



**MCHENRY COUNTY BOARD OF HEALTH
JOINT FINANCE & PERSONNEL COMMITTEE MEETING
2200 N. SEMINARY AVENUE ANNEX A, WOODSTOCK, IL
CONFERENCE ROOM
FEBRUARY 13, 2019**

MEETING MINUTES

PRESENT: Dr. Ted Lorenc, Joseph Clarke, Juliana Morawski, Mary McCann, Cindy Gaffney
STAFF PRESENT: Melissa Adamson, Susan Karras, Patti Nomm, Maryellen Howell, Darleen Volant

Meeting called to order by Dr. Lorenc at 6:12 pm

PUBLIC COMMENT

None

MINUTES APPROVAL

A motion to approve the minutes of the Joint Finance & Personnel Committee meeting of December 4, 2018 was made by Mr. Clarke, second by Ms. McCann. Motion was approved with a voice vote.

OTHER BUSINESS

Ms. Karras explained that the McHenry County Department of Health is interested in applying for a grant through the Community Foundation of McHenry County to develop a pilot program of community education in nutrition and cooking skills to Crystal Lake food pantry clients and the general public.

Ms. Karras said that there will be a monthly cooking demonstration for 50 people at the Crystal Lake Food Pantry kitchen. This offers the Department of Health an opportunity to educate people on the importance of nutrition for disease prevention. There will be nutrition information, free glucose and blood pressure screenings and information on programs offered by the Department and other community agencies.

Volunteers will be offered training and education to assist in the program. As the program continues to develop, other sites and programs will be added.

Ms. Karras noted that the program would reach out to other sectors of the community including the McHenry County Drug Court and Advocate Health and Senior Care Volunteer Network.

A motion to approve the submission of the grant application was made by Ms. Morawski, second by Mr. Clarke. Motion passed unanimously.

PERSONNEL COMPENSATION

Ms. Adamson reviewed with committee members some of the changes and the resulting impact of the compensation & classification survey. The survey began in 2017 and was implemented July 1, 2018.

The new classification system raised the amount of grades from 18 to 22. There were some shifts in grades and some of the non-exempt employee numbers were lower than in the old classification. It is unclear how the grades were determined and what the differences are between grades.

Human Resources used the new salary scale to determine what employee wages would be adjusted. If the employee wage fell below the minimum rate, it was adjusted to the new minimum. The new minimum rate exceeds the old rate. Twenty seven staff members were brought up to the new minimum rate.

Ms. Adamson said the County determines the percentage of the merit increase and is a set-aside pool of money by the County Board. The merit increase is based on eligibility and eligibility is determined by various factors. Those factors determine the percentage of merit received. Ms. Adamson gave the example if an employee's wages changed more than 5%, or the date of hire was after 9/30/18, the employee would not be eligible for merit increase. In 2018 the full merit of 2.25% was received by forty eight employees.

An issue arose that once wages were adjusted due to merit eligibility or date of hire, some employees who were hired after the study was implemented were earning more than employees who were in the same position and were employed longer.

The shifting of grades in the new classification system caused some compression issues, where new employees were earning similar wages as employees with 5 or more years of experience in their current position. In order to be considered for compensation adjustment, an employee has to be in their position 5 or more years and not be at your mid-market or 10 years or more and be at your mid-market point after they received merit increase. Compression adjustments come out of the existing merit pool. Thirty three people did receive a compensation adjustment.

Ms. Adamson stated there are multiple challenges for the Health Department. Ms. Adamson explained that not all part time nurses went from exempt to non -exempt. The salaries increased but the rates dropped. The non-exempt nurses have much higher rates than their peers. Another issue Ms. Adamson explained to the board members is that the department currently has five #12E grades which are coordinator positions. There is an error in the calculations, but it's unclear if it's because of how the positions were graded. The #12 coordinators are earning at a #13 rate. Two people received salary adjustments to bring them up to the new minimum of a #13. The problem we are now facing is we have just hired a #12 who is being paid at the #12 rate.

Prior to the compensation being finalized, department managers and staff met with Human Resources and the study consultants to review positions and work out some changes. Ms. Adamson suggested that possibly the problem may be the salary and adjustments were changed to a #13 but the grade didn't get changed to a #13.

Some of the challenges the Department of Health faces are recruitment and retention. There is no monetary incentive within the department on how the scales are created. An unlicensed environmental health inspector is required to get licensed within 18 months. The department invests time and resources to train them and when they become licensed there is no monetary increase. The inspector often leaves for higher wages now that they are licensed. The same runs true for coordinator positions in Nursing. Some grants do require certain positions to be licensed, but there is no salary distinction for those positions. Recently there have been some changes in the County's acknowledgement of the importance of licensure and certification that have resulted in salary distinction and pay grade changes.

Mr. Clarke asked if the Board of Health has jurisdiction does the Board of Health have in altering the pay scale. Ms. Adamson replied the state statute reads the Board of Health sets the wages for the staff however the Board doesn't have any control over what dollars we receive from the County general fund. The Board could adjust the rates, and change our grants but the department might not be able to support those changes.

Ms. Gaffney suggested looking at other Health Departments to see what involvement they have in setting pay scales for their staff and how well it works.

Different ideas and suggestions were discussed by Committee members. Moving forward, it was suggested to get the definitions of the grades from Human Resources. Once there is a better understanding of how the grades were determined, start preparing a recommendation for a possible adjustment of grades and work within the boundaries to create a complementary policy with the County that will allow for incentive opportunities.

A motion was made by Mr. Clarke, second by Ms. Morawski to approve sending an e-mail to Human Resources showing support that the employees currently paid at Grade# 13 be reassigned to Grade #13. Motion approved with a voice vote.

ADJOURNMENT

Motion to adjourn meeting at 8:53 pm was made by Mr. Clarke, second by Ms. Gaffney. .
Motion was passed by a voice vote.