

Approved 4/23/18

**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 unfunded positions are removed from the report at some point in the accounting, and Mr. Sorrel advised that annual adjustments are performed via the budget process. Mr. Adamson commented that it would be helpful if the report reflected the most current number of allocated FTE's for a given department.

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