

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

MINUTES OF MONDAY, MARCH 12, 2007

Chairman Orphal called the committee meeting to order at 8:30 a.m. The following members were present: Lyn Orphal, Chairman; Ed Dvorak; Sue Draffkorn; Anna May Miller; Virginia Peschke and Randy Donley. Sandra Fay Salgado was absent. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; Bob Ivetic, HR Director; Bill Kays, Circuit Clerk; Sandy Lewis and Jane Wacker, Mental Health; Karen Rhodes and Tom Carroll, State's Attorney; Tiki Carlson, E-911 and John Jung, County Board Vice Chairman.

Lyn Orphal, Chairman
Randy Donley Sue Draffkorn
Ed Dvorak Anna May Miller
Virginia Peschke Sandra Fay Salgado

MINUTES OF PREVIOUS MEETING

Committee members reviewed the Human Resources Committee minutes of February 26, 2007. Mr. Dvorak made a motion, seconded by Mr. Donley, to approve the February 26, 2007 minutes as presented. The motion carried with all members present voting aye on a voice vote. Ms. Miller requested that information received by the committee members at the last committee meeting concerning the presentation for self funded insurance to be forwarded to her. It was noted that the presentation would be given during the Finance Committee meeting tomorrow for those interested in attending.

PUBLIC PARTICIPATION

None

PRESENTATIONS

None

NEW BUSINESS

Resolution authorizing the creation of three new full time positions for the State's Attorney's Departmental Roster: Committee members reviewed a Resolution authorizing the creation of three new full time positions in the State's Attorney's Departmental Roster. Mr. Carroll noted that because of the creation of the Mental Health Court and the increased demand for the Grand Jury and Felony cases, an additional Legal Admin. Specialist is needed in each of these areas. Ms. Rhodes and Mr. Carroll joined committee members to answer questions. Mr. Carroll noted that the Mental Health Court position will be paid from the Mental Health Court Fees. He stated he didn't think the Mental Health Court position would be a full time position to start out as full time but noted that he felt this position would require full time help in a very short time. Because of the increase duties of the Grand Juries, they were sitting later and later each day they met, because of the late nights required by staff, it was suggested that they meet 2 times per month, instead of the 1 time per month. Mr. Carroll noted that once the back log of cases are alleviated by the Grand Jury, there will be an increase of the duties of staff for the felony cases. Mr. Kays noted that when an increase of cases were noted in October, they brought their concerns to the Chief Judge who ordered the Grand Jury meet an additional day. Mr. Kay's noted it was too late in the budget process to request additional staff. The increase to staff should alleviate some of the need for the overtime hours. Committee members noted they felt uncomfortable approving an addition to staff that will not take place for another 5 months. After a lengthy discussion, Ms. Miller made a motion, seconded by Ms. Peschke to recommend approval of a Resolution authorizing the creation of two new full time positions to the State's Attorney's departmental roster, with the resolution to reflect the true costs of the positions. The motion carried with five ayes (Peschke, Draffkorn, Miller, Dvorak, Orphal) and one nay (Donley) Committee members stated that they would like to see requests for additional staff to be brought forward one at a time without all requests being on the same Resolution. They noted they would also like to see what the total impact to the budget a new position would have.

Resolution authorizing the reclassification of position #045-11-054-07 from a part-time Investigator to a full-time Investigator position in the State's Attorney's Departmental Roster: Committee members reviewed a Resolution authorizing the reclassification of position #045-11-054-07 from a part-time Investigator to a full-time Investigator position in the State's Attorney's Departmental Roster: Because of an increase in the cases being seen in the Check Enforcement Program it has become necessary to increase the hours of the investigator assigned to work this area. The increase to the budget would be offset by the fees generated from the Check Enforcement Program. The salary budget would not be adjusted until the budget has been depleted. After discussion, Mr. Dvorak made a motion, seconded by Ms. Draffkorn to recommend approval of the above Resolution as presented. The motion carried with the majority of members present voting aye on a roll call vote (Dvorak, Pesckhe, Draffkorn, Orphal) nay (Donley, Miller)

Resolution authorizing the creation of an ETSB 9-1-1 Technology Specialist position in the Emergency Telephone System Board Department: Committee members reviewed a Resolution authorizing the creation of an ETSB 9-1-1 Technology Specialist position in the Emergency Telephone System Board Department. Ms. Carlson noted that they have been using outside contractors to help with the Phase 2 portion of the 911 system, she stated that now that the implementation is complete the majority of the work is more of a maintenance aspect and can be handled in house. The funds for this position will be taken

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from the contractual line. Ms. Carlson noted that this position has been approved by the ETSB Board. After review, Ms. Miller made a motion, seconded by Ms. Peschke to recommend approval of the above Resolution as presented. Mr. Sarbaugh noted that a portion of the Resolution may be adjusted for Finance to include the budget adjustment. Ms. Miller and Ms. Peschke agreed to amend the motion to include budgetary requirements. The motion carried with all members present voting aye on a roll call vote (Dvorak, Donley, Peschke, Draffkorn, Miller, Orphal)

