

PERSONNEL AND POLICIES COMMITTEE

AGENDA

Called by: Dave Fiduccia, Chairman
Members: Jim Webster, Joe Hoffman, Angie Goral, Dorothy Redd, Dave Kelley, Paul Arena

DATE: THURSDAY, NOVEMBER 19, 2020
TIME: IMMEDIATELY FOLLOWING
SPECIAL BOARD MEETING
LOCATION: VIRTUAL MEETING – ZOOM
(WINNEBAGO COUNTY YOUTUBE LIVE)

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of July 21 and August 18, 2020 Minutes
- D. Public Comment – This is the time we invite the public to address the Personnel and Policies 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 Authorizing the Execution of a Renewal Agreement with Arthur J. Gallagher for the Property, Casualty and Workers Compensation Coverage
- F. Resolution Authorizing the Execution of a Renewal Agreement with Gallagher Bassett for Third Party Administrator Fees for Workers Compensation and Liability Claims
- G. Ordinance Amending Sections of Chapter 62 of the County Code of Ordinances
- H. Ordinance Amending Sections of Chapter 2 of the County Code of Ordinances
- I. Other Matters
- J. Adjournment

**Winnebago County Board
Personnel & Policies Committee Meeting**
Virtual Meeting – Zoom
(Winnebago County YouTube Live)

Tuesday, July 21, 2020
5:30 PM

Present:

Dave Fiduccia, **Chairman**
Jim Webster
Dave Kelley
Paul Arena
Dorothy Redd

Others Present:

Steve Chapman, Interim County Administrator
Brett Frazier, Animal Services Administrator
John Giliberti, State's Attorney's Office
LoRayne Logan, Workplace
Michael King, Workplace

Absent:

Joe Hoffman
Angie Goral

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of May 28, 2020 Minutes
- D. Public Comment
- E. Resolution Approving the County Administrator Agreement Between the County of Winnebago, Illinois and Patrick J. Thompson
- F. Animal Services Update
- G. Other Matters
- H. Adjournment

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

Public Comment

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

Motion to approve the Minutes of May 28, 2020

Moved: Mr. Kelley, Seconded: Mr. Webster.

Motion passed by unanimous voice vote.

Resolution Approving the County Administrator Agreement Between the County of Winnebago, Illinois and Patrick J. Thompson

Motion by Mr. Kelley and Seconded by Mr. Arena.

- A discussion followed.

Motion passed by unanimous voice vote.

Animal Services Update

- Mr. Frazier gave a report. Things have ramped up at Animal Services and they are close to being fully staffed. Boone County had a situation and continue to have a situation of not having any staff in their own Animal Services Department. Winnebago County continues to assist them.
- Mr. Chapman spoke about previous discussions regarding some sort of bonus or compensation recognizing individuals at River Bluff having to deal with COVID cases. The State's Attorney's Office is in the middle of negotiations with the Sheriff's correctional officers and other individuals.
- A discussion followed.

Other Matters

None

Motion to adjourn. Moved by Mr. Kelley and Seconded by Mr. Webster.
Motion passed by unanimous voice vote.

Respectfully submitted,

Amy Ferling
Administrative Assistant

**Winnebago County Board
Personnel & Policies Committee Meeting**
County Administration Building
404 Elm Street, Room 303
Rockford, IL 61101

Tuesday, August 18, 2020

5:45 PM

Present:

Dave Fiduccia, **Chairman**
Jim Webster
Joe Hoffman
Angie Goral
Dave Kelley
Paul Arena

Others Present:

Steve Chapman, Interim County Administrator
Dave Kurlinkus, Deputy State's Attorney
Deb Crozier, Human Resources
Pat McDiarmid, River Bluff Nursing Home
Brett Frazier, Animal Services Administrator

Absent:

Dorothy Redd

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of June 9, 2020 Minutes
- D. Public Comment
- E. Resolution Authorizing the Execution of an Agreement with Prime Therapeutics to Provide Pharmacy Benefit Management Services
- F. Intergovernmental Agreement for Animal Control with Boone County
- G. Resolution Authorizing the Chairman of the County Board to Execute an Amendment to Consultation Agreement with Generations Healthcare Network LLC
- H. Other Matters
- I. Adjournment

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

Motion to approve the minutes of June 9, 2020

Moved: Mr. Hoffman, Seconded: Mr. Arena.

