

OPERATIONS & PERSONNEL COMMITTEE MEETING
August 15, 2016
5:30 P.M.

MEMBERS PRESENT

Linda Little, Chair
Dave Drobisch
John Jackson
Bryan Smith
Kevin Meachum
Jerry Potts

COUNTY PERSONNEL PRESENT

Steve Bean, County Clerk
Carol Reed, Auditor
Jennifer Hoffman, P&Z
Mary Eaton, Recorder
Robyn McCoy, Workforce Solutions

Jeannie Durham, County Board Office

MEMBERS ABSENT

Verzell Taylor

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

MINUTES

Motion to approve minutes of prior meeting, July 18, 2016 made by Mr. Potts, seconded by Mr. Smith, and motion carried 6-0.

APPROVAL OF PAYROLL AND CLAIMS

Motion to approve payroll as presented made by Mr. Meachum, seconded by Mr. Jackson.

Mr. Smith asked about the new regulations regarding overtime and how they could affect payroll. Ms. Reed explained that most of the employees work a 35 hour week, so there is a little leeway. A lot of people are paid on an hourly rate, but get a salary. Sometimes there is overtime with the deputies, but already have that, so nothing will change with them. For the majority that work 35 hour weeks, there is the 5 hour cushion and there is not much overtime going on. Mr. Baggett is talking with Mr. Flynn about things we need to watch for too.

The motion carried 6-0.

Motion to approve the claims report as presented was made by Mr. Smith, seconded by Mr. Jackson and motion carried 6-0.

REPORTS

Auditor's Office –

Ms. Reed reported that the time to renew the general liability insurance is coming up. It is due 12/1. The Travelers rep will be here 9/1/16 and she plans to make a visit to the jail, review our procedures and handbook, etc... She said that is a good sign.

County Board – Budget Presentation

The County Board / Planning & Zoning budget are one budget, but the County Board oversight is O&P while the P&Z oversight is EEHW. The budget will be presented to O&P only rather than to present the same budget to two oversights before going to the budget hearing.

Ms. Hoffman explained that the offices were asked to cut 4% or \$16,049. That was achieved by cutting \$16,068. She went line by line explaining where the cuts were made adding that last year, the P&Z Department contributed \$96,922 to the General Fund last year and \$47,024 so far this year. Twenty new house permits have been written so far this year compared to 13 last year.

Chair Little asked what line 7200, contractual services was. Ms. Hoffman explained that it is used to pay for the electrical, plumbing and backup inspectors. That line was not cut because with the wind farm permits coming in, the inspectors will be needed to assist with the regular work load.

Ms. Little asked about line 7420. Ms. Durham explained that the line is used toward safety committee expenses.

Ms. Little asked about line 8100, EDC dues. It was explained that the money is used to support the EDC. Ms. McCoy added that the EDC pulls Workforce in all the time. If they have a potential employer coming to town, they are included to talk about the workforce piece and are included in the marketing along with the rest of the county.

Ms. Little asked about line 4520, demolition and asked if it looked like anything would have to be torn down in the next year. Ms. Hoffman said there is the potential. Ms. Little asked what the fines are and if they come close to covering the expense. Ms. Hoffman said that is up to the judge and the court system. Mr. Drobisch asked about when the judge sets the fines, if Ms. Hoffman could have any input on the costs of demolition and whether the judge would take that under advisement when assessing the fines. Ms. Hoffman was not sure. Chair Little will speak with Mr. Baggett about it. Mr. Meachum agreed with Mr. Drobisch questioning why the County should pay, say \$20,000 to tear a building down on a property that is only worth \$500. They're using the financing of the demo for their gains and the taxpayers foot the bill. Chair Little said they would continue to discuss it at their next meeting.

Ms. Little asked about revenue line 4900, misc. Ms. Durham explained that this is used to deposit the UCCI reimbursements for dues and meeting attendance.

