

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE

February 9, 2015

Present: Laura Wilkinson, Chairwoman
Carol Foli Ashley Linton

Absent: Tim Carlson

Others present: Paul Schmitz, Mike Havera, Betty Asmussen, Laurie Mense, Donna Hibbetts, Brady Wilkinson, Steve Ralph, and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Monday, February 9, 2015 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 all agenda items, any personnel issues, policies, and any other matters properly brought before the Committee. Roll call was taken and Chairwomen Wilkinson noted a quorum.

The list of current Liquor License holders was submitted for approval: Burton's Tap, Blue Bell, Pana Country Club, Thunderbird, A Great Victory, Lucky Lady, South Fork Entertainment—all class A; Arpeggia Winery—Class D; Christian County Fair and Tri-County Fair—Class B. A motion was made by Carol Foli and seconded by Ashley Linton to approve all licenses pending submission of the appropriate documentation. [Also noted, Arpeggia Winery will be at the reduced rate until they open for business later this year.] The motion carried.

Chairman Schmitz reported that South Fork Entertainment is considering new buildings and more musical events in the upcoming year. This expansion warranted new suggestions as to how the liquor license may work in the outdoor areas. The Committee discussed the fencing, traffic control, how to patrol the consumption and other ideas. States Attorney Havera will work on some language for the next meeting.

With no one in the area having all of the qualifications or interest to be the Supervisor of Assessments, there was discussion to take steps to make the position an "appointed position" not an "elected position". In order to make a change the Board would have to vote to have "the question to change" be put on the ballot. The earliest for this to happen would be spring of 2016. If it passed, the Board could then appoint a qualified person without a preference of political party. In the 1990's, the position was put on the ballot to become an elected position and has been since. A motion was made by Ashley Linton and seconded by Carol Foli to recommend to the full Board to put the question of-- appointed or elected of the position of Supervisor of Assessments--on the ballot in the spring of 2016. The motion carried. In the meantime, Chairman Schmitz keeps searching for qualified people to fill the vacancy. Other options like sharing an Assessor or making temporary appointments are being researched.

A new law concerning pregnancy rights came into effect in January and to coordinate with that a "Pregnancy Non-Discrimination and Accommodation Policy" was presented for review. The policy will be presented the union bodies and no action taken at this time.

Employee status and updates were reported by Jan Bland: a new hire-RN at the Health Department and the long time Office Manager at the Highway will be retiring within two months. The job will be posted and/or advertised this week. It was noted that Marcia Neal has

been a great asset to the Highway Department. Also reported was that AFSCME union negotiations continue.

A motion was made by Ashley Linton and seconded by Carol Foli to adjourn. The motion carried.

Respectfully submitted,
Laura Wilkinson, Executive/Personnel Chairwoman

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE

March 12, 2015

Present: Laura Wilkinson, Chairwoman
Carol Foli Ashley Linton
Tim Carlson Phil Schneider

Absent: None

Others present: Paul Schmitz, Mike Havera, Aaron Allen, Jim Olive, Lucy Gleespen, Joe Gleespen, Steve Reincke, Matt Wells, Donna Hibbetts, Marilyn Voggetzer, Cliff Frye, Ben Curtin, Mike McClure, Charlie DeClerck, Chad Coady, Kendra Davis, Owen Lasswell and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Thursday, March 12, 2015 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 all agenda items, any personnel issues, policies, and any other matters properly brought before the Committee. Roll call was taken and Chairwomen Wilkinson noted a quorum.

After several months of searching for a qualified and democrat party representative, Chad Coady was introduced to the Committee as the Supervisor of Assessments to replace the resigned Mike Gianasi. Chad is currently the Chief Deputy in the Assessor's Office for almost two years. He recently passed the Assessor's test given by the Illinois Department of Revenue as well as six other tests required for the position. A motion was made by Carol Foli and seconded by Tim Carlson to recommend to the full Board the appointment of Chad Coady to the position of Supervisor of Assessments effective March 18, 2015 thru December 5, 2016. The motion carried.

