

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

MINUTES OF MONDAY, JANUARY 24, 2005

Chairman Orphal called the committee meeting to order at 8:30 a.m. with the following members present: Lyn Orphal, Chairman; John Jung, Jr.; Ann Gilman; Sue Draffkorn; Tina Hill; and Anna May Miller. Ed Dvorak was absent. Also in attendance: Richard Bernotas, Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; John Hadley, Building Operations; John Light, Human Resources; John Labaj, Deputy County Administrator; Gene Lowery and Rich Weinhandl, Sheriff's Department; Tom Sullivan, IT; Lou Bianchi and Karen Rhodes, State's Attorney; Pam Palmer and Julia Cwienkala, Auditor; Mark Cook, Public Defender; Pat McNulty, Health Department; Bob Lesser and Sally Fyfe Stachniak; 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 December 13, 2004. Chairman Orphal noted a paragraph where a word was omitted. Ms. Miller made a motion, seconded by Ms. Gilman, to recommend approval of the December 13, 2004 Human Resources Committee minutes as corrected. The minutes were approved with a unanimous voice vote.

PUBLIC PARTICIPATION

None

NEW BUSINESS

Resolution authorizing a Mid-Year salary adjustment to the annual salary of position number 032-8-034-99 in the Sheriff's Department: Committee members reviewed a Resolution authorizing a Mid-Year salary adjustment to the annual salary of position number 032-8-034-99 in the Sheriff's Department. This will allow a current Administrative Specialist III to be brought in line with others within the department. This position increase is funded from the Sheriff's FY04/05 budget. Ms. Hill made a motion, seconded by Ms. Miller to recommend approval of the above Resolution as submitted. The motion carried with all members present voting aye on a roll call vote (Miller, Gilman, Draffkorn, Jung, Hill, Orphal)

Approval of Resolution authorizing an increase to the Public Defender's annual salary: Mr. Cook joined committee members to discuss an increase to his salary. It was noted that this is an unfunded mandate by the State to require the Public Defenders Salary be 10% less than that of the State's Attorneys salary. The committee had previously discussed the possibility of suing the State for payment of this salary as required by State Statutes. Mr. Sarbaugh noted that he includes the cost of the Public Defenders salary in the current budget. Committee members noted that our legislators need to work to get this issue taken care of. Committee members requested the State's Attorney review the possibility of a lawsuit in order to get this issue taken care of and to let Law & Justice Committee know that the Human Resources Committee would like an approval of a Resolution for the Public Defender Salary.

Approval of a Resolution authorizing to increase the annual hours of position 041-110-035-99 and emergency appropriation in the court document storage funds fiscal year 04/05: Committee members reviewed a Resolution authorizing to increase the annual hours of position #041-110-035-99 and an emergency appropriation in the court document storage fund FY04/05 budget. An employee in the Circuit Clerks office has been trained in researching and applying for grant funding for the Courts, States Attorney, Public Defender and Court Services. This employee has agreed to work an additional 2 ½ hours per week to perform grant writing/researching tasks. Committee members questioned the increase to the hours instead of a mid-year salary adjustment. Mr. Sarbaugh noted that this Resolution was written this way because the increase involves another fund. Ms. Hill made a motion, seconded by Ms. Miller to recommend approval of the above Resolution as submitted. The motion carried with all members present voting aye on a roll call vote (Miller, Gilman, Draffkorn, Jung, Hill, Orphal) Committee members requested Mr. Sarbaugh keep an eye on this position to see what grants are generated by this person. This would allow budgeting of this position from the departments reaping the benefits of the grants.

4.4 was pulled from the agenda because of duplication with 4.6

Approval of Resolution authorizing the addition of five hours per payroll period to employee 50017 on the FY04/05 Mental Health Roster: Committee members reviewed a Resolution authorizing the addition of five hours per payroll period to employee 50017 on the FY04/05 Mental Health Roster. An employee who provided services for the Home Base Support Program has terminated, requiring another person to assume these duties. This other employee requires the addition of five hours per payroll period to provide service to the Home Base Support Program. After review, Ms. Gilman made a motion, seconded by Ms. Miller to recommend approval of the above Resolution as submitted. The motion carried with all members present voting aye on a roll call vote (Miller, Gilman, Draffkorn, Jung, Hill, Orphal)

HUMAN RESOURCE COMMITTEE

Approval of Resolution authorizing an increase of hours to position 025-6-908-05 on the Mental Health 708 Board's 2005 Departmental Roster: Committee members reviewed a Resolution authorizing an increase of hours to position 025-6-908-05 on the Mental Health 708 Board's 2005 Departmental Roster. This resolution corrects a previous calculation error for this position. After review, Ms. Hill 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 (Miller, Gilman, Draffkorn, Jung, Hill, Orphal)

Approval of Resolution the adoption of the Human Resources Payroll Schedule for 2005-2006: Committee members reviewed a Resolution for the adoption of the Human Resources Payroll Schedule for 2005-2006. In 1999 the County Board approved the restructuring of the Finance Department which included moving the payroll processing function to the Human Resources Department and Treasurers Office. In order to comply with the time frame the Treasurer's Office must work within, the Human Resources Department is requesting a schedule of time cut offs for the submission of information. After review, Mr. Jung made a motion, seconded by Ms. Gilman to recommend approval of the above Resolution as submitted. The motion carried with all members present voting aye.

