

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

MINUTES OF MONDAY, JANUARY 14, 2008

Chairman Orphal called the committee meeting to order at 8:30 a.m. The following members were present: Lyn Orphal, Chairman; Sue Draffkorn; Ed Dvorak; John Jung; Anna May Miller; Sandra Salgado and Randy Donley. Also in attendance: Pete Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; Bob Ivetic, Human Resources; and Pat McNulty, Health Department.

Lyn Orphal, Chairman
Randy Donley Sue Draffkorn
Ed Dvorak John Jung, Jr.
Anna May Miller Sandra Fay Salgado

MINUTES OF PREVIOUS MEETING

Committee members reviewed the committee minutes of the December 10, 2007. Ms. Miller noted that she chaired the meeting as Chairman Orphal was absent from the last meeting. After review, Ms. Miller made a motion, seconded by Ms. Salgado, to approve the minutes as amended. The motion carried with all members present voting aye on a voice vote.

PUBLIC COMMENT: None

PRESENTATIONS: None

NEW BUSINESS

Discussion – IMRF Military Service Credit, Legislative Change: Committee members entered into a discussion regarding legislative changes that were made that increases the number of years of military service an IMRF member can convert to IMRF service credit. If an IMRF member earned his or her military service before participating in IMRF or did not return to IMRF participation within 90 days of discharge, the member can convert up to four years of military service to IMRF service. Allowing IMRF members to convert their military hours to IMRF service remains optional with the employer. The Board determines if it will allow its IMRF members to convert military service to IMRF service. The County already allows for the conversion of two years conversion but would need another resolution if they would like to change this to four years. Committee members requested that they receive information regarding how many people this may affect and what the cost would be to the County if this is approved. Mr. Ivetic noted that he has received approximately 8 requests for information but have not had anyone take advantage of this offer. Mr. Dvorak noted that there is no advantage to converting these hours early. He noted that it is better to wait until you are ready to retire to make the conversion. Mr. Ivetic noted he would contact IMRF regarding what the cost would be for both the employee and the County and bring back the information so the committee members could make an informed decision.

Resolution authorizing a cost of living adjustment to the State's Attorney's salary and an emergency appropriation in the State's Attorney's FY08 budget: Committee members reviewed a Resolution authorizing a cost of living adjustment to the State's Attorney's Salary and an emergency appropriation in the State's Attorney's FY08 budget. Committee members were informed that this Resolution allows for the annual cost of living increase as notified by the State. Mr. Sarbaugh noted he does not budget the increase until the notifications are received. Ms. Draffkorn 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 (Donley, Draffkorn, Dvorak, Jung, Miller, Salgado, Orphal)

Resolution authorizing an adjustment to the Public Defender's annual salary and an emergency appropriation in the Public Defenders FY08 budget: Committee members reviewed a Resolution authorizing an adjustment to the Public Defender's annual salary and an emergency appropriation in the Public Defender's FY08 budget. Mr. Jung made a motion, seconded by Ms. Salgado 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, Jung Miller, Salgado, Orphal)

Resolution authorizing acceptance of a \$80,542 grant amendment from the Illinois Department of Public Health for an emergency response preparedness program and an emergency appropriation to the Health Department's FY08 budget: Committee members reviewed a Resolution authorizing acceptance of a \$80,542 grant amendment from the Illinois Department of Public Health for an emergency response preparedness program and an emergency appropriation to the Health Department's FY08 budget. Mr. McNulty noted that they would expand their staffing to help with this program. Ms. Miller made a motion, seconded by Ms. Salgado 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, Jung, Miller, Salgado, Orphal)

Resolution authorizing the acceptance of \$70,890 in new grant funding from the McHenry County Mental Health Board and an emergency appropriation to the Health Department's FY08 budget: Committee members reviewed a Resolution authorizing the acceptance of \$70,890 in new grant funding from the McHenry County Mental Health Board and an emergency appropriation to the Health Department's Fy08 budget. Ms. Salgado made a motion, seconded by Mr. Jung to recommend approval of the

