

OPERATIONS & ADMINISTRATIVE COMMITTEE AGENDA

Called by: Keith McDonald, Chairman
Members: John Butitta, Jean Crosby,
Paul Arena, Joe Hoffman, Dorothy
Redd, Jaime Salgado

DATE: **WEDNESDAY, MARCH 2, 2022**
TIME: 5:30 PM
LOCATION: ROOM 303
COUNTY ADMINISTRATION BLDG
404 ELM STREET
ROCKFORD, IL 61101

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of December 2, 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 Submitting to the Electors by Referendum the Advisory Question of Increasing the Tax Levied by the County of Winnebago, Illinois for the Specific Purpose of Maintaining River Bluff Nursing Home
- F. Resolution Amending the Organizational Structure of the County Board of the County of Winnebago, Illinois
- G. Finalize County Administrator Annual Performance Form
- H. Other Matters
- I. Adjournment

Approval of Minutes

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

Thursday, December 2, 2021
5:30 PM

Present:

Keith McDonald, **Chairman**
Jean Crosby
Paul Arena
Joe Hoffman
Dorothy Redd (remote)
Jaime Salgado

Absent:

John Butitta

Others Present:

Pat Thompson, County Administrator
Dave Rickert, Chief Financial Officer
Debbie Crozier, HR Department
Ann Johns, Purchasing Director
Steve Schultz, County Board Member
Lori Gummow, County Clerk & County Recorder
Kris Hockison, County Clerk
Carol Hartline, Williams McCarthy
Kathy Pomahac, Carrie Lynn Center
John Giliberti, State's Attorney's Office
Ed Marshall, (remote)
Phillip Luetkehans, (remote)
Mike Dunn Jr., Region 1 Planning Council
Chris Petrus, IT Department

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of August 12, 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. Public Hearing for the Reapportionment Plan for the County of Winnebago, Illinois (55 ILCS 5/2-3003(3))
- F. Discuss Reapportionment Plan for the County of Winnebago, Illinois
- G. Other Matters
- H. Adjournment

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

Motion by Chairman McDonald to allow Dorothy Redd to participate via Zoom.

Seconded by Mr. Hoffman.
Motion passed by unanimous voice vote.

Motion to approve the August 12, 2021 Minutes

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

Public Hearing for the Reapportionment Plan for the County of Winnebago, Illinois (55 ILCS 5/2-3003(3))

Motion to open the Public Hearing by Ms. Crosby and Seconded by Mr. McDonald.
Motion passed by unanimous voice vote.

- A discussion followed.

Motion to close the Hearing by Mr. McDonald and Seconded by Ms. Crosby.
Motion passed by unanimous voice vote.

Discuss Reapportionment Plan for the County of Winnebago, Illinois

- A discussion followed.

Other Matters

- Mr. Arena spoke about the PSB issue and having a Resolution brought to a future meeting.
- Mr. Arena also spoke about Caucus needing to form a Committee to do the review of the County Administrator.

Motion to Adjourn. Moved: Ms. Crosby, Seconded: Mr. Hoffman.
Motion passed by unanimous voice vote.

Respectfully submitted,

Amy Ferling
Administrative Assistant

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

SUBMITTED BY: OPERATIONS AND ADMINISTRATIVE COMMITTEE

SPONSORED BY: KEITH MCDONALD, JOHN BUTITTA AND PAUL ARENA

2022 CR_____

**RESOLUTION SUBMITTING TO THE ELECTORS BY REFERENDUM THE
ADVISORY QUESTION OF INCREASING THE TAX LEVIED BY THE
COUNTY OF WINNEBAGO, ILLINOIS FOR THE SPECIFIC PURPOSE OF
MAINTAINING RIVER BLUFF NURSING HOME**

WHEREAS, since 1883, the County of Winnebago, Illinois (County) has owned and operated River Bluff Nursing Home (River Bluff), which provides a continuum of intermediate and skilled nursing services to all County residents; and

WHEREAS, as a public owned facility, River Bluff has been a valuable and affordable asset to all County residents, but it has created a financial hardship for the County; and

