

AGENDA
HUMAN RESOURCES COMMITTEE
TUESDAY, FEBRUARY 14, 2012 – 8:30 A.M.
McHenry County Government Center – Administration Building
667 Ware Road – County Board Conference Room
Woodstock, IL 60098

- 1.0 Call to Order
- 2.0 Minute Approval (Jan. 10, 2012) (Jan. 24, 2012 Joint Meeting with Finance & Audit)
- 3.0 Public Comment
- 4.0 Presentation
 - 4.05 National Career Readiness Certificate (Workforce Investment Board)
- 5.0 New Business
 - 5.05 Discussion on Take Home Vehicles
- 6.0 Old Business
- 7.0 Reports
 - 7.05 Human Resources Director Report
- 8.0 Members' Comments
- 9.0 Executive Session (Collective Bargaining)
- 10.0 Adjournment

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

MINUTES OF TUESDAY, JANUARY 10, 2012:

Chairman Jung called the Committee meeting to order at 8:30 a.m. The following members were present: John Jung, Chairman; Scott Breeden; Sue Draffkorn; Diane Evertsen; Marc Munaretto and Paula Yensen. Barb Wheeler arrived at 8:35 a.m. Also in attendance: Kenneth Koehler, County Board Chairman; Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; John Labaj, Deputy County Administrator; Bob Ivetic and Tricia Pechotta, Human Resources; public and the press.

John Jung, Chairman	
Scott Breeden	Sue Draffkorn
Diane Evertsen	Marc Munaretto
Barb Wheeler	Paula Yensen

MINUTES:

Committee members reviewed the minutes from the Human Resources Committee of December 13, 2011. Mr. Breeden made a motion, seconded by Ms. Draffkorn, to approve the minutes as presented. The minutes were approved with all members present voting aye on a voice vote.

PUBLIC COMMENT: None.

PRESENTATION:

Wellness Program Update: Past, Present and Future: Ms. Pechotta provided a presentation and summary of the County's Wellness Program. The program was formed in 2008 and in January, 2008 the Wellness Committee was formed which consists of ten employees from ten different departments who act as liaisons for the employees in the departments. The Weight Watchers at Work program was continued and a new Weight Watchers leader started at this time. In 2008 staff worked with the Health Department and had a Lunch and Learn for breast cancer, along with having an Employee Walk, Go Gold wellness challenge, and Go Red for Women program. In 2009 the Wellness program continued with the 2008 programs, along with adding additional programs. A health risk assessment program was added, and staff worked with the Health Department and conducted a Heart Smart for Woman program. A 2009 Lunch and Learn event was held in conjunction with the Department of Transportation concerning back safety and eating on the go. Another 2009 event was the Holiday Meltdown Challenge program with Centegra. Approximately 30 employees signed up, but only six completed the program. On-site fitness classes were started in 2010 which included Zumba, Yoga, and a circuit training class held at Valley Hi. The second annual health risk assessment was held in 2010 which showed similar results as the 2009 health risk assessment. Several Lunch and Learns were held in 2010 which included breast cancer, sun safety, and beyond carrot sticks. Weight Watchers at Work continued in 2010 and staff worked with the Health Department for the Heart Smart for Women program, along with an employee walk. In 2011 the third annual health risk assessment was held in spring, along with a Lunch and Learn concerning financial fitness and a retirement savings Lunch and Learn. Fitness classes were continued in 2011 which included Body Flow, Zumba and Yoga. At the last half of 2011, Body Flow was replaced with the strength circuit class. A vending machine containing 50% of healthy choice items was installed at the Administration Building. This allows employees an option to select healthy options for snacks. The Wellness Program hopes to increase the number of vending machines in government buildings that contain healthy snack items. Staff coordinated with several fitness clubs in the area and obtained discounts for employees, including HealthBridge, Any Strength Fitness, and Woodstock Recreation Center. In January, 2011 the first health fair was held which included 25 vendors and approximately 110 employees participated. The Weight Watchers at Work program continued to grow in 2011. There were two wellness challenges held in 2011 including "Feel Like a Million" which focused on reducing stress and the "Great American Fitness Adventure" which focused on being physically active for a minimum of 30 minutes per day. In 2011 a membership to WELCOA (Wellness Council of America) was purchased which provides Ms. Pechotta access

