

**COUNTY OFFICES COMMITTEE  
COUNTY BOARDROOM  
TUESDAY, JULY 14, 2020  
MINUTES  
4:30 P.M.**

**1. Call to Order**

**2. Roll Call** – Russ Cotton, Emily Barker, Chuck Nagel all present. Jason Spence arrived at 4:39. Dan Steffen was excused.

**3. Approval of Minutes**

- a. Approval of June 9, 2020 regular meeting minutes.

Motion to approve June 9, 2020 regular meeting minutes made by Nagel, seconded by Barker. *Motion passed.*

- b. Approval of June 9, 2020 executive session meetings

Motion to approve and keep confidential June 9, 2020 executive session meeting minutes made by Barker, seconded by Cotton. *Motion passed.*

**4. Public Input**

**5. Appointments**

**6. Approval of Claims**

- a. Approval of July claims

Motion to approve July claims made by Barker, seconded by Nagel. *Motion passed.*

- b. County Board Per Diem – Roll Call Vote

There were no per diem claims for this month.

**7. Unfinished Business**

**8. Department Update**

- a. County Clerk – Election Law

The County Clerk reported that she received a letter from the state informing her that the County would receive \$58,872.32 from the Cares Act Award. This money can be used for additional cost for the upcoming election that are due to Coronavirus- additional ballot mailings, publications, holiday salaries, software programs, etc. Woodford County will also receive a grant award in the amount of \$17,733.84 for postage for the extra mailings. The office will be creating the vote by mail application in house to save costs. She would like to purchase from ES&S tabulation hardware for \$6,345.00 and the license for the hardware for \$265.00. Last month she had informed the committee of the estimated costs for the new requirements for the upcoming election. With the grant money being made available to the County, the county will incur less cost than previously anticipated. She will use the grant money first, before tax dollars to cover costs incurred. It was asked about counting ballots. Three election judges have to be

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present to count ballots – 2 Republican judges and 1 Democratic judge. If for some reason a ballot is rejected, that has to be reported to the state. Motion to approve \$6,610 to ES&S for equipment and license made by Barker, seconded by Cotton. *Motion passed.*

**9. New Business**

- a. Election of committee chairman

Russ Cotton has resigned as the Chairman of County Offices. Motion to appoint Jason Spence as County Offices Chairman made by Nagel, seconded by Barker. *Motion passed.*

- b. GIS Training, GIS Department Changes, Devnet Process Improvement, and IDNR meeting

Tri-County will now be taking over the mapping changes for annexing, and tax code for the Assessor's office. This will help with making the process run smoother. The May sales have been entered and the June sales came down last week and will be entered. Ms. Goff will be meeting with Livingston County Assessor to share information and forms. The Board of Review has been called to work on exemptions. These have to go through the state to be approved. The mapping technician will be attending a class to learn how to use the new GIS Pro system for mapping. The supervisor will follow up with IDNR to make sure her numbers match with state audit, and people are being properly assessed.

- c. Discussion on purchase agreement with Midwest Mailing and Shipping Systems Inc. Duplo Tabletop Folding Machine

The Chairman of the County Board and Jason Spence told the County Clerk to purchase the equipment. The equipment has already been purchased, so this was not discussed.

**10. Budget**

**11. Other**

The Treasurer received notice from the State as to the salary of the State's Attorney. By statute the Public Defender's salary has to be within 90% of the State's Attorney salary. For several years the State's Attorney did not receive a raise, and until recently we did not have a full time Public Defender. The Treasurer will make adjustments to the Public Defender salary on the budget documents, and will also inform the Finance Committee of the changes.

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**12. Executive Session (if necessary)**

- a. 5 ILCS 120/2(c) Performance and Compensation of employees (2 Sessions)

Motion to go into executive session under 5 ILCS 120/2(c) Performance and Compensation of employee made by Cotton, seconded by Nagel. *Motion passed.*

**13. Any action coming out of Executive Session**

- a. 5 ILCS 120/2(c) Performance and Compensation of employees (2 Sessions)


Motion to come out of executive session made by Barker, seconded by Cotton. *Motion passed.*

Motion to set the salary increase to FY 19/20 for the Supervisor of Assessment to 3% retroactive to April, her anniversary date made by Nagel, seconded by Barker. It was asked if Ms. Goff had received a raise since she hired on a year ago, and she has not. Discussion on the percentage amount. *Motion passed.*

**14. Adjournment**

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

Submitted by: Deb Breyman

  
Jason Spence, Chairman  
County Office Committee