

Personnel and Salary Committee
Tentative Minutes
(Remote Attendance due to COVID-19 Crisis)
December 8, 2020

1. Call Meeting to Order: Chairman Kenney called the meeting to order at 8:00 a.m. Present via audio: Billeter, Corbitt, McKinney and Smith. Present: Heuer. Others via audio: County Clerk & Recorder Laura J. Cook and Director of Court Services Cindy Bergstrom. Absent: Boes.
2. Approval of Minutes – November 10, 2020 - Motion by McKinney to approve the minutes as present, 2nd by Corbitt. Roll call: Yes – Heuer, Billeter, Corbitt, McKinney, Smith, Kenney. Motion carried.
3. Public Comment: None
4. New Business
 - Court Services: Bergstrom addressed the Committee regarding a vacancy in her office. A Probation Officer opening, there is some interest internally so she is not sure if it would be an adult or juvenile officer. It is a fully funded position from the State. Kenney asked if there would be any savings. Bergstrom stated there will not be since the previous employee was only here a year. Bergstrom stated they are taking a big hit it since it was their Spanish-speaking officer. Motion by McKinney to approve the request, 2nd by Smith. Roll call: Yes – Heuer, Billeter, Corbitt, McKinney, Smith, Kenney. Motion carried.
 - County Clerk: Cook addressed the Committee about an employee leaving next week; it is the Tax Extender/Payroll position. She has been working on the job description. It will also leave the County Board Committees without someone to transcribe the minutes since no one in her office is willing to take on the task. Cook wants to find a part-time person to take on the task of the Committee minutes. Kenney asked if it was her intent to continue with a part-time person. Cook stated yes, the responsibilities are quite a bit and will need to attend the Committee meetings once a month. Cook states previously the Committee Chairperson did the minutes or they found someone to do it, then the Administrator took it over when they were here. Cook stated all her staff is new within 3 years and doesn't have anybody to do that. McKinney asked if she wanted 1 full-time and 1 part-time. Cook stated yes, the part-time position would be what Courtney Warren used to do for the County Board. It is not a new position with no benefits. Smith asked the hours for the part-time. Cook stated approximately 20 hours a month not counting extra meetings. Kenney asked if her budget would handle it. Cook stated she would discuss it with Finance; the part-time position was always covered under the Finance Committee. Motion by McKinney to approve both positions, 2nd by Smith. Roll call: Yes – Heuer, Billeter, Corbitt, McKinney, Smith, Kenney. Motion carried.
 - County Department Head Salary/Stipends: None
 - County COVID-19 Reporting – Illinois OHSA: Kenney stated they have had one meeting; the consequences of non-compliance are significant. It will be discussed at a Dept. Head meeting in the future.

5. Old Business

- Mandatory County Training – Reasonable Suspicion for Supervisors/Sexual Harassment: Kenney asked if everyone has done their training; yes. Kenney stated if not, it needs to be done by the end of the month.
- Families First Coronavirus Response Act: Will be discussed at the next Dept. Head meeting; there is some confusion on that. Kenney stated there is an 80-hour one time limit.
- Addendum to Personnel Manual: Heuer stated it is in the State’s Attorney’s office for review.
- Performance Review Format for Appointed Dept. Heads: Still working on, hopefully next month for Committee review.

6. Closed Session: None

7. Adjournment: With no further business, Chairman Kenney adjourned. Time: 8:20 a.m.

Respectfully submitted,
Tiffany O’Brien