

**OPERATIONS & PERSONNEL COMMITTEE MEETING**  
**October 21, 2013**  
**5:30 P.M.**

**MEMBERS PRESENT**

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

**COUNTY PERSONNEL PRESENT**

Jay Dunn, Chairman of the Board  
Amy Stockwell, Auditor  
Josh Tanner, S of A  
Robyn McCoy, Workforce Investment

**MEMBERS ABSENT**

Pat Dawson

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, September 16<sup>th</sup>, made by Bryan Smith seconded by Susanna Zimmerman, and motion carried 6-0.

**APPROVAL OF PAYROLL AND CLAIMS**

Motion to approve payroll as presented made by Jerry Potts, seconded by Gary Minich and motion carried 6-0.

Motion to approve the claims as presented was made by Bryan Smith, seconded by Susanna Zimmerman and motion carried 6-0.

**REPORTS**

***Auditor's Office***

Amy Stockwell reported that HR software has been purchased and training is in progress. It will go live next week. She said they are very optimistic of the ability of the software.

Public Act 980561, the Public Safety Benefits Act Reporting, which requires reports to the State on the health benefits provided to law enforcement employees. The new software will be very helpful in meeting these new requirements.

The yearend process has begun so there will be budget amendments forthcoming, especially on the grants.

*Macon County Board Resolution Accepting a One Year Insurance Renewal Proposal through Arthur J. Gallagher*

Amy Stockwell reported that this is for the general liability insurance. It is the main policy which is really 10 lines of insurance. The coverage is essentially the same as last year. Travelers is the primary insurer. Nationwide gives the umbrella up to the level of 15 total. This represents an enormous effort to achieve this result.

Gary Minich asked if the rates had been compared. It is jumping up approximately \$70,000 and asked if it was usual. Amy said no and stated that the rate is based on loss history.

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

### ***County Board***

#### ***Macon County Board Resolution Setting the Salary for the Office of County Clerk Elected 2014 - 2018***

Jay Dunn stated that the Sheriff's salary had been set last month, this one is for the County Clerk, and the Treasurer's will be presented to Finance. He presented information on salary comparisons with other counties as well as comparisons between Macon County Office Holders. There is quite a bit of difference with the Auditor, Circuit Clerk, Coroner & Recorder salaries being the same @ \$78,720.60. Several years ago, these salaries were adjusted, but when the next cycle came up, which was the Treasurer, Sheriff & County Clerk, the salaries were not brought up to be in line with them. A 3%, 3%, 3%, & 3% is being proposed this time. It will not bring them up to par with the other office holders. It gets it a little bit closer.

Patty Cox said that it has been brought to her attention that the Statute has guidelines on the Vital Records pay. She was not sure if it was \$1 per vital record or up to \$1. Jay Dunn was not aware of the Statutes saying that and we haven't been paying anything. He said that in several counties, the Health Department takes care of it. He said he had not been able to check with the State's Attorney's office on it. Patty said that if this is going to be opened up and the State Statute says they are supposed to be paid \$1, then that is what should be done. Jay said it probably should have been paid at some point back. That is kind of a small number, but Jay said he would like to keep it in that office. Jay said he felt that the County Clerk should be compensated some for taking care of the process. Patty said she would agree and said this doesn't have to be done until Spring of 2014 and asked if it could be held off for another month so an opinion from the State's Attorney's Office could be sought.

Motion to table made by Jerry Potts, seconded by Susanna Zimmerman and motion carried 6-0.

#### ***Macon County Board Resolution Authorizing Additional Payment in the County Clerk Salary for Vital Records Duties***

Motion to table made by Jerry Potts, seconded by Bryan Smith and motion carried 6-0.

Bryan Smith questioned whether all of the Office Holders received a state stipend. There was nobody present that knew for sure. Jay said he would have it checked on.

*Macon County Board Resolution Amending Holidays for 2013 to Coincide with Circuit Court's Holiday Schedule*

Motion to approve made by Gary Minich, seconded by Verzell Taylor and motion carried 6-0.

**County Clerk**

No report

**Recorder**

Mary Eaton was unable to attend but had provided a copy of her report to Chair Cox. It will be scanned and emailed to members.

**Workforce Investment Solutions**

*Macon County Board Resolution for FY2013 Workforce Budget Modification – Summer Youth Employment Program*

Robyn McCoy reported that the program had been run this past summer with 200 youth with a grant of \$480,000. At grant end, the state found that some of the areas had not spent their money, so they are redistributing. They asked if we would consider increasing our grant by \$55,000.

Motion to approve made by Bryan Smith, seconded by Jerry Potts and motion carried 6-0.

*Macon County Board Resolution for FY2013 Workforce Budget Modification – TAA Grant*

Robyn McCoy reported that this grant ended September 30<sup>th</sup>. There was a modification needed for additional funding for 2 individuals.

Motion to approve made by Jerry Potts, seconded by Verzell Taylor and motion carried 6-0.

Robyn stated that there will be a budget adjustment needed due to grant program years and that she would be taking that to the Finance Committee on November 4<sup>th</sup> so it can be acted on at the November Board Meeting.

**Citizens' Remarks**

None

**Old Business**

None

*New Business*

None

**CLOSED SESSION**

None

**NEXT MEETING**

Monday, November 18, 2013

**ADJOURNMENT**

Motion to adjourn made by Jerry Potts, seconded by Susanna Zimmerman and motion carried 6-0.  
Meeting adjourned at 5:55 p.m.

*Minutes submitted by Jeannie Durham*  
Macon County Board Office