

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE

March 4, 2013

Present: Laura Wilkinson, Chairman
Joe Marley
Tim Carlson
Lloyd Washburn
Carol Foli

Absent: none

Others present: Paul Schmitz, Mike Havera, Mike Gianasi, Greg Hager, Dick Breckenridge, Jack Pearce and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Monday, March 4, 2013 at 6:30 p.m. in the County Board Meeting Room, second floor of the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items, any personnel issues, policies, and any other matters properly brought before the Committee.

A resolution was presented to amend the current Liquor Ordinance to include new language for a license for a winery and the special event use. In summary, the resolution describes other requirements as needed for wineries as well as the incorporating the same standards of other licenses. A motion was made by Lloyd Washburn and seconded by Tim Carlson to recommend the adoption of this resolution to the full Board. The motion carried.

Karen Swiney of Pana, Illinois submitted an application to open a winery with the approval of the resolution. She explained to the committee that in 2008 she began growing grapes and actually started the wine process last year with a federal license. However, to continue with the processes of the winery a county/state license are required. The building renovation and opening of the business will not be ready until late this year or early next year. A motion was made by Joe Marley and seconded by Carol Foli to approve the liquor license application pending all license requirements are met and to reduce the \$600 annual license fee to \$100 until the winery is ready to open for business. The motion carried.

Chairman Schmitz told the committee that recently Wells Fargo had offered to sign over a property including a house, to the County. A motion was made by Lloyd Washburn and seconded by Tim Carlson to table any action until more information can be obtained. The motion carried.

Chairman Schmitz also reported that he had attended an informational meeting on the processes of "fracking" for gas and oil and the upcoming legislation to monitor and for the containment of water used during the process.

Jack Pearce was asked if a wooden Easter Cross could be erected on the Courthouse grounds during the Easter season. The Building/Grounds Committee will address the possibility of the request.

A motion was made by Joe Marley and seconded by Tim Carlson to adjourn. The motion carried.

Respectfully submitted,
Laura Wilkinson, Executive /Personnel Chair

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE

March 27, 2013

Present: Laura Wilkinson, Chairman
 Joe Marley Lloyd Washburn
 Tim Carlson Carol Foli

Absent: none

Others present: Paul Schmitz, Mike Havera, Mike Gianasi, Greg Hager, Bruce Engeling, Linda Curtin, and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Wednesday, March 27, 2013 at 6:30 p.m. in the County Board Meeting Room, second floor of the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items, any personnel issues, policies, and any other matters properly brought before the Committee.

As discussed in executive session at the March County Board meeting, the pending issue filed by the American Federation of State, County and Municipal Employees, Council 31, for a Unit Clarification Petition with the Illinois Labor Relations Board was addressed. A phone conversation was held with Dave Frenzia labor attorney from the Lowenbaum Partnership. He explained that the union is seeking to include the newly created payroll specialist position in the bargaining unit. Under the ILRB's rules, the County, if it so elects to respond, must respond to the Petition within twenty (20) days of being served. After discussion, a motion was made by Joe Marley and seconded by Lloyd Washburn to accept and proceed with labor counsel's recommendation to rescind the position of a payroll specialist, and return to status quo ante effective March 28, 2013. The motion carried. [The Board had given permission to the Personnel Committee to proceed without further Board action.]

Paul Rochkes, owner of the A Great Victory in Pana, conveyed through Chairman Schmitz, a suggestion to set aside the revenue money dispersed to the County from the gambling machines for a special purpose at the Sheriff's Office. The Chairman reported that for the month of January, the County received \$1636. The Finance Committee can address this further.

A motion was made by Joe Marley and seconded by Tim Carlson to adjourn. The motion carried.

