

OPERATIONS & PERSONNEL COMMITTEE MEETING
October 20, 2014
5:30 P.M.

MEMBERS PRESENT

Patty Cox, Chair
Jerry Potts (arrived @ 5:35p.m.)
Bryan Smith
Gary Minich
Pat Dawson
Susanna Zimmerman (arrived @ 5:34 p.m.)

COUNTY PERSONNEL PRESENT

Carol Reed, Auditor
Jay Dunn, Board Chairman
Robyn McCoy, Workforce Solutions
Sheri Wallace, HR

MEMBERS ABSENT

Verzell Taylor

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 15, 2014 made by Gary Minich, seconded by Bryan Smith, and motion carried 4-0.

APPROVAL OF PAYROLL AND CLAIMS

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

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

REPORTS

Auditor's Office

Macon County Board Resolution Approving 2015 General Liability Insurance Proposal

Carol Reed explained that the County has been with Travelers for 5 years. This quote is along those same lines. The total price, although more information is still coming in, is \$477,500 for FY15. This is general liability and a whole bunch of other stuff. There are still a few fluid pieces.

Ted Miller, A. J. Gallaher, explained that currently the county has a \$1 million primary, \$4 million xs the \$1 million. All of that \$5 million is provided by Travelers. There is \$10 million provided by Nationwide for a total of \$15 million. Travelers notified us that they didn't want anything to do with the Health Department, Employment Practices and Directors & Officers. They don't want

anything that looks, smells or tastes anything like malpractice. Even though some of those things might be a reach, that is what they've come up with. So, what the county is seeing for the \$477,500 premium is having to pull the primary, D&O & EPL from the Health Department out of this cylinder and build a secondary cylinder. This would have \$1 million Primary & \$4 million xs that for a total of \$5 million. The Nationwide piece still has to sit on top of that. At about 4 p.m. on Friday afternoon, Travelers said Macon County has that coverage now and they think they can grandfather that moving forward, thereby eliminating the 2nd cylinder. This is going to be about a \$35,000 reduction to the \$477,500 premium. That is good news. Ted Miller said they are still waiting on the paperwork to put that in place. He said he has asked them if, by grandfathering, they are talking about one year or into infinity. That scares them. It's probably going to be for one year and we'll have to deal with that on an annual basis. They have been burned by other public entity businesses concerning health departments and operations on a nationwide basis and so they are very leery of that. If Macon County were to go to them as a brand new account today, they certainly would not write it. The fact that they are willing to grandfather us in, even though it came to us at the 11th hour, will pull the premiums down. The \$477,500 for the resolution is the worst case scenario and it can only change for the better. Gary Minich asked if the proposal would then cover the health department. Ted Miller said yes. The coverage would be what it is today because the county has the coverage for the health department now. Mr. Minich asked how the \$477,500 compared to last year. Mr. Miller said \$407,000 is where the county is today. If the \$35,000ish is pulled out, it becomes \$440,000 or so and that is because of the county's claim record. Chair Cox asked if the paperwork would be ready by the Finance Committee meeting. Mr. Miller said he hoped so and felt a pretty high degree of confidence that it would be.

Jay Dunn asked Ted Miller to follow up with Tony Brown at the jail and let Travelers know because there is really good news over there as far as passing inspections. Mr. Miller said he absolutely would and said that that is why Travelers is able to do for Macon County the things that they do, such as passing on a grandfathered status. It is because of the relationship Macon County has formed with them. They value that tremendously and they have seen the whole change on the administration side of the county's program as a positive. There has been a plan in place and it has been implemented.

Jerry Potts made a motion to approve forwarding the resolution to the Finance Committee with recommendation for approval not to exceed \$477,500, seconded by Susanna Zimmerman, and motion carried 6-0.

Sheri Wallace updated the members on the wellness program as it wraps up for the year. The insurance wellness classes kicked off again in July and will wrap up this month before the holidays. 65 people have completed the wellness classes. Topics included stress related balancing work life and home, balancing caregivers as a lot of people are working and caring for a parent or elderly family member, eating healthy, preventive health, exercising and financial. Vendors were EAP, U of I Extension, DMH, Land of Lincoln and the Macon County Health Department. The Dynamic Stretching program that helps people that are sedentary and sitting a lot during the day was covered. Some classes will be presented starting next week at the Circuit Clerk's Office.

Supervisor's Training is done on a quarterly basis for anyone in a supervisor position. Ed Flynn has come in and covered handbook disciplinary procedures, work comp procedures and post-accident procedures. He covers a short session and then EAP kicks off with conflict resolution, communication breakdown, managing change in the workplace and workplace harassment. The Accident Review Safety Committee did an introduction of how that committee works and how they are here to help and are looking for preventive measures to help keep accidents from reoccurring.

