

**OPERATIONS & PERSONNEL COMMITTEE MEETING
MARCH 19, 2013
5:30 P.M.**

MEMBERS PRESENT

Chair Patty Cox
Jerry Potts (arrived @ 5:35 p.m.)
Verzell Taylor
Gary Minich
Susanna Zimmerman (arrived @ 5:35 p.m.)

COUNTY PERSONNEL PRESENT

Jay Dunn, County Board Chairman
Amy Stockwell, Auditor
Sheri Oleson, HR Specialist
Steve Bean, County Clerk
Mary Eaton, Recorder
Robyn McCoy, Workforce Solutions
Jeannie Durham, County Board

MEMBERS ABSENT

Bryan Smith
Pat Dawson

Jay Dunn, Board Chairman, was present and became a voting member to meet quorum for 5 minutes until Jerry Potts & Susanna Zimmerman arrived at 5:35 p.m.

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

MINUTES

Motion to approve minutes of prior meeting, 2/19/13, made by Gary Minich, seconded by Jay Dunn, and motion carried 4-0.

APPROVAL OF PAYROLL AND CLAIMS

Motion to approve payroll as presented made by Jay Dunn, seconded by Gary Minich, and motion carried 4-0.

Motion to approve the claims as presented was made by Jay Dunn, seconded by Gary Minich and motion carried 4-0.

REPORTS

Auditor's Office

Sheri Oleson, HR Specialist, reported that she has been working on the employee handbook. She has 7 policies updated, 2 new forms that will be used for new employee orientation and a general employment application which was something that a lot of the departments did not have. She also has a draft ready for the Drivers Policy. All of these things will be ready for legal review. She is hopeful there will be a meeting next week for that.

Amy Stockwell reported that the insurance committee is working very diligently and will have something to present to the committee next month. Claims have gone up, so we are looking at a

number of things to keep it affordable for both employees and us as the employer. We are probably looking at some plan design changes that the committee feels will be positive. We are also looking at expansion of the Wellness Program. Right now, if both employee and spouse are on the insurance, there is an opportunity to earn 4 credits worth \$75 each. We are going to expand that so that they will be able to earn 6 credits that will still be worth \$75 each. We are pretty pleased with how this is coming out, but we will have a full report next month.

Patty Cox requested notification of the next meeting so she can attend if her schedule allows.

County Board

Jay Dunn reported that he had received a letter request from Blue Mound wanting the County to buy their post office building. He stated that he is going to turn that letter over to the Building Sub-Committee.

County Clerk

Steve Bean reported that they are in the midst of tax extension time where they prepare everything to extend the taxes for the tax bills for the Treasurer. The Department of Revenue has lost two of their key people which took from their time when they publish the railroads in December to about two to three weeks ago.

The pollution control, of which we have only about 6 or 8 parcels, are supposed to be completed today. We are hoping to get everything in the system and mail out the overlaps, which means we have to wait for the other 26 counties we overlap with to come up with the rates. We will have mailed out over 200 more take notices which cost us postage. We take all the money in from the tax buyers, it goes to the general fund, but it depletes our postage line and I don't think that is fair with postage continually going up that we have to bear this cost. One problem we ran into, the Chairman, former Assessor Miller and current Assessor Tanner worked on the T Hangers at the airport. Someway in the system, where the addresses are put in by the Assessor and Treasurer, 26 of those notices went to the Park District who just sent them back to us. We had to re-mail them and that was additional cost. We had the address list from the Park District and we had to make the corrections.

The Chairman is going to take a fee study we completed in October to the Finance Committee. The other two office, the Recorder and the Sheriff, have just had theirs completed. We haven't done anything about fees for the last 10 years. There are quite a few fees that we are lower than we should be in comparison with other counties our size.

One big change we are going to have, if the House passes the Bill, is the change from same sex marriage licenses in Illinois. Since this went into effect, there have been 59 civil unions in comparison to 316 marriage licenses. In this bill, the County will have to bear the expense of any civil union that has turned into a marriage at no cost to the individual. If you have not had a civil union, and come in to get a marriage license, it is the same rate, but anyone of the 59 couples with civil unions can come in and transfer those to marriages. We have had one dissolution and several deaths.

On the Election front, the Governor did sign HB1560, Public Act 9804 which means the county will save quite a bit of over time money since we do not have to be open Good Friday, Holy Saturday or Easter Sunday. When we were open 2 years ago, we had 10 voters show up on

Easter. The law requires we must stay open 2 additional hours on April 3, 4, & 5. The big thing is the amount it is costing us to run the ads in the Herald & Review.

A heads up on some legislation of concern is that there is a lot of movement in the property tax realm that could end up costing the county a lot of money. They are talking about moving the senior freeze up to \$75,000. At one time it was \$25,000. Currently, it is at \$50,000. That would take care of a lot of people in Macon County. The last time we had a big decrease like that, it brought our EAV down dramatically. It was worse than any other decrease we had in the EAV at any time even when they increased the Homestead Exemption for regular homeowners and the senior deal. Flighter had that bill and it took us down greatly.

One thing on a positive note, they are going to make people who file assumed business names do them every 5 years and increase the fee from the current \$5 up to \$50, so that will be a nice income.

