



BOARD ACTION REQUEST FORM

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SECTION 1: PURPOSE

The BOARD ACTION REQUEST FORM is designed to 1) enhance the orderly and efficient conduct of Committee and Board meetings; 2) serve as prior notice to all interested parties; 3) aid the Committee Chairs in meeting preparation; 4) provide the Departments with a mechanism for formal communication with the Board; and 5) aid in the creation of the official record of the meeting.

To request an item be added to a committee agenda, submit the completed FORM and all supporting documentation to the applicable Committee Chair for consideration at least 5 days prior to the meeting date/time.

SECTION 2: OVERVIEW

Subject: Facilities Director **Requested by:** Wendy Ryerson

To Committee(s): Finance **Meeting Date(s)** March 16, 2023

Action Requested (Select One): **Motion** **Resolution** **Ordinance** **Contract Approval**

Executive Session **YES** **NO** **5 ILCS 120/2(c) Exception:** _____

Requestor's Recommended Action:

Motion to approve hiring of the Lee County Facilities Director per the previously approved Maintenance Step Program.

SECTION 3: PROPOSAL

Describe the action requested, including relevant background information, applicable statutory references, potential impact to the County and/or any other departments, and the proposed implementation timeline. Attach additional pages if needed.

The estimated replacement costs of Lee County facilities (excluding LOTS) is estimated to be > \$60 million. In July 2022, the Board approved the Maintenance Step Program with a goal of hiring, training, and retaining skilled employees to maintain these facilities. The proposed Facilities Director (FD) position is responsible for the administration of all department activities, policies, and budgets, for providing daily management/supervision of Department personnel, and for project management. This position will play a critical role in the capital projects which are planned over the next 5 years. We are seeking approval to begin the hiring process ASAP, as it may take some time to identify a candidate with the right skills for the position.

SECTION 4: FINANCIAL IMPACT

Provide specific financial details including revenue or expenses associated with the request and if this is a one-time or recurring expense. If this is an unanticipated (unbudgeted) expense, explain the catalyst for the request. Attach relevant documents such as revenue/expense projections or vendor bids/quotes.