WHEREAS, the County incurred an operating deficit of approximately \$2,400,000 in its operation of River Bluff during fiscal year 2021; and

it is anticipated that the County will continue to incur an increase in an operating deficit of approximately \$2.4 million in its operation of River Bluff, so it is in the best interests of the residents of Winnebago County that the tax rate be increased to the maximum rate for the maintenance of River Bluff; and

WHEREAS, Section 5-21001 (8) of the Illinois Counties Code, 55 ILCS 5/5-21001 (8), authorizes counties of not more than 1,000,000 to levy and collect annually a tax of not to exceed 0.1% of the value, as equalized or assessed by the Department of Revenue, of all the taxable property in the county; and

WHEREAS, the County Board has authority to levy and collect annually a tax of not to exceed 0.1% after the proposition to levy or increase such tax was submitted to the electors of the county and approved by a majority of the voters on November 7, 1989; and

WHEREAS, pursuant to 55 ILCS 5/5-1005.5 and 10 ILCS 5/28.1, the County Board may authorize an advisory question of public policy to be placed on the ballot at the next regularly scheduled election in the county by a vote of the majority of the members of the County Board; and

WHEREAS, pursuant to 10 ILCS 5/28-2(c), the resolution authorizing placing the advisory question on the ballot must be adopted not less than seventy-nine (79) days before a regularly scheduled election where the advisory referendum question is to appear, which is by April 11, 2022; and

WHEREAS, the County Board wishes to place an advisory question of public policy on the ballot of the next regularly scheduled election on June 28, 2022, regarding whether Winnebago County shall continue to own and operate River Bluff, by increasing the tax levied by the County for the specific purpose of maintaining River Bluff, from 0.0445% to 0.1%.

NOW, THEREFORE, BE IT RESOLVED, by the County Board of the County of Winnebago, Illinois, that the following advisory referendum question be placed on the ballot in the County of Winnebago to be voted on by all qualified electors on June 28, 2022:

SHALL THE COUNTY OF WINNEBAGO, ILLINOIS CONTINUE TO OWN AND OPERATE RIVER BLUFF NURSING HOME, BY INCREASING THE TAX LEVIED BY THE COUNTY OF WINNEBAGO, ILLINOIS FOR THE SPECIFIC PURPOSE OF MAINTAINING A COUNTY NURSING HOME, FROM 0.0445% TO 0.1%? (i.e. The property tax rate increase on a \$150,000 home would approximately result in a \$25 annual increase on your tax bill)

BE IT FURTHER RESOLVED, that the question as fully set forth above are authorized and shall be submitted to the qualified electors of the County of Winnebago at the regularly scheduled election to be held on June 28, 2022, in accordance with all applicable provisions of Illinois law; and

BE IT FURTHER RESOLVED, that the County Clerk of the County of Winnebago is hereby directed to certify the referendum question set forth above in accordance with the Illinois Election Code no later than April 21, 2022, and to take any other actions necessary to cause the question to be placed on the ballot of the regularly scheduled election to be held on June 28, 2022.

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

BE IT FURTHER RESOLVED, that the that the Clerk of the County Board shall prepare and deliver certified copies of this Resolution to the County Clerk, County Treasurer, County Auditor, Administrator of River Bluff Nursing Home and the County Administrator.

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

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

2022 CR _____

SUBMITTED BY: OPERATIONS AND ADMINISTRATIVE COMMITTEE

SPONSORED BY: PAUL ARENA AND JOE HOFFMAN

**RESOLUTION AMENDING THE ORGANIZATIONAL STRUCTURE OF THE
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS**

WHEREAS, between election cycles a change to any Chairman or Committee Member may be amended by the affirmative vote of the majority of the Winnebago County Board.

THEREFORE, BE IT RESOLVED, by the County Board of the County of Winnebago, Illinois that assignments to the County Board Committees shall be amended as indicated on Schedule A attached.

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 is hereby directed to prepare and deliver a copy of this Resolution to the County Administrator and County Clerk.

