

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

MINUTES OF MONDAY, AUGUST 14, 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: Bob Ivetic, Human Resources; Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; and John Labaj, Assistant County Administrator and interested public.

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 24, 2006. Ms. Miller made a motion, seconded by Mr. Dvorak to approve the July 24, 2006 minutes as presented. The motion carried with all members present voting aye on a voice vote.

PUBLIC PARTICIPATION

None

NEW BUSINESS

Resolution authorizing a Workers' Compensation Settlement Claim #01-3200-15 and Resolution authorizing a Workers' Compensation Settlement Claim #04-3210-1D: Committee members reviewed two Resolutions authorizing Workers' Compensation Settlement for Claim #01-3200-15 and Claim #04-3210-1D. Ms. Gilman made a motion, seconded by Mr. Dvorak to recommend approval of the two Resolutions as presented above. The motion carried with all members present voting aye on a roll call vote (Draffkorn, Dvorak, Gilman, Hill, Jung, Miller, Orphal)

Mr. Austin informed committee members that the IT department did not hire the proposed GIS employee as discussed at the previous meeting. It was noted that this candidate secured a job elsewhere with a starting salary of \$80,000, which is well above the \$72,000 requested to hire this person. Mr. Austin stated this is happening to various departments who are trying to hire people with the needed background. The County wage system is not allowing for the hiring of people who are already trained in various areas.

Review and Discussion of the Job Classification and Evaluation System: Mr. Austin stated that two issues need to be addressed, the first is the County evaluation system and a salary survey is needed to address grade ranges. Mr. Ivetic stated that they will not be looking at individual salaries, but to looking at internal issues and checking to see if we are competitive in the surrounding market. He stated this is something that should be done every 7 years or so. McHenry County has not done a new study since the Slavin Study was completed over 10 years ago. Four area vendors were identified who have worked with government agencies doing wage studies. These vendors include Slavin, Condry and Associates, The Hay Group and RS Gladry. The Hay Group was the originators of the job classification system. Recent wage classification systems have been completed for DuPage, who used The Hay Group, and Lake Counties, who used RS Gladry. Committee members were informed that a new wage study would cost the County \$65,000 to \$127,000. The \$127,000 study would take two years to complete. Mr. Ivetic requested direction regarding this request. Committee members stated this should be placed in this years budget requests, as a supplemental, for consideration. Committee members requested Administration check with DuPage and Lake Counties to see how long of a process it was to complete their wage study.

Discussion of the ADP Enterprise Software: Mr. Sarbaugh joined committee members for a discussion regarding ADP Enterprise Software. He reminded committee members that the Human Resources Department has been looking for HRS system that interfaces with our general ledger. ADP has software that includes payroll, Human Resources and general ledger information all on one system. He noted the system would be integrated and it does everything we want. He stated that one of the biggest areas of concern in the past has been the tracking of grants. Committee members questioned where the funds would come from to purchase this program. It was noted that since the Treasurers Department uses ADP they may be able to purchase a portion of this program. It was noted that costs for this program will be brought back to committee at a later date.

OLD BUSINESS

None

EXECUTIVE SESSION

None

REPORTS

Human Resources Director Report: Mr. Ivetic stated that he is still looking for additional ways in which to save for the cost of health insurance. He stated they continue to look at self insurance. Additional information was provided regarding the costs for stop loss insurance and administrative fees for a self-funded arrangement. He noted the difference in the self insurance program now would be that the county would not be the administrator of the program. The stop loss insurance would cost a group of our size approximately \$350,000 per year and the administration fees would run approximately \$525,000 per year. The county would then be responsible for claims beyond these fees, which would be capped with the stop loss policy for catastrophic instances at the individual and county-wide

level. He noted that these are just rough estimates. Additional information is needed as well as education on the programs available. The Health Insurance Task Force will be re-implemented in September to continue to look for ways to save money for both the

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employee and employer.

Committee members were informed that because of the increase of judges in the County some court related departments will need to hire additional personnel. Mr. Austin stated that we will work these needed employees into the budget. Because of the need for additional employees, the State's Attorney's office would like permission to hire a seasoned prosecutor immediately. Because of vacancies within his department, funding is available within his current budget to hire this person this year. The State's Attorney does not feel he can wait to present an offer of employment. Mr. Austin noted that because of the experience of this prosecutor we would have to offer him more than the current \$70,000 vacant position. The person would be a level 3 attorney instead of a level 2. Again, this will be covered in this year's budget. Because of the need of additional personnel a new budget for next year will be forwarded to the committee for discussion at a later date. Mr. Sarbaugh noted that the State's Attorney has an additional request as well. He noted the State's Attorney had an opportunity to hire an intern for \$200 per pay period, with no benefits. When the intern was hired, there was some miscommunication where the intern was informed this intern position would be for a year instead of the 90 – 120 day period that is usually reserved for an intern. This intern quit his part time job to work as an intern until graduation. Mr. Sarbaugh noted they would like to continue with this temporary position and he would include this position, as part of the budget process. Committee members stated they would be gaining experience with the prosecutor and needed low cost help with the intern and gave permission to hire the prosecutor and retain the intern through to graduation.

Mr. Ivetic informed committee members that a meeting with Unit Three (3) has been scheduled for August 23rd. He noted that their contract now comes down to salary and comps. He noted they are moving quickly on this contract.

Local 150 has finally scheduled a mediation session for September 12th. He noted that they have backed off of their demand for insurance; however, they do not know what their demands will be. He noted they had hoped to have a contract before July fourth but will now have to shift gears.

ADJOURNMENT

Ms. Hill made a motion, seconded by Ms. Gilman to adjourn at 9:27 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 a Workers' Compensation Settlement – Claim #01-3200-15

Recommend approval of Resolution authorizing a Workers' Compensation Settlement – Claim #04-3210-1D

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