

COMMITTEE REPORT

COMMITTEE: Executive
CHAIRPERSON: Marvin Schultz
DATE/TIME: October 2, 2006. 7:00 p.m.

PRESENT:

<input type="checkbox"/> Berlage	<input checked="" type="checkbox"/> Jackson	<input checked="" type="checkbox"/> Schultz
<input checked="" type="checkbox"/> Carroll	<input type="checkbox"/> Mapes	
<input checked="" type="checkbox"/> Hasken	<input checked="" type="checkbox"/> Potter	

Other Board Members:

Others: Dan Reimer

MINUTES

1. Minutes Approval

Dane Jackson made a motion to approve the committee minutes of September 5, 2006. Yerda Potter seconded and the motion passed.

2. Citizens' Comments – none

3. Old Business

- a) Discussion and possible action on revisions to the employee handbook. Schultz reported that the County Administrator has been working with the States Attorney and County Clerk to address various questions. The committee reviewed the various sections. Dan Reimer reported that currently the Clerk's Office only keeps a file on each employee for payroll and benefits records. Each department head keeps a file on their employees for job description, evaluations, etc. The States Attorney said that it is not a legal requirement that personnel records are centralized. The recommendation is to keep the payroll records in the Clerk's Office and all other original personnel files are centralized into the County Administrator's Office. More file space in the office would be needed to accommodate the additional records. Department heads would be asked to keep a copy of the files. Potter made a motion to centralize original personnel records, not including payroll and benefit records, in the County Administrator's care, copies to be kept by the department heads, and the key to the file available to the County Administrator and County Board Chairperson. Hasken seconded and the motion passed. Reimer reported that the representative from All-Systems has been to the courthouse and will be coming again to prioritize the offices with the greatest need. Reimer reviewed a clarification to the handbook regarding employment references; the County Board will appoint a designee once the handbook has been approved. There was some discussion at a previous meeting regarding how long an employee has to bring their performance up to an acceptable level. In the existing performance evaluation policy, a 3-month time period is stipulated. This statement will be referenced in the draft handbook. The handbook will be clarified regarding paydays and if the payday falls on a holiday the pay will be distributed one day prior. The

section addressing self payment of health insurance while on worker's comp was clarified by the States Attorney for legal requirement. The section on Family Medical Leave was clarified to allow the County Board the flexibility of adjusting the allocation of health insurance cost once FML is exhausted. Reimer will insert the changes into the document and distribute it to the committee for the next meeting.

- b) Assign Retreat goals to appropriate committee. This was discussed at the last County Board meeting. Hasken pointed out that there will be new Board members in December and the committees will be reorganized. Several of the immediate goals are already being worked on. The consensus of the committee is to wait until after the board is reorganized before assigning the goals to the various committees.
- c) Discussion and possible action on the proposed collective bargaining agreement for Local 150. No agreement has been received yet.

4. New Business

- a) Inter-committee comments and discussion.
 - i. Jackson reported that there was not a quorum at the last meeting of the Law & Courts Committee. The bids were opened for the duct cleaning and the amount of \$18,000 was put in for an unfunded request. Hopefully plans and architectural drawings for the roof project will be available for the next committee meeting.
 - ii. Potter reported that the Finance Committee had an update on the accrual conversion and the budget workshop was discussed. No information has been received on the Soil & Water levy. The committee has recommended resolutions for the IT spending plan, sales tax distribution, and Board of Review extension. The over budget claims were discussed. The health insurance opt-out program will be recommended to the Board. The Medical Associates health insurance plan will be renewed. The HAVA grant funds will be expended. The committee discussed the effect on the tax levy of moving the personnel costs into the Communications budget. The sales ratio has not been received yet. The committee is recommending changing the distribution of the sales tax between the General Fund and Highway Department in order to build up some reserve funds for road projects. Reimer also reported that he has lowered the estimate of that revenue based on trends.
 - iii. Jody Carroll reported that the Public Works Committee discussed a proposed name change on the old North Cross Road. There will be a resolution for the funding for the Elizabeth Scales Mound Road. Steve Keffer revised his project update, so the new format will be included in the County Board packets.

- iv. Marvin Schultz reported that the Social & Environmental Committee is going to have Leslie Mastroianni come to the next committee meeting to discuss the administrative costs of the Small Rental Properties Program.
 - v. Hasken reported that the Information & Communications Technology Committee met the new IT Specialist. September 27 was his first day of work. He is surveying the current equipment the County has. GIS Coordinator Joe Kratcha updated the committee on the current projects.
 - vi. County Administrator Dan Reimer reported that he spoke with the insurance broker regarding employee education and received an action plan from Steve Hamilton. Because of the opt-out program and the County pays 100% for the single employee health insurance, the insurance provider may want 100% of the employees enrolled. Hamilton is recommending that \$1.00 is charged to the employees who stay in the health insurance program. Reimer reported that Wayne Mormon from All-Systems visited the courthouse. Because of the timing, he will probably be able to develop plans for only two of the offices before the budget is finalized. The committee discussed the plans for the offices. The consensus of the committee is that a pool of money could be identified for the purposes of unfunded activities for current needs and reserve. Reimer advised the committee that some additional funding may be required for the transition time between using Wizard Computers as an outside consultant and using the recently hired IT Specialist. Because of the complexity of the communications equipment, that transition may take longer than anticipated. Reimer and County Treasurer Carol Soat have discussed using the new audit firm to help develop the revenue adjustments for the accrual basis.
 - vii. The committee discussed the term of “over-budget” requests and the consensus is to identify them as “line item over budget” since generally the bottom line budget is not being exceeded. Carroll pointed out that in some instances there was nothing budgeted in that line item to begin with; they could be more accurately called “non-budget” line items.
- b) Future salary survey. The consensus of the committee last month was to do the study without the services of a consultant and direct the activities through the County Administrator’s Office. The study should be done next spring or summer. The project should be coordinated with the Health Department.

5. Board Member Concerns - none

6. Citizens' Comments

Jay Dickerson asked the committee for some information about the County Board Retreat and asked what the goals are and what the most positive thing was that came from the Retreat. The Board established some communication with each other and department heads.

7. Closed Session

- a) Jackson made a motion to enter closed session at 8:10 p.m. for review of closed session minutes, section 2(c)21. Potter seconded and the motion passed.
- b) Jackson made a motion to leave closed session at 8:50 p.m. Carroll seconded and the motion passed.
- c) Hasken made a motion to open the following closed session minutes pending the State's Attorney's recommendation: County Board meeting of January 13, 2004; County Board meeting of December 9, 2003; County Board meeting of January 14, 2003; Finance Committee meeting of May 26, 2005; Public Works Committee meeting of September 24, 2004, Executive and Finance Committees meeting of November 14, 2005 and Finance Committee meeting of October 14, 2004. Carroll seconded and the motion passed.

Meeting adjourned at 9:55 p.m. following a motion by Schultz and seconded by Carroll.