

**MACON COUNTY  
OPERATIONS & PERSONNEL COMMITTEE  
MONDAY, JANUARY 21, 2014  
5:30 P.M.  
141 SOUTH MAIN, ROOM 514**

**MEMBERS PRESENT**

Chair Patty Cox  
Gary Minich  
Bryan Smith  
Jerry Potts *Arrived at 5:32PM*  
Susanna Zimmerman

**MEMBERS ABSENT**

Verzell Taylor  
Pat Dawson

**COUNTY PERSONNEL PRESENT**

Amy Stockwell, Auditor  
Mike Baggett, Assist. State's Attorney  
Sherri Oleson, HR Specialist  
Angie Sarver, Planning & Zoning

This meeting was called to order by Chair Cox at the Macon County Office Building at 5:30 p.m.

**MINUTES**

Motion to approve the December 16, 2013 minutes was made by Bryan Smith, seconded by Suzanna Zimmerman, and motion carried (4-0).

**PAYROLL**

There were no payroll claims presented. Auditor Stockwell said she will get them a copy via email tomorrow. She apologized to them for not having a copy. It was discussed and decided to approve payroll without copies. Motion to approve payroll as presented by Gary Minich, seconded by Suzanna Zimmerman, and motion carried (5-0).

**CLAIMS**

Motion to approve claims as presented by Bryan Smith, seconded by Suzanna Zimmerman, and motion carried (5-0).

**REPORTS**

**Auditor**

Amy Stockwell presented the *Macon County Board Resolution Approving a Decrease in the Mileage Reimbursement Rate*. She said this Committee agreed to follow IRS regulations regarding mileage regulations. She said this year amount has decreased from 56.5 cents to 56.0 cents per mile; effective 2/14/14. Jerry Potts made the motion to approve the decrease in the mileage reimbursement rate, seconded by Bryan Smith and motion carried (5-0).

Ms. Stockwell said the auditors are here for field work. They are set up in the 3<sup>rd</sup> floor conference room. She encouraged board members, if they have concerns to convey these concerns to them.

Ms. Stockwell stated Traveller's Risk Control was with them last week. This was their first visit since the post settlement of the Duff/ Lenox's case. She stated they were very happy with the process that has been made. She said this is attributed to the hard work that so many people throughout the County has done. Also, it is a testament to the hard work and support the board has done.

Ms. Stockwell said she wanted to address the question that Mr. Minich regarding vacation. She said the answer she gave him needed a little more clarification. She presented a packet to them for further clarification. She said the first documents they look at are Union contracts and anything not covered under the union document or for non-union personnel is covered in the handbook. She included a chart in the packet that illustrated what union each department had; and what handbook they are covered under. She stated there is no "one answer" to this question, and apologized for giving them just "one answer" earlier.

Sherri Oleson gave the board a report regarding HR. She stated last year they started their first supervisor training on Harassment provided by Chestnut Global (EAP Program). There were 66 supervisors in attendance. She stated this seminar was very well received and a lot of good questions gave out of this. In January, Mike Baggett and she have updated the County's Harassment Policy, and this revised policy will be presented to O&P after these are reviewed by supervisors and leaders. In October another supervisor training on "Creating an Engaged Workforce" was held. There were 58 supervisors in attendance. This seminar was also provided by Chestnut Global. This training was chosen by the department heads. The next seminar to be held will be in February on "Conflict Resolution". This seminar will focus on strategies to help resolve workplace conflict. Ed Flynn will also be present at this seminar, and he will be reviewing the Macon County Discipline procedures and also the proper way to document them and how to proceed if necessary. She said leadership seminars are planned for every quarter, and the 3<sup>rd</sup> & 4<sup>th</sup> quarters are already picked. She said the Driver Policy was approved by the Board in August. She said they (Mike Baggett, States Attorney Office and herself) have been updating EEOC, Harassment, VESSA and FMLA policies and will be presenting these updates to the board when completed. On the Drivers Policy, there was 109 motor vehicle records ran with zero issues with them not passing the Drivers Policy. 18 out of 21 departments have returned their entire required documentation. She said on hiring and interviewing; they have developed a new employee application and added the EEOC Statement on there. They have some new ADA (American Disability Act) procedures in place that is provided during the orientation. All of these things have been reviewed by the States Attorney. They continue to encourage their department to work with Workforce Solution Team for prescreening and testing of the candidates. She stated they (Workforce Solution Team) have been very helpful in the hiring process. She has been attending some of the department's hiring process and helping with interviews and prescreening, and also sitting in on disciplinary action when necessary. They started 5 Wellness Classes in January. This will wrap up in June. They have been very well received by the employees.

**County Board**

None

**County Clerk/Recorder**

Chair Cox stated Steve Bean and Mary Eaton are not present tonight, because they are attending meetings today. Ms. Eaton did give them the Recorder's monthly report. If you have any questions regarding this report, please contact Mary.

### **Workforce Investment**

Robyn McCoy said their office is remaining at the Illinois Worknet Center. The Department of Rehab Services has moved in on December 30<sup>th</sup>. Everything is working out wonderfully, and they are very pleased to have them there.

They are looking to receive additional dollars in May from The Summer Youth Employment Grant. Enrollment will begin in May for youth ages 14 to 21, and work will start in June.

### **Citizens Remarks – Public Comment**

None

### **Old Business**

None

### **New Business**

Chair Cox said she wanted to clarify something that was brought up at Finance. She said vacation time was brought at this meeting; and how vacation time works when an employee retires. Chair Cox asked if it was one and a half rollover from the prior year. Auditor Stockwell said, no. She said it depends on what department that you are talking about. Chair Cox asked Ms. Stockwell for an example. Ms. Stockwell stated they pay vacation leave. The main thing is one week to rollover, but there are other departments that have different formulas on rolling over vacation. That is why she included all of this in the packet that distributed to them. Chair Cox asked what the max that they could rollover. Ms. Stockwell stated it depends on the department. Chair Cox stated when she first got on the board, the Sheriff's Dept. had some employees that had accumulated 6 months' worth of vacation time to put toward their retirement, and it put a strain on their budget; which in turn kept them from hiring a replacement. Ms. Stockwell stated it depends upon the department. She said this is typical of most things. There is not one single answer. She said there is a thing that is true more often than not, but it does not apply to everybody.

### **Closed Session**

None

### **Next Meeting**

Tuesday, February 18, 2014.

### **Adjournment**

Motion to adjourn made by Jerry Potts, seconded by Bryan Smith, and motion carried (5-0).

Minutes submitted by

*Angela Sarver, Macon County Planning & Zoning.*