

MINUTES OF THE MEETING OF THE BOARD OF COUNTY COMMISSIONERS  
OF MONROE COUNTY, ILLINOIS JANUARY 16, 2018

The meeting of the County Commissioners of Monroe County, Illinois was called to order at 8:00 a.m. Chairman Robert Elmore, Commissioner Delbert Wittenauer and Commissioner Vicki Koerber were present.

The meeting opened with the Pledge of Allegiance.

Others present included County Clerk Dennis Knobloch, Sheila Wetzler, along with Press Corps representatives – Joe Leicht of the Monroe County Independent and Alan Dooley of the Republic Times. Also present was Michael Nolte.

There being a quorum present, the meeting was called to order by Chairman Elmore.

There were no public comments.

The following Accounts Payable having been approved for payment, Commissioner Wittenauer moved that the same be allowed and that vouchers be issued against their respective funds of the County Treasurer for payment. Motion seconded by Commissioner Koerber, and so declared. All voting Aye, none Nay, and none Absent. Motion carried.

GENERAL FUND

Ally Rippelmeyer	10.42
American Stamp & Marking Products Inc.	144.31
Americom Imaging Systems, Inc.	176.11
Americom Imaging Systems, Inc.	8,213.26
Americom	9,800.00
Amy Roever	29.94
Benjamin Ettling	173.35
Blackbaud	665.00
Bob Barker Company Inc.	279.71
Coast to Coast Equipment	68.53
Columbia Chamber of Commerce	205.00
Culligan-Schaefer Water Centers	143.69
Da Com Corporation	345.39
Delbert W. Wittenauer	77.21
Dobbs Tire & Auto Centers	93.25
Ed Roehr Auto Radio Co Inc.	6,347.90
Egyptian Workspace Partners	631.23
Galls LLC	186.47
Gateway FS	1,611.10
Gilbert Electric LLC	297.50
Harrisonville Telephone Company	606.63
Illinois Animal Control Assoc.	50.00
John Deere Financial	28.53
Joy M. Hoffmann	35.43
K&D Printing	245.63
Kelton Davis	12,560.18
Kone Inc.	660.74

MINUTES OF THE MEETING OF THE BOARD OF COUNTY COMMISSIONERS  
OF MONROE COUNTY, ILLINOIS JANUARY 16, 2018

Leon Uniform Company Inc.	339.98
Logo's 'N Stitches Inc.	120.00
McCarthy, Leonard & Kaemmerer L.C.	3,412.50
Mid-States Organized Crime Info Ctr	150.00
Monroe County Electric Coop Inc.	437.50
Monroe County General Fund	3,600.00
Motorola	1,209.00
Nabers Shop	1,292.26
Nelson Systems	2,353.75
Norfleet Forensics LLC	3,000.00
Oak Hill	8,748.00
Onsolve	2,007.00
O'Reilly Auto Parts	4.82
O'Reilly Auto Parts	32.68
Prairie Farms Dairy, Inc.	325.22
Public Agency Training Council	295.00
Quality Collision	1,597.95
Quill Corporation	400.35
Rahn's Hometown Auto Repair	178.25
Reliable Sanitation Service Inc.	207.45
Republic-Times LLC	120.00
Secure Document Destruction	40.00
Sure Shine Auto Wash	991.91
Tessco	1,514.51
Thomson Reuters-West Publishing Corp.	773.61
Traughber & Morris LTD	1,483.33
U.S. Bank Equipment Finance	228.90
United Rentals	3,023.80
Waterloo Lumber Company Inc.	157.02
Watson's Office City	668.23
Wex	58.17

AMBULANCE SERVICE FUND

Airgas Mid America	523.71
Arrow International Inc.	2,677.51
Douglas Franklin	83.98
Gateway FS	55.30
Harrisonville Telephone Company	138.41
Medpro Waste Disposal LLC	196.10
Memorial Hospital	43.09
Mertz Ford	667.04
Midwest Warehouse & Storage Inc.	100.00
Motorola Solutions	396.00
Republic Times LLC	12.00
Stryker Sales Corporation	370.98
Waterloo Lumber Co.	6.79
Weir Ford-Mercury LLC	136.50

