



# AGENDA

## County Operations Committee

Tuesday, February 25, 2020

@ 1:00 PM

Peoria County Courthouse, Room 402

1. **Call to Order**
2. **Approval of Minutes**
  - September 24, 2019 (Executive Session)
  - October 20, 2019 (Executive Session)
  - January 9, 2020 (Executive Session)
  - January 28, 2020 (Regular Session)
3. **Informational Items/Reports/Other Minutes/Updates**
  - Workforce Report
  - Liability and Workers Compensation Report
4. **Executive Session**
  - Labor Relations
5. **Miscellaneous**
6. **Adjournment**

**DRAFT**  
**MINUTES**  
**County Operations Committee**  
**January 28, 2020**  
**@ 2:30 p.m.**

<b>MEMBERS PRESENT:</b>	<b>Rob Reneau</b> – Chairman; <b>Jennifer Groves Allison</b> – Vice Chairman; <b>Linda Daley, Kate Pastucha, Steven Rieker, William Watkins, Jr.</b>
<b>MEMBERS ABSENT:</b>	<b>Barry Robinson</b>
<b>OTHERS PRESENT:</b>	<b>Scott Sorrel</b> – County Administrator; <b>Shauna Musselman</b> – Assistant County Administrator, <b>Larry Evans</b> - State's Attorney's Office; <b>Doug Gaa</b> – Sheriff's Office; <b>Julie Ciesla</b> – Finance; <b>Margie Kowalski</b> – Auditor's Office; <b>Rena' Parker</b> – Courts Administration

**Call to Order**

Chairman Reneau called the meeting to order at 2:30 p.m.

**Approval of Minutes**

A motion to approve the minutes of December 3, 2019, December 17, 2019, and January 9, 2020 was made by Ms. Daley and seconded by Ms. Groves Allison. The motion to approve carried unanimously.

**Discussion**

- **Workforce Report**

Mr. Sorrel advised that the current report covers applicants, demographics, new hires and separations for December 2019 and a comparison of December 2018 and December 2019 figures. He noted that 20 applicants were hired in December.

- **Schedule of 2020 Major Action Items**

Mr. Sorrel outlined the major action items forthcoming for this committee in the next calendar year, and an anticipated schedule of when those action items would be brought to the committee. He noted that in addition to labor discussions, other upcoming items for committee approval include setting salaries for offices of Coroner, Circuit Clerk, and Auditor; a bid for Occupational Health Services, and annual renewals of Excess Risk Insurance and Excess Health Insurance.

Ms. Pastucha asked if past reporting has included annual injury and workman's compensation statistics. Ms. Musselman advised that informal, verbal reports have been presented in the past; however, staff can compile a report to bring forward to committee. Ms. Pastucha requested a 5-year statistical history.

**Resolution**

- **Revisions to Drug Free Workplace Policy and Drug Testing Policy**

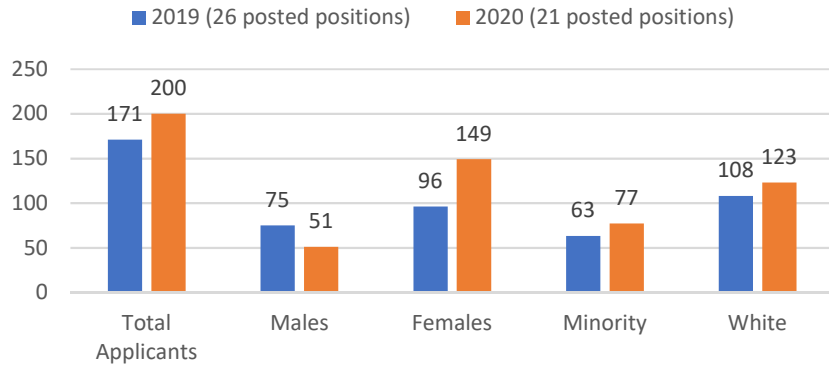
A motion to approve was made by Ms. Pastucha and seconded by Ms. Daley. Ms. Musselman advised that staff reviewed committee questions and concerns with the previous drafts, and have revised the policy to address those concerns. She stated that policy continues to address cannabis in the way that alcohol is currently addressed. She also commented that "reasonable cause" phrase related to testing has been revised to "good faith belief". She stated that all supervisors will be scheduled for training upon approval of the policies and a checklist will be made available for all employees. The motion to approve carried unanimously.

