Personnel & Salary – County Clerk Committee Meeting
Tentative Minutes
July 15, 2009

1. Call to order: Chairman Kenney called the meeting to order at 10:06. Members present: Kenney, Colbert, Heuer, Boes, Bowers, Saunders. Absent: Gouker. Also present: Ed Rice, Bob DeArvil, Becky Huntley, Steve Rypkema, Greg Martin, Meggon McKinley.

2. Approval of minutes: Bowers motioned to approve the June 10, 2009 meeting minutes. 2nd by Saunders. Motion carried.

3. Approval of bills- Bowers moved to approve bills in the amount of $4838.93. Heuer 2nd. Motion carried.

4. Public comment- Rice noted that the County will not be passing the 2.8% insurance increase to employees. He noted when we hold back the funds, we can pay the increase out of the insurance budget, which has funds for this, versus paying our 75% of any increase from our general fund. Rice noted we've talked with the Sheriff's union about this, which should help lay the groundwork for union contract negotiations early next year. He noted we should be pleased with this small increase since the industry average is near 12%-15%). Agencies will also benefit from this because they also contribute to the supporting the claims fund too through their premiums. Becky Huntley commented we need to also update employees on the fact that kids under 26 can be on your insurance, even if not student. McKinley will help coordinate that.

5. County clerk & recorder budget
    a. Proposed 2010 budget- Huntley noted that for 2009, her department will be under the budget. Kenney commended Huntley for her continued diligence in returning funds each year and her work to balance her budget without overages, specifying her budget moves each year based on the number of elections being held. Huntley explained the software maintenance fee represents the $23,000 increase and is the software to lay out ballots. She noted they are $74,000 down from 2004 (all even years have two elections.) Bowers motioned to approve the County Clerk's proposed $626,329 budget. Discussion followed, with Huntley noting the details of the planned salary increases. Boes commented we can't keep doing straight across the board increases and noted we should look at corporate practices for salaries, where many now are facing cuts or losing their jobs. He noted government employees need to realize that tax payers don't have a blank check and the County can't keep absorbing these costs and keep bringing raises as we have. Kenney noted he believes the vast majority are very thankful to have

jobs, and are aware of the insurance and issues around them. Heuer asked what was best for the salary line item in the current request for decreases. Huntley noted how critical it is to keep equity for her employees with other employees in the County and that she had inserted 3% increases. McKinley noted she will be working with each department to identify the best way to fund increases, knowing departments have been asked to fund increases from within current budgets, which have now been asked to be cut. Kenney seconded the motion to approve the proposed budget. Motion carries.

6. New business
    a. Payment in Vacation Practice Review- McKinley reviewed each department's payment in vacation practice, highlighting that the only regularly expected payments are for fuel payments to the Sheriff, utility expenses, and timely employee travel reimbursements. Steve Rypkema asked if we could change the cycle of the Sheriff's fuel payment billing. McKinley will follow up on this for next month. McKinley also noted the Sheriff is working to pull out IT bills and janitorial supplies from payment in vacation to help with the review and approval process.
    b. Nick Sakellariou Written Response to Me Too Clause Questions- McKinley reviewed the content of the labor attorney's response to the County's questions noting that Me Too is really as most understood it to be – whatever highest across the board raise a union gets, the Circuit Clerk employees get it to. This applies to wages, but also vacation days, insurance, and sick leave. McKinley noted that in comparing all the union contracts, you can see that equity has been built into the current union wages where Me Too comes into play for the current year. Union increases must be factored into all budgets for 2010, which means the Sheriff and the Circuit Clerk have the toughest job to manage their 2010 budgets with contracts already set in motion and the County cutting funding by 3% this year and 7% next year. That's the biggest impact of Me Too in 2010. Becky Huntley noted that her employees are not actually employees of the county and so across the board increases in her department, or the Treasurer's department, do not trigger the Circuit Clerk me too clause. Appointed department raises do trigger the clause in non-union areas. McKinley asked who is responsible for ensuring the application of the union contracts are correct. Rice noted it is really the union attorney, but we must provide quality control to ensure their assumptions are accurate. Becky's department requires all increases to come through on department stationery with department head signatures to ensure they have approved the increases.

Greg Martin then explained how his union contract administration works under the authority of the Chief Judge and not the county, which is also different from other departments since the compensation schedule is actually set across the entire circuit (5 counties) , and not just for Ogle County. Martin insists on the County Administrator being present to gain a better understanding of the budget implications to decisions being made. The Chief Judge has to negotiate schedule changes, and it must be approved by the state of Illinois because of reimbursements. Martin reported concern for his budget because he does not have control over the comp schedules. Martin also reported his contract will be reopened because of last year's 10% health insurance increase. He clarified that the Chief Judge doesn't have a say in benefits – county does. McKinley and Rice will be joining Martin in these discussions.

7. Old business
    a. Compensation program –EA Wage Study – Heuer reported that she and McKinley met to bring the data to completion where the study left off by comparing 2009 current salaries of employees to the levels and salary ranges laid out in from the EA study. She noted this is based on 2008 market data, which is not likely to have changed based on current economic conditions. McKinley noted she can perform annual market study reviews if the committee wishes to save the EA Consulting fee of $4,000 for this since the data is available to EA members, plus other market data is available and public in many cases. Heuer explained the fields on the spreadsheet and showed how the analysis brings us to the issue of how we implement salary ranges and salary caps. The goal is to allow department heads leeway to distribute raises as they see fit in their departments, but to be aware of employees approaching the top of the salary range for that position. This would be "red lining" them, allowing no increases except for cost of living increases if built into the contract. The spreadsheet shows positions where some are approaching the high end of the scale, and where some might be at the max today. McKinley noted while we made some assumptions about what the Sheriff's office ranges might be, we really won't know for sure until a specific law enforcement salary market study is conducted, which McKinley wants to do prior to the 2010 union negotiations. The EMA office also needs a current market analysis, per McKinley, because that salary doesn't look high compared to her experience in the field. Boes then asked if EA completed their obligations regarding what we paid them. Kenney indicated no, and that the committee would be following up on that in an upcoming meeting. Heuer noted the desire is to use this analysis as a tool for salary administration. McKinley is to clean up the spreadsheet and review it for accuracy before presenting it to the Personnel Committee and Finance Committee for adoption next month. Heuer

motions to bring this to the Finance Committee for review & consideration next month, including consideration of a salary cap for Ogle County. 2nd by Bowers. Discussion followed and McKinley noted it will require time to work with the department heads for adoption and understanding the impact for appropriate implementation. Heuer noted the salary cap is the issue that will help the Finance Committee set limits to increases and manage the County funds more effectively. The motion carried.

b. Personnel manual & review process- Kenney recommended putting this on hold for the next meeting since this meeting ran so long. McKinley suggested adopting Steve Rypkema's suggested policies that he emailed last month and the committee agreed they looked good. McKinley will update the Personnel Policy Manual with this information for next month, and will also complete work on trying to get an updated IT use policy for review next month as well. McKinley asked committee members to send her an email with any changes they'd like to see and she will assemble an updated version with all recommended changes for review next month. McKinley will check to see if our FLMA is still in compliance, and will ensure any recommendations from the recent Risk Management audit are incorporated.

8. Adjournment: Chairman Kenney adjourned the meeting at approximately 12:00 noon.

Respectfully submitted,
Meggon McKinley, Ogle County Administrator