

**EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE**  
**January 10, 2018**

Present: Donna Hibbetts, Chairwoman  
Ben Curtin Molly Alaria  
Marilyn Voggetzer Venise McWard  
Absent: none  
Others present: Becky Edwards, Mike Gianasi, Owen Lasswell and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Tuesday, January 9, 2018 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 any agenda items, any personnel issues, policies, and any other matters properly brought before the Committee. Roll call was taken and Chairwomen Hibbetts noted a quorum. No one made a request for a public comment.

Public Act 100-0554 was signed into law on November 16, 2017 which requires that all governmental entities in Illinois adopt an ordinance or resolution recognizing the compliance that the county has a policy prohibition on sexual harassment: how to report an allegation of sexual harassment, a prohibition on retaliation for reporting sexual harassment allegations, including whistleblower protections under the Whistleblower Act and the Illinois Human Rights Act; and the consequences for knowingly making a false report. After discussion of the presented ordinance, a portion was eliminated to supersede other policies. It was noted that language could be included in the new polices if and when they might be updated. A motion was by Venise McWard and seconded by Molly Alaria to recommend adopting the ordinance O2018 CB 001. The motion carried with all ayes.

During the discussion of updating the current policy, the members were offered another policy proposal for review as well as the existing prohibition of sexual harassment policy. They will bring back suggestions next month. One of the new requirements requires an “ethics officer” to be included in the procedure. Per legal consult and clarification, it does not need to be members of the Board appointed Ethics Commissioners of which cannot be employees or families of employees. It is recommended that the “ethics officer” be someone familiar with the law against sexual harassment, who can competently oversee an investigation. Recommendations of an appointment would need to be carefully thought out. It was suggested that the Board Chairman make the appointment as needed making sure employees are always updated of the selection.

Copies of the current Rules of Order for County Board members were distributed for review. Next month’s meeting, Tuesday, February 13; the members will continue discussion and/or action on the open topics.

A motion was made by Venise McWard and seconded by Molly Alaria to adjourn. The motion carried.

Respectfully submitted,

Donna Hibbetts  
Executive/Personnel Chairwoman

**EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE**  
**February 7, 2018**

Present: Donna Hibbetts, Chairwoman  
Ben Curtin Molly Alaria  
Marilyn Voggetzer Venise McWard

Absent: none

Others present: Tim Carlson, Becky Edwards, Mike Gianasi, Betty Asmussen, Julie Mayer, Chad Coady, Mike Havera, Owen Lasswell and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Wednesday, February 7, 2018 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 any agenda items, any personnel issues, policies, and any other matters properly brought before the Committee. All members were present. No one made a request for a public comment.

**LIQUOR LICENSE RENEWAL**

A list of current liquor license holders was presented for renewal. With no problems reported from the Sheriff and States Attorney, a motion was made by Marilyn Voggetzer and seconded by Molly Alaria to approve the renewal of the eleven license holders. The motion carried.

It was brought to the attention of the committee that an inquiry had been made for an additional class of license to be created to allow both the sale of package liquor and the onsite consumption. It would be reviewed by the States Attorney and brought back to the committee.

**PERSONNEL POLICIES**

Two policies were presented for review by the committee: Victims' Economic Security and Safety Act (VESSA) and Policy against Discrimination, Harassment and Sexual Misconduct. Both policies are already incorporated in the Personnel Handbook. The attorney group associated with the County's liability carrier has offered the same policies in a different format for the County to use. As previously reported the harassment policy needed updates due to the change in the law. Both policies will be reviewed with department heads and brought back next month for Board approval.

**RULES OF ORDER**

Committee members made some suggestions to change parts of the Rules of Order for the County Board. All board should have received electronic copies for review. The suggestions will be written in for review next month.

**ELECTED OFFICE HOLDER SALARIES**

Committee chair Donna Hibbetts explained the process of setting their salaries. The "must have" rule is setting the salary 180 days prior to the first Monday in December after the November election. [This year it is approximately June 6]. Since it must go to

the full Board, the final decision must be determined by the May 22, 2018 County Board meeting or earlier.