**Adjournment**

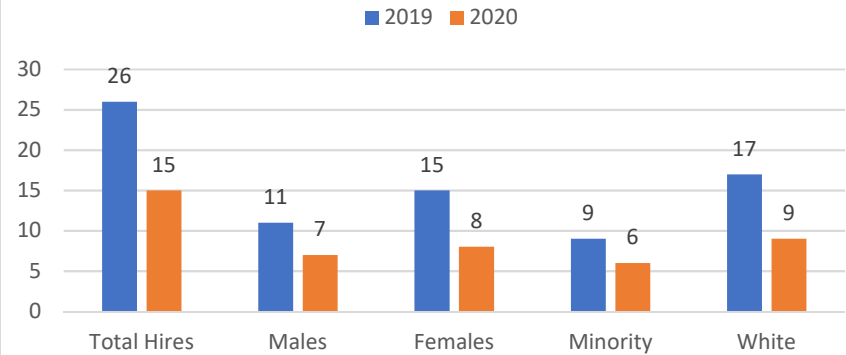
The meeting was adjourned by Chairman Reneau at 2:52 p.m.

# County Operations - Workforce Dashboard - February 2020

## January Applicants

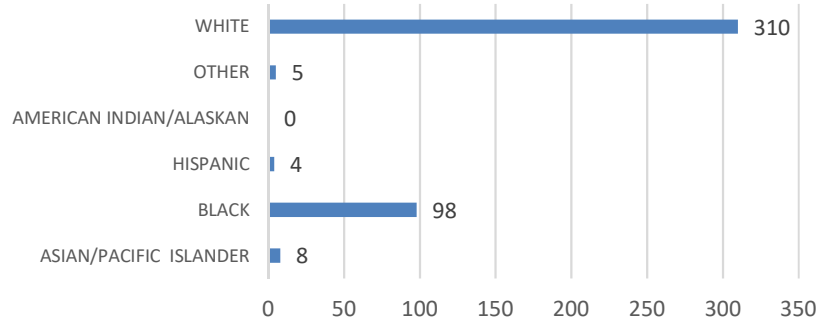


## January New Hires



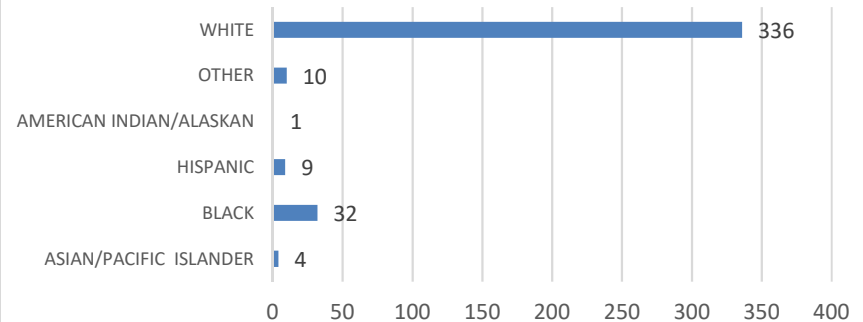
## Female Employees Race/Ethnicity

(as of 1/31/20)

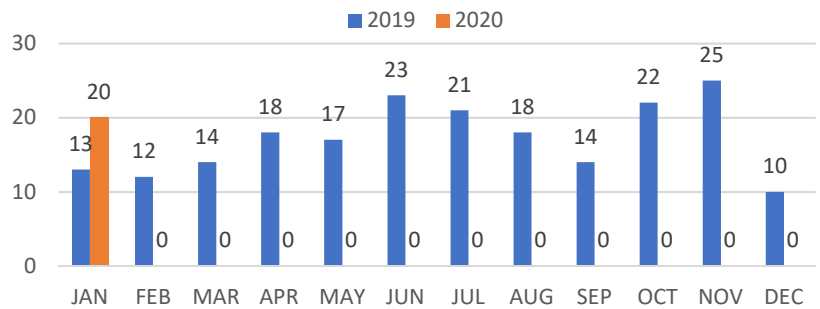


## Male Employees Race/Ethnicity

(as of 1/31/20)



## Employee Separations



## Top Department Separations

January 2019		January 2020	
HO	6	HO	12
JDC	3	JDC	3
PCSO	3	Courts	2

## Work Comp and Liability Report – Q4 2019

