



**AGENDA FOR STAND-UP MEETINGS OF
THE COMMITTEES OF THE McLEAN COUNTY BOARD
TUESDAY, OCTOBER 15, 2019
ROOM 400 OF THE GOVERNMENT CENTER BUILDING
115 EAST WASHINGTON STREET, BLOOMINGTON, ILLINOIS**

A. FINANCE COMMITTEE

(5:20 p.m. in Room 400 Government Center)

1. Items to be presented for action

- a. Request approval of Resolution of the McLean County Board Authorizing the County Administrator to Offer a Salary Above Policy (Facilities) 2-3
- b. Request approval of Resolution Amending the Funded Full-Time Equivalent Positions Resolution for 2019 General Fund (Facilities) 4

B. EXECUTIVE COMMITTEE

(5:25 p.m. in Room 400 Government Center)

1. Items to be presented for Action

- a. Request approval of Resolution Amending the Funded Full-Time Equivalent Positions Resolution for 2019 General Fund 4
- b. Request approval of appointment of Dracy Pendelton to Bellflower Fire Protection District



To: Honorable Jim Soeldner, Chairman, Finance Committee
Honorable Members of the Finance Committee

From: Camille Rodriguez, Administrator, County Administration

Date: September 26, 2019

Re: Facilities and Custodial Changes: A Justification

For a significant period, Eric Schmitt, Assistant County Administrator, has served as the Facilities Maintenance Director including providing direction and leadership to McLean County's custodial staff. It is the priority of County Administration to ensure that its facilities are maintained and that the needs of County Departments and programs are met, efficiently and with the highest levels of customer service. To that end, it is not feasible for the Assistant County Administrator to continue providing direction and leadership, as a Department Head would provide, to the Facilities portion of McLean County operations.

To accomplish efficiency and utilize existing expertise and resources, I recommend transformation of the Facilities Maintenance Supervisor position to the position of Facilities Director. The shift of leadership will provide the Facilities Maintenance Department with a focus (we estimate at 95%) on preventative and restorative maintenance of the buildings and mechanicals therein. In addition, one position from the Facilities Maintenance Department will move to Custodial, thereby allowing a focus on fulfillment of Department requests.

The changes provide numerous benefits, including timely completion of requested tasks; and, increased communication and attention to the physical plant of McLean County (with intent to prevent costly issues from occurring via regular, preventative maintenance). In addition, an additional custodial staff person can alleviate a back log of small but important requests regarding painting of areas, hanging white boards, or movement of furniture as needed and attention to the outdoor grounds upkeep.

The County Administrator's Office requests the approval of attached FTE Resolution to implement these changes.

RESOLUTION OF THE McLEAN COUNTY BOARD
AUTHORIZING THE COUNTY ADMINISTRATOR
TO OFFER A SALARY ABOVE POLICY

WHEREAS, the County Administrator has requested to reclassify the Facilities Maintenance Supervisor position to Facilities Director, and

WHEREAS, the County Administrator has requested authorization from the Finance Committee to offer a salary above that allowed by policy for the promotion of an employee because the employee will be moving from an hourly position to a salary position; and

WHEREAS, the Finance Committee, at its regular meeting on Wednesday, October 2, 2019, recommended approval of the request of the County Administrator to offer a salary above that allowed by policy for the promotion of an employee; now, therefore,

BE IT RESOLVED by the McLean County Board, now in regular session, as follows:

- (1) That the County Administrator is hereby authorized to offer a salary above that allowed by policy for the promotion of an employee.
- (2) That the County Administrator shall prepare the salary offer to be made above that allowed by policy for the promotion of an employee to fill the position of Facilities Director.
- (3) That the County Clerk is hereby directed to provide a certified copy of this Resolution to the County Auditor, the County Treasurer, and the County Administrator.

ADOPTED by the McLean County Board this 15th day of October, 2019.

ATTEST:

APPROVED:

Kathy Michael, Clerk of the County Board,
McLean County, Illinois

John D. McIntyre, Chair
McLean County Board

**RESOLUTION AMENDING THE FUNDED FULL-TIME EQUIVALENT
POSITIONS RESOLUTION FOR 2019 GENERAL FUND**

WHEREAS, the McLean County Board adopted a Funded Full-Time Equivalent Positions (FTE) Resolution on November 20, 2018 which became effective on January 1, 2019; and,

WHEREAS, the Facilities Management staff includes employees covered under the Funded Full-Time Equivalent Positions (FTE) Resolution; and

WHEREAS, the Administrator's Office recommends the deletion of a Facilities Maintenance Supervisor at 1.0 FTE and the addition of a Facilities Management Director at 1.0 FTE; and

WHEREAS, the Finance Committee at their October 3, 2019 regular meetings recommended the addition of one position and deletion of one position in the Facilities Management Department, and the Executive Committee, at its October 8, 2019 regular meeting recommended approval of these changes in the Full-Time Equivalent Positions Resolution for the 2019 Fiscal Year and thereafter; now, therefore,

BE IT RESOLVED, by the County Board of McLean County, Illinois, now in regular session, that the Funded Full-Time Equivalent Positions be and hereby are amended as follows:

Fund 0001 General Fund
Dept 0041 Facilities Management

<u>Acct</u>	<u>Grade</u>	<u>Class</u>	<u>Class Name</u>	<u>Current</u>	<u>Amend</u>	<u>New</u>
0503	7147	12	Facilities Maintenance Supervisor	1.00	-1.00	0.00
0503	7148	13	Facilities Management Director	0.00	+1.00	1.00

BE IT FURTHER RESOLVED by the County Board of McLean County, Illinois that the County Clerk is hereby directed to provide a certified copy of this Resolution to Facilities Management, County Treasurer, and the County Administrator's Office.

ADOPTED by the McLean County Board this 15th day of October, 2019.

ATTEST

APPROVED:

Kathy Michael, Clerk of the County Board,
McLean County, Illinois

John D. McIntyre, Chair
McLean County Board