

**OPERATIONS & PERSONNEL COMMITTEE MEETING**  
**July 15, 2013**  
**5:30 P.M.**

**MEMBERS PRESENT**

Chair Patty Cox  
Jerry Potts (arrived at 5:35p.m.)  
Bryan Smith  
Susanna Zimmerman  
Jay Dunn

**COUNTY PERSONNEL PRESENT**

Linda Little, County Board Member  
Amy Stockwell, Auditor  
Sherri Oleson, HR Specialist  
Mike Baggett, States Attorney's Office  
Jennifer Hoffman, Director of P&Z  
Steve Bean, County Clerk  
Robyn McCoy, Workforce Investment  
Angie Sarver, County Board Office  
Mary Eaton, Recorder

**MEMBERS ABSENT**

Pat Dawson  
Gary Minich  
Verzell Taylor

The meeting was called to order by Chair Patty Cox at the Macon County Office Building. In order to have a quorum, Chair Cox called upon Jay Dunn to sit in as a voting member.

Due to the recorder failing, no audio was obtained for this meeting.

**MINUTES**

Motion to approve minutes of prior meeting, June 17<sup>th</sup>, made by Suzanna Zimmerman, seconded by Bryan Smith, and motion carried 4-0.

**APPROVAL OF PAYROLL AND CLAIMS**

Motion to approve payroll as presented made by Bryan Smith, seconded by Susanna Zimmerman, and motion carried 4-0.

Bryan Smith asked if the claim titled "Confidential on Site" was for shredding. Auditor Stockwell replied yes. Motion to approve the claims as presented was made by Susanna Zimmerman, seconded by Bryan Smith and motion carried 4-0.

**REPORTS**

*Auditor's Office*

Auditor Stockwell had two bills for approval: Travelers - \$991.78 and \$4792.50 Legal Bill for potential suit. Motion to approve both claims as presented made by Bryan Smith, seconded by Susanna Zimmerman and motion carried 4-0.

*This Macon County Board Resolution Amending Macon County Employee Handbook for Updated Driver's Policy*

Auditor Stockwell stated she will have Sherri Oleson present this resolution since she has been the one working on this. Sherri explained the changes made in the policy which in under Section G.5.1-G.5.3.

Jerry Potts asked how this affects the union contract. Auditor Stockwell stated the union contract always supersedes the employee's handbook.

Jay Dunn made the motion to approve this resolution as presented, seconded by Suzanna Zimmerman and motion carried 5-0.

**County Board**

Jay Dunn had nothing to report at this time.

**Recorder**

*Macon County Board Resolution for Increasing Appropriations in the Automation Fund*

Mary Eaton stated she is requesting an increase with this resolution in order to purchase book binders and the large grantor/grantee sheets, which are placed in these binders, along with the supplies for the computers. The increase in appropriation is \$14,000. She stated the existing binders need to be thinned out, because they are becoming to be too heavy, and this could create safety issues when lifting.

Jerry Potts asked how many binders are being purchased. Ms. Eaton stated 50.

Suzanna Zimmerman made the motion to accept the resolution with changes to read the 2013 FY budget instead of 2012 FY Budget, seconded by Bryan Smith and motion carried 5-0.

Ms. Eaton presented June's activity group report. Chair Cox asked if the fees for the County Real Estate Tax increase from last month. Ms. Easton stated no, there was a decrease from last month.

Bryan Smith asked Ms. Eaton if she foresees a time when everything in her office will be automated. She stated the cost of the automation is the main factor.

**County Clerk**

*Macon County Resolution Approving an Agreement between the Macon County Clerk and Liberty Systems LLC*

Steve Bean stated this agreement is renewed every 2 years. This service agreement is for election supplies and a voter registration system on a monthly basis. The amount is \$15,950/month for a 24 month period; a slight increase from 2 years ago. Jerry Potts made the motion to accept this resolution as presented, seconded by Susanna Zimmerman and motion carried 5-0.

Mr. Bean presented the June's activity group report to the members. He stated over 67,000 voters registration cards were mailed out, and additional 6000 not mailed due to change of addresses.

Jerry Potts asked how they filter out death when mailing voter's registration cards. He stated he received a voter's registration card for his son, and his son passed away 7 years ago. Mr Bean stated if he remembers correctly his son passed away out of state. Out of state deaths are not reportable to Macon County and the only way to have his name removed is notification by a family member.

### ***Workforce Investment***

#### ***Macon County Resolution Approving a Budget Amendment for Workforce Investment Solutions FY13- Budget – 2013 Summer Youth Employment***

Robyn McCoy stated Workforce Investment Solutions has a grant from the Department of Commerce and Economic Opportunity for the Summer Youth Program. She is asking for an increase of \$480,000. She gave the break down for the increase. She stated this program serves about 150-180 youth between the ages of 16-24, and youth wages are set at \$9.00 per hour.

Jerry Potts asked who sets the hourly wage. Ms. McCoy stated it is set by the State.

Bryan Smith made the motion to approve the resolution as presented, seconded by Jerry Potts and motion carried 5-0.

Ms. McCoy reported she will keep the committee updated on the progress of their office finding a new location since the tentative closing of the IL Dept. of Employment Security Office.

Chair Cox asked if Mr Dunn felt it would be helpful for the County Board to draft a letter stating their opposition in the closing of the Decatur location. Mr Dunn asked Linda Little her thoughts on this. Ms. Little stated she does not think it would hurt the cause, so she will draft a letter stating as such.

