



# AGENDA

## County Operations Committee

Tuesday, September 22, 2020

@ 1:00 PM

Peoria County Courthouse, Room 403

1. **Call to Order**
2. **Approval of Minutes**
  - June 23, 2020 (*Executive Session Minutes*)
  - July 28, 2020 (*Executive Session Minutes*)
  - August 13, 2020 (*Regular Session Minutes*)
  - August 25, 2020 (*Regular Session Minutes*)
3. **Informational Items/Reports/Other Minutes/Updates**
  - Workforce Report
  - Furlough & Layoff Report
4. **Executive Session**
  - Labor Relations
5. **Miscellaneous**
6. **Adjournment**

**DRAFT**  
**MINUTES**  
**County Operations Committee**  
**August 13, 2020**  
**@ 5:15 p.m.**

<b>MEMBERS PRESENT:</b>	<b>Rob Reneau</b> – Chairman, <b>Jennifer Groves Allison</b> – Vice Chairman; <b>Linda Daley</b> ( <i>teleconference</i> ), <b>Betty Duncan</b> , <b>Kate Pastucha</b> , <b>Steven Rieker</b> , <b>William Watkins, Jr.</b>
<b>MEMBERS ABSENT:</b>	
<b>OTHERS PRESENT:</b>	<b>Scott Sorrel</b> – County Administrator; <b>Shauna Musselman</b> – Assistant County Administrator, <b>Jennie Cordis Boswell</b> - State's Attorney's Office; <b>Randy Brunner</b> – Finance; <b>Mark Little</b> , <b>Ben Simpson</b> – IT Department; <b>Nicole Bjerke</b> - Treasurer

**Call to Order**

Chairman Reneau called the meeting to order at 5:16 p.m.

A motion to allow the participation of Ms. Daley via teleconference was made by Ms. Pastucha and seconded by Ms. Duncan. The motion to approve carried unanimously (5-0).

**Resolution**

- **Enterprise Resource Planning (ERP) Software Selection Consultant Services**

A motion to approve was made by Mr. Watkins and seconded by Ms. Pastucha. Mr. Sorrel advised that staff recommends approval to award a contract for an Enterprise Resource Planning (ERP) Software Selecting Consulting Agreement. He stated that a consultant will assist in identifying and evaluating business processes to determine efficiency improvements, writing bid specifications for a wholistic software solution, negotiating terms and conditions of the contract of the selected software vendor, and implementation of the contract.

Mr. Sorrel stated that the ERP would replace the legacy software systems Pentamation, Community Plus, and Timeforce, which incorporate the Finance system, Human Resource components, Purchasing and Fixed Assets, and the time and attendance component. He commented that the systems are old and facing end of life dates for support as early as September 2021. He noted that additional upgrades are unavailable due to the ages of the current systems. He remarked that the project has been planned for several years and project funding has been allocated in the IT fund balance.

(Mr. Rieker enters meeting.)

Mr. Sorrel advised that a cross-departmental Executive Steering Committee solicited proposals, evaluated the responses based upon cost, general information, implementation consulting experience, EFP software implementation experience, and approach to methodology. He stated that the committee unanimously recommend the selection of BerryDunn as the preferred and most qualified vendor. He advised that the value of the first phase of the contract, including contingencies, totals just over \$125,000.00 and reiterated that funding is available in the IT budget.

Ms. Duncan asked if the consultant contract will entail post-installation maintenance costs, and Mr. Sorrel remarked that there is no cost as part of the consultant contract, although there is a secondary cost for the implementation phase. He stated that there will be an upfront cost for the conversion process to the new software as part of the contract for the software vendor, and will include a customary annual maintenance cost.

The motion to approve carried unanimously (7-0), with Ms. Duncan voting aye via teleconference.

**Adjournment**

The meeting was adjourned by Chairman Reneau at 5:31 p.m.

*Recorded and Transcribed by: Jan Kleffman*

**DRAFT**  
**MINUTES**  
**County Operations Committee**  
**August 25, 2020**  
**@ 1:30 p.m.**

<b>MEMBERS PRESENT:</b>	<b>Rob Reneau</b> – Chairman, <b>Jennifer Groves Allison</b> – Vice Chairman; <b>Linda Daley</b> ( <i>teleconference</i> ), <b>Betty Duncan</b> ( <i>teleconference</i> ), <b>Steven Rieker</b> , <b>William Watkins, Jr.</b>
<b>MEMBERS ABSENT:</b>	<b>Kate Pastucha</b>
<b>OTHERS PRESENT:</b>	<b>Scott Sorrel</b> – County Administrator; <b>Shauna Musselman</b> – Assistant County Administrator, <b>Jennie Cordis Boswell</b> - State's Attorney's Office; <b>Angela Loftus</b> – Asst. Director of Human Resources; <b>Gretchen Pearsall</b> – Director of Strategic Communications; <b>Brian Asbell</b> , <b>Doug Gaa</b> , <b>Jim Middlemas</b> – Sheriff's Office

**Call to Order**

Chairman Reneau called the meeting to order at 1:31 p.m.

