

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

**MEMBERS PRESENT**

Chair Patty Cox  
Jerry Potts  
Gary Minich

Pat Dawson (arrived @ 5:37 p.m.)  
Bryan Smith  
Verzell Taylor

**MEMBERS ABSENT**

Susanna Zimmerman

**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  
Mike Baggett, State's Attorney's Office  
Sheri Oleson, HR  
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, November 18, 2013 made by Gary Minich seconded by Verzell Taylor, and motion carried 5-0.

**APPROVAL OF PAYROLL AND CLAIMS**

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

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

**REPORTS**

***Auditor's Office***

*Macon County Board Resolution Accepting a One Year Proposal from A. J. Gallagher for Property and Inland Marine Insurance Coverage*

Amy Stockwell explained that the property insures the contents of the main buildings not owned by the Building Commission and also the outlying facilities such as the Health Department building and the highway building. Inland Marine is rolling stock that is not licensed such as some of the highway equipment, the voting machines, etc... Every two to three years, a complete bid is sought. This is a complete bid year. We are currently with Hartford Insurance and have been for many years. They have given very good service, but they were not the low bidder. A change in carriers to United Fire is being recommended. These bids are not apples to apples comparisons. There are two ways to look at pricing property coverage. One is book value. In the

case of the Health Department, it is about \$4 million. The other way is the full replacement cost. To replace the Health Department building, the figure would be closer to \$5 million. Great American priced on replacement costs. United Fire priced on book value. To avoid an insurance penalty, those two values need to be closer together. The recommendation is to approve this resolution for a one year contract with United Fire and then we go to United Fire and talk about raising the values of the buildings we own up to the replacement cost. This number will increase, but we need to get the coverage for the full replacement of the buildings. The recommendation is that we will work with them in the next couple of weeks before Finance to get the full replacement values of the properties. Gary Minich stated that we don't know then that United Fire, once the values are brought up, will be the best bid. Amy said that there is such a sizable difference of almost \$11,000 in the bids, that the adjustment is not expected to increase the bids that much. Amy said the adjustment is expected to be minor and that United Fire will still be the low cost carrier. Jerry Potts asked what we know about United Fire and whether they are dependable. Ted Miller with A. J. Gallagher said that United Fire is a good company. If A. J. Gallagher had issues with them, they would not have them looking at the County's coverages. He said the he expected the additional premiums to raise the values not to be more than \$2,000 to \$3,000 at the most. United Fire is still going to be able to offer the county very much of a win position for this piece of your coverage.

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 6-0.

Sheri Oleson reported on the year's HR accomplishments. It began with the process of updating the employee handbook which is being worked on with the State's Attorney's Office. One of the largest projects involved with that was driver's policy. The Driver's Policy was passed by the Board in August. Each department head was met with to review the changes. Along with the policy, a driver safety course was implemented. 360 of the County's drivers attended the course. A driver's DVD has been added to the orientation process for all new drivers. A rollover DVD training for all the prisoner transport van drivers has also been added. Running the MVRs has begun and out of the 100 that have been run so far, there have been no issues with anyone not passing our policy.

Wellness Efforts included the Employee Benefits Fair in June at which 140 employees attended. Wellness seminars that offered wellness credits were taught by the Health Department and EAP and included topics such as deskercise, diabetes management, healthy eating, and smoking cessation. 206 employees attended these seminars over the summer and 85 of them received wellness credits for attending. A new group of topics for 2014 are now being selected. One of the first in January as people are setting their New Year's resolutions will be smoking cessation.

Wellness clinics included a flu shot clinic sponsored by the Health Department and a preventive care clinic through DMH.

Financial Wellness seminars through Land of Lincoln Credit Union were offered during lunch hours.

Manager training based on department head input on some of the things they would like to see was led by EAP. The first topic was on creating an engaged workforce. The second one will be in January on Workforce Conflict which will cover the importance of conflict resolution and communication. Quarterly topics from Travelers are sent out to department heads. Best hiring practices was the last quarter's focus.

Sheri stated that she wanted to give the EAP a plug because they offer free webinars which are rolled out to the department heads. They have proved to be a very valuable partner in the leadership training and in the wellness classes. They offer a toll free number for the employees to call in as part of our contract. They offer 6 free sessions to each employee and spouse per incident. They have provided 72 sessions to our employees in the first two quarters of this year alone.

Customer Service classes were offered to the employees through 2 sessions with the first being a basic course and then we advanced to level 2 because of the interest. Law Enforcement, Probation, Health, Highway, Animal Control and most of the County Building Offices participated in the training.

