

**OPERATIONS & PERSONNEL COMMITTEE MEETING
FEBRUARY 21, 2012
5:30 P.M.**

MEMBERS PRESENT

Vice Chair Verzell Taylor
Jay Dunn, Board Chair
Mark Wicklund
Susanna Zimmerman

MEMBERS ABSENT

Patty Cox
Merv Jacobs
Chair Kevin Meachum
Melverta Wilkins

COUNTY PERSONNEL PRESENT

Jack Ahola, State's Attorney
Steve Bean, County Clerk
Amy Stockwell, Auditor
Mary Eaton, Recorder
Linda Koger, County Board Office

This meeting was called to order by Vice Chair Taylor at the Macon County Office Building.

MINUTES

Motion to approve minutes of prior meeting made by Mark Wicklund, seconded by Susanna Zimmerman, and motion carried 4-0.

APPROVAL OF PAYROLL AND CLAIMS

Motion to approve four sets of payroll made by Susanna Zimmerman, seconded by Mark Wicklund, and motion carried 4-0.

Motion to approve the claims presented made by Mark Wicklund, seconded by Susanna Zimmerman, and motion carried 4-0.

REPORTS

Auditor

Amy Stockwell said there are three regular payrolls including the payroll for this Friday because it is already at the bank, and the fourth one is retro for the correctional officers because of the signing of that contract.

Two bills were presented for approval. One is \$152 to Travelers since when we agree on the general liability policy we give them an estimate of various things one of which is vehicles subject to audit, we had more vehicles than we said we did when first doing the renewal, so they are charging \$152 for those additional autos. Second is a \$1,100 bill to Travelers for completion of the legal fees for a vehicle accident involving a third party and our Animal Control officer, so that completely closes that file.

Motion to approve both made by Mark Wicklund and seconded by Susanna Zimmerman. Mark Wicklund asked if the third party was at fault. Amy replied no, there wasn't any fault, but because there was a third party involved we got, she doesn't remember the details but has them, and if he wants to come in she will give them to him; because there was a third party we asked Travelers to help us get it resolved, they were able to do that very quickly, and this is just the trailing legal bills. Vice Chair Taylor called for a vote on the motion to approve, and motion carried 4-0.

Amy commented she has an analysis of, keeps a running total of our unemployment claims, typically this is a lagging thing because we are billed and are directly responsible for all unemployment claims, we are billed, then there can be a multi-year process of what is called recoupments which is disputes and other billing issues, so it takes a long time; this is not final but as of this point, it looks like we had \$54,000 of unemployment claims in calendar year 2011, the majority of those were the layoffs we had because of loss of grant funding in WIA, 67% of that was the WIA unemployment claims, we had individual incidents in Circuit Clerk, County Board, Environmental Management, and State's Attorney, and the total was down from the previous year.

Regarding IMRF, she has copies of the presentation seen at the board meeting if anybody would like a copy, it is too large for the email system, but she can give paper copies. On the last paycheck there was a notice from IMRF that individual statements are available online, so if people want to check on them they are available now.

Amy said they are started in on the renewal for our health insurance, it is always a big project, and the insurance committee will be meeting several times in the next month. They are also out with a RFP for our Employee Assistance Program, those are due back tomorrow, she expects the people submitting proposals will make a presentation to the insurance committee, and she will bring that recommendation to committee.

She is working on the Employee Handbook, has had a setback in terms of year end closing and getting the auditors situated with year end reconciliations, but expects to be back on that project later this week.

Recorder

Mary Eaton distributed copies of a July 2005 DOR Informational Bulletin, and it was a bulletin about the County Recorders offices collecting a fee for Rental Housing Support Program. They began collecting this back in August of 2005, it describes on what documents they collect this fee on, and it says you must collect \$10 surcharge for each recorded real estate related document. It says the county receives a dollar out of that \$10, and that amount is split between the general fund and the Recorder's automation fund. Last Thursday she received from her association that the DOR is wanting to keep that dollar, and she read what it says.

Amends the counties code and rental housing support program act, removes language requiring \$1 of each surcharge to be retained by the county in which it was collected and deposited into county's general fund revenue, provides that each recorder shall submit the surcharges rather than \$9 of each surcharge collected in preceding month to the DOR and department shall deposit these amounts in the rental housing support program funds, and they want this effective immediately. This was brought to the House on February 8. What she collected for the last fiscal year for the DOR for RHSP, she collected \$142,380 for them, out of that we received \$14,238 split between the general fund and her fund; last year her totals were close to this, the previous year it was more than that, but she didn't go back and do the figures. That is \$7000 that goes into the general fund and approximately \$7000 into her fund. She doesn't see them coming back to take what she has already collected because they can't do that, but if they push this bill to amend this other bill, the last bill, they will take that dollar from us. What her association is going to do is fight this because this is revenue for the county and the recorder so this is just the beginning. Susanna Zimmerman asked for the bill number, and Amy Stockwell replied HB5252. Jay Dunn asked if anyone here knows of any other departments that are required to collect money for the state that don't get paid for it since they are asking you to collect money but not giving any money to have the staff and means to collect it. Amy Stockwell said we have whatever, 2000 revenue accounts; also the sheriff had good news today, the sheriff's association was successful in getting the planned, turning the foreclosure operation over to a private company was overturned, defeated today so they were successful in their efforts.

