

PERSONNEL AND POLICIES COMMITTEE AGENDA

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

DATE: THURSDAY, MARCH 19, 2020
TIME: 5:30 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. 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.
- D. Resolution Adopting Quarantine/Isolation Policy
- E. Other Matters
- F. Adjournment

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

2020 CR _____

SUBMITTED BY: PERSONNEL & PROCEDURES COMMITTEE
SPONSORED BY: DAVE FIDUCCIA

RESOLUTION ADOPTING
QUARANTINE/ISOLATION POLICY

WHEREAS, a significant global outbreak of Coronavirus Disease 2019 (COVID-19) has emerged and the first confirmed case has been reported in Winnebago County; and

WHEREAS, quarantine and/or isolation of County employees exposed to COVID-19 is a potential result; and

WHEREAS, the County is committed to ensuring that employees are not penalized financially for agreeing to voluntarily quarantine or isolate upon the directive of the public health authority; and

WHEREAS, the County Board has determined that it is in the best interests of the County of Winnebago to adopt the quarantine/isolation 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 Quarantine/Isolation 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,

**PERSONNEL & PROCEDURES
COMMITTEE**

AGREE

DISAGREE

DAVE FIDUCCIA, CHAIRMAN

DAVE FIDUCCIA, CHAIRMAN

ANGIE GORAL

ANGIE GORAL

JOE HOFFMAN

JOE HOFFMAN

DAVE KELLEY

DAVE 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.

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:		QUARANTINE/ISOLATION POLICY		Policy Number:		
	WINNEBAGO COUNTY				Revision Date:	
					Issue Date:	
					Page 1 of 2	

I. PURPOSE

To set forth the County of Winnebago's policy and procedures regarding time off, payment and benefits when an employee requires quarantine and/or isolation for a communicable disease.

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 are compensated and understand the use of accrued benefits to support voluntary quarantine and/or isolation.


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.

V. PROCEDURE

A. Quarantine

- 1. In the event the Public Health Authority issues a directive for quarantine:
 - a. The Public Health Authority will provide documentation to Human Resources for communication with the employee's respective department.
 - b. Employees will not be permitted to return to work until the Public Health Authority 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.

Description:		QUARANTINE/ISOLATION POLICY		Policy Number:	
	WINNEBAGO COUNTY		Revision Date:		
			Issue Date:		
			Page 2 of 2		

- 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 Public Health Authority will provide documentation to Human Resources for communication with their respective department.
2. Payment practices
- a. While under a directive for quarantine, employees will continue to receive full pay until the directive is lifted with no use of accrued benefit time, unless the employee declines to make themselves available for remote work.

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.
- 2. Payment practices
 - a. Employees will continue to receive full pay for the first ten (10) days of absence with no use of accrued benefit time.
 - b. After the first ten (10) days of absence, any and all available accrued benefit time will be used to cover the absence.
 - c. If an employee exhausts all accrued benefit time while under Isolation, they will be placed in a zero pay status with benefits until they are able to return to work.

**REVISED
FINANCE COMMITTEE
AGENDA**

Called by: Jaime Salgado, Chairman
Members: Joe Hoffman, Burt Gerl,
Dave Fiduccia, Steve Schultz,
Keith McDonald

DATE: THURSDAY, MARCH 19, 2020
TIME: IMMEDIATELY FOLLOWING THE
SPECIAL COUNTY BOARD
MEETING

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 December 12 and 19, 2019 and January 16, 2020 Minutes
- D. Public Comment – This is the time we invite the public to address the Finance 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. Pending Litigation – Worker’s Compensation
- F. Budget Amendments
- G. 2021 Budget Process Review
- H. Other Matters
- I. Adjournment

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

Thursday, December 12, 2019

Immediately Following Operations and Administrative Committee Meeting

Present:

Jaime Salgado, Chairman
Keith McDonald
Dave Boomer
Joe Hoffman
Burt Gerl
Dave Fiduccia

Absent:

Steve Schultz

Others Present:

Steve Chapman, Interim County Administrator
Dave Kurlinkus, Deputy State's Attorney
Dr. Sandra Martell, Public Health Administrator
Mark Karner, Chief Deputy
Tim Nabors, County Board Member
Jim Webster, County Board Member
Dorothy Redd, County Board Member
Paul Arena, County Board Member
Ryan Brauns
Pat McDiarmid, River Bluff Nursing Home
Star Maizonet, River Bluff Nursing Home
Mary Ann Abate
Dick Kunnert
Paul Logli, United Way
Isaac Guerrero, RRS

