



**Minutes approve 05-22-12**

**HUMAN RESOURCES COMMITTEE**

Justice Center Community Room

Tuesday, April 17, 2012 – 4:06 p.m.

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

Committee Members Absent: Jim Carius

**MOTION**                    **MOTION BY CARIUS, SECOND BY HARRIS** to approve the minutes of the March 19, 2012 meeting.

**On voice vote, MOTION CARRIED.**

Chairman Hobson advised the Committee there will be an In-Place Committee meeting on 04-25-12 for recommendation on a replacement hire of a Jail Clerk position in the Sheriff's Department.

**MOTION**                    **MOTION BY CRAWFORD, SECOND BY VANDERHEYDT**  
HR-12-13                    to recommend to County Board to approve a replacement hire in the County Clerk's office.

County Clerk, Christie Webb stated that this is a replacement hire in the vital statistics/election area.

**On voice vote, MOTION CARRIED.**

**MOTION**                    **MOTION BY VANDERHEYDT, SECOND BY CARIUS** to  
HR-12-19                    recommend to County Board to approve a position reclassification in the Treasurer's Office.

Chairman Hobson explained that this is a result of changes in job duties. The position is now the same as others in that office.

**On voice vote, MOTION CARRIED.**

**MOTION**  
HR-12-20

**MOTION BY CRAWFORD, SECOND BY HARRIS** to recommend to County Board to approve revision to the Tazewell County Information Technology (IT) Policy.

Crawford proposed amendments to the IT Policy. He suggested several language revisions to the Policy. He stated the purpose was to manage risk and liability with IT issues. His information came from a U.C.C.I. Conference that he and several other Board members attended. He reported there were attorney's there that recommend ways to mitigate risk by eliminating personal use language in the policy.

State's Attorney Umholtz wanted to give our IT person an opportunity to speak. Umholtz stated that the IT Coordinator, Scott Hizey, had not been contacted regarding this policy change.

Hizey stated that he is responsible for the network security. He stated he was surprised that he had not been consulted and that he learned of the discussion from the Agenda.

Hizey said he is not an attorney, but there was a great deal of work put in on the existing IT Policy with information that Chief Deputy, Jeff Lower, brought back from training he had attended. Hizey asked if the revision was passed, what did that mean for employees and how would it be enforced. He advised the Committee that if there were IT questions, he would be available for answers. He stated if he did not have an immediate answer he had the resources to get an answer.

Harris asked what problems Hizey could see with the revisions. Hizey stated he needed to know what removing the personal use verbage meant in order to answer that.

Crawford apologized for not contacting Hizey. Crawford stated that with the implementation there would be no change for the IT Coordinator.

Harris asked Umholtz if the changes proposed would improve the Policy. Umholtz stated that this IT Policy is so good because we had the opportunity to use some of the best resources in the world to develop it. Lower brought this to us from the F.B. I. Academy and it was used as our starting point. The former County Administrator tweaked the language. Based on the review by Umholtz at the time the

policy was adopted, it does a very good job of recognizing how a policy should be characterized in the real world. In the real world, there is going to be personal use.

Umholtz stated the worst possible policy for any government body to have is one that does not reflect how they operate in the real world. The current policy does that.

If the policy is to be changed, he recommended doing that through a process that will include the individuals that represent the best interest of the systems in Tazewell County which are the IT Coordinator, the County Administrator and the State's Attorney.

Neuhauser offered a suggestion to table the motion so that all parties that need to be involved will get together and bring back a policy that is suitable to all.

Second by Carius.

**On voice vote, MOTION CARRIED.**

The IT Policy revision is tabled.

**MOTION**  
HR-12-14

**MOTION BY CARIUS, SECOND BY GRIMM** to recommend to County Board to approve an update to the Personnel Policy Handbook.

Chairman Hobson stated that the State's Attorney has done a significant amount of work on this and the only update is to the Handbook to reflect our current policies.

