

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

MINUTES OF MONDAY, JULY 24, 2006

Chairman Orphal called the committee meeting to order at 8:32 a.m. The following members present: Lyn Orphal, Chairman; Sue Draffkorn; Ed Dvorak; Tina Hill; John Jung; Anna May Miller; and Ann Gilman. Also in attendance: Tom Sullivan, Information Technology; Bob Ivetic, Human Resources; Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; and John Labaj, Assistant County Administrator.

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 July 10, 2006. Ms. Hill made a motion, seconded by Mr. Jung to approve the July 10, 2006 minutes as presented. The motion carried with all members present voting aye on a voice vote.

PUBLIC PARTICIPATION

None

NEW BUSINESS

Chairman Orphal stated that Mr. Sullivan, Director of the Information Technology Department (I.T.), would like to ask the Committee for direction on hiring a new employee. Mr. Sullivan addressed the Committee and reported that the I.T. Department has had an open position for a Data Base Administrator for the past seven months. He stated that a good candidate has been found who has expertise in data net development, data base administration and G.I.S. The position was approved at an annual salary of \$54,000. The individual is requesting an annual salary of \$72,000. Mr. Sullivan stated that the remainder of the FY 06 budgeted dollars for this position would be enough to cover the increased salary for the remainder of this year, allowing the budget to be neutral for this year. It is possible to cover the salary for next year by feeding from the GIS. Ms. Gilman asked if the increased salary would effect others in the department. Mr. Sullivan responded that it should not cause anymore problems then what currently happens in the department. He stated that he has no employee with the expertise to fill this position and pointed out the growing need to have a person on staff that can handle data base administration, development and G.I.S. He commented that he felt fortunate to find this individual whose current position with Verizon has been eliminated. The Committee discussed Mr. Sullivan's request and give direction to move forward and hire the individual as requested. Mr. Sullivan will also present this request to the Management Services Committee tomorrow.

OLD BUSINESS

*Resolution authorizing the adoption of a Revised Personnel Policy Manual:* Chairman Orphal reported that she had attended the Department Head / Elected Officials meeting this past Friday. She stated the meeting was interesting and some attendees had comments and raised some valid points on the proposed Personnel Policy Manual. She asked Mr. Ivetic to summarize those issues. Mr. Ivetic stated that comments centered on the Sick Leave Policy and most were concern with the proposed 18 days per year after 16 years of service. He provided the Committee with three alternatives to the Sick Leave section. He stated he would recommend the Committee consider Alternate Policy #3 with the change to 20 days after 16 years instead of the 18 days. He noted that he would "hate to see the whole manual side-tracked due to this small section." Chairman Orphal noted that the change would not present a financial burden to the County and it could be re-evaluated in the future. Mr. Ivetic noted that the manual received very positive reactions and that some departments would need to add special policies to address their needs (such as the Health Department and the Mental Health Board). He stated that the Sick Leave Policy was the only concern raised during all meetings. He confirmed that the State's Attorney and Ms. Connor had reviewed the proposed policy and did not raise any objections. Ms. Gilman made a motion, seconded by Ms. Hill, to recommend the County Board approve a Resolution authorizing adoption of a Revised Personnel Policy Manual with the amendment to the Sick Leave Policy as discussed. The motion carried with all members present voting aye on a roll call vote (Draffkorn, Jung, Dvorak, Gilman, Hill, Miller and Orphal).

Chairman Orphal reviewed an e-mail that was sent by Ms. Lewis of the Mental Health Board late Friday afternoon. Ms. Lewis had asked that the personnel policy manual not be adopted until further discussion with their attorney, which would be on Tuesday, July 25, 2006 through a conference phone call. Ms. Lewis had concerns with Section 1.4 of the manual and wanted to ensure that the language in that section would comply with the Mental Health Board's statutory authority. Members noted that the Mental Health Board would be able to add their separate requirements and agreed that the policy should move forward with no further delays.

Mr. Austin stated that the Personnel Policy Manual will not become effective until December 1, 2006 with County Board approval. He noted that once approved the policy manual should be available to all employees. He is discussing how best to accomplish this task and felt having the complete manual on the Employee Intranet site might be a good option and would cut-down on paper. Employees could read the manual and I.T. could add a place for the employee to "click" that they have read and accept the policy. In addition, countywide employee meetings could be held to review the policy and answer any questions or concerns. Chairman Orphal thanked everyone for their work in preparing this manual.

*Discussion of Post Employment Retirement Benefits (GASB-45):* Nothing to report.

EXECUTIVE SESSION

None.

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REPORTS

*Human Resources Director Report:* Nothing more report.

Mr. Austin reported that he, Mr. Sarbaugh and Mr. Ivetic had met with the Sheriff this past Friday to discuss budgeting issues. During that meeting, the Sheriff had stated that his department will be adding at least 10 more correctional officers next year. There were no new officers added this year, but two years ago 70 correctional officers were added to meet the needs of the new facility. Mr. Austin stated that there were some promotions in the Sheriff's Department this past year. He stated he wanted the Committee to be aware of this potential request for additional officers. Ms. Hill raised concerns with the cost of transporting detainees and Mr. Dvorak noted that these costs are reimbursed. Ms. Miller stated to her knowledge the money coming in for the INS detainees does not cover the costs. Mr. Austin stated the current pace should bring in \$700,000 more in revenues. He reported that the "Feds" are moving to a standardized rate which could benefit McHenry County. He stated that currently the County receives \$32.00 per hour to transport detainees with a mileage rate of 36.5 cents per mile. He noted that the Sheriff needs to be pushing for increases in the rates for mileage, transport and daily bed rental.

In response to member's questions, Mr. Ivetic noted that there has been no further discussion with contract Unit 150 since May. He noted that negotiations with Unit 3 are going well with the only issue to resolve is salary.

ADJOURNMENT

Ms. Gilman made a motion, seconded by Ms. Draffkorn to adjourn at 9:14 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 adoption of a revised Personnel Policy Manual

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