

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE

January 3, 2017

Present: Donna Hibbetts, Chairwoman
Marilyn Voggetzer Ashley Linton
Molly Alaria Ben Curtin

Absent: none

Others present: Tim Carlson, Cliff Frye, Julie Mayer, Chad Coady, Mike Havera, Becky Edwards, Seth McMillian and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Tuesday, January 3 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.

HIGHWAY VACANCIES

- Engineer/Department Head Cliff Frye reviewed the funding for the highway department. There are several funds that fund the department: County Highway, MFT, County Bridge and Highway Matching are a few which make up the entire budget. Both vacant positions being requested to fill have the salaries included in the budget. The office manager position has been vacant since 2015. Cliff has been doing the day to day bookkeeping, but there is much more than the minimum daily bookkeeping. The salary range is \$12 to \$17/hour for this non-bargaining position. He had interviewed previously and will revisit those candidates first. A motion was made by Ben Curtin and seconded by Ashley Linton to fill the office manager position at the Highway Department. The motion carried.
- In June of 2014, Cliff hired a civil engineer. Recently he lost this employee as he was recruited back to his former employer. This position ranges from \$50,000 - \$65,000 annual salary and also is included within the highway budget. A motion was made by Marilyn Voggetzer and seconded by Ben Curtin to fill the civil engineer position. The motion carried.
- Cliff summarized the many duties of the Highway Dept. for both maintenance and new construction on the 159 miles of County Highways and 38 County bridges. They work with the 17 townships that combined have 1102 miles of roadway and 253 bridges. They assist with road and bridge projects, MFT programs, etc. He has five road maintainers, a working supervisor, a janitor, with the office manager and civil engineer openings and himself.

SUPERVISOR OF ASSESSMENTS

Chad Coady has a chief deputy who does the mapping and two staff that work for him. Previously there were three staff members as well as the chief deputy. He included a multiple page list of what the assessor's office does. Also, he submitted a list of about 260 properties that have had new construction without zoning permits. These properties have previously not been on the tax rolls due to no permits. Discussion found that there

are no penalties, fees or fines in the zoning ordinance for not obtaining zoning new construction permits. The fly over will be early March and the software program will be available mid-March.

STATES ATTORNEY

Mike Havera explained his staff includes two assistant attorneys, four secretaries and a victim witness advocate. The advocate position is grant funded and the county pays another portion of the salary for that position. The victim witness advocate is required. As assumed, this office handles most everything relative to the county: prosecute crime, traffic court, juvenile delinquent cases, the County's attorney and more. He spoke of the types of drug cases that change up in cycles as one type of drug offender is caught another type rises. It is a busy office.

CIRCUIT CLERK

Julie Mayer Circuit Clerk is the keeper of all records of the circuit court. She says the wonderful and cooperative working relationship with the offices of the States Attorney, Public Defender, Probation and all offices is a plus for working relationships. A few years ago, she condensed her two office location to all staff in one office and the large filing system in the other. It has made a great difference allowing cross training of duties. Their office handles all of the cases brought by the states attorney and public defender but civil cases, divorces, probates, child support, traffic tickets and more. State mandates continue to dictate many of the extra duties assigned to the clerk's office.

IMRF FOR COUNTY BOARD MEMBERS

As discussed in in September 2016, on August 26, 2016 the Governor signed PA 99-900 into law which alters the IMRF participation of all County Board members.

The following is a summary of facts:

- Any CB member elected or appointed after 8/26/2016 is not eligible to ever participate in IMRF, concluding after that date, the position of CB member is not an IMRF position.
- The current CB members still in IMRF at the grandfathered 600 hour rule, may continue if:
 - The CB passes a resolution by February 2017 to continue their participation-declaring 600 hours is the rule and they work at least that many hours. This would need to be done every two years after an election in order to continue.
 - That CB member would have to submit monthly timesheets validating their CB official government business as defined by IMRF.
 - If the CB votes to pass the resolution, a CB member may opt out if they don't wish to submit timesheets or don't feel they can reach the 600 hours. They may opt out but still stay on the board.
- The current CB members still in IMRF at the grandfathered 600 hour rule will no longer be able to participate if the resolution is not passed by February 2017.
- If the resolution authorizes a CB member to continue to participate, they will submit the monthly timesheets to a designated person. This person does not

