

Approved 5/28/19
MINUTES
County Operations Committee
March 26, 2019
@ 1:00 p.m.

MEMBERS PRESENT:	Rachael Parker – Chairman; Gregory Adamson, Kate Pastucha, Steven Rieker, Barry Robinson, William Watkins, Jr.
MEMBERS ABSENT:	
OTHERS PRESENT:	Scott Sorrel – County Administrator; Shauna Musselman – Assistant County Administrator; Larry Evans - State's Attorney's Office; Julie Ciesla – Finance; Vicki Willis – Human Resources; Ben Simpson – IT Services; Brian Asbell, Doug Gaa – Sheriff

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.