Over the past few months a representative has addressed the County Board as to the proposed project Grain Belt Express Clean Line, a power transmission line to cross the southern part of Christian County. The Committee received a packet of several letters from landowners, the Farm Bureau and townships with comments and concerns about the proposed project. During this Committee meeting, several county farmland owners attended in opposition of the project. Steve Reinke, Joe Gleespen, and Phil Schneider are a few who spoke to the Committee with both emotional and rational opinions. Their concerns as landowners consist of various items as to the lack of investors for the project, the height of the towers and lines (for farming purposes), the 200' wide easements, health concerns for the families who live close to those powerful DC lines, the noise level, if for some reason this private company sells to someone else without the landowners knowledge or input relative to the easement and foremost, the issue of a private company attaining eminent domain. A motion was made by Phil Schneider and seconded by Carol Foli to recommend to the full Board to authorize Chairman Schmitz to write a letter of opposition of Grain Belt Clean Line LLC being allowed to use eminent domain to the Illinois Commerce Commission. Discussion continued with many comments and questions being made both pro and con. The motion was called for with a voice vote of all ayes. The motion carried. A Grain Belt Clean Line Energy representative will attend the full Board meeting to address any questions or comments.

Several meetings have taken place with representatives of both county fair boards and the South Fork Entertainment owners and legal counsel. The issues were to update and approve language for these large open spaced license holders of which were not fully addressed in the Liquor Ordinance. States Attorney Mike Havera addressed the Committee with the points proposed to be put into the language:

- Special Event licenses are for establishments who wish to go expand outside of their building premises. [Fairs etc. are acres of land as their premises.]
- Beer garden provisions will be addressed.
- Other issues in designating consumption areas are internal security issues and not relative to the County's requirements within the Liquor License.

Next month the addendum to the current Liquor Ordinance will be presented to the Committee.

A proposed resolution was presented to the Committee as suggested by the United Council of Illinois organization. This resolution requests the Governor to reconsider the proposals which reduces funding the County government. A motion was made by Carol Foli and seconded by Tim Carlson to recommend to the full Board to adopt the resolution. The motion carried.

Additionally, the organization UCCI has arranged a group of County Board Chairmen to attend a round table meeting with Governor Rauner on Tuesday, March 17th. Chairwoman Wilkinson noted that there are several grants proposed to be terminated for Health Departments as well as cuts to funding for roads and bridges, **and she** has asked all County Board members and department heads to submit their concerns for proposed cuts and how it will affect their operations by noon on Monday, March 16th. Chairman Schmitz explained he had received a letter with the estimated loss in revenue of \$491,000 from the \$982,000 we currently receive.

AFSCME negotiations on are ongoing.

A motion was made by Tim Carlson and seconded by Ashley Linton to adjourn. The motion carried.

Respectfully submitted,

Laura Wilkinson
Executive/Personnel Chairwoman

AUDIT/FINANCE/PURCHASING COMMITTEE
and
EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE
June 1, 2015

Present: Fred Curtin Ashley Linton
Aaron Allen Tim Carlson
Mike McClure Phil Schneider

Absent: Jack Pearce, Chad Michel, Laura Wilkinson, vacant position

Others present:

Paul Schmitz, Jeff Weber, Eric Snedeker, Dan McNeely, Gary McNeely,
Bruce Engeling and
Jan Bland.

The joint committees met on Monday, June 1, 2015 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to hear proposals on property, liability and work comp insurance coverage and any other matters properly brought before the committee. Attendance was taken showing a quorum.

As discussed recently, ICIT the current Insurance Trust responsible for the County's property, liability, and work comp coverage will be dissolving due to lack of membership and funding. Eric Snedeker of Snedeker Risk Management with the Insurance Program Managers Group (IPMG) presented their proposal on work comp and combined bid for liability and property as the agent on behalf of the (ICRMT) The Illinois Counties Risk Management Trust. Gary and Dan McNeely of Dimond Brothers also made a proposal on property and work comp. Both vendors presented potential proposals although, with so many variables in insurance exact dollar comparisons are difficult to evaluate.

The proposed date to change to a new carrier is 7/1/2015 which could release the County's obligation for new claims through ICIT. Although regardless when the start date begins, the County will be responsible to pay the bond payments through 2017 and any assessments on past claims from ICIT.

An evaluation and dollar breakout will be summarized for presentation to the Finance Committee and full Board this month. Both vendors will be available at the Finance Committee to answer questions.

A motion was made by Ashley Linton and seconded by Phil Schneider to adjourn. The motion carried.

