

**MACON COUNTY BOARD  
OPERATIONS & PERSONNEL  
COMMITTEE MEETING**

**Macon County Office Building  
141 S. Main St. – Room 514  
Decatur, IL 62523**

**July 19, 2021**

**5:30 P.M.**

**MEMBERS PRESENT**

Debra Kraft, Chair  
Kristen Larner (@ 5:31 p.m.)  
Pat Dawson (@5:35 p.m.)  
Laura Zimmerman  
Bill Oliver  
Grant Noland

**COUNTY PERSONNEL PRESENT**

Carol Reed, Auditor  
Mary Eaton, Recorder  
Josh Tanner, County Clerk  
Rocki Wilkerson, Workforce  
John Jackson, Treasurer  
Jessie Smalley, HR  
Jeannie Durham, County Board Office

**MEMBERS ABSENT**

Dave Drobisch

The meeting was called to order by Chair Kraft at the Macon County Office Building.

**MINUTES**

Motion to approve minutes of prior meeting (5/24/2021) made by Dr. Zimmerman, seconded by Mr. Noland, and the motion carried 4 -0.

**APPROVAL OF PAYROLL AND CLAIMS**

Motion to approve payroll as presented made by Dr. Zimmerman, seconded by Mr. Noland and the motion carried 4-0.

Motion to approve claims as presented made by Mr. Oliver, seconded by Mr. Noland and the motion carried 4-0.

**REPORTS**

*Auditor's Office – Ms. Reed had no report*

*County Clerk –*

Mr. Tanner distributed information regarding an equipment purchase and explained that his predecessor had requested funds for new election equipment and that equipment was purchased. One of the devices that is being used is an ADA accessible voting device that has a touch screen

so people with specific disabilities can vote that way unassisted. Those machines are now 5 – 6 years old. Mr. Tanner explained that he had contacted the vender to find out if they had any repurchase programs where they could repurchase that piece of equipment. They now sell a new piece of equipment that has been approved by the state and does the same thing. It is a little more sturdy and a little lighter. It comes in a suitcase. It essentially does the same thing. So, Mr. Tanner said his thinking was that if there were a repurchase program, we could get some money back on the units we have and extend the life forward on the voting equipment while we have some federal monies. While the board has not passed any kind of resolution about what is going to happen with the ARP funds and this is not a resolution tonight. This is just a question to the committee members as to whether they would like for Mr. Tanner to pursue. He said he had received \$500 for repurchase. He said he is pretty sure that that is only because we are a good client. A lot of other counties have this money and will be buying the new units. It is unclear where the old units will end up, most likely the vender will just eat that \$500. We were one of the first counties to purchase this system and so that \$500 is probably just an acknowledgement of our long standing relationship. He said that if the committee members would like for him to put it in the form of a resolution after the board decides what they are going to do with the ARP funds and if it fits into any of the categories, he could do that. If the members do not feel like it is worth pursuing, he said he could let it go. This is just the touch screen. This is not the tabulator. The current version of the tabulator that we have is the only state approved tabulator from this company. There is no point in exchanging it for the same model. That doesn't seem to make a lot of sense. In the event that they do release a new model of that, maybe down the line, it may be something to look at. We have 3 ½ years to spend the ARP funds, so that could be potentially in the future. He asked for feedback and explained that he is a little ahead of the game, but kind of wanted to get out in front of it and see what their thoughts were.

Dr. Zimmerman referred to the information sheet and asked if they would be turning in 59 but getting back 40. Mr. Tanner confirmed and said that is because of precinct consolidation and polling place consolidation. There are less polling places now, therefore less need of machines. There is not a need to purchase more than we need. So, yes, it is 19 less units.

Mr. Oliver asked if there would be any extras. Mr. Tanner said yes, the 40 is not the actual number that is needed. That leaves enough units for 2 or 3 in office and 2 or 3 spare units. He said they have never had a unit die on them, but in the Election business, it is better to have and not need than to need and not have. Mr. Oliver asked what the longevity of the current equipment is. Mr. Tanner said it is estimated at 10 years. So it is over half way through its life. That means it still has quite a bit of life left. The system it replaced is still being used in some counties. So, lasting more than 10 years is conceivable. The only reason for bringing it forward is because you don't often get \$20 million worth of federal money. It is a large expense.