Approval of Resolution authorizing the Circuit Clerk to pay above the grade and range for position 041-5-002-99: Committee members reviewed a request to authorize the Circuit Clerk to pay above the grade and range for position 041-5-002-99. This is a long term employee who is being paid above the grade and range for the position. The overage is paid from the automation fund. Committee members were reminded that if an elected official wants to pay an employee above the range/grade they need to show where the funds are coming from. This employee doesn't want more responsibility, just more money. It was noted that this employee has been paid above the grade/range for two years. Committee members questioned where the Resolution was. They requested a Resolution be forwarded to the Finance Committee for approval and requested attendance by Mr. Kay to answer questions regarding this request. This could be then forwarded to the County Board Meeting under New and Unfinished business to be approved by the whole County Board. Committee members noted that a Human Resource Committee meeting could be held prior to the County Board Meeting if needed.

Approval of Resolution for Reclassification of position 041-9-019-99 in the Circuit Clerk's Office: Committee members reviewed a Resolution for Reclassification of position 041-9-019-99 in the Circuit Clerk's Office. This is a request to reclassify an existing Fiscal Tech III position to a Judicial Admin Tech III. This would be a down grade in classification with no impact to the budget. After review, Ms. Miller 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 (Miller, Gilman, Draffkorn, Jung, Hill, Orphal)

Approval of Resolution authorizing the creation of a temporary position in the Planning and Development Department: Committee members reviewed a Resolution authorizing the creation of a temporary position in the Planning and Development Department. The Planning and Development Department is losing their Engineer who has agreed to work on a temporary basis in order to maintain a limited level of staff support to the Stormwater Management Program while the full-time Engineer position is vacant. This position will be eliminated by June 1, 2005. Committee members requested the Resolution be changed to include the amount being paid for this temporary position. It was noted that the engineer will be paid an hourly rate not to exceed what the current salary is for the position. Ms. Gilman made a motion, seconded by Mr. Jung to recommend approval of the above Resolution as amended. The motion carried with all members present voting aye on a roll call vote (Miller, Gilman, Draffkorn, Jung, Hill, Orphal)

Mr. Bernotas noted that a policy is needed to hire temporary personnel to fill in vacancies created by an employee termination with the County. He stated he would meet with Department Heads to discuss the creation of this policy which would include a 30 day sunset clause to fill in absences created by these employees who leave the county. These absences create a hardship on the department. In most cases there will be no impact to the budget. Mr. Bernotas is to clarify the policy in writing.

Approval of Resolution to accept \$18,200 in grant funding from the Illinois Department of Human Services and to make an emergency appropriation to the Health Department FY05 budget: Committee members reviewed a Resolution to accept \$18,200 in grant funding from the Illinois Department of Human Services and to make an emergency appropriation to the Health Department FY05 budget. The Health Department has received additional funding of an existing DHS WIC Grant for \$18,200 which will be used to help improve the ability to provide needed fiscal support to the WIC program. After review, Ms. Gilman made a motion, seconded by Ms. Miller to recommend approval of the above Resolution as submitted. The motion carried with all members present voting aye on a roll call vote (Miller, Gilman, Draffkorn, Jung, Hill, Orphal)

OLD BUSINESS

Approval/Update on County Volunteer Policy: This has been pulled for discussion at the next committee meeting. Mr. Bernotas noted they are in the process of developing this policy.

Mr. Light informed committee members that the Human Resource Department is in the process of inputting everyone's pay for performance paperwork. The regular payroll changes and merit increases should be completed by February 1st. Those that don't meet the guidelines will be pulled to discuss with the department heads.

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EXECUTIVE SESSION:

Mr. Jung made a motion, seconded by Ms. Miller to enter into executive session to discuss personnel at 9:39 a.m. The motion carried with all members present voting aye on a roll call vote (Jung, Draffkorn, Orphal, Gilman, Hill, Miller)

Ms. Draffkorn left committee at 9:52a.m.

Ms. Gilman made a motion, seconded by Ms. Hill to return to regular session at 11:14a.m. The motion carried with all members present voting aye on a roll call vote (Jung, Orphal, Gilman, Hill, Miller)

Committee members requested staff place Department Heads on the Agenda who have not turned in evaluations for employees who received merit increases.

ADJOURNMENT

Ms. Miller made a motion, seconded by Mr. Jung to adjourn at 11:15 a.m. The motion carried with all members present voting aye.

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RECOMMENDED FOR BOARD/COMMITTEE ACTION:

Recommend approval of Resolution authorizing a mid-year salary adjustment to the annual salary of position number 032-8-034-99

Recommend approval of a Resolution authorizing to increase the annual hours of position 041-110-035-99 and emergency appropriation in the Court Document Storage Funds FY04/05 budget

Recommend approval of Resolution authorizing the addition of five hours per payroll period to employee 50017 on the FY04/05 Mental Health Roster

Recommend approval of Resolution authorizing an increase of hours to position 025-6-908-05 on the Mental Health 708 Board's 2005 Departmental Roster

Recommend approval of Resolution adopting the Human Resources Payroll schedule for 2005-2006

Recommend approval of the proposed Resolution authorizing the Circuit Clerk to pay above the grade and range for position 041-5-002-99

Recommend approval of Resolution for Reclassification of position 041-9-019-99 in the Circuit Clerks Office

Approval of Resolution authorizing the creation of a temporary position in the Planning and Development Department

Approval of Resolution to accept \$18,200 in grant funding from the Illinois Department of Human Services and to make an emergency appropriation to the Health Department FY05 budget

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