



**Minutes approved 02-19-13**

**HUMAN RESOURCES COMMITTEE**

Justice Center Community Room  
Tuesday, January 22, 2013 – 4:45 p.m.

Committee Members Present: Chairman Michael Harris, Darrell Meisinger, Monica Connett, Jim Donahue, Nick Graff, Brett Grimm, Carroll Imig, Tim Neuhauser, Terry Von Boeckman

Committee Members Absent: Dean Grimm, Terry Hillegonds

Others Attending: County Administrator Michael Freilinger

Chairman Harris announced that he was initiating a rule in which he would recognize only Committee members during discussions of Resolutions.

**MOTION**

**MOTION BY DONAHUE, SECOND BY NEUHAUSER** to approve the minutes of the October 31, 2012 In-Place meeting, the November 05, 2012 meeting and the November 15, 2012 In-Place meeting.

**On voice vote, MOTION CARRIED.**

**MOTION**

HR-13-02

**MOTION BY MEISINGER, SECOND BY BRETT GRIMM** to recommend to County Board to fill a vacant position for a Clerical/Receptionist in Court Services.

Chairman Harris clarified that a posting had been approved in December 2012 because there were no Committee meetings.

**On voice vote, MOTION CARRIED.**

**MOTION**

HR-13-03

**MOTION BY IMIG, SECOND BY GRAFF** to recommend to County Board to approve the plan amendment to the Tazewell County Health Care Plan.

County Administrator Freilinger explained that this changes the waiting period for a new employee. Previously it had been a 60 day wait period.

**On voice vote, MOTION CARRIED.**

**MOTION**  
HR-13-04

**MOTION BY DONAHUE, SECOND BY NEUHAUSER** to recommend to County Board to approve the revision of Policy Statement HR-01-01 on Employee Performance Evaluations.

Freilinger stated this had been discussed and returned to Committee by the full Board to tighten up some of the language. In the original document the performance bonus was not part of the base pay. The cost savings or revenue enhancement language was moved to the bonus section so there would be a one time bonus and not a permanent addition to base pay. Another comment was the Board wanted to make sure that those funds were approved by the County Administrator before they were distributed to any office or department. In the re-write, the funds were moved under the County Administrator. The performance bonus recommendation would be submitted to the County Administrator to ensure compliance and then the Board would have to approve a transfer for compensation distribution.

The performance bonuses were limited and the Board is not obligated to appropriate those funds. The final change was the cost savings or revenue enhancement bonus was changed to \$100,000.

This revision has touched on all changes recommended by the Board.

On voice vote, **MOTION CARRIED.**

**MOTION**  
HR-13-01

**MOTION BY BRETT GRIMM, SECOND BY GRAFF** to recommend to County Board to approve establishing a Human Resource Generalist position.

Freilinger explained that when he came to Tazewell, there were vacant positions for the IT Manager and the HR Director. County needs were evaluated and it was determined that more soldiers and fewer generals were needed. Funds were available for those two positions and were used to expand IT efforts as assigned to Gary Twist and two Human Resource Generalists positions. A need was identified to have risk management and employee services handled.

The Board authorized one full time position and authorized proceeding with hiring two interns for six months. Roger is performing the employee services functions and Melissa is handling the benefits and risk management functions. At the time, the Board

only authorized one full time position. In the current budget there are sufficient funds for the second position. The internships are coming to an end. Authorization for the second position is being requested in order to post, interview and hire before the internships expire.

Grimm inquired if this was not approved how would the work be distributed. Freilinger stated it was an overwhelming amount of work. If not approved we would not have an active risk management program which could result in an increase in worker's compensation claims, lawsuits, liabilities. The work would just not get done. Grimm asked how the work was previously being done and Freilinger stated most of it wasn't getting done.

Connett inquired about discipline which is one of the responsibilities in the Human Resource Generalist position. Freilinger stated we outsource our labor relations. When grievances are moving up the chain at some point we have legal involved. The County Administrator typically handles grievances at the first few steps. He has asked Roger to provide education and support for the front line supervisors to handle issues before they become discipline.

Neuhauser stated one priority of the Search Committee, as the County was tired of paying lawsuits with issues revolving around HR issues, was to task the new administrator with creating an HR Department to minimize or mitigate exposure in those areas. Freilinger did this with the internships just discussed. Neuhauser stated the committee, at the time, was not comfortable authorizing internships because they did not know what the outcomes would be. The intern positions were used to try out the approach and it has worked. Things are getting done. Those liability areas are being delegated. It limits our exposure when we have the proper personnel in place to actively address these complex issues. He is fully supportive.

