

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

MINUTES OF TUESDAY, JUNE 14, 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. Also in attendance: Ken Koehler, County Board Chairman; Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; John Labaj, Deputy County Administrator; Ersel Schuster and Bob Bless, County Board; Bob Ivetic and Tricia Pechotta, Human Resources; Pat McNulty, Health Department; Robert Ross, Assessor; Sandy Lewis, Mental Health; Adam Lehmann, Assistant to County Administrator; Larry Kowalski, The Mentor Group; 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 May 10, 2011 and May 17, 2011. Mr. Munaretto 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: *360 Degree Performance Management/Development Process:* Consultant Larry Kowalski from The Mentor Group provided information concerning various individual, self, and 360 performance assessments to committee members. Their assessments are scaled to individual organizations. An assessment that is extremely broad and very deep can be given to a targeted area, such as department heads and upper management. Other forms of assessments can be given to other targeted areas. Ms. Yensen mentioned that she was interested in being educated about 360 evaluations being conducted internally. Mr. Austin stated that there are approximately 12-14 individuals who he is responsible for evaluating. While the process is fine, it can be improved and he suggested having 360 assessments performed for those individuals over a period of several years. Mr. Kowalski stated that one of the 360 evaluations his company typically uses is to assure long-term results, dealing with conflicts in an organization, and leading teams. Whoever the individual reports to will complete the 360 evaluation and his company will generate multiple reports for the organization's review. This evaluation will have peer-level input, and may include input from direct reports. After an assessment it is important that the individual receive a checklist showing criticism and what needs to be worked on. His company uses the Birkman Method for assessments. He mentioned that we judge ourselves based on our intent and others judge us based on our behavior. Mr. Kowalski's preference is to first have an individual assessment completed because people will learn about themselves and how they are perceived by others and they will obtain a greater understanding of why they have difficulty working with certain people or difficulty dealing with certain situations. He then suggests a 360 assessment for this individual which obtains external participation. He suggests the Birkman Method assessment for upper management personnel. After assessments, individuals will learn about their strengths and weaknesses. The Birkman Method is behavior-based versus performance-based. The online assessment takes approximately 40 minutes and is comprised of approximately 200 questions. Members questioned if this type of assessment has to be outsourced, or can it be accomplished internally with staff from Human Resources possibly handling the assessments. Mr. Kowalski mentioned that he has seen large organizations do the Birkman Method assessment internally. Individuals have to be certified and then re-certified every three years. Each certification costs approximately \$3500 and there are monthly webinars and off-site training sessions offered for continuing education. Individuals have to make a financial and time commitment in order to be trained to use the tools for the Birkman Method. Members questioned how much the assessments cost. Mr. Kowalski stated that costs were staggered. At the highest level where the tools are the most powerful and the reporting capabilities are the highest, the fees for an individual assessment is \$1200 and if it includes a 360 evaluation then the cost would be \$2000 for both assessments for one person. Other evaluations for different levels are available for \$200 to \$400. Ms. Yensen mentioned that she would like Mr. Ivetic to pursue the possibility of staff doing this type of evaluation internally and have a process in place for doing evaluations where colleagues and others have an opportunity to provide input for the evaluation process for individuals. She is still interested in finding a way to have a greater breath with the evaluation of the managers, and she would like to see it driven internally and not be outsourced which would create additional costs.

**NEW BUSINESS:**

*Resolution Authorizing Workers' Compensation Claim Settlement No. 10-8200-03:* Ms. Yensen made a motion, seconded by Ms. Evertsen, to recommend the County Board approve the above resolution as presented. Mr. Labaj stated that this is a claim for an employee with the Division of Transportation. The employee was lowering a salt spreader in a truck and lost his grip on the crank which slipped out of his hand causing a serious injury to his thumb. He returned to full duty on February 9, 2011 without any restrictions. The motion carried on a roll call vote of all ayes (Breedon, Draffkorn, Evertsen, Munaretto, Wheeler, Yensen, and Jung).

