

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

MINUTES OF MONDAY, OCTOBER 22, 2007

Chairman Orphal called the committee meeting to order at 8:30 a.m. The following members were present: Lyn Orphal, Chairman; Sue Draffkorn; Sandra Salgado; Ed Dvorak, John Jung, Jr. and Randy Donley. Anna May Miller was absent. Also in attendance: Pete Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; John Labaj, Deputy County Administrator; Bob Ivetic, Human Resources; Sandy Lewis, Mental Health; 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 September 24, 2007. Mr. Jung 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 COMMENT: None

PRESENTATIONS: None

NEW BUSINESS

*Resolutions authorizing Workers' Compensation Claim Settlements: Claim Number 07-3210-06:* Committee members reviewed a Resolution authorizing a Workers' Compensation Claim Settlement for Claim #07-3210-06. Mr. Labaj informed committee members that this Resolution is a claim settlement for a Corrections Officer who slipped and fell on some ice in the parking lot in front of the jail. The negotiated settlement is for \$21,018.93. After review, Ms. Salgado made a motion, seconded by Mr. Jung to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Donley, Dvorak, Draffkorn, Jung, Salgado, Orphal)

Committee members reviewed a Resolution authorizing Worker' Compensation Claim Settlement for Claim #06-3210-04 for the amount of \$35,922.71. This claim is for a corrections officer who was injured while restraining an inmate. After review, Mr. Dvorak made a motion, seconded by Ms. Salgado to recommend approval of the above Resolution as submitted. The motion carried with all members present voting aye on a roll call vote (Donely, Dvorak, Draffkorn, Jung, Salgado, Orphal)

Committee members reviewed a Resolution authorizing Workers' Compensation Claim Settlement for Claim #06-3210-11D in the amount of \$27,871.11. This claim is for a Correctional Officer who reported that he slipped on a top stair. This claim was initially denied because of inconsistencies with the cause of the injury. After review, Ms. Salgado made a motion, seconded by Mr. Dvorak to recommend approval of the above Resolution as submitted. The motion carried with all members present voting aye on a roll call vote (Donley, Dvorak, Draffkorn, Jung, Salgado, Orphal)

Committee members reviewed a Resolution authorizing Worker's Compensation Claim Settlement for Claim #07-8200-01 in the amount of \$24,181.91. This claim is for a Highway Maintenance Worker that slipped on a wet rip wrap while picking up garbage and debris in a ditch. 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 (Donley, Dvorak, Drakkorn, Jung, Salgado, Orphal)

Mr. Labaj informed committee members that they have been in discussions regarding excess insurance. The cost of the excess insurance is expected to rise 20%. If the self insurance retention is adjusted up to \$500,000 the insurance cost would be limited to approximately 2%. There are generally no claims for the excess insurance, but, it is necessary to carry in case a large claim is seen. This is basically for catastrophic insurance coverage. Mr. Labaj noted this is for information purposes only at this time.

*Resolution establishing the guidelines for FY08 Pay for Performance adjustments:* Committee members reviewed a Resolution establishing the guidelines for FY08 Pay-for-Performance adjustments. The FY08 budget includes a 4% merit increase for all regular non-represented full and part time employees. The resolution also includes Pay for Performance Adjustment Guidelines that should be followed. After review, Ms. Salgado made a motion, seconded by Mr. Dvorak to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Donely, Dvorak, Drakkorn, Jung, Salgado, Orphal) Mr. Ivetic noted this would be the last time the current appraisal form would be used and the form will change as recommended from McGladry, the group completing the grade/range review.

*Discussion – FY07/08 budget supplemental requests:* Chairman Orphal informed committee members that this item was placed on the agenda. She noted she noticed the supplemental requests from the Mental Health Board were all rated a #1 priority and all of the supplemental requests consisted of increases in pay and/or additional personnel. She noted concern that \$207,000 of supplemental personnel requests were approved without any feedback from the Human Resources Committee. Chairman Orphal noted concern that this department is receiving a blanket approval for personnel requests. Mr. Austin noted that these requests were given a #1 rating, after analyst from the Mental Health Board. He stated that these adjustments would not be made until after the grade and range study has been completed and the back up material for these positions received.

