

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE
January 14, 2020

Present: Matt Wells, Acting Chairman
Brian Wilbur-Molly Alaria-Ray Koonce
Absent: Donna Hibbetts
Others present: Becky Edwards, Tom Latonis and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Tuesday, January 14, 2020 at 6:00 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. There was a quorum. There were no public comments.

LIQUOR LICENSE APPROVAL TABLED

The applicant was unable to attend due to illness. A motion was made by Molly Alaria and seconded by Brian Wilbur to table the review until the next meeting with the applicant in attendance. The motion carried.

PUBLIC DEFENDER CONTRACTS APPROVED

As required by the State, action by the County Board is necessary to approve the contracts of the full time Public Defender in order to be reimbursed. A full time public defender's salary is 90% of the county's state's attorney. A contract was presented to approve the temporary assignment of Greg Grigsby as Public Defender from 12/16/2019 through 1/20/2020 and a motion was made by Molly Alaria and seconded by Brian Wilbur. The motion carried.

Greg Grigsby was also assigned a contract as a conflict public defender. No action necessary as this is in the annual budget.

Effective 1/21/2020 a contract was submitted as the appointment of a full time public defender with the regular contract as an employee with benefits and the salary of 90% of the County's States Attorney (for the portion reimbursed by the State). A motion was made by Brian Wilbur and seconded by Molly Alaria to approve the contract for Tiffany Senger as Public Defender. The motion carried.

OTHER COMMENTS

Matt Wells noted that at the next Executive Committee meeting, he would request discussion on the topic of reducing the size of the County Board membership.

A motion was made by Ray Koonce and seconded by Molly Alaria to adjourn. The motion carried.

Respectfully submitted,

Matt Wells
Executive/Personnel Acting Chairman

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE
March 12, 2020

Present: Donna Hibbetts, Chairwoman
Brian Wilbur-Molly Alaria-Ray Koonce-Matt Wells
Absent: none
Others present: Becky Edwards, Tom Latonis and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Thursday, March 12, 2020 at 6:30 p.m. in the Law Library Meeting Room, first 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. There was a quorum. There were no public comments.

APPROVE RENEWAL OF LIQUOR LICENSES

A list of ten liquor license holders was submitted for renewal. A motion was made by Ray Koonce and seconded by Matt Wells to renew all presented. The motion carried.

MAINTENANCE SUPERVISOR UPDATE

Applications continue to be accepted for this position as seven year employee Zach Hicks has resigned effective April 30, 2020. This position fall under the county board chairman's direction as this position is responsible for seven buildings in the county.

CENSUS

A discussion was held as to how the county board could assist community members in filling out the 2020 census. The targeted group would be senior citizens as much of the census can be completed on line. Chairwoman Edwards explained the importance of the completing the census as it is a tool to determine monies distributed back to the local governments and to determine the number of representatives each state has in Congress.

HARASSMENT TRAINING

Human resource coordinator Jan Bland noted that by law in 2020 all employees are to participate in harassment training either in person or online on an annual basis. Two separate days in June have been scheduled for the training for the county employees.

CANNABIS POLICIES

Another month the committee will discuss various options the County could participate in for the growing or marketing of the product.

A motion was by Ray Koonce and seconded by Molly Alaria to adjourn. The motion carried.

Respectfully submitted,

Donna Hibbetts
Executive/Personnel Chairwoman

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE
May 11, 2020

Present: Donna Hibbetts, Chairwoman
Brian Wilbur-Molly Alaria-Ray Koonce-Via phone-Matt Wells

Absent: none

Others present: Michael Gianasi, Julie Mayer, Venise McWard and Jan Bland in attendance. Via WebEx/ phone: Becky Edwards, Mike Havera, Greg Nimmo, Amy Winans, Laura Cooper, Bruce Kettelkamp and others.

The Executive, Personnel, and Liquor Committee met on Monday, May 11, 2020 at 6:30 p.m. in County Board meeting room with a 10 person limit, 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. There was a quorum.

