

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

MINUTES OF MONDAY, JUNE 25, 2007

Chairman Orphal called the committee meeting to order at 8:30 a.m. The following members were present: Lyn Orphal, Chairman; Ed Dvorak; Sue Draffkorn; Randall Donley; Virginia Peschke; Anna May Miller and Sandra Fay Salgado. Also in attendance: Peter Austin, County Administrator; Bob Ivetic, HR Director; Ralph Sarbaugh, Associate County Administrator-Finance; Suzanne Ehardt, Planning & Development; and the press

Lyn Orphal, Chairman  
Randy Donley                      Sue Draffkorn  
Ed Dvorak                          Anna May Miller  
Virginia Peschke                 Sandra Fay Salgado

MINUTES OF PREVIOUS MEETING

Committee members reviewed the committee minutes of the June 11, 2007. Ms. Miller made a motion, seconded by Mr. Dvorak, to approve the minutes as presented. The motion carried with all members present voting aye on a voice vote.

PUBLIC PARTICIPATION

None

PRESENTATIONS

None

NEW BUSINESS

*Resolution authorizing a budget line item transfer within the Planning and Development Department's FY07 budget and the reactivation of a full-time Plumbing Inspector Position:* Committee members reviewed a Resolution authorizing a budget line item transfer within the Planning and Development Department's FY07 budget and the reactivation of a full-time Plumbing Inspector Position. Ms. Peschke made a motion, seconded by Mr. Donley to recommend approval of the above Resolution as submitted. Committee members questioned why a new position is being requested during the middle of the budget cycle. Committee members were informed that this is not a new position, but, a position that had been frozen to allow for the hiring of contractors to complete plumbing inspections when necessary. Because of the increased workload and complaints regarding the contractors the department has decided it would be in the best interest of the department to un-freeze the position and not use the contractors as done in the past. The budget transfer will take the funds from Contractual Services into Salaries and would be budget neutral. After discussion, the motion carried with all members present voting aye on a roll call vote (Donley, Draffkorn, Dvorak, Miller, Peschke, Salgado, and Orphal).

*McHenry County Travel and Business Expense Policy:* Committee members were informed that this was placed on the agenda by the Auditor who would like to revise the travel policy so there would be a uniform policy for all employees. Chairman Orphal requested committee members review the attached policy and bring it back for discussion at the next committee meeting.

*Discussion of Elected Officials Salaries:* Committee members were informed that they have to review and adjust the salaries of the elected officials the year prior to an election. A survey of surrounding County pay scales for the elected officials was provided to committee members for review. It was noted that this salary survey reviews the salaries for the Circuit Clerk, Recorder, Auditor and Coroner. All of the four above have the same salary and in the past have been trying to make all the elected official salaries the same. Committee members questioned the reasoning of having all the salaries the same and stated that some elected officials do a lot more work than someone from a different department and their salaries should be based upon the work and not the job title. Committee members were questioned whether they should give a lump sum increase or increase their salary in increments over four years. Mr. Austin stated that the question is whether we want to get all elected officials to equal pay. The remaining elected officials receive \$94,806, except for the Sheriff whose salary is approximately \$132,500 plus a State stipend of approximately \$6,500. These elected officials receive a cost of living raise. To equalize the remaining elected officials pay, a lump sum increase could be given or their pay could be raised in increments over the next four years. Committee members noted that it would be necessary to look at the duties of each department to determine the amount of pay each of them should receive. It was noted that it might be a lot easier if all of the elected officials receive the same pay. Committee members questioned if the elected officials would join the committee members to answer questions surrounding their pay. In the past the elected officials have not joined the committee for these discussions. Mr. Austin stated that there are three options to be considered, 1) we can keep the salaries as they currently are, 2) we can accelerate their pay to bring all the elected officials to the same salary or 3) we can look at the market and base their pay on other counties pay. If using external factors do we base this upon population or EAV (equalized assessed valuation) or based upon their duties? Committee members noted that since we do not have to make this decision at this time, we could get the population and EAV information for review and request each elected official to attend a committee meeting to answer questions from the committee.

*McHenry County Travel & Business Expense Policy Con't:* Committee members entered into additional discussion with the Auditor, Pam Palmer to discuss the request for changes to the Travel and Business Expense Policy. She noted that she has

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seen the need to create better internal controls. She noted that one department has put in a request to allow "per diems" for travel expenses. This type of accounting would allow for set expenses, but, she as the Auditor would like to continue see receipts for expenses. Committee members requested this be brought back to committee after review of the suggested policy.

OLD BUSINESS

*Discussion of Vacation and Sick time buy back:* Committee members entered into discussion regarding the need to get everyone in line with our vacation and sick time buy back. For the vacation buy back this would affect approximately 20 employees. To buy back their large accrued vacation time it will cost the county approximately \$70,000. After this buy back all of the employees will be on line with the current vacation policy. Mr. Ivetic noted after the buy back, this would not be an issue for the county any longer. The policy now in existence requires that the employees use their vacation days or lose them. Committee members directed staff to bring the remaining staff in line with our current policy.

*Wage and Salary Study Update:* Mr. Ivetic reported that the Wage and Salary Study is progressing well. All of the Department Heads have had an opportunity to speak to the consultants. Forms have been sent to all of the departments for job performance forms. This information is now in the department head's hands and is due back to the consultants by July 13<sup>th</sup>.

Ms. Peschke left committee at 9:31a.m.

*HRIS Update:* The last test for the HRIS payroll ledger took place with a few glitches. He noted that one more payroll will be needed to run another test to make sure all of the issues have been addressed. Hopefully they will be on line by the end of the next payroll. He noted that if the problem is a data entry error they should be able to get on line by the deadline, but, if it is a systems error, it may be an unforeseen problem and make take a while to figure out what happened. He noted that they want to make sure all of the information is running correctly, not fast.

EXECUTIVE SESSION

None

REPORTS

*Human Resources Director Report:* Open enrollment for Blue Cross Blue Shield has been completed and closed out on Friday. Negotiations have been scheduled for the corrections staff for July 11<sup>th</sup>. He noted this is six months before the end of their contract.

Mr. Dvorak questioned Mr. Ivetic regarding possible grant money from the Federal Government for transportation personnel. Mr. Ivetic questioned if this was for the CMAP positions as this position is paid for by the State and there is concern whether the State will forward the funding for this position. The position has been posted, but, they are moving slow because of the funding concerns of the State. They have been scheduling interviews, but, will move slow while watching the State budget.

ADJOURNMENT

Ms. Salgado made a motion, seconded by Ms. Miller to adjourn at 9:42 a.m. The motion carried with all members present voting aye.

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**RECOMMENDED FOR BOARD/COMMITTEE ACTION:**

Resolution authorizing a budget line item transfer within the Planning and Development Department's FY07 budget and the reactivation of a full-time Plumbing Inspector position

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