Resolution authorizing the creation of a new GUI Designer position in the Circuit Court Clerk's Office and budget line item transfers in the Court Automation fund FY06/07 budget: Committee members reviewed a Resolution authorizing the creation of a new GUI Designer position in the Circuit Court Clerk's Office and budget line item transfers in the Court Automation fund FY06/07 budget. Mr. Kays noted that this position will be funded from the Court Automation Fund. After review, Ms. Miller made a motion, seconded by Ms. Peschke to recommend approval of the above Resolution as presented. Mr. Sarbaugh noted that the Resolution states that the funding will be offset by a budget line entry from the Court – Automation – Utilization of Fund Balance and it is actually the Enhancement of Fund Balance. Ms. Miller and Peschke amended the motion to include this change in the Resolution. The motion carried with all members present voting aye on a roll call vote (Dvorak, Donley, Draffkorn, Miller, Peschke, Orphal)

Resolution authorizing the increase of two part-time Family Care positions to full-time with an increase to the hourly rate of one position and the related budget line item transfers in the FY06 Mental Health Board Budget: Committee members reviewed a Resolution authorizing the increase of two part-time Family Care positions to full-time with an increase to the hourly rate of one position and the related budget line item transfers in the FY06 Mental Health Board Budget. Ms. Lewis noted that the Family Care project runs on the Federal fiscal year and had to wait to present this Resolution until they approved the changes to the grant. It was noted that the funding would be moved from the contractual line item to personnel. After discussion, Ms. Miller made a motion, seconded by Mr. Donley to recommend approval of the above Resolutions as presented. The motion carried with all members present voting aye on a roll call vote (Dvorak, Donley, Draffkorn, Miller, Peschke, Orphal)

Resolution authorizing the reclassification of a part-time Human Resource Technician position to a full-time Human Resource Technician position: Committee members reviewed a Resolution authorizing the reclassification of a part-time Human Resource Technician position to a full-time Human Resource Technician position. Mr. Ivetic noted that because of the increased duties within the department, they would like to fill a part time open position slot within their office to full time. Ms. Miller made a motion, seconded by Mr. Donley to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Dvorak, Donley, Draffkorn, Miller, Peschke, Orphal)

Resolution authorizing entering into a contract with Corporate Benefit Consultants, Inc.(CBC) to be the broker of record and to provide services for conversion to self funded health insurance: Committee members reviewed a Resolution authorizing entering into a contract with Corporate Benefit Consultants, Inc. (CBC) to be the broker of record and to provide services for conversion to self funded health insurance. Some committee members stated they would be uncomfortable voting on this resolution as they were not present at the previous committee meeting to see the presentation as presented by CBC. During the previous committee meeting committee members had suggested this presentation be forwarded to Finance for approval and the Resolution was to be brought to this committee to formalize the direction made at the last committee meeting. Some committee members noted surprise that we were in the implementation phase of the decision and that we were just fact finding to see if this type of program would be good for the County. Committee members were informed that extensive effort and research has been completed by staff regarding this plan. It was noted that the plan itself would be transparent to the employees as there would be no change to their current health insurance plan, other than the behind the scene finance end. The brokers will coordinate the changes within the plan. There will be not disruption to the employee's health plans. Mr. Austin noted the presentation will be given again during the Finance Committee meeting for those interested in attending. It was noted that the brokers will be able to take out the hidden fees within the current program. After discussion, Mr. Dvorak made a motion, seconded by Ms. Peschke to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye.

Resolution authorizing entering into an agreement to complete a wage and compensation study (not in packet): Committee members were informed this will be pulled for discussion at a later date. It was suggested that a joint meeting take place on Tuesday, April 3rd at 8:15a.m., prior to the County Board meeting for a presentation and resolution approval from both committees. Committee members agreed to the cancellation of the Human Resource Committee meeting on March 26th with a joint meeting to be scheduled with the Finance Committee on April 3rd at 8:15a.m.

OLD BUSINESS
None

EXECUTIVE SESSION
None

HUMAN RESOURCE COMMITTEE
March 12, 2007

REPORTS

Human Resources Director Report: Mr. Ivetic noted that a negotiation session has been scheduled with Unit 1 for mediation for the retiree health insurance. He noted we are attempting to bring their level equal to the County's. We would like everyone on the same level. Mr. Ivetic reported there has been a management meeting scheduled on Tuesday at 11:00a.m. to discuss overtime issues of Local 150. Mr. Ivetic noted that he believes there is a misunderstanding of the contract and will be discussing this on Tuesday.

ADJOURNMENT

Ms. Peschke made a motion, seconded by Ms. Miller to adjourn at 10:09 a.m. The motion carried with all members present voting aye.

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RECOMMENDED FOR BOARD/COMMITTEE ACTION:

- Resolution authorizing the creation of two new full time positions for the State's Attorney's Departmental Roster
- Resolution authorizing the reclassification of position #045-11-054-07 from a part-time Investigator position to a full-time Investigator position in the State's Attorney's Departmental Roster
- Resolution authorizing the creation of an ETSB 9-1-1 Technology Specialist position in the Emergency Telephone System Board Department
- Resolution authorizing the creation of a new GUI Designer position in the Circuit Court Clerk's Office and budget line item transfers in the Court Automation fund FY06/07 budget
- Resolution authorizing the increase of two part-time Family Care positions to full-time with an increase to the hourly rate of one position and the related budget line item transfers in the FY06 Mental Health Board Budget
- Resolution authorizing the reclassification of a part-time Human Resource Technician position to a full time Human Resource Technician position
- Resolution authorizing entering into a contract with Corporate Benefit Consultants, Inc. (CBC) to be broker of record and to provide services for conversion to self funded health insurance

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