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of June 6, 20, 27 and July 17 and 18, 2019 Minutes
- D. Public Comment – This is the time we invite the public to address the Finance 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 Submitting to the Electors by Referendum the Question of Imposing a ½% Special County Retailers' Occupation Tax (Sales Tax) for Mental Health Purposes for the County of Winnebago, Illinois
- F. Review and Approval of Robbins Schwartz Payment Order
- G. Review and Approval of Ekl, Williams and Provenzale LLC Invoice
- H. Budget Amendment 2020-005 Axon Network Enhancements
- I. Budget Amendment 2020-006 ToughBooks Replacements
- J. Budget Amendment 2020-007 Electronic Health Care
- K. Budget Amendment 2020-008 Animal Donation
- L. County Highway Funding/Bonding Request
- M. Pending Litigation

N. Other Matters

1. Correspondence from Baker Tilly, Auditors
2. Overtime Expense by Department

Chairman Salgado called the meeting to order at 6:30 PM.

Motion to approve the Minutes of June 6, 20, 27 and July 17 and 18, 2019

Moved: Mr. Gerl, Seconded: Mr. Boomer.

Motion passed by unanimous voice vote.

Public Comment

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

County Highway Funding/Bonding Request

- A discussion followed.

Mr. Gerl made a motion to move forward on the Bond request. Seconded by Mr. Hoffman and Mr. Boomer.

Motion passed by unanimous voice vote.

Review and Approval of Robbins Schwartz Payment Order

Motion by Mr. Gerl and Seconded by Mr. Hoffman.

- A discussion followed.

Motion passed by unanimous voice vote.

Review and Approval of Ekl, Williams and Provenzale LLC Invoice

Motion by Mr. Boomer and Seconded by Mr. Hoffman.

- A discussion followed.

Motion passed by unanimous voice vote.

Budget Amendment 2020-005 Axon Network Enhancements

Motion by Mr. Gerl and Seconded by Mr. Hoffman.

- A discussion followed.

Roll call: Mr. Hoffman yes, Mr. Gerl yes, Mr. Boomer no, Mr. Fiduccia no, Mr. McDonald yes, and Mr. Salgado no. Vote was 3 to 3.

Budget Amendment 2020-006 ToughBooks Replacements

Motion by Mr. Boomer and Seconded by Mr. Hoffman.

- A discussion followed.

Roll call: Mr. Hoffman no, Mr. Gerl yes, Mr. Boomer no, Mr. Fiduccia no, Mr. McDonald yes, and Mr. Salgado no. Vote was 4 to 2.

Budget Amendment 2020-007 Electronic Health Care

Motion by Mr. Hoffman and Seconded by Mr. Fiduccia.

- A discussion followed.

Motion passed by unanimous voice vote.

Budget Amendment 2020-008 Animal Donation

Motion by Mr. Boomer and Seconded by Mr. Gerl.

- A discussion followed.

Motion passed by unanimous voice vote.

Resolution Submitting to the Electors by Referendum the Question of Imposing a ½% Special County Retailers' Occupation Tax (Sales Tax) for Mental Health Purposes for the County of Winnebago, Illinois

- A discussion followed.

Motion to put the Resolution on the table.
Moved and then Mr. Hoffman and Mr. Fiduccia Seconded.
Mr. Gerl made an amendment to put a 4 year sunset that expires in March of 2024 and Seconded by Mr. McDonald.

- A discussion followed.

Roll call: Mr. Hoffman yes, Mr. Gerl yes, Mr. Boomer no, Mr. Fiduccia no, Mr. McDonald yes, and Mr. Salgado no. The vote is 3 to 3.
Mr. Gerl made a motion for a 6 year sunset clause.
Motion passed by unanimous voice vote.
Mr. Salgado – Vote on the main Resolution which is the amended version with the 6 year sunset clause.
Motion passed by unanimous voice vote.

Mr. Salgado – Motion to go into closed session for pending litigation.
Moved: Mr. Hoffman, Seconded: Mr. Gerl.
Roll call: Mr. Hoffman yes, Mr. Gerl yes, Mr. Boomer no, Mr. Fiduccia yes, and Mr. McDonald yes.

Mr. Salgado – No action was taken in closed session.

Resolution Authorizing the Settlement of Pending Litigation of Huggins vs. Winnebago County in the amount of \$62,500

Motion by Mr. Gerl and Seconded by Mr. Boomer.
Motion passed by unanimous voice vote.

