

Executive Committee Meeting Report (submitted 5-7-12)
Saturday, May 5, 2012, 8:00 A.M., North Court Jury Room

Members present: Kippy Nelson, Dennis Anderson, Tim Wells, Roger Gradert, Bill Preston, Ann DeSmith, Jason Desplinter and Karen Urick. Members absent: Rick Livesay. Others present: Jim Eccher, Rebekah McCaw, Jon Zahm and Colleen Gillaspie.

Chairman Nelson called the meeting to order at 8:00 A.M.

Member DeSplinter made a motion to approve the agenda moving Item III. G. to III. A., Member Wells seconded, all were in favor and motion carried.

Member DeSmith made a motion to approve the April 14, 2012 and April 25, 2012 Executive Committee meeting minutes with a revision to the April 25, 2012 minutes, Member Gradert seconded, all were in favor and motion carried.

Under Public Comment, Rebekah McCaw presented her request to create a non-partisan Facebook page for the Henry County Board. It is her intent to serve in the Administrator role which would control what information is posted. Members of the Committee discussed tasking the creation of such a page to the Communications Committee for further review and asking Ms. McCaw to create an outline of potential control of the page. No formal action was taken, but the Committee recommended this issue be brought before the full Board which requires approval from the County Board Chair to be placed on County Board agenda.

The following Standing Committees presented information and/or an overview of reports to be submitted at the May 8, 2012 County Board meeting: Public Safety, Plan/Dev, Health & Social Services, Administration, Transportation and Communication. (see Committee reports) Finance Committee will meet Monday, May 7, 2012 at 5:00 p.m.

Member Anderson encouraged all Board members to bring budget recommendations to the Finance Committee. Member Urick requested updates during the budget process to be given at the County Board meetings.

Member Anderson left at 8:50 a.m.

Member Preston reviewed the Communications Committee's action regarding the Local Transparency Project. Jon Zahm discussed his opinion on the project. No action was taken by the Committee.

Under old business, the Committee discussed potential revisions to the Standing Committee structure which were identified during the review of the current Committees. Member Urick discussed the changes recommended by the Health/Social Services Committee and the Hillcrest Home Administrator. Colleen Gillaspie reviewed discussion

held in the Communications Committee meeting about keeping current language, but following through on all duties listed. Chairman Nelson moved to make no changes to the Rules of the County Board, Member DeSplinter seconded. Following discussion, both Members rescinded their motion and second. **Member Nelson made a motion that the Standing Committee language in the Rules of the County Board remain unchanged, Member DeSplinter seconded, motion carried with one nay.** (bolded per request of Chairman Nelson)

A revision to the Rules of the County Board pertaining to the mileage section was approved by the Executive Committee in September 2011, but has been held until final action was taken regarding potential revisions to the Standing Committee section of the Rules of the County Board. Member Gradert moved to recommend the County Board approve the mileage language revision to the Rules of the County Board as approved by the Executive Committee in September 2011, Member DeSplinter seconded, all were in favor and motion carried. (see attached draft revision)

The Committee discussed the Guide for Board Members in relation to potential additions to the Rules of the County Board. Member Gradert moved to recommend the County Board approve including the language currently listed in the Guide for Board members in the Rules of the County Board, removing any duplicative language, Chairman Nelson seconded, all were in favor and motion carried. (see attached draft revisions)

Under new business, Ms. Gillaspie explained the experimental distribution of Committee information that had been completed for the month of May. Currently, all Committee agendas, minutes and additional information as well as the County Board agenda and minutes are being emailed to all with email and hard copies are distributed at the meeting. Hard copies are still being mailed to all who do not have email. She reported she has heard no complaints with the experimental distribution of information and will therefore continue in the future.

Executive Board Comments were made.

Member Wells gave County Board Chairman comments.

The next regular Executive Committee meeting was set for Saturday, June 9, 2012, at 8:00 A.M., in the North Court Jury Room 102J, Henry County Courthouse.

With no further business, Member DeSplinter moved to adjourn, Member Gradert seconded, all were in favor and motion carried. Meeting adjourned at approximately 10:10 a.m.

