Personnel & Salary – County Clerk & Recorder
Committee Meeting
Wednesday, February 10, 2010
Tentative Minutes

1. Call to Order by Chairman Kenney at 10:06
   - Members present: Kenney, Bowers, Boes, Saunders, Colbert, Heuer
   - Members absent: Gouker
   - Others present: Rice, Kilker, DeArvil, McKinley, Huntley, Typer, Rypkema, Horner, Coffman, Don Conn

2. Approval of Minutes: January 13, 2010 meeting minutes
   - Motion by Bowers
   - 2nd by Colbert
   - Motion carried

3. Approval of Bills in the amount of $17,438.88
   - Motion by Bowers
   - 2nd by Boes
   - Motion carried

4. County Clerk & Recorder Report – Huntley thanked people for the election running so smoothly. Thanks to Doreen O'Brien, through H1N1 grant provided hand sanitizer at each polling place, Jim McBride in ensuring the Watt Building elevator was working properly and plowing snow, Curtis Cook for loaning his projector, Ron Kern for the training room, all Township Supervisors who pick up all the election materials and take them to the townships and do lots of extra work, Joe Peters of Rochelle for use of his utility van to bring back Flagg precinct results in one van, Lyle Hopkins, Tom Johnston, Don Huntley and Kim Huntley for offering to be on call to pick up election supplies after the polls closed, Don & Norma Huntley for bringing food to the department, and all election judges because they put in a long day and make our elections what they are. Saunders asked for clarification about how far signs have to be from the polling place door. Huntley explained 100 feet, enforced by the election judges. If there are problems, contact Huntley when it happens. Colbert asked if Huntley knows where the county conventions in March will be held, which Huntley does not. Brief discussion followed. Kenney asked Huntley why there is an increase $1,488.04 in salaries over last year. Huntley reported that she had understood after the last committee meeting that if she had money in her budget she could give raises. Huntley also stated she received a statutorily required raise, reflected in this number.

5. Public Comment - Rice and Kenney also thanked Huntley and her department for a smooth election this year, noting comments from Rochelle have been very complimentary.

6. New Business -
   - FMLA Training Update- McKinley recapped highlights of the recent FMLA training from EA/AAIM which was designed to talk about recent changes in the law, many of which are designed to help employers better manage the process. A key focus was on aspects of intermittent leave like for migraines, diabetes, etc. and determining whether or not the employee is managing their condition (if not, FMLA is not required.) EA is researching implications of dropping an employee for not paying their premiums as required while on FMLA. The issue of when the 12 month time frame is set for each new

year of FMLA qualification was discussed and is to be set by employer policy. McKinley also reported that if managers don't suggest FMLA time up front, you can't go back and institute it for those days if it's needed it later. FMLA now extends benefits to military not on active duty, but in National Guard and Reserves for certain situations. McKinley noted that employees are to sign a HIPPA release form at their doctor's office so we can clarify questions about the employee's FMLA request with the doctor. If the HIPPA release is not signed, we do not have to provide FMLA. HR is to be the one to talk with the employee's doctor, not the direct supervisor or manager of the employee. McKinley noted EA/AAIM will be sending suggested language for the County Policy Manual, and Kenney indicated the Personnel Committee will be reviewing it and setting appropriate policies for the department heads to then discuss with their employees. Saunders suggested getting this information into the union contracts, and it was confirmed the Circuit Clerk's contract doesn't include any FMLA language. County Policy is to apply if not mentioned in the contracts. McKinley confirmed she will work with the Personnel Committee will generate a list of issues during this process to suggest for all union negotiations this year.

- Market Data Update – McKinley distributed a suggested format for comparing market data in surrounding counties. The committee agreed to this format noting they would work to add the EA wage ranges, current Ogle County pay, and surrounding county data that is not currently contained in any market data we have. McKinley confirmed counties have indicated a rule of thumb for percent of salaries against the general fund is approximately 75%. Boes said with 2010 and contracts, we'll be approaching the high end of that scale for salaries. Heuer noted we have to be careful in comparing UCCI market data because we don't know if the hourly rates are based on 35 or 40 hours per week. Boes indicated he wanted the UCCI study to indicate whether or not we are paying our Ogle County employees fairly, and it appears we actually paying on the high end of the pay scale for many positions. McKinley will request missing data from surrounding counties in the form of a FOIA request to the County Clerk offices and clarify hours per week. Committee members will assist McKinley by inputting the current EA data and Ogle County salaries into two new columns. Heuer will work to identify the range of lowest salary and highest salary paid hourly across Ogle employees. Skip noted he will be out the last week of February. McKinley noted she is working to negotiate with EA to get free '09 market data and the scoring approach to the job levels. Bowers noted she'd like to get rid of the EA study, not in its entirety, but it the ambiguous parts of the ranges. She is concerned the level scoring was designed for manufacturing, not services. She would like to see it simplified so there is a cleaner break in the level salary ranges and perhaps plan for year of service increases. Kenney pointed out the EA study has not allowed for years of service increases, rather promotion based on expertise so that employees know certain job classes won't allow any more growth if they hit the max salary allowed, unless they become more valuable to the county and advance to a higher level job earning higher level pay. Rypkema said the range must be looked at annually, which the committee agreed. Boes expressed concern that the 6 job levels drives wages higher and suggested the county would be better served in looking at establishing low, mid, and high salary ranges per job description to avoid the overlap contained in the EA levels. Discussion followed. Kenney asked them to work through their ideas and present some suggestions on how to address this at the next committee meeting. It was noted that years of service is the issue that is difficult to address when working with the unions. Kilker asked if the goal is to get away from the across the board increases, and Kenney said yes, plus wanting the dept heads to be empowered to administer pay. The goal is also to set a starting wage per job level, not just a starting wage for the entire county which is how we got so much inequity in the

first place. Once data is assembled, Kenney and McKinley will schedule a meeting to review results and implications with the Finance Committee. It could be a special meeting the first week of March to prepare for the regularly scheduled March meetings.

7. Old Business
   - EA Study – Implementing Job Levels and Pay Ranges – in process
   - Personnel Manual & Review Process – in process
   - Saunders asked that we add the subject of salary review for elected officials at the next meeting

8. Adjournment by Chairman Kenney at 11:30

Respecfully submitted,
Meggon McKinley, Ogle County Administrator

John "Skip" Kenney – Chairman