

Grundy County Board
Rules of Order and Procedures

December 1, 2022 through November 30, 2024

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I. Description of Grundy County Board Meetings

A. Regular Full Board Meetings

Regular meeting of the County Board shall be held at the Grundy County Administration Center.

Regular meetings of the County Board shall be held on the second Tuesday of June and September and may be adjourned or recessed to the second Tuesday of each month thereafter or upon such day as the County Board shall specify upon motion made, seconded, and carried.

A quorum of the Board is met when ten members are present. The Chairperson shall count as a member for a quorum.

An affirmative vote of a majority of the members present shall be required for the adoption of any motion unless otherwise stipulated in state code or these rules of procedure.

(examples of majority vote:

 If 15 board members present at a full board meeting, 8 affirmative votes needed for a majority vote.

 If 12 members present at a full board meeting, 7 affirmative votes needed for a majority vote.)

Abstentions do not count in tallying the vote negatively or positively; when members abstain, they are in effect attending only to contribute to a quorum.

B. Special Full Board Meetings

Special meetings may be held pursuant to the notice required by state statute at the time, place and in the manner set forth in the statutes. Due to holidays or events, full board meetings may be rescheduled pursuant to notice required by state statute.

C. Organizational Meeting

The County Board shall hold what is to be known as an organizational meeting of the County Board, on the first Monday in December of each even numbered year. The agenda for the organizational meeting shall consist of the election of the Chairperson and County Vice-Chairperson, appointment of members of the board to various standing committees of the board, and the chairperson thereof. Other appointments required by Illinois State statute may be made at the organizational meeting as well.

D. Committee Meetings

Committee meetings shall be held at the location designated on the posted agenda. Due to holidays or events, committee meetings may be rescheduled pursuant to notice required by State Statute.

II. Rules and Procedures at Meetings of Grundy County Board

These rules of order as revised from time to time shall govern the procedures at all meetings of the County Board. The rules of order and procedures of the County Board shall be adopted within ninety days of a regular December meeting in each even numbered year by a majority vote of the members present. In the event that the rules of order and procedures of the Board are silent as to the proper procedure in a given matter, then the procedures set forth in Roberts Rules of Order shall govern.

The rules of order and procedures may be amended by the affirmative vote of 2/3 of all board members. A rule of order or procedure may be temporarily suspended by the affirmative vote of 2/3 of all Board members present.

III. Officers

The County Board shall, at its organizational meeting, choose one of its members as Chairperson for a term of two years, and at the same meeting choose one of its members as Vice-Chairperson for a term of two years. In case of the absence of the Chairperson and the Vice-Chairperson at any meeting, the members present shall choose one of the other members to preside over a meeting of the County Board.

IV. Removal of a Chairperson

- A. A motion for removal shall be in order if made either orally or in writing during the "new business" portion of the agenda incident to a regular board meeting. If the motion achieves a second, a special meeting of the County Board shall be scheduled not more than 14 days after the date of the motion for the sole purpose of reviewing and deciding the pending issue of removal of the County Board Chairperson.
- B. The Vice-Chairperson of the board shall preside at any special meeting convened for the purpose of considering a motion to remove the Chairperson of the County Board and shall not vote. It shall require an affirmative vote of four-fifths (13 votes) of the County Board to remove a Chairperson notwithstanding the number attending the special meeting. The Chairperson retains the right to vote.
- C. In the event of removal or resignation: (a) Chairperson compensation shall be prorated to the date of removal or resignation; and (b) the Vice-Chairperson shall immediately assume the duties without Chairperson compensation; and (c) a new Chairperson shall be elected at the next regularly convened County Board meeting. The member who was removed as Chairperson shall maintain his/her regular County Board seat.
- D. All resolutions or ordinances in conflict herewith are repealed.

V. Removal of a Vice-Chairperson

- A. The Board may remove the Vice-Chairperson by motion made and seconded either written or oral that is presented at a regular meeting. The matter shall be set for discussion and vote at the next regular meeting and a majority of the existing board shall be required for removal.
- B. Removal of a Vice-Chairperson shall be effective immediately upon a successful vote taken for the purpose. In the event of removal or resignation:
 - (a) Vice-Chairperson compensation shall be prorated to the date of removal or resignation; and
 - (b) a new Vice-Chairperson shall be elected at the next regularly convened County Board meeting. The member who was removed as Vice-Chairperson shall maintain his/her regular County Board seat.