Ms. Lerner asked if the new ones would last 10 years too. Mr. Tanner said yes, you're just pushing down the time where you would have to purchase by 6 more years down the road. There is nothing wrong with them. There is no concern. They are functioning fine. After every election, we have to report to the state if there were any malfunctions. We have had minor issues, mostly

with paper mis-feeding or jams and most of the time that is due to operator error or environmental conditions such as humidity.

Mr. Oliver asked what the longevity of the new machines, if purchased, would be. Mr. Tanner said at least 10 years. The design of the new ones is a little more durable. They're built to be inside of a suitcase, so the hard shell of a case protects the machine a little more. You basically just take the lid off, raise the screen off and start using it. They are a little more durable. That is why Mr. Tanner said he thought the redesign had been pushed through so quickly. The current machines are heavy for the election judges and a little cumbersome and awkward. The monitor is kind of freestanding on a metal case. They're big and if you drop it, it will probably break. The newer ones are designed so they don't have to be taken out of the case. You just remove the cover and start operating. There should be a little more durability. Again, there is no concern that the machines are malfunctioning or that they will die shortly at this point. This is just purely driven off the fact that we have some additional funds and this is a big ticket item. It is \$98,500. The purchase is \$128,000. They are giving us the \$29,500 for the units we have. Mr. Oliver clarified that Mr. Tanner is saying that we will basically net five more years of service on the new ones. Mr. Tanner said yes, but 5 more years is a conservative estimate.

Ms. Larner asked about the \$500 per unit and if the vender was giving this back to us because they are still usable, but if we wait five more years that could go away. Mr. Tanner confirmed saying, yes, if you wait five more years, you get nothing. Ms. Larner said it is really \$30,000 that we are saving. She referred to the annual fee included on the sheet and asked if there is currently an annual fee. Mr. Tanner said the annual fee would stay the same. That is basically the maintenance. After every election, they come in and recalibrate them. That would continue going forward.

Dr. Zimmerman said she thinks it makes sense to get them while we have the money. Ms. Larner agreed. Mr. Tanner said he would put a resolution together after the County Board sets some guidelines on the ARP funds and would bring it back before the O&P committee.

Ms. Dawson asked if the new units would require extra training. Mr. Tanner confirmed, saying that with every election training is provided. Every two years, it is mandated but it is offered before every election. Yes, the election judges will need to be retrained. The way it works is that with the old system, the number of the ballot style you wanted had to be typed in. With the new system, there is a bar code scanner. Each precinct will only be given the bar codes for their precinct. It should eliminate some error. That is not a huge selling point. It is nice, but election judges can still make errors. Only the bar codes will be sent out that are for that polling place. They will only be able to scan that and it will only bring up the ballot style for that polling place. Reduction in error is always what we are shooting for. It should help some, but don't over estimate the amount that it will actually help. Mistakes can still happen. Precincts have multiple ballot styles and they can still give the wrong ballot style within the precinct. That can and probably does happen. Training is not usually the problem with election judges. Getting humans to do something for 15 hours without making a mistake is more the problem. A lot of the errors

that should not happen through training and supervision. There are zone people that go out and check counts and that things are being done procedurally correct.

Mr. Tanner said he has also submitted a request to the company and notified the State Board of Elections that we are asking that the tabulators check for the judges initials in the upper right hand corner. If the judge's initials are not there, then it would reject the ballot and indicate it is missing the judge's initials. Chair Kraft commented that that is a very good request. Mr. Tanner said that every change to the election system has to be made to the vender. The vender has to make the change and the vender has to pay the state to test the machines. It is a slow process. He said he had asked the State Board of Elections if there was a reason other than technical as to why the machines were not checking that. They didn't really have a specific reason. But, any time something like that exists, at the time that it was created, there was a reason for it. At the time, tabulators rejecting ballots was a new concept and voters did not like it. They still don't like it. There is probably some hesitancy on the state's point of view to have another reason to have a ballot be rejected, but having computers check things is the only way you are going to reduce errors because while there is a judge stationed there and they are supposed to be looking for the judge's initials, clearly that does not always work. Humans just don't do repetitive tasks for long periods of time very well.

