

OPERATIONS & PERSONNEL COMMITTEE MEETING
September 16, 2013
5:30 P.M.

MEMBERS PRESENT

Chair Patty Cox
Jerry Potts
Gary Minich
Pat Dawson
Bryan Smith

COUNTY PERSONNEL PRESENT

Jay Dunn, Chairman of the Board
Amy Stockwell, Auditor
Mary Eaton, Recorder
Robyn McCoy, Workforce Investment
Mike Baggett, States Attorney's Office

MEMBERS ABSENT

Verzell Taylor
Susanna Zimmerman

Jeannie Durham, County Board Office

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

MINUTES

Motion to approve minutes of prior meeting, August 19th, made by Jerry Potts seconded by Gary Minich, and motion carried 5-0.

APPROVAL OF PAYROLL AND CLAIMS

Motion to approve payroll as presented made by Bryan Smith, seconded by Gary Minich and motion carried 5-0.

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

REPORTS

Auditor's Office

Amy Stockwell reported that the physical vehicle audit has been completed for the fourth year in a row. The fleet consists of 114 licensed vehicles in addition to the trailers, etc... Every year a physical inspection of each car is made. Condition, maintenance records, existence of accident policy, pictures, mileage are noted. She handed out a summary. We feel that maintenance is improving. More departments are using the Highway Department which is set up to help deal with our maintenance issues. There has been more interdepartmental communication about trading out vehicles that may not work for one department but will in another. Buying, moving and trading cars is a constant process. We do attempt to get a complete picture of all of the vehicles at least once a year.

We are in the midst of the budget process.

County Board

Jay Dunn announced that the food drive is going on and encouraged everyone to bring in their canned foods.

The second set of building safety inspections have been completed at the animal control location. The next ones will be scheduled in the first part of October and will be at the Highway Department.

Macon County Board Resolution Approving the Holidays for 2014

Chair Patty Cox presented the resolution. Motion to approve made by Jerry Potts, seconded by Gary Minich and motion carried 5-0.

County Clerk

No report

Recorder

Mary Eaton had no report but did hand out the monthly activity report.

Gary Minich said that he feels that the Recorder's Office is one of the best run organizations in the County and expressed appreciation to Mary in the handling of that office.

Patty Cox asked Mary if she had ever looked into software to automate the office and get away from all the big files and binders. Mary clarified if she was referring to the track index. Mary said that years ago they wanted to try to eliminate it, but by State Statute, once you start you have to continue. You can try to automate it, but our current computer system that we've had since 2006 actually has a track index in the system. People who know how to use the system can go in and see it, but it is only from August, 2006 forward.

Bryan Smith questioned the line on the activity report that showed no deposits from credit card transactions. Mary said they do not accept credit cards. Bryan said he was wondering about what type of fees are associated with it. Mary said that the County Clerk has a system and accepts credit cards, but they do a lot of stuff online. We just don't have it. It might be something we could look into in the future, but we'd have to buy a system.

Workforce Investment Solutions

Robyn McCoy reported that the Department of Employment Security who is co-located with the Workforce office will be reporting to their new offices in Springfield, Bloomington & Champaign effective September 30th. Workforce will remain until the lease expires on November 30th or until they can move. She said they don't know yet where they will be moving to. There are a couple of places they are walking through with architects to see if it is feasible. Hickory Point Mall and Richland Community College are a couple. She said she has also been talking to the library as well as Hickory Point Bank about properties they have available.

Information sessions are being hosted on Tuesday and Thursday of this week for the Regional Manufacturing Grant. Information went out to over 2000 people in the community that are receiving unemployment letting them know that they have this grant and will be training people for manufacturing skilled careers in the next several months.

Citizens' Remarks

None

Old Business

The nomination forms have been sent out for the employee of the quarter. One application has been returned so far. We are gathering information on plaques, etc... and hope to present at the October County Board meeting.

New Business

none

CLOSED SESSION

None

NEXT MEETING

Monday, October 21, 2013

ADJOURNMENT

Motion to adjourn made by Jerry Potts, seconded by Bryan Smith and motion carried 5-0. Meeting adjourned at 5:45 p.m.

Minutes submitted by Jeannie Durham
Macon County Board Office