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Chairman Orphal again stated she was not comfortable giving blanket approvals bypassing the committee structure and did not feel some of these positions were warranted. She noted there was no back up material presented with these requests. Ms. Lewis noted this was the first year the Mental Health Board agreed to submit their supplemental requests for review. Committee members were reminded that not all of the positions involve County funds. Chairman Orphal noted this is why she has a problem, no supporting documents were provided showing where the funds for these positions will be coming from and a portion of the funding would come from the County. Committee members agreed with Chairman Orphal's concerns. Committee members were informed that they are allowed 30 days to review the budget after the preliminary approval. Committee members stated they should have more discussion on the special issues surrounding the Mental Health Board and with all the different requirements, personnel request should come before the Human Resource Committee for approval, with back up material attached with the requests. Committee members were informed there is another salary issue within the Treasurers Department. The Treasurer would like to add two part time employees to help work on backfilling of old files within his department. Hopefully these positions can be filled without the use of General Fund dollars. This will also be discussed at a later date.

*Discussion – States Attorney: Position New Hire over mid-point:* Committee members entered into a discussion with Mr. Tom Carroll on a vacancy within the criminal division in the State's Attorneys office. Approvals to hire above the mid hiring range must come from the County Board. Committee members were informed that a qualified person has been found to fill the vacancy, but, the hiring rate would be above the mid range. Mr. Austin noted that once the wage and range study has been completed this person would probably be within the range allowing for the hire without coming to committee. The new employee would not be eligible for the FY08 merit increase. Since the person in question is qualified for the position, the consensus of the committee was to agree to the hiring of this person, above the mid-range as discussed.

*Discussion – Nursing Positions at Valley Hi – Staffing/Recruitment:* Committee members entered into discussion regarding the recruitment of nurses for Valley Hi Nursing Home. Mr. Austin noted that a right decision was made in requiring nurses to work a 40 hour work week. This new policy went into effect on October 1<sup>st</sup>. A hand full of nurses has left their position. Valley Hi is in need of 6 nurses. The pay for nurses at Valley Hi is very low compared to others in the industry. The benefits offered are very good. Valley Hi has some unique dynamics since they are a 24/7 facility. The differentials right now are small and need to be increased to attract needed personnel. Mr. Austin noted he would like to bring this issue in front of the committee for consideration, prior to seeing the results from the wage/grade study. Mr. Ivetic noted that the current wage is very low and in order to attract the needed nurses the base wage, as well as the differentials for the different shifts need to be adjusted. McGladry, the group completing the wage/grade study are aware of the needs and adjustments in staffing levels would be made based upon their suggestions. It was reported that Revere would suggest the appropriate "mix" of the staff ratios needed per shift as well as the salary needed for these positions.

*2008 meeting dates/times:* Committee members were questioned regarding the current meeting dates and times. Committee members felt the meeting should be held earlier than the current meeting time of 8:30a.m. It was suggested that committee meetings be held on the second and fourth Monday of the month at 8:15a.m. They suggested keeping track of their meeting dates to schedule additional meetings if needed because of scheduling conflicts that may arise because of holidays occurring on Mondays.

Mr. Ivetic noted that an additional Human Resources Committee meeting may be needed to address budget items that need approval prior to the end of the budget year. He noted that a tentative contract has been approved by Unit 2, the corrections unit. Mr. Ivetic noted he would like to be able to put this on the November 20<sup>th</sup> County Board Agenda, but, the Human Resources Committee does not have a meeting scheduled until the end of November because of a holiday. Committee members suggested a meeting be held on Thursday, November 8<sup>th</sup> at 9:30a.m. to discuss issues of the committee.

OLD BUSINESS:None

REPORTS

*Human Resources Director Report:* Committee members were informed that all of the salary surveys have been completed. They have over 200 surveys to review. Within two weeks a preliminary grade and range chart should be available for review.

EXECUTIVE SESSION: None

ADJOURNMENT

Ms. Salgado made a motion, seconded by Mr. Jung to adjourn at 9:30 a.m. The motion carried with all members present voting aye.

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**RECOMMENDED FOR BOARD/COMMITTEE ACTION:**

Resolution authorizing approval of Workers Compensation Claim Settlements for Claim Number 07-3210-06, 06-3210-04, 06-3210-11D and 07-8200-01

Resolution establishing the guidelines for FY08 Pay for Performance Adjustments

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