Personnel Committee

Meeting Minutes

April 14, 2011

The meeting was called to order at 4:00 PM

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

Also Present: Ron Severson, Dan Duffy, Sandy Pommier, Denise Kasper, Kay Lynn Shoemaker, John Watters

A motion to approve the minutes from the March 10, 2011 meeting was made by Roth, seconded by Joyce. Motion carried.

HR Director, Denise Kasper discussed the following:
New Hires/Mental Health Therapist, Mental Health Secretary, Sr. Secretary, Circuit Clerk Traffic, States Attorney and Jailer

Terminations/Deputy, Mental Health Secretary and Circuit Clerk Coordinator

Job Postings/Well & Septic Coordinator & Mental Health Secretary
A motion was made by Gill, seconded by Joyce to authorize HR to move forward with an outside county candidate for the Well & Septic Coordinator. Motion carried.

2011 Evaluations/Forms distributed to all Elected Officials and Department Heads; deadline May 31, 2011.

2011 Employee Salary Increase/Begin discussions at the May 23, 2011 Finance Committee meeting. Joyce requested the information providing the cost to the county for various percentage raise options.

Kasper told the committee that she and Insurance Committee members met with Derek Wright to discuss the Health Insurance Plan.

Seasonal/Intern Hires 2011/3 for IT, 3 for Highway Department

IMRF Early Retirement Incentive/The committee discussed the pros and cons to adopting a resolution to enable an employee to purchase 5 years of service in order to retire early. No action was taken.

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Building Maintenance Job Descriptions/A motion was made by Roth, seconded by Joyce to approve the job descriptions for the Working Supervisor of Maintenance/Administration Building and Building Maintenance for the Administration Building. Motion carried.

Dan Duffy requested authorization from the committee to address the CBA Committee for the consideration for a part time maintenance position. A motion was made by Gill, seconded by Roth to make the recommendation to the CBA Committee. Motion carried. A motion was made by Gill, seconded by Roth to authorize the County Administrator to hire a summer intern for the Maintenance Department. Motion carried.

Duffy told the committee that he had talked to a former employee in regards to working on Fridays at the Administration Building reception desk as a light duty position. A motion was made by Roth, seconded by Gill to recommend the request to the CBA and Finance Committees. Dyer abstained, the motion carried.

Health Administrator, Kay Lynn Shoemaker updated the committee on the Health Department. Shoemaker told the committee that the department is in Phase 1 of the IPLAN with a presentation scheduled for May 10, 2011 at 1:00 PM at the First Christian Church in Morris. She also stated that she was involved with the Operation Snowflake program and also with the Road Not Traveled on April 28, 2011, a program on student awareness of the effects of drunk driving.

Duffy told the committee that the 911 Intergovernmental Contract is nearing completion and will be reviewed at the committee level, ultimately ending up with the approval of the County Board.

The committee then discussed the compensation of the board chairman. A motion was made by Roth, seconded by Joyce to again table the matter, along with the board member compensation agenda item and to review the information that has been complied and return to the next meeting prepared to give recommendations and come to a decision. Motion carried.

At 5:25 PM a motion was made by Gill, seconded by Roth to enter into executive session to discuss Personnel matters. Upon roll call, the motion carried.

At 5:40 PM a motion was made by Gill, seconded by Joyce to return to open session. Motion carried.

No action was taken as a result of the executive session.

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

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