



AGENDA

County Operations Committee

Monday, April 23, 2018

@ 2:00 PM

Peoria County Courthouse, Room 402

1. **Call to Order**
2. **Approval of Minutes**
 - December 18, 2017 (*Executive Session*)
 - February 26, 2018 (*Executive Session*)
 - February 26, 2018 (*Regular Session*)
 - April 12, 2018 (*Regular Session*)
3. **Informational Items/Reports/Other Minutes/Updates**
 - New Hire & Vacancy Report
4. **Resolution**
 - Elected Officials Salaries
5. **Miscellaneous**
6. **Adjournment**

DRAFT

**MINUTES
County Operations Committee
February 26, 2018
@ 2:00 p.m.**

MEMBERS PRESENT:	Paul Rosenbohm – Vice Chairman; Gregory Adamson, Rachael Parker, Kate Pastucha, Steven Rieker, Barry Robinson, William Watkins, Jr.
MEMBERS ABSENT:	Thomas O’Neill - Chairman
OTHERS PRESENT:	Scott Sorrel - County Administrator; Shauna Musselman - Assistant County Administrator; Larry Evans - State’s Attorney’s Office; Andrew Rand – County Board Chairman; Randy Brunner – Interim Chief Financial Officer; Angela Loftus - County Administration; Mark Little - Chief Information Officer; Brian Asbell, Doug Gaa - Sheriff’s Office

Call to Order

Vice Chairman Rosenbohm called the meeting to order at 2:05 p.m.

Approval of Minutes

A motion to approve the executive session minutes of October 23, 2017 and November 27, 2017, and regular session minutes of December 18, 2017 was made by Mr. Watkins and seconded by Mr. Rieker. The motion carried.

Informational

• **New Hire & Vacancy Report**

Mr. Sorrel advised that the report shows activity through the period ending January 31, 2018. He stated that of the offices that report to the County Administrator, 11.23 FTEs are vacant, 2.6 of which are funded. He advised that 41.47 FTEs are vacant within Elected Officials offices, with just under 21 of those positions funded through their appropriations. He stated that there is one quasi-independent position in the General Fund (Election Commission) vacant and unfunded.

Mr. Sorrel advised that the report details 375.3 occupied FTEs throughout the entire organization, 120.1 of which are vacant. He added that 82.5 of those vacant positions are funded.

Mr. Adamson asked if the funded positions drop off the report at some point in the accounting, and Mr. Sorrel advised that annual adjustments, mostly through the budget process, are done.

Resolution

• **Risk Management Fund Appropriation**

A motion to approve was made by Mr. Robinson and seconded by Mr. Rieker. Ms. Musselman advised the Risk Management Fund ended 2017 with an additional \$393,000.00 in funds above the budgeted amount, primarily due to the final insurance check received in relation to a water damage claim. She advised that staff requests appropriating \$260,000.00 of the additional \$393,000.00 to cover unanticipated liability expenses incurred in 2017. She added that the balance after the additional appropriation would continue to be above policy requirements.

The motion to approve carried unanimously.

A motion to go into executive session to discuss Labor Relations was made by Mr. Rieker and seconded by Mr. Watkins. The motion carried.

EXECUTIVE SESSION

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

Adjournment

The meeting was adjourned by Vice Chairman Rosenbohm at 2:31 p.m.

Recorded and Transcribed by: Jan Kleffman

DRAFT

**MINUTES
County Operations Committee
April 12, 2018**

MEMBERS PRESENT:	Thomas O’Neill – Chairman; Paul Rosenbohm – Vice Chairman; Gregory Adamson, Steven Rieker, Barry Robinson, William Watkins, Jr.
MEMBERS ABSENT:	Rachael Parker, Kate Pastucha
OTHERS PRESENT:	Scott Sorrel - County Administrator; Shauna Musselman - Assistant County Administrator; Larry Evans - State's Attorney's Office; Andrew Rand – County Board Chairman; Randy Brunner – Interim Chief Financial Officer; Julie Ciesla – Finance; Angela Loftus - County Administration; Brian Asbell, Doug Gaa, Ronda Guyton - Sheriff's Office; Dan O’Connell – Facilities Director; Nicole Demetreas – Treasurer

Call to Order

Chairman O’Neill called the meeting to order at 5:42 p.m.

Resolution

- **Collective Bargaining Agreement (CBA) between Peoria County and the Fraternal Order of Police Labor Council (FOP-Corrections unit)**

A motion to approve was made by Mr. Watkins and seconded by Mr. Rieker. Ms. Musselman advised an agreement has been reached between the parties for a 3-year contract with wage increases of 2.5% each year. She stated that several operational changes were addressed within the contract language and were agreeable to each of the parties. She noted that the current contract expired in December 2017, with the new contract starting January 1, 2018 and expiring December 31, 2020.

