

OPERATIONS & PERSONNEL COMMITTEE MEETING
JUNE 18, 2012
5:30 P.M.

MEMBERS PRESENT

Chair Kevin Meachum
Patty Cox
Verzell Taylor
Susanna Zimmerman

MEMBERS ABSENT

Jon Baxter
Merv Jacobs
Mark Wicklund

COUNTY PERSONNEL PRESENT

Steve Bean, County Clerk
Donna Meachum, WIS
Amy Stockwell, Auditor
Jay Dunn, Board Chair
Linda Koger, County Board Office

Chair Meachum called this meeting to order at the Macon County Office Building. Order of agenda was changed because of other commitments for County Clerk and WIS.

County Clerk

Resolution Approving Appointment of Election Judges 2012 - 2014

Steve Bean distributed copies of resolution, and the statute states every two years the election judges shall be appointed. He sent the list to Chairmen Underwood and Pillsbury, and they didn't have any additions or subtractions; since it is 75 pages, he is leaving one on file with Linda rather than printing it for every county board member. These people have to go to training, have to be approved by the Circuit Judge prior to the election, so this is the first step; it is the standard boilerplate that we have used that the state board asked us to use for the last six times.

Motion to approve made by Patty Cox, seconded by Verzell Taylor, and motion carried 4-0.

Workforce Investment

Resolution Approving FY12 Budget Amendment – Rapid Response Grant

Donna Meachum distributed copies of resolution, and for increased revenue they have \$280,500 that they need a resolution for. Motion to approve made by Verzell Taylor and seconded by Patty Cox. Patty Cox asked if this is money they are getting and we're just putting it into the budget, and Donna replied yes. Motion carried 4-0.

Resolution Approving FY12 Budget Amendment – DOL National Emergency Fund On-The-Job Training Grant

Donna Meachum said they are pulling this resolution from the agenda.

Resolution Approving FY12 Budget Amendment – TAA Grant

Donna Meachum distributed copies of resolution, it is very small that they are asking for a resolution on, and it is the Trade Adjustment Grant from DCEO for \$281. Motion to approve made by Verzell Taylor, seconded by Susanna Zimmerman, and motion carried 4-0.

Computer Bids Review

Donna said they did a computer quote and sent it to four people, two returned including Decatur Computers at \$6,011.40 and Dell bid at \$3,794.45, and this is for five computers for staff. Josh Tanner helped with the specifications and putting it together, and was very helpful. After clearing them off, old computers will be put in their resource room. It is in their budget, they hoped to have it done and paid for by June 30, so it's in FY12; they have to have approval from O&P Committee since it is over \$3000, but it doesn't go to the board. Donna asked for approval of the computers from Dell at \$3,794.45 which is a state price and why it is so much cheaper. Motion to approve made by Patty Cox, seconded by Susanna Zimmerman, and motion carried 4-0.

MINUTES

Motion to approve minutes of prior meeting made by Patty Cox, seconded by Verzell Taylor, and motion carried 4-0.

APPROVAL OF PAYROLL AND CLAIMS

Chair Meachum distributed the signature sheets for bills and payroll, and asked for a motion. Motion to approve made by Susanna Zimmerman, seconded by Verzell Taylor, and motion carried 4-0.

REPORTS

Auditor

Amy Stockwell distributed copies of her 6-4-12 report, Payroll Non Union Raises Processed, which is a copy of the report presented to Finance. Shading on report is faint, the shading is what is new, and there are three new employees listed. She did the IMRF calculation on the item above for additional liability created by that raise, there are lots of assumptions so she chose some reasonable assumptions, could be any place between \$886 if this raise is the only raise that happens between now and the first day this employee is eligible for retirement (she assumed age 50 since he is fully vested), could be as much as \$46,000 if the raise given this year is repeated every year until the day he turns 50 and eligible for retirement, she can't ask the employee when they are going to retire since it's not a fair question, so she gave the whole gamut.

The comprehensive annual financial report has been published, she has copies if committee wants them, and it is on the web; it reports on Macon County in total, each fund, and a section dealing with grants.

Copies of report, Summary of Vehicle Audit, were distributed and this is the 4th year they actually physically inspected the cars. Procedures for inspection were explained, they also took pictures this year, and it is about 14 months of mileage. Second page is example of detail which they have for each department. Summary shows number of cars has gone down, mileage has gone down, and they also have extensive set of notes; Julie Tilton does this, she works with departments to make sure the cars are being moved, rotated, and they are seeing better maintenance of all cars from drivers and more departments are using Highway.

For safety purposes, Chair Meachum feels that with vehicles that go home with the employee, we need a list of who takes them home, name that attaches to the car, and a 24 hour contact number if the sheriff would happen to see one out at three o'clock in the morning and it is out of character so they can run that plate to know who it belongs to. Amy said they have a list of people who drive them home, process for certifying either as law enforcement or spell out how that mileage is going to be reported on their W2, most departments with cars going home are 24/7, and it is a good suggestion to get a 24 hour contact number which she will look into since it is a matter of summarizing that information; they maintain a list of drivers, people who drive their own car and compensated for mileage, people authorized by department to drive county cars, list has been given to Travelers, and they will update it every six months.

Another accident was reported, #12-106, deputy struck a deer on Saturday, he was driving a new squad car, deputy was not injured, she has a complete report which they did immediately, they got an estimate from White's Auto Body of \$6,551.61, Ming Auto Body was going to look at it this afternoon, and Amy requested approval to pay for whichever estimate is lower that the sheriff feels will do a good job. Chair Meachum has no problem giving auditor authority to pick the most economical value for the county's behalf and made the motion, seconded by Susanna Zimmerman, and motion carried 4-0.

County Board

Board Chair Dunn commented they had their first tax assessment group meeting today, everyone was there except Keith Ashby who is out of town, copy of reading material was shown, and they will meet every two weeks. After they read Township Assessor's Guide, statutes for BOR and SOFA, and the whole process, we will all be starting on the same page to see if we can find any remedies or ways to make it easier for taxpayers so everyone pays their fair share.

NEXT MEETING

July 16, 2012

ADJOURNMENT

Motion to adjourn made by Patty Cox, seconded by Verzell Taylor, motion carried 4-0, and meeting adjourned at 5:52 p.m.

Minutes submitted by Linda Koger
Macon County Board Office