The orientation process in the Auditor's office has been expanded to include more focus on wellness, safety and handbook policy information.

A new HR system is currently being implemented in the Auditor's Office. This will enhance the information that can be provided in the form of reports and much more.

For 2014, focus will be increased on wellness awareness and classes will be offered. The benefits fair will be expanded in the Spring. Training efforts will be continued for all employees and supervisors. Written procedures will be fine-tuned and job descriptions for each position in the county will be maintained and employment law compliance will be continued. Overall, the culture at the county is eager to learn. Change is being embraced and they are open to communication.

Bryan Smith reminded about the new hands-free cell phone usage while driving law that will be going into effect as of January 1st and questioned whether this was something the County needed to take a look at in terms of a policy. He said that we obviously have people who are using vehicles and there should probably be something in our employee handbook on that. Sheri said that that is actually a part of the driver policy and we are one step ahead of the state law. The only departments that are going to be able to be on the phone hands free are the emergency response teams. Everyone else in the rest of the departments will not be able to use the phones at all for any reason when driving. An order for the hands free devices is being put together now for the departments that will need those.

Jerry Potts asked about the 360 people who took the drivers course and wanted to know if it was mandatory. Sheri said that it was not mandatory although some of the departments chose to make it mandatory for their drivers. It was a four hour session sponsored by Richland Community College. It was a really good response to have 360 out of 400+ drivers participate. Jerry asked if it was paid for by the county. Sheri said yes.

Pat Dawson asked if retirement programs are being offered to employees. Sheri said that the retirement education is offered through IMRF. They set up their own sessions.

### ***County Board***

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

Motion to approve forwarding the resolution on to the Finance Committee with a recommendation for approval made by Gary Minich and seconded by Verzell Taylor. Patty Cox asked Jay if the information included was on the vital records. Jay said he had Mike Baggett check into the state statute and Jeannie call some of the other counties and this is some of the information that was gathered. It also includes additional work load items that the Clerk's office has picked up over the years thanks to the State Legislature putting more stuff on the county. The vital records registrar is entitled to the fee if he turns in the bill. Jay said he did not believe that Steve had turned it in up to this point, but it is available if he wants to turn it in. Patty asked if it was totally up to him to turn it in and Jay said yes. Patty asked Steve if there were things that were not listed. Steve said there were a lot more and if he had turned that in for the last 23 years, the county would owe him about \$63,000. Bryan Smith commented that he felt that the office of the County Clerk is one of the three offices that should be ranked higher when it comes to salary given the importance and work load in that office. Patty Cox agreed that when the levies are filed, that is where they start and that is very important to the taxing districts. The motion carried 6-0.

Jay went on to report that he had attended a UCCI meeting in Springfield recently. Jay said he has joined the organization for the coming year. They have an education seminar coming up on February 1<sup>st</sup> that is free of charge, but an RSVP is needed. It looks like a good agenda and good speakers if board members can find the time to attend. They send quite a few attorney opinions that might be of value in answering future questions that may arise. There are several meetings throughout the year. For the last 2 to 3 years, they have rebated the dues. Hopefully, they will do that again this year.

The Q3 Employee of the quarter luncheon was held this past month and several board members were able to attend. Q4 nominations are due by the end of December and Patty Cox will make that presentation at the January board meeting. The Q4 lunch will be scheduled soon.

The hazcom standards are being changed over the next couple of years. We are trying to get everybody trained on that. Jerry Lord has already sent the DPBC people to a class. The Highway Department is having a class on Friday of this week. The Sheriff is sending people from some of

his departments and Laurie from Environmental will be attending. The Toolbox Topic for January will cover this topic as well because it does cover a lot of little stuff and we want all the officeholders and their staff aware.

The first County Board Holiday Open House was held this past Friday and was hosted by the County Board Office, P&Z, Sof A, and Environmental Mgmt. It was well attended and considered a success.

### ***County Clerk***

Steve Bean stated that it was in the news today about the same sex marriage act. There was a court opinion that they might have to be done earlier because there have been several situations in Macon County where before the act passed the General Assembly and the Governor signed it, several couples were leaving to go to Iowa so they could get their partners on their insurance policies and so forth. It appears that the Federal Court in Chicago ruled that even though we are not supposed to start until June 1<sup>st</sup> with same sex marriages, that we might have to start doing them earlier. The only problem is that the state has not set up the guidelines, the paperwork, and we'll need to change our system with CIC to match up with whatever the state says, but you are probably getting questions about it. The information distributed is by quality Illinois. It gives guidelines as to what is going to happen with same sex marriages. The one thing is that if you've got a civil union, starting June 1<sup>st</sup>, you can come into the County Clerk's Office for one year and convert that into a marriage license without paying additional fees if they like.

