

**Personnel and Salary Committee**  
**Tentative Minutes**  
(Remote Attendance due to COVID-19 Crisis)  
**January 12, 2021**

1. Call Meeting to Order: Chairman Kenney called the meeting to order at 9:00 a.m. Present via audio: Corbitt, McKinney, Droege, Typer and Heuer. Present: Heuer. Others via audio: County Clerk & Recorder Laura J. Cook, Director of Court Services Cindy Bergstrom, County Engineer Jeremy Ciesiel, Circuit Clerk Kim Stahl and Nordman. Absent: Boes.
2. Approval of Minutes – December 8, 2020 - Motion by McKinney to approve the minutes as presented, 2<sup>nd</sup> by Corbitt. Roll call: Yes – Heuer, Corbitt, Droege, McKinney, Typer, and Kenney. Motion carried.
3. Public Comment: None
4. New Business
  - Chairman Kenney asks the County Clerk to address the committee in regards to the County Board Committee Secretary. County Clerk Cook states she addressed the committee last month in regards to this position. This would be a part-time position with approximately 20 hours per month to attend committee meetings and transcribe minutes. There may be additional hours if committees call for special meetings. The position salary would be in the range of \$15 - \$16 per hour plus IRS Mileage reimbursement. Typer asks if the full-time position will be replaced. Cook states yes. Droege asks if Cook has been looking for a person for the part-time position, Cook states no, she told the Finance Committee last month she would return to the Finance Committee with a salary figure. This part-time position will not receive any benefits.

Motion by McKinney to approve the part-time position, 2<sup>nd</sup> by Corbitt.

Heuer would like to propose adding an additional hour to provide assistance to the Chairman and Vice-Chairman with letters and resolutions. Cook states she will speak to the Chairman and Vice-Chairman regarding this.

Corbitt asks Cook to explain some of the history of this position. There was a person hired to attend the committee meetings and transcribe the minutes. This person resigned in 2016 and Tiffany was assigned to the task as she had completed in the past. There is currently no one in the Clerk's office willing to transcribe the meeting minutes with their current duties. Currently we are short one person in the office and we have an election coming up.

Roll call: Yes – Heuer, Corbitt, Droege, McKinney, and Kenney. Motion carried.

- Chairman Kenney states he will take care of the request from Solid Waste Director, Steve Rypkema, to replace an employee who will be retiring. Kenney states Rypkema is currently working on updating the job description. This person will be retiring in March

after 10+ years with the County. This position does not come out of the General Fund, the HEW Committee is aware and this is a 3-person office.

McKinney moves to approve the hiring of a replacement, 2<sup>nd</sup> by Corbitt. Roll Call: Yes – Heuer, Corbitt, Droege, McKinney, and Kenney. Motion carried.

5. Old Business

- Addendum to Personnel Manual: Heuer would like to acknowledge States Attorney Mike Rock for his review and suggestions. Heuer states she will send revisions to Courtney Warren and we should have a document to present soon. Corbitt would like to Thank Marcia Heuer and Courtney Warren for their hard work.
- Performance Review Format for Appointed Dept. Heads: Still working on.
- County Department Head Salary/Stipends: None
- County COVID-19 Reporting Requirements and Recordkeeping (Illinois OHSA) – Kenney states the maximum amount of time to use is 80 hours per year.

Bergstrom asks if they are to continue to report COVID expenses as they have in the past. Nordman states yes, keep track of the COVID expenses as you have been. Nordman also asks departments keep at least a 2-month supply of cleaning supplies and masks. If there is a positive case and you need additional cleaning, contact the Sheriff or Nordman.

Circuit Clerk Stahl asks if this extends into 2021 if there are any COVID quarantines. Kenney states they are going to continue as if the program will be extended.

- Kenney states the committee was sent a copy of the Sikich utilization report.

6. Closed Session: None

7. Adjournment: With no further business, Chairman Kenney adjourned. Time: 9:25 a.m.

Respectfully submitted,  
Laura J. Cook  
Ogle County Clerk and Recorder