

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

MINUTES OF MONDAY, MAY 23, 2005

Chairman Orphal called the committee meeting to order at 8:30 a.m. with the following members present: Lyn Orphal, Chairman; Ann Gilman; Tina Hill; Sue Draffkorn; Ed Dvorak and Anna May Miller. John Jung, Jr. arrived at 8:35a.m. Also in attendance: Ralph Sarbaugh, Associate County Administrator-Finance; John Labaj, Deputy County Administrator; Bev Thomas and Dennis Smith, Mental Health; Linda McMahon, Human Resources; Cathy Link, Purchasing; Tom Carroll, State's Attorney; Julie Courtney, Job Training; 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 May 9, 2005. Ms. Gilman made a motion, seconded by Ms. Miller to recommend approval of the May 9, 2005 minutes as submitted. The motion carried with all members present voting aye.

PUBLIC PARTICIPATION

None

NEW BUSINESS

*Resolution authorizing a budget line item transfer in the Human Resources FY2005 Budget and Consultant Agreement Transition – Human Resources Director:* Committee members reviewed a Resolution authorizing a budget line item transfer in the Human Resources FY2005 Budget. Ms. Gilman made a motion, seconded by Ms. Draffkorn to recommend approval of the Resolution as submitted. Ms. Hill stated she does not think hiring Mr. Light back as a consultant is a good idea as he has started his new job. Ms. Miller stated that Mr. Sarbaugh should be compensated for the additional duties he would need to do for stepping in to help in the Human Resources Department. Mr. Sarbaugh stated that the Consultant Agreement should also be included for approval with this resolution. Ms. Gilman amended her motion to include the Consultant Agreement approval along with the Resolution authorizing a budget line item transfer in the Human Resources FY05 Budget. Mr. Sarbaugh noted that he will need Mr. Light's help with the grade system and the new Human Resources Director may need additional guidance from Mr. Light as well. Ms. Miller stated that Mr. Light should have focused his priorities on completing his tasks before leaving employment with the County. After a lengthy discussion, the motion carried on a roll call vote with five ayes (Gilman, Draffkorn, Jung, Dvorak, Orphal) and two nays (Miller, Hill)

*Resolution authorizing the reclassification of the Deputy Director of Purchasing Position (006-E14-006-99) to a Buyer Position on the Purchasing Department's Position Roster:* Committee members reviewed a Resolution authorizing the reclassification of the Deputy Director of Purchasing Position (006-E14-006-99) to a Buyer position on the Purchasing Department's Position Roster. Ms. Miller made a motion, seconded by Mr. Jung to recommend approval of the above Resolution as submitted. The motion carried with all members present voting aye on a roll call vote (Jung, Draffkorn, Dvorak, Hill, Miller, Gilman, Orphal)

*Resolution authorizing two new attorney positions, one new legal administrative position, and recalculation of cost allocation percentages for positions on the State's Attorney and Risk Management Position rosters and a budget line item transfer in the Risk Management FY2005 budget:* Committee members reviewed a Resolution authorizing two new attorney positions, one new legal administrative position, and recalculation of cost allocation percentages for positions on the State's Attorney and Risk Management Position rosters and a budget line item transfer in the Risk Management FY2005 budget. Mr. Sarbaugh noted that this request is budget neutral by using funds that in the past had been used to pay outside council. Costs for outside council have dropped tremendously. Some funds have been reserved in the Risk Account if the need for outside council should arise. Ms. Hill 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 (Jung, Draffkorn, Dvorak, Hill, Miller, Gilman, Orphal)

*Resolution authorizing one new attorney position and one new legal administrative position in the State's Attorney's Position Roster and an emergency appropriation to the FY2005 budget:* Committee members reviewed a Resolution authorizing one new attorney position and one new legal administrative position in the State's Attorney's Position Roster and an emergency appropriation to the FY2005 budget. The State's Attorney has reorganized the department and finds they need one additional Assistant State's Attorney and one Legal Administrative Specialist for the criminal division in order to serve the constituents of the County in a timely manner. 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 (Jung, Draffkorn, Dvorak, Hill, Miller, Gilman, Orphal)

*Resolution authorizing the Associate County Administrator – Finance to act as the interim Human Resources Director:* Committee members reviewed a Resolution authorizing the Associate County Administrator – Finance to act as the interim

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Human Resources Director. An active search for a new Human Resources Director is taking place in hopes of filling the position by July 1<sup>st</sup>. After review, Mr. Jung made a motion, seconded by Ms. Draffkorn to recommend approval of the above Resolution as presented. The motion carried with all member present voting aye on a roll call vote (Miller, Gilman, Dvorak, Draffkorn, Jung, Hill, Orphal)

*Resolution authorizing the creation of two new temporary staff positions in the Job Training Department:* Committee members reviewed a Resolution authorizing the creation of two new temporary staff positions in the Job Training Department. Due to the increased enrollment of youth in the work experience program the Job Training Department is now requesting two new temporary intern positions be created to assist with the increased demand on providing service and supervision to these youth. These positions will be funded by grant dollars received by the Job Training Department and is included in the budget. After review, Ms. Miller 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 (Miller, Gilman, Dvorak, Draffkorn, Jung, Hill, Orphal)