Umholtz stated the policies have developed over a number of years. The Handbook still reflects the 1998 version. It is important for employees to know what the current personnel policies are. Umholtz went through all of the changes to ensure that they reflected what our policies are and that they reflect how we currently operate. There were many changes. Language was updated to remove reference to the Illinois Revised Statutes which are no longer in existence. His primary goal was to have a document that reflects our policies and how we operate in Tazewell County.

Umholtz reminded the Committee that this is an update to the Handbook only. There is one item that is a typo on page 40 under exit interview. The word "expected" is stricken and it should be replaced with "required".

Neuhauser wanted to clarify that this update will be incorporated into the Tazewell County Code. Hobson stated that this Resolution references where the update will be in the TCC.

**On voice vote, MOTION CARRIED**

**MOTION**  
HR-12-15

**MOTION BY HARRIS, SECOND BY MEISINGER** to recommend to County Board to approve the salary determination for the County Board Chairman.

Neuhauser wanted to make a prefacing comment. At the March Executive Committee meeting, Chairman Zimmerman said the Finance Committee would be charged with making salary determinations. Neuhauser researched and sent out information to Committee members that he received with the help of Auditor Grashoff and County Clerk Webb of historical background in an attempt to get as much information to Committee members as possible. There was also comparative information of other counties. Neuhauser just wanted the Committee to know why the information was coming from him and not Chairman Hobson.

Chairman Hobson pointed out there is no monetary number in the Resolution. He stated that four years ago the amount was \$28,143.00 for the Board Chairman's salary. Mr. Zimmerman moved, and it was approved, to be lowered by 25% to \$21,000.00 and that is what it has been for the past four years. He stated that historically the Chairman's salary has had periods of no change and periods of incremental increases. The Liquor Commissioner salary remains at \$2,000.00.

Neuhauser suggested that an increase was needed but no particular number in mind. He stated it would be reasonable to tie an annual percentage increase to that salary as is done with other elected officials. It is a very important position for our County and there is a lot of time and effort representing our County. Neuhauser also stated a flat number increase would also be acceptable.

Harris made a motion that it be a 2% annual increase. Second by Imig.

Meisinger stated we are at a stage here where the salary has been at \$21,000.00 for four years and it was time for a

change with better terms. He would recommend 3, 3, 4, and 4% increases.

Carius reminded the Committee that this is not the person that is being discussed but the position.

Hobson asked the Committee to consider the 2% increase across the Board and to do it under the salary and not under the percentage.

Ackerman asked when information was gathered, did we obtain how it relates to other positions and their responsibilities. Neuhauser stated that the last time, there was a voluntary decrease. The key issue with our Board Chairman is he is truly elected by the entire county. In other comparable counties they are not.

Ackerman stated that in the past there has been an effort to tie all the salary determinations together. Crawford stated the chairman salary has not been tied to any other elected official. He also stated as parliamentarian he has a proposal but it is not the same as the one on the floor.

Harris withdrew his motion and the second also withdrew.

Crawford said it is important to try to make up for some of that reduction. He also wants to be conservative. Crawford made a motion to increase the County Board Chairman salary by \$1,000.00 per year for 2013 – 2016 for an end salary of \$25,000.00

Meisinger again proposed 3, 3, 4 and 4%. Hobson clarified that there is not yet a second on Crawford's motion. He wanted to discuss in a generic manner.

Harris seconded. Hobson stated there is a motion on the floor to give a \$1,000.00 increase every year. Chairman Hobson clarified that the call for the question was on a \$1,000.00 per year increase for the next four years.

**On voice vote, MOTION CARRIED.**

**MOTION**  
HR-12-21

**MOTION BY NEUHAUSER, SECOND BY MEISINGER** to recommend to County Board to approve a salary determination for the County Board Members.

