

# **OPERATIONS & ADMINISTRATIVE COMMITTEE AGENDA**

## **REVISED**

**Called by:** Keith McDonald, Chairman

**Members:** John Butitta, Jean Crosby,

Paul Arena, Joe Hoffman, Dorothy

Redd, Jaime Salgado

**DATE:** THURSDAY, JANUARY 6, 2022

**TIME:** 5:30 PM

**LOCATION:** ROOM 510

COUNTY ADMINISTRATION BLDG

404 ELM STREET

ROCKFORD, IL 61101

### **AGENDA:**

A. Call to Order

B. Roll Call

C. Approval of September 16 and October 7, 2021 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 Establishing Precinct Boundaries for the County of Winnebago, Illinois

F. Resolution Establishing an Ad Hoc Committee to Conduct a Performance Review of Winnebago County Administrator

G. Discuss Plans for Public Safety Building (PSB)

H. Discuss Emergency Rental Assistance Program (ERAP)

I. Other Matters

J. Adjournment

# **Approval of Minutes**

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

Thursday, September 16, 2021  
5:30 PM

**Present:**

Keith McDonald, **Chairman**  
Jean Crosby  
Paul Arena  
Joe Hoffman

**Others Present:**

Pat Thompson, County Administrator  
Lafakeria Vaughn, State's Attorney's Office  
Shawn Franks, Facilities  
Scott Lewandowski, Veterans Memorial Hall  
Ann Johns, Purchasing Director

**Absent:**

John Butitta  
Dorothy Redd  
Jaime Salgado

**AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of July 1, 2021 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 Establishing the County Holiday Schedule for 2022
- F. Resolution for the Emergency Purchase of a Food Steamer for River Bluff Nursing Home
- G. Resolution Awarding Bid for Veterans Memorial Hall Access and Accessibility
- H. Resolution Adopting Criteria for the Operation of the County's Delinquent Tax Program
- I. Other Matters
- J. Adjournment

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

**Motion to approve the July 1, 2021 Minutes**

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

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 Establishing the County Holiday Schedule for 2022**

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

- A discussion followed.

Motion passed by unanimous voice vote.

**Resolution for the Emergency Purchase of a Food Steamer for River Bluff Nursing Home**

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

- A discussion followed.

Motion passed by unanimous voice vote.

**Resolution Awarding Bid for Veterans Memorial Hall Access and Accessibility**

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

- A discussion followed.

Motion passed by unanimous voice vote.

**Resolution Adopting Criteria for the Operation of the County's Delinquent Tax Program**

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

- A discussion followed.

Mr. Arena proposed postponing indefinitely and Ms. Crosby Seconded.

Motion passed by unanimous voice vote.

**Other Matters**

None

**Motion to Adjourn.** Moved: Mr. Hoffman, Seconded: Mr. Arena.

Motion passed by unanimous voice vote.

Respectfully submitted,

Amy Ferling  
Administrative Assistant



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

Thursday, October 7, 2021  
5:30 PM

**Present:**

Keith McDonald, **Chairman**  
Jean Crosby  
Joe Hoffman  
Dorothy Redd  
Jaime Salgado

**Others Present:**

Pat Thompson, County Administrator  
Dave Rickert, Chief Financial Officer  
Lafakeria Vaughn, State's Attorney's Office  
Ann Johns, Purchasing Director  
Debbie Crozier, HR Department  
Carol Hartline, Williams McCarthy  
Lori Gummow, County Clerk & County Recorder

**Absent:**

John Butitta  
Paul Arena

**AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes – None
- 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 Authorizing the Execution of a Renewal Agreement with AmWINS Group Benefits for the Administration of a Retiree Medical and RX Plan
- F. Resolution Authorizing the Execution of a Renewal Agreement with Northern Illinois Health Plans (NIHP) for Third Party Administrative Services
- G. Resolution Adopting Revised Language for the Discrimination/Harassment Policy, Diversity Policy and Equal Employment Opportunity Policy
- H. Other Matters
- I. Adjournment

Chairman McDonald called the meeting to order at 5:31 PM.

**Public Comment**

Chairman McDonald 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 AmWINS Group Benefits for the Administration of a Retiree Medical and RX Plan**

Motion by Mr. McDonald and Seconded by Mr. Hoffman.

- A discussion followed.

Motion passed by unanimous voice vote.

**Resolution Authorizing the Execution of a Renewal Agreement with Northern Illinois Health Plans (NIHP) for Third Party Administrative Services**

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

- A discussion followed.

Motion passed by unanimous voice vote.

**Resolution Adopting Revised Language for the Discrimination/Harassment Policy, Diversity Policy and Equal Employment Opportunity Policy**

Motion by Mr. McDonald and Seconded by Mr. Hoffman.

- A discussion followed.

Motion passed by unanimous voice vote.

**Other Matters**

None

**Motion to Adjourn.** Moved: Mr. Hoffman, Seconded: Ms. Redd.

Motion passed by unanimous voice vote.

Respectfully submitted,

Amy Ferling  
Administrative Assistant



## Resolution Executive Summary

**Prepared By:** Office of County Clerk  
**Committee:** Operations and Administrative Committee  
**Committee Date:** January 6, 2022  
**Resolution Title:** Resolution Establishing Precinct Boundaries for the County of Winnebago, Illinois  
**Board Meeting Date:** January 13, 2022  
**Budget Information:** N/A

### Background Information:

Pursuant to the Election Code, 10 ILCS 5/11-2, the County Board shall change the boundaries of its election precincts after each decennial census as soon as is practicable following the congressional and legislative redistricting. Except in 2021, the County Board shall change the boundaries at a regular or special meeting by January 14, 2022, which is within sixty (60) days after the effective date of Public Act 102-0668.

Precinct boundaries are established to balance population among the various precincts and to follow congressional, legislative, representative districts, County Board districts and municipal wards, and other boundary lines as nearly as practicable.

Each precinct shall be composed of contiguous territory in as compact form as can be for the convenience of the electors voting therein. Adjusting the number of precincts and establishing new boundaries is consistent with statutory requirements under the Election Code.

### Recommendation:

Approval by this Committee and the County Board of Winnebago County, Illinois that Winnebago County shall consist of 94 precincts, as designated by the Winnebago County Clerk, and as exhibited on the Township/Precinct maps. (Resolution Exhibit A)

**Legal Review:** Yes – review completed by State's Attorney's Office

**Follow-Up:** N/A

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

Sponsored by: Keith McDonald, Committee Chairman  
Submitted by: Operations and Administrative Committee

2022 CR

---

**RESOLUTION ESTABLISHING PRECINCT BOUNDARIES**  
**FOR THE COUNTY OF WINNEBAGO, ILLINOIS**

---

**WHEREAS**, pursuant to the Election Code, 10 ILCS 5/11-2, the County Board shall change the boundaries of its election precincts after each decennial census as soon as is practicable following the congressional and legislative redistricting; and

**WHEREAS**, except in 2021, the County Board shall change the boundaries at a regular or special meeting by January 14, 2022, which is within sixty (60) days after the effective date of Public Act 102-0668; and

**WHEREAS**, precinct boundaries are established to balance population among the various precincts and to follow congressional, legislative, representative districts, County Board districts and municipal wards, and other boundary lines as nearly as practicable; and

**WHEREAS**, each precinct shall be composed of contiguous territory in as compact form as can be for the convenience of the electors voting therein; and

**WHEREAS**, adjusting the number of precincts and establishing new boundaries is consistent with statutory requirements under the Election Code.

**NOW, THEREFORE BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that Winnebago County shall consist of ninety-four (94) precincts, as designated by the Winnebago County Clerk, and as exhibited on the Township Precinct maps attached hereto and made a part hereof; and

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

**BE IT FURTHER RESOLVED**, that the County Clerk is hereby directed to prepare and deliver a certified copy of this Resolution to the County Clerk, County Administrator and the State Board of Elections.

