

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

MINUTES OF TUESDAY, MARCH 8, 2011

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; Barb Wheeler and Paula Yensen. Barb Wheeler arrived at 8:32 a.m. Also in attendance: Pete Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; John Labaj, Deputy County Administrator; Bob Ivetic, Human Resources; Pat McNulty, Health Department; Tom Annarella, Valley Hi; Dan Wallis, Court Administration; Andrew Zinke and Angela Wood-Zuzevich, Sheriff's Department; Dennis Sandquist and Matt Hansel, Planning and Development; Maryanne Wanaski, CDBG; 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 February 8, 2011. 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: None.

NEW BUSINESS:

Resolution Authorizing the Acceptance of an Additional \$12,000 in Grant Funding from the Illinois Department of Human Services, Increasing the Hours of Two Staff Positions and an Emergency Appropriation to the Health Department FY11 Budget: Ms. Draffkorn made a motion, seconded by Ms. Yensen, to recommend the County Board approve the above resolution. Mr. McNulty mentioned that they have received \$12,000 from the Department of Human Services to specifically expand its support of breastfeeding for women in the WIC program by allowing for additional hours for two part-time staff members. He explained that the grant money received is to expand the services of this program. There is an additional need for this department to see more customers and this will allow them to have the staff to do so. They only serve the number of customers that staff can handle and they are currently at the maximum. The motion carried on a roll call vote of all ayes (Breeden, Draffkorn, Evertsen, Munaretto, Wheeler, Yensen and Jung).

Resolution Authorizing the Reclassification of a Dietary Manager (Position #061-0016-99) and an Assistant Dietary Manager (Position #061-0166-08) in the Valley Hi Nursing Home Departmental Roster: Mr. Breeden made a motion, seconded by Ms. Yensen, to recommend the County Board approve the above resolution. Mr. Annarella joined committee members and mentioned that they would like to restructure two management positions within the dietary department. They are proposing to eliminate the existing Dietary Manager and Assistant Dietary Manager positions and reclassify them as the Coordinator of Dietary Clinical Services and the Coordinator of Dietary Meal Production. The Coordinator of the Dietary Clinical Services would specialize on the clinical side which is resident assessment, monitoring weights, the results of planned weight loss and promotion of the correct caloric intake. The Coordinator of Dietary Meal Production would focus on production of meals to enhance the dietary experience. There would be a savings of \$5,838 in the FY11 budget. Both positions will be working weekends on a rotating basis so one of the coordinators will be at the facility seven days per week. Mr. Annarella will monitor both positions. This is not inconsistent with current trends in the industry. By having someone with clinical experience and Chef experience they will have a clear and defined focus for their positions. The motion carried on a roll call vote of all ayes (Breeden, Draffkorn, Evertsen, Munaretto, Wheeler, Yensen and Jung).

Resolution Authorizing the Reclassifications of the Director of Quality Assurance (Position #061-0008-04) and Office Assistant (Position #061-0083-99) in the Valley Hi Nursing Home Departmental Roster: Ms. Yensen made a motion, seconded by Mr. Breeden, to recommend the County Board approve the above resolution. This vacancy is the result of the Director of Quality Assurance leaving to become the director for a not for profit agency. This position was created by Revere when they were here to assist with the running of the facility. The facility would like to bring in another Assistant Director of Nursing, which will cost less. They will increase the duties for the person stocking and ordering supplies and increase her hours so she can help on the floor. This change would provide more coverage within the nursing department instead of having someone oversee the quality assurance area, which are part of Mr. Annarella's duties. This will save the facility approximately \$2,087 per year. Committee members questioned if this change has been budgeted. Mr. Annarella stated that this was not. We did not anticipate the Quality Assurance Director leaving her position. This has allowed them to review the needs of the facility. This allows the elimination of this position in order to create another Assistant Director of Nursing at a much lower cost. The Operating Board has reviewed both positions and has agreed to the changes requested. This request would have been reviewed by the Public Health and Human Services Committee, but their last meeting was cancelled. The motion carried on a roll call vote of all ayes

HUMAN RESOURCES COMMITTEE

March 8, 2010

Page 2

(Breedon, Draffkorn, Evertsen, Munaretto, Wheeler, Yensen and Jung).

Resolution Authorizing the Reclassification of Position #042-0002-06 "Assistant to the Court Administrator" to "Deputy Court Administrator" in the Court Administration Departmental Roster: Ms. Yensen made a motion, seconded by Ms. Evertsen, to recommend the County Board approve the above resolution. Mr. Wallis joined committee members to review this request. He stated that this position has been around since 2007 when the reclassification system was put in place. Approximately 6 to 8 months ago they started the process to put together another job analysis for this position. He stated that this position is not at the proper pay rate and scale for the position. This change would allow for the position to be reclassified to the appropriate grade and salary. The funds are available within the departmental budget. This is a key management position that handles authority during his absence. This was not part of the FY2011 budget process. The analysis was not completed in time for the budget process. Ms. Draffkorn informed committee members that since all raises were froze for all the employees, the Law and Justice Committee did not approve this request. No motion was brought forward for consideration. Mr. Munaretto stated that it is interesting that the Law and Justice Committee did not support this request. Managers should have the ability to evaluate positions and make recommendations. There are areas in departments that make enhancements and if timing is an issue on why this request was not brought forward during the budget process, the overall budget for the department was adopted and for that reason I will support this request. The motion carried with the majority of the members voting aye on a roll call vote (Breedon, Evertsen, Munaretto, Wheeler, Yensen). Nay (Draffkorn, Jung)

