

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

MINUTES OF WEDNESDAY, NOVEMBER 7, 2007

Chairman Orphal called the committee meeting to order at 11:00 a.m. The following members were present: Lyn Orphal, Chairman; Sue Draffkorn; Ed Dvorak, John Jung, Jr. and Anna May Miller. Sandra Salgado and Randy Donley were absent. Also in attendance: Pete Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; Sandy Lewis, Bob Lessor, Sally Fyfe Stachniack, Don Larson and Jane Wacker, Mental Health; Bob Ivetic, Human Resources; Jim Heisler, County Board Member.

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 October 22, 2007. Mr. Jung made a motion, seconded by Ms. Draffkorn, 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

*Resolution authorizing a contract agreement between Illinois Fraternal Order of Police – McHenry County Correctional Officers – Unit II and the County of McHenry:* Committee members reviewed a Resolution authorizing a contract agreement between Illinois Fraternal Order of Police – McHenry County Correctional Officers – Unit II and the County of McHenry. Mr. Ivetic reported that the contract is a fair equitable agreement. A four year agreement has been settled and ratified with the union. The approval of the contract was completed prior to the expiration of the existing contract. After review, Ms. Miller 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 (Dvorak, Draffkorn, Jung, Miller, Orphal)

*Resolution authorizing the reclassification of position 013-05-905 on the County Clerk – Election’s Roster to be IMRF Eligible:* Committee members reviewed a Resolution authorizing the reclassification of position #013-05-905 on the County Clerk’s – Election Roster to be IMRF eligible. Mr. Sarbaugh explained that when an employee in the County Clerk’s office retired, they changed the position to part-time. A retiree was hired to fill the position. It has been discovered that this employee was IMRF Eligible for up to 600 hours. In order to keep this individual they would like to have approval to make this position IMRF Eligible for up to 906 hours. After review, Ms. Miller 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 (Dvorak, Draffkorn, Jung, Miller, Orphal)

*Discussion – Treasurer two new positions:* Committee members entered into discussion with Mr. Sarbaugh, Mr. Austin and Mr. LeFew regarding a request to create two new positions in the Treasurer’s Department. Mr. LeFew reported that when he took office the Treasurer’s Department was staffed by 23 full-time and 2 part-time employees. Currently there are 13 full-time and zero part-time employees. Although staff has decreased, the Department has been able to take on more responsibilities such as the processing of passport applications and employee payroll. Mr. LeFew stated this is the first time in a decade that he has made a request to increase his staff by adding 2 part-time employees. These employees will receive no benefits because of their part-time status. The positions will be funded through the passport fund with no impact to the General Fund. Mr. LeFew noted he is only requesting a change to his departmental roster to add two part-time employees. Ms. Draffkorn asked if and when payroll responsibilities will be turned over to the Human Resources Department. Mr. LeFew stated he was unaware of such a change, noting that there are current checks and balances in place and he would hope this does not change. He reported that McHenry County is the only large county in the State of Illinois that has not been investigated for payroll issues. After discussion, the Committee gave direction to move forward with the request to adjust the Treasurer’s Departmental roster by adding two part-time employees. Mr. Sarbaugh stated that this change will be read as part of the FY 08 budget adjustments at the County Board meeting on November 20, 2007. Mr. LeFew thanked the Committee for their support.

*Discussion – Mental Health Board and potential salary/wage adjustments:* Ms. Lewis joined the Committee and provided a presentation on the Mental Health Board (MHB). She began by reviewing the goals of the presentation which will provide an overview of the MHB, the proposed FY 08 Organizational Chart, manpower demands and supplemental requests. She noted that the MHB was established in 1969 by referendum with a mission “To provide leadership and ensure the prevention and treatment of mental illness, developmental disabilities and chemical abuse by coordinating, developing, and contracting for quality services for all citizens of McHenry County, Illinois.” The legal duties and responsibilities of the MHB were reviewed and service coordination functions were outlined. After the presentation, the Committee asked some general questions of the MHB

representatives. The discussion ended with the acceptance of previous recommendations to include all MHB supplemental requests in the FY 08 budget. These adjustments will be read on the floor at the County Board meeting on November 20, 2007.

OLD BUSINESS: None

REPORTS

*Human Resources Director Report:* Mr. Ivetic provided committee members with an update on the RSM McGladrey wage and salary study.

Mr. Austin informed committee members that a new clerical position is being added to the Public Defender's department. A new Data Base Administrator position will also be added to the FY08 budget as well. The changes will be made with a floor amendment to be read at the November 20<sup>th</sup> Board meeting.

EXECUTIVE SESSION: None

ADJOURNMENT

Mr. Jung made a motion, seconded by Ms. Draffkorn to adjourn at 12:45p.m. The motion carried with all members present voting aye.

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**RECOMMENDED FOR BOARD/COMMITTEE ACTION:**

Resolution authorizing a contract agreement between Illinois Fraternal Order of Police – McHenry County Correctional Officers – Unit II and the County of McHenry

Resolution authorizing the reclassification of position 013-05-905 on the County Clerk – Election's Roster to be IMRF Eligible

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