COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, JANUARY 16, 2024
AGENDA
6:00 P.M.

1. **Call to Order**

2. **Roll Call -**Autum Jones, Denise Durst, Randy Barth, Zach Ferris, Nathan Schertz

3. **Approval of Minutes**
   - **a.** Approval of December 12, 2023 minutes

4. **Approval of Executive Session Minutes**
   - a. Release or Keep Confidential the June 9, 2020 executive session minutes
   - b. Release or Keep Confidential the July 14, 2020 Executive Session Minutes – Session 2

5. **Public Input**

6. **Appointments**

7. **Claims**
   - **a.** Approval of January claims
   - b. County Board Per Diem – Roll Call Vote

8. **New Business**
   - a. Approval of Resolution 2023/24 #013 Authorizing the Execution of the 5311 Grant Agreement
   - b. Approval of Resolution 2023/24 #021 Approving the Continued Operation of the Office of the State's Attorneys Appellate Prosecutor.

9. **Unfinished Business**

10. **Supervisor of Assessment**

11. **Veteran's Administration**

12. **Other**

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

14. **Any Action coming out of Executive Session**

15. **Adjournment**

COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, DECEMBER 12, 2023
MINUTES
5:00 P.M.

1. **Call to Order**
The meeting was called to order at 5:01 PM by Chairman Jones.

2. **Roll Call**
Autum Jones, Randy Barth, and Zach Ferris are all present. Denise Durst and Nathan Schertz are absent.

3. **Approval of Minutes**
   a. Approval of November 14, 2023 minutes
Motion to approve November 14th minutes made by Ferris, seconded by Barth. No corrections were made to the minutes. *Motion passed.*

4. **Public Input**
There was no public input.

5. **Appointments**
   a. Appointment of Anna Liable to the Health Dept. for a three-year term expiring November 30,2026.
Motion to approve the appointment of Anna Liable to the Health Dept. for a three-year term made by Ferris, seconded by Barth. *Motion passed.*

   b. Reappointment of Chip Wilmot to the 911 Emergency Telephone Board, representing Germantown Hills Fire, for a 3 year term expiring the 1st Monday in December 2026.
   c. Reappointment of Chad Dawson to the 911 Emergency Telephone Board, representing Germantown Hills Fire, for a 3 year term expiring the 1st Monday in December 2026.
   d. Reappointment of Dave Fever to the 911 Emergency Telephone Board, representing El Paso Ambulance, for a 3 year term expiring the 1st Monday in December 2026.
   e. Reappointment of Tom Seckler to the 911 Emergency Telephone Board, representing Citizen at Large, for a 3 year term expiring the 1st Monday in December 2026.
   f. Reappointment of Loren Marion to the 911 Emergency Telephone Board, representing Eureka College Police, for a 3 year term expiring the 1st Monday in December 2025.
   g. Reappointment of Kent McCanless to the 911 Emergency Telephone Board, representing ESDA, for a 3 year term expiring the 1st Monday in December 2025.
   h. Reappointment of Matt Smith to the 911 Emergency Telephone Board, representing Woodford County Sheriff's Office, for a 3 year term expiring the 1st Monday in December 2025.
   i. Reappointment of Craig Neal to the 911 Emergency Telephone Board, representing Eureka Fire District, for a 3 year term expiring the 1st Monday in December 2025.
   j. Reappointment of Jess Erkman to the 911 Emergency Telephone Board, representing Citizen at Large, for a 3 year term expiring the 1st Monday in December 2025.
Motion to approve the reappointments of b-j made by Barth, seconded by Ferris. *Motion passed.*

6. **Claims**
   a. Approval of December claims
Motion to approve December claims made by Ferris, seconded by Barth. There was no discussion on the claims. *Motion passed.*

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7. **New Business**

a. Civic Plus increase

This is informational, but does require a signature. Civic Plus is increasing our fee. Motion to approve increase made by Barth, seconded by Ferris. *Motion passed.*

b. Set meeting schedule for 2024

The committee would like to keep the same schedule – meeting the following Tuesday after the first Tuesday at 5:00 PM. Motion to keep the same meeting schedule made by Ferris, seconded by Barth. *Motion passed.*

c. Discussion/action on adding PLAWA to Personnel Manual

State's Attorney Minger reviewed our policy and suggested minor changes to the policy to comply with the PLAWA laws. He suggested changing "full-time" to "*all*" and adding the sentence "*For part-time, seasonal, and temporary workers, a pro-rated amount of PTO will be given.*" Discussion with the Sheriff on how to handle certain situations with the FOP and part-time employees who are not part of the FOP. SA Minger to do some more research into how to handle. Motion to make SA Mingers suggest changes made by Ferris, seconded by Barth. *Motion passed.*

d. Resolution 12-23-001 Authorizing the execution of a Deed of Conveyance on parcel #06-07-202-052
e. Resolution 12-23-002 Authorizing the execution of a Deed of Conveyance on parcel #06-07-202-053
f. Resolution 12-23-003 Authorizing the execution of a Deed of Conveyance on parcel #06-07-401-035