Chair Little stated that she felt the budget was well thought out and cuts were made where they could be and things weren't just slashed without thought, but cautioned that she may not vote in favor of raises for non-union employees when it comes up at the Finance Committee Budget Hearing because other departments are being asked to make cuts in salaries and staff and she was having a problem with giving raises that are not obligated by law, if they end up cutting salaries. She said that at this point, she did not think they would have to cut the salaries, but if they do, when she is on finance, she may not approve it. She then made the motion to forward the budget on to the budget hearing, seconded by Mr. Drobisch and the motion carried 6-0. This budget will be presented at the September 6 budget hearing.

County Clerk – Budget Presentation

Mr. Bean explained that his office had been working with the Supervisor of Assessments Office and said that there will be a new polling place lookup where it will show you where your house is and the direct route to their polling place. This link will be located on the County's website.

There has been a lot of controversy about using ID's. One thing they did in Cook County, and we use the same vendor so we are looking at this also, to speed up the process, is being able to put the ID in front of the camera and it brings up the people quicker. That is also used to help enter people.

Starting this week, meetings will be held with the local election officials concerning the 2017 election. He said they are getting hammered about what days they will be open for early voting.

There were only 3 polling place changes for the fall. We are moving back to the old plumbers hall which is now the Hickory Point Township Hall. That will save the county some money because we won't have to pay for that one. The old Lions Center got sold to the school district and we were never told whether we could use the building, so all three precincts in Mt. Zion are moving to the Convention Center. Also, in order to try to save some money, Oakley is being condensed into the Whitmore precinct at Richland. If these kind of cuts have to be maintained for next year, we will have to consolidate quite a few locations and might have to look at cutting down the amount of precincts. When Mr. Bean came into office, there were 104 precincts at 102 locations. Today, there are 76 precincts at 36 locations. If we still had 104 precincts, the budget would be more than \$50,000 just for election judges alone. He said he is here cutting his budget by \$79,000 because of the loss in state revenue. The Champaign County Clerk's Office election budget for the upcoming election was increased by \$200,000 and McLean County was increased by \$150,000. They are raising their election judges from \$150 to \$200. They were below us and he said he didn't know if that would do anything as far as improving the amount of people we could get. Mr. Smith asked why Oakley was being moved. Mr. Bean said it is because of cost and not being able to get enough judges out there. He said they would probably have to look at the same thing with Niantic. When you look at the cost of a polling place, we are at a point where everybody is . . . The equipment we have is 12 to 14 years old. There is new equipment downstairs that they have been talking about. If you can buy less equipment, it would . . . Most states, like Indiana, have what they call polling centers. You only have Lafayette, where Purdue

is. Tippecanoe County is far larger than we are in population and they only have 8 polling sites throughout the whole county. That is what Colorado, Indiana and others have gone to for the simple reason that people are mobile. 15%, 20% to 30% of the people now vote early. The cost of putting people out there and the equipment . . . The equipment today is half the price of what it was when we bought equipment 14 years ago, but the technology is far greater than what we've got right now. It will speed up processing at the end of the day for the judges. Last time we spent about \$900,000 on equipment and we're only looking at about \$500,000 to replace it. If you knew how much more effort goes into running an election now than when the punch card was used . . .

Chair Little asked if the new process they are using for drivers licenses has any impact on the office as far as registering. Mr. Bean said right now it is worse. It used to be that the Decatur Drivers License Facility brought them in, but now they go to Springfield and there is as much as a 30 day delay in processing. The bill the Governor just vetoed . . . Mr. Bean said that part of the reason he is going to be talking about losing \$50,000 is that the state is not giving voter registration money any longer because they are having to develop a couple of things that the state has not paid bills from a year or so ago that they are finally getting around to paying. They just paid us for the election judges since the budget got passed. Now, if you go online and register to vote online, it is all electronic. As long as you have a drivers license, state ID, they capture your signature and send it to us electronically. Right now, a part of Andy Manar's bill was to try to speed this up with all agencies. All of this is still done with paper in all the state agencies. Every week, Human Services mails something (the applications) priority mail from Wood Street, but it used to be from Human Services before the new director got there, we were taking as much as 6 months to a year to get an application. Chair Little clarified her question, saying that if she walked into the office and wanted to register to vote and handed over an expired drivers license because of the new system they have. Mr. Bean said that all that is needed is a photo ID and something with the new address on it. Chair Little said then you don't care if it is expired. Mr. Bean said no.

