



Minutes approve 07-17-12

HUMAN RESOURCES COMMITTEE

Justice Center Community Room

Tuesday, June 19, 2012 – 3:55 p.m.

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

Others Attending: County Administrator Michael Freilinger

MOTION

MOTION BY HARRIS, SECOND BY CARIUS to approve the minutes of the May 22, 2012 meeting.

On voice vote, MOTION CARRIED.

MOTION

HR-12-32

MOTION BY NEUHAUSER, SECOND BY VON BOECKMAN to recommend approval to County Board for the County's participation in the Health Fair with the City of Pekin.

Chairman Hobson advised the Committee that the dates have not yet been established, but this is something that has been done yearly.

On voice vote, MOTION CARRIED.

MOTION

HR-12-33

MOTION BY IMIG, SECOND BY CARIUS to recommend to the County Board to approve a temporary stipend to the position of Chief County Assessment Officer to complete an I.T. Needs Assessment.

County Administrator Freilinger stated this was discussed last month however, there were some changes made after the review and recommendations of the Position Evaluation Committee. The permanency of the change has not been decided. In the past there has been additional compensation for additional duties assumed on a stipend basis rather than a salary adjustment. That situation happened when the current Community Development Director was overseeing the operations of the Assessments Office.

The request has been restructured to request additional compensation in a stipend form that will not exceed 18 months without further Board approval. This is to complete an I.T. Needs

Assessment and this staff member has been identified as able to complete this task. The request is also for additional funding into the part time line item for assistance and is a reasonable request. A memo had been presented to the Committee which included several options. Freilinger is recommending approval for option 1. He stated there is no financial impact because two Director positions are being eliminated from the budget.

Harris asked about the time frame for hiring new positions. Funding is being depleted from the HR Director line item by transfers.

Freilinger stated that the funds were appropriated for the positions of IT Director and HR Director and he would not have recommended transferring funds out to pay for other things.

Freilinger stated that if both of his recommendations are approved, for IT and HR, the HR positions will start out as temporary paid interns at a lower rate of pay than was budgeted. Auditor Grashoff reported that after the transfers from the HR Director's line item that were approved at this meeting, the balance will still be \$14,000.00 for the remainder of the fiscal year.

Harris asked if all requests for transfers come to the County Administrator. Grashoff explained the transfer procedures. In most cases an email is sent to the Auditor as well as the Board Secretary and then to the Finance Committee for recommendation to the County Board.

Freilinger stated the Administrator should make recommendations to the Finance Committee. The primary responsibility of an Administrator is the budget. Grashoff stated that elected officials transfer without Board approval unless it requires Board action.

Crawford clarified that the Auditor is the Chief Fiscal Officer of the County. Transfer requests go through the Auditor to the appropriate Committee, which is Finance, and on to the County Board for approval. He encourages the Administrator to be kept informed, but not replace the Auditor's responsibility.

Meisinger questioned if the Chief County Assessment Officer believes that an IT Needs Assessment would take approximately 35% of his time, how would operations of the Assessment Office be handled. Freilinger stated that some of his work would be reassigned and that is the reason for the request for an increase in the part time line item for that office. Freilinger explained that the stipend is not compensation for working overtime as Twist is in an exempt position. The stipend would be compensation for an

expansion of job responsibilities and to consider it as a temporary promotion.

Carius stated that the Assessment Office is doing an outstanding job at this time and he would not want to see a decline there. Freilinger stated that he also does not want to see any degradation and Twist has assured him there will not be if there are additional part time funds. If the job could not be completed in this manner, Freilinger would look into hiring a full time I.T. Director. This recommendation is a more efficient way to determine the County's IT Needs. Once that is complete some permanent decisions will need to be made about the IT Department. Freilinger expects the assessment to be completed within the 18 month request.

Neuhauser thanked Freilinger and stated this proposal allows the most flexibility for determining our IT needs. Rather than hiring a full time IT Director at approximately \$70,000.00 this plan is reasonable and a prudent use of funds. This is utilizing our staff and resources.