The UCCI training in conjunction with U of I sponsor an annual Leadership Academy and six leaders from Macon County, the largest represented county participating, committed their time to receive a certification and graduated this past Friday evening. Participants included Adam Edwards from the Sheriff's Department, Kim Smith from records, Jeannie Durham from the County Board Office, Jay Scott – State's Attorney, Rodney Forbes – Public Defender, & Jennifer Hoffman from Planning & Zoning. Topics included the Essence of Leadership, Critical Thinking, Public Speaking, Leadership & Integrity. Sheri encouraged board members to look at the training as it focuses on board training and there has been good feedback.

The policy updates for the employee handbook are on target to be completed by the end of this year. There are a few more updates that are waiting on the State's Attorney's review. She said she would be bringing those updates to the committee soon.

County Board

Jay Dunn said he went over to the UCCI graduation and expressed appreciation to the participants. He said it is 28 hours over 7 weekends. He said that even though it is set up more for Board Members, the participants said they were able to get good information out of it. He said he would like to encourage more of this and the graduation was very nice with a steak dinner and they made it very special.

Macon County Board Resolution Approving to Change the Date of the Macon County Board Meeting in the Month of February Due to the Holiday Schedule for 2015

Chairman Jay Dunn explained that there is a conflict in February, 2015.

Bryan Smith made a motion to forward the resolution on to the full board consent calendar with recommendation to approve, seconded by Jerry Potts, and motion carried 6-0

County Clerk

Steve Bean gave an election update. Some new things are required by the State. Last Friday, Attorney General Madigan sent an opinion that she does not want things that have been done for years to be done any more and it would increase the cost to the county. This year there has been a large increase in the amount of ballots mailed out. Both political parties and various sub-groups have done mass mailings to get people to vote by mail. Currently, over 1800 absentee ballots have

been mailed out to individuals. The first phase of no excuse absentee voting was ended Saturday at about 700. Today, around 200 people voted on the first day of early voting. The State is requiring the office to be open the next two Saturdays and Sundays for 7 hours. They also are requiring the office be open until 7 p.m. every night next week. Two years ago, we didn't get done on Election Day until 12:30 because of a large number of, especially military ballots which take a long time. If we have to follow this Attorney General opinion, final results will not be available until around 3 a.m. Steve said he would be conferring with the State's Attorney and Party Chairmen. This will be the first election where there will be voting in the office on Election Day. They extended the grace period out until Election Day. We have to vote individuals in our office until 7 p.m. on Election Night. Many times, people walk into precinct doors that cannot vote. This allows anybody who didn't change their address or anybody that has just moved into the County to come down to the office, register to vote and then vote on Election Day. Working with Verizon, we will be linked to all the polling places via laptops. Both parties spend a lot of time and money on poll watchers. We will also now be able to provide to the two parties on the website a report that tells who voted in what precinct throughout the day. We will be able to tell them via the website the exact number of people that voted in each precinct. The problem with the new State law is that it is only good for this election. If they want to change it, they can. It will be interesting to see if, after everything we've had to do to meet all the new State Standards, whether or not they will still be there in two years. We've been getting ready for, and getting a lot of complaints from the school board members, is the first election where all 7 school boards file with the County Clerk's office. We have to keep track of the 3 different ways that school boards are elected. School Boards go on vacation the Friday during the filing process and they were upset that they had to keep people overtime during the filings. This is another law that the General Assembly passed. We can't even contact the school districts until after the first of the year so it's a good thing we don't have to certify the ballots until after the first of the year.

Recorder –

No report

Workforce Investment Solutions –

Robyn McCoy updated the committee about wrapping up the Summer Youth Program. 200 kids have been exited and there are still about 25 on the payroll. They should be finishing up in the next few weeks.

A CDL training program has been started with additional funding. A recruitment for CDL drivers was done. There are two employer partners on board. They are McLeod Express and ADM Trucking and they are helping with recruitment, assessment and selection for the group. Twelve CDL drivers will be trained. Six were approved today and will start next Tuesday. Another six will be done in the next few weeks. The grant modification will be brought before the committee as soon as it is received.

Citizens' Remarks None

Old Business None

New Business None

CLOSED SESSION None needed

NEXT MEETING Monday November 17, 2014

ADJOURNMENT

Motion to adjourn was made by Bryan Smith, seconded by Susanna Zimmerman and motion carried 6-0. The meeting was adjourned at 5:55 p.m.

*Minutes submitted by Jeannie Durham
County Board Office*