

OPERATIONS & ADMINISTRATIVE COMMITTEE AGENDA

Called by: Keith McDonald, Chairman
Members: Jaime Salgado, Paul Arena,
Dorothy Redd, Joe Hoffman, John
Butitta, Jean Crosby

DATE: THURSDAY, MARCH 26, 2020
TIME: 5:45 PM
LOCATION: CONFERENCE ROOM 815
BEHIND COUNTY BOARD ROOM
COUNTY COURTHOUSE
400 WEST STATE STREET
ROCKFORD, IL 61101

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of January 16, 2020 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 Accepting the Resignation of David Boomer from the Winnebago County Board and Declaring District 4 Seat Vacant
- F. Resolution Extending Employee Leasing Agreement with GovTemps USA, LLC for Interim County Administrator up to June 5, 2020
- G. Resolution Adopting Coronavirus Response Policy
- H. Other Matters
- I. Adjournment

Winnebago County Board
Operations and Administrative Committee Meeting
County Administration Building
404 Elm Street, Room 303
Rockford, IL 61101

Thursday, January 16, 2020
Immediately Following the Combined Operations and Finance Meeting

Present:

Keith McDonald, **Chairman**
Jean Crosby
Jaime Salgado
Joe Hoffman
Dorothy Redd
John Butitta
Paul Arena

Others Present:

Frank Haney, County Board Chairman
Steve Chapman, Interim County Administrator
Dave Kurlinkus, Deputy State's Attorney
Marilyn Hite Ross, State's Attorney
Dr. Sandra Martell, Public Health Administrator
Gus Gentner, IT Department
Shawn Franks, Facilities Management
Ann Johns, Purchasing Director
Dave Fiduccia, County Board Member
Dave Boomer, County Board Member
Dave Kelley, County Board Member
Jim Webster, County Board Member
Angie Goral, County Board Member
Burt Gerl, County Board Member
Dan Lewandowski
Isaac Guerrero, RRS

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of June 6, 20, 2019, July 1, 2019, August 15, 26, 2019, and September 5, 19, 2019 Minutes
- D. Public Comment
- E. Resolution to Pay for Emergency Purchase for Fire Eye Maintenance
- F. Resolution Awarding A & E Services for Juvenile Detention Center Roof Replacement
- G. Resolution to Change Hours of the County Clerk's Office on Election Day
- H. Resolution Authorizing Placing a Binding Question on the Public Ballot Before the Electors of Winnebago County to Adopt the County Executive Form of Government in the County of Winnebago, Illinois
- I. Other Matters
- J. Adjournment

Chairman McDonald called the meeting to order at 5:45 PM.

Motion to approve the Minutes of June 6 and 20, July 1, August 15 and 26, and September 5 and 19, 2019

Moved: Mr. McDonald, Seconded: Mr. Salgado.

Motion passed by unanimous voice vote.

Public Comment

Chairman McDonald omitted reading the Public Comment section of the Agenda due to no one present to speak.

Resolution to Pay for Emergency Purchase for Fire Eye Maintenance

Motion by Mr. McDonald and Seconded by Ms. Crosby and Mr. Salgado.

- A discussion followed.

Motion passed by unanimous voice vote.

Resolution Awarding A & E Services for Juvenile Detention Center Roof Replacement

Motion by Mr. McDonald and Seconded by Ms. Crosby and Ms. Redd.

- A discussion followed.

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

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

Motion by Mr. McDonald and Seconded by Mr. Salgado and Ms. Crosby.

- A discussion followed.

Motion passed by unanimous voice vote.

Resolution Authorizing Placing a Binding Question on the Public Ballot Before the Electors of Winnebago County to Adopt the County Executive Form of Government in the County of Winnebago, Illinois

Motion by Ms. Crosby and Seconded by Mr. Butitta.

- A discussion followed.

Roll call: Mr. Salgado no, Mr. Arena no, Ms. Redd no, Mr. Hoffman no, Mr. Butitta yes, Ms. Crosby yes, and Mr. McDonald no.

Vote fails 5 to 2.

Other Matters

- Chairman Haney asked for an update of the Public Safety building at an upcoming Committee meeting. He also spoke about getting an update on the current policy of the County regarding apprenticeships.

Motion to Adjourn. Moved by Mr. Hoffman and Seconded by Ms. Crosby.

Motion passed by unanimous voice vote.

Respectfully submitted,

Amy Ferling
Administrative Assistant

R E S O L U T I O N
Of the
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS

Submitted by: Operations and Administrative Committee

2020 CR

**RESOLUTION ACCEPTING THE RESIGNATION OF
DAVID BOOMER FROM THE WINNEBAGO COUNTY BOARD
AND DECLARING DISTRICT 4 SEAT VACANT**

WHEREAS, on March 12, 2020, County Board Member David Boomer announced his resignation as a member of the Winnebago County Board; and

WHEREAS, upon his resignation, the County Board seat for District 4 became vacant; and

WHEREAS, the Winnebago County Board wishes to accept the resignation of David Boomer from the Winnebago County Board and to declare the District 4 seat occupied by him vacant.

