1. Call to Order
2. Approval of Minutes
   • March 26, 2019
3. Informational Items/Reports/Other Minutes/Updates
   • Workforce Report
   • Employee Health Plan
4. Resolution
   • Flooring Replacement at Juvenile Detention Center
5. Miscellaneous
6. Adjournment
Call to Order
Chairperson Parker called the meeting to order at 1:00 p.m.

Approval of Minutes
A motion to approve minutes of February 26, 2019 was made by Mr. Adamson and seconded by Mr. Watkins. Mr. Adamson noted that the minutes reflect that a current employee health fund balance of $6 - $7 million and noting that several loans have come from this fund, asked the cash portion of that amount. Mr. Sorrel advised that he would contact the County Treasurer for that information and report back to committee. The motion to approve carried unanimously.

Discussion
  • Workforce Report
Mr. Sorrel advised that the current report covers applicants, new hires and separations for February 2019 and a comparison of February 2018 and February 2019 figures. He noted an increase in overall applicants and minority applicants from the prior year. He stated that 16 individuals were hired in February as compared to 14 in 2018. He also noted that there were 12 employee separations in February as compared to 6 the previous year. He commented that 8 of those employee separations came from Heddington Oaks.

  • Minimum Wage update
Ms. Musselman updated the committee on the impact to the current workforce of a six-year plan to increase the minimum wage, newly signed into law by Governor Pritzker. She stated that the minimum wage will increase incrementally from $8.25/hr. to $15/hr. over the next six years. She commented that although several departments will be impacted, the majority of the impact will be at Heddington Oaks. She advised that the initial impact in 2020 will be approximately $12,800.00, with the most significant impacts being felt in the final years of the plan. She added that the cumulative impact to Heddington Oaks over the six-year plan totals $500,000.00.

Ms. Musselman advised that moving forward, staff will evaluate the impact to current employees, the starting rates of pay for vacancies, and compression issues.

  • Employee Health Plan
Ms. Musselman advised that recommendations on plan design will be brought to the committee within the next several months. She stressed that an educational component for both union and non-union employees would accompany any plan design changes.

Ms. Musselman provided an overview of key terms utilized in health plans, including a health savings account. She explained that a health savings account allows placing a portion of pre-tax paycheck funds into a separate employee controlled medical account, further noting that the fund
amount rolls over from year to year. She advised that employees with an IRS qualified high deductible plan would be eligible for a health savings plan and although the County does not currently offer IRS qualified plans, staff is reviewing this option.

Ms. Musselman advised RFPs for third-party administrator, preferred provider, pharmacy benefit manager, fully insured model, and wellness have gone out, with all bids due in by April 18, 2019. She anticipates bringing recommendations forward for committee approval in June.

**Joint Resolution**
- **FY 2019 IT Odyssey Upgrade Hardware** *(joint with Budget Committee)*

A motion to approve was made by Ms. Pastucha and seconded by Mr. Robinson.

Mr. Sorrel advised that the approved 2018 budget in the IT Department called for the replacement of the original server hardware and operating system software for the Odyssey Integrated Criminal/Civil Justice System, as the original operating software will no longer be supported by Microsoft. He advised that a cloud-based solution was explored and was ultimately determined to be too costly. He commented that a hybrid solution was deemed the better solution, with a portion hosted in the cloud and a portion located on the County server hardware. Mr. Simpson explained that the main server would be located at the Courthouse, and servers would be replicated into the cloud.

Mr. Sorrel advised that the requested budget amendment appropriates $300,000.00 from the fund balance in the IT Fund into the current year’s operating budget in order to implement the hybrid solution.

The motion to approve carried unanimously.

**Resolution**
- **Drug Testing Policy Revisions**

A motion to approve was made by Mr. Watkins and seconded by Ms. Pastucha.

Mr. Sorrel advised that the drug testing policy was last amended in 2005, at which time random drug screening language was implemented. He stated that the current recommended policy revisions come at the request of the Committee Chair and a County Board Member.

Mr. Sorrel advised that there are currently four types of drug screening conducted: Random, Pre-Employment, Post-Accident, and Reasonable Suspicion. He stated that approximately 230 (25%) county employees, consisting of all departments reporting to the County Administrator, as well as Veteran’s Assistance Commission, Health Department, Sheriff’s Office, and several Highway Department positions, participate in the random drug testing pool. He stated that IWIRC pulls 15 names at random monthly from the pool for a random drug screen. He commented that the cost of random drug screens in years 2017 and 2018 combined cost approximately $11,500.00 and resulted in 3 positive screens (1% of random drug screens conducted) coming back in that 2-year period.

