



AGENDA

County Operations Committee

Tuesday, March 26, 2019

@ 1:00 PM

Peoria County Courthouse, Room 402

1. **Call to Order**
2. **Approval of Minutes**
 - February 26, 2019
3. **Informational Items/Reports/Other Minutes/Updates**
 - Workforce Report
 - Minimum Wage update
 - Employee Health Plan
4. **Joint Resolution**
 - FY 2019 IT Odyssey Upgrade Hardware (*joint with Budget Committee*)
5. **Resolution**
 - Drug Testing Policy Revisions
6. **Miscellaneous**
7. **Adjournment**

DRAFT
MINUTES
County Operations Committee
February 26, 2019
@ 1:00 p.m.

MEMBERS PRESENT:	Rachael Parker – Chairman; Gregory Adamson, Kate Pastucha, Steven Rieker, Barry Robinson, William Watkins, Jr.
MEMBERS ABSENT:	Thomas O’Neill
OTHERS PRESENT:	Scott Sorrel – County Administrator; Shauna Musselman – Assistant County Administrator; Alex Kurth - State's Attorney's Office; Randy Brunner – Interim Chief Financial Officer; Angela Loftus, Vicki Willis – Human Resources; Amy Marion – ETSB; Brian Asbell, Doug Gaa – Sheriff; Jessica Thomas - Auditor

Call to Order

Chairperson Parker called the meeting to order at 1:00 p.m.

Approval of Minutes

A motion to approve the executive session minutes of November 26, 2018, December 18, 2018, and January 10, 2019, and regular session minutes of December 18, 2018 and January 10, 2019 was made by Mr. Watkins and seconded by Ms. Pastucha. The motion carried.

Discussion

• **Workforce Report**

Mr. Sorrel noted that the monthly New Hire & Vacancy report presented to the committee has been reworked to more accurately reflect the current workforce, applicants applying for open positions, new hires, and employee separations. He advised that the current report covers applicants, new hires and separations for January 2019 and a comparison of January 2018 and January 2019 figures. He noted increases in both overall applicants and minority applicants from the prior year. He stated that 26 of the 171 individuals who applied for jobs in January were hired. He stated that employee separations were slightly higher in January 2019 than the prior year.

Ms. Parker asked about current open positions, and Mr. Sorrel agreed to add those statistics in the reporting moving forward.

• **Employee Health**

Ms. Musselman provided an overview of the current employee health plan and several upcoming health related policy decisions. She advised that contracts for third-party administrator and pharmacy benefit manager expire at the end of 2019. She stated that county goes through the bid process for those services, and staff anticipates bids going out within the next several weeks. She remarked that the county has current contracts with Unity Point Methodist as PPO, Consociate Dansig as Third-Party Administrator and MedTrak as Pharmacy Benefit Manager.

Ms. Musselman advised that staff is also in the process of reviewing the current plan design for sustainability, financial efficacy, and any need to alter the benefit structure.

Ms. Musselman summarized the objectives and history of the employee health plan, and challenges and next steps for both staff and the County Board. She explained challenges moving forward include plan design and a declining fund balance. She advised that next steps include an employee engagement survey, issuing RFPs for upcoming expiring contracts, and plan design review.

