

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

MINUTES OF MONDAY, NOVEMBER 7, 2005

Chairman Orphal called the committee meeting to order at 8:30 a.m. with the following members present: Lyn Orphal, Chairman; Tina Hill; Ed Dvorak; Anna May Miller and Sue Draffkorn. Ann Gilman arrived at 8:32a.m. John Jung was absent. Also in attendance: Ralph Sarbaugh, Associate County Administrator-Finance; Peter Austin, Administrator; Bob Ivetic, Human Resources; Sandy Lewis, Dennis Smith, Bob Lessor, Dennis Smith, Sally Fyfe Stachniak and Jane Wacker, Mental Health Department; Pat McNulty, Health Department; Ann Kate, County Board Member; 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 24, 2005. Ms. Hill made a motion, seconded by Ms. Miller to approve the October 24, 2005 minutes as submitted. The motion carried with all members present voting aye on a voice vote.

Ms. Gilman arrived at 8:32a.m.

PUBLIC PARTICIPATION

None

NEW BUSINESS

Resolution authorizing setting salaries for certain elected officials: Committee members reviewed a Resolution to approve compensation for certain elected officials. Ms. Hill made a motion, seconded by Ms. Draffkorn to recommend approval of the above Resolution as presented. Mr. Austin reported that this is different than the way these increases have been handled in the past. He stated that he spoke to a couple of the elected officials and they seemed comfortable with this. He stated we are trying to get all of the elected official's salary closer together. Mr. Ivetic reported that the CPI is currently 2.3% - 3.2%. Committee members questioned whether a statement should be placed in the Resolution that the increase would not exceed 5%. Ms. Hill stated she could not support this amendment because if the CPI went above 5% these people deserve a raise above 5% as well. Ms. Gilman made a motion, seconded by Ms. Miller, to amend the motion to include the statement where the salaries will be adjusted each year based upon the cost of living as contained in the Consumer Price Index (CPI) for Northern Illinois/Metropolitan Chicago, third quarter average, "or 5%, whichever is less". The amendment carried with five ayes (Draffkorn, Dvorak, Gilman, Miller, Orphal) and one nay (Hill) The original motion carried with all members present voting aye on a roll call vote as amended (Draffkorn, Dvorak, Gilman, Hill, Miller, Orphal)

Resolution authorizing a position change from position number 025-4-018-99 (Administrative Specialist I) in the Mental Health Department to 025-4-018-99 (Administrative Specialist II), SASS Assistant: Committee members reviewed a Resolution authorizing a position change from position number 025-4-018-99(Administrative Specialist I) in the Mental Health Department to 025-4-018-99 (Administrative Specialist II), SASS Assistant. Ms. Hill made a motion, seconded by Ms. Gilman to recommend approval of the above Resolution as presented. It was noted that this is no salary increase with this change and it is a change in grade only. The motion carried with all members present voting aye on a roll call vote (Draffkorn, Dvorak, Gilman, Hill, Miller, Orphal)

Resolution authorizing the acceptance of the Child Mental Health Initiative-Family Care Grant, Changes to the Mental Health Departmental Roster, and adjustments to the FY05/06 Mental Health Budget: Committee members reviewed a Resolution authorizing the acceptance of the Child Mental Health Initiative-Family Care Grant, Changes to the Mental Health Departmental Roster, and adjustments to the FY05/06 Mental Health Budget. Committee members were informed that Mental Health has been trying to get this grant since it became available in 1997. They have applied for this grant in 1997, 1999, 2003 and again this year when they were notified that they had received the \$9 million dollar grant. This grant is to be spread over 6 years. Committee members were informed that the personnel requests are to cover the requirements of the grant. Ms. Miller made a motion, seconded by Ms. Draffkorn to recommend approval of the above Resolution as presented. Committee members questioned the bilingual needs of the Department and were informed they are looking for additional personnel to help with interpretations in this area. The motion carried with all members present voting aye on a roll call vote (Draffkorn, Dvorak, Gilman, Hill, Miller, Orphal)