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

SCHEDULE A
AMENDED
COUNTY BOARD COMMITTEES

ECONOMIC DEVELOPMENT

Chair: Fred Wescott
Vice Chair: Dorothy Redd
Jean Crosby
Brad Lindmark
Angela Fellars
Tim Nabors
John F. Sweeney

FINANCE

Chair: Jaime Salgado
Vice Chair: Steve Schultz
John Butitta
Paul Arena
Joe Hoffman
Jean Crosby
Keith McDonald

OPERATIONS AND ADMINISTRATIVE

Chair: Keith McDonald
Vice Chair: John Butitta
Jean Crosby
Paul Arena
Joe Hoffman
Dorothy Redd
Jaime Salgado

PUBLIC SAFETY AND JUDICIARY

Chair: Burt Gerl
Vice Chair: Aaron Booker
Kevin McCarthy
Brad Lindmark
Tim Nabors
Angie Goral
Dorothy Redd

PUBLIC WORKS

Chair: Dave Tassoni
Vice Chair: Dave Kelley
Kevin McCarthy
Angela Fellars
Burt Gerl
Jim Webster

ZONING

Chair: Jim Webster
Vice Chair: Angie Goral
Steve Schultz
Aaron Booker
Tim Nabors
Dave Kelley
John F. Sweeney

COUNTY ADMINISTRATOR PERFORMANCE EVALUATION

The purpose of the evaluation process is to obtain feedback concerning the performance of County Administrator Patrick Thompson from the County Board. This constructive feedback will provide Administrator Thompson with information and insights useful to him as he performs his duties as County Administrator. The evaluation will also reflect the values County Board members believe are important for the County Administrator to possess.

EVALUATION DATE :

RATER'S NAME _____
(CONFIDENTIAL)

Please use the following scale in rating each of the measures:

(1 is 'lowest' and 5 is "highest")

1	UNACCEPTABLE – Criteria being evaluated is well below expectations.
2	BELOW EXPECTATIONS - Criteria being evaluated is somewhat below expectations.
3	MEETS EXPECTATIONS - Criteria being evaluated is generally good.
4	ABOVE EXPECTATIONS - Criteria being evaluated exceeds expectations.
5	EXCEPTIONAL - Criteria being evaluated is exceptional.

I. Communication Skills

How often do you initiate communication with The Administrator?

_____ Daily _____ Weekly _____ As needed

Do you feel comfortable contacting The Administrator with a question or concern?

1. *Oral communication is clear and articulate; Administrator has the ability to effectively speak on behalf of the organization; he outlines issues effectively and provides meaningful policy alternatives. He is responsive to inquiries from County Board members.*

Unacceptable		Meets Expectations		Exceptional	
1	2	3	4	5	unknown

Comments:

2. *Written communication is clear and constructed in a way that is helpful to you.*

Unacceptable		Meets Expectations		Exceptional	
1	2	3	4	5	unknown

Comments:

3. *Open/accessible to the public; treats public, elected officials and staff with respect and willingness to listen and consider their input. Encourages open communication between elected officials and staff.*

Unacceptable		Meets Expectations		Exceptional	
1	2	3	4	5	unknown

Comments:

II. Interpersonal/Character Skills

4. *Is a "self-starter"; demonstrates creativity; willing to initiate projects; visionary.*

Unacceptable		Meets Expectations		Exceptional	
1	2	3	4	5	unknown

Comments:

5. *Demonstrates good judgment; exhibits critical thinking skills; is tactful; patient.*

Unacceptable		Meets Expectations		Exceptional	
1	2	3	4	5	unknown

Comments:

III. Leadership/Management Skills and Abilities

6. *Has effectively developed leaders in the organization; cultivates talent for future management positions. Administrator holds staff accountable and ensures that staff assigned to projects meet their deadlines and project schedules.*

Unacceptable		Meets Expectations		Exceptional	
1	2	3	4	5	unknown

Comments:

Budget Skills:

7. *Accurately reflects County Board's fiscal philosophy and demonstrates leadership in establishing and meeting budget goals.*

Unacceptable	Meets Expectations			Exceptional		unknown
1	2	3	4	5		

Comments:

Intergovernmental Cooperation/Collaboration:

8. *Interacts well/works with the county's elected department heads, State, municipalities, schools, and local organizations.*

Unacceptable	Meets Expectations			Exceptional		unknown
1	2	3	4	5		

Comments:

Open Ended Questions:

9. *What is one thing you would like The Administrator to do that would improve his performance?*
10. *Do you have a specific goal that you would like the Administrator to work on in the upcoming year (provided a majority of the Board concurs with your suggestion)?*