

Personnel and Salary Committee
Tentative Minutes
(Remote Attendance due to COVID-19 Crisis)
August 11, 2020

1. Call Meeting to Order: Chairman Kenney called the meeting to order at 8:00 a.m. Present: Corbitt. Present via audio: Billeter, Boes, Heuer, McKinney and Smith. Others: Finrock (arrived at 8:15). Others via audio: Circuit Clerk Kim Stahl.
2. Approval of Minutes – July 14, 2020 - Motion by McKinney to approve the minutes as present, 2nd by Corbitt. Motion carried.
3. New Business
 - Sikich Quarterly Report: Report was emailed.
 - Mandatory County Training – Reasonable Suspicion for Supervisors/Sexual Harassment: Kenney has not received any confirmation on trainings that have been finished. Heuer stated she has created her account in the portal. Training video should have been sent to all Dept. Heads. Kenney stated they could have an in-house training session if employees are not doing it online. Stahl has not received anything via email. Kenney stated it will be discussed at the Dept. Head meeting.
 - Families First Coronavirus Response Act: Kenney stated it would be distributed at the Dept. Head meeting as well.
4. Public Comment: None
5. Old Business
 - New Hire – Treasurer’s Office: Kenney stated Beck is in the interview stage of filling this position.
 - Addendum to Personnel Manual: Heuer stated they are working on it, about a third of it done.
 - New Hire Chemical Screening: None
 - HR-EAP Services: Kenney has spoken with Vice-Chairwoman Nordman; he has no answer from Sparrow yet. He is waiting for commitment of support from Finance Committee.
 - Performance Review Format for Appointed Dept. Heads: Kenney distributed the modified document and went through it. Discussion was held. Kenney will move it forward to Executive Committee.
6. Closed Session – Employment Matters 5 ILCS 120/2(c)(1): None
7. Adjournment: Motion by McKinney to adjourn, 2nd by Smith. Motion carried. Time: 8:33 a.m.

Respectfully submitted,
Tiffany O’Brien

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