

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

Thursday, March 15, 2018  
5:15 PM

**Present:**

Angie Goral  
Joe Hoffman  
Eli Nicolosi  
Keith McDonald  
Jean Crosby

**Absent:**

Gary Jury  
Dorothy Redd

**Others Present:**

Frank Haney, County Board Chairman  
Carla Paschal, County Administrator  
Dave Kurlinkus, Deputy State's Attorney  
Ann Johns, Purchasing Director  
Mark Karner, Chief Deputy  
Molly Terrinoni, Finance Director  
Tom Lawson, Chief Deputy Circuit Clerk  
Tom Jakeway, Trial Court Administrator  
Joe Vanderwerff, Highway Department

**AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Public Comment
- D. Resolution Approving the Submission of the Illinois County and Municipal Joint Action Agency Collector Opt-In Form
- E. Review and Discussion of the Draft County Purchasing Policy
- F. Review and Discussion of the Draft County Vehicle Policy
- G. Other Matters
- H. Adjournment

Mr. Hoffman called the meeting to order at 5:15 PM.

**Public Comment**

Mr. Hoffman omitted reading the Public Comment section of the Agenda due to no one present to speak.

- Mr. Lawson distributed and explained a Harris and Harris collection report.
- Mr. Lawson reported that they are going to enter into a contract with Health and Family Services for approximately \$46,000. The money gets deposited into the child support fund. The contact amount is approximately the same as it was last year.
- In October of 2017, the States Attorney's Office received notification from the Second Appellate District that Winnebago is the only County in the State that does not take exhibits. The Clerk's Office is in the process of working with the Second Appellate District to change it. This will require an additional staff person.

- Construction on the counters in the courthouse are almost complete. Working with IT for new printers and scanners. Informational monitors have been installed. In the process of working with IT for wireless courtrooms.

### **Resolution Approving the Submission of the Illinois County and Municipal Joint Action Agency Collector Opt-In Form**

Mr. Hoffman – Motion to place item D on the table for discussion.

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

- Mr. Vanderwerff distributed and explained information. The Highway Department made an Application to the Illinois County Municipal Joint Action Agency Collector Opt-In Form to be able to collect electronic waste recycling materials at a very low price. As part of the Application, two collections were recommended.

Motion passed by unanimous voice vote.

### **Review and Discussion of the Draft County Vehicle Policy**

- Ms. Paschal discussed several types of personal usage for County owned vehicles including commuting, the lease value rule, and the allowance method.
- Need to consider liability issues for County owned vehicles.
- The recommendation for those that qualify is that there would be taxable income based on the commuting rule. Some elected officials might be using vehicles for personal, and if so, suggest using the allowance method.
- Municipal plates were discussed.

### **Review and Discussion of the Draft County Purchasing Policy**

- There are some thresholds to be established. The current bidding threshold is \$12,000. The State Statute requires \$30,000 but it does not apply to elected officials except for the Sheriff and Coroner.
- Ms. Paschal recommended raising it to \$25,000.
- The current Federal threshold is \$3,500. If it is going to run through the Purchasing Department, it needs to be at a higher level as we do not have the staff to handle quotes.
- Ms. Paschal recommended \$5,000.
- A policy will be drafted with those thresholds.

### **Other Matters**

None

**Motion to Adjourn.** Moved: Ms. Crosby, Seconded: Mr. Nicolosi.

Motion passed by unanimous voice vote.

Respectfully submitted,

Amy Ferling  
Administrative Assistant