Mr. Sorrel advised that the recommended revisions remove random drug testing, unless required by law or collective bargaining agreement. He emphasized that employees would continue to be subject to pre-employment, post-accident, and reasonable suspicion screenings. Ms. Musselman commented that the majority of returned positives occur during pre-employment screening.

The motion to approve carried unanimously.

**Adjournment**
The meeting was adjourned by Chairperson Parker at 2:00 p.m.
County Operations - Workforce Dashboard - April 2019

April Applicants


April New Hires


Female Employees Race/Ethnicity

(as of 4/30/19)
- White: 312
- Other: 6
- American Indian/Alaskan: 0
- Hispanic: 4
- Black: 96
- Asian/Pacific Islander: 10

Male Employees Race/Ethnicity

(as of 4/30/19)
- White: 340
- Other: 7
- American Indian/Alaskan: 1
- Hispanic: 9
- Black: 34
- Asian/Pacific Islander: 3

Employee Separations

- 2018: 10 (Jan), 13 (Feb), 12 (Mar), 14 (Apr), 20 (May), 18 (Jun), 21 (Jul), 23 (Aug), 29 (Sep), 25 (Oct), 19 (Nov), 32 (Dec)
- 2019: 13 (Jan), 6 (Feb), 14 (Mar), 18 (Apr), 15 (May), 0 (Jun), 0 (Jul), 0 (Aug), 0 (Sep), 0 (Oct), 0 (Nov), 0 (Dec)

Top Department Separations

- April 2018
  - HO: 13
  - JDC: 2
- April 2019
  - HO: 10
  - Health: 2
  - JDC: 2
AGENDA BRIEFING

COMMITTEE: County Operation Committee
LINE ITEM: 061-40-61-738-551107
MEETING DATE: May 28, 2019
AMOUNT: $95,000

ISSUE:
BID # 48-01-19: Flooring Replacement at the Juvenile Detention Center.

BACKGROUND/DISCUSSION:
The current carpet and vinyl composition tile (VCT) flooring is original to the facility which opened in July of 1999. In many areas of the building the VCT adhesive has failed due to age and the moisture content of the concrete causing the VCT to crack and break into pieces. The broken pieces of the VCT have caused both security and safety issues for the residents and employees. The carpet has far exceeded the average lifecycle of commercial carpet flooring of seven (7) to ten (10) years. Along with the twenty (20) years of wear and tear, the carpeted areas on the living areas have been subjected to raw sewage backups, flooding from the cell toilets, and water from roof leaks.

The County issued bid invitations to replace carpeting and VCT flooring in eleven (11) areas throughout the Juvenile Detention Center (JDC), located at 223 N. Maxwell Rd Peoria IL 61604. As shown in the attached bid report, three (3) flooring contractors attended the bid meeting, however only one (1) bid was received. Central Illinois Commercial Flooring located at 1011 W. Olympia Drive Peoria, IL 61615 submitted at a bid price of $142,692 for specified areas outlined in the request for proposal.

Given the bid price exceeded the budgeted amount of $95,000 seven (7) areas were prioritized to be replaced totaling the budgeted amount of $95,000.

COUNTY BOARD GOALS:
HIGH QUALITY PUBLIC FACILITIES

STAFF RECOMMENDATION: Award Bid #48-01-19 to Central Illinois Commercial Flooring totaling $95,000 from line item 061-40-61-738-551107 and up to a 10% contingency from the JDC budget line item 048-2-048-3-334-54377.

COMMITTEE ACTION:

PREPARED BY: Brian Brown
DEPARTMENT: Juvenile Detention Center
DATE: May 28, 2019
This office, on behalf of the Peoria County Juvenile Detention Center, solicited bids for flooring replacement at their facility. One (1) vendor response was received. The attached tabulation represents all bids received and may only reflect a portion of the fee section of the bid document. Additional bid document information may be required in selecting a bidder. This report does not evaluate specification compliance.

Please see attached bid tab
Certificate of the Publisher

Gatehouse Media certifies that it is the publisher of the Peoria Journal Star. Peoria Journal Star, a secular newspaper, has been continuously published daily for more than fifty (50) weeks prior to the first publication of the attached notice, is published in the City Peoria, County of Peoria, Township of Peoria, State of Illinois, is of general circulation throughout that county and surrounding area, and is a newspaper as defined by 715 ILCS 5/5.