Resolution Authorizing the Creation of a Procurement Officer-Building Inspector Position for the Community Development Division and Freezing an Associate Building Inspector Position within the Planning and Development Department: Ms. Draffkorn made a motion, seconded by Ms. Yensen, to recommend the County Board approve the above resolution. Mr. Sandquist noted that in order to create this position they have frozen an existing position in the permitting and inspection area. This request went to Planning and Development Committee and they received a favorable recommendation. This position will be responsible to make sure everything complies with HUD's wage restrictions, environmental reviews, lead safety and building codes. They are also requesting that the building inspector position remain frozen. Before filling this position they would have to come back to have this position funded again. The new position is funded with Federal dollars. This request will save the general fund \$48,000. When the County was monitored by HUD, one of the issues was that we didn't have enough capacity to do this program. This request will allow for technical review of what is being proposed, worked on and completed. HUD is making sure they are using these funds appropriately. Committee members questioned if the grant funds go away what would happen to the position. Committee members were informed that if the grant funding goes away, all five persons in the department would lose their jobs. People who work for grant funded departments should know this. Mr. Sandquist noted that there are 4.5 positions frozen in their department. They will be losing an inspector to Community Development which will mean the Planning and Development Department is down 7 positions. He reported that they are struggling with Stormwater to turn them around. It is hopeful to see results in the next two weeks. The motion carried with a majority of members voting aye on a roll call vote (Breedon, Draffkorn, Munaretto, Wheeler, Yensen and Jung).

Nay (Evertsen)

Resolution Authorizing Workers' Compensation Claim Settlement No. 07-3200-10: Ms. Yensen made a motion, seconded by Ms. Wheeler, to recommend the County Board approve the above resolution. This claim is for a marine patrol deputy that was injured while on duty. They did minimal physical therapy and returned to work without restrictions in 2007. This claim has been languishing because the claimant had different attorneys. A settlement was negotiated between the State's Attorney and the claimant's attorney. The motion carried on a roll call vote of all ayes (Breedon, Draffkorn, Evertsen, Munaretto, Wheeler, Yensen and Jung).

Resolution Authorizing the Reclassification of Position #032-0138-00 from Sergeant to Lieutenant in the Sheriff's Departmental Roster: Mr. Breedon made a motion, seconded by Ms. Draffkorn, to recommend the County Board approve the above resolution. This is a reclassification of a Sergeant to a Lieutenant. This is part of an ongoing plan over the last year. The department has had two Captains retire who were not replaced. This Resolution passed the Law and Justice Committee. The motion carried on a roll call vote of all ayes (Breedon, Draffkorn, Evertsen, Munaretto, Wheeler, Yensen and Jung).

OLD BUSINESS

None

REPORTS TO COMMITTEE

Human Resources Directors Report: Mr. Ivetic reported that he had a discussion with the Chairman regarding the group health insurance. The time is coming up for review and to get an update on the self-funded plan. They will look ahead and determine direction for the next year. The plan year runs from July 1st through June 30th. Because of various new statutes, these may affect the plan throughout the year. Some of the timelines only provide a 30 day notice. It is hopeful that representatives from Benefit Consultants will attend the April Human Resources Committee meeting to provide an update on the state of our group health insurance. This report will provide information from July to the present as well as from January to January to get his insight on projections and keep the board informed of any changes that may affect the County. In May a recommendation can be forwarded with a recommendation and do things in a timely process. The department has sent out the first notice on the

HUMAN RESOURCES COMMITTEE

March 8, 2010

Page 3

health risk assessment. They are coordinating dates with Centegra for mid to the end of April. They are hoping for a larger turnout with additional times to be scheduled in May. Committee members were reminded that the County Board Members are welcome to participate in this event. Ms. Wheeler stated that years ago the county had been saving money for the cost of insurance from Blue Cross/Blue Shield. She questioned if he thought that Blue Cross/Blue Shield has gotten too expensive. Mr. Ivetic stated that this is the normal progression of the insurance industry. All policies have gotten too expensive, especially with the costs of drugs. The County remains in good shape and continues to save money. Benefit Consultants will show the various trends and provide a report during next month's meeting. Mr. Austin stated that as a County we are still controlling our own costs. We can assess how much risk we want to take and what risk or charges we want to pass on. Ms. Yensen stated that other businesses don't have the kind of program we have here and their increases are more dramatic. She informed committee members that she is on a task force in Kane County to look at other costs to find a way to decrease or level out the cost of healthcare. What we are doing here is fantastic compared to other places. The County does see some increases, but compared to other businesses we are doing a great job in controlling these costs. Mr. Ivetic stated that others have seen increases in the upper 20-30%. Being self funded, it is hopeful that the maximum increase will be in the 10% range. We need this month's trend in order to have the information for the April meeting.

Mr. Ivetic informed committee members that he met with the deputies and the FOP last Thursday. We are far apart in our process and both sides have agreed to request a mediator for these negotiation. The request has been filed though we have not been informed who this will be. He would imagine that the first mediation session will not happen until early April.

EXECUTIVE SESSION

None

MEMBERS' COMMENTS

None

ADJOURNMENT:

Ms. Draffkorn made a motion, seconded by Mr. Breeden, to adjourn the meeting at 9:15 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 the Acceptance of an Additional \$12,000 in Grant Funding from the Illinois Department of Human Services, Increasing the Hours of Two Staff Positions and an Emergency Appropriation to the Health Department FY11 Budget
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- Resolution Authorizing the Creation of a Procurement Officer-Building Inspector Position for the Community Development Division and Freezing an Associate Building Inspector Position within the Planning and Development Department
- Resolution Authorizing Workers' Compensation Claim Settlement No. 07-3200-10
- Resolution Authorizing the Reclassification of Position #032-0138-00 from Sergeant to Lieutenant in the Sheriff's Departmental Roster

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