

**APPROVED—MARCH 23, 2010**

**HUMAN RESOURCES COMMITTEE**

Justice Center Community Room  
Tuesday, February 16, 2010 – 3:51 p.m.



Committee Members Present: Chairman Hobson, Vice-Chairman Carius,  
Dean Grimm, Mike Harris, Carroll Imig, Darrell  
Meisinger, Tim Neuhauser, Jerry Vanderheydt and  
Terry Von Boeckman

Committee Members Absent: K. Russell Crawford, Jan Donahue

Others: County Administrator David Jones, Sheriff Robert  
Houston

**MOTION**

**MOTION BY NEUHAUSER, SECOND BY GRIMM**  
to enter into Executive Session at 3:52 p.m. under 5 ILCS  
120/2(c)(1) for Personnel.

**On voice vote, MOTION CARRIED.**

Chairman Hobson declared the Committee out of Executive  
Session at 4:14 p.m.

**MOTION  
RC CB  
HR-10-06**

**MOTION BY CARIUS, SECOND BY HARRIS** to  
recommend to the County Board to approve a replacement  
hire for a Probation Officer in Court Services.

Administrator Jones said that the replacement hires for the  
Court Services Department and the Assessments  
Department contains language that indicates the insertion  
of a 60 day delay in hiring as it accomplishes two things:  
delays payroll costs and saves some money and recovers  
some line items when people retire and have unused  
vacation time.

**On voice vote, MOTION PASSED.**

**MOTION  
RC CB  
HR-10-07**

**MOTION BY GRIMM, SECOND BY IMIG** to  
recommend to the County Board to approve a replacement  
hire for a Transaction Clerk in the Assessments  
Department.

**On voice vote, MOTION PASSED.**

**MOTION  
RC CB  
HR-10-08**

**MOTION BY VANDERHEYDT, SECOND BY CARIUS** to recommend to the County Board to approve a replacement hire for an Appraiser/Analyst in the Assessments Department.

**On voice vote, MOTION CARRIED.**

**MOTION  
RC CB  
HR-10-09**

**MOTION BY HARRIS, SECOND BY GRIMM** to recommend to the County Board to approve a replacement hire for a Jail Clerk position in the Sheriff's Department.

**On voice vote, MOTION CARRIED.**

**MOTION**

**MOTION BY HARRIS, SECOND BY D. GRIMM** to enter into Executive Session at 4:16 p.m. under 5 ILCS 120/2 (c)(2) Collective Bargaining or Salary Schedules.

**On voice vote, MOTION CARRIED.**

Chairman Hobson declared the Committee out of Executive Session and back into regular session at 4:40 p.m.

**REPORTS &  
COMMUNICATIONS**

Administrator Jones said that regarding the IT Policies, there is a lot of information to digest, but that we are in need of an IT Policy. We are one of a few counties of this size that does not have a policy like this.

Jones said that an IT Policy is necessary because the County has grown and it has a very broad network with a lot of people using our computers and a lot of money is spent on networking, servers, and equipment with no protection in place for any of it.

The starting point for an IT Policy was done by a department head at the Sheriff's office. It was well done and used the FBI Academy policies as a guideline. The policy will contain some issues in it that employees will not like and they will complain. Some of the issues within the policy are that it would rule out Facebook, MySpace, etc. These issues are not so much from a productivity issue as it is a band width and security issue. From a security issue viruses can be contracted from employees downloading things off the Internet and this does affect our network.

Jones said that one of the goals for this policy would be that all elected officials and department heads in the County would use the same policy.

Jones said that he would like to have department heads review the policy and provide feedback. The policy will be reviewed by the State's Attorney as well as elected officials. Jones said that some additional items have been added to make the policy unique to Tazewell County and that some of the items in it are required by law .

Member Ackerman said this is a good starting point, but it needs to state that computers be used for business use only and not personal use.

Administrator Jones said that the Vehicle Policy is another issue that needs to be addressed.

Member Neuhauser said that the Vehicle Policy is more of a Risk Management issue and Jones is correct in saying that we are way behind in Vehicle Policies. Neuhauser said the Board needs to be behind this 100%.

**APPROVE BILLS  
RC CB**

**MOTION BY HARRIS, SECOND BY IMIG** to recommend to the County Board to approve the bills.

**On voice vote, MOTION CARRIED.**

Chairman Hobson recessed the meeting at 5:00 p.m.

Transcription by Nina Schacherbauer