

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

MINUTES OF MONDAY, JULY 9, 2007

Vice-Chairman Miller called the committee meeting to order at 8:30 a.m. The following members were present: Anna May Miller, Vice-Chairman; Ed Dvorak; Sue Draffkorn; Randall Donley; and Sandra Fay Salgado. Chairman Lyn Orphal and Virginia Peschke were absent. Also in attendance: Peter Austin, County Administrator; Bob Ivetic, HR Director; Ralph Sarbaugh, Associate County Administrator-Finance; Cindy Kozlowski, Financial Analyst; Pam Palmer, Auditor; Bill Kays, Circuit Clerk and the press.

Lyn Orphal, Chairman  
Randy Donley                      Sue Draffkorn  
Ed Dvorak                          Anna May Miller  
Virginia Peschke                 Sandra Fay Salgado

MINUTES OF PREVIOUS MEETING

Committee members reviewed the committee minutes of the June 25, 2007. Mr. Dvorak made a motion, seconded by Ms. Salgado, to approve the minutes as presented. The motion carried with all members present voting aye on a voice vote.

PUBLIC PARTICIPATION

None

PRESENTATIONS

None

NEW BUSINESS

*Resolution authorizing a one-time payout of vacation hours in excess of the County's Personnel Policy:* Committee members reminded committee members that he had received direction from the committee during the previous meeting to clean up the issues remaining for the employees who have capped out their vacations on the employee roster. He noted this is the finalization of this process. Ms. Draffkorn made a motion, seconded by Ms. Salgado to recommend approval of the above Resolution as submitted. The motion carried with all members present voting aye on a roll call vote (Donley, Draffkorn, Dvorak, Salgado, Miller)

OLD BUSINESS

*McHenry County Travel & Business Expense Policy:* Ms. Palmer joined committee members for a discussion on a proposed Travel and Business Expense Policy. Ms. Palmer noted that the policy is just in the discussion phase and needs to be presented to all of the elected officials and department heads before consideration of this policy. Ms. Palmer noted she has researched other Counties to see how they handle payment for travel and stated that some Counties pay a per diem while others require submission of receipts for reimbursement of expenses. She stated that she has also checked to see what amounts are being reimbursed currently in the county and found that some individuals stay well below the average and others seem to exceed the amounts suggested. Committee members questioned how much is being spent yearly on meeting expenses. Ms. Palmer noted she would have to bring this information back to the next committee. Committee members questioned the need to put limits on meeting expenses as for some of these meetings it is important to network and sometimes this means going out to dinner at a more expensive restaurant than what a person normally would. It was suggested that a draft policy be created with review by all department heads and elected officials and to move slow on the policy to get buy in from the various departments. Ms. Palmer noted she would create a draft policy for review and then the draft policy could be forwarded to all of the department heads and elected officials for review and input.

*Elected Officials' Salaries:* Committee members were reminded that the elected officials would be scheduled to come before the committee in August to discuss their salary requests. Information regarding the elected official salaries from the surrounding counties, as well as population and EAV for each county was provided for review by the committee. Committee members requested information regarding how many employees each elected official is in charge of and the salaries of the employees.

*Wage and Salary Study Update:* Mr. Ivetic reported that the Wage and Salary Study is due in Human Resources by Friday the 13<sup>th</sup>. The information received will be forwarded to McGladry for review. He noted that he has been receiving good feedback regarding the study.

*HRIS Update:* Mr. Ivetic reported that the system will be live for the next payroll process. All of the programs will be reviewed today to make sure they are running as designed.

EXECUTIVE SESSION

None

REPORTS

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*Human Resources Director Report:* Open enrollment for Blue Cross Blue Shield has been completed. The transition to self funded has gone smoothly. New insurance cards have been sent out. Negotiations have been scheduled for Corrections staff, Unit 2 for Wednesday July 11<sup>th</sup>. He noted this is six months before the end of their contract. He believes this will be a straight forward negotiation session.

ADJOURNMENT

Ms. Salgado made a motion, seconded by Ms. Draffkorn to adjourn at 8:54 a.m. The motion carried with all members present voting aye.

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**RECOMMENDED FOR BOARD/COMMITTEE ACTION:**

Resolution authorizing a one-time payout of vacation hours in excess of the County's Personnel Policy

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