

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

MINUTES OF MONDAY, NOVEMBER 10, 2008

Chairman Orphal called the committee meeting to order at 8:15 a.m. The following members were present: Lyn Orphal, Chairman; Sandra Salgado; Sue Draffkorn; and John Jung, Jr. Randy Donley, Ed Dvorak, and Anna May Miller were absent. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; John Labaj, Deputy County Administrator; Bob Ivetic, Human Resources; and interested public.

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 Human Resources Committee minutes of October 27, 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 adoption of the salary ranges for FY08/09:* Committee members reviewed a Resolution authorizing the adoption of the salary ranges for FY08/09. Ms. Draffkorn made a motion, seconded by Ms. Salgado to recommend approval of the above Resolution as presented. Committee members were reminded that this and the following Resolution is the result of the recent salary range study done by McGladry. This structure was created to allow the county to maintain a spread of internal equity among the employees. The employees will remain at their current level unless there is movement within the position or because of job duty changes. Mr. Ivetic noted that he would like to invite McGladry back to benchmark some positions to make sure the county remains on track with the recommended changes. He noted that this should be done on a regular basis to remain current. The motion carried with all members present voting aye on a roll call vote (Draffkorn, Jung, Salgado, Orphal)

*Resolution establishing the guidelines for FY09 Pay for Performance adjustments:* Committee members reviewed a Resolution establishing the guidelines for FY09 Pay for Performance adjustments. Mr. Ivetic noted that the Department Heads have been trained on the use of the new guidelines and noted that many of the elected officials have agreed to use these guidelines as well. Ms. Salgado 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 (Draffkorn, Jung, Salgado, Orphal)

*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. Mr. Sarbaugh informed committee members that notification has been received from the State of Illinois regarding the cost of living increase for both the State's Attorney and Public Defender. 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 (Draffkorn, Jung, Salgado, Orphal)

*Resolution authoring a cost of living adjustment to the Public Defender's Salary and an emergency appropriation in the Public Defender's FY08 budget:* Committee members reviewed a Resolution authorizing a cost of living adjustment to the Public Defender's salary and an emergency appropriation in the Public Defender's FY08 budget. Ms. Salgado 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 (Draffkorn, Jung, Salgado, Orphal)

OLD BUSINESS: None

REPORTS

*Human Resources Director's Report:* Mr. Ivetic informed committee members that he appreciates all suggestions he received regarding the approved performance evaluation forms. He noted that they incorporated what they could into the forms. These forms are a work in progress, which can be changed as needed. The Department Heads seem to be pleased with the new forms with three forms now available for their use, as one size does not fit all. These changes were made to meet the needs of the departments and the forms are more user and employee friendly.

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Mr. Ivetic reported that there are ongoing labor negotiations for unit 150 which handles both the highway and facilities units. He noted that these units are negotiated separately since they have different issues. He noted that these negotiations should go smoothly.

Unit 3 from the Sheriff's department met last week. He noted these negotiations will be challenging since they are such a diverse unit. This unit includes Sheriff's custodians, auto mechanics, dispatchers, court security and process servers. Last time this unit's focal point was dispatch and this time they are concentrating on Court Security. Most of the individuals in court security are retired police officers. Court Security officers are empowered within the courthouse, since they are former police officers, they see themselves as deputies. There is a huge discrepancy in deputy salaries and court security salaries, which is causing issues in negotiations. This unit cannot strike so it will be arbitrated. Committee members noted that if this becomes a big issue, outside security could be hired. Mr. Ivetic noted that this is not being suggested, but, this issue could be used as a negotiating tool. This contract expires at the end of the month.

Mr. Ivetic reported that they have met with the labor representatives from MAP (Municipal Alliance of Police) for the Circuit Clerks office. The unit has been established with bargaining and will start at the beginning of the year. This labor unit traditionally handles police units and this is the first time they have entered into clerical functions of a unit of government. He noted the focus of the new unit seems to get a foot into the county move into competitive labor areas and move forward with other units. The MAP saw the clerks as a way to get inclusion into the county. This is a way for them to show what they were able to negotiate for their unit. He stated that he looks forward to seeing the differences between the unions. Unit 3 will be used for comparables.

Last week he met with John Kelly, the union special state's attorney, and the representatives of the service employee's national union for the coroners unit. He noted that he does not know where this negotiation will lead as they seem to be very unorganized.

Last week Mr. Ivetic received a representative petition for the Animal Control personnel. This is the same unit for service employees. A special state's attorney will be appointed for this unit. This is the very early stages. This unit is trying to get the whole facility. We will challenge them regarding the clerical staff but this could be an uphill battle. Committee members questioned why so many units are getting representation in the County. Mr. Ivetic noted it could be anything from more money, better benefits to job security. Some of the departments are handled by elected officials and they are afraid that if a new person is elected, they would bring in their own staff and they would be out of jobs. Mr. Ivetic noted he would keep the committee members informed of the negotiations.

EXECUTIVE SESSION: None

ADJOURNMENT

Ms. Salgado made a motion, seconded by Ms. Draffkorn to adjourn at 8:45 a.m. The motion carried with all members present voting aye.

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**RECOMMENDED FOR BOARD/COMMITTEE ACTION:**

Resolution authorizing the adoption of the salary ranges for FY08/09

Resolution establishing the guidelines for FY09 Pay-for –Performance adjustments

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 a cost of living adjustment to the Public Defender's Salary and an emergency appropriation in the Public Defender's FY08 budget

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