*Grade and Range System of the County Discussion:* Committee members entered into discussion regarding the County Grade and Range System. Mr. Sarbaugh informed committee members that a problem was discovered during the budget advisory kick off meeting where new employees were making more salary than employees working over two years in the same position. A bandaaid approach was created to handle the problem when it was discovered but, Mr. Sarbaugh requested direction as to how to handle the remaining problems that exist. He stated that that part of the comp system is being compressed causing additional problems. Committee members questioned who is being affected by this situation. Mr. Sarbaugh stated this would be part of executive session and would be discussed at that time.

*Mental Health 708 Board Retiree Discussion:* Committee members entered into discussion with Ms. Thomas, President of the Mental Health Board, and Dennis Smith, Mental Health Director regarding the purchase of out of State credit for IMRF for Mr. Smith. The request was to buy four additional years of service from past employment in another State. The Mental Health Board approved this request. An annuity would be created to cover the additional cost of the retirement benefits. The cost to the employee is \$37,870.00 and the Mental Health Board has agreed to pay \$61,891.00. The Mental Health Board felt approval of this request would be in recognition for 30 years of service to the Mental Health Board. This would increase the retirement pay for Mr. Smith. Committee members questioned where the Mental Health Board would be taking the funding for this request. The consensus of the committee was not to approve the request. Committee members suggested Mr. Smith provide a presentation to the County Board to make this request to all of the County Board Members for consideration.

*Highway Seasonal Employees Discussion:* Committee members entered discussion regarding seasonal employees of the Highway Department. It was noted that the Highway Department did not send any representatives from their department to participate in this discussion. The Highway Department has a compliment of 8 seasonal employees on their department roster. Mr. Korpalski requested permission from Mr. Bernotas, County Administrator, in January regarding the use of seasonal employees as snow plowers. The Highway Department is requesting the use of seasonal employees now for mowing, at the same pay rate as the snow plowers. Committee members questioned whether the same pay should be awarded for mowers versus plowers. Mr. Sarbaugh is requesting direction from the committee regarding this request. He stated that they are requesting permission to hire 3 seasonal employees and the department does have the funds in their budget to cover this request. Committee members granted permission for the hiring of seasonal employees in the Highway department.

Committee members questioned whether a temporary employee policy has been drafted. Mr. Sarbaugh noted this would be brought forward at a later date.

Mr. Sarbaugh informed committee members that he has a summer intern for help in his department. She will be a shared position with Nunda Township. The intern will be paid at a rate of \$175 per week and will be paid as a contractual employee with payment to Nunda Township.

### OLD BUSINESS

None

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

### REPORTS

*Past Due Insurance Premiums owed to the County:* Ms. McMahon, accountant in the Human Resources Department joined Mr. Sarbaugh for direction on how to handle the outstanding debts for Blue Cross Blue Shield insurance payments. Most of the outstanding debts came from retiree's not notifying the County when they or their dependent becomes Medicare eligible. A collection report, outlining the outstanding debts was reviewed with committee members. Mr. Sarbaugh noted that some of the debts are being paid down. He stated that for some, it may cost more to pursue this through the legal process. Committee members suggested getting the State's Attorneys office involved to make arrangements for payment

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within 30 days. Committee members noted that these individuals are receiving the benefit of being insured and not paying for this benefit. Committee members recommended turning these accounts over to the State's Attorney for review, with a recommendation from the State's Attorney regarding the status of these accounts.

EXECUTIVE SESSION:

Ms. Hill made a motion, seconded by Mr. Jung to enter into executive session at 10:09a.m. to discuss personnel. The motion carried with all ayes on a roll call vote (Miller, Hill, Dvorak, Gilman, Jung, Orphal)

Ms. Gilman made a motion, seconded by Ms. Miller to return to regular session at 10:30a.m. The motion carried with all ayes on a roll call vote (Miller, Hill, Dvorak, Gilman, Jung, Orphal)

ADJOURNMENT

Ms. Miller made a motion, seconded by Ms. Gilman to adjourn at 10:31 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 budget line item transfer in the Human Resources FY05 Budget

Recommend approval of Consultant Agreement for the Human Resources Director

Recommend approval of Resolution authorizing the reclassification of position 006-E14-006-99 on the Purchasing Department's Position Roster

Recommend approval of Resolution authorizing two new attorney positions, one new legal administrative position and recalculation of cost allocation percentages for positions on the State's Attorney and Risk Management position rosters and a budget line item transfer in the Risk Management FY2005 budget

Recommend approval of Resolution authorizing one new attorney position and one new legal administrative position in the State's Attorney's position roster and an emergency appropriation to the FY2005 budget

Recommend approval of Resolution authorizing the Associate County Administrator-Finance to act as the interim Human Resources Director

Recommend approval of Resolution authorizing the creation of two new temporary staff positions in the Job Training Department

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