

Personnel and Salary Committee
Tentative Minutes
(Remote Attendance due to COVID-19 Crisis)
October 13, 2020

1. Call Meeting to Order: Chairman Kenney called the meeting to order at 8:00 a.m. Present: Billeter, Corbitt, Heuer and McKinney. Present via audio: Boes and Smith. Others: Finfrock and Director of Court Services Cindy Bergstrom.
2. Approval of Minutes – September 8, 2020 - Motion by McKinney to approve the minutes as present, 2nd by Corbitt. Roll call: Yes – Heuer, Billeter, Boes, Corbitt, McKinney, Smith, Kenney. Motion carried.
3. New Business
 - Sikich Quarterly Report: Report was emailed.
 - Mandatory County Training – Reasonable Suspicion for Supervisors/Sexual Harassment: Kenney reminded the County Board members to take the training. Heuer stated she has a simple training option; Illinois.gov\sexual harassment is for County Board members only. It is a PowerPoint presentation and you will need to insert your name on the final slide.
 - Families First Coronavirus Response Act: Kenney stated information was distributed at the last Dept. Head meeting and was later told it was incorrect. He is looking into it.
 - Vacation Comparison – Probation Dept.: Bergstrom addressed the Committee regarding the inequality of vacation/bereavement time in her office between union and non-union. Kenney asked if there are any questions regarding the proposal. Bergstrom has done some research to see how many non-union supervisors are within the County; 1 in Sheriff, 1 in Health, 1 in Highway, 3 in Focus House and 4 in Probation. Bergstrom gave her presentation and it is only for her department. Corbitt asked if there is a chance other Dept. Heads have already leveled this out within their department. Smith stated he understands where Bergstrom is going with this but would like to lay it over to look at everyone at one time. Smith cannot support it being done in sections. Kenney asked if the Committee agrees to move it to Finance and Executive and let them move it forward. Billeter asked how this affects retirement. Bergstrom stated sick days only affects that. Bergstrom stated union contract allows 10 days to be carried over and she did include that in her proposal however, she is willing to cut that. Corbitt stated she has spoken with State's Attorney Morrow about her daughter employed by the Department. Morrow informed Corbitt that there is no conflict of interest since her daughter does not live in her home nor does she financially benefit from her earnings. Heuer stated believes that Bergstrom has thoroughly researched this and her side is the largest group affected. Since it is a fiduciary matter, Personnel Committee recommends it goes to Finance to make sure it can be done and then onto Executive. Executive can decide if it is just Probation Dept. or becomes part of the Personnel Manual. Motion by Heuer to move onto the Finance Committee and then onto Executive Committee, 2nd by McKinney. Smith stated he is not comfortable with passing it onto Finance without getting all the information on everyone. He doesn't think it is right to let everyone ride on coattails of some departments. Smith stated he has been pushing for coherency between union and non-union since he got on the Board. Roll call: Yes – McKinney, Corbitt, Heuer, Billeter, Boes, Kenney. No – Smith. Motion carried.

4. Public Comment: None
5. Old Business
 - Addendum to Personnel Manual: Heuer stated all the revisions have been submitted to Courtney.
 - Performance Review Format for Appointed Dept. Heads: Kenney stated all the information has been received and he is still working on formatting.
6. Closed Session – Employment Matters 5 ILCS 120/2(c)(1): Motion by Heuer to go into closed session, 2nd by Smith. Roll call: Yes – McKinney, Corbitt, Heuer, Billeter, Smith, Boes, Kenney. Motion carried. Time: 8:34 a.m.

Committee came into open session at 8:55 a.m.

Motion by McKinney to approve the Coroner’s Stipend Resolution, 2nd by Heuer. Roll call: Yes – Billeter, Boes, Corbitt, McKinney, Smith, Heuer, Kenney. Motion carried.

Motion by McKinney to recommend the reinstatement of the Treasurer’s Health Insurance Program stipend not to exceed \$1,500.00, 2nd by Corbitt. Roll call: Yes – Billeter, Boes, Corbitt, McKinney, Smith, Heuer, Kenney. Motion carried.