Respectfully Submitted,  
**OPERATIONS AND ADMINISTRATIVE COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
JAIME SALGADO, CHAIRMAN

\_\_\_\_\_  
JAIME SALGADO, CHAIRMAN

\_\_\_\_\_  
STEVE SCHULTZ, VICE CHAIRMAN

\_\_\_\_\_  
STEVE SCHULTZ, VICE CHAIRMAN

\_\_\_\_\_  
PAUL ARENA

\_\_\_\_\_  
PAUL ARENA

\_\_\_\_\_  
JOHN BUTITTA

\_\_\_\_\_  
JOHN BUTITTA

\_\_\_\_\_  
JEAN CROSBY

\_\_\_\_\_  
JEAN CROSBY

\_\_\_\_\_  
JOE HOFFMAN

\_\_\_\_\_  
JOE HOFFMAN

\_\_\_\_\_  
KEITH McDONALD

\_\_\_\_\_  
KEITH McDONALD

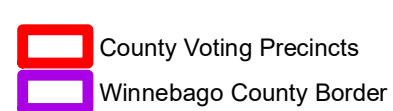
The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this \_\_\_\_ day of \_\_\_\_\_ 2022.

ATTESTED BY:

\_\_\_\_\_  
**JOSEPH V. CHIARELLI**  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

\_\_\_\_\_  
**LORI GUMMOW**  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

## Resolution Exhibit A

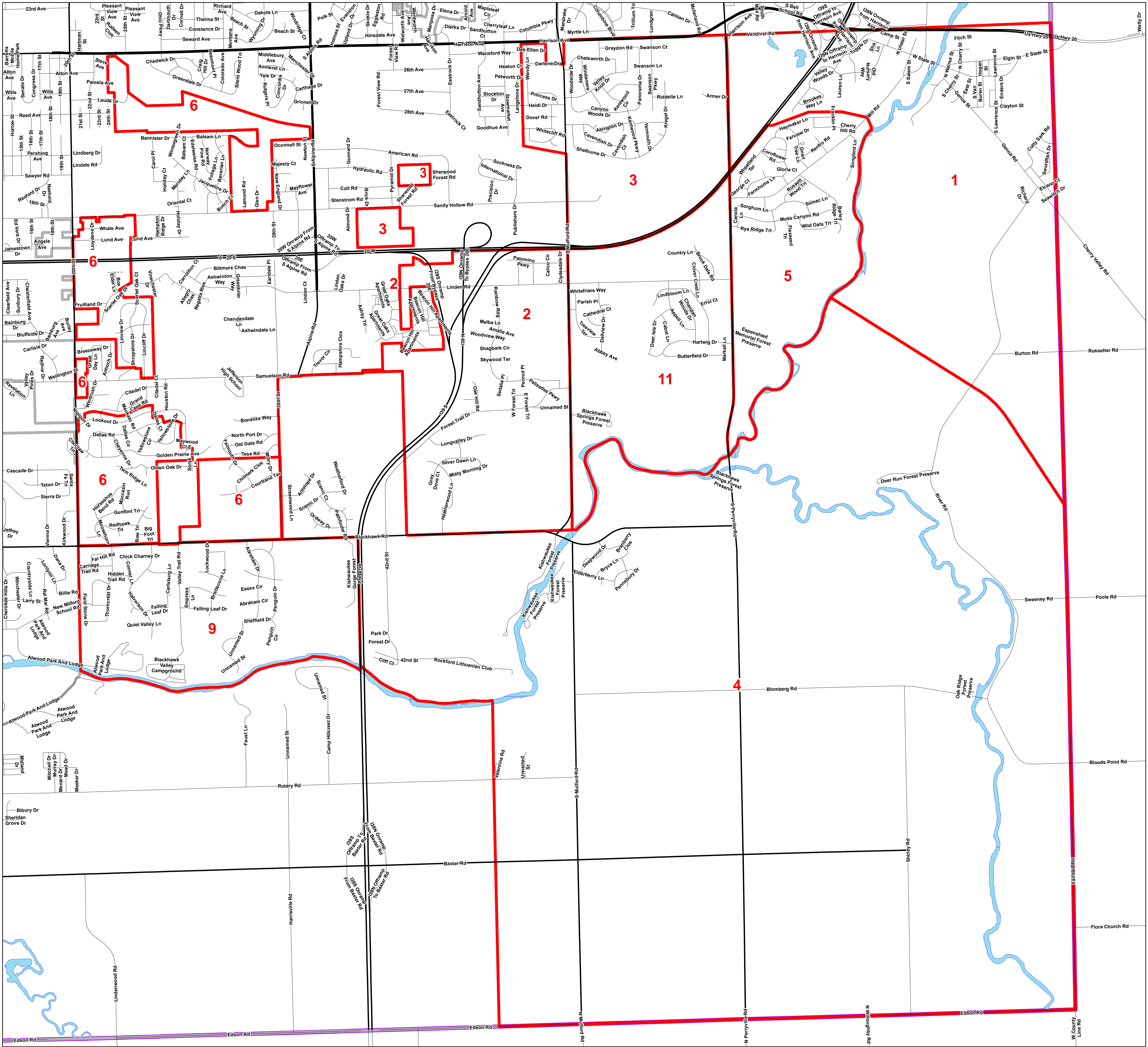


A horizontal scale bar with tick marks at 0, 0.25, 0.5, and 1. The word "Miles" is written at the right end of the bar.





# CHERRY VALLEY TOWNSHIP



 County Voting Precincts  
 Winnebago County Border

Lori Gummow

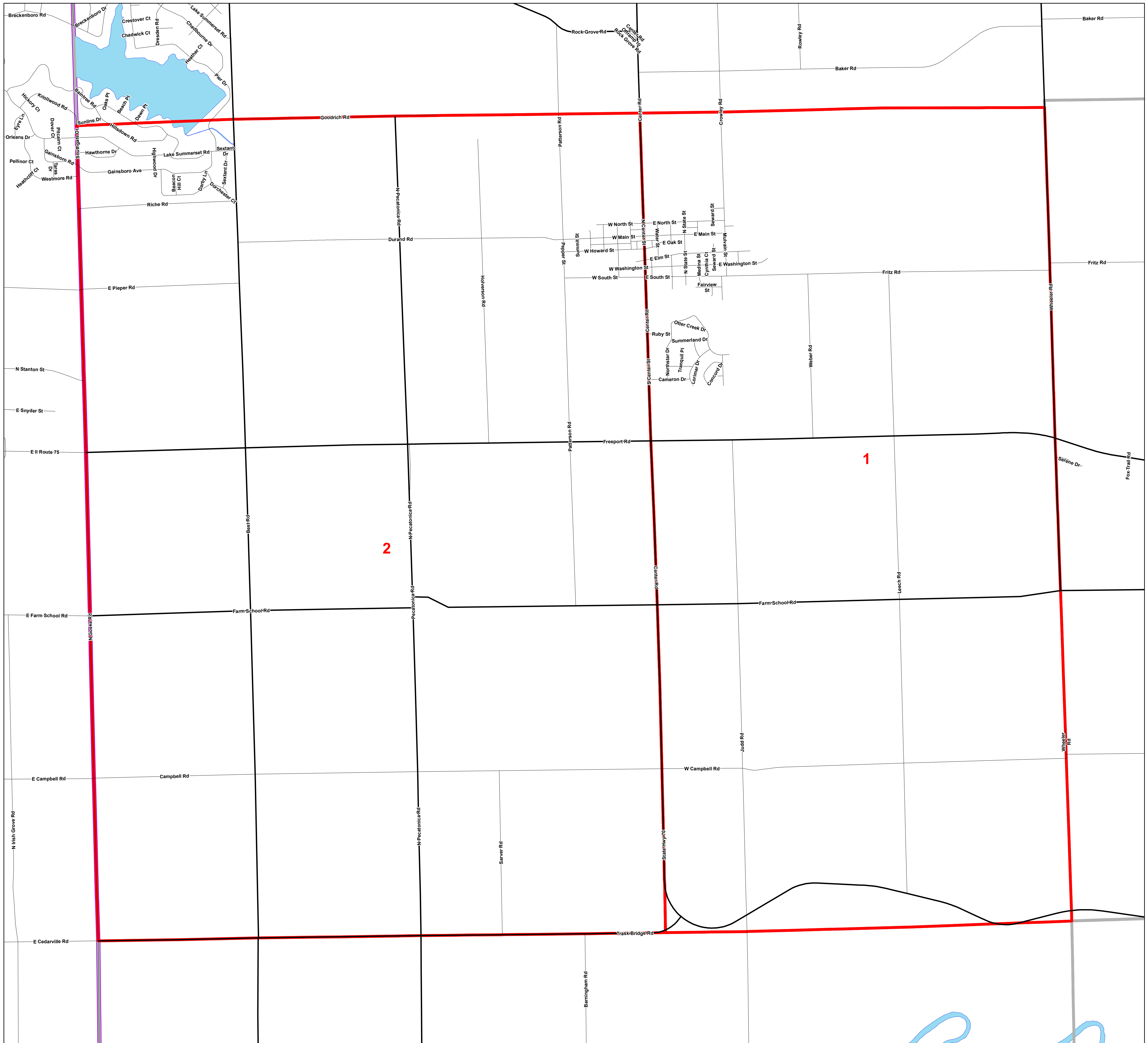
County Clerk  
Winnebago County  
Created Date: 1/4/2022

