

OPERATIONS & PERSONNEL COMMITTEE MEETING
March 16, 2015
5:30 P.M.

MEMBERS PRESENT

Linda Little, Chair
Bryan Smith
Dave Drobisch
Kevin Meachum
John Jackson
Jerry Potts

COUNTY PERSONNEL PRESENT

Steve Bean
Carol Reed, Auditor
Mary Eaton
Sheri Wallace, HR
Mike Baggett, State's Attorney
Robyn McCoy

MEMBERS ABSENT

Verzell Taylor

Jeannie Durham, County Board Office

The meeting was called to order by Chair Linda Little at the Macon County Office Building.

MINUTES

Motion to approve minutes of prior meeting, February 17, 2015 made by Jerry Potts, seconded by Bryan Smith, and motion carried 6-0.

APPROVAL OF PAYROLL AND CLAIMS

Motion to approve payroll as presented made by Kevin Meachum, seconded by John Jackson and the motion carried 6-0.

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

REPORTS

Auditor's Office –

Carol Reed reported that the Insurance Committee has met twice and is scheduled to meet again on Tuesday, 3/17 @ 9 a.m. in the 8th floor conference room. They will be reviewing possible rate increases at the meeting and discuss ways that the increase can be held down. She said the group has a good representation of employees and union groups from around the county.

Kevin Meachum asked if the insurance rep has given any indications of what is coming in the future. Carol said the indication is that the highest it could be would be a 15% increase, but they think it can be worked down somewhat from that. There are some options available.

Kevin Meachum asked what the increase had been for this year. Carol said it was about 5% to 6% which was down from where it originally started. She said they hope to get it down as low as possible for next year as well. One of the options being looked at is self-insuring up to a certain aggregate limit. Several different things will be looked at and the insurance committee's input will be important.

Kevin said he has talked about going from the 90% down to 80% several times over the years. When it comes down to the final money out of pocket situation, this needs to be looked at to see how it affects them. It really brings the premium down and it would be a big benefit to a lot of our employees. It's time to sell this idea because they would find a big reduction in the deductible and overall there would not be a big difference in out of pocket. Carol said that this is one of the options being looked at.

Macon County Board Resolution Amending Macon County Employee Handbook for Updates

Sheri Wallace explained that she has been working on updating the employee handbook since 2013 when she was hired. The proposed updates have been approved by the State's Attorney's Office. These are just basic changes.

Kevin Meachum wanted to know if the union personnel has been contacted on the changes and how it affects contracts. Chair Little explained that this handbook does not affect contracts. Kevin said he understood, but wanted to know if they have concerns on the language and how it is being presented. He said there are steering committees for management and labor and he wanted to make sure this has been addressed. Sheri explained that the changes just update the law language on some of the statuses that have changed in our world since 2006 when the handbook was last updated. For example, the Affirmative Action – Equal Employment changes address military statuses and that sort of thing which will not affect staff. Some language that is used in equal opportunity rights now versus 20016 has also been updated. Sexual Harassment is no longer terminology that is used. It is now called Workplace Harassment. The only thing there that has been added is bullying because that is now a part of the workplace and it was not mentioned in 2006. These types of changes are not going to affect the staff. On vacations, sick days, paid holidays, etc. . . . , the only language that has changed is an explanation of how it works because it was very vague and it makes it clearer for the staff when orientation is done. Recordkeeping is also mentioned because recordkeeping is the department's responsibility and they report back to the Auditor. That was never mentioned, so it was added. The Family Leave Medical Act was really out of date. The military part was added. The mission statement for the safety program was added. Many of the changes are just taken straight from the law. The Drug and Alcohol Free Workplace removes the County's liability to refer someone to ask them to participate in a program. Now, we refer them to EAP. That is the new language that is used today. We don't get involved. Before, the language referred them to a certain kind of place. Now we refer them to EAP and they take it from there. The newest one is for social media and it is straight off the NLRB website. Just a few adjustments to make it fit the county's needs and work with the policies currently in place were done. All of the updates were reviewed by the State's Attorney's Office.

Motion to forward on to the full board with recommendation for approval made by Bryan Smith, seconded by Dave Drobisch, and motion carried 6-0.

County Board –

Linda Little reported that she had recently attended the IEMA training for County officials and found it very interesting. She will be attending the Governor's Round Table tomorrow when he will be meeting with County Chairmen or Vice-Chairmen to hear what they have to say. She said her main goal is to reiterate that we cannot handle unfunded mandates. It is fair to say that we all know the budgets will get cut. Nobody wants their budget cut, but we just can't handle that being multiplied with unfunded mandates from the state. That same theme comes up at every UCCI meeting.

County Clerk –

Steve Bean reported that voting has been going on for 2 to 3 weeks and there have only been 105 people in so far. There were only 90 absentee ballots requested. In comparison, two years ago we had 1,115 vote. With all the Mayor Race, Maroa-Forsyth question and the heavy contest there, only 5 people from Long Creek have voted.

One bill that got a second reading in the Senate and will cost us a bit more money is that they are talking about moving school elections to the even year. That will cause ballot styles, etc.... with the various schools and add some costs to our elections.

We are already faced with one mandate, and we've already lost a lot of precinct judges over this matter, someone in the polling place is going to have to register voters. We are going to have to look at that and how we are going to pay for that.

One bill sent by Senator Frank that would stipulate that an elected official may not hold more than one public office simultaneously. That went back to sub-committee. Linda Little said her understanding was that that would be any elected position. Steve said any elected appointed – we've had Attorney General's opinions - We had a guy that was a Township Supervisor on a School Board and was the Chief of Police of a community. The Attorney General's opinion said he should not have done that, but the Attorney's opinion of all those districts said it was all right. Ms. Little asked how many Board Members we would lose if that were law. Steve said he didn't know if it comes back to affecting, since this was originally the Board of Supervisors, if they could technically eliminate those people. You've got one road commissioner. That was an unusual bill that came up and how you would keep track of who is on what would be the other thing.

Recorder –

Mary Eaton distributed reports and offered to answer any questions.

Workforce Investment Solutions –

Robyn McCoy informed the committee that she has submitted / or responded to an RFP from the Department of Commerce and Economic Opportunity to apply for incumbent worker grant dollars. The grant application has been submitted for PPG to train their current staff. They are retooling the entire facility with all new processes, equipment, ownership, leadership, etc... There are lots and lots of changes there. They're needing some in house training for their staff.

An application has also been submitted for DMH . Because of the Affordable Care Act, they're required to go to electronic health record implementation. They are training their entire staff. They are paying for the train the trainer piece. If approved, this grant will pay for the train the trainers to train the remaining 1900 staff and change for a more relationship based model for care for their customers and patients.

Citizens' Remarks None

Old Business None

New Business None

CLOSED SESSION None needed

NEXT MEETING Monday, April 20, 2015

ADJOURNMENT

Bryan Smith made a motion to adjourn, seconded by Dave Drobisch and Chair Little adjourned the meeting at 5:45 p.m.

Minutes submitted by Jeannie Durham, County Board Office