

**OPERATIONS & PERSONNEL  
COMMITTEE MEETING  
April 19, 2021  
5:30 P.M.**

**MEMBERS PRESENT**

Debra Kraft, Chair  
Kristen Larner  
Pat Dawson  
Laura Zimmerman

**MEMBERS ABSENT**

Dave Drobisch  
Grant Noland  
Bill Oliver

**COUNTY PERSONNEL PRESENT**

Carol Reed, Auditor  
Mary Eaton, Recorder  
Josh Tanner, County Clerk  
Rocki Wilkerson, Workforce  
Jessie Smalley, HR

Jeannie Durham, County Board Office

The meeting was called to order by Chair Kraft at the Macon County Office Building.

**MINUTES**

Motion to approve minutes of prior meeting (3/22/2021) made by Dr. Zimmerman, seconded by Ms. Larner, and the motion carried 4-0.

**APPROVAL OF PAYROLL AND CLAIMS**

Motion to approve payroll as presented made by Ms. Larner, seconded by Dr. Zimmerman and the motion carried 4-0.

Motion to approve claims as presented made by Dr. Zimmerman, seconded by Ms. Larner and the motion carried 4-0.

**REPORTS**

***Auditor's Office –***

Ms. Reed reported that the County is still waiting for the \$10 million of the \$20 million to arrive. They sent out guidelines of what we need to have ready, such as a DUNS number, a bank account to put it in and things like that, last Friday. We are prepared for it. It's just a matter of time. As far as making any plans yet as to what to do or how to do anything with it, we are not quite there yet. A few things are being checked into as far as people like CPA firms helping us with grants. No decisions have been made.

IMRF always releases their retirement rates for us for the following year and so today, they released the 2022 rates and the percentages are way down from like 1.92% lower than we are currently paying. Right now, the employer pays 9.71% of wages and it is going to go down to 7.79% next year. On a payroll of \$22 million, that is \$422,000. We should expect some saving in retirement expenses for next year and will probably lower the levy to accommodate that. That was

good news. A question was asked for an explanation as to why. Ms. Reed explained that the experience and they had about a 14% interest rate last year. So, the employer will have to pay in less next year. They will adjust our rates. They adjust them yearly. We expect it to go down. The plan is very well funded and that affects the costs we have to pay in. It's been as high as 12.2% and it has worked its way down. It was 10% two years ago.

*County Clerk –*

Mr. Tanner distributed copies of the County Board rules and explained that this committee and its responsibilities are covered in the rules. He said he had also emailed it out last week.

Mr. Tanner also distributed a copy of the reapportionment Statute which defines what needs to be done. The only problem you have is where it defines population. It defines population as meaning the number of inhabitants as determined by the last preceding federal decennial census. Herein lies the rub, the decennial census. The tract level numbers are not projected to be ready until December 9<sup>th</sup>. So, you have until the first of July to reapportion. As you can imagine, that is going to cause a bit of a problem. So, as a committee, you will have to decide what you want to recommend to the full board. You have several options, none of which are probably legal, but you will have to get the State's Attorney's advice on that. The Statutes task you with doing one thing, but they have not provided you the data to do that.

Chair Kraft said she was in on the ZOOM meeting with UCCI this morning. We will not have the figures from the Census before the very end of September. Most of us, right after Labor Day, will take out our petitions. So, they are saying that we can go off the 2010 map and census figures, but we have to abide by the 10% Rule. We cannot vary by more than 10% without explaining it to the voters. That is how it was worded today. She said she is not in favor of doing that, quite honestly, but that is what they said and our decision has to be made by – it says July 1<sup>st</sup>, but they have amended that to say by the day after our July Board meeting. That is our deadline regardless of when the July meeting is.

Dr. Zimmerman suggested taking what they did the last time and sustain it. Chair Kraft agreed saying that that is what the Board has to decide. She asked Mr. Tanner for confirmation.

