

Montgomery County Board Personnel Committee Agenda

Date: Thursday, January 23rd, 2020

Time: 5:00 pm - County Board Room

Members Present: Kirby Furness, Ron Deabenderfer, Earlene Robinson, Donna Yeske and Chairman Evan Young

Members Absent: Bill Bergen, Sandra Johnson

Others Present:

The committee met to discuss the following:

1. **Employee Health Insurance Update/Approval:**
 - a. Monthly HRA report:
2. **Employee Personnel Manual Update/Approval:**
 - a. Revised Drug Policy addressing Cannabis
 - b. Sexual Harassment Policy
3. **Grievance Discussion with Local 148 – Circuit Clerk’s Union Update/Approval:**
4. **Employee Time Keeping in Appointed Offices Update/Approval:**
5. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:** If needed
6. **Other Business Update/Approval:**

Motion to adjourn by _____ and second by _____

Meeting adjourned at _____ pm

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

Montgomery County Board Personnel Committee Agenda

Date: Thursday, February 27th, 2020

Time: 5:00 pm - County Board Room

Members Present: Kirby Furness, Bill Bergen, Sandra Johnson, Ron Deabenderfer, Earlene Robinson, Donna Yeske and Chairman Evan Young

Members Absent:

Others Present:

The committee met to discuss the following:

1. Employee Health Insurance Update/Approval:

- Monthly HRA report.

2. Employee Personnel Manual Update/Approval:

- Supplemental Employee Policies Recommended by ICRMT
- Revised Drug Policy addressing Cannabis
- Sexual Harassment Policy

3. Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:

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

5. Public Comments:

Motion to adjourn by _____ and second by _____

Meeting adjourned at _____ pm

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

Montgomery County Board Personnel Committee Agenda

Date: Thursday, March 26th, 2020

Time: 5:00 pm - County Board Room

Members Absent: Kirby Furness, Bill Bergen, Sandra Johnson, Ron Deabenderfer,
Earlene Robinson, Donna Yeske and Chairman Evan Young

Others Present:

The Personnel Committee meeting was Cancelled due to the Coronavirus Disease Pandemic.

Public bodies determining whether to hold meetings at this time should exercise good judgment and discretion and utilize the availability of remote participation to help curb the spread of COVID-19.

Montgomery County Board Personnel Committee Agenda

Date: Thursday, April 23rd, 2020

Time: 5:00 pm - County Board Room

In accordance with EXECUTIVE ORDER 2020-07 issued by Governor Pritzker, this meeting will be conducted via remote participation ONLY.

AG Guidance on OMA: For a public body that determines it must hold a meeting during the COVID-19 pandemic, the Executive Order 2020-07 suspends the in-person attendance requirement for members of the public body and allows for remote participation. If a meeting is necessary, public bodies are encouraged to provide video, audio, and/or telephonic access to maintain openness and transparency to members of the public. Public bodies determining whether to hold meetings at this time should exercise good judgment and discretion and utilize the availability of remote participation to help curb the spread of COVID-19.

Conference Call NUMBER IS: 217-532-8500.

Once you are prompted, enter the Conference ID number: 926186 #.

You must enter the pound (#) sign after the ID number. Please mute your phones when not speaking to eliminate background noises.

Members Present: Kirby Furness, Bill Bergen, Sandra Johnson, Ron Deabenderfer, Earlene Robinson, Donna Yeske and Chairman Evan Young

Members Absent:

Others Present:

The committee met to discuss the following:

1. **Employee Health Insurance Update/Approval:**
 - a. Monthly HRA report:
2. **Employee Personnel Manual Update/Approval:**
 - a. Cyber Security Policies and Revised Drug Policy addressing Cannabis
3. **Covid-19 Employees Leave – FMLA/FFCRA (Families First Coronavirus Response Act)Update/Approval:**
4. **Employee Transition back to Work Update/Approval:**
5. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:** If needed
6. **Other Business Update/Approval:**

Motion to adjourn by _____ and second by _____

Meeting adjourned at _____ pm

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

Montgomery County Board Personnel Committee Agenda

Date: Thursday, May 28th, 2020

Time: 4:00 pm - County Board Room

In accordance with EXECUTIVE ORDER 2020-07 issued by Governor Pritzker, this meeting will be conducted via remote participation ONLY.

