

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

MINUTES OF MONDAY, OCTOBER 23, 2006

Chairman Orphal called the committee meeting to order at 8:15 a.m. The following members present: Lyn Orphal, Chairman; Ed Dvorak; Tina Hill; John Jung; Sue Draffkorn; Anna May Miller and Ann Gilman. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; John Labaj, Deputy County Administrator; Keri Zaleski, Health Department; Lou Czarny, Court Administration and Judge Michael Sullivan.

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 29, 2006. Ms. Hill made a motion, seconded by Mr. Jung to approve the September 29, 2006 minutes as presented. The motion carried with all members present voting aye on a voice vote.

PUBLIC PARTICIPATION

None

PRESENTATION

County Government Response to Critical Pandemic Issues (EMA and Department of Health) Keri Zaleski, Health Department, provided committee members with a presentation on preparing for a Pandemic Influenza outbreak. Pandemic influenza facts, why we must prepare, issues for government, steps needed to be taken and beginning steps were reviewed with committee members. It was noted that a pandemic will cause social and economic disruption, McHenry County could see between 182 and 1,650 deaths, and the economic impact could be \$71-166 billion globally. It was stated that any community that fails to prepare, with the expectation that the federal government will be able to come in and rescue them will be sadly disappointed. Not because they won't want to help, but because it is occurring in 5,000 other communities as well. Critical services may be disrupted because of lack of personnel. Steps that have already been taken and steps that need to be taken were discussed with committee members. It was noted that they need direction from the County regarding what approach they should take for continued planning. Plans needs to be written to maintain County Government with decisions on what functions would be critical to function. Committee members were presented with a "Continuity of Operations Plan" for county Departments and agencies of any county. Committee members thanked Ms. Zaleski for the presentation.

NEW BUSINESS

Resolution authorizing settlement of a Workers' Compensation Claim: Committee members reviewed a Resolution authorizing a settlement of a Workers' Compensation Claim. Mr. Labaj noted this claim was from a corrections officer who sustained an injury while pulling inmates apart. Mr. Jung made a motion, seconded by Ms. Gilman to recommend approval of both the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Draffkorn, Dvorak, Gilman, Hill, Jung, Miller, Orphal)

Resolution authorizing approval of Unit 3 Contract (not in packet): Committee members reviewed a Resolution authorizing approval of Unit 3 Contract. It was noted that this contract is going out of committee order in order to get the contract to the County Board in a timely manner. It was noted that the contract is for the non-sworn officers and civilians Unit III. It was noted that this contract is in line with what other employees will get. After review, Ms. Hill 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 (Draffkorn, Dvorak, Gilman, Hill, Jung, Miller, Orphal)

Resolution authorizing a reclassification and mid-year salary adjustments in the State's Attorney's Departmental roster FY06 budget: Committee members reviewed a Resolution authorizing a reclassification and mid-year salary adjustments in the State's Attorney's Departmental roster FY06 budget. Mr. Sarbaugh noted that a long term attorney left to go into private practice. Another attorney moved into the vacated position, creating a vacancy. Another attorney then moved to the additional vacancy. The State's Attorney is requesting a salary adjustment for this lateral move. It was noted that the State's Attorney's office did not include financing information for this request. Committee members noted that they cannot make an informed decision without being presented with all the information. They requested this Resolution be placed on hold until financial information has been included within the Resolution for consideration.

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Resolution authorizing a reclassification of position #042-E10-002-05 from Grade E10 to E12: Committee members reviewed a Resolution authorizing a reclassification of position #042-E10-002-05 from Grade E10 to E12. Mr. Czarny noted that this request was included in last year's supplemental requests but was not approved. The person received a 2.9% increase last year while the remaining county personnel received 3.5%. Mr. Austin noted there are a number of employees who have maxed out their paygrade and receive a lower increase than the other employees. Mr. Czarny noted that this person has been doing the job of an Assistant Administrator and reached her maximum pay for Grade E10. Committee members questioned why this was not part of this years budget requests. It was noted that the Auditor has stated that retro-pay, as a regular part of compensation must stop and therefore Mr. Czarny was bringing this request to the committee for approval. Committee members noted concern that Mr. Czarny was not following county budget guidelines and noted they feel very uncomfortable with this request. After review, Ms. Hill made a motion, seconded by Mr. Jung to recommend approval of the above Resolution as presented. The motion carried with four ayes (Draffkorn, Dvorak, Hill and Miller) and 3 nays (Gilman, Jung, Orphal).

