

**Winnebago County Board
Operations and Administrative Committee Meeting**
County Administration Building
404 Elm Street, Room 510
Rockford, IL 61101

Monday, January 30, 2017
5:30 PM

Present:

Gary Jury, **Chairman**
Angie Goral
Joe Hoffman
Dorothy Redd
Eli Nicolosi
Keith McDonald
Jean Crosby

Others Present:

Frank Haney, County Board Chairman
Amanda Hamaker, County Administrator
Charlotte LeClercq, Assistant Deputy State's Attorney
Dr. Sandra Martell, Public Health Director
Todd Marshall, Health Department
David Fellars, County Board Member
Dave Fiduccia, County Board member
L.C. Wilson, County Board Member

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of December 12, 2016 Minutes
- D. Public Comment – This is the time we invite the public to address the Operations and Administrative Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgement by the chair, please stand and state your name. Thank you.
- E. Presentation by the Health Department to the Operations Committee Regarding Chapter 50 of the Winnebago County Code (the “Food Code”)
- F. An Ordinance Amending Chapter 50 of the Winnebago County Code
- G. Staff Report
- H. Other Matters
- I. Adjournment

Chairman Jury called the meeting to order at 5:30 PM.

Motion to approve the Minutes of December 12, 2016 Minutes

Moved: Mr. Nicolosi, Seconded: Mr. Hoffman.

Motion passed by unanimous voice vote.

Public Comment

Chairman Jury omitted reading the Public Comment section of the Agenda due to no one present

to speak.

Mr. Jury – Last Thursday at our County Board meeting I heard some talk at the end of the meeting for the way it ended. The reason I called to question is Mr. Schultz made a Motion to Adjourn. It was seconded and not voted on. When that happens the Chairman must call to question. In no way did I intend to offend anybody but that's Robert's Rules of Order. The way it should have been handled, whoever is running the meeting could ask the person that made the Motion to reconsider. That wasn't done and why I called for the question. Technically when that happens the meeting is over.

Chairman Haney – I think Mr. Schultz didn't know when you made the Motion. There was new and unfinished business. Mr. Webster rightfully had something to say. Procedural issue aside, he had something to say and every right to say it.

Presentation by the Health Department to the Operations Committee Regarding Chapter 50 of the Winnebago County Code (the "Food Code")

Mr. Marshall presented.

- Illinois Department of Public Health adopted the Federal FDA Food Code and it is to be consistent throughout the nation. We are doing the same. The State of Illinois has adopted it but they are going through exemptions. What we can do now is adopt the FDA definitions. These definitions create a structure that can be more consistent, streamline the process, and less confusion when trying to apply for a permit. We worked with some community partners externally before bringing it to you. The purpose is to adopt the FDA Food Code including the definitions to create an equitable fee schedule and inspection schedule for temporary and special events.
- The comparison between the current Code and the proposed Code was explained.
- The remainder of the Food Code was presented.
- Mr. Jury – If this passes, I would like a 6 month update.
- A discussion followed.

Motion passed by unanimous voice vote.

Staff Report

- Chairman Haney – There is going to be an email going out to Board members of initial findings seen in our day-to-day. We have some significant procedural changes in multiple areas related to process improvement that will create better outcomes. Over the next several months we are going to share things we find and then make changes administratively. Some of the things require Board policy. If we are going to make changes in the future we will keep you up to date. There is going to be an update to the Board this week. We will be sharing it with the media.
- Information was distributed. This is for consideration for future discussion and future action by the Board. There are three immediate policies. Regarding nepotism, we are putting it on hold and working on language over the next few weeks. I would like the Board to consider these three at the next available Operations Committee. The Chairman's Board Appointment Conflict of Interest Policy and Host Fee Policy were explained. We are dealing with a situation with the former Chairman who sat on a Board he appropriated money to through host fees. Also, there is going to be a look at the Sexual Harassment Policy.
- Mr. Peterson is retiring. He approached me some time ago about retiring. He thought it would be in the best interest of his family. He will continue to be an adviser. We have

access to him in a consulting role. Had Mr. Peterson not approach me and I approached him about retirement, as Chairman I have the authority to do that.

- Mr. Jury – I will be talking to the committee members this week. If you desire to move forward I will be calling you. We will place it on the agenda next week.
- A discussion followed.
- Ms. Hamaker – In the wake of Mr. Peterson’s announcement, it changes how we approach staffing changes. We have been working through what we can do with administration and within those departments where the Chairman and I have budgetary control. We don’t have budgetary control over the other elected departments, we have conversational ability. We will be making changes in the very near future.
- I had mentioned nepotism and conflict of interest. It sounds like it is covered so I don’t think we need to do any more but I will let Mr. Jury speak to the timing on that. I agree with getting it on the calendar as a set date. On the request from the last Operations meeting, if you have feedback it is still for me to collect. I am charged with making our respective policies work together.
- Mr. Nicolosi had brought back to the table the question of local preference. The Chairman determined the best thing to do was to get a position in writing from the State’s Attorney. Mr. Jury it is up to you whether you want people to look at it now and post questions later or review it and post questions now.
- Mr. Jury – Take it home, read it, and bring it up at the next meeting. We will put this on the next agenda.
- Ms. Hamaker – What I wanted to do was present this as a preamble to what will be a sturdier conversation overall on procurement and purchasing practices. I need to work with Mr. Gray and come up with more robust policies because I have concerns overall. I don’t see a lot of changes to the practices which allowed us to get in trouble a year ago.
- One of the things that was a big topic of discussion at the Board Retreat was what we can and should be reporting and on what frequency to the Board and ethic committee level. Carla and I want to work together with the Operations and Finance Committee on reports that are meaningful. We are going to come up with our list of proposed reports that we believe are relevant at the committee level and Board level. The Operations and Finance Committees will review those reports and make sure you understand them for providing you the information you want to see before we send to the full Board.
- Mr. Jury – Regarding nepotism, any members outside of this committee are more than welcome to send your thoughts to Amanda before we finalize everything.

Other Matters

- Mr. Jury – I heard on the television that a bed bug was found at Lincoln Junior High School. They have been spraying buses.
- Dr. Martell – Bed bugs are extremely difficult to treat. We have had them at several of our businesses that do telephone services, we’ve had them at our schools, hotels, and senior housing complexes. We make recommendations and try and give direction on how to mitigate the scenario. I don’t know what the School Board decided to do or not do about their problem. Anywhere you have people and upholstery, you potentially have a bed bug concern. This is an ongoing concern and issue. We recommend using pesticide companies that have been trained. If we get a complaint we send our housing investigators and inspectors. If there are other health code violations we take the appropriate action.

Motion to Adjourn.

Moved: Mr. Nicolosi, Seconded: Ms. Crosby.
Motion passed by unanimous voice vote.

Respectfully submitted,

Amy Ferling
Administrative Assistant