VI. Compensation of the Officers and Individual County Board Members

- A. The Chairperson of the County Board shall be compensated at a rate determined by the County Board. The Vice-Chairperson and individual County board members shall receive an annual salary as determined by the County Board, a per diem equal to that of other County Board members per meeting, and be reimbursed for mileage as articulated item D of this section.
- B. The Vice-chairperson shall only receive the above-stated per diem when serving in the Chairperson's absence of any and all capacities. If the Chairperson requests that the Vice-Chairperson attend a meeting, and so endorses this request on the committee meeting attendance sheet, the Vice-Chairperson shall upon the approval of the Finance Committee, receive per diem and mileage.
- C. Members are to contact the administrative staff when they will be absent, if possible, no later than 48 hours before scheduled meeting. In the event that a committee member is not able to attend a meeting, that committee member, with the consent of the Board Chairperson or Vice-Chairperson, may substitute with another member not on the said committee. The Board Chairperson may request that additional members be present for certain meetings. The member substituting shall receive per diem and mileage for said meeting.
- D. Mileage reimbursement is calculated using the designated Internal Revenue Service rate. With the exclusion of regular full board meetings, the committee members shall be entitled to mileage reimbursements, as stated above, which shall be computed and limited to the distance from the members' residence to the place of the meeting and for the return to that residence.
- E. The following activities may be claimed by the Vice-Chairperson and individual board members for per diem and mileage with the exclusion of regular full board meetings.

- 1) Regular and special meetings of the County Board. Attendance is determined in the minutes and shall be listed on the monthly voucher. Mileage cannot be claimed for these meetings.
 - 2) Meetings of Board Committees to which assigned.
 - 3) Meetings of other Board Committees when attendance is requested by the Board Chairperson in order to coordinate activities of the committees or to provide expert information. The Chairperson of a committee, the County Board Chairperson or Vice-Chairperson may appoint a substitute for a member of a committee not in attendance.
 - 4) Meetings of organizations in which the Board holds memberships when so assigned by the Board Chairperson.
 - 5) Meetings or activities of a special committee or task force appointed by the Board Chairperson.
 - 6) Meetings, conferences, or conventions of other organizations when representing the County Board in an official capacity as designated by the Board Chairperson. Meetings, when attendance is strictly optional, even though the invitation resulted from membership on the Board, are not claimable. If those meetings occur over multiple days, one per diem per day may be turned in. Mileage may be claimed in these situations.
 - 7) Attendance at meetings or activities when transacting County business at the request of the Board Chairperson.
- F. If a member attends two (2) or more meetings in any calendar day only one per diem will be paid. The additional meeting(s) should be listed on the voucher with a line through the amount column. Mileage may be claimed for the additional meetings if additional travel is involved.
- G. A County Board Member must attend two-thirds (2/3) of the duration of the County Board and committee meetings (including executive sessions) to be considered present for the purposes of collecting per diem.
- H. Vouchers **must** be submitted to the administrative assistant.

VII. Payroll Voucher Process for All County Board Members

- A. All payroll vouchers **must** be filled out in full and signed by the board member requesting reimbursement within 60 days of the meeting or may forfeit the reimbursement.
- B. Mileage Vouchers can only be submitted for reimbursement once every 60 days.

- C. The payroll voucher **must** be turned in to the administrative assistant at the administrative building who will review the vouchers and remit them to the Finance Committee for approval.
- D. Once the Finance Committee has approved the voucher, the County Clerk will remit them to the Treasurer's Office for payment.
- E. Payment shall occur within two pay periods of Finance Committee approval.
- F. Per IRS rules, travel vouchers **must** be submitted within 60 days to be considered timely. Failure to submit voucher in a timely manner will result in Finance Committee denying the claim.
- G. When attending special/outside meetings, verification of attendance must be provided and included with the voucher when submitted.
 - 1. It is incumbent on the board member to provide adequate evidence of attendance, which includes a sign-in sheet, written letter from the organizer, or other acceptable documentation.
 - 2. The administrative assistant shall not forward a meeting for payment without adequate documentation.
 - 3. County owned vehicles shall be used whenever possible. Use of personal vehicles while a County vehicle is available and suitable for use will not be reimbursed.

VIII. Role and Responsibilities for All County Board Members

- A. Members are encouraged to dress comfortably in business casual attire. Members should use their best judgment to dress with professionalism and not wear anything that would make others uncomfortable. Clothing should not include profanity, , or appear distracting or revealing. Members should use good judgement when deciding whether the attire they wear is appropriate.
- B. Members are to maintain a close alliance with Illinois State Legislators representing Grundy County and to make known to state and federal legislators, the needs and requirements of Grundy County and other local governmental bodies.
- C. Members are not to use Facsimile Signatures or signature stamps when authorizing any type of money transactions, commitment for the payout of money, or when signing any official County documents.
- D. Members are to contact the Administrative Staff when they will be absent, if possible, no later than 48 hours before scheduled meeting.
- E. Members are to start full board meeting and committee meetings including video promptly at the scheduled time.
- F. Member must attend two-thirds (2/3) of the duration of the County Board and committee meetings (including executive session) to be considered present for the purposes of collecting per diem.