### ***Citizens' Remarks***

Linda Little stated a lot of paper is being "burned" on copies made for County Board members. She stated this has been previously discussed, and no actions have been taken. She feels this process should start with the O&P Committee, and that is what is presenting tonight. She does not feel the purchasing of iPads for County Board members is the answer. This would be a costly venture. Ms. Cox asked what the committee felt about this. The committee was in agreement that

it would not hurt in trying to see what could be done to help in cutting back on copies being made. Ms. Little and Chair Cox will draft a letter to County Board members.

***Old Business***

None

***New Business***

***Macon County Board Resolution Approving Employee Recognition Program***

Jay Dunn presented this resolution to the committee. The Employee Program will recognize an employee who embodies the county's standards for excellence and customer service. This will be done on a quarterly basis. Bryan Smith asked what kind of an award would be handed out. Mr Dunn stated the employee would be taken out to eat with their meal being paid. \$500 would be set in the budget for the cost of the program. Jerry Potts made the motion to approve the resolution as presented, seconded by Suzanna Zimmerman, and motion carried 5-0.

***FY 14 Proposed Budget***

**County Board**

Jay Dunn presented the County Board budget to the committee. He stated in 5 years the County Board personnel went from 6 employees down to 3 with job duties being split amongst employees.

He mentioned the Zoning Board members are now being paid through Line Item 7201 instead of Line 5760 at the request of the Auditor. He stated there are no increases in salary for employees due to union contracts still being negotiated. Increase noted in Lines 5707, since a decrease in personnel from 6 to 3; decrease of \$500 in Line Item 7115 (Telephone); increase of \$3000 in Line Item 7200 (Contractual) due to increase in Building Permits issued. Plumbing and Electrical inspections are paid from this line; increase of \$600 in Line Item 7210 (Dues/County Board); \$600 added in Line 7211(Dues P&Z) separated the dues account. Increase of \$450.00 in Line Item 7221(Library/P&Z), to purchase new electrical code books; Decrease of \$10,000 in Line Item 7260; decrease of \$300 in Line Item 8020 (Supplies/County Board); increase of \$200 in Line Item 8023(Supplies/P&Z); increase of \$1000 in Line Item 8060 (Car Expense/Gas) due to the purchase of a car for Angie and 2 cars through P&Z will increase in the gasoline being used.; decrease of \$250 in Line Item 8200 ( Misc.&Cont). He stated a total of \$3700 decrease in expenses.

Jerry Potts asked if the more money could be added to Line Item 7195 to allow County Board members a chance to attend some training. Auditor Stockwell said there are webinars offered by Travelers that could possibly be beneficial to board members, and if Mr. Potts would be interested in some of these, let her know. Mr Dunn will contact other County Board members prior to budget hearings to see if there is also a need from other members.

Bryan Smith made the motion to approve and move onto Finance, seconded by Suzanna Zimmerman and motion carried 5-0.

#### County Clerk

Steve Bean presented the County Clerk's budget to the committee. Decrease of \$4000 in Line Item 3884; increase of \$1765 in Line Item 5001 due to resolution passed; increase of \$1000 in Line Item 7150 (Postage); increase of \$1000 in Line Item 7180 (EDP); increase of \$100 in Line Item 7230(Copy Machine); increase of \$500 in Line Item 8020 (Supplies); decrease of \$500 in Line Item 8040 (Vital Recd/Supplies); decrease of \$500 in Line Item 8220 (Misc.& Drayage); Overall increase \$3365.00.Under the County Clerk Elections there was an increase of \$10,000 in Line Item 4330 this is reimbursement from the State. An Increase of \$1000 in Line Item #5695 (Extra Help) due to more requirements from the State; i.e., working on Sundays. An increase of \$9000 in Line Item #5707 (Overtime) due to more requirements from State; i.e., working on Sundays. An increase of \$10,260 in Line Item #7140 (Legal Adv); a decrease of \$15,000 in Line Item #7150 (Postage); an increase of \$2890 in Line Item 7620 (Rental Polling Place) increase of \$1500 in Line Item #8220 (Misc. & Drayage); overall increase of \$31,500.

Jerry Potts commented he would like to see the Polling Place Rental increase from \$40 to \$100. Mr. Bean stated that is up to the County Board.

Jerry Potts made the motion to approve and move onto Finance, seconded by Jay Dunn, and motion carried 5-0.

Chair Cox commented they will probably want some cuts.

#### Recorder

Mary Eaton presented the Recorder's budget to the committee. An increase of \$1180 in Line Item 5001 due to resolution passed; an increase of \$323 in Line Item 7150 (Postage); a decrease of \$323 in Line Item 7420 (Book Repair); an increase of \$420 in Line Item 8020 (Supplies); an overall increase of \$1600. Under the Recorder Automation, no increases in Line Items 5500 (Automation Pers.); 5695 (Recorder Auto Ex.); 6010 (Hospitalization) 6011 (Fringes). An increase of \$10,000 in Line Item 9040 (Equipment) looking to purchase a new copier. She also attached a copy of her personnel's current salary and stated no pay increase for personnel due to union contracts still being negotiated.

Jerry Potts made the motion to approve and move onto Finance, seconded by Bryan Smith, and motion carried 5-0.

#### Workforce Investment

Their budget will be presented at the August meeting.

**CLOSED SESSION**

None

**NEXT MEETING**

Monday, August 19, 2013

**ADJOURNMENT**

Motion to adjourn made by Jerry Potts, seconded by Suzanna Zimmerman, and motion carried 5-0. Meeting adjourned at 7:00 p.m.

*Minutes submitted by Angie Sarver*  
Macon County Board Office