

Montgomery County Board

Personnel Committee Meeting Minutes

Date: Thursday, June 27th, 2013

Time: 4:00 PM – County Board Room

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

Members Absent: Mike Plunkett

Others Present: Holly Lemons, Betsy Wilson, Ray Durston and Ron Duncan

The committee met to discuss the following:

1. **Update/Approval Job Salary Study:** Ron Duncan was present to discuss the final draft of the 2012 salary survey. Ron Duncan suggests that we go back and have the supervisor, employee and another individual work through the job description to make sure we have an accurate description so the correct SOC codes can be assigned. If the job description is not correct it can go back to Ron Duncan for re-evaluation. Holly Lemons reported that she never seen the revised job description for the Chief Deputy in her office. Duncan stated that he believes the position was revised. Take the job analysis and review with the employee. Make sure the job description coincides with the job analysis. The committee will need to adopt salary classifications. The ADA work has not been done yet. Committee thinks the ADA work was to be part of the overall final draft of the job study. Duncan stated that he will do the ADA component on each of the job descriptions, including the Health Department. If there are some areas of the final draft that are not to our satisfaction then we will get back to Ron Duncan.
2. **Update/Approval SOA/EMA/State's Attorney - Union Local #397:** The committee reviewed paperwork from the Illinois Labor Relation Board regarding picking one of three mediators from their list. The mediators were from Springfield, Chicago and Evanston. The committee chose the closest residing mediator from Springfield. **Motion by Joe Gasparich and second by Jay Martin to approve the mediator of choice to be David Loebach from Springfield for the Mediation with Local #397. All in favor, motion carried.**
3. **Update/Approval Highway Department - Union Local #1084:** Committee reviewed the email from Bev Seamon regarding the Final Draft of the union contract. Daniels will contact Union Representative Tom Murphy to clarify a couple of issues.
4. **Update/Approval Circuit Clerk's - Union Local #148:** Next meeting is scheduled for Thursday, June 27th at 5:30 pm
5. **Update/Approval Drug and Alcohol Abuse Policy:** County board reviewed for 1 month and will approve at the July board meeting.
6. **Update/Approval Worker Wellness Program:** A memo from Mary Bathurst went out in the employee paychecks today asking for anyone on the employee health insurance that would be interested in serving on a Wellness Committee. Interested employees need to respond by Friday, July 5th, 2013 and a meeting date will then be decided.
7. **Update/Approval Time Off Reports:** Will have quarterly reports for next meeting.
8. **Update/Approval Other Business:** None at this time.

Motion by Jim Moore, second by Dave Ronen to adjourn the meeting. All in favor, motion carried.

Meeting adjourned at 5:15 p.m.

The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.