

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

MINUTES OF MONDAY, APRIL 25, 2005

Chairman Orphal called the committee meeting to order at 8:3 a.m. with the following members present: Lyn Orphal, Chairman; Ann Gilman; John Jung, Jr.; Tina Hill; Ed Dvorak and Anna May Miller. Sue Draffkorn arrived at 8:33a.m. Also in attendance: Ralph Sarbaugh, Associate County Administrator-Finance; John Light, Human Resources; Tim Wenberg, Valley Hi; Susan Conner, Special State's Attorney; and the press.

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|----------------------|-----------------|
| 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 April 11, 2005. Ms. Miller made a motion, seconded by Mr. Jung to recommend approval of the April 11, 2005 minutes as submitted. The motion carried with all members present voting aye.

PUBLIC PARTICIPATION

None

NEW BUSINESS

*Review of Human Resources Director Transition Plan:* Mr. Light informed committee members that he will be leaving his position as Human Resource Director at the end of May. He presented a transition plan for committee members to review. He stated that a lot of the Human Resource duties will fall onto Mr. Sarbaugh including but not limited to, contract negotiations. Mr. Sarbaugh will be required to attend contract negotiation meetings for each of the labor unions. A Task Force will be implemented to review the applications for the new Director. The Task Force members are Lynn Orphal, Ralph Sarbaugh, John Light and/or Richard Bernotas and Donna Mayberry. Advertising for the Position and the Application Process will be completed by May 27<sup>th</sup>. Committee members requested a copy of the advertisement for this position as well as the past advertisement for review. This committee will conduct the final interview from the pool of applicants chosen by the Task Force.

*Presentation of Personnel Policies and Procedures Revisions – Phase I:* Susan Conner joined committee members for discussion regarding revisions to the Personnel Policies and Procedures for McHenry County. She stated that she has been a zoning and employment lawyer for over 30 years. She also teaches employment law. She noted that there are currently serious deficiencies in the current policy. She noted the largest concern is the lack of uniformity among the departments. She noted that the county needs a manual with standardized procedures with consequences for not following these procedures. She noted there will be a cost involved to change the current existing policies. She stated the County should have an EEO officer or Ombudsman to handle the gaps between the director and the next in line in the chain of command. She noted that enforcement of the policy is mandatory. The easiest component is the rewriting of the policy. Implementation is the hardest part. She noted there needs to be an incentive for the departments to follow the policy, whether it would be a raise, written up for not following the policy or taking funds from the budget. Ms. Conner suggested interviews with each department head in order to provide a draft of suggested changes to the policy. She also suggested that the County get the appointed officials to follow the policy first and the elected officials would then follow. It is also important to implement the monthly department head meetings. Ms. Conner noted she would be available to provide suggestions for committee review on June 13<sup>th</sup>.

EXECUTIVE SESSION:

Ms. Gilman made a motion, seconded by Mr. Jung to enter into executive session at 9:18a.m. to discuss personnel. The motion carried with all ayes on a roll call vote (Miller, Gilman, Dvorak, Draffkorn, Jung, Hill, Orphal)

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

Ms. Hill questioned whether the State's Attorneys opinions have been received regarding the Treasurers Passport fund and requirement of having the Health Department turn over personnel files to the HR Department. Committee members were informed that these opinions have been requested but not received.

REPORTS

Mr. Sarbaugh provided a presentation to committee members reviewing the escalating cost of Nursing Agency use at Valley Hi. Goals included an attempt to determine why agency costs continue to increase, County Board expectations for staffing minimums, retention of qualified staff, overall cost of staffing the nursing home, meet all State requirements for quality care and to determine if more money will solve the problem. The review showed that Valley Hi is short of Board approved certified nursing assistant positions. Mr. Sarbaugh reminded committee members that there is a nursing

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Ms. Draffkorn left committee at 9:58a.m.

shortage nationwide and it is up to us to come up with creative ways to retain and attract nursing staff. There is a 43% turnover rate in CNA staff yearly. After reviewing staffing standards it has been determined that Valley Hi needs to add 3 to 4 CNA positions. Solutions included raise all salaries, review of benefits, or develop an incentive program that will encourage employees to come to work and stay on the job and to add new positions. Mr. Sarbaugh presented a possible incentive program for nursing staff at Valley Hi. The incentive would only be paid on hours worked. Payment for this incentive would come from saved agency costs. The program would be reviewed quarterly with payments to the employee quarterly. The employees would be held responsible for fulfilling the required job functions. The program would start the first full pay period in June. Mr. Sarbaugh stated that the employee is in charge of whether they want to work to earn the incentive. By having the nursing staff show up daily and complete their daily tasks they are earning the additional incentive. These are funds that are already being used to fund agency staff. By increasing daily attendance, it decreases the need for agency staffing. Committee members thanked Mr. Sarbaugh for this unique incentive and terrific presentation. Mr. Sarbaugh informed committee members that the incentives would be provided on a quarterly basis. Mr. Wenberg requested a "report" weekly to track what is being earned by the employee.

OLD BUSINESS

None

Ms. Hill left committee at 10:06a.m.

ADJOURNMENT

Ms. Gilman made a motion, seconded by Mr. Jung to adjourn at 10:07 a.m. The motion carried with all members present voting aye.

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**RECOMMENDED FOR BOARD/COMMITTEE ACTION:**

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