

HUMAN RESOURCES COMMITTEE  
McHenry County Administration Building  
667 Ware Road, Woodstock, IL 60098

MINUTES OF MONDAY, FEBRUARY 9, 2009

Chairman Salgado called the committee meeting to order at 8:15 a.m. The following members were present: Sandra Fay Salgado, Chairman; Robert Bless; JS "Scott" Breeden; Sue Draffkorn; Ed Dvorak; Ersel Schuster; and Paula Yensen. Sue Draffkorn arrived at 8:17 am; JS "Scott" Breeden arrived at 8:19 am. Mr. Dvorak was absent. Also in attendance: John Labaj, Deputy County Administrator; Bob Ivetic, Human Resources; and Pat McNulty, Health Department.

Sandra Fay Salgado, Chairman	
JS "Scott" Breeden	Robert Bless
Sue Draffkorn	Ed Dvorak
Ersel Schuster	Paula Yensen

MINUTES OF PREVIOUS MEETING

Committee members reviewed the Human Resources Committee minutes of January 12, 2009. Ms. Schuster made a motion, seconded by Ms. Yensen, to approve the minutes as presented. The motion carried with all members present voting aye on a voice vote.

PUBLIC COMMENT

None

PRESENTATIONS

NEW BUSINESS

*Resolution authorizing rescinding Resolution No. R-200603-054 and a Resolution authorizing workers' compensation claim settlement:* Ms. Schuster made a motion, seconded by Ms. Yensen, to recommend approval of a Resolution authorizing rescinding Resolution No. R-200603-054 and a Resolution authorizing workers' compensation claim settlement. Mr. Labaj reviewed the procedures to approve worker compensation claims noting that all claims go to the Human Resources Committee, to the Management Services Committee and to the Finance and Audit Committee. If all Committee's recommend approval, the Resolution then moves forward to the full County Board for consideration. The two Resolutions presented today for consideration have been approved by both the Management Services and Finance and Audit Committee. He summarized the resolution to rescind a resolution that was previously approved by the County Board. This resolution is a result of a settlement claim that was not approved by the arbitrator. The arbitrator ruled that the settlement amount was too low and recommended a settlement of 5% for the arm injury and 10-15% for the hand injury. The settlement was then re-negotiated and the second resolution addresses the proposed increase in settlement as recommended by the arbitrator. After discussion, a voice vote was called. The motion carried with all members present voting aye. The Resolutions will move forward to the County Board for consideration on February 17, 2009. Mr. Breeden asked if he could have a copy of the outcome of all workers' compensation claims that have been settled over the past few months. Mr. Labaj responded that he would provide the monthly "loss" run which addresses the most recent claim activity.

*Resolution authorizing acceptance of \$75,320 in grant funding from the Illinois Department of Public Health and an emergency appropriation to the Health Department's FY 09 budget:* Ms. Draffkorn made a motion, seconded by Mr. Bless, to recommend approval of a Resolution authorizing acceptance of \$75,320 in grant funding from the Illinois Department of Public Health and an emergency appropriation to the Health Department's FY 09 budget. Mr. McNulty reported that this resolution accepts additional funding for the breast and cervical cancer program and will increase the hours of a part-time RN Case Manager position. After review a voice vote was called. The motion carried with all members present voting aye.

*Resolution authorizing the acceptance of an additional \$28,100 in grant funding from the Illinois Department of Human Services and an emergency appropriation to the Health Department FY 09 budget:* Ms. Yensen made a motion, seconded by Ms. Draffkorn, to recommend approval of a Resolution authorizing the acceptance of an additional \$28,100 in grant funding from the Illinois Department of Human Services and an emergency appropriation to the Health Department FY 09 budget. This additional funding will increase the services for the WIC program. The majority of the funding will provide two new part-time support staff positions to handle the increased work-load. These are grant positions and should the grant funding be eliminated the positions would also be reduced or eliminated accordingly. On a voice vote, the motion carried with all members present voting aye.

*Discussion – Committee's two-year work plan:* Mr. Ivetic joined the Committee to provide goals and objectives that he will be addressing in the Human Resources Department. Many of these goals can also be used in conjunction with the Committee's 2-year work plan. Goals/objectives included implementation of the wellness program; training programs for managerial/supervisory staff; revisions to the Job Application form and implementation of an automated on-line application process; continued reviews and revisions to the job descriptions; and on-going position control.

