

**Personnel and Salary Committee
Tentative Minutes
November 15, 2023**

1. Call Meeting to Order: Chairperson Heuer called the meeting to order at 9:01 a.m. Present: Corbitt, Huber, Jacinto, Kenney, Larson, Reeverts, Simms and Heuer. Others present: Finfrock, Director of Court Services Cindy Bergstrom, County Engineer Jeremy Ciesiel, Public Defender Kathleen Isley, Arlene Sangmeister. Absent: None.
2. Approval of Minutes – October 10, 2023 - Motion by Kenney to approve the minutes as presented, 2nd by Reeverts. Motion carried.
3. Public Comment: Larson states Senate bill 1769 is possibly going to postpone the Paid Leave for all Workers Act until July 1st, 2024. Heuer acknowledges the comment and mentions there is a legislation on wind and solar still hanging too. Bruce mentions they cannot get the administrative rules written by the stated time, then the county just postpones the effective date. Heuer Thanks HR Director Amanda Jacinto for sending out the NEOGOV link for members to complete their training courses required online. Reminder was given to print out certificate and turn them into Human Resources. Jacinto mentions there is also AED and CPR training occurring this week by the Ogle County Health Department, at this time 17 employees have signed up.
4. New Business:
 - a. HR Director: HR Director Amanda Jacinto stated open enrollment for benefits will take place November 21st through December 8th 2023. Jacinto is hoping to have communications out early next week for employees to be able to preview the information. There will also be a meeting held for employees to have the option to attend and have any questions answered. A recording will also be provided for employees to be able to watch on their own if they choose. The Health Department will be conducting the wellness screening at the Health Department. There currently are four days with timeslots set for employees to sign up if they choose via a link that will be emailed to them. Nationwide will be here November 27th, 2023 to answer any questions one may have on 457 Deferred Compensation plans. Benefits RFP are supposed to be submitted by the 22nd and Jacinto states she is expecting three or four. Anti-Harassment Training has been sent out and completion is due December 15th, 2023.
 - b. Public Defender:
 1. Public Defender: Kathleen Isley addressed the committee about an upcoming need to fill full time attorney Dennis Riley’s position as his last day will be end of December 2023. The position Isley is requesting and asking permission to be filled is an existing position. Isley states there are two individuals who have expressed interest. The job has not been posted at this time. Isley states she hopes to use some money received from the state to help with the salary cost when filling the position. Heuer asked Public Defender Isley if she plans to hire in at the same level. Isley states the two individuals who have expressed interest have significant experience. One has 33 years of experiences and the second individual has 13 years of experience as a public defender and may have additional experience also. Isley expresses why as a small office they need to fill the position with an individual who has experience versus hiring a new graduate. Isley states their office is able to get by with three full time attorneys due to each attorney knowing how to do all types of cases. Heuer explains the process of moving forward in order to hire a new employee to fill the existing position. Isley states she would like to have someone

starting January 2024. Kenney asked Isley will there be a need to overlap the two individuals and what the compensation level is? Isley does not believe any overlap is needed. Isley states currently the position is at \$65,000 dollars but that no one will accept the position for the amount of \$65,000. Isley states they need to at least offer \$80,000 due to the experience level they are looking to hire in and this is where the money from the state can come in to help pay the difference in the salary. Kenney asks how long the money from the state will be available. Isley states the currently money needs to be spent by June 30th, 2024 and it has been proposed in the state's budget for next year that they will be receiving the money again. Corbitt asks if the \$65,000 is based on Dennis's IMRF restricts. Isley explains that is not the case and goes on to explain the benefits of having their own full time public defender versus having to use outside appointed attorneys. A question was asked if the two individuals who have shown interest have worked in similar size counties. Isley states one of the individual does have some small county experience while the second individuals experience is in a suburb county. Motion by Corbitt to move Public Defender's new hire request forward to the Finance Committee, 2nd by Huber. Motion Carried.