A notice, a true copy of which is attached, was published 1 time in Peoria Journal Star. The publication of the notice was made in the newspaper, dated and published on March 13th, 2019. The notice was also placed on a statewide public notice website as required by 715 ILCS 5/2.1.

In witness, the Peoria Journal Star has signed this certificate by Gatehouse Media, its publisher, at Peoria, Illinois, on March 13th, 2019.

County of Peoria
Ad # 4668087

By:

Ashley Anderson
Legal Notice Representative
Gatehouse Media
Publisher

(Note: Unless otherwise ordered, notarization of this document is not required.)
County of Peoria Signature Sheet

EXECUTION OF THIS FORM CERTIFIES UNDERSTANDING AND COMPLIANCE WITH THE TOTAL BID PACKAGE.

THIS FORM SHALL BE COMPLETED FOR THIS BID TO BE EVALUATED.

Please print or type:

THIS BID SUBMITTED BY:

Central Illinois Commercial Flooring
Chris Schmidt, PM

Contact Person:
Chris Schmidt

1011 W. Olympia Dr.
Pekin IL 61615

City, State Zip Code

309 693-8800

Daytime Telephone:
309 693-8804

Daytime Fax:

Daytime E-Mail (if available):
chris.s.ofce@gmail.com

EEO Certificate of Compliance Num.: Approve for

Addenda Received: 0

Attach statement that firm has sexual harassment and drug-free workplace policies in place.

Attach statement of ability to meet the specified requirements of this invitation to bid.

Signature of Authorized Agent

4/6/15 Date

Peoria County reserves the right to reject any and all bids, to waive technicalities and select the equipment/services best suited to the county.

DO NOT FAX OR EMAIL YOUR BIDS
PEORIA COUNTY PRICING PROPOSAL SHEET

Pricing must remain firm for ninety days (90) from the date of bid opening.

### Peoria County Juvenile Detention Center Flooring Replacement - Pricing Sheet

#### Carpet Flooring Areas

<table>
<thead>
<tr>
<th>Area Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Entire A-Unit resident living area, which is approximately 3536 square feet.</td>
<td>10,400 **</td>
</tr>
<tr>
<td>2. Entire B-Unit resident living area, which is approximately 3536 square feet.</td>
<td>18,400 **</td>
</tr>
<tr>
<td>3. Entire C-Unit resident living area, which is approximately 3536 square feet.</td>
<td>18,400 **</td>
</tr>
<tr>
<td>4. Entire administration area, which is approximately 2720 square feet. Carpet base included.</td>
<td>14,200 **</td>
</tr>
</tbody>
</table>

#### VCT Flooring Areas Replaced with Alternative Product

<table>
<thead>
<tr>
<th>Area Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Entire exiting tile flooring in Gymnasium 1, which is approximately 2528 square feet. Need price comparison for alternative products.</td>
<td>23,900 **</td>
</tr>
<tr>
<td>7. Entire exiting tile flooring Gymnasium 2, which is approximately 1728 square feet. Need price comparison for alternative products.</td>
<td>16,500 **</td>
</tr>
<tr>
<td>8. Entire dining room area, which is approximately 816 square feet. A seamless based board included. Need price comparison for alternative products.</td>
<td>8,600 **</td>
</tr>
</tbody>
</table>

#### VCT Flooring Replaced with VCT

<table>
<thead>
<tr>
<th>Area Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Both restrooms in the breakroom, which is approximately 80 square feet.</td>
<td>792 **</td>
</tr>
</tbody>
</table>

#### Mix of VCT and Carpet Flooring

<table>
<thead>
<tr>
<th>Area Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Entire education area including teacher work room, library and computer lab, which is approximately 3900 square feet. Need price comparison for alternative products.</td>
<td>22,600 **</td>
</tr>
<tr>
<td>11. Entire entryway into the building, which is approximately 100 square feet.</td>
<td>1500 **</td>
</tr>
</tbody>
</table>

**Please list any additional costs not included in the Price above for each area and flooring type.**

Submit all requirements for EEO Policy. (Complete application, attach a copy and mail original to City of Peoria, or list current EEO Certification Number: Applied for)

Will the goods or services you are proposing meet all specifications and requirements?

