

**JOINT MEETING MINUTES OF THE
HUMAN RESOURCES AND FINANCE AND AUDIT COMMITTEES
McHenry County Administration Building
667 Ware Road
Woodstock, IL 60098**

MINUTES OF TUESDAY, SEPTEMBER 2, 2008

Chairman Munaretto and Chairman Orphal called the joint meeting of the Finance and Audit and Human Resources Committees to order at 8:15 a.m. The following members of the Human Resources Committee were present: Chairman Lyn Orphal; Ed Dvorak; Randy Donley; Sue Draffkorn; John Jung; and Sandra Fay Salgado. Anna May Miller was absent. The following members of the Finance and Audit Committee were present: Chairman Marc Munaretto; Marie Chmiel; Tina Hill; and Lyn Orphal. Dan Ryan arrived at 8:25 am; Barbara Wheeler arrived at 8:29 am; and John Hammerand arrived at 8:38 am. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; Maryann Wanaski, Planning & Development; Sandy Lewis, Mental Health Board; Mary McCann, County Board Member; Kenneth Koehler, County Board Chairman; interested public; and press.

HUMAN RESOURCES COMMITTEE

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

FINANCE AND AUDIT COMMITTEE

Marc Munaretto, Chairman
Marie Chmiel John Hammerand
Tina Hill Lyn Orphal
Daniel Ryan Barbara Wheeler

MINUTE APPROVAL: Ms. Hill made a motion, seconded by Ms. Chmiel, to recommend approval of the August 26, 2008 Finance & Audit Committee minutes. Ms. Chmiel pointed out a typo on page two of the minutes. The minutes were approved as corrected with all members of the Finance & Audit Committee present voting aye on a voice vote.

Mr. Donley made a motion, seconded by Ms. Salgado, to recommend approval of the August 25, 2008 Human Resources Committee minutes. The minutes were approved as submitted with all members of the Human Resources Committee present voting aye on a voice vote.

PUBLIC PARTICIPATION: None

PRESENTATION: None.

NEW BUSINESS

Resolution authorizing the reclassification of position #0061-0008-04 in the Valley-Hi Nursing Home Department Roster: On behalf of the Finance and Audit Committee, Ms. Hill made a motion, seconded by Ms. Chmiel, to recommend the County Board approve a Resolution authorizing the reclassification of position #0061-0008-04 in the Valley-Hi Nursing Home Department Roster. It was noted that the Human Resources Committee had approved this Resolution. Mr. Austin stated that the Valley-Hi Committee had a very lengthy discussion and raised thoughtful questions before they approved this Resolution with a voice vote of six to one. Mr. Donley stated that he voted against this position at the Human Resources Committee meeting. He stated that four candidates had applied for the Director of Nursing position. One candidate was not hired because they had requested more money and this person is now being considered for the Quality Assurance Director position although no formal search was conducted for said position. He stated he felt this individual should have been hired for the Director of Nursing position. Mr. Austin noted that this individual had not been offered the Director of Nursing position. He stated that person hired as the Director of Nursing has been working at Valley-Hi since October. It was felt that it was important to have both a Director of Nursing to oversee the Nursing Staff along with a Quality Assurance position to be responsible for all departments. He explained that the candidate was identified during the selection process for the Director of Nursing and has the qualifications for this quality assurance position. Ms. McCann commented that the person being considered for the Quality Assurance Position also is qualified to be the Director of Nursing. The person that was hired for the Director of Nursing has only worked as the Director of Nursing for the past five months and has no additional experience working in a nursing home. She stated she was not clear why a more qualified individual was not hired as the Director of Nursing. Ms. McCann noted although she supports the new Administrator, she is unclear as to why another position is being added at this time.

Mr. Ryan arrived at 8:25 am.

Ms. Salgado stated that she supports the Quality Assurance Director position as this individual would need to focus on specific functions. Ms. Chmiel noted she supported the position and asked that the "(aka nurse practitioner)" statement be removed from the proposed Resolution. It was noted that the aka was unnecessary and will be deleted.

Ms. Wheeler arrived at 8:29 am

Ms. Hill questioned the salaries for each position and who the Quality Assurance position would be reporting to. Mr. Austin noted that the salary for each position is based on experience and noted that both positions would be reporting to the Valley-HI Administrator. Mr. Dvorak stated he supports this position as it will add to the solutions. On a roll call vote, the motion carried with five ayes (Wheeler, Chmiel, Hill, Orphal and Munaretto) and one nay (Ryan).

Resolution authorizing reclassification of position #010-0919-99 in the Planning and Development Department: Chairman Munaretto noted that the Planning and Development Committee had recommended approval of this Resolution at their August 7th meeting. Ms. Wanaski stated that she previously held position as a part-time employee, but it was always a full-time position. At this time, the Department would like to hire a full-time experienced planner to help with the workload. Questions were raised as to why this was a

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vacant position for the past two years and if it could continue as a part-time position. Ms. Wheeler stated that she was not at the August 7th Planning and Development meeting. She stated that she would like to see this request tabled until a new director for the department is hired. She noted that this position could be part of the budget process. Chairman Munaretto asked if Ms. Wheeler would like the Committees to send this request back to the Planning and Development Committee for reconsideration. Ms. Orphal agreed with Ms. Wheeler's comments, noting the new Director for the Department should be involved in the hiring process. Mr. Jung agreed with Ms. Orphal. Mr. Donley stated he opposed waiting for a new Director and stated that the Department needs this assistance to meet their needs. Ms. Wheeler commented that Departmental revenues are down and putting this position on hold at this time appears to be the best decision. Mr. Austin stated that this request would then be considered as a supplemental budget item.

Mr. Hammerand arrived at 9:38 am.

Ms. Hill stated it would make sense to have this considered as a supplement request. Chairman Munaretto reported that it is the consensus of the Finance & Audit Committee to send this item back to the Planning & Development Committee and follow the budget process.

On behalf of the Human Resources Committee, Ms. Salgado made a motion, seconded by Mr. Dvorak, to send the Resolution authorizing a reclassification of position #010-0919-99 in the Planning and Development Department back to the Planning and Development Committee for reconsideration on October 2, 2008. The motion carried with five ayes (Salgado, Draffkorn, Dvorak, Jung and Orphal) and one nay (Donley).

Chairman Munaretto commented that perhaps the Human Resources Committee should revisit the reclassification policy, which states such request should be considered during the budget process.

Ms. Hill noted that it is very helpful to have attached memo included with Resolutions. Chairman Munaretto stated that several years ago a Resolution policy was developed. As part of that policy, it was noted that a memorandum should be attached explaining the request. He noted that some departments continue to follow this policy, but others have not done so. He stated perhaps this should be readdressed. Mr. Sarbaugh stated that he writes 75% of the Resolutions and he tries to include all the information in the Resolution as there are times it is difficult to include the memorandum, however he will try to do so in the future. Mr. Austin stated that if the issues are well-known a memorandum usually is not attached.

EXECUTIVE SESSION: None

REPORTS TO COMMITTEE: None

ADJOURNMENT

Ms. Salgado made a motion, seconded by Mr. Dvorak (Human Resources Committee) and from the Finance and Audit Committee Ms. Hill made the motion, seconded by Ms. Chmiel, to adjourn the joint meeting of the Human Resources and Finance and Audit Committees at 8:47 am. The motion carried with a unanimous voice vote of all ayes.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Resolution authorizing the reclassification of position #0061-0008-04 in the Valley-Hi Nursing Home Department Roster

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