

## **EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE**

**October 5, 2020**

Present: Matt Wells, Acting Chair  
Molly Alaria

Absent: Donna Hibbetts, Ray Koonce

Others present: Michael Gianasi, Julie Mayer and Jan Bland in attendance. Via freeconference call.com/ phone: known participants—Brian Wilbur, Becky Edwards, Venise McWard, Vicki McMahan, Cliff Frye, and Laura Cooper.

The Executive, Personnel, and Liquor Committee met on Monday, October 5, 2020 at 6:37 p.m. in County Board meeting room with a 19 person limit, 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. There was a quorum: Matt Wells, Molly Alaria and Brian Wilbur.

### **WEBSITE HAS APPOINTED BOARD MEMBERS LISTED**

Michael Gianasi reported he has put the listing of members of appointed boards on the website. They are listed under the County Board tab. At this time there is no contact information listed just names of the members appointed with their city of residency. He has contacted the webmaster for the means to create the “request” form and forwarding ability.

### **CEMETERIES OWNED BY THE COUNTY**

Last month Matt Wells requested information on the cemeteries that were owned by the County and had active burials. It was reported there are three. Two cemeteries are not active and the Thomas Anderson Cemetery is active with trustees submitting the financials annually. In 2007 an additional parcel was deeded to the County. Currently it has not been developed but the trustees have been saving for that. It was noted the trustees have a few plots available and the development of the second parcel would be coming in the near future. The trustees (during a conversation prior to this meeting) have requested a sign on a county road coming from Palmer. Also discussed was the certification of an active cemetery which was last submitted by the County in 2016 and expires this year with a fee of \$150.00. The certification is every four years. Also discussed with the trustees was a fee to be added to the burial fee and paid to the County to cover that certification fee. Their opinion was for the cemetery trustees to pay the fee and not collect an additional fee on services. A motion was made by Brian Wilbur and seconded by Molly Alaria to forward the cemetery business to the building committee. A roll call vote polled all ayes. The motion carried.

### **JOB DESCRIPTION FOR ASSISTANT TO THE COUNTY BOARD/HR**

Last month the committee tabled discussion about the job description and any changes to the position in preparation for the upcoming retirement of Jan Bland in March. It was their pleasure to invite the department heads to attend this month’s meeting and share their thoughts and explain the need for the duties currently being done. A few questions were ask of Bland and the following is an overview of some of the duties.

- What percentage of time is spent on Board vs HR? Response: “It is difficult to say. It all depends on the day and the situations or issues happening at that particular moment. I guess if I had to say, at least 60% HR (but there is 100% of work in that area). There are so many other things that are not specifically county board, but things that are happening at all of the buildings at any given time. I check payroll, timesheets, oversee maintenance, discuss and am a sounding board for animal control. The office of the board chairman has departments of maintenance, animal control, zoning, solid waste, ESDA under their purview. Most recently the task of coordinating and following up with sexual harassment TRAINING (required annually by law) that we must offer and make sure all employees have had the training (we have had to cancel the trainer three times however, the employees also have the opportunity to get the training online; the COVID situation with the employees and offices that have been quarantined and paperwork and explanations to and for the employees to get paid during their unplanned time away from work FAMILY FIRST ACT; of course, the preparation of MEETING NOTICES, research or gathering necessary information for committees or preparing worksheets past or future DATA FOR EVALUATION; PAYROLL AND CLAIMS AND INSURANCE BILLS —all are reviewed by me prior to payment; ASSISTING DEPARTMENT heads and employees with discipline or grievance issues or terminations. The many and varied duties have just seemed to accumulate over the years—the departments already have so many services to provide to the public or clients where as I provide services to the public, and department heads, employees and county board members. The importance of having one person able to coordinate, organize, be of assistance to all in order to be consistent with union contracts and to be a resource person to answer questions and advise is a service that cannot be overlooked. County board issues and HR issues often go hand in hand.” [Some the descriptions have been expanded from the actual statements made during the meeting by the writer.]
- Chairwoman Edwards had sent a memo to the department heads asking them to join the committee meeting or send an email. She read a letter from Joe Stepping from Solid Waste Department. A few points: “I believe the HR position is critical to protect the county and its employees. There is seemingly no end to the rules and regulations governing employment in 2020.....This position also helps to ensure all offices are following the same policies....it can be labor intensive and confusing to many of us who do not deal with them on a daily basis.”
- Julie Mayer commented that Joe absolutely summed up her thoughts as well. She is already very busy to add HR that is something so involved. It needs to be someone with the knowledge and time to attend continuing education and trainings.
- Cliff Frye sent a letter and also reiterated Joe’s comments. We need consistency, a central location/person.
- Mike Gianasi also agreed with Joe with this changing environment: Family First, FML and collective bargaining so that we are all on the same page.
- Laura Cooper consults with HR to stay compliant and consistent with polices. Something that is very important is being part of every contract negotiation to help the County’s union benefits mirror each other.

A motion was made by Brian Wilbur and seconded by Molly Alaria to send the job description back to the finance committee. A roll call vote polled all ayes. The motion carried.

**PUBLIC COMMENTS**

Vicki McMahon read a letter from the public to support the need for access to contact appointed persons on all boards and elected officials from the County's website.

Additionally, McMahon noticed that Christian County Economic Development Corporation was not linked to our website. Chairwoman Edwards will see that it is included.

A motion was made by Brian Wilbur and seconded by Molly Alaria to adjourn. A roll call vote

Respectfully submitted,

Matt Wells  
Acting Executive/Personnel Chairman

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