to free webinars, wellness challenges, research and information concerning wellness programs. In July, 2011 Ms. Pechotta became a Certified Worksite Specialist through the National Wellness Institute, and she attended a three-day conference in Schaumburg concerning Workplace Wellness and Health Care Reform. Anticipated 2012 wellness program opportunities include a greater focus on the conditions of the highest cost to McHenry County. Ms. Pechotta proposes focusing on promoting the 100% preventative coverage through BlueCross BlueShield which includes wellness and preventative screenings. The 2011 health risk assessment showed an interest and need for information on stress, nutrition, fitness, and women's and men's health. Anticipated 2012 programs include the 4th annual health risk assessment program; fitness classes (Zumba, Yoga and Body Flow at the Crystal Lake Mental Health facility) with a new drop-in format; Weight Watchers at Work with a new monthly format; benefit/health fair; two wellness challenges including Show Me The Funny and an online step challenge. Other programs will include several Lunch and Learns, increasing the number of vending machines offering healthy snacks program, and expand fitness club discounts to include more fitness clubs. Concerning the future of the Wellness program, Ms. Pechotta learned from attending seminars that targeting and tailoring wellness programs is very important and should be relevant to the employees, along with making the programs accessible. Developing a cultural change concerning the Wellness Program will be worked on in 2012 which may include sending informational emails, posting on SharePoint, and interviewing various employees concerning their wellness success stories for the Newsletter. Members questioned if support groups would be appropriate for the County to provide employees. Ms. Pechotta will explore the possibility of support groups, along with researching what community resources are available for employees. She will also work with the Employee Assistance Plan (EAP) representative concerning possible support groups and possibly providing employees with support group information. Ms. Pechotta mentioned that she is exploring the possibility of applying for the Wowie Award (Worksite Wellness Award) through the Illinois Society for Human Resources Management. Concerning other companies that have built successful wellness programs, she mentioned that they have incentive programs. Incentive programs increase participation in wellness programs, but also reinforce the link between information and action. Currently the County can only incent up to 20% of health insurance premiums for employees, but starting in 2014 they can incent up to 30%. Possible incentives for participants of wellness programs may be gift cards, or a paycheck health insurance credit. More research needs to be done before an incentive program is started for the Wellness Program. It was suggested that a question be included on the Health Risk Assessment (HRA) form asking for employee's input concerning possible incentives. Ms. Pechotta mentioned that several ways to gauge the success of the Wellness Program would be from the amount of participation, along with responses from program participants. The purpose of the Wellness Program is to reduce the amount of healthcare claims and assist employees becoming healthier. Mr. Ivetic mentioned that as the HR Department moves forward with the Wellness Program, the program becomes more time consuming for Ms. Pechotta. If the program continues to grow, additional resources may be required to assist with the Wellness Program.

NEW BUSINESS: None.

OLD BUSINESS: None.

REPORTS:

Human Resources Director Report. None.

EXECUTIVE SESSION:

Ms. Evertsen made a motion, seconded by Ms. Draffkorn, to enter into executive session to discuss labor negotiations at 9:20 a.m. The motion carried with all members present voting aye on a roll call vote (Breedon, Draffkorn, Evertsen, Munaretto, Wheeler, Yensen and Jung). Mr. Koehler, Mr. Austin, Mr. Sarbaugh, Mr. Labaj and Mr. Ivetic were present during executive session.

Ms. Yensen made a motion, seconded by Ms. Wheeler, to return to regular session at 9:50 a.m. The motion carried with all members present voting aye on a roll call vote (Draffkorn, Evertsen, Wheeler, Yensen and Jung).

Chairman Jung noted that no action was taken by the committee during executive session.

MEMBERS' COMMENTS:

Chairman Jung mentioned that at the next Human Resources Committee meeting, representatives from the State's Attorney's Office, the Sheriff's Department and the Auditor will be attending to discuss the use of County automobiles by County employees.

ADJOURNMENT:

Ms. Draffkorn made a motion, seconded by Ms. Wheeler, to adjourn the meeting at 9:56 a.m. The motion carried with all members present voting aye on a voice vote.

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RECOMMENDED FOR BOARD/COMMITTEE ACTION/APPROVAL:

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JOINT FINANCE AND AUDIT AND
HUMAN RESOURCES COMMITTEE
McHenry County Administration Building
667 Ware Road, Woodstock, IL 60098

MINUTES OF TUESDAY, JANUARY 24, 2012

Finance and Audit Chairman Breeden called the Joint Committee meeting to order at 9:00 a.m. The following members were present: Finance and Audit Committee: Scott Breeden, Chairman; Bob Bless; Mary Donner; Tina Hill. Jim Heisler arrived at 9:07 a.m. Mary McCann arrived at 9:12 a.m. John Hammerand was absent. Human Resources Committee: John Jung, Chairman; Marc Munaretto, Scott Breeden; Sue Draffkorn; Barb Wheeler and Paula Yensen. Diane Evertsen was absent. Also in attendance: County Board Chairman, Ken Koehler; Pete Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; Bob Ivetic, Human Resources; Joe Korpalski, Division of Transportation.

Finance and Audit Committee
Scott Breeden, Chairman
Bob Bless Mary L. Donner
John Hammerand James Heisler
Tina Hill Mary McCann

Human Resources Committee
John Jung, Chairman
Scott Breeden Sue Draffkorn
Diane Evertsen Marc Munaretto
Barb Wheeler Paula Yensen

PUBLIC COMMENT

None.

EXECUTIVE SESSION

Ms. Wheeler made a motion, seconded by Mr. Bless to enter into executive session to discuss labor negotiations. The motion carried with all members of the Human Resources Committee voting aye on a roll call vote (Breeden, Draffkorn, Munaretto, Wheeler, Yensen, Jung) Ms. Donner made a motion, seconded by Mr. Bless to enter into executive session to discuss labor negotiations. The motion carried with all members present of the Finance and Audit Committee voting aye on a roll call vote (Bless, Donner, Hill, Breeden) Mr. Heisler arrived at 9:07 a.m. Ms. McCann arrived at 9:12 a.m.

Ms. Wheeler made a motion, seconded by Ms. McCann to reenter regular session at 9:52a.m. The motion carried with all members present voting aye on a roll call vote (Bless, Donner, Heisler, Hill, McCann, Breeden, Draffkorn, Munaretto, Wheeler, Yensen, Jung)

Chairman's Breeden and Jung noted that no action was taken by the committee during executive session.

ADJOURNMENT:

Ms. Draffkorn made a motion, seconded by Ms. Wheeler, to adjourn the meeting at 9:53 a.m. The motion carried with all members present voting aye on a voice vote.

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RECOMMENDED FOR BOARD ACTION:

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