

**MACON COUNTY
OPERATIONS & PERSONNEL COMMITTEE
MONDAY, SEPTEMBER 17, 2012
5:30 P.M.
141 SOUTH MAIN, ROOM 514**

MEMBERS PRESENT

Chair Kevin Meachum
Jon Baxter
Patty Cox
Verzell Taylor
Susanna Zimmerman

COUNTY PERSONNEL PRESENT

Randy Waks, Asst States Attorney
Robyn McCoy, Workforce
Amy Stockwell, Auditor
Jay Dunn, County Board Chairman
Angie Sarver, Planning and Zoning Dept

MEMBERS ABSENT

Merv Jacobs
Mark Wicklund

This meeting was called to order by Chair Meachum at the Macon County office building at 5:30 p.m. Chair Meachum stated Mark Wicklund and Merv Jacobs will not be attending tonight.

MINUTES

Motion to approve the minutes from prior meeting was made by Patty Cox , seconded by Jon Baxter, and motion carried (5-0).

APPROVAL OF PAYROLL AND CLAIMS

Motion to approve payroll as presented by Verzell Taylor, seconded by Susanna Zimmerman, and motion carried (5-0). Motion to approve claims as presented by Patty Cox, seconded by Susanna Zimmerman and motion carried (5-0).

REPORTS

Auditor

Amy Stockwell stated she has a number of bills and would like the committee to take action on them all at once.

Renewal of the Bond for the crime policy for Animal Control in the amount of \$149.00

Self- insurance claim for the fixing of a Probation vehicle - \$1334.93 to White's Auto Body.

Two bills for Traveler's - \$7315.79 & \$521.09 – one closed claim, and a couple of ongoing legal bills for unsettled claims.

ICMRT - \$497 for one closed case and a small continuing charge for a case that is still open.

Patty Cox made the motion to pass these bills as presented, and seconded by Verzell Taylor.

Motion carried (5-0).

Ms. Stockwell presented two resolutions. The committee will need to pass only one of the two resolutions. She stated they talked about this at last month's meeting. IMRF is undertaking an audit on all their major employers. An audit was done on the County this summer. They have received the audit document from them and have answered all of their concerns. Action needs to

be taken on board member's participation in IMRF. The last time the County Board has taken formal action was in 1945, and IMRF believes it needs to be updated. The choice that is being presented is, as a group, they need to decide if board member position is suitable for inclusion in IMRF. In order to be able to participate, a board member needs to work 600 hrs per year. Time counted as worked are attendance of meetings; preparation for meetings; follow up after meetings; discussion with constituents; attending public meeting (travel time is not included or being on call); research connected with the job. This is Option A and if you pass Option A; then each individual member can choose whether or not they want to participate in IMRF. If the committee decides the board member's position does not require 600 hrs worked per year, the County would terminate participation of all who are currently participating in IMRF, and any future board would be eligible, until additional board action was taken; If the board decides to take this option, then the second resolution presented tonight would need to be passed.

Chair Meachum stated a lot of time it is hard to put a value and amount of time when talking to constituents. He is approached several times out in the community regarding County issues. He wants the Committee to consider about all the time they spend, as well as all of the other board members addressing the people's concerns regarding County issues. He stated before this committee makes a decision, he wants them to think about all of the little things that add up to a lot.

Chair Dunn asked Ms. Stockwell, how many board members are currently participating in IMRF. Ms. Stockwell believes there are 9 or 10 participants. Patty Cox asked if each board members need to track their own hours, if they wish to participate. Ms. Stockwell stated normal employees hours are tracked through payroll. In this case, that would be up to the members if they would like auditor's office to track them. However, IMRF does require that in the resolution, the language includes that this determination is made under penalty of perjury; so you are saying, under penalty of perjury, that you believe it is 600 hrs per year. She said 600 hrs per year equal approximately 12 hrs per week; (50 hrs per month).

Chair Dunn believes there are 9 out of 21 members participating in IMRF. He hopes this committee will pass this onto the board, because this should be a decision made by the full board. He feels 600 hrs work per year is justified for board members.

Patty Cox asked what percentage does the County pays for board members to participate. Ms. Stockwell answered 12% of their salary.

Patty Cox made the motion to accept the Resolution Certifying Time Required for Performance of Duty by Elected Officials, seconded by Verzell Taylor; and motion carried 4-1, with Jon Baxter voting to abstain.

County Board

Jay Dunn presented the Resolution Approving Holidays for 2012. Verzell Taylor made the motion to accept this resolution, seconded by Susanna Zimmerman and motion carried (5-0).