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE

May 6, 2013

Present: Laura Wilkinson, Chairman
 Joe Marley Lloyd Washburn
 Tim Carlson Carol Foli

Absent: none

Others present: Paul Schmitz, Mike Havera, Mike Gianasi, Greg Hager, Linda Curtin, Dick Breckenridge, Jack Pearce, Mike Drea, Cliff Frye, Fred Curtin, Steve Ralph and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Monday, May 6, 2013 at 6:30 p.m. in the County Board Meeting Room, second floor of the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items, any personnel issues, policies, and any other matters properly brought before the Committee.

States Attorney Mike Havera came before the Committee to ask for an additional secretary. The office continues to be more than just busy. His staff is overwhelmed with work. Many years ago there were four secretaries, where as he currently has three secretaries and has been trying to utilize a part time position which was not working out. There is about \$7600 left in his part time budget line which he could use toward the full time position. A motion was made by Lloyd Washburn and seconded by Joe Marley to approve the additional full time position and refer the matter to the Finance Committee. The motion carried.

An ordinance to amend the current liquor ordinance was presented for approval. To summarize the content, Beverage Alcohol Sellers and Servers Education and Training [BASSET] would become a requirement to maintain a County liquor license. Those required to become BASSET certified include, owner/manager and all employees of the establishment. In order to renew a license, the owner/manager would need to submit any and all BASSET certifications of themselves and their employees. All new employees after the effective date will be required to obtain certification within 90 days of employment. There are also special provisions to cover fairs and special events. A motion was made by Carol Foli and seconded by Lloyd Washburn to recommend to the full Board to require the BASSET training provision and to amend the current liquor license ordinance to provide for the same. The motion carried.

Board Chairman Paul submitted a resolution for the acceptance of the Special Warranty for the Public Transportation grant which has been submitted for funding. As a condition of the receipt of Section 5311 funds, the Christian County Board will need to agree in writing to the terms and conditions of the Special Warranty regarding fair and equitable arrangements to protect the interests of employees affected by such assistance. Both Paul and Mike Drea recently have been to meetings concerning the financial implementation of the potential funding and audits of such funding. At this time, this resolution needs to be approved and included in the application for public transportation funding. A motion was made by Joe Marley and seconded by Tim Carlson to adopt the resolution and proceed with the grant application. The motion carried.

New rates and a proposed change were presented for the Blue Cross and Blue Shield health insurance plan. At a glance numbers for a single employee rate shows an increase from \$673.30 to \$714.75 for the current plan or a change to \$669.11 for the proposed plan. The American Central representative will attend the next Finance Committee meeting to answer questions. No action taken.

Highway Engineer Cliff Frye relayed a request to the Committee from the AFSCME Highway unit. As the County is paid in real time, calculating overtime always must be calculated and adjusted during the next pay period which is confusing and requires explanation each pay period. A motion was made by Joe Marley and seconded by Tim Carlson to enter into a mutually agreed upon Memo of Understanding with the Highway unit—applying only to the hourly employees at the Highway Department that will clarify the payroll process to include overtime pay into the payroll of regular pay. The motion carried.

Linda Curtin and Jan Bland recently attended an IMRF authorized agent training. New proposed rates for 2014 were presented and discussion was held on a new Open Meetings Act compliance issue requiring the “on file” status list of employees who have a \$75,000 or more benefit. No action taken.

At 7:20 pm a motion was made by Laura Wilkinson and seconded by Lloyd Washburn to go into executive session to discuss a personnel issue –5ILCS 120/2 (c) 1&2. A roll call vote polled all ayes.

Coming out of executive session upon a roll call vote polled all ayes at 8:30 pm. No action was necessary.

A motion was made by Joe Marley and seconded by Carol Foli to adjourn. The motion carried.

