

**PROCEEDINGS OF THE COUNTY BOARD**

AT A MEETING OF THE COUNTY BOARD MEMBERS OF CHRISTIAN COUNTY ILLINOIS, BEGUN AND HELD AT THE COURTHOUSE IN TAYLORVILLE, ILLINOIS, ON **January 16, 2018**

*ATTEST: MICHAEL C. GIANASI, COUNTY CLERK*

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The following proceeding had and entered at large upon the records of said Board, which is done accordingly in the following words and figures to wit;

Vice-Chairman Becky Edwards called the Board to order and led the Pledge of Allegiance to the flag. Pastor Steve Robinson of the First Baptist Church in Taylorville gave the invocation.

**ROLL CALL**

The roll call by County Clerk Michael Gianasi showing Aaron Allen, Tim Carlson, Mike McClure, Marilyn Voggetzer, and Matt Wells absent did signify a quorum as declared.

**ACCEPT COUNTY BOARD MINUTES**

Vice-Chairman Becky Edwards asked for any corrections and to accept the December 19, 2017, County Board minutes and the December 27, 2017, special Board meeting minutes. *It was moved by Donna Hibbetts and seconded by Phil Schneider to approve said minutes of the County Board Meeting.* The motion carried.

**PETITIONS, RESOLUTIONS, ORDINANCES OR PROCLAMATIONS-**

Will be addressed in committee.

**READING OF COMMUNICATIONS**

The following communications were presented and read and placed on file in the Clerk's Office.

- 1- The Prevailing Wage report for January 2018 is placed on file in the Clerk's office and posted.
- 2- The December 2017 Public Defender's report is on file.
- 3- The Treasurer's report ending 12/31/2017 is on file in the Clerk's office.
- 4- The Local Solid Waste Fees Fund Report for December, 2017, is filed with the Clerk.
- 5- The December, 2017, Motor Fuel Tax Allotment Transaction reports dated 01/03/2018 were received for both the County and Road Districts.
- 6- The Christian County November PCOM report was received from the C.E.F.S. Economic Opportunity Corporation and is on file in the Clerk's office.
- 7- The Illinois Environmental Protection Agency sent a Public Notice of Proposed Issuance of the Clean Air Act Permit Program Permit for the Rockies Express Pipeline, LLC. The notice is on file in the Clerk's office.
- 8- A letter dated December 29, 2017, from New Wave Communications with notice of increased rates for businesses. The letter is on file in the Clerk's office.
- 9- An email dated January 8, 2018, received from Ameren for tree trimming along 1200 East Road near the Christian-Montgomery county line.

**APPROVE COMMUNICATIONS AS READ**

Vice-Chairman Becky Edwards *called for a motion by Phil Schneider and was seconded by Paul Schmitz to accept the communications as read.* The motion carried.

**PUBLIC COMMENTS**

There were none.

**COMMITTEE REPORTS**

**ACCEPT & FILE COMMITTEE REPORTS AS PRINTED**

*A motion was made by Chad Michel and seconded by Vicki McMahan to accept & file the committee reports as printed.* The motion carried.

**HIGHWAY/BUILDING/GROUNDS/ENVIRONMENTAL/ZONING AND WELFARE COMMITTEE**—No meeting this month.

**EXECUTIVE/PERSONNEL COMMITTEE** –Minutes read by Donna Hibbetts.

**ORDINANCE 2018 CB 001—PROHIBITION ON SEXUAL HARASSMENT**

Public Act 100-0554 was signed into law on November 16, 2017, which requires that all governmental entities in Illinois adopt an ordinance or resolution recognizing the compliance that the county has a policy prohibition on sexual harassment: how to report an allegation of sexual harassment, a prohibition on retaliation for reporting sexual harassment allegations, including whistleblower protections under the Whistleblower Act and the Illinois Human Rights Act; and the consequences for knowingly making a false report. After discussion of the presented ordinance, a portion was eliminated to supersede other policies. It was noted that language could be included in the new policies if and when they might be updated. *A motion was by Donna Hibbetts and seconded by Chad Michel to recommend adopting the ordinance O2018 CB 001.* A roll call vote being called for polled the following: Vicki McMahan, Venise McWard, Chad Michel, Paul Schmitz, Phil Schneider, Molly Alaria, Craig Corzine, Ben Curtin, Charles DeClerck, Becky Edwards, Donna Hibbetts—ayes (11); nay (0); Aaron Allen, Tim Carlson, Mike McClure, Marilyn Voggetzer, and Matt Wells absent (5). The motion carried.

