

**Approved 7/28/20**  
**MINUTES**  
**County Operations Committee**  
**June 23, 2020**  
**@ 1:00 p.m.**

<b>MEMBERS PRESENT:</b>	<b>Jennifer Groves Allison</b> – Vice Chairman; <b>Linda Daley</b> ( <i>teleconference</i> ), <b>Betty Duncan</b> , <b>Kate Pastucha</b> ( <i>teleconference</i> ), <b>Steven Rieker</b> , <b>William Watkins, Jr.</b>
<b>MEMBERS ABSENT:</b>	<b>Rob Reneau</b> - Chairman
<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> –Strategic Communications; <b>Nicole Bjerke</b> – Treasurer

**Call to Order**

Vice Chairman Grove Allison called the meeting to order at 1:04 p.m.

A motion to allow the participation of Ms. Daley and Ms. Pastucha via teleconference was made by Ms. Duncan and seconded by Mr. Rieker. The motion to approve carried unanimously (4-0) via roll call vote.

A motion to suspend the Rules was made by Mr. Watkins and seconded by Mr. Rieker. The motion carried unanimously (6-0) via roll call vote.

**Approval of Minutes**

A motion to approve the minutes of May 26, 2020 was made by Ms. Duncan and seconded by Mr. Rieker. The motion to approve carried unanimously (6-0) via roll call vote.

**Informational**

• **Workforce Report**

Mr. Sorrel advised that the current report covers applicants, demographics, new hires and separations for May 2020 and a comparison of May 2019 and May 2020 figures. He commented that 15 positions were posted in May 2019 vs. 5 posted positions in 2020, a function of corrective actions taken due to the current financial situation related to COVID-19. He stated that May saw 46 separations, some of which are temporary layoffs, and added that 29 of the separations occurred at Heddington Oaks.

• **Furlough Report**

Mr. Sorrel advised that as of June 16, 2020, 188 total layoffs, both permanent and temporary have been submitted to Human Resources, for a total 996 total weeks of gross wage savings approximating \$1 million. He added that of those, 148 employees are currently or have been on furlough or temporary layoff, 25 employees are scheduled for a future furlough, and 15 permanent layoffs have been issued. He noted that these figures exclude Heddington Oaks employees.

Ms. Groves Allison asked if future reports could include a further breakdown of numbers by department. Mr. Sorrel advised that staff could revise the report to include those figures. Ms. Loftus provided a verbal report of current departmental numbers:

<b>Department/Office</b>	<b>Impacted Employees</b>	<b>Total Weeks</b>
Sheriff's Office	65	453
Circuit Clerk	17	128
Courts	11	66
PCAPS	11	53
Supervisor of Assessments	10	50
County Administrator	10	25
JDC	10	96
Planning & Zoning	8	15
State's Attorney's Office	7	30
Finance	6	14
Election Commission	5	18
Auditor	2	8
Reg. Office of Education	2	15.5
Treasurer	2	2
Highway	2	4
County Clerk	2	12
Recycling	2	4
Facilities	1	1

Ms. Loftus added that Highway has had 4 permanent layoffs, while the State's Attorney, PCAPS, Facilities, and IT each had 2 permanent layoffs, and the Coroner, Treasurer, and Election Commission each had 1 permanent layoff.

### **Committee Action**

- **Review of Executive Session Minutes**

A motion to approve the recommendation of the State's Attorney's Office was made by Mr. Watkins and seconded by Mr. Rieker.

Ms. Cordis Boswell advised that it is the recommendation of the State's Attorney's Office that all previously held executive session minutes continue to be held closed as the need for confidentiality still exists, and to destroy executive session audio recordings more than two years old, except those that relate to pending litigation.

The motion carried unanimously (6-0) via roll call vote.

### **Miscellaneous**

Ms. Duncan asked the process if voters do not approve the Heddington Oaks referendum to sell or dispose of the facility. Mr. Sorrel advised that in that event, the county would continue to own a vacant building that it would be unable to sell and would be necessary to maintain. He stated that prior conversation with County Board Chairman Rand and County Health Committee Chairman Williams indicated their intent to run the referendum every election cycle until such time as the voters approve the question.

A motion to go into executive session to discuss Labor Relations was made by Mr. Rieker and seconded by Mr. Watkins. The motion carried unanimously (6-0) via roll call vote.

## **EXECUTIVE SESSION**

Regular session resumed upon a motion by Mr. Watkins and second by Mr. Rieker.

**Adjournment**

The meeting was adjourned by Vice Chairman Groves Allison at 2:05 p.m.

*Recorded and Transcribed by: Jan Kleffman*