

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

MINUTES OF MONDAY, NOVEMBER 13, 2006

Chairman Orphal called the committee meeting to order at 8:15 a.m. The following members present: Lyn Orphal, Chairman; Ed Dvorak; Tina Hill; John Jung; Sue Draffkorn; and Ann Gilman. Anna May Miller was absent. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; John Labaj, Deputy County Administrator; Tom Carroll, State's Attorney; Rich Weinhandl, Sheriff's Dept.; Bob Ivetic, HR Director; Sandy Lewis, Mental Health; Dan Ryan, newly elected District 6 County Board Member.

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 23, 2006. Ms. Hill made a motion, seconded by Mr. Jung to approve the October 23, 2006 minutes as presented. The motion carried with all members present voting aye on a voice vote.

PUBLIC PARTICIPATION

None

NEW BUSINESS

Resolution authorizing the reclassification of position #032-SO-297-99 in the Sheriff's Office: Committee members reviewed a Resolution authorizing the reclassification of position #032-SO-297-99 in the Sheriff's Office. Ms. Draffkorn made a motion, seconded by Mr. Jung to recommend approval of the above resolution as presented. Mr. Sarbaugh noted that the Sheriff's Office has a vacant position in the jail that has remained unfilled. The Records department is in need of additional personnel. This request was brought forward prior to the budget process and this would be the last meeting where changes would be made to the budget. After review, the motion carried with all members present voting aye on a roll call vote (Draffkorn, Dvorak, Gilman, Hill, Jung, Orphal)

Resolution authorizing settlement of a Workers' Compensation Claim: Committee members reviewed a Resolution authorizing a settlement of a Workers' Compensation Claim. Mr. Labaj noted this claim was from a Deputy Investigator who reported an injury sustained from lifting a cabinet. Mr. Labaj noted that this claim has been denied as there are questions regarding the injury. A small settlement has been suggested to get the claim off the books and prevent the claim from going forward to the Worker's Compensation Commission. Ms. Gilman 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 (Draffkorn, Dvorak, Gilman, Hill, Jung, Orphal)

Resolution authorizing salary adjustments for two positions in the State's Attorney's Department: Committee members reviewed Resolution authorizing salary adjustments for two positions in the State's Attorney's Department. It was noted that this was the Resolution that was previously reviewed by the committee that did not include the salary adjustment amounts. These are existing positions within the department and are budget neutral. After review, Ms. Draffkorn 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 (Draffkorn, Dvorak, Gilman, Hill, Jung, Orphal)

Resolution authorizing adoption of the salary ranges for FY06-07: Committee members reviewed a Resolution authorizing adoption of the salary ranges for FY06-07. Mr. Sarbaugh noted this is a housekeeping function. After review, Ms. Hill 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 (Draffkorn, Dvorak, Gilman, Hill, Jung Orphal)

Resolution establishing the guidelines for FY07 Pay-for-Performance adjustments: Committee members reviewed a Resolution establishing the guidelines for FY07 Pay-for-Performance adjustments. This is the resolution that addresses the employee merit increases. After review, Mr. Jung made a motion, seconded by Ms. Draffkorn 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, Jung, Orphal)

Resolution authorizing adoption of P.A. 94-712 for a 30 year amortization period: Committee members reviewed a Resolution authorizing adoption of P.A. 94-712 for a 30 year amortization period. Mr. Sarbaugh noted this resolution addresses the law passed last summer regarding the SLEP (Sheriff's Law Enforcement Employee Personnel plan which

will result in an additional unfunded liability. He noted he would like to amortize this over a 30 year period as the 40 year amortization would end up costing more. After review, Ms. Draffkorn made a motion, seconded by Mr. Jung to
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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, Jung, Orphal)

Resolution authorizing the reclassification of two part time custodian 1 positions (#016-2-902-05 and #016-2-903-05) to one full time custodian 1 position in the Facilities Management Department: Committee members reviewed a Resolution authorizing the reclassification of two part time custodian 1 positions (#016-2-902-05 and #016-2-903-05) to one full time custodian 1 position in the Facilities Management Department. This would not take effect until January. This request came about because the department is having a hard time attracting part time help. After review, Mr. Dvorak made a motion, seconded by Mr. Jung to recommend approval of the above Resolution as presented. The motion carried with all ayes (Draffkorn, Dvorak, Gilman, Jung, Hill and Orphal)