Mr. Tanner said there are options; You can do nothing and leave them as they are. Without changing the district boundaries, you could change the number of board members within that. You could make the board "at large". Those are the options without changing the boundaries. When you go to change the boundaries, that is where you need the tract level numbers. Chair Kraft said exactly. Mr. Tanner continued saying that the Statute reads "by the last preceding decennial census". They are trying to get a Statutory change that would allow us to use the most recent available data.

Ms. Larner commented that her assumption is that there are other counties that are in the same situation. Mr. Tanner said that they are all in the same boat and UCCI supported that Statutory

language change. Chair Kraft said yes, but nothing has been done. The Governors have done nothing.

Dr. Zimmerman commented that if the Statute does not change, it sounds like we go off the last census, which means our district boundaries, as drawn, would be appropriate based off the last census because they were drawn off the last census. Right? So, a worst case scenario, getting rid of the districts should be taken off the plate. There are so many members, that is just not feasible. As a last resort, we leave the boundaries as is. Maybe, if we look at the new data that, if they do change the Statute, would be available to us and kind of plan ahead and say, what would the new districts look like if we used that new data and just sort of tweak what we have a little bit. Then, if they do change the Statute, then we have that ready to go and if they don't, we keep them as they are. We should just plan ahead and play around with it to see what it would look like.

Mr. Tanner said that every year they do an ACS (American Community Survey). They survey the population and then extrapolate those numbers to the entire population. So, it is a guess every year as they update the census information. The census is used for a lot of things other than just reapportionment. So, they do this survey every year and then they update the results. As you might imagine, Macon County has been trending down in the total county population. The last one, in 2019, it was for 104,000 people and we had 110,000 in 2010. That is 6,000 less people. They have the Township numbers, but your County Board districts do not follow Township boundaries. So, you have an idea of what townships lost population. The 2019 data would have the block and tract information, but you have to keep in mind that they did not survey everyone in the block and tract. They surveyed a small subset of them and then extrapolated that out. So, the margin or error is not known. He said he could give the committee members the information that was published with that. They use it for lots of things, mainly commercial things so you know about how many businesses, etc. there are. For reapportionment, the reason it is in the Statute to use the last decennial census is that that is a count of every head. It is not using any kind of mathematical model to extrapolate what a small subset would result in. That is the problem. When it comes to the township level, they have a pretty good idea, but again, it is granularity. It is easier to know how many people are moving in and out of a township than it is to know how many are moving out of a tract or block which could be just a neighborhood.

Dr. Zimmerman asked about obtaining the data. Mr. Tanner said it can be downloaded from the Census Bureau and then be loaded into a GIS system. Dr. Zimmerman asked in what ways it could be looked at as a committee. Is it easy for Mr. Tanner to send things or would he need to be there to explain it. Mr. Tanner said they could try using the GIS system to show the data. You can purchase software to allow more of a community based approach to this. The problem is that we did not purchase any software because we knew we were not going to get the data. Mr. Tanner said he could give tabular data, data in a table, that the committee could look at so trends as far as blocks and tracts could be seen. The problem you have is that the blocks and tracts are even a smaller subset than a precinct. They don't know where our precincts are.

Dr. Zimmerman asked if it could be converted to our precincts or maybe districts to see how they've changed. Mr. Tanner explained that they do not keep track of our precinct and County Board information. Dr. Zimmerman asked if we could translate that data, like in a map overlay or something. Mr. Tanner said yes, they could get some general data that way. Chair Kraft said that if they are talking a drastic change, like going from 21 to a lower number of board members, they would have to answer to the taxpayers. There has been mention that there are some members that would like to see less board members. It hasn't been discussed recently but if that is what is wanted, it will be hard to do. Sangamon County is comparable to us. They have 29 members and Ms. Kraft said she did not think they are going to do anything. She did not remember how many members Champaign County has.

Mr. Tanner said they are in somewhat of a pickle in that if you do something, you have to justify what you did. As it sits now, you are supposed to use the last preceding federal decennial census, which you don't have. If they change the law, at some point in the future which we would have to be before July 1 because you would have to get the law change and make the change at a board meeting. You could do something other than that, but you are going to have to justify how you did it.

