

OPERATIONS & PERSONNEL COMMITTEE MEETING
January 19, 2016
5:30 P.M.

MEMBERS PRESENT

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

COUNTY PERSONNEL PRESENT

Josh Tanner, S of A
Carol Reed, Auditor
Kevin Greenfield, Chairman of the Board
Robyn McCoy, Workforce
Jeannie Durham, County Board Office

MEMBERS ABSENT

Kevin Meachum
Verzell Taylor

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

MINUTES

Motion to approve minutes of prior meeting, December 21, 2015 made by Jerry Potts seconded by Bryan Smith and motion carried 5-0.

APPROVAL OF PAYROLL AND CLAIMS

Motion to approve payroll as presented made by Mr. Smith, seconded by Mr. Drobisch and the motion carried 5-0.

Motion to approve the claims report as presented was made by Mr. Smith, seconded by Mr. Drobisch and motion carried 5-0.

REPORTS

Auditor's Office –

Ms. Reed reported that she would be taking this to her oversight, which is Finance, but wanted to inform this committee as well that they are getting ready to look at new software for the Auditor's Office. The new software will be for all of the payroll, general ledger, etc... This has been in the works for several years, but the time has come. The current software will be phased out so we are being forced to take a look at new things. She said she has a couple of bids. They will have to get a new server. The total cost is about \$100,000 for the server and software. She said she would be taking this to finance and to the county board for approval because there is free software involved that will go away if she doesn't do something soon. She said she is weighing 2 options

now. When the wind energy permit fund was set up, the money for this was designated so that is where the money probably could come from. Ms. Little asked if the new software is strictly numbers related or if it has a personnel component to it. Ms. Reed said it does have a personnel / HR component to it which we desperately need to use. It also covers budgets. It has the whole package.

***County Board –
Macon County Board Resolution to Approve Lease Agreement with Senator Andy Manar***

Mr. Greenfield explained that this is a renewal and the rent is \$500 a month.

Motion to approve forwarding the resolution to the Finance Committee with recommendation to approve made by Mr. Potts, seconded by Mr. Jackson and the motion carried 5-0.

***County Clerk –
Macon County Board Resolution Approving Changes in Fees Charged by the Macon County Clerk***

Mr. Tanner explained that both the Clerk and the Recorder were in an area meeting in Champaign so he would be presenting both resolutions.

He explained that both fees were on the same fee study that was done to determine that this is where the fees should be set at.

Motion to approve forwarding the resolution to the Finance Committee with recommendation to approve made by Mr. Drobisch, seconded by Mr. Potts. Mr. Smith asked what the current amounts are. He was given a copy of the fee study and Mr. Tanner said that they should be listed in it. He said that the GIS & Recorder's fees are clearly listed. The Clerk's fee is also listed. He said he thought that one of the Clerk's fees is being increased based off of a prior study. It was not increased to its maximum previously so was included in this study as well. The motion carried 5-0.

***Recorder –
Macon County Board Resolution Approving Changes in Fees Charged by the Macon County Recorder***

Motion to approve forwarding the resolution to the Finance Committee with recommendation to approve made by Mr. Jackson, seconded by Mr. Potts and the motion carried 5-0.

Workforce Investments

Ms. McCoy had no report, but wanted to inform the committee that they will be hosting informational sessions for a new program they are putting together, the Manufacturing Logistics Program, next week on Tuesday and Wednesday. There will be one session at 9 a.m. and one at 1

p.m. each day, so there will be 4 info sessions for job seekers to find out about the program, what is expected etc.. if they want to move forward with it.

Citizens' Remarks - none

Old Business - none

New Business – none

CLOSED SESSION None needed

NEXT MEETING Tuesday, February 16, 2016

ADJOURNMENT

Motion to adjourn made by Mr. Potts, seconded by Mr. Drobisch, and Chair Little adjourned the meeting at 5:40 p.m.

Minutes submitted by Jeannie Durham, County Board Office