*Resolution Authorizing the Reclassification of Positions 042-0015-10 and 042-0013-08 (Self Help Center Navigators) From Less Than 1,000 Hours Per Year to 1,000 Hours Per Year Each and a Budget Line Item Transfer in the Law Library Fiscal Year 2011 Budget:* Ms. Yensen made a motion, seconded by Ms. Draffkorn, to recommend the County Board approve the above resolution as presented. Mr. Sarbaugh informed members that these are two positions that were created to assist the general public coming into the Law Library to do their own research to help them represent themselves in court. There has been heavy demand for this service, especially with the increase in foreclosures. When they created the Self Help Center Navigator positions, there was time to keep the positions under the IMRF benefit mark which is less than 1000 hours. Currently they have been working over 1000 hours and the department needs to be in compliance with IMRF guidelines. These positions are funded through the Law Library and are not funded through general funds. They are asking to increase the employees to 20 hour positions and then IMRF will be paid for the positions from Law Library funds. To be considered full time an employee must work 1530 hours. Mr. Breedon questioned if it would make more sense to hire a third person to work less than 1000 hours to address the increased needs of this department which would eliminate extra expense for IMRF benefits. Mr. Sarbaugh stated that each employee is working four hours per day in order to cover the lunch hour in order for someone to be there continually. Mr. Austin mentioned that if Mr. Wallis felt he needed to increase the staff to work full-time, then that would be another discussion. Mr. Yensen stated that when a manager is coming forward to ask such a request as this, they need to attend the meeting in person. She has indicated her concerns in the past regarding this type of issue when managers are requesting certain items from committee members and they do not show up to the meeting to advocate on their behalf. For that reason, she will be voting no. She feels he should be at the meeting and answer their questions. Ms. Draffkorn mentioned that this issue was discussed by the Law and Justice Committee last week and this resolution is being driven by IMRF. Ms. Evertsen mentioned that if a third person was hired and all three employees worked less than 1000, then IMRF would not be a component. Mr. Munaretto mentioned that if the employees continue to work over 1000 hours, then we will be penalized by IMRF for not having given them a benefit they earned by working more than 1000 hours. If their hours are cut, then they fail to serve the needs of the public. The motion carried on a roll call vote of six ayes (Breedon, Draffkorn, Evertsen, Munaretto, Wheeler and Jung) and one nay (Yensen).

*Resolution Authorizing a Budget Line Item Transfer in the Health Department's Fiscal Year 2011 Budget and a Reclassification of Hours to Position #051-0963-11 (Public Health Nurse):* Mr. Breedon made a motion, seconded by Ms. Evertsen, to recommend the County Board approve the above resolution as presented. Mr. McNulty stated that this resolution was initially in front of them to pass in April, 2011 to accept a \$35,000 grant to vaccinate children in the county. The original resolution did not include IMRF benefits for the part-time public health nurse position. This resolution corrects the hours worked and provides for IMRF benefits and this transfer is within the grant and requires no county general fund support. The motion carried on a roll call vote of all ayes (Breedon, Draffkorn, Evertsen, Munaretto, Wheeler, Yensen, and Jung).

*Resolution Authorizing Acceptance of a \$50,202 Grant from the Illinois Department of Public Health for a Mosquito Vector Prevention Program, an Emergency Appropriation to the Health Department's FY2011 Budget and the Unfreezing of Two Part-Time Intern Positions (#051-0919-99 and #051-0948-07):* Mr. Breedon made a motion, seconded by Ms. Yensen, to recommend the County Board approve the above resolution as presented. Mr. McNulty mentioned that this resolution has been through the Public Health and Human Services Committee and the Board of Health and both have approved it. The grant will allow them to provide a vector prevention program directed at the surveillance and prevention of the West Nile disease. The Department will hire two temporary full-time employees for the summer months. There is no County match required for this grant. The motion carried on a roll call vote of all ayes (Breedon, Draffkorn, Evertsen, Munaretto, Wheeler, Yensen, and Jung).

*Resolution Adopting a Revised Personnel Policy Manual:* Ms. Draffkorn made a motion, seconded by Ms. Evertsen, to recommend the County Board approve the above resolution as presented. Mr. Ivetic mentioned that it has been

approximately five years since the Personnel Policy Manual has been updated. The manual has been revised and the changes are noted in red and blue in the proposed manual provided to committee members. The proposed manual has been reviewed by the State's Attorney and is being presented to this committee for approval. If approved, it will be presented to the full County Board at the next meeting. Ms. Yensen questioned how the proposed manual differs from the previous manual. Mr. Ivetic stated the manual was revised in 2006. At that time they spoke with various elected officials and asked them if they would follow the County Personnel Policy Manual. The majority said yes. They may, because they are elected officials, have nuances that are different from this manual with regard to operational issues such as hours of shifts. As far as holidays, personal days, sick days, vacations, full-time and part-time employees they are currently all in agreement. The bulk of the manual is shared by all departments and elected officials.

Mr. Breeden left the meeting at 9:34 a.m.

To Mr. Ivetic's knowledge the Treasurer and the State's Attorney have their own policy manuals which vary slightly from the proposed manual. The Health Department and Mental Health also have their own policy manuals. It was mentioned that the Treasurer has a different situation because he allows his employees to work flexible schedules and this is reflected in their manual. Mr. Ivetic will obtain copies of personnel policy manuals that differ from the proposed manual. The motion carried on a roll call vote of all ayes (Draffkorn, Evertsen, Munaretto, Wheeler, Yensen and Jung).

Chairman Jung left the meeting at 9:42 a.m. and Vice-Chairman Munaretto conducted the meeting in his absence.

OLD BUSINESS: None.

