

**Personnel and Salary Committee  
Tentative Minutes  
March 10, 2020**

1. Call Meeting to Order: Chairman Kenney called the meeting to order at 8:00 a.m. Present: Boes, Corbitt, Heuer, McKinney and Smith. Others: Typer, Coroner Lou Finch and Solid Waste Director Steve Rypkema. Absent: McLester.
2. Approval of Minutes – February 11, 2020 - Motion by McKinney to approve the minutes as present, 2<sup>nd</sup> by Corbitt. Motion carried.
3. New Business
  - HR-EAP Services: Kenney stated we currently do not have anything in place to handle an employee with a controlled substance problem. Kenney is only aware of one case since his time on the Board. Kenney stated it was Nordman’s suggestion that we look into using the interest earned on the Health Insurance Fund for these services. Corbitt stated the Health Care Planning Committee meets next week and it is a topic for discussion. Discussion continued.
  - Performance Review Format for Department Heads: Kenney asked the Committee if they are ready to move it on to the Executive Committee; consensus is to move forward. Kenney stated the record would be kept in the State’s Attorney’s office; Smith stated it should go to the County Clerk. Corbitt agreed. Kenney stated it would be decided later and he will forward this onto Executive Committee.
4. Old Business
  - Reasonable Suspicion Training: Kenney stated the training was very good. Smith asked what the next steps are. Kenney stated some Dept. Heads have a copy of the information; some didn’t show up. This is not a mandatory training.
  - Employee Status Change – Zoning: None
  - Addendum to Personnel Manual: They are working on it.
  - Annual Sexual Harassment Compliance: Kenney asked if anyone has reviewed it. Heuer stated the website is up and running. County Clerk Cook will add all the County Board portals this week; everyone will have their own login. The certification will be filed with County Clerk Cook. Rypkema asked how this would be communicated to staff. Heuer stated Cook will email it out to Dept. Heads when it is ready. Smith asked when they should expect it; Heuer stated they should expect the email next week. Employee certifications stay with the Dept. Head.
  - New Hire Chemical Screening: Kenney stated it has been discussed and certain positions it is not an option. Corbitt stated the Personnel Manual already has it in there. Corbitt asked who would police it; Kenney stated it would be the Dept. Heads. Kenney will take it before the Executive Committee later today. Rypkema asked how you go about following this procedure; he doesn’t think it was in place since he hired his last employee. Corbitt stated it has been in there for quite some time; Kenney stated it was in there but never enforced. Kenney stated it is for all new hires. Rypkema asked where the testing would be conducting. Kenney stated it is at the Petro in Rochelle. Rypkema asked if there was an account set up; Kenney stated there was as other departments

- already use it.
  - New Legislation on Shared Telephone Costs for County Employees: None
5. Closed Session: None
  6. Public Comment: None
  7. Adjournment: With no further business, Chairman Kenney adjourned the meeting. Time: 8:29 a.m.

Respectfully submitted,  
Tiffany O'Brien