Resolution authorizing the creation of one new part time position in the Health Department's Employee Roster and an emergency appropriation to the Health Department, The IMRF Fund, and the Social Security Fund FY04/05 budget: Committee members reviewed a Resolution authorizing the creation of one new part time position in the Health Department's Employee Roster and an emergency appropriation to the Health Department, The IMRF Fund, and the Social Security Fund FY04/05 budget. Committee members were informed that the Public Health Committee approved this request at their committee meeting on Friday and requested this be reconsidered by the Human Resource Committee for approval. Committee members were reminded they had denied this request previously. Ms. Miller made a motion, seconded by Ms. Gilman to recommend approval of the above Resolution as presented. Committee members were informed that the Health Committee felt this position was a priority for the department and the position should pay for itself over time. Ms. Gilman stated that she had voted against this position in the past, but, since she as well as Ms. Hill, Ms. Draffkorn and Mr. Dvorak visited Animal Control they also feel this request is needed. This change to the budget will be needed to be read on the board floor. The motion carried with all members present voting aye on a roll call vote (Draffkorn, Dvorak, Gilman, Hill,

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Miller, Orphal) Committee members questioned whether a new facility has been requested for Animal Control as they now feel this is a priority. Committee members were informed that discussions are being held regarding this issue. Committee members were informed that they are working on a RFP to look at changes to the Kennel Operations. They were previously given direction to see if an outside agency could take over the adoption aspects of the department. Mr. McNulty stated that he doesn't know if this would work but he is working with the not for profit agencies in the area. He informed committee members that they are moving forward to require cat registrations in the county and a proposal should be brought forward in the near future. He also informed committee members that a five year plan has been completed to address the immediate needs of the facility. Ms. Kate informed committee members that the Management Services Committee will be having a discussion regarding the need for a new facility for Animal Control.

Resolution authorizing the reclassification and adjustment of hours to select positions in the Health Department's FY05/06 roster: Committee members reviewed a Resolution authorizing the reclassification and adjustment of hours to select positions in the Health Department's FY05/06 roster. Mr. McNulty stated that this request would reclassify four positions and expand the hours of one position to provide for efficient, accountable and responsive services to the residents of the county. He noted that he has submitted a request for changes to these positions for the last few years and feels his department is in need of some mid-management positions. Mr. Sarbaugh noted that the Resolution states that these changes will be covered by a modest increase in fees for service charged in the Animal Control and Environmental Health Divisions. He stated that they haven't adjusted the budget to show what income would be received from the fee increases. Mr. McNulty stated that the fee increase request needs to go to the Board of Health first, and if they do not adopt the change within the budget, these positions will not take place. Mr. Dvorak made a motion, seconded by Ms. Gilman 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, Miller, Orphal)

Customer Service Training: Chairman Orphal brought this forward for discussion. She informed committee members that McCog is partnering with MCC to provide low cost, quality training opportunities to McCog member organizations. The first training session begins on January 17th from 8:00a.m. – Noon. She stated this is an opportunity for our employees to attend these sessions. The cost of these sessions will be \$65 for McCog members and \$75 for non-members. Similar classes through MCC normally range from \$79 - \$149. Committee members recommended that Mr. Ivetic talk to elected officials and department heads regarding this opportunity. They noted that if enough people sign up, there may be an opportunity to office this class here at the county.

Committee meeting dates for 2006: Committee members agreed to keep the meeting dates of the Human Resources Committee as the second and fourth Monday of the month at 8:30a.m.

OLD BUSINESS

None

EXECUTIVE SESSION

None

REPORTS

Human Resource Director's Report: Mr. Ivetic reported that he has sent out a letter to the department heads and elected officials regarding the formation of the Insurance Task Force. He requested representatives from the departments to attend these meetings. He stated that he has received some responses and hopes to have the first meeting prior to Thanksgiving. Mr. Ivetic reported that negotiations are continuing for Units 150 for Highway and Building Operations. A couple of the volunteer policies are being reviewed; he hopes to have a policy for Valley Hi in the near future.

Mr. Sarbaugh requested direction from committee members regarding year end budget adjustments. He stated we may need to meet more frequently in the next month to approve these requests. Committee members requested Mr. Sarbaugh forward all year end budget requests to the Finance Committee for approval.

EXECUTIVE SESSION

None

ADJOURNMENT

Ms. Hill made a motion, seconded by Ms. Miller to adjourn at 9:15 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 setting salaries for certain elected officials
- Recommend approval of Resolution authorizing a position change in the Mental Health Department
- Recommend approval of Resolution authorizing the acceptance of the Child Mental Health Initiative-Family Care Grant, changes to the Mental Health Departmental roster and adjustments to the FY05-06 Mental Health Budget
- Recommend approval of Resolution authorizing a part time Volunteer Coordinator position for Animal Control
- Recommend approval of Resolution authorizing the reclassification and adjustment of hours to select positions in the Health Departments FY05/06 roster

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