

**OPERATIONS & PERSONNEL COMMITTEE MEETING**  
**JANUARY 22, 2013**  
**5:30 P.M.**

**MEMBERS PRESENT**

Chair Patty Cox  
Bryan Smith  
Verzell Taylor  
Gary Minich  
Susanna Zimmerman  
Jerry Potts

**MEMBERS ABSENT**

Pat Dawson

**COUNTY PERSONNEL PRESENT**

Jay Dunn, County Board Chairman  
Amy Stockwell, Auditor  
Sheri Oleson, HR Specialist  
Mike Baggett, State's Attorney's Office  
  
Jeannie Durham, County Board Office

This meeting was called to order by Chair Patty Cox at the Macon County Office Building.

**MINUTES**

Motion to approve minutes of prior meeting made by Gary Minich, seconded by Jerry Potts, and motion carried 6-0.

**APPROVAL OF PAYROLL AND CLAIMS**

Motion to approve payroll as presented made by Bryan Smith, seconded by Verzell Taylor, and motion carried 6-0.

Motion to approve the claims as presented was made by Bryan Smith, seconded by Jerry Potts. Bryan Smith had a question about a claim for Workforce Investments from Spannaus. Amy explained that this company has a contract with the County and Robyn (Workforce Investments) is the subcontractor. He helps her with grant finding and pre-screening for grants to determine if individuals coming through the system meet the qualification for the grants. Spannaus pays a part of her salary. She is not getting paid any more, but we are using that as an alternative funding source for the work she is putting in for him. Motion carried 6-0.

**REPORTS**

***Auditor***

Amy Stockwell reported on some information items. We are well into the process of closing FY12 and the auditors are here in the 3<sup>rd</sup> floor conference room. If any of you have concerns or questions you want to address with them, you are welcome to call or come in and talk directly to them. The Audit sub-committee will be meeting at the end of this week. Mr. Dunn & Mr. Ashby are on that committee. If you have any concerns, you can also let them know. We have asked, as we do every year, for the departments to give us a yearend report on the accrued time of each employee. That is the number of sick, vacation, comp time, personal days as of 11/30/12. There will be some time sensitivity on that because we need to get that information compiled and back to

the auditor. It went out a couple of weeks ago and I will be talking to the departments to encourage them to get those forms completed.

Amy then introduced Sheri Oleson, the brand new Human Resources Specialist, who started last week. She will be working a lot with this committee. One of her first assignments will be the handbook and getting some consistency in our driving policies. She will also be available as a resource for any department that has questions or needs help. The committee welcomed Sheri.

Amy also thanked Robyn McCoy, even though she was not present, for the recruiting and hiring process. Robyn advertised the position widely to assure coverage of all potential candidates. She set up the testing from the wide range of testing available to her for all of the candidates and was able to screen down the people we really wanted to talk to. We interviewed and got Sheri. I am so thrilled with the help we got from Robyn. She made the process very easy and straightforward. Patty Cox commented that she was hopeful that the County would be able to do more of that process in the future.

### ***County Board***

Jay Dunn stated that he wanted to mention a little more about Amy's remarks. He also used Robyn's office when hiring the Board Secretary. It was the same process in setting up several tests, they did the initial interviewing and then I had Amy, Lori Long, myself & Robyn interview. I don't know how many interviews Jeannie went through, but it was a bunch. I like the system so much that I'm sending out a letter to all elected officials, department heads and Board members explaining the processes that Robyn can go through. It's about a page and a half and explains the process and I am encouraging all of them to utilize that the next time they go through a hiring process because I think it is a wonderful system. Patty Cox commented that she is hopeful that they will use it because it seems like these two are working out well.

Jeannie has taken on a couple of extra projects for me - one of them being the safety committee. We are going to be working with Jim Root and talking with all the elected officials and department heads in trying to get the emergency plans in place in case of a tornado or whatever emergency that may occur. In the case that this building is destroyed, the plan lines out where you are going to move to, how you are going to set up, how you are going to keep your data information. It is going to be a lengthy process that is going to take a lot of work from all the department heads and elected officials. We also want to get back into the safety committee's responsibility on going through each building floor by floor and trying to identify safety issues there that you just don't notice. It will be a committee of some elected officials, department heads, and union people that work in those facilities. It will be a good process. We kind of had it set up, but we kind of forgot about it for the last year or so. Jeannie is going to be the point person. I put my name on as Chairman, but she is going to be doing the work. I'll be there to crack down on anyone that doesn't want to participate. We need everybody's participation. This is a mandate from our insurance carrier also. I think it's going to work out fine. Jeannie has some experience in that from previous employment.