Chairman Hobson said there were several proposals involved. There were discussions regarding straight per diem with no salaries at all. He explained the two Resolution choices. "A" was for salary and per diem and "B" was for per diem only.

Motion by Harris to keep the existing compensation and no increase.

Crawford stated he was opposed to a salary. However, some members do not have the opportunity to attend additional meetings and receive per diem. Because of that he would, for the first time ever, vote for a salary.

Carius stated he disagrees with the salary. Carius said that it was a mistake to award salaries ten years ago. Money is earned by going to meetings. If someone is gone for a month, they still receive their salary. It's not good for the tax payers.

Neuhauser stated that when he was compiling information he was thinking of what the Board does on a monthly basis and had several thoughts. First, keep the current salary level, but raise the per diem a slight bit. However, there are times when people get paid the salary and do not attend the meetings assigned. Second, would per diem only be an incentive to attend all assigned meetings. Board members are elected and placed in these positions to represent the tax payers of Tazewell County.

The salary allows flexibility and ease of scheduling meetings. There is only one per diem per day, not per meeting. If that is the direction, perhaps additional days for meetings would be used.

His preference, for the sake of transparency, but also compensating people for their involvement, he favors full per diem and eliminating salaries. Increasing the per diem to perhaps \$70 or \$75 plus mileage would be the full compensation.

Grimm stated his preference is to remain as is. No change.

Auditor Grashoff said that just going to per diems doesn't take away. If Board members were to still be on two standing committees and the Board meeting the pay would remain the same pay. The salary actually breaks down to

\$66.67 per meeting. Special meetings are up to the chairman in reorganization.

Crawford wanted to point out that committee chair persons are not paid any more than other Board members.

Imig stated he served on the Board under both systems. What is used now is working well. He is in favor of leaving it as is.

Vanderheydt stated his preference was to leave it as is.

Proehl stated she thought serving was a privilege with no pay. She believes it is working so don't change it.

Chairman Hobson said there was motion on the floor with no second. The motion was made by Harris to leave the salary and per diem as is.

Second by Grimm.

There was discussion if missed meetings could be subtracted from salary. Harris stated meetings are missed but not abused. Grashoff stated she and the State's Attorney had discussed. It would be very hard for her to keep track of.

**On voice vote, MOTION CARRIED.**

Chairman Hobson relinquished the Chair to Vice-Chairman, Jim Carius, and left the meeting room. Crawford, as parliamentarian, pointed out that Hobson turned over the gavel for discussion due a potential conflict.

**MOTION**  
HR-12-16

**MOTION BY GRIMM, SECOND BY HARRIS** to recommend to County Board to approve salary determination for the Coroner.

Harris stated that he reviewed all the material that was sent out by Neuhauser and he has two comments to make.

He stated that as elected officials, we should develop a program within the next three to four years to get all elected officials within the County Board control to an equal mark. All the information reflected that all the other counties consider the elected officials as equal. It would be easier to be fair if they were in more equal status. It would be a huge

jump to some and we cannot decrease any salaries. Harris would like to see the next County Administrator plan to get all to an equal basis.

The second issue he would like to see is for appointed official salaries to have a cap. When the cap is reached they would receive a COLA and review the cap every four years.

Neuhauser provided some background on the information. We all agree that we want to create more equity. We had a situation where salaries had been set for a prior group with 8, 8, 4 and 4% and then there was an economic downturn. That allowed a gap to widen even further. Harris made a valid point. There should be a project that we take on over the next few years to bring the elected positions and department heads into more equal standing

Some of these positions are 70 hour positions and some are 80 hours. With the Committee's help, the new administrator needs to determine hours and get the right mix for equality. The work hours as well as the number of employees supervised needs to be taken into consideration.

This current group of elected official's salary determinations do not need to outpace the other group. The 2, 2, 2 and 2% recommendation for this group would give them a raise that was equal to the last group. It would also provide a chance to determine what level everyone needs to be in, or what that range is. Neuhauser recommends doing the 2, 2, 2 and 2%.