IX. Roles and Responsibilities of the Chairperson of the County Board

The presiding officer of the County Board shall be known as the Chairperson of the County Board. The Chairperson of the County Board shall have the following powers and duties:

- A. Partner with all 17 board members, elected officials and department heads and the County Administrator to develop a foundation of trust, integrity, and a spirit of cooperation among all to ensure that the Grundy County residents are served in the best capacity by the County Board.
- B. Lead the challenge of ensuring that all required County services are provided to the public through the most efficient means possible while providing the highest levels of customer service.
- C. Preside at all meetings of the County Board as schedule permits.
- D. Attend as many committee meetings as possible and may participate in discussion at said committee meetings. The Chairperson may not vote at the meetings, except when a quorum of regular members is not present in which instance, he/she may serve as a temporary member and vote. The Chairperson may also cast a vote to break a tie at all meetings.
- E. Appoint all committee members of each County Board committee and the Chairperson and Vice Chairperson thereof. Such appointments shall be with the advice and consent of the Board.
- F. Appoint, with approval of the County Board, the members to various boards, in accordance with State Statutes. Each oversight committee may provide and /or require the provision of such information or documents from any appointee as may be reasonable under the circumstances.
- G. Serve as local liquor control commissioner of Grundy County and may appoint a committee to assist in the exercise of those powers and duties.
- H. Shall have such other powers and duties as the State Statutes or the County Board may direct.
- I. Appoint an Ad Hoc Committee or task force to deal with temporary matters that are not the responsibility of a standing committee.
- J. Appoint board members to represent the County in other organizations.
- K. Remove and replace any committee member for three consecutive absences or malfeasance. Committee replacements shall require the advice and consent of the Board in the same manner as original appointments.

X. Roles and Responsibilities of the Vice-Chairperson of the County Board

After the Chairperson, the next presiding officer of the County Board shall be known as the Vice-Chairperson of the County Board. The Vice-Chairperson of the County Board shall have the following powers and duties:

- A. Partner with all 17 board members, elected officials and department heads and the County Administrator to develop a foundation of trust, integrity, and a spirit of cooperation among all to ensure that the Grundy County residents are served in the best capacity by the County Board.
- B. Co-lead the challenge of ensuring that all required County services are provided to the public through the most efficient means possible while providing the highest levels of customer service
- C. Partner with the Chairperson to ensure that the County has a harmonious plan among all departments and within all committees to achieve overall vision and goals.
- D. In the temporary absence of the Chairperson of the County Board, the presiding officer of the County Board shall be the Vice-Chairperson. The Vice-Chairperson shall have the following powers and duties:
 - 1) Presides at all meetings of the County Board in the absence of the Chairperson.
 - 2) May attend the meetings of all committees of the County Board and may participate in discussions at those meetings, but may not vote at the meeting, nor be counted for the purpose of determining whether a quorum exists, unless he/she is a member of that committee, in which case he/she would have all the rights of a committee member.
 - 3) May also vote at a committee meeting, when representing the Board Chairperson, if the Chairperson would be permitted to vote.
- E. Have such further powers and duties, as the Chairperson of the County Board shall determine.
- F. In the event the Chairperson is unable to continue in his/her duties, the Vice-Chairperson shall immediately assume the Chairperson duties without additional compensation. A new Chairperson shall be elected at the next regularly convened County Board meeting.

XI. Full County Board Meeting Agenda

Any matter of business, including committee reports or recommendations, shall be filed in writing with the County Clerk no later than five days prior to the next Board meeting to ensure a proper place on the meeting's agenda. The County Clerk must provide to each board member a copy of the agenda in written or electronic form. The Chairperson of the Board will have the privilege to alter the order of the prepared agenda.

The regular order in which business shall be considered by the County Board at all meetings of the Board other than special meetings is as follows:

- A. Meeting to be called to order
- B. Pledge of Allegiance to the Flag of The United States of America
- C. Roll Call

- D. Recognitions
- E. Public Comments
- F. Consent Agenda
- G. Regular Agenda
- H. Old Business
- I. New Business
- J. Executive Session (if needed)
- K. Announcements
- L. Review "Something Good for Grundy County"
- M. Adjournment

A consent agenda may be presented by the Chairperson at the beginning of a meeting. Items may be removed from the consent agenda at the request of any member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the member requesting the item's removal from the consent agenda. Expenditure of funds may never be subject to a consent agenda.

