

Human Resources and Planning Committee
January 12, 2017

The Human Resources and Planning Committee met on Thursday, January 12, 2017 at 7:00 p.m. The meeting was held at the McDonough County Courthouse in the Law Library. Committee members in attendance included Chairman George Dixon, Letha Clark, Mike Cox, Alice Henry, Travis Hiel, Joshua Jefferson, Dave Nissen and Digger Oster. County Board Chairman Scott Schwerer was absent. Others in attendance included Patrick Stout, Gayle Carper, Bill Johnson, Animal Control Officer Kelsey Havens and State's Attorney Matt Kwacala. Beth Jameson was present as recording secretary.

Chairman Dixon called the meeting to order at 7:00 p.m.

Review & Approval of December 15, 2016 Minutes

Member Hiel moved with second by Member Oster that the minutes of December 15, 2016 meeting are approved as submitted. Motion carried on a voice vote.

Animal Control Report

Animal Control Officer Kelsey Havens presented the monthly report. The report included: animal numbers, after hours call out, visit to McArthur School, Pet Photos with Santa and donations. The year-end numbers and comparison to previous years were discussed.

Humane Society Vice President, Bill Johnson distributed a copy of the most recent newsletter and brochure on the Humane Society of McDonough County.

Policies & Procedures/Planning for the Future

State's Attorney Kwacala distributed a copy of the Local Government Travel Expense Control Act. He has drafted an Ordinance and Reimbursement Form that the committee reviewed. All employees and officers must use the same form. Reimbursement limits and guidelines were discussed. The current Employee Handbook per diem amounts of up to \$ 10.00 for Breakfast, up to \$ 12.00 for Lunch and up to \$ 20.00 for Dinner are the guide and all reimbursement must have a receipt. The maximum total amount of reimbursement for a single trip must be set. The maximum of \$ 2,000.00 was the amount determined to include in the Ordinance. Committee members will review the Ordinance and Reimbursement Form and get any ideas/changes to Matt or Beth. A final draft will be presented at next month's meeting for consideration to send to the full Board.

Report of McDonough County Groundwater Protection Education Committee

Member Henry reported that the committee met yesterday. They discussed plans for the three projects this year: sewer medallions, drinking water and conservation day.

Report on GIS Meeting

No report.

Claims

Member Henry moved with second by Member Oster to approve the claims as submitted. Motion carried on a voice vote.

Other

Member Cox moved with second by Member Clark that the meeting adjourns. Motion carried on a voice vote. With no further business to discuss the meeting adjourned at 7:48 p.m.