The motion to approve carried unanimously.

Miscellaneous

Mr. O’Neill noted that the County Board is required by Statute to set the salaries of elected officials 180 prior to the first Monday in December. He advised that salaries must be set for the County Clerk, Sheriff, Treasurer, County Board Members in even numbered districts, and County Board Committee Chairpersons. He requested that committee members review documentation included in the committee packet providing salary history for those positions, for future discussion.

Adjournment

The meeting was adjourned by e Chairman O’Neill at 5:46 p.m.

Recorded and Transcribed by: Jan Kleffman

April 2018 New Hire and Vacancy Report (Activity January 1, 2018 through March 1, 2018)

Department	Position Title	Status	Full Time Equivalent (FTE)			Comment	Vacancy Created	Date Filled	Weeks Vacant	Posted Y/N
			Occupied	Vacant	Funded Vacant					
COUNTY ADMINISTRATION	P/T COMMUNICATIONS SPECIALIST	PT	0.00	0.60	0.60		6/28/2017		39.43	N
FINANCE	ACCOUNTANT II	FT	0.00	0.00	0.00	FTE MOVED TO HO BOOKKEEPER	3/31/2017		52.14	N
	BOOKKEEPER III	FT	1.00	0.00	0.00		12/15/2017	1/24/2018	5.71	Y
	BOOKKEEPER, GOVT & ENTERPRISE	FT	0.00	1.00	0.00		7/11/2016		89.71	N
	CHIEF FINANCE OFFICER	FT	0.00	1.00	1.00	INTERIM TEMP ASSIGNMENT	1/26/2018	1/29/2018	0.43	Y
EDUCATION	SECRETARY, GED COORDINATOR	FT	0.00	1.00	0.00	POSITION ELIMINATED	12/29/2017		13.14	N
FACILITIES	MAINTENANCE ENGINEER	FT	2.00	1.00	0.00		12/26/2014		170.14	N
	MAINTENANCE ENGINEER, SHERIFF	FT	2.00	2.00	0.00		4/17/2015		154.14	N
						MOVE TO H OAKS	4/2/2017		51.86	N
SUPERVISOR OF ASSESSME	RESEARCHER, LEGAL DESCRIPTION	FT	1.00	1.00	0.00	LAY OFF	4/3/2017		51.71	N
	P/T HOMESTEAD EXEMPTION CLERK/ADMIN ASST	PT	0.00	0.63	0.00	PROM TO F/T DEP ASSESSOR	5/8/2017		46.71	N
ZONING & PLANNING	ADMINISTRATIVE ASST/PLAN & ZON	FT	1.00	1.00	0.00	VRI 2.0	2/24/2017		57.14	N
	ASST P&Z ADMINISTRATOR	FT	0.00	1.00	0.00	PROM TO ADMINISTRATOR	4/14/2017		50.14	N
	BUILDING INSPECTOR II	FT	1.00	1.00	1.00					N
	INSPECTIONS COORDINATOR	FT	1.00	0.00	0.00	FTE swap with Building Inspector	12/31/2014		169.43	N
GENERAL FUND - COUNTY ADMINISTRATOR SUBTOTAL			9.00	11.23	2.60					

