

Personnel and Salary Committee
Tentative Minutes
January 11, 2024

1. Call Meeting to Order: Chairperson Heuer called the meeting to order at 9:00 a.m. Present: Corbitt, Jacinto, Kenney, Larson, Reeverts, Simms and Heuer. Others present: Finfrock, Director of Court Services Cindy Bergstrom, County Engineer Jeremy Ciesiel, Arlene Sangmeister. Absent: Huber.
2. Approval of Minutes – December 12, 2023 - Motion by Reeverts to approve the minutes as presented, 2nd by Corbitt. Motion carried.
3. Public Comment: None.
4. New Business:
 - a. HR Director: HR Director Amanda Jacinto shared due to a technical error in ADP’s software the intention to run the first payroll in January and been changed. Jacinto shared she is grateful for the system of double checks that were in place to allow us to catch it and make a decision to move forward in New World to make sure our employees are paid correctly and on time. Jacinto also thanked the Highway Department, Michelle Halverson and Sheriff’s Department, Susan Montavon and of course the Treasurer’s office for all of their hard work to get things in order so everyone could be paid on time.

Jacinto also shared there are 3 time clocks that have been delivered to be installed at the Highway Department and 2 for at FOCUS House. Corbitt asked how many more need to be installed and Jacinto replied at this time it doesn’t appear to be any. From what we understand all of the other departments have computer access so clocking-in will be done that way. Corbitt also asked how that will work if people are working from home. Jacinto stated since they are working from home they would have a laptop of some sorts so the system would be on those devices as well and there are some mobile capabilities for departments that would need that as well.
 - b. Zoning: Jacinto spoke on behalf of Zoning about a vacancy in the office as of January 8th. Zoning is speaking to their committee today to make them aware and begin the discussion on filling that vacancy and will be brought to Personnel.
 - c. County Clerk: Heuer stated this will not be discussed this month
5. Old Business:
 - a. Open enrollment update: Jacinto shared overall everything went well. There was a small group of employees that made changes to a different plan than was chosen last year. We heard positive feedback regarding doing the screening at the Health Department.
 - b. Wellness participation update – Numbers have stayed roughly the same as prior year.
 - c. Human Resource Information System status – See above. Larson did share he is very thankful for Jacinto and the Treasurer’s office for all of their work once they found the issue with ADP and their efforts to help them to troubleshoot and work on correcting the issues.

- d. Paid leave for all – Jacinto stated at this time there is no new information to report. We are working with an attorney for verbiage/language guidance on this topic. This resource is looking at the COB as well. We haven't received a response back yet.
Bergstrom stated she would really like to see a waiting period included with this. Heuer shared there is already a 90 waiting period in place. Once information has been shared with the County from the experts there will be further conversation on this topic.
 - e. Merit review schedule for 2024 – Jacinto shared they are still looking to complete training for Department Heads on the merit process in January/February. Heuer stated that there is going to be a very specific process in order for employees to obtain a merit increase. Heuer explained if that process isn't followed the recommendation will not go to the Finance Committee.
6. Closed Session - Employee Matters 5 ILCS 120/2(c) (1) Compensation, Employee Matters 5 ILCS 120/2(c) (2) Salary Schedules, Review and Approval of Closed Minutes per 5 ILCS 120/2(c) (21): Motion by Kenney to go into closed session, 2nd by Reeverts. Roll call: Yes-Corbitt, Kenney, Larson, Reeverts, Simms and Heuer. Motion carried. Time: 9:23 a.m.
 7. Open Session
 - a. Motion by Reeverts to approve Closed Minutes: September 12, 2023 (Content only – Subject to State's Attorney Review of Closed Minutes) and Corbitt seconds. Motion carried.
 - b. Compensation Decision Possible: Motion by Kenney to approve a one-time award of one week of Vacation to the Assistant County Engineer, with the accrual of vacation reverting back to the Personnel Policy Manual guidelines after this year, and Simms seconds. Motion carried.
 8. Adjournment: With no further business, Chairperson Heuer adjourned. Time: 09:52 a.m.

Respectfully submitted,
June Jacobs