

Montgomery County Board

Coordinating Committee Meeting Minutes

Date: Tuesday, December 18th, 2012

Time: 4:00 PM – County Board Room

Members Present: County Board Chairman **Roy Hertel**, Vice Chairman/ Personnel Chairman **Mary Bathurst**, HWE Chairman **Connie Beck**, Finance Chairman **Joe Gasparich**, Economic Development Chairman **Heather Hampton+Knodle**, Road & Bridge Chairman **Gene Miles**, EMA/Ambulance Chairman **Glenn Savage**, Building & Grounds Chairman **Bob Sneed**

Others Present: Ron Jenkins, Mr. Schroeder, Betsy Wilson, Chris Matoush

The committee met today to discuss the following:

Coordinating: Roy Hertel, Board Chairman

1. **Update/Approval Illinois Counties Risk Management Trust (ICRMT) Attorney Julie Bruch:** Julie Bruch and attorney that represents the county for employee law, civil right cases, hiring, firing and discipline. Julie Bruch teaches several seminars through ICRMT throughout the year. Bruch also stated that there is training available for Law Enforcement. Bruch strongly suggested that Department Heads attend trainings and they are all free of charge. Dan Littrell with IPMG can provide training other than law issues. Treasurer Jenkins asks Bruch to talk about elected and non-elected offices. County Board member define role to elected and non-elected officials. The Personnel Manual doesn't have to be followed by elected officials. Elected official are their own employers. Bruch explained that County Cell phone and computers, and emails can be FOIA requested. The county has the right to look at anything on a County computer. Hertel – Install software to check internet sites. We can look at an employee's computer. State's Attorney Chris Matoush asked if we should we keep hard drives for FOIA requests. 2
2. **Update/Approval Coordinating Committee Meeting Time:** Moved to 6:00 p.m.
3. **Update/Approval CEFS Central Illinois Public Transit Monthly Progress Report:** In Board packet.

Building & Grounds: Bob Sneed, Chairman

1. **Update/Approval Annex Building:** Bob Sneed is working with Young's Roofing to complete the work on the Annex clay coping.
2. **Update/Approval Historic Courthouse 3rd Floor Bathroom:** Mary Purcell stated she has to carry water in the restroom. The water was shut off because of a leak.
3. **Update/Approval Historic Courthouse Basement Office:** Need office ready by mid-February and needs to be secure with cameras. Also, need to check heating and air conditioning.
4. **Update/Approval Maintenance Issues and Report:** Advertise for business vendor list after the New Year.
5. **Update/Approval Smoking Outside Behind the New Courthouse:** Committee will discuss.

Economic Development: Heather Hampton+Knodle, Chairman

1. **Update/Approval MCEDC:** Executive Board meeting is scheduled for Thursday, January 3rd at 4:15 p.m. Heather Hampton+Knodle will check with Dave Ronen to go to the meeting with Ron Deabenderfer.
2. **Update/Approval West Central Development Council Appointee(s):** Jo Ann Keele of Nokomis and Ken Nimmons for Workforce Investment Board and not Nikki Bishop. Heather will check. We need to check with State's Attorney about paying mileage for people who represent the County at liaison meetings.
3. **Update/Approval County Website – montgomeryco.com:** Heather Hampton+Knodle attended the Information Steering Committee meeting. Information Systems Manager Bill Purcell will work on updating the County website. Department heads will be asked for feedback in a survey.
4. **Update/Approval Planning Commission:** Could continue to meet at U of I Extension office.

E.M.A./Ambulance: Glenn Savage, Chairman

1. **Update/Approval of the Ambulance Call Report for December 2012:** Committee will review.

2. **Update/Approval of E.M.A./Ambulance Report:** Committee will discuss School Evacuation Plans and a Building for Emergency Court.

Finance: Joe Gasparich, Chairman

1. **Update/Approval SOA Report:** Committee will review Ray Durston's report.
2. **Update/Approval GIS Report:** Committee will review Mary Purcell's report.
3. **Update/Approval Revolving Loan Fund:** Committee will review report.
4. **Update/Approval Invite Elected and Appointed Officials to Discuss General Fund Balance:** Chris Daniels will send a memo out to Department Heads. Check service contracts.
5. **Update/Approval General Fund Revenue & Expense Bar Graph Report from Treasurer Jenkins:**
6. **Update/Approval Extra Sales Tax Received from State:** Sales tax is legitimate. Ameren has been purchased coal from another State and pays Freight on Board (FOB) of 1.25% per dollar in Sales tax.
7. **Update/Approval Monthly Coal Revenue Report from Treasurer Jenkins:**
8. **Update/Approval List of County Bills:** Heather Hampton+Knodle wants to see the list of bills for each committee that are paid each month.

HWE: Connie Beck, Chairman

1. **Update/Approval Elections:** January Board decision on reducing judges for Consolidated Election.
2. **Update/Approval Recycling Program and Events:** Beck requested recycling have staff meetings once a month.
3. **Update/Approval EPA Report:** Bill Gonet will give his report.
4. **Update/Approval Animal Control Facility and Program:** Have met with staff in the month of December. There are a few issues to fix.
5. **Update/Approval UCCI Education Seminar:** This seminar for newly elected officials will be held on Saturday, January 12th, 2013 at Lincoln Presidential Library in Springfield at 9:00 a.m. – Noon. Register by Friday, January 4th.

Personnel: Mary Bathurst, Chairman

1. **Update/Approval Local Labor #397 Agent Bill Traylor:** Will be present at Committee meeting.
2. **Update/Approval Circuit Clerk's Union Local #148:** Meeting will be rescheduled in January.
3. **Update/Approval Highway Dept. Union Local #1084:** Gene Miles and Kevin Smith need to go to negotiations.
4. **Update/Approval Job Salary Survey:** Salary ranges to be completed by the end of January 2013 and job descriptions done by the end of March 2013.
5. **Update/Approval Re-name the Coordinated Services Office:**
6. **Update/Approval Executive Session for Personnel Issues:**

Road & Bridge: Gene Miles, Chairman

1. **Update/Approval Raymond Road District, TBP Letting Held on October 24th, 2012:** 4 bids rejected at Full Board
2. **Update/Approval 2013 Fuel Letting:** Wednesday, January 23rd, 2013 at 8:30 a.m. at the County Highway building
3. **Update/Approval 2013 Rock Letting:** Wednesday, January 23rd, 2013 at 9:00 a.m. at the County Highway building after Fuel Letting

Motion by Glenn Savage, second by Gene Miles to adjourn the meeting. All in favor, motion carried. Meeting adjourned at 6:15 p.m. The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.