Other Matters

1. Correspondence from Baker Tilly, Auditors

2. Overtime Expense by Department

- Mr. Chapman distributed correspondence per the auditors regarding how they are going forward with the audit and what they look for.
- Mr. Chapman distributed a report prepared by Lisa in the Finance Department through fiscal year 2019 and the first 2 months of fiscal year 2020.
- Lisa Eallonardo resigned from her position.

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

Respectfully submitted,

Amy Ferling
Administrative Assistant

**Winnebago County Board
Finance Committee Meeting**
Conference Room 815
Behind County Board Room
County Courthouse
400 West State Street
Rockford, IL 61101

Thursday, December 19, 2019
5:30 PM

Present:

Steve Schultz
Keith McDonald
Dave Boomer
Joe Hoffman
Burt Gerl
Dave Fiduccia

Absent:

Jaime Salgado

Others Present:

Steve Chapman, Interim County Administrator
Dave Kurlinkus, Deputy State's Attorney
Marilyn Hite Ross, State's Attorney

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Public Comment
- D. Illinois Labor Relations Board Petition
- E. Other Matters
- F. Adjournment

Mr. Gerl called the meeting to order at 5:30 PM.

Public Comment

Mr. Gerl omitted reading the Public Comment section of the Agenda due to no one present to speak.

Illinois Labor Relations Board Petition

- The ten Sergeants from the Sheriff's Office are seeking to unionize. The State's Attorney's Office has hired outside counsel as a special Assistant State's Attorney Mr. Powers. A response is due December 27th. Mr. Powers is going to seek to get a short extension.
- A discussion followed.

Other Matters

None

Motion to adjourn. Moved: Mr. Hoffman, Seconded: Mr. Boomer and Mr. Fiduccia.

Motion passed by unanimous voice vote.

Respectfully submitted,
Amy Ferling
Administrative Assistant

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

Thursday, January 16, 2020
Immediately Following the Operations and Administrative Meeting

Present:

Jaime Salgado, **Chairman**
Keith McDonald
Dave Boomer
Joe Hoffman
Burt Gerl
Dave Fiduccia

Absent:

Steve Schultz

Others Present:

Frank Haney, County Board Chairman
Steve Chapman, Interim County Administrator
Marilyn Hite Ross, State's Attorney
Bill Emmert, Assistant State's Attorney
Dave Kurlinkus, Deputy State's Attorney
Ann Johns, Purchasing Director
Dr. Sandra Martell, Public Health Administrator
Jim Webster, County Board Member
Angie Goral, County Board Member
Paul Arena, County Board Member
Scott Lewandowski, Memorial Hall

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of July 25, 2019, August 5, 15, 20, 29, 2019 and September 10, 19, 2019 Minutes
- D. Public Comment
- E. Budget Amendment 2020-009, Display Cabinets
- F. Budget Amendment 2020-010, Health Department Census 2020 Grant
- G. Budget Amendment 2020-011, County of Winnebago Census 2020 Grant
- H. Budget Amendment 2020-012, Architect/Engineering Services for Juvenile Detention Center Roof Replacement
- I. Consideration of an Ordinance Authorizing the Issuance by the County of Winnebago, Illinois of General Obligation Bonds (Alternate Revenue Source) in an Aggregate Principal Amount not to Exceed \$4,000,000 for the Purpose of Constructing, Maintaining and Improving County Highways, Roads and Bridges
- J. Resolution to Enter into an Intergovernmental Cooperation Agreement for Assessment Complaint Intervention and Defense
- K. Fiscal Year 2020 Budget Issues
- L. Pending Litigation, Bates Versus Winnebago County
- M. Review of Closed Session Minutes
- N. Other Matters
- O. Adjournment

Chairman Salgado called the meeting to order at 6:36 PM.

Motion to approve the Minutes of July 25, August 5, 15, 20, 29, and September 10 and 19, 2019

Moved: Mr. Gerl, Seconded: Mr. Hoffman.

Motion passed by unanimous voice vote.

Public Comment

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

Budget Amendment 2020-009, Display Cabinets

Motion by Mr. Fiduccia and Seconded by Mr. Hoffman.

- A discussion followed.

Motion passed by unanimous voice vote.

Budget Amendment 2020-010, Health Department Census 2020 Grant

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

- A discussion followed.

Motion passed by unanimous voice vote.

Budget Amendment 2020-011, County of Winnebago Census 2020 Grant

Motion by Mr. Gerl and Seconded by Mr. McDonald.

