OPERATIONS & PERSONNEL COMMITTEE MEETING October 23, 2017 5:30 P.M.

MEMBERS PRESENT

Bryan Smith, Chair Jerry Potts Kevin Meachum John Jackson Dave Drobisch Patty Cox Bill Oliver

COUNTY PERSONNEL PRESENT

Steve Bean, County Clerk Mary Eaton, Recorder Carol Reed, Auditor Rocki Wilkerson, Workforce Jeannie Durham, County Board Office

MEMBERS ABSENT

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

MINUTES

Motion to approve minutes of prior meeting, September 25, 2017 made by Ms. Cox, seconded by Mr. Meachum and motion carried 7-0.

APPROVAL OF PAYROLL AND CLAIMS

Motion to approve payroll as presented made by Mr. Meachum, seconded by Ms. Cox and the motion carried 7-0.

Motion to approve the claims as presented was made by Ms. Cox, seconded by Mr. Jackson, and motion carried 7-0.

<u>REPORTS</u> County Board – Macon County Board Resolution Approving the Holidays for 2018

Chair Smith presented the resolution.

Motion to approve forwarding to the full board with recommendation to approve made by Mr. Potts, seconded by Mr. Jackson, and the motion carried 7-0.

Auditor's Office -

Ms. Reed reported nothing for this month, but advised the members that she would be bringing some insurance proposals for next year's general liability and work comp.

County Clerk – Macon County Board Resolution Approving Increase in Appropriations in the County Clerk's Election Budget

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Mr. Bean explained that they had been promised in the first grand plan that was supposed to have been approved at the end of the session that they would get a minimum of \$71,000 from the State Board of Elections to pay for election expenses. When that grand plan was not approved by that date, the next grand plan moved all of that money to where it could not be collected. He said they would be lucky to get some money by February, at the earliest. That is a shortfall. He said that they knew they would be short, so when an employee left the office to go to work in the State's Attorney's Office, 3 months worth of salary & benefits were saved. The cost, or the additional money that was for the Election Judges, overtime and some other things are listed in the resolution. Mr. Bean said they would still be ... He said they took their credit for not having a City Primary of \$30,000+, but it still left them \$24,000 short of what will be needed from the General Fund balance to offset the rest of the election costs. Most of the additional costs this year is from running out of supplies. Since there are more and more people voting early in the office and more absentee ballots have to be mailed out, there are increases there. There was also an increase from when the annual purge is done. It used to be that one card was mailed out. If it came back, the person was taken off the rolls. Now, one, two or sometimes three mailings have to be done. That, the postage & everything, is driving costs up dramatically. Mr. Bean said they had been taking the budget cuts, but Finance Chair Greenfield said that people are going to have to come in and ask for some additional money. When this year's budget and cuts that were made are looked at . . . The Clerk in Champaign County got a 12.2% increase in their budget and their budget is a lot more than ours. There is a lot of paper stock left now for absentee ballots, etc. When things are left over, it is not stuff we find that we cannot use. Until the General Assembly quits mandating all of these things they want done with elections, but not giving the money. Just transferring money is all that we'd be doing because there would have been more than enough money to offset costs . . . That \$24,000 would not have had to come out of the fund.

Mr. Meachum said this is budget time and asked if Mr. Bean was foreseeing this to be an issue in the next ... Mr. Bean confirmed saying that is why he had brought up Mr. Greenfield's remark because he knows people are going to be short. Mr. Bean said he had gone and gotten a used printer from a county last week so he wouldn't have to buy a new printer for Vital Records. Mr. Meachum asked if the state would eventually give us the money. Mr. Bean said he was hopeful, but the biggest problem is that the State gives the State Board of Elections a lump sum amount with promises that they pay Election Judge expenses; they're supposed to pay us \$71,000 for voter registration; then they pay stipends to the Clerk and Recorder from that. The biggest problem is, at the same time, there was a deal on Channel 17 last night dealing with this conglomeration we belong to to try to stop people from being registered in various states and trying to cross-section better and take people off the roles when they are dead. Mr. Bean said when he first came in, they could knock people off the roles left and right with no problems. Now, so many hoops have to be jumped through and it's driving costs up. Mr. Meachum said he just wanted to know if the state is going to pay their tab. Mr. Bean said they only pay about every other year. There are some years they have not reimbursed for Election Judge expense. There are two people left that work for the State Board that were there when Mr. Bean came. Everybody else is new. They hired 10 new kids. They hired a kid that was an election judge here. They're

