

## **EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE**

**June 13, 2022**

Present: Craig Corzine, Chairman, Ray Koonce, David Puccetti, Clint Epley,  
Bryan Sharp  
Absent: None  
Others present: Matt Wells, Linda Curtin, Bev Graham, Thomas Snyder, Jr., Vicki McMahon,  
Chad Coady, Betty Asmussen, Lucas Domonowsky and Elizabeth Hile in  
attendance.

The Executive, Personnel, and Liquor Committee met on Monday, June 13, 2022 at 6:30 p.m. in County Board meeting room, second floor of the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address any agenda items, any personnel issues, policies, and any other matters properly brought before the Committee. Roll call was taken and there was a quorum.

### **PUBLIC COMMENTS**

No public comments.

### **EMA UPDATES**

None

### **LOW INCOME HOUSING ORDINANCE**

As previously presented, the new low income housing program is not good for small counties. Supervisor of Assessment Chad Coady obtained a sample template for opting out of the program which can be reversed should the County decide later to participate. The sample ordinance has been reviewed by the States Attorney.

Motion by Craig Corzine and seconded by Ray Koonce to recommend to the full Board to adopt Ordinance O2022 CB 026. A roll call vote polled all ayes. Motion carried.

### **COUNTY BOARD RULES – LEGISLATIVE I, J AND K**

Chairman Wells highlighted Legislative I, J and K in the County Board Rules.

Legislative rule I indicates that in cooperation with the County General Committee Chairperson and the County Board members to prepare a list of judges of election and a list of polling places to be presented to the Board at the May meeting every two (2) years. In review of the Board minutes, it is noted election judge lists have been approved but not a list of polling places.

Legislative rule J relates to determining each and all polling places comply with the statute. Again, in review of the minutes, nothing is found to indicate this has been done.

Legislative rule K relates to redistricting which is govern by state statute whereby the Chairman is to propose a plan and if not a Commission decides.

Motion by Ray Koonce and seconded by Bryan Sharp to recommend to the full Board to remove Legislative rules I, J and K from the County Board Rules. Craig Corzine, Clint Epley, Ray Koonce and David Puccetti were in favor with Bryan Sharp opposing. Motion carried.

Discussion regarding this matter, Bryan Sharp felt it is good to keep Legislative rule I and J. Rule K should be followed in accordance with state statute. Committee Chairman Corzine felt rule I and J was the responsibility of the County Clerk and the Board does not need to manage this. Legislative rule L was not on the agenda (rule relates to setting the pay for the judges of election) but felt this should be addressed by Finance.

## ARPA REQUESTS

### Annual Cybersecurity Maintenance Costs

Before ARPA funds were known to be available, the County had already begun working on upgrading cybersecurity. Some of the programs approved had annual renewal fees. The County recently received the renewal fee for ManageEngine at a cost of \$5,476.35.

Motion by Craig Corzine and seconded by Ray Koonce to recommend a draft ordinance for an amount not to exceed \$5,476.35 from ARPA funds for ManageEngine renewal fee be sent to the Finance Committee for financial approval and Board recommendation. A roll call vote polled all ayes. Motion carried.

### Sheriff's Office

This item will be on next month's agenda.

### EMA Request

This item will be on next month's agenda.

## ZBA RECOMMENDATION(S) METEOROLOGICAL TOWER TEXT AMENDMENT – FEES

The meteorological tower text amendment was recently approved by the ZBA but not approved by the Board. Areas of concern were fees, time limits, renewals and setbacks. At the last meeting ZBA Chairman Steve Sipes last month recommended not setting fees too high as he felt it would not pass the ZBA. Ray Koonce noted that Vince and/or Chairman Sipes were asked to research what other entities are charging in the area and asked if anyone had received any information back on this request.

Motion by Clint Epley and seconded by Bryan Sharp to recommend to the full Board to send to the ZBA a suggested annual fee of \$5,000.00 with a five (5) year limit. All members were in favor. Motion carried.

## OFFICE STAFF – SUPERVISOR OF ASSESSMENT

Chad Coady advised that an employee recently retired after over 30 years of service. He would like to move Brittiany Sarginson up to a GIS (geographic information system) position. He noted that his office doesn't have a Chief Deputy and with moving her to the GIS position, she could still do her township assessor work where that may not be possible in the Chief Deputy position. Chad was looking to start this position at the pay rate of the Chief Deputy.

Motion was made by Ray Koonce and seconded by Craig Corzine to recommend to the full Board to approve the position requested in the Supervisor of Assessment office and refer to Finance. Motion was withdrawn after discussion and the noted need for a job description for committee review as this position doesn't currently exist and to review the Non-Bargaining Ordinance for compliance. The job description and Non-Bargaining Ordinance will be reviewed next month.

#### ADDITIONAL JAILER

Revenue for federal inmates has been noted on documentation provided but not related expenses. Members of the committee felt in order to make an informed decision that knowing expenses is important. This item will be on the agenda next month.

#### ANIMAL CONTROL DEPARTMENT HEAD – CB RULES

Chairman Wells noted that last month the Board approved separating Animal Control from Solid Waste and Zoning and for the Chairman to hire for Animal Control but no salary range was provided. Review of past salary and current salary was discussed.

Motion by Craig Corzine and seconded by Ray Koonce to establish the salary range for the position of Animal Control Department Head at \$39,478.00 to \$41,715.00. A roll call vote polled all ayes. Motion carried.

During discussion Bryan Sharp noted that he would like to see someone from Personnel involved in the hiring process. Bryan Sharp amended the motion to include someone from Personnel being involved in the hiring process. Committee Chairman Corzine advised that the motion was out of order as this matter is related to CB rules Personnel D (salary) as well as the Board has already approved the Chairman to hire.

#### ANIMAL CONTROL STAFF

Chairman Wells noted that the office staff at Animal Control feels they are shorthanded but without a department head he feels he has no authority to hire. Committee Chairman Corzine felt this decision should wait until a department head is hired and let that person get a good feel for what is needed and then make that decision.

#### JOB DESCRIPTION – EDUCATOR SOLID WASTE

The presented job description was reviewed. The committee discussed the need for possible changes to include items such as visiting so many schools, etc. and education requirements. The department head was not available tonight.

Motion by Ray Koonce and seconded by Clint Epley to table further discussion until the department head can be available. All members were in favor. Motion carried.

Motion was made by Craig Corzine and seconded by Clint Epley to go into Closed Session pursuant to 5 ILCS 120/2 (c) (1) to discuss appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity and all subject matters relating thereto and to

include the following persons to be present during all or part of such executive session namely, Craig Corzine, Clint Epley, Ray Koonce, Bryan Sharp, David Puccetti, Vicki McMahon, Matt Wells, Thomas Snyder, Jr., Linda Curtin, Betty Asmussen and Liz Hile and such other person or persons as the Chairperson or Committee may decide during this meeting and/or during such closed session.

The Committee went into Closed Session at 7:41 p.m.

The Committee returned to Open Session at 9:16 p.m.

Roll Call – Craig Corzine, Clint Epley, Ray Koonce, Bryan Sharp and David Puccetti were all present.

#### PERSONNEL HANDBOOK

Due to a lengthy agenda. This item will be placed on next month's agenda.

#### UCCI JULY CONFERENCE

Committee Chairman Corzine referenced the UCCI July conference information that had been provided to all members in the packets.

#### OTHER MATTERS

None

Motion by David Puccetti and seconded by Clint Epley to adjourn. All were in favor. Motion carried

Respectfully submitted,

Craig Corzine, Chairman  
Executive/Personnel Committee  
6/13/2022