



Minutes approve 06-19-12

HUMAN RESOURCES COMMITTEE

McKenzie Building – Jury Commission Room
Tuesday, May 22, 2012 – 3:36 p.m.

Committee Members Present: Chairman Lincoln Hobson, Jim Carius, Jim Donahue, Dean Grimm, Carroll Imig, Darrell Meisinger, Tim Neuhauser, Jerry Vanderheydt, Terry Von Boeckman

Committee Members Absent: Russ Crawford, Mike Harris

Others Attending: County Administrator Mike Freilinger

MOTION

MOTION BY VON BOECKMAN, SECOND BY CARIUS to approve the minutes of the April 17, 2012 and the April 25, 2012 In-Place meetings.

On voice vote, MOTION CARRIED.

MOTION

HR-12-23

MOTION BY GRIMM, SECOND BY IMIG to recommend approval to County Board for the retroactive wage increase for the recently reclassified position in the Treasurer's Office.

Chairman Hobson reminded the Committee that this was approved last month, however, the resolution neglected to address retroactive wage increase. Chairman Hobson made an alteration to the wording of HR-12-23 stating the Position Evaluation Committee did not make the recommendation for retroactive wages. That sentence removed.

On voice vote, MOTION CARRIED.

MOTION

HR-12-25

MOTION BY NEUHAUSER, SECOND BY MEISINGER to recommend approval to County Board for an amendment to the position of Chief County Assessment Office/Information Management Director.

Chairman Hobson suggests no action on HR-12-25 and HR-12-28 as these positions have not yet been graded by the Position Evaluation Committee. He stated he will call for a meeting of the Committee prior to the June Human Resources meeting.

County Administrator Freilinger stated there were two positions that had been created by the Board. One had been filled previously,

which was the HR Director. The other position was the IT Director. The Search and Screening Committee advised these were positions for the County Administrator to fill. The needs in both of those areas have been evaluated. There is no need for an HR Director or an IT Director at this time. The recommendation is to eliminate those positions and eventually fund two lower paid positions to provide front line support.

Freilinger stated the best way to proceed with the IT position is to assess the needs and come back with a recommendation to the Board. Examples of the assessment are enhancing our website, GIS system and create a better intranet system. Knowing what we want to accomplish is necessary prior to hiring staff. Freilinger is asking that Gary Twist have expanded responsibilities and manage that process. The end result may be the need for additional positions. Assistance is necessary for our IT Coordinator. Some IT needs can be contracted out due to the necessary skill levels needed based on the assessment outcome..

The recommendation is to eliminate the position of IT Director, assign additional responsibilities to the Supervisor of Assessment including the IT needs assessment and a strategy to accomplish those goals. The recommendations would be presented to the County Administrator and then to the Full Board regarding how to implement.

Freilinger also stated that he would like to see an adjustment to compensation for the expanded duties for Twist. He would also request additional part time resources for the Supervisor of Assessments Office to provide additional support staff to allow Twist to accomplish his new goals.

Freilinger also stated he was not aware there was a Position Evaluation Committee. If known, he would have submitted the job descriptions through that Committee prior to making a recommendation.

County Administrator Freilinger then discussed the second Resolution, HR-12-28, the Human Resources reorganization. He stated the HR Director served as a Labor Relations Manager. His assessment is there is a need for additional front line workers and less supervisors.

Freilinger stated in his professional assessment, there are two positions needed immediately. The job titles would be HR Generalists. There is a potential for a third position. A Labor Relations manager duties can currently be handled by the County

Administrator, the State's Attorney Civil Division and outside counsel.

The most immediate need is someone to handle the employment services, which include job classifications, grievances, discipline as well as the benefit issues which are health insurance and risk management. These are the two positions he is recommending as HR Generalists.

Research completed on this recommendation included looking at Peoria County's HR Department. They have several Generalists positions, which is the lower classification. They also have Specialists which are a higher classification. Freilinger stated we need both of those positions. The most important one is the Employment Services position. He would like authority to hire both Generalists and the money that we save on the HR Director salary will more than cover both positions salaries and benefits.

Both positions would be members of the negotiating team, therefore, classified as confidential positions and excluded from collective bargaining units. They would also be exempt from FLSA.

