

Fulton County Board Committee Minutes

Fulton County Board Office, 257 West Lincoln Street, Lewistown, IL 61542 Phone
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Committee: Personnel & Legislative

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

Time: 4:30pm

Date: July 6, 2022

CALL IN INFORMATION:

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

Meeting code: **214 7365 #**

1. Call to Order

Time: 4:36pm

MEMBERS:

Barry Beck (present/xxxxxx)

Susan Duquenne (present/xxxxxx)

BJ McCullum (xxxxxx/absent)

Brian Platt (xxxxxx/absent)

Lisa Thompson (present/xxxxxx)

Other Board Members: None

Elected & Appointed Officials: None

Staff: None

Guests: None

2. Roll Call

Roll call was taken, quorum present

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

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

4. Approval of Previous Minutes – June 8, 2022

Member Beck moved to approve the minutes from June 8, 2022 with a second from Member Duquenne. Motion carried by roll call vote (3-0).

5. Announcements, Communications and Correspondence – None

6. Public Remarks – None

7. Appointments

a. **Discussion/Action:** Rescind Resolution for Geoffrey Lasswell -Trustee – Astoria Fire Protection District

Member Thompson discussed rescinding the resolution due to a date error on the resolution.

Member Duquenne moved to approve rescinding the resolution with a second from Member Beck. Motion carried by roll call vote (3-0).

b. **Discussion/Action: Resolution:** Geoffrey Lasswell -Trustee – Astoria Fire Protection District

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

8. Old Business

a. **Discussion/Action:** Vacation, Sick Leave, Holiday Policy and Memorandum for At-Will Employees

Member Thompson discussed the vacation policy. Member Duquenne inquired what changes have been made. The changes made were suggested by risk management. The wording “contract” has been changed to state “Memorandum for At-will Employees” throughout the document. The documents were all discussed with States Attorney Jochums and the necessary changes have been made.

Member Duquenne moved to approve the vacation policy with a second from Member Beck. Motion carried by roll call vote (3-0).

Member Thompson discussed the sick leave policy. The terminology was changed to say at will employees.

Sick leave accrual was changed as some was stated in hours and some was in days. States Attorney Jochums changed days and hours to all hours throughout the policy. The major change is no sick time will be paid out upon termination or resignation of employment of non-union employees. The old policy stated, “upon termination or resignation of employment the employee will be compensated for unused sick leave not to exceed 42 days or 294 hours or at the rate of ½ days’ pay for each of the accumulated sick leave days. Such payment will be made no earlier than the 61 day after employment”. This was removed from the sick leave policy.

Member Thompson stated this is a benefit meant for working employees. The sick time accumulated can still be used as a credit to the employee’s retirement. The person to contact to report an employee is sick was changed to state the employee’s supervisor.

Member Beck moved to approve the sick policy with a second from Member Duquenne. Motion carried by roll call vote (3-0).

Member Thompson discussed the holiday policy. The at will employees for the Courthouse will follow the Courthouse contract for the holiday policy. Member Thompson would like to see all holidays for employees the same throughout the county. Member Beck stated with the different offices and different scopes of work this is not feasible.

Member Duquenne moved to approve the holiday policy with a second from Member Beck. Motion carried by roll call vote (3-0).

Member Thompson discussed the Memorandum for At-Will Employees to be completed by the employee that has been promised anything different than what is in the current policy.

This will be placed in the employees' permanent file. This affects the vacation time as the new policy matches the Sheriff's office vacation time. All employees that were hired were told they will follow the bargaining unit contract. New hires will follow the new policies set on July 12, 2022. The purpose is to get all the non-union on one vacation schedule.

Member Duquenne moved to approve the Memorandum for at will employees with a second from Member Beck. Motion carried by roll call vote (3-0).

a. **Discussion/Action:** Standardizing Appointment paperwork - Tabled

Member Thompson discussed the county could send a fill in the blank resolution to fire districts that do not have attorneys help with their appointments. The resolution could be filled out and returned to the county to help with consistency in the paperwork.

Member Thompson discussed the policies have been completed. She asked if the committee wants to shorten the P&L committee meeting. The P&L committee members discussed the time change and will leave the meeting time as is for now. Member Thompson discussed working on some legislative issues and asked the P&L committee members to send her any agenda items for the August meeting.

9. **New Business** – None

10. **Executive Session** – None

11. **Misc.** – None

12. **Future Agenda Items**

a. Affirmative Action Plan

13. **Adjournment**

Time: 5:23pm

Member Duquenne moved to adjourn the meeting at 5:23pm with a second from Member Beck. Motion carried by roll call vote (3-0).