

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

Tuesday, June 6, 2017
5:30 PM

Present:

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

Others Present:

Frank Haney, County Board Chairman
Amanda Hamaker, County Administrator
Dave Kurlinkus, Deputy State's Attorney
Kim Ponder, Human Resources Director
Shawn Franks, Building Maintenance
Ann Johns, Purchasing Director
Chris Green, RRS

Absent:

Angie Goral

AGENDA:

- A. Call to Order
- B. Roll Call
- C. 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.
- D. An Ordinance Adopting a Workplace Bullying Policy
- E. An Ordinance Adopting a Host Fee Allocation & Award Policy
- F. A Resolution Modifying Elevator Maintenance Service Contract with Otis Elevator
- G. Staff Reports
 - i. Ordinance Updates
 - ii. Update on Status of Winnebago County Forest Preserve Health Insurance IGA
- H. Other Matters
- I. Adjournment

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

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 two Ordinances and one Resolution on the table for discussion.

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

A Resolution Modifying Elevator Maintenance Service Contract with Otis Elevator

Ms. Johns presented.

- When the Justice Center was built, a 20 year Maintenance Agreement was signed. We were paying full for the labor rates. I negotiated them down from \$395 to \$230 an hour. This is for work above and beyond the maintenance service of contract. In April of 2015, there was a billing error of \$21,000. It was Otis' fault but we were still paying it. This year instead of paying \$90,000, we are going to pay \$24,000 because of the errors. Going forward we are going to be paying \$68,000 instead of \$90,000.
- Since this is an addendum to the original 20 year contract, we are doing it formally here. This will go forward for the next 10 years. The most they could ever increase it is 4% and that is how I knew there was a \$35,000 error.
- A discussion followed.

Motion passed by unanimous voice vote.

- Ms. Hamaker – I informed the Chairman with this find and with some of the other work. In the 8 or 9 weeks Ann has been here, she has saved the County the full amount of her salary plus.

An Ordinance Adopting a Workplace Bullying Policy

- Mr. Hoffman – In the past these things were going on and people were not getting any of these protections. This is long overdue. On page 1, number II regarding elected officials, we were just at a meeting where basically they said they cannot do anything to elected officials.
- On the last page, number X, regarding employees who make complaints in bad faith or otherwise file false or frivolous charges, they may be guilty of severe gross misconduct and be subject to disciplinary action up to and including termination.
- Chairman Haney – You are not living up to your obligation as an employee if you allege something that has proven to be inaccurate. If you don't do the right thing you should be held accountable. What we are aiming for is a fair environment that is healthy.
- Mr. Hoffman – What I am concerned about is if somebody makes a statement against somebody higher up and we cannot prove this person is lying. I don't know how we can change that language. I don't think employees are going to feel safe to make allegations if they feel the odds are against them.
- Ms. Hamaker – The latter half of this policy is the same language we wrote into the Harassment and Discrimination Policy. The language about process in this policy was already adopted. Our rationale with getting it fully redone was we could then take it to other actionable policies. If we decide to change or if the committee wants to see changes to bullying, we would want to bring the other one back.
- Ms. Ponder – I think the reason you would put language like this in is it tries to deter people from gathering the troops.
- Chairman Haney – I think it is built into the system if somebody has an issue with the person they report to, they do not have to report it to their supervisor. I think that is the number one potential problem we wanted to game plan around. I think this is pretty thorough in that you cannot have an allegation and then it would go right to a decision.
- Mr. Jury – I want the County Board to make sure the policies and the mechanism we put in place is being run properly. We will see to it that we are informed of what is going on with the system and see that it works. We will have reports from the Auditors Office on how the system is working.

- Mr. Kurlinkus – There is a certain amount of accountability attached to the person filing the complaint. The ability to get the resolution, unlike the hotline, is the fact you have to identify yourself. We want to make sure, from the other perspective, that the people who are filing it are taking it seriously too.
- A discussion followed.

Motion passed by unanimous voice vote.

An Ordinance Adopting a Host Fee Allocation & Award Policy

Ms. Hamaker presented.

- The timeframes we presented in the presentation are all still relevant. We loosened up in terms of being too precise on a few things. The Economic Development Committee and Operations have the ability to review things. At this point, we have operational plans that will come through the Economic Development Committee that are represented and in line with what we presented. We felt the policy itself needed to be stripped of those details. It is for a 2018 timeframe but we kept those very specific details a bit loose within the Policy language.
- A discussion followed.

Motion passed by unanimous voice vote.

- Mr. Jury – Item G has been withdrawn.

Staff Reports

i. Ordinance Updates

ii. Update on Status of Winnebago County Forest Preserve Health Insurance IGA

Ms. Hamaker presented.

- One of the things we have been talking about in this committee and in general is the future status of the relationship between the County and the Forest Preserve. Carla Paschal addressed our relationship in an administrative IGA which needs to come back to this committee. Some adjustments have been made and she will bring it back to the next committee meeting. Separate from the IGA and as recommended by the audit we received from the County Auditor, we will have a separate IGA for health insurance. We spent quite a bit of time researching whether or not a go forward path was the right thing to do. At this point, it is the intent of administration that we bring forward an IGA for the County Forest Preserve to continue their access to the County health insurance plan.
- We vetted the potential risk, the cost benefit associated with their premiums coming into our plan, and the potential risk associated with pulling this particular group out of our plan. We followed the guidance of our broker.
- Ultimately, Carla, Chairman Jury, and I agree that this is a sound and feasible way to go forward. The potential term we are talking about is through 2019. We are looking at about a two year term.
- Mr. Jury – This is the first time this committee has had anything to do with the transparency of what we are doing with the Forest Preserve. I am very pleased with what you and the staff have done.
- IT is also coming up. We passed a Resolution and \$100,000 is going to come back. I talked to the administrator of the Forest Preserve with Mr. Haney. It was explained further.
- We have some Ordinances coming up. One Ordinance is on background checks on consultants. There will be some other policies on personnel. I have asked Mr. Crowley to be here to go over the hotline item and give an update.

- A discussion followed.

Other Matters

- Ms. Redd – I believe we have lost at least one person from the IT Department to go to a similar job that pays more money. What can we do about that?
- Ms. Hamaker – One went to SupplyCore and the other one went to Ortho Illinois making I believe \$20,000 and \$15,000 more respectively. I am talking to the Chairman, our CFO, and our CIO about what we can do in the current budget year that we can carry into the next budget year to start addressing that particular issue.
- Mr. Jury – I believe every committee meeting should be videotaped. We can either livestream it or we can put it on our website.
- A discussion followed.

Motion to Adjourn.

Moved by Mr. Hoffman and then Seconded.

Motion passed by unanimous voice vote.

Respectfully submitted,

Amy Ferling
Administrative Assistant