**HARASSMENT POLICY/ETHICS OFFICER**

During the discussion of updating the current policy, the members were offered another policy proposal for review as well as the existing prohibition of sexual harassment policy. They will bring back suggestions next month. One of the new requirements requires an “ethics officer” to be included in the procedure. Per legal consult and clarification, it does not need to be members of the Board appointed Ethics Commissioners of which cannot be employees or families of employees. It is recommended that the “ethics officer” be someone familiar with the law against sexual harassment, who can competently oversee an investigation. Recommendations of an appointment would need to be carefully thought out. It was suggested that the Board Chairman make the appointment as needed making sure employees are always updated of the selection.

**COUNTY BOARD RULES OF ORDER**

Copies of the current Rules of Order for County Board members were distributed for review. Next month’s meeting, Tuesday, February 20; the members will continue discussion and/or act on the open topics.

**AUDIT/FINANCE COMMITTEE- 01/11/2018--**Minutes read by Becky Edwards. There were no public comments.

**EMAILS**

Many of the county offices received notice this week from Ricoh that their generic email account, i.e. Hotmail, Gmail, yahoo, etc. are no longer acceptable to send reports back to the company. Jeff Durbin, CTI IT Operations Manager attended the meeting and talked to the committee about options to consider in order to change the various offices generic county emails: 1-host our own email server, 2-buy domain names and CTI host or 3-consider using the Office 365 Microsoft program which backs up continuously and is certified for government use. Jeff also noted the Ricoh requirement will become most prevalent as time goes by with many other companies of which the County conducts business. Members agreed that those offices’ carrying the “free service” needs to be reviewed and determined how to get them safe and compliant email programs. Several key factors must be taken into consideration and Jeff Durbin has agreed to attend an upcoming department head meeting to help explain the options to the group. Further, Jeff agreed to look into the above referenced programs and present a proposal for incorporating the changes needed.

**WEBSITE**

As last reported Russ Winans was interested in learning the upgrades for ADA accessibility to revamp the current county website. After working on new layouts and the transfer of documents, he realized the project was much more demanding and that he did not have the right versions of the software needed to complete the task. Although, Mr. Winans will not be available to move forward with a new website, he will continue to assist the department heads with their updates for a while longer. The committee recognizes the importance of a new website and accomplishing the requirements that have been noted from federal and state agencies in making certain our website is compliant. It was suggested that we seek two additional quotes adding to the current company that has submitted a quote and ultimately compare the quotes and determine how to move forward. Additionally, Venise McWard was asked to facilitate the task. *A motion*

was made by Becky Edwards and seconded by Vicki McMahon for Venise to seek the additional quotes for a new and updated County website with a goal to return quotes for review in March. The motion carried. Ms. McWard commented she has already contacted a couple of companies and is waiting for a response.

#### CLAIMS

A motion was made by Becky Edwards and seconded by Phil Schneider to accept the claims as presented for payment in January. A roll call vote being called for polled the following: Venise McWard, Chad Michel, Paul Schmitz, Phil Schneider, Molly Alaria, Craig Corzine, Ben Curtin, Charles DeClerck, Becky Edwards, Donna Hibbetts, Vicki McMahon—ayes (11); nay (0); Aaron Allen, Tim Carlson, Mike McClure, Marilyn Voggetzer, Matt Wells absent (5). The motion carried.

#### APPROVE TWO RESOLUTIONS FOR DELINQUENT TAX PROPERTIES

Two resolutions to accept and record delinquent tax properties: parcels 11-25-22-119-001-00 in Pana Township, ABW Auctions bid \$675.00 and 11-25-21-104-002-00 in Pana Township, Shauna Owens, for Constance Nichols and Daniel Howard paid \$1,640.00. A motion was made by Becky Edwards and seconded by Chad Michel to adopt the above resolutions and dispense with the reading. A roll call vote being called for polled the following: Chad Michel, Paul Schmitz, Phil Schneider, Molly Alaria, Craig Corzine, Ben Curtin, Charles DeClerck, Becky Edwards, Donna Hibbetts, Vicki McMahon, Venise McWard, —ayes (11); nay (0); Aaron Allen, Tim Carlson, Mike McClure, Marilyn Voggetzer, and Matt Wells absent (5). The motion carried.

