



Minutes approved 02-18-14

HUMAN RESOURCES COMMITTEE

James Carius Community Room
Tuesday, January 21, 2014 – 4:21 p.m.

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

Committee Members Absent: Dean Grimm, Terry Hillegonds

Others attending: Michael J. Freiling, County Administrator

MOTION

MOTION BY MEISINGER, SECOND BY CONNETT to approve the minutes of the November 12, 2013 meeting and the November 20, 2013 In-Place meeting.

On voice vote, **MOTION CARRIED.**

MOTION

HR-14-02

MOTION BY GRAFF, SECOND BY GRIMM to recommend to County Board to fill a vacant position in the Auditor's Office.

On voice vote, **MOTION CARRIED.**

MOTION

HR-14-03

MOTION BY IMIG, SECOND BY GRIMM to recommend to County Board to fill a vacant position in the Maintenance Department.

On voice vote, **MOTION CARRIED.**

MOTION

HR-14-04

MOTION BY GRIMM, SECOND BY NEUHAUSER to recommend to County Board to fill a vacant position in Legal Services.

On voice vote, **MOTION CARRIED.**

MOTION

HR-14-05

MOTION BY IMIG, SECOND BY GRIMM to recommend to County Board to approve a vacant position for Director of Animal Control.

Freiling explained that the Animal Control Director was considered an officer and by statute must be hired by a veterinarian. Dr. Herm will work in conjunction with the Administrator to screen, interview and recommend a candidate to Health Services. Imig stated that he had provided information to

Freilinger on an animal control organization that can email entities with the open position.

On voice vote, **MOTION CARRIED.**

MOTION
HR-14-01

MOTION BY NEUHAUSER, SECOND BY MEISINGER to recommend to County Board to approve the presentation of the annual Service Awards.

On voice vote, MOTION CARRIED.

MOTION
HR-14-07

MOTION BY GRIMM, SECOND BY MEISINGER to recommend to County Board to approve the revised Employees Personnel Policies Handbook.

Freilinger reminded the Committee that all changes had been presented. In November the Committee passed the revision subject to legal review.

ASA Holly stated that there is not a clear document that indicates what was removed, added or changed. He could not provide a recommendation one way or another. His advice was this is a County Personnel Policy and it should have a thorough review to know what is in it.

He sited an example in the Grievance Section that had an incorrect citation from a state ordinance. He also referenced typographical errors in which the document reflected "country" instead of "county".

Harris said he had been passed four questions. Section 4.1 – Lay off and Severance Pay. Freilinger stated that there had been discussion of severance pay and accrued time. The two weeks severance was a set standard independent of accrued time.

The second question in Section 5.5 in which there is a discrepancy for employees of elected officials. Freilinger stated that each elected official has the autonomy to run their offices. Most have signed off and supports this revision. They have the authority to amend as they see fit.

The third question is from Section 6.9 regarding promotions and transfers and the mid year increase. Freilinger stated if promoted they would move to the bottom of the scale or 5% at the time of the change.

The last question is from Section 7.3 – Position Reclassification and if we are leaving the Position Evaluation Committee out. Freilinger stated if an employee is doing a job of a position that is already established there may be a reclassification. A promotion is for a position that was vacated.

Ackerman brought three concerns to the floor. The location and number of personnel files, time and a half for holidays and Holiday/Vacation/Personal time.

Graff inquired if the corrections pointed out by ASA would be made. Freilinger advised they would be corrected.

On voice vote, **MOTION CARRIED.**

MOTION
HR-14-06

MOTION BY DONAHUE, SECOND BY MEISINGER to recommend to County Board to approve the Letter of Understanding with Teamsters Local No. 627 regarding health insurance premiums.

On voice vote, **MOTION CARRIED.**

MOTION
HR-14-08

MOTION BY GRIMM, SECOND BY MEISINGER to recommend to County Board to approve a one time bonus to topped out employees for FY14.

Donahue stated he would be interested to know the amount of money this was. Freilinger stated when the pay matrix for excluded employees was updated there were approximately 9 employees who were over the maximum and they received no general wage increase. This year there is a small group – approximately 6. The Sub Committee met and were interested in providing some general wage increase of at least 2 % as a one time bonus for these employees. Freilinger anticipates that another 4% increase will capture everyone.

MOTION
HR-14-09

MOTION BY NEUHAUSER, SECOND BY GRIMM to recommend to County Board to approve the creation on an Economic Development Coordinator position.

Meisinger stated he doesn't believe we should create more positions at this time. We have issues with TCRPC and the landfill is still pending. In his opinion it was foolish to talk about new jobs at this time. Donahue and Grimm stated they agreed with Meisinger. Harris stated he does not support.

On voice vote, MOTION FAILED.

**UNFINISHED
BUSINESS**

**MOTION
HR-13-41**

MOTION BY IMIG, SECOND BY GRIMM to recommend to County Board to approve the Hay Group proposals.

Freilinger stated there has not been a salary study completed in over twelve years. The Hay Group will come in and see if we are scoring our positions correctly and provide guidelines for FLSA exemptions. They will provide a market analysis to see if the matrix needs to be shifted and if an increase is recommended options on how to do that.

Chairman Harris explained that we went out for bids. Circuit Clerk Hobson offered to pay for a portion. Three bids were received from Hay Group, AAIM, and Mercer. Hay Group was the lowest.

On voice vote, **MOTION CARRIED.**

Chairman Harris stated he wants to invite Treasurer Burress, Auditor Grashoff to join the Position Evaluation Committee. Harris would like Burress, Grashoff and new Court Services Director, John Horan to train in Chicago.

Neuhauser commented on the Strategic Plan. He stated that new positions were included and if not supported our progress will be changed. Twist had a stipend that has ended. That work elevated our IT. He asks that Freilinger look at the projects that are coming as he gets a sense that there is no desire to create new positions. Neuhauser stated he does not want to see the progress halted.

MOTION

MOTION BY GRAFF, 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 5:10 p.m.

(transcribed by S. Beeney)