0 0.25 0.5 1 Miles



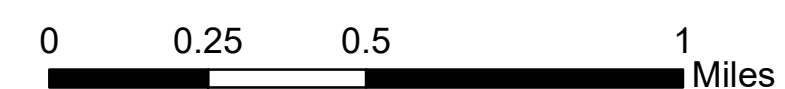


# DURAND TOWNSHIP



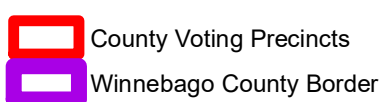
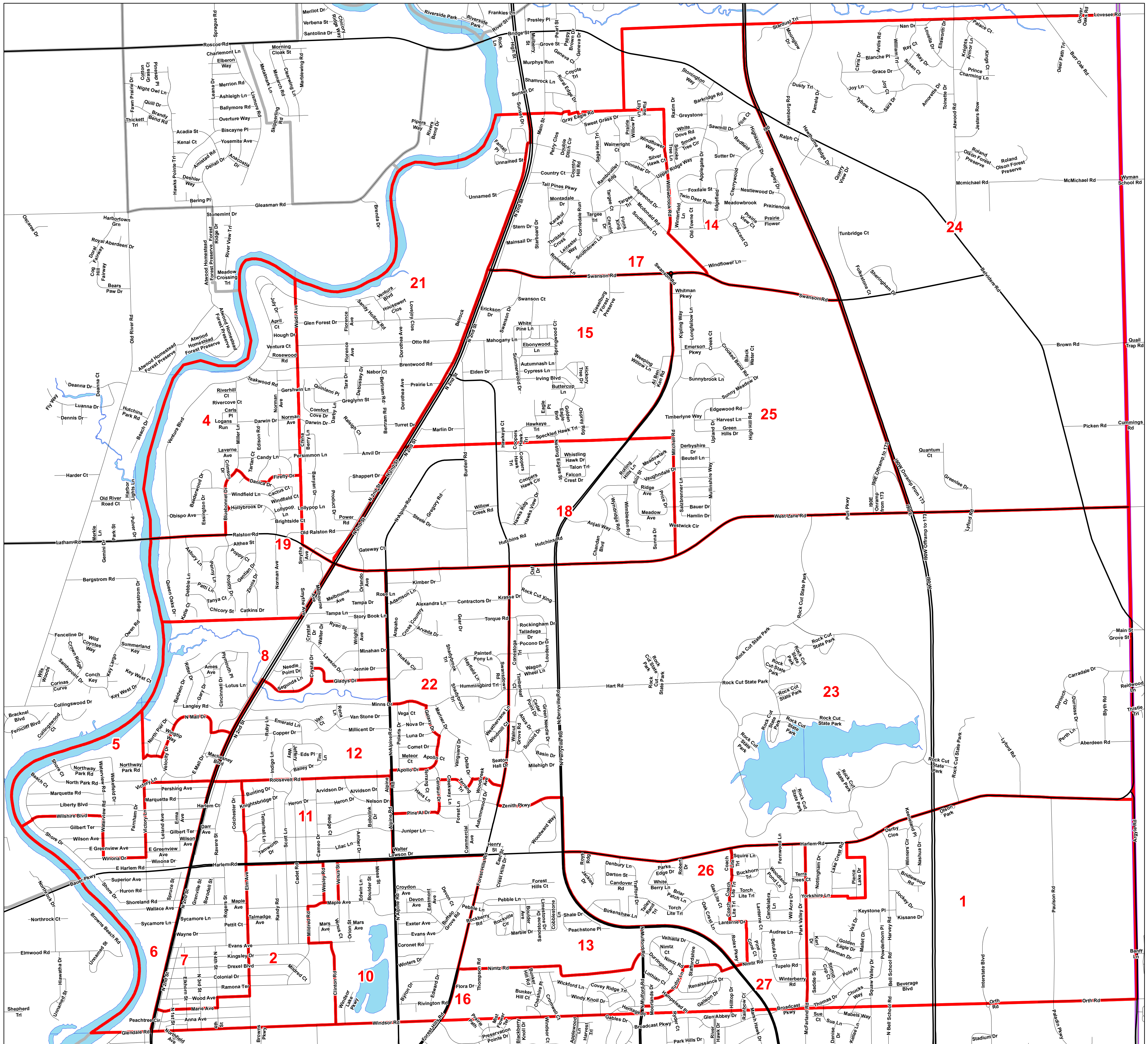
 County Voting Precincts  
 Winnebago County Border

