



Minutes approved 07-23-13

HUMAN RESOURCES COMMITTEE

James Carius Community Room
Tuesday, June 18, 2013 – 4:15 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 VonBoeckman

Committee Members Absent: Terry Hillegonds

Others present: Michael J. Freilinger, County Administrator

MOTION

MOTION BY BRETT GRIMM, SECOND BY CONNETT to approve the minutes of the May 21, 2013 meeting.

On voice vote, **MOTION CARRIED.**

MOTION

HR-13-23

MOTION BY GRAFF, SECOND BY IMIG to recommend to County Board to approve the creation of an IT Support Technician position.

Freilinger reminded the Committee that this position was presented at the May meeting. It was determined that a technical support position could be a cost savings for the lower functioning IT responsibilities. Connett inquired about the pay for the position. Freilinger stated the Position Evaluation Committee using the Hay methodology scored the position. It was then placed in our pay matrix. The position description was distributed to the Committee members.

On voice vote, **MOTION CARRIED.**

MOTION

HR-13-24

MOTION BY BRETT GRIMM, SECOND BY GRAFF to recommend to County Board to approve completion of the IMRF 6.64T – termination of participation by County Board members.

Connett stated she had mixed feelings as some board members do work the 1000 hours per year. Freilinger stated that the majority of the members must meet the hours required. County Clerk Webb stated IMRF has criteria for meeting the qualifications and it is not only participating in meetings. She reported there are seven board members in IMRF and two are vested.

Graff inquired if an audit was scheduled would it be for those participating in IMRF are the whole Board. Webb clarified it would be the whole Board. Donahue stated he would not be supporting as he believes it is closing all possibilities for all Board members. Neuhauser clarified that affirmative vote by this Committee would move the decision on to the Full Board.

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

Chairman Harris started the discussion on the Personnel Policy Handbook. Freilinger reported that the current Personnel Policy Handbook had been codified in April 2012. At this time, he is seeking direction from the Committee for changes. Once he has direction from the Committee, any changes will be incorporated in the handbook. The draft handbook will be presented to this Committee for initial consideration. The draft will then be presented to the Elected and Appointed Officials for their review and recommended changes. Once all input is reflected it will then be submitted to the State's Attorney for legal review and then returned to Committee before going to the full board.

There were 10 section citations reviewed and discussed to provide adequate direction to the Administrator. Additional questions or comments can be directed to Freilinger.

Chairman Harris reported that Position Evaluation Committee training is being requested and he would like the entire HR Committee to be trained if possible. Details are pending.

Chairman Harris provided the Committee with updated organizational charts of the departments under the County Administrator. The goal is to complete the same type of chart for the entire County.

MOTIION

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

On voice vote, **MOTION CARRIED.**

Chairman Harris recessed the meeting at 5:25 p.m.

(transcribed by S. Beeney)