Ms. Larner asked about the 6,000 less people and if there is a certain number the population needs to be compared to board members. Is there a ratio? Mr. Tanner said the board districts have to be relatively proportionate to one another. Chair Kraft said this is correct, but they did say today that there are bills pending to relate with the County Code, but nothing specific has been introduced. We are just out on a limb.

Dr. Zimmerman commented that if we have to pass this at the July Board meeting, it would have to go through the June committee meeting. So, we could have one more meeting to discuss and then June to vote as a committee and in July would be the full vote. So, Dr. Zimmerman said her thought on this is that the number of districts or the number of people in them can't be changed because then we are just making huge changes that would be too much, but if we take, as a fallback, which would be if we get to June and we don't have anything we just keep the districts the same. Let's assume the State does not do anything and does not change the Statute, then we are following that because we are using the last data we have. Then the districts are what they are. But, we could, in the meantime, look at that ACS data and see how our districts are faring by that and think about if we need to clip an edge off of one or something like that to bring it more in line. So, if they do change that and say we can use this more recent data that we have even without the census, then we have the map ready for that. We wouldn't be making any large scale changes, we would just be tweaking them.

Chair Kraft said that is another fine line there because, legally, we have to use the most recent census, which was 2020. However, they've not provided those figures and they are not going to. We can't do that, really, without some type of legislation. She said that is what she took away from this morning's meeting. She said she understands what Dr. Zimmerman is saying, but it still makes her nervous.

Dr. Zimmerman said that if they say we can't do it, then we don't pass it, but we have to have the map ready so that if they do say we can, then we have the map ready and we are not scrambling at the last hour. If they don't change anything, then we just say, here are the districts as they were because that was the last census and we had nothing new, so we just put that in place. But, if they do change the Statute, we have a map ready and we pass that. Whatever we do, it will be June because there is just no way we can do anything before that. We would basically just have two maps ready to go in June; one for if they change the Statute and one for if they don't change the Statute.

Mr. Tanner said UCCI is supporting a bill. There is a Senator that is believed to be going to sponsor it. Ms. Kraft said he has not done so. Mr. Tanner agreed and said we are getting close to the time where . . . There are always shell bills they could use, but getting something that quickly through the legislature is . . . Ms. Dawson commented on them taking a recess. Mr. Tanner commented that there is a certain point in time when the bills have to be out of committee anyway and we are coming up on those. Chair Kraft said they were told today that there is nothing coming out of the Governor's office – nothing – and he could declare a stay to forgive all of that, but he has not indicated that he is going to.

Mr. Tanner said it is also possible that if you do nothing, someone could sue you at which point a judge could order you to do something. But, at that point, you may actually have the numbers to do something. If you change something, you could get sued for changing it without . . . If they change the rule, not only could you be sued for the way that you changed it, but the methodology used to calculate the census could also be something. In the past, the numbers were the numbers, so you couldn't argue the numbers. You could only argue how you divided the map up. If they change the rule, then there are two things someone could sue you for. One would be how you divided the map up and the other one would be that since you did not have complete figures, what was your methodology for coming up with an estimate of figures. There has never been that wrinkle before because we have always had the numbers.

Chair Kraft said that is what is making her nervous. Dr. Zimmerman agreed saying that if they are not allowed to do it by Statute, they just don't pass that one. But, she said she would hate for June to come along and the Statute was changed but we weren't prepared. At the end of the day, we can just pass the districts as they are. Then we are following the Statute to the best of our ability. But, if we have the data, we can follow it more to the letter.

Mr. Tanner explained that we are often times sued for something that we are able to do, but not legally able to do. So, once the Judge says you have to do it, then, ok, it's not a problem. Dr. Zimmerman said then it comes back to the committee and they have the data to be able to do it.

