Personnel & Salary – County Clerk & Recorder Committee
Tentative Minutes
Wednesday, September 9, 2009

1. Call to Order: by Chairman Kenney at 10:02. Members present: Kenney, Bowers, Boes, Saunders, Colbert, Heuer. Members absent: Gouker. Also present: Ed Rice, Meggon McKinley, Becky Huntley, Greg Martin, Steve Rypkema, Don Conn.

2. Approval of Minutes: Motion by Bowers to approve August 12, 2009 meeting minutes. 2nd by Heuer. Motion carried.

3. Approval of Bills – Motion by Heuer to approve bills in the amount of $838.12. 2nd by Bowers. Motion carried. Huntley noted she has talked with her staff about buying only what's necessary to turn back as much as possible at year end.

4. Public Comment - none

5. County Clerk & Recorder Report –
    - 2010 Budget –Huntley presented her revised budget, which sets salaries at $0, keeps her elected official increase at $2,500, and backs out $4,121 for the equivalent of 5 furlough days per employee. She confirmed she still expects to contribute $58,000 in 2009 savings, and while that $58,000 reduction is not repeated in the 2010 budget, she does expect to be able to contribute savings as opportunities arise. She'd also like to see the election equipment grant amount of $85,000 moved out of her operational budget since it is a grant, and other departments report grants elsewhere. McKinley agreed and will work with John Coffman to see if we can move it into one of Becky's other funds for 2010. Huntley explained the difference between the GIS Fund and the GIS Recorders Fund noting that every time we do a recording, the County Clerk collects $1 for the GIS Recorder's Fund. GIS Fund documents contribute $14 per document. The GIS Fund flows into the GIS budget through a transfer done by the Treasurer's office. Saunders proposed talking with Curtis Cook about moving Larry Callant's entire salary to the GIS budget as opposed to splitting it 50/50 with the general fund. Rice noted the IT policy will be changing and this will be part of the analysis. McKinley noted concern about having GIS funding cover all of Larry's salary if he is not 100% dedicated to GIS support. She noted that with the IT analysis, we may be asking Larry to do more PC support, not less. Saunders asked McKinley to talk with Cook about this option since the county provides the office and equipment for GIS and it would help our funding model. Rice noted that Larry Callant has also been representing us at NITT meetings, and has done a great job particularly in negotiating purchases. Saunders asked Huntley if she has restrictions on her funds, and Huntley indicates that while GIS funds are to be used for GIS, she does use these funds for her automation needs. Saunders suggested that the vital records $600 budget for payments to Bruce McKinney, Ogle County Registrar, be taken from the Vital Records Automation Fund. Huntley agreed.

- Huntley then reported that if recorders documents are up on the internet, we are required to "redact" confidential information from them, e.g., blacking out social security numbers. The Clerk's office has completed redaction for documents dating back to 1984. All recorded documents are now redacted as documents come in. She indicated that title companies and banks are careful not to include this information, so there isn't too much to do, now, but we pay $.10 per document to do this. Saunders noted we need to keep pressure on technology vendors to ensure charges are appropriate, and asks if Huntley's maintenance fees are going up like everyone else's, to which Huntley agreed that they are.

6. New Business -
   - 2010 Budget Process & Timing of Union Contract Negotiations – McKinley updated the committee regarding plans to approach the unions for negotiations after the 9/15 Board meeting. Huntley asks if all departments are taking furlough days and McKinley explained that all departments, union and non-union, have been asked to reduce their budgets by the equivalent of 5 furlough days per employee, but that most departments have said furlough days are not a workable solution for them and that they would have to work to find other savings equal to that amount without imposing furlough days. Huntley expressed frustration with how the discussions have been handled because of the hardship it has placed on the employees. McKinley noted the intent has been to quantify and evaluate all possible options. Greg Martin noted employees are really worried about furlough days because it is a hardship when on a limited income. He notes that while it may not have been the intention, this is what the employees have taken away. Kenney indicated he takes responsibility for doing the survey at the board level as a way to get direction from the Board on what they'd like to see. Saunders said everyone is concerned about their job and their retirement. Martin said his people at the Special Finance Committee meeting felt it was a very positive discussion, although they have walked away with a fear of the furlough. Rypkema said that this shows that the departments haven't cut far enough if they could have funded the furlough days. McKinley stated she has worked as much as she possibly can with the department heads to push for reductions and they share in the responsibility for where the discussions and decisions go too. Boes mentioned that the auto industry works on an inverse seniority layoff and it was 80% of their pay, wondering if that might work in our environment. Rice then reminded the committee that all these discussions have been brainstorming exercises and that the media is with us at every turn, making it impossible to control how discussions are interpreted. He noted that this furlough day review was a process that had to take place, but that it sounds like it's riding off into the sunset. Saunders notes that the employees are the biggest cost of our budget with Boes noting $10million in our salaries alone. Saunders states that because of this, we have to look at solutions to bring these costs down. Martin notes that his discussions with the union are focused on getting them to participate on concessions to help avoid laying people off. Rice noted that all union contracts will be negotiated in 2010 for a new contract in 2011. Rice noted this morning

Governor Quinn was advised by the Chief Judge to reinstate the Probation Reimbursements and hopes that will bring some relief.

- Market Salary Data & Performance Based Management – Kenney reports the current EA Study shows various levels of job classifications with salaries at either the low – mid – high point range. He said the vast majority of the employees ought to fall in the mid point, and that our employees do. He noted we need to work with EA to obtain market data for the departments that didn't participate in the wage study so we can look at how to fully implement this solution. He noted that the market data will be updated annually, although it is likely to stay flat during the current economic climate. He noted the outcome of this will be that employees will need to develop their skills or move into a position with a higher salary range to get increases. McKinley noted she wants to ensure there is time to work with each department head to understand how they would implement this approach to salary administration, because it is a significant change. Colbert asks what's next from EA. Kenney and Boes said they still owe us work. Kenney noted that Kimberly Remmert did note that 3rd phase was incomplete; that the 4th phase meeting was insufficient and that we didn't get to phase 5, which would be an additional fee.

7. Old Business-
    - Personnel Manual & Review Process – Kenney noted we will wait on this until the 2010 budget is settled.

8. Adjournment – Meeting was adjourned at 11:18

Respectfully submitted,
Meggon McKinley, Ogle County Administrator