Personnel Committee

Meeting Minutes

May 10, 2012

The meeting was called to order at 4:00 PM

Members Present: Millie Dyer, Ann Gill, Dick Joyce, Dave Boggs, John Roth
Also Present: Ron Severson, Shawn Hamilton, Sandy Pommier, Denise Kasper, Dave Henderson, Susan Bates, Susan Hudson, Kay Lynn Shoemaker, Joe Przenieslo, Larry Pelehowski
Media: Terry Christensen

A motion was made by Gill, seconded by Joyce to approve the minutes from the April 12, 2012 meeting. Motion carried.

No Public Comment.

HR Update by Director Denise Kasper:
Health Department Staff Nurse Resignation-Position posted.
60 Plus Therapist hired.
VAC Assistant Superintendent hired.
Met with new 911 dispatchers (6 full-time, 4 part-time)
11 participants for the AED/CPR training
Defensive driving class to be held next month.
Employee Evaluations due by end of May.

FY 2012 Salary Information:
Kasper provided the salary increase history for years 2007-2011 and the proposed FY 2013 increases at 1, 2, 2.5 & 3 percent.

Employee Manual Section 2.02-Vacations:
The policy was amended to read that vacation time is earned according to the length of service on their *anniversary date* and that paid vacation time can be used in minimum increments *of half a day*. A motion was made by Boggs, seconded by Gill to recommend the policy as amended to the County Board. Motion carried.

Health Administrator Kay Lynn Shoemaker provided the written monthly update.
Mental Health Director Susan Hudson attended the meeting to discuss the State's closing of the Tinley Park Mental Health Center and the effects it will have on community based settings including Grundy County. Upon approval of the contract, the county would receive $81,000.00 to assume the crisis work/care of the effected county residents. No action will be taken until the contract has been received, reviewed and approved.

Assessor Open Position:
Dave Henderson attended the meeting to discuss the hiring of a part-time person to fill the open full-time position in his office. Henderson explained that he has an experienced person in mind that would be able to help the others with training on the tax processing system which would further the cost savings. Henderson said that the salary would be approximately mid $30,000, maximum $20.00 per hour. A motion was made by Gill, seconded by Roth to allow the Assessor to proceed with the hiring. Motion carried.

Salary Schedule/Grade System:
Kasper told the committee that she had contacted the Hay Grade company in regards to conducting an updated salary study on all employees and was quoted a cost of $24,000.00. She also contacted two other companies and will provide further information when received.

Administration Maintenance Staff:

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Supervisor Joe Przenieslo told the committee that the current part-time employee will be resigning on May 25, 2012. Severson added that he had spoken to Joe and full-time employee Larry about filling the vacant position with a current full-time maintenance employee. Larry gave input on his work schedule, duties and concerns with the department. The committee agreed with the staff reduction.

Department Head Manual:
Kasper told the committee that she and two other department heads have been working on the manual to develop a more user friendly, electronic version to be used as a resource guide to be used in conjunction with the Employee & Safety Manuals to provide information for managing staff.

A motion to enter into executive session to discuss personnel matters was made by Gill, seconded by Boggs. Upon roll call, the motion carried.
Kasper, Bates, Kasper, Henderson, Bates, Hudson, Shoemaker, Przenieslo, Pelehowski, Christensen left the meeting. Secretary Pommier was asked to leave.

A motion was made by Joyce, seconded by Boggs to return to open session. Motion carried.
No action was taken as a result of the executive session.

Dyer asked about the previously discussed maintenance department uniforms and personal appearance.

A motion to adjourn was made by Joyce, seconded by Roth. Motion carried.

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