Meisinger stated it should be 2% per year for the first two years and then go the 4% for the last two years. If the goal is to be equitable, there needs to be movement. His personal preference is 3, 3, 4, and 4%.

Crawford stated there is a motion on the floor. If approved we need to charge the County Administrator, the Finance Chair and the Human Resources Chair to work out the hours, responsibilities, etc. for a long range plan to achieve equity.

Grimm asked when do the salary determinations have to be made. Webb stated 180 days before taking office which is June 04.

Chairman Carius clarified that there is a motion on the floor for 2, 2, 2, 2%.

**On voice vote, MOTION CARRIED.**

Meisinger opposed.

**MOTION**  
HR-12-17

**MOTION BY GRIMM, SECOND BY CRAWFORD** to recommend to County Board to approve the salary determination for the Auditor.

Meisinger stated we are discussing the same situation as the Coroner. He wants to recommend 3, 3, 4 & 4.

Neuhauser stated the Committee can do whatever they decide. His goal is to treat all the same and fairly. His proposal was 2, 2, 2, & 2% for all the positions.

**On voice vote, MOTION CARRIED.**

Opposed were Meisinger, Vanderheydt and Von Boeckman.

**MOTION**  
HR-12-18

**MOTION BY HARRIS, SECOND BY NEUHAUSER** to recommend to County Board to approve the salary determination for the Circuit Clerk.

Neuhauser brought forth a clarification. This elected position can be revisited yearly. Umholtz stated there is an exemption in the State Constitution that allows judicial to be increased or decreased during the term of office.

Harris and Neuhauser stated they would like to include that statement in the Motion.

Meisinger stated this position is at the top of the scale. His recommendation is to leave the salary as is.

Harris and Neuhauser withdrew their Motion for 2, 2, 2 & 2%.

**MOTION**

**MOTION BY HARRIS, SECOND BY NEUHAUSER** to recommend to County Board to approve establishing the salary determination for the Circuit Clerk as \$72,846.00 commencing December 01, 2012.

**On voice vote, MOTION CARRIED.**

Chairman Hobson returned to the meeting and thanked Carius for taking charge of the meeting.

Crawford stated he voted yes on all. But for integrity purposes he wants to include in all the motions for salary determination the following statement:

“The Finance Chairman, the Human Resources Chairman and the new Administrator will look at all the data and recommend a plan within two years to achieve uniformity.”

**UNFINISHED  
BUSINESS**

Crawford stated that at the meeting in March, the Clerk of the Circuit Court requested a replacement hire through the Human Resources Committee. The motion was tabled to give the Circuit Clerk a chance to come to the meeting and answer some questions. He requested an update on that status.

Chairman Hobson advised that the position had been posted and the Circuit Clerk would not be attending the meeting.

Discussion ensued regarding cooperation and partnership with the County Board to do the best job they can for the tax payers. Crawford stated he would motion that we act on the request and vote no on the replacement hire for the Circuit Clerk's office based on the actions of the Circuit Clerk.

Motion to remove from the table by Crawford, second by Harris.

On voice vote, MOTION CARRIED.

Hobson stated the item is off the table.

Crawford stated he wanted to make a motion. To allow another month for the Circuit Clerk to come to Committee and answer questions regarding the replacement hire. He stated there is a request, and if we cannot reconcile in any other manner, then he recommends we vote no.

Harris stated he wants to give the Circuit Clerk another opportunity and to request that the motion lay on the table for one more month. Second by Carius.

On voice Vote, MOTION CARRIED.

Chairman Hobson stated this item is tabled once again.

**MOTION**

**MOTION BY HARRIS, SECOND BY CARIUS** to recommend to County Board to pay the bills as presented.

**On voice vote, MOTION CARRIED.**

Chairman Hobson recessed the meeting at 5:50 p.m.

(transcribed by S. Beeney)