

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

MINUTES OF MONDAY, JUNE 26, 2006

Chairman Orphal called the committee meeting to order at 8:30 a.m. with the following members present: Lyn Orphal, Chairman; Ed Dvorak; Tina Hill; John Jung; Sue Draffkorn and Ann Gilman. Anna May Miller arrived at 8:35a.m. Also in attendance: Bob Ivetic, Human Resources; Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; Ron Salgado, Michelle Courier, and Lou Bianchi, State's Attorney; Sally Fyfe Stachniak, Jane Wacker and Eric Samuelson, Mental Health; and the press.

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 June 12, 2006. Ms. Hill made a motion, seconded by Ms. Gilman to approve the June 12, 2006 minutes as presented. The motion carried with all members present voting aye on a voice vote.

PUBLIC PARTICIPATION

None

Ms. Miller joined committee at 8:35a.m.

NEW BUSINESS

*Resolution authorizing a part-time investigator position and an emergency appropriation to the State's Attorney's FY06 budget:* Committee members reviewed a Resolution authorizing a part time investigator and an emergency appropriation to the State's Attorney's FY06 budget. Mr. Bianchi, Ms. Courier and Mr. Salgado joined the committee to state the needs of the department. Ms. Hill made a motion, seconded by Mr. Dvorak to recommend approval of the above Resolution as submitted. Ms. Courier stated that the costs for this position will be offset by the service fees. This resolution has been approved by the Law & Justice Committee. Committee members stated that they have a problem hiring outside the budget year. Mr. Bianchi stated that when he took office the department was short an investigator. He stated he eliminated this position until he knew the needs of the department. This investigator was requested at budget time and was not approved. A Resolution was recently passed which would generate service fees to pay for this position, but, cannot demonstrate at this time that this position is paid for. Mr. Bianchi stated that his department is handicapped by HR requirements and to fulfill the needs of his department an additional investigator is needed. Chairman Orphal called the question. The motion carried with five ayes (Draffkorn, Dvorak, Gilman, Hill, Miller) and two nays (Jung, Orphal)

*Resolution authorizing the acceptance of the Americorps State Formula Funding Changes to the Mental Health Departmental Roster and an emergency appropriation to the FY05/06 Mental Health Budget:* Committee members reviewed a Resolution authorizing the acceptance of the Americorp State Formula Funding changes to the Mental Health Departmental Roster and an emergency appropriation to the FY05/06 Mental Health Budget. Sally Fyfe Stachniak, Jane Wacker and Eric Samuelson joined committee members to answer questions regarding the Resolution and the grant received. They noted they would be hosting 14 members who will be recruited from MCC, who would be either Latino or an individual who has experienced a mental issue. These persons will be placed in a resource center to help with children going through an issue or who may be at risk. Committee members were informed that a new amended Resolution for consideration was placed on the table. This amended Resolution was approved by the Public Health & Human Services Committee who requested the cost of the program be included in the Resolution. Ms. Gilman made a motion, seconded by Ms. Miller, to recommend approval of the above Resolution as submitted. The motion carried with all members present voting aye on a roll call vote (Draffkorn, Dvorak, Gilman, Hill, Jung, Miller, Orphal)

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 Employee Handbook. The Handbook was provided to all elected officials and department heads. The latest update will be discussed at the Department Head meeting this Thursday for final feedback and discussion. He stated he is hopeful to bring a Resolution, with the handbook, for completion in the very near future. He noted that the main area of concern seems to be the vacation and sick time accrual and tuition reimbursement.

EXECUTIVE SESSION

None

REPORTS

*Human Resources Director Report:* Mr. Ivetic reported that the insurance enrollment period was very successful with a total of 70 changes being made. Some of these changes included changing programs from PPO to HMO or HMO to PPO, adding dependents to medical or dental. The changes all become effective on July 1<sup>st</sup>.

Unit 3 labor negotiations are progressing. The remaining issue is wages. Mr. Ivetic stated he expects a wage proposal in the near future. They have currently requested a wage increase of 40% over a three year period.

HUMAN RESOURCE COMMITTEE

June 26, 2006

Page 2

Mr. Ivetic reported that he has not heard anything from Local 150 since the previous meeting was canceled. He stated he expects a meeting to be rescheduled.

Mr. Ivetic reported that he has been in discussions with MCC about offering a Spanish speaking class to employees. This is a 16 – 30 hour class, taken in two hour increments. They are hopeful that the classes will be offered at the Government Center to allow employees to take this class during the lunchtime hours. Mr. Austin reported that he thinks this will be a good program for both MCC and the County. He noted this would be good for front line servers.

Mr. Austin reported that he recently attended a State Conference where he attended a course on succession planning. He noted that we are vulnerable in a couple departments where someone within these departments should be cross-trained. He noted that the departments need to have personnel in place to carry on if something should happen to the department head. He stated there are questions of who the #2 person in a department is, and if this person is cross trained to carry on the needs within the department. This will be brought back to committee for further discussion.

Mr. Ivetic reported that the open position for the Deputy Engineer for the Highway Department has been posted.

ADJOURNMENT

Ms. Hill made a motion, seconded by Ms. Miller 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 part-time investigator position and an emergency appropriation to the State's Attorney's FY06 budget

Recommend approval of Resolution authorizing the acceptance of the Americorps State Formula Funding Changes to the Mental Health Departmental Roster and an emergency appropriation to the FY05/06 Mental Health Budget