

Personnel and Salary Committee
Tentative Minutes
March 12, 2019

1. Call Meeting to Order: Chairman Kenney called the meeting to order at 8:00 a.m. Present: Corbitt, Heuer (arrived at 8:02), Finfrock, McLester, McKinney and Smith. Others: Director of Court Services Cindy Bergstrom, County Clerk & Recorder Laura Cook, Circuit Clerk Kim Stahl, Whalen and Typer.
2. Approval of Minutes – February 13, 2019 - Motion by McKinney to approve the minutes as presented, 2nd by Corbitt. Motion carried.
3. New Business
 - Sikich Bill – Handbook Review: Consensus of Committee to pay the bill totaling \$325.00.
 - CIRMA Training: Kenney stated he has received a list of free training sessions available; he would like the Committee to review. Heuer went down the list; she stated that Sheriff VanVickle does not recommend the Active Shooter training because he is unsure what the training would include. Sheriff's dept. does not do this type of training due to liability reasons; some local police depts. do the training. Smith asked if we have reached out to the Dept. Heads to see what they want. Heuer stated there are a few depts. that would like the Active Shooter training; Judicial Center and Courthouse depts. are also interested. Kenney will speak with Sheriff VanVickle regarding this before we go out-of-house for the training. Smith asked McLester his opinion. McLester stated his training was how to handle the situation when he enters the building; this type of training would be for civilians on how to handle an active shooter. McLester stated the Sheriff's dept. is specialized in teaching law enforcement how to act going into the building. Heuer stated this training would be different from what the Sheriff's dept. would offer. Discussion was held who maintains all the employee signature pages from the Personnel Policy Manual and training sessions.
4. Old Business
 - Inclement Weather – Office Closing Policy: Kenney had State's Attorney Morrow review the policy and his opinion is to leave as is.
 - Handbook Review: Kenney stated it is complete as of today but will be ever changing.
 - Sikich Staff Study Draft Report: Smith questioned the status of the report and how much has been paid for the study. Kenney will check with Chairman Gouker on his findings.
 - Substance Abuse Contact for Employees: Kenney spoke with Sparrow about this topic; the health insurance policy has coverage for employees that participate in our health plan. Kenney asked the Committee if they want it a stand-alone policy or go with what is currently available through the health insurance. Corbitt asked if there are out-of-pocket expenses with both options. County Clerk Cook reminded the committee they discussed the EAP last month and Sikich stated the County is not required to have an EAP (Employee Assistance Program) as it is considered a unique employee benefit.

Bergstrom asked what about the employees that do not participate in the County insurance plan; Kenney stated it is not our responsibility. Discussion continued; it will be address with the Health Insurance Committee.

- IT Manager Job Description: Kenney stated the Committee has previously discussed this topic; Whalen would like direction on how to proceed. Smith asked whom will Callant answer to; Kenney stated the County Board and his Committee. Smith asked what this will do to the Sheriff; Whalen stated it would not change a thing. Finfrock reiterated that there would be no change in what is already being done.

5. Closed Session: None

6. Public Comment: Stahl asked if there has been any further talk of a County Administrator; Kenney stated there has been. Kenney's opinion is that we need one; Stahl agreed. Kenney stated it has been declined in previous talks; Smith asked if a full-time County Board Chairman would be sufficient. Circuit Clerk Stahl's opinion is the County Administrator needs to have a degree. Smith agreed we need to have an Administrator. Stahl stated it is needed especially with the topics we have been discussing; McKinney agreed. Smith asked the topic be on the agenda for discussion next month.

7. Adjournment: With no further business, Chairman Kenney adjourned the meeting.
Time: 8:43 a.m.

Respectfully submitted,
Tiffany O'Brien

RESOLUTION 2019-01XX

Ogle County Information Technology Department Manager Job Description

RESPONSIBILITIES

This position is responsible for:

- Oversee all IT technology operations and evaluate them according to established goals and current IT protocol
- Develop and establish IT policies and systems which support the implementation of approved county IT strategies and goals
- Analyze the IT requirements of all county departments to best determine their technology needs **with** appropriate recommendations from the IT department
- Determine and recommend for purchase updated, efficient, and cost-effective IT equipment and software for use in the various Ogle County departments
- Conduct or direct regular system and security audits on the Ogle County network
- Oversee and determine time frames for major IT projects including system updates, upgrades, migrations, and outages
- Provide direction with regard to major IT expenditures and upgrades within the various county committees
- Provide direction and assistance to all IT team members
- Be responsible for day-to-day IT operations
- Develop and manage the budget for County IT needs
- Report on all IT expenditures to the County IT Committee
- Assist in building relationships with IT vendors
- Create cost-efficient IT contracts for County Board consideration

Adopted by the County Board of Ogle County, State of Illinois on this 12th day of March, 2019.

Attest:

Kim P. Gouker
Chairman, Ogle County Board

Laura J. Cook
Ogle County Clerk