Dr. Zimmerman asked if that would solve the problem in the case where there were over 60 people who came in to early and through no fault of their own, but because the election judges didn't initial it, it was enough to swing an entire election. Would that solve that type of problem? If they don't make this change, do we have something in mind that would solve this type of problem? Mr. Tanner said it would solve the problem if they do this. If they don't do this, outside of retraining, there is nothing. More often than not, when judges forget to put initials on, it is because they know the voter. They get involved in conversation and forget to do their job. Then the lines get long and when it is turned in, maybe it isn't noticed. During this election cycle, Mr. Tanner said they had put a major emphasis on the judge always asking if there were initials on it. Unfortunately, that did not go as smoothly as hoped because there was some of the misinformation about people making marks on ballots. That did not help the process any, but the voters, as soon as it was mentioned that because of a recent contested race they wanted to make sure the votes count, most voters were ok with it at that point.

Mr. Oliver asked about check marks and Xs on the ballots. Mr. Tanner said that the State Board of Elections test the machines and require the Clerk's office to test the machines prior to every election. The machines are tested and operate without error if the ballot is marked properly. If the ballot is improperly marked, it will not count it. That is just the way the system is set up. If the oval is filled in, it counts. If an X is put in the oval, no. Sometimes people will put the pen down on the paper while making a decision of who to vote for and it will leave a dot in there and then they vote for someone else, it will read that as an over vote. It doesn't require a very big mark, but it has to be within the circle. If it is not, it will not be counted. Mr. Oliver asked if there was a way to eliminate that. Mr. Tanner explained that that is voter education. Mr. Oliver said to completely fill in a circle gets tedious for some folks. Mr. Tanner agreed and said they don't have

to fill it completely. It will detect. That is another thing that is tested. They test checkmarks and hashes. Most of the time, it picks that up. But, it has to be within the circle. If you circle the circle, it will not count. If you circle the name, it will not count. If you put a checkmark outside of the circle, it will not count. That is the way the system is designed. Ballot design is very heavily regulated by the State. The way that things are put in there, the position on the paper, the order is all regulated by the State and there is not much we can do to change that. People just have to follow directions. There is a certain amount of voter accountability. A lot of people get upset at the statement voter accountability, but a lot of people paid a very high price for people to vote either through civil protests, defending our rights in the military, etc. Voters have to take a little responsibility. We are required to post the directions in about 7 different places. There is only so much you can do to educate the voter about having to mark within the oval. If you vote touchscreen, the ADA device, then it is bullet proof. You just fill it out and the machine prints it out the way it is supposed to be. People who have vision trouble or tremors are recommended to vote that way to make sure their vote counts. He explained that they have someone who comes in and early votes that way every year. He is completely blind and is able to vote unassisted with the ADA device. If you have vision trouble or hand tremor trouble, it is recommended that the ADA device be used. It will guarantee that the person you wanted to vote for is who you are voting for. Mr. Tanner said he is not aware of any fool proof method of getting people to mark their ballot correctly. Education has been tried all the time. All the judges wear a sticker that says mark inside the oval.

Dr. Zimmerman commented about lines, in the past, at the ADA machines. Mr. Tanner explained that when the machines were originally purchased, there were lines. It was an education process for the voters. Voters felt like it was a new way for everyone to vote. That was not the case. They were purchased specifically for voters with disabilities. When the judges were educated to rephrase how they referred to the machines, the lines disappeared. Most voters will not use an ADA device if it is referred to as an ADA device because they know that they don't necessarily need it. Some people like to vote on them, but when they are referred to as an ADA device, people generally don't vote on them. The problem was that lots of people without disabilities were using them creating lines and people who needed to use them and had no other way to vote had to wait in long lines unnecessarily. We try to emphasize to the judges that they were purchased with HAVA (Help America Vote Act) funds and that was so that people with disabilities could vote unassisted.

Mr. Oliver asked about early votes. Mr. Tanner explained that early votes that are cast in the office are marked by election judges that come in and all of the part time or seasonal people that work in the office are made election judges and they initial the ballots as the voter comes in. They are marked prior to the voter getting the ballot. The ballots that are early voted stay in the office and never leave. They go into a vault.

Continuing with his report, Mr. Tanner said that the Primary was moved back to June 28. Petitions cannot be circulated until January 13<sup>th</sup>. All of the Board members will be running this time because it is after the census.

He said Chair Kraft had asked for an update on the reapportionment. That has been delayed by the State Legislature, or you can delay it, so that you have time to actually see the census numbers. Those are projected to be in around the end of August or the beginning of September. He said that as soon as he gets them, he will get them out to everyone in whatever format so they can decide how they want to reapportion. You will have the actual numbers at that point and can come to a quick resolution as to what you want to do there. All of the same conditions still apply. If you don't make a decision, it would go to a committee. Hopefully, the board will be able to make a decision once they have the numbers. You have until the end of the year, like sometime around the end of October or in November, and should be able to make a decision.