Lori Gummow  
County Clerk  
Winnebago County  
Created Date: 1/4/2022





# HARLEM TOWNSHIP

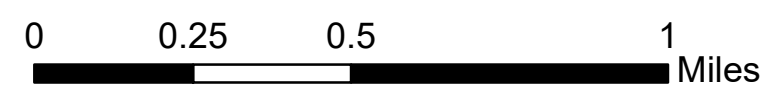


Lori Gummow

County Clerk

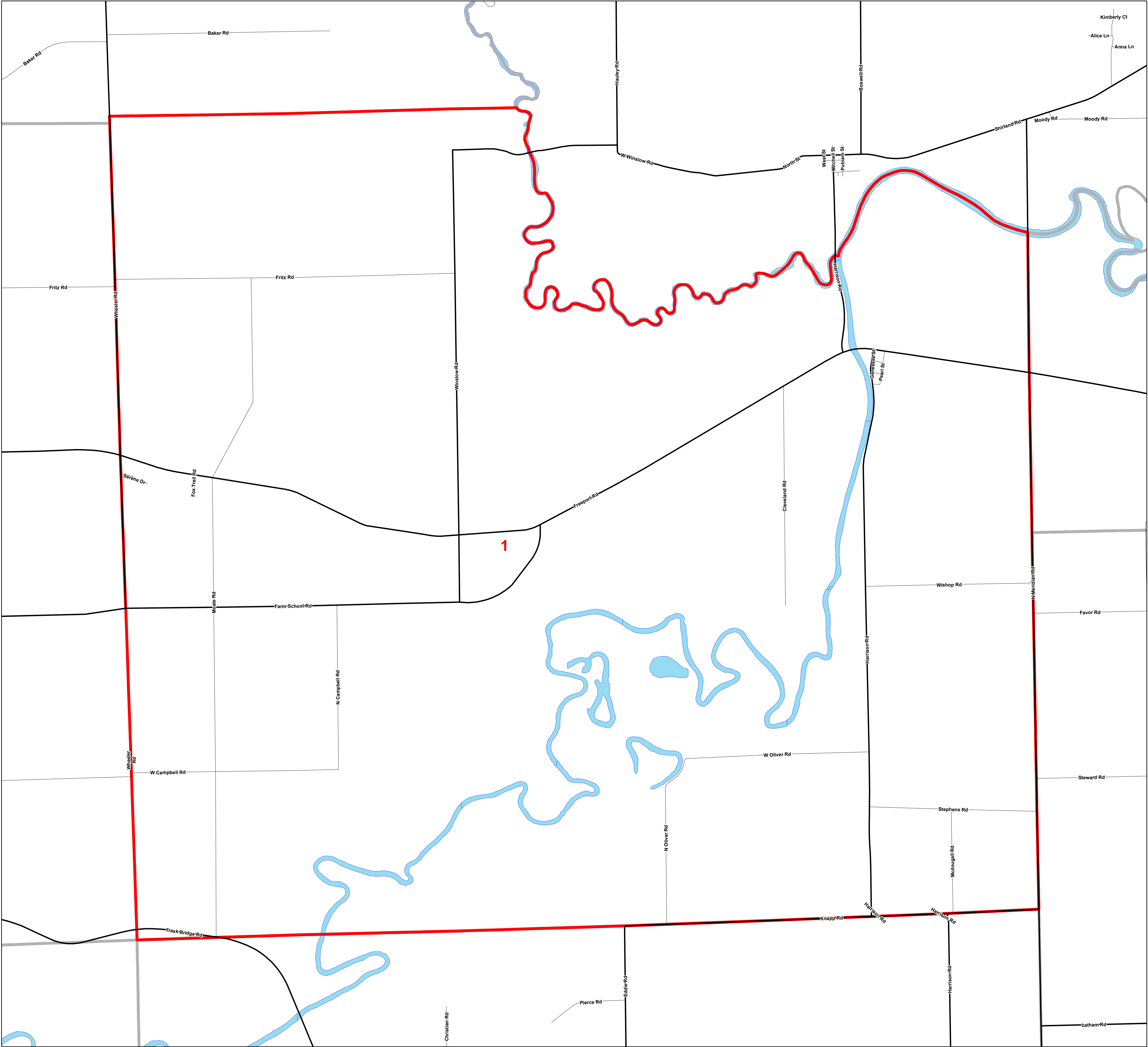
Winnebago County

Created Date: 1/4/2022



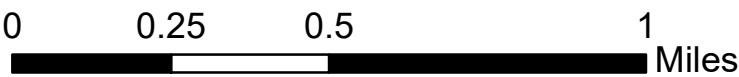


# HARRISON TOWNSHIP

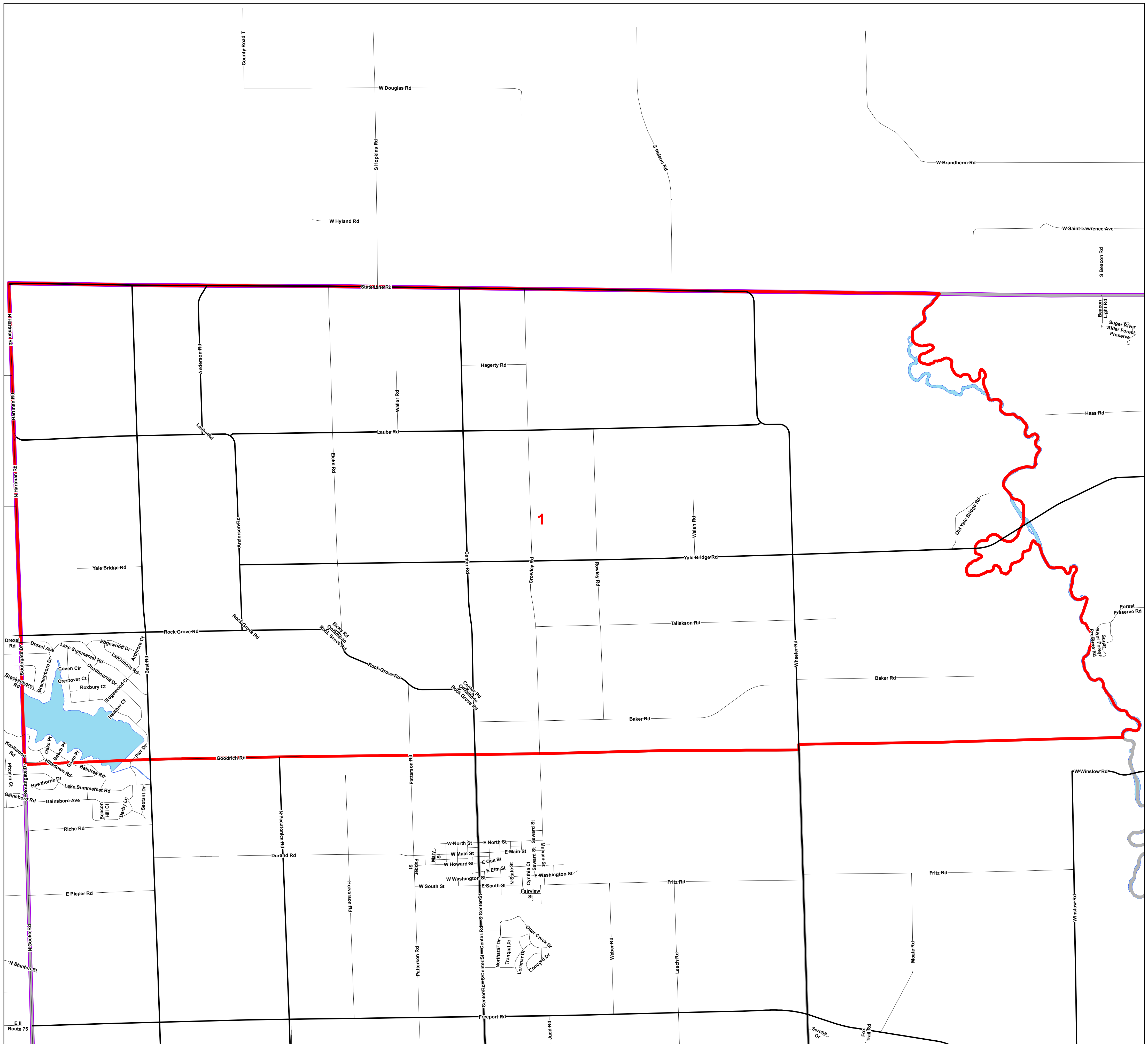


 County Voting Precincts  
 Winnebago County Border

Lori Gummow  
County Clerk  
Winnebago County  
Created Date: 1/4/2022

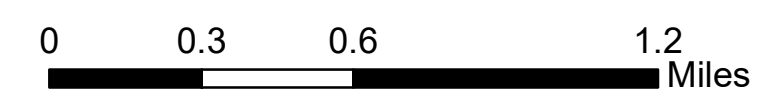


# LAONA TOWNSHIP



Lori Gummow

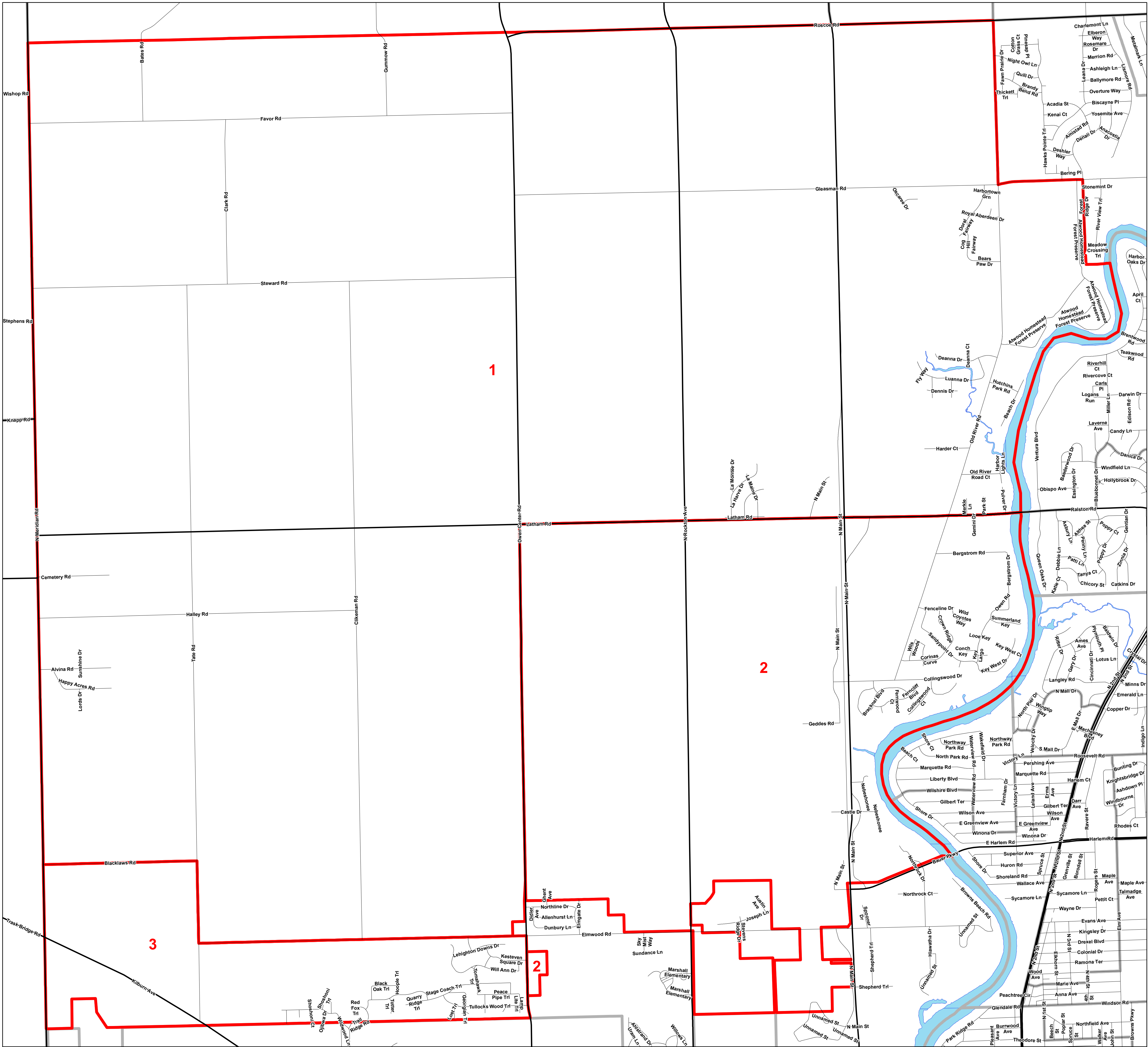
County Clerk  
Winnebago County  
Created Date: 1/4/2022



