

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

MINUTES OF MONDAY, DECEMBER 10, 2007

Vice Chairman Miller called the committee meeting to order at 8:30 a.m. The following members were present: Anna May Miller, Vice Chairman; Sue Draffkorn; Sandra Salgado and Randy Donley. Lyn Orphal, Ed Dvorak and John Jung, Jr. were absent. Also in attendance: Pete Austin, County Administrator; Sandy Lewis and Jane Wacker, Mental Health; Bob Ivetic, Human Resources; Rich Weinhandl, Sheriff's Department; Pat McNulty, Health Department; interested public and the press.

Lyn Orphal, Chairman
Randy Donley Sue Draffkorn
Ed Dvorak John Jung, Jr.
Anna May Miller Sandra Fay Salgado

MINUTES OF PREVIOUS MEETING

Committee members reviewed the committee minutes of the November 7, 2007. Ms. Draffkorn made a motion, seconded by Ms. Salgado, to approve the minutes as presented. The motion carried with all members present voting aye on a voice vote.

PUBLIC COMMENT: None

PRESENTATIONS: None

NEW BUSINESS

Discussion – Salary/Range Study: Committee members entered into a discussion regarding the Salary/Range study. Mr. Ivetic reported that the consultants are in the final stages of the Salary/Range study. The study will include a salary structure, rated positions with a hierarchy for each department. Mr. Ivetic reported that time will be needed to review the report before taking it to the County Board. He noted that they will share the structure of the departments with the department heads so they can voice whether the positions are ranked appropriately before final approval. After review, the report will be brought to the committee for review. He noted there will be an official review process. The salary ranges are determined through market analysis. If an individual is below the minimum ranges, they will be brought up to the appropriate range immediately. Mr. Ivetic stated that his review to date shows that most of the ranges are right in line and very accurate. He stated that there are only a small percentage of employees falling below their ranges. Department Heads could also appeal on employee range as well by providing additional information that would support a change to the range. Committee members were informed that they are looking for ways to reward high performers without penalizing average performers. It was noted that this could become a component of the "salary administration policy".

Resolution authorizing Resolution acceptance of an additional \$17,000 in grant funding from the Illinois Department of Human Services and an emergency appropriation to the Health Department's FY08 budget: Committee members reviewed a Resolution authorizing Resolution acceptance of an additional \$17,000 in grant funding from the Illinois Department of Human Services and an emergency appropriation to the Health Department's FY08 budget. Mr. McNulty stated that this resolution is being seen out of order so the resolution could be forwarded to the next County Board meeting for approval. This is an increase of grant funding for the Family Case Management Program. Ms. Draffkorn made a motion, seconded by Ms. Salgado to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Donley, Draffkorn, Salgado, Miller)

Resolution authorizing acceptance of a \$255,000 grant from the Illinois Children's Healthcare Foundation and an emergency appropriation to the Dental Care Clinic Fund for Fiscal Year 2008 budget: Committee members reviewed a Resolution authorizing acceptance of a \$255,000 grant from the Illinois Children's Healthcare Foundation and an emergency appropriation to the Dental Care Clinic Fund for Fiscal Year 2008 budget. Mr. McNulty stated that this grant will be used to expand dental services. He noted they are hopeful to expand the service hours at the dental clinic. Ms. Draffkorn made a motion, seconded by Ms. Salgado to recommend approval of the above resolution as presented. The motion carried with all members present voting aye on a roll call vote (Donley, Draffkorn, Salgado, Miller) Ms. Miller requested information on where funding for the clinic has come from. Mr. McNulty noted that he would forward this information to her.

OLD BUSINESS: None

REPORTS

Human Resources Director Report: Mr. Ivetic reported that they are almost complete with automating the sick and vacation program within ADP. He noted that there will be one more test period before this program will be available for the departments that follow the established County Personal Policy. The ADP program will automatically track vacation and sick time with no accumulations allowed beyond the policy guidelines. The information will show up on the employee check stubs for tracking by the employees.

HUMAN RESOURCE COMMITTEE

December 10, 2007

Page 2

Mr. Austin informed committee members that there are a number of vacancies at Valley Hi. A job fair, or fairs are being scheduled in January in hopes of helping out Valley Hi with their vacancies. Workforce Network will be helping out with these fairs. It is hopeful that a job fair could be held off campus as well.

EXECUTIVE SESSION: None

ADJOURNMENT

Ms. Salgado made a motion, seconded by Ms. Draffkorn to adjourn at 9:06.m. The motion carried with all members present voting aye.

* * * * *

RECOMMENDED FOR BOARD/COMMITTEE ACTION:

Resolution authorizing Resolution acceptance of an additional \$17,000 in grant funding from the Illinois Department of Human Services and an emergency appropriation to the Health Department's FY08 budget

Resolution authorizing acceptance of a \$255,000 grant funding from the Illinois Children's Healthcare Foundation and an emergency appropriation to the Dental Care Clinic Fund for FY08 budget

:ksf