Personnel & Salary – County Clerk & Recorder Committee Meeting
September 15, 2010

Tentative Minutes

1. Call to Order by Committee Chairman Kenney at 10:03
    - Members present: Kenney, Bowers, Heuer, Boes, Colbert, Saunders
    - Members absent: Gouker
    - Others present: DeArvil, Frinfrock, McKinley, Huntley, Finch, Rypkema, Harn, Beitel.

2. Approval of Minutes: August 11, 2010 meeting minutes
    - Motion by Bowers
    - 2nd by Saunders
    - Motion carried

3. Approval of Bills –
    - Motion to approve $630.17 by Bowers
    - 2nd by Heuer
    - Motion carried

4. Public Comment - none

5. County Clerk & Recorder Report – Huntley reported her department is getting ready for the election, however, the Constitution party was deemed to not be on the ballot and they took it to court, but the hearing to determine if this should be on the ballot isn't until Sept 24. This means Huntley is still waiting to determine whether or not to print the current ballots. 102 counties are all in the same situation since ballots must be ready for early voting, by Sept 23. There is now no-excuse absentee voting, which means anyone can come to vote early without any reason. Huntley also reported the Judge of Election letters will be sent soon.

6. Old Business-
    - 2011 Budget – Kenney reported that the Finance Committee put together a tight budget that was within $250,000 of closing the budget gap. The department heads joined last Friday meeting to share their input, which then resulted in landing at roughly $800,000 short. More meetings are planned to finalize the budget, per Kenney.
    - Voluntary Retirement Program – McKinley updated the committee regarding 3 planned retirements, with a net year one savings of $81,365.32 if all positions are left open for 6 months.
    - IMRF Out of State Service Purchase – Huntley reported she is the IMRF rep and is responsible for asking for numbers in these sorts of situations and wanted to report on Sheriff Beitel's request so the board can make their decision. Bowers indicated she knows we have done this for other

people that are in the service, and regardless of the cost to the county, he is entitled to this. Saunders said it if he lives 30 years, it comes out to $1,500 per year. Sheriff's paper work must be filed by October 1. Saunders agrees with bowers that he's put in 26 years of service and has given a lot back to the county.

i. Motion by Saunders to approve allowing Greg Beitel to purchase 2 years of out of state IMRF service credit.
ii. 2nd by Bowers. Boes said he has a hard time denying his retirement when it's been earned. Kenney said he has no qualms to recognize the past service. It's been done in the past and is an acknowledgement of past precedent.
iii. Motion carried

- Ogle County Policy Manual Updates- nothing new to report. McKinley will report next month. Discussion of whether to put it in the body or appendix followed.
- Solid Waste Pay - Bowers noted that one of Rypkema's employees is one of the lowest paid in Ogle County and they discussed this at the HEW committee meeting, asking him to bring it to Personnel for discussion. Bowers said if Rypkema has the money in his budget to bring and employee up to scale, then we should allow him to give the adjustment. Rypkema noted she is a job level 2, and below the pay scale mid-point and above the pay scale minimum point. She began full time in December 2008. Rypkema reported he does not have this salary adjustment in the current proposed budget because he was asked to keep it at $0 increase. The process of how such adjustments was discussed, concluding the Personnel Committee would need to recommend the adjustment to the Finance Committee because it is not currently in his proposed budget. Rypkema explained how he manages his budget and line items. Boes asked about grants received in the department. Rypkema indicated the largest is the enforcement grant at $55,000 but we don't know for sure if we'll get it this year, although Rypkema believes we will. It is budgeted for 2011. Boes said he believes the increase is warranted and Rypkema confirmed it wasn't a promotion, rather a fix to the job class. McKinley said it would be a discussion at Finance, but not a motion because it wasn't on the agenda. Kenney said in light of what we are going through with the budget and because there will likely be lay offs to close the remaining budget gap, he would find it difficult to recommend an increase to an individual when it can't be done unilaterally. Kenney said he'd do what the committee would like and doesn't disagree with what Bowers or Rypkema are saying. Implications of the "me too" union contract clause was discussed. Huntley asked if this is an issue because it's from Solid Waste or General Fund, and Saunders confirmed he is an employee of the county. Bowers said she'd like Kenney to ask the Finance Committee to consider this. Saunders is uncomfortable with this. The $1100 adjustment would get her to $12.69 per hour, which is still on the low end of the mid range. Bowers said since it's a different fund, it's justifiable. Rypkema