Jay presented Resolution Approving Holidays for 2012 to Coincide with Circuit Court's Holidays Schedule. Patty Cox made the motion to accept this resolution, seconded by Susanna Zimmerman and motion carried (5-0).

Chair Dunn informed the committee that Tony VanNatta is retiring as of November 30th, 2012. Mr. Dunn will resubmit his budget to the Finance Committee. Also, Linda Koger will be retiring October 10th 2012. He stated when he previously presented his budget to this committee; it was \$22,500 over last year. It should now be under last year. He is planning on putting Jennifer Hoffman in charge, and with her and Angie; Angie will be handling extra duties in that office and between the team of Angie and Jennifer, he will not be hiring a third person. Mr. Dunn stated basically at the end of his 4th year as Board Chairman, he has decreased staff from six to three in this office. He feels confident with Jennifer, Angie and Linda's replacement, the work will get done. He will be resubmitting his budget to Finance to address those changes.

Chair Meachum asked Mr. Dunn, if this will be addressed this before the budget gets approved in the 1st of November. Mr. Dunn stated yes.

County Clerk

No report.

Recorder

No report.

Workforce Investment

Robyn McCoy presented three resolutions for review and approval.

The first resolution was the Resolution Approving the FY12 Budget Amendment – Trade Adjustment Assistance Grant. Period of this grant is July 1, 2012 through Sept 30th 2012. This increases the grant by \$4898. This will bring the total to \$68,119.86. Attached to this resolution is the two Grant Agreement Modifications. This increase is a unilateral modification from the DCEO because there are a number of participant enrolled in this particular grant. The money is moved on a quarterly basis for staff cost. Patty Cox made the motion to accept this resolution, seconded by Verzell Taylor, and motion carried. (5-0).

The second resolution presented by Ms. McCoy was the Resolution Approving the FY12 Budget Amendment – Homeless Grant. The total agreement is actually \$8400 and that amount of money will go to offset her wages (director wages.) This dept also has earnings from the Put Illinois to Work Grant. She explained the redistribution of those leftover dollars to the committee. Patty Cox made the motion to accept this resolution as presented, seconded by Susanna Zimmerman, and motion carried (5-0).

Ms. McCoy stated these dollars are not federal or state dollars, it is through private funding.

The third resolution presented by Ms. McCoy was the Resolution Approving the FY12 Budget Amendment – NEG OJT Grant. The increase by this grant will total \$16,103.17, bringing the total grant amount to \$505,353.17. This grant will end September 30th, 2012. She has attached a

spreadsheet to this resolution explaining the distribution. She has received a verbal approval from DCEO and is waiting for the paperwork, but wanted to get the process started. The grant was suppose to initially end June 30th, and was extended to Sept. 30th.

Chair Meachum asked if there was a time frame when the money should be spent. Robyn McCoy stated this money has already been spent. She stated her expenditure is already over budget with the Auditor's Office. Chair Meachum asked if she has already met her limit and this is just reimbursement from them. Ms. McCoy stated that is correct. Chair Meachum asked if this is a normal process to be spending money before it is received. Ms. McCoy stated this is not usually the case, but she has been working with them on this National Emergency Grant and they are one of the workforce areas that are actually spending the money on the job training. Ms. McCoy stated she has made sure that they were getting the money before she spent it. Susanna Zimmerman made the motion to accept this resolution as presented, seconded by Verzell Taylor, and motion carried (5-0).

Jay Dunn stated he has asked Robyn McCoy to find a replacement for Linda Koger's position. If the committee knows of anyone that would be interested, please let them know. He has sent the job posting to the Health Dept, Sheriff Office and here at the County through Julie, the Union representative. Mr. Dunn stated all of the applications and testing will go through Ms. McCoy.

Chair Meachum asked if the job opening has been posted on the Macon County's website. Mr. Dunn stated he doesn't know for sure if job opening are ever posted on the website. Ms. McCoy stated this is a good idea. She stated they have posted it on the Job Link System through the Dept of Employment Security. Chair Meachum stated there might be a current employee that is looking for an opportunity to move up or take a lateral move, and he would like to see them get that opportunity. Ms. McCoy stated it was sent to all offices and she believes it is posted on the bulletin board downstairs in the lobby and in the other building.

CITIZENS REMARKS – PUBLIC COMMENT

None

OLD BUSINESS

None

NEW BUSINESS

None

NEXT MEETING

Monday, October 15, 2012

ADJOURNMENT

Motion to adjourn made by Jon Baxter, seconded by Suzanna Zimmerman, and motion carried (5-0). Meeting adjourned at approximately 6:10PM.

Minutes submitted by Angie Sarver, Macon County Planning & Zoning Dept