

OPERATIONS & PERSONNEL COMMITTEE MEETING
June 24, 2019 **5:30 P.M.**

MEMBERS PRESENT

Linda Little, Chair
Patty Cox
John Jackson
Grant Noland
Rachel Joy

COUNTY PERSONNEL PRESENT

Carol Reed, Auditor
Josh Tanner, County Clerk
Rocki Wilkerson, Workforce
Mary Eaton, Recorder

MEMBERS ABSENT

Bryan Smith, Vice Chair
Bill Oliver

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 (5/20/19) made by Ms. Cox, seconded by Mr. Jackson and motion carried 5-0.

APPROVAL OF PAYROLL AND CLAIMS

Motion to approve payroll as presented made by Ms. Cox, seconded by Mr. Jackson and the motion carried 5-0.

Motion to approve claims as presented made by Ms. Cox, seconded by Mr. Jackson and the motion carried 5-0.

REPORTS

Auditor's Office –

Ms. Reed explained that from time to time, County Board members have mentioned the fact that claims are being approved after they are paid and there is a desire to approve them before they are paid. A new process has been formed where invoices will be submitted and a designated member from each committee would come in once a week, review and approve them. Boxes for each oversight committee have been set up in the County Board office. Officeholders and department heads will be instructed to bring their claims to the County Board office instead of to the Auditor's office. From there, a committee member would come in and approve them once a week and then they would be brought directly to the Auditor's office for payment. This should not slow the process too much. Most AP claims are paid pretty quickly. At the most, it may slow things down by a week, so for things like VISA or credit card bills, the offices would be encouraged to get them over here ASAP. The plan is to have one designated member of each committee look at the claims and initial their approval on them prior to payment and then they would still come to the committee at each monthly meeting for the committee approval after they've been paid as the process is now. This will be presented to each committee before implementation. Chair Little

expressed appreciation saying that she has wondered for 20 years what the point was for approving after they were already paid. She said she is very happy with this new process. Ms. Cox asked what day would be best to come in. Ms. Reed said the AP claims are paid on Thursday, so if things are in by Wednesday, they will get paid; so prior to that. Mr. Jackson asked what committees they were asking to do this. Ms. Reed said all committees. Each department has an oversight committee, so all committees would need to participate; O&P, Transportation, Justice, EEHW & Finance. Mr. Jackson suggested payment not be held up if someone from the committee does not show up. The County Board Office will contact the designated person and work with them in getting the information to them via scans or spreadsheets if they are unable to come in so the process will work in a timely manner. Chair Little suggested copying the Chairman so he will be aware of how the process is working. Ms. Reed commented that hopefully that will not happen often because that could cause a lot of extra work. Chair Little said that she thought all the board members would like this idea so she does not foresee problems with getting someone to come in. Ms. Reed said the hope is to implement it sometime in July.

County Board – no report

County Clerk –

Mr. Tanner reported that this fall, the purge of the voter registration system would take place. He said they had submitted that bill to the State and it was reimbursed. Everybody's voter registration card is mailed out. Those cards that come back will have another notice sent to confirm that that person really does not live there and then if they don't, they would be inactivated. That is in preparation of the Presidential Election in 2020.

Recorder –

Ms. Eaton presented monthly reports and offered to answer questions. Mr. Jackson asked how the numbers look year to date. Ms. Eaton said they are going up.

Ms. Eaton said they have recently put a Documentation Notification Program Form on their website. This is a property fraud alert form. If anybody is concerned about somebody fraudulently trying to use your name on a deed or mortgage or any type of recorded document and wants to be notified, they can fill out this form and either mail or bring it in to the office. It is a simple form and is available on the website. Chair Little commented that she likes the form and thinks it is wonderful, especially for the elderly. Ms. Eaton said that this is just one more precaution with everything else that is going on. She explained that their records are public and anybody can get online and look at the documents, but sometimes this is just an easier way to be notified that something has taken place. Not everybody gets online.

Workforce Investments –

Ms. Wilkerson reported on June highlights at Workforce.

- There have been 3 hiring events. TCCI Manufacturing where there were 24 attendees, the Kelly Group that had 43 in attendance, and Akorn had 22 for a total of 89 people in

attendance. One of the employment specialists will follow up at the end of June to figure out how many of those 89 got interviews, 2nd interviews and how many were hired.

- Nine resume' development, interviewing and math workshops were held. They were attended very well.
- Workforce recently met with the Department of Nursing at Richland Community College and were able to fund 5 CNA classes for the next school year and 3 Bridges. The Bridges are an introduction to healthcare if they can't test high enough to get into the CNA program. They can go back and try to get their scores up and try again.
- Workforce has also been working very closely with out of school youth and were lucky to get several youth work experiences. There are 4 CNAs at Hickory Point Christian Village, 2 CNAs at Imboden, 2 CNAs at St. Marys, 1 person is at the Boys & Girls Club as a group leader and 4 individuals are at Homework Hangout. That is pretty good in trying to get people that are not attending school some experience working.
- Workforce is also working very closely with Richland in getting ready for their industrial skills class which will be coming up in August. Workforce is testing, assessment and placement and will be able to incorporate case management along with them attending classes. So, that should up the numbers a little too.
- The best news of the day is that funding has been approved for a grant from DCEO for innovative grant opportunities. This is a grant that was written to incorporate the Healthcare Sector Specialist which will be hiring an individual to help recruit RNs that are getting ready to retire so that they might provide some instruction and start teaching those CAN classes. It will also be to help get some of those CNAs into LPN & RN programs.

Citizen's Remarks - none

Old Business - none

New Business –

Ms. Cox asked if there would be any reason why this meeting couldn't be held at 5:15 instead of 5:30. Chair Little thought Bryan Smith might have a problem getting there by 5:15, but she would inquire about it.

CLOSED SESSION *None needed*

NEXT MEETING: Monday, July 22, 2019

ADJOURNMENT Chair Little adjourned the meeting at 5:40 p.m.

Minutes submitted by Jeannie Durham, County Board Office