- A discussion followed.

Motion passed by unanimous voice vote.

Budget Amendment 2020-012, Architect/Engineering Services for Juvenile Detention Center Roof Replacement

Motion by Mr. Gerl and Seconded by Mr. Hoffman.

- A discussion followed.

Motion to amend the total cost from \$25,000 to \$13,000.

Moved: Mr. Hoffman and Seconded by Mr. Gerl.

- A discussion followed.

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

Motion to approve Budget Amendment 2020-012 for the Juvenile Detention Center Architectural/Engineering Services in the amount of \$13,000.

- A discussion followed.

Vote was 3 to 3.

Consideration of an Ordinance Authorizing the Issuance by the County of Winnebago, Illinois of General Obligation Bonds (Alternate Revenue Source) in an Aggregate Principal Amount not to Exceed \$4,000,000 for the Purpose of Constructing, Maintaining and Improving County Highways, Roads and Bridges

Motion by Mr. Gerl and Seconded by Mr. Hoffman.

- A discussion followed.

Motion passed by unanimous voice vote.

Resolution to Enter into an Intergovernmental Cooperation Agreement for Assessment Complaint Intervention and Defense

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

- A discussion followed.

Motion passed by unanimous voice vote.

Mr. Salgado – Motion to go into closed session for pending litigation.

Moved: Mr. Gerl, Seconded: Mr. Hoffman.

Roll call: Mr. Salgado yes, Mr. Hoffman yes, Mr. Gerl yes, Mr. Boomer yes, Mr. Fiduccia yes, and Mr. McDonald yes.

Motion passed by unanimous voice vote.

Mr. Salgado – No action was taken in closed session.

Mr. Salgado – Motion to go into closed session to review closed session minutes.

Moved: Mr. Boomer, Seconded: Mr. Hoffman.

Roll call: Mr. Salgado yes, Mr. Hoffman yes, Mr. Gerl yes, Mr. Fiduccia yes, Mr. Boomer yes, and Mr. McDonald yes.

Mr. Salgado – No action was taken in closed session.

Mr. Salgado – Motion to move on Resolution for Settlement with John Bates Versus Winnebago County in the amount of \$20,000.

Moved: Mr. Hoffman, Seconded: Mr. McDonald.

Motion passed by unanimous voice vote.

Mr. Salgado – Release closed session minutes of October 12, 2017, October 19, 2017, November 2, 2017, December 14, 2017, January 18, 2018, February 1, 2018, March 1, 2018, March 15, 2018, and April 19, 2018. April 4, 2018 will remain closed for pending litigation.

Moved: Mr. Gerl, Seconded: Mr. Hoffman.

Motion passed by unanimous voice vote.

Fiscal Year 2020 Budget Issues

- A discussion followed.

Other Matters

- Mr. Fiduccia spoke about having the Purchasing Department provide information regarding items out for bid.
- Mr. Gerl spoke about having a discussion regarding using host fees or other fees to pay for bodycams.
- Mr. Arena spoke about bodycams and tasers.

Motion to adjourn. Moved: Mr. Gerl, Seconded: Mr. Hoffman and Mr. Boomer.

Motion passed by unanimous voice vote.

Respectfully submitted,

Amy Ferling
Administrative Assistant

2020 Fiscal Year

Finance: March 19, 2020

Lay Over: March 26, 2020

Sponsored by:

Final Vote: April 9, 2020

Jaime Salgado, Finance Committee Chairman

2019 CO

TO: THE HONORABLE MEMBERS OF THE COUNTY OF WINNEBAGO, ILLINOIS

The Winnebago County Finance Committee presents the following Ordinance amending the Annual Appropriation Ordinance for the fiscal year ending September 30, 2019 and recommends its adoption.

ORDINANCE

WHEREAS, the Winnebago County Board adopted the "Annual Budget and Appropriation Ordinance" for the fiscal year ending September 30, 2020 at its September 26, 2019 meeting; and,

WHEREAS, 55ILCS 5/6-1003(2014), states, "After the adoption of the county budget, no further appropriations shall be made at any other time during such fiscal year, except as provided in this Act. Appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the board by a two-thirds vote of all the members constituting such board, the vote to be taken by ayes and nays and entered on the record of the meeting."

NOW, THEREFORE, BE IT ORDAINED, that the County Board deems that pursuant to the provisions as set forth in 55ILCS 5/6-1003(2014), certain conditions have occurred in connection with the operations of the County which are deemed to be immediate emergencies; therefore the following increases are hereby authorized.

