

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

MINUTES OF TUESDAY, OCTOBER 24, 2005

Chairman Orphal called the committee meeting to order at 8:30 a.m. with the following members present: Lyn Orphal, Chairman; Tina Hill; John Jung; Ed Dvorak; Anna May Miller and Ann Gilman. Sue Draffkorn arrived at 8:32a.m. Also in attendance: Ralph Sarbaugh, Associate County Administrator-Finance; Peter Austin, Administrator; John Labaj, Deputy County Administrator; and Bob Ivetic, Human Resources; Kathie Schultz, County Clerk; Pat McNulty, Health Department; Marilyn Koeller and Nancy Walkington, Recorder's Office; 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 Human Resources committee minutes of October 4, 2005. Mr. Jung made a motion, seconded by Mr. Dvorak to approve the October 4, 2005 minutes as submitted. Mr. Sarbaugh stated that the Employee Benefit Fund, Social Security Fund and IMRF Fund's are not tied to the General Fund. Mr. Jung and Mr. Dvorak agreed to the amendment to remove the statement regarding overages to be returned to the General Fund. The motion carried with all members present voting aye on a voice vote.

PUBLIC PARTICIPATION

None

NEW BUSINESS

*Resolution authorizing an emergency appropriation to the Health Department's FY04/05 budget and to create three new part-time positions:* Committee members reviewed a Resolution authorizing an emergency appropriation to the Health Department's FY04/05 budget. Ms. Miller made a motion, seconded by Ms. Draffkorn to recommend approval of the above Resolution as presented. Committee members questioned why these new positions were not included in next year's budget. Mr. McNulty stated because of the changes in personnel and policy at Animal Control it has increased the animal population requiring the need for additional personnel. Mr. McNulty stated that if the kennel portion of Animal Control is outsourced, these positions would be re-evaluated. He noted that with the increase of animals at Animal Control, they need additional personnel to handle these increases. Mr. McNulty stated that previously more cats were euthanized but Animal Control, under the direction of the Animal Control Administrator, has become a low kill/no kill shelter. Committee members questioned the policy at Animal Control and stated that a meeting is needed with Dr. Mehanovic, Chairman Koehler and County Administrator, Peter Austin for discussion of the philosophy of the new Veterinarian and discuss the policies of Animal Control. Committee members requested the Board of Health, if no policy exists; create policies surrounding Animal Control with a time limit for retaining animals. Committee members noted concern that this Resolution seems to only address the needs for 2005 and does not include 2006. Mr. McNulty stated that if the Resolution is approved, these positions would be added to the 2006 employee rosters. Committee members noted concern that these requests were not part of the budget process and seem to be a knee jerk reaction from the problems that exists at Animal Control. Mr. Jung made a motion, seconded by Ms. Gilman to remove the volunteer coordinator position from the Resolution. Ms. Miller and Ms. Draffkorn agreed to the amendment to their original motion. The motion carried with a majority of members present voting aye on a roll call vote (Draffkorn, Dvorak, Gilman, Jung, Miller, Orphal) (Hill voted nay) Committee members suggested that Dr. Mehanovic attend a County Board meeting to present and discuss the policies of Animal Control. They stated that the facility needs to be fiscally responsible and retaining every animal is not feasible.

*Resolution authorizing the reclassification of position #015-UC-905-99 from unclassified – part time to Recording Specialist 1 – Part time in the County Recorder's FY2006 departmental roster:* Committee members reviewed Resolution authorizing the reclassification of position #015-UC-905-99 from unclassified – part time to Recording Specialist 1 – Part time in the County Recorder's FY2006 departmental roster. Ms. Koeller joined committee for discussion of this position. She stated that this position has been unclassified for a couple years and it was recently brought to the department heads attention that this position should be classified. 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 (Draffkorn, Dvorak, Gilman, Hill, Jung, Miller, Orphal)

REPORTS

None

EXECUTIVE SESSION

None

OLD BUSINESS

*Resolution establishing the guidelines for FY2006 Pay for Performance adjustments:* Committee members reviewed a Resolution establishing the guidelines for FY2006 Pay for Performance adjustments. Committee members reviewed the pay for performance adjustment guidelines as noted in Exhibit I. These guidelines allow for an increase of up to 6%. A performance rating of 1 to 1.9 the employee is not eligible for a merit increase. A rating of 2 to 2.9 an employee is eligible for a 1% to 2% merit increase; a rating of 3.0 to 5.0 an employee is eligible for a 3% to 6% merit increase. For an employee who receives a marginal rating below 2.0, a 90/120 day performance improvement plan must be developed and submitted to the Human Resources Department with the performance appraisal.

HUMAN RESOURCE COMMITTEE

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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 (Draffkorn, Dvorak, Hill, Gilman, Jung, Miller, Orphal)

*Consideration of salaries for elected officials:* Committee members entered into executive session to discuss the salaries for the County Clerk, Sheriff and Treasurer for the next four years. Mr. Austin stated that the surrounding counties were surveyed and found that McHenry County is right where the salaries should be. This salary change affects the County Clerk, the Sheriff and the Treasurer. Committee members suggested they receive the same increase as the County Board members, which would be tied to the CPI from the Bureau of Labor Statistics for this area. The consensus of the committee members was to tie the increases for the County Clerk, Treasurer and Sheriff to the CPI from the Bureau of Labor Statistics and bring a Resolution forward to the next committee meeting for approval.

*Passport Fund Status:* Chairman Orphal stated that Chairman Koehler has information regarding the passport fund but was unable to attend today's meeting. This information will be provided at the next committee meeting.

EXECUTIVE SESSION

None

REPORTS

*Human Resources Director's Report:* Mr. Ivetic informed committee members that he is currently in negotiations with Local 150, Building Operations and in the process of opening discussion with Local #3 in the Sheriff's Department. He stated he attended the recent Department Head meeting and informed Department Heads of the need to form the Health Insurance Task Force. He requested the Department Heads appoint a person from their department to attend these meetings. A November meeting is being scheduled to begin discussions of the task force.

Committee members questioned whether a volunteer policy has been created. Mr. Labaj stated that a policy has been created for the Health Department, Valley Hi and ESDA. Committee members requested a copy of these policies for review at the next committee meeting.

ADJOURNMENT

Ms. Gilman made a motion, seconded by Ms. Miller to adjourn at 9:55 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 an emergency appropriation to the Health Department's FY04/05 budget and to create two new part-time positions

Recommend approval of Resolution authorizing the reclassification of position #015-UC-905-99 from unclassified – part time to Recording Specialist 1 – part time in the County Recorder's FY2006 departmental roster

Recommend approval of Resolution establishing the guidelines for FY2006 Pay-for-Performance adjustments

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