

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

Monday, July 17, 2017
5:30 PM

Present:

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

Others Present:

Frank Haney, County Board Chairman
Carla Paschal, Chief Financial & Budget Officer
Amanda Hamaker, County Administrator
Kim Ponder, Human Resources Director
Ann Johns, Purchasing Director
Bill Emmert, Assistant State's Attorney

Absent:

Dorothy Redd

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of June 6, 2017 Minutes
- D. Public Comment
- E. Resolution to Award Contract for HVAC Scheduled Service Agreement
- F. Ordinance Adopting a Sick Pay Policy
- G. Resolution Authorizing the Execution of an Agreement with OptumRx and Employers Health Purchasing Corporation to Provide Pharmacy Benefits Management Services
- H. Committee Chairman Report
 - a. Cellphone Policy Discussion
 - b. Department Head Hiring Process Discussion
- I. Staff Report
 - a. Discussion of County-Wide Natural Gas Contract
- J. Other Matters
- K. Adjournment

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

Motion to approve the Minutes of June 6, 2017

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 – Motion to place the Resolution and Ordinances on the table for discussion.

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

Motion passed by unanimous voice vote.

Resolution to Award Contract for HVAC Scheduled Service Agreement

- Currently there are five separate Trane HVAC contracts and trying to combine under one master contract. Will save roughly 8% going forward and are locked into good rates for the next three years.
- A discussion followed.

Motion passed by unanimous voice vote.

Ordinance Adopting a Sick Pay Policy

- Explanation of why the County did not have a Sick Pay Policy. Policy has now been created. It documents what is currently being done by practice and procedure.
- The State of Illinois made a change to the Sick Pay Act and now it is Illinois State Law. It went into effect in January.
- A discussion followed.

Motion passed by unanimous voice vote with the exception of one vote.

Resolution Authorizing the Execution of an Agreement with OptumRx and Employers Health Purchasing Corporation to Provide Pharmacy Benefits Management Services

- This was up for renewal and it went to a full bid process. Optum is the current vendor. They are becoming Employers Health Purchasing Corporation. This would be a 3 way contract with the County, Optum, and the Employers Coalition.
- A discussion followed.

Motion passed by unanimous voice vote.

Committee Chairman Report

a. Cellphone Policy Discussion

b. Department Head Hiring Process Discussion

- Mr. Jury has been looking into the cell phone situation and why the County furnishes them. He is in the process of gathering data from different counties. He will have more information at the next meeting. A sub-committee will be appointed. A discussion followed.
- Mr. Jury requested a list of all department heads and the policy pertaining to them. Department heads cannot be hired unless it goes through the Board. An Ordinance was distributed. All policies and procedures pertaining to each department head will be reviewed. A discussion followed.
- Ms. Hamaker distributed her consolidated list and asked for feedback from the committee members before the next meeting. This is regarding critical work between now and September 30 and December 31 that have to do with Human Resources and other policy updates that need to be addressed.

Staff Report

a. Discussion of County-Wide Natural Gas Contract

- Ms. Johns gave the rate information as of today and again on the 27th. Reports were explained further.
- A discussion followed.

Other Matters

None

Motion to Adjourn. Moved: Mr. Nicolosi, Seconded: Mr. McDonald.
Motion passed by unanimous voice vote.

Respectfully submitted,

Amy Ferling
Administrative Assistant