2020-013 SCAAP Grant

Reason: The County received Federal grant funds from the U.S. Department of Justice for the State Criminal Alien Assistance Program (SCAAP). The availability of funds is uncertain during the budget preparation. Upon receipt of the grant funds, the County pays Justice Benefits System for services provided to gather statistical information to submit the grant application. The remainder of the proceeds will be transferred to the General Fund for Corrections salaries.

Alternative: N/A

Impact to fiscal year 2020 budget: None

Revenue Source: Donation

<u>Acct Description</u>	<u>Org</u>	<u>Obj</u>	<u>Prj</u>	<u>Debit (Credit)</u>
Other Professional Services	60200	43190	02038	11,456
Transfer to General Fund	60200	49110	02038	40,652
Federal Grant Revenue	60200	32110	02038	(52,118)

Total Adjustment: \$0

(AGREE)

Respectfully Submitted,
FINANCE COMMITTEE
(DISAGREE)

JAIME SALGADO,
FINANCE CHAIRMAN

JAIME SALGADO,
FINANCE CHAIRMAN

DAVID FIDUCCIA

DAVID FIDUCCIA

JOE HOFFMAN

JOE HOFFMAN

BURT GERL

BURT GERL

STEVE SCHULTZ

STEVE SCHULTZ

KEITH McDONALD

KEITH McDONALD

The above and foregoing Ordinance 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

2020
WINNEBAGO COUNTY
 FINANCE COMMITTEE
 REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:		2/20/2020		AMENDMENT NO: 2020-015	
DEPARTMENT:		Sheriff's Grant Fund		SUBMITTED BY: Finance on behalf of Sheriff	
FUND#:		0302		DEPT. BUDGET NO.	

Department Org Number	Object (Account) Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
Expenditures							
	60200-43190-02038	Other Professional Services	\$0	\$0	\$0	\$11,466	\$11,466
	60200-49110-02038	Transfer to General Fund	\$0	\$0	\$0	\$40,652	\$40,652
Revenue							
	60200-32110-02038	Federal Grant Revenue (SCAAP)	\$0	\$0	\$0	\$52,118	\$52,118
TOTAL ADJUSTMENT:						\$0	\$0

Reason budget amendment is required:
 The County received a second Federal grant funding from the U.S. Department of Justice for the State Criminal Alien Assistance Program (SCAAP). The availability of funds is uncertain during the budget preparation. Upon receipt of the grant funds, the County pays Justice Benefits System for services provided to gather statistical information to submit the grant application. The remainder of the proceeds will be transferred to the General Fund for Corrections salaries.

Potential alternatives to budget amendment:
 N/A

Impact to fiscal year 2021 budget: None

Revenue Source: _____

2020 Fiscal Year

Finance: March 19, 2020

Lay Over: March 26, 2020

Sponsored by:
Jaime Salgado, Finance Committee Chairman

Final Vote: April 9, 2020

2020 CO

TO: THE HONORABLE BOARD MEMBERS OF THE COUNTY OF WINNEBAGO, ILLINOIS

The Winnebago County Finance Committee presents the following Ordinance amending the Annual Appropriation Ordinance for the fiscal year ending September 30, 2020 and recommends its adoption.

ORDINANCE

WHEREAS, the Winnebago County Board adopted the "Annual Budget and Appropriation Ordinance" for the fiscal year ending September 30, 2020 at its September 26, 2019 meeting; and,

WHEREAS, 55ILCS 5/6-1003(2014), states, "After the adoption of the county budget, no further appropriations shall be made at any other time during such fiscal year, except as provided in this Act. Appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the board by a two-thirds vote of all the members constituting such board, the vote to be taken by ayes and nays and entered on the record of the meeting."

NOW, THEREFORE, BE IT ORDAINED, that the County Board deems that pursuant to the provisions as set forth in 55ILCS 5/6-1003(2014), certain conditions have occurred in connection with the operations of the County which are deemed to be immediate emergencies; therefore the following increases are hereby authorized.