#### APPELLATE PROSECUTOR AGREEMENT

The annual agreement still has not arrived from the State.

#### FINANCE COMMITTEE POLICIES

In an effort to reduce copies and postage, the committee discussed changes to both the claims report and the Treasurer's report. Monthly, each county board member receives a copy of the claims presented for that month. It is important that the members receive and review the report as they are required to have a roll call vote however, it consists of several pages and copying is lengthy. Currently some members only receive copies via email and some receive hard copies through the mail. *A motion was made by Becky Edwards and seconded by Paul Schmitz to recommend that the claims report only be emailed to the county board members for their review.* The motion carried.

Another report that the finance committee members receive monthly is the Treasurer's report. It is the revenue and expense report ending the previous month and a report by department that details previous month's expense, budget and year to date actual expenses. This monthly report is sent to the Clerk's office for filing and available for their review. *A motion was made by Becky Edwards and seconded by Phil Schneider to email those reports to all county board members.* The motion carried.

#### EMPLOYEE BENEFIT STATEMENTS

Chairwoman Edwards reported that benefit statements are being processed for all employees. This will itemize both county and employee costs per employee. They are expected to be finished in February.

#### NEW OR UNFINISHED BUSINESS:

Vice-Chairman Edwards read the minutes from last month's committee report.

#### 911 SURCHARGE REVENUE

“Micki Ehrhardt, 911 Administrator discussed with the committee the potential of a late 911 surcharge revenue payment to the County. This money passes through the State for distribution rather than directly to the County. With only about \$4,600 in the fund and payroll next week, she was asking for a temporary transfer if needed. Treasurer Asmussen suggested this be taken from the Capital Improvement Fund. When the 911 revenue is received, the “loan” would be replaced-probably 7-14 days. This is designated money for 911. The timing of deposit creates the issue. A motion was made by Becky Edwards and seconded by Phil Schneider to approve and transfer money to the 911 fund to cover payroll from the Capital Improvement Fund and

replace upon receipt of the State revenue.” This is not a loan and the receipt of state money is still not timely with our payroll and accounts payable pay dates. *Becky Edwards made a motion to approve the stated transfer and repay process as needed by 911 for FY2018 and it was seconded by Chad Michel.* A roll call vote being called for polled the following: Paul Schmitz, Phil Schneider, Molly Alaria, Craig Corzine, Ben Curtin, Charles DeClerck, Becky Edwards, Donna Hibbetts, Vicki McMahan, Venise McWard, Chad Michel—ayes (11); nay (0); Aaron Allen, Tim Carlson, Mike McClure, Marilyn Voggetzer, and Matt Wells absent (5). The motion carried.

**MILEAGE AND PER DIEM REPORT:**

*A motion was made by Venise McWard and seconded by Molly Alaria to approve the mileage and per diem report for the month of January 2018. The motion carried.*

	<u>Salary</u>	<u>Rate</u>	<u>Meetings this month</u>
Molly Alaria	\$200.00	\$50.00	2
Aaron Allen	\$200.00	\$50.00	1
Timothy Carlson	\$813.73		
Craig Corzine	\$200.00	\$50.00	2
Ben Curtin	\$200.00	\$50.00	2
Charles DeClerck	\$200.00	\$50.00	1
Becky Edwards	\$200.00	\$50.00	2
Donna Hibbetts	\$200.00	\$50.00	2
Venise McWard	\$200.00	\$50.00	2
Mike McClure	\$200.00	\$50.00	1
Vicki McMahan	\$200.00	\$50.00	2
Chad Michel	\$200.00	\$50.00	1
Paul Schmitz	\$200.00	\$50.00	2
Philip Schneider	\$200.00	\$50.00	1
Marilyn Voggetzer	\$200.00	\$50.00	1
Matt Wells	\$200.00	\$50.00	1

**APPOINTMENTS/REAPPOINTMENTS:** None

**ANNOUNCEMENTS/OTHER:**

None

**ADJOURNMENT**

With no other unfinished business to come before the Board, *at 6:51 pm a motion was made by Phil Schneider and seconded by Molly Alaria to adjourn until Tuesday, February 20, 2018 for the regular County Board meeting at 6:30 p.m. The motion carried.*