Personnel & Salary – County Clerk & Recorder
Committee Meeting Tentative Minutes
Wednesday, January 13, 2010

1. Call to Order by Chairman Kenney at 10:00.
    - Members present: Kenney, Boes, Bowers, Colbert, Heuer, Gouker, Saunders
    - Members absent: none
    - Others present: Bob DeArvil, Rich Gronewold, Ed Rice, Lou Finch, Meggon McKinley, Becky Huntley, Don Conn, John Coffman, Steve Rypkema

2. Approval of Minutes: December 9, 2009 meeting minutes
    - Motion by Bowers
    - 2nd by Colbert
    - Huntley noted a correction to the minutes - the minutes should have read there were 200-300 judges trained, not 20-30.
    - Motion carried as amended.

3. Approval of Bills –
    - Motion to approve bills in the amount of $8,861.48 by Bowers
    - 2nd by Saunders
    - Motion carried

4. Public Comment -
    - None

5. County Clerk & Recorder Report –
    - Huntley reported that machines are being tested and they are getting ready for Feb 2 elections. Early voting has been very slow, and Huntley isn't sure if it's because we're in Mt. Morris, or because we'll have low voter turn-out, or because people just aren't geared into the election yet.

6. New Business -
    - EA Study – Implementing Job Levels and Pay Ranges – McKinley distributed a recap or where we are in evaluating the data integrity of the EA study, implementation considerations, and next steps. She reported:
        i. Job Levels - Most of the department heads are comfortable with the job level assignments done jointly with EA, but have requested that about 12 positions be reassessed to ensure they are accurate. McKinley has distributed blank assessment forms obtained from EA to those department heads requesting them to be completed prior to the February committee meetings.

ii. Market Data - McKinley then recapped the market data information that we now have, including the 2009 UCCI survey, the 2009 DeKalb County Sheriff study, and the 2008 EA market data, which isn't likely to have changed much in the current economic climate. Boes noted he was disappointed to see only 50% of the counties participated in UCCI. He noted that it was hard to get an apples-to-apples comparison with other counties in looking at the differences in populations, budgets, number of employees, assessed valuations. But Boes noted his overall conclusion is that our county employees are in the upper level of pay – he stated we appear to be paid very well compared to other counties in the state, especially if you take out Will and McHenry County. It was noted that Sangamon County didn't participate, but they are probably high because they are competing with state offices. Rice said Sangamon probably didn't respond because it's highly union. Heuer indicated so is Kane, Grundy, Will, McHenry, Lake, Cook. Kenny noted the study was frustrating because so many didn't respond, and it was interesting to see clerk pay rates range from $7-18 per hour. Boes noted that in Rock Island county area, their officials are well paid (elected and appointed) and that they are likely extracting revenues from the gambling facilities. McKinley will call UCCI to confirm we can reproduce more copies for next meeting. McKinley asked what the committee would like to do with the 2008 EA market data- assume it stayed flat? The committee agreed. She suggested contacting EA to see if they would provide an updated study for no charge since they still owe us work and the implementation fell apart. Boes wants to know what the total pay roll is per county to see what percent of their total general fund budget is salary. McKinley will inquire of surrounding counties to see if we can obtain that information. Heuer also asked if they could give us a salary print out for their Circuit Clerk department salaries.

iii. Pay Equity - Boes asked how we get to equitable pay when we have unions. McKinley said the first step has to be in adopting these new policies to bring downward pressure on all salary line items. Boes indicated a desire to keep the 9 people that appear to be on the low end of the pay scale in front of us when working through this data. McKinley said we will need to compare their salaries to others in similar job levels as opposed to just all people in the county for a true picture of equity or inequity. Heuer confirmed we will have pay ranges per job levels, with a starting pay per job level and a max cap per job level. Gronewold asked for clarification about how the budget would then be set, and Saunders confirmed this new approach means would wouldn't set salary increases, rather, we'd set budgets according to appropriate pay ranges agreed upon by County Policy. McKinley reminded

the committee that with these job levels, there would not be jumping between levels unless the department head said a job description need to move from one level to another. A job level three should always be a job level 3, and the employees should come in at the low point and move to the high point.

iv. Downward salary pressure - Saunders confirmed this approach to salaries becomes a tool for the Finance Committee to set the budget and the Department Head administer the amount of the raise. McKinley board needs to start moving away from the mind set of across the board wage increases for everyone, and instead set salary budgets per department based on job levels and market data. Rypkema shared concern this will be implemented in a way that only impacts only non-union employees. McKinley noted this tool will equip the Finance Committee know what dollar amount is appropriate, for all departments, and then make more informed decisions to bring equity. She stated the goal must be to bring downward pressure on union wages instead of bringing up everyone to match union wage, noting we can't achieve perfect equity but we have to start changing how we budget and administer salaries to survive this economic climate. Kenney says the union negotiators are on the hook because they took lay offs to get their raises, and that he hopes this is an incentive to avoid such things in the future. He noted raises should stop being given out of fear of bad things happening. Boes agreed we must put downward pressure on wages and that the UCCI study shows we are highly paid. He reminded the committee that the auto industry went into bankruptcy because couldn't adjust fixed costs, and that it can happen in government too if we aren't careful. McKinley noted there are many positions that are well paid because of longevity but are not generating equal value for the increased pay. McKinley noted a little turnover would be helpful in this economic climate.