MINUTES OF THE MEETING OF THE BOARD OF COUNTY COMMISSIONERS  
OF MONROE COUNTY, ILLINOIS JANUARY 16, 2018

Wex	1,716.84
Zoll Medical Corporation	21,406.97

HEALTH TAX FUND

Andrea Kohring	132.98
Colleen Goessling	15.81
Culligan-Schaefer Water Centers	55.13
Harrisonville Telephone Company	319.98
John Wagner	126.44
Penny Dietz	41.42
Stericycle Inc.	278.52
Victoria Kehrer	613.00

HIGHWAY FUND

Al's Auto Waterloo	352.83
Ameren Illinois	52.63
Asphalt Sales and Products Inc.	1,149.60
DataTronics Inc.	188.00
Equipment Service Co. Inc.	420.60
Fountain Water District	28.00
Gateway FS Inc.	220.00
Huels Oil Company	3,374.27
Leaf	299.00
Monroe County Electric Cooperative	1,000.66
O'Reilly Auto Parts	275.28
Paving Maintenance Supply Inc.	350.00
Quill	49.86
Reliable Sanitation Service Inc.	50.60
Scotwood Industries Inc.	3,336.79
Select Propane	60.00
Sidebarr Technologies	48.00
Waterloo Lumber Co.	206.31
Wedge Tire	604.00
Woody's Municipal Supply Company	1,407.03

ROAD DISTRICT MOTOR FUEL

Columbia Quarry Company	11,347.97
-------------------------	-----------

RECORDER'S DOCUMENT FUND

Fidlar Technologies	1,421.00
---------------------	----------

MINUTES OF THE MEETING OF THE BOARD OF COUNTY COMMISSIONERS  
OF MONROE COUNTY, ILLINOIS JANUARY 16, 2018

Aaron Metzger came to the meeting to discuss Highway Department business. He said that all work is now complete on the Gall Road Bridge, and it is time to release the contract retainage in the amount of \$8,863.41 to the contractor, Depew and Owen. Motion was made by Commissioner Wittenauer, with a second by Commissioner Koerber to make the final payment to the contractor. All voting Aye, none Nay and none Absent. Motion carried.

Mr. Metzger presented the Monroe County Highway Department Improvement Plan for years 2018 – 2022, and explained in detail all of the projected work to be done during the next four years.

The minutes from the January 2, 2018 regular meeting were approved upon motion by Commissioner Wittenauer with a second by Commissioner Koerber. All voting Aye, non Nay and none Absent. Motion carried.

The special meeting minutes and the closed session minutes from November 29, 2017 were both approved upon motion by Commissioner Koerber with a second by Chairman Elmore. Chairman Elmore and Commissioner Koerber voting Aye, none Nay, none Absent, Commissioner Wittenauer Abstain. Motion carried.

States Attorney Chris Hitzemann came to the meeting to discuss the use of Social Security numbers by County offices for various purposes. He said several years ago, the State passed a law regulating the use and protection of Social Security numbers, and to be in compliance with that law, the County is required to pass an Ordinance and adopt a policy regarding that use. Motion was made by Commissioner Koerber with a second by Commissioner Wittenauer to approve Ordinance 18-3, Chapter 22 Mandated Policies, Disclosure of Social Security Information. All voting Aye, none Nay and none Absent. Motion carried.

**ORDINANCE 18-3**

**CHAPTER 22 MANDATED POLICIES  
DISCLOSURE OF SOCIAL SECURITY INFORMATION**

22-1-1 STATEMENT OF PURPOSE AND APPLICABILITY. Monroe County (hereinafter referred to in this policy as the “County”) adopts this Identity Protection Policy pursuant to the Identity Protection Act, 5 ILCS 179/1 et seq. The Identity Protection Policy Act requires each local and State government agency to draft, approve, and implement an Identity Protection Policy to ensure the confidentiality and integrity of Social Security Numbers that agencies collect, maintain, and use. It is important to safeguard Social Security Numbers (SSN’s) against unauthorized access because SSN’s can be used to facilitate identity theft. One way to better protect SSN’s is to limit the widespread dissemination of those Numbers. The Identity Protection Act was passed in part to require Local and State government agencies to assess their personal information collection practices, and make necessary changes to those practices to ensure confidentiality. The judicial branch and Clerk of the Court is not subject to the provisions of this policy pursuant to 5 ILCS 179/40.

