

FINANCE COMMITTEE MINUTES

DATE OF MEETING: June 19, 2017 at 6:00 p.m. County Building

MEMBERS PRESENT: Camille Redman – Chair, Cris Rogers, Melonie Tilley, David Newberg and Terry Ferguson. Also present Dee Rentmeister, County Administrator.

MEMBERS ABSENT: None

SUMMARY OF DISCUSSION:

- Motion by Rogers, 2nd by Tilley to approve last month's minutes. Voice vote, motion carried.
- Motion by Ferguson, 2nd by Tilley to approve the claims. Voice vote, motion carried.
- Dan Markwell, State's Attorney, presented a travel request to attend the summer conference in Galena, IL. The current travel policy doesn't address Jo Davies County for lodging. Cost is \$144.00 per night before taxes. The total cost to for two days is \$337.68. Motion by Newberg, 2nd by Tilley to approve travel request as presented. Voice vote, motion carried.
- Dan Markwell informed the committee about recent personnel changes in his office. His victim witness coordinator resigned earlier this month and he hired Stacey Sharrow from the circuit clerk's office. Since then his office manager has tendered her resignation. He will be moving Stacey to the office manager position and then hire a legal secretary/assistant. Consensus of the committee to proceed with the filling of the vacancy in the state's attorney's office.
- Committee reviewed a draft social media policy. Will send the draft to all department heads/elected officials and county board members for their input. Will discuss again next month.
- Motion by Rogers, 2nd by Newberg to hire a part time assistant for the County Administrator. Committee discussed the need and also about the possibility of relocating the zoning office or remodeling the existing office. Hourly rate would be \$15.00. Voice vote, motion carried.
- Motion by Ferguson, 2nd by Tilley to recommend to the full board to transfer \$5000 from 100.100.7100 to 100.100.5020 to pay for part time assistant. Voice vote, motion carried.
- Dan Markwell, State's Attorney, informed the committee that he has hired a part time attorney that will start July 3.
- Discussion on what directions to give department heads/elected officials concerning budget requests for next year due to the uncertainty of property tax freezes and reduction in replacement taxes. Will send worksheets out asking department heads/elected officials to hold the bottom line.
- Motion by Newberg, 2nd by Ferguson to go into executive session to discuss litigation at 6:43 p.m. Voice vote, motion carried.
- Motion by Tilley, 2nd by Newberg to return to regular session at 6:56 p.m. Voice vote, motion carried.
- Motion by Redman, 2nd by Newberg to refer to the full board a motion authorizing the State's Attorney or his designee, acting on behalf of DeWitt County, to resolve litigation with Henry Johnson. Voice vote, motion carried.
- General discussion on federal lawsuits.
- Motion by Newberg, 2nd by Tilley to adjourn at 7:00 p.m. Voice vote, motion carried.

COMMITTEE ACTION:

Approve last month's minutes.

Approve the claims.

Approve travel request for the state's attorney as presented.

Hire a part time assistant for the County Administrator.

Recommend to the full board to transfer \$5000 from 100.100.7100 to 100.100.5020 to pay for part time assistant.

Refer to the full board a motion authorizing the State's Attorney or his designee, acting on behalf of DeWitt County, to resolve litigation with Henry Johnson.

RECOMMENDATIONS TO THE FULL BOARD:

Recommend to the full board to transfer \$5000 from 100.100.7100 to 100.100.5020 to pay for part time assistant.

Refer to the full board a motion authorizing the State's Attorney or his designee, acting on behalf of DeWitt County, to resolve litigation with Henry Johnson.

DATE OF NEXT MEETING: July 17, 2017 at 6:00 p.m.

2017 PUBLIC DEFENDER
TOTALS

2017							
<i>YEAR START</i>		182	239	45	55	96	43
OPEN							
		<u><i>Clients</i></u>	<u><i>Cases</i></u>	<u><i>CF / MR</i></u>	<u><i>CM</i></u>	<u><i>TR / DT</i></u>	<u><i>JA / JD / J</i></u>
JANUARY		31	35	10	9	12	4
FEBRUARY		19	28	7	3	16	2
MARCH		43	54	10	13	22	9
APRIL		25	33	5	4	21	3
MAY		49	58	22	16	18	2
JUNE							
JULY							
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							
YEAR TOTAL		167	208	54	45	89	20
CLOSED							
		<u><i>Clients</i></u>	<u><i>Cases</i></u>	<u><i>CF / MR</i></u>	<u><i>CM</i></u>	<u><i>TR / DT</i></u>	<u><i>JA / JD / J</i></u>
JANUARY		42	49	12	13	19	5
FEBRUARY		35	42	9	12	20	1
MARCH		31	45	12	11	15	7
APRIL		28	32	4	8	15	5
MAY		35	44	14	12	12	6
JUNE							
JULY							
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							
YEAR TOTAL		171	212	51	56	81	24

DRAFT

Resolution No. _____

**RESOLUTION FOR THE
ADOPTION OF SOCIAL MEDIA POLICY**

- (County of DeWitt
- (STATE OF ILLINOIS

WHEREAS, the County of DeWitt realizes the majority of employees use some form of social media; and

WHEREAS, representations made on social media may be held to be the position of the County of DeWitt on delicate issues; and

WHEREAS, the County of DeWitt recognizes the rights of employees, including the right to discuss workplace issues and the right to organize; and

WHEREAS, DeWitt County employees should be provided guidance as to the conduct that is expected regarding the use of social media.

