

Personnel Committee

Meeting Minutes

June 14, 2012

The meeting was called to order at 4:00 PM.

Members Present: Millie Dyer, Ann Gill, Dick Joyce, Dave Boggs

Member Absent: John Roth

Also Present: Ron Severson, Shawn Hamilton, Sandy Pommier, Denise Kasper, June Krull, Susan Bates, Judy Bailey

Media: Jessica Conea & Terry Christensen

A motion to approve the minutes from the May 10, 2012 meeting was made by Gill, seconded by Joyce. Motion carried.

No Public Comment.

HR Update:

HR Director Denise Kasper revisited the matter of the proposed non-union salary increase percentages. Gill stated that she would like to have a recommendation from the Finance Committee; Boggs requested that HR provide figures for a 1.5% increase and the salaries for the board members for 2011. Severson stated that the Assessor is having issues estimating the EAV.

Kasper updated the committee on the new hires in the Health Department and reminded the committee of the Benefits Fair and Health Screening on July 12, 2012. The committee discussed the County hiring freeze.

The revised job descriptions for the Animal Control Warden and Senior Warden were presented for the committee's review. County Administrator Shawn Hamilton stated that the job descriptions were approved by the Education Committee and that the committee was looking into adjusting the compensation. Krull updated the committee on the number of animals currently housed at the facility. Hamilton commended the department for the good job they are doing on the Animal Control Facebook page. A motion to approve the job descriptions for the Warden and Senior Warden was made by Gill, seconded by Boggs. Motion carried.

Director of Nursing, Judy Bailey attended the meeting in the Administrator's absence. Bailey updated the committee on the increase of the West Nile virus due to the recent heat and drought. Bailey also told the committee that Health Administrator Shoemaker and Chris Donley, Director of Senior Programs, attended the Public Hearing to oppose the IL Department on Aging's plan to redesign the Community Care Program.

Salary Schedule/Grade System-Kasper told the committee that she has not received all information from the companies contacted and will present all quotes when she receives them.

Employee Evaluations-Kasper told the committee that she has all but the Health Department and County Administrator. Hamilton stated that he intends to provide a list of goals from department heads that was created from meetings with them.

Department Head Manual-Hamilton stated that Kasper, Jim Lutz and Heidi Miller are working on the manual. The committee asked to see the revisions upon completion.

At 4:34 PM a motion to enter into executive session to discuss personnel and negotiations was made by Boggs, seconded by Joyce. Upon roll call, the motion carried.

At 5:18 PM a motion to return to open session was made by Boggs, seconded by Joyce. Motion carried.

A motion was made by Boggs, seconded by Gill to adjourn. Motion carried.

Not for Records  
For Information Only