XII. Conduct at County Board Meetings

The following rules and procedures are to be adhered to at all County Board meetings:

- A. The Chairperson shall preserve order and decide all questions of order without debate
- B. Every member or guest prior to speaking shall address the Chairperson and confine comments to the question under consideration.
- C. When a question is put, every member shall vote thereon unless a possible conflict of interest is shown between the board member and the matter presented for vote, or if excused by the Chairperson of the Board.
- D. No motion shall be debated or put unless seconded. When seconded, the Chairperson shall state it before being debated.
- E. The Board may, by unanimous consent, group together two or more ordinances and resolutions for the purpose of taking a single vote. During the vote, a Board Member may vote "aye" or "nay" (55 ILC 5/2-1005)
- F. After a motion is stated by the Chairperson or read by the County Clerk, it shall be considered in possession of the Board, but may be withdrawn by the mover on consent of the seconder at any time previous to a decision or amendment thereon.
- G. On most matters, the Chairperson shall have discretion to secure a voice vote. If the vote is all ayes, and no nays, the motion shall carry. If any nays are heard, a roll call vote shall be immediately taken, and the result announced. Votes of the Board involving the approval of the annual budgets and tax levies, the issuance of bonds or other instruments of debt, the purchase of goods or services over \$30K requiring Board action, approval of collective bargaining

agreements, the hiring and termination of employment, and the fixing of salaries shall be by roll call vote.

H. Any one member can demand a roll call vote on any question.

I. **Actions Requiring Super Majority Votes**

- 1) Emergency appropriations shall require a roll call vote of two-thirds (12) of the Members of the County Board. (55 ILCS 5/6-1003).
- 2) All resolutions requesting approval for street vacations shall require a roll call vote of two-thirds (12) of the County Board (55 ILCS 5/5-1036).
- 3) The rules of the County Board may be suspended by motion for a particular purpose by a roll call vote of two-thirds of the board members present.
- 4) A rezoning or text amendment shall not be granted except by the aye vote of 3/4 (14) of all County board members in the event of a legal objection (as determined by the State's Attorney) to the proposed rezoning. Any vote other than the majority or 3/4 (14) aye vote specified above shall operate as County Board denial of the proposed rezoning. (55 ILCS 5/5-12014).

J. A motion for adjournment shall always be in order and shall be decided without debate, except that it cannot be made during the vote of another question or if a member is addressing the Board.

K. The seating arrangement of the Board shall not be changed because of changes in membership. Individual members may change their seats by mutual agreement.

L. All resolutions, proposals or ordinances will be referred to proper committees to study and report before the Board takes action. However, time sensitive issues arising after a committee agenda is posted and requiring immediate Board action may, with the consent of the County Board Chairperson and Committee Chairperson, be placed on the full Board agenda for action. Time sensitive issues are those impacting the immediate public health, welfare, or safety; or items with an externally imposed submittal deadline (ex: grant applications).

M. Action by the Board on any question referred to committee shall be on the original resolution, proposal, or ordinance regardless of the committee report as favorable, unfavorable, or divided.

N. Budget ordinances, tax levies, and fee increases shall be placed on file at a County Board meeting before being voted on at a subsequent County Board meeting.

O. Minutes of any closed sessions shall be reviewed every six months and the determination shall be made whether to continue them closed or to open them to public view.

P. A board member may be appointed to act as the Board Parliamentarian.

Q. A member declared to be out of order by the Chairperson shall immediately cease speaking. The decision of the Chairperson shall be final.

R. Public Comments

The Grundy County Board is pleased to provide an opportunity for the public to comment on issues of importance to the County. The public comment agenda item is always near the beginning of the meeting to provide the opportunity for opinions to be expressed before the Board acts upon issues. In order to provide time for all to be heard and for the Board to carry on its business the following guidelines are provided:

- 1) Email comments may be provided prior to the start of the meeting per the instructions on the posted agenda.
- 2) Persons who wish to comment in person should sign in prior to the meeting on the register sheet at the table just inside the door. Requested information includes name and address. If representing an organization, state the name of the organization.
- 3) Verbal comments should be limited to no more than five minutes. Longer comments may be submitted in writing, 21 copies should be provided.
- 4) Comments should be concise, relevant, reasonably brief, avoiding profanity, and respectful of everyone.
- 5) Disagreements shall not be considered as personal attacks so long as the comments are directed to the issues. Attacks on persons should be ruled out of order and cut off by the presiding Chairperson.
- 6) When comments on a single issue become repetitive, the Chairperson may elect to close comments on that issue.
- 7) Public comments are intended as a means for citizens to convey their thoughts and ideas to the Board. Board members do not respond or debate issues raised but may ask questions to clarify a speaker's position. Since much of the detail work of the Board occurs in committees, citizens are encouraged to attend committee meetings. Meeting schedules are posted on the County's website, at the location of the meeting and in the County Clerk's office in the courthouse.

XIII. Conduct at Committee Meetings

A. Committee meetings and meeting date / time changes shall be by the order of the Board, the Board Chairperson, or at the call of the Committee Chairperson.

- B. The second person appointed to each committee shall serve as Vice Chairperson of such committee.
- C. The County Board Chairperson or Vice Chairperson may appoint a substitute for a member of a committee to use as an alternate to fill in when there is a lack of a quorum in said committee.
- D. The Chairperson of the Committee shall certify that the members attending the meeting signed the attendance sheet in his/her presence.
- E. A quorum of a seven-person committee shall be four members.