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 an Agreement with Prime Therapeutics to Provide Pharmacy Benefit Management Services

Moved by Mr. Hoffman and Seconded by Ms. Goral.

- A discussion followed.

Motion passed by unanimous voice vote.

Intergovernmental Agreement for Animal Control with Boone County

Moved by Mr. Kelley and Seconded by Ms. Goral.

- A discussion followed.

Motion passed by unanimous voice vote.

Resolution Authorizing the Chairman of the County Board to Execute an Amendment to Consultation Agreement with Generations Healthcare Network LLC

Moved by Mr. Hoffman and Seconded by Mr. Webster.

- A discussion followed.

Motion passed by unanimous voice vote.

Other Matters

- Mr. Kurlinkus announced that Assistant State's Attorney Sara Hohe passed away.
- Ms. Goral spoke about wanting an Ordinance stating that all recommendations coming through the Chairman for appointment, be automatically laid over for 30 days.
- Mr. Fiduccia spoke about possibly getting partitions installed in the County Board room for future meetings.

Motion to adjourn. Moved by Mr. Kelley and Seconded by Mr. Webster.

Motion passed by unanimous voice vote.

Respectfully submitted,

Amy Ferling
Administrative Assistant



Executive Summary

Date: November 19, 2020
To: Personnel and Policies Committee
Prepared by: Human Resources

Subject: Property and Casualty Policies

Background: Arthur J. Gallagher has been Winnebago County's liability broker for over 25 years; they have extensively reviewed Winnebago County's options for Winnebago's Property and Casualty policies. Arthur J. Gallagher has proposed the attached rates (see the attached schedule with the resolution) for coverage from December 1st, 2020 through November 30th, 2021.

The vendors/policies that have been recommended in the past by Arthur J. Gallagher have been quality vendors, with A rated credentials. We have not had difficulties with transacting business with these carries and recommend continued business partnerships with these vendors. Human Resources requests Board approval of these policies recommended by the broker.

Recommendation: The Personnel and Policies Committee, chaired by David Fudiccia, has reviewed the proposal presented to the Board. The Board is asked to vote in favor of the Committee's recommendations at its November 19, 2020 meeting.

Budget Impact: With the proposed rates, there would be an overall increase in premiums of \$109,667 for coverage effective December 1st, 2020 through November 30th, 2021 (1 year). This is due to the increase in inclement weather causing property damage, the global pandemic, inadequate rates to support losses and civil unrest.

Contract/Agreement:

RESOLUTION
of the
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS

Sponsored by: David Fiduccia
Submitted by: Personnel and Policies Committee

2020 CR

RESOLUTION AUTHORIZING THE EXECUTION OF A RENEWAL AGREEMENT WITH ARTHUR J. GALLAGHER FOR THE PROPERTY AND CASUALTY COVERAGE

WHEREAS, the County of Winnebago, Illinois, each year adopts a Resolution which authorizes acceptance of the property and casualty insurance coverage; and,

WHEREAS, the renewal for December 1, 2020 through November 30, 2021; the property and casualty insurance coverage does contain premium changes; and

WHEREAS, Arthur J. Gallagher & Co., who is the County's Insurance Broker, has extensively reviewed the County's options for this coverage; and,

WHEREAS, Arthur J. Gallagher & Co. has proposed the attached rates to Winnebago County for the property and casualty insurance coverage from December 1, 2020 thru November 30, 2021:

See attachment A – Premium Summary Recap for Details.

WHEREAS, the Personnel and Policies Committee of the County Board for the County of Winnebago, Illinois has reviewed the renewal and recommends that the County Board authorize execution of an agreement with Arthur J Gallagher & Co. for the property and casualty insurance coverage for December 1, 2020 through November 30, 2021.