STATE'S ATTORNEY	ADMINISTRATIVE PROSECUTING ATTY	FT	0.00	1.00	0.00		9/27/2013		235.14	N	
	ASST ST ATTY/DRUG FORF	FT	0.00	1.00	1.00		6/16/2017		41.14	N	
	ASST STATES ATTY, MISDEMEANOR P/T	PT	0.00	0.50	0.50		4/15/2016		102.14	N	
CIRCUIT CLERK	BOOKKEEPER	FT	2.00	1.00	0.00		6/30/2016		91.29	N	
	CLERK, ARCHIVES	FT	0.00	1.00	0.00		12/31/2014		169.43	N	
	CLERK, DEPUTY CIVIL	FT	1.00	2.00	2.00		10/6/2017		25.14	N	
							2/28/2017		56.57	N	
	CLERK, DEPUTY COURT CRIMINAL	FT	4.00	1.00	1.00		9/29/2017		26.14	N	
	CLERK, DEPUTY COURT JUVENILE	FT	0.00	1.00	1.00		8/22/2016		83.71	N	
	CLERK, DEPUTY COURT TRAFFIC	FT	1.00	1.00	1.00		6/28/2017		39.43	N	
	CLERK, DEPUTY IV-D	FT	0.00	1.00	1.00		8/23/2016		83.57	N	
	CLERK, DEPUTY PROBATE	FT	0.00	1.00	0.00		12/18/2014		171.29	N	
	CLERK, MULTI-DIVISION CLERK	FT	2.00	2.00	1.00		6/30/2017		39.14	N	
							4/1/2016		104.14	N	
	CLERK, TRAFFIC	FT	3.00	1.00	0.00		1/5/2017		64.29	N	
	COMPLIANCE CLERK	FT	0.00	2.00	1.00	Arbitration Pending					N
	COMPLIANCE/COLLECTION SPECIALIST	FT	0.00	1.00	0.00		7/30/2015		139.29	N	
OPERATOR, LEADS	FT	1.00	1.00	1.00		9/18/2017		27.71	N		
CIRCUIT CLERK CONT.	PASSPORT SPECIALIST	FT	0.00	1.00	0.00		12/3/2014		173.43	N	
PUBLIC DEFENDER	PUBLIC DEFENDER, CHIEF ASSISTANT	FT	1.00	0.00	0.00			3/9/2018	NEW	N	
	PARALEGAL	FT	1.00	0.00	0.00			1/8/2018	NEW	N	

April 2018 New Hire and Vacancy Report (Activity January 1, 2018 through March 1, 2018)

Department	Position Title	Status	Full Time Equivalent (FTE)			Comment	Vacancy Created	Date Filled	Weeks Vacant	Posted Y/N
			Occupied	Vacant	Funded Vacant					
COURT ADMINISTRATION	ADMINISTRATIVE CASELOAD MANAGER	FT	0.00	1.00	0.00		12/29/2014		169.71	N
	ADULT PROBATION OFFICER	FT	14.00	2.00	0.00		12/29/2017		13.14	N
	COORDINATOR,CASE/LAW LIBRARIAN	FT	0.00	2.00	1.00		6/28/2017		39.43	N
							10/25/2010		387.71	N
	INTENSIVE SUPERVISION OFFICER	FT	6.00	1.00	0.00		10/3/2017		25.57	N
	JUVENILE PROBATION OFFICER	FT	8.00	3.00	2.00		3/30/2018		0.14	Y
							3/30/2018		0.14	Y
	P/T COORDINATOR, VISITATION CENTER	PT	0.50	0.50	0.00	.5 FTE NEVER FILLED	9/4/2016		81.86	N
COUNTY SHERIFF	ASST COURT SECURITY SUPR	FT	1.00	0.00	0.00		3/30/2018	2/5/2018	(7.57)	N
	BAILIFF	PT	2.40	0.00	0.00			3/21/2018		Y
							1/30/2017	3/21/2018	59.29	Y
	CRIME SCENE TECHNICIAN	FT	3.00	0.00	0.00		5/5/2017	1/1/2018	34.43	Y
	DEPUTY, MEG	FT	1.00	0.00	0.00		9/18/2017	1/1/2018	15.00	N
	DEPUTY, PATROL	FT	37.00	1.00	1.00		1/1/2018		12.71	Y
							1/1/2018	1/17/2018	2.29	Y
							12/9/2017	1/10/2018	4.57	Y
	ENVIRONMENTAL TECH	PT	0.40	0.00	0.00		3/8/2018	3/26/2018	2.57	Y
	OFFICER, CORRECTIONAL	FT	49.00	4.00	4.00	PROM TO DCS	1/23/2018	2/26/2018	4.86	Y
							12/19/2017		14.57	Y
						TRANSFER TO COURT SECURITY	12/18/2017		14.71	Y
						PROM TO CLASS DIR	12/4/2017		16.71	Y
SUPT, DEPUTY CORRECTIONAL	FT	7.00	0.00	0.00	TRANSFER TO COURT SECURITY	11/13/2017		19.71	Y	
TECHNICIAN, JAIL	FT	12.00	0.00	0.00	FTE MOVE FROM CORRECTIONAL OFCR	2/5/2018	1/23/2018	(1.86)	N	
					PROM TO CO	8/14/2017	1/23/2018	23.14	Y	
EMERGENCY MGMT AGENCY	ASSISTANT DIRECTOR/OPERATIONS	FT	0.00	1.00	0.00		8/15/2014		189.14	N
COUNTY TREASURER	CHIEF DEPUTY TREASURER	FT	1.00	0.00	0.00	APPOINTMENT TO ELECTED	4/17/2017	2/12/2018	43.00	N
COUNTY CLERK	CLERK PT, DEPUTY COUNTY	PT	0.65	0.50	0.50		7/29/2016		87.14	N
COUNTY AUDITOR	CHIEF DEPUTY AUDITOR	FT	0.00	1.00	0.00	LAY OFF	3/31/2017		52.14	N
	INTERNAL AUDITOR	FT	0.00	1.00	0.00		12/31/2014		169.43	N
COUNTY CORONER	DEPUTY CORONER, PT	PT	1.00	0.00	0.00		1/31/2018	3/26/2018	7.71	Y
							1/31/2018	3/20/2018	6.86	Y
	SECRETARY/BOOKKEEPER	FT	0.00	1.00	0.00	LAY OFF	1/31/2018		8.43	N
EDUCATION	P/T SCHOOL INSPECTIONS	PT	0.00	0.30	0.30		1/31/2017		60.57	N
	SECRETARY, GED COORDINATOR	FT	0.00	1.00	0.00	POSITION ELIMINATED	12/29/2017		13.14	N

