

**OPERATIONS & PERSONNEL COMMITTEE MEETING
DISCUSSION ONLY
QUORUM WAS NOT PRESENT – NO VOTES TAKEN
April 18, 2016
5:30 P.M.**

MEMBERS PRESENT

Linda Little, Chair
Bryan Smith
John Jackson

MEMBERS ABSENT

Kevin Meachum
Verzell Taylor
Jerry Potts
Dave Drobisch

COUNTY PERSONNEL PRESENT

Jay Dunn, County Board
Carol Reed, Auditor
Sheri Wallace, HR
Robyn McCoy, Workforce Solutions
Steve Bean, County Clerk
Laura Lents, Printing & Purchasing
Jeannie Durham, County Board Office

The meeting was called to order by Chair Little at the Macon County Office Building. Ms. Little announced that a quorum was not present and no votes could be taken, however, there were people present to make presentations and the committee members need to hear the information. She said they would hear the presentations, be allowed to ask questions, but everything would then go on to the Finance Committee for approval so all the items will be on the next full board meeting agenda. She said she did not want to have to call a special O&P committee meeting nor did she want these important items to be delayed.

MINUTES

The minutes for the March 21, 2016 meeting will be approved at the May 16, 2016 meeting.

APPROVAL OF PAYROLL AND CLAIMS

Both Claims and Payroll will be approved at the May 16, 2016 meeting.

REPORTS

Workforce Solutions

Ms. McCoy explained that she does not have the official grant document from the Department of Commerce yet, but needed to get it through the system. She said she should have it by the time the board meets. There are two grants. One is a trade adjustment assistance grant in the amount of \$68,045.84. It is backdated to October 1, 2015 and it will run through September 30, 2016. It is to serve individuals who were laid off from Mitsubishi and some of the other sub-contractors that were associated with that. The majority of these individuals who are enrolled in this program

are from DeWitt County. There are about 9 that are having tuition, fees, books & transportation and another 4 or 5 that are participating in the trade readjustment assistance. That means that the individuals who were laid off, find another job, but are not making what their wage was at the time of layoff, can get paid 50% of the difference for up to 2 years if they are over 50 years old. Many of them were laid off at \$32 an hour and are now getting paid between \$16 and \$22 an hour, so they receive a check from the Department of Employment Security for 50% of that difference as part of the Trade Act. This grant is for the training, tuition, fees, books & transportation back and forth to school. Ms. Little asked if the funds were Illinois funds or federal funds. Ms. McCoy said they are federal funds through the Trade Adjustment Act. They were approved because the company closed due to foreign competition.

The 2nd grant is in the amount of \$9,393 and it is an annual incentive grant. She said they had exceeded performance measures and participated in the distribution of incentive dollars and were awarded \$9,393. They have a year to spend it. She said they need some equipment for the computer lab.

Ms. McCoy said she would take the two resolutions to the Finance Committee for approval.

Auditor's Office –

Ms. Reed reported that she has a resolution ready to request approval for renewal of the contract for the employee assistance plan (EAP) which is offered through Chestnut Global Partners. She will take this to the Finance Committee for approval, but wanted Ms. Wallace to explain it to this committee.

Ms. Wallace gave highlights of how the EAP program is utilized. It is not just for counseling services. They also offer 4 free hours of training which can be utilized for supervisor training which we have done for several years. The hours can also be used for health and wellness purposes. Our utilization rate, based on our employee population, shows that 9% of our employees are using EAP for call-ins. Call-ins can result in a therapist appointment at no charge. They can have up to six sessions a year per incident for them or anyone in their household. The confidential report that does not include names gives reasons for the call-ins. Marital relations is one of the highest, children is 2nd, depression is 3rd and anxiety and medical purposes follow. In comparison to the standards of how these services are utilized, we are well above the national average of 4.5%. Our employees double the use of EAP in comparison.

Our utilization for this year is projected to be the highest it has ever been so an increase is proposed. The total last year was \$16,800 which was a rate of \$28 per employee. This year, the proposal is for \$34 per employee which would be an increase of \$270 per year or \$17,070 for the one year commitment with EAP.

Mr. Jackson asked if any of the expense is employee covered. Ms. Wallace said no, it is all paid by the employer. Ms. Little said she takes that to mean that county employees are smarter and are

utilizing available services. Ms. Wallace said that a plus is that they are not using the health insurance to pay for these services.