Respectfully submitted,

Laura Wilkinson, Executive /Personnel Chair

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE

June 12, 2013

Present: Laura Wilkinson, Chairman
Joe Marley
Tim Carlson
Lloyd Washburn
Carol Foli

Absent: none

Others present: Paul Schmitz, Mike Havera, Greg Hager, Linda Curtin, Dick Breckenridge, Mike Drea, Cliff Frye, Fred Curtin, Steve Ralph, Ron Burke, Bruce Engeling, Bruce Kettelkamp, Joelynda Conrad, Julie Mayer, Laura Cooper and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Wednesday, June 12, 2013 at 6:30 p.m. in the County Board Meeting Room, second floor of the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items, any personnel issues, policies, and any other matters properly brought before the Committee.

States Attorney Mike Havera described a recent event that happened relative to the Animal Control Act [5 10 ILCS5/19 & 5/20]. About six weeks ago wild dogs massacred over 22 sheep. The owner of the wild dogs was not determined. The sheep farmer had no insurance on the flock. In the statute some provisions for reimbursement are stated: payable at current market value and on the first Monday of March the next year. Treasurer Mike Drea is in receipt of a claim for \$1964 for poundage, \$500 for burial, and \$302 for the vet services. A motion was made by Joe Marley and seconded by Carol Foli to table the discussion while States Attorney looks in to the reimbursement of burial and vet services and to prepare an ordinance for the County's obligations. The motion carried.

Sheriff Kettelkamp informed the committee that Mick Moliske would be retiring later this month and that they have a slot for training available beginning July 14. A motion was made by Joe Marley and seconded by Tim Carlson to fill the deputy position. The motion carried.

The Sheriff, along with Ron Burke, Jail Administrator and Bruce Engeling, Chief Deputy described the continuing high population in the jail. The County added a floater position a few years ago, but that still leaves only one Correctional Officer during certain times. The duties of a CO include all regular jail duties, doing laundry, distributing food trays and meds, check-ins and release paperwork, transports, court appearances and visitations. The three all echoed the need for another CO primarily for safety reasons. A motion was made by Joe Marley and seconded by Tim Carlson to recommend the hire of an additional CO and refer it to the Finance committee. The motion carried.

A motion was made by Carol Foli and seconded by Lloyd Washburn to go into executive session pursuant to the Open Meeting Act 5ILCS 120/2 c 1&2 to discuss a Drug/Alcohol County Policy/AFSCME MOU; Discuss a payroll reporting request from AFSCME Highway unit; to discuss non-bargaining job descriptions/positions and salary structure options. Polled, the motion carried.

A motion was made by Joe Marley and seconded by Carol Foli to come out of executive session for previous stated reason. All polled to carry the motion.

AFSCME and the County are negotiating a new policy. A motion was made by Carol Foli and seconded by Joe Marley to continue work on the Drug/Alcohol Abuse policy working with the department heads. The motion carried.

Recently, the Highway AFSCME unit had inquired about changing the pay period leaving a week lag in pay which would make overtime calculations in sync with the pay period. A motion was made by Carol Foli and seconded by Joe Marley to allow five days of benefit time to be used in order to make this change. This will be offered to the Highway unit pending full Board approval. The motion carried.

A motion was made by Carol Foli and seconded by Joe Marley to adjourn. The motion carried.

Respectfully submitted,

Laura Wilkinson, Executive/Personnel Chair

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE

July 9, 2013

Present: Laura Wilkinson, Chairman
Joe Marley
Tim Carlson
Lloyd Washburn
Carol Foli

Absent: none

Others present: Paul Schmitz, Greg Hager, Mike Drea, Steve Ralph, Bruce Engeling, Laura Cooper, Nancy Martin and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Tuesday, July 9, 2013 at 6:30 p.m. in the County Board Meeting Room, second floor of the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items, any personnel issues, policies, and any other matters properly brought before the Committee.

Chris Casey of U of I Extension Service presented a job shadowing proposal involving the elected officials. The program is open to Christian County 4-H'ers or students in seventh grade through high school. On Tuesday, August 13, a group up to 20, would tour the courthouse, meet and hear short overviews of the duties of elected office holders and county board members then continue conversations during a pizza dinner and concluding the day by attending an Executive/Personnel/Legislative Committee meeting. They can participate in the agenda item discussions and committee members will explain how committees function and do a mock County Board meeting. Any county board member is invited to participate in the event, an rsvp is desired. Mr. Casey hopes this to be an annual event to inform and help young people to understand county government. A motion was made by Joe Marley and seconded by Tim Carlson to accept and recommend this proposal to the full Board. The motion carried.