22-1-2 SOCIAL SECURITY NUMBER PROTECTION PURSUANT TO LAW. Whenever an individual is asked to provide the County with a SSN, the County shall provide that individual with a statement of the purpose for which the County is collecting and using the Social

MINUTES OF THE MEETING OF THE BOARD OF COUNTY COMMISSIONERS  
OF MONROE COUNTY, ILLINOIS JANUARY 16, 2018

Security Number. The County shall also provide the Statement of Purpose upon request. That Statement of Purpose document may be in substantially such form as attached to this Policy or hereafter modified by the County.

The County shall not:

(A) Publicly post or publicly display in any manner an individual's Social Security Number, "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.

(B) Print an individual's Social Security Number on any card required for the individual to access products or services provided by the person or entity.

(C) Require an individual to transmit a Social Security Number over the Internet, unless the connection is secure or the Social Security Number is encrypted.

(D) Print an individual's Social Security Number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the Social Security Number to be on the document to be mailed. SSN's may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend or terminate an account, contract, or policy or to confirm the accuracy of the Social Security Number. A Social Security Number that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

In addition, the County shall not:

(A) Collect, use, or disclose a Social Security Number from an individual, unless:

(1) Required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the Social Security Number is otherwise necessary for the performance of the county's duties and responsibilities;

(2) The need and purpose for the social Security Number is documented before collection of the Social Security Number; and

(3) The Social Security Number collected is relevant to the documented need and purpose.

(B) Require an individual to use his or her Social Security Number to access an Internet website.

(C) Use the Social Security Number for any purpose other than the purpose for which it was collected.

The foregoing prohibitions do not apply where specifically exempted by laws including but, by way of limitations, those exemptions provided for in the Identity Protection Act (5 ILCS 279/1 et seq.). the County may disclose SSN's to other governmental agencies or to its own agents, employees, contractors, and subcontractors if the disclosure is necessary for the entity to perform its duties and responsibilities. However, if a government contractor or subcontractor requires the SSN of employees to perform the work for which they are contracted they will be required to present the County with a copy of their policy dealing with the protection of those SSN's.

22-1-3 REQUIREMENT TO REDACT SOCIAL SECURITY NUMBERS. The County shall comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's Social Security Number. The County shall redact social security number from the information or documents before allowing the public inspection or copying of the information or

MINUTES OF THE MEETING OF THE BOARD OF COUNTY COMMISSIONERS  
OF MONROE COUNTY, ILLINOIS JANUARY 16, 2018

documents. However the Act does not apply to documents that are recorded by the County Recorder or required to be open to the public under any law, rule, or the Constitution of the State of Illinois.

When collecting Social Security Numbers, the County shall request each SSN in a manner that allows the SSN to be easily redacted if required to be released as part of a public records request. "Redact" means to alter or truncate data so that no more than five sequential digits of a Social Security Number are accessible as part of personal information.

22-1-4 EMPLOYEE ACCESS TO SOCIAL SECURITY NUMBERS. Only employees who are required to use or handle information or documents that contain SSN's in the performance of their essential duties will have access to such documents. All employees who have access to SSN's are trained to protect the confidentiality of SSN's from the time of collection through the time of destruction.

22-1-5 OTHER PROTECTIONS. In addition to the above protections the County will also take affirmative measures to protect SSN's in any format including, but not limited to, hardcopy, computer records, and computer transmissions. They will assure that all vendors to whom they provide or transmit SSN's have policies and equipment in place to reasonable protect the SSN information that is being provided to them. Electronic transmissions will be verified to be secure or SSN's will be encrypted.

A copy of this policy shall be available to employees or the general public upon request.

Motion: Koerber  
Aye: Three  
Absent: None

Second: Wittenauer  
Nay: None

---

Robert Elmore, Chairman

---

Dennis M. Knobloch, County Clerk

---

Delbert Wittenauer, Member

---

Vicki Koerber, Member

Mr. Hitzemann said he is also working with the Zoning office and Assessor's office to make sure the County has the proper regulations in place for Solar Farms. He said he has done some research on the subject, and hopes to have information to the Board by the next regular meeting. Mr. Hitzemann said he has also reviewed the County's Wind Farm ordinance, and it appears to be fully compliant with the current laws.

