

**Winnebago County Board
Personnel & Policies Committee Meeting**
County Administration Building
404 Elm Street, Room 510
Rockford, IL 61101

Thursday, November 7, 2019
Immediately Following the Finance Committee Meeting

Present:

Dave Fiduccia, **Chairman**
Dave Boomer
Jim Webster
Joe Hoffman
Angie Goral
Dorothy Redd

Others Present:

Frank Haney, County Board Chairman
Steve Chapman, Interim County Administrator
Marilyn Hite Ross, State's Attorney
Dave Kurlinkus, Deputy State's Attorney
Ann Johns, Purchasing Director
Jaime Salgado, County Board Member

Absent:

Dave Kelley

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes of May 16 and 30, 2019 Personnel and Policies, February 6, 2019 Combined Finance and Personnel and Policies, and March 21, 2019 Combined Operations and Administrative and Personnel and Policies
- D. Public Comment
- E. Resolution Authorizing the Execution of a Renewal Agreement with Gallagher Bassett for Third Party Administrator Fees for Workers Compensation and Liability Claims
- F. Resolution Authorizing the Execution of a Renewal Agreement with Arthur J. Gallagher for the Property, Casualty, and Workers Compensation Coverage
- G. Personnel and Policies Subcommittee Report
- H. Search for County Administrator
- I. Review of Closed Session Minutes by State's Attorney
- J. Other Matters
- K. Adjournment

Chairman Fiduccia called the meeting to order at 6:32 PM.

Mr. Fiduccia – Strike item G from the record and there will be a discussion on item H.

Motion to approve the minutes of May 16 and 30, 2019 Personnel and Policies and February 6, 2019 Combined Finance and Personnel and Policies

Moved: Mr. Boomer, Seconded: Ms. Redd.

Motion passed by unanimous voice vote.

Motion to approve the minutes of March 21, 2019 Combined Operations and Administrative and Personnel and Policies

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

Motion passed by unanimous voice vote.

Public Comment

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

Resolution Authorizing the Execution of a Renewal Agreement with Gallagher Bassett for Third Party Administrator Fees for Workers Compensation and Liability Claims

Motion made by Mr. Boomer and Seconded by Mr. Webster.

- A discussion followed.

Motion passed by unanimous voice vote.

Resolution Authorizing the Execution of a Renewal Agreement with Arthur J. Gallagher for the Property, Casualty, and Workers Compensation Coverage

Motion made by Mr. Hoffman and Seconded by Ms. Goral.

- A discussion followed.

Motion passed by unanimous voice vote.

Search for County Administrator

- The Personnel and Policies Ad Hoc Committee has some recommendations that they will be bringing forward but Mr. Arena couldn't be here this evening. They are going to come up with a search company.
- A discussion followed.

Review of Closed Session Minutes by State's Attorney

- By Statute, the Clerk is the official keeper of records and maintains the closed session minutes for County Board meetings. However, Ms. Gummow does not maintain closed session minutes for Committee meetings. There needs to be an improvement on how those are stored so that until, and when, or there is a vote to release closed session minutes out of Committees, the information and the integrity of it is properly maintained. Mr. Kurlinkus spoke to Ms. Gummow to see if she would be willing to maintain those minutes and she is willing to do that. Ms. Hite was told that they are kept on a laptop versus a computer.
- One person does the transcribing now. If minutes are going to be stored in the Clerk's Office, Ms. Hite Ross suggested that Ms. Gummow's Office should do the transcribing. If it becomes an extra burden on her staff, may need to make sure she has sufficient staff to do that.
- Ms. Reina currently does transcribing of County Board minutes. Maybe she could transcribe closed session minutes too. Not sure how many closed minutes there would be to type.
- The State's Attorney and the County Clerk will come up with a best practice for closed session minutes and then present it to the Combined Committee or Personnel and Policies Committee.
- A discussion followed.

Other Matters

- Mr. Webster discussed County signs being put on County vehicles.

Motion to adjourn. Moved: Mr. Webster, Seconded: Mr. Hoffman.
Motion passed by unanimous voice vote

Respectfully submitted,

Amy Ferling
Administrative Assistant