

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

MINUTES OF MONDAY, JANUARY 8, 2007

Chairman Orphal called the committee meeting to order at 8:30 a.m. The following members were present: Lyn Orphal, Chairman; Anna May Miller; Ed Dvorak; Sue Draffkorn; Virginia Peschke; and Randy Donley. Sandra Fay Salgado was absent. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; and Bob Ivetic, HR Director.

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 December 11, 2006. Mr. Dvorak made a motion, seconded by Ms. Draffkorn, to approve the December 11, 2006 minutes as presented. The motion carried with all members present voting aye on a voice vote.

Chairman Orphal welcomed new members to the Committee.

PUBLIC PARTICIPATION: None

NEW BUSINESS

*Resolution authorizing a salary adjustment to position 043-12-052-07 in the Court Services Departmental Roster:* Mr. Sarbaugh reviewed the proposed Resolution noting that the position of a new Mental Health Court Probation Officer had been included in the 2007 budget and will be funded from the Mental Health Court Fees that are collected. The Director of Court Services would like to move a current qualified employee into this position; however the employee is earning a higher salary than what was approved for the new position. The Resolution would adjust the salary of the new position to allow the experienced employee to move into said position with no loss to salary. There would be a cost savings as the department would hire someone at a lower salary for the position being vacated. The new position was properly posted. The collection of Mental Health Court Fees began July 1, 2006. Ms. Peschke made a motion, seconded by Ms. Draffkorn, to recommend the County Board approve a Resolution authorizing a salary adjustment to position 043-12-052-07 in the Court Services Departmental Roster. The motion carried with all members present voting aye on a voice vote.

*Review of 2006 Committee projects and discussion of 2007 projects and goals:* Chairman Orphal reported that the County Board approved a new personnel policy manual which became effective on December 1, 2006. Ms. Miller asked if all departments had signed-off on acceptance of the new manual. Mr. Ivetic responded that most departments have done so; however there are a few departments that have their own manuals but have incorporated most of the policies included in the County Manual. He noted that he has copies of most departmental manuals, but has yet to receive one from the Health Department. Mr. Sarbaugh stated that the Mental Health (708) Board has been very cooperative in trying to embrace the County's Manual.

Mr. Ivetic distributed a document of goals and objects for 2007 and the Committee reviewed/discussed each item as follows:

1. Review and revise job descriptions;
2. Implement approved Job Classifications System and Wage/Salary Structure;
3. Implement HRIS System and Position Control System;
4. Review and recommend a revised Performance Appraisal system and implement (develop and conduct training program);
5. Collective bargaining agreements (FOP Units 1 & 2);
6. Review and recommend changes to Group Health Insurance Program;
7. Continue with Human Resource Staff Development Program;
8. Monitor ADP vacation/sick time accrual/usage program, including payout of accumulated vacation as necessary in FY 07; and,
9. Review County Job application form and work with I.T. to develop an on-line application process.

Mr. Ivetic reported that two presentations are scheduled for the meeting on the 22<sup>nd</sup>. The Hay Group will make one such presentation followed by RSM McGladdrey. Both are local firms experienced in government groups. DuPage County currently uses the Hay System while the College of Lake County uses the RSM McGladdrey system. Both are pleased with their current systems. The Human Resources Committee will begin at 9 a.m. on the 22<sup>nd</sup> instead of the previously

noted time of 8:30 a.m. Regular Committee business will be conducted at 9 a.m. The first presentation will be at 9:30a.m. followed by the second presentation at 10:00 a.m.

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The payroll system will be updated with this new software that will enhance payroll capability and automate many services that are currently done manually. Mr. Sarbaugh stated that one challenge with implementing the new system is that the Health Department currently runs a separate payroll within our system. The accruals for Health Department are currently tracked differently, which could be a problem in the future. It will be necessary to help them understand the system and the need to keep only those records that a legally necessary. Mr. Ivetic noted that departmental exceptions are following away and most departments have agreed to the new vacation and sick time policy. Mr. Sarbaugh felt that once the system is up and running most will accept the new system. A focus group (including the Auditor, HR, and Mr. Sarbaugh) has been working to address the needs of all departments with the new payroll system.

The HR Department is working to update the current performance appraisal system which will hopefully offer a fresh approach to the current method. Staff is also looking at ways to award exceptional employees without hurting others. Employees falling below expectations are given action plans and goals to bring them up to standards.

Negotiations with FOP Unit 1 are being conducted and negotiations with FOP Unit 2 will begin again in July. Mr. Ivetic stated he is discussing the possibility of working toward four year agreements instead of the current three year agreements.

A group task force will be form again this year to discuss a group health insurance program. An initial meeting is planning for January 17<sup>th</sup>. The method has worked well in the past and gets employees involved in the process. The group will be discussing various options including self-funded using a third party administrator (TPA), such as Blue Cross/Blue Shield. Such an option could save the County 4 to 7 percent on premiums with little or no change to the current program. Mr. Sarbaugh stated that several years ago the County had a self-funded program but did not use a major TPA.

The Human Resources staff continues their work to keep current on trends through education and training. This effort will continue in 2007.

It will be important to monitor ADP vacation/sick time accruals which will be done through the payroll system and to payout accumulated vacation as necessary in 2007.

The current employee application is available on the internet but must be downloaded and then mailed or faxed to the HR Department. Staff is working with the I.T. Department to update the application process so it can be done over the internet. A method to have job openings e-mailed to those who sign-up for such information is also being researched.

The Committee will review an updated employee Roster for Board approval prior to putting the data on the new system. Mr. Ivetic will provide this information to the Committee for consideration as soon as possible.

OLD BUSINESS: None

EXECUTIVE SESSION: None

REPORTS

*Human Resources Director Report:* Mr. Ivetic reported that the first Command Spanish class begins in March with 18 employees taking the initial course.

ADJOURNMENT

Ms. Miller made a motion, seconded by Mr. Dvorak to adjourn at 9:25 a.m. The motion carried with all members present voting aye.

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**RECOMMENDED FOR BOARD/COMMITTEE ACTION:**

Resolution authorizing a salary adjustment to position 043-12-052-07 in the Court Services Departmental Roster

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