

**OPERATIONS & PERSONNEL
COMMITTEE MEETING
August 24, 2020
5:30 P.M.**

MEMBERS PRESENT

Linda Little Chair
Bryan Smith, Vice Chair
John Jackson

COUNTY PERSONNEL PRESENT

Rocki Wilkerson, Workforce
Carol Reed, Auditor
Mary Eaton, Recorder
Jessie Smalley, HR
Josh Tanner, County Clerk
Jeannie Durham, County Board Office

MEMBERS PRESENT VIA TELECONFERENCE

Grant Noland
Bill Oliver

MEMBERS ABSENT

Rachel Joy
Patty Cox

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

MINUTES

Motion to approve minutes of prior meeting (6/22/2020) made by Mr. Smith, seconded by Mr. Jackson, roll call vote showed the motion carried 5-0.

APPROVAL OF PAYROLL AND CLAIMS

Motion to approve payroll as presented made by Mr. Jackson, seconded by Mr. Smith and roll call vote showed the motion carried 5-0.

Motion to approve claims as presented made by Mr. Smith, seconded by Mr. Jackson and roll call vote showed the motion carried 5-0.

REPORTS

Auditor's Office –

Macon County Board Resolution Approving Appropriation of Funds for Macon County Auditor's Office Accounting System Upgrade

Ms. Reed reported that as previously reported, the software provider has informed them that they will no longer be supporting the payroll portion of the software after July 31, 2021. Their

suggested solution is that we outsource payroll. They have a company they work with that outsources payroll at a rate of between \$2.95 to \$3.95 per person per payroll. It is estimated that that will cost an extra \$40,000 to \$50,000 a year just to process payroll. The other idea, since we don't really want to outsource it, but would prefer to do it in house, is to look at other software providers. Ms. Reed explained that she has a list of 5 that they have spoken with. They feel that one of them is above the rest and they wish to go with that one if they were able to. The other thing is that there is no money in the general fund to do that, so she suggested that the surplus funds from the Public Building Commission that has been kept separate for the last few years be made available to do that with. The name of the company is MIP Accounting is the company they have chosen.

Mr. Smith asked whether the software purchase could come out of the capital expense fund that had been set up for purchasing copiers, vehicles, etc. Ms. Reed said it could. That fund is set aside for larger purchases. She explained that they would need to pay that back over the next 5, 6, or 7 years. That would be possible. If that route were chosen, it would come through the Auditor's budget and thus through the general fund. She said she was trying to keep it out of the general fund.

Mr. Smith commented that the MIP Accounting provider is out of Fort Wayne, IN and asked if there were no local or Illinois companies. Ms. Reed explained that the company they currently deal with, Zobrio, is out of St. Louis. Originally, 20 years ago they were in Decatur. They were bought out and then were in Springfield and now they are in St. Louis. There are really not any local ones. Every company they talked to is located somewhere else. Most of the training will be done online or remotely. She said they had not seen that as a negative. Sometimes, it would be nice to have them on -premise, but most of the training would be remote.

Mr. Jackson asked about staffing. Ms. Reed explained that they have one person dedicated to payroll and she also does accounts payable for the most part. Those two functions are done by the same person. Payroll is probably 50% of the time. It is done every two weeks. If it were to be outsourced, it would cost more than one person.

Chair Little explained that she believed the purpose of this committee is to agree or disagree that we need something and to agree or disagree with the selection that Ms. Reed has chosen to be the best for that department, especially since Finance has decided to take over the budgeting process. That is now really the only purpose this committee has because Finance has control over everything else. So, she said her suggestion is that they approve this to be moved on to Finance so they can decide how to pay for it.

Mr. Jackson asked if the company had given any indication that they would support the program for longer than 5 years. Ms. Reed explained that she thought that if they were asked, they would say yes. They have been around for a while and is currently used by several other counties which helped make it a positive in their choice, but she said she has no guarantees. Mr. Jackson asked if the currently used financial system, Zobrio's Financial Edge, could provide something that might

be compatible with the other functions that are being used by the county. Ms. Reed said she did not think so.