Resolution authorizing the payout of accumulated compensatory time in excess of the new personnel policy limits: Committee members reviewed a Resolution authorizing the payout of accumulated compensatory time in excess of the new personnel policy limits. Mr. Sarbaugh noted this Resolution will clean up payments where several employees have high amounts of comp time. He noted this will allow us to start with a clean slate with the new employment policy. He noted they would bring forward the vacation needs in the Spring. Ms. Hill made a motion, seconded by Mr. Jung to recommend approval of the above Resolution. The motion carried with all members present voting aye (Draffkorn, Dvorak, Gilman, Hill, Jung, Orphal)

VAC – Discussion of a Service Officer: Committee members were reminded that the VAC would like to hire a trained VAC Service Officer for replacement of the current person who has given her resignation. This position would require a higher rate of pay because the department is requesting permission to hire a person who has already been trained and would be a different grade. The VAC Board has recently approved this request. The current employee did not have the required certifications at the time she was hired, but, has been in training for these requirements. The new person would be hired with the certifications already in place. Mr. Sarbaugh noted the current employee is at the top of her grade so this adjustment should not be too high. After discussion, committee members agreed to this request.

OLD BUSINESS

None

EXECUTIVE SESSION

None

REPORTS

Human Resources Director Report: Mr. Ivetic reported that they are proceeding with research for a new evaluation system as well as salary structure. He noted that DuPage County uses the Hay system in place and the College of Lake Couny uses the RSM McGladry system. He stated he is reviewing the differences. He stated that he would like to invite some consultants to speak to the committee on what their systems would do and how they system works the first of the year. He noted that he likes to see how the systems work, not just review what is presented. He noted that the committee meeting may need to start at a later time to allow for flexibility to schedule these consultants. He noted he is ready to move forward with the project and believes this is a two step process, first, set classification system with salary ranges and then deal with the equity issues of where an employee would fall within the range. He noted the need to get the system into place.

Mr. Ivetic reported that he is meeting in early December with representatives from Mercer regarding the possibility of obtaining self funded health insurance. He noted that he recently attended a meeting with the Human Resource Association regarding insurance issues and the organizations that are using the self funded insurance with success. He noted that this meeting will be to get the thought process rolling.

Local 150 has scheduled a meeting for tomorrow. The Mediator has requested that Local 150 supply a written proposal of what they want. Nothing has been received yet and Mr. Ivetic noted he was disappointed that nothing has been brought forward yet. He noted he would keep the committee members informed.

Negotiations have begun with Unit 1. Several meetings have been scheduled. He noted the main issues are the same, salary and insurance. Some minor language issues will be addressed as well. He noted these are just the beginning of this negotiation process.

Chairman Orphal showed a copy of the recently provided employee personnel policy manual. Meetings are being held for employees to answer questions surrounding the new personnel policy manual.

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Chairman Orphal informed committee members that a meeting was recently held with the Mental Health Board to discuss the personnel policy manual. They are in the process of developing their own manual. This manual will not be completely the same, but, they are getting closer. Main differences were pointed out and they have adopted some of the same sick and vacation policies. Chairman Orphal noted that we are hopeful for additional changes.

Committee members questioned the employee wellness program. Mr. Ivetic reported that at a recent Human Recourse Management Association conference wellness programs were discussed. He noted that most do not see good employee participation. He noted changes in this area are a long process. A blood screening could be offered to employees that would identify various health issues. He noted this is strictly confidential blood screen that helps with "preventative" issues. It was noted that this blood screen would be more detailed than what is currently being offered through the Health Department. The goal is to lower our health insurance premium costs. It was noted that one incentive to join a preventative program would be that those involved in the program would get a lower health insurance premium. Committee members noted this may be a way to get more employee involvement.

Mr. Sarbaugh noted that at the end of the budget year there are always some budgets that need adjustments. He requested permission to adjust these budgets as needed and forward them directly to the Finance Committee. He noted he would provide an update, if needed, to the committee. Committee members agreed with the request.

ADJOURNMENT

Ms. Hill made a motion, seconded by Ms. Gilman 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 the reclassification of position #032-SO-297-99 in the Sheriff's Office
- Recommend approval of Resolution authorizing settlement of a Workers' Compensation Claim
- Recommend approval of Resolution authorizing salary adjustments for two positions in the State's Attorney's Department
- Recommend approval of Resolution authorizing adoption of the salary ranges for FY06-07
- Recommend approval of Resolution establishing the guidelines for FY07 pay-for-performance adjustments
- Recommend approval of Resolution authorizing the adoption of P.A. 94-712 for a 30-year amortization period
- Recommend approval of Resolution authorizing the reclassification of two part time custodian 1 positions (#016-2-902-05 and #016-2-903-05) to one full time custodian 1 position in the Facilities Management Department
- Recommend approval of Resolution authorizing the payout of accumulated compensatory time in excess of the new personnel policy limits

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