NOW, THEREFORE BE IT RESOLVED, by the County Board of the County of Winnebago, Illinois that the Winnebago County Board Chairman is hereby authorized to execute an agreement with Arthur J. Gallagher & Co., 555 South Perryville Road, Rockford, IL 61108 for the property and casualty insurance coverage.

BE IT FURTHER RESOLVED, that this Resolution shall be in full force and effective immediately upon its adoption and the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Director of Purchasing, Director of Human Resources and the County Auditor.

Respectfully Submitted,
PERSONNEL AND POLICIES COMMITTEE

AGREE

DISAGREE

DAVID FIDUCCIA, CHAIRMAN

DAVID FIDUCCIA, CHAIRMAN

PAUL ARENA

PAUL ARENA

ANGIE GORAL

ANGIE GORAL

JOE HOFFMAN

JOE HOFFMAN

DAVID KELLEY

DAVID KELLEY

DOROTHY REDD

DOROTHY REDD

JIM WEBSTER

JIM WEBSTER

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

ATTESTED BY:

FRANK HANEY
CHAIRMAN OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

LORI GUMMOW
CLERK OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

PREMIUM SUMMARY – Winnebago County 12/1/2020-21

LINE OF COVERAGE		EXPIRING PROGRAM		PROPOSED PROGRAM	
		CARRIER	EXPIRING Prop 25K Ded Pkg /AL 250K APD 100k WC 650K Cyber 15K Prof Prof E&O 10K	CARRIER	Option I Prop 25K Ded Pkg/ AL 250K SIR APD 100K WC 650K/ 750K Cyber 15K Ded Prof E&O 10K Ded
Property	Premium	Travelers Indemnity Company	\$205,490	Travelers Indemnity Company	\$229,365
	TRIA Premium		Included		Included
Package	Premium	Travelers Indemnity Company	\$281,030	Travelers Indemnity Company	\$340,266
	TRIA Premium		Included		Included
Automobile Liability & PD	Premium	Travelers Indemnity Company	\$112,596	Travelers Indemnity Company	\$116,309
	TRIA Premium		Included		Included
Umbrella	Premium	Travelers Property Casualty Co of America	\$185,854	Travelers Property Casualty Co of Amer.	\$190,843
	TRIA Premium		Included		Included
Crime	Premium	Hanover Insurance Co	\$6,933	Hanover Insurance Co	\$6,933
Cyber Liability (5MIL)	Premium	Underwriters at Lloyd's London	\$27,045	Underwriters at Lloyd's London	\$29,695
	SLT& FEES		\$967		\$1,061
	Policy Fees		\$500		\$500
	Total Premium		\$28,512		\$31,256
	TRIA Premium		Included		Included
Profess Liability- Only Health Dept	Premium	Columbia Casualty Company	\$15,584	Columbia Casualty Company	\$16,625
	SLT & Fee		\$557		\$594
	Total Premium		\$16,141		\$17,219
Excess Work Comp	Premium	Safety National Casualty Corporation)	\$104,049	Safety National Casualty Corporation	\$116,781
	TRIA Premium		Included		Included
Broker Fee - Arthur J. Gallagher & Co.			\$65,025		\$66,325
Total Estimated Program Cost			\$1,005,630		\$1,115,297

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

SUBMITTED BY: PERSONNEL AND POLICIES COMMITTEE

2020 CO _____

**AN ORDINANCE AMENDING SECTIONS OF CHAPTER 62 OF THE COUNTY
CODE OF ORDINANCES**

WHEREAS, Chapter 62 of the County Code of Ordinances, Article II, sets forth various criteria for County Human Resources Department; and

WHEREAS, the County wishes to amend Sections of Chapter 62, of the County Code of Ordinances.

NOW, THEREFORE, BE IT ORDAINED, by the County Board of the County of Winnebago, Illinois, that Chapter 62, Article II of the County Code of Ordinances be amended as follows:

Sec. 62-43. - Appointment.

The HR director shall be appointed by the county administrator with the advice and consent of the county board and shall serve at the pleasure of the County Administrator. The director shall report to and be under the supervision of the county administrator.