Freilinger stated that because of the economy, he would like to bring in recent college graduates to start as temporary paid interns. After the review committee looks at his proposal for a permanent job classification, these positions would be posted as all others. With a paid intern, there is a chance to review their skill set and decide if they fit into the culture of this organization. Freilinger stated this could be kept moving if approval was granted for the temporary paid intern positions while the job classification are under review.

County Administrator Freilinger provided the Committee with information regarding how he arrived at the classification and pay grade.

Chairman Hobson asked the Committee for feedback on the IT Resolution – HR-12-25. Grimm and Carius stated these recommendations seemed a little fast. Freilinger stated that with his recommendations, there was no net increase in the budget including the salaries and the benefits. This would be using funds in a more efficient manner.

Freilinger stated his hope was to present both recommendations to the Board and move forward with advertising for the paid temporary internships if that was the consensus of the Committee.

The position will go to the Position Evaluation Committee and come back to Human Resources Committee for discussion. Freilinger wanted direction from the Committee if the plan itself was something they wanted to pursue.

Ackerman commented that there were several comments about moving too fast. He stated this has been debated for three years. We are now discussing more staff to do the work. The decision was held pending a County Administrator recommendation.

Neuhauser stated that Freilinger was given a top ten list by the Search and Screening Committee of the priorities of the County and he has done what was asked. His recommendation today is the most judicious use of the funds that we have currently budgeted and allocated in our current budget. We need to continue to allow him to do further assessments for the HR needs as he has done with the IT needs. If two interns are hired, and one turns into a person that fits well, we have the ability to hire them long term. The other way would be to hire someone at a higher pay salary and hope that they work out for the County.

Neuhauser stated these are reasonable recommendations and there is no impact to our current budget. The next budget session is coming quickly and a plan like this is flexible as we start to plan for 2013. This plan will buy some time with no additional funds and allows the County Administrator to complete his work more efficiently.

Meisinger stated if we go in this direction, there will be approximately a 10% increase for Twist. Meisinger stated recently there was discussion about bringing the elected officials salaries into sync and Twist is already making more than the elected.

Chairman Hobson stated the plan for an amendment to the position of Chief County Assessment Office/Information Management Director will be referred to the Position Evaluation Committee and will return to Human Resources.

**MOTION TO
TABLE HR-12-25**

MOTION BY MEISINGER, SECOND BY IMG to table.

On voice vote, MOTION CARRIED.

Chairman Hobson reminded the Committee that this position also had still not been graded by the Position Evaluation Committee. He stated we could proceed with the temporary intern positions at \$8.88 per hour, which was the part time rate for County employees.

The consensus of the Committee was to wait and submit the positions to the Position Evaluation Committee and proceed when they have a complete package to look at.

**MOTION
TO TABLE
HR-12-28**

MOTION BY MEISINGER, SECOND BY VANDERHEYDT to table.

On voice vote, MOTION CARRIED.

HR-12-20

Chairman Hobson reminded the Committee that HR-12-20, recommend to County Board to approve the amended IT Policy had been passed by Committee at the 04-25-12 In-Place Human Resources Committee. It was on the agenda to have signed and will be presented to County Board on 05-30-12.

**MOTION
HR-12-24**

MOTION BY CARIUS, SECOND BY DONAHUE to recommend to County Board to approve salary determination for the County Board Chairman.

County Administrator Freilinger completed some research on this issue. He was asked to provide a recommendation as the original Resolution went before the Board and was returned to Committee.

Freilinger reported that at one time it was recommended to go up to \$28,000.00 and there was a recommendation to reduce it by 25%. The salary was approved at \$21,000.00 which is below what the Board Chairman was being paid eleven years ago. He factored in simply Cost of Living Adjustments for the last eleven years and presented Option A. Option A represents an immediate adjustment and then mirrors what is anticipated as the COLA for next four years. Option B is more aggressive. It would be 100% of the COLA adjustment for the last 10 years and a smaller COLA increase for the 3rd and 4th year of the term. The same schedule is offered for the position of Liquor Commissioner which the Board Chairman occupies.

Carius questioned the per diem. Freilinger stated that as he now understands, the Board Chairman does not receive per diem at this time. When selecting an option, eliminate the references to per diem.

Donahue stated he would support Option A. Neuhauser stated keeping in mind this is the position and not the person, he could support either option. This position is now larger and has more responsibilities than acknowledged with the current pay.

Neuhauser stated that in an effort to get it to the Board, he supported Option A.

