

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, AUGUST 10, 2021
MINUTES
4:30 P.M.**

1. Call to Order

The meeting was called to order by Vice-Chairman Hill at 4:30 PM.

2. Roll Call

Richard Hill, Chuck Nagel, and Jerry Smith all present. Jason Spence arrived at 5:05 PM. Al Durst arrived at 5:15. Nathan Schertz is excused.

3. Approval of Minutes

a. Approval of July 13, 2021 regular meeting minutes
Motion to approve July 13, 2021 minutes made by Nagel, seconded by Smith. *Motion passed.*

4. Public Input

None

5. Appointments

a. Appointment of Terry Pille to the Zoning Board of Appeals for a 5 year term expiring August 1, 2026.
Motion to appoint Terry Pille to the Zoning Board of Appeals for a 5 year term expiring August 1, 2026 made by Nagel, seconded by Smith. *Motion passed.*

b. Appointment of Dorothy Kelso to the Woodford County Housing Authority for a 1 year term expiring June 30, 2022.
Motion to appoint Dorothy Kelso to the Woodford County Housing Authority for a 1 year term expiring June 30, 2022 made by Smith, seconded by Nagel. *Motion passed.*

c. Appointment of Donita Curtis to the Woodford County Housing Authority for a 3 year term expiring June 30, 2023.
Motion to appoint Donita Curtis to the Woodford County Housing Authority for a 3 year term expiring June 30, 2023 made by Nagel, seconded by Smith. *Motion passed.*

6. Approval of Claims

a. Approval of August claims
Motion to approve August claims made by Nagel, seconded by Smith. *Motion passed.*

b. County Board Per Diem – Roll Call Vote
There are two per diems. Mr. Nagel for \$1,350 and Mr. Burditt for \$375. Motion to approve the per diems for Mr. Nagel and Mr. Burditt made by Smith, seconded by Hill. Roll call vote – Hill-yes; Nagel-yes; Smith-yes. *Motion passed.*

7. Unfinished Business

a. Approval and discussion of Board Coordinator job description
A job description was handed out. The chairman would like to go into executive session to discuss.

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b. Update on Recording System

The new recording system – Avid through Fidler- is fully installed and up and running. The old system, CIC, had a ransom ware attack and we did not have access to our records for several weeks. Before the ransom ware attack, we had purchased a remote access with CIC. It was never installed. The County Clerk asked for a refund. We had to pay an additional \$1,500, but received funds back from CIC in the amount of \$2,375. The Avid System allows for people to purchase subscriptions and can access documents on line. Citizens can apply for marriage licenses, get certified birth and death records all on line.

8. New Business

a. Approval of Resolution 2020/21 #059 Approving Step Increase for County Coordinator

Motion to approve Resolution 2020/21 #059 made by Nagel, seconded by Smith. This is a step increase from the equalization pay passed by the Board last month. Non-union employees will receive step increase according to the ASCME contract. *Motion passed.*

b. Approval of Resolution 2020-21 #060 Approving Step Increase for Supervisor of Assessment

Motion to approve Resolution 2020/21 #60 made by Nagel, seconded by Smith. *Motion passed.*

c. Approval of Election System Agreement for \$1,080.00

Motion to approve election system agreement made by Nagel, seconded by Smith. This is yearly agreement until we receive the new equipment. *Motion passed.*

d. Approval of Media Conversion Agreement for \$204,791.66

Motion to approve Media Conversion Agreement made by Smith, seconded by Nagel. It was questioned if this should be approved by this committee or the Finance Committee. It was determined that the Finance Committee should approve this agreement. Mr. Smith withdrew his motion, and Mr. Nagel withdrew his second. County Clerk Kupfer explained what this was. All past records till the 1800's in the County Clerk's office would be scanned in and computerized. Other counties are doing this also. This expense would be paid out of the Recorder's Automation fund or extraordinary expenses.

9. Other

10. Executive Session (if necessary)

a. 5 ILCS 120/2(c)(1) Board Coordinator

Motion to go into executive session under 5 ILCS 120/2(c)(1) made by Hill, seconded by Nagel. Roll call vote – Spence-yes; Hill-yes; Nagel-yes; Smith-yes. *Motion passed.*

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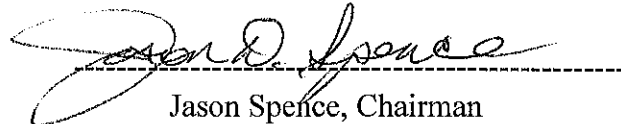
11. Any action coming out of Executive Session

a. 5 ILCS 120/2(c)(1) Board Coordinator
Motion to come out of executive session made by Nagel, seconded by Smith. There will be no action taken.

12. Adjournment

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

Submitted by: Deb Breyman



Jason Spence, Chairman
County Office's Committee