OPEN AND RECOVER SAFELY GUIDELINES

Emergency Management Director Greg Nimmo presented a three phase set of guidelines to prepare to open the courthouse and county buildings. Last week the elected office holders and department heads reviewed step by step of the proposed procedure. He noted that these guidelines are recommended to be followed by all departments. He noted that the judicial system has a plan developed and may stand separate. The public health department has reviewed the plan. If an outbreak would occur after the opening, the public health would set the guidance.

He discussed daily procedures for sick or potentially sick employees and how department heads needed to assist public health in the tracking of a covid-19 positive employee. Plan A proposed bringing back shifts of employees on 5/18. Many offices and departments are already working fully staffed but not directly with the public. Upon return, regardless of the recall social distancing and face coverings are recommended. At all times OSHA standards must take precedence. Some of the members stopped the explanation of the guidelines to say the employees are already at the first stage and they need to be brought back to work. However, Chairwoman Edwards noted the Governor's order is still valid through May 30. This lead to the question of liability if opening too early and the county not following the procedures and why not the sheriff to determine the opening. Chairwoman Edwards will consult with the sheriff and public health as soon as possible to get clarification and bring to the full Board. *Ray Koonce made a motion and seconded by Molly Alaria to recommend that the county buildings resume open door business on May 26 and employees return to work with the recommendation of the sheriff, public health and the full board.* The motion carried.

ELECTED OFFICIALS SALARIES DISCUSSED

The committee reviewed previous motions to change compensation for county board members. At the February of 2017 meeting of the full County Board, the following motions were made concerning county board members and the county board chairperson.

- *A proposal was distributed to the members for a decrease in county board members salary and per diem rates of pay. The current rates are \$200/month and \$50/ meeting-per diem which is estimated at \$54,000/year for board members and \$22,000 for the*

board chairman. The proposed amounts are half of the current rates and a reduction of \$6,000 for the board chairman resulting in an estimated savings of \$33,000 per year after all board members on the scale beginning FY 2020. Salaries/per diems are set until 12/2018 when half of the board will have the new proposed rates implemented. In December of 2020, the second half of the board will have the proposed rates implemented.

- *A motion was made to change the base salary of county board members to \$100/month effective December of 2018 for those elected or re-elected beginning that ter.*
- *A motion was made to reduce the meeting per diem to \$25 effective December 2018 for those elected or re-elected beginning that term*
- *A motion was made for the position of county board chairman to be an annual salary of \$16,000 beginning December 2020. Per diems are not paid to the board chairman and this position is for a two year term voted in by the seated county board member.*
- *A motion was made to change the base salary of county board members to \$100/month effective December of 2020 for those elected or re-elected beginning that term.*
- *A motion was made to reduce the meeting per diem to \$25 effective December 2020 for those elected or re-elected beginning that term. All motions carried. [from February 2017 CB meeting minutes.]*

Matt Wells asked for clarification that the board chairperson's salary will be \$16,000 beginning the next term. That is so as recorded.

COMPENSATION PACKAGE FOR THE POSITION OF CORONER

During the past four years, the position of Coroner has received a 1.5% increase annually. This salary is the lower than other office holders in this county. Prior to the last election of positions of circuit clerk, county clerk, assessor and treasurer a 2% increase was awarded-all having the same salary. *A motion was made by Molly Alaria and seconded by Brian Wilbur for the position of coroner to receive the same flat dollar amount that the above positons will receive during the respective years (\$1255, \$1269,\$1306, \$1332) and to include health insurance benefits paid by the county using the same standard as other elected office holders which mirror non-bargaining employees and shall provide the same life insurance policy as the same. The motion carried.*

CONTINUE THE DECLARATION OF DISASTER

Initially the County's declaration of disaster was declared in March and renewed in April and requested to renew again thru the end of May or further. The declaration does not determine the opening of the buildings or other personnel or safety polices. Its purpose is to be on record if there will be any funds available to the county due to the COVIC-19 event.

