

# Montgomery County Board

## Personnel Committee Meeting Minutes

**Date:** Thursday, May 29<sup>th</sup>, 2014

**Time:** 8:00 AM – County Board Room

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

**Members Absent:** Dave Ronen

**Others Present:** Assistant States Attorney Betsy Wilson

The committee met to discuss the following:

1. **Update/Approval ICRMT Mandatory Employee and Board Member Sexual Harassment/Sensitivity Training:** Committee discussed that the training sessions were well attended with 177 employees and board members that attended. A training tape is now available to review for employees and board members that were unable to attend. There will be a few more trainings scheduled for those that missed the first one. This video will also be made available so that all new employees can view and sign off that they have received the training.
2. **Update/Approval ICRMT Training at LLCC June 9<sup>th</sup> from 1 pm - 3:30 pm:** RSVP;s are needed by Tuesday, June 3<sup>rd</sup>.
  - Managing Employees in the World of Social Media. There are three people sign up to attend. Daniels will send out a reminder email to see if more people will sign up. Bathurst will contact Bill Purcell to see if he can attend the training at LLCC.
3. **Update/Approval Personnel Manual:** Committee reviewed the first draft of part two that consists of sections 2.7 to 2.14. Assistant States Attorney Betsy Wilson will review and advise on the Drug and Alcohol use policy and the Firearms prohibited sections. For next month, the committee will review section 2.15 regarding computers to section 3.3 regarding Personal Time Off. Mary Bathurst will contact Bill Purcell to review and attend next month's meeting for the section on Computers.
4. **Update/Approval Prevailing Wage Ordinance:** Committee reviewed the updated Prevailing Wage Ordinance that is approved each year at the June board meeting. **Motion by Joe Gasparich and second by Jim Moore to recommend the approval to the Full Board. All in favor, motion carried.**
5. **Update/Approval Job Study:** The committee read an email from Mr. Duncan regarding the finalization of the Job Study. Duncan stated in his email that he is waiting on the State of Illinois 2013 labor figures and hopes to have them by this fall. Daniels will contact Mr. Duncan and ask him to send us the ADA information to add to the county job descriptions.
6. **Update/Approval Local 773 in the Sheriff's Department:** Committee discussed correspondence from Local 773 in the Sheriff's Department regarding the Pension fund. The county received paperwork stating that the Jailers want to break out and form their own unit with the union. A letter will be sent to the union business agent Bill Trout to inquire about starting union negotiations in July.
7. **Update/Approval Other Business:** Committee discussed the request from Liberty National Insurance for additional voluntary insurance. The committee is not interested in pursuing this issue as no employees have requested this and this would create a lot more work for payroll.

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

Meeting adjourned at 9:15 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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