

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

MINUTES OF TUESDAY, AUGUST 9, 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; and Marc Munaretto. Scott Breeden; Barb Wheeler and Paula Yensen were absent. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; John Labaj, Deputy County Administrator; Bob Ivetic, Human Resources; and Sandy Lewis, Mental Health.

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 July 12, 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: None.

NEW BUSINESS:

*Resolution Authorizing Workers' Compensation Claim Settlement No. 10-5100-06:* Mr. Labaj requested that the committee beg his consideration on this item as this Resolution was inadvertently placed on the agenda for the previous County Board Meeting and therefore has already been approved by the County Board. He stated that this is an example of the human side of agenda management and why a new agenda management system is needed. He stated this resolution would be approved "nunc pro tunc" which is a Latin term that means retroactive. Mr. Munaretto made a motion, seconded by Ms. Evertsen to recommend approval of the above Resolution, nunc pro tunc, as presented. Mr. Labaj informed committee members this is a claim from an Animal Control employee that was injured when she fell while exiting the facility, with an animal on March 18, 2010. This fall resulted in a dislocated shoulder. The employee did not lose any work from this injury and continued to work while doing physical therapy. She was released from medical care on October 26, 2010. The motion carried with all members present voting aye on a roll call vote (Draffkorn, Evertsen, Munaretto, Jung)

*Resolution Authorizing Workers' Compensation Claim Settlement No. 10-3200-13:* Ms. Evertsen made a motion, seconded by Mr. Munaretto, to recommend the County Board approve the above resolution as presented. This claim is for a Sheriff's employee that was injured while participating in a live fire exercise. This employee was treated to remove shrapnel from his right hand, left arm and left thigh. This individual still has some fragments that were not removed, though he requested settlement of the case which resulted in the medical portion of the claim being open for life. The claim went before the Workers' Compensation Commission. Mr. Labaj stated he does not feel this will result in any large future claims as the medical treatment must be reasonable and necessary and must follow the same workers compensation rules as the initial injury. Immediate corrective action was taken by the range master and meetings, policies and procedures were implemented to resolve any future issues. The motion carried with all members present voting aye on a roll call vote (Draffkorn, Evertsen, Munaretto, Jung)

*Resolution Authorizing Reclassification of Position #010-0028-07 and Position #010-0012-15 in the Planning and Development Department:* Mr. Munaretto made a motion, seconded by Ms. Draffkorn, to recommend the

## HUMAN RESOURCES COMMITTEE

August 9, 2011

Page 2

County Board approve the above resolution as presented. This reclassification request is the result of a long term employee that retired. This employee was being paid by CDBG and the General Fund. When this retirement occurred the Department Director requested a reorganization of this position. This request will save money for the department. The motion carried with all members present voting aye on a roll call vote (Draffkorn, Evertsen, Munaretto, Jung)

*FY11-12 Budget Reviews - Human Resources:* Mr. Austin, Mr. Ivetic and Mr. Sarbaugh joined committee members for presentation of the FY11-12 Human Resources Budget for review. Committee members thanked Mr. Sarbaugh for forwarding the budget for review prior to today's meeting. The departments are still working under a maintenance budget. At the end of the budget process the format of the budget will look different, per the request of GFOA. GFOA has stated that the County does a great job with their budgets, but the budgets are too busy to read so the final format will be slightly different from what is presented today. The forms reviewed today will continue to be used in the future as they are a great way to gather information from the departments. The Human Resources Department is an internal service department so it does not receive any revenues. The department is 100% funded from the general fund. Two weeks of payroll has been added to each of the budgets as this year there is 27 pay periods instead of 26. There are a couple of supplemental requests from the department. The County Board approved a contract renewal for Corporate Benefit Consultants that included a \$2,500 increase in the contract. The ADP contract included an increase for the HRIS Enterprise system at a cost of \$1,948 and \$30,000 to review the wage/salary compensation system in order to keep the system current. Ms. Draffkorn made a motion, seconded by Ms. Evertsen to move the FY11/12 budget for the Human Resources Department forward through the budget process. The motion carried with all members present voting aye on a voice vote.