Christian County's emergency operations plan by proclaiming that a disaster exists within Christian County, this proclamation of disaster will assist the residents of Christian County, by and through its Emergency Management Agency and through coordination of federal, state, county and municipal resources and response activities, in an effort to prevent and reduce further damage and hazards, protect the health and safety of persons, protect property and provide emergency response. *A motion was made by Brian Wilbur and seconded by Ray Koonce to extend or amend the Declaration of*

Disaster to be effective through May 30, 2020 with no reference to the status of the county buildings.
The motion carried with one opposed.

A motion was by Ray Koonce and seconded by Molly Alaria to adjourn. The motion carried.

Respectfully submitted,

Donna Hibbetts
Executive/Personnel Chairwoman
May 12, 2020

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE
June 8, 2020

Present: Donna Hibbetts, Chairwoman
Brian Wilbur-Molly Alaria-Ray Koonce, Matt Wells

Absent: none

Others present: Michael Gianasi and Jan Bland in attendance. Via freeconference call.com/ phone: known participants--Becky Edwards, Mike Havera, Venise McWard, Chuck Smedley, Gene Price and Tom Latonis.

The Executive, Personnel, and Liquor Committee met on Monday, June 8, 2020 at 6:30 p.m. in County Board meeting room with a 10 person limit, 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. There was a quorum.

REGULAR MEETING DATE SET

Brian Wilbur had requested a regular meeting date for this committee be set like the other standing committees. With some discussion, Matt Wells made the motion to set the date as the second Monday of the month with a second from Ray Koonce. The motion carried. [Highway/building meets the second Tuesday of the month and Finance meets the Thursday before the county board meeting which is set for the third Tuesday of the month.]

NEW STATE ON NOVEMBER BALLOT AS ADVISORY

A resolution was presented by Ray Koonce for the County to submit a non-binding public question on the November 3, 2020 ballot regarding the possibility of the formation of a new state separate from Cook County. He noted that several other downstate counties have already passed a resolution for the question to be put on the ballot. The results of this query would help to determine the interest of the voters in the State whether to pursue the possibility. A motion was made by Brian Wilbur and seconded by Molly Alaria to place the question on the November 3, 2020 ballot. The motion carried.

A CANNABIS BUSINESS IN CHRISTIAN COUNTY?

A sample ordinance was available as to the types of business establishments the county could determine to be allowed or not: cannabis craft grower, cultivation center, dispensing organization, infuser organization, processing, or transporting. Matt Wells commented that even if we are in favor or not of this type of business, we need to research and learn more about what they are about and the possible revenue. Additionally, if we don't another entity could allow it. Chairperson Donna Hibbetts asked for research from the members. Brian Wilbur volunteered. More info will be brought back next month.

Matt Wells made a motion to adjourn and was seconded by Molly Alaria. The motion carried.

Respectfully submitted,

Donna Hibbetts
Executive/Personnel Chairwoman

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE
July 13, 2020

Present: Matt Wells, Acting Chairman
Brian Wilbur-Molly Alaria-Ray Koonce,
Absent: Donna Hibbetts
Others present: Sarah Carlson, Dale Livingston, Vicki McMahan, Venise McWard, Greg Nimmo, Vince Harris, Michael Gianasi and Jan Bland in attendance. Via freeconferencecall.com/ phone: known participants--Becky Edwards, Clark Pearce, Mike McClure, Phil Schneider, Kevin Schott, Micki Ehrhardt, and Venise McWard.

The Executive, Personnel, and Liquor Committee met on Monday, July 13, 2020 at 6:30 p.m. in Courtroom C with a 20 person limit, third 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. There was a quorum.

EXECUTIVE SESSION

Acting Chairman Matt Wells asked if any objections to changing the agenda order. With none he called for a motion to go into executive session pursuant to 5ILCS 120/2(c)(1) Exemption: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body. [NOTE: Employee” is defined to include “a person employed by a public body whose relationship constitutes and employer-employee relationship under the usual common law rules, and who is not an independent contractor for personnel reviews.] The motion was made by Molly Alaria and seconded by Brian Wilbur. A roll call vote was polled with all ayes: Molly Alaria, Ray Koonce, Brian Wilbur and Matt Wells.