NOW BE IT DECLARED that the County Board of DeWitt County Illinois passes the following policy and guidelines in respect to social media:

- I. DEFINITION:** Social Media is defined as any internet based service, including but not limited to facebook, twitter, snapchat, Instagram, myspace, individually operated website or blog, and any other internet based service used for the dissemination of information be it by written text, pictures, or the posting of documents.

- II. Professional Use of Social Media**
 - a. County of DeWitt departments and offices may maintain a social media presence as they see fit, and may designate an employee to maintain such presence.
 - b. Prior to representing the County of DeWitt or respective County of DeWitt department or office on any social media an employee must receive permission from the respective department head or elected official.
 - c. No employee shall represent or hold themselves out as the representative of the County of DeWitt or an office or department of the county without the express consent of the department head or elected official.
 - d. In instances where there is not a clearly designated department head or elected official the committee chairman of the county board for the respective committee that oversees the operations of the department or office shall be vested with discretion pertaining to the use of social media.
 - e. In regards to the County Board of DeWitt County discretion shall be vested with the County Board Chairman.
 - f. No personal or private information of any employee or citizen shall be disclosed on social media for any reason, regardless of such information being prohibited or not by any law of the State of Illinois or the United States, unless otherwise authorized by the Freedom of Information Act and such information is posted as an alternative to individual citizens having to request such information through formal requests.
 - g. Postings made on behalf of a department or office shall only pertain to the operations of that individual's department or office, and shall not opine or comment on the operation of any other department of office.
 - h. No postings shall be made that are obscene, contain nudity, threaten or harass any individual be they another employee or elected official or a citizen not employed by the County of DeWitt.
 - i. No individual shall disclose confidential information without the express approval of all individuals made privy to the confidential information. In the case of the County Board a unanimous vote of all members would be required to waive confidentiality.

III. Private Use of Social Media

- a. Employees may use social media as they see fit outside of working hours subject to the guidelines below.
- b. Elected officials and department heads may restrict the use of social media during working hours.
- c. Public profiles may be accessed by any individual, including an employer.
- d. Information and postings on private profiles may be accessed at any time by anyone that has been previously granted access.
- e. Employees are encouraged not to air disputes concerning other employees, as social media may be used as evidence against employees at future proceedings regardless of where and when the posting was done.
- f. Employees do not have the expectation of privacy while accessing social media on DeWitt County equipment and devices.
- g. Postings made outside of working hours may still violate DeWitt County policies pertaining to harassment and discrimination, and may still subject an employee to discipline or termination.
- h. Information the employee, department head, or elected official has should not be disseminated through a private social media account. All Freedom of Information Act responses should be handled through the designated Freedom of Information Act Officer.
- i. Employees are not prohibited from organizing or discussing amongst themselves issues pertaining to their employment using social media, but any such communications may be used against an employee should they be found to violate the handling of confidential information, or be used to harass or discriminate.

Pursuant to a roll-call vote of _____ ayes and _____ nays, such vote being a majority of the members of the DeWitt County Board in attendance and such vote having the required majority of members in attendance voting in favor, this resolution is hereby passed on this _____ day of _____, 2017.

_____ Ritter	_____ Wickenhauser	_____ Ferguson	_____ Reece
_____ Newberg	_____ Perring	_____ Pruser	_____ Redman
_____ Rogers	_____ Nimmo	_____ Tilley	_____ Whitted

County Board Chairman _____
David Newberg

Subscribed and sworn to me this _____ day of _____, 2017

County Clerk: _____

AGENDA FOR THE FINANCE COMMITTEE

Date and Time of Meeting: June 19, 2017 at 6:00 p.m. County Building

1. Call Meeting to Order
2. Persons Wishing to Address the Committee (If requesting action, also list below in section three)
 - a.
3. Items for Discussion and Possible Action
 - a. Approve last month's minutes
 - b. Approve claims
 - c. Travel request – Dan Markwell
 - d. Social media policy
 - e. Hire part time assistant for county administrator
 - f.
 - g.
4. Items for Discussion Only (No Action Requested)
5. Executive Session
 - a. Litigation
6. Motion to adjourn

Posted: June 15, 2017 at 11:10 a.m.

By: Dee Rentmeister