

Montgomery County Board

Personnel Committee Meeting Minutes

Date: Thursday, October 31st, 2013

Time: 4:00 PM – County Board Room

Members Present: Chairman Mary Bathurst, Joe Gasparich, Jay Martin, Jim Moore, Mike Plunkett, Dave Ronen and Board Chairman Roy Hertel

Others Present: Betsy Wilson, Ray Durston, Jessica Chappellear, Rex Brown and Sandy Leitheiser.

The committee met to discuss the following:

1. **Update/Approval Circuit Clerk's - Union Local #148:** The Personnel Committee needs to hear a grievance that was filed by an employee. A meeting that was scheduled for October 24th, 2013 was cancelled. The meeting will be rescheduled with Union Business Agent Dan Sweet.
2. **Update/Approval FOP Union Negotiations:** The next meeting will be on Thursday, November 14th, 2013 at 5:30 pm with the committee and 6:00 pm with the Union.
3. **Update/Approval Recycling Local 773 Union Negotiations:** The committee met with Local 773 on October 17th, 2013 at 6:00 pm in the County Board room. The Union and County exchanged proposals and an agreement was reached at 7:00 pm. The revisions will be made to the contract and presented at the next full board meeting for approval.
4. **Update/Approval Personnel Committee Priority List:** The Committee reviewed the items that were discussed at last month's meeting.
 - Union Contracts - Committee continues to work on.
 - Job Salary Survey – The U of I Extension is making the final changes to present.
 - Wellness Program – The committee will be meeting with representatives from Hillsboro Hospital and Fusion Fitness at the end of today's meeting.
 - Personnel Manual – The Committee will make some recommendations at the next board meeting and will continue to work on the manual.
5. **Update/Approval Personnel Manual:** The Committee discussed the clarification of exempt employees and the minimum number of hours to work each week. The issue also involves the amount of sick time that is calculated by IMRF. The Committee discussed re-calculating the exempt employees that were on the 35 hour week. The Committee also changed the list of Exempt employees. **Motion by Him Moore and second by Jay Marten to introduce these changes to the Personnel Manual at the next County Board Meeting.** All in favor, motion carried.
6. **Update/Approval Customer Service Training:** The Committee will get feedback from Chris Casey that conducted the Customer Service Training. There were thirty two employees that participated in the half day training session. Evaluations will be shared with the Personnel Committee next month.
7. **Update/Approval Workplace Wellness Program:** Hillsboro Area Hospital CEO Rex Brown and Fusion Executive Director Jessica Chappellear addressed the Committee regarding the Wellness Program that is offered at Hillsboro Hospital. Mary Bathurst stated that County

Employees wanted a Wellness Committee to encourage employees to live a healthier life style. Part of our Insurance package for preventative care or testing procedures gives employees a \$1,000 wellness benefit. Bathurst stated that it has been under-utilized. Then ideas came up to get healthier by joining a fitness club. The Committee wants to know what the financial impact would be and would like to know how the hospital has done with their wellness program. What is the requirement for the number of times the employee should show up to get the benefit? What is the return on investment? Bathurst stated that depending on the financial impact, this wellness program would be offered to all full time employees. There are currently eighteen County employees that already belong to Fusion and 25 that are interested in joining. Rex Brown shared some statistics that shows how the wellness program has benefited Hillsboro Hospital and their employees. Fusion Director Jessica Chappellear shared information regarding the current Wellness Program with Hillsboro Hospital. It is a more individualized approach for employees and also rewards them for things they do outside of work. The hospital gives the employee an incentive of a lower insurance premium if they earn the points in the wellness program. Jessica Chappellear explained how the point system works. The Wellness Committee at the hospital helps the Administration with ideas and suggestions for the program. The Committee reviewed a proposal with three options and costs for employee participation. Mary Bathurst stated that the committee needs to discuss different options and criteria for employees to follow. Fusion will look into a monthly billing process.

8. **Update/Approval 2014 County Holiday Schedule:** The committee reviewed the County Holiday Schedule that reflects 13 holidays for 2014. Once the full board approves, it will be sent to the Chief Judge's Office. **Motion by Mike Plunkett and second by David Ronen to accept the Holiday Schedule as presented. All in favor, motion carried.**
9. **Update/Approval 2014 Personnel Committee Meeting Dates & Time:** The committee reviewed the 2014 Personnel Committee meeting dates and times and discussed changing the time back to the morning at 8:00 am. The November and December meetings would need to move up by one week due to the holidays. **Motion by Jim Moore and second by Joe Gasparich to accept the meeting dates as presented with the changes for November and December and to change the start of the meeting to 8:00 am. All in favor, motion carried.**
10. **Update/Approval Other Business:** None at this time.

Motion by Jay Martin, second by Jim Moore to adjourn the meeting. All in favor, motion carried.
Meeting adjourned at 5:25 p.m.
The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.