Budget

The Chairman asked them to cut \$24,688 and the actual cut was \$28,317.20 in elections. It actually went up \$394 in the Clerk's side. The main reason there is a clerks and an election side is that when Mr. Bean took over . . . when we were worried about . . . you know you can raise your levy by 5% . . . It used to be if you had any increase in the amount of money spent on the odd years, you could take that deduction and increase your levy by more. We haven't done that for over 20 years. We are going to lose at least \$50,000 in revenue from the State Board of Elections, so we actually cut the budget of the election cycle by \$79,377 to meet what we might lose. A lot of that is based on not having a primary next year. We would have to have more than 5 run for Mayor and more than 13 run for City Council. We do still have to run the Consolidate Election, but hopefully not a City Primary. That is where we are saving the money right now. The only other way to make those cuts, especially in the Clerk's side is to lay someone off. There is no fat left after all these years. That is true in about every office in this building. There is still an empty desk in the office from the cuts back in the early 2000's. If we cut in the Clerk's side, we have to reduce fees. From the meeting with the people that do our fee studies, we were told that if we did layoffs in either the Clerk's or Recorder's office, the fees would have to be lowered. If you look

at the fee increases and what they've brought into the county, it has been quite a bit. Just raising the automation fee again brought in an extra \$8,000 projected for this and next year.

Chair Little said she thought it was a good job on the budget and that we are fortunate that 2017 is just a spring election. Mr. Bean agreed but said that the next election would then be looking at consolidating another 5 or 6 locations to save money. That's the only thing we can do, bring down the number of judges we use, bring down the amount of equipment used. There is a problem in the amount of counties that go burned by not printing ballots. Kankakee, a same sized county, is having a lot of problems and are voting most of their people on touch screen. Touch screen machines, the same machines we use, are very temperamental. They cast ballots great, but are a pain for judges to understand how to operate. The guy in Adams County ran out of ballots at 10 a.m. and out of paper at 2 p.m. so he couldn't even print ballots. We are going to print 100% to make sure we have enough ballots. We were always covered in the precincts because we had the touch screen so they had ample amount because you can vote 100's or 1000's of people on the touchscreen. Mr. Smith asked if they are printed in house. Mr. Bean said that the bulk of the ballots are printed through a printer. With the way the system works, when the lines print, if they are not centered, they don't count the ballot. That causes problems if you print in house if your calibration is off. The bulk of them are printed off site. The new system, which anyone can look at after the meeting downstairs, won't have that problem. We did print some extra ballots for Mt. Zion and Long Creek in house this last time. We print all the ballots used for early and absentee voting, but anything that we need above that are printed in house. He said he thought that the state is going to come down really hard on it after the problems in Champaign, Sangamon, Adams & some other counties, where some people . . . This is probably where Kankakee is going to be in trouble . . . for not having significant ballots. Technically, you are supposed to print 110% of the ballots for the precinct. When you look at a primary, how do figure 110% when sometimes you don't have hardly anyone vote in one primary or the other and then things change with primaries as you order your ballots. Most people are going to 100% this time. There will be a few precincts where we don't because, for example, in this precinct, we have over 1,200 people registered and we've never had over 700 – 800 vote. Then you go to the other extreme in the two precincts in Forsyth – Hickory Point 1 & 12 or in 2 of the 3 of the Mt. Zion precincts where you'll have 80% to 90% of the people vote. Just because of the temperament of the system, you almost have to have them professionally printed to make sure to keep the integrity for the election.

