

# OPERATIONS & ADMINISTRATIVE COMMITTEE AGENDA

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

**DATE:** THURSDAY, MARCH 4, 2021  
**TIME:** 5:30 PM  
**LOCATION:** VIRTUAL MEETING - ZOOM  
(WINNEBAGO COUNTY YOUTUBE  
LIVE)

**The Winnebago County Board Chairman has determined that an in-person meeting is not practicable or prudent because of the COVID-19 pandemic.**

## **AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of October 7, 2020 Operations and Administrative Minutes and September 17 and October 15, 2020 Personnel and Policies
- 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 to Change Hours of the County Clerk's Office on Election Day
- F. Resolution Awarding Bids for Uniform Rental Services
- G. Other Matters
- H. Adjournment

**Winnebago County Board**  
**Operations and Administrative Committee Meeting**  
Virtual Meeting – Zoom  
(Winnebago County YouTube Live)

Wednesday, October 7, 2020  
5:30 PM

**Present:**

Keith McDonald, **Chairman**  
Jean Crosby  
Jaime Salgado  
Joe Hoffman  
Dorothy Redd  
John Butitta  
Paul Arena

**Others Present:**

Pat Thompson, County Administrator  
Marilyn Hite Ross, State's Attorney  
Dave Kurlinkus, Deputy State's Attorney  
Jim Webster, County Board Member  
John Phillips  
Jim Hughes  
John Sweeney, Sr.

**AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Public Comment
- D. Resolution Opposing the County Executive Form of Government
- E. Resolution on County Clerk Hours 2020
- F. Other Matters
- G. Adjournment

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

**Public Comment**

Chairman McDonald read the Public Comment section of the Agenda.

- Jim Hughes spoke about an executive form of government.
- John Sweeney Sr. spoke about an executive form of government.

**Resolution Opposing the County Executive Form of Government**

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

- Mr. Arena invited John Phillips from the Illinois City/County Management Association to speak about the value of professional management.
- A discussion followed.

Motion passed by unanimous voice vote with the exception of two votes.

**Resolution on County Clerk Hours 2020**

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

- A discussion followed.

Motion passed by unanimous voice vote.

**Other Matters**

- Ms. Redd spoke about wanting to invite Dr. Martell to an upcoming meeting to discuss COVID-19.

**Motion to Adjourn.** Moved: Mr. Salgado, Seconded: Mr. Hoffman and Mr. Arena.  
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  
and Virtual Meeting – Zoom  
(Winnebago County YouTube Live)

Thursday, September 17, 2020  
5:30 PM

**Present:**

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

**Others Present:**

Steve Chapman  
Pat Thompson, County Administrator  
Marilyn Hite Ross, State's Attorney  
Dave Kurlinkus, Deputy State's Attorney  
Deb Crozier, Human Resources  
Jaime Salgado, County Board Member

**Absent:**

Angie Goral

**AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of July 6, 2020 Minutes
- D. Public Comment
- E. Resolution to Declare November 3, 2020 a Holiday
- F. Resolution Establishing the County Holiday Schedule for 2021
- G. Other Matters
- H. Adjournment

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

**Motion to approve the minutes of July 6, 2020**

Moved: Mr. Hoffman, Seconded: 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.

**Resolution to Declare November 3, 2020 a Holiday**

Motion by Mr. Kelley and Seconded by Mr. Webster and Ms. Redd.

- A discussion followed.

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

**Resolution Establishing the County Holiday Schedule for 2021**

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

- A discussion followed.

Motion passed by unanimous voice vote.

**Other Matters**

- Mr. McDonald spoke about being contacted by two business owners indicating the Health Department is becoming more stringent than State requirements.

**Motion to adjourn.** Moved by Mr. Hoffman and Seconded by Mr. Kelley.

Motion passed by unanimous voice vote.

