

**Executive Committee  
Tentative Minutes  
March 12, 2019**

1. Call Meeting to Order: Chairman Gouker called the meeting to order at 6:04 p.m. Present: Finfrock, Griffin, Janes, Kenney, Nordman and Sparrow. Others: County Clerk & Recorder Laura Cook, Treasurer Linda Beck, State's Attorney Eric Morrow, IT Manager Larry Callant, Youman, Fox, Corbitt and Whalen.
2. Approval of Minutes: February 13, 2019: Motion by Finfrock to approve the minutes as presented, 2<sup>nd</sup> by Griffin. Motion carried.
3. Public Comment: None
4. Reports of Committees:
  - Personnel & Salary: none
  - Road and Bridge: 5 resolutions
  - Judiciary & Circuit Clerk: none
  - County IT: none
  - Supervisor of Assessment, Planning & Zoning: 2 ordinances
  - HEW, Solid Waste & Veterans: 2 appointments and 1 resolution
  - County Facilities: 1 resolution
  - County Security – Sheriff & Coroner: none
  - State's Attorney, Court Services – Focus House: 2 appointments
  - Long Range & Strategic Planning: numerous items
  - Finance & Insurance: 2 resolutions
  - Agriculture: none
  - Workplace Safety: none
  - Board Presentation Requests: none
  - Other: none
5. Old Business
  - Administrative Assistant: Gouker stated he has spoken with Finfrock about this; they feel that we need to start moving forward on this. It would be part-time with an average of 20 hours a week, \$15-\$16 hourly rate. Job description was completed previously. Gouker would like to advertise for it and move forward.
  - Update on Tower Status – State's Attorney: Morrow stated there is a 911 Board meeting tomorrow night and he is meeting with their Chairman prior.
  - Update - Ogle County Supervisor of Assessments Vacancy: Gouker stated they may have a recommendation for next week, but does not want to be rushed.
  - IT Job Description: Kenney stated it was briefly discussed at Personnel today, consensus to bring to Executive. Gouker stated it would be brought before the County Board next week.
  - Property Purchase Update: Morrow stated a closing needs to be scheduled.
  - Property Lease for Construction Manager Update: Morrow is working on.

- County CPR Training: Morrow will speak with Oltmanns about some issues.
- Other: Morrow stated he is speaking with Sheriff VanVickle tomorrow about the concerns of having a separate IT Dept.

6. New Business

- Solar Zoning Committee: Gouker and Finrock feel that a Committee of Board Members only should be formed. County Clerk Cook asked if Zoning Administrator Reibel would be included; yes. Gouker will bring the recommended Committee forward to the Board next week.
- Statutory Court Fees Task Force: Gouker and Finrock has met with Chief Judge Fish about the proposed July 1<sup>st</sup> fee structure. Circuit Clerk Stahl will bring an ordinance forward possibly next month.
- Other: Gouker stated he met with 6 County Board Chairman of the Northwest counties; suggestion was to hire a lobbyist for the Capital Fund Bill. Gouker thought it would be \$25-35,000 depending on how many counties participate. He will bring it before the Board next week.

7. Comments/Suggestions from Committee Members/Department Heads: none

8. Adjournment: With no further business, Chairman Gouker adjourned. Time: 6:28 p.m.

Respectfully submitted,  
Tiffany O'Brien

## **FW: HR Services Credit Bookings Now Available for Spring 2019**

County Clerk

**Sent:** Tuesday, March 05, 2019 9:03 AM

**To:** Bruce McKinney; County Clerk; John Finrock; June Jacobs; Marcia Heuer; Skip Kenney; Susie Corbitt; Todd Mclester; Tom K. Smith

Personnel Committee Members:

Here is information that will be discussed at the next committee meeting.

