

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

MINUTES OF MONDAY, AUGUST 25, 2008

Chairman Orphal called the committee meeting to order at 8:15 a.m. The following members were present: Lyn Orphal, Chairman; Ed Dvorak; Sandra Salgado; Sue Draffkorn and Randy Donley. John Jung, Jr. arrived at 8:28a.m. Anna May Miller was absent. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; Cindy Kozlowski, Financial Analyst; John Labaj, Deputy County Administrator; Mary McCann, County Board Member; Maryanne Wanaski, Planning & Development; Jane Wacker and Sandy Lewis, Mental Health; Bob Ivetic, Human Resources; 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 August 11, 2008. Ms. Draffkorn made a motion, seconded by Mr. Donley, to approve the minutes as presented. The motion carried with all members present voting aye on a voice vote.

PUBLIC COMMENT

Mary McCann, McHenry County Board Member, joined committee members to voice her concern on a couple of issues at Valley Hi Nursing Home. She stated that there has been a lot of staff turnover at the facility with low moral issues seen in remaining staff. She requested that the Valley Hi Committee look into the employment numbers. The report shows they have 8 additional employees at the facility, but, these seem to be in Administration, and not needed staff. Ms. McCann noted they have received reports of sexual harassment at the facility, though no formal reports have been received. She requested that annual training regarding this issue set up for yearly training. The remaining issue surrounds wage differential between short term and long term employees. She noted that she sees the requests for a new quality control person is on the agenda and is hopeful that this will benchmark the issues at the facility and hopes this position is not a huge pay scale position.

PRESENTATIONS

None

NEW BUSINESS

*FY08/09 Budget Reviews – Human Resources:* Committee members reviewed the FY08/09 maintenance budget for the Human Resource Department. Committee members were informed that no supplemental requests have been brought forward by the Department. The committee has talked about creating a wellness program for the County and funding for this type of program would be a supplemental request. Committee members were informed that if this type of program was funded, it would come from the employee benefit fund. Today, the committee is reviewing the operational budget for the department only. The department has maintained a no growth maintenance budget. Ms. Salgado made a motion, seconded by Ms. Draffkorn to recommend approval of the maintenance budget for Human Resources as presented. The motion carried with all members present voting aye on a voice vote. Ms. Salgado noted that she is in favor of the implementation of a wellness program, and has seen the benefits of this type of program at Pioneer Center.

Mr. Jung arrived at 8:28a.m.

*Resolution authorizing a position reclassification to the Mental Health Board Roster:* Committee members reviewed a Resolution authorizing a position reclassification to the Mental Health Board Roster. This position would be moved from a vacant Administrative Specialist II support position into a Community Relations Specialist position to include the duties of assisting with grant writing, public relations and communications and would be hired consistent with the Salary Administration Policy. Ms. Salgado 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 (Donley, Draffkorn, Dvorak, Jung, Salgado, Orphal)

*Resolution authorizing the reclassification of position #0061-0008-04 in the Valley Hi Nursing Home Departmental Roster:* Committee members were informed that this position was discussed during the past Valley Hi Committee meeting. This resolution is requesting the reclassification of a position to a Quality Assurance position, as recommended by Valley Hi and Revere Management. This position would measure against industry standards. The person being slated for this position and was found during the search for a new Director of Nursing. This position would train staff in the best industry practices. This position would be re-classed from 10E to 14E, with a pay scale of approximately \$80,000 per year. This would be the second highest paid position at Valley Hi. Mr. Dvorak made a motion, seconded by Ms. Salgado to recommend approval of the above Resolution as reviewed. Mr. Donley noted concern that this Resolution was not following the committee process and the Resolution should be approved and passed forward from the Valley Hi Committee. He noted that if the Valley Hi Committee did not pass the Resolution, this committee would not even see the Resolution. Mr. Austin stated that the order of the committee process is a challenge at times and because of time constraints there are times when the timing is out of order. Because of the

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change to the resident mix at the nursing home, a position is needed with more skilled care and additional record keeping. A COW (Committee of the Whole) was suggested prior to the September County Board meeting on September 16<sup>th</sup> regarding and update from Revere Management and an update on Valley Hi. Committee members voiced conflicting concerns over the management of Valley Hi by Revere and noted that this position deserves Valley Hi Committee over site. Committee members were informed that this position was discussed at the Committee, and will be brought forward to the committee on Thursday. If they do not pass the resolution, it will not be forwarded to the County Board for approval. A roll call vote was called and the motion carried with four ayes (Draffkorn, Dvorak, Salgado, Orphal) and two nays (Donley, Jung)

Ms. Maryanne Wanaski, from the Planning & Development Department, joined committee members to present a request and get direction for a Resolution that was not placed on today's committee agenda for consideration. She stated they would like to reclassify a part-time position Special Projects Planner position to a full-time Special Projects Planner position. This position was originally a full time position and was changed to part time. The department has been trying to fill this needed position for some time without any luck. She noted that it is very hard trying to fill a degreed position with a part time person. There is money in the budget for a part time position, but, additional funding would be needed from the General Fund for the full time position. This would eliminate the overtime hours that have been needed to fill the requirements of the position. The additional funds would be needed for the future funding of the position only. Committee members noted that finances are a huge issue right now with the position of the economy. Committee members were informed that the Planning and Development Committee approved this position, and it was because of an over-site in Administration that this was not placed on today's committee agenda for approval. Committee members agreed that this issue should be forwarded to the Finance Committee for consideration and noted that a joint Finance/Human Resource Committee meeting may be needed prior to the next County Board meeting for approval of this Resolution.

OLD BUSINESS

None

REPORTS

Mr. Ivetic reported that the labor negotiations are continuing for Local 150, Facilities and Highway. The next meeting has been scheduled for this Friday. Because of the change of a lead negotiator for Highway, these negotiations are going slower than those for Facilities. No word has been received yet from the Labor Board regarding the Coroner's office. There are challenges ongoing with the Circuit Clerk's office and the Labor Board, they are deciding what positions should be included. Mr. Ivetic noted he would keep committee members informed on these issues.

Mr. Ivetic informed committee members that his office has not received any reports, complaints or inquiries of sexual harassment issues at Valley Hi. He noted that if there is a concern, these employees need to call the Human Resource Department and let them know. Because of concerns that have been voiced, he has set up a coordinated sexual harassment training program for the supervisors at Valley Hi. This has been scheduled for September 9<sup>th</sup>. In-service training for all of the Valley Hi staff will be scheduled thereafter.

Mr. Ivetic voiced concern regarding wage differential issues. He stated that the compression program was completed and changes were made to the lowest wage earners at the facility. This was not a longevity increase and there is only so far the wages can be changed. The wages are based upon the position, not the length of employment. He stated that the wages can again be looked at, but, he is not sure what the new issues are. Committee members noted that the County Board members need to realize that they are not micro managers for departments and some issues should not be addressed by committee members. Turnovers in this industry are the nature of the beast and they see these types of turnover's happen industry wide. The entry level salaries were raised and it is hopeful that there would be stabilization over time. He stated they will trend it and watch this issue but noted that it is hard to keep low end positions filled.

EXECUTIVE SESSION

None

ADJOURNMENT

Mr. Dvorak made a motion, seconded by Ms. Salgado to adjourn at 9:17 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 position reclassification to the Mental Health Board's Roster  
Recommend approval of Resolution authorizing the reclassification of position #0061-0008-04 in the Valley Hi Nursing Home Departmental Roster

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Approved: 9.2.08