Mr. Ivetic provided an update to union negotiations. He reported a tentative 4-year agreement with Local 150 and the Facilities staff has been reached, but is not yet ratified. He stated he felt the agreement was fair and equitable. Mr. Breeden suggested the development of a unified code that would tie salaries to the ICP and address concerns both in good and bad times. He

stated the next 5 to 10 years will be difficult for everyone and this must be taken into consideration. Mr. Ivetic stated at this point he is unable to release additional information on the negotiations, but felt the members will be pleased with the outcome. He stated the economic outlook is always taken into consideration during negotiations. He noted that guidelines are set by County Administration prior to beginning labor negotiations. Once an agreement is ratified it will be presented to both the HR Committee and Finance and Audit Committee. If approved by both, it moves forward to the full County Board for consideration. Ms. Yensen asked if guidelines were in place as to "how far negotiations" can go. Mr. Ivetic stated such guidelines are in place and well thought out prior to going into labor negotiations. Current labor negotiations for the Division for Transportation, the Coroner, and the Sheriff's Unit 3 (Civilian employees) are continuing. Unit 3 includes a "hodgepodge" of employees and each area has their own concerns which become a challenge during negotiations, but work is progressing.

Mr. Ivetic distributed a summary sheet regarding Majority Interest Petition / Card Check. The Majority Interest Petition is a form filed by a union seeking certification as the exclusive bargaining representatives for a unit of employees. This is not done through an election. Card check is another name for this procedure. At times, management is unaware of a petition and has no opportunity to rebuke the outcome. The drawback to this process is there is no "secret ballot" and employees could sign the petition without being fully aware or fully understanding the petition. Mr. Ivetic stated this summary is for information and if members have additional questions they can contact him.

Mr. Ivetic provided an overview to the job evaluation/classification system which was developed approximately 1.5 years ago. Phase 1 and 2 of the system have been implemented. Phase 3 has not been addressed. This phase would look at long-term individuals and has been put on-hold. He stated that the County does have a salary administration policy which addresses range adjustments and salary caps. Noting that a position may only be worth "so much." This past year there were a few employees that were at the cap for their positions, but with ranges being adjusted annually this should not be the case. Those employees who were at the maximum were offered a cash award if they met requirements of their position and the department head authorized such an award. Mr. Ivetic reported on a future organizational change that is being considered for the Treasurer's department and the Human Resources Department. This re-organization would have payroll fall under the County Administration Department should the Treasurer's office relocate. The change would be cost neutral with the Associate County Administration – Finance, the Financial Analyst and Administrative Analyst taking over payroll duties.

Mr. Breeden raised his concerns with the tentative 4-year negotiated contract and the decline in revenues. He noted that 70% of expenses are personnel related and felt new guidelines should be in place that address these issues. Mr. Ivetic stated that these issues are stressed during negotiations and all parties are aware of the economic situations and these are addressed with practical / conservative guidelines. Mr. Breeden stated that as a representative of the tax payers, he would like the County to be in front of the ball in making business decisions. Mr. Ivetic responded that Mr. Breeden's concerns were valid and accurate and every effort is being made to work in a collaborative relationship with labor organizations to reach an equitable agreement. Ms. Yensen agreed with Mr. Breeden's statement but pointed out services can increase with the loss of jobs and health insurance and people needing more public assistance.

Chairman Salgado asked members to think about issues they would like to look at over the next two years for continued discussion at the next meeting. Mr. Labaj reported that County Administration will be providing a first quarter review during the next County Board meeting which will help set the tone for the budget process. Ms. Schuster commented that the tax cycle and how assessments roll-out this year will provide implications for tax revenue over the next several years.

Ms. Draffkorn questioned if anyone had responded to a recent letter received regarding Valley-Hi staff and snow days. Mr. Ivetic stated he read the letter which appeared to be relevant to issues from a year ago as the government facilities have not been closed for any reason these past few months. He stated he is working closely with the Valley-Hi Administrator to address concerns and develop a "game plan" for staffing issues during closings. He stated since the letter in question was sent anonymously there was no way to respond. All letters received are properly responded to and researched if possible, with an appropriate response sent to the sender when available.

OLD BUSINESS: None

#### REPORTS

*Human Resources Director's Report:* As noted above.

EXECUTIVE SESSION: None

#### ADJOURNMENT

Ms. Yensen made a motion, seconded by Ms. Schuster to adjourn at 9:20 a.m. The motion carried with all members present voting aye.

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**RECOMMENDED FOR BOARD/COMMITTEE ACTION:**

Resolution authorizing rescinding Resolution No. R-200603-054

Resolution authorizing workers' compensation claim settlement

Resolution authorizing acceptance of \$75,320 in grant funding from the Illinois Department of Public Health and an emergency appropriation to the Health Department's FY 09 budget

Resolution authorizing the acceptance of an additional \$28,100 in grant funding from the Illinois Department of Human Services and an emergency appropriation to the Health Department FY 09 budget

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