Respectfully submitted,

Fred Curtin
Finance Committee Chairman

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE

August 13, 2015

Present: Laura Wilkinson, Chairwoman
Teresa Swiney Ashley Linton
Tim Carlson Phil Schneider

Absent: None

Others present: Paul Schmitz, Reg Ankron, Chad Coady, Betty Asmussen, Laurie Mense, Steve Sipes, Owen Lasswell and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Thursday, August 13, 2015 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 all agenda items, any personnel issues, policies, and any other matters properly brought before the Committee. Roll call was taken and Chairwomen Wilkinson noted a quorum with full attendance. There were no public comments.

Reg Ankron from Simec appeared before the Board to act as the broker for the County's aggregate electric power bids. He stated that in the 17 communities and the County's unincorporated area, it has been the lowest electric rate in Illinois. In February of 2016, the contract will expire, but Ankron noted that now the time is good to seek renewal bids. Presented for approval was the consulting service agreement which would extend the contract for another three year period. He would take bids on a 12-18-24-36 month periods. The second document presented is a resolution to authorize the Board Chairman to execute a service agreement with the lowest responsible bidder for the supply of electricity for residential and small commercial retail customers who do not opt out of such a program. The reason for this authorization is that quotes can change daily and are available for only a few hours which not allowing time to call a meeting. A motion was made by Tim Carlson and seconded by Phil Schneider to recommend to the full Board the approval of the service agreement and the resolution upon review by the State's Attorney and to authorize the Board Chairman to approve the lowest/responsible bidder. The motion carried.

Laura Wilkinson attended a meeting at Pana City Council on Monday, August 10th and reported the possibility for the County and City of Pana to apply for available grant funding for blighted properties. Through an email from an attorney for the Pana City Council, Steven Mahrt, the steps necessary in order to accomplish a grant application were given. Pana Mayor Steve Sipes explained to the committee that the city and the county could form a not-for-profit agency by an intergovernmental agreement much like Cook County Land Bank was formed. Application requirements for the application are to identify each parcel in a targeted area, submit a revitalization plan, approve the agreement with for a not-for-profit, certify applicant is a unit of local government, submit a fiscal audit for the applicant as well as the not-for-profit, and provide not-for-profit certificate of good standing. The funds will be available for municipalities and their not-for-profit partners for their eventual redevelopment or repurposing. The deadline is September 25, 2015. The minimal request for funds is for ten properties. Sipes noted they had 40 and the County does have delinquent taxes on many parcels. There is a lot to accomplish to create the Land Bank prior to the application. Questions were posed as to the costs related to this venture. Attorney Steve Mahrt will be asked to contact States Attorney Havera and to attend the full Board meeting on Tuesday. A motion was made by Teresa Swiney and seconded by Laura Wilkinson to proceed with the process directing the States Attorney to consult and review with Attorney Mahrt and pending the Board's understanding of the process and the costs associated with the same. The motion carried with one opposition. All members recognized there is a need.

A revised Personnel Handbook was submitted for approval. The last approved handbook was in 2009. Our labor attorney has been consulted, new laws included and the AFSCME union has worked with management on parts as well. However, at this time, adopting the handbook and the distribution will be for non-bargaining employees. A motion was made by Ashley Linton and seconded by Tim Carlson to adopt the Personnel Handbook and to distribute it to non-bargaining employees. The motion carried.

In the spring of 2014, the standards for the exempt employee began to be challenged by the President. Employees who are exempt from overtime must meet the “tests” standards: 1-salary is predetermined; 2- their duties meet the executive, administrative, or professional duties by regulations; and 3-can work any number of hours for the same salary as long as it is \$455 per week. The new proposed regulations for the salary level increases to \$921 per week with automatic mandated updates. There are two methodologies: 1-based on fixed percentile of earning for full-time salaried workers; or 2- based on changes in the consumer price index for all urban consumers. The “duties” test is also considered for revision, which is based on what percentage of time certain duties are performed.

This change would affect the County’s mid-management employees as well as a few department heads. Comments to the Department of Labor will be accepted to set salary levels, annual increases, and what, if any, revisions should be made to the duties test. Written comments must be submitted on or before September 4, 2015. It is anticipated that the regulations might take place midyear 2016. It was suggested we submit comments that counties and municipalities be considered differently than businesses based on their means and that salaries be based on more local or regional statistics. It was also suggested that if the elected officials, department heads, or board members had further suggestions for comments, to please submit them to Paul and Jan as soon as possible. A statement will be prepared for review.