AG Guidance on OMA: For a public body that determines it must hold a meeting during the COVID-19 pandemic, the Executive Order 2020-07 suspends the in-person attendance requirement for members of the public body and allows for remote participation. If a meeting is necessary, public bodies are encouraged to provide video, audio, and/or telephonic access to maintain openness and transparency to members of the public. Public bodies determining whether to hold meetings at this time should exercise good judgment and discretion and utilize the availability of remote participation to help curb the spread of COVID-19.

Conference Call NUMBER IS: 217-532-8500.

Once you are prompted, enter the Conference ID number: 926186 #.

You must enter the pound (#) sign after the ID number. Please mute your phones when not speaking to eliminate background noises.

Members Present: Kirby Furness, Bill Bergen, Sandra Johnson, Ron Deabenderfer, Earlene Robinson, Donna Yeske and Chairman Evan Young

Members Absent:

Others Present:

The committee met to discuss the following:

1. **Employee Health Insurance Update/Approval:**
 - a. Monthly HRA report:
2. **Employee Personnel Manual Update/Approval:**
 - a. Revised Drug Policy addressing Cannabis – Will be reviewed next month.
3. **Covid-19 Employees Leave – FMLA/FFCRA (Families First Coronavirus Response Act) Update/Approval:**
4. **FY 2021 Non-Union Salaries Update/Approval:**
5. **Vacation Buyback Policy Update/Approval:**
6. **Employee Transition back to Work Update/Approval:**
7. **Executive Session for Personnel/Litigation/Property Acquisition Update/Approval: (if needed)**
8. **Other Business Update/Approval:**
9. **Public Comments Update/Approval:**

Motion to adjourn by _____ and second by _____

Meeting adjourned at _____ pm

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

Montgomery County Board Personnel Committee Agenda

Date: Thursday, June 25th, 2020

Time: 5:00 pm - County Board Room

Members Present: Kirby Furness, Bill Bergen, Sandra Johnson, Ron Deabenderfer, Earlene Robinson, Donna Yeske and Chairman Evan Young

Members Absent:

Others Present:

The committee met to discuss the following:

1. **Employee Health Insurance Update/Approval:**
 - a. Monthly HRA report:
2. **Employee Personnel Manual Update/Approval:**
 - a. Revised Drug Policy addressing Cannabis
3. **COVID-19 Employees Leave – FMLA/FFCRA (Families First Coronavirus Response Act) Update/Approval:**
4. **Vacation Buyback Policy Update/Approval:**
5. **Employee Transition back to Work Update/Approval:**
6. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:** *(if needed)*
7. **Other Business Update/Approval:**
8. **Public Comments Update/Approval:**

Motion to adjourn by _____ and second by _____

Meeting adjourned at _____ pm

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

Montgomery County Board Personnel Committee Agenda

Date: Thursday, July 30th, 2020

Time: 5:00 pm - County Board Room

Members Present: Kirby Furness, Bill Bergen, Sandra Johnson, Ron Deabenderfer, Earlene Robinson, Donna Yeske and Chairman Evan Young

Members Absent:

Others Present:

The committee met to discuss the following:

1. **Employee Health Insurance Update/Approval:**
 - a. Monthly HRA report:
2. **Employee Personnel Manual Update/Approval:**
 - a. Revised Drug Policy addressing Cannabis
3. **COVID-19 Employees Leave MEMO – FMLA/FFCRA (Families First Coronavirus Response Act) Update/Approval:**
4. **Vacation Buyback Policy Update/Approval:**
5. **Employee Transition back to Work Update/Approval:**
6. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval: (if needed)**
7. **Other Business Update/Approval:**
8. **Public Comments Update/Approval:**

Motion to adjourn by _____ and second by _____

Meeting adjourned at _____ pm

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

Montgomery County Board Personnel Committee Agenda

Date: Thursday, August 27th, 2020

Time: 5:00 pm - County Board Room

Members Present: Kirby Furness, Bill Bergen, Sandra Johnson, Ron Deabenderfer, Earlene Robinson, Donna Yeske and Chairman Evan Young

Members Absent:

Others Present:

The committee met to discuss the following:

1. **Employee Health Insurance Update/Approval:**
 - a. Monthly HRA report:
2. **Local 773 Union Negotiations with Dispatchers/Jailers Update/Approval:** Kelly Byrd
3. **Employee Personnel Manual Update/Approval:**
 - a. Revised Drug Policy addressing Cannabis – 30 day review
4. **COVID-19 Employees Leave MEMO – FMLA/FFCRA (Families First Coronavirus Response Act) Update/Approval:**
5. **COVID-19 Hazard Pay Policy Update/Approval:**
6. **Drug Testing Policy for New Employees Update/Approval:**
7. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:** *(if needed)*
8. **Other Business Update/Approval:**
9. **Public Comments Update/Approval:**