- c. Hiring and payroll adjustments: Heuer updated the committee on communications received regarding new hires, promotions, and salary changes from the following County departments; Sheriff's office, Treasurer, State's Attorney, and Animal Control Department.
- d. Paid leave for all: Presented by Human Resources Director, Jacinto. She will be attending a conference later today to learn more on the subject. Jacinto discussed current known information and is looking into the unknown. Jacinto will continue providing updates as they come forth. A handout was provided to all (see attachment PLAW LEAVE ACCRUAL). How will FMLA work with this change was asked and that will be address as the time moves forward. Cindy Bergstrom made a suggestion to implement a plan January 1st even if the Paid Leave for all Act is pushed back six months in order to make a smoother transition in the future for Ogle County.

5. Old Business:

- a. Regarding the Animal Control Department our Human Resources Director was able to access a survey that was conducted of different counties asking varies questions that provided answers about each of their own Animal Control departments. Jacinto states the survey has provided data that has allowed her to compare where Ogle County stands in comparison to a few similar counties. Jacinto will present the collected information to Dr. Champley in order to discuss suggestions moving forward. Jacinto states the desired outcome is to have a straight forward on call process, know the cost, and have a clear understanding of expectations for the employees. Another outcome of the data is to help the County Board understand what Animal Control is responsible for and to decide if any current practices need to be updated. Discussion amongst the committee occurred describing the current on call procedure.
- b. HRIS: Multiple communications and meetings are occurring. The goal is to have everyone as hourly pay in the month of December, job codes have been validated/updated, data validation is taking place and all is successful thus far. Currently working on building benefits and IMRF deductions in ADP this is a manual process that is occurring. HR and Treasurer have provided timecards and ADP will conduct a practice run in order to compare information making sure

payroll runs match in ADP and New World. Jacinto states there is an update on Paying in arrears transition plan (see attachment).

6. Closed Session: None

7. Adjournment: With no further business, Chairperson Heuer adjourned. Time: 09:52 a.m.

Respectfully submitted,
Cortney Hamrick

PLAW Leave Accrual

Effective 1/1/2024

Updates as of 11/13/2023

PLAW Leave Accrual Basics

- Minimum of 40 hours of paid leave per year to be used for ANY PURPOSE
- Applies to nearly all workers (very limited exceptions)
- Accrues at a rate of one hour of paid leave for every 40 hours worked. All exempt employees would be considered working 40 hours. **What is the definition of hours worked?**
- Frontloading permitted and can eliminate obligation to carry over unused leave
- Must permit leave to be used in 2 hour increments (or smaller)
- Legal posting requirements do apply

PLAW Leave Accrual Options

- Pay Upfront = Use it Or Lose It
- IF full 40 hours of paid leave provided on 1st day of employment (or first day of 12 month period), THEN employer can require it be used by end of 1st year (12 month period) of employment.
- Accrue Over Time = Roll Over
- IF leave accrues over time, THEN employee can carry over unused leave into next 12-month period. **Is it still capped at 40 hours?**
- Accrual begins 1st day of employment of effective date of Act, whichever is later.

Accrual Method Estimations

1 Hour earned for every 40 hours worked.

35 Hours = 1820 Annual Hours

- 95 Hours of Holiday Time
- 21 Hours of Personal Time
- 70 Hours of Vacation Time
- 35 Hours of Sick Time
- 1599 Worked Hours
- 39.975 Hours of PT4A Earned

40 Hours = 2080 Annual Hours

- 112 Hours of Holiday Time
- 24 Hours of Personal Time
- 80 Hours of Vacation Time
- 40 Hours of Sick Time
- 1824 Worked Hours
- 45.6 Hour of PT4A Earned

For this example I used two weeks of vacation this is 3-7 years of service with Ogle County.

PLAW Structure

IF we combine the leave with another bank of time like ~~Personal Days, Vacation or Sick Time~~ then we must compensate employees upon termination for unused leave accrued under the act.

Current Structure

Unused Vacation is paid out at termination; it does not roll over to the next year. (1 year 5 days/3 years 10 days/ 8 years 15 days/ 12 years 20 days/plus a day ever year to a max of 25 days at 20 years of service)

Unused Personal time is not paid out and does not roll over. (3 days annually)

Sick time is not paid out but can be rolled over up to a max of max of 240 hours. (1 day per month)

Unknowns/Currently Researching

*Is IRMF concerned with the name of our sick leave. Could the first 40 hours of sick leave be called Paid Time Off For All?

*Does it need to be limited to 40?

*How would this effect converting sick time to service time?