said he believes this is the committee that advocates for those employees since there is no union and the committee is responsible for taking it through the necessary steps. McKinley said the current environment is such that this committee can approve it and finance can decide not to fund it. Heuer said she believes it's in the range and is acceptable, but would agree to asking if this situation warrants an exception. Colbert said she agrees with Bowers and Heuer and wants Kenney to put it on the table for Finance. Kenney said he will, but said we have problems on the horizon that he doesn't know how we'll solve since we came out with an $830,000 budget deficit last week. Saunders believes this would open the can of worms. Kenney said he is happy to discuss this legitimate request with Finance.

7. New Business -
    - Comp Time & Vacation Carryover Policies- Kenney and Heuer reported on the various types of pay that are a significant liability to the county such as accumulated leave time, comp time, and vacation carryover time. The Sheriff, Deputy Harn, Heuer, and Kenney are in agreement that these issues need to be address going forward. Per Harn, it was 1987 that these practices began in the Sheriff's Department, where salaried, non-exempt people can bank hours above and beyond the normal work schedule just like the union contract, and even above the union contract. This has resulted in carrying over significant paid time on the books. Non-union employees are bound by the County policy, yet an elected official can authorize these situations and bind the county to paying it. Harn said he gave McKinley a summary of the total 6 months ago, including all the union employees and it was around $600,000 at that time. Harn said what hinders the county is that it was generated 10 years ago, but it's paid at current wages. Harn indicated his policy as Sheriff will be use it or lose it, which Ben Roe has confirmed he has the authority to do. Harn does not appear to have authority to pull off the past approved amounts under past policies if they are legitimate. Discussion of how this time is accumulated was discussed. Accumulated time by non-exempt Sheriff management personnel was deemed to be against the law, Harn thought. McKinley asked if we have authorization to not pay past amounts. Discussion followed with Harn saying he would have to review all past vacation slips to see if any of it was improperly banked due to rolling vacation time that should have been taken, not banked. Harn told the committee Sheriff Beitel has been very good to Harn and wants the committee to know he does not want this blamed on Beitel since he inherited it. Kenney recapped the times Beitel escalated the issue looking for solutions in the past. Bowers would like to ensure future practice is changed and believes Harn will do this. Saunders asked if the Sheriff's policy allows these practices, and Harn said there is nothing specifically written in the current policy, and that the policy will be changed after he takes office. Huntley would like to know why these employees aren't falling into the County

policy. Harn said there are many issues with Sheriff law that change that have to updated and so they have to have their own policies. McKinley believes this is a legal issue of who has the authority to set and execute the county policies, and Harn said it might relate to whether we are considered a Sheriff's Office or Sheriff's Department. Harn will review the data and advise the county on next steps, possibly legal review to see if any can come off the liability sheet if it's not owed. Then, future policy will be changed based on Harn's leadership, documented for future. Discussion followed on how the various appointed and elected department policies relate to each other. Harn said the Merit Commission by State statutes supersedes Sheriff policy. Rypkema said the county policy should be updated but McKinley said it only applies to appointed officials, not elected unless by choice and so we have to establish the hierarchy of order as they relate to each other. Harn said it is critical for the board to hold the departments accountable financially. McKinley wanted the record to show that said none of the accumulated leave time has been paid down – it is all a liability at this point, and that the figures paid to date are all by union contract and by Sheriff practice of allowing exempt-employees to take the same benefits as union. Practice and policy are different issues, per Harn. McKinley said the key is setting the right policies and holding people accountable to them as allowed in each department's structure. Boes said those that created the problem are no longer here and we have a fiduciary responsibility to make it right now. Discussion about which positions are conflict of interest followed.

8. Adjournment- by Committee Chairman Kenney at 12:00

Respectfully submitted,
Meggon McKinley, Ogle County Administrator

John "Skip" Kenney – Chairman