

OPERATIONS & PERSONNEL COMMITTEE MEETING
August 20, 2018 **5:30 P.M.**

MEMBERS PRESENT

John Jackson
Patty Cox
Kevin Meachum
Jerry Potts, Vice Chair

MEMBERS ABSENT

Bryan Smith, Chair
Bill Oliver
Dave Drobisch

COUNTY PERSONNEL PRESENT

Rocki Wilkerson, Workforce
Carol Reed, Auditor
Jay Dunn, County Board Chairman
Jennifer Gunter, P&Z
Steve Bean, County Clerk
Jeannie Durham, County Board Office

The meeting was called to order by Vice Chair, Jerry Potts at the Macon County Office Building.

MINUTES

Motion to approve minutes of prior meeting, July 23, 2018 made by Ms. Cox, seconded by Mr. Jackson and motion carried 4-0.

APPROVAL OF PAYROLL AND CLAIMS

Motion to approve payroll as presented made by Mr. Jackson, seconded by Ms. Cox and the motion carried 4-0.

Motion to approve the claims as presented was made by Ms. Cox, seconded by Mr. Jackson. The motion carried 4-0.

REPORTS

Auditor's Office – No Report

County Board

FY19 Budget Report

Chairman Dunn explained that revenue had been cut a little. Demolition was cut because there had been no demolitions for quite a while and none are expected. Nuisance revenue was also cut because this comes from mowing the lawns, placing a lien on the property to get the money back if the property sells. Unfortunately, that hasn't worked out either.

Salaries show the union negotiated pay raises for the staff. The Print Shop Operator position has been eliminated, so there is a savings there of \$18,589. Group Insurance also shows a decrease due to losing two people there showing a savings of \$19,608.

The \$4,000 for the fee study was cut. That amount had been transferred in from the equipment line to pay for the Circuit Clerk's fee study. There will be some fee increases for the Circuit Clerk's office coming up as a result of that.

\$1,000 has been added to the nuisance line because of all the mowing and maintenance we've had to do on the different properties. A little was also added to the demolition line just in case one comes up.

The \$4,000 cut from the fee study line was added back into the equipment line.

Overall, the budget was cut \$31,470 from last year.

Ms. Cox asked about the increase in the elected officeholders salary line. It was explained that this was a rounding issue. Every year the line comes up a little short and so a little extra was added in. No raises were involved.

Mr. Meachum made a motion to forward the budget on to the Finance Committee Budget Hearing with recommendation for approval, seconded by Mr. Jackson and the motion carried 4-0.

***County Clerk –
FY19 Budget Report***

Mr. Bean reported that the only raises are based on the contractual raises. The latest hire, in comparison to the person she replaced, is \$550 less. The Vital Records salary went down \$22 due to doing 22 less birth and death this past year.

County Clerk Budget – We are past the last of the 4 year agreement with the Department of Health. They are supposed to renew the contract, so we should get about \$4,000 from that. The next office holder won't be under ECO, so that will be a savings. The actual budget is about \$93 less than this year's budget.

Elections Budget – Close to \$70,000 is estimated as to what we will receive from the state. That is what they pay for either one or two elections. So, we have election judges. They should reimburse the county because next year, the new Clerk is going to have to do the biannual purge where they mail out all of the voter registration cards. They are supposed to reimburse us, but the speaker at the last minute, pulled the money from 2 years ago and shoved it into this year. Which, that is the reason we bought new laptops. The postage line is probably not as high as it should be for a purging year, but with the other lines and not knowing if we could have a primary. Starting next Monday they circulate petitions for the City of Decatur. Mr. Bean said he still holds local election meetings the night he has to present his budget to the County Board, but he does not know what his successor will do. There are three sessions that day with all the park districts, school districts, etc. as far as what, and we print out their petitions and everything so they will be ready. Fifteen days until the new Clerk's term. They receive all the petitioning for the school boards in

the Clerk's office and all the local election officials for the villages, city, park districts, libraries, etc. will be done out in their local districts. There will be some election expenses.

County Clerk Automation Fund – This takes in roughly about \$52,000 a year. The senior clerk typist is paid out this, along with their benefits, some postage, office supplies, some EDP and copy machine expense. The one thing that might have to move some money out of the election line is the new Clerk will have to buy some new vital record paper. Mr. Bean said he had bought some generic where they will have to sign it, and it's going to drive the funeral homes nuts because they are going to have to . . . They're used to having stuff in house with Mr. Bean's signature on it, but at midnight on November 30th, they can't use it anymore. All of that will have to be destroyed. There is about a month and a half supply, not knowing whether the new clerk is going to want to buy that paper, but that paper is . . . The clerks, the local registrars, have to buy it because it meets federal guidelines with Homeland Security. That goes back to the election budget. The biggest thing is that it is unknown how much more this year . . . We are supposed to be reimbursed for some of our Homeland Security things we have to do. They've already changed the way that we process the USB ports that go into stand alone machines. It is all air flow. That night, we might not report as often because they are concerned about hacking. There were some problems in Maryland. The State of Illinois has already been hacked two years ago prior to the 2016 election. There are some new procedures, some new Microsoft software, we will use through our vender. It will raise some of our costs yet this year. Some additional, larger laptops were bought to use for voter registration out in the precincts. Mr. Bean said he has already gone to 3 or 4 hours this spring; Josh Tanner and the County Clerk Chief Deputy went to a 2 day seminar in August and there is another 4 hours with Homeland Security next month. The danger is out there. We are having to address it. How much has to be spent to meet guidelines is, hopefully the state is supposed to give us some money, but it is unsure if they will or not.