A motion was made by Brian Wilbur and seconded by Molly Alaria to come out of executive session for the reason as stated above. A roll call vote was polled with all ayes: Molly Alaria, Ray Koonce, Brian Wilbur and Matt Wells. In open session, Acting Chair Matt Wells reported no action taken.

CANNABIS BUSINESS OPTIONS

At last month’s meeting Brian Wilbur volunteered to research the type of participation other counties had by ordinance. He reported that few counties actually had any other action other than passing the sales tax ordinance for their unincorporated areas. The inquiry from UCCI members resulted in similar results. An example of the types of businesses was stated as cultivation centers which could be sent to the zoning committee, then the zoning officer to schedule a Zoning Board of Appeals meeting to make a recommendation to add/or not to add language to the current Zoning Ordinance. With the current work load on wind systems, a motion was made by Brian Wilbur and seconded by Molly Alaria to table the discussion. The motion carried with all ayes in roll call.

WEBSITE TO INCLUDE LIST OF COUNTY BOARD APPOINTED BOARDS

A suggestion was made to include a list of names of members who have been appointed by the County Board. Examples of the many boards are the 911 Board, Health Board, Fire Districts and Sanitary Districts. Some boards by statute have county board members appointed to them by the

County Board Chairperson. Names and contact information was proposed, but a motion was made by Ray Koonce and seconded by Brian Wilbur to table until we get a full listing of appointments. A roll call vote polled all ayes and the motion carried.

PUBLIC COMMENTS

Public comments were called for with no response.

A motion was made by Ray Koonce and seconded by Molly Alaria to adjourn. The motion carried with all ayes in roll call.

Respectfully submitted,

Matt Wells
Acting Executive/Personnel Chairman

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE

August 10, 2020

Present: Matt Wells Acting Chairman
Brian Wilbur-Molly Alaria-Ray Koonce
Absent: Donna Hibbetts
Others present: Michael Gianasi, Venise McWard in attendance. Via WebEx/ phone:
Becky Edwards, Mike Havera, Greg Nimmo, Vicki McMahan, Jan Bland
and others.

The Executive, Personnel, and Liquor Committee met on Monday, August 10, 2020 at 6:30 p.m. in 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. A roll call noted a quorum.

OTHER BOARDS TO BE LISTED ON COUNTY WEBSITE

Discussion continued from last month to include on the county's website a listing of all Boards and their members of which this county board appoints those members. Mike Gianasi submitted a preliminary list of members from those specific local public entities. Discussion continued as to how to list the names and contact information including names, phone numbers and political parties. Although these positions are appointed and not elected positions, the public should have access to contact those members. Some of the public entities are fire districts, sanitary districts, the 911 Board, the Christian County Health Board, the CC Mental Health Board, ...as declared by statute. The appointments would normally be made to the respective political party of which the County Board has the majority. A member of the CC Water Reclamation District commented he would certainly have his party affiliation with his name. Research will continue to determine if there is a ratio of political parties per board members; assuming the majority would be determined by the County Board political majority through the appointments. County Clerk Gianasi will contact the webmaster to consider options for a "response request" through an email. A motion was made by Ray Koonce and seconded by Molly Alaria for all appointed board and members names and political party to be listed on the County's website and to seek the ability to use a fillable form for a "response request". A roll call vote polled all ayes. The motion carried.

2021 HOLIDAY SCHEDULE APPROVED

The 2021 holiday schedule was submitted for approval of the board which coordinates with union schedules. It will be submitted to the Judge for scheduling purposes. A motion was made by Brian Wilbur and seconded by Molly Alaria to approve the schedule for 2021 of holidays and days observed for the holidays. A roll call vote polled all ayes. The motion carried. The holiday schedule will be posted on the website.

