

**Approved 6/25/18**

**MINUTES  
County Operations Committee  
April 23, 2018  
@ 2:00 p.m.**

<b>MEMBERS PRESENT:</b>	<b>Thomas O'Neill</b> – Chairman; <b>Paul Rosenbohm</b> – Vice Chairman; <b>Gregory Adamson, Rachael Parker, Kate Pastucha, William Watkins, Jr.</b>
<b>MEMBERS ABSENT:</b>	<b>Steven Rieker, Barry Robinson</b>
<b>OTHERS PRESENT:</b>	<b>Scott Sorrel</b> - County Administrator; <b>Shauna Musselman</b> - Assistant County Administrator; <b>Larry Evans</b> - State's Attorney's Office; <b>Andrew Rand</b> – County Board Chairman; <b>Randy Brunner</b> – Interim Chief Financial Officer; <b>Angela Loftus</b> - County Administration; <b>Mark Little</b> - Chief Information Officer; <b>Gretchen Pearsall</b> – Director of Strategic Communications; <b>Ilene Weber</b> – County Administration; <b>Brian Asbell, Doug Gaa</b> - Sheriff's Office; <b>Nicole Demetreas</b> – Treasurer; <b>Steve Tarter</b> - PJS

**Call to Order**

Chairman O'Neill called the meeting to order at 2:00 p.m.

**Approval of Minutes**

A motion to approve the executive session minutes of December 18, 2017 and February 26, 2018, and regular session minutes of February 26, 2018 (with language clarification) and April 12, 2018 was made by Ms. Parker and seconded by Mr. Rosenbohm. The motion carried.

**Informational**

• **New Hire & Vacancy Report**

Mr. Sorrel advised that the report shows activity for January 1, 2018 through March 1, 2018. He stated that of the offices that report to the County Administrator, 9 positions are occupied and 11.23 FTEs are vacant, of which 2.6 are funded. He advised that 159.95 positions are occupied and 39.8 FTEs are vacant within Elected Officials offices, of which 19.3 are funded. He stated that there are two occupied quasi-independent positions in the General Fund (Election Commission), with one of those positions vacant and unfunded.

Mr. Sorrel advised that the report details 370.5 occupied FTEs throughout the entire organization, 119.4 of which are vacant. He added that 83.8 of those vacant positions are funded.

**Resolution**

• **Elected Officials Salaries**

A motion to approve was made by Mr. Watkins and seconded by Mr. Adamson. Mr. Sorrel advised that the County Board is required by Statute to set the salaries of elected officials 180 days prior to the date those are sworn into office on December 1, 2018. He stated that for this cycle, the County Board is required to set the salaries of the upcoming 4-year term of the County Clerk, Treasurer, and Sheriff. He also stated that the same statute applies to County Board Districts up for election in November.

Mr. Sorrel advised that salary recommendations are based on feedback received from this committee, and include setting the salary for those 4-year terms as follows: County Clerk and Treasurer would be frozen at their current salaries (\$103,990.00), with an additional \$1,250.00

Annual Service Payment. The Sheriff's salary would be frozen at the current salary of \$122,058.00 as the base, an Annual Service Payment of \$1,250.00, and \$15,000.00 as Supervisor of Safety, an optional designation within statute, for a total compensation for the 4-year term of \$138,308.00. He added that the Sheriff's base salary with the addition of the Supervisor of Safety stipend equals \$137,058.00.

Mr. Sorrel advised that County Board members up for election in 2018 and Committee Chairs are proposed to have their salaries frozen at their current rates.

Mr. Rand commended the County Clerk, the Treasurer and the Sheriff for taking on increased responsibilities with declining budgets. He stressed that all three positions are doing "more with less", and questioned freezing the salaries of the positions for the next four years. Mr. Adamson agreed, stating he favors a uniform increase in salary for the three positions.

Mr. Sorrel advised that the average salary increase the elected positions since 1996 is in the range of 2% to 2.5%. Mr. Adamson asked the cost of living increase in the State of Illinois for the past three years, and Mr. Sorrel indicated that CPI (Urban) tied to his own employment agreement is at 2.1%. Mr. Adamson further commented that he would be in favor of a salary increase in the 2% to 2.5% range.

Mr. Rosenbohm also agreed with an increase in the 2% to 2.5% range. He asked about the Sheriff's \$15,000.00 stipend as "Supervisor of Safety", and asked if the level of responsibility within that designation has changed with the establishment of the Health Department as the EMA designee. Sheriff Asbell advised that by statute, the Sheriff is Director of Public Safety; however, EMA duties are also included within the title. He noted that although the administrative/grant functions have been allocated to the Health Department, the Sheriff's Department will continue to have law enforcement responsibility for emergency management services.

Sheriff Asbell advised that although the Office of the Sheriff has contended with reduction of monies and staff, the Office exceeded budget recommendations, in addition to implementation of positive programs and services undertaken, he is aware of the County's current financial issues, and advocates keeping the Sheriff's salary flat for the next four-year cycle.

Mr. Sorrel explained that the "Supervisor of Safety" stipend, a statutory stipend under the Board's discretion, was first initiated on December 1, 2006 at an amount of \$5,000.00 per year, and was increased to \$15,000.00 on December 1, 2014, the initial year of the current expiring term. He commented that a resolution was passed in 2014 designating the Sheriff's Office and the Sheriff as the EMA entity. Ms. Parker questioned why the \$15,000.00 EMA stipend continues to be a separate line item and has not been incorporated into the Sheriff's base salary. She also asked if the amount should be revised if the stipend continues to be separate, as the EMA functions are now shared with the Health Department.

Mr. Sorrel provided 2% and 2.5% figures for the three county-wide elected positions:

County Clerk and Treasurer

- one-time 2% raise = \$2,080.00/\$106,070.00
- one-time 2.5% raise = \$2,600.00/\$106,590.00
- increase of 2% each year = \$112,562 at end of 4-year term
- increase of 2.5% each year = \$114,786.00 at end of 4-year term

Sheriff

- one-time 2% raise = \$2,441.00 / added to base = \$139,499.00 in first year (not including \$1,250.00 annual service payment)
- one-time 2.5% raise = \$3,051.00 / added to base = \$140,109.00 in first year (not including \$1,250.00 annual service payment)

- increase of 2% each year = \$147,120 at end of 4-year term
- increase of 2.5% each year = \$149,729.00 at end of 4-year term

Mr. Sorrel clarified that the annual service payment was a compromise reached on the County Board floor in 2016 in lieu of an add to the base salary for the three positions. He reiterated that the current salaries of the County Clerk and Treasurer are set at \$103,990.00, and the Sheriff's base salary is set at \$122,058. He noted that the Sheriff's salary including the Supervisor of Safety stipend totals \$137,058.00.

A motion was made by Mr. Adamson for an annual salary increase of 2.25% for the positions of County Clerk, Treasurer and Sheriff, and was seconded by Mr. Rand.

(Ms. Pastucha enters meeting at 2:51 p.m.)

A motion for a friendly amendment to Mr. Adamson's motion was made by Mr. Rand to eliminate the \$1,250.00 Annual Service Payment for the three positions, reduce the Supervisor of Safety stipend to \$5,000.00 and incorporate that amount into the base salary of the Sheriff, while retaining the 2.25% annual increase for the 4-year term. Ms. Parker seconded the amendment.

The motion as amended carried unanimously.

### **Adjournment**

The meeting was adjourned by Chairman O'Neill at 2:55 p.m.

*Recorded and Transcribed by: Jan Kleffman*