A motion to allow the participation of Ms. Daley and Ms. Duncan via teleconference was made by Mr. Watkins and seconded by Ms. Groves Allison. The motion to approve carried unanimously (4-0).

**Approval of Minutes**

A motion to approve the executive session minutes of May 26, 2020 and regular session minutes of July 28, 2020, after corrections, was made by Ms. Duncan and seconded by Ms. Groves Allison. The motion to approve carried unanimously (6-0).

**Informational**

- **Workforce Report**

Mr. Sorrel advised that the current report covers applicants, demographics, new hires and separations for July 2020 and a comparison of July 2019 and July 2020 figures. He noted a significant decrease in year over year posted positions, with only 9 positions posted in July 2020 as compared to 23 in July 2019. He commented that with the closing of Heddington Oaks, the racial and ethnicity composition of the workforce is less reflective of the community and indicated that this issue be a topic of conversation moving forward. He also suggested a review and revision to EEO (Equal Employment Opportunity) policies to reflect not only minority and ethnicity hiring but the addition of LGBTQ language as well.

- **Furlough & Layoff Report**

Mr. Sorrel advised that as of August 20, 2020, 194 layoffs, both permanent and temporary have been submitted to Human Resources. He stated that 12 employees were physically on either furloughed or on temporary layoff as of that date, 166 had completed their furlough or temporary layoff, and 16 employees were permanently laid off. He advised that the County has seen \$1.2 million in gross wage savings with a total of 1,127 total weeks of furloughs and temporary layoffs.

Mr. Rieker asked how wage savings align with budget adjustment expectations, and Mr. Sorrel advised that the numbers are closely aligned at this point. Ms. Groves Allison asked staff reductions have resulted in any departmental service issues. Mr. Sorrel advised that permanent layoffs in the Facilities Department have resulted in some reassignment of personnel and loss of

flexibility; however, although there may be some degradation of service there have been no thorough studies or reports completed on that issue at this time.

### **Resolution**

- **IMRF Benefit Protection Leave**

A motion to approve was made by Mr. Rieker and seconded by Mr. Watkins. Ms. Musselman advised that IMRF allows members to receive benefit protection leave for periods the member is on unpaid leave such as furlough. She stated that participants who take an authorized IMRF Benefit Protection Leave may receive service credit for up to a maximum of 12 months provided the member repays IMRF member contributions. She noted that the employer pays the employer rate for the qualifying weeks; however, the payment is factored into future IMRF rates. She stated that in order to approve qualifying requests from members, IMRF requires Peoria County to have a resolution on file.

The motion to approve carried unanimously (6-0), with Ms. Daley and Ms. Duncan voting aye via teleconference.

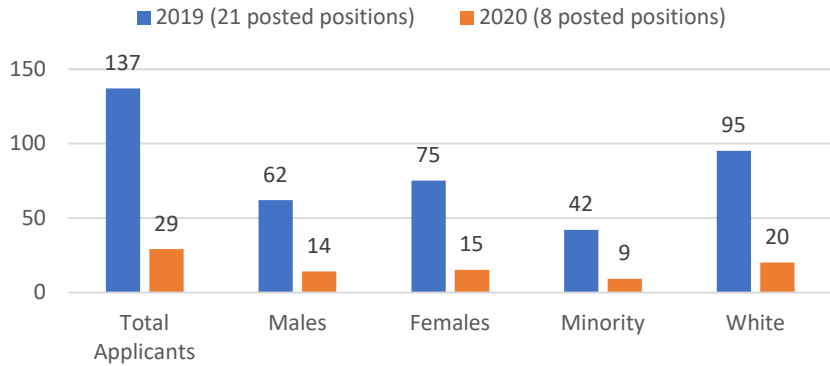
### **Adjournment**

The meeting was adjourned by Chairman Reneau at 1:43 p.m.

