

**OPERATIONS & PERSONNEL COMMITTEE MEETING**  
**November 18, 2013**  
**5:30 P.M.**

**MEMBERS PRESENT**

Chair Patty Cox  
Jerry Potts  
Gary Minich  
Susanna Zimmerman  
Pat Dawson (arrived @ 5:37 p.m.)

**MEMBERS ABSENT**

Bryan Smith  
Verzell Taylor

**COUNTY PERSONNEL PRESENT**

Jay Dunn, Chairman of the Board  
Amy Stockwell, Auditor  
Carol Reed, Auditor's Office  
Robyn McCoy, Workforce Investment  
Mary Eaton, Recorder  
Steve Bean, County Clerk  
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, October 21<sup>st</sup>, made by Jerry Potts seconded by Susanna Zimmerman, and motion carried 4-0.

**APPROVAL OF PAYROLL AND CLAIMS**

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

Motion to approve the claims as presented was made by Susanna Zimmerman, seconded by Jerry Potts and motion carried 4-0.

**REPORTS**

***Auditor's Office***

Amy Stockwell reported that the office is beginning to start the process of closing out the FY13 and processing the final payroll for the year. She said they are encouraging everyone to get their bills in.

***Macon County Board Resolution Accepting a One Year Proposal from Safety National for Workers Compensation Excess Liability Insurance Coverage***

Carol Reed explained that Arthur J. Gallagher had sought bids. Safety National is the company the County has been with over the past 10-15 years. Their bid was 13% higher @ \$56,855. Midwest Employers gave a quote of \$74, 476 with a loss fund at a \$450,000. Currently, the loss fund is at \$500,000 which means we are self-insured up to \$500,000 and beyond that, they handle it. In the last 13 years, we have not met that, it was thought that keeping it where it is would probably be

the best as far as money spent for what we need. Midwest's bid was for \$65,977 for the same coverage as we now have.

To date, there have been 27 claims. They've all been pretty small ones ranging from 3 animal bites, an inmate bite, 3 cases of poison ivy, 5 cases of blood exposure in the law enforcement department, 1 smoke inhalation, and some small things at the Health Department, etc... The worst one we've had happened last week when a maintenance worker got his finger caught in an auger. It required surgery and he did not lose the finger. These total up to approximately \$39,000. There is one continuing claim in the amount of \$11,000 from 2000 that we are liable for and will probably always be. Patty Cox asked if the loss was down over the past year. Carol said yes.

Motion to approve forwarding the resolution on to the Finance Committee with a recommendation for approval made by Jerry Potts, seconded by Gary Minich and motion carried 4-0.

*Pat Dawson arrived @ 5:37 p.m.*

### ***County Board***

Jay Dunn gave a report on the safety committee and a recent visit from Tracy Lesiak, a loss control consultant with the self-insured company. He said that she was pleasantly surprised and impressed at the participation and efforts of the safety committee. She brought ideas on toolbox topics, incentive ideas and ideas about creating a positive safety culture. He said that the safety committee would be looking into some of those ideas. She also went through a tour of about half of the court house.

### ***Recorder***

Mary Eaton distributed her monthly report and informed the committee that she is in process of buying copiers. These have been budgeted for and they currently have some on loan and are trying them out. She said she plans to discuss the Capital Projects Fund with Carol and take advantage of that to purchase them.

### ***County Clerk***

Steve Bean handed out his monthly report and stated that October and November are normally the slowest months. October, 2013 brought in \$29,000 versus \$21,000 last year. The increase in fees has made a difference. Fifteen assumed business names in November @ \$630 under the new fee structure compared to five more the month before which only brought in \$100.

The Governor is supposed to be signing the same sex marriage law that will go into effect on June 1, 2014. Originally, all civil unions were going to be able to get an automatic transfer free, but we don't have anything official on that and the office is moving slowly right now due to the person in charge of vital records having a massive stroke about a month ago. There were about 4 individuals from Macon County who had gotten civil unions here and didn't wait, but got married in Iowa.

Next Monday starts the filing period at 8 a.m. and it goes until 12/2 @ 5:00. The big difference this year is that anyone who files between 4 and 5 on 12/2 for the same office will be part of a lottery to determine placement on the ballot.

Resolutions for public questions have to be done by 12/30. The only public question, right now, is for the Decatur Township concerning Drive In Liquor Establishments.

Our office is being asked to stay open more hours, 13 hours the last weekend, for the March election. We are discussing possibilities such as extended evening hours and opening @ 6 a.m. to 6 or 7 the Thursday before the last Thursday in the grace period in early voting.

The General Assembly, starting July 1<sup>st</sup>, will be asking for voluntary submission of email addresses on voter registration apps. This is supposed to be to help the Clerk's office, but we don't really know where it's all going.

Starting the first of the year, anyone 18 on or before the November election, may register @ age 17 to vote in the Partisan Primary in March. That is causing a lot of problems with the vendors in their attempts to comply.

### ***Workforce Investment Solutions***

Robyn McCoy reported that they had gotten a call from Rehab Services who are being dislocated from their building. In the past several weeks, CMS & DRS have been looking at the Workforce Office. They have rescinded the lease deadline of November 30 and extended it for 90 days. It looks like they are going to be moving in the week of December 1<sup>st</sup>. They will want us to stay if we can afford it. She said she should know in a couple of weeks what that number will be, but there is a Plan B just in case. She said it would be preferable if they could stay because they have been there for 20 years, would not have to pay for a move, new letterhead, business cards, etc... and would not have to do as much new recruitment for a new office.

Two grants are being modified and will be presented at the next meeting.

Robyn stated that she has been working with the Auditor in finalizing the November 30<sup>th</sup> numbers and if there are any adjustments needed, they will be taken to the December 2 finance meeting.

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

None

### ***Old Business***

None

### ***New Business***

None

**CLOSED SESSION**

None

**NEXT MEETING**

Monday, December 16, 2013

**ADJOURNMENT**

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

*Minutes submitted by Jeannie Durham*

Macon County Board Office