

**COUNTY OFFICES COMMITTEE**  
**COUNTY BOARDROOM**  
**WEDNESDAY, FEBRUARY 13, 2019**  
**MINUTES**  
**4:00 P.M.**

**1. Call to Order**

**2. Roll Call** – Russ Cotton (Ch.), Chuck Nagel, Emily Barker, Danny Steffen all present. Jason Spence (v-ch) is excused.

**3. Approval of Minutes**

a. Approval of January 12, 2019 regular meeting minutes.

Motion to approve the January 12, 2019 minutes made by Nagel, seconded by Barker. *Motion passed.*

**4. Public Input**

**5. Appointments**

a. Appointment of Russ Cotton to Supervisor of Assessments Hiring Committee

Motion to appoint Russ Cotton to supervisor of Assessments Hiring committee made by Steffen, seconded by Barker. *Motion passed.*

b. Appointment of John Krug to Supervisor of Assessments Hiring Committee

Motion to appoint John Krug to Supervisor of Assessments Hiring Committee made by Barker, seconded by Nagel. *Motion passed.*

c. Appointment of Jason Spence to Supervisor of Assessments Hiring Committee

Motion to appoint Jason Spence to Supervisor of Assessments Hiring Committee made by Nagel, seconded by Barker. *Motion passed.*

d. Appointment of John Krug to Tazewell Community Services for a two year term expiring the 1<sup>st</sup> Monday in December, 2020.

Motion to appoint John Krug to the Tazewell Community Services for a two year term expiring the 1<sup>st</sup> Monday in December, 2020 made by Nagel, seconded by Steffen. *Motion passed.*

e. Appointment of Al Helsel to the Tazewell Community Services for a two year term expiring the 1<sup>st</sup> Monday in December 2020.

Motion to appoint Al Helsel to the Tazewell Community Services for a two year term expiring the 1<sup>st</sup> Monday of December 2020 made by Barker, seconded by Steffen. *Motion passed.*

f. Reappointment of Roy Bockler to Tri-County Regional Planning Commission, to represent The Village of Spring Bay, Spring Bay, and Bayview Gardens, for a one year term expiring November 30, 2019.

Motion to reappoint Roy Bockler to Tri-County Regional Planning Commission, to represent The Village of Spring Bay, Spring Bay, and Bayview Gardens, for a one year term expiring November 30, 2019 made by Barker, seconded by Nagel. *Motion passed.*

g. Reappointment of Mike Smith to Tri-County Regional Planning Commission, to represent Roanoke, for a one year term expiring November 30, 2019.

Motion to reappoint Mike Smith to Tri-County Regional Planning Commission, to represent Roanoke, for a one year term expiring November 30, 2019 made by Nagel, seconded by Steffen. *Motion passed.*

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- h. Reappointment of Eric Lind to Tri-County Regional Planning Commission, to represent Eureka, for a one year term expiring November 30, 2019.

Motion to reappoint Eric Lind to Tri-County Regional Planning Commission, to represent Eureka, for a one year term expiring November 30, 2019 made by Barker, seconded by Steffen. *Motion passed.*

- i. Reappointment of Mike Hinrichsen to Tri-County Regional Planning Commission, to represent Germantown Hills, for a one year term expiring November 30, 2019.

Motion to reappoint Mike Hinrichsen to Tri-County Regional Planning Commission, to represent Germantown Hills, for a one year term expiring November 30, 2019 made by Nagel, seconded by Barker. *Motion passed.*

- j. Reappointment of Ben Kingdon to Tri-County Regional Planning Commission, to represent El Paso and Minonk, for a one year term expiring November 30, 2019.

Motion to reappoint Ben Kingdon to Tri-County Regional Planning Commission, to represent El Paso and Minonk, for a one year term expiring November 30, 2019 made by Steffen, seconded by Barker. *Motion passed.*

- k. Appointment of Russ Cotton to Tri-County Regional Planning Commission, to represent Woodford County, for a one year term expiring November 30, 2019.