Resolution authorizing a reclassification of position 042-08-007-99 from 37.50 hours per week to 40 hours per week: Committee members reviewed a Resolution authorizing a reclassification of position 042-08-007-99 from 37.50 hours per week to 40 hours per week. Committee members noted that the resolution did not include financial information that will need to be included for final approval. Mr. Czarny noted that because of the workload, they were hiring per diem interpreters to help the full time interpreter. The department was authorized to hire an additional interpreter. He noted because of the additional needs for rights court it is necessary to have one of the interpreters work a 40 hour week. Mr. Czarny noted that funding for this request is available in their budget, but, not from the salary line item. He noted that funding could be moved from the per diem to regular salaries for this year and there should be ample funding in the budget for next year. Committee members noted concern that we would have to revise the FY07 budget as the department did not include this adjustment in their FY07 budget request. Committee members noted they did not want to see this type of request again and in the future these type of requests would be handled during the budget cycle. Ms. Miller made a motion, seconded by Ms. Hill to recommend approval of the above Resolution. The motion carried with all members present voting aye on a roll call vote (Draffkorn, Dvorak, Gilman, Hill, Jung, Miller, Orphal)

Review of FY07 Employee Benefit Budgets: Mr. Sarbaugh presented to committee members the draft budgets for the FY07 Employee Benefit Funds. The budgets reviewed included the Insurance budget, IMRF budget, and Social Security. Mr. Sarbaugh noted that these budgets include the 27 new approved positions with a 4% overall merit increase. Mr. Sarbaugh stated that these also include a 1 %, 2% hold back. Committee members thanked Mr. Sarbaugh for this information.

OLD BUSINESS

None

EXECUTIVE SESSION

Ms. Miller made a motion, seconded by Mr. Jung to enter into executive session to discuss contract negotiations at 9:45a.m. The motion carried with all members present voting aye on a roll call vote (Draffkorn, Dvorak, Gilman, Hill, Jung, Miller, Orphal)

Ms. Gilman made a motion, seconded by Ms. Hill to return to regular session at 10:02a.m. The motion carried with all members present voting aye on a roll call vote (Draffkorn, Dvorak, Gilman, Hill, Jung, Miller, Orphal)

Mr. Jung made a motion, seconded by Ms. Gilman to move forward the Local 150 contract, as presented at the last negotiation session, to the full county board for approval. The motion carried with all members present voting aye.

REPORTS

Human Resources Director Report: Mr. Austin noted that Mr. Ivetic is out of the office at a conference and would give a brief report. He noted they are creating some employee forums the week of November 14th to present the personnel manuals to employees. He noted that these forums would be hosted by Human Resources with no department heads allowed. The purpose of the forums is to communicate the changes of the manual to employees as well as an opportunity to answer questions.

Mr. Austin noted that meetings have been scheduled with Mr. Ivetic, himself and Mr. Lowery regarding the concerns of the Sheriff. He noted that the Sheriff had requested 10 additional corrections officers but only received 5. He noted the

meeting is being scheduled to talk about the sheriff's needs and the need for the county to conserve money. He noted the importance of the Sheriff being open with what he has on the books regarding leave time. It was noted that they need to

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join the county with inclusion of information. He noted that maybe leave could be reduced if additional personnel are hired. He noted they cannot make an informed decision without additional information.

Mr. Austin noted that he has been in discussion with Mr. Hadley regarding an increase for his 2nd in command, Mark Liverette. He noted that Mr. Hadley would like to include an increase for this position in his budget, but, has been waiting for settlement of the union contract. He noted this would come before the committee at a later date.

Mr. Austin noted that the States Attorney would still like a salary adjustment for his full time investigator. Administration did not recommend this request. He noted additional discussions are scheduled to take place on December 1st.

Committee members noted the need for departments to realize we have a budget policy that is necessary to follow.

ADJOURNMENT

Ms. Draffkorn made a motion, seconded by Mr. Jung to adjourn at 10:13 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 settlement of a Workers' Compensation Claim
- Recommend approval of Resolution authorizing approval of Unit 3 Contract
- Recommend approval of Resolution authorizing reclassification of Position #042-E10-002-5 from Grade E10 to a Grade E12
- Recommend approval of Resolution authorizing a reclassification of Position #042-08-007-99 from 37.50 hours per week to 40 hours per week
- Recommend approval of Resolution authorizing approval of Local 150 contract

:ksf