

**Winnebago County Board
Operations and Administrative Committee Meeting**

County Administration Building
404 Elm Street, Room 303
Rockford, IL 61101

Thursday, March 16, 2023
5:30 PM

Present:

Keith McDonald, **Chairperson**
Valerie Hanserd, **Vice Chairperson**
Paul Arena
Joe Hoffman
Jaime Salgado
Michael Thompson

Others Present:

Patrick Thompson, County Administrator
Dave Rickert, Chief Financial Officer
Ann Johns, Purchasing Director
Lafakeria Vaughn, State's Attorney's Office
Rick Ciganek, Sheriff's Office
Lori Gummow, County Clerk & County Recorder
Matt Laue, Coroner's Office
Michaela Bradley, IT Department

Absent:

John Butitta

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of January 5, 2023 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 Awarding Bid for Joint Seal Coating Services
- F. Resolution Awarding Agreement for Office Supplies
- G. Resolution to Approve Purchase of Morgue Equipment Using CIP PSST 2023 Funds
- H. Resolution to Approve Purchase of Coroner Vehicles Using CIP PSST 2023 Funds
- I. Resolution to Include Compensation Paid Under Internal Revenue Code Section 125 Plan as IMRF Earnings
- J. Discussion Regarding County's 457(b) Plan and Selection of a New Plan Administrator
- K. Discussion Regarding County Administration Building Security
- L. Future Agenda Items
- M. Adjournment

Chairperson McDonald called the meeting to order at 5:30 PM.

Roll Call

Chairperson Keith McDonald yes, Paul Arena yes, Joe Hoffman yes, Jaime Salgado yes, Valerie Hanserd yes, Michael Thompson yes.

Approval of January 5, 2023 Minutes

Chairperson McDonald called for a motion to approve the January 5, 2023 minutes.

Motion: Ms. Hanserd. Second: Mr. Hoffman.

Motion passed by unanimous voice vote.

Public Comment

Chairperson McDonald omitted reading the Public Comment Section of the Agenda due to no one present to speak.

Resolution Awarding Bid for Joint Seal Coating Services

Motion: Chairperson McDonald. Second: Mr. Thompson.

The Resolution awards a bid for seal coating services, an annual contract.

- Discussion followed.

Motion passed by unanimous voice vote.

Resolution Awarding Agreement for Office Supplies

Motion: Chairperson McDonald. Second: Mr. Thompson.

The Resolution authorizes the county to renew the contract with OfficePro (Mid City Office Supplies).

- Discussion followed.

Motion passed by unanimous voice vote.

Resolution to Approve Purchase of Morgue Equipment Using CIP PSST 2023 Funds

Motion: Chairperson McDonald. Second: Mr. Salgado.

The Resolution authorizes purchase of morgue equipment, using CIP 2023 funds. Refer to attachment listing equipment to be purchased.

- Discussion followed.

Motion passed by unanimous voice vote.

Resolution to Approve Purchase of Coroner Vehicles Using CIP PSST 2023 Funds

Motion: Chairperson McDonald. Second: Mr. Salgado.

The Resolution is for the approval of Coroner vehicles using CIP 2023 funds. Refer to the attachment.

- Discussion followed.

Motion passed by unanimous voice vote.

Resolution to Include Compensation Paid Under Internal Revenue Code Section 125 Plan as IMRF Earnings

Motion: Chairperson McDonald. Second: Mr. Thompson.

The Resolution amends the agreement with IMRF to include compensation paid under Internal Revenue Code Section 125 Plan as IMRF income.

- Discussion followed.

Motion passed by unanimous voice vote.

Discussion Regarding County’s 457(b) Plan and Selection of a New Plan Administrator

Ms. Johns distributed information to the committee regarding the 457(b) Plan selection of a new plan administrator. Mr. Rickert thanked Ms. Johns and the Purchasing department staff for their work in organizing the contract providers, presentations and documents. A resolution will be prepared to present at the next committee meeting.

- Discussion followed.

Discussion Regarding County Administration Building Security

Funds within the Phase III ARP Plan are set aside to address the issue of the administration building security enhancements. A formal plan will be created to present to the committee.

- Discussion followed.

Future Agenda Items

- Replacing Air Conditioning Units at Memorial Hall
- Resolution to Add Two Additional Members to the River Bluff Board
- Addition of a Buyer for the Purchasing Department

Motion to Adjourn.

Chairperson McDonald called for a motion to adjourn the meeting.

Motion: Mr. Thompson. Second: Mr. Salgado.

Motion passed by unanimous voice vote.

Respectfully submitted,

Nancy Bleile
Administrative Assistant