*FY12 Budget Development Process:* Mr. Austin and Mr. Sarbaugh joined committee members for a discussion on the budget development process. It was stated that there has been an influx of change requests while going through the budget process. As these requests are brought forward, they have been turned over to Mr. Ivetic for review to make sure the requests meets the criteria required and to make sure the positions are graded properly and put into the system as they should be. Committee members were asked how they would like to review these requests. It was suggested that a spread sheet be created, by department with the request being made and the cost of each request and a justification for the request. This spreadsheet would be strictly for personnel so we can see where we stand with these requests. Not all of the reviews have been completed yet. Mr. Ivetic is analyzing the requests to make sure they merit a change. It was stated that the spread sheet should include the request with costs associated with the request and a justification for the request. Mr. Austin stated that other question will be surrounding non-union wages. He stated that he would like to see a wage increase for the non-union personnel. At this point they are unsure how the budget will look, though they would like to build in a 2 – 3 % increase. He stated that this committee needs to have some discussion on this issue. It will be important to let the County Board know of the discussions taking place. This committee generally makes the decision regarding raises and the Finance and Audit committee reviews whether the County can afford to give raises. They will need realistic numbers before this discussion can take place. They will provide information on the cost of the increases and benefit costs to the committee when the time comes. It was stated that the employees need to be shown that their wages are important. They will also be shown whether there are funds available for these raises. Mr. Austin noted that with seven and a half (7.5) month reserve, it is hard to show there will be no raises available. He stated it may be hard to justify the excess reserve, even with the public's angst against public employees. He noted that he would like to keep the increases tied to the CPI (consumer price index) as costs have increased for the employees as well. The employees need to feel appreciated and the unions will be an issue this year. There are seven (7) contracts that expire by December 1<sup>st</sup>. If raises are provided to the non-union employees, this will set the bar for the raises being considered for union contracts. Some of the union groups have raises already built into their contract as well. It was stated that this is for the deputy/corrections group. There are three labor groups that have step increases built into their contracts. It was suggested that they explore tier wage increases based on compensation levels. They can treat those that make less than \$30,000 per year (or less) differently than

HUMAN RESOURCES COMMITTEE

August 9, 2011

Page 3

those that make higher amounts. Committee members were reminded that when they reviewed the numbers in May of this year they discovered that 3/4 of the workforce do make less than \$50,000 so not a lot is saved by creating different tier raises. It was stated that they also need to look at the wages in the salary structure as well to make sure the wages are what they should be for the position. There needs to be an accurate wage/grade system in place. If we don't some of the departments are likely to go off on their own. Committee members were reminded that there will be another Human Resources Committee meeting scheduled on the 23<sup>rd</sup>. This meeting will include another round of budget reviews for the benefits. It was suggested the wages be reviewed at that time as well.

OLD BUSINESS: None.

REPORTS TO COMMITTEE:

*Human Resources Directors Report.* Mr. Ivetic reported that he will not be at the next meeting on the 23<sup>rd</sup> as he will be attending the Society of Human Resources Management meeting. He informed committee members that it has been an interesting July and August. There have been some changes to the Health Insurance that has impacted us, especially with preventative care. These changes go hand in hand with the County's wellness initiative. They continue to try to get more employees involved.

Mr. Ivetic stated he has been working with Mr. Austin on a 360° leadership development model. They are working on creating a program for County use, in a cost effective manner, to develop an internal vehicle that would be used at the director level. This is a development tool that is not meant to be used for performance management but on how to improve their selves as managers. It was stated they would like to roll out this model in October. The product would include approximately 10 questions, which would be filled out electronically. It is hopeful that enough feedback will be received to make the comments valid. They stated that they are excited about the process and they would like to invite some of the County Board Members, peers and subordinates to be involved in the process. This information would then be used as part of the development plan for the next year. This would not be used as part of their evaluation.

EXECUTIVE SESSION: None.

MEMBERS' COMMENTS: None.

ADJOURNMENT:

Noting no further business, Ms. Draffkorn made a motion, seconded by Ms. Evertsen, to adjourn the meeting at 9:12 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. 10-3200-13  
Resolution Authorizing Reclassification of Position #010-0028-07 and Position #010-0012-15 in the Planning and Development Department

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