

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

MINUTES OF MONDAY, APRIL 23, 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; and Sandra Fay Salgado. Anna May Miller; Virginia Peschke and Randy Donley were absent. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; Bob Ivetic, HR Director; and Suzanne Ehardt, Planning & Development.

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 joint meeting minutes of the Human Resources and Finance and Audit Committee minutes of April 3, 2007. Ms. Draffkorn made a motion, seconded by Mr. Dvorak, to approve the joint minutes of April 3, 2007 minutes as presented. The motion carried with all members present voting aye on a voice vote.

PUBLIC PARTICIPATION

None

PRESENTATIONS

None

NEW BUSINESS

Resolution authorizing the reclassification of Valley Hi Nursing and C.N.A. positions: Committee members reviewed a Resolution authorizing the reclassification of Valley-Hi Nursing and C.N.A. positions. It was noted that Administration continues to look at nursing positions in order to reduce the need for agency staff. Incentive programs did not work. The nurses have over the years, been allowed to work a 31 hour work week, collecting benefits then filling their positions with additional hours at another facility. Administration noted they have met with the nursing staff to convey the move to a 40 hour work week. There will be a phase in period allow to give staff time to assess where they want to work. Alternative shifts could be created as long as they work the required 40 hour work week. It was stated that the staff should be shown the costs of the benefits they receive from the County. It was noted that this decision could prompt the departure of some of the nursing staff. After review, Ms. Salgado made a motion, seconded by Ms. Draffkorn to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Draffkorn, Dvorak, Salgado, Orphal). It was noted that the date referred to in the resolution would be the date the Human Resources department would implement the changes within the system.

Resolution authorizing a seasonal part-time staff position in the Planning & Development Department: Committee members reviewed a Resolution authorizing a seasonal part-time staff position in the Planning & Development Department. Ms. Salgado made a motion, seconded by Mr. Dvorak to recommend approval of the above Resolution as presented. Ms. Ehardt joined committee members and noted that with the reorganization within her department it was decided that an additional Deputy position would be needed to help alleviate some of the Director duties. The previous CDBG Coordinator is now one of the Deputy Directors, leaving the CDBG Coordinator position open. It was discovered during the reorganization, that an additional coordinator is not needed. The CDBG Coordinator position and the part time Administrative Specialist II position would be reclassified to an Administrative III position and a new seasonal part time position would be created to help with the scanning/imaging to reduce paperwork within the department. Ms. Ehardt noted that the two resolutions address the needed changes within the department. She noted the funds for these changes are within her budget. Committee members questioned Ms. Ehardt whether it would be possible to staff weekend hours to answer phones with regards to complaints received during the weekend hours. She noted that the department is continuing to look at possible flex hours to help with longer permit hours and to address complaints received during the weekends. Ms. Salgado amended her motion to include the recommended approval of the additional *Resolution authorizing a seasonal part time staff position in the Planning & Development Department*. Mr. Dvorak amended his second to include both resolutions. The motion carried with all members present voting aye on a roll call vote (Draffkorn, Dvorak, Salgado, Orphal).

Ms. Ehardt informed committee members that she was invited to sit in on the interviews for the Water Resource Manager position. While in these interviews, she was able to find a person to fill the Planning & Development Department's Water Resource position. She noted that both positions for the County were filled with qualified people. She noted that it was discovered that "engineers" were not needed for these positions. She stated her requirement is more of a coordinator position and she will now be able to outsource any work that may be required by an engineer.

Discussion of Vacation Buyouts: Committee members were informed that Mr. Ivetic has gone through the analysis to see what is out there in terms of vacation buyouts. He noted there are some select individuals that need to start pursuing the use of vacation time. Mr. Ivetic noted that the Health Department has the largest group of employees that have a large accumulation of

vacation time on the books. It was noted that unfortunately, the Health Department does not have to follow our vacation plan. Committee members stated that if they do not follow our plan, then the department should become responsible for the costs associated with not following the plan. It was noted that the Health Department has stated they don't want to cap accruals. It was noted that the Health Department should also join the new HR IS system as this could be a huge benefit to their department. The system will be able to track vacation and sick time and produce reports on a payroll by payroll basis. The Health Department currently uses a separate outdated system that requires updating on a day by day basis. Mr. Sarbaugh suggested a policy be created where any accruals are earned on their current wages, not based upon wages earned when these employees request a "buy-back" at higher wages years later. It was also suggested that a presentation be made to the Health Board regarding the differences and the costs associated with these differences. Committee members noted concern that the Health Department Employees are using different rules regarding accruals, but, using county resources to fund these accruals. Committee members noted the importance of having all county employees following the same policies.

Discussion of Financial Analyst Position: Mr. Sarbaugh joined committee members to present the need within his department for a Financial Analyst. He noted that he was directed two years ago to get help to help promote and maintain sound fiscal management. He stated that he put off hiring someone to save funds for the County but now find that the everyday running of the department is taking away from his ability to complete needed tasks. The description for this position was taken from other counties and detailed to fit the needs of the department. Committee members noted concern that this request was being brought forward outside of the budget process. Mr. Sarbaugh stated that this position will bring an overall savings to the county and he was requested two years ago to hire someone for this position. Committee members noted that the department should be prepared to address the concerns raised by other departments. The consensus of the committee was to take this request to the Finance Committee for discussion.

Chairman Orphal noted concern over unexcused absences from the committee. She noted that she was only informed by one member, Mr. Donley, of not being able to attend today's meeting. She noted that both Anna May Miller and Virginia Peschke should have called her or staff to let the committee know they would be unable to attend today's meeting. She requested this be reflected in the minutes.

OLD BUSINESS
None

EXECUTIVE SESSION
None

REPORTS

Human Resources Director Report: Mr. Ivetic noted that the Corporate Benefit Consultants will attend the next meeting to provide an update on the costs savings realized to date.

Last Thursday a tentative agreement was reached with Unit 1, the peace officers. Hopefully this agreement will be ratified and approved at the May 15th County Board meeting.

The kick off meeting for the classification/wage salary system has been scheduled for May 2nd. During the kick off meeting they will develop strategy on how best to proceed. They will then begin meeting with the department heads in May.

ADJOURNMENT

Ms. Draffkorn made a motion, seconded by Ms. Salgado to adjourn at 9:33 a.m. The motion carried with all members present voting aye.

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RECOMMENDED FOR BOARD/COMMITTEE ACTION:

- Resolution authorizing the reclassification of Valley Hi Nursing and C.N.A. positions
- Resolution authorizing a seasonal part-time staff position in the Planning & Development Department
- Resolution authorizing reclassification of position #010-E11-021-99 and position #010-6-023-05 in the Planning & Development Department

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