

**Human Resources and Planning Committee  
February 9, 2017**

The Human Resources and Planning Committee met on Thursday, February 9, 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, Digger Oster and County Board Chairman Scott Schwerer. Others in attendance included Patrick Stout, Gayle Carper, Bill Johnson, Animal Control Officer Kelsey Havens, County Clerk Gretchen DeJaynes 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 January 12, 2017 Minutes**

Member Nissen moved with second by Member Oster that the minutes of January 12, 2017 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 and working with K100 (weekly report) to promote animals at the Shelter.

Humane Society Vice President, Bill Johnson stated that at the annual meeting in January they re-elected the officers for 2017. They will have a feral cat transport spade/neuter on March 30<sup>th</sup>.

**Policies & Procedures/Planning for the Future**

State's Attorney Kwacala asked for input on the Ordinance and Reimbursement Form that the committee received last month. The County roll calls all claims monthly so County Board claims do not require change in the approval process. Discussion was held on claims that are not County Board claims or claims paid by another office than the Accounting office (Elms, 911, Health Department & Court Services) and how they qualify and comply with the Ordinance as "McDonough County employees". The issue of all employees using the same form as required was discussed to the extent-if they have separate procedures and are processed separately. Member Cox moved with second by Member Henry to continue to work on and meet with Department Heads/Elected Officers concerning form and Ordinance. Motion carried on a voice vote.

Following further discussion, County Board Office Administrator was instructed to email the draft form and Ordinance to Department Heads/Elected Officers and ask for comments before February 24<sup>th</sup>.

**Report of McDonough County Groundwater Protection Education Committee**

Member Henry reported that the committee is to meet next week.

**Report on GIS Meeting**

Board Chairman Schwerer reported that he would like to appoint Digger Oster to replace Trevor Toland on GIS at the Board meeting next week.

**Claims**

Member Hiel moved with second by Member Henry to approve the claims with the removal of a duplicate payment to Security Lock for a Shelter lock. Motion carried on a voice vote.

**Other**

Member Hiel moved with second by Member Henry that the meeting adjourns. Motion carried on a voice vote. With no further business to discuss the meeting adjourned at 7:54 p.m.