

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

MINUTES OF MONDAY, SEPTEMBER 26, 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; John Jung; Ed Dvorak; Anna May Miller and Sue Draffkorn. Also in attendance: Ken Koehler, County Board Chairman; Ralph Sarbaugh, Associate County Administrator-Finance; Peter Austin, Administrator; John Labaj, Deputy County Administrator; Gene Lowery, UnderSheriff; and Rich Weinhandl, Sheriff's Department; Bob Ivetic, Human Resources 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 joint Human Resources and Law and Justice committee minutes of September 12, 2005. Ms. Hill made a motion, seconded by Mr. Jung to approve the September 12, 2005 minutes as submitted. The motion carried with all members present voting aye on a voice vote.

PUBLIC PARTICIPATION

None

NEW BUSINESS

FY05/06 Budget Process: Mr. Sarbaugh and Mr. Austin joined committee members to discuss the supplemental requests of the liaison departments. Committee members discussed the increase requested for the Deputy Auditor. It was stated that she is not a CPA though she does have an MBA. Mr. Sarbaugh stated that there are other Deputy positions where they do not have college as well. He stated they should not base their decision on the fact that she does not have a CPA. She has just taken the Certified Internal Auditing Exam and is waiting to hear if she passed this test. Committee members felt the request was too high and felt the range should be between \$62,000 - \$64,000. Committee members noted concern that the Senior Accountant in the Auditor's office was making so much more than the Deputy Clerk. Mr. Sarbaugh stated that she has been a dedicated employee of the county and should be supported. He stated that she supports all of the other departments with their accounting as well. The request for \$67,000 came from the department and was not the amount recommended by Administration. Additional funds are being requested for the Senior Accountant and Internal Auditor as well. Committee members recommended an increase for the Deputy Auditor to be in the range of \$62,000 - \$64,000. The remaining supplemental requests were reviewed by committee members. The consensus of the committee was to forward the supplemental requests to the Finance Committee for consideration with the change to the Deputy Auditor position. Mr. Sarbaugh stated that because of Columbus Day there is only one Human Resource Meeting scheduled for October. An additional meeting may be needed sometime during October. He stated that the grade and range movement or merit increases have not been included in the budget yet as well as the Social Security Fund, IMRF, and employee benefit fund. A meeting may be needed to complete the budget process.

Mr. Sarbaugh presented committee members with a Resolution for both the States Attorney and Public Defender authorizing a cost of living increase adjustment and an emergency appropriation to their budgets. The State of Illinois has authorized a 2.20% cost of living adjustment for the States Attorney beginning July 1, 2005. The Public Defender's salary must be at 90% of the State's Attorneys compensation making it necessary to adjust his salary as well. Committee members directed Mr. Sarbaugh to forward these Resolutions to the Finance Committee tomorrow for consideration. Chairman Koehler questioned whether the increased was based on an actual cost of living increase or a lower rate because of the State budget problems. Mr. Sarbaugh stated he would check the Cola information on the website.

Undersheriff Lowery informed committee members that a Federal Team was in last week for an inspection of their medical facility. They stated that the new facility is a huge improvement over the last facility.

Today a meeting will be held regarding the Kane County Contract. He stated they are trying to implement a system for better bed management in the jail as the collar counties are in need of jail bed space as well.

Undersheriff Lowery informed committee members of a couple of fights that have broken out over at the Government Center. One fight was in the secured corridor that involved a male inmate. A couple of the guards received some minor bruising. The other fight happened at the front gate of the government center. One guard received a broken ankle in this altercation.

REPORTS

Update from the Human Resources Director: Mr. Ivetic joined committee members for an update of the Human Resources Director. He stated that he has had approximately 8 weeks to acclimate himself to the department. He stated that most of his

HUMAN RESOURCES COMMITTEE
Minutes of Monday, September 26, 2005

time has been spent in labor negotiations. He has also been working with Susan Connor on the development of the personnel policies. She has been spending time with department heads regarding these policies.

The changes being made to Blue Cross and Blue Shield are now being handled via email instead of fax. The changes are now being completed within 24 hours.

Chairman Orphal questioned what was being done on the collection of delinquent insurance costs. Most of the costs were incurred from retirees not notifying the county of Medicare eligibility. It was stated that other issues have come about as well from employees who have a retired spouse that is eligible for Medicare. It was stated that these issues need to be addressed and possibly become part of the employee policies. If we are not aware of changes to their insurance status there is nothing we can do, until we are informed by Blue Cross & Blue Shield of these changes. Committee members stated there should be a way to make retirees and employees aware of these requirements. It was stated there is a collection agency who works for government agencies that may be utilized in these instances. It was stated that there are old policies that differ from our requests and old record may need to be pulled to see if these individuals fall into the former practice. Committee members were also informed that there are issues surrounding military personnel as well. Committee members requested that an updated list be provided with a State's Attorneys opinion as to the options the committee could follow.

Chairman Orphal stated the need to reform the Insurance Task Force to come up with alternatives surrounding the County Employee Health Insurance. Committee members requested that Chairman Koehler implement the Health Insurance Task Force. It was stated that representatives from each department will be needed for employee buy in. Chairman Orphal and Mr. Jung agreed to be part of the Task Force. It was stated that the County formerly had self insurance and should consider this option as well.

Committee members questioned whether a States Attorney opinion has been received regarding the Treasurers Passport Fund. Chairman Koehler stated he has received this opinion and will provide this to committee for review.

Mr. Labaj stated that a Health Department volunteer policy is being looked at by the State's Attorney. All of the department volunteer policies are being reviewed in order to create a formalized volunteer policy for the County.

Committee members questioned whether salary information for the elected officials has been received. It was stated that salaries for these elected officials need to be approved before November 15th and this information is needed to provide an informed decision. They requested this be brought to the next committee meeting for consideration.

Committee members questioned whether the County has increased their mileage reimbursement rate. They were informed that the State has recently increased their mileage rate. Committee members stated this should be discussed in Finance for consideration. It was noted that the mileage is changed yearly during the budget process, based upon the Federal rate at the time the budget is set. Mr. Sarbaugh stated the vehicle use policy needs to be reviewed as well.

EXECUTIVE SESSION

None

OLD BUSINESS

None

ADJOURNMENT

Ms. Gilman made a motion, seconded by Ms. Miller to adjourn at 9:58 a.m. The motion carried with all members present voting aye.

* * * * *

RECOMMENDED FOR BOARD/COMMITTEE ACTION:

:ksf