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doing everything to beat their payroll down within their own department. They're not doing the things they used to do. They are still verifying equipment and doing the checks on that, but we have to send it to them rather than them coming out and looking at it. Mr. Meachum said his issue is that they are expecting us to do all of this work, but they are not paying their tab. Mr. Bean said that the Recorder could tell them about how she has to listen to all of this election malarkey at every Clerk / Recorder meeting. Even Revenue has done somethings they haven't reimbursed her they way they should. Mr. Meachum asked how much the State is into it with us with just the Clerk alone over the last 4 years. Mr. Bean said there are two years they have not paid us. It's probably close to \$150,000. There does not seem to be anything . . . They are looking at starting to decertifying some old election equipment too which is going to ... We're into the new election equipment, but that would really be scary.

Motion to approve forwarding on to the Finance Committee with recommendation to approve made by Mr. Meachum, seconded by Mr. Drobisch and the motion carried 7-0.

Macon County Board Resolution Authorizing Reduction of Election Judges for Primaries

Mr. Bean said this resolution is one that will save us some money. He said they've been harping that if they're not going to pay for things, then give the ability to not use as many people. The General Assembly has said that we already have the authority to go down to, in some cases, 3 election judges in the off years. This will allow us to go down to 3 Election Judges in the primaries. The last partisan primary we had, for Governor's Election, less people to vote in the Consolidated Election. We will probably look at areas where we have 5 precincts in Maranatha where we don't ever get 30 election judges down there. This technically allows us to go down to 18 legally without having a problem which saves us quite a bit of money. All this does is give the County Clerk the authority to reduce down to that many, if they have to.

Mr. Oliver asked if the Election Judges were chosen partisan of bi-partisan. Mr. Bean explained that after being here and being chairman of the party at one time, there are still appointments where they send out the letters to the party chairmen and they are supposed to contact the precinct committeemen to appoint election judges, but they do not get that many. Mr. Bean said he had one year both political party chairmen didn't even send in their own precincts. Mr. Oliver said that being down to three doesn't mean something. Mr. Bean said that on the General Election, there would probably be 5, but the biggest problem is every election, trying to find enough people. Two of the County Clerk candidates had talked about raising the salaries and when you have no money... One of them had asked why he didn't have more early voting sites. He said there are three reasons; money, money, & where do you staff it from. You're getting to the point where we had 33% of the people voting early or before Election Day. That puts more and more strain on the office and especially this building where it is not designed to have that many people. When the office was moved over here, the site was created to hold 2000 people and in November, 2016, there were 13,000 people voted through there. Mr. Bean said he would not be here for the next Presidential Election, but he feared what kind of strain there would be. The Liberty Contract basically covers Election Day supplies and add-ons. That is one thing the next Clerk will have to

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look at; as we get more and more costs thrown onto the other thing, he said he did not know how to project those costs so you can come to an agreement with the vender. There are a lot of people, who for the March & April Elections, go to Florida or Arizona. We make out that way. The biggest problem; one election we did cut down to three and then ran into that problem of why didn't your pick Susie rather than Betty or John rather than George. That is a real problem. In the old days there were probably 7 people for every 5 spots whereas today we are lucky if we have 3 people for every 5 spots. There are a lot of problems with imbalances of the party. You don't have individuals today that were like the individuals of 27 years ago. A lot of them started when we were paying \$5 a day and now we pay \$150 and most counties, even the small counties around us, are paying \$200, but that doesn't improve the quality of Election Judges you are getting.

Mr. Potts questioned the verbiage in the last line, NOW THEREFORE, BE IT RESOLVED by the Macon County Board that it hereby: authorizes the reduction of the judges of election to 3 for primary elections. He asked if it shouldn't more appropriately say NOW THEREFORE, BE IT RESOLVED by the Macon County Board that it *may* authorized reduction of the judges of election. Mr. Bean agreed that that would be better and asked for the change to be made. He said that way the County Clerk would be given . . . If for some reason, we have . . . Most of the big drive . . . The increase of this election over previous Consolidated Elections, almost all of those people, the increase was in the office. It was not any increase in the actual polling places.

Motion to approve forwarding on to the Finance Committee with change in wording as recommended by Mr. Potts, with recommendation to approve made by Ms. Cox, seconded by Mr. Jackson and the motion carried 7-0.

