**Personnel & Salary / County Clerk & Recorder Committee Meeting**

**May 13, 2009**

**Tentative Minutes**

1. Call to Order: Chairman Skip Kenney called the meeting to order at 10:14 a.m. Present: Bobbie Colbert, Marcia Heuer, Larry Boes, Dorothy Bowers and Pat Saunders. Others: County Clerk & Recorder Rebecca Huntley, Solid Waste Director Steve Rypkema and Bob DeArvil. Absent: Director of Court Services Greg Martin.

2. Approval of Minutes: April 15, 2009: Motion by Bowers, 2nd by Colbert to approve the minutes. Motion carried.

3. Approval of Bills: Motion by Saunders, 2nd by Bowers to approve the monthly invoices for the County Clerk & Recorder in the amount of $3,051.14. Motion carried.

4. Public Comment: None

5. County Clerk & Recorder Report: Huntley states the move went good, she acknowledges Andrea with Holabird & Root for a terrific job on ordering the shelving for Recorder's office and vital records. She thanks her staff for working hard and being very organized during the move. She informs the Committee of a situation at the Courthouse on Tuesday May 5th and Wednesday May 6th regarding demolition of the building during working hours. She had health concerns for the employees remaining at the Courthouse as well as the public who used the facility during that time period. Huntley contacted Sheriff Beitel about the dumpster that was placed at the main entrance because the moving company had begun moving on Monday and this prohibited them from using the main entrance. Huntley states the Recorder's office is staying busy; their average number of documents recorded per day for the month of April was 65.43 compared to 56.45 in 2008 and 58 for 2007. Huntley informs the Committee of an incident that took place yesterday in the Recorder's office, a title searcher was reaching for a book off the shelf, lost control of it and knock her on her head, an incident report has been filed. Huntley did state the taxes have been rolled over to the Treasurer's office yesterday. Huntley said the County offices at the Watt Building received a plant from the Village of Mt. Morris welcoming us to the community.

6. New Business: Kenney informs the Committee that they all need to have their picture taken by the Sheriff's Dept for their identification badges to be worn on all county property. He also stated that Nick Sakellariou, labor attorney, will not be available for this month's board meeting and they have him scheduled for June. Rypkema questions if he will be attending a Committee meeting first, Kenney states they didn't plan on that at this time. Heuer suggests maybe they can hold a special Committee meeting before the board meeting to clarify things.

7. Old Business:
    a. Compensation Program – EA: Nothing to report.

    b. Heuer Wage Comparison Data: Nothing will be discussed until after clarification from Mr. Sakellariou.

    c. Review of Personnel Policy: Huntley raises question about the progress of reviewing the current policy. Saunders requests copies for next month's meeting and would like County Administrator to be involved in the process.

8. Adjournment: Since no further business was before the Committee, Chairman Kenney declared the meeting adjourned. Time: 10:55 a.m.

Respectfully submitted,
Tiffany O'Brien