

**Personnel and Salary Committee**  
**Tentative Minutes**  
(Remote Attendance due to COVID-19 Crisis)  
**May 12, 2020**

1. Call Meeting to Order: Chairman Kenney called the meeting to order at 8:00 a.m. Present via audio: Corbitt, Heuer, McKinney and Smith. Others via audio: Finfrock, IT Manager Larry Callant, Treasurer Linda Beck and Coroner Lou Finch. Absent: Boes and McLester.
2. Approval of Minutes – April 14, 2020 - Motion by McKinney to approve the minutes as present, 2<sup>nd</sup> by Smith. Motion carried.
3. Public Comment: None
4. New Business
  - Elected Officials Salaries – Circuit Clerk & Coroner: Kenney stated he is not ready yet to discuss compensation for the Coroner outside of his salary however; he is substantially undercompensated compared to other Elected Officials. Kenney would like to figure a way to get his salary closer to the others; they will discuss it later. Kenney has a copy of the other Elected Officials salary ordinance and it states for FY21 they will receive a 2% and FY22 is a 2.5%. Kenney stated they are discussing FY23-24 for Circuit Clerk and Coroner. Kenney stated Finance Committee will handle the first 2 years. Heuer suggested a 2% for the last 2 years due to budget issues. Corbitt asked if they have comparisons to surrounding counties. Kenney stated he does but they are not comparable because he questions who is submitting the information. Heuer stated in 4 comparable counties, the salary range has a \$25,000 span and we are in the middle. Heuer stated the union contracts were negotiated for 2%. Motion by McKinney to approve 2% increase for FY23 and FY24, 2<sup>nd</sup> by Heuer. Corbitt feels it should be 2.5%. Roll call: Yes – McKinney, Smith, Heuer. No – Corbitt. Motion carried.
  - Possible New Hire – Treasurer: Treasurer Beck stated she has her part-time Chief Deputy Collector employee resigning. She has not had luck finding part-time candidates that have the qualifications. She would like to hire 1 full-time position instead of 2 part-time positions. The Chief Deputy Collector manages the Collector’s side and is backup for the Chief Deputy Treasurer position along with other aspects of the office. Her current part-time positions do get IMRF already; she is looking for a salary range of \$30-35,000 (\$16.50-19/hr) based on experience. Corbitt asked if this would give her 2 full-time employees; yes. Corbitt asked what the previous salaries where. Beck stated they were roughly \$16-20/hr. Beck stated there may be an overlap in salaries this year due to training. Smith asked what the qualifications are. Beck stated the experience she is looking for is someone who has government and accounting experiences. Kenney read the job description. Motion by McKinney to approve the full-time position request, 2<sup>nd</sup> by Smith. Beck stated in 2006, this position was a full-time position. Heuer favors 1 full-time verses 2 part-time positions; Corbitt agreed. Roll call: Yes-Heuer, Corbitt, McKinney, Smith, Kenney. Motion carried.

- Promotion/Adjustment of Compensation – Coroner’s Office: Finch informed the Committee that he has been spending the last 4-5 years trying to figure out where his Chief Deputy position fits on the County salary scale. The Chief Deputy is in charge of scheduling autopsies and all other duties that do not require lifting. She does come to the scene when needed. He would like to increase the salary by \$10,000. Kenney has looked at the salary range and if this amount passes, this position would still be way below the other Chief Deputies. Kenney read the job description. McKinney has worked with this position for many years and she basically does run the office. Corbitt asked what her current salary is; \$41,000. Finch stated it takes a long time to find an employee you can trust. Heuer asked about his budget. Finch understands the current budget situation so he would be ok with starting FY2021. Motion by McKinney to approve the requested increase of \$10,000 for Chief Deputy Coroner effective 12/1/2020, 2<sup>nd</sup> by Corbitt. Roll call: Yes – Heuer, Corbitt, McKinney, Smith, Kenney. Motion carried.

5. Old Business

- Addendum to Personnel Manual: None
- Annual Sexual Harassment Compliance: Kenney will put out a reminder.
- New Hire Chemical Screening: Corbitt stated it is already in the manual.
- HR-EAP Services: Will check with Sparrow.
- New Legislation on Shared Telephone Costs for County Employees: Consensus to drop this topic at this time.
- Performance Review Format for Appointed Dept. Heads: Still working on.

6. Adjournment: With no further business, Chairman Kenney adjourned the meeting. Time: 8:52 a.m.

Respectfully submitted,  
Tiffany O’Brien