

# Montgomery County Board Personnel Committee Meeting Minutes

**Date:** Thursday, December 27<sup>th</sup>, 2012

**Time:** 8:30 AM – 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 Traylor, Sandy Leitheiser, Ray Durston, Betsy Wilson

1. **Update/Approval Local Labor #397 Agent Bill Traylor:** Business agent Bill Traylor addressed the committee with concerns regarding salaries designated for various employees and whether or not those decisions would impact his Collective Bargaining Union employees. The committee explained the additional scope of work to the Job Study that the U of I will complete by mid-March. After a lengthy discussion, the Committee intended to abide by the agreed-to contracts and would open the wage portions of the contracts when the job survey is complete. Traylor then presented Chairman Hertel with three unfair labor practice complaints representing his three collective bargaining agreements. These complaints have been filed with the Illinois Labor Relations Board and copies sent to the States Attorney's Office.
2. **Update/Approval Executive Session – Salary Increases with Job Study:** Plunkett asks Sandy Leitheiser to explain her item to Assistant State's Attorney Betsy Wilson for closed session.
  - **Go Into Executive Session:** Motion by Jay Martin, second by Dave Ronen to Enter Into Executive Session to Discuss Salary Increases with Job Study. All in favor, motion carried. Session starts at 9:05 a.m.
  - **Come Out of Executive Session:** Motion by Dave Ronen, second by Joe Gasparich to Come Out of Executive Session. All in favor, motion carried. Session ends at 9:28 a.m.
3. **Update/Approval Circuit Clerk's Union Local #148:** Meeting dates with the Circuit Clerk's Union are Monday, February 11<sup>th</sup> or Monday, February 25<sup>th</sup> at 5:30 p.m.
4. **Update/Approval Highway Dept. Union Local #1084:** Gene Miles and Kevin Smith will be invited to negotiations. Mary Bathurst will attend Road & Bridge Committee on January 2<sup>nd</sup>. Alternate meeting date Monday, February 11<sup>th</sup> or 25<sup>th</sup>.
5. **Update/Approval Job Salary Survey:** Salary ranges to be completed by the end of January 2013 and job description template done by the end of March 2013.
6. **Update/Approval Personnel Committee Handbooks:** New Personnel Handbooks were passed out to committee members that included the current 8 union contracts, the Personnel Manual, and a couple of Seminars that were given by Julie Bruch.
7. **Update/Approval Time Off Reporting:** Committee will look at the policy for turning in time off reports.

- 8. Update/Approval Re-name the Coordinated Services Office:** Committee discussed the Coordinated Services Office reporting directly to the County Board and doing the administrative work for the Board. The committee discussed re-naming the office so that it reflects working for the board. Gasparich stated that this is definitely an administrator type job. Plunkett stated that when Coordinated Services is communicating with other offices, they need to realize they are communicating with the County Board through Coordinator Daniels. County Board needs to be in the title, like County Board Administrative Office and suggested job titles of Executive Administrator and Administrative Assistant. Chris Daniels has some job titles from the UCCI and ILACBM Job Survey books and will contact Ron Duncan to see if he has any suggestions since he has reviewed the job descriptions. Hertel stated that County Board needs to be in the title. The Committee wants Daniels to come back to the committee with the name for the office.

**OTHER BUSINESS:**

1. Roy Hertel asked Ray Durston not to replace the Secretary for Board of Review right now.
2. The Committee discussed putting the EPA Services back to the Health Department. Hertel has talked to Hugh Satterlee as they get calls at the Health Department.
3. February Board Meeting – Dispatching Center recognized by the Sheriff's Association Dispatching System of the Year. All board members will go to the Sheriff's Office to recognize the employees and have a tour of the Jail and New Courthouse.

Motion by Joe Gasparich, second by Jay Martin to adjourn the meeting.

All in favor, motion carried. Meeting adjourned at 10:20 a.m.

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