

Fulton County Board Committee Agenda

Fulton County Board Office, 257 West Lincoln Street, Lewistown, IL 61542 Phone
309-547-0901 Fax 309-547-3326-email csimpson@fultonco.org

Committee: Personnel & Legislative

Meeting Place: Fulton County Board Office, 257 West Lincoln St., Lewistown, IL 61542

Time: 4:30pm

Date: January 5, 2022

CALL IN INFORMATION:

Call in number: **(602) 580-9458**

Meeting code: **214 7365 #**

1. Call to Order

Time: 4:32pm

MEMBERS:

Barry Beck (present/xxxxxx)

Brian Platt (present/xxxxxx)

BJ McCullum (present/xxxxxx) arrived 4:34pm

Lisa Thompson (present/xxxxxx)

Other Board Members: Roger Clark

Elected & Appointed Officials: Staci Mayall - Treasurer

Staff: Audra Miles - Comptroller

Guests: None

2. Roll Call

Roll call was taken, quorum present

3. Call for Additions/Deletions To and Approval of the Agenda

Member Thompson pulled from the agenda item 9a amended Covid Policy. The P&L Committee will have a special meeting January 11, 2022 at 5:30pm to discuss this policy.

Member Beck moved to approve the amended agenda with a second from Member Platt. Motion carried by roll call vote (3-0).

4. Approval of Previous Minutes – December 8, 2021

Member Beck moved to approve the minutes from December 8, 2021 with a second from Member Platt. Motion carried by roll call vote (3-0).

5. Announcements, Communications and Correspondence - None

6. Public Remarks - None

7. Appointments – None

8. Old Business

a. **Discussion/ Action:** Policy work: Payroll; Holidays; Vacation; Sick Time

Payroll: Member Thompson discussed the policy cannot take effect until the P&L Committee makes a decision regarding the Time Clock Plus software. A brochure with information on the system was sent to the P&L committee.

Member Thompson is working to get a demonstration scheduled. The demonstration will be very technical on how the software is programmed for the Time Clock Plus system. Treasurer Mayall and her designated employee and Member Thompson will attend the demonstration. Member Platt discussed there needs to be more than one person trained on the technical side that can program and understand the Time Clock Plus system. Members of the P&L committee that are interested in attending the demonstration are welcome to attend. Please advise Member Thompson of your attendance. Any P&L committee members that have questions are asked to send them to Member Thompson prior to the scheduled demonstration.

Keith Munter, Fulton County Highway Engineer has voiced concerns about the Time Clock Plus meeting IDOT documentation requirements.

Sheriff Standard has voiced concerns about the effects on his employees. Member Thompson will share all the information from the Time Clock Plus meeting.

Holiday schedule policy:

Member Thompson discussed the schedule of holidays for the county has been added and a decision regarding eligibility for part-time employees that are part of IMRF. Non-union part time employees do not receive holiday pay. Only full time employees that complete the probation period are eligible for holiday pay.

The policy states that all non-union employee follow the union policy for holidays. Member Thompson discussed the exception list was deleted. Member Thompson discussed no holidays can be added or removed until the union bargaining agreement is completed.

Member McCullum moved to approve the holiday policy be sent to IPMG for review with a second from Member Beck. Motion carried by roll call vote (4-0).

Vacation schedule Policy:

Member Thompson discussed the vacation leave and what was added, under purpose for non-union employees without a contract.

Member Thompson discussed vacation time for part-time non-union employees. Part-time non-employees under the Courthouse and Circuit Clerk union contracts do get vacation time. The reason to do this is many non-union employees do not have documentation regarding their rights. Any employee that was promised other benefits will need to complete a grandfather clause form. The vacation schedule policy will be based on the number of years of service. The P&L Committee agreed to send the vacation policy to all department heads for review and feedback before sending to IPMG.

Member Thompson moved to approve and send the vacation policy to all department heads with a second from Member Beck. Motion carried by roll call vote (4-0).

Sick Time Policy:

Member Thompson discussed the purpose of the policy is for the protection of employees not covered under another contract or under terms of an applicable collective bargaining agreement against loss of pay due to illness.

Regarding sick leave eligibility for part-time non-union employees, these employees are not eligible for sick time. Member Thompson discussed adding at the termination of employment an employee

will be compensated for unused sick leave not to exceed 42 days or 294 hours at the rate of ½ days' pay for each of the accumulated sick leave days. Such payment shall be made no earlier than the 61 days after termination. The part-time non-union employees will be eliminated from sick leave eligibility. The sick time policy will be sent to the department heads for review.

Member Thompson moved to approve sick time policy be sent to the department heads for review with a second from Member Platt. Motion carried by roll call vote (4-0).

b. Discussion/Action: Procurement Card policy

Member Thompson discussed the Procurement Card policy. The following changes have been made: the card holder agreement was revised and an emergency contact phone number was added.

Member Thompson discussed that the planned use for the procurement cards, is as a department credit card. This will help eliminate employees from using their own credit cards for business purposes.

Member Thompson discussed the bank sponsoring the cards reviewed the documents and made suggestions to the policy.

Member Thompson suggested to send the procurement card policy be sent to IPMG for review.

Member McCullum moved to approve procurement card policy with a second from Member Beck. Motion carried by roll call vote (4-0).

9. New Business

a. Discussion/Action: ~~Amended Covid Policy and Vaccines Pulled~~

10. Executive Session: - None

11. Misc. - None

12. Future Agenda Items

a. Affirmative Action Plan

13. Adjournment

Time: 5:36pm

Member Beck moved to adjourn the meeting at 5:36pm with a second from Member Platt. Motion carried by roll call vote (4-0).