

**Personnel and Salary Committee**  
**Tentative Minutes**  
**June 13, 2023**

1. Call Meeting to Order: Chairwoman Heuer called the meeting to order at 9:00 a.m. Present: Corbitt, Huber, Larson, Simms and Heuer. Others present: Finfrock, Director of Court Services Cindy Bergstrom, County Clerk and Recorder Laura Cook, Circuit Clerk Kim Stahl, HR Director Amanda Jacinto and Arlene Sangmeister. Absent: Kenney and Reeverts.
2. Approval of Minutes – May 9, 2023 - Motion by Simms to approve the minutes as presented, 2<sup>nd</sup> by Corbitt. Motion carried.
3. Public Comment: None
4. New Business:
  - HR Director: None.
  - Hiring and Payroll Adjustments:
    - i. Probation: Director of Court Services Cindy Bergstrom asked to fill a position since an officer has resigned. The money is in the current budget and the incoming salary would depend upon the candidate’s experience. Motion by Larson to approve the request and move this to Finance, 2<sup>nd</sup> by Corbitt. Motion carried.
    - ii. Heuer updated the committee on communications received regarding new hires and seasonal workers from various county departments.
5. Old Business:
  - Human Resource Information System (HRIS): HR Director Amanda Jacinto stated the core group working with ADP are Treasurer Tiffany O’Brien, Chief Deputy Treasurer Laura McKean, Larson and herself. They are currently working on two modules, Workforce Management and Time Management. They are working on the pay rates and other data needed for ADP. Jacinto stated they have about 3 to 5 hours of meetings with ADP on top of gathering and entering the data needed. They will be in contact with department heads as information is needed. Jacinto stated ADP will help with the training for department heads. Jacinto stated she is not sure when that will happen at this time. Jacinto stated communication will be key for this project. Heuer asked about the pay change dates. Jacinto stated the big question is who can decide that and how much influence do the union contracts have in that piece. Jacinto stated while researching the union contracts there is one where it mentions work week and pay schedule, so this is a negotiation matter.
6. Closed Session: None.
7. Adjournment: With no further business, Chairman Heuer adjourned. Time: 9:34 a.m.

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