Meisinger asked about the background and training of the individual to be hired for HR. He stated they should be well versed in these areas and also inquired about the money for salary.

Freilinger stated that both individuals that were hired have Bachelor's degrees in an area relating to HR. There were several candidates that were narrowed down to 4 and the two best candidates were selected. There is always a learning curve and he is impressed with both of their ability to learn our system. This is their first job in this field, but the compensation would not attract an experienced worker. They have performed up to his standards and would be a good addition to the team.

The Position Evaluation Committee looked at the positions and they were graded a 7. In the budget approved for FY13, both positions were funded.

Imig asked if the internship could be extended. Freilinger stated that could be an option, however, when the intern positions were accepted, it was with the understanding that it would be for six months and already one full time position was authorized. These individuals put their career searches on hold based on the possibility of applying for full time positions with the County. Freilinger stated he would not support not offering both full time positions as both positions are needed.

Donahue stated it would be advantageous for the Board to see specific accomplishments of the interns to consider. Freilinger stated their duties are in the Job Descriptions that were approved. If the Board would authorize, before the positions were filled he would bring to the Board a detailed list of accomplishments which will show there is an overwhelming amount of work to justify both positions.

Neuhauser asked if a detailed report could be provided by County Board night for an In-Place meeting. Freilinger stated he could do that as well as provide financial information.

**MOTION TO  
TABLE**

**MOTION BY DONAHUE, SECOND BY IMIG** to table HR-13-01.

On voice vote, **MOTION CARRIED.**

**MOTION  
HR-13-05**

**MOTION BY NEUHAUSER, SECOND BY GRAFF** to recommend to County Board to approve COBRA and Medical Reimbursement Program reassignment.

Freilinger stated these programs were administrated by our previous third party provider, HCH. Health Alliance does not administer these programs and have reassigned to another company at no cost to the County.

On voice vote, **MOTION CARRIED.**

**MOTION  
HR-13-06**

**MOTION BY BRETT GRIMM, SECOND BY GRAFF** to recommend to County Board to approve the County Administration Organizational Chart.

Freilinger stated he had met with each committee member to discuss the organizational plan. Changes to the plan were made with input from committee members. There would be a General Services Department including Information Technology, Building & Grounds, Maintenance, Capital Improvements, Equipment Vehicles, Assessments, Vertical Construction, GIS and Mail. All of these functions are currently under Administration.

In External Services, there will be no changes in the Highway Department. In Community Development, this folds in Animal Control and identifies that Economic Development falls into that Department currently. This expands the span of control for the Community Development Administrator.

Administrative Services, which includes Labor Relations, Human Resources, Risk Management and Administrative Support will be directly reporting to the County Administrator. The current EMA Director duties will be expanded to include FOIA, Grants Administration, Public Information and Legislative Affairs.

Chairman Harris stated he wanted to begin questions in order and to start with General Services area.

Meisinger stated the organizational chart had changed since individual meetings occurred. He asked why functions were being moved as individuals have been doing these jobs for many years with no problems and stated it appeared disrespectful to these employees.

Freilinger stated a re-organization should not be viewed as disrespectful. There are no demotions. This expands the span of control of the higher paid managers and allows them to provide day to day management for these functions. The County Administrator is not the best choice to be a front line manager for departments. This will be more efficient by using current resources to provide management.

Connett inquired if the Supervisor of Assessments was contracted. Gary Twist explained his job description to the Committee. Connett also inquired about the current reporting status of departments including the experience level of those now being charged with managing the various departments.

Freilinger stated this organization will allow for efficiencies with the individuals we have on the team and their managing experience. He stated he has years of experience in restructuring to save money and increase performance by following systems that include span of control and layers of government. Freilinger encouraged

the Committee to support their manager in these decisions. This plan groups functions for span of control.

Grimm stated he is not convinced this is the best plan and will not support until it is explained and he is comfortable with the plan. Grimm stated the chart had changed from when it was presented to him the first time.

Freilinger stated the color coding had been eliminated from the chart. He stated some items were removed as discussed with Committee members.

