

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

Thursday, March 2, 2017  
Immediately Following the Finance Committee Meeting

**Present:**

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

**Others Present:**

Frank Haney, County Board Chairman  
Carla Paschal, Chief Financial & Budget officer  
Amanda Hamaker, County Administrator  
Dave Kurlinkus, Deputy State's Attorney  
Burt Gerl, County Board Member

**AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of December 19, 2016 and January 3, 2017 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. Resolution to Change Hours of the County Clerk's Office on Election Day
- F. Ordinance to Amend Section 62-3 of the Winnebago County Municipal Code (Nepotism Policy)
- G. Ordinance to Amend Section 2-88 of the Winnebago County Municipal Code (Board Appointment Policy)
- H. Staff Report
  - a. Staffing Update – Purchasing Department
- I. Other Matters
- J. Adjournment

Chairman Jury called the meeting to order at 6:20 PM.

**Motion to approve the Minutes of December 19, 2016 and January 3, 2017**

Moved: Mr. Hoffman, Seconded: Ms. Goral.

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 – Motion to place items E through H on the table for discussion.

Moved: Mr. Nicolosi, Seconded: Mr. Hoffman, Ms. Redd, and Ms. Crosby.

### **Resolution to Change Hours of the County Clerk's Office on Election Day**

Motion to put it on the table for discussion. Moved: Mr. Hoffman, Seconded: Mr. Nicolosi.

Mr. Jury presented.

- I was told that Margie would like to close the office for efficiency. She doesn't want to deal with other things that day and make elections go a lot smoother.

Motion to approve.

Motion passed by unanimous voice vote.

### **Ordinance to Amend Section 62-3 of the Winnebago County Municipal Code (Nepotism Policy)**

Motion to put it on the table for discussion. Moved: Mr. Hoffman, Seconded: Ms. Redd.

Ms. Hamaker presented.

- As it currently stands, no members of an immediate family shall be employed within the same department on a full-time or part-time basis. The Chairman, the States Attorney's Office, and several members of the staff have been working on expanding the policy. The new policy provides for significant additional provisions to assure the County Board Office and County Board members are more heavily subject and more accountable to a Nepotism Policy. It aligns with other elected officials in terms of making it possible for us to have a policy they can refer to in addition to their localized policies.
- Chairman Haney – We are asking the Board to consider more restrictive language for myself, members of this office, and members of this Board. At a time when we are making budget cuts and having difficult budget discussions, we are leaving a no stone unturned approach for fiscal year 2018.
- Ms. Hamaker – The expanded policy puts accountability on the employee to report and disclose if they have a relationship. This particular policy does not necessarily extend to existing relationships within the County. There are no scheduled or projected staff loss as a result of changing this policy at this time. It better describes to department managers how they may hire and how they may consider family members.
- Mr. Jury – I spoke with the Chairman and Amanda. I am going to bring forth some policy changes.
- Ms. Ponder – My husband has worked at the Highway Department for 15 years. I was not in the position I hold now at the time he was hired. The former HR Director hired him.
- Ms. Hamaker – We talked about trying to incorporate some of that language and the advice and nature of what we were trying to do with nepotism. It really needed to stand alone. This is just about family members. We can't find language that I think our States Attorney would believe holds up at the current time so we will work on it.
- A discussion followed.

Motion passed by unanimous voice vote.

### **Ordinance to Amend Section 2-88 of the Winnebago County Municipal Code (Board Appointment Policy)**

Ms. Hamaker presented.

- Regarding the draft policy sent earlier in the week, we've made some language changes as there were concerns that they were not consistent with the State Statute. The goal and nature of this gets a little bit closer to what we were discussing in the last conversation of being more restrictive and conscious in how we appoint and nominate people from the County Board onto our boards and commissions. The major changes are not recommending anybody who has a relationship to the person being recommended. The County Chairman shall not recommend for appointment a member of the Winnebago County Board to a compensated position on a Board subject to his appointment.
- A discussion followed.

Motion passed by unanimous voice vote.

### **Staff Report**

#### **a. Staffing Update – Purchasing Department**

Ms. Hamaker presented.

- After a process of interviewing, going through about eight resumes, and narrowing it down to three, we have written an offer letter to a new purchasing director. The individual has tentatively accepted our offer. One of the reasons I wanted to comment on it is to let you know we were able to move that quickly and how gratified we were in terms of the quality of resumes.
- We offered a slightly lower salary than what had been paid. The previous position was roughly \$86,000 and we offered \$80,000. This provides us with a little bit of salary savings through the end of the year to make up the difference when it comes to things like potential shift where benefits are concerned. We owe a little bit of vacation pay so it helps take care of that. We offered the individual the same benefits package as any other County employee.
- The offer we are making is very much in line with other individuals who are at her paygrade. The offer is consistent and not out of line in any way with other County salaries.
- A discussion followed.

### **Other Matters**

None

**Motion to Adjourn.** Moved by Mr. Jury and then Seconded.

Motion passed by unanimous voice vote.

Respectfully submitted,

Amy Ferling  
Administrative Assistant