Personnel & Salary – County Clerk & Recorder Committee

Wednesday, June 10, 2009

Tentative Minutes

1. Call to Order: Chairman Kenney calls the meeting to order at 10:04 a.m.

2. Members present: Colbert, Boes, Saunders, Bowers and Heuer

3. Approval of Minutes: May 13, 2009 Meeting minutes: Bowers motioned to approve minutes. Saunders 2nd. Motion carried.

4. Approval of Bills:
   - County Clerk Huntley presented bills for approval. Bowers motioned to pay bills in the amount of $2,427.99. Heuer 2nd. Motion carried.
   - Huntley mentioned that the LRP committee recommended using the Insurance Fund for mileage expenses for mail pick-up of Watt Building employees, but isn't sure that's the best place, although she would prefer not to have to absorb the additional $1,200 estimated expense from her budget
   - Huntley also applauded Dynamic Horizons for coming in under the expense estimate of $2000 for moving the recording equipment. The actual expense was only $1700, and everything was running smoothly that first Monday morning of operation after the move.
5. Public Comment:
   - Chairman Rice instructed all Board members present to be sure to read through their packets for next week's Board meeting. LRP has recommended EVS as the contractor and supporting information will be in the packets
   - Kenney reminded people that Nick Sakellariou will also be present at the Board meeting to explain the implications of the Circuit Clerk's union contract, so board members should read through that contract carefully, as well as the Sheriff Clerk's contract given implications of the "Me Too" clause in the Circuit Clerk's contract. Rice noted the purpose of the time with Sakellariou is for him to explain the implications of the "Me Too" clause and answer questions so that everyone hears the same thing at the same time. Discussion followed as the committee has many unanswered questions regarding how the contract impacts various salary administration policies and procedures. It was agreed that Meggon McKinley would ask the Board Members to respond to her with questions they would like Sakellariou to answer so she can get them to him ahead of time.
   - Boes noted concern about the $250 signing clause, and discussion followed noting that the $250 signing bonus was designed to adjust everyone's pay by Dec 1, 2008 but we couldn't implement it before the new budget because we didn't have a signed Circuit Clerk contract at that time
   - Two questions the Personnel Committee would like to ask Nick Sakellariou are:

   a. How does the Circuit Clerk's contract with the "Me Too" clause impact the County's starting wage across both union and non-union employees?
   b. Does Ogle County have a right to observe the Circuit Clerk union negotiations to obtain, first hand, a clear understanding of budget impact?

6. County Clerk & Recorder Report:
    - Rebecca Huntley reported that documents are up because of so many refinances. County revenue is down because of fewer deeds and fewer stamps for the deeds.
    - Huntley distributed her 2010 projected budget and asked people to read it and contact her with questions so it can be brought to a vote at the next meeting.
    - Huntley also updated the Committee on various fees her office collects
    - Huntley does not expect an amended budget as she is able to absorb necessary expenses in her 2009 budget.

7. New Business:
    - Personnel Manual & Review Process: Rebecca Huntley distributed the current Personnel Manual. Committee Chairman Kenney asked members to take time to review this document and come prepared to the next committee meeting to make a recommendation to implement this manual with any noted policy updates. Additional policies discussed as possible additions include Steve Rypkema's expense report form, travel policy, and expense policy. He will work with Meggon McKinley to distribute these for review prior to the next meeting.
    - Payments in Vacation: The committee voiced concern regarding the growing dollar amount of payments in vacation, which are often as large as the bills submitted to Committees for payment. Saunders noted concern that these payments bypass the committee review process and create additional work outside the normal bill payment cycles. She recalls Bill Spencer passing a resolution stating payment in vacation was reserved for utilities, payroll, and some emergency billing. Meggon McKinley agreed to work with the department heads to gain a better understanding of valid needs for payments in vacation and help minimize unnecessary requests. The Committee also asked her to identify specific credit card issuance and reimbursement needs within the departments since this often makes up a large portion of the payments in vacation amounts, presumably because we don't want to miss timely payments and incur additional fees or interest. The Committee would like to know if there is opportunity to change billing cycles to allow these to flow into the normal bill pay process. Treasurer Coffman noted that if the volumes and needs are significant enough, we may want to consider moving to a County Purchasing card option, which allows specific limits and more controllable billing cycles.

8. Old Business: No further updates

9. Adjournment: At 11:30 a.m. Kenney adjourns the meeting

Respectfully Submitted,
Meggon McKinley
Ogle County Administrator