

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

MINUTES OF MONDAY, AUGUST 27, 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; Ed Dvorak and Randall Donley. Anna May Miller and Virginia Peschke were absent. Also in attendance: Bob Ivetic, HR Director; Ralph Sarbaugh, Associate County Administrator-Finance; Bill Kays and Kathie Keefe, Circuit Clerk; Marlene Lantz, Coroner; 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 August 13, 2007. Ms. Salgado made a motion, seconded by Ms. Draffkorn, 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

Fy07/08 Budget Review: Human Resources: Mr. Sarbaugh joined committee members for review of the Fy07/08 budget for Human Resources. Mr. Sarbaugh noted the department has maintained a balanced budget. Mr. Austin noted the department may request a modification. Because of the new payroll system that has been implemented, the accountant within the Human Resources Department may be moved into Administration. The functionality of the department would be moved into Administration. The position within the Human Resources department would become a generalist position. Administration would then have the responsibility of the accountant position, which would keep on top of HRIS system but would also be utilized talents in other needed areas. The position would be under the finance officer and could help keep on top of grants the County receive. The County could also take a more active eye on the management of the HR costs to the County. Mr. Ivetic reported that the position now is truly as an accounting position and with the implementation of the HRIS system; a lot of the past duties have been taken care of with the implementation. The generalist would help with the implantation of additional projects within the HR department. Committee members were informed that this change could take place prior to the new budget year. After review, Ms. Salgado made a motion, seconded by Mr. Dvorak to recommend approval of the FY07/08 maintenance budget for the Human Resources Department. The motion carried with all members present voting aye on a roll call vote (Donley, Draffkorn, Dvorak, Salgado, Orphal). Mr. Sarbaugh informed committee members that the benefits budgets and personnel requests, which include reclassification requests received, as well as the requests for additional personnel will be reviewed at a later date. A decision will need to be made on how to handle these requests while the grade and range study is taking place. He noted some of these decisions will be hard to make because some of the personnel issues will be addressed by the study.

Resolution establishing the salary of the County Engineer and appropriating funds: Committee members reviewed a Resolution establishing the salary of the County Engineer and appropriating funds. Committee members were reminded that this request was already approved, but, this is the necessary paperwork in order to get the funding for the position from the State. Ms. Salgado made a motion, seconded by Mr. Dvorak to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Donley, Draffkorn, Dvorak, Salgado, Orphal)

OLD BUSINESS

None

EXECUTIVE SESSION

None

REPORTS

Circuit Clerk of the Court - Bill Kays: Kathie Keefe and Bill Kays joined committee members for a presentation of the overview of his department. He highlighted information surrounding how his department functions. Mr. Kays thanked the committee members for their requests for an overview of the department. He noted this is the first time, out of the 29 years he has been in office, that the committee has requested information on what his department is responsible for and the duties surrounding his positions. Mr. Kays highlighted the ongoing projects of the Circuit Clerks office and presented future plans to incorporate an Integrated Court System and provide Electronic filings for documents. Committee members questioned whether Mr. Kays feels

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all of the elected official's pay scale should be the same. He stated that through the learning process of an elected office the responsibility of the decision should be left up to the County Board. Committee members stated each of the elected officials should give a presentation regarding their department whenever there is an election to provide information of each department to the new County Board members.

Coroner – Marlene Lantz: Ms. Lantz joined committee members to provide an overview of her department and to answer questions from the committee. She informed committee members that her office is responsible for any death investigation in the County. Case loads within the department have risen along with the population within the County. She informed committee members that her office must maintain a 24 hour 7 days a week availability. Committee members questioned whether all elected officers should be paid the same. She noted that each elected official should be paid equally as they are all responsible for the same number of constituents and she has to be available for duty 24 hours a day. Committee members thanked Ms. Lantz for joining the committee with her update. Chairman Orphal requested that a discussion regarding the elected official's salary be placed on the next Human Resources Committee agenda for discussion. A Resolution with a decision will then follow after the next committee meeting.

Human Resources Director Report: Mr. Ivetic reported that negotiations with Unit 2 are continuing. The main issue of this group will involve money. All of the other issues had previously been taken care of and this is the only issue remaining. He stated he will keep committee members posted regarding the negotiations. Mr. Austin reported that he has met with Sheriff Nygren and UnderSheriff Lowery who stated that the main issue of this group is money and there isn't many other issues left to negotiate.

Mr. Ivetic stated that progress is continuing with the Salary Study. They are doing a thorough job with the review process and should be completed by the end of October.

Mr. Austin reported that he was directed at the COW (Committee of the Whole) to invite two firms who have shown interest in management of Valley Hi to enter into discussions regarding the hiring of their firm either to manage Valley Hi or help with the hiring process for a new administrator. Mr. Austin noted he is concerned because it is proving difficult to arrange. He questioned, because of the time constraints, whether the Human Resource Department should advertise for the open positions and set up interviews with the interested firms. Committee members agreed with Mr. Austin with the process as discussed.

ADJOURNMENT

Ms. Salagdo made a motion, seconded by Ms. Draffkorn 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:

Resolution establishing the salary of the County Engineer and appropriating funds

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