Carla Heise came to the meeting to discuss Ambulance Service Business. She presented a graph showing call volume for the last few years, showing that call volume in 2017 was at 2,214, slightly down from 2016 when there were 2,245 calls. Ms. Heise said they have also done some

MINUTES OF THE MEETING OF THE BOARD OF COUNTY COMMISSIONERS  
OF MONROE COUNTY, ILLINOIS JANUARY 16, 2018

research, and 50% of the calls are for people 65 years of age or older, and most calls are for health reasons – not accidents.

Ms. Heise said the REJIS IT tech who has been the most reliable, will be retiring soon, so she is going to do some research on contracting with another IT support company – possibly the same one being researched by the Sheriff. She also said she will be heading to Texas at the end of the month for more training. Ms. Heise said that the activities celebrating the 40<sup>th</sup> year of the Ambulance Service will begin on January 27 with the Blood Drive, and she asked if the Commissioners would be willing to help out during the Anniversary celebration at the Annex Building in May.

Ms. Heise said that all ambulances are now in functioning order, and she expects to have the remount unit back in service by the middle to end of February. She said she has also checked on various towing companies just in case that type of service is needed in the future.

A group of folks gathered in the County Board Room for the swearing in of several Sheriff's Department personnel. Sheriff Rohlfing conducted the ceremony by swearing in Captain James Lansing, Lieutenant Mike Origliosso and Deputy Scott Kohl.

Motion was made by Commissioner Wittenauer with a second by Commissioner Koerber to reappoint Don Schrader and Ron Mueller to the Monroe County Local Emergency Planning Committee. All voting Aye, none Nay and none Absent. Motion carried.

**RESOLUTION 18-2**

BE IT RESOLVED by the Board of County Commissioners of Monroe County, Illinois that the following individuals be reappointed to the **Monroe County Local Emergency Planning Committee**, for a term of three years with term to commence on January 1, 2018 and term to expire on December 31, 2020 or until a successor is appointed and has qualified.

Don Schrader  
5469 Kaskaskia Road  
Waterloo, IL 62298

Ron Mueller  
601 Glendell Lane  
Waterloo, IL 62298

Passed by the Board of County Commissioners of Monroe County, Illinois at Waterloo this 16<sup>th</sup> day of January, 2018.

Motion: Wittenauer  
Aye: Three  
Absent: None

Second: Koerber  
Nay: None

---

Robert Elmore, Chairman

---

Dennis M. Knobloch, County Clerk

---

Delbert Wittenauer, Member

MINUTES OF THE MEETING OF THE BOARD OF COUNTY COMMISSIONERS  
OF MONROE COUNTY, ILLINOIS JANUARY 16, 2018

---

Vicki Koerber, Member

Motion was made by Commissioner Wittenauer with a second by Commissioner Koerber to appoint Don Sutter of the Columbia Fire Department to the Monroe County Local Emergency Planning Committee. All voting Aye, none Nay and none Absent. Motion carried.

**RESOLUTION 18-3**

BE IT RESOLVED by the Board of County Commissioners of Monroe County, Illinois that **Don Sutter (Columbia Fire Department)**, 1020 North Main Street, Columbia, Illinois be appointed to the **Monroe County Local Emergency Planning Committee**, for a term of three years with term to commence on January 16, 2018 and term to expire on December 31, 2020 or until a successor is appointed and has qualified.

Passed by the Board of County Commissioners of Monroe County, Illinois at Waterloo this 16<sup>th</sup> day of January, 2018.

Motion: Wittenauer  
Aye: Three  
Absent: None

Second: Koerber  
Nay: None

---

Robert Elmore, Chairman

---

Dennis M. Knobloch, County Clerk

---

Delbert Wittenauer, Member

---

Vicki Koerber, Member

Motion was made by Commissioner Wittenauer with a second by Commissioner Koerber to reappoint Karin Callis to the Monroe County Planning Commission. All voting Aye, none Nay and none Absent. Motion carried.

**RESOLUTION 18-4**

BE IT RESOLVED by the Board of County Commissioners of Monroe County, Illinois that **Karin Callis** be reappointed to the **Monroe County Regional Planning Commission**, for a term of three years with term to commence on January 1, 2018 and term to expire on December 31, 2020 or until a successor is appointed and has qualified.