 County Voting Precincts  
 Winnebago County Border



# OWEN TOWNSHIP



 County Voting Precincts  
 Winnebago County Border

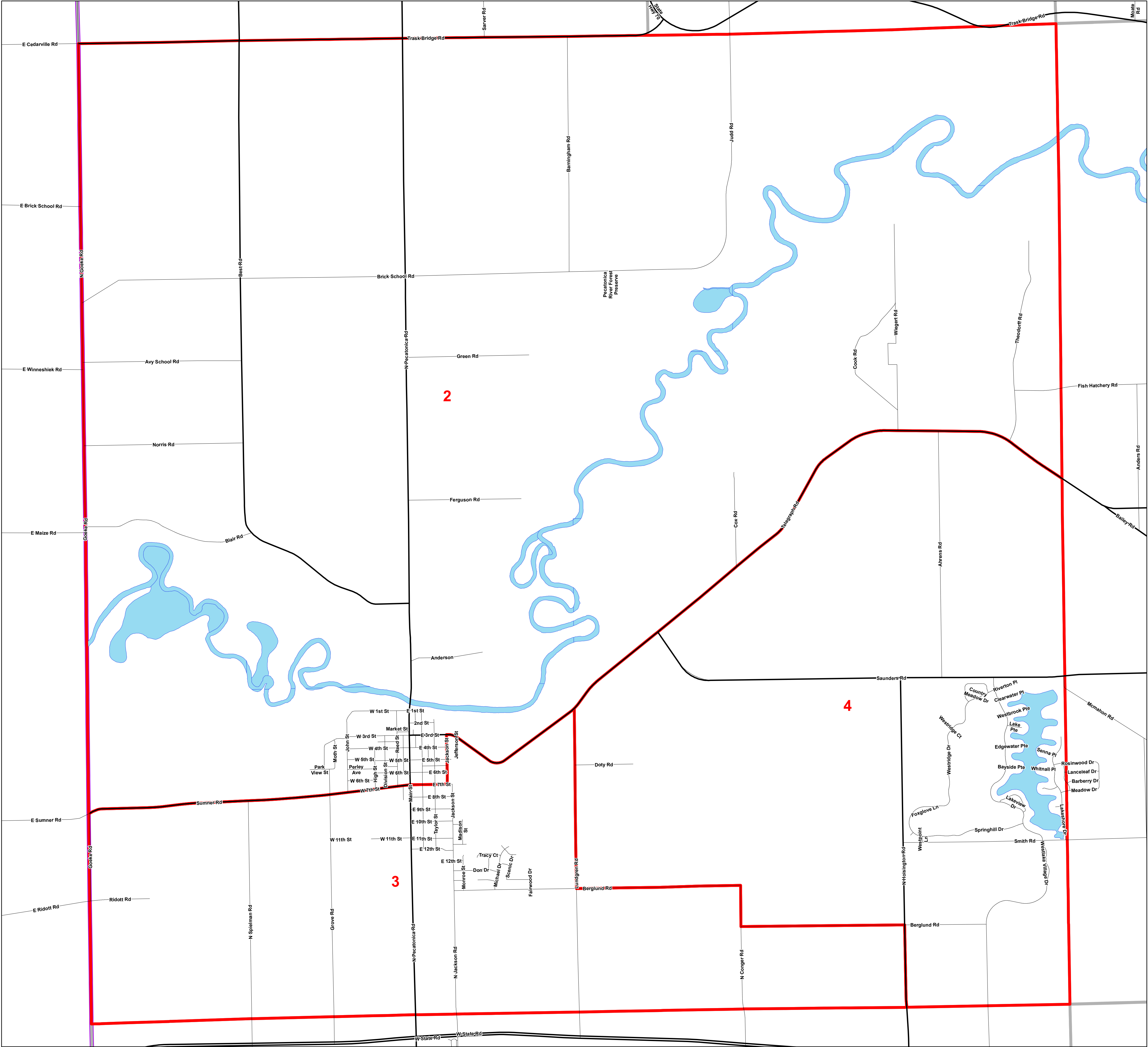
Lori Gummow

County Clerk  
Winnebago County  
Created Date: 1/4/2022





# PECATONICA TOWNSHIP



 County Voting Precincts  
 Winnebago County Border

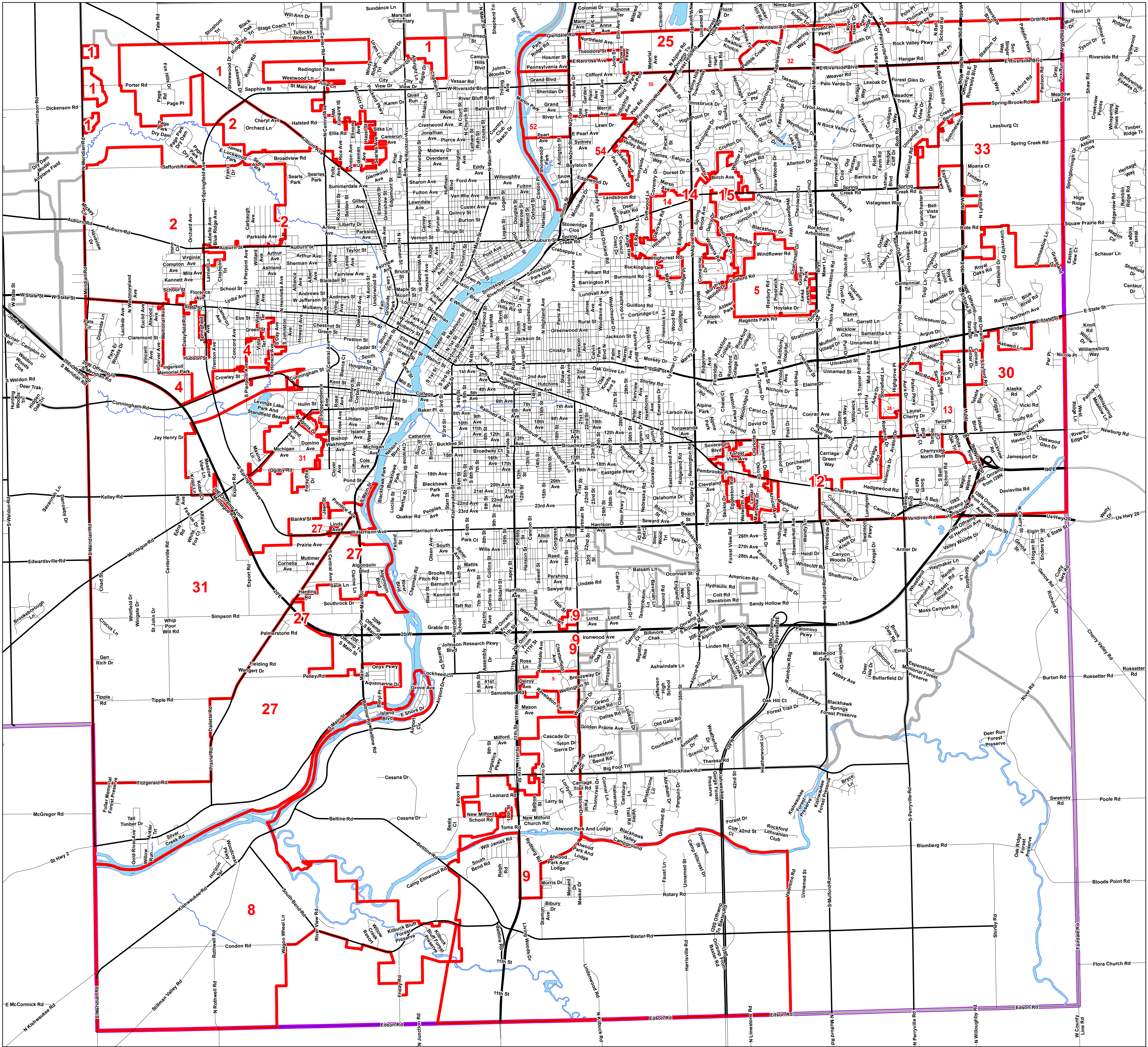
Lori Gummow  
County Clerk  
Winnebago County  
Created Date: 1/4/2022