- police what is submitted; the fiscal officer is just to file and wait for an IMRF audit. It was voted to use the Board Chairman's office as the designee to be the county fiscal officer.
- In April of 2009, the CB voted by resolution that all positions including the CB were 1000 so CB members elected after that date were/are not eligible to participate.
 - The County Board Chairman position is already designated as a 1000 IMRF position and would also require timesheets because it is a county board member position. Any CB member who was appointed or elected prior to 8/26/2016 would be able to participate in IMRF in this position. Any CB member elected or appointed after the date could hold the chairmanship, but not be allowed to participate in IMRF.
- The options for consideration are:
- Pass a resolution prior to February 2017 as to the continuation of any grandfathered CB members participation at the 600 hour participation.
 - Pass a resolution to terminate all county board members participation IMRF effective February 1, 2017.
 - Take no action and automatically all Christian County Board members will not be eligible to participate in IMRF after the end of February 2017.

It should be noted that this only applies to the position of county board member. The chairman position is still eligible at the 1000 hour level for any board member that would have been elected prior to 8/26/2016 and recording hours worked is required. To eliminate the chairman position, it must be removed by a separate motion.

A motion was made by Ashley Linton and seconded by Molly Alaria to support a resolution that all county board members would no longer be eligible to participate in IMRF. [A yes vote means there is no more participation. A no vote supports the continued participation of current county board members in IMRF.] The motion carried. During the discussion, it was noted that all members except one have either opted out of IMRF or are no longer on the board.

40 HOUR POLICY

On November 22, 2016, an injunction was filed postponing implementation of the new Fair Labor Standard Act "white collar" exemption rule. The affect this event would have on our employees in mid-management was urgent as the new Management/Mid-management non-exempt status was to change the following week [11/27/2016]. The change would require six employees to be converted from a salary status to an hourly status because their salaries did not meet the minimum salary of \$47,476. The duties would not change, only the manner in which they were paid.

- After a consult with the labor attorney, he advised for those employees affected, to continue to keep track of their work hours.
- An executive decision was made after discussion with the elected office holders to continue the work hours based on 35 hours (the current norm) and keeping track of their hours. The hours worked for an exempt employee can be any amount or

- as directed by the department head. Keeping track of the hours would be relevant only if the law is reinstated back to December 1 (or for us beginning November 27, 2016) and the employee worked over 40 hours.
- The question to the Board is do we maintain status quo for normal hours worked--whether it be 35 or 40 hours (as determined by each department head) and continue to record the actual hours worked until a federal determination has been made. This would make the County compliant and if any hours were worked over 40 at any time from 11/27/2016 forward, the adjustment could be made to pay the employee an overtime rate of pay or a comp time award.

A motion was made by Ashley Linton and seconded by Marilyn Vogetzer to continue either the 35 or 40 hour standard as has previously been required by the respective department heads and to maintain hours worked each week and to record their hours worked. The motion carried. [This does not change the 40-hour policy, it puts it on hold and the six exempt employees continue to work as before, but must record their hours worked.]

A motion was made by Ashley Linton and seconded by Molly Alaria to adjourn. The motion carried.

Respectfully submitted,

Donna Hibbetts, Executive/Personnel
Chairwoman Page 3 --01/03/2017

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE
February 8, 2017

Present: Molly Alaria, Acting Chairwoman
Marilyn Voggetzer Ashley Linton Ben Curtin
Absent: Donna Hibbetts
Others present: Tim Carlson, Mike Havera, Aaron Allen, Vicki McMahon and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Wednesday, February 8, 2017 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 Acting- Chairwomen Alaria noted a quorum. No one made a request for a public comment.

The list of County Liquor License renewals were submitted for approval. The effective date for renewal is April 1, 2017 through March 31, 2018. Renewal letters will be sent to the following establishments: Burton's Tap, Blue Bell, Pana Country Club, Thunderbird, A Great Victory, Lucky Lady, Triple H Inc., Arpeggio Winery, Christian County Fair and Pana Tri County Fair. A motion was made by Ashley Linton and seconded by Molly Alaria to approve the renewals as listed pending renewal requirements. The motion carried.

No new application was submitted for approval.

In June 2016, the County Board had two requests concerning fireworks. One was to be allowed to have fireworks an organized event and one was for the sale of "approved consumer fireworks". The requests were approved pending compliance with the State Fire Marshal. With no resolution or ordinance in place, the committee discussed implementing a permit [ordinance] for both the sale of and display of fireworks and directed States Attorney Havera to submit something at the next committee meeting.

