

OPERATIONS & PERSONNEL COMMITTEE MEETING
July 21, 2014 **5:30 P.M.**

MEMBERS PRESENT

Patty Cox, Chair
Verzell Taylor
Gary Minich
Susanna Zimmerman

COUNTY PERSONNEL PRESENT

Jay Dunn, Board Chairman
Robyn McCoy, Workforce Solutions
Steve Bean, County Clerk
Mary Eaton, Recorder
Amy Stockwell, Auditor
Carol Reed, Deputy Auditor
Sheri Wallace, HR
Jeannie Durham, County Board Office

MEMBERS ABSENT

Bryan Smith
Jerry Potts
Pat Dawson

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

MINUTES

Motion to approve minutes of prior meeting, June 16, 2014 made by Gary Minich, seconded by Verzell Taylor, and motion carried 4-0.

APPROVAL OF PAYROLL AND CLAIMS

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

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

REPORTS

Auditor's Office

Amy Stockwell informed the committee that it is going to be time to renew the General Liability Insurance in the near future. The application process is in progress and they will bring that before the committee soon.

Sheri Wallace reported that the wellness seminars are well on their way. The third one will be held this week. They are well attended. Topics range from Building Self Esteem in Children to Caregiver Resources. She explained that all of the topics help in balancing work and home life which helps with absenteeism rates at work. These are scheduled through September 4. Fall classes are currently being scheduled and a whole new array of choices for employees will be available then. Attending these on lunch breaks is one way wellness credits can be earned.

The Benefits Fair had 295 employees in attendance. It was held from 10 a.m. to 2 p.m. and the average stay per employee was 20 to 30 minutes. The vendors have really grown the opportunities they bring to employees each year. Employees seem to look forward to it now and they are relying on us to bring them this good information.

Copies of some changes that will be coming up in the employee handbook were distributed. Sheri explained that these policies are already in the handbook, but there have been some clarifications made by adding a few sentences or law updates. They have been read and approved by the State's Attorney's office and the plan is to make all the changes at once, get it in front of you and have the book approved at that time. She said she felt that instead of handing them as many as 12 updates, she would give them a few to look at so they would know what was coming.

The first one is on hours of work and is just a clarification on how meal & rest periods should be used. It is spelled out how it is up to the department head to allow or not allow if their employees leave early or if they don't take lunch, etc..

Clarification to how & when vacations are earned according to hire dates. A specific example is given and it is explained that vacations only pertain to full time only employees.

The FMLA law has a lot of changes and the policy has been updated according to the military leave and the 26 work week allowance that is now available. Macon County has adopted the 12 month rolling time period for FMLA and this is spelled out.

There is updated information on the Affirmative Action / Equal Opportunity Employment statement. All of those protected classes are now stated and this is right off of the EEOC site.

The VESSA (Victim's Economic Security & Safety Act) ties back into the FMLA. If an employee takes VESSA & FMLA, it has to be combined. They only get 12 weeks total and this just explains those types of things.

County Board

Macon County Board Resolution Designating a Portion of CR36 as Sgt. Jesse R. Tilton Memorial Highway

Motion to approve forwarding to the full board with recommendation to approve made by Gary Minich, seconded by Verzell Taylor and motion carried 4-0.

Gary Minich asked where the road is. Jay Dunn explained that it is the Dalton City Blacktop.

Jay Dunn presented the County Board budget explaining that the letter sent out by Keith Ashby, Finance Committee Chair and himself asking the department heads and elected officials to cut their budget by 1% if they could, knowing that some departments are not going to be able to do so,

but hoping that other departments could do that and possibly more. Jay said he had cut his budget 2.5% and asked if anyone had questions.

Patty Cox said that at EEHW there was an expense that was going to be taken from the appraisal line. Jay explained that he was cutting the appraisal line for FY15 by \$10,000, but the Supervisor of Assessments would pick that \$10,000 up because he did several appraisals this year that have not been done previously. He said he thought it was working better to have the appraisals done on properties where problems arise. He explained that there is money in the FY14 budget that would be used this year to pay for joining the consortium to help pay for litigation regarding the Clinton Landfill. That was the resolution presented at the last EEHW committee meeting and it will be in this year's budget.

Jay explained that the Planning & Zoning budget is included in the County Board budget which he is presenting to O&P, but Jennifer will also present her part to EEHW. He said he put more money in for training for both P&Z and the County Board. Jeannie, Angie & Jennifer have attended a lot of training and the County Board members increasingly want to go to more conferences. Gary Minich asked where the cuts had been made if more had been put in for training and traveling. Jay explained that funding for the Probation Department had been cut because when they move, we won't have to pick that funding up. There was also money in the budget last year for fee studies and it did not have to be included for this year. A person has been added because the Printing and Purchasing department has been moved to the County Board which amounted to close to \$40,000 being added to the budget. A lot of the cuts came from eliminating the money put in last year for the fee studies and making cuts where they were needed, but added some to other places which mostly involves training and travel. The Zoning Board members have always had the right to turn in mileage, but haven't for a long time. Now, some of them are starting to do that. Jay said that he is encouraging them to make sure they visit each site which can take quite a bit of driving, so extra money has been put into that. He also reported that he was pretty sure the wind turbines would go this Fall and would involve more money as far as inspections.

Gary Minich made a motion to accept the Chairman's proposal and pass it on to the Finance Committee Budget Hearing, seconded by Verzell Taylor, and motion carried 4-0.

County Clerk

Macon County Board Resolution Approving Increase in Appropriations in the County Clerk's Election Budget

Steve Bean said that this would not take any more General Fund money. It appears that we are going to get more money this year. In past years, they've only given us about \$27,000 to take care of voter registration, then it went down to about \$12,000. This year, they increased our allotment over \$70,000.

