Personnel & Salary – County Clerk & Recorder
Committee Meeting Wednesday, November 10, 2010.

Tentative Minutes

1. Call to Order – by Chairman Kenney at 10:05
    - Members present: Kenney, Heuer, Bowers, Boes, Colbert, Saunders
    - Members absent: Gouker
    - Others present: DeArvil, Gronewold, Hopkins, McKinley, Huntley, Rypkema, Martin, Robinson

2. Approval of Minutes: October 13, 2010 meeting minutes
    - Motion by Bowers
    - 2nd by Saunders
    - Motion carried

3. Approval of Bills –
    - Motion to approve $34,049.16 by Boes
    - 2nd by Bowers
    - Motion carried

4. Public Comment - DeArvil commended Becky and her staff for how quickly they counted the votes and how smooth the election went. The committee agreed they have heard no complaints and many positives. McKinley said Huntley did a good job communicating to the election judges ahead of time what they had to do to properly manage the write in process. Colbert asked how long until the precincts are reevaluated. Huntley noted it has been a long time since she has been able to do a purge due to the budget reductions. Every time you hire more judges, she said, you buy more machines and increase salaries and in this environment we've kept this down. Colbert noted certain precincts seem to be growing larger than others.

5. County Clerk & Recorder Report – nothing to report

6. Old Business-
    - Policy Manual Final Recommendations – McKinley distributed and highlighted the proposed changes based on the last year of committee effort. She indicated she has gotten feedback from department heads and approval by the States Attorney's office. Each change was discussed. The comp time language inserted in page 11 was discussed at length. McKinley will check with Fair Labor Standards to confirm this language is allowed. Boes asked to confirm if we can pay comp time at the rate it was earned verse what they are making at payout. Rypkema asked about the discretionary language on year book vs. page 13 of the policy and the committee confirmed the policy supersedes the yellow book updates that

County Clerk's office provides out of courtesy. Any language changes should be communicated to Huntley's office before April. Rypkema asked about how department heads do or do not have discretion to distribute raise percentages allowed by the Board. Kenney clarified that with the EA study, department heads do have discretion to distribute the allotted raise percentage to their department as they see fit. The committee wishes to include the entire policy in the board packets, keeping the yellow in place highlighting what was changed. Heuer would like a cover sheet added noting what pages have the yellow changes. This would be an ordinance for 30 day layover.

- County Comp & Accumulated Leave Time Carry Over Policies – Moved until after the closed session based on time restrictions of Martin and Robinson.

7. <u>New Business</u> -
    - Closed Session – Litigation Illinois FOP Labor Council & Chief Judge of 15th Judicial Circuit (5 ILCS 120/2 (c) (11))
        i. Motion to go into closed by Boes
        ii. 2nd by Bowers
        iii. Voice vote Kenney yes, Heuer yes, Bowers yes, Boes yes, Colbert yes, Saunders yes. Motion carried
    - Closed Session - Collective Negotiating Matters (5 ILCS 120/2 (c) (2))
        i. Motion to go into closed session by Heuer
        ii. 2nd by Bowers
        iii. Voice vote Kenney yes, Heuer yes, Bowers yes, Boes yes, Colbert yes, Saunders yes. Motion carried.
    - County Comp & Accumulated Leave Time Carry Over Policies - McKinley explained her discussion with Ray Bachman, Dekalb's administrator because the committee had asked her to see if DeKalb has placed any county-wide ordinances on this subject. His email response was distributed and read and placed on file. Bachman's perspective is that cooperation between all entities is the key in best serving the citizens; not in passing ordinances that cannot be enforced through the form of government we are bound by. She distributed DeKalb's org chart from their website designed to help their citizens understand how county government is organized under Illinois State law. McKinley noted her observation in the last 18 months is that the Ogle County Board operates with many different views on the roles, responsibilities, and differences between the board, the administrator, elected officials, and appointed department heads, which creates a lot of confusion. She noted similar confusion exists between roles and responsibilities and authority of elected vs. appointed officials. She reviewed the DeKalb org chart pointing out how clearly it demonstrates where the lines of authority and responsibility are drawn for all entities. Kenney said regarding our comp time policies, we have to do things through contracts and cooperation and in a manner we can live with and is legal. Kenney indicated most of the elected

department heads have a long history of cooperation and support in Ogle County. McKinley said she'd like to help get a leadership/strategic planning session organized for the board to ensure clear definition of roles and responsibilities and have the board put strategic plans in place for everyone to move in the same direction.

- Harn indicated he will be out of town next week, but back in for the board meeting.
- Saunders asked if this committee is in support of the budget. Bowers would like to see contingencies reduced or eliminated in LRP. Discussion followed.

8. Adjournment- by Chairman Kenney at 11:55

Respectfully submitted,
Meggon McKinley, Ogle County Administrator

John "Skip" Kenney – Chairman

DISTRIBUTION TOTALS

REBECCA HUNTLEY

OGLE COUNTY CLERK/RECORDER

RECORDER'S OFFICE

YEAR (2010)	RECORDING FEE	AUTOMATION FUND	G.I.S FUND	RECORDER'S G.I.S	COPIES	RHSPS STATE	RHSPS RECORDER	STATE REVENUE	COUNTY REVENUE	TOTALS
OCTOBER TOTALS	$17,740.50	$3,972.50	$15,764.00	$1,131.00	$1,358.50	$9,504.00	$528.00	$6,905.50	$3,452.75	$60,356.75
REVENUE STAMPS RECEIVED	$									
REVENUE STAMPS SOLD	$6,905.50									
STAMPS on HAND (10/31)	$23,210.00									
SIX MONTH TOTAL										
TOTAL for YEAR										
AVERAGE NUMBER RECORDED per DAY: AVERAGE NUMBER per DAY: SIX MONTH () YEAR	2010/1144 (20) 57.20 2008/953(22) 43.32 2009/903(21) 43.0		NUMBER G.I.S per MONTH 1126			NUMBER RHSPS per MONTH 1056				