

# Montgomery County Board

## Personnel Committee Meeting Minutes

**Date:** Thursday, January 30<sup>th</sup>, 2014

**Time:** 8:00 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:** Ray Durston

The committee met to discuss the following:

1. **Update/Approval Workplace Wellness Program:** Committee discussed being at the stage of asking the board for approval to move forward having a workplace wellness program. If the board approves to move forward then a meeting will be scheduled with the Employee Wellness Committee. Committee discussed coming up with criteria for the program. The employees that have the County health insurance already have a \$1,000 wellness benefit and some of this money could then be used towards a membership with a fitness center. This would be offered to all full time County employees. The committee also discussed having some basic wellness screening procedures for the employees and will check with the Treasurer's Office to see if the employee portion of the fitness membership can be payroll deducted. The committee is not interested in Hillsboro Hospital keeping track of the employee wellness program except for tracking the number of times a person visits the fitness center. All members are given a card and must swipe the card prior to entering the facility and this could be given to the County to show the participation.
2. **Update/Approval Customer Service Training Report:** Chris Casey from the U of I shared a report regarding the Customer Service training that was presented in October. There were 34 employees that participated in the training and it covered 6 of the 10 modules that make up the program offered by the U of I Extension. Chris Casey stated that there were good discussion with employees and one recommendation for follow up is to have a sheet or posting on the web page that shows what each County Office does. That would make it easier for employees to find where the individual should go for their questions or services and good general information for our employees. This would help eliminate someone from the public being sent to multiple offices for services. Chris Casey asked if they could help with other trainings. There was an interest posted on the employee feedback survey to have telephone customer service training. The committee discussed having some additional training in the next year.
3. **Update/Approval Personnel Manual:** Committee Chairman Mary Bathurst stated that the Committee started working on the Personnel Manual again once union negotiations were completed and decided to see if there were other Personnel Manual templates available from Julie Bruch. We did receive an email stating that Julie Bruch's office is working on a Personnel Manual Template and will get back to us once it is complete. Mary Bathurst also checked with ICRMT agent Tom Franzen and he stated that they could also provide a template for the committee to review. Follow ups will be made to obtain a timeline on when the templates will be available for the committee to review. Bathurst also stated that the committee should go over the policy on vacation, personnel, and sick days being paid when an employee leaves County employment. There may be a need to pro-rate vacation, personnel time and sick time when a person terminates their employment with the County.
4. **Update/Approval Review Time off Reports:** The Committee reviewed the fiscal year end time off reports that were prepared by Treasurer Jenkins for the County Audit. It was noted that the offices under the General Fund had very little vacation time carried over and that the committee was happy that they are all using their vacation and personnel time by the end of November.
5. **Update/Approval Other Business:** Committee Chairman Bathurst stated that she along with Betsy Wilson and Chairman Hertel were invited to attend a meeting at the Sheriff's Office with representatives from Local 773 in regards to concerns with their Pension. Assistant States Attorney Betsy Wilson is researching additional information and further discussion may take place regarding this matter.

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

Meeting adjourned at 9:25 am.

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

Draft