D, E, and F are 3 Resolutions as a result of the sealed parcel bid. These Resolutions convey the parcel from the County to the successful bidder. Motion to approve the three Resolutions made by Barth, seconded by Ferris. *Motion passed.*

g. Purchase of Wide Format Scanner/printer for Recording

Previous discussion regarding the wide format scanner was thought to be under the $10,000 threshold. A used scanner with one year support can be purchased. The County Clerk has found a new scanner with 5-year support service for $10,945.20. This does not include shipping or set-up fees. The scanner will be purchased out of the Recorder Automation fund. Motion to approve the purchase of the scanner and the 5-year support made by Barth, seconded by Ferris. The scanner will be delivered to Annex 4. We have no loading dock here, so we will have to pay to have it set up here, and then pay to have it set up at the Courthouse once we move back into the Courthouse. *Motin passed.*

h. Support for Scanner/Printer

This was discussed and approved in *g* above.

8. **Unfinished Business**

a. Update to Travel Ordinance

We changed the rate of reimbursement for meals at last months meeting. Currently we have a $500 limit of reimbursement. With conferences being held out of state, or prisoner transports, airfare, hotel, meals and conference registration fees, it can often exceed $500. The committee needs to decide if the $500 limit should be kept in or taken out. Discussion if more than one person attends a conference, does the $500 limit pertain to each person or combined? It was decided that the $500 limit is for each person. Motion made by Barth to take out the $500 limit and leave it to the Department Heads discretion, seconded by Ferris. *Motion passed.*

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b. Update Travel Policy in Personnel Manual
No changes were made to the travel policy in the Personnel Manual.

9. **Supervisor of Assessment**
10. **Veteran's Administration**
11. **Other**
Chairman Jones thanked the committee for attending the meetings. She expressed the need to have Board member notify the chairman of their committee if they were not going to be present at a meeting.

12. **Executive Session (if necessary)**
13. **Any Action coming out of Executive Session**
14. **Adjournment**
Motion to adjourn made by Ferris, seconded by Barth. *Motion passed.*

Meeting adjourned at 5:24 PM.

Submitted by: Deb Breyman

Autum Jones, Chairman
County Offices Committee

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Agreement No. OP-24-43-FED

PART TWO ATTACHMENT 3

RESOLUTION AUTHORIZING EXECUTION AND AMENDMENT OF FEDERAL 5311 GRANT AGREEMENT

WHEREAS, the provision of public transit service is essential to the transportation of persons in the non- urbanized area; and

WHEREAS, 49 U.S.C. § 5311 ("Section 5311"), makes funds available to the State of Illinois to help offset certain operating deficits and administrative expenses of a system providing public transit service in non-urbanized areas; and

WHEREAS, the State of Illinois, acting by and through the Illinois Department of Transportation, is authorized by 30 ILCS 740/3-1 et seq. to provide the Section 5311 grant; and

WHEREAS, grants for said funds will impose certain obligations upon the recipient, including the provision by it of the local share of funds necessary to cover costs not covered by funds provided under Section 5311.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF Woodford County :

Section 1. That an application be made to the Office of Intermodal Project Implementation, Department of Transportation, State of Illinois, for a financial assistance grant under Section 5311 for fiscal year 2024 for the purpose of off-setting a portion of the Public Transportation Program operating deficits of Woodford County (Name of Applicant).

Section 2. That while participating in said operating assistance program the Woodford County will provide all required local matching funds.

Section 3. That the _____(Title of Certifying Officer) is hereby authorized and directed to execute and file on behalf of Woodford County such application.

Section 4. That the _____(Title of Certifying Officer) is authorized to furnish such additional information as may be required by the Office of Intermodal Project Implementation and the Federal Transit Administration in connection with the aforesaid application for said grant.