0 0.25 0.5 1 Miles





# ROCKFORD TOWNSHIP



Lori Gummow

County Clerk

Winnebago County

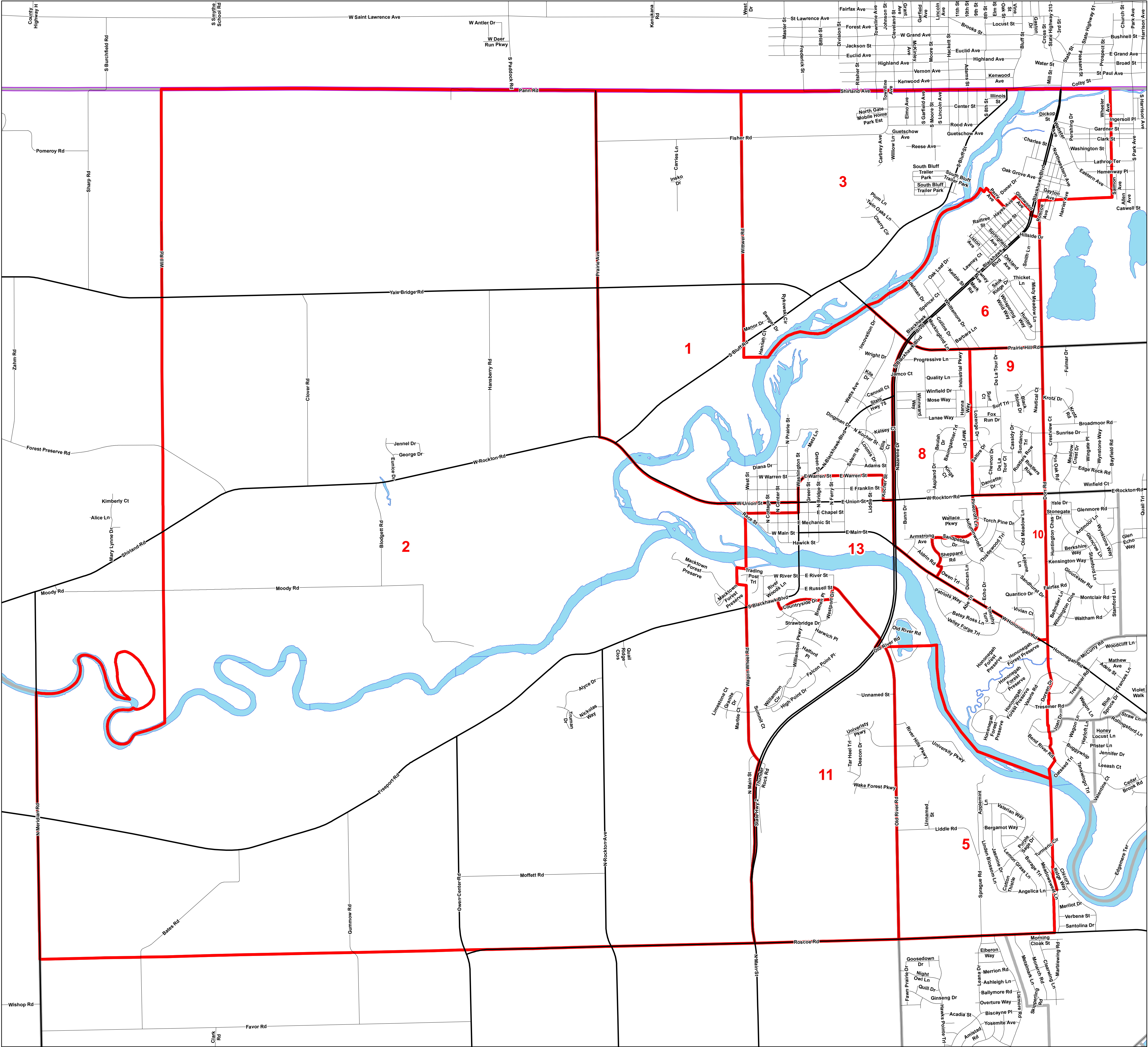
Created Date: 1/4/2022

0 0.5 1 2 Miles





# ROCKTON TOWNSHIP



 County Voting Precincts  
 Winnebago County Border

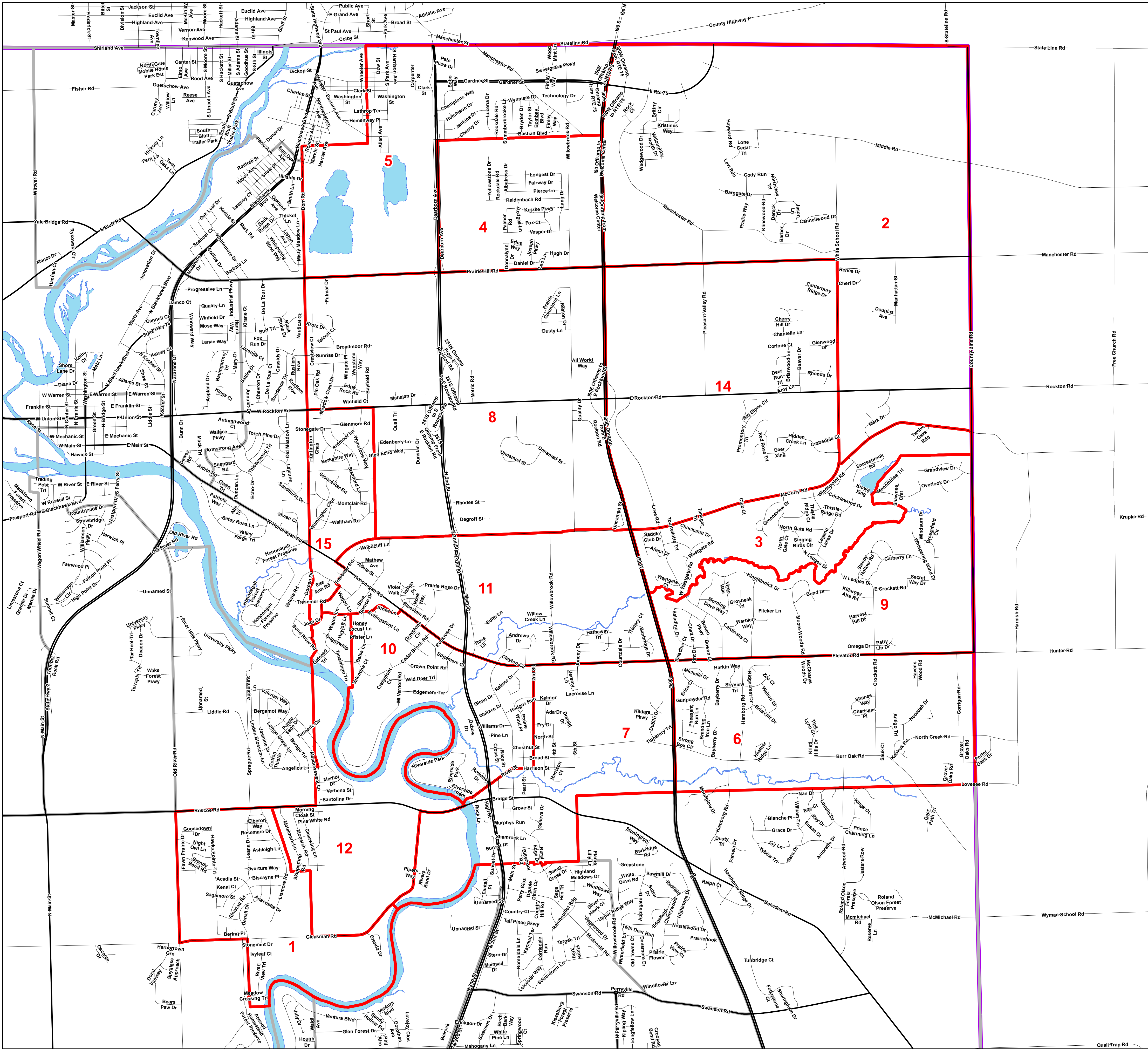
Lori Gummow  
County Clerk  
Winnebago County  
Created Date: 1/4/2022

