

**OPERATIONS & PERSONNEL COMMITTEE MEETING**  
**AUGUST 20, 2012**  
**5:30 P.M.**

**MEMBERS PRESENT**

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

**COUNTY PERSONNEL PRESENT**

Robyn McCoy, WIS  
Amy Stockwell, Auditor  
Jay Dunn, Board Chairman  
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 Mark Wicklund, seconded by Patty Cox, and motion carried 6-0.

**APPROVAL OF PAYROLL AND CLAIMS**

Motion to approve the payroll and the claims made by Patty Cox, seconded by Susanna Zimmerman, and motion carried 6-0. Motion to approve the claims made by Merv Jacobs, seconded by Mark Wicklund, and motion carried 6-0.

**REPORTS**

***Auditor***

Amy Stockwell asked for approval to pay the following bills:

Fitness for duty expense from Sheriff's Office - \$3355.68  
Quarterly Unemployment Claim - \$7487 (Verzell Taylor came into the meeting.)  
Accident involving a stolen car damaging part of health department building, and claim made against our property insurance resulted in receiving some money for that - \$4315  
Repair to squad car involved in an accident with a deer - \$7762.10  
Accident involving health department vehicle that was rear-ended by someone else, and claim has been made to the other insurance - \$519.60  
Probation officer hit a pole with no one else involved - \$1,328.01 low estimate  
Car at health department used infrequently was stolen and had damage, it was recovered by the police, and steps are being taken to further safeguard their vehicles - \$75.38  
Accident involving sheriff's deputy, and that equipment needs to be replaced to get the sheriff's department back up to full vehicle strength - \$39,127.29

Patty Cox said so moved, seconded by Verzell Taylor, and motion carried 7-0. Mark Wicklund asked on the stolen vehicles if it was the same vehicle or separate vehicles, and Amy replied separate vehicles.

Due to this rash of fender benders, Chair Meachum asked about providing employees with defensive driving classes. Amy replied yes, they are going to have accident investigation procedures, they maintain a drivers' list, are looking at a policy on motor vehicle records working with state's attorney and insurance company, and will up our defensive driving; the reason there are so many bills right now is these fender benders have been over a period of months, but she has just now got the various bills. Chair Meachum asked if it just looks bad because we have let them, we're doing them all at once. Amy said right, the stolen car and damage to the building are out of the norm, and they are talking about what else we can do.

As mentioned previously, we were audited by IMRF since it was our turn last month, they were interested in people being paid as contractors and should they be employees, people working part-time with their hours changed so either weren't in IMRF and should have been or should have been in IMRF and weren't, she will work with departments to identify those after receiving the final report, and there are fine tuning things to take care of. Other issue they raised will be coming to O&P next month is board members in IMRF; we have allowed board members who give her a certification that their work on the board takes at least 600 hours a year to sign up for IMRF, IMRF auditor explained differently than Amy's understanding in that their ruling is about the position and not the person, they said the county board needs to vote by an 11 majority vote to accept a resolution which says the county board job involves at least 600 hours a year, that assertion is made under penalty of perjury, and that 600 hours includes attending meetings, preparing and following up for meetings, research on issues, talking to officeholders about those issues, talking to constituents, attending public meetings, etc. She will bring a resolution next month, if you decide the county board job is more than 600 hours a year then any county board member can join IMRF, and if you decide it is not then no one can be in IMRF. Chair Meachum asked committee to give this some thought since a resolution will be presented next month, it is not just meetings but also constituents calling, and looking at a zoning or something for Macon County is considered time. Several commented on the number of hours they put in.

## **NEW BUSINESS**

### ***FY13 Proposed Budget – Workforce Investment***

Robyn McCoy distributed copies of her proposed budget, and Program Year 2011 Year in Review. She went over the summary sheet for her budget, and they have total revenue of 1.8 million dollars projected; their allocation was cut about 30%, so regular allocation is hovering right at a million dollars. Total of \$137,811 was carried over from their last program year. They have a Rapid Response Grant for individuals affected by closures or major layoffs, so they have an additional \$500,000 there. Incentive Grant was received, \$4,151. Put IL to Work is a carry forward from previous years when they earned money for running the Put IL to Work program, it is not affected by their workforce dollars, so she saves it in case they need it like overspending in a line, etc.