The Committee heard from department heads working on the Drug/Alcohol Policy and delegated them to work with AFSCME on an agreement. After a tentative agreement is reached the full board will vote to adopt the policy.

The FOP union contract expires in November and a negotiating team was named. A motion was made by Tim Carlson and seconded by Carol Foli to designate the following as the FOP negotiation team for the County: Bruce Engeling, Bruce Kettelkamp, Micki Ehrhardt, Fred Curtin, Jan Bland and Paul Schmitz. The motion carried. We would use Attorney David Frenzia as the labor consultant.

One of our labor attorneys has offered department head trainings at our location. The topics are varied but most all would be a benefit to any new or seasoned department head/chief deputy/supervisor. Although each department has different needs with their employees, recognition and identification of labor laws and requirements are the same regardless. A motion was made by Carol Foli and seconded by Joe Marley to recommend proceeding with the development of the training, with department head input and date planning, and forward the cost to the Finance Committee upon finalization of training needs. The motion carried.

A motion was made by Carol Foli and seconded by Joe Marley to adjourn. The motion carried.

Respectfully submitted,

Laura Wilkinson, Executive/Personnel Chair

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE
August 13, 2013

Present: Laura Wilkinson, Chairwoman
 Joe Marley Lloyd Washburn
 Tim Carlson Carol Foli

Absent: none

Others present: Paul Schmitz, Greg Hager, Mike Gianasi, Nancy Martin, Barb Behrends, Jordan Adams, Chris Casey and five high school students participating in job shadowing, and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Tuesday, August 13, 2013 at 6:30 p.m. in the County Board Meeting Room, second floor of the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items, any personnel issues, policies, and any other matters properly brought before the Committee.

Prior to the meeting Chris Casey from U of I Extension explained that five students participated in the Job Shadowing program since 2:00 pm today. They toured the courthouse including the clock tower led by Bill Kennedy, met with the States Attorney and Judge Bennett, and heard from many elected and appointed office holders as to what their positions entailed. Lloyd Washburn, Laura Wilkinson, Joe Marley and Paul Schmitz also shared their views as a county board member and all had a working dinner together. After the meeting was called to order, Chairwoman Wilkinson asked the other committee members to share their views with the students.

Nancy Martin, Health Department Administrator presented to the committee the proposal to increase the fees for the septic and food permits. The basic reason for these increases is because in order to issue permits and then to follow-up with the permits, it takes more than one trip to the site (often three to four trips for each event or follow-up call) which requires both off duty staffing and extended mileage charges.

- On March 14, 2013 the Board of Health met and voted to increase the septic fee from \$100.00 to \$150.00.
- On June 13, 2013, the Board of Health met and voted to begin charging an annual food permit fee for facilities (i.e. schools, churches, senior centers) who currently pay nothing to a standard flat fee of \$100.00 which would allow them to hold as many dinners as they wished.

A motion was made by Lloyd Washburn and seconded by Carol Foli for the County to amend the Environmental Health Permit Rates as presented. The motion carried.

Chairman Schmitz recently received a letter from the Illinois Policy Institute offering to work with the County on improvements to the website. They offer assistance to local governments sharing ideas and a checklist. A motion was made by Joe Marley and seconded by Lloyd Washburn for Chairman to proceed in updating the website. The motion carried.

The Chairman also noted that Lloyd Washburn and Laura Wilkinson along with himself attended the UCCI seminar in July. It was a very informative seminar with topics as the Affordable Care Act, House and Senate bills that passed and Attorney General Opinions on judicial rulings and new statutory provisions. A copy is on file in the Chairman's Office.