0 0.275 0.55 1.1  
Miles





# ROSCOE TOWNSHIP



 County Voting Precincts  
 Winnebago County Border

Lori Gummow

County Clerk

Winnebago County

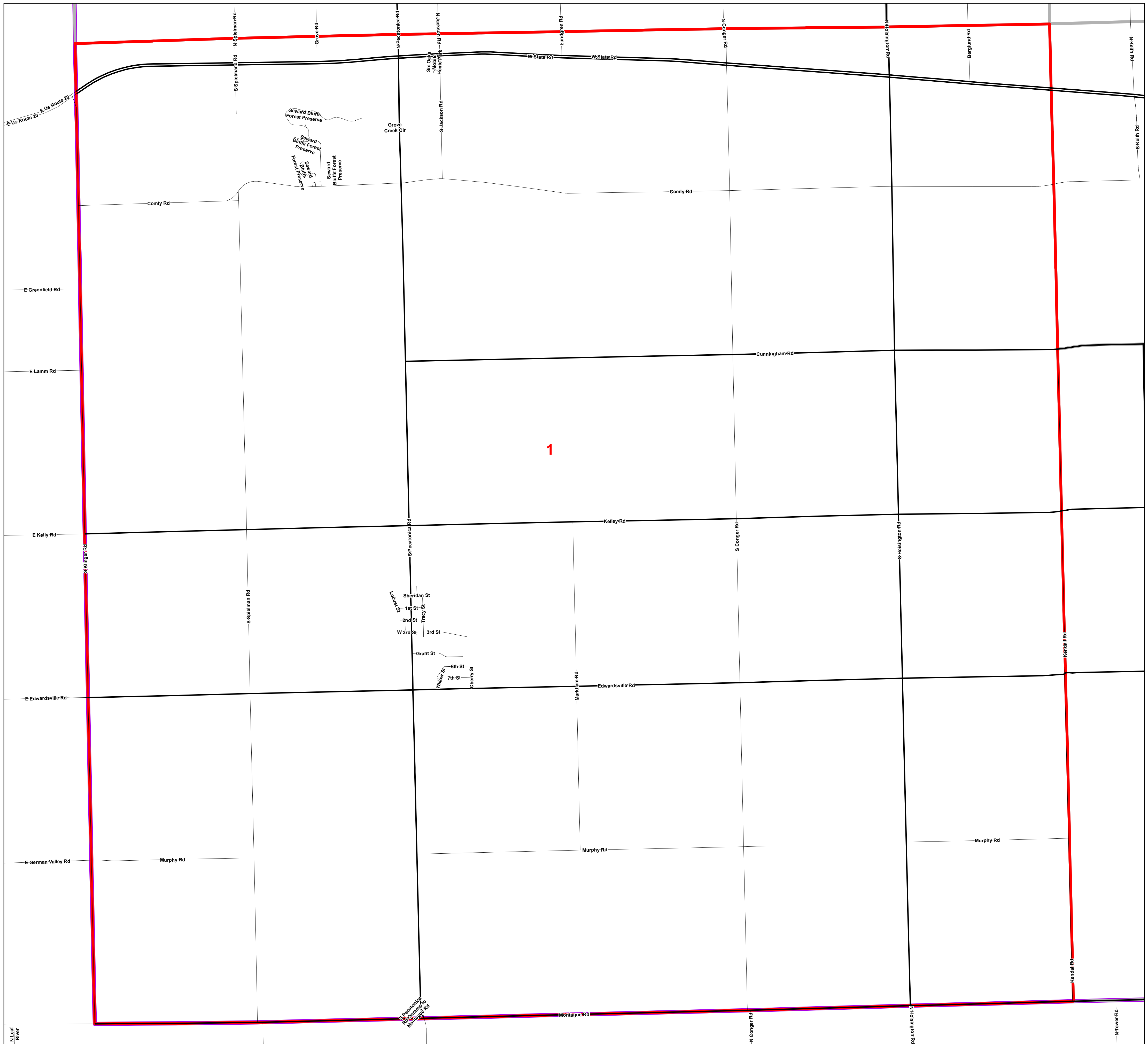
Created Date: 1/4/2022

0 0.3 0.6 1.2  
Miles



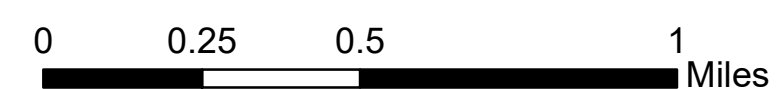


# SEWARD TOWNSHIP



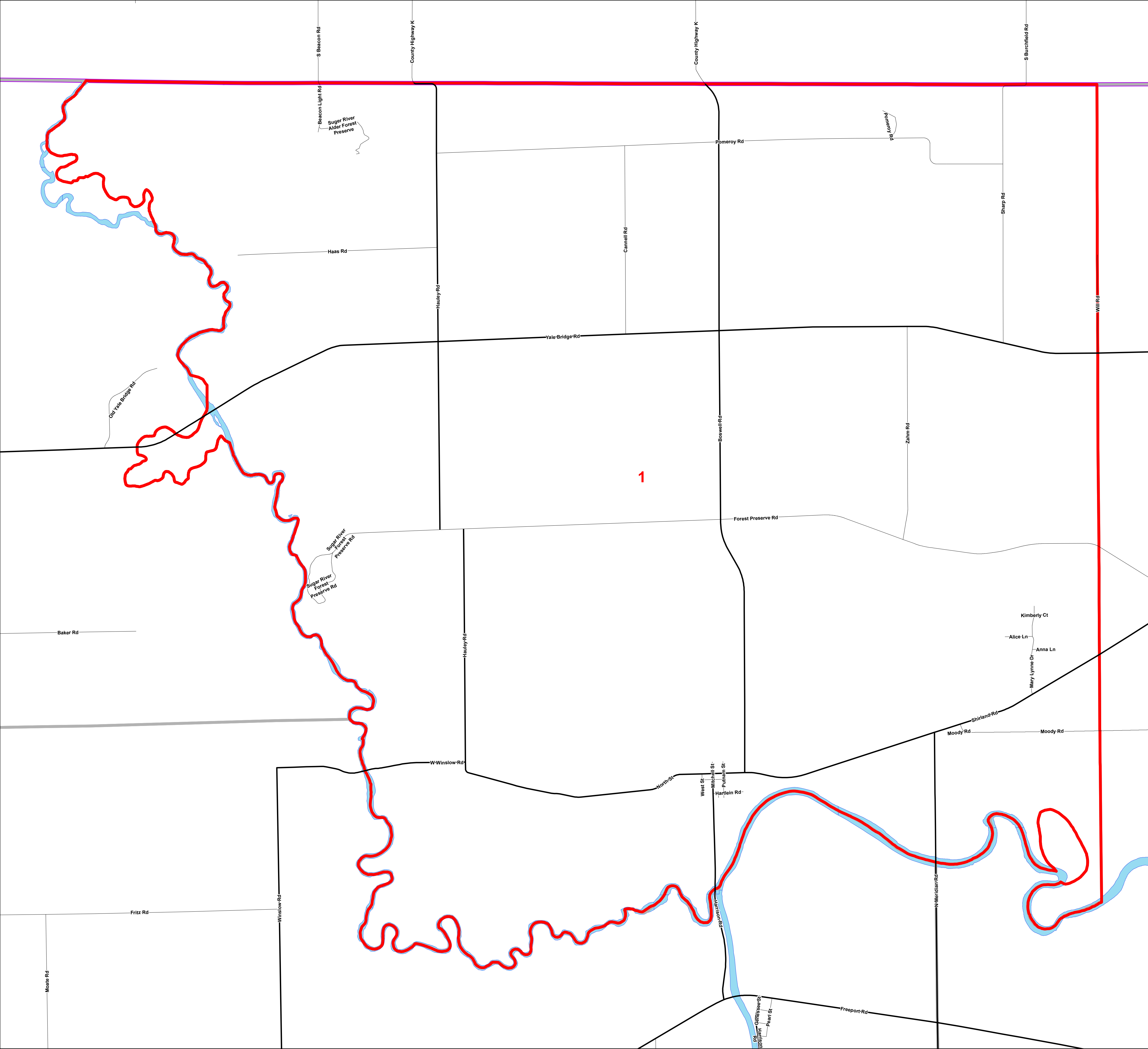
 County Voting Precincts  
 Winnebago County Border