(examples of majority vote)

If 6 members present at a committee meeting, 4 affirmative votes needed for a majority vote.

If 4 members present at a committee meeting, 3 affirmative votes needed for a majority vote).

- F. When a quorum of members is not present, the Board Chairperson, shall count as a committee member to establish a quorum.
- G. The Chairperson of a Committee is responsible to ensure that the meeting is conducted in accordance with the open meetings act and each member/guest prior to speaking shall address the Chairperson and then confine comments to the question under consideration.
- H. Each committee whose committee has the responsibility for approving claims shall review monthly budget reports. Substantive variations from budgeted amounts either income or expenses, and the reason for the variation shall be reported to the Finance Committee by the Committee Chairperson.
- I. The Chairperson of a Committee or designee shall prepare and post an agenda in accordance with the Open Meetings Act at least 48 hours in advance for regular meetings and at least 48 hours in advance for special meetings.
- J. The Chairperson of a Committee shall be responsible to ensure that notes are taken, and minutes prepared of each meeting. The administrative assistant or designee available for this duty, when meetings are held during normal office hours and is available for meetings held at other hours when arrangements are made for his/her presence at least two (2) days in advance.
- K. The Chairperson of a Committee shall verify that the Board's administrative assistant or designee calls roll before the meeting and documents members who are in attendance
- L. The Chairperson of a Committee shall hold meetings in accordance with "Robert's Rules of Order".
- M. The Chairperson of a Committee can make or second motions during the meeting and shall also be a voting member of the committee on all items under consideration.

- N. The Chairperson of a Committee shall oversee that the Board's administrative assistant verifies that the minutes of any closed sessions are written and recorded.
- O. Minutes of any closed sessions shall be reviewed every six months and the determination shall be made whether to continue them closed or to open them to public view.
- P. Committees shall promote communications, coordination, and cooperation among each of the departments for which it has oversight authority and the County Board.
- Q. Committees shall assist in determining the recommended budget to the Finance Committee, for the following year, for each of the departments of which it has oversight authority.
- R. A County Board committee member must be present at two-thirds (2/3) or more of the duration of a committee meeting (including executive session) to be considered present for the purposes of collecting per diem.
- S. VOTING:
 - 1) All questions that arise shall be determined by a simple majority voice of those present, except as otherwise provided by statute or these rules.
 - 2) Any member or the Committee Chairperson may demand a roll call vote on any question. The member demanding the roll call vote and the vote of each member shall be recorded in the minutes.

XIV. County Board Committees

The County Board shall have the following committees with the responsibilities listed below. Standing committees shall consist of odd numbered groups of between three to seven members as determined by the Chairperson and approved by the Board.

Finance Committee

- A. Meets the Monday preceding the County Board meeting, and on the Monday two weeks thereafter, or as designated by committee calendar.
- B. Provides general oversight of the treasurer department.
- C. Provide general oversight of the finance department.
- D. Health department presents monthly financial and operational overview to this committee.
- E. The County Board liaison to the Grundy County ETSB shall provide monthly financial and operational updates to this committee.
- F. Reviews and approves the annual appropriation budget of all departments and levy resolutions for the approval by the County Board.
- G. Reviews and approves an annual basis the 5-year Capital Improvement Plan for the approval by the County Board.

- H. Department heads may procure goods and services totaling up to \$10,000 provided the dollar amount is within the approved departmental budget. Committee approval is required for all purchases between \$10,001 and \$30,000. County Board approval is required for expenditures greater than \$30,000. The County Administrator, Committee Chair or County Board Chairperson may approve urgent safety or critical infrastructure needs.
- I. Annual renewal of existing software licenses or software subscriptions shall not require prior committee approval during the terms of the contract.
- J. Department heads of this oversight committee have authority to hire new employees provided the position is in the approved budget and has a job description approved by the Personnel Committee.
- K. Develop annually a rolling five-year financial forecast, including revenue, expenditures and cash balances, and implements plan for long-term solvency of Grundy County.
- L. Establishes and maintains a procurement policy that drives efficiency on a year over year basis.
- M. Examines monthly financial reports and to take such action or make such inquiries as may be necessary to carry out the statutory financial oversight functions of the Board.
- N. Initiates annual audits of various County funds as required by statutes and to investigate any irregularities or problems discovered by such audits.
- O. Initiates special audits of County funds as deemed necessary by the committee.
- P. Reviews recommendation from the Personnel Committee, on an annual basis, to recommend to the County Board salary adjustments for the following budget year.
- Q. Reviews recommendation from the Personnel Committee on all tentatively approved labor union contracts and makes a recommendation on such contracts to the County Board.
- R. Reviews monthly financial claims against the county. The review shall assure that invoices or receipts indicating the date of the charges and/or services support all vouchers. The responsible officer or department head shall have signed vouchers ahead of the meeting. Claims not properly documented shall be returned to the department head incurring the indebtedness for clarification or reconsideration.
- S. Audits and approve claims presented by the board standing committees for each of the departments for which it has oversight authority.