Motion to adjourn by _____ and second by _____

Meeting adjourned at _____ pm

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

Montgomery County Board Personnel Committee Agenda

Date: Thursday, September 24th, 2020

Time: 5:00 pm - County Board Room

Members Present: Kirby Furness, Bill Bergen, Sandra Johnson, Ron Deabenderfer, Earlene Robinson,
Donna Yeske and Chairman Evan Young

Members Absent:

Others Present:

The committee met to discuss the following:

1. **Employee Health Insurance Update/Approval:**
 - a. Monthly HRA report:
2. **Local 773 Union Negotiations with Dispatchers/Jailers Update/Approval:** Kelly Byrd
3. **Employee Personnel Manual Update/Approval:**
4. **COVID-19 Employees Leave MEMO – FMLA/FFCRA (Families First Coronavirus Response Act) Update/Approval:**
5. **COVID-19 Hazard Pay Policy – Vacation Buy Back Policy Update/Approval:**
6. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:** *(if needed)*
7. **Other Business Update/Approval:**
8. **Public Comments Update/Approval:**

Motion to adjourn by _____ and second by _____

Meeting adjourned at _____ pm

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

Montgomery County Board Personnel Committee Agenda

Date: Thursday, October 29th, 2020

Time: 5:00 pm - County Board Room

Conference Call NUMBER IS: 217-532-8500. Enter the Conference ID number: 926186 #.

Members Present: Kirby Furness, Bill Bergen, Sandra Johnson, Ron Deabenderfer, Earlene Robinson,
Donna Yeske and Evan Young

Members Absent:

Others Present:

The committee met to discuss the following:

1. **Employee Health Insurance Update/Approval:**
 - a. **Monthly HRA report:**
2. **Local 773 Union Negotiations with Dispatchers and Jailers Update/Approval:**
3. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:**
(not needed)
4. **Other Business Update/Approval:** None
5. **Public Comments Update/Approval:** None

Motion to adjourn by _____ and second by _____ . All in favor, motion carried.

Meeting adjourned at _____ pm

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

Montgomery County Board Personnel Committee Agenda

Date: Thursday, November 19th, 2020

Time: 5:00 pm - County Board Room

Conference Call NUMBER IS: 217-532-8500. Enter the Conference ID number: 926186 #.

Members Present: Kirby Furness, Bill Bergen, Sandra Johnson, Ron Deabenderfer, Earlene Robinson,
Donna Yeske and Evan Young

Members Absent:

Others Present:

The committee met to discuss the following:

1. **Employee Health Insurance and HRA Report Update/Approval:**
2. **New COVID Guidelines from the Governor Update/Approval:**
3. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:**
(not needed)
4. **Other Business Update/Approval:** None
5. **Public Comments Update/Approval:** None

Motion to adjourn by _____ and second by _____ . All in favor, motion carried.

Meeting adjourned at _____ pm

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

Montgomery County Board Personnel Committee Agenda

Date: Wednesday, December 30th, 2020

Time: 5:00 pm - County Board Room

Conference Call NUMBER IS: 217-532-8500. Enter the Conference ID number: 926186 #.

Members Present: Bill Bergen, Ron Deabenderfer, Doug Donaldson, Sandra Johnson, Earlene Robinson, Donna Yeske and Evan Young

Members Absent:

Others Present:

The committee met to discuss the following:

1. **Employee Health Insurance and HRA Report Update/Approval:**
2. **Telecommunicator Hourly Salary in Local 773 Union Contract is not Correct Update/Approval:**
3. **ICRMT Memo Regarding EEOC Guidance and other Considerations for COVID Vaccination Policies Update/Approval:**
4. **Human Resource Department Information Update/Approval:**
5. **2020 Unused Vacation Carryover Update/Approval:**
6. **Employee Personnel Manual Update/Approval:**
7. **Executive Session to Discuss Personnel/Litigation/Property Acquisition Update/Approval:**
(not needed)
8. **Other Business Update/Approval:** None
9. **Public Comments Update/Approval:** None

Motion to adjourn by _____ and second by _____ . All in favor, motion carried.

Meeting adjourned at _____ pm

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