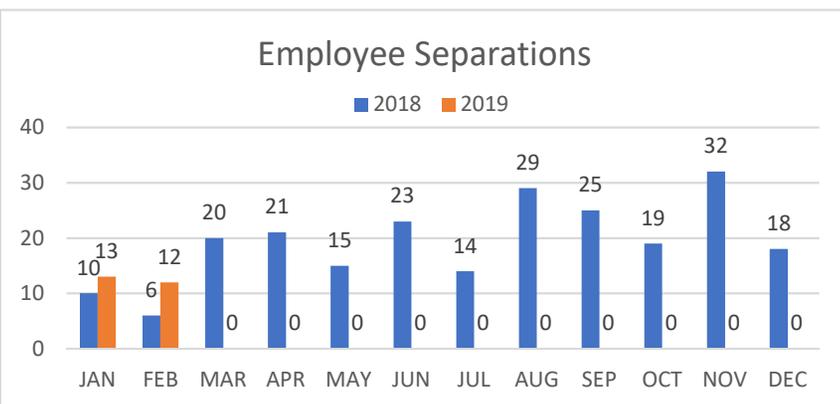
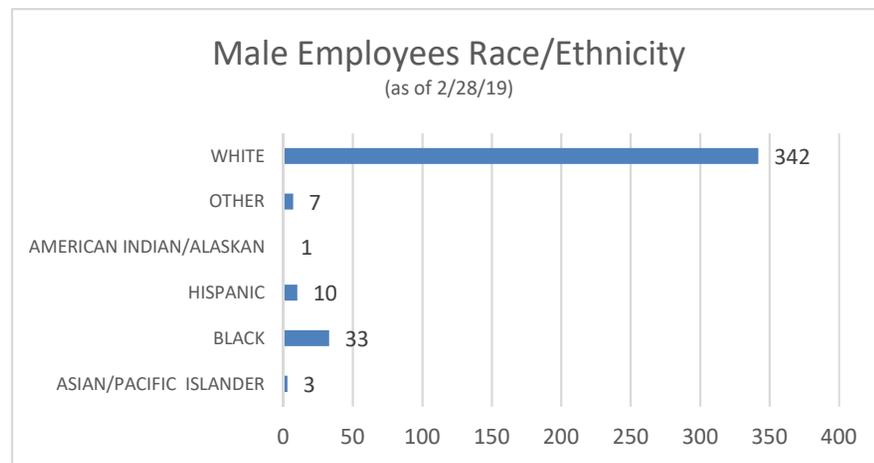
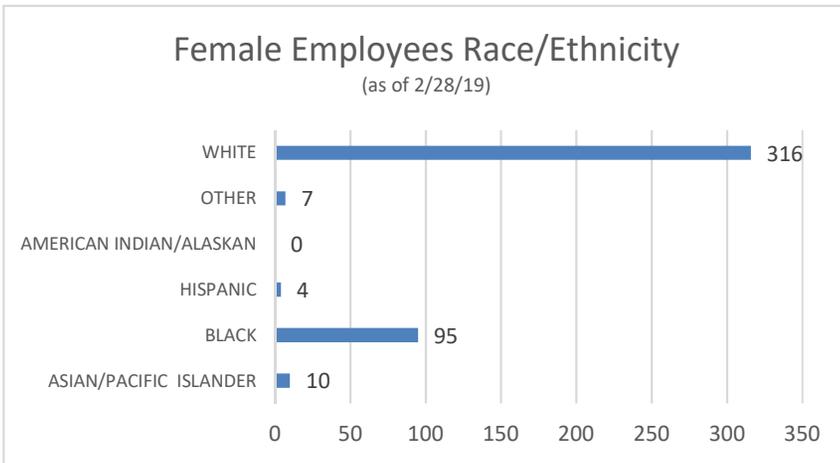
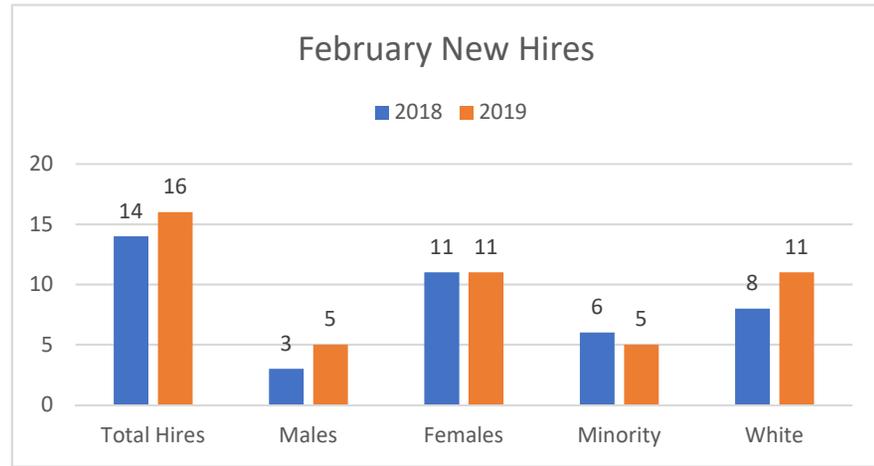
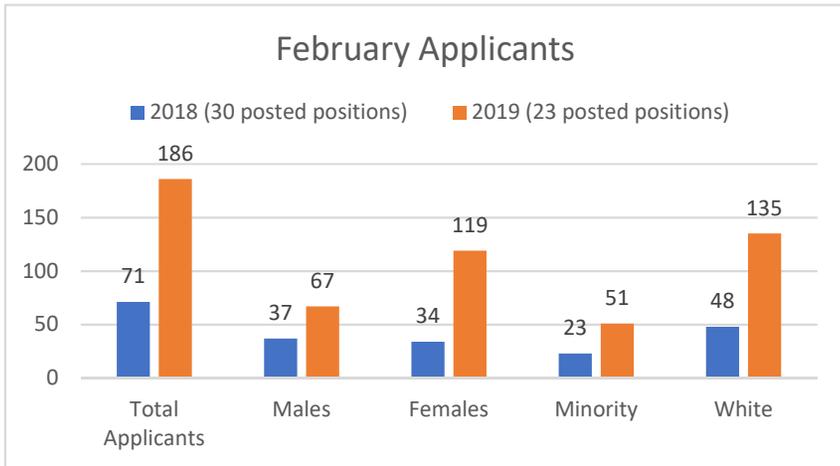
Mr. Adamson asked the current fund balance, and Ms. Musselman advised that the unaudited number falls roughly between \$6 million and \$7 million.