- Last year the county board members' salaries and per diems have already been determined by motion for those individuals who will be elected in November 2018.
- The offices up for election this year are County Clerk, Treasurer, Supervisor of Assessments, and Sheriff.

The salary and other compensations must be determined for a four year period. Each office must have but one salary and benefit package regardless of who wins the election. In the upcoming election all positions have a person currently serving in that position that will be running for the office. The County Clerk position is the only contested race.

The current salaries are \$62,797 for offices of County Clerk, Treasurer, Supervisor of Assessments and Circuit Clerk. The position of Sheriff is \$72,621. In 2014 the salaries remained the same each year for the four year period and also included a life and health insurance package. All positions are eligible to participate in IMRF/SLEP retirement.

Both the Finance and Personnel Committees will meet jointly to discuss their views on the salary and package for each office as well as hear proposals brought to the committee. This meeting will be March 15.

#### TRAINING AND EMAIL

- On January 25, department heads attended Sexual harassment training onsite and received other internal policies and discussion.
- County wide email for all offices has been presented to eliminate Hotmail, yahoo and other "free" email service addresses for county business. The Office 365 system is available through the state and the cost for email compliance will be forthcoming.

A motion was made by Molly Alaria and seconded by Venise McWard to adjourn. The motion carried.

Respectfully submitted,

Donna Hibbetts  
Executive/Personnel Chairwoman

**EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE**  
**July 9, 2018**

Present: Donna Hibbetts, Chairwoman  
Molly Alaria Marilyn Voggetzer Bev Graham  
Absent: Ben Curtin  
Others present: Tim Carlson, Becky Edwards, Vicki McMahon, Rod McMahon,  
Tom Latonis and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Monday, July 9, 2018 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 any agenda items, any personnel issues, policies, and any other matters properly brought before the Committee. All members were present.

**PUBLIC QUESTION TO BE PLACED ON THE BALLOT**

A resolution was presented to the committee to consider a question to be placed on the November ballot: *Should the Illinois General Assembly pass any additional legislation limiting a citizen's right to keep and bear arms as defined by the Second Amendment to the United States Constitution?* Board member Vicki McMahon read the resolution making the recommendation to consider. The question on the ballot would require a yes or no vote. If a yes vote, it would mean the voter agreed additional laws could be passed by the legislators to limit a citizen's right to keep and bear arms. If a no vote, there should be no more legislation to limit a citizen's right to keep and bear arms. A motion was made by Molly Alaria and seconded by Marilyn Voggetzer to adopt the resolution to authorize the County Board to submit the above question to the voters of Christian County at the regularly scheduled general election on November 6, 2018. With no dissention votes, the motion carried.

**APPROVE THE ELECTION JUDGE LIST AS SUBMITTED**

County Clerk Michael Gianasi said he had just received the lists from the respective parties and noticed some duplication in names for precincts. He requested more time to clarify the lists of election judges. He would have the list ready for review by the full Board meeting for their approval.

**GENERAL INFORMATION UPDATES**

- "Good news" comments were conveyed to the committee about the Animal Control facility. It was reported that new facility hours have been implemented on a trial basis. Previous hours were 8-12 and 1-4 Monday through Friday. Trial hours are 8 am to 4 pm Monday, Thursday and Friday; 10 am to 4 pm on Tuesday; 10 am to 6 pm on Thursday; [all open during the lunch hours] and Saturday, 9 am to noon. These hours have increased the open hours from 35 to 41. Vince Harris has employed four part time staff and has many volunteers assisting with the reorganizing of the facility and attention to the animals. He has been doing a great job and making positive changes.

- It was reported that \$3,468 of Safety Award money from the workman comp carrier will be reimbursed to the County and this year used for safety gear at the highway. Each year different departments put in their requests for safety gear.
- After switching back to Blue Cross for health insurance, an employee census produced more good news. The single member premium quoted was \$713.18 beginning 7/1/2018 -6/30/2019 has been reduced to \$668.84, a reduction of \$44.34/member/month.
- Another classification of liquor license has been requested of the Board: a caterer's license. This would be for any caterer who serves and sells liquor. It was suggested a consolidation of the many addendums to the Liquor Ordinance should be pursued along with the new classifications.

