



Minutes approved 03-19-13

HUMAN RESOURCES COMMITTEE

James Carius Community Room
Tuesday, February 19, 2013 – 4:07 p.m.

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

Committee Members Absent: Terry Hillegonds

Others Attending: County Administrator Michael Freilinger

MOTION

MOTION BY MEISINGER, SECOND BY IMIG to approve the minutes of the January 22, 2013 meeting and the January 30, 2013 In-Place meeting.

On voice vote, MOTION CARRIED.

MOTION

HR-13-01

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

Freilinger explained that when he was hired there were two vacant positions. One for an IT manager and one for an HR manager. He recommended entry level HR positions. One position was authorized with the approval for two interns for a six month basis. The need for the second position would be evaluated. Freilinger stated there was a significant amount of work and is requesting approval for the second full time position.

If authorized, the positions will be posted, interviews conducted and both positions filled. The intern positions end in February. Freilinger requested that if this moves forward, an amendment is made to grant the interns an extra month.

Dean Grimm questioned the funding. Freilinger explained that the salary is approximately \$35,000 and a spreadsheet was provided previously. Chairman Harris asked the Committee members for support.

MOTION TO AMEND

MOTION BY DEAN GRIMM, SECOND BY IMIG to amend to add one additional month of internship for the HR Generalists.

On voice vote, **MOTION TO AMEND CARRIED.**

On voice vote, as amended, **MOTION CARRIED.**

On voice vote, **MOTION CARRIED.**

Chairman Harris advised that he would be pulling Resolution HR-13-11 off the agenda at this time. He stated when there is a new organizational structure it will be justified by manpower, cost – both immediate and in the future – before it is placed on the agenda.

MOTION

MOTION BY DONAHUE, SECOND BY CONNETT to move the Committee into Executive Session under 5 ILCS 120/2(c)(2) – Collective Bargaining or Salary Schedules at 4:22 p.m.

On voice vote, **MOTION CARRIED.**

Chairman Harris moved the Committee out of Executive Session at 5:04 p.m.

MOTION

MOTION BY BRETT GRIMM, SECOND BY VON BOECKMAN to move the Committee into Executive Session under 5 ILCS 120/2(c)(1) – Personnel at 5:05 p.m.

On voice vote, **MOTION CARRIED.**

Chairman Harris moved the Committee out of Executive Session at 5:51 p.m.

MOTION
HR-13-12

MOTION BY CONNETT, SECOND BY DEAN GRIMM to recommend to County Board to approve the compensation rates for Department Heads.

Chairman Harris stated the following compensation rate increases were recommended: Court Services Director, 0%. Supervisor of Assessments, 4%. Community Development Director, 4%. E.M.A. Director, 0%.

On voice vote, **MOTION CARRIED.**
Brett Grimm opposed.

MOTION
HR-13-13

MOTION BY IMIG, SECOND BY CONNETT to recommend to County Board to approve filling a vacant clerical position in the County Clerk's office.

On voice vote, **MOTION CARRIED.**

Freilinger discussed with the Committee the procedure for filling vacant positions. The positions are in the budget approved by the Board. An alternate way to handle is to allow the Department Head to proceed with hiring unless a hiring freeze was instituted by the Board. It would be a smoother and quicker process. Dean Grimm suggested the Committee could grant approval rather than the Board. Brett Grimm stated the Department Heads run their office and have their own budget and should be able to fill vacancies.

At the March meeting there will be a policy to review and decide upon.

MOTION

MOTION BY DONAHUE, SECOND BY MEISINGER to recommend to County Board to approve the bills as presented.

On voice vote, **MOTION CARRIED.**

Chairman Harris recessed the meeting at 6:00 p.m.

(transcribed by S. Beeney)