Donahue stated he has discussed this with some department heads involved in this plan and they are not happy with the re-organization. Donahue stated that FOIA , for example, should stay in the Administrator's office. Freilinger stated that he delegates responsibility, however, the buck stops with the Administrator. When there is a manager who does not delegate responsibility, things can quickly grind to a halt. A good manager will rely on staff to keep things moving.

Freilinger stated he is comfortable with the organization chart as it is the right thing to do. He encourages the Committee to trust him as their Administrator.

Neuhauser stated he does not like to discuss individuals. It is the position, not the person, that needs to be discussed with this issue. He stated this is a philosophical approach to managing how we perform the most efficiently. Those individuals being discussed have shown they are good managers and give 110% and perform with the utmost integrity. Neuhauser advised the Committee when thinking about this organizational chart to consider the positions, not the people in the positions.

**MOTION TO  
TABLE**

**MOTION BY MEISINGER, SECOND BY CONNETT** to table HR-13-06.

On voice vote, **MOTION CARRIED.**

**MOTION  
HF-13-07**

**MOTION BY BRETT GRIMM, SECOND BY NEUHAUSER** to recommend to County Board to approve Settlement Agreement between PBPA Units A & B, Tazewell County, the Chief Judge for the 10<sup>th</sup> Judicial Circuit and the Circuit Clerk of Tazewell County.

Freilinger stated there are outstanding grievance issues that impact bargaining that include changes in the Records Office, the

Supervisor of Assessments and the Sheriff's Office. There was a meeting with the Union in which negotiations occurred to resolve. The proposed agreement will resolve for the Supervisor of Assessments, the County Clerk/Recorder and the Sheriff's Office. Whenever a position is removed from the Bargaining Unit that has to be negotiated with the Union.

This item was placed on the agenda but was not yet signed by the presiding Judge. For the Committee to recommend to the County Board all three parties have to agree.

Circuit Clerk Hobson stated he recently learned that he is required to seek guidance from his labor attorney before proceeding.

**MOTION TO  
TABLE**

**MOTION BY BRETT GRIMM, SECOND BY NEUHAUSER** to  
Table HR-13-07.

On voice vote, **MOTION CARRIED.**

Chairman Harris moved the Committee into a discussion about IWIRC. Freilinger stated we currently utilize IWIRC. He wants to have a formalized risk management process for all worker's compensation cases to go to IWIRC for the initial contact – unless it was an emergency room situation. Neuhauser stated he supports this as IWIRC is an unbiased third party. This is an attempt to limit what is paid in risk management. Freilinger stated the HR Generalist is working on a supervisory training session and a brochure. Freilinger stated he will initiate this as a practice unless the Board objects.

**MOTION  
HR-13-09**

**MOTION BY BRETT GRIMM, SECOND BY DONAHUE** to  
recommend to County Board to approve an additional position in  
the Sheriff's Department.

Sheriff Huston stated he had come to the Board in October 2012 to request another Jail Operations Supervisor position. Just at that time, the arbitrator ruling was received and they were advised by legal counsel to postpone this request. The attorney now advises that request can be made.

Huston stated the goal is to not have a Corrections Officer in charge of the shift if at all possible. Since changes were made, which has been almost a year, there has always been a supervisor in charge of the shifts. Huston stated that has been difficult for the supervisors due to unexpected absences, but he is grateful for the job they have done.

Huston reported that his Jail Operations Superintendent is retiring soon. There will be additional movement coming with that vacancy.

On voice vote, **MOTION CARRIED.**

**MOTION**

**MOTION BY BRETT GRIMM, SECOND BY DONAHUE** to move the Committee into Executive Session under 5 ILCS 120/2(c)(2) – Collective Bargaining or Salary Schedules at 5:33 p.m.

On voice vote, **MOTION CARRIED.**

Chairman Harris brought the Committee out of Executive Session at 6:00 p.m.

**MOTION**

HR-13-08

**MOTION BY NEUHAUSER, SECOND BY BRETT GRIMM** to recommend to approve compensation rates for Department Heads for FY13.

On voice vote, **MOTION CARRIED.**  
Donahue opposed.

**MOTION**

**MOTION BY CONNETT, SECOND BY BRETT GRIMM** to recommend to County Board to approve the bills as presented.

On voice vote, **MOTION CARRIED.**

Chairman Harris recessed the meeting at 6:01 p.m.

(transcribed by S. Beeney)