Jay Dunn commented he sent out a letter today from IACBM on related bills over there that went to all officeholders and department heads so if there is something there that affects you, notify the Legislative Committee and Linda Little is Chair. Mary said she did let Linda Little know and sent her the information she had.

Later in the meeting, Mary added on the flyer it says Rental Housing Support Program Fund was established to assist, addressing the needs of rental housing, and what it is, it is to help like here in Macon County HUD, so the money this program has collected is supposed to be split through downstate, she means most of it goes up north and then filters down to central IL and part of the southern state, and she knows there are millions of dollars in this fund that she has collected over the last seven years but when you try to get online you can't find where that money is at so if anybody has time and wants to try and look at the state and see where that money is at, but she has never been able to find how much is in that fund. Jack Ahola asked if it is federal or state. Mary thinks it is all state but can't answer that. Jack Ahola commented there are ways to find out.

County Clerk

In 21 years being County Clerk, Steve Bean reported he had only voted one person in the jail, and today they got 66 requests for ballots to vote in the jail; he and the sheriff are trying to work out how they are going to handle that situation because it is the first time they have had anything of that magnitude.

They have had several groups that have done a lot of voter registration in this campaign, election year, and they have been swamped with new registrations. They have had about 60 people come in to vote so far, start early voting, with no excuse absentee voting since they have already started early voting, but early voting doesn't officially start until next week; grace period starts tomorrow, they will be open every Saturday until the election in March, will be open the first two Sundays in March, and they will be open 9 till 12 which is the statutory requirement.

On Friday they finally got the railroads from the DOR, and he has tried today to input those, has to go back in to do a marriage license, so he will complete that tonight.

We lost one polling place, Northwest Christian Church informed us after asking them for 2 ½ months about using their location, and they informed us Friday. One of our election judges is the head of the trustees at Christ United Methodist down the street at Summit and Center Streets, he will be moving three polling places including where he votes to Christ United Methodist, their address is on Summit, and it will be in the paper this weekend. The County Board should consider themselves lucky because if you look at the statutes, it is the County Board's responsibility to go out and get polling places, and he has never forced you guys/ladies to go out and look for polling places; at the 11th hour it is tough because they are supposed to publish next weekend in the Herald & Review, and they will be running the bulk of their ads next week.

We have three propositions on the ballot; one for the City of Decatur which is an advisory referendum; the Clinton school issue which it's the first time he is going to run a ballot question that he has to run all the ads and have no voters in the district, he went to the bond counsel and asked them, they told him he had to act like they were there, both people died in the last year, it is up in Austin Township, and in talking to Craig Culp no one lives in that house right now but he has to act like somebody does and go through all the publication; one question that affects 10 or 12 voters down in Mt. Zion Township for fire protection district.

Jay Dunn asked if his office polling election hours on Saturday and Sunday is 9 – 12. Steve replied the first two weekends he has to by law be open 9 -12, state law. Mark Wicklund asked if the statute does cover Sundays. Steve replied yes, do you think he wants to be here on his Easter Sunday, and his father told him there are two days you should not work on, Christmas and Easter; he has kept the commitment about Christmas, but was not able to keep the commitment about Easter; he was one of the few counties that did stay open on Easter and what is so unusual about last year, he had 0 voters on Super Bowl Sunday and six voters on Easter, but Super Bowl Sunday was all a write in campaign deal and a lot of people didn't think we were going to have a primary but we did.

OLD BUSINESS

Employee Handbook Update

Board Chair Dunn distributed copies of the results from the officeholder and department head survey, and copies will be put in boxes for committee members not here.

Everybody turned in their survey except the State's Attorney's office, and he wants to make sure the handbook committee got a copy of it. He is still interested in getting language put in the handbook for anybody that is working at home that it's brought up to the oversight committee of that department or elected official; depending on what reasons exist for that working at home, at least it would be periodically reviewed with the oversight committee, so if they could work on something for the handbook to get that language in he would appreciate it. He put there the name and the phone number of the employee who used to work at the State's Attorney's office that actually he thinks initiated sending the person there at that office home to work at home, he would encourage the handbook committee to talk to the State's Attorney's office and her present boss whoever that is and her former boss or whatever if they want, but he doesn't know if that is necessary on developing language for the handbook but he would just like to see that if it is happening at home and the different departments that the oversight committees are aware of it if it goes on for any length of time, and that it is periodically reviewed. Doesn't look like it's going on anywhere except the State's Attorney's office now, but it seems like he has heard that it might have went on in different departments before, so he would like to put some language in the handbook.

Vice Chair Taylor asked if there was any more discussion, and there was no response.

NEXT MEETING

3-19-12

ADJOURNMENT

Motion to adjourn made by Jay Dunn, seconded by Mark Wicklund, motion carried 4-0, and meeting adjourned at 5:57 p.m.

Minutes submitted by Linda Koger
Macon County Board Office