Respectfully submitted,

Colleen Gillaspie, County Administrator

Revisions to the Rules of the County Board

Revisions highlighted in yellow pertain to the motion made to include draft mileage language

Revisions highlighted in green pertain to the motion made to include the Guide for Board members provisions in the Rules of the County Board

RULES OF THE HENRY COUNTY BOARD

From Rules of the HENRY COUNTY BOARD, adopted September 1879. Amended, January 1892; April 1894; May 1896; April 1899; April 1900; April 1908; April 1934; April 1949; April 1960; January 1966. Rewritten and Amended March 1975. Amended April 1976; June 1978; May 1988; June 1990; September 1990; September 1992; November 1996; November 1997; May 2000; September 2001; June 2006; May 2010; September 2010; December 2010; April 2011; **June 2012**.

The meetings of the HENRY COUNTY BOARD shall be conducted according to Robert's Rules of Order, except when rules of the HENRY COUNTY BOARD apply.

QUORUM

A Quorum of the HENRY COUNTY BOARD shall exist when a simple majority of the current membership is present. Thirteen (13) or more members of the twenty-four (24) member board constitutes a quorum.

OFFICERS

The procedure for electing a Chairman of the Board is as follows:

Nominations and voting shall be by voice or show of hands and shall conform to the requirements of the Illinois Open Meetings Act. The number of votes received by each nominee shall be revealed by the teller, who shall be the County Clerk.

If more than two (2) candidates are nominated for a particular office and none of said candidates receives a majority of the votes on the first ballot, balloting shall continue, but the candidates receiving the least number of votes on each ballot taken shall be withdrawn from candidacy for the next ballot and such procedure shall be followed until one candidate receives a majority of the votes cast. In the event of a tie after four (4) ballots, the decision shall be made by casting lots.

After the election of the County Board Chairman, there shall follow an election of the Vice Chairman, using the same elective process as that for County Board Chairman.

The Vice Chairman shall serve in place of the Chairman, in case of illness, accident or the inability of the Chairman to serve.

In case of the absence of the County Board Chairman and Vice Chairman, at any meeting, the members present shall choose one of their number as temporary Chairman.

THE TERM of the County Board Chairman and Vice Chairman shall be for two (2) years.

GENERAL RULES

1. The meetings of the Henry County Board shall be as follows:

Organizational - 1st Monday in December in all even numbered years

Annual - 2nd Tuesday in September

Regular - 2nd Tuesday in each month, except 3rd Tuesday in month
when Election Day falls on 2nd Tuesday, 3rd Tuesday in
April when the annual township meeting day falls on 2nd
Tuesday.

The time of convening of the HENRY COUNTY BOARD shall be 6:00 p.m. The Chairman shall take the Chair promptly at that hour and shall call the meeting to order. The order of business shall be as follows:

- a. Calling the Roll.
 - b. Approval of the Agenda.
 - c. Review of Action Items.
 - d. Public Comment.
 - e. Approval of the previous meeting minutes.
 - f. County Board Presentations.
 - e. Presentation of reports, petitions and communications.
 - f. Appointments/Reappointments
 - g. Report of the Standing & Special Committees.
 - h. Old Business.
 - i. New business.
 - j. County Board Comment.
2. Every member present at the putting of a question shall vote thereon, unless there is conflict of interest. To be a conflict of interest the issue at hand must directly affect the member in a monetary/financial way or in a directly personal way. A member who has determined to abstain from voting due to a conflict of interest should refrain from discussing the issue at hand.
 3. Every motion shall be reduced to writing, if requested by the Chairman or any member of the Board.
 4. All committees shall be appointed by the Chairman with Board approval.

