

Montgomery County Board

Personnel Committee Meeting Minutes

Date: Thursday, May 23rd, 2013

Time: 4:00 PM – County Board Room

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

Members Absent: David Ronen

Others Present: Jessica Chappellear, Ray Durston, Sandy Leitheiser

The committee met to discuss the following:

1. **Update/Approval Worker Wellness Program:** Jessica Chappellear, Fusion Executive Director explained the Hillsboro Area Hospital's wellness program with Fusion Fitness Center. The employees have to show some type of documentation to get points for the incentives for the lower rate membership. They have a wellness task force and conduct a semiannual assessment and have some competitions to earn points. The hospital pays a flat fee for their employees that join. Jessica Chappellear reported that Hospital management has seen a difference in employee absenteeism and stated that moral is better. The committee discussed setting up a Wellness Committee with the County employees.
2. **Update/Approval Montgomery County Electronic Security Policy:** The committee reviewed a revised draft of the Electronic Security Policy that was submitted by Bill Purcell. Committee has made some revisions to the Electronic Security Policy has a few suggestions that Mary Bathurst will revise and send out for committee and board approval.
3. **Update/Approval Internet, Email and Social Media Policy and Guidelines:** This policy was given to the full board to review last month. The committee will make a recommendation to the full board to adopt at the June meeting.
4. **Update/Approval Ordinance Establishing Prevailing Wage Rates:** Sandy Leitheiser shared copies of the new Prevailing Wage Ordinance for approval at the June full board meeting. **Motion by Plunkett and second by Joe Gasparich to recommend the approval at the full board meeting. All in favor, motion carried.**
5. **Update/Approval SOA/EMA/State's Attorney - Union Local #397:** Committee learned that Union Local #397 representative Bill Traylor is sending the mediation paperwork to the County. The mediation will involve the wage opener in the three year contract.
6. **Update/Approval Circuit Clerk's - Union Local #148:** Next meeting will be held on Tuesday, June 4th, 2013 at 5:00 pm in the County board room.
7. **Update/Approval Highway Department - Union Local #1084:** Next meeting will be held on Thursday, June 6th, at 2013 at 5:00 pm in the County board room.
8. **Update/Approval Drug and Alcohol Abuse Policy:** Committee reviewed the revised Drug and Alcohol Abuse Policy that was prepared by Assistant States Attorney Betsy Wilson. The committee would like to know if the Random Drug Testing Procedure needs to be tied into this policy. Committee also discussed checking to see if we could incorporate an automatic drug test if someone gets hurt at work and has to go the doctor or emergency room. Jim Moore asked about section 11.5 that deals with other forms of contraband. The committee will wait to adopt this policy until Betsy Wilson can answer some of their questions. We need to ask Betsy about adopting the drug testing procedure.
9. **Update/Approval Job Salary Study:** Chairman Roy Hertel explained that spreadsheets are being prepared with salary information that was provided by Ron Duncan of the U of I Extension that will show a starting point, mid-point salary and a high end salary for each position. They will be presented to the Committee for review once they are completed. Ron Duncan would like to come to the next Personnel Committee meeting to wrap up this project.
10. **Update/Approval Other Business:** None at this time.

Motion by Jim Moore, second by Jay Martin to adjourn the meeting. All in favor, motion carried. Meeting adjourned at 6:00 p.m. The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.

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