

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

MINUTES OF MONDAY, NOVEMBER 21, 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; Ann Gilman; John Jung; Anna May Miller and Sue Draffkorn. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; John Labaj, Deputy County Administrator; Bob Ivetic, Human Resources; 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 Human Resources committee minutes of November 7, 2005. Mr. Jung made a motion, seconded by Ms. Miller to approve the November 7, 2005 minutes as submitted. The motion carried with all members present voting aye on a voice vote.

PUBLIC PARTICIPATION

None

NEW BUSINESS

*Resolution authorizing the creation of two part-time youth program intern positions in the Job Training Department:* Committee members reviewed a Resolution authorizing the creation of two part-time youth program intern positions in the Job Training Department. Committee members were informed that this was a summer program that has now extended to a year round program. These part time positions are being created to assist with the increased demand on providing service and supervision to these youth during the summer as well as during school vacations. Ms. Miller 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 (Miller, Gilman, Dvorak, Draffkorn, Jung, Hill, Orphal)

*Resolution authorizing the reclassification of 10 Job Counselor Positions for the Job Training Department from non exempt to exempt status:* Committee members reviewed a Resolution authorizing the reclassification of 10 Job Counselor Positions for the Job Training Department from non exempt to exempt status. Mr. Jung made a motion, seconded by Ms. Gilman to recommend approval of the above Resolution as presented. Committee members were informed that these employees are degreed employees that should have previously been exempt employees. This will result in salary adjustments for some of these positions. The motion carried with all members present voting aye on a roll call vote (Miller, Gilman, Dvorak, Draffkorn, Jung, Hill, Orphal)

*Resolution authorizing a budget line item transfer in the Fiscal Year 2005 budget between General Fund Departments – Court Services and Human Resources:* Committee members reviewed a Resolution authorizing a budget line item transfer in the Fiscal Year 2005 budget between General Fund Departments – Court Services and Human Resources. Mr. Ivetic informed committee members that their office is in need of additional advertising budget. He stated he is working with departments that place advertisements for help to split the costs to the newspapers. He is also working with the local newspaper to get contract pricing for the ads that are placed weekly. Mr. Jung made a motion, seconded by Ms. Miller 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)

*Resolution authorizing a plan to compensate a Veterans Service Officer Trainee for the Veterans Assistance Commission of McHenry County:* Committee members reviewed a Resolution authorizing a plan to compensate a Veterans Service Officer Trainee for the Veterans Assistance Commission of McHenry County. Committee members were informed that the Public Health Committee approved this request at their committee meeting on Friday. This will allow this person to train to become an authorized service officer. Ms. Hill made a motion, seconded by Ms. Draffkorn to recommend approval of the above Resolution as submitted. The motion carried with all members present voting aye on a roll call vote (Miller, Gilman, Dvorak, Draffkorn, Jung, Hill, Orphal)

OLD BUSINESS

None

EXECUTIVE SESSION

Mr. Jung made a motion, seconded by Ms. Miller to enter into executive session at 8:55a.m. to discuss personnel. The motion carried with all members present voting aye 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 9:00a.m. The motion carried with all members present voting aye on a roll call vote (Miller, Gilman, Dvorak, Draffkorn, Jung, Hill, Orphal)

Ms. Hill made a motion, seconded by Mr. Jung to recommend approval of the Resolution authorizing workers' compensation claim settlement for claim #04-3200-07, not to exceed \$9,340. The motion carried with all members present voting aye on a roll call vote (Miller, Gilman, Dvorak, Draffkorn, Jung, Hill, Orphal)

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REPORTS

*Human Resource Director's Report:* Mr. Ivetic joined committee members to present his monthly report. He informed committee members that Local 120, Highway, will be meeting tomorrow for additional negotiations. The Building Operations Local 120, will meet after the holidays. If an agreement cannot be reached, this issue for both groups will go to arbitration. He will keep committee members informed.

*Customer Service Training:* Chairman Orhpal reminded committee members that McCog is partnering with MCC to provide low cost, quality training opportunities to McCog member organizations. Mr. Ivetic stated he would like to send a group of 3 or 4 persons to attend one of the training sessions to see if the program would be an asset to the County. Committee members suggested that a person from Planning & Development, the Recorder's office and the County Clerk's office attend as these offices has a large number of constituents go to their offices. Chairman Orhpal stated that if the response is good, MCC would be willing to hold these classes here.

Mr. Ivetic reported that the employee rosters are in good shape. He stated that some of the positions are still unclassified and need to be addressed. He stated they are making progress. Merit raises should be completed in December. Committee members requested a new employee roster for review, after everything has been readjusted after the raises. Mr. Austin stated that they are trying to get all the raises out on time this year with hopes to have this process completed by December 29<sup>th</sup>.

Committee members were reminded that the Mental Health Board will be attending the next committee meeting on December 12<sup>th</sup>.

ADJOURNMENT

Ms. Miller made a motion, seconded by Ms. Gilman to adjourn at 9:11 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 the creation of two part-time your program intern positions in the Job Training Department
- Recommend approval of Resolution authorizing the reclassification of 10 Job Counselor Positions for the Job Training Department from non exempt to exempt status
- Recommend approval of Resolution authorizing a budget line item transfer in the Fiscal Year 2005 budget between General Fund Departments – Court Services and Human Resources
- Recommend approval of Resolution authorizing a plan to compensate a Veterans Service Officer Trainee for the Veterans Assistance Commission of McHenry County
- Recommend approval of Resolution authorizing workers' compensation claim settlement for claim #04-3200-07

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