

**Personnel and Salary Committee
Tentative Minutes
March 12, 2024**

1. Call Meeting to Order: Chairperson Heuer called the meeting to order at 9:04 a.m. Present: Corbitt, Jacinto, Kenney, Larson, Reeverts, Simms and Heuer. Others present: Director of Court Services Cindy Bergstrom, Circuit Clerk Kim Stahl, Coroner Lou Finch, Finfrock and Arlene Sangmeister. Absent: Huber.
2. Approval of Minutes – February 13, 2024 - Motion by Corbitt to approve the minutes as presented, 2nd by Simms. Motion carried.
3. Public Comment: None.
4. New Business:
 - a. HR Director: None
 - b. ATS Applicant System: Director of HR Jacinto shared the applicant tracking system has provided us with some great resources. We have seen over 20 applicants within the first week of posting our open positions. We do have the ability to track or monitor even the applications that were started and not submitted. The tracking system is set up to notify individuals who start the application process and for whatever reason don't complete it. There have been some skilled applicants that have come through the system and the Department Heads have been notified.
 - c. County Clerk: Heuer stated the County Clerk couldn't attend the meeting so asked Jacinto to speak on her behalf. Jacinto shared the County Clerk previously had two Deputy Clerk vacancies in her office and hired a Deputy Clerk. Since last month's committee meetings the hired individual has left the County and the Clerk is now wanting to hire another individual to fill the position again. Jacinto shared that she had taken the concern of hiring two individuals with the loss of tasks due to the Payroll process, IMRF and Minutes and Agendas being removed from the Clerk's office. The County Clerk and Recorder informed Jacinto that she will be hiring two individuals.

Corbitt and Reeverts shared they feel there is a need for two positions for the ease of the office especially during Election time.

Kenney shared he cannot support two employees considering the number of tasks that has left the office and will continue to leave that office in the near future. Kenney clarified the responsibilities of the committee agendas and minutes and new hires have already left and soon all of Payroll and IMRF will be gone. All of these responsibilities were shared between the two vacancies.

Corbitt makes a motion to fill both full-time positions, Reeverts seconds and roll call was taken:

Yes: Reeverts and Corbitt

No: Simms, Larson, Kenney and Heuer

Motion defeated

Larson makes a motion to hire one full-time positions and see how it works, Kenney seconds and roll call was taken:

Yes: Heuer, Kenney, Simms and Larson

No: Reeverts and Corbitt

Motion carried.

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- d. Elected Official's Salaries: Heuer shared it is time to set the Elected Official's Salaries again in May so she is starting the conversations now to prepare the committee for next month's discussion where we will have some numbers and data to review while setting salaries.
5. Old Business:
 - a. Human Resource Information System status – Jacinto shared we are moving forward with ADP as far as implementing the timekeeping system. We have started doing time punches on employee's computers and have implemented it to the Historical Courthouse, FOCUS House, Judicial Center buildings for employees who are paid hourly. All of those employees will be punching starting March 16th and we will be begin running reports from ADP to compare documentation being entered into New World for payment. This is just another step for us to audit the operations in ADP before we go live. We have successfully hired two new people from the very beginning and had quick and positive responses with ADP. Jacinto also shared that we have begun the auditing of the I9s that we have on file and are working on making sure that we are in compliance with those records as well.
 - b. Paid leave for all – Jacinto commented the information was given to the attorney and we are still waiting on a response or direction from them.
 - c. Merit review schedule for 2024 – None
 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 Larson to go into closed session, 2nd by Kenney. Roll call: Yes- Corbitt, Kenney, Larson, Simms and Heuer. Absent: Huber. Motion carried. Time: 9:45 a.m.
 7. Open Session – Committee came into open session at 9:58 a.m.
 8. Adjournment: With no further business, Chairperson Heuer adjourned. Time: 9:58 a.m.

Respectfully submitted,
June Jacobs