BE IT FURTHER ORDAINED, that the remainder of Chapter 62, Article II, of the County Code of Ordinances shall remain unchanged.

BE IT FURTHER ORDAINED, that all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

BE IT FURTHER ORDAINED, that this Ordinance Amendment shall be effective immediately upon passage.

BE IT FURTHER ORDAINED, that the Winnebago County Clerk shall place a certified copy of this Ordinance Amendment upon its adoption in the records of office of the Winnebago County Clerk.

Respectfully submitted,
Personnel and Policies Committee

Dave Fiduccia, Chairman

Paul Arena

Angie Goral

Joe Hoffman

Dave Kelley

Dorothy Redd

Jim Webster

APPROVED this ____ day of _____, 2020 by the
County Board of the County of Winnebago, Illinois.

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

Ayes: _____ Nays: _____ Absent: _____

Sec. 62-43. - Appointment.

The HR director shall be appointed by the ~~chairman of the county board administrator~~ with the advice and consent of the county board and shall serve at ~~its pleasure~~the pleasure of the County Administrator. The director shall report to and be under the supervision of the county administrator.

(Ord. No. 88-CO-34, § III(C), 6-23-88)

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

SUBMITTED BY: PERSONNEL AND POLICIES COMMITTEE

2020 CO _____

AN ORDINANCE AMENDING SECTIONS OF CHAPTER 2 OF THE COUNTY CODE OF ORDINANCES

WHEREAS, Chapter 2 of the County Code of Ordinances, Article III, sets forth various criteria for Officers and Employees of the County; and

WHEREAS, the County wishes to amend Sections of Chapter 2, of the County Code of Ordinances.

NOW, THEREFORE, BE IT ORDAINED, by the County Board of the County of Winnebago, Illinois, that Chapter 2, Article III of the County Code of Ordinances be amended as follows:

Sec. 2-145. - Establishment.

The office of chief financial officer is hereby established.

Sec. 2-146. - Qualifications.

The chief financial officer shall have, at a minimum, a bachelor's degree in accounting, finance, public administration or business administration and/or comparable experience and a minimum of ten years of increasingly responsible experience in executive-level financial administration, ideally with a portion of that experience in the public sector. A CPA and/or master's degree in public policy, public administration, finance or business administration is preferable. A chief financial officer who meets the above criteria may be exempt from the residency requirement set forth in section 62-5 of the County Code of Ordinances.

Sec. 2-147. - Appointment/dismissal.

The chief financial officer shall be appointed by the county administrator, with the advice and consent of the county board and shall serve at the pleasure of the County Administrator. The chief financial officer shall report to and be under the supervision of the County Administrator.

Sec. 2-148. - Duties.

(a) The chief financial officer shall be subject to the direction and control of the county administrator and supervise the administration of the following:

(1) Finance department, including but not limited to functions of accounting, accounts payable and payroll.

- (2) Internal services department fund, internal technology fund, and county health insurance fund.
 - a. The chief financial officer shall supervise and evaluate the performance of the directors and/or coordinators of the departments listed in subsection (a) above.
 - b. The chief financial officer shall serve as the staff liaison to the county's finance committee and maintain regular communications with all elected county officials as designated by the County Administrator.
 - c. The chief financial officer shall:
 - (1) Assist the county administrator in preparing the annual budget for submission to the county board, including developing a county-wide budget planning process.
 - (2) Assist the county administrator in the review and preparation of long range financial planning including capital improvement programs, budgets and projected financial trends.
 - (3) Prepare or cause to be prepared, any and all documents necessary for the county to enter into the lending market and administrate ongoing debt management.
 - (4) Establish effective internal controls throughout the county.
 - (5) Monitor the financial activities of the tort fund, including the related tax levy.
 - (6) Serve as the internal point-person for the annual external audit.
 - (7) Oversee tax filings to be submitted on behalf of the county.
 - (8) Assist the county administrator in developing a long-term capital plan for submission to the county board.
 - (9) Assist the county administrator in the preparation of county board agendas, ordinances, resolutions, and other business.
 - (10) Establish standard operating procedures, work rules, and administrative policies for the finance department.
 - (11) Grant administration, including, but not limited to, serving as the Grant Accountability and Transparency Act (GATA) officer and the System for Award Management (SAMS) administrator.
 - (12) Other duties as assigned by the county administrator.

