

**Personnel and Salary Committee  
Tentative Minutes  
September 12, 2023**

1. Call Meeting to Order: Chairwoman Heuer called the meeting to order at 9:05 a.m. Present: Corbitt, Huber, Jacinto, Kenney, Larson, Reeverts, Simms and Heuer. Others present: Finfrock, Director of Court Services Cindy Bergstrom, State's Attorney Mike Rock, County Engineer Jeremy Ciesiel, Circuit Clerk Kim Stahl, County Clerk and Recorder Laura Cook, Arlene Sangmeister and Lloyd Droege. Absent: None.
2. Approval of Minutes – August 8, 2023 - Motion by Corbitt to approve the minutes as presented, 2<sup>nd</sup> by Kenney. 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:
    1. State's Attorney: State's Attorney Mike Rock addressed the committee about the potential hiring of the 4<sup>th</sup> Assistant State's Attorney position that has been open since 2022. Rock stated the committee allotted \$50,000 for the 4<sup>th</sup> ASA but this is not a competitive salary to start. An attorney fresh out of law school can start in DuPage County for \$80,000, this is with no experience. The potential candidate is an experienced prosecutor, so Rock has asked for an additional \$30,000 if this person accepts the position. Rock explained the process of having prosecutors in the courtroom during trials and the murder trials that are coming up. Larson asked if the other employees would be comfortable with the experience this person brings in and the salary they will be offered. Rock said the ASA at the lowest range will need to be bumped up a little. Rock had anticipated finding a new attorney and have them start at \$50,000 but that has not happened. The 1<sup>st</sup> and 2<sup>nd</sup> year attorney is not out in the workforce. They have split their caseload between the three ASA's since March of 2022. Rock stated he has spoken to Finance Chairman Billeter about this request. Motion by Larson to give the State's Attorney the flexibility in the salary schedule and forward to the Finance Committee with the information, 2<sup>nd</sup> by Simms. Motion carried.
    2. County Highway: Heuer asked County Engineer Jeremy Ciesiel for an update on the truck driver position. Ciesiel stated they received 20 applicants and he has scheduled 6 to be interviewed.
    3. Administrative Assistant: HR Director Amanda Jacinto stated along with this position there are positions in the Treasurer and County Clerk's Office that have similar core skill sets. The applicants have been screened and the open positions will take priority over the Administrative Assistant position. They are working on interviews.
  - c. 2024 Holiday Schedule: Motion by Larson to approve the 2024 Holiday Schedule as presented, 2<sup>nd</sup> by Reeverts. Motion carried.
  - d. Duties of the Committee: Heuer stated she sent out a description that she and Jacinto worked on. Larson sent suggestions early this morning. There was discussion on what the name of the committee should be changed to and the committee structure for the future. Larson thought the objective was to phase out this committee. Heuer stated the committee has to make the call. There was discussion about who is the mediator for the non-union personnel. Heuer stated there is a procedure to follow which can be found in the Personnel Policy Handbook. Heuer stated we are on a time-line to get this

in the County Yearbook. Motion by Corbitt to approve the verbiage prepared by Heuer and Jacinto, 2<sup>nd</sup> by Huber. There was more discussion held on the verbiage. Heuer asked Jacinto if she is comfortable with the verbiage. Jacinto stated she needs clarification. County Clerk & Recorder Laura Cook stated if the committee cannot agree today, she will hold off until next month. The committee must make a decision at the October Committee meeting to be published in the County Yearbook. Huber and Corbitt both withdraw their motions. Heuer commented that committee members must send her what they would like ASAP.