GENERAL FUND - ELECTED OFFICIAL SUBTOTAL **159.95 39.80 19.30**

April 2018 New Hire and Vacancy Report (Activity January 1, 2018 through March 1, 2018)

Department	Position Title	Status	Full Time Equivalent (FTE)			Comment	Vacancy Created	Date Filled	Weeks Vacant	Posted Y/N		
			Occupied	Vacant	Funded Vacant							
ELECTION COMMISSION	ELECTION SPECIALIST	FT	2.00	1.00	0.00	LAYOFF	12/21/2016	66.43	N			
	ELECTION SPECIALIST, PT	PT	0.50	0.00	0.00					1/29/2018	NEW	Y
	ELECTION SPECIALIST, TEMP	TEMP								3/5/2018		Y
										3/5/2018		Y
										3/5/2018		Y
GENERAL FUND - QUASI-INDEPENDENT SUBTOTAL			2.00	1.00	0.00							
HEALTH	CLINICAL DENTAL ASSISTANT	FT	1.00	0.00	0.00	PROM TO ADMINISTRATOR FTE MOVE TO LEAD FTE MOVE FROM NUTRITIONIST	1/19/2018	1/8/2018	(1.57)	Y		
	EPIDEMIOLOGIST	FT	1.00	0.00	0.00		7/10/2017	2/19/2018	32.00	Y		
	MGR, FINANCIAL PROGRAMS & DENTAL OFFICE	FT	0.00	1.00	1.00		4/4/2016		103.71	N		
	MANAGER, LEAD SAFE PROGRAM	FT	0.00	1.00	1.00		3/8/2018		3.29	Y		
	NUTRITIONIST	FT	4.00	0.00	0.00		1/15/2018		10.71	N		
	NUTRITIONIST, LEAD	FT	1.00	0.00	0.00			1/15/2018	NEW	N		
	PROGRAM ASSISTANT	FT	1.00	0.00	0.00		1/19/2018	2/15/2018	3.86	N		
	PROGRAM ASSISTANT, COMM HLTH & PREV	FT	0.00	1.00	1.00		12/1/2015		121.57	N		
	PUBLIC HEALTH NURSE	FT	4.00	3.00	3.00		3/31/2016		104.29	Y		
							8/26/2016		83.14	Y		
							8/18/2016		84.29	Y		
	PUBLIC HEALTH NURSE P/T	PT	0.00	0.50	0.50		3/30/2017		52.29	Y		
	SANITARIAN	FT	9.00	1.00	1.00		9/18/2017		27.71	Y		
	CLINIC ASSISTANT	FT	2.00	1.00	1.00		3/24/2017		53.14	N		
	DENTAL HYGIENIST	FT	0.00	1.00	1.00		12/1/2017		17.14	Y		
PH EMERGENCY PREPAREDNESS PLANNER	FT	0.00	1.00	1.00	12/22/2017		14.14	Y				
COUNTY HIGHWAY	CIVIL ENGINEER II	FT	0.00	2.00	2.00	VRI 2.0	6/23/2017		40.14	N		
							5/19/2017		45.14	N		
	CONSTRUCTION ENGINEER IV	FT	0.00	1.00	1.00		5/9/2012		307.43	N		
	ENGINEER TECH II	FT	0.00	3.00	3.00		6/10/2011		355.14	N		
							12/28/2010		378.57	N		
							5/26/2017		44.14	N		
	ET IV/PROF LAND SURVEYOR	FT	0.00	1.00	1.00		6/17/2013		249.71	N		
	HIGHWAY MAINTAINER	F	23.00	1.00	1.00		1/29/2018		8.71	Y		
MECHANIC, MASTER	FT	1.00	0.00	0.00	8/31/2017	1/29/2018	21.57	N				
OPERATIONS OFFICER	FT	1.00	0.00	0.00	3/31/2017	1/22/2018	42.43	Y				
SIGN DEPARTMENT	FT	0.00	1.00	1.00	6/30/2014		195.71	N				
REC & RES CON	AUDITOR/INSPECTOR,SWM	FT	0.00	1.00	0.00		12/31/2014		169.43	N		
VETERANS ASSISTANCE	COORDINATOR, ASSISTANT	FT	2.00	1.00	1.00			NEW	Y			
	OFFICE CLERK	PT	0.73	0.00	0.00		2/12/2018	NEW	N			

