

Shelby County Board Legislative Committee Agenda

5/16/23

Zoning Office-6:00pm

Roll Call – Jeremy called the meeting to order at 6 pm. Present – Julie Edwards, Martha Firnhaber, Jeremy Williams. Absent – Cody Brands, Heath McCormick.

- 1. Public Comment** – present – Austin Pritchard, Carol Cole, Teresa Boehm – Jeremy asked for Public Body comment – none

2 Discussion and vote on Credit Card Policy – Jeremy sent it to the auditor for review and he received acknowledgment of receipt but the auditor has not had an opportunity to review and get back to us. Bobby recommended sending to auditor. State’s Atty received for review and advised he does not want to be a part of the legislative process. Martha mentioned the auditor firm does have expertise in Governmental Accounting and they may have good feedback. Jeremy did not see in the policy where it specifically states cards currently held need to be turned in. He recommended they be turned in to the board chairman and the Treasurer and/or County Clerk need to get those canceled. Julie said makes sense to turn them in. Martha said she does not believe having them turn current cards into the board chairman because he is not in the court house every day and is not a part of the policy. Martha suggested that the outstanding cards be turned in to the Treasurer or the County Clerk. Carol asked if the cards are in the name of the department head only and if yes, how can the employees use the card. Jeremy believes it best the transactions be by the department head. Carol has an example of Ace Hardware Jake’s Antiques has an account and her employees can sign off on purchases charged to the account. Julie mentioned she could not take Carol’s credit card and use it and sign her name she would need to sign Carol’s name. Martha mentioned that the use of credit cards should be very limited as the preference is to do business where open billing accounts can be used. Jeremy mentioned Amazon no longer allows open billing and that seems to be driving the need for credit cards. Jeremy referenced the finding of fact noting the credit card use needing to be limited. Martha said she thinks the Dive Team/Rescue Squad needs to be removed from the list for the current time until it is determined if they are a true department of the county and put together in accordance with statute. Martha mentioned she believes they need to be removed until we get that squared away. Austin Pritchard said they have a line item in the budget so how can they not be a department. Austin said in 2000 when the Dive Team was formed there was no records of how that played out. Austin said the resolution is being worked on for approval by the SA. Julie asked Austin if he is Dive only or Dive and Rescue. Austin said he is Dive only. Austin said the line item in the budget says both. He said when first formed Dive was an arm of Rescue and due to budgetary constraints they split. Dive Team has 3 line items in budget – equipment and maintenance, utilities and training. Jeremy will add asterisks by Dive Team/Rescue Squad noting dive/rescue will fall under this policy once it is determined they are departments of the county.

2. **Update on Establishment of Social Media Policy – Martha would like table as she has sent an email to HR contact at CIRMA for boiler plate policy for review and consideration to amend to fit Shelby County. No action taken at this time.**

3. **Discussion on Establishment of Whistleblower Policy – Martha recommended to hold off as a Whistleblower boiler plate was also requested from the HR contact at CIRMA. Martha mentioned the Treasurer received a copy of the Jo Davies county whistleblower policy and the Retaliation Against a Whistleblower form. Julie had mentioned that form as she had a copy as well. Kelly from IACBM had sent the information that the Treasurer forwarded to Jeremy and Martha. The policy and form can be shared with the rest of the committee. Jeremy mentioned 740 ILCS 174 is the IL Whistleblower Act and he believes the policy does not need to reiterate the law but rather how the county is going to address. Julie asks where we draw the line regarding the board and responsibility as the board does not manage the day to day operations. Jeremy believes the board sets the policy and the policy should be followed. Julie asked if there were to be a unanimous tip line then who manages that tip line and Jeremy said the policy would outline that and it should be a position or two positions rather than a named person. Martha suggested the CIRMA boilerplate has most likely been reviewed by CIRMA legal counsel and it may give us a good idea of what position. Martha suggests that the State's Attorney makes the most sense but reviewing what we receive from CIRMA may give us guidance. Jeremy asked what if the person filling the position is controversial and Julie and Martha said the policy needs to be written based on positions and not the person as the people filling the position change over time. Martha mentioned if the "go to" person for blowing the whistle is a part of the issue then the policy have a route for the whistleblower to take and that possibly asking Judge Ade Harlow for suggestions for that second position may be a good idea. Julie agreed. Jeremy mentioned he would like the statute cited above be cited in the whistleblower policy. Discussion ended.**

4. **Approval of Tonight's Minutes – Jeremy made the motion to approve minutes as presented. Julie seconded. Discussion – none – Jeremy took vote – passed unanimously.**

Discussion to move Legislative Committee Meetings to the Sherriff's Department as the lack of access to restrooms at the Zoning office is a major concern. Jeremy spoke to Sherriff McReynolds and he would prefer not to use the courthouse as it cuts his deputies on the road in half but he is fine with using his department.

5. **Adjournment – Julie made motion to adjourn. Jeremy seconded. All in favor – passed unanimously.**