MINUTES OF THE MEETING OF THE BOARD OF COUNTY COMMISSIONERS  
OF MONROE COUNTY, ILLINOIS JANUARY 16, 2018

Passed by the Board of County Commissioners of Monroe County, Illinois at Waterloo this 16<sup>th</sup> day of January, 2018.

Motion: Wittenauer  
Aye: Three  
Absent: None

Second: Koerber  
Nay: None

---

Robert Elmore, Chairman

---

Dennis M. Knobloch, County Clerk

---

Delbert Wittenauer, Member

---

Vicki Koerber, Member

Motion was made by Commissioner Wittenauer with a second by Commissioner Koerber to appoint Columbia Fire Chief Mike Roediger to the 9-1-1 Emergency Telephone System Board to replace Scott Soma. All voting Aye, none Nay and none Absent. Motion carried.

**RESOLUTION 18-5**

BE IT RESOLVED by the Board of County Commissioners of Monroe County, Illinois that **Fire Chief Mike Roediger**, Columbia Fire Protection District, 208 S. Rapp Avenue, Columbia, Illinois be appointed to the **9-1-1 Emergency Telephone System Board**, replacing Scott Soma, with the term to commence on January 16, 2018 and term to expire on December 1, 2021 or until a successor is appointed and has qualified.

Passed by the Board of County Commissioners of Monroe County, Illinois at Waterloo this 16<sup>th</sup> day of January, 2018.

Motion: Wittenauer  
Aye: Three  
Absent: None

Second: Koerber  
Nay: None

---

Robert Elmore, Chairman

---

Dennis M. Knobloch, County Clerk

---

Delbert Wittenauer, Member

MINUTES OF THE MEETING OF THE BOARD OF COUNTY COMMISSIONERS  
OF MONROE COUNTY, ILLINOIS JANUARY 16, 2018

---

Vicki Koerber, Member

Motion was made by Commissioner Wittenauer with a second by Commissioner Koerber to adopt a Proclamation Commemorating January 21, 2018 to January 27, 2018 as Monroe County School Choice Week. All voting Aye, none Nay and none Absent. Motion carried.

The group “Waterloo Citizens for a Pool” submitted a request for use of the Courtyard and Bandstand on Saturday, March 17 from 8 a.m. to Noon for a 5K run/walk. Michael Nolte, spokesman for that group, was also present for the discussion. Commissioner Koerber said she had been working to revise the application form, but hasn’t yet completed that process. She said she was still concerned about various groups using the Courthouse grounds and leaving a mess and/or causing damage to the facilities. There was considerable discussion regarding the removal of trash, etc. Mr. Nolte said he would be willing to sign a revised form with the added language to protect the County, including getting rid of any and all garbage following the event, and they have also made arrangements to have Porta-Johns available for the event. Motion was made by Commissioner Wittenauer with a second by Commissioner Koerber to approve the permit for use of the Courthouse grounds on Saturday, March 17. All voting Aye, none Nay and none Absent. Motion carried. There was also discussion of whether the bathrooms under the Bandstand would continue to be made available to the groups who rent the Courthouse grounds. Brian Hooten will update the Board on the condition of the bathrooms at one of the February regular meetings.

Americom representatives, including Dave Dillenberger, Brandon, plus Peter on speaker phone, came to the meeting to discuss their IT support for Monroe County. Also in attendance were Annmarie Marcuson and Sheriff Neal Rohlfing. Chairman Elmore asked if all of the email accounts were now set up by office. Brandon said much of the work is complete, but there are still a few of the emails that have to be set up. Chairman Elmore said the County had just approved payment of the bill to Americom for \$9,800 for conversion of the email files to Microsoft 365 for archiving of the County emails. Chairman Elmore questioned the note on the bill regarding the additional monthly amount of \$400 plus. Peter from Americom said this was because the original inventory of the County emails indicated there were 76 existing accounts, and Americom did their billing calculations on that amount. Once the work began, there were actually 125 County email accounts. Commissioner Koerber asked if there were 50 additional email accounts created? Ms. Marcuson said this was a result of the Department Heads being told by the County Board that each employee would have to have an email account. Peter indicated that the \$400 amount was just an estimate, and this amount could be as high as \$600 monthly, and he was going to work with Annmarie to set this up as a monthly credit card payment.