Ms. Parker asked what constitutes an adequate fund balance, and Mr. Sorrel advised that a non-property tax supported fund typically has a requirement of an 18% reserve amount. He stated that the county deviates from that percentage in that staff holds that reserve to a higher level, stressing that on average, one year of claim activity plus one year of prescription activity is in reserves. He noted that by the end of FY 2019, the fund will fall below that threshold. He reiterated the need to revise the design of the plan, as the plan in its current design is not sustainable in meeting or exceeding fund balance policy.

Adjournment

The meeting was adjourned by Chairperson Parker at 1:38 p.m.

County Operations - Workforce Dashboard - March 2019



Top Department Separations

February 2018		February 2019	
HO	6	HO	8
		JDC	2

AGENDA BRIEFING

COMMITTEE: County Operations
MEETING DATE: March 26, 2019

LINE ITEM:
AMOUNT:

ISSUE: Update on Minimum Wage Impact

BACKGROUND/DISCUSSION:

On February 19, 2019 Governor Pritzker signed into law a six-year plan to raise the minimum wage from \$8.25 per hour to \$15 per hour. The schedule is as follows:

- January 1, 2020 \$9.25/hr
- July 1, 2020 \$10/hr
- January 1, 2021 \$11/hr
- January 1, 2022 \$12/hr
- January 1, 2023 \$13/hr
- January 1, 2024 \$14/hr
- January 1, 2025 \$15/hr

Staff has analyzed the impact to the current workforce in terms of raising the starting wage. The majority of the impact is at Heddington Oaks, where 92 employees currently earn less than \$15 per hour. The estimated impact of raising those employees to the new minimum in 2020 is approximately \$12,300. Over the six-year period the impact to Heddington Oaks is \$500k, with the most expensive years being 2023, 2024, and 2025. Across all other departments, except the bailiffs at the Sheriff's Office (who work minimal hours and will not be affected until at least 2021), the anticipated impact is less than \$20k.

While the above estimates reflect current employees, staff is also review all starting rates of pay for vacancies to determine the scope, location and whether union versus non-union. In addition, there may be potential compression issues associated with meeting the new minimums. Those impacts will be presented to the board in the near future.

COUNTY BOARD GOALS:



WORKFORCE DEVELOPMENT

STAFF RECOMMENDATION:

COMMITTEE ACTION:

PREPARED BY: Shauna Musselman, Assistant County Administrator

DEPARTMENT: County Administration

DATE: March 21, 2019

AGENDA BRIEFING

COMMITTEE: Operations Committee
Budget Committee

MEETING DATE: Tuesday, March 26, 2019
Wednesday March 27, 2019

LINE ITEMS:

080-5-080-7-776-55200 Server Hardware and Software \$300,000

ISSUE:

FOR RESOLUTION: Additional Appropriation of \$300,000 to purchase necessary server hardware and software for the upgrade of Tyler Odyssey Criminal Justice System to version 2018.