NOW, THEREFORE, BE IT RESOLVED, by the County Board of the County of Winnebago, Illinois, that the resignation of David Boomer as a member of the Winnebago County Board is hereby accepted.

BE IT FURTHER RESOLVED, that the District 4 seat on the Winnebago County Board is declared vacant as of March 12, 2020.

BE IT FURTHER RESOLVED, that this Resolution shall be effective immediately upon its adoption.

Respectfully submitted,
Operations and Administrative Committee

AGREE

DISAGREE

Keith McDonald, Chairman

Keith McDonald, Chairman

Paul Arena

Paul Arena

John Butitta

John Butitta

Jean Crosby

Jean Crosby

Joe Hoffman

Joe Hoffman

Dorothy Redd

Dorothy Redd

Jaime Salgado

Jaime Salgado

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois, on the _____ day of _____, 2020.

Frank Haney
Chairman of the County Board
of the County of Winnebago, Illinois

ATTEST:

Lori Gummow
Clerk of the County of Board
of the County of Winnebago, Illinois

**RESOLUTION
OF THE
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS**

SUBMITTED BY: OPERATIONS AND ADMINISTRATIVE COMMITTEE

2020 CR_____

**RESOLUTION EXTENDING EMPLOYEE LEASING AGREEMENT WITH
GOVTEMPSUSA, LLC FOR INTERIM COUNTY ADMINISTRATOR UP TO
JUNE 5, 2020**

WHEREAS, on January 23, 2020, the County of Winnebago entered into an Employee Leasing Agreement with GovTempsUSA, LLC to provide the services of an Interim County Administrator from February 3, 2020 through April 3, 2020; and

WHEREAS, the Employee Leasing Agreement with GovTempsUSA, LLC provided for the extension of the term of the Agreement for two additional months, through June 5, 2020, by mutual agreement of the County and GovTempsUSA, LLC; and

WHEREAS, the County has determined that it wishes to extend the Employee Leasing Agreement with GovTempsUSA, LLC under the terms of the Employee Leasing Agreement; and

NOW, THEREFORE, BE IT RESOLVED, by the County Board of the County of Winnebago, Illinois, that it authorizes the Chairman of the Winnebago County Board to execute all documents necessary to extend the Employee Leasing Agreement with GovTempsUSA, LLC for Interim County Administrator up to June 5, 2020.

BE IT FURTHER RESOLVED, that this Resolution shall be effective immediately upon its adoption.

Respectfully submitted,
Operations and Administrative Committee

AGREE

DISAGREE

Keith McDonald, Chairman

Keith McDonald, Chairman

Paul Arena

Paul Arena

John Butitta

John Butitta

Jean Crosby

Jean Crosby

Joe Hoffman

Joe Hoffman

Dorothy Redd

Dorothy Redd

Jaime Salgado

Jaime Salgado

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois, on the ____ day of _____, 2020.

Frank Haney
Chairman of the County Board
of the County of Winnebago, Illinois

ATTEST:

Lori Gummow
Clerk of the County of Board
of the County of Winnebago, Illinois

Ayes: _____ Nays: _____ Absent: _____

**RESOLUTION
OF THE
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS**

2020 CR _____

SUBMITTED BY: OPERATIONS & ADMINISTRATIVE COMMITTEE
SPONSORED BY: KEITH McDONALD

RESOLUTION ADOPTING
CORONAVIRUS RESPONSE POLICY

WHEREAS, a significant global outbreak of Coronavirus Disease 2019 (COVID-19) has emerged and as of March 25, 2020, eight confirmed cases have been reported in Winnebago County; and

WHEREAS, all public and private schools in the State have been closed and the Governor has issued a shelter in place order; and

WHEREAS, County employees may be impacted by COVID-19, by being placed on quarantine and/or isolation due to exposure or potential exposure or being unable to obtain necessary childcare; and

WHEREAS, the federal government has passed the Families First Coronavirus Response Act to provide leave to employees impacted by COVID-19; and

WHEREAS, the County Board has determined that it is in the best interests of the County of Winnebago to adopt the Coronavirus Response Policy, attached hereto as Exhibit A.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED, by the County Board of the County of Winnebago, Illinois, that the Coronavirus Response Policy, attached hereto as Exhibit A, is adopted by the County of Winnebago.

BE IT FURTHER RESOLVED, that this Resolution shall be in full force and effect immediately.

BE IT FURTHER RESOLVED, that the Clerk of the County Board is hereby directed to prepare and deliver a copy of this Resolution to the County Administrator, the County Human Resources Director, and the Winnebago County State's Attorney.

Respectfully submitted,

**OPERATIONS & ADMINISTRATIVE
COMMITTEE**

AGREE

DISAGREE

KEITH McDONALD, CHAIRMAN

KEITH McDONALD, CHAIRMAN

JEAN CROSBY

JEAN CROSBY

JOHN BUTITTA

JOHN BUTITTA

JOE HOFFMAN

JOE HOFFMAN

DOROTHY REDD

DOROTHY REDD

JAIME SALGADO

JAIME SALGADO

PAUL ARENA


PAUL ARENA

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois, this _____ day of _____, 2020.