REPORTS TO COMMITTEE:

*Update on Workers' Compensation Reform Legislation:* Mr. Labaj provided members with an update on the workers' compensation reform legislation and stated that the reform legislation passed. Some significant changes have been made to the statute concerning the workers' compensation system in Illinois. There are eight changes in the legislation that are significant, which are outlined in his memo provided to committee members. The first change is limitations on wage differential payments. Some of the County's more expensive cases last year were wage differential payments. Wage differential payments are when an employee has a career-ending injury. The new legislation limits wage differential payments to age 67 or five years, whichever occurs later. Another change is a limit will be placed on carpal tunnel claims. The next change is the adoption of American Medical Association (AMA) standards to determine disability. For the first time this legislation will allow, in the settlement negotiations, adoption of the American Medical Association standards for determining disability. There will now be medical components in the negotiations including the AMA guidelines, the claimant's age, the claimant's future earning capacity, and the evidence of the disability. The fourth change concerns accidents involving drugs or alcohol. Compensation can now be denied if the cause of the accident is determined to be caused by drugs or the use of alcohol. It is the employee's responsibility to prove otherwise and this makes the burden of proof shift from the employer to the employee. There is a revision of the fee schedule with a 30% reduction in the current fee schedule. He is taking a look at this because we do not want this to equate to a loss of providers that are willing to see workers' compensation cases. The next change is a Utilization Review. If you disagree with the course of treatment that an employee's doctor has prescribed for you, it can be challenged in a Utilization Review. Change No. 7 is the creation of a PPO Network. This provision allows the employer to direct the claimant to the preferred treatment facility. Refusal by the employee to participate is construed as the "first choice" of doctor, which will then limit the employee to one additional choice. Change No. 8 will be changes to the IWCC structure and standards. All current arbitrators are terminated upon adoption of this legislation. The arbitrators may be re-appointed. The term limit for arbitrators is reduced from six to three years. Currently the Governor appoints arbitrators. Re-appointment of arbitrators will now be made by the Chairman of the Workers' Compensation Commission with the approval from the Illinois Senate.

*Human Resources Directors Report:* Mr. Ivetic reported that the open enrollment period is now underway and will end during the third week in June. His staff has visited with the various shifts of the Sheriff's Department, Corrections and Valley Hi to provide them with open enrollment information. He will provide an analysis to the committee once open enrollment has closed. IMRF will be meeting with him at the end of June to do their semi-annual audit. Staff will also be conducting three seminars where they will provide benefit information including health insurance, IMRF, 457, etc.

Chairman Jung returned to the meeting at 9:53 a.m.

Ms. Lewis stated that she wanted to confirm for the committee members that the Mental Health Board's revision of their Personnel Policy has been in conjunction with the draft presented to the committee today. Their revisions look very similar and they appreciate the coordination between the Human Resources Department and the Mental Health Board's office concerning this endeavor. She also wanted to confirm that the Mental Health Board did not approve a cost-of-living or merit increase for its personnel according to consistency with County Board action.

EXECUTIVE SESSION – Contract Negotiations:

Ms. Yensen made a motion, seconded by Ms. Evertsen, to enter into executive session to discuss contract negotiations at 9:54 a.m. The motion carried with all members present voting aye on a roll call vote (Draffkorn, Evertsen, Munaretto, Wheeler, Yensen, and Jung). Mr. Austin and Mr. Ivetic were present during executive session. Ms. Wheeler made a motion, seconded by Ms. Evertsen, to return to regular session at 10:00 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 executive session.

Ms. Evertsen made a motion, seconded by Ms. Draffkorn, to approve for review by the State's Attorney the Executive Session minutes of May 10, 2011. The motion carried on a roll call vote of all ayes (Draffkorn, Evertsen, Munaretto, Wheeler, Yensen, and Jung).

MEMBERS' COMMENTS: Ms. Wheeler questioned if there have been any comments concerning groups that plan to organize into unions. Mr. Ivetic mentioned that at the recent department head meeting he made an offer to all department heads that he will meet with them and their supervisors with respect to dealing with union situations. On Thursday he will be meeting with Valley Hi representatives. Mr. Munaretto questioned if Valley Hi is the largest personnel organization that is not currently under a collective bargaining agreement and Mr. Ivetic answered yes, outside of the Health Department.

ADJOURNMENT:

Ms. Yensen made a motion, seconded by Ms. Draffkorn, to adjourn the meeting at 10:04 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. 10-8200-03
- Resolution Authorizing the Reclassification of Positions 042-0015-10 and 042-0013-08 (Self Help Center Navigators) From Less Than 1,000 Hours Per Year to 1,000 Hours Per Year Each and a Budget Line Item Transfer in the Law Library Fiscal Year 2011 Budget
- Resolution Authorizing a Budget Line Item Transfer in the Health Department's Fiscal Year 2011 Budget and a Reclassification of Hours to Position #051-0963-11 (Public Health Nurse)
- Resolution Authorizing Acceptance of a \$50,202 Grant from the Illinois Department of Public Health for a Mosquito Vector Prevention Program, an Emergency Appropriation to the Health Department's FY2011 Budget and the Unfreezing of Two Part Time Intern Positions (#051-0919-99 and #051-0948-07)
- Resolution Adopting a Revised Personnel Policy Manual

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