Mr. Potts asked Mr. Bean if he would be staying around to help the newly elected person. Mr. Bean said it depends on if they want him to. One of the candidates talks to him almost daily and the other contact he has had no contact with other than a half hour once. He said he would help as much as he could or is wanted. It is their office starting December 1st. Mr. Bean said he had not bothered his predecessor much when he took office. There is a good staff of 7 people there that know what they are doing. The Chief Deputy is the only one that isn't union, but that person has 27 years of knowledge. There is one of the best sources in the other clerks. About 1/3 of the County Clerks are being lost, but most of the Clerk's have about 12 years or less experience. There are a lot of good knowledgeable people as well as 2 fine venders in Liberty Systems and Fike and Fike. The State Board is really good. So is the Department of Vital Records. The Department of Revenue has lost a lot of good experience and has not been there to help as much as they used to, but there is a lot of knowledge out there to help a County Clerk. That person will have enough support, but it will be their office to run and make decisions for.

Mr. Meachum made a motion to forward the budget on to the Finance Committee Budget Hearing with recommendation for approval, seconded by Ms. Cox and the motion carried 4-0.

Recorder – No Report

Workforce Investments – FY19 Budget Report

Ms. Wilkerson presented a year end review. Within the last couple of weeks, four businesses have closed and close to 300 people have lost their jobs. They have been really busy with Rapid Response services and working with dislocated workers. This morning, there was good news as Workforce is a part of the \$1.5 million for getting people trained and back to work.

Over \$3 million dollars has been received. The grant timing and budget years overlap a little bit. The top three occupations covered with customers enrolled in training were Health Care, Transportation and Manufacturing. That has not changed over the past 3 years. There is a really strong emphasis on health care and manufacturing. It is a struggle to get programs and training coordinated. Finding teachers is sometimes difficult.

Money is being directly spent with On the Job Training providers, salaries for the on the job training, tuitions, fees. She said we are so rich to have these resources. There are two youth provider contractors; The City of Clinton and Richland Community College. The Incumbent Worker Training helps people who have lost their jobs through no fault of their own. They need to be included in the incumbent training because they have already proved they are good workers. That is where that additional training comes in handy. Support services is really what Workforce is all about. There are so many people that have extremely difficult barriers. Workforce can provide that case management to help people get through training and to work.

The return on investment information shows that in the Adult category with 20 exits, 86.67% entered employment with 6 month average earnings of \$18,326. The Dislocated Worker category uses the same formula. Looking at the ROI, after completing the program \$733,054 in wages while \$712,006 was allocated. That is 103% return. That is excellent. The Dislocated Worker ROI was at 555%. Ms. Wilkerson shared a part of the list of companies they work with.

Adult Dislocated Worker enrollment statistics show 89% are female while 11% are male. 51% are One Parent Family. 70% are Food Stamp recipients. 75.5% are low income. Almost 50% are Adults with barriers. This information shows the need for supportive services.

Most concerning is the youth. Employers are saying they need the training NOW. Not in a year, but they need to hire now. When looking at the youth statistics, 57% are female; 42% are age 14-18. They are living with other members of their family. 38% are pregnant and parenting; 87% low income. The biggest concern is the 78% basic skill deficit. These people cannot be gotten into the training programs because they can't pass the drug test; they can't pass the math test; they can't pass the reading test. Therefore, all the training, all the \$1.5 million training – if you don't have those basic skills isn't going to help. That is where a lot more training, time and dollars to get the youth up to where they need to be is needed.

Success stories include the 13 CNA graduates that are all on work experience at Hickory Point Nursing Home. The welding was really successful. That program started with 10 and ended with 10. They are also all on work experiences right now.

WAND is being nominated as a partner for the Workforce Wednesday Initiative. They have helped out in terms of getting the word out when employers need to hire, training programs and education programs. They have been excellent partners to work with.

Budget info was presented. There are several closed out grants. There are funds for Adults, Dislocated and Youth.

Mr. Meachum made a motion to forward the budget on to the Finance Committee Budget Hearing with recommendation for approval, seconded by Ms. Cox and the motion carried 4-0.

Chairman Dunn commented that a couple of the County Departments had used the Workforce services and he expressed appreciation for their assistance.

He went on to say that with this being Mr. Bean's last budget, he and Mr. Bean have had a long history. They had gone several months without speaking to each other and a lot of it was over his budget, but he has always been impressed with him. He said he was usually trying to get him to cut his budget down, but he has never seen him spend a dime that didn't need to be spent and he appreciates it.

Citizens' Remarks - none

Old Business - none

New Business - none

CLOSED SESSION None needed

NEXT MEETING: September 24, 2018

ADJOURNMENT Motion to adjourn by Mr. Meachum, seconded by Mr. Jackson, motion carried 4-0, the meeting was adjourned at 6:03 p.m.

Minutes submitted by Jeannie Durham, County Board Office