Section 5. That _ (Title of Certifying Officer) is hereby authorized and directed to execute and file on behalf of Woodford County Section 5311 Grant Agreement ("Agreement") with the Illinois Department of Transportation, and amend such Agreement, if necessary, in order to obtain grant assistance under the provisions of Section 5311 for fiscal year 2024.

Section 6. That the _____(Title of Certifying Officer) is hereby authorized to provide such information and to file such documents as may be required to perform the Agreement and to receive the grant for fiscal year 2024.

PRESENTED and ADOPTED this _____ day of _____, 20

_____

(Signature of Authorized Official)

(Attest)

(Title)

_____

(Date)

RESOLUTION 2023/2024-21

RESOLUTION APPROVING THE CONTINUED OPERATION OF THE OFFICE OF THE STATE'S ATTORNEYS APPELLATE PROSECUTOR

WHEREAS, the Office of the State's Attorneys Appellate Prosecutor was created to provide services to State's Attorneys in counties containing less than 3,000,000 inhabitants; and

WHEREAS, the powers and duties of the Office of the State's Attorneys Appellate Prosecutor are defined and enumerated in the "State's Attorneys Appellate Prosecutor's Act", 725 ILCS 210/1, et seq., as amended; and

WHEREAS, the Illinois General Assembly appropriates monies for the ordinary and contingent expenses of the Office of the State's Attorneys Appellate Prosecutor, one-third from the State's Attorneys Appellate Prosecutor's County Fund and two-thirds from the General Revenue Fund, provided that such funding receives approval and support from the respective Counties eligible to apply; and

WHEREAS, the Office of the State's Attorneys Appellate Prosecutor shall administer the operation of the appellate offices so as to insure that all participating State's Attorneys continue to have final authority in preparation, filing, and arguing of all appellate briefs and any trial assistance.

NOW, THEREFORE, BE IT RESOLVED that the Woodford County Board, in regular session, this 16th day of January, 2024, does hereby support the continued operation of the Office of the State's Attorneys Appellate Prosecutor, and designates the Office of the State's Attorneys Appellate Prosecutor as its Agent to administer the operation of the appellate offices and process said appellate court cases for this County.

BE IT FURTHER RESOLVED that the attorneys employed by the Office of the State's Attorneys Appellate Prosecutor are hereby authorized to act as Assistant State's Attorneys on behalf of the State's Attorney of this County in the appeal of all cases, when requested to do so by the State's Attorney, and with the advice and consent of the State's Attorney prepare, file, and argue appellate briefs for those cases; and also, as may be requested by the State's Attorney, to assist in the prosecution of cases under the Illinois Controlled Substances Act, the Cannabis Control Act, the Drug Asset Forfeiture Procedure Act and the Narcotics Profit Forfeiture Act. Such attorneys are further authorized to assist the State's Attorney in the trial and appeal of tax objections.

BE IT FURTHER RESOLVED that the Office of the State's Attorneys Appellate Prosecutor will offer Continuing Legal Education training programs to the State's Attorney and Assistant State's Attorneys.

BE IT FURTHER RESOLVED that the attorneys employed by the Office of the State's Attorneys Appellate Prosecutor may also assist the State's Attorney of this County in the discharge of the State's Attorney's duties in the prosecution and trial of other cases and may act as Special Prosecutor if duly appointed to do so by a court having jurisdiction.

BE IT FURTHER RESOLVED that if the Office of the State's Attorneys Appellate Prosecutor is duly appointed to act as a Special Prosecutor in this County by a court having jurisdiction, this County will provide reasonable and necessary clerical and administrative support and victim-witness coordination on an as-needed basis and will also cover all reasonable and necessary case expenses such as expert witness fees, transcripts, evidence presentation, documents, lodgings, and all other expenses directly related to the prosecution of the case.

BE IT FURTHER RESOLVED, that the Woodford County Board hereby agrees to participate in the service program of the Office of the State's Attorneys Appellate Prosecutor, commencing December 1, 2023, and ending November 30, 2024, by hereby appropriating the sum of $18,000.00 as consideration for the express purpose of providing a portion of the funds required for financing the operation of the Office of the State's Attorneys Appellate Prosecutor, and agrees to deliver the same to the Office of the State's Attorneys Appellate Prosecutor on request during the stated twelve month period.

BE IT FURTHER RESOLVED, this Resolution shall be effective as of the date set forth below.

Adopted by the Woodford County Board on this 16th day of January 2024.

Ayes_____ Nays_____ Absent_____ Abstain_____

_____
Dawn Kupfer, County Clerk

_____
Chuck Nagel, County Board Chairman