



**Minutes approved 04-17-12**

**HUMAN RESOURCES COMMITTEE**

McKenzie Building – Jury Commission Room  
Monday, March, 19, 2012 – 4:25 p.m.

Committee Members Present: Chairman Linc Hobson, Russ Crawford, Jim Donahue, Dean Grimm, Mike Harris, Carroll Imig, Darrell Meisinger, Tim Neuhauser, Jerry Vanderheydt, Terry Von Boeckman

Committee Members Absent: Jim Carius

**MOTION**                      **MOTION BY DONAHUE, SECOND BY VON BOECKMAN**  
to approve the minutes of the February 21, 2012 meeting.

**On voice vote, MOTION CARRIED.**

**MOTION**  
HR-12-07                      **MOTION BY GRIMM, SECOND BY NEUHAUSER** to  
recommend to County Board to approve incorporating two  
additional staff in the Regional Office of Education.

Chairman Hobson introduced R.O.E. Superintendent, Gail Owen to the Committee. Owen explained that the information was in the minutes from the February, 2012, Human Resources Committee minutes. Two programs became the responsibility of the R.O.E. They are the Safe School and the Alternative School. There are 9 employees. Seven of these are teachers and they are covered under TRS for their pension. The Truancy office and a part time secretary fall within the grant for the program. The R.O.E. applied last July for I.M.R.F. payments for the truancy officer and the secretary. They were advised in November that the R.O.E. is not the employer, the County was the employer, and therefore they were not entitled to I.M.R.F. payments.

The R.O.E. is coming to the County to request these two employees go under their umbrella to be able to pay I.M.R.F. The County will be paid from the R.O.E. for these benefits. This is simply a vehicle to pay into their pension.

Grimm asked about the re-evaluation when the State budget was finalized. Crawford expanded on that concern. He stated the General Assembly stole from the County's personal property replacement tax to pay the R.O. E. salaries. From the County's perspective, that was a bad

precedent because it could be done more frequently and in other categories. The senators and legislatures have stated they will never do that again. Crawford asked what happens if this is not in the budget and how will that impact this?

Owen stated this agreement is done by 06-30-12. It is unknown what will happen to the Regional Office if it is not funded again.

Neuhauser stated that at the end of June this agreement ends. This is to get the R.O.E. through June 30th. Crawford asked if the Board would be faced with a decision if the request was made for funding from tax payer dollars and what happens to these two staff after June 30th. Owen stated the grant ends June 30. The way the grant reads is we have to pay out their salaries. These employees know that June 30th is their last date. R.O.E. is in the process of writing a grant for next year.

**On voice vote, MOTION CARRIED.**

**MOTION**  
HR-12-08

**MOTION BY CRAWFORD, SECOND BY IMIG** to recommend to County Board for approval of a replacement hire for a Juvenile Probation Officer position in Court Services.

**On voice vote, MOTION CARRIED.**

**MOTION**  
HR-12-09

**MOTION BY NEUHAUSER, SECOND BY MEISINGER** to recommend to County Board for approval of a replacement hire for a Deputy Circuit Clerk position.

**Crawford stated this is a replacement hire for a Deputy Circuit Clerk. Crawford stated he is not in support of this Resolution and will vote no if his understanding that a personnel within the Circuit Clerk's department has not responsibly fulfilled their obligation to the County.**

Harris asked the number of Deputy Circuit Clerks. Hobson stated there were 39.

Donahue suggested that it be denied or tabled and ask the Circuit Clerk to come in to make a presentation.

**MOTION  
TO TABLE**

**MOTION BY DONAHUE, SECOND BY CRAWFORD** to table.

Chairman Hobson stated the motion to table takes precedence.

**On voice vote, MOTION CARRIED.**

**MOTION  
HR-12-10**

**MOTION BY GRIMM, SECOND BY MEISINGER** to recommend to County Board to approve the replacement hire of a Support Staff – Clerical position, in the office of Court Services.

Crawford asked if this was a new position or a replacement. Hobson stated it is a replacement. Crawford asked that be so noted on the agenda.