Motion to appoint Russ Cotton to Tri-County Regional Planning Commission, to represent Woodford County, for a one year term expiring November 30, 2019 made by Nagel, seconded by Barker. *Motion passed.*

There was a question if the Tri-County appointments should have gone through the Finance Committee and not County Offices since they fall under Finance. It was explained that all appointments go through County Offices.

**6. Approval of Claims**

- a. County Clerk

Motion to approve February claims made by Nagel, seconded by Barker. *Motion passed.* Mr. Cotton abstained from all claims regarding himself.

- b. County Board Per Diem

Motion to approve per diem claims from Rokey, Krug, Cotton and Kempf made by Nagel, seconded by Barker. It was asked how many months the claims were for. Mr. Kempf submits his claims monthly, Mr. Cotton was for 8 months of meetings, Mr. Krug for 18 months of meetings, and Mr. Rokey was from May 2017 to present. *Motion passed.* Mr. Cotton abstained from voting on his claim.

**7. Unfinished Business**

- a. Discussion/Action on revisions of Travel Policy/Personnel Policy

Mr. Spence has created a new section which addresses the reimbursement expenses which correlates to the state. It allows so much per day depending on the locations instead of by meal. Motion to strike Section 4 d of the Purchase Ordinance and replace with the following:

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Meal expenses for breakfast, lunch and dinner and related tips and taxes, specifically excluding alcoholic beverages and entertainment expenses, and expenses incurred for other persons, are allowed up to the actual cost or the maximum rate as defined by the Illinois Central Management Services (as published at <https://www2.illinois.gov/cms/Employees/travel/pages/travelreimbursement.aspx>), whichever is less. Receipts must be provided for any reimbursement.

made by Nagel, seconded by Barker. *Motion passed.*

b. Codification – what stage in?

Ms. Breyman reported State's Attorney Minger should have it completed by the end of the week and sent back to American Eagle. It will then be approximately 8 weeks before we receive a printed version.

### **8. New Business**

a. Employee Assistance Program Discussion/Approval

The Sheriff would like to put out an RFP to bid for the EAP. It should be less than \$5,000 for all county employees. Motion to have RFP to bid for EAP made by Barker, seconded by Steffen. *Motion passed.*

b. Personnel Policy – discussion/action of Business Expense Reimbursement Policy

Ms. Breyman reported that she received an email from ICRMT suggesting that certain policies be included in our Personnel Policy Manual. We had all the policies they required, exactly as they suggested expect for the Expense Reimbursement Policy. She provided the committee with our current policy and with the ICRMT suggestions. After discussion it was decided that we would stay with our wording as is.

c. Approval of Resolution 2018-19 #029 (We Care) Acceptance of Special Warranty

This is a formality that we do every year for We Care. Motion to approve Resolution 2018-19 #029 made by Nagel, seconded by Steffen. *Motion passed.*

d. Approval of Resolution 2018-19 #030 (We Care) Authorizing Execution and Amendment of Section 5311 Grant Agreement

This is a formality we do every year to receive the grant money for We Care. Motion to approve Resolution 2018-19 #030 made by Steffen, seconded by Barker. *Motion passed.*

e. Approval of Resolution 2018-19 #032 Honoring Mary Bell

Motion to approve Resolution 2018-19 #032 made by Steffen, seconded by Nagel. *Motion passed.*

f. Long term lease for ADDWC

Mr. Minger put together a draft copy of a lease. Discussion about the lot being included. It was included in the discussion, but not included in this draft copy. The committee feels that the lot needs to be included. Motion to pass the draft copy to the full board, but have the lot included made by Nagel, seconded by Barker. *Motion passed.*

### **9. Budget**

The County Clerk will have election equipment that is not budgeted for, but hopes to have a grant that will pay for it.

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**10. Other**

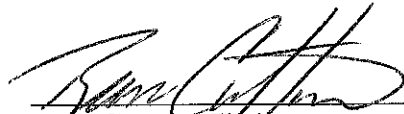
**11. Executive Session (if necessary)**

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

**13. Adjournment**

Motion to adjourn made by Barker, seconded by Nagel. *Motion passed.*  
Meeting adjourned at 4:37.

Submitted by: Deb Breyman

  
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Russ Cotton, Chairman  
County Offices