Personnel Committee

Amended Meeting Minutes

April 15, 2010

The meeting was called to order at 4:30 PM

Members Present: Ann Gill, Dick Joyce, John Galloway, Mike Lutz, Greg Redford

Also Present: Frank Halpin, Dan Duffy, Sandy Lucas, Denise Kasper, Susan Bates, Marcy Miller, Lana Phillips, John Callahan

A motion to approve the March 11, 2010 minutes was made by Galloway, seconded by Joyce. Motion carried.

Denise Kasper, HR Director, revisited the revision of Section 2.04 (Sick Leave) in the Personnel Manual. At the last meeting, the committee discussed amending the portion referring to earned accumulated unused paid sick leave and the length of time an employee must be employed in order to be paid for 25%. The current policy states one year. Also discussed was the voluntary donation of sick leave among employees. The committee discussed the recommendation of changing the length of employment in order to be paid for unused sick leave to eight years and to allow the voluntary donation of sick leave. The Section has been amended to address both issues and a motion was made by Galloway, seconded by Lutz to recommend to the County Board the approval of the amended Section 2.04 of the Personnel Manual. Motion carried.

Also discussed from the last meeting were the stipends of some county employees and the consideration to discontinue them and to incorporate the duties and compensation into the regular salaries and job descriptions. The Treasurer agreed that this process would make it easier to do payroll.

The committee further discussed the matter of an error in the calculation of an employee's salary involving a stipend. At the time the matter was being reviewed, it was brought to the committee's attention by the State's Attorney's office that, by State statute, the duties being performed and compensated for via a stipend should be done by the elected official with no additional compensation received. The committee instructed the County Administrator and the HR Director to put together a recommendation on the issues and present it at the next scheduled meeting.

County Clerk Lana Phillips and Treasurer Marcy Miller attended the meeting to discuss their salaries which are to be set 180 days prior to their election. Kasper stated that she is currently conducting a surrounding county salary comparison for same positions with Will County responding with a salary freeze for their elected officials.

Phillips shared with the committee the resolution #08-042, setting the Circuit Clerk's salary and expressed concerns with her and Miller's salaries remaining equivalent to the Circuit Clerk's. Miller updated the committee on the services she provides as County Treasurer, in which she feels are greater than other counties. Duffy stated that a special committee meeting must be scheduled in order to accomplish all pending matters prior to the May board meeting. The committee agreed on April 30, 2010 at 4:30 PM.

Kasper updated the committee on the new hires/terminations/job postings including the interviews for the Animal Control and Building & Zoning officer.

Kasper spoke on behalf of the Health Administrator in regards to an employee's compensation for travel outside of the state on county business. The matter will be further discussed at the next meeting when Ms. Shoemaker can be present.

Coroner John Callahan attended the meeting to request that a contractual employee in his office be put into the vacant part time employee position and delete the contractual position. A discussion was held and a motion was made by Galloway, seconded by Redford to allow the Coroner to move the contractual employee to the part time position, eliminating the contractual position. Motion carried.

Under new business, Kasper suggested that the committee consider eliminating all county contractual positions. The Treasurer was asked to provide a listing of all such positions for the committee's review.

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