v. Next Steps - Bowers says we must implement EA as soon as possible. Boes said it's critical to keep things moving forward. McKinley requested some joint meetings with the Personnel and Finance committees since both committees' decisions impact the other and we need to work together on this. Boes asked McKinley what she needs from the committee to keep this moving forward as planned. She requested assistance once all the data is in, mapping the data, ensuring accuracy, ensuring the format is what the committees want. She said this should be needed in February or maybe March depending on how quickly she can get all the data in and that she will notify the committee when help is needed. The committee agreed this should be implemented by March so we can leverage the tools for the union negotiations.

vi. Concerns - Gouker said he came to the meeting to talk about the inequities highlighted in the last spreadsheet of salaries circulated

to the board. He asked what will be done about this. Kenney says we are getting the tools to handle this situation. Gouker suggested cutting the budgets of anyone who doesn't follow the budget guidelines. Rypkema said it's frustrating when some don't have to follow the budget, particularly looking at differences between elected and appointed officials. Rice said non-union raises have been tied to union raises in the past and that this committee and the Finance committee need to come together with the board to get a plan for how to negotiate these unions. These committees should tell the team what they are willing to give in the negotiations. Rice wants input from the Personnel and Finance committees to equip all negotiators for success this year, especially since the union contract do drive what we do for the non-employees also.

vii. Discretionary funds - Saunders said the discretionary funds need to be budgeted also, and that she wants to see budgets on the discretionary funds as well as the general fund since the statute says nothing is to be spent unless appropriated. Department heads need to start reporting on what their discretionary funds are used for and that the board needs to be more diligent in what we approve for the line item transfers at the end of the year. She noted belief that we are making progress here with so few transfers at the end of 2009. Gouker confirmed elected officials can spend line items as they wish. Coffman confirmed it's the bottom line budget the board sets per statute. Gouker asked what we're doing with those departments that didn't follow the rules this year. Discussion followed.

- Elected Official Salaries - Saunders reminded the committee they must make salaries recommendation for the Sherrif, Treasurer, and County Clerk prior to the election this year and that she feels the committee has been generous with the raises. She noted that when salaries are set for 4 years, it's hard to know what will happen 2 years from now. The committee discussed the timeline confirming that this issue must be set 6 months before November election, so the recommendation should go to the County Board in April. Boes said Ogle County officials are highly paid per UCCI. Heuer said the Finance committee should have copies of this UCCI study too. Boes said the Finance committee should study what people are making. Kenney said officials have been around for a long time and have done a good job and that the level of compensation has increased. He'd like to know if it is possible to set the position salary lower for a new person compared to the experienced person who left. Saunders believes statute requires that we pay the position, not the person, even though we've been giving raises to the person, not the position. McKinley will confirm this with the States Attorney's office.

7. Old Business

- Personnel Manual & Review Process – McKinley reported that she's dropping information to the manual and working to get current language relating to the Family Medical Leave Act and American Disabilities Act requirements. She noted other things need to be crafted such as a new IT policy, which she is gathering templates for, and other policies for the appendix. She noted she would like the manual to lag behind some of the other salary and budgeting initiatives to ensure we put all necessary changes in the manual and allow time to do it right.
- Other comments - Kenney asked if there are any other comments. Gronewold noted he agreed with Boes' earlier comments that we must keep moving this work forward, especially to give us the tools we need for the union negotiations. Gronewold said we have to make tough decisions if we want this county to survive, and that he hopes the rest of the board is fully aware of this. He would like to know how to ensure all board members are fully aware of the critical issues before us and the need for these tools. Kenney asked if any member of the committee wants anything on the agenda, please be sure to get a hold of him and let him know. He said last month he was surprised by some unexpected topics and doesn't handle that well. He noted a desire to ensure everyone has opportunity to express their opinions, so it's important to get things on the agenda.

8. Move to Adjourn by Colbert at 11:38. 2nd by Bowers and Boes. Motion carried.

Respectfully submitted,
Meggon McKinley, Ogle County Administrator

John "Skip" Kenney – Chairman

Sheriff's Department Training Room
103 Jefferson St in Oregon, Illinois
Public Entrance – gated entrance off Jefferson Street – use East door of building