Ms. Reed went on to present the annual health insurance proposal from A J Gallagher. The insurance committee has met twice and was presented with various options. The same plan with no changes came in first at a 5.5% increase, but Mr. Malachowski was able to get it down to 2%. Self-funding options were looked at and the committee will continue to do that, but it was felt that 2% was something that could be lived with. Ms. Reed said her recommendation is for the 2% increase staying with the same health plan. Mr. Malachowski was present to answer questions. Mr. Smith asked what the 2% increase was based on. Mr. Malachowski said it is primarily claims driven although claims have subsided somewhat. He explained that last year was a really tough year when changes were made in the plan including employees having to pay more for medical services. This year when it came in at 2% with no changes to the plan, the insurance committee felt they didn't want to make changes. There are a lot of things that can be done with the medical insurance plan that can involve significant increases in the employee's out of pocket expense that the committee felt it was not appropriate to do at this time. Ms. Little pointed out that going to an 80/20 plan was a big hit that a lot of people felt they took last time. Ms. Reed said she would take the resolution to the Finance Committee for approval.

Ms. Reed said she would also have a resolution to take to the Finance Committee for the Delta Dental plan. There is no change in that for next year.

County Board –

Ms. Durham explained that she would be taking a resolution to the Finance Committee for approval of a request to enter into a contract with The Public Group which will allow the sale of surplus items be listed on the Public Surplus website. Currently the Printing and Purchasing Department assists various departments in the disposal of excess equipment through recycling and auctions. This will give another place to take things and possibly make a little money while getting rid of unwanted items. She explained that Mr. Baggett had reviewed and approved the agreement contract. Ms. Little asked about cost. There is no cost involved.

County Clerk –

Mr. Bean explained that the Association meetings discussions for the Recorders would center around the movement to standardize the recorder funds across the state. He said it is unclear how much damage that will do to our budget because the differences across the state are broad, but the federal government and the mortgage companies feel that there has to be to give a true picture of what the costs are when a mortgage is taken. The Association has put up a website listing all the fees for all the recorders in the state. They say that is better than having a standardized fee because the costs are different depending on the size and other factors of the county.

He said the County Clerks would be spending their time talking about the elections and the problems some counties had in running out of ballots and other things.

He said he had sent Mr. Dunn & Ms. Little information about how the State of Illinois and the Department of Revenue are not paying for tax liens. Some counties are not accepting state tax liens right now because the state is not paying for them. He said Ms. Eaton has had some problems but is starting to get paid for some of them. Chair Little said her personal opinion is that if the state isn't paying the fees when they file something, then the state does not get to file. She said she cannot come in and file anything or even get a copy of anything with an IOU. If they want to file a lien, they pay the fee.

Mr. Bean said they are about ready to roll over the tax information to the County Treasurer. He said the Clerk's office prepares the tax bill by taking all the information from the various governmental units and what they want along with the information from the State of Illinois and the Supervisor of Assessments. It has gotten more and more difficult. If you live in the central part of the City, the tax rate will go up 63 plus cents. When people talk about how much the County's went up, remember you rebated the stuff from the building commission. That brought the tax rate down 6 cents. That is a positive thing.

The County Automation that was just raised brought in over \$5,200 in March. That is up from the \$3,100 in February and is the largest amount ever taken in. The General Fund collections were down a bit because in the past few years, there is usually a major employer in the county that makes everyone have birth certificates for their kids, but so far, this year, we have not had anything like that. Last year there were a lot of people paying off delinquent taxes with their income tax refunds and that has not been seen this year either.

Mr. Bean said he would be bringing the Fike & Fike contract to the Finance Committee for approval. The new year started on December 1 and they've finally gotten a contract. He said they have been paying at the same rate as they had been since the beginning of the contract. It is based on the number of parcels. There has not been a big increase in parcels so there has not been a big fluctuation in the rate over the past few years.

Recorder – no further report

(Ms. Eaton was attending the Illinois Association of County Clerks and Recordors meeting)

Citizens' Remarks - none

Old Business - none

New Business – none

CLOSED SESSION None needed

NEXT MEETING Monday, May 16, 2016

Notes submitted by Jeannie Durham, County Board Office