

**MACON COUNTY BOARD
OPERATIONS & PERSONNEL
COMMITTEE MEETING**

**Macon County Office Building
141 S. Main St. – Room 514
Decatur, IL 62523**

August 22, 2022

5:30 P.M.

MEMBERS PRESENT

Debra Kraft, Chair
Bill Oliver
Pat Dawson
Shad Edwards

COUNTY PERSONNEL PRESENT

Carol Reed, Auditor
Crystal Hugger, County Board Office
Tamara Wilcox, County Administrator
Rocki Wilkerson, Workforce
Jeannie Durham, County Board Office

MEMBERS ABSENT

Kristen Larner
Grant Noland
Jason Comer

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

MINUTES

Motion to approve minutes of prior meeting 7/25/2022 made by Mr. Oliver, seconded by Mr. Edwards, and the motion carried 4-0.

APPROVAL OF PAYROLL

Motion to approve payroll made by Mr. Edwards, seconded by Ms. Dawson, and the motion carried 4-0.

APPROVAL OF CLAIMS

Motion to approve the claims made by Ms. Dawson, seconded by Mr. Oliver. The motion carried 4-0.

REPORTS

Auditor's Office –

Ms. Reed reported that the liability insurance application has been submitted. An estimate on next year's cost is not yet available, but last year's was about \$1.2 million in total with everything. So, it will probably be a little more than that this year.

They are also in process of applying for cyber insurance again. That application is due September 6. Last year's was \$30,000 and it is expected to go up, but it is unsure how much.

There has been one FY23 budget hearing with another one scheduled for tomorrow.

County Board –

Ms. Wilcox reported that there have been a lot of things going on.

First, she introduced Crystal Hugger who has been hired to be the executive secretary. She was interviewed on Friday, hired on Friday and started today. Jeannie will be retiring in a couple of months. Ms. Wilcox went on to explain that when she had started in July, she met with Jeannie & Tracy. Planning & Zoning and Environmental Management have been short staffed for a while. All of the job descriptions were reviewed. The office is being realigned so that Tracy will oversee both Planning and Zoning and Environmental. There were only a few applications for Environmental and Hunter Jackson was hired in July. However, he has now moved to Planning and Zoning because he has been helping Tracy with that and found he was more interested in P&Z. He has really been helpful to Tracy. We are likely looking at solar farms coming in and that is going to be a really busy time for that department. We are now back to interviewing for the Environmental position which is the only open position left. There are several good applicants. A couple of them were interviewed on Friday as well. There are a couple more good ones. That position will probably not be open much longer. Both the County website and Indeed.com are being used to recruit applicants. The goal is to create a team where everyone is cross trained on all duties. Ms. Dawson asked about the past structure of the office, who left and who remains. Ms. Wilcox explained that Tracy had been Environmental. Jennifer who has now left was P&Z Director. Tracy and Jeannie have been holding the entire office down by themselves. Crystal is going to be the Executive Secretary, but will also do clerical for P&Z and Environmental.

Another change being made is with the Print Shop. Jeannie has been doing the printing since that employee left, but the equipment is going to die. Ms. Wilcox explained that she had emailed the departments that use it that we are not going to continue to do this. Ms. Reed is also notifying departments to let them know they may want to increase their paper and supply lines to accommodate as well as to look for vendors to do their printing. We have offered to move the equipment to another location so somebody can utilize it for the remainder of its life. The equipment is old and has a lot of copies on it. The five departments that use the services the most were notified first and asked if they would like to have the equipment.