As discussed several months ago, the Personnel Handbook addresses policies concerning county software and use of equipment in general. Further detail would be determined by each office as to the specific use of the equipment, information and policies within that office.

A motion was made by Ashley Linton and seconded by Marilyn Voggetzer to go into executive session pursuant to 5ILCS 120/2(c)(1)—The appointment, employment, compensation, discipline, performance of specific employees of the public body. A roll call vote polled all ayes.

A motion was made by Ashley Linton and seconded by Marilyn Voggetzer to come out of executive session pursuant to 5ILCS 120/2(c)(1)—The appointment, employment, compensation, discipline, performance of specific employees of the public body. A roll call vote polled all ayes. No action was taken.

A motion was made by Ben Curtin and seconded by Marilyn Voggetzer to adjourn. The motion carried.

Respectfully submitted,
Molly Alaria
Acting Executive/Personnel Chairwoman

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE

April 7, 2017

Present: Donna Hibbetts, Chairwoman
Ashley Linton Ben Curtin Molly Alaria
Absent: Marilyn Voggetzer
Others present: Tim Carlson, Mike Havera, Betty Asmussen, Troy Woollens,
Sheriff Bruce Kettelkamp, Chief Deputy Bruce Engeling, Mary Rhodes and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Thursday, April 6, 2017 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.

FIREWORKS ORDINANCE

States Attorney Mike Havera explained that earlier this month he had a meeting with Troy Woollens-consumer fireworks retailer, Donna Hibbetts, Tim Carlson and Jan Bland in order to develop the type of county ordinance required in order for the State Fire Marshal to issue their permits. Briefly, there are two types of permits for supervised display of fireworks:

- A Pyrotechnic Display
- A Consumer Display

He noted the proposed ordinance was drafted based on some of the policies of Champaign, McLean and Macoupin counties with some financial decisions yet to be made by the committee:

- Is \$100,000 enough liability coverage to require for consumer permit holders?
- What dollar amount do we want to charge for the fees?
- The fees are in two parts: 1-fee to administer the permit goes to County Clerk's automation fund (minimally \$2) and 2- a fee for the permit goes to the general fund.

After discussion and a check on the statute for fee collection, a motion was made by Molly Alaria and seconded by Ashley Linton to adopt the proposed ordinance for A Pyrotechnic Display and A Consumer Display permit to be issued by the County. Included in the motion is the administrative fee of \$25 to be charged and payable to the County Clerk (automation fund) and a fee of \$25 would be paid and deposited into the general fund. The motion carried with all ayes.

IMRF AUTHORIZED AGENT DESIGNATED

As Christian County is an IMRF employer and required to designate a specific person as the Authorized Agent, County Clerk Laurie Mense has requested that Monica Haines, her chief deputy be appointed as such. The two main areas of duties as the Agent is updating the employee's participation and the collection and reporting of IMRF payroll deductions as well as the payment of the county's portion. Additionally, service to the employees as they enroll, apply for missed service, temporary disability options, voluntary contribution

participation, termination, retirement or a death benefit is another facet of the program. One person is named by appointment as the official authorized agent and has been and should be from the Clerk's Office who does payroll. [Past agents: Jayme Sims-chief deputy, Linda Curtin-County Clerk, Laurie Mense-County Clerk] Employee service and assistance is fulfilled mostly by Jan Bland

Page 2, April 6, 2017
Executive/Personnel Committee

since 2000. Annual trainings are offered and many employees involved in payroll have attended those trainings. Monica and Jan are both registered to attend the annual training April 19th. A motion was made by Ashley Linton and seconded by Ben Curtin to rescind resolution R2014 CB033 and release Laurie Mense as the Agent and appoint Monica Haines as IMRF Authorized Agent effective April 19, 2017. The motion carried with all ayes.

IMRF RECERTIFICATION OF ELECTED OFFICIALS

A recent IMRF Memo #337 was distributed to all IMRF employers. The memo requires all governing bodies of units of government with elected positions participating in IMRF to pass a new resolution to recertify that they work 1000 hours in a year and are eligible to participate. In 2009, all County positions both employees and elected officials became eligible at the 1000 hour rule for anyone hired after that date (prior to that it was 600 hours).