April 2018 New Hire and Vacancy Report (Activity January 1, 2018 through March 1, 2018)

Department	Position Title	Status	Full Time Equivalent (FTE)			Comment	Vacancy Created	Date Filled	Weeks Vacant	Posted Y/N
			Occupied	Vacant	Funded Vacant					
JUVENILE DETENTION	SPECIALIST, YOUTH	FT	40.00	0.00	0.00		12/29/2017	1/22/2018	3.43	Y
							12/29/2017	1/22/2018	3.43	Y
	TRANSPORT OFFICER	PT	3.83	0.43	0.43		3/15/2018	3/26/2018	1.57	Y
							1/28/2018		8.86	Y
							12/24/2017	1/16/2018	3.29	Y
IT SERVICES	COURIER, P/T	PT	0.00	0.43	0.00		3/9/2016		107.43	N
	BUSINESS OPERATIONS MANAGER	F	1.00	0.00	0.00		3/31/2018	2/5/2018	(7.71)	Y
HEDDINGTON OAKS	1ST SHIFT MEDICARE RN	FT	0.00	0.00	0.00		3/7/2018		3.43	Y
						FTE MOVE TO 12 HR	1/1/2018		12.71	Y
	2ND SHIFT MEDICARE RN	FT	2.00	0.00	0.00	PROM TO UNIT COORD/FTE MOVE TO 12 HR	9/3/2017	1/27/2018	20.86	Y
	3RD SHIFT MEDICARE RN	FT	0.00	0.00	0.00	FTE MOVE TO 12 HR	2/28/2018		4.43	Y
						FTE MOVE TO 12 HR	7/31/2017	2/20/2018	29.14	Y
	ADMIS SALES MKT DIR	FT	0.00	0.00	0.00	FTE MOVED TO NURSE LIASON	12/29/2017		13.14	Y
	CNA-1ST SHIFT	FT	19.00	4.00	4.00		1/30/2018		8.57	Y
							11/30/2017		17.29	Y
							8/25/2017		31.14	Y
							8/15/2017		32.57	Y
	CNA-2ND SHIFT	FT	17.00	10.00	8.00		2/23/2018		5.14	Y
							12/28/2017		13.29	Y
						STATUS CHANGE TO TEMP	12/15/2017		15.14	Y
							11/26/2017		17.86	Y
							11/1/2017		21.43	Y
						STATUS CHANGE TO TEMP	10/23/2017		22.71	Y
						STATUS CHANGE TO TEMP	10/2/2017		25.71	Y
							10/2/2017		25.71	Y
							9/13/2017		28.43	Y
							8/10/2017		33.29	Y
							8/25/2017	1/1/2018	18.43	Y
	CNA-3RD SHIFT	FT	9.00	3.00	3.00	MOVE TO TEMP	3/22/2018		1.29	Y
						2/27/2018		4.57	Y	
						1/17/2018		10.43	Y	
						11/28/2017		17.57	Y	
						11/17/2017	2/18/2018	13.29	Y	
CNA-DIETARY	FT	4.00	1.00	1.00				NEW	Y	
CNA-RESTORATIVE	FT	2.00	1.00	1.00		9/6/2017		29.43	Y	
COMPLIANCE & OPER ASST	FT	1.00	0.00	0.00	PROM FROM RESIDENT LIASON	12/1/2017	1/15/2018	6.43	Y	
COORDINATOR, UNIT	FT	4.00	1.00	1.00		3/29/2018		0.29	Y	
						2/26/2018	2/20/2018	(0.86)	Y	
ENVIRONMENTAL SERVICES TECH I	FT	8.00	1.00	1.00		2/26/2018		4.71	Y	
						8/21/2017	2/20/2018	26.14	Y	
						8/16/2017	2/14/2018	26.00	Y	
FINANCE DIRECTOR	FT	1.00	0.00	0.00			1/22/2018	NEW	Y	