City of Decatur Grant is at \$95,000. Expenditures, they have ten full-time staff, wage and fringe stayed the same at \$650,000, and facility expense was reduced by \$9000 to \$91,000. They are projected to spend 1.1 million dollars on direct participant expenses shown on the summary. Next page shows interest income projected at \$2700 for MOU receipts which were explained. Department 30, ARRA Grant, she does not anticipate receiving additional dollars. Departments 31, 34, and 36 are all ARRA dollars, and she does not expect to receive any additional dollars there. Department 38 is Put IL to Work. Department 41 Internet Grant, the state decided to do away with it. Department 45 is a Trade Grant for the Star Tek employees, they received a small amount of dollars the past 1.5 years, and she plans to be finished with them by the end of the year and will not have a grant in Department 45. Department 46 is Rapid Response Grant, she expects to receive during the budget period \$280,500, expenses are wage & fringe, the \$200,000 is for vocational training or on the job training, and of course supportive services so that will expend that grant for the next year. Department 047 is another Trade Grant, is still some carryover from Mueller, she plans to finish with them in September, and she will not have a grant unless we have a closure that is affected by trade.

Departments 050, 051, 052 are regular allocations, and is their standard departments. Department 050 is administration funding stream, they receive \$105,776, it is for wages/fringes, some facility, and they will expend the entire amount; she reduced their expenses for telephone, Workforce Board, travel, liability, and stayed the same in facility. Department 051 is Adult Economically Disadvantaged funding stream, they received \$285,536, have wages/fringes and some facility and supply costs, and the large \$95,440 is for tuition, fees & books. The \$1500 was put in for work experience, Mark Wicklund commented that \$1500 shows in Adult Child Care Expense line so she is off a little, and Robyn commented she will do a revision there. In response to a question from Mark Wicklund about how much was supposed to be in the Adult Child Care Expense line, Robyn replied \$15,000 and she is a line off but will check them and give a revised for the Finance Committee. Department 052 is Youth Economically Disadvantaged, they received \$343,602 in revenue, and expenses are for wages/fringes for staff and various facility costs with large amount for three contracts which were described. The \$50,000 is for work experience and stipend.

Department 053 is Dislocated Workers where they received the largest cut which she questioned since our unemployment rate is still at 10.2 – 10.6%, ADM went out and the Star Tek closure, they assured her next year those numbers will reflect since they are a year behind; \$322,535 was received in revenue, and expenses are shown on the sheet. Department 062 Incentive Grant, she budgeted \$4000 last year, hasn't spent any dollars yet, and it is a set aside that she uses and has two years to spend the money; she normally spends it in the second year in case of overages in other line items, she said last year they cut this pot of money available to local workforce areas throughout the state by 75%, this is 25% of what she would normally have gotten, and now they have done away with any incentive grants. Department 077 is no longer a grant, and they were not able to get funded this year in Department 078.

Department 092 is OJT Grant which will end September 30, Chair Meachum thought it was extended to the end of the year, Robyn said that was for their regular allocation, this is a special competitive grant for long-term unemployed individuals, and she has funding for July through September; going forward funding was discussed, Congress has not approved a budget yet, election and sequestration was explained, and this year youth contracts have only been contracted through December when they will be reviewed and adjusted. Department 093 they do not have funding for any longer. Next chart is Department 096 for Community Development Block Grant for remaining of the period December 1 – June 30, she anticipates spending another \$50,000, initially had \$80,000 from the city, \$10,000 from EDC, and \$5000 from Community Foundation Education Coalition, and Amy will put it in the budget on the forms. Remaining pages in the handout are the budget package checklist items.

Chair Meachum asked for a motion on this budget and will accept a motion to approve to send it on to Finance, Merv Jacobs said so moved, seconded by Patty Cox, and motion carried 7-0.

Robyn read the information/statistics from her handout, Program Year 2011 Year in Review, and committee had no questions. Chair Meachum commented on the sheet showing customers visiting the IL WorkNet Center saying it is a fine example of what the federal government does not look at; this shows the people are falling off the unemployment books, they are disgusted at not finding jobs, have run out of unemployment, and it is pretty sad that with our economy in this community being so bad that working people can't find jobs even though they are trying; Robyn and her staff can only do so much with the financial burdens they have been strapped with by the federal and the state not paying their tab in helping people; they are doing a good job out there, this is a fine example, and Robyn can back this up. Robyn added they are getting more and more unemployed folks in her office, and they have got significant barriers.

Since we went through this budget pretty quick, Mark Wicklund asked if there are any salary increases. Robyn replied no salary increases, no contractual, she is hoping to give some type of incentive bonus to her staff before the end of this fiscal year because they didn't get anything last year, incentive or increase, she doesn't know that her grants can sustain an actual salary increase, she wants to reward them somehow since she isn't sure what they are going to get next year, wants to run the program at a level she feels is successful, and either next month or the next she would like to bring something to committee on an incentive bonus.

#### **NEXT MEETING**

September 17, 2012

#### **ADJOURNMENT**

Motion to adjourn made by Mark Wicklund, seconded by Verzell Taylor, motion carried 7-0, and meeting adjourned at 6:12 p.m.

Minutes submitted by Linda Koger  
Macon County Board Office