

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

MINUTES OF TUESDAY, MAY 10, 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; and Paula Yensen. Scott Breeden and Barb Wheeler were absent. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; John Labaj, Deputy County Administrator; Bob Ivetic and Tricia Pechotta, Human Resources; and 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 April 12, 2011 and the Joint Finance and Audit and Human Resources Committee minutes of April 12, 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 Reclassification of the Director of the Workforce Investment Board Position: Ms. Yensen made a motion, seconded by Ms. Draffkorn, to recommend the County Board approve the above resolution as presented. Mr. Labaj mentioned that the Director of the Workforce Investment Board (WIB), Mr. Martens, retired last year from his full-time position as the WIB Director. At that time his position was reclassified to a part-time position and he has been the WIB Director on a part-time basis. Mr. Marten's contract expires at the end of June which will result in the need to hire a new WIB Director for next year's program. It is anticipated that the Workforce Investment Act will be reauthorized for the coming year. It is being requested that the position be reclassified to a full-time position with a labor grade of 12E. A job description will be attached to the Resolution when it is presented to the County Board. The motion carried on a roll call vote of all ayes (Draffkorn, Evertsen, Munaretto, Yensen, and Jung).

Resolution Authorizing Entering Into a Contract with Corporate Benefit Consultants, Inc. (CBC) to be Broker of Record and to Provide Services for the Self Funded Health Insurance Program: Mr. Munaretto made a motion, seconded by Ms. Evertsen, to recommend the County Board approve the above resolution as presented. Mr. Ivetic mentioned that Corporate Benefit Consultants (CBC) became the benefits consultant and broker of record for the County when they moved from a premium-based group health insurance program to a self-funded group health insurance program in 2007. He mentioned that they have a good working relationship with CBC who acts as a liaison with Blue Cross/Blue Shield to resolve issues with employee concerns regarding the health insurance program. CBC representatives provide updates to the County at least twice per year. The motion carried on a roll call vote of all ayes (Draffkorn, Evertsen, Munaretto, Yensen, and Jung).

Resolution Authorizing Blue Cross & Blue Shield of Illinois as the Provider of Administrative Services Including Stop Loss Coverage and Employee Medical, Dental and Optical Insurance for the Period of 7/1/11 through 6/30/12: Ms. Evertsen made a motion, seconded by Ms. Yensen, to recommend the County Board approve the above resolution as presented. Mr. Ivetic mentioned that this is a resolution brought forward yearly for stop loss coverage and coverage for employee medical, dental, and optical insurance for the period of July 1, 2011 through June 30, 2012. Corporate Benefits Consultants have provided recommendations with respect to cost/rate increases for the group health insurance program which are outlined on Mr. Ivetic's memorandum attached to the resolution. The modest changes will allow the group health insurance program to remain competitive. The motion carried on a roll call vote of all ayes (Draffkorn, Evertsen, Munaretto, Yensen, and Jung).

Chairman Jung requested that Executive Session matters be discussed next on the agenda.

EXECUTIVE SESSION:

Mr. Munaretto made a motion, seconded by Ms. Evertsen, to enter into executive session to discuss contract negotiations and personnel matters at 8:57 a.m. The motion carried with all members present voting aye on a roll call vote (Draffkorn, Evertsen, Munaretto, Yensen, and Jung). Messrs. Austin, Labaj, Ivetic and Sarbaugh were present during executive session. Mr. Yensen made a motion, seconded by Ms. Evertsen, to return to regular session at 9:17 a.m. The motion carried with all members present voting aye on a roll call vote (Draffkorn, Evertsen, Munaretto, Yensen, and Jung). Chairman Jung noted that no action was taken by the committee during executive session.

Ms. Evertsen made a motion, seconded by Ms. Yensen, to approve for review by the State's Attorney the Executive Session minutes of February 8, 2011. The motion carried on a roll call vote of all ayes (Draffkorn, Evertsen, Munaretto, Yensen, and Jung).

Discussion on Non-Union Wage Increase for FY11: Mr. Austin stated that the County's non-union employees are in their 18th month without a wage increase and County Administration would like to discuss with committee members the prospect of a wage increase for those employees. It was suggested that the wage freeze for these employees be undone for the second half of the County's fiscal year. The impact to the County's general fund for a 2% non-union wage increase is approximately \$457,000; however, with an effective date of June, 2011, the impact would be approximately \$228,000. The County currently has 942 non-union employees. Last fall the County Board did not budget for raises for non-union employees in the FY11 budget, but promised to revisit the issue of wage increases for non-union employees this spring. Mr. Sarbaugh informed the committee that 75% of the non-union employees make less than \$50,000 annually and of those, 42% make less than \$30,000 annually. Mr. Munaretto stated that he is in favor of supporting a 2% wage increase for non-union employees effective June, 2011, and Mr. Jung agreed with him. Ms. Yensen and Ms. Draffkorn stated that they support a 2% wage increase for non-union employees. Ms. Evertsen mentioned that she was torn between supporting and not supporting wage increases for non-union employees. Mr. Sarbaugh requested that they consider having the wage increase effective the first pay period in June, 2011.

It was the consensus of the members present to have a special Human Resources Committee meeting on May 17, 2011 at 6:30 p.m. to further discuss non-union wage increases for the remainder of FY2011.

OLD BUSINESS: None.

REPORTS TO COMMITTEE:

Human Resources Directors Report: Mr. Ivetic provided members with a copy of proposed amendments to the Personnel Policy Manual and mentioned that it has been five years since the last revision. The State's Attorney's Office has reviewed the proposed changes for accuracy and clarification. He will provide the proposed amendments during the next Department Heads meeting.

Health Risk Assessment: Ms. Pechotta provided members with a copy of the 2011 Health Risk Assessment summary. She mentioned that they offered the Health Risk Assessment on six different dates with a total of 191 employees participating. 189 employees participated in 2010. Both employees with and without health insurance were offered to participate in the assessment. 87% of participants had health insurance. She also provided members with a copy of the summary for the "Feel Like a Million" group program which ran eight weeks. Teams were comprised of four members. This program emphasized on reducing stress by identifying things that are most important to an individual and finding balance in their life. Mr. Austin stated that this was a good program and thanked Ms. Pechotta for handling the program.

MEMBERS' COMMENTS: Ms. Yensen asked as to the status of the 360 evaluation process. Mr. Austin mentioned that it is ready and may be brought before them as soon as June. Ms. Yensen has expressed a desire to look at different types of evaluations for Department Head level employees.

ADJOURNMENT:

Ms. Yensen made a motion, seconded by Ms. Evertsen, to adjourn the meeting at 9:55 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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