

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

MEMBERS PRESENT

Chair Kevin Meachum
Patty Cox
Merv Jacobs
Verzell Taylor
Mark Wicklund
Susanna Zimmerman

MEMBERS ABSENT

Melverta Wilkins

COUNTY PERSONNEL PRESENT

Robyn McCoy, Workforce Investment
Gary Minich, County Board
Randy Waks, Asst. State's Attorney
Jay Dunn, Board Chair
Amy Stockwell, Auditor
Linda Koger, County Board Office

Chair Meachum called this meeting to order at the Macon County Office Building.

MINUTES

Motion to approve minutes of prior meeting made by Patty Cox, seconded by Mark Wicklund, and motion carried 5-0.

APPROVAL OF PAYROLL AND CLAIMS

Chair Meachum distributed the signature sheets for bills and payroll, and asked for a motion. Motion to approve paying those bills made by Patty Cox, seconded by Merv Jacobs, and motion carried 5-0.

Motion to approve the claims made by Patty Cox, seconded by Mark Wicklund, and motion carried 5-0.

REPORTS

Auditor

Amy Stockwell distributed copies of her 4-30-12 Payroll Non-Union Raises Processed report, it was presented at the last Finance meeting, and another reminder was given about the new IMRF provision regarding our required calculation if raises are above 6% and the person is within 10 years of retirement and it is not the assumption of new duties.

Bills were presented for approval; quarterly unemployment bill for \$5312 with discussion of this lower amount compared to previous quarters, Traveler's bill for two current cases of \$7,065.68, and Traveler's premium adjustment bill of \$8,377 for revision of language to make our coverage continuous after changing from ICRMT to Travelers. Chair Meachum asked if it affects the resolution we approved on this insurance, and Amy replied no. Motion to accept made by Mark Wicklund, seconded by Patty Cox, and motion carried 5-0.

(Verzell Taylor came into the meeting.)

Since the report on raises that the auditor distributed is prepared for the Finance Committee, Merv Jacobs asked if it is just information for O&P. Amy Stockwell replied right, there has been quite a bit of discussion, and there will continue to be discussion in the budget process. Merv Jacobs commented O&P is not involved in the discussion, doesn't have the authority to make a decision, and asked for any explanation of the raises. With the Public Defender, Jay Dunn said he had a grant lost with the state, and wanted to fund out of the general fund; his explanation for large raises was he had hired someone from another county on the condition he would give him a raise after a certain amount of time to bring his salary up to what he was making in the other county, it sounds like he had to give a couple raises in house because of people who had been there longer than that person, and it may have been more than one since he might have hired more than one person.

Merv Jacobs told Jay Dunn it does not raise his budget, and he can do this within the budget he was given. Jay Dunn replied he thinks he did within his budget, but then he asked for money from the general fund to fund the grant that he lost from the state; he is not sure about the others, when he increases wages he brings a copy of the job description/duties and explains it other than the normal 2.5% - 3% given to the union people, is not sure if those raises were explained and job descriptions presented at Justice, but he hasn't seen them at Finance.

Merv Jacobs believes in giving the state's attorney's office the amount of money they request, that they spend it accordingly, and we not get involved in their raises; also if he is living within his budget, maybe his budget is too high, and that is the reason why he is asking the feeling of the Finance Committee. Jay Dunn thinks all of them have been within their budget since they haven't asked for more money for their budget.

Amy Stockwell asked to make a point, she is concerned there are elements of the state's attorney's budget in particular that are going to end before the end of the fiscal year because of loss of grant funds and these raises, she is reviewing the entire system after every couple of payrolls, and she is projecting the date which she believes the money is going to run out; she doesn't know what plans there are such as if someone is going to retire that may be perfectly fine that a line item is going to run out because you have already got that covered, and she is watching several lines because it appears they are going to run out before the time runs out.

County Board

Approval of Prevailing Wage Ordinance

Copies of ordinance were distributed, Jay Dunn said it is our annual time of the year to pass this, the state normally has the new prevailing wage chart but they don't have it at this time, but they expect to have it by the board meeting. Linda Koger commented their website says June rates won't be available until the day after our board meeting. Chair Meachum commented the motion should be with the stipulation that whatever the state produces the day after the board meeting, committee will be okay with that, and he accepted a motion as he presented it; Mark Wicklund said so moved, seconded by Verzell Taylor, and motion carried 6-0.