Budgetary Status (check all that apply): **Cost of Proposed Action:** \$ 59,500

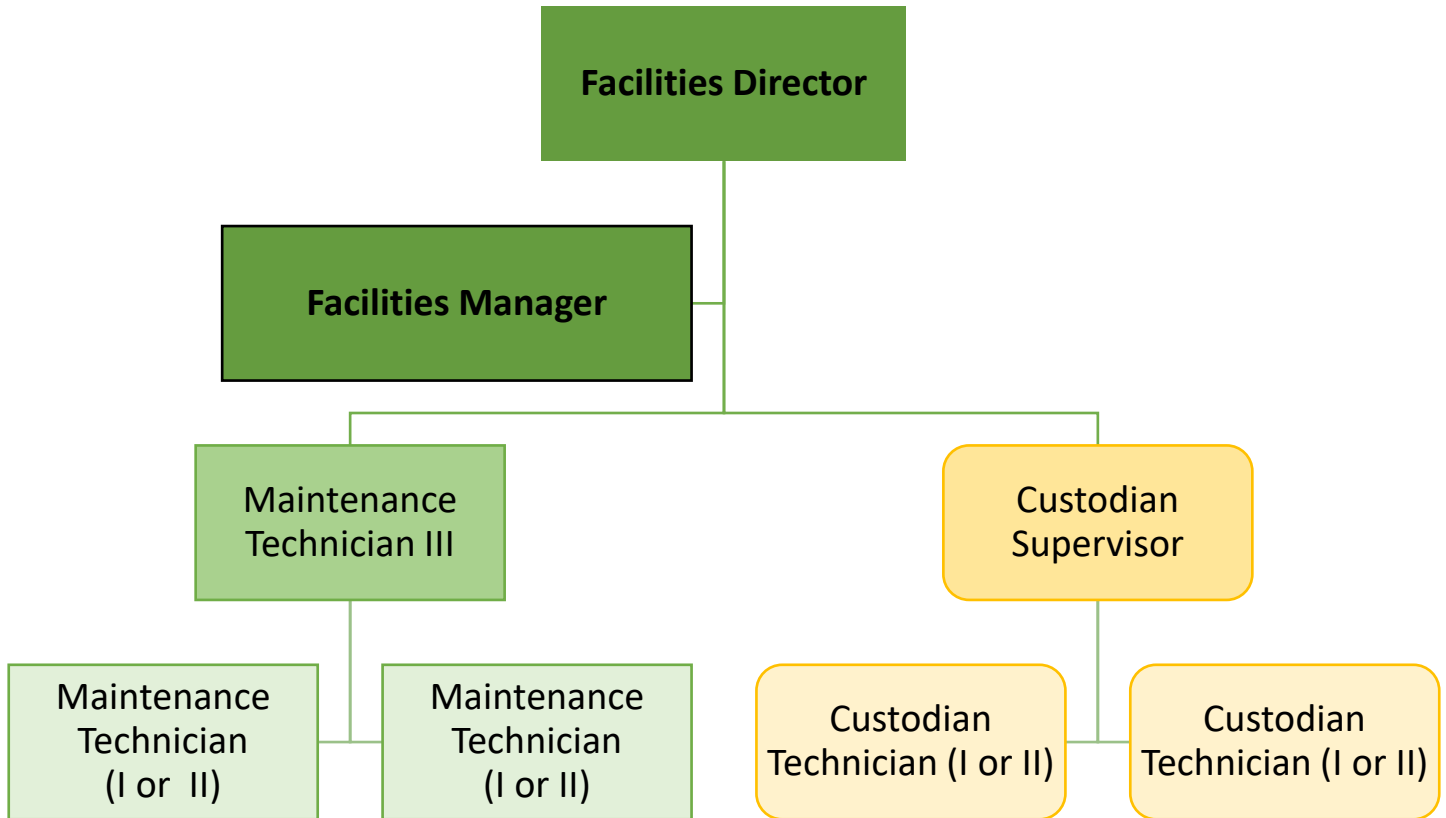
- This action has no budgetary implications.
- Funds are available in this FY budget. Line-item Description/Number 001-010-510013 - Salary FT
- Funds are not budgeted in this FY. Proposed funding source: _____
- If approved, funds will be requested for this action in next year's budget.
- This action will bring in additional revenue of \$ _____ Line-item _____
- This action will reduce expenditures and/or be budget neutral.

FY 2023: Est salary for 6 mo. at highest salary range plus 40% for benefits (including health insurance). Some funds are available in FY23 budget (Maintenance Salaries) due to personnel changes.

FY 2024: Est. salary of \$85,000 (high end of salary range) plus 40% for benefits (including health insurance).

The Facilities Dept. currently has 8 full-time employees. The short-range plan is for a FD, 3 maintenance positions, 3 janitorial positions, and (possibly)1 hybrid (both maintenance & janitorial) position, resulting in a total of 8 positions. Anticipated retirements will offset the estimated cost for FY 2024. Hiring now will allow for ample time to prepare for staff changes and upcoming capital projects.

**LEE COUNTY MAINTENANCE DEPARTMENT
STEP PROGRAM - STRATEGIC PLAN**



GOALS:

- Hire and/or develop a skilled maintenance workforce able to perform necessary facilities maintenance functions
- Establish or enhance cross-training, job shadowing and job training program focused on skills critical to maintenance of Lee County facilities
- Plan/prepare for “hit by the bus” scenarios; succession planning
- Establish a clear plan to motivate employees to improve skills, acquire new competencies and knowledge in order to expand their current responsibilities and perhaps take on new ones; increase workers’ engagement;
- Hire and retain skilled employees.