

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

MINUTES OF TUESDAY, FEBRUARY 8, 2011

Chairman Jung called the Committee meeting to order at 8:30 a.m. The following members were present: John Jung, Chairman; Sue Draffkorn; Diane Evertsen; Marc Munaretto; Barb Wheeler and Paula Yensen. Scott Breeden was absent. Barb Wheeler arrived at 8:39 a.m. Also in attendance: Pete Austin, County Administrator; Kenneth Koehler, County Board Chairman; Ralph Sarbaugh, Associate County Administrator-Finance; Bob Ivetic and Tricia Pechotta, Human Resources; Cathy Link, Purchasing; Bev Beyer, Risk Management Specialist; Sgt. James Wagner, Sheriff's Department; interested public and 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, 2010. Ms. Yensen made a motion, seconded by Ms. Evertsen, 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: Mr. Ivetic introduced Tricia Pechotta, Human Resources' wellness coordinator, to the committee. Ms. Pechotta provided members with a packet containing information about various wellness programs provided by the County. Current on-site fitness classes include yoga, Zumba and body flow. Approximately 60 employees participate in these classes and the cost is \$25 for 8-week sessions. The classes have been very well received and employees have requested more classes. There was an employee health fair on January 27, 2011 which included 18 vendors/county departments. Approximately 125 employees attended and it was very well received. Vendors included several local fitness clubs, the American Cancer Society, Blue Cross/Blue Shield, Weight Watchers, MCC, McHenry County Health Department and the McHenry County Mental Health Board.

Barb Wheeler arrived at 8:39 a.m.

The newest program is the "Feel Like a Million" wellness program which focuses on reducing stress and daily habits that can be put in place to reduce stress. In April/May they will be offering the health risk assessment. County employees receive a discount for Healthbridge Fitness Center memberships.

NEW BUSINESS:

Resolution Authorizing Workers' Compensation Claim Settlement No. 09-3200-11: Ms. Yensen made a motion, seconded by Ms. Draffkorn, to recommend the County Board approve the above resolution. Ms. Beyer joined committee members and mentioned that Mr. Labaj was ill and unable to attend the meeting. Ms. Yensen mentioned that this claim is for an employee who injured his left shoulder on two occasions. She looks forward to hearing from the Sheriff's Department as to a safety program or interventions in order to alleviate such claims. She mentioned that they continuously receive claims and settlements of this nature from this particular department and it is expensive. The motion carried on a roll call vote of all ayes (Draffkorn, Evertsen, Munaretto, Wheeler, Yensen and Jung).

Resolution Authorizing Workers' Compensation Claim Settlement No. 10-3210-06: Ms. Draffkorn made a motion, seconded by Ms. Evertsen, to recommend the County Board approve the above resolution. The motion carried on a roll call vote of all ayes (Draffkorn, Evertsen, Munaretto, Wheeler, Yensen and Jung).

Sgt. Wagner joined committee members and stated that having employees injured is a concern of the Sheriff's Department, not just for the costs concerned, but for the human factors involved. When an employee is injured on the job and has to be off-duty, it creates a staffing burden on the department. Ms. Yensen feels that they need to have a safety program in order to lower the number of incidences of accidents in the department. Sgt. Wagner stated that all of their supervisors are trained in risk management and they investigate every accident that occurs. They provide defensive tactics (DT) training which has significantly reduced the number of on-the-job injuries. After the first year of instituting the DT training, they reduced their on-the-job injuries by over 365 lost work days and \$600,000 in claims. They continue to review the DT program and continue to modify it for their safety. Mr. Austin mentioned that the County is taking a comprehensive look at the way workers' compensation cases are managed.

Resolution Authorizing the Re-Classification of Position #006-0006-05 from Buyer to Junior Buyer in the Purchasing Department's Departmental Roster: Ms. Yensen made a motion, seconded by Ms. Draffkorn, to recommend the County Board

approve the above resolution. Ms. Link mentioned that her department had an employee request FMLA and IMRF disability due to medical reasons. The employee subsequently submitted her resignation on January 5, 2011 due to her inability to return to her position. This has created an open position for a buyer. After discussion with County Administration and Human Resources, she is requesting to change the classification for this position from buyer to junior buyer. She has an internal employee who has served as administrative assistant and has been assuming the buyer role when the other employee was out on medical leave and has expressed an interest in becoming certified. With the assistance of Mr. Sarbaugh, they have created a two-step plan as follows: at the entry of reclassification for this position, she would start at \$1.51 lower than the entry level rate of pay and upon successful completion of the CPPB exam, she would be brought up to the entry level rate of pay. This will also create an opening for an administrative assistant. She has eliminated the title of buyer in her department and currently she has a buyer bid coordinator who is taking the CPPB exam in May, 2011. The motion carried on a roll call vote of all ayes (Draffkorn, Evertsen, Munaretto, Wheeler, Yensen and Jung).