HUMAN RESOURCES COMMITTEE

January 14, 2008

Page 2

Above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Donley, Draffkorn, Dvorak, Jung, Miller, Salgado, Orphal)

Resolution authorizing a salary increase for the Chief County Assessment Officer for the FY budget year 2007-2008: Committee members reviewed a Resolution authorizing a salary increase for the Chief County Assessment Officer for the FY budget year 2007-2008. Committee members were informed that the Assessor's salary is similar to the two salary reimbursements for the Public Defender and State's Attorney. The Illinois Department of Revenue will reimburse the county for 1/2 of the salary, provided the assessments of the county fall within the prescribed range as set forth by statute. Mr. Jung made a motion, seconded by Ms. Salgado 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, Jung, Miller, Salgado, Orphal)

OLD BUSINESS: None

REPORTS

Human Resources Director Report: Mr. Ivetic that the sick and vacation time is now fully automated. The information will now show up on the employee paychecks. He stated he would like to thank his staff, especially Crystal, for the manual work it took for them to get the program up and running.

Mr. Ivetic reported that they are near the end of phase 1 of the job classification project. The project started with the departments completing job analysis forms for the consultants. The Department Heads and Elected officials were given the opportunity to provide more descriptive information for each position if needed. Jobs were then ranked and compared with area market studies. Based upon information received, a positioning of jobs was then developed. The Elected Officials and Department Heads were involved with this process and were given ample opportunity to give feedback regarding the positioning. A new salary structure was then created. This has been downsized from 21 steps to 18 steps. Some of the grade ranges will change. Anyone who falls below their grade/range will be brought in line. The second part of the step will be to look at the internal equity issues. If someone is brought in line they don't want a longer term employee to be paid the same as someone just starting in the same position. Mr. Ivetic noted they will also have to look at how and when the ranges should be reviewed so we don't have the same issues as we have in the past. When changes are made to labor grades or legislation or an increase of duties, this could cause a change of grade or range. The third phase will be to finalize the recommendations. It will be necessary to keep the program fresh and up to date with spot checks along the way. This program provides a structure to follow and gives credibility to the decision making process. This will be presented at the Department Head meeting this Friday for review. Hopefully a Resolution will be brought forward for approval at the next committee meeting. The Finance Committee will review the program and recommend whether to move forward with the program as well. Committee members questioned whether the employees will be informed of the changes. Committee members noted that employees need to see why changes are being made. Employees need to understand that this is a new system. It was suggested that a fact sheet with an overview of the differences be created for the employees. It was noted that a joint Human Resources Finance Committee meeting may be needed for approval in a timely manner as the Finance Committee will be meeting one day in February.

EXECUTIVE SESSION

Ms. Salgado made a motion, seconded by Mr. Jung to enter into executive session at 9:54a.m. to discuss personnel. The motion carried with all members present voting aye on a roll call vote (Donley, Draffkorn, Dvorak, Jung, Miller, Salgado, Orphal)

Committee members returned to regular session at 10:10a.m. on a motion by Mr. Jung and seconded by Ms. Draffkorn. The motion carried with all members present voting aye on a roll call vote (Donley, Draffkorn, Dvorak, Jung, Miller, Salgado, Orphal)

ADJOURNMENT

Ms. Draffkorn made a motion, seconded by Mr. Jung to adjourn at 10:11. The motion carried with all members present voting aye.

* * * * *

RECOMMENDED FOR BOARD/COMMITTEE ACTION:

Resolution authorizing a cost of living adjustment to the State's Attorney's salary and an emergency appropriation in the State's Attorney's FY08 budget

Resolution authorizing an adjustment to the Public Defender's annual salary and an emergency appropriation in the Public Defender's FY08 budget

Resolution authorizing acceptance of a \$80,542 grant amendment from the Illinois Department of Public Health for an emergency response preparedness program and an emergency appropriation to the Health Department's FY08 budget

Resolution authorizing the acceptance of \$70,890 in new grant funding from the McHenry County Mental Health Board and an emergency appropriation to the Health Department's FY08 budget

Resolution authorizing a salary increase for the Chief County Assessment Officer for the FY budget year 2007-2008

:ksf