

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
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