

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

MINUTES OF MONDAY, AUGUST 24, 2009

Chairman Salgado called the committee meeting to order at 8:15 a.m. The following members were present: Sandra Fay Salgado, Chairman; Robert Bless; Sue Draffkorn; Ed Dvorak; Ersel Schuster; and Paula Yensen. Scott Breeden was absent. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; Bob Ivetic, Human Resources; and press.

Sandra Fay Salgado, Chairman	
JS "Scott" Breeden	Robert Bless
Sue Draffkorn	Ed Dvorak
Ersel Schuster	Paula Yensen

MINUTES OF PREVIOUS MEETING

Committee members reviewed the Human Resources Committee minutes of June 8, 2009. A typographical error was noted. Mr. Dvorak made a motion, seconded by Ms. Yensen, to approve the minutes as corrected. The motion carried with all members present voting aye on a voice vote.

PUBLIC COMMENT

None

PRESENTATIONS

None

NEW BUSINESS

Chairman Salgado stated that some of the Resolutions will be brought forward first for consideration in order to allow staff to leave to attend meetings.

Resolution authorizing workers' compensation claim settlement: Ms. Draffkorn made a motion, seconded by Mr. Dvorak, to recommend the County Board approve a Resolution authorizing workers' compensation claim settlement. This is a straight forward claim for a Highway Maintenance Worker that did not follow procedures and lost a portion of his right middle finger while performing service on a salt conveyor belt. Training procedures have been reviewed with all employees and procedures have been changed to clear the equipment. The motion carried with all members present voting aye on a roll call vote (Bless, Draffkorn, Dvorak, Schuster, Yensen, Salgado)

Resolution authorizing the reclassification from Office Assistant I to Administrative Specialist II on the McHenry County Mental Health Board Roster: Ms. Schuster made a motion, seconded by Mr. Dvorak, to recommend the County Board approve a Resolution authorizing the reclassification from Office Assistant I to Administrative Specialist II on the McHenry County Mental Health Board Roster. Ms. Lewis stated that this employee's duties have increased and includes more technical work. Mr. Ivetic stated that the duties do comply with work of an Administrative Specialist II but, he has not had any salary discussions regarding this requests as he has been out of the office. Committee members noted they would prefer to have concurrence with the Human Resources Director on these requests prior to them being presented to committee. Committee members were informed because of various meeting schedules this would not have been presented until late next month and they wanted, if possible, to have this approved in a timely manner. Committee members requested Mr. Ivetic's approval of this request prior to presentation to the Public Health and Human Services Committee. The motion carried with all members present voting aye.

Chairman Salgado requested Mr. Ivetic bring the Human Resource Department's two year plan to the next committee meeting for discussion.

FY 09-10 Budget Review: The Employee Benefit Fund, Social Security Fund and IMRF Fund budgets will be presented at a future committee meeting for consideration.

Human Resources: Committee members reviewed the FY09/10 budget for Human Resources. This is an internal service department and does not generate income. Mr. Ivetic has done a great job in not growing the budget. There is one supplemental request. This is for a workstation for online applications. It is hopeful that this could be implemented in September. In the future a kiosk could be placed elsewhere in the building to place employment applications. This on line process will allow a person to set up their own account for future processing. Ms. Schuster made a motion, seconded by Ms. Draffkorn to recommend the FY09/10 operating budget for Human Resources sent to the Finance and Audit

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Committee for consideration. The motion carried with all members present voting aye on a roll call vote (Bless, Draffkorn, Dvorak, Schuster, Yensen, Salgado)

