

**Personnel and Salary Committee
Tentative Minutes
February 13, 2024**

1. Call Meeting to Order: Chairperson Heuer called the meeting to order at 9:03 a.m. Present: Corbitt, Huber, Jacinto, Kenney, Larson, Simms and Heuer. Absent: Reeverts. Others present: County Assessor, Tricia Black, Director of Court Services Cindy Bergstrom, Arlene Sangmeister and Lloyd Droege.
2. Approval of Minutes – January 11, 2024 - Motion by Kenney to approve the minutes as presented, 2nd by Corbitt. Motion carried.
3. Public Comment: None.
4. New Business:
 - a. HR Director/Applicant Tracking System: HR Director Amanda Jacinto explained the current process of posting job opportunities is a little dated and this system will help us to streamline the process. Currently HR or the Department Head contacts GIS they post the job link on our website. From there the process is a little dated in that applicant need to be able to be able to print a copy fill it out by hand and then scan and send it back in or drop off in person or mail the application back. This is a little dated and not as technologically efficient as it can be. Jacinto shared with the AAIM Track system allows for electronically submitted applications after an online completion of an application. This system allows us to keep job descriptions and listings at our fingertips should we have to refill those positions and allows us to post a saved listing within seconds of a department heads approval to do so. The system also allows us to sort applicants based on specific constraints. There may be positions that can only be applied for if you have a driver's license but it will sort out applicants based on limitations specified by the department head. Accepting applications this way will also allow us to keep better records for compliance related reporting the county needs to do stated Jacinto. We still have those applications they just wouldn't be sent to the department head as a viable candidate. Included in the yearly fee is the automatic job posting to over 22 job boards to increase our exposure. Jacinto shared this will be well worth the costs since we are averaging \$250-\$350 each job posting on Indeed right now. It allows us easier way to evaluate and sort candidates and review previous applicants if another position opens after they have applied. Jacinto stated there is also a feature to allow department heads to enter notes on specific candidates if there was a positive or negative experience through the hiring process. This would be useful if someone applies with in the Circuit Clerk's office and then turns around and applies for a position in the County Clerk's office later. Specific notes can be added. Jacinto commented places where this system will really save is in places that have high turn around we easily can post a template that we have created.

Heuer asked what the cost would be and Jacinto stated she has a range from \$2,600 to \$3,870. Jacinto explained the cost is dependent of number of employees. The Sheriff has been contacted and a brief description was given to him and he said he would be willing to talk about it, commented Jacinto. Jacinto stated she would like to see us do the 1-100 employees package which would cover everyone but the Sheriff's office and then once those conversations have been had if he does decide to go forward with AAIM Track we can pick up the additional employees. Larson commented that even paying the \$3,870, AAIM Track is roughly \$5,000 less than if we added these features onto ADP.

Jacinto stated you can go all the way from posting the job to sending a standard job offer so we can have the job offers signed. And then once we have that done, all we do is take about eight key pieces of information, type it into ADP and send them an onboarding email, and they can do all their onboarding in ADP before they start.

Heuer commented that this expense is within the HR budget this year and asked any of the department heads in the meeting to please speak up and ask questions if they had any. Heuer shared in the past when looking into a hiring system one of their caveats was that we could catch people who tried to jump between departments without any notification to the departments, what they had done in the interview process before with this one, the notes will follow the candidate. So you'll know and it doesn't take anything away from our department heads it just gives us a central clearinghouse and is much more efficient and allows for tracking for reporting purposes.

Corbitt asked who is privy to the information and Jacinto stated the department head or department head designee. Jacinto stated some places it may just be the department head and other places they may want supervisors to be able to review applicants as well. For instance, if Highway was hiring they would decide who gets to preview applicants.

5. Old Business:

- a. Human Resource Information System status – Due to last month's setbacks we are now operating on a different timeline but progressing forward. The delay has allowed for us to move forward with the timekeeping piece and have that in place before we go live with payroll. We are currently working on completing the training for the timekeeping system within the next few weeks which will allow for our employees to start timekeeping at their individual work station in the beginning of March. We will need to print those timecards out for payroll to be entered into New World a few times but are hoping to go live with payroll April 15th in conjunction with the timekeeping program.

Jacinto also commented on the use of ADP now in notifying individuals and getting people into the system. There has been a positive response from individuals who have registered and signed into ADP already as we are working our way through departments to integrate all of our employees. Jacinto stated that she is working with FOCUS House to get that department finalized and is hoping to have them done by the end of the day. Jacinto stated she saved the Sheriff's office for last because they are so large.

Simms asked if the employees were going to be able to use the time clock on a mobile device and Jacinto replied there will be some that will be allowed to do but not individuals who are required to be at a work station to complete their job related tasks.

- b. Paid leave for all – Jacinto shared verbiage has been drafted and communicated with the attorney but there has been no response. We do know this is being looked at for the Union negotiations but are waiting to get clarity from our attorney.
- c. Merit review schedule for 2024 – Jacinto explained by the end of March the merit review process or performance review system will be built into ADP. So managers can start that process of taking notes and preparing those documents electronically, as soon as March for this year and be keeping notes all year and then finalize it at the end of the year. And then we'll follow the calendar that was discussed before, we can create multiple reviews within the system. So we'll start with the standard one. We hope each

department that has something a little different will reach out to us and we can create reviews as close to their desired layout as possible.

6. Closed Session - Employee Matters 5 ILCS 120/2(c)2 & Review and Approval of Closed Minutes per 5 ILCS 120/2(c)21: Motion by Kenney to go into closed session, 2nd by Huber. Roll call: Yes- Corbitt, Kenney, Huber, Larson, Simms and Heuer. Motion carried. Time: 9:30 a.m.
7. Open Session – Committee came into open session at 10:39 a.m.
 - a. Motion by Kenney to approve Closed Minutes: February 14, 2023 and August 8, 2023 (Content only – Subject to State’s Attorney Review of Closed Minutes) and Huber seconds. Motion carried.
 - b. Motion by Larson to increase pay of the current Deputy Assessor in July after the completion of training on new job responsibilities be taken to Finance for approval, and Corbitt seconds. Motion carried.
 - c. Motion by Larson to hire a replacement Deputy Assessor to fill the retirement position be taken to Finance for approval, and Corbitt seconds. Motion carried.
 - d. Motion by Larson to pay \$10/day to the Animal Control warden “on call” on weekdays be taken to Finance for approval, and Kenney seconds. Motion carried.

Larson amended his previous motion to be a \$10 on call pay for the on call Animal Control Warden on weekdays contingent upon approval by the Finance Committee, Kenney seconds. Motion carried.
 - e. Motion by Larson to request adjustment of Animal Control Registration Officer’s pay adjustment as presented in the strategic analysis presented by HR in compliance with the Equal Pay Act to the Finance committee for their consideration, and Simms seconds. Motion carried.
8. Adjournment: With no further business, Chairperson Heuer adjourned. Time: 10:48 a.m.

Respectfully submitted,
June Jacobs