A motion was made by Phil Schneider and seconded by Ashley Linton to go into executive session to discuss union negotiations and some non-bargaining starting salaries. The motion was made to go into executive session according to the Open Meetings Act 5ILCS 120/2(c)(2): collective negotiation matters between the public body and its employees or their representatives and for deliberations concerning salary schedules for one or more classes of employees. Roll call was all ayes: Laura Wilkinson, Tim Carlson, Ashley Linton, Teresa Swiney, and Phil Schneider. The motion carried. Those also in attendance were Laurie Mense, Chad Coady, Jan Bland and Betty Asmussen.

A motion was made by Tim Carlson and seconded by Teresa Swiney to come out of executive session according to the Open Meetings Act 5ILCS 120/2(c)(2): Collective negotiation matters between the public body and its employees or their representatives and for deliberations concerning salary schedules for one or more classes of employees. Roll call was all ayes: Laura Wilkinson, Tim Carlson, Ashley Linton, Teresa Swiney, and Phil Schneider. The motion carried.

County Assessor Chad Coady had discussed filling the Chief Deputy position in his office with the Committee. He would hire Danielle Ross-Champley and it would become effective on August 24, 2015. Chairwoman Wilkinson thanked Chad for his consultation with the Board.

Chairman and the Chairman of the Audit and Finance Committee, and she encourages other elected officials to do so as well. Laurie Mense also discussed with the Committee the filling of the vacancy of Chief Deputy position in her office.

A motion was made by Phil Schneider and seconded by Tim Carlson to adjourn. The motion carried.

Respectfully submitted,

Laura Wilkinson, Executive/Personnel Chairman

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE

October 8, 2015

Present: Laura Wilkinson, Chairwoman Teresa Swiney
 Tim Carlson Phil Schneider

Absent: Ashley Linton (attended via phone)

Others present: Paul Schmitz, Bob DeClerck, Mary Rhodes, Brian Wilbur, Mike Havera, Owen Lasswell and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Thursday, October 8, 2015 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 all agenda items, any personnel issues, policies, and any other matters properly brought before the Committee. Roll call was taken and Chairwomen Wilkinson noted a quorum and additionally Ashley Linton participated via telephone. There were no public comments.

The Committee went into executive session to discuss the proposed AFSCME contract. Teresa Swiney made the motion and it was seconded by Phil Schneider according to the Open Meetings Act under %ILCS 120/2(c)(2) to discuss collective bargaining matters between the public body and its employees or their representatives. Roll call polled the following ayes: Laura Wilkinson, Tim Carlson, Teresa Swiney and Phil Schneider (Ashley Linton via phone). The motion carried.

A motion was made by Tim Carlson and seconded by Teresa Swiney to come out of executive session as sited above. Roll called polled all ayes to come out of executive session: Laura Wilkinson, Tim Carlson, Teresa Swiney and Phil Schneider (Ashley Linton via phone). The motion carried.

A motion was made by Teresa Swiney and seconded by Phil Schneider to recommend to the full Board the non-economic provisions negotiated with AFSCME for a four year contract. The motion carried. The entire contract will be forwarded to the Finance Committee for recommendation to the Board. Committee Chair Laura Wilkinson thanked both negotiating teams for the commitment over the many months. The following is a brief summary:

1. –Language changes
 - a. All contracts; Job postings for union positions to be posted 3 days
 - b. *Circuit Clerk*; Leaves of Absence-changed date of sick day pay like other contracts
 - c. All contracts; electronic provision of information-reporting method for payroll reporting.
 - d. Highway; included layoff notice language like other contracts
2. – Insurance-status quo
3. --Courthouse—Janitor schedule time variation option.
4. – Vacation Accrual—awards 3rd and 4th week of vacation 2 years earlier, leaving the rest of the table unchanged:

| | |
|--|--|
| 8 Years through 14 <u>12</u> Years | 3 Weeks/105 hours (<i>120 hours</i>) |
| 15 <u>13</u> Years through 17 Years | 4 Weeks/140 hours (<i>160 hours</i>) |
5. – Highway; Unused Vacation- carries over year to year. Language same as other contracts

