

Personnel and Salary Committee
Tentative Minutes
August 8, 2023

1. Call Meeting to Order: Chairwoman Heuer called the meeting to order at 9:09 a.m. Present: Corbitt, Huber, Kenney, Larson, Reeverts, Simms and Heuer. Others present: Finfrock, Director of Court Services Cindy Bergstrom, County Clerk and Recorder Laura Cook, HR Director Amanda Jacinto, County Engineer Jeremy Ciesiel, Treasurer Tiffany O'Brien, Arlene Sangmeister and Lloyd Droege. Absent: None.
2. Approval of Minutes – July 11, 2023 - Motion by Corbitt to approve the minutes as presented, 2nd by Reeverts. Motion carried.
3. Public Comment: County Clerk and Recorder Laura Cook informed the committee she has a vacancy in her office that will need to be filled. Heuer stated she has it to discuss further down the agenda.
4. New Business:
 - a. HR Director: HR Director Amanda Jacinto gave a brief update on the happenings for the month. There was a department head meeting on August 1st where the FLSA audit was completed and are possibly two employees who will need to have their classification changed, which is good for the size of our county. They have started to implement the paying of the non-exempt employees of the old Courthouse by hours worked instead of the lump sum each payday. They will receive their first hourly paycheck on the 15th of August. The scheduled pay dates and pay periods will remain the same. The phases will be small to have a more controlled environment. Jacinto stated there have been a few injuries and people utilizing FMLA. Discussion continued that the Department Head meeting went well and Jacinto did a great job. Heuer thanked the committee members for their assistance.
 - b. Hiring and Payroll Adjustments: Heuer updated the committee on the new hires and salary changes from various county departments.
 1. Treasurer: Treasurer Tiffany O'Brien distributed the job description for the Deputy Collector who left last month. O'Brien needs someone who has experience with accounting and excel due to the complexity of the job requirements. The salary was at \$30,000 which is very low for someone who has a degree in accounting. O'Brien stated the starting salary may need more discussion. Kenney stated she can continue running her budget and revisit the situation before the end of the fiscal year. O'Brien stated the previous Finance Chairman cut the Treasurer's budget by about \$2,000 last year without notification. She also stated she did not have a part-time person for about three months. Her current part-time person will be taking on extra hours until the new person is hired. Larson stated there should be plenty to cover in contingencies. Motion by Kenney to approve, 2nd by Huber to send to Finance. Motion carried.
 2. County Clerk & Recorder: County Clerk and Recorder Laura Cook stated last week she received a letter of resignation from the Deputy Clerk who handles payroll processing for the General Fund and processes Tax Extension for the county. This position is responsible for talking to the

taxing districts about their budgets and levies, as well. It is important to have the proper documentation to ensure the tax extension process is completed in a timely matter. Cook stated she will be using our HR Director for assistance for this replacement. Cook is in the same predicament with salary as the starting salary is low but needs to be conscientious about other staff member's salaries. Cook is also looking to hire at about \$30,000 to \$31,000 depending on experience. Motion by Larson to hire a replacement, 2nd by Corbitt. Motion carried.

3. Highway: Heuer stated this will be discussed later during Closed Session.
 4. Administrative Assistant: HR Director Amanda Jacinto is proposing a new position to assist the County Board Chairman and prepare committee agendas, minutes and postings as needed. This position will assist the HR Department with safety reporting and other compliance needs. Jacinto stated this would be a full-time position at a 35-hour work week with about 15 hours dedicated to HR projects. Jacinto reviewed reporting and compliance standards that need to be tracked in house. There are some safety gap programs that need to be implemented such as accident investigations, OSHA logs, evacuation plans and such so that the county is compliant. Heuer stated there is no written compliance data in house it comes from the reports we receive from the Insurance Company. Larson would like to see the tracking of the savings with having an Administrative Assistant. Motion by Larson to recommend the hiring of an Administrative Assistant and forward to the Finance Committee, 2nd by Kenney. Heuer stated this position was authorized back in 2021. Motion carried.
 - c. Duties of the Committee: Heuer stated there is the need to update the Duties of the Committee for the County Yearbook. We will need to add the HR Director and Administrative Assistant. Please send suggestions to Heuer via email to be submitted for approval next month.
 - d. Paid Leave for All Workers Act: Jacinto explained the Paid Leave for All Workers Act is a new law in Illinois that requires employers to provide paid leave to most workers for any reason. Under the Act, eligible employees generally will be entitled to earn and use up to 40 hours of paid leave during a 12-month period, and will accrue paid leave at the rate of one (1) hour for every 40 hours worked, and unused time will carry over. The Act will be effective on January 1, 2024. Jacinto explained the differences and they will start to look at the fine print for their options. There was discussion to have verbiage added to the collective bargaining units. Jacinto stated she will be working with the Labor Attorney on the verbiage. The concern for the collective bargaining units is due to the part-time and seasonal employees, this does not pertain to the full-time employees
5. Old Business:
- a. HRIS: Heuer stated we reviewed that with the ADP update.
 - b. Performance Review Merit Scale: Jacinto stated she is reviewing information received from Court Services Director Cindy Bergstrom. Jacinto is reviewing best practices to take this into the future.
6. Closed Session: At 9:41 a.m., motion by Kenney to go into Closed Session to discuss employee matters per 5 ILCS 120/2 (c) (1), 2nd by Corbitt. Roll Call: Corbitt, Huber, Kenney, Larson, Reeverts, Simms and Heuer.

7. Open Session: At 9:56 a.m., the committee returned to Open Session.
 - a. Motion by Larson to promote the Assistant Mechanic to Head Mechanic, 2nd by Kenney. Motion carried.
 - b. Motion by Larson to advertise for a truck driver, 2nd by Kenney. Motion carried.
 - c. Motion by Larson to send the recommendation to Finance Committee to hire an Administrative Assistant, 2nd by Corbitt. Motion carried.
8. Adjournment: With no further business, Chairwoman Heuer adjourned. Time: 10:08 a.m.

Respectfully submitted,
Laura J. Cook
Ogle County Clerk and Recorder