

**Personnel and Salary Committee
Tentative Minutes
May 14, 2019**

1. Call Meeting to Order: Chairman Kenney called the meeting to order at 8:00 a.m. Present: Corbitt, Heuer, Finfrock, McKinney and Smith. Others: Treasurer Linda Beck, Interim Assessor Carol Magnuson, Typer. Absent: McLester.
2. Approval of Minutes – April 9, 2019 - Motion by Finfrock to approve the minutes as presented, 2nd by McKinney. Motion carried.
3. New Business
 - Marijuana Policy: Finfrock asked if State’s Attorney Morrow reviewed the policy, no. No changes were proposed; Heuer stated Morrow reviewed it when it was put in place.
 - Treasurer Request for Part-time Position: Treasurer Beck addressed the Committee regarding a replacement; currently have one part-time employee that does not work summer months. Consensus of Committee to fill the vacancy.
 - Supervisor of Assessment Office Reorganization: Interim Assessor Magnuson addressed the Committee regarding her employees’ salaries and their new job responsibilities. Her request is for a \$5,000 increase for each one; they are at a lower rate than some new hires. Discussion continued. Kenney would like to see old and new job descriptions. It will be discussed further next month.
4. Old Business
 - CIRMA Training: Kenney stated he has not been contacted by any Dept. Head; Heuer stated Dept. Heads need to contact Oregon Police Dept. for the active shooter training. Finfrock recommended that they do it by building; Typer suggested that Kenney send a letter to all Dept. Heads that they contact Oregon Police Dept.
 - Sikich Staff Study Draft Report: None
 - Performance Review Format for Appointed Department Head: Finfrock will work on the project and obtain examples of performance reviews. Discussion was held regarding the courtesy of letting the Committee Chairman know when a Dept. Head will be out of the office. Finfrock asked Beck what her opinion is on the topic. Beck stated she informed Sparrow and Gouker prior to her absences; she felt it was common courtesy to let them know that.
 - County Administrator: None
 - Part-time Administrative Assistant for County Board: Kenney stated this position would assist the Chairman, Vice-Chairman and Committee Chairs. Smith is opposed to this position, if anything is to be done, he would like to see a full-time Chairman. Discussion was held regarding the Administrator position. Kenney stated the Chairman is overwhelmed with his duties along with maintaining his own business; it is a needed position. Corbitt’s opinion is that it is a needed position; she does believe in the Administrator position but not at this time. Motion by McKinney to hire a Part-time Administrative Assistant with no benefits and salary/hours to be determined, 2nd by

Finfrock. Discussion was held regarding IMRF participation. Smith asked if we would need the Executive Committee if this position is filled. Finfrock stated this person would prepare the agendas, resolutions, etc. Heuer stated she has a problem with Item 2 – prepare the agendas but she felt the Committee agenda should be done by the Committee Chairman. Heuer asked if this position will sunset or is a continuous position. McKinney amended his motion to include the sunset clause of through 2020, 2nd by Finfrock. Motion carried.

5. Closed Session: Motion by Finfrock to go into closed session per Employment Matters 5 ILCS 120/2(c)(1), 2nd by Smith. Roll call: Yes-Corbitt, Finfrock, McKinney, Smith, Heuer, Kenney. Motion carried. Time: 8:56 a.m.

Committee came into open session at 9:03 a.m.

6. Public Comment: None

7. Adjournment: With no further business, Chairman Kenney adjourned the meeting. Time: 9:06 a.m.

Respectfully submitted,
Tiffany O'Brien