BE IT FURTHER ORDAINED, that the remainder of Chapter 2, Article III, of the County Code of Ordinances shall remain unchanged.

BE IT FURTHER ORDAINED, that all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

BE IT FURTHER ORDAINED, that this Ordinance Amendment shall be effective immediately upon passage.

BE IT FURTHER ORDAINED, that the Winnebago County Clerk shall place a certified copy of this Ordinance Amendment upon its adoption in the records of office of the Winnebago County Clerk.

Respectfully submitted,
Personnel and Policies Committee

Dave Fiduccia, Chairman

Paul Arena

Angie Goral

Joe Hoffman

Dave Kelley

Dorothy Redd

Jim Webster

APPROVED this ____ day of _____, 2020 by the
County Board of the County of Winnebago, Illinois.

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

Ayes: _____ Nays: _____ Absent: _____

Sec. 2-145. - Establishment.

The office of chief financial officer is hereby established.

(Ord. No. 2017-CO-068, 6-22-17)

Sec. 2-146. - Qualifications.

The chief financial officer shall have, at a minimum, a bachelor's degree in accounting, finance, public administration or business administration and/or comparable experience and a minimum of ten years of increasingly responsible experience in executive-level financial administration, ideally with a portion of that experience in the public sector. A CPA and/or master's degree in public policy, public administration, finance or business administration is preferable. A chief financial officer who meets the above criteria may be from the residency requirement set forth in section 62-5 of the County Code of Ordinances.

(Ord. No. 2017-CO-068, 6-22-17; Ord. No. 2017-CO-110, 11-21-17; Ord. No. 2018-CO-075, 7-26-18)

Sec. 2-147. - Appointment/dismissal.

The chief financial officer shall be ~~recommended~~ appointed by the county administrator, ~~and appointed or dismissed by the county board chairman~~ with the advice and consent of the county board and shall serve at the pleasure of the County Administrator. The chief financial officer shall report to and be under the supervision of the County Administrator.

(Ord. No. 2017-CO-068, 6-22-17; Ord. No. 2018-CO-075, 7-26-18)

Sec. 2-148. - Duties.

- (a) The chief financial officer shall be subject to the direction and control of the county administrator and supervise the administration of the following:
- (1) Finance department, including but not limited to functions of accounting, accounts payable, ~~and~~ and payroll.
 - (2) Internal services department fund, internal technology fund, and county health insurance fund.
 - a. The chief financial officer shall supervise and evaluate the performance of the directors and/or coordinators of the departments listed in subsection (a) above.
 - b. The chief financial officer shall serve as the staff liaison to the county's finance committee and maintain regular communications with all elected county officials as designated by the County board chairman Administrator.
 - c. The chief financial officer shall:
 - (1) Assist the county administrator in preparing the annual budget for submission to the county board, including developing a county-wide budget planning process.
 - (2) Assist the county administrator in the review and preparation of long range financial planning including capital improvement programs, budgets and projected financial trends.
 - (3) Prepare or cause to be prepared, any and all documents necessary for the county to enter into the lending market and administrate ongoing debt management.

- (4) Establish effective internal controls throughout the county.
- (5) Monitor the financial activities of the tort fund, including the related tax levy.
- (6) Serve as the internal point-person for the annual external audit.
- (7) Oversee tax filings to be submitted on behalf of the county.
- (8) Assist the county administrator in developing a long-term capital plan for submission to the county board.
- (9) Assist the county administrator in the preparation of county board agendas, ordinances, resolutions, and other business.
- (10) Establish standard operating procedures, work rules, and administrative policies for the finance department.
- (11) Grant administration, including, but not limited to, serving as the Grant Accountability and Transparency Act (GATA) officer and the System for Award Management (SAMS) administrator.
- (12) Other duties as assigned by the county administrator.

(Ord. No. 2017-CO-068, 6-22-17; Ord. No. 2018-CO-075, 7-26-18)