Respectfully submitted,

Amy Ferling  
Administrative Assistant

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

Thursday, October 15, 2020  
Immediately Following Public Safety Committee

**Present:**

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

**Others Present:**

Pat Thompson, County Administrator  
Marilyn Hite Ross, State's Attorney  
Dave Kurlinkus, Deputy State's Attorney  
Pat McDiarmid, River Bluff Nursing Home  
Deb Crozier, Human Resources

**AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Public Comment
- D. Resolution Authorizing River Bluff Nursing Home to Admit out of County Residents
- E. Resolution Authorizing the Execution of a Renewal Agreement with Blue Cross Blue Shield for the Administration of a Self-Insured POS and PPO Insurance Plan
- F. Resolution Authorizing the Execution of a Renewal Agreement with Northern Illinois Health Plan (NIHP) for Third Party Administrator Benefits Administrative Services
- G. Resolution Authorizing the Execution of an Agreement with AMWINS Group Benefits for the Administration of a Medicare Supplement Insurance Plan and Part D Drug Plan Offered to Retirees Over Age 65
- H. Other Matters
- I. Adjournment

Chairman Fiduccia called the meeting to order at 6:45 PM.

**Public Comment**

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

**Resolution Authorizing River Bluff Nursing Home to Admit out of County Residents**

Motion by Mr. Kelley and Seconded by Mr. Hoffman.

- A discussion followed.

Motion passed by unanimous voice vote.

**Resolution Authorizing the Execution of a Renewal Agreement with Blue Cross Blue Shield for the Administration of a Self-Insured POS and PPO Insurance Plan**

Motion by Mr. Hoffman and Seconded by Mr. Kelley.

and

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

**Resolution Authorizing the Execution of an Agreement with AMWINS Group Benefits for the Administration of a Medicare Supplement Insurance Plan and Part D Drug Plan Offered to Retirees Over Age 65**

Motion by Mr. Hoffman and Seconded by Mr. Kelley.

- A discussion followed.

Motion passed by unanimous voice vote.

Mr. Fiduccia – Motion to go into closed session for threatened or eminent litigation.

Roll call: Ms. Redd yes, Mr. Kelley yes, Mr. Arena yes, Ms. Goral yes, Mr. Hoffman yes, Mr. Fiduccia yes and Mr. Webster yes.

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

**Other Matters**

None

**Motion to adjourn.** Moved: Mr. Hoffman, Seconded: Mr. Kelley and Mr. Webster.

Motion passed by unanimous voice vote.

Respectfully submitted,

Amy Ferling  
Administrative Assistant



# Resolution Executive Summary

**Prepared By:** Lori Gummow

**Committee:** Operations and Administrative

**Committee Date:** March 4, 2021

**Resolution Title or Ordinance Title:** Resolution to Change Hours of the County Clerk's Office on Election Day

**County Code:** 55 ILCS 5/3-2007

**Board Meeting Date:** March 11, 2021

**Budget Information:**

<b>Was item budgeted?</b>	<b>Appropriation Amount:</b>
<b>If not, explain funding source:</b>	
<b>ORG/OBJ/Project Code:</b>	<b>Budget Impact: \$ 0</b>

**Background Information:**

To facilitate the Consolidated Election, the Clerk's Office will be closed to all other business. This is a customary practice on Election Day. All Deputy Clerks will be working behind the scenes to assist voters, poll workers and election staff.

**Recommendation:**

**Contract/Agreement:**

**Legal Review:** Charlotte LeClercq

**Follow-Up:**



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

Submitted by: Operations and Administrative Committee

**2021 CR**

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**RESOLUTION TO CHANGE HOURS OF THE COUNTY CLERK'S OFFICE  
ON ELECTION DAY**

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**WHEREAS**, the County Board of the County of Winnebago, Illinois, may change the hours of operation of the office of the County Clerk by resolution passed at a regular meeting of the County Board pursuant to 55 ILCS 5/3-2007; and

**WHEREAS**, the County Clerk is an Election Authority pursuant to 10 ILCS 5/1-3; and

**WHEREAS**, the date of the Consolidated Election is April 6, 2021; and

**WHEREAS**, Public Act 98-1171 was signed into law effective June 1, 2015, requiring Election Authorities to allow same day voter registration in their offices on Election Day; and

**WHEREAS**, the County Board finds that the County Clerk's office shall be engaged in the duties of an Election Authority on April 6, 2021; and

**WHEREAS**, the County Board finds that the County Clerk will not be able to perform its normal duties other than the primary duties of the Election Authority due to the election on April 6, 2021.

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois, that the County Clerk's office of the County of Winnebago shall not perform any duties other than those pertaining to the Consolidated Election on April 6, 2021, and the County Clerk's office shall be closed to all other services on April 6, 2021, with the exception of election-related services.