Ms. Little made a motion to approve forwarding the resolution on to the Finance Committee with recommendation to approve, seconded by Mr. Jackson and roll call vote showed the motion carried 5-0.

Macon County Board Resolution Amending the County's Non-Discrimination and Anti-Harassment Policy

Ms. Smalley explained that the only real changes to the policy are a clarification to the definition of employee and some language that was added in regard to specific scenarios of harassment between two elected officials that the County will refer outside and get with the Department of Human Rights to have a review conducted. Other than that, a few grammatical errors were corrected.

Mr. Smith made a motion to approve forwarding the resolution on with recommendation to approve, seconded by Mr. Jackson and roll call vote showed the motion carried 5-0.

County Board – No Report

County Clerk –

Mr. Tanner reported that early voting starts September 24. They have received about 6,500 requests for vote by mail ballots so far. They are still coming in, so it is unclear how many they will end up with. Mr. Smith asked when those were due back. Mr. Tanner said 5 days prior to the elections, but if you send one in 5 days prior to the election, with the mail system, it probably won't make it. He said he has been trying to encourage people, that if they get within a week of the election, they need to come in and early vote. If you get within a week of the election and you still have your vote by mail ballot, you probably need to come in and hand deliver it. As long as it is postmarked by Election Day and as long as it is received within two weeks of the Election, it will get counted, but if you are concerned, it should be hand carried in. Someone else can also be authorized to hand carry it in. There is an affidavit on the envelope for that purpose.

Mr. Smith asked how many of the post cards they had gotten back. Mr. Tanner said it is hard to say because the post card listed an option for people to go online. So, between online and the postcards, there are 6,500, but there have been several party mailers that went out as well. Mr. Smith clarified that he meant the postcards that the Clerk's office had sent out. Mr. Tanner said they do not track which ones were from the office and which ones were sent out from the parties. Many of them were from the office. Most people went the online route more than the mail just because it is cheaper. It is across party and age demographics. There is no real consistent type of person that is requesting the vote by mail ballot. It is all over the place. The expense should be reimbursed by the State out of the grant award.

Mr. Tanner encouraged the board members to talk to their constituents and get them to turn the ballots back in and not sit on them and if it gets too close to hand carry them in. Obviously, Election Day voting is just like it was last election and early voting is too. They are still short Election Judges, so please encourage people for that too. September 1st is National Poll Worker recruitment day. He said they've been getting some new people, but for the most part, it is the same people they've had. The demographic of those people that typically work as Election Judges are the older population and they are concerned about being there working.

Recorder – No Report

***Workforce Investments –
Macon County Board Resolution Approving a Budget Amendment for Workforce Investment Solutions FY20 Budget – Community Foundation***

Ms. Wilkerson explained that this request is for approval of a \$98,000 grant from the Community Foundation. This money is set aside to help individuals that don't normally qualify for Workforce. For example, there might be a CAN who went through the intake process and makes \$10 more in wages than qualifies her for any of the Workforce programs. At that point, this money could be used to help sustain tuition after being accepted into Millikin's VNA program. She works full time, is a single mom with three kids, but makes about \$10 too much money.

Another example is a recent class at the Oasis Homeless Shelter where a job readiness program was done for 25 hours. That money was used to offset the expenses with the instructor and then they were referred to the programs at the Public Library. That money is targeted for people that do not normally qualify for any assistance. It is a good way to reward people that are trying to find work.

Mr. Smith made a motion to approve forwarding the resolution on to the finance committee with recommendation to approve, seconded by Mr. Jackson and roll call vote showed the motion carried 5-0.

Citizen's Remarks - none

Old Business - none

New Business – none

CLOSED SESSION *None needed*

NEXT MEETING: Monday, September 21, 2020

ADJOURNMENT The meeting was adjourned by Chair Little at 5:50 p.m.
Minutes submitted by Jeannie Durham, County Board Office