Ms. Wilcox went on to explain that there was an informal COVID policy that would pay employees up to 10 days if they had to quarantine or had COVID. It ends in August. It was not made into a real policy but Jessie in HR brought it up and said this is either going to end or we need to talk about it. Discussion about whether the board had voted on that. They did not. It was a federal guideline, but it was up to individual entities to choose whether they would do it or not. The CDC has now changed the quarantine time to 5 days. So, the county could let it expire, keep it at 10 days, or it could go to 5 days. Ms. Dawson asked whose decision that would be. It was thought that it should be a county board decision. Ms. Wilcox said she had talked with Jessie about it and she thought 5 would be good. Crystal said the hospital she had worked at dropped their COVID paid time to 5 days as well. Ms. Dawson said she was not even aware that it was in

place. She asked if anyone knew how many employees were using it and how frequently. Jessie is keeping track of it. Jail employees used it quite a bit. Chair Kraft said her opinion would be to cut it back to 5 days, but there should be a resolution. Mr. Edwards agreed. Ms. Dawson said she thought there should be some guidelines included. Ms. Wilcox said she thought the CDC or IDPH guidelines should be followed. They just changed their guidelines and it is now 5 days quarantine instead of 10 now. If you are not symptomatic, you do not have to quarantine. If you've been around someone with COVID, the CDC says that if you are not symptomatic if you test once then again 5 days later, you can just wear a mask and go to work. Ms. Dawson said she'd like for it to be clear. Discussion about what tests should be accepted.

Chair Kraft commented that the informal policy goes to the end of August and suggested that something be brought back to the September O&P meeting and then on to the full board for their October meeting. Mr. Oliver suggested that the current informal policy be extended until a new policy is voted on and put into place. Ms. Wilcox will work with Jessie to create the resolution. They will also bring a report on how many days and who is using the days.

Ms. Wilcox went on to report that she would like to read an email she received from the Bethany fire department. Almost all fire departments have now received their letter and sub recipient agreement and guidelines to receive ARPA funds from the County. The email says they want to say thank you for thinking of the the Bethany Fire department in regard to the ARPA funds as they do have one district in Macon County. It was very thoughtful to include us. Ms. Wilcox explained that they did not know it was coming. Ms. Kraft said she had started calling after Thursday's meeting and before the night was over she was hearing from Trustees and it was a very emotional evening. She said she had delivered 7 of the agreements which was also very emotional. She said she had nice meetings with several fire chiefs. Ms. Dawson said she was happy that Ms. Kraft had taken the time to visit them. Ms. Dawson asked how it had been determined how much the outlying districts had received. Ms. Wilcox said it was by the size and population of the portion of Macon County that they serve. She said the reason she had done all the work was because of Ms. Dawson and the comment she had made at a meeting as to whether the rest of the departments even knew they could apply for funds. Ms. Wilcox said it was the county's really great opportunity to do something that was immediate and easy because there was a set number of individuals that this would apply to. Now the ARPA funds and where we are with them needs to be reassessed.

County Clerk – no report

Recorder – No report

Workforce Investments –

Macon County Board Resolution Approving a Budget Amendment for Workforce Investment Solutions FY22 Budget – Youth Career Pathways Grant.

Ms. Wilkerson explained that the grant was for \$250,000. It was approved on the FY21 budget. Tonight approval is being requested to add it to the FY22 budget. The class was held with 11 out of 12 graduating, there was some left over and now it needs to be added to the FY22 budget so another class can be run in December.

Discussion as to where the graduates went to work – all over, how much they are getting paid - \$27 to \$29 for some. The idea was to get them into the apprentice program so they would work during the day and take classes at night. They were prepared for that.

Motion to approve forwarding to the Finance committee with recommendation to approve made by Ms. Kraft, second by Mr. Edwards, and motion carried 4-0.

Ms. Dawson asked about the Illinois Works grant. Ms. Wilkerson explained that there had been 25 to start and 23 will graduate on Thursday night. They've all been on work experience. It has been a lot of work and not all the money has been received yet, but they want classes to continue to run.

Citizen's Remarks - None

Old Business - None

New Business – None

CLOSED SESSION - None needed

NEXT MEETING: 9/19/22

ADJOURNMENT Motion to adjourn made by Mr. Edwards, seconded by Mr. Oliver, the motion carried 4-0 and the meeting was adjourned at 5:55 p.m.

Minutes submitted by Jeannie Durham, Macon County Board