



**AGENDA FOR STAND-UP MEETINGS OF
THE COMMITTEES OF THE McLEAN COUNTY BOARD
TUESDAY, SEPTEMBER 15, 2020
ROOM 404 OF THE GOVERNMENT CENTER BUILDING
115 EAST WASHINGTON STREET, BLOOMINGTON, ILLINOIS
(AND VIA REMOTE ATTENDANCE)**

A. JUSTICE COMMITTEE

(5:20 p.m.)

1. Items to be Presented for Action

- a. Request approval of Critical Hire Requests

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B. FINANCE COMMITTEE

(Immediately Following Justice Committee)

1. Items to be Presented for Action-

- A. Request approval of a Resolution Amending the Funded Full-Time Equivalent Positions Resolution for 2020 Fund 0112 Health Department

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OFFICE OF THE ADMINISTRATOR

(309) 888-5110 FAX 888-5111
115 E. Washington St., Room 401 P.O. Box 2400 Bloomington, IL 61702-2400

TO: Honorable Chairman and Members, Justice Committee
FROM: Camille Rodriguez, County Administrator
Michelle Butler, Human Resources Manager
DATE: August 21, 2020
RE: Critical Personnel Hiring Request

Below are critical personnel position requests received by the County Administrator's Office. The positions listed below are budgeted and funded through the end of Fiscal Year 2020.

Circuit Clerk Office

Request to fill 1.0 FTE Circuit Clerk Division Supervisor I

The retirement of a staff member will leave a vacated 1.0 FTE position in the Circuit Clerk's Small Claims Division. The vacated position is primarily responsible for supervising the day-to-day operations of the Small Claims Division; problem solving for the division; performing a portion of the day work; evaluating division-staff performance, writing performance reviews, and managing performance issues; training new hires and cross-training. This position is fully funded through the end of Budget Year 2020.

Request to fill 1.0 FTE Office Support Specialist II position.

The resignation of a staff member will leave a vacated 1.0 FTE position in the Circuit Clerk's Family Division. This position is primarily responsible for reviewing/processing electronically filed court documents; entering filings for the department; filing paper documents; answering telephones, assisting at public counter; assisting Self Represented Litigants with electronic filing; occasionally pulling dockets; electronically filing signed court orders; handling copy requests for attorneys and general public; retrieving courts files from basement storage; data entry and performing other duties assigned

Request to fill a full-time (1.0 FTE) Office Support Specialist II position.

The resignation of a staff member will leave a vacated 1.0 FTE position in the Circuit Clerk's Civil Division. This position is primarily responsible for reviewing/processing electronically filed court documents; entering filings for the department; filing paper documents; answering telephones, assisting at public counter; assisting Self Represented Litigants with electronic filing; occasionally pulling dockets; electronically filing signed court orders; handling copy requests for attorneys and general public; retrieving courts files from basement storage; data entry and performing other duties assigned.



McLean County Health Department
200 West Front Street, Room 304
Bloomington, IL 61701

To: Honorable Susan Schafer, Chairman, Health Committee
Honorable Members of the Health Committee
Ms. Camille Rodriguez, County Administrator

From: Jessica McKnight, McLean County Health Department Administrator

Date: August 24, 2020

Re: Health Department Reorganization

The McLean County Health Department maintains a .40 FTE Communications Specialist (vacant). The Communications Specialist position has been needed to serve as a liaison for local media contacts, and for planning, developing and implementing public health media and community relations materials.

Based on the duties and responsibilities currently needed of this position, a reorganization of the part-time Communication Specialist Position to a full time Health Promotion Specialist is recommended. The McLean County Health Department is requesting a reclassification of the .40 FTE Communication Specialist position to a 1.0 FTE Health Promotion Specialist.

The Health Promotion Specialist would serve as a community resource informing, educating, and empowering citizens to make informed decisions about their health through written materials; public service announcements for radio and television; and presentations for community partners or agencies. The position would communicate about community health education needs, concerns, and resources.

The costs associated with replacing the .40 FTE Communication Specialist position with a 1.0 FTE Health Promotion Specialist position for the remainder of 2020 will require approximately \$3,255 in salary and \$895 in IMRF contributions. The costs of the position can be 100% covered for the remainder of 2020 through the COVID Crisis and COVID Contact Tracing grants through Illinois Department of Public Health (IDPH).

Respectfully,
Jessica McKnight

**RESOLUTION AMENDING THE FUNDED FULL-TIME
EQUIVALENT POSITIONS RESOLUTION FOR 2020
FUND 0112 HEALTH DEPARTMENT**

WHEREAS, the McLean County Board adopted a Funded Full-Time Equivalent Positions (FTE) Resolution on November 19, 2019 which became effective on January 1, 2020; and,

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

WHEREAS, the County Health Department maintains a .40 FTE Communication Specialist; and

WHEREAS, the County Health Department needs someone in a position to serve as a community resource informing, educating and empowering citizens to make informed decisions through written materials, public service announcements and presentations; and

WHEREAS, the County Health Department requests a reclassification of the .40 FTE Communication Specialist to a 1.0 FTE Health Promotion Specialist position; and

WHEREAS, the Finance Committee at its September 2, 2020 meeting and the Executive Committee, at its September 8, 2020 meeting recommended approval of these changes in the Full-Time Equivalent Positions Resolution for the 2020 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 0112 Health
Dept 0061 Health Department
Prog 0067 Health Promotion

<u>Acct</u>	<u>Grade</u>	<u>Class</u>	<u>Class Name</u>	<u>Now</u>	<u>Amend</u>	<u>New</u>
0503	8	8115	Health Promotion Specialist	0.00	+1.00	1.00

Fund 0112 Health
Dept 0061 Health Department
Prog 0067 Health Promotion

<u>Acct</u>	<u>Grade</u>	<u>Class</u>	<u>Class Name</u>	<u>Now</u>	<u>Amend</u>	<u>New</u>
0503	9	8113	Communication Specialist	0.40	-0.40	0.00

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 the County Treasurer and the County Administrator's Office.

ADOPTED by the McLean County Board this 15th day of September, 2020.

ATTEST:

APPROVED:

Kathy Michael, Clerk of the County
Board
McLean County

John D. McIntyre, Chairman
McLean County Board