

**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: June 8, 2022

**CALL IN INFORMATION:**

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

Meeting code: **214 7365 #**

**1. Call to Order**

**Time:** 4:30pm

**MEMBERS:**

Barry Beck (present/xxxxxx)

Susan Duquette (present/xxxxxx) by phone

BJ McCullum (xxxxxx/absent)

Brian Platt (xxxxxx/absent)

Lisa Thompson (present/xxxxxx)

**Other Board Members:** None

**Elected & Appointed Officials:** Patrick O'Brian – County Clerk – by phone

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

**4. Approval of Previous Minutes – May 4, 2022**

Member Duquette moved to approve the minutes from May 4, 2022 with a second from Member Beck. Motion carried by roll call vote (3-0).

**5. Announcements, Communications and Correspondence – None**

**6. Public Remarks – None**

**7. Appointments**

- a. **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).

b. **Discussion/Action: Resolution:** Katie Batterton -Trustee – Astoria Fire Protection District

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

## 8. Old Business

a. **Discussion/Action:** Vacation, Sick Leave and Holiday Policy – Tabled

Member Thompson discussed the legal comments had not been received for the vacation, sick leave holiday and at will employee's policies. The legal comments were received today and corrections need to be made to the policies with the late arrival of the information Member Thompson has not had time to review all the comments.

The at will employees were discussed and the word contract cannot be used or stated in the policy. Member Thompson stated she had a meeting with States Attorney Jochums on June 8, 2022 and Member Thompson felt the committee needs time to review all the changes. With the upcoming negotiation taking place with the union, Member Thompson felt it would be beneficial for the committee to wait before making any changes to the policies.

Member Thompson discussed the starting rate of compensation will be listed in the policy for an at will employee.

The vacation policy will be revised and the text will be added to the policy. This policy follows part of the Sheriff's contract for the vacation policy and the Bureau of Labor Statistics for public employees and the days between the Sheriff differ from the courthouse contract.

Personal and sick leave: The personal leave day must be used by the end of the year. This will be change to state 364 days as this is based on the employee's anniversary date.

The Sick leave policy will be revised and the States Attorney is rewriting the policy for a clearer understanding.

Member Beck moved to approve tabling the policies review for a later date with a second from Member Duquenne. Motion carried by roll call vote (3-0).

## 9. New Business

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

Member Thompson discussed standardizing the resolution paperwork with blank, that can be filled in and posted on the Fulton County Website. This would allow Fulton County to gather all the required information that is needed for the appointment. This would simplify the process for resolutions and the required paper work that is needed for appointments.

Member Thompson suggested emailing the resolution appointment form to all the fire districts. Member Thompson stated according the rules of order the following appointments are done through the Personnel and Legislative committee: Emergency Medical Service, Emergency Telephone Systems, Public Aide Appeals Committee, Fire Protection Districts, Drainage & Levee Districts, Sanitary Districts and Water Districts.

Clerk O'Brian stated some fire districts use a clerk and some use an attorney for assistance with the paperwork required. Clerk O'Brian stated a standardized form would help with the appointments. O'Brian is willing to work with the fire districts that need the assistance with the appointment paperwork. The concern is the tracking of the appointments and Clerk O'Brian will partner with the

P&L committee chairman on this process.

Fulton County should partner with the Fire Departments that have attorneys to avoid any overstep the in this process. Clerk O'Brian asked that the resolution the committee prepared be sent to him.

10. **Executive Session:** None

11. **Misc.** None

12. **Future Agenda Items**

a. Affirmative Action Plan

13. **Adjournment**

**Time:** 5:26pm

Member Duquenne moved to adjourn the meeting at 5:26pm with a second from Member Beck. Motion carried by roll call vote (3-0).

APPROVED JULY 6, 2022