

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

MINUTES OF MONDAY, MAY 8, 2006

Chairman Orphal called the committee meeting to order at 8:30 a.m. with the following members present: Lyn Orphal, Chairman; Sue Draffkorn; Ed Dvorak; John Jung; Ann Gilman and Tina Hill. Anna May Miller was absent. Also in attendance: Ralph Sarbaugh, Associate County Administrator-Finance; Bob Ivetic, Human Resources; Peter Austin, County Administrator; and Jane Wacker and Sandy Lewis, Mental Health.

Lyn Orphal, Chairman
Sue Draffkorn Ed Dvorak
Ann Gilman Tina Hill
John Jung, Jr. Anna May Miller

MINUTES OF PREVIOUS MEETING

Committee members reviewed the Human Resources committee minutes of April 24, 2006. Ms. Gilman made a motion, seconded by Ms. Draffkorn to approve the April 24, 2006 minutes as presented. The motion carried with all members present voting aye on a voice vote.

PUBLIC PARTICIPATION

None

NEW BUSINESS

Resolution authorizing an increase of hours for position 025-6-907-05: Committee members reviewed a Resolution authorizing an increase of hours for position 025-6-907-05. Mr. Jung made a motion, seconded by Mr. Dvorak to recommend approval of the above Resolution as presented. Committee members stated that the heading of the Resolution was confusing as it did not include any mention of the two new positions. It was noted that a new Resolution, with a new heading that includes the hiring of the two positions, could be passed out at the Finance Committee meeting for approval. The motion carried with all members present voting aye on a roll call vote (Gilman, Dvorak, Hill, Draffkorn, Jung, Orphal)

Ms. Lewis informed committee members that a policy is being created that states any employee who have five years or less with the Mental Health Department will be added to the McHenry County Health Plan. A discussion will be held at the Mental Health Board meeting to discuss those employees who have over five years.

Resolution authorizing the creation of new positions to support the Office of the new Associate Judge: Committee members reviewed a Resolution authorizing the creation of new positions to support the office of the new Associate Judge. Ms. Hill made a motion, seconded by Ms. Draffkorn to recommend approval of the above Resolution as presented. Ms. Hill stated this was approved at the Law & Justice Committee meeting. Mr. Austin reported that these positions were approved during the budget process and the requirements for the additional courtrooms will be discussed during the next budget process. The motion carried with all members present voting aye on a roll call vote (Draffkorn, Dvorak, Gilman, Hill, Jung, Orphal)

OLD BUSINESS

Discussion of Post Employment Retirement Benefits (GASB-45): Nothing to report.

Discussion & Employee Handbook Update: Committee members were informed that the Department Heads and Elected Officials received the draft copy of the Employee Handbook. Mr. Ivetic requested they review the handbook and let him know of any thoughts or suggestions regarding the handbook in its current form. The handbook will be discussed at the next Department Head meeting scheduled for May 19th.

Development of a policy for Interim Department Heads, both elected and non-elected: Mr. Ivetic stated that he is struggling with the language for this policy. Committee members requested that he keep this policy simple in regards to "in the event of a resignation of an elected official". As previously discussed, if needed, any vacancy created in the non-elected Department will be handled by the Administrator, in a case by case basis. The policy would be created for the Deputy Director of an Elected Official, who would assume the duties of the Elected Official, as their job requires, with no additional compensation, until the position is filled. It was noted that this is a requirement of the Deputy Director position.

Summary of personnel budget issues: To be discussed at a later date.

Mr. Sarbaugh has been informed by Mr. Cook that the salary reimbursement for the Public Defender is still in the State Budget and hopefully we will receive some reimbursement soon.

EXECUTIVE SESSION

None

REPORTS

Human Resources Director Report: Mr. Ivetic reported that progress is being seen for Unit 3. He noted that the main issue continues to be money. He will keep committee members updated regarding progress on the negotiations.

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Advanced Care Planning meetings have been scheduled for those interested in attending. Two workshops have been scheduled during lunch.

Notices will be sent out regarding the annual group health insurance sign up that will be scheduled for May 15th until June 15th.

Committee members were informed that there is a press conference scheduled today at 11:00a.m. by our Legislators, Jack Franks, Mike Tryon and Pam Althoff regarding money in the State Budget for McHenry County.

ADJOURNMENT

Ms. Gilman made a motion, seconded by Ms. Draffkorn to adjourn at 9:04 a.m. The motion carried with all members present voting aye.

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RECOMMENDED FOR BOARD/COMMITTEE ACTION:

Recommend approval of Resolution authorizing an increase of hours for position 025-6-907-05, a roster adjustment and utilization of salary pool in the McHenry County Mental Health Board roster

Recommend approval of Resolution authorizing the creation of new positions to support the Office of the new Associate Judge

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