performance of its requirement to advise the IDNR on E&T conservation and related matters, Ms. Mankowski has developed a fill-in form for the Board to request from the IDNR information and reporting on the IDNR's E&T program planning and implementation. She will review the form with the Board at the 167th meeting for additional input before finalizing and then submitting the request to IDNR.

E&T monitoring/surveillance and reporting

- No additional work has been done on draft revised endangered and threatened species element occurrence reporting forms for use by the IDNR Natural Heritage (Biotics) Database since sending copies to Natural Heritage Chief Ann Holtrop for review and comment in September 2014. The proposed revisions address some information gaps and terminology discrepancies and are intended to improve the robustness of data reported to the Database.

- Assisted IDNR Natural Heritage field staff with surveys for Eryngium Stem Borer (*Papaipema eryngii*) and habitat in Marion County and began work on a survey guidelines pamphlet for field staff.

Other

- Handled over 50 phone and email requests for ESPB and E&T information from the public and other state and federal agencies including referring those related to IDNR E&T consultation, incidental take, data, and permit programs, etc. Due to understaffing and competing priorities, was unable to handle or respond to approximately 50 inquiries and requests.

12. Coordination with other Agencies

- Ms. Mankowski, in coordination with staff from IDNR Natural Heritage continued communication with USFWS staff in Missouri about coordination and communication involving field research for Eryngium Stem Borer (*Papaipema eryngii*) that will take place over the next several years.
- Ms. Mankowski responded to request for information about Iowa Darter (*Etheostoma exile*) from Illinois Natural History staff.
- Ms. Mankowski responded to request for information from the USFWS regarding proposed revision to the USFWS petition process under the federal Endangered Species Act. Ms. Mankowski provided explanation of the Board's recently approved petition process and noted potential for sharing with the USFWS species information from Board-approved petitions, as appropriate.
- Ms. Mankowski responded to request for information from Illinois Audubon and Lincoln Memorial Garden regarding the status of the Monarch butterfly (*Danaus plexippus plexippus*) that is currently under federal review.

13. Field Work

- Conducted a survey and submitted data for a USGS Breeding Bird Survey route in central Illinois.
- Assisted IDNR Natural Heritage field staff with surveys for Eryngium Stem Borer (*Papaipema eryngii*) and habitat in Marion County.

14. Other General Administration and Clerical Work

- Conducted follow-up with Board members about correct and timely submittals of travel and time forms. Prepared and routed Board member and staff travel vouchers and timesheets.
- Conducted updates to ESPB budget tracking on ORC sharepoint.
- Regularly distributed information to individual Board members with whom staff are working on specific items.
- All follow-up from the May 15, 2014 166th ESPB meeting.
- All preparation and follow-up for the July 2, 2015 ESPB Special Committee Special Meeting.
- All preparation for the August 14, 2015 167th ESPB meeting.