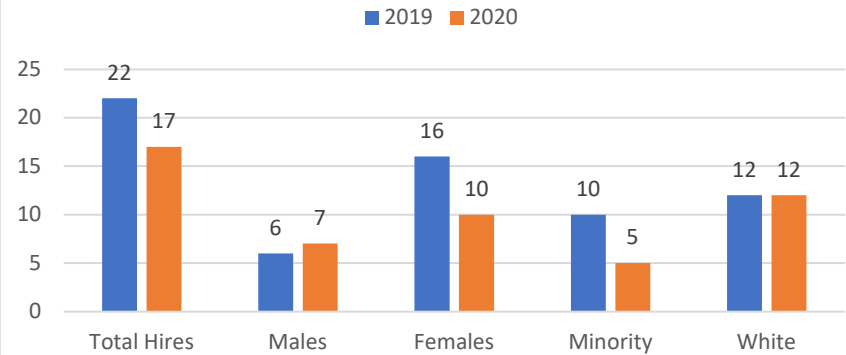
*Recorded and Transcribed by: Jan Kleffman*

# County Operations - Workforce Dashboard - September 2020

## August Applicants

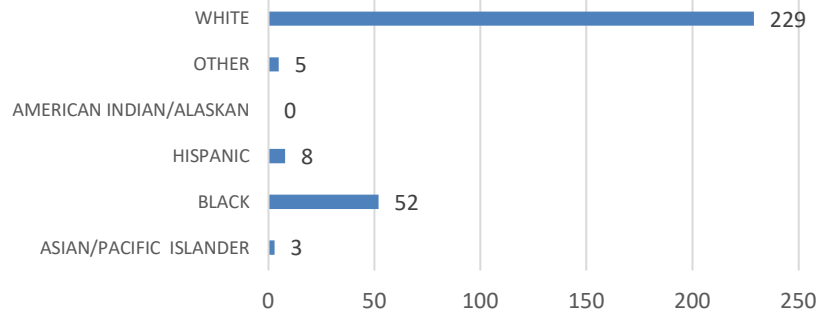


## August New Hires



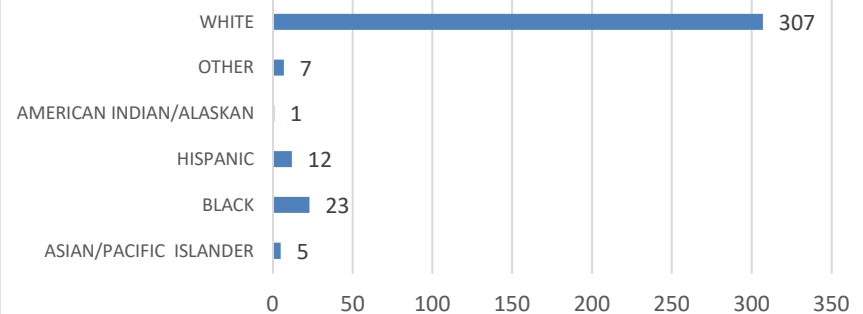
## Female Employees Race/Ethnicity

(as of 8/31/20)

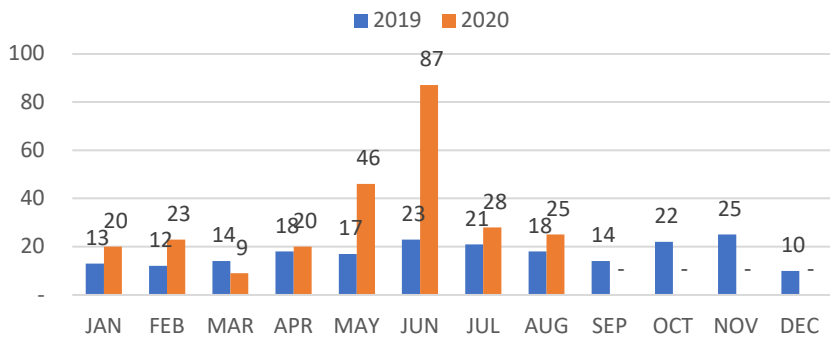


## Male Employees Race/Ethnicity

(as of 8/31/20)



## Employee Separations



## Top Department Separations

August 2019		August 2020	
HO	6	HO	18
Hwy	5	Elections	2
PCSO	2	PCSO	2

# Layoffs (Permanent & Temporary)



As of 9/15/2020, 194 total layoffs (permanent & temporary) have been submitted to HR.

- ★ 4 EEs currently on furlough/temp layoff
- ★ 174 EEs have taken furlough/temp layoff
- ★ 16 permanent layoffs have been issued
- ★ 1,094 total weeks of furloughs/temp layoffs
- ★ \$1,190,034 gross wage savings due to perm/temp layoff