

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, MAY 12, 2020
MINUTES
4:30 P.M.**

NOTE – due to Covid-19, the County Offices Meeting was held by teleconference.

1. Call to Order

2. Roll Call – Russ Cotton, Chuck Nagel, Jason Spence all present. Emily Barker is excused. Dan Steffen is absent.

3. Approval of Minutes

a. Approval of March 10, 2020 regular meeting minutes.

Motion to approve March minutes made by Spence, seconded by Nagel. *Motion passed.*

4. Public Input

5. Appointments

a. Approval of appointment of Greg Umland to the Carlock Fire Protection District to complete the unexpired 3 year term of Wayne Gustafson expiring April 20, 2022.

Motion to approve the appointment of Greg Umland to the Carlock Fire Protection District made by Nagel, seconded by Spence. *Motion passed.*

6. Approval of Claims

a. Approval of May claims

Motion to approve May claims made by Nagel, seconded by Spence. *Motion passed*

b. County Board Per Diem – Roll Call Vote

Two per diem claims were submitted. Motion made by Spence to approve per diems, seconded by Nagel. Roll call vote – Cotton-yes; Nagel-yes; Spence-yes. *Motion passed.*

7. Unfinished Business

8. New Business

a. Approval of Laptop Computers for Elections.

The laptops will be purchased with grant money. There are two quotes. Motion to approve quote from CDWG for \$4,105.50 made by Nagel. The quote from Heart is more expensive, but includes the setting up of those computers. Heart will charge for setting up the computer if purchased through CDWG. The quote from Heart is a better deal. Mr. Nagel withdrew his motion. Motion made by Nagel to approve the quote from Heart Technologies for \$6,415.50 for laptops and labor, seconded by Spence. *Motion passed.*

b. Approval of Title VI Program

This was a requirement that the State mandates we have in place to ensure Civil Rights are being met. The State's Attorney has approved the plan as written. Motion to approve the Title VI program made by Nagel, seconded by Spence. *Motion passed.*

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, MAY 12, 2020
MINUTES
4:30 P.M.**

- c. Approval of Annual Peopleware Agreement with Computer Information Concepts

Motion made by Spence to approve the Peopleware Agreement for \$11,110, seconded by Nagel. *Motion passed.*

- d. Approval of Resolution 2019-20 059 Approving 5311 Grant Application (We Care)

Motion to approve Resolution 2019/20 #059 made by Nagel, seconded by Spence. *Motion passed.*

- e. Discuss on entering an agreement with Ncourt Services to allow on-line payments in County Clerk Office

With the Courthouse being closed due to Covid-19, it is hard to fill request for marriage licenses, death certificates, etc. The County Clerk has been looking for a way to allow citizens to pay on line so the documents can be sent to them. There would be no fee to the County for this. We would post a link on the website for citizens to use. Motion by Spence to approve agreement with Ncourt Services and move to the full Board, seconded by Nagel. *Motion passed.*

While the County Clerk has the authority to make these decision on her own, she wants to keep the line of communication between her office and the Board open. The Committee feels this is a good thing to be part of the record for transparency and thanks the County Clerk for including them.

9. Budget

10. Other

The Supervisor of Assessment is going to offer her seasonal part-time person a permanent part-time position. This position will not receive any benefits, but will be part of IMRF for the record. Should she ever move to a full-time position, she will receive credit for the part-time hours she has worked.

11. Executive Session (if necessary)

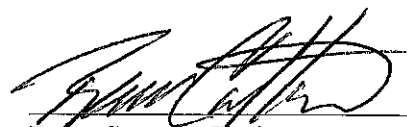
12. Any action coming out of Executive Session

13. Adjournment

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

Meeting adjourned at 5:10 PM.

Submitted by: Deb Breyman



Russ Cotton, Chairman
County Offices Committee