Mr. Tanner said he would start gathering and sending some information. Dr. Zimmerman said she would like to see if an overlay with the districts could be done so they could see if they are still within that 10%, if that is possible to do based on the ACS data. Maybe by the May committee meeting, it could be determined if it needs tweaked. Mr Tanner said he would start by sending the

2019 Township estimates because that will give an idea of where the preponderance of the districts are. You will know which townships are losing and if any are gaining in population. Decatur Township seems to shed population. Some of those people move to surrounding townships and some leave the county altogether. As a general rule, the Decatur Township has been getting smaller. Most of the other townships are either staying the same or only seeing a slight increase which is one of the reasons why the City of Decatur aggressively annexed a lot of property because the City of Decatur was losing population at a pretty good clip too. The districts that are mostly in the Decatur Township would have to get geographically bigger in order to compensate for that population loss. The districts that are mostly in the City of Decatur will have to start encompassing areas outside of that in order to compensate for that loss. The City of Decatur also has a substantial minority population. Ms. Kraft said that her district, District 5, had 90 residents annexed into the city before the first of the year, but they still live in her district at this time. Mr. Tanner said that 10 years ago, they didn't have to worry too much about the Voting Rights Act because the districts were drawn predominantly - There was substantial Decatur Township which also led to substantial minority populations. If you have to start moving those boundaries out further, the calculus gets more complex. Dr. Zimmerman said they have to draw as many majority / minority districts as they can. Both Mr. Tanner and Chair Kraft said that is correct. Mr. Tanner said that is becoming more difficult with the population loss. Dr. Zimmerman asked if that information is in the ACS data. Mr. Tanner said it is extrapolated from a survey. It is in there, but the accuracy rate is not known which is why they don't want you using that for reapportionment.

Chair Kraft said one other thing said today, and it was stressed, that every County must pass an ordinance stating the number of board members there will be, whether it changes or not going forward. Ms. Larner asked if we currently have an ordinance. Mr. Tanner said we do, but the concern is that if you don't pass how many board members you want and if you also don't pass a plan, then after July 1, it goes to an Apportionment Committee. If they don't pass anything, by default, it goes to the maximum number of board members you can have and they are at large. But, if you had passed at least the component saying how many board members we want, then that piece would go through and it would just become at large. They're saying not to box yourselves into a corner. If you know you only want 21 board members, at least pass that piece. At large would change the composition of the board dramatically. You would have less rural representation. Ms. Kraft said there are a lot of counties that elect their chairman at large. Mr. Tanner said that would be another component, whether you want the Chairman elected at large or by the board members. That also has to be decided.

Dr. Zimmerman said that if Mr. Tanner could get them some of that data and send it out right away. Mr. Tanner agreed saying that then at least they could get an idea of where the loss is occurring. It may be in places we don't generally think about. Based on building permits and assessed value growth, you can see where residences are and are not.

Mr. Tanner went on to report that tomorrow is the retabulation of the Consolidated Election. He said they are mandated to retabulate 5% of the precincts. Then, it will be closed out after the last

of the vote by mail ballots are received. Then the final canvas will be done and that election will be certified. That will be done tomorrow and the winner's certificates will be mailed out the following day. There wasn't anything that was going to change. Ms. Dawson reminded of the one vote difference in one race. Mr. Tanner said yes, but they have not received any of those ballots yet. There are some still out. Usually, the bulk is received in the first few days after the election. After that, they're probably not coming back. It is odd that someone would take the time to request a ballot but then not turn it in.

***County Board –***

***Macon County Board Resolution Approving the Creation and Maintenance of Official Email Addresses for County Board Members***

Chair Kraft presented the resolution and made a motion to forward to full board with recommendation to approve, seconded by Dr. Zimmerman, and the motion carried 4-0.

***Macon County Board Resolution Calling for the Governor and General Assembly to Protect Local Control of Zoning and Land Use***

Chair Kraft presented and made a motion to forward to the full board with recommendation to approve, seconded by Ms. Larner. Chair Kraft explained that this does not affect our zoning, we just want him to know that we want to keep control. By passing this resolution which was recommended by UCCI, we are letting them know that we have our resolution and we want to maintain control of our zoning. This came about from the windfarms. Dr. Zimmerman asked where it stands currently. Ms. Kraft said it is stagnant. She said she had called Springfield earlier in the week and found out that it is stagnant, but they are afraid that if they do pick it up, they could send it through so quickly that we won't have a chance to act. They really recommend that it be sent through an oversight committee and then to the full board. The motion carried 4-0.