HOLD HARMLESS AGREEMENT WITH MONTGOMERY COUNTY-ESDA

A previous agreement with Montgomery County covered services and personnel, however, not hold harmless provisions. The current liability carrier, Illinois County Risk Management Trust, has requested a hold harmless agreement be added to the joint agreement. States Attorney Mike Havera commented he will have it drafted and submitted for approval at the next meeting.

COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY

It was determined by members that this topic should have been sent back to the finance committee and a motion was made by Molly Alaria and seconded by Brian Wilbur to forward to the finance committee for review. A roll call vote polled all ayes. The motion carried.

With no public comments being acknowledged through conferencecall.com a motion was made to adjourn by Ray Koonce and seconded by Molly Alaria. A roll call vote polled all ayes. The motion carried.

[After meeting was adjourned a text came in saying he had a public comment. After consulting the States Attorney, the meeting was reconvened.]

Acting Chair Matt Wells requested the meeting be reconvened to address a public comment. Attendance was taken with the same members present in a roll call signifying a quorum.

PUBLIC COMMENT

Jeff Nolan asked what is CEDS. Although public comments do not require a response, Chairwoman Edwards requested the floor to quickly summarize. The CEDS is a strategy for economic development opportunities within the counties of Calhoun, Christian, Greene, Jersey, Macoupin and Montgomery which is required to be approved by the county for any public entity to be eligible for a matching grant. Mr. Nolan asked if the wind turbine companies would utilize this process. Chairwoman Edwards responded only public governments like the Taylorville Industrial Park who received \$528,000.

A motion was made to adjourn by Ray Koonce and seconded by Molly Alaria. A roll call vote polled all ayes. The motion carried.

Respectfully submitted,

Matt Wells
Acting Executive/Personnel Chairman

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE
September 14, 2020

Present: Matt Wells, Acting Chair
Brian Wilbur-Ray Koonce

Absent: Donna Hibbetts, Molly Alaria

Others present: Michael Gianasi, Julie Mayer and Jan Bland in attendance. Via
freeconference call.com/ phone: known participants--Becky Edwards,
Venise McWard, Greg Seiders, and Greg Nimmo.

The Executive, Personnel, and Liquor Committee met on Monday, September 14, 2020 at 6:37 p.m. in County Board meeting room with a 19 person limit, 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. There was a quorum.

HOLD HARMLESS AGREEMENT

A hold harmless agreement with Montgomery County was presented as an addendum to the previously approved intergovernmental agreement between the two counties for the sharing of the ESDA position, funding and duties. It is standard language to indemnify and hold harmless each county and its directors, officers, elected officials, appointed officials, agents, insurers, employees, and volunteers from and against any and all liability damages and expenses of any kind, including without limitation, reasonable attorneys' fees arising out of the acts or omissions of the county and its directors, officers, elected officials, appointed officials, agents, insurers, employees, and volunteers including but no limited to those performing services pursuant to this agreement. A motion was made by Ray Koonce and seconded by Brian Wilbur to approve and forward to Montgomery County for approval and to include with the existing intergovernmental agreement. A roll call vote polled all ayes and the motion carried.

HEALTH DEPARTMENT WEBSITE

Venise McWard had requested information on the Health Department website. She asked if there was a "request-response" option on the website that the public could ask questions and receive an answer specifically to respond to COVID questions. Michael Gianasi explained the Health Department has their own website. There is however, a link on christiancountyl.com to the Health Department. Greg Seiders agreed to check into the request for website responses.

