

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

MINUTES OF MONDAY, AUGUST 28, 2006

Chairman Orphal called the committee meeting to order at 8:30 a.m. The following members present: Lyn Orphal, Chairman; Sue Draffkorn; Ed Dvorak; Tina Hill; Anna May Miller; and Ann Gilman. John Jung was absent. Also in attendance: Bob Ivetic, Human Resources; Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; and John Labaj, Assistant County Administrator; and Pam Palmer and Julia Cwienkala, Auditor.

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 August 14, 2006. Ms. Miller made a motion, seconded by Ms. Hill to approve the August 14, 2006 minutes as presented. The motion carried with all members present voting aye on a voice vote.

PUBLIC PARTICIPATION

None

NEW BUSINESS

FY06/07 Budget Review – Human Resources Department: Committee members were joined by Mr. Austin, Mr. Ivetic and Mr. Sarbaugh for discussion of the maintenance budget for FY06/07 Human Resources. Committee members concentrated on the numbers of the department. Mr. Sarbaugh noted that the Human Resources Department has stayed within their maintenance budget. Committee members reviewed the supplemental requests of the department. Committee members requested the cost of the Job Classification and Compensation System Survey be included in the supplemental requests. After review of the budget, Ms. Miller made a motion, seconded by Ms. Gilman to recommend approval of the FY06/07 maintenance budget for Human Resources as presented. The motion carried with all members present voting aye on a roll call vote (Draffkorn, Dvorak, Gilman, Hill, Miller, Orphal)

Resolution authorizing settlement of Workers' Compensation Claim #03-3200-17 and #05-3200-10 and Resolution authorizing settlement of Workers' Compensation Claim #05-3210-20: Committee members reviewed two separate resolutions for approval of two different workers compensation claims. One claim was for an injury to a road deputy, who was initially injured while repeatedly firing a shot gun during a qualification shoot and was re-injured while performing instruction techniques while conducting strikes on a dummy. The other settlement claim is for a correctional officer who was injured while forcefully trying to open a secured door in the jail garage. After review, Ms. Gilman made a motion, seconded by Ms. Hill to recommend approval of the two resolutions as submitted. The motion carried with all members present voting aye on a roll call vote (Draffkorn, Dvorak, Gilman, Hill, Miller, Orphal)

Internal Audits (Retro Pay and Bluecross Blueshield Premium Audit: Ms. Palmer and Ms. Cwienkala joined committee members for a discussion on the internal audits conducted for retro pay and Blue Cross Blue Shield Premium audits. Ms. Palmer noted these are the same reports as submitted to the Finance Committee. She noted that these are two of the audits created as part of the internal audit program. She noted that they do a risk assessment of all departments. Ms. Palmer reviewed the reports with committee members. She noted that the biggest concern regarding the retro pay is that when the retro funds are transferred to the Treasurer there are no checks in place. She noted that there needs to be some accountability with more controls in place. She noted that their department has created a retro pay calculation sheet that could be used to provide the proper controls. She noted that retroactive pay normally occurs due to the settlement of union contracts or the agreed upon new levels of compensation. Ms. Palmer stated that the next audit performed was for the BlueCross/BlueShield Employee Health Premiums. Ms. Palmer reported that Ms. McMahan has done an excellent job of keeping all information regarding employee health premium billings on Quickbook for both reconciliation and the billings sent out to retiree's and COBRA participants. Ms. Palmer noted that proper controls have been put in place and statements are being reconciled on a timely basis. Ms. Palmer commended Ms. McMahan with a job well done. Committee members thanked Ms. Palmer for her updates.

OLD BUSINESS

None

EXECUTIVE SESSION

None

HUMAN RESOURCE COMMITTEE

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REPORTS

Human Resources Director Report: Mr. Ivetic stated that a mediation session has been scheduled for September 12th for Local 150 for both Facilities and Highway. He noted we will see where discussions go after that meeting. Negotiations for Unit 3 are progressing well. He noted they have set a very positive tone with hopes for a settlement soon. This would be settled without going to arbitration.

ADJOURNMENT

Ms. Miller made a motion, seconded by Ms. Gilman to adjourn at 8:57 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 #03-3200-17 and #05-3200-10

Recommend approval of Resolution authorizing a Workers' Compensation Settlement – Claim #05-3210-20

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