Personnel Committee
Meeting Minutes
September 13, 2012

The meeting was called to order at 4:00 P.M.

Members Present: Millie Dyer, Ann Gill, Dave Boggs, and Dick Joyce.
Members Absent: John Roth
Also Present: Ron Severson, Kay Lynn Shoemaker, Denise Kasper, Susan Bates, and Linda Ragan
Media: Terry Christensen

A motion was made to approve the minutes of August 16, 2012 by Ann Gill and seconded by Dick Joyce. The motion carried.

No public comment.

HR Update:
Kasper told the committee that there were no new hires or terminations since the last meeting. She stated that job postings for Administrator, Engineer, and Health Educator are currently being reviewed. She did a posting today for an Animal Control position.

Kasper distributed a revised Community Service Outline to be used by departments that wish to utilize the program such as Animal Control or Maintenance. Boggs made a motion, seconded by Gill to accept the revised Community Service Outline and give to the Maintenance Department in the Administration Building. The motion carried.

Health Administrator Update:
Kay Lynn Shoemaker provided a written monthly update. Her report showed that expenditures should be at 75% and that the department is below that at 72.35%. She listed meetings attended with plans to declare the 4th Monday of every month Family Dinner Night. This is a time to re-connect and communicate and research has found that children who eat dinner with their families are less likely to smoke, drink or use drugs. She met with Dean Marketti from Morris Hospital and John Watters to discuss plans for Electronic Reporting Information program. Initial perception of cost appears to be $40,000.00 start up and $5,000.00 yearly maintenance. There is a 2014 mandate for this and federal grants should be available. The Health Department has an opening for a part time Mental Health Counselor. Employee of the month for August is Candy Thompson and for September Stacy McCarthy.

Kasper distributed County Administrator packets. There were 29 applicants. Seven resided in Grundy County. Seventeen were within Illinois and five resided out of state. Sixteen of the applicants have a Masters Degree, three have a Bachelors Degree and ten had a high school degree.

At 4:15 P.M. a motion to enter into executive session to discuss the applicants was made by Ann Gill and seconded by Dave Boggs. Upon roll call, the motion carried.

At 4:46 P.M. a motion to return to open session was made by Ann Gill, seconded by Dave Boggs. The motion carried.

Denise Kasper was directed to call the ten potential candidates and set up Oct. 3, Oct. 4, and Oct. 5 for interviews. At that time she is to tell them the salary range which is $70,000.00 to $74,000.00.

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Dave Boggs made a motion, seconded by Ann Gill, to forward to the Finance Committee then to the full County Board the recommendation for a bonus, which would be prorated for part time and two days off for nonunion employees. The motion carried.

Shirts for the Maintenance staff was discussed. Dave Boggs made a motion, seconded by Ann Gill, to recommend to the Finance Committee the purchase of three (3) polo shirts and two (2) sweatshirts with County logo on them and employee's name for each employee in the Maintenance Department. The motion carried.

The committee requested that items for the next agenda include: part time maintenance employee for the Administration Building – a floater person to fill the position vacated. The committee would also like the Transit Director's salary discussed at the next meeting.

Dave Boggs made a motion, seconded by Ann Gill to adjourn. The motion carried.

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