

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

MINUTES OF MONDAY, MAY 22, 2006

Chairman Orphal called the committee meeting to order at 8:30 a.m. with the following members present: Lyn Orphal, Chairman; Ed Dvorak; John Jung; and Ann Gilman. Anna May Miller arrived at 8:31a.m. Sue Draffkorn arrived at 8:32a.m. Tina Hill was absent. Also in attendance: Bob Ivetic, Human Resources; Peter Austin, County Administrator; and Jane Wacker, 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 May 8, 2006. Ms. Gilman made a motion, seconded by Mr. Dvorak to approve the May 8, 2006 minutes as presented. The motion carried with all members present voting aye on a voice vote.

Ms. Miller arrived at 8:31a.m. Ms. Draffkorn arrived at 8:32a.m.

PUBLIC PARTICIPATION: None

NEW BUSINESS

Resolution authorizing a mid-year position reclassification of position #010-7-017-05 in the Planning and Development Department: Committee members reviewed a Resolution authorizing a mid-year position reclassification of position #010-7-017-05 in the Planning and Development Department. 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)

Vacation buy-out request: Committee members reviewed a request for a vacation buy-out. The Chief County Assessor is planning for her retirement and has accumulated a large portion of vacation time. She would like to stagger her vacation buy-out so it does not become a huge burden to the County. Committee members questioned where funding for the buyout would come from. Mr. Austin reported that there is a portion of the budget set aside for this purpose. The Assessor would be buying out 380 hours at this time. Committee members were informed that this was for information only.

OLD BUSINESS

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

Discussion & Employee Handbook Update: Mr. Ivetic provided committee members with an update on the status of the Employee Handbook. He noted that Ms. Connor joined the Department Head meeting to answer any questions surrounding the proposed handbook. He noted they are looking at the possibility of changing the sick leave to 12 days per year, versus having the time calibrated per month based upon your time with the county. This would make sick time automated with the ability to run reports easier. It was noted that one of the goals is to bring all of the policies of each department together. Mr. Ivetic stated that another issue would be vacation. He noted there needs to be a cap placed on the amount of vacation time you are allowed to keep on the books. It was noted that these accruals are currently one of the biggest issues. It was noted that there is a need to get some of these large balance accruals under control. A meeting with ADP has been scheduled to talk about what we want accomplished. It was hopeful that a policy handbook could be completed within 6-8 weeks. It was stated that a good policy is needed and a couple of items will be fine tuned before taking this policy to the County Board for approval. Additional outstanding issues include the early training period timeline and a possible tuition reimbursement. A final draft would be brought back to committee for approval.

Development of a policy for Interim Department Heads, both elected and non-elected: Mr. Ivetic informed committee members that he has discovered that there are various policies for each of the deputy directors. He stated that there is a need to rewrite the job descriptions for the Deputy Department Heads. He stated that he would work with the Department Heads and States Attorney; to make sure the descriptions are statutorily correct to prevent any possible future issues.

EXECUTIVE SESSION: None

REPORTS

Human Resources Director Report: Mr. Ivetic reported that progress is being seen for Unit 3, a meeting has been scheduled for this week. He noted that the main issue continues to be money. He will keep committee members updated regarding progress on the negotiations. Mr. Ivetic reported that he has been reviewing the unit 2 and 3 contracts and found that some of the retiree's are not following their current contract. He noted that these individuals would see an increase in their insurance costs.

ADJOURNMENT

Ms. Miller made a motion, seconded by Ms. Draffkorn to adjourn at 9:29 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 a mid year position reclassification of position #010-7-017-05 in the Planning and Development Department for FY 2006