On voice vote, MOTION CARRIED.

MOTION
HR-12-34

MOTION BY DONAHUE, SECOND BY VANDERHEYDT to recommend to County Board to approve reorganization of the Human Resources Department.

Grimm asked if interns would have the skills needed to perform the work. Freilinger stated there a many college graduates who start as paid interns. It is a good opportunity to evaluate their performance and they will learn on the job. If a permanent position is posted, they will have the opportunity to apply.

Donahue stated he understood that this would be experimental and only one employee would be hired. Freilinger stated his original plan included two temporary interns. If a permanent position was approved, perhaps the job could be done with only one. His recommendation at this time is, if funding is appropriated, to fill two positions. He recently identified some areas in risk management that need to be addressed.

Donahue stated he did not want to add additional staff due to cost. Freilinger reminded the Committee that two Director positions are being eliminated from the budget that were fully funded. Freilinger asked for approval for up to six months of two temporary paid interns and then the authorization to hire one full time HR position. Another discussion and request of the Board will be made if the second full time position were needed.

Crawford stated he knew this proposal was presented before and then sent to the Position Evaluation Committee. He asked if they recommend a higher salary than the Administrator had set. Freilinger stated he proposed a Pay Grade 8 and the Position Evaluation Committee recommended Pay Grade 7, which is higher at approximately \$32,000.00 per year. Hobson clarified that the PEC only sets the Grade and not the salary. Freilinger stated he supports their rating.

Crawford responded that this Committee took action that will now cost the taxpayers more money. He supports the Administrator's proposal of taking the HR and IT Director out and getting more for less. Crawford requested the history on the Position Evaluation Committee and will propose that it be abolished.

Chairman Hobson stated the original motion covers all that has been discussed.

Ackerman stated that he supports Freilinger all the way. He said we have had costly lawsuits by not having the Human Resources expertise.

On voice vote, MOTION CARRIED.

MOTION
HR-12-31

MOTION BY DONAHUE, SECOND BY NEUHAUSER to recommend to County Board to approve an extension of the incorporation of additional staff in the Regional Office of Education.

Chairman Hobson presented Assistant Superintendent Rob Houchin to the Committee. Houchin stated there are two currently two staff in IMRF that R.O.E. prepaid their salaries and benefit package because as a single county R.O.E. they cannot be their own IMRF provider. In March they came to the County and pre-paid benefits through the end of the school year. Now they face the start of a new school year and the agreement needs to be extended out further as they have no choice.

The employees will be added to the County on paper only. R.O.E. will continue to pay their salary and benefit package up front in quarterly payments. Crawford stated he recalls the previous meeting and he reluctantly voted yes and was told it would end on a certain date. He asked why the Committee was told it would end. County Clerk Webb stated the program ended 06-30-12 due to the grants ending and it was the end of the States FY budget.

Houchin provided a history of the change in responsibility from I.C.C. for the Alternative School and the Safe School to the R.O.E.

Crawford asked what other single county R.O.E.'s were doing. Houchin stated that both Peoria and Tazewell are single county R.O.E.'s and he assumes that Peoria did the same. Crawford asked for any update on legislation and funding. Houchin clarified that the State budget or the future remains unknown.

On voice vote, MOTION CARRIED.

Harris wanted to make a clarification on the previous transfer discussions. He stated he wanted to see Administrator Freilinger establish communication regarding the transfers. Freilinger stated he relies on the Auditor for recommendations but feels it is important for him to weigh in with his own recommendations. He stated he does not recommend making transfers out of personnel line items for operational expenses because eventually those positions may be filled.

MOTION

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

On voice vote, MOTION CARRIED.

MOTION

MOTION BY CARIUS, SECOND BY GRIMM to move the Committee into Executive Session under 5 ILCS 102/2(c)(2) – Collective Bargaining or Salary Schedules at 4: 54 p.m.

On voice vote, MOTION CARRIED.

Chairman Hobson moved the Committee out of Executive Session at 5:15 p.m. and recessed the meeting.

(transcribed by S. Beeney)