

Personnel and Salary Committee
Tentative Minutes
October 9, 2018

1. Call Meeting to Order: Chairman Kenney called the meeting to order at 10:00 a.m. Present: Heuer, Meyers, Typer, Sheriff Brian VanVickle, County Engineer Jeremy Ciesiel, County Clerk & Recorder Laura Cook, Director of Court Services Cindy Wendt. Others: Coroner Lou Finch, Treasurer Linda Beck, Chief Deputy Danny White, Susie Corbitt and Solid Waste Director Steve Rypkema. Absent: Finfrock.
2. Introduction of new committee member: Chairman Kenney introduces and welcomes Marty Typer.
3. Approval of Minutes – September 11, 2018 - Motion by Meyers to approve the minutes as presented, 2nd by Ciesiel. Motion carried.

4. New Business

- County Wage and Benefit Salary Range with Cost of Living - 2011 base

Chairman Kenney states this information was provided at the last committee meeting by Jeremy Ciesiel and Steve Rypkema; this information was given to the Chairman of the Finance committee as well. Motion by Heuer to send the County Wage and Benefit Salary Range to the Finance Committee, 2nd by Ciesiel.

Ciesiel explains the three ways the information was calculated:

- CPI-U – Consumer Price Index (All Urban Consumers)
- CPI-W – Consumer Price Index (Urban Wage Earners & Clerical Workers)
- COLA – Social Security Administration Cost of Living Adjustment
- Ogle County – Non-Union wage increases since 2010

There was discussion on which variable to use; the consensus was there isn't much of a difference. Court Services Director Cindy Wendt asks what is the purpose of this information. Chairman Kenney states in 2010 the County adopted a Non-Union, Non-Exempt Job Level Classification Plan to establish minimum, mid-point and maximum pay range. Wendy notices she has a position in the Probation Office that is not listed on this sheet, which was established within the past 4 years. Rypkema asks how this compares to the Union positions. Chairman Kenney states this does not list Union information. Rypkema states this needs to be addressed. Motion carried.

- Percent Increase for 2019 - Non Represented Employees

Ciesiel informs the committee that the Ogle County Highway Department is one of the last non-union Highway Departments in Northern Illinois. There is an issue when the annual increases are not comparable to the union employees. County Clerk and Recorder Cook states this is an issue in her office as well, when they see their union counterparts are receiving 3% – 5% plus longevity increases. This creates a salary disparity when increases are not the same. Wendt states there is no incentive for management positions to do a better job.

Motion by Heuer to recommend a 2.5% increase for non-union employees for FY2019, 2nd by Wendt.

- Sikich Audit Report – Possible Reduction of Employees – discussion ensued as some department information was not reported correctly – no action taken.
- Department Consolidations – something to think about in the future, states Chairman Kenney.
- Coroner Employee Replacement – Coroner Lou Finch informs the committee of a resignation in his department and is asking for a Deputy Coroner replacement. The potential replacement has experience with grief and families; this is a Full-Time position and will be hired at the same rate of pay. Motion by Heuer to make the recommendation to hire a Deputy Coroner with no increase in salary until FY2020, 2nd by Meyers. Motion carried.
- Status Change in IT Department – Callant – Chairman Kenney says there is a change in the IT Department – Larry Callant will be made a Department Head. Sheriff will be sending an e-mail to the Elected Officials to see if they still want Callant to have 24/7 access to their offices. Heuer says the IT Committee will recommend to the Finance Committee to draw up a contract and job description as a Department Head. Typer states all Department Heads have a contract. There was discussion that Planning and Zoning Administrator and Solid Waste Department Heads do not have a contract.
- Substance Abuse Contact for Employees – Chairman Kenney states we have this in the Personnel Manual but do not currently have a contact in place. This will be referred to the Health Insurance Committee.

5. Old Business

- CIRMA Training Dates – MANDATORY for ALL County Employees - Sensitivity and Sexual Harassment Training – November 27, 2018 – Sessions will be held at 10:00 a.m. and 1:00 p.m.; Heuer will have a flyer e-mailed to Department Heads and County Board members as soon as it is available. There will be a video for people who are not able to attend the meeting.
- Sikich Renewal Contract for HR on Demand Support – Chairman Kenney asks the committee for their input on continuing with Sikich for HR. Cook states she has used Sikich on several occasions; she would like to continue this service as she is not an HR person. This contract is asking for \$325 per hour for “On Demand Service”. Motion by Typer to accept the contract, 2nd by Heuer. Heuer asks for detail billing from Sikich. Motion carried.