Ms. Marcuson said she was told by the people at dot-gov that she would need to go through HTC to set up this new email system. Americom later told her that she didn’t need to go through HTC, and this could result in some extra fees for the County. Ms. Marcuson said she was upset that no one told her how this should be done. She said after all the hard work to monitor the HTC bills, she wanted to make sure we don’t pay extra fees to them that shouldn’t be paid. Peter said right now HTC is just a name server for the new system, and once the system is fully converted to the new email system, there should be no additional fees from HTC.

MINUTES OF THE MEETING OF THE BOARD OF COUNTY COMMISSIONERS  
OF MONROE COUNTY, ILLINOIS JANUARY 16, 2018

Mr. Knobloch asked how this will affect the existing email addresses, since it will take a little time to change business cards, stationary, etc. He said he was concerned that the old email addresses continue to be recognized for some time so these emails don't get lost. Commissioner Koerber asked if that means we are going to keep HTC on board for another six months? Peter said you will need to continue to pay HTC as long as you want to keep these old email addresses live, and that decision is usually made at the preference of the local customer as to how long they continue with the old service. Mr. Knobloch said that is a cost of doing business to keep these emails live for some period of time.

Chairman Elmore said he also wants to see the new website brought on line by Marketicity, and these new email addresses are an important part of that – how soon can Americom have the email addresses complete so the website can be started. Commissioner Koerber asked if this work could be done by February 5, allowing the website to be rolled out on February 6. Brandon said most of the work can be done by that time as long as they have all of the requested information from the individual offices as soon as possible. Chairman Elmore said we've got three weeks, and he would like to see the website go live by February 6.

Brandon said he thinks the County should work at shortening the email addresses. Chairman Elmore said each Department should have one generic email address, and then personalized email addresses for the employees. Mr. Knobloch said he plans to set up his office email addresses by function, like elections or vital records, and this would save money and effort if and when employees retire or are replaced. Brandon said he would like each Department to send him a list of the emails they want so he doesn't have to go around the building to knock on each door to get that information, and he will need that information as soon as possible to have everything complete by February 5.

There was discussion of how to set up the email addresses – first initial / last name or first name / last initial. Commissioner Koerber said she thinks we need to use the same pattern Countywide. Mr. Knobloch asked if the County Board was going to tell the Department Heads how they should set up the email addresses. There was a considerable amount of discussion regarding how email addresses should be set up and whether or not every County employee needs to have an email address. Mr. Knobloch said the County Board still needs to make a decision as to whether or not all employees need an email address, because two different answers have been given.

There was discussion regarding some billing discrepancies related to Americom services. After hearing the details, Mr. Dillenberger said to contact him if there are any problems. And he would make sure they get taken care of.

The Americom representatives left the meeting.

Commissioner Koerber said decisions need to be made about the email routine – how to set up names and whether or not every employee needs to have email. Sheriff Rohlfing said his Deputies would have use for individual emails, but the jailers and dispatchers probably could share one email address. He said under the HTC system, the jailers and dispatchers did share an email address for the function – one for jailers and one for dispatchers.

MINUTES OF THE MEETING OF THE BOARD OF COUNTY COMMISSIONERS  
OF MONROE COUNTY, ILLINOIS JANUARY 16, 2018

Lisa Fallon joined the meeting. She said she would rather set up her email addresses by employee name. She said that would also make communications among offices much easier, so you don't have to guess who you are contacting, if the name is not included in the email address.

Commissioner Wittenauer said all of this discussion is the reason that we should have one County IT person doing this work rather than paying an outside company. With our own IT person, they could do whatever they need to do whenever they need to do it, and we wouldn't have to pay extra fees.

Ms. Marcuson said to get this all finished, how do we proceed? Chairman Elmore said everything is up to the individual Department to set up their email addresses by employee name or by employee function. Also it is up to the Department Head to decide whether all of their employees need to have email addresses. Ms. Marcuson said she will send an email to all Department Heads later day.?? Following discussion, the suggested name layout would be first initial and last name.

There being no further business to come before the Board, motion to adjourn was made by Commissioner Koerber with a second by Commissioner Wittenauer. All voting Aye, none Nay and none Absent. Motion carried.