

**Approved 1/24/22**  
**MINUTES**  
**County Operations Committee**  
**January 4, 2022**  
**@ 1:30 p.m.**

<b>MEMBERS PRESENT:</b>	<b>Rob Reneau</b> – Chairperson; <b>Betty Duncan</b> ; <b>Kate Pastucha</b> ( <i>via teleconference</i> ); <b>Steve Rieker</b> ; <b>William Watkins, Jr.</b>
<b>MEMBERS ABSENT:</b>	<b>Linda Daley</b>
<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> ; <b>Jack Walton</b> – County Administration; <b>Rebecca Spencer</b> – PCAPS; <b>Ryan Breedlove</b> – Juvenile Detention Center; <b>Brian Asbell</b> - Sheriff

**Call to Order**

Chairperson Reneau called the meeting to order at 1:30 p.m.

A motion to approve the participation of Ms. Pastucha via teleconference was made by Ms. Duncan and seconded by Mr. Watkins. The motion to approve carried unanimously (4-0).

**Approval of Minutes**

A motion to approve the minutes of November 29, 2021 was made by Ms. Duncan and seconded by Mr. Watkins. The motion to approve carried unanimously (5-0).

**Informational**

• **Workforce Report**

Mr. Sorrel advised that the current report covers applicants, new hires, demographics, and separations for November 2021 and a comparison of November 2020 and November 2021 figures. He noted that the Health Department, State’s Attorney’s Office, and Sheriff’s Office saw the largest number of separations in November.

• **Probation and Court Services Pilot Employee Referral Bonus Program**

Mr. Breedlove stated that the Employee Retention and Referral Bonus Program was developed in 2017, and since the creation of this successful program, the JDC has received 47 referrals from Probation and Court Services staff. He stated that of those 47 referrals, the JDC has hired 32 staff. He explained that if an employee referral is hired, the referring employee is awarded a monetary bonus. He advised that with the success of the program, the JDC is working in conjunction with County Administration to expand the program to offer a referral bonus to any county employee who makes a successful referral for open JDC positions. Mr. Sorrel advised that this proposed pilot program could potentially be replicated across the entire organization.

• **PCAPS Monthly Report**

Ms. Spencer directed committee members to the submitted report and stood for any questions. There were no comments or questions from committee.

**Resolutions**

• **Grant Award from Best Friends Animal Society**

A motion to approve was made by Ms. Duncan and seconded by Mr. Rieker. Ms. Spencer advised that PCAPS is the recipient of a \$28,402.00 grant from Best Friends Animal Society, which will be utilized for canine enrichment programs and improvements to dog kennels. The motion to approve carried unanimously (5-0).

- **Grant Award from Bissell Pet Foundation**

A motion to approve was made by Mr. Watkins and seconded by Mr. Rieker. Ms. Spencer advised that PCAPS is the recipient of a \$5,000.00 grant awarded for the feline spay/neuter program. She stated that the grant funding will offset the costs of the existing program. The motion to approve carried unanimously (5-0).

- **Peoria County Veterinary Medical Association Contract Extension**

A motion to approve was made by Ms. Duncan and seconded by Mr. Watkins. Ms. Spencer advised that the current contract between PCAPS and the Veterinary Medical Association expired December 31, 2021, and negotiations on an extension are being finalized. Staff is seeking approval to extend the agreement for one year. The motion to approve carried unanimously (5-0).

- **Additional Appropriation to PCAPS Fund**

A motion to approve was made by Ms. Duncan and seconded by Mr. Watkins. Ms. Spencer advised that the negotiations on a proposed contract extension with the Peoria County Veterinary Medical Association includes increased rates. She stated that the rate increase necessitates an increased appropriation of \$15,000.00 to the PCAPS Fund. The motion to approve carried unanimously (5-0).

### **Committee Action**

- **Review of Executive Session Minutes**

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 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.

A motion to approve the recommendation of the State's Attorney's Office was made by Mr. Rieker and seconded by Ms. Duncan. The motion carried unanimously (5-0).

### **Miscellaneous**

Ms. Musselman advised that Human Resource staff continues to work with Ms. Daley on drafting a memo to county employees regarding health insurance benefits and anticipates distribution of the memo by early February.

Ms. Musselman provided a summary of employee COVID-19 data tracking, noting a large spike in the number of positives in December 2020 (7) and December 2021 (55). She stated that the majority of those 55 employee positives were located at the Peoria County Jail and JDC.

### **Adjournment**

The meeting was adjourned by Chairperson Reneau at 1:48 p.m.

*Recorded and Transcribed by: Jan Kleffman*