**BE IT FURTHER RESOLVED**, that the County Clerk shall publish and post notice of this change in services.

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

Respectfully submitted,  
**Operations and Administrative Committee**

**AGREE**

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

\_\_\_\_\_  
John Butitta

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

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

\_\_\_\_\_  
Joe Hoffman

\_\_\_\_\_  
Dorothy Redd

\_\_\_\_\_  
Jaime Salgado

**DISAGREE**

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

\_\_\_\_\_  
John Butitta

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

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

\_\_\_\_\_  
Joe Hoffman

\_\_\_\_\_  
Dorothy Redd

\_\_\_\_\_  
Jaime Salgado

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Joseph Chiarelli  
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



# Resolution Executive Summary

**Prepared By:** Purchasing on behalf of Facilities and the Highway Department

**Committee:** Operations and Administrative Committee

**Committee Date:** March 4, 2021

**Resolution Title:** Resolution Awarding Bids for Uniform Rental Services

**County Code:** Winnebago County Purchasing Ordinance

**Board Meeting Date:** March 11, 2021

## Budget Information:

<b>Was item budgeted? Yes</b>	<b>Appropriation Amount:</b>
<b>If not, explain funding source:</b>	
<b>ORG/OBJ/Project Code: FACILITIES 12000-43960 HIGHWAY 46100-43890</b>	<b>Budget Impact: Decrease</b>

**Background Information:** The existing 5 year Uniform Rental Services contract was due for Re-Bid. The Purchasing Department sent out Invitations for Bid for Uniform Rental Services for both the Facilities and Highway Departments. The Bid opening took place on January 20, 2021 and there were a total of three (3) responsive and responsible Bidders.

**Recommendation:** Shawn Franks, Facilities Engineer, and Carlos Molina, County Engineer, recommends awarding the contract to the lowest most responsive and responsible Bidder, Phelps Uniform Specialists, Inc.

**Contract/Agreement:** The contract term is for two (2) initial years with three (3) one-year renewal options.

**Legal Review:** Not necessary, no agreement to review.

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

Sponsored by: Keith McDonald  
Submitted by: Operations & Administrative Committee

2021 CR

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**RESOLUTION AWARDING BIDS FOR UNIFORM RENTAL SERVICES**

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**WHEREAS**, the Code of Ordinances for the County of Winnebago, Illinois, provides as in Section 2-357 (b) (1), Conditions for use. All procurements whose value equals or exceeds the competitive bidding threshold of \$25,000.00 shall be awarded by competitive sealed bidding in accordance with this section; and

**WHEREAS**, competitive bids were received for solicitation #21B-2209 on January 20, 2021 for the following;

**UNIFORM RENTAL SERVICES**

**WHEREAS**, the Operations & Administrative Committee of the County Board for the County of Winnebago, Illinois has reviewed the Bids received for the aforementioned products and recommends awarding contracts to the most responsive and responsible Bidder with the low rate, as follows:

**PHELPS UNIFORM SPECIALISTS, INC  
3206 HERSHEY AVE BLDG 4  
MUSCATINE, IA 52761**

**See Bid Tab for Pricing details (RESOLUTION EXHIBIT A)**

**WHEREAS**, the Operations & Administrative Committee has determined that the funding for the aforementioned purchase shall be as follows:

**FACILITIES 12000 - 43960  
HIGHWAY 46100 - 43890**

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois, that the County Board Chairman award a two (2) year contract, with three (3) one-year optional renewals to PHELPS UNIFORM SPECIALISTS, INC.

**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 Facilities Engineer, County Engineer, Director of Purchasing, Board Office, Finance Director and County Auditor.

Respectfully Submitted,  
**OPERATIONS & ADMINISTRATIVE COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
KEITH McDONALD, CHAIRMAN

\_\_\_\_\_  
KEITH McDONALD, CHAIRMAN

\_\_\_\_\_  
JOHN BUTITTA, VICE CHAIRMAN

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JOHN BUTITTA, VICE CHAIRMAN

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

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

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

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

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

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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 \_\_\_\_\_ 2021.