2020-017 Amendment

Reason:

Alternative:

Impact to fiscal year 2020 budget:

Revenue Source: South Beloit School District

<u>Acct Description</u>	<u>Org</u>	<u>Obj</u>	<u>Pri</u>	<u>Debit (Credit)</u>
Regular Salary	40116	41110		\$57,543
Over-Time	40116	41130		\$2,207
Holiday Pay	40116	41135		\$2,649
Health Insurance/ICMA	40116	41211		\$1,040
Health Insurance	40100	41211		\$24,792
Life Insurance	40116	41221		\$30
IMRF	49300	41231		\$9,685
FICA/Medicare	49200	41241		\$4,608
Clothing	40116	42270		\$950
Training	40116	43942		\$85
		Total Adj:		<u>\$103,589</u>

(AGREE)

Respectfully Submitted,
FINANCE COMMITTEE
(DISAGREE)

JAIME SALGADO,
FINANCE CHAIRMAN

JAIME SALGADO,
FINANCE CHAIRMAN

DAVID FIDUCCIA

DAVID FIDUCCIA

JOE HOFFMAN

JOE HOFFMAN

BURT GERL

BURT GERL

STEVE SCHULTZ

STEVE SCHULTZ

KEITH McDONALD

KEITH McDONALD

The above and foregoing Ordinance 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

2020
WINNEBAGO COUNTY
 FINANCE COMMITTEE
 REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:		3/17/2020		AMENDMENT NO: 2020-017			
DEPARTMENT:		SHERIFF		SUBMITTED BY:		GARY CARUANA	
FUND#:		Various		DEPT. BUDGET NO.			
DEPT CODE	ACCT. NO.	PROJECT	ACCOUNT DESCRIPTION	BEGINNING BUDGET	ADJUSTED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
40116	41110		Regular Salaries	\$3,745,987		\$ 57,543.00	\$ 3,803,530.00
40116	41130		Over-Time	\$124,743		\$ 2,207.00	\$ 126,950.00
40116	41135		Holiday Pay	\$115,997		\$ 2,649.00	\$ 118,646.00
40116	41211		Health Insurance/ICMA	\$39,936		\$ 1,040.00	\$ 40,976.00
40100	41211		Health Insurance	\$5,835,593		\$ 24,792.00	\$ 5,860,385.00
40116	41221		Life Insurance	\$1,308		\$ 30.00	\$ 1,338.00
49300	41231		IMRF	\$6,000,000	\$6,013,755	\$ 9,685.00	\$6,023,440
49200	41241		FICA/Medicare	\$5,055,000	\$5,069,263	\$ 4,608.00	\$5,073,871
40116	42270		Clothing	\$27,000		\$ 950.00	\$ 27,950.00
40116	43942		Training	\$8,309		\$ 85.00	\$ 8,394.00
TOTAL ADJUSTMENT:						\$ 103,589	\$ -
Reason budget amendment is required:							
Potential alternatives to budget amendment:							
N/A							
Impact to fiscal year 2020 budget:							
\$103,589							
Revenue Source:							
South Beloit School District							
Approval by staff liaison:							

**REVISED
PERSONNEL AND POLICIES COMMITTEE
AGENDA**

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

DATE: THURSDAY, MARCH 19, 2020
TIME: IMMEDIATELY FOLLOWING THE
FINANCE MEETING
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 November 7, 21, 26 and December 10, 2019 and January 2 and 16, 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. Update on Labor Negotiations
- F. Selection Committee – County Administrator Position
- G. Other Matters
- H. Adjournment

**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

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

Thursday, November 21, 2019
Immediately Following the Finance Committee Meeting

Present:

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

Others Present:

Frank Haney, County Board Chairman
Steve Chapman, Interim County Administrator
Marilyn Hite Ross, State's Attorney
Dave Kurlinkus, Deputy State's Attorney
Paul Arena, County Board Member
John Butitta, County Board Member
Jaime Salgado, County Board Member
Isaac Guerrero, RRS

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Public Comment
- D. Report from Personnel and Policies Ad Hoc Committee
- E. Resolution Authorizing Hiring of the Northern Illinois University Center for Governmental Studies and the Law Firm of Ancel Glink for Technical Research: Administrator and County Board Chair Duties
- F. County Administrator Hiring Update
- G. Resolution Authorizing the Execution of an Agreement with Voya Financial for Stop Loss Specific and Aggregate Coverage on the POS, PPO, and HDHP Medical Plans
- H. Resolution Authorizing the Execution of an Agreement with Arthur J. Gallagher for Auto Property Damage Coverage
- I. Adjournment

Chairman Fiduccia called the meeting to order at 8:25 PM.

Public Comment

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

Mr. Fiduccia – Layover letter E, Resolution Authorizing Hiring of the Northern Illinois University Center for Governmental Studies and the Law Firm of Ancel Glink for Technical Research: Administrator and County Board Chair Duties

Report from Personnel and Policies Ad Hoc Committee

- Mr. Arena reported on the recommendations by the Ad Hoc Committee and explained some of the accompanying documents provided to the Committee for their review.