April 2018 New Hire and Vacancy Report (Activity January 1, 2018 through March 1, 2018)

Department	Position Title	Status	Full Time Equivalent (FTE)			Comment	Vacancy Created	Date Filled	Weeks Vacant	Posted Y/N	
			Occupied	Vacant	Funded Vacant						
H OAKS CONT.	FOOD SERVICE ASSISTANT I	FT	11.00	3.00	3.00		3/15/2018		2.29	Y	
							2/8/2018		7.29	Y	
						PROM TO FSA II	11/20/2017	3/11/2018	15.86	Y	
							7/27/2017	3/4/2018	31.43	Y	
							7/16/2017	2/18/2018	31.00	Y	
							6/22/2017	2/18/2018	34.43	Y	
		FOOD SERVICE ASSISTANT II	FT	1.00	2.00	2.00	VOL DEM TO FSA I	3/4/2018		3.86	Y
	2/22/2018								5.29	Y	
							4/28/2017		48.14	Y	
		HEAD OF HOUSE 12-HOUR	FT	1.00	0.00	0.00		2/9/2018	NEW		Y
		JANITOR, ENVIRONMENTAL SERVICES	FT	1.00	2.00	1.00		2/12/2018		6.71	N
								12/27/2014		170.00	N
		JANITOR, KITCHEN	FT	1.00	0.00	0.00		1/22/2018	2/12/2018	3.00	Y
		LAUNDRY SUPERVISOR	FT	0.00	1.00	0.00		5/8/2016		98.86	N
		LAUNDRY TECHNICIAN	FT	3.00	3.00	3.00		11/8/2017		20.43	Y
								9/1/2017		30.14	Y
								4/22/2017		49.00	Y
		LPN-1ST SHIFT	FT	7.00	2.00	2.00		3/1/2018		4.29	Y
								11/13/2017		19.71	Y
		LPN 12 HOUR	FT	2.00	1.00	1.00	PROM TO RN	3/26/2018		0.71	Y
							PROM TO RN	2/5/2018		7.71	Y
							FTE MOVE FROM 2ND SHIFT LPN		1/1/2018	NEW	Y
							FTE MOVE FROM 2ND SHIFT LPN		1/1/2018	NEW	Y
							FTE MOVE FROM 3RD SHIFT LPN		1/1/2018	NEW	Y
		LPN-2ND SHIFT	FT	1.00	5.00	5.00	MOVE TO 12 HR	1/1/2018		12.71	Y
											1/1/2018
								11/24/2017		18.14	Y
							STATUS CHANGE TO TEMP	3/26/2017		52.86	Y
							3/20/2017		53.71	Y	
	LPN-3RD SHIFT	FT	4.00	3.00	3.00		2/28/2018		4.43	Y	
										1/1/2018	
							5/23/2017		44.57	Y	
							1/27/2017		61.14	Y	
							11/16/2016	1/1/2018	58.71	Y	
	LPN WARD CLERK	FT	0.00	1.00	1.00		7/26/2017		35.43	Y	
	NURSE LIASON	FT	1.00	0.00	0.00	FTE MOVED FROM ADMIS SALES MKT DIR		2/26/2018	NEW	Y	
	RESIDENT LIASON	FT	0.00	1.00	1.00	PROM TO COMPLIANCE & OPER ASST	1/15/2018		10.71	Y	
	RN, 12 HOUR	FT	4.00	0.00	0.00	PROM FROM LPN		3/26/2018	NEW	Y	
							2/23/2018	2/5/2018	(2.57)	Y	
						FTE MOVE FROM 2ND SHIFT MC RN		1/12/2018	NEW	Y	
						FTE MOVE FROM 3RD SHIFT MC RN		1/28/2018	NEW	Y	
						FTE MOVE FROM 1ST SHIFT MC RN		1/1/2018	NEW	Y	

April 2018 New Hire and Vacancy Report (Activity January 1, 2018 through March 1, 2018)