***County Board – No report***

***Recorder – Ms. Eaton distributed reports and offered to answer questions. There were no questions. Ms. Eaton had no other report.***

***Workforce Investments –***

Ms. Wilkerson reported that Workforce has been busy. Recently, they awarded the Boys & Girls Club of Decatur a \$25,000 grant so they can start some career exploration with their afterschool programs with our youth age 16 and above. The idea is to open a broad arrangement of opportunities in terms of apprenticeships, vocational training, technical training & how they might get the information and then help them with the process to understand how to apply to those programs.

Recently, on Careers Decatur.com, they were cited for saying that we have over 2,000 jobs listed in Decatur right now which is great news. Workforce is currently working with the Chamber and Economic Development to increase the opportunities with the employers to let them know the different programs that Workforce has to help the employers such as incumbent training, paid work experiences and on the job training. Some expenses can be offset for the employer. They can make an investment in their current employees.

Workforce is also working with the job seekers. They are taking their show on the road in about a month. Since the doors have been locked for so long, a lot of people that don't have access to internet, so presentations are going to be made at different churches as well as getting involved with the Health Department in order to be accessible and able to do some one on one explanation of what kinds of training programs are available and what eligibility consists of. If they can understand that Workforce can possibly pay for some college or some of these training programs, then maybe they can be invited in and get some appointment only based opportunities.

Some of the challenges being faced: Ms. Wilkerson said she is having her staff plan as if unemployment will be over on September 4. It may not, but they are planning as if it will and they are trying to be ready for when the doors are unlocked and people will be coming in and wanting assistance. A couple of different plans are being put together. There is also a Plan B in case it doesn't.

Some of the employers that Workforce has been doing virtual employment hiring events for include Help at Home which is a private home health care, All Town Bus Service, HSHS Decatur Ambulance, Rail Serve, CDL with Richland, Master Brand, Baby Talk & Kroger. Virtual training events have been done in the last two months for all of them. The problem with virtual is that it is very hard to get connected. The only access is internet. It is the only thing available right now. It is really frustrating when the employers call and they need to hire people and we only get one or two online for virtual. Some have been hired online, so that is good, but it is just not possible to reach as many people as it is with actual live hiring events in the center. It is an alternative, although not the best solution to the problem. Ms. Wilkerson said she cannot wait until the doors are open and they can start bringing those hiring events in and working with the groups of people.

Chair Kraft commented that it does not make sense what has been allowed to open and not open. Ms. Wilkerson agreed saying it is frustrating, especially with employers calling every day wanting to hire people.

**Citizen's Remarks - *no citizens were present.***

**Old Business - *None***

**New Business -**

***Macon County Board Resolution to Establish the Position of County Administrator***

Chair Kraft explained that a Recovery Funds committee had been formed and they have come up with some criteria, but the first thing the committee feels is necessary is to establish the position of a County Administrator. She asked Mr. Tanner to explain.

Mr. Tanner explained that four board members met with some of the office holders which kind of illustrates the need for a County Administrator. Several officeholders are trying to do the legwork to get this together so the board can review it and make a decision. It is not a new concept. A resolution was passed about a decade ago and the position was never filled. The job description came out of the committee as far as appropriate job duties for this position. That is attached to the resolution. There will also need to be an amendment to the budget which would be for a half year to cover some office supplies, etc to get going this year. The salary is \$50,000. Another reason for putting that in a half year increment is that the board can negotiate with the perspective candidate without them having a real solid idea on what the salary range is. It makes it a little more competitive for the board to do that.