We know we are going to need more money with HB105. We've had an increase in the number of

mail out ballots with the way it's changed that now you don't have to have a reason to have a ballot mailed to you. That costs about \$1.38 every time we mail out a ballot. The revenue line from the State Board of Elections is being increased by \$25,000 and increasing the expense line by \$25,000 for this year's budget.

Motion to forward to Finance with recommendation to approve made by Gary Minich, seconded by Susanna Zimmerman and motion carried 4-0.

Steve Bean began his budget presentation stating that he needed to cut between \$7,000 and \$8,000, but he actually cut a little over \$12,000.

New things being done in the department include school boards now having to file with the County Clerk's Office in December. Two years ago they filed with the school boards, but people had to stay during Christmas vacation and it cost the schools additional money for having the staff in, so the General Assembly assigned it to the County Clerk's Office.

The biggest cost for this year is in not knowing what is going to happen as a result of the new election laws dealing with same day registration.

So far, taken in as a result of the fee study increases, is nearly \$85,000 to the General Fund. The downside is that the cost of additional copies went up, so people are buying fewer additional copies.

Transfers from the County Clerk's Automation Fund have been decreased them by \$6,000 because we have not been able to get the revenue.

We get one month's reimbursement from the Department of Public Health to help pay for things and it has been used to buy vital records paper, new printers, etc... but revenue will be down about \$5,500 because of the decrease in the automation fund.

Steve pointed out a sheet in the budget packet that shows the raises per contract except for the Chief Deputy's who gets the same percentage as the union. He also included a sheet showing Sangamon County salaries. He pointed out that we spend \$234,000 and they spend \$360,000. We spend \$60,110 for our two election coordinators. The head of their election department makes \$67,000 alone. Their election people cost them almost \$250,000. You get a pretty good bargain with us.

Steve said his salary shows the resolution salary and he included the Vital Record Registrar figure, but the certificate from the State doesn't actually come until July. It tells what should be paid to the Vital Records person. In some counties, that money goes to the City Clerk or the head of the Health Department. He said he had included a memo from Mike Baggett and said this would be sort of the same as paying the Auditor the \$6,500 for the Insurance work and the Sheriff the \$11,500 for the jail. That will be up to the Board as to whether they want to adopt that or not. He said the Chairman has asked him to put it into the budget a couple of times, so this year he decided

to do so because some time down the road he (Steve) would not be here, but he thought the next person The amount of time spent on vital records is quite a bit and the local registrar does not have to be the County Clerk, but if you look at the amount of revenue brought in with vital records, Steve said he did not think the County would want to lose that position.

Postage was raised \$1,000 because it is costing more and more to mail. Money is collected from the tax buyers who buy at the tax sale. Certified letters with the little green slip have to be mailed out which are well over \$1,000 to people who own the property. That increase has always gone up. We collect more money every year, but it goes right into the general fund. That is why that is being raised \$1,000.

EDP expenses is another \$1,000.

The budget has been decreased for vital records because not as much has been spent there.

We figure we'll get \$75,000 from the state again.

Election Coordinator's salaries have been cut from the money we expect to spend for election judges.

Two elections have been put in for. We will have a Primary if the City of Decatur gets 13 people to run for City Council. It only takes 5 people to cause a Primary for Mayor.

Extra Help & Overtime won't need as much, hopefully. The new election law only affects this election and whether or not the General Assembly makes it hit these other dates and offer more services. That is part of the reason some of the other lines were not cut.

Legal Advertising was cut because not as much has to be spent.

For postage, next year the biennial purge of voters where everyone has to be mailed a card takes place. Both postage & supplies covers that expense.

There could be a public question coming from the County. It looks like there will have to be 2 ballot sheets for every voter which brings the cost up. Steve said he always tried to keep the number of ballots bought down, but it's going to drive us to have to buy two ballots for everybody. We usually ask for \$250,000. We'd only spent approximately \$213,000 in 2013 election, so we got a rebate for not having that Primary. If there is no Primary, other election costs can be kept down.

The Election Equipment is 10 years old. We have to start looking. Last time we spent about \$850,000. The equipment being looked at now would cost in the neighborhood of \$600,000. There is about a \$50,000 reserve for disability equipment at the State. This would only be looked at being bought if we saved any money from not having to pay everything to the elections and seeing how the financial status of the County is at that time. It wasn't put in the regular budget,

but was put in under possible equipment.

Susanna Zimmerman made a motion to move the budget on to the Finance Committee Budget Hearing, seconded by Verzell Taylor and motion carried 4-0.

Recorder

Mary Eaton distributed her monthly report, asked for questions, but there were none and announced that she would be presenting her budget at the August 18 meeting prior to presenting at her September 17th budget hearing.

Workforce Investment Solutions

Macon County Board Resolution to Amend the Workforce Investment Solutions FY'14 Budget for a Rapid Response On-the-Job Training Grant

Robyn McCoy explained that they had received a grant in the amount of \$340,000 specifically for dislocated workers on the job training. This grant reimburses employers who hire dislocated workers 50% to 90% of their salary for up to six months depending on company size. \$141,666 will affect FY14 and the remaining amount will be included in the FY15 budget presentation. Expenses, wages, on the job training reimbursements, travel, and some support services reflect the \$141,666.

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

Robyn McCoy announced that she would also present her budget at the August meeting.

Citizens' Remarks None

Old Business None

New Business None

CLOSED SESSION None needed

NEXT MEETING Monday August 18, 2014

ADJOURNMENT

Motion to adjourn was made by Verzell Taylor, seconded by Susanna Zimmerman and motion carried 4-0. The meeting was adjourned at 6 p.m.

*Minutes submitted by Jeannie Durham
County Board Office*