The following elected positions do work at least 1000 hours and are eligible to participate in IMRF:

Treasurer	Sheriff
Circuit Clerk	County Clerk
States Attorney	Supv. Of Assessments
Coroner	
County Board Chairman (only eligible if they were elected prior to August	

2016)

A motion was made by Molly Alaria and seconded by Ashley Linton to recertify that the listed elected positions are eligible at the 1000 hour rule. The motion carried with all ayes. Also in the #337 IMRF Memo, a resolution will need to be adopted every two years.

TREASURER AND SHERIFF REVIEW DUTIES OF THEIR OFFICE

Treasurer Betty Asmussen explained the duties of her office as the treasurer. The maintenance of all financial records: 23 different accounts equaling about \$6 million; receiving all departments collections; balance over \$36 million in assets while looking for the best rate on investments; balance payroll and claims to the general ledger; balance all monies received and disbursed; the general fund has 13 different offices within the general fund and the trust has 19 different offices; she is the treasurer for 51 different drainage districts; prepares monthly reporting to the finance committee, the full board,

and each office; prepares reports for the budgets, prepares the budget and reviews the ever changing statutes pertaining to the treasurer.

As the county collector she sends out over 25,000 tax bills with a total of \$39 million billed; receive and distribute over 18 accounts; process payments; prepare, oversee and balance the tax sale and other processes of delinquent taxes; send reports to over 150 municipalities in each distribution and make final payments to taxing bodies.

Sheriff Kettelkamp and Chief Deputy Bruce Engeling described the staffing and challenges they face in the department. The jail has eight correctional officers, several part time CO's and the jail administrator which is required due to the number of inmates lodged here. Twenty years ago the average number of inmates was 16 and now it is 50. The population also contains 17 federal prisoners of which the county is paid to house them. The CO's must have five weeks of training. About four years ago, we switched to a food service which saves the county \$20,000 to \$30,000 a year. The county contracts a company to do health and mental evaluations to determine if there are any special needs a prisoner might have. There is only one padded cell and more are always needed. There are eight full time dispatchers with several part timers. They require annual certifications and training. This job is very stressful. There are 12 sworn road deputies, one investigator, one task force deputy, and one security deputy. They are required to complete a ten week training at the Illinois State Police Academy. Constant trainings are also required for the deputies. At the end of this year, the full time security deputy will retire and part time deputies will man the courthouse with about a \$50,000 savings to the county. The Sheriff noted that our deputies "see a lot and do a lot", they have a hard job and do it well.

STATES ATTORNEY REQUEST

If during any meeting or at any time, if any board member has a question or interpretation that they wish him to review, please put it in writing and submit to him so that he will be able to assist board members or office holders.

A motion was made by Ashley Linton and seconded by Molly Alaria to adjourn. The motion carried.

Respectfully submitted,

Donna Hibbetts, Executive/Personnel
Chairwoman

Page 3, April 6, 2017

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE
June 6, 2017

Present: Donna Hibbetts, Chairwoman
Ben Curtin Molly Alaria
Absent: Marilyn Voggetzer and Ashley Linton
Others present: Tim Carlson, Mike Havera, Becky Edwards, Bruce Engeling,
Mary Rhodes, Brian Wilbur, Bob DeClerck and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Tuesday, June 6, 2017 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.

ETHICS ORDINANCE AMENDED

During a recent UCCI membership seminar, a review of the requirements surrounding the ethics ordinance [which is required by all local governments] was discussed. At that time, it was recognized that the county needed to include an Ethics Commission. The county's current ethic ordinance that was passed in June of 2004 does not include Articles 15 and 20 from the same model ordinance provided for reference in 2004.

Article 15 is as follows:

Article 15-Ethics Advisor

Section 15-1. The Christian County Board Chairman, with the advice and consent of the Christian County Board, shall designate an Ethics Advisor for Christian County and those Boards who fall within the jurisdiction of the County Board appointments.

Section 15-2. The Ethics Advisor shall provide guidance to the officers and employees of Christian County concerning the interpretation of and compliance with the provisions of this Ordinance and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the County Board.

[This is an unpaid appointment. As in the past, the States Attorney has been designated the Ethics Advisor.] A motion was made by Molly Alaria and seconded by Ben Curtin to recommend to the Chairman and the full Board the appointment of Ethics Advisor to the position of States Attorney. The motion carried.

Article 20-Ethics Commission.

[A procedure as how to establish commissioners within Article 20]

The commission shall be comprised of three members: two from one party and one from the other party. No person shall be appointed who is related, either by blood or by marriage up to first cousins, to any elected officer or employee of Christian County. Upon appointment by the recommendation of the County Board Chair and approval of

the full Board, an initial draw will be held to determine the term length. Two will draw for a two-year term and one for a one-year term. Reappointments or appointments will be made as each expires. Duties and procedures for commissioners are listed in Section 4. Complaints and how to handle an alleged violation is described in Section 5. [This is an unpaid appointment.]