Committee Meeting Schedule for 2011: Members agreed that the remainder of the 2011 meetings for the Human Resources Committee will be held at 8:30 a.m. on the second Tuesday of every month.

Recap of Employee Forums: Mr. Austin provided members with a summary of the seven employee forums recently presented to County employees, six were held before Christmas and one was held afterwards, and they were all very well received. Attendance ranged from nine to approximately 50. Messrs. Ivetic, Mr. Sarbaugh and Austin were the main presenters at the forums. They spoke about the strengths of the County, the County's AAA bond rating, the uncertainty of the economy, and employee raises. Attendees were shown the amount of money received from property taxes which is a predictable revenue source for the County. All of the funds received from property taxes are used for personnel costs, which includes salaries and benefits. The remaining revenue that the County receives is unpredictable. Sales tax, interest income, and fines and fees have decreased. Future health insurance costs are also an uncertainty. Employee raises were discussed and attendees were informed that raises would not be given as of December 1, and the issue of raises will be revisited at a later date. The County has eight labor unions which comprises approximately one-third of the workforce. Four labor unions did not receive raises on December 1, those being Unit 1 deputies, the Circuit Clerk's office, Animal Control and the Coroner's department. Unit 1 is currently in labor negotiations; the Circuit Clerk's personnel have a negotiated clause wherein they will receive what non-union employees receive for a raise; and the Animal Control and Coroner's department have a "me too" clause stating that they will receive what non-union employees receive for a raise. In essence, only approximately 20% of employees received a raise increase on December 1. In November/December, 2011 he will discuss with department heads, and this committee, whether or not they will provide employee forums next year.

Update on Union Negotiations: Mr. Ivetic provided committee members with an overview of union negotiations. They are in negotiations with the Circuit Clerk's union, the Metropolitan Alliance of Police (MAP). They are looking at wages going back to December 1, 2010. He has held an initial meeting with them and the next meeting is scheduled for this Thursday. There have not been any proposals presented. He is also in negotiations with Unit 1, Fraternal Order of Police (FOP). He has had four negotiation sessions and their next meeting is March 3. Both of these contracts expired last year. Contracts that will expire this year include Animal Control, Department of Transportation, Corrections, and the Coroner and negotiations should begin in July.

Health Insurance Update: Mr. Ivetic mentioned that as of January 31, a Federal Judge ruled the entire Health Care Act unconstitutional and they are going to the Supreme Court to issue a stay on it. The Act is not specific as to insuring young adults up to the age of 26. The County has a Section 125 Plan which refers to the IRS Code. It allows employees who participate in a group health insurance program to have their contribution that the employee pays subtracted from the gross wages prior to taxes being administered to the wages. If you have a child under 26, but is not living at home, under the statute you could have them on your health insurance. However, they would not be given tax-deferred treatment and that is what is being clarified now. Mr. Ivetic and his staff will be attending a webinar on February 15 that will discuss the tax implications of dependent coverage after health care reform to find out what is going to happen this year. He is looking at the County's six-month trend in claims from July through December, 2010 and the claims have trended upwards. They have had several catastrophic claims (over \$150,000). Another trend is the increase in the cost of prescriptions. The County's insurance program is self-funded and they have lowered the cost for co-pay for generic prescriptions from \$10 to \$5. The County has two insurance plans, a PPO and an HMO. Traditionally the cost of a PPO plan was higher than an HMO plan. There currently is a disproportionate increase in the cost of HMO plans compared to prior years. He is hopeful that they will be able to keep the cost increase for health insurance for the coming year at approximately 10%, more or less. Last year's increase was 7% and the prior year's increase was 2%.