A motion was made by Molly Alaria and seconded by Marilyn Voggetzer to adjourn. The motion carried.

Respectfully submitted,

Donna Hibbetts  
Executive/Personnel Chairwoman  
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**EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE**  
**August 20, 2018**

Present: Donna Hibbetts, Chairwoman  
Molly Alaria Marilyn Voggetzer Bev Graham Ben Curtin  
Absent: None  
Others present: Tim Carlson, Mike Havera, Michael Gianasi,  
Nancy Martin, Greg Seiders and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Monday, August 20, 2018 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 any agenda items, any personnel issues, policies, and any other matters properly brought before the Committee. All members were present. There were no public comments.

**2019 HOLIDAYS**

The dates for the 2019 County observed holidays were presented. There are no changes from the past agreed holiday schedules. A motion was made by Marilyn Voggetzer and seconded by Bev Graham to approve the 2019 Holiday schedule. The motion carried.

**COUNTY HEALTH DEPARTMENT FOOD AND SANITATION ORDINANCE  
REVISION**

O2018 HE 009

Nancy Martin, Administrator and Greg Seiders, Director of Environmental Health presented the revised Christian County Department of Public Health's Food and Sanitation Ordinance for approval. Mike Havera, States Attorney has reviewed the ordinance and the Highway, Zoning and Welfare Committee has referred the ordinance to be adopted. The changes are the result of the requirements from the Illinois Department of Public Health and will become effective January 1, 2019. A motion was made by Bev Graham and seconded by Molly Alaria to adopt the Health Department ordinance including the fee schedule *and will supersede any previous ordinance*. The motion carried. Establishments have already been informed and educated on the changes. A written notice will be sent out in October 2018 to business owners.

**LIQUOR LICENSE CLASSIFICATION ADDITIONS PROPOSED**

The States Attorney drafted two classifications to the current Liquor License Ordinances and addendums based on business owner requests. The first to be discussed was a caterer license. This would allow a retail caterer to sell alcohol at an event (public or private) or venue located in the unincorporated areas of Christian County. After a lengthy discussion and added suggestions to the drafted "Caterer License" classification, Bev Graham made a motion to approve the classification. With no second, the motion died. The drafted classification (Class F) with proposed changes is attached.

The second proposed classification has been discussed earlier in the year which was also requested by a local retailer. The retailer currently holds a Class C license which allows

only package liquor (ales, beer and wine) to be sold and not consumed on the premises. [Annual license cost is \$200] As many businesses are obtaining video gaming machines, there are requirements from the State that require the business to serve poured alcoholic drinks. The state offers a combined license of package liquor to be sold and also served. Due to the costs of the County's other license classifications and wanting more details as to the type of alcohol they are requesting to sell, the Committee has asked for more information from the requester and will revisit the options. No action was taken and possible options are attached as a Class E License.

#### FLEXIBLE BENEFITS PLAN RESOLUTION

The annual resolution describing the Flexible Spending benefits was submitted for adoption. American Central Insurance, our third party administrator provides the service to the employees. A motion was made by Marilyn Voggetzer and seconded by Bev Graham to recommend adoption R2018 CB 016 to the full Board. The motion carried.

#### HEALTH REIMBURSEMENT ARRANGEMENT RESOLUTION

The annual resolution describing the Health Reimbursement Arrangement (HRA) plan was submitted for adoption. American Central Insurance, our third party administrator provides the reimbursement to the employees. A motion was made by Marilyn Voggetzer and seconded by Bev Graham to recommend adoption of R2018 CB 017 to the full Board. The motion carried.

A motion was made by Marilyn Voggetzer and seconded by Molly Alaria to adjourn. The motion carried.

Respectfully submitted,

Donna Hibbetts  
Executive/Personnel Chairwoman