



Minutes approve 05-21-13

HUMAN RESOURCES COMMITTEE

James Carius Community Room
Tuesday, April 16, 2013 – 4:00 p.m.

Committee Members Present: Chairman Michael Harris, Darrell Meisinger, Jim Donahue, Nick Graff, Brett Grimm, Dean Grimm, Terry Hillegonds, Carroll Imig, Tim Neuhauser, Terry VonBoeckman

Committee Members Absent: Monica Connett

MOTION

HR-13-22

MOTION BY B. GRIMM, SECOND BY MEISINGER to recommend to County Board to approve filling a vacant position for a Receptionist/Clerk in Court Services.

On voice vote, **MOTION CARRIED.**

MOTION

MOTION BY GRAFF, SECOND BY NEUHAUSER to recommend to County Board to approve an amendment to the County's Health Insurance Plan to include a Smoking Cessation program.

Chairman Harris invited HR Generalist, Melissa Sifford to open the discussion. Sifford stated that the County Administrator had brought options to the Insurance Review Committee. There is currently nothing in our plan and he provided some options.

Graff stated that this is the result of several Insurance Review Committee meetings. Having an employee quit is better than the high medical costs later. The goal is to encourage employees to quit. The plan amendment was reviewed and the options selected are on the resolution. He stated the first step is to go through the free plan available from the State of Illinois. The smoker would move up through the treatment programs as necessary. There is a limit to the number of times the plan can be utilized. He stated it is a good benefit and he recommends approval.

D. Grimm inquired about those with smokeless addiction. Sifford will follow up. Donahue inquired about the cost. Sifford stated the existing co-pay will be in place for medication. Graff stated it was reported that Chantix, which is the highest level of treatment, costs approximately \$300 per month - with a \$50 co-pay. He stated the annual cost would not be known but it is also not known for cancer treatments during a lifetime.

Neuhauser stated the Insurance Review Committee has done well to interact and discuss things that are not covered by traditional insurance. There was a strong consensus to work on the front end to prevent claims.

Donahue inquired about the use of a reimbursement plan, the employee completes the program and is successful then they can be reimbursed. Neuhauser stated the results would not be the same for the employee.

On voice vote, **MOTION CARRIED.**

Donahue was opposed.

Chairman Harris invited HR Generalist Roger Workheiser to open the discussion on the updated evaluation instruments. Workheiser provided the Committee with both the old and the revised copies of the evaluation instruments.

Workheiser stated the changes were the employee option to rate themselves with comments. The employee completes the form and provides it to their supervisor. The supervisor rates and compares comments. He also stated in the Goals and Objectives section the supervisor sets goals for the next period. A section for Career Development was to comment on training wanted or needed. He also stated a current job description is to be attached to the new form.

Imig asked if the goals and objectives were set together with employee and supervisor. Workheiser stated yes. Imig inquired how the targeted completion date was to be monitored. Workheiser stated it was to start this year and a control would be needed to review. Imig stated when an evaluation was completed the previous evaluation instrument would be needed to see if the previous goals/objectives were met. This area could use some improvement.

Hillegonds asked if a synopsis of the changes and the improvements including why an update is needed could be presented. Chairman Harris stated that information will be presented at a later meeting.

Chairman Harris opened the discussion of county representation in contract negotiations by at least one board member, the County Administrator or both. Dean Grimm stated it was imperative that our Administrator or a Board member be in the negotiations. He stated the negotiations are completed and someone presents a packet for the Board to vote on. He stated personnel is the largest

expense for the County. The Board is the body that votes and needs to be involved.

Donahue stated he talked to the Sheriff who is in negotiations at this time. He stated the County Administrator should be included for the financial side of discussions. Donahue stated he discussed this with the County Administrator and his philosophy is the union has the option of taking information outside the negotiation room for discussion with their leaders and management has that same option by leaving the Administrator away from the table. Donahue said he did not necessarily agree.

Brett Grimm said without question our Administrator should be included and perhaps a Board member as well. Neuhauser stated he also had a conversation with the Sheriff and did not know that Mr. Freilinger was not a part of those discussions. Some things are the Board's authority and this is a team effort. In the past, the Administrator was involved in the discussions due to knowledge of labor laws, etc. and there are 21 people to be accountable to and report on the progress. Neuhauser assumed this was being done. Neuhauser said that Graff, in his former position, had experience in these kinds of negotiations and asked Graff to share his perspective.

Graff asked if the Board approved a range for salaries for these discussions. Harris advised him no. Graff asked how anyone could negotiate a salary if the approved amount is not known. Harris stated it is a range set by the Administrator and then comes to the Board for approval. Graff stated the Board needs to meet prior to negotiations and establish the wants and desires of a particular contract that establishes salary rates and be very involved in that process.

Neuhauser said our prior administrator had a good feel from the Board by polling members and communicated back and forth the wishes of the Board. The Board had a voice at the table with input.

Meisinger agreed with Graff. There should be a committee and the Board needs to determine the amount of money to work with. Donahue stated the Committee needs to provide Mr. Freilinger with guidance.

Hillegonds stated we need to provide the Administrator with guidelines for going in and to provide the Board with feedback on the progress.

Ackerman stated the Administrator is our representative. The Board could allow the Administrator to dictate the rates or the Board

decides and sends him in with that information. Chairman Harris said that will be discussed and he will ask the Administrator to represent us in negotiations.

Chairman Harris opened the discussion on a revenue reduction response plan. He stated there was information in the packet. At the last few HR meetings there were discussions for replacement hires and the revenue reduction from the State which will be a reality soon. This is in preparation for next year's budget. This is a plan with 8 items to think about. Once a tool is developed and dollars are attached Harris said he would work with the elected officials as we budget. He reported that Meisinger, Freilinger and Harris worked on this list of items.

The 8 items on the list included a hiring freeze, a delay in the hiring process, a vacancy factor, creating multiple classifications among employees for the purpose of compensation, promotion minimum increase, reclassification minimum increase, merit increases, COLA increases. Harris stated we need to take each package and develop procedures and a cost associated to reduce expenditure by package. He also advised there are more ideas to come.

Dean Grimm asked if the Board had the authority to freeze salaries for certain positions. Harris stated other options are coming. Harris stated this is just information at this time. It is something to continue to work on with a dollar figure and a package under each item when the time comes to reduce the budget and make decisions.

Hillegonds asked if a report could be provided with minimal information on the status of revenue and expenses compared to our approved budget. He said every month we could have one sheet to provide information on our status. Neuhauser said he would work with Grashoff and Freilinger to provide a report.

MOTION

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

On voice vote, **MOTION CARRIED.**

Chairman Harris recessed the meeting at 4:45 p.m.

(transcribed by S. Beeney)