MOTION TO AMEND

MOTION BY GRIMM, SECOND BY VANDERHEYDT to amend by striking per diem from both Option A and Option B.

On voice vote, MOTION CARRIED.

MOTION TO AMEND

MOTION BY DONAHUE, SECOND BY VANDERHEYDTE to recommend to County Board to approve Option A as amended.

On voice vote, MOTION CARRIED.

On voice vote, Resolution HR-12-24 as amended was approved.

**MOTION
HR-12-21**

MOTION BY DONAHUE, SECOND BY CARIUS to recommend approval to County Board for the salary determination for County Board Members.

County Administrator Freilinger stated he was attempting to do the same thing with Board Members as was done for the Board Chair. The Member salary had not been adjusted for ten years and if nothing is done at this time, it will not be adjusted for another ten years.

History was reviewed again and a COLA was applied using what employees received over the last ten years and projected out for the next ten years. Option A – 50% adjustment of the total adjustment. Both options then keep the salary the same for two years and after the 2nd year an increase begins. Option B has a more aggressive COLA increase. Both end up in the same place over the next ten years. The same formula was applied to the per diem.

Freilinger also recommends a per diem to Standing Committee Chairs for each meeting to compensate for the pre and post duties.

Carius stated that it was an honor to be appointed as a chair to a standing committee. All the Board members work hard for the committees that they serve. He stated that a month ago the vote was to keep the salary the same and now we are discussing a raise and an extra per diem for chairs.

Imig stated that the current salary as well as per diem sufficient.

Freilinger stated this is his recommendation only, the Board make the final decision.

Grimm stated the chair of a standing committee should not receive an extra per diem for their duties.

MOTION

MOTION BY GRIMM, SECOND BY CARIUS to amend to remove the extra per diem for a chair of a standing committee.

On voice vote, MOTION CARRIED.

Chairman Hobson made a point of clarification, the Committee members could provide another option for County Board salary determinations.

Meisinger asked if the Committee would support leaving the salary and per diem as is, which is \$2,400.00 per year and per diem of \$60.00. Chairman Hobson stated that is what was taken to County Board and was sent back to Committee.

Grimm clarified that this decision will be no increase in salary for County Board members for twenty years. Chairman Hobson stated that they could consider no increase in the beginning and then step up over the course of the next ten years.

Ackerman stated he supports Option A. County Board members are paid less than other municipal leaders in our area. He stated no one serves for the money; however, this could limit those who run to retirees due to the low compensation.

Brett Grimm stated that he is in support of keeping the salary where it is. It is a privilege to serve on the County Board. Carius also stated that people do not run for the money, they run to serve the county. He stated when the Board takes a pay raise, that sends the wrong message to the people we serve.

Chairman Hobson stated it appears the consensus of the Committee is to leave the salary determination and the per diem as is with no increases.

On voice vote, MOTION CARRIED.

REPORTS AND COMMUNICATIONS

Chairman Hobson stated the Hay Group, Inc. has completed the external salary study for the County. He stated a conference call is

scheduled with County Administrator Freilinger, County Clerk Christie Webb and himself.

MOTION

MOTION BY VON BOECKMAN, SECOND BY IMIG to recommend to County Board to pay the bills as presented.

On voice vote, MOTION CARRIED.

County Administrator Freilinger stated he had been asked to provide recommendations for salary determinations for the Board Chair and the Board Members and he also wanted to provide a recommendation for elected officials. He stated it was so complicated that he could not complete the analysis in such a short period of time.

He provided the Committee with information. He stated the positions that had recently had a salary determination, the Coroner, the Auditor and the Circuit Clerk, all currently work 35 hours per week. They are FLSA exempt, which means they are not eligible for any overtime. If their work hours were increased to 40 hours per week and then the 2% that was approved for the Coroner and the Auditor, they would realize a larger increase. He stated his understanding is an adjustment is needed for the elected officials. What was passed will lock these three positions in for the next four years. If any adjustment is desired, change the work hours which will increase the wage increase.

If a change is to be acted on, it has to take place at the May 30, 2012 County Board meeting. If not, the window of opportunity is closed. Freilinger presented the Committee with a handout for consideration.

Meisinger asked if adjustments could be made at the 05-30-12 Board Meeting. Hobson clarified that it would have to be brought up by those who approved the original Resolution in April, 2012.

Chairman Hobson recessed the meeting at 5:05 p.m.

(transcribed by S. Beeney)