

Personnel and Salary Committee
Tentative Minutes
October 10th, 2023

1. Call Meeting to Order: Chairwoman Heuer called the meeting to order at 9:00 a.m. Present: Corbitt, Huber, Jacinto, Kenney, Larson, Reeverts and Heuer. Others present: Finfrock, Director of Court Services Cindy Bergstrom, Circuit Clerk Kim Stahl, Arlene Sangmeister Absent: Simms
2. Approval of Minutes – September 12th, 2023 - Motion by Corbitt to approve the minutes as presented, 2nd by Reeverts. Motion carried.
3. Public Comment: None.
4. New Business:
 - a. HR Director: HR Director Amanda Jacinto stated everything she has is on the agenda.
 - b. Hiring and Payroll Adjustments: Heuer updated the committee on the new hires and salary changes from various county departments.
 1. Focus House: Two part-time hires have been made. A full time Residential Counselor has been hired. Teacher shortage has made it difficult to fill their teaching positions
 2. County Highway: Truck Driving position has been filled. The Engineering Technician role remains open
 3. Ogle County Judges: A part time bailiff has been hired.
 4. Ogle County Sheriff: Anniversary letter for two employees and associated compensation bumps processed according to the union contracts.
 - c. Duties of the Committee: Heuer stated she sent out the description to the committee again. Motion by Larson to approve the Duties of Committee, 2nd by Corbitt. Discussion: Heuer shared that she cleared the title change of the committee name to Personal Policy and County Compensation Committee from Chairman Finfrock. It was approved. The proposed name encompasses a strategic approach to employee's compensation include pay, vacation and benefits. Kenney confirmed line by line the updates compared to the previous version. Motion carried.
 - d. Paid Leave for All Workers Act: We continue to review our time off programs and collect information on the Paid Leave for All Workers Act. We are waiting on white papers/further guidance from IL to address unanswered questions. We have been advised to continue our research and draft options. The Act takes effective 1/1/2024; employees are unable to use this Paid Leave for 90 days. Time can be given in a lump sum or accrued; each structure has its requirements. Either structure can be managed in ADP. As more information becomes available Jacinto will keep the committee informed.
5. Old Business:
 - a. HRIS: Jacinto reported that the Masterfile documents for active employees have been submitted. ADP is reviewing and building the system based off this data. We are now in the dual maintenance stage where every employee change must be tracked for updating the Masterfile after the upload date. The current timeline is to run our first payroll in ADP for the first payroll of 2024. The next phase includes training our core team and testing of the system to correct errors. Total implementation of ADP includes several modules that vary in resources needed to set up and utilize them; the goal is to have them in place for June of 2024. Current priority remains on accuracy of our data and set up. Discussion regarding accrual

system builds and how soon this resource will be available; this will come after first payroll of 2024. Heuer requested feedback from the Department Heads that were present on their experience thus far.

- i. Stahl shared she is anxious for it to be in place.
 - ii. Bergstrom appreciated the communication and approach taken by the team.
 - iii. Discussion took place regarding the process of transitioning nonexempt employees to an hourly pay rate, being paid in arrears. Department Head communications and individual communications letters will be used to communicate the process and associated timelines. Jacinto has visited with several department in place to review the process and answer any questions.
- b. Performance Review Merit Scale and Impact: The department heads are free to use the performance review form but understand there is no merit attached for 2023. This Performance Review process will be built into ADP for future use.
- c. Animal Control Department Review: Jacinto reports spending time with the department; and appreciation of their time and willingness to share information and suggestions. We are documenting reoccurring tasks and the time taken to do them; with a focus on continuous improvement. One of the goals is to eliminate any disconnect between expectations and requirements of the department.

6. Adjournment: With no further business, Chairwoman Heuer adjourned. Time: 10:45 a.m.

Respectfully submitted,
Amanda Jacinto
Human Resources Director