Department	Position Title	Status	Full Time Equivalent (FTE)			Comment	Vacancy Created	Date Filled	Weeks Vacant	Posted Y/N			
			Occupied	Vacant	Funded Vacant								
HEDDINGTON OAKS PRN	CNA - TEMPORARY	TEMP	0.00	0.00	0.00	STATUS CHANGE TO F/T	3/6/2018		3.57	Y			
							3/6/2018		3.57	Y			
							3/6/2018		3.57	Y			
							1/9/2018		11.57	Y			
							12/22/2017		14.14	Y			
							12/15/2017		15.14	Y			
							12/14/2017		15.29	Y			
							12/13/2017		15.43	Y			
							12/4/2017		16.71	Y			
							12/4/2017		16.71	Y			
				12/4/2017		16.71	Y						
				11/25/2017		18.00	Y						
				10/23/2017		21.43	Y						
				10/13/2017		16.43	Y						
		DIETARY - TEMPORARY	TEMP	0.00	0.00	0.00	STATUS CHANGE TO F/T	3/21/2018		1.43	Y		
										3/15/2018		2.29	Y
										3/11/2018		2.86	Y
										2/26/2018		4.71	Y
										2/18/2018	2/15/2018	(0.43)	Y
				2/18/2018	2/9/2018	(1.29)	Y						
			12/7/2017	1/26/2018	7.14	Y							
	LPN - TEMPORARY	TEMP	0.00	0.00	0.00		3/6/2018		3.57	Y			
	RECEPTIONIST - TEMP	TEMP	0.00	0.00	0.00	STATUS CHANGE TO F/T	3/6/2018		3.57	Y			
	RN - TEMPORARY	TEMP	0.00	0.00	0.00		10/6/2017		25.14	Y			
							1/30/2018			Y			
TOTAL FTE COUNT			199.55	67.36	61.93								
TOTAL FTE COUNT			370.5	119.4	83.8								

AGENDA BRIEFING

COMMITTEE: County Operations
MEETING DATE: April 23, 2018

LINE ITEM:
AMOUNT:

ISSUE:

For RESOLUTION: Setting of Elected Officials Salaries

BACKGROUND/DISCUSSION:

The County Board is required by Statute to set the salaries of elected officials 180 days prior to the newly takes the oath of office. Countywide elected officials' terms start on December 1st and newly elected County Board Members will be sworn in on the first Monday in December, which this year in Monday, December 3. Absent a special meeting of the County Board to adopt a resolution, this action has typically occurred at the May County Board meeting during election years. Monday, June 4 is 180 days prior to December 1, and the last possible day for the Board to act and meet the Statutory deadline.

For this cycle, the Board is required to set the salaries of the upcoming 4-year term of the County Sheriff, County Clerk, and County Treasurer. Additionally, the Board is required to set the salaries of the upcoming 4-year term of the nine (9) County Board Districts up for election this November. These would be Board Members serving in the even numbered districts. In the attached table, these are highlighted in GREEN.

The Committee has been previously provided two tables that show the internal comparisons between all of Peoria County's elected officials, and a second table showing external comparisons to counties that have responded to our request for information. Most County Boards are undertaking the same exercise, and thus some have no information to provide. This information is being collected, and will be handed out at the Committee meeting.

As is past history, the County Administrator does NOT make a recommendation for the setting of salaries for any elected official. The recommendation is borne completely by the discussion and direction of the Committee. Staff was asked to prepare a resolution with all salaries to be set being consistent with the action approved by the County Board two years ago.

In 2016, the County Board's final action, which was amended on the floor of the County Board Meeting, froze the salaries of the County Auditor, Circuit Clerk, and County Coroner. The amendment also granted those three elected office holders an Annual Service Payment of \$1,250 paid out each year in the payroll that December 1 falls. The Board also froze their own salaries and those of the Committee Chairpersons. The attached resolution extends these salary terms to the offices under consideration at this time.

COUNTY BOARD GOALS:



FINANCIAL STABILITY



EFFECTIVE SERVICE DELIVERY



WORKFORCE DEVELOPMENT



COLLABORATION

COMMITTEE ACTION:

PREPARED BY: Scott Sorrel, County Administrator
DEPARTMENT: County Administration

