

# Montgomery County Board

## Personnel Committee Meeting Minutes

**Date:** Thursday, August 29<sup>th</sup>, 2013

**Time:** 4:00 PM – County Board Room

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

**Members Absent:** Jay Martin

**Others Present:** Chris Casey, Rick Robbins and Rick Kruse

The committee met to discuss the following:

**1. Update/Approval Open Bids for Sheriff's Office Vehicles:** Bids were submitted as follows:

	<u>Victory Lane Ford</u>	<u>Wright Automotive</u>
2014 Ford Expedition	\$32,232.75	\$22,362.75
Trade in 2010 Expedition	<u>10,000.00</u>	with trade in
	\$22,232.75	
Two-2014 Ford Explorers	\$50,546.50	\$42,418.00
Trade in 2008 Explorer	<u>4,200.00</u>	with 2 trade in's
	\$43,646.50	2008 Crown Vic & 2008 Explorer

Victory Lane Ford Warranty is 3 years/36,000 miles and an additional 2 year/24,000 miles on powertrain only. Wright Automotive warranty not listed on bid page.

2013 Chevrolet Tahoe PPV Police Interceptor 4 X 4's. Roger Jennings bid: \$30,765.60 per unit. Total price for two units is \$61,531.20 plus any applicable license and title fees. Manufacture warranty of 3 year/36,000 mile bumper to bumper and the 5 year/100,000 mile power train warranty.

The bids will be reviewed by Undersheriff Robbins and submitted to the Finance Committee when they meet next week for a recommendation to be brought to the full board.

- 2. Update/Approval Worker Wellness Program Committee:** Employees on the Wellness Committee met at 3:00 p.m. with Consociate Dansig to discuss different options for an Employee Wellness Program.
- 3. Update/Approval Customer Service Training:** Will be held on Tuesday, 10/22/13 in the morning from 9:00 am to Noon and Wednesday, 10/30/13 in the afternoon from 1:00 pm to 4:00 pm. Trainings will be held in the County Board Room. A signup sheet will go to all the offices to have employees sign up for the morning or afternoon session. Chris Casey stated that another Educator from the U of I Extension will be working with him on this training and that he will be working on an agenda for the trainings to give to the Personnel Committee to review.
- 4. Update/Approval SOA / EMA / State's Attorney - Union Local #397:** Mediation date has been scheduled for Thursday, September 12<sup>th</sup>, 2013 at 4:00 pm for the Committee and then with the union and Mediator at 4:30 pm.

5. **Update/Approval Circuit Clerk's - Union Local #148:** Mediation date was scheduled for Wednesday, September 11<sup>th</sup> at 5:00 pm and then with the Union and Mediator at 5:30 pm.
6. **Update/Approval FOP Union Negotiations:** Committee discussed setting the date of Monday, October 7<sup>th</sup>, 2013. The committee will meet at 5:30 pm and will meet with the union at 6:00 pm. Bathurst will notify the Union Representative for the first initial meeting date.
7. **Update/Approval Union Negotiations with Recycling Local 773:** Committee discussed setting the date of Thursday, October 10<sup>th</sup>, 2013. The committee will meet at 5:30 pm and will meet with the union at 6:00 pm. Bathurst will notify the Union Representative for the first initial meeting date.
8. **Update/Approval U of I Job Study:** The committee reviewed spreadsheets with information for starting and top end salaries for the various County job categories. County Board Chairman Hertel gave some parameters to County Board Administrator Daniels to calculate and prepare the spreadsheets from the salary data submitted from the U of I Job Study. Each position was issued a Standard Occupational Code with US and Illinois salary data from 2011. These salaries were adjusted by 4% to allow for a 2% cost of living increase for years 2012 and 2013. The 10% and 25% US and Illinois salary data was adjusted by 4% to allow for a 2% cost of living increase for years 2012 and 2013. The 75% and 90% US and Illinois salary data was also adjusted by 4% and then averaged to obtain the top end of the salary for each position. Starting salaries will be either \$10.75 or \$11.00 per hour. The \$11.00 per hour starting positions will have an annual starting salary of \$20,020 for a 35 hour work week and to \$22,880 for a 40 hour per week position. The difference of the top end salary and the starting salary was divided by 30 years to get an annual increase for that position. The annual increase was multiplied by the number of years of service for each employee to come up with a salary that the employee should be making according to the U of I Job Study. Daniels will prepare a report with the starting salaries for each position for the Finance Committee to review next week.
9. **Update/Approval Personnel Committee Priority List:** Job Study, Union Negotiations, Personnel Manual and Wellness Committee.
10. Motion to enter into executive session by Dave Ronen, and second by Mike Plunkett for the purpose of discussing union negotiations with Local 397, Local 148 and the F.O.P. All in favor, motion carried. Roll call was taken. Time 5:00 pm  
  
Motion by Joe Gasparich and second by Jim Moore to come out of Executive Session. Time is 5:40 pm. Roll call was taken.
11. **Update/Approval Other Business:** None at this time.

Motion by Mike Plunkett, second by David Ronen to adjourn the meeting. All in favor, motion carried. Meeting adjourned at 5:43 p.m.

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