Personnel Committee

Meeting Minutes

October 13, 2011

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

Committee Members Present: Millie Dyer, Ann Gill, Dick Joyce/John Roth, Dave Boggs (arrived at 4:28)

Also Present: Board Chairman Ron Severson, County Administrator Shawn Hamilton, Board Secretary Sandy Pommier, HR Director Denise Kasper, Health Administrator Kay Lynn Shoemaker, Director of Senior Programs Chris Donley, States Attorney John Bates, Public Defender JD Flood

A motion to approve the minutes from the September 15, 2011 meeting was made by Joyce, seconded by Gill. Motion carried.

No Public Comment.

Human Resources Director Update:

New Hire/Terminations: None

SLEP Participants: Kasper presented a spreadsheet reflecting the employees that currently participate in SLEP, the resolution passed in 2002 that increased the amount of deputies to eighty and the IMRF Contribution Rates from 2002 to current. The list showed eighty one deputies, but one had retired. The committee held a lengthy discussion in regards to decreasing the amount of deputies. Roth stated that he had requested data showing when the deputized dispatchers (12) and office staff (4) were utilized in place of female correctional officers; no data was provided. Roth suggested cutting the number of deputies by a minimum of 12, preferably 15 or 17. A motion was made by Roth, seconded by Dyer to recommend to the County Board to approve a resolution to set the amount of Sheriff Departies to sixty six.) During discussion States Attorney Bates mentioned that this matter may be part of the union negotiations. Severson added that he had spoken to Attorney Jack/Canna and he said that the resolution could be done when the current contract ends. Roth stated that he would amend his motion to recommend to the County Board the authorization of the Board Chairman to sign a resolution to decrease the amount of Sheriff Deputies to sixty six upon review by the States Attorney's office. (Aroll vote was taken) Three ayes (Roth, Dyer, Boggs) two nays (Gill, Joyce). Motion carried.

County Assistant Administrator Position: Dyer asked the committee if they had reviewed the job description that had been placed in their mail boxes. Gill and Joyce said they did not receive it. Roth stated that Board Secretary's job description had grown over the years and possibly warranted an increase in salary. The committee discussed the salary and duties of the previous board secretary (\$56,000.00); Gill added that the County

Administrator should have input on the Assistant Administrator position, however agreed that the current title could be changed to possibly Administrative Assistant. Boggs made a motion to table the matter, Roth seconded, motion carried.

Fiscal Year Employment Changes: John Bates presented the job description for the Drug Court Coordinator position, explained the need and current circumstances of the position and requested that the amount cut from the FY2012 budget be put back. A notion was made by Boggs, seconded by Gill to recommend to the Finance Committee that \$21,525.00 be added back to the FY2012 budget line item for the Drug Court Coordinator position and that the job description be approved. Motion carried unanimously.

JD Flood told the committee that he had proposed to the Criminal Justice Committee that his secretary's job status and salary be increased, a new position for part time receptionist be created and a line item be added to the budget for a contractual investigator. The committee discussed the funding currently being given as a shared expense with LaSalle and Bureau counties for the use of an investigator. Flood proposed that those funds be used to partially fund his request, due to him never using the investigator provided. Boggs told the committee that he felt that \$10,000 00 in the line item for investigator to be used by all Grundy County Public Defenders and also that it had not been decided whether or not the funding would be cut to LaSalle and Bureau; the County Administrator stated that he had not yet not fied Judge Ryan. Flood was told that an amended job description would be required as well as the Finance Committee approving the funding. A motion was made by Joyce, second of by Gill to table the matter. Motion carried.

Board Secretary Sandy Pommier asked to speak on behalf of her position and the request to change it.

The committee moved ahead on the agenda to Health Administrator Update: Shoemaker distributed the Administrator Report and requested that three part time positions (2 PT Mental Health Secretaries & 1 PT case manager) be replaced by one full time position of Mental Health Case Manager. The committee asked Shoemaker to provide a job description and the monetary breakdown comparing the current salaries to the position requested.

Kasper asked the committee if she should proceed as in the past with the employee recognitions that will be done in December. The committee agreed to keep the process the same

County Administrator Goals: Hamilton requested that each board member document the goals expected of him within his contracted term of one year at which time he would be the basis of his evaluation.

Joyce told the committee that the EMA Committee had discussed the use of the EMA staff to use their personal phones in emergency situations. Boggs made a motion to amend the Personnel Manual as discussed. Motion was seconded by Joyce, motion carried.



