

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, JULY 10, 2018
MINUTES
4:00 P.M.**

1. Call to Order

2. Roll Call – Bryant Kempf (Ch.), Richard Hill, Donald Tolan, Pete Streid present. Jason Jording excused.

3. Approval of Minutes

- a. Approval of June 12, 2018 regular meeting minutes.
Motion to approve June 12, 2018 minutes made by Tolan, seconded by Hill. *Motion passed.*
- b. Approval of June 12, 2018 executive session minutes
Motion to approve June 12, 2018 executive session minutes made by Hill, seconded by Tolan. *Motion passed.*

4. Public Input

5. Appointments

- a. Appointment of Larry Robinson to the Woodford County Housing Authority for a 1 year term expiring June 30, 2019.
Motion to appoint Larry Robinson to the Woodford County Housing Authority for a 1 year term expiring June 30, 2019 made by Tolan, seconded by Streid. *Motion passed.*
- b. Reappointment of Bolden Malcom to the Board of Review for a 2 year term expiring June 1, 2020.
Motion to reappoint Bolden Malcom to the Board of Review for a 2 year term expiring June 1, 2020 made by Streid, seconded by Hill. Mr. Tolan abstains. *Motion passed.*
- c. Reappointment of Shirley Miller to the Board of Review for a 2 year term expiring June 1, 2020.
Motion to reappoint Shirley Miller to the Board of Review for a 2 year term expiring June 1, 2020 made by Hill, seconded by Tolan. *Motion passed.*

6. Approval of Claims

- a. County Clerk
Motion to approve July 2018 claims made by Tolan, seconded by Streid. *Motion passed.*
- b. County Board Per Diem – Roll Call Vote
Per Diem's submitted for Glazier, Delaney and Kempf. Motion to approve July per diems made by Tolan, seconded by Hill. Roll call vote – Hill – yes; Tolan- yes; Streid – yes; Kempf- yes. *Motion passed.*

7. Unfinished Business

- a. Ethics Ordinance
To be discussed next month
- b. Health Care Building discussion
To be discussed in executive session.

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8. New Business

- a. Personnel Policy Review

To be discussed next month

- b. Approval of the Certified List of Candidates for Election Judges for the Republican Party

The election judges serve a 2 year term. These candidates will serve for the general election in 2018, the consolidated election in 2019, and the primary in 2020. Once approved, Ms. Harms will hold an election school to train them. Motion to approve Republican candidates for election judges made by Tolan, seconded by Streid. *Motion passed.*

- c. Approval of the Certified List of Candidates for Election Judges for the Democratic Party

Motion to approve Democratic candidates for election judges made by Tolan, seconded by Hill. *Motion passed.*

- d. We Care Representative

We need a We Care Representative. It has to be an employee. There are meetings and training that need to be attended. The committee would like an employee to volunteer for this. We will reach out to employees and see if we can get a representative.

- e. People Ware Agreement for Recording System- informational

Ms. Harms informed the committee that she has paid for this out of her automation fund. Her office now offers E recording.

- f. IT

Ms. Breyman presented the information she had received from the two companies she had contact information for. After the discussion last night at Public Safety committee she reached out to them again to see what they proposed for a full timecontractual position. Viscon did not feel we needed a full time person. They would provide someone 1 full day a week and be able to remotely access computers should help be needed when the tech was not here. We would need to buy a block of time (50 hours) at \$95 an hour. When the block time runs out, we could purchase more time. Wendelin would have someone here M-F from 7:30 to 4:30. The price would be \$5,500 per month. If called in afterhours they would charge \$250 an hour. Sheriff Smith stated that one day a week is not an option. He ordered Captain Waters to not do any IT work. He stated that if Rodney does not do IT work, the system will fall apart. We have been paying someone for IT services, and it was not caught that we do not have storage room to install the new equipment. IT is not going to go away. We are open 24/7 and need someone full time. IT needs to do everything that encompasses technology. Rodney's job is to do captains work. It is getting too much for him to handle. He doesn't know about the virtual server, but an IT tech would. The Health Department is also calling on IT a lot. In 1 to 2 years they need to have electronic health or they could lose their funding. There was discussion as to who would review resumes to see who is qualified. No one on committee felt they were qualified to judge a good IT person from a bad one. Discussion as to what department they would fall under. Sheriff Smith stated it could fall under his department, but he wanted the committee to understand that he doesn't know

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about IT. He feels that the person would be a department head, but could be quasi under the Sheriff's department. Discussion as to how long it would take for someone to learn our system. All members of committee feel that we need some guidance on how to proceed with this issue. Hillary Aggerdt commented that we have software that is outdated, and we have done "fixes" to make it work, but it needs to be updated. If the system is down, and we wait on technology, they we are wasting money as no work can be done. Ms. Breyman will reach out to Tazwell and Mclean counties to see if they can give some direction.

9. Budget

a. State's Attorney - #130, #81, #93, #97

Motion to approve State's Attorney #130, #81, #93, and 97 budget made by Streid, seconded by Tolan. The State's Attorney will be receiving a cost of living raise this year, but at this time the state has not informed us what that will be. The State's Attorney salary is set by statute. Even though his budget for his salary will change, it shouldn't affect the budget too much, as part of his salary is reimbursed. *Motion passed.*

b. Probation - #230, #73

#230 – Matt increased salaries by 2%. This could change as contract negotiations are not complete. The overall budget is flat, but Matt did move some numbers around. There was a discussion on the difference between line item 5102 and 5103. 5102 is a juvenile residential facility where 5103 is basically juvenile jail.

#73 are fees received from court supervision. He receives \$10 a month from each person on probation. If he purchases a new vehicle, he will use the money from this fund to pay for it. The cars are currently 9 to 10 years old. The mileage isn't too bad, but the run time is high because they are kept running for hours. They will also have to do some upgrade with StarCom. Motion to approve Probation budget made by Hill, seconded by Tolan. *Motion passed.*

c. Public Defender - #140

The Public Defender salary is a percentage of the State's Attorney salary, therefore his salary will change when the State's Attorneys salary changes. Motion to approve Public Defender salary made by Tolan, seconded by Hill. *Motion passed.*

d. Judges - #150, #64, #82

The only budget turned in was #150. Motion to approve Judge's budget #150 made by Streid, seconded by Hill. *Motion passed.*

e. Department of Education - #70

This is the same as last year. Motion to approve Department of Education budget made by Tolan, seconded by Hill. *Motion passed.*

f. Heart House appropriation

Motion to approve Heart House appropriation made by Streid, seconded by Hill. *Motion passed.*

10. Other

11. Executive Session (if necessary)

Motion to go into executive session under 5 ILCS 120/2(c)5 the purchase or lease of real property made by Tolan, seconded by Hill. *Motion passed.*

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12. Any action coming out of Executive Session

Motion to come out of executive session made by Hill, seconded by Tolan. Roll call vote – Kempf-yes; Streid- yes; Tolan-yes; Hill-yes. *Motion passed.*

13. Adjournment

Motion to adjourn by Tolan, seconded by Hill. *Motion passed.*

Meeting adjourned at 5:42 P.M.

Submitted by: Deb Breyman



Bryant Kempf, Chairman
County Offices Committee