Ms. Larner asked about the approval some time ago and why it was never filled. Mr. Tanner explained that the County Board had approved it, but for different reasons at the time, it was not filled. There has always probably been a need for this. It depends on the availability of the County Board Chairman as to how much time they have to put into the position. Chairman Dunn was retired and had more time while Chairman Greenfield works, so has less time. There has always been a need for the position. The real reason for that is, just how you saw for the ARP

funds or just in getting this position created, it is done by an ad hoc group of board members and office holders, none of which is the primary function to do this sort of thing. So, the job gets done, just maybe not as well as it could have if there was a professional who was devoted to doing that type of work, whether it is the ARP fund or whether it is creating this position. There are certain departments under the auspices of the County Board that are not daily supervised. So when they need guidance, they have to come to an oversight committee or a board. Often times, they may need some guidance that requires a little more immediate response than waiting for the next committee meeting. A County Administrator would be able to assist with that. Ms. Reed, in her position as Auditor, performs some functions which are technically not the Auditor's responsibility, but they need to get done. An Administrator might be better suited for some of those things. The County Board and also the Chairman often times, have special projects that usually go to an office holder who again, is not their primary function and they may not be best suited for it whereas that would be more of the daily function of a County Administrator. There is a whole list of things on the job description.

Dr. Zimmerman asked what that means for the duties of the Chairs of the Committees because it seems like this is a lot of that. With ordinances saying who has the power to do what, how does the structure of this work? Mr. Tanner explained that similarly to the City where the City Council hires the City Manager, the County Board would be hiring the County Administrator. The County Board Chairman, much like the Mayor who works closely with the City Manager, would work closely with the County Administrator. The County Administrator would report to the full board, not the County Board Chairman. It is different from positions that there may have been in the past where they may have called it like Assistant to the Board Chair. This position is a contractual position and is hired by the County Board for whatever term and whatever amount of money the full board agrees to. Dr. Zimmerman asked who decides who gets interviewed, etc. Mr. Tanner said that the committee had thought it best that Workforce Investments Solutions, and Ms. Wilkerson was kind enough to agree, that they would bring forth the best candidate. If the board does not want that candidate, then they would go back and bring forth the next best candidate. Ms. Dawson asked if the board would have the ability to see who those candidates are or are they just going to screen them and come to us and say this is our recommendation. Ms. Larner asked if it would be one person and they would say this is who or would they say this is who we see as qualified? Mr. Tanner said the initial concept was one. But, this is a resolution and it is up to the Board to decide how they want to do this. The committee consisted of two Democrats and two Republicans. That was their thinking, that that is what Workforce does. They screen people. They would take the job description and get all the applicants and then bring forth the best candidate. If you want them to bring forth 3 candidates . . . Mr. Jackson said it would take politics out of play. That was discussed in the meeting. Ms. Wilkerson would give you the candidate. Dr. Zimmerman said they don't know Ms. Wilkerson's politics. It does not take the politics out of it. Mr. Tanner agreed saying there is no way to completely remove the politics. Mr. Jackson said it reduces it. Ms. Dawson said that when one candidate is brought forth, it sends up a flag. Ms. Larner said this position would not be affiliated with a party. Dr. Zimmerman clarified that she was not inferring anything, but in any situation there is always, maybe not "politics" as in political, but some sort of politics even though not in the sense of party politics. Ms. Kraft & Dr.



Zimmerman referred to past interviewing experiences that are not County Board related and stated that they normally have 3 or so candidates to choose from. She explained that she has never seen a County Administrator and so has nothing to compare it to, they might sound great, but if there were 3 people, then they start to distinguish themselves a little better. Then the strengths & weaknesses can be compared to help make a decision.

Mr. Oliver commented on the fact that Mr. McCrady, former City Manager had been Sangamon County Administrator prior to that and perhaps it would be worth looking into Sangamon County to see what they've done and how they replaced Mr. McCrady when he left. Mr. Tanner explained that the Council and the Board are different. Mr. Oliver commented on the possibility of using an outside person or group to do this for the County. Mr. Tanner said the general discussion in the committee was that there was concern that with going with an outside firm. The general discussion of the job description and an ideal applicant would be someone who has familiarity with County Government. The County Administrator has very limited control over what he has control over. He is not going to control the Sheriff's Department, State's Attorney's Office, Circuit Clerk, none of the elected office holders. He would have no control over them. The Administrator is simply the hands for the Board to collect information, do special projects, give them information, correspond with those other departments, etc. They don't have any administrative authority over any of those other departments. Hiring someone who has been a city manager; It may be easier to go from a city manager to a county administrator than the other way around. The thought was that having someone at least loosely connected with Macon County might help find someone who is a better fit. Mr. Tanner said he sometimes feels that the reason the job did not get filled in the past is because this is a position where if you don't fill it right the first time, it probably will never get filled again and it is a missed opportunity. It is highly important that you get the right person the first time. If you feel like going about it with getting a choice of three is better, someone just needs to make a motion to amend the resolution and take it in front of the full board. The choice was one, but there probably was not strong reasoning for that other than that County Boards notoriously struggle with multiple choice questions. Mr. Jackson added that it is a matter of getting everybody together. When that is an issue, you go another month and then another month and another month. Mr. Tanner said the hope was to fill the position relatively quickly, but it has to be done correctly. With a County Board meeting once a month, time can slip by really quickly.

