

**COUNTY OFFICES COMMITTEE  
COUNTY BOARDROOM  
WEDNESDAY, OCTOBER 11 , 2023  
MINUTES  
4:30 P.M.**

**1. Call to Order**

The meeting was called to order at 4:31 PM.

**2. Roll Call**

Autum Jones, Randy Barth, Zack Ferris were present, Nathan Schertz and Denise Durst were excused.

**3. Approval of Minutes**

a. Approval of September 19, 2023, regular meeting minutes.  
Motion to approve September minutes made by Ferris, seconded by Barth. There were no corrections. *Motion passed.*

**4. Public Input**

There was no public input.

**5. Appointments**

There are no appointments.

**6. Claims**

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

b. County Board Per Diem – Roll Call Vote  
There is one Per diem for Autum Jones in the amount of \$1,525 for June 2, through September 25, 2023. Motion to approve Per diem made by Barth, seconded by Ferris. Roll call vote – Jones -yes; Barth – yes; Ferris – yes. *Motion passed.*

**7. New Business**

a. Discussion on Travel Policy/Ordinance  
The personnel policy and the ordinance are conflicting with regard to the amount we pay for meals while traveling on county business. The Ordinance states specifically how much will be reimbursed for meals. There must be an itemized receipt when turning in reimbursement requests. This itemized receipt is not being presented, and the amount requested exceeds what the Ordinance states will be reimbursed. The County Clerk would like some directions on how to handle this. The committee felt that we will only reimburse what it stated in the Ordinance. If a reimbursement is submitted for a higher amount, we will only reimburse the Ordinance stated amount, and the overage will be at the employee's expense. We will address this next month and make the policy and Ordinance match. There is another area in the policy that needs to be addressed with regard to time-off for part-time employees. We will have our attorneys help with upgrading the policy.

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- b. Approval of Resolution 2022-23 #085 Fire Panel in Public Safety Building and Approval of Resolution 2022-23 #084 Refrigerator/freezer for Jail (Resolution number changes)

Last month the agenda stated that resolution #85 was for the refrigerator/freezer for the jail and resolution #084 was for the fire panel. We wanted to correct that and list on the agenda the proper resolution numbers. Motion to approve resolution #085 and #084 made by Ferris, seconded by Barth. *Motion passed.*

**8. Unfinished Business**

- a. Discussion on Supervisor of Assessment Office Furniture

The furniture in the Supervisor of Assessments Office is falling apart. It is approximately 20 years old, and the pieces no longer fit together and are broken. It was asked of Ms. Gibbs to see if she had the finances available to purchase in this fiscal year. She does have the funds available. She had reached out to several companies to see what they had and the pricing. It will be about \$8,000 to purchase new desks for the office. She also stated that they would like to move the old property card file cabinets into the Board of Review room. This would open up the office more, but she would like a panel to put in from of her desk to help direct people to the proper place. The committee felt that since she had the funds, she needed to go ahead and purchase the new desks along with 3-drawer file cabinets.

**9. Supervisor of Assessment**

Mr. Twist was here last week, and they worked on getting the publication ready and sent out. Last week they also had a seminar where most of the counties in Illinois either attended in person or on Zoom teaching about P-tab.

**10. Veteran's Administration**

**11. Other**

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

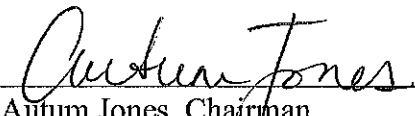
**13. Any action coming out of Executive Session**

**14. Adjournment**

Motion to adjourn made by Barth, seconded by Ferris. *Motion passed.*

The meeting was adjourned at 4:50 PM.

Submitted by: Deb Breyman

  
Autum Jones, Chairman  
County Offices Committee