6. – Highway; Clothing allowance—employees shall receive a \$300 clothing allowance per fiscal year. Disbursement will be made upon receipt.
7. --Temporary assignments defined for regular highway employees to work outside regular jobs.
8. – Comp time—allows employees to carry over up to 40 hours of compensatory time to the next fiscal year, which must be used as compensatory time
9. – Circuit Clerk & Courthouse—clarifies expenses which are paid while at training.
10. --Insurance premium reciprocity—updated CBA term to contract .
11. --Mileage allowance—increased to the published IRS maximum allowable mileage reimbursement rate then in effect at the time the mileage is incurred.
12. – Holidays
Beginning calendar year 2016, strike “~~Lincoln’s Birthday~~” and replace it with “Christmas Eve.” For calendar year 2015, employees will receive “Christmas Eve” as an extra paid holiday.
13. – Highway; Pay for time worked on holidays.
If for any reason the Employer requires an employee to work on any holiday, the employee will be paid at his/her ~~straight time~~ rate at time and one half for all hours worked on the holiday, plus his/her regular holiday pay.
14. –There will be no furlough days or layoffs from 12/1/2014 through 11/30/2016

Other:

1. Change in Pay Cycle (side letter of agreement)—Employees will have options to pay back 1 week in choice of benefit time, working shorter lunch hours or payroll reduction over a 35 week period.
2. Drug and Alcohol policy included in Personnel Handbook.
3. Personnel Handbook revised.
4. Position of part time cooks benefits defined.
5. Nepotism Policy-See revised ordinance
6. Wages/four year contract—12/1/2014 thru 11/30/2018

States Attorney Mike Havera updated the Committee that he had acquired one of the Probation Secretaries for his open position.

The following motions were approved for the non-bargaining employees which mirror the new provisions agreed with AFSCME.

- A motion was made by Tim Carlson and seconded by Teresa Swiney to amend the Ordinance)2014 CB 003 “Employment of Relatives”: changing terminated to laid off, expanded the departments, and added no intentional hiring of a supervisor (elected officials not included) to create a layoff . The motion carried.
- A motion was made by Phil Schneider and seconded by Tim Carlson to give notice that during the first pay of FY 2016 will begin a pay in arrears and offering the three options to non-bargaining staff in order to pay back the week. The motion carried.
- A motion was made by Tim Carlson and seconded by Teresa Swiney to move forward by two years the vacation accrual for both three week earning and four week earning. The motion carried.
- A motion was made by Phil Schneider and seconded by Tim Carlson that effective 10/21/2015 mileage will be reimbursed at the IRS going rate for non-bargaining employees. The motion carried.

- A motion was made by Teresa Swiney and seconded by Tim Carlson to extend the holiday of Christmas Eve to the non-bargaining employees for 2015. The motion carried.

The annual Holiday Schedule was presented noting a change from the past. In 2016 Lincoln's Birthday will now be a work day in exchange for Christmas Eve. A motion was made by Teresa Swiney and seconded by Tim Carlson to approve the 2016 Holiday Schedule. The motion carried.

A motion was made by Teresa Swiney and seconded by Phil Schneider to adjourn. The motion carried.

Respectfully submitted,

Laura Wilkinson, Executive/Personnel Chairwoman

AUDIT/FINANCE/PURCHASING COMMITTEE
and
EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE
November 16, 2015

Present: Fred Curtin Ashley Linton Jack Pearce
Aaron Allen Tim Carlson Chad Michel
Mike McClure Phil Schneider Laura Wilkinson
Absent: Ashley Linton-via phone

Others present:

Paul Schmitz, Bruce Kettelkamp, Bruce Engeling, Micki Ehrhardt, Betty Asmussen, Mark Russillo, Mike Havera, and Jan Bland.

The joint committees met on Monday, November 16, 2015 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address various agenda items and any other matters properly brought before the committee. Attendance was taken showing a quorum.

A motion was made by Jack Pearce and seconded by Chad Michel to approve the claims as submitted for November. The motion carried.