Thank you,

*Laura J. Cook*

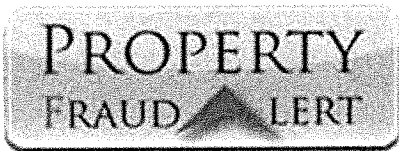
Ogle County Clerk and Recorder

105 S. 5th St. - Suite 104

Oregon, IL 61061

815-732-1110 - phone

815-732-3477 - fax



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**Date:** March 4, 2019 at 8:39:22 PM CST

**To:** John Kenney <[jcdmkenney@comcast.net](mailto:jcdmkenney@comcast.net)>

**Subject: Re: HR Services Credit Bookings Now Available for Spring 2019**

Hello CIRMA member counties eligible for an HR Services credit with CIRMA. The following gets \$1k credit which can be either ONE day of onsite training or up to 10 hours of project work that does not include a trip to the county.

Adams, Ford, Jefferson, Livingston, Ogle, Piatt, Crawford, & Monroe

That means CIRMA pays for my services not the county! Have you thought about using your credit for a TRAINING DAY? Dates are available in March, April and May. I will be out of state during the summer. Due to my university teaching schedule, I am typically available on Monday and Friday all day. Wednesday mornings are open as well depending on county location and travel distance for me from Springfield. Starting the second week of May I am open every day of the week. At this point I am fairly open all spring with a few exceptions. The dates will be available on a come first serve basis!

Need Training Topic ideas? The following popular topics for employers to provide training on are:

**For all county employee training:**

- Anti-Harassment & Discrimination (to include Sexual Harassment) - Most popular program for all employers in 2018
- General Safety to include Emergency Evacuation, Natural Disasters, Bloodborne Pathogen (Exposure Control) and HazMat (Chemical Safety),
- Preventing & Reporting Violence in the Workplace (to include Bullying) and minimal active shooter suggestions from the department of homeland security
- Train the Trainer (Understanding How to Train Others)
- Working with People (Improving Interpersonal Communications)

**For your elected and appointed officials:**

- Conducting & Documenting a Workplace Investigation
- Determining Pay and Maintaining Internal & External Equity
- Effective Interviewing, Selection & Onboarding
- Giving Feedback for Improvement & Conducting Performance Reviews
- HR Update (What to Know When You Are HR for Your Entire County or Department)
- Managing Employee with Reasonable Suspicion (including Medical Marijuana)
- Managing Employees from five 5 Different Generations
- Managing Time Off to include FMLA, PTO, Jury Duty, Bereavement & More
- Social Media for Employers
- Steps of an Effective Termination
- The Bermuda Triangle of HR: FMLA, Workers Comp & ADA

Of course, any topic related to employment can be taught. The above list is not all inclusive. Tailor made programs can be developed for each county. Once we set a date, I can work with a point person who will notify attendees, schedule rooms, and provide me with times and locations to show up and deliver the presentation(s). I have my own laptop and projector and would need an empty wall or screen, if needed. Some counties have SMART rooms with all of this already in place and all I bring is a flash drive with my presentation.

Ideas for additional services (although not all inclusive) you can use your credit for besides training include:

- Conducting an Updated onsite HR Assessment Not Currently on the CIRMA Work Plan for this Contract Year
- Conducting Workplace Investigation as an Objective Confidential Outside Perspective
- Management Practices Meeting - HR Consultant for A Day to Answer Any HR Questions from all Elected and Appointed Officials
- Updating Employment Related Documents & Forms Not Currently on the CIRMA Work Plan for this Contract Year
- Review Salary of Employees for Discrimination Risk and Compression Risk Associated with New Minimum wage and DOL overtime ruling coming soon

I look forward to hearing from you soon! CIRMA is a priority client so you all get first shot at these dates above all other clients Rogers HR Consulting supports!

Again, all open dates will be available on a come first serve basis!

***Donna Rogers, MEd., SPHR, SHRM-SCP***

HR Consultant

Counties of Illinois Risk Management Agency (CIRMA)

(217) 414-1297

[HR.CIRMA@gmail.com](mailto:HR.CIRMA@gmail.com)