Recently the Taylorville City Council amended their Enterprise Zone Ordinance to reduce the cap on the application fees for businesses in the Enterprise Zone as recommended by the Christian County Economic Development Committee. A motion was made by Joe Marley and seconded by Tim Carlson to gather more information for further discussion. The motion carried.

A motion was made by Joe Marley and seconded by Tim Carlson to adjourn. The motion carried.

Respectfully submitted,

Laura Wilkinson, Executive/Personnel Chairwoman

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE

October 7, 2013

Present: Laura Wilkinson, Chairwoman
 Joe Marley Lloyd Washburn
 Tim Carlson Carol Foli
Absent: none
Others present: Paul Schmitz, Fred Curtin, Mike Gianasi, Bruce Engeling, and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Monday, October 7, 2013 at 6:30 p.m. in the County Board Meeting Room, second floor of the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items, any personnel issues, policies, and any other matters properly brought before the Committee.

A proposal for a New Year Eve project for cab transporting may be heard at a later date.

A resolution to increase the court fee for maintaining and use of the law library in the Courthouse was submitted as requested by Judge Spears. In 1988, the fee was set at \$6.00. The statute states the fee cannot exceed \$21.00. A motion was made by Tim Carlson and seconded by Joe Marley to recommend to the full Board to approve the proposed resolution, which was increase the fee to \$10.00. The said fee is collected in the form of a fine, which is collected by the circuit clerk. The motion carried.

Chief Deputy Bruce Engeling presented the tentative agreement with FOP. A motion was made by Joe Marley and seconded by Carol Foli to approve the FOP tentative agreement and forward it to the Finance Committee. The motion carried. The FOP membership votes to ratify on October 10.

Other points:

- Chairman Schmitz discussed a concern in the decline of sales tax revenue and continues to research the issue.
- Chairman Schmitz noted that the County will be losing two to three liquor license holders due to annexation.
- Jan Bland reported that over the past month there were five full time positions replaced and three part time positions.
- The department head training held last Friday was very well done and a request to continue in house trainings will be forwarded to the Finance Committee.

A motion was made to adjourn by Joe Marley and seconded by Tim Carlson. The motion carried.

Respectfully submitted,

Laura Wilkinson, Executive/Personnel Chairwoman

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE

December 9, 2013

Present: Laura Wilkinson, Chairwoman Joe Marley
 Tim Carlson Carol Foli
Absent: Lloyd Washburn
Others present: Paul Schmitz, Fred Curtin, Mike Gianasi, Mike Havera, Cliff Frye,
Rick Cornell, and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Monday, December 9, 2013 at 6:30 p.m. in the County Board Meeting Room, second floor of the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items, any personnel issues, policies, and any other matters properly brought before the Committee.

Rick Cornell of Grain Belt Express Clean Line Energy presented to the Committee the possibility of Clean Line Energy passing through a portion of Christian County for the purpose of building transmission lines for renewable energy. No decision of the actual route has been made at this time so there was no action taken. Further information on Grain Belt Express can be found at www.grainbeltexpresscleanline.com.

Several policies were presented to the Committee for discussion which had previously been reviewed with the department heads. These policies are general and recommended by United Counties Council of Illinois. The policies are relative to concealed weapons, employee credit privacy, employee privacy and nursing mothers. Further development of the policies to fit the needs of the County will continue.

A motion was made by Joe Marley and seconded by Tim Carlson to go into executive session for purposes of 5ILCS 120/2 (c)(1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity. Motion carried with all ayes.

A motion was made by Joe Marley and seconded by Carol Foli to come out of executive session for the above stated reason, calling all for a roll call resulted in all ayes. The motion carried. No action was taken.

A motion was made to adjourn by Joe Marley and seconded by Tim Carlson. The motion carried.

Respectfully submitted,

Laura Wilkinson, Executive/Personnel Chairwoman