BACKGROUND/DISCUSSION:

In FY 2018 at year-end, amounts equal to the above were unspent for Odyssey 2018 sever hardware and software. Staff is requesting these unspent funds be appropriated into FY 2019 budget to purchase server hardware and software for the Odyssey 2018 upgrade project that was not included in the adopted FY 2019 budget.

COUNTY BOARD GOALS:

	FINANCIAL STABILITY
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STAFF RECOMMENDATION: Approval

COMMITTEE ACTION:

PREPARED BY: Mark Little, Chief Information Officer

DATE: March 14, 2019

AGENDA BRIEFING

COMMITTEE: County Operations
MEETING DATE: March 26, 2019

LINE ITEM:
AMOUNT:

ISSUE: Drug Testing Policy Revision

BACKGROUND/DISCUSSION:

Under the current drug testing policy, which was adopted in 2005, there are four types of testing conducted: random, pre-employment, post-accident, and reasonable suspicion. Currently, all departments reporting to the County Administrator participate in the random screenings, as well as Veterans Assistance, Health Department and Sheriff's Office. Human Resources coordinates via IWIRC for all departments except Health and Sheriff.

There are approximately 230 employees in the random drug testing pool which is only approximately 1/4 of the total workforce. Each month IWIRC pulls 15 names for a random drug screen. In 2017 and 2018 combined, random drug screens cost approximately \$11,500 and resulted in a total of three positive drug screens over the two-year period.

Historically, the majority of positive results occur in the pre-employment testing phase. Staff is recommending that the drug testing policy remain in effect for all pre-employment, reasonable suspicion, and post-accident screens. Due to the small pool of individuals, the cost, and the data that supports that almost all positive screens are via the other testing methods, staff is recommending that the policy be updated to remove random testing, unless required by law (such as Dept of Transportation at Highway) or collective bargaining agreement. The proposed changes are identified in the attached red-lined version.

COUNTY BOARD GOALS:



WORKFORCE DEVELOPMENT

STAFF RECOMMENDATION:

Approve the revision to the attached Drug Testing Policy.

COMMITTEE ACTION:

PREPARED BY: Shauna Musselman, Assistant County Administrator

DEPARTMENT: County Administration

DATE: March 15, 2019



COUNTY OF PEORIA

III – 16: DRUG TESTING POLICY

In accordance with Peoria County's Drug Free workplace policy, ~~beginning May 1, 2005~~, the following drug testing will be initiated.

III – 16A: SCOPE

This policy shall apply to all current and potential employees of Peoria County.

III – 16B: PROHIBITED SUBSTANCES

The substances covered in this policy include, but are not limited to, illicit drugs, controlled substances without prescription, and alcoholic beverages. An illicit drug shall be defined as one whose use is prohibited or restricted by law.

III – 16C: PRE-EMPLOYMENT DRUG TESTING

Prior to a final hiring decision, individuals applying for employment with Peoria County will undergo drug/alcohol testing. A candidate or transferee from another Peoria County office is also subject to this testing. If the intended candidate fails this testing, he will be eliminated from further consideration for transfer and be subject to the discipline procedure as outlined above. If a candidate refuses to undergo testing within the time frame specified by the employer, the employee will be eliminated from consideration for the position.

III – 16D: REASONABLE CAUSE TESTING

III – 16D.1: If there is reasonable cause to believe an employee's behavior or appearance may indicate alcohol or drug use, a drug/alcohol test will be required. This decision will be made when supervisory or management personnel identify specific behavioral, performance, or physical indicators of possible impairment and/or when an employee's work performance, including an absenteeism problem, creates reasonable suspicion that they are possibly abusing alcohol or drugs. A Peoria County representative will escort the employee to the provider for testing.

III – 16D.2: Employees required to take a drug/alcohol test for reasonable cause will be considered on paid administrative leave pending investigation.

