

Montgomery County Board

Personnel Committee Meeting Minutes

Date: Thursday, September 26th, 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: Bill Purcell, Ray Durston, Dawn Lutz, Chris Casey, Ron Duncan, and Betsy Wilson

The committee met to discuss the following:

1. **Update/Approval U of I Job Study:** Ron Duncan submitted ADA requirement statements to be included in the County job descriptions and recommends that all departments follow a consistent format for the job descriptions. Ron Duncan stated that he could work with Sandy Leitheiser to compile a job description template that all the departments can use. A lengthy discussion took place on the revisions needed to the job summary documents to reflect the 35 versus 40 hour work week annual salary. Mr. Duncan stated that he can add a line for the positions that are a 35 hour work week. The 35 hour per week positions will have an additional line added and calculated.
2. **Update/Approval Customer Service Training:** Chris Daniels reported that twelve employees have signed up for the October 22nd customer service training and eleven have signed up for the October 30th training. Chris Casey from the U of I Extension had emailed the itinerary for both days which was forwarded to all the offices in a memo stating that there are still open spots for the training opportunity.
3. **Update/Approval SOA / EMA / State's Attorney - Union Local #397:** Mediation took place on Thursday, September 12, 2013. The Final wage offered was accepted. Need to have full board approval at the next board meeting. Assistant States Attorney Betsy Wilson reported that the Unfair Labor Practice complaint against the County was withdrawn.
4. **Update/Approval Circuit Clerk's - Union Local #148:** Tentative agreement was reached from the Mediation meeting that was held on Tuesday, September 17th, 2013. The Union is meeting tonight to vote on the final proposal.
5. **Update/Approval FOP Union Negotiations:** Meeting is scheduled for Monday, October 7th at 5:30 p.m. with committee and 6:00 p.m. with union. Proposals have been exchanged.
6. **Update/Approval Union Negotiations with Recycling Local 773:** The committee reviewed some language changes as presented by Dawn Lutz and Connie Beck. We will wait to hear from Bill Troutt so we can trade proposals before the meeting on October 17th, 2013.
7. **Update/Approval Personnel Committee Priority List:** Committee discussed the priority items such as Union Contracts, Job Salary Survey, Wellness Program and Personnel Manual.
8. **Update/Approval Quarterly Time-off:** Bill Purcell stated that he checked into the number of hours his position was hired at because he was not informed since his hire of any changes in work hours for exempt employees. Mary Bathurst stated that the committee needs to define employee exempt positions and the hours worked. Bathurst also stated that it is expected that the exempt positions are to work 40 hours per week. They are getting higher salary increases as a supervisory employee. Mary stated that the committee needs to define the amount of hours an exempt position needs to be.

Update/Approval Worker Wellness Program Committee: Rick Robbins reported at the last wellness committee meeting that he polled the employees and 29 are interested in the Family plan and 18 are interested in the single plan from Fusion. Jessica Chappelle and Rex Brown from Hillsboro Hospital

have been invited to the Special Personnel Meeting on Monday, October, 7th, at 5:00 pm. The County wants to negotiate a better rate and possibly pay on a monthly basis. The committee would like to see if this will help our insurance rates and decrease health insurance costs.

9. Update/Approval Other Business: None at this time

10. Update/Approval Closed Session for Union Contracts: Motion by Mike Plunkett and second by Joe Gasparich to enter into Executive Session for the purpose of discussing Union Contracts: Time 4:15 pm
Motion to come out of executive session by Jim Moore and 2nd by Dave Ronen. All in favor, motion carried. Time: 4:35 pm

Motion by Joe Gasparich and second by Mike Plunkett to recommend to the full board that the County approve the union negotiations with Local 397 based on their approval of the same offer that was made to Local 148. All in favor, motion carried.

Motion by Jim Moore second by Jay Martin to recommend to the full board the approval of the union contract with Local 148. All in favor, motion carried.

Motion by Moore, second by Ronen to adjourn the meeting. All in favor, motion carried.
Meeting adjourned at 6:15 p.m.

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