**On voice vote, MOTION CARRIED.**

**MOTION  
HR-12-11**

**MOTION BY HARRIS, SECOND BY DONAHUE** to recommend to County Board to approve entering into a contract with the Hay Group, Inc.

Chairman Hobson stated this has been discussed several times in the last few months. There is a letter from the Hay Group, Inc. in which they are estimating it will be \$6,000.00 for an external market study. The first estimate was given was \$10,000.00. The purpose today is to ensure the Committee is in agreement that this is the direction the County should go.

Neuhauser asked when the last time a study was done. Hobson stated there was never an external market study completed.

Meisinger stated that too much time has gone by. He stated we have lost many good employees as we are not in the market and he supports this.

Neuhauser asked what the timeline was. Hobson stated the beginning will take at least a month. Neuhauser asked from a budgeting perspective will there be firm numbers to consider by the time the budget is looked at. Hobson stated that is the goal and that is why we are doing this now.

**On voice vote, MOTION CARRIED.**

**MOTION**  
HR-12-12

**MOTION BY MEISINGER, SECOND BY HARRIS** to recommend to County Board to approve a policy statement revision of HR01-01: Employee Performance Evaluation.

Chairman Hobson stated that Mr. Groenewold, PBPA Union Representative, asked to speak to the Committee and that request was granted.

Groenewold stated the item before the Committee attempts to redefine the criteria for merit pay. He stated he represents the union employees in clerical Units A and B who receive merit pay. The issue at hand was brought to the County by the union in a disagreement over the application of the merit pay. Those discussions were ended with collaborative efforts by the union and the employer. Now the County is trying to put new criteria that must be met for merit pay. He stated this subject is mandatory to bargain as it affects employee wages. He is asking that it be discussed at the relevant time which is at the bargaining table and not at this Committee in efforts to try to further restrict merit pay. He stated merit pay has been bargained for and his request is it remains in place as is. If the County wanted to discuss it, to please bring it to the bargaining table.

Hobson stated that he and County Clerk, Christie Webb, had reviewed and worked on this revision. This is part of the employment policy which has no affect on bargaining units. This particular issue is a clarification only. There was a misunderstanding over this issue that affected one person. This has been applied in this way to every other employee in the County. We recognize there was misinformation was given and this is only an attempt to clarify the language.

Neuhauser asked if the one issue was taken care of satisfactorily on both sides. Hobson stated yes. Webb stated that this was always the intent of the policy since at least 2009. Misinformation was communicated which resulted in a problem. That problem was fixed and this language revision will prevent it from recurring.

**On voice vote, MOTION CARRIED.**

Chairman Hobson stated the Agenda Item for the Position Evaluation Committee will be saved for the next meeting.

Chairman Hobson ensured that all members of the Committee had received a copy of the “new” personnel policy that was revised with former County Administrator and the Chairman of the Human Resources Committee at the time several years ago. This was for the Committee to review and there will be an Action item at a later meeting.

At the April meeting there will also be discussion on the IT Policy and the Vehicle Policy.

**Reports and  
Communication**

Crawford reminded the Committee that they must complete the Open Meetings Act certification by December of 2012. Also completing the F.O.I.A. online certification would help to mitigate risk. There is a link on the Attorney General’s website for these certifications.

Crawford also stated he had found two Public Acts while on the Attorney General’s website. Public Act 97-318 which was passed January 01, 2012 which added one more category for closed sessions to discuss the internal audit on internal control deficiencies. Public Act 97-609 went into effect January 12, 2012. That states Tazewell County must post on our website the total compensation package for each employee where their total compensation package is \$75,000.00 or more within six days of passing the annual budget. It also says that for any employee of \$150,000.00 or more that information must be published on the website six business days prior to adopting the budget.

**MOTION**

**MOTION BY GRIMM, SECOND BY MEISINGER** to recommend to County Board to pay the bills as presented.

**On voice vote, MOTION CARRIED.**

Chairman Hobson recessed the meeting at 4:50 p.m.

(transcribe by S. Beeney)