COVID REPORTING STATUS UPDATE

EMA Director Greg Nimmo gave an update to the COVID reporting for reimbursements. The federal [FEMA] called Public Assistance [PA] runs through 4/20/21 and CARES [Illinois] runs through 12/31/2020. The first reporting period that will be claimed is 3/1/2020 through 6/30/2020 for both programs. We will then claim the period 7/1/20 through 8/31/20 and then monthly thereafter. Details as to what items can be submitted for salary/administrative leave reimbursement are still being evaluated and yet to be confirmed. Montgomery County has hired Bellwether to assist with CUREs funding eligibility to ensure we getting the maximum amount possible. Chris-Mont EMA being a consolidated agency will save the expenses of having to hire the company in both counties because of the knowledge gained through that

partnership. FEMA-PA will reimburse allowable COVID expenses at 75% and CUREs will reimburse allowable expenses at 100%. Utilizing both programs will allow us to receive the maximum allowable reimbursements.

ASSISTANT TO THE COUNTY BOARD/HR JOB DESCRIPTION

The job description was submitted as information of the many duties associated with the combination position. Acting committee chair Matt Wells was unclear for the need to address the topic at this time. Janet Bland responded that the personnel committee and board needed to know the duties and specifically the finance committee as the salary was increased significantly to fill the position with someone having experience in Human Resources. The many aspects of HR duties are all done in house. It was also suggested that other departments take over some of the duties. Becky Edwards commented that the department heads already have plenty on their plates. Julie Mayer agreed these are HR duties and that would require a lot of extra training and she is not interested in adding more to her office. Bland agreed a few duties could be redistributed, but the purpose of “central record keeping” is the continuity from each department in reporting and maintaining records, or the administration of policies, union agreements, labor laws and so much more. It was suggested the other department heads should have a say in how to proceed with any changes the Board considers. A motion was made to table the discussion and bring the department heads back into the conversation at the next committee meeting by Brian Wilbur and seconded by Ray Koonce. A roll call vote polled all ayes and the motion carried.

OCTOBER 5 NEXT PERSONNEL MEETING

With the next scheduled personnel committee being on a holiday, Brian Wilbur motioned to change it to the first Monday, October 5th. It was seconded by Ray Koonce and a roll call vote polled all ayes. The motion carried.

APPROVE LIQUOR LICENSE

The approval of the liquor license request was moved to the end of the meeting to allow the applicant Caplin Torres to attend. Brian Wilbur made a motion to table and with no second died. A motion was made by Ray Koonce and seconded by Matt Wells to approve the liquor license Class B – owner Caplin Torres and forward to the full board pending the review of the zoning officer if the car sales business and the gaming room could be in the same building. A roll call vote polled aye: Ray Koonce and Matt Wells and nay Brian Wilbur. The motion carried.

PUBLIC COMMENTS

A caller suggested that the Caps liquor license location was in the city limits and that the HR procedures were performed by other third parties and the department heads should manage their own employees time off and pay.

A motion was made by Brian Wilbur and seconded by Ray Koonce to adjourn. A roll call vote polled all ayes and the motion carried.

Respectfully submitted,

Matt Wells
Acting Executive/Personnel Chairman

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE

October 5, 2020

Present: Matt Wells, Acting Chair
Molly Alaria

Absent: Donna Hibbetts, Ray Koonce

Others present: Michael Gianasi, Julie Mayer and Jan Bland in attendance. Via freeconference call.com/ phone: known participants—Brian Wilbur, Becky Edwards, Venise McWard, Vicki McMahan, Cliff Frye, and Laura Cooper.

The Executive, Personnel, and Liquor Committee met on Monday, October 5, 2020 at 6:37 p.m. in County Board meeting room with a 19 person limit, 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. There was a quorum: Matt Wells, Molly Alaria and Brian Wilbur.

WEBSITE HAS APPOINTED BOARD MEMBERS LISTED

Michael Gianasi reported he has put the listing of members of appointed boards on the website. They are listed under the County Board tab. At this time there is no contact information listed just names of the members appointed with their city of residency. He has contacted the webmaster for the means to create the “request” form and forwarding ability.

