

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

MINUTES OF MONDAY, AUGUST 13, 2007

Chairman Orphal called the committee meeting to order at 8:30 a.m. The following members were present: Lyn Orphal, Chairman; Sue Draffkorn; Sandra Salgado; Randall Donley; Anna May Miller and Virginia Peschke. Ed Dvorak was absent. Also in attendance: Bob Ivetic, HR Director; Ralph Sarbaugh, Associate County Administrator-Finance; Phyllis Walters, Recorder; Pam Palmer, Auditor; Pat McNulty, Health Department; 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 July 23, 2007. Ms. Peschke made a motion, seconded by Ms. Miller, to approve the minutes as presented. The motion carried with all members present voting aye on a voice vote.

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

PUBLIC PARTICIPATION

None

PRESENTATIONS

None

NEW BUSINESS

*Resolution to reinstate and reactivate the reclassification of two positions in the Health Department's Employee Roster:* Committee members reviewed a Resolution to reinstate and reactivate the reclassification of two positions in the Health Department's Employee Roster. Mr. McNulty stated that these are two positions were approved in the FY07 budget but because the positions were not filled, per policy, they went inactive. The Department is now ready to hire for these needed positions and would like to reactivate the reclassification of the two positions and include them in their employee roster. Ms. Miller 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 voice vote.

OLD BUSINESS

None

EXECUTIVE SESSION

None

REPORTS

*Auditor – Pam Palmer:* Ms. Palmer joined committee members to provide an overview of her department and to answer questions from the committee. Ms. Palmer thanked committee members for the opportunity to let committee members know what takes place in her office. She noted that the Auditor is the eyes and ears for the taxpayers and provides review, analysis, recommendations and reporting to the County Board and its committees. She also reviews the internal controls that are in place for the effectiveness and efficiency of operations, for the reliability of financial reporting and for compliance with applicable laws, statutes and regulations. Ms. Palmer stated that she feels each of the elected officials should be paid equally.

*Recorder – Phyllis Walters:* Ms. Walters joined committee members to provide an overview of her department and to answer questions from the committee. She highlighted the goals and technology that has allowed for her office to become automated over the years. She stated they have come a long way from recording everything by hand, one sheet of paper at a time, to the automation that technology has offered over the years. Ms. Walters invited committee members to her office to view how her systems work and the efficiencies she has built into the department over the years. She noted that the employees in her office are cross trained to run different areas in case of absences. She stated she is always looking for ways to improve the system. She noted that she feels all of the elected officials should be paid the same.

*Human Resources Director Report:* Mr. Ivetic reported that the job classification study is proceeding with 1 or 2 still not turned in. He reported this is not an issue since there are so many studies to review. The open enrollment period with self funding went seamless transition. He reported he would keep the committee informed on issues as they come forward.

Chairman Orphal reminded committee members that Mr. Kays and Ms. Lantz would attend the next committee meeting to provide a report on their departments to the committee.

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ADJOURNMENT

Ms. Salagdo made a motion, seconded by Ms. Peschke to adjourn at 9:33 a.m. The motion carried with all members present voting aye.

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**RECOMMENDED FOR BOARD/COMMITTEE ACTION:**

Resolution to reinstate and reactivate the reclassification of two positions in the Health Department's Employee Roster

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