YES  X  NO  

If NO, please list all exceptions: (use additional sheet if necessary with explanations of variations of specifications):

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County of Peoria

Certificate of Compliance with Illinois Prevailing Wage Act and Requirement for Apprenticeship and Training

Sec. 6.5-21 (8): ADDITIONAL CRITERIA FOR CONSTRUCTION AND PUBLIC WORKS PROJECTS

All bids and contracts for the purposes of public works as defined and provided for by (820 ILCS 130/0.01 et. seq.) shall obligate the contractor and subcontractors not to discriminate in employment practices. This act requires that the prevailing wage shall apply to these projects. Public works are defined as all fixed works constructed by any public body, other than work done directly by any public utility company. The undersigned certifies that the Contractor pays wages in compliance with the Illinois Prevailing Wage Act (820 ILCS 130/0.01 et. seq)

The County has determined that additional provisions shall be required of all vendors/contractors providing services for new construction of facilities, renovation of current facilities, and any other public works projects in excess of $5,000.00 dollars. The bidder must participate in apprenticeship and training programs approved by and registered with the United States Department of Labor’s Bureau of Apprenticeship and Training.

We the undersigned agree to furnish the services listed in this proposal according to the county’s provisions and conditions.

[Signature]

Company Name: [Company Name]
Signature: [Signature]
Title: [Title]
Address: 1011 W. Olympia Dr., Peoria, IL 61615
Phone: 309-693-8800
Fax: 309-693-8804

Peoria County reserves the right to reject any and all bids, to waive technicalities and select the equipment/services best suited to the county.

DO NOT FAX OR EMAIL YOUR BIDS
# ATTENDANCE RECORD

<table>
<thead>
<tr>
<th>Name</th>
<th>Company name</th>
<th>Phone Number</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ryan Schieling</td>
<td>Central Illinois Commercial Flooring</td>
<td>309-623-8800</td>
<td><a href="mailto:estimating.cic@gmail.com">estimating.cic@gmail.com</a></td>
</tr>
<tr>
<td>Nate Russell</td>
<td>Union Flooring Services</td>
<td>309-397-5140</td>
<td><a href="mailto:nate@uf5sfinancial.com">nate@uf5sfinancial.com</a></td>
</tr>
<tr>
<td>Glenn Fletcher</td>
<td><a href="http://www.rockstar">www.rockstar</a> services</td>
<td>809-208-8597</td>
<td>g/ennf@<a href="mailto:or@www.rockstar.com">or@www.rockstar.com</a></td>
</tr>
<tr>
<td>Josh Singleton</td>
<td>KEMPER CONSTRUCTION</td>
<td>309-647-3836</td>
<td><a href="mailto:Josh@KEMPERCINC.COM">Josh@KEMPERCINC.COM</a></td>
</tr>
<tr>
<td>Dan O'Keene</td>
<td>County</td>
<td>309-231-1514</td>
<td>dan@<a href="mailto:keen@county.org">keen@county.org</a></td>
</tr>
<tr>
<td>Brian Brown</td>
<td>JDC</td>
<td>309-634-7220</td>
<td><a href="mailto:bbrown@peoria-county.org">bbrown@peoria-county.org</a></td>
</tr>
<tr>
<td>Barry Porter</td>
<td>JDC</td>
<td>309-573-1195</td>
<td><a href="mailto:BPORTER@PEORIACOUNTY.ORG">BPORTER@PEORIACOUNTY.ORG</a></td>
</tr>
</tbody>
</table>
TO THE HONORABLE COUNTY BOARD

COUNTY OF PEORIA, ILLINOIS

Your County Operations Committee does hereby recommend passage of the following Resolution:

RE: BID # 48-01-19: Flooring Replacement at the Juvenile Detention Center

RESOLUTION

WHEREAS, in 2019 bids were solicited to replace carpet and vinyl composition tile flooring at the Peoria County Juvenile Detention Center located at 223 N. Maxwell Rd. Peoria, Illinois 61604; and

WHEREAS, three (3) flooring contractors attended the bid meeting. However, only one bid was received; and

WHEREAS, your Committee met on May 28, 2019, to consider staff’s recommendation to approve acceptance of the bid submitted by Central Illinois Commercial Flooring, 1011 W. Olympia Drive Peoria, IL 61615

NOW THEREFORE BE IT ORDAINED, by the County Board of Peoria County, that Central Illinois Commercial Flooring 1011 W. Olympia Drive Peoria, IL 61615, is hereby approved as contractor for Bid # 48-01-19 not to exceed $95,000 and up to a 10% contingency.

RESPECTFULLY SUBMITTED,
County Operations Committee

Date: May 28, 2019