

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE
February 7, 2018

Present: Donna Hibbetts, Chairwoman
Ben Curtin Molly Alaria
Marilyn Voggetzer Venise McWard

Absent: none

Others present: Tim Carlson, Becky Edwards, Mike Gianasi, Betty Asmussen, Julie Mayer, Chad Coady, Mike Havera, Owen Lasswell and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Wednesday, February 7, 2018 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. All members were present. No one made a request for a public comment.

LIQUOR LICENSE RENEWAL

A list of current liquor license holders was presented for renewal. With no problems reported from the Sheriff and States Attorney, a motion was made by Marilyn Voggetzer and seconded by Molly Alaria to approve the renewal of the eleven license holders. The motion carried.

It was brought to the attention of the committee that an inquiry had been made for an additional class of license to be created to allow both the sale of package liquor and the onsite consumption. It would be reviewed by the States Attorney and brought back to the committee.

PERSONNEL POLICIES

Two policies were presented for review by the committee: Victims' Economic Security and Safety Act (VESSA) and Policy against Discrimination, Harassment and Sexual Misconduct. Both policies are already incorporated in the Personnel Handbook. The attorney group associated with the County's liability carrier has offered the same policies in a different format for the County to use. As previously reported the harassment policy needed updates due to the change in the law. Both policies will be reviewed with department heads and brought back next month for Board approval.

RULES OF ORDER

Committee members made some suggestions to change parts of the Rules of Order for the County Board. All board should have received electronic copies for review. The suggestions will be written in for review next month.

ELECTED OFFICE HOLDER SALARIES

Committee chair Donna Hibbetts explained the process of setting their salaries. The "must have" rule is setting the salary 180 days prior to the first Monday in December after the November election. [This year it is approximately June 6]. Since it must go to

the full Board, the final decision must be determined by the May 22, 2018 County Board meeting or earlier.

- Last year the county board members' salaries and per diems have already been determined by motion for those individuals who will be elected in November 2018.
- The offices up for election this year are County Clerk, Treasurer, Supervisor of Assessments, and Sheriff.

The salary and other compensations must be determined for a four year period. Each office must have but one salary and benefit package regardless of who wins the election. In the upcoming election all positions have a person currently serving in that position that will be running for the office. The County Clerk position is the only contested race.

The current salaries are \$62,797 for offices of County Clerk, Treasurer, Supervisor of Assessments and Circuit Clerk. The position of Sheriff is \$72,621. In 2014 the salaries remained the same each year for the four year period and also included a life and health insurance package. All positions are eligible to participate in IMRF/SLEP retirement.

Both the Finance and Personnel Committees will meet jointly to discuss their views on the salary and package for each office as well as hear proposals brought to the committee. This meeting will be March 15.

TRAINING AND EMAIL

- On January 25, department heads attended Sexual harassment training onsite and received other internal policies and discussion.
- County wide email for all offices has been presented to eliminate Hotmail, yahoo and other "free" email service addresses for county business. The Office 365 system is available through the state and the cost for email compliance will be forthcoming.

A motion was made by Molly Alaria and seconded by Venise McWard to adjourn. The motion carried.

Respectfully submitted,

Donna Hibbetts
Executive/Personnel Chairwoman