

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, MAY 14, 2019
MINUTES
4:00 P.M.**

1. Call to Order

The meeting was called to order.

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

3. Approval of Minutes

a. Approval of April 9, 2019 regular meeting minutes.

Motion to approve April 9, 2019 minutes made by Barker, seconded by Spence. *Motion passed.*

4. Public Input

Granite was available via conference call. Ryan Seron went over the company's clients and what they can do for the county. They take our phone bills, put them under one bill and a whole sale platform saving the county approximately \$677 a year. We would continue with the same phone service and companies that we currently have – Frontier and Touchtone. There is no contract and no annual fee. We would keep the same phone numbers and lines. Nothing would change on our end except the billing. This will be put on next month's agenda for discussion.

5. Appointments

a. Reappointment of Gary Hull to the Germantown Hills fire Protection District for a three year term expiring April 30, 2022

Motion to approve the reappointment of Gary Hull to the Germantown Hills fire Protection District for a three year term expiring April 30, 2022 made by Spence, seconded by Barker. *Motion passed.*

b. Reappointment of James Hinrichsen to the Board of Appeals for a two year term expiring June 1, 2021.

Motion to reappoint James Hinrichsen to the Board of Appeals for a two year term expiring June 1, 2021 made by Barker, seconded by Nagel. *Motion passed.*

It was later noticed by the Supervisor of Assessments that this should have been to the Board of Review not the Board of Appeals.

Motion to amend James Hinrichsen appointment from the Board of Appeals to the Board of Review made by Spence, seconded by Nagel. *Motion passed.*

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6. Approval of Claims

a. County Clerk

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

b. County Board Per Diem – Roll Call Vote

Claims this month presented for Emily Barker and Bryant Kempf. Motion to approve per diem claims made by Barker, seconded by Nagel. Roll call Vote – Cotton, yes; Spence, yes; Barker, yes; Nagel, yes. *Motion passed.*

7. Unfinished Business

The Chairman would like the codification to be placed on the agenda for next month. The County Clerk has received 10 copies and would like direction on where the 10 copies should go. There is enough to give to every office. It was recommended giving one to Judge Feeney.

8. New Business

a. Approval of Annual Peopleware Agreement

This is same as last year. Motion to approve Peopleware Agreement made by Spence, seconded by Nagel. *Motion passed.*

b. Discussion and approval of Palo Alto agreement

Palo Alto is part of our security on the computer. It expires in August. The one year, and three year quotes were presented. It was asked if we purchased Office 365 would we still need this and it was felt we would. Discussion on which option to take. With technology changing all the time, it was felt that 3 years may be the best option. We save approximately 15% by going with a multi-year contract. The committee would like to wait for the 5 year quote. This will be on next month's agenda with a 5 year quote option to look at.

c. Discussion/action on proposed ICRMT mandatory classes

The committee was presented with the list of classes that the department heads suggested. The classes that will be made mandatory can be done on-line at work. There is no cost for taking these classes. Discussion on having a group setting for taking the classes. The completion certificates will be placed in the employees file. The committee cannot force the elected officials to make classes mandatory. The elected officials present at the meeting said they would agree to this and have their employees complete the 11 classes chosen. This would need to be placed in the Policy Manual. It was stated that every time we change the Policy Manual it has to be approved by the State's Attorney and all the unions along with employees. It was suggested that all changes to the Policy Manual take place at one time in the year. Since ASCME is just now being negotiated, the department heads will take these classes to the negotiation meetings. There are GATA requirements that the employees need to take certain classes. For now, we will place a letter in the employee's pay stub with regard to the classes. For GATA purposes, these classes need to be completed by November 3rd,

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2020. Ms. Breyman will work on wording to be placed in the Policy Manual and bring to the committee next month for their review.

d. Strategic Planning

Ms. Barker would like to be proactive in the way the county is run. She would like a mission or vision statement and strategic planning. There are no goals or vision for the county to work toward. There is no guidance on how to take action on an item brought before the committee. One member felt that a comprehensive plan had been created about 5-10 years ago. This mission statement should be placed on the website so people know what we want to do as a county. We can't build something if we don't know what it looks like. Everyone has a different vision on where to go. This ties in with the Ad Hoc committee, Woodford County Economic Development, and IT. Once the committee starts the planning they would want input from the department heads, municipalities, townships, etc. So many people are moving out of Illinois. We need to create a county that people want to stay in. We will put this on the agenda for next month. Discussion on how often we need to review and change our Policy Manual.

e. Discussion and Approval of ADA Compliant Policy

Ms. Breyman received an email from the state saying that we needed to have a policy on our website regarding ADA compliancy with regard to We Care. The policy presented is the We Care Policy. Ms. Breyman did not know if the committee wanted to adopt this policy as part of Woodford County or what. She feels that the easiest thing to do would be to place a link to the policy on the webpage under the We Care page. The committee is in agreement with this.

9. Budget

This process will be discussed at the Finance meeting at 6 PM.

10. Other

CP & Z would like to change the meeting time. Meetings are short and we could adjust time to meet earlier. It was asked how this can be done with the schedule already being posted for the year. It was stated that this probably will not happen until December when the schedule is set.

11. Executive Session (if necessary)

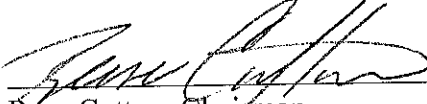
12. Any action coming out of Executive Session

13. Adjournment

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

Meeting adjourned at 5:08.

Submitted by: Deb Breyman


Russ Cotton, Chairman
County Offices Committee