5. All committees shall report in writing, if requested by the Board, giving the state of facts, with their opinion thereon. They shall include the date(s) and place of meeting(s), the members present, all money expended by the committee which is within the amount limited by board action, record of all bids received and contracts let by the committee, all grants, any proposals to be brought before the County Board and the number of members for or against the proposal in committee.
6. Roll call of yeas and nays shall be called upon any question pending, when requested by the Chairman or any member.
7. The order of calling the Roll for a yea and nay vote shall be as follows: The first name of the printed list of the Board Members' names shall be called first on the first proposition; on the second proposition, the second name of the printed list shall be called first, and so on, until a complete rotation has been made at all meetings.
8. Per Diem allowance for Board meetings, Committee meetings, and related meetings shall be as follows: Board Meetings, sixty dollars (\$60.00); Committee meetings, forty dollars (\$40.00). Mileage allowances for the same shall be computed at 90% of the Federal rate as of June 1st of each year and effective at the beginning of next fiscal year on December 1st, but in no case shall be more than the current year Federal rate. **At the beginning of each fiscal year the County Administrator shall create standard mileage allowances for all County Board members using a standard mapping method. Mileage will be calculated from your primary residence to the meeting location and mileage submissions shall not exceed this amount.**

Allowable per diem/mileage expenses include 1) Standing Committee meetings; 2) Meetings of Ad Hoc Committees formed by either the County Board Chairman or a Standing Committee Chairman; 3) Boards, Commissions, Agencies, liaisons and court summons as the official representative of the Henry County Board; and 4) Meetings, conferences, seminars and receptions attended that were authorized in advance by the Chairman of the Board or a Standing Committee Chairman on behalf of his/her committee members. Mileage expenses, but not per diem, are permitted during the conduct of county business when authorized in

advance by the Chairman of the Board or a Standing Committee Chairman on behalf of his/her committee members. Per Diem and expense claims are due on a monthly basis and should be submitted as per instructions established by the Henry County Accounting Procedures.

Regardless of the number of meetings you attend in a day, you can only collect one per diem. However, if you need to drive to a different location for the second meeting or one meeting is in the morning and the second meeting is in the afternoon or evening and you have returned to your residence, you can collect mileage at the applicable rate for both meetings.

All members on approved county business outside the County shall be reimbursed for meals, lodging and registration fees, if required. **If your position on the Board requires you to attend functions where you will stay overnight, you will be reimbursed for hotel or motel accommodations. A paid receipt must be attached to your monthly expense request. Any meals for out of county meetings will be reimbursed to include a tip. Any expense in excess of \$3.00 will be accompanied by a receipt. Parking expenses shall also be reimbursed with as long as a receipt is attached to the expense request.**

9. The Board Chairman shall receive \$3,000.00 annually over and above usual mileage and meeting per diem expenses.
10. All resolutions or motions which call for expending money shall be voted by Roll Call of yeas and nays.
11. No rules shall be altered or amended, except by a vote of two-thirds (2/3) of the members present. Rules may be suspended by a vote of two-thirds (2/3) of the members present.
12. All recommendations for (re)appointment of governing board members such as Fire Protection Districts, Hospital Board, Airport authorities and others shall be presented to the County Administrator and said Administrator will present them to the County Board Chairman for consideration. The County Board Chairman's (re)appointments shall be presented to the Board for consideration with final action to be taken at the next meeting of the Board.
13. Minutes shall be kept of all committee meetings.

14. The holiday schedule for employees not covered by a collective bargaining agreement will be determined by the Board at the November meeting.

COMMITTEE RULES

1. All standing committees shall be appointed by the County Board Chairman with Board approval. Each of the County Board districts shall be as equally represented as possible on all standing committees. The Communications Committee shall have equal membership of Board members and County officials.
2. No member shall be chairman of more than one committee.
3. The first name presented on the committee shall be chairman of that committee.
4. The action of all committees shall have the approval of the Board as a whole, unless otherwise specifically defined or authorized.
5. The chairman of any standing committee, with the approval of the County Board, may create subcommittees as may be necessary to more effectively accomplish the business of such standing committee. Appointments to such subcommittees shall be made by the committee chairman and shall be restricted to members of the standing committee. Subcommittees shall be responsible to the standing committee.
6. All committees, who by these rules are authorized to supervise purchases for the County shall require:
 - a. that the purchase contract be made out in the name of Henry County.
 - b. that such purchase contracts shall be examined by the State's Attorney before approval.
 - c. no committee shall have power to expend for purchases more than Five Thousand Dollars (\$5,000.00) for any one item or project, without the consent of the Board, or unless power to act has been granted.
7. There shall be standing committees as follows: Executive, Finance, Administration, Transportation, Planning and Development, Health & Social Services, Public Safety and Communications. The Chairman of the County Board shall serve as an ex-officio member of each standing committee, shall count as a member for quorum purposes and shall have voting privileges.