The annual report shows the increase in the basic fees for the months of October and November over last year because of the difference in the fee structure. Not in these reports is another \$9,000 to \$10,000 that we get for the Clerk Fees from the sale of real estate every year. We've actually taken in closer to \$306,000. When you look at the State Automation line, every time a death record is sold, \$4 of that record goes to the State of Illinois. \$2 goes into the vital records program. Some of that money we get back. The Coroner and Clerk's Office gets back some. Last year it was about \$4,000 or equivalent to about one month of what we pay in. The other \$2 goes to the cemetery fund.

A short synopsis concerning the elections shows registrations dates, etc... Steve said they had to get all the ballots out to the service people by January 31<sup>st</sup>. So, hopefully the state will have all the challenges done. When they moved the early voting back, we are supposed to be open 13 hours that weekend, but that weekend we can only be open on Saturday. What they do is go back and flex some hours. For the first time what we thought was that we'd have to just be open election day hours the Tuesday before the election. Sometimes people complain that they can't get in during our normal hours, we do have some evening and Saturday and Sunday hours. But we will be open probably the Tuesday before the Election from 6 a.m. to 7 p.m.

The biggest change for whoever is in this office after December 1<sup>st</sup> of next year is that the County Clerk's Office has to take over all the petitioning and filings for all the school districts in Macon County which is going to be a mess. They all show up at 8 o'clock and we'll probably have to ask the Sheriff's office for help with fixing the lines. That just shows that if you complain well

enough to the general assembly about your employees having to come over and work during the Christmas vacation, you can get that pushed off onto somebody else. This is a classic case of the General Assembly doing something that ends up causing you more headaches than it does anything. They pushed up filings to December to try to help us out with objections, like what happens with Decatur Township the last few years so that we could have the ballots printed at the proper time but now it's just dumping more work onto whoever the County Clerk is going to be.

***Recorder***

Mary Eaton distributed her monthly report and reminded everyone that on Thursday between 11 a.m. and 2 p.m. is the Recorder's Holiday Celebration and that everyone is invited.

Amy Stockwell added that the Auditor / Treasurer combined party is tomorrow from 11:30 a.m. to 3:30 pm. And everyone is invited to that also.

***Workforce Investment Solutions***

*Macon County Board Resolution Approving 2013 / 2014 Workforce Budget Amendment for Trade Adjustment Assistance Act Grant*

Robyn McCoy reported that this is a cleanup for FY13 and that they had received \$23,836 additional covering from back in July through Sept of next year

Motion to approve forwarding the resolution on to the Finance Committee with a recommendation for approval made by Gary Minich, seconded by Jerry Potts and motion carried 6-0.

*Macon County Board Resolution Approving 2014 Workforce Budget Amendment for Rapid Response Grant*

Robyn McCoy reported that she had to increase the grant \$109,000 from the initial budget submitted a few weeks ago from \$141,000 to meet the needs through June 30 of this year.

Motion to approve forwarding the resolution on to the Finance Committee with a recommendation for approval made by Jerry Potts, seconded by Bryan Smith and motion carried 6-0.

*Macon County Board Resolution Approving 2014 Workforce Budget Amendment for Summer Youth Employment Program Grant*

Robyn McCoy stated that a couple of months ago the state had an additional \$55,000 that they sent our way. The initial \$480,000 grant plus \$55,000 was added to last week when we received a call that they are returning monies from other areas across the state and they were wondering if we could spend another \$50,000. This is really nice because the kids were going to be finished working last week. Now they can work through the middle of January. There are 19 youth working.

Motion to approve forwarding the resolution on to the Finance Committee with a recommendation for approval made by Bryan Smith, seconded by Verzell Taylor and motion carried 6-0.

Robyn stated that she had not been able to get these resolutions to the Auditor for review prior to the meeting, so she would take a look at them and there may be minor changes by the time they are presented to Finance.

***Citizens' Remarks***

None

***Old Business***

None

***New Business***

None

**CLOSED SESSION**

None

**NEXT MEETING**

Tuesday, January 21, 2014

**ADJOURNMENT**

Motion to adjourn made by Jerry Potts, seconded by Bryan Smith and motion carried 6-0. Meeting adjourned at 6:05 p.m.

*Minutes submitted by Jeannie Durham*

Macon County Board Office