

HUMAN RESOURCES COMMITTEE
McHenry County Administration Building
667 Ware Road
Woodstock, IL 60098

MINUTES OF MONDAY, JULY 11, 2005

Chairman Orphal called the committee meeting to order at 8:30a.m. with the following members present: Lyn Orphal, Chairman; Ann Gilman; Tina Hill; John Jung; and Anna May Miller. Sue Draffkorn arrived at 8:33a.m. Ed Dvorak was absent. Also in attendance: Ralph Sarbaugh, Associate County Administrator-Finance; Peter Austin, Administrator; John Labaj, Deputy County Administrator; Pat McNulty, Health Department; John Kelly, Special States Attorney for Labor Agreements; and the press.

Lyn Orphal, Chairman
Sue Draffkorn Ed Dvorak
Ann Gilman Tina Hill
John Jung, Jr. Anna May Miller

MINUTES OF PREVIOUS MEETING

Committee members reviewed the committee minutes of June 27, 2005, June 30, 2005 and the Joint Finance and Audit and Human Resources Committee minutes of July 7, 2005. Ms. Miller made a motion, seconded by Mr. Jung to approve the Committee minutes from June 27, 2005, June 30, 2005 and the joint minutes from July 7, 2005. The motion carried with all members present voting aye on a voice vote.

PUBLIC PARTICIPATION

None

NEW BUSINESS

Health – Resolution authorizing a Temporary Increase to a Health Department employee for the FY04/05 budget: Committee members reviewed a Resolution authorizing a temporary increase to a Health Department Employee for the FY04/05 budget. This is an employee who has assumed the supervisory duties at Animal Control. This is for a short period until the position is filled. As soon as a new supervisor is hired she will return to her own position. Mr. McNulty stated this not unusual in the Health Department. Mr. Jung made a motion, seconded by Ms. Hill to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote. (Gilman, Miller, Orphal, Hill, Jung)

Ms. Draffkorn arrived at 8:33a.m.

Health – Resolution authorizing the creation of one full time position and an emergency appropriation to the Health Department's FY04/05 budget: Committee members reviewed a Resolution authorizing the creation of one full time position and an emergency appropriation to the Health Department's FY04/05 budget. Ms. Hill made a motion, seconded by Ms. Miller to recommend approval of the above Resolution as presented. Committee members stated they made the motion in order to enter into discussion regarding this resolution. Committee members stated they did not feel comfortable creating a new position for an individual, who has stepped down as supervisor, when there continued to be problems within the Animal Control Department. The motion failed with all members present voting nay (Gilman, Miller, Hill, Jung, Draffkorn, Orphal)

State's Attorney – Resolution authorizing salary adjustments to three State's Attorney employees who fall below the floor of their assigned grade and range: Committee members reviewed a Resolution authorizing salary adjustments to three State's Attorney employees who fall below the floor of their assigned grade and range. Upon review of the State's Attorney's departmental roster, it has been found that three employees hired last fall and early winter were hired under the 2003-2004 grade and range rates in error and now fall below the minimum entry level rate for the grade they are assigned to. Ms. Miller made a motion, seconded by Ms. Draffkorn to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Gilman, Miller, Hill, Jung, Draffkorn, Orphal)

Labor Agreement Approval: Committee members reviewed the tentative labor agreement for Unit I Sheriff Deputies. Mr. Kelly informed committee members that the final draft of the agreement has not been received. Annual raises of 3%, 3.5% and 4% were part of the agreement. Raises will be retroactive to December 1, 2003. The health insurance premiums will remain the same. The contract lasts until November 30, 2006. Mr. Sarbaugh stated this will have no impact to the budget as these increases have been budgeted for.

Resolution authorizing Susan Marie Connor, Attorney and Counselor at Law to revise the personnel policies of the County of McHenry: Committee members reviewed a Resolution authorizing Susan Marie Connor, Attorney and Counselor at Law to revise the personnel policies of the County of McHenry. Ms. Gilman made a motion, seconded by Mr. Jung to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Gilman, Miller, Hill, Jung, Draffkorn, Orphal)

OLD BUSINESS

Resolution authorizing the appointment of a Human Resource Director: Committee members reviewed a Resolution authorizing the appointment of a Human Resource Director. At the last committee meeting committee members directed Mr. Austin to enter

into negotiations to hire a Human Resource Director. He informed committee members of a couple typographical errors in the Resolution. Ms. Hill made a motion, seconded by Ms. Miller to recommend approval of the above Resolution as presented. The motion carried with all member present voting aye on a roll call vote (Gilman, Hill, Miller, Jung, Draffkorn, Orphal) Committee members requested Mr. Austin check the references of the proposed director. He stated that the new director will start at the county on July 25th.

EXECUTIVE SESSION:

Ms. Gilman made a motion, seconded by Ms. Miller to enter into executive session at 10:00a.m. to discuss personnel and labor negotiations. The motion carried with all ayes on a roll call vote (Miller, Hill, Draffkorn, Gilman, Jung, Orphal)

Ms. Gilman made a motion, seconded by Ms. Miller to return to regular session at 9:34a.m. The motion carried with all ayes on a roll call vote (Miller, Hill, Draffkorn, Jung, Gilman, Orphal)

REPORTS

Mr. Sarbaugh informed committee members that he had spoken to the Management Services Committee about adding a line to the appointment application that states "if appointed to this board, would you follow the policies of the County?" He stated this is specifically being discussed regarding the Mental Health Board and the Board of Health. The Management Services Committee felt we were trying to control these boards too much and suggested the Human Resources Committee meet with these boards to discuss the problems the county has by having different policies for different departments at the County. He stated we are trying to create uniformity with the spirit of cooperation among the boards. Mr. Sarbaugh stated that having the new policies created by Susan Connor should help. Committee members requested Ms. Connor attend these meetings. The meetings scheduled with the different boards should be scheduled at different times. It was suggested that these meetings be scheduled during the first and second meeting in August.

ADJOURNMENT

Ms. Hill made a motion, seconded by Ms. Gilman to adjourn at 9:40a.m. The motion carried with all members present voting aye.

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RECOMMENDED FOR BOARD/COMMITTEE ACTION:

- Recommend approval of a Resolution authorizing a Temporary Increase to a Health Department Employee for the FY04/05 budget
- Recommend approval of Resolution authorizing salary adjustments to three State's Attorney employees who fall below the floor of their grade and range
- Recommend approval of Resolution authorizing Susan Marie Connor, Attorney and Counselor at Law to revise the personnel policies of the County of McHenry
- Recommend approval of Resolution authorizing the appointment of a Human Resource Director

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