Human Resources Committee Priorities: Mr. Ivetic stated that the Human Resources functions have changed over the last five years, some of those changes being job evaluation classification system, self-funding, and performance management. He mentioned to members that he would be available to provide presentations during future meetings on particular Human Resources topics. Members expressed interest in being provided, at future meetings, information concerning the wellness program and self-funding. He will do research on wellness program studies that have been done for both private and public

sectors and report his findings to the committee. The County provides, in partnership with the Health Department, smoking cessation classes. He receives assessment results from Centegra for various wellness programs provided by the County, in conjunction with Centegra, and he will provide the results to the committee. Blue Cross/Blue Shield sponsors the WOWIE Award which is an award for outstanding worksite wellness programs within companies. This is the first year for the award which looks at various factors within a wellness program and includes participation and creativity. He will apply for the award on behalf of the County. Ms. Yensen expressed interest in the 360 evaluation process for managerial employees. Mr. Munaretto requested an analysis of how the County compares, among its surrounding counties, with relation to the employee's proportion of sharing in the cost of benefits. He would like this analysis sometime this year.

OLD BUSINESS:

Quarterly Workers' Compensation Case Load of Active Claims/Training/Safety Program Review: Committee members were provided with the list of the quarterly workers' compensation case load of active claims as of December 31, 2010. Ms. Beyer mentioned that this lists all of the open claims, many of which are litigated. Many claims have a February 2, 2011 court date and many have been continued to April, 2011. Two claims that are listed were discussed during today's meeting. Since the first of this year, they have had almost nine weeks with no one off of work because of a workers' compensation claim. Chairman Jung mentioned that there are several people on the list who have multiple claims. He questioned how the department addresses employees with multiple claims. Risk management talks with the department where the employee was injured and there is usually a corrective action for a claim. In-house claims are for employees who have not lost any time from work and their claims are less than \$3,500. Ms. Yensen would like to know, in the future, if there is a change in the number of workers' compensation claims for the Sheriff's Department. Mr. Austin mentioned that he recently had a conversation with the State's Attorney's Office concerning repeat claimants and they are reviewing different ways to handle multiple claims from the same person. Mr. Koehler questioned if an immediate drug/alcohol test is done when there is an incident where an employee is hospitalized from an accident/injury. DOT does this testing because of their drivers, but it is not in the County's profile to do drug/alcohol testing at this time.

REPORTS TO COMMITTEE

Human Resources Directors Report: Mr. Ivetic previously presented his report to the committee.

EXECUTIVE SESSION:

Ms. Yensen made a motion, seconded by Ms. Wheeler, to enter into executive session to discuss contract negotiations at 9:50 a.m. The motion carried with all members present voting aye on a roll call vote (Draffkorn, Evertsen, Munaretto, Wheeler, Yensen and Jung). Messrs. Austin, Sarbaugh, Koehler and Ivetic were present during executive session.

Ms. Wheeler made a motion, seconded by Ms. Evertsen, to return to regular session at 10:10 a.m. The motion carried with all members present voting aye on a roll call vote (Draffkorn, Evertsen, Munaretto, Wheeler, Yensen and Jung).

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

Ms. Wheeler made a motion, seconded by Ms. Yensen, to approve the executive session minutes of July 12, 2010 and October 25, 2010 for review by the State's Attorney. Ms. Draffkorn mentioned that the July 12, 2010 minutes contain two errors. The last two paragraphs indicate Lyn Orphal as Chairman, which is incorrect. The minutes will be amended to state that Sandra Fay Salgado was the Chairman. The minutes of July 12, 2010 (with the noted corrections) and October 25, 2010 were approved with all members present voting aye on a voice vote.

MEMBERS' COMMENTS:

Ms. Yensen requested that future agendas include a members' comments section. She stated that she received a call from Debbie Carton with IPPA Benefits who represents a company called Coast to Coast Discount Card which works with residents in counties to access prescription discounts. If the County were to sign up for this program, the County would receive \$.50 every time the card is used. Rock Island County, Illinois and Niles Township are currently using this program and they are receiving revenue from the program. She provided the information to Mr. Austin.

ADJOURNMENT:

Ms. Evertsen made a motion, seconded by Mr. Munaretto, to adjourn the meeting at 10:15 a.m. The motion carried with all members present voting aye on a voice vote.

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RECOMMENDED FOR BOARD ACTION:

Resolution Authorizing Workers' Compensation Claim Settlement No. 09-3200-11
Resolution Authorizing Workers' Compensation Claim Settlement No. 10-3210-06
Resolution Authorizing the Re-Classification of Position #006-0006-05 from Buyer to Junior Buyer in the Purchasing Department's Departmental Roster
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