

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

MINUTES OF MONDAY, JUNE 11, 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; Randall Donley; Virginia Peschke; Anna May Miller and Sandra Fay Salgado. Also in attendance: Peter Austin, County Administrator; Bob Ivetic, HR Director; Bev Beyer, Risk Management; Kathie Schultz, County Clerk; Sandy Lewis, Mental Health; Mark Cook, Public Defender; and the press

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 minutes of the June 5, 2007 Joint Meeting of the Human Resources and Finance and Audit Committees. Ms. Peschke 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 PARTICIPATION

None

PRESENTATIONS

None

NEW BUSINESS

Chairman Orphal noted that the first Resolution will be moved until later to allow time for the Public Defender to arrive. *Resolution authorizing an emergency appropriation in the FY07 McHenry County Mental Health Board budget for the Child Mental Health Initiative – Family Care Grant:* Committee members reviewed a Resolution authorizing an emergency appropriation in the FY07 McHenry County Mental Health Board budget for the Child Mental Health Initiative – Family Care Grant. Chairman Orphal noted that in the second “whereas” the portion that reads “and execute an employment agreement” should be removed from the resolution. Ms. Miller made a motion, seconded by Ms. Peschke, to recommend approval of the above Resolution as corrected. Committee members noted that the Resolution should include a portion that states “should the grant funding cease, this position would terminate under this agreement”. It was also noted that the dollar amount listed in the Resolution is \$2.00 off based upon the figures in the Exhibit A. The emergency appropriation should be for \$40,907, not \$40,905. Ms. Peschke made a motion to amend the Resolution to include the wording “should the grant funding cease, this position would terminate under this agreement”. It was noted the amended dollar amount should be included as well. The motion carried with all members present voting aye on a voice vote. The original motion carried with all members present voting aye on a voice vote.

*Resolution authorizing a reclassification of position number 013-05-002-99 on the County Clerk’s Election Department Roster:* Committee members reviewed a Resolution authorizing a reclassification of position number 013-05-002-99 on the County Clerk’s Election Department Roster. Ms. Miller made a motion, seconded by Ms. Peschke, to recommend approval of the above Resolution as presented. Ms. Schultz informed committee members that a long time employee has went to part-time and has created a part time vacancy within her department. The part-time person is needed in the election department. Ms. Scultz noted she has found a retired person that would make a good fit to this part time position. After review, the motion carried with all members present voting aye on a voice vote.

*Resolution authorizing Workers’ Compensation Claim Settlement #05-3220-03, Resolution authorizing Workers’ Compensation Claim Settlement #06-3200-21 and Resolution authorizing Workers’ Compensation Claim Settlement #04-3210-13:* Committee members reviewed three resolutions for Workers’ Compensation Claim settlements for claims #05-3220-03, #06-3200-21 and #04-3210-13. Ms. Beyer informed committee members that the workers for all of these claims are back to work. After review, Ms. Salgado made a motion, seconded by Ms. Miller to recommend approval of the above three Workers’ Compensation Claim Resolutions as presented. The motion carried with all members present voting aye on a roll call vote (Donley, Draffkorn, Dvorak, Miller, Peschke, Salgado, Orphal)

*Resolution authorizing the creation of one new Assistant Public Defender Attorney position on the Public Defender’s Department Roster:* Committee members reviewed a Resolution authorizing the creation of one new Assistant Public Defender Attorney position on the Public Defender’s Department Roster. Mr. Cook joined the committee members to discuss the need within his department. Due to many changes in the Illinois Supreme Court and the 22<sup>nd</sup> Judicial Circuit Court Rules, an additional assistant public defender is needed to address an increase in courtroom coverage. Chairman Orphal noted that the Resolution should include the cost of the position. It was noted that at this time this addition would be budget neutral as Mr. Cook would be paying for this position from his current budget. It was noted that even though, by this action, they are not adding any additional

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costs to the department at this time, a dollar amount, of what it will cost the department in the future, should be included in the Resolution. The wording "based upon current entry level costs of grade 13" should be included. Ms. Salgado made a motion, seconded by Mr. Dvorak to recommend approval of the above Resolution as amended. The motion carried with all members present voting aye on a voice vote.

*Resolution authorizing the creation of a new Financial Analyst position on the County Administration Departmental Roster:* Committee members reviewed a Resolution authorizing the creation of a new Financial Analyst position on the County Administration Departmental Roster. Mr. Austin noted that this position has been talked about for years and will help tremendously during the budget process as well as work in other budget areas. Mr. Dvorak 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, Drakkforn, Dvorak, Miller, Peschke, Salgado, Orphal)

*Resolution authorizing Blue Cross & Blue Shield of Illinois as the provider of Administrative Services including stop loss coverage and employee medical, dental, and optical insurance for the period of 7/1/07 through 6/30/08:* Committee members reviewed a Resolution authorizing Blue Cross & Blue Shield of Illinois as the provider of Administrative Services including stop loss coverage and employee medical, dental, and optical insurance for the period of 7/1/07 through 6/30/07. It was noted that this resolution includes administrative services. Ms. Salgado made a motion, seconded by Ms. Peschke 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, Miller, Peschke, Salgado, Orphal)

OLD BUSINESS

None

EXECUTIVE SESSION

None

REPORTS

*Human Resources Director Report:* Mr. Ivetic handed out copies of the resent employee rosters as previously requested. Mr. Ivetic reported that RS McGladry has completed the interviews of the Elected Officials and Department Heads. The officials were given the opportunity to explain their departments and issues. When completed, job descriptions will be sent out.

The last test for the HRIS payroll ledger will take place in the very near future. He stated they expect the payroll ledger to be up and running by the 3<sup>rd</sup> payroll in June.

Committee members questioned Mr. Ivetic when the elected officials pay resolutions will be forwarded for review. Mr. Ivetic noted that there are six elected officials up for a pay raise with three of these officials being paid at a higher rate. These individuals pay will be increased based upon the CPI, the other's will be raised to bring the pay more in line with area comparables. Surrounding Counties will be researched to check into the pay for each of the elected officials.

ADJOURNMENT

Ms. Salgado made a motion, seconded by Ms. Miller to adjourn at 9:13 a.m. The motion carried with all members present voting aye.

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**RECOMMENDED FOR BOARD/COMMITTEE ACTION:**

Resolution authorizing an emergency appropriation in the FY07 McHenry County Mental Health Board budget for the Child Mental Health Initiative – Family Care Grant

Resolution authorizing a reclassification of position number 013-05-002-99 on the County Clerk's Election Department Roster

*Resolution authorizing Workers' Compensation Claim Settlement #05-3220-03*

*Resolution authorizing Workers' Compensation Claim Settlement #06-3200-21*

*Resolution authorizing Workers' Compensation Claim Settlement #04-3210-13*

Resolution authorizing the creation of one new Assistant Public Defender Attorney position on the Public Defender's Department Roster

Resolution authorizing the creation of a new Financial Analyst position on the County Administration Departmental Roster

Resolution authorizing Blue Cross & Blue Shield of Illinois as the provider of Administrative Services including stop loss coverage and employee medical, dental, and optical insurance for the period of 7/1/07 through 6/30/07

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