

Veterans Assistance Commission of McHenry County

Executive Board Meeting
McHenry County Government Center – Admin Bldg Conference Room C
21 February 2018 8:05pm

Chairman Joseph Kersten called the meeting to order at

Roll Call of Officers – The following Officers were present:

Chairman: Joseph Kersten	Vice Chairman: Patrick Conley	Jr. Vice Chairman: Frank Steckelberg
Judge Advocate: Harry Van Beetz	Sergeant At Arms: James Koch	VAC Inc. Treasurer: Gerald Raske
County Board Liaison: Tom Wilbeck	Secretary: Michael Wisniewski	
Guests:		
County Board Member John Jung	AMVETS 269 Don Stage	Sam Caccamo

Chairman's Opening Remarks – The purpose of the meeting is to review a proposal to adjust compensation for employees of the VAC Office. In the Fall of 2017 the VAC lost two well qualified Veterans Service Officers to the VA. Compensation was a factor in their departure. We have been very conservative with tax payer dollars and how we compensate employees. Legally, the Commission can set the Superintendent's salary and advise the Superintendent pay for VAC Office staff.

Sergeant at Arms James Koch recused himself from discussion and voting as he works in the VAC Office.

Methods and Resources Used – Superintendent Iwanicki briefly discussed the resources used to determine employee compensation. The data was from the US Bureau of Labor Statics and the Occupational Handbook. He provided a summary of the financial data used based on job titles that have similar duties to our VAC Office positions. This had been updated since the 2005 study done by a committee of the VAC, Ray Rigsby, Bob Howe, and Gary Jenson (Ray Rigsby stepped down from the committee due to outside responsibilities), Superintendent Iwanicki, and the McHenry County HR Director. The 2005 study looked primarily at compensation for the Superintendents position. The same methods were used for other positions in the office and were updated based on changing responsibilities.

Individual job responsibilities for VSO's have very much evolved since 2005. Initially, responsibilities modeled what the County called an Admin Specialist II. VSO's spent most of the time working with clients who were looking for financial assistance and help with local and VA Services. Now VSO's spend most of the time in the development, presentation, and prosecution of VA Claims. The responsibilities are more in line with the responsibilities of a Paralegal.

Salaries were broken down based on a 40 hour work week and adjusted for a 37.5 hour work week. The information was then adjusted for inflation over 2017 to arrive at a recommended midpoint.

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Review of Findings –

VAC Bus Drivers are receiving compensation at an appropriate level.

The VAC Dispatcher/Clerk appears to be somewhat undervalued. Per a study done by the County, job responsibilities are similar to an Admin Spec I

The VSO I position is undervalued and requires adjustment. The study shows a midrange of about \$44,000, however, it is being recommended that the position at least pay the same as a Illinois Department of Veterans Affairs Field VSO to deter well qualified VSO's from leaving the VAC.

The VSO II is performing duties more in line with a Deputy Department Head. It is recommended to provide compensation as such and switch the position to 'Exempt'.

The Superintendent position salary was determined in 2005 and steps were made to bring it to that level, however, the economic turn in 2008 halted the implementation of the second stage of the increase.

Recommendations and Board Action:

The Executive Board discussed the information packet on the VAC Payroll Analysis packet and decided to follow the recommendations offered by each of the VAC staffer analysis summaries. This also include the Superintendent payroll analysis summary. Patrick Conley made the motion to submit to the Commission the proposed changes to salary compensation to the VSO 1; VSO 2; Superintendent, and office receptionist. Frank Steckelberg seconded the motion and the motion passed by unanimous vote.

The Commission action (if approved) will open the way to go to the McHenry County Board via the various county government committees.

Chairman, Joseph Kersten adjourned the meeting at 2039 Hours.

Respectfully Submitted,

Michael F. Wisniewski

Michael F. Wisniewski
(Electronically Signed)