Frank Haney
Chairman of the County Board
of the County of Winnebago, Illinois

Attested by:

Lori Gummow
Clerk of the County Board
of the County of Winnebago, Illinois

Description:	CORONAVIRUS RESPONSE POLICY	Policy Number:
 WINNEBAGO COUNTY	Revision Date:	
	Issue Date:	
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I. PURPOSE

To set forth the County of Winnebago’s policy and procedures regarding leave, payment and benefits when an employee requires time off related to Coronavirus/COVID-19.

II. SCOPE

This policy applies to all employees at Winnebago County, including those of elected officials, if so adopted.

III. POLICY

Winnebago County is committed to ensuring that employees that require quarantine and/or isolation for exposure to Coronavirus/COVID-19 or time off related to Coronavirus/COVID-19 are compensated in accordance with current County policies, the federal Families First Coronavirus Response Act, and any and all other applicable state and federal laws.


IV. DEFINITIONS

- A. **Quarantine:** A situation in which a person who is not symptomatic but is suspected to have been exposed to COVID-19 is asked to remain separated from other people in order to prevent the possible spread of the virus.
- B. **Isolation:** The separation of a person known or reasonably believed to be infected with COVID-19 from other people.
- C. **Qualifying Need Related to a Public Health Emergency:** An employee is unable to work (or telework) due to a need for leave to care for the son or daughter under 18 years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.

V. PROCEDURE

A. Quarantine

- 1. In the event a Public Health Authority or health care provider issues a directive for quarantine:
 - a. The Public Health Authority, health care provider, or employee will provide documentation to Human Resources for communication with the employee’s

Description:		CORONAVIRUS RESPONSE POLICY		Policy Number:	
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respective department.


- b. Employees will not be permitted to return to work until the Public Health Authority or health care provider lifts the directive for quarantine. For COVID-19, the quarantine period is expected to be 14 days.
- c. During this period of quarantine, employees will be assigned, to the extent possible, to work remotely from home.
- d. Employees must be available to their supervisor during working hours by phone during the period of quarantine.
- e. When the employee is cleared to return to work, the employee will provide documentation to Human Resources for communication with their respective department.

B. Infection/Treatment/Isolation

- 1. In the event the Public Health Authority issues a directive for Isolation:
 - a. The Public Health Authority will provide documentation to Human Resources for communication with the employee's respective department.
 - b. Employees will not be assigned remote work during this time.
 - c. Employees should contact Human Resources to discuss leave under the Family and Medical Leave Act or other applicable leaves.
 - d. When the employee is cleared to return to work, the Public Health Authority will provide documentation to Human Resources for communication with their respective department.

C. Qualifying Need Related to a Public Health Emergency

- 1. In the event an employee requires time off for a qualifying need related to a public health emergency, the employee must immediately notify their supervisor.
- 2. Employees should use best efforts to obtain childcare on days when they are scheduled to come into work in order to alleviate the burden on the other employees in their department.

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D. Payment and leave practices

1. Starting April 1, 2020, the County will adhere to the pay and leave requirements as contained in the federal Families First Coronavirus Response Act, which becomes official effective on April 1, 2020.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (H.R. 6201)

Approved 3/18/20; effective 4/1/20

EMERGENCY PAID SICK LEAVE ACT

- Applies to private employers that employ fewer than 500 employees and public agencies that employ 1 or more employees
- Applies to all employees, regardless of length of employment
- Requires paid sick leave of:
 - 80 hours for full-time employees
 - Average of hours worked over a 2-week period for part-time employees
- Required when employee cannot work (or telework) due to a need for leave because:
 1. The employee is subject to a quarantine or isolation order related to COVID-19
 2. The employee has been advised by a health care provider to self-quarantine due to COVID-19 concerns
 3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis
 4. The employee is caring for an individual who is subject to an isolation or quarantine order or who has been advised to self-quarantine by a health care provider
 5. The employee is caring for a son or daughter when school or day care is closed or unavailable due to COVID-19 precautions
- Employers must post a notice of the requirements of the Act (to be prepared by the Secretary of Labor by March 25)
- Paid sick time for absences under (1), (2) and (3) above is not to exceed \$511 per day and \$5,110 in the aggregate
- Paid sick time for absences under (4) and (5) above is to be paid at 2/3 the employee's regular rate of pay and it is not to exceed \$200 per day and \$2,000 in the aggregate

EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT

- Applies to employers with less than 500 employees and public agencies
- Applies to employees who have been employed for at least 30 calendar days
- Expands the use of FMLA time (up to 12 weeks) for a “qualifying need related to a public health emergency” until December 31, 2020
 - “Qualifying need related to a public health emergency” means the employee is unable to work (or telework) due to a need for leave to care for their son or daughter (under 18) if their school or place of care has closed or their child care provider is unavailable due to a public health emergency
- Pay provisions:
 - The first 10 days are unpaid
 - Paid leave is required after the first 10 days in an amount not less than 2/3 of the employee’s regular rate of pay based on the number of hours the employee would normally be scheduled to work
 - Paid leave cannot exceed \$200 per day and \$10,000 in the aggregate