

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE

July 11, 2022

Present: Craig Corzine, Chairman, Ray Koonce, David Puccetti, Clint Epley,
Absent: Bryan Sharp
Others present: Matt Wells, Linda Curtin, Bev Graham, Chuck Smedley, Jim Baker, Cecil Polley, Chad Coady, Bruce Kettelkamp, Rebecca Hile, Jeff Stoner, Lucas Domonowsky and Elizabeth Hile in attendance.

The Executive, Personnel, and Liquor Committee met on Monday, July 11, 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

Rebecca Hile addressed the committee noting a requirement in the job description for the Animal Control Director as posted in the advertising for the position was keeping accurate financial and daily record keeping. She noted that the actual number of animals taken in, adopted and euthanatized are rarely reported (only numbers of animals housed) and expressed her request to require the new Animal Control Director to provide these numbers monthly for public record.

EMA UPDATES

- Jeff Stoner highlighted the recent fires in the area.
- Noted that July 4th went smoothly without too many issues.
- Highlighted recent weather in the county and upcoming events at Morrisonville and South Fork Dirt Riders.
- First Net for priority communication during times of emergencies situations.
- Staffing – 1 staff has resigned.
- Purchased a mobile weather station
- Updated on grant status – should be receiving payments for last 3 quarters delay is due to new software and related delays.

ADDITIONAL JAILER

Jail Administrator Cecil Polley highlighted current staffing numbers, reasons for requesting an additional full time correction officer and revenue from federal money. Committee Chairman Corzine asked about the related expenses with federal inmates. Cecil noted that the only additional cost is for food. The use of ARPA money for the expenses for the remainder of this fiscal year was discussed as there is not money currently in the budget for this position.

Motion by Craig Corzine and seconded by Ray Koonce to recommend a draft ordinance for an amount not to exceed \$19,000.00 from ARPA funds for the purpose of payroll and employer related expenses to hire an additional jailer for the remainder of the 2022 fiscal year be sent to the Finance Committee for financial approval and Board recommendation. A roll call vote polled all ayes. Motion carried.

ARPA REQUESTS

EMA Request

Jeff Stoner presented a new cost estimate for radios, updates for Emergency Operation Center (EOC) and training of \$191,712.58 with the highest priority being 34 radios.

Motion by Craig Corzine and seconded by Clint Epley to recommend a draft ordinance for an amount not to exceed \$65,500.00 from ARPA funds for the purchase of 10 radios and updates to the communication and video capabilities at the Emergency Operation Center (EOC) be sent to the Finance Committee for financial approval and Board recommendation. A roll call vote polled all ayes. Motion carried.

Sheriff's Office

Chief Deputy Jim Baker presented a request for ARPA funds for updating camera equipment in the courthouse and Sheriff's Office as well as equipment needs over the road.

Radar Units – most of the radar units go back to the 80s and need updates with every certification which are ongoing costs. Parts are also becoming an issue. He would like to update 12 units with front/rear radar. Additionally, he is requesting 1 new handheld radar unit that allows for better enforcement in high traffic areas. Cost estimate for vehicle radar units is \$23,010.00 and \$1,978.50 for 1 new handheld unit.

Updating and replacing camera equipment at the courthouse and Sheriff's Office - Chief Deputy Baker provided information related to the existing camera systems at both the courthouse and Sheriff's Office and what the issues are. Cost estimate for updating the camera system at the courthouse is \$8,805.00 and \$27,699.00 for the Sheriff's Office.

Motion by Craig Corzine and seconded by Dave Puccetti to recommend a draft ordinance for an amount not to exceed \$64,500.00 from ARPA funds for the purpose of updating the camera recording systems at the courthouse and Sheriff's Department, replacement of 12 car radar units and 1 new hand held unit be sent to the Finance Committee for financial approval and Board recommendation. A roll call vote polled all ayes. Motion carried.

JOB DESCRIPTION

Supervisor of Assessment Staff

Chad Coady presented a job description for the new position of GIS Coordinator to the committee. The position meets the requirements of an exempt position per the States Attorney and HR agrees. Chad included in the job description a salary schedule which is based on the minimum FLSA salary of \$35,568.00 plus an additional \$1,000.00 for plat officer (\$36,568 total) starting salary; after the 2nd year the salary increases to \$38,500; after the 4th year \$41,000.

Motion by Craig Corzine and seconded by Ray Koonce to recommend to the full Board to adopt the job description for the GIS Coordinator position in the Supervisor of Assessment Office. All members were in favor. Motion carried.

Educator Solid Waste

Chairman Wells advised that he left this item on the agenda but at this time there is no department head to make a recommendation.

REVIEW OF NON-BARGAINING STARTING SALARY POLICY – SUPERVISOR OF ASSESSMENT STAFF

It was noted that the current Non-Bargaining Starting Salary Policy does not provide for the new position of GIS Coordinator in the Supervisor of Assessment Office.

Motion by Clint Epley and seconded by Craig Corzine to forward the matter of review of the Non-Bargaining Starting Salary Policy for the new GIS Coordinator position in the Supervisor of Assessment Office to the Finance Committee. All members were in favor. Motion carried.

911 AGREEMENT AND NON-BARGAINING STARTING SALARY POLICY

Chairman Wells reviewed the States Attorney's opinion from last month's Board meeting on who determines the salary of the 911 Administrator/Director. He feels the choices to address this issue are a. do nothing; b. change the policy taking the 911 Administrator off the policy; or c. provide notice to leave the intergovernmental agreement between the counties.

Motion by Ray Koonce and seconded by Clint Epley to recommend to the full Board to remove the position of 911 Administrator from the Non-Bargaining Starting Salary Policy. A roll call vote polled all ayes. Motion carried.

COUNTY BOARD RULES – LEGISLATIVE L

This rule was reviewed last month but no action could be taken at that time as it was not included on the agenda. The rule related to setting the rate of pay for the election judges with Board approval.

Motion by Craig Corzine and seconded by Ray Koonce to recommend to the full Board to remove Legislative L from the County Board Rules. All members were in favor. Motion carried.

REVIEW OF HOW DEPARTMENT HEADS FILL VACANCIES

The minutes from December 18, 2012 were reviewed related to "filling employee vacancies". It was noted there has been no other change to this procedure found in minutes subsequent to December of 2012. The first paragraph of the minutes indicates if a vacancy occurs within a department, the non-elected Department Head may contact the Board Chairman and the Finance Chairman to approve filling the vacancy. The question is whether to leave this procedure as is or not.

The 2nd paragraph of the 2012 minutes were discussed by the committee whereby the committee felt the non-elected and appointed department heads should be coming to the Personnel Committee and with full Board approval for the hiring process versus the Board Chairman.

Motion by Clint Epley and seconded by Craig Corzine to change the 2nd paragraph in the "filling employee vacancies" noted in the December 18, 2012 minutes changing Board Chairman to Personnel Committee with full Board approval. All members were in favor. Motion carried.

PERSONNEL HANDBOOK

Committee Chairman Corzine advised this will be deferred to next month.

OTHER MATTERS

Ray Koonce noted that there was not a quorum for the 708 Mental Health Board meeting tonight but because there was a whole room full of people present, they talked out mental health issues. The Director from Macoupin County was amongst the individuals present. It is the hope to get something started here to address mental health issues.

Bev Graham asked if applications have been received from the advertising for an Animal Control Director. Chairman Wells advised that several applications were received.

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
7/11/2022