

Personnel Committee

Revised Meeting Minutes

February 10, 2011

The meeting was called to order at 4:00 PM

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

Also Present: Ron Severson, Dan Duffy, Sandy Pommier, Denise Kasper, Kay Lynn Shoemaker, Susan Bates

A motion to approve the minutes from the January 13, 2011 meeting was made by Joyce, seconded by Roth. Motion carried.

Denise Kasper, HR Director, discussed the warden position at the Animal Control Department. Kasper stated that the job was posted as two part time positions at 28 hours per week. 40 applications were received and 9 interviews were conducted resulting in the two positions being filled. The responses to the RFP's for the Animal Control Administrator position will be reviewed by the CBA Committee.

Kasper informed the committee that she received information from the IL Department of Revenue in regards to withholding tax rate changes. The IL income tax rate for individuals has increased from 3% to 5%, effective January 1, 2011.

Kasper also told the committee that current drivers licenses and proof of insurance have been requested from all county employees.

Kasper stated that the new Mental Health Psychiatrist position had been filled and the Health Department will be providing liability insurance.

County Administrator Dan Duffy asked Shoemaker if the position was budgeted for; Shoemaker replied that it was not. Duffy stated with the Governor's address coming next week, it might be wise to hold off on the position until the Health Department knows what the State may cut from their budget .

Kasper submitted vouchers for the payment to employees that chose to collect 25% of accumulated sick time over 100 days; with the remaining time being banked into their IMRF plan. There were 8 employees with vouchers totaling \$4282.00; budgeted amount was \$7000.00. A motion was made by Roth, seconded by Gill to approve the vouchers as presented. Motion carried.

The committee briefly discussed the 2011 employee evaluations and forms.

An out of state travel request was presented for the Environmental Health Director. The county's policy requires authorization of any out of state travel. The request was for a

fully paid (with the exception of salary) radon resistant new construction training opportunity in Washington DC. A motion was made by Gill, seconded by Joyce to approve the travel per the county's policy. Motion carried.

County Administrator Dan Duffy reviewed the draft intergovernmental agreement for Consolidated 911 Emergency Communication Services. Duffy asked for input from the committee as to potential amendments to the draft.

Dyer stated the next agenda item to be discussed was the Board Member salaries. Board Chairman Severson stated that he was in favor of equal per diem pay for all board members and excused himself from the meeting due to the subject matter. The committee began by discussing the salary for the chairman. Several options were suggested including a set salary with no per diem pay, the position being a full-time salaried position and a set salary to include all county meetings with addition compensation for outside meetings. The committee discussed the importance of having an active chairman and the possibility of reducing the board member salaries by 10%. A lengthy discussion was held and a motion was made by Roth, seconded by Gill to table the matter. Motion carried. HR Director Kasper was asked to provide documentation of six years salaries for all board members and chairman to be presented at the next scheduled meeting of the Personnel Committee.

Health Administrator, Kay Lynn Shoemaker, updated the committee on the Health Department. She stated that the grant discussed at the last meeting that may include an alarm system for the front administration doors was denied. Shoemaker told the committee that she is expecting more budget cuts to be made by the State.

The committee briefly discussed the Hay Grade system used to progress employee's salaries.

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