ATTESTED BY:

\_\_\_\_\_  
**JOSEPH 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

**BID TAB**  
**UNIFORM RENTAL SERVICES – 21B-2209**  
**BID OPENING 1/20/2021- 2:00 P.M.**

<b>VENDORS</b>	<b>Cintas</b>		<b>AlSCO, Inc.</b>		<b>Phelps Uniform Specialists, Inc.</b>	
<b>CLOTHING</b>	Price Per Piece	Replacement Value	Price Per Piece	Replacement Value	Price Per Piece	Replacement Value
1. Jacket - Hip-Length Three-Season	\$.32	\$31.56	\$.38	\$29.67	\$.22	\$30.00
2. Jeans - Dickies Carpenter	\$.30	\$30.54	\$.29	\$23.79	\$.25	\$25.00
3. Jeans - Dickies Duck Carpenter	\$.32	\$25.45	\$.29	\$23.79	\$.25	\$25.00
4. Jeans - Heavyweight	\$.25	\$20.36	\$.24	\$19.48	\$.25	\$25.00
5. Pants - Dura-Press Cotton Work Pants	\$.25	\$23.92	\$.29	\$23.24	\$.22	\$20.00
6. Pants - Pleated Work Pants	\$.22	\$22.40	\$.29	\$23.24	\$.15	\$17.00
7. Pants - Work Pants	\$.17	\$18.32	\$.20	\$16.80	\$.15	\$17.00
8. Shirt - Denim Shirt, Long Sleeve	\$.30	\$25.45	\$.22	\$19.21	\$.20	\$17.00
9. Shirt - Denim Shirt, Short Sleeve	\$.30	\$25.45	\$.20	\$17.85	\$.20	\$17.00
10.. Shirt - Dura-Press Cotton Work Shirt, Long Sleeve	\$.22	\$18.32	\$.22	\$19.21	\$.19	\$17.00
11. Shirt - Dura-Press Cotton Work Shirt, Short Sleeve	\$.22	\$18.32	\$.20	\$17.85	\$.19	\$17.00
12. Shirt - Shadow Check Polo- with Pocket	\$.20	\$20.36	\$.26	\$21.25	\$.20	\$20.00
13. Shirt - Striped Work Shirt, Long Sleeve	\$.17	\$15.27	\$.20	\$16.65	\$.15	\$15.00
14. Shirt - Striped Work Shirt, Short Sleeve	\$.17	\$15.27	\$.17	\$17.21	\$.15	\$15.00
<b>MISCELLANEOUS ITEMS</b>	Price Per Piece	Replacement Value	Price Per Piece	Replacement Value	Price Per Piece	Replacement Value
15. TOWEL - Bath Towels - 22" x 44"	\$.35	\$3.50	\$.25	\$3.50	\$.08	\$1.00
16. TOWEL - Standard Bar Towels - 16" x 19"	\$.12	\$1.19	\$.14	\$1.65	\$.04	\$.25
17. TOWEL - Standard Bar Towels - 24" x 50"	\$N/A	\$N/A	\$.55	\$7.50	\$.10	\$.25
18. TOWEL- Soda	\$.12	\$1.19	\$.18	\$1.70	\$.06	\$.25
19. TOWEL - Standard Massage Towels - 16" x 27"	\$N/A	\$N/A	\$.15	\$1.65	\$.06	\$.25
20. TOWEL - Shop Towels - 18" x 18"	\$.08	\$.41	\$.07	\$.40	\$.03	\$.15

**BID TAB  
UNIFORM RENTAL SERVICES – 21B-2209  
BID OPENING 1/20/2021- 2:00 P.M.**

VENDORS	Cintas		AlSCO, Inc.		Phelps Uniform Specialists, Inc.	
	Price Per Piece	Replacement Value	Price Per Piece	Replacement Value	Price Per Piece	Replacement Value
21. TOWEL - Shop Towels - 18" x 30"	\$0.35	\$3.50	\$0.09	\$0.65	\$0.05	\$0.15
22. Laundry Bag	\$0	\$0	\$0	\$6.00	\$0	\$0
23. Clean Uniform Locker	\$0	\$0	\$3.50	\$300.00	\$0	\$100.00
24. Soiled Uniform Locker	\$0	\$0	\$2.00	\$200.00	\$0	\$75.00
<b>EMBROIDERY</b>	<b>Price Per Piece</b>		<b>Price Per Piece</b>		<b>Price Per Piece</b>	
25. Employee Name	\$1.00		\$1.50		\$0	
26. County Name	\$1.50		\$1.75		\$0	
27. Monogram Set-Up Cost	\$0		\$0		\$0	
28. Prep Charge	\$1.53		\$1.00		\$0	
29. Cost Per Item	\$N/A		\$3.00		\$0	