

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

MINUTES OF MONDAY, APRIL 14, 2008

Chairman Orphal called the committee meeting to order at 8:15 a.m. The following members were present: Lyn Orphal, Chairman; Sue Draffkorn; John Jung; Ed Dvorak; Sandra Salgado and Randy Donley. Anna May Miller was absent. Also in attendance: Pete Austin, County Administrator; Bob Ivetic, Human Resources; Ralph Sarbaugh, Associate County Administrator-Finance; Mike Iwanacki, Veterans Assistance Commission; Jane Wacker and Sandy Lewis, Mental Health; Matt Hansel and Suzanne Ehardt, Planning and Development; Gene Lowery, Undersheriff, Sheriff's 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 March 10, 2008. Mr. Jung 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 COMMENT

None

PRESENTATIONS

None

NEW BUSINESS

*Resolution authorizing the creation of a part time Veterans Service Officer in the Veterans Assistance Commission:* Committee members reviewed a Resolution authorizing the creation of a part time Veterans Service Officer in the Veterans Assistance Commission. Because of the increased demand for services within the department, additional help is needed. The full time staff member within the department had tendered her resignation. The staff member has requested permission to go part time. The Veterans Assistance Commission has the funds within its reserve fund to pay for this position. A full time person will then be hired to fill the vacated full time position. After review, Mr. Jung 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 (Donley, Draffkorn, Dvorak, Jung, Salgado, Orphal).

*Resolution authorizing the conversion of a full time driver position to three per diem drivers in the Veterans Assistance Commission:* Committee members reviewed a Resolution authorizing the conversion of a full time driver position to three per diem drivers in the Veterans Assistance Commission. Mr. Iwanicki noted that the goal for his department get smaller loads to increase ridership. 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 voice vote.

*Resolution authorizing the increase in hours for one billing and data entry specialist and the elimination of the Family Care Site Supervisor on the McHenry County Mental Health Board roster:* Committee members reviewed a Resolution authorizing the increase in hours for one billing and data entry specialist and the elimination of the Family Care Site Supervisor on the McHenry County Mental Health Board roster. Ms. Lewis noted she consistently reviews the needs of the department and redirects resources as needed. After review, 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 voice vote.

*Resolution authorizing amendment to the RSM McGladrey Contract providing professional services for the implementation of a comprehensive job evaluation/classification system:* Committee members reviewed a Resolution authorizing amendment to the RSM McGladrey contract providing professional services for the implementation of a comprehensive job evaluation/classification system. Mr. Ivetic stated that because of the additional time required for the job evaluations, there was an increase in fees. The cost is included within their budget. Mr. Jung made a motion, seconded by Mr. Dvorak to recommend approval of the above Resolution as presented on a roll call vote (Donley, Draffkorn, Dvorak, Jung, Salgado, Orphal)

*Resolution authorizing a new Radio Dispatcher position in the Sheriff's Departmental Roster and an emergency appropriation to the Sheriff's FY08 budget:* Committee members reviewed a Resolution authorizing a new Radio Dispatcher position in the Sheriff's Departmental Roster and an emergency appropriation to the Sheriff's FY08 budget. Undersheriff Lowery noted that because of the increase seen in calls it is necessary to hire additional staff. He stated that they would like to hire three additional dispatchers, but, would hire a "floater" position to help during large volume call times. The department will continue to review the need to additional staff to this area. Mr. Jung 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 (Donley, Draffkorn, Dvorak, Jung, Salgado, Orphal)

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Discussion – Stormwater Engineer position: Ms. Ehardt joined committee members for a discussion regarding the open Stormwater Engineer position within her department. Committee members were informed that she would like to hire an engineer above the mid grade level for the position. Additional money is being offered to these engineers for these types of positions, making it difficult for the department to fill the needed positions. There is money within their department to hire this engineer. Committee members questioned why Ms. Ehardt is coming to this committee for approval when no resumes or applications are attached for review. Committee members were informed that because of changes made to the budget policy, the departments must get approval from their Liaison and Human Resource Committees to hire someone above mid-grade. This is the first request to come forward since the change has been made to the policy. This policy was put in place to require the departments to justify the expense for the position. Staff was unsure how the committees would want to handle such a request. Committee members suggested that comparables be presented to the committee so they can see why more money is being requested for the position. Ms. Ehardt stated they have struggled to keep someone within the position. This position would then be paid comparable to the Highway Engineers. The consensus of the committee was to allow the department to hire the Stormwater Engineer at as higher range than stated in the budget policy.

OLD BUSINESS

None

REPORTS

Human Resources Director Report: Mr. Ivetic reported that the IMRF has approved participation of two additional years of military service credit. Military service members currently are allowed to purchase two years of service credit and now could purchase four years of service credit, if approved by the County, at anytime during their employment with the County. Mr. Ivetic noted there would be a small cost to the county to allow this buyback, but, could increase if the County waits to approve this at a later date. Based upon current projections, this would affect approximately 49 employees out of 1300.

Mr. Ivetic reported that the classification project would be discussed at the department head meeting on Friday, along with the salary administration policy. They will share the equalization process with the department heads and would then bring this information to the committee for discussion.

Mr. Ivetic reminded committee members that the renewal time for group insurance is July 1<sup>st</sup>. The committee will need to decide if they would like to remain as self funded or go out for bid for new insurance. The representatives from CBC would like to come in to provide a presentation on how the first year has gone and what the projected trends are for the future. He stated they would like to provide a presentation to both the Human Resource Committee and Finance and Audit Committee. Committee members suggested a joint meeting on Tuesday, May 13<sup>th</sup> to coincide with the Finance and Audit Committee meeting. Committee members were informed they would be notified of the exact meeting date for this meeting when a final decision has been made.

Committee members were informed that an actuarial firm, Segal, attended the last Finance and Audit Committee meeting to discuss requirements of GASB 45. The first review of the requirements shows a fund liability of \$10 million dollars. The Finance and Audit committee is reviewing how they want to fund this liability. If the County does not “fund” the liability and shows this as a liability, could affect the county’s bond issue rating in the future. This liability could grow, therefore, it was suggested that the set aside be handled now.

EXECUTIVE SESSION

None

ADJOURNMENT

Mr. Dvorak made a motion, seconded by Ms. Salgado to adjourn at 9:06 a.m. The motion carried with all members present voting aye.

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**RECOMMENDED FOR BOARD/COMMITTEE ACTION:**

Resolution authorizing the creation of a part time Veterans Service Officer in the Veterans Assistance Commission

Resolution authorizing the conversion of a full time driver position to three per diem drivers in the Veterans Assistance Commission

Resolution authorizing the increase in hours for one billing and data entry specialist and the elimination of the Family Care Site Supervisor on the McHenry County Mental Health Board roster

Resolution authorizing an amendment to the RSM McGladrey Contract providing professional services for the implementation of a comprehensive job evaluation/classification system

Resolution authorizing a new Radio Dispatcher position in the Sheriff’s Departmental Roster and an emergency appropriation to the Sheriff’s FY08 budget

:ksf

Approved: 5/13/08