DATE: April 18, 2018

**ELECTED OFFICIAL SALARIES
December 2018 - 2021**

ELECTED OFFICE	12/1/2014	12/1/2015	12/1/2016	12/1/2017	12/1/2018	12/1/2019	12/1/2020	12/1/2021
Auditor	\$ 92,362	\$ 94,210	\$ 94,210	\$ 94,210	\$ 94,210	\$ 94,210	\$ 94,210	
Annual Service Payment			\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	
Increase over prior year	2.00%	2.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Circuit Clerk *	\$ 92,362	\$ 94,210	\$ 94,210	\$ 94,210	\$ 94,210	\$ 94,210	\$ 94,210	
Annual Service Payment			\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	
Increase over prior year	2.00%	2.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Coroner *	\$ 92,362	\$ 94,210	\$ 94,210	\$ 94,210	\$ 94,210	\$ 94,210	\$ 94,210	
Annual Service Payment			\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	
Increase over prior year	2.00%	2.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
County Clerk *	\$ 96,565	\$ 98,979	\$ 101,454	\$ 103,990	\$ 103,990	\$ 103,990	\$ 103,990	\$ 103,990
Annual Service Payment					\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250
Increase over prior year	2.50%	2.50%	2.50%	2.50%	0.00%	0.00%	0.00%	0.00%
Treasurer *	\$ 96,565	\$ 98,979	\$ 101,454	\$ 103,990	\$ 103,990	\$ 103,990	\$ 103,990	\$ 103,990
Annual Service Payment					\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250
Increase over prior year	2.50%	2.50%	2.50%	2.50%	0.00%	0.00%	0.00%	0.00%
Sheriff*	\$ 113,343	\$ 116,177	\$ 119,081	\$ 122,058	\$ 122,058	\$ 122,058	\$ 122,058	\$ 122,058
Annual Service Payment					\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250
Supervisor of Safety	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Total	\$ 128,343	\$ 131,177	\$ 134,081	\$ 137,058	\$ 138,308	\$ 138,308	\$ 138,308	\$ 138,308
Increase over prior year	8.45%	2.21%	2.21%	2.22%	0.00%	0.00%	0.00%	0.00%
County Board Member	\$ 9,242	\$ 9,242	\$ 9,242	\$ 9,242	\$ 9,242	\$ 9,242	\$ 9,242	\$ 9,242
Increase over prior year	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Committee Chair	\$ 10,242	\$ 10,242	\$ 10,242	\$ 10,242	\$ 10,242	\$ 10,242	\$ 10,242	\$ 10,242
Increase over prior year	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
County Board Chairperson	\$ 21,000	\$ 21,500	\$ 22,000	\$ 22,500	\$ 23,000	\$ 23,500	\$ 24,000	\$ 24,500
Increase over prior year	2.44%	2.38%	2.33%	2.27%	2.22%	2.17%	2.13%	2.08%

* Eligible to receive annual \$6,500 stipend from the State of Illinois.

TO THE HONORABLE COUNTY BOARD)
)
COUNTY OF PEORIA, ILLINOIS)

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

RE: Setting of Salaries of the County Clerk, County Sheriff, County Treasurer, County Board
Members, County Board Committee Chairpersons

RESOLUTION

WHEREAS, State Statute requires a County Board to set the salaries for countywide Elected Officials and the County Board seats up for election every two years a minimum of 180 days prior to the date each member is sworn into office; and

WHEREAS, this election cycle mandates the County Board set salaries for the County Clerk, County Sheriff, County Treasurer, County Board Members (even numbered districts), and County Board Committee Chairpersons that will serve a term from December 1, 2018 through November 30, 2022; and

WHEREAS, taking into consideration the local economic climate and the State of Illinois' fiscal condition, the County Board has taken a more fiscally conservative approach with compensation for its represented employees and exempt employees; and

WHEREAS, your County Operations Committee hereby recommends said annual base salaries be as follows:

ELECTED OFFICE	EFFECTIVE DATE			
	12/1/2018	12/1/2019	12/1/2020	12/1/2021
County Clerk *	\$ 103,990	\$ 103,990	\$ 103,990	\$ 103,990
Annual Service Payment	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250
Increase over prior year	0.00%	0.00%	0.00%	0.00%
Treasurer *	\$ 103,990	\$ 103,990	\$ 103,990	\$ 103,990
Annual Service Payment	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250
Increase over prior year	0.00%	0.00%	0.00%	0.00%
Sheriff*	\$ 122,058	\$ 122,058	\$ 122,058	\$ 122,058
Annual Service Payment	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250
Supervisor of Safety	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Total	\$ 138,308	\$ 138,308	\$ 138,308	\$ 138,308
Increase over prior year	0.00%	0.00%	0.00%	0.00%
County Board Member	\$ 9,242	\$ 9,242	\$ 9,242	\$ 9,242
Increase over prior year	0.00%	0.00%	0.00%	0.00%
Committee Chair	\$ 10,242	\$ 10,242	\$ 10,242	\$ 10,242
Increase over prior year	0.00%	0.00%	0.00%	0.00%

** Eligible to receive annual \$6,500 stipend from the State of Illinois.*

NOW THEREFORE BE IT RESOLVED, by the County Board of Peoria County, that the salaries for the upcoming four-year terms of the County Clerk, County Sheriff, County Treasurer, County Board Members (even numbered districts), and County Board Committee Chairpersons are hereby set as noted above.

RESPECTFULLY SUBMITTED,
COUNTY OPERATIONS COMMITTEE