Also you should have a website report. Jeannie will talk about it a little bit, but this came up in a couple of different ways. One, there are a couple of groups out there. One is called the Sunshine Review which rates counties and municipalities on transparency. Sunshine originally gave us a D rating. About a year ago, I asked Josh to see what he could do to get our grade up. I think we're at a B with them now, but there is the Illinois Policy Institute who wants 5 years of information. They want everything to be searchable online. Not sure how much we are going to be able to raise our grade, but right now we are at a 43.7 out of 100. We don't have full time website people who can spend a lot of time on this. I'm asking Jeannie & Josh to check into it a little more. Some of the categories and our scores go like this: Elected Administrative Officials, 5.75 out of 10; meeting information as far as meeting calendar, agenda, the board packets, minutes is 7 out of 10; The only reason I can think of that we don't have a 10 is because we don't have 5 years posted there. Some of this we just started implementing. Budgets, 4.2 out of 10; Again, I know Amy posts the budgets and financial audits. We got a 7 out of 10 on that; Expenditures, 2.5 out of 10; salaries and benefits, 1 out of 10; contracts, 0 out of 10; lobbying 0 out of 10. I'm not sure what they want there. I don't think we do a lot of lobbying. We're going to look into those and have Jeannie and Josh do as much as we can on being transparent on that. One of the things that came out of those reports and from people calling in with interest in being on a committee, I've asked Jeannie to put something on the website so that people can see what the committees are about, who is on there now, what their mission is. Jeannie can talk about that a little bit.

Jeannie stated that her handout had outlined the mapping as to how to get on the website to where the information was going to be. All the information has already been sent to the web design company. There are two ways to get information onto the website. Either a download which isn't real pretty or we can have the web design company put the info on the webpage itself. That is how we've chosen to go about doing this. Along with the items that Jay explained would be on there, is an actual application that they will be able to click on, fill out and send in so that we know who might be interested in serving. That should be coming soon.

Amy Stockwell requested clarification that this information would be for boards and commissions that the County Board appoints members to. I was really surprised when I saw the draft at how long the list is. There are a lot of boards and commissions. So, if someone wants to be on the Mosquito Abatement Board, then this gives them an opportunity to go through this and apply? Jeannie: Yes, there are 17 pages in all. I did not include the by-laws as they get very wordy. I picked out bits of information and if anyone wants more info, I can certainly scan and email the by-laws for whichever commission / board they are interested in.

Amy: Does it list the qualifications for being on the board?

Jeannie: Some do. For some, I couldn't get a real good feel for exact duties. The by-laws were kind of vague and very long. The site also lists members, so, if someone were interested, they could contact them and ask questions.

Jay: Another thing that came up, you might want to get with Mike so that they know that they will have to take the OMA certification.

Jeannie: Agreed. I think we need to add that statement. Josh & I did talk about that.

Jay: I don't know if we quite got it cleared up, but all these members should be taking that OMA training now. A lot of these groups, like the drainage & fire districts are represented by an

attorney. I am not sure if that attorney is telling them they need to do this. I'm not sure if it is our responsibility.

Mike Baggett: Looking at the OMA, obviously any member of a commission or any "body" which is elected or appointed where you have more than one person making decisions are required to take the training with the AG's office and get that certification. As far as the enforcement mechanism, there isn't really one in the OMA. If someone fails to do it, they may have a problem with the AG Office down the road, but I do not believe that the County Board has any responsibility or authority to force compliance with the OMA regarding training and certification. That is something that the AG office would handle through their public access counselor, but I could not identify anything in the statute that gave the County Board the power or responsibility to oversee compliance with that. So long as the County Board members are compliant. It is a good goal to reach. People on these boards should be encouraged to complete it, but if they are slow or not diligent, it may be something to take into consideration upon reappointment.

Brian Smith: I might make a suggestion. What we do for our members in townships, we encourage, and some have, gotten together to meet at a County place, like a Library that would have 8 or 10 terminals and have someone there guiding them through the process. That may be something to do for some of these boards. I don't know what the ratio is for the County Board members who have not completed it but, some of these people on these commissions are just not computer literate.

Mike: That is absolutely a concern that could be addressed with something like that. You've all been through the training. It is tedious. It is time consuming and if you are not fairly comfortable with the computer system, it is going to be a little daunting. It can be discouraging I think especially for people who do not have a whole lot of experience with computers or the law for that matter.

***County Clerk***

Nothing to report.

***Recorder***

Nothing to report,

***Workforce Investment***

Nothing to report.

***Citizens' Remarks***

Nothing to report

***Old Business***

Nothing

***New Business***

Nothing

**CLOSED SESSION**

None needed

**NEXT MEETING**

Tuesday, February 19, 2013

**ADJOURNMENT**

Motion to adjourn made by Jerry Potts, seconded by Bryan Smith , motion carried 6-0, and meeting adjourned at 5:50 p.m.

Minutes submitted by Jeannie Durham  
Macon County Board Office