

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

MINUTES OF FRIDAY, SEPTEMBER 29, 2006

Chairman Orphal called the committee meeting to order at 8:15 a.m. The following members present: Lyn Orphal, Chairman; Ed Dvorak; John Jung and Ann Gilman. Tina Hill arrived at 8:28a.m. Sue Draffkorn and Anna May Miller were absent. Also in attendance: Peter Austin, County Administrator; Bob Ivetic, Human Resources; Ralph Sarbaugh, Associate County Administrator-Finance; John Labaj, Deputy County Administrator; Sandy Lewis and Jane Wacker, Mental Health; Barry Valentine, ESDA; Maryanne Wanaski and Matt Hansel, Planning & Development; Jim Bernier, Auditor; Tom Sullivan, IT; and Rich Weinhandl and Undersheriff Lowery, Sheriff's Department.

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 September 11, 2006. Mr. Jung made a motion, seconded by Mr. Dvorak to approve the September 11, 2006 minutes as presented. The motion carried with all members present voting aye on a voice vote.

PUBLIC PARTICIPATION

None

NEW BUSINESS

Resolution authorizing a cost of living adjustment to the States Attorney's salary and an emergency appropriation in the State's Attorney's FY06 budget and Resolution authorizing an adjustment to the Public Defender's annual salary and an emergency appropriation in the Public Defender's FY06 budget: Committee members reviewed a Resolution authorizing a cost of living adjustment to the States Attorney's salary and an emergency appropriation in the State's Attorney's FY06 budget and Resolution authorizing an adjustment to the Public Defender's annual salary and an emergency appropriation in the Public Defender's FY06 budget. It was noted that these Resolutions have already been passed by the Finance Committee. Ms. Gilman made a motion, seconded by Mr. Dvorak to recommend approval of both the above Resolutions as presented. The motion carried with all members present voting aye on a voice vote.

Resolution authorizing the acceptance of the pay-out of a 2006 stipend for three positions in the McHenry County Mental Health Board 06 roster: Committee members reviewed a Resolution authorizing the acceptance of the pay-out of a 2006 stipend for three positions in the McHenry County Mental Health Board 06 roster. It was noted that this is a one time stipend and the resolution has also already been passed by the Finance and Public Health Committees. Ms. Gilman 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 (Dvorak, Jung, Gilman, Orphal)

Ms. Hill arrived at 8:28a.m.

FY06/07 Budget Review: Personnel Requests: Committee members were provided a ranked listing for personnel requests. Committee members were reminded that they are still in the budget process with other items competing for these budget dollars. The personnel requests were prioritized according to the needs of each department. It was noted that after funding the #1 ranked budget requests there would be approximately \$1 million left to fund the remaining personnel, contractual, commodity and capital item requests. It was noted that the total requests come to just under \$8 million. Mr. Austin noted there are a couple areas of concern. If the county wants to expand service hours of some departments, additional personnel would be needed to fill these hours. He noted this is a question that needs to be answered. He noted some of the personnel could also be phased in over the year. Mr. Valentine, Under Sheriff Lowery and Mr. Hansel spoke regarding the needs of their departments. Committee members noted that the Building Inspector I position should be ranked as a 1. They also felt that the shift differential for housekeeping staff should be considered as well but decided to keep the remaining funds for further deliberation.

OLD BUSINESS

None

EXECUTIVE SESSION

Ms. Hill made a motion, seconded by Mr. Jung to enter into executive session to discuss possible litigation at 9:35a.m. The motion carried with all members present voting aye on a roll call vote (Dvorak, Gilman, Hill, Jung, Orphal)

Ms. Hill made a motion, seconded by Ms. Gilman to return to regular session at 9:56a.m. The motion carried with all members present voting aye on a roll call vote (Dvorak, Gilman, Hill, Jung, Orphal)

REPORTS

Administration: Mr. Sarbaugh reminded committee members that the goal for the budget for merit increases was 4% and they have built this amount into the budget.

Human Resources Director Report: Mr. Sullivan provided committee members with an update regarding the HR software. He noted that they looked at three different programs for the HR department. The Treasurers office has entered into a three year payroll contract with ADP, since these programs have been reviewed. Since the Treasurer has entered into this contract, ADP is the frontrunner for this software. He noted that ADP has the strongest program anyway and suggested the ADP program be used. The cost is \$124,000 over a three year program. The contract could be terminated upon the termination of the Treasurers contract with ADP. He noted we will still have to look at some long term solutions. The ADP system would include an upgrade to the payroll system. This program would integrate payroll, HR and the general ledger. Mr. Sarbaugh noted this would be a timesaver for everyone in these departments as well. It was suggested the \$42,000 for the first year, be taken out of this years budget. Mr. Sarbaugh noted that with this program both he and the auditors department would be able to access information without going into the personnel records. This is part of the supplemental requests. Committee members suggested this request be forward directly to the Finance Committee for consideration so this is not delayed for another month.

ADJOURNMENT

Ms. Hill made a motion, seconded by Ms. Gilman to adjourn at 10:08 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 cost of living adjustment to the State's Attorney's salary and an emergency appropriation in the State's Attorney's FY06 budget
- Recommend approval of Resolution authorizing a cost of living adjustment to the Public Defender's salary and an emergency appropriation in the Public Defender's FY06 budget
- Recommend approval of Resolution authorizing the acceptance of the pay-out of a 2006 stipend for three positions in the McHenry County Mental Health Board FY06 roster

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