- e. Paid Leave for All Workers Act: Jacinto distributed information she received at a training session she attended at the Sauk Valley Community College. She stated there are still a lot of unanswered questions so the information there is no official guidance. We are only cautioned to research and explore at this time. Jacinto reviewed the information with the committee. As more information becomes available she will keep the committee informed.
5. Old Business:
- a. HRIS: Heuer stated we reviewed that with the ADP update.
  - b. Performance Review Merit Scale and Impact: Heuer stated there will not be a merit scale for FY24. Heuer has talked to Finance Chairman Billeter and there is not enough of a timeline for him to develop funds for merit pay. The department heads are free to use the performance review form but understand there is no merit attached.
  - c. Animal Control Department Review: Jacinto stated she has been working with the department staff and they are looking into efficient opportunities. There will be more information at a later date. Heuer asked if there is a final date of the retirement of the Animal Control Warden. Jacinto stated she has been in discussion with him and is working on an onboarding plan for the replacement. Jacinto clarifies she is not making any decisions, she is facilitating, sharing data and asking questions.
  - d. Heuer updated the committee on the new hires and salary changes from various county departments.
6. Closed Session: At 10:07 a.m., motion by Kenney to go into Closed Session to discuss employee matters per 5 ILCS 120/2 (c) (1), 2<sup>nd</sup> by Huber. Roll Call: Corbitt, Huber, Jacinto, 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 accept the recommendation from the HR Director and County Engineer to change the job description of the Office Manager and commensurate compensation, 2<sup>nd</sup> by Kenney Motion carried.
  - b. Motion by Larson to allow the County Engineer to advertise for an Engineering Technician, 2<sup>nd</sup> by Huber. Motion carried.
  - c. Motion by Huber to approve the closed session minutes of November 7, 2022, January 10, 2023, March 14, 2023 and May 9, 2023 (content only – subject to State’s Attorney Review of closed minutes), 2<sup>nd</sup> by Simms. The February 14, 2023 minutes were not presented. Motion carried.
  - d. Motion by Larson to accept the resignation and replacement in the Probation Department, 2<sup>nd</sup> by Kenney. Motion carried.
8. Adjournment: With no further business, Chairwoman Heuer adjourned. Time: 10:37 a.m.

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

Personnel and Salary Committee  
September 12, 2023

COPY

FILED  
AUG 10 2023

*Kimberly A. Stahl*  
CLERK OF THE CIRCUIT COURT  
OGLE COUNTY

STATE OF ILLINOIS  
IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT  
COUNTIES OF CARROLL, JO DAVIESS, LEE, OGLE and STEPHENSON

SUBJECT: Legal Holidays--2024--AMENDED

# 23-9

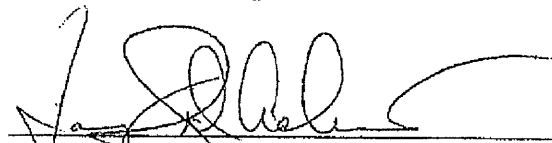
IT IS HEREBY ORDERED THAT:

- (1) The Circuit Court of the Fifteenth Judicial Circuit (Counties of Carroll, Jo Daviess, Lee, Ogle and Stephenson) shall adjourn, and the Offices of the Circuit Clerk of the Fifteenth Judicial Circuit and the Probation Departments of said counties shall be closed on the following legal holidays for the year **2024**:

January 1	New Year's Day	Monday
January 15	Martin Luther King, Jr. Day	Monday
February 12	Lincoln's Birthday	Monday
February 19	Washington's Birthday (Observed)	Monday
March 29	Spring Holiday	Friday
May 27	Memorial Day	Monday
June 19	Juneteenth Independence Day	Wednesday
July 4	Independence Day	Thursday
September 2	Labor Day	Monday
October 14	Columbus Day (Observed)	Monday
November 5	General Election Day	Tuesday
November 11	Veterans' Day	Monday
November 28	Thanksgiving Day	Thursday
November 29	Day Following Thanksgiving Day	Friday
December 25	Christmas Day	Wednesday

- (2) All matters returnable on said legal holidays be continued to the next business day of this Court.
- (3) The time for filing all motions and pleadings is extended to the next business day of this Court.

Dated this 10<sup>th</sup> day of August 2023. This Order shall be spread upon the records of this Court and published.

  
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Jacquelyn D. Ackert, Chief Judge  
Fifteenth Judicial Circuit