

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

Monday, April 10, 2017  
Immediately Following the Finance Committee Meeting

**Present:**

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

**Absent:**

Joe Hoffman

**Others Present:**

Frank Haney, County Board Chairman  
Carla Paschal, Chief Financial & Budget officer  
Amanda Hamaker, County Administrator  
Charlotte LeClercq, Assistant Deputy State's Attorney  
Kim Ponder, Human Resources Director  
Ann Johns, Purchasing Director  
Gus Gentner, IT Department  
Pam Gentner, River Bluff Nursing Home  
David Boomer, County Board Member  
Jaime Salgado, County Board Member  
Daniel Fellars, County Board Member  
Ted Biondo, County Board Member  
Burt Gerl, County Board Member  
Fred Wescott, County Board Member  
Dave Fiduccia, County Board Member  
Aaron Booker, County Board Member  
L.C. Wilson, County Board Member  
Dave Tassoni, County Board Member

**AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of January 18 and 30, 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 Awarding Bid for Storage Area Network
- F. Resolution Implementing a Job Requisition Process
- G. Resolution Adopting Revised Discrimination/Harassment Policy
- H. Resolution Authorizing the Execution of an Agreement with Reliance Standard to Provide Life Insurance and Accidental Death & Dismemberment (AD & D) Insurance
- I. Resolution Executing an Agreement with Reliance Standard for Voluntary Life Insurance

- J. Resolution Increasing Private Pay Rates at River Bluff Nursing Home
- K. Other Matters
- L. Adjournment

Chairman Jury called the meeting to order at 6:10 PM.

### **Motion to approve the Minutes of January 18 and 30, 2017**

Moved: Mr. Nicolosi, Seconded: Ms. Crosby.

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 all Resolutions on the table for discussion.

Moved: Ms. Crosby, Seconded: Ms. Goral.

### **Resolution Awarding Bid for Storage Area Network**

Mr. Gentner presented.

- We found that all of our computers have disks in them and when we operate an industrial level business for large organizations, we need to have lots of disks and space to store things like the databases associated with full court enterprise. We put them in a fairly complex storage area network device as big as about 48 disks. We put file shares on it and at this time I need more storage because I have been taking away some storage from our fund structured data. It has been budgeted for 2017.
- Ms. Johns – There was only one bidder. I looked at the federal contracts for the exact product, same vendor, and the price was \$49,000.
- A discussion followed.

Motion passed by unanimous voice vote.

### **Resolution Implementing a Job Requisition Process**

Ms. Hamaker presented.

- In October the Board implemented a position requisition process for the purpose of tracking and monitoring the positions we were replacing under the Early Retirement Incentive Program. At that time the Resolution was written specifically to the Early Retirement Incentive Program. Mr. Nicolosi pointed out to me about a month ago that we had written the Resolution so it covered not just altered job descriptions or all positions, we had written it so tightly that the actual position requisition form would have needed to go through committee and Board process if I wanted to change the order of signature based on an audit requirement. The purpose of this Resolution is to make sure our position requisition process covers all current and future hiring so that it goes through the same process throughout. In addition, it's to separate the actual form from the Resolution so administration has the ability to make necessary updates in response to changing administrative factors. We moved the CFO signature to the front. When we made this form we didn't have a CFO. When we made this form we had a Position Review Committee and we no longer have that committee. We may institute positions numbers. In terms of distribution, there may be changing processes on how we distribute the form.
- A discussion followed.

Motion passed by unanimous voice vote.

### **Resolution Adopting Revised Discrimination/Harassment Policy**

Ms. Hamaker presented.

- Prior to me coming on Board, Human Resources had a harassment policy which under its umbrella covered both discrimination and harassment. However, when we started looking into policies and started working with the State Attorney's Office, we found many things that needed to be updated. It's been about five years since the last policy was written so the current language and the current discrimination and harassment policy represents the most recent language in terms of Human Resources and best practices. It also takes care of anything that's covered by law. The other change we made and wanted to solidify is the backend of the process. In addition to saying who is going to handle things in the organization if there is a complaint, we added the States Attorney's Office as a partner. There were some previous incidents where we heard things went to a certain area and got lost. We want to make sure an individual's complaint or concern doesn't get lost and we have a clear process that is well communicated.
- Chairman Haney – As we go forward we will follow-up on the communication side with the elected officials which have been open to the idea that there needs to be alignment on policies and where there is a difference, they are happy to share the policy.
- Mr. Jury – This pertains to everything under the Chairman's authority. Elected officials have their own harassment policy.
- Ms. Ponder – Adding the States Attorney's Office is useful for HR because people would ask us to do investigations and we didn't have a way of necessarily enforcing or doing something about a finding.
- A discussion followed.

Motion passed by unanimous voice vote.

### **Resolution Authorizing the Execution of an Agreement with Reliance Standard to Provide Life Insurance and Accidental Death & Dismemberment (AD & D) Insurance**

Ms. Ponder presented.

- We have our voluntary life insurance program and our life insurance program that the County provides to the employees who requested it. We do this in conjunction with an intergovernmental agreement and in order to get the best price we can. We are looking at changing vendors so we are moving from the current vendor over to the new vendor. Overall it is going to save us about \$7,600. The portion that you see is changing is voluntary for the employees to buy, is paid for by employees, and it will save them some money. The portion where we will save \$7,600 is the portion where we will pay for \$20,000 for the life insurance at no cost to the employees.
- A discussion followed.

### **Resolution Executing an Agreement with Reliance Standard for Voluntary Life Insurance**

Ms. Ponder presented.

- One is our voluntary product and the second one is our voluntary product where employees pay for all of it out of their own pockets. If they choose to participate we have open enrollment in the spring. This is going to benefit the employees because we don't share in that expense.

Motion passed by unanimous voice vote for both Resolutions.

### **Resolution Increasing Private Pay Rates at River Bluff Nursing Home**

- Ms. Hamaker – This particular issue first went through the Advisory Board at River Bluff prior to coming to this meeting. Ms. Gentner did quite a bit of research.
- Ms. Gentner – We compared the semiprivate and private rates of nursing homes in Winnebago County. There are eight homes that provide services very similar to what River Bluff does. The average rate for semiprivate is \$106 and a private room is \$247. We propose that we increase our rates to \$200 and \$250.

Motion passed by unanimous voice vote.

**Other Matters**

None

**Motion to Adjourn.** Moved: Ms. Goral, Seconded: Ms. Crosby.

Motion passed by unanimous voice vote.

Respectfully submitted,

Amy Ferling  
Administrative Assistant