

**Personnel and Salary Committee
Tentative Minutes
February 11, 2020**

1. Call Meeting to Order: Chairman Kenney called the meeting to order at 8:01 a.m. Present: Boes, Corbitt, Heuer, McKinney and Smith. Others: Finfrock, Typer, Director of Court Services Cindy Bergstrom, Treasurer Linda Beck and Circuit Clerk Kim Stahl. Absent: McLester.
2. Approval of Minutes – January 14, 2020 - Motion by Corbitt to approve the minutes with an amendment that McLester was present, 2nd by Smith. Motion carried.
3. New Business
 - Treasurer – New Hire: Beck informed the Committee that a part-time employee left for full-time employment and she would like to replace that position. 2-3 days a week with more hours during tax season and \$13-14/hr., which is covered by the budget. Motion by McKinney to approve the replacement request, 2nd by Boes. Motion carried.
 - Circuit Clerk – New Hire: She has a retirement coming up and is asking to replace the position. Stahl will promote within to the Chief Deputy position and hire for the office position. Motion by McKinney to approve the request, 2nd by Corbitt. Motion carried. Stahl also mentioned that the United Way Campaign is kicking off and she has information if anyone is interested.
 - Sikich Utilization Report: Report was emailed.
 - Reasonable Suspicion Training: Kenney stated everyone was emailed a copy; they are getting a good response from Dept. Heads. Kenney stated without the appropriate training he could see issues if a situation rose. Heuer asked if it will be mandatory for Dept. Heads. Kenney stated all Dept. Heads to do everything to attend or send someone in their place. Heuer stated a certificate of completion needs to be filed with the County Clerk. Discussion continued. Motion by McKinney to recommend the training for Dept. Heads, 2nd by Corbitt. Motion carried.
 - New Legislation on Shared Telephone Costs: Kenney stated it has been brought to his attention that the County is now responsible for paying the fair charges of cellphone bills to those employees that are not assigned a County cellphone and use their personal cellphone for County business. Smith stated if employees use their personal phones, then their records are public knowledge. Kenney will forward the information onto the Committee. Typer suggested doing a blanket policy that it is unacceptable to use personal phones without consent of Dept. Head.
4. Old Business
 - Employee Status Change – Zoning: None
 - Performance Review Format for Appointed Department Head: Heuer has spoken with the Committee Chairmen that this would impact and they all agreed to it. Corbitt asked if we have job descriptions for all Dept. Heads that will be reviewed. Kenney will move it forward to Executive Committee.
 - Addendum to Personnel Manual: Heuer is working on them.
 - Annual Sexual Harassment Compliance: A training module will be provided at no cost

and the deadline for everyone is December 31, 2020. Certification will be filed with Dept. Head and Dept. Head will notify County Clerk that they are all certified.

- New Hire Chemical Screening: None
5. Closed Session – Employment Matters 5 ILCS 120/2(c)(1): Motion by Heuer to go into closed session, 2nd by Corbitt. Roll call: Yes- Boes, Corbitt, McKinney, Smith, Heuer and Kenney. Motion carried. Time: 8:53 a.m.

Committee came into open session at 9:09 a.m.

6. Public Comment: None
7. Adjournment: With no further business, Chairman Kenney adjourned the meeting. Time: 9:10 a.m.

Respectfully submitted,
Tiffany O'Brien