



Rocky L. Donahue
Interim Executive Director

January 15, 2019

Electronic submission via Illinois.gov file transfer portal

Mr. Chad Fornoff
Executive Director
Executive Ethics Commission
401 S. Spring Street
513 Wm. Stratton Building
Springfield, IL 62706

RE: 2018 Annual Report for Pace Suburban Bus pursuant to Section 1620.900 of the Illinois Administrative Code

Dear Mr. Fornoff:

Pursuant to 5 ILCS 430/5-10(b) of the Illinois State Ethics Act and Section 1620.900 of the Illinois Administrative Code, Pace, the Suburban Bus Division of the RTA ("Pace") submits this annual report to the Illinois Executive Ethics Commission ("EEC"). Pace must provide the following four pieces of information to the EEC: a copy of all materials used in ethics training of employees and officers during the previous year; the number of officers or employees completing initial and/or annual ethics training in the previous year; the identity of any officer or employee who failed to complete ethics training, the reason for not completing the training and the nature of any discipline or administrative action taken; and all ethics training materials to be used during the next calendar year (2019), if available.

Exhibit A is the 2018 Pace Employee Ethics Training Manual. Exhibit B is the 2018 Ethics Training Manual for Appointees to RTB's. Exhibit C is the Sexual Harassment Training for all Pace employees and appointees.

One thousand seven hundred and ninety-eight (1798) Pace directors and employees completed annual ethics training in 2018. Exhibit D is the list of sixty-three (63) employees who did not complete Ethics or Sexual Harassment Training. These employees were out of work, and all will complete Ethics and Sexual Harassment Training upon their return to work.

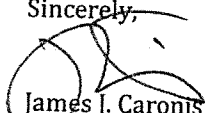
No Pace employee willfully failed to complete 2018 ethics training. Employees who have not completed the 2018 ethics training were out due to worker's compensation, disability, sick leave, maternity leave, or FMLA. Upon an employee's return from excused absence, the employee is required to complete annual ethics training within thirty (30) days of his or her return to work. Since Pace excused these long-term absences, Pace will not discipline or take administrative action (unless these employees fail to complete ethics training within thirty (30) days of their return to work). Exhibit D is the Pace 2018 Year-End Compliance Report.

The Executive Ethics Commission and the Office of the Executive Inspector General previously approved Pace's Sexual Harassment and Ethics Training Modules. Pace's 2019 Ethics Training is attached as Exhibit E. Pace's 2019 Sexual Harassment Training is attached as Exhibit F. Pace has not received Appointee Ethics Training Module from the OEIG.

As in previous years, Pace will utilize Metra's web-based training program for non-bargained for employees who have access to a Pace computer. Pace bus operators and other bargained for employees do not have access to computer workstations, so they complete paper ethics training during quarterly training. The training course, whether it be instructor-led or self-read, will take on average approximately 30-60 minutes to complete. Pace anticipates commencing this year's ethics training in September 2019.

If you have questions or comments concerning the contents of this letter, please do not hesitate to contact me. You can reach me at (847)228-2365 or via email at james.caronis@pacebus.com.

Sincerely,



James J. Caronis
Ethics Officer

Pace, Suburban Bus Division of the RTA

Attachments

cc: Dirk DeLor, Director of External Compliance and Outreach, OEIG
Susan Haling, Acting Executive Inspector General
Richard Kwasneski, Chairman of the Board, Pace (without Exhibits)
Rocky Donahue, Interim Executive Director, Pace (without Exhibits)

2018 Ethics/Sexual Harassment Training - Incomplete

Emp. ID	Name	Ethics	Sexual Harassment
103925	Allen, Odis Lavell		
100155	Atkins, Jeretta		
80061	Avina, Hermelinda		
102549	Bandurski, Edmund		
103942	Berry, Ronald Lewis		
102494	Black, Teresa		
101734	Calloway, Odell L		
100731	Cazares, Jose		
102648	Chassagne, Jean-Claude		
101531	Colvin, Heather A		
104000	Cross, Lance M		
102614	Deitz, Harry		
104005	Denham, Lenart R.		
90066	Dwyer, Stephen J		
100519	Dye, Connie		
103160	Edwards, Natasha L		
60015	Gerencher, Ronald A		
101472	Godwin-Miclin, Little Marintha		
101496	Gonzalez, Severiano		
100365	Gorski, William		
101342	Green, Sherese S		
103226	Harris, Edwina L		
104008	Hill, Anthony Deon		
103650	Holt, Christina Nicole		
103736	Johnson, David Saylay		
103863	Johnson, Donald G.		
90107	Jones, Gregory L		
50272	Jordan, Mark		
103130	Jozwik, Andrew A.		
90124	Kumer, Mark F		
103887	Lichanco, Manuel M.		
60068	Lindgren, Richard		
50053	Loggins, Debbie		
102929	Marquez, Laverne		
101314	McAdory, Patricia		
102879	McCullum, Byron Fredrick		
101960	McDonald, Jose Robin		
103468	McGraw, Catherine A.		
102768	Miles, Ivory		
103670	Miller, Zachary Ethaddeus		
103299	Miller-Chandler, Synethia		
101359	Myles, Anita P		
90765	Nichols, Reginald		
90174	Noriega, Luis		

90184	Patrick, Cheryl L		
90820	Puente, Raymundo		
104003	Quinlan, David Jason		
102027	Reyes, Eva M.		
100493	Riggs, Linda		
100438	Robinson, Willie C		
103927	Rodriguez, Ricardo		
102531	Sallis, Glenn		
103230	Serrano, Randy David		
103629	Tanzy, Gayle A		
80109	Thomas, Sabrina		
60062	Thurmond, Lonnell		
102335	Tillman, Lindy Marie		
103568	Vanegas Gomez, Enrique		
101897	Watkins, Willie A. Jr.		
104011	Weck Farrag, Krinstin W.		
30203	Williams, Tyrone		
100447	Wilson, Herman		
100302	Wyatt, Kenneth		
10087	Yancy, Martin		