CEMETERIES OWNED BY THE COUNTY

Last month Matt Wells requested information on the cemeteries that were owned by the County and had active burials. It was reported there are three. Two cemeteries are not active and the Thomas Anderson Cemetery is active with trustees submitting the financials annually. In 2007 an additional parcel was deeded to the County. Currently it has not been developed but the trustees have been saving for that. It was noted the trustees have a few plots available and the development of the second parcel would be coming in the near future. The trustees (during a conversation prior to this meeting) have requested a sign on a county road coming from Palmer. Also discussed was the certification of an active cemetery which was last submitted by the County in 2016 and expires this year with a fee of \$150.00. The certification is every four years. Also discussed with the trustees was a fee to be added to the burial fee and paid to the County to cover that certification fee. Their opinion was for the cemetery trustees to pay the fee and not collect an additional fee on services. A motion was made by Brian Wilbur and seconded by Molly Alaria to forward the cemetery business to the building committee. A roll call vote polled all ayes. The motion carried.

JOB DESCRIPTION FOR ASSISTANT TO THE COUNTY BOARD/HR

Last month the committee tabled discussion about the job description and any changes to the position in preparation for the upcoming retirement of Jan Bland in March. It was their pleasure to invite the department heads to attend this month’s meeting and share their thoughts and explain the need for the duties currently being done. A few questions were ask of Bland and the following is an overview of some of the duties.

- What percentage of time is spent on Board vs HR? Response: “It is difficult to say. It all depends on the day and the situations or issues happening at that particular moment. I guess if I had to say, at least 60% HR (but there is 100% of work in that area). There are so many other things that are not specifically county board, but things that are happening at all of the buildings at any given time. I check payroll, timesheets, oversee maintenance, discuss and am a sounding board for animal control. The office of the board chairman has departments of maintenance, animal control, zoning, solid waste, ESDA under their purview. Most recently the task of coordinating and following up with sexual harassment TRAINING (required annually by law) that we must offer and make sure all employees have had the training (we have had to cancel the trainer three times however, the employees also have the opportunity to get the training online; the COVID situation with the employees and offices that have been quarantined and paperwork and explanations to and for the employees to get paid during their unplanned time away from work FAMILY FIRST ACT; of course, the preparation of MEETING NOTICES, research or gathering necessary information for committees or preparing worksheets past or future DATA FOR EVALUATION; PAYROLL AND CLAIMS AND INSURANCE BILLS —all are reviewed by me prior to payment; ASSISTING DEPARTMENT heads and employees with discipline or grievance issues or terminations. The many and varied duties have just seemed to accumulate over the years—the departments already have so many services to provide to the public or clients where as I provide services to the public, and department heads, employees and county board members. The importance of having one person able to coordinate, organize, be of assistance to all in order to be consistent with union contracts and to be a resource person to answer questions and advise is a service that cannot be overlooked. County board issues and HR issues often go hand in hand.” [Some the descriptions have been expanded from the actual statements made during the meeting by the writer.]
- Chairwoman Edwards had sent a memo to the department heads asking them to join the committee meeting or send an email. She read a letter from Joe Stepping from Solid Waste Department. A few points: “I believe the HR position is critical to protect the county and its employees. There is seemingly no end to the rules and regulations governing employment in 2020.....This position also helps to ensure all offices are following the same policies....it can be labor intensive and confusing to many of us who do not deal with them on a daily basis.”
- Julie Mayer commented that Joe absolutely summed up her thoughts as well. She is already very busy to add HR that is something so involved. It needs to be someone with the knowledge and time to attend continuing education and trainings.
- Cliff Frye sent a letter and also reiterated Joe’s comments. We need consistency, a central location/person.
- Mike Gianasi also agreed with Joe with this changing environment: Family First, FML and collective bargaining so that we are all on the same page.
- Laura Cooper consults with HR to stay compliant and consistent with polices. Something that is very important is being part of every contract negotiation to help the County’s union benefits mirror each other.

A motion was made by Brian Wilbur and seconded by Molly Alaria to send the job description back to the finance committee. A roll call vote polled all ayes. The motion carried.

