**EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE**

**February 28, 2024**

Present: Clint Epley, Chairman, Jean Vandenbergh, Clayton Walter, David Puccetti and Miranda Langen

Absent: None

Others present: Mary Barry, Ken Franklin, Cliff Frye, Bryan Sharp and Elizabeth Hile in attendance.

The Executive, Personnel, and Liquor Committee met on Wednesday, February 28, 2024 at 5:30 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 there was a quorum.

PUBLIC COMMENTS

There were no public comments.

HIGHWAY DEPARTMENT STAFF AND/OR SALARY RANGES

County Engineer Cliff Frye’s term will conclude at the end of 2024. Cliff presented the committee with information pursuant to statute regarding the process to fill the county engineer position which is a joint process between the county board and IDOT. Requirements include being a licensed professional engineer in the State of Illinois and successfully passing the required IDOT test.

Cliff provided examples of job postings which could easily be customized for Christian County. After the position is advertised/posted, the county would hold interviews selecting up to five (5) names to IDOT for testing. Once completed, IDOT would send a letter advising of the individuals that met the requirements from which the Board can select. The term of the position is a six (6) year appointment by statute with the term starting on January 1.

The committee discussed the state voluntary salary program the County currently participates in as well as some of the advantages of doing so. This program requires the County to pay 95% of the recommended salary. Cliff does recommend continuing the voluntary salary program because of the advantages. Cliff will work on the job posting to bring back to the committee.

The committee discussed other positions at the highway department including a technician/assistant position and 4 maintenance vacancies in the department. Cliff noted the new CDL training requirements have made it harder to secure CDL holders and there may be the need for further discussion on options to assist individuals with the training costs.

BOARD OFFICE STAFF AND/OR SALARY RANGES

The committee discussed possible staffing scenarios for the County Board Office as the current Administrative Assistant to the Board and HR Representative plans to retire in March of 2025. Money was included in the FY24-25 budget for succession planning which included money for two (2) positions; possibly a county administrator and administrative assistant to the county administrator. The committee received copies of the current administrative assistant to the board/HR representative’s job description as well as county administrator job descriptions from other counties for review. Chairman Sharp will work with Liz to provide some drafts for the next special meeting on this matter.

OTHER MATTERS

None

Motion by Jean Vandenbergh and second by David Puccetti to adjourn. All members were in favor. Motion carried.

Respectfully submitted,

Clint Epley, Chairman

 Executive/Personnel Committee

 02/28/2024