8. The membership of the Executive Committee shall consist of the Chairman and Vice Chairman of the County Board, the chairman of each standing committee and one member of the minority party appointed by the County Board Chairman, unless the minority party is already represented by virtue of being chairman of a standing committee. The Vice Chairman of the County Board shall serve as chairman of the Executive Committee.
9. With the exception of the Executive Committee, no more than three representatives of the same district may be appointed chairman of the other seven standing committees.
10. Special ad hoc committees may be appointed by the Chairman of the County Board or for purposes of any standing committee by the appropriate committee chairman.
11. In regard to employment of appointive officers, it shall be the duty of the responsible Committee to duly advertise for an applicant for the office to be filled at least thirty (30) days prior to the time such office or officer is to be appointed by the County Board; and the Committee shall report and make recommendation to the County Board. Such publication shall not be made where the officer is to be appointed or rehired for successive terms.
12. Claims against the County shall not be allowed until referred to and approved by the proper committee members, and all claims must be filed with the County Clerk on or before the 25th day of each month preceding the session of the Board at which time such claims are to be considered.

STANDING COMMITTEES

1. EXECUTIVE COMMITTEE

Responsibilities: Economic Development Activities and all matters pertaining to county government which are not included in the duties of the other standing committees or for which a special committee is not appointed, will be referred to this committee by the Board.

It shall be the duty of this committee to review the Rules and Regulations governing Board procedure and to recommend any changes to the County Board.

It will be the duty of this committee to see that the Board takes any action required by Statutes. Such matters may be referred to specific committees for study and recommendations before Board action is requested.

The Executive Committee shall serve as liaison in the Board's relationship with Economic Development organizations and shall oversee County Board economic development activities.

The Executive Committee shall act in an advisory capacity to the Chairman of the Board and generally oversee the activities of the County Administrator.

The Executive Committee shall meet with County Officers when it is determined necessary by the Chairman of the County Board.

2. FINANCE COMMITTEE

Responsibilities: Budget preparation and administration, fees and salaries, tax levy and assessments, and county accounts.

It shall be the duty of this committee to determine available funds for the ensuing fiscal year and to prepare in cooperation with the County Administrator, various county officers, department heads and board committees the annual Budget; and to present said annual budget and levies to the County Board at the October meeting together with necessary resolutions for public inspections; and to prepare and present to the County Board at the November meeting resolutions for adoption of tax levies for all County related taxing bodies.

The Finance Committee shall receive and study requests of county officers, department heads, etc. for changes in appropriate items in the budget; and prepare and present to the County Board, as required, proper resolutions covering any desirable transfer of funds in the budget which may be necessary for the proper conduct of County business.

The Finance Committee shall review the monthly budget/revenue/expenditure reports as prepared by the County Clerk, and the monthly Fund Balance/Interest Earned Reports as prepared by the Treasurer; and periodically review auditing procedures and to make necessary recommendations to the County Board relative to desired changes.

The Finance Committee shall prepare and present to the County Board such resolutions as may be required in the matter of tax anticipation warrants;

and to see that the proper procedure on the above is followed by the County Board.

The Finance Committee shall require proper accounting and evidence of purchases of all bills presented.

3. ADMINISTRATION COMMITTEE

Responsibilities: County buildings and grounds, equipment, personnel practices, insurance, bonds and labor contracts.

The Administration Committee shall see that all buildings and grounds owned by the County on Courthouse Square are properly cared for and kept in good repair; and that all county owned equipment at said location is inventoried and kept in good repair.

The Administration Committee shall see that the above mentioned equipment is used to the very best advantage transferring when necessary, equipment from one office to another, making such adjustments in office space and equipment as will best serve the interest of County government.