III – 16E: RANDOM TESTING

III – 16E.1: Employees will be subject to drug/alcohol testing on an unannounced and random basis as required by law or collective bargaining agreement. ~~Testing will be conducted at a rate of 25% of employees every six months.~~

III – 16E.2: Employees required to take a drug/alcohol test under random selection will, upon notification, be relieved of their regular assignment long enough to be tested and upon completion of the test be returned to their original assignment. Should the time required for testing go beyond the normal work assignment hours, the employee will be compensated according to their regular pay status.

III – 16F: POST ACCIDENT/POST INJURY

Employees injured while working (with the exception of basic first aid), or any employee who causes an injury to another person, or any employee who damages County property will be required to undergo drug/alcohol testing. Any employee involved in an automobile accident while on County business will be required to undergo drug/alcohol testing.

III – 16G: RETURN FROM LEAVE

Any employee who has been laid-off or on medical leave for longer than three (3) months may be required to undergo drug/alcohol testing upon their return to work.

III – 16H: RETURN FROM REHABILITATION

Any employee returning from drug or alcohol rehabilitation leave shall be tested for illicit drugs upon their return to work. Upon release to return to work, such employees are subject to random drug testing (apart from and in addition to the routine, random testing imposed on other employees)

III – 16I: TESTING PROCEDURE

Testing shall be conducted in accordance with U.S. Department of Transportation (DOT) and State of Illinois testing procedures and standards. Test results will be determined through urinalysis for drugs and urinalysis and/or breathalyzer for alcohol. Testing will be administered at a local occupational health center of the County's choosing. Whenever a specimen is taken, a second (split) specimen shall be retained at the test laboratory for possible confirmatory testing. The untested specimen shall be retained for six months when a positive test result is found.

III – 16J: MANAGEMENT ACTIONS

III – 16J.1: Negative Test Result: A negative test result will result in clearance to return to work for current employees and clearance to continue in the application process for potential employees.

III – 16J.2: Positive Test Result: Any employee who tests positive on any required drug/alcohol test will be suspended immediately without pay until further testing proves negative and will be subject to disciplinary action up to and including termination.

III – 16J.2a: The employee shall have the opportunity to explain or challenge positive test results. If it is deemed necessary by the employee, the split specimen shall be submitted for confirmatory testing at a laboratory of the employee's choice and at the employee's expense. The untested specimen shall be retained for six months when a positive test result is found. If the employee who tests positive does not exercise the right to have the untested specimen reanalyzed during the six-month period, it will be assumed that the employee does not wish to exercise such a right and the untested sample will be discarded.

III – 16J.2b: In the event of a positive test result, the County shall refer the employee to the Employee Assistance Program (EAP) for evaluation of a therapeutic referral, and may also discipline that employee as outlined above. In case the employee refuses a referral to the EAP, or upon referral refuses to participate in recommended therapy, the employee shall be terminated. If a subsequent incident occurs, the employee shall be terminated.

III – 16J.2c: Any employee who is undergoing or has undergone treatment toward rehabilitation for drug or alcohol use, and who has returned to work during or following such treatment, shall be subject to unannounced drug testing for up to twelve (12) months following the beginning of such treatment. A confirmed and validated positive for such test shall be cause for immediate termination.

III – 16J.3: Inconclusive Test Result: In the event of an inconclusive drug test result, the affected employee will be put on leave of absence without pay until conclusive results are returned to Peoria County. If the results from the re-test are negative, the affected employee will be paid at his or her regular rate of pay for the leave of absence days.

III – 16J.4: Refusal to Test: Any employee who refuses drug testing in any circumstance as required/requested by Peoria County, will be subject to disciplinary action up to and including termination.

III – 16J.5: Any employee whose job description requires a valid driver's license who is convicted of a DUI will be subject to disciplinary action up to and including termination.

LETTER OF AGREEMENT

I do hereby certify that I have received the attached Peoria County Employee Drug Testing Policy and Procedure, ~~which came into effect May 1, 2005~~. I further certify that I have read and understand the Policy.

(Name)

(Date)

Print full name