A motion was made by Molly Alaria and seconded by Ben Curtin to amend the Ethics Ordinance O2004 CB 013 dated May 18, 2004 by adding the language in Articles 15 and 20 from the sample ordinance provided by and recommended by the a law firm representing the United Counties Council of Illinois.

2ND STEP AFSCME GRIEVANCE

After the necessity to change health insurance carriers, the local AFSCME union filed a grievance. A motion was made by Molly Alaria and seconded by Ben Curtin to go into executive session to hear the grievance. A roll call vote polled all ayes for the purpose 5ILCS 120/2(c)(2) Collective negotiation matters between the public body and its employees or their representatives. The motion carried.

A roll call vote polled all ayes to come out of executive session from Molly Alaria and seconded by Ben Curtin for the above stated reason. No action was taken and grievance will be heard at the next Finance Committee.

A motion was made by Molly Alaria and seconded by Ben Curtin to adjourn. The motion carried.

Respectfully submitted,

Donna Hibbetts
Executive/Personnel Chairwoman
Page 2, June 6, 2017

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE

August 22, 2017

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

Absent: none

Others present: Tim Carlson, Mike Havera, Bruce Engeling, Cheryl Graham, Bob DeClerck and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Tuesday, August 22, 2017 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.

LIQUOR LICENSE APPLICATIONS

Rodney E. Jackson of Edinburg has submitted a new liquor license application for package liquor (wine and beer). He will be leasing the property and reopening a bait shop (RJ's SHAK) near Sanchris Lake. A motion was made by Marilyn Voggetzer and seconded by Molly Alaria to approve the application pending all requirements are met. The motion carried.

A special event is scheduled early October for the Luke Bryan Farm Tour in rural Edinburg. This is a unique situation and the only policy for liquor licenses are for established buildings and year round license holders. The committee reviewed a suggested policy and application which would allow the sale of alcohol to such special events for non-profit groups in the unincorporated parts of the County. A motion was made by Venise McWard and seconded by Marilyn Voggetzer to approve the Special Event Liquor License –Temporary Permit (beer and wine only) policy for non-established county license holders (of which they must be non-profit applicants) and the application requirements for such permit. The motion carried.

Bruce Engeling and Mike Havera were in attendance to answer questions about the event which apply to the provisions of the policy. In 2016, this tour took place in Effingham. Both the City and County were contacted as well as their States Attorney to review permits and any problems:

- Security, crowd and traffic control will be coordinated by Bruce Engeling with law enforcement from the County, the Auxiliary, and the State Police. All time is paid for by the Tour Group. [Additionally, Mike Crews and community first responders have been meeting for months.]
- Wrist bands will be provided by color for 21 and must be worn during the event.

- Liquor sales- There will be five serving locations with BASSET trained people on staff at each station and they will use both their own tour bartenders and local bartenders.
- The Farm For Life, Inc. group meets the non-profit group status as they give back to the local youth involved in 4-H and other agricultural groups through scholarships and other financial support from the onsite sales.
- It is estimated 10,000 to 13,000 people will participate in the event.

A motion was made by Molly Alaria and seconded by Venise McWard to approve the application and permit for Farm For Life, Inc.—Luke Bryan Farm Tour 2017. The motion carried.

AFSCME PROBATION CONTRACT-STEP 3 GRIEVANCES

AFSCME Probation Contract-Step 3 Grievances on Call back pay grieved by Cheryl Graham requires a roll call vote to go into executive session pursuant to 5ILCS120/2(c)(2): Collective bargaining matters between the public body and its employees or their representatives. Roll call polled all ayes.

A roll call vote pursuant to the above stated reason polled all ayes to come out of executive session. In open session a motion was made by Ben Curtin and seconded by Venise McWard to deny both grievances on call back pay. Ben Curtin wanted to express his reason for the denial which was that it is important to stand behind our department heads and the Chief Judge of whom both denied the grievance in the preceding step. A roll call vote polled all ayes to deny the grievance. The motion carried. There is no action necessary of the full County Board at this time.

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

Respectfully submitted,

Donna Hibbetts
Executive/Personnel Chairwoman
Page 2, August 22, 2017