***Recorder –***

Ms. Eaton offered to answer questions about the reports she distributed. It was another good month.

Chair Kraft where Ms. Eaton thought the people are moving to. Ms. Eaton said she did not know, but could work with the Supervisor of Assessment and look into it to see if they could come up with some numbers.

***Workforce Investments –***

Ms. Wilkerson reported that they have been really busy trying to get COVID safe by ordering new supplies and materials. The doors are still locked and it is unsure when they will be open. The office is still working on appointment only. The idea is, when the doors are open, that the Resource Room and One Stop Center is COVID compliant.

Virtual hiring events continue to be hosted by Workforce. When employers call and need to hire people, that is about the only thing that can be done. It's just that people are not getting online and connecting virtually. That does not seem to be working very well, but that is what we can do at this time.

Workforce is partnering with Economic Development to do some promotional campaigning to encourage people, whether they are on unemployment, receiving assistance or whatever, to consider looking at the labor market and the jobs that are available. There are about 1,300 jobs available in Decatur right now. Ms. Wilkerson said she was on the phone with about 4 employers just this morning and they need employees and they need them now. Saturday morning, one of the nursing homes called at about 7:30 a.m. and said she needed 21 full time right now, on the floor today. Ms. Wilkerson said she had to tell her that she couldn't help her because she did not have 21 people right now to put on her floor. It is a problem because then they are not compliant with IDPH. It is a big problem. Health care, CDL, manufacturing – it is huge. We just don't have enough workers. She said she is working with Austin, Inofeed, Mueller, & Caterpillar. Austin said last week that they needed 250 that day. These are skilled workers, not just people that can be hired off the street. We are definitely struggling to find workers and the concern is that we do not want the employers to leave. We want to keep them here in Decatur. This has presented a lot of challenges with COVID, doors locked, virtual hiring events, not being able to get the word out. The hope is that if the market can be saturated with some very encouraging messages about what they can do and how they can start working, if they are at least looking for work, that would be helpful right now.

A Trades Grant was just submitted with the Decatur Trades Council for over \$700,000. Whether that is received will be found out in May. If it is granted, over 100 people anywhere from 18 to 24 year olds that are interested in going to work in the trades will be needed to apply. 30 can be taken out of 100. That is going to be another outreach marketing campaign that is going to be specifically targeted to the trades.

A grant is also being written to the Community Foundation. The strings are not quite as tight and people that are not necessarily eligible for Workforce but have been accepted into the RN or welding program can be helped with tuition.

A professional development class at OASIS is being put together for starting in May and one at Crossings.

**Citizen's Remarks - no citizens were present.**

**Old Business -**

Ms. Dawson asked about employment procedures and asked where does that process start. Is that part of this committee? Chair Kraft asked O&P (Operations & Personnel) – no. She was asked to clarify. Ms. Dawson said that if someone was seeking a job, would they go to the individual

department and are there any assessments for the current employees. Ms. Kraft asked Ms. Smalley to respond.

Ms. Smalley said the departments, if it is a union position, have to post it within the bulletin boards that are in the buildings. They also post it online. Every department is kind of in charge of their own hiring. It would make sense that HR would note the positions that are open – I don't. She said their office does not get them until they've already been hired. She said she has partnered up with some departments and kind of assisted with the interviewing process, etc... Again, every department – you're asking if we screen or review our current employees. That depends on that office and how that office is ran. Some departments, yep, they do all kinds of on-boarding and review things while other departments probably don't even know what that is.

Ms. Dawson asked Ms. Smalley what she does if everybody takes care of their own department? She asked if Ms. Smalley is just in one particular place, what is your purpose?

