

AGENDA
HUMAN RESOURCES COMMITTEE
TUESDAY, SEPTEMBER 13, 2011 – 8:30 a.m.
McHenry County Government Center – Administration Building
667 Ware Road – County Board Conference Room
Woodstock, IL 60098

- 1.0 Call to Order
- 2.0 Minute Approval
- 3.0 Public Comment
- 4.0 Presentation
- 5.0 New Business
 - 5.1 FY12 Budget Reviews (not in packet)
 - Health Insurance
 - Social Security Fund
 - IMRF Fund
 - 5.2 360 Evaluation
- 6.0 Old Business
- 7.0 Reports
 - 7.1 Human Resources Director Report
- 8.0 Executive Session (as necessary)
- 9.0 Members' Comments
- 10.0 Adjournment

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

MINUTES OF TUESDAY, AUGUST 23, 2011:

Chairman Jung called the Committee meeting to order at 8:31 a.m. The following members were present: John Jung, Chairman; Scott Breeden; Sue Draffkorn; Diane Evertsen; and Barb Wheeler. Marc Munaretto and Paula Yensen were absent. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; John Labaj, Deputy County Administrator; and Pam Palmer, Auditor.

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 August 9, 2011. Ms. Wheeler 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. 10-3210-16: Ms. Wheeler made a motion, seconded by Ms. Evertsen, to recommend the County Board approve the above resolution as presented. This claim is for a correctional officer who was injured while holding a jail door open for someone walking in the opposite direction which resulted in an AC joint separation of the left shoulder with a superficial ligament tear. He was prescribed physical therapy and underwent an independent medical evaluation (IME). No surgery was indicated and the employee was released to work full duty and reached the maximum medical improvement as of February 14, 2011. As a result of the injury, the employee is filing for a settlement of 7.5% loss of an arm with a settlement amount of \$12,042.43. Corrective action has been taken by the Sheriff's Department by emphasizing to all correctional officers the importance of self awareness and the heavy weight of the jail doors. Mr. Breeden stated that he will be voting no for this resolution. The motion carried on a roll call vote of all four ayes (Draffkorn, Evertsen, Wheeler and Jung) and one nay (Breeden).

FY11-12 Budget Reviews:

Employee Benefit Fund, Social Security Fund, and IMRF Fund: Mr. Sarbaugh and Mr. Austin joined committee members to discuss these budgets. Members were provided a copy of the Fiscal Year 2011-2012 Projections for Blue Cross Blue Shield. Concerning the Employee Benefit, Social Security and IMRF Funds, Mr. Sarbaugh mentioned that they cannot calculate all of the employee benefits at this point until they are given direction as to whether or not the County Board will approve the merit that has been built in the figures presented to the Board during the September 16, 2011 meeting. The IMRF Fund, which is the employee pension fund, and the Social Security Fund, are tax levy funds that are held in separate funds. When he receives the answer concerning merit increases, he will be able to build the budgets for these two funds. The FY11-12 projections provided to the members today are based off the July 22, 2011 rosters for all departments. In September, before the budget is placed on public display in October, he will take the last September roster of all departments and update all employee changes that have taken place which will update the budget. The projected budget presented today is current as of today's date and could change depending on how the rosters change from the last payroll in September, 2011. The County is self funded for insurance. The County still contracts with Blue Cross Blue Shield (BCBS) to manage all of its claims. The County has agreed to pay the cost of the claims once BCBS has processed them. The County's healthcare plan begins July 1st. They know

what the rate is going to be from December, 2011 through June, 2012 but they do not know what the rate will be as of July 1, 2012. It is a best guess estimate as to what the projected rate will be. As of July 1st, 2012, they are projecting a 10% increase in the insurance costs and this has been built into every employee's premium. Mr. Sarbaugh reviewed the FY11-12 projections for the BCBS premium billing with committee members including a summary of the County's costs, premium expenses and premium revenue. The County has been able to build a reserve that has been able to cover claims. This is the County's fourth year of being self funded and the County's insurance premium methodology has continued to work very well. It is projected that the total premium costs, for both employer and employee, would be approximately \$18 million which includes the special revenue funds and the general fund. This amount assumes there will be a 10% increase in the healthcare plan in July, 2012. It was mentioned that in 2012, the Mental Health Court, the Drug Court, and the Domestic Violence Court will be moved into one fund which will allow for their funds to be easily tracked in the new fiscal year. It was the consensus of the committee members to move the Employee Benefit Fund budget forward into the budget process. The Social Security Fund and IMRF Fund budgets will be reviewed during the Human Resources Committee meeting scheduled for September 13, 2011.

FY2011-2012 Personnel Requests: Mr. Austin provided committee members with a list of FY11-12 personnel requests made by various departments. Ms. Palmer provided members with a handout which provides historical information about the staffing for the Auditor's Department. She mentioned that this handout was also provided to the Finance and Audit Committee. This is the fifth year Ms. Palmer has requested an additional employee be added to her staff. The Auditor's Department is comprised of two major divisions, those being the financial reporting and accounting division and the internal audit division. Her request is to hire an entry level accountant to assist with the work volume. Mr. Austin mentioned that at this point this is a budget request. The Finance and Audit Committee are favorable to move this request to the County Board for discussion. Ms. Palmer mentioned that December 1st would be a difficult time of the year for a new employee to start in her department because of the time constraints with the annual audit. If this request would be granted for the FY11-12, she would not hire someone until April or May, 2012 when the annual audit has been completed. Mr. Austin reviewed the FY11-12 personnel requests with the committee members.

Mr. Breeden left the meeting at 9:30 a.m.

Frozen Positions: Committee members had previously requested a list of the frozen positions and Mr. Austin provided members with a list that is current as of August 18, 2011. Ms. Evertsen questioned as to the turnover rate of County employees and Mr. Austin mentioned that it is dependent upon the departments. Mr. Wheeler questioned when the current frozen positions will be eliminated from the roster. Mr. Austin mentioned that many frozen positions are frozen because business activity is not the same as in the past. Many departments are reluctant to give up frozen positions in anticipation of business increasing in the future. Administration will inventory the frozen positions and some may be stricken from the roster.

OLD BUSINESS: None.

REPORTS:

Human Resources Director Report: None.

EXECUTIVE SESSION: None.

MEMBERS' COMMENTS: None.

ADJOURNMENT:

Ms. Wheeler made a motion, seconded by Ms. Draffkorn, to adjourn the meeting at 9:45 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. 10-3210-16

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