Personnel & Salary – County Clerk & Recorder Committee
May 7, 2012
Tentative Minutes

1. Call to Order: Chairman Boes called the meeting to order at 3:00p.m. Present: Finfrock, Bauer, Bowers, Heuer, Hopkins (arrived at 3:06) and Kenney. Others: Barnes, Pat Nordman, Coroner Lou Finch, Engineer Curtis Cook, Health Dept. Administrator Doreen O'Brien, Solid Waste Director Steve Rypkema and Marty Typer.

2. Approval of Minutes: April 9, 2012: Motion by Finfrock to approve the minutes as presented, 2nd by Bauer. Motion carried.

3. Approval of Bills: Motion by Bowers to approve the bills in the amount of $59.89, 2nd by Heuer. Motion carried.

4. Public Comment: None

5. County Clerk & Recorder Report: County Clerk Huntley distributed the monthly recorder report and her budget performance report. She also mentioned that the Board will need to approve a polling place change for Brookville Township. She stated the Township approached her regarding a move of the election site. The new site will be at the Brookville Grace United Methodist Church; it is handicap accessible and has better facilities than the Town Hall. Huntley mentioned that the tax process is complete in her office and they are finishing the abatements today.

6. New Business
   - Personnel Policy "Ogle County Motor Vehicle Driving Policy": Boes distributed a draft policy and asked for input. Bauer felt that "timely manner" should be more specific, discussion continued. Questions were raised regarding purpose of reports on employees who drive their own car and receive mileage pay. Finfrock suggested tabling the policy till further information is obtained; Boes will seek information from the State's Attorney's office and Finance Committee.
   - AAIMEA "Employer Associates" 2011-2012 Salary Survey Results: Boes stated he has received copies of the survey results from AAIMEA and the average increase is 2.5% from last year. Boes doesn't see raising the county scale based on this information and information from the UCCI survey. Discussion continued. Finfrock questioned the elected officials' subject on Finance agenda; Boes stated that it is usually handled through this Committee. Huntley stated the elected officials salaries are set 180 days prior to taking office; so Coroner and Circuit Clerk would need to be done this month. Huntley stated that at the end of their current terms; Circuit Clerk would be at $68,500 and Coroner at $57,500. Bowers recalled a controversial issue regarding the Coroner position; Kenney stated some felt that the position was only part-time. Boes asked White for his input since he sits on the Finance Committee, White stated last time he was in favor of decreases due to the economy. Boes asked the Committee for their thoughts; Heuer stated she would not be in favor of any raise; Bowers would like to see another $2,500 annually increase for the Coroner until he is in line with the other elected officials. Finfrock and Hopkins agreed with Bowers. Kenney and Bauer needed more time to think about the topic. Huntley stated she feels that it is insulting when the County funds other building projects but cannot give a cost of living increase; others agreed.

7. Old Business
   - Labor Attorney Update: Boes stated he met with Mr. Pirages with Hinshaw & Culbertson, along with Sheriff Harn and Vice-Chairwoman Heuer. They received a price quote for Mr. Pirages himself and his associate; however they have not had any direct experience with the FOP. Discussion continued; Boes stated he will be contacting WilliamsMcCarthy next week.

8. Chairman Comments: None

9. Adjournment: Chairman Boes declared the meeting adjourned. Time: 4:13 p.m.

Respectfully submitted,
Tiffany O'Brien

DISTRIBUTION TOTALS

REBECCA HUNTLEY

OGLE COUNTY CLERK/RECORDER

RECORDER'S OFFICE

YEAR (2012) APRIL	RECORDING FEE	AUTOMATION FUND	G.I.S FUND	RECORDER'S G.I.S	COPIES	RHSPS STATE	RHSPS RECORDER	STATE REVENUE	COUNTY REVENUE	TOTAL
TOTALS	$12,650.50	$2,908.50	$11,130.00	$824.00	$1,981.35	$6,660.00	$370.00	$14,228.50	$7,114.25	$57,867.10
REVENUE STAMPS RECEIVED	$36,500.00									
REVENUE STAMPS SOLD	$14,228.50									
STAMPS on HAND (4/30)	$37,603.50									
SIX MONTH TOTAL										
TOTAL for YEAR										
AVERAGE NUMBER RECORDED per DAY: AVERAGE NUMBER per DAY: SIX MONTH YEAR	2012/828(20)41.4 2011/628(20)31.4 2010/1031(21)49.1		NUMBER G.I.S per MONTH (795)			NUMBER RHSPS per MONTH (740)				

DRAFT

Ogle County Motor Vehicle Driving Policy

Purpose: Insurance Carrier Compliance

On an annual basis all Ogle County Department Heads shall request an Illinois Motor Vehicle Report on all employees whose job description requires the operation of a motor vehicle.

This report shall be coordinated in cooperation with the Ogle County Sheriffs Department. Results of such report shall be communicated immediately to respective department head.

All costs or fees incurred by such report, if any, shall be the responsibility of Ogle County.

All potential "New Hires" whose job description requires the operation of a motor vehicle shall have a report generated as a condition of employment.

An employee whose Illinois Drivers License has been Revoked, Suspended, or Restricted shall communicate such action to his or her immediate supervisor. Failure to communicate such actions in a timely matter could result in action up to and including **TERMINATION** of employment with Ogle County.

Communication of this nature shall be held in strict confidence with respective employee. The department head shall confer with the County Board Chair Person and respective Committee Chair Person in a timely matter for resolution of occurrence.