

Personnel and Salary Committee
Tentative Minutes
(Remote Attendance due to COVID-19 Crisis)
July 14, 2020

1. Call Meeting to Order: Chairman Kenney called the meeting to order at 8:00 a.m. Present: Boes, Corbitt, Heuer and McKinney. Present via audio: Billeter and Smith. Others: Finfrock, Treasurer Linda Beck, Director of Court Services Cindy Bergstrom and IT Manager Larry Callant.
2. Approval of Minutes – June 9, 2020 - Motion by McKinney to approve the minutes as present, 2nd by Corbitt. Motion carried.
3. New Business
 - Establishment of Ogle County Public Defender’s Office: Kenney explained the request so that Billeter would have knowledge of it; the Committee unanimously passed it last month. Kenney will take it before the Finance Committee today.
 - Sikich Quarterly Report: Heuer went over the report.
 - Mandatory County Training – Reasonable Suspicion for Supervisors/Sexual Harassment: Heuer stated she has been in contact with ICMRT regarding the government portal. At the end of each course, there is a certification; County Board members will need to take the Sexual Harassment training also. The certificates for board members will be filed with the County Clerk’s office. Board members and Dept. Heads should be receiving an email with information to log in to the portal. Corbitt asked if the Dept. Heads are responsible for their employees; yes. Corbitt asked how long the training will take; Heuer does not know.
 - Direction on Covid Payment Schedules: Kenney stated Bergstrom came upon this program. The government has set up an initiative to pay a portion of employee’s salary for caring of a family member or themselves when off. Heuer stated it is part of FMLA regarding COVID care. Discussion was held regarding the Family First Coronavirus Response Act. Motion by McKinney to move forward to Executive Committee, 2nd by Heuer. Bergstrom stated this is already an issue with other departments and needs to be done sooner than later. Motion carried.
4. Public Comment: None
5. Old Business
 - New Hire – Treasurer’s Office: Beck will start interviews next week; she has received about 12 applications.
 - Addendum to Personnel Manual: Heuer stated nothing new to be added; 8 policies that they currently have to add.
 - New Hire Chemical Screening: Corbitt stated it is already in the manual; Kenney stated it is but some are not following it. Kenney stated it needs to be reinforced from Executive Committee. Corbitt suggested that it is addressed at the next Dept. Head meeting.

- HR-EAP Services: Kenney has spoken with Finance Chairman Sparrow about the topic.
- Performance Review Format for Appointed Dept. Heads: Heuer has been in communication with the Committee Chairmen that are affected by this review and all in favor of it. Consensus to move along to Executive Committee.

6. Adjournment: With no further business, Chairman Kenney adjourned the meeting.
Time: 8:42 a.m.

Respectfully submitted,
Tiffany O'Brien