Mr. Oliver talked about the County Administrator not having the power to hire or fire and that being one of the major points of having an Administrator so that he can take some of that responsibility in choosing who is going to work for the county, who the county is going to hire and so forth. Those are things that Mr. Oliver said he felt should be taken into consideration also. Mr. Tanner explained that the County Administrator likely would supervise some people, just no one that is an office holder such as the Clerk's, Treasurer's or Auditor's Office. Ms. Larner reminded the members of a discussion from a few meetings back where there seemed to be a disconnect between some of the different departments in the County. For example, regarding the HR department, if someone gets fired from one department, then turn around and get picked up by another department. She asked if an Administrator would be helpful in that regard. Chair Kraft said the County Administrator would be in contact with all of the departments and work with them

and would be aware of things like that. She said she felt that it would solve a lot of that disconnect and better communication. Mr. Jackson added that with having someone here all day long they would have an understanding of what is going on and be that conduit and bridge it. Right now, all of us have a piece of that right now, even down to the spending of the ARP funds, putting together things for you. That will be the job of that County Administrator. They will be touching all the different facets of it. By being in meetings with all the departments, he will have information that may come up as questions in a different meeting and will be able to assist with the communication. Mr. Jackson said that as a past County Board member, it was enlightening to see what the disconnect is. Anyone on the County Board really has very little understanding of the day to day things. This person will be your arm.

Mr. Noland said that he would anticipate that this same conversation will be taking place at the full board meeting in a larger scale, so if you are looking for a motion ? Mr. Tanner said the committee wanted it to go to the full board. Mr. Noland said he is comfortable with that because the full board would flush all of these same issues out. Not to cut the conversation short, because it is good, but for the sake of time tonight, since there will be the same conversation . . .

Dr. Zimmerman asked if the resolution would just bring one person. Mr. Tanner said yes, it is in the resolution and asked if she would like to have an “s” at the end of the word candidate. Dr. Zimmerman confirmed. Mr. Jackson said they could use their sub-committee now just to vet out some of those ahead of time. Chair Kraft said it could be edited now and then still take the resolution to the full board. She said they just need to approve to send the resolution on. The County Administrator would still be answerable to the Chairman. The transparency, if there is a question you want an answer to, if you ask the County Administrator, you will get an answer to your questions.

Mr. Tanner explained that there are some responsibilities that would be transferred to the County Administrator. Some of them by the choice of the Chairman. Some of them just by design. For example, in one of the job description duties, the County Administrator would sit on committees that the chairman doesn’t want to sit on themselves, If the Chairman does not want to be on the EDC Board, he could send the County Administrator. The Chairman, by default, because he is the Chairman, is on a lot of committees. They can send the County Administrator instead or they don’t have to. That would be a choice of the Chairman, to advocate some of the responsibility.

Dr. Zimmerman asked about the County Administrator office staff and asked what that would be. Mr. Tanner said there are some offices that likely would end up in there. But again, that is something the Board will have to decide ultimately. Environmental Management, Planning & Zoning, County Administrative Assistant which is Jeannie’s position, IT – those things are currently the responsibility of the County Board Chairman as part of his job as chairman. They belong under someone who is here every day. Other offices are possible. The County Board Chairman, in the past, gave Animal Control and EMA to the Sheriff. They were originally offices under the County Board Chairman. They don’t have to be put under there, but they might want to be considered. Human Resources is another job that used to be under the County Board

Chairman and was moved to the Auditor's Office. It doesn't necessarily need to be there, but it might be something the Board may want to consider. There was an original job description that listed all of the possibilities of what could be put under this. It is not part of the current resolution because it is still to be decided. There has to be some negotiations there with the people those people are reporting to.