Personnel, Insurance, Education, and VAC Committees

- A. Meets the Thursday prior to the regular County Board meeting or as designated by committee calendar.

- B. Provides general oversight of administration, human resources, veterans assistance commission, and regional office of education.
- C. Department heads may procure goods and services totaling up to \$10,000 provided the dollar amount is within the approved departmental budget. Committee approval is required for all purchases between \$10,001 and \$30,000. County Board approval is required for expenditures greater than \$30,000. The County Administrator, Committee Chair or County Board Chairperson may approve urgent safety or critical infrastructure needs.
- D. Annual renewal of existing software licenses or software subscriptions shall not require prior committee approval during the terms of the contract.
- E. Department heads have authority to hire new employees provided the position is in the approved budget and has a job description approved by the Personnel Committee.
- F. Partners with the loss control provider to develop and implement a robust safety plan for all employees and visitors.
- G. Reviews monthly report from the regional office of education (ROE) and provide feedback to determine how the committee and the ROE can partner together to continuously improve the quality of services provided by the Grundy County school systems.
- H. Reviews monthly report from the Grundy County Veterans Assistance Commission (GCVAC) and provide feedback to determine how the committee and the GCVAC can partner together to continuously improve the quality of services provided to Grundy County veterans.
- I. Oversees Grundy County's responsibility to appropriately provide assistance to indigent military veterans.
- J. Recommends to Finance Committee and County Board annual wage and salary adjustments.
- K. Establishes and maintains an organizational chart of all County offices and departments.
- L. Ensure that job descriptions of each position are accurate for all personnel employed by the County. The Personnel Committee approves all job descriptions, titles, changes, and deletions.
- M. Establishes plan to implement performance-based merit increases for all non-bargaining-unit employees.
- N. Serves as the principal point of contact between Grundy County employees (singly or collectively) and the Grundy County Board on grievance matters and salary disputes in accordance with collective bargaining agreements and employee handbook.
- O. Works within the broadest interpretation of personnel management to continuously improve relationships between all county employees, elected officials and the Grundy County Board.
- P. Interprets and implements the Grundy County Employee Handbook.

- Q. Supervises and review the update, at least every three years, of the Grundy County Employee Handbook, the Department Head Manual, including policies and procedures, and the safety handbook.
- R. Reviews and approves all requests for the creation of new positions and job reclassifications.
- S. Ensures that all employee evaluations are completed on an annual basis.
- T. Review all tentatively approved labor union contracts and make a recommendation on such contracts to the County Board.
- U. Reviews, at least annually, all County health, dental, vision and life insurance benefit programs. Recommends to the County Board premiums, loss ratios and other factors that affect the value and costs of all benefits.
- V. Recommends annual non-union employee contribution rates to Finance Committee and Board for final action.
- W. Recommends practical loss control and prevention measures to minimize health insurance costs.
- X. Ensures that County employees receive adequate information relative to health insurance benefits and the correct method to file claims.
- Y. Proposes changes in the health insurance program to the Finance Committee that affect the County from a financial perspective.

Tax, Geographic Information System, Technology and Elections Committee

- A. Meets the Tuesday prior to the regular County Board meeting or as designated by committee calendar.
- B. Provides general oversight of the supervisor of assessments, GIS, technology, elections departments and clerk's office.
- C. Department heads may procure goods and services totaling up to \$10,000 provided the dollar amount is within the approved departmental budget. Committee approval is required for all purchases between \$10,001 and \$30,000. County Board approval is required for expenditures greater than \$30,000. The County Administrator, Committee Chair or County Board Chairperson may approve urgent safety or critical infrastructure needs.
- E. Annual renewal of existing software licenses or software subscriptions shall not require prior committee approval during the terms of the contract.
- F. Department heads have authority to hire new employees provided the position is in the approved budget and has a job description approved by the Personnel Committee.
- G. Advises the Grundy County Board on all matters relating to growth, including residential, commercial, and industrial growth and the economic opportunities and challenges associated with that growth.

