

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, JANUARY 8, 2019
MINUTES
4:00 P.M.**

1. Call to Order

2. Roll Call – Russ Cotton (Ch.), Jason Spence (v-ch), Chuck Nagel, Emily Barker all present. Danny Steffen is absent.

3. Approval of Minutes

a. Approval of December 11, 2018 regular meeting minutes.
Motion to approve December 11, 2018 meeting minutes made by Nagel, seconded by Barker.
Motion passed.

4. Public Input

Sheriff Smith addressed the committee about the EAP program. The sheriff reported that his department is in dire need for an employee assistant program (EAP). This is short term counseling that helps employees deal with problems that are affecting their life which in turn affects their job. These problems can cover a wide variety of issues and do not necessarily have to be caused by work. The EAP would not do long term counseling, but designed to give employees help so they can stay on the job and be effective. The sheriff is going to pay for this out of his budget and would like the county to establish a county wide EAP. Once the employee uses all the recommended sessions (generally 3-12), and still needs more, it would then roll over to the health insurance. It is 100% confidential. Currently if an employee needs this kind of help, it has to be done through work comp, which is in no way confidential. The committee feels that this is excellent, but feels that it needs to be county wide. While the Sheriff would like it to be county-wide, he is not going to wait. He is going to sign the contract and get this started for his employees. The Sheriff asked about the cost if it is established county wide, and the cost is less than \$5,000 for 120 employees and their dependents. He is going to talk with the State's Attorney to see if an RFP is required. The committee feels that the price is excellent for the benefits that it is providing. It was asked of the department heads present what their feelings were regarding a program like this and all responded that it would be an asset to have such a program. If a program is put in place, it would encourage the employees to call sooner, before the problem gets out of control. We will put this on the agenda for next month so action can be taken.

5. Appointments

6. Approval of Claims

a. January Claims
Motion to approve January 2019 claims made by Nagle, seconded by Spence. *Motion passed.*

b. County Board Per Diem
There are two per diem claims this month – one for Bryant Kempf and one for Donald Tolan.
Motion to pay the per diem claims made by Barker, seconded by Spence. *Motion passed.*

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7. Unfinished Business

8. New Business

a. Travel Policy/Personnel Policy

Ms. Breyman reported that she has received complaints about the reimbursement for meals. There is a difference in what \$12.00 can buy for lunch in Springfield as compared to what \$12.00 can buy in Chicago. Discuss on what cost should be and that it should be set per region. The committee will use the rates set by the Central Management Services. Jason Spence will rewrite the policy and bring back next month.

b. Health Insurance and Board Rules

Ms. Breyman reported that the Board Rules and the Health Insurance guidelines do not match with regard to appointments. The health agreement states that their appointments go from the Health Insurance committee directly to the full board. The Board rules state that all appointments go through the County Office committee. The health agreement was made through collective bargaining and the Board approved that agreement. Discussion on removing the Health Insurance committee from being under the County Office committee. Motion to modify section 6 C of the Board Rules to remove the Health Insurance Committee made by Nagel, seconded by Barker. Discuss on where to place the Health Insurance Committee if it doesn't fall under County Offices. If the Health Insurance Committee is a standing committee, then why is it going through County Offices? Having an appointment approved by the Health Insurance Committee, then forwarded to the County Office Committee is adding a step that does not need to be there. Motion and second withdrawn. Motion to change 4 O of the Board Rules to read –

All appointments which come before the Board, and are not otherwise controlled by statute, *agreement or contract* shall be made by the Chairman with the recommendation of the County Offices Committee and the majority consent of the Board.

Made by Spence, seconded by Nagel. *Motion passed.*

c. Personal Commendation of Mary Bell

Mary Bell was praised for her work by an Executive Board Member of the County Assessment Officers Association of the State of Illinois.

d. Formation of committee for applicants of Supervisor of Assessments

Mr. Spence looked up the statute for the requirements for the Supervisor of Assessments job. To be eligible for the position you have to meet 1 of 4 criteria. The county wants to do everything in power to get a good candidate. The committee wants to have the test given here in Woodford County. Ms. Breyman will find out what needs to be done to do that and get the ball rolling. It was suggested that John Krug, Russ Cotton and a 3rd person be the ones to interview candidates. Any board member would be allowed to be at the interviews, but as a silent observer. Discussion on appointing and interim on March 1 until a candidate could be chosen and making the appointment contingent on passing the test.

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9. Budget

- a. Large expense discussion, 1-5 years out.

It was requested that the committee reach out to the department heads to see what needs they foresee in the next 5 years and possibly starting a savings to cover the costs. The County Clerk stated that there will be election equipment that will need to be replaced. It was also stated that the elevator in the Courthouse needs to be replaced.

10. Other

a. IT and Phone needs of County Offices (internet, internet storage, phone)
This will be addressed by the ad hoc committee as to what the needs are.

b. Space needs of County Offices (physical space for office and files)
This will also be address by the ad hoc committee. The County Clerk and Treasurer do not need any more space. Mr. Spence stated that a 3rd party may be coming around to ask about office needs.

11. Executive Session (if necessary)

12. Any action coming out of Executive Session

13. Adjournment

Motion to adjourn made by Nagel, seconded by Barker. *Motion passed.*

Meeting adjourned at 5:22 PM

Submitted by: Deb Breyman



Russ Cotton, Chairman
County Office Committee