Dr. Zimmerman said her concern with just passing this forward is that there are so many unknowns. She asked if this resolution would just hire the person and then those things would still have to be voted on by the full board like what gets put in, who gets what powers. For example, if the Chairman can fire certain people, does that move to the Administrator or ? That is the kind of stuff that is unclear. Mr. Tanner said the job description is something that has to be approved. The budget would have to be approved. The Board has to hire the County Administrator so you can't get to that step without the full board's knowledge. The other thing is that that may be part of the negotiation process. Whereby, the salary is set based on the number of offices that are put under it after consultation with the current office holder who those people report to. That would be part of what Mr. Tanner said he would consider the hiring package. It would go through O&P and then on to the full board. This is the framework to get the job description approved and to get the budget items lined out. Hiring the person, what they are ultimately responsible for, what they will ultimately be paid and the list of their very specific powers as they relate to what the chairman used to have would all be part of their job contract or package which would have to go through O&P and the full board.

Dr. Zimmerman asked about Workforce Investment and asked what their process is and how people find out about that and how the importance of getting a diverse applicant pool is done. Ms. Wilkerson explained that it is put in the Herald & Review and then it goes out into the different organizations that might have an interest in that, and then the websites such as IJL, Indeed.com, a whole bunch of them. When it is posted, the market is saturated. There is also a process with testing and assessing. Dr. Zimmerman asked if the board members would be able to see that information such as the demographics to make sure that a diverse pool is achieved. Ms. Wilkerson said she could give them a report.

Ms. Dawson asked if the County Administrator job affects the HR position. Mr. Tanner said you could have the HR person report to the Administrator or not. It could stay where it is. The duties do not really overlap. Mr. Tanner said he has often thought that for whoever has held the HR position, the disadvantage they have, since that position was created was the title. HR is probably not the most descriptive title for what that function does. People have in their minds a concept of what HR is and it mostly is not what that person does. So, potentially, if it does move under the County Administrator, a job title change would probably clear up a lot of the confusion as to what is going on with the HR position. The HR person currently attends contract negotiations. The County Administrator would also attend those, maybe in lieu of or maybe in addition to. That would be subject to however it would work best. This job description is parts and pieces of what other departments are doing right now.

Ms. Dawson asked about the application process. If someone wanted to apply for a job, is that on the website? She said she had tried to pull it up and all it said was that the application was from 2015. Mr. Tanner said that is probably when it was posted. Ms. Dawson asked who takes care of that. Mr. Tanner said the blank application gets posted by the IT person. Ms. Dawson asked, if she were applying for a job, is that where she would go. Ms. Smalley said it is always posted on the website. If you click on there, there are current postings that are there. Within the posting, it tells you how to apply for the job and where to go. A lot of people want a resume' but beyond an application, she said she was not sure. Ms. Dawson said she was just wanting to know for John Q. Public, if he wanted a job where he would have to go. She said they had talked about the Treasurer's job and had a couple of people she had wanted to tell about the job but didn't know where to tell them to go. Mr. Jackson said it won't go to the external source until it is vetted to the inside per the union agreement. Ms. Dawson said she did not know this and stated that board members should have some knowledge about the process. Mr. Tanner said that for the County Office Building, the union contractual positions must be posted for 5 days before it can be sent anywhere else and it is posted on the union's board. Once it has been posted there for 5 days and if you have no applicants, then it can be advertised outside. Many people do post it on the website, but it is not required of an officeholder to do so. Different officeholders take different approaches to how they advertise it. Some use the newspaper, some use Indeed.com, some use other websites. The only thing that is consistent with every union contractual position is that it is posted for 5 days on the union board prior to it going anywhere else. Often times, the upper level union positions never make it to the outside because they are always filled from within. Then it starts all over again and that position is posted. More often than not, the positions that are advertised to the outside are the entry level ones.

Motion to amend the resolution's last paragraph to state that Workforce Investments would bring the best 3 candidates before the board for consideration was made by Dr. Zimmerman, seconded by Ms. Dawson. Mr. Oliver asked where the resolution would go next. Mr. Tanner explained that it has a budgetary amendment, so it would go to finance and then to the full board. The motion carried 6-0.

Motion to approve forwarding the amended resolution to the finance committee with recommendation to approve made by Ms. Kraft, seconded by Ms. Dawson, and the motion carried 6-0.

**CLOSED SESSION** *None needed*

**NEXT MEETING:** Monday, August 23, 2021

**ADJOURNMENT** Motion to adjourn made by Mr. Oliver, seconded by Dr. Zimmerman and the meeting was adjourned at 6:30 p.m.

*Minutes submitted by Jeannie Durham, Executive Secretary to the County Board*