- H. Ensure that the supervisor of assessments develops and implements a plan to review all of the land parcels, in Grundy County, every four years and ensure that the parcel is assessed properly.
- I. Collaborates with the Grundy Economic Development Council and the municipalities in Grundy County to promote business growth.
- J. Coordinates and oversees the operation of the property tax system and recommends periodically beneficial changes in local policies and State laws.
- K. Makes recommendations to the County Board regarding tax matters.
- L. Reviews with the supervisor of assessments relevant pending legislation, taxation issues, and taxes paid under protest.
- M. Partners with the treasurer, county clerk, and supervisor of assessments to promote timely and accurate taxing procedures and the collection and distribution of taxes to the various taxing bodies.
- N. Hears, reviews, and approves requests for tax abatements under the Grundy County Abatement Policy.
- O. Oversees the development and implementation of all new assessment technology as required by the County Board.
- P. Ensures that the IT director maintains all aspects of the Grundy County website in a user-friendly format for the residents to be fully informed of all County business. Ensures that website is updated and maintained on a regular basis to provide efficient, clear information to the public.
- Q. Receives reports, from the technology director, on emerging and developing technology to ensure that Grundy County is adequately positioned to meet its future needs in the most efficient and economical manner.
- R. Reviews purchases, leases, contracts, and rental of all technology in the County including, but not limited to, computers, software, copy machines, office equipment and communication technology.
- S. Meets with the county clerk, prior to elections involving the County and aids the clerk in matters pertaining to elections including the selection of polling places.
- T. Makes recommendations to the Grundy County Board regarding the divisions of township precincts as needed.

Legislative, Law and Justice, EMA, and Facilities Committee

- A. Meets the Wednesday prior to the regular County Board meeting or as designated by committee calendar.
- B. Provides general oversight of the following departments:
 - 1. Circuit Clerk
 - 2. Judiciary
 - 3. Probation
 - 4. Public Defender

- 5. Sheriff
 - 6. Coroner
 - 7. Facilities
 - 8. Emergency Management
- C. Department heads may procure goods and services totaling up to \$10,000 provided the dollar amount is within the approved departmental budget. Committee approval is required for all purchases between \$10,001 and \$30,000. County Board approval is required for expenditures greater than \$30,000. The County Administrator, Committee Chair or County Board Chairperson may approve urgent safety or critical infrastructure needs.
 - D. Annual renewal of existing software licenses or software subscriptions shall not require prior committee approval during the terms of the contract.
 - E. Department heads have authority to hire new employees provided the position is in the approved budget and has a job description approved by the Personnel Committee.
 - F. Recommends policies and ordinances that will promote law and order in Grundy County.
 - G. Serves as a liaison between the judicial system and the Grundy County Board.
 - H. Approves the policies and operations of the emergency management office.
 - I. Oversees the development, revision and implementation of emergency operations plans and makes recommendations to the County Board regarding emergency planning.
 - J. Ensures the enforcement of County, State and Federal laws regarding emergency management and develops new ordinances as needed.
 - K. Participates, as needed, in emergency operations and drills.
 - L. Ensures that all County buildings, offices and conference and board rooms are fully utilized in the most efficient manner to deliver services to the Grundy County residents.
 - M. Supervises the maintenance, repairs and new construction of all facilities owned or leased by the County Board. Makes or oversees the periodic inspections of the physical condition of the County facilities. Reports findings and recommendations to the County Board.
 - N. Establishes and supervises routine inspections of all Grundy County facilities including, plumbing, heating, HVAC, electrical, parking facilities, and landscaping.
 - O. Establishes long term plans for maintenance, repair, and renovation of County facilities. Ensures that the facility manager establishes the

appropriate short-term priority of scheduled maintenance and repair of all county facilities, grounds, and parking lots.

- P. Oversees the development of specifications for any contractual maintenance, repair, or renovation of the County facilities except those facilities overseen by the Highway/Transit/Animal Control Committee.
- Q. Reviews bids for building construction, maintenance, and repair (except those overseen by Highway/Transit/Animal Control Committee) and prepare recommendations to the County Board.
- R. Partners with the Sheriff's office to manage the space allocation within the Courthouse. Manages space allocations within the Grundy County Administration Center as well as all other County facilities to ensure that each department has the right amount of space to effectively deliver necessary services.
- S. Assists the County Board Chairperson in approving the recommendations for persons nominated to various boards for which the County Board is the appointing authority.
- T. Provides recommendations relative to persons seeking office when the County Board is the appointing authority.
- U. Keeps the Grundy County Board informed on all proposed State Legislation affecting the County Board and makes recommendations as to the action the Board should take regarding such legislation.
- V. Assists and advises the Grundy County Board Chairperson in his/her or her role as Grundy County Liquor Commissioner. The committee assists in verifying the qualifications of applicants for new and renewal of liquor licenses applications to ensure:
 - 1. Proper classification
 - 2. Proper Zoning
 - 3. Complaints are managed
 - 4. Proper personal applicant records
 - 5. Compliance with health ordinances
 - 6. Applicants for new and renewal of liquor license must be present at all required committee meetings and full board meetings.
- W. Makes recommendations to the County Board for additional liquor licenses, or deletion of existing licenses and changes in ordinances regulating the operation of liquor establishments or the enforcement thereof.