As has been previously reported concerning the 911 funding issue and the potential layoff notice, the committees heard from Chief Deputy Bruce Engeling. He reported that last Friday, the County met with the FOP union representative and the dispatchers. A plan was proposed to them to save their jobs and keep 911 running for a period of time. Currently, there are two full time positions open in the jail as correctional officers. Two positions would move to the jail as secondary positions. They would continue to receive full salary and benefits. A revised schedule will be developed for the remaining two dispatchers to fill the 911 phones. The reduced schedule will use the temporarily transferred dispatchers for back-ups if a busy event occurs. Part time correctional officers will be allowed to fill in during the duration of this agreement to fill shifts as needed. This agreement will be for up to a three month period and then reviewed on a month to month basis after that if funding has not been reinstated. The Sheriff's budget will be reimbursed by those 911 funds for the 911 staffing. The correctional officers budget will maintain on its own in lieu of full time positions. The dispatchers have been asked to consider carry over of benefit time versus taking the time off during this crunch. The less time off, taken the more days will be able to be funded.

A motion was made by Chad Michel and seconded by Aaron Allen to approve the 911 Agreement with FOP to temporarily resolve the layoff issue and to continue 911 calls. The motion carried all ayes.

Additionally, in order to assist the dispatchers with their end of the year benefit time in lieu of usage, an option was offered to dispatchers only to utilize the compensated absences expense line item for up to \$7,671.59 to pay out some benefit time. Mike McClure made the motion and it was seconded by Aaron Allen. The motion carried all ayes.

Micki Ehrhardt, 911 Administrator explained the proposed resolution to participate in the Joint Emergency Telephone System with Shelby County. This is a part of a state wide consolidation for 911 services. A motion was made by Mike McClure and seconded by

Chad Michel to adopt the resolution to authorize the Board Chairman to enter into an intergovernmental agreement with Shelby County to form a new Joint Emergency Telephone System Board contingent of state funding. The motion carried all ayes.

With no suggested changes from the November 2nd budget meeting, the committees voted to accept and forward to the full Board the FY 2016 proposed budget with a general fund deficit . A roll call vote being requested polled the following: Ayes—Fred Curtin, Aaron Allen, Chad Michel, Mike McClure, Laura Wilkinson, Teresa Swiney (6). Nays—Jack Pearce, Tim Carlson, Phil Schneider (3). The motion carried.

The Christian County Tax Levy Ordinance was presented for approval. Some discussion was held concerning the Christian County Co-operative Agriculture Extension Service as to how it affects the tax levy. The questions or suggestions were two-fold: to take it out completely because the monies now are shared with other counties or could it be used elsewhere by redistributing it to other taxing bodies. It was noted that levying for this money was voted by a referendum. A motion was made Jack Pearce and seconded by Chad Michel to adopt the proposed tax levy. The motion carried with all ayes. The committees would like to research the issue for the next year.

The FY 2016 County Board meeting schedule was submitted for approval with no change in date or time: the third Tuesday of each month beginning at 6:30 pm. A motion was made by Aaron Allen and seconded by Laura Wilkinson to maintain the current schedule and time for County Board meetings. The motion carried.

Submitted to both committees was a request to reinstate sick days an employee had to give up after a promotion to a department head. At that time in 2006, department heads received no benefit time so the sick day benefit time was left on the books with no available cash out value. In 2008, a new policy was enacted for non-elected department heads to receive benefit time. The request is to reinstate 53 days of sick time which will still have no cash out value, but would be available for use for any major medical issue or used for IMRF service time upon retirement. A motion was made to reinstate those days by Aaron Allen and seconded by Laura Wilkinson. A roll call vote being requested polled the following: Ayes—Fred Curtin, Aaron Allen, Chad Michel, Mike McClure, Laura Wilkinson, Teresa Swiney (6). Nays—Jack Pearce, Tim Carlson, Phil Schneider (3). The motion carried.

As reported during the payroll software upgrade, reporting for the Affordable Care Act has many steps involved as well as a new form given to the employees at the end of 2015. The current payroll system will still be used through the end of the calendar year and will need additional software or “a patch” to create the printed information on the forms. An additional invoice was submitted for this service, which was anticipated to have been in the deal of the upgrade purchase price. A motion was made by Chad Michel and seconded by Mike McClure to pay the invoice of \$2,480 from contingency. The motion carried.

Chairman Schmitz noted that the \$300 cemetery budget has not been distributed. After communication concerning the caretakers he will submit a claim for \$150 each to pay Jason Eason at Langleyville Cemetery and \$150 to Larry Gibson at Twin Pines in Pana.

A motion was made by Jack Pearce and seconded by Aaron Allen to adjourn. The motion carried.