PUBLIC COMMENTS

Vicki McMahon read a letter from the public to support the need for access to contact appointed persons on all boards and elected officials from the County's website.

Additionally, McMahon noticed that Christian County Economic Development Corporation was not linked to our website. Chairwoman Edwards will see that it is included.

A motion was made by Brian Wilbur and seconded by Molly Alaria to adjourn. A roll call vote

Respectfully submitted,

Matt Wells
Acting Executive/Personnel Chairman

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE

November 9, 2020

Present: Matt Wells, Acting Chair
Molly Alaria, Ray Koonce, Brian Wilbur

Absent: Donna Hibbetts

Others present: Michael Gianasi, Venise McWard and Jan Bland in attendance. Via freeconferencecall.com/ phone: known participants—Becky Edwards, Vicki McMahan, Mary Renner, Jeff Nolan, Mike Havera and others.

The Executive, Personnel, and Liquor Committee met on Monday, November 9, 2020 at 6:30 p.m. in County Board meeting room with a 19 person limit, 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. There was a quorum: Matt Wells, Molly Alaria, Ray Koonce and Brian Wilbur.

COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY

The meeting was called for an attempt to answer further questions on the Comprehensive Economic Development Strategy and how other programs/processes as eminent domain, other grants, TIF and Enterprise Zone may work with or conflict with CEDS.

Member Brian Wilbur requested that both Jeff Nolan and Mary Renner be allowed to speak as guests on the topics for questions and answers which would exceed public comment time limits. Acting Chair Matt Wells accepted a motion from Ray Koonce and a second from Brian Wilbur to open the discussion for Jeff Nolan and Mary Renner as speakers other than public comments. A roll call vote polled all ayes and the motion carried.

Jeff Nolan's question and beliefs are that eminent domain could be obtained if the CEDS was in place and more specifically the wind companies could be declared a public utility through CEDS. Mary Renner's responses:

- She has been in the economic business for 38 years and neither she or many colleagues have never come across anything like the relationship between CEDS and eminent domain.
- CEDS is a strategic tool to finance large 50/50 grants for infrastructures in municipalities.
- It is a plan for a "state determined" region of counties to come together stating their strengths and weaknesses through lengthy analysis.
- The Economic Development Agency governs CEDS by policy not eminent domain.
- In order for a municipality to be awarded a grant from the EDA, a public hearing is required. If there are any legitimate objections or controversies at the hearing, they will not award the grant.
- A recent example of such a grant was the Taylorville Industrial Park. At that time Christian County was covered under West Central Development Council, however, now the EDA does not recognize West Central for those grant applications.

- Partners in Progress was created to write and update the strategy plan for the group of counties including Christian, Montgomery, Macoupin, Calhoun, Green and Jersey. Their cost was a minimal \$1300.00 for each county where as if any county were to go on their own the cost could easily cost \$70,000. Standing alone is not favorable in the eyes of the EDA and points are low towards the application.
- These are not the only grants available and do not need CEDS [example USDA], but none with the magnitude needed for infrastructures.
- This would be a tragedy for the county if this is not passed.

States Attorney Mike Havera was asked to respond to the topic from the legal standpoint.

- After consulting with Griffin, Winning, Cohen & Bodewes legal firm, CEDS has no bearing on whether or not eminent domain is obtainable. They are two different processes.
- Illinois has not declared wind to be a public utility.
- During the time the County was associated with West Central, eminent domain was not asked for or received thru CEDS funding.
- Again, eminent domain can only be determined in the courts.

Several public comments were heard. With no further discussions, Ray Koonce made the motion to recommend the Comprehensive Economic Development Strategy to the full Board with a second by Brian Wilbur. A roll call vote polled all ayes: Ray Koonce, Brian Wilbur, Matt Wells and Molly Alaria. The motion carried.

A motion was made by Brian Wilbur and seconded by Molly Alaria to adjourn. A roll call vote polled all ayes and the motion carried.

Respectfully submitted,

Matt Wells
Acting Executive/Personnel Chairman