- The first item is the Resolution being laid over this evening. John Phillips and the NIU Center for Government Studies previously spoke to the Committee. They reviewed the Ordinance and thought there were areas of overlapping duties that needed to be cleaned up. The Ad Hoc Committee recommended engaging these individuals to identify areas where they thought cleanup was needed and offer suggestions on how to do it. It was determined to wait on that issue because of pending litigation.
- The second item is related to a referendum on the ballot for an executive form of government. Mr. Butitta did an analysis of what the duties of an Executive are as it relates to the duties as of now of the Chairman.
- The third item is that the Committee thinks a professional search firm should be hired for the County Administrator position.
- The fourth item is that the Committee recommended maintaining the structure with the Board having oversight of the Administrator, hiring, and firing. Mr. Phillips provided a report.
- A discussion followed.

County Administrator Hiring Update

- Heidi Voorhees of GovHR recommended that we wait to hire or utilize an Interim Administrator until after the election. LoRayne Logan's thought was to have NIU finish the work, make whatever changes necessary based on NIU's recommendation, and then begin the search.

Resolution Authorizing the Execution of an Agreement with Voya Financial for Stop Loss Specific and Aggregate Coverage on the POS, PPO, and HDHP Medical Plans

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

- A discussion followed.

Motion passed by unanimous voice vote.

Resolution Authorizing the Execution of an Agreement with Arthur J. Gallagher for Auto Property Damage Coverage

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

- A discussion followed.

Motion passed by unanimous voice vote.

- Ms. Redd talked about not receiving Committee meeting minutes in a timely manner.

Motion to adjourn. Moved: Mr. Hoffman, Seconded: Ms. Goral.

Motion passed by unanimous voice vote

Respectfully submitted,

Amy Ferling
Administrative Assistant

**Winnebago County Board
Personnel & Policies Committee Meeting**
Conference Room 815
Behind County Board Room
County Courthouse
400 West State Street
Rockford, IL 61101

Tuesday, November 26, 2019
5:30 PM

Present:

Dave Fiduccia, **Chairman**
Dave Boomer
Jim Webster
Angie Goral
Dave Kelley

Others Present:

Frank Haney, County Board Chairman
Steve Chapman, Interim County Administrator
Dave Kurlinkus, Deputy State's Attorney
Marilyn Hite Ross, State's Attorney
Paul Arena, County Board Member

Absent:

Joe Hoffman
Dorothy Redd

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Public Comment
- D. Resolution Authorizing Hiring of the Northern Illinois University Center for Governmental Studies for Technical Research: Administrator and County Board Chair Duties
- E. Other Matters
- F. Adjournment

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

Public Comment

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

Resolution Authorizing Hiring of the Northern Illinois University Center for Governmental Studies for Technical Research: Administrator and County Board Chair Duties

- Resolution was laid over.

Other Matters

- Ms. Goral talked about continuing to have the Ad Hoc Committee because work has not been finished.
- Mr. Fiduccia spoke about possibly having the Committee Chairman meet with the State's Attorney about hiring an Administrator.
- A discussion followed.

Motion to adjourn. Moved: Mr. Boomer, Seconded: 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 510
Rockford, IL 61101

Tuesday, December 10, 2019
3:00 PM

Present:

Dave Fiduccia, Chairman
Dave Boomer
Jim Webster
Joe Hoffman
Angie Goral
Dave Kelley

Absent:

Dorothy Redd

Others Present:

Frank Haney, County Board Chairman
Steve Chapman, Interim County Administrator
Dave Kurlinkus, Deputy State's Attorney
Gus Gentner, IT Department
Paul Arena, County Board Member
Tim Nabors, County Board Member
Pat McDiarmid, River Bluff Nursing Home
Heidi Voorhees, GovHR
Lisa Anger, River Bluff Nursing Home
Star Maizonet, River Bluff Nursing Home

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of June 6, 20, and July 1 and 8, 2019 Minutes
- D. Public Comment
- E. County Administrator Position – Representative of GovHR
- F. Chief Strategic Initiatives Officer Vacancy
- G. Resolution Authorizing the Chairman of the County Board to Execute an Agreement with WellSky Corporation
- H. Other Matters
- I. Adjournment

Chairman Fiduccia called the meeting to order at 3:00 PM.

Motion to approve the Minutes of June 6, 20, and July 1 and 8, 2019

Moved: Mr. Hoffman, Seconded: Mr. Gerl and Mr. Webster.