Since O&P is his oversight committee Jay Dunn said he will be taking to Finance a resolution, would like to incorporate a self-help person in the SOFA office, he did that last year using Paula Cross out of Environmental Management, and would like to make that permanent since we had a high response to that need helping citizens with appeals, etc. Sometimes it was a problem not dealing with the SOFA since she sent them to the Recorder's office or whatever, but she had a lot of visitors and with tax bills going out, she is seeing a lot of new people coming in wanting help. Also Daysa Miller's office is two people short now from what it used to be, he wants to set up something like this on a permanent basis dealing with people coming in, and spend extra time with them because that process is complicated and they need more help than just getting forms.

Chair Meachum asked what the additional cost would be, and does he already have it in his county board budget. Jay Dunn replied it is not budgeted, and to hire a new person is about \$21,000 - \$21,500. Chair Meachum asked if it will create a financial burden in his budget or down the road finding the money. Jay Dunn said he is going to be putting it in his budget for next year, but the period from now until the end of November when people are coming in because of just getting their tax bills, he was lucky enough to fund it for 3 – 4 months, but he needs additional money to do it this year. Chair Meachum asked if it is going in Daysa Miller's budget or the county board budget, and Jay replied it should be in Daysa's budget. Merv Jacobs asked if the money is already there to do this, and Jay replied no. Merv Jacobs asked if it will come from ending fund balance, and Jay replied no not in her office and it will have to come out of the general fund. Merv Jacobs asked if there is money there, and Amy Stockwell replied yes.

As township supervisor, Merv Jacobs said they had their day when people could come in to sign up for the income freeze and had a great response and comments, so does that simplify Daysa's problem since he thinks it has to. Jay Dunn asked if their assessor helped them, Merv said yes they signed them up, and Jay Dunn thinks that would help her. Patty Cox added someone from Daysa's office came down. Merv Jacobs said yes, his assessor was there, she ran the show, this would be similar to that so if a person had questions about a tax bill, they could come into this which he doesn't disagree with at all.

With Daysa's office being two people short, Jay Dunn has watched them, he put video in that office and recording there, so if we have problems he wants to know where the problem is because people coming in aren't happy; the problem is since she has been short, he loves Daysa and she knows her job, but we need to provide the service to the public so he set up the self-help office last year, the response was good, and example was discussed; we have to have time to spend with the public so when they walk away from that office they have an answer, and they may not be happy but at least understand the due process.

Workforce Investment

Robyn McCoy reported they received their allocation for July 1, it is a 15% cut in total allocation, she will be submitting a plan to the state on June 8, and doesn't believe they will have to lay off any staff.

She has applied for a rapid response grant for workers from CAT, ADM, and Star Tek, they have another grant in the works that may be coming for approval in the next month, and she will be working with the auditor's office as to whether a budget modification will be needed. Chair Meachum asked they are funded until when, Robyn replied 6-30-13, and quarterly allocations were explained.

NEW BUSINESS

Resolution Approving Equal Opportunity Plan for County of Macon

Randy Waks distributed copies of resolution/chart and said every two years, federal law requires that we prepare an Equal Employment Opportunity Plan. This is the latest draft and it requires taking the statistics for the community labor force given by the census bureau, you would think we would be using 2010 numbers, not with the federal government since they haven't got the 2010 numbers plugged into their system yet, so he is still using the 2000 census numbers. They are supposed to have the new numbers out by the end of this year, since our EEOP is due now he is using the 2000 numbers, and the auditor's office helped him with the county workforce numbers so they plugged it into the worksheet on the last page.

The utilization spreadsheet has been described in the plan where under step 4b, we've given it a narrative showing where we are underutilized, and we are primarily underutilized in six areas which is one area better than last time. He disregarded fractions of people if we are underutilized in a fraction of a person so if it is less than one person, it is not in this chart, not in the analysis, but wherever we have got at least one whole person, he has done the analysis and you can see the largest area where we are deficient percentage wise is the white female protected services non-sworn; the next area is the white female protected services sworn, sorry white female services area is the next percentage wise. We are in pretty good shape as far as our analysis goes but still we strive to do better, and the objectives and steps to achieve our objectives are designed to get us 100% in every category. This is our plan for the next two years if you and the county board thinks it is okay.

Chair Meachum said he would accept a motion on this resolution as presented, Merv Jacobs said so moved, seconded by Patty Cox, and motion carried 6-0.

CLOSED SESSION

Chair Meachum said a closed session is needed to discuss pending litigation. Motion to go into closed session made by Merv Jacobs, seconded by Patty Cox, and motion carried 6-0.

Motion to return to open session made by Patty Cox, seconded by Merv Jacobs, and motion carried 6-0.

NEXT MEETING

June 18, 2012

ADJOURNMENT

Motion to adjourn made by Merv Jacobs, seconded by Patty Cox, motion carried 6-0, and meeting adjourned at 6:16 p.m.

Minutes submitted by Linda Koger
Macon County Board Office