Lori Gummow  
County Clerk  
Winnebago County  
Created Date: 1/4/2022





# SHIRLAND TOWNSHIP



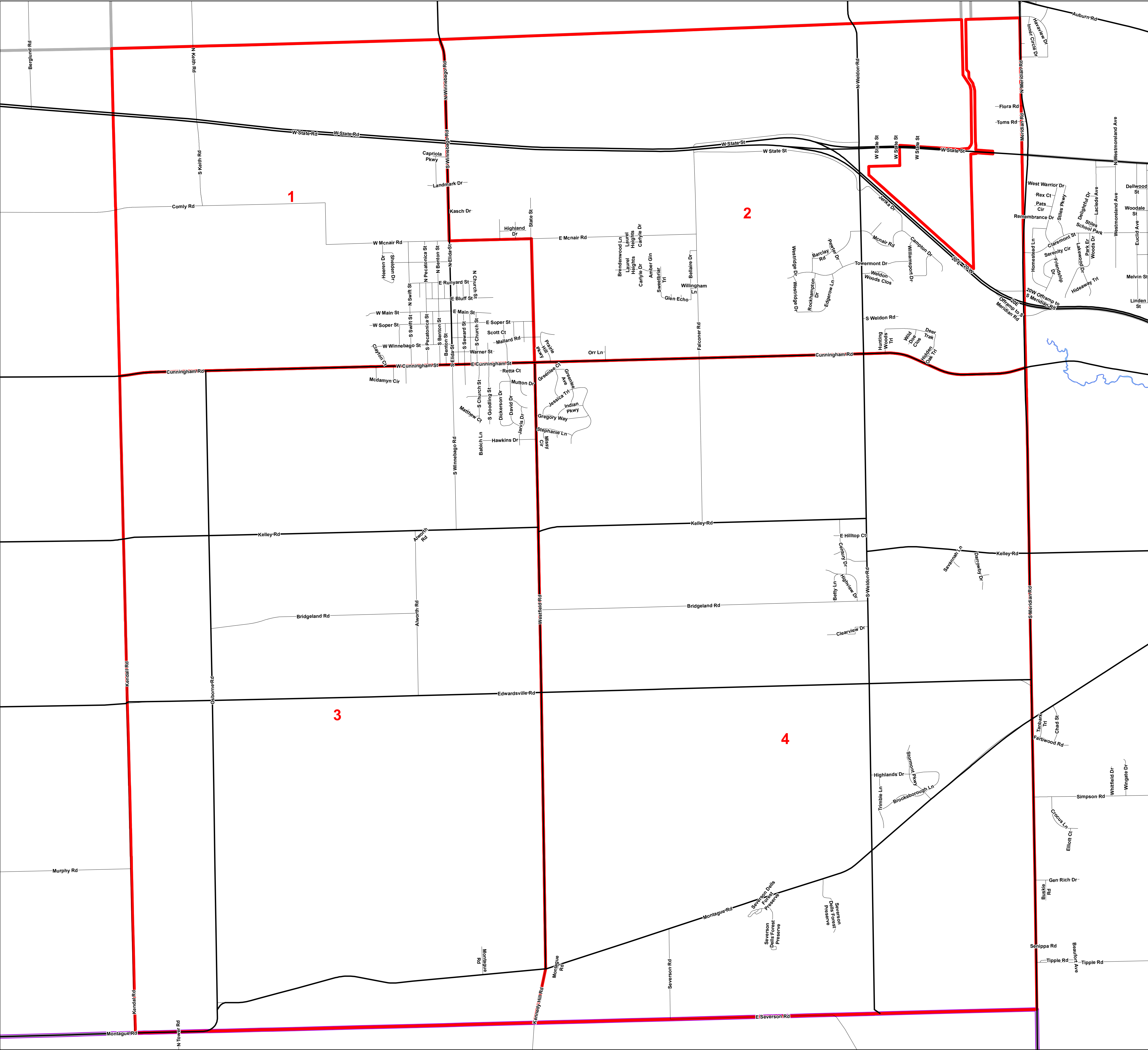
 County Voting Precincts  
 Winnebago County Border

Lori Gummow  
County Clerk  
Winnebago County  
Created Date: 1/4/2022

0 0.2 0.4 0.8 Miles

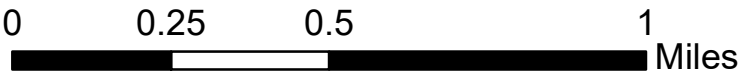


# WINNEBAGO TOWNSHIP



 County Voting Precincts  
 Winnebago County Border

Lori Gummow  
County Clerk  
Winnebago County  
Created Date: 1/4/2022





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

2022 CR \_\_\_\_\_

SUBMITTED BY: OPERATIONS AND ADMINISTRATIVE COMMITTEE

---

**RESOLUTION ESTABLISHING AN AD HOC COMMITTEE TO CONDUCT A  
PERFORMANCE REVIEW OF WINNEBAGO COUNTY ADMINISTRATOR**

---

**WHEREAS**, the Winnebago County Administrator reports to the County Board and an annual performance review of the County Administrator is required to be conducted; and

**WHEREAS**, pursuant to Section 2-84(a) of the Winnebago County Code of Ordinances, “The chairman of the county board shall appoint such committees called by the chair as may be necessary”; and

**WHEREAS**, the Operations and Administrative Committee has determined that the establishment of an ad hoc committee is appropriate to conduct the annual performance review of the County Administrator.

**THEREFORE, BE IT RESOLVED** by the County Board of the County of Winnebago, Illinois as follows:

- A. Creation: It is hereby created the Ad Hoc Committee on Performance Reviews. The Committee shall be advisory only.
- B. Purpose and Scope: The Ad Hoc Committee’s purpose is to conduct an annual performance review of the Winnebago County Administrator. The scope of the review and the procedures of the Ad Hoc Committee shall be established by the Operations and Administrative Committee of the County Board. The review may include evaluating work performance, identifying areas of improvement, accomplishments and setting goals and expectations for future performance. The Ad Hoc Committee shall report to the Operations and Administrative Committee as necessary.
- C. Composition: The Ad Hoc Committee shall be composed of three (3) members appointed by the Winnebago County Chairman. The members will be the Winnebago County Chairman, Democratic Caucus Chair and the Republican Caucus Chair.

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

**BE IT FURTHER RESOLVED**, that the Clerk of the County Board shall prepare and deliver certified copies of this Resolution to the County Board Chairman, Democratic Caucus Chair and the Republican Caucus Chair.

Respectfully submitted,  
**OPERATIONS AND ADMINISTRATIVE COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
Keith McDonald, Chairman

\_\_\_\_\_  
Keith McDonald, Chairman

\_\_\_\_\_  
John Butitta, Vice Chairman

\_\_\_\_\_  
John Butitta, Vice Chairman

\_\_\_\_\_  
Jean Crosby

\_\_\_\_\_  
Jean Crosby

\_\_\_\_\_  
Paul Arena

\_\_\_\_\_  
Paul Arena

\_\_\_\_\_  
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 this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Joseph V. Chiarelli, Chairman of the  
County Board of the County of Winnebago,  
Illinois

ATTEST:

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