Chair Little asked about Line 8220. Mr. Bean explained that it pays for delivery of the supplies on Election Day. She then asked about Line 5100 and how many employees that was for. Mr. Bean said 2.

Mr. Smith made a motion to forward the proposed budget on to the Finance Committee Budget Hearing, seconded by Mr. Potts, and the motion carried 6-0. This budget will go to the Monday, 8/22 Finance Committee Budget Hearing.

Recorder – Budget Presentation

Ms. Eaton offered to answer questions about her monthly report. There were none.

Budget -

In the 5000 lines are the Recorder's, Chief Deputy's & Asst Chief Deputy's salaries with 3% increases for the two deputies. The hospitalization line is partial for one employee.

In the 7000 lines, the maintenance of equipment remains the same, telephones were increased per advice from the Auditor, travel went up a small amount, postage went down due to the averages, dues stayed the same, the copy machine stays the same, the book repair line was kept for minor repairs, the supply line that covers simple things like tape, ribbons, etc... was decreased. All the other stuff comes from Automation. Getting down to the balance, \$50,000 was cut as requested.

Chair Little asked about line 5440, Clerk III wondering if it was moved to automation. Ms. Eaton confirmed.

Automation Budget –

The interest in checking investments was lowered. Funds that will be collected was increased due to the increased fees.

Line 5500, automation personnel, has 4 employees in it. Hospitalization and benefits (6000 line) is for all employees except for the partial one in general fund.

Recorder Automation was lowered because a lot of those costs are coming out of document storage.

Money was put back into the plat book expenses because there are a lot of people that are requesting plat books again. A new one is going to be made in December.

Chair Little asked about the IMRF line and wondered where that was before. Ms. Eaton said they had been split. It was all in one line with SS before, but the Auditor thought it would be best to split it up.

Document Storage Budget -

Ms. Eaton said she expects to bring in a little more than \$37,000 in fees. On the advice of the Auditor, a line was created for the \$19,200. That will cover venter costs for support, server & scanner. The equipment line had money for a server this year, but the money was used to buy PC's because the employee's PC's were old. The old ones will be put into public stations. A microfilm scanner is going to be leased for a couple of months so all the images can be put into the computer. Recorder staff will do the work so they are only paying for the machine.

Mr. Meachum made a motion to forward the proposed budget on to the Finance Committee Budget Hearing, seconded by Mr. Potts and the motion carried 6-0. This budget will go to the September 12 budget hearing.

Workforce Investments –

Ms. McCoy reported that her budget would be presented at the September 19th O&P meeting and then again at the September 20th budget hearing. Their fiscal year ended June 30th. They are closing grants and finalizing expenses. The budget will be ready for 9/19.

Citizens' Remarks - none

Old Business -

Chair Little updated the committee on the EEOC Report had gone through Finance, was discussed in both caucuses and then approved by the full board at the August meeting. It should have come to this committee first, but because Ms. Wallace had gone back to ground zero and started doing the report the way it is supposed to have been done for a very long time, it took a little longer to complete, which is why if we had waited for another O&P meeting, it would have been way late for the state and several of our grants are dependent on that report. It was not an intentional slight of this committee that it went through Finance just to get it to the board, it was very important. Chair Little said it looks terrific and the only place we are low is that we don't have enough white men working in clerical staff. Overall, we are not having issues. We are a well-balanced employer. She said she appreciated Ms. Wallace doing all that work. She went through every employee file and it is as accurate as it can possibly be and moving forward, it will be much easier to maintain. So next year, when it is passed, it will come through this committee first.

New Business – none

CLOSED SESSION None needed

NEXT MEETING Monday, September 19, 2016

ADJOURNMENT

Motion to adjourn made by Mr. Meachum, seconded by Mr. Smith, and Chair Little adjourned the meeting at 6:15 p.m.

Minutes submitted by Jeannie Durham, County Board Office