

**FINANCE AND AUDIT COMMITTEE**  
**McHenry County Government Center – Administration Building**  
**667 Ware Road**  
**Woodstock IL 60098**

MINUTES OF TUESDAY, JULY 12, 2011

Ms. Hill, Vice Chairman called the meeting to order at 9:31 a.m. The following Committee members were present: Tina Hill; John Hammerand; Jim Heisler; Mary Donner; Mary McCann and Bob Bless. Scott Breeden was absent. Also in attendance: Pete Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; John Labaj, Deputy County Administrator; Adam Lehmann, Assistant to the County Administrator; Pam Palmer, Auditor; Cathy Link, Purchasing; Cindy Kozlowski, Financial Analyst; Joe Korpalski and Mark Devries, Division of Transportation; and Tom Sullivan, Information Technology.

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

MINUTES

Committee members reviewed the committee minutes of June 28, 2011. Mr. Heisler made a motion, seconded by Mr. Bless to recommend approval of the above minutes as presented. The motion carried with all members present voting aye on a voice vote.

PUBLIC COMMENT

None

PRESENTATION

*Auditor's Office Staffing:* This has been postponed until the next meeting.

NEW BUSINESS

*Resolution Authorizing a Salary Adjustment to Position Number 020-0024-08 (Network Engineer II) in the Information Technology Departmental Roster:* Mr. Bless made a motion, seconded by Ms. McCann to recommend approval of the above Resolution as presented. Committee members were informed that this Resolution is being brought forward at the request of the Management Services Committee. They had recommended the reclassification of this position as there are bigger staffing issues within the department. Mr. Sullivan stated that the previous engineer left because of money. He stated this individual received their Masters Degree and several accreditations' without any type of increase in pay. The County has no way to provide increases when an individual gets a higher education, so they leave their employment with the County. The Information Technology sector is not having employment issues, unlike other professional areas. Contract employees could be hired to handle their immediate needs but this does not address the need for additional employees. Committee members questioned if the whole department as well as the County should be evaluated to see how and if increases should be provided when an individual receives a higher degree or accreditation. Vice Chairman Hill recommended this issue be tabled until Mr. Ivetic can attend this meeting.

*Resolution Authorizing Workers' Compensation Claim Settlement No. 10-6100-17:* Ms. McCann made a motion, seconded by Mr. Bless to recommend approval of the above Resolution as presented. Mr. Labaj informed committee members that this claim is from a Valley Hi CNA that was injured while assisting a resident and tripped on the bed alarm cord. She fractured both elbows. After treatment she was released from medical care after reaching maximal medical improvement. This individual has since left employment with the County. Mr. Labaj commended Valley Hi for calling the Valley Hi Safety Committee together immediately to review this injury. The cords have now been shortened to address this issue. This resolution has been approved by the Management Services and Human Resources Committees. Committee members questioned if the legislation changes will affect future claims. Mr. Labaj stated that this claim would have been reduced by 30% with the changes that have been implemented, so yes the changes should result in decreased claims. He noted that in the past they could not take into account the current medical condition of the individual. Now they will be required to review the actual medical condition of the employee as well as the injury. The motion carried with all ayes on a roll call vote (Bless, Donner, McCann, Hammerand, Heisler, Hill)

*Resolution Authorizing the Reclassification of a Full-Time Cook's Position (#061-0017-99) to One Part-Time Cook and One Part-Time Food Service Assistant Positions in the Valley Hi Nursing Home Departmental Roster:* This item has been pulled until the next meeting.

*Resolution Authorizing Increasing the Mileage Reimbursement Rate Effective July 19, 2011:* Mr. Bless made a motion, seconded by Ms. Donner to recommend approval of the above Resolution as presented. Committee members were informed that the IRS has raised the standard mileage reimbursement rate from 51 cents per mile to 55.5 cents per mile. Committee members were reminded they do not have to approve this change, but, this needs to be addressed. The motion carried with five ayes (Bless, Hammerand, Heisler, McCann, Hill) and one nay (Donner)

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Committee members were informed that the County Board Members may need to have a training session on mileage reimbursements as these are to be paid from where you leave to attend the meeting and to where you return and they all are currently being paid mileage from their homes and back. There is a question about how mileage should be determined.

*Resolution Authorizing Acceptance of an Illinois Department of Commerce and Economic Opportunity (DCEO) Energy Rebate and an Emergency Appropriation to the Facilities Management Fiscal Year 2010-2011 Budget:* Ms. McCann made a motion, seconded by Ms. Donner to recommend approval of the above Resolution as presented. This is the third rebate that was offered from DCEO based on the third phase electrical savings program under the EECBG project for the motor replacement, lighting upgrades and window upgrades in the County facilities. The County will be entitled to one more of these rebates. These funds will be used to develop green strategies and energy conservation measures not to exceed the amount of the rebate. It was suggested that a portion of the funds be used to replace the inefficient hand driers in the Government Center. The motion carried with all members present voting aye on a roll call vote (Bless, Donner, Hammerand, Heisler, McCann, Hill)

### REPORTS TO COMMITTEE, AS APPLICABLE

*Auditor's Report:* There is no report at this time. Committee members questioned Ms. Palmer about the McHenry County Conservation District and how they are considered a component unit underneath the County. Ms. Palmer stated that she will be presenting information on this at the next committee meeting, but that the reasons were both from conservation act legislation related to the County Board's duties for oversight and for accounting treatment according to GASB (Governmental Accounting Standards Board) accounting statements. Ms. Palmer said that she will get information to the committee members in advance of the next meeting and discuss it further at that time.