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.

County Administrator Position – Representative of GovHR

- Heidi Voorhees, President of GovHR spoke about the process of locating a County Administrator.
- A discussion followed.

Resolution Authorizing the Chairman of the County Board to Execute an Agreement with WellSky Corporation

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

- A discussion followed.

Motion passed by unanimous voice vote.

Chief Strategic Initiatives Officer Vacancy

- Mr. Chapman recommended filling the Operations Officer position instead of the Chief Strategic Initiatives Officer position. There are certain items in the Strategic Initiatives Officer's position that can be done by the Operations Officer or someone else in the County.
- Mr. Hoffman recommended hiring individuals who live in Winnebago County.
- A discussion followed.

Other Matters

- Chairman Haney asked for an update on some debt collections passed a year ago and spoke about River Bluff Nursing Home.
- Mr. Boomer, Ms. Goral, and Mr. Fiduccia spoke about River Bluff Nursing Home.
- A discussion followed.

Motion to Adjourn. Moved: Mr. Boomer, Seconded: Mr. Hoffman.

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

Thursday, January 2, 2020
5:30 PM

Present:

Dave Fiduccia, **Chairman**
Jim Webster
Joe Hoffman
Dave Kelley
Dorothy Redd

Others Present:

Dave Kurlinkus, Deputy State's Attorney
LoRayne Logan, Workplace
Michael King, Workplace

Absent:

Dave Boomer
Angie Goral

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes of July 22 and 25 and August 7 and 15, 2019
- D. Public Comment
- E. County Administrator Position – Representation of Workplace
- F. Other Matters
- G. Adjournment

Chairman Fiduccia called the meeting to order at 5:40 PM.

Motion to approve the minutes of July 22 and 25 and August 7 and 15, 2019

Moved: Mr. Webster, Seconded: Mr. Hoffman.

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.

County Administrator Position – Representation of Workplace

- Ms. Logan gave a report. Workplace recommends beginning a search process for an Administrator at the earliest possible availability of the County. Participation in a success factor analysis gives everybody a chance to weigh in on what they think needs to be achieved. Then they will work with the contact person from the Committee to develop a profile to post when recruiting begins.
- Mr. King went through the steps of the process to identify the right profile for the candidate and the right candidate. They will seek candidates after putting together a profile after

listening to all of the key stakeholders. After they have identified a number of candidates, they will start the screening process including an interview and assessment. They put together a multiple step process where they bring in finalists and work with the Committee members. The process will be about 90 to 120 days.

Other Matters

- The Operations Committee formed a Sub Committee to interact with representatives on land bank. The Sub Committee is to be staffed by a member of each standing Committee. Mr. Arena was previously appointed to represent Operations. All of the other Committees need to appoint an individual as well.
- Ms. Redd spoke about the issue of getting Committee meeting minutes late.

Motion to adjourn. Moved and Seconded.
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

Thursday, January 16, 2020
Immediately Following the Finance Committee Meeting

Present:

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

Others Present:

Steve Chapman, Interim County Administrator
Dave Kurlinkus, Deputy State's Attorney
Marilyn Hite Ross, State's Attorney
Ann John, Purchasing Director
Dr. Sandra Martell, Public Health Administrator
Paul Arena, County Board Member
Jaime Salgado, County Board Member
Isaac Guerrero, RRS

Absent:

Dave Kelley

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Public Comment
- D. Resolution Authorizing the Chairman of the County Board to Execute an Agreement with Gov Temp USA, LLC for the Employment of Interim County Administrator Steven Chapman
- E. County Administrator Replacement Process
- F. Other Matters
- G. Adjournment

Chairman Fiduccia called the meeting to order at 8:20 PM.

Public Comment

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

Resolution Authorizing the Chairman of the County Board to Execute an Agreement with Gov Temp USA, LLC for the Employment of Interim County Administrator Steven Chapman

Motion by Mr. Webster and Seconded by Mr. Hoffman.

Motion passed by unanimous voice vote.

County Administrator Replacement Process

- Will go with GovHR right now. The State's Attorney's Office will prepare Resolution.
- A discussion followed.

Other Matters

- Caucuses will take place on Tuesday as Monday the County building will be closed for Martin Luther King Jr. Day.

Motion to adjourn. Moved: Ms. Goral, Seconded: Mr. Boomer and Mr. Webster.
Motion passed by unanimous voice vote.

Respectfully submitted,

Amy Ferling
Administrative Assistant