7. Adjournment: With no further business, Chairman Kenney adjourned. Time: 9:00 a.m.

Respectfully submitted,
Tiffany O’Brien

**OGLE COUNTY PROBATION DEPARTMENT
FIFTEENTH JUDICIAL CIRCUIT**

106 SOUTH FIFTH STREET, SUITE 100, OREGON, ILLINOIS 61061
OREGON OFFICE: (815) 732-1180 FAX: (815) 732-1281



Court Services Management Proposal to County Board
Personnel/Salary Committee September 8, 2020

The following information is being proposed for the 4 management staff within the Ogle County Court Services/Probation Department. These 4 positions are the only non-represented positions within the department. This proposal includes only managerial positions within the department which includes the Director, Adult Unit Supervisor, Juvenile Unit Supervisor and Office Manager.

Vacation Time:

- Current County vacation allowance as follows:

COUNTY MANUAL

5-B. Vacation Time

Vacation time is defined as paid time off by eligible full-time employees for the purpose of rest and relaxation. For efficient business operations, consideration should be given to pre-schedule vacation time whenever possible.

Vacation Allowance:

<i>First through second year of service</i>	<i>1 calendar week; 5 work days</i>
<i>Years three through seven</i>	<i>2 calendar weeks; 10 work days</i>
<i>Years eight through eleven</i>	<i>3 calendar weeks; 15 work days</i>
<i>Years 12 through 15</i>	<i>4 calendar weeks; 20 work days</i>
<i>Year 16</i>	<i>4 weeks plus one day</i>
<i>Year 17</i>	<i>4 weeks plus two days</i>
<i>Year 18</i>	<i>4 weeks plus 3 days</i>
<i>Year 19</i>	<i>4 weeks plus 4 days</i>
<i>Year 20+</i>	<i>5 weeks</i>

<u>Current County Employee Vacation schedule</u>		<u>Union</u>	<u>County Managers Vacation Schedule</u>	
1-2 years of service	5 days	6m-2 years 10 days	6m-1 year of service	10 days
3-7 years of service	10 days	3-5 years 15 days	2 years of service	13 days
8-11 years of service	15 days	6-9 years 20 days	3-5 years of service	15 days
12-15 years of service	20 days	10-14 years 22 days	6-7 years of service	20 days
16 years of service	21 days	15+ years 25 days	8-9 years of service	21 days
17 years of service	22 days		10 years of service	22 days
18 years of service	23 days		11-12 years of service	23 days
19 years of service	24 days		13 years of service	24 years
20+ years of service	25 days		15+ years of service	25 years

- No vacation time accrued will be compensated should an employee leave or be terminated prior to completion of the probationary period. Vacation with pay will not be granted before vacation time has been earned. Individual anniversary dates will be used to calculate the amount of vacation to which the employee will be entitled.
- Vacation pay will be paid at the employee's regular rate of pay and will be based upon a thirty-five (35) work week. Up to ten (10) days of vacation time may be carried over each year.
- Managers shall give notice to the Director of their intent to use vacation, except in cases of an emergency or unless mutually agreed otherwise. The Director shall have the right to alter any vacation schedule if he or she deems it to be in the best interest of the department.

Bereavement Leave:

- Managers who experience loss of an immediate family member *may be granted **up to five** (5) days leave* to arrange and/or attend funeral events. "Immediate family" shall be defined as spouse, fiancé, civil union partner, domestic partner, parent, step-parent, child, step-child, sister, brother, mother-n-law, father-n-law, daughter-n-law, son-n-law, sister-n-law, brother-n-law, grandchild, grandparent, anyone who raised them during childhood or any relative living in the same household as the manager. One (1) day leave may be granted because of the death of an aunt, uncle, niece, nephew, or cousin.

Thank you for your review of this proposal and consideration for the managerial staff within Court Services/Probation Department.

Cindy Bergstrom
 Director of Court Services

Approval: _____ YES _____ No

Personnel/Salary
 Committee Chairperson: _____
 Signature

Date: _____

County Board Chairman: _____
 Signature

Date: _____

***This proposal will go into effect as of the date it is approved by the Ogle County Board*

<u>Years of service</u>	<u>Non Union Vac. Days</u>	<u>Union Vac. Days</u>	<u>Proposal Managers</u>
0	5	5	10
1		10	
2			13
3	10	15	15
4			
5			
6		20	20
7			
8	15		21
9			
10		22	22
11			23
12	20		
13			24
14			
15		25	25
16	21		
17	22		
18	23		
19	24		
20	25		
>20			