Recorder

Ms. Eaton distributed reports and offered to answer questions. There were none.

Ms. Eaton explained that a couple of weeks ago, the Tax Declaration Machine, the Stamp Machine from the Department of Revenue where the selling price when a house is sold is put. That information comes off the Tax Declaration Sheet which used to be called the Green Sheet. The machine just quit working. They called the company and they say they don't fix those anymore. Our choice was to go electronically to get the revenue stamps. She said this was something she had planned to do in the future, but now it has to be sooner than later. Right now, the office is in process of going on line. It is called MyDec. When the people go to fill out a Tax Declaration Sheet, they do it electronically on line to the Department of Revenue. They will still have the paper copies, but everything that is current and new will be done online. Next Wednesday, there will be a presentation from the Department of Revenue at 5 p.m. Everyone is welcome. Title Companies, Attorneys, and anyone that is interested in seeing how the operation works. Several of the counties throughout the state have already gone to MyDec. Ms. Eaton said she chose to let others be the guinea pigs and try it out. A lot of the larger counties, like Sangamon County and Kankakee County have been doing this for quite some time and they say it's a really easy transition. The only thing that the County will save is the travel time from when someone has to go to Springfield every month or two. That will no longer have to be done. An account will be set

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up through the Treasurer's Office so the money will be there. The lady that is over this, Rhonda, will be here next Wednesday, November 1st @ 5 p.m. to explain the process. Ms. Eaton explained that she had contacted the Title Companies and Attorneys she thought would be interested in it. Mr. Meachum asked about notifying realtors. Ms. Eaton was not sure if realtors filled out the forms. She thought it was mostly title companies, attorneys and some banks. She said she may put something in the paper. An email will be sent out through the County Board office to let Board Members and department heads know about the meeting.

Mr. Oliver asked if back up records would be kept in the county so if a mistake were made, a backup could be referred back to. Ms. Eaton explained that the PTAX bill is a form that goes to the Supervisor of Assessment's Office when the Recorder's Office is finished getting all the information down. That office goes over it and makes sure the tax ID number is correct. They forward it on to the Department of Revenue. Now, the people are going to be able to do this online so the information will already be over there. Mr. Oliver asked if mistakes are correctable. Ms. Eaton said when this is done online, if something on the form is not correctly completed, it gets shot back. As far as the information on the form, the S of A office will catch that. They will contact the preparer for corrections prior to sending it to the state. She said that right now, the office is keeping track of the money and how much money is being spent out of the fund. She said these questions have been asked many times at their conferences. There are ways to make corrections. She said that next week's meeting would answer a lot of questions. Mr. Oliver asked, if there was an error, and it goes through several different offices, how would the correction get filtered back. It depends on the error as to how it gets corrected. PTAX starts in the Recorder's Office and if the staff sees an error, whoever brought it over is contacted for a correction before it ever goes to the S of A office. Only so much information can be policed. That is the problem with filling out a form. Ms. Cox commented that everyone has the right to go to the Assessor's Office and ask what they are being taxed on. She said she feels that people should do that because that is where a lot of mistakes will be found. They are just taking a guess. They just look from the outside how many pipes are going out of the roof to determine how many toilets are in the house or if a garage has been converted into another room. It's just a guess because they can't go inside your house.

Workforce Investments –

Ms. Wilkerson reported that Workforce and Richland went into an agreement to write a grant. It is called the Consortium. It was approved. A one year lease between the Library and Workforce goes to the City Council on November 6 to be approved. They will be moving into two classrooms and the job training will probably get started the first of January. It will be the Healthcare Bridge, the Manufacturing Bridge and the Hospitality Bridge. Those training programs are free to people that meet the criteria of that grant which is unemployed, needing assistance or no high school diploma.

Citizens' Remarks - none

Old Business - none

New Business – none

CLOSED SESSION None needed

<u>NEXT MEETING:</u> November 13, 2017 Chair Smith said this is a different week than normal because of the holiday. He asked Vice Chair Potts to chair that meeting because he will be out of town.

ADJOURNMENT

Motion to adjourn by Mr. Meachum, seconded by Ms. Cox, motion carried 7-0, Chair Smith adjourned the meeting at 6:02 p.m.

Minutes submitted by Jeannie Durham, County Board Office