Highway, Animal Control, and Grundy County Transportation Committee

- A. Meets the second Thursday following the regular County Board Meeting or as designated by committee calendar.

- B. Provides general oversight of the highway, animal control, and the Grundy County Transit System.
- C. Department heads may procure goods and services totaling up to \$10,000 provided the dollar amount is within the approved departmental budget. Committee approval is required for all purchases between \$10,001 and \$30,000. County Board approval is required for expenditures greater than \$30,000. The County Administrator, Committee Chair or County Board Chairperson may approve urgent safety or critical infrastructure needs.
- D. Annual renewal of existing software licenses or software subscriptions shall not require prior committee approval during the terms of the contract.
- E. Department heads have authority to hire new employees provided the position is in the approved budget and has a job description approved by the Personnel Committee.
- F. Reviews and approves a rolling five-year plan for construction, repair and maintenance of County roads and County and township bridges and culverts.
- G. Partners with neighboring counties and developers within Grundy County to develop and implement a strategic infrastructure plan for future growth opportunities.
- H. Provides recommendations of funds needed to implement the plans for construction, repair and maintenance of County / township roads and bridges to the County Board.
- I. Acts as a cross check for the county bridge and county highway accounts, kept by the county treasurer, which are maintained as separate accounts.
- J. Hears requests, petitions, for township bridges and make recommendations to the Board for dispositions or actions.
- K. Authorizes repairs for township bridges, where in the opinion of the committee, emergency action is deemed necessary.
- L. Calls on proper law enforcement agencies to enforce the State Statutes, County laws and ordinances, involving the County highway and bridge system.
- M. Procures, by purchase or condemnation proceedings, all right-of way necessary for the building, repairing or updating of County highways.
- N. Ensures that, on an annual basis, physical inspections of all County owned highways and bridges is conducted.
- O. Oversight of animal control programs, fees, and policies.
- P. Reviews intergovernmental agreements with other units of governments for animal control services.
- Q. Oversight of transportation programs, fees, and policies.
- R. Partners with other governmental agencies to professionally manage the Grundy County Transit System (GTS).

Land Use Committee

- A. Meets the fourth Wednesday of the month, or as designated by committee calendar.
- B. Provides general oversight of the land use and environmental departments.
- C. Department heads may procure goods and services totaling up to \$10,000 provided the dollar amount is within the approved departmental budget. Committee approval is required for all purchases between \$10,001 and \$30,000. County Board approval is required for expenditures greater than \$30,000. The County Administrator, Committee Chair or County Board Chairperson may approve urgent safety or critical infrastructure needs.
- D. Annual renewal of existing software licenses or software subscriptions shall not require prior committee approval during the terms of the contract.
- E. Department heads have authority to hire new employees provided the position is in the approved budget and has a job description approved by the Personnel Committee.
- F. Partners with the Grundy County Economic Development Council, local developers, and advocates to promote business growth within Grundy County.
- G. Reviews and provide recommendations to local municipalities and developers on the feasibility of proposed subdivisions and inspect the sites during development.
- H. Reviews all tentative and final plats to ensure proper zoning, County Code and ordinance requirements, before they are submitted to the County Board for final approval.
- I. Review current building and zoning ordinances as well as changes and amendments and submit for approval by the County Board.
- J. Supervises the enforcement of the building and zoning ordinances and directs the enforcement of the standard operating procedures through legal channels within the scope of the ordinances.
- K. Authorizes the preparation and perpetuation of procedures for the mapping and recording of County zoning.
- L. Oversees the planning for land use, water, sewage, and drainage for Grundy County. The Committee shall review recommendations of the land use department and recommend action to the County Board.
- M. Partners with the Highway Committee and the Grundy County Board of Health in the areas involving construction, zoning, and highways where County health and welfare are affected.
- N. Leads the development and ensures the land use department reviews the Grundy County Comprehensive Plan annually. Partners with the other committees to ensure that a detailed, well thought out plan is implemented for the benefit of the Grundy County residents.
- O. Updates and monitors the implementation of the school site donation ordinance and other impact fees as established.

- P. Oversees the development, revision, and implementation of the County Solid Waste Management Plan and to make recommendations to the board regarding waste management planning.
- Q. Provides the land use director with guidance and direction regarding local implementation of State and Federal laws.
- R. Ensures the enforcement of applicable laws regarding solid waste management and to recommend County ordinances, as necessary.
- S. Coordinates and communicates the mitigation of solid waste and State Statute issues as well as other governmental unit questions or concerns.
- T. Evaluates and prepares recommendations for the Grundy County Board on all matters relating to the environment (e.g. wetland protection, air, water, and land pollution).

PASSED AND ADOPTED THIS 14 day of February 2023

SIGNED:

ATTEST:

Chris Balkema
Grundy County Board Chairperson

Kay T. Olson
Grundy County Clerk