


Office of Illinois Secretary of State  
Ethics Training Report

Per the Illinois Administrative Code, Title 2, Chapter VI, section 1620.900, the Office of Illinois Secretary of State files this report with the Executive Inspector General to document our Ethics Training Program for 2018, submitting the following:

- a. A hard copy of our on-line training material for 2018 and the updated material to be used in 2019 is included with this report. The only material not included is the video that is used for the on-line training and the actual test questions at the end of the training session.
- b. 3864 employees of the Secretary of State's Office completed the Training Program in 2018. 3722 employees completed the Training Program in 2017.
- c. 31 employees did not complete the Training Program for 2018. All of these individuals were on a leave of absence from our Office. Upon their return from their leave, the employees will be required to complete the Training Program to make sure the training requirements have been satisfied. A listing of those employees that did not complete the Ethics Training in 2018 is attached.
- d. See our response to (a).

Submitted on this 28<sup>th</sup> day of January, 2019

  
\_\_\_\_\_  
Stephan J. Roth, Ethics Officer



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

February 21, 2019

Chad Fornoff, Executive Director  
Executive Ethics Commission  
401 S. Spring Street  
513 Stratton Building  
Springfield, IL 62076

RECEIVED

FEB 26 2019

EXECUTIVE ETHICS COMMISSION

Re: Ethics Training Report

Enclosed please find the names of the Secretary of State employees on a leave of absence that did not complete Ethics training. I apologize for the oversight.

If you have any further questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Stephan J. Roth".

Stephan J. Roth, Director  
Department of Personnel

SJR/bjd  
Enclosure

**2018 Ethics Training**  
**SOS Employees on Leave of Absence that did not complete training**

ATWATER JOSHUA J
BACHLER NANETTE M
BRENNAN KATHLEEN
DELL KIMBERLEY
DUMONG WILLIAM M
DZIEDZIC DAYLE M
FELIX MICHAEL
FOILES JANICE K
FRANK KATHRYN P
HEDLUND DIANNE
HUDGINS TERA A
IPPOLITO MARK E
JOHNSON PAMELA L
KAISER ALLEN J
KIRKWOOD DONNA
LEIGH MARK S
LESMEISTER TRACY ANNE
LONGINO KRISTEN
LUBURICH THERESE
MAGADAN SILVIA
MAIN JEREMIE T
MINDER CASSIE E
MORRIS-HILDEBRAND SHERYL
RAMIREZ STEPHEN JOE
REED-BERRY WENDY N
REESE THEOTIS
ROSENGREN CHRISTINE
SCHUENEMAN LAURA R
SIMMONS CYNTHIA L
SMITH THERESA ALANE
SNEED LARRY D

## Burton, Keely

---

**From:** Fornoff, Chad  
**Sent:** Wednesday, February 13, 2019 9:11 AM  
**To:** Roth, Steve  
**Cc:** Burton, Keely; Maddox, Nathan  
**Subject:** RE: sexual harassment report

Steve,

Thank you for your response. I think that it makes perfect sense to combine these trainings and I appreciate your clarification.

The letter you filed mentions an attachment that identifies 31 employees who were on a leave of absence and did not train, but would train upon their return to work. We could not find this attachment. Would you please resend?

Thanks for following up. Enjoy the rest of the week.

Chad.

---

**From:** Roth, Steve <SRoth@ILSOS.NET>  
**Sent:** Monday, February 11, 2019 2:11 PM  
**To:** Fornoff, Chad <Chad.Fornoff@Illinois.gov>  
**Cc:** Burton, Keely <Keely.Burton@Illinois.gov>; Maddox, Nathan <NMaddox@ILSOS.NET>  
**Subject:** [External] RE: sexual harassment report

Chad,

After reviewing your e-mail and my initial filing, I realized I need to clarify. After the initial passage of the Ethics Act several years ago, we have been conducting annual Ethics Act training, updating it as changes to the law occurred. When the Ethics Act was recently changed to reflect requirements dealing with Sexual Harassment, we amended our training to include the new material required under the Ethics Act. Training was conducted of staff using this new material. When I submitted my statistics and referenced the "Ethics Act training", I was referring to the training on the whole Ethics Act including the new material. The statistics we submitted reflect all the employees that took the Ethics Act with the Sexual harassment component.

I hope this clarifies the information we submitted. If you need more information please let me know, otherwise I will see you at the Ethics Officer Conference.

Steve

Stephan Roth, Director  
Department of Personnel



**Census  
2020**  
MAKE SURE ILLINOIS COUNTS.

*This message, and any attachments that accompany it, may contain information that is confidential and prohibited from disclosure under state and/or federal law. Any unauthorized use of this message is illegal under law. If you are not the intended recipient, you are hereby notified that any disclosure, copying, or distribution of this message or any attachment is strictly prohibited. If you have received this message in error, please promptly notify the sender by reply e-mail, and then delete this message along with any attachments.*

---

**From:** Fornoff, Chad [<mailto:Chad.Fornoff@Illinois.gov>]  
**Sent:** Monday, February 11, 2019 12:59 PM  
**To:** Roth, Steve  
**Cc:** Burton, Keely  
**Subject:** sexual harassment report

Good afternoon,

We received your annual ethics training and sexual harassment training reports for 2018. Thank you.

In reviewing this report, we do have the required statistics for the numbers of people who took the required ethics training. I can't find similar statistics for the sexual harassment training.

Could you please provide these? Our rules provide that the report should contain:

- 1) A description of how initial and annual sexual harassment training of employees and officers of the UJA was delivered during the previous year, including descriptions of the content covered, the materials used, and delivery modes.
- 2) The number of officers or employees who completed initial sexual harassment training and the number of officers and employees who completed annual sexual harassment training in the previous year, identified by agency.
- 3) The names of any officers or employees who, for any reason, failed to complete the required annual or initial training during the previous year; the reason (e.g., on authorized leave of absence), if available, for each failure; and what disciplinary or administrative action the UJA has imposed or plans to impose in response to this failure. As these reports will be made available to the public on the Commission's website, care should be taken not to include information disclosure of which would constitute an unwarranted invasion of personal privacy.
- 4) An explanation of how proof of completion of sexual harassment training was submitted to the ethics officers in the prior year and will be submitted in the current year for both initial and annual training.