The Administration Committee shall recommend to the Board such items of major improvements to the Courthouse, County Jail and all other property as available monies will permit; and confer with an architect for the preparation of plans and specifications for all major improvements as provided by Statutes, call for, review bids on all major improvements pursuant to competitive bidding practices and precise specifications, and to make recommendations; and inspect work as it progresses on major improvements to be certain it is being done in accordance with plans and specifications; and report to the Board the progress being made by contractors during periods when major improvements are in progress.

The Administration Committee shall be responsible for labor contract negotiations, (except Hillcrest Nursing Home) recommendation of contracts for Board approval and to oversee provisions of approved contracts.

The Administrative Committee shall review generally the personnel practices of the County and recommend any changes to the Executive Committee, who in turn will recommend the changes to the County Board, if it feels the changes are necessary and beneficial.

The Administration Committee shall review the insurance of all departments of the County, purchase such insurance as the County Board agrees is required and shall approve all claims for insurance.

4. TRANSPORTATION COMMITTEE

Responsibilities: Roads and bridges and other matters related to transportation.

The Transportation Committee shall have general supervision of the office of the County Engineer, construction and maintenance of all County Highways, motor fuel tax, roads and bridges.

5. PLANNING AND DEVELOPMENT COMMITTEE

Responsibilities: Land use to include: Zoning, Subdivision, Planning, Building, Floodplain and Solid Waste Management.

The Planning and Development Committee shall supervise regulations in regard to land use programs in the county and solid waste management; work with the Zoning/Building Manager, Zoning Board of Appeals, Planning Committee, Building Board of Appeals and Ag Areas Committee and recommend to the County Board any desired changes in the Zoning Ordinance, Subdivision Ordinance, Comprehensive Plan, Building Codes, Floodplain Management Ordinance and Solid Waste Management Plan.

6. HEALTH & SOCIAL SERVICES COMMITTEE

Responsibilities: Health Department, County Farm and Hillcrest Home.

The Committee shall serve as a liaison between the County Health Office and the County Board and be available for consultation with the County Health Department on all phases of County Health and activities; also to keep in touch with the County Health Department and to make reports concerning same to the County Board. The Chairman of the committee shall be the voting representative of the Henry County Board of Health.

The Health & Social Services Committee shall have the general responsibility to oversee all operations of the County Farm and Hillcrest Home.

The Committee shall meet with the Hillcrest Home Administrator to review ongoing projects; approve and/or recommend to the Board new projects, maintenance of buildings and grounds and purchases of equipment.

7. PUBLIC SAFETY COMMITTEE

Responsibilities: Law enforcement, Liquor Control, Emergency Services and Disaster Agency (ESDA), E911 and animal control.

The Public Safety Committee shall meet and work with the Sheriff's Office.

The Committee shall assist the Chairman of the County Board in all matters pertaining to licenses and sale of intoxicating liquors, according to State and County regulations.

The Committee shall work with the Henry County ESDA Coordinator relating to the health and safety of County citizens.

The Committee shall serve as liaison in the Board's relationship with the Sheriff, Circuit Clerk, Circuit Court (14th Judicial Circuit), Coroner, Court Services, State's Attorney, Public Defender, Jury Commission, Sheriff's Merit Commission and E911 Board.

The Public Safety Committee shall work with the Animal Control Warden to enforce all laws provided by the State in reference to animal control and submit an annual report at the end of the fiscal year.

8. COMMUNICATIONS COMMITTEE

Responsibilities: Data Processing operations, computer software and equipment, Elections, Legislation and Public Information.

The Communications Committee shall oversee the Information Services Office and data processing operation; and recommend the lease and/or purchase of data processing equipment and software; and see that the above mentioned equipment is properly maintained and used to the very best advantage by transferring when necessary, from one office to another.

The Communications Committee shall oversee and recommend to the County Board the lease or purchase of accounting machines and other equipment as needed.

The Communications Committee shall develop and review annually a long range data processing plan.

The Communications Committee shall be responsible to work with the County Clerk in performing election functions as defined in the Illinois Compiled

Statutes including, but not limited to, registration of voters; fixing election districts and polling places; appointing election judges; providing ballot boxes; and providing voting machines.

The Communications Committee shall review and have general responsibility for the County's interests in all matters concerning Federal and State legislation.

The Communications Committee shall be responsible for general public information matters.