

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, APRIL 9, 2019
AGENDA
4:00 P.M.**

1. Call to Order

2. Roll Call – Russ Cotton (Ch.), Emily Barker, Dan Steffen present. Chuck Nagel excused. Jason Spence absent.

3. Approval of Minutes

a. Approval of March 12, 2019 regular meeting minutes.
Motion to approve March 12, 2019 regular meeting minutes made by Steffen, seconded by Barker. *Motion passed.*

4. Public Input

5. Appointments

- a. Reappointment of Les Armstrong to the Secor Fire Protection District for a 3 year term expiring June 12, 2022.
Motion to reappoint Les Armstrong to the Secor Fire Protection District for a 3 year term expiring June 12, 2022 made by Barker, seconded by Steffen. *Motion passed.*
- b. Appointment of John Krug to the Tazwood Youth Services for a one year term expiring the first Monday in December, 2019.
Motion to appoint John Krug to the Tazwood Youth Services for a one year term expiring the first Monday in December, 2019 made by Steffen, seconded by Barker. *Motion passed.*
- c. Reappointment of Dean Hastings to the El Paso Fire Protection District for a three year term expiring April 20, 2022.
Motion to reappoint Dean Hastings to the El Paso Fire Protection District for a three year term expiring April 20, 2022 made by Barker, seconded by Steffen. *Motion passed.*
- d. Reappointment of Charles Feeney Jr. to the El Paso Fire Protection District for a three year term expiring April 20, 2022.
Motion to reappoint Charles Feeney Jr. to the El Paso Fire Protection District for a three year term expiring April 20, 2022 made by Steffen, seconded by Barker. *Motion passed.*

6. Approval of Claims

Motion to approve April claims made by Barker, seconded by Steffen. *Motion passed.*

- a. County Board Per Diem
Per Diem claims were submitted for Nagle, Kempf and Logan. Motion to approve the per diem claims made by Barker, seconded by Steffen. *Motion passed.*

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7. Unfinished Business

8. New Business

a. EAP reports – who to receive

It was discussed and decided that Ms. Breyman will receive the report and then will forward the report on to the department heads and Chairman of the Board.

b. Mandatory training for employees

IPMG list with training classes was provided. Committee felt that it would be best if the list was sent to the department heads for them to review and recommend training classes they felt would benefit the employees in their department. There are a few classes that all employees will have to take in order to comply with GATA. Ms. Breyman to send list to all department heads and compile a master list of suggested training classes.

c. Ordinance 2018-19-#08 Circuit Clerk's new assessment fees

There is a new state mandate for fees the Circuit Clerk collects. All traffic fees will be the same throughout the state. Civil fees had a range that could be adjusted a little. The Chief Judge Liaison suggested that we charge the maximum amount as there are waivers available. If a person makes under \$50,000, then they can apply for a waiver. That waiver can be up to 75% of the costs. If a person is on public aid, then they can receive a waiver for 100%. No waiver will be given for traffic fines, and the Judge has to approve all waivers. There will be some revenue lost due to the waivers, but we are not sure how much. Motion to approve the fee schedule made by Steffen, seconded by Barker. The Sheriff noticed that in some categories the Court Security fee was \$25 and some in case it says \$50. A resolution was passed a couple years ago that set the Court Security fee at \$50. Discussion on how to correct this to follow our resolution. Steffen withdrew his motion and Ms. Barker withdrew her second. Ms. Gilbert will change the Court Security fee to \$50 in all cases. This increase from \$25 to \$50 will not affect the overall fine, but will adjust the allocation of funds. Motion to approve the fee schedule with changes to Court Security to be \$50 in all cases made by Steffen, seconded by Barker. *Motion passed.*

d. Discussion and action on Granite services

Granite services came and met with Ms. Breyman. They can offer a savings on our phone bill of approximately \$677 a year. We would still have the same service we have now, but the billing would go through them and we would receive a government discount. The committee felt that it was too good to be true, and would like someone from Granite to come give a presentation before a decision is made.

e. Agreement between Tri-County and Woodford County

This is an agreement between Tri-County and Woodford County for them to do the aerial views of the county for the Assessor. Motion to approve agreement with Tri-County made by Barker, seconded by Steffen. *Motion passed.*

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f. Evacuation plan for multiple type of disasters

It was asked if the county has an evacuation plan for all types of disasters. It was reported that our EMA Director – Kent McCanness – Is working on putting this together. Discussion on how to account for people. It will be up to each department to account for their employees. Court Security will be the last people out of the building and will be responsible for the public.

g. 2018 Cyber Security Grant – Informational

The County Clerk has applied for a grant that will help with keeping voter registration secure. Ms. Kupfer will meet again with the company to discuss how to apply the grant funds. Ms. Kupfer has to account for how the funds are used.

9. Budget

10. Other

11. Executive Session (if necessary)

12. Any action coming out of Executive Session

13. Adjournment

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

Meeting adjourned at 4:41 PM.

Submitted by: Deb Breyman



Russ Cotton, Chairman
County Office Committee