*Contingency Report:* Committee members reviewed the Contingency Report as of July 6, 2011. Committee members questioned when the courtrooms would be completed. They were informed that courtroom 104 should be completed by Labor Day and the remaining courtrooms will be completed by Thanksgiving.

*Economic Development Corporation:* None.

*Resolution Authorizing a Salary Adjustment to Position Number 020-0024-08 (Network Engineer II) in the Information Technology Department con't:* Committee members reentered discussion on the above Resolution. Mr. Ivetic joined committee members to provide background information on the above request. The Management Services Committee members approved the above Resolution with the understanding that the Human Resources Committee would review the possibility of reclassifying some of the positions within the IT Department. Committee members were informed that the Information Technology area is market driven. While reviewing the structure of the department, it has been determined that reclassifying one position does not address the issues of the whole department. Human Resources will review the IT functions of the County over the next several months and they will then bring recommendations forward to the committees. The easiest way to address these issues at this time is to maintain the department as is and allow the Department Head the flexibility to attract and retain the right individual for their needs in their department. Committee members questioned when an employee makes individual improvements, what is the policy in place that addresses these improvements. If a person is promoted they can receive up to a 6% increase. Changes can also be made when duties or extra responsibility is given to an individual. There is nothing in the policy that states that just because a person receives a degree or certificate for additional skill levels, they will automatically receive an increase in pay. This will only occur if the additional skill set or duties are needed. This position does have variations that would allow the position to pay up to \$87,000 so committee members questioned why the salary wasn't raised in order to retain this trained individual. Mr. Sullivan stated that they could do that but because of the process it takes time. He stated that the department needs to have the budget to offer these types of raises as well. This could also create a compressed environment within the department creating internal equity issues. The policy allows for a 6% adjustment but a change in grade must go before the committee. A \$12,000 increase would have been a 12% increase, requiring the request to go before the committee. The market will need to be reviewed to see what the current rates for these positions are. We have several departments that are market driven with positions that fit outside employment. Mr. Ivetic stated that they need to have a complete review of the IT positions and they also need to put some funding in place to revisit the grade and wage structure. Mr. Hammerand questioned if the persons they are interviewing that are already making \$95,000 that they might be overqualified for the position. He questioned if the department is sure they need this type of background in order to fill this position. Mr. Sullivan stated that the department is in need of this background requirement. It was noted that when employees enter the workforce at the County and have a Bachelors degree and then obtain their Masters degree they think they are entitled to get a raise or are entitled to increased duties within the department. If these positions or duties are not available, they do not automatically qualify for an increase. Committee members were informed that the Human Resources Department needs to look at the whole spectrum of jobs throughout the County to see where there may be issues. This Resolution would authorize additional funds for this position. The grade will not be changed at this time but will allow the department the flexibility to offer more money if needed to fill the position. They are not looking to fill the position with someone with a Masters degree they just need someone with the qualifications to perform the duties of the position. The motion carried with all members present voting aye on a roll call vote (Bless, Donner, Hammerand, Heisler, McCann, Hill)

### FUTURE TOPICS

The budget and levy discussion is scheduled to take place on the 26<sup>th</sup> of July.

Committee members recessed for 5 minutes prior to entering into executive session.

Approved 07 26 11

EXECUTIVE SESSION

Ms. McCann made a motion, seconded by Mr. Heisler to enter into executive session at 10:23 a.m. discuss Collective Bargaining and to review executive session minutes. The motion carried with all members present voting aye on a roll call vote (Bless, Donner, Hammerand, Heisler, McCann, Hill) Also in attendance: Peter Austin, Bob Ivetic, Ralph Sarbaugh, Joe Korpalski and Mark Devries.

Ms. Donner made a motion, seconded by Ms. McCann to return to regular session at 10:50 am. The motion carried with all members present voting aye on a roll call vote (Bless, Donner, Hammerand, Heisler, McCann, Hill)

Vice-Chairman Hill noted that there was no action taken during executive session.

Mr. Bless made a motion, seconded by Ms. McCann to recommend the committee approve for review, by the State's Attorney, the joint Finance and Audit Committee and Law and Justice Committee executive session minutes of April 19, 2011 and the Finance and Audit Committee executive session minutes of May 24, 2011 as presented. The motion carried with all members present voting aye on a roll call vote (Bless, Donner, Hammerand, Heisler, McCann, Hill)

ADJOURNMENT: Noting no further business, Mr. Heisler made a motion, seconded by Ms. McCann to adjourn the meeting 10:52 a.m. The motion carried with all ayes on a voice vote.

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**RECOMMENDED FOR BOARD/COMMITTEE ACTION:**

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