Ms. Smalley explained that she takes care of the benefits, FMLA leave, ACA. She said she is, basically, a branch off of the Auditor's Office, so she helps with a lot of the processes such as all of the work comp. She said her list can go on, but as far as . . .

Ms. Dawson said that when she thinks of HR, their HR (where she is employed) posts jobs generally and then have someone who oversees, interviews, talks to them about what packages are offered. She said she is trying to find out, from the County's perspective, is there . . .

Ms. Smalley said that Ms. Wilkerson with workforce is one that has asked for assistance in interviewing for positions. The other departments seem to have it together. If someone asks for assistance, absolutely Ms. Smalley said she is willing to go and provide her expertise in that area. With the orientation process, she sees them after the fact. Sometimes she said she gets asked to put together a packet about benefits we offer. She said that is really her input when it comes to the positions and hiring. She said she gets the general employment questions; so & so did this, are they allowed to do that?; where is our policy on that?; where's the union contract? She said she has been asked, when there is disciplinary issues, how they should handle that and what the channel of doing the discipline is.

Ms. Dawson said then, there is no – you're not in on the beginning part of the process? Ms. Smalley said no. Again, it is based upon the department. Like the Sheriff's office has a team that does their interviewing.

Ms. Dawson commented that someone could be fired from one office for spitting on the sidewalk, but they can go to a different department and work for them. Ms. Smalley said that is covered under policies and union contracts and a lot of those pretty much mimic one another. Ms. Dawson commented that not everyone is a union employee. Ms. Smalley said that is absolutely correct and what one office holder might crack down on, another one may not. Ms Dawson said that then we don't have any consistency.

Ms. Larner asked about personnel files for county employees. She said she sees what the questions are. As an example, she said her husband works for the City, so if she has questions about his insurance, she calls the city HR and not the police department. Ms. Smalley said yes, exactly. So, if you are a County employee though, is there a county personnel file that follows with you or is that maintained in each department. Ms. Smalley said it is in the department, so when there have been some bigger issues with an ongoing disciplinary issue with an employee, she said she has been asked to step in and asked to do the documentation. She said she, then, creates her own personnel file. She said that in the four years she has been with the County, there have maybe been 5 instances that she has been asked to help along the process. Other than that, if an employee is wrote up, until it escalates and gets to that point of termination, she is not involved and she is not always even involved in the terminations. That is all housed within that department, but you got to understand, if files were kept for every person, where would she keep that? Ms. Larner asked how many County employees there are. Ms. Smalley said around 500.

Ms. Dawson said that where she works, there has to be a file for every one of the 250 employees, however many, there is something there. The personnel department knows about it. They may not have day to day interaction, but they can pull that file up and know that you've been disciplined and for what. She said this sounds like a disconnect. You are only called in when someone says they need you while, Ms. Dawson said that to her, an HR position is more involved. She said that is her idea of HR. Ms. Smalley said that she understands where she is coming from because her previous 10 years, she was involved in all of it. But, when she came in here, that is how she was told it was handled and the prior person before was maybe even a little less involved that Ms. Smalley said she is. Ms. Dawson said, so someone decides they think they need HR involved or they don't think they need HR involved. . . Ms. Larner asked if Ms. Dawson was saying that there might need to be more of instead of what everybody wants, there needs to be something stated that if you are dealing with something that needs to be documented . . .

Chair Kraft asked Ms. Smalley if she is involved with negotiations. Ms. Smalley said yes she is involved and Ed Flynn handles quite a bit of our disciplinary issues. Ms. Kraft said she knows of a few instances where Ms. Smalley has set in if there is an issue with an employee. She said she knows Ms. Smalley has set in on those meetings. Ms. Dawson said Chair Kraft is speaking of her like she is someone that comes in from the outside and comes and sits in. She said she thinks of an HR person as someone who is involved at the ground level. You say she comes and sits in, but does she have any input? Ms. Larner said she understands. If you are an employee of the County and you get fired from one division for a reason, there should be some sort of record of that so you can't just go and get rehired by a different area. She said she sees it, but doesn't know if it is possible. Ms. Smalley said it kind of is. You hope that the departments maybe speak to one another and say, hey, so & so worked there, why are they not there anymore? Every department is ran as its own business. That is the way she said she could explain it. When they ask for help, she said she is there. Someone asked if that is standard practice for counties. Chair Kraft said she believes it is. Ms. Smalley said yes, it is. She said she has worked on the policies and processes and it is pretty standard. She said she has spoke at UCCI when she went to all those meetings and