Looking at the other side, early voting concerns are that they're talking about moving / extending early voting and grace period from the current Saturday before the election since last year. They are now talking about moving it to the day before the election, plus, for the first time, they are going to make us stay open the Sunday before the election. That means we are basically going to have to work about 17 days without a day off which will bring up our overtime.

Today, on the news, they talked about how they hacked into Florida's registration files, there are two bills before the general assembly to establish and maintain an online voter registration. Everybody talks about photo ID's. There are two bills before the Senate that will require the election authorities, which would be the County Clerk's office here, to issue photo ID's. I don't know how we are going to do that.

Senator Manar has a strange bill. On State Campuses, like U of I Eastern, they want to conduct early voting in those locations. They want us to now start voting people at the community college. Most community colleges contain more counties than just the county they are located in. I don't know how we're actually going to do that. However, with all the extended early voting hours they are talking about closing the polls at 6 p.m. because they quit paying us for our election judges. I think that is our notice that they are not going to ever reimburse us for election judges again.

Patty Cox questioned the fees issue. Steve stated that Bellweather is looking at the fees for the three offices. He said they were in pretty good shape with birth, death and marriage license fees. The big thing is in the tax extension or tax redemption. Our clerk fee is at \$57 and most counties are charging about \$120. If you saw the additional work we do, Bellweather thought we could probably raise them \$28,000 to \$100,000 additional revenue with some fee increases.

Jay Dunn said that he had asked the Recorder, Clerk and Sheriff to hire Bellweather to do a preliminary study on their fee structure and compare it to what other counties are doing. The fee is \$700 per office. To do anything by law, it takes a full study to capture those costs. Now that they have finished, I'll be meeting with the Chairman of the Finance Committee and we will go over them and present something to Finance.

Recorder

Mary Eaton had no report. She stated that she was also going to elaborate on the fee review, but Steve and Jay had already covered it.

She said they have a couple of Bills out there, but there are no drastic changes that will affect the recorder's office right now. There is a meeting in a couple of weeks on one of them, If anything changes, I'll be back to report.

Workforce Investment

MACON COUNTY RESOLUTION FOR WORKFORCE INVESTMENT SOLUTIONS FY 2013 BUDGET AMENDMENT – TAA GRANT

Robyn McCoy asked for permission to present both resolutions to be voted on at the same time and then explained that TAA stands for Trade Adjustment Assistance. It is for dislocated workers who have been affected by either a plant closure or a large layoff due to product or service going to another country. We just graduated our last Trade customer in December. He is working at Richland Community College. This particular resolution total budget is for \$825.20 for the period 1/1/12 thru 9/30/13. Through Nov, 2012, I have spent \$461.38. That was on the FY12 budget, so for the period of December thru Sept 30, 2013, we have \$363.82 in revenue. That will help offset some case manager salaries by \$363.82. We did receive notice that the closure of Hostess will result in a trade event. We will be doing workshops for those 21 individuals who are affected in the Decatur / Macon County / DeWitt County area next week. This particular grant allows that individual, if they want to continue their education, they must be in an approved program with our department, but it allows them 2 years of unemployment while they complete their degree or skills training. We will be receiving an additional trade grant in the coming months once we get the results of that workshop next week.

MACON COUNTY RESOLUTION FOR WORKFORCE INVESTMENT SOLUTIONS FY 2013 BUDGET AMENDMENT – RAPID RESPONSE VETERANS GRANT.

Robyn McCoy explained that this resolution is also a budget amendment for FY2013. This is a Rapid Response Veterans grant. You approved \$74,000 in July, 2012. We have had an increase of \$11,040 bringing our total grant amount to \$85,370. The period of July, 2012 thru Nov, 2013, we spent \$26,961. Our budget amount for Dec, 2012 thru June, 2013 when this grant does end, will be \$ 58,408. We are going to write 2 OJT (on job training) contracts for the training which is \$16,000.

Motion to approve sending the resolution to the Finance Committee for approval made by Jerry Potts, seconded by Susanna Zimmerman, and motion carried 5-0.

Robyn also reported that she had submitted a grant response to an RFP on Thursday of last week for OJT program in the amount of \$350,000. We will find out in the next few weeks. That is supposed to begin in April or May and go thru June 30, 2014. That will be strictly for On the Job training reimbursements to local employers who hire dislocated workers. We may be able to reimburse salaries for the training period.

Another grant being worked on that will be submitted next week is for \$1.4 million. This is a Workforce Innovation grant. The Department of Labor put these particular funds out to the state. Illinois received two Workforce Innovation grants – both in the amount of \$6 million. The one

grant is being let out competitively to the local workers. We are to submit on a regional basis for these dollars in advanced manufacturing training. This is for not only dislocated workers, but veterans, youth and adults too. Our region consists of the cities of Quincy, down to Carlinville, all the way through to Champaign and Danville. This is a rather large region of 29 counties, 6 workforce areas and 9 community colleges. It is a pretty large grant. We've gotten a lot of support from our manufacturing employers locally and throughout those 29 counties. We will be submitting that grant on 3/29/13. Hopefully, we will find out something in the coming months. Our workforce area, if we receive it, will be the grant recipient.

Citizens' Remarks

None

Old Business

None

New Business

None

CLOSED SESSION

None

NEXT MEETING

Monday, April 15, 2013

ADJOURNMENT

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

Minutes submitted by Jeannie Durham
Macon County Board Office