6. Closed Session - Review of Closed Minutes 5ILCS 120/2(c)21, Collective Negotiating Matters 5ILCS 120/2(c)(2) & Employment Matters 5ILCS 120/2(c)(1): None

7. Public Comment: Typer is looking forward to participating on this committee.

8. Adjournment: With no further business, Chairman Kenney adjourned the meeting. Time: 10:55 a.m.

Respectfully submitted,
 Laura J. Cook
 County Clerk and Recorder

Job Description	Job Level	Wage Range 2010 Resolution 2010-0421			Wage Range 2018 CPI-U (IL-IN-WIS)			Wage Range 2018 CPI-W (IL-IN-WIS)			Wage Range 2018 COLA - Social Security Admin			Wage Range 2018 OGLE CO. NON-UNION		
		Min	Mid	Max	Min	Mid	Max	Min	Mid	Max	Min	Mid	Max	Min	Mid	Max
	OC Non Exempt 1	\$9.02	\$11.28	\$13.54	\$10.02	\$12.53	\$15.04	\$9.98	\$12.48	\$14.98	\$10.04	\$12.55	\$15.07	\$10.83	\$13.54	\$16.25
ATS I ATS II ATS III Cook	Focus House	\$8.75	\$12.50	\$16.25	\$9.72	\$13.89	\$18.05	\$9.68	\$13.83	\$17.98	\$9.74	\$13.91	\$18.08	\$10.50	\$15.00	\$19.50
Animal Control Admin Assist Animal Control Part Time Assessment Deputy Clerk County Clerk Deputy Recorder Focus House Secretary Judiciary Law Clerk ROE Certification Officer Solid Waste Assistant Solid Waste Administrative Assistant Treasurer Part Time Clerk Zoning Part Time Zoning Administrative Assistant	OC Non Exempt 2	\$11.17	\$13.96	\$16.75	\$12.41	\$15.51	\$18.61	\$12.36	\$15.44	\$18.53	\$12.43	\$15.53	\$18.64	\$13.41	\$16.75	\$20.10
Animal Control Warden Chief Deputy Coroner (PT) County Clerk Deputy Clerk Sheriff Executive Secretary States Attorney Legal Secretary Treasurer Chief Deputy Collector Sr Assessment Victim Witness Advocate Deputy Zoning & Administration	OC Non Exempt 3	\$13.71	\$17.11	\$19.95	\$15.23	\$19.01	\$22.16	\$15.17	\$18.93	\$22.07	\$15.25	\$19.04	\$22.20	\$16.45	\$20.54	\$23.94
Judicial Administrative Assist Highway Office Manager Chief Deputy Treasurer Chief Deputy Assessor County Clerk Chief Deputy Clerk County Recorder Chief Deputy Recorder Deputy Coroner / Secretary Assistant	OC Non Exempt 4	\$15.68	\$19.60	\$21.92	\$17.42	\$21.77	\$24.35	\$17.35	\$21.68	\$24.25	\$17.45	\$21.81	\$24.39	\$18.82	\$23.52	\$26.31

Job Description	Job Level	Wage Range 2010 Resolution 2010-0421			Wage Range 2018 CPI-U (IL-IN-WIS)			Wage Range 2018 CPI-W (IL-IN-WIS)			Wage Range 2018 COLA - Social Security Admin			Wage Range 2018 OGLE CO. NON-UNION		
		Min	Mid	Max	Min	Mid	Max	Min	Mid	Max	Min	Mid	Max	Min	Mid	Max
Engineering Technician Solid Waste Management Specialist	OC Non Exempt 5	\$16.60	\$20.75	\$24.90	\$18.44	\$23.05	\$27.66	\$18.37	\$22.96	\$27.55	\$18.47	\$23.09	\$27.71	\$19.92	\$24.90	\$29.88
Truck Driver I	Highway Non Exempt 1	\$17.34	\$20.40	\$23.46	\$19.26	\$22.66	\$26.06	\$19.18	\$22.57	\$25.96	\$19.29	\$22.70	\$26.10	\$20.81	\$24.48	\$28.16
Truck Driver II Mechanic Sign Maintenance Equipment Operators	Highway Non Exempt 2	\$20.45	\$24.07	\$27.68	\$22.72	\$26.74	\$30.75	\$22.63	\$26.63	\$30.62	\$22.75	\$26.78	\$30.80	\$24.54	\$28.89	\$33.22
GIS Coordinator GIS Specialist Highway Foreman EMA Coordinator	OC Non Exempt 6	\$21.03	\$26.29	\$31.55	\$23.36	\$29.20	\$35.05	\$23.27	\$29.09	\$34.91	\$23.40	\$29.25	\$35.10	\$25.24	\$31.55	\$37.87

Adjustment		Adjustment		Adjustment		Adjustment	
2011	1.20%	2011	1.20%	2011	0.00%	2011	0.00%
2012	2.10%	2012	2.50%	2012	3.60%	2012	3.00%
2013	1.70%	2013	1.60%	2013	1.70%	2013	3.00%
2014	0.50%	2014	0.40%	2014	1.50%	2014	2.00%
2015	1.50%	2015	1.20%	2015	1.70%	2015	3.00%
2016	0.00%	2016	-0.40%	2016	0.00%	2016	3.00%
2017	1.90%	2017	1.80%	2017	0.30%	2017	3.00%
2018	1.70%	2018	1.50%	2018	2.00%	2018	1.50%