asked, is this just us? She said she has just sat through a 12 week Leadership Program and again, she sat there offering, working with multiple counties all over the US and speaking with other HR people that are in like roles. It is the same, even outside of the State of Illinois. Someone asked if that is because of the elected office holders. Ms. Smalley said yes, it is just so . . . Chair Kraft said the protocol is just different. Ms. Smalley said yes, very different. Ms. Eaton said the Statute gives internal control to the office holder. Ms. Dawson agreed saying that where she works, her boss is the boss, but they have an HR that oversees all the employees. Ms. Kraft said yes, but Ms. Smalley does training for new employees.

Ms. Smalley explained that she had come up with the COVID policy and pushed it out to the elected officials, but then was told by the State's Attorney's office, that she could not force them to use the policy. It is provided to them for guidance and we could not force them to adopt it. She said she has tried to understand it, but she doesn't, so she just rolls with the punches. If you need me, you know where to find me and if not, you've got it together.

Ms. Dawson said she was just trying to understand. Ms. Larner & Chair Kraft both said they understand where she is coming from. Ms. Kraft said the bottom line is that it is just what it is. Ms. Dawson said yes, but that doesn't solve issues like someone being fired in one department for spitting on the sidewalk, but hire by another department because its ok over there.

Ms. Reed commented that if you get fired in one department, the other department would know about it. Ms. Dawson said her point is that there just needs to be some uniformity with some rhyme and reason as to why you do things. It should be the same across the board.

Ms. Smalley said that unless it really gets swept under the rug, there are not a lot of issues. Chair Kraft if Ms. Dawson would like a specific job description for the County's HR person. Ms. Dawson said that would be fine if she has one, but she is trying to understand. Ms. Smalley said she has never seen one. Ms. Kraft said they could create one. Ms. Dawson said she could do that because she has already created a few things in her head now.

Ms. Dawson said she had been asked to find out if the HR person did job assessments, but it sounds like not. Ms. Smalley said she did not think HR is typically involved in a job assessment. There is a lot of confusion as to what HR really does and does not do in any company. Dr. Zimmerman said that maybe that is where a job description could help. Ms. Kraft said she is sure Ms. Dawson is not the only one wondering. There are six new board members that would probably like to know. Ms. Larner asked for clarification as to what HR is versus what the boss is. The boss is the one that does the assessments. Ms. Dawson asked where the prevue of the County Board comes in. Who are we on the wheel? Ms. Larner asked if she was asking as far as someone getting hired or fired? She said she didn't thing the board members were anybody. Ms. Kraft agreed, saying nothing. We just have to make sure we've got the money to pay them and negotiations. County Board plays a part in union negotiations, but again, Ed Flynn is a big part of that.

Discussion followed about union negotiations and how that process is done as far as who is on what side.

Ms. Dawson said she has had questions prior to being on the committee and she didn't know where to go with them. For example, if someone was discharged, what is the recourse? Where do you go? How do you deal with it? She said she was told a multitude of things from the Chairman decides to it is dealt with in the departments. Ms. Kraft said Ms. Smalley could answer that question. Mr. Tanner said the Chairman has direct employees, but has no control for the entire County's employees.

Chair Kraft said those are all very good questions and they would work on that.

**New Business** – *none*

**CLOSED SESSION** *None needed*

**NEXT MEETING:** Monday, May 24, 2021

**ADJOURNMENT** Chair Kraft made a motion to adjourn, seconded by Ms. Larner and the meeting was adjourned at 6:20 p.m.

*Minutes submitted by Jeannie Durham, County Board Office*