Committee members were informed that they do not know, at this time what the County will be able to afford for increases for its employees in the coming year. They are trying to keep the increase at two percent, but, do not know at this time how much funds will be available. There are a number of labor employees and they will all receive raises, so they are trying to provide at least a small increase for the non-labor employees. The labor employees will see 2 ½ - 3 ¼% increases. The department heads have raised concern that more employees will opt to join a union if they feel they are not getting the same raises as the union employees get. It was stated that most employees are aware of current issues in the economy and will support the county as there is a lot of suffering out there with the loss of jobs and some employees are now the major bread winner for their families. It was stated that employees also need to be aware of what the union dues will cost them as this could equate to 1% of their pay for some employees. Committee members stated they would be curious to see what the COLA (Cost of Living Adjustment) will be before making a final decision. Committee members were told they needed to be cognizant that the wage scale is tied to a yearly increase and this would need to be adjusted down the road if increases were not given. It was noted that this discussion is premature as we don't know how much will be available in the budget yet or how much an increase we will see and we may have to think outside the box regarding increases. Committee members stated that non-management should get raises and raises should be frozen for management. Committee members questioned what the raises are for the elected officials. Mr. Sarbaugh stated there are two resolutions that deal with pay for the elected officials. The first group would be the Sheriff, Treasurer and County Clerk. Their raises are tied to COLA (Cost of Living Adjustment) and the next group would include the Circuit Clerk, Auditor and Recorder. Their Resolution stated they will receive a 4% raise. This was done in order to bring all of the elected official's salaries closer together in range. Committee members suggested furloughs and it was stated they did not want to take this route because this really affects the lower level employees. It was stated that we will have to think outside the box and they are open to suggestions. We as a County have controlled expenses and are positioning ourselves to pass a balanced budget. The better way to handle expenses have been to be proactive and keeping everyone involved and informed. The department heads and elected officials are aware of the County's financial picture, which is paying off allowing the County to prolong tough decisions and they are hopeful that we will get through this situation without too much damage to the financial system. Committee members questioned if the County has a layoff policy. They were informed that it is difficult to have a layoff policy/procedure as the economy affects the County differently and if layoffs were to occur they would look to the slower departments, departments that have duties that have slowed because of the economy. It would also depend on the demands of each department. Committee members stated that it is only a suggestion to have procedures in place in case it layoffs needs to be addressed.

Resolution authorizing a contract agreement between the International Unions of Operating Engineers, Local 150, Division of Transportation and the County of McHenry: Mr. Dvorak made a motion, seconded by Ms. Yensen to recommend approval of the a Resolution authorizing a contract agreement between the International Unions of Operating Engineers, Local 150, Division of Transportation and the County of McHenry. Mr. Ivetic stated that the overall contract is fair and equitable. There were not too many changes made within the contract. He stated that one big issue is that the County prevented the inclusion of a step system. Once a step system is implemented it never goes away. Most of the issues involved money. The Union had a lot of demands and drove a hard bargain. The contract expired in July 2008 and there were a lot of wage offers on the table. Management did a great job in keeping an eye on the working times. Committee members questioned if this contract would pertain to the VAC. They were informed that any requirements being placed on them has been dictated by PACE since they have provided the bus for use to the VAC. Committee members noted that the date on the contract on page 44 should be 2011 and needs to be corrected. After a lengthy discussion the motion carried with all members present voting aye on a roll call vote as corrected. (Bless, Draffkorn, Dvorak, Schuster, Yensen, Salgado)

Resolution setting the Holiday Schedule for 2010: Committee members were reminded that Lincoln's Birthday has been on the County's Holiday Calendar forever. In keeping with surrounding governments, it was suggested that this holiday be eliminated. The Courts have decided to keep this as a holiday. A "floating" holiday would be given to those employees working on that day. If the office has closed for the day, the employees would not be offered the floater. Employees could use any day they wish, pending department approval. After discussion, Mr. Dvorak made a motion, seconded by Ms. Yensen, to recommend the County Board approve a Resolution setting the Holiday Schedule for 2010. The motion carried with all members present voting aye on a voice vote.

OLD BUSINESS

None

REPORTS

Human Resources Director's Report: Mr. Ivetic informed committee members that he would inform them when the online application process will be up and running.

He stated he had good news. The Circuit Clerk contract was ratified last Thursday. There may be a need to have a special Human Resources Committee meeting in order to get this contract to the County Board in a timely manner. No step system was included within the contract. It is a three year contract. Mediation for the Coroner's office has been set for negotiations beginning September 10th. This contract will only involve 6 people.

Committee members questioned if we have some way to recognize employees who have been with the County for a specific time period. They were informed that pins used to be given to everyone at 1 year, 5 year and 10 year increments, but, Board Members began giving them away to others that liked the pins so employees did not feel this was an appropriate way to be recognized. Committee members suggested that certificates or recognitions at County Board meetings for anniversary employees. Committee members stated they are looking for ways to acknowledge employees on their anniversary dates.

EXECUTIVE SESSION: None

ADJOURNMENT

Ms. Draffkorn made a motion, seconded by Ms. Yensen to adjourn at 9:39 a.m. The motion carried with all members present voting aye.

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RECOMMENDED FOR BOARD/COMMITTEE ACTION:

- Resolution authorizing workers' compensation claim settlement
- Resolution authorizing the reclassification from Office Assistant I to Administrative Specialist II on the McHenry County Mental Health Board Roster
- Resolution authorizing a contract agreement between the International Unions of Operating Engineers, Local 150, Division of Transportation and the County of McHenry
- Resolution setting the Holiday Schedule for 2010

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